

# Notice of meeting and agenda

## Culture and Communities Committee

**10.00am Tuesday 29 January 2019**

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

Email: [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk) / [sarah.stirling@edinburgh.gov.uk](mailto:sarah.stirling@edinburgh.gov.uk)

Tel: 0131 553 8242 / 0131 529 3009

## **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 13 November 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 Edinburgh Festival Fringe Society
- 7.2 The Craggs Centre

## **8. Executive Decisions**

---

- 8.1 Community Sports Facilities: Developing an Enabling Approach – report by the Executive Director for Communities and Families (circulated)
- 8.2 Sport for Change: A new grant scheme for Physical Activity and Sport – report by the Executive Director for Communities and Families (circulated)
- 8.3 Police Partnership Performance Activity Report: 1 October – 31 December 2018 – report by the Executive Director for Communities and Families (circulated)
- 8.4 Closed Circuit Television (CCTV) Code of Practice – report by the Executive Director for Communities and Families (circulated)
- 8.5 Museums and Galleries – Six Month Review of Extended Opening Hours – report by the Executive Director of Place (circulated)
- 8.6 Festival and Events Core Programme 2019/20 – report by the Executive Director of Place (circulated)
- 8.7 Code of Practice for Filming in Edinburgh – report by the Executive Director of Place (circulated)

- 8.8 Graffiti Working Group Findings Report – report by the Executive Director of Place (circulated)
- 8.9 Adelaide Cultural Co-operation Project – report by the Executive Director of Place (circulated)
- 8.10 Community Grants Third Sector Interface Funding – report by the Chief Executive (circulated)

## **9. Routine Decisions**

---

- 9.1 Implementing the Programme for the Capital: Coalition Commitments six monthly progress update – report by the Executive Director of Place (circulated)

## **10. Motions**

---

- 10.1 If any

### **Laurence Rockey**

Head of Strategy and Communications

### **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 or Sarah Stirling, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 553 8242 / 0131 529 3009, email [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk) / [sarah.stirling@edinburgh.gov.uk](mailto:sarah.stirling@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](http://www.edinburgh.gov.uk/cpol).

## Webcasting of Council meetings

---

Please note: this meeting may be filmed for live and subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed.

The Council is a Data Controller under the General Data Protection Regulation and Data Protection Act 2018. We broadcast Council meetings to fulfil our public task obligation to enable members of the public to observe the democratic process. Data collected during this webcast will be retained in accordance with the Council's published policy including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site.

Generally the public seating areas will not be filmed. However, by entering the Council Chamber and using the public seating area, individuals may be filmed and images and sound recordings captured of them will be used and stored for web casting and training purposes and for the purpose of keeping historical records and making those records available to the public.

Any information presented by individuals to the Council at a meeting, in a deputation or otherwise, in addition to forming part of a webcast that will be held as a historical record, will also be held and used by the Council in connection with the relevant matter until that matter is decided or otherwise resolved (including any potential appeals and other connected processes). Thereafter, that information will continue to be held as part of the historical record in accordance with the paragraphs above.

If you have any queries regarding this, and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact Committee Services ([committee.services@edinburgh.gov.uk](mailto:committee.services@edinburgh.gov.uk)).

# Item 4.1 - Minutes

## Culture and Communities Committee

10.00am, Tuesday 13 November 2018

### Present

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

### 1. Minutes

---

#### Decision

- 1) To approve the minute of the Culture and Communities Committee of 11 September 2018 as a correct record.
- 2) To approve the minute of the Culture and Communities Committee of 11 October 2018 as a correct record.

### 2. Work Programme

---

The Culture and Communities Committee Work Programme was presented.

#### Decision

To note the Work Programme.

(Reference – Work Programme, submitted.)

### 3. Rolling Actions Log

---

The Culture and Communities Committee Rolling Actions Log was presented.

#### Decision

- 1) To approve the closure of Items 1, 5 and 14.
- 2) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted.)

## 4. 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.)

## 5. Underbelly Ltd – Presentation

---

Charlie Wood and Ed Bartland provided an overview of the 2017 Christmas activities undertaken and plans for 2018 on behalf of Underbelly Ltd. Key statistics on the number of visitors attending and the profile of attendees were provided.

### Decision

To thank Charlie Wood and Ed Bartland for their presentation.

## 6. Third Party Cultural Grants Funding – Review Update

---

An update was provided on the review of the cultural funding framework, along with recommendations that the review of the Third Party Cultural Grants Review be progressed to conclusion.

The report recommended a proposed timeline to introduce the outcomes of the review, an interim essential communications programme, and a final report in March 2019 with the Cultural Grants Recommendations report for 2019/20.

### Decision

- 1) To approve the continuation for one year (2019/20) of the existing third party cultural grant funding arrangements, aligned with the conclusion of the agreed grant budget savings programme of 10% over four years, 2019/20 representing the fourth and final year of 1%.
- 2) To approve the Council's third party cultural grants review programme described in the report recommending the introduction of the Strategic Partners Funding Programme linked to the funding bands protocol, and a new Flexible Fund (previously referred to as an Open Fund) in due course.
- 3) To note the further consultation and Reference Group meetings which had informed the next steps. The Groups were made up of representatives of both funded and unfunded organisations and individuals.
- 4) To approve the timeline of the introduction of the renewed funding programme in financial year 2020/21, with new application, assessment and funding recommendation processes commencing in October 2019.
- 5) To approve the proposal to review the Strategic Partners Programme during the first three years of implementation with a view to developing opportunities to introduce new Partners for the next funding period.

- 6) To approve the recommendation to seek to mitigate the impacts of change in the first year on currently revenue funded organisations not invited to be Strategic Partners going forward through the Flexible Fund.
- 7) To approve the establishment of new funding assessment panels made up of both Council and external individuals to review submissions and provide recommended recipients to Committee.
- 8) To instruct Officers to provide a final Review report in March 2019.

### **Declaration of Interests**

Councillors McNeese-Mechan, Mitchell and Wilson declared non-financial interests in this item as board members of Capital Theatres Trust.

Councillors Ian Campbell, McNeese-Mechan and Wilson declared non-financial interests in this item as Directors of Edinburgh International Jazz and Blues Festival and Edinburgh Science Festival.

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

(References – Culture and Communities Committee, 14 November 2017 (item 12); report by the Executive Director of Place, submitted.)

## **7. King's Theatre Capital Redevelopment Update Report**

---

On 22 February 2018 the Council had agreed to Theatre upgrade capital funding of £4m towards the refurbishment project, and also agreed up to £5m in Prudential Borrowing.

An update was provided to the Committee on the King's Theatre Capital Redevelopment Project.

### **Decision**

- 1) To note the update.
- 2) To instruct the Executive Director of Place to prepare annual update reports.
- 3) To note that any interim updates would be included in the Business Bulletin.
- 4) To refer the report to the Finance and Resources Committee as agreed at the Finance and Resources Committee meeting on 12 June 2018.

### **Declaration of Interests**

Councillors McNeese-Mechan, Mitchell and Wilson declared non-financial interests in this item as board members of Capital Theatres Trust.

(References – Act of Council No. 3 of 22 February 2018; report by the Executive Director of Place, submitted.)

## 8. Managing Our Festival City

---

The issues of public concern which were raised during the summer festival 2018 were set out and changes were proposed for future years.

### Decision

To refer the matter to Council for decision.

(References – Culture and Communities Committee, 30 January 2018 (item 7); report by the Executive Director of Place, submitted.)

## 9. Capital Theatres Company Performance Report 2017/18

---

The fifth annual performance report prepared as a requirement of the Services and Funding Agreement process adopted in 2013/14 was presented.

Festival City Theatres Trust had been renamed and branded as Capital Theatres (CT), and was responsible for the programming and management of both the King's and Festival Theatres, and the Studio at the Festival Theatre.

### Decision

- 1) To note the positive performance of Capital Theatres during 2017/18.
- 2) To refer this report to the Governance, Risk and Best Value Committee.

### Declaration of Interests

Councillors McNeese-Mechan, Mitchell and Wilson declared non-financial interests in this item as board members of Capital Theatres Trust.

(References – Culture and Communities Committee, 14 November 2017 (item 8); report by the Executive Director of Place, submitted.)

## 10. CCTV Working Group Update

---

An update was provided on the CCTV Working Group, which had been formed following approval by Committee in January 2018 and tasked with the development 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 upgrade of the Video Management System in line with European Regional Development Fund guidance.
- 4) To approve the changes to the subgroup structure.

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



## **11. Partnership Agreement with Police Scotland 2018/19: Performance and Activity Report**

---

In June 2018 the Culture and Communities Committee agreed a refreshed Partnership Agreement between the City of Edinburgh Council and the Edinburgh Division of Police Scotland in respect of community policing, and requested a detailed qualitative and quantitative progress report from the Edinburgh Divisional Commander from Police Scotland on a quarterly basis.

The Performance and Activity report for the period from 1 April to 30 September 2018 was presented by Police Scotland.

### **Decision**

To note the detailed qualitative and quantitative progress report from the Edinburgh Divisional Commander from Police Scotland covering the period 1 April – 30 September.

(Reference – Culture and Communities Committee, 19 June 2018 (item 19); report by the Executive Director for Communities and Families, submitted.)

## **12. Recommendations of the Social Work Complaints Review Committee of 16 August 2018 and Response to a Complaints Review Committee Outcome**

---

Recommendations of the Social Work Complaints Review Committee held on 16 August 2018 on a complaint against the social work service within Health and Social Care, and actions taken by Health and Social Care in response, were detailed.

### **Decision**

- 1) To note the recommendations of the Social Work Complaints Review Committee.
- 2) To note the actions taken in relation to the decisions of the Complaints Review Committee on 16 August 2018.

(References – report by the Chair of the Social Work Complaints Review Committee, submitted; report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)

## **13. Emergency Motion by Councillor McNeese-Mechan on Fair Saturday**

---

The following adjusted emergency motion by Councillor McNeese-Mechan was submitted in terms of Standing Order 16.2.

“Committee

- 1) Notes that Fair Saturday, a global cultural project with a social impact, will be celebrated in 2018 by a growing number of cities worldwide

- 2) Notes that City of Edinburgh Council is one of Fair Saturday Foundation's main partners to develop St Andrew's Fair Saturday, which is Scotland's contribution to the Fair Saturday movement
- 3) Recognises that Edinburgh St Andrew's Fair Saturday, a day devoted to culture, social causes and celebrating St Andrew's Day, will take place on Saturday 1 December 2018
- 4) Encourages members of the City of Edinburgh Council to support this project and take part in one of the events planned across Scotland to celebrate Scotland's culture and spirit <https://standrews.fairsaturday.org/>"

### **Decision**

To approve the emergency motion by Councillor McNeese-Mechan, as adjusted.

## Culture and Communities Committee

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
1	Allotment and Food Growing Provision Update	Follow up report from September 2018. Action to report back in six months.	Executive	David Jamieson	Place	Flexible	March 2019
2	Antisocial Behaviour Strategy 2016-2019 Update	Action to update on progress of strategy	Executive		Communities and Families	Flexible	March 2019
3	Service Payment to Edinburgh Leisure – 2018/19	Action to report possible changes to service and funding agreements between the Council and Edinburgh Leisure taking account of the changing environment and emerging opportunities.	Executive		Communities and Families	Flexible	March 2019
4	Community Asset Transfer of Sports Facilities	Action for further report on Community Asset Transfer of Sports Facilities be presented to committee in 2018-19.	Executive		Communities and Families	Flexible	March 2019

5	Grant Awards 2019/20		Executive	Lindsay Robertson	Place	Flexible	March 2019
6	Sports Strategy		Executive	Robin Yellowlees	CF	Flexible	March 2019
7	Third Party Cultural Grants Funding Review	Action on 13 November 2018 to a final review report in March 2019.	Executive	Lindsay Robertson	Place	Flexible	March 2019
8	Managing Our Festival City Scorecard/Summer Festivals Update		Executive	Anna Herriman	Place	Flexible	March 2019
9	Encouraging Live Music in Edinburgh		Executive	Karl Chapman	Place	Flexible	March 2019
10	Melville Monument	Response to petition	Executive	Frank Little	Place	Flexible	March 2019
11	Lauriston Forget Me Not Garden		Executive	Frank Little	Place	Flexible	June 2019
12	Citywide Culture Plan Update		Executive	Lindsay Robertson	Place	Flexible	June 2019
13	Edinburgh Makar – Update on Activities		Routine	Frank Little	Place	Flexible	June 2019
14	Edinburgh's Hogmanay and Edinburgh's Christmas –Contract Update and Review Options		Executive	David Waddell	Place	Flexible	June 2019

15	Edinburgh People Survey – Culture Results	Action on 11 September 2018 to provide annual report to Committee.	Executive		Place	Flexible	September 2019
16	City Centre Hostile Vehicle Mitigation Measures		Executive	John McNeil	Place	Flexible	September 2019
17	Fair Fringe and Fair Hospitality Charter - Effectiveness of Charter		Executive	David Waddell	Place	Flexible	September 2019

## Culture and Communities Committee Upcoming Reports

## Appendix 1

Report Title	Directorate	Lead Officer
<b>March 2019</b>		
Allotment and Food Growing Provision Update	Place	David Jamieson
Antisocial Behaviour Strategy 2016-2019 Update	C&F	
Service Payment do Edinburgh Leisure – 2018/19	C&F	
Community Asset Transfer of Sports Facilities	C&F	
Grant Awards 2019/20	Place	Lindsay Robertson
Sports Strategy	C&F	Robin Yellowlees
Third Party Cultural Grants Funding Review	Place	Lindsay Robertson
Managing Our Festival City Scorecard/Summer Festivals Update	Place	Anna Herriman
Encouraging Live Music in Edinburgh	Place	Karl Chapman

Melville Monument	Place	Frank Little
<b>June 2019</b>		
Lauriston Forget Me Not Garden	Place	Frank Little
Citywide Culture Plan Update	Place	Lindsay Robertson
Edinburgh Makar – Update on Activities	Place	Frank Little
Edinburgh’s Hogmanay and Edinburgh’s Christmas –Contract Update and Review Options	Place	David Waddell
<b>September 2019</b>		
Edinburgh People Survey – Culture Results	Place	
City Centre Hostile Vehicle Mitigation Measures	Place	John McNeil
Fair Fringe and Fair Hospitality Charter - Effectiveness of Charter	Place	David Waddell

# Item 5.2 - Rolling Actions Log

## Culture and Communities Committee

29 January 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
1	30.01.18	<a href="#">Managing our Festival City – Report and Scorecard</a>	<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</p>	Executive Director of Place	<p>March 2019</p> <p>March 2018</p>	



No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			would be brought back to Committee outlining the work of the Festivals to support employment and encourage skills development			<b>Closed</b> – information contained in the PLACE report that was considered by Committee on 20 March 2018.
2	20.03.18	<a href="#">Festival and Events Programme 2018/19</a>	<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	<p>June 2019</p> <p>January 2019</p>	<b>Recommended for closure</b> – on the agenda for 29 January 2019.
3	20.03.18	<a href="#">Museums and Galleries – Alternative Opening Hours</a>	To note that a progress report would be submitted to committee for review after six months of	Executive Director of Place	January 2019	<b>Recommended for closure</b> – on the agenda for 29 January 2019.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			operation.			
4	20.03.18	<a href="#">Service Payment to Edinburgh Leisure – 2018/19</a>	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	March 2019	
5	31.05.18	City of Edinburgh Council - <a href="#">Fair Fringe and Fair Hospitality Charter Guidelines</a>	Calls for report on the Charter's efficacy to go to Culture and Communities Committee after August 2019.	Executive Director of Place	Autumn 2019	
6	19.06.18	<a href="#">Sport and Outdoor Learning</a>	<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</p>	Executive Director for Communities and Families	March 2019	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			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.			
7	19.06.18	<a href="#">Antisocial Behaviour Strategy 2016-2019 – Update Report</a>	<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	
8	23.08.18	City of Edinburgh Council Motion by Councillor Jim Campbell – Police Stations (as amended)  <a href="#">(Agenda of 31 May</a>	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 policing in Edinburgh.	Convener	November 2018	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		<a href="#">2018</a> )				
9	11.09.18	<a href="#">Physical Activity and Sport Strategy</a>	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.	Executive Director for Communities and Families	March 2019	
10	11.09.18	<a href="#">Allotment and Food Growing Provision</a>	To agree that an update report would be provided in six months	Executive Director of Place	March 2019	
11	11.09.18	<a href="#">Edinburgh People Survey – Culture Results</a>	That committee requests an annual report on the cultural specific survey results from 2019.	Executive Director of Place	September 2019	
12	13.11.18	<a href="#">King's Theatre Capital Redevelopment Update Report</a>	An annual update report would be provided to members.	Executive Director of Place	Autumn 2019	
13	13.11.18	<a href="#">Third Party Cultural Grants Funding – Review</a>	To agree to a final review report in March 2019.	Executive Director of Place	March 2019	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		<a href="#">Update</a>				
14	13.11.18	<a href="#">CCTV Working Group Update</a>	To request an update on the CCTV Working Group progress in six months' time.	Executive Director for Communities and Families	June 2019	

# Latest News

Culture and Communities Committee  
10.00am, Tuesday 29 January 2019

• EDINBURGH •  
THE CITY OF EDINBURGH COUNCIL

## Business Bulletin – now Latest News

This edition of the business bulletin will be available to the public from 24 January 2019 (from 12 noon) via the Updates link page on the new Culture Edinburgh website at [www.cultureedinburgh.com](http://www.cultureedinburgh.com). The website delivers Action 6 of the citywide [Culture Plan](#).

## Robert Blomfield: Edinburgh Street Photography

AN UNSEEN ARCHIVE - Until 17 March 2018

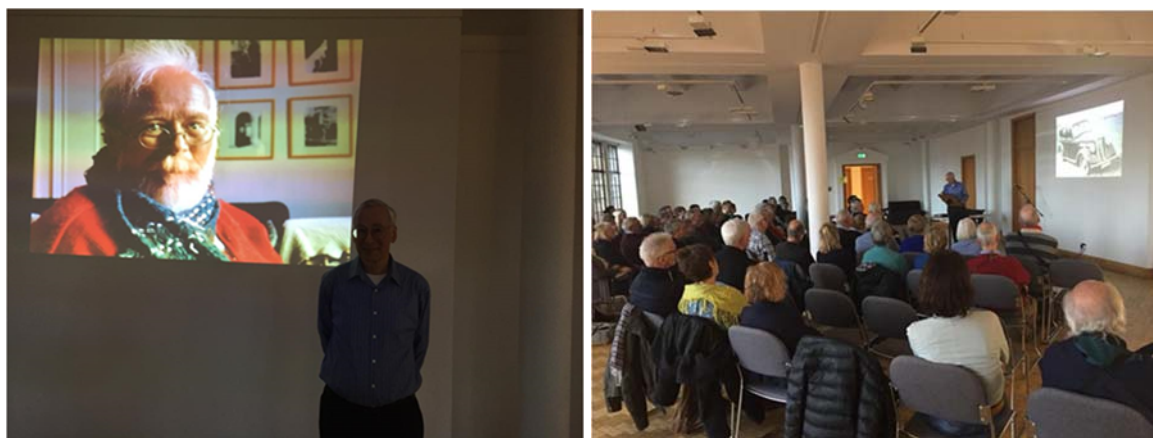


This winter the City Art Centre showcases a free exhibition of vintage street photography by Robert Blomfield. Blomfield practised street photography across the UK from the 50s to the 70s. He moved to Edinburgh to study medicine at the University in 1956. Whilst a student, Blomfield pursued his passion for photography and spent his free time capturing life on the streets. A subsequent medical career meant that Blomfield's vast collection of striking images remained largely stored away in cardboard boxes.

## Robert Blomfield: Edinburgh Street Photography

This exhibition displays a selection of 60 black and white photographs from this remarkable private archive, revealing and documenting the dramatic changes taking place in post war Edinburgh during the 60s. Prior to the exhibition opening to the public it attracted a lot of attention online. People were engaging with the photographs, sharing their childhood memories and personal snapshots. This positive response has continued with visitors leaving wonderful messages in the comments book. Furthermore, the exhibition received a lot of coverage in the Scottish and national media including on television and radio. The visitor figures have been very encouraging and just in the first two weeks of it opening the City Art Centre has welcomed over 6,000 visitors through the doors.

To complement the exhibition the City Art Centre ran three very popular events which were free and fully booked. On Friday 30 November 2018 Johnny Blomfield, Robert Blomfield's brother, gave a wonderful talk *The Early Life and Times of Robert Blomfield: The Making of a Street Photographer*, which provided an insight into the astonishing man behind the evocative images on display. The event was attended by an incredible 82 people.



'...a heart-warming talk ...followed by a moving video and superb exhibition!'

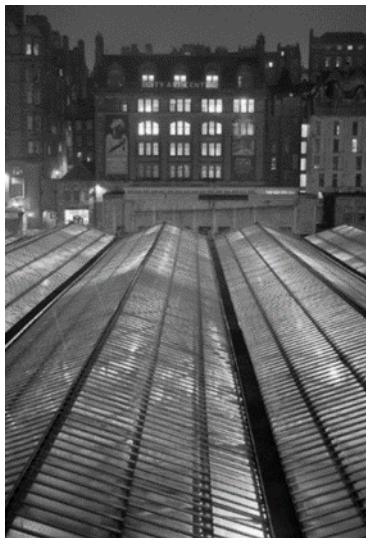
The City Art Centre also ran two further successful lectures on Saturday 1 and Sunday 2 December 2018. An Audience with 'Dark Edinburgh' saw photographer Scott Liddell, the man behind 'Dark Edinburgh', talk about his work documenting the hidden and changing aspects of the city today, but also share some practical photography tips. A staggering 89 people attended this lecture.



'Really great talk today. Thank you for being so generous with your time and your tips.'

## Robert Blomfield: Edinburgh Street Photography

For Edinburgh: A City of Contradictions Lynn and Paul Henni (henni.photo) gave an illustrated talk about their work. They use black and white photography to capture their home city and look for less conventional images within it. This event was also well attended by 78 people.



'Thank you for a great talk. My husband and I really liked the photos. Bought a card in the gift shop.'

## Culture Project Fund In Partnership With The Royal Edinburgh Military Tattoo (REMT) - Grants Awarded

The Culture Service is continuing to work in partnership with the REMT to distribute £97,700 of funding (provided by both the Council and REMT) to the city's cultural sector. 2018 is the second year of the partnership. At the panel meeting in December, 20 grants were awarded to projects in the city that promote access to arts and cultural activity.

The Culture Project Fund supports the priorities of the city's new Culture Plan, adopted by the Council in 2015. The plan was developed through the Desire Lines consultation process with input from creative industries, funding bodies, festivals, performers, artists, producers and venues. It highlighted a need for greater support of emerging artists and 'a shared city-wide agenda' for culture in the Capital, which the Project Fund is helping to address.

This round of funding was awarded to the following groups working across a range of art forms, including dance, theatre and music, supporting projects taking place across the city in a variety of locations. The grants were recommended by a specialist panel featuring arts industry professionals and representatives from the Tattoo and the Council:

- £4,320.00 to Active Inquiry for Reaching Out – a programme of participatory theatre workshops exploring the theme of Home to take place in Bonnington, Craighentiny and Albion Road.
- £4,122.00 to Bridgend Farmhouse to run community singing groups at Bridgend Farmhouse, working with a wide range of community partners aimed at communities in South Edinburgh including Moredun and The Inch.



## Culture Project Fund In Partnership With The Royal Edinburgh Military Tattoo (REMT) - Grants Awarded

- £4,000.00 to Drake Music Scotland to commission a professional composer with disabilities Ben Lunn to write music for disabled musicians and Hebrides Ensemble to be premiered in an autism-friendly performance at The Queen's Hall.
- £5,000.00 to Grassmarket Projects for 'Care In Recovery' - a workshop and performance project developing the themes around experiences of care for people who are currently in recovery from drug and alcohol mis-use, workshops taking place in, and targeted at, Dumbiedykes and the surrounding area.
- £5,000.00 to Magnetic North towards development of a new performance project She Sells, a video artwork made in collaboration with artist Greg Sinclair and residents of Pilton.
- £4,870.00 to Puppet Animation Scotland towards CUCINEMA: working with visiting Italian artists on a family-orientated workshop for up to 100 people from across Edinburgh, which teaches participants about the basics of animation.
- £4,434.00 to Capital Theatres towards Sound Symphony – the creation of an original piece of theatre with the needs of autistic children at its centre.
- £5,439.40 to Edinburgh Sculpture Workshop for two sculpture exhibitions for Blind, Partially Sighted and Sighted visitors, experienced by touch through facilitated artist tours.
- £8,234.00 to Edinburgh Women's Aid for We Are Here: women who have experienced domestic abuse will work with a poet and a visual artist to produce new poems/prose and prints to be published in a book.
- £5,000.00 to Grid Iron for CLIQUES: BSL interpretation, captioning and accessible marketing for a site-specific theatre co-production between Grid Iron, SDTN and the Pleasance.
- £5,000.00 to Royal Botanic Gardens Edinburgh: a nine-day Festival of Nature, Creativity and Health with artist-led exhibitions and events aimed at widening access to a range of cultural and creative experiences.
- £3,210.00 to the Travelling Gallery for artist-led workshops supporting the Travelling Gallery exhibition in Spring 2019. Locations include Wester Hailes, Ratho, Craigmillar, Muirhouse, Leith, Drumbrae and Saughton Prison.
- £2,400.00 to Citizen Curator for Unsung Leith: Breaking Barriers: a new partnership project exploring the trailblazing women of Leith through a range of free, childcare-supported creative workshops.

## Culture Project Fund In Partnership With The Royal Edinburgh Military Tattoo (REMT) - Grants Awarded

- £6,358.00 to Craigmillar Literacy Trust for Wildest Dream: artist Katy Wilson will hold a seven day residency at Castleview Primary School and Castleview Community Gardens, involving children and their families in her practice, promoting outdoor exploration through her residency.
- £2,255.00 to Edinburgh Youth Gaitherin' for the Edinburgh Youth Gaitherin' 2019: four days of workshops led by some of the country's finest traditional musicians. £4,955.00 to Gorgie Collective for Gorgie Creates: a collaborative, artist-led project. Free creative workshops for adults will facilitate the co-creation of public artworks exhibited in Gorgie-Dalry town centre.
- £5,000.00 to Soundhouse for Edinburgh Tradfest 2019, a music festival programme including elements of storytelling, film and folklore.
- £8,252.35 to Starcatchers for Expecting Something: a pioneering creative engagement project for young mums and their babies providing consistent access to artist-led creative opportunities in communities.
- £4,850.25 to Strange Town towards the funding of 114 free bursary places for disadvantaged young people, aged 11-25, to access a pilot programme of performance masterclasses led by leading theatre and film practitioners.
- £5,000.00 to the Thistle Foundation for the Craigmillar Tapestry - Stitches in Time project (Phase 1). Using the arts to capture and celebrate the unique heritage and culture of the wider Craigmillar area.

## Museum of Edinburgh - Glass Display Tour

The Museum of Edinburgh has recently re-developed its new glass gallery. On display are over 180 pieces of exquisite glassware, all made in Edinburgh from the 1830s to the present day.

To encourage more people to visit the new gallery, and to share the glass collection with as many people as possible, a small display of Edinburgh Glass is now touring around Edinburgh City Libraries until summer 2019.

The display is currently at Corstorphine Library, and will tour around the city to Colinton, Oxbgangs, Newington and Kirkliston Libraries.



The glass display at Blackhall Library

## Active Schools Day of Dance – 24 November



The focus of The Active Schools Day of Dance, was a participation event to showcase all the after-school dance groups. Children were given the opportunity to perform to parents, guardians, families, teachers and other guests alike at the Edinburgh International Conference Centre.

The Active Schools team ran three dance shows over one day in one venue which incorporated the four neighbourhoods. Every school in Edinburgh was invited and over 60 groups performed throughout the day. There were over 80 schools and 600 children taking part assisted by over 30 volunteers. Over 1400 parents, guardians, families and friends attended the performances.

The impact was huge and a great example of collaborative working with the Active Schools team delivering the event, volunteers from dance clubs, young ambassadors and pupils assisting the Active Schools team and of course the pupils had the opportunity to perform on a stage in front of over 1400 spectators.

## Edinburgh Young Carers and Children in Scotland



Young people getting a tour of the Museum Collection Centre from Gwen Thomas, Collections Care Officer

Museums and Galleries Edinburgh have recently been working in partnership with Children in Scotland on a heritage project with a group of young people supported by Edinburgh Young Carers. The group of twelve young people aged 9–16 are exploring what heritage means to them and how the city's museum collections compare with the experiences of young people today. The project will culminate in an exhibition at the People's Story in early 2019, featuring objects selected by the group.

## Inaugural Scottish FA Club Support Programme

Football Development Officer Jack Beesley has completed the final sessions of this programme, delivered along with Civil Service Strollers. The six to eight week programme saw him working with coaches of an identified age group within the club (5-10 years), with the aim being to upskill coaches and parent helpers with delivery of fun, challenging and empowering sessions which allow the players to problem-solve, create their own solutions and develop techniques without the fear of failure. The sessions were focused on game-related exercises and tried to move away from too many static 'drills'. Coaches received weekly observation and feedback as part of the programme, as well a booklet at the end of the programme with information and content for delivery going forward. During January the programme will be modified based on what has been learned, and will be delivered next year with Spartans Football Club.



## Year of Young People – Three Centres Challenge



The Three Centres Challenge was created for the Year of Young People in order to celebrate and demonstrate young people's participation in outdoor learning. A partnership between CEC Sport and Outdoor Learning, Bridge 8 Hub and CEC Schools and Lifelong Learning put the project together. One group cycled from Lagganlia Centre to Edinburgh (180 miles) and the other group paddled from Benmore Centre to Edinburgh using the canals (60 miles). Both journeys took 5 days and finished at Lochrin Basin at the end of the Union canal. The participants were brilliant throughout, and fine examples of all the positive qualities that young people possess. They displayed skills, determination and enthusiasm in abundance, by successfully completing the challenge. And only one capsized on the kayaking!

## Swimming for Life

Forrester/St Augustine's Community Sport Hub has been offering a programme of adult swimming sessions over the last six months. Swimmer abilities range from complete non-swimmers, to adults who can swim but for a range of reasons may not have been swimming for over 40 years! The age range has spanned from adults in their 30's to one gentleman aged 88! Over 35 adults have attended the range of sessions. Jeanette Robb, an attendee at the weekly women's session, says: 'As a non-swimmer, the feeling of conquering my fear, was monumental to me and I never stopped talking about it to my family and friends for weeks and I still do'. We hope the programme will continue to give adults the confidence and ability to enjoy swimming as a lifelong physical activity.



## Weekly Beginners ESOL Yoga Classes

Taking place at the South Bridge Resource Centre, the classes are exclusive for ESOL (English Speakers of Other Languages) Learners. The classes are innovative where instruction of Yoga practice and ESOL learning principles are combined by an excellent Instructor with knowledge and experience of both. The class is coordinated by the Lifelong Learning South-East Locality Team. The initial taster was delivered as part of a summer program. Regular term time classes began in October and will restart in the New Year. There has been good attendance and feedback so far. One of the attendees recently confided to the instructor that this is her first ever exercise class that she has regularly attended.



## Scottish War Poets Monument



Photo: John Travers

On 23 November 2018 a memorial to Scottish War Poets was unveiled in Makars Court by Baillie Norman Work. This is one of a number of memorials that have been installed in various Scottish towns and cities to commemorate the poets who lost their lives in war. The 6ft celtic cross has been engraved with words from Neil Munro's poem Lament for the Lads, which was chosen after a public ballot:

"Sweet be their sleep now wherever they're lying

Far though they be from the hills of their home"

This project was delivered by the Scottish War Poets Partnership Project.

## City Art Centre – Fashion Show

Saturday 9 and Sunday 10 February at 2.00pm

'An Individual Eye' – Fashion Show

Come and see some spectacular fashion shows by the Fashion and Textile Design students from Edinburgh College. The Textile students are studying all aspects of Fashion and Textile Design and the work of Edwin G Lucas offers perfect inspiration with its strong colour and forms. This collaboration with the City Art Centre and the Edwin G Lucas exhibition is the perfect platform for the students to showcase their creativity through a Fashion Show event. The students will be creating garments and accessories inspired by the Lucas paintings and themes represented in the exhibition. The fashion show really inspires the students to excel and be inspired by visual art and engage in producing high quality work. This is a fantastic chance to see the results! Come and watch them strut their stuff!

Free and drop-in, the Show will take place on the ground floor of the City Art Centre.

## Audacious Women Festival

The Audacious Women Festival (21-25 February 2019) returns to the City Art Centre with a packed programme of workshops, conversations and exhibitions. The Festival supports and encourages women to "Do What You Always Wish You Dared". This year's Festival will include written and spoken word, art, sporting events, music and some glorious surprises. Full details available at [www.audaciouswomen.scot](http://www.audaciouswomen.scot).

## World Culture Cities Forum (WCCF)

Along with 31 other cities delegates from Edinburgh – Lord Provost Frank Ross, Director of Culture Lynne Halfpenny and Ritchie Somerville from the University of Edinburgh’s Data Driven Innovation Programme – attended the WCCF in San Francisco from 14-16 November 2018, to discuss how culture and new technologies are transforming world cities. Air quality in the city was compromised due to smoke from the devastating Californian wild fires being present during the Forum. Notes from the Forum sessions are attached to this bulletin for information.



WCCF Gala Dinner



Gallery of Modern Art, San Francisco

## Museum of Childhood – Growing Up a Reader

The Museum of Childhood is currently collaborating with the University of Edinburgh for their Growing Up A Reader research project <http://www.growingupareader.education.ed.ac.uk>. As part of this project, the University will develop the research skills of a group of primary and secondary school students who will collaborate with the University research team. The school student researchers will interview their peers about what they read, why, and what reading means to them. The Museum of Childhood is providing site visits and collections information for primary school pupils, and secondary school pupils in January 2019 and providing access to the Museum’s book collection as a valuable research resource.

