

Notice of meeting and agenda

Corporate Policy and Strategy Committee

10.00am, Tuesday, 2 October 2018

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 7 August 2018 (circulated) – submitted for approval as a correct record

5. Forward planning

- 5.1 Corporate Policy and Strategy Committee Work Programme October 2018 (circulated)
- 5.2 Corporate Policy and Strategy Committee Rolling Actions Log October 2018 (circulated)

6. Business Bulletin

- 6.1 Corporate Policy and Strategy Committee Business Bulletin October 2018 (circulated)

7. Executive decisions

- 7.1 Edinburgh Transient Visitor Levy – report by the Chief Executive (circulated)
- 7.2 Edinburgh Poverty Commission – report by the Chief Executive (circulated)
- 7.3 City of Edinburgh Council and Edinburgh Health and Social Care Partnership: British Sign Language Plan for Edinburgh 2018-24 – report by the Chief Executive (circulated)
- 7.4 Public Bodies Climate Change Duties Report 2017/18 – report by the Chief Executive (circulated)
- 7.5 Edinburgh Community Plan – report by the Chief Executive (circulated)

- 7.6 Edinburgh Partnership Review – report by the Chief Executive (circulated)
- 7.7 Accounts Commission – Council’s Use of Arms-Length Organisations - referral from the Governance, Risk and Best Value Committee (circulated)
- 7.8 Sustainable Energy Action Plan Update– report by the Executive Director of Place (circulated)
- 7.9 McCrae’s Battalion Trust: Commemorative Service at Contalmaison Cairn - 1 July 2018 - report by the Chief Executive (circulated)
- 7.10 Visit to Shenzhen, China and Agreement to Further Collaboration – report by the Executive Director of Place (circulated)
- 7.11 West Edinburgh and Edinburgh Waterfront – All Party Oversight Groups – report by the Executive Director of Place (circulated)

8. Routine decisions

- 8.1 Scotland’s Charter for a Tobacco-Free Generation– report by the Chief Executive (circulated)

(**Note** – Councillor Main is called for this item)
- 8.2 Charter Against Modern Slavery – report by the Executive Director of Resources (circulated)

9. Motions

- 9.1 None.

Laurence Rockey

Head of Strategy and Insight

Committee Members

Councillors McVey (Convener), Day (Vice-Convener), Aldridge, Booth, Jim Campbell, Mary Campbell, Doggart, Macinnes, Perry, Rankin and Whyte.

Information about the Corporate Policy and Strategy Committee

The Corporate Policy and Strategy consists of 11 Councillors and is appointed by the City of Edinburgh Council. The Corporate Policy and Strategy Committee usually meets every eight 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 Allan McCartney or Louise Williamson, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4246/0131 529 4264.

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to www.edinburgh.gov.uk/cpol.

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Corporate Policy and Strategy Committee

10.00 am, Tuesday, 7 August 2018

Present

Councillors McVey (Convener), Day (Vice-Convener), Aldridge, Booth, Mary Campbell, Doggart, Macinnes, McLellan (substituting for Councillor Graczyk), Rankin, Watt (substituting for Councillor Perry) and Whyte.

Also Present

Councillor Jim Campbell (for item 4).

1. Minute

Decision

To approve the minute of the Corporate Policy and Strategy Committee of 15 May 2018 as a correct record.

2. Corporate Policy and Strategy Committee Work Programme – August 2018

The Corporate Policy and Strategy Committee Work Programme for August 2018 was presented.

Decision

To note the work programme.

(Reference – Work Programme August 2018, submitted.)

3. Corporate Policy and Strategy Committee Rolling Actions Log

Details were provided of the outstanding actions arising from decisions taken by the Committee.

Decision

- 1) To ask for a completion date for Action 16 – City of Edinburgh Council Motion by Councillor Miller – Attracting and Retaining Carers.
- 2) To note in Action 9 that the update should refer to “work with ECCI” and not EICC and ask that an update be provided.
- 3) To agree to close actions 6, 7, 14, 15, 17, 18, 19, 20 and 22.
- 4) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log, submitted.)

4. Renewal of Permissions and Licensing Processes – Update Report

The Council had agreed to review how applications for permissions and licenses were shared with Councillors, officers and members of the public.

Details were provided on an initial review which had been carried out identifying the range of permissions and licenses that the Council issued. It was proposed that a review of local authority practice be commissioned over the next 12 months to identify best practice and suitable benchmarking against authorities.

Decision

- 1) To note the complex legislation which governed in respect of roads, licensing, planning and building standards.
- 2) To note the initial review carried out.
- 3) To agree the review of local authority best practice and benchmarking as proposed.
- 4) To agree that local ward members would now receive Traffic Regulation Orders at the same time as community councils.
- 5) To recommend to the City of Edinburgh Licensing Board that local ward members receive notification of liquor licence applications.

(References – Act of Council No 21 of 24 August 2017; report by the Executive Director of Place, submitted.)

5. Short Term Letting in Edinburgh

Details were provided on the current situation regarding short term lets in the city, including the key issues that arose from the operation of this industry. A proposed action plan for use of those powers currently available to the Council was outlined together with details of what the Council should request from the Scottish Government in terms of a response to the Council's concerns.

Decision

- 1) To note and agree the conclusions set out in paragraph 3.6 and 3.7 of the report by the Executive Director of Place which set out the short term working group's assessment of the impact of short term lets within the city.
- 2) To note the existing powers available to the Council and the plans for coordinated implementation of these as set out at paragraphs 3.8 to 3.15 of the report.
- 3) To note that officers would continue to explore with the short term let industry and other stakeholders the options set out in paragraphs 3.16 to 3.20 of the report on encouraging more responsible business practices and a joint approach with other public sector partners.

- 4) To agree the proposals set out in paragraph 3.21 to 3.29 of the report as the basis of a more detailed submission to Scottish Government requesting the introduction of a licensing system and policy changes at a national level.
- 5) To ask for an update on the figures for those transferring the payment of Council Tax to non-domestic rates.
- 6) To ask for a briefing following engagement with the Scottish Government on proposed regulations, including (i) qualifying complaints and (ii) potential licence conditions.
- 7) To discharge the outstanding remit on this subject agreed by the Council on 1 February 2018.

(References – Act of Council No 15 of 1 February 2018; report by the Executive Director of Place, submitted).

6. Sale and Use of Fireworks

The Council had agreed motions by Councillors Day, Lang and Brown which reflected widespread concerns about the events of 5 November 2017 at many locations city-wide.

Details were provided on current joint working and planned future initiatives. The Council had two main regulatory roles in respect of fireworks, namely (i) enforcing product safety rules controlling which fireworks might be sold to the public; and (ii) ensuring that retailers satisfied their health and safety duties to ensure safe storage. The Council was also working with partners to ensure a joined-up approach to managing events on and around 5 November.

Decision

- 1) To note that a city-wide Community Improvement Partnership (CIP) had been formed to minimise future disturbance around Bonfire Night.
- 2) To note that the Leader of the Council wrote to the Minister for Business, Energy, and Industrial Strategy, calling on the UK Government to review the rules governing the sale of fireworks on 22 March 2018 and note the response from Andrew Griffiths, Minister for Small Business, Consumers and Corporate Responsibility, dated 16 April 2018.
- 3) To note that the Leader of the Council wrote to the Cabinet Secretary for Justice regarding the misuse of fireworks on 22 March 2018 and note the response from Annabelle Ewing, Minister for Community Safety and Legal Affairs dated 19 April 2018.

(References – Act of Council No 12 of 23 November 2017; report by the Executive Director of Place, submitted.)

7. Policies – Assurance Statement - Customer

To ensure that the policies remained current and relevant, all Council directorates were required to review policies on an annual basis. An assurance update on key policies within the Customer team – Corporate Debt Policy, Discretionary Housing Payments

Policy and Council Tax policies (second homes and empty properties) was presented to the Committee as fit for purpose.

Decision

To note that the Council policies detailed in the report had been reviewed and were considered as being current, relevant and fit for purpose.

(References – Corporate Policy and Strategy Committee, 9 August 2016 (item 5); report by the Executive Director of Resources, submitted.)

8. Policies – Assurance Statement – Legal and Risk

To ensure that the policies remained current and relevant, all Council directorates were required to review policies on an annual basis. An assurance update on key policies within Legal and Risk was presented to the Committee as fit for purpose.

Decision

To note that the Council policies detailed in the report had been reviewed and were considered as being current, relevant and fit for purpose.

(References – Corporate Policy and Strategy Committee, 9 August 2016 (item 5); report by the Executive Director of Resources, submitted.)

9. Policies – Assurance Statement – Human Resources

To ensure that the policies remained current and relevant, all Council directorates were required to review policies on an annual basis. An assurance update on key policies within Human Resources was presented to the Committee as fit for purpose.

Decision

To note that the Council policies detailed in the report had been reviewed and were considered as being current, relevant and fit for purpose.

(References – Corporate Policy and Strategy Committee, 5 December 2017 (item 8); report by the Executive Director of Resources, submitted.)

10. Enterprise Risk Management Policy

Details were provided on a proposed new Enterprise Risk Management Policy which sought to provide greater clarity and definition, as well as incorporating good practice from across the risk management community.

The policy set out how the Council would undertake risk management at all levels, and was the over-arching policy for all risk management activities across the Council. Arrangements to manage risks described in other policies should seek to align with this policy where possible.

Decision

To approve the Enterprise Risk Management Policy as set out in Appendix 1 to the report by the Executive Director of Resources.

(Reference – report by the Executive Director of Resources, submitted.)

11. Council's Risk Appetite Statement

Details were provided on the Council's overall risk appetite statement which allowed risks to be taken, communicated, and managed throughout the organisation in line with this overall direction. This would be set out in a risk appetite statement, which if approved would then reviewed on a regular basis.

Decision

- 1) To note that an organisation's attitude to taking risk should be set at the top level and cascaded down, and that this 'risk appetite' might be different across different services and types of risks.
- 2) To note that risk appetite was already set and established in many areas through policies, existing controls and schemes of delegation.
- 3) To approve the overall risk appetite presented within the report by the Executive Director of Resources.

(Reference – report by the Executive Director of Resources, submitted).

12. Chief Social Work Officer Annual Report 2017-2018

The Chief Social Work Officer Annual Report for 2017/2018 was presented.

Decision

To note the Chief Social Work Officer's Annual Report for 2017/18 at Appendix 1 of the report by the Executive Director of Communities and Families.

(Reference – report by the Executive Director for Communities and Families, submitted.)

13. Corporate Complaints Policy

Details were provided on the development of a Corporate Complaints Policy (CCP) to complement existing procedures and to reinforce the Council's commitment to effective complaints handling, and valuing of complaints to help drive service improvement.

Decision

- 1) To approve the City of Edinburgh Council's Corporate Complaints Policy.
- 2) To ask for a briefing on how waste service complaints were defined and how other Local Authorities defined these.

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

14. Data Driven Community Empowerment

An update was provided on action which was underway to ensure that Data Driven Innovation was used to foster greater community participation in service design and improve the efficiency of public services in Edinburgh.

Details on the Data Driven Innovation (DDI) programme within the Edinburgh and South East Scotland City Region Deal and the commitment to collaboration, exchange and joint working were outlined.

Decision

To note the action underway to ensure that Data Driven Innovation was used to foster greater community participation in service design, and improve the efficiency of public services in Edinburgh.

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

15. City of Edinburgh Council – Fair Trade Policy

Details were provided on the outcome of a review which had been carried out on the Council's fair trade policy, in light of the Procurement Reform (Scotland) 2014 Act and changes in Council structures.

Decision

- 1) To approve the updated Fairtrade policy and action plan (as set out in Appendix 1 and Appendix 2 of the report by the Chief Executive) in support of the Edinburgh Fairtrade City initiative.
- 2) To agree that a progress report on the implementation of the policy be prepared annually in August.
- 3) To acknowledge the work of Edinburgh Fairtrade Steering Group in supporting and promoting Fairtrade across the city.
- 4) To acknowledge the work the city's schools had done to support Edinburgh as a Fairtrade city.

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

16. Resource Use Policy – Position Statement August 2018

The Committee had agreed that the Council's Resource Use Policy would be reviewed in light of new legislation and Council structures.

In the light of the forthcoming independent audit of Council activity on sustainability and climate change by the Edinburgh Centre for Carbon Innovation, the review of the Resource Use Policy had been deferred to allow the findings of the audit to be taken into account. The provisional timescale for the completion of this work and reporting to the Committee was now December 2018.

Decision

To note that the review of the Resource Use Policy had been deferred until the findings of the independent audit of council activity on sustainability and climate change had been considered by the Committee. The provisional timescale for reporting the audit findings to committee was December 2018.

(References – Corporate Policy and Strategy Committee 24 January 2017 (item 6); report by the Chief Executive, submitted.)

17. Participation Requests

The Committee had agreed an interim process for participation requests received by the Council. Participation Requests were a legal duty under Part 3 of the Community

Empowerment (Scotland) Act 2015 and the Council was required to publish annually details of requests and any support and promotional activity undertaken.

Details were provided on participation requests received by the Council since the legislation came into effect on 1 April 2017 in line with the annual reporting requirement together with an update on the work programme to support the delivery of this new duty.

Decision

- 1) To note the participation requests received from 1 April 2017 to 31 March 2018.
- 2) To note the development work to support the delivery of this legislative duty.
- 3) To agree to receive a report setting out proposals for the Council's policy on participation requests within two cycles of the conclusion of the Westbank Street Outcome Improvement Process as set out in paragraph 3.5 of the report by the Chief Executive.

(References – Corporate Policy and Strategy Committee 28 March 2017 (item 6); report by the Chief Executive, submitted.)

18. Edible Edinburgh – A Sustainable Food City – Progress Report

An update was provided on progress made by the Edible Edinburgh initiative in delivering the Sustainable Food City Plan since its launch in June 2014. Key successes were highlighted and areas for future action outlined.

Decision

- 1) To note the progress with the Edible Edinburgh Sustainable Food City Plan.
- 2) To continue to support and work with the Edible Edinburgh initiative in driving the Plan.
- 3) To support the development of a Food Growing Strategy for the city as required by the Community Empowerment (Scotland) Act.
- 4) To support the development of a regional food strategy which recognised the increasing importance of local producers, sustainable agriculture and regional food brands, as agreed by the Council in June 2018, as part of the Edinburgh and South East Scotland City Region Deal.

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

19. Managing Transition to Brexit in Edinburgh

The Committee had noted concerns relating to the departure of Scotland and the UK from the EU, and the likely impacts of Brexit on Edinburgh's relationship with European institutions, businesses and citizens.

An update was provided on actions underway to manage the potential impacts of Brexit on Council colleagues and the Edinburgh economy, as well as activity to maintain relationships with European institutions and cities.

Decision

- 1) To note the actions in place to manage transition towards Brexit, and maintain Edinburgh's position as an open and welcoming international city.
- 2) To agree the Brexit Working Group review actions currently in place and report on future options to provide support for Non-UK EU nationals within the Council workforce and the wider city population.

(References – Corporate Policy and Strategy Committee, 3 October 2017 (item 16); report by the Chief Executive, submitted.)

20. Internal Audit Opinion and Annual Report for the year Ended 31 March 2018 – referral from the Governance, Risk and Best Value Committee

The Governance, Risk and Best Value Committee had referred a report on the Internal Audit's annual opinion for the City of Edinburgh Council for the year ended 31 March 2018 to the Corporate Policy and Strategy Committee for their consideration and asked that its discussions and any decisions be reported back to the Governance, Risk and Best Value Committee.

Decision

- 1) To note the report by the Executive Director of Resources.
- 2) To ask for an update report on directorate actions to strengthen controls, including timescales for implementation
- 3) To refer these decisions to the Governance, Risk and Best Value Committee for information.

(References – Governance, Risk and Best Value Committee, 31 July 2018 (item 4); referral report from the Governance, Risk and Best Value Committee, submitted.)

21. Corporate Performance Report 17-18

Details were provided on an overview of council performance in 2017/18 against the Council Business Plan Strategic Aims and Objectives, drawing on corporate performance indicators, Local Government Benchmarking Framework 2016/17 data, complaints analysis and wider achievements.

Decision

To refer the report to the City of Edinburgh Council without recommendation.

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

22. Contact Centre Performance Update – January-June 2018

An update was provided on Contact Centre performance, trends, and ongoing service improvement activities together with detailed performance information that demonstrated current trends, supported by targeted actions to address specific issues.

Decision

- 1) To note the current performance trends within the Contact Centre.
- 2) To note the ongoing service and performance improvement activities to ensure that Council services were easy to access and citizen queries and complaints were dealt with effectively.
- 3) To note the revised performance target to include 60% of calls answered within 60 seconds and a customer satisfaction target of over 75%.
- 4) To request future updates include total volumes of abandoned calls for each transaction area.

(Reference – report by the Executive Director of Resources, submitted.)

23. Welfare Reform Update

An update was provided on the Council's ongoing Welfare Reform activities which included the benefit cap, the short term benefit advance and local housing allowance in Edinburgh. The discretionary housing payment (DHP) funding had been devolved to the Scottish Government and the Council's initial allocation for 2018/19 was £5.2m, with a further top up due later in the year. This would be determined by demand and the fund continued to be monitored to ensure appropriate spend.

Decision

- 1) To note the ongoing work to support Universal Credit (UC) and Welfare Reform, in Edinburgh.
- 2) To note the current spend projections for Discretionary Housing Payments, Council Tax Reduction Scheme and the Scottish Welfare Fund.
- 3) To agree to the removal of paper forms in favour of online benefit application, with appropriate support for all claimants.

(Reference – report by the Executive Director of Resources, submitted.)

24. Appointments to Working Groups

The Committee was invited to appoint the membership of its Working Groups for 2018/19.

Decision

To agree the appointment of members to Working Groups as follows:

- a) **Brexit Working Group (7 members)**
 - 2 SNP
 - 2 Conservative
 - 1 Labour
 - Councillor Miller
 - Councillor Aldridge

b) **Redford Barracks Working Group (7 members)**

2 SNP

2 Conservative

1 Labour

Councillor Corbett

Councillor Aldridge.

c) **Welfare Reform Working Group (7 members)**

2 SNP

2 Conservative

1 Labour

Councillor Aldridge

Councillor Rae

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

25. Accounts Commission – Local Government in Scotland – Challenges and Performance 2018 – referral from the Governance, Risk and Best Value Committee

The Governance, Risk and Best Value Committee had referred a report on the Accounts Commission's complementary, forward-looking report assessing councils' readiness to confront the growing challenges that lay ahead following its earlier Scotland-wide review of 2016/17 local government financial performance to the Corporate Policy and Strategy Committee for consideration.

Decision

To note the joint report by the Chief Executive and the Executive Director of Resources.

(References – Governance, Risk and Best Value Committee of 5 June 2018 (item 8); referral from the Governance, Risk and Best Value Committee, submitted.)

26 Implementing the Programme for the Capital Coalition Commitments Progress to June 2018 – referral from the City of Edinburgh Council

The City of Edinburgh Council had referred a report on the progress of its business plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) which had been built around 52 commitments the Council Administration had pledged to deliver over the next five years, to the Corporate Policy and Strategy Committee for further scrutiny.

Decision

To note the report by the Chief Executive.

(References – Act of Council No 11 of 28 June 2018; referral from the City of Edinburgh Council, submitted.)

Corporate Policy and Strategy Committee

October 2018

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
1	Safecall CEC 114 - Update Report on Management Action B Report	*Report due Autumn* 1) To recognise that no further disciplinary action would be instigated in relation to these matters until all relevant information was available. 2) To agree that a further report would thereafter be considered by Committee advising of any further management action.	Executive	Laura Callender	CE	Flexible	4 December 2018
2	Edinburgh Schools Inquiry Update	Action from CP&S committee on 05/12/17 and 27/02/18. Action from CP&S in Dec '17 - To note the intention to report further within 12 months, including key completion dates. Members would also be advised when building completion certificates	Executive	Nick Smith	Resources	Flexible	4 December 2018

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
		had been issued for the Royal High School and Craigmount High School.					
3	Colleague survey results		Executive	Yvonne Gannon	CE	Flexible	4 December 2018
4	World Suicide Prevention Day	Motion by Councillor Bird – World Suicide Prevention Day to Council in August. Action: calls for a report to the Corporate Policy and Strategy Committee within 3 cycles outlining actions currently being taken and what further actions are required to offer training sessions to elected members, council officers and within schools in mental health first aid to enable informed and supportive conversations.” NB: Needs to be reported to CP&S by Feb (3 cycles however, report schedule only goes up to Dec 2018)	Routine	Kay Miller	Resources	Flexible	4 December 2018
5	Council Asbestos Policy		Routine	Susan Tannahill	Resources	Annual	4 December 2018 December 2019

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
6	Council Fire Safety Policy		Routine	Susan Tannahill	Resources	Annual	4 December 2018 December 2019
7	Welfare Reform		Routine	Sheila Haig	Resources	Quarterly	4 December 2018 26 February 2018
8	Biodiversity Action Plan		Routine	Ken Tippen	Place	Annual	4 December 2018 December 2019
9	Sustainable Energy Action Plan Update		Executive	Janice Pauwels	Place	Flexible	14 May 2019

Corporate Policy and Strategy Committee Upcoming Reports

Appendix 1

Report Title	Directorate	Lead Officer
4 December 2018		
Edinburgh Schools Inquiry Update	Resources	Nick Smith
Council Asbestos Policy	Resources	Susan Tannahill
Council Fire Safety Policy	Resources	Susan Tannahill
Welfare Reform	Resources	Sheila Haig
Biodiversity Action Plan	Place	Ken Tippen
Safecall CEC 114 - Update Report on Management Action (B Report)	Chief Executive	Laura Callender
Colleague Survey Results	Chief Executive	Yvonne Gannon
World Suicide Prevention Day	Resources	Katy Miller

Corporate Policy and Strategy Committee

2 October 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	06.11.12	The Future Management and Ownership of Easter Craiglockhart Hill Local Nature Reserve (LNR) – motion by Councillor Burns (Agenda for 6 November 2012)	To provide information on the possibility of community ownership and management of the woodland and open space in the area in the longer term and how this might be achieved, with ownership transferring to the Council as an interim measure, with a view to the eventual transfer of ownership and management, to a community organisation.	Executive Director of Place	Autumn 2018		This report is going to be reported to the South West Locality Committee in autumn 2018 – update to be provided after this.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
2	09.06.15 Minute of 9 June 2015 (items 6 and 16) 01.09.15	Safecall CEC 114 - Update Report on Management Action B Report	<p>1) To recognise that no further disciplinary action would be instigated in relation to these matters until all relevant information was available.</p> <p>2) To agree that a further report would thereafter be considered by Committee advising of any further management action.</p>	Chief Executive Chief Executive	December 2018 December 2018		A report will be brought back to Committee in December 2018.
3	04.08.15	Common Good Assets Register	<p>1) To note that further reports would be brought to Committee:</p> <p>a) once Scottish Ministers' guidance about common good registers had been issued; and</p> <p>b) to consider the implications arising from compliance with</p>	Acting Executive Director of Resources	December 2018		An update on the Register of Common Good Assets was included in the Business Bulletin for 15 May.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	24.01.17		<p>the Land Registration (Scotland) Act 2012.</p> <p>2) To note that the common good definition in Section 3 of the report by the Acting Director of Services for Communities was not intended to be exclusive and that there would be clarification of the definition with the next report to Committee.</p> <p>3) To call for an update on the progress of the transfer of land from the Sasines Register to comply with the Land Registration (Scotland) Act 2012.</p>				<p>Closed Letter outlining the Council position circulated by email to members on 19 October 2017 –</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4	04.10.16	Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report	That an update report be submitted to Committee in 6 months.	Acting Executive Director of Communities and Families	January 2019		Financial validation is required – needs to be considered by CLT before coming back to Committee as an update report.
5	08.11.16	Unaccompanied Asylum Seeking Children	To note that the city had been asked to consider involvement in a national UASC dispersal scheme and that detailed financial modelling was currently being undertaken with a view to bringing a report back to Committee, hopefully before Christmas.	Chief Social Work Officer	On hold		The Committee on 6 December 2016 asked that a report be submitted to the meeting on 24 January 2017. The report related to a national UASC dispersal scheme which, at the time it was written, was expected to be implemented imminently. It has since emerged that there is no legal basis for a national transfer scheme so the report

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>is on hold whilst that legal aspect is confirmed by the Home Office.</p> <p>There has been no movement or discussion between the Scottish and UK governments about this. A report will be brought to Committee as soon as progress is made.</p>
6	03.10.17	Welfare Reform Update	<p>1) To agree that officers would provide Power to the People with the Homelessness and Housing Council Policy.</p> <p>2) To note that the Homelessness and Housing Senior Support Manager would arrange to meet with people</p>	<p>Executive Director of Resources</p> <p>Head of Safer and Stronger Communities</p>	<p>December 2017</p> <p>December 2017</p>		<p>1) CLOSED - The policy was provided electronically in December 2017</p> <p>2) CLOSED - Meeting held with Power to the People on 6 December 2017 and update</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>experiencing temporary accommodation issues.</p> <p>3) To agree that the Customer Manager would liaise with the Advice Services Team about the restructure of the service and the impact of a reduction on resources and the capacity of the service to give advice, and whether the 70% success rate of people appealing against the benefits decisions was being fed back to the Department of Work and Pensions (DWP).</p>	Executive Director of Resources	December 2018		<p>provided to Members on 11 December 2017</p> <p>3) The Advice Review remains outstanding on a number of issues require clarification. Senior Manager of this services has agreed to provide a full report to CP&S in December 2018. Success rate of people appealing benefits decision is fully within the DWP data recording as decision are made by appeals</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			4) To provide Councillors with a projection of the number of Universal Credit (UC) claimants after it was rolled out to everyone.	Executive Director of Resources	December 2018		tribunal and reported back to them. 4) DWP have not provided projected figures at this time due to the delay in full service implementation. As this information is not available, an update will be provided in the report to CP&S in December
7	03.10.17	Public Bodies Climate Change Duties Report 2016-17	To request a report to committee on the outcome of the review of governance intended to assist in identifying and implementing carbon reduction projects.	Head of Strategy and Insight			<i>Committee on 7 Aug felt that this had not been superseded – an update is required</i> This action has been superseded by the decision taken at the June meeting of Full

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Council to work with ECCI to look at our approach to sustainability and climate change in the round. The scope of this work will include governance.
8	05.12.17	Edinburgh Schools Inquiry	<p>1) To note the intention to report further within 12 months, including key completion dates.</p> <p>2) Members would be advised when building completion certificates had been issued for the Royal High School and Craigmount High School.</p>	Chief Executive	December 2018		
9	27.02.18	Welfare Reform – Update	1) To agree in principle to withdraw paper application forms for Housing Benefit/Council Tax	Executive Director of Resources		7 August 2018	Recommended for Closure - report to Corporate Policy and Strategy Committee in 7 August 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Reduction in favour of a digital only application, subject to a further report on the consultation/impact assessment, and final decision by this committee.</p> <p>2) To request further information in the next report to Committee on the number of people refused short term benefit advances by the DWP</p>		August 2018		<p>This information was not available on DWP information sites. However, a Freedom of Information Request has been submitted by the team requesting:-</p> <ul style="list-style-type: none"> • Number of Benefit Advances Received per Edinburgh Job Centre, split for UC and 'other' Working Age Benefits • Number of Benefit Advances Refused per Edinburgh Job Centre, split for UC and 'other' Working Age Benefits

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>This has been submitted now, but they have 40 days to respond.</p> <p>An update is included as part of the Welfare Reform report to Committee in August 2018.</p>
10	27.02.18	Full Cost Charges in Care Homes for Older People Managed by the Council	<p>1) To request a Briefing Note on the full charging structure and methodology for Council-managed care homes.</p> <p>2) To request a report back to Committee in 12 months on the impact.</p>	Chief Officer, Edinburgh Health and Social Care Partnership	<p>July 2018</p> <p>February 2019</p>	July 2018	<p>CLOSED</p> <p>Briefing Note circulated on 27 July 2018.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
11	27.02.18	Champion Mayors Coalition for Inclusive Growth	To request an update report on the benefits of membership in 12 months	Chief Executive	February 2019		
12	29.06.18	City of Edinburgh Council Motion by Councillor Miller – Attracting and Retaining Carers (Agenda for 29 June 2017)	<p>1) Agrees to call for a report into the improvements including pay and conditions that could attract and retain care workers, in comparison to other employment options, and meet the shortfall in care provision, taking into account the results of the research.</p> <p>2) To instruct officers to remit the report to the Integration Joint Board and Corporate Policy and Strategy Committee for further scrutiny.</p>	Chief Officer, Edinburgh Health and Social Care Partnership	30 March 2019		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
13	01.02.18	City of Edinburgh Council Motion By Councillor Mowat – Edinburgh’s Christmas and Hogmanay 2017/18 (Agenda for 1 February 2018)	Council requests that the review of the contract for Edinburgh’s Christmas and Hogmanay should recognise that the implementation of this contract cuts across many council functions and services and should be considered at the Corporate Policy and Strategy Committee.	Executive Director of Place	2020		The contract is not up for renewal until 2020.
14	15.05.18	Welfare Reform – Update	<ol style="list-style-type: none"> 1) To agree to circulate the impact assessment in relation to the removal of paper-based benefit forms. 2) To agree that a paper would be brought to the next Welfare Reform Working Group on the shortfall between Local Housing Allowance and the private rents. 	Executive Director of Resources	August 2018	7 August 2018	All Actions Recommended for Closure - report to Corporate Policy and Strategy Committee in 7 August 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) To agree that officers would clarify with the DWP FOI responder the reasons why it would cost in excess of £600 to provide information on benefit advance refusal rate.				
15	15.05.18	Sustainable Energy Action Plan Annual Progress Report 2017/18	Calls for a report every two cycles until 2020 within one cycle on how the SEAP can be progressed in order to meet its 2020 carbon reduction target, including what additional resources would be required	Executive Director of Place	2020		
16	31.05.18	City of Edinburgh Council Motion By Councillor Main – Scotland's Charter for a Tobacco-free Generation (Agenda for 31)	1) Council calls for a report in two cycles to Corporate Policy and Strategy Committee reviewing council strategy, policy and practice to ensure that the Council is helping	Chief Executive	2 October 2018		Recommended for closure Report on the agenda for this meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		May 2018)	<p>protect children from tobacco, reducing the harm caused by tobacco in our communities and encouraging others to do the same. The report will include action undertaken to date, such as a smoking ban on all Council property including parks and membership of Lothian Tobacco Prevention Working group, and options for further action.</p> <p>2) That the report also be referred to the Edinburgh Partnership for their consideration.</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	28.06.18	City of Edinburgh Council Motion By Councillor Day – Charter Against Modern Slavery (Agenda for 28 June 2018)	Council agrees to sign up to the Co-operative Party's Charter Against Modern Slavery and asks the Director of Resources to report to the September meeting of the Corporate Policy Strategy Committee on how this will be implemented.	Executive Director of Resources	October 2018		Recommended for closure Report on the agenda for this meeting
18	07.08.18	Short Term Letting in Edinburgh	<p>1) To ask for an update on the figures for those transferring the payment of Council Tax to non-domestic rates.</p> <p>2) To ask for a briefing following engagement with the Scottish Government on proposed regulations, including (i) qualifying complaints and (ii) potential licence</p>	Executive Director of Place Executive Director of Place			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			conditions.				
19	07.08.18	Corporate Complaints Policy	To ask for a briefing on how waste service complaints were defined and how other Local Authorities defined these	Executive Director of Place			
20	07.08.18	Participation Requests	To agree to receive a report setting out proposals for the Council's policy on participation requests within two cycles of the conclusion of the Westbank Street Outcome Improvement Process as set out in paragraph 3.5 of the report by the Chief Executive	Chief Executive			
21	07.08.18	Managing Transition to Brexit in Edinburgh	To agree that the Brexit Working Group review actions currently in place and report on future options to provide support for Non-UK EU nationals	Chief Executive			The working group is meeting on Friday 21 st September to take this work forward.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			within the Council workforce and the wider city population				
22	07.08.18	Internal Audit Opinion and Annual Report for the Year Ended 31 March 2018 - referral from the Governance Risk and Best Value Committee	To ask for an update report on directorate actions to strengthen controls, including timescales for implementation	All Executive Directors			Committee Services to confirm when Executive Directors will provide updates
23	23.08.18	City of Edinburgh Council Motion By Councillor Cameron – Equalities Working Group (Agenda for 23 August 2018)	A proposed workplan will be prepared by the Group before the end of December 2018 for submission to the Corporate Policy and Strategy Committee for consideration.	Chief Executive (Strategy and Insight)			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
24	23.08.18	City of Edinburgh Council Motion By Councillor Bird – World Suicide Prevention Day (Agenda for 23 August 2018)	Calls for a report to the Corporate Policy and Strategy Committee within 3 cycles outlining actions currently being taken and what further actions are required to offer training sessions to elected members, council officers and within schools in mental health first aid to enable informed and supportive conversations.	Chief Officer, Edinburgh Health and Social Care Partnership	4 December 2018		



Item 6.1 - Business bulletin

Corporate Policy and Strategy Committee

10.00am, Tuesday 2 October 2018

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

Corporate Policy and Strategy Committee

Convener:	Members:	Contact:
<p>Councillor Adam McVey</p>  <p>Vice Convener: Councillor Cammy Day</p> 	<p>Councillor Adam McVey (Convener)</p> <p>Councillor Cammy Day (Vice-Convener)</p> <p>Councillor Robert Aldridge</p> <p>Councillor Chas Booth</p> <p>Councillor Jim Campbell</p> <p>Councillor Mary Campbell</p> <p>Councillor Phil Doggart</p> <p>Councillor Lesley Macinnes</p> <p>Councillor Ian Perry</p> <p>Councillor Alasdair Rankin</p> <p>Councillor Iain Whyte</p>	<p>Allan McCartney, Committee Manager</p> <p>Louise Williamson, Assistant Committee Officer</p>

Recent news	Background
<p>Smoke Free Policy</p> <p>As reported to Corporate Policy and Strategy in October 2017 (in the business bulletin), the Council Smoke Free Policy has been well received since it was introduced in 2015. No changes are recommended at present. Consultation has taken place with stakeholders and Trades Unions. The policy will continue to be kept under review.</p>	<p>Susan Tannahill, Senior Manager - Health and Safety</p>
<p>Gaelic Language Plan</p> <p>On 15 May 2018, Corporate Policy and Strategy considered and approved Edinburgh's draft Gaelic Language Plan 2018-22, subject to a number of changes. These changes were made and the report was submitted to Bòrd na Gàidhlig on 16 May for their consideration. The Bòrd carried out the</p>	<p>Eleanor Cunningham, Lead Officer, Strategy and Business Planning</p>

assessment of Edinburgh's plan at their meeting on 27 August and provided written feedback on 6 September. Bòrd na Gàidhlig's response to the draft was positive, particularly in terms of its Education content. Feedback included a recommendation to make minor changes to the tone of some of the introductory texts and a desire to see further detail around how some of the commitments made would be progressed. After consultation with the Gaelic Champion, officers will amend the text where appropriate given that these recommendations do not alter the content of the plan. The further detail requested by Bòrd Na Gàidhlig will be provided as part of the wider implementation detail supporting the plan and progressed through the Gaelic Implementation Group.

