

Notice of meeting and agenda

Culture and Communities Committee

10.00am Tuesday 11 September 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

Contacts

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1. Order of business

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

2. Declaration of interests

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

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 Culture and Communities Committee of 19 June 2018 (circulated) – submitted for approval as a correct record.

5. Forward Planning

- 5.1 Culture and Communities Committee Work Programme (circulated)
- 5.2 Rolling Actions Log (circulated)

6. Business Bulletin

- 6.1 Culture and Communities Committee Business Bulletin (circulated)

7. Presentations

- 7.1 Sportscotland - new national plan and funding partnership
- 7.2 Inch Park Community Sports Hub

8. Executive Decisions

- 8.1 Physical Activity and Sport Strategy – report by the Executive Director for Communities and Families (circulated)
- 8.2 Hunter's Hall Park – Update Report – report by the Executive Director for Communities and Families (circulated)
- 8.3 Meadowbank Sports Centre – report by the Executive Director for Communities and Families (circulated)
- 8.4 Edinburgh Leisure Annual Report – report by the Executive Director for Communities and Families (circulated)
- 8.5 Child Poverty Action Unit – report by the Executive Director for Communities and Families (circulated)
- 8.6 Appointments to Working Groups 2018/2019 – report by the Chief Executive (circulated)

9. Routine Decisions

- 9.1 Visit to Shanghai – report by the Executive Director of Place (circulated)
- 9.2 Forth Bridges Area Tourism Strategy – report by the Executive Director of Place (circulated)
- 9.3 Allotment and Food Growing Provision – report by the Executive Director of Place (circulated)
- 9.4 Edinburgh People Survey – Culture Results – report by the Executive Director of Place (circulated)
- 9.5 Internal Audit Update Report: 1 January – 31 July 2018 – referral from the Governance, Risk and Best Value Committee (circulated)

10. Motions

- 10.1 None.

Laurence Rockey

Head of Strategy and Insight

Committee Members

Councillors Wilson (Convener), McNeese-Mechan (Vice-Convener), Brown, Ian Campbell, Daggart, Doran, Howie, Mitchell, Osler, Rae and Staniforth.

Information about the Culture and Communities Committee

The Culture and Communities Committee consists of 11 Councillors and is appointed by the City of Edinburgh Council. The Culture and Communities Committee usually meets every eight weeks.

The Culture and Communities 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 Jamie Macrae, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 553 8242, email jamie.macrae@edinburgh.gov.uk.

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

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

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Item 4.1 - Minutes

Culture and Communities Committee

10.00am, Tuesday 19 June 2018

Present

Councillors Wilson (Convener), McNeese-Mechan (Vice-Convener), Brown, Ian Campbell, Doran, Graczyk, Howie, Mitchell, Osler, Rae (substituting for Councillor Miller) and Staniforth.

1. Deputation

Edinburgh Road Club

The Committee agreed to hear a deputation from Matt Jackson (Head of Track Cycling) on behalf of Edinburgh Road Club regarding a proposal to build a new velodrome on the site of the Jack Kane Centre.

The main points raised by the deputation were:

- The proposal for a new velodrome at Hunter's Hall (the site of the Jack Kane Centre) would be a replacement for the velodrome at the now closed Meadowbank Stadium.
- The proposed new velodrome would not have a minimum speed requirement as the proposal was to develop a 30 degree track, thus making it more suitable for beginners, young people and people with disabilities, compared to more steeply banked velodromes.
- The new development would be made of tarmac, rather than wood (like Meadowbank), making it useable for a much greater amount of time.
- This proposal represented an opportunity to maintain Edinburgh's position as a centre for excellence for track cycling.

The Convener thanked the deputation and invited them to remain for the Committee's consideration of the report by the Executive Director of Resources.

2. Development at the Jack Kane Centre – Motion by Councillor Staniforth

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

“Committee:

- 1) Notes that the project to build 3G pitches, a velodrome and to renovate the Jack Kane centre was delayed.
- 2) Notes that owing to taking overspill from the closure of the old Meadowbank Stadium it is not possible to renovate Hunters Hall in the short term.
- 3) Notes that does not prevent development of the 3G pitches or the velodrome.
- 4) Notes that section 75 funding is sufficient for the immediate development of the 3G pitches and that if they are to be developed this year the project must be finished by winter and is likely to take around 12 weeks.
- 5) Therefore resolves that a report will be delivered to committee within one cycle giving options for immediate development at the Jack Kane site.”
 - Moved by Councillor Staniforth, seconded by Councillor Osler.

Decision

- 1) To note the motion had been amended to replace “Hunter’s Hall” with “Jack Kane” in paragraph 2 and to replace “Jack Kane” with “Hunter’s Hall” in paragraph 5.
- 2) To approve the adjusted motion by Councillor Staniforth.

3. Deputation

Underbelly Ltd/Edinburgh’s Hogmanay Ambassadors Programme

The Committee agreed to hear a deputation from Ed Bartlam (Director) on behalf of Underbelly Ltd, and Sarah Holding, Jimmy Stewart and Tony Anderson, volunteers who took part in Edinburgh’s Hogmanay Ambassadors Programme, in relation to the report at Item 7.2 – Code of Practice on the Use of Volunteers at Festivals and Events.

The main points raised by the deputation were:

- This was the first year that Underbelly Ltd had the contract for Edinburgh’s Hogmanay and attracted just under 166,000 attendees.
- Underbelly employed just under 3,000 people for the event, all on National Living Wage or more.
- The Ambassadors Programme was the first volunteer scheme that Underbelly have used. The 55 volunteers did not replace any paid jobs at the Festival.
- Experiences of the Ambassadors Programme were overwhelmingly positive.

The Convener thanked the deputation and invited them to remain for the Committee’s consideration of the report by the Executive Director of Resources.

4. Code of Practice on the Use of Volunteers at Festivals and Events

A proposed Code of Conduct on the Use of Volunteers at Festivals and Events was presented. The Code of Conduct had been developed with Festivals

Edinburgh and the 11 major Festivals to ensure that a consistent code of practice could be proposed across all events and Festivals. It combined existing volunteering policies from across the Festivals and aligned them with good practice guidelines from Volunteer Edinburgh and Volunteer Scotland.

Decision

- 1) To approve the Code of Conduct.
- 2) To refer the report to City of Edinburgh Council to approve the Code of Conduct as policy for inclusion, where relevant, within procurement exercises.

(References – Culture and Communities Committee 30 January 2018 (item 12) and 20 March 2018 (item 11); report by the Executive Director of Place, submitted.)

Declaration of Interests

Councillors McNeese-Mechan and Wilson declared non-financial interests in this item as board members of the Edinburgh International Festival.

5. Deputation - Unite

Decision

The Committee declined to hear a deputation from Des Loughney and Carmen Simon on behalf of Unite in relation to Item 9.6 – Recommendations of Social Work Complaints Review Committee of 2 May 2018 on the grounds that the Social Work Complaints Review Committee was quasi-judicial and considered matters relating to individuals and was held in private.

6. Minutes

Decision

To approve the minute of the Culture and Communities Committee of 20 March 2018 as a correct record.

7. Key Decisions Forward Plan

The Culture and Communities Committee Key Decisions Forward Plan was presented.

Decision

To note the Key Decisions Forward Plan.

(Reference – Key Decisions Forward Plan, submitted.)

8. Rolling Actions Log

The Culture and Communities Committee Rolling Actions Log was presented.

Decision

- 1) To approve the closure of Items 4, 5, 6, 8, 9, 13 and 16.

2) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted.)

9. Business Bulletin

The Culture and Communities Committee Business Bulletin was presented.

Decision

To note the information set out in the Business Bulletin.

(Reference – Culture and Communities Committee Business Bulletin, submitted.)

10. Community Outreach Projects – Presentation by Edinburgh International Book Festival

Nick Barley (Director) and Sophie Moxon (Executive Director) provided an overview of the work of the Edinburgh International Book Festival in supporting community outreach projects and on the theme of the Festival for 2018.

Decision

To thank Nick Barley and Sophie Moxon for their presentation.

11. Plans for Diwali 2018 Celebrations – Presentation by Edinburgh Diwali

Mohindra Dhall and Abdul Reyaz of Edinburgh Diwali gave a presentation on the Diwali festival of lights and the plans for the Diwali 2018 celebrations.

Decision

To thank Mohindra Dhall and Abdul Reyaz for their presentation.

Declaration of Interests

Councillor McNeese-Mechan and Wilson declared non-financial interests in this item as a board members of Edinburgh Diwali.

12. Cultural Grant Recipient – Presentation by Edinburgh International Festival

Fergus Linehan (Festival Director) and Joanne Baker (Managing Director) provided details of the values, strategy and principles of the Edinburgh International Festival and how it would develop in the coming years.

Decision

To thank Fergus Linehan and Joanne Baker for their presentation.

Declaration of Interests

Councillors McNeese-Mechan and Wilson declared non-financial interests in this item as board members of the Edinburgh International Festival.

13. Armed Police – Presentation by Police Scotland

Chief Superintendent Richard Thomas outlined the impact of the change to Police Scotland's policy in relation to armed police and provided details of relevant incidents.

Decision

To thank Chief Superintendent Richard Thomas for his presentation.

14. Calton Hill Management Plan

Details were provided of the new Calton Hill Management Plan, which had been produced in partnership with Edinburgh World Heritage and other principal stakeholders. The Plan presented a vision for the future state of Calton Hill and set out a series of objectives and actions, which would be implemented by a newly formed Calton Hill Management Forum.

Decision

- 1) To recognise the need to produce a management plan for the care and maintenance of Calton Hill as a unique public park of national significance.
- 2) To welcome the support of Edinburgh World Heritage in helping to produce the Calton Hill Management Plan.
- 3) To formally adopt the Calton Hill Management Plan.
- 4) To agree to the establishment of a Calton Hill Management Forum to drive implementation of its objectives and actions.
- 5) To appoint Councillor Wilson to chair the Calton Hill Management Forum.

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

15. Edinburgh's Christmas and Edinburgh's Hogmanay Key Performance Indicators 2017/18

Details were provided of the 2017/18 Edinburgh's Christmas and Edinburgh's Hogmanay event, which had been delivered for the first time by Underbelly Ltd. under a new contract awarded by the Finance and Resources Committee. An update was provided on performance against the Key Performance Indicators which were developed to measure the success of the new contract. The results for 2017/18 were positive and details of the highlights were provided.

Decision

To note the outcomes of the 2017/18 event.

(References – Culture and Communities Committee 12 September 2018 (item 14); report by the Executive Director of Place, submitted.)

16. Sport and Outdoor Learning

Details were provided of the work of the Sports and Outdoor Learning Unit (S&OLU), part of the recently created Lifelong Learning service, providing front line service delivery for children, young people and adults engaging in sport and physical activity both in schools and in community settings.

Decision

- 1) To note the scope of work and the impact on key outcomes.
- 2) To note the importance of the connecting links and pathways between physical education, active schools and community sport and the success of this approach in Edinburgh.
- 3) To note the high level of external funding secured by the Sports and Outdoor Learning Unit and the fine example of transformational change shown by the self-funding success of the Residential Outdoor Centres.
- 4) To agree the intention to create a new Physical Activity and Sport Strategy for the city from 2019 onwards following full assessment of the emerging priorities from the Local Improvement Plans and other key funding arrangements.
- 5) To agree that this report would be referred to the Education, Children and Families Committee for information.
- 6) To agree a further and more detailed report on Community Asset Transfer of sports facilities would be presented to this Committee in 2018-19.
- 7) To agree a subsequent report to address the issues of sport for all ages as a key part of citizens' health in communities and a separate report to consider the scheme of charges and the impact this would have on club use of school sports facilities.
- 8) That members would advise the department of any other issues that they would wish the further report on sport for all ages to cover.

Declaration of Interests

Councillors Osler, Staniforth and Wilson declared non-financial interests in this item as board members of Edinburgh Leisure.

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

17. Community Grants Fund Report

Proposals were outlined which would enable Localities Committees to determine the future operating model for the Community Grants Fund, in line with the decision by

Council in November 2017 to transfer responsibility for decision-making on the allocation of these funds from Neighbourhood Partnerships to Locality Committees.

Decision

- 1) To agree the proposals for the operation of the Community Grants Fund as set out in paragraphs 3.7 to 3.12 of the report by the Chief Executive.
- 2) To refer the report to the Locality Committees for information.

Declarations of interest

Councillor Staniforth declared a financial interest in this item as he worked in tourism.

(References – Act of Council No. 8 of 23 November 2017; report by the Chief Executive, submitted.)

18. Edinburgh City Archives Consultation

Approval was sought for a consultation exercise on Edinburgh City Archives to understand changing public expectations and to identify opportunities to collaborate and innovate. The results of the consultation would inform a development plan that would provide a clear vision and strategic direction.

Decision

- 1) To approve an Edinburgh City Archives consultation with stakeholder groups to inform a development plan for the service.
- 2) To note the intention to bring the archives development plan back to committee for approval.

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

19. Partnership Agreement with Police Scotland 2018/19

An overview of the existing Partnership Agreement between the City of Edinburgh Council and the Edinburgh Division of Police Scotland, in respect of community policing, was provided. Proposals for a refreshed Partnership Agreement for 2018/19 were also outlined, reflecting the importance of a shared approach to delivering positive outcomes for communities, as well as the additional benefits to be achieved by supplementing the Edinburgh Division's establishment of community police officers.

Decision

- 1) To approve the new Partnership Agreement for 2018/19 between the City of Edinburgh Council and the Edinburgh Division of Police Scotland to replace the current Partnership Agreement.
- 2) To endorse the new performance framework and key performance indicators to support the monitoring and assessment of the effectiveness and impact of the Partnership Agreement and associated funding.

- 3) To agree to receive and scrutinise a detailed qualitative and quantitative progress report from the Edinburgh Divisional Commander from Police Scotland, or their designated deputy, on a quarterly basis.
- 4) To agree that the next review of the agreement would commence no later than 30 September 2018, to ensure that this could be aligned to respective business and budget planning cycles within both organisations.

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

20. CCTV Working Group Update

An update was provided on the newly formed CCTV Working Group, which had been set up to develop a strategy for the upgrade and integration of CCTV services in Edinburgh.

Decision

- 1) To approve the update of the multi-agency CCTV Working Group for the upgrade and integration of CCTV services in Edinburgh.
- 2) To request an update on the CCTV Working Group progress in six months' time.
- 3) To approve the pilot upgrade of 12 cameras within the Public Space CCTV network.
- 4) To approve a visit to Bristol City Council for research purposes with regard to the City Operations Centre project.

(References – Culture and Communities Committee 30 January 2018 (item 9); report by the Executive Director for Communities and Families, submitted.)

21. Invitation to Shanghai

Details were provided of an invitation received by the Convener of the Culture and Communities Committee to return to Shanghai in May 2018, following his previous visit in September 2017. The invitation had been accepted under urgency provisions and the Convener was accompanied by the Vice-Convener.

Decision

- 1) To note the action taken by the Executive Director of Place, in consultation with the Convener and with the support of the Leader of the Council and the Chief Executive, in approving acceptance of the invitation by Councillor Wilson, Convener of the Culture and Communities Committee and Councillor McNeese-Mechan, Vice-Convener of the Culture and Communities Committee, under the urgency provisions set out at paragraph 4.1 of the Committee Terms of Reference.
- 2) To note that the invitation was issued by Jing'an District Government, rather than AEMI and that the visit was in relation to the Jing'an Drama Valley Festival.

(References – Culture and Communities Committee 12 September 2017 (item 20); report by the Executive Director of Place, submitted.)

22. Implementing the Programme for the Capital: Coalition Commitments

An update was provided on the performance framework development work carried out since the Programme for the Capital was presented to Council in November 2017. The aim was to define, where possible, measurable actions and performance indicators with defined targets for each of the 52 Coalition Commitments. Details were provided of the final set of indicators relevant to the Culture and Communities Committee.

Decision

To note the set of indicators in Appendix 1 of the report by the Executive Director of Place.

(References – Act of Council No. 7 of 23 November 2017; Corporate Policy and Strategy Committee 27 February 2018 (item 9); report by the Executive Director of Place, submitted.)

23. Community Justice Update - Prison Community Integration Working Group

Details were provided of work ongoing to improve prisoner reintegration into local communities and reduce the risk of further offending, and examples of relevant community justice improvement actions as set out in Edinburgh Community Justice Outcomes Improvement Plan 2017-18.

Decision

To note the work ongoing to improve prisoner reintegration and reduce reoffending.

(References – Act of Council No. 13 of 23 November 2017; report by the Executive Director for Communities and Families, submitted.)

24. Community Payback Order Annual Report 2016/17

The Community Payback Order annual report was presented along with details of the range of interventions carried out to support behavioural and lifestyle change, including types of unpaid work undertaken and specialised programmes.

Decision

To note the Community Payback annual report.

(References – Health Social Care and Housing Committee 18 April 2017 (item 8); report by the Executive Director for Communities and Families, submitted.)

25. Antisocial Behaviour Strategy 2016-2019 – Update Report

An update was provided on the Antisocial Behaviour Strategy 2016-2019, including details of key initiatives and working practices to deliver on the strategy's main aim of preventing antisocial behaviour and by resolving it effectively at an early stage when it occurred.

Decision

- 1) To note the content of the report.
- 2) To request a further update on the progress of the Antisocial Behaviour Strategy in March 2019.
- 3) To receive the new Antisocial Behaviour Strategy for 2019 – 2022 in March 2019.

(References – Culture and Sport Committee 14 November 2017 (item 14); Health, Social Care and Housing Committee 15 November 2016 (item 6); report by the Executive Director for Communities and Families, submitted.)

26. Recommendations of Social Work Complaints Review Committee of 2 May 2018

Recommendations of the Social Work Complaints Review Committee held on 2 May 2018 on a complaint against the social work service within Health and Social Care were detailed.

Decision

To note the recommendations of the Social Work Complaints Review Committee.

(Reference – report by the Chair of the Social Work Complaints Review Committee, submitted.)

27. Community Grants Third Sector Interface funding

Details were provided of the awarding of grant funds under urgency provisions to EVOC and Volunteer Edinburgh, as part of their continued role as the Third Sector Interface and for the management of the Equality and Rights Network. An update was also provided on the review of grant funding to the three Third Sector Interface organisations (EVOC, Volunteer Edinburgh and Edinburgh Social Enterprise Network), which was underway.

Decision

- 1) To note the grant funds awarded under urgency provisions.
- 2) To note that work was underway to carry out the review of grant funding to the three Third Sector Interface organisations, as agreed by the Communities and Neighbourhoods Committee in March 2017.

3) To note that a report detailing the outcome of the review would be provided to the committee in September 2018.

(References – Communities and Neighbourhoods Committee 28 March 2017 (item 13); report by the Chief Executive, submitted.)

28. Accounts Commission – Local Government in Scotland – Challenges and Performance 2018

Committee considered a report referred by the Governance, Risk and Best Value Committee on 5 June 2018 which provided details of the Accounts Commission's report assessing councils' readiness to confront the growing challenges that lay ahead, following its earlier Scotland-wide review of 2016/17 local government financial performance.

Decision

To note the Challenges and Performance 2018 report.

(References – Governance, Risk and Best Value Committee 5 June 2018 (item 8); report by the Executive Director of Resources, submitted.)

Culture and Communities Committee

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
1	Third Party Grants Review		Executive	Lindsay Robertson	Place	Flexible	13 November 2018
2	Capital Theatre Trust - Company Performance Report 17/18		Executive	Lindsay Robertson	Place	Annual	13 November 2018 November 2019
3	Encouraging Live Music in Edinburgh		Executive	Karl Chapman	Place	Flexible	13 November 2018
4	Kings Theatre Capital Development Project		Executive	Lindsay Robertson	Place	Flexible	13 November 2018
5	Edinburgh Partnership Review		Executive	Michelle Mulvaney	Chief Executive	Flexible	13 November 2018
6	Managing the Festival City		Executive	Anna Herriman	Place	Annual	13 November 2018 November 2019
7	LOIP updates		Executive	Michelle Mulvaney	Chief Executive	Flexible	13 November 2018

Item 5.2 - Rolling Actions Log

Culture and Communities Committee

September 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
1	31.05.16	BT Sport Scottish Rugby Academy: proposed lease of pitches and a changing pavilion in Sighthill Park	To request that full details of the lease were presented to the Culture and Sport Committee for consideration prior to the Finance and Resources Committee for approval of the leasing arrangements.	Executive Director for Communities and Families	Not specified	Recommended for closure – there has been no progress from Napier University on this project and no outstanding action for Council officers.
2	12.09.17	Appointments to Working Groups – 2017/18	To agree that a report would be brought back to Committee with proposals to establish a Child Poverty Action Unit, in collaboration with relevant conveners and committees.	Executive Director for Communities and Families / Chief Executive	Not specified	Recommended for closure – on the agenda for 11 September 2018.
3	14.11.17	Third Party Cultural Grants	To instruct the Executive Director of Place to provide	Executive Director of	November 2018	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		Funding – Review Update	a final update and report by mid-2018.	Place		
4	30.01.18	Managing our Festival City – Report and Scorecard	<p>1) To agree to continue to work with citizens, relevant services, partners and ward councillors to further develop an annual combined Festival City performance scorecard and Festivals highlight report, including values, status/trend, benchmarks and management actions and to investigate the feasibility of establishing a citizens’ panel to consider these issues.</p> <p>2) To agree that a report would be brought back to Committee outlining the work of the Festivals to support employment and</p>	Executive Director of Place	<p>January 2019</p> <p>March 2018</p>	<p>Closed – information contained in the PLACE report that was considered by Committee on 20 March 2018.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			encourage skills development			
5	20.03.18	Festival and Events Programme 2018/19	<p>1) To request a report by the Executive Director of Place on the funded Localities Fund projects and Local Festivals and Events in due course.</p> <p>2) To note that a report on funding recommendations for the 2019/20 events programme would be submitted by the Executive Director of Place no later than the January 2019 Committee meeting</p>	Executive Director of Place	January 2019	
6	20.03.18	Museums and Galleries – Alternative Opening Hours	To note that a progress report would be submitted to committee for review after six months of operation.	Executive Director of Place	January 2019	
7	20.03.18	West Princes Street Gardens and the Ross	To agree that the report be brought back with the business case to this	Executive Director of Place	October 2018	A report will be submitted to Committee in late summer to allow full public consultation to

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		Bandstand Project Update	committee, with the intention of referring it in full to Council for final sign off.			take place. The report will need to include a recommendation to refer the report onto Finance and Resources Committee.
8	20.03.18	Service Payment to Edinburgh Leisure – 2018/19	To request that a future report is provided, that details possible changes to service and funding agreements between the Council and Edinburgh Leisure taking account of the changing environment and emerging opportunities.	Executive Director for Communities and Families	February 2019	
9	20.03.18	Motion by Councillor Osler Sport (Agenda of 20 March 2018)	To receive a report within two cycles which will: 1) Explain the Council's current commitments towards sport provision and support within the City, other than provided through schools or Edinburgh Leisure. 2) Identify the funding	Executive Director for Communities and Families	11 September 2018	Recommended for closure – on the agenda for 11 September 2018.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>provision made by the Council in respect of such commitments.</p> <p>3) Provide the information requested under 3.1 and 3.2 above, separately for each of the four localities in our City."</p>			
10	31.05.18	City of Edinburgh Council - Fair Fringe and Fair Hospitality Charter Guidelines	Calls for report on the Charter's efficacy to go to Culture and Communities Committee after August 2019.	Executive Director of Place	November 2018	
11	31.05.18	City of Edinburgh Council Motion by Councillor Osler – Meadowbank Stadium (Agenda of 31 May 2018)	Council instructs the appropriate Directors to report in one cycle to the Culture and Communities Committee on agreements made to date on the strategic vision for the replacement Meadowbank Stadium, including details of when decisions were taken and all meetings at which they were	Executive Director of Place	September 2018	Recommended for closure – on the agenda for 11 September 2018.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			scrutinised publicly.”			
12	19.06.18	<p>Motion by Councillor Staniforth</p> <p>Development at the Jack Kane Centre</p> <p>(Agenda of 19 June 2018)</p>	Committee resolves that a report will be delivered to committee within one cycle giving options for immediate development at the Jack Kane site.	Executive Director for Communities and Families	September 2018	Recommended for closure – on the agenda for 11 September 2018.
13	19.06.18	Sport and Outdoor Learning	<p>1) To agree a further and more detailed report on Community Asset Transfer of sports facilities would be presented to this Committee in 2018-19.</p> <p>2) To agree a subsequent report to address the issues of sport for all ages as a key part of citizens’ health in communities and a separate report to consider the scheme of charges and the impact this would have on club</p>	Executive Director for Communities and Families	<p>February 2019</p> <p>November 2018</p>	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			use of school sports facilities.			
14	19.06.18	Antisocial Behaviour Strategy 2016-2019 – Update Report	<p>1) To request a further update on the progress of the Antisocial Behaviour Strategy in March 2019.</p> <p>2) To receive the new Antisocial Behaviour Strategy for 2019 – 2022 in March 2019.</p>	Executive Director for Communities and Families	March 2019	
15	19.06.18	Community Grants Third Sector Interface funding	To note that a report detailing the outcome of the review of grant funding to the three Third Sector Interface organisations would be provided to the committee in September 2018.	Chief Executive	September 2018	Recommended for closure – on the agenda for 11 September 2018.
16	23.08.18	City of Edinburgh Council Motion by Councillor Jim Campbell – Police Stations (as amended)	To request that a representative of the Scottish Police Authority attend the next meeting of the Culture and Communities Committee to discuss issues relating to	Convener	November 2018	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		(Agenda of 31 May 2018)	policing in Edinburgh.			



Item 6.1 – Business Bulletin

Culture and Communities Committee

10.00am, Tuesday, 11 September 2018

Dean of Guild Court Room, City Chambers, Edinburgh

Culture and Communities Committee

Convener:	Members:	Contact:
<p>Councillor Donald Wilson</p>  <p>Councillor Amy McNeese-Mechan (Vice-Convenor)</p> 	<p>Councillor Wilson (Convener), Councillor McNeese-Mechan (Vice-Convener), Councillor Brown, Councillor I Campbell, Councillor Doran, Councillor Doggart, Councillor Howie, Councillor Miller, Councillor Mitchell, Councillor Osler, Councillor Staniforth</p>	<p>Lynne Halfpenny Director of Culture Tel: 0131 529 3657</p> <p>Andy Gray Head of Schools and Lifelong Learning Communities and Families Tel: 0131 529 2217</p> <p>Health and Social Care Partnership</p> <p>Jamie Macrae Committee Services Tel: 0131 553 8242</p>

Recent news	Background
<p><u>Visually Impaired and BSL Signed Tours</u></p> <p>Descriptive Tours for Visually Impaired Visitors</p> <p>Join artist Tessa Asquith-Lamb for a tour specifically designed for visually impaired visitors. Please meet in museum and gallery receptions. Tours last an hour.</p> <p>Saturday 1 September, 2.00pm.</p> <p><i>Tour of 'Edwin G. Lucas: An Individual Eye' at the City Art Centre.</i></p> <p>The first major exhibition to focus on this unusual and enigmatic artist. Featuring over sixty artworks from public and private collections, including loans from the artist's</p>	

Recent news

Background

estate and the Scottish National Gallery of Modern Art, it traces the untold story of Lucas's life and career.

Free, but booking is essential, to book visit www.edinburghmuseums.org.uk or visit or phone the City Art Centre reception on 0131 529 3993. This tour has full disabled access.

Saturday 22 September, 2.00pm.

Tour of Museum of Childhood.

The Museum of Childhood has a place in the hearts of millions. The first museum in the world dedicated to the history of childhood, it displays toys and games from across the generations. The Museum also explores other aspects of growing up, from schooldays and clubs to clothing, health and holidays.

Free, but booking is essential, to book visit www.edinburghmuseums.org.uk or visit or phone the Museum of Childhood reception on 0131 529 4142. This tour will focus on Gallery One which has full disabled access.

Saturday 3 November, 1.00pm.

Tour of Lauriston Castle.

Join us for a tour of this enchanting Castle by the Sea. Step back in time and experience life in Edwardian Edinburgh. Marvel at the sumptuous rooms and beautiful décor.

Free, but booking is essential, to book visit www.edinburghmuseums.org.uk or phone Lauriston Castle on 0131 336 2060. This tour has some steps to the main floor of the house and there is no lift access.

Saturday 17 November, 2.00pm.

Tour of Museum of Childhood.

The Museum of Childhood has a place in the hearts of millions. The first museum in the world dedicated to the history of childhood, it displays toys and games from across the generations. The Museum also explores other aspects of growing up, from schooldays and clubs to clothing, health and holidays.

Free, but booking is essential, to book visit www.edinburghmuseums.org.uk or visit or phone the Museum of Childhood reception on 0131 529 4142. This tour will focus on Gallery One which has full disabled access.

BSL Interpreted Tours

Join us for special tours which will have a BSL interpreter present. Please meet in museum and gallery receptions. Tour will last one hour 30 minutes.

Saturday 22 September, 2.00pm.

Tour of The Writers' Museum.

This magical Museum celebrates the lives of three giants of Scottish Literature – Robert Burns, Sir Walter Scott and Robert Louis Stevenson. Home to portraits, rare books and personal objects including Burns' writing desk, the printing press on which Scott's Waverley Novels were first produced, and the rocking horse he used as a child. We have Robert Louis Stevenson's riding boots and the ring given to him by a Samoan chief, engraved with the name 'Tusitala', meaning 'teller of tales'. There is also a plaster cast of Robert Burns' skull, one of only three ever made.

Free, but booking is essential, to book visit www.edinburghmuseums.org.uk or visit or phone The Writers' Museum reception on 0131 529 4901. This museum has a series of stairs with no lift access.

Recent news

Background

Sunday 7 October, 1.00pm.

Tour of Lauriston Castle.

Join us for a tour of this enchanting Castle by the Sea. Step back in time and experience life in Edwardian Edinburgh. Marvel at the sumptuous rooms and beautiful décor.

Free, but booking is essential, to book visit www.edinburghmuseums.org.uk or phone Lauriston Castle on 0131 336 2060. This tour has some steps to the main floor of the house with no lift access.

Saturday 10 November, 2.00pm.

Tour of 'Edwin G. Lucas: An Individual Eye' at the City Art Centre.

The first major exhibition to focus on this unusual and enigmatic artist. Featuring over sixty artworks from public and private collections, including loans from the artist's estate and the Scottish National Gallery of Modern Art, it traces the untold story of Lucas's life and career.

Free, but booking is essential, to book visit www.edinburghmuseums.org.uk or visit or phone the City Art Centre reception on 0131 529 3993. This tour has full disabled access.

Saturday 17 November, 2.00pm.

Tour of Museum of Childhood.

The Museum of Childhood has a place in the hearts of millions. The first museum in the world dedicated to the history of childhood, it displays toys and games from across the generations. The Museum also explores other aspects of growing up, from schooldays and clubs to clothing, health and holidays.

Free, but booking is essential, to book visit www.edinburghmuseums.org.uk or visit or phone the Museum of Childhood reception on 0131 529 4142. This tour will focus on Gallery One which has full disabled access.

Meadowbank Art Project 2018

With the hoardings of Meadowbank presenting an ideal opportunity to display pupils' work, Lifelong Learning colleagues from City of Edinburgh Council worked with The Royal High Primary and Abbeyhill Primary who were keen to involve their Primary 5 classes and teachers in a local, creative project.

It was important for the project to not only produce a visually stunning end product but also for there to be a legacy for all involved. Staff and pupils learned new information and skills, made new connections and their work tells of a journey inviting the viewers who pass by to consider possibilities for the future.

This project had an intergenerational aspect with the memories and experiences recounted to Lorna Macdonald, Strategic Development Officer, Creative Learning by local elderly residents in Gordon Court and a group at Northfield Community Centre; fascinating stories full of passion and humour as well as tough times. These memories were shared with the pupils who conveyed them in their art work alongside their own impressions of Meadowbank from research they did and their thoughts on how they would like it to be in the future - colourful and fun, inclusive and green, beautiful design and space to be active too. By working through a creative process, these pupils developed fantastic ideas, conveyed in their own ways with individuality and style depicting diversity and ambition as well as fun.