## Usher Hall Highlights and Forthcoming Events

*Usher Hall highlights during November, December and January included:*

Grayson Perry: Them and Us? – 8 November 2018

RSNO Søndergård Conducts Poulenc’s Gloria – 9 November 2018

The Forth Awards – 15 November 2018

RSNO at the Movies Varèse Sarabande 40<sup>th</sup> Anniversary Concert – 16 November 2018

## Usher Hall Highlights and Forthcoming Events

Sunday Classics: War Horse: The Story in Concert – Centenary Concert – 18 November 2018  
Björn Again – 21 November 2018  
SCO: Beethoven Piano concerto No 4 – 22 November 2018  
RSNO Søndergård's Guide to the Orchestra – 23 November 2018  
Christine and the Queens – 24 November 2018  
BBS Scottish Symphony Orchestra – Debussy's "La Mer" – 25 November 2018  
Worbey and Farrell – 29 November 2018  
RSNO Anne-Sophie Mutter in Concert – 30 November 2018  
The Australian Pink Floyd – 2 December 2018  
Emerging Artists: New Antonine Brass – 3 December 2018  
Get Organised – 3 December 2018  
The Count and The Duke: Basie and Ellington – Scottish National Jazz Orchestra – 6 December 2018  
The Osmond's Rockin' Christmas – 7 December 2018  
Love Actually Live on Screen – 8 December 2018  
Children's Classic Concerts – A Christmas Carol – 9 December 2018  
George Heriot's School; A sporting Christmas – 11 December 2018  
CLIC Sargent Lothian Hospital Choir Carol Concert – 12 December 2018  
Dollar Academy Annual Christmas Concert – 13 December 2018  
RSNO Søndergård Conduct The Nutcracker – 14 December 2018  
Bootleg Beatles – 15 December 2018  
A Christmas Wish – 17 December 2018  
James Gillespie's High School Christmas Concert – 18 December 2018  
Carols by Candlelight – 19 December 2018  
RSNO at the movies Christmas Concert (featuring The Snowman) – 21 December 2018  
Glenn Miller Orchestra – 29 December 2018  
The Scottish Fiddle Orchestra – Hogmanay Celebration – 30 December 2018  
SCO: New Year Gala Concert – 1 January 2019  
Edinburgh Royal Choral Union 132<sup>nd</sup> Annual New Year Messiah – 2 January 2019  
The Johann Strauss Gala – 11 January 2019  
ELO Again – 19 January 2019

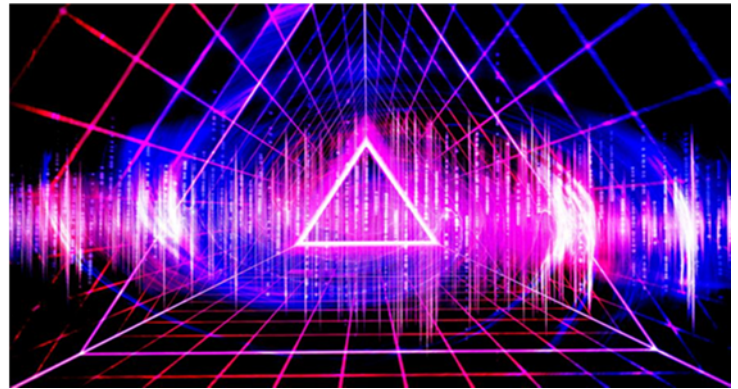


## Usher Hall Highlights and Forthcoming Events

### Forthcoming Events:

#### *RSNO at the Movies Sci-Fi Spectacular – 25 January 2019*

The Force is strong with this one, as conductor Anthony Weeden and presenter Tom Redmond captain the RSNO on a fantastic journey through the most thrilling film music ever inspired by science fiction. From 2001: A Space Odyssey to Close Encounters of the Third Kind, Avatar to Alien and of course Star Wars and Star Trek, it's an adventure beyond time and space. So beam aboard, as we boldly go where no concert has gone before!



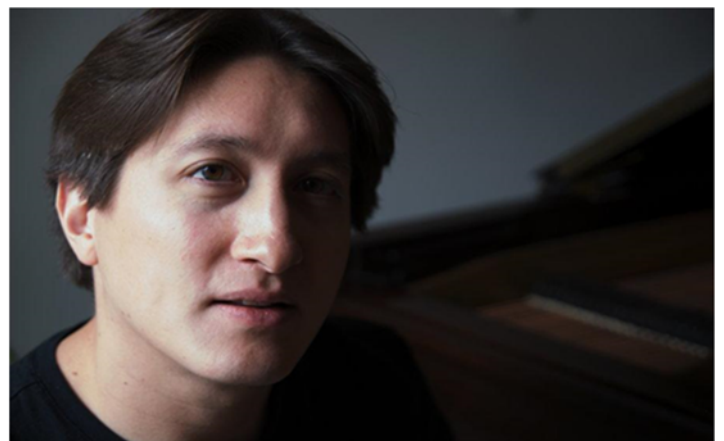
#### *Golden Girls – 26 January 2019*

Three of the UK's national treasures – musical theatre star Maria Friedman, soprano Lesley Garrett CBE and actor Bonnie Langford – have joined forces for the very first time to record a brand-new album and hit the road for a UK Headline Tour entitled 'Golden Girls'.

#### *Sunday Classics: St Petersburg Philharmonic Orchestra with Yuri Temirkanov – 27 January 2019*

Adored by millions as the soundtrack to classic weepie Brief Encounter, Rachmaninov's Second Piano Concerto is musical romance at its finest.

Temirkanov closes the concert with Gustav Mahler's lightest, most joyful Symphony – and also his shortest.



Please visit the Usher Hall website for information about other forthcoming shows - [here](#).

## Assembly Rooms Highlights and Forthcoming Events

Assembly Rooms highlights during November, December and January included:

Moving Adventures Screening – 8 November 2018

Remembrance Service – 9 November 2018

Neil Oliver: The Story of the British Isles in 100 Places – 16 November 2018

GoldFlair 24K Golden Ball – 23 November 2018

The Gin Lounge Festival – 1 December 2018

3D2D Edinburgh Christmas Craft, Art and Design Fair – 8 and 9 December 2018

Katie Melua and Gori Women's Choir – 13 December 2018

Hogmanay's Snow Ball – 31 December 2018

### *Forthcoming Events:*

#### *Edinburgh Wellbeing Festival -26-27 January 2019*

After a hugely successful first year Edinburgh Wellbeing Festival returns to Assembly Rooms on 26 and 27 of January 2019 for another packed weekend of talks, classes and workshops to help us all lead healthier and happier lives. The line-up for the festival includes Carley Rowena, Professor Green, Jack Monroe, Rangan Chatterjee, Haemin Sumin, Julie Montagu, Fiasal Abdala, Hollie Grant, Cat Meegan and more. More information can be found at the Assembly Rooms website – [here](#).



## Church Hill Theatre Highlights

*Church Hill Theatre highlights during December included:*

Balerno Theatre Company – Robin Hood and Babes in the Wood Pantomime – 5-8 December 2018

Edinburgh Peoples Theatre – Little Red Riding Hood Pantomime – 14-22 December 2018

### Why don't you trust us?

### Why don't you like us?

These are some of the questions posed by children of recent immigrants to Scotland in a series of workshops connected to the City Art Centre's current exhibition '*Another Country: Contemporary artists on Immigration*'. Their questions and drawings have been turned into postcards which are included in the exhibition, and which invite visitors to leave their thoughts. Hundreds have been completed so far. In a unique twist, these answers are then being collated by two artists, Birthe Jorgensen and Alberta Whittle, who are producing a series of small artworks in response, and which are being periodically added to the exhibition. '*Another Country*' has been organised as part of an ongoing series tackling contemporary issues.

*'Another Country: Contemporary artists on Immigration'* has free admission and runs until 17 March.



## Culture and Communities Committee



**Convener**

Councillor Donald Wilson



**Vice-Convener**

Councillor Amy Mcneese-Mechan

---

### Members

Councillor Wilson (*Convener*)  
Councillor Mcneese-Mechan (*Vice-Convener*)  
Councillor Brown  
Councillor I Campbell  
Councillor Doggart  
Councillor Doran  
Councillor Howie  
Councillor Mitchell  
Councillor Osler  
Councillor Rae  
Councillor Staniforth

### Contact

**Lynne Halfpenny**  
*Director of Culture*  
Telephone 0131 529 3657  
**Andy Gray**  
*Head of Schools and Lifelong Learning*  
*Communities and Families*  
Telephone 0131 529 2217  
**Jamie Macrae**  
*Committee Services*  
Telephone 0131 553 8242

**World Cities Culture Summit, San Francisco, November 2018**  
**Summary Programme Notes**

**Wednesday 14 November (morning plenary)**

**WCCF Opening Plenary: If Technology and culture are the answer, what are the big questions for cities?**

The session opened with four speakers from the host city of San Francisco. Each outlined how their organisations are using culture, design and tech to tackle some of the most pressing social issues facing the city. These included:

- changing the mission of an arts centre from an organisation that presents artistic work, to an organisation that is a 'public square', which facilitates participation and is dedicated to producing 'culture that moves people'
- using design and architecture-led interventions to support restorative justice approaches, which seek to take people out of the criminal justice system, via the use of dialogue and peace-making centres, among other interventions
- combining venture capital with a foundation approach to social investing to support media start-ups that aim to produce a culture shift which supports social change
- a Start-up in Residence programme in City Hall that produces tech-supported social innovations which have to date included a suite of digital products that make the process of fostering and adoption much easier

International speakers from Seoul, Helsinki and Montreal reflected on their own city's experiences. They discussed how:

- to support artists and cultural organisations to manage the digital disruption that is happening in their sector
- to support the development of a new generation of artists that have found their space in digital creativity
- citizens also need to be enabled to take advantage of the new forms of creative expression that digital technologies afford
- new technologies should still be used to bring people together in the spaces of the city
- library services have been transformed, which has been an ongoing commitment from the last 30 years, and how this has now evolved to providing access to state-of-the-art digital facilities for making and producing culture, from 'fab lab' capabilities to video editing and music recording
- how technology is creating new opportunities for experiencing culture, such as the live streaming of concerts – and how this changes our physical experience of culture
- citizens need to have a balanced relationship with technology
- we need to be 'in a relationship with technology' able to challenge and question it

**Wednesday 14 November (afternoon breakouts)**

**Breakout 1: Civic Engagement**

- San Francisco presented a model to involve the public in decision making about the design of Market Street. The process provided resources for those who typically don't have access to the decision-making process, which provided them with a sense of ownership and empowerment.
- Moscow, Dublin, Melbourne and Vienna presented local examples of civic engagement in decision making in their city, looking at the opportunities and challenges new technologies offer to this process.
- When does civic engagement lead to potential change? Getting the questions right really matters.
- The role of education in teaching children the importance of civic engagement is key.
- Do we wash our hands of decision making by over-democratising via new technologies?
- How do we make sure those who don't have a voice are actually heard?
- What tools do policymakers need to make sure they reach the non-typical participant?
- Who is using online civic engagement tools? How do you effectively communicate about civic engagement platforms to widen the reach and hear new voices. Participatory budgeting and civic engagement present challenges when the same groups of citizens are always involved in this process.
- Cities find that face to face engagement remains a more powerful method for effective civic engagement than digital technologies, especially as a way to reach marginalized communities and those detached from the political process.
- You need to show that you have listened to your constituents to build trust. The online model doesn't always build trust: working locally to build trust remains the best civic engagement model.
- Participants reflected on the need to refine the parameters of citizen-led decisions to manage the public's expectation of what can be achieved.
- We need to manage expectations on civic engagement but also on the potential of culture to solve urban challenges to ensure the bar isn't set too high for what can be delivered.

**Breakout 2: Cultural Participation**

- Yerba Buena Center for the Arts presented on their activities around what makes a healthy community, considering how arts and creativity can (and should) be integral to help people achieve what they are doing, rather than an add on.
- Edinburgh, Milan, Amsterdam, Shenzhen and LA presented on activities linking new technologies to opportunities for cultural participation.
- Tech can be used as leverage for cultural participation and drive audience engagement, increasing the quantity and quality of the cultural offer.
- Tech can enable efficiencies to help enable cultural participation, such as cutting red tape and consolidating city services.
- Investment in AI, social media and digital first, can create a strategy to guide citizens and visitors through the cultural programming of the city and region.
- Important to address privacy and transparency on social media / AI platforms.
- The session also focussed on the physical aspects of cultural participation, the need to bring people together to address the question of improving access to the arts.
- All of this is fundamentally built on relationships, looking to bring people together to ask better questions.
- We must not lose sight of people when looking at data, which in fact often separates them: the importance of togetherness.

- As the space between people gets bigger we mustn't lose the human element. Data isn't neutral, and we need to manage for bias as our technologies progress.
- What can technology bring for those who don't have access to technology?
- Comments that the physical power of coming together can't be replaced - what is technology's role in enabling this?

### **Breakout 3: Creativity and Innovation**

- Starting off with examples from San Francisco delegates heard from Code & Canvas, a studio space for socially minded start-ups in the arts and tech sectors, while household name Adobe talked about their Artist in Residency programme.
- Tokyo, Paris, Austin and Nanjing shared examples from their cities.
- The juncture between art and technology as a fertile breeding ground for both cultural and business innovation was highlighted, as well as new forms of cultural expression and projects that combine art with science and technology
- In addition to its potential for transforming the way we experience our urban environment and creating new forms of cultural expression, digital technologies are also changing patterns of work in many cities.
- Cities discussed the rise of more flexible, freelance and co-working opportunities, creating requirements for different kinds of work spaces, and in different kinds of places and how municipal governments can support this through co-investment with entrepreneurs.
- New ways to keep young creative and tech entrepreneurs in the city were shared, through supporting innovation spaces and also, unusually, through subsidising their residential accommodation.
- There were different approaches from cities in response to the tech boom, with one responding by supporting and protecting local SME development, so as not to lose the core essence of what makes the city unique.

### **Thursday 15 November (morning)**

#### **Leadership Exchange Programme**

The session opened with a brief recap from Tracey Knuckles, Bloomberg, and presentations from four of the nine participating cities (Austin, London, Buenos Aires, Sydney). The key takeaways included:

- Benefit of bringing colleagues from different departments to create advocates for the work we are doing.
- Creating allies in different departments to support culture agendas.
- Helped give host cities a view on their own work.
- Enabled different conversations, gave participating cities a chance to do things they don't normally get to do.
- Gave cities evidence of case studies and best practice.
- Validated work they were doing.

### WCCF: Cultural Equity and Diversity

This session, moderated by Anh Thang Dao Shah, highlighted the complexities and different manifestations cultural equity and diversity have in different world cities. However, there were a number of common themes that emerged:

- How can cities do a better job of improving the participation of both groups with specific barriers to accessing cultural opportunities (e.g. people with disabilities), and those with the lowest levels of financial and social capital and / or simply those who are not engaged?
- How can we also ensure that the cultural workforce and cultural institutions themselves do not, in turn, mirror these same uneven patterns of representation and access?
- How can the cultural practices and cultural expressions of diverse and minority groups be better acknowledged, validated and supported within the work of formally-supported cultural institutions, and within the life of our cities more generally?

Related questions /discussions included:

- The importance of knowing what the situation was – surveying current breakdown of cultural organisations to understand how they reflected the communities they serve
- Question of whom are we doing this for - peers? Critics? Or for the happy few? What are our motivations and what are we achieving?
- How to respond to changes in populations asking you to make changes?
- Pressure from communities – how can city governments support these voices?
- Be mindful of poaching board members from smaller institutions who are leading by example, must consider how to protect smaller organisations
- Recognition that there are other measures of equity than those related to race and ethnicity, for some cities it is about existing residents and those newly arrived from rural areas.
- How do cities who are unable to ask questions about their audiences' ethnicity ensure they are addressing imbalances in audiences?
- Importance of education – and bringing in families, how to engage at an early stage
- Recognition that even in cities that have a long history of cultural diversity in their populations, the 'dial hasn't shifted'
- Role of mentorship – who is leading the work?
- How can cities create better trust between migrant populations and themselves?
- Role of artists – we know they are good communicators, what can they do to spread messages?
- Question of rights of migrants and how to support their voices, made more complex in some cities if they don't have the right to vote

It can be uncomfortable work, to check our own biases and re-examine what we hold true, also need to address and recognise historical inequalities. Requires real leadership, especially as in some cases, reaching immigrant communities has become harder due to nationalistic politics – with some communities retreating - 'going back to the shadows'.

Cities shared examples of how they are tackling this, including:

- Requiring funded cultural organisations to submit Diversity, Equity and Inclusion Policies
- Including criteria around widening cultural participation and increasing cultural equity in funding agreements with cultural organisations
- Participatory budgeting exercises and co-designing activities to engage citizens, giving people a greater say in the activities programmed for them



The discussion following the panel showed the commitment and passion from our world cities to address this, though the breadth of questions indicated there is no easy fix.

### **Thursday 15 November (afternoon)**

#### **Workshop 1: Culture and Climate Change**

The workshop looked at opportunities to mobilise culture and the arts for climate and the environment, looking at different models and applications of culture and technology in this context.

The transition to sustainability also needs to be a 'just' transition and technology must serve people and planet. Culture in this context provides both creative and ethical frameworks.

Speakers included Radhika Fox from the US Water Alliance, who discussed her work bringing together diverse stakeholders to identify and advance common-ground, achievable solutions to the most pressing water challenges in the US. Marilyn Waite from the William and Flora Hewlett Foundation discussed her work managing the foundation's grant-making, mobilising private capital investments in low-carbon and climate-friendly energy infrastructure and systems, seeking to redirect finance from high- to low-carbon activities and encourage wiser energy investments.

CyArk presented the organisation's work on heritage preservation in the archaeological complex of Wat Phra Si Sanphet in Ayutthaya, a UNESCO World Heritage Site that was impacted by major flooding in 2011. And Oslo, who since 2015, has put the fight against climate change at the forefront of its agenda. The City has gone as far as to explore radical ideas such as becoming the first European city to ban cars from its centre. Rather than having sources of funding for climate change initiatives across various City departments, Oslo recommends an additional climate budget separate from the overall city budget.

Working together in groups, cities explored opportunities for action in the cultural sector to tackle climate change. The following opportunities were mentioned:

- Create change in tax structure to support climate initiatives (Finland)
- Targets for funding applicants and training for festivals to be more efficient > solar powered festivals in Los Angeles
- No-parking-space experiment at museums and festival sites
- 2011 Japan collected ops data after earthquakes. This learning influenced future emergency planning > ability to check behaviours
- Artists in residence – climate networks
- Car free streets filled up with culture
- Augmented reality app idea: what will my city look like in X years following different climate change scenarios
- Idea: city billboards measuring pollution

#### **Workshop 2: Making Space for Culture**

Number of complex problems contributing to the affordability crisis, no one has worked out a fix-all – there is no silver bullet, takes a lot of hard work and innovations. And crucially learning from each other so we're not constantly reinventing the wheel.

Workshop focused on how to move cities into action – shared working document which highlights ten tools which cities use to protect, support and grow creative spaces. WGC and Artscape will be building

on this document giving examples of which cities are using these tools so other cities will know who they can call upon to find out more and expanding the definition of the tools.

Recognised that each city has its own regulatory and cultural landscape, but this toolkit is designed to be adapted / adaptable to meet the needs of each city.

The ten categories of tools were:

1. Planning Gain for Community Benefit
2. Inclusionary Zoning
3. Property Tax Relief
4. The Sale or Re-development of Public Property
5. Faster Approval for Desired Projects
6. Regulatory Reform
7. Creative Placemaking Partnerships
8. Rent Reductions for Renovations
9. Creative Land Trusts
10. Space-Making: Uncovering Latent Supply

- Cities discussed power of procurement to influence developments
- In Stockholm example of setting fixed sales price for land, but having developers bid on cultural and social gains. Other cities flagged that they have moved away from selling assets such as Zurich and Amsterdam.
- Different cities had inclusionary zoning requirements – with some looking at middle income households, and shared equity models. Amsterdam highlighted their ambitious requirements, with 40% social housing, 40% middle income and 20 % high end on every project, while other cities were aiming for 10% social housing – showing the difference in operating environments and developer appetites
- Number of cities (London, Buenos Aires, Toronto) looking at tax reliefs, in US, non-profits orgs are exempt from business tax if they own their building. In Montreal however, artist studios are not 'non-profit' because they are counted as autonomous workers and therefore can't benefit from non-profit tax reliefs.
- Toronto discussed their approach of 'long leases' (50 years and a day to support / stabilise organisations), while NYC flagged their licensing of city owned properties to cultural organisations for 1\$ - as a way of supporting cultural orgs, without selling city owned assets.
- Cities considered deed restrictions around property sales – ensuring properties remain non-profit in perpetuity
- Organisations like CAST looking at how to create permanent long-term art spaces, 'patient capital' both in terms of money and time – CounterPulse took five years from the idea first occurring to development.
- Austin is partnering with many non-traditional spaces – matched 16 local based cultural groups with faith-based groups to use spaces in new ways.
- London (and SF) flagged importance of mapping the assets we have – need to understand the ecosystem to understand what is at risk, what is flourishing and how to support it.

**Friday 16 November (morning)**

**WCCF Public Session: Cities, Culture and Technology – what does the future hold?**

This public session, Chaired by Justine Simons OBE, Deputy Mayor for Culture and Creative Industries, Mayor of London's Office and Chair, World Cities Culture Forum, featured David Pescovitz from Institute of the Future, Lori Martin, Senior Cultural Affairs Officer, Economic Development & Culture, City of Toronto, Polly Alakija, Chair, Lagos State Board of Arts and Culture, Steve Ayorinde, Honourable Commissioner for Tourism, Arts and Culture, Lagos State Government and Catarina Vaz Pinto, Deputy Mayor for Culture, Municipality of Lisbon.

- Artists are usually great at helping to forecast the future because they often ask questions that we haven't asked yet, and they use technology for uses that it isn't usually put to.
- David Pescovitz briefly outlined a clutch of technologies and applications coming down stream that have the potential to significantly affect both our urban experience, and how we manage and develop policies for our cities.
- David Pescovitz highlighted that 'systems thinking' opportunities lie ahead – as the city becomes more interconnected we will be able to treat the city as an organism.
- Sidewalk Labs, a project in Toronto, is attempting to bridge the gap between urban planning and technology – but the city is keen to emphasize that it wants "data enhanced not data-controlled environments".
- Cities discussed how companies do not take part in urban projects because they are altruistic, but because they generate data.
- Importance of both empowering people with technology but also to empower them to have critical thinking in relation to technology.
- Are cities prepared / do they have the tools to control the present and future?
- Questions were raised around the isolation and division that digital technology and social media (particularly in the west) fuels.
- In other cities, such as Lagos, tech sector is flourishing but it is the physical infrastructure that is struggling.
- Cities discussed how demographics came in to play, in Lagos, 65% of their population are under 35 – high demand for digital experiences and products, but how does this sit with physical demands of the city?
- Agency of cities and their ability to negotiate with major tech companies was flagged, with need for cities to negotiate their position and come away with what they want and not to underestimate their power.

# Culture and Communities Committee

10am, Tuesday, 29 January 2019

## Community Sports Facilities: Developing an Enabling Approach

Item number	8.1
Report number	
Executive/routine	
Wards All	
Council Commitments	39

### Executive Summary

---

Edinburgh has a distinguished record in supporting sports clubs and community organisations through long term leases of Council owned sports facilities.

The opportunity to enhance our approach is now available through the Community Empowerment (Scotland) Act of 2015 that allows for greater influence over community planning, local service provision and the use of land and buildings. This report covers some of the enabling approaches that have been developed over recent years, summarises the new asset transfer process that has been put in place and explores some of the emerging considerations and issues.

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. The Council Change Strategy specifically refers to the need to change the way we work with our partners and in relation to sports facilities to ensure their future sustainability.

We need to further develop an enabling approach to meet this challenge.

## Community Sports Facilities: Developing an Enabling Approach

### 1. Recommendations

---

- 1.1 The Culture and Communities Committee is asked to:
  - 1.1.1 Note the report as part of the pending new Physical Activity and Sport Strategy and the intention to commence work on a new Sports Facility Strategy within that.
  - 1.1.2 Request a future report which details progress being made across the city

### 2. Background

---

- 2.1 The Community Empowerment (Scotland) Act of 2015 allows for greater influence over community planning, local service provision and the use of land and buildings.
- 2.2 For the purpose of this report the use of the term 'community sports facilities' refers to small sports centres, pavilions and pitches in Edinburgh.
- 2.3 'Changing How We Work with Our Partners' is one of the five priorities of the Council Change Strategy. This report explores some of the ways this is being done in Council owned sports facilities and how we extend this approach. In addition to this 'Making the Most of Our Cultural and Leisure Assets' is another of the specific objectives.

### 3. Main report

---

- 3.1 Edinburgh has a distinguished record in supporting sports clubs and community organisations through long term leases of Council owned sports facilities. Currently, over 40 organisations benefit from these arrangements (See list in Appendix A). These arrangements can importantly provide a route to external funding and fresh investment (see section 3.9).
- 3.2 Two of our smaller Sport Centres previously run by Edinburgh Leisure namely the Craggs Sports Centre and the Queensferry Sports Centre transferred to local community organisations. The transfer of both facilities has proven to be successful and they have developed thriving community based programmes. It surely follows that this model has the capacity to be replicated elsewhere in Edinburgh. An enabling approach would be to list facilities that might be open to possible asset

transfer to be more widely known. The asset rationalisation exercise underway within the Council may accelerate this action.

- 3.3 The Community Empowerment Act 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 and the introduction of this Act allows for sports clubs and community organisations to potentially take full ownership of some of our sporting facilities.
- 3.4 In January of 2016 the City of Edinburgh Council put in place an approved process to deal with these requests. Following initial expression of interest there are meeting(s) with the club and/or community organisation to explain the process, the key expectations and any potential land ownership or condition issues. The Stage 1 process invites the club to outline their ambitions and Stage 2 focusses on the consultation process and the robustness of the Business Plan. Only upon the submission of a valid Stage 2 Business Case does the application become a formal Community Asset Transfer request. Should a Club be successful with their panel hearing at Stage 2 this then proceeds to the Finance and Resources Committee for political approval.
- 3.5 Since the introduction of the Community Empowerment Act 12 sports clubs and community organisations have expressed their interest in community sports facilities. The facilities that an expression of interest has been shown are listed in Appendix B.
- 3.6 However, to date no successful transfers have been concluded. It could be that two years is too short a period to reach a full conclusion on this but any Council that considers itself to be an enabling organisation (and puts co-production of services at the heart of the 'Change Strategy') needs to reflect on how best we can support the ambitions of clubs and community organisations. In the next few years it is hoped that there will be several successful transfers of sports facilities in Edinburgh.
- 3.7 Several clubs and organisations have been unprepared for the level of consultation and level of detail required by the process. On some occasions there is a level of local opposition to the proposed change that is daunting for a club to deal with. The immediate reaction of some residents is that they are losing a facility in their community through a transfer of ownership either through direct negotiation of a long term lease or full completion of the asset transfer process. This is not necessarily the case and there is a need for better public awareness of the potential benefits of either a partnership approach or asset transfer.
- 3.8 In the 'Planning for Change and Delivering Services' section of the Council Change Strategy the ambition is to 'ensure sustainability for future generations'. Some of our pitches and pavilions undoubtedly require fresh investment.
- 3.9 There are two recent examples where facilities were in a dilapidated condition and the situation has been completely reversed by long term leases of Arboretum pavilion and playing fields to ESMS schools and a section of Warriston playing fields to Warriston Community Tennis Club. 'Before and After' photographs are

shown in Appendix C. This enabling approach has protected existing users and undoubtedly enhanced the playing experience of participants and future generations. In addition to this the recent extension of long term lease for Thistle Tennis Club (Craiglockhart) resulted in a £160,000 investment in the courts.

- 3.10 At present the development of Council owned sports facilities in the city is largely dependent on two major factors. The first is through the development of the 'flagship' projects such as the new Meadowbank complex or the Royal Commonwealth Pool or secondly, the building of new schools. The 'Wave 4' programme (see background reading section) will see new and enhanced sports facilities at a range of locations throughout the city with several communities set to benefit from these in the next decade. However, this programme is potentially subject to change and depends on government funding and local housing and planning decisions. While both developments are extremely welcome neither of these provide a coherent strategy for dealing with either properly maintaining existing community sports facilities in our neighbourhoods or responding to any gaps in local provision.
- 3.11 As part of the pending new Physical Activity and Sport Strategy we intend to commence work on a new Sports Facility Strategy. This strategy needs to underpin any future investment through the Capital Expenditure budget. And given the financial pressures on the Council we need to find new ways of working that lever in fresh investment and a key part of this is likely to include the transfer of Council owned facilities to sports clubs and other community based organisations.

#### **4. Measures of success**

---

- 4.1 Further assets are leased or transferred to new partners therefore relieving pressures on existing budgets and ensuring these facilities are sustained for future generations.

#### **5. Financial impact**

---

- 5.1 The finance is to be secured within existing resources.

#### **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 Physical Activity and Sport strategy for the period 2019-23.

## **8. Sustainability impact**

---

- 8.1 There are no adverse impacts from this report.

## **9. Consultation and engagement**

---

- 9.1 The approach to creating a new physical activity and sport strategy for the city focusses on direct engagement and consultation with key partners, sports clubs and other community organisations. An on-line consultation is also underway.

## **10. Background reading/external references**

---

- 10.1 Council Change Strategy: Planning for Change and Delivering Services 2019-23 (Finance and Resources Committee 27 September, 2018)
- 10.2 Wave 4 Schools Infrastructure Investment Programme (Finance and Resources Committee 11 October, 2018)

### **Alistair Gaw**

Executive Director for Communities and Families

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

E-mail: [robin.yellowlees@edinburgh.gov.uk](mailto:robin.yellowlees@edinburgh.gov.uk) | Tel: 0131 469 3953

## **11. Appendices**

---

- 11.1 Appendix A – List of long term leases to sports clubs in Edinburgh
- 11.2 Appendix B – Sports Facilities subject to expressions of asset transfer interest
- 11.3 Appendix C – Facility Transfer Comparisons: Photographs of Arboretum and Warriston Playing Fields



## APPENDIX A

### PAVILIONS

Pavilion	Club Name	Ward
Bingham Park Pavilion	Edina Football Club	17
Clermiston Park Pavilion	Hutchison Vale Football Club	3
Kingsknowe Park Pavilion	Currie Star Football Club	2
Cairntows Park Pavilion	Castlevale Youth Development Club	17
Pavilion at Davidson's Mains Park	Cramond Football Club	1
Pavilion (Fernieside)	Edinburgh South Community Football Club	16
Pavilion at Redhall Park	Redhall Star Youth	7
Sports Pavilion	Leith Athletic Football Club	13
Leith Links Pavilion	Leith Athletic Football Club	13
Newcraighall Park Pavilion	Newcraighall Leith Victoria Amateur Football Club	17
East Pilton Park Pavilion	Lauriston Thistle Football Club	4
St Mark's Park Pavilion	Craigroyston Football Club	12

### CLUB PREMISES

Club Premises	Club Name	Ward
Clubroom	Tynecastle Club	7
Golf Clubroom	Edinburgh Thistle Golf Club	10
Clubhouse	Boroughmuir RFC	9
Clubhouse (Craigentenny Avenue)	Lochend Golf Club	14
Clubhouse	Liberton Rugby Club	16
Clubhouse	The Royal High Athletic Club	1
Clubroom	Edinburgh Northern Rugby Club	5
Clubhouse	Carrick Knowe Golf Club	6
Clubhouse (Braids Hill)	Harrison Golf Club	

<b>Club Premises</b>	<b>Club Name</b>	<b>Ward</b>
Clubhouse (next to Wardie Playing Fields)	Broughton RFC	4
Leith Links Clubrooms	Leith Franklin Cricket Club	13
Clubhouse	Currie Rugby Football Club	2
Clubhouse (Moredun Park Loan)	Fenmore Sports and Social Club	16
Clubroom (Muirhouse Parkway)	Craigroyston Boys Club	4
Union Park Clubroom	Corstorphine Rugby Football Club	6
Golf Course Clubhouse	Silverknowes Golf Club	1
Clubroom	Trustees of Lochend Amateur Boxing & Fitness Club	14
Clubhouse	Forrester Rugby Football Club	3

In addition to the above list 10 Bowling Clubs and 4 Tennis Clubs also hold leases on Council owned facilities.

## Appendix B

<b>COMMUNITY ASSET TRANSFER ENQUIRIES January 2016 – December 2018</b>		
<b>Applicant(s) and Facility</b>	<b>Comments</b>	<b>Progress</b>
Currie Star FC and Edinburgh Cricket Club – <b>Campbell Park (Colinton)</b>	Stage 1 panel held and application approved March 2018. Applicant commenced work on Stage 2 submission. Community consultation meeting was not as positive as expected. Applicant taking stock.	On hold. Considering other options.
Edinburgh United FC – <b>Paties Road (Craiglockhart)</b>	Stage 1 panel held and application approved March 2018. No contact from applicant since April 2018. Consultation meetings to be held November and December 2018. Proposals have not been shared by applicant.	
Edinburgh South FC and Change Centre (a group company of Street Soccer). Hibernian Community Foundation expressed initial interest but then withdrew application – <b>Morgan Playing Fields (adjacent to Peffermill)</b>	Stage 2 application submitted and panel hearing held September 18. Application deemed to be invalid due to partner company not being a Community Controlled Body. To pursue option of direct negotiation. Draft Heads of Terms agreed and report to go to F&R 4 <sup>th</sup> December	Considering alternative approach to transfer
Baseball Scotland – <b>Warriston Playing Fields</b>	Advising applicant on CAT process. To consider short term lease option while applicants considers capital funding options.	On hold
Hutchison Vale and Tynecastle FC – <b>Saughton Sports Complex</b>	Not considered at this stage due to added pressure on Athletics because of closure of Meadowbank	On hold
Edinburgh Spartans FC – <b>Wardie Playing Fields</b>	Playing fields are used by School and are not available for CAT	On hold
Napier University – <b>Sighthill Park</b>	On hold due to potential ‘common good’ issue. Awaiting results of options paper and community consultation.	
Projekt 42 – <b>Leith Links Pavilion</b>	Pavilion fire damaged. On hold whilst options for future of structure are agreed.	
Meadowbank Gymnastics Club – <b>General Enquiry</b>	No suitable property found	
Katie’s Stable (Equine Charity) – <b>General Enquiry</b>	No suitable property found	
Liberton FP RFC – <b>Kirk Park</b>	CAT request dealt with as routine lease extension	
Corstorphine Dynamo – <b>Roseburn Park</b>	Not progressed	

Appendix C



Before



The new Arboretum pavilion opened in 2015.



**Before**



**The new Tennis facility at Warriston.**

# Culture and Communities Committee

10am, Tuesday, 29 January 2019

## Sport for Change: A new grant scheme for Physical Activity and Sport

Item number	8.2
Report number	
Executive	
Wards	
Council Commitments	39

### Executive Summary

---

It was agreed on Tuesday 11 September 2018 at the Culture and Communities Committee to bring back a specific report on establishing a new grants scheme for voluntary sports organisations to support new work in areas of deprivation.

It is fully expected that the new Physical Activity and Sport Strategy for the city shall have a strong focus on reducing inequalities.

The thinking behind this report is that Edinburgh has an impressive range of sports clubs. From athletics through to water polo we have some of the finest sports clubs in the country. We want these clubs to take up the challenge of engaging in areas of deprivation.

This report sets out the rationale for the introduction of a new grants scheme and covers the recommended financial limits and some key conditions.

## Sport for Change: A new grants scheme for Physical Activity and Sport

### 1. Recommendations

---

- 1.1 The Culture and Communities Committee is asked to:
  - 1.1.1 Approve the continued work on the creation of a new grants scheme totalling £500,000 per annum in the first three or four year cycle.
  - 1.1.2 Request a further report in two cycles on options for securing the funds required including the possible contributions from across Council Service areas and from partner organisations.