The Bòrd will consider the revised plan as detailed above for final approval on 5/6 December.

Progress with the implementation of the 2018-22 plan will be reported to Corporate Policy and Strategy in December 2019 and then submitted to Bòrd na Gàidhlig.

Forthcoming activities:

Corporate Policy & Strategy Committee

10.00am, Tuesday, 2 October 2018

Edinburgh Transient Visitor Levy

Item number	7.1
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

This paper relates to the Council commitment to progress the Edinburgh Transient Visitor Levy (TVL). This also forms a significant part of the national local government agenda around seeking additional powers for local government on local taxation, which would help create a more effective local democracy that is more accountable to the people and wider stakeholders within each local authority.

This paper specifically highlights some of the findings from initial engagement sessions with Edinburgh's stakeholders and summarises key information from the TVL research completed to date with residents and tourists.

The paper also lays out options for an Edinburgh TVL Scheme seeking the council agreement to progress with public consultation on this basis.

Edinburgh Transient Visitor Levy

1. Recommendations

- 1.1 Agree to progress a formal public consultation on options for an Edinburgh TVL as laid out at a high level within the report
- 1.2 Agree for the convener to write to Scottish Government Ministers sharing the progress of our work on the Transient Visitor Levy and to seek a meeting

2. Background

- 2.1 Alongside this administration's commitment, the City of Edinburgh Council has a long-held position that a Transient Visitor Levy is in the best interests of the city. The Council considered a research paper on TVL on 31 May 2018. The Scottish Government have been clear that they are open to hearing from Edinburgh City on this but want the Council to engage with the tourist and hotel industries on any proposal.
- 2.2 The Council completed an informal period of engagement activities throughout the summer. This includes raising the question of a TVL with key stakeholders, ongoing engagement with elected members through a series of workshops, and a series of roundtable discussions with stakeholders and key partners across industry, culture and tourism. The Council has also commissioned a specific piece of research into the views of residents and visitors on the principle of a TVL run in partnership with Marketing Edinburgh.
- 2.3 COSLA also published a paper in June that called on the Scottish Government to grant Councils more financial power, starting with the discretion to introduce a Transient Visitor Tax. The paper affirms the reasons for introducing a transient visitor tax:
 - 2.3.1 The cost of maintaining the local environment and public services, which draws tourists, falls heavily on the public purse. Sustaining this is at significant risk without new ways to invest.
 - 2.3.2 Whilst recognising the cultural and economic benefits of tourism, the cost of tourism is born by the local citizen. There is a case for this to be shared more widely.

- 2.4 This Council, Highland Council, Aberdeen Council and COSLA gave evidence on TVL to the Scottish Parliament on 13 September. The written evidence submitted is available from the [Culture, Tourism, Europe and External Affairs Committee](#).

3. Main report

- 3.1 A comprehensive desk-based research into transient visitor levy was conducted in early 2018. This looked at the Edinburgh accommodation sector, the policy context, and examples of a similar TVL in other cities. The paper was discussed at full Council on 31 May 2018.

The rationale for the Edinburgh TVL

- 3.2 Building on the position detailed in the June Council report, the underlying rationale for the TVL is that tourists who temporarily pay to stay in the city and use the public space and services should contribute to the city's investment in and management of the consequences of a successful tourism economy. More specifically, in this context the purpose of an Edinburgh TVL would be to:
- 3.2.1 Ensure that Edinburgh's status as one of the world's great cities in terms of culture and heritage is sustainable;
 - 3.2.2 Enable future investment in culture, heritage, arts and sport activities which benefit the city and enhance tourism.
 - 3.2.3 Ensure future investment in promotion of Edinburgh as one of the world's best cities to visit all year round.
 - 3.2.4 Ensure that tourists and residents equitably invest in public services that ensure visiting this city is an enjoyable and safe experience and;
 - 3.2.5 Support the Council to manage the impact of a successful tourism industry

Stakeholder engagement

- 3.3 The Leader, Depute Leader, Chief Executive and officers have been informally engaging with key stakeholders, including 1:1 engagement with over 25 of our key industry partners and stakeholders, four roundtable and workshop events with partners from across industry, culture and tourism and presentations at key organisations such as Local Government groups, Festival Edinburgh and the Edinburgh Tourism Action Group. This engagement continued with a round table with industry partners on 13 September ahead of more formal public engagement.
- 3.4 We heard through our engagement that a set of key principles are important to securing collective support for an Edinburgh scheme, its scope, detail, application and use. We heard from stakeholders that an Edinburgh scheme would need to be:

Fair to all – industry, residents and tourists

- 3.5 Issues raised around fairness relate to many aspects of the scheme including who the scheme would apply to, how much would be charged, how it would be charged, over what period of the year and whether there would be any exemptions. The principle is important but must be understood to apply to all and not one sector or stakeholder in this debate.
- 3.6 We specifically heard from stakeholders that it was important to ensure that no part of the accommodation industry or tourists choosing accommodation were disproportionately advantaged or disadvantaged by being exempted from a TVL. The focus of this principle is often around ensuring that the short term lets economy is fairly and equally contributing to the city in the same way as other types of tourists and indeed local taxpayers. The issue of vulnerable residential short-term accommodation users has also been raised within this context.
- 3.7 In terms of fairness, consideration also needs to be given to whether a local scheme should be sensitive to the size of provider and/or price ranges that exist across the accommodation sector. The premise being that a £ per night fee would disproportionately impact upon smaller providers or budget accommodation/tourists than it would other parts of the industry or our more luxury focused tourists. These issues all come into play when deciding whether, or not, a £ per room per night charge is fairer than a percentage charge – similar to the application of VAT. It also raises the question of price floors or other exemptions.

Simple to understand and run

- 3.8 Ultimately, how 'fair to all' a local scheme is - including whether and how many exemptions are made to it - impacts on how simple it is to understand and how easy and efficient it is to run. These are choices that need to be made in consultation with residents and other key partners. The more of exemptions you accommodate within a scheme the more complex it is for tourists to understand and for businesses and the council to run.

Administratively efficient and difficult to avoid

- 3.9 As part of our informal consultation, stakeholders shared the sentiment that if the city were to go to the effort to implement this charge, then it must be 'worth it'. By this, partners meant both that the charge should be large enough to merit the administrative costs involved and large enough to raise enough money to make a meaningful investment in the city.
- 3.10 Clearly, it is in everyone's interest to ensure that the scheme costs as little as possible to run and that it is as light touch as possible while ensuring compliance and minimising the potential for any avoidance of payment. The council has committed to design any administration mechanism in partnership with the business community. Indeed, given that several of our accommodation partners in the city are international companies operating TVLs in other parts of Europe, there is much to learn in terms of best practice and officers are gathering examples.

3.11 The council hosted an industry round table specifically to consider the administrative mechanism on 13 September. This conversation covered the detail design of a potential administrative mechanism addressing issues such as registration, collation mechanism, collation timescales, compliance mechanisms and the associated costs. Clearly, a new TVL scheme will be more challenging for smaller providers but we will continue to co-produce any proposals to minimise bureaucracy and expense.

Raise *additional* income, transparently invested

3.12 The introduction of either a small charge of 2% of the room cost or £2 per room per night could generate over £11 million per annum to invest within the City. This estimate is based on hotels, services and self-catering apartments, short term lets (from Airbnb) and guesthouses and B&B's within the City of Edinburgh geography. It does not show the expected revenue to be raised from Edinburgh hostels, or campsites.

3.13 Some of the learning that can be taken from other parts of Europe is around how best to invest the resources raised. For example, in Barcelona funds are allocated to the local authority to resize general services to meet to demand from tourist visits. In Antwerp, funds are allocated for clean streets, enhanced information services, and the maintenance of museums.

3.14 What is clear is that transparently developing proposals for how this resource is invested in partnership and collaboration with all stakeholders is an important component of gaining trust and support for the TVL. The specifics of investment of income raised in Edinburgh would be a key part of the public consultation and build on the purpose of the scheme outlined in paragraph 3.2. There is no suggestion from the Council that the TVL should compensate for or alleviate the responsibility to adequately fund local government to meet its wider statutory duties.

Have transparent governance and accountability

3.15 Transparent governance and clear accountability are closely tied to decisions around resource and investment detailed above, but the importance given to this principle also reflects the need to evidence that any TVL is delivering benefit to the City of Edinburgh. Partners rightly want to clearly see what is being raised, what the priorities for investment are and whether that investment has improved outcomes for all. Decisions relating to the expenditure of this resource would need to be democratically accountable and taken by the Council. However, the Council is open to other ways of establishing an inclusive and collaborative mechanism for determining spending priorities and reviewing the effectiveness of investments made.

Developed in collaboration

3.16 The Council has embarked on a series of informal engagement sessions, round tables and workshops with key stakeholders and partners to ensure that when the council publishes draft proposals for formal public consultation, it is done having listened to the concerns and inputs shared. In this regard, the Council is committed

to doing with and not to industry, culture, tourism partners and residents. The commitment to co-design the administration mechanism of the scheme is an illustration of this.

Visitor and Resident Research Findings

- 3.17 The survey was undertaken by independent market research agency Progressive Partnership in July and August 2018. A consultation with visitors will take place in October using the same questions to take account of tourist views outwith the main tourist season.
- 3.18 The results of the survey are based on 519 face-to-face interviews with Edinburgh residents (evenly split between those living in and around the city centre, and those living in other parts of the city) and 561 face-to-face interviews with paying overnight visitors (10% from Scotland, 35% from the rest of the UK, 56% overseas – this is broadly reflective of actual visitor numbers).
- 3.19 It is worth highlighting that the independent research confirms that 92% of tourists said that they would have visited Edinburgh even if a Tourist Levy of £1 per room, per night were in operation. Importantly, with this scale of levy, only 2% of tourists said that they would have chosen another destination. This figure increased to 6% with a charge of £4 per room per night.
- 3.20 58% of Edinburgh residents who were surveyed support a TVL and of those who don't it is because of a concern for the impact on tourism. Evidence within the survey itself shows that those concerns are unfounded and with these fears addressed, you would expect to see this figure grow even higher.
- 3.21 Both visitors and residents preferred a charge levied on accommodation (59%) over a charge on other services such as bars or restaurants.
- 3.22 Visitors and residents were divided on the preferred option for a TVL. The top three preferred options from visitors and residents were a flat fee per room per night at 36% and a percentage added to bill at 22%, a flat fee per person per night at 14%.
- 3.23 The main reason respondents preferred the flat fee per room per night was that it was straightforward and easy to understand. Those who preferred a percentage did so because it was 'straightforward and easy to understand' (45%) and 'the fairest option for everyone' (43%).
- 3.24 If a levy was introduced, residents felt an average of a £5 charge on a £100 room fee per night would be reasonable, while visitors averaged £3.30 per £100 per night

Proposal for an Edinburgh Scheme

- 3.25 Based on the research and feedback we have gathered, it is proposed that the Council now consults publicly on a draft scheme. There is much consensus on many aspects of a draft scheme but there are some key tensions and therefore choices to make which should be openly explored as part of the consultation.
- 3.26 The major area of debate so far has been around whether the scheme should be a flat fee - £ per room- or whether it should be a percentage on room price. From a

policy perspective, a percentage addresses a number of concerns around fairness and proportionality and mirrors arrangements for VAT in terms of overall calculation and collection. However, accommodation providers felt this was more complex to administer and that even for small businesses, a flat fee would be preferential.

- 3.27 Bearing in mind the points raised earlier in this report, ensuring a flat fee is also fair to all may require a floor; different price brackets for the levy; other types of exemptions. Given that this is not clear cut and that residents also had mixed views on it, this is likely to be a significant point in the consultation.
- 3.28 In terms of rate, while we believe that Edinburgh has a strong offer and would not experience any negative impact on demand through a TVL, we have also listened to the fact that industry and other partners would support and feel more confident of a 'small' charge. At the same time, we have listened to the concerns that a TVL must raise enough that it is able to make meaningful investments and be 'worth it'. As such, the draft proposal to be consulted on would propose a TVL of either 2% or £2 per room per night.
- 3.29 Beyond this, and having listened carefully to the comments made by stakeholders, we would be proposing that the levy is charged on all accommodation types; across the entire Edinburgh local authority boundary; that will apply all year round and be capped in terms of a maximum seven consecutive nights' accommodation.
- 3.30 The consultation would gather views on every aspect of this proposal. It would also explore options for collaboration and transparency over priorities for investment and how a sense of shared accountability for the outcomes achieved by this investment can be established. The purpose of the scheme would shape this discussion in the consultation (Paragraph 3.2)
- 3.31 While our recent workshop highlighted a number of issues to consider in designing the administration of the scheme, we would also seek input and feedback on how all those who may be affected feel that this could be kept simple. There may also be an opportunity to explore and support digital solutions which might have wider benefit to industry.

4. Measures of success

- 4.1 The measures of success in terms of the work specified in this report relate to securing the right to introduce a transient visitor levy.

5. Financial impact

- 5.1 There was no immediate financial impact other than officers time.

6. Risk, policy, compliance and governance impact

- 6.1 The recommendation in this report is consistent with existing policies and aspirations of the Council.

7. Equalities impact

- 7.1 There are no immediate equalities impact from the recommendations related to this paper. An Integrated Impact Assessment will be undertaken for the development of the Transient Visitor Levy when potential options/policies have been formed.

8. Sustainability impact

- 8.1 The proposals in this report will have no immediate sustainability impact but should the Edinburgh Transient Visitor Levy be introduced there would be some sustainability outcomes related to the decision on the additional income choices, but these are beyond the scope of this paper and are conditional on the TVL being implement in Edinburgh.

9. Consultation and engagement

- 9.1 Further consultation with other partners and users will be undertaken where appropriate.

10. Background reading/external references

- 10.1 [Edinburgh Transient Visitor Levy](#), City of Edinburgh Council meeting, 31 May 2018
- 10.2 [Transient Visitor Tax](#), COSLA, 27 June 2018
- 10.3 [City of Edinburgh Council TVL Evidence Submission](#). Scottish Parliament Tourism, Culture, Europe and External Affairs Committee, 13 September 2018

Andrew Kerr

Chief Executive

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11. Appendices

Appendix 1: TVL design variables

Appendix 1: TVL design variables

Spec	Consultation options	Engagement and research findings
Charge type	% of room cost, Or £ per room per night	<ul style="list-style-type: none"> • % Is proportionate to cost of room and deemed 'fairer', may be better at offsetting any price elasticity in budget providers but may be harder to administer. A % could also future proof the scheme against inflation. • £ is simpler to understand and run but may require exemptions to ensure a 'fair' scheme. This would add to complexity and administrative burden
Size of charge	2% or £2	<ul style="list-style-type: none"> • Size of the charge must be 'worth it.' • Large enough to merit the administrative cost and challenge of implementation. • Large enough to raise enough money to make a meaningful investment in the city. • Not too high to seem excessive or to seemingly match the highest charges in other European cities.
Coverage	Hotels, Apartments, Airbnb, Guesthouses B&Bs, Hostels, campsites Across the whole city	<ul style="list-style-type: none"> • Accommodation and not wider retail is the focus. Including retail would be unfair to day visitors who would pay multiple fees and is also administratively complex. No other operating TVL scheme goes beyond accommodation. • Important to ensure that no part of the accommodation industry or tourists choosing accommodation were disproportionately advantaged or disadvantaged by being exempted from a TVL.
Charge period over the year and duration	Full year Capped at 7 nights	<ul style="list-style-type: none"> • A full year generates higher income levels and ensures consistency and simplicity • Capping duration of stay will directly benefit those working in the city for longer periods or for seasonal working e.g. people on business or festival entertainers/performers staying in paid Edinburgh accommodation. • Average duration in the continental European cities is 8.4 nights. 7 nights Lisbon and Barcelona, Berlin 22 nights, and Rome and Florence 10 nights.

Corporate Policy and Strategy Committee

10.00am, Tuesday 2 October 2018

Edinburgh Poverty Commission

Item number	7.2
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	45

Executive Summary

City of Edinburgh Council approved proposals for an Edinburgh Poverty Commission on 28 June 2018. This report provides an update on progress to date in establishing the commission, including proposals for appointment of an independent chair, and proposals to ensure the commission process is driven by and responds to the voice of citizens with experience of living on low incomes in Edinburgh.

Edinburgh Poverty Commission

1. Recommendations

It is recommended that Corporate Policy and Strategy Committee:

- 1.1 Agree the appointment of Dr Jim McCormick as Chair of the Edinburgh Poverty Commission, and the Depute Leader of the Council as vice chair;
- 1.2 Agree the criteria set out for recruitment of other commission members, and that the commission chair leads the recruitment and appointment of commission members subject to those criteria with a view to a first meeting of the commission by end October 2018;
- 1.3 Agree that a report on progress and a work programme for the commission is brought to the next meeting of the Corporate Policy and Strategy Committee;
- 1.4 Note planned actions to ensure that commission process responds directly to the experience of citizens living on low incomes in Edinburgh;
- 1.5 Note proposals submitted to Scottish Government and Edinburgh Partnership Board seeking financial contributions to the support the project; and
- 1.6 Note plans to establish a cross party elected member grouping to support the work of the commission.

2. Background

2.1 On 28 June 2018 City of Edinburgh Council approved proposals for the establishment of an independent Edinburgh Poverty Commission. Council agreed that the purpose of the commission will be to define the long-term actions and responses needed to reduce poverty and inequality in Edinburgh. In doing so, the Commission will:

- 2.1.1 Take a strategic overview of the scale, scope, and nature of poverty in Edinburgh and the effectiveness of activity currently undertaken to address such poverty;

- 2.1.2 Identify key strategic themes for the Commission to focus on at each of their meetings;
 - 2.1.3 Hear and respond directly to the experiences of citizens who live on low incomes in Edinburgh;
 - 2.1.4 Build on existing research, and the learning achieved by other commissions across the UK to find best practice examples of interventions and approaches to be adopted in Edinburgh; and
 - 2.1.5 Make recommendations to the Edinburgh Partnership and City of Edinburgh Council on a programme of actions and activities needed to reduce, prevent, and mitigate the effects of poverty and inequality in Edinburgh.
- 2.2 This report provides a recommendation to committee for the appointment of a commission chair, and provides an update on work underway to support establishment of the commission.

3. Main report

Appointment of the independent chair of the commission

- 3.1 A key first step in the project has been the identification of an independent chair for the commission. This chair will lead the work of the commission, working closely with the Depute Leader of the Council as vice-chair. Core criteria used to identify a chair were that the individual should:
- 3.1.1 Be credible and committed, with nationally recognised experience and expertise in designing approaches to tackling poverty in the UK;
 - 3.1.2 Have experience of participating in poverty or fairness commissions conducted in other local authorities across the UK;
 - 3.1.3 Have experience and commitment to developing place-based solutions to tackling poverty, and
 - 3.1.4 Have the capacity and time to actively lead poverty commission sessions, and lead on specific workstreams identified by the commission process.
- 3.2 Following these criteria, it is proposed that Dr Jim McCormick is appointed as the independent chair of the Edinburgh Poverty Commission.
- 3.3 As the Associate Director for Scotland with the Joseph Rowntree Foundation (JRF), an independent organisation working to inspire social change through research, policy and practice, Dr McCormick is widely recognised as one of the most prominent and well-respected independent policy researchers working to address poverty in the UK. He has a strong track record of working with Government, public sector agencies and the voluntary sector on research, policy advice, and the design of practical solutions to reduce, prevent, and mitigate the effects of poverty in the UK.

- 3.4 Dr McCormick is chair of the independent Disability and Carers Benefits advisory group reporting to the Cabinet Secretary for Social Security in the Scottish Government. He is member of the Social Security Advisory Committee (SSAC) advising the UK Department for Work and Pensions and is an advisory board member of Business in the Community Scotland. He is also a Churchill Fellow looking at the impact of mentoring programmes for young people facing disadvantage, in the USA, Canada and New Zealand.
- 3.5 He provides a strong record of work to support poverty and fairness commissions in Scotland and was an active participant in recent commissions held in Fife, Perth and Kinross, and Renfrewshire. In addition to this, Dr McCormick was part of a UK wide panel facilitated by the Carnegie Trust in 2017 to assess the potential for fairness and poverty commission approaches to drive and enable change in local areas.

Commission members

- 3.6 As noted by Council on 28 June, following appointment, the commission chair will, working with the Depute leader of the Council as Vice Chair, lead on recruitment of other commission members.
- 3.7 Building on experience from other Fairness and Poverty Commissions across Scotland, it is proposed that there will be up to eleven commission members. These commissioners will be selected to provide a strong cross-section of expertise and experience, including business, the third sector, public sector agencies, local and national government. The membership will include commissioners who bring UK-wide learning and experience, those with Edinburgh specific expertise, as well as an appropriate representation of commission members across age, gender, and ethnic backgrounds.
- 3.8 Decisions on commission membership will be made by the chair and the Depute Leader of the Council and be appointed subject to their ability to commit time to actively participate in commission discussions, and to lead or participate on specific workstreams identified by the commission process. Final selection of commissioners will be shared with Corporate Policy and Strategy Committee members ahead of formal public announcements.

Citizen's voice

- 3.9 A key priority of the project is to ensure that the work of the commission is led by a clear understanding of the experience of living in poverty in Edinburgh, and to ensure that the voice of citizens in poverty is embedded throughout the recommendations made by the commission.
- 3.10 Towards aim, the commission process will incorporate:
- 3.10.1 Work to engage with communities across the city to ensure that people with experience of poverty have their voices heard by the commission and by policy makers; and
 - 3.10.2 A programme of action research carried out within a selected area of the city. This programme of work will seek to adopt good practice learned from

the experience of Poverty Truth Commission approaches followed in Glasgow and other areas and will invite local citizens living in poverty in an area of the city to work with locality service providers in the co-design and piloting of potential coordinated place based solutions.

- 3.11 The results of this research will be reported back to the commission for recommendations on next steps and on further issues for research and testing. This process will ensure that the commission and its findings are directly informed by the views of citizens with lived experience of poverty in the city and that the actions and recommendations made by the commission can be implemented quickly and with the co-operation of the communities on which they aim to have an impact.
- 3.12 Over recent months, officers from the Council's Strategy & Insight team have been working with Government and partner organisation to identify resources and capacity to support these programmes of work. Proposals have been submitted seeking financial contribution to the project from the Scottish Government, and a request submitted for consideration by Edinburgh Partnership board seeking financial contributions from community planning partners was agreed on the 24 September. In addition, engagement with Locality Leadership Teams has been undertaken to identify an appropriate community or area of the city for focus during the action research process.
- 3.13 Engagement work carried out to date suggests that in order to be successful, it is important that:
- 3.13.1 Engagement and research activity undertaken will be designed to add value to, and capture the voices of communities not already captured by existing planned activity;
 - 3.13.2 All community based research and engagement activity will be carried out with the support and involvement of Locality Leadership Teams and be designed to complement work underway to implement Locality Improvement Plans;
 - 3.13.3 The action research programme should be undertaken in an area or community in Edinburgh which meets clear criteria needed for the project. These criteria include:
 - (a) Clear evidence of need and a high concentration of citizens living in low incomes;
 - (b) Opportunity to complement or support the meeting of small area objectives and outcomes set out in Locality Improvement Plans, and
 - (c) In comparison to other areas, historically low capacity for, or investment focused on tackling poverty.
- 3.14 Final decisions on the targeting and scope of activity undertaken as part of the action research element of the project, including selection of an action research site, will be made by the Commission at its first meeting.

Timeline and next steps

- 3.15 As set out to Council in June 2018, the outline timeline for the Edinburgh Poverty Commission Project incorporates:
- 3.15.1 An inception meeting of the commission to be held in late Autumn 2018;
 - 3.15.2 Four full day meetings of the commission to be held between January 2019 and December 2019;
 - 3.15.3 Final publication of recommendations and actions to be agreed and published by December 2019; and
 - 3.15.4 Community research, including action research work noted above, to be carried out in parallel with commission meetings over the period December 2018 to December 2019.
- 3.16 Key next steps needed to meet this timeline include:
- 3.16.1 Appointment of members by the independent chair of the commission;
 - 3.16.2 Establishment of a cross party sounding board of elected members to support the work of the commission;
 - 3.16.3 Continue engagement with public and third sector partners in evidence gathering and development of the commission process; and
 - 3.16.4 Continue engagement with academic and research community to establish a robust evidence base for commission discussion.

4. Measures of success

- 4.1 A key output for this programme of work will be the development of a monitoring framework including measures of success.

5. Financial impact

- 5.1 No additional costs to the Council are associated with this report.

6. Risk, policy, compliance and governance impact

- 6.1 No adverse risks or policy impacts have been identified as associated with this report. Outputs from the programme of work outlined in this report will be used to identify and mitigate potential risks to the Council.

7. Equalities impact

-
- 7.1 Equalities impacts arising from the commission will be considered as part of an Integrated Impact Assessment.

8. Sustainability impact

- 8.1 Sustainability impacts arising from the commission will be considered as part of an Integrated Impact Assessment.

9. Consultation and engagement

- 9.1 The commission is a collaborative process involving elected members, public sector partners, third sector organisations, and local communities. This commitment to partnership working, consultation and engagement will continue throughout the programme of work.

10. Background reading/external references

- 10.1 [Edinburgh Poverty Commission, City of Edinburgh Council, 28 June 2018](#)

Andrew Kerr

Chief Executive

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11. Appendices

None

Corporate Policy and Strategy Committee

10.00am, Tuesday, 2 October 2018

City of Edinburgh Council and Edinburgh Health & Social Care Partnership:

British Sign Language Plan for Edinburgh 2018-24

Item number	7.3
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	7, 29, 30, 31, 33,39, 40

Executive Summary

This report describes the development of the British Sign Language (BSL) Plan for Edinburgh 2018-24. The plan covers the City of Edinburgh Council and the Edinburgh Health & Social Care Partnership.

The plan was created as required by the British Sign Language Act (Scotland) 2015 and in response to the publication of the Scottish Government's National Plan for BSL on 24 October 2017. The Act requires that all listed authorities, which includes local authorities, must publish their own BSL Plan within one year of the publication of the national plan i.e. by 24 October 2018.

The Edinburgh plan reflects the structure of the national plan and is made up of actions to improve services for BSL users. across a range of themes and services, these are:

- Across all our services
- Family Support, Early Learning and Childcare
- School Education
- Training, Work and Social Security
- Health (including Social Care), Mental Health and Wellbeing
- Culture and the Arts
- Democracy

A progress report is required to be published in October 2020.

British Sign Language Plan for Edinburgh 2018-24

1. Recommendations

- 1.1 Note the Edinburgh BSL Plan, attached as appendix 1. (*Note the DRAFT version of the BSL Plan is attached. The consultation period for the draft plan ends on 7 September and the plan will be amended accordingly. The final version of the plan will be available soon after the CP&S APM. The final version will be forwarded to CP&S Committee well before the 2 October committee meeting date.*)
- 1.2 Note the extensive consultation and engagement that has taken place between The City of Edinburgh Council and the Edinburgh Health & Social Care Partnership (EHSCP) and their BSL Stakeholders using a range of methods.
- 1.3 Note the deadline for publication of the plan by 24 October 2018.
- 1.4 Note that an implementation plan will be developed and an options appraisal carried out as required to determine the most appropriate ways that the Council can deliver the agreed actions.
- 1.5 Note the requirement to publish a biennial progress report, the first being required in October 2020.

2. Background

- 2.1 The British Sign Language (Scotland) Act received Royal Assent on 22 October 2015. The Act was the first of its kind in the UK and aims to make Scotland the best place in the world for BSL users to live, work and visit.
- 2.2 BSL users are defined as people who use BSL to communicate or have an interest in developing the language or improve the support provided. This includes (but is not limited to) people who are Deaf or DeafBlind, parents/carers of BSL users, partners/spouses of BSL users, BSL Interpreters and Academics within the field.
- 2.3 The Scottish Government's National Plan was launched on 24 October 2017 and sets out how they will meet the requirements of the Act. The National Plan sets out 10 long term goals with 70 actions to achieve these.
- 2.4 The BSL (Scotland) Act 2015 requires that all listed authorities, which includes local authorities, must publish their own BSL Plan within one year of the publication of the national plan. Local plans are expected to be consistent with the national plan in terms of the 10 long term goals.

- 2.5 A series of Scottish Government led roadshows were held at the beginning of 2018 to communicate with local authorities and provide advice and guidance on production of local plans.
- 2.6 Guidance on the production of plans, both national and local states that this must involve BSL users and those who represent them; ensure that the consultation on the draft plan is accessible to D/deaf and Deafblind BSL users and be published in BSL as well as in English in both draft form and in final form.
- 2.7 The City of Edinburgh Council and the Edinburgh Health & Social Care Partnership have developed Edinburgh's BSL plan jointly. Overall development of the BSL Plan for Edinburgh 2018-24 has been led by the Council's Strategy and Insight Service. A project team was established covering a broad range of relevant services and specialisms, including Lifelong Learning, Health & Social Care, Economic Development, Education, Digital & ICT, Customer Services, Corporate Communications, Equality & Rights and Procurement.
- 2.8 As required by the British Sign Language (Scotland) Act 2015, this plan has been developed in consultation with key stakeholders of the BSL language. This includes those who are deaf BSL users, family members of BSL users, Interpreters and those with an academic interest in the BSL language.
- 2.9 Following deputations and concerns raised at the Finance and Resources Committees on 3 November and 1 December 2016 around the proposed service provision for BSL users as part of the Interpretation and Translation services, an extension of the existing contract was granted. Any potential tendering process for a future service was deferred until the Council's BSL plan is published as the plan will shape any future service.

3. Main report

- 3.1 The City of Edinburgh is home to approximately 300-400 Deaf BSL users and approximately 1,000 people who said they use BSL during the last census. The city is visited by many more for work, for family and for leisure. The overall priority for the BSL Plan for Edinburgh 2018-24 is to ***ensure that BSL users throughout the city have equal access to services that are welcoming, inclusive, fair and focused on their needs.***
- 3.2 The City of Edinburgh Council and the Edinburgh Health & Social Care Partnership (EHSCP) have worked with key stakeholders to develop this plan which sets out the actions we will take to promote and support BSL in Edinburgh between 2018 and 2024 and beyond. The draft report is included as appendix 1.
- 3.3 In line with national guidance, the BSL Plan for Edinburgh 2018-24 is structured around the same themes as the national plan:
 - 3.3.1 Across all our services;
 - 3.3.2 Family Support, Early Learning and Childcare;

- 3.3.3 School Education;
 - 3.3.4 Training, Work and Social Security;
 - 3.3.5 Health (Including Social Care), Mental Health and Wellbeing;
 - 3.3.6 Culture and the Arts; and
 - 3.3.7 Democracy.
- 3.4 The BSL Plan for Edinburgh 2018-24 focuses actions on a number of key areas, agreed through the consultation and engagement of BSL users, their families, interpreters and academics in the field:
- 3.4.1 Ensuring services and the information we provide are accessible to all BSL users;
 - 3.4.2 Ensuring the principles and outcomes of “Getting it right for every child” are delivered for all D/deaf or deafblind children & young people and ensuring their families are able to access support when required;
 - 3.4.3 Supporting our BSL communities to access jobs, education or training to ensure they are not left behind economically;
 - 3.4.4 Providing support to BSL users to take part in Edinburgh’s rich cultural history and to share their own deaf culture;
 - 3.4.5 Ensuring BSL users can access mental health and wellbeing services when required; and
 - 3.4.6 Encouraging BSL users to engage and become involved in the democratic and public life of the City of Edinburgh.
- 3.5 These priorities are articulated within the plan in the form of actions. An implementation plan will be developed, including accountability and timescales, and used as the framework for biennial progress reports, as required by the BSL (Scotland) Act 2015.
- 3.6 The BSL Plan for Edinburgh 2018-24 sits within the strategic framework of ***The programme for the Capital, the Council’s Business Plan 2017-22*** which sets out the aims and objectives for the following five years to ensure Edinburgh is a *vibrant and resilient* city of *opportunity* and for the Council to be *forward looking* and *empower* its citizens. The BSL Plan highlights the specific Council Business Plan aims and objectives which it will contribute to.

