Notice of meeting and agenda

Corporate Policy and Strategy Committee

10.00am, Tuesday 4 December 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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THE CITY OF EDINBURGH COUNCIL

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 2 October 2018 (circulated) – submitted for approval as a correct record

5. Forward planning

5.1 Corporate Policy and Strategy Committee Work Programme December 2018 (circulated)

5.2 Corporate Policy and Strategy Committee Rolling Actions Log (circulated)

6. Business Bulletin

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

7. Executive decisions

7.1 Edinburgh Schools Inquiry - Update - report by the Chief Executive (circulated)

7.2 Colleague Opinion Survey 2018 - report by the Chief Executive (circulated)

7.3 Implementing the Programme for the Capital - Coalition Commitments Six Monthly Progress Update - report by the Chief Executive (circulated)

7.4 World Suicide Prevention Day - report by the Chief Officer, Edinburgh Health and Social Care Partnership (circulated)

(Note: Councillor Bird is called for this item)

7.5 Sustainability Audit - report by the Chief Executive (circulated)

7.6 Sustainable Energy Action Plan Further Update - report by the Executive Director of Place (circulated)

7.7 Local Governance Review - report by the Chief Executive (circulated)

8. Routine decisions

8.1 Conference Invitation - "Our Agenda" – COSLA and Improvement Service Annual Conference and Exhibition 2018 (11-12 October 2018) - report by the Chief Executive (circulated)

8.2 Next Steps for Social Security Reform in Scotland and Policy to Tackle Poverty – Conference Attendance - report by the Executive Director of Resources (circulated)

8.3 Welfare Reform - Update - report by the Executive Director of Resources (circulated)

8.4 Contact Centre Performance – July to September 2018 - report by the Executive Director of Resources (circulated)

8.5 Year of Young People 2018 - referral from the Education, Children and Families Committee (circulated)

8.6 Committee Reporting – referral from the Governance, Risk and Best Value Committee (circulated)

8.7 Eurocities - Cities 4 Europe Declaration – report by the Executive Director of Place (circulated)

9. Motions

9.1 If any

Laurence Rockey

Head of Strategy and Communications

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 Natalie Le Couteur, 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 6160.

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 2 October 2018

Present

Councillors McVey (Convener), Aldridge, Booth, Jim Campbell, Mary Campbell, Griffiths (substituting for Councillor Day), Macinnes, McLellan (substituting for Councillor Whyte), Councillor Mowat (substituting for Councillor Doggart), Rankin and Perry.

1. Minute

Decision

To approve the minute of the Corporate Policy and Strategy Committee of 7 August 2018 as a correct record.

2. Corporate Policy and Strategy Committee Work Programme October 2018

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

Decision

To note the work programme.

(Reference – Work Programme October 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 agree to close actions 9, 14, 16 and 17.

2) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log, submitted.)

4. Corporate Policy and Strategy Committee Business Bulletin

The Corporate Policy and Strategy Committee Business Bulletin was presented.

Decision

To note the Business Bulletin.

(Reference – Corporate Policy and Strategy Committee Business Bulletin, submitted.)

5. Edinburgh Transient Visitor Levy

Details were provided on the proposals to progress a formal consultation on the Transient Visitor Levy for the City of Edinburgh with the tourism industry and residents. Reference was made to the proposed charging structure, the Scottish Government's national consultation on Transient Visitor Levies (TVL) and the requirement to respond to Edinburgh businesses' request to be consulted on the matter.

Motion

1) To agree to progress a formal public consultation on options for an Edinburgh TVL as laid out at a high level within the report.

2) To agree that the Convener would write to Scottish Government Ministers sharing the progress of the Council's work on the TVL and to seek a meeting.

3) To write to the Scottish Government seeking assurances on the timeline for the national consultation on TVL.

- moved by Councillor McVey, seconded by Councillor Griffiths

Amendment

To delay the consultation to await the outcome of the national consultation on TVL.

- moved by Councillor McLellan, seconded by Councillor Mowat

Voting

The voting was as follows:

For the motion	-	8 votes
For the amendment	-	3 votes

(For the motion - Councillors Aldridge, Booth, Mary Campbell, Griffiths, Macinnes, McVey, Perry and Rankin.

For the amendment – Councillors Jim Campbell, McLellan and Mowat.)

Decision

To approve the motion by Councillor McVey.

(References – Act of Council No 6 of 31 May 2018; report by the Chief Executive, submitted).

6. Edinburgh Poverty Commission

An update was given on progress with establishing the Edinburgh Poverty Commission, including proposals to appoint an independent chair and to ensure its processes were driven by and responded to the voice of citizens of low incomes in Edinburgh.

Decision

1) To appoint Dr Jim McCormick as Chair of the Edinburgh Poverty Commission and the Depute Leader of the Council as Vice-Chair.

2) To agree the criteria set out for recruitment of other Commission members, and that the Commission Chair lead 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.

3) To agree that a report on progress and a work programme for the Commission be brought to the next meeting of the Corporate Policy and Strategy Committee.

4) To note planned actions to ensure that the Commission process responded directly to the experience of citizens living on low incomes in Edinburgh.

5) To note proposals submitted to Scottish Government and Edinburgh Partnership Board seeking financial contributions to the support the project.

6) To note plans to establish a cross party elected member group to support the work of the Commission.

7) To include a proposed interim date for publication of the Commission's final report.

(References – Act of Council No 13 of 28 June 2018; report by the Chief Executive, submitted.)

7. British Sign Language Plan for Edinburgh 2018-24

The British Sign Language Plan (BSL) for Edinburgh 2018-24 was presented. The Plan had been developed in response to the publication of the Scottish Government's National Plan for BSL in October 2017.

Decision

1) To note the Edinburgh BSL Plan attached at appendix 1 of the report.

2) To note the extensive consultation and engagement that had taken place between The City of Edinburgh Council and the Edinburgh Health & Social Care Partnership and their BSL Stakeholders using a range of methods.

3) To note the deadline for publication of the plan by 24 October 2018.

4) To note that an implementation plan would be developed and an options appraisal carried out as required to determine the most appropriate ways that the Council could deliver the agreed actions.

5) To note the requirement to publish a biennial progress report, the first being required in October 2020.

(Reference – report by the Chief Executive, submitted)

8. Public Bodies Climate Change Duties Report 2017/18

The Public Bodies Climate Change Duties Report 2017/18 was presented.

Approval was sought for submission of the Report to the Scottish Government as required by the Climate Change (Scotland) Act 2009 Public Bodies Climate Change Duties.

Decision

1) To approve submission of the Public Bodies Climate Change Duties Report 2017/18 to the Scottish Government as set out in Appendix 1 of the report by the Chief Executive.

2) To note that the governance arrangements for climate change would 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.

(Reference –report by the Chief Executive, submitted)

9. Edinburgh Community Plan

The Edinburgh Community Plan (now termed the Local Outcome Improvement Plan) was presented. The Plan set out the strategic direction for community planning in Edinburgh together with a number of key shared priorities that Edinburgh Partnership Board members would work together to achieve improved outcomes for Edinburgh's citizens.

Decision

To agree that, subject to further development and consultation, a final version of the Plan would be considered for approval by City of Edinburgh Council on 25 October 2018.

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

10. Edinburgh Partnership Review

An update was provided on the Edinburgh Partnership review and consultation on governance arrangements to date.

Decision

1) To note that locality communities, including Neighbourhood Partnerships, Community Councils and residents, had been waiting for well over a year to have certainty over the governance arrangements for their participation in community planning and that continuing uncertainty was not acceptable.

2) To note that the Edinburgh Partnership decided on 24 September 2018 to put in place locality partnership arrangements and requested that detailed recommendations be brought to its October 2018 meeting.

3) To agree that Locality Partnerships were best placed to set up and develop any locality sub structures, and to engage and consult with their communities for agreement by the Edinburgh Partnership, and request that the Convener convey this to the Edinburgh Partnership.

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

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

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 used ALEOs, how they were overseen, what they were achieving and their future direction.

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

Decision

1) To note that there were advantages and disadvantages of elected members and officers being on ALEO Boards.

2) To note that the Council had mitigated many of these disadvantages:

   a) Officers did not sit on Boards unless in exceptional circumstances.

   b) Scrutiny of ALEOs was split between the relevant Executive Committee and Governance, Risk and Best Value Committee to ensure independent scrutiny.

   c) Training on director duties and conflicts of interests were integral elements of elected member training.

3) To agree that Committee Services would:

   a) arrange any additional training that may be required for individual elected member appointments on respective boards;

   b) ensure clear reasons were provided for any elected member appointments and suitable training/information was provided within any appointment report;

   c) review any changes required to manage conflict of interests and report back to the Corporate Policy and Strategy Committee should any changes be required.

(References – Governance, Risk and Best Value Committee 28 August 2018 (item 18); report by Chief Executive, submitted.)

12. Sustainable Energy Action Plan Update

The Sustainable Energy Action Plan update was presented.

Decision

To continue consideration of the report for one cycle of meetings to receive a further update.

(Reference – report by the Executive Director for Place, submitted.)

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

Arrangements had been made by the Chief Executive under urgency provisions for the Council to support the Hearts Great War Memorial Committee by providing a £5,000 grant toward the cost of a Cairn at Contalmaison to commemorate the 15th and 16th Battalions of the Royal Scots at the Battle of the Somme and for Bailie Councillor Norman Work to attend a commemorative service.

Decision

To note the action taken by the Chief Executive , in terms of paragraph 4.1 of the Committee Terms of Reference and Delegated Functions to approve the attendance of Bailie Councillor Norman Work at the Commemorative Service at Contalmaison on 1 July 2018.

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

14. Visit to Shenzhen, China and Agreement Cooperation Agreement

An update was provided on Edinburgh's collaborative agreement with Shenzhen. Details were provided of a planned visit to Shenzhen and plans to sign a commitment to reinforce and extend cooperation between Edinburgh and Shenzhen for a period of five years.

Decision

1) To note the delivery of mutual opportunities for Edinburgh and Shenzhen from the Memorandum of Understanding (MOU) signed in 2013.
2) To note 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.
3) To note the co-delivery and pooling of resources and opportunities with key sectoral interests in Edinburgh in furthering relations with Shenzhen.
4) To approve 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 to include agreement on behalf of the Council to sign a commitment with Shenzhen for reinforced cooperation, as outlined in the report for a further five years.

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

15. West Edinburgh and Edinburgh Waterfront – All Party Oversight Groups

It was proposed to establish two new All-Party Oversight Groups (APOGs) to strengthen the governance of the development of West Edinburgh and the Edinburgh Waterfront.

Motion

1) To approve the membership, scope and remit of the proposed APOG for West Edinburgh.
2) To approve the membership, scope and remit of the proposed APOG for Edinburgh's Waterfront.

- moved by Councillor McVey, seconded by Councillor Griffiths

Amendment

To continue consideration for a further report on the scope for the membership of both APOGs to more effectively reflect the political balance on the Council.

- moved by Councillor Jim Campbell, seconded by Councillor Mowat

Voting

The voting was as follows:

For the motion	-	8 votes
For the amendment	-	3 votes

(For the motion – Councillors Aldridge, Booth, Mary Campbell, Griffiths, Macinnes, McVey, Perry and Rankin.

For the amendment - Councillors Jim Campbell, McLellan and Mowat.)

Decision

To approve the motion by Councillor McVey.

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

16. Scotland's Charter for a Tobacco-Free Generation

Proposals to ensure the Council helped protect children from tobacco, reduced the harm caused by tobacco and encouraged others to do the same were submitted. Actions undertaken to date and options for further action were presented.

Decision

1) To note that the Council recognised that, to succeed in creating a tobacco-free generation, commitment to a sustained approach and focus over the very long-term was required and that plans be brought forward setting out how this could be done.
2) To note that the Council's Smoking Policy had been reviewed and that no changes were recommended at present; the Policy was to continue to be kept under review to ensure it reflected any changes in legislation etc.
3) To 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.
4) To note that a number of Edinburgh schools and youth clubs had already signed up to the Charter for a Tobacco-Free Generation.

5) To note the range of actions already underway in schools and that all primary schools should be encouraged to participate in the NHS Lothian primary schools tobacco education project.

6) To approve the further actions proposed at paragraph 3.17 of the report by the Chief Executive and to note that by pledging up to three new practical steps, the Council met the requirements to sign up to the Charter for a Tobacco-Free Generation.

(References – Act of Council No 10 of 31 May 2018; report by the Chief Executive, submitted)

17. Charter Against Modern Slavery

The Council had approved an adjusted motion by Councillor Day noting the Co-operative Party's Charter Against Modern Slavery and with the inclusion of two further action points. Details on its implementation were presented, focusing on legislation and current Council practice.

Decision

1) To approve the Modern Slavery Commitments.

2) To note the report setting out the Council's approach to implementing the requirements of the Council motion.

(References – Act of Council No 32 of 28 June 2018; report by the Executive Director of Resources, submitted)

Work Programme

Item 5.1

Corporate Policy and Strategy Committee

4 December 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	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	Craig Russell	Chief Executive	Flexible	26 February 2019

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	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
2	Champion Mayors Coalition for Inclusive Growth	To request an update report on the benefits of membership in 12 months	Executive		Chief Executive	Flexible	26 February 2019
3	Equalities Working Group – motion by Councillor Cameron	To report on Group's workplan	Executive		Chief Executive	Flexible	26 February 2019
4	Welfare Reform		Routine	Sheila Haig	Resources	Quarterly	26 February 2019
5	Biodiversity Action Plan		Routine	Caroline Peacock/Susan Falconer	Place	Annual	26 February 2019
6	Sustainable Energy Action Plan Update		Executive	Janice Pauwels	Place	Flexible	14 May 2019
7	Council Asbestos Policy		Routine	Susan Tannahill	Resources	Annual	December 2019
8	Council Fire Safety Policy		Routine	Susan Tannahill	Resources	Annual	December 2019

Corporate Policy and Strategy Committee Upcoming Reports **Appendix 1**

Report Title	Directorate	Lead Officer
26 February 2019		
Information Governance and GDPR	Chief Executive	Kevin Wilbraham
Full Cost Charges in Care Homes for Older People Managed by the Council	EH&SCP	Colin Briggs
Edinburgh Biodiversity Action Plan 2019-22	Place	Caroline Peacock/Susan Falconer
Safecall CEC 114 - Update Report on Management Action (B Report)	Chief Executive	Craig Russell
14 May 2019		
Council Health & Safety Policy (annual review)	Resources	Susan Tannahill
Water Safety Policy	Resources	Susan Tannahill
Contact Centre Performance Update – Jan to March 2019	Resources	Neil Jamieson
Sustainable Energy Action Plan Update	Place	Janice Pauwels
City of Edinburgh Council Motion By Councillor Main – Council Branding and Advertising Policy	Chief Executive	

Rolling Actions Log

Item No 5.2

Corporate Policy and Strategy Committee

4 December 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	Ongoing		This action should be transferred to the South West Locality Committee and updates will be prepared as appropriate.

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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**	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.	Chief Executive	February 2019		
3	04.08.15	Common Good Assets Register	1) To note that further reports would be brought to Committee: a) once Scottish Ministers' guidance about common good registers had been issued; and	Executive Director of Resources	December 2018		An update on the Register of Common Good Assets is included in the Business Bulletin for this meeting (item 6.1)

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	24.01.17		b) to consider the implications arising from compliance with the Land Registration (Scotland) Act 2012. 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.				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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 201				**Closed** Letter outlining the Council position circulated by email to members on 19 October 2017 –
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.	Executive Director for Communities and Families	February 2019		
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	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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Christmas.				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 is on hold whilst that legal aspect is confirmed by the Home Office. 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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	03.10.17	Welfare Reform Update	1) To agree that officers would provide Power to the People with the Homelessness and Housing Council Policy.	Executive Director of Resources	December 2017		1) **CLOSED -** The policy was provided electronically in December 2017
			2) To note that the Homelessness and Housing Senior Support Manager would arrange to meet with people experiencing temporary accommodation issues.	Head of Safer and Stronger Communities	December 2017		2) **CLOSED -** Meeting held with Power to the People on 6 December 2017 and update provided to Members on 11 December 2017
			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	Executive Director of Resources	December 2018		**3) Recommended for Closure** Report on the agenda for this meeting (item 8.3)

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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). 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		**Recommended for Closure** Report on the agenda for this meeting (item 8.3)
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.	Chief Executive	December 2018		**Recommended for Closure** Report on the agenda for this meeting (item 7.5)

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
8	05.12.17	Edinburgh Schools Inquiry	1) To note the intention to report further within 12 months, including key completion dates.	Chief Executive	December 2018		**Recommended for Closure** Report on the agenda for this meeting (item 7.1)
			2) Members would be advised when building completion certificates had been issued for the Royal High School and Craigmount High School.				
9	27.02.18	Full Cost Charges in Care Homes for Older People Managed by the Council	1) To request a Briefing Note on the full charging structure and methodology for Council-managed care homes. 2) To request a report back to Committee in 12 months on the impact.	Chief Officer, Edinburgh Health and Social Care Partnership	July 2018 February 2019	July 2018	**CLOSED** Briefing Note circulated on 27 July 2018.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
10	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		
11	29.06.18	City of Edinburgh Council Motion by Councillor Miller – Attracting and Retaining Carers (Agenda for 29 June 2017)	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. 2) To instruct officers to remit the report to the Integration Joint Board and Corporate Policy and Strategy Committee for further scrutiny.	Chief Officer, Edinburgh Health and Social Care Partnership	March 2019		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	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		This contract is in place until Winter Festival 2020. The review of the contract will be presented to Corporate Policy and Strategy Committee.
13	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	Ongoing		The most recent update was presented to Committee in October 2018. A further update is included on this agenda (item 7.6)

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	07.08.18	Short Term Letting in Edinburgh	1) To ask for an update on the figures for those transferring the payment of Council Tax to non-domestic rates. 2) To ask for a briefing following engagement with the Scottish Government on proposed regulations, including (i) qualifying complaints and (ii) potential licence conditions.	Executive Director of Place	June 2019		These actions will be considered by the Short Term Letting Member Officer working group at its next meeting.
15	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	January 2019		A briefing for members will be arranged for January 2019.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
16	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	Ongoing		This report will be presented following the conclusion of the Westbank Street Outcome Improvement Process.
17	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 within the Council workforce and the wider city population.	Chief Executive	Ongoing		A regular schedule of meetings has been agreed to take forward the working group.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
18	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	Ongoing		Resources directorate presented their Schedule of Assurance action plan to Governance Risk and Best Value Committee in October 2018. Place directorate presented their action plan to Governance, Risk and Best Value Committee in November 2018.
19	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	February 2019		The working group members have recently been confirmed. Arrangements will now be put in place for a first meeting to be held before the recess period.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
20	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	26 February 2019		**Recommended for Closure** Report on the agenda for this meeting (item 7.4)
21	02.10.18	Transient Visitor Levy	To request the Convener to write to the Scottish Government seeking assurance on the timeline for the national consultation.	Chief Executive		4 October 2018	Letter from Leader was sent to Scottish Government on 4 October 2018 – no response has been received to-date.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
22	25.10.18	City of Edinburgh Council Motion By Councillor Main – Council Branding and Advertising Policy (Agenda for 25 October 2018)	A draft policy on sponsorship and advertising is brought to Corporate Policy and Strategy Committee within 3 cycles.	Chief Executive	14 May 2019		

Item 6.1 - Business bulletin

Corporate Policy and Strategy Committee

10.00am, Tuesday 4 December 2018

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

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Corporate Policy and Strategy Committee

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

Recent news	Background
Council Asbestos Policy No changes are proposed to the Council Asbestos Policy. Consultation has taken place with the Trades Unions. **Council Fire Safety Policy** No changes are proposed to the Council Fire Safety Policy. Consultation has taken place with the Trades Unions. Note that no decision has been made by the Scottish Government on whether they will implement recommendations following the Grenfell tragedy. The Policy will be kept under review.	Susan Tannahill, Senior Manager - Health and Safety
Common Good The 2017/18 Common Good Annual Performance report was considered at Finance and Resources Committee on 27	

September 2018 and it was agreed that the consultation on the Common Good Asset Register would be issued. The closing date is 31 December 2018 and a report will be brought back to Committee in February 2019.	Craig Lamont / Liam MacDonald
Visit to Shenzhen and Putian Feedback from the Lord Provosts' visit to Shenzhen and Putain is attached to this Business Bulletin.	Corporate Policy and Strategy Committee agreed this visit on 2 October 2018
Brexit Working Group In August 2018 the Corporate Policy and Strategy Committee agreed a report to note actions underway to manage transition to Brexit in Edinburgh. The report recommended that the Brexit Working Group meet to consider future options to provide support for Non-UK EU nationals within the Council workforce and the wider city population. The working group met during September and November 2018, to review planned activity to support Council colleagues, and forward planning for potential impacts on council workforce in key sectors such as education, and health and social care. In line with guidance published by Audit Scotland in November 2018, the group further agreed a forward programme of sessions to consider and plan for likely impacts of Brexit on: • Key sectors of the Edinburgh Economy – December 2018 • Council procurement and the delivery of key contracts – January 2019 • Finance and EU Successor Funding – March 2019 The publication by UK Government of the draft withdrawal agreement on 14 November marked an important milestone towards the UK's planned withdrawal from the European Union. Issues and potential risks for the council arising from the draft agreement, and parallel government advice on planning for a potential no-deal scenario form an important part of the groups discussions throughout the sessions planned over the next four months.	Paula McLeay / Chris Adams,
Edinburgh Poverty Commission On 2 October, the Corporate Policy and Strategy Committee approved the appointment of Dr Jim McCormick as independent chair of the Edinburgh Poverty Commission, with the Deputy Leader of the Council as vice chair. Committee	Paula McLeay / Chris Adams

further approved that recruitment and appointment of other commissioners should be led by and undertaken by the commission chairs. A full briefing on the final commission membership was provided to members of the Corporate Policy and Strategy Committee in November 2018. Following this recruitment process, the inception meeting of Edinburgh Poverty Commission took place on 27th November. At this meeting, commissioners agreed a forward work programme which incorporated: • Four full commission meetings to be held during, February, May, September, and December 2019 • A thematic approach to using these sessions to gather and consider evidence on the experience and impact of poverty in Edinburgh • The commissioning of two elements of engagement activity to support the work of the commission and ensure that citizens with direct experience of poverty have their voices heard by the commission, and • A commitment to production of a commission report and recommendations by December 2019. Full costs of commissioned engagement activity outlined in the work plan are covered by funding provided for the project by the Scottish Government. All running and operating costs for the commission, are covered by funding provided for the project by the Edinburgh Partnership Board. A full briefing session for elected members providing more detail on the Commission Work programme will be held in December 2018.	

Forthcoming activities:

CONFERENCE/CIVIC VISIT FEEDBACK FORM

Report by the Lord Provost	
Event name and location: Delegation to Shenzhen to open Merchiston International School and to Putian to inaugurate Edinburgh International Hospital. Also to report on meetings with Shenzhen Vice Mayor and City Government Officials; Schenzhen based investor groups; Putian Mayor and City Government Officials and investors in Hong Kong**.**	
Authorising Committee: Corporate Policy and Strategy Committee, 2 October 2018	
Event organisers: Merchiston International School University of Edinburgh / Edinburgh International Investments Edinburgh Shenzhen Investment Group (incubator F518) Enterprise and Innovation / Investment and International Relations teams, Economic Development	
Nature of event e.g. conference /seminar, civic event. **Shenzhen:** **Welcome Dinner** The Lord Provost attended a welcome dinner with representatives from Shenzhen Government, Shenzhen Creative Investment Group / F518, investors and governors of Merchiston Castle School. **Shenzhen Senior Vice Mayor** The Lord Provost, City Officer and Economic Development Service Manager, accompanied by The Scottish First Secretary, met with Shenzhen Senior Vice Mayor Lui Quinsheng and a number of senior Shenzhen Government Officials.	**Date(s) of attendance:** **11 October** **12 October**

Discussion took place regarding the next steps to extend and reinforce cooperation between Edinburgh and Shenzhen following the success of links established through the Memorandum of Understanding signed in 2013. The Lord Provost and Senior Vice Mayor agreed that officers from each city would produce a new bi-lateral agreement which will be signed in May 2019. The new agreement will: • 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 • further potential flight route development. The new agreement will be reviewed in 2023. **China Merchants Group** The Lord Provost attended a meeting with the China Merchants Group, hosted by Group President Mr Fu Gangfeng and attended by senior executives from the group's divisions. China Merchants Group are co-investors in Edinburgh International Hospital, Putian, alongside the University of Edinburgh's Edinburgh International Investments Ltd. China Merchants group, established in 1872, is a state-owned enterprise with assets in excess of US $1 trillion which invests internationally in 6 industry ecosystems: • Ports, Shipping and related services • Intelligent transportation • Innovative finance • Smart communities, data innovation • Bio-medical, pharma and healthcare Discussion took place around a number of investment opportunities in Edinburgh and further collaboration and	**12 October**

co-investment with the University of Edinburgh. As a result, Group President Mr Fu will lead a delegation to Edinburgh in December 2018.	
Merchiston International School The Lord Provost accepted an invitation to attend the opening of Merchiston Castle School's new Merchiston International School in Shenzhen. The opening event took place on Saturday 13 October, attended by around 1,000 staff, pupils, parents, investors and dignitaries. Representatives from Scottish Development International were also in attendance as was the Andrew Ould, UK Deputy Consul General for Guangzhou. The Lord Provost delivered a speech and unveiled a plaque to mark the opening of the school which will have a capacity for 1200 pupils.	**13 October**
Putian, (Fujian Provence) The delegation travelled by rail, north to Putian, in Fujian Provence.	
Mazu International Health City Tour The Lord Provost was met by the Mayor of Putian Mr Zhang Guosheng and toured Mazu International Health City, an area of 8.21 sq km, £5.6 billion under development which will provide primary healthcare, specialist hospitals, R&D and Medical Education.	**14 October**
Edinburgh International Hospital inauguration The University of Edinburgh's Edinburgh International Investment joint venture Edinburgh International Hospital was officially inaugurated by the Lord Provost and Julian Taylor, Executive Director Asia Pacific, Scottish Development International. The hospital is due to open by summer 2019. The event was attended by around 150 people including investors, and medical professionals. In honour of the partnership with the University of Edinburgh and with the city, Putian has named the road on which the Edinburgh International Hospital stands	

"Edinburgh Street". The Lord Provost unveiled the street sign to mark this honour. **Putian City Government Meeting** The Lord Provost met with the Mayor of Putian and the Putian Central Government Party Secretary, alongside a number of senior Putian Government officers and held talks on the establishment of friendship relations with Edinburgh. These friendship relations are intended to principally support further links between Putian and the University of Edinburgh to develop exchanges in public health, science and technology. The meeting concluded with the Lord Provost and Mayor signing a letter of intent. **Hong Kong** En route to Hong Kong Airport for return flights, the Lord Provost attended two meetings further in Hong Kong: Informal Gathering; the Lord Provost met Scottish business leaders and Hong Kong based investors at the Princes Building, Central Hong Kong. The Lord Provost ended the trip with a last meeting with a number of Directors of Edinburgh International Investments Ltd in the Shun Tak Building, Central Hong Kong, including Chairman Wu of the Political Consultative Conference. Discussion centred on how the Council can further support Edinburgh International Investment both in China and at home in Edinburgh, and the offer was made of soft landing space in Hong Kong.	**14 October** **15 October**
Purpose of attending: To re-commit to the delivery of creative and tech sector collaboration and investment opportunities as established in the initial MOU between Edinburgh and Shenzhen in 2013. 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 co-investment in China, and to open the Merchiston School Campus in Shenzhen.	

Key areas which you found particularly useful:

Opening of two major co-investments by Edinburgh-based institutions – Merchiston School and the University of Edinburgh – key outcomes of the collaboration between Edinburgh and Shenzhen. The unveiling of an Edinburgh named street, symbolically recognising Edinburgh's presence and profile in South East China.

Benefits of attendance for the Council, including relevance to key Council priorities and Pledges:

Meetings with key investors have significantly increased the opportunities of securing new investment into Edinburgh, supporting the Council's aim to deliver a thriving economy. As a direct result of the visit, three inward delegations to Edinburgh from China are scheduled. These include senior executives who will sign a further Memorandum of Understanding with the University of Edinburgh to take forward co-investment in China.

The discussions with the Shenzhen Government will lead to a strengthening of bilateral business and investment arrangements between the two cities, as agreed by the Corporate Strategy and Policy Committee on 2 October 2018.

The Council's support and partnership with the University of Edinburgh and Edinburgh International Investments will enable further investment, increase further core business opportunities in research and development and education collaboration, which is a significant boost for Edinburgh life sciences and medical education sectors.

Additional comments:

Corporate Policy and Strategy Committee

10.00am, Tuesday 4 December 2018

Edinburgh Schools Inquiry - Update

Item number	7.1
Report number	
Executive/routine	
Wards	City-wide
Council Commitments	

Executive Summary

Following a wall collapse at Oxgangs Primary in January 2016, structural issues were identified at schools built between 2002 and 2005 in Edinburgh under the Public Private Partnership programme ("PPP1"). This led to the temporary closure of affected schools.

The Council was asked to consider the findings and recommendations of Professor Cole's Inquiry Report when it was presented to Council in February 2017. An update was provided to this Committee in December 2017.

Council officers have been following up on the findings within the Inquiry Report. A further update to the December 2018 Corporate Policy & Strategy Committee was requested.

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Report

Edinburgh Schools Inquiry - Update

1. Recommendations

1.1 It is recommended that the Committee note the content of this report and the continued positive progress being made by the Council.

2. Background

2.1. As a result of investigations following a wall collapse at Oxgangs Primary in January 2016, structural issues were identified at schools built between 2002 and 2005 in Edinburgh through PPP1. This led to the temporary closure of affected schools and required alternative arrangements to be urgently put in place for all the affected children.

2.2. As detailed in the reports to Corporate Policy and Strategy Committee in May and June 2016, an independent Inquiry was instructed into the matter. Professor John Cole, CBE, was subsequently appointed as the Independent Chair of the Inquiry with an agreed remit and reported his findings to Council in February 2017.

2.3 The Chief Executive instructed that officers consider the implications of the Inquiry Report and put in place appropriate measures in response. This report updates Committee on progress made.

2.4 Following publication of the Cole report, Council officers have been actively assisting other authorities and the Scottish Government with regard to providing advice in relation to the matters identified in the report, including having been approached by the Irish Government in relation to recent similar issues being discovered in buildings in Ireland.

3. Main report

3.1 The Cole Report made 40 separate recommendations.

3.2 A detailed response with input from Property and Facilities Management, Building Standards and the Housing Service is set out at Appendix 1, outlining progress to date against each of the Cole Report recommendations.

3.3 **Key Specific issues relating to PPP Schools**

3.3.1 **Fire Safety**

3.3.1.1 The Council is acutely aware that fire safety is a top priority and has been actively working to ensure that its buildings are fully compliant in all respects from this perspective.

3.3.1.2 A process has been established to incorporate the review of the fire-stopping and fire-proofing processes into the Council's planned maintenance regime throughout both the PPP and wider council estate. The team are working collaboratively with the relevant service providers to ensure that the estate remains safe. An independent Fire and Risk contractor has been employed by the Council to ensure that this matter is appropriately scrutinised and to demonstrate that the remedial works being carried out achieve compliance with the appropriate fire regulations.

3.3.1.3 With regard to PPP1, ESP's fire risk consultants have completed their inspections and have confirmed that all required remedial work has now been completed. The Council's fire consultants are doing final checks on this but no issues are anticipated as inspection and reviews have been ongoing throughout the works.

3.3.1.4 With regard to PPP2, all remediation works are also complete.

3.3.2 **Building Completion Certificates**

3.3.2.1 Two schools unfortunately remain without Building Completion Certificates (Royal High School and Craigmount High School). These buildings were given Temporary Occupancy Certificates on 6 November 2003 and 25 July 2003 respectively, which would both have expired after three years.

3.3.2.2 ESP has made the relevant applications for these certificates but final certification requires that all outstanding fire safety works are fully complete. As noted above, these works have recently been completed and it is anticipated that appropriate certification or equivalent can be granted by the Council following a final inspection.

3.3.3 **Commercial position**

3.3.3.1 The Council is presently finalising commercial settlement terms with ESP with regard to both service failures and costs incurred. The Council has ensured that the PPP1 Facilities Management provider has been involved in the ongoing settlement discussions to ensure the Council has full protection. A report seeking approval for the proposed settlement will be brought to Finance and Resources Committee in due course.

3.3.4 **Ongoing Inspections**

3.3.4.1 As outlined in the Inquiry report, the Council continues to carry out a proportionate and structured risk-based approach to investigating and remediating the wider Council property estate.

The wider Council estate

3.4 The Housing Service contributed to the Council-wide response to the Cole Report, following a review of the wider housing estate.

3.5 The Housing Service has a diverse portfolio including over 19,000 Council homes, as well as an ambitious new build programme that aims to deliver 10,000 new affordable homes by 2027/28. In addition to this, the Council is a member of eight Limited Liability Partnerships, delivering 886 mid-market rent homes as part of the Scottish Government's National Housing Trust (NHT) initiative. The supervisory/quality control arrangements of this diverse portfolio are managed in a variety of different ways, as detailed in Appendix 1.

3.6 The scope of the Housing Service's quality and assurance review was expanded following the Grenfell Tower Fire. A detailed report went to Housing and Economy Committee on 7 September 2017. This set out the Council's response in establishing the safety of material and construction methods used in the refurbishment of tower blocks and ensuring that Council tenants were safe in their homes.

4. Measures of success

4.1 The progress in relation to the Inquiry's findings provides the Council with assurance as to the processes engaged to ensure, so far as possible, the safety and integrity of the Council's property estate.

4.2 The Council agrees appropriate financial redress with ESP.

5. Financial impact

5.1 It is still anticipated that the majority of the costs associated with addressing the findings and recommendations of the Inquiry Report with regard to new project quality and inspections can be contained within relevant capital budgets.

5.2 The Council incurred significant additional costs as a result of the unavailability of seventeen schools and two other facilities between April and August 2016. Subject to finalisation and approval of the proposed terms of settlement with ESP, it is not anticipated that there will be any overall direct cost to the Council arising from this incident. All costs of remediating the issues have been incurred by ESP.

5.3 At the meeting of the Finance and Resources Committee on 23 January 2017, members approved that any excess of contractual deductions due to CEC, over costs incurred, be earmarked to take forward any necessary remedial work identified through the programme of Estate Wide Structural Investigations (refer to Recommendation 10.1 in the Cole Inquiry report). Tranche 1 of this exercise (buildings and extensions constructed between 1995 and 2017) was completed in March 2018 within a budget of £1.2m. Tranche 2 is now underway addressing buildings and extensions constructed between 1975 and 1995.

5.4 The unpredictable nature of the findings limit the accuracy of any time and cost assessment. However, this is being kept under constant review through the relevant Programme Board as the investigations continue.

5.5 In a wider context the Council, as part of its budget setting process for 2018/19, approved a capital allocation of £118.9m in asset management works to Council property over a five year period from 2018/19. An additional £34.6m of revenue has also been earmarked for investment in repairs and maintenance over the same period.

6. Risk, policy, compliance and governance impact

6.1 There is a risk that the issues of concern identified within the Inquiry Report could exist within other areas of the built environment (both public and private sector), including within the Council's wider estate. A proportionate risk-based programme of inspection works is already in place to carryout structural assessments specifically related to wall tie related concerns of the Council's wider estate.

7. Equalities impact

7.1 There are no direct equalities impacts arising from this report.

8. Sustainability impact

8.1 There are no direct sustainability impacts arising from this report.

9. Consultation and engagement

9.1 The Council has engaged with other authorities and the Scottish Government in relation to this matter.

10. Background reading/external references

Report of the Independent Inquiry into the Construction of Edinburgh Schools: Professor John Cole Report

Edinburgh Schools Report: Report to City of Edinburgh Council, 9 February, 2017

Andrew Kerr

Chief Executive

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11. Appendices

Appendix 1 - Response to: Report of the Independent Inquiry into the Construction of Edinburgh Schools (Professor John Cole CBE)

Appendix 1

Abbreviations:

BS	Building Standards
CAFM	Computer Aided Facilities Management system
CEC	City of Edinburgh Council
CLT	CEC Corporate Leadership Team
COW	Clerk of Works
D&B	Design and Build
DBFM	Design, Build and Facilities Management
ESP	Edinburgh Schools Partnership (PPP1 Special Purpose Vehicle)
Hub	Institutional Public Private Partnership (delivering asset and new build service to public sector partners)
IC	Independent Certifier
IT	Independent Tester (earlier PPP title for IC role above, referred to in Cole Report)
HP	Housing Property
P&FM	Property and Facilities Management (Resources) delivering projects across Operational Estate
SFT	Scottish Futures Trust
SG	Scottish Government
SPV	Special Purpose Vehicle, term for entity formed to deliver PPP contracts
SRO	Senior Responsible Officer appointed on each capital project and works programme
TWG	Technical Working Group (managed by CEC delivering the estate wide structural investigations)

Current Property & Facilities Management Quality Inspection resources

Table 1 below captures supervisory/quality control arrangements which have been in place following the publication of the Cole Report. These arrangements are a key to delivery of quality in projects and are referred to in the response to the Cole Report recommendations in Table 2 below.

Table 1

The table above gives an overview of the approach to the provision of technical resources on capital projects delivered across the Operational Estate in line with the Inquiry recommendations. The actual provisions are considered on a project by project basis.

Notes:

		Part Time CoW	Full Time CoW	Independent Certifier (DBFM only)	Technical Advisor (considered where deemed appropriate)	Fire Engineer (inspection role) (considered where deemed appropriate)	Design Team (site inspection)	Design Team independent Design Review)	Multivista or similar (considered where deemed appropriate)
Traditional	**<£2m**	✓					✓		
	>£2m		✓		✓	✓	✓	✓	✓
D&B	**<£2m**	✓					✓		
	>£2m		✓		✓	✓	✓	✓	✓
DBFM	**All**		✓	✓		✓	✓	✓	

- *The above contract categories are not a representation of all available contract and procurement routes but indicate the predominate approaches taken on CEC projects.*
- *These services are capital funded.*
- *The majority of the above roles are not full time on any project. This will vary according to scale and complexity of any project.*
- *The potential to make joint appointments and to align the scope of each service is examined as required. For example, joint COW/TA appointment and also joint COW/IC appointments. On DBFM the IC will be delivering the TA role as part of their scope.*
- *Multivista and similar now adopted.*

Current Housing Service Quality and Assurance Arrangements

The Housing Service estate includes over 19,000 existing homes, as well as an ambitious new build programme that aims to deliver 10,000 new affordable homes by 2028. In addition to this, the Council is a member of eight Limited Liability Partnerships, delivering 886 mid market rent homes as part of the

Scottish Government's National Housing Trust (NHT) initiative. The supervisory/quality control arrangements of this diverse portfolio are managed in a variety of different ways, as summarised below. A more detailed update is provided against each recommendation in table two.

Existing housing portfolio - Housing Property manage the repair and improvement of c.19,000 homes. Housing Property exclusively use traditional procurement routes to design and deliver capital projects. The design of repair and improvement projects is either managed in-house or commissioned through a professional services framework. The designer or design team remain employed by the Council through the design and construction phases of projects. The Housing Property Surveying Team Leaders carry out the role of Principal Designer throughout each project to ensure that adequate control and governance is maintained throughout the life of the project.

Housing Property deliver projects using a number of contractor frameworks, depending on the nature and value of works to be undertaken. These contractors have been screened through robust Invitation to Tender and Pre-Qualification Questionnaire processes prior to appointment to the framework. Projects are regularly inspected by in-house resource or independent clerk of works at varies stages of each project. Feedback on contractor/consultant performance is measured at regular contract management meetings. Housing Property hold a regular Contract Management Board Meetings to discuss collective contractor, consultant and project performance.

National Housing Trust - Under the NHT model, developer partners were procured through a national Scottish Government framework administered by SFT, in three phases between 2010 and 2015. The Council, the developer and SFT formed LLPs which purchase homes from the developer upon completion. The NHT contracts stipulate that in order for the LLP to purchase the homes, they must meet all the requirements of legislation, Good Industry Practice, all relevant consents, and specifications.

New build portfolio - Traditional Scottish design and build contracts are used across the programme, which allows for significant client input and involvement throughout. Directly employed designers are selected from the Council's list of framework consultants who have passed a quality assurance examination prior to appointment. Consultants from the design team are novated over to the design and build contractor. All the design consultants, contractors and subcontractor provide the Council with a collateral warranty for the design and quality of the buildings.

The Council has an in-house team of experienced and knowledgeable Construction Project Managers who are assigned to every project. The CPM has considerable input to design specification to provide a clear and detailed brief and work closely with design teams and developers to ensure that what is submitted for statutory consents meets quality requirements and standards. CPM's continue to have oversight and input to construction and delivery right through to handover.

The Council directly engages a Clerk of Works (COW) on all projects. COWs attend site between one and three days per week depending on the stage of the project. In addition, the COW will certify appropriate sections of works before closing-up the construction. COW provide photographic updates. New homes built through the programme are built to Silver standard which is a higher level of sustainability required under current building regulations.

November 2018 updated position:

Report of the Independent Inquiry into the Construction of Edinburgh Schools (Professor John Cole CBE)

This is an update capturing the Council's response to the Recommendations of the Cole Schools Inquiry.

Overall, the Council (a combination of Property and Facilities Management (P&FM) Division and Place Development Division (Housing Service) have put arrangements in place to address the Cole Report recommendations across its portfolio of projects. Table 2 below captures the response. This table also includes industry wide and national or statutory recommendations which are being addressed at Scottish Government and industry level.

It should also be noted that the Council's response to the Schools issue and the Cole report has also been the subject of an external audit by Scott Moncrieff on behalf of the Controller of Audit. The relevant report was published by Audit Scotland in April 2018 and can be found at:

http://www.audit-scotland.gov.uk/report/201617-audit-of-the-city-of-edinburgh-council-report-on-edinburgh-schools

P&FM have also been invited by Scottish Futures Trust to attend their workshops with Scottish Government around Construction Quality where the provisions put in place by CEC on the new Queensferry High School are being used to inform wider guidance.

Cole Recommendation		**Arrangements in place Yes/Part/ No**	**Property and Facilities Management**	**Housing**
1.1	Expertise and Resources Ensure access to a level of expertise and resources to allow body to act as Intelligent Customer and appropriate resource in terms of governance arrangements, types of expertise and funding	Yes	CEC projects now include provision for the Intelligent Client function. Table 1 above also captures additional levels of expertise deployed (e.g. Clerk of Works, Fire Engineer etc) as required on a project by project basis. Capital Projects are delivered through recognised governance arrangements. Clients are made aware of their responsibilities in ensuring adequate resources are available and funded for project delivery.	**Existing Homes** Senior manager within Housing Property acts as intelligent client. Principal designer is in-house surveying team leader. Robust contract management regime - regular meetings with contractors and in-house contract management board. Monthly Capital Programme oversight meetings which focus on spend and delivery. Inspection role generally carried out in-house, although certain projects will

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
				require external resource to ensure adequate cover. **New Build** The Council has an in-house team of experienced and knowledgeable Construction Project Managers who are assigned to every project. An independent Clerk of Works is directly employed on every project. Appropriate levels of external expertise are employed where required. This can include design specification and independent certifying of works. There are robust governance arrangements, including CEC Programme Board, oversight from CLT and monthly Change Board reports. **National Housing Trust LLPs** Robust Governance arrangements are in place, including CEC NHT Board, oversight from CLT and reporting to Monthly Change Board. CEC are represented on each LLP Board of Management. A Monitoring Surveyor (MS) is appointed by the developer for every project and they provide quarterly updates to the LLP Board of Management throughout project construction. MS certifies that homes are

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
				practically complete, and the specification has been met. LLP can legally depend upon this certification. COW is not a requirement within NHT contracts, however the vast majority of developing partners have one in place or alternative arrangements for inspection and assurance.
1.2	**<u>Ensuring compliance with specification</u>** Ensure contract is delivered in terms of the contract. Level of diligence determined through informed assessment of risk of the likelihood or implications of non-compliance	Yes	P&FM delivered capital projects benefit from risk management processes through the design, construction and delivery phases. Intelligent Client functions and quality compliance arrangements (outlined in Table 1 above) ensure contract delivery The role of the IC/IT on DBFM projects has been reviewed with SE Hub.	**Existing Homes** In-house team of experienced and knowledgeable building surveyors have considerable input to design specification to provide a clear and detailed brief. Regular design team meetings provide relevant level of assurance that designs are developed in line with project specifications. Detailed performance specification developed for external contracts Delivery team leaders carry out regular site visits to ensure compliance with specifications. **New Build** In-house team of experienced and knowledgeable project managers have considerable input to design specification to provide a clear and detailed brief.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
				Risk register is prepared and regularly reviewed for each project by the project team. Construction Project Managers monitor compliance with brief as designs and specifications are developed. Clerk of Works ensure compliance with specification during construction period. An independent Employer's agent is appointed to monitor compliance with contract. Legal remedies within JCT building contracts to address any performance or quality issues. **National Housing Trust LLPs** Refer to 1.1 above The Council does not have a build contract through NHT. The Council provides loan funding to the LLP which purchases homes on completion, subject to homes meeting standards and specifications. The LLP Boards of Management, which includes a Council representative, receive quarterly updates from the Monitoring Surveyor throughout the construction period with any issues identified and addressed. Six of the NHT developments are complete, with the final two now in advanced stages of construction. As with

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
				all NHT developments, the Monitoring Surveyor will certify that the homes are practically complete, and the specification has been met. LLP can legally depend upon this certification. LLPs receive an NHBC Warranty or equivalent which includes structural defects cover. The LLPs and CEC receive collateral warranties from each of the design team members and construction sub-contractors. LLPs have a retention function to ensure any defects or quality issues are appropriately addressed.
1.3	**<u>Public bodies cannot delegate duties</u>** There should always be appropriate levels of independent scrutiny in relation to all aspects of design and construction that are in effect largely or partly self-certified by those producing them.	Yes	P&FM ensure that project budgets allow for project support from relevant professionals to provide an appropriate level of independent scrutiny (Intelligent Client). This includes scrutiny of engineering and architectural design and specifications. CoW and associated quality compliance arrangements are outlined in Table 1 On PPP contracts, the P&FM PPP Management team regularly check a sample of maintenance requirements to ensure they have been carried out under the contract. They have also arranged for the full scope of recent works undertaken by the contractor in response to specific issues, including fire stopping, ceiling repairs and roof maintenance, to be independently verified.	**Existing Homes** Role of Clerk of Works function established at project inception meeting. Depending on capacity and project complexity external expertise is sought through professional services framework. Project feasibility will assess which elements will require external expertise/additional capacity and are built into project costs. Designs are reviewed by in-house designers at key stages. Supplier staged inspections take place where appropriate. **New Build**

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
				Refer to 1.1 and 1.2 above. **National Housing Trust LLPs** Refer to 1.1 and 1.2 above.
1.4	**<u>Building it right first time</u>** '…. public bodies should include appropriate investment in the provision of informed independent scrutiny of projects when they are being designed and constructed……rather than clients subsequently seeking to rely on their ability to seek remediation of compensation .... It is the view of the inquiry that seeking savings through cutting investment in quality assurance is inevitably a false economy'	Yes	Table 1 above captures arrangements for independent scrutiny. In addition, internal design professionals are deployed in an Intelligent Client capacity. On Hub delivered D&B and DBFM projects, P&FM have secured ongoing design team engagement and visibility post novation. This was a historic weakness with the D&B and DBFM procurement route.	**Existing Homes** On large scale improvement works, intrusive surveys are carried out to establish structural condition, and additional external expertise is employed through the professional services framework, as required. A national benchmarking organisation has been commissioned to review the Housing Service's asset management strategy. The output of this work will include revisions and improvement actions, including up to date stock condition information. Refer to 1.1. above re. contract management. **New Build** Refer to 1.1 and 1.2 above. **National Housing Trust LLPs** Refer to 1.1 and 1.2 above.
1.5	**Quality of design and construction** There should be a more informed approach by public bodies as to how best practice methodologies can be incorporated into current models of procurement whilst	Yes	The provisions for ensuring that best practice is delivered through the selected procurement route is reviewed and challenged on a regular basis. This is informed by the lessons learned workshops which are an embedded feature of major projects and programmes.	**Existing Homes** Refer to 1.4 above. Design project plans are developed by HP. Repeat projects factor in lessons learnt to inform and revise future specifications.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
	maintaining other benefits of these processes. A key element is a clear articulation in a comprehensive brief by the client of the quality objectives for the project and of the methodology to be used for ensuring the achievement of that quality in both the design and construction phases. Appropriate time and resources should be allocated by clients during the initial stages of a project and during the development of the brief in order to establish and clearly define these quality objectives and approaches to ensuring quality		DBFM projects are all currently delivered though SE Hub. Following CEC P&FM engagement, SE Hub have taken action with regard to key 'weaknesses' of the D&B and DBFM routes in response to the Inquiry recommendations with processes and procedures now in place. The recommendation to ensure time and resources are allowed is being addressed at Project Initiation by Client Directorates and P&FM as part of the early project planning. The need for Clients to develop an adequate brief which also addresses quality objectives and the methodology for delivering those objectives is a current area of focus. This is being supported by P&FM Intelligent Client engagement.	Going forward HP are introducing a contract close down meeting to discuss lessons learnt. These will be fed back through contract management board. **New Build** Refer to 1.1 and 1.2 above. All tenders based on both quality and price criteria. **National Housing Trust LLPs** Refer to 1.1 and 1.2 above. NHT Contracts stipulate that in order for the LLP to purchase the homes they must meet all the requirements of legislation, Good Industry Practice, all relevant consents, and specifications
2.1	**Nature of Inspection** Inquiry view that one possible option would be to extend the range of services in the appointment of the IC to include the provision and management of CoW services	Yes	**(Note the IC/IT role relates to DBFM type projects which are typically delivered through Hub)** The approach to include the CoW within the IC/IT appointment has been incorporated into the procurement and appointment for the IC for the new Queensferry HS DBFM. This arrangement is in place and operational across DBFM projects The IC/IT scope of service has been aligned to the SfT scope with additional items included. This will be the approach to all DBFM projects with IC/IT appointments going forward.	**Existing Homes** Refer to 1.1, 1.2 and 1.3 above Where appropriate, independent inspections are carried out by suppliers to ensure compliance of specification and correct installation. **New Build** Refer to 1.1 and 1.2. **National Housing Trust LLPs** Refer to 1.1 and 1.2.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
2.2	**PI insurance and liability Period** Level of PI insurance and liability period for IC should be assessed to properly and appropriately reflect the significance of their Certification processes and the degree of reliance that is to be placed on it.	Yes	**(Note the IC/IT role relates to DBFM type projects which are typically delivered through Hub)** This has been included in the DBFM IC/IT appointments (which picked up scope of service and fees of IC service). Hub IC and Design Team PI provide for £10m on each and every claim.	**Existing Homes** Contractors/consultants are screened for appropriate Professional Indemnity insurance as part of procurement process, evidence provided at outset and reviewed on an annual basis by Housing Property. **New Build** All external consultants and COW have appropriate levels of cover in place. **National Housing Trust LLPs** Refer to 1.1 and 1.2 above. All external consultants have appropriate levels of cover in place.
2.3	**Method of appointment of IC** Appointment of IC should be made following properly advertised and conducted public procurement process and not through nomination or recommendation by private sector party	Yes	**(Note the IC/IT role relates to DBFM type projects which are typically delivered through Hub)** IC/IT appointments follow SG/SFT guidance through the Hub process. The appointment for the IC (including CoW) for Queensferry High School DBFM has been subject to market tendering through HubSE and not on an 'informal recommendation' by the contractor as appears to have been the case on PPP1. This reflects CEC practice on all DBFM.	**Existing Homes** N/A **New Build** All appointments for consultants, employer's agents and COW follow a compliant, advertised process. **National Housing Trust LLPs** Refer to 1.1 above. NHT procurement was part of a Scottish Government national procurement framework administered by the Scottish Futures Trust. No further phases of NHT are envisaged.
2.4	**Fees of IC** 'fees should reflect the level of service required rather than the service being restricted to fit a predetermined budget'	Yes	**(Note the IC/IT role relates to DBFM type projects which are typically delivered through Hub)** The level of service of the IC based on the SfT scope of works documentation and any adjustment by the	**Existing Homes** N/A **New Build**