### 2. Background

---

- 2.1 It was agreed on Tuesday 11 September 2018 at the Culture and Communities Committee to bring back a specific report on establishing a new grants scheme for voluntary sports organisations to support new work in areas of deprivation

### 3. Main report

---

- 3.1 Edinburgh is a wonderful city but it is also a city of contrasts. It is like no other city in the country. Almost one in four Secondary School places is in the fee paying independent sector. By contrast over 1 in 5 experience child poverty. Life expectancy in our wealthiest areas is 21 years higher than in the poorest parts of the city.
- 3.2 There is clear evidence arising from the Active Schools programme (that now holds a history of over ten years) and the Sports Hub initiative that children and young people living in areas of deprivation do not receive the same sporting offer as their counterparts in other areas of the city. See comparison of activities in Appendix A. We have recently commenced the process of tracking pupils who receive free school meals and this is providing tangible evidence that poverty is linked to participation in sport and physical activity.
- 3.3 There are however, a number of very good initiatives such as the Spartans Community Football Academy, The Crags/Boroughmuir Blaze(basketball) and Harmeny Athletic Club that show if a project is well managed, sufficiently resourced and given a period of significant time this deficit can be addressed and very positive

outcomes can be achieved. This scheme seeks to build on this success and bring this to similar neighbourhoods.

- 3.4 The existing Physical Activity and Sport Grants scheme generally provides grant awards ranging from £500-£3000. This is a very welcome scheme and well appreciated by sports clubs and community organisations in the city. It allows clubs to try a new development or expand their membership by either establishing a girls section or providing the likes of a summer holiday programme. It occasionally allows for purchase of specialist equipment or enhanced storage capacity and it also targets some groups with special needs or protected characteristics.. It does not, however, allow clubs to properly engage in areas of deprivation over a significant and sustained period of time.
- 3.5 As cited in the previous report (dated September 11, 2018) we consider the grants to cultural organisations to be an impressive example of support to many aspects of creativity in the city. The grant are also distributed to thirty five different organisations (Culture and Communities Report March 2018). This range of awards is indicative of the breadth of the work. This approach is not replicated for sport.
- 3.6 In order to tackle the challenges children and young people living in areas of deprivation face in terms of regularly engaging in sport and physical activity we believe we need to introduce a grants scheme that allows our top sports clubs to actively engage in these areas of city allowing for curricular and after school sessions and very importantly the establishment of satellite clubs directly linked to the main home base of these clubs. The selected clubs could also be part of a larger consortium approach with either a University, an Independent School and a third sector organisation. We consider that this partnership approach should be encouraged. We may also wish to support work with targeted groups that have protected characteristics (eg, BAME, Disability groups).
- 3.7 We recommend the creation of a new grants scheme totalling £500,000 per annum in the first three or four year cycle. This would allow for a series of grants ranging from say £25,000 (for example; a single part time coach delivering a specific sport plus some operational support costs) through to a maximum of £100,000 for a more sophisticated team approach involving multi-sports and physical activity plus the necessary operational support. Partnership funding particularly for aspects of the larger projects may be forthcoming.
- 3.8 Transport is a recognised barrier and there may be a more creative solution to this on a city wide basis rather than addressing it neighbourhood by neighbourhood.
- 3.9 It is important to recognise this is a steep challenge. Careful assessment of the projects likely to succeed is imperative. Not all sports coaches and/or sports clubs have the necessary resilience and experience to succeed in a setting that is likely to involve challenging behaviour and related difficulties that might arise from poverty and difficult family backgrounds. We therefore recommend that regular and thorough assessments of the approved programmes are carried out at six month intervals throughout the first eighteen month period and should progress or the



impact prove to be limited the project funding would be withdrawn. A different project would be then be considered for that particular neighbourhood.

- 3.10 A Grants panel consisting of Council Officers, sportsotland, individuals from charitable organisations, sports clubs and the wider world of sport plus elected members would oversee the Awards process. A Council Officer would ensure the necessary monitoring and evaluation of the 'sport for change' programmes is carried out.

## **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.

## **5. Financial impact**

---

- 5.1 Work is required to progress and explore what possible commitment there will be from partners across the city to contribute to a single fund that could be deployed to support the delivery of ambitions within the new Physical and Sports Strategy for the city .Any Council contribution to that new fund will come from within existing resources.

## **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 Physical Activity and Sport strategy for the period 2019-23.

## **8. Sustainability impact**

---

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

## **9. Consultation and engagement**

---

- 9.1 The approach to creating a new physical activity and sport strategy for the city focusses on direct engagement and consultation with key partners, sports clubs and other community organisations. An on-line consultation is also underway.

## 10. Background reading/external references

---

- 10.1 N/A

### **Alistair Gaw**

Executive Director for Communities and Families

Contact: Robin Yellowlees, Strategic Development Manager – Sport and Outdoor Learning Unit

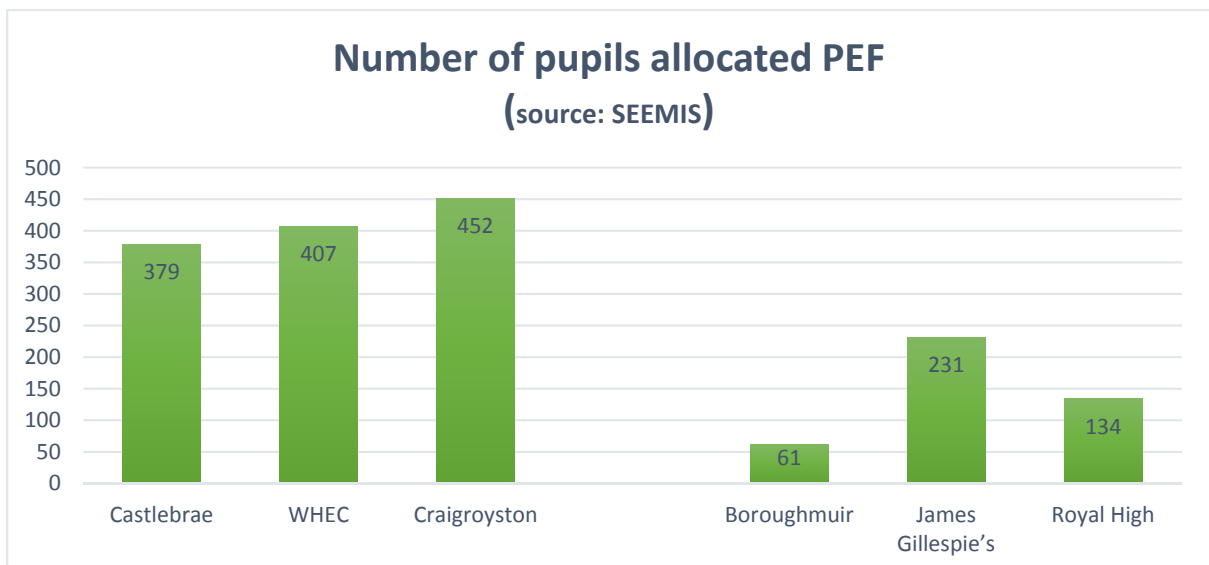
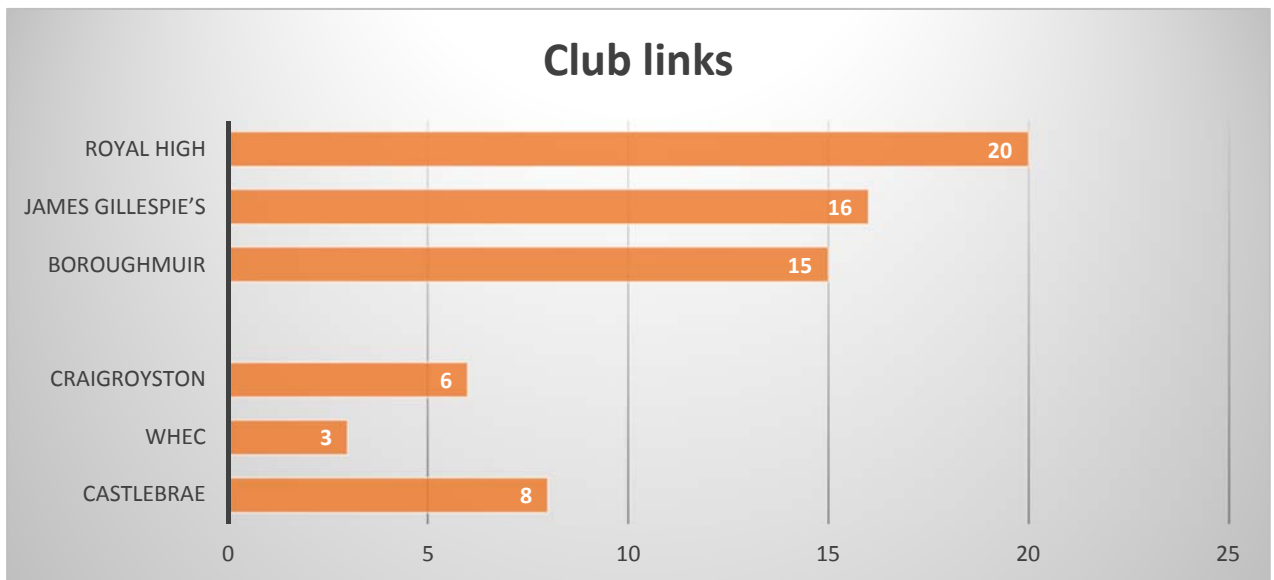
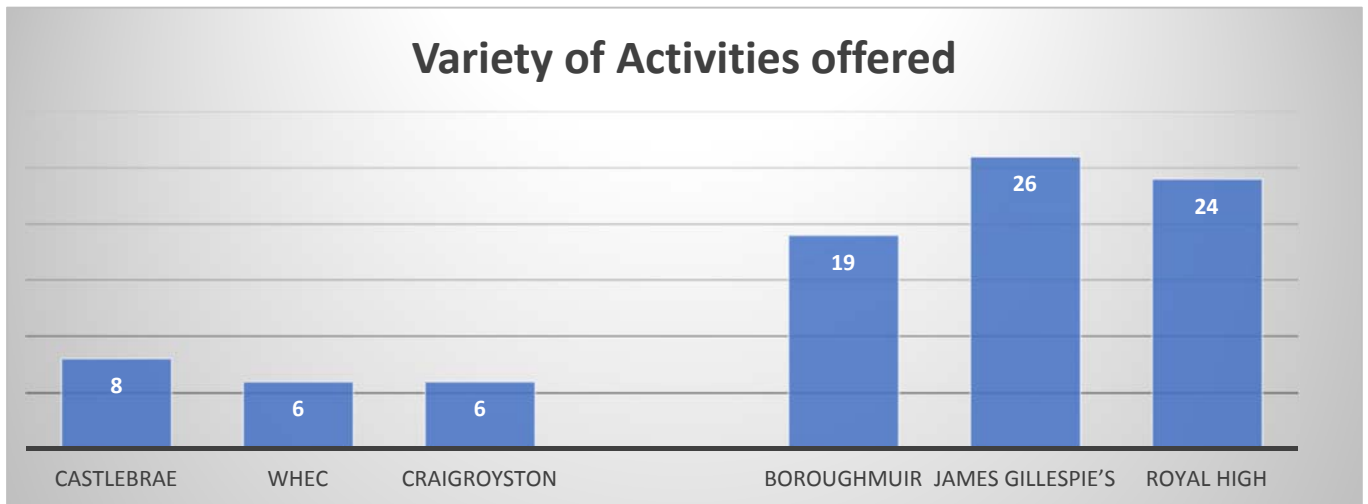
E-mail: [robin.yellowlees@edinburgh.gov.uk](mailto:robin.yellowlees@edinburgh.gov.uk) | Tel: 0131 469 - 3953

## 11. Appendices

---

- 11.1 Appendix 1 – Activity Comparison of Schools

## Activity Comparison of Schools



# Culture and Communities Committee

10.00am, Tuesday, 29 January 2019

## Police Partnership Performance and Activity Report: 1 October – 31 December 2018

Item number	8.3
Report number	
Executive/routine	
Wards	All
Council Commitments	

### Executive Summary

---

In June 2018 the Culture and Communities Committee agreed a refreshed Partnership Agreement between the City of Edinburgh Council and the Edinburgh Division of Police Scotland in respect of community policing. They requested a detailed qualitative and quantitative progress report from the Edinburgh Divisional Commander for Police Scotland, or their designated deputy, on a quarterly basis. The Performance and Activity report provided by Police Scotland covering the period from 1 October to 31 December 2018 is at Appendix 1.

## Police Partnership Performance and Activity Report: 1 October – 31 December 2018

### 1. Recommendations

---

It is recommended that the Culture and Communities Committee:

- 1.1 Note the detailed qualitative and quantitative progress report from the Edinburgh Divisional Commander for Police Scotland attached at Appendix 1 covering the period 1 October – 31 December 2018.

### 2. Background

---

- 2.1 Since 2003, the Council has provided funding to support community policing activities, both in local neighbourhoods and in the city centre, to help improve the safety of Edinburgh's communities for residents, businesses, and visitors. The Council formalised the arrangement to support community policing through a Service Level Agreement with Police Scotland.
- 2.2 In 2018/19, £2.6 million revenue funding has been provided to Police Scotland by the Council to resource the following:
  - 41 "named" Community Police Officers (Police Constable rank) working within local communities, based on an allocation of two officers per ward, with an additional seven officers allocated to the city centre to manage specific issues such as those concentrated around the night time economy, business community and tourists.
  - 12 Family and Household Support Officers (Police Constable rank), based within localities, whose role is to share information daily and support Council Family and Household Support teams in activity within the locality.
  - One Youth Justice Officer (Police Sergeant rank) responsible for coordinating Police Scotland activity around the development of Youth Services in line with Council policies and in liaison with Youth Justice services within the Council.
  - The sum of £150,000 to pay for community based initiatives to tackle antisocial behaviour, violence, and disorder.

- 2.3 The current Partnership Agreement provides a reporting framework to monitor activities carried out by these additionally funded officers and the Youth Justice Police Sergeant and supports transparency and accountability for the funding awarded.

### **3. Main report**

---

- 3.1 In June 2018 the Culture and Communities Committee agreed a refreshed Partnership Agreement between the City of Edinburgh Council and the Edinburgh Division of Police Scotland in respect of community policing.
- 3.2 A detailed qualitative and quantitative progress report from the Edinburgh Divisional Commander, or their designated deputy, was requested on a quarterly basis.
- 3.3 The Performance and Activity report provided by Police Scotland covering the period from 1 October to 31 December 2018 is included at Appendix 1 which has been written by Police Scotland with additional information provided by the City of Edinburgh Council's Family and Household Support team.

### **4. Measures of success**

---

- 4.1 The success of the additional Community Policing services provided through the Edinburgh Division of Police Scotland will be measured and assessed through a range of qualitative and quantitative measures contained within the agreement, which will be reported to Committee on a quarterly basis. These may be varied or supplemented during the term of the partnership, by mutual agreement between the parties.
- 4.2 Whilst it is recognised that the Community Policing resource delivered through this partnership agreement contributes to reducing crime and the fear of crime, as well as antisocial behaviour, there is not always a direct correlation, because other Police resources, both locally and nationally, also contribute to such reductions, as do Council services and other partner agencies.

### **5. Financial impact**

---

- 5.1 There are no financial implications to this report. The cost of delivering the Partnership Agreement has already been met through the £2.6m funding allocation provided to the Edinburgh Division of Police Scotland for 2018/19 as approved by the City of Edinburgh Council on 22 February 2018.

## **6. Risk, policy, compliance and governance impact**

---

- 6.1 The Council and Police Scotland are committed to working together to deliver positive outcomes for communities through the Partnership Agreement. A revised performance framework has been adopted for 2018/19 to support the new Agreement.

## **7. Equalities impact**

---

- 7.1 There are no identified equality issues arising from this report.

## **8. Sustainability impact**

---

- 8.1 There are no identified sustainability impacts arising from this report.

## **9. Consultation and engagement**

---

- 9.1 There was no consultation with elected members with regard to the preparation of this report.

## **10. Background reading/external references**

---

- 10.1 None.

### **Alistair Gaw**

Director for Communities and Families

Contact: Rona Fraser, Community Justice Senior Manager

E-mail: [rona.fraser@edinburgh.gov.uk](mailto:rona.fraser@edinburgh.gov.uk) | Tel: 0131 529 3517

## **11. Appendices**

---

Appendix 1 – Police Partnership Performance Activity Report: 1 October – 31 December 2018



## CITY OF EDINBURGH DIVISION

### **PARTNERSHIP AGREEMENT: FUNDED OFFICERS: PERFORMANCE AND ACTIVITY REPORT**

**Time Period: 1<sup>st</sup> October to 31<sup>st</sup> December 2018**

Governance: Culture and Communities Committee

This report outlines the performance and activity of the City of Edinburgh Council funded community officers who are covered under the terms of the Partnership Agreement between Police Scotland and City of Edinburgh Council.

It outlines the activity of:

- 41 Ward officers deployed across 4 Localities in the City,
- 12 officers who work in conjunction with the Family and Household Support Teams.
- 1 Youth Justice Sergeant.

Over and above the data provided in this report Appendix A has been included to highlight the range of community policing activity and responsive work carried out by the officers.

*NB. It should be noted that Area Commanders also provide local update reporting to their 4 Locality Committees and also provide verbal updates regarding bespoke work and engagement activity carried out by funded officers in their area.*



## **CONTENTS**

**SECTION 1           ACTIVITY AND PERFORMANCE OVERVIEW**

**SECTION 2           OVERVIEW OF FAHST OFFICER WORK**

**SECTION 3           OVERVIEW OF YOUTH JUSTICE SERGEANT ROLE**

**SECTION 4           OUTLINE OF KEY ENGAGEMENT ACTIVITY IN LOCALITIES**

**APPENDIX A         QUALITATIVE SNAPSHOT OF REPORTED ACTIVITIES**



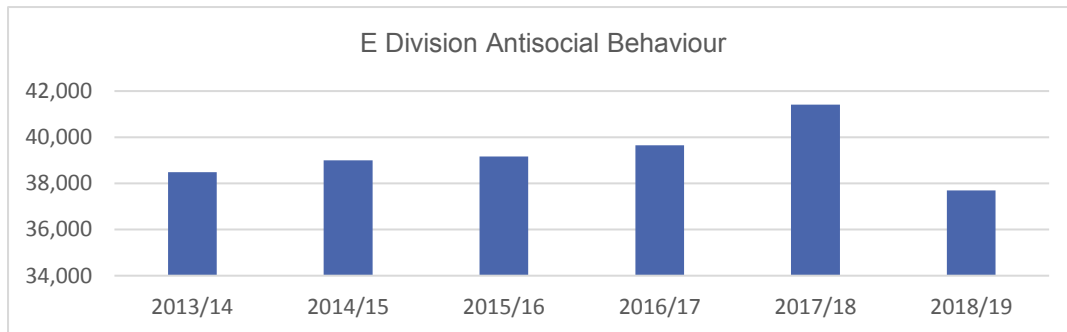
## SECTION 1

## ACTIVITY AND PERFORMANCE OVERVIEW

Key Performance Indicator	Activity Measured	Data
Current Vacancy Level		Zero
Compensatory Abstractions	Number of days where officers are abstracted from role/locality i.e. for non-funded duties: i.e. Public Order, firearms	<p>North East: 16 days (2.3% of available shifts)  North West: 12 days (1.6% of available shifts)  South East: 21 days (2.4% of available shifts)  South West: 9 days (1.6% of available shifts)</p> <p>Compensatory Work (carried out by non-funded officers in localities)</p> <p>North East: DVRU – 16 days  Op Orbit – 4 days  North West: DVRU – 15 days  Op Orbit – 5 days  South East: DVRU – 18 days  Op Orbit – 3 days  South West: DVRU – 15 days  Op Orbit – 3 days</p>
Routine abstractions	i.e. rest days, absence, mandatory training, and major incidents.	147 (5.2% of available shifts)
Engagement activities with communities and educational establishments	Activities within communities including community council meetings, community surgeries, events and social media messages.	Council meetings: 101 Community Surgeries: 176 Community Events: 119 Social Media Messages: 733 Tweets and 284 Facebook posts across the division.
Level of recorded antisocial Behaviour Incidents recorded by Police Scotland	Incidents recorded by Police Scotland	This year to date: 30,064 Last Year to date: 32,891  Reduction of 8.6% (see graph below)
Level of recorded antisocial behaviour complaints recorded by Local Authority	Per 10,000 of population	This year: Last Year:  Increase/reduction:
Number of repeat antisocial behaviour complaints to be provided by local authority	Recorded by Local authority	
Number of intervention visits	i.e. ASB, FHS etc.	Hate crime: 409 Acquisitive crime: 1,050 Antisocial Behaviour: 1,532 Total: 2,991
Licensed Premises Monitoring	Recorded Licensed Premises Visits	Total Innkeeper Entries: 405
Road Safety Key focus on monitoring and activity around 20mph zones and local road safety Issues of concern	1. Number of Road safety operations carried out 2. Number of warning issued 3. Number of speeding tickets issued	1. 144 2. 1505 3. 68

## Antisocial Behaviour

The following graph depicts the total year end ASB incidents in each of the previous five years. This identifies the relative stability in the first four of those years, the rise in the fifth and the subsequent reduction so far, this year to date and anticipated year end position should the reduction that has been seen this year continue to year end.



## SECTION 2: OVERVIEW OF FAMILY AND HOUSEHOLD SUPPORT TEAM (FAHST) OFFICER WORK On-Going Day-To-Day Partnership Working:

Significant progress has been made over the last 12 months to continue to build and consolidate the role, relationships, and linkages between of the Family and Household Support Teams, FAHST Police Officers and Community Policing Teams. This has included events which have for the first time recognised and celebrated the commonality and joint work of the teams, including an input at the Community Policing Development event held on the 12 November 2018 and for the first time the bringing together of the FAHST officers and FHS management teams for a joint event on the 27 November 2018

Ongoing close partnership work and engagement at an operational and strategic level continue to promote and foster consistent and cooperative approaches to tackle anti-social behaviour and establish strong community engagement through restorative approaches, such as frontline mediation (offered at initial point of contact), identification of vulnerable adults reported to police and FHS as perpetrators of noise and ASB and families at risk of eviction due to disruptive and damaging behaviours within their communities.

We continue to work towards a consistent model of daily police briefings across all 4 Localities, to ensure fast and effective information sharing to identify and respond quickly to persistent and complex cases. In seeking to address a problem of Anti-Social Behaviour there are times when enforcement action is required. Our FHS police colleagues continue to support FHS Support Workers in joint action such as joint visits to tenancies or issuing warning to a tenant where necessary and appropriate.

### Case example 1:

The North-East Team became involved in a complaint about drug dealing coming from a tenancy. As well as the criminal activity taking place, residents were disturbed by noise and the volume of visitors coming to-and-from the tenancy. The Council and a FAHST Police Officers worked together to investigate the matter and gather evidence. The FHS Support Worker contacted residents and gathered evidence to corroborate the complainer's concerns. The Police Officer identified the details of the landlord and the letting agency acting on the landlord's behalf. While there was little evidence to take forward any criminal action, the Police Officer was able to speak to the landlord about his responsibilities regarding addressing the evidenced Anti-Social Behaviour established through the investigation. The tenant left the property and the FHS negotiated with the letting agency and landlord that the tenancy would be considered as a 'sensitive let'. The matter has now been resolved.

### Case example 2:

A second example from the South-East Team involved supporting a Vulnerable Adult to achieve Independent Living. Information provided during daily Police Briefings identified serious concerns related to

the health, wellbeing, and safety of an elderly male. By adopting a multiagency case management approach, FHS staff successfully engaged with the male, despite him having a history of offending behaviour compounded by alcohol and substance dependency. In building a supportive relationship based on trust, information came to light that revealed the male was under considerable pressure to support serious and organised crime activity by storing weapons and drugs within his home. FAHST Police Officers and FHS Staff worked closely with the male to help him safely manage visitors to his tenancy, a panic button was also installed for his safety. FHS staff supported the male to reduce his rent arrears as to avoid the risk of eviction by securing a successful Housing Benefit appeal, income maximisation of welfare benefits and to engage with the South East (SE) Recovery Hub.

Over the last 12 months the service has seen a positive transformation in the circumstances of the male service user. His general health has improved greatly as he no longer chooses to drink alcohol and has successfully reduced his methadone prescription. He is now able to enjoy his home and safely manages his visitors. He has also rebuilt relationships with family members who now support him to manage independent living.

### **Case example 3:**

A further case example involved working with a resident who was reported to be persistently making noise by playing loud music. The Support Worker undertook a thorough investigation but found no evidence of Anti-Social Behaviour. Instead the investigation identified the complainer as having a low tolerance threshold to any form of noise, exacerbating his mental health condition. Excessive or persistent noise appeared to have a detrimental impact on the complainer's mental health and causing distress. Building a trusting relationship proved challenging as the complainer continued to complain about noise, believing his complaints were being ignored by the FHS service. The Support Worker asked the FHST Police officer to assist in the case to help the residents understanding of the legislation around Anti-Social Behaviour. The Support Worker and Police Officer have been able to meet with the resident and explain what the Support Worker can, and cannot, do to resolve the matter. Together the Support Work and Police Officer continue to build a trusting relationship with the resident offering ongoing support and guidance as matters arise.

### **Service User Events:**

In several localities the service has developed and delivered a range of 'open invitation' service user events, where residents and members of the public from each Locality have the opportunity to engage with staff, offer feedback, ask questions and learn about the role and function of the FHS Service within their own communities. These events are also attended by FHST Police Officers, providing an opportunity to meet residents informally and in the South-East Team offer a 'surgery' in which residents and their support workers can discuss any problems or issues they were experiencing in their area safely and in confidence.

## **SECTION 3 OVERVIEW OF YOUTH JUSTICE SERGEANT ROLE**

### **Weekly Pre- Referral Screening meetings weekly at FHQ**

Meeting held each Wednesday at Fettes at 0915 to discuss Youth Offending. It covers all but serious incident which would come under the Lord Advocates Guidelines on joint reporting (i.e. indictable cases) and those who are either on Supervision Orders or have Open Referrals. Present are Police, Social Work, Health, and Education. This is aimed at diverting from prosecution.

### **PRS Steering Group meeting**

The post holder attends and chairs the above meeting which focuses on the strategy and direction of the weekly PRS meeting, looking at ways to develop practices making the weekly meetings more effective and streamlined.

### **Weekly every Thursday RMM's – the preparation for this**

These meetings are held weekly and discuss those who display sexually harmful behaviour, serious offending or extreme risk-taking behaviour or a combination of the previously mentioned areas. Again, represented are core agencies such as Police, Social Work, Health and any other relevant agency such as

Education, commissioned services working with the young person and sometimes those from Young Person or Secure estates

### **OMC sub committees – Education and OMC sexual group**

Youth Justice Sergeant is involved in the above looking at how we educate young people aged 11 – 16 or those still in school up to 18 and how best we can inform them to prevent them from becoming involved in sexually harmful behaviour from sharing details of the impact of rape. Again, a variety of agencies are represented including third sector.

### **Sexting talks around schools**

The Youth Justice Sergeant offered to attend at all LA High Schools across the city to carry out an input into the dangers of sharing indecent and inappropriate images, known as “sexting”, how people can be duped via Social Media which can in turn lead to people being extorted having sent or shared images with a third party, commonly referred to ‘sextortion’. It is aimed to inform young people on what we know they are doing, how we will investigate it, what can happen to them as a result of an investigation and why this can result in tragic consequences for people affected by this. Information is also supplied on a variety of agencies out there to help address and combat behaviours / curiosity such as Stop it Now, Barnardos, Rape Crisis, Womens Aid etc. The majority of High schools as well as 4 private schools covering all year groups. This is ongoing.

The post holder has spoken to roughly 30,000 High School young people, parents’ evenings as well as meetings with CEC staff and other agencies responsible for working with young people. Due to this work I am regularly contacted as someone who is seen as a person who can assist when young people are starting to become a concern around online behaviours / exploitation etc.

### **Visits to YPU / Secure / homes if needed re Early & Effective Intervention**

Part of the role is to try and reduce offending by young people. This often results in offers to attend at the higher tariff offenders’ homes or if they are in secure / young person units and if the meet is accepted spend time getting to know them, understanding a bit about their background and what can be done to try and prevent them from re-offending such as diversion activities and ultimately listening to them. Given the amount of involvement with certain young people requests are often made to attend Child Planning Meetings on the child or young person

### **Engagement with Young Offenders at Polmont YOI**

The post holder is involved in a programme of attending Polmont YOI engaging with young people involved in Serious and Organised Crime and how to intervene with them and steer them away from the above crime and the issues that causes for them and communities they reside in.

### **Centre for Youth and Criminal Justice (CYCJ)**

Involvement in the Early and Effective Intervention (national) forum looking at ways of improving and streamlining practices across Edinburgh and Scotland. I represent our city from a Policing perspective. I have previously championed other offences being added to the list of offences that can be diverted to the weekly PRS meeting via discussions with policy officers at Crown Office and other partners across Scotland. This was in relation to minor possession of drugs and also identity act offences.

### **Liaison with Sheriff Court Cells and St Leonards**

The post holder has regular contact with both facilities when young people are in custody and look at ways of trying to engage with them, to remove potential for re-offending

## **CRASBO's / Exclusion Zones**

The post holder has been involved at looking at a variety of other options open to police and other agencies as ways of reducing the potential for young people to offend by requesting specific conditions are imposed to prevent them entering areas and allowing agencies to work with them to divert them away from criminality

## **Project Re-route**

Looking at a potential pilot programme aimed at diverting and re-routing young people who are linked to families of people connected to Serious and Organised Crime.

- Youth Justice Strategy Meeting
- PRS Steering Group
- Stronger North monthly meetings looking at improving the north of Edinburgh through a collaborative multi-agency approach
- Shift Briefings as much as possible discussing youth issues providing officers more information when dealing with young people who offend
- Police / YPC Residential meeting held every 2 months
- Children's Hearing regularly
- Divisional Tactical Missing Person Meeting
- General Liaison with PS / PI / CI's regarding emerging concerns
- Compliance of YO VPD's
- Divisional Violence Meetings
- Acquisitive Meetings

## **South West Hate Crime Awareness Week 26 – 30 November**

This week-long event was a partnership approach between the City of Edinburgh Council – South West Locality, Police Scotland, Edinburgh Lothian's Regional Equality Council and SCORE Scotland in response to raising more awareness about reporting of Hate Crime and support available for those who have been affected by it.

Summary;

- 1500 children, 200 members of the public and 50 university pupils were actively engaged during this week-long event
- Heriot Watt University wrote an article which was distributed in an electronic newsletter to 36,600 students across Edinburgh and other Universities and colleges
- Event was promoted to over 20,000 people at the Edinburgh derby football game between Hearts and Hibs
- 15 engagement events held within Schools, Shopping Centres and libraries
- Social media footprint of over 31,000 engagements
- Well received multiagency day held with 12 agencies involved and inputs provided to 20 further partners
- Extensive positive feedback by elected members, victims and public

## **Schools**

Over 1400 pupils from secondary schools in South West Edinburgh received inputs on Hate Crime awareness within schools. One of the focus points of the campaign was to work with youths to raise awareness of the offence, support agencies and reporting to ensure this reduced future incidents and research found the majority of hate crime offenders were youths. We wanted to do a joined-up approach. A variety of classroom talks, videos, interactive sessions and corridor workshops were used to engage with youths on a variety of levels.

### **Third Party Reporting**

Through the campaign police promoted awareness of third party reporting and provided leaflets to local public areas, schools, guidance and displayed posters in South West. We found at the start of the week that very few people knew about this method of reporting. As a result, we made promoting this one of the priorities of the campaign and shared twitter links to the Police Scotland website and also engaged with many of the third party reporting station in the South West to offer support and get them involved in the campaign.

### **Slogan**

The #NoHateMate slogan has been used 68 times on twitter by multiple support agencies in relation to this campaign. The slogan was designed by a young person who had been the victim of a hate crime. The slogan was branded onto merchandise such as pens and bugs as part of an engagement approach with Schools.

# SECTION 4: OUTLINE OF KEY ENGAGEMENT ACTIVITY IN LOCALITIES (sample) North East

**Edinburgh Police North East** @EdinPNE • 1 Oct 2018  
Thanks to everyone who attended and supported the Community Fair Day at Garsney Wood Park on Saturday!  
The day was a great success with many local residents enjoying the activities and making emergency services.

**Edinburgh Police North East** @EdinPNE • 22 Oct 2018  
Specialist supervisor called into work Police station this afternoon to meet with Chief Inspector Kevin McLean and our new North East Local Area Commander Chief Inspector Gill Leary.

**Edinburgh Police North East** @EdinPNE • 6 Oct 2018  
Our #CommunityPolicing recently marked World War 99 centenary by taking down a...

**Edinburgh Police North East** @EdinPNE • 10 Oct 2018  
New officer PC Anderson was at the delightful community hub giving advice to folk for #BigBikeTales. Anyone can be a victim of door step crime so look out for generations and one another.

**Edinburgh Police North East** @EdinPNE • 19 Nov 2018  
Checking mail to pay them car tax has been an expensive mistake for these 15 drivers in north, who now face prosecution and a hefty fine. We're also looking for Santa they've been naughty.

**Edinburgh Police North East** @EdinPNE • 19 Nov 2018  
Beat cops have been working closely with colleagues in the #PCN/Neighbourhood Policing

**Edinburgh Police North East** @EdinPNE • 9 Nov 2018  
Beat cops are out on joint patrol with Fraser from #Home tonight who are generally hosting free training to all off-business in the community.

**Edinburgh Police North East** @EdinPNE • 9 Nov 2018  
Another great initiative brought to you by the #CommunityPolicingPartnership @EdinPNE

**Edinburgh Police North East** @EdinPNE • 9 Nov 2018  
The community team have been out doing speed checks near to Stobbs Place in Edinburgh today. We equipped seven vehicles and advised them to be more aware of their speed when driving in the area.

**Edinburgh Police North East** @EdinPNE • 3 Nov 2018  
Tonight's briefing was only the first step in a year of planning for tonight's #CommunityPolicing

**Edinburgh Police North East** @EdinPNE • 3 Nov 2018  
We have:  
1) set up #CommunityPolicing in #Leith and #Glasgow  
2) set up 50 both on #CommunityPolicing with youth groups  
3) Met with #CommunityPolicing families

**Edinburgh Police North East** @EdinPNE • 24 Oct 2018  
Don't drive round #Leith in too much of a hurry. Beat cop PC Dealing and the colleagues have been out with their speed gun warning drivers and issuing tickets following complaints from the community.

**Edinburgh Police North East** @EdinPNE • 28 Oct 2018  
Local police recruits are getting younger and younger! But it's not too early for these 77 kids who are starting to think about jobs they may want in the future.

**Edinburgh Police North East** @EdinPNE • 23 Oct 2018  
PC MacDonald and PC Clark were on hand at the #EdinburghCycling at the #EdinburghMall to provide crime prevention and road safety advice. They enjoyed sharing safe signage and cones and were glad to get an opportunity to try out a safety course.

**Edinburgh Police North East** @EdinPNE • 12 Oct 2018  
Following concerns from the local community, LHM and OWA assessed an area on York Road, St. This vehicle was previously damaged and today was full of combustible items that posed a risk at the time of year.

**Edinburgh Police North East** @EdinPNE • 1 Nov 2018  
A big thank to Edinburgh #PCN who helped us promote 'Safer Night' safety by delivering leaflets to over 250 North East Edinburgh households.

**Edinburgh Police North East** @EdinPNE • 20 Oct 2018  
#CommunityPolicing Do you have bulky items on your street or communal areas that you need to get rid of?