Consultation

- 3.7 Edinburgh’s BSL Plan details the extensive consultation and engagement that has taken place over the last year to build and shape it, by focusing on BSL users’ priorities and concerns as well as opportunities for the future. Consultation has included a successful all-day walk-in weekend event in the city centre in February 2018, staffed with colleagues from a range of Council and EHSCP services.
- 3.8 A BSL reference group was established to contribute to the development of the plan. This group was made up of BSL users, parents/carers of BSL users, Partners

of BSL users, BSL interpreters, young BSL users, Council staff who use BSL and academics within the field of linguistics. Reference Group members supported further engagement in the plan development through their own personal or professional networks including referring their family, friends and/or colleagues to the consultation and asking for their feedback.

- 3.9 Other forms of engagement have included setting up a closed Facebook group for BSL users to discuss and comment on the draft plan, giving people the opportunity to provide feedback in their own recorded BSL video rather than in written English. Further engagement took place through a campaign on the Council's Corporate Facebook and Twitter pages to generate interest in the plan consultation and also helped raise awareness of services for BSL users. Finally an online survey was posted to the Council's Consultation Hub. Consultees could provide feedback either in written English or if they preferred through a home recording of them responding using BSL.
- 3.10 The DRAFT plan for consultation was available in both written English as well as a BSL video version. This is a requirement of the Act. The Council used Deaf Action to film and edit the video. A deaf BSL-using member of Council staff presented the BSL video of the plan.
- 3.11 The Scottish Government provided £11,000 to each local authority to be used throughout the development of the plan. The cost of the DRAFT plan video was £2,500. The final version of the plan will also be filmed, edited and made available on the Council's website, social media channels and the Council's YouTube account. Again, a member of staff has agreed to appear in the video.

Next Steps

- 3.12 Assuming approval by the Corporate Policy and Strategy Committee and the EHSCP's Integrated Joint Board, the plan will be published before 24 October 2018. The final plan will be posted on the Council's website and the EHSCP website in both written English and in a BSL video.
- 3.13 Strategy & Insight will lead the development of an implementation and monitoring plan for agreement by Council Leadership Team. The implementation plan will include specific milestones for delivery, accountable officers and the timescale. Services will be responsible for ensuring that their sections of the implementation plan are kept up to date and take action where necessary to ensure milestones are delivered.
- 3.14 Progress made on the plan will be first reported in October 2020 to the Scottish Government.

Resourcing implementation

- 3.15 Implementing the BSL Plan for Edinburgh will require effective joint working within the Council, the EHSCP and a range of other stakeholders from across all sectors.
- 3.16 The main cost associated with supporting BSL users relates to the provision of interpretation services which includes support given to school pupils and adults who

use BSL. Over the last three years, the Interpretation Services cost between £28,000 - £32,000 per year. This is currently funded by the Customer Services Division, within the Resources Directorate.

- 3.17 An implementation plan will be developed and an options appraisal carried out to determine the most appropriate ways that the Council can deliver the agreed actions, ensuring that it meets user requirements and provides best value. The appraisal will be undertaken in accordance with guidance from HM Treasury and the Scottish Government, and is expected to identify a range of alternatives.
- 3.18 Note that any additional cost would need to be met within existing budgets as Scottish Government funding was provided to support the development of the plan only.
- 3.19 Actions which may have cost implications include service improvements through new technology or upgrading current technology. Customer Services is already reviewing the use of iPads at offices our customers can visit such as the High Street or locality hubs. These iPads can connect to ContactScotland and a remote interpreter can be arranged for a BSL using customer. The Customer Services team our also piloting a Webchat feature supported by their contact centre staff. This is an on-screen text service similar to that used by banks and mobile phone networks.
- 3.20 Actions to establish baselines of capabilities, for example the current level of Education staff's knowledge of BSL, and to monitor changes over time, have implications for staff time. Similarly, the production of an update report in 2020 will require staffing resources.

4. Measures of success

- 4.1 Actions within the plan are delivered on time and within budget.
- 4.2 BSL users across the city, through customer surveys, report improved customer satisfaction.

5. Financial impact

- 5.1 Publication of the plan will require further use of the funds provided by the Scottish Government to provide an online BSL video version of the plan. For context, the draft plan BSL video produced by Deaf Action was approximately 45 minutes long and cost £2,500.
- 5.2 As noted above, there will be costs associated with the implementation of the plan. The majority of these will relate to Interpretation services and to new technology such as additional iPads which may need to be purchased to enable improved transactions at Customer accessible offices.

6. Risk, policy, compliance and governance impact

- 6.1 The production of Edinburgh's BSL plan complies with The British Sign Language (Scotland) Act, including the requirement to involve BSL users and their carers.
- 6.2 Although reasonable steps have been taken to ensure consultation with BSL users in Edinburgh, actions may not be appropriate to meet the needs of some of the Deaf BSL user community because the consultation efforts have not reached them.
- 6.3 Following further development, some actions may not be possible within existing resources.

7. Equalities impact

- 7.1 An Integrated Impact Assessment (IIA) was carried out in August 2018. This IIA found no major negative impacts for the protected groups this plan aims to improve services for.
- 7.2 Implementation of the plan will support duties under the Equality Act 2010, as D/deaf and Deafblind people who use BSL are protected as disabled people under the Act.

8. Sustainability impact

- 8.1 An Integrated Impact Assessment was carried out to ensure the plan is sustainable and deliverable.

9. Consultation and engagement

- 9.1 Extensive engagement was carried out throughout 2018 (see "Consultation" section above for further information).
- 9.2 Highlights of consultation and engagement included:
 - 9.2.1 A city centre walk-in weekend event
 - 9.2.2 Establishment of a reference group of key BSL stakeholders
 - 9.2.3 Establishment of a closed social media group to provide a forum for discussion
 - 9.2.4 An online survey on the Council's consultation hub
 - 9.2.5 Discussions and joined up working with other local authorities and organisations in the South-East region of Scotland

10. Background reading/external references

- 10.1 [British Sign Language \(BSL\) National Plan 2017-23](#)
- 10.2 [BSL \(Scotland\) Act 2015](#)
- 10.3 [DRAFT BSL Plan for Edinburgh 2018-24 \(BSL video version\)](#)

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11. Appendices

- 11.1 DRAFT BSL Plan for Edinburgh 2018-24

BRITISH SIGN LANGUAGE PLAN FOR EDINBURGH 2018 -2024

The City of Edinburgh Council and Edinburgh Health & Social Care Partnership

This plan aims to improve services across the City of Edinburgh Council and the Edinburgh Health and Social Care Partnership for British Sign Language (BSL) Users and those who represent them. This plan has been prepared through consultation with BSL communities and is our joint response to the [Scottish Government's National BSL Plan 2017-23](#)

The plan is available in both written English as well as [British Sign Language](#)

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5. GOVERNANCE AND RESOURCES

6. MONITORING AND REPORTING

1. INTRODUCTION

The Scottish Government wants to make Scotland the best place in the world for BSL users to live, work and visit and published the National British Sign Language (BSL) Plan 2017-23 in October 2017. The National Plan is made up of 10 long term goals and 70 actions designed to achieve these.

The BSL (Scotland) Act 2015 requires that all public agencies in Scotland must produce a local plan demonstrating how they will work towards implementing the national plan and improving services for BSL Users throughout the region. The City of Edinburgh Council and the Edinburgh Health and Social Care Partnership (EHSCP) have launched this plan to set out how we will approach and deliver the goals and actions for the city between 2018 and 2024. Following the launch of the plan in October 2018, an implementation plan will be established to monitor and track progress of the plan and the actions required to deliver it. Consultation with the BSL users of Edinburgh will continue and an update on progress will be submitted to the Scottish Government in October 2020.

The City of Edinburgh is home to approximately 300-400 Deaf BSL users and approximately 1,000 people who said they use BSL during the last census, and is visited by many more, for work, for family and for leisure. A priority in this plan is to ensure that BSL users throughout the city have equal access to services that are welcoming, inclusive, fair and focused on their needs.

CONSULTATION AND ENGAGEMENT

Focused engagement with BSL users across the city began soon after the launch of the Scottish Government's national plan in October 2017. Since then, we have been building a comprehensive consultation and engagement programme with BSL users across the city and beyond. We kicked this off with a successful all-day walk-in weekend event in the city centre, staffed with colleagues from a range of council and health services. Following this and using some contacts gained for the event, a BSL reference group made up of BSL users, their parents/carers, their partners, BSL/English Interpreters and academics has also been established. This group articulated many of the priorities and issues faced by BSL users.

We have also published information on the Council's website and social media pages as well as setting up a closed Facebook group for BSL users to give their views and feedback on the plan. Through Social Media, BSL users were able to give their feedback by recording a video of themselves on their home device in BSL and sending it to us either privately or publicly.

Through the Council's Consultation Hub, the online consultation on the plan was open for six weeks from the end of July until the beginning of September, however engagement with BSL users directly started in the Winter of 2017.

Finally, as part of our ongoing partnership working arrangements with other organisations we have shared information and best practice about the approaches we took to develop this plan and learned from others.

Consultation and Engagement Key Facts:

- Reference Group was made up of 12 people including Deaf BSL users, parents/carers of Deaf BSL users, partners of Deaf BSL users, Council colleagues who are deaf BSL users, BSL/English Interpreters and a Linguistic Academic from Heriot Watt University.
- We had a total of seven responses to the online survey consultation, with many respondents providing high levels of details and content for the plan.
- On Twitter, we reached 70,945 accounts. Our posts were "liked" 24 times with 41 "retweets" of information. 92 people clicked through on the links we provided.
- On Facebook, we reached 8,752 accounts. Our posts were "liked" 11 times with six "shares". We also had 32 people clicking through on our links
- On the Facebook Group, BSL Edinburgh, to date 29 people have joined.
- We published three BSL information videos (including a BSL version of this plan) on YouTube, as of 10 September 2018, these had been viewed 337 times.

PLAN DEVELOPMENT

This plan has been created using expertise from across a broad range of council services including economic development, strategy & policy services, digital, communications, procurement, education, lifelong learning, the Edinburgh Health & Social Care Partnership, equality & rights as well as our customer facing teams in locality offices and our contact centre.

As part of our commitment to delivering the actions and goals of this plan, the Council will contribute to the national progress report in 2020. We will also continue to engage with our BSL community throughout the implementation of this plan and to gather their views and feedback on the progress we have made.

2. SUMMARY

BSL Plan for Edinburgh 2018-24 is based on the long term goals of the National Plan:

- What we'll do across all of our services
- Family Support, Early Learning and Childcare
- School Education
- Training, Work and Social Security
- Health (Incl. Social Care), Mental Health and Wellbeing
- Culture and The Arts
- Democracy

Our plan focuses on ensuring BSL users and their families have equal access to services that are welcoming, inclusive, fair and focused on their individual needs.

This plan sets out the actions that we are aiming to deliver between 2018 and 2024. We are focusing our resources on a number of key areas:

- Ensuring services and the information we provide to customers are accessible to BSL users.
- Ensuring the principles and outcomes of "Getting it right for every child" are delivered for all D/deaf or deafblind children and young people and ensuring their families are able to access support when required.
- Supporting our BSL communities to access jobs, education or training to ensure they are not left behind economically.
- Providing support to BSL users to take part in Edinburgh's rich cultural history and to share their own BSL and Deaf culture.
- Ensuring BSL users can access mental health and wellbeing services when required.
- Encouraging BSL users to engage and become involved in the democratic and public life aspects of the City of Edinburgh.

3. STRATEGIC CONTEXT

We aim to ensure that all of our plans and strategies contribute to and deliver on the outcomes and objectives of the Council Business Plan 2017-22. ***The Programme for the Capital, the Council's Business Plan*** was launched in the Summer of 2017 following the local Council elections and the establishment of a coalition Council agreement. The plan sets out the aims and objectives for the next five years to ensure Edinburgh is a *vibrant and resilient city of opportunity* and for the Council to be *forward looking and empower* its citizens. The plan is built upon the foundation of Council citywide strategies and plans and aims to support our partners to deliver joined up services for mutual benefit. The Business Plan is set against the backdrop of ongoing financial and social challenges but still aims to deliver high quality and transformational services for our customers.

The BSL Plan for Edinburgh 2018-24 plays an important role within our city and contributes specifically to the delivery of the Council Business Plan across a range of strategic aims and objectives. These

objectives are cross-cutting and can only be realised through smarter joined up working between services and partners in all sectors. The BSL Plan for Edinburgh 2018-24 contributes to ensuring:

Edinburgh is a vibrant and resilient city of opportunity:

- Citizens can lead healthy, active lives with improved wellbeing and can participate in the cultural life of our city;
- Everyone regardless of background can fulfil their potential and have equal opportunities of employment whilst feeling safe and resilient to deal with change
- Children and young people have the best start in life; and
- Residents are connected both socially and in terms of transport & infrastructure with access to housing, facilities and amenities which meet their needs;

Our organisation is forward-looking and empowering:

- We deliver value for money services through optimising our resources and building on the capabilities of our workforce;
- We provide services that focus on prevention and early intervention that are planned to ensure we can continue to meet the needs of citizens;
- We are a leading organisation in community engagement that places our customers at the heart of all we do through being responsive, accessible and fair to all;
- We work with our partners to deliver services locally and act openly and honestly ensuring we are inclusive and transparent.

THE COUNCIL AND THE EDINBURGH HEALTH & SOCIAL CARE PARTNERSHIP

The Council and the EHSCP are large organisations which deliver a wide range of services to residents and businesses within the city and to our visitors and commuters to the city. This plan covers all aspects of these two organisations. The Council is made up of four directorates:

- **Communities & Families** is responsible for Education & Schools, Early Years, Lifelong Learning, Sports, Libraries, Community Centres, Social Services for children & young people, Community Justice, Homelessness, CCTV, Family Protection, Offender Management, Domestic Abuse and Asylum Seeking.
- **Place** is responsible for Planning, Economic Development, Housing, Regulatory Services, Licensing, Environmental Health, Waste, Parks & Green Spaces, Bereavement Services, Scientific Services, Transport, Public Safety and Cultural Services including Museums & Venues.
- **Resources** is responsible for Interpretation & Translation Services (Incl. BSL services), Finance, Procurement, HR, Legal Services, Internal Audit & Risk, Health & Safety, Customer Services, IT, Council Tax & Benefits, Property & Facilities, Security, Catering and Cleaning Services.
- **Chief Executive's Office** is responsible for Corporate Communications, Strategy & Insight and Safer & Stronger Communities.

The Health & Social Care Partnership: Following the Public Bodies (Joint Working) (Scotland) Act 2014, many adult social care and community health services, once the responsibility of the NHS and the local authority separately, are now provided through an integrated Health and Social Care Partnership. Among these services are adult social work, older people's services, disability services, learning disabilities, community & primary care health services, care for people in their own home or in nursing homes and some hospital based services.

The governance and strategic direction of this partnership is the responsibility of the Edinburgh Integration Joint Board. This DRAFT plan is completed with the actions which the Edinburgh Health & Social Care Partnership will take. The development of the Health, Mental Health and Wellbeing section of this plan is a key objective of the [Edinburgh Health & Social Care Partnership's Strategic Plan 2016-19 \(Action 28\)](#). The implementation of this plan also links to local work to implement the [Scottish Government's See Hear Strategy](#).

BRITISH SIGN LANGUAGE PLAN FOR EDINBURGH 2018-24

4.1 ACROSS ALL OUR SERVICES

We share the long-term goal for all Scottish Public services set out in the BSL National Plan, which is:

“Across the Scottish Public Sector, information and services will be accessible to BSL users”

By 2024, we will:

- Review and audit the information we hold on citizens who are BSL users throughout the city to establish useful baseline data and identify key gaps in information. We will use this information to focus resources on improving specific services and to measure the progress of this plan.
- Establish detailed records of BSL competencies and skills already held by colleagues across the organisation. This will enable us to ensure that BSL training and development is focused on areas of need such as locality hubs and offices where BSL using customers can visit
- Discuss with the Scottish Government the need to improve the Census question on BSL usage to ensure we have access to more accurate data on the number of people within the city who use BSL.
- Ensure that where appropriate and in line with the national Census, BSL is included as a response under the demographic and equality sections of surveys and consultations.
- Establish drop in sessions at our Locality offices to encourage more BSL users to engage with our range of services.
- Explore alternative ways for BSL users to contact the Council, for example sending BSL video clips, interpreting newsletters, how-to videos and webchat
- Continue to improve access in locality offices to contact Scotland through making better use of technology such as tablets and web chat programmes.
- Improve our colleagues' understanding of BSL users' needs and deaf culture through holding awareness raising and training sessions with customer facing staff through e-learning and workshops

BRITISH SIGN LANGUAGE PLAN FOR EDINBURGH 2018-24

4.2 FAMILY SUPPORT, EARLY LEARNING AND CHILDCARE

We share the long-term goal for all Scottish Public services set out in the BSL National Plan, which is:

“The Getting It Right For Every Child (GIRFEC) approach will be fully embedded, with a D/deaf or Deafblind child and their family offered the right information and support at the right time to engage with BSL”

By 2024, we will:

- Provide literature from the National Deaf Children’s Society (NDCS) and other nationally developed BSL resources to families as early as possible in their child’s life.
- Explore the continued recruitment of deaf BSL users in schools and other childcare settings (or utilising existing staff). This would include how these colleagues could also support families of newly diagnosed deaf children. The NDCS already offer “Family BSL” support which we would continue to use.
- Develop deaf / BSL awareness training specific for early years and childcare workers and make available to all our service providers.
- Work with our BSL communities and our partners to develop new resources and information for families as feedback has suggested that these can sometimes be overwhelming and/or too focused on health or medical support.
- Explore the role and impact of deaf role models used by other UK Local Authorities to understand the benefits to our organisation. This may include bring deaf people and families together to discuss their communication choices, hearing aid equipment and speech development.
- Continue to discuss communication choices with parents and signpost them to family BSL classes for additional support.
- Support children’s early literacy using BSL and visual media including support to help families to read with their deaf children. We will do this through provision of staff training around appropriate visual supports, communication practices and early BSL.
- Continue working within our libraries and locality hubs to ensure we deliver events and activities that are accessible to deaf children and their families.
- Explore how best to provide digital resources for communicating information to children and their families.

BRITISH SIGN LANGUAGE PLAN FOR EDINBURGH 2018-24

4.3 SCHOOL EDUCATION

We share the long-term goal for all Scottish Public services set out in the BSL National Plan, which is:

“Children and young people who use BSL will get the support they need at all stages of their learning, so that they can reach their full potential; parents who use BSL will have the same opportunities as other parents to be fully involved in their child’s education; and more pupils will be able to learn BSL at school”

By 2024, we will:

- Review the level of BSL knowledge and skills across our teaching and education support staff with particular focus on the various levels of SCQF qualifications held. This will enable us to complete competency assessments to identify and effectively resource areas for improvement.
- Contribute to the General Teaching Council for Scotland’s (GTCS) review of the guidance it provides to teachers of pupils who use BSL.
- Utilise best practice set out by Education Scotland (and share ours) to improve how our teachers and support staff can engage more effectively with parents who use BSL and encourage them to become more involved in their child’s learning.
- Explore how BSL can be further included on the 1+2 agenda through offering training, advice and sharing good practice. The overall aim is to provide positive, meaningful experiences of BSL for our learners.
- Continue to consult regularly with parents of deaf BSL using children and young people in schools to measure their satisfaction with our services and discuss any concerns and identify any areas for improvement we could make.
- Explore using deaf mentors for secondary school pupils to support language modelling, careers and life choices as well as someone to discuss their views or issues with.
- Ensure effective support for young people who are deaf to transition to a positive destination.
- Continue to deliver deaf awareness training for all staff in schools before a deaf child starts. This would include teachers, teaching assistants, school support staff as well as janitors and cleaning colleagues.

BRITISH SIGN LANGUAGE PLAN FOR EDINBURGH 2018-24

4.4 TRAINING, WORK AND SOCIAL SECURITY

We share the long-term goal for all Scottish Public services set out in the BSL National Plan, which is:

“BSL users will be supported to develop the skills they need to become valued members of the Scottish workforce, so that they can fulfil their potential, and improve Scotland’s economic performance. They will be provided with support to enable them to progress in their chosen career”

By 2024, we will:

- Ensure BSL using pupils and students are supported with appropriate and accessible information, advice and guidance about their career and learning choices and the transition process to these options.
- Continue working in partnership with Skills Development Scotland on delivery of the Career Education Standard and Developing our Young Workforce Strategy including promotion of available BSL resources.
- Work with partners throughout the city who deliver employment services to help signpost them to advice on the needs of BSL users.
- Ensure support is provided to BSL users when applying for a Council job. This will include that where BSL using candidates meet the essential criteria, we will guarantee an interview for the post, support them in the application process and make reasonable adjustments for the interview such as providing an interpreter. We will also make reasonable adjustments to the role if the candidate is successful in obtaining the job.
- Explore the opportunity to provide specific training for service providers through the Joined Up for Jobs Network.
- Raise awareness of the UK Government’s “Access to Work” Scheme with employers and BSL users. The Council already offers guaranteed interviews to those with a disability and utilises the Access to Work scheme.

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4.5 HEALTH (INCL. SOCIAL CARE), MENTAL HEALTH AND WELLBEING

We share the long-term goal for all Scottish Public services set out in the BSL National Plan, which is:

“BSL users will have access to the information and services they need to live active, healthy lives and to make informed choices at every stage of their lives”

By 2024, we will:

- Improve the availability of accurate and relevant health and social care information in BSL and work with BSL users through existing and potentially new Deaf people’s forums to determine where this should be located.
- Provide specialist BSL social work assessments and care management, together with interpretation duty sessions and equipment through a contract between the Council and the Lothian Sensory Partnership until March 2020
- Over the course of 2019/20, review the above provision and commission appropriate services to run from April 2020.
- Work with BSL users to improve the way adult social care is delivered, by explicitly including BSL users in the EHSCP’s community engagement strategy.
- Take forward the work to extend free personal care to everyone who requires it as directed by the national agenda, taking account of BSL users
- Integrate the NHS Health Scotland BSL learning resource into the overall See Hear training plan.
- Explore the current position and future potential for a BSL marker on all patient management systems used within the Health and Social Care Partnership and integrate into staff training as required.
- Ensure that, in-line with Scotland’s Mental Health Strategy 2017-27, BSL users get the right help at the right time, expect recovery and fully enjoy their rights, free from discrimination and stigma. The EHSCP funds Stress Control which will continue to provide courses in BSL as required, and hosts the Lothian Deaf Mental Health Service and Lothian Deaf Counselling Service (to be recommissioned August 2018)
- The City of Edinburgh Council is developing approaches to working with Edinburgh Leisure on BSL issues.
- The four locality Physical Activity Alliances will consider ways of improving access to information and opportunities in relation to physical activity for BSL users.
- The five-year work plans on tackling social isolation and loneliness within the four Locality Improvement Plans (LIPS) will consider the needs of BSL users.

4.6 CULTURE AND THE ARTS

We share the long-term goal for all Scottish Public services set out in the BSL National Plan, which is:

“BSL users will have full access to the cultural life of Scotland, an equal opportunity to enjoy and contribute to culture and the arts, and are encouraged to share BSL and Deaf Culture with the people of Scotland”

By 2024, we will:

- Explore options for offering more BSL activities, either as outreach or in-house.
- Review opportunities to develop staff training for front of house.
- Ensure up to date, accessible information is available for museum venues on websites such as Euan’s Guide and through completing Visit Scotland Accessibility Audits.
- Explore developing the use of technology such as tablets and screens to provide BSL translations for visitors to museums and venues across the city.
- Explore recommencement of BSL tours in museums through funding to be agreed with See Hear.
- Continue working to develop the use of organisations which are funded by the council and offer BSL or captioned events. Some are actively working to improve access for D/deaf audiences (a full list of these organisations and their work can be provided).
- Continue to support professional pathways to enable BSL users to consider a career in culture and the arts through exploring the support of volunteers and internship programmes which aim to widen access to museums.
- Explore the potential to develop career talks and volunteering opportunities, for example BSL users to lead tours around venues and sites.
- Increase information in BSL about culture and the arts on websites and at venues by ensuring accessible information is up to date on websites and organisations highlighted above.
- Explore options to improve access to the historical environment, cultural events and performing arts and film for BSL users through developing staff training and improving information available.

BRITISH SIGN LANGUAGE PLAN FOR EDINBURGH 2018-24

4.7 DEMOCRACY

We share the long-term goal for all Scottish Public services set out in the BSL National Plan, which is:

“BSL users will be fully involved in democratic and public life in Scotland, as active and informed citizens, as voters, as elected politicians and as board members of our public bodies”

By 2024, we will:

- Continue to be committed to fully involving BSL users in the democratic and public life in the city, as active and informed citizens, as voters, as elected politicians and as board members of our public bodies.
- Ensure support is available around the whole electoral process so that users of BSL are not excluded and will include appropriate support and information to ensure they can register as electors and can cast their vote.
- Ensure BSL users are supported to fully and fairly participate should they choose to seek elected office by ensuring information is accessible and regularly reviewed and updated.
- Continue to work in partnership with other stakeholders including political parties and the Electoral Commission.
- Ensure that candidates wishing to stand will be signposted towards the financial support available via Inclusion Scotland’s Access to Elected Office Fund.

GOVERNANCE

The BSL Plan for Edinburgh 2018-24 will be reviewed through the Integration Joint Board (IJB), Council's Corporate Policy & Strategy Committee and the Scottish Government on an ongoing basis with bi-annual updates on progress.

Lead areas accountable for delivering this plan include Health & Social Care, Economic Development, Culture, Democratic Services, Communities & Families and the Council's Strategy & Insight Unit.

Progress on the plan will also be communicated to the public through the Council's press and social media channels as well as ensuring national deaf bodies and associations are kept up to date.

RESOURCES

The Council already provides resources to support access to services for users of British Sign Language, notably through the Council's Interpretation & Translation Services (ITS), which is part of the Resources' Directorate. ITS will have responsibility for the provision of resources to support the BSL Plan for Edinburgh. However, the Council recognises the need to challenge the status quo as far as the provision of BSL resources and services is concerned and the Council will therefore undertake a formal options appraisal to determine how these resources should be provided, in order to achieve the outcomes required in the BSL Plan.

MONITORING AND REPORTING

The BSL Plan for Edinburgh will be regularly reviewed and updated where appropriate. The plan will evolve and develop over time as actions are delivered and projects mature. A progress report on this plan will be delivered in 2020, two years after the launch in 2018. This report will detail progress and advancements made including an assessment of how actions and measures will change over the life of the plan and beyond.

The Council and EHSCP are keen to ensure we maintain ongoing and open dialogue with the BSL user community. As a result consultation and engagement will continue after this plan is launched and when significant progress is made. BSL users are welcome to provide their feedback at any time on positive or negative developments. This insight is key to ensure we are focusing on areas of greatest need and on our BSL users' priorities.

CONTACT

You can contact us to discuss this plan using the details below:

- By email: StrategyandBusiness.Planning@edinburgh.gov.uk
- Speak to David Craig via ContactSCOTLAND <https://contactscotland-bsl.org/>
- Through Twitter or Facebook, search "BSL Plan Edinburgh".

Corporate Policy and Strategy Committee

10.00am, Tuesday, 2 October 2018

Public Bodies Climate Change Duties Report 2017/18

Item number	7.4
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	C18 - Improve Edinburgh's air quality and reduce carbon emissions.

Executive Summary

This report seeks Committee's approval for submission to the Scottish Government of the Council's required annual report for 2017/18 on compliance with the Climate Change (Scotland) Act 2009 Public Bodies Climate Change Duties.

The overall reduction in carbon emissions since 2005/06 is 22%. In order to achieve the 42% target by 2020-21, (equivalent to emitting 112,000 tonnes of carbon in 2020/21), there needs to be a total emissions reduction of 7% of tCO₂ every year for the next three years.

In recognition of this significant challenge, full Council on 28 June 2018 agreed to the current independent audit of council activity on climate change and sustainability by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh. This audit will inform Council governance structures in relation to mitigation and adaptation and help us take a whole Council approach to dealing with the consequences of climate change to our buildings, operations, service delivery, customers and staff.

Public Bodies Climate Change Duties Report 2017/18

1. Recommendations

- 1.1 To approve submission to the Scottish Government of the Public Bodies Climate Change Duties Report 2017/18, outlined in appendix one to this report; and
- 1.2 To note that the governance arrangements for climate change will be considered as part of the current independent audit of council activity on climate change and sustainability by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh.

2. Background

- 2.1 The City of Edinburgh Council is a 'Major Player' under the terms of the Climate Change (Scotland) Act 2009 and has a legislative duty to submit an annual report on what it is doing to meet the statutory Public Bodies Climate Change Duties (PBCCD). This report must be submitted to Scottish Government by 30 November each year and will cover the most recently completed financial year.

3. Summary of progress

- 3.1 Overall, the Council's pattern of energy consumption and waste output between 2016-17 and 2017-18 was:
 - 3.1.1 A 2% reduction in the tonnage of municipal waste sent to landfill – this is a positive result.
 - 3.1.2 Consumption of grid electricity has remained relatively stable. Following adjustment for errors in reporting of unmetered electricity in last year's submission, there has been a 2% reduction overall in electricity use across the Council. This is predominantly due to a reduction in electricity consumption for streetlighting. Electricity consumption across Council buildings is stable. Whilst there are a number of initiatives to reduce electricity consumption across the estate, there are other factors that have led to the static position on electricity in buildings. These include an increase in floor area, a greater dependence on electrically powered services in new build properties, an increase in electricity being used as a primary source of heat through systems such as heat pumps and the severe winter in 2017/18 and resultant increase in demand for heat in electrically heated buildings.

- 3.1.3 Consumption of natural gas has increased by just under 6%, largely due to the severity of weather during 2017/18 resulting in increased consumption for space heating in buildings. As with electricity, there are a number of active measures underway to reduce gas consumption across Council buildings.
- 3.2 When these consumption and waste figures are converted to show the amount of carbon dioxide (CO₂) emitted, a different pattern emerges:
- 3.2.1 An 8% increase in emissions from municipal waste
- 3.2.2 A decrease of 7% in emissions from gas and grid electricity
- 3.3 The differences in patterns between consumption/waste and CO₂ emissions reflected above at 3.1 and 3.2 results from the way that CO₂ emissions are calculated. This is determined at UK Government level, and is subject to change from year to year, which masks trends in emissions and progress towards target levels of reduction.
- 3.4 Another key challenge to effective monitoring and emissions is the wide range and quality of data which are needed to support the calculations.
- 3.5 The overall reduction in carbon emissions since 2005/06 is 22%. In order to achieve the 42% target by 2020-21, (equivalent to emitting 112,000 tonnes of carbon in 2020/21), there needs to be a total emissions reduction of 7% of tCO₂ every year over the next three years.
- 3.6 In recognition of this significant challenge, full Council on 28 June 2018 agreed to the current independent audit of council activity on climate change and sustainability by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh. This audit will inform Council governance structures in relation to mitigation and adaptation and help us take a whole Council approach to dealing with the consequences of climate change to our buildings, operations, service delivery, customers and staff.

4. Main Report

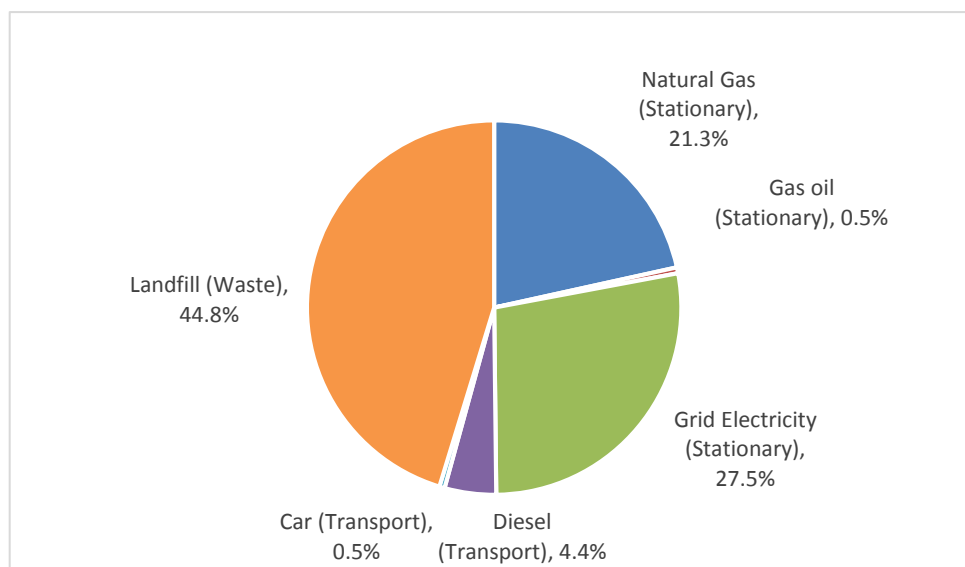
- 4.1 The Public Bodies Climate Change Duties Report has seven sections.
- Part 1: Organisational Profile
 - Part 2: Governance, Management and Strategy in relation to climate change
 - Part 3: Corporate Emissions, Targets and Projects
 - Part 4: Adaptation to the impacts of climate change
 - Part 5: Procurement actions and achievements regarding climate change
 - Part 6: Data Validation and sign-off Declaration by a senior person responsible for climate change
 - Part 7: Reporting on Wider Influence
- 4.2 The first six parts apply to the Council's own carbon emissions reduction, climate change adaptation and sustainable procurement activities. Part seven, which public bodies are recommended but not required to complete, offers the opportunity to

describe our city-wide activities relating to mitigation, adaptation, climate change partnership working, capacity building, sustainable food, biodiversity and resource use.