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
			participant is subject to tender and priced through competitive market tendering by HubSE.	Fees for relevant external consultants are based on an agreed schedule of work which has been tendered and priced through competitive market tendering. **National Housing Trust LLPs** N/A
2.5	**<u>Independent Inspection of works</u>** Public sector clients should engage appropriately qualified individuals or organisations with necessary construction expertise to undertake appropriate ongoing inspection of construction. Depending on the nature of the project, this inspection role, at the level at which the defects in the Edinburgh PPP1 schools occurred, is traditionally undertaken by a combination of resident architects, resident engineers and CoW, the use of whom has dramatically reduced over recent years, yet the essential role they played does not appear to have been effectively provided for by alternative arrangements within the forms of procurement currently in vogue.	Yes	See Table 1 above for outline of approach taken by P&FM on all projects. This addresses the gap in assurance level.	**Existing Homes** Refer to 2.1 above. **New Build** Refer to 1.1 and 1.2 above. **National Housing Trust LLPs** Refer to 1.1 and 1.2 above.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
	Clients need to reappraise this gap in the assurance processes which has been allowed to develop.			
3.1	**<u>Scope of service of design team</u>** 'Under current models of procurement…. (D&B, DBFM for example) …. the relationship between the client and key members of the design team has tended to become at least one or more steps removed……. the extent of their appointment and levels of involvement of design team members (either with clients or on site) is now frequently delegated to contractors to determine' 'Pubic bodies should review current procurement arrangements to ensure they are providing the optimum level of communication between clients and key members of the design team.... they may wish to consider how more direct communication could be incorporated into current forms of contract...'	Yes	P&FM have challenged SE Hub (a route for the majority of D&B and DBFM projects) around designer engagement. SE Hub have responded to the issue to ensure the designers are directly available with client engagement and meeting attendance. On non-hub procured D&B, provision is in place to facilitate direct engagement between the client and design team, particularly where the design team has a concern around the D&B contractor's quality. This is not an issue on traditional procurement where the design team remain directly employed by the client. This recommendation relates to D&B an DBFM. There is now provision across all project delivery routes to require that design teams carry out site quality inspections and report independently to project programme meetings.	**Existing Homes** N/A - the improvement programme uses traditional procurement methods. Internal principle designer puts together designs, which then forms part of the tender documentation. Any changes are captured and costed. **New Build** CEC appoints design teams and works with them to develop design specification to the required quality. Client project managers involved throughout design process and continue to be involved following novation to ensure quality standards are met. D&B contracts are used where CEC novate design team to contractor; this is done on the basis of an agreed schedule of services and fee level. **National Housing Trust LLPs** The last NHT procurement concluded in 2015. No further phases of NHT are envisaged.
3.2	**<u>Role of design team in inspecting works on site</u>**	Yes	See above 3.1.	**Existing Homes** Refer to 1.1 and 1.2 above.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
	If clients do not wish to prescribe in their tender documentation the minimum level of services which they require to be provided by the design team when employed by the contractor …. They should at least require that submitted tenders include full description of the scope of the design team services, including any proposed role on the inspection of the works on site...'		On SE Hub delivered projects, arrangements are in place for the project team to be appraised of the scope of service of the design team and project roles which should be provided by the D&B contractor. P&FM have requested that on Hub projects going forward there is proper provision for ensuring design team involvement in works inspection (along with submissions of site inspection reports) which is in place for D&B and DBFM projects. Hub procurement currently captures all DBFM and a majority of D&B projects. On non-Hub D&B projects the framework designer's scope of work is known and will be transferred in full post-novation to the D&B Contractor and this will be reflected in the contract terms. There is a requirement for sight of design team site inspection reports at monthly project meetings.	**New Build** CEC provide an agreed schedule of services and fee as part of the novation to D&B contractor **National Housing Trust LLPs** Refer to 1.1 above.
3.3	**<u>Notification of issues to public sector client</u>** 'where possible, there should be a mandatory provision built into such contracts (D&B and DBFM) that where …. a contractor has failed to take appropriate action as advised by a member of the professional design team on issues that could impact on subsequent safety...of functionality...the consultant in question should be required to inform the public-sector client of	Yes	This is an issue around designers being employed by the contractor on D&B and DBFM and their associated terms of appointment. Arrangements outlined in 3.1 and 3.2 apply here. This is also a matter for the various design discipline's professional bodies to address. However, it should be expected that any issues of a safety nature would be escalated by a professional designer (H&S being everyone's responsibility). This is not an issue on Traditional Procurement route.	**Existing Homes** Refer to 3.1 above. **New Build** This has not presented as an issue within CEC housing new build projects. Pre-existing relationships with design consultants has ensured open and continuous dialogue between CEC, design teams, COW and contractors. However, there is an opportunity to further strengthen processes by including this as an absolute requirement.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
	the advice provided tot eh contractor			**National Housing Trust LLPs** Refer to 1.1 and 1.2 above.
4.1	**<u>Production, retention and updating of information</u>** mandatory protocols for receipt and processing of all such information within own organisations.	Part	All projects delivered by P&FM have requirements in place to distribute Building Manuals on the following basis: *Paper and electronic copy to site, electronic copy to each of following, Facilities Management Technical Support Team, Strategic Asset Management and copy retained by Capital Programme Team.* Regarding project documentation, arrangements for document retention on the proposed CAFM system are still to be finalised once CAFM is fully rolled out across the service. However ongoing working arrangements are in place to ensure that electronic document is appropriately retained on the relevant shared drive.	**Existing Homes** Information is provided, but in variety of formats and stored in a variety of locations. This is a key area of review/improvement as part of the Asset Management Strategy. **New Build** All housing new build projects have requirements in place for the developer and design teams to deliver full H&S files, including drawings, operations manuals, tenant handbooks. These are stored electronically and shared with property and housing maintenance colleagues. There are ongoing discussions underway with CEC ICT to identify solutions to ensure that CEC has the capability to receive and store drawing information electronically. This includes setting up as shared drive with Housing Property to enable shared access to information. **National Housing Trust LLPs** The Council and the LLPs receive a suite of documentation as part of the settlement process. Operational and Performance monitoring information is presented to the LLP Boards of Management once the homes are occupied.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
				Information provided to the Council to date has been in various formats and to various degrees. Work is being undertaken to help to standardise the format in which information is presented.
4.2	**Provision of as-built drawings** Design teams on D&B frequently unaware of changes so difficult for them to produce as-built drawings. Contractors should be required to put in place appropriate arrangements for the recording of all subsequent changes to final' construction issue' drawings and arrange for the production of a final as-built set of documents Contractors should also be required to certify that the 'as-built' documentation as provided is an accurate record.'	Yes	This recommendation relates to Contractor's site quality processes. There is now specific challenge to ensure that contractor quality processes properly address the development of As Built Drawings during the construction period. This now forms part of Design team ongoing site inspections. It should be noted that the Principal Designer under CDM 2015 has to hand over the H&S file to the Principal contractor and make them aware of any issues to be considered when reviewing, updating and completing it. The Principal Contractor is responsible for issuing relevant information for inclusion in the file. This is based on guidance on the legal requirements of CDM 2015.	**Existing Homes** Design and build or DBFM are not used as part of the improvements programme. Where changes are identified through traditional procurement routes, the designer will issue updated drawings. Robust change management processes and inspection regime in place to monitor contract variations 'As-built' drawings are issued at the conclusion of the contract. Refer to 4.1 above re. storage and retention **New Build** As per P&FM response; however, this has not presented as a significant issue within new build housing projects. Quality processes require updated versions of drawings and specifications to be shared with client and COW. **National Housing Trust LLPs** Refer to 4.1 above.
4.3	**Provision of as-built drawings to Building control** recommendation to provide	Part	P&FM receive as built records as part of the completion process. These are held as outlined in 4.1 above. Copies can be made available to Building Standards if required though this process.	As per P&FM response

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
	Building Standards with As Builts as part of completion certificate.		Currently there are no legislative requirements in place for Building Standards to receive As Built drawings. In the event that the legislation is altered, this requirement would be adopted by Building Standards at CEC.	
4.4	**<u>On-site accessibility of design information</u>** A comprehensive set of all information in regard to the construction of external cavity walls should be provided on a document produced by the structural engineering consultants	Yes	Construction information is provided as part of the design information provided to the contractor. Arrangements are in place, through the briefing process, to ensure that required information is incorporated in structural engineering design packages.	**Existing Homes** Refer to 3.1, 4.1 and 4.2 above. **New Build** This information is provided in general terms as part of the Structural Engineer's specification information and in line with relevant British standards. The Council-wide standardised process being developed by the TWG will be reviewed to identify whether there are opportunities to further strengthen processes. **National Housing Trust LLPs** Refer to 3.1 above.
4.5	**<u>Communication of design intent</u>** Structural engineers should be required to describe in their documentation and drawings the approach and design philosophy adopted in their designs in terms of the reliance on the inclusion of bed joint reinforcement, wall head and lateral restraints or windposts in the required	Part	This is addressed as part of 4.4 above. While this is in place it is apparent that there is a need for further refinement. To ensure consistency across all P&FM projects, the TWG are drawing up guidelines.	**Existing Homes** Robust scope of works informs design. **New Build** Refer to 4.4 above. **National Housing Trust LLPs** Refer to 4.1 above.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
	locations and in accordance with the specification....			
4.6	**Structural amendments to be approved** Contractors should ensure that any changes to structural design are only implemented after checked by Structural Engineer and that these are documented and processed in accordance with statutory obligations imposed by Building Standards	Yes	Amendment to warrant process is in place across all projects as it is a statutory obligation. Contractor Quality processes are reviewed to ensure that this is fully addressed. In addition, there is audit of compliance with the process. Audit of quality processes is in place (ref 5.5 below).	**Existing Homes** Refer to 3.1 above. Robust change management processes and traditional procurement route safeguards against this. **New Build** Amendment to warrant process is in place as it is a statutory obligation. Structural Engineer sign-off is required as part of CEC and COW aligned quality control processes. **National Housing Trust LLPs** Refer to 1.1 and 1.2 above.
4.7	**Access to original construction information** CEC was not automatically provided with all relevant design, construction and survey information relating to the original construction, the subsequent investigations and implementation of remedial works on PPP1 schools. In response to requests for elements of information the Council was advised by various members of the (PPP) supply chain that it did not have direct contractual right to this	Part	The events around PPP1 Stage 2 schools reflect the usual contract arrangements in place. On new Hub DBFM, the CEC PPP contract Management Team will be getting access to the design archive (via a shared portal). There still a need to agree a suitable level of information released and provisions for access to greater levels of detailed information as required. This will be developed with the delivery of the current DBFM school, Queensferry High School. The roll out of the CAFM system will also provide scope for storage and retention of these large electronic files.	**Existing Homes** Refer to 4.1 above. Through traditional procurement route, information flows directly to the internal designer to ensure provision. Archived information is used where possible to inform project scope and design. Where there is insufficient information, additional surveys are commissioned. Ownership of drawings is written into contracts and forms part of the procurement process. **New Build** N/A

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
	information and would have to seek it through ESP. PPP contract arrangements should incorporate the right for public sector clients to be provided with copies of all design and technical information, surveys, proposed amendments and as built documentation in relation to their projects.			**National Housing Trust LLPs** Refer to 4.1 above.
5.1	**Building of leaves of cavity walls separately** Implications of building inner and outer leaves separately. Recommendation that alternative construction adopted to avoid the issue.	Yes	CEC response to this recommendation has been to clearly specify that both leaves are constructed together. Should there be a strong and fully justifiable reason to construct separately and this would have to be with specific Authority approval. In such cases the contractor would be required to provide a detailed method statement signed off by the structural engineer, architect and parties monitoring quality (e.g. CoW). Specific site supervision and quality checking would be a key requirement of any such agreement.	**Existing Homes** N/A **New Build** The majority of CEC housing projects are timber frame construction and the leaves are therefore constructed separately. Site supervision and quality control is monitored by COW. Engineers and contractors required to provide specification for wall ties. **National Housing Trust LLPs** Quality control monitored by Monitoring Surveyor.
5.2	**Design of wall ties** suggestion to calibrate wall ties	_	This is an industry/supplier issue.	As per P&FM response
5.3	**Design of head restraints** simplification of type for specification purposes and also consideration of provision of visible indicators to confirm presence	_	This is an industry issue.	N/A

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
5.4	**Payment of Bricklayers**	_	This is an industry Issue. There is possibly scope for SFT to influence this through the Hub framework.	N/A
5.5	**Contractor quality assurance processes** The repeated failures across many different (PPP1) projects would suggest that either the quality processes themselves or the manner in which these processes were implemented have frequently proved inadequate Construction industry should seek to introduce, develop and promulgate standardised best practice. The design of such processes should consider the potential of greater use of modern technology in relation to digital recording of such areas of work'	Yes	This relates to Contractor quality processes. Contractor quality processes have advanced and been refined since the PPP1 Schools contract. Examples include all contractors now having Quality Policies, Risks and Method Statements. They now have internal quality managers and execute internal Health and Safety inspections and utilise digital snagging portals with photographic records. etc. It is clear that any process should be reinforced by independent checking. P&FM addresses this through project quality monitoring arrangements. On CEC D&B projects, the Technical Advisor (TA) has a specific responsibility in checking and auditing the Contractors Quality Processes with the provision of CoW addressing site inspection. DBFM have additional provisions for Independent Certifiers to which arrangements are being made for deployment of CoW. On Traditional Procurement, the design team are obligated to inspect contractor quality processes and report findings as part of their monthly site inspection reports.	**Existing Homes** Refer to 1.1, 1.2 and 3.1 above. **New Build** Refer to 1.1 and 1.2 above. Starting to make use of digital recording where available. **National Housing Trust LLPs** Refer to 1.1 and 1.2 above.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
			Table 1 above outlines the various parties engaged on projects of different types. There are industry wide contractor quality processes initiatives underway. P&FM along with SE Hub are monitoring to ensure contractors adopt industry best practice. This work is ongoing.	
5.6	**Inspections and sign off of cavity walls** …. recommended that QA processes on site are such that they prevent the closure of walls before proper inspection and sign-off has been facilitated to confirm the quality and completeness of the work	Yes	Contractor quality process have specific provisions around inspections of works prior to 'closing up'. This is reinforced during procurement process. In addition, this is addressed as part of the CoW deployment ensuring CoW inspect identified works prior to closing up. The Council's Building Standards Service has implemented a change to its construction compliance notification plan. This simplifies the process and uses a risk based approach to site inspection. Training has been provided to staff on this. Nationally, the Scottish Government is considering changes to the requirements for CCNP and site inspection through its "Making Scotland's buildings safer for people" consultation. The Council will implement changes the Scottish Government requires once these are put in place. -	**Existing Homes** N/A **New Build** This is part of the quality control processes that are agreed between contractor, CEC and COW at the outset. **National Housing Trust LLPs** Refer to 5.1 above.
5.7	**Bricklaying profession** construction industry to re-examine approach to recruitment, training, selection	_	While this is essentially a matter for the wider industry, CEC probe this issue at PQQ tender interview stage. There may be scope for SFT to influence this.	No further comment

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
	and appointment of brick laying subcontractors…'			
5.8	**<u>Fire stopping and fire proofing</u>** recommendation to have independent in-depth inspection and certification by a suitably qualified person of company and that this certification be provided to Building Standards as evidence of fully compliant installation prior to approval of Completion Certificate by Building Standards	Yes	In summer 2018, the Government set new requirements for assessment of the fire safety aspects of building warrant applications, depending on their complexity. Since then the Council has commissioned independent fire engineers to assess applications of greatest fire safety complexity. Multivista type records will also address specific record of fire stopping condition on completion.	**Existing Homes** Refer to 1.1 and 1.2 above. Specifically on large scale external fabric upgrades, the supplier will carry-out independent staged inspections to ensure materials have been installed to specification in advance of certificates being issued which supplements in-house staged inspections. In the interest of recognising emerging best practice, Housing Property will procure a call-off contract that will provide an independent in-depth fire inspection and certification where deemed appropriate. **New Build and National Housing Trust LLPs** No further comment, will link with industry developments
6.1	**<u>Provision of training and recruitment</u>** appropriate authorities to review the current level of provision of training in following areas: bricklaying, CoW, Building Stds Inspectors	Part	National issue. There is scope on frameworks (including Hub) which already have KPI provisions for training and apprenticeships. A challenge for the industry would seem to be its ability to respond to the swings in demand impacting on the retention of trained staff during downturns.	**Existing Homes** Contractors are screened through PQQ and ITT process to ensure they are adequately skilled. Compliance is monitored through monthly contract management meetings. Training matrix in place for internal staff, which is regularly reviewed.

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
				New Build and National Housing Trust LLPs No further comment. Appropriately skilled COW in place for all CEC new build projects.
6.2	**Apprenticeships** CITB issue around effectiveness of current bricklayer apprenticeships	_	While there is scope to influence the industry through KPI's etc. this is fundamentally an Industry training issue.	Encourage and promote apprentices and community benefits through all housing projects
7.1	**Scope of Building Standards inspections and certification** 'need for Government and …industry to consider the introduction of methods that would provide Buildings Standards with the required level of assurance in risk areas……. consider extending the concept of mandatory inspection and certification .by approved certifiers....		The Scottish Government is considering this through its "Making Scotland's buildings safer for people" consultation. Once any statutory, certified, mandatory inspection provisions are in place this will be readily adopted.	N/A
7.2	**Sanctions for non-compliance with building standards** 'systematic and appropriate administrative arrangements should be developed and implemented by verifiers to identify pursue and sanction those who fail to comply with its statutory requirements'.		National Buildings Standards issue presently with Government	N/A
7.3	**Temporary Occupation certificates** issue around IC issue of Availability Certificate on back of confirming provision of a	Yes	This relates to PPP type projects around the IC requirement to ensure Temporary Occupation Certification is in place before issue of Certificate of Availability.	**Existing Homes** Broadly not applicable to improvement programme. Where appropriate, full

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
	Temporary Occupation Certificate (formally advising the Client of this position) Additionally, there should be a requirement that a date should be set by which the Project Company achieve the Certificate of Completion (post occupancy) of be in default		On current DBFM projects the Project Company is SE Hub. SE Hub ensure there is a programme towards securing the final certificate at time of issue of Certificate of Availability under a Temporary Occupation Certificate	project retention would not be released until completion certificate is in place. **New Build and National Housing Trust LLPs** No further comment
7.4	**Prioritisation of risk factors** this relates to Building Standards inspector site inspection arrangements	Yes	The Council's Building Standards Service has implemented a revised Construction Compliance Notification Plan which priorities inspections in relation to risk.	N/A
7.5	**Building standards Department of the City of Edinburgh Council** review of staffing in CEC Building Standards	Part	Staff levels within the Council's Building Standards Service are kept under review. Additional staff have been brought into the service during 2017 and 2018. Training is being implemented to ensure that new employees develop the skills and experience they require to ensure the Service can fulfil its requirements.	N/A
8.1	**Sharing of information on matters of structural concern** collation and dissemination of information of structural concerns	No	This would be a national initiative and would be welcomed. Following the events around Oxgangs, CEC did respond positively and fully supported every request from SFT to and other local authorities share information.	As per P&FM comment
9.1	**Minor changes within PPP1 schools** Frustration from members of staff and public around changes on PPP estate	Yes	This relates to the provision of minor changes within the schools. There is a process for both PPP and DBFM contracts regarding such changes.	N/A

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
			Whilst the School Business Managers (school contact for PPP team) are given an induction to PPP processes and are aware of the roles and responsibilities regarding contract variations, there appears to be a need to provide more information to the wider school staff and public. This has been followed up by the PPP Management Team.	
9.2	**Parents' and schools' review of management of closure** Joint meeting with Parent Councils	Yes	Meeting held 6 June 2017.	N/A
9.3	**Fire stopping** It is recommended that CEC should, in addition to the ongoing checking of fire safety measures and components across its wider estate, require that appropriately frequent on-going inspections are undertaken by those responsible for the management of these buildings.	Yes	P&FM have introduced a PPM programme across the estate which will include fabric as well as M&E inspections, maintenance and certification including quarterly checks/repairs for fire doors, seals etc A Fire Strategy Manager is also being appointed who will, amongst other items look at ensuring that the fire compartmentalisation of buildings and fire alarms/suppression is fully captured within a property specific fire register. This includes details of firestopping.	**Existing Homes** Quarterly inspections carried out by fire service on higher risk buildings. Inspections are carried out every 5 years to medium risk buildings. Any concerns are reported to Housing Property and necessary actions are taken to resolve. Housing management carry out weekly inspections of common areas in high risk blocks to ensure fire safety compliance. Any issues are reported and repaired as required. **New Build** Refer to Existing Homes above **National Housing Trust LLPs** Scottish Futures Trust undertook a nationwide review of NHT LLPs, with recommendations to be rolled out across the LLP Boards of Management in an SFT Guidance Note. This will include a

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
				recommendation around inspections, which would be undertaken by the management and maintenance agent appointed for each development.
10.1	**<u>Further Investigations (Other Clients of recently constructed buildings)</u>** In relation to the potential presence of further defective construction in the external walls of other of their buildings, the CEC in undertaking a proportionate and structured risk -based approach to investigating their wider estate specifically the issue identified in PPP1 Estate, i.e. wall tie embedment and the provisions of appropriate restraints to masonry panels. 'other clients of recently constructed buildings of a similar scale and form of the constructions to the PPP1 schools, if concerned that their buildings may contain similar defects, may wish to adopt a similar risk-based approach to any investigation process as they may feel necessary'	Part	CEC initiated a review of the wider estate prior to the publication of the Cole Inquiry Report. The Cole Inquiry Report refers to the 'proportionate and structured risk based approach' to investigating the wider CEC Estate (ref CLT Report of August 2016 for Mandate). CEC developed a process which has been widely shared with other interested parties, SFT and Scottish Government. Remediation work has been identified as a requirement on 23 out of 141 buildings or extensions assessed in Tranche 1 (buildings or extensions constructed from 1995 to date). On Tranche 2 (buildings or extensions constructed between 1975 and 1994) 22 properties out of an initial assessment of 95, have shown a need for an intrusive investigation. To date no requirement for associated remediation works has been identified. This exercise continues. The current programmed completion date for Tranche 2 is Autumn 2019.	**Existing Homes** Housing Property contributed to the Council-wide quality assurance audit. Further assurance work was initiated following the Grenfell Tower Fire. Initial inspections were carried out across all 44 Council owned tower blocks in the city. A robust communications strategy was implemented, working in partnership with Local teams and SFRS, focused on providing reassurance to residents. The Council also commissioned an independent fire safety inspection of the tower blocks across Edinburgh. Weekly safety inspections are carried out by Locality colleagues and block inspections continue to be carried out by SFRS on a quarterly basis. **New Build** New build housing team contributed to the Council-wide quality assurance audit for Capital projects, producing a 'Quality Assurance in Council House Building' document. **National Housing Trust LLPs** A review of NHT developments took place as part of the Council wide response

Cole Recommendation		Arrangements in place Yes/Part/ No	Property and Facilities Management	Housing
				following the Cole report. The scope of this review was expanded following the Grenfell Tower Fire to take account of specific fire assurance matters, culminating in the SFT Guidance Note referenced above.

Corporate Policy and Strategy Committee

10am, Tuesday, 4 December 2018

Colleague Opinion Survey 2018

Item number	7.2
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

This report summarises the results of the Colleague Opinion Survey 2018 and the next steps planned.

Results from the survey show that colleagues feel their work is interesting, rewarding and allows them to make best use of their skills, with most having a good work-life balance. Colleagues take a significant amount of pride in what they do and personal satisfaction in the contribution they make to the city is generally high. Colleagues are more positive about most aspects of line management than in previous surveys, with line managers more likely to be rated as approachable, open, honest, and listening to feedback.

However, in keeping with the wider environment for all public sector workers and reflecting a period of substantial change across the Council over the last 4 years there are also clear areas for improvement. In particular, while colleague awareness of the need for change within the council and its services was high, colleagues didn't feel sufficiently engaged or involved in key decision making across the organisation and also felt that leaders and managers could be more visible with a better approach to communication. While colleagues feel they have the right work life balance colleagues also felt that they do not always feel that they have the right tools and capacity to do their jobs well.

Senior Management Teams are receiving briefings on the findings and the Corporate Leadership Team has committed to engage with colleagues extensively over the development of a robust action plan to address the highlighted issues.

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Report

Colleague Opinion Survey 2018

1. Recommendations

1.1 Note the results of the Colleague Survey 2018.

1.2 Note the commitment to engage with colleagues to develop a robust action plan to address the issues raised in the New Year.

1.3 Refer the report to the Governance, Risk and Best Value Committee.

1.4 Note that an update report will be provided to CP&S in the New Year on actions taken.

2. Background

2.1 The Corporate Leadership Team committed to survey colleague opinions in order to proactively identify areas of strength and areas for improvement in respect of the internal workings and culture of the council.

2.2 Between 16 April and 29 June 2018, all colleagues were invited to take part in a survey about their experience of working for the Council and their satisfaction with various aspects of their job. Colleagues with email addresses who were believed to have regular access to email were contacted directly. Colleagues without email or regular access to email had forms sent to their place of work. Colleagues with no regular place of work had forms sent to their home address.

2.3 The survey was similar to that used in 2014 and 2012, and some indicators have been used in colleague surveys as far back as 2006.

2.4 The Council has submitted its colleague survey to competitive tender on each wave. In 2018 the successful bidder was Ipsos Mori. The Council retains the services of an independent research agency to assure colleagues of confidentiality when giving their views. Technical and ethical safeguards are in place to ensure no individual member of staff can ever be identified from any results which are seen by any employee or elected member of the City of Edinburgh Council.

2.5 Prior to committee receiving these results, briefings were conducted with the Corporate Leadership Team and the Senior Management Teams for all Directorates.

3. Main report

Response rates

3.1 Ipsos Mori received a total of 4,788 responses from colleagues in electronic and paper form. This is a significant number of people and yields results that can be effectively used as an evidence base for analysis and action within the council. However, it is a reduction in terms of overall percentages from 39% in 2014 to 26% in 2018.

3.2 It is likely that a number of factors have contributed to this reduction in the overall response rate. As with other public sector organisations dealing with significant reductions in public spending over the last 10 years but particularly since 2014, the City of Edinburgh Council has experienced a previously unprecedented level of organisational change. The council has also seen significant change in its management and leadership, including the centralisation and restructuring of corporate services, and significant changes in both its political and managerial leadership. This is also likely to have impacted colleagues work experience, the willingness to respond to the survey and the attitudes expressed by those who were able to complete it.

3.3 The Council also has a significant number of employees who work across the city in schools, depots and in the community directly. Many of these do not have access to IT, in part because it's not necessary for their role, and don't always have a primary identity as a Council worker, which does impact on return rates. Colleagues in the Health and Social Care Partnership were also being simultaneously surveyed by the Care Inspectorate, which may have impacted on willingness to participate in the colleague survey. In combination, these factors will all have contributed to the return rates but nearly 5,000 responses remains a credible number to inform a robust action plan.

Results

3.4 Colleagues reported broadly similar levels of good personal morale (55% agreed), and interesting work (85%) that allows them to use their skills (69%) and which they find rewarding (73%) as they did in 2014. Most colleagues also feel they achieve a good work-life balance (59% in 2018 and 2014). Perceptions of overall workload are similar between 2014 and 2018, with 49% agreeing their workload is acceptable, while 38% disagree.

3.5 The Council's investment in leadership development over the last several years appears to have delivered positive results in relation to line management. In the Council as a whole, colleagues are now more likely than in previous years to rate their line manager as approachable (81% agreed), open and honest (73%), and as someone who listens (71%) and recognises achievement (67%).

3.6 However, despite this, there are notable areas for improvement highlighted by the survey. Satisfaction with the working for the Council was 55% in 2018, compared to

62% in 2014 and 58% in 2012 and colleagues were less likely to recommend the Council as a great place to work in 2018 (39% agreed) than in 2014 (48%) or 2012 (44%). Colleagues were also less likely than in previous years to say that they had the tools, information and training needed to do their jobs.

3.7 For the first time in 2018, colleagues were asked to rate aspects of the perceived performance of their Executive Directors and Heads of Service. Colleagues felt that the visibility of these senior leaders was generally low and, perhaps as a result, confidence in senior management decision-making was also low compared to the high ratings in respect of line management.

3.8 While colleagues still reported understanding the need for change (75% agreed in 2018 and 2014), they were less likely to feel that they were kept informed about change which affected them (47% in 2018, 52% in 2014) or to feel that they have an opportunity to have a say on change that affected them (26% in 2018, 29% in 2014).

3.9 Colleagues generally found communications to be more useful when the source was closer to their own area of work, with conversations with colleagues being the most valuable source, then line manager and team briefings. Electronic and paper communications were generally less valued than face-to-face contact.

3.10 There were significant and clear patterns in colleague opinion based on various demographics. In most cases the differences between groups were less than 10%:

3.10.1 Bearing in mind that the council employs more women than it does men, the survey showed that women were generally more positive and more satisfied with all aspects of working for the Council than men;

3.10.2 While there was no clear pattern linked to age, those in their first year of service with the Council were usually more positive about all aspects of work than those with longer service. Those who had served between five and ten years were least positive;

3.10.3 Those who reported themselves as having a long-term condition or who considered themselves to have a disability were generally less satisfied with all aspects of work than those who did not self-classify in this manner; and

3.10.4 Those with caring responsibilities for children were generally more positive than those without any caring responsibilities, though the difference was usually around 5%. There was insufficient data to make a similar judgement about those with caring responsibilities for adults.

Next Steps

3.11 The Corporate Leadership Team has considered the findings of the survey and has committed to a comprehensive and robust action plan that is developed in consultation with colleagues.

3.12 Directorate Senior Management Teams are receiving detailed briefings and have been tasked, in the first instance, with identifying quick changes that can be locally implemented and which will demonstrate immediate improvements based upon colleague input.

3.13 Building on this, each Directorate will engage and consult with its own colleagues in order to support the development of further actions that may require more detailed development or need to be addressed corporately across the council. This work will be supported and coordinated by Strategy and Communications and the Human Resources Divisions as appropriate.

3.14 A council wide action plan will be developed and approved by CLT by the New Year and Corporate Policy and Strategy Committee will be kept updated as appropriate alongside communications direct to council colleagues.

4. Measures of success

4.1 An action plan communicated to colleagues in the new year with success measures identified

5. Financial impact

5.1 Engagement activity will take place with staff from quarter four of 2018/19 onwards. The form and scale of this activity will vary depending on local priorities. This will be resourced from within existing budgets.

6. Risk, policy, compliance and governance impact

6.1 The findings of the colleague survey have implications for the organisation's approach to management of change, leadership development, and communications.

7. Equalities impact

7.1 While this report does not in itself enhance or impact on any rights or protected characteristics, it highlights that men and those with long-term illnesses or disabilities may have an overall more negative experience of working for the Council. Subsequent engagement work will recognise these results and attempt to better understand and address any issues.

8. Sustainability impact

8.1 No consideration has been made to the environmental impacts of these results, however subsequent action plan development will consider whether actions to address the issues highlighted in this report can also address carbon reduction, climate change adaptation and sustainable development.

9. Consultation and engagement

9.1 As detailed in the background and main report.

10. Background reading/external references

10.1 None.

Andrew Kerr

Chief Executive

Contact: David Porteous, Strategy Manager (Insight)

E-mail: david.porteous@edinburgh.gov.uk | Tel: 0131 529 7127

11. Appendices

Council-wide results from the Colleague Opinion Survey 2018

The City of Edinburgh Council Colleague Survey 2018

Results Briefing Report

Method and response rates

- 7th wave of survey conducted by Ipsos MORI since 2000
- All employees invited to participate - online or paper questionnaire
- Fieldwork: 16 April – 29 June 2018
- 4,788 employees participated
- Response rate of 26%, down from 39% in 2014

Service Area	Headcount	Response Rate
Chief Executive's Office	151	75%
Resources	2,991	34%
Edinburgh Health and Social Care Partnership (CEC)	2,622	31%
Place	2,803	31%
Communities and Families	10,121	21%

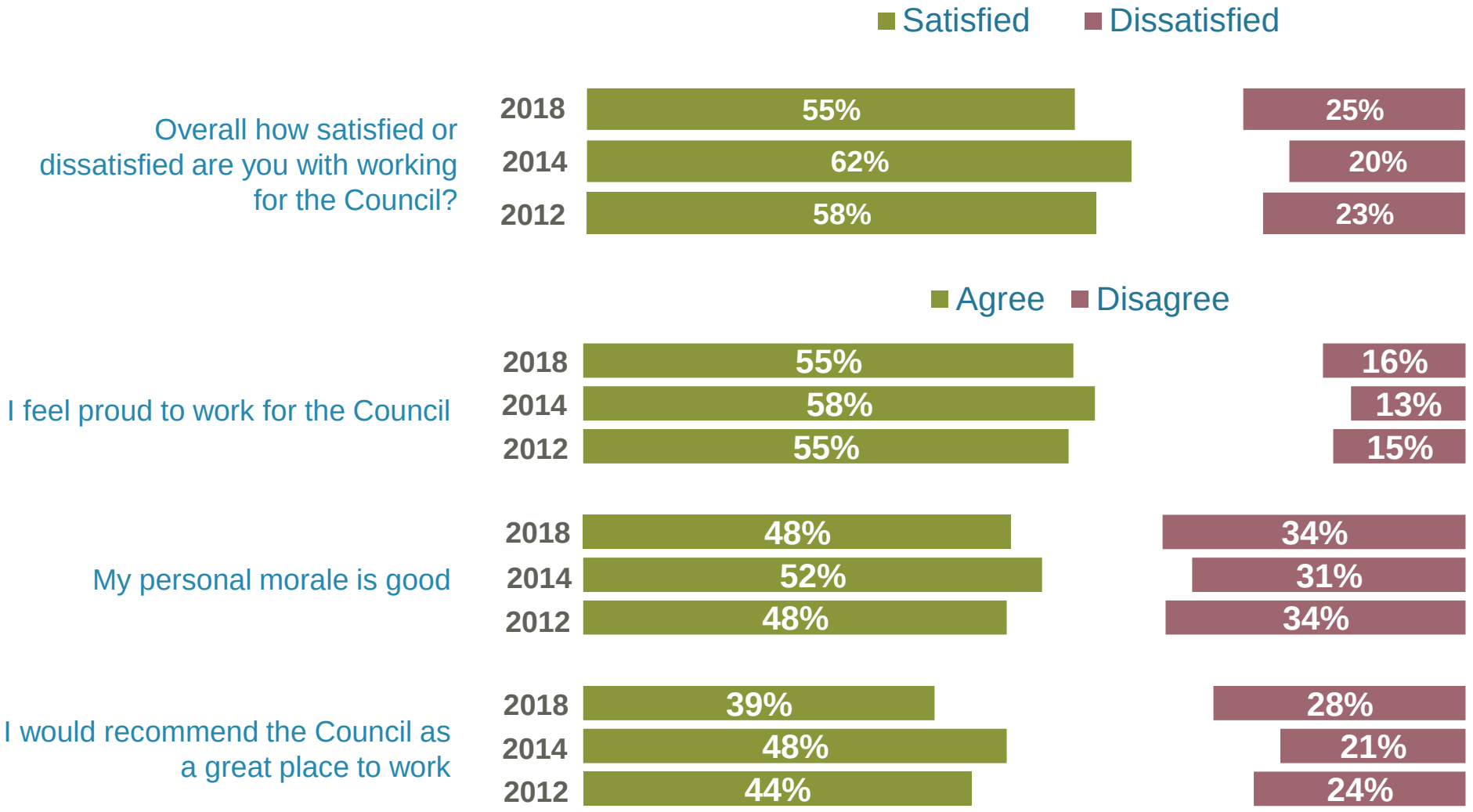
Key findings

- Colleagues feel their work is interesting, rewarding and allows them to make best use of their skills.
- Most colleagues have a good work-life balance.
- Colleagues are more positive about most aspects of line management than in previous surveys. Line managers more likely to be rated as approachable, open and honest, and listening to feedback.
- However, overall job satisfaction and likelihood of recommending the Council as a great place to work are down.
- Colleagues are less likely to feel they have resources needed to do their jobs well or right level of learning and development support.
- While colleague awareness of the need for change within the council and its services is high, feeling engaged in the change process is low.

Overall Attitudes

Ipsos Public Affairs

Overall attitudes

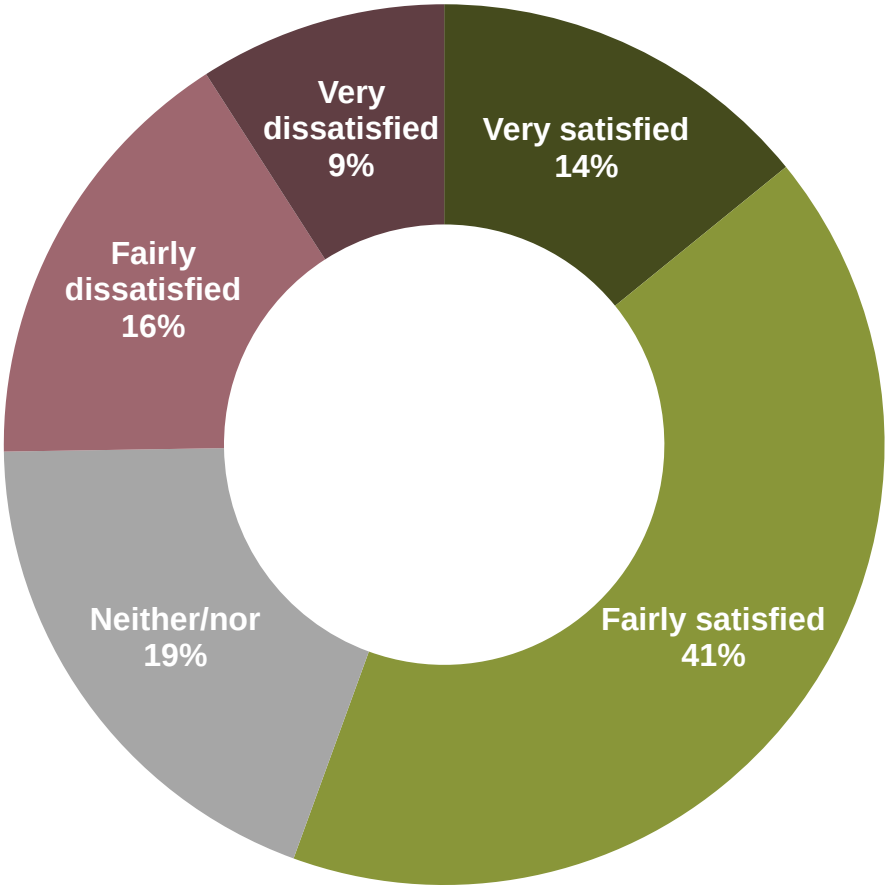


Base: All respondents 2018 (4788), 2014 (7336), 2012 (6710)

Source: Ipsos MORI

Job satisfaction

Overall how satisfied or dissatified are you with working for the Council?



Base: All respondents 2018 (4788)

Source: Ipsos MORI

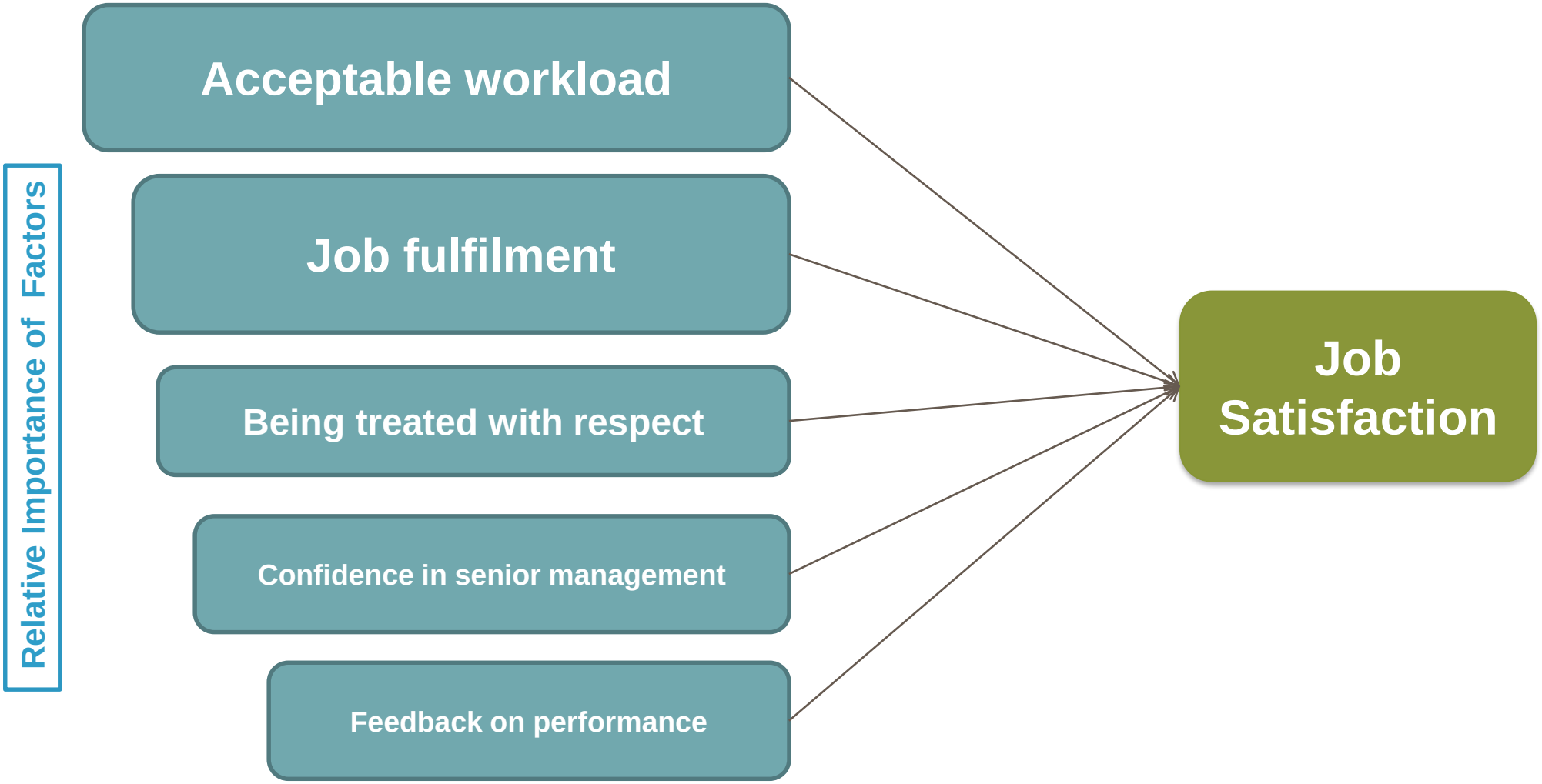
Job satisfaction

	CEC Employee Survey	UK Public Sector Norms
2018 (CEC) 2016 (UK)	55%	63%
2014 (CEC) 2013 (UK)	62%	60%
2012 (CEC) 2011 (UK)	58%	62%
2009	62%	61%
2006	62%	61%

Base: All respondents 2018 (4788)

Source: Ipsos MORI

Key drivers of job satisfaction



Base: All respondents 2018 (4788)

Source: Ipsos MORI

Job satisfaction - by Division

Base: All respondents 2018 (4788)

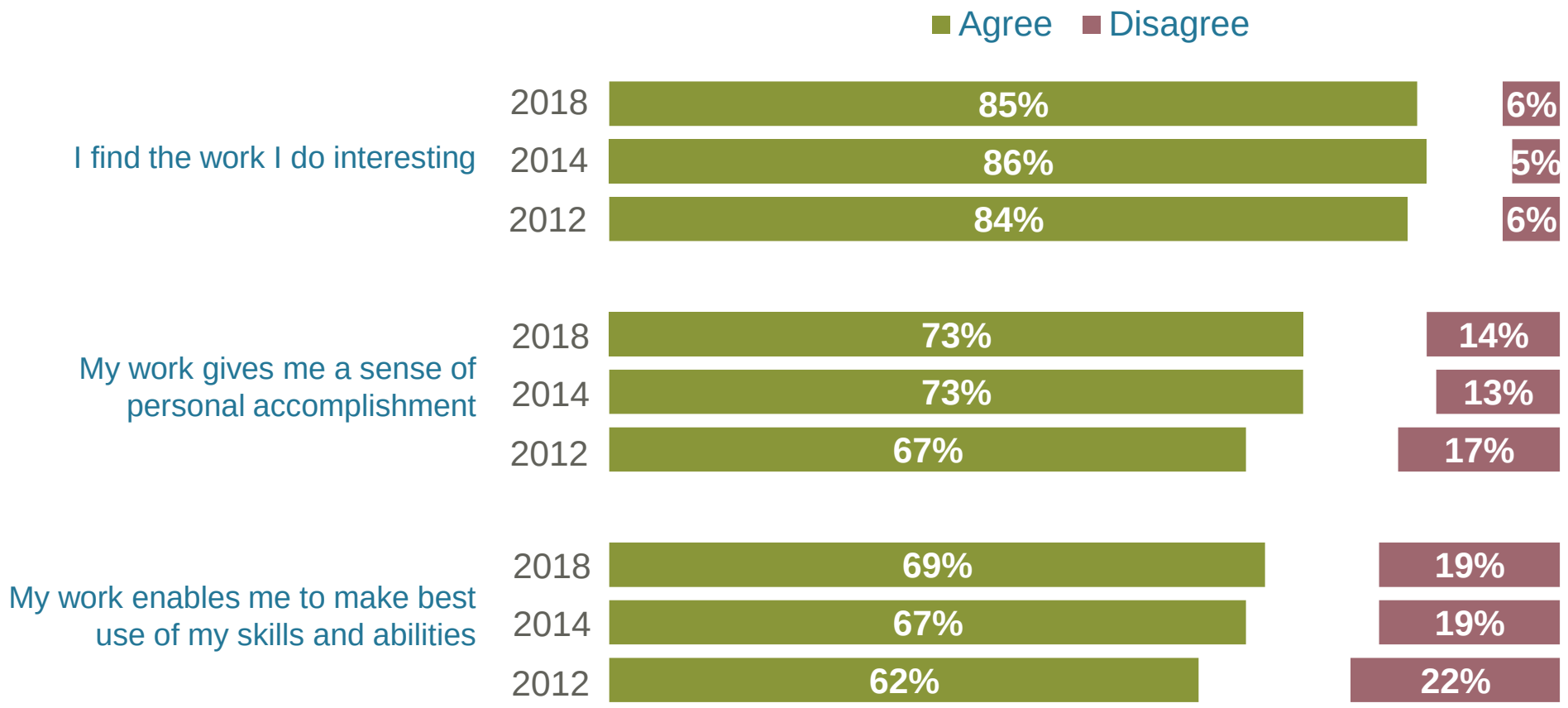
Source: Ipsos MORI

Working environment

Ipsos Public Affairs

Sense of fulfilment

How far do you agree or disagree with each of the following statements?

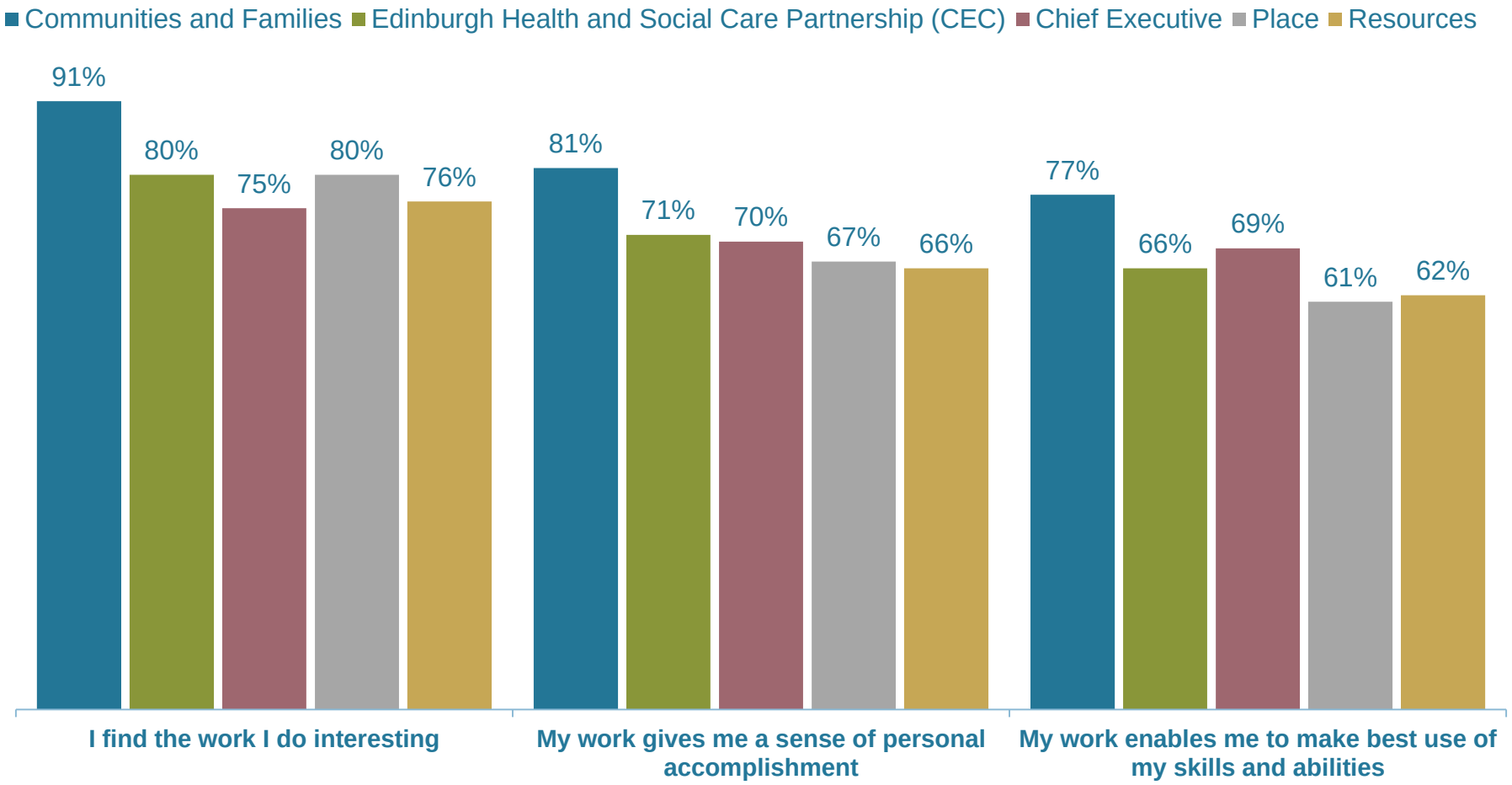


Base: All respondents 2018 (4788) , 2014 (7336), 2012 (6710)

Source: Ipsos MORI

Sense of fulfilment - by Division

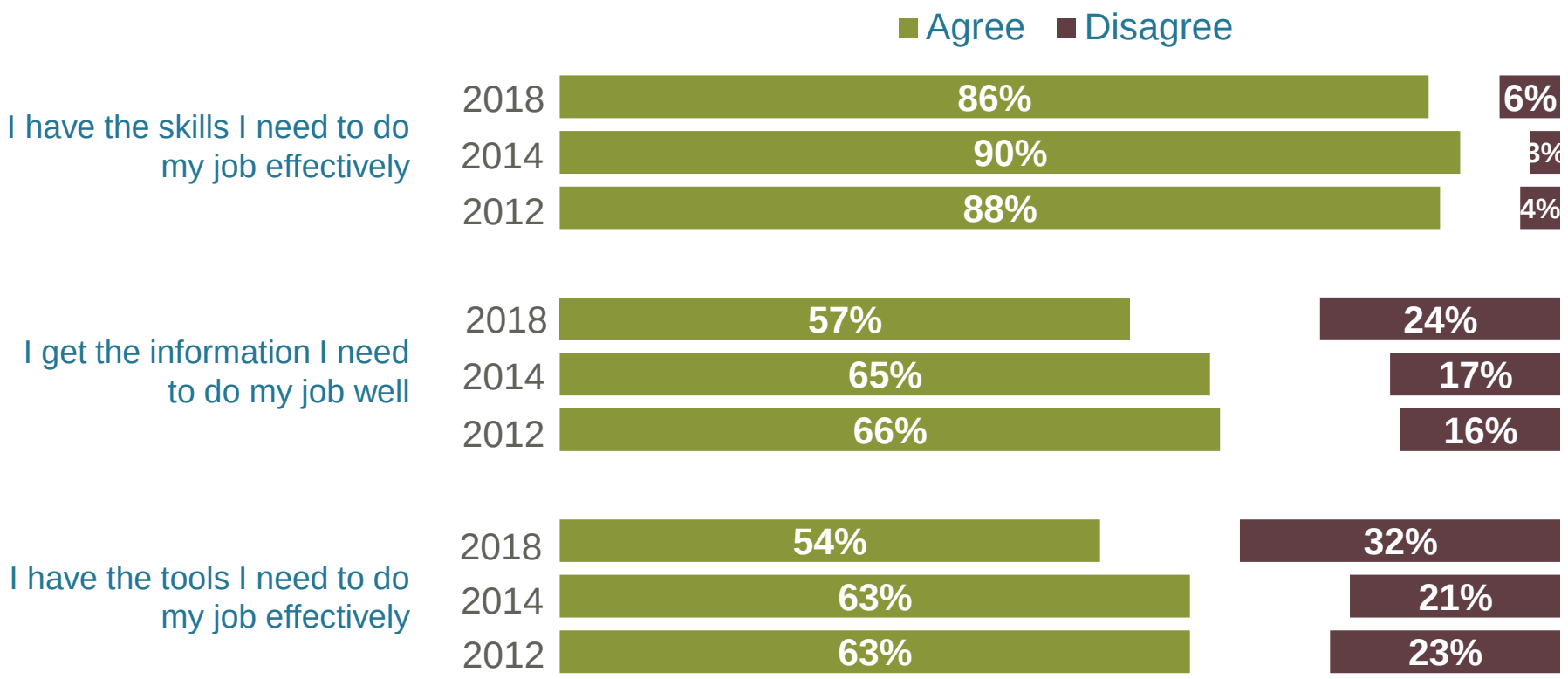
How far do you agree or disagree with each of the following statements?