**Edinburgh Police North East** @EdinPNE • 27 Oct 2018  
We are doing all we can to prepare for tonight right after last year's #CommunityPolicing

**Edinburgh Police North East** @EdinPNE • 27 Oct 2018  
We have already issued #CommunityPolicing after a search element, and PC Anderson has been on patrol with #CommunityPolicing tonight from #Edinburgh, to identify hot spots.

**Edinburgh Police North East** @EdinPNE • 24 Oct 2018  
Tonight's briefing was only the first step in a year of planning for tonight's #CommunityPolicing

**Edinburgh Police North East** @EdinPNE • 24 Oct 2018  
Tonight's briefing was only the first step in a year of planning for tonight's #CommunityPolicing

**Edinburgh Police North East** @EdinPNE • 24 Oct 2018  
Tonight's briefing was only the first step in a year of planning for tonight's #CommunityPolicing

**Edinburgh Police North East** @EdinPNE • 14 Nov 2018  
Officers arrested a drug dealer in the North area of Edinburgh this morning following intelligence from the local community.

**Edinburgh Police North East** @EdinPNE • 27 Oct 2018  
We are doing all we can to prepare for tonight right after last year's #CommunityPolicing

**Edinburgh Police North East** @EdinPNE • 11 Nov 2018  
Beat officers PC's Barrie and Stewart visited a number of #CommunityPolicing during #CommunityPolicing and spoke to the kids about how the police are doing.

**Edinburgh Police North East** @EdinPNE • 24 Oct 2018  
Tonight's briefing was only the first step in a year of planning for tonight's #CommunityPolicing

**Edinburgh Police North East** @EdinPNE • 11 Nov 2018  
Help and other special are going to be out and about all over the first period as part of our initiative.

**Edinburgh Police North East** @EdinPNE • 24 Oct 2018  
Tonight's briefing was only the first step in a year of planning for tonight's #CommunityPolicing



# North West

**Edinburgh Police North West** @EdinburghNW · 12 Oct 2018  
We have reports of aggressive activity from cold callers in the North of Edinburgh. Our advice? Think, React, Resist. Only receive people by appointment, use your judgement before opening the door, ask for ID. If you have any concerns call 101 or 999 in an emergency.



**Edinburgh Police North West** @EdinburghNW · 12 Nov 2018  
We had a future officer in the making at Baber Drive Park recently. Thanks to you for creating the new uniform @PoliceScotland



**Edinburgh Police North West** @EdinburghNW · 10 Oct 2018  
Come and join PC's Neil and Lawrence at Edinburgh's Crystal Road on Saturday 10:00 - 1:00



**Edinburgh Police North West** @EdinburghNW · 12 Oct 2018  
Our community officers are supporting #NoRoadsAtNight today from 8-4. Come and test your driving skills with our brake resistor and hazard processor simulator.



**Edinburgh Police North West** @EdinburghNW · 25 Nov 2018  
Special THANK you to @PoliceScotland and @EdinburghNW for raising awareness on how to be #NoRoadsAtNight on a bike or walking in dark winter days. Christmas season gear #NoRoadsAtNight and #NoRoadsAtNight. We hope they #NoRoadsAtNight. @PoliceScotland



**Edinburgh Police North West** @EdinburghNW · 01 Nov 2018  
As part of #NoRoadsAtNight we are working with @PoliceScotland and local off-licence premises to raise awareness of the impact of underage drinking and prevent proxy purchasing. @PoliceScotland



**Edinburgh Police North West** @EdinburghNW · 01 Dec 2018  
From a positive viewpoint of engagement across the West it was great to meet up with the West Lothian Community Park Association's @EdinburghNW Community Officers Malcolm & Thomas today. They have volunteer group have made a huge difference to our work to help build on this in 2019.



**Edinburgh Police North West** @EdinburghNW · 02 Oct 2018  
Not only did Gregory and my mate & South of Siles at the Cycle today. They also dealt with and recovered a reported stolen motor vehicle. They're a regular source of community crime fighters! I'd think Gregory's the one with the beard!



**Edinburgh Police North West** @EdinburghNW · 01 Oct 2018  
Had a really positive day today working with our partners from @EdinburghNW training standards, offering advice on preventing secondary crime and providing lots of valuable information. Thanks to all those who stopped to speak to us. #CommunityPartners



**Edinburgh Police North West** @EdinburghNW · 08 Nov 2018  
Come and say hello to our community officers and try our drinkometer goggles @EdinburghNW promoting alcohol awareness and home security. #CommunityPartners @EdinburghNW



**Edinburgh Police North West** @EdinburghNW · 24 Oct 2018  
#HappyHalloween. If you're not going tonight make sure your mobile is charged. If your parent or guardian knows where you are & what time you'll be back. If you visit in the park & be prepared for #ScotsWeather.



**Edinburgh Police North West** @EdinburghNW · 01 Oct 2018  
PC had got to help celebrate down a rain day as well as early @EdinburghNW bridge. Thank to you guys for the ops and friendship you have shown - we'll miss you enjoy your @EdinburghNW. @EdinburghNW



**The City of Edinburgh Council** @Edinburgh\_C · 20 Oct 2018  
Great to catch up with @EdinburghPolice colleagues as part of our joint work on making Edinburgh much safer. @EdinburghPolice



**Edinburgh Police North West** @EdinburghNW · 20 Nov 2018  
We are in pursuit of the bestest business in a lovely area of the West. We will be joining throughout the week your team to see how people enjoying this beautiful area. Remember the path is for pedestrians. Please respect it and the other people using it. @EdinburghNW



**Edinburgh Police North West** @EdinburghNW · 08 Oct 2018  
Priority 1 were so excited to meet PC Tony and PC Sarah who are our community police officers. We are learning about the people who help us in our community. @EdinburghNW



**Edinburgh Police North West** @EdinburghNW · 12 Oct 2018  
Sending our officers back to pre-school today our community team are out at Kirkstall railway focusing on safe parking and preventing speeding. #CommunityPartners



**Edinburgh Police North West** @EdinburghNW · 07 Nov 2018  
Edinburgh out with our friends from @EdinburghNW at the Q&A highlighting #NoRoadsAtNight is a crime, report it. #NoRoadsAtNight



**Edinburgh Police North West** @EdinburghNW · 12 Oct 2018  
Our community officers have been out today with @EdinburghNW adding our best partners and providing advice as part of #NoRoadsAtNight in a bid to prevent road crime. @EdinburghNW



**Edinburgh Police North West** @EdinburghNW · 14 Nov 2018  
Scotland's Edinburgh Community Improvement Partnership (EIP) has reflected on some positive progress made across the area during 2018 and set out their commitment to working in partnership to drive further improvement in 2019. Read all about it here. @EdinburghNW



**Edinburgh Police North West** @EdinburghNW · 14 Nov 2018  
Thanks to the Gorton Lunch Club Ladies preparing another lovely meal for the local residents. @EdinburghNW @EdinburghNW @EdinburghNW @EdinburghNW





# South West

**Edinburgh Police South West** @EdinburghPolice 1 Oct 2019

PC Blair is the latest addition to the 100 Community Policing Team. This team will be helping people safe by responding when in need. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 10 Nov 2019

After 10 years of serving citizens in Queens Police Station we are pleased to feature our station again in our list of the very best of the future.

**Edinburgh Police South West** @EdinburghPolice 10 Nov 2019

PC Cross the West & Community Officer is currently at Ch-Arg, Bridge Road who will be going with extra prevention advice. Stop for a chat. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 21 Nov 2019

As part of the South West Annual Awareness week PC Brennan & PC Babin are holding the following drop in stalls:

- Welfare - (Specialist Single Green Road)
- Fire - (Kids Outreach)
- Spill - (Fuel Education)

Pop in and find out more. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 20 Nov 2019

As part of the Public Crime Awareness week in South West Sub, PC Babin & PC Babin are currently holding a stall with Disability Incident at Tesco, Colinton. Make this your last experience. Please pop by and say hello.

**Edinburgh Police South West** @EdinburghPolice 2 Oct 2019

As part of the #EdinburghPolice awareness we will be working with local street Management across South West Edinburgh this month. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 1 Oct 2019

Back for work tomorrow at our Information Lounge today as part of #EdinburghPolice. Helping people make our West Coast safe. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 27 Oct 2019

PC Officer Ross the SW CPT are out on patrol tonight reducing Anti Social Behaviour. Make safe and stay safe. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 18 Nov 2019

PC Cross was joined this morning by @EdinburghPolice at Caron, Bridge Road who will be going with extra prevention advice and home security tips. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 21 Nov 2019

The South West Annual drop in events today have gone down well. Thank you to everyone who engaged with officers today. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 22 Nov 2019

Further engagements continued in Balho, Balerno, Goggin and Gilmerton with local retailers providing the Community Assisted Partnership and continuing their Street Patrol Partnership. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 11 Dec 2019

South West Community Efforts and Edinburgh Road Policing Unit. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 21 Nov 2019

Community Awareness Team @EdinburghPolice 22 and SW CPT Officers will be jointly patrolling West K, particularly Monkton Terrace this week to try to detect and prevent environmental crime. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 2 Oct 2019

PC Blair and PC Jones are out this morning in response to community concerns of antisocial driving in Colinton. PC Blair recently off duty with the speed limit. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 18 Nov 2019

Our National Antisocial Crime Unit (NACU) officers who are carrying out speed enforcement on Rosedale Road, West Hopes. A short time after the job was, officers stopped a vehicle heading in opposite. Please make you stop if a child is riding around on the road. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 20 Nov 2019

This morning with a the South West Hate Crime awareness week. Keep an eye open for suspicious signs. Together we can help stop it. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 20 Nov 2019

As part of the South West Annual Awareness week the CPT Officers will be holding the following drop in stalls tomorrow (21/11/19):

- Welfare - (Specialist Single Green Road)
- Fire - (Kids Outreach)
- Spill - (Fuel Education)

Pop in and find out more. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 22 Nov 2019

PC Cross and PC Brennan were out in West & Gilmerton & Goggin engaging with local retailers this morning promoting the Community Assisted Partnership and continuing their Street Patrol Partnership. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 1 Oct 2019

Thank you to everyone that attended the Multi-agency Hate Crime awareness event on 10/10/19. #EdinburghPolice

**Edinburgh Police South West** @EdinburghPolice 10 Oct 2019

The CPT Officers are out on patrol tonight in #EdinburghPolice and #EdinburghPolice. #EdinburghPolice

Qualitative snapshot of reported activities (accounting for around 5% of all funded officer recorded activity)

### **Ward 1 – Almond**

- Community officers participated in Operation Crackle, the policing response to Bonfire Night. Various patrols were conducted across the local area and numerous persons visiting the organised events were engaged with.
- In response to local concerns, officers gave attention to parking issues outside St Margarets, Queensferry and Echline Primary Schools. Staff and school crossing patrols were engaged with.
- Various South Queensferry business were contacted and warned following complaints regarding speeding vehicles and speed checks were carried out at B800.
- Following an assault on a staff member community officers have provided support at Tesco, Cramond Road South to assist staff in maintaining order when over 100 school children attend at lunch times. A positive line of enquiry is being followed regarding the assault.
- In an effort to tackle a repeat location of ASB efforts are ongoing to have an unused bus stop removed from the area where the youths are congregating
- In response to complaints from the Community Council about parking at Kirkliston nursery a speed check was carried out at Burnshot Road, Kirkliston. Further speed checks were carried out at Queensferry Road and Station Road Kirkliston, both raised as complaints by the Community Council. Various warnings were issued and parking issues dealt with.
- Meeting held with the practice manager at South Queensferry Medical Centre following reports of ASB in the basement car park. Advice was given regarding securing the car park with laminated signs placed in and on the gates of the car park to discourage this behaviour. Patrols have also been carried out to eradicate this problem.
- Community officers attended the South Queensferry High School seniors Halloween Disco.
- FAHST officers gave a presentation at the North-East Hub to service users, explaining the role, thereafter stayed and engaged with service users and arranged to visit them within their properties to discuss any concerns they had. This allowed FAHST to break down any barriers service users faced when engaging with police.

### **Ward 2 – Pentland Hills**

- Community officers planned and resourced Operation Heddle, the South West Edinburgh Festive Road Safety Campaign. (Part of the national drink drive festive campaign). This included targeted patrols at schools to combat parking issues, targeted speed checks and road traffic stop sites.
- Housebreaking patrols were carried out in the Bonaly Swanston area of Ward 8 in response to a spate of theft of pedal cycles.
- Community officers attended the Balerno Farmer's market, engaging with residents, councillors and MSPs.
- A police surgery was conducted at Carlyle's café.

- During the preparatory work in advance of bonfire night a community officer was conducting patrols and seized a quantity of fireworks from a youth who was charged with the appropriate offence.
- In response to a series of crimes involving theft of quad bikes, an investigation by community officers identified a male responsible who was subsequently charged.
- Community officers attended at various licensed premises providing an input on the Community Alcohol partnership which aims to reduce underage drinking and associated disorder and crime.

### **Ward 3 – Drumbrae / Gyle**

- Community surgeries were conducted at the Gyle shopping centre during the week of action designed to address alcohol related issues within the locality and also in partnership with EARN during hate crime awareness week.
- Community officers attended the Christmas parade at the Gyle shopping centre
- Officer attended at Clermiston Primary School following reports of parents and drivers failing to adhere to no entry zones outside the school during pick up and drop off. Attended on multiple occasions during both drop off and pick up
- Foot patrols were conducted regularly throughout South Gyle following reports of youth related disorder.
- High visibility patrols were carried out in the area of Burnside following reports of youths in the area, possibly 'scoping out' possible bicycles to steal.
- Inputs were given to local primary schools regarding alcohol use and hate crime in partnership with an 'I Am Me' representative.
- Community officers attended 'Rainbows' group and an input was given with regards to 'keeping myself safe'
- Community officers took part in the Elderly Drivers event at Gyle Shopping Centre.
- Letters were compiled and sent to parents of youths involved in dangerous behaviour around roads.
- Speed and road checks carried out at various locations in ward area and tickets issued / warnings given where appropriate.

### **Ward 4 – Forth**

- In response to concerns at Holycross Primary School with parents parking on double yellow lines and zigzags, community officers carried out patrols, met with the Parent Council and Head Teacher to discuss options around road safety and offer support to school.
- Community officers attended at Muirhouse library following reports of youth related ASB. Staff were provided with advice and support and local youths engaged with.

- Bonfire night prevention work included community officers conducting letter drops, providing firework safety advice to schools and engaging with local youth groups.
- Community officers conducted patrols throughout the ward as the nights got darker earlier in relation to prevention of housebreakings to sheds and garages.
- Inverleith Park saw the congregation of large numbers of youths from across the area, consuming alcohol and responsible for incidents of disorder and ASB. Community Officers tackled this by being present at the relevant times, engaging with the youths and taking action to remove them from the park where appropriate, preventing further problems.
- Community officers liaised with council colleagues to address the problem of insecure stair doors in Ferry Road Drive which was resulting in disorder within common stairs.
- Community officers attended The Parklife Group AGM to discuss planning for future events and development of West Pilton Park.
- Facilitated Remembrance Day Parade in Davidsons Mains. Assisted with traffic control and engaged with those attending.
- Community officers attended the Elizabeth Maginnis Court Christmas tree decorating event, engaged with residents and staff
- Attended Granton Goes Greener Event at Granton Parish Church. This event is aimed to encourage people to start to cycle. Free bike repairs were available and Community officers gave road safety advice.
- Attended Primary 1 nativity play at Granton Primary School and also the Christmas event with carols from school choir and lighting of Christmas tree. Event was open to all pupils and their families as well as the wider community.
- Attended Christmas Lunch for elderly residents run by Granton Parish Church. Assisted with serving food and chatted with those attending as they had lunch.

#### **Ward 5 – Inverleith**

- Community officers organised and facilitated a multi-agency meeting with partners from social work, fire service, councillors, park rangers and friends of Inverleith Park to discuss issues at Inverleith Park and plan going forward.
- A cycle safety event was arranged by community officers at Maidencraig Crescent cycle path junction, Craigleith. Freebies including reflective items and 20mph stickers were supplied by CEC and handed out to those who attended.
- Community officers conducted preventative work prior to bonfire night including letter drops, visits to youth groups.
- Road checks have been regularly carried out throughout the ward in response to local reported issues. Numerous warnings and tickets issued and a 'Pop Up Bob' police officer being placed in Comely Bank Avenue.
- Parents reported concerns at the zig zags being parked on at Stewart's Melville school. Community officers attended and warned 11 parents about this during drop off times.

- Community officers conducted a surgery at Blackhall library with around 20 people stopping to talk with them about various issues in the ward, many of which were directed to the council.
- A bike marking event was carried out with over 50 bikes security marked and crime prevention given.
- Fortnightly surgery carried out at Stockbridge Library and plans are in place with the library to publicise this further.
- Community officers conducted a crime prevention surgery at No7 Community Space, Stockbridge.
- Numerous events were attended by community officers over the festive period including Drylaw YPC Christmas lunch, Drylaw Parish Church dementia Christmas lunch and Rowanfield nativity lunch.

### **Ward 6 – Corstorphine / Murrayfield**

- Community officers allocated time to patrolling in the Murrayfield and Ravelston areas with reference to OPL's, house breakings and theft pedal cycles. A letter drop was carried out in the locality and I carried out crime prevention talks at both community councils.
- Significant amount of preparatory work in advance of bonfire night with time spent on youth engagement including letter drops and visits to various groups and schools.
- Community officers attend Roseburn and St George's schools and issued 4 tickets in response to dangerous parking.
- Work has been done in conjunction with the council in response to ASB related neighbour issues.
- Community officers conducted various surgeries at Gyle shopping centre in relation to awareness raising around bogus callers and hate crime.
- A crime prevention event was carried out at Roseburn House to raise awareness of fraud with the elderly residents.
- A crime prevention surgery was carried out with Cllr Scott Douglas at Murrayfield Parish Church.
- Community officers presented a 'Keeping Myself Safe' input at a local Rainbows group.
- Regular early morning speed checks were carried out to enforce the 20mph limit throughout Corstorphine.
- Community officers laid a wreath on behalf of Police Scotland at a local Remembrance Day event.
- Community officers attended the Corstorphine Primary school fair.
- Bike marking was carried out at the opening of Roseburn playpark, in partnership with friends of Roseburn.
- Community officers attended the Corstorphine Christmas lights switch on.

## **Ward 7 – Sighthill / Gorgie**

- Community officers conducted ASB patrols in conjunction with Operation's Pumpkin and Crackle. This saw increased and dedicated resources to deal with any Halloween/Bonfire night related ASB. A community officer was responsible for patrolling with the Fire Service and feeding relevant information to the Police control room. On completion of this the officer took responsibility for collating all calls over the evening of 05/11/18 and conducted any follow up required.
- Parking complaints received in the Sighthill and Broomhouse Areas. Patrols conducted through these areas at peak times and warning issued to cars found parking in an obstructive manner.
- Community officers conducted Road Traffic patrols in Dalry Place (Pedestrian zone) and Hermiston Gait. As a result, 3 x FPN issued and 2 x warnings issued.
- ASB related patrols were conducted in Gorgie, Dalry Gait, Sighthill Park, Saughton Park, Broomhouse and Parkhead in respect of ongoing complaints about youth underage drinking and ASB. The Community Alcohol Partnership (CAP) Alcohol Awareness week saw 20+ licensed premises visited across the area offering advice and guidance to retailers and customers alike. As a result, procedural discrepancies identified in premises at Balgreen and Gorgie. Enforcement follow up visits arranged with ECC licensing.
- Council joint visit saw with arrest of male who was using another address as a drinking den.
- Across the winter drink drive campaign Community officers issued 2 tickets for the production of vehicle documents. 5 x warnings were given to drivers along with advice regarding parking and vehicle maintenance. In addition to this, patrols were conducted at schools in W7 and W2 ensuring promoting road safety at drop off points.
- Community officers conducted a Police surgery at Dalry Gait in conjunction with a local councillor and the council roads department in response to numerous parking complaints that had been raised.
- Colinton Cubs group visited Oxfangs police station and were given a guided tour by the community officers.
- Community officers attended the Hearts Football Club Kinship Day and provided advice on keeping children safe from a physical and online perspective.
- A Police surgery was established within Sighthill College campus, the first one conducted and this will continue.
- Community officers carried out visits to Heriot Watt and Napier universities to raise awareness of hate crime and encourage confidence in reporting.
- Along with Mentor UK, community officers carried out three surgeries at Asda, Sainsbury and Tesco in relation to raising awareness around alcohol related issues.
- Community officers attended the Broomhouse Christmas Carol service.

## **Ward 8 – Colinton / Fairmilehead**



- With the nights being darker earlier community officers conducted high visibility patrols specifically in the Bonaly/Colinton and Swanston/Fairmilehead areas in relation to housebreakings and other acquisitive crime.
- Complaints of youth related ASB at Spylaw Park and Colinton Village have been dealt with by regular patrols and engagement from community officers.
- The 20mph speed limits have been enforced throughout the area with regular speed checks. Partnership work with the council in Pentland View saw electronic equipment used to measure average speeds.
- As part of a hate crime awareness week, community officers provided a surgery at Tesco, Colinton to raise awareness of hate crime.
- Prevention work was carried out by community officers in the lead up to bonfire night with visits to schools in the area.
- Community officers have received positive feedback in response to the introduction of a new surgery at Morrison's, Hunter's Tryst.
- A crime prevention event in relation to housebreaking was conducted at Co-op, Colinton. This was very well attended.
- After issues were raised in relation to ASB in and around Oxfangs library, an event was set up there giving residents and staff the opportunity to discuss matters with community officers.
- Community officers attended garrison meetings at Dreghorn and Redford barracks to strengthen ties between the Army, police and local community. These were also attended by military charities.

#### **Ward 9 – Fountainbridge / Craiglockhart**

- Community officers have taken ownership of eradicating a recent issue of drug related ASB at Rosemount buildings. This resulted in entry being forced to an abandoned flat which was being used for consumption of drugs and alcohol. The seizure of this property has seen an instant remedy to the issues being experienced by residents.
- Thirty-two joint visits were conducted by community officers, engaging with a broad spectrum of local residents, providing crime prevention advice, reassurance and warnings regarding future conduct.
- Community officers responded to an incident of high value vandalism, resulting in a lengthy foot chase resulting in the perpetrator being apprehended.
- Operation Heddle saw a significant number of speed checks carried out through the area.
- Community officers carried out joint patrols with council Environmental wardens to tackle various issues in and around Fountain Park.
- In response to concerns for a local resident, community officers have been working alongside NHS and Community Psychiatric Nurses to ensure appropriate support is in place.

- Various Police surgeries have been conducted throughout the ward in venues including the North Merchiston Club, Fountainbridge Library.
- Community officers attended a joint meeting at the Colinton Dell along with representatives from the council, community Council, Environmental Officers, and local residents' groups to discuss ASB issues and the sighting of benches close to the Bogsmill area. The meeting resulted in agreement the benches should be temporarily removed to reduce the attraction from youths to congregate in the area. This has already had a positive impact on local residents and a reduction in reported ASB.
- Community officers conducted 'People Who Help Us' inputs at St Cuthbert's Primary School.
- Community officers attended a Children's Services planning meeting along with NHS and social services to discuss various aspects of partnership working in relation to the wellbeing of children and young people.

### **Ward 10 – Morningside**

- As the nights became darker community officers conducted regular patrols to deter and prevent acquisitive crimes throughout the ward area.
- Community officers have carried out patrols of Bruntsfield Links, Drumdryan Street and Home Street in response to reports of rough sleepers and potential drug use.
- Patrols by community officers in relation to suspected drug use resulted in a search warrant being executed with an amount of drugs and cash recovered.
- Regular speed checks have continued in the area, with many being conducted in the Hermitage Drive and Greenbank areas following feedback from Morningside Community Council.
- For the third year running community officers attended St Leonards Nursery and presented a road safety talk to 2 classes of 4-year-old children. The presentation, as always, was greatly received.
- In the lead up to Christmas community officers visited retail premises in Morningside and Bruntsfield to offer crime prevention advice and to deter shoplifting.
- Visits have been carried out to schools in the area in response to reports of dangerous / inconsiderate parking. Numerous warnings have been issued. Community officers are now meeting with Parent Councils in an effort to further address the issue.
- Community officers attended the Meadows Pop up festival along with Fire and rescue, Edinburgh University Security, Friends of the Meadows. This was a popular event and was located near to the centre of Middle Meadow Walk. A crime prevention stall was set up and 27 bikes were provided with security marking.
- Community officers attended the Marchmont Christmas Tree lights turn on, attending on pedal cycles and even joining in with some renditions of classic Christmas Carols.
- A bike marking event took place at St Catherine's Primary School, followed by a crime prevention stall at Morningside Library and another at Marks and Spencer, Morningside Road.

- Community officers assisted the pupils of Sciennes Primary School in attending a pantomime at Usher Hall Edinburgh.

### **Ward 11 - City Centre**

- Continuous foot patrols of areas affected by ASB including Canongate and Dumbiedykes. These resulted in the arrest of a male well known for violence and drug use in the city centre and has led to a review of extending the ASBO issued in respect of him.
- Road traffic initiative held on 01/10/18 at regent Road resulting in 9 tickets issued for speeding and 4 ASBO tickets issued.
- Patrols of the graveyards resulted in 3 persons being charged with various offences and an effort has been made to ensure the areas are kept free of drugs paraphernalia. This has been carried out in partnership with the council and churches.
- Community officers attended Viewcraig Street Art club, a volunteer group in Dumbiedykes, joining in with local children and their parents.
- Community officers conducted surgeries within Whitefoord House, Canongate and in sheltered housing accommodation at Hyndford's Close.
- Visits were carried out to the mental health group at Barony Contact Point, Lauriston Place to enhance relationships with the service users and to instil confidence and trust in dealing with Police
- Foot patrols in the old town, Dumbiedykes and Holyrood Road areas has resulted in numerous alcohol interventions and tickets being issued in respect of ASB. This robust approach has seen a positive reaction from street drinkers and will continue to be monitored. One person was arrested for breaching bail conditions that had previously been sought by community officers and four persons were arrested on outstanding warrants.
- Community officers were deployed to the Winter City event in the ward, providing a continuous high visibility presence throughout the city centre, extending into High Street / Hunter's Square, Holyrood Road and Dumbiedykes.
- National Day of Engagement - Operation Rogue Trader – community officers attended at the National Library of Scotland, George IV Bridge and engaged with members of the public in relation to door step crime.
- Community officers attended an event for children of domestic abuse victims, providing advice and support for them and what to do going forward. The event was organised by CEDAR.
- Community officers assisted St Mary's RC Primary in attending their festive church service.
- Community officers organised and led a visit to the Edinburgh Christmas markets for 12 children who are part of a 'nurturing' group at a local Primary School.
- Community officers attended at "Souper Saturday" Christmas special. This is a community event specifically aimed at the homeless / disadvantaged members of society.

### **Ward 12 – Leith Walk**

- Community officers are continuing work with the Mannafields and Pilrig Park Schools in relation a speeding leaflet being created by school children that can be handed to drivers stopped by police as part of an education campaign.
- Community officers have been heavily involved in partnership working regarding ASB in the Dalmeny Park area. Along with other key stakeholders have organised a Friends of Dalmeny Park meeting at McDonald Road Library on the 26/11/2018. The aim is to create a friends group with the aim to reduce and deter issues occurring over a long term basis.
- After numerous reports/concerns by the community along with DVLA, a van full of tyres/combustible material was removed from Gordon Street by community officers.
- A speeding initiative Leith Links area was conducted by community officers with numerous drivers spoken to and one being reported.
- Community officers are conducting regular patrols of walkways known to be frequented by rough sleepers to ensure their welfare and that they are sign posted to appropriate support agencies.
- Community officers have held regular surgeries at the Ripple project in Restalrig and facilitated a visit to Leith police station.
- Community officers conducted a primary 1 School visit at Hermitage Park Primary School
- Community officers attended the Edinburgh Cycle Fair, Out of the blue, Dalmeny Drill Hall, Dalmeny Street offering road safety and crime prevention advice.
- Community officers attended at Port of Leith Sheltered Housing Jameson Place for the Xmas fair.

### **Ward 13 – Leith**

- Community officers carried out a road check at Leith Links with ten drivers warned and one driver reported for no Insurance
- In partnership with DVLA, community officers led a day of action. Eleven untaxed vehicles were uplifted in the Leith area
- In conjunction with the Environmental Wardens, community officers patrolled Keddie Park following complaints of aggressive dogs.
- A road safety operation at St Marys primary school resulted in numerous drivers warned regarding their speed and one driver reported for no insurance.
- Following repeated instances of ASB, community officers attended at an address with council staff to warn a tenant. This has resulted in no further calls to this location.
- Following a racial incident in Cables Wynd House, community officers have conducted regular patrols, engaging with residents to raise hate crime awareness and ensure confidence in reporting such matters.
- Community officers attended a residents meeting for the Easter Road/London Road area engaging with residents giving them the opportunity to discuss any matters.

- Police surgery carried out at Ocean Terminal with community officers providing advice on ASB and keeping pedal cycles safe.
- Community officers attended The Hub at the Ripple Project for Coffee with a Copper. Thirty people were in attendance. This surgery is primarily to outreach to the older generation, making police accessible to the elderly and reassurance.
- Community officers conducted a prostitute liaison surgery at Turning Point, Links Place, engaging with sex workers and partner agencies, providing support and welfare advice.
- Community officers attended at Pilrig Park School Fair.
- Hostel visits to 197 Ferry Road, South Fort Street, AAA East Hermitage - invitation offer of Xmas meals outreach
- Community officers attended at Leith Kirkgate for the "Christmas Lights" event. Around 250 people in attendance
- Community officers assisted St Mary's primary school with a road safety initiative involving 200 children and adults.
- Tasked focused patrols of hotspot areas over peak periods for Bonfire Night 2018. Public reassurance patrols of affected areas from previous year, responding to firework related calls.

#### **Ward 14 – Craigentenny / Duddingston**

- Tasked focused patrols of hotspot areas have been carried out over peak periods for Bonfire Night 2018. Public reassurance patrols of affected areas from previous year, responding to firework related calls.
- Community officers conducted patrols of Lochend Park View and surrounding streets following a spate of pedal cycle thefts.
- Patrols around and within Craigmillar Library due to recent reports of staff being racially abused. Community officers engaged with youths engaged with and hate crime and its impact was discussed.
- Beat complaints from residents at Craigentenny Avenue reporting vehicles failing to adhere to 20mph speed limit and travelling well in excess. Community officers carried out a static road check. Numerous drivers warned and given suitable advice. Edinburgh City Council made aware and requested to consider adding speed cushions and additional signage.
- Patrols of Figgate Park re youths congregating. Community officers engaged with youth workers and spoke with youths about the issues and raising awareness of the impact their behaviour has on people.
- Community officers carried out road checks at Northfield Broadway, Craigentenny Avenue, and Joppa Road with 25 vehicles being stopped.
- Community officers attended Meadowhead Church for Latvian Election - no issues reported and engaged with staff organising event.

- Edinburgh Police Choir performance at Queens Bay Lodge – community officers attended and represented Police Scotland, engaged with elderly residents.
- Community officers conducted joint visits with housing officers to addresses in Meadowbank and Craigmillar areas after ASB calls. The tenants were warned regarding their behaviour.
- In response to complaints about parking, community officers carried out a joint visit with CEC Environmental Wardens at Restalrig Gardens.
- Following reports of damage to gardens at sheltered housing, ASB patrols carried out in Bingham area by community officers.

### **Ward 15 – Southside / Newington**

- Community officers were involved in significant enforcement action within Nicolson Square and the Southside Corridor. Numerous fixed penalty tickets for failing to comply with the local alcohol by-law have been issued. Repeat offenders have been arrested with bail conditions attached preventing return to Nicolson Square. This has seen a significant reduction in the street drinking fraternity congregating within Nicolson Square and the surrounding areas
- Community officers co-ordinated three days of action in the Southside corridor alongside council waste and cleansing. A crime prevention stand was placed within Nicolson Square and officers assisted with the clean-up of the area with the FONS group, local councillors, community council groups and council waste and cleansing.
- Additional high visibility patrols have been conducted within the Meadows, Southside corridor and Quartermile areas as reassurance following two robberies in the area at the beginning of October. These patrols have also been used to tackle youth ASB in the area. Checks have been carried out to ensure youth offenders, currently subject to bail conditions/tags, are complying with curfew conditions.
- A community officer received complaints of ASB within Carnegie Court. Patrols have been carried out throughout the building on a regular basis. Patrols also being carried out in Haddons Court regarding complaints of homeless persons using the vennels and doorways in this street.
- Community officers attended at St Leonards Nursery for Road safety week and provided inputs to the children.
- A community officer has been liaising with the children's reporter in relation to two cases that are coming to trial. Both involve vulnerable child complainers who required additional statements to be noted and dealt with in a sensitive manner.
- Community officers were involved in Operation Crackle, this was multi agency approach to dealing with inappropriate use of Fireworks and bonfires. Four days of patrols, liaising with the council and fire service where unsuitable bonfires were detected, dismantled and dangerous materials removed.
- Community officers investigated the vandalism of a Chinese Restaurant, identifying a 16 year old and 18 year old male that were charged with the offence.
- A community officer attended a meeting with the council regarding the future approach and enforcement action relating to two problem tenancies in the Pleasance.

## **Ward 16 – Liberton / Gilmerton**

- A community officer conducted high visibility foot patrols in the Moredun area in relation to racial incident involving youths at Moredun High Flats. Concierge and Blocks manager liaised with regarding the incident.
- Community officers conducted numerous anti-social behaviour patrols within the Ward 16 Liberton & Gilmerton in relation to reported youth ASB. High visibility reassurance patrols in particular, Moredun, Gracemount and Inch areas regarding youths causing a nuisance, gathering around stairwells, gathering around building sites, smoking and littering.
- High visibility vehicular and foot patrols in Ward 16 areas highlighted at risk of Housebreakings and Theft including Liberton, Alnwickhill, The Kilns and the Murrays and Carnbee areas.
- In response to a complaint from a local resident that road users are not obeying 30mph speed limit on Gilmerton Station Road, three road checks carried out; 8 warnings issued. Council contacted and requested more appropriate signage, as the speed limit for the road has recently changed from national to 30 mph.
- Regular patrols of Hyvot Mill Drive and Redgauntlet Terrace were carried out in relation to inconsiderate parking on pavements - ongoing checks of street with no issues thus far. Letter drop conducted in relation to ongoing issues.
- A speed check was conducted on Lasswade Road and Frogstone Road in relation to speeding complaints raised. Three people warned and corrective advice given. A further check was carried out on Lasswarde Road following a complaint received at the Gilmerton & Inch Community Council meeting.
- Community officers utilised a number of Lothian and Regional Transport Buses during the month of December to combat ASB with the run up to Christmas whereby a number of youths utilise buses from ward area to attend "Winter City".
- Community officers conducted Police surgeries at Cameron Toll Shopping Centre and Mortonhall Caravan Park. Crime prevention leaflets and advice surrounding Bogus Workmen, Housebreaking, Drugs, Social Media, Trusted Trader Scheme and other topics. Free bike marking was provided during the events with over thirty pedal cycles security marked.
- Community officers attended the Liberton Primary School & St Peters Primary School Christmas Fair - "Be Bright Be Seen" FREE pedal cycle bike lights distributed to children along with High Visibility ankle and arm bands.