- 4.3 The Council received feedback from the Scottish Government recommending that the Council tracks and monitors progress of climate change activity underway following the Council restructure. At full Council on 28 June 2018, it was agreed that the governance arrangements for climate change will be considered as part of the current independent audit of council activity on climate change and sustainability by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh.
- 4.4 Integrated Joint Boards (IJBs) are now required to complete a climate change report under the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015. This is the second year that the IJB will report. The IJB reports that carbon emissions are generated and reported as part of the Council and NHS activity through which the Health and Social Care Partnership delivers its services.

PBCCD report content highlights

- 4.5 Part three of the report covers the Council’s own carbon emissions. The Council’s carbon emissions were 151,305 tonnes in 2017/18, an 8% increase on the 139,405 tonnes emitted in 2016/17. This 8% increase is a somewhat deceptive measure of progress as it can be attributed to a change in the way the UK Government calculates CO2 emissions from landfill waste. This alone increased the emission factor by 40% from last year. The actual tonnage of municipal waste to landfill decreased by 2% from 117,843 tonnes in 16/17 to 115,200 tonnes in 17/18.
- 4.6 It is important to note that the change in the UK Government’s emission factor will affect all public bodies in their carbon emissions reporting.
- 4.7 Stationary emissions (as outlined in the below graph) make up 49.5% of the Council’s carbon emissions footprint. Emissions from landfill waste make up 44.8% followed by 5% from transport and less than 1% for water.



- 4.8 Note that the data required for this return are complex and come from a wide range of sources. For example, validation of data for unmetered electricity (including street lighting and stair lighting) has shown that the figure provided for 2016-17 was an underestimate and so the apparent increase from 6 to 8 million kWh is likely to be largely a result of more comprehensive data for 2017-18. Work will be undertaken to improve data collection across sources, thereby enabling more effective monitoring of changes.
- 4.9 Key points relating to the footprint include:
- 4.9.1 The combined carbon footprint associated with gas and grid electricity consumption has decreased by 7% since 2016/17. This figure includes Edinburgh Leisure run properties. As stated in 3.1 consumption of electricity has decreased in real terms by 2% when last year's data errors are taken into account while consumption of gas has increased by 6%. Added to this is the change in the emission factor for electricity, which reduced by 14% for grid electricity. The increase in gas consumption was due to the severity of the weather in 2017-18 in comparison to 2016-17. We would have seen a net reduction in electricity consumption had it not been for the underestimate described in 4.8.
 - 4.9.2 This was the first full year of the Edinburgh Community Solar Cooperative solar panels being operational on Council and Edinburgh Leisure buildings and energy generation through combined heat and power (CHP). The amount of renewable electricity generated during the year was over 0.9 million kWh, 13% of which was exported.
 - 4.9.3 As noted above, the amount of waste sent to landfill has reduced by 2% between 2016/17 and 2017/18. However, as noted in 3.5, the emission factor used for waste has increased significantly between the 2016/17 and 2017/18 reporting year (421 kg CO₂e/tonne up to 589 kg CO₂e/tonne). This translates to a 40% increase in carbon emissions from landfill waste even though the amount of waste sent to landfill has reduced by 2%.
 - 4.9.4 The Council's transport footprint has decreased by 3% since 2016/17. This is equivalent to 280 tonnes of carbon emissions. This reduction comes from reduced consumption of diesel by council fleet vehicles and a reduction in staff car mileage by approximately 200,000 miles. Car transport makes up 1% of the Council's carbon footprint.
 - 4.9.5 The carbon footprint associated with water is 575 tonnes, which is less than 1% of the Council's total carbon footprint.
- 4.10 The overall reduction in carbon emissions since 2005/06 is 22%. In order to achieve the 42% target (equivalent to emitting 112,000 tonnes of carbon in 2020/21) there needs to be a total emissions reduction of 7% of tCO₂ every year over the next three years. To achieve this there needs to be a concerted effort to enable the carbon savings achieved through implemented projects to be identified, tracked and

managed on an ongoing basis. Note that further changes to the way that carbon emissions are calculated will have an impact on the level of change achieved and that this is outwith the control of all public bodies.

- 4.11 Questions 3e to 3j of Appendix 1 relate to carbon reduction projects. The processes in place to capture information on carbon use needs to be comprehensively reviewed and consolidated. This will be addressed as part of the audit of sustainability, noted above.
- 4.12 The projects that populate this section have been provided by Property and Facilities Management and Edinburgh Leisure. Active energy management of the Council's operational estate is a key focus across Property and Facilities Management. There are several large-scale projects underway, across new constructions and existing buildings, to improve sustainability, energy efficiency and reduce associated energy spend.
- 4.13 For the past three years, Property and Facilities Management have been engaged in a Knowledge Transfer Partnership with Edinburgh Napier University to implement a mid to long term energy strategy for operational buildings. This project ended in August 2018 and, moving forward, the outputs will inform the strategic direction of energy management. To help build on success achieved to date, and create a sound platform from which to deliver continued energy improvements, Property and Facilities Management are working towards ISO50001 accreditation; an Energy Management System focussed on delivering best practice across energy management.
- 4.14 Part 4 of the PBCCD Report covers the Council's climate change adaptation activity. The return shows that climate change adaptation is embedded in a range of Council operations and services and city-wide work is progressing well, with the approval of the Edinburgh Adapts Climate Change Action Plan (2016 – 2020) in August 2016 and the first report on progress submitted to Committee in October 2017. A city-wide steering group is now well established to drive this work forward and is currently chaired by the Royal Botanic Garden Edinburgh.
- 4.15 Part 5 of the PBCCD Report covers the Council's sustainable procurement activity. The Council's Commercial and Procurement Services Division continues to evidence that sustainability is firmly embedded in procurement policies and contract activity. The submission last year was highlighted as good practice to be shared with other organisations. Current specification work indicates that sustainability activity within this Service continues to strengthen year on year.

5. Measures of Success

- 5.1 The City of Edinburgh Council submits a Public Bodies Climate Change Duties Report on the financial year 2017/18 to the Scottish Government by 30 November 2018.

- 5.2 Following the audit of sustainability, the Council establishes a governance structure to ensure that the reporting requirements as outlined in the Climate Change (Scotland) Act 2009 are embedded into the day to day service delivery of the Council, and that routine monitoring of progress is possible.

6. Financial Impact

- 6.1 The activities captured in this report are covered with existing budgets. There has been no additional financial impact of preparation of this year's report.

7. Risk, policy, compliance and governance impact

- 7.1 Submission of the required annual report will assist in supporting the Coalition's Commitment 18 – to reduce carbon emissions, the Council's Energy Policy, Carbon Management Plan, Sustainable Energy Action Plan, Resilient Edinburgh Adaptation Framework and Sustainable Procurement Policy.
- 7.2 Submission of the required annual report will be evidence of compliance with the Climate Change (Scotland) Act 2009.

8. Equalities impact

- 8.1 There are no equalities impacts associated with the content of this report.

9. Sustainability impact

- 9.1 The impacts of this report in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered. In summary, the proposals in this report will help achieve a sustainable Edinburgh because they improve governance of Council action to reduce carbon emissions, to increase the city's resilience to climate change impacts and to improve social justice, economic wellbeing and environmental good stewardship.

10. Consultation and engagement

- 10.1 Consultation has taken place with Commercial and Procurement Services, Planning, Flood Prevention, Corporate Property, Environment, Resilience Unit and Edinburgh Leisure.
- 10.2 Public and stakeholder engagement to develop the City Vision showed that there was broad support for Edinburgh becoming carbon neutral

11. Background reading/external references

[Public Bodies Climate Change Report 2016/17](#)

Andrew Kerr

Chief Executive

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12. Appendices

12.1 Public Bodies Climate Change Report 2017-18 to the Scottish Government

Public Sector Climate Change Duties 2017/18 Summary Report: City of Edinburgh Council

TABLE OF CONTENTS

Required

PART 1: PROFILE OF REPORTING BODY

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

PART 3: EMISSIONS, TARGETS AND PROJECTS

PART 4: ADAPTATION

PART 5: PROCUREMENT

PART 6: VALIDATION AND DECLARATION

Recommended Reporting: Reporting on Wider Influence

RECOMMENDED – WIDER INFLUENCE

OTHER NOTABLE REPORTABLE ACTIVITY

Public Sector Climate Change Duties 2017/18 Summary Report: City of Edinburgh Council

PART 1: PROFILE OF REPORTING BODY

1(a) Name of reporting body
City of Edinburgh Council

1(b) Type of body
Local Government

1(c) Highest number of full-time equivalent staff in the body during the report year
14683

1(d) Metrics used by the body			
Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.			
Metric	Unit	Value	Comments
Population size served	population	513210	NRS for 17/18 reporting https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/population/population-estimates/mid-year-population-estimates/mid-2017

1(e) Overall budget of the body	
Specify approximate £/annum for the report year.	
Budget	Budget Comments
968000000	This is net of fees and charges for services provided.

Public Sector Climate Change Duties 2017/18 Summary Report: City of Edinburgh Council

1(f) Report year	
Specify the report year.	
Report Year	Report Year Comments
Financial (April to March)	

1(g) Context

Provide a summary of the body's nature and functions that are relevant to climate change reporting.

The Council has a property portfolio comprising of approximately 590 buildings (this excludes investment building i.e. those owned by the Council and operated as shops, pubs etc as these premises are not used for the discharge of public duties).

As a local authority, the City of Edinburgh Council is responsible for providing a range of public services, including education, social care, roads and transport, economic development, housing and planning, environmental protection, waste management, cultural and leisure services.

As a public body, IJBs are required to prepare reports on compliance with climate change duties. Discussions have taken place between the City of Edinburgh Council, the Edinburgh IJB and NHS Lothian to ensure double accounting of emissions has not occurred.

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

2(a) How is climate change governed in the body?

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements.

The Council has agreed that the governance arrangements for climate change will be considered as part of the current independent audit of council activity on climate change and sustainability by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh.

Currently Corporate Policy and Strategy committee oversees corporate reporting on Climate Change and also all organisational policies relating to this subject. Transport and Environment Committee has decision making powers in regard to climate change.

At an operational level the Strategy and Insight Team in the Chief Executive's Division leads on the corporate response to Government on carbon mitigation, climate change adaptation and sustainability initiatives including development of strategies and action plans; The Director for Place leads on wider services relating to housing, energy and water management, waste services, transport, planning, and parks. The Director of Resources is responsible for procurement, asset management and ICT.

Note that a new governance structure chart will be developed pending the outcome of the independent audit of council activity on climate change and sustainability by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh.

2(b) How is climate change action managed and embedded by the body?

Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body (JPEG, PNG, PDF, DOC)

At an operational level the Strategy and Insight Team in the Chief Executive's Division leads on the corporate response to Government on carbon mitigation, climate change adaptation and sustainability initiatives including development of strategies and action plans. The Director for Place leads on wider services relating to housing, energy and water management, waste services, transport, planning, and parks. The Director of Resources is responsible for procurement, asset management and ICT.

The independent audit of council activity on climate change and sustainability by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh is underway, and this will include consideration of the governance arrangements for climate change and sustainability.

Public Sector Climate Change Duties 2017/18 Summary Report: City of Edinburgh Council

2(c) Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?	
Provide a brief summary of objectives if they exist.	
Objective	Doc Name
<p>Council Commitments related to a better environment and transport systems that work for all:</p> <p>17. Guarantee 10% of the transport budget on improving cycling in the city</p> <p>18. Improve Edinburgh's air quality and reduce carbon emissions. Explore the implementation of low emission zones</p> <p>19. Keep the city moving by reducing congestion, improving public transport to rural west Edinburgh and managing roadworks to avoid unnecessary disruption to the public</p> <p>25. Increase recycling to 60% from 46% during the lifetime of the administration</p>	<p>City of Edinburgh Commitments</p>
<p>Vision: Edinburgh in 2020 will be a low carbon, resource efficient city, delivering a resilient local economy and vibrant flourishing communities in a rich natural setting</p> <p>Objectives for 2020:</p> <ul style="list-style-type: none"> • Edinburgh will maintain a good quality of life for all its citizens while consuming minimum resources • Edinburgh will be a leading knowledge, demonstration and development centre for sustainable development • Edinburgh will have a new trademark – the “Sustainable City” – attracting visitors, industry and investors • Edinburgh will have created significant new employment opportunities in low carbon and green technologies • Edinburgh will have preserved and enhanced its biodiversity, landscape and coastal environments 	<p>Sustainable Edinburgh 2020 strategic framework</p>
<p>One of the 5 strategic aims is "a resilient city" and the two relevant outcomes are:</p> <ul style="list-style-type: none"> - our built and natural environment is protected and enhanced - Edinburgh is a low carbon, connected city with transport and infrastructure that is fit for the future 	<p>Programme for the Capital: The City of Edinburgh Council Business Plan 2017-22</p>
<p>Strategic Priority: reducing greenhouse gas emissions by 42% by 2020</p>	<p>Edinburgh Partnership Community Plan 2015-18</p> <p>Sustainable Edinburgh 2020</p>

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2(d) Does the body have a climate change plan or strategy?

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

Resilient Edinburgh Climate Change Adaptation Framework 2015-2020; adopted October 2014

http://www.edinburgh.gov.uk/downloads/download/1256/resilient_edinburgh

Edinburgh Adapts Climate Change Adaptation Action Plan 2016-2020; adopted August 2016

http://www.edinburgh.gov.uk/downloads/file/8506/edinburgh_adapts_climate_change_action_plan_2016-2020

Edinburgh Adapts Our Vision 2016-2050

http://www.edinburgh.gov.uk/downloads/file/8507/edinburgh_adapts_our_vision_2016-2050

Sustainable Edinburgh Action Plan (SEAP); adopted February 2015;

http://www.edinburgh.gov.uk/info/20220/economic_development/544/sustainable_economy/2

[Second] Carbon Management Plan 2015/16-2020/21; adopted September 2015;

http://www.edinburgh.gov.uk/directory_record/683821/carbon_management_plan_20152016_-_20202021

2(e) Does the body have any plans or strategies covering the following areas that include climate change?

Provide the name of any such document and the timeframe covered.

Topic area	Name of document Link	Time period covered	Comments
Adaptation	Resilient Edinburgh Climate Change Adaptation Framework	2014 - 2020	
	Edinburgh Adapts Our Vision 2016-2050	2016 - 2020	
	Edinburgh Adapts Climate Change Action Plan 2016-2020	2016 - 2020	
Business travel			
Staff Travel	Active Travel Action Plan	2016 - 2020	As an employer, we have: introduced a bike to work scheme; established an allowance for cycling on Council business; invested over £60k in active travel facilities such as showers,

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			lockers and cycle parking in Council buildings; and supported a number of cycle initiatives including bike breakfasts. We will encourage our partners to undertake similar measures and work to increase uptake of the CFE awards among local businesses.
			Cycle Friendly Schools and the STARS programme: This is a national award scheme run by Cycling Scotland that recognises the wide range of work schools do to promote and encourage cycling and to make their schools cycle friendly. Schools are encouraged to apply when they become part of the I-bike scheme and we now have over 40 schools subscribed.
Energy efficiency	Energy Policy	2013 - 2020	
Fleet transport			
Information and communication technology			
Renewable energy			
Sustainable/renewable heat	Sustainable Energy Action Plan	2015 - 2020	
Waste management	Waste and Recycling Strategy	2010 - 2025	
	Waste Prevention Strategy	Adopted 2005	
	Resource Use Policy	Adopted 2000	
Water and sewerage	Management Policy Water	Adopted 2006	
Land Use	Corporate Asset Strategy	2015-19	
	Interim Community Asset Transfer Policy	Published 2015	
Other (state topic area covered in comments)	Local Development Plan Edinburgh Design Guidance	Published 2016	The section on caring for the environment has a section on flood prevention The Design Guidance supports the Local Development Plan

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2(f) What are the body's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the body's areas and activities of focus for the year ahead.

Take forward the findings of the Prof Andy Kerr review to ensure we have a joined-up strategy and governance to ensure the Council is ambitiously reducing its carbon emissions.

Ensure the Governance across the council is fit for purpose in delivering this new approach.

Ensure the Edinburgh City Centre Transformation programme, Low Emission Zone(s) and approach to active travel continue to progress.

Ensure a structured process is in place to capture the carbon impact of project activity carried out by service areas and that these are recorded and monitored.

Continue to implement the citywide climate change adaptation action plan, co-produced to implement the Resilient Edinburgh framework.

2(g) Has the body used the Climate Change Assessment Tool(a) or equivalent tool to self-assess its capability / performance?

If yes, please provide details of the key findings and resultant action taken.

No. Note though the independent audit of council activity on climate change and sustainability by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh.

2(h) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.

Edinburgh Adapts Action Plan was approved in 2016. A city wide steering group was set up to develop the action plan and to progress and monitor actions. The group is currently chaired by the Royal Botanic Garden Edinburgh.

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PART 3: EMISSIONS, TARGETS AND PROJECTS

3a Emissions from start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year							
Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint /management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the year which is used as a baseline to the end of the report year, provide an explanation in the comments column. (a) No information is required on the effect of the body on emissions which are not from its estate and operations.							
Reference Year	Year	Scope1	Scope2	Scope3	Total	Units	Comments
Baseline carbon footprint	2005/06				192911	tCO2e	This baseline was chosen following Carbon Trust Standard accreditation.
Year 1 carbon footprint	2006/07				0	tCO2e	
Year 2 carbon footprint	2007/08				0	tCO2e	
Year 3 carbon footprint	2008/09				0	tCO2e	
Year 4 carbon footprint	2009/10				0	tCO2e	
Year 5 carbon footprint	2010/11				171568	tCO2e	
Year 6 carbon footprint	2011/12				163744	tCO2e	
Year 7 carbon footprint	2012/13				165454	tCO2e	
Year 8 carbon footprint	2013/14	35794.00	56859.00	40077.00	132730	tCO2e	First year of using the RES Carbon Footprinting Tool and Project (CFPR)Tool
Year 9 carbon footprint	2014/15	40624.00	64158.00	39283.00	144065	tCO2e	Used the CFPR tool
Year 10 carbon footprint	2015/16	40285.00	50972.46	58611.46	149869	tCO2e	Used the CFPR tool
Year 11 carbon footprint	2016/17	39405.00	44587.00	55413.00	139405	tCO2e	Used the CFPR tool
Year 12 carbon footprint	2017/18	40067.00	38054.00	73221.00	151342	tCO2e	Used the CFPR tool

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3b Breakdown of emission sources

Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3(a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.

Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
151343.5		Grid Electricity (generation)	Scope 2	108245281	kWh	0.35156	kg CO2e/kWh	38054.7	Council buildings including Edinburgh Leisure
		Grid Electricity (transmission & distribution losses)	Scope 3	108245281	kWh	0.03287	kg CO2e/kWh	3558.0	Council buildings including Edinburgh Leisure
		Natural Gas	Scope 1	175343910	kWh	0.184163989077374	kg CO2e/kWh	32292.0	Council buildings including Edinburgh Leisure
		Gas Oil	Scope 1	2745270.53	kWh	0.275876374117495	kg CO2e/kWh	757.4	Council buildings including Edinburgh Leisure
		LPG	Scope 1	1420159	kWh	0.214509723	kg CO2e/kWh	304.6	Council buildings including Edinburgh Leisure

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	Diesel (average biofuel blend)	Scope 1	2563173 litres	2.60016271124822	kg CO2e/litre	6664.7	This is Council Fleet vehicles and Edinburgh Leisure vehicles
	Petrol (average biofuel blend)	Scope 1	22164 litres	2.19835360740471	kg CO2e/litre	48.7	This is Council Fleet vehicles
	Average Car - Unknown Fuel	Scope 3	3758650 km	0.18242	kg CO2e/km	685.7	This reflects travel by staff using their own vehicles
	Refuse Municipal to Landfill	Scope 3	115200 tonnes	588.906257787832	kg CO2e/tonne	67842.0	All Council collected waste & sent to landfill - includes household waste & waste from council buildings
	Taxi (black cab)	Scope 3	1244391 passenger km	0.21337	kg CO2e/passenger km	265.5	These are not Council owned vehicles
	Taxi (regular)	Scope 3	1892826.73 passenger km	0.15617	kg CO2e/passenger km	295.6	These are not Council owned vehicles
	Water - Supply	Scope 3	588625 m3	0.344	kg CO2e/m3	202.5	Council buildings including Edinburgh Leisure
	Water - Treatment	Scope 3	525576.3 m3	0.708	kg CO2e/m3	372.1	Council buildings including Edinburgh Leisure

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3c Generation, consumption and export of renewable energy

Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.

Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	
Solar PV	1063987	126192			kWh reflects energy generated onsite, used onsite and exported to the grid
Solar thermal			54736	0	kWh reflects energy generated onsite and subsequently used onsite

3d Targets

List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included.

Name of Target	Type of Target	Target	Units	Boundary/scope of Target	Progress against target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Comments
Corporate	percentage	42	tCO2e reduction	Other (please specify in comments)	22	2005/06	192911	tCO2e	2020/21	Original baseline not calculated using RES carbon foot printing and project tool. Scope of target: buildings, travel, infrastructure and waste

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3e Estimated total annual carbon savings from all projects implemented by the body in the report year			
Total	Emissions Source	Total estimated annual carbon savings (tCO2e)	Comments
1524.00	Electricity	688	
	Natural gas	172	
	Other heating fuels		
	Waste		
	Water and sewerage		
	Business Travel		
	Fleet transport	664	emissions source diesel
	Other (specify in comments)		

3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year											
Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.											
Project name	Funding source	First full year of CO2e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
8PJ: Vehicle Telematics	Spend to Save	2018/19	Estimated	1150898.92			Diesel (average biofuel blend)	664.19	274784		To be installed in all council vehicles with a view to reducing the

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										fuel used, increasing vehicle utilisation and improving operational efficiency.
EL1819_50 - Pool management		2018/19	Actual	71441	17860	Grid Electricity	158.73	74593		Edinburgh Leisure pool management estate wide ESOS
40PJ: BEMS, Lighting upgrade and CHP installation		2018/19	Estimated	324038		Grid Electricity	129	46355		Leith Academy
23PJ: RE:FIT		2018/19	Estimated	736508		Grid Electricity	97	45131		Balerno High School
62PJ: BEMS and Heating Upgrade		2018/19	Estimated	76266		Grid Electricity	76	5918		Trinity Academy
EL1819_47 - Heating alteration		2018/19	Actual	71003	11834	Natural Gas	72	21242		Edinburgh Leisure AHU optimisation estate wide ESOS
EL1819_42 - LED Lighting		2018/19	Actual	76916	22570	Grid Electricity	69	47351		Edinburgh Leisure estate wide ESOS

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EL1819_44 - AMR		2018/19	Actual	53127	10625		Grid Electricity	67	34574		Edinburgh Leisure AMR/MM&T Estate wide
EL1819_49 - Heating alteration		2018/19	Actual	17619	8809		Natural Gas	67	17632		Edinburgh Leisure BMS optimisation estate wide
EL1819_40 - AMR		2018/19	Actual	38000	7721		Grid Electricity	63	30237		Royal Commonwealth Pool Automated Meter Reading System

3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year

If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.

Total	Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
0.00	Estate changes			The Council's property database has been reviewed to improve data quality/accuracy. As noted above, there are 590 buildings, which appears to be an increase on last year, but this reflects better recording. There has been an increase in the Council's floorspace over the year.
	Service provision			
	Staff numbers		Decrease	Staff numbers have reduced between 2016/17 reporting and 2017/18 reporting (15293 in 2016/17 to 14683 in 2017/18).
	Other (specify in comments)			

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3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead

Total	Source	Saving	Comments
0.00	Electricity		<p>In January 2018 a three year contract was awarded to the Council for replacement of approximately 54,000 street lights with energy efficient lanterns. The project will also see the installation of a Central Management System that will allow lighting levels to be adjusted.</p> <p>The Council's RE:FIT energy refit programme for the largest energy consuming Council properties will be completed in July 2018. Eight properties have been completed so far. Four CHP units have also been installed in Council schools. The installation of a Central Management System will allow lighting levels to be adjusted.</p>
	Natural gas		Council and Edinburgh Leisure Building Energy Management (BEMs) and other efficiency measures
	Other heating fuels		
	Waste		The Millerhill anaerobic digestion facility currently reprocesses food waste and generates energy. The thermal treatment facility for residual waste will be operational from 2018/19, substantially reducing the Council's municipal waste to landfill. Enhanced recycling services are planned for high density housing areas from 2018-2021
	Water and sewerage		
	Business Travel		

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Fleet transport		<p>The Council continues to increase the number of electric vehicles within its fleet. There is a total of 25 electric vehicles in the Council fleet with a further 5 procured in 2017/18.</p> <p>The Council received funding via the Switched on Fleets programme 2017-18 and procured 8 fully electric vehicles across the Community Planning Partnership. A percentage of these vehicles will be added to the Council's fleet. The next round of funding will be 2018-19.</p>
Other (specify in comments)		

3i Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the year ahead

If the emissions are likely to increase or decrease due to any such factor in the year ahead, provide an estimate of the amount and direction.

Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
0.00	Estate changes		Increase	The Council's Asset Management Strategy is ongoing. New builds e.g. schools and improved data quality contribute to the increase in the number of Council buildings reported. The CO2e impact is not known.
	Service provision			Rationalisation of the estate is ongoing and this will have an impact on how services are delivered.
	Staff numbers		Decrease	15,293 in 2016-17 reducing by 4% to 14,683 for 2017-18
	Other (specify in comments)			

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3j Total carbon reduction project savings since the start of the year which the body uses as a baseline for its carbon footprint

If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").

Total	Comments
	The organisation has not quantified this as ongoing project specific detail is not available for the years since the 2005/06 baseline year.

3k Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to its emissions, targets and projects.

As reported above, an independent audit of council activity on climate change and sustainability by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh is underway. This is intended to help us to identify the most effective way forward for the Council to achieve substantial progress in relation to climate change and sustainability. This will include governance arrangements.

PART 4: ADAPTATION

4(a) Has the body assessed current and future climate-related risks?

If yes, provide a reference or link to any such risk assessment(s).

An initial risk assessment was done through completion of a Local Climate Impact Profile followed by verification through Council Committee reporting and meetings with Council departments and affected services. Web link: <http://www.adaptationscotland.org.uk/11/96/0/Local-Climate-Impacts-Profile-project-findings.aspx>

The Resilient Edinburgh Climate Change Adaptation Framework 2014-2020 takes a risk-based approach to assessing Edinburgh's vulnerability to weather-related risks and predicted climate change impacts; identifies city services and sectors that may be affected, and presents high level actions to address the most significant risks identified. A separate document contains the evidence base on which the Framework is built.

The Edinburgh Adapts Action Plan 2016-2020 was approved by Council Committee in August 2016, endorsed by the Edinburgh Sustainable Development Partnership in September 2016 and launched in December 2016. The high-level climate risks identified in the Resilient Edinburgh Framework will be addressed through implementation of the Action Plan.

Weblink: http://www.edinburgh.gov.uk/downloads/download/1256/edinburgh_adapts.

The Council's resilience risk register (which include those risks related to climate change) is reviewed by the Council Resilience Group on a quarterly basis as part of the Resilience service's risk management procedure. This procedure is aligned with the Council's risk strategy.

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4(b) What arrangements does the body have in place to manage climate-related risks?

Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.

The climate-related risks identified in the Resilient Edinburgh Framework will be addressed through the delivery of the actions in the Edinburgh Adapts Action Plan. The Action Plan was developed in partnership with the Edinburgh Sustainable Development Partnership, Adaptation Scotland and key stakeholders across the city. It is being delivered by a Steering Group who provide governance and oversight.

The Council's Resilience Service drives and manages the Council's Resilience Management Programme and is the focus for the Council's resilience activities. The Council's Resilience Service is responsible for ensuring the Council complies with its statutory emergency planning and business continuity obligations as stipulated by the Civil Contingencies Act (2004) and other relevant legislation; this work is carried out in conjunction with designated Resilience Coordinators and Resilience Specialists from each Council service area / key function together with stakeholders, other responders and partner organisations.

The Edinburgh Local Development Plan (LDP) has specific measures dealing with climate change adaptation. It aims to promote development in sustainable locations and enhance the city's green network by encouraging land management practices which capture, store and retain carbon, and prevent and manage flood risk. This includes managing surface water drainage, treatment and flood risk through sustainable urban drainage, providing amenity and biodiversity benefits.

Edinburgh has Flood Prevention Schemes in place on the Braid Burn and Water of Leith. These schemes are designed for a 1 in 200-year event and include an allowance for climate change. Undeveloped areas of land fulfil an important flood function and should be allowed to flood to protect built-up areas from floodwater. These are shown on the Edinburgh Local Development Plan Proposals Map as areas of importance for flood management. There are also robust inspection regimes in place for watercourses, coastal defences and reservoirs. These inspections help inform and prioritise planned maintenance work.

In the event of flooding the Council provides an emergency response and there are always two members of staff on standby to co-ordinate activities. Action Packs have been prepared which detail where temporary defences should be deployed. Sandbags and pallet barriers are stored and are to be utilised in the event of flooding. A limited number of sandbags are stored at various fire stations and these are available to the public.

The Council is a signatory to the Central Scotland Green Network and is working in partnership with neighbouring authorities and other stakeholders to support a range of projects. Edinburgh's Local Biodiversity Action Plan for 2016-18 includes a number of climate related risks and actions. Work to promote green and blue infrastructure in planning guidance and monitor indicator species are examples of the types of actions underway to address climate related risks.

The Council's Parks and Greenspaces Strategy aims to conserve natural habitats and wildlife.

Climate change adaptation considerations are embedded into strategies for green and blue networks as well as into wider land use planning decisions through forest and woodland strategies, Local Development Plan and supplementary planning guidance.

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4(c) What action has the body taken to adapt to climate change?

Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.

The Edinburgh Adapts Climate Change Adaptation Action Plan contains over 100 actions that are being implemented by a wide range of organisations across the city. These include cross-cutting actions that can be incorporated into other strategies and plans to raise awareness of the need to adapt, build capacity to assess risk and implement action. The Action Plan has just completed its second year of implementation.

Externally, the Resilience Service represents the Council on the Multi-Agency Risk Group established by the Lothian and Borders Local Resilience Partnership, which feeds into the risk assessment processes of the East of Scotland Regional Resilience Partnership. The range of risks addressed by these partnerships includes extreme weather related emergencies. Internally, the Resilience Service chairs the Council Resilience Group that oversees the Council's Resilience Management Programme, which includes identifying and addressing risks through preparing and maintaining contingency measures to mitigate their effects. High-level risks are escalated within the Council, as appropriate.

The Edinburgh Local Development Plan aims to promote development in sustainable locations and enhance the city's green network by encouraging land management practices which capture, store and retain carbon, and prevent and manage flood risk. This includes managing surface water drainage, treatment and flood risk through sustainable urban drainage, providing amenity and biodiversity benefits. The Edinburgh Design Guidance raises awareness of climate change at the outset of the document and in the detailed chapters through promoting green infrastructure and sustainable building design. This document was reviewed in 2017 and includes more on climate change adaptation, SUDs and water.

The Council works in partnership with neighbouring local authorities, SEPA and Scottish Water and has prepared a Local Flood Risk Management Plan (LFRMP) for the Forth Estuary Catchment which will outline strategies and identify areas vulnerable to flooding from all sources and potential mitigation measures and actions. This plan was published in June 2016 and can be found at <http://www.edinburgh.gov.uk/info/20045/flooding>.

Edinburgh Living Landscapes launched in November 2014. The initiative is led by the Council's Parks and Greenspace service in partnership with the Scottish Wildlife Trust, Royal Botanic Garden Edinburgh, Edinburgh and Lothian Greenspace Trust and Green Surge. It advocates the development of an ecosystem approach to the management of the Council's open space estate in order to realise the benefits to both biodiversity and public amenity. It aims to create resilient green networks to deliver a healthy, accessible and attractive environment.

As part of the Edinburgh Biodiversity Action Plan 2016-2018, partners have been asked to include actions to adapt to climate change within site management plans, conservation plans and species action plans as appropriate. This not only raised awareness but also involved risk assessment, adaptation measures and any carbon capture.

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4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?

If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1, B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.

(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.

Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-8	Potentially Vulnerable Areas have been highlighted and the risk assessed in relation to Flood Risk which has been reported in the Local Flood Risk Management Plan (LFRMP). Scottish Water have recently completed the sewer integrated catchment study for Edinburgh, the results of this will be used to start preparing surface water management plans.	
				Scottish Government commissioned the Scottish Flood Defence and Asset Database. SEPA published flood maps to help understand areas potentially affected by flooding. The Council maintains GIS records of existing assets in relation to culverted watercourses.	