Artist Heather Lucchesi of Lightbulb Arts was commissioned to run the inspiring workshops in both schools. The pupils and teachers learned new art skills such as pressprint, creative ways to use paint and cut paper techniques, with the work all being pulled together into a final striking design by Heather, ready for enlargement and printing then mounted onto the hoardings. Heather said of the experience – *“I thoroughly enjoyed meeting and working with the children. They were so welcoming, energetic and full of ideas. I tried to capture this feeling in the artwork. That’s why it is such a busy, lively image”*

Recent news

Background

The launch event was a moment to enjoy, celebrate achievement, admire and discuss with Councillor Ian Perry, Convener of Education, Children and Families Committee and Councillor Amy McNeese-Mechan, Vice Convenor of Culture and Communities both helping pupils to cut the ribbon to much excitement and applause. Councillor Perry said – *“It was a great effort from all involved. The artwork, a mixture of recollections of the area and ideas for the new Meadowbank, certainly showed the City at its best and most creative! Congratulations to all our young people who will have their work proudly displayed and thank you to the residents who contributed their memories.”*

These pupils were tangibly delighted to see the combined work of both classes enlarged and striking in a public space. Senior manager David Bruce commented – *“I was so impressed with the work of the pupils working with a skilled artist and those that supported them. Arts and Creative Learning colleagues in the Lifelong Learning Service brokered and shaped this project and I am delighted to have been at the opening of the resulting artwork which tells a story about the past and the future. I hope local people will enjoy it!”*





Edinburgh Armed Forces Day 2018

On Saturday 30 June, the Council and partners celebrated Armed Forces Day with a parade to recognise the outstanding contribution by those who serve, and have served in the Armed Forces. Around 500 serving personnel, veterans and cadets, their families and supporters, marched from Charlotte Square to St Andrew Square via George Street, where the Lord Provost welcomed a variety of live music acts to the stage.

A Flag Raising ceremony took place on Monday 25 June at the City Chambers, at which the Lord Provost and representatives from the Armed Forces and Veteran Scotland were in attendance. The Flag Raising Ceremony

is a national event occurring simultaneously across the country to launch Armed Forces Day and Edinburgh's involvement.



Photo Credits: Ian Georgeson

Black History Month

Museums and Galleries Learning and Programmes staff are working with Black History Month to host a series of lectures over our service in the month of October for Black History Month. Visit www.edinburghmuseums.org.uk and search for Black History events.

The Wee Museum of Newhaven

The Wee Museum of Newhaven is a small museum in Victoria Primary School. It was developed in 2010 and originally opened in early 2011. In autumn 2018 a new exhibition - Newhaven Stories - will open. The exhibition will look at the stories of the fisherfolk of Newhaven, the history of the school and the impact of war on Newhaven. The museum is open to the public by appointment with the school (telephone number 0131 476 7306).

This project has involved museums working with Newhaven Heritage Centre, the school and the Haven Centre at Newhaven Church. The objects on display have been chosen by pupils at the school and the display will include oral history testimony collected from the local community.

The funding from this project came from the HLF as part of a project being run by Newhaven Heritage Centre.



Esther Liston, the last working Newhaven fishwife

Proud City

The Proud City exhibition explores LGBTQIA+ history in Edinburgh. The exhibition was originally displayed in the People's Story Museum, but a smaller touring version of the display has been visiting community venues and high schools. This has included touring to Stockbridge, Oxfangs and Fountainbridge Libraries and to Gracemount, Forrester, Portobello and Boroughmuir High Schools.

**Assembly Rooms**

During June, July, and August there were many highlights at the Assembly Rooms:

Hillsong Edinburgh (8 June)

Edinburgh Whisky Festival (16 June)

Wine Society – The wines and wine makers of South America (26 June)

West Princes Street Gardens Project – Drop In Session (18 July)

Heartsong – EnGAGE Concert (21 July)

Assembly Festival (1-28 August)

BenDeLaCreme's Inferno A go-go (1 September)

Forthcoming Events:

*APSE annual Seminar and Service Awards - 12-13
September*



Exploring excellence in frontline services, this exciting trade show will showcase the latest in local government developments.

The Many Fictions of William Boyd - 19 September

William Boyd takes to the stage – his only Scottish appearance – to talk about his life as a creator of many fictions, beginning with the publication of his first novel, *A GOOD MAN IN AFRICA* in 1981 and ending with an exclusive reading from his new novel, *LOVE IS BLIND* – which will go on sale at this show.



Edinburgh Big Curry by ABF The Soldiers' Charity - 28 September



With an Army 'twist' to the day, the lunch offers tasty food (curry!) from a top Edinburgh caterer and a chance to make new contacts, whilst meeting Scotland's soldiers. Enjoy a bit of military pageantry, and hear from an inspirational guest speaker while dining.

Olafur Arnalds - 29 September

BAFTA Award winning artist, composer, musician and producer Ólafur Arnalds adds more dates to his worldwide tour, his first in over three years. The tour features a uniquely wired string quartet, a live drummer/percussionist and Ólafur's playground of pianos and synthesisers.



Assembly Rooms Open Days - 30 September

Visitors to the Assembly Rooms will have the chance to explore a world of captivating heritage, unrivalled service and impressive, versatile spaces, as the prestigious George Street venue joins other buildings in the city, and throughout Scotland, in opening its doors to the public as part of the annual Cockburn Association Doors Open Day activity. Celebrating the Year of Young People, Jackie Lee of Artemis will be providing 'finishing lessons' to allow visitor and locals alike to learn the art of Georgian etiquette. Guided tours of the building will be available throughout the day.

Lauriston Castle

Pre-booking and advance payment are essential for all events.

To book – go to www.edinburghmuseums.org.uk, or telephone on 0131 529 3993 (Monday-Saturday 10.00am-5.00pm, Sunday 12.00noon-5.00pm), or call in at the City Art Centre Reception (Monday-Sunday, 10.00am-5.00pm).

Recent news

Background

For further information (non-booking information) about any event, contact Margaret Findlay, Learning and Programmes Manager, on 0131 529 3963, or email margaret.findlay@edinburgh.gov.uk.

Full information on all events at Lauriston Castle, including booking information, can be found at the Museums and Galleries website – [here](#).

LECTURES

All of our lecture mornings cost £9 and include a friendly lecture where you have the opportunity to meet our guest lecturer, have coffee and cakes and get a special tour.

Take advantage of our special offer, book 10 lectures for £80.

Monday 3 September, 10.30am

Sub-Roman Glasgow

Friday 7 September, 10.30am

The Davidsons of Davidson's Mains

Thursday 13 September, 10.30am

One Hundred and Sixty Copperplates: Andrew Bell's Illustrations for the first edition (1771) of the Encyclopaedia Britannica

Wednesday 19 September, 10.30am

The 11th and 12th Dukes of Hamilton and Hamilton Palace: Completion and Desertion

Monday 24 September, 10.30am

The Hidden Lives of Early Scottish Children's Books

Recent news	Background
<p>Wednesday 3 October, 10.30am <i>Sick Picts from the May Island Monastery: Disease and Healthcare in Early Medieval Scotland.</i></p>	
<p>Thursday 4 October 10.30am <i>Sorley Maclean, Gaelic and Edinburgh</i></p>	
<p>Saturday 6 October, 10.30am <i>Discovering Georgian Lauriston: The House and its Neighbours West of Edinburgh.</i></p>	
<p>Tuesday 16 October, 10.30am <i>The Life and Times of HMS Unicorn</i></p>	
<p>Wednesday 24 October, 10.30am <i>Landing in Paradise: The Vikings in Scotland.</i></p>	
<p>Tuesday 6 November, 10.30am <i>Hunting, Shooting and Fishing: The Architecture of Highland Holidays</i></p>	
<p>Wednesday 14 November, 10.30am <i>Edwin G. Lucas: An Individual Eye</i></p>	
<p>Monday 19 November, 10.30am <i>Meet Me at Maules</i></p>	
<p>Wednesday 21 November, 10.30am <i>The Incorporated Trades of Edinburgh</i></p>	

Recent news	Background
<p>Tuesday 27 November, 10.30am <i>Scottish Samplers: Hidden Histories</i></p> <p>SPECIAL EVENTS FOR THE FAMILY</p> <p>Saturday 8 September 11.00am – 4.00pm <i>WW1 at Lauriston Castle</i></p> <p>Saturday 13 October, 11.00am - 1.15pm <i>Picnic and Play with Licketyspit</i></p> <p>Thursday 18 October, 11.00am - 12.30pm <i>Halloween Wand Making Workshop</i> With our partners Edinburgh International Magic Festival.</p> <p>Saturday 20 October, 10.30am – 12.00noon <i>Halloween Magic School with Edinburgh International Magic Festival</i> With our partners Edinburgh International Magic Festival.</p> <p>Sunday 28 October, 10.00am – 1.00pm <i>The Spooky Castle</i> With our partners Edinburgh Horror Festival.</p>	

COSTUMED PERFORMANCES

Sunday 23 September, 2.00pm and 3.00pm

Mr Barton's Theatricals

Adult £5 (£6.50), Child £3 (£4.50), Family £12.50 (£17)
(Price in brackets includes tea and cakes)

Mr Reid's brother-in-law has devised a short play about John Law, the economist, who was notorious in the late 17th and early 18th centuries as a convicted murderer, escaped prisoner, rogue, founder of the first national bank in France and one-time owner of Lauriston. He is wanting an audience for it. Why not join the family and selected staff who have been invited to attend and see how they react to this potential theatrical masterpiece?

MURDER MYSTERIES

Our murder mysteries are highly acclaimed. This is a newly scripted play, set against the highly atmospheric back-drop of Lauriston Castle.

Friday 9 November, 7.00pm – 10.00pm

Saturday 10 November, 7.00pm – 10.00pm

A Reunion with Death

£20, includes a glass of wine/prosecco on arrival and at interval

Several people who have not seen each other for a long time come together at the Laurels. Passions run high culminating in a death. Who was responsible, how and why? This is the latest in Edinburgh Living History's annual murder mysteries. These are proving more and more popular so be sure to book early and bring your little grey cells with you.

OUR PROGRAMME WITH EDINBURGH HORROR FESTIVAL

Friday 26 October, 6.00pm

Edinburgh Ghost Stories

To book go to: www.edhorrorfest.co.uk

Friday 26 October, 7.30pm

The Twilight Seance

To book go to: www.edhorrorfest.co.uk

Saturday 27 October and Sunday 28 October, 3.00pm or 4.30pm

The Haunted Hunt: Monsters of the Castle

To book go to: www.edhorrorfest.co.uk

Saturday 27 October, 6.00pm

Out of the Leftfield

To book go to: www.edhorrorfest.co.uk

Saturday 27 October and Sunday 28 October, 8.00pm

The Haunted Hunt: Monster of the Castle

To book go to: www.edhorrorfest.co.uk

ADULT WORKSHOPS

All our adult workshops include tea/coffee and cake at breaks. Please bring a packed lunch. Take advantage of our deal, and book four adult creative workshops to get a 10% discount.

Saturday 1 September, 10.30am -3.30pm

Painting from Nature

Saturday 8 September, 10.30am - 3.30pm

Stitched Open Spine Book

Sunday 14 October, 10.30am – 2.00pm

Autumn Wreaths

Saturday 24 November, 10.30am - 3.30pm

Four Calling Birds.....

FAMILY WORKSHOPS

All our family learning workshops include drinks and cake at the break. Take advantage of our deal. Book four family learning workshops and get a 10% discount.

Saturday 15 September, 10.30am - 12.30pm or 1.30pm - 3.30pm

Ahoy Me Hearties!

Sunday 21 October, 10.30am - 12.30pm or 1.30pm - 3.30pm

Decorative Scrap Paper Tree

Recent news

Sunday 4 November, 10.30am - 12.30pm or 1.30pm - 3.30pm

Puppet Workshop Theatre

Sunday 18 November, 10.30am - 12.30pm or 1.30pm - 3.30pm

Sparkling Snowmen

Background

Processions

2018 marks the centenary of the Representation of the People Act 1918 which gave some women the right to vote. To celebrate this occasion museums staff supported the Processions event which took place on 10 June, as reported in the last business bulletin. Three public workshops took place at the Museum of Edinburgh, linking to the current women's suffrage exhibition. We also ran workshops with Link up Women's Resource Centre and with George Heriot's School Feminist Society. These workshops enabled the museums to collect oral history from women about their experiences of protest and for participants to create banners and flags to take on the Processions event.

A team of museum staff also took part in the event carrying banners and flags made by participants in the public workshops.



Recent news	Background
<p><u>Skills for Success Management Trainee</u></p> <p>As part of the Skills for Success Heritage Lottery funded programme, Learning and Programmes are working with Museums and Galleries Scotland to host a one year paid post. Hermoine Hoffman started with the service on 22 August, and will be working on increasing capacity in the area of formal education with a focus on creating school material and increasing visits by schools to our Royal Mile museums and visits by community groups to all museum venues.</p>	
<p><u>Usher Hall</u></p> <p>Usher Hall programme highlights during June, July and August included;</p> <p>RSNO Oundjian Conducts Mahler Nine (1 June)</p> <p>Lunchtime Concerts with John Kitchen (4, 11 and 18 June)</p> <p>Nashville Live (6 June)</p> <p>RSNO: Classic FM Hall of Fame (8 June)</p> <p>The Scottish Fiddle Orchestra Summer Concert (9 June)</p> <p>Love Music Community Choir Summer Term (11 June)</p> <p>Future Islands (14 June)</p> <p>RSNO: Classics at the Movies (15 June)</p> <p>Kevin and Karen Dance: The Live Tour (30 June)</p> <p>Blame it on Bianca Del Rio (21 July)</p> <p>Sir Ranulph Fiennes – Living Dangerously (27 July)</p> <p>Edinburgh International Festival (3-27 August)</p>	

*Forthcoming Events:**Lunchtime concerts with John Kitchen - 10 and 17 September*

Join City Organist John Kitchen for his popular lunchtime concerts.

*Usher Hall presents in partnership with Live Music Now Scotland Emerging Artists:*

Prismatic Winds
10 September

Laura McFall and Kristine Donnan
17 September



Presenting a programme of quintet works from across Europe.



Signing a programme of Quilter, Hugo Wolf and French song, Finishing with their own special arrangement of popular Irish folksong Danny Boy.

Bishop Robert Barron: Proclaiming Christ in Our Culture - 6 September

Bishop Robert Barron is a popular Catholic author, speaker, theologian. Speaking for the first time in Scotland, Bishop Barron will be addressing the issue of 'Proclaiming Christ in our Culture'. All are very welcome.



Party Like Gatsby - 8 September



It was 1922. Prohibition, alcohol, and excess. Jay Gatsby's Mad Mansion was known to be haunted by a kaleidoscopic carnival of every walk of life. It was full of pleasure and temptation. A place of spectacular show and grand party. It was where glamour approached chemical madness. In the centre of it, the mysterious Jay Gatsby.

Jurassic Park – In Concert – 25th Anniversary - 15 September

One of the most thrilling science fiction adventures ever made, and featuring one of John Williams' most iconic and beloved musical scores, Jurassic Park transformed the movie-going experience for an entire generation and became the highest-grossing film of all time in 1993, winning three Academy Awards®. Now audiences can experience this ground-breaking film as never before: projected in HD with a full symphony orchestra performing Williams' magnificent score live to picture.



Biffy Clyro MTV Unplugged - 21 September

Although their live shows are best known for their electrifying and explosive energy, Biffy Clyro have often demonstrated that their songs possess an added poignancy when stripped back to their essence. Now the band can announce details of their first acoustic album, 'MTV Unplugged: Live at Roundhouse London'. The MTV Unplugged Tour presents a chance for a wider audience to see Biffy Clyro play a rare full-length acoustic set, rich with favourites from the Biffy catalogue.



*BBC Scottish Symphony Orchestra – Gershwin’s
“Rhapsody in Blue” - 23 September*



Drums sound, trumpets stand plain and proud: Copland’s *Fanfare for the Common Man* has become a symbol of all that’s noble in the American Dream, and as Thomas Dausgaard launches our new Season, we celebrate American music at its most life-affirming. Augusta Read Thomas’s brand-new work *Brio* lives up to its name and bursts with vim and vigour, while George Gershwin offers a swinging salute to the city that never sleeps – delivered by a pianist who’s a byword for brilliance. And then six world-class singers lift up their voices in *Songfest*, Leonard Bernstein’s big-hearted celebration of America in all its tolerance, diversity, tenderness and optimism. Originally written for the US Bicentennial celebrations, it’s more relevant than ever in its composer’s 100th anniversary year

Joan Armatrading - 25 September

As the very first UK female singer/songwriter to gain international success, Joan Armatrading has spent the last 45 years touring and recording. 2018 brings Joan into her 46th year in music and only the second time that she will be performing a tour completely solo. Joan has written and recorded new music for this tour and will be singing many of those songs, but not to worry, your favourite classics from the past will be included.

*SCO – Beethoven Violin Concerto - 27 September*

What a way to open a Season! A melting pot of musical, artistic and creative wealth delivered by Enrique Mazzola – an Italian full of passion and life, and a happy, sunny character. Sibelius' Third Symphony oozes with desperate intensity while Nielsen's Helios is a vivid musical evocation of sunshine shimmering and glittering on the sea. The warmth continues with one of Norway's brightest stars Vilde Frang, who joins for Beethoven's noble Violin Concerto.



Sports Events Update

On Sunday 24 June Edinburgh played host to a very successful Let's Ride mass cycling event, where some 7,000 residents and visitors enjoyed cycling around a traffic-free loop in the city centre. The event was sponsored by HSBC (UK), and run in collaboration with Scottish Cycling and British Cycling. As per last year, an event village was set up in the Meadows, and local cycling bodies were invited to have a presence on the site, in partnership with the Edinburgh Festival of Cycling. And a festival atmosphere was indeed generated by the many families who came along to enjoy the cycling and all the attractions, such as the cycling skills course, free bike servicing, and all things cycling-related being purveyed at the numerous stalls around the village.



The following Sunday more sporting action was to be found in Holyrood Park, home to the finish of the Edinburgh Ironman 70.3 event. This is the second year this event has been hosted in Edinburgh and the Lothians, but this year the weather was more friendly than in 2017 (when the swim element at Cockenzie had to be curtailed due to high winds). Many people came out to watch the finish in a sun-drenched Holyrood Park, which was keenly contested by an international field of athletes.



Portobello Beach has now become the home training ground for the Scottish Beach Volleyball squad, and hosted a European Junior Beach Volleyball Tournament on the weekend of 25/26 August. This was a great showcase for young people to take part in what is a fast-growing sport in a great environment, and is free for spectators.

European Championships

From 6-12 August the Royal Commonwealth Pool hosted the European Diving Championships, as part of the new multi-sport European Championships event which took place in and around Glasgow, with the Athletics being held in Berlin. The event was broadcast live, and also as highlights on the BBC and across Europe. GB were the most successful diving nation in the Pool, and local divers Grace Reid and James Heatly contributed to that success by both winning Championship medals.

Recent news	Background
<p><u>2022 World Sprint Orienteering Championships</u></p> <p>In collaboration with EventScotland, the Governing Bodies and other partners, Edinburgh submitted a bid earlier this year to host the 2022 World Sprint Orienteering Championships. This is a new urban event which will be staged for the first time in Denmark in 2020.</p> <p>It has now been announced that Edinburgh has won the right to host this prestigious sporting Championships, beating Paris for the honour. The event will take place in several locations around the city, with the finals taking place on the Royal Mile, which will provide a stunning location to showcase the city to the many millions of television spectators across the world. Alongside the elite event, there will also be opportunities for recreational participants from all over the UK to join in.</p>	
<p><u>Writers' Museum</u></p> <p>Gallery Tours</p> <p>Join one of our excellent guides on a spotlight tour of the museum. There is no need to book for groups fewer than 10 people. Please meet at reception.</p> <p>Fridays at 3.00pm.</p> <p>Saturdays at 3.00pm.</p>	
<p><u>Storyworlds: Paper Sculptures by Edinburgh Young Artists</u></p> <p>Museums and Galleries Learning and Programmes team are working with senior art students in Edinburgh secondary schools to create an autumn exhibition at the Writers' Museum.</p> <p>Storyworlds is an exhibition to celebrate the Year of Young People. The exhibition of paper sculptures will be created by senior students of art from a variety of Edinburgh Secondary Schools. Students took inspiration from the Writers' Museum and Scottish Literature and worked with artist Tessa Asquith Lamb and our Learning and Programmes Team to develop artwork inspired by the diverse legacy of Scottish Literature. The result will be a magical group of sculptures showing tiny enchanted storyworlds under glass domes. The exhibition will also include work by local artist Tessa Asquith Lamb.</p>	

City Art Centre

Full information on all events and exhibitions at the City Art Centre, including booking information, can be found at the Museums and Galleries website – [here](#). Booking can also be done by telephone – 0131 529 3993.

Family Events

Friday 19 October, 10.30am - 12.30pm or 1.30pm - 3.30pm

The Edinburgh Sketcher in the Gallery

Suitable for all the family. Free drop in, no need to book.

Adult Creative Events

Saturday 15 September, 12.30pm - 4.30pm

Exploring Bookbinding and Cyanotype

Booking essential.

Saturday 6 October, 10.30am - 3.30pm

Exploring Surrealism

Booking essential.

Saturday 13 October, 10.30am - 3.30pm

Stereoscopic 3D Images - Creative Workshop

Free event, but booking essential.

ArtSpace at the City Art Centre

Come in and experience our family activity area to complement our current exhibitions. The space is FREE and open during normal gallery times. Why not come and spend family time exploring and getting creative!

Free drop-in, no need to book.

Recent news	Background
<p>Tours and Talks</p> <p>Thursday 27 September, 3.00pm <i>In Focus: Scottish Photography - Curator's Tour</i> Free event, but booking essential.</p> <p>Thursday 27 September, 2.00pm <i>Light in the Darkness: Hill and Adamson's Pioneering Photography</i></p> <p>Thursday 11 October, 2.00pm <i>Edwin G. Lucas: An Individual Eye - Special Tour by Alan Lucas</i> Free event, but booking essential.</p> <p>Saturday 20 October, 2.00pm <i>Photography into Art</i> Free event, but booking essential.</p> <p>Saturday 27 October, 2.00pm <i>The Morton Photographic Project: Exploring the Photographic Collections of the National Trust for Scotland</i> Free event, but booking essential.</p> <p>Saturday 24 November, 2.00pm <i>Behind 'Spectacular Scotland'</i> Free event, but booking essential.</p>	

Photography Tours

To complement our *In Focus: Scottish Photography* exhibition, we are thrilled to be collaborating with Jessops who are offering three special photography tuition photo-walks. Bring your camera and receive expert tuition looking at some of the City Centre landmarks.

Saturday 8 September - Family Day for over 12yr olds and parents.

10.00am – 4.00pm - stopping for a lunch break - bring a packed lunch.

£6 per person

The walk will start and finish at Jessops store, [8 Castle St, Edinburgh EH2 3AT](#). Meet at 10.00am.

Booking essential. To book, please contact the City Art Centre reception on 0131 529 3993 or visit www.edinburghmuseums.org.uk

Saturday 15 September - Adult Day

10.00am – 4.00pm - stopping for a lunch break - bring a packed lunch.

£10 per person

The walk will start and finish at Jessops store, [8 Castle St, Edinburgh EH2 3AT](#). Meet at 10.00am.

Booking essential. To book, please contact the City Art Centre reception on 0131 529 3993 or visit www.edinburghmuseums.org.uk

Recent news	Background
<p>Saturday 6 October - Adult Day</p> <p>10.00am – 4.00pm - stopping for a lunch break - bring a packed lunch.</p> <p>£10 per person</p> <p>The walk will start and finish at Jessops store, 8 Castle St, Edinburgh EH2 3AT. Meet at 10.00am.</p> <p>Booking essential. To book, please contact the City Art Centre reception on 0131 529 3993 or visit www.edinburghmuseums.org.uk</p> <p>Gallery Tours</p> <p>Join one of our excellent guides on a spotlight tour of our exhibitions. There is no need to book for groups fewer than 10 people. Please meet at reception. A portable loop system is available to amplify the guide. The fm loop system is compatible with hearing aids with a T switch and can be used with headphones.</p> <p>Fridays at 3.00pm.</p> <p>Saturdays at 3.00pm.</p>	
<p><u>200 years of Emily Bronte</u></p> <p>In August the City Art Centre hosted an event to celebrate the birth of Emily Bronte 200 years ago. The Brontes left a powerful legacy and continue to inspire writers and women today. The event consisted of live music, performance and readings and took place on the evening of 24 August. A special violin has been crafted from a tree from Charlotte Bronte’s childhood garden by local violin maker Steve Burnett.</p>	

Museum of Childhood

Full information on all events and exhibitions at the Museum of Childhood, including booking information, can be found at the Museums and Galleries website – [here](#). Bookings can also be made by telephone on 0131 529 4142.

Performance Shows

Saturday 15 September, 12.30pm, 2.00pm and 3.30pm

Rubik's Cube-solving Masterclass with Adam Black

Booking essential.

The Family Programme

Come along to the museum and join our drop-in family sessions, running the last Saturday of each month (except December) with artist Norlyne Rosewarne. Each session is devised to take inspiration from our unique collections and where you will get the chance to make something very special. Sessions are free and drop in, so there is no need to book, just come along! This programme is generously sponsored by the Friends of the City Art Centre and Museums.

Saturday 29 September, 10.30am - 12.30pm or 1.30pm - 3.30pm

A Home for Teddies and Trains

Saturday 27 October, 10.30am - 12.30pm or 1.30pm - 3.30pm

Scary Masks

Saturday 24 November, 10.30am - 12.30pm or 1.30pm - 3.30pm

Enchanted Hand Wreath

Recent news

Background

Gallery Tours

Join one of our excellent guides on a spotlight tour of our exhibitions. There is no need to book for groups fewer than 10 people. Please meet at reception.

Fridays at 3.00pm.

Saturdays at 3.00pm.

Events to Accompany 'Growing up With Books'

Family Art Sessions

Saturday 22 September, 1.00pm – 4.00pm

Peter Pan

Free drop-in, no need to book.

Saturday 22 September, 10.30am - 12.30 pm or 1.30pm - 3.30pm

Marvellous Puppets

Free drop-in, no need to book.

Saturday 13 October, 10.30am - 12.30 pm or 1.30pm - 3.30pm

The Spooky Enchanted Forest

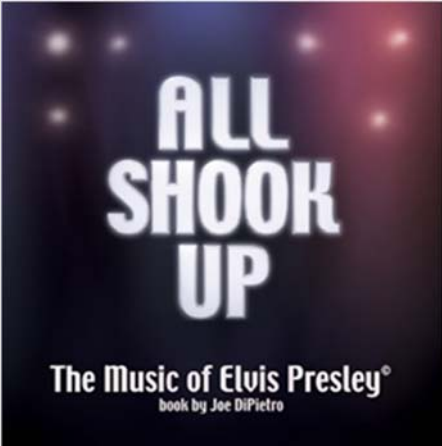
Free drop-in, no need to book.

Saturday 3 November, 10.30am - 12.30 pm or 1.30pm - 3.30pm

The Biggest Explosion

Free drop-in, no need to book.

Recent news	Background
<p><u>Family Storytelling Sessions</u></p> <p>Sunday 2 September, 2.00pm</p> <p><i>Dara the Dormouse with Fuschia Phlox</i></p> <p>Free drop in, no need to book.</p> <p>Saturday 8 September, 1.00pm – 3.00pm and 3.30pm - 4.30pm</p> <p><i>Magical Victorian Fairy Tales</i></p> <p>Free drop in, no need to book.</p> <p>Edinburgh International Storytelling Festival</p> <p>Saturday 20 October, 1.30pm - 4.30pm (stories throughout the afternoon)</p> <p><i>Once Upon a Book</i></p> <p>Scottish Storytelling Centre and Museum of Childhood</p> <p>Free Event but booking is essential. Tickets bookable at www.tracscotland.org.</p> <p>For Adults</p> <p>Fridays 28 September, 19 October, 9 and 30 November 2018, 2.00pm – 4.00pm</p> <p><i>Growing up with Books – and writing your own!</i></p> <p>To book, contact the Museum of Childhood reception on 0131 529 4142. Please note this is a four week course and payment is in full at booking.</p>	

Recent news	Background
<p>Adult Creative Workshops</p> <p>Saturday 1 September, 10.30am - 3.30 pm</p> <p><i>Stitching Stories</i></p> <p>Booking is essential, to book please contact the Museum of Childhood reception on 0131 529 4142 or visit www.edinburghmuseums.org.uk</p>	
<p><u>Church Hill Theatre</u></p> <p>Highlights during June and July include:</p> <p>Rock and Roll Revolution (27 June)</p> <p>Edinburgh Gay Mens Chorus Summer Concert (30 June)</p> <p><i>Forthcoming Events:</i></p> <p><i>All Shook Up by Lothian Youth Arts and Musical Theatre - 5-6 September</i></p> <p>Inspired by and featuring the songs of Elvis Presley.</p> 	

Recent news

Background

Showcase Musical Productions - 26-30 September

Using a wide variety of musical styles and sources, registered Scottish Charity Showcase draw on a rich vein of amateur musical talent in the Edinburgh area. Raising funds for Macmillan Cancer Support.



And The Beat Goes On by Edinburgh Police Choir - 30 September

The Choir's 10th anniversary concert, join them on a 10-year journey entertaining audiences throughout the country and raising thousands of pounds for various charities.



Museum of Edinburgh

The Edinburgh City Guard at Museum of Edinburgh

The Edinburgh City Guard are coming to the Museum of Edinburgh on selected Saturdays. Come along and learn what it was like to be a City Guard on the streets of Edinburgh. The Edinburgh City Guard is a mid-18th century living history group based in the Scottish capital, bringing to life Edinburgh's red-coated civic defence force.

Recent news

Background

Today the Edinburgh City Guard re-enactment group is part of the Alan Breck's Regiment, and members recreate not only the urban sentinels of the Guard but also a redcoat infantry unit on campaign in Scotland during the Jacobite Rising of 1745.

The officers and sentinels of the Edinburgh City Guard look forward to meeting you soon...

For specific performances contact the Museum of Edinburgh on 0131 529 4143 or visit www.edinburghmuseums.org.uk

Talks and Lectures

Full information on all events at the Museum of Edinburgh, including booking information, can be found at the Museums and Galleries website – [here](#). Booking can also be done by telephone – 0131 529 4143.

Saturday 1 September, 2.00pm

Mayhem in Long Dresses: The Scottish Suffragettes

Free event, but booking essential.

Edinburgh International Storytelling Festival

Scottish Storytelling Centre and Museum of Edinburgh

Sunday 28 October, 1.30pm (2hrs 30)

Guisers Galore

Family Event

Free (ticketed). Tickets bookable from September on www.tracscotland.org

Please meet at Scottish Storytelling Centre.

Recent news	Background
<p>Gallery Tours</p> <p>Join one of our excellent guides on a spotlight tour of our museum. There is no need to book for groups fewer than 10 people. Please meet at reception.</p> <p>Fridays at 3.00pm.</p> <p>Saturdays at 3.00pm.</p>	

Forthcoming activities:

Culture and Communities Committee

10am, Tuesday 11 September 2018

Physical Activity and Sport Strategy

Item number	8.1
Report number	
Executive/routine	
Wards	All
Council Commitments	17, 28, 39, 42, and 47

Executive Summary

It was agreed on June 19, 2018 at the Culture and Communities Committee to produce a new Physical Activity and Sport Strategy for the period 2019-2023. This report lays out the likely drivers, factors and influences on the pending strategy and the recommended approach to consultation.

The sporting landscape in Edinburgh has undergone a significant transformation in the last five years. Facility wise we have seen the opening of the Oriam Performance Centre at Heriot Watt University and the refurbishment of the Royal Commonwealth Pool. In terms of other major facility developments, the new Meadowbank Stadium is planned to re-open in 2020 and the University of Edinburgh have major plans for upgrading their sporting complex at Peffermill.

In tandem with this has been the development of the school estate. The building of new schools at Forrester/St Augustine's, James Gillespie's, Portobello High School, and Queensferry High Schools (now underway) has produced modern high class sporting facilities into these communities. The first three named schools are now part of a network of community sport hubs across the city.

In addition to this we have seen the emergence of community led initiatives such as the Spartans Community Football Academy, Inch Park Community Sport Hub and Projekt 42 in Leith. These organisations are using sport and physical activity as the tool for personal and community development. Similarly, we have successful examples of sports centres at the Craggs and at Queensferry being asset transferred to local organisations. As a result of

the Community Empowerment (Scotland) Act of 2015 this is likely to be a developing picture over the next decade.

In line with the City Vision and the Council's Business Plan one of the key challenges that we currently face is addressing inequality. It is expected that this shall be at the heart of the new Physical Activity and Sport Strategy.

We are fully aware through work such as the '1 in 5' Poverty Awareness report (referenced in background reading section) that there is a gap between the affluent parts of Edinburgh and areas of multiple deprivation. In a sporting context and backed by evidence being produced through ASMO (sport Scotland's Active Schools Monitoring Online reporting system) this gap shows itself in the range of club provision, the levels of participation and personal achievement of young people living in specific neighbourhoods within our city.

The range of Cultural Grants to organisations in Edinburgh (as detailed in the Culture and Communities Committee Report of March 2018) is impressive. Consideration could be given to exploring options to create a similar approach to funding sports organisations.

Physical Activity and Sport Strategy

1. Recommendations

- 1.1 Note the contents of this report and the intention to hold a series of consultations in Edinburgh with key partners, sports clubs and other community organisations.
- 1.2 In relation to addressing inequalities to agree to a further report on option regarding establishing a grants scheme for voluntary sports organisation to support their work in areas of deprivation for next financial year 2019-20.