Base: All respondents 2018 (4788)

Tools and skills

How far do you agree or disagree with each of the following statements?

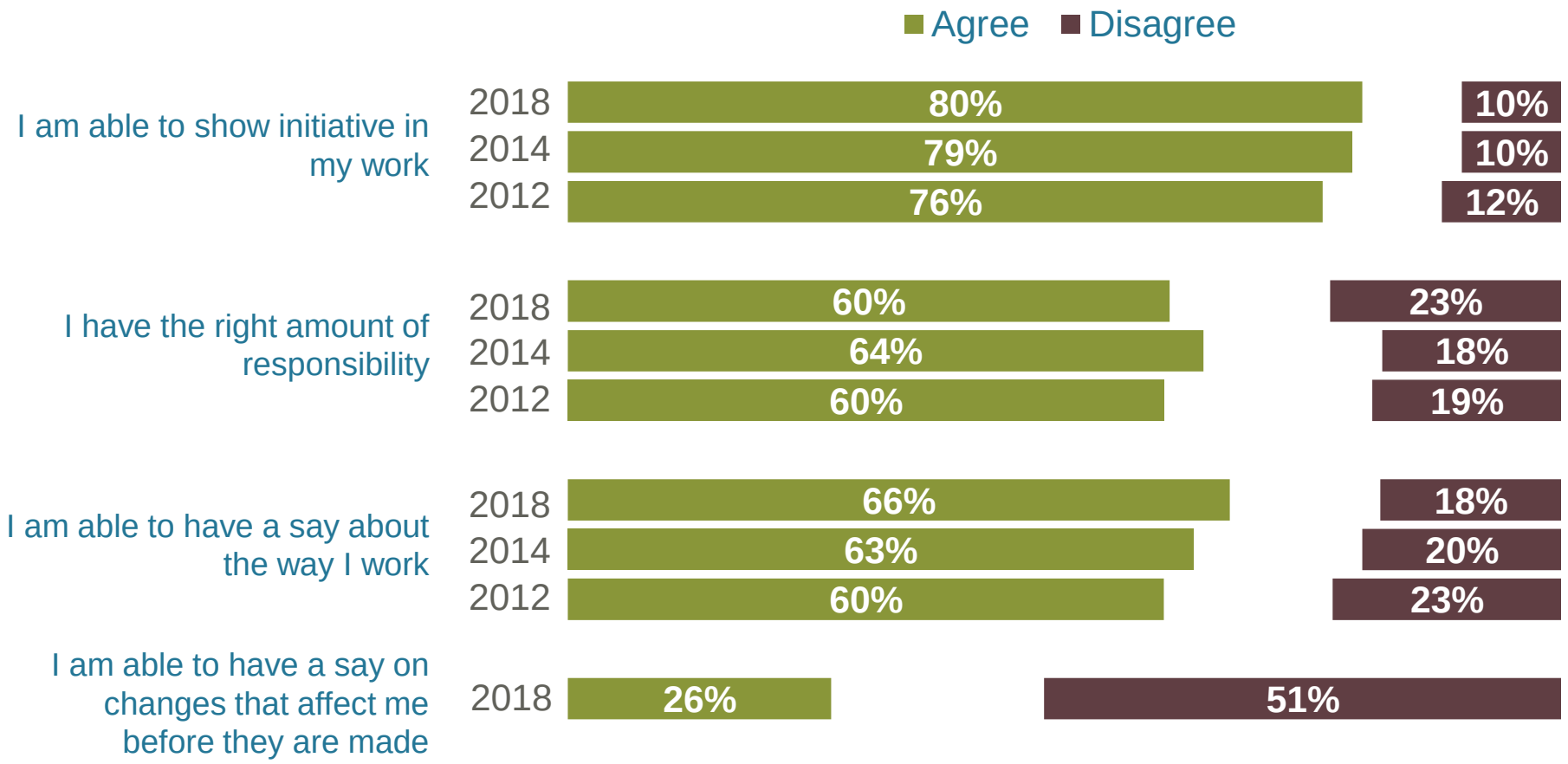


Base: All respondents 2018 (4788) , 2014 (7336), 2012 (6710)

Source: Ipsos MORI

Having a say

How far do you agree or disagree with each of the following statements?

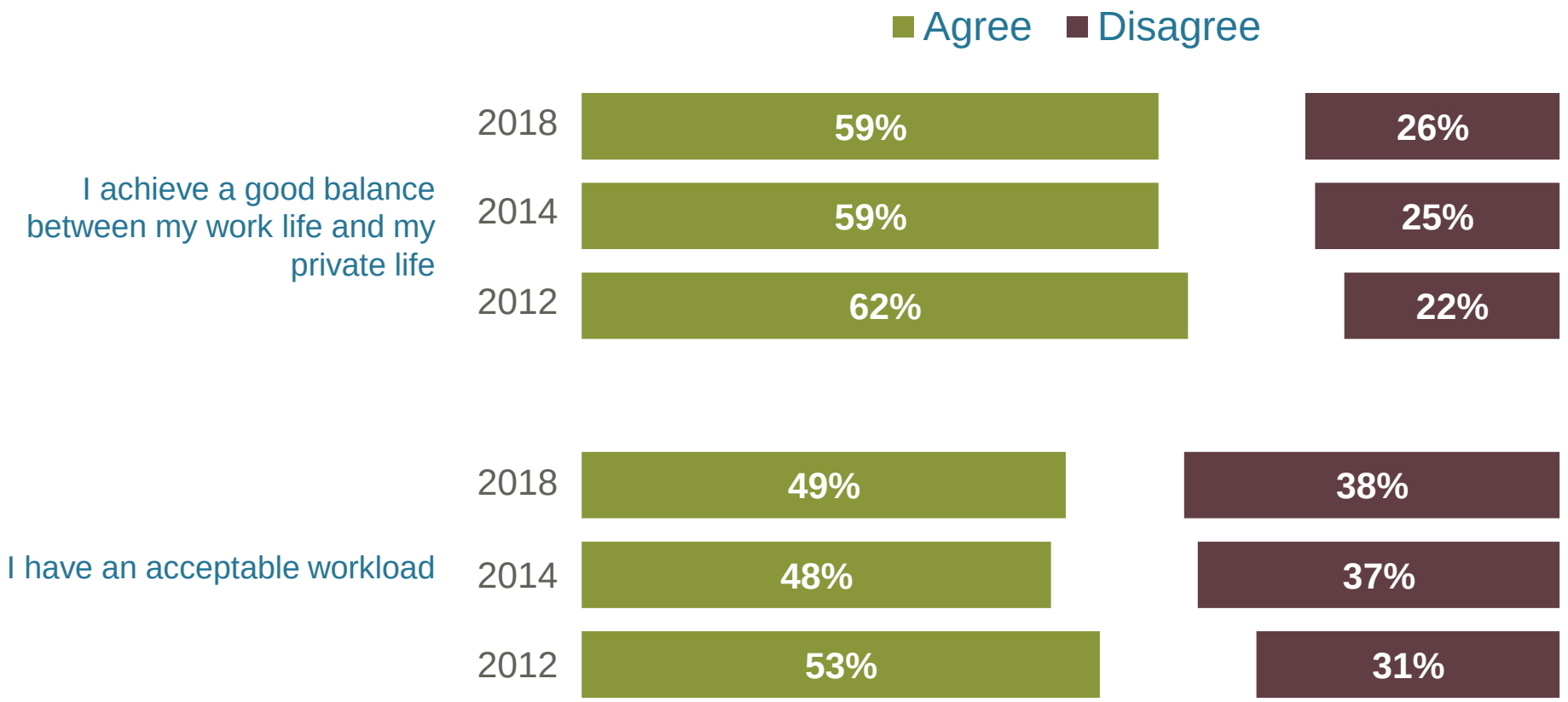


Base: All respondents 2018 (4788) , 2014 (7336), 2012 (6710)

Source: Ipsos MORI

Workload and work-life balance

How far do you agree or disagree with each of the following statements?



Base: All respondents 2018 (4788) , 2014 (7336), 2012 (6710)

Source: Ipsos MORI

Working environment

Comparison with UK Local Authority Norms

	CEC Colleague Survey 2018		UK Local Authority Norms	
	Agree	Disagree	Satisfied	Dissatisfied
I am able to show initiative in my work	80%	10%	60%	19%
My work gives me a sense of accomplishment	73%	14%	64%	17%
	Agree	Disagree	Agree	Disagree
My work enables me to make best use of my skills and abilities	69%	19%	60%	23%
I have an acceptable workload	49%	38%	52%	28%

CEC Employee Survey 2018 Question
UK Local Authoriity Norms Question

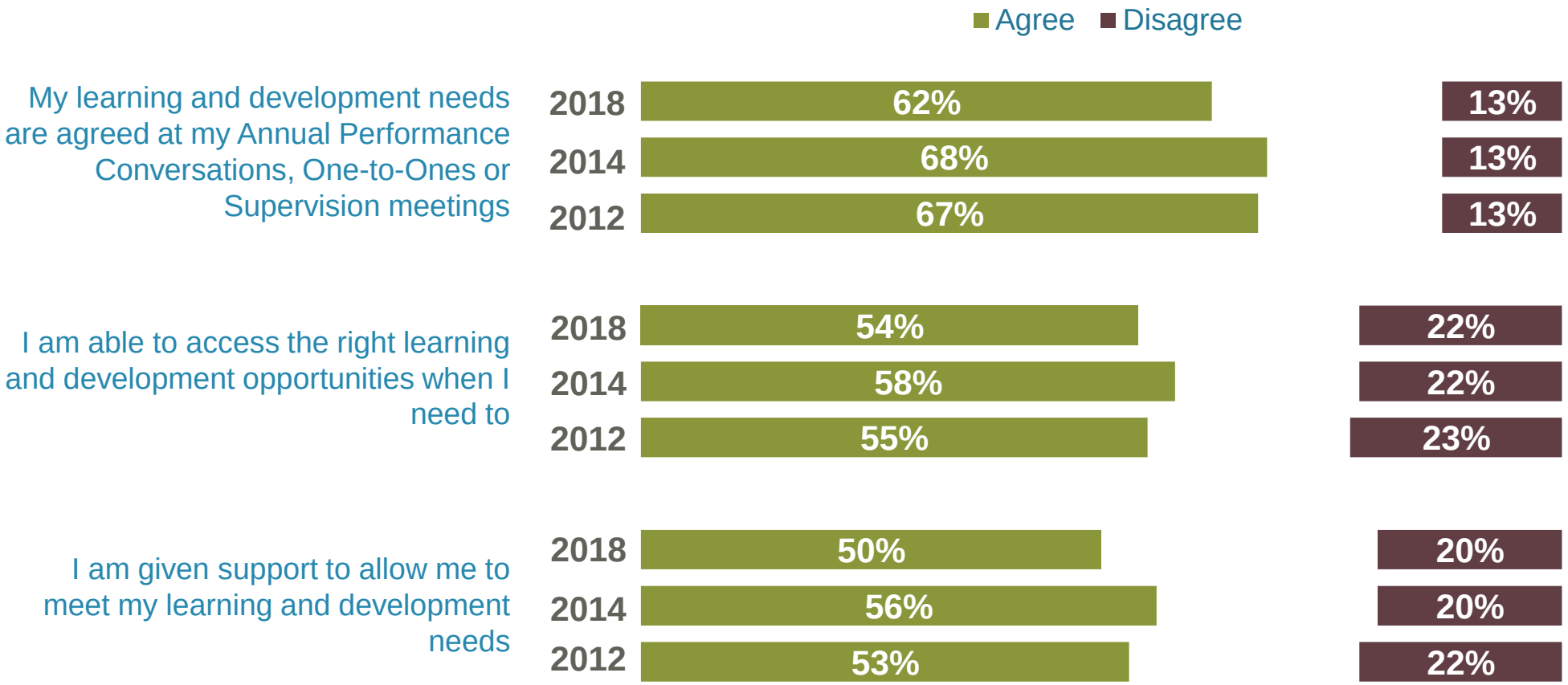
Base: CEC Employee Survey 2018 (4788)

Learning & Development

Ipsos Public Affairs

Learning and development

How far do you agree or disagree with each of the following statements?

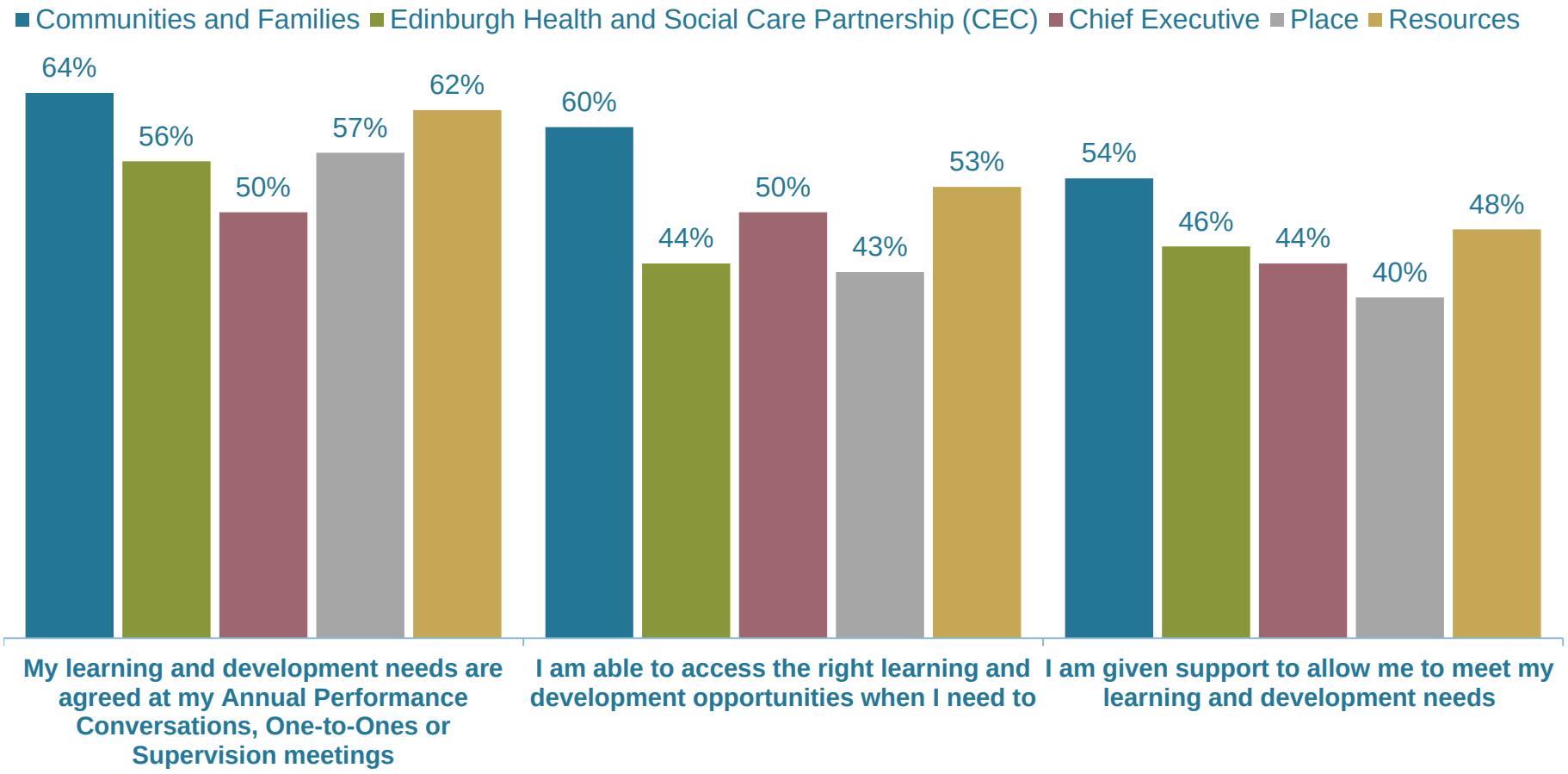


Base: All respondents 2018 (4788) 2014 (7336) 2012 (6710)

Source: Ipsos MORI

Learning and development - by Division

How far do you agree or disagree with each of the following statements?



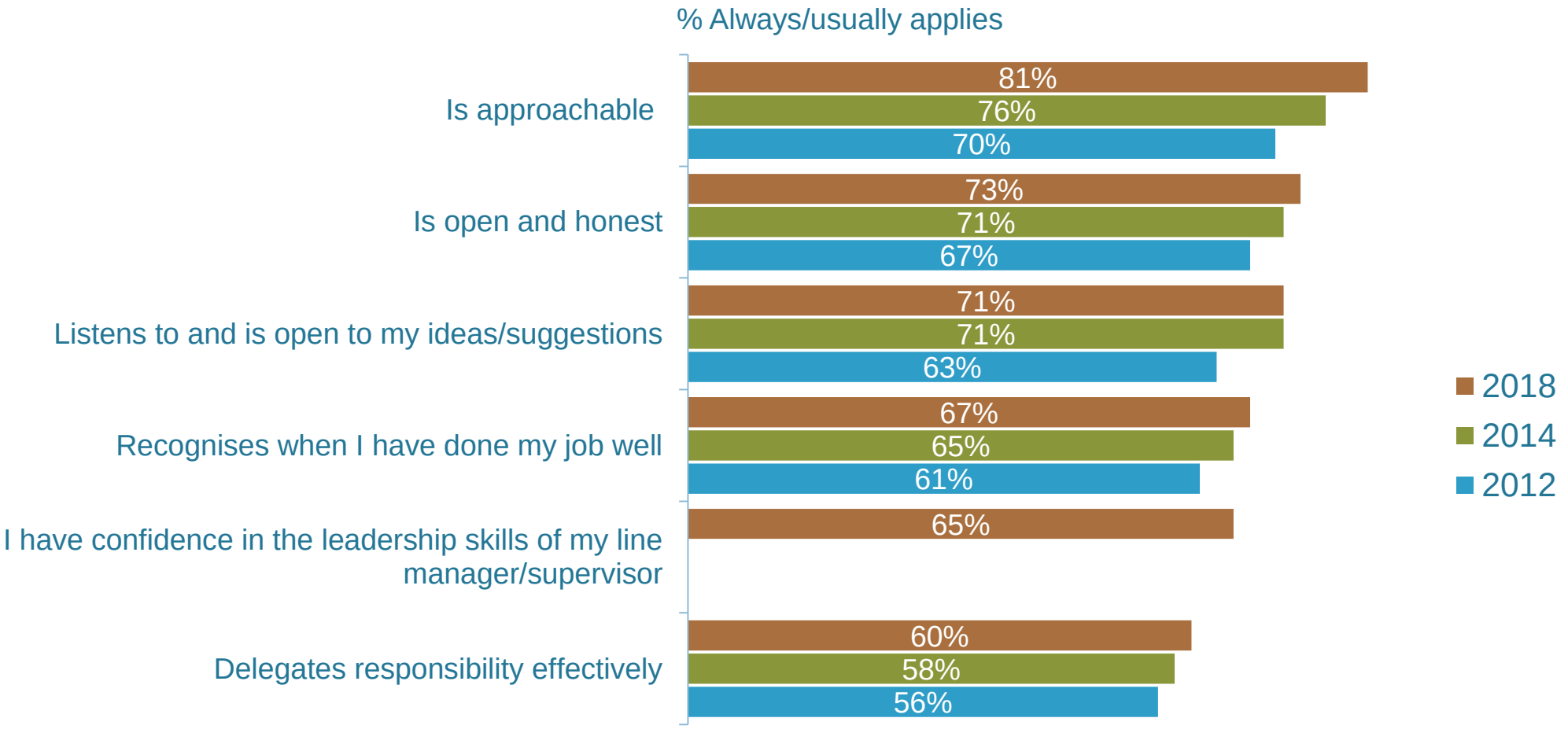
Base: All respondents 2018 (4788)

Managing performance

Ipsos Public Affairs

View of line managers/supervisors

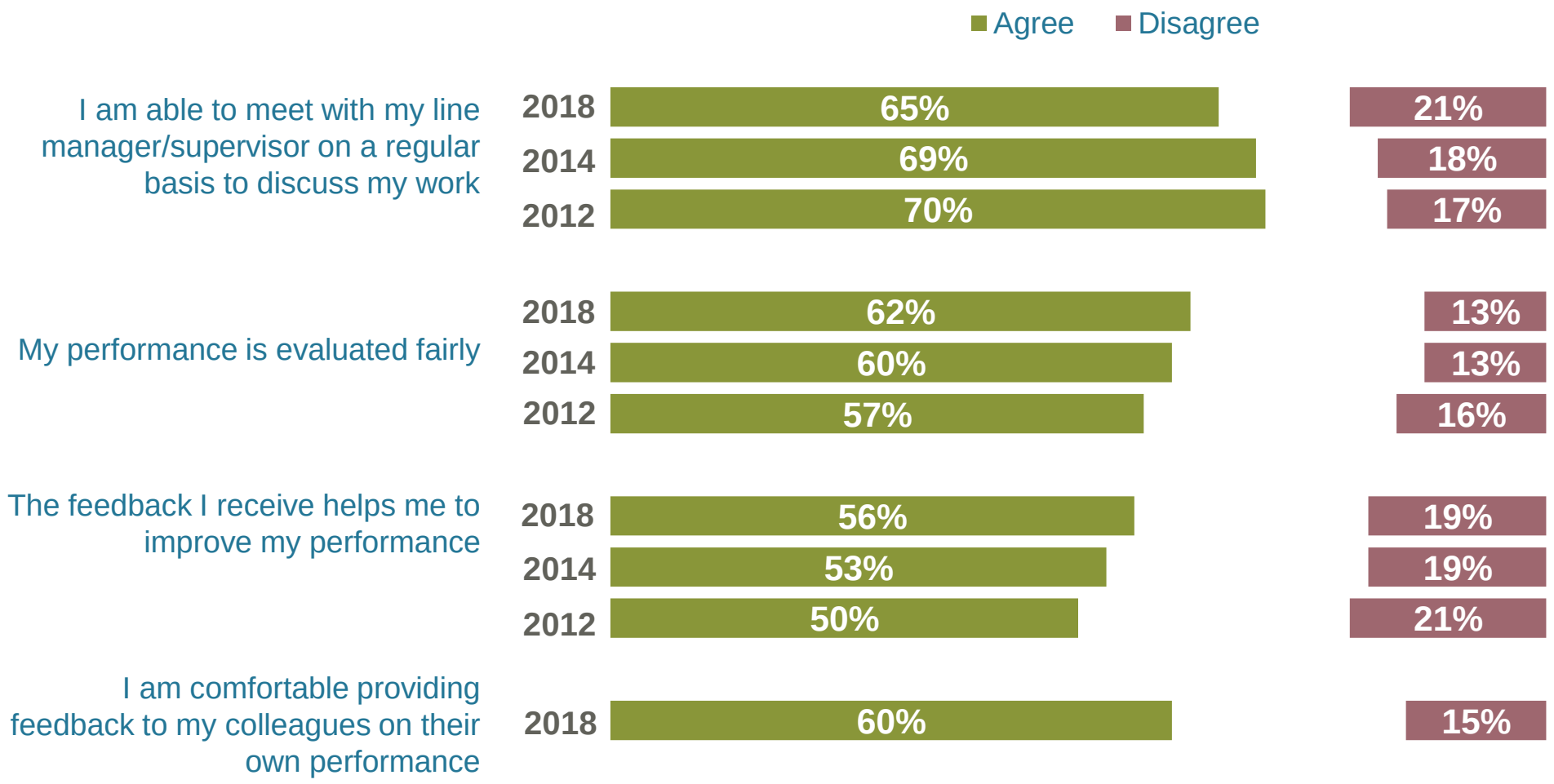
How far do you agree or disagree with each of the following statements? My line manager/supervisor…



Base: All respondents: 2018 (4788); 2014 (7,336); 2012 (6,710)

Feedback & performance evaluation

How far do you agree or disagree with each of the following statements?



Base: All respondents 2018 (4788); 2014 (7336); 2012 (6710)

Source: Ipsos MORI

Feedback

Comparison with UK Local Authority Norms

	CEC Employee Survey 2018		UK Local Authority Norms	
	Agree	Disagree	Satisfied	Dissatisfied
The feedback I receive helps me improve my performance	56	19	57	20

CEC Employee Survey 2018 Question
UK Local Authoriity Norms Question

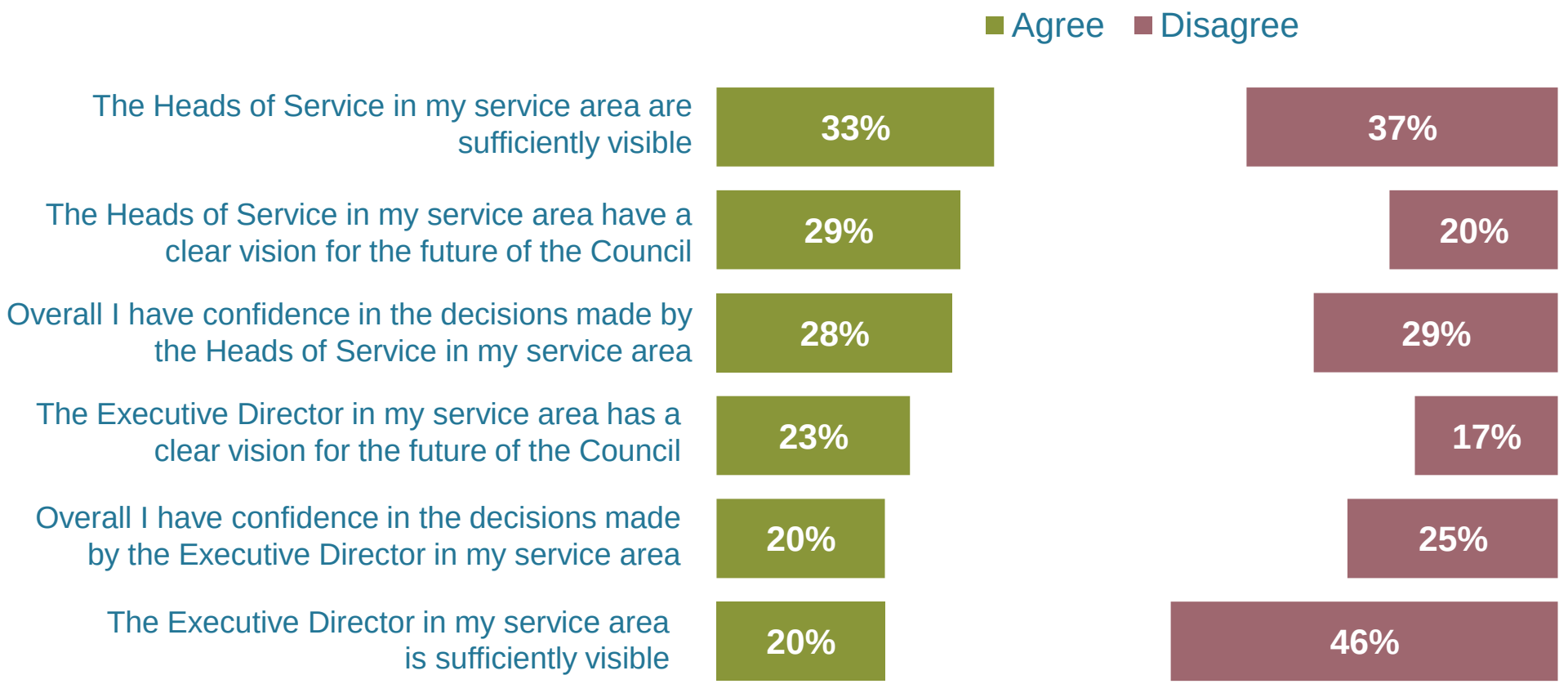
Base: CEC Employee Survey 2018 (4778) UK Local Authority Norms

Leadership

Ipsos Public Affairs

Leadership

How far do you agree or disagree with each of the following statements?



Base: All respondents 2018 (4788) 2014 (7336) 2012 (6710)

Source: Ipsos MORI

Leadership

Key Drivers of Confidence in Heads of Service

Base: All respondents 2018 (4778)

Source: Ipsos MORI

Leadership

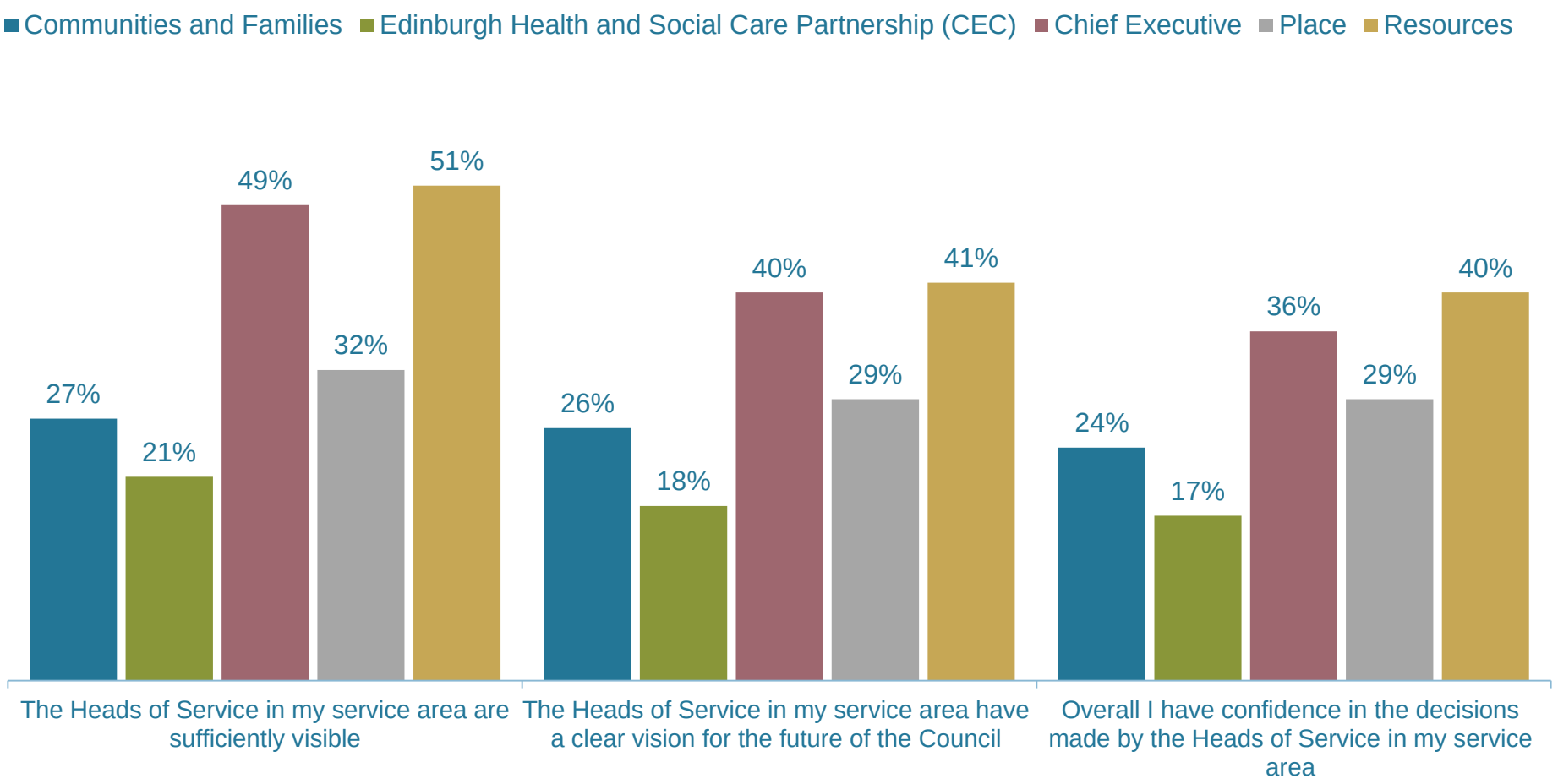
Key Drivers of Confidence in Executive Directors

Base: All respondents 2018 (4778)

Source: Ipsos MORI

Leadership – Heads of Service

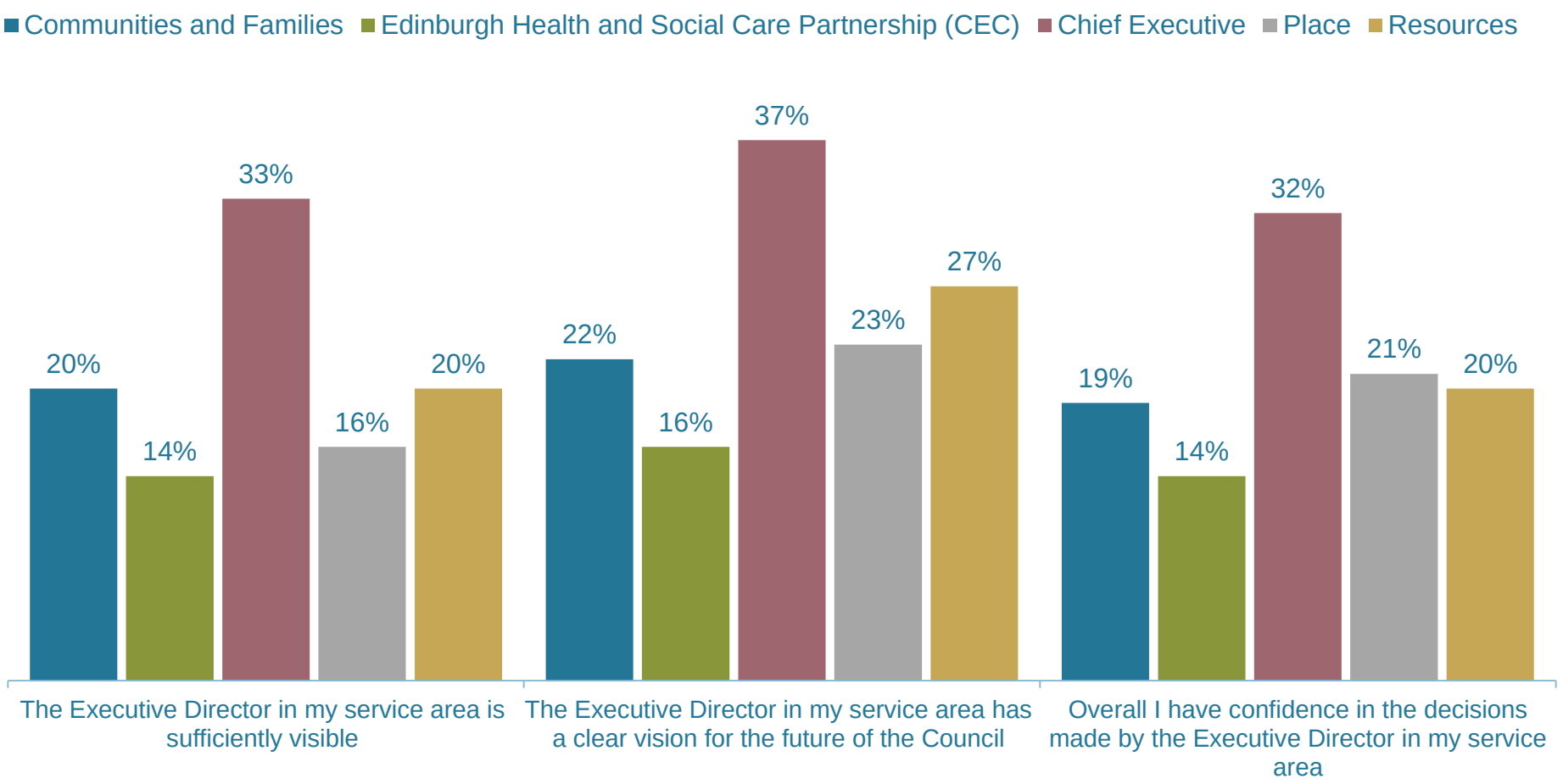
How far do you agree or disagree with each of the following statements?



Base: All respondents 2018 (4788)

Leadership – Executive Directors

How far do you agree or disagree with each of the following statements?



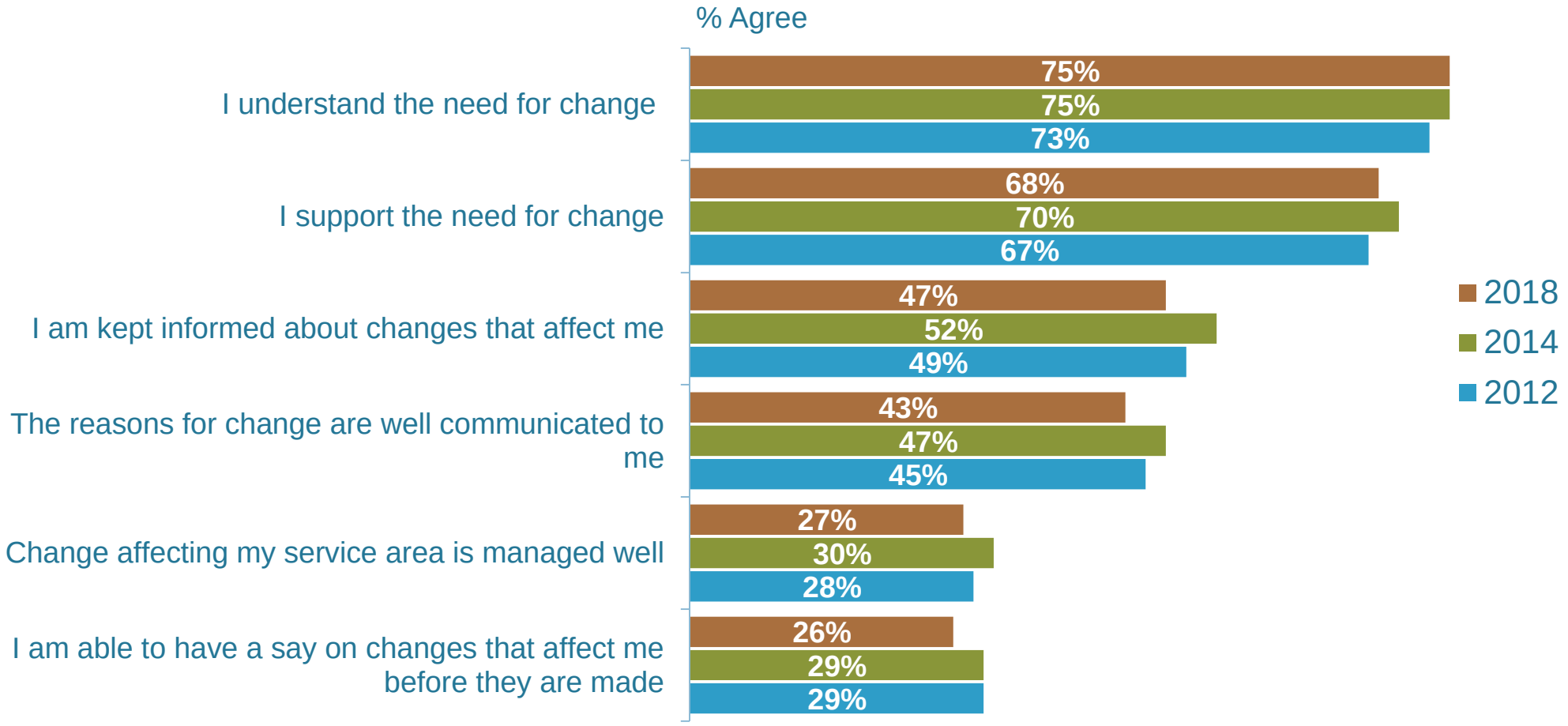
Base: All respondents 2018 (4788)

Change

Ipsos Public Affairs

Change

How far do you agree or disagree with each of the following statements?



Base: All respondents: 2018 (4788); 2014 (7,336); 2012 (6,710)

Change

Comparison with UK Local Authority Norms

	CEC Employee Survey 2018		UK Local Authority Norms	
	Agree	Disagree	Agree	Disagree
Change affecting my service area is managed well	27%	45%	26%	42%
I understand the need for change	75%	10%	83%	5%
I support the need for change	68%	11%	69%	7%

CEC Employee Survey 2018 Question

UK Local Authoriity Norms Question

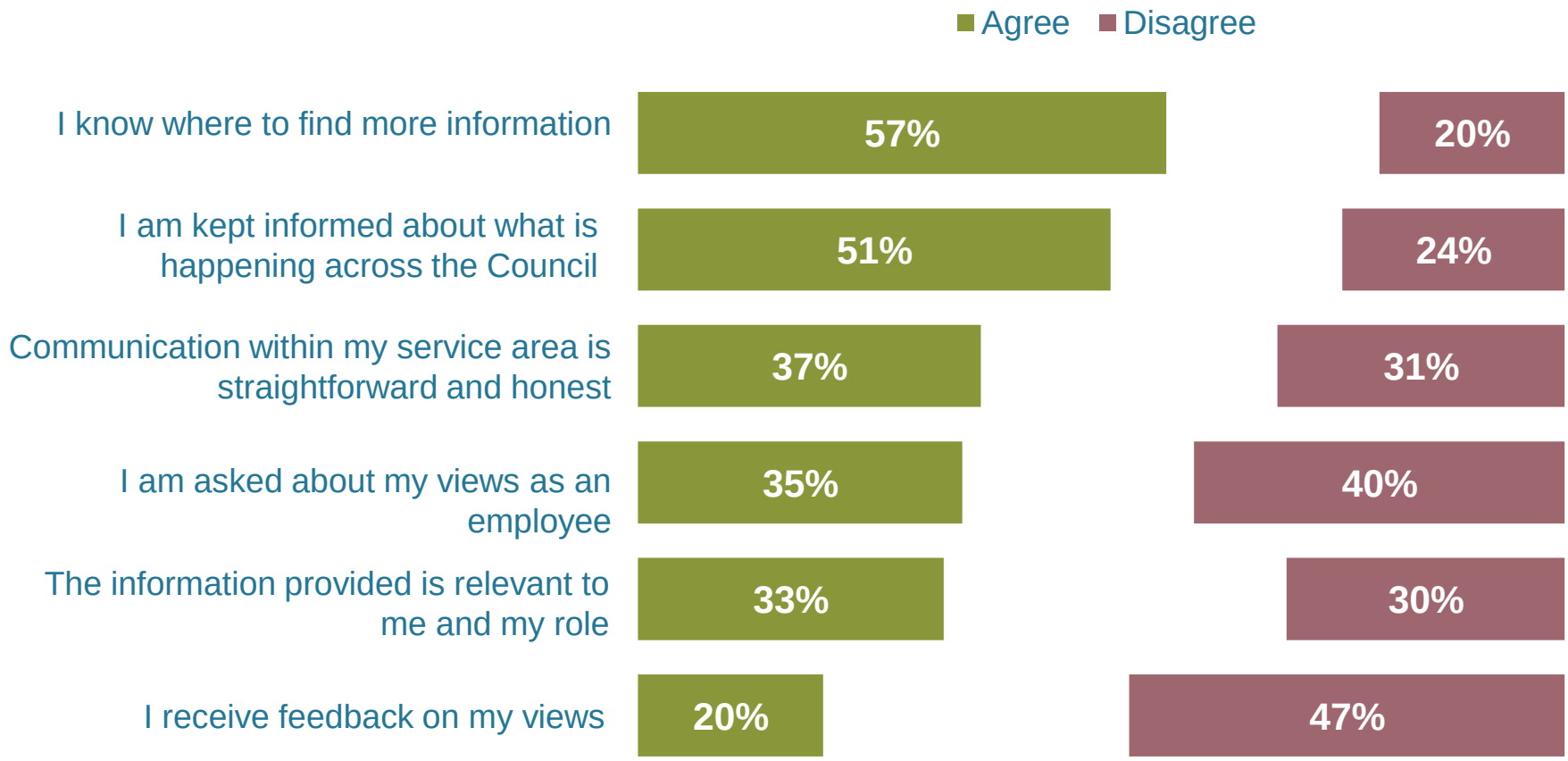
Base: CEC Employee Survey 2018 (4788) UK Local Authority Norms (600)

Communication & Survey Feedback

Ipsos Public Affairs

Communication

How far do you agree or disagree with each of the following statements?

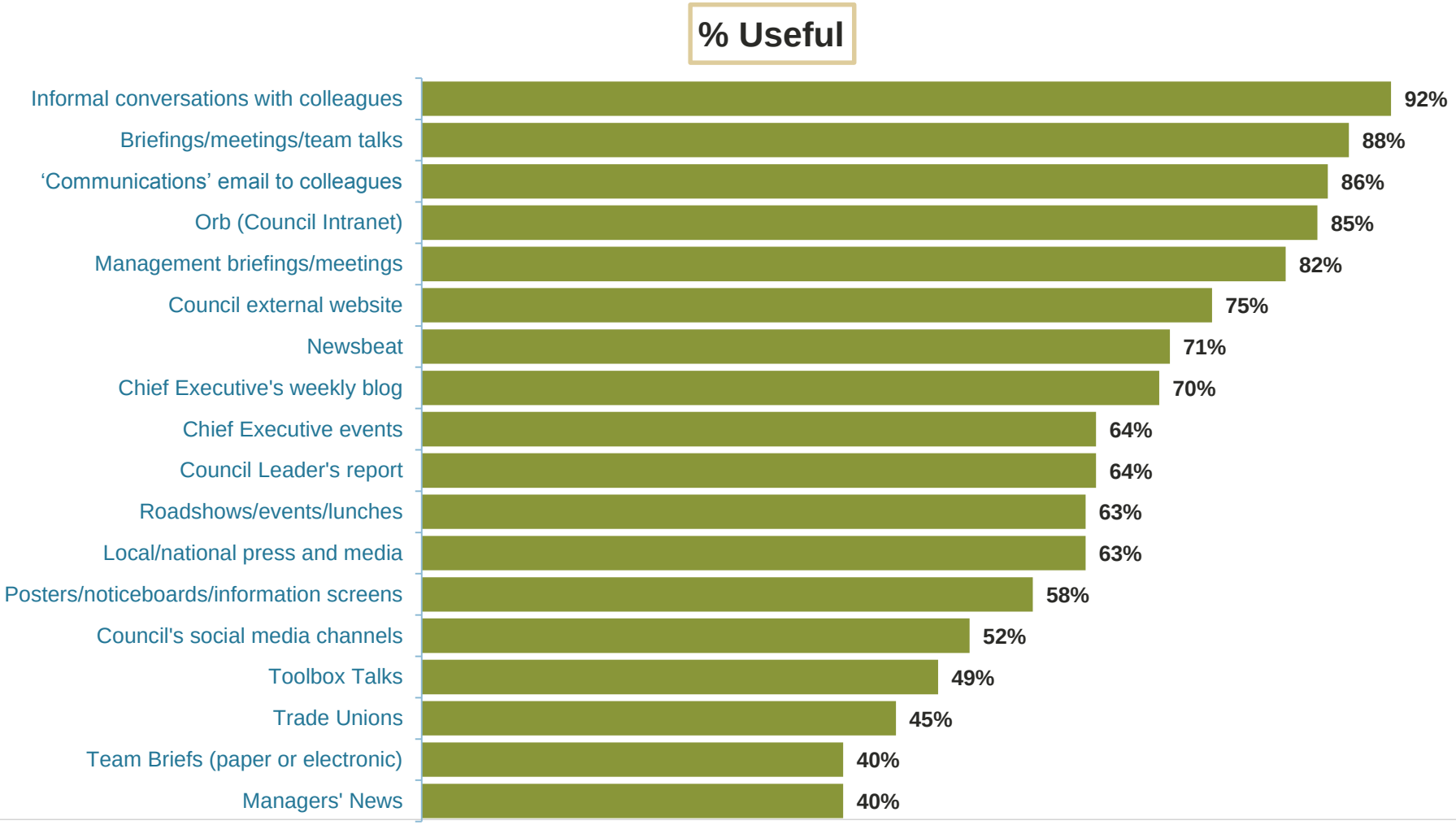


Base: All respondents 2018 (4788) 2014 (7336) 2012 (6710)

Source: Ipsos MORI

Communication channels

How useful do you find these channels of information?

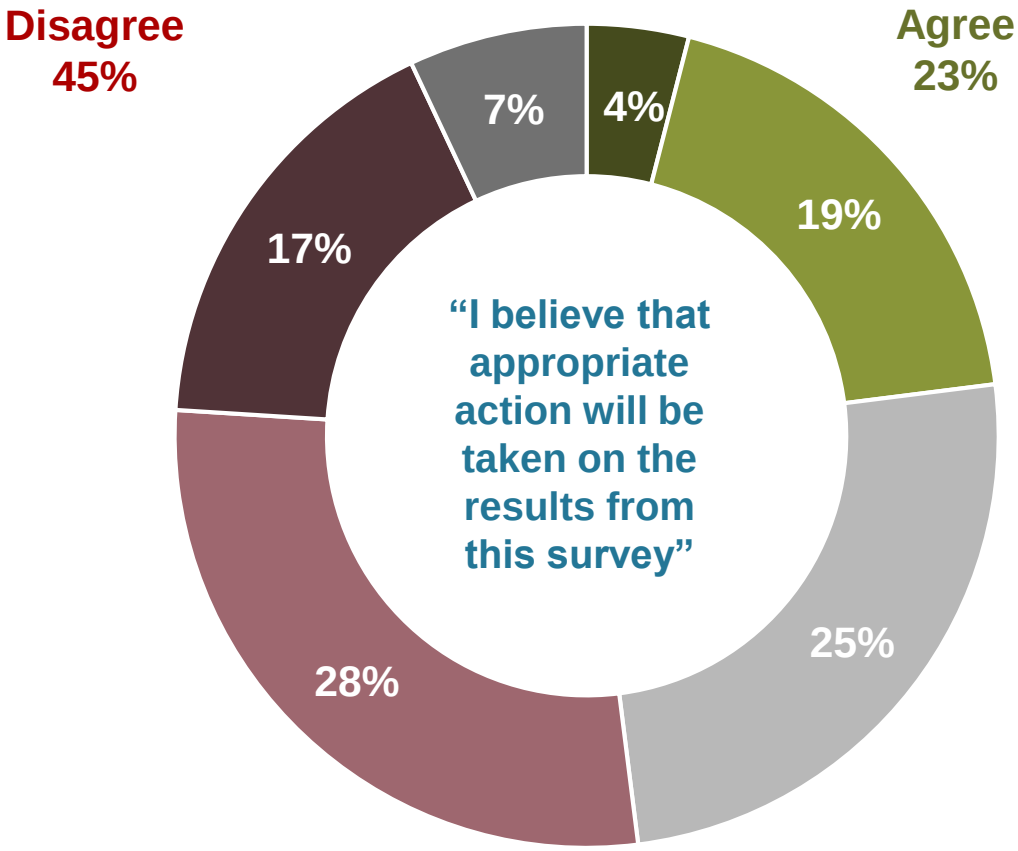


Base: Respondents with access to each channel and excluding those said "don't know"

Source: Ipsos MORI

Survey feedback

How far do you agree or disagree that appropriate action will be taken from the results of this survey?