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Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-2	<p>The Local Development Plan aims to enhance the city's green network by encouraging land management practices which capture, store and retain carbon and prevents and manages flood risk. Furthermore, through various policies, the LDP aims to protect, promote and enhance the wildlife, recreational landscape and access value of the green network.</p> <p>The Council has also updated the Open Space Strategy and Edinburgh Design Guidance, both which contribute to promoting green infrastructure in planning.</p> <p>Nearly 90 floral meadows have been identified across the city and were sown, a mixture of annual and perennial.</p> <p>A total of 112 hectares of greenspace incorporate Living Landscape features (the Council manages 858 hectares of Standard Amenity Grass (SATHG)) which equates to 13% of our amenity grasslands).</p> <p>1000 trees were planted in 2017/18 500,000 flowering bulbs were planted in naturalised grass areas in 2017/18.</p>	<p>The Edinburgh Design Guidance planning policy has been updated and includes guidance on green and blue infrastructure requirements in new developments. Climate change adaptation information has been promoted through internal training workshops.</p> <p>As well as improving the visual and biodiversity amenity of these sites, these changes, specifically the less frequently cut relaxed grass areas, will slow rainwater run-off and help lock-up carbon in soils, reducing CO2 release. It will also mean a reduction in operational fuel consumption and associated pollutants.</p>
			N2-7	<p>The Council has continued to manage INNS (invasive non-native species) where they occur on their land.</p> <p>The Edinburgh Biodiversity Action Plan 2016-2018 has a new section on invasive species which addresses habitat and genetic resilience as well as being 'Plant Smart' in terms of biosecurity and plant choice and source.</p>	<p>The Council will continue to work with partners such as the Water of Leith Conservation Trust to manage INNS along the Water of Leith and seek to work at a catchment scale level through the RBMP area partnerships.</p> <p>The Natural Heritage Service continues to work with volunteers and Friends groups to carry out practical work on eradication of INNS.</p>

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			N2-11	<p>The Local Development Plan identifies Local Nature Reserves and Local Nature Conservation Sites to protect biodiversity at the local level. The plan includes policies relating to a range of biodiversity designations. LDP and Council guidance also recognise the value and potential of biodiversity outwith designated areas and sets out key principles for enhancing habitat and ecosystems.</p>	
			N2-20	<p>The Flood Risk Management Strategy and Plan for the Forth Estuary have now been published which will aid in understanding the risks associated with coastal flooding.</p> <p>City of Edinburgh Council officers continue to have input into the Forth Estuary Forum where such issues are discussed and action plans developed.</p> <p>The Edinburgh Biodiversity Action Plan 2016-2018 will ensure that appropriate emphasis is placed on the Firth of Forth Special Protection Area when dealing with conservation projects.</p> <p>The EBAP also incorporates the action to identify opportunities to ensure that biodiversity data is collected in advance of regional marine planning.</p>	
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment		NA	NA

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Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	<p>The Forth Estuary Flood Risk Management Strategy and the Forth Estuary Local Flood Risk Management Plan was published in June 2016.</p> <p>The Council has published an “Assessment, inspection, clearance and repairs schedule” which can be found at http://www.edinburgh.gov.uk/info/20045/flooding.</p>	The Assessment, inspection, clearance and repairs schedule will be revised annually (April)
			B1-19	<p>The Council is working in partnership with Scottish Water, East and Midlothian Councils to evaluate flood risk and consultants have been commissioned to undertake an integrated catchment study. The sewer integrated catchment study is now complete for Edinburgh, results to be analysed.</p> <p>The Council has published an “Assessment, inspection, clearance and repairs schedule” which can be found at http://www.edinburgh.gov.uk/info/20045/flooding.</p>	<p>Guidance states: An integrated approach to the drainage of surface water arising from impermeable surfaces such as roofs and roads that takes account of all aspects of the drainage systems and produces long-term and sustainable actions that will ensure they are resilient to the changing climate.</p> <p>The Assessment, inspection, clearance and repairs schedule will be revised annually (April)</p>
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks		NA	NA

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Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-2	<p>A flood map published by the Scottish Environment Protection Agency shows some areas on Edinburgh’s waterfront potentially at medium to high risk of coastal flooding, taking into account climate change.</p> <p>The Local Development Plan does not prevent development in such locations but will require all proposals to consider and address any potential risk of flooding through flood risk assessments and surface water management plans. The LDP also states that flood risk from water flowing over land during heavy rainfall should be avoided by the use of SUDs.</p> <p>The Edinburgh Design Guidance gives advice and clear information in order to guide applicants towards a design process that fully incorporates sustainable flood risk management and SUDS from the outset.</p>	Advice on sustainable flood risk management is ongoing through planning applications. Advice on SUDs is still progressing subject to arrangements for the signing of Section 7 agreements.
			B3-3	<p>The Council published its first Open Space Strategy in 2010, informed by an Open Space Audit (2009) and accompanied by 12 Neighbourhood Open Space Action Plans. This has been updated with Open Space 2021 – a revised open space strategy for Edinburgh.</p> <p>The new Strategy takes a coordinated approach to protecting and developing the city's network of open space, helping to deliver Edinburgh's contribution to the development of the Central Scotland Green Network.</p> <p>The Strategy is aligned with the Local Development Plan and co-ordinates with related strategies, including those for parks and gardens, allotments, play, sport facilities, active travel, climate change adaptation and biodiversity.</p>	

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		<p>B3-6</p> <p>The Council was awarded £3.4m in HEEPS:ABS funding in 2017/18 to deliver free insulation to private homes across the city. The programme has targeted mixed tenure of areas with high levels of fuel poverty, containing suitable homes for solid wall insulation, and in areas in the bottom 25% of the Scottish Indices of Multiple Deprivation (SIMD).</p> <p>The programme includes projects at Gilmerton, Oxbgangs, Moredun, South Queensferry and Muirhouse. Nearly 900 homes will be warmer and easier to heat as a result of new insulation in as a result of the 2017/18 HEEPS:ABS programme.</p> <p>The Council was awarded an additional £3.4m of HEEPS:ABS funding for 2018/19, which will help a further 900 homes across the city.</p>	
		<p>B3-7</p> <p>The Council is accelerating investment to ensure all Council homes meet and exceed the Scottish Government's Energy Efficiency Standard for Social Housing (EESH) by 2020.</p> <p>64% of Council homes currently pass EESH. Where possible the Council will look to go beyond the minimum standard to ensure homes are of a similar efficiency standard as new homes, in line with future standards proposed by the Scottish Government. The estimated cost of bringing homes up to EESH will be approximately £51 million.</p>	

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			B3-8	<p>The Council and other RSLs in the city complies with the Scottish Housing Quality Standard (SHQS).</p> <p>Abeyances, mainly the result of a lack of door entry systems in mixed tenure blocks, will be progressed through a mixed tenure pilot project.</p> <p>The Council has invested around £40 million in improving the energy efficiency of Council homes in the last five years.</p>	
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society		NA	NA
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society	S2-5	<p>The Edinburgh Community Resilience Pilot Project was completed in June 2017. The community resilience groups that were established in two Community Council areas as part of this project continue to operate and enhance their resilience.</p> <p>A second phase of the above project is currently being scoped and funding proposals developed, with the aim of extending community resilience to include and align: local communities, local businesses and Responder organisations. If project funding is successful, it is anticipated this project will commence in April 2019.</p> <p>Information and advice regarding flooding, severe weather and business continuity is published on the Council web site.</p>	

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				The Council participates in the preparation and monitoring of a Community Risk Register for the Lothian and Borders area.	
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society		NA	NA

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4(e) What arrangements does the body have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

Current and future climate risks are being assessed through the Edinburgh Adapts Climate Change Adaptation Action Plan 2016-2020.

In terms of the Council's internal resilience arrangements, risk assessments are monitored and reviewed on a quarterly basis through the Council Resilience Group. In terms of the Council's contribution to the Lothian and Borders Local Resilience Partnership, risk assessment is a continual process. Current assessments will be reviewed on an annual basis, as new information emerges or following any significant incident or exercise.

The Proposed Strategic Development Plan (SDP 2) is expected to replace the current Strategic Development Plan in 2018, five years after the first adopted SDP. A review of current and future climate risks will be addressed in future Local Development Plan (LDP) policies which will be written in the context of SDP 2. It is expected that an updated LDP will also be on a five year cycle.

A study to ascertain the impact of siltation on the Water of Leith Basin was completed in February 2017 and further siltation studies are being undertaken in 2018. The Niddrie Burn study to ascertain the effects of potential flooding has been initiated. Building on previous flood risk studies, the Flood Prevention Team will complete a Surface Water Management Plan in due course to assess current and future flooding risks for the city.

The Edinburgh Biodiversity Action Plan for 2016-18 incorporates climate change actions and will review current and future risks to biodiversity and greenspace.

4(f) What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

Monitoring and evaluation of the impacts of adaptation actions will be assessed through the Edinburgh Adapts Climate Change Adaptation Action Plan 2016-2020.

The Council will monitor the impact of the Local Development Plan policies on the physical and environmental characteristics of the area, including those related to climate change. This will be reported in a statutory Monitoring Statement which will inform the next Local Development Plan. The Second Local Development Plan, Main Issues Report, will be produced in November 2018. This will be supported by a monitoring report.

Biodiversity actions will be monitored through the Edinburgh Biodiversity Action Plan for 2016-2018. The latest annual report is available for 2017 at www.edinburgh.gov.uk/biodiversity.

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4(g) What are the body's top 5 priorities for the year ahead in relation to climate change adaptation?

Provide a summary of the areas and activities of focus for the year ahead.

1. Work in partnership through the Edinburgh Adapts Steering Group and wider partnership to continue to implement the Edinburgh Adapts Climate Change Adaptation Action Plan 2016-2020 and a Vision for a Climate Ready Edinburgh.
2. Work with partners to continue to raise awareness of the risks to Edinburgh's coast from climate change and investigate ways to adapt to these.
3. Work with the Edinburgh Biodiversity Partnership to deliver the climate change adaptation actions in both the Edinburgh Biodiversity Action Plan 2016-18 and the Edinburgh Adapts Action Plan. Work with the Edinburgh Biodiversity Partnership on the next iteration of the EBAP for 2019-2021.
4. The Edinburgh Community Resilience Pilot Project was completed in June 2017. A new project is currently being scoped and funded related to community resilience, to involve local communities, businesses and Responder agencies.
5. Respond to the findings of the external audit of sustainability activity across the council by the Edinburgh Centre for Carbon Innovation at Edinburgh University.

4(h) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.

The Council worked with pilot areas within the city as part of the Edinburgh Community Resilience Project, seeking to enhance communities' abilities to respond to and recover from resilience incidents. Whilst the pilot has now been completed, the community resilience groups established as part of the pilot continue to operate and build resilience.

A new project is currently being scoped and funded related to community resilience, to involve local communities, businesses and Responder agencies.

The Council along with SEPA, other local authorities in the Forth Estuary and Scottish Water have developed a Local Flood Risk Management Plan. The Plan has identified flooding from rivers, coast and overland flow to prioritise work at the national level.

The Council is working with Scottish Water to scrutinise the sewer network and how it interacts with flooding from other sources. The Niddrie Burn River Restoration Project included construction of building platforms so future proofing development against flooding in the area.

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PART 5: PROCUREMENT

5(a) How have procurement policies contributed to compliance with climate change duties?

Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.

The Council has had a comprehensive Sustainable Procurement Policy in place since 2012. The sustainable procurement policy and objectives are addressed within every procurement plan, which is at the start of each procurement process. Thus, the policies build awareness and are discussed with stakeholders. There is also a mandatory sustainability risk assessment of procurement projects as part of the individual procurement plan which is a practical tool to ensure compliance with climate change duties (available on request).

The Sustainable Procurement Policy also informs the Council's terms and conditions of contract. For example, in schedule 8 section 1.1g a duty is placed on service providers to assist the Council on climate change.

The Commercial and Procurement team also use sustainability as selection and award criteria and seek to constantly evaluate processes that minimise the impact of the procurement for example in construction off-site fabrication, use of electric vehicles and use of local suppliers to reduce transport emissions are encouraged and scored accordingly.

The Policy has 4 main Outcomes

Outcome 1: the social and economic benefits from our procurement are maximised

Outcome 2: the environmental impacts are minimised and the environmental benefits maximised from our procurement

Outcome 3: Edinburgh has a more sustainable supply chain

Outcome 4: sustainable procurement is embedded within the Council

The following are some of the specific examples that sit under these outputs: - (please note this is just a selection):

- Minimise carbon based energy use
- minimise waste and consumption
- specify goods and materials made with a high content of recycled material and/or goods
- achieve a minimum sustainability performance of BREEAM 'Very Good' rating, and aspire to BREEAM 'Excellent' rating, when procuring new buildings and refurbishing old buildings. [BRE Environmental Assessment Methodology], where applicable.
- specify the most energy efficient goods, services and works
- ensure that vehicles we purchase, lease or hire have low emissions of greenhouse gases and air pollutants.
- procure timber and timber-based goods from verifiable sustainable sources that evidence clear chains of custody in line with the Council's Purchasing Policy for Sustainable Timber and Timber Products
- The use of Government Buying Standards
- The use of Community Benefits – this is reinforced on the requirement in Contract Standing Orders to consider the inclusion of community benefits in all procurements over £50,000.

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To give an example as to how these translate into procurement actions the Construction team operate WRAP targets for all Construction works. The targets and objectives set out in our contract identify:

- Implementation of Site Waste Management Plans that not only meet any minimum regulatory requirements, but exceed these requirements by setting project-specific targets for waste reduction and recovery and measuring performance
- Requirement to only purchase FSC approved timber

5(b) How has procurement activity contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.

A number of contracts have been put in place whose sole objective is to comply with climate change:

1. WARP IT

The procurement team initiated the Council joining Warp It (Waste Action Reuse Portal) an asset redistribution website which works in a similar way to Gumtree or Freecycle but for organisations rather than individuals. Warp It lets us give or loan assets to others, bringing unused items into use and liberating space.

WARP IT has allowed the Council, primarily schools, and charities to reuse and redistribute redundant items, which would otherwise be disposed of as landfill. As well as redistribution there is a container of tables and chairs and other resources being donated to a charity which is building schools in North Ghana.

To date (July 2018) since last report 16/17:

- 3670 items have been claimed by schools totalling £398,384 (new cost) an increase in items of 182%.
- 2777 items have been claimed by charities, £192,794(new cost) an increase in items of 22%.
- 358,021 KG/ 358 tonnes CO2 saved is equal to CO2 produced in the manufacturing and delivery of new items (measured by the WARP IT system), increase of 71%
- 103,340KG/103 tonnes of waste diverted from recycling and landfill (measured by the WARP IT system) increase of 87%

This website is being used to manage the implementation of a new primary school and 4 primary school extensions throughout 2018.

2. Building Energy Management Systems Contract

Procurement Services supported Property and Facilities Management to establish a Building Energy Management System (BEMS) Upgrade Framework. The successful implementation and operation of a Building Energy Management System is essential to the management of building performance and energy efficiency. The Council has an extensive portfolio of BEMS including in all corporate offices, care homes, high schools and the majority of primary schools and a significant portion of the Council's energy use is controlled through its BEMS infrastructure.

Currently many systems are ageing and not functioning correctly with some systems now obsolete, making it difficult to maintain operational

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performance and source replacement components. Upgrading the Council BEMS will improve the opportunity to deliver sustainability benefits through appropriate energy management across the Council estate, including reduced consumption and associated carbon reduction. Provision was made within the quality section of the upgrade framework to encourage contractors to considered improved energy performance.

5(c) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

Procurement Systems – Vendor module – Oracle

The buyers' pool process from start to finish is all done electronically, and we encourage new suppliers to provide an email address and to return forms by email rather than printing them off and posting them. With over 8000 active suppliers this process encourages the use of electronic submissions in a continued effort to reduce carbon emissions.

We try to be flexible regarding more expensive and / or off-contract purchases where the requisitioner is keen to purchase better quality items that should last longer, reducing the number of procurements.

We encourage our outlying locations (Lagganlia and Benmore) to procure goods and services locally, reducing the transport requirements to and from these outlying locations.

Our Finance and Procurement Systems Helpdesk, support the climate change duties by limiting the number of purchase orders that are sent in the mail by updating suppliers email addresses; only printing orders where there is no email address given for a supplier. Daily, the helpdesk will send updated email addresses from suppliers to the vendor team, thus reducing the number of printed orders.

Maintenance and Repair Vs Landfill

We support and encourage the maintenance and repair of our white goods wherever possible. Repairing rather than replacing when possible reduces the CO2 emissions as they are not sent to landfill. Our goods are being used for longer and don't have to be thrown away. This reduces the volume of raw materials and energy needed to make new products and reduces CO2 emissions.

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PART 6: VALIDATION AND DECLARATION

6(a) Internal validation process

Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

Internal audit review of CRC procedures; annual sign off of CRC annual report prior to submission to Environment Agency.

6(b) Peer validation process

Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

Senior business analyst review of data. Report considered by Corporate Policy and Strategy Committee.

6(c) External validation process

Briefly describe the body's external validation process, if any, of the data or information contained within this report.

Validation of energy consumption data through CRC reporting.

6(d) No validation process

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

6e - Declaration

I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.

Name	Role in the body	Date

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RECOMMENDED – WIDER INFLUENCE

Q1 Historic Emissions (Local Authorities only)

Please indicate emission amounts and unit of measurement (e.g. tCO₂e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

(1) UK local and regional CO₂ emissions: **subset dataset** (emissions within the scope of influence of local authorities):

(2) UK local and regional CO₂ emissions: **full dataset**:

Select the default target dataset

Subset

Table 1a - Subset

Sector	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Units	Comments
Total Emissions	3332.37	3296.17	3262.92	2952.83	3071.95	2783.56	2961.45	2860.07	2410.14	2301.56		ktCO ₂	
Industry and Commercial	1438.91	1413.40	1414.49	1245.84	1309.66	1171.41	1270.17	1214.91	930.82	846.12		ktCO ₂	
Domestic	1182.44	1167.25	1167.93	1039.39	1105.93	972.58	1063.10	1024.32	854.10	820.77		ktCO ₂	
Transport total	711.02	715.52	680.50	667.59	656.37	639.58	628.19	620.83	625.22	634.67		ktCO ₂	
Per Capita	7.37	7.23	7.12	6.37	6.54	5.82	6.14	5.87	4.89	4.61		tCO ₂	
Waste												tCO ₂ e	
LULUCF Net Emissions												ktCO ₂	
Other (specify in 'Comments')													

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Table 1b - Full													
Sector	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Units	Comments
Total Emissions	3449.80	3422.66	3381.95	3087.70	3196.72	2909.76	3075.95	2979.79	2531.62	2448.01	2332.50	ktCO2	
Industry and Commercial	1447.25	1423.86	1420.81	1258.10	1321.45	1183.59	1277.11	1224.85	940.65	870.06	788.37	ktCO2	
Domestic	1178.38	1163.02	1160.68	1041.10	1103.96	973.58	1059.35	1023.82	857.00	829.49	778.31	ktCO2	
Transport total	802.65	815.92	781.61	771.22	755.97	738.69	725.65	719.52	723.90	739.86	758.15	ktCO2	
Per Capita	7.63	7.51	7.38	6.67	6.80	6.09	6.37	6.11	5.14	4.91	4.60	tCO2	
Waste												tCO2e	
LULUCF Net Emissions	21.53	19.86	18.85	17.29	15.34	13.89	13.84	11.60	10.07	8.61	7.67	ktCO2	
Other (specify in 'Comments')													

Q2a – Targets

Please detail your wider influence targets

Sector	Description	Type of Target (units)	Baseline value	Start year	Target saving	Target / End Year	Saving in latest year measured	Latest Year Measured	Comments

Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

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Q3) Policies and Actions to Reduce Emissions														
Sector	Start year for policy / action implementation	Year that the policy / action will be fully implemented	Annual CO2 saving once fully implemented (tCO2)	Latest Year measured	Saving in latest year measured (tCO2)	Status	Metric / indicators for monitoring progress	Delivery Role	During project / policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity	Value of Investment (£)	Ongoing Costs (£/ year)	Primary Funding Source for Implementation of Policy / Action	Comments

Please provide any detail on data sources or limitations relating to the information provided in Table 3

Q4) Partnership Working, Communication and Capacity Building.

Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

Key Action Type	Description	Action	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments

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OTHER NOTABLE REPORTABLE ACTIVITY

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

Corporate Policy and Strategy Committee

10.00am, Tuesday 2 October 2018

Edinburgh Community Plan

Item number	7.5
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	xx

Executive Summary

This report provides a first draft of a new Edinburgh Community Plan now called the Local Outcome Improvement Plan (LOIP). The purpose of the plan is to set the strategic direction for community planning in Edinburgh, and set out a limited number of key shared priorities that Edinburgh Partnership Board members will work together to achieve improved outcomes for Edinburgh's citizens.

Within this context, the Plan sets out three priority workstreams as the focus of the Edinburgh Partnership Board. Over the period of this plan, the board will deliver actions to ensure that citizens across all parts of Edinburgh have:

- Enough money to live on,
- Access to work, learning and training opportunities, and
- A good place to live.

Further development of this draft is underway, including review and consultation with community planning partners, elected members, and the Edinburgh Partnership Board. Following this period of review, it is proposed that a final plan is prepared for approval by City of Edinburgh Council and the Edinburgh Partnership Board by end October 2018.

Edinburgh Community Plan

1. Recommendations

It is recommended that Corporate Policy and Strategy Committee:

- 1.1 Consider and comment on the first draft of the new Edinburgh Community Plan
- 1.2 Agree that, subject to further development and consultation, a final version of the plan should be considered for approval by City of Edinburgh Council on 25 October 2018.

2. Background

- 2.1 The Edinburgh Partnership is the community planning partnership for Edinburgh and brings together public agencies, the third sector and the private sector, to improve the city, its services and the lives of people who live and work here.
- 2.2 The Community Empowerment (Scotland) Act 2015 requires the Partnership to publish a Local Outcomes Improvement Plan (LOIP). This document should set out shared priorities for the city, and describe the areas where the partnership will work together to make improvements and meet these priorities. This plan will build upon actions included in a range of other city-wide strategies, plans and programmes, all of which have a critical impact on the ability of the Edinburgh Partnership Board to deliver its vision for the city. Critically, however, this plan does not seek to duplicate these documents, but instead aims to articulate the additional actions needed, the additional leadership, integration, and collaborations required from the Edinburgh Partnership Board.
- 2.3 At its meeting of 7 December 2017, the Edinburgh Partnership Board considered proposals for the development of a new Edinburgh Community Plan (LOIP) and agreed that the plan should be prepared as a streamlined document, focused on a limited number of shared priorities which only joint working can improve or progress. Further discussions by the Board at its meetings of March and June 2018, agreed that the new plan should focus on priorities and actions which:
 - 2.3.1 Address poverty and inequality
 - 2.3.2 Are 'thorny issues' which require collective action by partners
- 2.4 To take these recommendations forward, a working group of lead officers from community planning partners and third sector groups across the city was established. This group, led by colleagues from NHS Lothian, has undertaken engagement activity to identify priorities and actions, and to lead development of a

new community plan for approval by the relevant statutory partners including the council and collectively by the Edinburgh Partnership Board during October 2018.

3. Main report

- 3.1 This report provides a first draft of a new Edinburgh LOIP. The purpose of this plan is to:
 - 3.1.1 Set the strategic direction for community planning in Edinburgh
 - 3.1.2 Describe the shared priorities of the Edinburgh Partnership Board the actions they will take towards achieving those priorities, and
 - 3.1.3 Describe how the Board will measure progress and success.
- 3.2 In doing so, the plan aims to provide a framework within which every member of the Edinburgh Partnership Board can make an active contribution to meeting shared priorities.
- 3.3 The plan builds on the recognition that while partners work on a number of strategic issues together in many ways, poverty and inequality in Edinburgh is the single most important challenge faced by all members of the Edinburgh Partnership, and the challenge which is most critical to the meeting of priorities set out in strategic partnership and agency plans across the city – whether they relate to outcomes for children and young people, for health and wellbeing, for the economy, or for housing and placemaking. More than that, these are issues which cannot be addressed effectively by any one partner or partnership alone – the drivers of, and solutions to issues of poverty and inequality are entrenched and complex, and require significant partnership effort to resolve. In addition, investing in and protecting prevention measure is something that requires collaboration
- 3.4 Within this context, the partners, through a process of consultation identified three priority workstreams to focus the work of the Edinburgh Partnership Board. Over the period of this plan, the board will deliver actions to ensure that citizens across all parts of Edinburgh have:
 - 3.4.1 **Enough money to live on:** Family income is often used as a key indicator of resources available and, by extension, of the ability of citizens to maintain an acceptable standard of living. Within this context, this workstream includes actions to maximise the income available to poor households, and to ensure that citizens have enough money to live on.
 - 3.4.2 **Access to work, learning and training opportunities:** Worklessness remains the single most important predictor of poverty - 74% of households in which no adult is in work live on incomes below the poverty threshold. This workstream aims to provide new targeted services to help citizens in Edinburgh access the work, learning, and training opportunities they need to maintain a good quality of life.
 - 3.4.3 **A good place to live:** The places people live, work, and play, and the connections with others those places help form, all have a significant impact

on the health and wellbeing of citizens, and the way they experience the effects of poverty. This workstream aims to articulate the additional actions the Edinburgh Partnership Board needs to take to ensure people in the city are able to access a good, affordable, and well designed, place to live.

- 3.5 The plan sets out a programme of work for the board under each of these priorities. This programme will further develop over time in response to the needs of communities, and, in particular, in response to the recommendations and actions proposed by the Edinburgh Poverty Commission during 2019.
- 3.6 To deliver these actions, the board will exercise the significant levers of change and influence only it can provide. The Edinburgh Partnership Board will;
 - 3.6.1 Provide high profile leadership to ensure that these priorities are embedded throughout the work of all partners across the city
 - 3.6.2 Create new opportunities for partner integration and collaboration to tackle these shared challenges
 - 3.6.3 Build on work already in place across the partnership network to identify and create new projects and partnership actions, and
 - 3.6.4 Seek out new ways to combine partnership assets to drive change and deliver improved outcomes.

Next steps

- 3.7 This report represents a first draft of a new Edinburgh Community Plan with further development planned following review and consultation with community planning partners, elected members, and the Edinburgh Partnership Board during September and October 2018.
- 3.8 Following this period of review it is proposed that a final plan is prepared for approval by City of Edinburgh Council and the Edinburgh Partnership Board by end October 2018. Members views are sought on the direction of travel and the priorities identified.

4. Measures of success

- 4.1 Measures of success are included for each priority outcome outlined in the plan.

5. Financial impact

- 5.1 No additional costs to the Council are associated with this report.

6. Risk, policy, compliance and governance impact

- 6.1 No adverse risks or policy impacts have been identified as associated with this report.

7. Equalities impact

- 7.1 Equalities impacts arising from the commission will be considered as part of an Integrated Impact Assessment.

8. Sustainability impact

- 8.1 Sustainability impacts arising from the commission will be considered as part of an Integrated Impact Assessment.

9. Consultation and engagement

- 9.1 This plan has been developed by a working group of officers from community planning partners across the city and builds on findings of community engagement work carried out during 2017 and 2018. This first draft is presented for consultation and review by all partners and members of the Edinburgh Partnership Board.

10. Background reading/external references

None.

Andrew Kerr

Chief Executive

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11. Appendices

Appendix 1: Edinburgh Community Plan (draft)

Edinburgh Community Plan 2018 - 2028

Contents

1. Our Vision

2. Our Priorities

- Enough money to live on
- Work, learning and training opportunities
- A good place to live

3. Our Approach

Appendices:

Appendix 1: Edinburgh Partnership Board

Appendix 2: Community planning in Edinburgh

Appendix 3: Key partnership strategies and plans

1. Our Vision

Purpose

The Edinburgh Partnership is the community planning partnership for Edinburgh and brings together public agencies, the third sector and the private sector, to improve the city, its services and the lives of people who live and work here.

The Community Empowerment (Scotland) Act 2015 requires the Partnership to publish a Local Outcomes Improvement Plan (LOIP), or Community Plan. This document should set out shared priorities for the city, and describe the areas where the partnership will work together to make improvements and meet these priorities

The purpose of this plan is to:

- set the strategic direction for community planning in Edinburgh over 10 years
- describe the shared priorities the Board are working to achieve
- describe what we are going to do to achieve those priorities
- describe how we are going to measure our progress on these priorities.

In doing so, the plan aims to provide a framework within which every member of the Edinburgh Partnership Board can make an active contribution to meeting our shared priorities.

Partnership Vision

In developing this plan, the Edinburgh Partnership Board has set out a clear vision to guide its work together:

Our vision is that Edinburgh is a thriving, connected, inspired and fair city, where all forms of poverty and inequality are reduced

In setting this vision, this plan aims to set the direction needed for community planning partners in Edinburgh to begin to meet the long-term aspirations for the city set out by the Edinburgh 2050 City Vision project, and to support the local priorities and aspirations set out in Locality Improvement Plans across each area of the city.

To help meet this vision, community planning partners across the city already work together across a number of strategies, partnerships and areas of policy, including the joint planning of services for:

- Local communities, through Locality Improvement Plans established for each area of the city,
- Children and young people, through the Edinburgh Children's Services Plan

- Health and Wellbeing, through the Edinburgh Integration Joint Board, and the Edinburgh Health and Social Care Partnership Strategic Plan
- Economic Development through the Edinburgh Economy Strategy and the Edinburgh and South-East Scotland City Region Deal
- A vibrant third sector, through the Edinburgh Compact Partnership Strategic Framework and Action Plan,
- Placemaking and sustainable communities, through the City Housing Strategy, City Mobility Plan, and Local Development Plan
- Safer communities, through the Criminal Justice Outcome Improvement Plan, and
- Environmental sustainability, through the Sustainable Edinburgh 2020 Framework.

Appendix 2 to this document provides an overview of and link to the key partnership plans and strategies in place to guide this work, as well as the corporate plans of key partners such as Scottish Enterprise, Police Scotland, and others.

This plan does not seek to replicate or capture the actions or outcomes included in each of these plans, but instead seeks to articulate the additional actions needed, the additional leadership, integration, and collaborations required from the Edinburgh Partnership Board.

A focus on poverty and inequality

In order to focus the work of the Board, this community plan concentrates on a small number of key priorities in which additional joint action is needed, and which provide the greatest potential to address poverty and inequality in our city.

Edinburgh is well recognised as an affluent and a growing city, but is also a city with wide levels of inequality and home to some of the most deprived communities in Scotland. Average incomes within the city are high, and the city has never had more people in work than it does in 2017/18. Despite this success, more than one in five of all children in Edinburgh grow up in poverty, with this ratio rising to more than one in three in some parts of the city.

The evidence base is well established, and tackling poverty and inequality is the single most important challenge jointly faced by all members of the Edinburgh Partnership, and the challenge which is most critical to the meeting of priorities set out in strategic partnership and agency plans across the city. More than that, these are issues which cannot be addressed effectively by any one partner or partnership alone.

Placing poverty and inequality as the key focus of this plan is consistent with guidance provided through the Fairer Scotland Duty, and the requirement for public bodies take action to reduce inequalities of outcome caused by socioeconomic disadvantage. The focus is similarly consistent with the direction provided by the new Public Health Priorities for Scotland, which encourage public services, third

sector, community organisations and others, to work better together to address the drivers of inequalities in Scotland's health, and, in doing so, encourage new preventative approaches to improving wellbeing.

Three priority workstreams

The drivers of, and solutions to issues of poverty and inequality are entrenched and complex, and require significant partnership effort and investment to resolve. Through consultation with partners and building on advice gathered from communities across the city, the Board has identified a series of areas where additional action and leadership (above and beyond the individual strategic plans and priorities of each Board Member) is needed to mitigate, prevent, and undo the effects and causes of poverty and inequality. These actions build on guidance and advice published by agencies such as Health Scotland, the Joseph Rowntree Foundation, and others.

Over the period of this plan, the board will deliver actions to ensure that citizens across all parts of Edinburgh have:

- **Enough money to live on:** Family income is often used as a key indicator of resources available and, by extension, of the ability of citizens to maintain an acceptable standard of living. Within this context, this workstream includes actions to maximise the income available to poor households, and to ensure that citizens have enough money to live on.
- **Access to work, learning and training opportunities:** Worklessness remains the single most important predictor of poverty - 74% of households in which no adult is in work live on incomes below the poverty threshold. This workstream aims to provide new targeted services to help citizens in Edinburgh access the work, learning, and training opportunities they need to maintain a good quality of life.
- **A good place to live:** The places people live, work, and play, and the connections with others those places help form, all have a significant impact on the health and wellbeing of citizens, and the way they experience the effects of poverty and inequality. This workstream aims to articulate the additional actions the Edinburgh Partnership Board needs to take to ensure people in the city are able to access a good, affordable, and well designed, place to live.

Across all three of these workstreams, the plan sets out a programme of work for the board under each of these priorities. This programme will further develop over time in response to the needs of communities, and in response to the recommendations and actions proposed by the **Edinburgh Poverty Commission** during 2019.

To deliver these actions, the board will exercise the significant levers of change and influence only it can provide. The Edinburgh Partnership Board will;

- Provide high profile leadership to ensure that these priorities are embedded throughout the work of all partners across the city
- Create new opportunities for partner integration and collaboration to tackle these shared challenges
- Build on work already in place across the partnership network to identify and create new projects and partnership actions, and
- Seek out new ways to combine partnership assets to drive change and deliver improved outcomes.

The remainder of this document sets out the actions and activities the board will lead on under each of these three workstreams. Each workstream sets out:

- **What we know** – evidence on the scale of the challenge and the opportunity to make improvements through partnership action
- **What we do now** – current partnership activity already in place, and the additional activity needed to meet the board’s vision
- **The difference we will make** – the changes and actions that will be led by the board through the implementation of this plan, and the outcomes those actions will deliver, and
- **How we will know we have made a difference** – the key progress indicators we will track throughout the implementation of this plan.

2. Our Priorities

Priority 1: Enough money to live on

According to most standard definitions, a person is said to be in poverty when their resources fall below the level needed to meet their minimum needs. Family income is often used as a key indicator of resources available and, by extension, of the ability of citizens to maintain an acceptable standard of living, and to take part in society. Within this context, a core element of most strategies to prevent, reduce, and mitigate poverty are actions to maximise the income available to poor households, and to ensure that citizens have enough money to live on.

