

Notice of meeting and agenda

Finance and Resources Committee

10.00am, Tuesday 23 January 2018

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

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

Contact

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1. Order of business

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

2. Declaration of interests

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

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 Minute of the Finance and Resources Committee of 7 November 2017 - submitted for approval as a correct record (circulated)

5. Forward planning

- 5.1 Finance and Resources Committee Key Decisions Forward Plan (circulated)
- 5.2 Finance and Resources Committee Rolling Actions Log (circulated)

6 Business Bulletin

- 6.1 None

7. Executive decisions

- 7.1 Asset Management Strategy Transformation Programme - Update – report by the Executive Director of Resources (circulated)
- 7.2 Outcome of Property Condition Surveys – report by the Executive Director of Resources (circulated)
- 7.3 Edinburgh Shared Repairs Service (ESRS) and Legacy – Programme Progress Report – report by the Executive Director of Resources (circulated)
- 7.4 Revenue Monitoring 2017/18 – month eight position – report by the Executive Director of Resources (circulated)
- 7.5 Chief Executive – Revenue Budget Monitoring 2017/18 – Month Eight position – report by the Chief Executive (circulated)

- 7.6 Resources Directorate – Revenue Budget Monitoring 2017/18 – Month Eight position – report by the Executive Director of Resources (circulated)
- 7.7 Capital Monitoring 2017/18 – Month Nine Position – report by the Executive Director of Resources (circulated)
- 7.8 Internal Audit Quarterly Update Report: Quarter 2 – (1 July – 30 September 2017) – referral from the Governance, Risk and Best Value Committee (circulated)
- 7.9 Edinburgh Local Development Plan Action Programme 2018 – Financial Assessment - report by the Executive Director of Place (circulated)
- 7.10 Annual Report – Debt Write-Off – report by the Executive Director of Resources (circulated)
- 7.11 Winding Up of Boyd Anderson Charitable Trust – report by the Executive Director of Resources (circulated)
- 7.12 Workforce Dashboard – report by the Executive Director of Resources (circulated)
- 7.13 Award of Energy Efficient Street Lighting Programme - report by the Executive Director of Place (circulated)
- 7.14 Castlegreen Care Home and North Merchiston Care Home – Contract Extension with Four Seasons Health Care – report by the Interim Chief Officer, Health and Social Care Partnership (circulated)
- 7.15 Award of Contract for Homelessness Prevention: Street Outreach, Support Hub and Complex Needs Visiting Housing Support Services – report by the Acting Head of Safer and Stronger Communities (circulated)
- 7.16 Award of Contract for Homelessness Prevention: Visiting Support for Young People – report by the Acting Head of Safer and Stronger Communities (circulated)
- 7.17 Extension of Temporary Accommodation Private Sector Leasing Contract and Increase to Costs – report by the Acting Head of Safer and Stronger Communities (circulated)
- 7.18 Accelerating Housing Delivery and Brownfield Regeneration - Update Report - report by the Executive Director of Resources (circulated)
- 7.19 New Meadowbank Update – report by the Executive Director of Communities and Families (circulated)
- 7.20 Joint Consultative Group (JCG): Amendment of Constitution – report by the Chief Executive (circulated)

8. Routine decisions

- 8.1 Summary Report on Property Transactions approved under Delegated Authority - report by the Executive Director of Resources (circulated)
- 8.2 Proposed new lease at 54-56 Blackfriars Street, Edinburgh – report by the Executive Director of Resources (circulated)
- 8.3 Proposed Lease Extension at Unit 33, The Loan, Viewforthbank Industrial Estate, South Queensferry, EH30 9SD - report by the Executive Director of Resources (circulated)
- 8.4 Deed of Servitude – Land to the South of Glasgow Road, Edinburgh – Gas Main Diversion – report by the Executive Director of Resources (circulated)
- 8.5 Deed of Servitude - Water Supply over Meggetland Playing Fields – report by the Executive Director of Resources (circulated)
- 8.6 Bus Tracker - Temporary Consultancy Assistance – report by the Executive Director of Place (circulated)
- 8.7 Extension of Contracts for Aids for Daily Living – report by the Interim Chief Officer, Edinburgh Health and Social Care Partnership (circulated)
- 8.8 Contract for Dementia Post Diagnostic Support Service – report by the Interim Chief Officer, Edinburgh Health and Social Care Partnership (circulated)

9. Motions

If any

Laurence Rockey

Head of Strategy and Insight

Committee Members

Councillors Rankin (Convener), Donaldson (Vice-Convener), Bridgman, Corbett, Howie, Hutchison, Johnston, Miller, Neil Ross, Watt and Whyte.

Information about the Finance and Resources Committee

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

The Finance and Resources 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 Veronica MacMillan or Blair Ritchie, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG, Tel 0131 529 4283 / 0131 529 4085 or e-mail veronica.macmillan@edinburgh.gov.uk / blair.ritchie@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/meetings

For remaining items of business, likely to be considered in private, see separate agenda.

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damage or distress to any individual, please contact Committee Services on 0131 529 4105 or committee.services@edinburgh.gov.uk .

Item 4.1 - Minutes

Finance and Resources Committee

10.00am, Thursday, 7 November 2017

Present

Councillors Rankin (Convener), Dixon (substituting for Councillor Bridgman), Donaldson (Vice-Convener), Corbett, Howie, Hutchison, Johnston, McLellan (substituting for Councillor Whyte), Miller, Neil Ross, and Watt.

1. Revenue Budget Framework 2018/23 – Mid-Year Review

a) Parent Council of Broughton High School, Flora Stevenson Primary School and the City of Edinburgh Music School - Deputation

The deputation thanked the Committee for listening to their concerns regarding the proposals for the City of Edinburgh Music School and welcomed the announcement by the Council Leader that the proposals would be removed and that Flora Stevenson's Primary and Broughton High School would remain as the home of the City of Edinburgh Music School.

They indicated that the music school was a national service and was an asset to the city with specialist music provision for pupils from P1 to S6 that should be available to everyone with music potential. They asked that the Council provide and assurance that the school's funding would continue in its current form for at least the remainder of the life of this Council.

The deputation stressed that the proposals should be rejected for the following reasons:

- The importance of the distinction and the good relationship between the instrumental music service and the City of Edinburgh Music School
- The importance of the music school as a community
- Equity of the current musical provision
- The excellence of the current musical provision.

b) Report by the Executive Director of Resources

The Committee had continued consideration of the draft 2018/19 budget framework for engagement, which included savings linked to a number of medium-term themes totalling £20.9m to this meeting of the Finance and Resources Committee.

Motion

- 1) To note the report by the Executive Director of Resources in the context of considering the Council's revenue budget framework.
- 2) To approve the release for engagement of the Administration's draft proposals included in Appendix 2 of the report which together provided the basis of an anticipated balanced position for 2018/19 as part of a longer-term framework.
- 3) To authorise the Executive Directors to take forward, in conjunction with Conveners and Vice-Conveners, any remaining detailed planning and development of the savings proposals contained within the budget framework including, where appropriate to a savings proposal, staff release and planning, development and consultation in accordance with the Council's Organisational Review procedure.
- 4) To agree to the withdrawal of the proposal for the "Creation of a Citywide Equity and Excellence Music Service".
- 5) To agree that the Chief Executive would review the process for the lead-in to future budget engagement exercises.
- 6) To ask the Executive Director of Resources to prepare a four year plan to address the forecast savings gap, based on the wider themes set out in the report and taking into account the Council's priority outcomes.

- moved by Councillor Rankin, seconded by Councillor Donaldson

Amendment 1

- 1) To note the report by the Executive Director of Resources in the context of considering the Council's revenue budget framework.
- 2) To approve the release for engagement of the draft proposals included in Appendix 2 of the report which together provided the basis of an anticipated balanced position for 2018/19 as part of a longer-term framework.
- 3) To authorise the Executive Directors to take forward, in conjunction with Conveners and Vice-Conveners, any remaining detailed planning and development of the savings proposals contained within the budget framework including, where appropriate to a savings proposal, staff release and planning, development and consultation in accordance with the Council's Organisational Review procedure.
- 4) Note that the draft proposals contained in the paper are simply being agreed as items for public feedback and that individual members of and

groups within the committee may take different views on their merits either now or in the final budget decision

- moved by Councillor Miller, seconded by Councillor Corbett

Amendment 2

- 1) To agree to remove “Creation of a Citywide Equity and Excellence Music Service” from the consultation proposals in light of the significant parental and public views expressed on this matter and the detrimental impact it would have on the CoEMS as centre of excellence.
- 2) To Instruct the Executive Director of Resources to deliver a longer-term plan to strategically address the deficit predicted over the next four years; this to expand on the limited proposals currently published as these only addressed the 2018/19 financial year and failed to make strategic proposals thus risking ineffective decision making for the sake of expediency.
- 3) To further instruct the Executive Director of Resources to provide Committee with a list of proposals for public consultation that was greater than the saving required in 2018/19 in order to allow an element of choice for the public and provide a meaningful consultation.
- 4) To instruct the Chief Executive to review the budget consultation process with a view to developing a more transparent process going forward that, as a minimum, would allow all Finance and Resources Committee members full sight of officer proposals and the opportunity to feed in suggestions prior to the consultation being presented to Committee for approval.

- moved by Councillor Hutchison, seconded by Councillor Johnston

In accordance with Standing Order 20(7), Amendment 1 was accepted as an addendum to the motion.

Voting

The voting was as follows:

For the Motion (as adjusted)	-	8 votes
For Amendment 2	-	3 votes

(For the Motion (as adjusted) – Councillors Corbett, Dixon, Donaldson, Howie, Miller, Rankin, Neil Ross and Watt.

For Amendment 2 – Councillors Hutchison, Johnston and McLellan.)

Decision

To approve the following adjusted motion:

- 1) To note the report by the Executive Director of Resources in the context of considering the Council's revenue budget framework.
- 2) To approve the release for engagement of the Administration's draft proposals included in Appendix 2 of the report which together provided the basis of an anticipated balanced position for 2018/19 as part of a longer-term framework.
- 3) To authorise the Executive Directors to take forward, in conjunction with Conveners and Vice-Conveners, any remaining detailed planning and development of the savings proposals contained within the budget framework including, where appropriate to a savings proposal, staff release and planning, development and consultation in accordance with the Council's Organisational Review procedure.
- 4) To agree to the withdrawal of the proposal for the "Creation of a Citywide Equity and Excellence Music Service".
- 5) To agree that the Chief Executive would review the process for the lead-in to future budget engagement exercises.
- 6) To ask the Executive Director of Resources to prepare a four year plan to address the forecast savings gap, based on the wider themes set out in the report and taking into account the Council's priority outcomes.
- 7) To note that the draft proposals contained in the paper were simply being agreed as items for public feedback and that individual members of and groups within the committee may take different views on their merits either now or in the final budget decision.

(References: Finance and Resources Committee 27 October 2017 (item 1); report by the Executive Director of Resources, submitted)

2. Approach to Citizen Engagement on 2018-19 Budget and Council Change Theme

The Committee had deferred consideration of a report by the Chief Executive on the Council's approach to budget engagement for the financial year 2018/19 together with the key objectives, to this meeting of the Finance and Resources Committee.

Decision

- 1) To approve the report by the Chief Executive and the approach for citizen engagement on the 2018/19 budget and subsequent years.
- 2) To invite all political parties to engage with the citizen engagement process.

(References – Finance and Resources Committee 27 October 2017 (item 6); report by the Chief Executive, submitted.)

3. Minutes

Decision

To approve the minute of the Finance and Resources Committee of 27 October 2017 as a correct record.

4. Key Decisions Forward Plan

The Finance and Resources Committee Key Decisions Forward Plan for January 2018 was submitted.

Decision

To note the Key Decisions Forward Plan for January 2018.

(Reference – Finance and Resources Committee Key Decisions Forward Plan, submitted.)

5. Rolling Actions Log

The Finance and Resources Committee Rolling Actions Log was submitted.

Decision

1) To agree to close the following actions.

Action 3 – Revenue Budget Monitoring 2017/18 - Update

Action 4 – Revenue Budget Monitoring 2017/18 - Update

Action 5 – 329 High Street – Update on Proposed Disposal

Action 6 – Revenue Budget Framework 2018/23 – Mid Year Review

Action 8 – Approach to Citizen Engagement on 2018-19 Budget and Council Change Themes

2) To otherwise note the rolling actions log.

(Reference – Rolling Actions Log, submitted.)

6. Revenue Monitoring 2017-18 – Month Five Position

The Committee had noted the current projections of expenditure and income with mitigating actions identified to bring net expenditure back in line with approved levels over the remainder of the year.

Details were provided on the projected overall position for the Council's revenue expenditure budget for 2017/18 based on analysis of period five data. A Spend to Save application had also been received from Edinburgh Leisure (EL) in respect of installing a mains sewer connection for the Edinburgh International Climbing Arena.

Decision

1) To note that, in light of the further tightening of financial and workforce controls, additional anticipated income and prioritisation of discretionary expenditure, a balanced position for the year was now projected by the year-end.

- 2) To note that attainment of this position would require active management of risks and pressures, particularly those of a demand-led nature, for the remainder of the year.
- 3) To note the balanced position projected on the Housing Revenue Account (HRA) after making a £11.58m planned contribution towards housing investment.
- 4) To agree the Spend to Save application in respect of the Edinburgh International Climbing Arena and refer this decision to Council for ratification of use of the Fund.
- 5) To refer the report by the Executive Director of Resources to the Governance, Risk and Best Value Committee as part of its work programme.

(References – Finance and Resources Committee 28 September 2017 (item 5); report by the Executive Director of Resources, submitted)

7. Resources Directorate Revenue Budget Monitoring 2017-18 – Five Month Position

Details were provided on the projected five-month monitoring position for the Resources Directorate, based on actual expenditure and income to the end of August 2017 and expenditure and income projections for the remainder of the financial year.

Decision

- 1) To note that the Resources Directorate was currently projecting a £1.460 million underspend for 2017/18.
- 2) To note the risks to the achievement of a balanced revenue budget projection.

(References – Act of Council No 2 of 9 February 2017; report by the Executive Director of Resources, submitted)

8. Chief Executive – Revenue Budget Monitoring 2017-18 - Month Five Position

Details were provided on the projected five-month revenue monitoring position for services reporting directly to the Chief Executive based on actual expenditure and income to the end of August 2017 and expenditure and income projections for the remainder of the financial year.

Decision

- 1) To note that services reporting directly to the Chief Executive were currently projecting a £0.368 million underspend for 2017/18.
- 2) To note the risks to the achievement of a balanced revenue budget projection.

(References – Finance and Resources Committee 5 September 2017 (item 10); report by the Executive Director of Resources, submitted)

9. Capital Monitoring 2017-18 – Half Year Position

Details were provided on the overall position of the Council's capital budget at the half year position (based on month five data) and the projected outturn for the year.

Decision

- 1) To note the projected capital outturn position on the General Fund and Housing Revenue Account (HRA) at month five.
- 2) To note the prudential indicators at month five.
- 3) To refer the report to the Governance, Risk and Best Value Committee as part of its work-plan.

(References – Finance and Resources Committee 5 September 2017 (item 11); report by the Executive Director of Resources, submitted)

10. Treasury Management – Mid-Term Report 2017-18

An update was provided on Treasury Management Activity in 2017/18.

Decision

- 1) To note the mid-term report on Treasury Management for 2017/18.
- 2) To note the intention to exercise the option to opt up to professional status under MiFD II (Market in Financial Instruments Directive).
- 3) To refer the report to the City of Edinburgh Council for approval and subsequent referral by the City of Edinburgh Council to the Governance, Risk and Best Value Committee for scrutiny.

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

11. Edinburgh Health and Social Care Partnership – Update on Financial Position of City of Edinburgh Council Services

The Committee had noted a potential full year overspend of £9.1m for Health and Social Care.

Details were provided on a service-specific update on the Council's financial position for Health and Social Care which outlined work being undertaken to identify and deliver appropriate mitigating actions. Management actions which had been initiated were also provided.

Decision

- 1) To note the current financial forecast for Health and Social Care, which was based on current levels of service delivery.
- 2) To note the potential additional cost of unmet need.
- 3) To note the range of mitigation measures instigated by the Interim Chief Officer.
- 4) To note that work was ongoing to assess the level of increasing demand and unmet need and to evaluate opportunities for financial savings and demand

management, and that the Interim Chief Officer would provide regular updates on progress to the Finance and Resources Committee.

- 5) To refer the report by the Executive Director of Resources to the Governance, Risk and Best Value Committee as part of its work programme.

(References – Finance and Resources Committee 28 September 2017 (item 5); report by the Interim Chief Officer, Edinburgh Health and Social Care Partnership, submitted)

12. Workforce Dashboard – August 2017

Details were provided on employee numbers, trends on absence rates, the cost of the pay bill, the number of Voluntary Early Release Arrangement/Voluntary Redundancy (VERA/VR) leavers and accumulative budget savings and the number of redeployees and associated costs.

Decision

To note the workforce information contained in the dashboard.

(References – Finance and Resources Committee 5 September 2017 (item 27); report by the Executive Director of Resources, submitted)

13. Homelessness Prevention – Locality Support Services – Contract Ref: CT 0266

Approval was sought to award contracts to Ypeople/Sacro and Four Square for the provision of Locality Support Services for Homelessness Prevention.

Decision

To approve the award of contracts to Ypeople / Sacro and to Four Square for the provision of Locality Support Services for Homelessness Prevention from 1 March 2018 for a period of three years, with annual options to extend for a maximum of two further years.

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

Declaration of Interest

Councillor Corbett declared a financial interest as an employee of Shelter Scotland and left the meeting during the Council's consideration of the above item.

14. Award of Contract for the Provision of Occupational Health Services and Employee Assistance Programme

Approval was sought to award the contract for the provision of Occupational Health (OH) services and Employee Assistance Programme (EAP) to People Asset Management Limited (PAM).

Decision

To approve the award of a contract for Occupational Health Services and Employee Assistance Programme to People Asset Management Limited, (PAM) from 8 January 2018 to 7 January 2021 with the option to extend for a further 12 months.

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

15. Bus Tracker – Future Provision

Details were provided on Edinburgh's Real Time Passenger Information (RTPI) system, Bustracker which was provided by French based company Cofey Ineo.

Approval was sought for a waiver to extend the existing contract with Cofely Ineo to the end of 2018, at a value of approximately £675,000. Further payments of approximately £125,000 must be paid to Bridge Radio, OFCOM and Arqiva to continue full operation of the current system until the end of 2018. This would ensure the system continued to operate until the implementation of a replacement solution.

Decision

To authorise maintenance payments to the end of 2018 at an approximate cost of £800,000 to allow the Bustracker system to continue operating until the implementation of a replacement solution.

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

16. Award of Clerk of Works Framework

Approval was sought for the award of a framework agreement for Clerk of Work Services to the organisations identified as offering the most economically advantageous bids, following a competitive tendering process. The framework consisted of eight providers for the inspection of capital works supporting the Council to deliver construction, maintenance and repair programmes.

Decision

- 1) To approve the award of a framework agreement for Clerk of Works Services to BHL Consultancy Ltd, Clerk of Works Inspection Services, D A Gilmour, GHPC Group, Hickton, IMG Quality Control, Long O Donnell Associates and Ross Quality Control for an estimated £1,000,000 per annum.
- 2) To note the contract values above were reflective of an estimation of required Clerk of Works Services and might therefore fluctuate depending on the Council's Construction Works programme over the next four years.
- 3) To delegate authority to the Executive Director or Head of Service of the relevant Directorate or Service in accordance with the Scheme of Delegation for the awarding of mini competitions or direct awards call offs which were undertaken using the framework.

(References – Act of Council No 3 of 21 September 2017; report by the Executive Director of Place, submitted)

17. Boroughmuir High School, Viewforth, Bruntsfield – Update on Proposed Sale

The Committee had approved the disposal of the existing Boroughmuir High School to CALA Management Limited (CALA). The bid was subject to numerous conditions including planning permission for residential development. Planning Consent for the development had been refused and CALA had subsequently revised the development proposals to address the concerns raised by both the Development Management Sub-Committee and the appeal decision.

Approval was sought to proceed with the sale to CALA on the revised offer and the terms and conditions detailed in the report by the Executive Director of Resources.

Motion

To continue with the sale of Boroughmuir High School, Viewforth, Bruntsfield to CALA Management Limited on the terms outlined in the report and on other terms and conditions to be agreed by the Executive Director of Resources.

- moved by Councillor Rankin, seconded by Councillor Donaldson

Amendment

To continue consideration of the matter to the next meeting on 23 January 2018 for further information on the issues raised by members.

- moved by Councillor Corbett, seconded by Councillor Miller

Voting

The voting was as follows:

For the motion	-	7 votes
For the amendment	-	2 votes

(For the motion – Councillors Dixon, Donaldson, Howie, Hutchison, McLellan, Rankin and Neil Ross.

For the amendment – Councillors Corbett and Miller.

Abstention – Councillor Watt.)

Decision

To approve the motion by Councillor Rankin.

(References – Finance and Resources Committee 13 May 2015 (item 4); Development Management Sub-Committee 28 April 2017 (item 2); report by the Executive Director of Resources, submitted)

Declaration of Interest

Councillor Johnston declared a non-financial interest as a purchaser of a property being sold by Cala Homes and took no part in the Committee's consideration of the above item.

18. Open Framework Agreement for Learning and Development Contract Ref – CT 2132

Approval was sought to establish an Open Framework Agreement for Learning and Development. The term of the framework agreement would be three years, with the option to extend for up to a further twelve months.

Decision

- 1) To approve the establishment of an Open Framework Agreement for Learning and Development and the award onto the framework agreement of the providers for specific Lots as listed at Appendix 1 to the report by the Executive Director of Resources, to start operation in January 2018 and run for a period of three years, with the option to extend for a further 12 months.
- 2) To note that new providers would be added during the term of the Open Framework Agreement at no additional cost to the Council.

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

19. Transport Infrastructure Framework – Award Under delegated Authority

Approval was sought to delegate authority to the Executive Director of Place to award a multi-lot framework agreement to the most economically advantageous organisations identified following a competitive tendering process, in order to achieve a contract start date of 3 January 2018.

Decision

- 1) To delegate authority to the Executive Director of Place to award the framework to the most economically advantageous organisations identified following a competitive tendering process.
- 2) To note that the contract value was estimated to be between £40 - £60m over four years.
- 3) To note the contract values were reflective of historical spend on these services over the previous four financial years, and that the scope of works might fluctuate subject to budget allocation and funding approvals.
- 4) To note that these awards would be reported to Finance and Resources Committee under the half yearly procurement report for Awards of Contract.

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

20. Proposed Community Asset Transfer of Former Bothy at 26b Gilmerton Dykes Street, Edinburgh

Details were provided on an application by The Friends of Burdiehouse Burn Valley Park (FBBVP), to purchase the former bothy located at the entrance to Burdiehouse Burn Valley Park, Gilmerton Dykes Street, via Community Asset Transfer.

Decision

To approve the disposal of the former bothy at 26b Gilmerton Dykes Street to the Friends of Burdiehouse Burn Valley Park, on the terms set out in the report and on such other terms and conditions to be agreed by the Executive Director of Resources.

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

21. Proposed 5 year Lease of Unit 1 The Clocktower, Flassches Yard, South Gyle Crescent, Edinburgh

Approval was sought to grant a new 5 year lease to Electric Vehicles (Scotland) Limited on the terms and conditions outlined in the report by the Executive Director of Resources.

Decision

To approve a 5 year lease to Electric Vehicles (Scotland) Limited of Unit 1 The Clocktower, Flassches Yard on the terms outlined in the report and on other terms and conditions to be agreed by the Executive Director of Resources.

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

22. Proposed 25 Year Lease of 27 Peffer Place

Approval was sought to grant a new 25 year lease to Edinburgh Headway Group on the terms and conditions outlined in the report by the Executive Director of Resources.

Decision

To approve a 25 year lease to Edinburgh Headway Group at 27 Peffer Place on the terms outlined in the report, and on other terms and conditions to be agreed by the Executive Director of Resources.

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

23. Pupil Equity Funding Open Framework Agreement

Details were provided on the award of an open framework for the provision of Pupil Equity Fund services, which had been made under the urgency provisions as detailed in Committee Terms of Reference and Delegated Functions.

Decision

To note the action taken by the Executive Director of Communities and Families in consultation with the Convener and Vice Convener under the urgency provisions, to award an open framework to the service providers as listed in Appendix 2 to the report for a maximum value of £4,000,000. The purpose of the open framework was to deliver services for Pupil Equity Funding. The open framework was awarded on 8 September 2017 for a period of two years with the option to extend for up to a further two periods of 12 months.

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

24. Adoption of the Scotland Excel Framework for Supply and Delivery of Personal Protective Equipment

Approval was sought for the adoption of the Scotland Excel Framework Agreement for Supply and Delivery of Personal Protective Equipment (PPE).

Decision

To approve the adoption and implementation of the Scotland Excel Framework Agreement for Supply and Delivery of Personal Protective Equipment from 7 November 2017 to 28 February 2019 with the option to extend to 28 February 2021.

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

25. 329 High Street – Update on Proposed Disposal

The Committee, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting for the following items of business on the grounds that they involved the disclosure of exempt information as defined in Paragraphs 6, 8 and 10 of Part 1 of Schedule 7(A) of the Act.

The Committee had continued consideration of a request for approval to continue with the disposal of 329 High Street on the basis of revised terms and conditions outlined in the report by the Executive Director of Resources.

Decision

To agree to delegate authority to the Executive Director of Resources, in consultation with the Convener and Vice Convener, to review and undertake the disposal of 329 High Street, including consideration of:

- the potential for a lease, without the heritable interest in the property being transferred;
- an updated assessment of the market value of the property; and
- the Council requiring space for its own use.

(References – Finance and Resources Committee 28 September 2017 (item 21); report by the Executive Director of Resources, submitted)

26. External Audit review of CGI IT Security Controls – referral from the Governance, Risk and Best Value Committee

The Committee, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting for the following items of business on the grounds that they involved the disclosure of exempt information as defined in Paragraphs 6, 8 and 10 of Part 1 of Schedule 7(A) of the Act

The Governance, Risk and Best Value Committee had referred a report on the external audit review of the effectiveness of the CGI/Council's security control procedures.

Decision

To note the report.

(References – Governance, Risk and Best Value Committee 31 October 2017 (item 11); referral report from the Governance, Risk and Best Value Committee, submitted.)

Finance and Resources Committee – 23 January 2018

8 February and 27 March 2018

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Council Commitments
1.	Revenue Budget Framework 2018-23 Update	8 February 2018		Executive Director of Resources Lead Officer: Fraser Rowson 0131 469 3166 fraser.rowson@edinburgh.gov.uk	
2.	Revenue Budget Framework 2018-2023: Risks and Reserves	8 February 2018		Executive Director of Resources Lead Officer: Fraser Rowson 0131 469 3166 fraser.rowson@edinburgh.gov.uk	
3.	Capital Budget 2018-2023 Update	8 February 2018		Executive Director of Resources Lead Officer: Denise Pryde 0131 469 3195 denise.pryde@edinburgh.gov.uk	
4.	Housing Revenue Account (HRA) Budget Strategy 2018/19 – 2023/24	8 February 2018		Executive Director of Place Lead Officer: Lisa Mallon 0131 529 6291 lisa.mallon@edinburgh.gov.uk	

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Council Commitments
5.	Budget Proposals 2018-19: Overview of Feedback and Engagement	8 February 2018		Chief Executive Lead Officer: Davina Fereday 0131 529 7040 davina.fereday@edinburgh.gov.uk	
6.	Council Revenue Budget Framework 2018-2023 Impact Assessment	8 February 2018		Chief Executive Lead Officer: 0131	
7.	Edinburgh Leisure – Pension Guarantee	8 February 2018		Executive Director of Resources Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk	
8.	Health and Safety Performance	27 March 2017		Executive Director of Resources Lead Officer: Susan Tannahill 0131 553 8336 susan.tannahill@edinburgh.gov.uk	
9.	Corporate Health and Safety Strategy 2018-2020	27 March 2018		Executive Director of Resources Lead Officer: Susan Tannahill 0131 553 8336 susan.tannahill@edinburgh.gov.uk	

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Council Commitments
10.	Award of Contract for North Bridge Refurbishment	27 March 2018		Executive Director of Place Lead Officer: Tom Dougall 0131 469 3753 tom.dougall@edinburgh.gov.uk	
11.	Extension of Dumbryden Phase 2 Contract Award	27 March 2018		Executive Director of Place Lead Officer: Sam Verner 0131 529 3432 sam.verner@edinburgh.gov.uk	
12.	New Lease at Hawes Pier – Mid of the Forth	27 March 2018		Executive Director of Resources Lead Officer: Lesley Dryden 0131 529 4600 lesley.dryden@edinburgh.gov.uk	
13.	New Lease at Hawes Pier – Forth Belle	27 March 2018		Executive Director of Resources Lead Officer: Lesley Dryden 0131 529 4600 lesley.dryden@edinburgh.gov.uk	
14.	New Lease at the Festival Theatre	27 March 2018		Executive Director of Resources Lead Officer: Amanda Fraser 0131 529 5931 amanda.fraser@edinburgh.gov.uk	

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Council Commitments
15.	Overhead Power Lines at Sir Harry Lauder Road	27 March 2018		Executive Director of Resources Lead Officer: Mark Penman 0131 529 4188 mark.penman@edinburgh.gov.uk	
16.	Common Good Update	27 March 2018		Executive Director of Resources Lead Officer: Susan Craig 0131 529 5934 susan.craig@edinburgh.gov.uk	
17.	Minute of Amendment to Gas Servitude, Ingliston	27 March 2018		Executive Director of Resources Lead Officer: Lesley Dryden 0131 529 4600 lesley.dryden@edinburgh.gov.uk	
18.	Workforce Dashboard	27 March 2018		Executive Director of Resources Lead Officer: Katy Miller 0131 529 5522 katy.miller@edinburgh.gov.uk	
19.	Westbank Street, Portobello – Proposed Disposal (Award of Preferred Bidder Status)	27 March 2018		Executive Director of Resources Lead Officer: Peter Watton 0131 529 5962 peter.watton@edinburgh.gov.uk	

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Council Commitments
20.	New Lease, Ethical Finance – Waverley Court	27 March 2018		Executive Director of Resources Lead Officer: Jane Sanders 0131 469 5260 jane.sanders@edinburgh.gov.uk	
21.	Sickness Absence Policy	27 March 2018		Executive Director of Resources Lead Officer: Katy Miller 0131 529 5522 katy.miller@edinburgh.gov.uk	
22.	Lauriston Castle Lodge House and Garden – Proposed Lease	27 March 2018		Executive Director of Resources Lead Officer: Mark Borthwick 0131 katy.miller@edinburgh.gov.uk	
23.	Proposed to Review Procedure for Telecom Leases	27 March 2018		Executive Director of Resources Lead Officer: Markus Kroner 0131 529 4134 markus.kroner@edinburgh.gov.uk	
24.	Land to the rear of Niddrie Mains Road – Proposed Disposal	27 March 2018		Executive Director of Resources Lead Officer: Graeme McGartland 0131 529 5956 graeme.mcgartland@edinburgh.gov.uk	

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Council Commitments
25.	Land at the Wisp – Proposed Disposal	27 March 2018		Executive Director of Resources Lead Officer: Graeme McGartland 0131 529 5956 graeme.mcgartland@edinburgh.gov.uk	
26.	Lease Re-structure – Vega Building, Edinburgh	27 March 2018		Executive Director of Resources Lead Officer: Mark Bulloch 0131 529 5991 mark.bulloch@edinburgh.gov.uk	
27.	Land at India Quay – Fountainbridge Proposed Disposal	27 March 2018		Executive Director of Resources Lead Officer: Graeme McGartland 0131 529 5956 graeme.mcgartland@edinburgh.gov.uk	
28.	Miscellaneous Debts – Write Off	27 March 2018		Executive Director of Resources Lead Officer: Cheryl Hynd 0131 469 3709 cheryl.hynd@edinburgh.gov.uk	

Finance and Resources Committee

23 January 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1.	23/02/2017	Strategic Direction for Tackling Homelessness	To agree that the Head of Safer and Stronger Communities would report back to a future Committee on the impact the implementation of the new Homelessness Strategy would have on shortening the period of contract extensions.	Head of Safer and Stronger Communities	23 January 2018		Ongoing

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
2.	5/09/2017	Revenue and Capital Budget Framework 2018/23 – Progress Update	To agree that a further report be submitted following the publication of the Scottish Government's response to the Barclay Review, and that this report would outline the implications for the council and service users.	Executive Director of Resources	8 February 2018		
3.	26/10/2017	Capital Investment Framework 2018/19-2026/27	To note that a further report on the capital investment framework would be considered by Finance and Resources Committee in January 2018.	Executive Director of Resources	8 February 2018		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4.	7 November 2017	Revenue Budget Framework 2018/23 – Mid-Year Review -	To ask the Executive Director of Resources to prepare a four year plan to address the forecast savings gap, based on the wider themes set out in the report and taking into account the Council's priority outcomes.	Executive Director of Resources	30 September 2018		

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Asset Management Strategy Transformation Programme - Update

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

Executive summary

This report provides a progress report on the implementation of the Asset Management Strategy (AMS) for Property and Facilities Management.