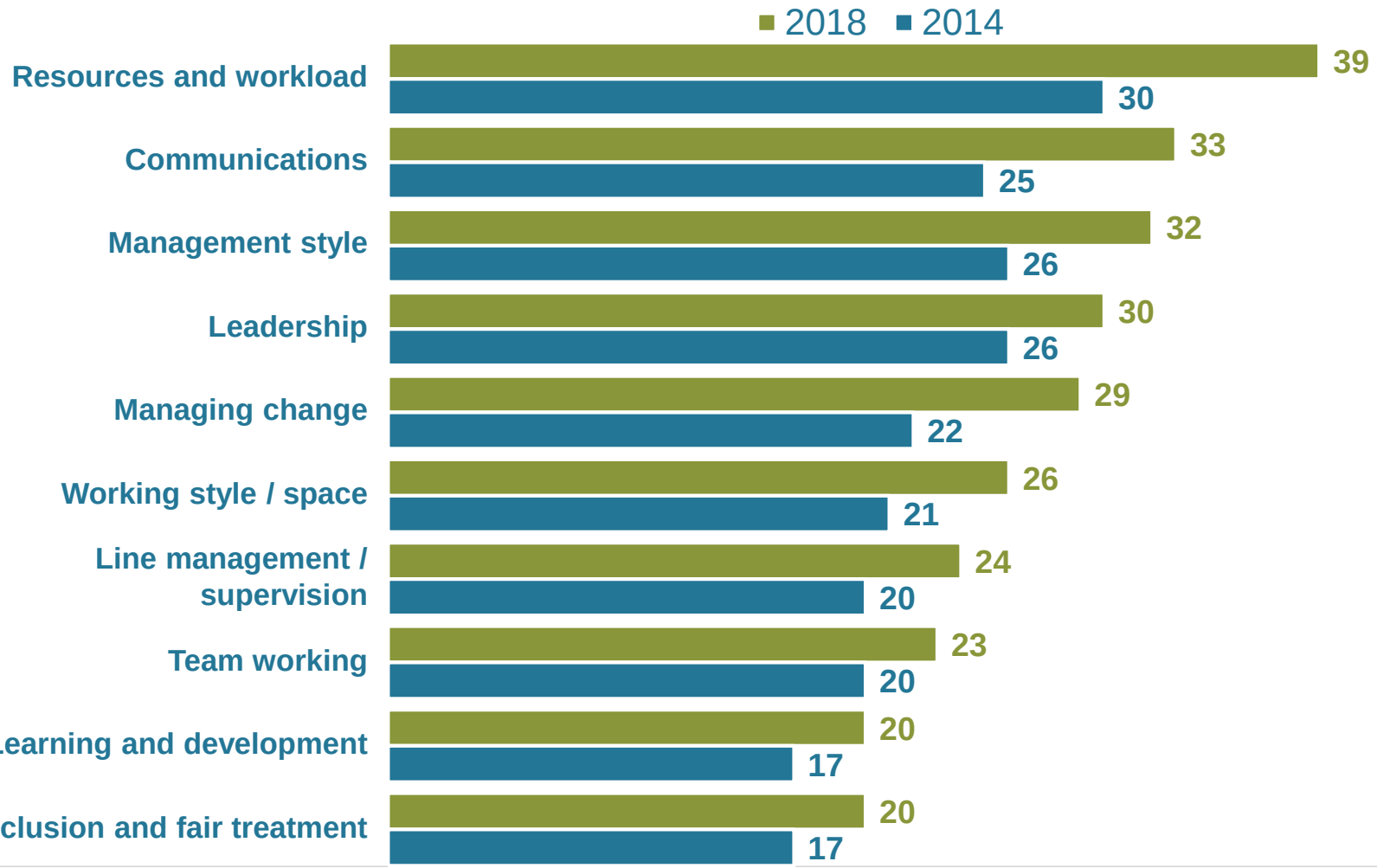
Base: All respondents 2018 (4778)

Source: Ipsos MORI

Suggestions for improvement

Suggestions for improvement

What do we need to do to make the Council a great place to work?



Base: All respondents 2018 (4778); 2014 (7336)

Source: Ipsos MORI

Thank you

Corporate Policy and Strategy Committee

10.00am, Tuesday, 04 December 2018

Implementing the Programme for the Capital: Coalition Commitments six monthly progress update

Item number	7.3
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

The Council Business Plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) was approved by the Council in August 2017. The plan has been built around 52 commitments the Council Administration have pledged to deliver over the next five years. This report sets out the progress against the two coalition commitments where Corporate Policy and Strategy Committee has responsibility.

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Report

Implementing the Programme for the Capital: Coalition Commitments six monthly progress update

1. Recommendations

1.1 It is recommended that Corporate Policy and Strategy Committee:

1.1.1 note the progress against two coalition commitments;

1.1.2 note that the coalition commitments form part of the wider Council Performance Framework, which includes corporate performance indicators covering corporate performance and council service delivery;

2. Background

2.1 The Council Business Plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) was approved at City of Edinburgh Council in August 2017. The plan sets out the administration's priorities and what will be achieved over the five-year period.

2.2 Given the importance of holding ourselves to account on delivery of commitments, a Performance Framework has been developed to support their implementation. The framework was approved by City of Edinburgh Council on 23 November 2017 and referred to Corporate Policy & Strategy Committee for further scrutiny.

2.3 As described in the Performance Framework report, Executive Committees will scrutinise performance relevant to their remit on a six-monthly basis.

2.4 A refined set of all commitment measures and actions was presented to Corporate Policy and Strategy Committee on 27 February 2018. These were agreed, on the understanding that a final set of indicators would be submitted to the relevant Executive Committees for scrutiny and approval.

2.5 Corporate Policy and Strategy Committee considered the final set of commitments actions and measures on 15 May 2018.

3. Main report

3.1 Since the Business Plan was agreed in August 2017, work has begun to ensure that plans are in place to deliver on the commitments, a number of which are longer term and are planned to be delivered over the course of the administration.

3.2 The first 6 monthly progress update will be presented to the relevant Executive Committees in December 2018 and January 2019.

3.3 Corporate Policy and Strategy Committee has responsibility for two commitments:

3.3.1 Commitment 6 - Deliver the City Region Deal, making sure the benefits of investment are felt throughout the city and create space for new businesses to start and grow.

3.3.2 Commitment 48 - Continue to make a case to the Scottish Government for the introduction of a Transient Visitor Levy and explore the possibility of introducing more flexibility in the application of business rates. Explore the possibility of introducing a workplace parking levy.

3.4 Appendix 1 of this report provides a detailed update on the 6 monthly progress against delivery of these two commitments. Both of these commitments are 'on track' with relevant actions and measures in place to monitor progress.

4. Measures of success

4.1 A suite of performance measures and actions has been developed to assess progress towards commitments. The monitoring of commitment progress forms part of the Council's performance framework.

5. Financial impact

5.1 The financial impact is set out within the individual commitments and the Council Business Plan.

6. Risk, policy, compliance and governance impact

6.1 Risk, policy, compliance and governance impact is integrated within the commitments and the Council Business Plan.

7. Equalities impact

7.1 Equalities impact is integrated within the commitments and the Council Business Plan.

8. Sustainability impact

8.1 Sustainability impact is integrated within the commitments and the Council Business Plan.

9. Consultation and engagement

9.1 The commitments actions and measures have been developed and updated in collaboration with Elected Members, Senior and Service Managers.

10. Background reading/external references

10.1 Programme for the Capital: City of Edinburgh Council's Business Plan 2017-22

10.2 Implementing in Programme for the Capital – Council Performance Framework 2017-22

10.3 Implementing the Programme for the Capital: Council Performance Framework 2017-22 – referral from City of Edinburgh Council

10.4 Implementing the Programme for the Capital: Coalition Commitments, Corporate Policy and Strategy Committee 15 May 2018

Andrew Kerr

Chief Executive

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11. Appendices

1. Coalition Commitments progress update to December 2018

Coalition Commitments Progress Update December 2018

The Council Business Plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) was approved by the Council in August 2017. The plan has been built around 52 commitments the Council Administration have pledged to deliver over the next five years. The commitments have been made to ensure that we continue to provide services to a high standard and quality, while still responding to the wider environment in which we operate.

The commitments are structured around six themes:

- **Delivering an economy for all** – local jobs, growth, and affordable housing
- **Building for a future Edinburgh** – a planning system that works to protect and develop our city
- **Delivering a sustainable future** – a better environment and transport system that works for all
- **Delivering for our children and families** – improving lives and futures
- **Delivering a healthier city for all ages** – strong and vibrant communities
- **Delivering a Council that works for all** – more empowered, transparent, and improved public services

Council Performance Framework describes the reporting approach with commitments measures progress update presented to Executive Committees every six months and to Council and Corporate Policy and Strategy Committee annually. This report provides Corporate Policy and Strategy Committee members with progress update to December 2018.

Two commitments out of 52 are within Corporate Policy and Strategy Committee remit and these commitments are 'on track'.

Commitments – Corporate Policy and Strategy Committee

Convener:
Councillor Adam McVey

Vice-Convener:
Councillor Cammy Day

The Corporate Policy and Strategy Committee is responsible for: Cross Cutting Policies and Strategies, Community Planning & Partnership and Reform, Best Value, Equalities and Diversity, Grants, Scrutiny of services delegated to IJB, Oversight of Edinburgh City Region Deal.

Lead Committee for:

C6. Deliver the City Region Deal, making sure the benefits of investment are felt throughout the city and create space for new businesses to start and grow.

C48. Continue to make a case to the Scottish Government for the introduction of a Transient Visitor Levy and explore the possibility of introducing more flexibility in the application of business rates. Explore the possibility of introducing a workplace parking levy.

Commitment 6

Deliver the City Region Deal, making sure the benefits of investment are felt throughout the city and create space for new businesses to start and grow.

Commitment Status **On track**

Summary

The Edinburgh and South-East Scotland City Region Deal is a mechanism for accelerating economic and inclusive growth in the City Region (covering the City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian local authorities). Council agreed the Deal documentation in June 2018. The Deal Document was signed by the Prime Minster, First Minister and the City Region Leaders at the Bayes Centre on 7 August 2018. The Deal Document built on the Heads of Terms, signed in July 2017, and confirmed that the UK Government and Scottish Government will be investing £600 million into the city region over the next 15 years. Alongside partners, comprising: the six member authorities - The City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian Councils; the city region's universities and colleges; and the private and third sectors, £1.3 billion of investment will be delivered.

The deal document sets out a compelling vision that builds on the city region's unique strengths to deliver a number of transformational programmes and projects across Innovation, Skills, Transport, Culture and Housing themes. Together, these interventions will deliver a step-change in inclusive growth to benefit the city region, Scotland and the United Kingdom.

Since signing the deal we have been focusing on implementing the approved governance structure, the Joined Committee, Regional Enterprise Council and Integrated Regional Employability and Skills Board were formed. We are now focusing on delivering the programme with first business cases considered for approval at second Committee meeting on 17 December 2018.

Key Actions and Measures	Achievements	Status
Full City Deal document and implementation plans delivered that are environmentally and socially sustainable and which provide for inclusive economic growth	The Full Deal Documentation was signed on 7 August. The Financial Agreement was signed in October 2018.	Delivered
Establishment of Joint Committee	The Joint Committee has now been established and will first meet on 2 November 2018. Its second meeting has been scheduled for 17 December 2018. Thereafter it will meet quarterly on the first Fridays of March, June, September and December.	Delivered

Key Actions and Measures	Achievements	Status
Financial Profile agreed with UK & Scottish Government	An agreement on the financial profile was reached with both Governments prior to the Deal signing.	Delivered
Regional Enterprise Council formed	The Regional Enterprise Council has been formed, Leeann Dempster has been appointed as chair and Claire Pattullo has been appointed as vice chair.	Delivered
Integrated Regional Employability and Skills Board formed	The group formation has been agreed and it is expected to have its first meeting on 4 December 2018, and take its business case to Joint Committee on 17 December 2018.	Delivered
Projects delivered within 15 year programme, from Summer 2018 to 2032	Projects are on target to be delivered as stated in the Implementation Plan. The first business cases for the City Region Deal are expected for consideration by the Joint Committee at its meeting on 17 December 2018. These are currently expected to be: • Integrated Regional Employability and Skills programme • Bayes Centre • Robotarium • World Class Digital Infrastructure • IMPACT concert hall.	Ongoing

Commitment 48

Continue to make a case to the Scottish Government for the introduction of a Transient Visitor Levy and explore the possibility of introducing more flexibility in the application of business rates. Explore the possibility of introducing a workplace parking levy.

Commitment Status **On track**

Summary

Transient Visitor Levy

In May 2018 the Council published research to facilitate discussion on the Tourist Tax and to provide a cleared shared basis upon which the issue could be debated. In addition to this, the Chief Executive, Leader and Deputy Leader and other senior officers within the Council met with over 25 key strategic local stakeholders from industry, culture and tourism. This included a series of round table events and presentations to groups across the city.

In August 2018 the Council together with Marketing Edinburgh conducted a survey of over 1,000 visitors and residents on the TVL. The results from the survey along with the findings from initial engagement sessions informed a report on the Edinburgh Transient Visitor Levy (TVL) which was presented to the Corporate Policy and Strategy Committee on 2 October 2018. At the meeting the Committee agreed to progress with the public consultation for the Edinburgh TVL proposal. The consultation aims to capture the views of stakeholders across the city, including those in hospitality and tourism sector, city businesses and investors, culture partners, visitors and residents. The consultation closes on 10 December 2018.

The Scottish Government has announced that they will conduct a national consultation on the Tourist Tax, although the timescales are yet to be confirmed. The Council is supportive of this research being done in partnership with COSLA and Scottish Tourism Alliance, but this should not replace the research and evaluation that reflects the local economic circumstances and challenges in Edinburgh.

Workplace Parking Levy

In August 2018 the Transport and Environment Committee considered a paper on the workplace parking levy (WPL). The paper outlined the potential resource, transport and environmental benefits of creating such a scheme and detailed the successful example of Nottingham City Council's scheme. The Committee agreed at the meeting to submit evidence to the Transport Bill process supporting further consideration of the WPL as a means of local authorities being given the power and discretion to raise additional income. The Council submitted a response to the Rural Transport and Connectivity Committee of the Scottish Parliament in September 2018. The COSLA executive board on Environment and Economy agreed to support Workplace Parking Levy in principle, and for COSLA to work with interested Local Authorities to develop a position on Workplace Parking Levy further.

Key Actions and Measures	Achievements	Status
Conduct an initial assessment on the feasibility of the introduction of a transient visitor levy	An initial assessment of introducing a transient visitor levy was informed by the Council research paper in May 2018. This was further supported by a series of industry roundtable discussions over the summer.	Delivered
To make a robust and evidenced case to Scottish Government and partners pre consultation	The City of Edinburgh Council provided verbal and written evidence to the Culture Tourism, Europe and External Affairs Committee meeting on the 13 September 2018. The Council also commissioned research of visitor and residents views on the TVL and this was presented to Corporate Policy and Strategy Committee on 2 October.	Delivered
Detailed proposal for Edinburgh TVL consultation	A proposal of options for the TVL was outlined in a report to the Edinburgh Council's Corporate Policy and Strategy Committee on the 2 October 2018.	Delivered
Report findings of the Edinburgh TVL consultation	A consultation on the TVL proposal in Edinburgh was launched October 2018. Results will be planned for discussion at the Corporate Policy and Strategy Committee in February 2019.	Ongoing
Secure power to deliver Transient Visitor Levy by 2022	Delivering a Transient Visitor Levy requires the Scottish Government to legislate. The Scottish Government announced on the 1 October that they would conduct a national consultation on TVL. Timescales and he scope for this consultation exercise are so far still to be made public.	Ongoing
Conduct an initial assessment on the introduction of a Workplace Parking Levy to the City of Edinburgh Council	An initial assessment of the potential benefits of a workplace parking levy, including the example of Nottingham City Council's scheme was considered at the Council's Transport and Environment Committee on 9 August 2018.	Delivered
Submit evidence on Workplace Parking Levy to Scottish Parliament for consideration on the Transport Bill.	Evidence to the Scottish Parliament was submitted on the WPL as part of the Council's submission for the stage 1 of the Transport Bill in September 2018.	Ongoing
Secure power to deliver a Workplace Parking Levy	Delivering a workplace parking levy requires the Scottish Government to legislate. The Government have made no provisions in the Transport Bill for such a scheme as the WPL. The Bill is currently under consideration by the Rural Economy and Connectivity Committee at stage 1.	Ongoing

Corporate Policy and Strategy Committee

10.00am, Tuesday, 4 December 2018

World Suicide Prevention Day

Item number	7.4
Report number	
Executive/routine	
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Executive Summary

The purpose of this report is to summarise suicide prevention activity in Edinburgh.

The Edinburgh and National Choose Life programmes consider the training programme (with approximately 45,000 people trained in Scotland in suicide prevention) is a factor in the national and local decline in suicides.

Through the City of Edinburgh Council, approximately 500 places on suicide prevention training per annum have been made available to staff from the Council, NHS, Education, Police, Scottish Prison Service, Faith Communities and 3rd sector services.

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Report

World Suicide Prevention Day

1. Recommendations

1.1 Note the training provided to key stakeholders

1.2 Note the activities to de-stigmatise suicide

1.3 Note the decrease of the suicide rate in the City of Edinburgh

1.4 Note the support provided to those affected by suicide

2. Background

2.1 The Corporate Policy and Strategy Committee have asked for an update on suicide prevention activity in relation to World Suicide prevention day specifically and suicide prevention activity in general.

3. Main report

3.1 In the 2004-2014 recording period, Scotland's suicide rate fell by 18%. Edinburgh's rate did not. However, the latest figures from the Scottish Public Health Observatory show that Edinburgh's suicide figures are falling

3.2 2013-2017 shows that after a decade when Edinburgh's suicide rate remained static:

- There is a 3.4% reduction in the suicide rate in City of Edinburgh
- Male suicide rates decreased by 2% and;
- Female rates decreased by 7%

3.3 Choose Life Edinburgh is committed to maintaining its range of activities. This includes continuing to deliver existing suicide prevention training programmes as we transition to a new Scottish model of suicide prevention training in 2020.

3.4 The current training programme is comprised of:

- 'safeTALK' a half day suicide alertness training
- ASIST (Applied Suicide Intervention Skills Training) a two day suicide prevention training for all working with high risk groups, and;
- STORM (Skills Training on Risk Management) a two day skills based suicide prevention training for all professionals who have a key role at assessing risk of suicide e.g. Mental Health Officers; Nursing staff. These will continue to be

delivered until evaluations allow for a full shift to the new nationally developed programme in 2020.

4. Measures of success

4.1 Fewer suicides

4.2 There is significant evidence to establish the correlation between reduced suicide rates and the delivery of a suicide prevention training programme which delivers training to staff working with high risk groups. This has resulted in improved confidence and competence of staff in identifying and supporting people with thoughts of suicide. This is evidenced through post training feedback of trainees who have used the skills to support people at risk.

4.3 Annual delivery of safeTALK suicide alertness training as a pilot to school's 17 & 18yr old pupils enabling them to support those in their social circle as they leave school.

4.4 First ever delivery of safeTALK suicide alertness training to newly qualified social workers planned for the 9th of November 2018. Social work students receive no suicide specific training.

4.5 Publicising the work of this pilot to engage additional schools.

4.6 Small amounts of the Choose Life funding allocated to support to organisations such as the Edinburgh Crisis Centre, the Samaritans in order to support their on-going work to prevent suicide.

4.7 Financial support pledged to 'Living Warriors', to provide on-going accommodation to provide monthly delivery of a support group for survivors of a suicide attempt.

4.8 Financial support pledged to Survivors of Bereavement of Suicide (SOBS) to provide on-going accommodation to provide a monthly delivery of a support group for those bereaved through suicide.

4.9 Annual planning by Edinburgh's Choose Life Coordinator to support and deliver events to publicise suicide prevention messages and work during the week surrounding World Suicide Prevention Day. This year the day was 10 September.

4.10 This year activities included:

- delivery of a 'safeTALK' suicide alertness training on the 3rd of September to a wide variety of professionals including staff from Autism Initiatives; social work; SafeZone Edinburgh; Link Living and Action for Children.
- a non-faith guided time for reflection for those touched by suicide at St. Augustine's Church on the 9th of September organised in partnership by Choose Life Edinburgh; NHS Mental Health Chaplains and Survivors of Bereavment by Suicide

- a free suicide themed film (The Hours) financed by Choose Life on the 10th of September at the Filmhouse screened to approximately 90 people. This was followed by post film input from the Edinburgh Samaritans; the Crisis Centre; Survivors of Bereavement by Suicide; Living Warriors and the Edinburgh Choose life Coordinator.

5. Financial impact

5.1 Work carried out by Choose Life Edinburgh are to be carried out within existing resources.

6. Equalities impact

6.1 An Integrated Impact Assessment is being carried out on the Choose Life Edinburgh in December 2018, which will be published on the Transform Edinburgh and the Council website. The anticipated completion date is late February 2018.

6.2 High risk groups are targeted by advance publicity for suicide prevention training courses to organisations working with them.

7. Sustainability impact

7.1 The work of Choose Life Edinburgh is in line with Scotland's Suicide Prevention Action Plan 'Every Life Matters'. The vision for the new national strategy is to create a Scotland where :

- people at risk of suicide feel able to ask for help and have access to skilled staff and well-coordinated support;
- people affected by suicide are not alone;
- suicide is no longer stigmatised;
- we provide better support to those bereaved by suicide and
- through learning and development, we minimise the risk of suicide by delivering better services and building stronger, more connected communities

8. Consultation and engagement

8.1 Edinburgh's Choose Life Coordinator consults members of the Choose Life Steering Group comprising representatives from:

- The Edinburgh Samaritans
- The Edinburgh Crisis Centre
- Survivors of Bereavement by Suicide
- Living Warriors

- The Advice Shop
- LGBT Health and Wellbeing
- LGBT Youth Scotland
- NHS Lothian
- Amey (Forth Road Bridge)
- City of Edinburgh Council Learning and Development
- City of Edinburgh Council Mental Health Officer service
- Advocard
- Police Scotland
- Penumbra

9. Background reading/external references

Scotland's Suicide Prevention Action Plan

https://beta.gov.scot/binaries/content/documents/govscot/publications/publication/2018/08/scotlands-suicide-prevention-action-plan-life-matters/documents/00539045-pdf/00539045-pdf/govscot:document/

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Corporate Policy and Strategy Committee

10am, Tuesday, 4 December 2018

Sustainability Audit

Item number	7.5
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

The report provides a brief overview of the key messages and recommendations from the independent audit of council activity on sustainability and climate change.

Professor Andy Kerr from the Edinburgh Centre for Carbon Innovation (ECCI) was invited to conduct the Audit following a report to Council in June.

Professor Kerr will present his findings at Committee and a further report will be tabled at the next Corporate Policy and Strategy meeting proposing how the council will respond to his recommendations for elected member consideration.

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Report

Sustainability Audit

1. Recommendations

1.1 To consider and note the content of the ECCI Sustainability Audit.

1.2 To extend the Council's thanks to ECCI and Professor Kerr for their time and contribution

1.3 To note that a proposed response to the findings will be put to the next Corporate Policy and Strategy Committee.

2. Background

2.1 The report to full council on 28 June detailed the breadth of activity being undertaken by this council on sustainability and climate change. These ranged from, fleet management; waste and recycling; planning; housing, transport; energy; sustainable food; climate change; sustainable development; procurement and property and facilities management.

2.2 The report also recognised that the council could potentially be making a greater impact given the breadth and scale of this activity. The council invited Professor Kerr from the Edinburgh's Centre for Carbon Innovation to conduct an independent audit of council activity on sustainability and climate change and to make recommendations as to how the council might improve its impact.

2.3 The council also noted that Edinburgh has a vibrant environmental sector – particularly in respect of the third sector - and asked that the audit also consider how the council better delivers its objectives by working with our environmental partners across the city.

2.4 Amongst other things, ECCI hosts the Centre of Expertise on Climate Change - which supports Scottish Government with their climate change analysis and evidence; hosts the Scottish Sustainability Network, which supports public bodies across Scotland to report their climate actions; co-hosts staff working on Adaptation Scotland activities. The ECCI also has the largest low carbon business innovation incubator in Scotland.

2.5 This report details the key messages from the audit and the key recommendations. The full audit is attached for consideration in annex 1.

3. Main report

Key Messages from the report

3.1 The City of Edinburgh Council has an unprecedented opportunity to set Edinburgh on a course that will deliver rapid improvements in social and economic wellbeing for its citizens, as well as meeting stretching climate and environmental targets. This would put Edinburgh at the forefront of global cities.

3.2 The sustainability audit identified multiple strategies and statutory duties within the Council, but limited coherence in delivering the cross-cutting social, economic and environmental benefits that arise from meeting sustainability outcomes. The report was clear that the Council faces a choice about whether it wants incremental improvements in outcomes, which build on existing resources, good practice and more joined up internal efforts across service areas, or whether it wants to drive an ambitious agenda that capitalises on the opportunity for enhancing social, economic and environmental wellbeing in the city.

3.3 The latter option requires, as a minimum, iconic targets, third party investment and radical new partnerships with external partners to support delivery. To deliver this more ambitious sustainability agenda, my recommendations are that the Council needs to (a) recognise and embed the social, economic, environmental opportunity that exists from setting and delivering challenging sustainability goals, and (b) address five broad areas:

3.3.1 **Vision and Strategy:** Develop a clear over-arching vision and strategy for sustainable development, with iconic goals for the city and clear staging points in 2030 and 2040 towards the 2050 City Vision.

3.3.2 **Leadership and Governance**: Political and corporate leadership is paramount, recognising the opportunities that can be realised for the city and Council. New and more effective governance and strategic coordination of sustainability is required in the Council, with senior management held to account for delivery.

3.3.3 **Internal Resources, Capacity and Skills:** Properly resourced strategic coordination of sustainability is required, along with a need to refresh skillsets and mechanisms by which the city accesses external finance and develops projects needed to deliver City ambitions.

3.3.4 **Finance and Investment:** Third party finance will be required to unlock opportunities. There is a need to refresh delivery mechanisms (such as the Edinburgh ESCo.). Whilst there are excellent inhouse skills and experience in legal, financial and technical areas, the council needs to improve its capacity to develop, deliver and scale investable projects which deliver multiple social, economic and environmental benefits to the city.

3.3.5 **Partnerships:** Building radical new innovation partnerships with local social enterprises, businesses, entrepreneurs, agencies, Universities and civic groups is crucial to help shared learning and development of potential solutions to embedded challenges in the city.

Audit recommendations

3.4 ECCI was asked to provide specific recommendations which can support the Council to make immediate improvements in respect of the above and inform the next iteration of the Edinburgh Council Sustainability Strategy, which is due by 2020.

3.5 If the City of Edinburgh Council is to be ambitious and capitalise on the opportunities presented by the sustainability and climate change agenda, the ECCI report recommends that the council:

3.5.1 Recognise and embed the social, economic and financial opportunity that will emerge in Edinburgh through the development and delivery of a coherent, overarching sustainability and climate action plan.

3.5.2 Address five broad areas: Vision and Strategy; Leadership and Governance; Skills, Resources and Capacity; Finance and Investment; and Partnership and Collaboration.

Vision and Strategy: The Council should

3.5.3 develop and deliver an ambitious long term city strategy and action plan for sustainability that recognises the social, environmental and economic opportunity that this agenda presents for the city and the Council.

3.5.4 set iconic targets – for example a mobility strategy that removes the need for petrol/diesel vehicles in the city by 2030; a buildings strategy that ensures local communities are energy positive by 2030 – to place Edinburgh as a leading sustainable city for human wellbeing in the UK and delivers against the longer term City Vision.

3.5.5 develop policy priorities which focus on delivering strategic sustainability outcomes, rather than narrowly defined sector targets, while giving due regard to legislative requirements.

Leadership and Governance: The Council should

3.5.6 be clear on its collective political prioritisation which needs to set sustainable outcomes at the heart of its economic and social, as well as environmental goals.

3.5.7 improve the clarity and visibility of its corporate leadership and governance of sustainability and climate action.

3.5.8 embed sustainability outcomes in the key performance indicators of existing service delivery directors to effectively mainstream responsibilities.

3.5.9 situate strategic coordination of sustainable development within corporate services, coupled with clear lines of responsibility to service delivery functions.

3.5.10 ensure the “virtuous circle” between reporting outcomes and future action is embedded in sustainability governance.

Internal Resources, Capacity and Skills: the council should

3.5.11 ensure sufficient resource is available to undertake cross-cutting functions operating between service delivery areas, where many of the social and economic opportunities are to be found (between social care, health, energy, transport, green spaces, food).

3.5.12 invest in dedicated resources with the skill sets in particular around commercial expertise to develop, implement and procure projects – i.e. beyond the business case and through procurement to delivery - linked to a refresh of the Council-owned energy service company1.

Finance and Investment: the council should

3.5.13 ensure decisions about investing in city infrastructure (buildings, transport, green spaces) make explicit the life-cycle financial (capital + revenue) and carbon costs of different options, and work on the assumption that Scotland will be expected to be zero carbon before 2050.

3.5.14 work with a range of financial institutions to identify how best the council might partner with these organisations to co-invest in and deliver city-scale sustainability projects.

3.5.15 examine different contracting models, joint ventures and the risks entailed with these in determining how best to progress some of its projects that involve multiple partners.

3.5.16 re-examine the objectives and purpose of Energy for Edinburgh and give that entity sufficient resource to support the delivery of the SEAP.

Partnership and collaboration: the council should

3.5.17 improve the effectiveness of partnership by moving from its traditional approach to explore and apply different partnership models that address specific sustainability challenges in the city (from local food to clean energy provision and smart cities/districts).

3.5.18 work with partners to build local Edinburgh innovation ecosystems with local companies, social enterprises, civic groups, entrepreneurs, Universities and Colleges, and use these partnerships as a broker between the “problem

[1] A separate EIT Climate-KIC funded project on “Financing Sustainable Cities” is helping identify barriers to accessing external finance in the city.

holder" - the City Council - and the "problem solver" - social enterprises and local businesses.

Next Steps

3.6 Following consideration of the findings by Committee, the Corporate Leadership Team will also consider the report. Officers in discussion with the Leader, Deputy Leader and Sustainability Champion will take any immediate operational decisions that can be progressed and a full proposed response to the audit will be developed and brought back to Corporate Policy and Strategy Committee for wider political consideration at its next meeting.

4. Measures of success

4.1 The recommendations of the audit are addressed.

5. Financial impact

5.1 Any financial impact will be addressed as part of the council response to be considered at the next Corporate Policy and Strategy Committee.

6. Risk, policy, compliance and governance impact

6.1 These will be addressed as part of the council response.

7. Equalities impact

7.1 These will be considered as part of the council response.

8. Sustainability impact

8.1 These will be assessed as part of the council response but are expected to be positive.

9. Consultation and engagement

9.1 The Audit was conducted through desk research and interviews with officers and elected members across the work of the council.

10. Background reading/external references

10.1 28 June Council report on Sustainability (item 8.4 sustainability)

Andrew Kerr

Chief Executive

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11. Appendices

Audit of sustainability 2018

CITY OF EDINBURGH COUNCIL
AUDIT OF SUSTAINABILITY 2018

Prof Andy Kerr
ECCI, University of Edinburgh

Key Messages

- The City of Edinburgh Council has an unprecedented opportunity to set Edinburgh on a course that will deliver rapid improvements in social and economic wellbeing for its citizens, as well as meeting stretching climate and environmental targets. This would put Edinburgh at the forefront of global cities.

- We are in the midst of rapid, often disruptive, changes in social practices (for example around local food provision), in the use of energy, data and materials technologies, in regulatory frameworks and in global markets. With leadership, clear objectives and effective strategy, underpinned by investable projects, the City of Edinburgh Council can harness these changes to set and deliver against challenging sustainability goals for improving overall wellbeing in the city.

- In particular, the development of city-wide smart, local generation of renewable energy by communities and businesses will generate income and reduce costs of power and mobility, and help the Council to offset its diminishing central budgets. Co-benefits of this strategy would include reduced health care costs from air pollution, community-directed income and local jobs.

- The sustainability audit identified multiple strategies and statutory duties within the Council, but limited coherence in delivering the cross-cutting social, economic and environmental benefits that arise from meeting sustainability outcomes. The Council faces a choice about whether it wants incremental improvements in outcomes, which build on existing resources, good practice and more joined up internal efforts across service areas, or whether it wants to drive an ambitious agenda that capitalises on the opportunity for enhancing social, economic and environmental wellbeing in the city. This latter option requires, as a minimum, iconic targets, third party investment and radical new partnerships with external partners to support delivery.

- To deliver this more ambitious sustainability agenda, my recommendations are that the Council needs to (a) recognise and embed the social, economic, environmental opportunity that exists from setting and delivering challenging sustainability goals, and (b) address five broad areas:
    - **Vision and Strategy**: Develop a clear over-arching vision and strategy for sustainable development, with iconic goals for the city and clear staging points in 2030 and 2040 towards the 2050 City Vision.
    - **Leadership and Governance**: Political and corporate leadership is paramount, recognising the opportunities that can be realised for the city and Council. New and more effective governance and strategic coordination of sustainability is required in the Council, with senior management held to account for delivery.
    - **Internal Resources, Capacity and Skills**: Properly resourced strategic coordination of sustainability is required, along with a need to refresh skillsets and mechanisms by which the city accesses external finance and develops projects needed to deliver City ambitions.
    - **Finance and Investment:** Third party finance will be required to unlock opportunities. There is a need to refresh delivery mechanisms (such as the Edinburgh ESCo.). Whilst there are excellent inhouse skills and experience in legal, financial and technical areas, the council needs to improve its capacity to develop, deliver and scale investable projects which deliver multiple social, economic and environmental benefits to the city.
    - **Partnerships**: Building radical new innovation partnerships with local social enterprises, businesses, entrepreneurs, agencies, Universities and civic groups is crucial to help shared learning and development of potential solutions to embedded challenges in the city.

Scope of Audit
At their 28 June 2018 meeting, the City of Edinburgh Council asked its external partner, ECCI, "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 audit took the form of semi-structured interviews with key officers and councillors, and review of documents associated with sustainability and climate change strategy and action plans.

What do we mean by "sustainability"

"Sustainability" has many definitions, starting from that of the original Bruntland Commission of the United Nations in 1987: "sustainable development is development that meets the needs of the present without compromising the needs of future generations to meet their own needs." The notion of "sustainability" is commonly used in the context of trying to maintain *environmental resources and limits*.

For this report, a more useful approach to sustainability is to draw on the wider set of 17 Sustainable Development Goals agreed by the UN General Assembly in 2015. These reflect not just environmental goals, but also social and economic goals for human wellbeing.

In Scotland, the 2007 National Performance Framework created an outcomes approach to wellbeing and provided a means of measuring wellbeing beyond GDP. The recent major 2018 revision of the National Performance Framework, with the national outcomes approach being placed in statute through the Community Empowerment Scotland (2015) Act, links Scotland's performance directly to the UN goals and international measures of human wellbeing. This outcomes-based approach for sustainability actions – ranging from having thriving and innovative businesses to valuing and enjoying our environment - informs this report.

See http://nationalperformance.gov.scot/ for more details.

Key Audit Findings

Council strategic and specific objectives on sustainability and climate change:

- The Council has a plethora of statutory and non-statutory obligations[1] around different aspects of sustainability and climate change, including a sustainability framework; action plans for biodiversity, air quality, climate adaptation, carbon management, flood risk management, active travel, public and accessible travel, waste and recycling and sustainable food; coupled with statutory climate change reporting to Scottish Government through its Public Bodies Duties [from the Climate Change (Scotland) Act, 2009].

Council activity aimed at delivering those ambitions and the specific obligations placed on it by the Climate Change (Scotland) Act, its mandatory reporting obligations under the Act (Public Bodies Duties), and Community Empowerment Act:

- Current activity on this plethora of internal commitments and statutory obligations, such as Public Bodies Duties reporting, appears to have become embedded in institutional silos in the Council. The audit feedback suggests that these obligations have become a hindrance rather than an enabler: for example, Public Bodies Duties reporting does not appear to be used to inform and drive strategic climate action in the city. This is exacerbated by the lack of joined up and clear political and operational leadership about the medium-term outcomes we seek as a city. To that end, the renewed focus on "place" and place-making for wellbeing – for example, proposals around the City Centre Transformation linking with the Low Emission Zone and City Mobility Plan – is welcome.

- The City Council has significant levels of activity and associated reporting concerned with sustainability and climate change, working across a breadth of directorates. Multiple members of staff, from planning, housing and property to green spaces directorates and corporate services, are closely involved in sustainability and climate change activities. Council staff capacity should not be seen as limited to the small number of people with "sustainability" in their title. But a common challenge for realising the full benefit of this staff resource, identified throughout the audit from Councillors and officers alike, was the lack of joined up and clear vision, strategic objectives and plan for sustainability, and an investable action plan underpinning that council wide vision.

City approach to and delivery of its Sustainable Energy Action Plan (SEAP) :

- Through the audit feedback, there is much evidence of success at delivering individual projects and programmes, such as smart lighting, estate management, enhanced recycling, etc. These are contributing effectively towards the stretching targets of the city-wide Sustainable Energy Action Plan (SEAP) and Carbon Management Plan. However, there was limited evidence of a more coordinated and coherent strategy for delivery of SEAP energy and carbon goals across all city-region activities and plans. This might reflect the lack of priority and importance being afforded to carbon and sustainable energy goals. It also implies that existing and future city-region plans – on transport, housing, inclusive growth – are missing the wider health, economic and social opportunities that arise from capitalising on sustainability.

Effectiveness of Council governance and internal strategic coordination of activity

- Audit responses recognised the need for putting sustainability and climate action above institutional silos within the Council, with effective resourcing. However, there appeared to be limited Council-wide recognition of the social or economic benefits (health, jobs, well-being of citizens) or the financial income generation opportunity for the Council or the wider city of delivering cross-cutting sustainability outcomes. For example, the recent completion of a public building which encumbers the Council with long-term (25 year+) energy cost and carbon liabilities that are higher than the building it replaced, is profoundly short-sighted.

[1] See Annex 1 for full details…

- The audit suggests that both the governance – the process of decision making and by which decisions are implemented – and internal strategic coordination of activity for delivering the wider, emerging social and economic benefits of delivering sustainability goals in Edinburgh needs to be substantially improved.

Effectiveness of current partnership working and how the council could better deliver its objectives by working with our environmental partners across the city

- Audit feedback suggests that current partnership working is effective in some cases. For example, the rising numbers of Edinburgh park friend groups, the sustainability partnership and the increasingly collaborative activities with Universities as part of the Edinburgh and South East Scotland City Region Deal. Generally, however, the audit suggests that city partnerships are focused on engagement, rather than delivery of outcomes. As a result, they are not delivering the benefits they could, given the dynamism and knowledge of individuals, civic organisations and businesses across the city. For example, Edinburgh hosts some of the country's most innovative social and commercial enterprises in energy and housing (e.g. OurPower, ChangeWorks, Flextricity, Solar Coop); some of the leading Universities; vibrant business incubators and strong community groups. Yet the city is not at the leading edge of the energy transformation taking place in other cities. This challenge is exacerbated by the traditional, passive nature of many of the partnerships in Edinburgh, with participants expecting the Council to lead on funding and coordination.

In summary, the audit tells a story which is increasingly clear: the economic and social benefits – and associated income generating opportunities – of delivering overarching sustainability goals are not currently being realised by the Council or the city. The Council's approach to sustainability and climate change needs collective political direction and more strategic leadership, coordination and effective delivery to meet the council's wider ambitions around the Edinburgh 2050 Vision and to develop citizens' wellbeing over the coming decade.

Recommendations

ECCI was asked to provide **specific recommendations which can support the council to make immediate improvements in respect of the above and inform the next iteration of the Edinburgh Council Sustainability Strategy, which is due by 2020**.

If the City of Edinburgh Council is to be ambitious and capitalise on the opportunities presented by the sustainability and climate change agenda, it needs to:

1. **Recognise and embed the social, economic and financial opportunity** that will emerge in Edinburgh through the development and delivery of a coherent, overarching sustainability and climate action plan.
2. Address five broad areas: **Vision and Strategy**; **Leadership and Governance; Skills**, **Resources and Capacity; Finance and Investment; and Partnership and Collaboration.**

Vision and Strategy: The Council should

- develop and deliver an ambitious long term city strategy and action plan for sustainability that recognises the social, environmental and economic opportunity that this agenda presents for the city and the Council
- set iconic targets – for example a mobility strategy that removes the need for petrol/diesel vehicles in the city by 2030; a buildings strategy that ensures local communities are energy positive by 2030 – to place Edinburgh as a leading sustainable city for human wellbeing in the UK and delivers against the longer term City Vision
- develop policy priorities which focus on delivering strategic sustainability outcomes, rather than narrowly defined sector targets, while giving due regard to legislative requirements.

Leadership and Governance: The Council should

- be clear on its collective political prioritisation which needs to set sustainable outcomes at the heart of its economic and social, as well as environmental goals
- improve the clarity and visibility of its corporate leadership and governance of sustainability and climate action
- embed sustainability outcomes in the key performance indicators of existing service delivery directors to effectively mainstream responsibilities
- situate strategic coordination of sustainable development within corporate services, coupled with clear lines of responsibility to service delivery functions
- ensure the "virtuous circle" between reporting outcomes and future action is embedded in sustainability governance.

Internal Resources, Capacity and Skills: the council should

- ensure sufficient resource is available to undertake cross-cutting functions operating between service delivery areas, where many of the social and economic opportunities are to be found (between social care, health, energy, transport, green spaces, food)
- invest in dedicated resources with the skill sets in particular around commercial expertise to develop, implement and procure projects – i.e. beyond the business case and through procurement to delivery - linked to a refresh of the Council-owned energy service company[2]

Finance and Investment: the council should

- ensure decisions about investing in city infrastructure (buildings, transport, green spaces) make explicit the life-cycle financial (capital + revenue) and carbon costs of different options, and work on the assumption that Scotland will be expected to be zero carbon before 2050
- work with a range of financial institutions to identify how best the council might partner with these organisations to co-invest in and deliver city-scale sustainability projects
- examine different contracting models, joint ventures and the risks entailed with these in determining how best to progress some of its projects that involve multiple partners.
- re-examine the objectives and purpose of Energy for Edinburgh and give that entity sufficient resource to support the delivery of the SEAP.

Partnership and collaboration: the council should

- improve the effectiveness of partnership by moving from its traditional approach to explore and apply *different partnership models* that address specific sustainability challenges in the city (from local food to clean energy provision and smart cities/districts)
- work with partners to build local Edinburgh innovation ecosystems with local companies, social enterprises, civic groups, entrepreneurs, Universities and Colleges, and use these partnerships as a broker between the "problem holder" - the City Council - and the "problem solver" - social enterprises and local businesses

The Opportunity for Edinburgh

We are in the midst of rapid, often disruptive, global changes in technologies, social practices, and markets. In Edinburgh and its city region, we are facing particular challenges of inclusive growth, with regional disparities in jobs density; affordable homes and transport connectivity; skills inequality and polarization, and gender and age inequalities.

With leadership, clear objectives and effective strategy, and new partnerships underpinning investable projects, ***these disruptive global changes open up an unprecedented opportunity for Edinburgh to deliver***

[2] A separate EIT Climate-KIC funded project on "Financing Sustainable Cities" is helping identify barriers to accessing external finance in the city.

both climate change emission reduction goals and support wider city sustainability goals being articulated through, for example, the 2050 City Vision. These reflect a desire for a socially, culturally and economically vibrant, clean, green place to live and visit, with access to affordable homes and an effective transport system.

In the context of squeezed public-sector budgets, these disruptive changes are creating major income generating opportunities for the city council and its communities, in partnership with local businesses, which can help support skilled jobs, provide affordable housing and tackle some of the inequality that hinders the city of Edinburgh.

At the heart of this opportunity is the ongoing revolution in **energy provision, data analytics and material science**, **coupled with our increasing social understanding of what works** for communities to thrive, to feel secure and to be resilient.

For example - with **energy -** electricity generated for self-use ('behind the meter') locally by onshore wind and solar-PV in and around Edinburgh is already cheaper – without government subsidy - than purchasing electricity from the national grid. The determinant for delivering this opportunity is access to land or buildings, of which the council is a major owner or controller, and access to cheap investment capital.

Scotland's goal is to have "no need for the sale of petrol or diesel vehicles by 2032"[3], implying rapid growth in electric or hydrogen vehicles and associated charging infrastructure. It is possible for Edinburgh in 2030 to be locally generating and supplying electricity to replace much of the £300m/yr costs of imported petrol/diesel. The removal of petrol/diesel vehicles in the city has the co-benefit of reducing health impacts from air pollution, which has a tangible impact on citizens and visitors.

With **data**, Edinburgh (and Scotland more widely) is already using improved data analytics and data innovation to support the quality of public services. The City Region Deal has led to major - £200million+ - investment in data driven innovation in Edinburgh Universities by the UK Government. With this expertise, we can develop and tailor information about citizens preferences and the city's public spaces – for example to support the City Centre Transformation plans - to improve the quality of life for citizens and visitors alike.

With **materials**, we are beginning to recognise the role and importance of using materials and designing products that minimise waste and can be re-used. This "circular economy" approach both reduces long term social, economic and environmental costs, but also provides a means of generating new economic value from existing resources. For example, the city is exploring the multiple benefits of using passivHaus standards for buildings to reduce operational costs while also delivering improved living conditions for building users and households. The City is also working with Scotland's national agency, Zero Waste Scotland, and Chambers of Commerce to develop circular economy models for the city.

On **social understanding**, we are better at comprehending the important links between social, economic and environmental outcomes. In other words, that human wellbeing can be best supported if we focus on social, economic and environmental goals, rather than focusing only on one or other independently. As one example shows: "There is significant and growing evidence on the **health benefits** of **access** to good quality **green spaces**. The **benefits** include better self-rated **health**; lower body mass index, overweight and obesity levels; improved mental **health** and wellbeing; increased longevity..."[4]

[3] Scottish Government Energy Strategy (2017)

[4] Public Health England, 2014: "Local action on health inequalities: Improving access to green spaces" https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/355792/Briefing8_Green_spaces_health_inequalities.pdf

ANNEX 1: REPORT CONTEXT

The City Of Edinburgh, and the City of Edinburgh Council, has an important role to play in Edinburgh and Scotland's commitment to be sustainable and to address climate change.

In June 2018, the City Council asked ECCI, University of Edinburgh, to provide an independent audit and evaluation of the council's work on and approach to sustainability and climate change. The specific purpose is to ensure the council is able to improve the cumulative impact it has on sustainability and climate change.

The council is particularly concerned to ensure that it is supported to make practical change and real progress with a degree of pace. Specifically, the council is keen to ensure policies and an operating environment which can deliver:

- Progress on reducing carbon emissions from council estate
- Progress on future proofing the city for a low carbon future
- Progress on a sustainable fleet and wider sustainable city transport
- Progress against low carbon energy generation and security of supply
- Progress against food sustainability

Recommendations from this audit will be shared with Corporate Policy and Strategy (CP&S) and, subject to political agreement, taken forward by the Council. Dependent on the results, these findings will also form the basis for developing a new Edinburgh Council Sustainability Strategy, which is due by 2020.

ECCI was asked to provide independent analysis of:

- Council strategic and specific objectives in respect of sustainability and climate change.
- Council activity aimed at delivering those ambitions and the specific obligations placed on it by the Climate Change (Scotland) Act, its mandatory reporting obligations under the Act (Public Bodies Duties) and the Community Empowerment Act.
- Council approach to and delivery of SEAP.
- The effectiveness of our governance and internal strategic coordination of council activity.
- The effectiveness of current partnership working and how the council could better deliver its objectives by working with our environmental partners across the city.
- Provide specific recommendations which can support the council to make immediate improvements in respect of the above and inform the next iteration of the Edinburgh Council Sustainability Strategy, which is due by 2020.

This work has been supported by ECCI and funding from EIT Climate-KIC.

ANNEX 2: Statutory and Non-Statutory Obligations of the City Council

Topic Area	Name of Document	Time Period
Sustainability Framework	Sustainable Edinburgh 2020	2014-2020
City Vision	2050 Edinburgh City Vision	2018-2050
Air Quality	Air Quality Action Plan	Revised 2008
	Developing Low Emission zones in Edinburgh	2018
Biodiversity	Edinburgh Biodiversity Action Plan	2016-18
Climate Change Reporting	Public Bodies Climate Change Duties Report	2016-17
Climate Change Adaptation	Resilient Edinburgh Climate Change Adaptation Framework	2014-2020
	Edinburgh Adapts Our Vision 2016-2050	2016-2050
	Edinburgh Adapts Climate Change Action Plan 2016-2020	2016-2020
Climate Change mitigation	Sustainable Energy Action Plan	2015-2020
	City of Edinburgh Council - Carbon Management Plan	2015-16 – 2020-2021
Economy	Edinburgh Economy Strategy	2018-2023
	Edinburgh and South East Scotland City Region Deal	2018-2033
	Edinburgh 2020	2014-2020
	Tourism in Edinburgh	2020 -
Energy Efficiency	Council Energy Policy	
Flood Prevention	Local Flood Risk Management Plan – Forth Estuary Local Plan District	2016-2022
Food	Edible Edinburgh: A Sustainable Food City Plan	2014-2020
Fair Trade	City of Edinburgh Council – Fair Trade Policy	2018
Parks and Green spaces	Parks and Greenspace Strategy	
	Trees in the City Action Plan	January 2014
	I-Tree	Survey 2013. Updated 2016
	Edinburgh Living Landscapes	Ongoing
Planning	Edinburgh's Local Development Plan	2016-2021
	Edinburgh Design Guidance	October 2017
	Central Edinburgh Transformation – Scoping Report approved October 2017 Progress Report August 2018	In development
	Open Space 2021	2016-2021
Procurement	Sustainable Procurement Policy	2012-
Transport	Local Transport Strategy	2014-2019
	Active Travel Action Plan 2016 Refresh	2016-2020
	Public and Assessible Transport Action Plan	2013-2020
	Workplace Parking Levy	2018
Waste	Waste and Recycling Strategy	2010-25
	Waste Prevention Strategy	Adopted 2005
	Resource Use Policy	Adopted 2000
Water and Sewage	Water Management Policy	Adopted 2006

Corporate Policy and Strategy Committee

10.00am, Tuesday, 4 December 2018

Sustainable Energy Action Plan: Further Update

Item number	7.6
Report number	
Executive/routine	Routine
Wards	All
Council Commitments	C18

Executive Summary

At its meeting on the 2 October 2018, the Corporate Policy and Strategy Committee agreed to continue consideration of the Sustainable Energy Action Plan update report and to receive a further update on the progress of the Sustainable Energy Action Plan (SEAP), specifically reporting progress against the target of reducing carbon emissions by 42% by 2020. This activity is aligned with the audit of sustainability being undertaken by the Edinburgh Centre for Carbon Innovation (ECCI) which is assessing the resourcing of the SEAP.

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Report

Sustainable Energy Action Plan: Further Update

1. Recommendations

1.1 The Committee is asked to:

1.1.1 Note that an update on the SEAP was presented in October 2018 and was continued in order for progress against the SEAP to be reported;

1.1.2 Note the progress against each of the SEAP actions as set out in appendix 1;

1.1.3 Note that an Annual Review of progress is due to be presented to Committee in June 2019 and that progress updates will be reported every two months to this Committee; and

1.1.4 Note that the SEAP is aligned to the Sustainability Audit which has been undertaken by the ECCI.

2. Background

2.1 The SEAP was approved by Corporate Policy and Strategy Committee in February 2015 and set ambitious targets for the city to reduce carbon emissions by 2020.

2.2 At the 2 October 2018 meeting, the Committee received an update report on the Council's SEAP.

2.3 The Committee agreed to continue consideration of this issue for one cycle to receive a further update.

2.4 This activity is aligned to the findings of the sustainability audit being undertaken by the ECCI.

3. Main Report

3.1 The report of 2 October highlighted that carbon emissions across the city have reduced by 33% between 2005 and 2016 against a target of a 42% reduction by 2020. The largest fall in emissions is from the domestic and industrial/commercial sectors, mainly from electricity consumption.

3.2 However, emission reductions from gas, especially from domestic properties, have not decreased significantly while emissions from transport (mainly freight transport) have shown an increase over the last two consecutive years of monitoring in 2015 and 2016.

3.3 On 2 October members indicated that they required reassurance that the SEAP is on course to meet its target by 2020.

3.4 Progress on the SEAP is monitored in two ways:

3.4.1 there is statistical analysis undertaken by the UK Government Department of Business, Energy and Industrial Strategy (BEIS). The BEIS statistics are used by all local authorities to measure progress towards carbon reduction and it is these statistics that are reported annually to Committee; and

3.4.2 monitoring and reviewing the overall SEAP programme using a 'traffic light' system. The programme consists of over 100 projects, with a majority of these being taken forward by Council service areas although some will be delivered by external partners.

3.5 Progress is regularly reviewed throughout the year with actions taken if projects appear not on track. In addition, because there is still a gap of 12% in reaching the overall target, new projects are added to the programme wherever possible. This approach, combined with the BEIS statistics, tries to ensure that there is as robust an assessment of progress as possible.

3.6 Figure 1 below shows the progress towards Edinburgh's carbon reduction between 2005 and 2016 (Appendix 1 details the figures). The red line shows the actual reduction while the dotted blue line shows the target to be achieved. If progress with the annual reduction continues in line with the current trend the Council is on course to meet its target by 2020.

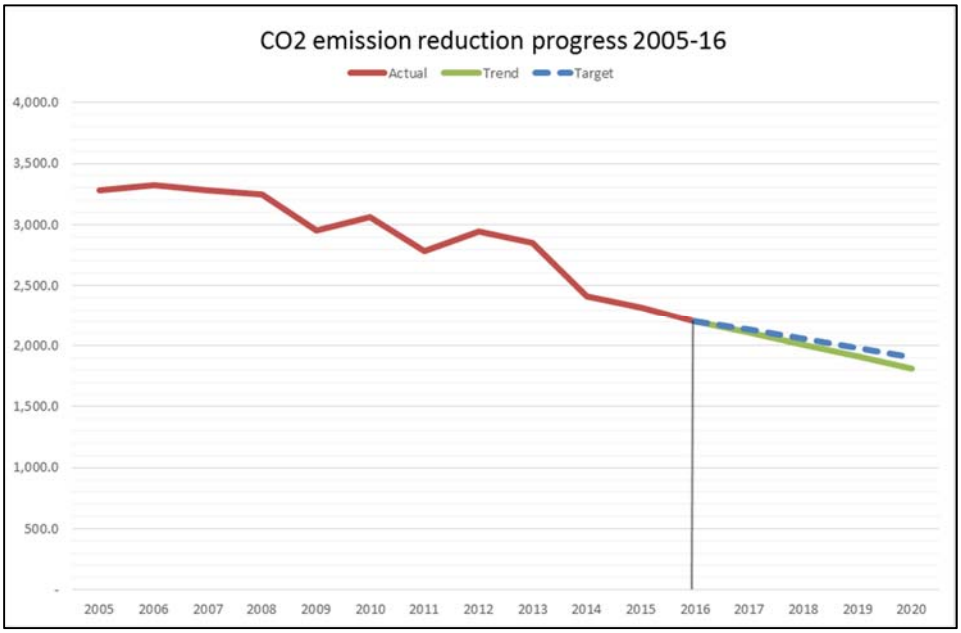

Figure 1: Progress in Carbon Emissions Reduction 2005-2016

3.7 As mentioned in paragraph 3.2, the reduction in emissions from gas, particularly from domestic properties is a particular challenge but there are some actions which the Council is taking in respect of Council and owner occupied properties in the city to help address this, as outlined below.