## **Ward 17 – Portobello / Craigmillar**

- Following three attendees at a police surgery complaining about graffiti in the Portobello area, details were noted and enquiry carried out. Crime prevention surveys arranged for residents of Portobello.
- Tasked focused patrols of hotspot areas were carried out by community officers over peak periods for Bonfire Night 2018. Public reassurance patrols of affected areas from previous year carried out and responding to firework related calls.

- Community officers visited nominals suspected to be involved in forthcoming firework night ASB and those responsible for the disorder in 2017.
- Complaints with regards to abandoned vehicles progressed, joint patrols with the Environmental Warden re: abandoned vehicles and pre-fireworks night collation of information of build-up on combustible materials.
- Following complaints being received of speeding on Magdalene Drive and Craigentenny Avenue, speed gun were deployed in these areas.
- Community officers carried out a Rural Crime Day, whereby they provided crime prevention advice for staff at local heritage sites.
- Joint visit of several properties on Bingham Avenue, Edinburgh with CEC housing officer after recent vandalisms. Crime prevention and security advice provided.
- Community officers assisted School Link Officer with theft of money from Pupils. 17 pupils searched with a negative result.
- Following complaints being made regarding parking on zig zag lines on Portobello High Street, an initiative targeting motorists was carried out.
- Community Alcohol Partnership visits to licenced premises in Portobello and patrols ensuring compliance. Advice offered to businesses regarding challenge 25, in efforts to prevent alcohol associated ASB.
- ASB patrols carried out in Portobello High Street and Williamfield area regarding recent youth ASB. Details provided of youths involved for local Youth TAC to enable joint approach.
- Tasked focused patrols of hotspot areas in EC33 beat in relation to youth ASB. Engagement carried out with local youths and appropriate advice given.
- Community officer chaired the Community Alcohol Partnership for North East and managed actions along with other partners. Engagement carried out with local businesses to offer advice during festive period.



# Culture and Communities Committee

10am Tuesday, 29 January 2019

## Closed Circuit Television (CCTV) Code of Practice

Item number	8.4
Report number	
Executive/routine	
Wards	All
Council Commitments	<a href="#">51</a>

### Executive Summary

---

This report presents a Code of Practice for the Council's CCTV scheme; setting out the overarching principles, procedures, roles, and responsibilities governing all CCTV systems operated by the Council. The Council's CCTV scheme consists of a network of cameras owned and/or administered by the Council.

## CCTV Code of Practice

### 1. Recommendations

---

- 1.1 To agree the Council's CCTV Code of Practice attached at Appendix 1.
- 1.2 To refer this report and the accompanying Code of Practice to the Corporate Policy and Strategy Committee for its approval on 26 February 2019.

### 2. Background

---

- 2.1 The Council operates a CCTV camera estate across public spaces including housing blocks, the transport network, and Council buildings. Provision of CCTV services is non-statutory, and the service is provided to support public safety and security, including the prevention and detection of crime.
- 2.2 An internal audit review of CCTV infrastructure conducted in 2017/18, included a recommendation for the creation of a corporate plan for CCTV to ensure that all CCTV operations across the Council are managed efficiently, consistently, and are legislatively compliant.

### 3. Main report

---

- 3.1 A CCTV Working Group was created in January 2018 to take forward the internal audit's recommendations and a Policy and Procedures sub group was established to produce a citywide Council Code of Practice for CCTV. The document is attached at Appendix 1.
- 3.2 The Policy and Procedures sub group was chaired by an elected member and supported by representatives from different service areas including public space CCTV, housing, transport, building security, fleet services, and information governance. The group reviewed existing CCTV procedures, with each service area completing a Privacy Impact Assessment and liaising with the Information Governance Unit to identify gaps and areas for improvement. This exercise informed the development of a single, overarching CCTV Code of Practice for all service areas.
- 3.3 The Code of Practice applies across all Council operated, managed, and owned CCTV, and to support compliance, a suite of templates and staff operational guidelines are being developed which will be adapted to suit the specific needs of each service area. This additional documentation will embed legislative and

General Data Protection Regulation (GDPR) compliance and promote best practice across the Council's CCTV operations.

- 3.4 The Policy and Procedures sub group met every two months and reported its progress to the parent CCTV Working Group, which approved the Code of Practice on 11 January 2019. Once approved by this Committee and agreed at the Corporate Policy and Strategy Committee on 26 February 2019, the Code of Practice will be published on the Council's website.
- 3.5 In January 2019, the Policy and Procedures sub group will be replaced by an internal CCTV officers group which will oversee the development of the Code of Practice supporting documentation across the service areas. The officers group will report to the CCTV Working Group which will assume responsibility for governance; monitoring compliance under the Code of Practice and conducting an annual review of the document to ensure it remains fits for purpose and changes are made where required.
- 3.6 The CCTV Working Group aspires to meet the 'gold standard' for CCTV, and it is the intention that the CCTV officers group work towards obtaining Surveillance Camera Commissioner (SCC) certification from a relevant United Kingdom Accreditation Service (UKAS) accredited body.

#### **4. Measures of success**

---

- 4.1 All Council CCTV services adhere to the CCTV Code of Practice and promote best practice across CCTV operations.
- 4.2 To strive for continuous improvement across CCTV services and work towards obtaining SCC certification from a relevant UKAS accredited body as mentioned at 3.6 above.

#### **5. Financial impact**

---

- 5.1 The CCTV Code of Practice has been developed using existing resources from across service areas. Compliance with the Code of Practice will be supported within established governance structures and through existing budgets.

#### **6. Risk, policy, compliance and governance impact**

---

- 6.1 The internal audit highlighted that an overarching Code of Practice should be developed to support legislative compliance for the use of CCTV across the Council. To comply with the audit recommendations, the Code of Practice attached at Appendix 1 has been developed. There is a risk of both operational inconsistency across service areas and of non-compliance with legislation and GDPR if the Council does not adopt and adhere to the Code of Practice.

## 7. Equalities impact

---

- 7.1 The CCTV Code of Practice sets out the overarching principles which apply to the CCTV scheme owned and administered by the Council and ensures that its operation is fair and non-discriminatory, legal, and compliant with relevant legislation and GDPR.

## 8. Sustainability impact

---

- 8.1 All CCTV services will be operating under one overarching Code of Practice which supports both consistency across the service areas, and clarity in compliance.

## 9. Consultation and engagement

---

- 9.1 The Policy and Procedures sub group was supported by representatives across the service areas who contributed to the development of the Code of Practice. Additionally, members of the CCTV Working Group were invited to submit feedback on the Code of Practice prior to the Group's meeting on 11 January 2019, at which the document was discussed and subsequently approved.

## 10. Background reading/external references

---

- 10.1 None.

**Alistair Gaw**

**Executive Director for Communities and Families**

Contact: Rona Fraser, Senior Manager, Community Justice

E-mail: [rona.fraser@edinburgh.gov.uk](mailto:rona.fraser@edinburgh.gov.uk) | Tel: 0131 529 3517

## 11. Appendices

---

- 11.1 CCTV Code of Practice.

## Appendix 1

### City of Edinburgh Council CCTV Code of Practice

1. Introduction	2
2. Legal Framework	2
3. Definitions	3
4. Roles and Responsibilities	4
5. The Scheme	5
• Data Controller	
• Scope	
• Purpose	
• Principles of CCTV operation	
6. Documentation and Signage	6
7. Retention	7
8. Access Requests and Management	7

## 1. Introduction

This Code of Practice (COP) applies to the City of Edinburgh Council's (Council's) closed circuit television surveillance scheme. The Scheme consists of a network of cameras which are owned and administered by the Council.

The COP sets out how CCTV cameras operated under the Council's CCTV Scheme will be operated. It defines roles and responsibilities in relation to the Scheme's ongoing and fair operation, and also how requests for information from CCTV should be handled.

All CCTV systems operated by the Council must comply with the principles and procedures set out within this document.

## 2. Legal Framework

The following legislation is relevant to the Council's operation of CCTV.

### **2.1 General Data Protection Regulation**

CCTV will capture personal data and is therefore required to operate in compliance with the General Data Protection Regulation (GDPR). GDPR places certain obligations upon organisations to ensure that personal data is captured fairly, lawfully, and handled in accordance with data subject rights. All CCTV systems operated by the Council must comply with data protection principles.

The Council is registered with the UK Information Commissioner, and the use and management of CCTV is recorded within the Council's Record of Processing. General advice on data protection, including access to information, can be provided by the Information Governance Unit (IGU).

### **2.2 Data Protection Act 2018**

The Data Protection Act 2018 (DPA) provides certain restrictions to GDPR and also governs how personal data must be handled for law enforcement purposes.

General advice on data protection, including access to information, can be provided by the Information Governance Unit (IGU).

### **2.3 Human Rights Act 1998**

The European Convention on Human Rights, Article 8 (the right to respect for private and family life) provides that:

1. Everyone has the right to respect for his private and family life, his home and his correspondence.
2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

The purpose of a CCTV system, and any impact that might have on a person's human rights, must be considered prior to the system being operated. In particular, if a CCTV system is likely to interfere with someone's private and family life, the Council must be clear that the purpose falls within one of the factors noted as necessary for a democratic society.

### **2.4 Criminal Procedure (Scotland) Act 1995**

The Criminal Procedure (Scotland) Act 1995 introduced a statutory framework for the disclosure of material to defendants of material which the prosecution would not intend to use in the prosecution of its own case (known as unused material).

Where CCTV material is required for this purpose, it will normally be requested via Police Scotland as part of their initial criminal investigation and may then be disclosed by them through the court process.

## **2.5 Freedom of Information (Scotland) Act 2002**

The Freedom of Information (Scotland) Act 2002 (FOISA) provides a right of access to information held by a public authority. The right of access will apply to information captured via CCTV although it is likely that exemptions relating to personal data will apply in some cases.

All FOI requests should be referred to and managed by the Information Governance Unit.

## **2.6 Regulation of Investigatory Powers (Scotland) Act 2000**

The Regulation of Investigatory Powers (Scotland) Act 2000 requires public authorities listed in Schedule 1: Part 1 of the act to authorise certain types of directed surveillance during planned investigations.

Only certain nominated Council officers are allowed to authorise directed surveillance.

## 3. Definitions

**3.1 CCTV Scheme** shall mean the totality of the arrangements for closed circuit television in the CCTV areas covered by the Council's CCTV and listed at 5.2, and is not limited to the technological system, staff and operational procedures.

**3.2 CCTV system** means the surveillance items including cameras and associated equipment for monitoring, transmission and controlling purposes, for use in a defined area. The term will also encompass the capability for effectively capturing data, in any medium, so it can be viewed or processed.

**3.3 Central Monitoring Facility (CMF) or CCTV Monitoring Suite** refers to the secure area where public space CCTV is monitored and where data from public space CCTV can be retrieved, reviewed and processed. This area is staffed 24/7, 365 days a year and will also be the first point of contact for telephone enquiries from the public and for the collection and analysis of public space CCTV by designated Council and police officers.

**3.4 Controller** determines the purposes and means of processing personal data. A controller can act either alone or jointly with others.

**3.5 Data** shall mean all information generated by the system.

**3.6 Incident** is an activity that raises concern which requires the CCTV system to be reviewed/checked in a targeted way. Incidents will normally be a concern for the safety or security of an individual or property, a suspected criminal offence which is about to take place, is taking place or has taken place, or any occurrence that requires the attention of, or warrants specific action by, the operator.

**3.7 Owner** is the City of Edinburgh Council (the Council), the organisation with overall responsibility for the formulation and implementation of policies, purposes and control over the scheme.

**3.8 Personal data** is any information relating to an identified or identifiable natural person (“data subject”). Images of people captured on CCTV is personal data because individuals can be identified from their appearance.

**3.9 Recorded material** means any medium that has the capacity to store data and from which data can later be recovered irrespective of time elapsed since its generation. It can also include a hard copy print which records an image or images that already exist on recorded electronic material.

**3.10 Special Category data** is personal data that reveals a person’s racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation. It is recognised that CCTV images may include special category data in respect that that information which can be seen through images of the data subject. The most obvious of these is racial or ethnic origin in circumstances where this can be observed, or, dependent on the nature of the event being recorded, may include political opinions, religious belief or sexual orientation. However, guidance from the ICO suggests that an image on its own should not normally be considered to include special category personal data. Special category data will only be involved where any other information collected confirms the special category information depicted in the picture, or the special category data is specifically processed in a targeted way e.g. CCTV operators asked to identify the location of male suspect in the Meadows using a wheelchair.

#### 4. Roles and Responsibilities

**4.1 Senior Information Risk Owner (SIRO)** has delegated authority through the Corporate Leadership Team with specific responsibility for information risk and mitigation, ensuring that any information threats and breaches are identified, assessed and effectively managed. The Head of Strategy is the Council’s SIRO.

**4.2 Information Asset Owners** are Heads of Service. They are responsible for ensuring that data and information processed by their service is done in accordance with the law, Council policy, and procedure. This will include CCTV systems operated in their service area.

**4.3 CCTV Working Group** is formed of CCTV System Managers. It provides a forum through which the strategic approach to the CCTV Scheme can be monitored and revised as necessary.

**4.4 System Manager** has responsibility for the implementation of the policies, purposes and control of a specific CCTV system operated within the Council’s CCTV Scheme. They are responsible for ensuring that the CCTV system is operated in accordance with the law, Council policy, and procedure; and that documentation to support the use of CCTV is routinely reviewed and kept up to date.

**4.5 Operators** are employees of the City of Edinburgh Council that operate the CCTV network. They will have access to CCTV in order to fulfil their role and may be required to access the system and produce evidence where it is required for the management of incidents. Operators will normally undergo a Criminal Records check and achieve Security Industry Accreditation where required.

#### 5. The Scheme



### 5.1 Data Controller

The Council is the Controller of all CCTV systems included within the scope of the CCTV Scheme.

### 5.2 Scope

The Council's CCTV Scheme includes the following CCTV systems:

- Public space CCTV cameras (cameras located at static external locations)
- Mobile CCTV (re-deployable cameras which can be moved to new locations as required)
- Mobile CCTV van
- CCTV (security of schools, hostel accommodation, and other Council owned buildings)
- CCTV (designated housing e.g. high-rise blocks)
- Fleet services CCTV (bin lorries)
- Transport (traffic management)
- Cameras operated by the Council out with Edinburgh e.g. Park & Rides

### 5.3 Purpose

The Council operates the CCTV Scheme in order to support the performance of public tasks carried out in the public interest. This processing falls within Article 6 (e) of GDPR.

CCTV cameras operated under the Scheme will only be installed where a primary purpose, listed below is met.

Primary purpose(s)
Maintaining public order and reducing anti-social behaviour
Deterring and preventing crime, particularly violent crime
Reducing the fear of crime
Protecting property
Assisting crowd control for live events such as demonstrations, protests, major public events
Facilitate monitoring and management of the transport networks.

As a result of the Council operative CCTV systems, it is recognised that recorded material can also be used for certain secondary purposes because it is available.

Secondary purpose(s)
Supporting legal proceedings

Providing assistance with issues relating to public safety and health
Contributing to the location of vulnerable / missing individuals
Providing assistance and reassurance to the public in emergency situations

## 5.4 Principles of CCTV Operation

The Council's CCTV Scheme will be operated in accordance with the following principles.

- 5.4.1 We will only use CCTV for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- 5.4.2 We will always take into account its effect on individuals and their privacy.
- 5.4.3 We will be as transparent as possible regarding our use of CCTV, including publishing information about how to make a complaint.
- 5.4.4 All CCTV systems will be operated in accordance with documented procedures in which responsibilities will be clear, and these are effectively communicated to all relevant employees.
- 5.4.5 CCTV images will not be stored for longer than is necessary.
- 5.4.6 All CCTV will be appropriately secured to safeguard against unauthorised access or use.
- 5.4.7 All CCTV systems will have effective and routine review and audit mechanisms to ensure legal requirements, policies and standards are complied with.
- 5.4.8 CCTV will be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim.
- 5.4.9 CCTV systems will be accurate and kept up to date to ensure that they meet their legitimate aim, and appropriate evidential value can be achieved as necessary.

## 6. Documentation and Signage

The following documentation will be in place to support use of CCTV systems within the Council.

### **6.1 Code of Practice**

The Council's CCTV Scheme will be operated in accordance with an agreed Code of Practice. This sets out the framework, principles and required documentation for the operation of CCTV systems within the Scheme. The Code of Practice is owned by the CCTV Working Group and is reviewed on an annual basis to ensure it remains relevant and fit for purpose.

### **6.2 Data Protection Impact Assessment (DPIA)**

A Data Protection Impact Assessment will be completed for all CCTV systems within the Council to ensure that systems comply with data protection principles.

### **6.3 Operating Guidelines**

All CCTV systems must have documented operating guidelines which provide practical information on how CCTV is to be used in each area. These should include, as necessary, roles and responsibilities for each system, assessments and processes to be carried out for new siting of cameras, training for operators, procedures for use and review of cameras, partnership arrangements (as required), and processes for retention and access to CCTV.

Operating guidelines should be routinely reviewed to ensure they remain relevant and fit for purpose.

### **6.4 System Inventory**

All CCTV systems must be supported by documentation recording specific camera specification, siting, purpose, and justification. This inventory must be routinely reviewed to ensure it remains accurate, and that the purpose and justification of the use of each camera remains valid and fair.

### **6.5 Signage**

The presence of CCTV cameras will be indicated by clear signage which indicate the organisation responsible for the CCTV system, the purposes of the CCTV, and contact details for questions and complaints.

## 7. Retention

Information captured by CCTV systems will be retained in accordance with the Council's Record Retention Schedule.

## 8. Access Requests and Management

Requests for access to CCTV should be handled in accordance with Council policy and procedure indicated below. Specific procedures to support access requests to specific systems should be documented within relevant operating guidelines.

All requests to access CCTV should be documented.

### **8.1 Requests from organisations**

Information from CCTV systems may be requested by external organisations for a variety of reasons. Most commonly, the Council will receive requests for CCTV footage from the police when they are investigating crime, or from partner organisations for the purpose of investigating an incident.

Operating guidelines must include detail on how such requests should be handled. Unless alternative arrangements have been approved, all requests for personal data, including those made by the police for crime investigation purposes, should be referred through the Information Governance Unit to ensure compliance with data protection principles.

### **8.2 Requests from, or on behalf of, individuals**

Individuals have statutory rights to access information held by the Council, this includes footage captured by CCTV systems. Individuals can access personal data about themselves under data protection legislation, and more general information, including environmental information, held by the Council under freedom of information legislation.

Individuals can exercise these rights on their own, or ask others to act for them e.g. solicitors, insurers etc.

In accordance with Council policy, these requests must be forwarded to the Information Governance Unit for processing.

### **8.3 Internal requests (from within the Council)**

CCTV systems should only be used in accordance with the purposes set out in this document and the system's relevant operating guidelines. Where requests are received for access to CCTV from within the Council, the purpose for the access should be assessed in accordance with the systems purposes and normal access procedures.

If the request falls out with the system's standard business process, and the primary purpose(s) of the CCTV system, advice should be sought from the relevant System Manager and the Information Governance Unit if necessary.

# Culture and Communities Committee

10.00am, Tuesday, 29 January 2019

## Museums and Galleries – Six Month Review of Extended Opening Hours

Item number	8.5
Report number	
Executive/routine	
Wards	All
Council Commitments	<a href="#">46</a>

### Executive Summary

---

In October 2016 the Museums and Galleries Service implemented a change to opening hours to six of its museums and galleries in response to the Council's Transformation programme, moving from a six and seven day a week operation to five days a week throughout the year.

Following a review of opening hours the Culture and Communities Committee agreed on [20 March 2018](#) to extend opening hours to seven days a week, 10.00am – 5.00pm from 1 June 2018 for a one year pilot.

It was also agreed that a progress report would be brought to this Committee for review after six months of operation. This report details the impact of the extended hours to date.

## Museums and Galleries – Six Month Review of Extended Opening Hours

### 1. Recommendations

---

- 1.1 That Committee notes the increase in visitor numbers and income following the introduction of extended opening hours.
- 1.2 That Committee agrees to the continuation of extended opening hours.

### 2. Background

---

- 2.1 On 1 October 2016 the Museums and Galleries Service implemented a change to opening hours to six of its museums and galleries in response to the Council's Transformation programme, moving from a six and seven day a week operation to five days a week throughout the year.
- 2.2 The report submitted to the Culture and Communities Committee on [30 January 2018](#) outlined the impact of the changes. Moving to a five day a week service saved a total of £166,000 in staffing costs over two financial years. However, there was a significant decline in visitor numbers and a decline in income amounting to £76,598. There were also issues concerning visitor perception and reputational damage.
- 2.3 The Committee agreed to convene two review meetings with Councillor and officer representation to consider options for the future opening hours across the museums and galleries service.
- 2.4 A range of options were explored and it was agreed that the best solution for the service was to move to a seven day a week operation, 10.00am to 5.00pm across the year. This would bring the service in line with all major museums and attractions in the city and meet the needs of local residents and visitors to the city.
- 2.5 Extending opening hours would allow the service to maximise income opportunities from its major city centre venues.
- 2.6 It was estimated that to extend opening hours from five days a week to seven days required an additional 11 FTE front line staff, costing an additional £253,000.
- 2.7 A business case detailed the income opportunities and the forecast income based on existing spend and visitor footfall. However, the business case identified a potential shortfall of £95,000.

- 2.8 The council approved an additional £95,000 as part of the budget process to contribute to the funding of additional staff to enable the extended hours of operation to be introduced.

### 3. Main report

---

#### Visitor Experience

- 3.1 Between 1 June to 1 November 2018 visitor numbers across the six museum venues have increased by 31%, from 219,542 in 2017 to 286,693 in 2018.

Visitor numbers	June to November 2017	June to November 2018	% increase
City Art Centre	23,337	31,161	34%
Museum of Edinburgh	48,393	65,322	35%
People's Story	30,109	25,056	-13%
Museum of Childhood	79,708	112,340	41%
Writers Museum	35,288	47,933	35%
Queensferry Museum	2,707	3,881	42%
<b>ALL</b>	<b>219,542</b>	<b>286,693</b>	<b>31%</b>

- 3.2 The change to seven days a week has impacted positively on the visitor experience. Previously venues were closed on different days from others, and visitors found it difficult to understand when a venue was open. Complaints from visitors were frequent, particularly during peak times. Now that all venues are open at the same time seven days a week, this is no longer the case.
- 3.3 Access is now available throughout the week for school and community groups and the venues are available when these groups want to use the service.
- 3.4 Front of House staff have welcomed the change which has had a positive impact on morale.
- 3.5 The changes bring the service in line with all major museums and visitor attractions and meets the expectations of both residents and visitors to the city.

## Income

- 3.6 Between 1 June to 1 November 2018 income across the six museum venues has increased by 38% from £120,783 to £166,722.

Income	June - November 2017	June - November 2018	% increase
City Art Centre	£32,764	£44,710	36%
Museum of Edinburgh	£11,548	£17,484	51%
People's Story	n/a	n/a	n/a
Museum of Childhood	£41,408	£60,025	45%
Writers Museum	£23,237	£25,598	10%
Queensferry Museum	n/a	n/a	n/a
Venue hire and donations across six venues	£11,826	£18,905	37%
<b>ALL</b>	<b>£120,783</b>	<b>£166,722</b>	<b>38%</b>

- 3.7 Based on current projections, the income generated from retail sales, venue hire and donations at the six venues is projected to increase by £92,000. In meeting targets, this income will be supplemented through a combination of other revenue sources, including ticket sales at the Scott and Nelson monuments, venue hire and donations across the Museums and Galleries other venues.
- 3.8 Additionally, a new Commercial Manager will be in post in February this year with the primary focus of generating new income streams, and increasing the yield from those already in place. It is forecast that income will continue to increase to meet the funds required to cover staffing costs, but the additional £95,000, as provided through the budget process, will be required for the pilot to be sustainable on an ongoing basis.

## 4. Measures of success

---

- 4.1 The service meets the needs and expectations of residents and visitors to the city by providing access seven days a week while achieving the income target to continue operating seven days a week, 10.00am – 5.00pm throughout the year beyond the year one pilot.



## **5. Financial impact**

---

- 5.1 The additional staffing costs are met through income and additional £95,000 through the budget process.
- 5.2 The additional £95,000, as provided through the budget process, will be required for the pilot to be sustainable on an ongoing basis.

## **6. Risk, policy, compliance and governance impact**

---

- 6.1 Plans are in place to raise the additional income from commercial activity and donations.
- 6.2 There are no policy, compliance or governance impacts.

## **7. Equalities impact**

---

- 7.1 The report's contents are not relevant to the general equality duties of the Equality Act 2010.

## **8. Sustainability impact**

---

- 8.1 The impacts of this report in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered. The extension of opening hours to Edinburgh Museums and Galleries will continue to help achieve a sustainable Edinburgh by contributing to the city's reputation as a cultural destination. This will benefit residents by contributing to Edinburgh's high quality of life, promote wellbeing, and will also support the city's economy.

## **9. Consultation and engagement**

---

- 9.1 Consultation was carried out with stakeholders, competitor attractions and staff for the initial review.
- 9.2 Two review group meetings with cross party representatives and officers from the Culture service.

## 10. Background reading/external references

---

None.

### **Paul Lawrence**

Executive Director of Place

Contact: Frank Little, Service Manager (Museums and Galleries)

E-mail: [frank.little@edinburgh.gov.uk](mailto:frank.little@edinburgh.gov.uk) | Tel: 0131 529 3994

## 11. Appendices

---

None.

# Culture and Communities Committee

10.00am, Tuesday 29 January 2019

## Festivals and Events Core Programme 2019/20

Item number	8.6
Report number	
Executive/routine	
Wards	All
Council Commitments	<a href="#">46</a>

### Executive Summary

---

This report provides an update on the recommended core programme of festivals and events for 2019/20 including a new multi-cultural event delivery model.

The programme is aligned with the Council's Events Strategy which was reported and approved at the [Culture and Sport Committee on 31 May 2016](#). The Strategy is designed to provide a positive mix of new and well established cultural and sporting events which promote Edinburgh as a vibrant, contemporary, international city. As captured in the Strategy document, the approach is to support events on three Tiers, or levels, of international, national and city importance.

## Festivals and Events Core Programme 2019/20

### 1. Recommendations

---

- 1.1 It is recommended that Committee:
- 1.1.1 approves in-principle the following proposed allocations from the Events budget:
    - 1.1.1.1 £80,000 towards the European Climbing Championships (including £10,000 additional contingency if needed.);
    - 1.1.1.2 £15,000 towards the Women's Tour of Scotland;
    - 1.1.1.3 £5,000 towards the Scottish Diving Championships;
    - 1.1.1.4 £5,000 towards the Scottish Short Course Swimming Championships;
    - 1.1.1.5 £10,000 towards the Edinburgh International Swimming Meet;
    - 1.1.1.6 £5,000 towards an open water swimming event in Portobello;
    - 1.1.1.7 £6,000 towards two netball home nation events;
    - 1.1.1.8 £10,000 towards a new Fair Trade fiesta event;
    - 1.1.1.9 £30,000 towards the Scottish Album of the Year Awards 2019
    - 1.1.1.10 £5,000 per annum for three years from 2019/20 to 2021/22 towards the delivery of Edinburgh International Culture Summit events in 2020 and 2022
  - 1.1.2 approves the third party cultural grants budget allocation of £33,600 towards a new multi-cultural event model, utilising funding previously allocated to Edinburgh Mela Ltd; and
  - 1.1.3 notes the continued in-principle commitment to the following events from the Events budget:
    - 1.1.3.1 £15,000 towards Armed Forces Day from the 2019/20 financial year; and
    - 1.1.3.2 £10,000 towards the Edinburgh Award; and
    - 1.1.3.3 £5,000 towards the Remembrance Day Service.

## 2. Background

---

- 2.1 The Council's Events Strategy, as approved by the [Culture and Sport Committee on 31 May 2016](#), is designed to provide a positive mix of new and well established cultural and sporting events which promote Edinburgh as a vibrant, contemporary international city. The Strategy adopts a three tier approach to the development of the city's events programme. The programme of events and festivals for 2019/20 is aligned with the Strategy and has been devised in consultation with the Events Champions.
- 2.2 The first quarter events of the 2018/19 events programme, which included a lighting installation project, and a Localities event funding programme, was approved at the [Culture and Communities Committee of 14 November 2017](#).
- 2.3 This report describes the current proposed programme of cultural and sporting events in 2019/20 and recommendations for longer lead time events going forward.

## 3. Main report

---

### **Festivals and Events Core Programme 2019/20**

- 3.1 The current proposed programme of the 2019/20 Festivals and Events is set out in Appendix 1.
- 3.2 As captured in the Events Strategy ([Culture and Sport Committee on 31 May 2016](#)) a series of bespoke Tier 3 events should be delivered.

### **2019/20 Programme of Events**

#### 3.3 Tier 1 major international events

- 3.3.1 The International Federation for Sport Climbing (IFSC) has accepted a bid from Edinburgh to host the **2019 European Championships in Lead and Speed Climbing** at the Edinburgh International Climbing Arena in Ratho. This follows on from Edinburgh's successful hosting of the IFSC World Cup event in September 2017. Climbing is now an Olympic Sport and will feature in the 2020 Tokyo Olympics, and the 2019 event will be an important test for UK and European would-be Olympians. The event will attract the top climbers from all over Europe, and will be held on 4-6 October. The following partner agencies are involved in the delivery of this event: Event Scotland, Edinburgh Leisure, British Mountaineering Council, and Climb Scotland. An allocation of £70,000 is recommended from the Events Budget, and this will be matched by Event Scotland. A further allocation of £10,000 is recommended as part of a joint underwriting package with Event Scotland. This will be held in reserve as additional contingency funding for the event, in case of need due to any exceptional factors such as adverse currency exchange rates.

### 3.4 Tier 2 national events

- 3.4.1 **Armed Forces Day** (June 2019) continues to recognise the contribution of veterans and the Council's commitment to the Community Covenant. This event presents a city centre march and finale site, featuring charity and information stalls associated with the Armed Forces. An allocation of £15,000 is recommended from the Events Budget.
- 3.4.2 The first ever **Women's Tour of Scotland** will take place on 9-11 August, with the start and finish for the final stage in Edinburgh on Sunday 11 August. Alongside the elite race, which will be a great showcase for women's sport, the event in Edinburgh will also feature two different length public rides where up to 5000 women will get the opportunity to ride on part of the same route, starting and finishing in Holyrood Park. The event will be broadcast on ITV4 and has the support of Event Scotland, Scottish Cycling, British Cycling and the International Cycling Union. It will feature 18-20 top teams of six riders from Europe, Australia and North America, as well as Great Britain and Scotland. Scottish cycling champions Katie Archibald and Sir Chris Hoy are ambassadors for the event, which will be delivered by Sport for Television Ltd, previously responsible for the Tour de France in the UK, and several Tours of Britain. The Women's Tour of Scotland will have a Police Scotland motorcycle escort group throughout its 350k route across Scotland. It will finish with three climbs of Queen's Drive, up around Arthur's Seat in Holyrood Park. An allocation of £15,000 is recommended from the Events Budget.
- 3.4.3 The annual **Scottish Diving Championships** (December 2019) will again attract the best Scottish divers, and indeed some of the best UK divers to the Royal Commonwealth Pool. The event has been growing year on year, alongside an accelerating interest in diving at all levels. The 2018 event was chosen by Tom Daley as his return to diving following a significant break from competition. Local divers Grace Reid and James Heatly also continue to support this event. An allocation of £5,000 is recommended from the Events Budget.
- 3.4.4 The annual **Scottish Short Course Swimming Championships** (December 2019) are Scottish Swimming's premier 25-metre swimming event, attracting over 800 competitors and some 2,500 spectators over three days. The competition brings swimmers from across Scotland, the UK, and depending on the international calendar each year, also from Europe. The Championships are delivered to a very high standard, with a focus on event presentation, creating an exciting and engaging experience for swimmers, volunteers and spectators. The event will be streamed live on the Scottish Swimming website. An allocation of £5,000 is recommended from the Events Budget.

### 3.5 Tier 3 bespoke city events

- 3.5.1 The pilot **Localities Events Fund** 2017/18 was considered a success as reported to this committee on [20 March 2018](#). Feedback from applicants, panel members and local councillors indicated that to ensure a wider reach and spread of funding within Localities the management of the fund should be led by Localities. The Culture budget allocated £40,000 towards the Locality Events Fund and this has been matched with £10,000 per Locality totalling £20,000 for each. In consultation with Localities Managers funding guidelines and application process have been updated. The second round of applications will be open from December 2018, with funding awarded via a panel process in each Locality from January 2019.
- 3.5.1 As reported to this Committee on [20 March 2018](#) the Council has commissioned a **light installation** event with an approved budget allocation of £65,000. The council has been in discussion with the Edinburgh Arts Festival to produce an artists' lighting installation to be prominently staged in the city from February until potentially the August summer festivals period. With the aim of positively engaging residents and visitors with the piece and related activity throughout the period of installation. Committee members will be regularly updated on the progress and detail of the programme as it is finalised.
- 3.5.2 The annual **Edinburgh Award** marks the outstanding contribution of an Edinburgh citizen in their chosen field. The Award recipients are presented with the Loving Cup at a ceremony in the City Chambers and an imprint of their hands placed in the Chambers quadrangle. An allocation of £10,000 is recommended from within the Events Budget for this event.
- 3.5.3 The annual **Remembrance Day Service** in St Giles' Cathedral and wreath laying ceremony in the High Street will continue to be supported through the provision of a large outdoor screen to relay the Remembrance service from within the Cathedral to the public gathered outside. An allocation of £5,000 has been identified within the Events Budget for this event.
- 3.5.4 The Royal Commonwealth Pool (RCP) hosts the **Edinburgh International Swimming Meet** annually (March 2020). This event has grown in stature as the quality of the venue and the meet has attracted increasing numbers of top-level swimmers, and it helps affirm the RCP's rightful place as a premier swimming and aquatics venue. This event will look to build on what has now been firmly established as one of the best swimming meets in the UK. An allocation of £10,000 is recommended from the Events Budget.