Asset Management Strategy Transformation Programme - Update

1. Recommendations

- 1.1 That Committee:
 - 1.1.1 Notes the continued progress in each of the key AMS Transformation Programme work streams; and
 - 1.1.2 Notes the Management Information dashboard reports provided in Appendix 1.

2. Background

- 2.1 The Asset Management Strategy (AMS) is a work stream within the wider Council Transformation Programme, aimed at achieving cost savings and delivering an improved service through a new operating model.
- 2.2 The AMS programme aims to create a credible, focused and sustainable delivery plan for property and facilities management. It will deliver a fit-for-purpose, right-sized and safe estate; providing an appropriate level of service at an acceptable and efficient cost; and in a commercial manner to maximise value for the Council.
- 2.3 When the Finance and Resources Committee considered the AMS on 24 September 2015, it approved the adoption of an in-house delivery model, which included a significant investment in technical support over the next few years.
- 2.4 The Committee requested that an update report be provided every two cycles and this paper presents an overview of the status of the programme to date and the work completed since the last reporting period.

3. Main report

- 3.1 Progress has been made across the AMS work streams since the last Committee update. A summary of progress is provided below and the Management Information dashboards containing further information and key performance indicators (KPIs) are provided in Appendix 1 and 2.

Facilities Management (FM)

- 3.2 Matching and assignment for management staff in janitorial, cleaning and catering management, security, commercial management and performance and audit is now complete. All management posts, which were the subject of internal and external recruitment, have now been filled.
- 3.3 A decision was taken in May 2017 to split the final stage of the FM review into two tranches. The complexity and scale of the review has required in depth analysis and it was considered prudent to ensure this was completed, on a building by building basis, before consulting with staff groups.
- 3.4 The first stage included all remaining janitorial staff and consultation with staff was launched on 16 and 17 May 2017. In addition to the formal consultative process with staff and trade unions, wide ranging engagement has been undertaken with the Communities and Families Directorate, and other key stakeholders such as head teachers and community centre management committees. As previously reported, a review of catering staff was not required due to increasing demands for the service within schools and the new statutory obligations to increase provision for early year's establishments. Information on the catering service can be found in a report to the [Education, Children and Families Committee on 13 December 2017](#).
- 3.5 The Communities and Families Directorate were consulted on the new operating model throughout October and formal agreement was reached on core service provision to schools and nurseries throughout the City. This was then taken out for further consultation with staff and trade unions. Consultation closed in December and formal briefings on this element of the AMS has been offered to all political groups.
- 3.6 FM processes continue to be developed alongside the refinement of the future organisational structure to document and improve ways of working, including an end to end re-design of the helpdesk service within Customer to improve efficiency.
- 3.7 Work has been ongoing to develop the Computer Aided Facilities Management (CAFM) system for the implementation of the new FM service. In the last month, significant progress has been made including providing iPad familiarisation sessions to new Facilities Management Technical Supervisors. November saw the completion of familiarisation training sessions on CAFM for both the new Helpdesk / FM CAFM Champions as well as the new proposed FM Technical Supervisors. Closer to go-live, refresher sessions will be run.
- 3.8 Work is ongoing with the Asbestos and Asset Valuations services to migrate those statutory functions away from legacy systems onto CAFM over the coming months.

- 3.9 A FM mobilisation team has now been formed with a target date for full implementation of the new operating model in Spring 2018.

Asset Condition

- 3.10 The estate wide surveys concluded in September, and focus has now been on the analysis of the extensive data gathered. This element of the AMS is subject to a separate report to the Finance and Resources Committee in January 2018.

Estate Rationalisation

- 3.11 The reconfiguration of 249 High Street is now complete, allowing additional staff to move into the building over December and January. This project has significantly improved the efficiency of space at 249 High street, almost doubling the occupancy levels and it has delivered a major improvement in the customer service and environment for people centred (rather than on-line) transactions, including for some of the Council's most vulnerable clients. Benefits include the introduction of the Council's new 'Q-matic' system to ease customer waiting times; the generation of significant capital receipts for investment in the remaining operational estate; savings in property running costs; and removes pressures from the backlog maintenance by reducing the size of the Council's estate.
- 3.12 The reconfiguration of staff in Waverley Court is also now complete, with dispersed teams now brought together, and space freed up to allow the occupancy of the third floor by CGI, the Council's ICT external supplier, at an annual rental rate of £600,000. The reconfiguration of space also creates a wing on the ground floor which can be released for rental to third parties to generate additional income against saving targets. This has been possible due to all teams working at a 7:10 desk to staff ratio. The focus is now turning to the localities offices, with the 7:10 ratio being rolled out across the estate. Minor adaptations for the customer front spaces are also currently being developed for greater flexibility in these offices.
- 3.13 As part of the development of business cases for new schools, including those required for the Local Development Plan, scoping is currently being undertaken to identify opportunities for other requirements to be delivered through the school hub. This is considering complementary services to the school and taking a 'One Public Estate' approach which could see some of the Council's partner agencies' asset requirements being co-located with the schools.

Investment Portfolio

- 3.14 The disposal of Lothian Chambers to the French Consulate on a long lease was completed on 4 December. This resulted in a capital receipt, including legal fees and corporate property costs, of £2.95m.
- 3.15 The management of the commercial portfolio continues to perform ahead of expectation, and an increase in excess of the 2% target for the 2017/18 will be achieved. This is being realised through effective commercial management of the portfolio to ensure that letting voids are kept to a minimum. There has also been several strong rent review settlements contributing to rental growth.

- 3.16 On 28 May 2015, Council approved the business case for the construction of 16 industrial units at South Gyle. Known as East Hemiston Business Park, the development was delivered on time, and is now 100% fully let producing rental income of £160,000 pa. The leases have been approved under delegated powers and are referenced in the summary transactions concluded under delegated authority report on this agenda.
- 3.17 Work is continuing with financial savings opportunities previously identified, which are recorded in the savings tracker. Future major events in the portfolio, such as lease expiry dates for major income producing assets continue to be actively managed to protect against any short-term loss of income while the future of such assets is determined.

Next Steps

- 3.18 The following are the key activities planned in the next period:
- 3.18.1 Continue the roll out of the next stage of transformation in relation to FM;
 - 3.18.2 Continue the roll out of the CAFM system to ensure the system meets the requirements and functionality of the new service going forward;
 - 3.18.3 Continue to deliver the detailed engagement for each of the business cases approved by the Corporate Leadership Team in relation to estates rationalisation;
 - 3.18.4 Continue to define accommodation demand strategies at a high level, working closely with Locality Managers;
 - 3.18.5 Further development of the Investment Portfolio strategy including completion of the strategy and report on dealing with future voids; and
 - 3.18.6 Finalise work on the required asset condition surveys.

4. Measures of success

- 4.1 The AMS business case identified significant financial and non-financial benefits associated with the asset management and Property and Facilities Management Service that are in line with the wider objectives of the Council's Transformation Programme.
- 4.2 A benefits tracker has been designed to monitor the qualitative and non-qualitative benefits of the AMS Transformation Programme and, where possible, the corresponding implementation costs associated with the initiatives. Although AMS aims to principally deliver revenue savings targets through estate rationalisation, organisational redesign and investment portfolio initiatives, there are also consequential impacts on the capital budget that also need to be monitored. This includes, for example, capital requirements as part of any implementation costs and capital receipts from any proposed disposal initiatives.
- 4.3 The benefits tracker therefore tracks the revenue and capital implications of any

financial savings initiatives. These benefits, along with qualitative impacts, have been categorised into the following three areas:

- 4.3.1 direct cashable savings e.g. reduced operating costs from closure of a building and/or sustainable additional income;
 - 4.3.2 non-cashable efficiencies e.g. the reduction in required revenue maintenance spend as a result of building closures (which is then redeployed); and
 - 4.3.3 qualitative benefits e.g. improved customer satisfaction in relocating a service to a property that is more fit for purpose.
- 4.4 The benefits tracker has been populated based on emerging findings to date. Further work is currently underway to refine initiatives in all work streams and, once respective milestones have been reached across these work streams, the benefits tracker will be fully populated and act as a baseline from which the benefits can be measured.
- 4.5 The Management Information dashboards provided in Appendix 1 have been developed to track key KPIs across the AMS work streams.

5. Financial impact

- 5.1 The total budget for AMS implementation is £7.7m, of which £3.4m is allocated for external support. Other costs include the Estates Rationalisation (office restack), Condition Surveys, FM Training, equipment, vehicles and ICT (CAFM). CAFM is a key enabler of the overall Asset Management Strategy, with associated high risks associated with its non-delivery, and it is therefore proposed to utilise the provisions of CSO 9.1 to procure the existing Programme Manager from Sceneone for a further 6 months from January 2018 to July 2018 at an estimated £96,000. The implementation programme was previously anticipated to conclude by the end of December 2017, but is now forecast to conclude by summer 2018.
- 5.2 Since the report [Asset Management Strategy Transformation Programme – Update](#) - Finance and Resources Committee on 5 September 2017, the AMS savings tracker has been subject to ongoing monthly stress testing and update by the Asset Management Strategy Steering Group. The tracker sets out the re-profiled AMS savings targets reported to the Finance and Resource Committee on 1 December 2016 and the AMS savings forecast through to 2020/21. The table below provides the current forecast of savings. Forecast savings are categorised as:
- green – delivered/clear track to delivery;
 - amber – savings proposal developed, but further implementation planning required; and
 - red – shortfall against savings target. Further development of delivery of savings target required.

Asset Management Strategy

Savings Tracker - 07 December 2017

Asset Management Strategy	2017/18	2018/19	2019/20	2020/21
Savings Tracker	£m	£m	£m	£m
SAVINGS TARGETS				
Service Redesign	0.700	1.900	1.900	1.900
Estates Rationalisation	0.600	2.000	2.200	2.200
Investment Estate	0.300	1.900	2.100	2.100
TOTAL SAVINGS TARGET	1.600	5.800	6.200	6.200
FORECAST SAVINGS				
RED	0	2.574	2.237	1.892
AMBER	0	0.943	1.468	1.618
GREEN	1.603	2.283	2.495	2.690
TOTAL	1.603	5.800	6.200	6.200

- 5.3 Assumptions underpinning the original savings forecasts, include support by users of the Council estate for the new Facilities Management operating model; that any new buildings would have an appropriate revenue resource allocation; political and managerial support to deliver the estates rationalisation strategy (including the letting of areas of Waverley Court) and an ability to increase the majority of concessionary rents, between 2017/18 and 2020/21, to market rent.
- 5.4 Since the report [Asset Management Strategy Transformation Programme – Update](#) - Finance and Resources Committee on 5 September 2017 there has been ongoing review of the potential to achieve Estate Rationalisation savings, based on the current forecast of deliverability of the original savings targets and potential alternative savings. The analysis of forecast savings at paragraph 5.2 reflects the outcome of the ongoing review activity.
- 5.5 Ongoing review of the potential to achieve Investment Estate savings has concluded the forecast of savings and additional rental income for 2018/19 remains valid, but the forecast for 2019/20 has been reduced by 1% to reflect forecast economic conditions in the property rental market.
- 5.6 Recurring Service Redesign savings of £0.8m continue to be forecast from 2017/18. Service Redesign has been progressed for Facilities Management Organisational Review Phase 3b. Further full-year savings of £0.5m are forecast from remaining phases of Service Redesign from 2018/19.
- 5.7 Taking the revised forecast savings from each of the three Asset Management Strategy streams, savings of £2.3m in 2018/19, rising to £2.6m by 2020/21 are forecast to be delivered or fully on track to being delivered. A further £0.943m of

savings in 2018/19, rising to £1.6m by 2020/21 is on track to be delivered, but requires some further implementation planning. Property and Facilities Management is developing measures to achieve delivery of the remaining savings target of £2.574m in 2018/19, reducing to £1.892m by 2020/21.

6. Risk, policy, compliance and governance impact

6.1 The top delivery risks currently include:

- 6.1.1 There is a risk that the assumptions underpinning the original business case were not accurate. This is particularly acute in two areas. Firstly, the assumption that the new build estate would have a pro rata allocation of revenue budget with forecast pressure for 2018/19 is £3.5m pa and, secondly, that all concessionary lets could be reviewed to market rent over a five- year period. This has proven to be legally difficult to achieve as many of these leases are on long tenures that cannot be terminated unilaterally.
- 6.1.2 There is a risk that an economic downturn in the property rental market results in reduced income.
- 6.1.3. There is a risk that proposals for estate rationalisation are delayed and/or re-shaped through the processes of stakeholder engagement.
- 6.1.4 As a result of the ongoing development of proposals for Edinburgh Leisure to take control of Council assets for recreational use, there is a risk that the additional coverage required from FM will erode savings in the AMS programme unless additional budget is provided.
- 6.1.5 There is a risk that a delay to the implementation of CAFM impacts on the delivery of the Blueprint and cost savings profile; and
- 6.1.6 As reported previously there is also a risk that a lack of stakeholder and political support for the Property and Facilities Management transformation proposals leads to a failure to deliver the agreed cost savings.
- 6.1.7 There is a risk that a lack of capital funding, due to budget constraints, leads to the Councils inability to reduce the backlog maintenance across the estate.
- 6.1.8 Contract Standing order 9.1 provides an option to waive standing orders where the requirement is in the Council best interest having regard for best value, risk, principles of procurement and the impact upon service users. The direct award of contract to Sceneone is required to provide continuity to the project and support additional tasks. The risk of procurement challenge is low given the short period of award and the existing understanding of the Supplier making it difficult for others to provide the delivery requirements in the timeline.

7. Equalities impact

- 7.1 The contents and proposals of this report have been assessed with respect to the Equality Act 2010 public sector equality duty. In this regard, an equality and rights impact assessment has been initiated, and initial findings have indicated:
- 7.1.1 Reducing property costs will enable greater savings to be realised, which in turn will enable more effective protection of frontline services to vulnerable citizens, and meeting demographic pressures.
 - 7.1.2 Projects exploring the feasibility of asset transfer to community groups could empower communities, particularly those in deprived communities.
 - 7.1.3 Any impacts on employment conditions as a result of different service delivery models will be assessed further through the impact assessment process.
 - 7.1.4 Any changes to concessionary lets to third sector and community groups, and consequent impacts, could be managed through the grants and contracts process.
 - 7.1.5 Co-location opportunities, if delivered, could improve and simplify access to council and partner services, especially those individuals or families who require multiple services.
 - 7.1.6 Proposals to improve the coordination of asset management, and to drive forward property rationalisation, should lead to improvements in physical accessibility at council premises.

8. Sustainability impact

- 8.1 The contents and proposals contained in this report have been assessed with respect to the Climate Change (Scotland) Act 2009. In this regard, a sustainability, adaptation and mitigation impact assessment has been initiated, and initial findings have indicated:
- 8.1.1 A need to further improve energy efficiency within council buildings in order to tackle greenhouse gas emissions, and to save money on energy costs and carbon taxes.
 - 8.1.2 A need to further improve internal waste reduction measures within council buildings, linked to the council's wider waste minimisation strategy. Such improvements will lead to savings being released from landfill taxes and carbon taxes, and will militate against greenhouse gas emission which emanate from landfill.
 - 8.1.3 Opportunities to minimise staff travel through smarter working and co-location across the council's estate should save the council money on transport costs, carbon taxes and will militate against greenhouse gas emissions.
 - 8.1.4 Any future facility management service delivery models would need to take cognisance of the 'Food for Life' and 'Soil Association' accreditation projects to ensure the food provided in council premises was sustainable, sourced locally and seasonal.

9. Consultation and engagement

- 9.1 Communications have been established with the Trade Unions and regular meetings are held in relation to transformation. Engagement across the Council and with wider stakeholder groups has been, and continues to be, widespread in relation to the re-design of the FM function.

10. Background reading/external references

- 10.1 Please refer to [September 2015](#), [November 2015](#), [January 2016/March 2016](#), [June 2016](#), [September 2016](#) (item 7.2) [December 2016](#) and [February 2017](#) Finance and Resources Committee papers.

Stephen S. Moir

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11. Appendices

Appendix 1 – Asset Management Strategy Programme Dashboard

Appendix 2 – Asset Management Strategy KPI Dashboard

Appendix 1

Asset Management Strategy Programme Dashboard

Programme Progress: December 2017

Current Period
Trend

Previous Period
Trend



Programme/Project Description including Summary for Period

The Asset Management Strategy (AMS) is an extensive transformational programme related to the review and refinement of the way in which the Council manages its corporate asset portfolio. It aims to deliver significant savings over a 5 year period.

It comprises of several workstreams:

Asset Condition Estates Rationalisation
Facilities Management Transformation Investments

Key Completed Activities This Period:

- 1 **Facilities Management Workstream** - Phase 2 of the janitorial review will complete in December. ICT, CAFM and Health & Safety training programmes have been developed and are ongoing.
- 2 **Asset Condition Workstream** - The survey of the full operational estate has now completed, identifying a minimum backlog maintenance requirement of £153m.
- 3 **Estates Rationalisation Workstream** - The exit of 329 High Street and Lothian Chambers is on programme.
- 4 **Investments Workstream** - The sale of Lothian Chambers on a long lease to the French consulate has been completed.

Key Planned Activities Next Period:

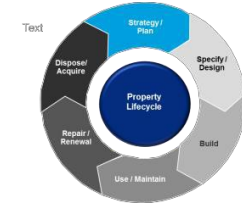
- 1 **Facilities Management Workstream** - Implementation of new Janitorial model. Cleaning Review to begin.
- 2 **Asset Condition Workstream** - Programme of works to tackle D elements to be commissioned.
- 3 **Estates Rationalisation Workstream** - Re-stack of Waverley Court ongoing. Restack to locality offices due Q1 2018.
- 4 **Investments Workstream** - . Exiting of 329 High St and 1a Parliament Sq on programme.

Project Workstream(s)	RAG	Reason for RAG Status (Time/Cost/Quality/Resource, etc)
Facilities Management Transformation	R	Go-live originally proposed for December has now been planned for Spring 2018 due to extended consultation phases. Savings targets will be re-profiled alongside a consideration of the approach the Service takes to the cleaning review.
Asset Condition	R	The survey of the full operational estate was completed in September, and the data has now been analysed at high level, identifying a £153m backlog maintenance requirement. This has now been discussed at CLT and political level and the need for additional investment identified. A programme of investment in the D rated elements of the estate is currently being commissioned.
Estate Rationalisation	A	The exit of 329 High Street and Lothian Chambers is on programme, with the upgrade of the City Chambers complex to receive additional staff nearing completion. A significant income stream is expected to be generated by CGI co-locating in Waverley Court, anticipated in April 2018. Other options for further estate rationalisation require engagement at political level.
Investments	A	Rental income growth forecast has been reduced for years 4 and 5 to 1.5% from 2.5% to reflect potential economic uncertainty. Improving political acceptance of concessionary lets policy however targets for years 3 onwards are still challenging. Sale of Lothian Chambers on long lease to French Consulate due to complete before the end of November. Elements to satisfy motion at F&R re 329 High Street to be in place by end of November.

Programme Dependencies

- Continued resource and resource commitment to facilitate CAFM implementation
- Stakeholder support in relation to FM re-design.
- Stakeholder support in relation to estates rationalisation.
- Stakeholder commitment to capital and revenue costs associated with AMS delivery

Appendix 2



Measurement of Success KPIs: December 2017 Update

 <p>Investment Portfolio</p>	<ul style="list-style-type: none"> Capital receipts from disposals - Lothian Chambers and 329 High Street on track Value of re-investment projects - (Long term) Capital Growth – (Long term) Income maximisation; - (Long term) Increased income as a result of rent reviews and reduction of concessions (<i>% of properties at market rent</i>) (Long term)
 <p>Estate Rationalisation</p>	<ul style="list-style-type: none"> Reduction in operational property costs – Restack of Waverley Court commencing September 2017 Increase in income from operational assets – CGI lease in progress for Waverley Court Reduction in operational estate footprint. - Lothian Chambers and 329 High Street on track Increase in desk to FTE ratio – CLT decision to return to 7 to 10 desk ratio across the estate Number of teams supported in a co-located environment. – Locality Office restack in development No of properties closed/exited – Lothian Chambers and 329 High Street on track.
 <p>Facilities Management</p>	<ul style="list-style-type: none"> New SLA's developed – In draft format for Sign Off with the Senior Stakeholder Group Number of SLA breaches – To be tracked from Mar 2018 for ongoing review Headcount reduction - (Mid – Long term) Non-core FM services fully recharged to Primary Customers – TBC on launch of model Number of helpdesk calls / repeat calls for same issue - (Long term) Customer satisfaction ratings (Long term) Formation of new Facilities Management OD Structure – Management structure fully in place
 <p>Asset Condition</p>	<ul style="list-style-type: none"> Milestone progress (tracking tasks and activities). Tracked each month with 70% of survives complete Current maintenance spend to date vs. planned (planned vs actual) – total required min £153m. Progress of condition survey programme - Full and high risk surveys - Benchmark of 20% P/A Number of Health & Safety related (reportable) incidents. - TBC Estimated backlog maintenance – total required min £153m.
<p>WORKSTREAM COMPLETE Transition</p>	<ul style="list-style-type: none"> No. FTE's delivering Property and Facilities Management services - COMPLETE (as per business case) Budget consolidation from service areas – COMPLETE (as of March 2017) Progress of Property and Facilities Management transfer to Corporate Operations [short term] - COMPLETE ESRS, EBS (non-housing) & PPP transfer into Property and Facilities Management . - COMPLETE Departmental FTE's transferring into Property and Facilities Management . - COMPLETE Formation of new Property and Facilities Management OD structure – New Management Structure in place

Finance and Resources Committee

10.00am, Tuesday 23 January 2018

Outcome of Property Condition Surveys

Item number	7.3
Report number	
Executive/routine	
Wards	All
Council Commitments	28

Executive Summary

A history of underinvestment in the Council's building estate over the past two decades is now manifesting itself in an increasing number of building issues, a poor condition estate and significant levels of backlog maintenance. A snapshot of the condition of the operational estate, completed in September 2017, identified a requirement to spend £153m over the next 5 years to address the backlog maintenance. This will require existing capital budgets to be supplemented and new revenue allocations to be established to deliver a planned preventative maintenance programme. Left unaddressed this issue is likely to have significant issues for both service sustainability and health and safety considerations.

Outcome of Property Condition Surveys

1. Recommendations

- 1.1 That the committee:
 - 1.1.1 Supports addressing the identified service delivery and health and safety risks outlined in this report by endorsing the allocation of additional funding, both capital and revenue, to address backlog maintenance issues, to be taken into account in the Council budget setting process for 2018/19 and beyond; and
 - 1.1.2 Supports the allocation of an appropriate and recurring revenue budget to deliver a planned preventative maintenance programme for the future.

2. Background

- 2.1 Investment in maintenance for the Council's operational estate has been steadily decreasing over the last 15- 20 years. This lack of investment is now manifesting itself in failures of buildings. The condition of the operational estate has been reported to a number of Council executive committees over the past 4 years (listed in the background reading section), including regular updates to the Finance and Resources Committee, as part of the broader Asset Management Strategy.
- 2.2 The historic lack of up to date information on the condition of the estate has made it difficult to quantify the full extent of the backlog of maintenance requirements in recent years. In 2014, a new team of surveyors was established by the Council to undertake a 5-year rolling programme of condition surveys across the operational estate. This would have seen the complete estate surveyed by 2019. However, as part of the Asset Management Strategy approved by Finance and Resources in November 2015, it was considered essential to have a fuller understanding of the condition of the estate to underpin the strategy. In June 2016, the Finance and Resources Committee approved a full survey of the operational estate within 1 year. This survey of the operational estate was completed in September 2017 and the results have been analysed
- 2.3 The identified backlog maintenance is set within a context of increasing estate size. While the Asset Management Strategy (AMS) was predicated on an assumption that the estate would be rationalised into a smaller footprint, in reality the estate

size has been growing. Since 2015, when the AMS was approved, new build projects amounting to 65,000 sq. metres have been completed or will be completed by the end of this financial year. While around two thirds of this has replaced existing floorspace, analysis shows that the running costs of new floorspace are considerably higher than that of the buildings they have replaced. It is estimated that this additional floorspace has placed an additional budget pressure of £3.5m since 2015 on the existing cost of running and maintaining the new buildings.

3. Main report

- 3.1 The survey was conducted based on industry standards conforming to the Scottish Government methodology for surveying condition. This uses the 'Core Facts' methodology that the Scottish Government has devised for the school estate which is the subject of an annual return by the Council. The methodology scores a building on a scale of A-D, as described in Table 1 below. The methodology also considers external areas, and an overall score is also given for the whole site. Costs are identified for a five-year period, the most urgent being identified for year one. Any issues that were identified as needing immediate attention during the surveys were logged with the property helpdesk and made safe immediately.

Table 1: Description of Condition Scores

Condition Rating	Description
A	Good – Performing well and operating efficiently.
B	Satisfactory – Performing adequately but showing minor deterioration.
C	Poor – Showing major defects and/or not operating adequately; and
D	Bad – Economic life expired and/or risk of failure

- 3.2 The standard industry practice is that condition surveys are visual surveys only; they are not intrusive surveys. Where a surveyor considers that further investigation is required, e.g. signs of water damage, then a further, more detailed survey of that particular aspect may be recommended. These additional surveys may include, for example, a structural survey.
- 3.3 The condition survey established that the Council has around 560 operational buildings, of which 85.7% are in condition category A or B. Buildings in category C amount to 12.7%, and the remaining 1.6% are condition category D.
- 3.4 The results of the estate survey, along with a continued programme requirement of fire safety and water quality upgrades and committed projects, identified a required spend of £180m over five years. This figure excludes any funding requirements for St Johns Primary School and Queensferry High School, both currently subject to replacement, and St Katherine's Secure Unit, which is expected to be surplus to requirements. Looking forward over the next 5-year period, it has been assumed that 2 further high schools and a primary school will potentially be replaced, and that the depots estate will be renewed under a self-funding proposal. The effect of these assumptions is to potentially remove the need for £27m worth of backlog

maintenance costs, bringing the overall total of required expenditure down to £153m. Table 2 below illustrates the breakdown of this spend.