What do we know?

Evidence shows that poverty rates in Edinburgh are stubbornly high, that rates in some parts of the city are as high as any in Scotland, but that action to improve incomes can have a significant impact on citizen's lives.

- Over 80,000 Edinburgh's citizens live on incomes below the UK poverty threshold. 22% of Edinburgh's children grow up in poverty, with a number of wards showing poverty rates at more than 30%
- Employment remains the best way for families to improve their income, but having a job does not always ensure that people have enough money to live on. 56% of people in poverty in Edinburgh live in a family where at least one adult is in work, and this ratio has risen sharply in recent years
- Additional actions, led by the public and third sector, can be effective in increasing the amount of money that families have to live on. This can include support to maximise incomes, advice on benefits, advice on reducing costs, as well as direct measures to 'poverty proof' public services (such as reducing the cost of the school day).
- These actions can provide a significant impact for citizen's, as well as delivering efficiencies for service providers:
 - A Social Return on Investment analysis on services in Edinburgh and Dundee concluded that every £1 invested generated around £39 of health, social and economic benefits.
 - Analysis has shown that for every £1 invested around £15 of financial gain is generated from a mixture of increased income e.g. welfare benefits, income maximisation, rescheduled debts, one off payments or written off debts.
 - A recent project aimed at increasing uptake of Healthy Start Vouchers in Leith reported 'securing on average £4,500 per client during 2015/16.'^[3] Families involved in the recent Dalry school cluster project gained on average £4,000 per household.

What are we doing now?

Community planning partners at present provide a range of services to improve the financial position of low income families. These include services provided by the City of Edinburgh Council, NHS Lothian, community and voluntary sector agencies, housing providers and others. These providers offer services from welfare advice, income maximisation, debt advice, emergency grant and loans, and housing advice and support services.

These services are funded from a range of sources such as grants, tendered contracts or direct from funders. Funding timescales often do not align which can reduce the ability of partners to plan properly and can result in the removal of services in different parts of the city or for different client groups. Service standards can vary so that people accessing services in different parts of the city may not be assured of the same standard of service.

Across the system, there is, at present, no overview which allows for planning and co-ordination of services. As a result, it is difficult for partners to target services to those areas or groups where need is highest, to ensure that maximum impact is being delivered for public investment, and to ensure that citizens have a simple, and easy to access service in all parts of the city.

What difference will we make?

Through the delivery of this community plan, the Edinburgh Partnership Board will work together to deliver a more co-ordinated approach to planning income maximisation, support, and advice services.

We will agree and implement a common Edinburgh approach to income maximisation to ensure that services are:

- More co-ordinated and avoid duplication
- More easily accessible to citizens in need of support
- Targeted to those in greatest need, including
 - small areas of greatest need, and
 - specific groups (e.g. lone parents, low income families, people with disabilities, people involved with criminal justice system, homeless, older people, carers etc)

In delivering these services, income maximisation is primarily viewed as a means to mitigate and reduce the effects of poverty and low income and to avoid crisis brought on by debt and poor financial management skills. Within this workstream, partners will work to develop a prevention programme built around locality and cluster teams.

How will we know we have made a difference?

The following key measures will be used to track progress in the delivery of this workstream:

- Percentage of children in poverty
- Number of residents with incomes below the poverty threshold
- Levels of fuel poverty
- Use of food banks
- Money achieved for people using services

Priority 2: Access to work, learning and training opportunities

Worklessness remains the single most important predictor of poverty - 74% of households in which no adult is in work live on incomes below the poverty threshold. This workstream aims to provide new targeted services to help citizens in Edinburgh access the work, learning, and training opportunities they need to maintain a good quality of life.

What do we know?

Unemployment in Edinburgh is lower than any other major city in the UK, and the number of people in employment in the city has never been higher than it is now. Despite this success, worklessness remains a problem. 13% of households in Edinburgh have no adult in employment, and our consultation with partners shows that additional action is needed to support citizens and families with specific needs. In particular, we know that:

- Only 69% of young people with care experience secure a positive destination on leaving school, compared to a city average of 93%
- Increasing educational attainment levels helps improve outcomes in adulthood, but school attainment rates for pupils in deprived areas are less than half those of the city average
- The recently published 15–24 Learner Journey (May 2018) found that some young people felt that the focus on attainment and qualifications within schools was not giving them the skills required to succeed in life, learning and work. As a result, some felt ill-prepared for life after school and this had a negative impact on their learner journeys. This was found to be particularly

true of young people from socially disadvantaged backgrounds, who may have limited support to develop life skills at home.

- Over the last year, work has been undertaken to map service provisions against client data as well the co-production of services with stakeholders, service providers and service users. These have highlighted a gap in provision around two key areas.
 - Multiple agencies are often working with members of the same family but not wholly joined up or connected. Systemic failure occurs where individuals and families in priority localities are consistently losing out or not fully engaged.
 - Those in prison face challenges that require a clearer partnership approach to avoid homelessness, substance abuse and reoffending. Support for people with convictions needs to be coherent and holistic.

What are we doing now?

Edinburgh's employability offer is structured around an Employability Pipeline, as set out and agreed by the Scottish Government and in line with all other local authorities. The Job Strategy Group ensures this offer is a joined-up partnership approach, avoids duplication and identify gaps and market failure and offer solutions. Whilst this approach works for many, there are still some people within the city who continue to face challenges and disadvantage that can only be tackled through new partnership efforts.

One example of where this approach has worked is an employability service for individuals with complex needs (substance misuse, homelessness and involvement with criminal justice services). This is a community-based approach and the project reports a good level of success with the individuals supported.

At the moment, Capital City Partnership has brought together statutory bodies, employability providers and employers to develop a cohesive strategy to supporting people with convictions in Edinburgh into work and thereby reducing recidivism. This group is currently mapping current provision and developing a strategic response.

Youth work supports young people's achievements leading to increased educational attainment, employability and health and wellbeing. These opportunities are crucial in offering packages of support that provide protective factors while the children and young people grow and develop and learn how to keep themselves safe and take appropriate risks. Importantly they also offer the opportunity to form a relationship with a trusted adult outwith the home which we know is important for many of our children and young people, including those who have experience Adverse Childhood Experiences.

What difference will we make?

These projects show the potential of targeted partnership working to address gaps in service provision, and support citizens with complex needs. Through the delivery of this community plan, the Edinburgh Partnership Board will work together to provide new targeted support to help people whose needs are not met by other programmes. This will include delivery of additional support for:

- **Excluded Families:** There are approximately 60 families needing partnership support to help them in to work. In the past, efforts to support them have not met their needs due to short term funding. These families are not able to take up the existing employability offer as they have a high level of need compounded with often chaotic experiences. In some instances, there is a wider family network with little experience of regular work. We will provide long-term sustained pre-employability action to address this, ranging from young people in school to adults who have never worked.
- **People on release from prison:** we will develop stronger links between community justice and employability services so we can offer a systematic, holistic, joined up and long-term sustained partnership approach to working with people released from prison.
- **Young people with care experience:** we will recognise, promote and support wider achievement among young people with care experience and those living in poverty. In doing so, we will work to improve engagement and improved school attendance by broadening the range of quality educational experiences offered to children and young people with care experience; ensure that children and young people have access to trusted adults in their local community who can provide additional support when needed; and, ensure effective coordination of children's services in each locality with a focus on prevention and restorative practice

During the life of this plan we expect that through ongoing dialogue with communities experiencing inequality and poverty, additional excluded groups will be identified and partnership actions developed.

How will we know we have made a difference?

The following key measures will be used to track progress in the delivery of this workstream:

- Percentage of households with no adult in employment
- Percentage of young people with care experience who secure a positive destination on leaving school compared to a city average
- School attainment rates for pupils in deprived areas compared to city average
- School attainment rates for care experienced compared to city average

Priority 3: A good place to live

The places people live, work, and play, and the connections with others those places help foster, all have a significant impact on the health and wellbeing of citizens in Edinburgh. Most specifically, the quality of place people in which people live - the environmental surroundings, the design of housing, the accessibility to work and services, the sense of community – can have a profound effect on the way people experience the effects of poverty and low income. This is most evident in the way high housing costs can work to trap people in poverty and reduce the opportunity to progress, but it applies equally to the way place based services across the city. This workstream aims to articulate the additional actions the Edinburgh Partnership Board needs to take to ensure people in the city are able to access a good, affordable, and well designed, place to live.

What do we know?

Evidence shows us that

- Housing in Edinburgh is expensive and a major contributor to poverty and inequality. The average house price is six times the average gross annual earnings in the city, making Edinburgh the least affordable city in Scotland to buy a home.
- Housing costs in Edinburgh have continued to rise and the number of new homes being built is not meeting housing need and demand, particularly for those on lower incomes. High housing costs pose a risk to the longer term economic growth of the city and widen the inequality gap. Young graduates and workers in key sectors such as construction and health and social care need access to affordable homes.
- Those areas where poverty is highest also show lower than average satisfaction with their neighbourhood as a place to live, and lower than average perceptions of their neighbourhood as a safe place to be after dark.
- Engagement with communities to help define priorities in the Local Improvement Plans clearly identified place making as important to local communities. Communities expressed a shared desire for improving various services within their localities including more integrated transport systems and improved use of civic space.

What are we doing now?

The Council and its Registered Social Landlord (RSL) partners have made a commitment to deliver 20,000 new affordable and low-cost homes in Edinburgh over 10 years. There is a commitment to support Edinburgh Health and Social Care Partnership's Strategic Plan priorities through investment to build around 4,500

affordable homes, integrated with health and social care services, to meet the needs of older people and people with complex physical and health needs.

These are ambitious goals, and show a commitment by the partnership to encourage investment in new and existing housing to drive place-led development and bring about wider economic and social benefits. However, additional support from partners is essential in helping to deliver these commitments. In particular, additional work is needed to ensure the provision of land for housebuilding, and to deliver a new approach to placemaking, working with communities to create sustainable places with well-located and co-located services.

What difference will we make?

Through the delivery of this community plan, the Edinburgh Partnership Board will work together to:

- Maximise land available to deliver 20,000 affordable homes commitment over 10 years (including provision of 4,500 homes to meet health and social care priorities), and maximise the value and outcomes from Edinburgh's public-sector estate and deliver opportunities for accelerated investment through strategic partnership and review of public sector assets. Towards this, drawing on the approach undertaken at city region level the Edinburgh Partnership has established a land and property group. Membership is drawn from the Edinburgh Partnership partners that hold strategic land and property assets including the Council, NHS Lothian, Police Scotland, Scottish Enterprise, Scottish Fire and Rescue Service, Edinburgh College and Universities. This group will seek to deliver opportunities for accelerated investment through strategic partnership and review of public sector assets
- Identify more, and strengthen opportunities to work in partnership, as public sector bodies and with communities and the private sector, to create good places to live. This will include seeking new placemaking approaches to support the delivery of accessible and open places, with good links to health, childcare, and other services.

How will we know we have made a difference?

We will monitor the following to see how we are doing:

- Delivery of affordable homes target
- Satisfaction with neighbourhood as good place to live
- Proportion of residents who feel safe in their neighbourhood after dark
- Proportion of residents who use active travel

3. Our Approach

As a Partnership we are committed to transforming the way we work. We recognise the need to combine our resources, thinking beyond our organisational boundaries, to work more meaningfully with communities to deliver our shared ambitions for change.

Core to this success is the genuine engagement with citizens and communities, recognising their knowledge and expertise and using this to influence, prioritise and shape all our activity.

We are committed to strengthening community influence and participation, and creating opportunities for participation in different ways and at all levels, identifying and addressing the barriers to involvement. We will continue to use the National Standards for Community Engagement to inform our practice and improve the impact of this work evidencing in all our papers the participation and views of our communities and how they have been taken into account

We recognise for us to deliver we will need to strengthen and improve all aspects of the way we work, building and capitalising on our existing practice. We plan to establish new governance arrangements that will improve our decision making and increase transparency and accountability.

Critical to achieving our priorities, is identifying, and committing the necessary joint resources. To do this we will:

- Improve how we share information about people, performance, and services.
- Use data and insight more effectively to drive change in the way we design and deliver services.
- Work collaboratively to develop and support staff from all our organisations to work together, ensuring they have the appropriate skills and knowledge to deliver our ambitions and work effectively with communities.
- Take a practical approach to change, identifying, and maximising opportunities for rationalisation, collaborative working, and integrated service delivery.
- Develop a clear understanding of levels of expenditure on each priority, using this information to combine budgets to reshape services.
- Commit resources to support the administration and facilitation of community planning in the city.
- Support our accountability through a consistent approach to performance management and progress monitoring and reporting.

In delivering the plan we will collaborate with others to build and develop our understanding of the evidence, using this to influence investment decisions and to make the case for change of policy and strategy at a national level.

Appendices (to follow)

Appendix 1: Edinburgh Partnership Board

Appendix 2: Community planning in Edinburgh

Appendix 3: Key partnership strategies and plans

Corporate Policy and Strategy Committee

10am, Tuesday, 2 October 2018

Edinburgh Partnership Review

Item number	7.6
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

This report gives an update on the Edinburgh Partnership Review and consultation of Governance arrangements to date. The review was instigated by the council following the council decision to progress with locality committees. There was collective agreement from the EP Board that Edinburgh's community planning arrangements could be simpler, more effective and more supportive of community participation.

This report summarises the proposals which have been consulted on and the feedback from elected members and officers to date, alongside some general reflections which have been heard over the lifetime of the review. Proposals for improving the strategic city-wide governance arrangements seem to be clearer and less contentious than proposals for improved local partnership arrangement. This report seeks feedback from elected members on two possible ways forward in respect of local arrangements.

1. To support the EP Board in seeking immediate proposals for local arrangements as part of the review
2. To recommend that the EP Board should take the review in two stages and only consider the local arrangements once the complementary council reviews of locality committees and community councils are complete.

The review consultation closed on 9 September and the Edinburgh Partnership Board will consider the conclusions when it meets on 24 September. Subject to the conclusions of this meeting, proposals for change will be put before full council in October, before The Edinburgh Partnership Board collectively agrees its position on the 30 October.

Edinburgh Partnership Review

1. Recommendations

It is recommended that Corporate Policy and Strategy Committee:

- 1.1 Consider the options outlined in the 'Next steps' section of this report and
- 1.2 Give support for an option on the way forward either
 - 1.2.1 To support the EP Board in seeking immediate proposals for local arrangements as part of the review
 - 1.2.2 To recommend that the EP Board should take the review in two stages and only consider the local arrangements once the complementary council review of locality committees is complete.

2. Background

- 2.1 The Edinburgh Partnership Board, at its meeting on 7 December 2017, agreed to carry out a review and consultation of community planning governance arrangements. This decision was informed by a proposal from the City of Edinburgh Council which identified an opportunity to enhance governance arrangements in the city and to develop a locality focused approach following the establishment of Locality Committees in 2017.
- 2.2 A Project Board was established to set out the scope and timescale for this programme of work which was agreed by the Edinburgh Partnership at its meeting on 8 March 2018. The approach encompasses all community planning arrangements in the city and has been carried out in two phases, an initial review followed by a formal period of consultation with key stakeholders.
- 2.3 The Edinburgh Partnership Board considered the findings of the consultation phase at its meeting on 24 September 2018.
- 2.4 Consideration needs to be given to the complex legislative framework within which any new governance arrangements would currently sit. The Local Government Act 1973 and the support for community planning within the Community Empowerment (Scotland) Act 2015 are equally relevant. However, the review may highlight tensions between what is desirable into the future and what can legally be put in place at present. While this review must operate within the reality of current legislation, an opportunity to raise any issues exists as part of the Local

Governance Review which Scottish Government have embarked upon jointly with COSLA. Scottish Government is seeking submissions by December and officers will be engaging with elected members to develop a council response.

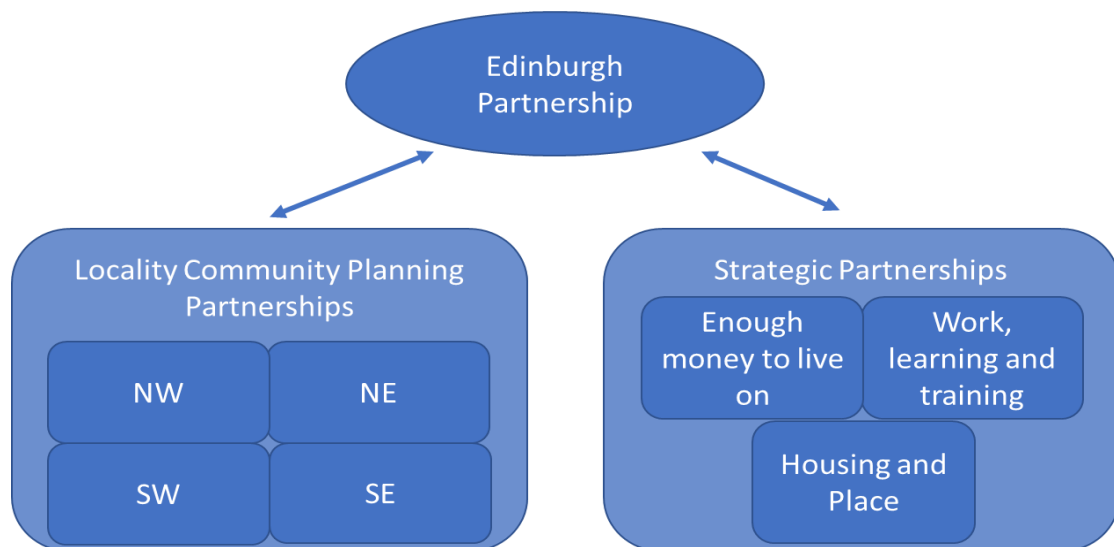
- 2.5 In addition, it is important to note that the council intends to undertake a number of associated reviews that may influence any future approach to community planning, namely:
 - 2.5.1 Planned review of the Scheme for Community Councils and future provisions under the Local Democracy Bill; and
 - 2.5.2 Planned review of the Council governance framework which will include Locality Committees and Neighbourhood Partnerships.
- 2.6 Clearly, how the council configures its locality structures and community working must relate effectively and efficiently to the partnership arrangements.

3. Main report

- 3.1 The Edinburgh Partnership Board recognised that the existing community planning arrangements in the city, having evolved over time, are complex with the model comprising three levels: city, locality and neighbourhood. The Board identified that there was an opportunity to streamline and simplify these arrangements to:
 - 3.1.1 provide a new framework that is based on a shared understanding and clarity of purpose;
 - 3.1.2 strengthen the approach to partnership working;
 - 3.1.3 provide greater accountability and transparency; and
 - 3.1.4 strengthen community influence and participation.
- 3.2 The review phase assessed the effectiveness, strengths and challenges of the current arrangements and opportunities for change/improvement, together with different ideas for the future model. Stakeholders from across the community planning 'family' of partnerships were engaged, including elected members.
- 3.3 The findings from the review provided the basis of the formal consultation running from 16 July to 9 September 2018.

Consultation Proposal

- 3.4 The consultation is framed around a proposed streamlined governance model based on
 - 3.4.1 Retaining the Edinburgh Partnership but with a refreshed remit and membership,
 - 3.4.2 Strategic/city partnership groups focused on the delivery of the priorities of the community plan, and;
 - 3.4.3 Four new Locality Community Planning Partnerships, replacing the existing arrangements at a locality/neighbourhood level.



- 3.5 This proposal acknowledges that there would need to be community and operational arrangements below the local community planning partnerships but does not determine what shape this should take as this may differ depending upon historic or previously successful ways of working which may exist in different localities.
- 3.6 The Locality Community Planning Partnerships would be responsible for the delivery of the Locality Improvement Plan priorities, as well as the ongoing identification of future priorities and working with communities to develop solutions.
- 3.7 Three elected member sessions and one officer session was held, in addition to the wider consultation and engagement which also involved elected members.

Relationship between Edinburgh Partnership decision and Council decisions

- 3.8 The decision making powers the Edinburgh Partnership board has and how this relates to Council's decision making powers is also an issue for consideration by elected members.
- 3.9 The Edinburgh Partnership Board has not been set up as a legally constituted body and so has no formal decision making powers. However, the Community Empowerment (Scotland) Act 2015 Act makes it a legal requirement that the Council and all other public bodies (as defined in the Act) participate in community planning partnerships.
- 3.10 The Edinburgh Partnership is the forum by which community planning is considered across the partners at a citywide focus to fulfil their legislative duties. This means that the EP board discusses and agrees how it wants to work together to resolve long standing issues within communities that cannot be resolved by a single agency.
- 3.11 The agreements reached by the Edinburgh Partnership should not be taken without cognisance of the Council's (and other partner) strategic aims. The Council's representatives have a key role to play in ensure this. Individual partners need to go through their own internal governance to ensure that these collective agreements become formal decisions. The partners on the EP Board also have an important

role in holding each other to account to ensure agreed joint activity is completed and that partnership working is adhered to.

- 3.12 It is this evidencing of action, delivering outcomes agreed in the Community Plan and mutual accountability which are likely to be the focus of the EP review considerations.

Strategic/Citywide level arrangements

- 3.13 Legislative currently places responsibility for a range of strategic plans, specifically the Children's Services Plan, Criminal Justice Outcome Improvement Plan and Community Learning and Development Plan onto the Edinburgh Partnership. This would continue to report to the EP. Any additional strategic partnerships would be based on the community plan themes. There would nothing preventing current partnerships from continuing where that was felt to be an effective way of working but these would not be a part of the EP governance and would report directly to members as appropriate.
- 3.14 Elected members raised the following points about the strategic / city wide level:
- 3.14.1 There are insufficient linkages between the current strategic groups and a concern about the duplication
 - 3.14.2 Going forward each group requires a clear remit and there should be a process when the same issue is considered by different groups
 - 3.14.3 The route by which community influence is involved at this level needs to be simplified
 - 3.14.4 Consideration was given to if it made sense to remit these roles into the locality structure at some point in the future

Community Participation

- 3.15 The need to ensure the community influences decision making was a key priority for elected members.
- 3.16 Initial feedback during the review phase showed that different stakeholders felt that community involvement at a local level was working well but how local discussions were being fed into strategic citywide decisions was not clear. There are community representatives on the EP board, but it is difficult for a single person to be representative for all the communities in Edinburgh.
- 3.17 Currently communities are being asked to engage by different partners and for different purposes. This results in an increasing burden for community's representatives, many of which are volunteers, and at worst, an unacceptable level of duplication and repetitive consultation by different statutory partners which is unconnected to outcomes and actions.

Locality level arrangements

- 3.18 The complexity of the current arrangements and the need to simplify them has been clearly expressed at all discussions on the current arrangements and proposed

model. However, there was not a consensus amongst elected members as to how this landscape might be reasonably simplified.

3.19 Core to the complexity at this level are the:

- 3.19.1 Neighbourhood Partnerships, as both local community planning partnerships and Advisory Committees of the Council;
- 3.19.1 involvement of community councils and the aspiration for wider community participation;
- 3.19.1 relationship between community planning and Council governance arrangements, specifically Locality Committees; and
- 3.19.1 resourcing of the existing arrangements currently met by the Council Locality Teams.

3.20 While the feedback from the consultation is not available at the point of writing this report, early feedback from the member discussion sessions highlighted a desire to continue to strengthen how community planning is done at local levels. There was also agreement that there needs to be a layer between the very local level (e.g. community councils) and the Edinburgh Partnership board level. However, different views were expressed about what would be the most effective level to work at, ranging for community councils, to Neighbourhood partnerships, to thematic groups, to locality levels.

3.20.1 Localities

Feedback indicated a concern over the size of locality areas, suggesting that they were too large for local communities to feel that they could focus on community interests and issues. However, the grouping does allow decision making to be informed by multiple view points, takes less resource to support and the budget is of a size to have a greater impact.

3.20.2 Neighbourhood partnerships (NP)

This divides the city by twelve resulting in areas of significant size but on a much smaller scale than localities. The current intertwining of these meetings being part of EP governance and the Council's governance leads to a confused sense of place and purpose.

Feedback during the review stage gave a mixed response to how successful the current NPs are felt to be and if retained, a feeling that they would need to be refreshed and reenergised to ensure engagement with all of the community. This level would allow decision making at a more local level, budgets would still be of a size that is impactful but would require an increase in resource to support.

3.20.3 Community Councils

Community Councils exist at a very local geography but engagement with community groups within their area is mixed. Empowering this level would ensure close links between local knowledge on the issues and proposals for solutions and decision making. This would also result in

smaller budgets which due to their small size could lack a meaningful impact. This level requires the most resources to support.

Resources

3.21 It is worth noting that the Community Empowerment (Scotland) Act 2015 places a duty on all public bodies to contribute resources (staff and funds) as required and agree these resources with the community planning partnership. Any proposals for a renewed approach to partnership governance will also need to address the issue of resourcing. Currently the Edinburgh Partnership is only supported through Council staff although other partners resource the meetings by prioritising attendees. Consideration will be given to an equitable solution to this as part of the review.

Next steps

3.22 The rationale for supporting the proposed approach, where form follows function, at a city level is clear and meets the Edinburgh Partnership's stated ambition for the review. However, there is not a clear consensus from member engagement so far, as to how best the review can resolve the complexity at a locality/neighbourhood level. As mentioned, the council is also undertaking its own reviews of locality committees and community councils which need to complement the wider partnership working arrangements.

3.23 There are two options for progressing the EP review:

3.23.1 Option 1: The EP Board pushes forward with the development of a new model for both locality/neighbourhood and city/strategic levels informed by the consultation findings to be implemented ahead of any of the Council reviews.

The main risk with this option is the implementation of a new model which might conflict with the outcomes of the Council reviews. However, this option ensures no delay in the delivery timescale; and manages any potential negative impacts on reputation and partnership working relationships.

3.23.2 Option 2: The EP Board takes a phased approach with the Edinburgh Partnership focusing on the implementation of the city/strategic arrangements in the initial 6 months with local arrangements being deferred subject to the outcome of the planned council led reviews of locality committees and community councils. This would ensure a more coherent and complementary approach from the point of the citizen.

There are several risks with this option including the continued resource implications for the Council Locality Teams in supporting the existing arrangements; potential resistance to delaying the delivery timescale; and potential negative impacts on reputation and partnership working relationships. CEC would bring forward the timing of the Locality committee review to take account of concerns around extended timescales.

3.24 Both these options would also include:

3.24.1 Support for meaningful community participation

3.24.2 Supporting the joint resourcing of EP governance arrangements and participation infrastructure across the city going forward.

4. Measures of success

4.1 Measures of success will be identified as part of the work programme development processes.

5. Financial impact

5.1 Delivery costs will be met from within existing resources with partners being expected to contribute. The resource implications of implementing a new model of governance and partnership working and the new community plan will require to be identified and considered as part of the development processes.

6. Risk, policy, compliance and governance impact

6.1 The key risks associated with the programmes of work relate to stakeholder involvement and expectations. These will be managed through taking a collaborative approach.

7. Equalities impact

7.1 Community planning activity contributes to the delivery of the Equality Act 2010 general duties of advancing equality of opportunity and fostering good relations.

7.2 Integrated Impact Assessments will be carried out as part of the development processes.

8. Sustainability impact

8.1 There are no adverse impacts arising from this report.

9. Consultation and engagement

9.1 The work has been a collaborative process involving community planning stakeholders in the city. The governance and partnership working consultation is being carried out in accordance with the Council's agreed consultation framework. The framework is based on established best practice from across the UK and was developed with specialist advice and support from the Consultation Institute. Activity will also be informed by the National Standards for Community Engagement.

10. Background reading/external references

10.1 None

Andrew Kerr

Chief Executive

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11. Appendices

Corporate Policy and Strategy Committee

10.00am, Tuesday, 2 October 2018

Accounts Commission – Council’s Use of Arms-Length Organisations – referral from the Governance, Risk and Best Value Committee

Item number	7.7
Report number	
Wards	All

Executive summary

The Governance, Risk and Best Value Committee on 28 August 2018 considered a report on the Council’s use of Arms-Length Organisations (ALEOs). The report examined how councils use ALEOs, how they are overseen, what they are achieving and their future direction.

The report has been referred to the Corporate Policy and Strategy Committee for its consideration.

Terms of Referral

Accounts Commission – Council’s Use of Arms-Length Organisations – referral from the Governance, Risk and Best Value Committee

Terms of referral

- 1.1 The Governance, Risk and Best Value Committee on 28 August 2018 considered a report on the Council’s use of Arms-Length Organisations (ALEOs). The report examined how councils use ALEOs, how they are overseen, what they are achieving and their future direction.
- 1.2 The report follows Audit Scotland’s performance audit of Scottish councils’ use of ALEOs between summer 2017 and spring 2018 and the Accounts Commission’s report in May 2018.
- 1.3 The Governance, Risk and Best Value Committee agreed:
 - 1.3.1 To note the contents of the report.
 - 1.3.2 To refer the report to the Corporate Policy & Strategy Committee for its consideration, in particular whether elected members should be on the boards of ALEOs.

For Decision/Action

- 2.1 The Corporate Policy and Strategy Committee is asked to consider the attached report, in particular whether elected members should be on the boards of ALEOs.

Background reading / external references

[Webcast of Governance, Risk and Best Value Committee – 28 August 2018](#)

Laurence Rockey

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Links

Appendices

Appendix 1 – Accounts Commission – Council’s Use of Arms-Length Organisations – report by the Chief Executive

Governance, Risk and Best Value Committee

10.00am, Tuesday 28 August 2018

Accounts Commission: Councils' use of arm's-length organisations

Item number	
Report number	
Executive/routine	
Wards	n/a
Council Commitments	n/a

Executive summary

Following Audit Scotland's performance audit of Scottish councils' use of arms-length external organisations (ALEOs) between summer 2017 and spring 2018, the Accounts Commission published its [report](#) in May 2018.

The City of Edinburgh was one of nine sample councils chosen by Audit Scotland to give a cross-section of councils that make significant use of ALEOs in terms of their numbers or scale.

The report examines how councils use ALEOs, how they are overseen, what they are achieving and their future direction, building on the messages from their 2011 [report](#) Arm's-length external organisations (ALEOs): are you getting it right?

Accounts Commission: Councils' use of arm's-length organisations

1. Recommendations

- 1.1 Members of the Governance, Risk and Best Value Committee are asked to:
 - 1.1.1 note the contents of the report; and
 - 1.1.2 refer the report to the Corporate Policy & Strategy Committee for its consideration, in particular whether elected members should be on the boards of ALEOs.

2. Background

- 2.1 ALEOs are used widely across local government in Scotland to provide a range of activities including: sport and leisure; cultural services; economic development and regeneration; property; and social care services.
- 2.2 Audit Scotland defines ALEOs as companies, trusts and other bodies that are separate from the local authority but are subject to local authority control or influence. Control or influence can be through the council having representation on the board of the organisation, and/or through the council being a main funder or shareholder of the organisation.
- 2.3 Their 2011 report aimed to promote and encourage good practice in the way ALEOs are set up, operate and deliver services and how councils maintain governance and accountability for finance and performance. It highlighted the risks and opportunities of using ALEOs and built on the principles set out in the [Following the Public Pound \(FtPP\) code](#), which sets out how councils should manage their relationships and be accountable for ALEOs and other external bodies they are involved with.
- 2.4 In March 2015 the Accounts Commission carried out follow-up work on its 2011 report which identified some improvements in councils' governance of ALEOs but that the standard of practice varied.
- 2.5 Since the Commission's 2011 report the Council has carried out two reviews of its companies with reports to Council on [13 December 2012](#) and [30 June 2016](#).
- 2.6 In 2016 Council approved a number of actions, including redefining roles and responsibilities, improving scrutiny at committee level and creating the

companies Governance Hub. These arrangements are now well established and it is in this context that the Council's use of ALEOs was examined by Audit Scotland.

3. Main report

- 3.1 The Accounts Commission report comprises four distinct parts. Part 1 examines councils' use of ALEOs, including their spread, form, function, financial arrangements, legal forms and recent and ongoing changes in their use. EDI is one example used to illustrate evolving change at Exhibit 4.
- 3.2 This part also covers the reasons for councils' use of ALEOs, including taxation benefits; income/funding generation; commercial focus; stakeholder involvement; partnership working and the strengths of a dedicated board. It warns of business case assumptions changing over time, eg. The Barclay Review, and that stronger business cases can be made where benefits are clearly linked to improved outcomes for citizens and communities.
- 3.3 The auditors found few councils have guidelines or policy for making service delivery choices and emphasise the importance of councils being able to demonstrate that any policy position enables the securing of Best Value.
- 3.4 They also suggest councils could do more to involve local communities and businesses in their choice of options and that public opinion should also be a consideration.
- 3.5 Part 2 covers councils' oversight of ALEOs in applying the FtPP code; reasoning for council appointments to ALEO boards; alternatives to council representation to limit conflicts of interest (an Edinburgh example is referenced at 43. on page 23); appointments based on role requirements (Edinburgh's approach is mentioned at 48. on page 24); training and support to board members; systematic testing of Best Value; and the accountability of ALEOs.
- 3.6 Part 3 examines what ALEOs are achieving. Given the diversity of services provided and their individual circumstances, the auditors found it difficult to draw on clear patterns of performance that apply to all. As a result, they focussed on a sample covering sports and leisure (with Edinburgh Leisure referenced in 68. on page 30); social care and a small number of more commercial ALEOs (an Edinburgh example is referenced at 88. on page 34).
- 3.7 The narrative in this part is predominantly positive but also highlights the ongoing cost and workforce pressures for social care ALEOs and a need for councils to improve their measurement of the outcomes achieved by ALEOs.
- 3.8 Part 4 considers the future direction of ALEOs and acknowledges the value to councils of this model to sustain services and innovate. It highlights the key issues councils should be taking account of when considering the future of their ALEOs, including the involvement of communities, business, service users and the public; joint service provision between councils (Lothian Buses in referenced

in 99. on page 36 and highlighted as a case study on page 37); and the consideration of benefits and risks as ALEOs evolve.