2. Background

- 2.1 The previous Physical Activity and Sport Strategy was approved in March 2014. It covered the period 2014-17. It was agreed on June 19, 2018 to produce a new strategy for the period 2019-2023.

3. Main report

- 3.1 In July 2018 at the Community Sport Hub at Forrester High School, the new Minister for Public Health, Sport and Wellbeing, Joe Fitzpatrick launched the Scottish Government's national Physical Activity Delivery Plan (see Appendix 1). This plan plays a significant role and will shape the future investment in physical activity and sport over the coming years. Our local plans and strategy for Edinburgh shall include many of the programmes and initiatives referenced in this document.
- 3.2 The national agency for sport, sportscotland are in the process of consulting on their next Corporate Plan. This is being done through an online questionnaire and a series of consultation meetings with Local Authorities, Leisure Trusts, National Governing Bodies and other organisations. Sportscotland currently invest 830k per annum in Edinburgh. The two flagship programmes are Active Schools and Community Sport Hubs. It is hoped these programmes shall receive continued funding for the period 2019-23. Their new Corporate Plan and related investment streams shall greatly influence the direction and implementation of our citywide strategy.
- 3.3 Another key driver of our future strategy is emerging through the Local Improvement Plans. It was felt extremely important to wait for these local plans to be published prior to the publication of any citywide plan for Edinburgh. We are now in a position to confirm that increasing physical activity is a key outcome and gaining access to affordable facilities and sporting/leisure opportunities is an ambition shared by all the neighbourhood sectors. The first outcome in Scotland's

National Physical Activity Plan is to encourage and enable the inactive to be more active. With this in mind we consider the work being done at a local level through the Physical Activity Health Alliances shall assist shape the direction of the new strategy.

- 3.4 It is expected that any new investment agreement with sportscotland shall have a strong focus on reducing inequalities. Children and families experiencing poverty is a feature in almost all our schools and neighbourhoods but there is a widening gap between the affluent parts of the city and areas of multiple deprivation. The recent report entitled 'I in 5' Poverty Awareness captures the key issues (see Background reading 10.1). In a sporting context poverty shows itself in the lack of club provision, the levels of participation and personal achievement of people living in specific neighbourhoods within our city.
- 3.5 The Community Empowerment (Scotland) Act of 2015 allows for greater influence over community planning, local service provision and the use of land and buildings. We are entering an era of co-production with communities for better services. The City of Edinburgh Council like many other local authorities faces financial pressures and maintaining the desired level of subsidy and investment in all our sports centres, pavilions and pitches is challenging. In addition to Edinburgh Leisure there is a wide mix organisations (for example, the Spartans Community Academy, the Inch Park Community Sports Club, the Queensferry Sport and Community Hub) that are proving capable of successfully running sports facilities. In the period of the forthcoming strategy and the next decade we fully expect more facilities to be transferred to community ownership. We need to be able to remove barriers to accessing our sporting estate and be open to new possibilities. We also need to ensure this process is straightforward and transparent and we as an enabling Council are as supportive to sports clubs and community organisations as possible.
- 3.6 The City of Edinburgh Council works closely with a wide range of partners such as sportscotland, Edinburgh Leisure, NHS Lothian, National Governing Bodies, Universities, Independent Schools, sports clubs and community groups. We recognise these organisations all have their own visions, aims and priorities and many of these shall be achieved without the presence of an overarching city strategy. However, to address the major issues of the day such as poverty and community empowerment we fully believe that these cannot be achieved unless all key partners are on board and actively engaged in change and the co-production of better services.
- 3.7 In order we engage in change and bring a sense of a collective ownership and a collegiate approach to the setting of a new strategy it is intended to hold a series of consultations in Edinburgh with key partners and with sports clubs and other community organisations. This engagement is expected to commence in November 2018. A related facility strategy shall flow from the approval of this new strategy and shall be fully developed following the publication of this strategy and the review of the service and funding agreement with Edinburgh Leisure (as previously reported

to this Committee Report 20 March 2018). The engagement with National Governing Bodies on their views on improving facilities in Edinburgh is ongoing.

4. Measures of success

- 4.1 Children, young people and families living in areas of deprivation and targeted groups receive an enhanced delivery of opportunities within their communities and existing barriers to participation are reduced.
- 4.2 The community management and/or ownership of sporting facilities is increased during the period of the next four years.

5. Financial impact

- 5.1 To be achieved within existing budgets. Consideration to be given to creating a grants scheme similar to that for cultural organisations.

6. Risk, policy, compliance and governance impact

- 6.1 This report and the potential impact of successful partnership approaches can positively affect the ambitions in the Council's Business Plan around health and wellbeing and tackling inequalities.

7. Equalities impact

- 7.1 Equalities and tackling inequality is expected to be a top priority in the proposed strategy.

8. Sustainability impact

- 8.1 There are no adverse impacts in relation to this report

9. Consultation and engagement

- 9.1 This report focusses on engagement and consultation with key partners and sports clubs and other community organisations.

10. Background reading/external references

- 10.1 Raising Awareness of Child Poverty: Report to Education, Communities and Families 24 May 2016. Report includes appendix on '1 in 5' handbook.

http://www.edinburgh.gov.uk/meetings/meeting/3944/education_children_and_families_committee

Alistair Gaw

Executive Director for Communities and Families

David Bruce, Senior Education Manager

Robin Yellowlees, Strategic Development Manager – Sports and Outdoor Learning Unit

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11. Appendices

11.1 Appendix 1: A More Active Scotland (Scotland's Physical Activity Delivery Plan)

Culture and Communities Committee

10.00, Tuesday, 11 September 2018

Hunter's Hall Park – Update Report

Item number 8.2

Report number

Executive/routine

Wards

Council Commitments

Executive Summary

The construction of new cycling and pitch facilities is a strategic priority for the Council and plans have been developed along with the submission of a planning application.

Progress over the last year has stalled primarily due to the decision to pause and consider possible synergies with the new secondary school planned for Craigmillar.

The project currently has a funding gap of possibly as much as £441k. Discussions are ongoing with all relevant parties to try and address this funding shortfall.

Hunter's Hall Park – update report

1. Recommendations

- 1.1 The Culture and Communities Committee is asked to:
 - 1.1.1 note the content of the report.

2. Background

- 2.1 The former Culture & Sport Committee, at its meeting on 14 December 2014, approved the facility mix to be taken forward as part of the development of a cycling hub at Hunter's Hall Park. This included an outdoor velodrome, a national standard BMX track, a BMX pump track and cycle speedway track. Two 3G synthetic pitches and an upgrade to the Jack Kane Centre were also approved.
- 2.2 A planning application was submitted in June 2016 and the responsibility of the delivery of the project has been passed from the former Culture & Sport division of Corporate Services to the Communities & Families Department following a change in department remits as part of the implementation of the Council's Transformation Programme.
- 2.3 Following the decision to construct a new secondary school for Craigmillar, the Council took the decision to pause and review the Hunter's Hall project to determine if any synergies existed.
- 2.4 It was also agreed with Edinburgh Leisure that refurbishment of the Jack Kane Centre would not proceed until the redevelopment of Meadowbank Sports Centre was completed.

3. Main report

- 3.1 Following the progression of the Meadowbank Sports Centre project and closure of the facility in November 2017, it was decided that the development of plans to refurbish the Jack Kane Centre could not continue for the time being to honour the commitment that both facilities would not be closed at the same time.
- 3.2 The decision to proceed with the development of a new secondary school in Craigmillar, within proximity of Hunter's Hall Park, also meant that the Council had a duty to pause the project and review within this changed context.
- 3.3 The review analysed the possibility of incorporating pitch and cycling facilities within the school campus. Architects working on the development of the new secondary

school produced options to incorporate additional synthetic pitches as well as the possibility of incorporating a velodrome.

- 3.4 The conclusion from the review was that there was insufficient space and no economies of scale to be gained from incorporating facilities planned for Hunter's Hall Park within the new school campus.
- 3.5 Given this conclusion, the Hunter's Hall Project has been restarted and a new governance structure established. The project budget position dictates that not all elements of the cycling hub can be developed at once so, in consultation with key stakeholders, it was agreed that the velodrome, BMX pump track and 3G pitches would be prioritised.
- 3.6 The Project Managers (Faithful & Gould) have carried out a high-level cost analysis to progress the prioritised facilities and the budget currently has a funding shortfall of around £400k. **sportscotland's** Sports Facilities Fund scheme currently makes awards of up to £100k and an application was submitted prior to the 1st September 2018 deadline. It is likely that the Council will hear the outcome of the application towards the end of the year.

The table below details the current income and projected expenditure:

Summary of costs	Cost (£M)
Construction	£1.913
Contingency	£0.143
Fees and surveys	£0.235
Sub-total	£2.291
Capital Programme	£1.065
Section 75 contributions	£0.8
Total income	£1.85
Funding gap	£0.441

- 3.7 Discussions have taken place with Edinburgh Leisure about their financial contribution towards the capital cost of the cycling facilities. Edinburgh Leisure have reviewed the revenue budget for the new pitch and cycling facilities and based on a fully managed operating model for the velodrome, forecast a significant increase in subsidy for the cycling facilities. Given this along with the age and condition of the Jack Kane Sports Centre and uncertainty over the future level of investment required in the building along with the delivery of the Hunters Hall Park project in

phases; Edinburgh Leisure are reluctant at this moment in time to make a financial commitment towards the cycling element of the Hunters Hall Park project.

- 3.8 Plans for the new facilities will be progressed up to tender stage and opportunities to reduce the funding gap will be investigated. The intention is to commence the construction of the 3G pitches as soon as the tender process is complete and the contract is awarded.
- 3.9 All outstanding surveys for the planning application have been submitted and officers from Communities & Families Department are liaising with colleagues in Planning to complete this phase of the project.
- 3.10 Once the detail of the velodrome and 3G pitch design has been drafted, further consultation and engagement with stakeholders will take place prior to tender. A Hunter's Hall Park stakeholders group has also been established to ensure the local community is kept informed of progress and developments.
- 3.11 A report will also be presented to Finance & Resources Committee prior to the award of construction contracts.

4. Measures of success

- 4.1 Completion of velodrome, BMX pump track and 3G pitches within budget.

5. Financial impact

- 5.1 The project currently has a funding gap of possibly as much as £441k. An application to **sportscotland's** Sports Facilities Fund has been made. Discussions are ongoing with all relevant parties to try and address the funding gap.

6. Risk, policy, compliance and governance impact

- 6.1 There is a degree of risk with the construction of the new sports facilities at Hunter's Hall Park. Intrusive surveys have been commissioned to improve our understanding of the ground conditions and reduce the design risk.
- 6.2 The development of cycling facilities at Hunter's Hall Park is a strategic priority for the Council. The role these facilities will play in developing cycling in Edinburgh and Scotland is also recognised in Scottish Cycling's Facilities Strategy.
- 6.3 There are no compliance or governance impacts arising from this report.

7. Equalities impact

- 7.1 The new facilities at Hunter's Hall Park will be available to people of all ages with programmes developed by the Council and its partners to introduce beginners to track cycling.

8. Sustainability impact

- 8.1 Carbon, climate change adaptation and sustainable development impact assessments have enabled consideration of the public body duties under the Climate Change (Scotland) Act 2009. The findings of these assessments will also help to achieve a sustainable Edinburgh regarding progressing climate change, social justice and community well-being objectives.

9. Consultation and engagement

- 9.1 A significant consultation exercise took place in 2016 to develop the scope of the project.
- 9.2 Consultation and engagement with stakeholders has taken place as the project has developed and this practice will continue through to completion.

10. Background reading/external references

- 10.1 Minute of Council meeting of 7 February 2013
- 10.2 Report to Culture and Sport Committee on 28 May 2013
- 10.3 Report to Culture and Sport Committee on 11 March 2014
- 10.4 Report to Culture and Sport Committee on 27 May 2014
- 10.5 Business Bulletin of Culture and Sport Committee of 21 October 2014
- 10.6 Report to Culture and Sport Committee on 16 December 2014
- 10.7 Report to Culture and Sport Committee on 31 May 2016

Alistair Gaw

Executive Director for Communities and Families

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11. Appendices

- 11.1 None.

Culture and Communities Committee

10.00, Tuesday, 11 September 2018

Meadowbank Sports Centre

Item number	8.3
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

This report is in response to a motion approved at the City of Edinburgh Council meeting on the 31st May 2018. As a result of the motion it was agreed that details about decisions made previously by the full Council or any of its Committees relating to the strategic vision for the new Meadowbank Sports Centre would be submitted to the next meeting of the Culture and Communities Committee.

Meadowbank Sports Centre

1. Recommendations

- 1.1 To note the Approvals which are in place to allow the delivery of a new major sports centre at Meadowbank.

2. Background

- 2.1 At its meeting on the 31st May 2018, the City of Edinburgh Council approved a motion about Meadowbank Sports Centre.
- 2.2 The motion stated: “Council instructs the appropriate Directors to report in one cycle to the Culture and Communities Committee on agreements made to date on the strategic vision for the replacement of Meadowbank Stadium, including details of when decisions were taken and all meetings at which they were scrutinised publicly.”

3. Main report

- 3.1 Meadowbank Sports Centre and its redevelopment have been reported on extensively to meetings of the City of Edinburgh Council and various other Council committees over the last fifteen years. This report details the key reports and decisions made by the Council since [13 March 2008](#) when it was decided that Edinburgh’s flagship sports centre should remain at Meadowbank.
- 3.2 Two of the specific recommendations in the 2008 report were:
- To approve a new build at Meadowbank as the best option and to commission an appraisal for this new facility.
 - That approximately 3.5 hectares of the Meadowbank site was considered for sale, with all capital funds released as a result being ring-fenced for investment in future Meadowbank sporting facilities.
- 3.3 At the budget meeting on [7 February 2013](#), the Council agreed to progress the project for a Meadowbank Sports Centre by approving funds to carry out stakeholder engagement and complete an options appraisal. The results of the stakeholder engagement and options appraisal were reported to the Culture & Sport Committee on [17 December 2013](#). The outcomes of the appraisal highlighted that the new Meadowbank should be tailored to the current and future sporting needs of the city and that there was no requirement for a 25,000 capacity stadium.

- 3.4 The report from Culture & Sport Committee was referred to the Council's budget meeting on [13 February 2014](#), where Council approved funding to take forward a design feasibility study for a new sport centre. The scope for the facilities to be designed through the feasibility study were in line with the outcomes of the previous stakeholder engagement and options appraisal.
- 3.5 The outcomes of the feasibility study were reported to Corporate Policy & Strategy Committee on [20 January 2015](#) where the decision was made to refer the report to the Council's budget meeting on [12 February 2015](#). As part of the feasibility study, an initial design for the new Meadowbank sports centre had been developed and Council was asked to approve the facility mix detailed within the design. This request was approved along with the decision that further work was required on the project's funding package.
- 3.6 An update on the funding package was reported to Corporate Policy & Strategy Committee on [20 September 2015](#) and it was agreed that work could begin on the procurement of a full Project Team to take forward the development of the detailed design for a new sports centre. This report was also referred to the Economy Committee meeting on [17 November 2015](#) and Finance & Resources Committee meeting on [26 November 2015](#).
- 3.7 A report on the funding package for a new Meadowbank was then taken to the meeting of the City of Edinburgh Council on [10 March 2016](#). Amongst the decisions made at this meeting it was agreed that the development of the detailed design for the new Meadowbank Sports Centre should continue. It was also approved that receipts from sale of land on the site would be ring-fenced and form part of the new sport centre's funding package. This report also approved the transfer of parts of the site to the Housing Revenue Account for housing development.
- 3.8 An update report was taken to Culture & Sport Committee on [14 December 2016](#) to inform members on progress along with detail of the financial position of the project. It was agreed the report would be referred to the Council's budget meeting on [9 February 2017](#) to consider the funding gap of £7.9M as part of the budget setting process. At the meeting of 9 February 2017, Council agreed to allocate £7.9M towards the costs to build a new Meadowbank Sports Centre.
- 3.9 A project update was reported to Finance & Resources Committee on [23 January 2018](#) and this report was also referred on to the Culture & Communities Committee meeting on [30 January 2018](#). It was agreed that a further report would be presented to Finance & Resources Committee before the main construction contract was awarded. The tender process for the new sports centre is now nearing completion and a report on the outcomes of this process will be submitted to the Finance and Resources Committee on 11 October 2018 for consideration.
- 3.10 The full planning application for the development of a new sports centre at Meadowbank was considered and approved by the Development Management Sub-Committee on [29 June 2018](#).

Culture and Communities Committee – 11 September 2018

4. Measures of success

- 4.1 Delivery of a new Meadowbank Sports Centre by 2021 in line with the coalition commitment
- 4.2 Committee, stakeholders and the public have a clear understanding of decisions taken on Meadowbank to date.

5. Financial impact

- 5.1 There are no financial implications arising from this report. A report will be submitted to the Finance and Resources Committee on 11 October 2018 so that the outcomes of the tender process for the new Meadowbank Sport Centre can be considered.

6. Risk, policy, compliance and governance impact

- 6.1 All risk, policy, compliance and governance issues have been addressed in the previous reports highlighted above as and when appropriate. Any new issues will be addressed in the report to be submitted to the Finance and Resources Committee on 11 October 2018.
- 6.2 A Member Officer Working Group and Investment Steering Group are in place for the Sports Centre element of the project.
- 6.3 A wide range of Council project managers, senior management and specialist consultants are involved in the day to day management of the project.
- 6.4 The project fulfils a wide range of Council outcomes particularly those to deliver a new Meadowbank Sports Centre by 2021 and to deliver more homes for the City.

7. Equalities impact

- 7.1 The new arrangements will widen access for all to the Council's sport facilities and the development of an Integrated Impact assessment is being progressed.

8. Sustainability impact

- 8.1 The design of the new sports centre has been developed in line with the Council's current sustainability requirements.

9. Consultation and engagement

- 9.1 Extensive consultation has taken place with key stakeholders as part of development of plans for the new Meadowbank Sports Centre.
- 9.2 Public consultation was also carried out and detail of this can be found in the Pre-Application Consultation Report.

10. Background reading/external references

- 10.1 Links to all the relevant previous reports on Meadowbank Sports Centre are provided throughout the main report.

Alistair Gaw

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Culture and Communities Committee

10:00am, Tuesday 11 September 2018

Edinburgh Leisure Annual Report

Item number	8.4
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

Edinburgh Leisure's vision is *'inspiring Edinburgh to be a more active and healthy city'*, the company's purpose; *'to make a positive difference to communities by creating opportunities for everyone to get active, stay active and achieve more'*.

The Edinburgh Leisure team is passionate about the positive impact physical activity can have on peoples' physical, mental and social wellbeing. And, throughout the year the focus on: delivering the organisation's purpose, vision and values and protecting services and building a sustainable business model by increasing usage and income and managing expenditure, delivered some great results in 2017/18. Despite significant environmental challenges the organisation delivered a surplus of £477,000, £627,000 ahead of the budget £150,000 deficit.

Edinburgh Leisure is acutely aware of the barriers that can inhibit an active and healthy life and the Active Communities programme is the organisation's response to such. The programme is made up of a variety of projects that use physical activity and sport to improve, and in many cases transform, the lives of people affected by health conditions, disabilities, inequalities and poverty. Many of the projects are delivered in partnership with others and rely on effective co-working and external funding.

Edinburgh Leisure has long recognised the value of partnership work and values the strategic partnership with the City of Edinburgh Council. The organisation regards itself as custodians of Council assets i.e. the amazing range of venues throughout the city, and works with the Council to help make Edinburgh a great city to live and work in.

Edinburgh Leisure Annual Report

1. Recommendations

- 1.1 The Culture and Communities Committee is asked to:
- 1.1.1 Note the performance of Edinburgh Leisure (EL) during 2017/18.

2. Background

- 2.1 The output of the robust budget process carried out with budget holders throughout EL was a £150,000 deficit budget for 2017/18. Setting a deficit budget is never desirable and the option to impose budget targets on managers / budget holders to achieve a break even position was considered. This option was, ultimately, not recommended to the Board of Edinburgh Leisure, rather assurance was given by the Strategic leadership Team that there was buy in throughout the organisation to improve upon the deficit budget position. The Board approved the deficit budget in March 2017.
- 2.2 The net operating financial position for the period 1st April 2017 to 31st March 2018 for the 'core' business was a surplus of £208,000. A good result appreciating the ongoing environmental challenges: increasing costs, the Edinburgh employment marketplace, ongoing competitive pressures and a reduction in the management fee from the City of Edinburgh Council. There was also the extreme winter weather conditions, in the form of the 'beast from the east', to contend with. The extreme weather resulted in the unprecedented step of closing venues for 2.5 days, which equated to a loss of circa £100,000 in income and 30,000 customer visits. The other significant 'happening' in 2017/18 was the closure of Meadowbank on 3rd December 2017.
- 2.3 In anticipation of the lifecycle investment works at Dalry Swim Centre, EL's annual maintenance budget was underspent by £269,000. This, combined with the surplus in the core business, resulted in a year end surplus of £477,000; £627,000 ahead of the budgeted £150,000 deficit.

3. Main report

3.1 Investments

- 3.1.1 The strategy to invest to improve the organisation's long term sustainability continued in 2017/18, albeit on a reduced scale to the previous two years. Circa £1,200,000 was invested into assets across the city to maintain and develop

welcoming places to meet the needs of communities and to improve the organisation's efficiency. These included:

- a refresh of the gym at Leith Victoria Swim Centre and additional gym equipment for the Royal Commonwealth Pool (RCP)
- refurbishment of the cycle studio at Ainslie Park
- install of an irrigation system at the Braids Golf Course
- re-tiling the pool and environs at Glenogle Swim Centre
- the introduction of 'Aquadash' at the RCP
- the replacement of diving boards at the RCP
- CCTV upgrades at Gracemount, Glenogle, Kirkliston, Leith Victoria and Portobello Leisure / Swim Centre(s)
- A variety of energy saving initiatives e.g. the replacement of four Building Management Systems

3.1.2 Throughout the year work also took place to progress a number of other investment projects for delivery in the current year (2018/19). The most significant of these being the Dalry Swim Centre lifecycle refurbishment project.

3.2 Meadowbank Sports Centre (MSC)

3.2.1 EL personnel have been closely involved in the 'new' Meadowbank project and welcomed the Council's commitment to deliver a fabulous new sports centre for the people of Edinburgh.

3.2.2 The decision to close the venue in December 2017 was confirmed in June 2017 and from that point onwards a significant amount of work was undertaken in preparation for closing, especially with regard to the relocation of MSC's customers and the redeployment of employees. When the doors to the venue closed, after 50 years of sporting history, work commenced on emptying and decommissioning the building for handover to the Council January 2018.

3.3 Inspiring Edinburgh To Be Active and Healthy

3.3.1 Physical inactivity remains one of Scotland's major public health risks, with a significant proportion of Scottish adults (37%) and young people (27%) failing to meet the minimum physical activity guidelines. Sedentary lifestyles increase the risk of developing multiple health conditions and, in Scotland, inactivity is estimated to be costing the NHS around £77million each year. Physical activity has a powerful and valuable role to play in the health and wellbeing of Edinburgh. EL is committed to and well placed to make even more of a difference to Edinburgh's health and wellbeing.

3.3.2 EL's Active Communities team use the power of physical activity and sport to help improve the lives of people affected by health conditions, disabilities and poverty. In 2017/18 the team delivered a range of projects that directly supported 7,984 people to be active (an increase of 2,784 on the previous year). Key highlights in 2017/18 included the following:

- 136,257 visits to Active Communities programmes
- 119 Active Communities classes delivered each week to inactive people
- 19 low-level **Get Active classes** delivered across 7 Edinburgh Leisure venues per week
- 3,073 **referrals** from Health & Social Care professionals
- 625 people with mild to moderate mental health issues received 1:1 support on the **Healthy Active Minds** project
- 518 people with Long Term Conditions active through the **Fit for Health project**
- 18 **Steady Steps** classes delivered per week and 535 older people supported to get active to reduce their risk of falling
- 373 older adults active each month through the **Ageing Well** project
- Success in securing funding from the Life Changes Trust to support EL being **dementia friendly**
- 43 families supported to embrace healthier eating and being more active together through the **Get Going** project
- 52 staff trained in **Autism Awareness** and 14 staff supported to become Autism Champions
- 188 community groups supported to help people be more active through the **Community Access Programme**
- 472 people on **low incomes** active each week through the £10 monthly '**Get Active**' membership
- 185 Active Communities **volunteers** trained and assisting on projects to support people being active

3.3.3. Partnership work, especially with the City of Edinburgh Council (CEC), NHS Lothian and the voluntary sector is critical to success in reaching individuals and communities that need support to be active and improve their health and wellbeing.

3.3.4 Throughout the year EL explored opportunities to increase co-working with Health & Social Care: feedback was shared on Health & Social Care's new commissioning plans for Primary Care, Older People, Mental Health and Disabilities. EL personnel are involved in the Physical Activity Alliances established in each locality and information was shared with 18 Link Workers to facilitate referrals and signposting to EL services.

3.3.5 EL are involved in CEC's Community Learning & Development Strategic Partnership and are members of Edinburgh Children's Partnership and the following programmes have made a valuable contribution to CEC outcomes:

- the **Looked After & Active project** supported 653 Care Experienced Children to get active and healthy with Edinburgh Leisure.
- the **Positive Destinations and Young Ambassadors** projects have offered educational, employment, volunteering and personal development opportunities to **318 young people**.
- the Friday night activity programme **Open All Hours** welcomed approximately 250 young people every Friday.

3.3.6 The Active Communities Team relies on external funding to sustain and develop many of the projects. In 2017/18 £550,000 was secured in external funding (also

£550,000 for 2018/19). Securing and retaining funding, in an increasingly busy fund raising space, relies on robust monitoring & evaluation activities to demonstrate the organisation's expertise and delivery of outcomes. Capturing the feedback from participants on the various projects contributes to EL's monitoring & evaluation activities and it is always heartening to hear from individuals on the positive impact a project has had on their life. An example of this is shared in Appendix 1.

3.4 Project Schools

- 3.4.1 Work has been taking place since October 2015 to progress with the City Council's decision to transfer the management of the high school sport facilities, out-with curricular and extra-curricular time, to Edinburgh Leisure. The project management arrangements to support the transfer process include: a project board and supporting sub groups in: human resources, operations, facility management and finance. EL and CEC personnel are involved in all the groups.
- 3.4.2 The first schools to transfer were the new James Gillespies High School in September 2016 and Portobello High School in November 2016. The timing and phasing of the remaining schools has been re-visited on several occasions as the project has progressed due to a variety of factors e.g. PPP charges, CEC's Facility Management review, TUPE implications. During 2017/18 a further 12 high schools transferred to EL. The booking function for all high schools, with the exception of Wester Hailes Education Centre, transferred to EL in May 2017. And, in 2017/18 EL worked with circa 687 clubs and processed circa 1,216 extended lets / regular bookings in the high school estate.
- 3.4.3 A quarterly report is prepared by EL and shared with CEC on all aspects of performance for the school estate. The 2017/18 performance information include the following:
- operating income: £772,457
 - operating expenses: £431,719
 - surplus: £340,738 (remitted to CEC)
 - surplus / (deficit) per user: £0.81
 - income per user: £1.83
 - total number of customer visits: 423,160
 - children & young people visits: 292,199

3.5 People

- 3.5.1 EL employees play a critical role in determining the quality of service delivered to customers and partners and engaged employees are crucial to the organisation's ongoing success and development. A variety of actions were progressed throughout the year to nurture an engaged workforce including the delivery of a Your Health Matters' campaign to support EL employees to think about their own health and wellbeing. 404 employees attended a health and wellbeing consultation to learn about their glucose and cholesterol levels, blood pressure, cardiovascular fitness and receive motivational support and advice. Following these consultations health information was circulated monthly to employees through 'bitesize' updates, Quick Ello (internal newsletter) features and infographic posters for staff areas. Topics included; 'Understanding Cholesterol', 'Understanding Glucose', 'New Year, New You' and 'Healthy Heart,

Healthy You.

- 3.5.2 EL has participated in the “Best Companies” staff survey for each of the past seven years. This is a national survey that attracts almost 900 entries annually. The survey consists of a series of statements that staff rate their level of agreement or disagreement with. The survey is an important measurement of staff engagement. Completion rate in EL in 2017/18 was 56% (same as the previous year) and the organisation retained its ‘one to watch status’ (The accreditation levels go from: nothing, one to watch, 1 star, 2 stars and 3 stars).

3.6 Risks & Uncertainties

- 3.6.1 In August 2017 the Barclay Review of Non Domestic rates was published and one of the recommendations was to remove the charity relief from non-domestic rates for arms length charities such as Edinburgh Leisure. This change would have added approximately £2M per year to EL’s operating costs, placing a significant threat over the ability to continue to deliver services. The Chief Executive of EL and colleagues in Sporta (the body representing sport, leisure and cultural trusts throughout the UK) were active in lobbying against this recommendation; questioning the premise of the recommendation and highlighting the unintended consequences of applying the recommendation. After months of uncertainty, the Scottish Government’s Finance Secretary confirmed in November 2017 that the Scottish Government would not be accepting this particular recommendation of the Barclay Review, however, the Finance Secretary also advised of the intention to mitigate against an increase in the number of arms length organisations being established by offsetting any further charity rate relief benefits to Councils.

3.7 Looking Ahead

- 3.7.1 During the year to March 2018 the City of Edinburgh Council provided £8,075,000 of funding to Edinburgh Leisure for the delivery of core services. This was a reduction of £233,000 on the previous year; however, there were no reductions to services. Edinburgh Leisure is acutely aware of the funding challenges the Council faces now and in the future and, therefore, the risk of future funding reductions. In addition to the funding challenges, the company faces a range of other budgetary pressures; these are explored in regular dialogue with Council colleagues. There is recognition throughout EL that standing still is not an option, the company must continue in its quest to be **better** and continue to be a successful, thriving Edinburgh Leisure.

4. Measures of success

- 4.1 The Directors of Edinburgh Leisure consider actual performance against target and previous years for various metrics. Regular performance reports are shared with the Board and the City of Edinburgh Council.
- 4.2 Key performance indicators are detailed in Appendix 1.
- 4.3 Edinburgh Leisure contributes effectively to the delivery of the Council’s outcomes.

5. Financial impact

- 5.1 Council funding to Edinburgh Leisure in 2017/18 was a funding payment of £8,075,000 and £165,000 for capital upgrade works.

6. Risk, policy, compliance and governance impact

- 6.1 This report is required under the Council's governance arrangements for Council companies. There are no risk, policy or compliance implications arising from this report

7. Equalities impact

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

8. Sustainability impact

- 8.1 There are no sustainability implications arising from this report

9. Consultation and engagement

- 9.1 Edinburgh Leisure has worked with Council officers and external partners on a variety of projects.
- 9.2 Edinburgh Leisure engages with customers in a variety of ways to obtain feedback on services and to help inform services / product development

10. Background reading/external references

- 10.1 Edinburgh Leisure website

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11. Appendices

Appendix 1 Feedback from participant on Healthy Active Minds project

Appendix 2 Key performance indicators

Appendix 1: Feedback from participant on Healthy Active Minds project

'I've suffered with depression on and off for over twenty years, but recently I had one of the worst bouts I can remember. I was very low - I'd find myself dwelling on bad memories, blaming myself for everything, and losing sleep due to worry and stress. I didn't want to see anyone.

When I heard about Healthy Active Minds, I asked my GP to refer me. A few weeks later, I met my instructor at the gym, and he made me feel at ease right away. We had a chat about my goals, set out an exercise programme, and now we meet once a week – that gives me something to focus on. Between appointments, I feel confident knowing that I can come on my own and ask any of the staff for pointers. In the past I found gyms stressful when I was unwell, but Edinburgh Leisure is different – I know I'll get a friendly smile here.

Since beginning Healthy Active Minds, I've been able to reduce my medication – I don't feel that I need it anymore. I don't pretend that everything is rosy, I still get bad days, but they're not as frequent as they were. When I do feel my symptoms increasing, I focus on the positive things I'm doing for myself.

I'm already having to wear my belt a little tighter, I feel fitter, and people have said that I'm looking better too. These things brighten me up and encourage me to work harder because I know it's making a difference! I'm looking forward to feeling fit enough to play five-a-side with my pals again – they keep asking me and soon I'll be saying "yes"! For me, feeling sociable again is really important. I have goals that I know I can achieve, and people to support me'.