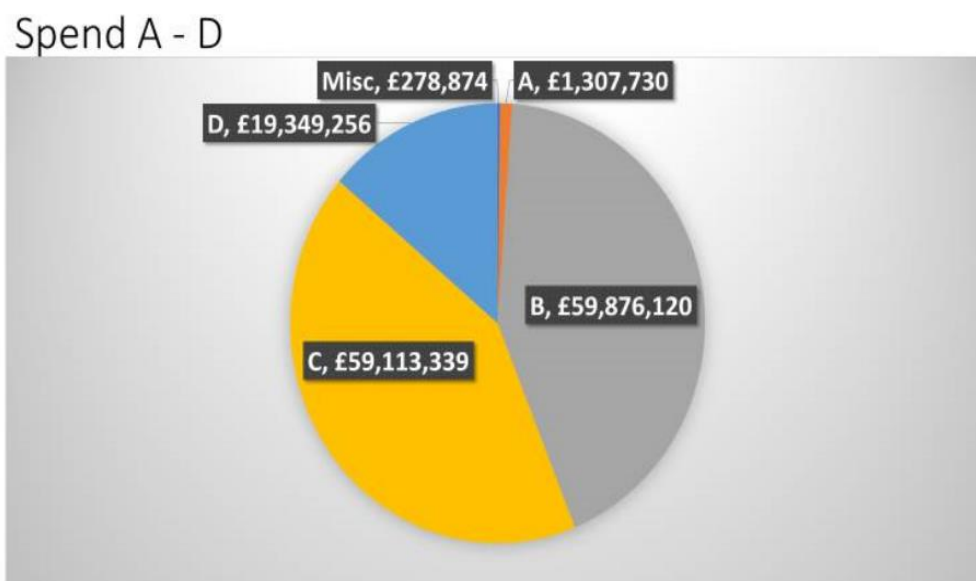
Table 2: Breakdown of Five Year Spend Requirement

Element	Cost
Total CEC backlog in survey (like for like replacement)	£123m
Allowance for inflation over five years	£7.5m
Edinburgh Leisure properties (inc inflation)	£12m
Known additional upgrade specification	£3m
5 year statutory compliance upgrade programme	£15m
Current committed projects	£20m
SUB TOTAL	£180.5 m
Buildings potentially replaced over 5 years	-£27m*
TOTAL SPEND REQUIRED	£153.5m

* Assumes 2 new Wave 4 high schools, 1 replacement primary school and depots estate replacement

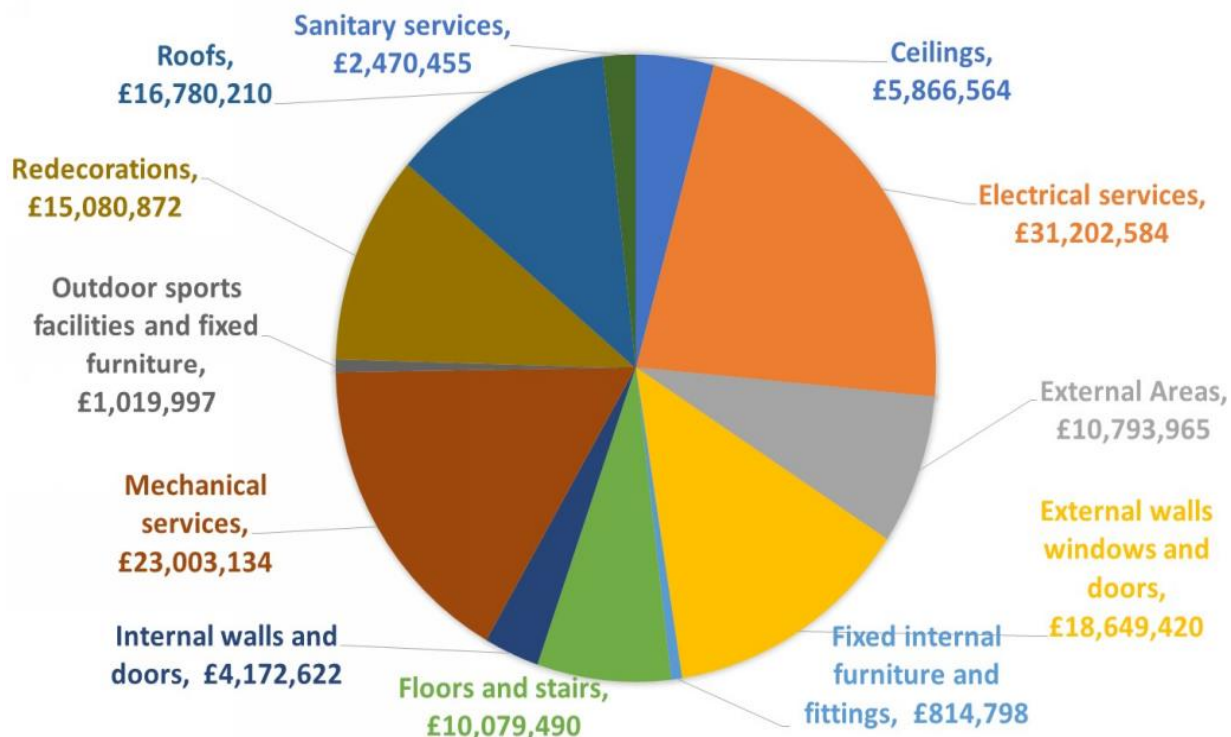
- 3.5 The estimated split between required capital and revenue spend has been based on 70/30 split between capital and revenue. This results in a required spend of £118.9m capital and £34.6m revenue (note that some of the elements in the table above are 100% capital). Where a capital project is approved, it is anticipated that any associated revenue spend would be incorporated within the wider upgrade spend, wherever possible. It should also be noted that the condition survey costs are based on a like for like replacement basis, and approved projects may take the opportunity to upgrade the fabric of the building, which will increase project costs.
- 3.6 The graph below demonstrates the split of required spend across the A-D categories. Of note is the substantial spend required in the estate currently rated B. If this is not addressed then the properties will decline into category C.

Graphic 1: Five Year Spend by Condition Grading A-D



3.7 The buildings are each scored on the basis of 12 elements, which are shown in the graph below. It also illustrates where the biggest elements of spend are required. Of note is the significant spend required for mechanical and electrical services. This element puts buildings at a high risk of closure, for example if a boiler fails.

Graphic 2: Five year Spend by Building Element



3.8 As there is currently insufficient funding to address the extent of the maintenance required, the Council currently reviews identified spend requirements against the priority ratings in Table 3 below when deciding upon the nature and urgency of the works required. These ratings are generally based on the type of work required and indicative timescales.

Table 3: Priority Ratings

Priority Rating	Description
1	Must Do (immediate) - To address essential H&S/ comply with law/ avoid service disruption
2	Should Do (within years 1 and 2) - To achieve/ maintain basic standards
3	Would Do (within years 3 to 5) - Desirable works If affordable

3.9 The condition and priority information subsequently feeds into an overarching prioritisation matrix that helps to inform strategic asset management decisions. This matrix is provided in Table 4 below.

Table 4: Work Priority Matrix

Priority of Buildings	Priority of Works		
	P1 (Immediate) Must Do	P2 (Yrs 1-2) Should Do	P3 (Yrs 3-5) Would Do
BP1			
BP2			
BP3			
BP4			
BP5			
BP6			

3.10 The prioritisation of the buildings takes into account the current status of the subject buildings, including the anticipated occupancy levels and whether the buildings are expected to be retained or disposed of. The current priority ratings applied in this respect are shown in Table 5 below.

Table 5: Building Priority

Priority of Buildings	
BP1	Operational buildings expected to be fully occupied in the long term
BP2	Operational buildings expected to be fully occupied in the medium term
BP3	Operational buildings currently under review
BP4	Operational structures (other than buildings) expected to be retained in the long-term
BP5	Operational structures (other than buildings) not expected to be retained in the long-term
BP6	Other property assets

3.11 Where the required spend exceeds the level of funding available, it is proposed that prioritisation criteria continues to be applied.

4. Measures of success

- 4.1 To achieve a safe, low risk, portfolio of operational property.
- 4.2 To increase the condition scoring of the whole operational estate to A or B.
- 4.3 To eliminate the current backlog of maintenance.
- 4.4 To put in place an annual planned preventative maintenance programme and an annual programme of capital upgrade.

5. Financial impact

- 5.1 The Council currently has an annual capital programme for building upgrades of £14m per annum (reduced from £20m in 2015). As this has not been sufficient to accommodate the known extent of the backlog, it has been prioritised on the basis of addressing health and safety issues, wind and watertight issues, and ensuring buildings remain operational (e.g. boiler replacements). Over the next 5 years, this budget would be able to contribute £70m to the required capital spend.
- 5.2 With regard to revenue funding, the Council has had no programme of planned maintenance. The revenue budget, generally standing at around £9m pa, is fully utilised in ensuring statutory compliance checks are fulfilled, and addressing reactive maintenance issues. For 2017/18, a one-off additional revenue of £2m was made available as part of the budget setting process, which allowed a small programme of planned maintenance to take place for this year only. Industry standards recommend that maintenance is undertaken on a 70% planned, 30% reactive basis which is the most efficient use of resources; early intervention in a planned way avoids expensive issues building up over time which eventually need a far more expensive solution to resolve. The years of underspend on the estate is now manifesting itself in the need for expensive solutions to address the backlog.
- 5.3 The annual financial implication of addressing the backlog emerging from the surveys is set out in the tables below. While a significant level of spend has been identified as being required for year 1, it is unlikely to be feasible to deliver this level of spend in 2018/19, to allow sufficient time to mobilise designs, secure statutory consents and procure the necessary works. In addition, additional internal resources and external contractor capacity to undertake this level of work also has to be taken into account. Accordingly, the outputs of the survey have been re-profiled to reflect a mobilisation period. It should also be noted that in order to realistically tackle this level of backlog maintenance, upgrade works will have to be undertaken throughout the year. School works will not be able to be contained purely within the holiday periods.

Table 6: Required Capital Spend (£ms) Determined by Condition Surveys

Year 1	Year 2	Year 3	Year 4	Year 5
2018/19	2019/20	2020/21	2021/22	2022/23
36.6	28.7	15.5	19.0	19.1

Table 7: Reprofiled Capital Spend (£ms) to Facilitate Mobilisation

2018/19	2019/20	2020/21	2021/22	2022/23
18.00	30.00	30.00	20.45	20.45

Table 8: Required Revenue Spend (£ms) Determined by Condition Surveys

2018/19	2019/20	2020/21	2021/22	2022/23
8.1	7.5	5.0	7.0	7.0

- 5.4 Should insufficient funding be available to tackle the entire backlog, Council officers will continue to manage the programme of upgrade works based on the prioritisation criteria set out earlier in this report.
- 5.5 Tackling the backlog maintenance is not a 'one and done' solution. While elements of the estate will be upgraded, other elements will continue to deteriorate. Accordingly, there continues to be a need for a programme of life cycle maintenance in the long term. The most important element of this is the introduction of a revenue planned preventative maintenance programme.
- 5.6 The introduction of new buildings with more sophisticated mechanical and electrical systems, particularly in the schools' estate, will very quickly deteriorate if this remains unaddressed. The major changes in the school estate over the last 15 years have principally been undertaken under PPP and DBFM contracts which make provision for life cycle maintenance. However, as the Council moves towards self-funding more of its asset requirements, this element remains unfunded and will lead to a rapid deterioration of the Council's new assets if unaddressed.
- 5.7 The Asset Management Strategy previously identified that an estate of this size should have a revenue maintenance budget of £20m pa to cover statutory compliance, planned and reactive maintenance.

6. Risk, policy, compliance and governance impact

- 6.1 There are significant health and safety and service delivery failure implications of not addressing the backlog maintenance, and of having no annual planned preventative maintenance programme.
- 6.2 There is an expectation by the Scottish Government that all school buildings are brought to up condition A or B. The condition of all of the Council's schools is reported to the Scottish Government on an annual basis.

7. Equalities impact

- 7.1 The potential failure of the Council's operational estate – such as schools or care homes – would impact on some of the city's most vulnerable groups. A planned programme of investment would help mitigate that risk.

8. Sustainability impact

- 8.1 The current programme of building upgrade makes provision to increase the Council's energy efficiency through, for example, increasing insulation when roof upgrades are undertaken, replacing windows with double glazed units, and installing more efficient heating systems. Additional funding to eliminate the backlog maintenance would allow greater roll out of these sustainable measures.

9. Consultation and engagement

- 9.1 Briefings have been provided on this issue to each political group.

10. Background reading/external references

- 10.1 Scottish Government's Core Facts Methodology (revised guidance issued November 2017), at the following link:
<http://www.gov.scot/Publications/2017/11/6599>
- 10.2 Previous committee reports as follows:
- Education, Children and Families Committee - [10/12/13](#) and [4/3/14](#)
 - Finance and Resources Committee - [20/3/14](#), [24/9/15](#), [26/11/15](#), [14/1/16](#), [9/6/16](#), [29/9/16](#), [23/2/17](#), [5/9/17](#)
 - [Corporate Policy and Strategy Committee](#) – 12/05/15
 - [Governance, Risk and Best Value Committee](#) – 22/05/14

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11. Appendices

None.

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Edinburgh Shared Repairs Service (ESRS) and Legacy – Programme Progress Report

Item number	7.3
Report number	
Executive/routine	
Wards	
Council Commitments:	None

Executive Summary

This report provides Committee with a progress update for the Edinburgh Shared Repairs Service (ESRS) and the legacy work related to the former Property Conservation Service.

Edinburgh Shared Repairs Service (ESRS) and Legacy – Programme Progress Report

1. Recommendations

- 1.1 That Committee:-
 - 1.1.1 Notes the update on Edinburgh Shared Repairs Service (ESRS);
 - 1.1.2 Notes the management information dashboard reports in Appendix 1;
 - 1.1.3 Notes the Project Joule billing and debt recovery update;
 - 1.1.4 Approves that the delegated authority to write off sums in respect of legacy statutory repairs, due to expire in March 2018, be extended to March 2019; and
 - 1.1.5 Refers this report to the Governance, Risk and Best Value Committee.

2. Background

- 2.1 The new enforcement service was launched as fully operational from 1 April 2017.
- 2.2 This report gives details of progress at 25 November 2017 of ESRS and Legacy debt recovery.

3. Main report

Edinburgh Shared Repairs Service Update

- 3.1 The total number of cases in ESRS is 91. Of the 91 cases, 1 case is categorised as facilitation and will not reach the enforcement stage. Of the 90 remaining cases, 63 have been closed including four projects being rejected by the service for reasons relating to high reputational or financial risk to the Council. This represents a 70% success rate where owners have taken the project back to arrange works privately with the help of case officers to the value of £506,100. At present 13 of the 90 cases are going through the enforcement stage or have been completed. This represents 14% of all cases so far.

Panel Decisions

3.2 The Project Panel have taken a total of 24 decisions. The Panel are required to make decisions at several stages in the process as below: -

3.2.1 To consider approval of a case in intervention to enforcement;

3.2.2 To consider an application for a missing share; and/or

3.2.3 To consider additional works in enforced projects.

A summary of decisions made is included in the management information dashboards in Appendix 1.

Advice and Information and Service Development

3.3 This area of the service is where customers initially make contact to request advice and information. The service offers advice on how the customer can progress repairs through the process outlined in the Tenement (Scotland) Act 2004 using the Tenement Management Scheme (TMS).

3.3.1 Case officers and customer advisors accept requests for assistance from private property owners on the process of arranging common repairs. Tenement Toolkits are sent to customers, which includes detailed information on the process available to owners and also contains useful templates for letters, meeting minutes and voting forms. Since June 2016, 534 'Toolkits' have been requested by tenement owners. The newly designed toolkit is now available to download from the website along with a new Missing Shares leaflet.

3.3.2 The ESRS manager attended a parliamentary reception in November on Tenement Maintenance introduced by a Member of the Scottish Parliament (MSP) in conjunction with the Royal Institute of Chartered Surveyors. The topic was the requirement for new legislation and has cross party support. Following this, the ESRS manager was invited to meet with the MSP to discuss the service currently provided by the Council and the difficulties faced by owners when arranging repairs. The MSP subsequently arranged a meeting with ESRS and owners who had experience of the Missing Share scheme, enforcement by ESRS or were in the process with ESRS currently. This was a positive meeting where the issues were discussed at first hand and would inform a future parliamentary debate.

3.3.3 The ESRS manager is a member of the Tenement Action Group (TAG) and has shared the experience gained by ESRS so far, which has helped inform proposals for future legislative changes. TAG have passed these proposals to MSPs who debated the issues in Parliament on 9 January 2018. MSP's requested that the Scottish Government set up a working group to consider any legislative changes, new initiatives, enhanced use of existing rules and/or further action by local authorities that could facilitate improved upkeep of Tenement Communal Property. The Housing minister has confirmed he will invite Public consultation on the issues.

Facilitation

- 3.4 This area of the service is used when a customer has approached the service for assistance with defects on a property but, for reasons of financial or reputational risk, the service cannot assist at an enforcement level. The service can however assist the property owner in other ways; for example, corresponding with other owners at the property or contacting other Council service areas to help progress matters.
- 3.4.1 Successful closure of 4 cases has left 1 remaining facilitation project ongoing at present.

Pre-intervention

- 3.5 There are currently seven cases in the pre-intervention stage, wherein the service offers to act on behalf of the lead owner. The case officer will check liability, correspond with owners in relation to the reported defects, hold stair meetings where required and record votes for or against the repair.
- 3.6 Case officers have met owners and offered advice on current cases. Typically, owners are progressing their projects at different rates to arrange surveys, obtain quotes for work and arrange stair meetings.
- 3.7 The service is experiencing that the difficulty faced by owners are many and varied, examples of feedback received from owners is listed below:-
- Not finding fellow owners current contact details;
 - No agreement amongst owners on the scope of repairs required;
 - No engagement from fellow owners;
 - Lack of funds for repair works;
 - Contractors unwilling to provide quotes;
 - Works quotations are incomparable;
 - No owner is willing to take the lead; and
 - Owner facing property defect issue is incapable of taking the lead.

Intervention Service

- 3.8 The Intervention service is the activity undertaken following the identification of an essential repair prior to taking a decision to enforce the repair. The objective is to support owners in taking responsibility for progressing the repair privately. Included in this area of work is verification of the defect reported, a site visit and tailored communication to owners including a mandate requesting confirmation from the owners in relation to their preference for the Councils involvement going forward.
- 5 cases are on-going with mandates issued to owners.

Survey Request

Under ESRS procedures, building surveys are carried out by our in-house Chartered Building Surveyors. The costs of the surveys are recovered from owners, if owners progress the works privately.

Missing Share Cases

- 3.9 On 5 September 2017, the Finance and Resources committee approved the Councils use of the legislative powers under Section 50 of the Housing (Scotland) Act 2006 to pay funds into owners' maintenance accounts. This approval followed and completion of the pilot scheme run by ESRS in which three cases tested the Missing Shares procedure.

There has been one further case approved by the ESRS panel. In this case one share has been paid.

Successful Intervention / Cases closed

- 3.10 To date, the service has successfully intervened in, and closed, a total of 63 cases. A follow up is undertaken to check whether work has been carried out privately after three months has passed.

Private work enabled by ESRS

- 3.11 Case officers have gathered information from owners who have taken works on privately after requesting service from ESRS. The value of works confirmed by owners as having been completed privately, or in progress, amounts to approximately £506,100. This is in addition to the value of works where the Council have approved to pay missing shares. The total value of works enabled by ESRS amounts to approximately £711,500. The total financial commitment by the Council to date on these cases is £26,100, which will be recovered from liable owners.

The Enforcement Service

- 3.12 The Enforcement service is activated when all intervention services have failed to provide a platform for owners to procure the works privately.
- 3.13 Upon Project Panel approval, the project will be allocated to the surveying team for progression in accordance with standard operating procedures. The procedures include carrying out a full survey, preparation of cost estimates, preparation of risk registers, meeting owners, issuing of the Statutory Notice, tender preparation including design and specification, tender approvals, award and contract administration of the project.
- 3.14 15 projects have been approved by the ESRS Panel to progress to the enforcement stage. These projects are being progressed at various stages. Two cases have been taken back by owners, with four projects complete and billed. Of the nine open projects, one is in procurement, four are at the Survey and Cost estimate No.1 stage, while the remaining four projects are in the S24 or S26 statutory notice waiting period.

The Emergency Service

- 3.15 This part of the service intervenes when public health & safety is at risk due to unsafe buildings. The service will attend and carry out works to immediately make safe dangerous and emergency situations. The service is the first port of call for the emergency services (Fire & Police) when they are dealing with situations such as fire damaged buildings, which require specialist surveying or structural engineering intervention.
- 3.16 The majority of service requests are for drainage related works in private property where Scottish Water has no responsibility.
- 3.17 Since the last update report the service has received 68 requests for service (SR's). 51 of these were in relation to drainage repairs and 17 in relation to dangerous masonry, roofs and attendance at a fire damaged property.
- 3.18 In November, the Emergency service attended to a large stone fall from a city centre commercial property. No-one was injured in this incident, but the service advised the owners to commission a full building condition survey, and also notified the enforcing authority of the incident.
- 3.19 Also in November, the Emergency service attended a property when an out of hours request for service was received from the Fire Service. ESRS were asked to determine whether a fire damaged property was safe for owners to re-enter. The service commissioned a structural engineer and made safe the property following the recommendations received. All contractors' costs will be recovered.

Finance Update

- 3.20 The Finance part of the service deals with billing the owners for all cases completed. The owners have 28 days to pay their bills from the date of issue, after which, the case is progressed through the Council's Debt Recovery process.
- 3.21 The Management Information Dashboards include information on the Work In Progress (WIP), the level of debt recovery and bad debt provision for the service.
- 3.22 On enforced projects, the speed of payment is positive. On bills paid, 91% of these are paid within 3 months of invoice issue. The overall collection rate to date is 79%.
- 3.23 At present the forecast bad debt provision will be sufficient for 2017/18.

ESRS Business Plan

- 3.24 The ESRS Board recently approved the updated Business Plan forecast for 2018 to 2021. This shows a reduced level of budget required for ESRS to provide and operate the Emergency service, the Enforcement service and provide the statutory advice & guidance as detailed in table 1 below.

3.25 Table 1

Table 1	2018/2019	2019/2020	2020/2021
Budget Requirement	£0.99m	£0.87m	£0.85m
Previous Budget	£1.2m	£1.1m	£1.0m
Saving	£0.21m	£0.23	£0.15

- 3.26 The reduced budget reflects the assessment of the number of future cases reaching enforcement. Although the sample size is small, the percentage of cases reaching enforcement has remained at under 20% since the implementation of ESRS in 2015 and, at present, is considered a reasonable basis for the forecast. This indicates a positive change in culture where owners are taking more responsibility to arrange repairs privately. This is also reflected in the number of cases closed after successful intervention by ESRS.
- 3.27 The Budget allows for an enforcement workload of £500k in 2018/19 gradually increasing to £2m in 2020/2021. This forecast workload reduces the Surveying resource required by 50% going forward.
- 3.28 The future provision of the Emergency service remains similar to previous years with a similar level of resource required.
- 3.29 The budget also includes £200k for Missing Share payments which is a recoverable expense. A provision for bad debt has been made and will be continually reviewed, informed by the current levels of debt recovery achieved by the service.

Property Conservation Legacy Update

Project Joule - Billing and Recovery Update

- 3.30 To 25 Nov 2017, of the £17.2m billed, £13.2m has been received in payment from individual owners. A further £1.4m is in payment plan agreements. Total recovery rate in debt collected and agreed payment plans and write offs/inhibitions are £14.6m (86%).
- 3.31 Table 2 details the balance of debt outstanding in respect of all historic Property Conservation projects. This relates to both unbilled projects which were reviewed by Deloitte Real Estate and then invoiced, and to historic Property Conservation projects previously billed and where debt is outstanding.

Table 2	Deloitte Reviewed Projects	Previously Billed Legacy Projects	Total
	Value (£m)	Value (£m)	Value (£m)
Debt Outstanding	£3.8m	£2.1m	£5.9m
Total in Agreed Payment Plans	£1.4m	£0.3m	£1.7m
Debt Outstanding after Payment Plans	£2.4m	£1.8m	£4.2m

Property Conservation Projects – Legacy Defects Projects

- 3.32 All remaining legacy projects where defects were rectified have been completed.

Property Conservation Projects – Write-offs

- 3.33 There is a continued requirement to record the write-off of legacy statutory repairs debt that is outstanding and deemed uncollectable. It is recommended that the delegated authority to write-off is extended until 31 March 2019.

Property Conservation – Debt Recovery

- 3.34 A detailed report will be provided after the financial year end to the Finance and Resources Committee in relation to the outstanding liabilities.

4. Measures of success

- 4.1 To increase the numbers of owners carrying out common repair projects on their own property.
- 4.2 On Council enforced projects to minimise financial and reputational risk to the Council.
- 4.3 Maximisation of collection of outstanding Property Conservation legacy debt.

5. Financial impact

- 5.1 The financial statements include a provision of £19.3m for impairments and settlement repayments with a balance on provision of £3.1m as at 25 September 2017.
- 5.2 The adequacy of the impairment and settlement provision remains under regular review by Senior Management and the Executive Director of Resources.

- 5.3 The budget for the ESRS has been reduced to £0.9m for 2017/2018. Legacy Services 2017/2018 costs are being met from earmarked carry forward balances of £0.5m.

6. Risk, policy, compliance and governance impact

- 6.1 This area of work represents a significant financial and reputational risk for the Council.

7. Equalities impact

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

8. Sustainability impact

- 8.1 There is no adverse environmental impact arising from this report

9. Consultation and engagement

- 9.1 Not applicable.

10. Background reading/external references

- 10.1 [Report to City of Edinburgh Council, 12 February 2015, Shared Repairs Services - Development of a New Service.](#)
- 10.2 [Report to City of Edinburgh Council 11 December 2014, Shared Repairs Services - Development of a New Service](#)

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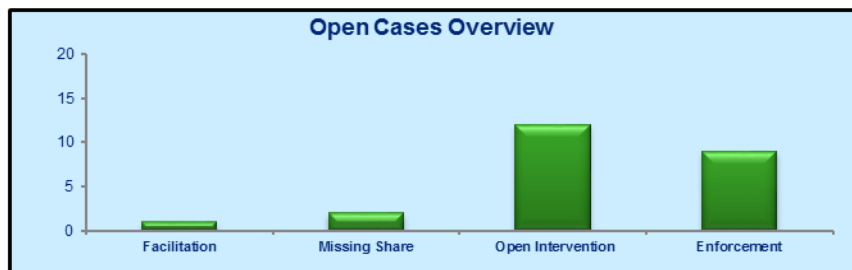
11. Appendices

- 11.1 Appendix 1 – Management Information Dashboards.

Appendix 1 - Edinburgh Shared Repairs Service Dashboard - November 2017

Monthly progress update (for reporting purposes month end is 25 November 2017)

SERVICE OVERVIEW		
The main purpose of ESRS is to support and enable owners to take responsibility for planning and organising repairs and maintenance. The ESRS Pilot ran from Sept 2015 to March 2017. The Service launched on 1 st April 2017 as fully operational.		
OVERALL STATUS	COMMENTS	RAG
Governance	The Edinburgh Shared Repairs Service and Legacy Programme will be managed overall within the Property and Facilities Management Service within Resources.	
Processes	Procedures have been finalised but will be continually reviewed. Staff have been issued with the procedures. An internal audit was completed by PWC in June 2017.	
IT	The implementation of a task based management system has been carried out. The management reporting element will be complete in 2017. The DMS will be implemented by early 2018.	
Finance	Finance processes and procedures are in place for financial management of ESRS. Approved operating budget for 2017/18 set at £1.3m, a mid year review has been undertaken.	
Procurement	ESRS Contractors framework for essential works is operational from April 2017. New CCTV, Jetting & Drainage Framework is being procured.	
People	Recruitment has commenced as required to recruit to posts currently filled by temporary staff. Recruitment of suitable technical resource to replace a Surveyor is required.	
KEY PLANNED ACTIVITIES		
A communications plan has been developed with colleagues in Communications to be rolled out over the next year. The Autumn campaign has started.		



RISK REGISTER		
TOP 5 RISKS	MITIGATION	RAG
1. Unable to recruit suitable technical resource	Risk - Recruitment challenges result in appointment of technical staff without the required experience and/or expertise. Mitigation -Two recruitment campaigns undertaken. One new campaign will recommence after the recruitment pause is lifted.	
2. CGI Finance System	Risk - Delay in changeover, lack of consultation with Finance & ESRS results in systems not meeting requirements. Mitigation - Consult with CGI to ensure that they are aware of requirements.	
3. Contractor Management of Framework KPI's etc	Risk - Lack of Contract Management of Framework Contractors leading to poor performance of contractors and reputational risk to CEC. Mitigation - to be carried out by a staff member now recruited into ESRS structure.	
4. Alignment with Property and Housing strategies	Risk - The SOP are drafted without due consideration for the policy and procedures in other areas of P& FM and Housing, leading to conflict with the Council's overall housing strategy. Mitigation - Procedural documents have been shared with relevant directorate staff. On-going consultation with colleagues in Housing.	
5. Implementation of IT Architecture for ESRS processes.	Risk - IDOX has completed the contract to improve the current case management system to implement a task based system. This project is on-going with management reporting tools still to be tested. Mitigation - IDOX have carried out this work in September 2017.	

Enforced Projects
<ul style="list-style-type: none"> Projects where an S26 Statutory Notice has been issued = 7

ESRS WEBSITE VISITS	
November 2017	12, 733





ESRS Essential Works Dashboard

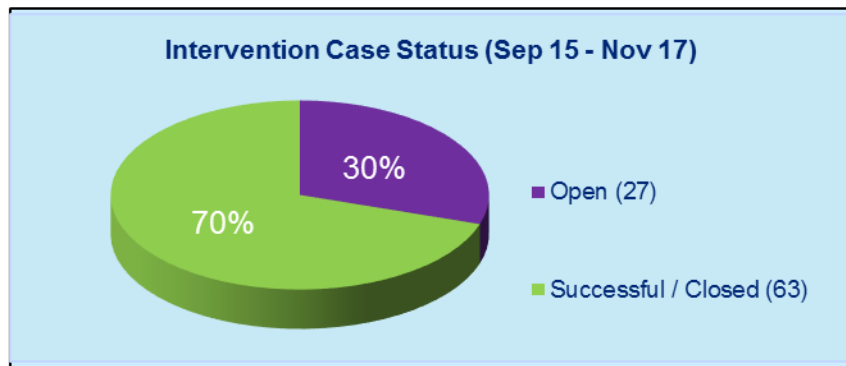
Programme dashboard as at 25 November 2017

OVERVIEW OF PROGRESS

Total number of cases has reached 91. The workload currently consists of 27 open cases with successful intervention achieved on 59 cases. The ESRS Panel has rejected four cases after it was considered that the financial or reputational risk was too high for the Council to accept. 534 Tenement Act toolkits have been issued to owners since June 2016. 47 tenements have requested toolkits since the last update report.