- 3.5.5 British Cycling will again bring their **HSBC City Ride** (June 2019) to Edinburgh next year. This is the free cycle ride for families, children and young people, aimed at giving participants a safe and enjoyable city-centre cycling experience in a carnival atmosphere and with no traffic to contend with. The 2018 event included an event hub in the Meadows comprising a cycling-related event village with various attractions, such as a Go Ride manoeuvrability challenge, a static cycle challenge, bicycle maintenance sessions, information on Edinburgh cycle routes, etc. There was also some entertainment along the route, including music, a bubble tunnel and a sprint section where riders could test their speed measured against a standard set by Sir Chris Hoy. The event was deemed a great success, attracting 7,000 participants, and generating extensive media coverage. A budget allocation of £30,000 per annum for three years has been identified within the Events Budget and was approved at this Committee on [14 November 2017](#). Discussions are continuing to secure a £20,000 contribution from the Smarter Choices, Smarter Places grants fund (administered by Paths for All) for the 2019 event.
- 3.5.6 An **open water swimming event** is planned for Portobello next summer. Open water swimming is currently enjoying a huge growth in popularity, and this would serve as a test event for a future, larger event, which may attract funding from Event Scotland. Portobello beach is itself enjoying a growth in popularity, with sports such as dinghy sailing and beach volleyball now taking place there throughout the season. Open water swimming can be enjoyed with or without a wetsuit, and this event would provide an opportunity for local people to challenge themselves in a friendly but competitive environment. An allocation of £5,000 is recommended from the Events Budget.
- 3.5.7 Netball Scotland are proposing to stage **two home nation pro-team netball matches** at Oriam in November and December 2019. The Sirens are Scotland's only semi-professional netball team and play against mostly English opposition in the Vitality Netball Super-League. The Sirens were created to help develop the sport of netball in Scotland by providing a world-class training and competition programme for players, coaches and officials. The majority of the players also form part of Scotland's national netball squad, so the Sirens provides important opportunities for them to play regularly together as a team in a competitive environment. Playing mostly at their home in Glasgow, these matches will provide rare opportunities for people in Edinburgh to see their team in action in the East of Scotland. An allocation of £6,000 is recommended from the Events Budget.
- 3.5.8 A **Fair Trade Fiesta** event in 11-12 May 2019 is a celebratory music event. Partnership Council funding would ensure high quality musicians to take part in an exciting local event and reflect the Council's support of Fair Trade principles and values at the Ross Bandstand as host venue. This event is in partnership with locally based producers. An allocation of £10,000 is recommended from the Events Budget.



- 3.5.9 The **Scottish Album of the Year (SAY) Award** has grown to become Scotland's most popular and prestigious music prize. Developed by the Scottish Music Industry Association (SMIA) in association with Creative Scotland, The SAY Award champions the extraordinary strength and diversity of Scotland's musical landscape. With previous Longlist titles featuring hip-hop, rock, alternative, traditional, folk, classical, dubstep, reggae, pop and jazz, The SAY Award accommodates Scottish music in all its influential, inspiring and idiosyncratic glory. From mainstream platinum sellers to self-released left-field outriders, The SAY Award illuminates Scotland's music scene with the ambition, credibility and commitment it so richly deserves. After being held in Paisley for the previous three years, the awards ceremony will come to Edinburgh in September 2019, alongside the Longlist nominations announcement, in June 2019. An allocation of £30,000 is recommended from within the Events Budget for this event.
- 3.5.10 Initiated in 2012, the fourth Edinburgh International Culture Summit took place at the Scottish Parliament from Wednesday 22 to Friday 24 August 2018. The aim of the Summit is to facilitate meaningful policy development in three key areas based on policymakers' interests and priorities. In 2018, the Summit welcomed 45 international delegations which included 20 Ministers, Deputy Ministers / Assistant Ministers and 16 youth delegates, from around the world. The countries were represented by a total of 155 delegates. In addition, 25 artists plus a further 54 speakers and session chairs / rapporteurs contributed to the Summit programme and a further 141 cultural representatives attended the Summit. 2018 focused on integrating young people into the event, in collaboration with the National Youth Arts Advisory Group (NYAAG). To complement the 16 international youth delegates, nine members of NYAAG and four Members of the Scottish Youth Parliament (MSYP) attended the Summit. The event reached an audience of over 250 million through over 900 media pieces in 49 countries. An in-principle allocation of £5,000 per annum for three years towards the delivery of Summit events in 2020 and 2022 is recommended from within the Events Budget.
- 3.6 The list of events approved by this Committee on [13 October 2018](#) is captured in the appendix namely Local Festival and Events Funded events, the Leith Late Festival and Burns & Beyond Festival (previously known as Scot:lands).
- 3.7 Further sports events are currently under discussion, and will be brought to this Committee later in the year, pending successful conclusion of negotiations.
- Edinburgh Mela Ltd Funding Challenges**
- 3.8 An Edinburgh Mela is not included in the list of festivals and events at Appendix 1.

- 3.9 The Edinburgh Mela has been funded from the Third Party Cultural Grants budget to date. Proposed changes to the delivery model of a multi-cultural event in the city are described in this report. A proposed refresh of the delivery model of a multi-cultural event for the city needs to be considered by committee at this time to offer the earliest possible notice to the producer of the Edinburgh Mela of change.
- 3.10 Since the difficulties faced by Edinburgh Mela Limited (EMLtd) in 2016 which are described in the [Culture and Sport Committee report of 23 August 2016](#), and the subsequent on-going challenges described in [Culture and Sport Committee report on 20 March 2017](#), and also in the [Culture and Communities Committee report on 20 March 2018](#) committee members have agreed in good faith to the recommendations to fund the event via the third party cultural revenue grant budget in the intervening years to date.
- 3.11 As well as supporting recovery, this funding was approved on the understanding that a fundamentally renewed event model would be developed. The new model was to include working with partner organisations in the Leith area to programme the event to deliver activity which reflects the city's varied communities' best in professional talent.
- 3.12 Whilst it is acknowledged that EMLtd has made an effort to deliver an event on this basis, a number of factors have continued to present basic challenges to a continued funding relationship since 2016. The company failing to meet agreed funding targets within the timeframes; the on-going excessive level of engagement and grant monitoring exchanges required of Council officers over the period; and the continuing instability of the company in terms of board management processes, reliable company and event finance reporting in particular; as well as staffing disputes.
- 3.13 This has led the Culture Service to review the best approach to meeting the core multi-cultural event ambition.
- 3.14 It is relevant to note that a Council audit was undertaken, with the full agreement and participation of EMLtd reviewing the 2017/18 funding process. The audit recommendations focused on the requirement to ensure that funding and related expectations of EMLtd should be managed in the same way as all other third party grant funding recipients.
- 3.15 The Culture Service had made allowances and provided grant funding in the context of the company having previously delivered a major city festival, and their ensuing attempts to recover from a major setback including no event being delivered in 2016. Grant funding had been released in this context, and funding agreement requirements had been relaxed.
- 3.16 If the Culture Service were to recommend continued revenue funding for EMLtd in 2019/20 the inequalities of approach would have to continue as the company has not recovered sufficiently to effectively manage fundamental company processes or to evolve the event and its delivery model.

## **Recommendation for Change**

- 3.17 It is important that the city delivers a genuinely multi-cultural event reflecting the creative expertise and the best of our professional performers and artists based in Edinburgh's communities.
- 3.18 Therefore, an event delivery model utilising the grant resource previously allocated to Edinburgh Mela Ltd is proposed. This could be a partnership with Creative Scotland and this possibility is currently under discussion and would, of course, affect the potential scale of the event. The proposed Council budget allocation is £33,600 towards the new multi-cultural event model.
- 3.19 The proposed approach is to invite Edinburgh-based potentially interested parties to submit plans to deliver an event. These could be individual arts events producers or companies, or co-operative partnership models. EMLtd would be welcome to consider participation in the competitive process.

## **4. Measures of success**

---

- 4.1 The success of these events and festivals is assessed by the most appropriate measures for each project agreement, which can include number of spectators, number of participants, sustained physical activity by residents, social media profile, economic impact and equivalent advertising values of any media coverage and partnership funding.
- 4.2 The programme contributes to the delivery of the Events Strategy and the following Culture Plan objectives:
- 4.2.1 Support greater partnership working in the cultural and creative sectors and maximise resources available to help them thrive all year round; and
- 4.2.2 Ensure that everyone has access to world class cultural provision.

## **5. Financial impact**

---

- 5.1 The contributions to events listed in this report can be contained in the current projected budgets for 2019/20, 2020/21 and 2021/22.

## **6. Risk, policy, compliance and governance impact**

---

- 6.1 All the events described in this report meet the Council's Events Strategy criteria and fit with the aims of the National Events Strategy. There are no risk, policy, compliance or governance impacts arising from this report.

## 7. Equalities impact

---

- 7.1 The proposed events described in this report were selected using criteria which include quality of life for people across the city.

## 8. Sustainability impact

---

- 8.1 The impacts of this report have been considered in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties, and the outcomes are summarised as follows: the proposals in this report will have no significant impact on carbon emissions; be neutral in relation to climate change; and will help achieve a sustainable Edinburgh through the promotion of the city nationally and internationally, positive economic impact and contributions to the quality of life and well-being of residents.

## 9. Consultation and engagement

---

- 9.1 The Council has engaged with the relevant partners and event promoters to develop and deliver the proposals.

## 10. Background reading/external references

---

- 10.1 [A new Events Strategy for Edinburgh report](#) – Culture and Sport Committee, 30 May 2016
- 10.2 [Festival and Events Core Programme 2016 and Some Events in 2017 and 2018 report](#) – Culture and Sport Committee, 30 November 2015
- 10.3 [Approved 2017-18 - 2020-21 Revenue Budget and 2017-18 - 2021-22 Capital Investment Programme - plans for supplementary investment report](#) – Finance and Resources Committee, 23 March 2017
- 10.4 [Festival and Events Core Programme 2017-18](#) – Culture and Communities Committee, 14 November 2017

### **Paul Lawrence**

Executive Director of Place

Contact: Lindsay Robertson, Culture Manager

E-mail: [lindsay.robertson@edinburgh.gov.uk](mailto:lindsay.robertson@edinburgh.gov.uk) | Tel: 0131 529 6719

Contact: David Wardrop, Sports Events and Special Projects Manager

E-mail: [david.wardrop@edinburgh.gov.uk](mailto:david.wardrop@edinburgh.gov.uk) | Tel: 0131 529 7738

**11. Appendices**

---

Appendix 1 – Festivals and Events Programme to end March 2019

## FESTIVALS AND EVENTS PROGRAMME to end March 2020

New events are *italicised*. Asterisks denote a major festival.

### Events in Calendar Year 2019 to 31 March 2020

30 December 2018 – 25 January 2019	Edinburgh's Hogmanay Festival*
26- 27 January 2019	Wellbeing Festival
22 -27 January 2019	Burns & Beyond Festival
9 February 2019	Chinese New Year
From early 2019	Localities Events programme
March 2019	Edinburgh Light Installation
March 2019	Edinburgh International Swimming Meet
April 2019	Previously ... Scotland's History Festival
6 - 21 April 2019	Edinburgh International Science Festival*
<i>11-12 May 2019</i>	<i>Fair Trade Fiesta</i>
30 May – 2 June 2019	Hidden Door Festival
26 May – 2 June 2019	Imagine Festival*
<i>31 May – 2 June 2019</i>	<i>British Diving Championships</i>
April 2019 (TBC)	Leith Late
2 June 2019	HSBC Let's Ride Edinburgh
23 June 2019	Edinburgh Pipe Band Championships
29 June 2019	Armed Forces Day
19 – 30 June 2019	Edinburgh International Film Festival*
<i>July 2019 (TBC)</i>	<i>Edinburgh Open Water Swim (test event)</i>
12 -21 July 2019	Edinburgh International Jazz and Blues Festival*

25 July – 25 August 2019	Edinburgh Art Festival*
2 – 22 August 2019	Edinburgh International Festival*
2 – 22 August 2019	Edinburgh Festival Fringe*
2– 24 August 2019	Royal Edinburgh Military Tattoo*
10 – 26 August 2019	Edinburgh International Book Festival*
<i>11 August 2019</i>	<i>Women’s Cycling Tour of Scotland</i>
<i>12 September 2019</i>	<i>Scottish Album of the Year Awards</i>
16 September 2019	Edinburgh Riding of the Marches
<i>5-6 October 2019</i>	<i>European Climbing Championships</i>
19 – 31 October 2019	Scottish International Storytelling Festival*
November 2019 (TBC)	The Alternative Peers Ball
November 2019 (TBC)	The Edinburgh Award
<i>November 2019 (TBC)</i>	<i>Pro Team Netball Tournament</i>
11 November 2019	Remembrance Day
December 2019 (TBC)	Scottish Diving Championships
December 2019 (TBC)	Scottish Short Course Swimming Championships
<i>December 2019 (TBC)</i>	<i>Pro Team Netball Tournament</i>
30 December 2019 – January 2020	Edinburgh’s Hogmanay Festival*

# Culture and Communities Committee

10.00am, Tuesday, 29 January 2019

## Code of Practice for Filming in Edinburgh

Item number	8.7
Report number	
Executive/routine	
Wards	
Council Commitments	<a href="#">11</a>

### Executive Summary

---

The Code of Practice sets out the Council's policies and procedures for filming in Edinburgh. Film Edinburgh will use this document to promote Edinburgh as a "film friendly" city to filmmakers. The Code of Practice was first approved in 1999 and updated versions were approved in 2008 and 2014. Following consultation with relevant stakeholders within the Council and receiving feedback from residents and businesses, the Code of Practice has again been updated.



## Code of Practice for Filming in Edinburgh

### 1. Recommendations

---

- 1.1 It is recommended that Committee:
  - 1.1.1 Approve the revised Code of Practice for filming in Edinburgh: A-Z Guidelines;
  - 1.1.2 Approve that the procedures and policies relating to use of drones (Code of Practice - Appendix 2) can be reviewed after six months to ensure they are fit for purpose; and
  - 1.1.3 Refer the report to Transport and Environment Committee for their joint approval given the relevance of some of the Code of Practice to their remit in regards to place management.

### 2. Background

---

- 2.1 Edinburgh has long been aware of the benefits of filming to the city, being the first city in Scotland to create a film office in 1990 (2<sup>nd</sup> in the UK).
- 2.2 In 1999 the City of Edinburgh Council and its film office published its Filming Charter, confirming the Council's commitment to facilitating services to the film and television industries and obliging filmmakers to abide by a Code of Practice in return for the Council's advice and support. These have been refreshed in 2008 and again in 2014. Since then, the Filming Charter and the statement of support that it engenders has been integral in the city winning hugely successful film and TV productions including - 'Avengers Infinity War', 'T2 Trainspotting', 'Outlander', and the Netflix production about Robert The Bruce, 'Outlaw King'.
- 2.3 The direct economic impact of filming in the city has grown to a record £16M in 2018, creating jobs for over 300 residents and opportunities for 280 businesses. These films and TV programmes promote Edinburgh to millions of people all over the world.
- 2.4 VisitBritain research (February 2018) reports that over 78% of visitors to the UK are influenced in their choice of destination by film and TV. The Outlander effect is well known, with Doune Castle experiencing over 110% increase in visitor numbers since its appearance in the TV series, and Craigmillar Castle and the Museum of Edinburgh now counting increases in footfall since being featured. Tour operators are running Outlander and Trainspotting tours and Edinburgh's event companies are creating Outlander, Trainspotting and Avengers-themed events.

- 2.5 With the advent of new technologies and increasing film and TV production in the city, the time is right to review and update the Code of Practice so that the city can continue to support filming. The new Code of Practice expands on processes and protocols expected of filmmakers in order to minimise disruption to the city, our businesses and residents.
- 2.6 The policies have been benchmarked against those of other UK cities which experience high levels of film and TV production, including Manchester, Liverpool and London, and will therefore be viewed favourably by the international film and TV industries, whilst also taking into account the views of local residents, businesses and services.

### 3. Main report

---

- 3.1 The Culture Service is working with Film Edinburgh to update the Code of Practice which sets out the Council's policies and procedures on filming in Edinburgh.
- 3.2 The Code of Practice sets out the Council's expectations of the conduct of filmmakers filming in Edinburgh. This includes taking care of public and private property, observing health and safety considerations, obtaining necessary permissions, carrying appropriate levels of public liability insurance, and respecting members of the public.
- 3.3 Where the Council provides a specific service to a filmmaker – such as leasing of a property or the granting of permission to film on the tramline – this will be subject to a separate agreement.
- 3.4 Between July and October 2018 Film Edinburgh consulted relevant Council services and teams on the document.
- 3.5 The Code of Practice has been updated based on responses to the consultation as well as feedback received from residents and businesses. The most substantive changes have been:
  - 3.5.1 Appendix 2 – Drone Policy. The addition of a drone policy is to respond to today's needs as the use of drones becomes more prevalent in filmmaking and generally by members of the public. The Council departments consulted noted that having one Council team looking at risk assessments, method statements and other health and safety considerations at the outset, before applying for permits etc, would both make applying to the Council easier for filmmakers, but also provide a level of comfort that each application had been fully considered.
  - 3.5.2 Appendix 3 – Night Filming. The expansion of the policy regarding night filming is to give filmmakers clear guidance about the process, timescales and communication expected of filmmakers working outside social hours in residential and commercial areas of the city. The Environmental Protection Unit advised about the nuisance of noise and light in anti-social hours. The policy specifies the times beyond which noise and light are to be kept to a

minimum, requests details of consultation with occupiers of noise-sensitive premises, records that consultation with affected premises must be within an adequate timeframe, and asks for information about the noise/light mitigation methods to be provided. The night filming policy aligns with the night-filming policies in Manchester, Liverpool and London.

- 3.5.3 The Code of Practice clarifies that filmmakers must not place anything in the road, from cones to cranes, without the prior agreement of the Council's Roads Department.
  - 3.5.4 The Code of Practice is explicit about the expected content and timescale of letters to notify Residents and Businesses about forthcoming filming.
  - 3.5.5 The reporting is moving to Culture and Communities Committee from Economy Committee, given the relevance to events and related activity management in the city's public realm which rests within the committee's Culture Service remit. The report will also be referred to the Transport and Environment Committee given the relevance of some of the Code of Practice to their remit in regards to place management.
- 3.6 If approved by the Culture and Communities Committee, the updated Code of Practice will be publicly re-launched by Film Edinburgh to promote Edinburgh as a "film friendly" city.

#### **4. Measures of success**

---

- 4.1 The Code of Practice will be used by Film Edinburgh to help attract filmmaking to Edinburgh, supporting local production spend.

#### **5. Financial impact**

---

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

#### **6. Risk, policy, compliance and governance impact**

---

- 6.1 There is no risk, policy, compliance or governance impact arising from the contents of this report.

#### **7. Equalities impact**

---

- 7.1 There is no equalities impact arising from the contents of this report.

#### **8. Sustainability impact**

---

- 8.1 There is no sustainability impact arising from the contents of this report.

## 9. Consultation and engagement

---

- 9.1 The following Council teams and services have been consulted on the document: City Centre Team; Network Road Events; Public Safety and Events, Street Lighting and Environmental Protection. Police Scotland has also been consulted.
- 9.2 Filmmakers include contact details for the city's film office (Film Edinburgh) in their communications to residents / businesses about forthcoming filming. This results in Film Edinburgh receiving residents' questions and concerns both ahead of, and following filming. Film Edinburgh has utilized these comments to inform the update to the Code of Practice, in particular the guidance about Night Filming and Letters to Residents. Film Edinburgh has also consulted film industry professionals in Scotland, who have provided input which has informed production management.

## 10. Background reading/external references

---

- 10.1 City of Edinburgh Council also signed up to the Film Charter in 2014 which confirmed the Council's commitment to facilitating filmmakers;  
[https://www.filmedinburgh.org/dyn/1438097007568/Film\\_Charter\\_Apr2014.pdf](https://www.filmedinburgh.org/dyn/1438097007568/Film_Charter_Apr2014.pdf)

### **Paul Lawrence**

Executive Director of Place

Contact: Claire Miller, Public Safety Officer

E-mail: [claire.miller@edinburgh.gov.uk](mailto:claire.miller@edinburgh.gov.uk) | Tel: 0131 529 4618

## 11. Appendices

---

Appendix 1: Code of Practice for filming in Edinburgh: A-Z Guidelines



# Code of Practice for Filming in Edinburgh

## Table of Contents

<b><i>Apply to film in Edinburgh</i></b> .....	<b>4</b>
<b><i>Cabling</i></b> .....	<b>4</b>
<b><i>Camera Track</i></b> .....	<b>4</b>
<b><i>Catering</i></b> .....	<b>5</b>
<b><i>Child Performers</i></b> .....	<b>5</b>
<b><i>Coning</i></b> .....	<b>5</b>
<b><i>Council Property</i></b> .....	<b>5</b>
<b><i>Cranes / Jibs / Cherry Pickers</i></b> .....	<b>5</b>
<b><i>Credits</i></b> .....	<b>6</b>
<b><i>Designated Areas</i></b> .....	<b>6</b>
<b><i>Drones / Unmanned Aircraft Systems</i></b> .....	<b>6</b>
<b><i>Filming from Vehicles</i></b> .....	<b>6</b>
<b><i>Firearms and Weapons</i></b> .....	<b>6</b>
<b><i>Generators</i></b> .....	<b>7</b>
<b><i>Health &amp; Safety</i></b> .....	<b>7</b>
<b><i>Historic Buildings and Conservation Areas</i></b> .....	<b>7</b>
<b><i>Indemnity and Insurance</i></b> .....	<b>7</b>
<b><i>Letters for Residents and Businesses</i></b> .....	<b>7</b>
<b><i>Lighting</i></b> .....	<b>8</b>
<b><i>Locations</i></b> .....	<b>8</b>
<b><i>Night Filming</i></b> .....	<b>9</b>
<b><i>Noise and Nuisance</i></b> .....	<b>9</b>
<b><i>Notifications</i></b> .....	<b>9</b>
<b><i>Parking</i></b> .....	<b>10</b>
<b><i>Police &amp; Emergency Services</i></b> .....	<b>10</b>
<b><i>Publicity</i></b> .....	<b>11</b>
<b><i>Public Liability Insurance</i></b> .....	<b>11</b>
<b><i>Rates</i></b> .....	<b>11</b>
<b><i>Residents and businesses</i></b> .....	<b>11</b>
<b><i>Risk Assessment</i></b> .....	<b>11</b>
<b><i>Rivers &amp; Waterways</i></b> .....	<b>12</b>
<b><i>Road and Traffic Management (TM)</i></b> .....	<b>12</b>

**Code of Practice for filming in Edinburgh: A-Z Guidelines**

**Road Markings** ..... 12

**Rubbish and Waste Removal** ..... 12

**Scaffolding / Lighting Towers** ..... 13

**Security** ..... 13

**Signage** ..... 13

**Smoking** ..... 13

**Street Signs / Street Furniture / Street Lighting** ..... 13

**Special Effects & Pyrotechnics** ..... 14

**Stunts** ..... 14

**Traffic Management**..... 14

**Trams** ..... 14

**Waste Removal** ..... 14

**Wet Downs**..... 14

**Unit Parking** ..... 15

**Appendices** ..... 16

    Appendix 1: Documents & Permits..... 16

    Appendix 2: Drone filming policy ..... 17

**City of Edinburgh Council Land Owner Stance – Drone Usage**..... 17

    Park Enforcement & Bylaws ..... 18

    Transport..... 18

**Application Process** ..... 18

    Appendix 3: Night Filming..... 22

    Appendix 4: Notification requirements ..... 24

### Apply to film in Edinburgh

Film Edinburgh should be advised of any filming activities taking place within Edinburgh.

No filming activity should take place until permissions have been granted by all relevant parties. The Production Company must ensure that all those affected by filming have been consulted and informed of arrangements. Dialogue and special guidance should be sought by the Production Company from CEC for large-scale productions and those involving points 1c through 1f below.

1. **CEC** should be informed of all filming activity taking place on public property within their area. The production's first point of contact for this purpose is Film Edinburgh. Film Edinburgh will require copies of the shooting script and the schedule at the earliest opportunity. The following will be required by Film Edinburgh for dissemination to the appropriate local authority services:
  - a. Name of the production company, type of production, contact person and telephone number.
  - b. Scale of production in terms of numbers of personnel and vehicles
  - c. Road closures, removal, alteration and disguising of street furniture and carriageway markings.
  - d. Use of cranes, aircraft, cherry pickers, track, low-loaders, A-frames and other potentially hazardous equipment in a public place
  - e. Parking of production vehicles on yellow lines, in meter bays or residents bays
  - f. Use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways.
  - g. Productions which depict subjects of a controversial nature
  - h. Filming involving children or animals.
2. CEC requires that access to filming activity in Edinburgh shall be afforded to a representative of Film Edinburgh; such access not to be unreasonably withheld.
3. The representative of Film Edinburgh or nominated officer of CEC will bring to the attention of the production company non adherence to any aspect of the Code of Practice, especially in relation to Health & Safety. Where resolution cannot be achieved, the matter will be passed to the statutory body for consideration.

### Cabling

No cables should be run over the public highway in such a manner to cause a hazard to the general public. Cables should be flown to a minimum height of 2.6m above the footway and 5.7m above the carriageway or covered with matting when crossing pavements. Where appropriate warning cones and hazard tape should be used.

### Camera Track

All matters relating to tracking and filming equipment on the public highway must be discussed with the Roads department via Film Edinburgh at least 2 weeks in advance of filming.

If filming equipment blocks a footway, an alternative safe and supervised route for pedestrians must be discussed with CEC and provided by the Production Company. This route must be fully accessible for wheelchair users, the elderly, parents / guardians with pushchairs, and other pavement users with



## Code of Practice for filming in Edinburgh: A-Z Guidelines

limited mobility. A minimum safe width of 1.2m must be maintained at all times. However, more available width may be required depending on the location. This should be discussed with CEC.

Roadways must be clear of equipment unless agreed with CEC and relevant permits and traffic management have been obtained.

### Catering

Drinks and meals should be taken only in designated areas.

The positioning of catering vehicles must be discussed in advance with CEC via Film Edinburgh. *Productions companies are discouraged from positioning catering vehicles directly in front of residential property or commercial hospitality businesses.*

Caterers must provide evidence of licenses to CEC Environmental Health. Wherever possible, the production company should make use of environmentally friendly materials.

Wherever possible, but subject to the Production's or Commissioner's rules, catering should be sourced locally. All catering waste including spillages must be removed from site. Food waste and oils must not be deposited in rainwater gullies.

### Child Performers

For performances involving children, filmmakers must comply at all times with the Children (Performances) Regulations 1968. For advice and guidance on any matters relating to children in filming, Film Edinburgh can introduce the Production Company to the designated CEC officer.

### Coning

No Waiting cones on public roads have no legal status unless they are sanctioned by a Temporary Traffic Regulation Notice/Order or have been issued by CEC's Parking Services. If cones are placed on the road without permission, they are considered an obstruction on the road. They should not be used unless they are being positioned to ensure a pre-arranged TTRN/O is enforceable.

### Council Property

Use of Council property as a filming location will be facilitated by Council services wherever feasible; security, confidentiality, daily work requirements and schedules allowing. Location fees will reflect disruption and dedicated personnel time and will be negotiable. Any damage caused by a Production will be re-charged to the production company by CEC.

### Cranes / Jibs / Cherry Pickers

CEC via Film Edinburgh must be consulted about the positioning of cherry-pickers, cranes, jibs on the public road so that authorisation can be provided. It may be necessary for CEC to carry out an inspection with the Location Manager both before and after a cherry picker is used. Such equipment will require a permit from the Council. Conditions of any permission granted must be adhered to at all times.

Rigging and de-rigging shall be undertaken with respect for local residents and must be carried out outside anti-social hours to avoid any unreasonable noise or nuisance. Any rigging in anti-social hours

## Code of Practice for filming in Edinburgh: A-Z Guidelines

must be agreed in advance with CEC's noise abatement team and with consultation with local residents and businesses.

### Credits

CEC requests that location and/or filming credits, where possible, be acknowledged for filming activity taking place on the public highways in Edinburgh. Credits should refer to 'The City of Edinburgh'.

### Designated Areas

Filmmakers' activities should be limited to areas and times for which permission has been granted.

Production vehicles should be parked where agreed at pre-arranged times. Engines should be switched off on arrival. Cast and crew should not park in the immediate vicinity of a location unless strictly necessary to ensure minimum disruption to residents and for which spaces are provided.

Drinks and meals should be taken only in designated areas.

No smoking restrictions in accordance with the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 must be adhered to. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the Production Company.

Crew members must not trespass onto neighbouring property or enter areas of a location which the owner has stipulated may not be used for filming.

### Drones / Unmanned Aircraft Systems

Filmmakers' activities should be limited to areas and times for which permission has been granted. Please see appendix 2 for more details.

### Filming from Vehicles

The Production must inform CEC via Film Edinburgh when filming from a moving vehicle on public roads. This includes, but is not limited to, filming using low loaders, vehicle mounted cameras, tracking vehicles and A-Frames. Film Edinburgh will consult with Police Scotland when any such request is received. All Road Traffic legislation must be complied with subject to the grant of any concessions by CEC and/or Traffic Scotland and Police Scotland.

### Firearms and Weapons

No weapons (armoury) or firearms of any kind, including prop or replica firearms, shall be used without agreement in advance between the Production and Police Scotland. This includes filming exteriors and/or interiors on public and private property.

Where it is a live firing weapon, the Production must have a license holder for that weapon present, or a Registered Firearms Dealer (RFD) or a servant of the RFD. Where it is a blank firing weapon, it is recommended to have the above present.

## Code of Practice for filming in Edinburgh: A-Z Guidelines

### Generators

All generators must be positioned as far away as reasonably practicable from residential and commercial properties unless prior permission has been given. It is recommended that super-silent generators are used, particularly where long term use or use during unsociable hours is anticipated. The production company should be prepared to take action should a reasonable complaint about noise be received.

### Health & Safety

It is the responsibility of the Production Company to ensure that employees are in compliance with current Health and Safety Regulations (HSE INDG360) when filming on location. It is a criminal offence to breach Health and Safety Regulations. Failure to comply may invalidate any insurance.

All locations must be assessed for risk and hazard. When necessary a Health and Safety professional should be consulted. The Council's Public Safety Manager should be consulted when filming on Council property.

A person qualified in First Aid should always be present during filming.

### Historic Buildings and Conservation Areas

Added restrictions will apply to historic buildings and conservation areas. Details of filming should be discussed with the respective filming contact and regulations observed.

### Indemnity and Insurance

Proof of public liability insurance with an adequate limit of indemnity (no less than £10 million) and all other insurances required by law should be made available on demand to anyone affected by the location filming activities of the production company.

### Letters for Residents and Businesses

Filmmakers on location are visitors and should be sensitive to the community in which they are working. Members of the public should be treated with courtesy and consideration at all times. All neighbouring residents and businesses affected by filming or film-related activity (unit bases, technical parking etc) should be notified by letter of the filming arrangements, impact and mitigating action. For day-time filming, notice of at least one week should be given. For night-filming in residential areas, three weeks' notice should be given (see Night Filming). A copy of residents' and businesses letters should be received by Film Edinburgh prior to it being printed and distributed and to a timescale so that the notice period above achieved.

Resident letters should include the following information:

- Name of production company, type of production, contact name, telephone number and email address
- Location of filming and filming-related activity
- Dates and times of filming and filming-related activity
- Description of exterior activity / scenes
- Scale of impact in terms of numbers of personnel / vehicles
- Use of drones / large-scale filming equipment

## Code of Practice for filming in Edinburgh: A-Z Guidelines

- Road closures, removal / alteration, parking disruption
- Access arrangements
- Disruption and mitigation
- Night-filming: mitigation of noise/light nuisance
- Who to contact with concerns or queries

### Lighting

The placement of lighting stands on the carriageway or footway must be agreed with CEC.

Lighting must not cause a hazard to the general public. (Please refer to the section *Cabling* for guidance on safe cabling of such items).

No danger or annoyance should be caused to residents or members of the public by the dazzle of lights.

The following considerations should be taken to prevent any risk to the public or Production Company employees:

- Lights above ground level and lighting stands are properly secured
- Lighting stands placed on a footway are attended at all times or are weighted and secured
- Lights do not dazzle any motorists
- Lights are not shone directly towards residential or commercial properties at any time without specific permission
- Blackouts are available so as to protect the public from light pollution when required.

### Locations

Filmmakers should ensure that location owners are:

1. Kept fully informed of the intentions of the production company at all stages, whether the location is used for filming eventually or not
2. Given a reasonable site rental in accordance with the budget of the film
3. Issued with an approved location contract which clearly states the terms agreed between themselves and the Production Company
4. Given details of any art department requirements including dressing and construction.
5. Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
6. Objects belonging to the location must not be moved or removed without the owner's express permission.
7. All property removed or disguised for filming purposes must be reinstated upon completion of filming.
8. The filming location should be kept clean and any waste generated by the filmmakers should be removed.
9. The Production Company must make good any damage (including ground damage) caused by its activities immediately after filming and must notify all parties concerned.
10. Whenever necessary, the company must ensure that the location and its environs are protected by security staff.
11. The crew and members responsible for the location should check it thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

## Code of Practice for filming in Edinburgh: A-Z Guidelines

### Night Filming

Filming or filming-related activity on the public road will be limited to no later than 23:00 and no earlier than 07:00 in residential areas unless by prior agreement and adherence to Night Filming guidelines. Any filming or filming-related activity between these hours will require consultation with affected residents / businesses as well as CEC and Police Scotland. Adequate time must be allowed for consultation. Generators must be baffled or integral with the location vehicle. Large equipment must be in place outside anti-social hours and not moved during this period. Any anticipated noise must be limited to a specific short period of time and this made clear to affected residents / businesses.

Where possible, vehicles should use white noise warnings or banksmen as opposed to beeping or spoken word alerts.

Unreasonable noise and nuisance caused by filming may be subject to action under the Environmental Protection Act 1990 and permits / traffic orders may be revoked.

Please see detailed guidance for *Night Filming*.

### Noise and Nuisance

Use of audio playback and megaphones must be discussed with CEC via Film Edinburgh. The parking position of generators must be agreed in advance and will depend on local sensitivities. Generators should be baffled or integral with the location vehicle. If numerous days of filming are proposed in the same location the production company should provide one day of respite per week for residents.

### Notifications

CEC via Film Edinburgh must be notified of all filming taking place on public property within its area. Film Edinburgh will require copies of the shooting script and schedule at the earliest opportunity. See *Apply to Film in Edinburgh* above.

Police Scotland Edinburgh Operations Planning Dept must be informed of filming activity. Film Edinburgh will notify the police with this information initially but a follow-up dialogue directly between the Police and the Production Company is suggested for larger productions. Special guidance should be sought about the staging of crimes, accidents or use of firearms or other offensive weapons, artists dressed in police uniforms and use of pseudo police vehicles.

Emergency Services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. CEC will advise Emergency Services of temporary traffic restrictions through distribution of the TTRN / TTRO. The Production Company must advise the emergency services of use of SFX, fires or braziers, fire hydrants, impersonation of emergency services officers or pseudo emergency vehicles.

All neighbouring residents and businesses affected by filming should be notified in advance by letter of filming arrangements in their area. Notice of at least one week should be given. See *Letters for Residents and Businesses* above.

## Code of Practice for filming in Edinburgh: A-Z Guidelines

### Parking

Parking plans should be submitted by the Production Company and discussed with Film Edinburgh and agreed with CEC; in particular for technical vehicles, equipment, and bays reserved for continuity. The Production Company should make every effort to find off street parking for all facilities vehicles. Cast and crew should not park personal vehicles in the immediate vicinity of a location unless spaces are provided. Production vehicles should be parked where agreed at pre-arranged times. Cones for parking should only be used with the prior agreement of CEC.

Engines should be switched off on arrival. Access to homes and businesses should be kept clear at all times unless agreed in advance with the owner. Mandatory or warning traffic signs must not be obscured when parking vehicles on highways that are not closed.

Productions units can apply for a combination of single yellow line dispensation and pay bay suspension for production vehicles if they are operating within restricted zones and times. Parking Services need three working days notice to implement this. See *Parking Operations Special Events Procedure* in the Appendix.