Appendix 2: Key Performance Indicators

Key Performance Indicator	2017/18 target	2017/18 actual	Commentary
Operating income	£22,054,000	£21,558,000	£496,000 (2%) income shortfall is attributed to the closure of Meadowbank in December 2017 and the loss of income due to extreme winter weather closures
Management fee from CEC	£8,075,000	£8,075,000	
Operating costs	£30,279,000	£29,156,000	4% positive variance
Net income / deficit	£150,000 deficit	£477,000 surplus	
Recovery rate	73%	74%	
Subsidy per user	£1.75	£1.70	
Income per user	£4.70	£4.82	
Total customer visits	4,687,000	4,472,000	5% behind target. Meadowbank closure accounts for a loss of 194,000 visits & extreme weather 30,000
Children & young people visits	1,799,000	1,743,000	Ref above
Older adult visits	362,000	365,200	
Active Communities projects	5,200+ people	7,984 people	

Customer experience index score	8.75	8.70	Customer feedback is also measured using: net promoter score achieved 53 versus industry average of 47 & mystery visit score , achieved target of 90%
Customer accidents		9 per 100,000 visits	Increase from 8 in previous year
Staff accidents		49	Decrease from 62 in previous year
Staff absence	4%	3.6%	
External funding	£819,000	£786,000	4% shortfall against target but £861,000 secured for 2018/19

Culture and Communities Committee

10:00am, Tuesday 11 September 2018

Child Poverty Action Unit

Item number 8.5
Report number
Executive/routine Executive
Wards All
Council Commitments [45.](#)

Executive Summary

This report provides an overview of new responsibilities for Local Government and Health Boards arising from the Child Poverty (Scotland) Act. These include new requirements for publication of an annual report describing existing and new planned actions, or measures taken, to reduce and mitigate the effects of Child Poverty.

To meet these requirements, the report proposes the establishment of a Child Poverty Action Unit. This unit will take the form of a cross Partnership working group, led by Communities and Families. The purpose of this unit will be to:

- Build on existing partnership and reporting arrangements and co-ordinate Council action to address Child Poverty in Edinburgh
- Identify a Council lead for the development and publication of annual Local Child Poverty Action Reports (beginning in June 2019), and
- Identify a point of liaison with the new Edinburgh Poverty Commission on issues and actions relating to Child Poverty.

Child Poverty Action Unit

1. Recommendations

- 1.1 It is recommended that the Culture and Communities Committee:
 - 1.1.1 Agree that the Council be part of a Child Poverty Action Unit to co-ordinate action to address Child Poverty in Edinburgh and provide a Council lead for delivery of new Local Government responsibilities arising from the Child Poverty (Scotland) Act.
 - 1.1.2 Note that the Child Poverty Action Unit will take the form of a cross-council and Partnership working group rather than a new dedicated team of staff and resource.
 - 1.1.3 Note that the Child Poverty Action Unit is distinct from, but will provide a point of liaison with, the Edinburgh Poverty Commission on issues relating to child poverty.
 - 1.1.4 Refers this report to Education, Children and Families Committee for noting.
 - 1.1.5 Note that the progress and outcomes of the working group will be reported to the Education, Children and Families Committee.

2. Background

- 2.1 Edinburgh is well recognised as an affluent and a growing city, but is also a city with wide levels of inequality and home to some of the most deprived communities in Scotland. An estimated 22% of Edinburgh children grow up in poverty, with rates as high as 35% in some areas of the city. Despite high average incomes, a wide base of evidence shows Edinburgh to be a city with child poverty rates similar to the Scottish average, and with pockets of poverty and material deprivation as severe as any other area in Scotland.
- 2.2 Within Edinburgh, the Council Administration and Edinburgh Partnership set out a clear direction for action to reduce poverty, inequality, and the impact on communities. In particular, the Programme for the Capital, which sets out the administration's five-year priorities over the period 2017-22, includes a specific commitment to establish a Child Poverty Action Unit to address the inequalities faced by children in poverty in our city.

- 2.3 More recently, the City of Edinburgh Council, and the Edinburgh Partnership have both committed to support the establishment of an independent Edinburgh Poverty Commission. The purpose of this new commission will be to define the long-term actions and responses needed to reduce poverty and inequality for all groups, communities, and households living in Edinburgh, including specific recommendations to address poverty among children and families.
- 2.4 These measures are aligned with Scottish Government policy direction – including the Fairer Scotland Action Plan, and Fairer Scotland Duty, the Child Poverty (Scotland) Act 2017 and associated delivery plan – and the new responsibilities for Local Government in Scotland that arises from these policies.
- 2.5 This report provides:
- An overview of new requirements for local government work to address child poverty.
 - A proposal for a way forward to establish a Child Poverty Action Unit to meet these requirements and to align with the work and findings of the Edinburgh Poverty Commission.

3. Main report

Child Poverty Action Reporting

- 3.1 The Child Poverty (Scotland) Act places a new duty on local authorities and health boards to jointly prepare an annual Local Child Poverty Action Report on what they are doing to reduce the impact of child poverty. The first Local Child Poverty Action Report is due for publication in June 2019. The legislation states that these reports must aim to provide a strategic forward look, as well as an account of progress to date, and should:
- 3.1.1 "describe any measures taken in the area of the local authority during the reporting year...for the purpose of contributing to the meeting of [national] child poverty targets.", and
- 3.1.2 set out information on measures that the local authority plans to take to contribute to the meeting of the [national] child poverty reduction targets.
- 3.2 To address these parallel aims, the Scottish Government has developed local authority guidance for the contents of Local Child Poverty Action Reports. The guidance recommends that the report requires a series of five steps:
- 3.2.1 Step 1 - Identify local partners – The guidance recommends that Community Planning Partnership processes are used to provide a helpful vehicle to coordinate reports.
- 3.2.2 Step 2 - Identify and assess child poverty in the local area – The guidance provides an analytical framework to support gathering of evidence of the scale and drivers of child poverty in local areas, and recommends this

framework is used to guide local responses. See Appendix 1 for further information.

- 3.2.3 Step 3 - Identify and assess existing action and existing plans that seek to reduce or mitigate child poverty in the local area
 - 3.2.4 Step 4 - Identify new action to reduce child poverty or expansions or modifications to existing action to increase impact
 - 3.2.5 Step 5 - Identify and share 'What is Working' and 'Lessons Learned'.
- 3.3 Within the City of Edinburgh, significant action is already in place to address Child Poverty and good partnership relationships already exist to support the meeting of the new reporting requirements described here. Indeed, Scottish Government Guidance emphasises that to ensure a streamlined approach and avoid duplication of effort development of new Child Poverty Action Reports should be undertaken alongside existing related statutory planning and reporting duties. In particular, new reports should link to and build on existing annual reports such as:
- 3.3.1 Annual reporting on Children's Services Plans
 - 3.3.2 Children's Rights reporting, and
 - 3.3.3 Annual reporting on Local Outcome Improvement Plan progress

Refer to Table 2 in (Appendix 1) for a summary of the frequency and timing of these linked reporting requirements.

Child Poverty Actions Already Underway

- 3.4 Within Communities and Families, Schools and Lifelong Learning is currently developing and leading a range of professional development and practical initiatives aimed at: increasing awareness of the scale and impact of child poverty; reducing poverty related stigma and tackling the poverty related attainment gap; reducing school and holiday related costs and food stress; and maximising family incomes.
- 3.5 1 in 5 Raising Awareness of Child Poverty project

The 1 in 5 (Raising Awareness of Child Poverty) Project is taking place in over 90 schools, as well as with the voluntary and youth work sector. 1 in 5 involves: interactive training for staff and parents/carers, exploring the scale, causes and impact of child poverty in Edinburgh; focus groups highlighting education related costs such as uniform, trips, classroom and homework materials and after school activities; implementation of school led poverty proofing initiatives.

The 1 in 5 Top Tips resource provides ideas for schools helping implement poverty proofing.

The 'Making Education Equal for All: Edinburgh's Pupil Equity Framework' was developed by Lifelong Learning in partnership with NHS, Third Sector and with academic input from Dr Morag Treanor. The Framework formalises expectations of schools and the Local Authority in considering child poverty and when making

changes to achieve equity. The Frameworks promotes respect and dignity for pupils and their families affected by poverty.

The 1 in 5 Project also produced Financial Information for Families containing information about how and where to access financial support.

An Executive Summary of the 1 in 5 Evaluation Report is also available (Appendix 2) with further evaluation is currently underway.

3.6 **Discover!** A new programme helping reduce food stress during the holidays:

Discover! Is a new (Holiday Hunger) programme for Edinburgh, led by Lifelong Learning and delivered in partnership with third sector and other partner organisations. See Appendix 3 for a Parent / Carer Leaflet for this programme.

Discover! will run during school holidays in Hubs across the city and the first pilot has just taken place in the following hubs:

- Braidburn Community Centre
- Craigentinny Community Centre
- Goodtrees Community Centre
- Oxfangs Primary School
- Royston Wardieburn Community Centre
- West Pilton Neighbourhood Centre

The aims of **Discover!** are: to help reduce holiday food stress and social isolation; contribute to reducing the poverty related attainment and achievement gap; and promote healthy eating. This is done by engaging children and families in fun learning activities, including workshops, trips and visits. In addition, Skills Development Scotland (SDS) attend at agreed times providing fun activities, with Careers Advisors on hand to talk to parents/carers and children and young people about career and training information and advice. Also attending at agreed times are Welfare Advisors, who provide help families maximise income.

Children and young people and their families attend Discover through recommendation from schools and social work services. The schools/social work staff complete the recommendation form with the parent/carers and Lifelong Learning staff co-ordinate the allocation of places to appropriate Hubs across the city. All primary schools were invited to recommend families.

Fun and learning activities are provided by Lifelong Learning staff as well as citywide providers including the National Museum, National Galleries, Edinburgh University and Historic Scotland.

Food was provided by facilities management catering services and PPP catering contractors. Fairshare also provided food to some of the Hubs and Fairshare membership was arranged for holiday activity where most or all of the children attending met the criteria in the recommendation form.

The first **Discover!** programme (summer 2018) is being treated as a pilot and is currently being evaluated by the Improvement Service with local evaluations also being carried out. Learning from this will inform the October Discover.

Discover! is overseen by a Steering Group with membership including Lothian Association of Youth Clubs (LAYC) and Edinburgh Voluntary Organisations Council (EVOC). There are 2 Discover! sub-groups, one for operational matters and one for evaluation.

3.7 Income maximisation

In partnership with NHS Health Promotion and the third sector (CHAI, Children 1st and Capital City Partnership), income maximisation projects have taken place in the Tynecastle Cluster, Oxfangs PS and special schools. This involves co-locating a Welfare Advisor into the schools, giving families direct access to holistic welfare support within the familiar school environment.

Between August 2017 and July 2018, 63 families had received support, resulting in approximately £250,000 being raised in unclaimed benefits for these families. A further project is being established in the South of the city which will include family and employability support as well as Welfare Advisor support provided by third sector partners.

Alongside this Lifelong Learning have developed the 'Cost of the School Day – Financial Support and Information' booklet which has been distributed to all schools and can be downloaded from the Child Poverty page on the City of Edinburgh Council Website.

3.8 Period Poverty

Free sanitary products will be available in all schools from the start of term (15 August). Each school will decide with pupils on the best approach to making sanitary products available.

3.9 School uniforms

Following Education, Children and Family Committee recommendations and with additional investment from the Scottish Government, City of Edinburgh Council has increased the School Clothing Grant to £100 for both primary and secondary school pupils from £43 or £50 respectively. It is anticipated that the extra money will benefit over 6000 children in total and ease the burden on families during the school year. The Transactions Team are also making automatic awards for School Clothing Grants and Free School Meals if parents are on the system as in receipt of other benefits and allowances which will also reduce administrative burden on families.

3.10 Music Tuition

City of Edinburgh Council Edinburgh continues to provide free Instrumental Music Tuition (IMS). Provided in every school in the city means that access to IMS is available to all pupils, albeit as a limited recourse, there is by necessity a selection process for interested pupils. The equity profile of the IMS is captured and

monitored annually with staff accessing relevant training at in-service days, including the impact of child poverty.

Youth Music Initiative (YMI) provision is free, and opportunities are both universal and targeted across the city

3.11 Education Trust

Schools and Lifelong Learning administers and distributes funding of up to £500 per Looked After Children, enabling them to participate in arts, cultural, sporting and outdoor learning activities which benefit their learning, including residential trips and other out of school activities.

Child Poverty Action Unit

3.12 In order to take forward work in this area, it is proposed that a Child Poverty Action Unit is established within City of Edinburgh Council. The purpose of this unit will be to:

3.12.1 Build on existing partnership arrangements and co-ordinate Council action to address Child Poverty in Edinburgh

3.12.2 Identify a Council lead for the development and submission to the Scottish Government of annual Local Child Poverty Action Reports (beginning in June 2019),

3.12.3 Provide a point of liaison with, and support the new Edinburgh Poverty Commission to develop long term direction for work to reduce child poverty in the city, and

3.12.4 Provide a Council focus for the implementation of any new recommendations to address Child Poverty which emerge from the work of the Edinburgh Poverty Commission.

3.13 In doing so the unit will aim to:

3.13.1 Meet the requirements set out by the Council Administration in Coalition Commitment 45, and

3.13.2 Ensure the Council is compliant with new statutory reporting requirements set out in the Child Poverty (Scotland) Act.

3.14 The unit will be established as a cross-council officer and Partnership working group, led by Communities and Families, supported by Strategy and Insight, with representation from all Council services directly involved in action to reduce child poverty and other relevant services and agencies.

3.15 The Executive Director for Communities and Families will act as Senior Responsible Officer for the group and for the delivery of Local Child Poverty Action Reports. Annual reports on the activity of the group and progress towards meeting Scottish Government reporting requirements will be provided to the Education Children and Families Committee.

4. Measures of success

- 4.1 Measures of success will be defined in a Local Child Poverty Action Report to be developed by the working group proposed in this report.

5. Financial impact

- 5.1 There are no significant financial impacts to the City of Edinburgh Council.

6. Risk, policy, compliance and governance impact

- 6.1 The working group proposed in this report will work to ensure Council is compliant with new reporting requirements as set out in the Child Poverty (Scotland) Act.

7. Equalities impact

- 7.1 Integrated impact assessments will be undertaken to assess the equalities impacts of new actions and policies developed as a result of this proposal.

8. Sustainability impact

- 8.1 Integrated impact assessments will be undertaken to assess the sustainability impacts of new actions and policies developed as a result of this proposal.

9. Consultation and engagement

- 9.1 New actions and policies established as a result of this proposal will be developed in consultation with partners and affected communities

10. Background reading/external references

[Every child, every chance – The Tackling Child Poverty Delivery Plan 2018-22, Scottish Government, March 2018](#)

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

[1 in 5 documents](#): Top tips for schools; Making education equal for all: Edinburgh's pupil equity framework; Cost of the School Day – Financial Support and Information

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11. Appendices

- 11.1 Appendix 1 – Local Authority Guidance on Local Child Poverty Action Reports
- 11.2 Appendix 2 – Evaluation of ‘1 in 5’: Raising Awareness of Child Poverty in Edinburgh – Executive Summary
- 11.3 Appendix 3 – *Discover!* Parent / Carer Leaflet

Appendix 1 - Local Authority Guidance on Local Child Poverty Action Reports

The Scottish Government has developed local authority guidance for the contents of Local Child Poverty Action Reports (as outlined in section 3.2 of the main report). Step 2 of this guidance directs local authorities to identify and assess child poverty in the local area by gathering evidence on the scale and drivers of poverty.

Scale of poverty

It is recommended that the scale of local poverty is assessed against the national child poverty targets, see Table 1. The Child Poverty (Scotland) Act 2017 established these four statutory, income-based targets (all after housing costs), to be achieved by 2030. Local authorities are expected to contribute to the meeting of these child poverty targets.

Table 1: Child Poverty (Scotland) Act 2017 – National Targets

Child Poverty (Scotland) Act 2017			
Child poverty measure	Interim 2023 Target	2030 Target	Current figures - Scotland (2016/17)
Children in relative poverty	Less than 18%	Less than 10%	23%
Children in absolute poverty	Less than 14%	Less than 5%	20%
Children in combined low income and material deprivation	Less than 8%	Less than 5%	11%
Children in persistent poverty	Less than 8%	Less than 5%	10% (2012-16)

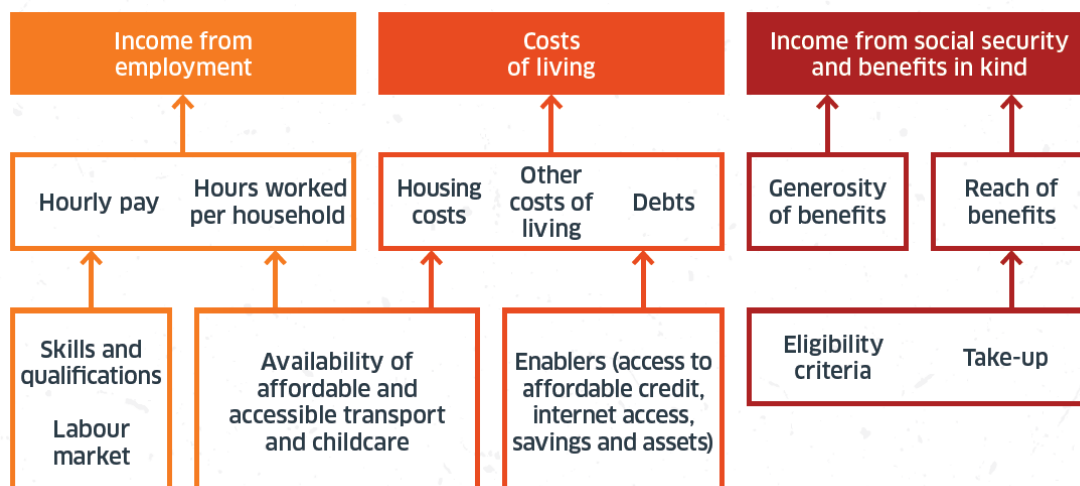
Drivers of poverty

Every Child, Every Chance – the National Tackling Child Poverty Delivery Plan 2018-22 sets out the three key drivers of child poverty (see Figure 1):

- income from employment,
- income from social security,
- costs of living.

The components of the three key drivers will differ by local area. It is recommended that the Child Poverty Local Action Report focus on actions that will contribute towards the targets by influencing one or more of these drivers.

Figure 1 – The three drivers of child poverty and contributing influences



Source: *Every Child, Every Chance – the National Tackling Child Poverty Delivery Plan 2018-22*, The Scottish Government, 2018

Statutory reporting requirements related to child poverty

The Guidance also highlights that Child Poverty Action Reports should be undertaken alongside existing related statutory planning and reporting duties (see section 3.3. of the main report). Table 2 outlines these related reports and their corresponding reporting timescales.

Table 2: Timetable of child poverty and related statutory planning and reporting requirements, 2018-20

Act	Related Reporting Duty	2018			2019				2020			
		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Child Poverty (Scotland) Act 2017	Child Poverty Local Action Report					X				X		
Children & Young People (Scotland) Act 2014	Children's Services Plans (3-yearly)									X		
	Annual Children's Services Plan Report	X				X				X		
	Children's Rights Reporting									X		
Community Empowerment (Scotland) Act 2015	Local Outcome Improvement Plan		X				X				X	
	Local Outcome Annual Reporting			X				X				X



Evaluation of '1 in 5: Raising Awareness of Child Poverty in Edinburgh' Executive Summary Dr Brieger Nugent

Background

22% of children in Edinburgh are living in relative deprivation,¹ affecting around 17,363 children.² Poverty affects all aspects of life and the gap in outcomes remains wide in terms of standard of living, quality of life, health, opportunities and educational attainment. This initiative began in 2015 and was developed by the 1 in 5 project team, a small team within the Children and Families Department, the City of Edinburgh Council. It aims to help schools develop policies and put into practice initiatives that:

- Reduce the cost of the school day
- Promote equal access to opportunities
- Reduce poverty related stigma

What does the project involve?

The core element is the interactive training delivered that explores the scale, impact, causes and stigmatising affects of child poverty. This adopts an innovative 'train the trainer' model, so that the person being trained becomes themselves 'trainers', enabling scaling up. Since the pilot, this approach has led to 1 to 2 staff members leading on the work in 16 High Schools, 3 Special Schools and 52 primary schools. Schools also receive ongoing support and in some areas have come together to form a 'cluster' group, which is an effective way to share ideas and collaborate.

Methodology

The research adopted a mixed methods approach capturing views and testimonies from 27 teachers and 12 parents who had just taken part in training and 163 teachers who filled in a survey around six months afterwards. 23 teachers and two pupils from across three primary, three secondary and one nursery all at different stages of engagement and ends of the spectrum were interviewed. Abductive analysis was carried out drawing on the work of Strauss and Corbin (1998).³

Findings

The Immediate Outcomes: A Call to Action

The overwhelming reaction is that the materials, resources and training are thought provoking and could be defined as 'a call to action', with participants immediately inspired to come up with ideas or 'take it to the next level' to help families.

The Intermediate Outcomes

Of the 163 teachers:

- 92.5% (150) had increased their understanding of the scale of child poverty.
- 91% (147) now understood more about the impact of poverty on children's outcomes.
- 84% (136) said that they understood more about the causes of poverty.
- 78% (126) felt that the financial implications of homework and charitable events were now being considered.

¹ Relative poverty is a measure of whether low income households are keeping pace with middle income households Scottish Government (2017) Poverty and Income Inequality in Scotland: 2015/16. Available at: <http://www.gov.scot/Publications/2017/03/2213/downloads#res515392>

² End Child Poverty (2016) Child Poverty Map of the UK. Available at: <http://www.endchildpoverty.org.uk/poverty-in-your-area-2016/>

³ Strauss, A. and Corbin, J. (1998) *Basics of Qualitative Research Techniques and Procedures for Developing Grounded Theory*. London: Sage Publications.

- 71% (115) reported that this had an impact on social events and 61%(99) on the cost of prom and leavers' dances.

This project has made a significant impact to reduce the costs of the school day and for children and young people to have equal access to opportunities. All of the schools that were the focus of the study have made significant changes to how stationary, uniforms, materials and trips were provided as a result of the training. Stationary was generally being discreetly provided for free, and five of the schools had established 'swap shops' for uniforms marketed as eco-friendly or 'vintage', thereby removing potential stigma. Materials for classes such as home economics continue to cost students and it is advised that procurement policies be reviewed.

In terms of equal access, as a result of the training, in two schools a rule has been established that all children go to all trips and the parent council and funding has been made available for those unable to pay. An audit of trips has led to a more discerning approach in deciding what to do. A significant challenge has been addressing the growing levels of food poverty with schools reaching out to local businesses such as Waitrose and Nairn's Outcakes for support. Sanitary products were also identified as an area of need and not all children have access to the internet at home. There continues to be a significant gap between those who can afford tuition and those who cannot with homework clubs offered to counteract this.

Reducing poverty related stigma is an ongoing challenge although it was felt that progress has been made with staff members. Two schools were trying to 'myth bust' to the wider community using innovative ways, such as showing 'I, Daniel Blake' in the school for free or reframing this issue to be about rights or entitlements.

Challenges

The main challenge is overcoming the shame felt by individuals about what is a structural issue, and to do this by building relationships with families. In St. Ninian's Primary School and Broughton High School a dedicated worker will take this forward.

The long-term outcomes

This research is not able to report on the long-term outcomes but it does appear that this initiative is helping to change the narratives and myths around poverty. It was felt that this has the potential to be a part of a cultural shift and more empathetic and compassionate engagement with the complex issues surrounding inequality.

Conclusion

This project is 'a call to action' with an almost immediate response pursued. It promotes dialogue between teachers, pupils, parents and the wider community to develop initiatives and be responsive to what families in the area need. Both young people interviewed felt that the project had had a marked improvement on their lives, raising their aspirations, attainment and helped them understand their situation and become advocates for change. Schools further on in their engagement with the project recognise that support from the wider community is essential and are making these links. This is helping people to understand that poverty is not a choice, but a form of social injustice. This is not just a project but rather could be better described as 'a movement.' It is recommended that it be expanded to become Scotland wide.

This issue is really important to me because it is so close to home...pupils and teachers are affected by this...this needs to be spoken about and should not be hidden...There should be things put in place to help people get access to equal opportunities...It is very important and integral for our school to be a community. It is important to make people feel that no matter what your background is you can come here and be a part of our community.' (Steven, S6 Pupil)

Discover something new

Discover! A new free holiday programme delivered by Lifelong Learning and partners, aiming to help reduce food stress during school holidays, provide fun learning activities for children and experiences for families to share.



Discover opportunities for children including:

trips to the National Museum, local castles and the National Gallery of Modern Art
fun art, history and science workshops • sports • making a musical • filmmaking workshops

Discover family activities including

cookery workshops • financial advice and support drop-in services • volunteering
family trips and activities and parent/carer workshops



Dates and venues

Craigentenny Community Centre

Monday–Friday
2 July–27 July

Royston Wardieburn Community Centre (P1–P3)

Monday–Friday
9 July–3 August

West Pilton Neighbourhood Centre (P4–7)

Monday–Friday
9 July–3 August

Goodtrees Community Centre

Monday–Friday
9 July–3 August

Braidwood Community Centre

Monday–Friday
9 July–3 August

Oxgangs Primary School

Monday–Friday
9 July–3 August

Discover! is free to attend and all participants receive breakfast and a cooked lunch.

The City of Edinburgh Council in partnership with the third sector and health

Culture and Communities Committee

10.00am, Tuesday 11 September 2018

Appointments to Working Groups 2018/2019

Item number	8.6
Report number	
Executive/routine	Executive
Wards	

Executive Summary

The Culture and Communities Committee is required to appoint the membership of its Working Groups for 2018/19. The proposed membership structures and remits of each are detailed in Appendix 1 of this report.

Appointments to Working Groups 2018/2019

1. Recommendations

- 1.1 To appoint the membership of the Working Groups as set out in Appendix 1.

2. Background

- 2.1 The Committee is required annually to appoint the membership of its Working Groups.
- 2.2 The Culture and Communities Committee on 12 September 2017 appointed membership to the Meadowbank Sports Centre and Stadium Working Group and the Music is Audible Working Group for 2017/18, respectively.

3. Main report

- 3.1 The Committee is requested to reappoint the membership of its Working Groups for 2018/19 as detailed in Appendix 1 of the report.
- 3.2 The Committee established further working groups during the year – the Tourism and Communities Working Group, the CCTV Working Group and the Graffiti Working Group.
- 3.2 While there is no requirement for the membership of working groups to be proportionate to that of the Council, it is suggested that this is good practice. It is, however, open to the Committee to alter the membership where it feels this is warranted.

4. Measures of success

- 4.1 Working groups are appointed to review any areas of interest to the Committee.

5. Financial impact

- 5.1 Not applicable.

6. Risk, policy, compliance and governance impact

- 6.1 Not applicable.

7. Equalities impact

- 7.1 Not applicable.

8. Sustainability impact

8.1 Not applicable.

9. Consultation and engagement

9.1 Not applicable.

10. Background reading/external references

10.1 [Minute of the Culture and Communities Committee – 12 September 2017](#)

Andrew Kerr

Chief Executive

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11. Appendices

Appendix 1 – Appointments to Working Groups

Meadowbank Sports Centre and Stadium Working Group – 5 members

Proposed Membership – Councillors Wilson (Chair), McNeese-Mechan, Osler, Staniforth, Brown

This group met twice in 2017/18.

Remit

The remit of the Working Group is to:

- Receive progress reports and updates from the project team.
- Provide feedback on the reports and updates.
- Submit reports with recommendations to appropriate Committees.
- Advise on the development of communication and engagement activities with local people and user groups.
- Act as ambassadors for the project and provide support to the project team at key stages during project delivery.

Music is Audible Working Group – 5 members

Proposed Membership – Councillors McNeese-Mechan (Chair), Wilson, Osler, Staniforth, Mitchell

This group met twice in 2017/18.

Remit

The remit of the Working Group is to:

- Identify key issues relating to the provision of live music in the city and provide civic support to help achieve agreed objectives
- Identify barriers and improve communication between the Council and the live music sector through bringing relevant departments together
- Hold regular working group meetings and set agenda items in discussion with the membership, supported by the Culture division
- Ensure regular reporting through relevant Council committee/s
- Advise on the development of communication and engagement activities with the music sector and residents.
- Act as civic ambassadors for live music in the city, balancing the needs of the sector with residents and the wider city environment.

Tourism and Communities Working Group – 6 members (2 each from Housing and Economy Committee, Transport and Environment Committee and Culture and Communities Committee)

Proposed Membership – Councillors Wilson (Chair), McNeese-Mechan

This group met once in 2017/18.

Remit

The remit of the Working Group is as follows:

- The working group will seek to ensure that the views and consideration of communities and residents are taken into account in the development of a new strategy for tourism.
- The elected members on the group will represent communities and residents, liaising through engagement with statutory and non-statutory groups and networks including Community Councils and Resident’s Groups.
- Officers will link to Council service areas as appropriate to ensure a coordinated cross-council approach is maintained throughout the process.

CCTV Working Group – 4 members

Proposed Membership – Councillors McNeese-Mechan (Chair), Brown, Staniforth, Wilson

This group met three times in 2017/18.

Remit

The remit of the Working Group is:

- To oversee the development of policy and Procedures for all council departments utilising CCTV in line with the General Data Protection Act 2018.
- To research and report to committee the finding and costing for fit for purpose facility that would allow a full upgrade of Public Space CCTV, explore and identify a new location for an operation centre that integrates all CCTV systems and allow for a multi-purpose use of the facility.

Graffiti Working Group – 6 members (3 Coalition and 3 Opposition)

Proposed Membership – Councillors McNeese-Mechan (Chair), Graczyk, Osler, Rae, Wilson, 1 Coalition.

This group has met three times.

Remit

The remit of the Working Group is:

- To review the current procedures in place for dealing with graffiti and to examine options for spreading best practice in the city to deal with the issue.

- To devise an action plan aimed at reducing graffiti in the city. This plan will be presented to Committee for approval.

Culture and Communities Committee

10.00am, Tuesday, 11 September 2018

Visit to Shanghai – Feedback Report

Item number	9.1
Report number	
Executive/routine	
Wards	All
Council Commitments	46

Executive Summary

This report provides details of a visit by the Convener and Vice-Convener of the Culture and Communities Committee to Shanghai in May 2018. The purpose of the visit was to participate in the International Forum for the Shanghai Modern Drama Valley Festival, to develop cultural links between Jing'an and Edinburgh, and to sign a Memorandum of Co-operation between the Culture and Communities Committee and the Culture Bureau of Jing'an District, Shanghai. A copy of the memorandum is appended to this report.

Visit to Shanghai – Feedback Report

1. Recommendations

- 1.1 The Committee is asked to note the outcomes of the visit.

2. Background

- 2.1 Production company AEMI draws performances from China to Edinburgh during the Festival period and promotes connections between producers and artists in Edinburgh and China.
- 2.2 As a result of an initial visit to Shanghai and the district of Jing'an in September 2017, the Culture Bureau of Jing'an District, Shanghai, issued an invitation to the Convener and Vice-Convener of the Culture and Communities Committee to lead and participate in a Culture Forum in Jing'an and to sign a Memorandum of Co-operation between this Committee and the Culture Bureau of Jing'an District, Shanghai.
- 2.3 The visit took place between 21 and 24 May 2018 in Shanghai, China.

3. Main report

- 3.1 The Convener and Vice-Convener of the Culture and Communities Committee were invited by the Culture Bureau of Jing'an District, Shanghai, to participate in the International Forum of the China Modern Drama Valley Festival; to sign a Memorandum of Co-operation between Edinburgh and Jing'an; to meet with key officials from the Jing'an and Shanghai governments; and to participate in the awards and closing ceremony of the China Modern Drama Valley Festival and One Drama Awards.
- 3.2 The International Forum of the China Modern Drama Valley Festival was held on 22 May 2018 and was on the theme of 'Drama and the City: The Future of the Asian Performance Capital'.
- 3.3 The keynote speakers were HU Jinjin, Deputy Director of Communications Ministry of the Shanghai Municipal Government; LU Xiao Dong, Governor of the District of Jing'an; Councillors Wilson and McNeese-Mechan; and LOU Wei, Party Secretary for the Shanghai Theatre Academy.
- 3.4 Councillor Wilson gave a welcome address to the forum before the Memorandum of Co-operation was signed between the two partners. Later in the day Councillor

Wilson gave a keynote speech on the history and spirit of the Edinburgh Festivals and the ability of culture to reach beyond borders; Councillor McNeese-Mechan addressed the forum on how the Council and wider city partners support the festivals and the benefits to the city. Further addresses were given by several of Shanghai’s cultural partners.



3.5 In the evening, Governor LU hosted the delegation at an official dinner to welcome his guests to Jing’an.



3.6 Day two included a visit to some of the street festival sites promoting joint activities between Edinburgh festivals and Jing’an, and a tour of Jing’an’s key cultural sites.

3.7 The China Modern Drama Valley ‘One Drama Awards’ took place in the evening at the MeiXin Theatre in front of a large television audience on Chinese state television; Councillors Wilson and McNeese-Mechan were received as guests of

honour. During the awards the Memorandum of Co-operation and spirit of co-operation between Edinburgh and Jing'an were mentioned and applauded by the audience. Councillor McNeese-Mechan was invited on stage to present two awards.