3.8 The Energy Efficiency Standard for Social Housing (EESSH) is a Scottish Government initiative which aims to improve energy efficiency in social housing by December 2020. Over the last five years this Council has embarked on a comprehensive EESSH programme for all 20,000 council homes to ensure not just compliance with the standard, but to go beyond this and where possible exceed it to achieve an Energy Efficiency Rating of C or above.

3.9 The Scottish Government's Home Energy Efficiency Programme Scheme: Area Based Scheme (HEEPs:ABS) programme provides funding for energy efficiency measures in owner occupied homes including wall and roof insulation and repair work to the fabric of a building. In 2016/17 it is estimated that home owners in the city have saved around £70,000 per year in energy and fuel bills with a carbon saving of 336 tonnes per year. This work is on-going and will continue to deliver improvements.

3.10 Reducing the emissions from vehicles, especially freight vehicles is more challenging for the Council to influence with transport emissions actually increasing over the last two years.

3.11 The Council is involved in the ECO Stars initiative which encourages freight operators to reduce their transport related emissions by driving in a more eco-conscious way. To date over 200 operators have joined the Edinburgh scheme (their combined responsibility is for around 8,000 vehicles).

3.12 In addition, the emerging City Mobility Plan will include actions to address emissions from freight.

3.13 Regular monitoring of projects on an ongoing basis will continue to maintain momentum. In addition new projects will continue to be added and monitored as they arise.

Sustainability Audit

3.14 At its meeting on 28 June 2018, the Council noted the intention to carry out a sustainability audit of the Council's policies and activities. ECCI were asked to carry out the audit and the outcome of this is being reported as part of another report on today's agenda.

3.15 The outcome of this audit will be used to define the Council's approach to sustainability in the future. As well as setting targets for beyond 2020, this will also need to take account of emerging challenges and be as ambitious as the current SEAP set out to be.

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.

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

10.1 N/a

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11. Appendices

11.1 Appendix 1 – Table Detailing Sectoral Carbon Emissions in Edinburgh 2005-2016.

11.2 Appendix 2 – Sustainable Energy Action Plan Progress Update.

APPENDIX 1

Table 1: Sectoral Breakdown of Carbon Emissions in Edinburgh 2005-2016

YEAR	SECTORAL EMISSIONS			TOTAL
	Industrial and Commercial	Domestic	Transport	
2005	1,387.5	1,183.4	707.0	**3,277.9**
2006	1,441.1	1,178.4	701.1	**3,320.6**
2007	1,415.7	1,163.0	706.2	**3,284.9**
2008	1,413.9	1,160.7	669.9	**3,244.4**
2009	1,251.6	1,041.1	657.1	**2,949.8**
2010	1,313.5	1,104.0	646.0	**3,063.5**
2011	1,177.1	973.6	629.5	**2,780.2**
2012	1,270.6	1,059.4	617.2	**2,947.2**
2013	1,218.0	1,023.8	610.6	**2,852.4**
2014	937.2	857.0	614.9	**2,409.1**
2015	868.0	829.5	624.6	**2,322.0**
2016	786.0	778.3	638.7	**2,203.1**

APPENDIX 2: REVIEW OF SEAP ACTIONS

Project started/ongoing/completed/ No concerns			Project in development/might be resourcing or funding issues but commitment to take forward. Some concerns	Project has stalled due to resource/ funding/other constraints. In danger of not progressing	
Lead	**Project**	**CO_2 (kt) reduction**	**Comment**	**Status as at May '18**	**Status as at Nov '18**
SEAP PROGRAMME 1: ENERGY EFFICIENCY			**Sub Total : 141.55ktCO_2**		
CE Sustainable Development (SD)/Property	RE:FIT Project	8.865	Energy retrofit programme for the largest energy consuming properties in the Council. Eight properties now completed with measures installed in seven schools: St Thomas HS, Sciennes Primary, Leith and Trinity Academies, Balerno and Currie HS and Wester Hailes Education Centre and the City Chambers. Four CHP units have been installed in Trinity, Balerno, Currie and Wester Haile. The last building for works is the Usher Hall.	**Completes in July 2018**	**PROJECT COMPLETED**
CEC Property/SD	RE:FIT Phase 2	7	Second phase of energy retrofit programme for non- domestic buildings. As Phase 1 completes in July – consideration being given to taking forward other key properties for retrofit – dependent on the outcomes and review of Phase 1.	Need review of Phase 1 before Phase 2 begins.	Reviewing outcomes of Phase 1
CEC Roads Services	Street Lighting Retrofit	20.275	In January 2018, a three-year contract was awarded to Amey for the replacement of approximately 54,000 street lights across the city with Low Emissions Diodes (LED) making the whole estate more energy efficient.	Due for completion in 2020	Status unchanged
Edinburgh Leisure	Carbon Management Programme	10.685	Ongoing programme from Edinburgh Leisure for energy efficiency across its estate including the installation of controls, pool air handling units, CHP and high efficiency controls. 2017 saw the first full year of operation of three 20kW CHPs at Swim Centres at Leith Victoria, Portobello and Warrender.	Ongoing Programme	Status Unchanged

CEC - Property	CEC – Properties Energy Efficiency Upgrades	13.59	Large scale BMS upgrades. Now in year 3 of a four-year programme, with BEMS in over 50 operational properties now upgraded in line with the Council's BEMS Specification.	Ongoing Programme to 2020	Status Unchanged
CEC - Property	CEC – Properties Energy Efficiency Upgrades	2.24	Oil to gas boiler conversion. Fox Covert Primary School and Sciennes Primary School have converted from oil to gas heating. A couple of smaller properties that are fuelled from oil remain but these will be phased out where possible as plant is replaced.	Ongoing programme	Status unchanaged
CEC - Property	CEC – Properties Energy Efficiency Upgrades	0.125	Heating conversion electric to ASHP. Nether Currie Primary School has now been converted from all electric heating to air source heat pumps.	**Completed**	**PROJECT COMPLETED**
CEC - Property	CEC – Properties Energy Efficiency Upgrades	0.6	Lighting conversions. The advantages in LEDs, both in terms of energy and maintenance, have resulting in them being the fitting of choice for lighting refit. A number of large scale LED projects have been completed under both RE:FIT and SEEP, as well as independently through both Capital and maintenance programmes.	Ongoing programme	Status unchanged
CEC - Property	Knowledge Transfer Partnership	tbc	The three year Knowledge Transfer Partnership project with Napier University is due to finish in summer 2018. Work is currently underway to finalise outputs that will inform future energy strategy.	**Due to complete in summer 2018**	**COMPLETED. Findings being assessed.**
CEC/University of Edinburgh	ENHANCE project	tbc	The Council has been involved in a research project with the University of Edinburgh to help analyse and better understand its energy use. The project has been running since 2016 in the Assembly Rooms on George Street. Funded by Engineering and Physical Sciences Research Council (EPSRC), the project used a	Ongoing due to complete in 2019.	Status Unchanged.

			'living lab' approach and modern data collection and visualisation techniques to engage with staff on site.		
Heriot Watt University	LED street lighting	0.6	Programme to replace the street lighting across the University's campus estate at Riccarton.	Ongoing	
CEC – Property/SD	SEEP Phase 2 - Duncan Place Retrofit	1.8	SEEP Phase 2 funding secured for energy efficiency upgrades to Duncan Place Resource Centre. This will include an air source heat pump system, LED lighting and an advanced building energy management system	**NEW** project – completes in March 2019	Project well underway.
CEC – Property/SD	SEEP Phase 2 – CEC non-domestic programme	0.525	SEEP Phase 2 funding secured for energy efficiency upgrades to all 4 museums on the Royal Mile, the Assembly Rooms, Royal Mile Primary School and Edinburgh Bus Station. The upgrade measures will include a mixture of advanced building energy management system upgrades and LED lighting replacement.	**NEW.** Completes in March 2019	Project well underway.
CEC Property/SD	SEEP Phase 1 – CEC non-domestic programme	0.405	A combination of advanced building energy management systems and LED lighting upgrades were installed across 8 Primary Schools, 1 Community Centre, 1 neighbourhood Office, and 1 equipment store as part of the SEEP Phase 1 non-domestic programme.	**Completed**	**PROJECT COMPLETED**
Dunedin Canmore HA	Smart Metering	tbc	Dunedin Canmore housing developments in Edinburgh will see wireless smart metering technology installed into a total of 228 properties by Vital Energy. The work will run until June 2018. Featuring no wired infrastructure, data can be collected remotely using GPRS to prevent any need to enter a customer's home.	**NEW**	To complete later in 2018.
CEC – Housing	Stair lighting	2.4	Programme to replace all Council communal stair lighting areas with LEDs.	**Completed**	**COMPLETED.**
CEC - Housing	Capital Investment Programme - Council homes	4.6	Improve Council homes through the Council Capital Investment Programme. Council homes have received extensive investment over the past few years to ensure they are more energy efficient so that tenants can benefit from cheaper fuel bills.	Ongoing programme to 2020	Status unchanged.

CEC - Housing	Future investment in Council homes	7.6	Future investment in Council homes to meet the Energy Efficiency Standard for Social Housing by 2020, following on from SHQS achievements. Investment is currently being accelerated to ensure Council homes across Edinburgh meet the energy efficiency target by 2020. Measures include new energy efficient heating systems, boilers, windows and insulation.	Ongoing programme to 2020	Status Unchanged.
CEC - Housing	Scottish Government Funded Energy Efficiency Measures	48.2 (37)	This involved a number of historic energy efficiency measures carried out via the Housing Improvement Scheme (HIS), the Universal Housing Investment Scheme (UHIS) and HEEPS:ABS funding(first year of HEEPS:ABS). Private homes have benefited from insulation measures funded by the Scottish Government, leveraging in additional ECO funding. Homes will benefit form a range of measures including external, internal and cavity wall insulation. (6700 homes)	**Completed**	**PROJECT COMPLETED**
CEC - Housing	CEC HEEPS: ABS programmes 2014/15, 2015/16 and 2016/17	8 (0)	Home Energy Efficiency Programmes for Scotland (HEEPS) is the Scottish Government initiative to tackle fuel poverty and increase energy efficiency in homes. HEEPS is a cluster of programmes currently including: Area Based Schemes (ABS). (4000 homes)	**Completed**	**PROJECT COMPLETED**
CEC - Housing	HEEPS: ABS for private owners (2017 – 2020)	2.5	Projects will continue to target fuel poor homes to ensure that residents can benefit from lower energy bills. Projects will include a continuation of investment in Dumbiedykes, Westburn, South Queensferry. Hard to treat homes across Edinburgh will also be targeted for insulation.	Ongoing programme through to 2020	Status unchanged.
CEC – Sustainable Development / Housing / Changeworks	SEEP Phase 1 – Domestic programme	1.405	Funding was secured through phase 1 of SEEP for domestic energy efficiency upgrades across a number of hard to treat cavity properties in the Leith area. In total 241 domestic properties received upgrades and 9 additional properties had internal wall insulation works carried out.	**Completed**	**PROJECT COMPLETED**

EWHT/ Sustainable Development (CEC)	SEEP Phase 2 - Basil Spence Building (Canongate)	TBC	Funding was secured through phase 2 of SEEP for energy efficiency upgrades to domestic and non-domestic properties at the Basil Spence Building in Canongate. The lead partner on this project is the Edinburgh World Heritage Trust (EWHT).	**NEW** Ongoing programme to March 2019	Project underway. Extension to Dec 2019
CEC – Housing	Energy Advice Initiatives	0.1	Promoting energy advice and raising awareness of Home Energy Scotland, energy efficiency funding and energy advice services such as CEC's 'Warm Your Home' Campaign and 'Affordable Warmth' Project. Projects include the Healthy Homes project. Awareness will be raised of grants, loans and incentives available to private landlords to improve their properties.	Ongoing programme	Status unchanged.
SEAP PROGRAMME 2: DISTRICT HEATING			**Sub Total : 59 $ktCO_2$**		
CEC – Sustainable Development	Heat Opportunities tool	50.0	Using the Scottish Government's Heat Opportunities Tool, the potential for heat networks across the city suggests large savings in carbon emissions but is reliant on new project opportunities being developed. An example is the refurbishment of Meadowbank Stadium and assessing the potential for district heating.	Ongoing	Status unchanged.
CEC – number of service areas	India Quay District Heating Scheme	3.22	A Business Case has been developed for a district heat network at India Quay for a gas CHP scheme. Work is ongoing to assess other alternative technologies such as heat from waste.	Still a commitment to take forward.	Work now progressing on the delivery options.
BioQuarter Partners	BioQuarter District Heating Scheme	5.78	Work progressed over the last year to identify the possible procurement route, resource and expertise needed to deliver the district heating network. Partners remain committed to taking the project further. Funding sources being evaluated.	Still a commitment to take forward.	Status unchanged
SEAP PROGRAMME 3: RENEWABLES			**Sub Total 5.1 $ktCO_2$**		

Edinburgh Community Solar Co-op	Solar Energy from buildings	2.35	Project up and running. Solar PV installed across 24 buildings generating around 1.3MW of energy per annum. A community benefits scheme has also been created.	**Completed**	COMPLETED
CEC – SD and Greenspace	Saughton Park Micro Hydro Scheme	0.234	A detailed design package has been produced for a micro hydro scheme at Saughton Weir which would serve to power the GSHP system currently being installed. An application for funding is currently being investigated.	Ongoing	Funding application successful. Project going ahead.
Harlaw Hydro	Micro Hydro Scheme	0.516	The Harlaw Hydro Scheme has now been operational for 2 years Scheme now generating electricity currently 61 KW enough for the average consumption of 127 homes.	**Completed**	**PROJECT COMPLETED**
CEC – SD / Parks and Greenspace	SEEP Phase 2 - Saughton Park	tbc	Funding secured through phase 2 of SEEP for the installation of two separate Ground Source Heat Pump systems at Saughton Park as part of the wider redevelopment works taking place. On vertical (64kW) GSHP will provide heat to the Winter Garden and two horizontal 12.5kW GSHP systems will provide heat to the new build developments and existing buildings at the site.	**Completed** Pumps now installed	**PROJECT COMPLETED**
Various energy partners	Tower Power	tbc	The Council was a partner in the Scottish Government funded trial of Tower Power. Along with Community Energy Scotland, Our Power, Energy Local, and TMA, which aimed to aggregate the energy demand of blocks of housing and achieve savings for residents through local supply and collectively negotiating energy deals.	**Completed** Report due end of April 2018	**PROJECT COMPLETED**
CEC – Sustainable Development	Park and Ride - Solar Car Ports	2.0	An updated outline feasibility study exploring solar PV car port opportunities at Hermiston and Ingliston Park and Ride sites has been completed, which shows significant generation potential at both sites.	**NEW**	**Atkins appointed. Business Case now being developed.**

CEC – Sustainable Development	Solar PV asssessment	tbc	The Ongen tool will be used to assess a range of CEC properties and their potential for generating renewable energy. Solar PV will be the primary technology that will be assessed.	Due for completion in summer 2018.	Due for completion end of 2018
SEAP PROGRAMME 4: RESOURCE EFFICIENCY			**Sub Total : 93.763 $ktCO_2$**		
Resource Efficient Scotland	Resource Efficient Scotland - Advice and Support Service	7.9	Since the 1st April 2013 The Resource Efficient Scotland Advice and Support Service have worked on a 1-2-1 basis with 228 organisations in Edinburgh to be more resource efficient. Figures are updated each year but cumulative identified savings for these businesses stand at over £1.96M and carbon savings of over 7900tCO2e.	Ongoing programme	Status unchanged
CEC Procurement	Sustainable Procuremen t Policy	0.23	Improve energy efficiency of local Council suppliers and their supply chain through implementation of the Council's Sustainable Procurement Policy and Sustainable Procurement Action Plan.	To be reviewed further as to the savings potential	Status unchanged
CEC Procurement	WARP:IT reuse network	208 tonnes (indirect)	The WARP:IT scheme is set up for organisations and is an on line reuse network that allows staff to redistribute unwanted and underused items. The scheme also allows donations to charities. The Council is currently in “silver” place in the League with staff having donated £192,843 to charity. A total of 208 tonnes of carbon has been saved but these are indirect emissions (part of the supply chain) so not included in the total reductions	Ongoing	Status unchanged.
	SHARC – waste heat from sewage	0.556	This project was to evaluate a scheme piloting waste heat from sewage pipes for Council buildings. Currently there is no funding to support a pilot.	Stalled	Not being taken forward.
	Fleet Biofuel opportunitie s	4.5	Trial a pilot using biofuel in the Council fleet to other partners with large scale fleet e.g. Lothian Buses. Currently there is no funding to support a pilot.	Stalled	Not being taken forward.

Lothian Buses	Recycling	0.35	Recycling initiative that quantified the carbon savings from the Lothian Buses recycling operation.	**Completed**	**COMPLETED**
CEC SD/ ZWS and CofC	Circular Economy - Cities and Regions Programme	tbc	The Council is currently working with Zero Waste Scotland (ZWS) and the Edinburgh Chamber of Commerce (CofC) via ZWS Circular Economy Cities and Regions Programme. Phase 1 includes a report identifying circular opportunities in Edinburgh and Phase 2 will involve business engagement work with the business community regarding the identified opportunity sectors.	**NEW Phase 1 completes end of April 2018, Phase 2 underway until Dec 2018**	**Status unchanged.**
CEC/Midlothian	Food Waste Treatment Project	14.635	Work was undertaken to assess the carbon savings from the Food Waste Treatment plant at Millerhill.	Operational in 2017	**PROJECT COMPLETED**
	Residual Waste Treatment Project.	65.592	Work was undertaken to assess the carbon savings from the new Residual Waste Treatment	Operational in 2019	Work underway to assess potential waste heat opportunities.
CEC Sustainable Development / BRE	MEMPHIS (waste heat) Project	tbc	The Council is currently collaborating with the Building Research Establishment (BRE) on mapping the potential of waste heat across the city. Edinburgh will be used as a pilot analysing low-grade and spatially distributed heat from small, medium industries, the service sector & sewage water systems.	**NEW**	First phase of project complete. Due to finish summer 2019
SEAP PROGRAMME 5: SUSTAINABLE TRANSPORT			**Sub Total : 41.129 $ktCO_2$**		
CEC – SD/ University of Edinburgh	EV charging opportunities for Taxis	14.8	The upcoming EV business Case will identify the most appropriate locations for charging hubs that will benefit transport providers such as the taxi trade in Edinburgh. Funding for any scheme will be progressed via funding from OLEV or Transport Scotland. The Business Case is expected the end of April.	To be reviewed once EV Business Case completed	Business Case approved. Project moving to implementation

Lothian Buses	Lothian Buses fleet upgrades	1.0	Lothian Buses are continuing to improve the EURO standards of its fleet.	Ongoing	**PROJECT COMPLETED**
Lothian Buses	Lothian Buses – Electric / Hybrid-electric fleet	3.088	Lothian Buses are continuing to invest in both fully electric and hybrid electric fleet vehicles. 6 fully electric buses were added to the fleet in 2017 with a further 5 expected in 2018.	Ongoing	**PROJECT COMPLETED**
Enterprise Car Club	Increase EVs by 10 in 2014/15.	0.019	The Car Club now has several electric cars in the fleet.	**Completed**	**PROJECT COMPLETED**
Enterprise Car Club	Increase EVs to 10% of the fleet by 2020.	0.036	Without additional publicly accessible EV charging infrastructure the City Car Club is not yet in a position to invest in any additional Electric vehicles.	To be reviewed	EV Business Case now approved. Moving to implementation
CEC – Registration Services	ECOSTARS fleet recognition scheme	12.063	The Council joined the ECO stars programme in August 2011, which is a voluntary, free to join fleet recognition scheme providing guidance on environmental best practice to operators of goods vehicles, buses and coaches operating in Edinburgh. In 2012 there were 14 operators in the scheme and a total 1,684 vehicles by 2017 this had increased to 154 operators in the scheme and a total of 7,061 vehicles.	Ongoing	Status unchanged.
CEC – Sustainable Development	Pilot of On - Street Electric Vehicle	0.0415	The upcoming EV business Case will identify the most appropriate locations for on-street charging hubs and funding for any scheme will be progressed via funding from OLEV or Transport Scotland.	To be reviewed once EV Business Case completed.	EV Business Case now approved.

	Charging Points.				Moving to implementation
CEC	Delivery of the Local Transport Strategy	7.7	The Local Transport Strategy 2014-19 is now under review.	Ongoing	New City Mobility Plan in development
CEC – Sustainable Development	Charge Place Scotland Funding	0.82	The Council received funding via the ChargePlace Scotland programme 2017-18 and installed eight EV charging units (17 charging outlet points) across six sites in the city all of which are accessible to the public. The scheme will continue in 2018	**Completed**	**Ongoing Programme**
CEC - Fleet	CEC Fleet upgrades	1.115	The Council continues to improve the EURO standard of its fleet which now stands at 74% EURO 5 or better.	Ongoing	Status Unchanged
CEC - Fleet	CEC Fleet diesel to electric upgrades	0.447	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	Ongoing	Recent funding application to procure a further 16 electric vans.
CEC – Sustainable Development / Fleet	Switched on Fleets Funding	tbc	The Council received funding via the Switched on Fleets programme 2017-18 and procured 8 fully electric vehicles across the Community Planning Partnership. % of these vehicles will be added to the Council's fleet. The next round of funding will be 2018-19 will be released mid-2018.	**Completed**	**Ongoing Programme**
SEAP OTHER PROJECTS		**Sub Total : 66.52 $ktCO_2$**			
	Carbon Sequestration	26.645	Edinburgh's Tree Cover project in an ongoing programme for tree planting. Trees can absorb carbon dioxide emission thus contributing to climate change mitigation.	Ongoing	Status unchanged.

	Edinburgh College	1.36	A number of public sector partners have developed their own carbon management plans to reduce carbon emissions across their own estates. These include initiatives to improve the energy efficiency of buildings, upgrade lighting schemes, improve controls and install a range of measures to reduce energy consumption. The plans also include the use of renewable technologies and heat.	Ongoing	Status unchanged
	University of Edinburgh	33.06			
	Napier University	1.025			
	Heriot Watt University	2.59			
	Scottish Parliament	1.84			
POLICY MEASURES		**Sub Total 798.325 $ktCO_2$**			
	CRC	11.0	This is UK wide scheme to increase energy efficiency in large organisations across the public and private sectors. Scheme currently being revised and phased out by 2020. UK Govt considering replacement		
	Climate Change Agreement	11.0	Local impact on businesses of the implementation of energy-intensive business packages including Climate Change Agreements, Energy Performance of Building Directive, industrial smart metering and advice and loans from the Carbon Trust.		
	Grid decarbonisation	289.0	The National Grid in the UK is decarbonising rapidly permitting the electrification of heat. BEIS published its Energy and Emissions Projection in January 2018 showing the projected Grid Carbon Factor falling dramatically from 212 grams in 2017 to just 66 grams in 2035.		
	Mandatory Car Emissions	53.0	EU Directive Local impact of new mandatory car emissions targets. By 2015, maximum average emissions from new cars will be 95g of CO2 per kilometre.		
	Bio-Fuels Targets	45.0	EU Directive Local impact of new EU bio fuels target - the Renewable Energy and Fuel Quality Directives will increase the amount of bio-fuel in the transport sector.		

	Behaviour Change	97.95	There are a range of ongoing Government behavioural change initiatives associated with energy policies and programmes including several domestic energy initiatives.
	Electric Vehicles Programme.	5.0	Scottish Government programme for the expansion of low-carbon vehicles and infrastructure. SG has committed to phasing out fossil fuel engines by 2032.
	Retrofit (SME's)	84.5	UK Govt policy. To encourage the retrofit of small to medium sized commercial buildings (e.g. shops, restaurants, offices, hotels) with energy efficiency measures. Ongoing programme.
	Retrofit (Public)	95.0	UK Govt Policy. Ongoing programme to encourage the energy efficiency retrofit of public and community buildings with measures such as better insulation and heating systems that will reduce heat and electricity demand.
	Building Standards	9.0	Scottish Building Standards have been reviewed. Stricter requirements are now in place to achieve low and zero carbon standards. This is driving change in technologies.
	Transport Technology	0.7	Ongoing - Application of Intelligent Transport Systems technology to make the most efficient use of Edinburgh' roads.
	Public sector Procurement	0.175	
	Smart Meter roll out	5	Install smart meters for gas and electricity in every home to encourage better domestic energy management.
	RHI Domestic	22.0	UK Govt Policy Measure to encourage local installation of renewable heat equipment in homes such as solar thermal technologies and heat pumps through promotion of the RHI scheme.
	RHI Commercial	70.0	UK Govt Policy Measure to encourage local installation of renewable heat equipment in commercial buildings such as solar thermal technologies and heat pumps through the RHI scheme.
	Total ($ktCO_2$)	**1205.351**	**Breakdown of Total: Policy Measures 798.325 $ktCO_2$ /SEAP Programme Measures 407.025 $ktCO_2$**

Corporate, Policy and Strategy Committee

10.00am, Tuesday 4 December 2018

Local Governance Review

Item number	7.7
Report number	
Executive/routine	
Wards	

Executive summary

COSLA and the Scottish Government have jointly launched the Local Governance Review and are seeking written responses from public bodies by 14 December.

The review is an opportunity to identify issues and asks that could potentially be resolved within a future Local Governance Bill.

This report seeks members consideration and approval of a City of Edinburgh Council response attached in Annex 1.

Links

Coalition pledges

Council outcomes

Single Outcome Agreement

Report

Local Governance Review

1. Recommendations

1.1 To approve the proposed response to the Local Governance Review attached at Appendix 1.

2. Background

2.1 The Scottish Government and COSLA agreed to progress a joint review of local governance in Scotland in December 2017. The consultation process has gathered pace in recent months and has two key stands. Strand 1 focuses on a programme of community engagements involving a range of organisations from public services, the third sector and wider civic Scotland. Strand 2 of the review involves the Scottish Government, local authorities, CPPs and other public-sector organisations proposing approaches to governance, powers, accountabilities or ways of working that could improve outcomes, reduce inequalities, and improve democracy locally.

2.2 The consultation process has been an open format and COSLA and the Scottish Government have invited both formal and informal engagement on the matter. All public bodies have been asked to submit a consultation response by 14 December but engagement events are continuing past this point and it is expected that further consultation on any specific proposals that are brought forward.

2.3 The Deputy Leader also participated in a workshop aimed as Scottish Cities on 30th November. The COSLA draft submission to the review will be shared with COSLA Leaders in January.

2.4 The attached draft Council response has been developed with elected members input and consideration through 2 workshops, 1:1 meetings and consideration at the Budget Core Group.

3. Main report

3.1 Elected Members considered a draft response during 2 workshops. The response was reviewed to take account of these discussions.

3.2 The key strategic points addressed in the response are grouped under 4 headings – similar to those used by COSLA.

3.2.1 Empower both representative and participatory democracy

3.2.2 A permissive legal framework for local government and its partners

3.2.3 Remove barriers and increase responsibilities to collaborate

3.2.4 Greater fiscal devolution for local government and public bodies

3.3 The full response covers these themes in detail but a summary of the key issues raised are highlighted below

Empower both representative and participatory democracy

3.4 The review should empower both participatory and representative democracy and all public bodies should be able to apply different ways of working in different councils and local communities as appropriate. In keeping with this, Scottish Government and other public bodies, should be jointly responsible with local government for adequately promoting, supporting and investing in participatory and empowerment processes and in the skills and capacity of local communities and citizens to engage.

A permissive legal framework for local government and its partners

3.5 While Edinburgh City has many unique pressures as a result of being both Scotland's most thriving local economy and the Capital City, a more permissive legal and fiscal framework for Local Government in the round would empower the council to take the appropriate local actions to manage these pressures and to be held locally accountable for the decisions it takes.

Remove barriers and increase responsibilities to collaborate

3.6 The reviews should consider and remove legal and operational barriers to collaboration and increase the expectation that public bodies work together where that makes sense and at an appropriate scale. This should include the potential to collaborate amongst communities of interest as well as in respect of geography for example in respect of any city agenda that may develop.

Greater fiscal devolution for local government

3.7 Scotland currently has the lowest level of local income raising fiscal powers allocated to local government across the whole of Europe. Local Governance, local accountability and local democracy would improve with the devolution of significant fiscal powers which rebalance the overall amount of local government budgets that can be raised locally and those resources raised by central means and distributed across local authorities by the Scottish Government. This general principle includes specific powers such as a tourist levy and a parking levy.

3.8 The response attached in annex 1 for members consideration develops these themes and makes further specific recommendations for Scottish Government to consider.

4. Measures of success

4.1 The City of Edinburgh Council's views are appropriately represented and heard by the Scottish Government as part of the review and that the council continue to shape any forthcoming proposals within the Local Governance Bill.

5. Financial impact

5.1 At this point, there are no financial implications in respect of this paper

6. Risk, policy, compliance and governance impact

6.1 None.

7. Equalities impact

7.1 None.

8. Sustainability impact

8.1 None.

9. Consultation and engagement

9.1 Elected members workshops were undertaken to develop the response.

10. Background reading/external references

None.

Andrew Kerr

Chief Executive

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11. Appendices

CEC Response to the Local Governance Review

Introduction

Edinburgh is a world class city of growing international significance. The size and geography of the city offers significant opportunities both for community empowerment and regional collaboration but it also presents challenges when seeking effective ways to engage with and meet the needs of a population of more than 500,000 citizens.

The population is also set to grow at a significant speed over the next 20 years. Along with this growth, Edinburgh will face increasing challenges around our growing school roles, increasing numbers of older people, homelessness, community justice and wider children's services and child protection.

At the same time, while the city is home to a thriving and successful economy, Edinburgh faces significant challenges in the management of future inclusive economic growth – encouraging development which benefits all parts of the city, managing the consequences of successful tourism activity, addressing challenges arising from Brexit and changes to the workforce needs of the economy.

The City of Edinburgh Council requires the powers to deliver a bespoke response to the unique configuration of challenges across and within the council boundary. It also requires the right environment to capitalise on the opportunities of a capital city.

The council has much to offer by way of local leadership and regional leadership and is seeking a truly empowering environment in which to explore the potential for more and different collaboration and service delivery beyond traditional boundaries of community planning partnerships.

The Local Governance Review is a welcome opportunity to deliver a vision of Scotland where:

- Community actors have the resources and support to plan and act in collaboration with each other and with public bodies
- local authorities are a trusted and empowered sphere of democracy which has the legal and fiscal powers to fulfil its role efficiently and effectively according to local circumstances
- regional partners have a strong duty to cooperate and the legal and operational flexibility to collaborate on the issues that demand city regional working
- National and regional actors have the discretion to operate differently according to local needs and have robust joint accountability for collaborating over shared agendas

The City of Edinburgh Council has a number of specific asks for the Scottish Government and COSLA to consider as part of this review.

1. Permissive Legal Framework

The City of Edinburgh Council asks that the Scottish Government:

- **Reviews the governance of national, regional and local organisations to ensure a coherent legal framework for all public bodies and organisations including IJBs, Community Justice Partnerships, Children's Services Partnerships, CPPs, Community Councils.**
- **Reviews the LG Act 1973 to enable LG to take decisions outwith an individual council – both at a regional and a sub council level**
- **Consolidates appropriate Local Government Acts into a coherent single, modern piece of legislation**
- **Reviews legislative duties in favour of empowering legislation which increases local accountability for prioritisation and delivery of policies and services; removing historic or out of date requirements service plans and reporting**

Scotland has experienced a variety of changes in respect of centralisation, regionalisation and community and individual empowerment across all sectors. These reforms, policies and legislation evolve over time and not as part of a single coherent and systematic approach to good governance. While this is understandable, it has resulted in an unhelpful amount of complexity and confusion.

What is governed, commissioned and delivered centrally, regionally, locally; in communities and by the individual needs to be understood as a whole system which is mutually dependent and mutually reinforcing.

On a practical level, boundaries of governance and service delivery for police, prisons, the NHS, local authorities, education, transport and economic partnerships have a tangible impact on how well local services:

- engage with each other,
- flex to meet the variety of needs and priorities which exist across regions and the country and,
- flex to meet need within individual communities.

In this context, it is therefore necessary to talk of 'local governance' as part of the whole system of governance in Scotland. The review is an opportunity to bring clarity, cohesion and simplicity to Scotland's governance and within that, the role and shape of local government.

Edinburgh and local government's legal framework

While Edinburgh City has many unique pressures as a result of being both Scotland's most thriving economy and the Capital City, a more permissive legal and fiscal framework for Local Government in the round would empower the council to take the

appropriate local actions to manage these pressures and to be held locally accountable for the decisions it takes.

In deciding what legal powers are granted to local government and the level of prescription applied within the law, the presumption throughout the review should be in favour of local government and subsidiarity unless a matter can only be progressed by the Scottish Government. This is similar to the approach taken in respect of devolution to the Scottish Parliament.

Decluttering the legislative landscape

Legislation impacting on local government has built up over time and is often progressed from a particular operational or policy perspective. Local Government is often required to give practical effect to this legislation and experiences first hand any contradictory aspects or unintended consequences as legislation is implemented.

This is most evident in the number of legal obligations placed on councils to draw up individual service specific or policy specific council plans which inevitably also require performance monitoring and reporting. This may not reflect local priorities or keep pace with the evolving picture of local government service delivery which is increasingly trying to be both joined up and strategic. At worst, this approach becomes a barrier to reshaping services into something more coherent and progressive. A simple example of this is the requirement to continue producing anti-social behaviour plans when councils are now focused on strategically addressing community safety.

This review is an opportunity to bring simplicity to the legislative landscape which would, at the same time, truly empower local councils and local communities to decide and focus upon local priorities. This approach would strengthen the local accountability for impact and the successful delivery of improved outcomes whilst recognising national priorities within the national performance framework.

The power to share decision making

Local Government faces a challenge meaningfully devolving decision making in an efficient, safe and legally compliant way to local partnerships and regional partnerships in the current legislative framework. Transparent, fair and safe decision making, the presence of checks, balances and safeguards and the legal ability to appropriately delegate decision making need to be considered in this review if local governance is to be more innovative and inclusive.

The review could helpfully look afresh at and simplify the various Acts of Parliament which specifically confer powers and duties on local government. The review should simplify the 1973, and 2003 Local Government Acts to enable local government to make decisions with non-council partners while still utilising the legislative provisions that offer sound financial safeguards for local government.

Financial controls and best value

At present councils are seeking to implement legislation such as the Community Empowerment Act at the same time as being in the role of creating checks and

balances on local decision making structures/ arrangements. For example, the council currently:

- has the duty to investigate complaints which includes community councils,
- is expected to regulate expected behaviours in these settings,
- ensures the rigour of decision making and,
- (in terms of the appropriate use of public money,) evaluates the effectiveness of spending or investment commitments.

In this respect the council is facilitating and supporting devolved decision making at the same time as it is required to instil controls, hold to account and evaluate effectiveness. This creates a confused dynamic with communities which can breed confusion and distrust.

As a principle, devolved decision making must not come at the expense of internal controls, good governance and public money being spent appropriately. Being able to evidence this rigour is at the heart of transparent accountability and therefore the trust that communities have in whatever form our governance takes.

This review is an opportunity to support community empowerment by providing legal clarity and flexibility around the roles and responsibilities of the council in this respect. This could take the form of a power to legally delegate authority to take decisions in partnership with non-council members as detailed above but also requires greater clarity around the relationship between bodies, organisations and decision making and regulatory structures.

2. Participative and representative democracy

The City of Edinburgh Council asks that the Scottish Government:

- **Affords equal value and respect to representative and participatory democracy alongside the freedom for Local Government to apply different mechanisms for making local decisions according to local circumstances**
- **Legislation that enhances participatory democracy must evidence how this infrastructure will be supported and resourced**
- **Communities should be empowered to engage more directly with and impact local, regional and national public sector services, partnerships and decision making bodies.**
- **The review must provide clarity around the relationship between the council and community structures especially in respect of participatory budgeting and the devolution of other types of financial decisions making and the council's statutory Best Value duties.**

Balancing participation and representation

Good governance needs a mix of strong representative and strong participatory democracy at every level of government.

The review should look to empower both participatory and representative democracy and public bodies should be able to apply different ways of working in different communities. Currently, there is a danger that the burden of community engagement, community empowerment, Participatory Budgeting and participative democracy in the round can fall heavily on small groups of regular community members and in particular, on community councils and neighbourhood partnerships.

It can be difficult for citizens in full time education and employment or with caring responsibilities or other complex personal circumstances to invest the amount of time increasingly required to be a part of a participatory process. This can undermine the outcome achieved through local collaboration and can impact the perceived fairness of decisions taken for communities who cannot, for whatever reason, commit to be involved in local processes.

While there are examples of well established good practice and strong participation and community empowerment in some parts of the city – most notably Leith, different communities prefer different ways of working with the council. In some communities a fully engaged and consulting representative model is more appropriate and this should be respected.

In terms of representative democracy, while decoupling Local Government elections from Scottish and UK Parliamentary elections allows local government to be the primary focus of the electorate's decision making, the consequences of this has been a lengthening of councillors' term of office. This has reduced the frequency that members are held to account by the electorate. While this issue connects Westminster and Holyrood, the legislation to address it sits with the Scottish Parliament and this should be considered as part of the review.

Scale and place of decision making

At the same time, the review should support councils to be clear over the appropriate place and scale of decision making. What it makes sense to deliver at a city wide/council level and what it is practically possible to devolve to local and individual levels should be more transparent to communities and citizens. This should be addressed as part of the review to ensure community empowerment is meaningful but also to manage expectations around the appropriate place of decision making.

Clarifying the role and responsibility of community councils including their legal responsibilities and relationship with the council is also an important part of supporting community engagement and community empowerment. Clarifying the relationship between the Local Authority and Community Councils and the extent to which their role can be effectively supported and empowered while also maintaining good governance is essential.

Finally, setting aside any debate around the rational for the national provision of services such as police and fire, the review should address the impact that the centralisation of these important local services has had on local accountability. The review should not only consider how this type of body or organisation can better work with the council but how they can be required to work across siloes with each other and most importantly, directly with communities and citizens.

The political support for participatory democracy and empowerment as a principle, cannot relate only to those matters reserved to local government. There is a clear deficit in consideration of the appropriate relationship between regional and national bodies and the community and the extent to which community empowerment should shape and impact regional considerations as much as local ones.

The local governance review is an opportunity to provide some clarity and cohesion to the appropriate balance between national and regional collaboration and local community empowerment. At present, regional structures and collaborations are largely distinct and separate from the community except through the lens of local government or large-scale consultation exercises. Communities should have a voice at all levels of governance and decision making and not simply at the sub local level of a council.

Audit, accountability and support for participatory democracy

At present, the Scottish Government commitment to participatory budgeting is for councils to devolve 1% of budget for communities to allocate. In Edinburgh, this is equivalent to a £7m per annum budget devolved to local communities. While local government champions the importance and role of our communities in decision making, service design and service delivery, there are practical and legal issues to overcome when delegating public resources of this magnitude. These issues must be addressed as part of the LGR to support a meaningful delegation of decision making and power into the future while ensuring the legal use of public funds.

It must also be acknowledged that by its very nature, participatory democracy, in all its forms, is not a more cost effective model of decision making to operate. It comes with capacity, skills and resource implications that haven't been adequately understood or referenced in the legislation which has provided for enhanced community empowerment to date. The Planning Bill place requirements; the Community Empowerment Act and; the Scottish Government commitment to 1% participatory budgeting are all examples of commitments which need additional resources to invest in the different ways of working required as part of the legislation.

There is a real risk that local government does not have the resources or the skills and capacity within its workforce to facilitate and enable the type of participatory landscape currently committed to by the Scottish Government and supported by Local Elected Members.

This review needs to take the opportunity to adequately reflect on the reality of increasing participatory approaches and empowerment and consider how the Scottish Government and all its agencies will contribute to and support that capacity and infrastructure alongside local government.

In keeping with this, Scottish Government and other public bodies, should be jointly responsible with local government for adequately promoting, supporting and investing in participatory and empowerment processes and in the skills and capacity of local communities and citizens to engage.

3. Improved collaboration and integration

The City of Edinburgh Council asks that the Scottish Government:

- **Reviews governance and operating models of regional and national bodies and remove any barriers which may prevent joint working with councils and communities.**
- **Ensures the full implementation of The Public Bodies (Scotland) Act and in particular, provide**
    - **further clarification of governance when decisions taken by the IA will have a material impact on the viability and financial sustainability of the parent body.**
    - **clarity around local public accountability and democratic oversight of the decisions taken by the IA**

The Council intends to be at the forefront of regional collaboration which supports our council and wider city ambitions. The reviews should consider and remove legal and operational barriers to collaboration and increase the expectation that public bodies work together where that makes sense and at an appropriate scale. This should include the potential to collaborate amongst communities of interest as well as in respect of geography for example in respect of any city agenda that may develop.

Regional opportunities

New policy direction such as the Enterprise and Skills Review provide a requirement for local authorities to work in collaboration and partnership across regional boundaries, including new requirements for Regional Economic Partnerships and Regional Economic Strategies to align with and complement City Region Deal and other investment programmes.

This direction of travel can offer significant opportunity for improved regional working, and improved alignment of economic development collaborations alongside other statutory place development regional partnerships (including planning, housing, and transport partnerships).

More thought is needed as to how to empower, encourage and expect enhanced regional collaboration where it makes sense. This principle should also apply to collaborate between regional bodies, organisations and partnerships. SESTRAN and SESPLAN for example, could helpfully be expected to collaborate more overtly with each other to the benefit of our local communities.

National and regional bodies working locally

As described earlier, simultaneous support for regional planning and decision making, community empowerment and other policies that encourage greater local decision making within council boundaries carries the risk of an increased gap in local democratic governance and accountability.

There is also a danger of duplication or confusion around roles and responsibilities for example local government need to plan for employability and skills provision through local community hubs designed to meet the needs of local citizens, at the same time as it is asked to plan similar services and structures to meet the needs of national agencies working at a regional geography. Connecting these layers is sometimes difficult and connecting communities to the decisions taken nationally and regionally doesn't happen as well as it should.

In addition, national and regional bodies often also don't have the appropriate authority or flexibility to meaningfully collaborate locally according to local needs. This review is an opportunity to increase the operational and financial flexibilities regional and national organisations have to work differently to meet the needs of different councils and/or communities within a council. Any regional or national body delivering services to, or making decisions impacting on, local areas and the people who live there should be required to directly consult and engage with those communities.

Integration of health and social care

The layering of the Public Bodies (Joint Working) (Scotland) Act's provisions for governance on current and unchanged legal framework for Local Government and the NHS has created its own challenges that could helpfully be addressed as part of this review. Failing to take this opportunity for clarity could further impede the ambition of the reforms supported by local government, to integrate health and social care and shift the balance of care.

In particular, further clarification is needed around the interdependent governance that exist when decisions taken by the IA have a material impact on the viability and financial sustainability of the parent body. In addition, local public accountability and local democratic oversight and accountability of the decisions taken by the IA and the financial impact of those decisions on wider statutory services needs to be clearer.

4. Fiscal devolution

The City of Edinburgh Council asks that the Scottish Government:

- **Devolves fiscal powers to Local Government to**
    - **Raise income locally through devolved tax raising and other powers including TVL**

- **Enable more flexible use of borrowing and lending revenue putting Scottish Local authorities on a par with English and Welsh councils**

- **Enables greater devolution within public bodies to**
  - **Use national and regional budgets with greater local delegated authority**
  - **Enable greater financial collaboration around investment choices in respect of capital assets**

Fiscal devolution to Local Government

Scotland currently has the lowest level of local income raising fiscal powers allocated to local government across the whole of Europe. Local governance, local accountability and local democracy would improve with the devolution of significant fiscal powers. Shared decision on the allocation of resources must include shared decision on the ability to raise resources locally. Fiscal devolution is also necessary for local government to effectively manage the increasing budget pressures facing the public sector for the foreseeable future. It is also an essential part of visibly and meaningfully empowering local places – be they councils, neighbourhoods or communities.

This review should rebalance the overall amount of local government budgets that can be raised locally and those resources raised by central means and distributed across local authorities by the Scottish Government.

Longer term financial settlements would also enable councils to more meaningfully plan our own budgets and make long term financial decisions with greater confidence.

Specific powers relevant to Edinburgh

Within this broad principle of devolving more fiscal powers to local government, the City of Edinburgh Council has long supported the call for specific legal powers to implement a Transient Visitor Levy (TVL). The council has more recently also advocated for the power to implement a Parking Levy Scheme within the city. These permissive powers would allow all councils in Scotland to consider their local circumstance and apply the powers in such a way as to address local challenges or enhance local opportunities.

In respect of these two examples, Edinburgh has a strong and unique case to make as to how we would utilise powers for local benefit. The council's formal position to support the adoption of a TVL is based on the assessment of the strength of our tourism industry and the need to manage that success appropriately to the benefit of visitors and residents alike. Empowering local government to take these decisions in collaboration with our communities increases local responsibility to make balanced and mature decisions and to be accountable for those decisions over time. This is one of a host of ways in which the ability to increase local income could and should be delivered.

Parity for Scottish Councils

The absence of these powers is in stark comparison with other UK and international cities, for example, London has implemented congestion charging, Nottingham has successfully implemented a workplace parking levy and TVLs are commonplace across the EU. Failure to similarly empower Scottish local government puts councils at a disadvantage and importantly, as a city, puts Edinburgh at competitive disadvantage.

At a minimum, Scottish LAs should see their fiscal flexibilities on a par with local authorities in England and Wales. This includes council borrowing powers and the legal power to invest directly in income generation or to lend to third parties. Without this type of permissive legal framework, innovation will be constrained and slow.

Fiscal devolution for other public bodies

Financial devolution should also be considered in respect of the wider public sector and between and amongst statutory partners required to collaborate locally and within the community planning partnership. On an everyday level, community planning legislation requires national and local statutory bodies to work together in partnership to deliver better outcomes for local communities. However, national or even regional partners participating in local partnerships are hamstrung in their ability to collaborate by a lack of local discretion and an absence of local budgets to jointly invest according to local priorities.

At present this is true of relatively small levels of financial commitment. Larger scale financial collaboration with national or regional bodies is proportionately harder. For example, while all evidence points to the merits of joint capital investment and co-location of services, this is far harder to turn into a reality in Scotland than other parts of the UK. The central approach to the capital assets of the NHS or latterly Police and Fire, hinder collaborative projects to jointly divest and reinvest in local capital projects – from care homes, to GP surgery and advice service co-location to broader ‘community hubs’. More should be done to delegate all assets and budgets in a more flexible way to regions and localities as appropriate.

In this context, regional and national consolidation of services currently works against good local governance and empowerment.

Conclusion

The City of Edinburgh Council welcomes this opportunity to engage in a discussion about Scotland’s governance and the changes that could helpfully be made to ensure that all public bodies work better together to meet the needs of our citizens and to ensure that citizen’s and communities feel able and empowered to engage effectively and collaborate with all public bodies.

Corporate Policy and Strategy Committee

10.00am, Tuesday, 4 December 2018

Conference Invitation – "Our Agenda" – COSLA and Improvement Service Annual Conference & Exhibition 2018 (11 – 12 October 2018)

Item number	8.1
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

This report asks the Corporate Policy and Strategy Committee to note the decision by the Chief Executive under urgency provisions, in consultation with the Council Leader, to authorise delegates to attend the COSLA and Improvement Service Annual Conference & Exhibition which was held at the Fairmont Hotel, St Andrews on 11 - 12 October 2018.

·EDINBVRGH·
THE CITY OF EDINBURGH COUNCIL

Report

Conference Invitation – "Our Agenda" – COSLA and Improvement Service Annual Conference & Exhibition 2018 (11 – 12 October 2018)

1. Recommendations

1.1 To note the decision by the Chief Executive under urgency provisions, in consultation with the Council Leader, to authorise delegates to attend the COSLA and Improvement Service Annual Conference & Exhibition which was held at the Fairmont Hotel, St Andrews on 11 - 12 October 2018.

2. Background

2.1 The City of Edinburgh Council is a member of COSLA and was invited to send delegates to this Annual Conference.

2.2 Provision is made within the Committee Terms of Reference and Delegated Functions (paragraph 4.1) for the Chief Executive or appropriate Director, in consultation with the Convener or Vice-Convener, to take decisions normally made by committee under urgency provision. The decision has then to be reported to the next meeting.

3. Main report

3.1 This year's Annual Conference was entitled "Our Agenda" and explored the issues facing local government in a time of significant change and challenge within the wider arenas of Scotland, the UK and Europe.

3.2 Councillors Booth and McVey were authorised by the Chief Executive under urgency provisions to attend the conference.

4. Measures of success

4.1 The Council meets its statutory requirements and complies with best practice.

5. Financial impact

5.1 The attendance options and costs are set out in the conference flyer attached to this report (see Appendix). Costs will be met by the Strategy and Communications budget.

6. Risk, policy, compliance and governance impact

6.1 There are no risks or governance concerns associated with the Council having delegates attend the Conference.

7. Equalities impact

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

8. Sustainability impact

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

9. Consultation and engagement

9.1 Consultation has taken place with the Council Leader on this decision. There are no consultation or engagement requirements. In line with the Conference and Civic Visit Procedure, delegates should, following the event, complete a Feedback Form for inclusion in the Committee Business Bulletin.

10. Background reading/external references

Background to the Conference can be found at
COSLA IS Annual Conference programme.

Andrew Kerr

Chief Executive

Contact: Laurence Rockey, Head of Strategy and Communications

E-mail: Laurence.rockey@edinburgh.gov.uk | Tel: 0131 469 349

11. Appendices

CoSLA/IS Annual Conference 2018 – Conference Flyer

COSLA

improvement service

OUR AGENDA

COSLA & Improvement Service Annual Conference & Exhibition 2018

Thursday, 11 – Friday, 12 October 2018 | Fairmont, St Andrews

Foreword

Sally Loudon
Chief Executive
COSLA

Councillor Alison Evison
President
COSLA

Sarah Gadsden
Interim Chief Executive
Improvement Service

'Our Agenda' is ready to be debated at the Fairmont in St Andrews on Thursday, 11 and Friday, 12 October 2018.

This is the place to consider, contemplate and contest the issues facing Local Government in a time of significant change and challenge within the wider arenas of Scotland, the UK and Europe.

As pressures continue to mount on budgets and a new fiscal framework in place in Scotland, how can we continue to deliver services and meet demand in this challenging environment?

At a time when economic growth is paramount, the role of local government as a key contributor to that agenda has never been more important.

Governance and democracy underpin our existence and we want to ensure that local governance is at the forefront of all our considerations.

Local Government in Scotland plays a key role in employment, the delivery of services and nurturing its communities.

Come along to the Fairmont and play a part by contributing to the debate about the role of Local Government in Scotland, in the UK and in Europe. Help us set 'Our Agenda' and highlight the key role Local Government plays in the public sector in these challenging and difficult times.

Conference Information

The 2018 fee includes:

As a member Authority, attending as a full residential conference delegate will cost **£399** plus VAT.

Included in the full residential conference delegate fee is one nights' accommodation on Thursday, 11 October, the fee includes attendance at the COSLA Excellence Awards, Pre-Dinner Reception, Dinner and Ceremony on Thursday 11 October. It also includes attendance at all Conference sessions including tea/coffee and lunch on 11 and 12 October.

Plenary Sessions

The conference will start at 9.30a.m. on Thursday, 11 October and concludes at 2.00p.m on Friday, 12 October. This is your chance to contribute to the debate on key issues in Scotland.

The conference is an invaluable opportunity to network in an informal situation.

Accommodation

This year's event will be held at the Fairmont St Andrews Hotel and it is anticipated that all conference delegates will be accommodated within the Hotel. **All accommodation must be booked through COSLA by Monday, 3 September 2018.** We are unable to guarantee places for forms received after this date.

For further information regarding the Hotel or accommodation, please contact Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk

Accommodation

Fairmont St Andrews, Scotland sits proudly amidst the rugged coastal landscape of East Scotland. It is 50 minutes from Edinburgh and 90 minutes from both Aberdeen and Glasgow. The resort offers an international standard of service and meticulous attention to detail in the comfort and convenience of a modern world class resort. Fairmont, St Andrews, Scotland is approximately 2 miles from St Andrews town centre and 20 minutes from Leuchars Railway Station. Information on Fairmont, St Andrews, Scotland can be obtained from their website www.fairmont.com

Delegate Attendance Options

The following flexible attendance options allow you to attend the conference on a basis which best suits your needs. These changes are in response to customer demand and reflect delegates' increasing workplace commitments. Please read the options and mark your choices on the booking form.