Productions that plan to arrive at a location outside restricted zones or times and need to guarantee their spaces will need to apply for a TTRN / TTRO through the Roads Department. Two weeks notice is required for TTRNs, eight weeks for TTROs. Cones must be used only in agreement with CEC. See *Roads and Traffic Management*.

Parking operations can supply dedicated resources such as parking attendants and removal trucks to ensure that suspensions and TTROs are cleared in time. These services can be employed Monday to Saturday 07:00 – 18:30. Outside these hours a minimum of 1 week's notice is required. See *Parking Operations Special Events Procedure* in the Appendix for pricing.

### Police & Emergency Services

**Police Scotland** – Edinburgh Operations Planning Department must be informed of filming activity. Film Edinburgh will notify the police with this information initially but a follow-up dialogue directly between the Production Company and the Police is suggested for larger productions. In addition to advising the Police of points 1a-h above (see: *Apply to film in Edinburgh*), special guidance should be sought with the following:

1. The staging of crimes, accidents or use of firearms or other offensive weapons
2. The dressing of artists in police uniforms. It is an offence to impersonate a police officer and cast must cover such uniforms between takes.

Any Police presence requested to assist filming events will be by risk assessment and will be subject to cost recovery by Police Scotland. Where management of traffic is involved, a TTRN/O will be required.

**Emergency Services** should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. Where relevant the emergency services should be duly advised of:

1. Any likely disruption to traffic due to road closures during filming. CEC will distribute the TTRN / TTRO to emergency services in this regards.
2. Use of fire hydrants, special effects, fires or explosions (Fire and Rescue Services)
3. The impersonation of fire officers or use of pseudo fire tenders (Fire and Rescue Services)

## Code of Practice for filming in Edinburgh: A-Z Guidelines

4. The impersonation of ambulance staff or use of pseudo ambulances
5. Where occupied premises are used as film locations all fire precautions must be complied with unless previously agreed by the Fire and Rescue Services.

### Publicity

The Production (or the Distributor or Broadcaster) shall provide Film Edinburgh with publicity materials on release of the project wherever possible.

### Public Liability Insurance

Proof of public liability insurance with an adequate limit of indemnity (no less than £10 million) and all other insurances required by law should be made available on demand to anyone affected by the location filming activities of the production company.

### Rates

CEC does not have the authority to waive business rates on its or privately owned property which is rented and occupied by production companies. If however the production company believes that the rateable value is excessive, it can apply to the Valuation Office to have the rateable value reviewed.

### Residents and businesses

Filmmakers on location are visitors and should be sensitive to the community in which they are working. Members of the public should be treated with courtesy and consideration at all times.

The production company should consult with local residents and businesses that may be affected by filming prior to and during the shoot. Film Edinburgh should be approached before residents and businesses are contacted because they can provide relevant local information to aid a fair consultation process.

Please see *Night Filming* guidelines for filming in anti-social hours.

### Risk Assessment

Risk Assessments are required by both the self-employed and any organisation with employees so that they can meet their statutory duties to employees and those affected by their actions, as well as satisfying their insurance obligations. Specific Risk Assessments, beyond those generic assessments generally applying to film production on location, are also required depending on the type and nature of filming, and also as to the place(s) where filming is to take place. When necessary a Health and Safety professional should be consulted. The Council's Health and Safety Manager should be consulted when filming on Council property.

While the Location contact may demand the provision of copies of the Production's Risk Assessments, the responsibility of the completion and content of this document lies solely with the Production, specifically the Producer. The Producer retains a non-delegable duty to ensure that the film production is performed safely, though the Producer can decide to delegate some element of responsibility to as 'competent other'. All such health & safety duties, and therefore any liability arising, ultimately lie with the Producer – to that extent those duties are non-delegable. It must be

## Code of Practice for filming in Edinburgh: A-Z Guidelines

underlined that merely because Risk Assessments have been provided as requested by the provisions of the Location contact, that does not mean that the Location contact has approved or signed off the document.

### Rivers & Waterways

When planning to film on any waterway, the production company must liaise with the relevant governing body as early as possible. Specific Health & Safety measures will apply.

### Road and Traffic Management (TM)

The Production Company will liaise with CEC via Film Edinburgh about using public roads and footpaths for filming or placing down equipment. Once locations and the requirement for street closures, control or occupation are identified, Film Edinburgh will convene a meeting of Police and Council authorities to examine plans, identify difficulties, suggest solutions to problems and settle on schedules. Thereafter, the producer or location manager will liaise with Police and Council officers to conclude the details.

To close roads, restrict parking or control traffic a Temporary Traffic Regulation Day Notice (TTRN) or Temporary Traffic Regulation Order (TTRO) is required.

Road closures, parking restrictions and traffic control away from main arterial routes, unlikely to cause widespread disruption and not in effect for longer than 5 consecutive days, will require a TTRN. A minimum of 2 weeks' notice prior to the first restriction is required for a TTRN.

Road closures, parking restrictions and traffic control on main arterial routes and/or likely to cause widespread disruption and/or in effect for longer than 5 consecutive days, will require a TTRO. A minimum of 8 weeks' notice prior to the first restriction is required for a TTRO.

CEC will issue the TTRO or TTRN to the applicant, but it is the filmmaker's responsibility to put out the TTRO notices as well as the yellow Correx 'No Parking' boards and cones on the street. Filmmakers will require the services of a competent TM company to put in place the necessary traffic management (signage, cones, barriers, intermittent traffic controls etc). Drawings showing TM setups should be submitted to CEC for review prior to being placed out on the street.

It should be noted that main (trunk) routes outside city and town boundaries are the responsibility of the Scottish Executive and separate negotiations will be required.

### Road Markings

Subject to agreement in advance with CEC, yellow lines and other road markings may be covered by the production company, either with loose material which can be swept up afterwards or with water-soluble paints which must be cleaned off after the shoot. The production must fully reinstate any alterations to road markings to the satisfaction of CEC and, when obliged to use official contractors, the production company will cover the cost.

### Rubbish and Waste Removal

The filming location should be kept clean and any waste generated by the filmmaker must be removed, including spillages such as oil or fuel.



### Scaffolding / Lighting Towers

All requests to erect scaffolding, staging or lighting towers in a public area, highway or footway, must be agreed in advance with CEC. A temporary structure permit will be required. Applications should be submitted to the Permits team in CEC. 4 weeks notice is recommended.

### Security

Whenever necessary, the production company must ensure that the location and its environs are protected by security staff. Staff should be SIA licensed.

### Signage

All production and unit signs to direct the company to location / unit base must be removed promptly when no longer required.

### Smoking

No smoking restrictions in accordance with the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 must be adhered to. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the Production.

### Street Signs / Street Furniture / Street Lighting

Requests to remove bollards, street lamps, bus stop signs, bike racks, street signs etc can be accommodated but sufficient notice must be given to CEC. All agreed work shall normally be carried out by CEC and filmmakers will be charged at cost for this service. Quotes will be supplied for each request. Other contractors may be used to work on street lights subject to approval by CEC Street Lighting.

Subject to negotiation, street lighting can be removed switched on or off or timings altered, where changes do not cause undue Health & Safety problems. Temporary lighting should be provided by the Production Company if the public access to the area is to be maintained where street lights have been removed or switched off, especially where street lights are disconnected or removed for long periods of time. Any public footpaths and carriageways must be lit to the appropriate standards set out in HSE BS5489 if previously lit.

Notice of at least one week is required.

If necessary, some bus shelters can be removed or replaced, although this can be expensive and dressing may be more cost-effective. CEC rather than the bus companies oversees the management of bus shelters.

All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. In some cases this will need to be completed before the road can reopen (i.e. where this is statutory signage).

## Code of Practice for filming in Edinburgh: A-Z Guidelines

### Special Effects & Pyrotechnics

This section refers to, but is not limited to, all sequences including physical, atmospheric and pyrotechnic effects. The Production Company must notify the relevant location contact whenever physical, or pyrotechnic effects are to be used, and must consult CEC, Police Scotland and Emergency Services in advance. In accordance with statutory Health and Safety obligations, the Production Company must provide a Risk Assessment and Method Statement to CEC and the location contact.

The production company must inform local residents and businesses of such activity, in consultation with CEC / Film Edinburgh. All special effects must be under the direct supervision of a JIGS graded SFX Supervisor, or person of similar experience. Atmospheric effects (e.g. wet downs, snow, mist and rain) may only be carried out with the approval of the filming contact (CEC / location representative) after a proper evaluation of the forecast weather conditions and with the proper signage and a clear up and safe disposal schedule. Productions should consider existing industry codes and guidance documents from recognised bodies such as HSE, BECTU etc.

### Stunts

The Production Company must notify CEC via Film Edinburgh whenever stunts are to be used and must consult Police Scotland and Emergency Services in advance. In accordance with statutory Health and Safety legislation, the Production Company must provide a Risk Assessment and Method Statement. The production company must inform local residents and businesses of such filming. All stunts must be under the direct supervision of a recognised Joint Industry Stunt Committee (JISC) Coordinator or a person of similar experience.

### Traffic Management

See *Roads and Traffic Management* above.

### Trams

Filmmakers wishing to film on or near the tramlines are required to familiarise themselves with the Edinburgh Tram Byelaws and with supplementary guidance supplied by CEC and secure relevant authorisation from Edinburgh Trams as required by the Byelaws in advance of filming. Any construction or installation work within the “hazard zone” of the tramway will require an “Authority To Work” (ATW) Permit. More information can be found at <https://edinburghtrams.com/information/working-around-trams>.

### Waste Removal

The filming location should be kept clean and any waste generated by the Production Company should be removed, including spillages such as oil and fuel.

Crew members responsible for the location should check it thoroughly before departure to ensure that the location has been restored to its original state and that any evidence of filming activity has been removed.

### Wet Downs

See *Special Effects & Pyrotechnics* above.

### Unit Parking

The Production Company should make every effort to find off-road parking for all facilities vehicles. Where this is not possible, the Production Company should not park facilities vehicles directly in front of residential property or commercial businesses. The Production Company should ensure that generators are silent and parked as far away as reasonably practicable from residential and commercial properties unless prior permission has been given. Residents and businesses likely to be affected by a unit base should be notified by letter within a reasonable time (usually at least 1 week).

## Code of Practice for filming in Edinburgh: A-Z Guidelines

### Appendices

#### Appendix 1: Documents & Permits

##### ROAD OCCUPATION PERMIT

[http://www.edinburgh.gov.uk/info/20089/roads\\_and\\_pavements/1390/road\\_occupation\\_permits](http://www.edinburgh.gov.uk/info/20089/roads_and_pavements/1390/road_occupation_permits)

##### EDINBURGH TRAMS: AUTHORITY TO WORK PERMIT

<https://edinburghtrams.com/uploads/general/AtWform.pdf>

##### CEC CEMETERIES FILMING GUIDELINES

<https://www.filmedinburgh.org/Filming/Permits>

##### HEALTH AND SAFETY REGULATIONS HSE INDG360

<http://www.hse.gov.uk/pubns/indg360.pdf>

##### HEALTH AND SAFETY REGULATIONS: ROAD LIGHTING HSE BS 5489

<http://www.hse.gov.uk/workplacetransport/factsheets/lighting.htm>

##### CHILDREN (PERFORMANCES AND ACTIVITIES) (SCOTLAND) REGULATIONS 2014

[http://www.legislation.gov.uk/ssi/2014/372/pdfs/ssi\\_20140372\\_en.pdf](http://www.legislation.gov.uk/ssi/2014/372/pdfs/ssi_20140372_en.pdf)

##### MANAGEMENT OF FIREARMS AND WEAPONS IN FILM & TV PRODUCTIONS

<http://www.hse.gov.uk/pubns/etis20.pdf>

##### RISK ASSESSMENTS

<http://www.hse.gov.uk/risk/controlling-risks.htm>

##### REQUEST A TEMPORARY TRAFFIC REGULATION NOTICE / ORDER

Contact Film Edinburgh [info@filmedinburgh.org](mailto:info@filmedinburgh.org)

##### REQUEST PAY BAY SUSPENSION OR SINGLE YELLOW LINE DISPENSATION

<https://www.filmedinburgh.org/dyn/1536249142707/GG-Special-Events-Procedure-2018-19.pdf>

## Code of Practice for filming in Edinburgh: A-Z Guidelines

### Appendix 2: Drone filming policy

The City of Edinburgh Council has introduced a Drone Policy in response to an upsurge in public request and usage of drones (or Unmanned Aircraft Systems (UAS)) on council managed land including parks, roads and public open spaces.

Traditionally UAS have only been used by model aircraft enthusiasts for recreational purposes. However, they are increasingly being used for professional applications such as surveillance and data-gathering. Such aircraft may be operated in a way that could pose a risk to the general public.

This increase in use comes from both the recreational and commercial sectors. Commercially drones have become more popular for filming and surveying, replacing traditional methods of aerial film and still capture like light aircraft, extended jibs, scaffolding, abseiling etc. Furthermore, much larger UAS than before are now available to the commercial and public market. These aircraft are required by National and European laws to be designed and manufactured to an approved standard, and very often require a great deal more space in which to operate. Therefore it is often necessary to take additional steps to ensure that the aircraft can be safely integrated with other parties - both in the air and on the ground.

A great deal of online guidance, which is being regularly updated, can be found on the CAA website: [www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones](http://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones)

Essentially, the person controlling a small UAS is fully responsible for the safe operation of any flight, but it is important to consider whether permission, in addition to and separate from a licence from the CAA or others, is needed.

The regulations are intended to protect people and / or properties that are not involved in the activity. They are also aimed at being as 'light touch' and proportionate as possible, so there is a great deal that can be done (especially for private or recreational flights) without the need to approach the CAA at all.

#### City of Edinburgh Council Land Owner Stance – Drone Usage

In general terms, and in line with CAA advice, The City of Edinburgh Council (CEC) may refuse any request made to us for recreational or commercial purposes as land owner to fly drones on City of Edinburgh Council (CEC) land.

Exemptions will only be granted, where usage of a drone device;

- aids risk reduction in the work place i.e. working at height, building survey work
- is to undertake a professional service, i.e. Festivals & Events Media, filming, etc. whilst working within the constraints of CAA guidance noted above.

Reasons for the Council stance for recreational or commercial requests;

- The close proximity of many of our sites to neighbouring residential, educational and business properties and the potential risk of causing alarm, distress or harassment to occupants.
- Potential risk of accident, injury to other site users or property as a result of user or drone error.
- CEC granting permission could leave the local authority liable for subsequent actions brought about by drone activity when operated from land under our ownership

## Code of Practice for filming in Edinburgh: A-Z Guidelines

### Park Enforcement & Bylaws

If person/persons are found to be using an unauthorised drone or model aircraft on or from CEC land without permission they will be requested to stop immediately. If the user refuses to stop, Police Scotland will be called to attend to cease activity and remove the user from CEC land.

The Management Rules for Public Parks and Greenspace can be seen here:

[http://www.edinburgh.gov.uk/download/downloads/id/62/management\\_rules\\_for\\_parks\\_and\\_greenspaces.pdf](http://www.edinburgh.gov.uk/download/downloads/id/62/management_rules_for_parks_and_greenspaces.pdf)

Item 4.13 of those rules advises that “Engaging in any commercial activity whatsoever (including, without limitation, dog walking services, photography, filming and fitness training services)” is prohibited.

### Transport

#### *Roads*

Requests to fly from any part of the roads network of the City of Edinburgh should be made via “ROAD OCCUPATION PERMITS”

[http://www.edinburgh.gov.uk/downloads/download/339/road\\_occupation\\_permits](http://www.edinburgh.gov.uk/downloads/download/339/road_occupation_permits)

#### *Trams / Rail*

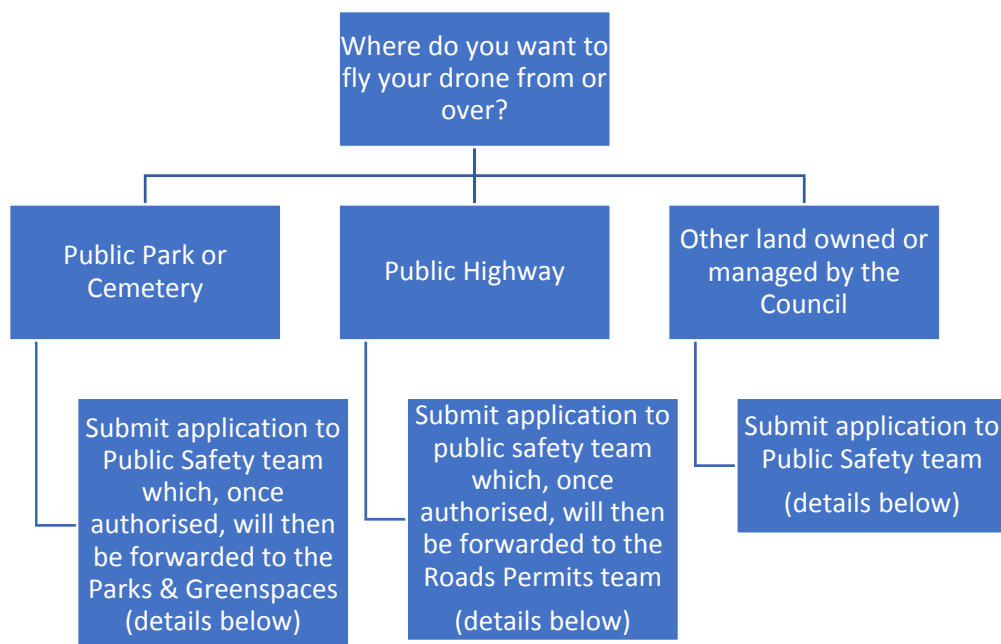
Requests to fly from or near any part of the tram network should be made through the through the “AUTHORITY TO WORK PERMIT” outlined in the Code of Practice.

<https://edinburghtrams.com/uploads/general/AtWform.pdf>

Similar requests for filming on or near railways and rail property should be made to the relevant part of the Rail Authority.

### Application Process

Any person who wishes to carry out UAS flights on, from or over any Council owned or managed sites should contact the appropriate Council team as below.



## Code of Practice for filming in Edinburgh: A-Z Guidelines

**Parks & Greenspaces** - [parks@edinburgh.gov.uk](mailto:parks@edinburgh.gov.uk)

Apply here: <http://eventsedinburgh.org.uk/Parks-Greenspace.html>

**Roads Permits** - [roadservices@edinburgh.gov.uk](mailto:roadservices@edinburgh.gov.uk)

Apply here: [http://www.edinburgh.gov.uk/downloads/download/339/road\\_occupation\\_permits](http://www.edinburgh.gov.uk/downloads/download/339/road_occupation_permits)

**Public Safety** - [publicsafety@edinburgh.gov.uk](mailto:publicsafety@edinburgh.gov.uk)

Applications to public safety should be made well in advance and be accompanied by:

- Flight Plan highlighting the flight area and appropriate control points for the applicable areas where the SUAs will be flown, this should also include any Contingency flight area - any area the SUA may need to go should there be a reason to abandon the flight.
- Evidence of CAA licence (where required)
- Evidence of Public Liability Insurance
- Confirmation of CAA permission (where required)
- Risk Assessment and Method Statement which must be specific to the operation in question

Depending on the assessment of the above further documentation is likely, these commonly include;

- **A Traffic Order or Traffic Notice as well as A Traffic Management Plan:** required if the flight is close to or includes a highway. A fee will be applicable to obtain this additional permission.
- **Stewarding Plan:** description and maps of what control measures will be in place and where stewards will be located whilst the SUA in use.



**THE CITY OF EDINBURGH COUNCIL**

**PUBLIC SAFETY**

**Unmanned Aircraft System**

**Application for Use within City of Edinburgh Council boundary**

**INFORMATION ABOUT THE ACTIVITY**

**Film or Photography**

**Venue**

**Activity Title**

**Commercial / recreation**

**Set up Date and time**

**Start Date of activity**

**End Date of activity**

**De-rig/off site time**

Please provide a description of your activity which should include the total number of participants (including crew) under your control and noting any persons who may be present that will not be under your control.



**Contact Information**

**Organisation/Company**

**Responsible person/invoice contact details**

Name:  
Mobile phone:  
Land line:  
Postal address:

Email address:

CHECKLIST for information to be submitted:

- Flight Plan
- CAA Licence (if applicable)
- CAA Permission (if applicable)
- Public Liability Insurance
- Risk assessment / method statement
- Fee of £100.00 – applicant will be invoiced

This form should be completed and submitted to the address noted below.

### Appendix 3: Night Filming

These guidelines are for filmmakers wishing to film or undertake filming-related activity outside social hours in residential and commercial areas in Edinburgh.

Unsocial or 'night filming' refers to any filming activities taking place between 23:00 and 07:00.

The key to successful working outside social hours is effective consultation with those people affected by the work. Therefore when considering night filming in residential and commercial areas it is essential to consult with local residents and businesses in the planning process and adequate time must be allowed for this. Any planned noise in anti-social hours, including the lowering of crane arms, needs to be time-specific and local residents/businesses notified as such.

Residents who have legitimate objections can result in your application being declined. In addition, residents and traders who are left inconvenienced and disgruntled following a shoot may result in an area becoming difficult to film in the future.

Depending on the nature of filming and/or location, CEC may require a deposit to ensure and safeguard against noise and nuisance, reinstatement works, cleansing, damage or staff costs to supervise or assist any other unforeseen circumstances when filming takes place in residential and business areas.

Therefore in all instances, CEC via Film Edinburgh must be fully briefed and informed in advance, working to the following guidelines and best practice:

- Any activity outside of social hours, including filming, is subject to the Environmental Protection Act (1990) regarding noise and nuisance. A legitimate complaint about noise or nuisance from a resident to CEC / Film Edinburgh can result in the termination of filming at that location and withdrawal of any permits or traffic orders obtained. Therefore it is advisable to film all scenes requiring noise above conversational level before 22:00.
- Filming in residential areas should be finished and de-rigged no later than 23:00, unless prior permission has been granted by CEC and the residents have been consulted and no objections have been received.
- Noise should be kept to a minimum.
- All options should be explored to keep noise from generators to a minimum including baffling and the use of super-silent generators, which should be sensitively located.
- In instances where de-rigging of noisy equipment or heavy vehicles cannot be removed silently at the end of filming, they must be left in place and attended overnight by security staff. Should this happen, Film Edinburgh must be informed.
- Technical vehicles must be parked in sensible locations which will not disturb residents.
- All crew should use covert kits with their walkie-talkies.
- Earplugs should be made available to residents and traders if requested.
- Black out material should be made available to residents and traders if required, and the production company should make staff available to assist those residents that are not able to put up or take down the blackout material.
- The production company should be prepared to take immediate action if complaints about noise or lighting in antisocial hours are received.

## Code of Practice for filming in Edinburgh: A-Z Guidelines

### Requesting approval to film outside social hours

In order to comply with the Environmental Protection Act (1990), where a Production Company identifies a need to work outside normal hours they should liaise as soon as possible with Film Edinburgh who will in turn liaise with CEC's Environmental Protection Unit to discuss the request. Before approval can be given the following information must be provided via a method statement:

- Name of location
- Explanation for out of hours working
- Duration
- Location of noise sensitive premises affected
- Details of proposed consultation with occupiers of noise sensitive premises
- Working methods
- Mitigation methods to minimise noise.

It is recommended that filmmakers factor in three week's notice in order to allow adequate time for community consultation.

Appendix 4: Notification requirements

Activity	Notification period (min.)
Camera track / equipment on the road (partial obstruction)	2 weeks (minor road, no more than 5 days), 8 weeks (main road / more than 5 consecutive days)
Drone use	2 weeks (will be operated at a remote location) 8 weeks (will be operated in a built up area, near members of public, or other areas deemed as higher risk)
Intermittent Traffic Controls (ITC)	2 weeks (minor road, no more than 5 days) following joint agency meeting 8 weeks (major road, more than 5 days) following joint agency meeting
Large-scale production requests	4 weeks
Lighting towers / scaffolds / cranes permits	4 weeks
Location contracts (estates)	1 week
Parking in city centre controlled parking zone during restricted hours	3 days
Parking outside controlled zone/hours	2 weeks
Police officer services	1 week
Residents and Businesses letter drop	1 week - day filming 3 weeks - night filming
Road closure	2 weeks (minor road, no more than 5 days) following joint agency meeting 8 weeks (major road, more than 5 days) following joint agency meeting
Small-scale production requests (low/no impact)	1 week
Stunts / Special Effects/ Pyrotechnics	2 weeks (minor road, no more than 5 days) following joint agency meeting 8 weeks (major road, more than 5 days) following joint agency meeting
Yellow Line Dispensation	1 day

# Culture and Communities Committee

10.00am, Tuesday, 29 January 2019

## Graffiti Working Group Findings Report

Item number	8.8
Report number	
Executive/routine	
Wards	
Council Commitments	<a href="#">23</a>

### Executive Summary

---

The purpose of this report is to update committee on the key findings of the Member/Officer working group on graffiti and to recommend priority actions that should be pursued in order to improve the Council's approach to managing graffiti in the city.

## Graffiti Working Group Findings Report

### 1. Recommendations

---

- 1.1 Committee notes the findings of the working group outlined at section 3.20.
- 1.2 Committee approves the progression of the findings as part of a Graffiti Action Plan.

### 2. Background

---

- 2.1 In recent months, several elected members have raised concerns regarding the level of graffiti in the city and the lack of a clear policy on how this issue is tackled.
- 2.2 At its meeting on the 21 September 2017, an amended motion was passed which outlined the requirement for a report to the Culture and Communities Committee reviewing the current procedures for dealing with graffiti and examining best practice in the city to deal with the issue.
- 2.3 On the [20 March 2018](#), Culture and Communities Committee approved the creation of a Graffiti Working Group to consider the current approach to managing graffiti in the city and to identify opportunities for improvement.
- 2.4 This group consists of Councillors McNeese-Mechan, Osler, Rae, Graczyk, Wilson and Mitchell. In addition, the Head of Place Management and the North East Locality Transport and Environment Manager attend the group. The group has met on four occasions since March 2018.
- 2.5 The group was unanimous in acknowledging that there are wide spread problems with graffiti (particularly tagging) across the city and that this issue did need to be tackled. However, the group also noted that this should not be at the expense of street art or murals where appropriate and that the Council needed to lead by example in tackling this problem.

### 3. Main report

---

#### **The scale of the problem**

- 3.1 The Council has long operated a graffiti removal service however this service is limited to removal from Council property only and has prioritised the removal of offensive graffiti over non-offensive graffiti.

- 3.2 From the 1 April 2018 until the 30 November 2018, the Council has received 134 reports of offensive graffiti. In the same period of time, only 121 reports of non-offensive graffiti have been made. This is a reduction on the same period in 2017.
- 3.3 It is likely that this low number of reports is reflective of the fact that residents and businesses know the Council's policy of only removing from public property and therefore do not report issues to us, as opposed to there being a low incidence of graffiti. This is reinforced by a trial of a new Cleanliness Index Monitoring System (CIMS) survey of the South East Locality in September 2018, which found that 71% of streets surveyed had some form of graffiti on them.
- 3.4 By contrast, the Edinburgh People Survey (2017) found that only 63% of respondents were satisfied with the management of vandalism and graffiti in the city.

### **Graffiti versus Street Art**

- 3.5 Graffiti is defined as 'writing or drawings scribbled, scratched or sprayed illicitly on a wall or other surface in a public place'.
- 3.6 Street Art is usually authorised by the land or building owner and tends to take the form of a pictorial based as opposed to graffiti which is usually word-based and is undertaken without permission.
- 3.7 The group had a lot of discussion about the difference between graffiti and street art. There was a widespread view that there were many good examples of authorised street art in Edinburgh, but that the problems of graffiti, tagging particularly, needed to be better controlled.

### **The legal position**

- 3.8 In Scotland, graffiti without permission is treated as vandalism and can be prosecuted under section 52 of the Criminal Law (Consolidation)(Scotland) Act 1995.
- 3.9 Where graffiti is present on certain types of infrastructure that are located on, or close to, a road it is possible for the Council to serve a notice on the owner of that equipment requiring the removal of that graffiti under section 58 of the Antisocial Behaviour etc. (Scotland) Act 2004. If the graffiti is not removed then the Council can remove it and recharge all reasonable costs incurred back to the owner.
- 3.10 Examples of the type of equipment that would be covered by this act include telephone boxes, telecommunications cabinets and electricity substations.
- 3.11 There is no legal requirement for a resident or business owner to remove graffiti from their property. However, in extreme cases, the Planning Authority (the Council) can use section 179 of the Town and Country Planning (Scotland) Act 1997 to serve a notice which requires remedial action from the owner/occupier to improve land which is 'adversely affecting' the surrounding area. This is a more complex legal test to meet and may not be appropriate in many situations.

### **Current Council approach to managing graffiti**

- 3.12 As stated at paragraph 3.1, the Council does operate a small graffiti removal service from Council property only. This resource is not dedicated to graffiti removal on a full-time basis and is also used to operate the street and close washing function in the city centre.
- 3.13 It is fair to say that there are significant amounts of Council property and equipment that are targeted with graffiti. This includes traffic signal control boxes, litter bins, communal waste bins and streets signs (examples shown at Appendix A). There is not sufficient internal resource in the service to ensure that all this equipment is kept free of graffiti.
- 3.14 Whilst the Council does have the power to serve graffiti removal notices under the Antisocial Behaviour etc. (Scotland) Act 2004, no notices have been served in recent years under this act. Furthermore, there has been no formal contact with key equipment and landowners in recent years to highlight the importance of managing graffiti on their property.
- 3.15 There has been no noted enforcement action against perpetrators of graffiti. This is not uncommon in most local authorities as it is very difficult to identify and prosecute those responsible.

### **Approved/Authorised Sites**

- 3.16 The group discussed several examples where the Council, or other major landowners, have given permission for street art on their land or equipment. Examples are shown at Appendix B.
- 3.17 It was felt that street art pieces or murals offered great opportunities to improve the appearance of local areas and to reflect local heritage in some cases. There is also anecdotal evidence that suggests that the prevalence of a mural or street artwork discourages graffiti as there is a perceived sense of ownership of the artwork from the local community.
- 3.18 There was, however, a recognition of the fact that it would not be practical or responsible to allow a blanket policy where murals or street art would be assumed to be permitted due to the large number of conservation areas in Edinburgh and the potential conflict with heritage protection.
- 3.19 On this basis, the group felt that there would need to be some form of a process which gave formal permission for murals or street art, protected conservation and heritage sites where appropriate, but was not overly bureaucratic.

### **Summary of the Working Group findings**

- 3.20 The key findings of the group were as follows:
- 3.20.1 an assessment should be undertaken to determine the cost of increasing our graffiti removal resource to allow the service to better tackle graffiti on Council property;



- 3.20.2 as part of this assessment, the potential to make this resource available to other key landowners and private property owners/occupiers (at a cost) should be considered to ensure that graffiti was being managed effectively on both public and private property;
- 3.20.3 contact should be made with all key land and equipment owners on whom the Council could serve a graffiti removal notice. This primary contact would set out the renewed focus on graffiti and seek the cooperation of the organisation to tackle the issue. However, it would also make clear that the Council would commence the serving of removal notices if there was no voluntary cooperation;
- 3.20.4 the feasibility of a tagging database should be investigated to allow for better intelligence gathering on prolific offenders. This database could be shared with Police Scotland to allow for identification and legal action where appropriate;
- 3.20.5 if adopted, the tagging database could be used to undertake regular communication campaigns to highlight persistent tags and seek public cooperation to identify the culprits. This type of campaign has been successfully adopted in several other local authorities; and
- 3.20.6 a policy statement on approved/authorised sites where street art could be permitted should be drafted. Once finalised, this policy and the method for gaining approval would be required to be approved by the relevant committee.

#### **4. Measures of success**

---

- 4.1 An improvement in the percentage of residents that feel that vandalism and graffiti are appropriately managed in the city.
- 4.2 The successful delivery of all actions set out as part of a Graffiti Action Plan (if approved).

#### **5. Financial impact**

---

- 5.1 There are no immediate financial impacts as part of this report. However, any required growth in service provision would need to be fully costed and considered as part of the annual budget setting process against other priorities.

#### **6. Risk, policy, compliance and governance impact**

---

- 6.1 The Council does not currently have a clear policy position on graffiti. A policy would need to be approved by the relevant Executive Committee and would be reviewed as part of the ongoing annual policy assurance process.

## 7. Equalities impact

---

7.1 There are no equalities impacts that have been noted in relation to this report.

## 8. Sustainability impact

---

8.1 Not applicable.

## 9. Consultation and engagement

---

9.1 There has been no consultation or engagement to date on this report. If a formal policy were to be drafted on graffiti, it is likely that a public consultation would be required to consider the varied number of views on the subject.

## 10. Background reading/external references

---

None.

### **Paul Lawrence**

Executive Director Place

Contact: Gareth Barwell, Head of Place Management

E-mail: [gareth.barwell@edinburgh.gov.uk](mailto:gareth.barwell@edinburgh.gov.uk) | Tel: 0131 5295844

## 11. Appendices

---

Appendix 1 – Examples of authorised street art sites in Edinburgh

## Examples of Authorised Street Art Sites in Edinburgh

### 1. Gifford Park Mural, Southside/Newington<sup>1</sup>



---

<sup>1</sup> Southside Community Council ([www.sccedinburgh.org.uk](http://www.sccedinburgh.org.uk))

## 2. Marine Parade, Leith<sup>2</sup>



---

<sup>2</sup> City of Edinburgh Council, Twitter

# Culture and Communities Committee

10.00am, Tuesday, 29 January 2019

## Adelaide Cultural Co-operation Project

Item number	8.9
Report number	
Executive/routine	
Wards	All
Council Commitments	<a href="#">46</a>

### Executive Summary

---

This report provides details of an invitation to participate in a Cultural Co-operation project with the city of Adelaide, Australia. The Director of Culture will attend a 13 day programme of meetings with key festivals, events and cultural operators within Adelaide to share best practice and develop cultural exchanges between Edinburgh and Adelaide. The report asks the Committee to note acceptance of the invitation and to endorse the development of city to city cultural partnerships between Adelaide and Edinburgh.

## Adelaide Cultural Co-operation Project

### 1. Recommendations

---

- 1.1 The Committee is asked to:
  - 1.1.1 Note acceptance of the invitation by the Director of Culture, under the delegated authority of the Executive Director of Place, to visit Adelaide in February 2019;
  - 1.1.2 Endorse the partnership between the Councils of the City of Adelaide and City of Edinburgh to promote cultural co-operation as set out in the draft Memorandum of Understanding (MoU) at Appendix 1; and
  - 1.1.3 Note that a further report on the outcomes of the visit and next steps will be prepared for a future meeting of this Committee.