- 3.8 Day three commenced with a tour of Shanghai's cultural sites and a private lunch with ZHANG Yu, Director of the Shanghai Jing'an Tourism Bureau to discuss the opportunities for mutual promotion of Edinburgh and Shanghai.
- 3.9 The Edinburgh International Festival has a Memorandum of Understanding with the China Shanghai International Arts Festival (CSIAF). As members of the Board of the Edinburgh International Festival, Councillors Wilson and McNeese-Mechan met with Catherine WANG, President of CSIAF, and WU Qiong, Director of the Shanghai Municipal Administration of Culture, Radio, Film and TV. Councillors Wilson and McNeese-Mechan were updated on the work being delivered by CSIAF and the ongoing links between the Edinburgh International Festival and Shanghai. The Edinburgh Festivals Impact Study was of great interest to Mrs WU and copies have been sent to the Municipal Administration.

4. Measures of success

- 4.1 Following the visit to Shanghai, a delegation from Jing'an visited Edinburgh in July and were welcomed by Councillor Wilson to the City Chambers to continue to develop the relationship between the two cities.
- 4.2 The Memorandum of Co-operation will allow more acts from the Edinburgh Festivals to be showcased within China and allow a reciprocal opportunity for Chinese acts in Edinburgh. Chinese productions continue to feature prominently within the Edinburgh Festivals programme and as a result of the close work between Scotland and China: the Chinese Culture and Art Festival is now an established part of the Fringe; the National Theatre of China's production of A Life

on the Silk Road at Edinburgh Zoo has been playing to sold out audiences throughout the Fringe.

5. Financial impact

- 5.1 The visit was funded by AEMI. There was no financial impact on the Council.

6. Risk, policy, compliance and governance impact

- 6.1 The actions and outputs described in this report adhere to the risk compliance policy and governance arrangements. In addition, the recommendations in the report do not impact on any existing policies of the Council.

7. Equalities impact

- 7.1 There are no direct equalities impacts arising from this report.
- 7.2 The Council's international work is delivered through the principal of democracy in action, respecting and promoting democratic freedoms both in Edinburgh and abroad. By engaging with international partners and a wide range of organisations across Edinburgh on projects and international visits, the Council both projects and encourages open society and fair government.

8. Sustainability impact

- 8.1 Travel arrangements were made by AEMI and were in accordance with the Council's Sustainable Travel Plan. While there are adverse impacts on air quality and noise associated with air travel, overland travel was not considered to be practical given the time implications.

9. Consultation and engagement

- 9.1 The Council has engaged with Festivals Edinburgh and Festival partners. Festivals Edinburgh has a Memorandum of Understanding with the China Shanghai International Arts Festival.

10. Background reading/external references

10.1 Report to Culture and Communities Committee – [19 June 2018](#)

Paul Lawrence

Executive Director of Place

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11. Appendices

Appendix 1 – Memorandum of Co-operation between the Culture and Communities Committee and the Culture Bureau of Jing'an District, Shanghai.

Appendix 1

Memorandum of Cooperation

between

**Shanghai Jing'an District Government and
the City of Edinburgh Council Culture and
Communities Committee**

Signatory (Party A):

Shanghai Jing'an District People's Government

Signatory (Party B):

Edinburgh Council Culture Committee

In order to effectively promote the deep exchange between China and UK, the two parties take Shanghai Jing'an Modern Drama Valley and Edinburgh Festivals as cultural exchange platforms to carry out cultural exchange projects focusing on drama and sign the Memorandum of Cooperation:

1. The two parties will make their respective advantages and actively communicate in the areas of culture,

innovation and festival organization to jointly plan a series of activities.

2. The two parties will work together to support the cultural exchanges between Jing'an and Edinburgh, especially the exhibition, promotion of exhibitions and other projects related to the cultural industry.

(1) The Jing'an District will invite the City of Edinburgh Council to visit the Modern Drama Valley in Shanghai and participate in the Edinburgh award-winning theatrical performances and showcases and the international drama forum in Jing'an.

(2) Edinburgh City will support Shanghai Cultural Week in Edinburgh Fringe Festival through its connection with Jing'an District.

(3) Both parties suggest as follow:

- Promote cooperation between independent creative artists between Shanghai Jing'an and Edinburgh.
- Promote artistic exchange between Shanghai Jing'an and Edinburgh.
- Participate in the "Momentum" project in the Edinburgh Festival ; the "Encounters" project in the

Edinburgh International Festival and the "Showcase" project of the British Council in 2019 on the premises of the successful applications.

- Promote exchanges and cooperation in the dramatic part between Edinburgh and Jing'an and fully consider the current state of independent management of Edinburgh-related theaters and Jingan-related theaters.

3. The two parties confirm that the Jing'an District Cultural Bureau designated by the People's Government of Jing'an District is responsible for the implementation of the specific issues of the cultural exchange platform and activities involved in this Memorandum, and will be the agency and channel for the cooperation of the Edinburgh Council Culture Committee and its international team.

The memorandum of cooperation will be signed by both parties in May 2018 and will take effect in Shanghai and Edinburgh. The memorandum includes both English and Chinese versions. Both are true and valid texts.

**Shanghai Jing'an District People's Government
(Seal)**

Chief of Jing'an District

**Edinburgh Council Culture and Communities
Committee (seal)**

Chairperson

2018.05.22

Culture and Communities Committee

10.00am, Tuesday 11 September 2018

Forth Bridges Area Tourism Strategy

Item number	9.2
Report number	
Executive/routine	Routine
Wards	Almond, Forth
Council Commitments	C2

Executive Summary

The Forth Bridges Forum is a Scottish Government led management forum established in 2011 to oversee the operation and maintenance of the three iconic bridges over the Firth of Forth.

A sub group of the Forum, the Tourism Project Group, has produced a Forth Bridges Area Tourism Strategy 2018-2028.

The strategy seeks to build on the Forth Bridge's UNESCO World Heritage status and the three bridges as a unique national asset to establish the Firth of Forth as a key visitor destination.

Committee is asked to endorse the aims of strategy.

Forth Bridges Area Tourism Strategy

1. Recommendations

- 1.1 Note the work to date of the Forth Bridges Forum and endorse the aims of the Forth Bridges Area Tourism Strategy;
- 1.2 Note the strategic fit with the Edinburgh 2050 City Vision and Edinburgh Economy Strategy;
- 1.3 Note the need to align this strategy with the wider work of the Council, Edinburgh Tourism Action Group and partners in the development of a revised Edinburgh Tourism Strategy 2020-2030;
- 1.4 Note the work to date, and the intention moving forward, to include fair representation of residents' issues and concerns in the delivery of the Forth Bridges Area Tourism Strategy; and
- 1.5 Refer this report to the Housing and Economy Committee.

2. Background

- 2.1 The Forth Bridges Forum is a Scottish Government led management forum established in 2011 to *“make sure that those with a direct interest in the bridges (including local communities, businesses and the travelling public) stay at the heart of the operation and maintenance of the three iconic bridges over the Firth of Forth.”*
- 2.2 Members of the Forum comprise of: Transport Scotland (Chair); City of Edinburgh Council; Fife Council; Forth Bridges Unit Operational Company; Historic Environment Scotland; Network Rail; Visit Scotland and West Lothian Council.
- 2.3 A subgroup of the Forum, the Tourism Project Group, has developed a Forth Bridges Area Tourism Strategy (2018-2028). The Tourism Project group comprises of the members of the Forum with the addition of: North Queensferry Heritage Trust; South Queensferry Heritage Trust; Queensferry and District Community Council; Cruise Forth; ETAG and Marketing Edinburgh.

3. Main report

- 3.1 The vision for the Forth Bridges Area Tourism Strategy 2018-2028 (draft version at appendix 1) is that: *“the Forth Bridges area will be recognised as a sustainable,*

high quality visitor destination, offering great customer service underpinned by an emotionally valued global brand.”

- 3.2 Three strategic outcome goals have been identified to take forward the strategy
 - 3.2.1 Strategic Outcome 1: Creating a visitor destination;
 - 3.2.2 Strategic Outcome 2: Offering a warm welcome; and
 - 3.2.3 Strategic Outcome 3: Marketing the destination.
- 3.3 The vision and strategic outcome goals are broadly in line with the emerging themes for the 2050 City Vision (a premier destination) and the objectives within the Economy Strategy (enhance the success of tourism).
- 3.4 The strategy contains a table of suggested actions and activities identified following a period of extensive consultation with stakeholders, residents, businesses and visitors.
- 3.5 Some of the suggested actions would fall to Council services to deliver. These include upgrading facilities at Hawes Pier and improvements to the efficiency of berthing for cruise passengers and other pier users.
- 3.6 It is expected that these upgrades and improvements can be achieved as part of the Queensferry High Street Improvement Plan due to be completed by 2020. This project is already budgeted for and in the Place Development workplan

4. Measures of success

- 4.1 The aims of the Forth Bridges Area Tourism Strategy are met and that these aims align with wider strategic aims of the city, its residents and its tourism sector.

5. Financial impact

- 5.1 Some actions within the strategy fall to the Council including to deliver improvements in the Queensferry area. It is expected these can be achieved through planned budgeted works.
- 5.2 Most suggested actions including “marketing a visitor destination” and “providing a warm welcome” can be delivered through existing budgets as part of the wider city marketing and tourism support activities. It is expected that the strategy and will provide a platform for improved collaboration and partnership working.

6. Risk, policy, compliance and governance impact

- 6.1 There are no risk, policy, compliance and governance impacts for this report

7. Equalities impact

- 7.1 There are no equalities impacts for this report

8. Sustainability impact

- 8.1 Sustainability and managing the success of Edinburgh's tourism sector and visitor numbers is an important consideration for the Forth Bridges Tourism Strategy and for work commencing on a new 2030 Edinburgh Tourism Strategy.
- 8.2 The views and consideration of local impact for residents of South Queensferry and the surrounding area have been considered as central to the development of the strategy.

9. Consultation and engagement

- 9.1 The Forth Bridges Tourism Strategy has been developed following consultation with a wide range of stakeholders.
- 9.2 Key to the success of any tourism strategy is consideration of residents' views. The Forth Bridges strategy has been developed with direct contribution from Community Councils and through wide consultation including with residents. Further, the strategy has been brought to the attention of the Council's Communities and Tourism Working Group.

10. Background reading/external references

None.

Paul Lawrence

Executive Director of Place

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11. Appendices

- 11.1 Appendix 1 - Forth Bridges Area Tourism Strategy 2018-2028 DRAFT



The Forth Bridges

Making a Journey a Destination



About this document

This document has been developed by the Forth Bridges Forum and informed by private and public consultation and original work by GL Hearn and Elspeth Wills.

Front cover image: Craig Allardyce. **Back cover image:** Centre for Digital Documentation and Visualisation (CDDV), a partnership between The Glasgow School of Art's School of Simulation and Visualisation and Historic Environment Scotland.

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Top: View of the three Forth Bridges at sunrise. (*Transport Scotland*). **Above:** Cruise ship beside the iconic Forth Bridge (*Alamy*).



The three Forth Bridges (L-R) Queensferry Crossing, Forth Road Bridge, Forth Bridge (Alamy - TBC)

Foreword



The three bridges that span the Firth of Forth link the past, present and future of Scotland's heritage and culture. They are a lasting tribute not only to engineering innovation over the past three centuries but also to the thousands of workers who made their mark as skilled bridge builders.

They are much more than a means of travel. The Forth Bridge has taken its place alongside the Pyramids of Giza and Spain's Alhambra as one of the world's most iconic monuments and has been inscribed on to UNESCO's World Heritage list. Its two magnificent neighbours are themselves great, engineering achievements.

On behalf of the Scottish Government, I am delighted to endorse the plans by the Forth Bridges Forum, set out in this document, to tell the story of the three bridges for the first time and to let visitors experience the bridges for themselves as well as marvel at their majesty. Not only will they set out how we may capitalise on the three bridges, with communities, businesses and the public sector working together, but also how we can use the bridges as a catalyst for developing the tourism offerings of the surrounding towns and villages.

Creating a new visitor destination fits with regional and national tourism strategies to provide year-round, high quality attractions. Giving travellers and visitors a reason to stop and explore will benefit the visitor economy and local communities alike.

A handwritten signature in black ink that reads "Fiona Hyslop".

Fiona Hyslop MSP, The Cabinet Secretary for Culture, Tourism and External Affairs



Forth Road Bridge 50th Anniversary Celebrations (*Chris Waite, Amey*)



Fireworks at Forth Bridge (*Grant Ritchie*)

Introduction

The Forth bridges are a unique national asset. Nowhere else in the world can boast three major bridges that span three centuries of engineering innovation on such a scale and in such close proximity. Each has been a world record holder in its own right. All three reflect the future as well as the past, carrying millions of travellers and goods across the Firth of Forth every year by train, bus, lorry, cycle, car or on foot. The historic communities of North and South Queensferry, the crossing point since Queen Margaret paid for a ferry to carry pilgrims in the 11th century, lie in the shadow of these bridges.

A starting point for realising the tourism benefits of this asset was UNESCO's inscription of the Forth Bridge on to the World Heritage list on 5th July, 2015. The Forth Bridge became Scotland's sixth World Heritage Site with the same status as the Taj Mahal and the Great Wall of China. This prestigious cultural accolade was a fitting way to celebrate the 125th anniversary of a Scottish industrial icon. A year earlier, the 50th anniversary of the completion of the Forth Road Bridge in 1964 had further established an engineering continuum, a primary factor linking the two bridges being the legendary contracting engineers, Sir William Arrol of Glasgow.

The Queensferry Crossing, when it opened in 2017, reinforced the importance of the bridges as well as opening up new views of the estuary. The people of Scotland embraced it from the start. Proof of their passion was demonstrated as early as 2013 when over 40,000 people participated in naming the new bridge. The Queensferry Crossing was the resounding winner. The public followed every step of its construction and celebrated its opening with pride.

The stories behind the bridges are about much more than engineering statistics. They tell of workers battling with wind and tides to fit together the pieces of some of the world's largest jigsaws. The Forth Bridge has experienced the drama of two World Wars and inspired the creativity of writers, artists and film makers. They have featured on banknotes, coins, a multitude of souvenirs and even in computer games played worldwide. The bridges are already the backdrop for local sports and charity events as well as the inspiration for writing and photographic competitions.

A world-class attraction demands a world-class experience.

There is an aspiration that visitors will be able to step on to a dramatic, 21st century viewing platform at the south end of the Forth Road Bridge to engage their senses with unparalleled views. They will learn the headlines of the bridges' story in the landscape as they move towards the Forth Bridges Welcome Hub where the chapters unfold through creative exhibitions. Here visitors may also plan their journey of exploration in a relaxed and informal setting. The adventurous may soon be able to walk in the sky, travelling up the Forth Bridge to a viewing platform 100 metres above the river, in a 90 minute, experience of a lifetime.



“Awesome – you have to see it to believe it.”

is just one of the thousands of recent reactions to the bridges from all over the world.

The Forth Bridges

Visitors have been drawn to the Forth Bridge since construction began in 1884. Over the decades their numbers have swelled to today’s annual footfall of 117,000 visitors at the current viewpoint and many more attracted to the vantage points of North and South Queensferry. This has been achieved without any visitor signage, facilities or marketing, suggesting that the potential to grow the market is significant. People come for reasons as varied as the visitors themselves, from civil engineering professionals to families looking for a different day out and tourists wanting to tick off another sight on their bucket list and share on social media.

The location of the bridges is one of their strengths. It sits within the growing visitor market of Edinburgh and Lothians which attracts around 4.25 million staying visitor trips a year, 38% of which are taken by overseas visitors. To the north Fife generates over 650,000 such trips with over 20% of visitors coming from overseas.

The bridges benefit from their sheer visibility creating drama, excitement and anticipation as well as subtly signposting what is to come. Each bridge offers a distinctive experience. The Queensferry Crossing is a contemporary expression of a long

engineering heritage. It is constantly changing with the weather and the light. The Forth Road Bridge, the most accessible of the bridges, provides real time experiences for walkers and cyclists.

The Forth Bridge’s status as an icon is more than assured as a ‘must see’.

Collectively the bridges and the new Welcome Hub provide the anchor for a wider visitor offering which encourages exploration. By extending visitor stay through delivering choice, from the country houses around South Queensferry to Deep Sea World in North Queensferry and the varied attractions within the historic town of Dunfermline, the surrounding area benefits too. The opening of major new experiences such as the V&A in Dundee adds another dimension to the growing visitor market.

Left: North Queensferry at the Forth Bridge
(VisitScotland)



**“It will last for ever if
you look after it.”**

Sir William Arrol of his
masterpiece, the Forth Bridge

The Forth Bridge, UNESCO World Heritage Site
(*Historic Environment Scotland*)

VISION AND STRATEGY

The Forth Bridges Forum's vision for the bridges is that:

By 2030 The Forth Bridges area will be recognised as a sustainable, high quality visitor destination, offering great customer service underpinned by an emotionally valued global brand.

This ambitious but deliverable vision underpins the specific strategic goals and activities identified to achieve it. The following three strategic outcomes – **Creating a Visitor Destination**; **Offering a Warm Welcome to All**; and **Marketing the Destination** are designed to achieve the vision along with the supporting theme of **Looking After the Forth Bridges** which encompasses the UNESCO requirements for the Forth Bridge World Heritage Site.

Suggested actions have been identified (page 18) and these will form the basis of a five year delivery plan to be developed to take the strategy forward.

Forth Road Bridge and Queensferry Crossing at night (Fife Council)

**STRATEGIC
OUTCOME**

01

Creating a visitor destination

Effective visitor management is crucial in creating a sense of place. The visitor journey starts with planning their trip and continues through clear wayfinding; dealing with comfort factors like parking and catering; building a sense of arrival and anticipation that is outperformed by the experience; and ends by guiding the visitor to explore further. By encouraging visitors to stay longer, return and recommend the area to others will lead to further opportunities for businesses to capitalise on visitor growth across the wider area.

Based on research and consultation we have gained an understanding of the issues that we need to address to deliver an outstanding visitor experience while respecting the needs of people who live and work in the area. To do this we will need to address issues as varied as traffic management and arrival points and telling the Forth Bridges story through visitor engagement and marketing.

Priority activities

- **Encouraging the creation of new attractions and viewpoints of the bridges to capture visitors especially from the tourist hub of the capital Edinburgh, which also hosts a World Heritage Site**
- **Exploiting niche markets such as heritage, railway and bridge enthusiasts**
- **Using the theatrical backdrop of the bridges for events which appeal both to participants and spectators**
- **Ensuring that communities are kept informed of and are consulted on significant developments**
- **Developing ways of benefiting local communities and visitors through orientation signage, interpretation and walking trails as well as improvements to the public realm**
- **Encouraging local tourism businesses to grow and create employment opportunities through their proximity to the bridges**
- **Supporting tourism related activity on the Forth around the bridges, building on 2020's Year of Coast and Waters.**



Sunset on the River Forth
from Port Edgar (Alamy)

STRATEGIC OUTCOME

02

Offering a warm welcome to all

A first class visitor experience is essential for all aspects of a visit to the area. A strong customer focus should be at the forefront of all activities with every business that engages visitors taking responsibility for providing a warm welcome to all. One bad experience could negatively influence others from visiting the area such is the power of social media.

Priority activities

- Making visitors welcome by engaging fully with everyone involved with delivering the experiences, from staff at the Visitor Hub and local residents to accommodation providers and volunteer tour guides
- Encouraging communities themselves to take a sense of ownership and be effective and proud ambassadors for the attractions in their areas
- Creating memorable experiences so that visitors to the area will want to tell others and return time and time again
- Delivering appropriate programmes in leadership and the role of the ambassador
- Encouraging businesses to sign up to World Host Customer Care Programme
- Providing skills training to enhance the job prospects of individuals and to grow businesses sustainably through increased productivity.



Left: Ferry Fair, South Queensferry
(VisitScotland - TBC)



Forth Bridges Festival,
South Queensferry (Amey)

**STRATEGIC
OUTCOME**

03

Marketing the destination

The new Queensferry Crossing and the creation of new visitor experiences presents the opportunity to tell the world about the bridges. They have the right ingredients – compelling stories, a global audience, the opportunity to build on the established icon of the Forth Bridge, the opportunity for cross-promotion with other World Heritage Sites and links to communities with stories of their own.

The key challenge for marketing is in building understanding and loyalty to ensure longer and repeat visits and referrals by using the spectrum of communications.

Priority activities

- **Ensuring that visitors are aware of the ease of reaching and exploring the area by car, public transport, cycle, on foot or by boat, while avoiding traffic pressures on North and South Queensferry**
- **Implementing the Orientation and Signage Strategy in North and South Queensferry**
- **Promoting the Forth Bridges brand as the symbol of a quality visitor destination**
- **Encouraging the use of the brand by businesses, communities, transport operators and attractions, in promotional material and merchandising**
- **Protecting the use of the brand to ensure its integrity**
- **Making effective use of digital media to provide instant access to the latest information and widen the marketing reach**
- **Applying technology innovatively to enhance the visitor experience through webcam links, access to laser-scan 3D digital models of the Forth Bridge and augmented and virtual reality**
- **Providing free Wi-Fi throughout the area**
- **Working with other attractions to promote the wider offering with the bridges at its core**
- **Creating and promoting a strong events calendar across the area.**

SUPPORTING THEME

Looking after the Forth Bridges

Recognising that Sir William Arrol's claim *"It will last for ever if you look after it"* holds true a century later, the Scottish Government set up the Forth Bridges Forum in November, 2011. It brings together organisations with an interest in the bridges as partners to fulfil the aims of:

- **Adopting a strategic approach to the operation and maintenance of the Forth bridges**
- **Engaging with local communities**
- **Promoting the bridges as a unique tourist destination**
- **Supporting the World Heritage Site**
- **Encouraging ways of increasing cross-Forth active travel and sustainable public transport.**

Managing and conserving the Forth Bridge brings responsibility for the protection and promotion of its World Heritage status.

The delivery of high-quality visitor interpretation and access, both physical and virtual, is fundamental if the presentation of the Forth Bridge to the world is to be successful. The creation of sensitive, new visitor attractions, therefore, fits well with UNESCO's World Heritage Site guidance, ensuring a sustainable and positive impact on host communities.



(L-R): Cyclists crossing Forth Road Bridge (*VisitScotland - TBC*), Queensferry Crossing and Forth Road Bridge (*TBC*), Steam engine on Forth Bridge (*TBC*), Forth Road Bridge public event (*Amey*)



Delivering the strategy

The people of Scotland have inherited a remarkable asset in the three bridges. Already visitors have voted them to be the country's top landmark. This provides the perfect opportunity to realise their value to communities and businesses by delivering top quality experiences that surpass visitor expectations and to spread the word across the globe.

“The Queensferry Crossing is a symbol of a confident, forward-looking Scotland. It is a truly iconic structure and a feat of modern engineering.”



Ensuring that the bridges provide a world class visitor experience demands leadership, partnership, planning and investment.

We have developed a table of suggested actions to take forward the objectives of the strategy and achieve the strategic outcomes. Some activities are already underway and being delivered:

- Scotland-wide learning programmes for schools, colleges and Universities
- Architectural and landscape design for the Visitor Welcome Hub
- A dedicated Forth Bridges website which has already achieved first place in web search rankings, and a fast-growing following for its associated social media channels
- The recruitment of Forth Bridge Ambassadors throughout the UK and overseas
- Brand registration in the UK, Europe and the USA
- A strategy for orientation and interpretation signage in North and South Queensferry
- A turn-key merchandising proposal.

The Forth Bridges – Making a Journey a Destination

SUGGESTED ACTIONS: The following list of suggested actions sets out the activities identified through extensive consultation with stakeholders, communities, businesses and potential visitors. The new organisation will identify the most appropriate lead and establish timescales to deliver the suggested actions.

STRATEGIC THEME/ AREA OF ACTIVITY	ACTION
Organisational management	Recruit and manage project manager to take forward the action plan
	Project Manager to deliver all actions with an indicative timescale of 'within 12 months' as a priority
	Launch new organisation to implement the strategy
	Establish baseline for tourism activity monitoring
	Conduct annual visitor volume and value research
	Conduct annual visitor experience survey including impact on North and South Queensferry
Creating a visitor destination	Improve cycling infrastructure
	Extend Edinburgh Days Out Travel Pass to the area
	Persuade local tour bus operators to add Forth Bridges to their destinations
	Provide visitor information at Park & Rides
	Rename Dalmeny Station Forth Bridge Station. Improved signage on trains and at stations
	Work with local marinas and harbours to encourage boat traffic in the area
	Connect local path networks to major walking routes with involvement of Scottish Natural Heritage
	Upgrading of cruise liner facilities at South Queensferry, Newhaven and Leith
	Support the development of the Forth Bridge Experience
	Implement orientation and interpretation of North and South Queensferry and the routes to the bridges
	Encourage the development of activity based tourism products, including extreme sports in the form of abseiling, zip lines and virtual reality experience of a similar nature
	Consider the development of a Visitor Welcome Hub and viewpoint
Improve berthing capacity and pier infrastructure at South Queensferry	

STRATEGIC THEME/ AREA OF ACTIVITY	ACTION
Offering a warm welcome to all	Trial a closure of Forth Road Bridge for a family cycling event
	Develop marketing plan including community communication
	Develop a range of merchandising
	Work with relevant skills training providers including local Colleges to ensure businesses have the right skills within them to succeed
	Create programme aligned to the Scottish Government's Themed Years
	Establish self-guided and accompanied walking and cycling tours
	Develop joint marketing strategies with other Scottish and global World Heritage Sites
	Promote the area at major tourist travel destinations e.g. Edinburgh Airport and Waverley and Haymarket railway stations
	Use empty shops to promote the area
	Place articles in in-flight and other travel magazines
Marketing the destination	Develop digital suite of content and imagery for use by tourism agencies
	Distribute promotional material at key railway stations
	Promote the area to cyclists in association with relevant organisations
	Partner tourism agencies and businesses to include the Forth Bridge in existing offerings
	Ensure appropriate use of Forth Bridges branding
	Promote the destination to cruise line passengers
	Develop pop-up food and drink outlets
	Launch Destination Leadership Programme
	Achieve World Host destination status for the Forth Bridges area
	Attract high profile, international events e.g. cycling, athletics, triathlons, yachting, using the bridges as a backdrop

The Forth Bridges – Making a Journey a Destination

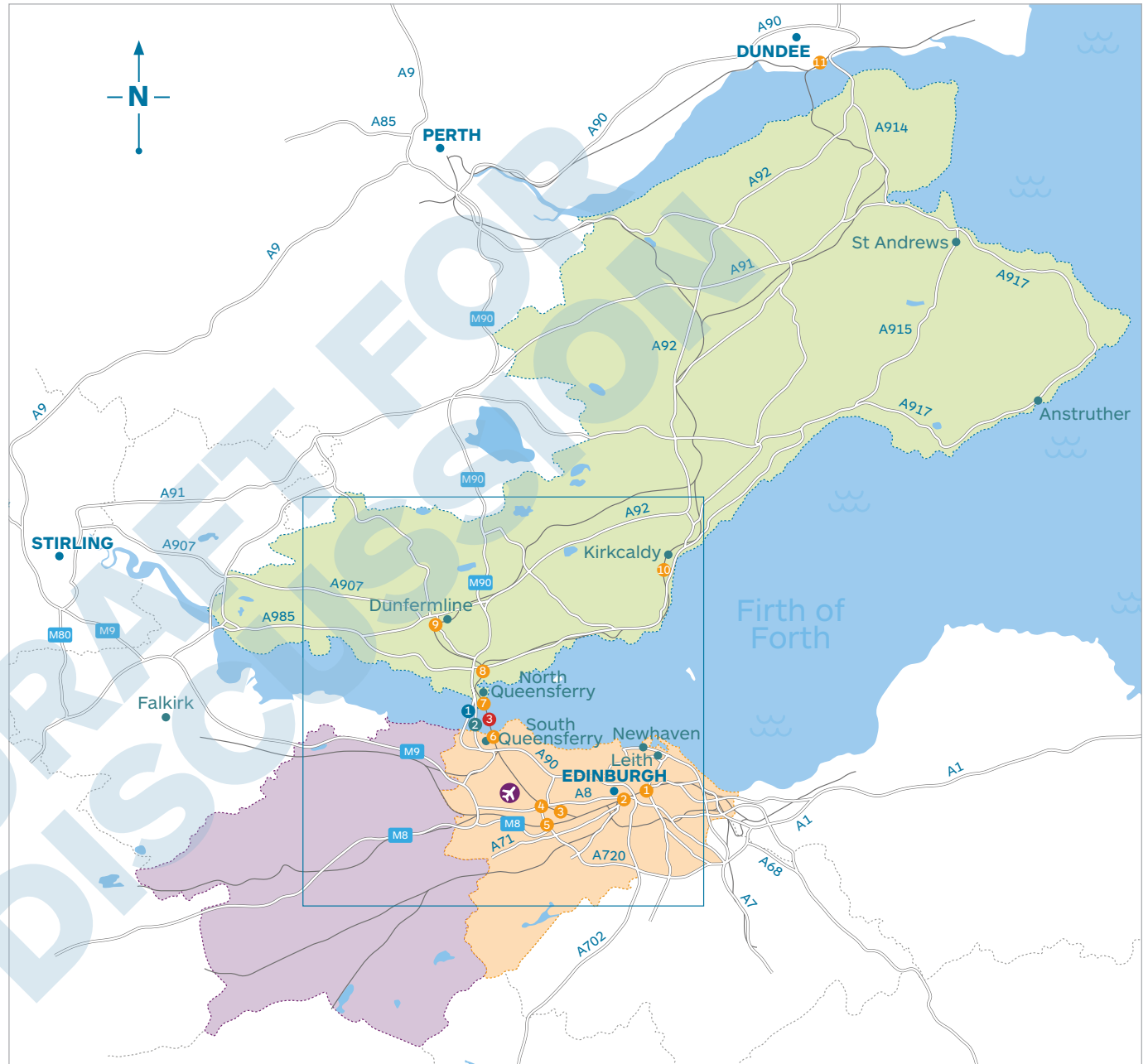


Key to map

- Fife
- City of Edinburgh
- West Lothian
- Other boundaries
- Roads
- Railway
- 1 The Queensferry Crossing
- 2 The Forth Road Bridge
- 3 The Forth Bridge

Railway stations

1. Waverley
2. Haymarket
3. South Gyle
4. Edinburgh Gateway
5. Edinburgh Park
6. Dalmeny
7. North Queensferry
8. Inverkeithing
9. Dunfermline
10. Kirkcaldy
11. Dundee



The Forth Bridges – Making a Journey a Destination



Key to map

- Boundaries
- Roads
- Railway
- 1 The Queensferry Crossing
- 2 The Forth Road Bridge
- 3 The Forth Bridge
- Park & Ride

Railway stations

1. Waverley
2. Haymarket
3. South Gyle
4. Edinburgh Gateway
5. Edinburgh Park
6. Dalmeny
7. North Queensferry
8. Inverkeithing
9. Dunfermline
10. Kirkcaldy



Cyclists in South Queensferry (TBC)

The Forth Bridges Forum

The Forth Bridges Forum is managed by Transport Scotland on behalf of Scottish Ministers. Core members are:

- City of Edinburgh Council
- Fife Council
- Forth Bridges Operating Company
- Historic Environment Scotland
- Network Rail
- Transport Scotland
- VisitScotland
- West Lothian Council

For further information visit www.theforthbridges.org or contact:

Forth Road Bridge
Administration Office
South Queensferry
West Lothian
EH30 9SF

Tel: 0800 042 0188
Email: info@theforthbridges.org





Queensferry Crossing (*Richard Newton*)



Culture and Communities Committee

10am, Tuesday, 11 September 2018

Allotment and Food Growing Provision

Item number	9.3
Report number	
Executive/routine	
Wards	All
Council Commitments	44

Executive Summary

This Report summarises the current level of food growing provision supported by the Council; the existing legislation, policy and strategy in place to increase this provision; and related barriers to further expansion.

Allotment and Food Growing Provision

1. Recommendations

- 1.1 Committee notes the current scale and range of allotment and food growing provision across the city supported by the Council.
- 1.2 Committee notes the measures in place seeking to increase allotment provision and support and expand the network, and the number of community gardens and food growing initiatives.
- 1.3 Committee refers this report to the Transport and Environment Committee for information.

2. Background

- 2.1 Council commitment 44 is “to increase allotment provision and support and expand the network and the number of community gardens and food growing initiatives”.
- 2.2 In March 2017 the City of Edinburgh Council approved its third [Allotment Strategy](#), “Cultivating Communities - A Growing Success”. This strategy was written following consultation with the public and allotment plot holders in the Autumn of 2016, and establishes a ten-year plan for allotment development in Edinburgh. Its core objectives are to:
 - 2.2.1 ensure adequate provision of allotments;
 - 2.2.2 introduce a robust management system;
 - 2.2.3 improve the customer experience; and
 - 2.2.4 adopt the revised allotment regulations.
- 2.3 In 2011, the City of Edinburgh Council published a framework for a ‘Sustainable Edinburgh 2020’ and consulted on priority issues for action. Food issues came high on the list of what people felt was important, so a cross sector steering group was established and Edible Edinburgh was formed. The group produced the [Edible Edinburgh Sustainable Food City Plan](#) in 2013. One of its aims is to grow, produce and distribute food more locally.
- 2.4 There are over 65 community garden projects across the city known to the Council, most of which include food growing as a core purpose. A significant number of these take place on Council-owned land, often through a peppercorn lease arrangement.