CUSTOMER CONTACT PROGRESS		NO.
Customer Contact:	• Sent TMS pack to owners	534

CASE WORKLOAD PROGRESS		NO.
Facilitation:	• Advice and Information only	1
Missing Share:	• Case Open	2
Intervention:	• Pre-Intervention	7
	• Intervention	5
	• Surveys	0
	• Successful Intervention / Closed Cases	63
Enforcement:	• Site Survey / S24 Notice / S26 Notice	8
	• Procurement	1
	• Projects On Site	0
	• Projects complete	4
Total Number of Cases		91



ENFORCEMENT PROJECTS WORKLOAD IN JULY (5)	MAJOR	MINOR	ESTIMATED VALUE
1. Under £10,000		3	£15k
2. Under £50,000		3	£110k
3. Under £250,00	3		£230k
4. Over £250,000			
TOTAL	3	6	£355k

PRIVATE WORKS ENABLED BY THE ESRS		
PROJECTS WORKLOAD	VALUE OF WORKS (Inc VAT)	CEC FINANCIAL COMMITMENT
Successful Intervention	£506,100	£0
Missing Shares	£205,400	£26,100
TOTAL	£711,500	£26,100

ESRS PANEL DECISIONS RECORD	APPROVED	REJECTED	TOTAL
Missing Share	4		4
Enforcement	15	4	19
Enforcement - Additional Works During Project	1		1
TOTAL	20	4	24



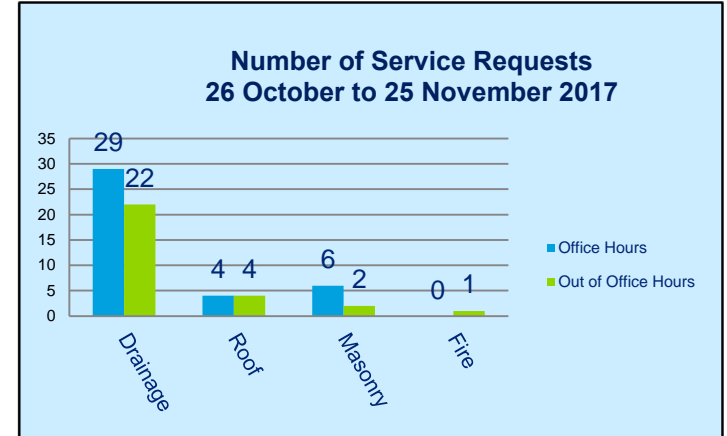
ESRS Emergency Service and Planned Drainage Dashboard

Programme dashboard as at 25 November 2017

OVERVIEW OF PROGRESS

The emergency repairs statistics provided this month are consistent with previous months. 68 requests for service recorded this month resulted in a contractor being instructed to make safe a drainage or building defects. 51 instructions were drainage related whilst the remaining 17 calls were reports of masonry, roof defects and fire damage. Advice and information was provided to customers who called to report defects which did not meet the service emergency criteria.

EMERGENCY SERVICE WORKLOAD	Sep 17	Oct 17	Nov 17
No. of service requests (Site Visits)	63	79	68
No of emergency repair inspections resulting in statutory notices issued 31(4)	42	54	55
No of drainage repairs resulting in statutory notices issued 31 (1) & (3)	0	0	2



Customer Service Dashboard

OVERVIEW OF PROGRESS

The number of customer contacts into the service has slightly reduced this month. Solicitors Enquires remain high.

FORMAL CUSTOMER CONTACTS	Sep 17	Oct 17	Nov 17
FOI's	0	0	1
SPSO Enquiries	0	0	0
Stage 1 complaints	2	1	0
Stage 2 complaints	1	2	0

ALL CUSTOMER CONTACTS	Sep 17	Oct 17	Nov 17
Solicitors Enquiries	421	507	482
Phone Calls	549	472	565
E-Mails	213	331	215
Total Customer Contacts	1183	1310	1262



ESRS Finance Dashboard

Programme dashboard as at 25 November 2017

Work In Progress (WIP)

OVERVIEW OF PROGRESS

The WIP this month includes survey costs for Essential works Projects and includes Consultant costs not yet billed.

ESSENTIAL WORKS WIP

Overall position	Sep 17	Oct 17	Nov 17
Value of Payments to Contractors	£7k	£1k	£0
Value of Invoices issued to Owners (excluding project management fee)	£23k	£0k	£0k
WIP	£7k	£8k	£8k
* Contractors retention cost still to be incurred	£6k	£6k	£6k

Debt Recovery

OVERVIEW OF PROGRESS

The overall collection rate for Enforcement works is at 80%. Of the outstanding balance, £17,286 is currently being collected through instalment plans.

ESSENTIAL WORKS

	NO OF PROJECTS	BILLED	PAID	INSTALMENT PLANS	BALANCE
Enforcement	4	£362,612	£286,569	£8,394	£67,649
Missing Share	3	£16,533	£0	£8,892	£7,641
Survey Charge	3	£3,985	£3,266	£0	£719
TOTAL	10	£383,130	£289,835	£17,286	£76,009
TOTAL BAD DEBT PROVISION FOR 2017/18					£107,117

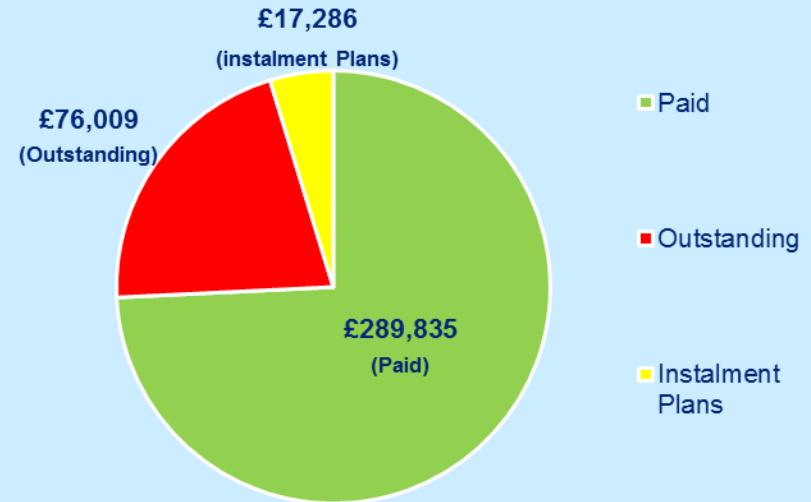
EMERGENCY WORKS

Total value of invoices issued for emergency repairs in 2016/17	£359,848.20
Total value of invoices issued for emergency repairs and Call Out Fees in 2017/18	£193,117.61
	(Current collection Rate is 78%)

Debt Recovery (Continued)

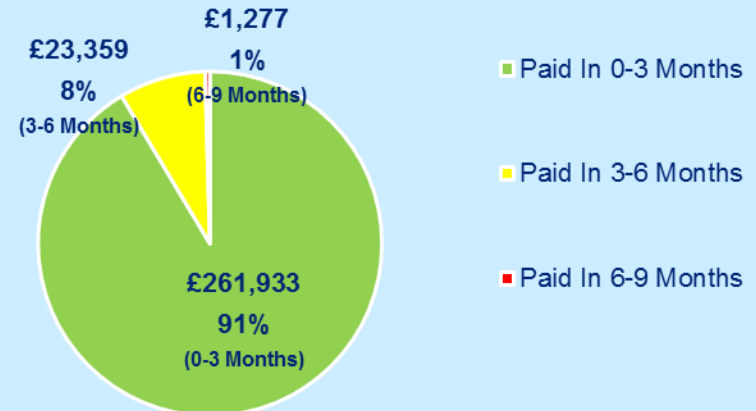
ESRS - All Projects Overview

Total Billed - £383,130



Speed of Payments for Enforced Projects

Total Paid as at 25th November 2017 is £286,569





Legacy Finance and Debt Recovery Overview

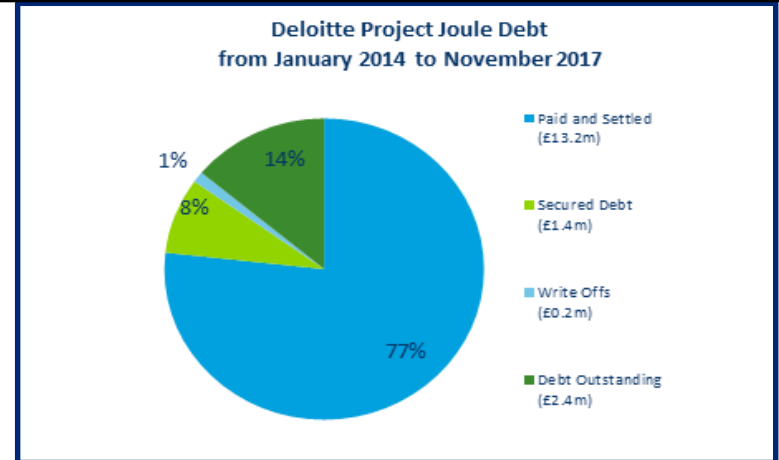
Programme dashboard as at 25 November 2017

PROGRESS

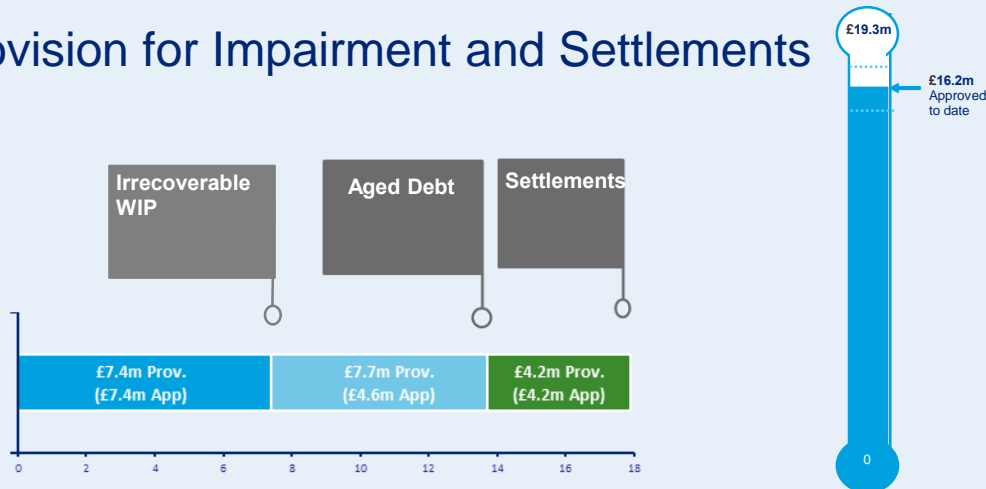
The total debt outstanding is £5.9m of which £3.8m is Deloitte (Project Joule) reviewed debt and £2.1m of Legacy debt. There is currently £1.7m in payment plan agreements, mostly relating to Deloitte reviewed projects.

Billing on Deloitte reviewed (Project Joule) cases is complete and totals £17.2m. This current collection rate is 86%. The balance of debt is £2.4m and is being actively pursued, predominantly through Morton Fraser.

Debt Status	Deloitte Project Joule	Legacy	Total
Total debt being pursued	£3.8m	£2.1m	£5.9m
Total Debt	£3.8m	£2.1m	£5.9m
Payment Plans within debt total	£1.4m	£0.3m	£1.7m
Balance of Debt	£2.4m	£1.8m	£4.2m



Provision for Impairment and Settlements



Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Revenue Monitoring 2017/18 – month eight position

Item number 7.4

Report number

Executive/routine

Wards

Council Commitments:None

Executive summary

Members have received a number of previous revenue monitoring reports during the year highlighting underlying pressures within, in particular, the Health and Social Care and Safer and Stronger Communities services. In light of these pressures, a number of measures, including further tightening of workforce and financial controls, a review of discretionary expenditure and identification of other non-recurring income and expenditure savings, have been initiated such that a balanced outturn for the year as a whole is forecast. Attainment of this balanced position will, however, be subject to active management of risks and pressures for the remainder of the year

Revenue Monitoring 2017/18 – month eight position

1. Recommendations

- 1.1 Members of the Finance and Resources Committee are asked to:
 - 1.1.1 note that a balanced position for the year continues to be forecast;
 - 1.1.2 note that attainment of this position will, however, require active management of risks and pressures, particularly those of a demand-led nature, for the remainder of the year;
 - 1.1.3 note the balanced position projected on the Housing Revenue Account (HRA) after making a £11.58m planned contribution towards housing investment; and
 - 1.1.4 refer this report to the Governance, Risk and Best Value Committee as part of its work programme.

2. Background

- 2.1 This report sets out the projected overall eight-month position for the Council's revenue expenditure budget for 2017/18 based on analysis of actual expenditure and income to the end of November 2017.

3. Main report

- 3.1 This report represents the third quarterly revenue monitoring report for 2017/18. On-going analysis of the revenue position is undertaken in line with agreed, risk-based principles, with any material changes reported in the intervening periods as required.
- 3.2 A complementary schedule of meetings, aligned to the Council's revised Committee structure, has also been developed at which more detailed, service-specific commentaries will be considered.

Overall position

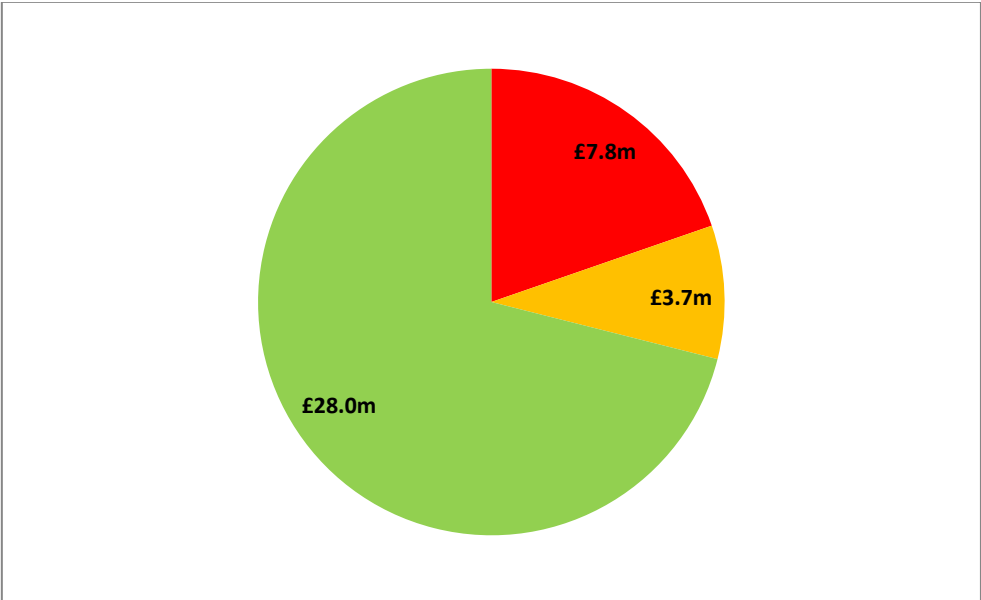
- 3.3 Members will recall that the period five-based monitoring report considered by the Committee on 7 November 2017 outlined a range of actions, including prioritisation of discretionary expenditure and a further tightening of financial and workforce controls that, taken together, contributed to an overall position that was anticipated to be balanced by the year-end.

- 3.4 Subsequent analysis of period eight data continues to point to Council-wide expenditure being contained within approved levels for the year as a whole. A high-level service analysis is included as Appendix 1, with details of the mitigating actions or savings, where relevant, set out in the following sections. As emphasised in previous reports, attainment of this balanced position will require sustained and proactive management of known and emerging risks and pressures across all service areas throughout the remainder of the year.
- 3.5 The overall position reflects significant projected overspends within Health and Social Care (£7.1m) and Safer and Stronger Communities (£3.5m), offset by a number of expenditure reductions or additional income contributions of a non-recurring nature or already assumed within the budget framework. Of the £10.6m overspend within these two services, £2.46m is being addressed by means of one-off reductions or slippage in expenditure, £4.08m by savings already assumed or included within the budget framework baseline for 2018/19 and the remaining £4.06m by one-off use of reserves. The assessed on-going implications of these current-year pressures have therefore been reflected within the revenue budget framework reported to the Finance and Resources Committee on 7 November 2017.

Savings delivery

- 3.6 The approved budget for 2017/18 was predicated on the delivery of £39.5m of service-specific and corporate savings. As of November, the overall RAG assessment of these savings indicates that, on the basis of actions planned or already undertaken, some 80% are on target to be delivered in full as shown in the chart below.

RAG assessment of approved budget savings, 2017/18 – November 2017



- 3.7 The majority of the red-assessed savings are those of a transformational or demand-led nature within Health and Social Care, with the remainder

representing savings within the Place Directorate linked to the Roads and Waste Services transformation plans.

- 3.8 Amber-assessed savings represent, in the main, those where interim or one-off funding solutions have been identified pending development of sustainable means of delivering the savings concerned.
- 3.9 The net effect of any risk of shortfall in delivery is reflected in the overall position as assessed by service areas in the following sections. Executive Directors also continue to manage a range of risks and pressures, the most material of which, alongside any identified mitigating actions, are noted below.

Service-specific budgets - Communities and Families

- 3.10 As of period eight and taking into account agreed reductions in levels of discretionary expenditure and the one-off service investment approved as part of the 2017/18 revenue budget, the Executive Director of Communities and Families is committed to delivering an overall £1m underspend for the year. Attainment of this position is, however, dependent upon both management of a number of demand-led pressures, including a marked recent required increase in the use of out-of-Council area fostering and other placements, and the identification of further savings of around £0.7m by the year-end.

Health and Social Care

- 3.11 The month eight outturn forecast continues to reflect significant demand-led pressures, showing an overall projected overspend of £7.1m. This forecast position takes account of the delivery of £3.93m of the £9.96m planned savings associated with the organisational review but includes £6.03m of slippage on planned transformation-related purchasing savings. While business cases are being progressed for both telecare and support planning and brokerage, at this stage, there is no evidence of delivery of the related savings.
- 3.12 In addition to the non-delivery of savings of £6.03m, growth in demand for care at home services, coupled with increases in direct payments and individual service funds, has resulted in projected expenditure exceeding budget in these areas by £1.8m, after application of an initial £2.2m of recurring funding from the Social Care Fund (SCF) and a subsequent further release of £2m, approved by the Edinburgh Integration Joint Board on 17 November 2017, in recognition of continuing demographic-led growth in demand.
- 3.13 The net position after other smaller pressures and savings across the Health and Social Care budget are offset against the above pressures is an overall overspend of £7.1m. Work is being progressed within the Health and Social Care Partnership as a matter of urgency to continue to develop mitigating measures, including additional controls on recruitment and agency spend, with overall progress in the delivery of projects comprising the financial recovery plan monitored by the recently-created Savings Governance Board.

- 3.14 The 2018/23 budget framework report considered by the Finance and Resources Committee on 7 November 2017 incorporates additional service investment on a recurring basis, albeit confirmation is dependent upon approval of savings elsewhere within the Council as part of setting a balanced 2018/19 revenue budget.

Place

- 3.15 In addition to implementation of the £7.3m of newly-approved savings for delivery in 2017/18, mitigating actions require to be identified to address a number of carried-forward or in-year budget pressures affecting, in particular, the Waste and Roads Services functions.
- 3.16 As of period eight, the Executive Director of Place has identified net budget pressures of £2.176m (including those in respect of approved savings delivery). A corresponding set of actions has now been developed to offset these pressures fully and while a number of risks remain around their subsequent delivery, a break-even position is being forecast at this time. Progress will continue to be reported in respect of delivery of these mitigating actions.

Resources

- 3.17 Based on analysis of the period eight position, the Resources Directorate is projecting an overall underspend of £1.46m, reflecting the combined impact of measures to offset projected overspends in other areas of the Council. These savings primarily comprise a combination of acceleration of an element of procurement-related savings initially planned for delivery in 2018/19, a reduced assumed in-year funding requirement for the Customer Transformation programme and one-off employee cost savings. A small number of savings shortfalls are being mitigated by non-recurring measures pending the development of sustainable proposals to be implemented from 2018/19.

Chief Executive (excluding Safer and Stronger Communities)

- 3.18 The period eight-based forecast for services reporting directly to the Chief Executive reflects an overall underspend of £0.368m, representing employee costs arising from vacant posts within the Strategy and Insight and Communications functions. All savings measures approved as part of the 2017/18 are on track to be delivered in full.

Safer and Stronger Communities

- 3.19 Significant service pressures are being faced as a result of the removal of temporary accommodation management fees from Housing Benefit eligibility with effect from April 2017, combined with changes to the benefits cap which also impact on Housing Benefit income. These pressures are being exacerbated by increasing demand for both Bed and Breakfast and Short-Term Let accommodation as a result of longer average lengths of stay and a shortage of available “move-on” accommodation.

- 3.20 The total projected unfunded budget pressure is currently £8.8m which is partially offset by mitigations totalling £5.3m, resulting in a net residual unfunded budget pressure of £3.5m.
- 3.21 The Acting Head of Safer and Stronger Communities remains fully committed to making all efforts to identify mitigations to reduce the pressure. There is, however, limited scope to achieve this, given the size of the pressure relative to the net budget available. A balanced budget position is not therefore expected to be deliverable by the end of 2017/18.
- 3.22 The 2018/23 budget framework report considered by the Finance and Resources Committee on 7 November 2017 incorporates £3.5m of additional service investment on a recurring basis, albeit confirmation of this sum is dependent upon approval of savings elsewhere within the Council as part of setting a balanced 2018/19 revenue budget.
- 3.23 At the Housing and Economy Committee's meeting on 2 November 2017, members approved the remit and membership of a new cross-party homelessness task force to review current use of bed and breakfast accommodation and explore alternatives that could better meet the needs of individuals and families with the aim of ultimately ending its use.
- 3.24 In addition to reviewing costs and suitability of existing temporary accommodation provision, the taskforce will look at potential alternatives, including identification of Council properties that may provide supplementary capacity. Alongside the delivery of significant potential financial savings, the task force will play a key role in contributing to the shared objective of reducing homelessness and improving outcomes for those affected within the city

Corporate budgets

- 3.25 The report considered by the Finance and Resources Committee on 7 November 2017 identified an anticipated £2.54m of additional Council Tax income, £1m of savings in loan charges and £4.058m of earmarked reserves to address pressures elsewhere in the budget.
- 3.26 Updated analysis of the size and profile of the Council Tax base, taking account of property numbers, discounts and exemptions, indicates the expected receipt of a further £0.170m of income during the year and this is reflected in the overall projection. In view of remaining risks around additional demand-led expenditure in frontline service areas, however, monitoring will continue over the remainder of the year to determine whether any further income might become available.

Other areas

Pensions auto-enrolment

- 3.27 On 1 October 2017, the Council's pensions auto-enrolment transitional period came to an end, with eligible staff who had previously elected not to join the Local Government Pension Scheme or Scottish Teachers' Superannuation

Scheme automatically re-enrolled in the respective schemes. Although a number of staff have subsequently exercised their right to opt back out of the schemes, as of early December 2017, overall pension scheme membership has increased by around 500, resulting in an increased overall level of employer contributions.

- 3.28 The Council's budget framework included provision for an increase in membership following the ending of the transitional period and, at this stage, the resulting increase in employer contributions is being contained within a balanced overall position for the Council as a whole. In view of the full-year effect of the changes in 2018/19, however, additional analysis will be undertaken to determine whether any further provision requires to be included within the budget framework.

Teachers' pay award

- 3.29 Whilst the 2017/18 pay award for the majority of Council staff was agreed earlier in August 2017, tri-partite negotiations amongst the Scottish Government, COSLA and the main teaching unions have been continuing pending formal agreement. At the special COSLA Leaders' Meeting of 14 December 2017, following assurances from the Scottish Government concerning funding for both 2017/18 and future years, Council Leaders agreed to approve an employer's pay award comprising a 1% increase effective from April 2017, with a further 1% payable from January 2018, an offer that was subsequently accepted by the teaching unions. This level of award falls within the level of provision made within the budget framework and additional funding to be provided by the Scottish Government.

Housing Revenue Account

- 3.30 A balanced position is forecast after making a required £11.58m contribution to fund future delivery of the affordable housing strategy as set out in the HRA business plan, subject to repairs and maintenance expenditure being kept within budgeted levels.

4. Measures of success

- 4.1 Achieving a balanced overall budget outturn position for 2017/18 and successful delivery of approved savings and key service performance indicators.

5. Financial impact

- 5.1 The report's contents point to a balanced overall position for the year whilst highlighting the importance of active management of risks and pressures in maintaining expenditure within approved levels.

- 5.2 The Council's Financial Regulations set out Executive Directors' responsibilities in respect of financial management, including regular consideration of their service budgets.

6. Risk, policy, compliance and governance impact

- 6.1 The delivery of a balanced budget outturn for the year is the key target. The risks associated with cost pressures, increased demand and savings delivery targets are regularly monitored and reviewed and management action is taken as appropriate.
- 6.2 Ongoing communications by the Council's section 95 Officer have reinforced the respective responsibilities of Executive Directors and Heads of Service to maintain expenditure within approved budgets in accordance with the Financial Regulations. Directors also have a requirement to ensure that savings identified are both achievable and delivered to maintain a sustainable budget across the Council. With this in mind, structured plans are in place for review and feedback on current and future years' savings proposals. This has contributed positively to a position where the majority of approved 2017/18 savings are assessed as being on track to be delivered.

7. Equalities impact

- 7.1 While there is no direct additional impact of the report's contents, all budget proposals are now subject to an initial relevance and proportionality assessment and, where appropriate, a formal Equalities and Rights Impact Assessment is then undertaken. The equalities and rights impacts of any substitute measures identified to address savings shortfalls are similarly assessed.

8. Sustainability impact

- 8.1 While there is no direct additional impact of the report's contents, the Council's revenue budget includes expenditure impacting upon carbon, adaptation to climate change and contributing to sustainable development. In addition, all budget proposals are now subject to an upfront assessment across these areas.

9. Consultation and engagement

- 9.1 The Chief Executive has tasked Executive Directors with identifying mitigating actions to address in-year pressures and to review opportunities for additional savings proposals. These actions have allowed, subject to management of other risks and pressures, the continuing forecasting of a balanced position by the year-end.

9.2 There is no external consultation and engagement arising directly from this report, although the Council's budget continues to be subject to a process of regular consultation and engagement. An overview of the engagement feedback on the 2018/19 proposals will be considered at the Committee's next meeting on 8 February 2018.

10. Background reading/external references

Service monitoring statements for period eight

[Approved 2017-18 - 2020-21 Revenue Budget and 2017-18 - 2021 Capital Investment Programmes - plans for supplementary investment](#), Finance and Resources Committee, 23 March 2017

[Revenue Monitoring 2017-18 - month three position](#), Finance and Resources Committee, 5 September 2017

[Revenue Budget Monitoring 2017- 18 - update](#) – Finance and Resources Committee, 28 September 2017

[Revenue Monitoring 2017-18 - month five position](#) – Finance and Resources Committee, 7 November 2017

Stephen S. Moir

Executive Director of Resources

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11. Appendices

Appendix 1 – Service analysis, Period 8

Appendix 2 – 2017/18 budget savings RAG assessment – savings assessed as red in part or in full

REVENUE MONITORING 2017-18

PERIOD 8 REPORT

SERVICE ANALYSIS

Account	Revised Budget £000	Budget to Date £000	Actual to Date £000	Variance to Date		Projected Outturn £000	Projected Variance	
				£000	%		£000	%
Communities and Families	341,081	225,537	225,893	356	0.2%	340,081	(1,000)	(0.3%)
Place	66,111	41,319	43,262	1,943	4.7%	66,111	0	0.0%
Resources	166,856	112,035	111,402	(633)	(0.6%)	165,396	(1,460)	(0.9%)
Health and Social Care	184,480	110,906	116,386	5,480	4.9%	191,580	7,100	3.8%
Chief Executive	11,363	8,533	8,209	(324)	(3.8%)	10,995	(368)	(3.2%)
Safer and Stronger Communities	25,567	18,095	20,427	2,332	12.9%	29,067	3,500	13.7%
Valuation Joint Board Requisition	3,741	2,494	2,494	0	0.0%	3,741	0	0.0%
General Fund Services Subtotal	799,199	518,919	528,073	9,154	1.8%	806,971	7,772	1.0%
Other income and expenditure								
Net Cost of Benefits	(62)	(41)	100	141	n/a	(62)	0	0.0%
Early Release Costs	1,010	673	712	39	0%	1,010	0	0.0%
Other non service-specific costs	24,064	16,043	8,233	(7,810)	0%	24,064	0	0.0%
Interest and investment income	(8,811)	0	0	0	0%	(8,811)	0	0.0%
Loan Charges	115,120	0	0	0	0%	114,120	(1,000)	(0.9%)
Contributions to Earmarked Funds	3,087	0	0	0	0%	87	(3,000)	(97.2%)
Return of 2016/17 surplus from Council Priorities Fund	0	0	0	0	0%	(1,058)	(1,058)	n/a
Income from Council Tax	(266,342)	(177,561)	(177,561)	0	0%	(269,056)	(2,714)	(1.0%)
- Council Tax Reduction Scheme	23,277	15,518	15,518	0	0%	23,277	0	0.0%
General Revenue Grant	(335,479)	(223,653)	(223,653)	0	0%	(335,479)	0	0.0%
Distribution from NDRI pool	(355,063)	(236,709)	(236,709)	0	0%	(355,063)	0	0.0%
In-year overspend / (underspend)	0					0	0	n/a

			RAG Status (insert relevant element of saving under each heading. These amounts should be shown net of any assumed mitigating action)				
Savings description	Service area	Approved level of saving, 2017/18 (£000)	Red	Amber	Green	Basis of current status, including brief details of confirmed or planned mitigating actions	Planned actions and associated timescales for delivery of savings
Reablement 1	Health and Social Care	630	630	0	0	Business cases for savings yet to be finalised and actioned	Savings are being targeted primarily through the Telecare and Support Planning and Brokerage projects. More robust governance arrangements are now in place (through the Savings Governance Board and the CLT Change Board) to monitor the delivery of these workstreams, however progress will need to be accelerated to ensure that savings targets can be achieved in 2018/19. The Support Planning and Brokerage project is currently undertaking a test of change of 270 service users in the North East locality.
Telecare	Health and Social Care	960	960	0	0	Business cases for savings yet to be finalised and actioned	
Review Team	Health and Social Care	300	300	0	0	Business cases for savings yet to be finalised and actioned	
Support planning and brokerage	Health and Social Care	2,880	2,880	0	0	Business cases for savings yet to be finalised and actioned	
Review of financial allocation system	Health and Social Care	750	750	0	0	Business cases for savings yet to be finalised and actioned	
Reablement 2	Health and Social Care	510	510	0	0	Business cases for savings yet to be finalised and actioned	
Total Health and Social Care			6,030				
Place	Environment	1,720	1,720			At this stage, a number of Environment-related savings are assessed as "red" pending continuing work on improvement plans for Roads and Waste Services.	
Total Place			1,720	0	0		
Total all areas			7,750				

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Chief Executive - Revenue Budget Monitoring 2017/18 - Month Eight position

Item number	7.5
Report number	
Executive/routine	
Wards	City-wide
Council Commitments:	None

Executive Summary

The report sets out the projected eight-month revenue budget monitoring position for services reporting directly to the Chief Executive, based on actual expenditure and income to the end of November 2017 and expenditure and income projections for the remainder of the financial year.