### 2. Background

---

- 2.1 In August 2015, Festivals Edinburgh instigated the first Festival City Network meeting. City representatives from Edinburgh, Barcelona, Krakow, Montreal, Berlin and Adelaide came together using the backdrop of Edinburgh's world-leading festival city for a focused two day programme of conversations, workshops, presentations and festival experiences.
- 2.2 The Network acknowledged that festivals are a growing cultural phenomenon and, for a number of cities across the globe, are fundamental to their cultural development, city identity and economic success. The representatives came together as an informal small-scale group recognising each other's cities as sharing these characteristics and supporting a thriving festivals ecosystem with relevant good practice to share.
- 2.3 As a result of this initial meeting, it was agreed that the group would develop a pilot with the purpose being to:
  - 2.3.1 explore the potential for sharing knowledge and experience;
  - 2.3.2 identify the positive and negative factors that inform the relationships between festivals and their host cities, and look at how to enhance or ameliorate them;

- 2.3.3 test collective problem solving across key cultural, social, economic and political issues that affect cities with a strong cultural festival presence or identity;
  - 2.3.4 identify trends that are likely to affect creative and business operations into the future; and
  - 2.3.5 identify leading practice.
- 2.4 The Festival City Network has met formally four times since the inaugural 2015 meeting – June 2016 in Krakow, March 2017 in Adelaide, August 2017 in Edinburgh and October 2018 in Montreal. Areas of discussion have included:
- 2.4.1 understanding the scope and scale of each city's festivals;
  - 2.4.2 their contribution to the creative economy, future growth and infrastructure needs;
  - 2.4.3 social engagement leverage;
  - 2.4.4 integration with local cultural communities, and
  - 2.4.5 innovation with respect to capturing and communicating impacts.
- 2.5 The next face to face meeting of the Festival City Network is scheduled to take place during 2019 and the location is due to be confirmed at the next planning meeting in February 2019.

### **3. Main report**

---

- 3.1 As members of the Festival City Network both Edinburgh and Adelaide have a strong relationship through their city festivals. The Network recognises that festivals contribute to their host city's cultural activity and have a key role to play in the delivery of the city's wider cultural offering.
- 3.2 In recognition of this, the City of Adelaide has invited the City of Edinburgh Council to participate in a Cultural Co-operation Project. This will be a Council to Council relationship, as a relationship between the cities' respective festivals already exists.
- 3.3 Both cities are designated UNESCO Creative Cities and this will form a strategic strand for the project.
- 3.4 The purpose of the project is to build a cultural, city to city relationship that develops the following areas:
  - 3.4.1 Whole of City approaches to build and maintain world leading festival cities including:
    - 3.4.1.1 furthering support for the local arts industry between the cities to strategically develop and strengthen the cultural vitality of both cities;
    - 3.4.1.2 share knowledge and experience that informs and supports the relationships between festivals and their host cities;

- 3.4.1.3 City of Adelaide to facilitate a quarterly video conference to include staff from both cities aligned with specific operational agenda items such as: public space management solutions in a festival city context, transforming and creating new venues, the changing role of libraries and civic owned spaces, working with creative city makers in the arts, technology, events and sustainability to activate city spaces and build visitation and successful approaches to engaging respective local communities;
  - 3.4.1.4 sharing information including the City of Adelaide and City of Edinburgh multi-year event licencing program and multi-year event funding program and the outcomes achieved, and the work undertaken on the Sustainable Event Guidelines and associated initiatives;
  - 3.4.1.5 investigate opportunities to pedestrianise sections of Adelaide during festivals by learning from the City of Edinburgh’s festival car free zone and the mechanisms that they put in place; and
  - 3.4.1.6 staff exchange during both cities’ festival period to share knowledge and experience that informs the relationships between festivals, and their host cities.
- 3.4.2 Cultural Policy Advancement: to support international best practice in cultural policy through sharing and learning from both cities’ cultural strategic planning and measurement tools.
- 3.4.3 UNESCO Creative Cities: Both cities will work together to identify and explore how to leverage and capitalise on UNESCO Creative City status, in particular, how each city supports and works with their creative and cultural communities to support sustainable development and growth year-round.
- 3.5 The programme for the Director’s visit to Adelaide will include meetings with [Adelaide Fringe](#), [Adelaide Festival](#), [Adelaide 500](#), [WOMADelaide](#), representatives from the City’s Museums and Galleries, and other key public and private sector organisations involved in the delivery of culture.
- 3.6 The project has been endorsed and approved by the Lord Mayor of the City of Adelaide, and the Chief Executives of both the City of Adelaide and the City of Edinburgh.

## 4. Measures of success

---

- 4.1 A feedback report on the visit will be provided to a future meeting of this Committee.



## 5. Financial impact

---

- 5.1 Costs for travel and accommodation will be met from within the existing budget for the Culture directorate. The costs of implementation of any project will be borne by each city and each city will be responsible for its own costs.

## 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.

## 8. Sustainability impact

---

- 8.1 Travel arrangements will be made by the Council and will be 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 is not considered to be practical given the distance and time implications.

## 9. Consultation and engagement

---

- 9.1 There is no consultation or engagement required for this report.

## 10. Background reading/external references

---

None.

### **Paul Lawrence**

Executive Director of Place

Contact: Lynne Halfpenny, Director of Culture

E-mail: [lynne.halfpenny@edinburgh.gov.uk](mailto:lynne.halfpenny@edinburgh.gov.uk) | Tel: 0131 529 3657

## 11. Appendices

---

Appendix 1 – Draft Memorandum of Understanding.

**Memorandum of Understanding**  
**Cultural Cooperation**  
**between**  
**The City of Adelaide**  
**and**  
**The City of Edinburgh Council (the Councils)**

The commitment of the City of Adelaide and the City of Edinburgh Council to this Memorandum of Understanding (MoU) is intended to promote cultural cooperation between the City of Adelaide and the City of Edinburgh Council, hereafter named the Councils.

This MoU is not intended to be legally binding.

The two Councils will explore a cultural relationship, with a focus on areas of cooperation including:

1. **Whole of City approaches to build and maintain world leading festival cities including:**

- 1.1 Furthering support for the local arts industry between the cities to strategically develop and strengthen the cultural vitality of both cities;
- 1.2 Share knowledge and experience that informs and supports the relationships between festivals and their host cities;
- 1.3 City of Adelaide to facilitate a quarterly video conference to include staff from both cities aligned with specific operational agenda items such as: public space management solutions in a festival city contest, transforming and creating new venues, the changing role of libraries and civic owned spaces, working with creative city makers in the arts, technology, events and sustainability to activate city spaces and build visitation and successful approaches to engaging respective local communities.
- 1.4 Sharing information including the City of Adelaide and City of Edinburgh multi-year event licencing program and multi-year event funding program and the outcomes achieved, and the work undertaken on the Sustainable Event Guidelines and associated initiatives.
- 1.5 Investigate opportunities to pedestrianise sections of Adelaide during festivals by learning from the City of Edinburgh's festival car free zone and the mechanisms that they put in place.
- 1.4 Staff exchange during both cities' festival period to share knowledge and experience that informs the relationships between festivals and their host cities.

2. **Cultural Policy Advancement:** to support international best practice in cultural policy through sharing and learning from both cities' cultural strategic planning and measurement tools.

3. **UNESCO Creative Cities:** Both cities will work together to identify and explore how to leverage and capitalise on UNESCO Creative City status, in particular, how each city supports and works with their creative and cultural communities to support sustainable development and growth year-round.

The Councils shall bear their own costs resulting from this MoU and its operation.

This MoU will become effective upon signing by the Councils, for a term of three years. At its expiration and unless terminated by the Councils earlier, the cooperation will be evaluated and if applicable, renewed by means of a further MoU.

Signed in ..... on the ..... 2019

For the Corporation of the City of Adelaide

For the City of Edinburgh Council

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Designation:

Designation:

DRAFT

# Culture and Communities Committee

10:00am, Tuesday, 29 January 2019

## Community Grants Third Sector Interface Funding

<b>Item number</b>	8.10
<b>Report number</b>	
<b>Executive/routine</b>	Executive
<b>Wards</b>	All
<b>Council Commitments</b>	2, 47

### Executive Summary

---

This report sets out the City of Edinburgh Council's proposed 2019/20 contribution to funding of Edinburgh's Third Sector Interface (TSI) and Equalities and Rights Network, including work that would be undertaken to support partners to manage the impact of reductions and agree the outcomes that will be delivered within that context. The report further proposes the Council pursues a partnership approach to future investment in Edinburgh's TSI, and describes further work that will be carried out to inform approaches to wider third sector support over the medium to longer-term.

## Community Grants Third Sector Interface Funding

### 1. Recommendations

---

- 1.1 Agree to the financial proposals set out at paragraphs 3.10 and 3.17.
- 1.2 Agree officers work with the third sector partners to manage any immediate impact of this and agree the outcomes to be delivered over the next 12-24 months.
- 1.3 Endorse the Council pursuing a shared approach to future investment in Third Sector Interface infrastructure with our statutory community planning partners as part of the Edinburgh Partnership review.
- 1.4 Note the intent to carry out further work to inform partnership approaches to third sector support beyond 2020/21, as described at paragraph 3.14.

### 2. Background

---

- 2.1 This report focuses on City of Edinburgh Council's partnership contribution to resourcing the Third Sector Interface (TSI) in Edinburgh, drawn from the Chief Executive Division's budget. Edinburgh's TSI is delivered by three organisations working in partnership – Edinburgh Voluntary Organisations Council (EVOC), Volunteer Edinburgh (VE) and Edinburgh Social Enterprise Network (ESEN).
- 2.2 The role of the TSI is to deliver volunteering, social enterprise and third sector development, and to build relationships with community planning partnerships – in particular by supporting community planning partners' engagement with the third sector, supporting third sector representatives' participation in community planning structures and wider strategic partnerships, including a variety of geographically-based voluntary sector forums. The TSI is represented on the Edinburgh Partnership Board by EVOC which supports the sector's contribution to Local Improvement Plans and the development of Edinburgh Partnership's Local Outcome Improvement Plan.
- 2.3 The role of the TSI is essential to supporting partnership work and collaborative co-design and development of policy and services with the third sector across the city, acting as an equal partner alongside statutory bodies.
- 2.4 This report proposes CEC continues to offer financial support to the TSI moving forwards, however, the committee is asked to agree a proposed re-profiling of £13,000 of the TSI monies to ensure that all three TSI delivery organisations continue to receive funding.

- 2.5 Committee members are also asked to endorse the fact that as part of the ongoing review of the Edinburgh Partnership the Council will be looking to our statutory partners to also contribute to the resourcing of Edinburgh's TSI. This reflects the fact that the TSI's have a clear focus on supporting third sector engagement in community planning and the recent community planning legislation places an enhanced duty on statutory partners to participate in community planning, including by contributing appropriate resources to priorities.

### **3. Main report**

---

#### **2018/19**

- 3.1 For background, the committee is asked to note that while EVOC and VE receive funding from a number of parts of the council, the Chief Executive's office provides core funding for the TSI in conjunction with the Scottish Government. In the past, the Council also provided additional funding through the Social Justice Fund (SJF). This funding was time-limited and came to an end in 2017/18, meaning there was a reduction of 25% to the Council's overall TSI contribution from April 2018.
- 3.2 Recognising that this would present challenges in making the required changes to delivery, the Committee endorsed a decision to provide a one-off payment under emergency provisions, to cover the first six months of 2018/19. Thereafter officers advocated on behalf of the TSI to promote its role in supporting community planning, resulting in Edinburgh Partnership agreeing to provide further transitional funds for the remainder of 2018/19.
- 3.3 The interim 2018/19 CEC funding arrangements described above were designed to provide a period of stability until the review of the Edinburgh Partnership was concluded, and the financial contribution of community planning partners to Edinburgh's TSI could be determined.
- 3.4 The next stages of the Edinburgh Partnership review will consider the financial requirement on all statutory partners to resource partnership work, including the interface with the third sector; however this is not yet complete and so the potential future financial contribution of Edinburgh Partnership statutory partners is yet to be agreed. Officers will continue to work with the TSI delivery organisations to articulate and promote the role of the TSI within Edinburgh's community planning infrastructure, including by working with Edinburgh Partnership to ensure this is given robust consideration within the next stages of the EP review. Should the totality of funding in 2019/20 reduce from 2018/19 levels, this will have an impact on the provider organisations. Council officers will work with these organisations to mitigate this outcome as far as possible and to manage any implications as appropriate.
- 3.5 Going forwards, there is a requirement to agree City of Edinburgh Council's financial contribution to the partnership funding of a TSI for Edinburgh alongside our other statutory partners, and then to agree with partners the outcomes to be delivered in respect of our collective investment.

## City of Edinburgh Council's partnership contribution

3.6 The Edinburgh TSI is jointly funded by the Scottish Government and CEC. In 2015, the Council's Communities Neighbourhoods Committee committed in principle to 5 years of TSI funding for EVOC and Volunteer Edinburgh covering the period up to 2020/21; however the quantum of funding to be awarded would be subject to annual political consideration in line with Council budget processes. ESEN has been supported by one-off payments and is not currently part of the 5 year framework.

3.7 To ensure that Elected Members have the full picture, the breakdown of funding over the last two years is described below. In 2017/18 and 2018/19 the Council's Chief Executive's Division provided £134,407 each year for core TSI funding, awarded as follows:

- Volunteer Edinburgh - £75,907
- EVOC - £58,500

In addition, ESEN received £13,000 each year over the same period; however there has been no ongoing budget for this and in 2018/19 the £13,000 was awarded through flexibilities in the Chief Executive Division's budget.

3.8 The Scottish Government also historically provides core TSI funding. In 2018/19 this totalled £326,000, awarded as a central shared pot of £26,000, with the remaining £300,000 allocated to the three provider organisations as follows:

- Volunteer Edinburgh - £126,000
- EVOC - £109,000
- ESEN - £65,000

3.9 It is our understanding that the Scottish Government's intent at present is for TSI funding to continue in 2019/20, at the previous years' level, subject to Scottish Government budget processes.

3.10 Against this backdrop, the Council has historically been the main local funder of the Third Sector Interface in Edinburgh, with the exception of last year when the Edinburgh Partnership contributed 5% (with 60% coming from Scottish Government and the remaining 35% from the Council).

3.11 Going forwards, it is proposed that core TSI funding is protected in 2019/20 at the same level as in previous years. However, there is no flexibility within the 2019/20 budget to support another one-off allocation of £13,000 to ESEN. In order to ensure that all three TSI delivery organisations benefit from Council TSI resource, it is proposed the core TSI funding of £134,407 is protected in 2019/20 and re-profiled across the three delivery organisations, with the exact distribution to be agreed in partnership with them.

3.12 Should members agree to the funding arrangements proposed in this report, City of Edinburgh Council will still be making a significant contribution to the TSI – equivalent to just under a third of known TSI funding for 2019/20, with the



remainder coming from the Scottish Government. The expected outcomes for this funding will be tied closely to the review of the Edinburgh Partnership and will connect to the ongoing work in the Scottish Government to review the TSI performance outcome framework.

- 3.13 A report will be brought back to the Committee within 6 months, assuming completion of the relevant community planning processes around future financing of third sector infrastructures and partnership working. This will set out the outcomes to be delivered over the remaining 2 years of the 5 year TSI agreement, and will also consider funding requirements for the final year of the agreement - 2020/21.
- 3.14 Council officers have engaged with the TSI delivery organisations throughout this process, including to discuss the potential impact of reductions in funding, and will continue to offer support to the TSI, including:
- 3.14.1 help to identify any wider funding opportunities available;
  - 3.14.2 data and other assistance to maximise leverage of distribution-based funding streams, which are sometimes used within national funding schemes;
  - 3.14.3 support to consider options to use premises more flexibly;
  - 3.14.4 support to re-profile provision, drawing on the Council's experience of reductions in the resources available to local government; and
  - 3.14.5 support to articulate and promote the role of the TSI within Edinburgh's community planning infrastructure.

#### **Future development**

- 3.15 This report focuses on City of Edinburgh Council's partnership contribution to resourcing the Third Sector Interface in Edinburgh, drawn from the Chief Executive Division's budget, and aligned to a 5 year in principle agreement covering the period covering 2016/17 to 2020/21. The Council also funds the three TSI delivery organisations, and wider third sector organisations, from other Council budgets to deliver wider programmes and services. Arrangements for support beyond 2020/21 will require further and separate consideration, including discussion with community planning partners (including the TSI) to define our collective vision for the third and community sector in Edinburgh beyond 2020/21. It is therefore proposed that further work is carried out over the coming year, with a view to developing an agreed direction of travel.

#### **Related community grants**

- 3.16 The Committee is also invited to consider the related matter of the Council's contribution to the Equality and Rights Network (EaRN). In common with the TSI, EaRN has historically been funded through the Council's community grants and is delivered by Volunteer Edinburgh – one of the three TSI providers. We have therefore included this item to allow for a more expedient consideration of these items.

- 3.17 EaRN works to enable any group, forum, organisation or individual to work in partnership with public services to advance equality, promote human rights and tackle poverty and inequality. Discussions are underway with VE and wider statutory partners to focus priorities for EaRN over the coming year, including by fostering closer working with health partners with a view to developing a more integrated and outcomes-focused approaches.
- 3.18 As part of this process, NHS Lothian have agreed to contribute £5,000 towards the EaRN in 2019/20. Committee members are therefore invited to agree to reduce Council funding by £5,000 - from £45,000 in 2018/19, to £40,000 in 2019/20. Members will wish to note this reduction will have no impact on EaRN, due to replacement funding having been secured.

#### **4. Measures of success**

---

- 4.1 A co-produced partnership funding framework for a TSI in Edinburgh with clear outcomes and delivery arrangements.
- 4.2 A comprehensive and jointly-owned review of support to the third sector in Edinburgh over the longer-term, with clear recommendations that support sustainable investment and the co-production of outcomes for communities.

#### **5. Financial impact**

---

- 5.1 Officer discussions with the three TSI provider organisations have focused on the cumulative impact of the proposed re-profiling of core TSI funds, coupled with risks arising from the cessation of SJF monies, and with the potential Edinburgh Partnership's contribution being as yet unknown. EVOC, VE and ESEN have highlighted risks ranging from having to reduce Chief Officers' hours and the hours services are open to the public, through to having to withdraw from all community planning meetings.
- 5.2 Should these risks materialise, officers would work with the TSI and wider partners to agree a reasonable reduction in service, commensurate with the totality of funding available, and seeking to reduce the impact on outcomes for citizens. Officers have also offered support to help identify any wider funding opportunities available, to provide data and other assistance to maximise leverage of distribution-based funding streams and Scottish Government allocations where possible. Support has also been offered to consider options to use premises more flexibly, re-profile service provision, and promote the role of the TSI within Edinburgh's community planning infrastructure.

## 6. Risk, policy, compliance and governance impact

---

- 6.1 Any risks arising from reductions in funding would be managed through the agreement of the outcomes to be delivered with the funding available, and through the officer support outlined in this report.

## 7. Equalities impact

---

- 7.1 Ongoing investment in the Equalities and Rights Network (EaRN) will bring a positive contribution to the Council's equalities activities. Officer support to both Edinburgh Partnership and the TSI, functions to support the consideration of equalities across relevant decision-making.

## 8. Sustainability impact

---

- 8.1 This report has been assessed in respect of the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties and there are no impacts to note.

## 9. Consultation and engagement

---

- 9.1 Dialogue with the key voluntary sector organisations is ongoing.

## 10. Background reading/external references

---

- 10.1 [June 2018 Culture and Communities report.](#)

**Andrew Kerr**  
**Chief Executive**

Contacts: Laurence Rockey, Head of Strategy and Communications

[laurence.rockey@edinburgh.gov.uk](mailto:laurence.rockey@edinburgh.gov.uk) | Tel: 0131 469 3493

Beth Hall, Strategy Manager (Policy) [beth.hall@edinburgh.gov.uk](mailto:beth.hall@edinburgh.gov.uk) | 0131 469 3538

## 11. Appendices

---

None.

# Culture and Communities Committee

10.00am, Tuesday, 29 January 2019

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

Item number	9.1
Report number	
Executive/routine	
Wards	
Council Commitments	

### Executive Summary

---

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

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

### 1. Recommendations

---

- 1.1 It is recommended that Culture and Communities Committee:
  - 1.1.1 note the progress against the six coalition commitments;
  - 1.1.2 note that the coalition commitments form part of the wider Council Performance Framework, which includes corporate performance indicators covering corporate performance and council service delivery;

### 2. Background

---

- 2.1 The Council Business Plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) was approved at City of Edinburgh Council in August 2017. The plan sets out the administration's priorities and what will be achieved over the five-year period.
- 2.2 Given the importance of holding ourselves to account on delivery of commitments, a Performance Framework has been developed to support their implementation. The framework was approved by City of Edinburgh Council on 23 November 2017 and referred to Corporate Policy and Strategy Committee for further scrutiny.
- 2.3 As described in the Performance Framework report, Executive Committees will scrutinise performance relevant to their remit on a six-monthly basis.
- 2.3 A refined set of all commitment measures and actions was presented to Corporate Policy and Strategy Committee on 27 February 2018. These were agreed, on the understanding that a final set of indicators would be submitted to the relevant Executive Committees for scrutiny and approval.
- 2.4 Culture and Communities considered the final set of commitments actions and measures on 19 June 2018.

### 3. Main report

---

- 3.1 Since the Business Plan was agreed in August 2017, work has begun to ensure that plans are in place to deliver on the commitments, a number of which are longer term and are planned to be delivered over the course of the administration.
- 3.2 The first six monthly progress update will be presented to the relevant Executive Committees in December 2018 and January 2019.
- 3.3 Culture and Communities Committee has responsibility for six commitments:
- C42. Build a new sports centre at Meadowbank by 2021.
  - C44. Increase allotment provision and support and expand the network and the number of community gardens and food growing initiatives.
  - C45. Establish a Child Poverty Action Unit to address the inequalities faced by children in poverty in our city. Its remit will look at food security and nutrition, tackle food poverty and holiday hunger and enhance nutrition in schools. Ensure that a Poverty Assessment section features in all Council reports.
  - C46. Continue to support the city's major festivals which generate jobs and boost local businesses and increase the funding for local festivals and events. Support the creation of further work spaces for artists and craftspeople.
  - C51. Improve community safety by protecting local policing and empowering communities to tackle long term safety issues and hate crime in all its forms including supporting restorative justice initiatives and other projects.
  - C52. Devolve local decisions to four Locality Committees. Establish the membership of each Committee and how devolved decision making will work to encourage the maximum participation for local groups. Explore the effectiveness of community councils and how they can be enhanced to represent their local communities.
- 3.4 Appendix 1 of this report provides a detailed update on the six monthly progress against delivery of these commitments. All of these commitments are 'on track' with relevant actions and measures in place to monitor progress.

#### **4. Measures of success**

---

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

#### **5. Financial impact**

---

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

#### **6. Risk, policy, compliance and governance impact**

---

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

#### **7. Equalities impact**

---

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

#### **8. Sustainability impact**

---

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

#### **9. Consultation and engagement**

---

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

## 10. Background reading/external references

---

- 10.1 [Programme for the Capital: City of Edinburgh Council's Business Plan 2017-22](#)
- 10.2 [Implementing in Programme for the Capital – Council Performance Framework 2017-22](#)
- 10.3 [Implementing the Programme for the Capital: Council Performance Framework 2017-22 – referral from City of Edinburgh Council](#)
- 10.4 [Implementing the Programme for the Capital: Coalition Commitments, Culture and Communities Committee 19 June 2018](#)

### **Paul Lawrence**

Executive Director of Place

### **Alistair Gaw**

Executive Director of Communities and Families

Contact: Lynne Halfpenny, Director of Culture

E-mail: [lynne.halfpenny@edinburgh.gov.uk](mailto:lynne.halfpenny@edinburgh.gov.uk) | Tel: 0131 529 3657

Contact: Laurence Rockey, Head of Strategy and Insight

E-mail: [laurence.rockey@edinburgh.gov.uk](mailto:laurence.rockey@edinburgh.gov.uk) | Tel: 0131 469 3493

Contact: Gareth Barwell, Head of Place Management

E-mail: [gareth.barwell@edinburgh.gov.uk](mailto:gareth.barwell@edinburgh.gov.uk) | Tel: 0131 529 5844

Contact: Crawford McGhie, Acting Head of Operational Support

E-mail: [crawford.mcghie@edinburgh.gov.uk](mailto:crawford.mcghie@edinburgh.gov.uk) | Tel: 0131 469 3469

Contact: Jackie Irvine, Chief Social Work Officer and Head of Safer and Stronger Communities

E-mail: [jackie.irvine@edinburgh.gov.uk](mailto:jackie.irvine@edinburgh.gov.uk) | Tel: 0131 553 8520

## 11. Appendices

---

1. Coalition Commitments progress update to January 2019





# *Coalition Commitments Progress Update January 2019*

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

The commitments are structured around six themes:

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

The Council Performance Framework describes the reporting approach with commitment progress updates presented to Executive Committees every six months and to Council and Corporate Policy and Strategy Committee annually. This report provides Culture and Communities Committee members with a progress update to January 2019.

Six commitments out of 52 are within Culture and Communities Committee remit and these are 'on track'.

## Commitments – Culture and Communities Committee

---



**Convener:**

**Councillor Donald Wilson**



**Vice-Convener:**

**Councillor Amy Mcneese-Mechan**

The Culture and Communities Committee is responsible for: Community Justice, Community Safety, Scrutiny of Health (except IJB), Culture development, festivals and events, Sport and Recreation, Arts and Museums, Community and Locality Planning, Community Empowerment, Neighbourhood Partnerships and Community Councils

Lead Committee for:

- C42. Build a new sports centre at Meadowbank by 2021.
- C44. Increase allotment provision and support and expand the network and the number of community gardens and food growing initiatives.
- C45. Establish a Child Poverty Action Unit to address the inequalities faced by children in poverty in our city. Its remit will look at food security and nutrition, tackle food poverty and holiday hunger and enhance nutrition in schools. Ensure that a Poverty Assessment section features in all Council reports.
- C46. Continue to support the city's major festivals which generate jobs and boost local businesses and increase the funding for local festivals and events. Support the creation of further work spaces for artists and craftspeople.
- C51. Improve community safety by protecting local policing and empowering communities to tackle long term safety issues and hate crime in all its forms including supporting restorative justice initiatives and other projects.
- C52. Devolve local decisions to four Locality Committees. Establish the membership of each Committee and how devolved decision making will work to encourage the maximum participation for local groups. Explore the effectiveness of community councils and how they can be enhanced to represent their local communities.

## Commitment 42

*Build a new sports centre at Meadowbank by 2021.*

Commitment Status

**On track**

### Summary

[Progress on the project to deliver a new Meadowbank stadium](#) was reported to the Culture and Communities Committee on 30 January 2018 and following public consultation, planning applications for the site were considered and approved at the Development Management Sub-Committee on 29 June 2018. An [update on the current position](#) of the funding package for the new stadium was presented to Finance and Resources Committee on 11 October 2018. Approval was also given to award the contract for the construction of the new stadium.

Key actions and measures	Achievements	Status
Key actions are monitored through the project to deliver a new Meadowbank sports centre and the wider regeneration of the area.	Graham's construction has been appointed as the main contractor for the new sports centre.	Ongoing
New sports centre built, subject to planning approval	Planning permission has been secured and the contractor appointed.	Ongoing

## Commitment 44

*Increase allotment provision and support and expand the network and the number of community gardens and food growing initiatives.*

Commitment Status

On track

### Summary

Actions to increase allotment provision are identified in the [Allotment Strategy 2017-2027](#). A report detailing the current level of food growing provision supported by the Council and the policy and strategy in place to increase this provision was reported to [Culture and Communities on 11 September 2018](#). The report detailed the number of different food growing activities across the city, including allotment provision and community run garden projects, many of which are on council owned land.

Key actions	Achievements	Status
Increase provision at current sites	Suitable plots have been split to increase provision, providing an additional 91 plots.	Ongoing
Review potential new sites and funding mechanisms for allotments	By 2020 a new site at Newcraighall and an extension to Leith Links funded through developer contributions will be operational and is expected to provide 26 plots. Discussions are on-going to adopt a site at Piershill Square with 12 plots.  37 sites have been identified through consultation and have been scored against a priority matrix and are being considered for asset transfer.	Ongoing

Key measures	Current data	Target	Achievements
Number of allotment plots	1,815 plots across 44 sites	Increasing long term trend	The number of plots has increased to 1,815 across the city.
Reductions in waiting lists	2,814 people on the waiting list	Decreasing long term trend	There is increasing demand across the city with the current list showing 2,814 people waiting. A record validation is to be complete by February 2019.

## Commitment 45

**Establish a Child Poverty Action Unit to address the inequalities faced by children in poverty in our city. Its remit will look at food security and nutrition, tackle food poverty and holiday hunger and enhance nutrition in schools. Ensure that a Poverty Assessment section features in all Council reports.**

Commitment Status **On track**

### Summary

A report recommending the establishment of a Child Poverty Action Unit was agreed at the [Culture and Communities Committee on 11 September 2018](#). The 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)
- Identify a point of liaison with the new Edinburgh Poverty Commission on issues and actions relating to Child Poverty.

A number of projects and initiatives are already underway across the city with the aim of increasing awareness, reducing poverty related stigma, tackling the attainment gap and reducing school and holiday costs. These include the '1 in 5 Project', 'Discover!' and targeted income maximisation projects.

Future reporting on the progress of the Child Poverty Action Unit will be reported to the Education, Children and Families Committee.

Key actions	Achievements	Status
Creation of the Child Poverty Action Unit with a defined remit.	Agreement for the creation of the Unit was given at the Culture and Communities Committee on 11 September 2018.	Ongoing
Create the first annual Local Child Poverty Action Report.	The first report is due for publication in June 2019.	Ongoing

Key measures	Current data	Target	Achievements
The first Local Child Poverty Action Report will set out information on the measures to take to contribute to the meeting of the national child poverty reduction targets.	Baseline to be established	June 2019	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.

## Commitment 46

*Continue to support the city's major festivals which generate jobs and boost local businesses and increase the funding for local festivals and events. Support the creation of further work spaces for artists and craftspeople.*

Commitment Status **On track**

### Summary

The recommended core programme of [Festivals and Events for 2018/19](#) was reported to the Culture and Communities Committee in March 2018. The report describes the approach to support events on three tiers, or levels, of international, national and city importance. It also details the £100,000 allocation to a Local Festival and Event Programme Budget.

The first details of the major new investment programme for the Edinburgh Festivals were announced in November 2018. The unique three-way partnership between the Scottish Government, the City of Edinburgh Council and the Edinburgh Festivals, the PLACE [Platforms for Creative Excellence] programme will provide £15 million over the next five years for a range of creative and community projects which will renew the Festivals' ambition and purpose.

Key actions	Achievements	Status
Support local festivals and events through a newly created £100,000 fund	Six festivals and events have been identified and funded £60,000. Localities have been invited to match £10,000 budget each for local events. All Localities have confirmed their commitment and are progressing their funding programmes.	Ongoing
Deliver the major Festivals Place Programme in partnership with the Scottish Government and the 11 major Festivals	The PLACE programme has been agreed and the funding package for the first three years of a five year programme commitment in principle have been achieved. Panel recommendations were made in August 2018. The funding application process has been delivered with Creative Scotland and festivals partners. The three year in principle awards have been made, confirmed and announced October 2018.	Ongoing

Key actions	Achievements	Status
Contribute to the delivery of the IMPACT Scotland cultural venue in St Andrew Square to support Edinburgh's festivals and communities	The Planning Application has been submitted. The response to socio-economical and cultural impact paper is complete. The Edinburgh and South East Scotland Joint Committee Meeting considered and approved the IMPACT business case on 17 December 2018.	Ongoing
Improve access to work spaces for artists and craftspeople	The Culture Service has funded development of a website to easily access affordable rehearsal spaces for the first time. The website was launched in July 2018 - <a href="https://epad.space/">https://epad.space/</a>	Ongoing

Key measures	Target	Achievements
Fund creation for local festivals and events.	£100,000 set for 2018/19 budget	£100,000 has been committed to the events programme in 2018/19.

## Commitment 51

*Improve community safety by protecting local policing and empowering communities to tackle long term safety issues and hate crime in all its forms including supporting restorative justice initiatives and other projects.*

Commitment Status **On track**

### Summary

Services have worked closely to bring together the key strands of both community justice and community. For example, the 12 Police Officers embedded within the new Family and Household Support service are more closely aligned to the work of the service, sharing elements of practice that focus on restorative approaches, mediation based techniques and assessment of need and risk that extend to both victims and perpetrators of crime and offending behaviour. Within Community Justice we continue to develop restorative justice practice and preventative community based problem-solving approaches in the work of local criminal justice social work teams, particularly with regard to hate crime. This will be incorporated into a Community Justice Early Intervention Strategy as part of the Community Justice Outcomes improvement plan for 2019.

Key actions	Achievements	Status
Actions are contained within the Partnership Agreement between Police Scotland and Council.	The Partnership Agreement with Police Scotland was approved in June 2018 will be the subject of further review in 2019 reflecting the importance of a shared approach to delivering positive outcomes for communities.	Ongoing

Key measures	Current data	Target	Achievements
Percentage of criminal justice orders successfully completed	70.1%	65%	The target has been met every month for the last year, demonstrating that staff are engaging successfully with service users.
Levels of hate crime	Police will provide hate crime reoffending data for offenders subject to a Restorative Justice process.		A restorative justice approach to hate crime has an agreed start date of 1 February 2019. Evaluation measures for Restorative Justice will include victim and offenders satisfaction rates as well as reoffending rates.



Key measures	Current data	Target	Achievements
Percentage of people who feel safe in their neighbourhood after dark (EPS)	84%	Increasing trend	Edinburgh's Community Safety Partnership is co-ordinating an upgrade of public space CCTV to ensure it remains efficient and effective in deterring and preventing crime, reducing antisocial behaviour, and reducing the fear of crime. Additionally, the Partnership continues to support local city centre initiatives such as taxi marshals, to keep people safe when enjoying the night time economy.
Number of antisocial behaviour complaints per 10k population	41.39	Decreasing trend	New screening and direct allocation approach adopted within Family and Household Support for cases where non-referred mediation complaints can be used to intervene quickly as to avoid escalation and delay. Reducing the prevalence of repeat complaints and allowing early assessment of additional need and support to both victim and perpetrator.
Reoffending rates	25.6%	Scotland's average for 15/16 is 27%, aim to be below the national level	Edinburgh continues to provide high quality, innovative criminal justice services and continues to work towards reducing reoffending rates below the national average.

## Commitment 52

*Devolve local decisions to four Locality Committees. Establish the membership of each Committee and how devolved decision making will work to encourage the maximum participation for local groups. Explore the effectiveness of community councils and how they can be enhanced to represent their local communities.*

Commitment Status

**On track**

### Summary

Locality Committees have been established and are making decisions on the areas as agreed by Council. A full review of the committees first year in operation is due to Council on 7 Feb 2019.

Key actions	Achievements	Status
Devolve decision making to encourage the maximum participation for local groups	Each committee has looked at the different circumstances in each locality to decide how they can best engage with local groups.	Ongoing

Key measures	Current data	Target	Achievements
Established and first meeting held	First meetings held in February 2018	By March 18	All 4 Locality Committees held their first meetings in February 2018. <a href="#">North West Locality Committee 9 February 2018</a> <a href="#">North East Locality Committee 19 February 2018</a> <a href="#">South West Locality Committee 19 February 2018</a> <a href="#">South East Locality Committee 21 February 2018</a>
Monitor frequency of Locality Committees	Monitoring in place	Meetings to take place every 8 weeks (5 per year)	All 4 Locality Committees have met as per the agreed frequency.