Relevance to Edinburgh

3.9 There are nine recommendations for councils on page 6 of the report. The table below illustrates how the Council currently complies with each recommendation and where improvement action is required:

Report Recommendation		CEC Approach
1	Examine wider options that can bring similar benefits to ALEOs such as reorganising an existing service, sharing services with other councils, or involving the local community.	<ul style="list-style-type: none"> ▪ Discuss at CLT and Governance Hub
2	Demonstrate how ALEOs help the council meet its objectives and improve outcomes for their communities.	<ul style="list-style-type: none"> ▪ Discuss at CLT and Governance Hub
3	Set clear criteria for reviewing an ALEO, considering risks, performance and how it fits with council priorities.	<ul style="list-style-type: none"> ▪ Performance and strategy reporting template agreed with ALEOs at Governance Hub. ▪ Council oversight embedded in Committee Terms of Reference, with scrutiny of strategy and performance split between appropriate executive committee and GRBV.
4	Oversee the performance, financial position, and associated risks of ALEOs.	<ul style="list-style-type: none"> ▪ Council senior officer observer at board meetings ▪ Quarterly Governance Hub meetings ▪ Executive Committee reporting ▪ Governance, Risk & Best Value Committee scrutiny
5	Have clear reasons for appointing councillors and officers to ALEO boards, recognising the responsibilities and requirements of the role, and the risks of conflicts of interest.	<ul style="list-style-type: none"> ▪ How the Council tackles this issue is outlined for consideration in this report
6	Provide training, support and advice from both the perspective of the council and the ALEO. This should include legal responsibilities, scrutiny and oversight, and conflicts of interest.	<ul style="list-style-type: none"> ▪ Elected Members' Induction and Training Programme ▪ Board member induction and training ▪ Provision of issue specific and ad hoc professional advice from officers of the Council and the ALEO
7	Have processes in place to manage any potential conflict of interest of elected members and officers involved in the operation of ALEOs.	<ul style="list-style-type: none"> ▪ No officer representation on ALEO boards ▪ Registration of interests with Council and ALEOs ▪ Declaration of interests at committee and board meetings ▪ Provision of issue specific and ad hoc professional advice from officers of the Council and the ALEO

		<ul style="list-style-type: none"> ▪ Code of conduct training for councillors detailing conflicts and how to avoid.
8	Take an active role in managing their relationship with ALEOs, including their compliance to service level agreements, contracts and other obligations.	<ul style="list-style-type: none"> ▪ Council observer role and responsibilities ▪ Council Executive Director responsibilities for maintenance and monitoring of service level/shareholder agreements ▪ Quarterly Governance Hub meetings ▪ Executive Committee reporting ▪ Governance, Risk & Best Value Committee scrutiny
9	Make information about ALEO funding and performance clear and publicly available.	<ul style="list-style-type: none"> ▪ Annual report to executive committee ▪ Governance, Risk & Best Value Committee scrutiny

Progressing the Report's Recommendation

- 3.10 There are three recommendations (1,2 and 7) in the report that the Council requires further consideration. The first asks councils to consider any wider options that could be implemented that would benefit ALEOs such as shared services. The second recommendation is focussed on how the impact of ALEOs on the Council's objectives can be demonstrated. These recommendations will be considered at the Council's Leadership Team and the Governance Hub to explore possible improvements.
- 3.11 Recommendation seven highlights the ongoing debate about the advantages and disadvantages of elected members being board members. It outlines these considerations and asks Councils to consider other approaches to limit conflicts of interest.
- 3.12 This is not the first time the Council has considered this issue. In 2012, a review of Council companies was completed advocating that elected members should not sit on the boards of Council owned companies due to the potential for a conflict of interest to exist between their role as an elected member and their role as a director on the company's board. The Council rejected this recommendation and indicated they wished elected members to still have an active role on Council companies.
- 3.13 In June 2016, the Chief Executive reported to Council on outside bodies and in particular the liability risk to the Council and individual elected members of being members of unincorporated associations and again the issues of conflicts were discussed.

Advantages and Disadvantages

- 3.14 Advantages of elected members as board directors or nominees
- 3.14.1 Builds a strong relationship between Council and ALEO;
- 3.14.2 Committee members and in particular conveners and vice-conveners can have in-depth knowledge of service in relevant ALEO;

- 3.14.3 Elected members gain greater knowledge through the ALEO to apply at Council;
- 3.14.4 ALEO can have an insight into the Council and the needs of the community.
- 3.15 Disadvantages of elected members as board directors or nominees
 - 3.15.1 Additional demands to diverse role;
 - 3.15.2 Elected members may lack the background and skills to perform the role;
 - 3.15.3 Risk of conflict of interest between the ALEO and the Council;
 - 3.15.4 Exposure to legal risks and personal liability as highlighted in the report in 2016.
- 3.16 There is a set of regulatory bodies, documentation and legislation that feeds into this matter. The Councillors' Code of Conduct allows elected members to sit on company boards or as trustees as long as the organisation was established by the Council to provide services to the Council and there is an agreement in place to do so. This exclusion from the Code only applies if an interest is declared and is not applicable to quasi-judicial decisions.
- 3.17 Where elected members sit on the boards of Council owned companies there is an inherent risk that they may put the needs of the local authority before that of the charity or company. Trustees have duties under the Charities and Trustee Investment (Scotland) Act 2005 to comply with, while directors of companies have director duties under the Companies Act 2006 to comply with. However, both pieces of legislation state that individuals should be acting in the best interests of the organisation at all times. It is not enough to act in the best interests of the Council in Council meetings and the best interests of the organisation at the Board meeting. Not complying with these requirements would leave the elected member open to censure and in severe circumstances disqualification. The Code of Conduct also applies a requirement to act in the best interests of the Council. These requirements do not cause any issues if the best interests of the Council and the organisation are the same, when these diverge there is a conflict of interest that is difficult to avoid.
- 3.18 Council companies and charities are arm's length and as such should not be under the direct control of the Council. An inquiry was carried out by The Office of the Scottish Charity Regulator (OSCR) into the Shetland Charitable Trust which was deemed to not have sufficient independence from Shetland Islands Council. This was resolved through a restructure of the governance arrangements in 2013. The lack of independent thought concerned the regulator who argued it could lead to charities not acting in their own best interest. OSCR is also concerned about sole members and instances where there are only elected members on boards or a majority of elected members on boards. OSCR does not go as far to endorse elected members on local authority owned charities but it has recognised that the Act allows it and that there is no evidence

that it can hinder the activities of the charity. OSCR does ask though that local authorities appoint elected members as trustees based on their skills and experience.

- 3.19 The Scottish Parliament Inquiry into ALEOs in 2016 looked specifically at the role of elected members as directors and did not find any issues, satisfying themselves that the Code of Conduct was being properly applied.
- 3.20 Elected member representation on outside bodies is complex due to the wide-ranging nature and status of the organisations. There is no one solution or single piece of advice on whether elected members should be on outside bodies or not. There are inherent conflicts of interest with all appointments and a judgement has to be made on whether the appointment would hinder the business of the Council or hinder the elected member in carrying out their role. The difficult position this can put elected members in should be considered.
- 3.21 If it is determined that elected members should not be on ALEO boards or act as trustees of ALEOs then a report would be required on how this could be practically implemented. This would include how the Council could provide effective oversight of ALEOs such as elected members being observers on boards and/or ALEO board appointments requiring Council approval.

4. Measures of success

- 4.1 That agreed improvement actions are implemented and sustained.

5. Financial impact

- 5.1 There is no financial impact arising from this report.

6. Risk, policy, compliance and governance impact

- 6.1 There will be a positive impact on all areas if the agreed improvement actions are implemented and sustained.

7. Equalities impact

- 7.1 There are no equalities implications arising from this report.

8. Sustainability impact

- 8.1 There are no sustainability implications arising from this report.

9. Consultation and engagement

- 9.1 The Accounts Commission report has been shared with the Chief Executives of the Council's companies that comprise the Governance Hub, who were regularly updated on progress during the course of the performance audit.
- 9.2 This report and any resulting management actions will be shared and discussed with the company Chief Executives at the next scheduled meeting of the Governance Hub.

Andrew Kerr

Chief Executive

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10. Background reading/external references

[Audit Scotland - Arm's-length external organisations \(ALEOs\): are you getting it right? – June 2011](#)

[Following the Public Pound \(FtPP\) code](#)

[City of Edinburgh Council – Council Companies - 13 December 2012](#)

[City of Edinburgh Council – Council Companies - 30 June 2016](#)

11. Appendices

- 1 – [Accounts Commission: Councils' use of arm's-length organisations – May 2018](#)

Corporate Policy and Strategy Committee

10am, Tuesday, 2 October 2018

Sustainable Energy Action Plan Update

Item number	7.8
Report number	
Executive/routine	Routine
Wards	All
Council Commitments	C18

Executive Summary

At its meeting in May 2018 the Committee requested progress reports every two cycles. This report provides an update on progress towards achieving the target of reducing carbon emissions by 42% by 2020. Between 2005 and 2016 carbon emissions in Edinburgh have reduced by 33%. Per capita emissions have reduced from 7.3 tonnes to 4.3 tonnes in that period. The report updates members on progress on the audit of the Council's sustainability activity. Committee is asked to note the report.

Sustainable Energy Action Plan Update

1. Recommendations

- 1.1 The Committee is asked to note that:
 - 1.1.1 carbon emission have reduced by 33% in Edinburgh between 2005 and 2016 against a target of 42% by 2020 and per capita emissions have reduced from 7.3 to 4.3 tonnes during that period; and
 - 1.1.2 an audit of sustainability work is being carried out by the Edinburgh Centre for Carbon Innovation (ECCI) the result of which will be reported to Committee later in the year.

2. Background

- 2.1 At the [15 May 2018](#) meeting, the Committee received a report on the annual progress of the Sustainable Energy Action Plan (SEAP) and the target of reducing carbon emissions by 42% by 2020 against 2005 carbon emission levels. The Committee agreed to receive a report every two cycles until 2020 on progress towards meeting the target.
- 2.2 At its meeting on [28 June 2018](#) the Council noted the intention to work with external partners who were experts in climate change and sustainability to provide an independent audit of council activity and recommendations as to how the Council might continue to improve the cumulative impact it has on sustainability. The outcome of the audit will be reported to Corporate Policy and Strategy Committee in December 2018.
- 2.3 On [9 August 2018](#) the Transport and Environment Committee agreed to consult on the city mobility plan, low emission zones and city centre transformation including proposals to improve air quality, encourage greater use of public transport and walking and cycling.

3. Main Report

- 3.1 Since reporting to Committee in May 2018 the Department of Business, Energy and Industrial Strategy (BEIS) have released further data on progress towards reducing carbon emissions. At the time of reporting officers had estimated that reduction in carbon emissions were 30% between 2005 and 2016.

3.2 The updated BEIS data shows that carbon emissions in Edinburgh have reduced by 33% during that period. If current trends continue Edinburgh is on course to meet the 42% carbon reduction target. This target remains one of the most ambitious set by any local authority.

Figure 1 below shows the reduction in carbon emissions by tonnage

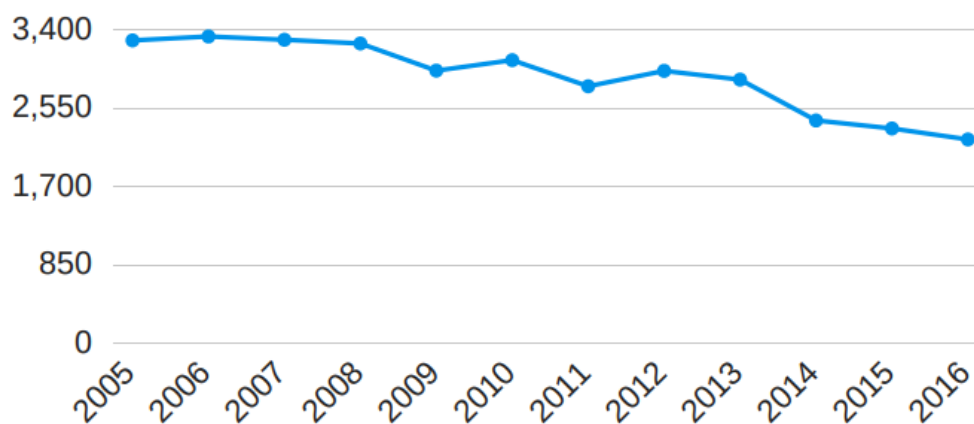


Fig. 1: Edinburgh's CO₂ Emission Reduction Progress 2005-2016 (Kilo Tonnes of CO₂)

3.3 While the share of CO₂ emissions from the domestic sector is relatively unchanged, emissions from the industrial and commercial sector have steadily decreased while the share of CO₂ emissions from transport has continued to increase. The two charts below in Figure 2, highlight the difference in the share of emissions over three sectors from 2005 to 2016.

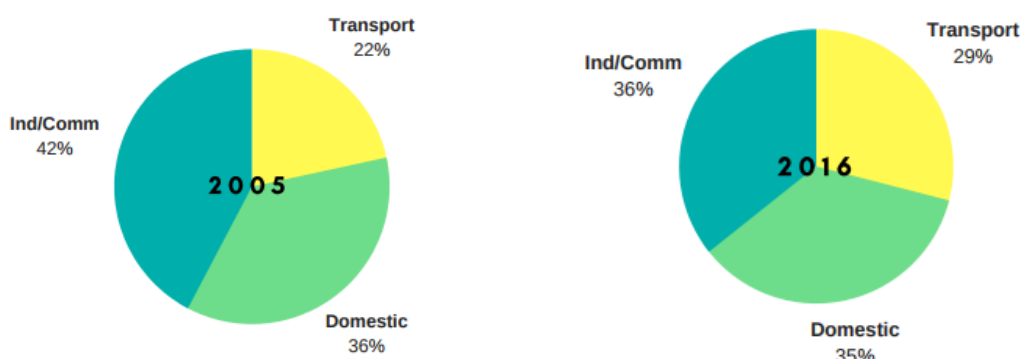


Fig 2. Change in Industrial Share of Emissions in Edinburgh (2005-2016)

3.4 The largest fall in emissions within the domestic and industrial/commercial sectors in Edinburgh has come from electricity use. Emission reductions from gas use in Edinburgh have not decreased significantly.

3.5 Some original CO₂ emissions reduction progress in transport has started to be reversed with year on year rises in CO₂ emissions since 2013. Edinburgh has the highest rates of public transport patronage, pedestrian and cycle use in Scotland.

3.6 The primary driver in driving up transport emissions is freight. Figure 3 below shows the tonnes of oil equivalent consumed across personal transport modes and freight transport modes. Personal transport modes include buses and diesel and petrol cars, while freight transport includes HGVs, and diesel and petrol LGVs. The upward trend since 2013 can be seen in the freight categories.

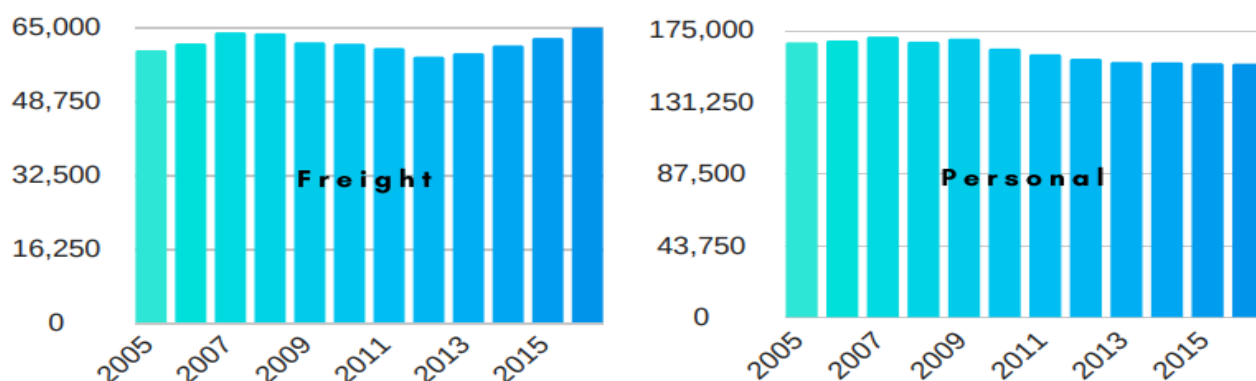


Figure 3 Tonnes of Oil Equivalent Edinburgh Freight and Personal Transport (2005-2015)

Performance Against Other Cities

3.7 The table below shows Edinburgh’s performance against that of other cities and Scotland wide.

City	2020 Target (if approved)	CO ₂ reduction (2005-2016)	Per capita emissions (t) 2005-2016
Edinburgh	42%	-33%	4.3
Aberdeen	31%	-30%	5.6
Dundee	n/a	-34%	4.7
Glasgow	30%	-38%	3.8
Scotland	42%	-45% (since 1990)	5.2

Table 1: Emissions Target and Reductions across Scottish Cities

3.8 It should also be noted that the overall reductions in carbon emissions have been achieved at a time when the city is growing at a faster rate than other Scottish cities.

3.9 Between 2005 and 2016, Edinburgh’s population increased by 57,700 or a 13% increase in contrast to Aberdeen’s 10%, Glasgow’s 8% and Dundee’s 3%. Overall economic activity is considerably higher in Edinburgh than the Scottish average. Gross Value Added (GVA) per head in Edinburgh is £39,000, well above the Scottish average of £24,800.

- 3.10 Projects which target measures to reduce emissions relating to domestic gas and transport include:
- 3.10.1 major insulation programmes for domestic Council homes across Edinburgh;
 - 3.10.2 in partnership with the Edinburgh World Heritage Trust unique energy efficiency upgrades being piloted in the Canongate which could mean replicable delivery models for other historic, hard-to-treat tenements;
 - 3.10.3 through the Scottish Government's new Energy Efficient Scotland programme the Council and a number of partners will provide tailored support to the able to pay market, targeting both domestic and commercial properties to encourage the uptake of energy efficiency measures;
 - 3.10.4 continuing to deliver energy efficiency upgrade measures via HEEPS:ABS (Homes Energy Efficiency Programme for Scotland – Area Based Scheme). The scheme delivers free and part-funded home insulation schemes for private owners; and
 - 3.10.5 the development of an Electric Vehicle Infrastructure Business Case which presents the opportunity for substantial CO₂ emissions savings.
- 3.11 In line with the Council decision in June 2018, the Edinburgh Centre for Carbon Innovation (ECCI) is undertaking an audit of Council activity on sustainability and is expected to report with recommendations on how the Council may improve its cumulative impact on sustainability in the city by the end of the year. This will also reflect the SEAP programme.
- 3.12 A further update report on progress made on initiatives to reduce carbon emissions set out in the SEAP will be made to Committee in two cycles.

4. Measures of success

- 4.1 The key measures of success for the SEAP is a reduction in carbon emissions across the city. Other measures however will include a reduction in the number of households in fuel poverty, the amount of renewable energy generated across the city and the number of local energy projects initiated.
- 4.2 For the Council a measure of success will be the potential savings in energy consumption across the estate in terms of buildings and infrastructure. The SEAP will also be a key programme in meeting the Coalition pledge to reduce carbon.

5. Financial impact

- 5.1 A number of SEAP projects may result in both financial savings for the Council as well as a potential revenue stream although further work will be needed to determine these benefits. These will include energy generation, renewable and storage projects as well as projects on electric vehicles. This work will feed into the transformation change strategy.

- 5.2 £3m of external funding has been secured to assist in the development of project feasibility work and business cases.

6. Risk, policy, compliance and governance impact

- 6.1 By implementing a SEAP, the Council is mitigating any risks of non-compliance with the Climate Change (Scotland) Act 2009. In addition, a number of the SEAP projects will assist the mandatory carbon emissions reporting under the Public Bodies Duties introduced by Scottish Government.
- 6.2 The SEAP also complements or directly links to a number of other key strategies including the City Housing Strategy; Local Development Plan and associated guidance documents; the Local Transport Strategy and Sustainable Edinburgh 2020. In addition, the SEAP feeds into key programmes such as the City Deal, City Vision and Scottish Cities Alliance low carbon programme.

7. Equalities impact

- 7.1 There are no adverse equalities impact associated with this report.
- 7.2 By delivering affordable energy and reducing fuel poverty, the SEAP will contribute positively to key equalities outcomes of reducing inequality, poverty and deprivation.

8. Sustainability impact

- 8.1 The SEAP will have a positive impact on sustainability through actions specifically designed to lower carbon emissions through energy efficiency, encouraging sustainable travel, resource efficiency and encouraging low and zero carbon energy generation. This will increase the city's resilience to climate change impacts.
- 8.2 The projects within the SEAP will benefit a sustainable Edinburgh by helping alleviate fuel poverty in communities and by improving both quality of life and the environment. It will assist in making local businesses more resilient, provide business opportunities for local suppliers, and provide local people with more disposable income, providing a boost to the local economy and a knock on effect in terms of employment opportunities.

9. Consultation and engagement

- 9.1 There is ongoing engagement on the SEAP with a wide range of organisations. The SEAP is a standing item on the Edinburgh Sustainable Development Partnership and updates are provided on a regular basis.

10. Background reading/external references

None.

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11. Appendices

None.

Corporate Policy and Strategy Committee

10.00am, Tuesday 2 October 2018

McCrae's Battalion Trust: Commemorative Service at Contalmaison Cairn - 1 July 2018

Item number	7.9
Report number	
Executive/routine	
Wards	City wide

Council Commitments

Executive summary

The Council supported the Hearts Great War Memorial Committee by providing a £5,000 grant towards the cost of a cairn at Contalmaison to commemorate the 15th and 16th Battalions of the Royal Scots at the Battle of the Somme. The Council was also represented at the unveiling ceremony in 2004.

The Council has been represented at each of the annual commemorative ceremonies and received an invitation to be represented at this year's ceremony.

As the Lord Provost was unable to attend, retrospective approval is sought for Bailie Norman Work's attendance.

McCrae's Battalion Trust: Commemorative Service at Contalmaison Cairn – 1 July 2018

1. Recommendations

- 1.1 To approve the attendance of Bailie Norman Work at the Commemorative Service at Contalmaison on 1 July 2018.

2. Background

- 2.1 The Council is invited each year by McCrae's Battalion Trust to attend the annual commemorative ceremony.

3. Main report

- 3.1 The Council supported the Hearts Great War Memorial Committee by providing a £5,000 grant towards the cost of a cairn at Contalmaison to commemorate the 15th and 16th Battalions of the Royal Scots at the Battle of the Somme. The Council was also represented at the unveiling ceremony in 2004.
- 3.2 The Council has been represented at each of the annual commemorative ceremonies and has received an invitation to be represented at this year's ceremony.
- 3.3 As the Lord Provost was unable to attend, retrospective approval is sought for Bailie Norman Work to attend, following prior approval by the Coalition Leaders.

4. Measures of success

- 4.1 Not applicable.

5. Financial impact

- 5.1 Travel and accommodation is approximately £510 which can be met from the Strategy and Insight Divisional budget.

6. Risk, policy, compliance and governance impact

- 6.1 This recommendation is unlikely to impact on Risk, Policy, Compliance and Governance matters.

7. Equalities impact

- 7.1 There are no equalities impacts arising from this visit.

8. Sustainability impact

- 8.1 Travel (return trip) from Edinburgh to Contalmaison will be by coach (a carbon footprint of 52kg CO₂). Travel by coach is in keeping with the Council's approach to long distance travel options.

9. Consultation and engagement

- 9.1 There are no consultation or engagement requirements.

10. Background reading/external references

- 10.1 None

Andrew Kerr

Chief Executive

Contact: Norma Cuthbertson, Executive Assistant – Lord Provost

E-mail: lord.provost@edinburgh.gov.uk | Tel: 0131 529 4430

11. Appendices

- 11.1 None

Corporate Policy and Strategy Committee

10.00am, Tuesday, 2 October 2018

Visit to Shenzhen, China and Agreement to Further Collaboration

Item number	7.10
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	2

Executive summary

This report provides an update on Edinburgh's collaborative agreement with Shenzhen in China and recommends that the Lord Provost leads a delegation to Shenzhen in October 2018 to deliver a series of co-investments between the cities and to further extend the cities' cooperation. The report seeks the Committee's authorisation for the Lord Provost to visit Shenzhen, including to sign a commitment to reinforce and extend cooperation between Edinburgh and Shenzhen for a further five years.

Visit to Shenzhen, China and Agreement to Further Collaboration

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 Notes the delivery of mutual opportunities for Edinburgh and Shenzhen from the Memorandum of Understanding (MOU) signed in 2013.
 - 1.1.2 Notes the potential ongoing and future benefits to the city of furthering links between Edinburgh and Shenzhen as part of the Council's strategic international engagement with China.
 - 1.1.3 Notes the co-delivery and pooling of resources and opportunities with key sectoral interests in Edinburgh in furthering relations with Shenzhen.
 - 1.1.4 Approves that the Lord Provost lead a delegation to Shenzhen in October 2018, as agreed with Shenzhen, to further extend discussions on the relationship, jointly with key Edinburgh stakeholders. This would include agreement on behalf of the Council to sign a commitment with Shenzhen for reinforced cooperation, as outlined in paragraph 3.9, for a further five years.

2. Background

- 2.1 The cities of Edinburgh and Shenzhen signed an MOU for five years to create dedicated soft landing and investor support for the creative and tech sectors. Council officers researched the opportunities with Shenzhen's creative and tech sector given the city's UNESCO City of Design status, the growth and ecosystem of its creative industries and its exceptional tech and Research and Development (R&D) base. Since then, Shenzhen has grown in greater significance as a major player in the Guangdong-Hong Kong-Macau Greater Bay area.
- 2.2 The MOU (appended) was witnessed at the time by Scottish Government Ministers as part of the Scotland China Plan and has since then been supported via the office of the Scottish First Secretary, China.
- 2.3 In terms of progress and outputs a wide range of companies from both cities have accessed the soft landing support. Since the profile of the project has grown, links have been created into life sciences and education, dovetailing with wider city interests, in particular with the University of Edinburgh.
- 2.4 At the time of the original MOU, the agreement with Shenzhen was unique in UK China relations. SDI has since extended operations in South China, and London

has opened an office in Shenzhen. Shenzhen has become China's third city in terms of GDP, and second in terms of R&D.

3. Main report

Benefits to Date

- 3.1 The MOU of 2013 appointed the Shenzhen Creative Investment Group (SCIG) as Shenzhen Government's delivery partner of the Edinburgh soft landing space in Shenzhen. The SCIG is now established in Edinburgh and a Mandarin speaking member of the team with a Doctorate in life sciences works with the Council's Investment and International Relations team on the project. The SCIG has 15 subsidiaries and employs over 2,200 people. Its focus is on supporting SMEs in creative industries, including education and it operates F518 Idea Land incubation and creative industry showcase space, (60,000 sq m) where the Edinburgh soft landing space is based.
- 3.2 Extensive messaging since 2013 by Shenzhen on Edinburgh's award winning innovation eco-system and tech base has led to a high profile in Shenzhen and growing interests in Edinburgh across wider sectors. Edinburgh companies using the Shenzhen base and support to showcase products and services have further focussed attention on Edinburgh and created new business opportunities. Examples include: Senient Systems (initially into Edinburgh from the US), Sainted Media, Snap40, SpotSensor, Sensewhere, SpeechGraphics, Kal and Freakworks.
- 3.3 Incoming company interests from Shenzhen have tended to be wider than the creative industries sector and include investors attending Edinburgh's Engage Invest Exploit investment showcase (Kotler, BYD, Alibaba, Huawei, CITIC, Hawk Eye, Codemao, SXUltrasonic, Syno Minicircle, NuboMed, Digital Tiger, Lofree) and others within Smart Shenzhen – www.smartshenzhen.com.cn.
- 3.4 The Edinburgh Chamber of Commerce is supporting the project with soft landing space and the University of Edinburgh's Diabetes project has taken space at F518. In November 2016, The University of Edinburgh and Hua Xia Healthcare formed a new academic-industry collaboration to pursue opportunities in China's healthcare market, commencing with Shenzhen, in the field of diabetes.

Proposed Visit

- 3.5 The Lord Provost has been invited to visit Shenzhen in October 2018 to attend the opening of the new Merchiston International School in Shenzhen and to extend the visit to Putian to attend the ribbon cutting ceremony of the new joint venture hospital in Putian by the University of Edinburgh / Edinburgh International Investments. This follows the establishment of the Shenzhen Diabetes Hospital joint venture by the University of Edinburgh / Edinburgh International Investments and Hua Xua Healthcare.
- 3.6 An opportunity has therefore arisen to pool discussion with the academic and education sectors, including life sciences, to explore the Edinburgh Shenzhen relationship further.

- 3.7 It is therefore recommended that the Lord Provost's delegation include an invitation to the Scottish First Secretary, China and the University of Edinburgh to join discussions with Shenzhen on how the relationship between the cities could be reinforced to pool resources and maximise benefits for both cities.
- 3.8 With Committee's approval, this would include agreement to sign a commitment with Shenzhen for reinforced cooperation, as outlined in paragraph 3.9.
- 3.9 It is proposed that during the visit both cities agree to extend cooperation for a further five years as follows:
- continue the collaboration in the creative and tech industries (as outlined by the 2013 MOU);
 - continue to provide soft landing facilities and business support services with partners;
 - strengthen and build upon the excellent work to date which has linked trade and investment opportunities with Shenzhen;
 - encourage wider links to build collaboration, partnership and investment opportunities in the creative, tech and design sectors;
 - deepen exchanges in life sciences and ICT (robotics, artificial intelligence, data driven innovation);
 - and further education links (student exchanges, university collaboration, establishment of international schools); and
 - and further potential flight route development.

4. Measures of success

- 4.1 Re-commitment to the delivery of creative and tech sector collaboration and investment opportunities as designed in the initial MOU in 2013. The opportunity to drive collaboration for a further five years in line with mutual city benefits. Support of both the City of Edinburgh Council and Shenzhen Government for the University of Edinburgh / Edinburgh International Investments Diabetes Hospital project, and support for further development of this joint venture healthcare project to the city of Putian, and the opening of the Merchiston School Campus in Shenzhen.

5. Financial impact

- 5.1 Flights from Edinburgh via Istanbul to Hong Kong and return are being provided by Turkish Airlines for the Lord Provost and the City Officer. Accommodation and local expenses are covered by Merchiston International School Shenzhen and University of Edinburgh / Edinburgh International Investments. The costs of accompanying officer support from Economic Development are anticipated to be £2,000.

6. Risk, policy, compliance and governance impact

- 6.1 There are no specific risks arising other than those referenced in international travel risk assessments.

7. Equalities impact

- 7.1 No equalities impacts arising.

8. Sustainability impact

- 8.1 Travel, including flights, will be arranged in accordance with the Council's policy.

9. Consultation and engagement

- 9.1 Consultation is ongoing with a range of stakeholders in Edinburgh, the China Britain Business Council, the Chamber of Commerce, the universities, the Scottish Government and the UK Embassy in China.

10. Background reading / external references

- 10.1 July 2018 Edinburgh Shenzhen event and Shenzhen films:
<http://futurescot.com/smart-shenzhen-showcases-collaboration/> ,
<https://www.youtube.com/watch?v=5eiSBYHqX20>,
<https://www.youtube.com/watch?v=SNQdMiZtM2g>

Paul Lawrence

Executive Director of Place

Contact: Elaine Ballantyne, Service Manager, Investment and International Relations

E-mail: elaine.ballantyne@edinburgh.gov.uk 0131 469 3854

11. Appendices

1. 2013 MOU between Edinburgh and Shenzhen
2. Invitations from Merchiston School and Edinburgh International Investments.

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

深圳-爱丁堡国际创意产业孵化中心 友好交流合作备忘录

2013年6月26日，苏格兰对外事务及国际发展部部长胡穆萨·尤萨夫率代表团对深圳市进行了友好访问。胡穆萨·尤萨夫部长和爱丁堡市市长当·劳威尔森与深圳市副市长吴以环亲切会面，双方进行了友好交谈，并就联合建立国际创意产业孵化中心事宜交换了意见。

为增进两市友谊，推动双方的交流与合作，经协商，双方同意签署《深圳-爱丁堡国际创意产业孵化中心友好交流合作备忘录》，并就下列事宜达成合作意向：

一、根据互利原则，双方在创意和文化领域加强商业和研发合作，促进相关产业繁荣发展；

二、双方领导人及有关部门应保持经常的联系，以推广深圳和爱丁堡作为国际领先创意产业中心的地位；

三、共同促进双方企业的商业联系，支持当地创意企业的国际化进程，推动互建文化创意产业孵化中心；

四、双方增加在文化创意产业领域的贸易投资，促进相关产业的健康持续发展；

五、双方将派出文化创意产业代表团互访；

六、双方将致力于三年内分别在深圳和爱丁堡建立“深圳-爱丁堡国际创意企业孵化中心”，双方第一批企业进驻孵化中心；

七、上述交流合作具体事宜由两市文化部门负责协调联系。

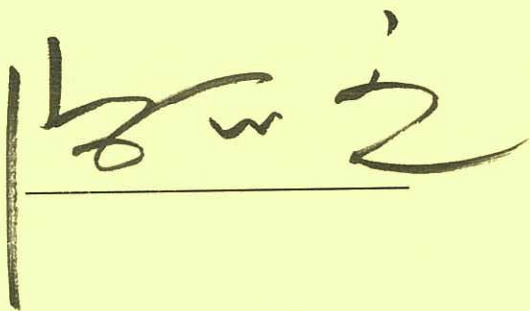
本备忘录用中、英文写成，各一式两份，两种文字具有同等效力；备忘录于2013年6月26日在深圳签署，自签字之日起生效。

深圳市文体旅游局副局长

陈新亮先生

爱丁堡市市长

当劳·威尔森先生

Handwritten signature of Chen Xinliang in Chinese characters, written in black ink on a light blue background. The signature is stylized and cursive, with a vertical line to the left of the main characters.Handwritten signature of Donald Wilson in English, written in black ink on a light blue background. The signature is cursive and written above a horizontal line.