£0.368 million of in-year savings have been identified for services reporting directly to the Chief Executive for 2017/18 to mitigate budget pressure elsewhere in the Council's 2017/18 revenue budget. The attainment of this position is subject to undertaking ongoing action to deliver approved savings together with active management of risks and pressures.

Chief Executive - Revenue Budget Monitoring 2017/18 - Month Eight position

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee notes:
 - 1.1.1 services reporting directly to the Chief Executive are currently projecting a £0.368 million underspend for 2017/18; and
 - 1.1.2 the risks to the achievement of a balanced revenue budget projection.

2. Background

- 2.1 The Council's Financial Regulations require submission of quarterly monitoring reports on service financial performance to the Finance and Resources Committee.
- 2.2 This report advises of the projected outturn for the revenue budget for 2017/18 for services reporting directly to the Chief Executive, excluding Safer and Stronger Communities, based on the position after eight months of the financial year.
- 2.3 A separate report on the projected eight-month revenue monitoring position for Safer and Stronger Communities will be presented to Housing and Economy Committee on 18 January 2018.

3. Main report

Month Eight Position

- 3.1 The revenue budget for 2017/18 for services reporting directly to the Chief Executive is £11.363 million. The budget is stated after inclusion of approved savings of £0.687 million.
- 3.2 The period eight projection continues to reflect an underspend of £0.368 million including acceleration of 2018/19 savings delivery, to mitigate budget pressure elsewhere in the Council's 2017/18 revenue budget.
- 3.3 Additional savings identified in 2017/18 are:
 - 3.3.1 Strategy and Insight - £0.316 million – employee cost savings from vacant posts;
 - 3.3.2 Communications - £0.052 million - employee cost saving from a vacant post.

- 3.4 An analysis of the projection by service area is provided in Appendix 1.

Savings Implementation Plans

- 3.5 The revenue budget approved by Council on 9 February 2017 requires achievement of incremental savings of £0.687 million in 2017/18 for services reporting directly to the Chief Executive. These are detailed in Appendix 1.
- 3.6 Savings implementation plans and revenue budget monitoring reports are considered by service management teams on a regular basis.
- 3.7 Savings are forecast to be fully achieved in 2017/18 and are classified as 'green'.

Risks

- 3.8 While there is evidence of significant progress towards the achievement of savings targets, full realisation of targets will continue to be tracked and reported to service management teams. Alternative savings measures will be developed, where a risk emerges as to the achievement of existing savings proposals.

4. Measures of success

- 4.1 Service final outturn for 2017/18 is within budgeted levels and contributes at least £0.368 million to mitigate Council budget pressures.

5. Financial impact

- 5.1 The report projects expenditure and income will be within approved budget. Attainment of this position is subject to active management of financial risks and, where appropriate, the taking of timely remedial action.

6. Risk, policy, compliance and governance impact

- 6.1 The delivery of expenditure within the approved revenue budget for 2017/18 is the key target. The risk of budget pressures arising throughout the course of the financial year will continue to be regularly monitored and reviewed and management action taken, as appropriate.

7. Equalities impact

- 7.1 There are no direct equalities impact implications arising from this report. All budget proposals are subject to an initial relevance and proportionality assessment and, where appropriate, a formal Equalities and Rights Impact Assessment is then undertaken. The equalities and rights impacts of any substitute measures identified to address savings shortfalls are similarly assessed.

8. Sustainability impact

- 8.1 There is no direct relevance of the report's contents to impacts on carbon, adaptation to climate change and sustainable development. The Council's revenue budget includes expenditure impacting upon carbon, adaptation to climate change and contributing to sustainable development. In addition, all budget proposals are now subject to an upfront assessment across these areas.

9. Consultation and engagement

- 9.1 There is no direct relevance to the report's contents. The Council undertook a budget engagement exercise when developing the 2017/18 revenue budget.

10. Background reading/external references

[Revenue budget framework 2017/21 – update](#): City of Edinburgh Council, 9 February 2017

[Revenue and Capital Budget Framework 2017/21 – further update](#): City of Edinburgh Council, 9 February 2017

[Chief Executive - Revenue Budget Monitoring 2017/18 - Month Three position](#): Finance and Resources Committee, 5 September 2017

[Chief Executive - Revenue Budget Monitoring 2017/18 - Month Five position](#): Finance and Resources Committee, 7 November 2017

Andrew Kerr

Chief Executive

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11. Appendices

Appendix 1 – Chief Executive Revenue Budget Monitoring 2017/18 - Month eight position;
Chief Executive - Approved Revenue Budget Savings 2017/18.

Appendix 1

1. Chief Executive Revenue Budget 2017/18 - Month Eight position

Forecast Revenue Outturn by Service Area

	Revised Budget	Projected Outturn	Projected Variance	Adverse / Favourable
	£'000	£'000	£'000	£'000
Chief Executive	237	237	0	-
Communications	1,177	1,125	(52)	FAV
Strategy and Insight	9,949	9,633	(316)	FAV
Total Net Expenditure	11,363	10,995	(368)	FAV

2. Chief Executive: Approved Revenue Budget Savings 2017/18

Service	Saving Description	2017/18 £'000	Red/Amber/Green assessment
Chief Executive - service-wide	Employee turnover savings	167	
Chief Executive - service-wide	Agency staffing	69	
Chief Executive - service-wide	Workforce savings	10	
Strategy and Insight	Transformation and Business Change – employee cost savings	317	
Strategy and Insight	Members' Services – employee cost savings	107	
Strategy and Insight	Other staffing savings	17	
	TOTAL	687	

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Resources Directorate - Revenue Budget Monitoring 2017/18 - Month Eight position

Item number	7.6
Report number	
Executive/routine	
Wards	City-wide
Council Commitments:	None

Executive Summary

The report sets out the projected eight-month revenue monitoring position for the Resources Directorate, based on actual expenditure and income to the end of November 2017 and expenditure and income projections for the remainder of the financial year.

£1.460 million of in-year savings have been identified for the Resources Directorate revenue budget for 2017/18 to mitigate budget pressure elsewhere in the Council's 2017/18 revenue budget. The attainment of this position is subject to undertaking ongoing action to deliver approved savings together with active management of risks and pressures.

Resources Directorate - Revenue Budget Monitoring 2017/18 - Month Eight position

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee notes:
 - 1.1.1 Resources Directorate is currently projecting a £1.460 million underspend for 2017/18; and
 - 1.1.2 the risks to the achievement of a balanced revenue budget projection.

2. Background

- 2.1 The Council's Financial Regulations require submission of quarterly monitoring reports on service financial performance to the Finance and Resources Committee.
- 2.2 This report advises on the projected outturn for the Resources Directorate revenue budget for 2017/18 based on the position after eight months of the financial year.

3. Main report

Month Eight Position

- 3.1 Resources Directorate revenue budget for 2017/18 is £166.856 million. The budget is stated after inclusion of approved savings of £10.426 million.
- 3.2 The period eight projection reflects an underspend of £1.460 million across the Resources Directorate, including acceleration of 2018/19 savings delivery.
- 3.3 Savings identified in 2017/18 are:
 - 3.3.1 Customer - £0.500 million - one-off saving from use of transformation contingency;
 - 3.3.2 Finance - £0.085 million – one-off employee cost saving from turnover;
 - 3.3.3 HR - £0.150 million – one-off saving from review of Leadership and Development costs;
 - 3.3.4 ICT - £0.443 million – acceleration of savings from 2018/19 from mobile telephones contract and fixed line costs;

- 3.3.5 Property and Facilities Management - £0.260 million - one-off savings from employee costs and ICT project slippage for Edinburgh Shared Repairs service;
- 3.3.6 Service-wide - £0.022 million – saving from pause in recruitment activity.
- 3.4 An analysis of the projection by service area is provided in Appendix 1.

Savings Implementation Plans

- 3.5 The revenue budget approved by Council on 9 February 2017 requires Resources Directorate to achieve incremental savings of £10.426 million in 2017/18. These are detailed in Appendix 2.
- 3.6 Savings implementation plans and revenue budget monitoring reports are considered by Resources Management Team on a regular basis.
- 3.7 The Asset Management Strategy savings target for 2017/18 of £0.8 million is forecast to be achieved from additional rental income. Asset Management Strategy savings targets are £5.8 million in 2018/19 and a further £0.4 million for 2019/20. Work is ongoing to develop plans to achieve savings from organisational redesign, estate rationalisation and rental income.
- 3.8 Customer savings targets for 2017/18 are on course to be achieved. Savings are mainly forecast to be achieved from a reduction in employee costs in Business Support and Transaction processing and through improved Council Tax collection. £0.932 million of savings will be achieved from one-off measures prior to implementation of business cases for printing (annual savings £0.432 million) and robotics (annual savings £0.500 million) in 2018/19.

Risks

- 3.9 Financial risks in the Resources Directorate revenue budget for 2017/18 are:
 - 3.9.1 the Council's ICT contract with CGI Limited is subject to ongoing diligence, with a risk of variance in the contract price. Work on contract price diligence and any financial impact is being progressed;
 - 3.9.2 Transformation savings not being fully achieved. There remains evidence of significant progress towards the achievement of all savings targets with mitigating measures identified where savings targets are not fully achieved in 2017/18. Full realisation of savings targets will continue to be tracked and reported to service management teams;
 - 3.9.3 under-recovery of Council Tax and Non-Domestic Rates intervention income. Income will be monitored for the remainder of the year. The level of actual income achieved in any year is not known with full certainty until the year end;
 - 3.9.4 Internal recoveries of employee costs by Legal Services is subject to a risk of under-recovery, if rechargeable work is not as high as anticipated. The achievement of the income target is tracked on a monthly basis.

Contingency Planning

- 3.10 A service contingency of £0.126 million will be used to mitigate any residual service financial risks in 2017/18.

4. Measures of success

- 4.1 Resources Directorate final outturn for 2017/18 is within budgeted levels and contributes at least £1.460 million to mitigate Council budget pressures.

5. Financial impact

- 5.1 The report projects Resources Directorate outturn budget performance to be £1.460 million less than approved budget. Attainment of this position is subject to active management of financial risks and, where appropriate, the taking of timely remedial action.

6. Risk, policy, compliance and governance impact

- 6.1 The delivery of expenditure within the approved revenue budget for 2017/18 is the key target. The risk of budget pressures arising throughout the course of the financial year will continue to be regularly monitored and reviewed and management action taken as appropriate.

7. Equalities impact

- 7.1 There are no direct equalities impact implications arising from this report. All budget proposals are subject to an initial relevance and proportionality assessment and, where appropriate, a formal Equalities and Rights Impact Assessment is then undertaken. The equalities and rights impacts of any substitute measures identified to address savings shortfalls are similarly assessed.

8. Sustainability impact

- 8.1 There is no direct relevance of the report's contents to impacts on carbon, adaptation to climate change and sustainable development. The Council's revenue budget includes expenditure impacting upon carbon, adaptation to climate change and contributing to sustainable development. In addition, all budget proposals are now subject to an upfront assessment across these areas.

9. Consultation and engagement

- 9.1 There is no direct relevance to the report's contents. The Council undertook a budget engagement exercise when developing the 2017/18 revenue budget.

10. Background reading/external references

[Revenue budget framework 2017/21 – update](#): City of Edinburgh Council, 9 February 2017

[Revenue and Capital Budget Framework 2017/21 – further update](#): City of Edinburgh Council, 9 February 2017

[Resources Directorate - Revenue Budget Monitoring 2017/18 - Month Three position](#): Finance and Resources Committee, 5 September 2017

[Resources Directorate - Revenue Budget Monitoring 2017/18 - Month Five position](#): Finance and Resources Committee, 7 November 2017

Stephen S. Moir

Executive Director of Resources

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11. Appendices

Appendix 1 - Resources Directorate Revenue Budget Monitoring 2017/18 - Month Eight position

Appendix 2 - Resources Directorate - Approved Revenue Budget Savings 2017/18.

Appendix 1

Resources Directorate

Revenue Budget Monitoring 2017/18

Month Eight position

Forecast Revenue Outturn by Service Area

	Revised Budget	Projected Outturn	Projected Variance	Adverse / Favourable
	£'000	£'000	£'000	
Customer	26,429	25,929	(500)	FAV
Finance	6,174	6,089	(85)	FAV
Human Resources	5,287	5,137	(150)	FAV
Legal and Risk	1,277	1,277	0	-
Property and Facilities Management	96,604	96,344	(260)	FAV
Directorate and service-wide costs	905	905	0	-
ICT	30,054	29,611	(443)	FAV
Service Wide, including contingency	126	104	(22)	FAV
Total Net Expenditure	166,856	165,396	(1,460)	FAV

Appendix 2

Resources Directorate: Approved Revenue Budget Savings 2017/18

Service	Saving Description	2017/18 £'000	Red/Amber/Green assessment
Service-wide	Employee turnover savings	339	
Service-wide	Agency staffing	422	
Service-wide	Income	74	
Service-wide	Develop workforce plans and review staffing mix	230	
Service-wide	Other staffing savings	68	
Property and Facilities Management	Asset Management Strategy	800	
Property and Facilities Management	Savings in borrowing support	50	
Customer	Business Support	3,712	
Customer	Customer Services	1,844	
Customer	Customer Services – Printing and Robotics business cases	932	Slippage on delivery of business case implementation fully mitigated.
Customer	Efficiencies across Customer Services	302	
Finance	Audit fee saving	65	
Finance	Finance employee cost savings	376	
Finance	Commercial and Procurement Services employee cost savings	231	
Human Resources	Human Resources employee cost savings	101	
Legal and Risk	Internal Audit and Risk employee cost savings	32	
Legal and Risk	Legal Services increased internal income recharges	290	Internal recharge income target being tracked monthly.
ICT	Digital and ICT employee cost savings	548	
Service-wide	Additional income	10	
	TOTAL	10,426	

Finance and Resources Committee

10.00am, Tuesday 23 January 2018

Capital Monitoring 2017/18 – Month Nine Position

Item number	7.7
Report number	
Executive/routine	
Wards	
Council Commitments:	None

Executive Summary

The month nine position shows that the Council is projected to require loans fund advances of £35.453m and will be in receipt of grants and capital income amounting to £104.556m. Together this will fund projected capital investment of £140.009m. Loans fund advances are projected to be £12.263m lower than the revised budget as a result of anticipated slippage in the delivery of the capital investment programme partly offset by delayed receipts from asset sales.

The HRA capital investment programme is projecting to require loans fund advances of £29.318m and will be in receipt of grants and capital income amounting to £39.751m. Together this will fund projected capital investment of £69.070m. Loans fund advances are projected to be £13.674m lower than the revised budget as a result of anticipated slippage in the delivery of the capital investment programme and a higher level of capital income.

Capital Monitoring 2017/18 – Month Nine Position

1. Recommendations

- 1.1 Members of the Finance and Resources Committee are requested to:
- 1.1.1 Note the projected capital outturn position on the General Fund and HRA at month nine;
 - 1.1.2 Note the prudential indicators at month nine;
 - 1.1.3 Note that the Head of Finance is closely monitoring the capital receipts position; and
 - 1.1.4 Refer the report to the Governance, Risk and Best Value Committee as part of its work-plan.

2. Background

- 2.1 This report sets out the overall position of the Council's capital budget at the nine-month position (based on month eight data) and the projected outturn for the year.

3. Main report

Existing Capital Plans

- 3.1 The position at month nine is summarised in the table below, while further details can be seen in Appendix 1.

	Outturn Variance at Month Nine	Outturn Variance at Month Five	Movement from Month Five
	£000	£000	£000
Net (slippage) / acceleration in gross expenditure	(28,058)	(11,860)	(16,198)
Net (surplus) / deficit in capital receipts and grant income	15,795	7,259	8,536
Net increase / (decrease) in loans fund advances	(12,263)	(4,601)	(7,662)

- 3.2 The position at month nine can be seen in Appendix 1, which shows expenditure on the Capital Investment programme of £140.009m funded by grants and other capital income of £104.556m and loans fund advances of £35.453m.
- 3.3 The projected slippage in gross expenditure has increased by £16.198m. This relates mainly to slippage identified in the ICT transformation project (£10.830m), increased slippage in highways, street lighting and transportation projects (£6.391m), and slippage of the City Wide CCTV project (£1.125m). This slippage was partially accounted for at the half year by a general slippage assumption of £3.966m, which has now been superseded by project-specific slippage.
- 3.4 Explanations for significant slippage and accelerations for General Fund projects projected at month nine are presented in Appendix 2.
- 3.5 Members should note that in any given year, variance against budget will occur due to delays or unforeseen circumstances outwith the control of the Council. Known variances to the delivery of the programme advised by Executive Directors have been incorporated into the revised Programme referred to in 3.1.

Capital receipts / grant income

- 3.6 Projected capital receipts from the sale of surplus assets, including those ringfenced for specific projects, of £10.345m are lower than budget by £9.983m for 2017/18 as a result of changes in anticipated settlement dates and the phasing of receipts which are now expected to be received in future years. These include receipts from the sale of the former Boroughmuir High School site, land at Glasgow Road and the former public toilet site at Canaan Lane.
- 3.7 The City of Edinburgh Council approved a transfer of £7.9m surplus capital receipts over the period of the 2015/2020 CIP to the Capital Fund to be split equally between planned repairs and maintenance and initial development costs relating to the Local Development Plan (LDP). £2.341m of receipts have previously been transferred to the Fund and the 2017/18 budget included the final amount of £5.559m. The transfer to the Fund in 2017/18 is now projected to be £4.75m resulting from a delay in realising a proportion of this income. This delay is not anticipated to have any implications for the delivery of these programmes.
- 3.8 Members should also be aware that the value and timing of capital receipts can be impacted by a number of factors including abnormal costs arising from survey results and offers contingent on planning approvals. Any further revisions to the receipts programme will be reported within future capital monitoring reports.

Prudential Indicators

- 3.9 The Prudential Indicator monitoring at month nine is shown in Appendix 3.

Housing Revenue Account (HRA)

- 3.10 The Housing Revenue Account is forecasting slippage in gross expenditure of £8.934m at month nine (£6.663 at month five) as shown in Appendix 4. The full

HRA capital investment budget position is shown in Appendix 4. At month nine, the forecast is gross expenditure of £69.070m, capital receipts and grant income of £39.751m and loans fund advances of £29.318m.

- 3.11 The projected outturn at month nine is based on an assessment of the various risks identified and their impact on in-year delivery. Explanations for significant slippage and accelerations for HRA projects projected at month nine are presented in Appendix 5.

4. Measures of success

- 4.1 Completion of capital projects as budgeted for in the revised 2017/18 capital programme.
- 4.2 Identifying slippage at the earliest opportunity and accelerating projects where possible to ensure best use of available resources.

5. Financial impact

- 5.1 The projected 2017/18 general fund outturn outlines loans fund advances of £35.453m. The overall loan charges associated with this over a 20-year period would be a principal amount of £35.453m, interest of £23.080m, resulting in a total cost of £58.533m based on a loans fund interest rate of 5.1%. The loan charges will be interest only in the first year, at a cost of £0.913m, followed by an annual cost of £2.881m for 20 years.
- 5.2 The projected 2017/18 HRA outturn outlines loans fund advances of £29.318m. The overall loans charges associated with this over a 20-year period would be a principal amount of £29.318m, interest of £19.086m, resulting in a total cost of £48.404m based on a loans fund rate of 5.1%. The loan charges will be interest only in the first year, at a cost of £0.764m followed by an annual cost of £2.382m for 20 years.
- 5.3 Borrowing required is carried out in line with the Council's approved Treasury Management Strategy.
- 5.4 The loan charge costs outlined above will be met from this year's general fund and HRA revenue budgets for loan charges.

6. Risk, policy, compliance and governance impact

- 6.1 Significant budget virements have complied with relevant financial rules and regulations.
- 6.2 Capital monitoring and budget setting processes adopted ensure effective stewardship of resources. The processes applied aim to ensure projects are delivered on time and budget whilst fulfilling the financial criteria of value for money.

- 6.3 Monitoring of major capital projects including risk assessment is carried out by the Council's Strategy and Insight service.
- 6.4 The nature of capital projects means that there is an inherent risk of delays or unforeseen circumstances outwith the control of the Council.

7. Equalities impact

- 7.1 The Council's capital expenditure contributes to the delivery of the public sector equality duty to advance equality of opportunity and foster good relations e.g. enhancement works related to the Disability Discrimination Act, works on Children and Families establishments and capital expenditure on Council housing stock.

8. Sustainability impact

- 8.1 The impacts of the projects set out within the appendices of this report in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered, and the outcomes are summarised below. Relevant Council sustainable development policies have been taken into account.
- 8.2 The proposals in this report will help achieve a sustainable Edinburgh because they are ensuring funding for key strategic projects that will enhance facilities and infrastructure in the city. A carbon impact assessment shall be carried out on each new project to achieve the most sustainable outcome for the city in each case.
- 8.3 The proposals in this report will increase the city's resilience to climate change impacts because they are securing funding for flood prevention projects.

9. Consultation and engagement

- 9.1 Consultation on the capital budget was undertaken as part of the budget process.

10. Background reading/external references

[Capital monitoring 2017-18 - half year position](#) Finance and Resources Committee 7 November 2017

Stephen S. Moir

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11. Appendices

- 1 - Capital Monitoring 2017/18 – General Fund
- 2 - Slippage and Acceleration on General Fund Projects
- 3 - Prudential Indicators 2017/18
- 4 - Capital Monitoring 2017/18 – HRA
- 5 - Slippage and Acceleration on HRA Projects

Capital Monitoring 2017/18

General Fund Summary

Period 9

Expenditure	Approved Budget £000	Adjusts £000	Revised Budget £000	Actual to Date £000	Projected Outturn £000	Projected Variance £000 %	
Communities and Families	32,243	9,588	41,831	23,141	38,712	(3,119)	0.00%
Edinburgh IJB	152	215	367	492	492	125	0.00%
Place	127,259	(29,096)	98,163	49,386	85,560	(12,603)	0.00%
Resources - Asset Management Works	11,132	(289)	10,843	7,805	10,306	(537)	0.00%
Resources - Other	-	15,738	15,738	1,380	4,761	(10,977)	0.00%
Safer and Stronger Communities	1,125	-	1,125	-	-	(1,125)	0.00%
Council Wide Projects	-	-	-	178	178	-	0.00%
Total Gross Expenditure	171,911	(3,844)	168,067	82,382	140,009	(28,058)	-16.69%

Income

<i>Capital Receipts</i>							
General Services	18,936	(92)	18,844	3,430	8,861	(9,983)	-52.98%
Ringfenced Asset Sales	7,880	(4,181)	3,699	203	203	(3,496)	-94.51%
Asset Sales to reduce Corporate borrowing	1,406	484	1,890	650	1,281	(609)	-32.22%
Less Fees Relating to General Receipts	-	-	-	124	-	-	#DIV/0!
<i>Total Capital Receipts from Asset Sales</i>	<i>28,222</i>	<i>(3,789)</i>	<i>24,433</i>	<i>4,407</i>	<i>10,345</i>	<i>(14,088)</i>	<i>-57.66%</i>
Less additional receipt income to capital fund	(5,559)	-	(5,559)	-	(4,750)	809	-14.55%
<i>Available Capital Receipts from Asset Sales</i>							
Developer and other Contributions	174	8,582	8,756	6,404	8,756	-	0.00%
Capital Grants Unapplied Account drawdown	-	-	9	-	9	-	0.00%
<i>Total Capital Receipts</i>	<i>22,837</i>	<i>4,793</i>	<i>27,639</i>	<i>10,811</i>	<i>14,360</i>	<i>(13,279)</i>	<i>-48.04%</i>
<i>Grants</i>							
Scottish Government General Capital Grant	53,708	-	53,708	35,797	53,696	(12)	-0.02%
Cycling, Walking and Safer Streets	683	-	683	-	683	-	0.00%
Management Development Funding	29,115	-	29,115	14,602	29,115	-	0.00%
Early Years and Childcare - Expansion	-	2,504	2,504	2,584	-	(2,504)	-100.00%
Other Specific Government Grants	-	6,702	6,702	2,062	6,702	-	0.00%
<i>Total Grants</i>	<i>83,506</i>	<i>9,206</i>	<i>92,712</i>	<i>55,045</i>	<i>90,196</i>	<i>(2,516)</i>	<i>-2.71%</i>
Total Income	106,343	13,999	120,351	65,856	104,556	(15,795)	-13.12%

Balance to be funded through Loans Fund Advance	65,568	(17,843)	47,716		35,453	(12,263)	-25.70%
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CAPITAL MONITORING 2017/18 - Period 9**Slippage and Acceleration on Projects**

Slippage on projects is shown as a negative value, while acceleration or overspends are shown as positive values.

Key to variance category

Type	Explanation
1. Slippage due to unforeseen delays	Slippage that has occurred due to unforeseen circumstances or delays that for the most part, are out with the Council's control.
2. Slippage due to optimistic budget	Slippage that has occurred due to optimism bias when budget was set. Issues include projecting spend on block budgets when a programme of works has not been considered or designed, not applying a discount factor for adverse weather / risk issues, providing for too much contingency and predicting an optimistic works timetable.
3. Slippage due to timing of payments	Slippage that has occurred where a project is on time and schedule but is as a result of the timing of cash flows.
4. Acceleration on a project	Represents accelerated spend on a project i.e. due to better than anticipated progress.
5. Projected Underspend on a project	Projects where the final outturn is expected to be below budget.

Note that a project will exhibit an element of all of the above but the overriding reason has been considered when applying a variance category.