OPTION 1

Full residential conference delegate

Accommodation on 11 October and attendance at all sessions, including tea/coffee and lunch on 11 and 12 October. Pre-Dinner Reception, Awards Ceremony and Dinner, on 11 October.

OPTION 2

Day delegate on Thursday, 11 October

Attendance at all sessions, tea/coffee and lunch on 11 October. Does NOT include accommodation or attendance at dinner.

OPTION 3

Day delegate on Friday, 12 October

Attendance at all sessions, tea/coffee and lunch on 12 October.

Conference Information

OPTION 4
Accommodation on Wednesday, 10 October

Bed and breakfast at the Fairmont St Andrews on the night of 10 October.

OPTION 5
Accommodation on Thursday, 11 October

Bed and breakfast at the Fairmont St Andrews on the night of 11 October.

OPTION 6
Pre-Dinner Reception Excellence Awards Ceremony and Dinner on Thursday, 11 October

Attendance at the Pre-Dinner Reception, Excellence Awards Ceremony and Dinner on 11 October.

Exhibiting

The exhibition is an integral part of the Conference, attracting a wide variety of organisations working in both the public and private sectors. Refreshments will be served in the exhibition areas to ensure that exhibitors have the chance to meet with delegates.

Further information is available from Lynsay Hamilton on 0131 474 9223 or email lynsay@cosla.gov.uk

Advertising

The official conference handbook contains essential programme and speaker information and is distributed to all delegates attending the Conference. There is a limited amount of advertising space available in the handbook which will be A4 size and printed in full colour.

The following rates will apply :

Full page	£450 plus VAT
Half page	£280 plus VAT
Quarter page	£200 plus VAT

For technical specifications please contact Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk

Sponsorship

Sponsoring one particular aspect of the conference brings its own list of benefits and related costs. Organisations may also contribute to the cost of one of the options shown below with recognition in the Conference Handbook. For estimated costs or to discuss your contribution, **please contact Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk**

OPTION
Excellence Awards Ceremony Dinner
Evening Pre-Dinner Reception
Lunch(es)
Refreshment Breaks
Complimentary Gifts
Delegate Writing Pads
Delegate Pens
Delegate Conference Bags

Promotional Literature and/or Complimentary Gifts

An opportunity exists for including promotional literature or small complimentary gifts in the Delegate Conference Bag at a cost of £300 + VAT. We would require you to supply approximately 300 copies or gifts.

Please contact Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk for further information.

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Delegate Booking Form

Please photocopy this form for each delegate attending and return it to **Linda Bruce** at COSLA, Verity House, 19 Haymarket Yards, Edinburgh, EH12 5BH. T: 0131 474 9228 E: linda@cosla.gov.uk by **Monday, 3 September 2018**

First Name		**Email**	
Surname		**Address for Correspondence**	
Job Designation			
Organisation			
Telephone			

Attendance Options and Costs

Delegates are invited to 'pick and choose' the most appropriate options. For a description of all the options, please refer to the notes overleaf. We regret that **NO REFUNDS** can be made, although delegates may substitute, providing reasonable notice is given. It is also important to note that it is **NOT** possible for delegates to 'share' a conference place.

Prices are shown excluding VAT.

Conference Options (please tick)	*Member	Non-Member
1. Full residential conference delegate (includes everything listed below EXCEPT accommodation on Wednesday, 10 October	☐ £399	☐ £475
2. Day delegate on Thursday, 11 October	☐ £180	☐ £250
3. Day delegate on Friday, 12 October	☐ £180	☐ £250
4. Accommodation on Wednesday, 10 October	☐ £145	☐ £145
5. Accommodation on Thursday, 11 October	☐ £145	☐ £145
6. Pre-Dinner Reception, Excellence Awards Ceremony and Dinner on Thursday, 11 October	☐ £77	☐ £77

*Member – Denotes Elected Members and Officers from Scotland's 32 Local Authorities

COSLA

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Delegate Booking Form

Payment

Please choose one of the following payment schemes (A or B)

A. I enclose a cheque for the amount shown above made payable to COSLA ☐

Amount payable £ _____

Please add VAT at 20% £ _____

Total amount due to COSLA £ _____

A VAT Invoice will be sent separately and a confirmation letter closer to the date of the conference.

B. Please invoice my organisation ☐

Authorised signature _____

Please print name _____

Special Requirements

	Delegate	Partner
Diet?		
Audio?		
Visual?		
Access?		

Partner Booking Details

Partners of all delegates are welcome to attend the conference at an additional cost of £280 plus VAT.

First Name _____

Surname _____

Address for Correspondence _____

_____

_____

Telephone _____

Partner's attendance schedule

Accommodation on Thursday, 11 October (double/twin occupancy)	☐
Refreshments and lunch on Thursday, 11 October	☐
Refreshments and lunch on Friday, 12 October	☐
Pre-Dinner Reception, Excellence Awards Ceremony and Dinner on Thursday, 11 October	☐
Amount payable	**£280**
Please add VAT at 20%	**£56**
Total amount due to COSLA	**£336**
I enclose a cheque for the amount shown above	☐

Further information is available from Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk

Corporate Policy and Strategy Committee

10.00am, Tuesday 4 December 2018

Next steps for social security reform in Scotland and policy to tackle poverty – Conference Attendance

Item number	8.2
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

This report asks the Corporate Policy and Strategy Committee to note the decision by the Chief Executive under urgency provisions, in consultation with the Council Leader, to authorise Councillor Gordon's attendance at the 'Next steps for social security reform in Scotland and policy to tackle poverty' conference in Edinburgh on Thursday 29 November 2018.

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Report

Next steps for social security reform in Scotland and policy to tackle poverty – Conference Attendance

1. Recommendations

1.1 To note the decision by the Chief Executive under urgency provision, in consultation with the Council Leader, to authorise Councillor George Gordon's attendance at the 'Next steps for social security reform in Scotland and policy to tackle poverty' conference in Edinburgh on Thursday 29 November 2018; and

1.2 To note that Cllr Gordon will provide feedback in the Business Bulletin from his attendance at this conference at the next Corporate Policy and Strategy Committee on 26 February 2019.

2. Background

2.1 Provision is made within the Committee Terms of Reference and Delegated Functions (paragraph 4.1) for the Chief Executive or appropriate Executive Director, in consultation with the Convenor or Vice Convenor, to take decisions normally made by Committee under urgency provision. The decision has then to be reported to the next meeting.

3. Main report

3.1 The 'Next steps for social security reform in Scotland and policy to tackle poverty' conference is taking place in Edinburgh on Thursday 29 November 2018.

3.2 Councillor Gordon has been authorised by the Chief Executive under urgency provisions to attend the conference.

3.3 This conference will discuss the key issues for implementing Scotland's Social Security Act including the role for local authorities in tackling poverty and deprivation beyond the Social security system, improving skills and increasing employability, and addressing the impact of high housing costs.

3.4 This conference provides an opportunity for key stakeholders and policymakers to consider the way forward for Scotland's social security system, as Scotland's new welfare agency, Social Security Scotland, begins making its first payments and prepares to become fully operational by 2021.

3.5 The agenda for the conference includes:

- Implementing the Social Security Act: the Government vision;
- Creating the Social Security Agency;
- Priorities for Scotland's social security system: ensuring access, value for money and next steps in delivery;
- Poverty in Scotland: scale and policy options;
- Latest thinking on tackling poverty in Scotland: employability, housing and next steps for policy; and
- Priorities for child poverty: early intervention, raising attainment and supporting families.

4. Measures of success

4.1 Councillor Gordon's attendance at the 'Next steps for social security reform in Scotland and policy to tackle poverty' conference will:

- Promote Edinburgh's expertise;
- Learn from other's good practice; and
- Strengthen links with other stakeholders and found new partners.

5. Financial impact

5.1 The cost of attendance is £230. As the event will be held in Edinburgh there will be no travel and accommodation costs incurred. The cost of the conference will be met from the Customer and Digital Services budget.

6. Risk, policy, compliance and governance impact

6.1 There are no risk, policy, compliance and governance impacts arising from Councillor Gordon's attendance at this event.

7. Equalities impact

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

8. Sustainability impact

8.1 Travel arrangements were made in accordance with the Council's Sustainable Travel Plan.

9. Consultation and engagement

9.1 Consultation has taken place with the Council Leader on this decision.

9.2 Attendance at the 'Next steps for social security reform in Scotland and policy to tackle poverty' conference will provide the Council with a channel for engaging with various key stakeholders including local and nationally elected members to discuss the priorities for Scotland's reformed Social Security System and setting up the Social Security Agency, including what is needed to meet Government's ambition of delivering an accessible, joined-up, and person-centered social security system that also provides value for money.

10. Background reading/external references

10.1 Background reading to the Conference can be found at http://www.scotlandpolicyconferences.co.uk/conference/social-security-and-tackling-poverty-in-Scotland-18

Andrew Kerr

Chief Executive

Contact: Veronica Wishart, Senior Executive Assistant

E-mail: veronica.wishart@edinburgh.gov.uk | Tel: 0131 469 3603

11. Appendices

Not applicable.

Corporate Policy and Strategy Committee

10.00am, Tuesday 4 December 2018

Welfare Reform - Update

Item number	8.3
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

This update details the Council's ongoing welfare reform activities and includes updates on Universal Credit and the Social Security Scotland Agency. It also confirms the Council's initial funding allocation for discretionary housing payment (DHP) funding is £5.2m, with a further top up due later in the 2018/19. This will be determined by demand and the fund continues to be monitored to ensure appropriate spend.

Report

Welfare Reform - Update

1. Recommendations

1.1 It is recommended that the Corporate Policy and Strategy Committee note:

1.1.1 the ongoing work to support Universal Credit and Welfare Reform, in Edinburgh; and

1.1.2 the current spend projections for Discretionary Housing Payments, Council Tax Reduction Scheme and the Scottish Welfare Fund.

2. Background

2.1 The Welfare Reform update is reported to the Corporate Policy and Strategy Committee on a quarterly basis and aligns with the Working Group meeting cycle. The last report was considered by Committee on 7 August 2018.

3. Main report

Universal Credit (UC)

3.1 The rollout of full service UC across Edinburgh will begin on 28 November 2018 and citizens currently on live service UC in City of Edinburgh will be transitioned to full service UC by March 2018. This is in line with Department for Works and Pensions (DWP) commitment to close down live service UC by this date.

3.2 A number of changes to the UC Full Service scheme were announced in the Chancellors Autumn statement of 29 October 2018.

3.3 Between 2020 and 2023 the DWP will progress the final phase of the UC rollout and will manage the migration of all remaining benefit claimants to UC. During 2019 testing will be carried out on managed migration for a small number of UC claimants. It has not yet been confirmed by the DWP as to how the testing will take place.

3.4 From February 2019 citizens with 3 or more children will be eligible to apply for UC. Currently claims are only accepted where there are 2 or less children in the household or where a household has 3 children and has been receiving UC in the last 6 months and is required to make a new UC claim.

3.5 From April 2019 the current work allowance within UC will increase by £1000 and working parents and people with disabilities on UC will see an increase of income of £630 per year.

3.6 To support the transition to UC, all self-employed citizens will receive a 12 month grace period where they are exempt from the Minimum Income Floor. This grace period allows citizens time to achieve a sustainable financial level. This will take affect from July 2019 and be fully implemented by September 2020.

3.7 From October 2019 citizens can repay UC overpayments more slowly to avoid financial hardship, with the standard allowance reduction decreasing from 40% to 30%.

3.8 Citizens in receipt of Income Support, income-related Job Seekers Allowance and Employment Support Allowance from July 2020 will receive 2 weeks of support during the transition to UC. In addition the repayment period for UC advance payments will increase from 12 to 16 months from October 2021.

3.9 Housing Benefit for those in receipt of Pension Credit will remain the responsibility of Councils for an additional 3 years to ensure the transfer aligns with the full implementation of UC.

3.10 In September 2018 the DWP reported there were 1756 UC claimants in Edinburgh of which 964 were seeking work and 792 already had an element of employment.

3.11 Officers of the Welfare Reform Core Group are now meeting on a weekly basis in the lead up to UC implementation in Edinburgh. The Group is sharing service activity, best practice and addressing issues arising. A register of cross council service activity has been collated and is being used to support a wide range of functions.

3.12 Department for Works and Pensions have been unable to project the numbers of citizens receiving UC in full service in advance of implementation. However, Customer Transactions will monitor the number of UC claimants in full service closely and this will be a reported in future updates.

Scottish Welfare Fund (SWF) Claims and UC

3.13 Since April 2018 there have been 161 applications to the SWF for crisis awards from UC claimants. A total of 98 applications were paid (£7985) and the remaining 63 applications were refused.

3.14 Additional resource has been established within the team to ensure adequate support is available to citizens as they transition through Universal Credit.

Personal Budgeting Support Referrals and Assisted Digital Support and UC

3.15 Universal Support will be delivered by Citizens Advice Scotland (CAS) from March 2018. Funding for Local Authorities will remain in place to provide Universal Support to the end of March 2019. The Council is actively engaged to ensure a smooth transition to the new model.

Council Housing Services and UC

3.16 At the end of September 2018 there were 418 council tenants known to be receiving UC compared to 523 tenants in December 2017. The total value of rent due to be collected from tenants on UC is currently approximately £175k per month/ £2.10m per annum.

3.17 A report on 'Planning for Universal Credit Full Service', that set out the approach to engaging with Council tenants moving onto UC and actions being taken to manage risks to rental income, was considered by Housing and Economy Committee on 1 November 2018.

Temporary and Supported Accommodations

3.18 Households in temporary accommodation affected by the benefit cap and/or under occupancy are provided with advice and assistance in applying for DHP. Currently there are 24 households who are under occupying that are in temporary accommodation. Whilst every effort is made to locate citizens in size appropriate housing, this is not always possible due to the availability of properties at short notice. These households are entitled to claim DHP relevant to any under occupancy.

3.19 Citizens entering temporary accommodation who are in receipt of UC are entitled to claim Housing Benefit to cover their housing costs. They will continue to receive the personal allowance element of UC.

Advice Services

3.20 The Advice Service Review will now conclude by March 2019, with relevant services continuing to be provided until the review is implemented.

3.21 Part of Safer and Stronger Communities budget for grant funding of advice services will transfer to the Edinburgh Integrated Joint Board / Health and Social Care Partnership for applications through its grant programme. The Advice Services Manager was due to report on the progress of the review, however in light of this decision, this has been postponed until this process has been finalised.

3.22 Talk Money Week events were held in November across Edinburgh, where a range of services that promote financial capability came together to raise awareness of provisions available to citizens. Alongside the Advice Service other agencies that participated included: housing associations, credit union, housing support, transactions, employability support and life skills development services.

Benefit Cap

3.23 The table below shows the number of benefit cap cases applied in each tenure type and the average weekly loss in Benefit for these citizens. The figures include benefit cap cases up to 30 September 2018.

Tenure	No of Households Affected	Average Weekly Loss in Benefit	% of all Benefit Cap Cases	Number in receipt of DHP	Average Weekly award of DHP
Temporary Accommodation	120	£190.95	26%	9	£88.56
Mainstream Council Tenancies	72	£48.61	15%	32	£44.09
Private Rented Sector	109	£65.11	23%	28	£85.14
Housing Association (RSL)	26	£46.98	6%	11	£45.09
LINK PSL	139	£47.41	30%	94	£50.68
Total	466		100%	174	£62.71

3.24 The total number of claimants affected by the benefit cap has been less than anticipated, with a total of 466 households affected up to 30 September 2018.

Council Tax Reduction Scheme (CTRS)

3.25 The National Settlement and Distribution Group allocated Edinburgh Council £26.672m in CTRS funding for 2018/19. The Council received £26.467m in 2017/18. No significant changes have been made to the scheme. Appendix 1 outlines the Council's CTRS spend to 30 September 2018 and this will be monitored throughout the remainder of 2018/19.

Scottish Welfare Fund (SWF) – Crisis Grants and Community Care Grants

3.26 Crisis Grants and Community Care Grant applications between July and September 2018 were considered for high priority cases only. Appendix 2 outlines the Council's SWF spend profile at 30 September 2018.

3.27 A total of 11 SWF 2nd Tier Reviews were heard by the SPSO between 1 July 2018 and 30 September 2018. The SPSO upheld 3 appeals in the applicants favour and refused 8 appeals in the Council's favour.

3.28 The table details the 2018/19 budget allocation and spend to September 2018:

Grant	Budget 2018/19	Carry Over to 2018/19	Total Budget	2018/19 Spend April to September
Crisis Grants	£578,986.75	£0.00	£578,986.75	£284,792.01
Community Care Grants	£1,716,960.25	£0.00	£1,716,960.25	£952,915.25
Total	£2,295,947.00	£0.00	£2,295,947.00	£1,237,707.26

Discretionary Housing Payments (DHP)

3.29 The DHP budget from the Scottish Government has been allocated in two streams: Under Occupancy Mitigation and Other DHPs. The allocation for Edinburgh for 2018/19 is as follows:

- Under Occupancy mitigation - The funding will be allocated in two tranches and is based on forecasted Under Occupancy charges. The first tranche of funding is £3.2m or 80% of the expected cost.
- Other DHPs - This includes assistance for those affected by the Benefit Cap and Local Housing Allowance reforms. The funding for Other DHPS is £2m. This is compared to £1.7m from the DWP for 2017/18.

3.30 Due to additional funding for 2018/19 it is anticipated that longer awards will be made to citizens who are eligible for a payment of DHP.

3.31 As of 30 September 2018, the Council's DHP position is:

Total Fund for 2018/19	£5,225,418.00*
Net Paid to Date	£2,899,009.00
Committed pending related benefit process	£2,240,37.00

**exclusive of additional 20% to be allocated in 2019.*

3.32 There have been 6126 DHP applications up to 30 September 2018 of which 274 were refused. The overall refusal rate is 4.5%, this compares to 6.6% at 30 September 2017. The most common reasons for refusal is where a customer's income exceeds their expenditure.

3.33 Appendix 3 outlines the Council's DHP spend profile at 30 September 2018. The additional Scottish Government funding is expected to fully mitigate under occupancy in 2018/19.

Benefit processing figures for New Claims and Change of Circumstances

3.34 The number of days to process a Housing Benefit and/or Council Tax Reduction new claim or change of circumstances is detailed below:

Performance Indicator	**Target**	**Actual**
Days to process new benefits claims	28	26.88
Days to process change of circumstances	10	7.24

Scottish Social Security

3.35 The new Scottish Security Agency (Social Security Scotland) has being established by the Scottish Government to administer devolved benefits from Central Government. This does not include the Scottish Welfare Fund and DHP, which will remain with local authorities.

3.36 Social Security Scotland made its first payment of Carer's Allowance Supplement in September 2018. The payment of £221 and was paid to approximately 75,000 carers. The next payment of Carer's Allowance Supplement will be paid to all citizens who were in receipt of the DWP's Carer's Allowance on 15 October 2018. The payment is due to be made during December 2018.

3.37 The Best Start Grant (BSG) will replace the current Sure Start Maternity Grant in Scotland. The first element of this grant is the Pregnancy and Baby payment. The payment is £600 for a first child and £300.00 for any subsequent child. Citizens that have applied will receive the first payment by late December 2018.

3.38 The BSG includes 2 further elements, an Early Learning Payment of £250 and a School Age Payment of £250. These payments will be available by summer 2019 to eligible applicants.

3.39 The Council continues to liaise with Scottish Government and COSLA to support the design and delivery of the new agency and provide the best possible outcomes for citizens.

Citizens' Basic Income

3.40 **I**n May 2018 Scottish Government officials confirmed funding for four local authorities – City of Edinburgh, Fife, Glasgow, and North Ayrshire – to work together to research and explore the feasibility of local pilots of a Citizen's Basic Income (CBI) in Scotland.

3.41 Within CEC, the CBI project is being managed by Strategy and Insight with cross representation from the Council to support the project. The group will also promote and secure appropriate links with Department for Work and Pensions during this investigatory period.

3.42 An initial workshop to discuss the scheme took place on 8 November 2018 and considered the impact of a CBI scheme on the following areas:

- Locally Delivered Benefits
- DWP Benefits
- Scottish Social Security Benefits
- Taxation and Allowances

3.43 The workshop outcomes are being considered and will be assessed as part of the CBI project.

4. Measures of success

4.1 The success of the programme will continue to be measured through:

- reductions in forecast loss of income; and

- Customer satisfaction with advice and advocacy services relating to benefit changes and ensuring people get their full entitlement under the new arrangements.
- Customer satisfaction with support and access to digital service.

5. Financial impact

5.1 The increase in numbers of people experiencing hardship has led to increased demand for services across the Council and partner advice agencies. There is a risk to Council income, particularly in relation to rent arrears, changes to subsidy levels for temporary accommodation and service charges. Known risks include:

- loss of rental income to the Housing Revenue Account (HRA) arising from Housing Benefit reforms and Direct Payment under UC;
- Scottish Welfare Fund and DHP budget will be insufficient to meet demand longer term;
- the spend on Council Tax Reduction Scheme exceeds the available funding;
- reduced DWP Administration Subsidy due to the abolition of Council Tax Benefit, the phasing out of Housing Benefit and Central Government budget savings;
- increased demand on advice and advocacy both for the Council and Third Sector advice agencies; and
- Increase in homeless population where delays in payment of rent due to assessment periods for UC in the private sector.

6. Risk, policy, compliance and governance impact

6.1 The financial risk to the Council as well as the risk to the Council's reputation is being monitored regularly. Actions taken to assess and mitigate these risks and ensure effective governance include:

- updates provided to Corporate Policy and Strategy on a quarterly basis;
- annual update to the Governance, Risk and Best Value Committee;
- dedicated teams introduced to provide support and assistance; and
- Quarterly meetings with Elected Members, Council Officers and External Partners.

7. Equalities impact

7.1 The UK Government has prepared Equalities and Human Rights assessments for the welfare reform proposals. The Council will undertake Integrated Impact

Assessments when necessary for any of its proposals.

8. Sustainability impact

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

9. Consultation and engagement

9.1 Council officials continue to engage with the UK and Scottish Governments, directly and through COSLA, with the DWP, the Third Sector, the NHS and other partners. The Council is also engaging with citizens, both in and out of work, who rely on benefit income and tax credits.

9.2 The Council continues to participate in groups with the looking at the impacts of Welfare Reform, namely COSLA's Welfare Reform Local Authority Representative Group.

9.3 The Council will commence engagement with Citizen Advice Scotland and work towards a collaborative approach to support citizens as they transition into Universal Credit

Background reading/external references

Welfare Reform – Update to Corporate Policy and Strategy Committee, 7 August 2018

Welfare Reform – Update to Corporate Policy and Strategy Committee, 27 February 2018

Welfare Reform – Update to Corporate Policy and Strategy Committee, 3 October 2017

Welfare Reform – Update: report to Corporate Policy and Strategy Committee 28 February 2017

Stephen S. Moir

Executive Director of Resources

Sheila Haig – Customer Manager - Transactions

E-mail: Sheila.haig@edinburgh.gov.uk | Tel: 0131 469 5088

Appendices

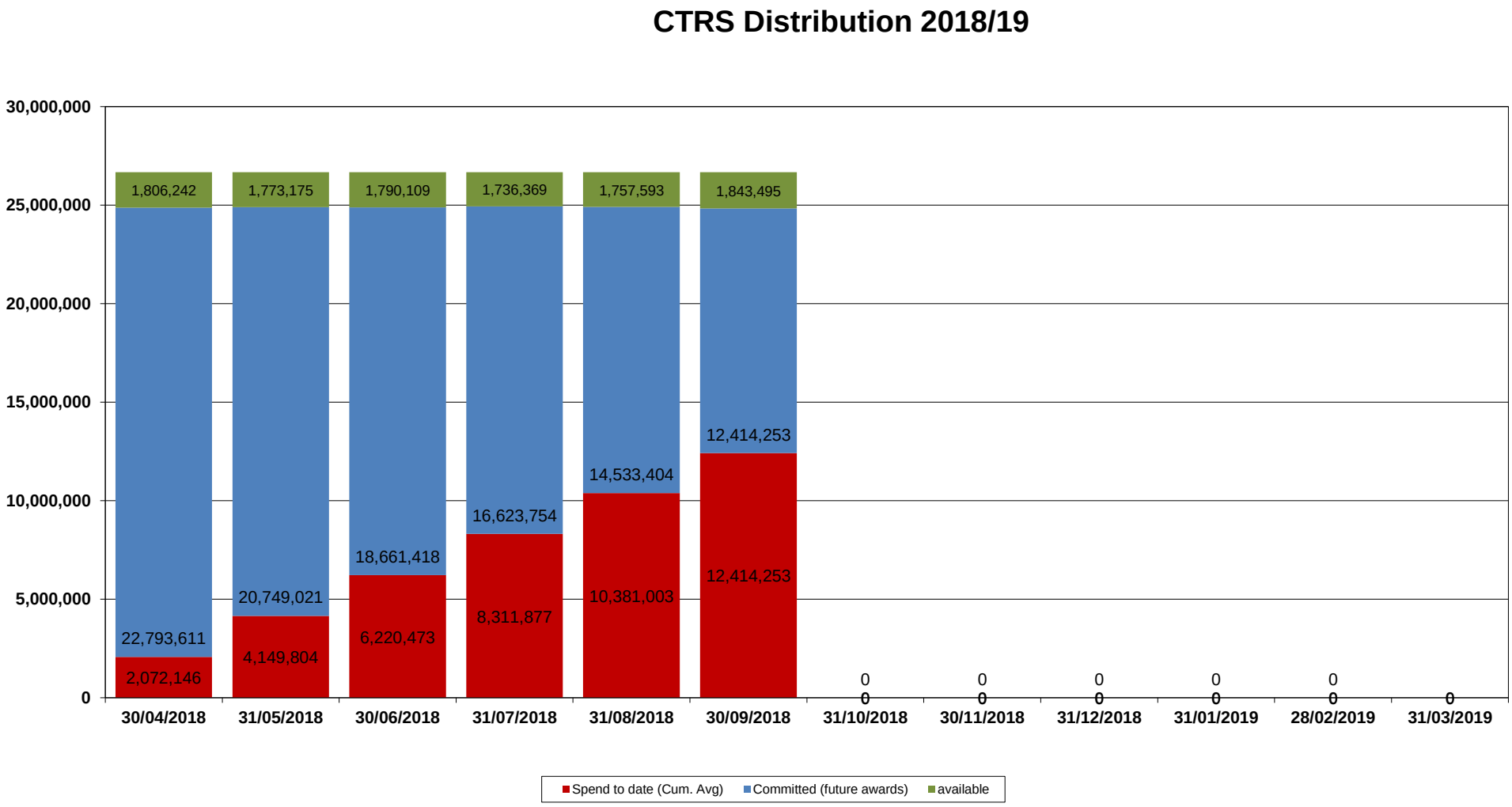
Appendix 1 – Council Tax Reduction Scheme Spend

Appendix 2 – Scottish Welfare Fund Spend

Appendix 3 – Discretionary Housing Payment Spend

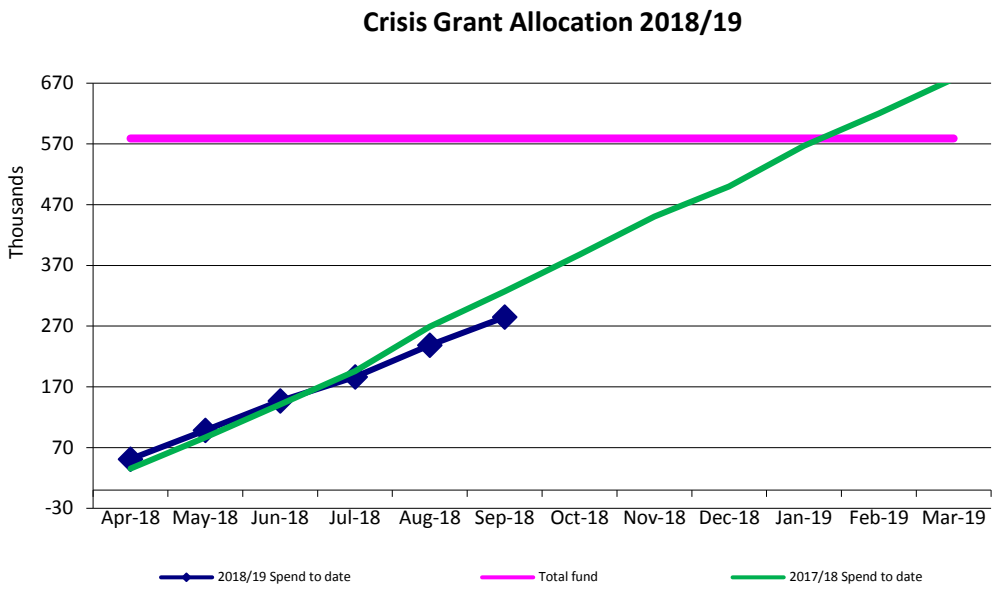
Appendix 1

Council Tax Reduction Scheme Spend

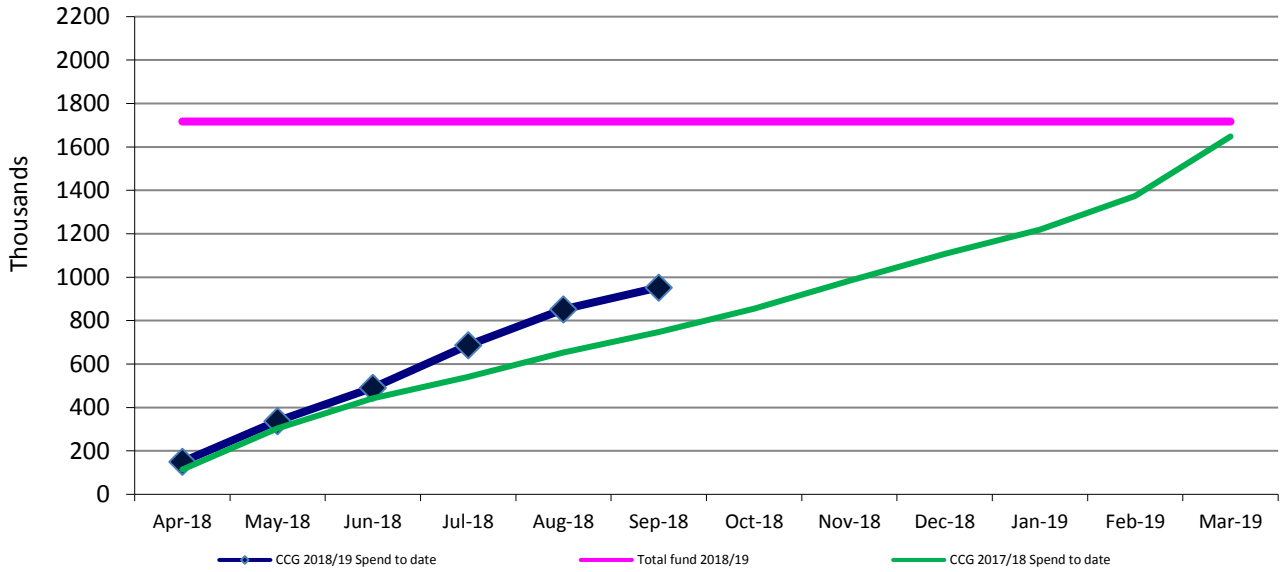


Appendix 2

Scottish Welfare Fund Spend

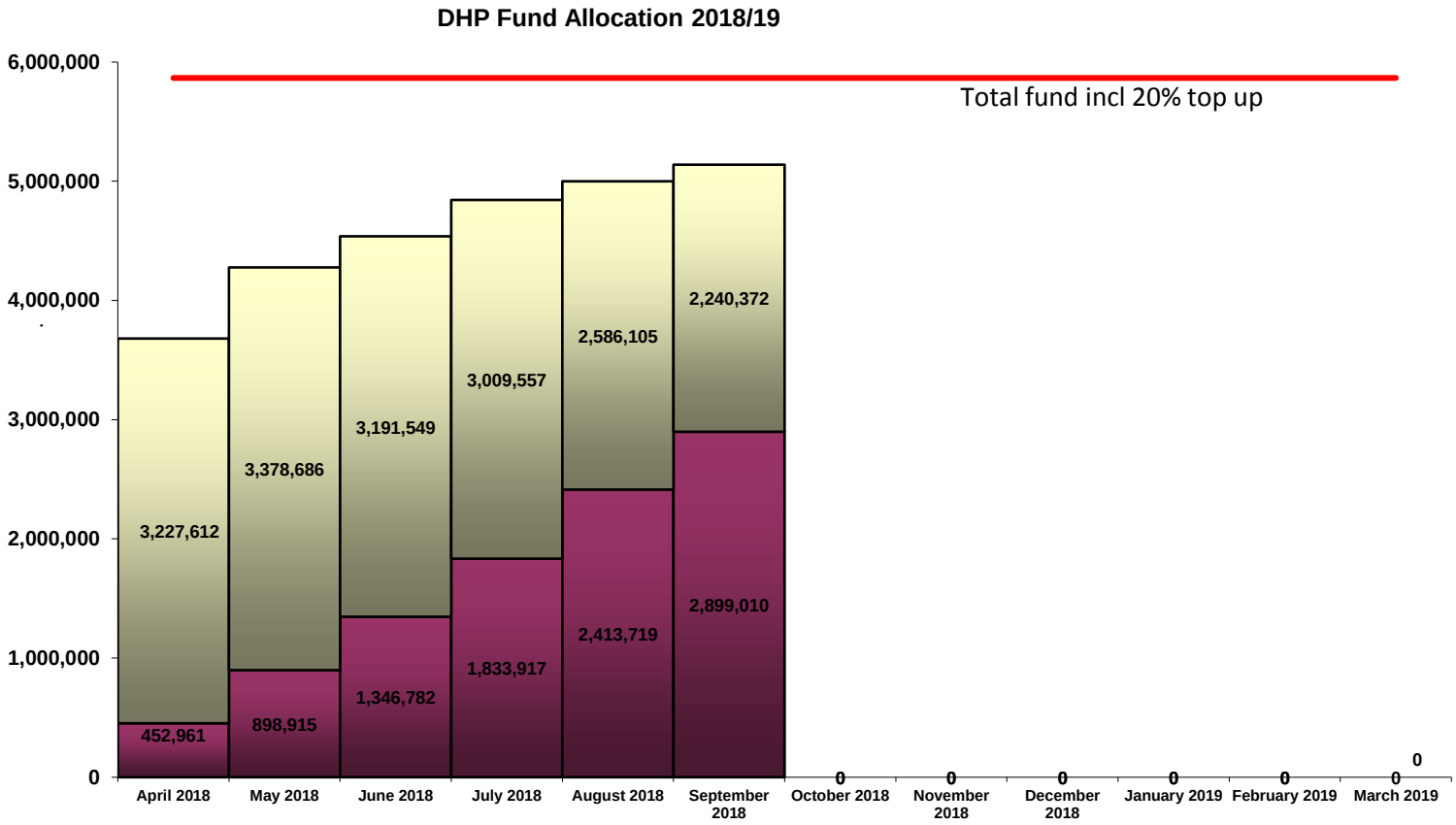


Community Care Grant Allocation 2018/19



Appendix 3

Discretionary Housing Payment Spend



Corporate Policy and Strategy Committee

10.00am, Tuesday, 4 December 2018

Contact Centre Performance: July – September 2018

Item number	8.4
Report number	
Executive/routine	
Wards	All
Council Commitments	

Executive Summary

The report details Contact Centre performance for the period July to September 2018 and outlines associated service improvement activities.

Report

Contact – Performance Update: July to September 2018

1. Recommendations

1.1 It is recommended that the Corporate Policy and Strategy Committee notes the:

1.1.1 current performance trends within the Contact Centre; and

1.1.2 ongoing service and performance improvement activities to ensure that Council services are easy to access and citizen queries and complaints are dealt with effectively.

2. Background

2.1 The Corporate Policy and Strategy Committee receives regular updates on Contact Centre performance, trends, and ongoing service improvement activities. This report covers a 3 month period from July 2018 to September 2018 and the data is based on the new call performance target of 60% of calls answered within 60 seconds, as agreed by Committee in August 2018. This change means a comparison with previous results (55% target) is not directly applicable, however, the previous data is included for completeness.

3. Main report

Overview

3.1 The Contact Centre team aims to maximise the number of queries resolved at the first point of contact, aligned with clear escalation routes where further input is required from other Council services. The Contact Centre team currently supports phone calls (inbound and outbound), e-mails, social media channels and web chat.

Current Trends and Service Performance

3.2 Regular management information is produced to monitor performance and inform future improvement activities. The July to September 2018 period saw various Council projects that impacted on Contact Centre, including further recovery action to support Council Tax collection rates and the launch of Garden Waste registration. This resulted in increased Waste service calls which materially impacted the waste and environmental contact services, customer care and local office support. The Council Tax service also experienced an increase in contact levels, with a resulting impact on service lines and wait times generally. Where possible Contact Centre resource was reallocated to support key services.

3.3 Key performance data and trends for the Contact Centre are detailed in Appendix 1, with the major themes highlighted in the following section:

- Total Calls answered for July to September 2018 was 169,844, a 1% increase on same period as last year.
- Increased contact levels impacted on teams disproportionately: Council Tax experienced a 34% increase in calls, Waste had a 285% increase in calls and Scottish Welfare saw a 14% increase in call volumes and a 35% increase in applications. Demand for other channels e.g. emails has increased year on year, with an average 5% increase in this channel.
- 23 of our 37 (62%) lines achieved the 60% of calls answered within 60 seconds service level target in the current reporting period. A further 7 lines achieved a 50% or higher service level.
- 19 of our 37 lines were within the 10% call abandonment tolerance target with 16 lines achieving the 8% stretch tolerance target.
- 19 of our 37 lines reported an increase in average handling time (AHT), with the average rising to 346 seconds from the previous reported figure of 336 seconds. This reflects the ongoing programme of support and up-skilling to develop service knowledge and call handling skills, with a wider focus on first touch resolution. This activity also helps to reduce the number of required outbound and follow up calls.
- The quality of service provided by the Contact Centre is measured via an assessment of contact adviser performance against a series of set criteria covering both technical and soft skills. For the last 3 months the Contact Centre has scored 92%, against a target of 80%, demonstrating a consistency of performance and positive quality of service outcomes.

3.4 The Council's new telephony system enables citizen satisfaction levels to be monitored, with Team leaders receiving real time alerts on low scoring satisfaction surveys. This allows for immediate intervention and remedial actions with citizens and staff. This tool is being further developed to ensure robust and accurate management information and the target will be to consistently achieve the public sector industry customer satisfaction standard of 75%. We are currently achieving 70% performance, however, the volumes completing the survey are lower than expected and we are reviewing the questions and messaging around the importance of completing the survey to encourage take up.

3.5 Formal complaints relating to contact activities are tracked, with 139 complaints received over the 3-month period. Complaint levels remain comparatively low, equating to less than 1% of calls handled by the Contact Centre in the reporting period. The largest complaint theme related to service failure. The Contact Centre team continues to work closely with relevant Council services to ensure that accurate service commitments and expectations are given to citizens.

Ongoing Projects and Improvement Activities

3.6 The latest data highlights that contact performance fluctuates when there is increased demand, often because of external factors. This is effectively demonstrated by the Garden Waste project, which resulted in the main waste line being presented with 7069 calls from July – September 2018 compared to 1834 calls for the same period in 2017, a 285% increase. The impact on intraday call performance was also significant and call volumes peaked at 430% when compared with a 'standard' contact day. This sustained volume spike impacted on performance across the entire Contact Centre, with resource reallocated to best meet demand. This is evidenced by telephone performance in the localities where a 48% performance level was achieved during the garden waste registration period before climbing to 58% in September. A number of lessons were learned from the initial garden waste registration activity and additional resource was secured to support the latest registration period.

3.7 The Scottish Welfare fund, Council Tax and Benefits team also experienced service pressures. This has been driven by increased contact as a result of Welfare Reform changes with a 14% increase in calls handled and a further 35% increase in applications. The Council Tax experienced a 34% increase in calls handled and this is related to ongoing activities to maximise Council Tax collection rates. To address these pressures additional resource has been recruited and advisors in this area continue to be multi skilled to ensure that the team is as flexible as possible to tackle emerging issues.

3.8 Performance in the Repairs Direct team has been impacted by a 5% increase in job requests and a 12% increase in follow up outbound calls. The effectiveness of the team has also been impacted by the loss of experienced staff who have secured higher graded roles within the Council. Temporary staff have also moved in to permanent roles in other Council services and with external organisations, whose contact centres often offer higher salaries. A permanent recruitment exercise is underway to create greater resource stability and leadership resource has been refreshed to drive performance. Demand levels will continue to be a challenge as we move into winter and the Contact Team is engaging with service colleagues to ensure priority activities are targeted and processes are efficient

3.9 Support for the Social Care professional adult lines remains a key focus. Training and support activities have contributed to a performance improvement over the 3-month period, with September's performance service achieving the 60% target. The service will continue to be monitored to ensure the correct balance between call handling and email performance.

3.10 The Contact Team continues to implement changes to improve the citizen experience. In addition to cross skilling, targeted coaching has been undertaken to increase agents call capacity, with 5-10% improvement being achieved in some teams. The use of technology also plays an important role in Contact Centre activities and following the recent introduction of web chat and an internal knowledge base, a new automated email system has gone live that supports and prioritises the allocation of transactions.

3.11 A new supplier has now been appointed to implement a comprehensive customer relationship management (CRM) system. This will be a vital component in the Contact Centre delivering its targeted efficiencies of 15% in 2019/20. The project is being jointly progressed by Customer and Digital Services and the Council's ICT Partner, CGI.

3.12 Social media continues to grow and the Contact Centre Team has continued with a more citizen focused "one and done" approach on a 24/7 basis. The Contact Centre is also continuing to add online forms and appropriate self-serve functionality. This will ensure resource is maximised for those services that require agent or face to face interaction and support.

4. Measures of Success

4.1 Performance against target is regularly reviewed to ensure issues are addressed and service level improvements are achieved.

4.2 Key statistics are included in Directorate and Council dashboards. Targets are set using the approved resource profile and benchmarked against similar organisations. Performance measures primarily focus on call efficiency; first touch resolution, agent quality and customer satisfaction and experience.

4.3 Team Leaders monitor live performance information within the Contact Centre and use this to respond dynamically to demand. Daily, weekly, and monthly reports are produced and scrutinised by senior management.

5. Financial impact

5.1 The Contact Centre Team is projected to deliver a further 15% efficiency saving within 2019/20 and this will be achieved through several routes, including greater self-service, a rationalised cash collection operation and improved call handling supported by customer relationship management. Where appropriate and subject to a comprehensive integrated impact assessment, predominately online services will also be considered in areas, e.g. interaction with businesses.

6. Risk, policy, compliance, and governance impact

6.1 The delivery of high performing contact services, both online and through telephony channels is a key objective for the Council.

7. Equalities impact

7.1 There are no direct equalities implications arising from this report. The Council continues to progress a primarily digital by design approach to ensure that all Citizens are supported, providing them with appropriate and accessible service options. This adopts the standard call centre and shared services methodology of

providing a range of channels, including: self-service options, call based options, face to face interaction at a customer hub or locality office.

7.2 As the Council's online offering develops and matures consideration will be given as how best to further encourage and improve uptake of both self-service and online transactional options, supported by automation where appropriate.

8. Sustainability impact

8.1 There are no direct sustainability impacts as a result of this report.

9. Consultation and engagement

9.1 The Customer team uses a broad range of feedback and citizen groups to support service development and improvement.

10. Background reading/external references

10.1 Customer Performance Update January – June 2018 - Report to Corporate, Policy and Strategy, August 2018

10.2 Customer Performance Update: July – December 2017 – Report to Corporate, Policy and Strategy, February 2018

10.3 Contact Centre Performance Update: April to July 2017 - Report to Corporate Policy and Strategy Committee, October 2017

10.4 Minute of Council Meeting 24 August 2017 – Automated Service – Customer Journey, Motion by Councillor Johnston

10.5 Report to Corporate Policy and Strategy Committee, 28 March 2017 – Customer Contact Update

10.6 Report to Corporate Policy and Strategy Committee, 8 November 2016 – General Switchboard and Website Enquiries

Stephen S. Moir

Executive Director of Resources

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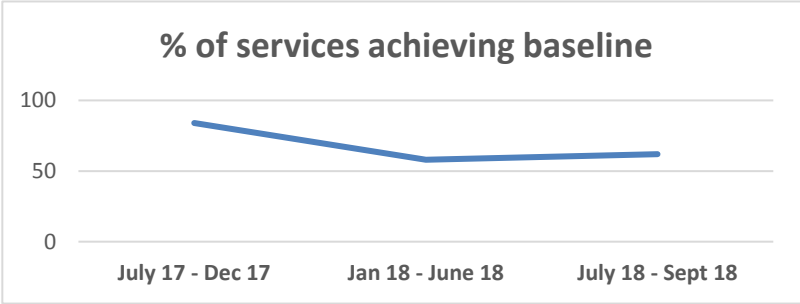
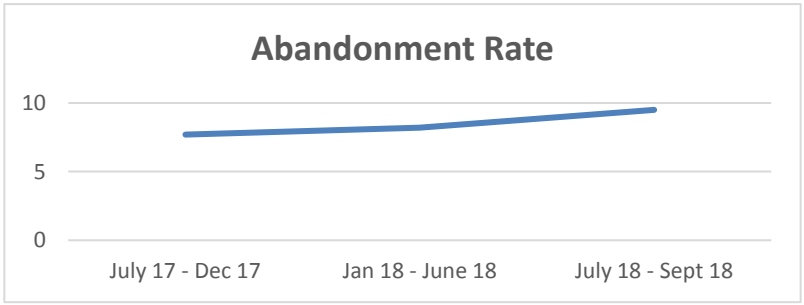
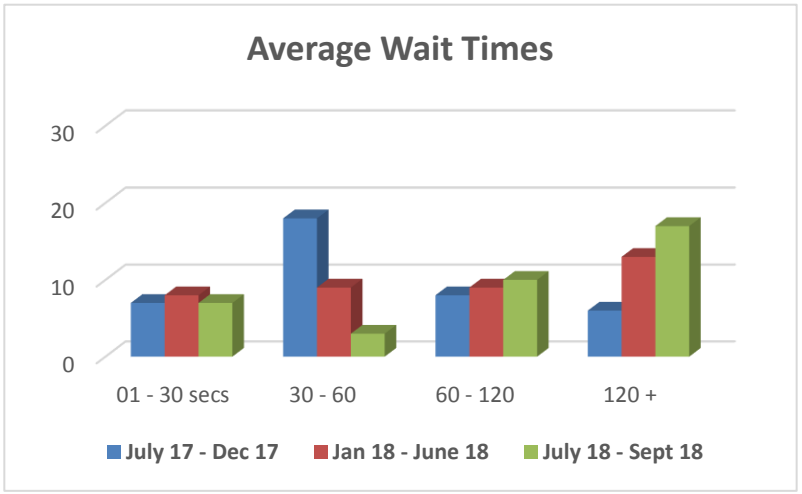
11. Appendices

Appendix 1 – Customer Centre Performance Data

Appendix 1

Contact Centre Performance Overview

Performance Measure	Commentary
	• This report details 3 months data v 6 months' data in last Committee report. • This period has seen increased demand in Council Tax 34%, Waste 285%, and Scottish Welfare Fund 35%. The first 6 months of 2018 saw significant challenges, including adverse weather conditions and the telephony replacement • 23/37 lines achieved service level (a further 7 lines achieved 50% or above service level). 25/37 lines with improved trend and plans in place to further improve • NB July 17 to June 18 data reflects 55% service level target
	• Call abandonment rate increased to 9.4% over the 3-month period but remains under the 10% target. The Contact Centre is answering 91% of all calls received. • 19 lines are achieving the 10% or below calls abandonment threshold target with 16 lines achieving the 8% stretch target. 15 lines show an improved trend.
	• Average wait times increased during this period and this is linked to significant call volume increases in critical services. 11 lines show an improving trend • First touch resolution continues to be a focus to avoid repeat contact from customers (average call handling increased by 10 seconds compared with previous period) • Online/self-service continues to be promoted to allow customers to self-serve where they can without the need to call. • Continued focus on code handling to ensure we have maximum staff capacity available to take calls and new shift patterns being introduced to cover periods of higher demand e.g. 10-2 shift.

Contact Centre - Performance Data

Contact Activity and Timescale	% Calls answered within 30 seconds SLA target of 55%		60% SLA		Abandonment target – not exceed 10%, with a stretch target of 8%					Average Wait Times			
	July 17 - Dec 17	Jan 18 - June 18	Jul 18 – Sept 18	Trend Jan/Jun Jul/Sep 18	July 17 - Dec 17	Jan 18 - June 18	Jul 18 – Sept 18	Total Calls Handled	Trend Jan/Jun - Jul/Sep 18	July 17 - Dec 17	Jan 18 - June 18	Jul 18 – Sept 18	Trend Jan/Jun - Jul/Sep 18
Anti Social Behaviour	75%	83%	94%	▲	11.7%	2.8%	2.1%	47	▼	00:35	00:23	0:15	▼
Central Emergency Serv	73%	70%	76%	▲	8.0%	7.3%	10.6%	5638	▲	00:37	00:52	1:16	▲
C & F Professional Child	73%	69%	87%	▲	6.3%	7.8%	3.0%	1500	▼	00:49	01:11	0:35	▼
C & F Public Child	71%	67%	88%	▲	6.5%	9.2%	4.8%	1900	▼	00:48	01:31	0:42	▼
Emergency Child	73%	77%	70%	▼	4.8%	3.5%	3.4%	194	▼	00:41	00:43	1:05	▲
Clarence	64%	49%	57%	▲	6.0%	9.4%	12.9%	2526	▲	00:56	01:53	2:03	▲
Council Tax	55%	39%	42%	▲	8.2%	11.8%	14.1%	23555	▲	02:03	03:30	4:49	▲
Benefits	66%	51%	63%	▲	3.3%	6.3%	4.8%	9332	▼	01:18	02:27	2:12	▼
NDR	53%	47%	52%	▲	7.2%	9.3%	10.9%	1310	▲	02:15	02:36	2:54	▲
Customer Care	76%	86%	93%	▲	4.1%	2.4%	1.5%	3155	▼	00:48	00:26	0:20	▼
Food Bank	65%	42%	66%	▲	8.7%	27.6%	14.1%	1198	▼	01:26	05:45	2:39	▼
Emergency Home Care	85%	88%	94%	▲	5.1%	4.2%	3.4%	7639	▼	00:14	00:14	0:13	▼
Emergency Home Care	73%	87%	95%	▲	3.3%	4.1%	2.1%	1191	▼	00:14	00:17	0:14	▼
Emergency Social Work	86%	88%	93%	▲	4.4%	3.5%	2.9%	4579	▼	00:17	00:19	0:22	▲
Interpretation	88%	96%	78%	▼	11.8%	5.0%	0.0%	3	▼	00:09	00:02	3:17	▲
ITS Daytime	87%	82%	93%	▲	4.5%	11.0%	4.1%	1115	▼	00:06	00:39	0:35	▼
1 Edinburgh	56%	43%	53%	▲	8.4%	11.8%	12.2%	5191	▲	01:14	02:10	2:21	▲
Repairs Direct	56%	39%	38%	▼	13.0%	18.6%	26.4%	19668	▲	01:56	03:24	5:15	▲
Repairs Planners	71%	72%	92%	▲	7.8%	5.3%	2.3%	8892	▼	00:36	00:39	0:18	▼
SCD Professional Adult	39%	59%	60%	▲	12.2%	8.2%	11.0%	582	▲	01:35	01:09	1:24	▲
SCD Public Adult	32%	54%	53%	▼	26.2%	14.6%	18.7%	9493	▲	03:35	02:25	3:07	▲
Welfare Fund Comm.	48%	45%	39%	▼	12.1%	11.7%	26.3%	2050	▲	03:07	03:13	7:06	▲
Welfare Fund Crisis	44%	42%	30%	▼	11.3%	7.1%	16.2%	6453	▲	04:52	06:21	9:24	▲
Repairs - Tradesman	64%	54%	51%	▼	7.6%	8.9%	14.7%	7088	▲	00:40	01:16	2:08	▲
Repairs - Quality Care	59%	47%	43%	▼	5.3%	5.4%	13.8%	667	▲	00:47	01:26	2:20	▲
Special Waste Uplifts	51%	38%	43%	▲	8.3%	13.4%	12.2%	3849	▼	02:50	02:55	3:57	▲
Waste	64%	40%	55%	▲	3.7%	8.7%	13.7%	7069	▲	01:10	02:18	3:42	▲
Environment	61%	38%	42%	▲	5.4%	10.9%	16.9%	2226	▲	01:13	02:36	3:58	▲
Missed Collections	64%	46%	57%	▲	4.8%	9.3%	10.2%	2131	▲	01:07	02:00	2:42	▲
FM Helpdesk	78%	89%	93%	▲	9.5%	3.2%	3.3%	4008	▲	00:23	00:12	0:14	▲
Building Standards	68%	60%	69%	▲	4.8%	5.6%	7.4%	1946	▲	00:52	01:03	1:21	▲
Planning	68%	61%	70%	▲	3.7%	5.7%	7.4%	1571	▲	00:52	01:02	1:21	▲
PBS Building Payments	67%	57%	75%	▲	6.3%	9.7%	7.7%	1292	▼	00:48	01:16	1:10	▼
CE Local Office	71%	71%			7.4%	8.0%				00:32	00:29		
EE Local Office	69%	70%			7.4%	6.8%				00:41	00:32		
NE Local Office	70%	74%			6.6%	3.5%				00:36	00:30		
SE Local Office	73%	73%			6.6%	4.6%				00:32	00:30		
SWE Local Office	73%	72%			8.5%	6.3%				00:25	00:33		
WE Local Office	70%	70%			9.4%	7.8%				00:33	00:30		
North East Locality			62%				9.1%	4786				1:20	
North West Locality			61%				9.2%	6143				1:23	
South East Locality			62%				10.4%	4985				1:19	
South West Locality			61%				8.6%	4872				1:22	

Commentary

- Calls handled over the reporting period reporting July to Sept 18 is 169,844.
- Locality phone line merged therefore data reporting changes for period July 18 to Sept 18.