- 2.5 The Community Empowerment (Scotland) Act came into force on 17 June 2015 and section 9 of the act looks to simplify the law regarding allotments. Local authorities are obliged to manage waiting lists for allotments and take reasonable steps to address high levels of demand. Councils also have to seek permission from Scottish Ministers before they sell off land used for allotments or use it for something else. Finally, local authorities have to report on their allotment provision every year and have to enforce active regulations relating to allotment plot holders.
- 2.6 The provisions of the 2015 Act relating to allotments seek to:
- 2.6.1 Increase the number of allotments;
 - 2.6.2 Increase the amount of land made available to communities to grow their own food;
 - 2.6.3 Make it easier for communities to take over land for allotments and other “Grow Your Own” purposes; and
 - 2.6.4 Update and simplify existing allotments legislation.
- 2.7 The main areas of new policy include:
- 2.7.1 A duty on local authorities to hold and maintain allotment waiting lists;
 - 2.7.2 A duty on local authorities to provide allotments and to keep waiting lists below a set target;
 - 2.7.3 A duty for local authorities to publish an annual report and produce a food growing strategy;
 - 2.7.4 A duty for local authorities to produce new allotment regulations; and
 - 2.7.5 Protection of allotment sites from closure.
- 2.8 The Act places a duty on local authorities to provide allotment sites. These allotments will be provided principally to people on the allotments waiting list. Allotment provision is demand led and the waiting list will record all those who want to let an allotment plot. The Act replaces the provisions within the Allotments (Scotland) Acts 1892, 1922 and 1950, which are repealed in their entirety.
- 2.9 The [Open Space Strategy](#) (2016) supports the expansion of the city’s allotment supply and encourages future development to include provision for allotments and community growing as part of placemaking. This statutory document includes reference to the Allotment Strategy and the Council’s obligations to support food growing under the provisions of the Community Empowerment (Scotland) Act.
- 2.10 There has been one Stage 1 Expression of Interest form received from Transition Edinburgh South for the walled garden at Gracemount Mansion. Under the Council’s Community Asset Transfer Policy, a Stage 1 Panel meeting is being convened to consider their request.

3. Main report

- 3.1 There are many food-growing activities across the city, including 44 allotment sites. Of these:
 - 3.1.1 30 are owned or leased by the City of Edinburgh Council and managed by Parks, Greenspace and Cemeteries;
 - 3.1.2 three are owned by the City of Edinburgh Council and managed by Housing;
 - 3.1.3 five are owned by the City of Edinburgh Council but have a devolved management system; and
 - 3.1.4 six are privately owned and managed.
- 3.2 An additional 65 community garden projects are known to the Council, most of which are on Council-owned land and include food growing as a core purpose. Over two-thirds have been supported by the Edinburgh and Lothians Greenspace Trust, including 19 new sites over the last 12 months.
- 3.3 There are 23 community gardens across the city on land owned by the Housing Service, providing a range of gardening facilities for tenants. One of the main objectives of the Housing Budget Strategy is to invest in services aimed at reducing tenants living costs. During the 2016/17 Housing Budget Consultation, Council tenants were asked what they felt would have the greatest impact on reducing their day to day costs. One in two of the tenants who responded said that they wanted to see more community gardens and green spaces so they could grow their own food and reduce their food bills. Tenants also recognised the wider benefits of delivering more gardens, including bringing local residents together, communities taking ownership of unused land, being active outdoors, and getting the opportunity to grow healthy food.
- 3.4 Further community gardens are already in the process of being delivered through the Neighbourhood Environment Programme (NEPs) and in new council housing developments.
- 3.5 Over the next 10 years the Council will deliver 20,000 new affordable homes across Edinburgh in partnership with housing associations. Gardens and green spaces will be integral to the development of new homes and in the regeneration of the wider communities. Two gardens are currently under construction as part of new developments at Crewe Road Gardens and Greendykes. Six more are at design stage. Future developments are being evaluated to maximise the delivery of green spaces to support local tenants and residents.

- 3.6 There are 2,697 customers on the Council's allotment waiting list. The first allotment strategy for the City of Edinburgh "Cultivating Communities" was widely acclaimed for improving the standard of allotments in Edinburgh. However, the waiting list continued to grow. The second strategy "Cultivating Communities - A Growing Challenge" went some way to tackle this by providing an additional 344 plots of all sizes for rent. The present Allotments Strategy "Cultivating Communities – A Growing Success" was drafted in response to the Community Empowerment (Scotland) Act 2015.
- 3.7 Section 112(1) of the Act imposes a duty on local authorities to take reasonable steps to provide sufficient allotments to keep the allotment waiting list at no more than half the authority's current number of allotments, and to ensure that a person entered on the list does not remain on it for a continuous period of more than five years. To meet these duties the Council needs to create some additional 1,300 allotment plots, almost double its current provision of 1,552 plots.
- 3.8 Recognising the prevailing budgetary constraints, the current Allotment Strategy seeks to establish additional allotment plots through two main mechanisms:
- 3.8.1 sub-dividing large plots where there is demand for smaller plots; and
 - 3.8.2 supporting communities to fundraise for and create allotments or community food growing gardens.
- 3.9 The Community Empowerment (Scotland) Act encourages people who are on the allotments waiting list in a given area to come together and "take on" a piece of local Council ground (assuming that such ground exists). The City of Edinburgh Council will therefore support communities to fundraise to transform ground into an allotment site and thereafter manage the site. Management could be independent of the Council but there would be an expectation that any independent allotment site would abide by the Council's allotment regulations.
- 3.10 Although the third allotments strategy was only recently approved, the early signs are that implementation of this approach alone is unlikely to meet the current and expected future demand for an allotment plot. A short-list of potential allotment sites has been collated, and those on the waiting list in proximity to some of the more realisable ones are being contacted to ascertain levels of interest in community-led site construction and management.

4. Measures of success

- 4.1 Sufficient allotment, community garden and food growing provision to meet demand.

5. Financial impact

- 5.1 The leasing of land for community-led allotment or growing space construction involves officer time and incurs administrative costs. These can normally be captured within existing revenue budgets.
- 5.2 Although presently unbudgeted, an alternative approach would be to directly construct new allotment sites using capital funds and rent these out to recover costs. A new full-size allotment plot with suitable security and access to water and central tool storage normally costs between £1500-£2500 to construct. 2018/19 plot rentals vary from £28 (half-sized plot with concession for the elderly, students and unemployed) to £114 (full-sized plot).
- 5.3 An estimated £2m would be required to construct sufficient plots to meet the Council's duty to keep the allotment waiting list at no more than half the authority's current number of allotments, and to ensure that a person entered on the list does not remain on it for a continuous period of more than five years. However, this sum is highly dependent on the size of plots and scale/number of allotment sites.
- 5.4 Creating new allotments on existing Council green space may reduce annual grounds maintenance costs.

6. Risk, policy, compliance and governance impact

- 6.1 Given current levels of investment, it is likely that the Council will fail to meet its statutory duty under Section 112(1) of the Community Empowerment (Scotland) Act 2015 to take reasonable steps to provide sufficient allotments to keep the allotment waiting list at no more than half the authority's current number of allotments, and to ensure that a person entered on the list does not remain on it for a continuous period of more than five years.

7. Equalities impact

- 7.1 Allotments and community growing spaces are available to all and are particularly attractive for those who do not have their own garden. Edinburgh offers allotments on a first come basis and rental discounts are available to those citizens who are unemployed, students or who are over state retirement age.
- 7.2 Reducing inequalities in health is critical to achieving the Scottish Government's aim of making Scotland a better, healthier place for everyone, no matter where they live. Health inequalities can be a matter of personal lifestyles such as lack of physical activity. Allotment gardening is a low-cost activity that encourages physical exertion and the production of healthy produce for consumption.
- 7.3 The 2015 allotments survey shows that 53% of plot-holders are female and 47% are male. 53% are over the age of 55.

8. Sustainability impact

- 8.1 The Sustainable Cities Index ranks cities on 20 indicators in five key areas: the economy, business, risk, infrastructure and finance. It also breaks the results down into three sub-indices; social, environmental and economic which combine to provide a ranking of each city's overall sustainability. Allotment gardening contributes to the ranking process through delivering beneficial effects on many of the assessment indices, including the percentage greenspace area, life expectancy, obesity rates and greenhouse gas emissions.
- 8.2 Sustainable Edinburgh 2020 (SE2020) is the Council's Framework for the sustainable development of the city until 2020. Its vision is that "Edinburgh in 2020 will be a low carbon, resource efficient city, delivering a resilient local economy and vibrant flourishing communities in a rich natural setting". Allotment gardening supports sustainable food at a low carbon cost.

9. Consultation and engagement

- 9.1 There has been no public consultation pertaining to this report. However, development of both the Council's allotment strategy and the Edible Edinburgh initiative involved extensive consultation. Similarly, the creation of growing spaces in existing and future Housing involves a consultation process.

10. Background reading/external references

- 10.1 Edinburgh and Lothians Greenspace Trust – Community Gardening (<http://www.elgt.org.uk/projects/community-gardening>)

Paul Lawrence

Executive Director Place

Contact: David Jamieson, Parks, Greenspace and Cemeteries

E-mail: david.jamieson@edinburgh.gov.uk | Tel: 0131 529 7055

11. Appendices

None.

Culture and Communities Committee

10am, Tuesday, 11 September 2018

Edinburgh People Survey – Culture Results

Item number	9.4
Report number	
Executive/routine	
Wards	All
Council Commitments	46

Executive Summary

This report presents the culture results of the Edinburgh People Survey from 2012 to 2017, with appropriate comparisons for non-Council surveys. In summary, the report finds:

- Cultural participation in Edinburgh remains significantly above the Scottish average, with improving levels of participation in the year-round programme of Festivals (+10% from 2012 to 2017) and in cultural activities outside of Festivals (+8% from 2013 to 2017);
- Though there have been significant and widespread increases in cultural participation, in 2017 21% of Edinburgh adults had not been to a Festival in the previous two years, or attended a live music event, theatre, museum or gallery in the last year;
- Non-participation in cultural activity appears to be strongly driven by economic factors with those in work more than twice as likely to be engaged with cultural activity than those who are unemployed and looking for work, but level of education, age and health are also influential; and
- A national increase of 9.7% (2016-2017) in attendance at cultural venues and attractions includes a significant increase in local people visiting these, as well as an increase in tourist visits. It is clear that Edinburgh residents are receiving cultural benefits as well as the economic benefits of the city being a major cultural and cultural tourism hub.

Edinburgh People Survey – Culture Results

1. Recommendations

- 1.1 It is recommended that committee notes the findings of this report and requests an annual report on the cultural specific survey results from 2019.

2. Background

- 2.1 The Edinburgh People Survey (EPS) is the largest face-to-face opinion survey conducted by any UK local authority on:
 - 2.1.1 satisfaction with, and experience of, local services;
 - 2.1.2 opinion of the local authority; and
 - 2.1.3 quality of life factors.
- 2.2 The survey interviews a minimum of 5,100 Edinburgh adults (aged 16+) in the autumn of each year, obtaining a representative sample of 300 residents in each of the city's 17 multi-member wards. The survey provides unparalleled access to the views of Edinburgh residents and is used in both performance reporting and service planning across a broad range of service areas.
- 2.3 For the past six years (2012-2017) the survey has gathered figures on attendance at any of the city's year-round Festivals, and for the past five years the survey has also asked about cultural engagement outside of festivals. These six years of data have been collected and are being reported to this committee for the first time (annual updates are provided to the Corporate Policy and Strategy Committee).

3. Main report

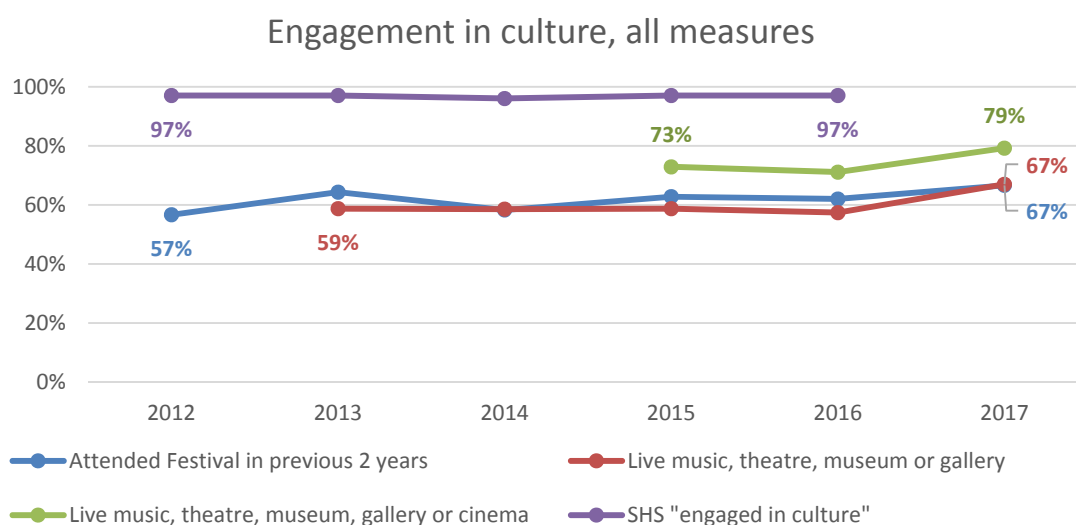
- 3.1 This report reflects a high level of cultural engagement amongst citizens compared to Scotland as a whole, and engagement is also significantly improved over the period surveyed from 2012 to 2017.
- 3.2 This report looks at overall cultural engagement in the city, both at Edinburgh's year-round Festivals and at events and activities outside this. It should be noted that the EPS data relate only to cultural activities which Edinburgh residents have

been engaged with *in Edinburgh*. Some residents will also have engaged in cultural activity *outside of Edinburgh*. To address this deficiency, some comparison data is also included from the Scottish Household Survey (SHS) – which samples around 750 Edinburgh residents each year, but which asks about all cultural engagement, not just engagement within the local authority boundary.

3.3 Finally, the report goes on to show the profile of citizens engaged in various local cultural activities.

Overall engagement in cultural activity

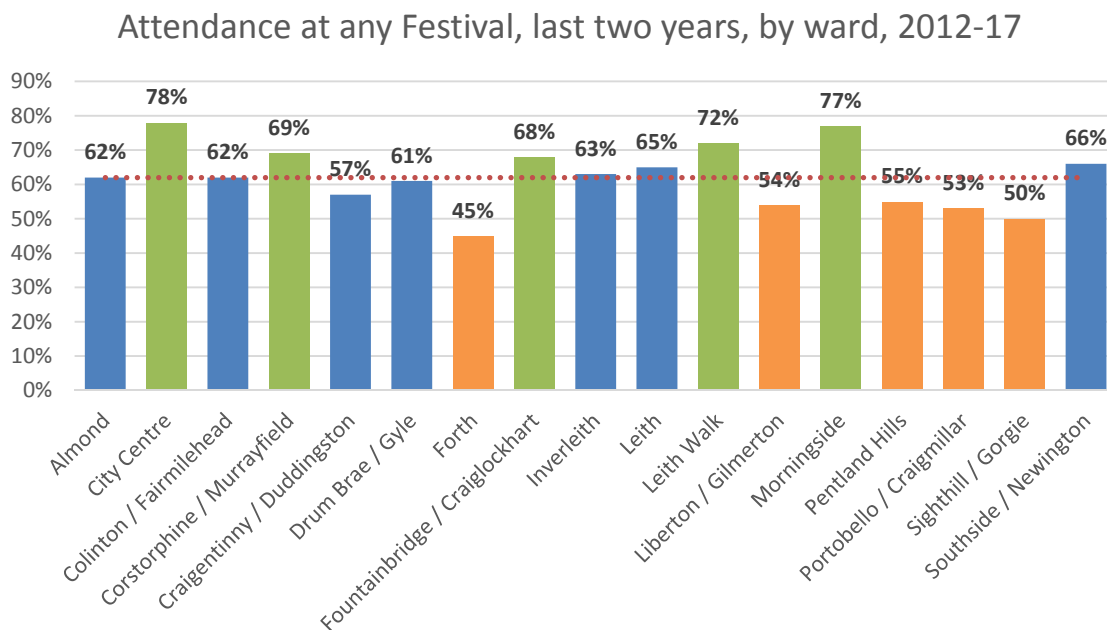
3.4 Overall engagement in cultural activity amongst adults living in Edinburgh has increased over the previous six years, with a 10% increase in residents attending any of the Edinburgh Festivals, and an 8% increase in the percentage of residents attending live music, theatre, museums or galleries outside of festivals since 2013. Both of these indicators were at their highest measured levels in 2017.



3.5 Over the period monitored by the EPS, attendance at cultural activities as part of Festivals and outside of festivals have been about equal. Cinema attendance was only monitored since 2015 and in order to fairly report the longer term trends, two lines are shown – one including cinema where that data is available for the previous three years, and one excluding cinema which shows five years of data. The graph shows that the percentage of residents who have attended any live music, theatre, museum, gallery or cinema has increased by 6% from 2015 to 2017. In 2017 around four in five adults had attended one or more cultural activities in the previous year, outside of Festivals.

3.6 The SHS monitors a considerably wider range of activities as part of its indicator “engaged in culture”. This measure combines all the above festival and non-festival activity with visiting historical sites or archives, going to the library and being in a book group. Around 97% of Edinburgh residents were considered “engaged in culture” according to this indicator, which is around 5% higher than the average for Scotland as a whole.

3.7 Overall attendance at Festivals has increased and in 2017 was at its highest recorded level. There has been little statistically significant change over time at ward-level. The graph below shows the average over all six years for each ward (though it should be noted that ward boundary changes altered some wards – Forth ward in particular was significantly reshaped) and highlights wards significantly above the city-wide average (in green) and those below the average (in orange).



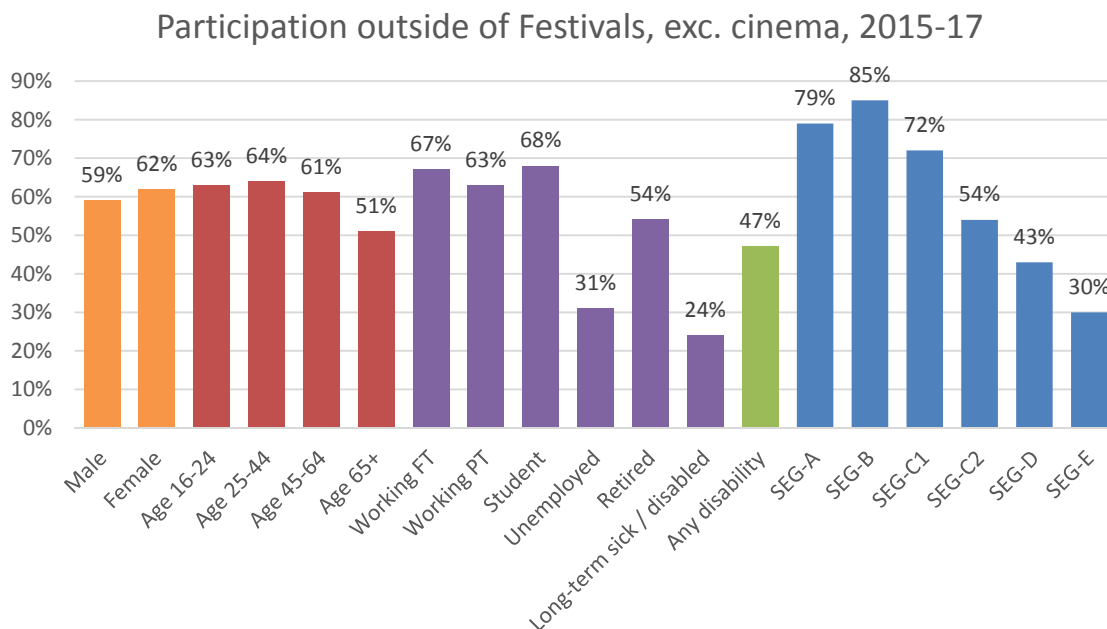
3.8 While income is an obvious factor in driving attendance at Festivals – and those areas significantly below the city average often include areas of highest deprivation – it may be that geography is also a factor, with four of the five areas of lowest engagement being located on the periphery of Edinburgh.

3.9 There is a strong relationship between Festival and non-Festival cultural activity. In 2017, of those who had attended a cultural activity (excluding cinema) outside of a Festival, 82% had also attended a Festival in the previous two years. Of those who had not been engaged in culture outside of festivals, only 35% had been to a Festival.

3.10 While overall engagement in both festivals and non-Festival cultural activity is increasing, there remains 21% of Edinburgh adults in 2017 who had neither been to a festival in the previous two years, nor a live music event, theatre, museum or gallery in the previous year.

Demographic drivers of overall engagement

- 3.11 Looking at attendance at live music, theatre, museums or galleries over the previous three years of EPS data reveals significant differences in overall participation, the largest of these appears to be economic, but age and health also have substantial impacts.

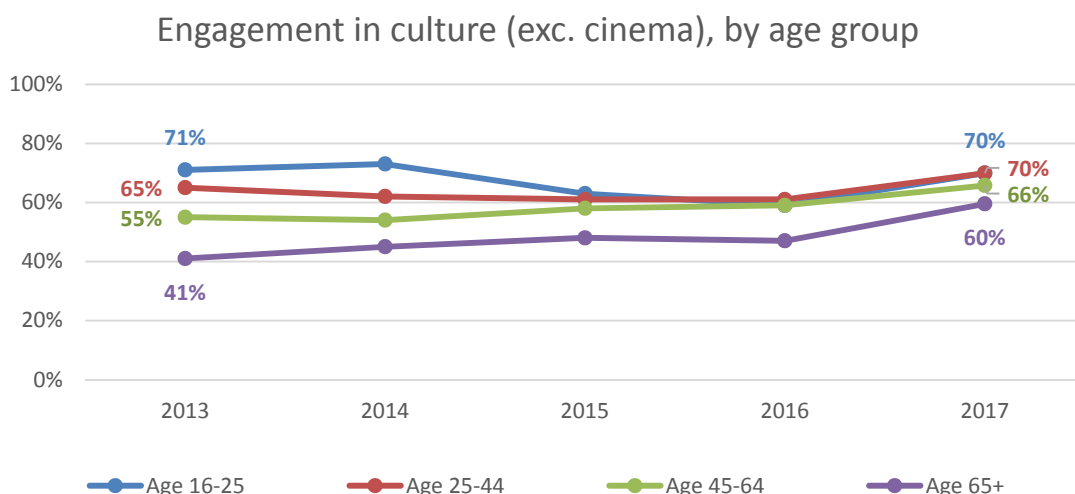


- 3.12 There was little overall difference in overall participation between men and women and between adults aged 16 to 64, however there were differences in terms of the types of cultural activity those groups engaged in, which are explored later.
- 3.13 Those in any form of employment were around twice as likely to have engaged in cultural activity in the last year as those who were unemployed and seeking work. While the EPS does not directly ask about income, it uses a Socio-Economic Grouping (SEG) based on the profession of the highest earner in the household to provide an approximation of this. SEG classifications generally run from the highest paid (A) to the lowest paid (E) – though individuals and particular professions will vary.
- 3.14 85% of those in socio-economic group B (intermediate managerial, administrative, professional) had engaged in cultural participation outside of Festivals, compared to only 30% of those in SEG-E (casual labourers, pensioners only receiving state pension, unemployed people).
- 3.15 Attendance at Festivals in the previous two years (not shown in graph) has the same distribution pattern. Over 2015 to 2017, 83% of those in SEG-B had attended a Festival, compared to 32% of those in SEG-E.

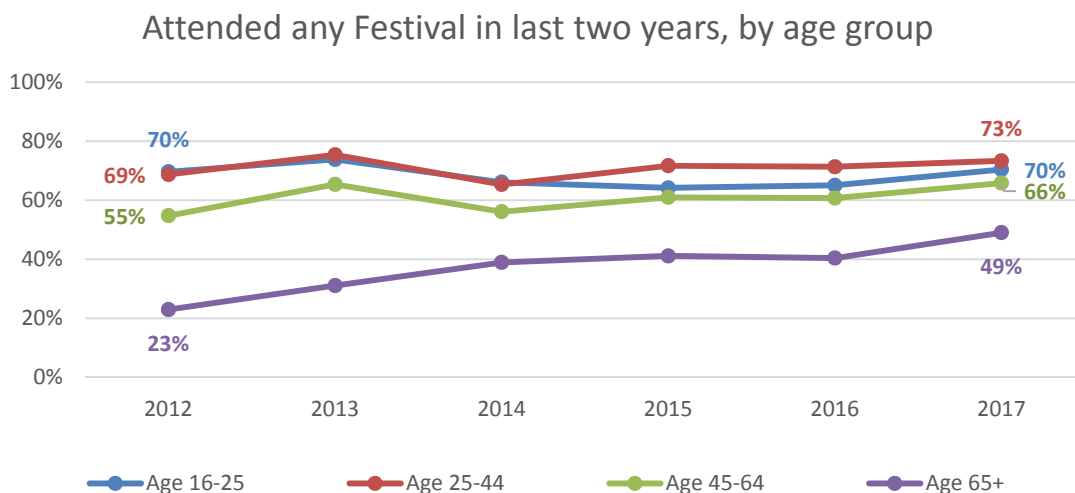
- 3.16 SEG also reflects a level of educational attainment. The 2016 SHS shows a clear pattern of cultural engagement with those attaining further, higher or professional qualifications being significantly higher (97%, exc. cinema) than those with only high school qualifications (89%, exc. cinema) or those with no qualifications (53%, exc. cinema) – though this last group also tends to be older. Part of the reason why Edinburgh outperforms Scotland as a whole in cultural engagement is likely due to the higher average income and educational attainment of its residents as a result of Edinburgh being a centre of skilled employment.
- 3.17 Those not working due to long-term illness or disability were the group least likely to have attended any cultural activity outside of the Festivals. While those with any disability (who may have been working or may have been retired) were also significantly less likely than the average to have participated. While non-participation outside of Festivals amongst those with any disability has fallen significantly (67% in 2013 to 48% in 2017), amongst those *unable to work* due to illness or disability, participation is unchanged over the same period. Attendance at Festivals shows the same pattern: those with any disability were more likely to attend in 2017 than in 2012, while those not working due to illness or disability showed no change over the same period.

Change in overall engagement over time, by age group

- 3.18 Over the past five years there has been an overall increase in participation amongst those aged 25 and over. Those in the oldest age group have seen the largest rise (+19%), but were still significantly below those in younger age groups. The youngest age group has experienced no net change over the five year period, showing a dip in 2015 and 2016 relative to previous years.



3.19 There is a similar pattern observable in attendance at Festivals over the previous six years. The largest increases can be seen in the oldest two groups, with those aged 65+ having more than doubled its likelihood of attendance from 2012 to 2017. By contrast, the youngest age group is no longer the most likely to attend a Festival, and has shown no net growth over the period measured.



3.20 The reason for these changes could, in part, be as a result of Festival organisers further developing accessible year round activities, but it is likely that these changes also reflect a general economic recovery monitored over the same period.

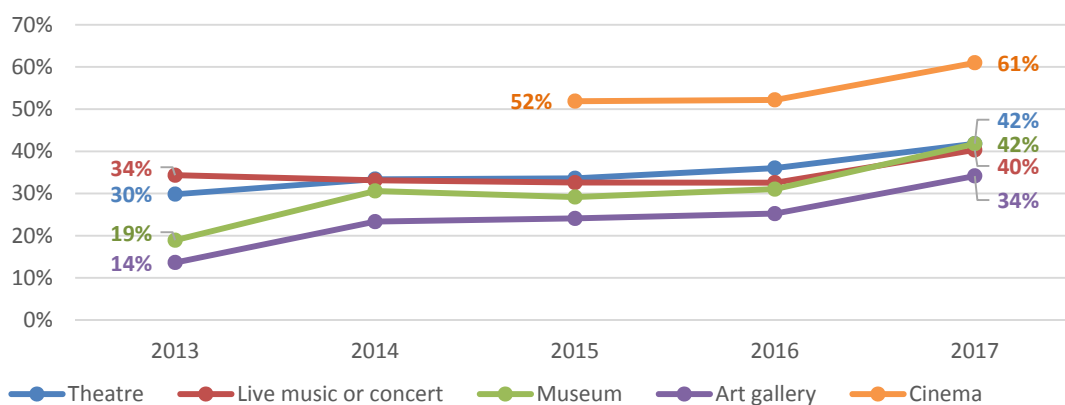
Engagement in various cultural activities in Edinburgh over time

3.21 Engagement in all measured non-festival activities (theatre, live music or concert, museum, art gallery and cinema) has increased from 2013 to 2017. The proportion of residents who have attended live music events has increased by (6%), while art galleries and museums have seen much larger increases (20% and 23%, respectively).

3.22 The outsize performance of museums and galleries may have resulted from the impact of substantial investment for the refurbishment of the National Galleries of Scotland and the National Museum of Scotland. However, while these national institutions are of enormous importance in themselves, it is worth noting that the Association of Scottish Visitor Attractions reported an overall 9.7% increase in visitors (2016 to 2017) at cultural attractions across Scotland. This indicates growth is being experienced sector-wide, and attendance by local residents at Edinburgh cultural destinations and

attractions is likely a substantial part of this increase, as shown in the graph below.

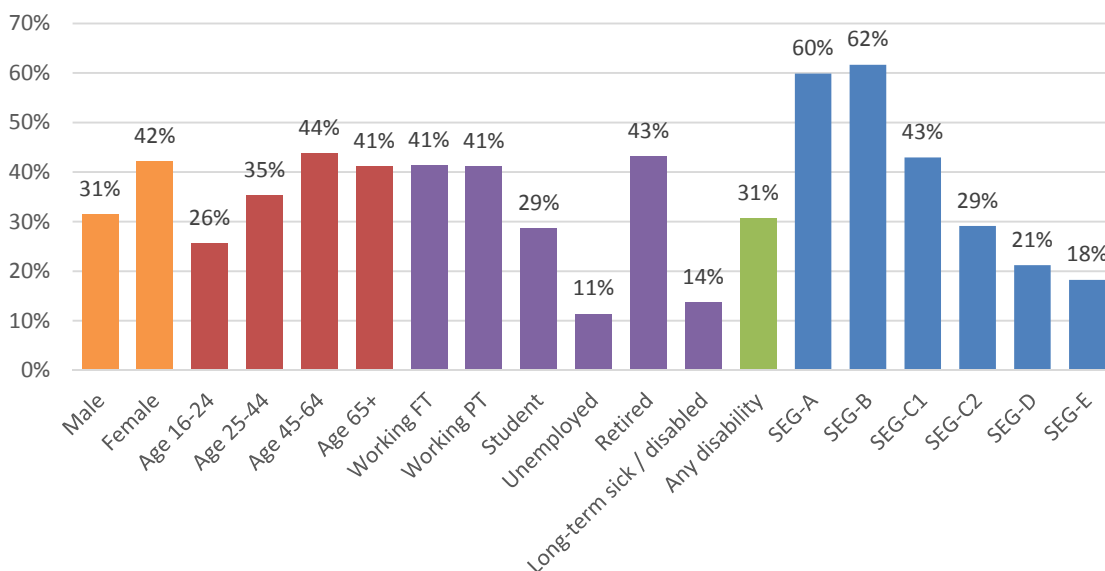
Engagement in non-Festival culture



3.23 Just as Festivals provide cultural benefit to Edinburgh residents – separate from their economic benefit to the city – it is clear that the general success of cultural tourism in the city translates through into greater cultural engagement by its citizens.

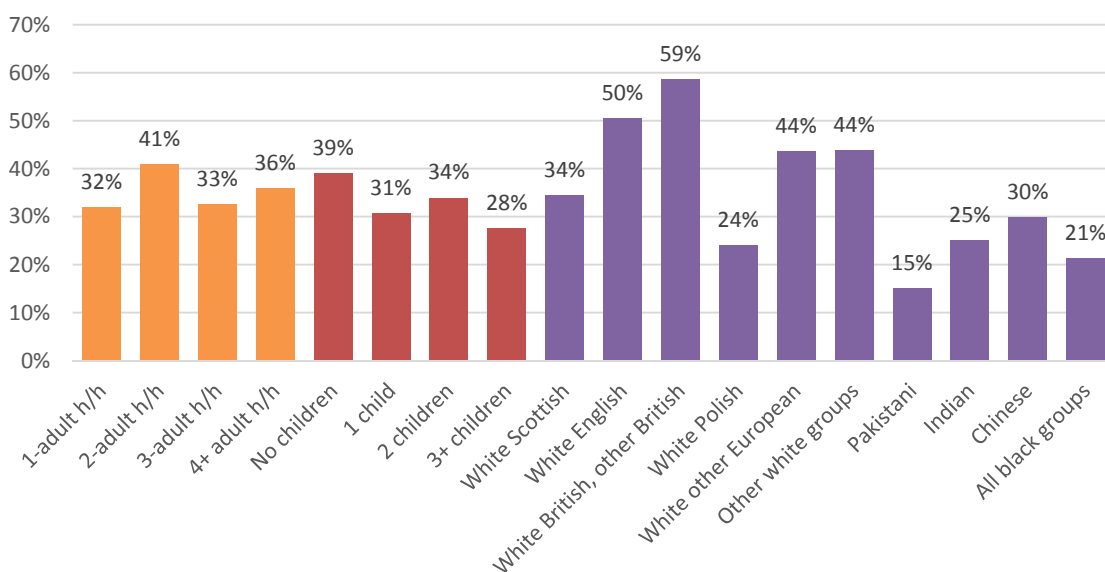
3.24 Looking at all responses for the last three years (2015 to 2017), going to the theatre shows familiar economic patterns. However theatre visitors were much more likely to be women and more likely to be 45+. Those who were unemployed and looking for work were three times more likely to have visited a cinema than to have visited a theatre.