	Period 9 £000	Period 5 £000	Movement between periods £000	Explanations for Significant Slippage / Acceleration	Variance Category
<u>Communities and Families</u>					
Early years 2020	-2,669	-2,591	-78	Programme has slipped due to working to reach agreement from Scottish Government re total available funding to meet extended nursery hours	3
Hunter Hall Cycle Hub And Pitch	-1,017	-1,017	0	Programme has slipped due to a review of the scope of the project with consideration to the Jack Kane centre	2
New Meadowbank Sport Centre	-1,539	0	-1,539	The programme has slipped due to the changes in the scope and delivery of the project	2
Open Libraries Solutions	-340	0	-340	Delays in recruitment of the project manager	2
George IV Bridge Library - Enhancement Works	-365	0	-365	Project on hold awaiting further funding	2
Roseburn PS RSR5	-50	0	-50	Project on Hold until 2018/19	1
New Queensferry HS	205	103	102	External fees for HUB -decision as to how funded is still being negotiated	4
St John's PS	1,479	1,500	-21	Reflects latest cash flow from QS- school progressing better than anticipated	4
Portobello Demolition	0	43	-43		4
New Primary schools		10	-10	Initial fees for new Primary schools to be met from future years budget	4
Rising School Rolls	1,146	0	1,146	RSR6 projects accelerated from future years	4
Net (slippage) / acceleration on various projects	31	-85	116		4
Total Communities and Families	-3,119	-2,037	-1,082		
<u>Edinburgh Integrated Joint Board</u>					
Net (slippage) / acceleration on various projects	125	0	125		4
Total Edinburgh Integrated Joint Board	125	0	125		

	Period 9 £000	Period 5 £000	Movement between periods £000	Explanations for Significant Slippage / Acceleration	Variance Category
Place					
Water of Leith Phase 2	-4,500	-4,500	0	Projected underspend on delivery of the project. Proposals for the allocation of this underspend will be reported to Finance and Resources Committee on 8 February 2018.	5
Water of Leith Phase 1	-319	0	-319	Retention and compensation settlements payable in future years	3
Roads Asset Management plan	-1,633	0	-1,633	Delay due to loss of design resource and delay in recruitment	2
Street Lighting	-218		-218	Projection amended October 2017	2
Street Lighting - LED	-945		-945	Revised Forecast from Project Management team due to re-profiling of works	2
Traffic Signals Renewal	-650		-650	Delay in 4 schemes, resulting in delay in being delivered until early 2018	1
Leith Improvement Programme - Core	-1,443	-1,126	-317	Realignment to fit with the tram project	3
Road Safety and Active Travel	-1,561		-1,561	Delays in project delivery as a result of internal staff shortages and reprioritisation of projects.	2
St Andrew Square Bus Station	-201	-176	-25	Delays to the tender process and appointment expected to extend to next financial year	3
Bus Priority Schemes/Bus Shelters	-474	-249	-225	Installation works of bus shelters to be delivered over financial years, with full payment not being made until works are complete.	3
Localities	-498		-498	Consideration of competing demands	2
Net (slippage) / acceleration on various projects	-161	194	-355		2
Total Place	-12,603	-5,857	-6,746		
Resources - Asset Management Works					
Slippage across the Asset Management Works programme	-537	0	-537		2
Total Resources - Asset Management Works	-537	0	-537		
Resources - Other					
ICT	-10,830	0	-10,830	Delays in implementation of ICT transformation change projects	2
Net (slippage) / acceleration on various projects	-147	0	-147		2
Total Resources - Other	-10,977	0	-10,977		
Safer and Stronger Communities					
CCTV City Wide	-1,125	0	-1,125	Project delayed due to review of project scope	2
Total Safer and Stronger Communities	-1,125	0	-1,125		
Council Wide / Corporate Projects					
Net (slippage) / acceleration on various projects	178		178		4
General Slippage across the programme (2.5%)	0	-3,966	3,966	This is now reflected more accurately against individual projects rather than a general assumption across the whole programme.	1
Total Council Wide / Corporate Projects	178	-3,966	4,144		
Total for all Services	-28,058	-11,860	-16,198		

		Period 9 £000	Period 5 £000	Movement between periods £000	Explanations for Significant Slippage / Acceleration	Variance Category
Summary of Variance Category						
1	Slippage due to unforeseen delays	-700	-3,966	3,266		
2	Slippage due to optimistic budget	-20,916	-823	-20,093		
3	Slippage due to timing of payments	-5,106	-4,142	-964		
4	Acceleration on a project	3,164	1,571	1,593		
5	Projected final underspend	-4,500	-4,500	0		
		<u>-28,058</u>	<u>-11,860</u>	<u>-16,198</u>		

Appendix 3

PRUDENTIAL INDICATORS 2017/18 - Period 9

Indicator 1 - Estimate of Capital Expenditure

	2016/17	2017/18	2017/18	2018/19	2018/19	2019/20	2019/20	2020/21	2020/21	2021/22	2021/22
	Actual	Estimate	Forecast	Estimate	Forecast	Estimate	Forecast	Estimate	Forecast	Estimate	Forecast
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Council Wide / Corporate Projects	1,184	0	178	0	0	0	0	0	0	0	0
Unallocated funding - indicative 5 year plan 2019/20	0	0	0	0	0	0	0	0	0	7,000	7,000
Chief Executive	838	0	0	0	0	0	0	0	0	0	0
Communities and Families	41,816	34,993	38,712	28,895	32,014	17,850	17,850	2,485	2,485	165	165
Edinburgh Integration Joint Board	4,527	302	492	2,069	1,944	1,528	1,528	0	0	0	0
Place	90,704	90,571	85,560	86,315	98,718	76,622	77,398	85,277	19,835	19,835	19,835
Resources	0	15,470	4,761	0	10,977	0	0	0	0	0	0
Resources - Asset Management Works	18,908	10,885	10,306	7,706	8,243	25,360	27,107	14,000	14,000	14,000	14,000
Safer and Stronger Communities	0	1,125	0	0	1,125	0	0	0	0	0	0
General slippage across programme (2.5%)	0	0	0	0	0	0	0	0	0	0	0
Total General Services	157,977	153,346	140,009	124,985	153,021	121,360	123,883	101,762	36,320	41,000	41,000
Housing Revenue Account	43,627	79,459	69,070	100,933	100,933	97,414	97,414	105,849	105,849	147,388	147,388
Total	201,604	232,805	209,079	225,918	253,954	218,774	221,297	207,611	142,169	188,388	188,388

The 'estimate' figures relate to those reported in the prudential indicators as part of the budget approved in September 2017 incorporating the final slippage and realignment after the outturn for 2016/17. Differences between these and the 'forecast' figures relate to slippage or acceleration in the programmes for the General Fund and HRA detailed in Appendices 2 and 5.

Indicator 2 - Ratio of Financing Costs to Net Revenue Stream

	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22
	Actual	Estimate	Forecast	Estimate	Estimate	Estimate	Estimate
	%	%	%	%	%	%	%
General Services	11.63	11.53	11.72	11.72	11.61	11.41	N/A
Housing Revenue Account	35.21	37.61	36.33	39.58	42.28	44.79	46.76

Forecast and estimates include the financing cost relating to the Tram (phase 1) project.

Figures for 2018/19 onwards are indicative as neither the Council nor HRA has set a budget for these years. The figures for General Services are based on the current long term financial plan that ends in 2020/21. HRA figures are based on the current business plan.

Appendix 3

Indicator 3 - Capital Financing Requirement

	2016/17	2017/18	2017/18	2018/19	2018/19	2019/20	2019/20	2020/21	2020/21	2021/22	2021/22
	Actual	Estimate	Forecast	Estimate	Forecast	Estimate	Forecast	Estimate	Forecast	Estimate	Forecast
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
General Services (including finance leases)	1,250,818	1,272,527	1,218,295	1,210,923	1,221,667	1,202,508	1,218,624	1,134,855	1,217,963	1,061,110	1,156,013
Housing Revenue Account	364,934	398,199	375,963	435,864	423,306	486,728	475,949	523,509	515,966	583,289	579,794
Total	1,615,752	1,670,726	1,594,258	1,646,787	1,644,973	1,689,236	1,694,573	1,658,364	1,733,929	1,644,399	1,735,807

Forecasts include the capital financing requirement relating to PPP assets and Trams (Phase 1) project

Indicator 4 - Authorised Limit for External Debt

	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m
Borrowing	1,970	1,960	1,990	1,900	1,800
Credit Arrangements	220	200	200	230	220
Total	2,190	2,160	2,190	2,130	2,020

Other Long-Term Liabilities includes finance lease repayments for PPP assets

Indicator 5 - Operational Boundary for External Debt

	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m
Borrowing	1,580	1,570	1,610	1,600	1,590
Other Long-Term Liabilities	220	200	200	230	220
Total	1,800	1,770	1,810	1,830	1,810

Other Long-Term Liabilities includes finance lease repayments for PPP assets

Appendix 3

Indicator 6 - Impact on Council Tax and House Rents

	2017/18	2018/19	2019/20	2020/21	2021/22
	Forecast	Forecast	Forecast	Forecast	Forecast
	£	£	£	£	£
for the band "D" Council Tax	-1.05	-2.08	1.09	0.95	N/A
for the average weekly housing rents	-0.37	-1.23	-1.22	-1.20	-1.19

In calculating the incremental impact of capital investment decisions on the band "D" Council Tax, investment decisions relating to National Housing Trust Phases have been omitted. As agreed with the Scottish Government, the borrowing and associated interest costs related to this expenditure are directly rechargeable to developers at agreed periods in the future. As such, there is no cost to the Council in relation to this element of borrowing and therefore it has been omitted in calculating the incremental impact of capital investment decisions.

The indicator shows the impact of the borrowing requirements for the General Fund and HRA, respectively, reported at Period 9 and the realignment of the Capital Investment Programme approved at Finance and Resources Committee on 5 September 2017.

CAPITAL MONITORING 2017/18**Housing Revenue Account Summary****Period 9**

	Revised Budget £000	Actual to Date £000	Projected Outturn £000	Projected Variance	
				£000	%
Gross Expenditure	78,004	33,243	69,070	-8,934	-11.5%
Total Gross Expenditure	78,004	33,243	69,070	-8,934	-11.5%

Income					
Capital Receipts	-11,400	-4,168	-4,947	6,453	-56.6%
Developers and Other Contributions	-16,537	-375	-24,588	-8,051	48.7%
Specific Capital Grant	-7,075	-3,365	-10,216	-3,141	44.4%
Total Income	-35,012	-7,908	-39,751	-4,739	13.5%

Loans Fund Advances					
Loans Fund Advances	42,992		29,318	-13,674	-31.8%
Total	42,992		29,318	-13,674	-31.8%

CAPITAL MONITORING 2017/18 - Period 9
Slippage and Acceleration on Housing Revenue Account (HRA) Projects

Slippage on projects is shown as a negative value, while acceleration or overspends are shown as positive values.

Key to variance category

<i>Type</i>	<i>Explanation</i>
1. Slippage due to unforeseen delays	Slippage that has occurred due to unforeseen circumstances or delays that for the most part, are out with the Council's control.
2. Slippage due to optimistic budget	Slippage that has occurred due to optimism bias when budget was set. Issues include projecting spend on block budgets when a programme of works has not been considered or designed, not applying a discount factor for adverse weather / risk issues, providing for too much contingency and predicting an optimistic works timetable.
3. Slippage due to timing of payments	Slippage that has occurred where a project is on time and schedule but is as a result of the timing of cash flows.
4. Acceleration on a project	Represents accelerated spend on a project i.e. due to better than anticipated progress.

Note that a project will exhibit an element of all of the above but the overriding reason has been considered when applying a variance category.

	Period 9 £000	Period 5 £000	Movement between periods £000	Explanations for Significant Slippage / Acceleration	Variance Category
<u>Housing Revenue Account</u>					
Housing Investment on Existing Homes	-1,689		-1,689	The Kitchens and Bathrooms programme is projected to under spend by approximately £1m. Almost a third is due to efficiency saving on the unit costs through improved contract management rather than slippage. Underspend is largely due to below average uptake from tenants. One contractor fails to resource adequately to deliver the programme within the required timescales. This is being addressed through regular contract management meetings. The programme is on track to meet the Council commitment of ensuring that no kitchens and bathrooms is over 20 years old by the end of 2019/20. £0.6m in the revised budget was earmarked for a mixed tenure pilot. It was based on the original scope of upgrading three blocks in Dumbryden area. The scope of the pilot has since been expanded to include whole block re-design, place making in the wider area and one pilot area in each locality. This expanded scope has resulted in longer lead in time to contractor appointment and delaying the associated project spend.	1
Neighbourhood Improvement Programme	-800	0	-800	The Neighbourhood Improvement Programme is projected to under spend by £0.8m. However, all identified projects will be delivered in line with the priorities agreed with local teams and neighbourhood governance.	2
Regeneration Programme	-1,000	-1,000	0	The underspend (£1m) in the Regeneration Programme was due to extensive engagement of owners and legal process for buybacks taking longer than initially projected and recent identification of asbestos at St Stephen's Court, which delays the project and spend.	1

	Period 9 £000	Period 5 £000	Movement between periods £000	Explanations for Significant Slippage / Acceleration	Variance Category
Service Transformation	-1,415	-908	-507	The Broadband Pilot, which forms part of the service transformation programme and aims to provide high speed broadband to around 1,200 homes in North Edinburgh, has been delayed. Tenders received from contractors failed to meet the project specifications and alternative delivery models are being explored.	1
House Building Programme	-5,067	-5,628	561	The annual expenditure on the House Building Programme is projected to under spend by £5.1m, an improvement from the £5.7m projected at month 5. This is primarily due to delays in securing statutory consents for construction work at North Sighthill, small sites and Greendykes. Greendykes was also subject to a value engineering exercise due to high tender price. Despite the delay, the budgets for individual house building projects will still be spent in full as part of the three year rolling programme.	1
Net (slippage) / acceleration on various projects	1,037	873	164		4
Total Housing Revenue Account	-8,934	-6,663	-2,271		

Summary of Variance Category

1	Slippage due to unforeseen delays	-9,171	-7,536	-1,635
2	Slippage due to optimistic budget	-800	0	-800
3	Slippage due to timing of payments	0	0	0
4	Acceleration on a project	1,037	873	164
		-8,934	-6,663	-2,271

Finance and Resources Committee

10.00am, Tuesday 23 January 2018

Internal Audit Quarterly Update Report: Quarter 2 – (1 July – 30 September 2017) - referral from the Governance, Risk and Best Value Committee

Item number	7.8
Report number	
Wards	All

Executive summary

The Governance, Risk and Best Value Committee on 16 January 2018 considered a report which detailed the Internal Audit reviews completed in Quarter 2 and an update on progress with the overall delivery of the 2017/18 Internal Audit plan.

The report has been referred to the Finance and Resources Committee on the recommendation that the Starters and Local Development Plan and Action Programme audit reports be referred to the appropriate Council Executive Committee for information and further scrutiny.

Terms of Referral

Internal Audit Quarterly Update Report: Quarter 2 – (1 July – 30 September 2017)

Terms of referral

- 1.1 On 16 January 2018, the Governance, Risk and Best Value Committee considered the Internal Audit reviews completed in Quarter 2 and an update on progress with the overall delivery of the 2017/18 Internal Audit plan. Additional reviews were to be added to the plan where considered necessary to address any emerging risks and issues identified during the year, subject to formal approval by the relevant Committee.
- 1.2 The report by the Chief Internal Auditor indicated that the Internal Audit plan delivery had been significantly impacted by resourcing challenges within the team and a capacity analysis had been undertaken to assess the ability of the team to deliver the balance of the plan.
- 1.3 The Governance, Risk and Best Value Committee agreed:
 - 1.3.1 To note that Internal Audit issued a total of 6 Internal Audit reports in the 2017/18 plan year with 4 reports being issued in Quarter 2 (1 July to 30 September 2017).
 - 1.3.2 To note the risks associated with the 2 High rated findings raised.
 - 1.3.3 To refer the Starters and Local Development Plan and Action Programme audit reports to the appropriate Council executive committees for information and further scrutiny where appropriate.
 - 1.3.4 To refer the Starters audit report to the EIJB Audit and Risk Committee as this could have a direct impact on the services delivered by the Health and Social Care Partnership.
 - 1.3.5 To note that no reports were referred by the EIJB Audit and Risk Committee to GRBV at their meeting in September 2017.
 - 1.3.6 To note the volume of Internal Audit work in progress as at the end of Quarter 2 (30 September 2017) and the status of progress with the annual audit plan as at 30 November 2017 (refer section 3.2 and Appendix 1, Tables 2 and 3 of the report by the Chief Internal Auditor).

- 1.3.7 To note that following a request for an update at Committee in November 2017, the resourcing challenges currently affecting upon Internal Audit capacity and recognise their potential impact on delivery of the 2017/18 Internal Audit plan as detailed at 3.5 and Appendix 2 of the report by the Chief Internal Auditor.
- 1.3.8 To approve Option 2 in the report as the best approach to deliver the 2017/18 annual Internal Audit plan based on the options outlined at 3.5 of the report. This would involve purchasing additional days from PwC under the current co-source agreement to support delivery of the plan and an Internal Audit annual assurance opinion for 2017/18 based on an appropriate level of coverage of the Council's key risks. In doing so to note that this approach would incur additional, unplanned costs and the Executive Director, Resources had endorsed an additional spend of up to £100k to support this critical work. In approving the proposals set out in Paragraph 3.5 of the report, to agree that the proposed audit on waste services should be considered a priority for early delivery in 2018/19.

For Decision/Action

- 2.1 The Finance and Resources Committee is asked to consider the attached Starters and Local Development Plan and Action Programme audit reports.

Background reading / external references

[Webcast of Governance, Risk and Best Value Committee – 16 January 2017](#)

Laurence Rockey

Head of Strategy and Insight

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Links

Appendices

Appendix 1 – Internal Audit Quarterly Update Report: Quarter 2 (1 July – 30 September 2017 – report by the Chief Internal Auditor

Governance, Risk and Best Value Committee

10.00am, Tuesday 16 January 2018

Internal Audit Quarterly Update Report: Quarter 2 – (1 July – 30 September 2017)

Item number

Report number

Executive/routine

Wards

Council Commitments

Executive summary

This report provides details of the Internal Audit reviews completed in Quarter 2 and an update on progress with the overall delivery of the 2017/18 Internal Audit plan.

As at 30 September, Internal Audit had issued a total of 6 reports (4 were issued in quarter 2) and 14 audits were in progress. The 4 reports issued in quarter 2 incorporated 8 Findings (2 High; 4 Medium; 1 Low and 1 Advisory).

The Starters audit report is recommended for referral to the Edinburgh Integration Joint Board (EIJB) Audit and Risk Committee. No reports were referred by the EIJB Audit and Risk Committee to GRBV at their meeting in September 2017.

Delivery progress as at 30 September left a balance of 37 audits to be completed in the second half of the year, with 15 audits to be delivered in Quarter 4 (for comparison purposes, 13 audits were completed in Quarter 4 2016).

Internal Audit plan delivery has also been significantly impacted by resourcing challenges within the team during this period. A capacity analysis has been undertaken to assess the ability of the team to deliver the balance of the plan, as at 8 January 2018, which is appended to this report.

Internal Audit Quarterly Update Report: Quarter 2 – (1 July – 30 September 2017)

1. Recommendations

- 1.1 Committee is requested to:
 - 1.1.1 Note that Internal Audit issued a total of 6 Internal Audit reports in the 2017/18 plan year with 4 reports being issued in Quarter 2 (1 July to 30 September 2017).
 - 1.1.2 Note the risks associated with the 2 High rated findings raised and consider if further clarification or immediate follow-up is required with responsible officers for specific items.
 - 1.1.3 Refer the Starters and Local Development Plan and Action Programme audit reports to the appropriate Council executive committees for information and further scrutiny where appropriate.
 - 1.1.4 Approve the recommendation to refer the Starters audit report to the EIJB Audit and Risk Committee as this could have a direct impact on the services delivered by the Health and Social Care Partnership.
 - 1.1.5 Note that no reports were referred by the EIJB Audit and Risk Committee to GRBV at their meeting in September 2017.
 - 1.1.6 Note the volume of Internal Audit work in progress as at the end of Quarter 2 (30 September 2017) and the status of progress with the annual audit plan as at 30 November 2017 (refer section 3.2 and Appendix 1, Tables 2 and 3).
 - 1.1.7 Following a request for an update at Committee in November 2017, note the resourcing challenges currently affecting upon Internal Audit capacity and recognise their potential impact on delivery of the 2017/18 Internal Audit plan as detailed at 3.5 and Appendix 2.
 - 1.1.18 Approve option 2 as the best approach to deliver the 2017/18 annual Internal Audit plan based on the options outlined at 3.5 below. This will involve purchasing additional days from PwC under the current co-source agreement to support delivery of the plan and an Internal Audit annual assurance opinion for 2017/18 based on an appropriate level of coverage of the Council's key risks. In doing to, note that this approach will incur additional, unplanned costs and the Executive Director, Resources has endorsed an additional spend of up to £100k to support this critical work.

2. Background

- 2.1 Internal Audit is required to deliver an annual plan of work, which is scoped using a risk-based assessment of Council activities. Additional reviews are added to the plan where considered necessary to address any emerging risks and issues identified during the year, subject to approval from the relevant Committees.
- 2.2 The status of progress against the plan and a summary of findings are presented to the Governance, Risk, and Best Value (GRBV) Committee for consideration on a quarterly basis.

3. Main report

3.1 Internal Audit 2017/18 Plan Progress

As at 30 September 2017 Internal Audit had issued a total of 6 final reports in the 2017/18 plan year, with 4 reports issued in quarter 2. These reports included 2 High; 4 Medium; 1 Low; and 1 Advisory rated recommendations. Further analysis is included at Appendix 1 (Table 1), with details of the High rated findings included at Appendix 2.

The main reason for the low volume of reports issued in the first half of the year reflects the time required to complete the thematic review performed across the Council's 10 care homes in quarters 1 and 2. This involved three team members and required circa 120 audit days.

Detailed outcome reports and management action plans have been issued to individual care homes and the overarching report that outlines the consolidated outcomes and findings was issued to Health and Social Care on 12 October with a request for management responses by 17 November.

Management responses have not yet been received from Health and Social Care. However, the Interim Chief Officer is progressing this with the management team.

3.2 Referrals to and from the Edinburgh Integration Joint Board

The review of Starters completed in quarter 2 could have a direct impact on the services delivered by the Health and Social Care Partnership. This report is therefore being recommended for referral by the Committee to the next meeting of the EIJB Audit and Risk Committee.

No reports were referred by the EIJB Audit and Risk Committee to GRBV at their meeting in September 2017.

3.3 2017/18 Annual Plan Completion

The position at 30 September 2017 left a balance of 37 audits (based on the rebased plan approved by GRBV at their meeting on 28 November) to be completed in the second half of the plan year. Progress with these audits as at 30 November is detailed below:

- 3 draft reports have been issued;

- 7 draft reports are currently being prepared for issue by Internal Audit;
- 6 audits are in progress;
- 21 audits have not yet started. 4 of these 21 audits are planned to be delivered by specialist PwC resources under the terms of the co-source agreement;
- A further 30 days of PwC generalist support is available in Quarter 4 as per the co-source agreement, which should support delivery of circa 2 audits; and
- This leaves a balance of circa 15 audits to be delivered by the Internal Audit team in comparison to 13 audits in Quarter 4 of the 2015/16 plan year. Further analysis on whether this is achievable is presented to the Committee in addition to this paper.

Appendix 1 provides a summary of the audits completed and Findings raised (Table 1); a summary of work in progress at the end of the quarter (Table 2); and the status of progress with the Internal Audit 2017/18 annual plan as at 30th November (Table 3).

3.4 Internal Audit capacity

One of the two Internal Audit Principal Audit Manager roles has been vacant since August 2017. A second recruitment campaign later in the year was successful at filling the role. The successful candidate is expected to join the team in April 2018, subject to the successful completion of pre-employment checks to a standard deemed satisfactory to the Council.

Whilst skilled temporary backfill resource was sourced from mid-August, this contractor left on 15 December to take up a permanent role outside the Council.

The importance of ensuring compliance with HM Revenue and Customs Intermediary Regulations (IR) 35 regulations for off-payroll workers has prevented allocation of ongoing management responsibilities to the temporary contractor (for example, review and oversight of audit work performed by the team and people management responsibilities). This has also impacted delivery of the Internal Audit plan.

No suitable backfill resource has yet been identified from the labour market to cover the ongoing Principal Audit Manager vacancy for the period January to March 2018, therefore there will be a gap.

Additionally, absence due to ill-health within the team since the end of November has further impacted delivery of the plan. This has been exacerbated by some audits taking longer than planned due to the amount of engagement required with service areas, and the time required to support implementation of the new monthly Internal Audit validation process.

Given these challenges and the need to ensure robust assurance for the Council's operations, the Executive Director of Resources has approved an increase in the Internal Audit team's establishment. The addition of 2.0 full-time equivalent Senior Auditor roles, which are being recruited at present, will enable the internal delivery of general audits on a more cost-effective basis by reducing the generalist

resource provided by PwC under the existing co-source arrangements. It is expected that successful candidates will be in place for the start of the new financial year.

Given the resourcing issued detailed, further detail on the options to achieve full delivery of the internal audit plan for 2017/18 are detailed in the following section of the report.

3.5 **2017/18 Internal Audit Plan Delivery**

The resourcing challenges noted at 3.4 above have had a significant adverse impact on delivery of the rebased Internal Audit plan that was presented to and approved by the Committee in November 2017.

Shortfall based on completion of the rebased IA plan approved in November 2017

A further 611 days of Internal Audit activity is required to deliver and complete the plan by 31 March 2018 in comparison to 278 available days (from the Internal Audit team and PwC co-source contract), this leaves a shortfall of 333 days (or 8.5 FTE) to deliver the current plan (refer Appendix 2, Table 1).

Proposals for removal of audits and audit activity

9 audits / Internal Audit activities comprising 185 days have been identified that could be removed from the 2017/18 plan for early inclusion in the 2018/19 plan, if still considered high or medium risk. These include:

- Resources - Finance and Treasury – Travel (20 days)
- Communities and Families - Self Assurance Framework (20 days)
- Place - Waste Services (25 days)
- Place – Fleet Project (20 days)
- Resources – Enterprise Resource Planning (ERP) / Business World Project review (30 days)
- Cycling / Walking Safer Streets Grant (10 days) – there is no longer a requirement for Internal Audit to confirm appropriate disbursement of grant funds.
- Continuous Testing – fraud and key financial controls (20 days)
- Fraud Support – ongoing review of internal fraud cases that can be transferred to the corporate fraud team (10 days)
- Internal Audit - Quality Assurance review (30 days)

Further detail and supporting rationale supporting removal of these audits and activities from the plan is included at Appendix 2, Table 2.

Revised shortfall position and available options

Removal of these audits / activities reduces the shortfall position to 148 days or 3.8 FTE.

Options to address this shortfall include:

1. Approve removal of the audit activities outlined above to support delivery of the 2017/18 plan and remove a further 148 days of audit activity from the remainder of the plan to be delivered in quarter 4. This would enable delivery of the plan to be delivered by the Council's Internal Audit team without additional cost, but would adversely impact provision of the annual Internal Audit assurance opinion over both the Council's and IJB's key risks, and audit services provided to third party arms-length organisations.
2. Approve removal of the audit activities outlined above to support delivery of the 2017/18 plan and draw down additional support from PwC to deliver the remainder of the plan. This additional spend is unplanned and not reflected in the 2017/18 Internal Audit budget. The Executive Director of Resources has committed to fund up to £100k from the Directorate budget to enable this option to be viable.

The option of approving removal of the audit activities outlined above and recruiting external contract resource from the market to support plan delivery has been carefully considered and is not recommended as it is highly unlikely that this can be achieved in sufficient time to support effective plan delivery.

Option 2 is therefore recommended for the Committee's approval.

3.6 Overdue Internal Audit Recommendations

The current status of all overdue recommendations from reports issued prior to this period is discussed in the report 'Internal Audit follow-up arrangements: status report' presented separately to the Committee.

4. Measures of success

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

5. Financial impact

- 5.1 If option 2 (as detailed at 3.5) is approved, this will incur an additional unplanned costs of up to £100K that are not reflected in the current Internal Audit budget. Given the critical nature of this work and potential impact on the audit opinion, this additional spend has been approved by the Executive Director of Resources.

6. Risk, policy, compliance and governance impact

- 6.1 If the rebased Internal Audit plan is not fully delivered, there will be insufficient coverage of the Council's High and Medium rated risks, which could impact upon the 2017/18 Internal Audit opinion.

7. Equalities impact

- 7.1 No full ERIA is required.

8. Sustainability impact

- 8.1 None.

9. Consultation and engagement

- 9.1 None.

10. Background reading/external references

- 10.1 None.

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Chief Internal Auditor

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11. Appendices

Appendix 1: Table 1: Summary of Internal Audit reports issued and findings raised during Quarter 2 2017/18 (1 July 2017 – 30 September 2017)

Table 2: Summary of work in progress as at 30 September 2017

Appendix 2: Capacity to complete the 2017/18 Internal Audit plan as at 8 January 2018

Appendix 3: Summary of High Risk Findings and Management Actions for 1 July 2017 – 31 October 2017.

Appendix 1

Table 1: Summary of Internal Audit reports issued and findings raised during Quarter 2 2017/18 (1 July 2017 – 30 September 2017)

Internal Audit reports				
Title of Review	High Risk Findings	Medium Risk Findings	Low risk Findings	Advisory Comment
Transfer of Management of Development Funding (MIS1702)	-	-	-	-
# Starters (RES1704)	2	1	-	-
Treasury Controls Design Review (RES1703)	-	2	-	1
Local Development Plan and Action Programme (PL1705)	2	1	1	-
<i>Total</i>	4	4	1	1
No Audit reports have been referred to the Governance, Risk and Best Value Committee by the Edinburgh Integration Joint Board Audit and Risk Committee.				
# These reports are recommended for referral to the Edinburgh Integration Joint Board as they may have either a direct or indirect impact on the services delivered by the Edinburgh Health and Social Care Partnership.				

Table 2: Summary of work in progress as at 30 September 2017

Internal Audit reports		
<u>Title of Review</u>	<u>Start Date</u>	<u>Estimated Completion Date</u>
Ross Bandstand Project Assurance Review (PR1701)	June	Final report issued October 2017
Lothian Pension Fund – Information Governance (RES1705)	July	Final report issued October 2017
Edinburgh Alcohol and Drug Partnership – Contract Management (HSC1715)	June	Final report issued November 2017
Customer Transformation Project Assurance Review	July	Draft report issued – will be finalised by end January.
Lothian Pension Fund Business Continuity / Disaster Recovery	August	Final report issued December 2017.
Asset Management Strategy (RES1712)	September	Final report issued November 2017

Care Homes (HSC1701)	March – September	Thematic draft report was issued 12th October. Management responses have not yet been received from Health and Social Care. The Health and Social Care Interim Chief Officer is progressing this with the management team.
Benefits Realisation	September	Draft report being prepared
CCTV	September	Draft report being prepared
Project Assurance Review – St James	September	Draft report being prepared
Project Assurance Review – Zero Waste	September	Draft report being prepared
Lothian Pension Fund – Payroll Outsourcing	September	Draft report being prepared
Foster Care	September	Fieldwork
Records Management – St Katherines	September	Fieldwork

Table 3: Plan Status Summary as at 30 November 2017

Audits to be completed by 31 March (per rebased plan approved by GRBV)	37
Draft reports issued	3
Draft reports in preparation	7
Audits in progress (fieldwork)	6
Audits to be started	21
Planned audits to be delivered by PwC Specialists	4
Balance of audits to be delivered by CEC IA team by 31st March Note that 30 days general PwC resource is available for in Q4 as part of the co source arrangements (at no extra cost) which should be able to support delivery of circa 1.5 - 2 audits.	17
Audits delivered in Q4 2015/16 (for comparison)	13

1. Starters (RES1704)

	Critical	High	Medium	Low
Total number of findings	-	2	1	-

Background

Statistics provided showed that between April 2016 and January 2017 there were 1596 new employees joining the Council. This included employees beginning casual, fixed term, permanent, supply and temporary contracts. Communities and Families employed the largest number at 900, with Place and Health and Social Care employing 219 and 215 respectively.