Corporate Policy and Strategy Committee

10:00am, Tuesday 4 December 2018

Year of Young People 2018 – referral from the Education, Children and Families Committee

Item number	8.5
Report number	
Wards	All

Executive summary

The Education, Children and Families Committee on 9 October 2018 considered the attached report by the Executive Director for Communities and Families providing updates on the steps required, and actions taken to date, to gather young people's ideas on how their voice may influence decision making processes of the Council and contribute to the deliberations of the Education, Children and Families Committee.

The report has been referred to the Corporate Policy and Strategy Committee with a recommendation that it endorses the approaches set out in the report.

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Terms of Referral

Year of Young People 2018 - referral from the Education, Children and Families Committee

Terms of referral

1.1 On 9 October 2018, the Education, Children and Families Committee considered a report by the Executive Director for Communities and Families providing updates on the steps required, and actions taken to date, to gather young people's ideas on how their voice may influence decision making processes of the Council and contribute to the deliberations of the Education, Children and Families Committee.

1.2 **Motion**

1) To note the report.

2) To note the number of distinct but related initiatives that were celebrating young people and developing youth participation in decision making.

3) To note that officers and members would continue to develop engagement work with children, young people and their families to increase their participation in the life of the city and in guiding the implementation of the Children's Services Plan 2017-20.

4) To note that the report covered work led by a range of teams within Communities and Families and other council services such as Planning and Economic Development.

5) To endorse the efforts to connect themes running through initiatives and projects during Year of Young People, such as Child Friendly Edinburgh (working title), *What Kind of Edinburgh?* and the work of Young Edinburgh Action (YEA).

6) To endorse the approach which is co-designed with young people, to meaningfully engage, consult and ensure their views were heard and taken account of.

7) To recognise the significant voluntary contributions and effort that young people put into participation activities for the wider benefit of all young people in Edinburgh.

8) To agree that the approach to developing a Child Friendly Edinburgh should be co-produced with young people and developed as part of the Council's 2050 vision.

9) To agree for work to begin on the design of a public campaign to promote the Child Friendly Edinburgh brand as part of the Council's communication strategy on 2050 vision, and that children and young people should be involved in designing the approach.

10) To take account of young people's own suggestions on the best mechanism for their views to be heard and to ensure that a variety of methods were used.

11) To co-produce a children and young people friendly information bulletin in an appropriate format setting out the key points of all Committee reports and decisions. Following each meeting, officers would work with young people to draft the bulletin which will then would be disseminated to schools, youth work agencies, Young People's Centres and other appropriate settings.

12) To receive a further report in March 2019, updating the Committee on young people's views, feedback and suggestions including progress with implementing a public campaign.

13) To enhance engagement with young people and teachers across our schools and youth work through existing channels using stronger communication to maximise on their participation and influence on current and new committee work that impacted on them. To produce young people/school versions of reports and actively encourage alternatives to written form and which better showcased their voice on the policy area.

14) To refer the report to the Corporate Policy and Strategy Committee with a recommendation to endorse the report.

- moved by Councillor Dickie, seconded by Councillor Perry

1.3 **Amendment**

1) To note the report.

2) To note the number of distinct but related initiatives that were celebrating young people and developing youth participation in decision making.

3) To note that officers and members would continue to develop engagement work with children, young people and their families to increase their participation in the life of the city and in guiding the implementation of the Children's Services Plan 2017-20.

4) To note that the report covered work led by a range of teams within Communities and Families and other council services such as Planning and Economic Development.

5) To endorse the efforts to connect themes running through initiatives and projects during Year of Young People, such as Child Friendly Edinburgh (working title), *What Kind of Edinburgh?* and the work of Young Edinburgh Action (YEA).

6) To endorse the approach which is co-designed with young people, to meaningfully engage, consult and ensure their views were heard and taken account of.

7) To recognise the significant voluntary contributions and effort that young people put into participation activities for the wider benefit of all young people in Edinburgh.

8) To agree that the approach to developing a Child Friendly Edinburgh should be co-produced with young people and developed as part of the Council's 2050 vision.

9) To agree for work to begin on the design of a public campaign to promote the Child Friendly Edinburgh brand as part of the Council's communication strategy on 2050 vision, and that children and young people should be involved in designing the approach.

10) To take account of young people's own suggestions on the best mechanism for their views to be heard and to ensure that a variety of methods were used.

11) To note that senior pupil representation on Education, Children and Families Committee had been received positively by some young people and requests specific work take place with interested young people on a governance mechanism that would ensure this post could take soundings from the wider pupil community; the work should be included in the further report due in March 2019.

12) To co-produce a children and young people friendly information bulletin in an appropriate format setting out the key points of all Committee reports and decisions. Following each meeting, officers would work with young people to draft the bulletin which will then would be disseminated to schools, youth work agencies, Young People's Centres and other appropriate settings.

13) To receive a further report in March 2019, updating the Committee on young people's views, feedback and suggestions including progress with implementing a public campaign.

14) To refer the report to the Corporate Policy and Strategy Committee with a recommendation to endorse the report.

- moved by Councillor Mary Campbell, seconded by Councillor Corbett

1.4 **Voting**

For the motion - 10 votes
For the amendment - 2 votes

(For the motion – Councillors Dickie, Griffiths, Howie, Laidlaw, McNeese-Mechan, Perry, Rust, Smith and Young and Rabbi Rose.

For the amendment – Councillors Mary Campbell and Corbett.)

1.5 **Decision**

To approve the motion by Councillor Dickie.

For Decision/Action

2.1 The Corporate Policy and Strategy Committee is asked to endorse the approaches set out in the report.

Background reading / external references

Webcast of Education, Children and Families Committee – 9 October 2018

Laurence Rockey
Head of Strategy and Insight

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Links

Appendix 1	Year of Young People 2018 - report by the Executive Director for Communities and Families

Education, Children and Families Committee

10am, Tuesday, 9 October 2018

Year of Young People 2018

Item number	7.1
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

As part of its themed years programme, the Scottish Government designated 2018 as the Year of Young People. Young people across the country are increasingly involved in celebratory activities showcasing their successes and achievements, as well as participatory activities that influence decisions about issues affecting their lives

The Report of March 2018, described the approach required to progress Edinburgh towards becoming a Child and Young Person Friendly city as part of its 2050 vision.

This report, updates the committee on the steps required, and actions taken to date, to gather young people's ideas on how their voice may influence decision making processes of the council and contribute to the deliberations of the Education, Children and Families Committee.

This report reflects work that is led by several teams within Communities and Families and Place (Planning and Economic Development). As such it reflects the potential impact of Year of Young People across the council, as well as for children and young people themselves

This report also updates the committee about how Edinburgh's young people are contributing to a legacy of Year of Young People 2018, helping create the conditions for today's children to become the city's active citizens and effective contributors in 2050.

While young people have not written this report, their written comments are featured throughout, many having expressed that writing a committee report and attending a committee meeting is a daunting process. With a few known exceptions, young people do not generally want to commit to detailed report reading, although all are enthusiastic about opportunities to influence decisions.

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Report

Year of Young People 2018

1. Recommendations

1.1 The Education, Children and Families Committee is asked to:

1.1.1 Note the contents of this report

1.1.2 Note the number of distinct but related initiatives that are celebrating young people and developing youth participation in decision making

1.1.3 Note that officers and members will continue to develop engagement work with children, young people and their families to increase their participation in the life of the city and in guiding the implementation of the Children's Services Plan 2017-20.

1.1.4 Note that this report covers work led by a range of teams within Communities and Families and other council services such as Planning and Economic Development

1.1.5 Endorse the efforts to connect themes running through initiatives and projects during Year of Young People, such as Child Friendly Edinburgh (working title), *What Kind of Edinburgh?* and the work of Young Edinburgh Action (YEA)

1.1.6 Endorse the approach which is co-designed with young people, to meaningfully engage, consult and ensure their views are heard and taken account of.

1.1.7 Recognise the significant voluntary contributions and effort that young people put into participation activities for the wider benefit of all young people in Edinburgh

1.1.8 Agree that the approach to developing a Child Friendly Edinburgh is co-produced with young people and should be developed as part of the council's 2050 vision.

1.1.9 Agree for work to begin on the design of a public campaign to promote the Child Friendly Edinburgh brand as part of the council's communication strategy on 2050 vision, and that children and young people are involved in designing the approach.

1.1.10 To take account of young people's own suggestions on the best mechanism for their views to be heard, including potential representation on the Education, Children and Families Committee.

1.1.11 To co-produce a children and young people friendly information bulletin in an appropriate format setting out the key points of all Committee reports and decisions. Following each meeting, officers will work with young people to draft the bulletin which will then be disseminated to schools, youth work agencies, Young People's Centres and other appropriate settings.

1.1.12 Agree to receive a further report in March 2019, updating the Committee on young people's views, feedback and suggestions, including progress with implementing a public campaign

1.1.13 Agree to refer the report to Corporate Policy and Strategy Committee with a recommendation to endorse the report.

2. Background

2.1 The Scottish Government designated 2018 as the Year of Young People as part of its programme of themed years.

2.2 Local Authorities and partners are developing projects with, by and for young people. These combine celebrations of young people, their talents, successes, and achievements, with participation in youth-led opportunities to get involved in a range of decision-making processes

2.3 The council has in place, and is further developing, several projects, activities and approaches to engaging with children, young people and their families, to increase participation as described in the December 2017 and March 2018 committee reports on the Year of Young People 2018.

2.4 Recent actions supported by staff across Communities and Families, include:

2.4.1 The production of Issue 2 of the Year of Young People programme featuring events and case studies

2.4.2 Further action following the completion of a pilot with the Scottish Government, the Children's Parliament, and Young Edinburgh Action involving a cross section of over 40 children and young people, drawn from a diverse range of social backgrounds. The project is called *What Kind of Edinburgh?*

2.4.3 A series of events with young people facilitated by Childrens Parliament and Schools and Lifelong Learning staff, to address key themes of the Children's Services Plan 2017-20 has begun. This ensures children and young people can guide and be involved in how the plan is implemented, and will form a key legacy from the Year of Young People.

2.4.4 Planning sessions and an event in the City Art Centre on 19th June introduced the concept of Child Friendly, celebrated young talent and

discussed themes and priorities for marketing the launch of Child Friendly Edinburgh (name to be agreed)

2.4.5 A series of events specifically focussing on the needs of families of children with additional support needs and the involvement of Looked After Children in the design of an Edinburgh Champions Board for Looked After Children. A plan is in place to set up some events for children and families affected by disability.

2.4.6 Actions to address mental health and wellbeing in schools (See report on Mental Health – Report Item 7.10).

2.4.7 Young Edinburgh Action's numerous and ongoing activities including LGBTI+ work.

2.4.8 Placing young people at the heart of decision making is very much part of the approach taken by Screen Education Edinburgh (SEE). SEE Youth is very involved in the content and approach taken by SEE Staff, and the young people regularly contribute to management meetings. (See Report Item 7.5, Arts and Creative Learning Update).

2.4.9 Engagement with young people with Additional Support Needs (ASN) has been ongoing with further information in a report to the Education, Children and Families Committee in December 2018.

Analysis of a recent small-scale consultation with learners with ASN indicates that for these young people the key issues impacting on school attendance are: relationships with staff; perceptions of the behaviour of their peers; the availability of spaces and, activities at less structured time of the school day.

The relevance of the curriculum doesn't emerge as a specific issue, which might be due more to this being an 'unknown unknown' for these learners.

More extensive research would need to be undertaken to validate these findings

2.4.10 The Eurocities Conference to be hosted in Edinburgh in November, has placed a strong emphasis on young people. Three Young Ambassadors from Edinburgh are attending the conference along with 67 Young Ambassadors from Eurocities member cities. There are also 16 youth volunteers selected from Edinburgh to support the youth programme that is woven throughout the conference.

2.4.11 At least 22 primary schools have included actions around pupil voice in their Standards and Quality Improvement Plans

2.4.12 The CEC Raising Attainment in Writing Strategy (under the Learning and Teaching umbrella) is at the year 1 pilot study phase and took direction from pupil voice surveys and focus groups across a number of schools and sectors. This pupil feedback informed the strategy. Liberton Cluster,

including the high school, St. Catherine's RC PS, Gracemount PS, St. David's RC PS, Brunstane PS and Leith Academy are pilot schools.

2.4.13 The Edinburgh Learns Raising Attainment frameworks are all at slightly different stages and on different timelines but those furthest progressed are due to be launched in November. The longer term aim is to include young people on the "governance" groups for each framework.

2.4.14 Early discussions have taken place between the Quality Improvement Team and Education Scotland about the Young Inspectors programme – it is an opportunity for very limited number of young people (potentially 3 secondary and 6 primary schools each identifying 4 pupils) who could be involved in school self-evaluation and develop their leadership skills.

2.5 Further activity is taking place in other Council service areas, most notably within the Planning Service, where initiatives involving young people have been shortlisted in the Scottish Awards for Quality in Planning in the Children and Young People category. Engagement with young people is developing through the opportunities afforded by Edinburgh hosting the Eurocities Conference in November, with a keen focus on creativity, democracy, and legacy projects.

2.6 Significant work around the youth programme linked to the Eurocities Conference in November and hosted by Edinburgh is underway. Led by Lifelong Learning (Arts and Creative Learning with the Strategic Youth Work Team) in partnership with Economic Development, should lead to legacy projects in Edinburgh.

2.7 At the December Education Children and Families Committee, there was a motion to explore the possibility of electing a senior school student to the Education, Children and Families Committee on the same basis as the parental representative. Work has begun and is to be further explored to establish and implement the most appropriate and authentic ways of ensuring young people's voice contributes to the deliberations of this committee.

3. Main report

3.1 Young people are involved in various initiatives that aim to increase young people's participation in decision making. These initiatives are taking place across the council and include projects with partners. This is extremely positive but as they often involve the same staff and/or include some of the same young people, a degree of confusion has arisen as to their different approaches, purposes and identities.

3.2 This report seeks to help clarify the different projects and to show where links and synergies are being formed, particularly in pursuit of the council's 2050 vision.

3.3 This report, while not authored by a young person, contains young people's written views and comments at relevant sections. As with any engagement process, confidence and capacity building is essential, particularly if genuine representation is sought.

3.4 Feedback from several young people suggests that attending a committee can be daunting. A few young people have expressed an interest in this type of role, however work is planned around a specific workstream related to this. The motion to explore the possibility of electing a senior school student to the Education, Children and Families Committee, or an alternative and appropriate mechanism, needs further exploration, particularly as this should now include discussions with the Planning Service. (see below at 3.44 – 3.55 and 3.82)

3.5 Led by the Lifelong Learning's Strategic Youth Work Team with young people and colleagues in Children's Services, Schools and Lifelong Learning, the Planning Department and Economic Development, the following key projects are celebrating young people's achievements and driving youth participation and engagement:

Year of Young People 2018 (Schools and Lifelong Learning)

3.6 The Year of Young People (Schools and Lifelong Learning) Steering Group agreed to complement rather than duplicate the participation work that is underway and ongoing, which is primarily led by the Lifelong Learning Strategic Youth Work Team. The Steering Group has focussed on promotion and celebration of young people's involvement in activities such as school based events, sporting and cultural activities and achievements.

3.7 Three members of the Steering Group are also members of the Child Friendly Steering Group, ensuring that joint actions, where appropriate, can take place and that information is shared.

3.8 In addition to joint work around Child/young Person Friendly Edinburgh, the Year of Young People (Schools and Lifelong Learning) Steering Group has co-ordinated the production of two programmes for the Year of Young People, the second of which featured some case studies and can be viewed at Appendix 1. The third of four programmes will be available mid/end October.

3.9 Young people planned the first *joint* Year of Young people and Child Friendly Edinburgh event, which took place at the City Art Centre on 19th June 2018.

3.10 Young people set the agenda and planned the workshop content at two planning sessions, supported by the Youth Participation Team. The first planning session included a workshop on values to help the young people think about branding and how to influence and develop a marketing campaign. At the second planning session, young people worked on structuring the programme and agreeing how to facilitate the event and who would do it. All hosting and facilitation roles were taken on by young people themselves.

3.11 At the City Arts Centre on 19th June, the concept of Edinburgh as a Child Friendly city was introduced to young people and adults attending. See Appendix 2 for the summary feedback

3.12 The event aimed to build awareness of Edinburgh's commitment to becoming a Child Friendly City (or other name decided by young people). It marked the

beginning of a campaign that is based on consultation and co-production with young people in Edinburgh.

3.13 One of the benefits of officers working with young people across several initiatives is to ensure that there is read-across, and that each initiative works towards a common goal. The event on the 19th June builds upon the ongoing work of the Child Friendly Edinburgh Working Group, the Year of Young People Working Group, Young Edinburgh Action and the Scottish Youth Parliament.

3.14 The event had three aims:

- Celebrate the work and achievements of young people – which were centre stage with singing and rapping/spoken work performances, a film made by young people and certificates presented to young youth work volunteers
- Build commitment to the idea of Edinburgh as a child and young person friendly city
- Share ideas on how to publicise the idea

3.15 The main part of the event was group discussions, bringing children young people and adults together and co-facilitated by young people and staff. The discussions focussed around four questions (which emerged from the planning workshop on values and branding):

- What would a truly child and young person friendly Edinburgh look, feel and be like?
- What are some of the key words that come to mind?
- What do you think it should be called?
- Can you come up with a strapline?

3.16 Young people are excited by the concept and about being major influencers. They are also clear that their ideas and opinions are important if Edinburgh is to genuinely be an authentic child and young person friendly city. The next step is to co-produce a public campaign based on the feedback, and work has begun on planning this.

Child Friendly Edinburgh

3.17 A major legacy of Year of Young People 2018, will be to develop and launch Edinburgh as a Child Friendly City. This will only be authentic if it is achieved by working directly with a range of children and young people to design the approach.

3.18 Respecting Children's Rights is core to the development of a Child and Young Person Friendly Edinburgh. The approach that has been agreed and adopted is to create the conditions under which children and young people can participate and engage in shaping the policies and actions of local government. Encouraging partners and citizens to reflect on how their own behaviours, individually and collectively, can contribute to this approach.

3.19 In other local authorities that have developed a Child Friendly identity (such as Leeds), key elements of the model have been:

- participation and engagement of children and young people, letting their voices and views influence policy and practice
- celebrating the successes of children and young people
- placing an emphasis on doing things with people, not to or for them, to improve wellbeing outcomes
- a focus on restorative practice to improve relationships and reduce conflict

Edinburgh has adopted these elements as key to its child friendly approach.

3.20 The Child Friendly Steering Group has met since the June 19th event to consider feedback and next steps. A further event is being planned for January/February 2019 to launch the media campaign. It too, will be planned and presented by young people. This will mark Edinburgh as a Child Friendly City, a major legacy from Year of Young People 2018 and will carry forward into 2019 and beyond. Communications support is being provided through the Steering Group and planning sessions are currently being organised by the Youth Participation Team and Young Edinburgh Action.

3.21 The young people will meet regularly from October in advance of a launch event in early 2019. They will develop two strands of the public campaign, namely the visual communications and the media communications elements. The first meeting is scheduled for the week beginning 12th October tbc.

3.22 The feedback, ideas and suggestions gathered on the 19th June have been grouped into themes and are currently being worked into a design brief for young people to use in designing the public campaign. See Appendix 2

Young Edinburgh Action

3.23 Young Edinburgh Action (YEA) is an innovative approach to young people's participation that is informed by the views of young people, professionals and academic theory. YEA supports young people to set the agenda rather than respond to adult agendas. The approach is flexible, allowing young people to move between different levels of involvement depending upon their interests, capacities and other commitments.

3.24 At the annual YEA Gathering young people identify topics that the project will focus upon for the following year. An action research group is established for each of these topics. Action research groups are at the heart of YEA's approach and enable a core group of young people to explore and present the views of a wider group of young people in Edinburgh. From the beginning of the action research process the groups discuss the impact that they hope to have. The Conversation for Action is an important interface where young people and adult decision-makers invited by the young people come together to discuss the topic and develop an action plan.

3.25 Topics that young people have chosen to research over the last two years are:

- Gender inequality
- Sex education
- Equal opportunities for all young people regardless of background
- The things that really need to be learned in school (skills)
- Support for LGBTI+ students in school
- Mental Health support for young people
- Stress
- Climate Change

3.26 Young Edinburgh Action works closely with council colleagues and partner organisations to address these issues. Outcomes from these groups have been varied, including: a published book for early years pupils about challenging gender stereotypes, a new post funded jointly by NHS Lothian and CEC, young people's views represented in several city-wide reviews and consultations, young people working with adults to develop and refresh resources, several events for young people across the city looking at different topics.

3.27 Young Edinburgh Action has developed a partnership with Edinburgh University's Centre for Research on Families and Relationships and is seen as innovative practice in the academic field of young people's participation. YEA has contributed to several academic papers and book chapters, and young people have presented at multiple academic conferences.

3.28 A forthcoming exhibition features stories and photographs from 4 members of YEA. So not to reduce the impact of the exhibition, only a few brief extracts in their own words are contained in this report as follows:

- *I've made lots of new friends and I've felt like I've made a difference in the community, I'm doing my bit.*
- *I was 12 when I got involved and now I'm nearly 17. I was at a point where I didn't have any confidence in myself and I didn't think that anyone, young or old, really cared what I had to say, so I thought 'let's give this a shot' and then people did care what I had to say.*
- *I think it's really important that young people should have their say and should be able to have some influence in how things are in Edinburgh. At one event I remember talking to one councillor about mental health for ages and I felt like that was really positive, she said 'I hadn't heard that point of view before'. I feel like talking about my mental health is a big thing, like Young Edinburgh Action is an outlet for me to talk about the things that are important to me, like mental health and disability issues and lgbt issues and I think not enough adults know how big an issue these things are for young people.*

- *There were loads of other young people who cared about social change and I hadn't really met other passionate young people before, so it was pretty cool to do.*

3.29 Young Edinburgh Leaders for Year of Young People is a course which includes 3 evenings, a weekend residential and meeting afterwards leading up to planning a celebration Year of Young People event. It requires commitment from all participants.

3.30 Meetings took place over 3 weeks in August with a Residential from 31 August to 2 September. Follow up sessions are planned (possibly fortnightly) and an event (November) tbc by the group.

3.31 Numbers have varied between 8 and 23 young people and feedback includes:

- *I got involved because I never tried one of these groups before and wanted to see what it was like*
- *I hope that people (even if only a small number) start to appreciate that we are the future, and will inherit what they leave behind*

What Kind of Edinburgh?

3.32 In 2017, The Children's Partnership carried out a pilot on engaging children and young people in service planning for the Scottish Government. The pilot project established a year-long process which began in April 2018, and is called '*What Kind of Edinburgh?'* It is delivered by the Children's Parliament and Young Edinburgh Action.

3.33 *What Kind of Edinburgh?* involves over 40 children and young people, and adult champions who are officers and elected members. The adult champion's main role, is that of Duty Bearer – they liaise with children and young people and are adults with agency and authority to make decisions and/or instruct actions based on young people's views and feedback

3.34 The aim is to develop relationships so that adult decision-makers gain a better understanding from the child/young person's point of view. The outcome is for adults to use this understanding to deliver better services and ensure children and young people *know* if adults have done the things they said they would. *What Kind of Edinburgh?* is developing approaches and activities that engage strategically with children and young people.

3.35 A key and crucial element of the work is in supporting the children and young people to be 'participation ready'. The time and energy required to build this confidence and capacity in young people should not be underestimated, particularly those for whom participation is not easy.

3.36 Where possible, the participating children and young people were recruited to reflect the diversity of the city, including those who:

- live in the most disadvantaged areas;
- are Looked After/Care experienced;

- are young carers;
- are from a Black or Asian minority ethnic background;
- have a disability or live with a chronic or life-limiting health condition;
- or are lesbian, gay, bisexual or transgender (LGBT).

3.37 The question *What kind of Edinburgh?* runs through the programme. The Children's Services Plan identifies strategic outcomes around which engagement is structured. The themes and links to the Strategic Outcomes (SO) are:

- Best Start (SO1: Every child will have the best start in life)
- Attendance, Attainment, and Achievement (SO2: Children and young people's attendance, engagement and achievement will be improved and the poverty related attainment gap will be reduced)
- Health and Wellbeing: (SO3: Every child and young person will have good wellbeing and achieve the best possible health)
- Equity: (SO4: Equity amongst children and young people and their families will be advanced)
- Empowered communities: (SO5 Children and young people, their families and communities will be empowered to improve their wellbeing)

Engagement is based on and respectful of the lived experience of participants, whilst being creative, child-centred and aspirational.

3.38 To carry out the 'What Kind of Edinburgh?' project successfully, the following actions are underway:

3.38.1 A group of over 40 children and young people are being supported throughout the year-long process. The early stages of preparation and team building are currently in progress and are crucial for successful engagement. Individual and group support is essential throughout, to make the commitment to inclusion meaningful and long term.

3.38.2 Children and young people meet with adult champions at eight planned city-wide thematic sessions (the first of which took place om Wednesday 29th August – more detail at 3.40 – 3.43 below).

3.38.3 Duty-bearers communicate issues and points of discussion to the children and young people for their reflection and feedback at regular points in the process; discussion and reporting on these is supported by Children's Parliament and Young Edinburgh Action facilitators.

3.38.4 Staff are currently exploring how to link this work with Youth Talk in localities.

3.38.5 The intention is to establish a public-facing blog which will report on the process.

3.39 Following a period of early engagement with the 40 plus children and young people and the officers and members, the first Meet and Greet event took place on 29th

August at Hibs Stadium. Young people were involved in planning the event with support from the Children's Parliament and the Youth Participation Team.

3.40 46 young people and 20 adult champions attended. Around 40 of the young people attending were new to engage. Around 6 attendees had previously been involved to some degree with Young Edinburgh Action and/or are members of the senior Children's Parliament Youth Parliament

3.41 The first hour and a half was for children and young people alone, with the second hour and a half spent with adults.

3.42 The Meet and Greet event was primarily about getting young people together, outlining the hopes and aspirations for *What Kind of Edinburgh?*, and promoting the next event which is the first of the 5 themed events (see 3.11 above).

3.43 The first theme is Equity, which while not the first Strategic Outcome in the Children's Services Plan, was considered by the young people as an important starting point. In holding the first event around the theme of equity, the aim is to ensure that the ethos is right and that concepts of fairness, equity and Children's Rights can permeate the entire process.

City Planning and Young People

3.44 The Planning Service, with support from other Council services including Lifelong Learning, schools and organisations such as Planning Aid for Scotland (PAS) whose tagline is Building Active Citizenship, is undertaking unprecedented levels of engagement with children and young people

3.45 On 23rd April, Young Edinburgh Action led a training session with members of the planning team. The session helped staff to consider the most effective ways of engaging young people in sharing their ideas and contributing opinions, and on ensuring that these voices are heard and acted upon.

3.46 The Scottish Awards for Quality in Planning are one of the Scottish Government's most prestigious awards. They celebrate achievements in planning from the detail of processing applications to creating places. With 2018 being the Year of Young People, a fifth category, 'Children and Young People' was introduced.

3.47 Edinburgh's Planning Service's entry, *City of Edinburgh Council - Planning with Children and Young People in Edinburgh,* was recently shortlisted under the Children and Young People category. The Awards Ceremony takes place in November.

3.48 For more information on the shortlisted submission and the Planning Service's work with schools and young people, see the link at 10.6 below

Edinburgh: Connecting Our City, Transforming Our Places

3.49 On 29th August at the City Chambers the Planning Spacial Policy Team and Road Safety and Active Travel colleagues facilitated an event to engage with young people. The purpose of this event was to explore ideas and gain feedback from S5 and S6 pupils from 12 high schools across the city on the following themes:

- a more active and connected city
- a healthier street environment
- a transformed city centre
- improved neighbourhood streets

3.50 Young people in S5 and S6 were invited via schools and 30 young people attended from: Balerno; Boroughmuir; Craigmount; Drummond; Forrester; Gracemount; Holy Rood RC; James Gillespies High School; Portobello; Queensferry; Royal High School and Trinity. Three teachers attended and three pupils also attended from George Watson's College.

3.51 The facilitated morning session introduced the young people to the themes and gave them direct access to professionals in each of the fields of expertise. The participants had opportunities to express and record their own thoughts on ways forward. The young people chose a theme to work on in more detail, which they did in small teams. There were then opportunities to hear the other teams' views and respond.

3.52 Adult contributions to the session were made from council staff and partners such as Sustrans, Cycling Scotland and Living Streets.

3.53 Feedback from young people was very positive, with many pupils saying they had enjoyed the process and are interested in making further contributions. A follow up session is planned for later in the autumn and those expressing an interest will be invited to make further contributions to the planning process and to explore in more depth some of the ideas for change.

3.54 Feedback from pupils included:

- *I found this morning's event very informative on the changes that will be happening around the city. We learnt about the different projects that will potentially be taking place in the city centre in the next 10 years. Before this event I was not aware about the majority of these plans that were taking place or that the council took this much care over the city's transport systems and how they affect the environment. The organisers presented the information in a way that was easy to understand but also engaging and informative. I enjoyed the day and would return for future events.*
- *I'm very glad that I was given the opportunity to participate in this event! I enjoyed meeting students from other schools and being able to express my ideas and opinions, as well as being able to meet professionals form the relevant fields. The food was great as well!*

3.55 The outputs of the event will be used to review and amend the City of Edinburgh Council's communications for the forthcoming public engagement, as well as serving as 'public' feedback.

Eurocities and Cities4Europe Campaign: Youth Programme in Edinburgh

3.56 Eurocities is the primary membership network of European Cities and Edinburgh has been a member for almost 30 years. At the meeting of the Council on 29 June 2017, the Lord Provost and the Convener of the Housing and Economy Committee were appointed as the Council's representatives to the network.

3.57 Eurocities membership comprises both EU and non-EU member countries. The result of the UK referendum on membership of the European Union does not affect the status of Edinburgh's membership of the network nor its role as host of the Eurocities Conference and AGM in Edinburgh in November 2018.

3.58 The Eurocities conference and AGM in Ljubljana in November 2017 agreed to launch a new initiative on 7 May 2018 called 'Cities4Europe' aimed at citizen outreach and citizen engagement across Europe, delivered through cities' local democratic processes and participatory decision-making. All member cities were invited to engage with the 'Cities4Europe'.

3.59 The purpose of the 'Cities4Europe' initiative is to address growing divisions and hostility in Europe and global challenges faced by cities.

3.60 The Corporate Policy and Strategy Committee on 27 February 2018 agreed to participate in the Eurocities' 'Cities4Europe' initiative, recognising the opportunity to link activities to Year of Young People. The conclusions of the Cities4Europe will be presented at the Conference in Edinburgh in November.

3.61 On 12 December 2017 the Education, Children and Families Committee considered a report on Scotland's Year of Young People 2018 and opportunities for Schools and Lifelong Learning. This report referenced the opportunity to include the Council's engagement with Eurocities and the Eurocities conference in November as part of the planned activities.

3.62 The theme of the Eurocities Conference in November is Creative, Competitive Cities.

3.63 A major aspect of the Conference is the involvement of young people in planning and shaping the conference.

3.64 The Arts and Creative Learning Team and the Youth participation teams have been working closely with colleagues in Economic Development, developing the Conference programme and liaising with local partners and Eurocities in Brussels.

3.65 In the light of the Scottish Government's Year of Young People, Edinburgh will for the very first time in the history of the EUORCITIES Conferences, host young ambassadors from across Europe. It is a unique opportunity for our capital and Scotland to show it values and appreciates the voices of young people and considers young people as equal partners in discussions surrounding city planning and urban development. Young people will join their city delegations to represent their concerns and ideas surrounding present and future living conditions in European cities.

3.66 A call to involve Young Ambassadors in the conference was extended to all member cities and to date 67 Young Ambassadors (between the ages of 16 and

30) have been chosen by cities to attend the conference in Edinburgh. They all have an interest in civic and democratic processes, some already being very involved in their home cities.

3.67 Three young Ambassadors from Edinburgh will attend the conference on the same basis as those from other cities. Two were selected from a public call out and the third is a young Modern Apprentice working with Economic Development. He attended the Eurocities conference in Ljubljana in November 2017 and formally invited cities to send their young ambassadors to Edinburgh in November. Linked to the themes, all three have strong cultural, creative and political interests.

3.68 With 3 Edinburgh Young Ambassadors and 67 other European Young Ambassadors there will be a platform for young people to share their opinions and expectations surrounding the issues of transport, culture and heritage, safety, social inclusion, and urban green spaces. The 3-day conference will result in an increased engagement with and understanding of municipal decision-making processes and greater youth participation in civic society.

3.69 Most of the Young Ambassadors have made a short film titled 'If I were Mayor for a Day' which will provide a stimulus for conversation across a number of conference sessions and beyond.

3.70 In addition, the aim is to engage 20 young people from across Edinburgh to volunteer with the conference youth programme. The youth programme volunteers currently includes secondary school pupils (Trinity Academy, Firrhill High School, Balerno High School) and undergraduates (University of Edinburgh, Edinburgh College).

3.71 The Arts and Creative Learning Team is also working with two young autistic volunteers who will contribute their artwork to decorating the events spaces at the conference venues (EICC, the Hub, NMS). Young dancers and musicians from Edinburgh will showcase Edinburgh as an inclusive, child and young person friendly city where young talent is nurtured and showcased.

3.72 Edinburgh's Eurocities Young Ambassadors and youth programme volunteers will be encouraged and supported to engage in an expressive arts project that shows Edinburgh through a young person's lens. An Edinburgh-based Visual Artist, will provide guidance and training in capturing unique corners of Edinburgh and presenting photographs in creative and imaginative ways. A project exhibition will be on display throughout the EUROCITIES 2018 Edinburgh Conference.

3.73 Alison Greaves was the UK's representative at the United Nations 2017 Winter Youth Assembly summit in 2017. Alison will be directly engaged in a number of activities throughout the conference sharing her experience as a youth representative who speaks on behalf of young people across the UK.

Mental Health and Wellbeing

3.74 Work around young people's mental health and opportunities to influence decisions and actions that will support positive mental health are underway. These are reported fully in the Mental Health and Wellbeing Report.

3.75 Further updates will be available in the next update report on actions determined by Young Edinburgh Action, who have chosen mental health as a theme

Mapping Young People's Participation

3.76 An MSc. student at University of Edinburgh, has completed a placement with Young Edinburgh Action where she mapped young people's participation with the City of Edinburgh Council. This placement built on the ongoing partnership work between Young Edinburgh Action (YEA) and University of Edinburgh's Centre for Research on Families and Relationships (CRFR).

3.77 This placement findings will help generate information that is useful to help collectively think about existing participatory practice. It also suggests better ways in which the council could work together to engage young people and increase their involvement in policy-making and practice.

3.78 With this aim, Professor Kay Tisdall from CRFR and young people from YEA co-facilitated a meeting to build upon the MSc student's work. The meeting included young people together with officers and elected members who either currently engage with young people in their work or are thinking about how to engage young people in their work.

3.79 Those who work directly with young people and senior decision-makers were encouraged to attend the meeting so that the discussion took place not only across the breadth of Council departments but also across all levels of roles and responsibility. The meeting was on Friday 14th September and feedback is attached at Appendix 3

Motion to explore the possibility of electing a senior school student to the Education, Children and Families Committee

3.80 In the June sitting of the Scottish Youth parliament the following motion was passed with 93% of the voting young people agreeing:

The Scottish Youth Parliament believes that all local authorities should have in place a formal structure to consult young people on decisions that will affect them, which includes a youth representative on key committees such as Education and Planning.

3.81 In light of this vote and the motion at the December Education Children and Families Committee coupled with the Planning Service's youth engagement activities, generating ideas and options with the widest possible range of young people across a wider number of initiates is crucial for authentic and meaningful representation.

3.82 The Youth Participation Team is developing approaches to consulting and engaging young people in the most inclusive manner possible. Options as to how all young people are represented by their peers are varied and further work to reach a consensus among young people is required.

3.83 Consideration is being given to how these suggestions and options are extended to young people potentially being represented on the Planning Committee, as per the recent vote by the Scottish Youth Parliament.

4. Measures of success

4.1 Young people across Edinburgh influence the process by which young peoples' views are represented on the Education, Children and Families Committee

4.2 Young people are more aware of the decision-making process and know how to influence decisions that are of importance to them

4.3 There is a mechanism in place to ensure that decisions affecting young people taken at the Education, Children and Families, and potentially Planning Committee, are influenced by and fed back to young people in schools and communities

4.4 Young people are confident that their opinions are listened to and acted on as appropriate

5. Financial impact

5.1 All activity described within this report is contained within service budgets and delivered through effective partnership working.

6. Risk, policy, compliance and governance impact

6.1 There are no direct implications for policy, compliance or governance arising from this report.

7. Equalities impact

7.1 The report has been considered in relation to equalities and human rights and only positive impacts have been found.

8. Sustainability impact

8.1 There are no adverse economic, social or environmental impacts resulting from the recommendations of this report.

9. Consultation and engagement

9.1 Consultation has taken place with the Lifelong Learning Arts and Creative Learning Team, the Strategic Youth Work team, the Mental Health and Wellbeing Team, The Child Friendly Edinburgh Steering Group and the Principal Officer, Engagement and Involvement.

9.2 Consultation has also taken place with colleagues in Economic Development and Planning.

9.3 Consultation with young people is ongoing across a range of initiatives, projects and platforms and related to different areas of interest.

10. Background reading/external references

10.1 Year of Young People 2018, Schools and Lifelong Learning report to Education Children and Families, 12 December 2017, Item 7.20

http://www.edinburgh.gov.uk/meetings/meeting/4293/education_children_and_families_committee

10.2 Year of Young People 2018 and Child Friendly Edinburgh; report to Education, Children and Families, 6 March 2018, Item 7.9

http://www.edinburgh.gov.uk/meetings/meeting/4345/education_children_and_families_committee

10.3 Eurocities Conference and Cityies4Europe Campaign, report to Corporate Policy and Strategy Committee, 27 Feb 2018, Item 8.3

10.4 http://www.edinburgh.gov.uk/meetings/meeting/4339/corporate_policy_and_strategy_committee

10.5 Cities4Europe Campaign: Young Ambassadors in Europe 2018,

http://cities4europe.eurocities.eu/eu-campaign/index.html#/search-results/1536576510626

10.6 Planning and engagement with young people

https://planningedinburgh.com/category/children-young-people/

Alistair Gaw

Executive Director for Communities and Families

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11. Appendices

11.1 Appendix 1: Year of Young People (Schools and Lifelong Learning) Programme, June 2018

11.2 Appendix 2: Summary Feedback from children and young people attending the event at the City Art Centre on 19 June

11.3 Appendix 3: Power Point presentation from 19 June Event

Year of Young People

2018

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YOUR COUNCIL – YOUR SERVICES

year of young people 2018 bliadhna na h-òigridh

Issue 2, June 2018

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YOUR COUNCIL – YOUR SERVICES

SUPPORTING
year of young people
bliadhna na h-òigridh
2018

Introduction

Welcome to the second issue of the Year of Young People programme. This issue includes some case studies to give an idea of just a few of the exciting, innovative and engaging things that have been happening this year so far. There are many more not reflected here.

For a city the size of Edinburgh, with so many young people, youth groups, organisations, agencies and partners enthusiastically planning, developing and delivering events all over the city, producing a full and comprehensive citywide programme would be a near impossible task!

Colleagues in Schools and Lifelong Learning have adopted an approach which gives a flavour of what they are doing and some of what is happening across the city – but it is by no means an exhaustive list.

We are actively seeking content and links from anyone who has something they would like to share.

We aim to embrace the spirit of Year of Young People and:

- **Promote** as widely as possible the fantastic opportunities for young people to influence and participate; opportunities that take place in our schools, colleges, universities, workplaces and communities every day, every week, every year.
- **Hear** from young people about how all those opportunities, as well as new activities, programmes and initiatives could be more appropriate to the needs and aspirations of all young people
- **Consider** how we consult with young people, change our approaches as required and reflect young people's feedback in our plans, policies and programmes
- **Celebrate** the talents, achievements, aspirations, contributions and potential of all young people
- **Become** a child friendly city

Please share your events for inclusion in future issues by emailing:

SchoolsandLifelongLearning.BusinessSupport@edinburgh.gov.uk

with the subject line **Year of Young People Programme**

Themes for the Year of Young People

Identified by young people

Culture:

Share and celebrate young people's talent and contribution to Scottish culture and arts

Education:

Allow young people to have more say in their education and learning

Enterprise:

Celebrate young people's role in innovation, entrepreneurship and the Scottish economy as well as making Scotland a greener and more pleasant place to live

Equality and Discrimination:

Recognise the positive impact of young people in Scotland and encourage them to take the lead in challenging all forms of prejudice and discrimination

Health and Wellbeing:

Make sure young people have the chance to lead healthy, active lives and understand the importance of mental health and resilience

Participation:

Give young people the chance to influence decisions that affect their lives

Duke of Edinburgh Silver Award Winners help launch Edinburgh's Year of Young People 2018 in January at the City Chambers

The story so far……

Case Studies

Below are a few Case Studies, gathered to give an indication of some of the exciting activities that have been taking place across Edinburgh. In this issue we have featured case studies which mostly reflect Culture, Equality and Discrimination and Health and Wellbeing Themes.

The case studies are a tiny snapshot; they barely do justice to the volume, diversity and range of opportunities in Edinburgh for young people. More will be featured in the next issue of the programme.

Look out next time for Case Studies where youth participation is beginning to impact on decision making.

Event	Place, Date and Time	Age Group	Theme (s)	For more information contact:
Access to Film Making Screen Education Edinburgh working with young people in Wester Hailes	WHEC and WHALE February 2018	13 - 16		Dina Subasciaki dina.subasciaki@edinburgh.gov.uk dina@screen-ed.org

Screen Education Edinburgh, worked in partnership with Wester Hailes Education Centre (WHEC) and WHALE arts, to work with a group of young people to make a film. During the course, young people were trained in the key aspects of film making from camera and sound to screenwriting, directing and editing. They used state of the art film equipment and worked towards the overall outcome of developing, filming and editing their very own short film. The drama film they created is called “Changing Perspective”.

How young people were involved in planning

The young people are in complete control of their own film. We give them the tools, skills and knowledge to be able to use the equipment, screen write, shoot, direct and edit. We support them through the process so they can learn all the craft areas of film making. Ultimately the vision is theirs and we work towards nurturing that. The group members each came up with their own idea for a story, they then pitched this idea to the group and the group decided which story to choose. Through collaborative working, the story was developed and they were taught the craft of telling this

story on screen, through screen writing and storyboarding. The young people were taught the practical skills and knowledge of how to use the equipment and together they directed, shot, sound produced, acted and edited their story into the finished film.

Legacy/Impact

Feedback from Alan Stewart, Family Engagement Worker at WHEC and Helena Bartlett, Creative Placemaker at WHALE, both believed the course was a significant experience for the young people taking part in all aspects of their personal and social development. New friendships were created and an increased social circle developed. The young people felt like a proper crew and now have the confidence, skill and knowledge to progress onto further courses.

Screening events take place after each completed project and are a celebration of the achievement for young people who took part. Screenings share that achievement with friends, family and partner organisations and are opened to the wider community if the young people choose this option. At WHALE arts centre, 45 people, young people, families, extended families, friends, WHEC teachers and WHALE arts staff attended the screening of “Changing Perspective”.

Helena Bartlett stated that *“a majority of the people who attended had never been into the arts centre before so it was a great way to introduce them to the service.”* She continues “*it has had a huge impact on WHALE arts, bringing this age group of young people into here”*.

Partnerships within the community between WHEC, WHALE arts and the community library have formed and strengthened The library has become another “safe space” for the young people to gather and there is hope that as an extension of this project and the progression course, the community filming equipment will now be used for future projects. WHEC also screend the film to all pupils and parents therefore involving the whole school community.

The film was chosen by the Tinderbox Project’s Intermediate Orchestra, to re-score the film which will be shown during the Edinburgh International Film Festival in June. The young film makers will

also be visiting Tinderbox during the recording session giving them the chance to meet the 20 musicians and offer some feedback on the music and the process.

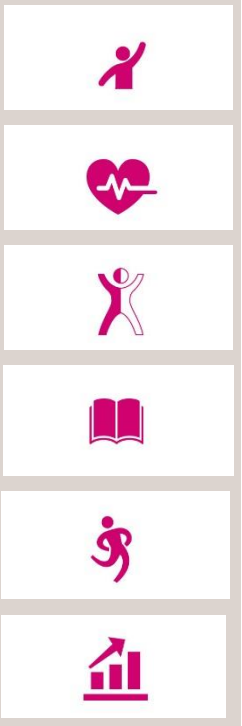
Additionally, the film has been shortlisted for the Edinburgh and Lothians Schools Competition at the Edinburgh International Film Festival taking place in June

5 of the original 8 have progressed onto the more advanced course we offer at Screen Education Edinburgh.

To see more visit:

Link to 'Changing Perspective' https://vimeo.com/263497054

Screen Education Edinburgh https://screen-ed.org/

Event	Place, Date and Time	Age Group	Theme (s)	For more information contact:
Year of Young People Summer Fair	Saturday 26th May Sciennes Primary School	All ages		Lucy Gallagher lucy.gallagher@sciennes.edin.sch.uk alison.noble@sciennes.edin.sch.uk

This year, Sciennes' Summer fair had an array of YOYP activities and events focusing on six themes that young people identified as most important for them as young Scots:

Participation: Looking at how young people can influence public services and decisions which affect their lives **P6/P7 Fair Makers**

Education: Creating a stronger role for young people in shaping their learning **P4-P7 pupils leading activities; STEM activities with STEM Ambassadors and University of Edinburgh; Local business, Robotical Marty the Robot coding sessions; P5-7 and one P3 leading coding sessions**

Health and Wellbeing: Supporting young people to lead healthier, active lives and have opportunities to learn about and improve their mental health and resilience **Fruit Group, Smoothie Bike, Relax Kids; Sciennes Football Group; Sciennes Netball Team; Foot Forward Coaching**

Equality and Discrimination: Broadcasting the value of young Scots, challenging negative perceptions of young people, and supporting young people to take leading roles in challenging discrimination in all its forms. **P6/7 Equalities Group 'The Equals'; P7 LGBT Awareness Group; Mercy Corps**

Enterprise and Regeneration: Celebrating young people's role in innovation, entrepreneurship and the Scottish economy as well as making Scotland a greener and more pleasant place to live **P4/5 Enterprise – P4 selling plants and flowers; P5 running games/activities; Pupil ECO Group Green Ambassadors Bug Hotels; Parent ECO Group; Meadows Community Gardening**

Culture: Celebrating young people's talent and contribution to Scottish culture and arts. Music and Dance performances **Glee Club; Ihayami Indian Dance; The Friendship Band**

How young people were involved in planning

Primary Five pupils designed and led their own enterprising activities, such as smoothie bikes and makeovers. Primary Four pupils took part in ECO gardening and Science activities in class then their plants and flowers were sold at the Summer Fair. Primary Six and Seven pupils were Fair Makers, lending a hand to proceedings. Primary Five to Seven pupils and one Primary Three pupil led Scratch coding sessions with Marty the Robot, on iPads and in the ICT Suite. ECO reps designed bug hotel activities with Meadows Community Garden and our P6/7 Equalities and LGBT Awareness groups led surveys and shared information about the campaigns they have designed and led throughout the year. P5-P7 Glee Club pupils sang on stage, joined by a local orchestra of retirees, The Friendship Band.

Legacy/Impact

Sciennes' Primary Five pupils (who led events at this year's Summer Fair) pupils will again lead our Summer Fair in 2019 (when they become P6 pupils). They have already undertaken evaluation activities to plan next steps and improvements. These pupils will also mentor current P4 pupils to take the lead with them as P5 pupils next session.

Bruce Adamson, Children and Young People's Commissioner Scotland dropped by to lend support to Sciennes' Year of Young People Fair.

To see more, visit:

https://sciennesprimaryschool.com/2018/05/12/year-of-young-people-summer-fair/

https://sciennesprimaryschool.com/2018/05/27/fantastic-yoyp-summer-fair/

Event	Place, Date and Time	Age Group	Theme (s)	For more information contact:
Dance Extravaganza	Churchhill Theatre February 2018	P1 – S6	 	Alan Reid, Active Schools Co-ordinator alan.reid@edinburgh.gov.uk

This year all Active schools dance clubs, worked towards the third annual, Active Schools Dance Extravaganza, and worked again with the city's Dance Development Officers based in the Arts and Creative Learning Team.

Within Edinburgh, including special schools, 114 out of 115 schools have dance clubs. On average there are one to two dance classes per week operating out of each school, which highlights the huge scale of participation.

Eight staff across the city act as school/dance club links. They help deliver the classes in which there is an average of 16 student per class. This all adds up to 86,232 participant sessions throughout the year. Pupils are all practising to perform in cluster shows at the end of term 1, Dec 2018. The Dance Clubs account for around 19% of all Active School sessions in Edinburgh, demonstrating the great appetite for dance as a fun way to get and stay fit.

All areas hosted Christmas shows in December 2017 and from these, a few schools qualified for the Dance Extravaganza final, held at The Church Hill theatre, Edinburgh on Tue 27th Feb 2018.

Around twenty primary and twenty high school dance groups from across the city, performed magnificently to a capacity crowd of over 600 proud parents, carers and friends.

The show was opened and closed by professional performance dance groups including Edinburgh Dance Academy, Twisted perfection, Mini Jackers and Morningside Dance Academy, all of which went down a storm with the crowd.

How young people were involved in planning

The Introduction to Dance Leaders and new Dance Ambassador Course gave participants an introduction into the safe and effective delivery of a dance class, equipping the them to deliver dance sessions.

These young dance leaders then volunteered at the Dance Extravaganza and played a part in the organisation, planning and delivery of this large event.

Legacy/Impact

Following opportunities that arose from taking part in cluster dance shows, the Dance Extravaganza and Introduction to Dance Leaders course, a 3rd year pupil from St Thomas of Aquin's RS High School, further developed her new interest by attending the High School Dance Club.

As her confidence grew she began leading parts of the dance class, such as the warm up and cool down, whilst being mentored by the lead coach. Her coach then nominated her for the Dance Leaders course delivered by Edinburgh Dance Academy. From this first taste of planning, organising and delivering dance sessions to school aged pupils, she went on to volunteer at Active Schools locality shows and the city Dance Extravaganza. She recently led her first dance session to her peers, teaching them an entire new dance in one session.

Not only has this pupil has been attending dance every week practicing new moves and learning choreography as part of the Dance group, her team came first in the After School Club category at the Edinburgh Junior Secondary Schools dance competition. She also won best dancer and was selected by Edinburgh Dance Academy to take part in their dance scholarship programme.

An amazing achievement in such a short space of time.

Event	Place, Date and Time	Age Group	Theme (s)	For more information contact:
Paolozzi Prize for Art	National Galleries of Scotland on the Mound	S4 – S6		Linda Lees linda.lees@edinburgh.gov.uk Lorna Macdonald

Open to all nominated pupils, their teachers and 2 guests	Wednesday 6th June 2018 5.15-7.15pm			Lorna.macdonald@edinburgh.gov.uk

Art & Design teachers in all City of Edinburgh High Schools were invited to nominate up to four of their S4-6 pupils for this prestigious award. The teachers entered pupils into four categories: Talent & Creativity, New Directions, Overcoming Barriers and Spirit of Paolozzi. The judging panel of Christopher Breward (National Galleries of Scotland), Richard de Marco (artist and friend of Eduardo Paolozzi) and Duncan Robertson (sculptor trained under Paolozzi) considered the art work and the written nominations in selecting winners.

All nominees were invited to the Award Ceremony to find out who had won and celebrate the artwork of all the pupils. There were young musicians to entertain during the ceremony and afterwards over refreshments. Young photographers from Holy Rood RC High School captured the event.