30 July 2018

Mr Edward Tsang
CEO
16668 Ltd

Dear Mr Tsang

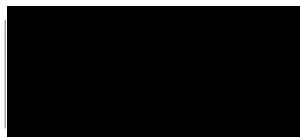
Merchiston International School – Opening Ceremony Invitation
Rt Honourable Frank Ross, Lord Provost and deputy Lord Lieutenant of Edinburgh City Council

Further to your discussions with Mr David Rider from Merchiston Castle School, Edinburgh, I am pleased to advise that Mr Vincent Chen will be delighted to sponsor the Lord Provost's visit, including yourself and an officer, to Shenzhen covering transportation, meals and accommodation from his arrival on 11 October to his departure on Saturday 13 October.

As well as the official opening ceremony, scheduled for 2pm Saturday 13 October, Mr Chen and Mr Lyu would like to invite the Lord Provost to a lunch on Saturday to which they will invite local entrepreneurs and businessmen with interests in working in Edinburgh and with Edinburgh companies, with the aim of strengthening the Edinburgh/Shenzhen MOU collaboration.

We are looking forward to seeing Mr Ross again.

Yours sincerely



Sonia Buchan
Director of Marketing & Admissions



EDINBURGH INTERNATIONAL INVESTMENTS

Nine Edinburgh BioQuarter, 9 Little France Road, Edinburgh, UK EH16 4UX

23rd July 2018

TO WHOM IT MAY CONCERN

Edinburgh International Investments (EII) was established on 9th March 2018 and is a joint venture between the University of Edinburgh and Hua Xia Healthcare, a Hong Kong listed healthcare management and investment company. EII has a subsidiary company in Shenzhen where we collaborate with Shenzhen People's Hospital to establish an international diabetes centre. Our company is also active in promoting business and relations at large between Shenzhen, other Chinese cities and Edinburgh. In May of this year, we held our 2nd annual 'Night of Edinburgh' investors evening in Shenzhen which the Lord Provost attended. At this event, our company facilitated a promising connection with China Merchants Group, a 160 year old conglomerate with holdings in banking, insurance, shipping and port construction, operating 53 ports in 20 countries.

In addition to our interests in Shenzhen, our company has also agreed terms to establish the Edinburgh International Hospital in Putian City, Fujian Province - which neighbours Shenzhen's Guangdong Province. Two linked tower blocks are now topped off and we expect to commence internal refurbishment by Q4 of this year. This major project, to the best of my knowledge, is the first UK established hospital in modern China.

We are planning a 'ribbon cutting' ceremony at the hospital site with opportunities to meet with high profile investors on October 14th 2018. With this in mind, we would be delighted if the Lord Provost could join us so the City of Edinburgh is represented at the highest level.

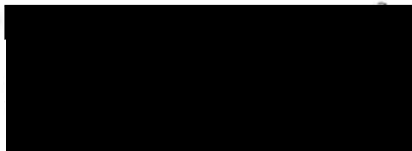
My company commits to arranging and paying for rail tickets, flights, hotel and meals for the Lord Provost and his accompanying officer from when they depart Shenzhen for Putian by high speed train on Saturday 13th October until the evening of Monday 15th October when they arrive at Hong Kong Airport for their return flight to the UK. During this period, they would be accompanied by either myself and/or Dr David Jiang, our company's Chairman.

Furthermore, should your other sponsorship efforts fall short, I am happy to discuss further support.

Please feel free to contact me by email (Nick.Mackie@eii-invest.com). I will be in the UK from August 3rd for 2 weeks and am happy to arrange a time to discuss in person.

Thank you for your attention. I trust the above is of interest.

Kind Regards,



Nick Mackie
General Manager

Corporate Policy and Strategy Committee

West Edinburgh and Edinburgh Waterfront – All Party Oversight Groups

Item number	7.11
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	16, 18, 19, and 27

Executive Summary

The regeneration and development of West Edinburgh and the Edinburgh Waterfront areas will play a transformative role in the future shape of the city. West Edinburgh presents significant opportunities for development, given its strategic importance to the city and its proximity to the airport. Edinburgh's Waterfront provides a major opportunity to build many of the homes, commercial and community spaces that the city needs. The report proposes establishing two new All Party Oversight Groups (APOGs) to strengthen the governance of these two major programmes.

Report

West Edinburgh and Edinburgh's Waterfront Transformation – All Party Oversight Groups (APOG)

1. Recommendations

- 1.1 It is recommended that Committee:
 - 1.1.1 approves the membership, scope and remit of the proposed APOG for West Edinburgh; and
 - 1.1.2 approves the membership, scope and remit of the proposed APOG for Edinburgh's Waterfront.

2. Background

- 2.1 The Council's Local Development Plan and the Edinburgh and South East Scotland City Deal identifies West Edinburgh and the Waterfront as key strategic priorities for development in the region.
- 2.2 The City Region Deal includes provision for significant investment in public transport infrastructure in the west of the city as set out in the West Edinburgh Transport Appraisal.
- 2.3 Over the last year the Council has consolidated its land ownership in Granton through the purchase of the National Grid site and the winding up of EDI in 2018.
- 2.4 On [22 March 2018](#), the Housing and Economy Committee agreed broad objectives for the regeneration of Granton after considering a wide-ranging report on the strategy for developing the area. The report set out how the development of an overall masterplan, infrastructure options, engagement with the local community and housing projects were being taken forward.
- 2.5 Existing governance for both major programmes requires strengthening to ensure a comprehensive approach across policy areas is addressed.

3. Main report

West Edinburgh APOG

Scope

- 3.1 West Edinburgh encompasses the area from Edinburgh Airport through Newbridge and Ratho, Gogar, Edinburgh Park, South Gyle to East Craigs and

Corstorphine. South Queensferry and Kirkliston are also important in the wider area, as are links to neighbouring Council areas such as West Lothian.

- 3.2 The APOG would oversee the development of the strategic vision for West Edinburgh, and advise on major policy issues like inclusive growth, development mix, transport infrastructure, schools provision, and wider social, economic and spatial issues.

Governance and Decision Making

- 3.3 The successful transformation of West Edinburgh will require effective coordination of policy and decision making across a number of Council committees including Housing and Economy, Transport and Environment, Planning and Education, Children and Families. Other Committees, and Council itself, will have a role in the delivery of such a major programme.
- 3.4 This coordination can be best achieved by the establishment of a cross party oversight group to work closely with officers and partners. Although not decision-making bodies, APOGs have been established, and proved effective, for other key strategic projects including Central Edinburgh Transformation and Tram Extension. Given the multi-disciplinary approach required in such a major programme, a similar approach is recommended.
- 3.5 Discussions with key partners across West Edinburgh on future strategy are currently taking place. These partners include Scottish Government, Scottish Enterprise, Scottish Future Trust, Edinburgh International Airport, Heriot Watt University, and major landowners.

Membership

- 3.6 It is proposed that members of the West Edinburgh Development Group would be drawn from the convenorships of a number of Council committees and chaired by the Depute Leader. These would include:
- Convener or Vice Convener of Housing and Economy;
 - Convener or Vice Convener of Transport and Environment;
 - Convener or Vice Convener of Planning;
 - Convener or Vice Convener of Education, Children and Families;
 - Convener or Vice Convener of South West Locality;
 - Convener or Vice Convener of North West Locality; and
 - A representative from the Conservative, Green and Liberal Democrat Groups (if not included in the representation outlined above).
- 3.7 Executive decision making would remain with the appropriate Committee of the Council, and the role of the Locality Committees in facilitating community engagement would be sustained.

- 3.8 The group will meet as and when necessary and the remit would be to act as an informal working group to:
- 3.8.1 provide a forum for cross party political leadership for West Edinburgh;
 - 3.8.2 discuss significant issues and projects arising in the area;
 - 3.8.3 provide advice and guidance to officers on the implementation of decisions; and
 - 3.8.4 monitor progress.

Edinburgh's Waterfront APOG

Scope

- 3.9 Edinburgh's Waterfront stretches from the three Forth Bridges in the West to Portobello in the East. It includes significant stretches of largely hidden and inaccessible coastline and communities with strong and historic identities of their own. They include Cramond, Granton, Newhaven, Leith and Portobello.
- 3.10 The Waterfront also includes three significant areas of regeneration; Granton; Western Harbour and Leith Docks and Seafield. Granton and Western Harbour are primarily residential, commercial and community place based led development areas. The Leith Docks and Seafield area also provides some potential for light and manufacturing industry in the future.

Governance and Decision Making

- 3.11 As at 3.3 above, the successful transformation of the Waterfront will require effective coordination of policy and decision making across a number of Council committees including Housing and Economy, Transport and Environment, Planning and Education, Children and Families. Other Committees, and Council itself, will have a role in the delivery of such a major programme.
- 3.12 This coordination can be best achieved by the establishment of a cross party oversight group to work closely with officers and partners. The role of APOGs is described earlier in the report.

Membership

- 3.13 It is proposed that members of the Edinburgh Waterfront Development Group would be drawn from the convenorships of a number of Council committees and chaired by the Depute Leader. These would include:
- Housing and Economy Convener or Vice Convener;
 - Transport and Environment Convener or Vice Convener;
 - Culture and Communities Convener or Vice Convener;
 - Planning Convener or Vice Convener;
 - Education, Children and Families Convener or Vice Convener;

- North East Locality Committee Convener;
 - North West Locality Committee Convener;
 - Granton Regeneration Locality Group; and
 - A representative from the Conservative, Green and Liberal Democrat Groups (if not included in the representation outlined above).
- 3.14 The group will meet as and when necessary and the remit would be to act as an informal working group to:
- 3.14.1 provide a forum for cross party political leadership of the Waterfront regeneration programme;
- 3.14.2 discuss significant issues and projects arising from the development of the Waterfront;
- 3.14.3 provide advice and guidance to officers on the implementation of decisions;
- 3.14.4 monitor progress.
- 3.15 Executive decision making would remain with the appropriate Committee of the Council, and the role of the Locality Committee in facilitating community engagement would be sustained.
- 3.16 In addition, a Granton Programme Board, chaired by the Chief Executive, will bring public sector stakeholders together to ensure investment plans are aligned with the agreed joint vision. It may be appropriate for external partners to be invited to the APOG meeting from time to time.

Chairing Arrangements

- 3.17 The Council Leader and Depute Leader will be members and co-chairs of both Groups.

4. Measures of success

- 4.1 Initial measures of success will include:
- 4.1.1 successful stakeholder engagement;
- 4.1.2 publication of a central Edinburgh transformation programme; and
- 4.1.3 added value to current projects and initiatives.

5. Financial impact

- 5.1 No further financial implications for the Council arising from this report. Financial decisions arising from the development of West Edinburgh or

Edinburgh's Waterfront will be a matter for the Finance and Resources Committee and Council itself.

6. Risk, policy, compliance and governance impact

- 6.1 The plan will be shaped by the contribution of elected members and cross-party governance and leadership will be facilitated.
- 6.2 The West Edinburgh APOG will be supported by senior managers and officers directly involved in delivering infrastructure investments and developments in this area.
- 6.3 The Edinburgh Waterfront APOG will be supported by senior managers and officers directly involved in the development of the Waterfront.

7. Equalities impact

- 7.1 There is no relationship between the matters described in this scoping report and the public sector general equality duty. Equalities Impact Assessments will form an integral part of existing and emerging priorities in both of these areas and will be taken forward at the appropriate time.

8. Sustainability impact

- 8.1 There are no direct impacts raised by this scoping report in relation to the Climate Change (Scotland) Act 2009 Public Bodies Duties. Strategic Environmental Assessments may be required for individual priorities as these are progressed.

9. Consultation and engagement

- 9.1 Engagement with local communities will form a key part of the activities in both of these areas.

Dialogue will need to engage residents, businesses, partners, landowners, developers and agencies through both mixed and thematic discussion.

10. Background reading/external references

- 10.1 None.

Paul Lawrence

Executive Director of Place

Contact: Michael Thain, Head of Place Development

E-mail: michael.thain@edinburgh.gov.uk

11. Appendices

11.1 None.

Corporate Policy and Strategy Committee

10.00am, Tuesday, 2 October 2018

Scotland's Charter for a Tobacco-free Generation

Item number	8.1
Report number	
Executive/routine	
Wards	All
Council Commitments	

Executive Summary

This report responds to the motion at full council to review council strategy, policy and practice to ensure that the Council is helping protect children from tobacco, reducing the harm caused by tobacco in our communities and encouraging others to do the same. The report describes actions undertaken to date and options for further action.

Scotland's Charter for a Tobacco-free Generation

1. Recommendations

- 1.1 Note that Council recognises that to succeed in creating a tobacco-free generation, commitment to a sustained approach and focus over the very long-term is required, and will bring forward plans setting out how this will be done.
- 1.2 Note that the Council's Smoking Policy has been reviewed. No changes are recommended at present. The policy will continue to be kept under review to ensure it reflects any changes in legislation etc.
- 1.3 Note the contribution of the Council in relation to the work of the Lothian Tobacco Prevention Working Group and the Scottish Government's Tobacco Control Strategy
- 1.4 Note that a number of Edinburgh schools and youth clubs have already signed up to the Charter for a Tobacco-free Generation
- 1.5 Note the range of actions already underway in schools and that all primary schools will be encouraged to participate in the NHS Lothian primary schools tobacco education project
- 1.6 Approve the further actions proposed at 3.17 and note that by pledging up to three new practical steps, the Council will meet the requirements to sign up to the Charter for a Tobacco-free Generation.

2. Background

- 2.1 This report responds to the motion at full council to review council strategy, policy and practice to ensure that the Council is helping protect children from tobacco, reducing the harm caused by tobacco in our communities and encouraging others to do the same. The report will describe actions undertaken to date and options for further action.
- 2.2 Council also agreed to sign up to the Charter for a Tobacco-free Generation. The requirements of signing up to the Charter are to provide:
 - 2.2.1 a statement of the ways in which the Council is already making a contribution to a tobacco-free generation
 - 2.2.2 a description of the organisation's approach to tobacco including relevant policies and activities in relation to tobacco

- 2.2.3 a pledge of up to three new practical steps outlining how the organisation will help to create a tobacco-free generation
- 2.3 Five schools have already signed up to the charter: Wester Hailes Education Centre, Castlebrae, Firhill, Currie and Royal High with Gracemount in progress. A number of youth organisations have also signed up: Spartans Alternative School, Liberton After School Club, Wester Hailes Youth Agency, The Junction, Lothian Association of Youth Clubs and Citadel Youth Centre.

3. Main report

- 3.1 Council recognises that to succeed in creating a tobacco-free generation, commitment to a sustained approach and focus over the very long-term is required, and will bring forward plans layout how this will be done.
- 3.2 The Council's Smoke Free Policy was updated in 2015, responding to the 2013 Scottish Government's 'Creating a Tobacco-Free Generation – A Tobacco Control Strategy for Scotland' which called for Local Authorities to demonstrate an exemplar role in supporting the public health of local communities in relation to preventable diseases and ill health caused by smoking.
- 3.3 The revised policy extended the smoking restrictions which had been in place in all enclosed areas in Council premises and vehicles used on council business to surrounding areas, including entrance areas, car parks, playgrounds and courtyards within the boundary of Council premises. Some exemptions to the new policy continue to apply in care homes. Smoking restrictions were also extended to other outdoor areas within the Council's remit likely to be used by children, such as play parks.
- 3.4 As part of the introduction of the policy, and in line guidance by Scottish Government to involve children in drawing the (non-statutory) no smoking signage, the Council ran a competition in primary schools to draw a no smoking sign to discourage smoking in school playgrounds and Council playparks. These signs were erected.
- 3.5 As reported to Corporate Policy and Strategy in October 2017 (in the business bulletin), the [Council Smoke Free Policy](#) has been well received since it was introduced in 2015. No changes are recommended at present. Consultation has taken place with stakeholders and Trades Unions. The policy will continue to be kept under review
- 3.6 The following section describes actions undertaken to date.

Schools

- 3.7 The Health Promotion Service at NHS Lothian has been supporting tobacco prevention in secondary schools. The initial phase of smoke-free schools was a pilot project with five high schools: Castlebrae, Currie, Firhill, RHS and

Gracemount. Scottish Government funding has allowed the project to be extended and a further eight schools have signed up to the next phase, starting at the beginning of the 2018-19 school session: Balerno, WHEC, James Gillespie's, Forrester, Tynecastle, St Augustine's, Liberton and Craigmount.

- 3.8 All 88 primary schools in Edinburgh have been offered the opportunity to become involved in the NHS Lothian tobacco education project.
- 3.9 The project, delivered by trained staff at Fast Forward (a 3rd sector agency), offers cost-free education input, tailored to meet the needs and interests of the school and its pupils. The project aims to sharpen pupils' knowledge and awareness about tobacco and the harm associated with smoking and second-hand smoke. It is generally done with the upper end of the school (for example P7) to reinforce the message that not smoking is the right decision, as the transition from primary to high school is marked by a notable increase in the rate of smoking at S1 (particularly among children who live in more disadvantaged areas). However, the intervention can be adapted for use with the whole school.
- 3.10 Eleven primary schools in Edinburgh participated in the project during 2016-17 with a further six in 2017-2018. This level of take-up is lower than in West Lothian, where all 66 primary schools routinely participate in the project.
- 3.11 The new draft CEC Health and Wellbeing Progression framework also helps schools to plan and use the experiences and outcomes which relate to smoking in the health and wellbeing curriculum and sign posts to a range of resources to support learning and teaching. This new framework was shared with all school in June 2019. Schools have been asked to engage with the framework as appropriate to their whole school priorities (for some it will be full engagement, for others a light touch) and to feedback on it after Easter 2019.

Enforcement

- 3.12 Council continues to work to reduce the availability of age restricted products to young people and provides an overview of how the current enforcement framework contributes to the overall vision of creating a smoke – free generation by 2034.
- 3.13 The City of Edinburgh Council continues to satisfy its statutory obligations in relation to tobacco and NVP sales legislation through its participation with Enhanced Tobacco Sales Enforcement Programme (ETSEP). The Programme has been in force for over eight years now and focuses on two main approaches.
 - (i) An Enforcement Programme with retail sellers of tobacco products that seeks to improve compliance with age restricted sales legislation. This includes providing support with the implementation of adherence to Proof of Age Schemes and test purchasing operations using young test purchasers in an effort to curtail underage sales. All test purchasing activity in Edinburgh involving young people complies with Scottish Government guidance on Test Purchasing in Scotland.

- (ii) Enforcement to tackle illicit sales of tobacco both contraband and counterfeit which could provide an alternative source of tobacco to young people denied supply by retail outlets.

Lothian Tobacco Prevention Working Group

- 3.14 Lothian Tobacco Prevention Working Group has received a national award for their efforts as part of the #notafavour campaign, a Scotland-wide programme to stop adults buying cigarettes for children. The programme aims to “put smoking out of sight, out of mind and out of fashion while helping Scotland achieve the goal of a tobacco-free nation by 2034”.
- 3.15 NHS Lothian coordinates the Tobacco Prevention Working Group which includes NHS health promotion, third sector youth organisations and local authority trading standards services from Edinburgh City, Midlothian, East and West Lothian. The Lothian group distributed #notafavour posters and information cards across the region and used social media support to reach out to people and let them know that buying tobacco for young people isn't doing them a favour.
- 3.16 Trading Standards Officers from the four local authorities were particularly supportive and proactive. The #notafavour cards are being used by Trading Standards Officers across Lothian, and the Partnership is working with young people to promote #notafavour.

Further actions proposed

- 3.17 As noted above (2.2.3) signing up to the Charter requires a pledge of up to three new practical steps outlining how the organisation will help to create a tobacco-free generation. Options for practical steps include:
 - 3.17.1 Edinburgh will contribute to the 'Pan Lothian Tobacco Plan'

Education – supporting our young people:

- 3.17.2 Council will endorse the NHS Lothian primary schools tobacco education project and encourage all schools to participate, and will also encourage LAAC units to work in partnership with NHS Lothian and ASH Scotland to become tobacco-free establishments
- 3.17.3 Council will work with the Smoke Free Lothian Service Manager to consider a smoking prevention strategy which will span early years through to further education, with consistent messages throughout, using age-appropriate interventions.
- 3.17.4 Eight high schools will be supported to become 'Tobacco Free Schools' over the coming year, and plans will be brought forward to extend this to all High schools by the end of March 2020.
- 3.17.5 The new framework in development for teaching substance mis-use in secondary Schools will be extended to include smoking and tobacco.

HR- supporting our staff:

- 3.17.6 Edinburgh will adopt and plan the implementation of 'the Standard for Employers' developed by the Smoke Free Lothian Service, which layout how staff can be supported in smoking Cessation.
- 3.17.7 HR will work with the Smoke Free Lothian Service to better understand high smoking prevalence, and the health and wellbeing of staff.

Contributing to culture change:

- 3.17.8 Council will promote the Charter for a Tobacco-free Generation to staff and partner organisations through Council publications, the council website and social media.
 - 3.17.9 In partnership with NHS Lothian the Council will support the national [#Notafavour](#) campaign, which aims to reduce the supply of tobacco to under 18's by older adults.
 - 3.17.10 Council will seek to influence partners and contractors, of all sizes, through the procurement process to support their communities to stop smoking. For example, in some tenders it may be possible to encourage 'support to stop smoking' through fair work practice questions which are evaluated and in others through our menu of community benefits.
- 3.18 This report will be forwarded for consideration by the Edinburgh Partnership in relation to actions needed by the full range of public bodies in Edinburgh.

4. Measures of success

- 4.1 A reduction in the number of young people who take up smoking
- 4.2 A reduction in the exposure of children and young people to smoke

5. Financial impact

- 5.1 There are no direct financial costs arising from this report. It is anticipated that any future actions to support tobacco prevention would be met through existing budgets.

6. Risk, policy, compliance and governance impact

- 6.1 None identified.

7. Equalities impact

- 7.1 The actions included in this report are anticipated to have a positive impact on children and young people will be protected from the effects of secondary smoking.

8. Sustainability impact

- 8.1 The impact of these actions on carbon and climate change is anticipated to be beneficial but minimal over the short term. In terms of sustainable development, the proposed activities are expected to have a positive impact on the health of the population.

9. Consultation and engagement

- 9.1 No public engagement has been carried out to respond to the motion.

10. Background reading/external references

Laurence Rockey

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Corporate Policy and Strategy Committee

10.00am, Tuesday 2 October 2018

Charter Against Modern Slavery

Item number	8.2
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

The reports sets out a response to the amended Council Motion by Councillor Day on 28 June 2018 calling for the Council to adopt the Co-Operative Party's ten point Charter Against Modern Slavery. Two amendments were added creating a total of twelve action points.

This report sets out to Corporate Policy and Strategy Committee how the Council will implement these action points.

Charter Against Modern Slavery

1. Recommendations

- 1.1 It is recommended that the Corporate Policy and Strategy Committee;
- 1.1.1 Approve the Modern Slavery Commitments; and
- 1.1.2 Note the contents of this report which lays out the Council's approach to implementing the requirements of the Council motion.

2. Background

- 2.1 At the City of Edinburgh Council meeting on 28 June 2018, the Deputy Leader of the Council proposed the following motion, which was approved: -

“Council notes the terms of the Co-operative Party’s Charter Against Modern Slavery which commits each participating Council to:

- 1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply’s (CIPS) online course on Ethical Procurement and Supply.*
- 2. Require its contractors to comply fully with the Human Trafficking and Exploitation (Scotland) Act 2015 and the Modern Slavery Act 2015 wherever they apply, with contract termination as a potential sanction for noncompliance.*
- 3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.*
- 4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.*
- 5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.*
- 6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.*
- 7. Review its contractual spending regularly to identify any potential issues with modern slavery.*
- 8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.*

9. *Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.*
10. *Report publicly on the implementation of this policy annually.*
11. *Encourages close cooperation with Police Scotland and other relevant Scottish and UK Government Agencies;*
12. *If Council practice risks a breach of any Employment Legislation in this regard then it is immediately informed.*

Council agrees to sign up to the Charter and asks the Director of Resources to report to the September meeting of the Corporate Policy Strategy Committee on how this will be implemented

- 2.2 Council Officers have reviewed the impact and scope for implementation of the charter and propose the attached Modern Slavery Charter Commitments (the Charter).

3. Main report

- 3.1 The Charter is intended to tackle modern slavery through ensuring that the supply chains the Council procures from are free from modern slavery.

Legislation

- 3.2 Transparency in supply chains is addressed in the Modern Slavery Act 2015 which sets out obligations for commercial organisations over a certain size, currently those with an annual turnover of £36m. In summary this requires organisations to:
 - 3.2.1 prepare a slavery and human trafficking statement for each financial year of the organisation;
 - 3.2.2 include the steps that the organisation will take to ensure that slavery and human trafficking is not taking place either in its supply chains or its own business or a state it has taken no such steps; and
 - 3.2.3 Approve and sign the statements at a senior level within the business and publish the statement on its website, if it has one, or provide a copy to anyone who requests one in writing, within 30 days.
- 3.3 Procurement legislation imposes a duty on the Council to investigate abnormally low price or cost tenders to ensure that social and labour laws are complied with. Scottish Government issued additional guidance on fair work practices which address low pay and potential poor employment practices which are taken into account where appropriate.

Current Council Practice

- 3.4 Where the Council is procuring projects, which are at risk of low pay and therefore a risk of modern slavery e.g. cleaning, security and construction we liaise with Police Scotland, thereby implementing an agreed protocol of additional due diligence.
- 3.5 The Council also has a well-established and effectively operating independent whistleblowing policy and procedure to raise staff awareness and further facilitate reporting, which is included in essential learning activity for all employees.
- 3.6 The Council has agreed a multi-agency approach to addressing human trafficking which provides guidance for staff on reporting and supporting awareness of these issues.
- 3.7 Council officers consider that the proposed commitments will enable the effective implementation of the Charter.

4. Measures of success

- 4.1 The success of the Charter will be measured by its adoption and promotion.
- 4.2 The Council has confirmed it supports the Charter and its intended aims. Signing the Charter would be a clear signal to the market that the council take the requirements within the Charter seriously and contractors are expected to accord to them.
- 4.3 Staff involved in procurement and management of Council contracts are trained to be recognise the risk of modern slavery in supply chains and to take appropriate action to address where risk is identified.
- 4.4 Progress with the implementation of the Charter will be reported to Finance and Resources Committee in the annual procurement report at the end of the financial year.

5. Financial impact

- 5.1 There is no direct financial impact associated with this report
- 5.2 Indirect financial impact is envisaged in respect of improved procedures and follow up actions, which will include increased training time, monitoring and reporting annually on implementation.
- 5.3 Where risks are identified, there will be a cost associated with managing the risk. Council officers will work closely with other agencies to address and non-compliance which leads to termination may result in procurement of alternative contractors. This could lead to significant and costly delays depending on the type of project impacted.

6. Risk, policy, compliance and governance impact

6.1 There are no risk policy, compliance or governance impacts arising from this report.

7. Equalities impact

7.1 The outcomes of this report will support the Council's efforts to ensure that workers within its supply chain are free from exploitation

8. Sustainability impact

8.1 There are no sustainability impacts resulting from this report.

9. Consultation and engagement

9.1 Consultation and engagement has taken place between Council officers and relevant agencies will be engaged through its implementation.

10. Background reading/external references

10.1 [Item 8.8 City of Edinburgh Council](#) 28 June 2018

10.2 [Item 7.5 Addressing sexual exploitation and human trafficking](#) 1 December 2015

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11. Appendices

Appendix 1 - Modern Slavery Charter Commitments

Modern Slavery Commitments

The City of Edinburgh Council

September 2018

DRAFT

Modern Slavery Commitments

Our commitment

The City of Edinburgh Council (the Council) commits to work with fairness and integrity in all aspects of commercial activity and as such has a zero-tolerance approach to slavery and human trafficking. Our Modern Slavery Commitments (the Commitments) set out what we the Council commits to do to combat and prevent human trafficking and slavery in the Council's corporate activities.

The objective of the Commitments is to confirm the effective steps the Council is taking to tackle modern slavery in its supply chain.

The Leader, Depute Leader, Councillors, Executive Directors, Heads of Service and all Staff pledge to adhere to these Commitments.

Andrew Kerr, Chief Executive
September 2018

Modern Slavery Commitment 1

Training

The City of Edinburgh Council (“the Council”) will train its corporate procurement team to understand modern slavery.

The Council recognises its duty to train relevant staff and raise awareness of modern slavery and acknowledges that staff understanding of the issues is key to the successful implementation of the Commitments. The Council therefore commits to train its Commercial and Procurement Services team to ensure staff understand the issues, the risks and appropriate action.

Modern Slavery Commitment 2

Modern Slavery Act compliance

The City of Edinburgh Council will require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.

The Council will require contractors to comply with all relevant provisions of the Modern Slavery Act 2015 including the provisions promoting transparency. Section 54 of the Modern Slavery Act relates to transparency in supply chains and requires certain businesses to produce an annual statement on the steps they are taking to prevent modern slavery in their own business and in their supply chain. The Council will seek compliance with the Act from its contractors.

Modern Slavery Commitment 3

Abnormally Low Tenders

The City of Edinburgh Council will challenge any tenders which the Council believes to be abnormally low which should help to highlight contractors practicing modern slavery.

Where the Council considers a tender submitted is abnormally low then under Regulation 69 of the Public Contracts (Scotland) Regulation 2015 the Council must require a tenderer to explain the cost element of their tender. Abnormally low tenders may indicate exploitation of workers and the Council will continue to challenge such procurement submissions.

Modern Slavery Commitment 4

Membership of Trade Unions

The City of Edinburgh Council will highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.

All workers in the UK have a right to join a trade union and it is unlawful for employers to treat trade union members unfavourably because of their trade union membership. The Council will continue to highlight this to its contractors.

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Modern Slavery Commitment 5

Whistleblowing System

The City of Edinburgh Council will publicise its Multi-Agency Human Trafficking and Exploitation Protocol

To promote compliance with modern slavery legislation the Council has a Multi-Agency Human Trafficking and Exploitation Protocol. This Protocol outlines for staff the actions to be taken when there is a concern that a person is, or appears to be, a victim of an offence of human trafficking, modern slavery and / or exploitation.

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Modern Slavery Commitment 6

Encouraging Contractors to adopt a Whistleblowing Policy

The City of Edinburgh Council will positively encourage its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.

The Council strives to uphold the highest standard of conduct and ethics and positively encourages its contractors to do the same. The Council therefore positively encourages its contractors to adopt a whistle-blowing policy to provide a mechanism for modern slavery issues to be flagged whilst ensuring whistleblowers are protected and supported.

Modern Slavery Commitment 7

Contractual Review

The City of Edinburgh Council will regularly review its contractual agreements to identify any potential issues with modern slavery.

As part of its continued contract management and monitoring process, the Council will review its contractual agreements and spend on high risk sectors to identify any potential issues with modern slavery and take immediate appropriate action.

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Modern Slavery Commitment 8

Notification to Contractors

The City of Edinburgh Council will, where appropriate, highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.

The Council will, as a way of tackling the risk of modern slavery direct its contractors to Scottish Government approved guidance and support.

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Modern Slavery Commitment 9

Referral

The City of Edinburgh Council will, where appropriate, refer for investigation contractors identified as a cause for concern regarding modern slavery.

Where the Council identifies a contractor / contractors as a cause for concern regarding modern slavery, the Council will follow the reporting procedures as outlined in its Multi-Agency Human Trafficking and Exploitation Protocol

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Modern Slavery Commitment 10

Reporting to Committee

The City of Edinburgh Council will report to Committee on the implementation of this policy annually.

To ensure the Council remains vigilant against modern slavery, to ensure transparency, and to ensure appropriate action is taken and lessons learned, the Council will report to Committee on the implementation of the Commitments.

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Modern Slavery Commitment 11

Cooperation with Agencies

The City of Edinburgh Council will encourage close cooperation with Police Scotland and other relevant Scottish and UK Government Agencies.

The Council acknowledges the importance of working with partners to tackle modern slavery and commits to working with Police Scotland and governmental agencies as appropriate. The Council will continue to participate in the Public Protection Framework's Human Trafficking and Exploitation sub-group.

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Modern Slavery Commitment 12

Notification to Committee

The Convenor and Vice Convenor of the Governance, Risk, and Best Value Committee will receive reports on cases identified in the procurement process and the actions taken, at the appropriate time.

Reports will be shared with the Convenor and Vice Convenor of the Governance, Risk, and Best Value Committee containing details of cases concerning modern slavery identified in the procurement process and the actions taken. The information will be shared at the appropriate time with reference to obligations re confidentiality in live criminal investigations and the Council's requirements under relevant legislation.

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Council Leader, Councillor Adam McVey

Council Depute Leader, Councillor Cammy Day

Chief Executive, Andrew Kerr

Executive Director of Resources, Stephen S. Moir

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