The Council aims to give all these new employees an understanding of how their work fits into the Council's work in the city, and the information and support they need to start in their new role. The Council also has a responsibility to ensure that new employees are familiar with core policies and procedures and have the tools and training they need to carry out their work successfully and safely.

This induction is expected to be concluded within 7 weeks of the employee starting in their post.

This review was included in the 2017/18 internal audit plan as a result the weaknesses identified from our review of the leaver's process in 2016/17. Fieldwork for this review highlighted areas of concern in the starter's process, specifically with regards to inventory control over the issue of ICT equipment to employees.

Scope

The scope of this review was to assess the design and operating effectiveness of the Council's controls relating to 'on boarding' and induction processes for new employees.

Summary of High Risk Findings

1. Record Management – On Boarding Files and Employment Contracts

Finding

Manual 'on boarding' files are maintained in Waverley Court for all new starts until, a new employee account is created on the iTrent system; two payroll periods have passed; and an employment contract is generated. These manual on boarding files include sensitive personal data about prospective employees.

The current contract preparation process involves automated creation of contracts via a 'mail merge' process. Source data for the mail merge is a spreadsheet that is extracted from the iTrent system in Excel format and used as the basis of the mail merge

Review of the record management processes supporting on boarding and contract generation established that:

1. Nine of our requested sample of 46 manual 'on boarding' files could not be immediately located. It was noted that a further 3 files were located between completion of our testing and the time of writing this report. The missing 6 files is attributable to the fact that the record management and retention process for manual on boarding files is dated, incomplete and not consistently applied.
2. Review of a sample of 25 on boarding files identified 16 archived files that had been sent to Iron Mountain containing sensitive personal data such as bank details; PVG applications; criminal conviction questionnaires; and equal opportunities questionnaires. These documents should have been removed and destroyed prior to archiving, in line with the agreed process within the team and standard best practice.
3. There are no reconciliation controls in place between manual on boarding files and data recorded on the spreadsheet used as the basis for the 'mail merge' to ensure that the full population of contracts is produced; and
4. The newly introduced 'mail merge' process results in an inability to automatically upload employment contracts on employee iTrent accounts, or to generate manual / electronic copies of the contracts for retention. Evidence is not retained to confirm that all new starts have received their employment contract within 8 weeks of their start date.

Business Implication

- Breach of Data Protection legislative requirements and non compliance with the Council's Records Management Policy
- Breach of employment law requirement to issue full terms and conditions within 8 weeks of employee starting.
- Regulatory fines and penalties for breach of legislation.

Recommendations

1. Record management processes should be defined and implemented to ensure that manual files are managed, retained and archived in line with Data Protection legislation and the Council's Records Management Policy. This should include requirements for secure storage; recording of the location and transfer of all manual files and a process supporting either electronic or manual retention of employment contracts.
2. There is no mandatory requirement to destroy sensitive personal information prior to archiving however this approach, supported by retention of a completed checklist was confirmed as good practice by the Information Governance team. An investigation should be performed to establish the full population of missing files and ensure that they are located and either securely stored or archived.
3. A reconciliation should be performed to confirm that the 'mail merge' spreadsheet includes data from the full population of on boarding files to ensure that no contracts are missed.

Agreed Management Actions

	<u>Target Date</u>	<u>Status</u>
1. Change in the storage procedure initiated with secure, central storage and indexed records, detailing location and where appropriate details of transfer of manual files to other 3rd parties (internally and Iron Mountain).	31/07/17	Closed
2. A retrospective Compliance Project commences on 10/7/17 for 8 weeks to check all 18,500 personal files. Remedial action to be taken to identify any missing files and ensure securely filed in future.	31/07/17	Closed

3. Guidance from the home office recommends retention of some sensitive personal data which evidence right to work etc. This data will be required moving forward to evidence Council compliance with "Right to Work" legislation. Appropriate document retention will be agreed with Information Governance	29/09/17	Closed
4. The 'mail merge' process for issuing contracts now includes a reconciliation of on boarding files to contracts issued. This is recorded and signed off for each cycle by TL.	30/06/17	Closed

Status of actions due will be validated by Internal Audit as part of the follow-up review process.

2. Completeness and Accuracy of 'On Boarding' and Payroll Data

Finding

Whilst responsibilities for completion of new employee 'on boarding' process and contract generation is segregated between different sections within the team, there are no established technology controls to prevent a single officer from completing the end to end on boarding process, including creation of iTrent and payroll employee accounts.

Additionally, existing payroll exception reports will not identify variances in salaries between 'on boarding' documentation and salary details recorded on iTrent. There is a reliance on manual independent checks performed by Team Leaders to confirm that only authorised new start salary details have been completely and accurately recorded on the payroll system.

Customer Service Advisors review all files to ensure all required documents have been provided prior to making a formal offer of employment and 'on boarding' can be concluded. No additional independent sample testing is performed between 'on boarding' files and iTrent records to confirm that correct details have been entered either before or after the payroll run.

Review of manual 'on boarding' files for Council employees recruited between April 2016 and January 2017 demonstrated that the on-boarding process is not consistently and accurately performed. 100% of the 25 'on boarding' files sample failed due one or more of the following errors being identified:

1. One file did not include a mandatory vacancy e form. Recruitment and 'on boarding' had progressed with no evidence of formal confirmation of a vacancy from the authorised vacancy manager.
2. Three files contained unauthorised Nominated Candidate forms which should be signed as evidence of line manager approval to recruit the preferred candidate.
3. Four files contained checklists that had not been signed by the CSA or supervising officer to confirm that all necessary 'on boarding' documentation had been received.
4. For one employee there were differences in employment start date details between their Itrent system account and those noted on the file checklist, which could result in inaccurate calculation of initial salary.
5. Five files failed to state the Salary Scale point or banding for the post
6. One file showed a difference between the salary banding and Itrent, and
7. One file indicated that a 'Salary Placement' form was required but was not present

Business Implication

- Addition of fictitious employees to the iTrent and payroll systems would not be identified.
- New employees receive incorrect salary payments.
- Weaknesses in references or missing right to work documents are not identified and addressed during the on boarding process.
- Customer Service Advisors training requirements and are not identified and resolved.

Recommendations

The 'On Boarding' process should be reviewed and updated to ensure it is performed consistently, accurately and robustly. Consideration should be given to ensuring the revised process includes the following controls;

1. Appropriate segregation of duties in relation to systems access rights.
2. Regular additional independent review of on boarding files prior to offer of employment to ensure that all mandatory forms are present and completed in full.
3. Independent check to ensure that iTrent and payroll accounts have been established accurately in accordance with information provided during the 'On boarding' process, including authorised Salary Placement Forms where a candidate is placed on a scale point higher than the base of the grade.

Agreed Management Actions

The on boarding process will be updated:

1. System cannot be configured to restrict access to specific elements of the end to end task. This will be built into the new Business World system configuration. To ensure appropriate interim controls, a manual check will be undertaken by Senior Transactions Administrators (these staff will have iTrent systems update access removed) to ensure tasks are undertaken by appropriate/restricted officers, supported by the necessary paperwork
2. Files content will be reviewed by Senior Transaction Administrators to ensure accuracy and consistency. A full process of checks and procedures will be documented and signed off at Team Leader level for each transaction cycle.
3. Newly created compliance team will undertake independent sample checks with recruiting managers to ensure new starts are known and correct
4. An independent check to reconcile on boarded files to payroll new starts reports for each payroll cycle will be carried out and jointly countersigned by the Team Leaders in Payroll and Recruitment. Authorised salary placement forms will be part of the check.

Target Date

31/08/17

Status

Closed

31/07/17

Closed

29/09/17

Closed

30/06/17

Closed

Status of actions due will be validated by Internal Audit as part of the follow-up review process.

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Edinburgh Local Development Plan Action Programme 2018 - Financial Assessment

Item number	7.9
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	1, 4, 6 10, 11 16, 17, 22, 26 28, 32 43

Executive Summary

Edinburgh is a successful growing city. To support growth and to ensure the city grows in a sustainable way, new infrastructure provision and enhancements associated with new development must be delivered. The Council has identified the infrastructure actions required to help deliver the growth and these are set out in the LDP Action Programme (January 2018).

This report updates Committee on the financial implications of the infrastructure set out in the Action Programme on future capital and revenue budgets, and the potential funding sources available to the Council to support this infrastructure.

Edinburgh Local Development Plan Action Programme 2018 - Financial Assessment

1 Recommendations

- 1.1 It is recommended that the Committee
 - 1.1.1 Notes the adopted Action Programme 2018 (Appendix 1);
 - 1.1.2 Notes the high-level costs implications arising from the Action Programme as set out below; and
 - 1.1.3 Notes the next steps to prioritise the delivery of infrastructure arising from the Local Development Plan.

2 Background

- 2.1 The Edinburgh Local Development Plan (LDP) was adopted on 24 November 2016. The LDP sets out policies and proposals relating to the development and use of land. The policies within the LDP are used to determine planning applications. The proposals within the LDP set out how Edinburgh will develop over the next 5 to 10 years.
- 2.2 The LDP is accompanied by a statutory Action Programme which sets out how the LDP is to be delivered. The Action Programme is a corporate document which is used to manage the delivery of the infrastructure and services needed to support growth.
- 2.3 The first Action Programme was adopted by Planning Committee on 8 December 2016. In January 2017, a financial assessment of the impact of the adopted Edinburgh Local Development Plan and its first Action Programme on the Council's future capital and revenue budgets was approved by the Finance and Resources Committee.
- 2.4 Planning authorities are required to publish an updated Action Programme at least every two years. A new Action Programme has been formally adopted by Housing and Economy Committee on 18 January 2018. The purpose of this report is to provide an updated financial assessment of the Action Programme 2018.

3 Main report

- 3.1 Edinburgh is a successful growing city. The LDP aims both to support the growth of the city economy and to help increase the number and improve the quality of new homes being built. To support growth and to ensure the city grows in a sustainable way, new infrastructure provision and enhancements associated with new development must be delivered.
- 3.2 Infrastructure actions are set out in the LDP Action Programme (January 2018, Appendix 1) and include:
- 3.2.1 Education infrastructure capacity, including new schools,
 - 3.2.2 Transport improvements including public transport, the Edinburgh tram project, public realm and other pedestrian and cycle actions, traffic management, including strategic infrastructure from the Strategic Development Plan, and junction improvements;
 - 3.2.3 Green space actions; and
 - 3.2.4 Primary healthcare infrastructure capacity.
- 3.3 The Council has costed the capital impact of delivering the infrastructure actions required to support growth and this is set out below.

Education Infrastructure

- 3.4 To support new housing development, the Action Programme sets out a requirement for six new primary schools, one new secondary school, twenty five school extensions and nursery infrastructure linked to the delivery of new schools. The estimated base capital cost of building the education actions is currently £183.619m based on BCIS Q4 2017 (this excludes any indexation and financing costs).

Transport Infrastructure

- 3.5 To support the housing and economic development proposals within the plan, the estimated base capital cost of the transport improvements is £192.523m based on BCIS Q1 2015 (this excludes any indexation and financing costs).

Greenspace

- 3.6 The Plan identifies a requirement for 11 new large green spaces. The total cost of the infrastructure package has been estimated to be £3.750m. This will be funded from a combination of S.75 developer contributions and grant funding.

Primary Healthcare

- 3.7 The Council has worked with NHS Lothian and the Health & Social Care Partnership to identify the primary healthcare capacity improvements required to support the plan. This includes four new GP practices and ten GP practice expansions. The total base capital cost of delivering new healthcare infrastructure is £44.570m based on BCIS Q4 2017 (this excludes any indexation and financing

costs). Healthcare actions will be funded by a combination of S.75 developer contributions and NHS Lothian funding.

Total base capital costs

- 3.8 The total capital cost of delivering the infrastructure actions to support the LDP are summarised in the table below.

Summary of base capital costs associated with the delivery of LDP Actions	
Infrastructure Requirement	Cost
Education	£183.619m
Transport	£192.523m
Greenspace	£3.750m
Primary Healthcare	£44.570m
Total costs	£424.462m

Capital Impact on Council Budgets

- 3.9 The Council has now developed a financial model to calculate a more accurate assessment of the cost of delivering the Local Development Plan. The model considers all cost implications of the Local Development Plan where they have an impact on Council budgets, indexing to take account of inflation and an assumed timeline for delivery of infrastructure actions, and the potential recovery of S.75 developer contributions. The actions relating to Greenspace and Healthcare actions are not included in the model as they are not expected to have a capital impact on Council budgets.

- 3.10 A summary of the relevant income and expenditure is set out in the table below.

	Capital expenditure (indexed)	Capital income (indexed)	Net funding gap
Education	£257.535m	£187.606m	£69.929m
Transport	£222.586m	£90.368m	£132.218m
Total	£480.121m	£277.974m	£202.147m

Capital Expenditure Projections

- 3.11 The expenditure projections set out above are based on an assessment of when the infrastructure will be required based on the timing of housing completions as set out in the approved Housing Land and Delivery Audit 2017. This allows for capital expenditure and the delivery of housing to be monitored to ensure delivery of infrastructure at the optimal time.

Capital Income Projections

- 3.12 The projected income set out within the model will be secured from S.75 developer contributions informed by the Council's draft Supplementary Guidance on Developer Contributions and Infrastructure Delivery (draft January 2018), the South East Scotland City Region Deal, and other funding sources such as the Scottish Government's Housing Infrastructure Fund.

Developer Contributions

- 3.13 Through its planning powers, the Council is able to secure financial and other contributions from developers towards the delivery of the infrastructure actions identified. The Council's approach is to pursue full cost recovery from development for its share of the infrastructure required to support growth based on the draft Supplementary Guidance on Developer Contributions and Infrastructure Delivery (January 2018)
- 3.14 However, the Council's powers were never provided to ensure that local authorities are protected from the cost of development. Developer contributions can be appealed, and contributions reduced due to viability. Viability issues are arising in areas where there are legacy land value issues and in areas where there is significant new infrastructure, such as new schools.
- 3.15 Infrastructure costs vary significantly across the city and as viability issues are considered on a case by case basis, it is not possible to accurately assess the projected funding gap from S75 contributions. To aid prudent financial planning, the financial model assumes a 60% recovery rate, resulting in the above funding gap. The recovery of S75 contributions to fund infrastructure will be monitored closely through the financial model and any funding gaps will be reported on an annual basis.

South East Scotland City Region Deal

- 3.16 The South-East Scotland City Region Deal was signed on 20 July 2017. Partial funding of £120m for the A720 city bypass at the Sheriffhall Roundabout and £20m for transport improvements across west Edinburgh was agreed as part of the deal. A dedicated programme is currently being developed to take forward these projects.

Housing Infrastructure Fund

- 3.17 The Scottish Government has introduced a new five-year Housing Infrastructure Fund with up to £50m available in 2016/17. The fund is aimed at unlocking strategic housing sites by offering flexible grant and loan facilities to provide housing infrastructure. The Fund could complement the objectives of both the LDP Action Programme and the Council's Housing Strategy with finance used to pay for infrastructure that is blocking delivery of affordable housing.
- 3.18 The Council has identified priority housing sites that could, with support from the fund, be unlocked to bring forward housing sites. A further report on these sites will be presented to Housing and Economy Committee in March 2018.

Revenue impact on Council budgets

- 3.19 The model also sets out the indicative annual revenue funding implications for completed infrastructure at year ten, and assumed additional demand on council service area budgets. Further work is underway determine the full impact on service area budgets.

Education	
Staffing costs per annum:	£7.511m
Running and lifecycle costs per annum:	£14.748m
Total costs:	£22.259m
Service areas	
Refuse collection per annum:	£1.272m
Refuse disposal per annum:	£2.038m
Street cleaning per annum:	£0.181m
Adopted street lighting per annum:	£0.157m
Road Maintenance: Full lifecycle costs for maintenance of new roads being considered.	TBC
Green space maintenance: Commuted sums for maintenance collected as part of planning consent.	N/A
Total costs:	£3.648m

- 3.20 The LDP is estimated to give rise to significant additional net housing provision within the city. Given the underlying needs basis of the grant distribution system, and other things being equal, the resulting rise in population would increase the city's share of available funding.
- 3.21 An increase in the city's housing stock will also give rise to additional Council Tax income. The Council's long term financial plan assumes that a proportion of this additional Council tax revenue would be used to offset the revenue and loan charge impact that would arise as consequence of delivering infrastructure actions.

Next steps

- 3.22 The capital investment framework report considered by the Finance and Resources Committee on 5 September 2017 referred to potential additional capital funding of £35m for LDP Action Programme projects and £1m to support additional revenue costs. The availability of this funding is subject to the achievement of a balanced revenue budget position, and will be considered by the Council as part of its budget setting process.

- 3.23 Subject to the above funding being approved, a programme of delivery will be approved by the Action Programme Board and Oversight Group. This will form the basis of individual business cases that will be reported to relevant Committees. An update on progress on delivering the Action Programme will be reported on an annual basis.

4 Measures of success

- 4.1 The measure of success is an efficient and effective approach to land use planning, which ensures that new developments are suitably served by supporting infrastructure.

5 Financial impact

- 5.1 There are direct financial impacts arising from the approval of this report. The actions required to support the LDP over its ten-year timeframe are significant.
- 5.2 The Council is able to collect contributions towards infrastructure actions. However, the Council's powers are unlikely to lead to full cost recovery from developers and there will be a net funding requirement falling to the Council as a result of infrastructure provision. There also is a risk on the timing of when developer contributions will be received as developer's cash flow cannot support the upfront payment of contributions. This is also a factor when considering the overall funding gap to the Council.
- 5.3 Members should note that that the only allowance for this infrastructure cost provided within Council budgets is
- 5.3.1 £905,000 for initial design work on transport and education projects, approved in the Council's 2015/16 budget; and
- 5.3.2 £3.95m of funding earmarked from the Council's Capital fund in 2016/17.
- 5.4 The capital investment framework report considered by the Finance and Resources Committee on [5 September 2017](#) referred to potential additional capital funding of £35m for LDP Action Programme projects and £1m to help support additional revenue costs. The availability of this funding is subject to the achievement of a balanced revenue budget position, and will be considered by the Council as part of its budget setting process. Should funding not be available, there remains a real risk to the Council that the required infrastructure cannot be delivered, as required within the LDP proposals.
- 5.5 The report sets out a projected net capital expenditure funding requirement for Education infrastructure of £69.929m. If this expenditure were to be funded fully by borrowing, the overall loan charges associated with this expenditure over a thirty-year period would be a principal amount of £69.929m and interest of £50.075m. This means a total cost of £120.004m based on a loans fund interest rate of 4%.

- 5.6 The report also sets out a projected net capital expenditure funding requirement for Transport infrastructure of £132.218m. If this expenditure were to be funded fully by borrowing, the overall loan charges associated with this expenditure over a twenty-year period would be a principal amount of £132.218m and interest of £62.122m. This means a total cost of £194.340m based on a loans fund interest rate of 4%.
- 5.7 It should be noted that the Council's Capital Investment Programme is funded through a combination of General Capital Grant from the Scottish Government, developers and third-party contributions, capital receipts and borrowing. The borrowing required is carried out in line with the Council's approved Treasury Management Strategy and is provided for on an overall programme basis rather than for individual capital projects. Following instruction from Members, notional loan charge estimates have been provided above. These assume on borrowing in full for these capital projects

6 Risk, policy, compliance and governance impact

- 6.1 The risks associated with this area of work are significant in terms of finance, reputation, and performance in relation to the statutory duties of the Council as Planning Authority, Roads Authority and Education Authority. The Action Programme is on the Council's risk register and is managed by an officer Corporate Oversight Group to help to minimise all of these risks and ensure compliance. The approval of this report and its recommendations has a positive impact in terms of risk, policy, compliance and governance.

7 Equalities impact

- 7.1 An Equalities and Rights Impact Assessment has been carried out. There is no equalities impact arising from this report.

8 Sustainability impact

- 8.1 There are no direct sustainability impacts arising from this report although the ability of the Council to mitigate successfully the impacts arising from the growth of the city is critical to achieving sustainable development. The Action Programme is means of managing impact on sustainability.

9 Consultation and engagement

- 9.1 In preparing the Action Programme, the 2006 Planning Act requires the Council to seek the views of, and have regard to any views expressed by:
- the key agencies; and
 - such persons as may be prescribed.

- 9.2 The Council, in preparing the Plan and the adopted 2016 Action Programme, engaged with the Key Agencies, (e.g. SEPA, Scottish Natural Heritage, Scottish Water and NHS Lothian) and other bodies such as Historic Environment Scotland, Transport Scotland, developers and communities.
- 9.3 Dissemination on the 2016 Action Programme was carried out with members and localities, including a series of briefings in December 2017. Following the adoption of the 2018 Action Programme, a further programme of dissemination at a locality level is to be carried out.
- 9.4 Further engagement on how the actions identified within the Action Programme are to be delivered will be carried out as part of the statutory requirements of preparing SG on Developer Contributions and Infrastructure Delivery.

10 Background reading/external references

- 10.1 Edinburgh Local Development Plan: Action Programme – adoption – Report to Housing and Economy Committee, 23 January 2018
- 10.2 Developer Contributions Update and new Supplementary Guidance – Report to Housing and Economy Committee, 23 January 2018
- 10.3 Revenue and capital budget framework 2018/23 – progress update – [Report to Finance and Resources Committee, 5 September 2018](#)
- 10.4 Edinburgh Local Development Plan Action Programme - Financial Assessment – [Report to Finance and Resources Committee 19 January 2017](#)
- 10.5 Edinburgh Local Development Plan: Action Programme – adoption – [Report to Planning Committee 8 December 2016](#)
- 10.6 Edinburgh Local Development Plan - Adoption, [Report to Full Council, 24 November 2016](#)
- 10.7 Local Development Plan - Action Programme: Financial Assessment and Next Steps - [Report to Finance and Resources Committee 29 October 2015](#)
- 10.8 Local Development Plan: Action Programme Update - [Report to Planning Committee 15 May 2016](#)
- 10.9 Local Development Plan: Action Programme Update – [Report to Planning Committee 2 October 2014.](#)

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11 Appendices

Appendix 1 - LDP Action Programme (adopted 18 January 2018)

Edinburgh Local Development Plan Action Programme

January 2018

Contents

Introduction

1. Education Actions
2. Transport Actions
 - a. Strategic transport actions
 - b. Transport Contribution Zones
 - c. Site specific actions
3. Greenspace Actions
4. Healthcare and Community Facilities
5. Utilities
6. City Centre and Town Centre Actions
7. LDP Policies and Supplementary Guidance
8. Completed actions at January 2018

INTRODUCTION

This is the Action Programme which accompanies the adopted Edinburgh Local Development Plan (LDP). Section 21 of the Planning etc. (Scotland) Act 2006 requires planning authorities to prepare an Action Programme setting out how the authority proposes to implement their LDP.

The Local Development Plan (LDP) aims to:

- support the growth of the city economy;
- help increase the number and improve the quality of new homes being built;
- help ensure that the citizens of Edinburgh can get around easily by sustainable transport modes to access jobs and services;
- look after and improve our environment for future generations in a changing climate; and,
- help create strong, sustainable and healthier communities, enabling all residents to enjoy a high quality of life.

Infrastructure is key to the delivery of the aims and strategy of the adopted LDP. The Plan recognises that the growth of the city, through increased population and housing, business and other development, will require new and improved infrastructure. Without infrastructure to support Aims 1 and 2, the Plan will not help achieve Aims 3, 4, and 5.

The Action Programme sets out how the infrastructure and services required to support the growth of the city will be delivered.

The Action Programme is intended to help align the delivery of the Local Development Plan with corporate and national investment in infrastructure. It will be used by the Council as a delivery mechanism to

lever the best possible outcome for the city and to coordinate development proposals with the infrastructure and services needed to support them.

The Action Programme is informed by the annual Housing Land Audit and Delivery Programme (HLADP). The Action Programme will be used to manage infrastructure planning with a view to avoiding unnecessary constraints on delivery.

It is intended that this Action Programme will be a live working document, and will be annually reviewed. Actions, including identified costs, set out within this action programme are subject to review and change. The Action Programme will be reported to the Council's Housing and Economy Committee and to other relevant committees for approval on an annual basis.

This Action Programme should be read alongside Local Development Plan Policy Del 1 (Developer Contributions) and Supplementary Guidance on Developer Contributions and Infrastructure Delivery.

1 EDUCATION ACTIONS

FUNDING: s75 / Gap Funding				
RESPONSIBLE OFFICER: CEC: Communities and Families				
Action Required	Capital Cost (Q4 2017)	Delivery date	Status	Contribution Zone
3 Primary School classes (Currie PS)	£946,876	Aug-18	Proposal progressing.	South West
2 RC Primary School classes (St Margaret's RC PS)	£784,388	Aug-18	Proposal progressing.	Queensferry
Additional secondary school capacity - 66 pupils (to mitigate the impact of development within the catchment areas of Boroughmuir HS and James Gillespie's HS)	£2,156,730	Aug-19	Feasibility work underway.	Boroughmuir James Gillespie's
4 RC Primary School classes (St John Vianney RC PS or St Catherine's RC PS)	£1,193,665	Aug-19	Feasibility work underway.	Liberton Gracemount
3 Primary School classes (Gylemuir PS)	£946,876	Aug-19	Feasibility work required.	West
1 Primary School class (Kirkliston PS)	£392,194	Aug-19	Feasibility work underway.	Queensferry
Additional secondary school capacity - 275 pupils (to mitigate the impact of development within the catchment area of Queensferry Community HS)	£8,986,375	Mar-20	Proposal progressing.	Queensferry
New 14/15 class Primary School and 80 nursery (Broomhills)	£13,837,534 S&R £5,121,593 Land £2,950,000	Aug-20	Site safeguarded. Proposal progressing, subject to finance approval.	Liberton Gracemount

New 14/15 class Primary School and 80 nursery (New Victoria Primary School – Phase 1)	Phase 1: £13,837,534 S&R 3,485,846 Land £1,450,000	Phase 1: Aug-20	Site safeguarded. Proposal progressing, subject to finance approval.	Leith Trinity
4 Primary School classes (to be delivered by the new South Edinburgh PS)	£1,193,665	Aug-20	Proposal progressing, subject to finance approval.	Boroughmuir James Gillespie's
Additional secondary school capacity - 251 pupils (to mitigate the impact of development within the catchment areas of Leith Academy and Trinity Academy)	£8,202,109	Aug-21	Feasibility work underway.	Leith Trinity
3 Primary School classes (to be delivered at existing West Edinburgh ND primary school(s))	£946,876	Aug-21	Feasibility work required.	West
Additional secondary school capacity - 7 pupils (to mitigate the impact of development within the catchment area of Firhill HS)	£228,744	Aug-21	Feasibility work required.	Firhill
3 Primary School classes (Castleview PS)	£946,876	Aug-21	Feasibility work required.	Castlebrae
Extension to Castleview PS dining hall	£392,194	Aug-21	Feasibility work required.	Castlebrae
2 RC Primary School classes (St David's RC PS)	£784,388	Aug-21	Deliverable as required.	Craigroyston Broughton
Additional secondary school capacity - 261 pupils (to mitigate the impact of development within the catchment area of Castlebrae Community HS)	£8,528,886	Aug-21	Feasibility work required.	Castlebrae
Additional secondary school capacity - 522 pupils (to mitigate the impact of development within the catchment areas of Liberton HS and Gracemount HS)	£17,057,773	Aug-21	Feasibility work required.	Liberton Gracemount

New Secondary School (West Edinburgh)	£29,410,437 S&R £6,807,694 Land £9,975,000	Aug-22	Site to be identified. Feasibility work and statutory consultation required.	West
New 21 class primary school and 120 nursery (Maybury)	£18,849,988 S&R £3,241,760 Land £4.750,000	Aug-22	Site safeguarded. Statutory consultation required.	West
New 7 class Primary School and 60 nursery (Gilmerton Station Road)	£9,141,367 S&R £5,121,593 Land £3,000,000	Aug-22	Site safeguarded. Statutory consultation required.	Liberton Gracemount
New 11 class Primary School and 80 nursery (Brunstane)	£12,696,153 S&R £5,121,593 Land £2,950,000	Aug-22	Site safeguarded. Statutory consultation required.	Castlebrae
2 Primary School classes (Dean Park PS)	£784,388	Aug-22	Feasibility work required.	South West
Additional secondary school capacity (St Augustine's RC HS)	£2,548,863	Aug-22	Feasibility work required.	West / Tynecastle
Additional secondary school capacity – 273 pupils (to mitigate the impact of development within the catchment areas of Craigroyston Community HS and Broughton HS)	£8,921,019	Aug-23	Feasibility work required.	Craigroyston Broughton
New 14 class Primary School and 80 nursery (South Queensferry)	£13,837,534 S&R £2,322,342 Land £3,050,000	Aug-23	Site safeguarded. Statutory consultation required.	Queensferry
2 Primary School classes (to mitigate the impact of development within the catchment areas of Broughton PS, Abbeyhill PS and Leith Walk PS)	£784,388	Aug-23	Feasibility work required.	Drummond
2 Primary School class (Balgreen PS)	£784,388	Aug-23	Deliverable as required.	Tynecastle
4 RC Primary School classes (Fox Covert RC PS or St Joseph's)	£1,193,665	Aug-23	Feasibility work required.	West

RC PS)				
New 14 class Primary School and 80 nursery (Granton Waterfront)	£13,837,534 S&R 3,485,846 Land £525,000	Aug-24	Site safeguarded. Statutory consultation required.	Craigroyston Broughton
2 Primary School classes (to mitigate the impact of development within the catchment area of The Royal High Primary School)	£784,388	Aug-24	Feasibility work required.	Portobello
2 Primary School classes (Craigour Park PS)	£784,388	Aug-24	Deliverable as required.	Liberton Gracemount
2 RC Primary School classes (Holycross RC PS)	£784,388	Aug-24	Feasibility work required.	Leith Trinity

2A - STRATEGIC TRANSPORT ACTIONS

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Edinburgh Glasgow Improvement Project (EGIP) (T2)	The Edinburgh Glasgow Improvement Programme (EGIP) is a comprehensive package of improvements to Scotland's railway infrastructure.	Safeguard – Place Development Delivery - Network Rail / Transport Scotland	National funding	2019 onwards Transport Scotland Safeguarding still in place.
Rail Halts at: Portobello, Piershill and Meadowbank (T3)	LDP Safeguard. Required to ensure development does not prejudice future re-use of existing abandoned halts. Re-introduction of passenger services is not currently considered viable by the rail authority but this may change.	Place Development	No funding identified	Network Rail Long-term safeguard
South Suburban Halts (T4)	LDP Safeguard. Required to ensure development does not prejudice future re-use of existing abandoned halts. Re-introduction of passenger services is not currently considered viable by the rail authority but this may change.	Place Development	No funding identified	Network Rail Long-term safeguard
Orbital Bus Route (T5)	The Orbital Bus Route will create an east-west public transport link across the city. A disused railway line between Danderhall and the City Bypass at Straiton is safeguarded in the LDP for appropriate public transport use or use as a cycle / footpath.	SEStran, CEC, Midlothian, East Lothian, Transport	N/A	SEStran, CEC, Midlothian, East Lothian, Transport Long-term safeguard
East Craigs Estate Junction	Junction at Maybury Drive / Maybury Road. Not related to impact of development.	Place Development	Not costed	Place Development To be designed and costed.
West of Fort Kinnaird (T15)	LDP Safeguard for new link road between The Wisp and Newcraighall Road	Place Development	N/A	Safeguarded in Plan
Morningside - Union Canal link (T7)	LDP Safeguard Only (Excludes those routes safeguarded under T7 on	Place Development	N/A	Safeguarded in Plan

Wisp - Fort Kinnard link (T7)	the Proposals Map which are also identified in a specific Contribution Zone or Site Specific action elsewhere in this Action Programme).			
Gillberstoun link (T7)				
Fort Kinnard - Queen Margaret University (T7)				
West Approach cycle link (T7)				
Forrester High cycle link (T7)				
Family Cycle Network Link along railway viaduct (T7)				
North Meggetland - Shandon link (T7)				
Pitlochry Place - Lochend Butterfly (T7)				
Donaldson cycle link (T7)				
Round the Forth cycle route (T7)				
Inglis Green cycle link, new Water of Leith Bridge (T7)				
Mcleod Street/Westfield Road (T7)				
Westfield Road - City Centre (T7)				
Gordon Terrace - Robert Burns Drive link path (T7)				
Barnton Avenue crossing (T7)				
Family Network Link via Liberton Tower (T7)				
Link to Blackford Glen Road (T7)				
Astley Ainslie Hospital (T7)				
Pilrig Park - Pirrie Street (T7)				

Edinburgh Waterfront Promenade (T7)				
Morrison Crescent - Dalry Road (T7)				
Off road alternative NCNR 75 (T7)				
To King's Buildings & Mayfield Road (T7)				
Lochend Powderhall (T7)				
Ramped access from Canal to Yeoman Place (T7)				

2B - TRANSPORT CONTRIBUTION ZONES

EDINBURGH TRAM CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Edinburgh Tram (T1)	Transport proposal T1 safeguards long term extensions to the network connecting with the waterfront and to the south east.	CEC	Tram Contribution Zone.	Under development Line 1a complete To Newhaven under construction.