Attended **theatre** in last year, average 2015-17



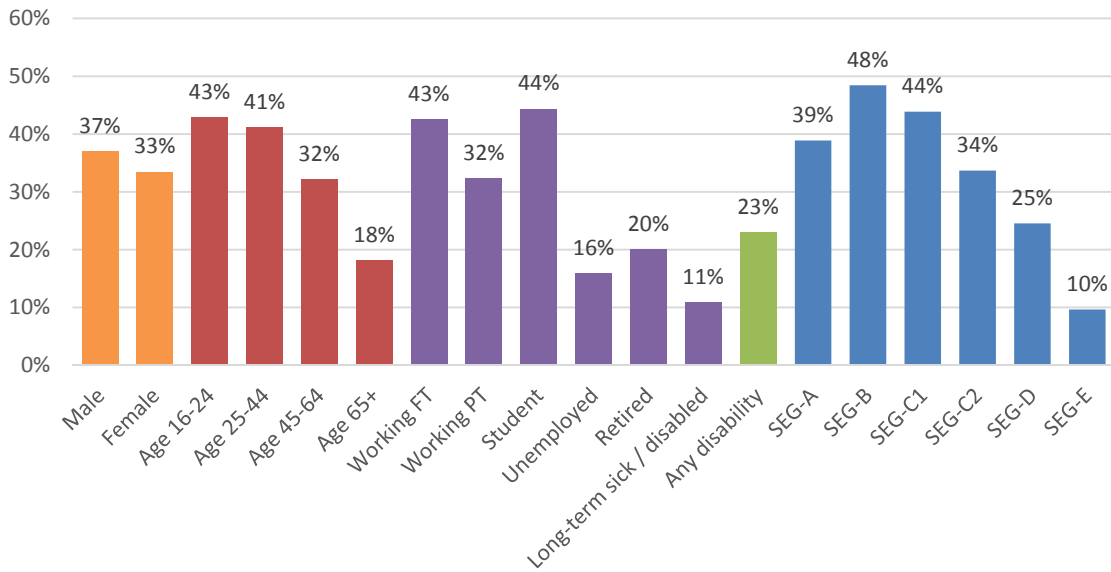
- 3.25 When looking at theatre attendance against a wider suite of demographics there is no clear pattern in terms of household composition, but the pattern of attendance by national / ethnic origin is typical for all cultural activity. Generally white English / British residents are the most likely to have attended the theatre, with Pakistani participants being the group least likely to have done so.
- 3.26 Edinburgh has the biggest mix of residents with non-Scottish national identity. Nevertheless, Scottish is the largest national / ethnic grouping in the city. The lower level of cultural participation amongst Scottish people is observable in all cultural activities and, because of the smaller size of other groups, is generally not statistically different than Polish, Indian, Chinese and black groups.

Attended **theatre** in last year, average 2015-17



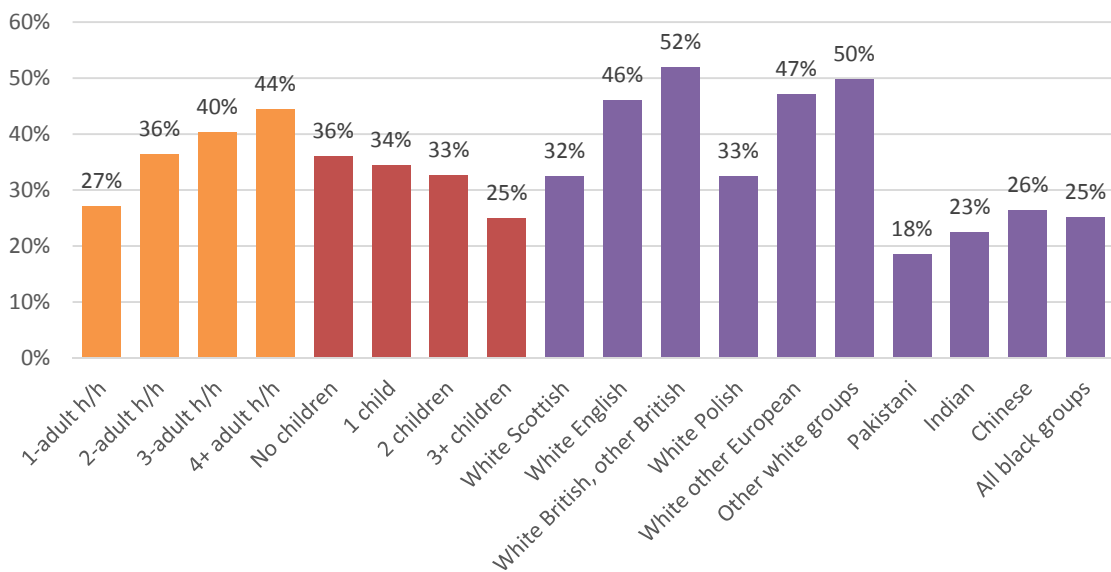
- 3.27 The likelihood of a participant having attended a live music event decreased with age; those in the youngest age group were more than twice as likely to have attended a live music event than those in the oldest age group. Men were slightly more likely to have attended a live music event than women.
- 3.28 Aside from cinema, live music appears to have the most appeal across SEGs, with the smallest gap between B and C1, and the smallest gap between C1 and C2. However, those working part-time were much less likely to attend live music events than those working full-time, a pattern not observed for any other cultural activity.

Attended live music / concert in last year, average 2015-17

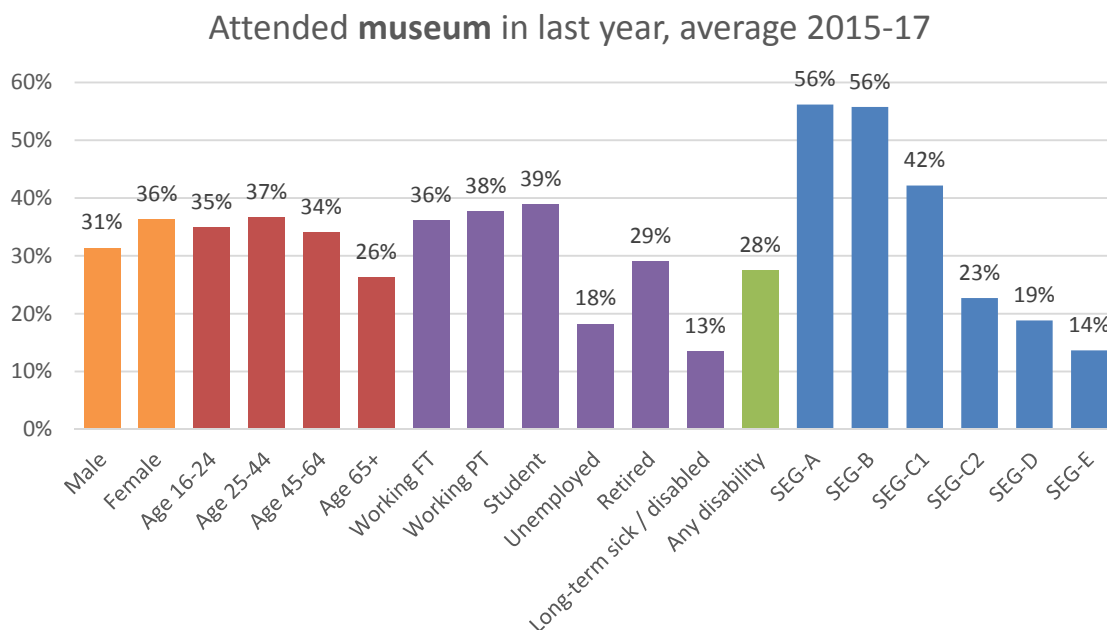


3.29 Reflecting the generally younger age profile of those accessing live music, attendance was higher amongst households which had more adults (who tend to be younger) and lower amongst households with multiple children.

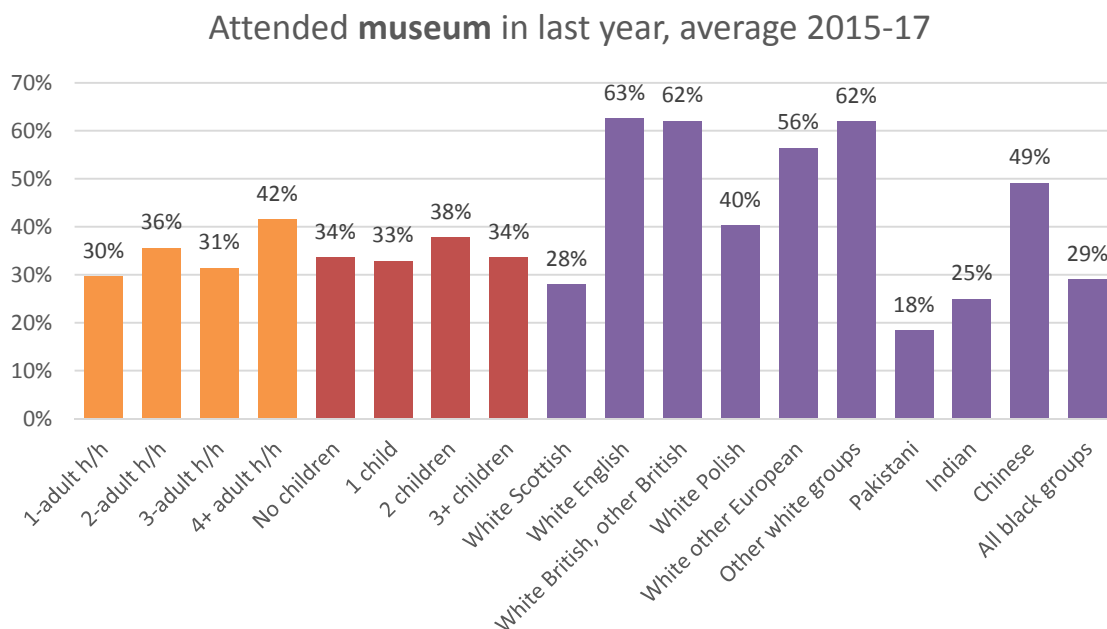
Attended live music / concert in last year, average 2015-17



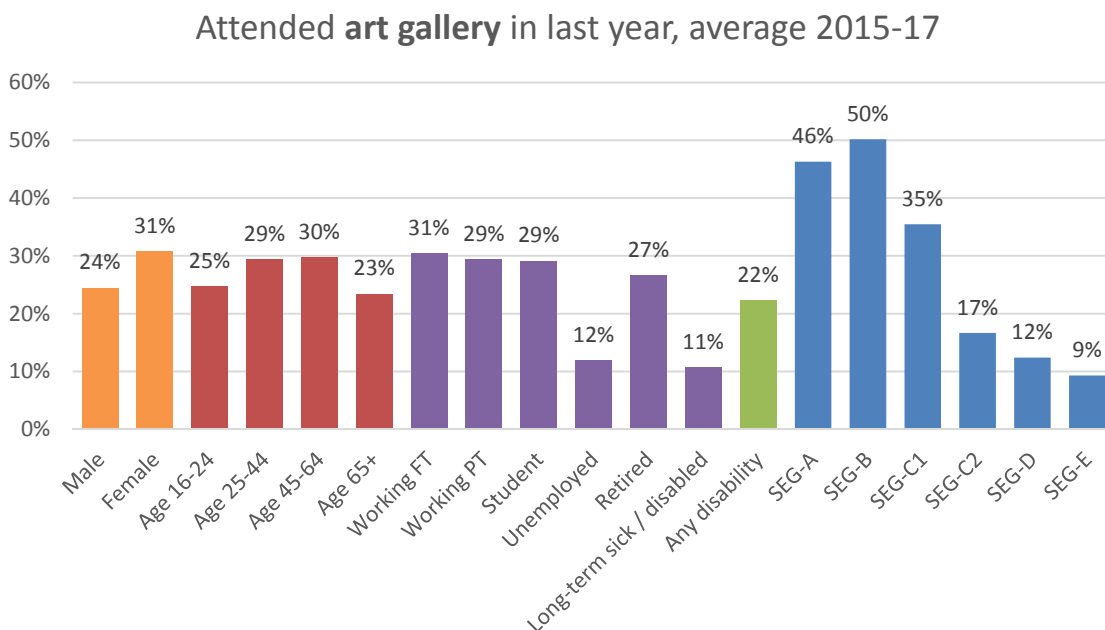
3.30 Women were slightly more likely than men to have visited a museum in the previous year, and attendance was otherwise consistent with that observed elsewhere.



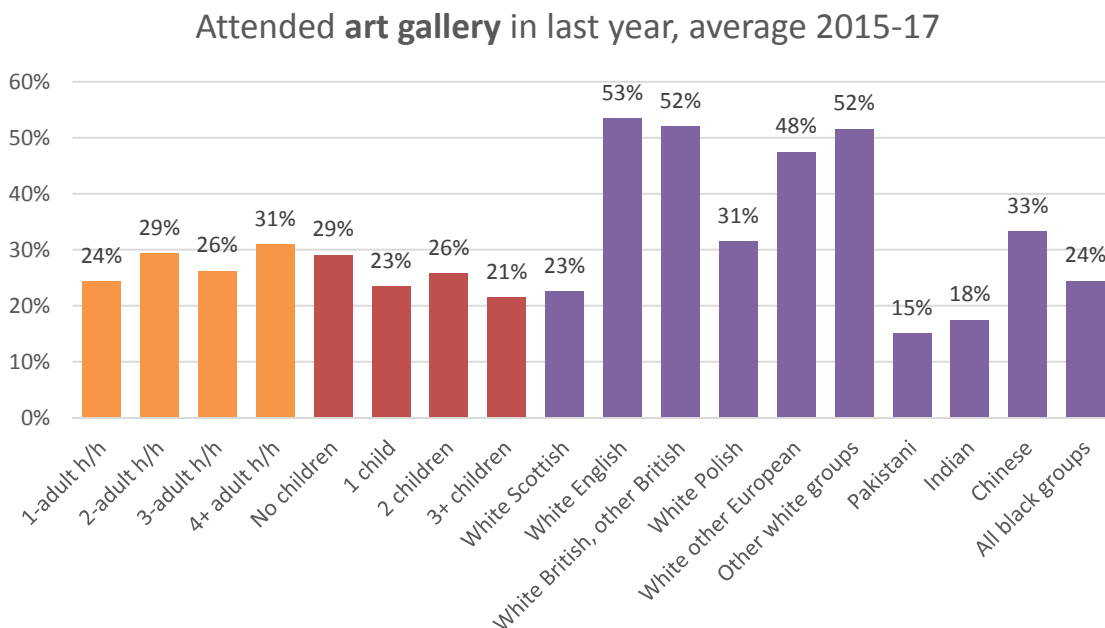
3.31 Edinburgh residents who identified themselves as having Chinese heritage were more likely to have visited a museum in the last year than many other minority groups, and considerably more than those who identified as white Scottish. Museums were also the most popular cultural activity for those who identified as Chinese.



3.32 Women were more likely than men to have visited an art gallery in the previous year, and galleries were more popular amongst the 25-64 age group, than the youngest or oldest age groups.

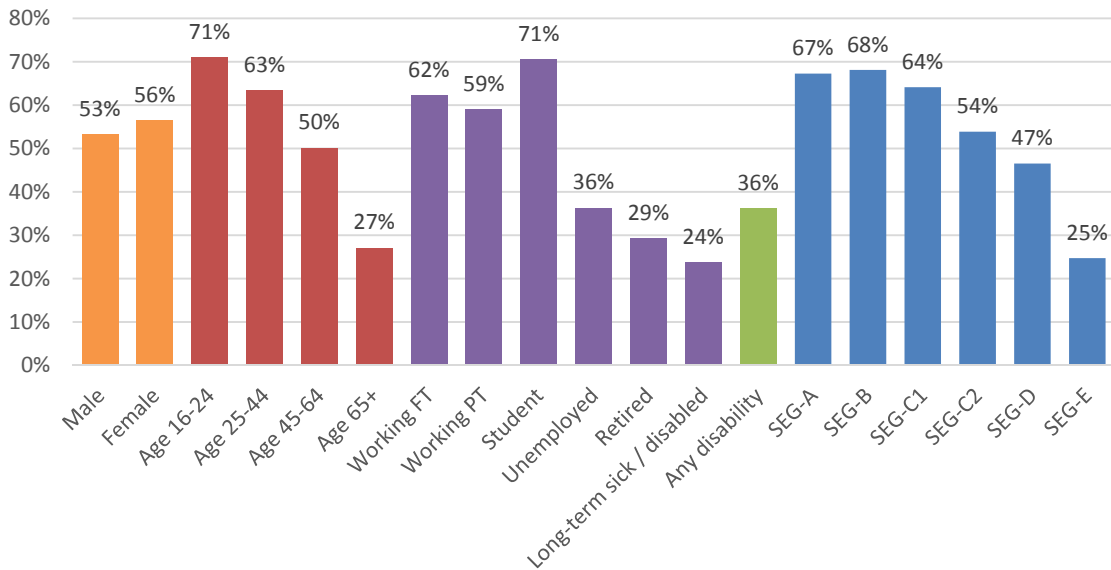


3.33 Art galleries were the least favoured cultural activity of those who identified as white Scottish, but were generally much more popular with different white groups.



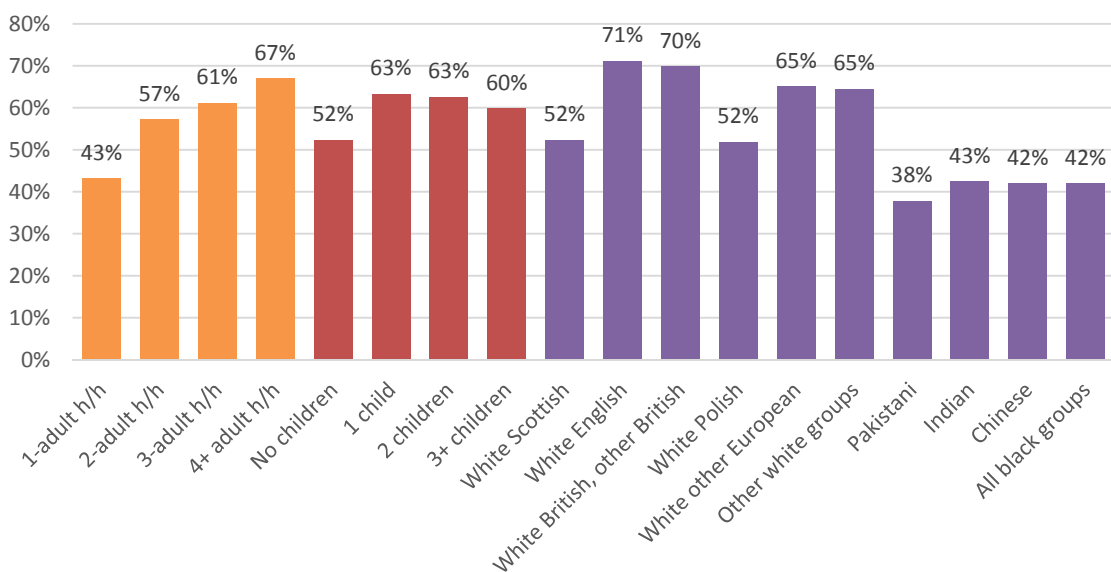
3.34 Cinema was the most popular form of cultural engagement for most demographics – though it was notably less popular amongst those aged 65+, who preferred the theatre. Overall, younger people were more likely to visit the cinema. Although cinema was by far the most accessed cultural activity by those who were unemployed or in SEG-E, there remains a clear gap between these groups and the average - this gap is likely driven by affordability.

Attended cinema in last year, average 2015-17



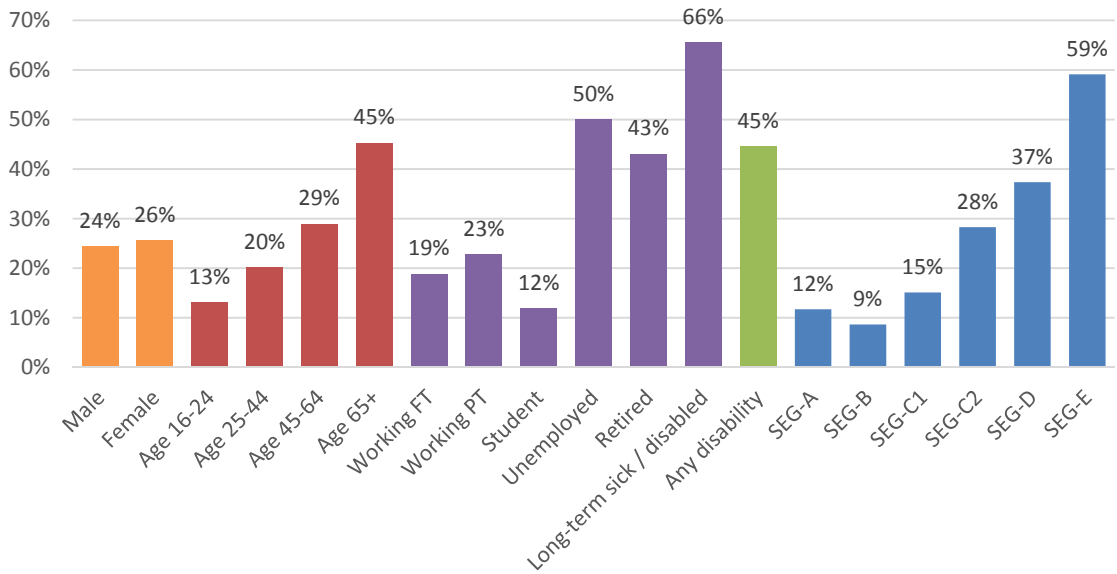
3.35 Households with more adults were more likely to visit the cinema and households with any children were more likely to go than those without.

Attended cinema in last year, average 2015-17



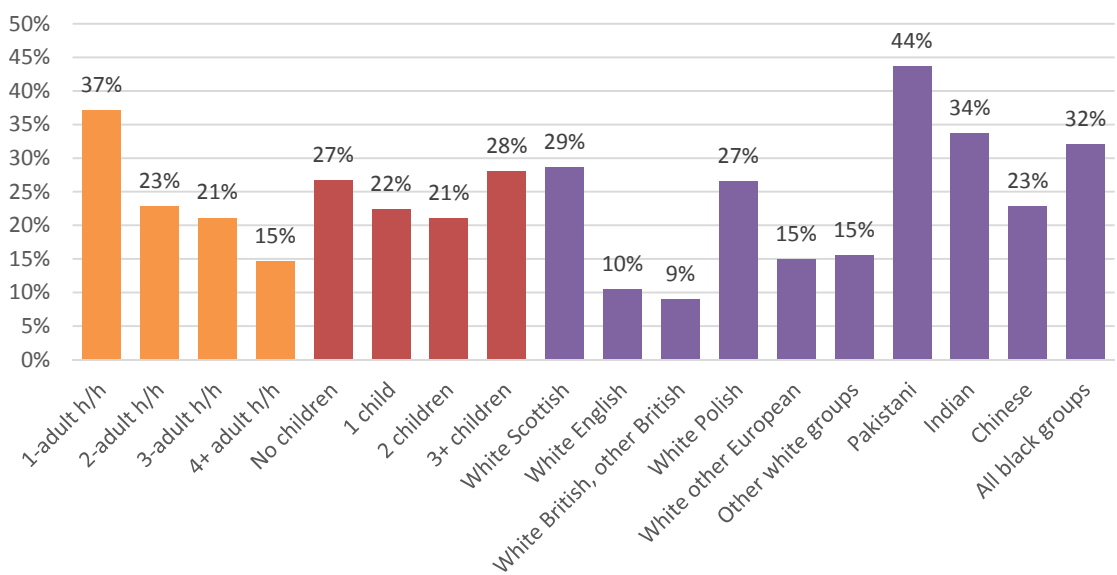
3.36 Those not working due to illness or disability were least likely to have engaged in any cultural activity, followed by those in SEG-E, and those who were employed and looking for work. This further emphasises the importance of income in enabling cultural engagement.

Attended **none of the above** in last year, average 2015-17



3.37 Those living in single-adult households were more likely to have had no cultural engagement outside of festivals compared to other household types. Those who identified as Pakistani were the national / ethnic group with lowest cultural engagement, while those least likely to report no cultural engagement identified as white English and white British.

Attended **none of the above** in last year, average 2015-17



4. Measures of success

4.1 There are no measures of success associated with this report.

5. Financial impact

- 5.1 This report was created based on existing data; there were no non-staff costs.

6. Risk, policy, compliance and governance impact

- 6.1 This report does not make any recommendation related to any area of risk, policy, compliance or governance.

7. Equalities impact

- 7.1 The recommendations of this report have no impact on rights or duties associated with protected characteristics.

8. Sustainability impact

- 8.1 The recommendations of this report have no impact on sustainability.

9. Consultation and engagement

- 9.1 No consultation or engagement was undertaken in relation to this report.

10. Background reading/external references

- 10.1 [Edinburgh People Survey 2017 report](#) to the Corporate Policy and Strategy Committee.

Paul Lawrence

Executive Director – Place

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11. Appendices

None.

Culture and Communities Committee

10.00am, Tuesday 11 September 2018

Internal Audit Update Report: 1 January – 31 July 2018 – referral from the Governance, Risk and Best Value Committee

Item number	9.5
Report number	
Wards	All

Executive summary

The Governance, Risk and Best Value Committee on 31 July 2018 considered a report which detailed the Internal Audit progress for the period 1 January to 31 July 2018

The report has been referred to the Culture and Communities Committee on the recommendation that high and medium risk findings from audit reports be submitted to their parent Committee for information.

Terms of Referral

Internal Audit Update Report: 1 January – 31 July 2018

Terms of referral

- 1.1 On 31 July 2018, the Governance, Risk and Best Value Committee considered a summary of the findings and status of work from the Internal Audit plan of work. Additional reviews were to be added to the plan where considered necessary to address any emerging risks and issues identified during the year, subject to formal approval by the relevant committee.
- 1.2 The report by the Chief Internal Auditor indicated that Internal Audit recruitment had been successful and the team now expected to be at full complement by the beginning of October 2018.
- 1.3 Work had commenced on the 2018/19 annual plan, however, delivery had been impacted by the ongoing resourcing challenges. It had been agreed with PwC that resources would be provided in August to support delivery of three 2018/19 reviews.
- 1.4 The Governance, Risk and Best Value Committee agreed:
 - 1.4.1 To note the risks associated with the 21 High rated findings raised in the 17 Council reports.
 - 1.4.2 To note that the 2 Lothian Pension Fund reports had been presented to the Pensions Committee for scrutiny
 - 1.4.3 To refer the 6 reports noted in Appendix 1 as potentially being of interest to the Audit and Risk Committee of the Edinburgh Integration Joint Board (EIJB), to that Committee.
 - 1.4.4 To note that no reports were referred by the EIJB Audit and Risk Committee to the Governance Risk and Best Value Committee at their meetings in February, March and May 2018.
 - 1.4.5 To note the current position with resources and successful recruitment.
 - 1.4.6 To note the progress with the 2018/19 annual plan and recent IA priorities.
 - 1.4.7 To ask for an update to the next meeting on the ability of the 18/19 Plan to deliver its outcomes.

- 1.4.8 To refer the audit report on CCTV noted in Appendix 1 to the CCTV Working Group for consideration.
- 1.4.9 To refer the high and medium risk findings to each executive committee as appropriate.
- 1.4.10 To ask for a further report on the processes involved for making changes to the 2017/18 Internal Audit Plan.

For Decision/Action

- 2.1 The Culture and Communities Committee is asked to note the attached audit reports with high and medium risk findings concerning CCTV Infrastructure.

Background reading / external references

[Webcast of Governance, Risk and Best Value Committee – 31 July 2018](#)

Laurence Rockey

Head of Strategy and Insight

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Links

Appendices

Appendix 1 – Internal Audit Update Report: 1 January 2017 – 31 July 2018 – report by the Executive Director of Resources

Governance, Risk and Best Value Committee

10.00am, Tuesday 31 July 2018

Internal Audit Update Report: 1 January – 31 July 2018

Item number 7.2
Report number
Executive/routine
Wards
Council Commitments

Executive Summary

This report provides details of Internal Audit (IA) reviews completed in the period; recent changes to the 2017/18 IA plan; and updates on resourcing; commencement of the 2018/19 Internal Audit plan; and IA priorities.

Internal Audit has now issued a total of 33 2017/18 audit reports to the City of Edinburgh Council (the Council) the Lothian Pension Fund (LPF) and the Edinburgh Integration Joint Board (EIJB), with 19 issued between 1 January and 31 July 2018. This included 15 reports for the Council; 2 for LPF; and 2 for the EIJB.

Of the 19 reports issued to the Council, two have been presented separately to the Committee for scrutiny. The remaining 17 reports include 65 findings (21 High; 34 Medium; and 10 Low).

A total of 6 reports are recommended for referral from the GRBV to the EIJB Audit and Risk Committee. No reports have been referred by the EIJB Audit and Risk Committee during the period.

IA recruitment has been successful and the team is now expected to be at full complement by the beginning of October 2018.

Work has commenced on the 2018/19 annual plan, however, delivery has been impacted by ongoing resourcing challenges. It has been agreed with PwC that resources will be provided in August to support delivery of three 2018/19 reviews.

Internal Audit Update Report: 1 January – 31 July 2018

1. Recommendations

- 1.1 Committee is recommended to:
 - 1.1.1 Note the risks associated with the 21 High rated findings raised in the 17 Council reports and consider if further clarification or immediate follow-up is required with responsible officers for specific items;
 - 1.1.2 Note that the 2 LPF reports have been presented to the Pensions Committee for scrutiny;
 - 1.1.3 Refer the 6 reports noted in Appendix 1 as potentially being of interest to the EIJB Audit and Risk Committee;
 - 1.1.4 Note that no reports were referred by the EIJB Audit and Risk Committee to GRBV at their meetings in February; March and May 2018.
 - 1.1.5 Note the current position with resources and successful recruitment; and
 - 1.1.6 Note progress with the 2018/19 annual plan and recent IA priorities.

2. Background

- 2.1 Internal Audit is required to deliver an annual plan of work, which is scoped using a risk-based assessment of Council activities. Additional reviews are added to the plan where considered necessary to address any emerging risks and issues identified during the year, subject to approval from the relevant Committees.
- 2.2 IA progress and a summary of findings raised in the reports issued are presented to the Governance, Risk, and Best Value Committee quarterly.
- 2.3 All audits performed for the Lothian Pension Fund (LPF) are subject to separate scrutiny by the Pension Audit Sub-Committee and the Pensions Committee, and are included in this report for completeness.
- 2.4 Audits performed for the Edinburgh Integration Joint Board (EIJB) are presented to the EIJB Audit and Risk Committee for scrutiny, with any reports that are relevant to the Council subsequently referred to the GRBV Committee.

- 2.5 Audits performed for the City of Edinburgh Council (the Council) that are relevant to the EIJB will be recommended for referral to the EIJB Audit and Risk Committee by the GRBV Committee.

3. Main report

Audit Findings for the period

- 3.1 A total of 33 2017/18 audit reports have now been issued to the to the Council (27); LPF (4); and the EIJB, with 23 issued between 1 January and 15 July 2018.
- 3.2 This included 19 reports for the Council; 2 for LPF; and 2 for the EIJB.
- 3.3 Of the 19 reports issued to the Council, the Building Standards, and Edinburgh Building Services (Housing Property Services) reports have been presented separately to the Committee for scrutiny.
- 3.4 The remaining 17 Council reports included a total of 65 findings (21 High; 33 Medium; and 10 Low). The majority of the findings raised (40%) were included in the Care Homes Assurance (4 High; 12 Medium; 4 Low) and Drivers Health and Safety (3 High and 6 Medium) audits. Details of completed reports are included at Appendix 1, with individual reports provided in Appendix 2 (following the order in Appendix 1).
- 3.5 The 2 LPF reports have been presented to the Pensions Audit Committee for scrutiny. These reports included a total of 11 findings (4 High; 3 Medium; and 4 Low).
- 3.6 The 2 EIJB reports were presented to the July EIJB Audit and Risk Committee, and it was agreed that these should be referred to the GRBV.