Parents, friends, teachers and council staff attended to enjoy the event and congratulate the 39 pupils from 15 schools across the city. The winner from the previous year, from Pilrig Park school, spoke movingly at the start of the event and said that winning in the Paolozzi Prize for Art had been the best thing that had happened to him in what had been a very difficult year in his life and he wished all nominees well. This year's winner from James Gillespie's High School had made an animation film and composed all the music for it himself.

"I'm really proud of what she has achieved, it's a way of expressing how she's feeling – it's really brought out her confidence." **Mother of Amber Baillie (Commended – Talent and Creativity 2018), Liberton High School**

How young people were involved

Young musicians and young photographers had the opportunity to take on roles like professionals. The photographers could decide and select what to capture and express themselves in how they did this. The musicians also expressed themselves musically through their playing of pieces.

The art & design pupils made decisions in their artwork and expressed thoughts, feelings and ideas through their art which was shared with the audience.

Legacy/Impact

Each year the previous overall winner returns to the award ceremony to describe what winning meant to them.

Increasingly aspiring young artists are using the Paolozzi Prize as part of their applications to Art Schools across Scotland. Their teachers are recognising that being nominated is an important dimension of their journey as artists.

In the Overcoming Barriers category, pupils who are nominated, their parents. carers and teachers, describe the profound impact, particularly on self confidence and self-esteem

As the young photographers was a new aspect of the event this year, and found to be popular with young people in that all who were approached were interested to have the opportunity, we will continue this next year and beyond.

Event	Place, Date and Time	Age Group	Theme (s)	For more information contact:
Est Para Sport Festival Open to all primary and secondary pupils	Forrester High School / St. Augustine's RC High School Campus 23 March 2018	All ages	 	Jill Coleman jill.coleman@ea.edin.sch.uk

The event was attended by 81 school aged pupils with physical or sensory impairments. The festival, supported by the Celtic Foundation, aims to provide young people the opportunity to access sports delivered by experienced coaches from local inclusive clubs, while also raising awareness of Para Sport. The sports delivered on the day were Athletics, Boccia, Goalball, Judo, Swimming, Tennis, Triathlon and Wheelchair Basketball.

The event demonstrates strong partnership working between Active Schools Edinburgh and Scottish Disability Sport with significant input from Lothian Disability Sport and Edinburgh Leisure. For the first time, this year Edinburgh College sports students became involved and played a significant role on the day. We were delighted to be joined by a previous Para Sport Festival participant, a Royal High School pupil who is learning British Sign Language. Having attended the event for the past few years the pupil decided she wanted to swap roles and help others participate, She worked alongside a signer from the City Of Edinburgh Council helping the young people with hearing impairments to join in.

How young people were involved in the planning

Young people, as part of the previous years' event evaluation, where asked to give feedback on the day of the event as to what they felt had gone well and not so well, which sports they had most

enjoyed, which sports they had participated in for the first time and previous knowledge of disability/para sports etc. This information was fed into the planning for this year's event.

Legacy/Impact

The event was attended by current young sporting stars, Hope Gordon (Swimming) and Luke Pearce (Wheelchair Basketball), who talked about their journey as an athlete so far. Hope and Luke both supported sessions in their respective sports providing fantastic role models to the potential rising stars of the future!

The collaborative working between Active Schools, Scottish Disability Sport, governing bodies of sport and local inclusive clubs provides an ideal opportunity for many young people to try particular sports that may not normally be accessible to them for the first time and provides a direct link with clubs for young people who are keen to make the transition into more regular sporting opportunities.

Discussions are currently taking place with Scottish Disability Sport and several of the sports involved looking at the development of a regular wheelchair multi-sport session… watch this space!

To see more, visit:

http://www.lothiandisabilitysport.co.uk/

https://www.scottishdisabilitysport.com/

https://youtu.be/-AzP4sztaDY

Event	Place, Date and Time	Age Group	Theme (s)	For more information contact:
Games at the Hub	Forrester High School / St. Augustine's RC High School Campus 23rd May	P6 pupils		Shona Clark shona.clark@ea.edin.sch.uk

Games at the Hub – how in 2018, young people were involved in the planning

As part of Year of the Young People 2018, the Annual Games @ The Hub event involved more young people leading more aspects of the day. Active Schools identified young people who are members of sports clubs and who expressed an interest in take on the role of promoting their club/ sport at the event and encouraging other pupils to get involved in the sports club after the event. This involved:

Before the event:
1. Getting promotional material from their sports club to hand out on the day
2. Getting information from the sports club to add to Active Schools web page which will be distributed to all participants (all 1800 participants will receive a sports logo bug with the web page on it)
3. Asking their club if they have any prizes that they could give out on the day

On the day:
1. Organising spot prize competitions on the day and nominating 4 schools for certificates for various skills/ behaviours shown such as team spirit
2. Promoting their sport/ club and handing out club information
3. Taking photos and using social media to showcase their club and the event
4. Gathering feedback from participants on how they have found the day

After the event:
1. Feeding information back to Active Schools on any impact the club has seen since the event

The Young people from the clubs were responsible for planning and deciding how to structure the promotion/ prizes/ feedback on the day.

Legacy/Impact

For the first time we have young people leading the promotion of clubs to encourage pathway from school to club. As part of the project, we have created a new club page which will continue to be utilised as a key method of promoting pathways for young people to get and stay active. We hope that the young people from the event will be keen to continue volunteering with us throughout the year and we will discuss opportunities to do so with them.

To see more, visit:

www.joininedinburgh.org/sports/active-schools/clubs

Events and opportunities

Recently ……

April, May and June

April and May

Event	Place, Date and Time	Age Group	Theme (s)	Contact or Join in
A Conversation with key decision makers for LGBTi young people	27th April 4 – 5.30 Serenity Cafe	Secondary Age	 	Christine McMellon christina.mcmellon@edinburgh.gov.uk
Residential Training Weekend Youth Participation focussing on local issues – planning for North East Youth Ambassador Showcase	May 11-13 Wiston Lodge	12 – 18 North East Youth Ambassadors only		kirsten@citadelyouthcentre.org.uk
Youth Work and Employability Fair At Drumbrae Library Hub Information about training,	Thurs 31st May 11 am – 4pm	S1 – S6	 	Joe Cain Joe.cain@edinburgh.gov.uk

apprenticeship and youth work opportunities				
Library Lego At Portobello Library	2pm fort-nightly from 18th May	5 - 12		Paul Hudson paul.hudson@edinburgh.gov.uk
Children's Crafts At Portobello Library	2pm fort-nightly from 25th May	5 - 12		Paul Hudson paul.hudson@edinburgh.gov.uk
Edinburgh Young Carers Book Group At Portobello Library	3.30 monthly from Tuesday 27th May	8 - 12		Contact Edinburgh Young Carers info@youngcarers.org.uk christy.mulvaney@youngcarers.org.uk

June

Event	Place, Date and Time	Age Group	Theme (s)	Contact or Join in
Pupil Voice – Reading S1 – 3 pupils review all reading scheme levels – criteria, for enjoyment, developing skills and differentiation	12th June 16th October 18th December Forrester High School	10 - 15		Julie Sutherland Julie.sutherland@forrester.edin.sch.uk

Making a Noise in Libraries	Month of June All libraries Library opening hours	All		Local library
The Beach Games	Portobello Beach 5th and 6th June 10am – 2pm daily	10 - 18		Mel Coutts mel.coutts@edinburgh.gov.uk
Convener's Challenge	15th June at venues across Edinburgh	15 - 24		Andrew Bradshaw andrew.bradshaw@edinburgh.gov.uk Mel Coutts mel.coutts@edinburgh.gov.uk
The Great Glen Expedition Cycling and canoeing from Edinburgh to Inverness	June	12 - 18		Andrew Bradshaw andrew.bradshaw@edinburgh.gov.uk
Young Person Summer Reading Challenge	June – August All libraries	All ages		Local library

	Library opening hours			
Youth Music Initiative Sounds like Friday and Sounds like Saturday concerts 7 concerts involving YMI participants	Schools across the city June 8th and 9th	P5,6,7 All friends, parents and carers welcome	 	Frances Rive frances.rive@edinburgh.gov.uk Carla Hay carla.hay@edinburgh.gov.uk
Summer Dance Show	13th and 14th June Broughton High School	tbc	 	Pam Day pam.day@edinburgh.gov.uk Laura McAdam laura.mcadam@edinburgh.gov.uk laura.McAdam@broughton.edin.sch.uk
Paolozzi Prize for Art by teacher nomination and invitation	6th June 4.40 – 7.30 National Gallery of Scotland	S4 – S6	 	Linda Lees linda.lees@edinburgh.gov.uk Lorna Macdonald lorna.macdonald@edinburgh.gov.uk High School Art Teachers
Annual Youth Work Games Inclusive decathlon of sporting events with a twist! Residential camping with events and celebrations	Loch Tay 10th – 12th June	12 – 19 years targeted invitation only		Brian McDermott, Senior Youth Development Worker, Muirhouse Youth Development Group brian@mydg.org

Coming up……

Planned Activities

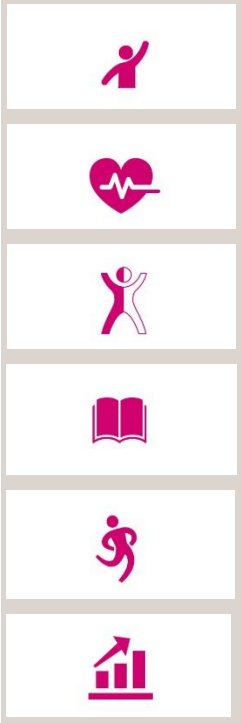
July

Event	Place, Date and Time	Age Group	Theme (s)	Contact or Join in
Young Person Summer Reading Challenge	June – August All libraries Library opening hours	All ages		Local library
Discover! A new programme aiming to help reduce food stress during school holidays and contribute to reducing the poverty related achievement and	July Oxgangs Primary School Craigentinny Primary School West Neighbourhood Centre Royston Wardieburn Centre Goodtrees Community Centre	P 1 – 7 recommended by schools and meeting at least 2 of the criteria (Child Poverty)		Linda Lees linda.lees@edinburgh.gov.uk Molly Page molly.page@edinburgh.gov.uk

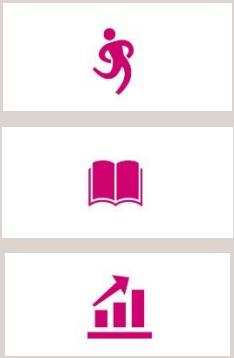
attainment gap	Braidwood Community Centre			
Annual Youth Work Games Inclusive decathlon of sporting events with a twist! Residential camping with events and celebrations	Loch Tay 10th – 12th June	12 – 19 years targeted / invitation only		Brian McDermott, Senior Youth Development Worker, Muirhouse Youth Development Group brian@mydg.org
Edinburgh Art Festival Explorers at the Library: COLLAGE	Thursday 5th July 2 – 4pm George Washington Browne Room, Edinburgh Central Library	8 -13 years Open to all in age range		For more information and to book a ticket, please use the following link: https://www.eventbrite.co.uk/e/edinburgh-art festival-explorers-at-the-library-collage-tickets-46181449960
Edinburgh Art Festival Explorers at the Library: CUT-UP	Thursday 12th July 2 – 4pm George Washington Browne Room, Edinburgh Central Library	8 -13 years Open to all in age range		For more information and to book a ticket, please use the following link: https://www.eventbrite.co.uk/e/edinburgh-art festival-explorers-at-the-library-cut-up-tickets-46181659587
Come and Make Zines With the Edinburgh Zine Library	Tuesday 17th July 2 – 4pm George Washington Browne Room,	9 -12 years		For more information and to book a ticket, please use the following link: https://www.eventbrite.co.uk/e/come-make-zines-with-the-edinburgh-zine-library-for-9-to-12-year-olds-tickets-45895630065

	Edinburgh Central Library			
Mischief Makers A reading challenge with a chance to win a medal after reading 6 books	All Edinburgh Libraries All summer long	5 -12		Contact your local library for more information

August

Event	Place, Date and Time	Age Group	Theme (s)	Contact or Join in
Edinburgh Book Festival with Lyra Artspace Pupils in Craigmillar programme, market and chair events at Edinburgh Book Festival	Lyra Artspace, Craigmillar Edinburgh International Book Festival, George Square Throughout the year at Lyra culminating in Book Festival Events in August	9 – 16 Open to various ages 10 pupils involved in Book Festival Events		Rachel McCabe (Holy Rood RC High School) Rachel.mccabe@holyrood.edin.sch.uk Catherine Jones (Edinburgh International Book Festival) catherinejones@edbookfest.co.uk Lyra Artspace lyra@lyra.co.uk
Young Person Summer	June – August All libraries	All ages		Local library

Reading Challenge	Library opening hours			
Green Pencil Award Environmental Creative Writing Award	August to November All libraries Schools	Primary, Special Schools S1 – S3	 	Cleo Jones cleo.jones@edinburgh.gov.uk
Youth Music Initiative Taster Day for budding young musicians	Jack Kane Centre August 10th Time tbc	P5,6 & 7	 	Schools and Lifelong Learning Business Support SchoolsandLifelongLearning.BusinessSupport@edinburgh.gov.uk Frances Rive frances.rive@edinburgh.gov.uk
Children's Voice in self-evaluation of school Increasing young people's voice and decision making in education	August onward James Gillespie's Primary School	Nursery – p7	 	Colin McLean (Head Teacher) colin.mclean@jamesgillespies-pri-edin.sch.uk
Edinburgh Art Festival Explorers at the Library: ARTIST'S BOOKS	Thursday 2nd August 2 – 4pm George Washington Browne Room, Edinburgh Central Library	8 -13 years Open to all in age range		For more information and to book a ticket, please use the following link: https://www.eventbrite.co.uk/e/edinburgh-art festival-explorers-at-the-library-artist-books-tickets-46181749857
Edinburgh Art Festival Explorers at the Library:	Thursday 9th August 2 – 4pm	8 -13 years		For more information and to book a ticket, please use the following link:

ASSEMBLAGE	George Washington Browne Room, Edinburgh Central Library	Open to all in age range		https://www.eventbrite.co.uk/e/edinburgh-art festival-explorers-at-the-library-assemblage-tickets-46181820067
Heroes and Villains Workshop with Author Mary Turner Thomson, inspiring pupils to write a short story which is professionally published, launched and sold	August – December Forrester High School	10 - 12		Julie Sutherland julie.sutherland@forrester.edin.sch.uk
Proud City Exhibition Exhibition in the library which will be used by Support for Pupils Staff to launch S1 intorduction to Forrester High School's LGBTI Group activities	August – September Forrester High School Library	10 – 18 Open to all pupils		Julie Sutherland julie.sutherland@forrester.edin.sch.uk
Mischief Makers A reading challenge with a chance to win a medal after reading 6 books	All Edinburgh Libraries All summer long	5 -12		Contact your local library for more information

September

Event	Place, Date and Time	Age Group	Theme (s)	Contact or Join in
Green Pencil Award Environmental Creative Writing Award	August to November All libraries Schools	Primary Special Schools S1 – S3	 	Cleo Jones cleo.jones@edinburgh.gov.uk
Heroes and Villains Workshop with Author Mary Turner Thomson, inspiring pupils to write a short story which is professionally published, launched and sold	August – December Forrester High School	10 - 12	 	Julie Sutherland julie.sutherland@forrester.edin.sch.uk
Proud City Exhibition Exhibition in the library which will be used by Support for Pupils Staff to launch S1 intorduction to Forrester High School's LGBTI Group activities	August – September Forrester High School Library	10 – 18 Open to all pupils	 	Julie Sutherland julie.sutherland@forrester.edin.sch.uk

October

Event	Place, Date and Time	Age Group	Theme (s)	Contact or Join in
National Poetry Day	4th October All Libraries Library opening hours	All ages		Cleo Jones cleo.jones@edinburgh.gov.uk
National Storytelling Week	All Libraries Library opening hours	All ages		Cleo Jones cleo.jones@edinburgh.gov.uk
Green Pencil Award Environmental Creative Writing Award	August to November All libraries Schools	Primary Special Schools S1 – S3		Cleo Jones cleo.jones@edinburgh.gov.uk
Portobello Book Festival	Portobello library	All ages		Cleo Jones cleo.jones@edinburgh.gov.uk
Dyslexia Awareness Week	1st – 7th October All libraries Library opening hours	All ages		Cleo Jones cleo.jones@edinburgh.gov.uk Local Library

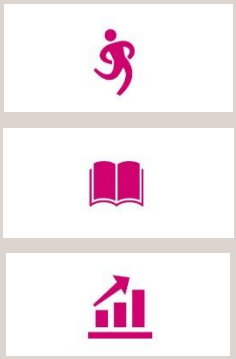
Pupil Voice – Reading S1 – 3 pupils review all reading scheme levels – criteria, for enjoyment, developing skills and differentiation	12th June 16th October 18th December Forrester High School	10 - 15		Julie Sutherland Julie.sutherland@forrester.edin.sch.uk
Heroes and Villains Workshop with Author Mary Turner Thomson, inspiring pupils to write a short story which is professionally published, launched and sold	August – December Forrester High School	10 - 12		Julie Sutherland julie.sutherland@forrester.edin.sch.uk

November

Event	Place, Date and Time	Age Group	Theme (s)	Contact or Join in
Book Week Scotland Theme: Year of Young People	23rd November – 3rd December All libraries Library opening hours Schools	All ages		Cleo Jones cleo.jones@edinburgh.gov.uk Local Library
Euro Cities Conference	28th – 30th November The Hub	N/A By invitation		Elaine Ballantyne elaine.ballantyne@edinburgh.gov.uk

Creative and Competitive Cities Local youth ambassadors will meet with young ambassadors from 80 – 90 Eurocities member countries	EICC		 	Linda Lees linda.lees@edinburgh.gov.uk
Green Pencil Award Environmental Creative Writing Award	August to November All libraries Schools	Primary, Special schools S1 - 3	 	Cleo Jones cleo.jones@edinburgh.gov.uk
Book Week Scotland Theme: Year of Young People	23rd November – 3rd December All libraries Library opening hours Schools	All ages	 	Cleo Jones cleo.jones@edinburgh.gov.uk Local Library
Andy Briggs Author Event and Teen Titles Interview Transition Author Event	29th November 1 – 3.30pm Forrester High Schools	10 – 14 Targeted to pupils from Broomhouse, Carrick Knowe, Murrayburn and Gylemuir Primary Schools and S1 pupils at Forrester High School	 	Julie Sutherland Julie.sutherland@forrester.edin.sch.uk

Youth Music Initiative Show and Share concerts 7 concerts involving Sounds Like Friday YMI participants	November 30th Primary Schools across the city tbc	P5,6 & 7 All friends, parents and carers welcome	 	Frances Rive frances.rive@edinburgh.gov.uk
Instrumental Music Service Fanfare Concert Showcasing musical talent in secondary schools and the City of Edinburgh Music School	Venue TBC Ticketed	11- 18 All friends, parents and carers welcome	 	Martin Hutchison martin.hutchison@edinburgh.gov.uk Alix Knox alix.knox@edinburgh.gov.uk
Celebratory Showcase Highlighting young people's achievements over the year	Wester Hailes Youth Agency 44 Dumbryden Drive Edinburgh EH14 2QR	8- 25 year old Targeted plus invited adults – parents/carers/ partner organisations/ funders	 	Yasmeen Rew yaz@youthagency.net
Winter Windows School design competition and public exhibition as part of Edinburgh's Christmas	National Gallery on the Mound and various locality sites in all 4 localities November date tbc	All schools including special schools	 	Lorna Macdonald lorna.macdonald@edinburgh.gov.uk

Heroes and Villains Workshop with Author Mary Turner Thomson, inspiring pupils to write a short story which is professionally published, launched and sold	August – December Forrester High School	10 - 12		Julie Sutherland julie.sutherland@forrester.edin.sch.uk

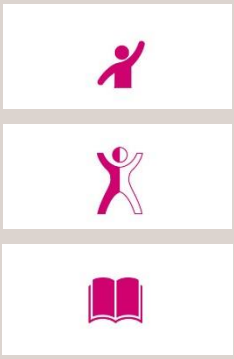
December

Event	Place, Date and Time	Age Group	Theme (s)	Contact or Join in
Childline Concert Young musicians and choirs from across Edinburgh – fundraising for Childline	December 7th Central Hall Ticketed £ tbc Time tbc	All ages All friends, parents and carers welcome		Martin Hutchison martin.hutchison@edinburgh.gov.uk Alix Knox alix.knox@edinburgh.gov.uk
Youth Music Initiative Show and Share concerts 7 concerts involving Sounds Like Saturday YMI participants	December 1st Primary Schools across the city tbc	P5,6 & 7 All friends, parents and carers welcome		Frances Rive frances.rive@edinburgh.gov.uk

Book Week Scotland Theme: Year of Young People	23rd November – 3rd December All libraries Schools	All ages		Cleo Jones cleo.jones@edinburgh.gov.uk
Winter Windows				Lorna Macdonald lorna.macdonald@edinburgh.gov.uk
Pupil Voice – Reading S1 – 3 pupils review all reading scheme levels – criteria, for enjoyment, developing skills and differentiation	12th June 16th October 18th December Forrester High School	10 - 15		Julie Sutherland Julie.sutherland@forrester.edin.sch.uk
Heroes and Villains Workshop with Author Mary Turner Thomson, inspiring pupils to write a short story which is professionally published, launched and sold	August – December Forrester High School	10 - 12		Julie Sutherland julie.sutherland@forrester.edin.sch.uk

Some Other Activity of Interest

Event	Place, Date and Time	Age Group	Theme (s)	Contact or Join in
Equal Opportuities for All Youth Edinburgh Action: Action Research Group (issue agreed by young people at the 2017 gathering)	TBC			John Heywood john.heywood.2@edinburgh.gov.uk
Stress Youth Edinburgh Action: Action Research Group (issue agreed by young people at the 2017 gathering)	TBC			John Heywood john.heywood.2@edinburgh.gov.uk
Climate Change and the Environment Youth Edinburgh Action: Action Research Group (issue agreed by young people at the 2017 gathering)	TBC			John Heywood john.heywood.2@edinburgh.gov.uk
Youth Event Celebration Youth Edinburgh Action: Action Research Group (issue agreed by young people at the 2017 gathering)				John Heywood john.heywood.2@edinburgh.gov.uk

Young Edinburgh Leaders for Change - Residential	TBC	TBC	To be agreed by young people	John Heywood john.heywood.2@edinburgh.gov.uk
SNAP: Young Edinburgh Action and Children's Parliament Young People and elected members working together	Date and time tbc City Chambers	10 - 18		John Heywood john.heywood.2@edinburgh.gov.uk
Creative Conversations By and for young people	TBC	8 - 25		Linda Lees linda.lees@edinburgh.gov.uk Lorna Macdonald lorna.macdonald@edinburgh.gov.uk Martin Hutchison martin.hutchison@edinburgh.gov.uk
Career Conversations	Dates tbc 4.30 – 7.00 Liberton High School and Portobello High	8 – 25 Teachers, parents and carers, employers, HE/FE, Career Advisors		Linda Lees linda.lees@edinburgh.gov.uk Lorna Macdonald lorna.macdonald@edinburgh.gov.uk Martin Hutchison martin.hutchison@edinburgh.gov.uk

	School TBC			
Health Opportunities Team Drop in				Paul Hudson paul.hudson@edinburgh.gov.uk Liz Wilson Liz.wilson@edinburgh.gov.uk info@health-opportunities.org.uk
Glitzlit Reading Groups primarily for local girls	Ratho Library Weds at 5.30 – 7pm	10 - 16		Ratho.library@edinburgh.gov.uk
Glitzlit	Sighthill Library Mons at 4pm	10 - 14		Sighthill.library@edinburgh.gov.uk
Young Writers Group	Fountain-bridge Library Fridays 1.15pm	14 - 18		Simon Brown Simon.brown@edinburgh.gov.uk

Remember to tell us about any events you have planned

Please share your events for inclusion in future issues by emailing:

SchoolsandLifelongLearning.BusinessSupport@edinburgh.gov.uk

With the subject line **Year of Young People Programme**

Issue 3 - October 2018

Some useful links

Young Scot
https://www.youngscot.org/yoyp2018
https://www.youngscot.net/leaders-for-yoyp/

Visit Scotland
https://www.visitscotland.com/about/themed-years/young-people/
http://www.visitscotland.org/business_support/advice_materials/toolkits/yoyp2018.aspx

Year of Young People 2018
http://yoyp2018.scot/
http://yoyp2018.scot/what-is-yoyp/

Children in Scotland
https://childreninscotland.org.uk/year-of-young-people-2018/

Youth Link Scotland
https://www.youthlinkscotland.org/programmes/year-of-young-people-2018/

Event Scotland
http://www.eventscotland.org/funding/year-of-young-people-2018/

You Tube
https://www.youtube.com/watch?v=zoWfc1Sr0XY

Education Scotland
https://education.gov.scot/#*/

Creative Scotland
http://www.creativescotland.com/

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Appendix 2

Year of Young People 2018: child/young person friendly city

City Art Centre, 19th June 2018

Discussion questions

What would a truly children and young people friendly Edinburgh look, feel and be like? (for example, at home, at school, in the community)

The responses have been grouped together into emerging themes (some of which cross over). Broadly responses fall into:

- learning and/or social activities and opportunities
- infrastructure, place and safety
- inclusion, values and information

Learning and/or social activities and opportunities

Youth Facilities

- More youth cafes (like 6VT)
- Longer opening times for youth cafes/facilities
- Age variety in youth clubs – P6 – S2, progression/move on
- Dedicated youth work spaces
- Projects – intergenerational, learn from each other
- More engagement between schools and youth work

Schools, education and learning

- A range of education options not just schools, college, university – or more recognition that education exists outwith those confines
- Formal and informal
- Safer education environment
- More work outside of curriculum
- Make wellbeing part of the curriculum
- Everyday life classes in school – life skills, practical skills
- More engagement between schools and youth work
- Opportunity to play, talk, create, influence, develop and learn
- Projects – intergenerational, learn from each other
- More physical activity options in school (not just dance and football)

Arts, Culture and sport

- Free music tuition
- Art and music therapy – it works. Make it accessible
- Opportunities for self-expression through the arts
- Discount and access to theatres and other Edinburgh sights/activities
- Football pitches/grounds
- Events for Under 18s
- Events designed by and run by young people

Infrastructure, place and safety

Transport

- Affordable buses
- Youth buses

- Free public transport after 10pm(?) / free bus passes for young people

Safety

- Safe walkways
- Safe crossings
- Safer education environment
- More safe places for young people – with access to safe trusted adults
- Trusted adults are available to you
- Safe spaces
- The city would feel safe for young people
- Security guards e.g. in shopping centres
- Young people would have more freedom and parents would less risk-adverse
- More information about where to get help

Facilities and public spaces

- Public parks – better play areas/more parks (safer age variety)
- Public recreational places/activities
- No potholes
- Accessible WIFI
- Children would be much more welcome in public spaces
- Young people feel this is OUR city
- More European feel
- Building and connectivity

Inclusion, values and information

Affordability

- Affordability facilities, buses
- Free public transport after 10pm(?) / free bus passes for young people
- Cost of public transport
- Discount and access to theatres and other Edinburgh sights/activities
- Spread opportunities so they are not just in the city centre but across the city

Values and inclusion

- Kindness – helping each other
- Mutual respect between adults and young people – include young people in decision making
- Less stereotyping
- Children and young people more visible
- More opportunities for children and young people to have a say in how things are developed and decided
- Every year should be year of young people

Information

- Advertise what's there for young people better – link in with schools
- Better information
- More information about where to get help

What are some of the key words that come to mind?

The responses have been grouped under the same emerging themes as above at Q1.

learning and/or social activities and opportunities

Arts, encouragement, space to play, engaging – better info and advertising in schools for stuff like this, active, opportunities, fun, interesting, listened to/heard, creative, independence,

infrastructure, place and safety

safe, seaside, hills, space to play, improvements, community, green, protection, adventure

inclusion, values and information

able to express, aspirations for all, equality, equal, respect, kind, respect from adults, welcoming, caring, understanding, tolerant, freedom. togetherness, inclusive, diversity, love responsible, bonding, engaging – better info and advertising in schools for stuff like this, relationships, affordable/free/reduced, less stereotyping, busy/buzz, lively, transparent, collaborative, positivity, accessible, fun, listened to/heard

---

What do you think we should call it? Can you come up with a strapline (something that explains what we're trying to create in an easy and memorable way)

Youth specific

- AYE – A Younger Edinburgh
- Young and Safe
- City s for the Young
- We are young
- Youth changes lives
- Young people come together
- Youth at heart
- YOUTH
  O a
  U p
  N p
  G y
- It's my 'Bro
- EdinBraw
- YPR4Ever
- Your City, our future
- Young Love Life Society
- Better future
- OUR EDINBURGH
- Schools - designing it – engaged and personal
- Educate Elevate Edinburgh

Inclusive

- Everybody's Edinburgh

- Everyone's Edinburgh
- Edinburgh all
- Our Edinburgh – a great place to grow:
    - Your mind
    - Your imagination
    - As a person
- Edinburgh for all
- Welcoming Edinburgh
- Fun4all
- Spreadinburgh
- City of Opportunity – Edinburgh
- Why just children and young people – shouldn't it be friendly for everyone?
- Real city of real people
- More than tourists
- Connecting communities
- Iproving Edinburgh for young people through everyone
- Collaborative logo – young people and adults
- OUR EDINBURGH
- Educate Elevate Edinburgh
- Lead by example
- Safe haven
- Safe society
- Fun friendly positive
- Edinburgh has everything
- Edinburgh's Energy

NEXT STEPS

- Working Group and Comms to consider themes
- design an engagement activity to further explore which themes can be developed for visual and media communications
- develop options and opportunities to share the ideas more widely with young people and gather feedback
- select group of young people to work with a designer to develop logo and strapline
- launch the brand (and title agreed by young people)

Appendix 3

Year of Young People

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2018

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Welcome

Councillor Ellie Bird

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Culture:

Share and celebrate young people's talent and contribution to Scottish culture and arts

Education:

Allow young people to have more say in their education and learning

Enterprise:

Celebrate young people's role in innovation, entrepreneurship and the Scottish economy as well as making Scotland a greener and more pleasant place to live

Equality and Discrimination:

Recognise the positive impact of young people in Scotland and encourage them to take the lead in challenging all forms of prejudice and discrimination

Health and Wellbeing:

Make sure young people have the chance to lead healthy, active lives and understand the importance of mental health and resilience

Participation:

Give young people the chance to influence decisions that affect their lives

Screen Education Edinburgh

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6VT

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Workshop and Discussion

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What would a truly children and young people friendly Edinburgh look like?

What are some of the key words that come to mind?

What do you think we should call it?

Can you come up with a strapline?

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Youth Achievement

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Rappers

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Final address

Councillor Alison Dickie

Vice Convener

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Corporate Policy and Strategy Committee

10.00am, Tuesday, 4 December 2018

Committee Reporting – referral from the Governance, Risk and Best Value Committee

Item number	8.6
Report number	
Wards	All

Executive summary

The Governance, Risk and Best Value Committee on 27 November 2018 considered a report which set out options developed by a short-life officer working group to improve the standard of committee reporting, including revised template options and a supporting workplan.

The report has been referred to the Corporate Policy and Strategy Committee for a decision.

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Terms of Referral

Committee Reporting – referral from the Governance, Risk and Best Value Committee

Terms of referral

1.1 The Governance, Risk and Best Value Committee on 27 November 2018 considered a report which set out options developed by a short-life officer working group to improve the standard of committee reporting, including revised template options and a supporting workplan.

1.2 The Governance, Risk and Best Value Committee agreed to refer the report to the Corporate Policy and Strategy Committee, with the following feedback:

- Members of the Governance, Risk and Best Value Committee considered that Options 1 and 2 had the most merit.
- Clear guidance should be provided to officers on completing equalities and sustainability impact assessments.
- It was important that the report author name should be on page 1 of the report.
- There should be a requirement to consider best value in the Financial Implications section.
- The Measures of Success section should be retained.

For Decision/Action

2.1 The Corporate Policy and Strategy Committee is asked to consider options 1, 2 and 3 and agree a preferred option.

Background reading / external references

Webcast of Governance, Risk and Best Value Committee – 27 November 2018

Laurence Rockey
Head of Strategy and Communications

Contact: Jamie Macrae, Committee Officer
Email: jamie.macrae@edinburgh.gov.uk | Tel: 0131 553 8242

Links

Appendices	Appendix 1 – Committee Reporting – referral from the Governance, Risk and Best Value Committee

Governance, Risk and Best Value Committee

10am, Tuesday, 27 November 2018

Committee Reporting

Item number	
Report number	
Executive/routine	Executive
Wards	N/A
Council Commitments	

Executive Summary

Options developed by a short-life officer working group to improve the standard of committee reporting are detailed. This includes revised template options and a supporting workplan.

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Report

Committee Reporting

1. Recommendations

1.1 It is recommended that Committee considers options 1, 2 and 3 and refers a recommended option to Corporate Policy and Strategy Committee.

2. Background

2.1 The current report template was introduced as part of the Council's Governance Review in September 2012. This was designed to reflect and take advantage of modern business practices, including the Council's recent move to electronic circulation of meeting papers.

2.2 Further incremental changes have been made to the template in the intervening period to reflect Audit Scotland recommendations, changes to legislation and service area guidance. This has included the addition of the Financial Impact and Risk, Policy, Compliance and Governance Sections.

3. Main report

3.1 Feedback has been received from officers and elected members that the existing report template needs refreshing in order to better support committee decision making and facilitate transparency.

3.2 A short-life working group consisting of officers from Strategy and Communications was formed to assist with the development of a new reporting template and supporting measures. The group was given the brief of simplifying and modernising the template whilst retaining strong internal controls. Ensuring that any solution considered the needs of all elected members and remained accessible to members of the public was of key importance.

3.3 Engagement sessions with elected members and business support staff took place in October 2019. Feedback on existing and draft options was provided by attendees and has been incorporated into final proposed versions (appendix 1-3).

3.4 The following features are contained in proposed options:

All options

3.5 All options presented include embedded writing guidance. This guidance is designed to increase visibility and will be combined with the implementation of a

committee management system later this year. (see section 3.12.5). A more comprehensive guidance document will be refreshed and retained.

3.6 All text and content has been made compliant with Royal National Institute of Blind People (RNIB) accessibility guidelines.

3.7 The authorising officer and report contact information has been moved to the front page. This improves ease of reference and makes full meeting papers more navigable for those using screen reading software in combination with electronic bookmarks.

Option 1 (appendix 1)

3.8 Option 1 is a streamlined version of the existing template. This pulls out and highlights key sections.

3.8.1 Recommendations have been moved to the front page and swapped with Executive Summary.

3.8.2 Sections on Risk, Policy and Governance Impact; Equalities and Sustainability have been merged into a new Stakeholder/Community Impact Section.

3.8.3 Measures of Success has been replaced by Next Steps.

3.8.4 All other sections have been retained.

3.8.5 Guidance requires authors to minimise Main Report section contents to a maximum of two pages.

Option 2 (appendix 2)

3.9 Option 2 is significantly shorter than other versions and focuses on providing key information to assist decision makers while utilising appendices to present additional material.

3.9.1 Recommendations have been moved to the front page in place of the Executive Summary.

3.9.2 Background and Background Reading sections have been merged.

3.9.3 A new Next Steps section has been added.

3.9.4 Main Report has been replaced by Supporting Information. Guidance requires authors to minimise this section to a maximum of two pages.

3.9.5 Any additional information to that in Supporting Information should be included as an appendix under this option. This includes financial considerations, stakeholder/community impacts, statistics and analysis. This will give flexibility.

Option 3 (appendix 3)

3.10 This option mirrors the existing template most closely. All sections remain the same.

3.11 Financial Impact has been renamed Affordability and Value for Money.

Supporting Activities

3.12 Activities will be carried out to support the implementation of a new template as follows:

3.12.1 In addition to the embedded guidance, the separate report writing guidance document will be refreshed with input from service areas.

3.12.2 An officer e-learning module for report writing will be developed to reflect the new template and practices.

3.12.3 There will be communication of the new template and practices through internal newsletters, briefings and the orb intranet site. Drop-in help sessions will be established for report authors and service area 'report champions' will be identified.

3.12.4 The effectiveness of the new process will be reviewed by Strategy and Communications on a rolling-basis.

3.12.5 A committee management system including report management tools will be rolled out during 2019. This is expected to create overall efficiencies in the reporting process whilst allowing for a more structured management of report writing. Report authors will be required to gain authority to access the report writing system. This can be issued on completion of report writing training or e-learning. Report writing guidance can also be displayed more prominently by requiring authors to open a new template with embedded guidance within the software package.

4. Measures of success

4.1 An effective report template and work programme will better support the decision-making process for elected members whilst ensuring that reports remain accessible to members of the public.

5. Financial impact

5.1 All activities described in this report and presented options are contained within existing budgets. Reduction in report sizes is expected to provide increased capacity for directorates.

6. Risk, policy, compliance and governance impact

6.1 An effective committee reporting process embeds internal controls and facilitates healthy governance and the achievement of best value through quality decision making, accountability and transparency.

7. Equalities impact

7.1 Proposed options have been developed to ensure that the report template meets key RNIB guidelines for accessibility and readability.

8. Sustainability impact

8.1 The current paperless reporting process continues to support sustainable outcomes and a relative reduction in carbon footprint. The introduction of a committee management system and related report workflow tools will be utilised to further reduce the paper circulation of meeting papers whilst still meeting statutory and accessibility requirements.

9. Consultation and engagement

9.1 Workshop sessions and one-to-one briefings were made available to all members of the Governance, Risk and Best Value Committee and Corporate Policy and Strategy Committee.

9.2 Individual service areas were engaged through a workshop for executive officers. Feedback was also provided individually by those unable to attend.

9.3 Analysis of report templates of 12 other local authorities, Cosla and the UK Civil Service was undertaken.

10. Background reading/external references

10.1 City of Edinburgh Council – 20 September 2012 – Review of Political Management Arrangements

Andrew Kerr

Chief Executive

Contact: Ross Murray, Governance Officer

E-mail: ross.murray@edinburgh.gov.uk | Tel: 0131 469 3870

11. Appendices

Appendix 1 – Option 1 - Streamlined

Appendix 2 – Option 2 – Super Streamlined

Appendix 3 – Option 3 – Existing Structure

Appendix 1

Committee name

Time, day, date

Name of report

Item number
Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 Recommendations should be clear, concise and focussed.

1.2 Recommendations asking the committee to note information should be limited to instances where this has been requested or is of vital importance to the committee.

Director's name

Director's job title

Contact: Name, job title

E-mail: e-mail address | Tel: 0131 123 4567

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Report

Name of report

2. Executive Summary

2.1 The Executive Summary should summarise the contents of the report and reason for submission in one paragraph.

3. Background

3.1 The background section should contain the essential information needed to understand the reason for the report. Keep the information succinct. If detailed background is required, this should be listed in appendices.

4. Main report

4.1 This section should be no longer than two pages. Any additional detail should be included as appendices. Elected members have to read a large volume of reports in a short amount of time. Include only the information requested or required to support the recommendations or options. Good writing advice is contained within the report writing guidance document.

5. Next Steps

4.1 This section should outline the next steps that will be taken following the Committee report.

6. Financial impact

6.1 Have you considered the following:

6.1.1 Business Case

6.1.2 Budget provision

6.1.3 Refer to any revenue or capital costs associated with the report

6.1.4 State what these costs are and give the financial year(s) in which the costs will be incurred

6.1.5 Income/Savings

6.1.6 External funding

6.1.7 A comparison of the financing options that have been considered

6.1.8 Any financial risks.

6.2 For Procurement reports the following should be detailed:

6.2.1 The detail and justification of quality/cost split

6.2.2 Pricing or pricing range whether possible.

6.2.3 Additional information as detailed in the report guidance document.

7. Stakeholder/Community Impact

7.1 Have you consulted or engaged with the community in creating this report/proposal? What is the impact on the community and does it meet any of the Council's priorities?

7.2 This section should provide any health and safety, governance, compliance or regulatory implications that elected members need to take into account when reaching their decision.

7.3 You should clearly identify any impacts relating to carbon impacts, adaptation to climate change and sustainable development, as well as the steps taken (or planned) to mitigate any adverse impacts.

8. Background reading/external references

8.1 A background paper is a document relating to the subject matter of the report that either contained information on which the report was based on or was relied upon by the author in preparing the report. Private documents should not be listed in this section. Documents listed are required by the Local Government (Scotland) Act 1973 to be made available to the public on request. If possible this should be a link to a copy of the document online.

8.2 You should also reference relevant previous Council reports and minutes by linking to Council Papers Online.

9. Appendices

Appendix 2

Committee name

Time, day, date

Name of report

Item number
Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 Recommendations should be clear, concise and focussed.

1.2 Recommendations asking the committee to note information should be limited to instances where this has been requested or is of vital importance to the committee.

Director's name

Director's job title

- Contact: Name, job title
- E-mail: e-mail address | Tel: 0131 123 4567

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Report

Name of report

2. Background

2.1 The background section should contain the essential information needed to understand the reason for the report. Keep the information succinct. If detailed background is required, this should be listed in appendices.

2.2 Background papers should also be included in this section. These are documents relating to the subject matter of the report that either contained information on which the report was based on or was relied upon by the author in preparing the report. Private documents should not be listed in this section. Documents listed are required by the Local Government (Scotland) Act 1973 to be made available to the public on request. If possible, this should be a link to a copy of the document online.

2.3 You should also reference previous Council reports and minutes on the issue by linking to Council Papers Online.

3. Next Steps

3.1 This section should outline the next steps that will be taken following the Committee report.

4. Supporting Information

4.1 This section should be no longer than two pages. Any additional detail should be included as appendices. Elected members have to read a large volume of reports in a short amount of time. Include only the information requested or required to support the recommendations or options. Good writing advice is contained within the report writing guidance document.

5. Appendices

The following information can be included as appendices:

- Financial Considerations
- Stakeholder/Community Impact – community engagement, equalities impact, sustainability impact
- Statistics and Analysis

Appendix 1 – Financial Considerations

This section should generally include:

- Business Case
- Budget provision
- Refer to any revenue or capital costs associated with the report
- State what these costs are and give the financial year(s) in which the costs will be incurred
- Income/Savings
- External funding
- A comparison of the financing options that have been considered
- Any financial risks.

Not all of these considerations will be relevant for every report but they provide guidelines on what should be considering to ensure a report has the required information included.

For Procurement reports the following should be detailed:

- The detail and justification of quality/cost split
- Pricing or pricing range whether possible.
- Additional information as detailed in the report guidance document.

Appendix 2 – Stakeholder/Community Impact

Have you consulted or engaged with the community in creating this report/proposal? What is the impact on the community and does it meet any of the Council's priorities?

This section should provide any health and safety, governance, compliance or regulatory implications that elected members need to take into account when reaching their decision.

You should clearly identify any impacts relating to carbon impacts, adaptation to climate change and sustainable development, as well as the steps taken (or planned) to mitigate any adverse impacts.

Appendix 3 – Statistics and Analysis

Statistics, tables, figures and analysis should be included in this section.

For accessibility purposes descriptions should be included as standard text beside each inclusion.

Appendix 3

Committee name

Time, day, date

Name of report

Item number
Executive/routine
Wards
Council Commitments

Executive Summary

The Executive Summary should summarise the contents of the report and reason for submission in one paragraph.

Director's name

Director's job title

Contact: Name, job title

E-mail: e-mail address | Tel: 0131 123 4567

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Report

Name of report

1. Recommendations

1.1 Recommendations should be clear, concise and focussed.

1.2 Recommendations asking the committee to note information should be limited to instances where this has been requested or is of vital importance to the committee.

2. Background

2.1 The background section should contain the essential information needed to understand the reason for the report. Keep the information succinct. If detailed background is required, this should be listed in appendices.

3. Main report

3.1 This section should be no longer than two pages. Any additional detail should be included as appendices. Elected members have to read a large volume of reports in a short amount of time. Include only the information requested or required to support the recommendations or options. Good writing advice is contained within the report writing guidance document.

4. Measures of Success

4.1 This section should identify how the proposed actions in the report will be measured or assessed. This ensures that an outcome or performance improvement is identified at the outset and can be effectively scrutinised.

5. Affordability and Value for Money

5.1 Have you considered the following:

5.1.1 Business Case

5.1.2 Budget provision

5.1.3 Refer to any revenue or capital costs associated with the report

5.1.4 State what these costs are and give the financial year(s) in which the costs will be incurred

5.1.5 Income/Savings

5.1.6 External funding

5.1.7 A comparison of the financing options that have been considered

5.1.8 Any financial risks.

5.2 For Procurement reports the following should be detailed:

5.2.1 The detail and justification of quality/cost split

5.2.2 Pricing or pricing range whether possible.

5.2.3 Additional information as detailed in the report guidance document.

6. Risk, policy, compliance and governance Impact

6.1 This section should provide any health and safety, governance, compliance or regulatory implications that elected members need to take into account when reaching their decision.

7. Equalities impact

7.1 All reports to Council Committees should contain summary information on the relationship of its contents, analysis or recommendations of the report with

7.1.1 The three Public Sector Equality Duties (PSED) general duties.

7.1.2 The ten key areas of rights as identified in the ERIA guidance.

8. Sustainability impact

8.1 You should clearly identify any impacts relating to carbon impacts, adaptation to climate change and sustainable development, as well as the steps taken (or planned) to mitigate any adverse impacts.

9. Consultation and engagement

9.1 This section should highlight who you have consulted or engaged with on the subject of the report. This may involve referring to any consultation period or that specific partners have been consulted with. If a formal consultation exercise with citizens or partners is necessary it should be undertaken to adhere with the Council's Consultation Framework (Consulting Edinburgh)

10. Background reading/external references

10.1 A background paper is a document relating to the subject matter of the report that either contained information on which the report was based on or was relied upon by the author in preparing the report. Private documents should not be listed in this section. Documents listed are required by the Local Government (Scotland) Act 1973 to be made available to the public on request. If possible this should be a link to a copy of the document online.

10.2 You should also reference relevant previous Council reports and minutes by linking to Council Papers Online.

11. Appendices

Corporate Policy and Strategy Committee

10.00am, Tuesday, 4 December 2018

Eurocities: Cities4Europe Declaration

Item number	8.7
Report number	
Executive/routine	
Wards	All

Executive summary

The Eurocities network invited all member cities to engage with its 'Cities4Europe' programme. The Committee agreed to this at its meeting in February 2018 and has subsequently engaged in the initiative. As an outcome of this initiative member cities were asked to sign a 'Declaration by Eurocities' during the Eurocities 2018 Conference which took place 28-30 November 2018.

Committee is asked to note the decision by the Executive Director of Place, in consultation with the Leader and Depute Leader of the Council for the Council Leader to sign the Declaration during the Conference.

Report

Eurocities: Cities4Europe Declaration

1. Recommendations

1.1 The Committee is asked to note the decision by the Executive Director of Place, in consultation with the Council Leader and Depute Leader, to sign the attached Declaration on Citizen Engagement during the Eurocities 2018 Conference in Edinburgh.

2. Background

Eurocities Network

2.1 Eurocities is the primary membership network of European Cities and Edinburgh has been a member for almost 30 years. The Eurocities 2018 AGM and Conference took place in Edinburgh from 28 – 30 November 2018, following a succesful bid by Edinburgh to host the event on the theme of 'Creative Competitive Cities', with an agreed youth ambassador programme linked to Scotland's Year of Young People 2018.

Cities4Europe

2.2 Details of the Cities4Europe initiative were reported to the Committee in February 2018. Essentially the initiative is aimed at citizen outreach and citizen engagement across Europe, delivered through cities' local democratic processes and participatory decision-making. As noted in the February report, the conclusions of the initiative formed a significant part of the agenda of the political meetings during the Eurocities Conference in Edinburgh in November.

Main report

Eurocities AGM and Conference November 2018

3.1 The agenda for the Eurocities' AGM and Conference was influenced by a number of key developments, which, given the local and global themes and challenges addressed, remain relevant to both EU and non-EU member cities.

3.2 The City of Edinburgh Council has engaged in the Cities4Europe initiative by creating a Young Ambassador programme during the conference. This included

My Kind of Edinburgh, Desire Lines and the City Vision as citizen consultations relevant to shaping cities.

Eurocities Declaration on Citizens Engagement

3.3 As part of the Cities4Europe activity and in advance of the conference starting the Leader of City of Edinburgh Council was asked, alongside leaders from the other participating cities, to sign a declaration on Citizens Engagement. The Declaration is attached in appendix 1.

3.4 Due to the lateness of this request and under section four of the Committee Terms of Reference and Delegated Functions, the Executive Director of Place in consultation with the Council Leader and Deputy Leader, confirmed that City of Edinburgh Council would sign this declaration during the conference.

4. Measures of success

4.1 The hosting of the Eurocities Conference and AGM is a significant undertaking for Edinburgh. The value from the event to the city has been maximised by the Council's and partners' input to the technical and political content during the planning of the conference. This ensures that the city is showcased, that a relevant platform is created for international exchange of good practice and partnership, and that legacy projects are identified and secured, particularly for young people.

5. Financial impact

5.1 Funding for the hosting of the conference comes from delegate fees, partner contributions and sponsorship opportunities while funding for activities aligned to the Cities4Europe initiative has been met from existing Council budgets and/or partner contributions.

5.2 There are no costs associated with the signing of this declaration.

6. Risk, policy, compliance and governance impact

6.1 There are no risk, policy, compliance or governance impacts arising from the signing of this declaration and recommendations in the report do not impact on any existing policies of the Council.

7. Equalities Impact

7.1 There are no equalities impacts arising from the above activities. The Council's International Strategy and Eurocities engagement plan supports the Council's commitment to equal opportunities.

8. Sustainability impact

8.1 The theme of sustainable cities is a key element of the Cities4Europe initiative, and the City of Edinburgh Council's contributions to the initiative via the City Vision, My Kind of Edinburgh and Desire Lines.

9. Consultation and engagement

9.1 The Council undertakes international activity in partnership with a wide range of partners in the city on a consultative basis. This includes a Team Edinburgh/Team Scotland approach linking closely to the Consular Corps, the Scottish Government, the Parliament, the city's investor and business base, the Higher Education Sectors, Festivals Edinburgh and Marketing Edinburgh.

9.2 Membership of Eurocities provides the Council with a channel for engaging across a range of service areas.

10. Background reading / external references

10.1 Background information held in Economic Development.

10.2 Eurocities website.

10.3 Education, Children and Families Committee: Year of Young People (item 7.20).

10.4 Cities4Europe.

Paul Lawrence

Executive Director of Place

Contact: Elaine Ballantyne, Service Manager, Investment and International Relations
E-mail : elaine.ballantyne@edinburgh.gov.uk; Tel: 0131 469 3854

11. Appendices

Appendix 1 – Eurocities Declaration on Citizens Engagement

EUROCITIES DECLARATION ON CITIZENS ENGAGEMENT

We, EUROCITIES mayors, are firm believers in European cooperation. We have, together with all levels of government in the EU, a challenge to retain trust, legitimacy and relevance towards our citizens. There is an increasing mismatch between people's expectations and what can be done to tackle our most pressing challenges, causing an expanding distance between political institutions and citizens.

City leaders can provide a critical link with citizens. We know from our everyday experience that democracy requires participation, innovation and imagination. Cities have been experimenting and innovating with new forms of participatory democracy, to support traditional representative democracy. Cities can and must lead the way towards a more citizen focused European society. Representative democracy must be enhanced with participative mechanisms to respond to pressing public concerns such as climate change, social cohesion, housing and employment.

Our campaign 'Cities4Europe – Europe for citizens' promotes a Europe where people come first. This requires more mutual trust, active participation and a constant dialogue. It is essential to better involve citizens in decision making and implementation at all levels of government, and to reinforce the important role that local governments should play in a multilevel governance structure.

We, mayors and leaders of EUROCITIES, therefore commit to strengthening citizens engagement by:

» **involving our citizens in a dialogue about our common future**
Continuously working closely with citizens and civil society is key to addressing our problems and to reinforcing trust in and ownership of public policies. We already see a strong civic and societal engagement locally, and our 'Cities4Europe - Europe for citizens' campaign showed how working directly with citizens can help in developing better urban and European solutions.

» **inspiring all levels of government to build societies where people come first**
As the level of government closest to citizens, cities are testing new ways of working with them, including new forms of deliberative democracy. With national governments and the European Union in need of better tools for listening to and engaging with its citizens, cities must be at the forefront of participatory approaches and inspire all levels of government.

» **making a positive impact on the way decisions are taken in Europe**
Working with cities is an opportunity for Europe to reconnect with its citizens and, therefore, to successfully tackle today's challenges. To make the most of our opportunities, we need to work together across all levels of government and with our citizens.

As local authorities, we are committed to developing a more positive future for Europe, and to providing a positive contribution towards the construction of a more citizen focused Europe.

Edinburgh, 29 November 2018

Daniël Termont
mayor of Ghent
EUROCITIES president

Anna König Jerlmyr
mayor of Stockholm
EUROCITIES vice president

Adam McVey
leader of the city of Edinburgh council

#CITIES4EUROPE