A total of 6 Council reports are recommended for referral from the GRBV to the EIJB Audit and Risk Committee (refer Appendix 1).

Changes to the 2017/18 IA Plan

- 3.7 The Health and Social Care Partnership Care Inspectorate Follow-up review that was included in the 2017/18 audit plan has been replaced with a review of the Edinburgh Mela Ltd at the request of management, given the significant reputational risks associated with the Council's decision to provide funding to support the Mela festival. Given resource constraints it was not possible in the timescales available to undertake both reviews.
- 3.8 It is expected that the Mela Ltd review will be completed in early July. This review has no impact on the Council's 2017/18 Internal Audit annual opinion.

Resourcing

- 3.9 Recruitment has been successful with offers now accepted for all vacant roles
- 3.10 It is expected that the IA team will be at full complement by the beginning of October, with new team members joining on a phased basis (aligned with notice periods) from July onwards.

Progress with 2018/19 Annual Plan

- 3.11 Work on the 2018/19 annual plan has commenced with one audit currently in progress.
- 3.12 Progress with the 2018/19 plan has been impacted by ongoing resourcing challenges, and the priorities noted below.
- 3.13 It has been agreed with PwC that resources will be provided in August to support delivery of three 2018/19 audits.

Internal Audit Priorities

- 3.14 Focus for the last quarter has been directed at finalising the audit reports for the 2017/18 annual plan; recruitment; and launching the new automated follow-up process.
- 3.15 The new system will be launched Council wide in early July, with training delivered during the weeks of 25 June and 2 July focusing on the role and importance of IA; rebranding IA as 'your safety net'; sharing examples of best practice when finalising audit reports and providing updates and evidence to support closure of findings; and introducing the new system.

4. Measures of success

- 4.1 Once implemented, the recommendations contained within these reports will strengthen the Council's control framework.

5. Financial impact

- 5.1 No direct financial impact.

6. Risk, policy, compliance and governance impact

- 6.1 Internal Audit findings are raised as a result of control gaps or deficiencies identified during audits. If agreed management actions are not implemented to support closure of Internal Audit findings, the Council will be exposed to the risks set out in the relevant Internal Audit reports.

7. Equalities impact

- 7.1 Not applicable.

8. Sustainability impact

- 8.1 Not applicable.

9. Consultation and engagement

9.1 Not applicable.

10. Background reading/external references

10.1 [Building Standards Audit Report to GRBV 8 May 2018](#)

10.2 [Housing Property Audit Report to GRBV 5 June 2018](#)

Lesley Newdall

Chief Internal Auditor

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11. Appendices

Appendix 1 Summary of IA reports issued and findings raised during the period and recommendations for referral to the EIJB Audit and Risk Committee.

Appendix 2 Audit reports issued in period 1 January 2018 to 31 July 2018

Appendix 1 – Summary of IA reports issued and findings raised during the period and recommendations for referral to the EIJB Audit and Risk Committee.

		Findings Raised				Refer to EIJB
Audit Review	High	Medium	Low	Totals		
Council Wide						
1.	Drivers Health and Safety	3	6	0	9	Y
2.	Phishing Resilience	2	1	0	3	Y
Safer and Stronger Communities						
3.	CCTV Infrastructure	2	0	0	2	N
Resources						
4.	CGI Contract management	0	2	0	2	N
Communities and Families						
5.	Foster Care Review	1	2	1	4	N
Strategy and Insight						
6.	Resilience Assurance	2	2	1	5	Y
7.	Project Benefits Realisation	2	0	0	2	Y
Health and Social Care – note that both reviews include management actions owned by Resources (Customer)						
8.	Care Homes	4	12	4	20	Y
9.	Social Work Centre Bank Account Reconciliations	2	0	0	2	Y
10.	Review of Social Care Commissioning	1	1	0	2	*
11.	Health and Social Care Purchasing Budget Management	4	0	0	4	*
Place						
12.	Port Facility Security Plan	1	4	1	6	N
13.	H&S Waste and Recycling	0	4	2	6	N
Lothian Pension Fund						
14.	Payroll Outsourcing	1	0	1	2	N
15.	Pensions Tax	1	1	0	2	N
Totals		26	35	10	71	

* Reports referred to the Governance, Risk and Best Value Committee from the Edinburgh Integration Joint Boards Audit and Risk Committee

Appendix 2 – Audit reports issued in period 1 January 2018 to 31 July 2018

The City of Edinburgh Council **Internal Audit**

CCTV Infrastructure

Final Report

2 April 2018

SSC1703

Contents

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This internal audit review is conducted for the City of Edinburgh Council under the auspices of the 2017/18 internal audit plan approved by the Governance, Risk, and Best Value Committee in March 2017. The review is designed to help the City of Edinburgh Council assess and refine its internal control environment. It is not designed or intended to be suitable for any other purpose and should not be relied upon for any other purpose. The City of Edinburgh Council accepts no responsibility for any such reliance and disclaims all liability in relation thereto.

The internal audit work and reporting has been performed in line with the requirements of the Public Sector Internal Audit Standards (PSIAS) and as a result is not designed or intended to comply with any other auditing standards.

Although there is a number of specific recommendations included in this report to strengthen internal control, it is management's responsibility to design, implement and maintain an effective control framework, and for the prevention and detection of irregularities and fraud. This is an essential part of the efficient management of the City of Edinburgh Council. Communication of the issues and weaknesses arising from this audit does not absolve management of this responsibility. High and Critical risk findings will be raised with senior management and elected members as appropriate.

1. Background and Scope

Background

The City of Edinburgh Council (the Council) operates a close circuit television (CCTV) camera estate across public spaces; housing blocks; schools; bus lanes and Council buildings. The total operational cost of public space is £955,354 with income of £128K generated.

Provision of CCTV services is non-statutory, with the service provided to support public security and the prevention and detection of crime in line with the following Council priorities and pledges:

- 'Safe and empowered communities' (CP4) with the objective of ensuring that 'People and communities are safe and protected'.
- Single Outcome Agreement, (SO4) 'Edinburgh's communities are safer and have improved physical and social fabric'.
- Coalition pledges (P32) 'Develop and strengthen local community links with the police'.

Police Scotland are the main users of CCTV footage to support criminal prosecutions, and use the Council's CCTV services (under the terms of a partnership agreement developed by a sub group of the Police and Fire Scrutiny Committee in 2017) with the objective of reducing crime and antisocial behaviour in communities.

During 2016/17 the Police requested 1,369 CCTV image reviews with 152 resulting in court evidence packages being prepared. Seven portable camera assessments were also performed.

Retention, archiving and destruction of CCTV footage, and sharing footage with third parties is governed by the requirements of the Data Protection Act (1998). These processes will also require to be compliant with the new General Data Protection Requirements due to be implemented in May 2018. There is also a general requirement to work within the parameters of the Human Rights Act, Regulation of Investigatory Powers Act (RIPSA) and finally the Council's Code of Conduct.

Specifically, providers of CCTV services in public spaces require to comply with the requirements of the Scottish Government's National Strategy for Public Space CCTV in Scotland (March 2011),

Boston Networks was recently commissioned to review the condition of the Council's current CCTV estate and its operational status, with the outcomes published in August 2017.

Their report recommended implementation of a CCTV strategy to focus on the location and scope of control centres, and confirmed that significant investment is required to upgrade the technology infrastructure of the estate, recommending investment in an internet protocol (IP) based CCTV estate to replace the current analogue system.

Scope

As the Boston Networks review concluded on the requirement to develop a strategy and upgrade the existing CCTV estate, the scope of our review focused on the controls in place to manage the following CLT top risks:

- Information governance
- Maintaining service with less resource

Testing was undertaken on a sample basis across the period 1st April 2017 to 31st August 2017 across the Public Space, Security, and Concierge service areas.

2. Executive Summary

Total number of findings

Critical	-
High	2
Medium	-
Low	-
Advisory	-
Total	2

Summary of findings

Our review established significant strategic and operational control gaps in relation to delivery of CCTV services across the Council. Consequently, two 'High' rated Findings have been raised.

Our first Finding reflects the impact of a lack of corporate CCTV strategy (the service is currently run at a loss across three Service Areas); failure to progress the requirement for significant investment in the CCTV technology infrastructure identified from the Boston Networks review; and lack of a clearly documented corporate plan to ensure that all CCTV operations are compliant with current Data Protection Act requirements, and will be compliant with General Data Protection Regulations effective from 25th May 2018

Our second Finding reflects a number of significant control gaps in Service Area operational processes that have resulted in instances of non-compliance with Data Protection Act requirements, the Council's Information Security Policy and Records Management policies.

Our detailed findings and recommendations are included at Section 3: Detailed Findings. Further details of the testing outcomes for each of the Service Areas reviewed as at 30th September 2018 (Public Space, Security, and Concierge) are included at Appendix 1

3. Detailed Findings

1. CCTV Strategy

Finding

There is currently no consolidated corporate strategy and standard operational procedures supporting consistent and legislatively compliant delivery of CCTV Services across Service Areas, and no established recharge process to enable recovery of CCTV costs incurred by the Council.

There has also been no progress in addressing the failings highlighted in the Boston Network report which highlighted that significant investment in the CCTV technology infrastructure was required to support future delivery of the service.

Finally, there is no clearly documented corporate plan to ensure that all CCTV operations will be compliant with General Data Protection Regulations effective from 25th May 2018.

Business Implication

- Failure to operate consistently and effectively, and risk of potential legislative breaches.
- Reputational risk associated with major failure in CCTV infrastructure resulting in inability to provide the Service
- Potential financial loss associated with failure to recharge costs.
- Potential non-compliance with new GDPR regulations.

Finding Rating

High

Action plans

Recommendation

1. A corporate CCTV Strategy and standard operational procedures should be designed and implemented. This should include establishment of a centralised CCTV delivery budget and a recharge process to enable recovery of costs and support income maximisation (where possible).
2. Standard processes should be developed for implementation across all service areas providing CCTV services. These should be aligned with applicable legal and regulatory requirements and should include (as a minimum) procedures covering:
 - Approval and requisition of new CCTV equipment,
 - Prioritisation of requests for cameras in new locations and their allocation across geographical sites,
 - Identification and repair of damaged equipment,
 - Retention, archiving and destruction of footage that are aligned with the Council's Records Management policy and Data Protection Act requirements, and
 - Approval of requests for footage and the process for sharing footage in a secure manner.

Responsible Officer

Senior Manager,
Community Justice

3. An action plan should be designed and implemented to address the CCTV infrastructure failings highlighted in the Boston Network report, and a request submitted to Finance and the relevant Council Committees for funding to support investment.
4. A corporate CCTV risk register recording the consolidated risks associated with delivery of CCTV services should be prepared. These should include details of action plans to mitigate the risks identified, and appropriate action owners. The risk register should also be subject to regular ongoing review to ensure that risk and action plans remain appropriate.
5. A consolidated asset register should be prepared and maintained to record all CCTV equipment owned by the Council, its condition and location.
6. A corporate business continuity plan should be designed and implemented to support recovery of the CCTV services across all locations in the event of a disaster.
7. A gap analysis should be performed and a corporate plan developed to ensure the service will be compliant with GDPR by 25th May 2018.

Agreed Management Action

Estimated Implementation Date

1. A CCTV working group has been established that is chaired by an Elected Member. The Lead Officer is the Manager, Community Safety. Three sub working groups have also been established. The sub 'Strategy' group has been tasked with developing an overall CCTV Strategy with the objective of 'future proofing' the CCTV service. The strategy will include recommendations for establishment of a centralised CCTV delivery budget and a recharge process to enable recovery of costs and support income maximisation (where possible). It is not yet possible to commit to an agreed implementation date for the strategy which is likely to be longer term. It has therefore been agreed with Internal Audit that the finding will be closed and development and approval of the strategy, with further IA reviews scheduled to consider effective implementation of the strategy.
2. The sub 'Policy and Procedures' group will deliver a standard set of CCTV operational processes and procedures to be implemented across all three CCTV service areas. These will include the areas noted in the audit recommendation.
3. The objective of the sub 'Tactical Working Group' is to oversee and implement the upgrade of public space CCTV in line with Council wide technology and ensure it is compatible for future integration of council service. This will include the identification of funding sources to support the necessary CCTV investment.
4. 5 & 6 It is expected that the strategy document will recommend the establishment of one centralised CCTV operations centre and data centre for the Council. This will be supported by appropriate risk registers; asset registers and resilience plans. The requirement for standardised approaches in these areas will be reflected in the strategy document produced. Meantime, Security are undertaking exercise to

27th September 2019

28th September 2018

27th September 2019

27th September 2019

fully document all security systems (including CCTV) in detailed Asset Registers

7. Information Governance has performed their GDPR readiness review of three CCTV areas, and the questionnaire has been completed. Action plans are currently being developed.

29th June 2018

2. CCTV Operations

Finding

Lack of corporate strategy and standard operational procedures has resulted in three Service Areas (Public Space, Security, and Concierge) managing their CCTV services independently with differing standards of operational processes and controls, with examples of non-compliance with applicable legislation evident in all three areas.

The following control gaps were identified consistently across all three Service Areas, and have been discussed separately with each:

1. Data protection regulations (the Seventh Principle), and the CEC Information Security Policy (ISO/IEC 2700) were non-compliant in Security Services area as the CCTV file server and downloaded CCTV images were stored in an open, regularly unstaffed room that was occasionally open to public access.
2. There is no evidence of regular internal or peer reviews of CCTV operations as required by the National Strategy for Public Space CCTV to ensure compliance with Data Protection Act requirements.
3. Service Area procedures supporting CCTV operations were not up to date and had not been subject to periodic review. and Current records management processes applied within the three service areas are not fully compliant with current Data Protection Act requirements and the Council's Records Management policy. An example of this was that all three service areas had a different document retention process, with Security applying a process of retaining footage until they have been informed that a Police case file is closed; Public Safety retaining footage until told by the court that the footage can be destroyed; and Concierge retaining footage for a year before deletion.
4. Risks associated with the operation of CCTV services have not been identified and recorded on Service Area risk registers.
5. No induction training and ongoing training and development is provided for CCTV team members to ensure they are aware of all applicable legislation; legislative changes and operational processes for the Service Area.

Business Implication

- Financial penalty and reputational damage associated with breach of Data Protection legislation and Council Records Management policies.
- Failure to operate consistently and effectively, and risk of potential legislative and National Strategy breaches.
- Employees may unknowingly breach applicable legislation or Council policies.

Finding Rating

High

Action plans

Recommendation

Responsible Officer

<ol style="list-style-type: none"> 1. Immediate action should be taken to secure access to the Security Services file server and downloaded CCTV images and a request made to the Information Governance team to carry out a review of any new procedure, ensuring compliance with relevant policies and legislation. 2. Internal and peer reviews should be incorporated in operating procedures and performed as per the requirements of the National Strategy for Public Space CCTV to ensure Data Protection Act compliance 3. Service Area procedures should be reviewed and aligned with Corporate CCTV and Records Management procedures (with specific focus on retention periods for CCTV images on systems, and retention of downloaded CCTV footage), and reviewed at least annually. 4. Risks associated with delivery of CCTV services should be identified and recorded on the relevant Service Area risk registers. 5. Induction and ongoing training should be delivered to all CCTV staff and appropriate records maintained of completion. 	<ol style="list-style-type: none"> 1. Security Manager, Property and Facilities Management 2. to 5 - Senior Manager, Community Justice
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Agreed Management Action	Estimated Implementation Date
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<ol style="list-style-type: none"> 1. The server hardware at NPH has been updated and is now secured behind constructed partition with air conditioning. Access is restricted by controlled entry, and the installation of air conditioning should now negate the need to leave the door open in summer to support ventilation. NPH is a 24/7 facility and would not normally be unstaffed. Security of downloaded images has been addressed with a lockable filing cabinet. All procedures have been reviewed with policy guidance updated. These will be included in the ongoing work of the Procedures Sub group of the CCTV Working Group From a DR perspective currently, all NPH alarms can be manually transferred to Waverley Court in the event of a catastrophic failure / loss of service. An upgrade CCTV viewing capability at Waverley Court (WC) is currently being scoped. The existing WC server will also be afforded better protection to future proof and prolong service life. This will include an upgrade to the capacity and capability of the default processes providing limited CCTV monitoring capability at Waverley Court. 	27 th April 2018
<ol style="list-style-type: none"> 2. Public Space supervisors undertake review of staff work on a monthly basis in line with legislation around CCTV Governance. This is to be rolled out across Security and Concierge services. Additionally, the new policies and procedures being developed will include the requirement to record that the reviews have been performed, and document the actions taken to address any gaps identified, and any Data Protection breaches. 	28 th September 2018
<ol style="list-style-type: none"> 3. The 'Policy and Procedures' sub group is developing a standard set of CCTV policy and procedures to be applied consistently across the entire council CCTV Estate. These procedures will include records management requirements for CCTV images held on systems and also downloaded CCTV images. The requirement for an annual review to confirm to incorporate any necessary changes will also be included. 	28 th September 2018

4. The Council's Risk Management team will be engaged to support a review of CCTV risk registers across all three areas, and ensure that the risk registers are refreshed. Risk registers will be standardised where possible. All security related CCTV risks have now been recorded on Property and Facilities Management risk register.

28th September 2018

5. The roll out of the new policies and procedures to be applied across all CCTV operations will be supported by employee briefings and training. The new policies and procedures will also include the requirement for induction training for all new employees and ongoing refresher training (to be delivered by each respective Service Area lead).

30th November 2018

Properties and Facilities Management has prepared a training matrix. A training provider has been also identified and training course dates established throughout 2018 for service users. A security information page is also being prepared for publishing on the Orb.

Appendix 1 – Service Area Testing Outcomes as at 30th September 2018

Objective	Risks	Consolidated RAG Status	Public Space RAG status	Security RAG status	Concierge RAG status
CCTV services are subject to annual review to confirm that ongoing service provision and associated costs and benefits remains aligned with the Council's strategic objectives	Service may become misaligned with strategic objectives.	There is no consolidated strategy for provision of CCTV services across the Council, and the outcomes of the Boston Networks consultancy review have not been progressed.	No annual review performed of provision of CCTV Services by Public Space.	No annual review performed of provision of CCTV Services by Security.	No annual review performed of provision of CCTV Services by Concierge.
Processes and procedures are regularly reviewed and updated to reflect legislative changes.	Process and procedures are out of date leading to breaches in legislation and regulation.	There are no established Council wide procedures supporting delivery of CCTV services.	There are no regular reviews of existing processes and procedures to ensure that they remain aligned with applicable legal requirements.	There are no regular reviews of existing processes and procedures to ensure that they remain aligned with applicable legal requirements.	There are no regular reviews of existing processes and procedures to ensure that they remain aligned with applicable legal requirements.
Supporting rationale is provided for all requests for installation of cameras.	Expenditure on CCTV assets is unnecessary and inappropriate.	There is no established Council wide process for prioritising requests for purchase of CCTV equipment	Additional equipment cannot be ordered as the current assets are now obsolete. Lack of action on Boston report is a big risk for this area	There is no established process for prioritising the purchase of CCTV equipment.	No information has been provided, therefore assessed as a control gap and rated red.
A clear prioritisation process has been established to support allocation of the estate across public spaces.	CCTV service does not support the needs of CEC or other users	No clear process has been established across the Council for prioritisation of allocation of equipment across geographic locations.	There is a lack of evidence that the Regulation of Investigatory Powers Act (RIPSA) requirements are followed for Police requesting provision and use of the Mobile camera units. There was a lack of evidence showing how the rest of the camera use was prioritised. Community Improvement Partnerships discuss crime and antisocial	Current Security Services CCTV equipment is functional, but in need of significant investment in to fully network the system and enhance monitoring capability at NPH. to support ongoing service provision. requests cannot be met. There are increasing concerns that current	The Calder project was ringfenced Housing Property Capital provision. It is being used only for the upgrade and improvement of CCTV provision with the three Calder, but does not cover remaining concierge services. Any additional requests cannot be met. .

Appendix 1 – Service Area Testing Outcomes as at 30th September 2018

Objective	Risks	Consolidated RAG Status	Public Space RAG status	Security RAG status	Concierge RAG status
			behaviour statics and allocate redeployable cameras were there is a need, request form and process in place	contractual arrangements with SPIE will not fully deliver the maintenance of existing systems.	
A process has been established to identify all damaged CCTV cameras and ensure that they are repaired in a timely manner	CCTV infrastructure becomes unfit for purpose.	There is no established Council wide process to support identification and repair of CCTV equipment.	SPIE are contracted to maintain the infrastructure as and when required. There is a structured process in place for requesting maintenance but when a camera is damaged beyond repair the only way to maintain this is to decommission a lesser used working camera and utilise its parts.	Camera faults are reported daily through a formal process and these faults are either repaired by the Security Officer with the technical skills to do so or it is reported to Property and Facilities Management who then in turn contact SPIE to maintain. There are significant delays between the date reported and the date this is passed to Property and Facilities Management for action.	All cameras are reviewed as part of the night shift duty check. Any faults are reported and the cameras that have broken down are being replaced with new digital technology.
CCTV footage is generated and stored in a secure environment with access restricted to only authorised personnel.	Footage is not protected in accordance with Data Protection Legislation and CEC's Information Security Policy, and is accessible by unauthorised personnel	There is no Council wide policy or process detailing the requirements for secure storage of CCTV footage.	<ul style="list-style-type: none"> An ad hoc storage process is applied. Access restrictions are documented and communicated. There is independent review of activity in place but this is not documented or formalised. 	<ul style="list-style-type: none"> The server for the Security CCTV area is in an open office and when the weather is warm the main security door is wedged open enabling access by any member of the public walking in off the street. This is where the footage downloaded for Court packages is also kept in drawer cabinets which are not locked. 	<ul style="list-style-type: none"> Footage is generated onsite in the concierge office. Any images removed are stored in a locked cupboard. The disk the images are recorded on remains in place and is recorded over every 30 days.

Appendix 1 – Service Area Testing Outcomes as at 30th September 2018

Objective	Risks	Consolidated RAG Status	Public Space RAG status	Security RAG status	Concierge RAG status
A process has been established to ensure that all requests from third parties for access to / copies of CCTV footage are formally approved.	Images and Data are shared inappropriately with no audit trail of transactions.	There is no Council wide process supporting approval of third party requests for access to copies of CCTV footage.	<ul style="list-style-type: none"> There is a very robust process in place for the receipt and response to third party requests for access to footage. This process has not been assessed against recent legislation but formal approval for the request is obtained and retained. 	There is a process in place for requesting footage but there is no evidence that this has been signed by the Police to confirm evidence of receipt.	<ul style="list-style-type: none"> There is a written procedure included within the request forms showing the official process in place for Concierge staff and Police to follow. Requests are made in writing but there is no formal approval from the officer requesting the footage or for the Concierge making the copy. The process is not governed by a policy or aligned regularly with legislation. There is no SLA established with the Police to ensure consistent application of the process for requesting access to footage.
Processes and Procedures are in place providing guidance on the retention, archiving and destruction of CCTV footage	Lack of compliance with regulatory requirements (Data Protection Act) and Council Records	There is no formal Council wide procedure covering retention, archiving and destruction of CCTV footage in line with applicable regulatory requirements and Council policies.	<ul style="list-style-type: none"> There is a good procedure in place but it has not been formally documented. There is a gap around the destruction of CCTV footage, there is confusion 	<ul style="list-style-type: none"> There are no documented processes and procedures in place. All training is based on verbal update and 'on the job' experience. 	<ul style="list-style-type: none"> Footage downloaded and retained for evidence by the Police is subject to review and destruction. Images captured by cameras is kept for 31

Appendix 1 – Service Area Testing Outcomes as at 30th September 2018

Objective	Risks	Consolidated RAG Status	Public Space RAG status	Security RAG status	Concierge RAG status
	Management policies.		over where this responsibility lies.		days in accordance with the legislation however there is no official guidance for this and the process applied is not consistent with the other CCTV service areas.
Footage is retained, archived, and destroyed in line with policies and procedures	Breach of CEC policies and procedures resulting in fines and penalties.	There are no established Council wide procedures to ensure that footage is retained and archived in line with policies and procedures.	There is a good process in place for obtaining, retaining, and archiving footage, but there is no process in place for destroying footage resulting in the archive room almost reaching maximum capacity.	There are no written or communicated process in place applying the principles of CEC's Records Management Policy	There is a process in place for obtaining, retaining, and archiving footage but there are no policies and procedures to link this too and there is nothing in place to govern destruction of data.
CCTV footage can only be provided to approved parties and shared through secure channels	Breach of Data Protection act by inappropriate sharing of CCTV data	There are no established Council wide procedures to ensure that footage is only provided to approved parties and shared securely.	There are effective procedures in place to ensure footage is only provided to approved parties and is shared securely.	Footage is only provided to Police and will be shared via cd however this procedure is not documented and linked with current CEC Records Management policy	Process in place but not documented and linked to relevant legislation
An asset register has been established and regularly updated to reflect additions and disposals, record locality of all CCTV cameras and infrastructure.	Assets are lost or misappropriated without recourse through lack of asset management	There is no consolidated Council wide asset register detailing the CCTV equipment owned the Council, or the condition and location of the equipment.	There is no Public Space asset register, however SPIE are obliged to review the public Space CCTV and provide the section with a list of all equipment held. This has not been adequately completed. Complete, asset register is in place, awaiting photographic	There is no Security Services asset register,	There is a log of all cameras and equipment for the Calder Flats Concierge service

Appendix 1 – Service Area Testing Outcomes as at 30th September 2018

Objective	Risks	Consolidated RAG Status	Public Space RAG status	Security RAG status	Concierge RAG status
			evidence of condition of each camera		
Risk registers for all service areas include relevant CCTV related risks	Preventable risks may occur due to lack of risk management	There is currently no risk register supporting provision of CCTV Services across the Council, and the Boston consultancy report recommendations have not been progressed.	Appropriate CCTV risks are included in the Public Space risk register.	There are no risk registers in place for the Security Service.	There are no risk registers in place for the Concierge Service.

Appendix 2 - Basis of our classifications

Finding rating	Assessment rationale
Critical	<p>A finding that could have a:</p> <ul style="list-style-type: none"> • Critical impact on operational performance; or • Critical monetary or financial statement impact; or • Critical breach in laws and regulations that could result in material fines or consequences; or • Critical impact on the reputation or brand of the organisation which could threaten its future viability.
High	<p>A finding that could have a:</p> <ul style="list-style-type: none"> • Significant impact on operational performance; or • Significant monetary or financial statement impact; or • Significant breach in laws and regulations resulting in significant fines and consequences; or • Significant impact on the reputation or brand of the organisation.
Medium	<p>A finding that could have a:</p> <ul style="list-style-type: none"> • Moderate impact on operational performance; or • Moderate monetary or financial statement impact; or • Moderate breach in laws and regulations resulting in fines and consequences; or • Moderate impact on the reputation or brand of the organisation.
Low	<p>A finding that could have a:</p> <ul style="list-style-type: none"> • Minor impact on the organisation's operational performance ; or • Minor monetary or financial statement impact; or • Minor breach in laws and regulations with limited consequences; or • Minor impact on the reputation of the organisation.
Advisory	<p>A finding that does not have a risk impact but has been raised to highlight areas of inefficiencies or good practice.</p>

Appendix 3 – Terms of Reference

Safer Stronger

Terms of Reference – CCTV Infrastructure Management and Maintenance

To: Harry Robertson, Interim Head of Service, Safer and Stronger

From: Lesley Newdall, Chief Internal Auditor

Date: 8th September 2017

Cc: Michelle Miller, Interim Chief Officer for the Health and Social Care Partnership

Bruce Strang, Chief Information Officer

Kevin Wilbraham, Record and Information Compliance Manager

Shirley McLaren, Community Justice Senior Manager

Will Boag, Security Manager

Jennifer Hunter, Tenant and Resident Services Manager

Alistair Gaw, Executive Director of Communities and Families

Stephen Moir Executive Director of Resources

Paul Lawrence Executive Director of Place

This review is being undertaken as part of the 2017/18 internal audit plan approved by the Governance, Risk and Best Value Committee in March 2017.

Background

The City of Edinburgh Council (CEC) operates a close circuit television (CCTV) camera estate across public spaces; housing blocks; schools; bus lanes and Council buildings.

The total cost for the CCTV services provided by the Council is £833K and generates income of £128K. The police are the main users of CCTV footage to support criminal prosecutions.

Retention, archiving and destruction of CCTV footage is governed by the requirements of the Data Protection Act (1998) and will also require to be compliant with the new General Data Protection Requirements due to be implemented in May 2018. The Data Protection Act also governs sharing of CCTV footage with third parties.

Boston Networks was recently commissioned to review the CCTV estate used across the Council and its operational status, with the outcomes published in August 2017.

The report recommended implementation of a CCTV strategy to focus on the location and scope of control centres, and confirmed that significant investment is required across the estate to establish an effective and efficient service. The report also recommended moving from an historic analogue to an internet protocol (IP) based CCTV estate.

Scope

As the Boston Networks review has concluded on the requirement to develop a strategy and upgrade the existing CCTV estate, the scope of our review will focus on the controls in place to manage the following CLT top risks:

- Information governance

The City of Edinburgh Council

- Maintaining service with less resource

Testing will be undertaken on a sample basis for the period 1st April 2017 to 31st August 2017.

Limitations of Scope

The scope of our review is outlined above. Following publication of the Boston report our review will not assess the quality of the current CCTV estate infrastructure.

Approach

Our audit approach is as follows:

- Obtain an understanding of the CCTV services through discussions with key personnel, review of systems documentation and walkthrough tests;
- Identify the key risks associated with the provision of CCTV services;
- Evaluate the design of the controls in place to address the key risks; and
- Test the operating effectiveness of the key controls.

The sub-processes and related control objectives included in the review are:

Sub-process	Control Objectives
Strategic alignment	<ul style="list-style-type: none"> • The CCTV service is subject to annual review to confirm that ongoing service provision and associated costs and benefits remain aligned with the Council's strategic objectives. • Risk registers for all service areas include relevant CCTV related risks.
Estate allocation and maintenance	<ul style="list-style-type: none"> • An asset register has been established and regularly updated to reflect additions and disposals, and record the location of all CCTV cameras and infrastructure. • Supporting rationale is provided for all requests for installation of cameras. • A clear prioritisation process has been established to support allocation of the estate across public spaces. • A process has been established to identify all damaged CCTV cameras and ensure that they are repaired in a timely manner.
Use and retention of CCTV footage	<ul style="list-style-type: none"> • CCTV footage is generated and stored in a secure environment with access restricted to only authorised personnel. • A process has been established to ensure that all requests from third parties for access to / copies of CCTV footage are formally approved.
Data Protection Act compliance	<ul style="list-style-type: none"> • There are documented processes and procedures in place supporting retention, archiving and destruction of CCTV footage. • There are documented procedures in place to ensure that CCTV footage is only provided to approved parties, and is shared in a secure manner. • Processes and procedures are regularly reviewed and updated to reflect legislative changes. • Footage is retained, archived and destroyed in line with policies and procedures.

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| | <ul style="list-style-type: none"> The location of all CCTV footage is recorded and updated to reflect issue to and receipt from third parties. |
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Internal Audit Team

Name	Role	Contact Details
Lesley Newdall	Chief Internal Auditor	0131 469 3216
Hugh Thomson	Principal Audit Manager	0131 469 3147
Lorraine Twyford	Internal Auditor	0131 469 3145

Key Contacts

Name	Title	Role	Contact Details
Shirley McLaren	Community Safety Senior Manager	Review Sponsor	0131 529 5035
Robert Meikle	Security Services	Key Contact	0131 529 7077
Jennifer Hunter	Concierge Services	Key Contact	0131 529 7532
Harry Robertson	Community Safety Senior Manager	Departmental contact	0131 553 8237
Michelle Miller	Safer Stronger	Head of Service	0131 553 8520

Timetable

Fieldwork Start	11/09/17
Fieldwork Completed	27/09/17
Draft report to Auditee	06/10/17
Response from Auditee	20/10/17
Final Report to Auditee	27/10/17

Follow Up Process

Where reportable audit findings are identified, the extent to which each recommendation has been implemented will be reviewed in accordance with estimated implementation dates outlined in the final report.

Evidence should be prepared and submitted to Audit in support of action taken to implement recommendations. Actions remain outstanding until suitable evidence is provided to close them down.

Monitoring of outstanding management actions is undertaken via monthly updates to the Director and their elected audit departmental contact. The audit departmental contact liaises with service areas to ensure that updates and appropriate evidence are provided when required.

Details of outstanding actions are reported to the Governance, Risk & Best Value (GRBV) Committee on a quarterly basis.

Appendix 1: Information Request

It would be helpful to have the following available prior to our audit or at the latest our first day of field work:

- Risk registers for all three areas
- Budget statements for 1 April to 30 August
- Latest Regulation of Investigatory Powers Act Scotland (RIPSA) 2000 report
- Policy documentation
- Procedures for management of CCTV data/images
- Asset register for Criminal Justice, Security and Concierge CCTV services.

This list is not intended to be exhaustive; we may require additional information during the audit which we will bring to your attention at the earliest opportunity.