NORTH EDINBURGH TRANSPORT CONTRIBUTION ZONE

Potential to group into smaller contribution zones in Supplementary Guidance to be explored when opportunity arises.

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Seafield Road / Seafield Street	Segregated cycleway, Restalrig Path to Seafield Road.	Place Development	Construction: £100,000 Design (at 15%): £15,000 Contingency (at 7.5%): £7,500 Total cost: £122,500	2024
Lochend Route Link to Leith Docks	New ramp from railway path (following desire line of old railway line) to Seafield Street. Widen footways on Seafield Road and make cycle/pedestrian crossing of railway to Marine Esplanade	Place Development	Construction: £400,000 Design (at 15%): £60,000 Contingency (at 7.5%): £30,000	2021

			Total cost: £490,000	
Seafield Place Upgrade facilities at existing junction.	Move crossings closer to junction corners and toucanise. Tighten junction, widen footways (shared use). Bike parking. Widen footway from links path to Seafield Rd, redetermine to shared use.	Place Development	Construction: £150,000 Design (at 15%): £22,500 Contingency (at 7.5%): £11,250 Total cost: £183,750	2020
Seafield/Lochend cycle route (Easter Road to Leith Walk):	Toucan crossing of Easter road, £40,000 Widen Easter Road footway by 1m from Thorntreesdie to Gordon St £10,500 Resurface Gordon St including relaying cobbles with smooth/even cycle friendly cobbles Gordon street traffic calming £360,000 Gordon Street traffic calming £6000	Place Development	Construction: £450,000 Design (at 15%): £67,500 Contingency (at 7.5%): £33,750 Total cost: £551,250	2022
Leith Links – widen existing paths and provide controlled crossings	Shared use footway (segregated) alongside Links PI, Toucan crossing of John's PI & tighten junction £30,000 and £80,000 Relay sets on Queen Charlotte St £450,000 Shared use footway (segregated) alongside John's PI, Duncan PI, St Andrew PI, Academy St. Segregated cycleway along Duke St to foot of Leith walk. £100,000 Duncan PI to roundabout at north end of Easter Rd £50,400 Link (widen paths) from east side Leith links to roundabout at northern end of Easter Rd.	Place Development	Construction: £1,300,000 Design (at 15%): £1,300,000 Contingency (at 7.5%): £97,500 Total cost: £1,592,500	2021

	(includes Toucan crossing Links Gdns) £140,000 Make roundabout at north end of Easter Road cycle/ped friendly – tighten, toucan crossings £400,000 Bike parking at park entrances £5000			
Leith Links (west) to Bath Road	Widen east-side footway for segregated footway/cycleway on Salamander Place & Bath Rd (£235,000 + £25,500 for widening). Toucan crossing Salamander St (£40,000).	Place Development	Construction: £300,000 Design (at 15%): £45,000 Contingency (at 7.5%): £22,500 Total cost: £367,500	2019
Kirkgate/Sandport Place/Dock Place and Dock Street (Revised route)	Public realm project. Upgrade route, new controlled crossing points, cycle parking.	Place Development	Construction: £500,000 Design (at 15%): £75,000 Contingency (at 7.5%): £37,500 Total cost: £612,500	2026
Leith and City Centre (East)	Create new continuous route between Henderson Street / Pirie Road / Pilrig Park / Balfour Street / Cambridge Avenue / Dryden Street / Hopetoun Street / Green Street / Bellevue Place / Broughton Street (Include northern section only)	Place Development	Construction: £750,000 Design (at 15%): £112,500 Contingency (at 7.5%): £56,250 Total cost: £918,750	2019
The Water of Leith, between	Widen path and new ramps.	Place Development	Construction:	2019

Warriston and Commercial Street	Upgrade existing off-street route		£520,000 Design (at 15%): £78,000 Contingency (at 7.5%): £39,000 Total cost: £637,000	
West end of Victoria Quay building to Water of Leith Path via citadel	Potential new route	Place Development	Construction: £250,000 Design (at 15%): £37,500 Contingency (at 7.5%): £18,750 Total cost: £306,250	2020
Hawthornvale off-road cycle path to Lindsay Road and into Western Harbour	Upgrade existing route. Junction improvement associated with tram scheme	Place Development	Construction: £250,000 Design (at 15%): £37,500 Contingency (at 7.5%): £18,750 Total cost: £306,250	2022
West Granton Road	Segregated Cycleway (2 way), new toucan/puffin crossings	Place Development	Construction: £1,200,000 Design (at 15%): £180,000 Contingency (at 7.5%): £90,000 Total cost:	2025

			£1,470,000	
Muirhouse Parkway/Pennywell Road Roundabout	Replace roundabout with signals, to aid pedestrians and cyclists	Place Development	Construction: £575,000 Design (at 15%): £86,250 Contingency (at 7.5%): £43,125 Total cost: £704,375	2023
Jane St/Tenant St connections	Land purchase 120m2 New 4m path - 120m length £33600 Wall demolition – 10m £3000 Lighting along 175m stretch = 6 columns £12000 Connects with a route safeguarded in the Proposals Map.	Place Development	Construction: £50,000 Design (at 15%): £7,500 Contingency (at 7.5%): £3,750 Total cost: £61,250	2019
Salamander St to Foot of the Walk (and beyond)	Elbe St – Reset cobbles with flat tops/smooth for cycling (300m : £45,000)	Place Development	Construction: £360,000 Design (at 15%): £54,000 Contingency (at 7.5%): £27,000 Total cost: £441,000	2026
Bernard St/Salamander Street	Segregated cycleway (whole length – 1250m)	Place Development	Construction:	2026

<p>active travel and public realm project (to Seafield Place)</p>	<p>3m wide + 0.5 sep strip (pinch to 2m wide in some sections). £750,000 Continuous footways Seafield Pl to Constitution St: 20 £200,000 Zebra crossings every 200m metre: 6 £120,000 Moderate Public realm improvements Salamander St to Elbe St: seating, planters, build outs, change road materials, widen footway on south side by 1m. £500,000 Shared use Plaza – Constitution St to Timber Bush, tighten junctions, new road surfacing materials, seating, planters, widen footways, new crossings £2,500,000 Shared use Street – Timber Bush to shore – widen footway, setted street, trees, seating £500,000 Shore/Bernard Junction – widen footways, raised tables, seating and planters £150,000</p>		<p>£5,000,000 Design (at 15%): £750,000 Contingency (at 7.5%): £375,000 Total cost: £6,125,000</p>	
<p>Granton – north south route through National Galleries development to the Shore</p>	<p>Path A: 3.5m wide tarmac path (40m length): £10,000/ Lighting Path A: £2000 / Path B: 3.5m wide tarmac path (120m length): £30,000 /Lighting Path B: £8000</p>	<p>Place Development</p>	<p>Construction: £75,000 Design (at 15%): £11,250 Contingency (at 7.5%): £5,625 Total cost: £91,875</p>	<p>2027</p>
<p>Complete link next to school site at Granton</p>	<p>120m of shared use footway at 4m wide: £35,000 140m of footway widening to achieve 4m width: £10,000</p>	<p>Place Development</p>	<p>Construction: £50,000 Design (at 15%): £7,500</p>	<p>2025</p>

			Contingency (at 7.5%): £3,750 Total cost: £61,250	
Lower Granton Square public realm	Path Granton Crescent Park – path widen and new ramp	Place Development	Construction: £2,300,000 Design (at 15%): £345,000 Contingency (at 7.5%): £172,500 Total cost: £2,817,500	2024
Promenade link to Granton Harbour	Upgrade path to 6m tarmac path and sea wall in 4 sections: <ul style="list-style-type: none"> Extend coastal path from completed section to SW corner of Granton Harbour – no timescale for delivery 3 phases of shared use cycle/pedestrian path along northern side of W Harbour Road with associated traffic calming W Harbour Road. Phases proceed east to west. 	Place Development	Coastal Section – no costing Phases 1-3 of W Harbour Road shared path: Construction: £800,000 Design (at 15%): £120,000 Contingency (at 7.5%): £60,000 Total cost: £980,000	Coastal Section – no timescale W Harbour Road Phase 1 – 2018 Phases 2 & 3 - tbc
Forth Quarter Park to Promenade	Widen footway along West Shore Road for shared 'segregated' shared use footway – widen by 2m for 130m.	Place Development	Construction: £75,000 Design (at 15%): £11,250 Contingency (at 7.5%): £5,625	With development of Forth Quarter north section – no date set.

			Total cost: £91,875	
Craightinny – Leith Links Cycle link T7.	Leith to Portobello Two parts: Craightinny – Leith Links, and Craightinny – Leith Links cycle link.	Place Development	To be developed as an integral part of development	Safeguard
Salamander Cycle Link T7	Southern section of the Edinburgh Waterfront T7 safeguard.	Place Development	To be developed as an integral part of development	Safeguard
Couper Street – Citadel Place T7	Opportunity to create level active travel connection.	Place Development	N/A	Safeguard
Waterfront Avenue to Granton Rail path T7	LDP Safeguard	Place Development	To be developed as an integral part of development	Safeguard
Ferry Road/ Inverleith Row Junction	Minor junction improvement SVD equipment	Place Development	Construction: £2,723 Design (at 15%): £408 Contingency (at 7.5%): £204 Total cost: £3,336	Phase 2 junction 2022
Ferry Road/North Junction Street Junction	Junction improvement	Place Development	Construction: £300,714 Design (at 15%): £45,107 Contingency (at 7.5%): £22,554 Total cost: £368,375	Phase 1 junction 2021
Lindsay Road/Commercial	Junction improvement	Place Development	Construction: £	Phase 1 junction 2021

Street Junction			479,365 Design (at 15%): £ 71,905 Contingency (at 7.5%): £ 35,952 Total cost: £ 587,222	
Henderson Street; The Shore; Commercial Street	Bus priority route improvements. Bus lanes, advanced bus signals	Place Development	Construction: £438,002 Design (at 15%): £ 65,700 Contingency (at 7.5%): £ 32,850 Total cost: £ 209,856	Phase 1 junction 2021
Bernard Street/The Shore Junction	Close The Shore to general traffic	Place Development	Construction: £108,945 Design (at 15%): £ 16,342 Contingency (at 7.5%): £8,171 Total cost: £133,458	Phase 1 junction 2021
Henderson Street/Great Junction Street Junction	Close Henderson Street to general traffic	Place Development	Construction: £171,311 Design (at 15%): £ 25,697 Contingency (at	Phase 1 junction 2020

			7.5%): £12,848 Total cost: £209,856	
Easter Road/Lochend Road Junction	Junction improvement	Place Development	Construction: £601,344 Design (at 15%): £90,202 Contingency (at 7.5%): £45,101 Total cost: £736,646	Phase 1 junction 2021
West Granton Road/Crewe Road North	Traffic signals	Place Development	Construction: £158,952 Design (at 15%): £23,843 Contingency (at 7.5%): £11,921 Total cost: £194,716	Phase 2 junction 2022
Crewe Toll Roundabout	Junction improvement	Place Development	Construction: £6,950,000 Design (at 15%): £1,042,500 Contingency (at 7.5%): £521,250 Total cost: £8,513,750	Phase 1 junction 2021
Ferry Road/Granton Road	Junction improvement	Place Development	Construction: £41,678	Phase 2 junction 2022

			Design (at 15%): £ 3,126 Contingency (at 7.5%): £6,252 Total cost: £51,056	
Ferry Road/Craighall Road	Traffic signals	Place Development	Construction: £307,011 Design (at 15%): £ 46,052 Contingency (at 7.5%): £ 23,026 Total cost: £376,088	Phase 2 junction 2022
Bonnington Road/Pilrig Road	Junction improvement	Place Development	Construction: £257,248 Design (at 15%): £38,587 Contingency (at 7.5%): £19,294 Total cost: £ 315,129	Phase 2 junction 2022
Bonnington Road/Great Junction Street	Junction improvement	Place Development	Construction: £200,000 Design (at 15%): £30,000 Contingency (at 7.5%): £15,000 Total cost: £245,000	Phase 2 junction 2023

Salamander Street/Bath Road Junction improvement	SVD equipment and road markings	Place Development	Construction: £14,988 Design (at 15%): £2,248 Contingency (at 7.5%): £1,124 Total cost: £18,360	Completed
Ocean Drive eastward extension T16	New street connecting Ocean Drive to Salamander Street, as shown on Proposals Map. Scope to create new development plots as part of delivery project.	Place Development	Construction: £10.35 million Design (at 15%): £1,552,500 Contingency (at 7.5%): £776,250 Total cost: £12,678,750	Safeguarded phase 1 junction 2021

WEST EDINBURGH TRANSPORT CONTRIBUTION ZONE

*Delivery to be determined through City Region Deal Project Governance.

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY*
A8 North side missing link		Place Development	£800,000 / ICC: £773,900	2021
Improvements to Gravel path (old railway line) from A8/M9 interchange north to Kirkliston (incl. lighting)		Place Development	£500,000 / ICC: £457,300 Total design + Construction cost: £575,000	2022
Cycle Connection from A8 along Eastfield Road into Airport		Place Development	£700,000 ICC:£693,300 Total design + Construction cost: £805,000	2023
Improved Crossings at Turnhouse Road and Maybury Road for designated cycle path	Potential to incorporate as part of delivery project for Maybury Junction action (see separate section). Cost elements to be attributed to relevant developments as per CZs.	Place Development	£200,000 / ICC:£158,400 Total design + Construction cost: £230,000	2022
Improved access between Ratho Station and A8 along Station Road. Glasgow Road / Ratho Station improved crossing		Place Development	£700,000 ICC: £659,800 Total design + Construction cost: £805,000	2021
Improved Station Road/A8 bridge access for cyclists		Place Development	£650,000 ICC: £634,800 Total design + Construction cost:	2021

			£747,500	
Broxburn to Newbridge Roundabout bus lane		Place Development	£4,499,600	2022
Station Road to Newbridge Interchange bus lane		Place Development	£1,602,300	2022
A8 Eastbound Bus Lane from Dumbbells to Maybury Junction		Place Development	£3,697,400	2026
Bus Lane under Gogar Roundabout		Place Development	£92,300	2021
Maybury Road Approach to Maybury Junction	Potential to incorporate as part of delivery project for Maybury Junction action (see separate section). Cost elements to be attributed to relevant developments as per CZs.	Place Development	£3,082,200	2026
Bus Priority South West Edinburgh	Improved bus priority linking South West Edinburgh with the Gyle, IBS and airport (including pedestrian / cycle facilities where appropriate)	Place Development	£6,500,000 / ICC:£6,451,500 Total design + Construction cost: £7,475,000	2025
Upgraded Bus interchange facility at Ingliston P+R		Place Development	£4,320,000	2025
Kilpunt Park and Ride		Place Development	£7,920,000	2023
New Tram Stop		Place Development	£1,440,000	2022
Link Road Part 1 Dual Carriageway T10		Place Development	£9,073,400	2022
Link Road Part 2 Single Carriageway		Place Development	£4,052,000	2021
Link Road Segregated cycle route		Place Development	£1,605,600	2022
Development Link Road Main		Place Development	£8,114,300	2022

Street Carriageway				
Dualling of Eastfield Road Phase 1		Place Development	£2,596,100	2023
Dualling of Eastfield Road Phase 2		Place Development	£1,645,900	2024
Dumbbells Roundabout Improvement (T9)		Place Development	£1,732,400	2023
MOVA improvements at Newbridge/Dumbbells Gogar/Maybury T9		Place Development	£2,174,400	2021
Newbridge additional lane from M9 onto A8 T12		Place Development	£837,100	2021
A8 Gogar Roundabout – 4 Lane Northern Circulatory Improvement		Place Development	£2,446,800	2021
Gogar to Maybury additional eastbound traffic lane		Place Development	£30,000,000	2022

CALDER & HERMISTON TRANSPORT CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
A720 Calder and A720 Hermiston junctions	Signal improvements (MOVA) to A720 Calder and A720 Hermiston junctions identified in the SESplan Cross Boundary and Land Use Appraisal (April 2017)	Transport Scotland	Cost still to be established	Date TBC

MAYBURY / BARNTON CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Maybury Junction (T17)	Increase junction capacity, including consideration of access from Turnhouse Road, and efficiency of traffic signals. Provide bus priority and better provision for pedestrians and cyclists. Scope for delivery project to also incorporate elements identified in WETA package of actions (Maybury Road approach; designated cycle route & crossings). Cost elements to be attributed to relevant developments as per CZs.	Place Development	Construction: £1,864,100 Design (at 15%): £279,615 Contingency (at 7.5%): £139,808 Total cost: £2,283,523	By 2025 Initial design work completed.
Craigs Road Junction (T18)	Improvements to Craigs Road and increased junction capacity/bus priority at junction with Maybury Road. New signalised cross roads allowing bus, pedestrian and cycle access to and from Craigs Road.	Place Development	Construction: £632,500 Design (at 15%): £94,875 Contingency (at 7.5%): £47,438 Total cost: £774,813	Potential to deliver as part of adjacent housing development (Maybury HSG19)
Barnton Junction (T19)	Improve junction efficiency through improved signals control and potentially improve provision for cyclists and pedestrians.	Place Development	Construction: £800,000 Design (at 15%): £120,000 Contingency (at 7.5%): £60,000 Total cost: £980,000	Timescale to relate to nearby development.

SOUTH EAST EDINBURGH (NORTH) CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Old Craighall	Junction Upgrade Action and costs derived from East Lothian Council draft developer contributions framework	To be confirmed.	Construction: £500,000	East Lothian and HSG 26 & 27 & 29

GILMERTON JUNCTION (A720) CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Gilmerton Junction (A720)	Junction upgrade identified in LDP. SESplan / Transport Scotland Cross-boundary appraisal completed (April 2017).	Transport Scotland / SESplan	Not costed	Not identified SESplan / Transport Scotland Cross-boundary appraisal completed

BURDIEHOUSE JUNCTION CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Burdiehouse Junction (T20)	Upgrade of junction (Kaimes Junction)	Place Development	Construction: £400,000 Design (at 15%): £60,000 Contingency (at 7.5%): £30,000 Total cost: £490,000	With dev 2023 S.75s signed for HSG 21 Broomhills & part of HSG 22 Burdiehouse. See site entries.

GILMERTON CROSSROADS CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Gilmerton Crossroads (T19)	Upgrade of junction with MOVA	Place Development	Construction: £400,000 Design (at 15%): £60,000 Contingency (at 7.5%): £30,000 Total cost: £490,000 With Development s.75s signed for HSG 23 Gilmerton Dykes Road, HSG 24 Gilmerton Station Road & HSG 25 The Drum	With dev 2023

GILMERTON STATION ROAD / DRUM STREET CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Gilmerton Station Rd / Drum Street	Junction capacity upgrade and access and parking strategy	Place Development	Project estimated Construction: £415,000 Design (at 15%): £ 62,250 Contingency (at 7.5%): £31,125 Total cost: £508,375 TRO £1500 S.75s signed for: HSG 23 Gilmerton Dykes Road, HSG 24 Gilmerton Station Road & HSG 25 The Drum	With Dev 2023

LASSWADE ROAD / LANG LOAN CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Lasswade Road/Lang Loan	New 3.5m wide shared use cycleway/pedestrian path and signalised junction Lasswade Road from North of Lang Loan to Gilmerton Station Roundabout to signalised junction	Place Development	Signalised junction and connecting paths to be delivered as integral part of either adjacent development, secured by s.75 planning agreement.	With Dev, by 100t unit of relevant development (e.g.2021) Designs coming forward with AMC for North of Lang Loan.

LASSWADE ROAD/ GILMERTON DYKES STREET/ CAPTAIN'S ROAD CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Lasswade Road/ Gilmerton Dykes Street/ Captain's Road	Junction Upgrade with MOVA system	Place Development	Construction: £400,000 Design (at 15%): £60,000 Contingency (at 7.5%): £30,000 Total cost: £490,000 s.75s signed for North of Lang Loan. Contributions to be secured through s.75s for other	With Dev 2023 Estimated, detailed design and costing required.

			relevant sites.	
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SHERRIFFHALL JUNCTION CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Sherriffhall Junction (T13)	Grade separation of existing roundabout junction on city bypass. Should incorporate bus priority and active travel crossing of the bypass.	Transport Scotland / SESplan	Funding identified as part of City Region Deal. Proportion to be sought through developer contributions not yet identified.	To be determined through City Region Deal governance.

STRAITON JUNCTION CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Straiton Junction	Junction upgrade. SESplan / Transport Scotland Cross-boundary appraisal completed (April 2017).	Transport Scotland / SESplan	Not costed	Not identified.

GILLESPIE CROSSROADS TRANSPORT CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Gillespie Crossroads	Increase junction capacity based on increasing the efficiency of the traffic signals through installation of MOVA (Microprocessor Optimised Vehicle Actuation)	Place Development	Construction: £410,000 Design (at 15%): £61,500 Contingency (at 7.5%): £30,750 Total cost: £502,250	With Dev 2021

HERMISTON PARK & RIDE TRANSPORT CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Hermiston Park & Ride	Extension to Hermiston Park and Ride	Place Development	Construction: £470,000 Design (at 15%): £70,500 Contingency (at 7.5%): £35,250 Total cost: £575,750	2019

QUEENSFERRY TRANSPORT CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Dalmeny Station	Increased and improved cycle parking at Dalmeny Station. Improved car parking at Dalmeny Station.	Place Development	Construction: £3,500 Design (at 15%): £525 Contingency (at 7.5%): £263 Total cost: £4,288	With Dev 2023 Feasibility Study required Scot Rail to install 20-30 new cycle racks in 2017

ROSEBURN TO UNION CANAL TRANSPORT CONTRIBUTION ZONE

ACTION	FURTHER DETAILS	OWNER	COST / FUNDING	DELIVERY
Roseburn to Union Canal route/green network (T7)	Upgrade and extend the cycle/footpath and green network from Roseburn to the Union Canal including new bridges over Dalry Road and West and East Coast Mainline railways. To be delivered in phases. Further enhance the Dalry Community Park to ensure cycle/pedestrian links are well integrated into the park layout. Scope to help meet greenspace needs of relevant developments.	Place Development	First section – from Dalry Community Park over Dalry Road and West Coast Mainline: Construction: £4,370,500 Design (at 15%): £655,575 Contingency (at 7.5%): £327,788 Total cost:	Date TBC 16/01908/PAN

			<p>£5,353,863 (excludes optimism bias)</p> <p>£3,443,189 (raw cost without park) (with Dalry Park and incl preliminaries, contingencies and Stage 3 Design Costs: £5,357,125)</p> <p>Cost of later section over East Coast Mainline: TBC.</p>	
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2C - SITE SPECIFIC TRANSPORT ACTIONS

SITE	ACTION	OWNER	COST	AGREED FUNDING / S.75	DELIVERY
Springfield HSG 1	Opportunity to create a link road from Bo'ness Road to Society Road should be investigated. Queensferry Transport Contribution Zone	Place Development			Allocated but constrained in the Housing Land Audit
West Newbridge HSG 4	Transport requirements to be established through cumulative transport appraisal and planning permission	Place Development		Application seeks: Bus Service Contribution £100,000. National Cycle Network Contribution £20,000. Newbridge Roundabout Upgrade Contribution (to MOVA) £165,000. Public Transport Improvement Contributions (Pay all consultants design costs to investigate an appropriate realignment of Tram 2 in the vicinity of Newbridge roundabout where it is affected by the road widening) £44,000. Tram Contribution - sum of £690,000.	Allocated but constrained in the Housing Land Audit 17/02169/FUL
Hillwood HSG 5	Transport requirements to be established through cumulative transport appraisal and	Place Development			16/04861/PAN 16/06019/FUL (pending)

SITE	ACTION	OWNER	COST	AGREED FUNDING / S.75	DELIVERY
	planning permission				
Edinburgh Zoo HSG 7	Transport requirements to be established through cumulative transport appraisal and planning permission	Place Development			Allocated
Lochend Butterfly HSG 12	Permanent strengthening of the existing rail bridge on Easter Road at the junction of Easter Road and Albion Road and or in assisting with the provision of a new pedestrian bridge over the railway from the south development site and Moray Park Terrace in the event that the railway line is reinstated for use.	Place Development	Construction: £306,250	Application seeks construction of the at-grade link to Moray Park Terrace; Contribution of £34,500 for provision of 6No. car club spaces; £2,500 to TRO Rail crossing contribution of £227,000 paid.	Underway 12/03574/FUL and 12/03574/VARY Otherwise 25% completed by 17/18

MAYBURY (HSG 19)

Site status - PPP for central portion of allocation refused. Appeal pending. Eastern portion application pending.

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	See separate entry for CZ action	No permissions or s.75s yet issued.	25% expected to be constructed by 22/23
Maybury Edinburgh Gateway Station pedestrian / cycle route including bridge over railway. Eastern portion of HSG19	Route to be formed as part of new development layout. This route forms part of the strategic green corridor from Edinburgh Gateway to Cammo and quality landscaping is required.	Place Development	n/a – to be secured by condition	To be delivered as integral part of development of eastern portion of HSG 19 and secured through planning condition(s)	Eastern portion of HSG 19 Maybury 2023
Maybury - Edinburgh Gateway Station pedestrian / cycle route – central portion of HSG 19 Maybury including bridge over railway and connections beyond	Bridge & ramps, approx 80m: (based on 20m span and 5m width).	Place Development	n/a – to be secured by condition	To be delivered as integral part of central portion of HSG 19 Maybury secured through planning condition(s).	2023
	Route to bridge to be formed as part of new development layout and on land to south controlled by owner of central portion of HSG 19 Maybury	Place Development	n/a – to be secured by condition	To be delivered as integral part of central portion of HSG 19 Maybury secured through planning condition(s).	2023

	Cyclepaths to Gyle (600m) (and underpass of A8), A8 (300m) and to Gogar Link Road (500m). Route continues from completed underpass (led by Network Rail) via the shopping centre car park, to shared use footway by tram stop. Determine whether it is possible to take away the row of parking around periphery (or change to parallel parking), to make room for segregated cycle lane. Make underpass shared use Cyclepath to Gogar Link Road - north of station. Plotted provisionally.	Place Development	Construction: £392,000 Design (at 15%): £ Contingency (at 7.5%): £ Total cost: £	Financial contribution to be required in PPP	2023
Shared use cycleway along Turnhouse Road (1.5km) or on-road segregated cycleway.		Place Development	Indicative construction cost £450K. Total design + Construction cost: £517,500	To be delivered as integral part of development secured through planning condition(s).	2023
TRO for lower speed limit along Turnhouse Road		Place Development	Construction: £2,000 Design (at 15%): £300	Financial contribution to be required in PPP	2023

			Contingency (at 7.5%): £150 Total cost: £2,450		
Input into design team's re-design of Maybury Junction for cycling and walking.		Place Development	Construction: £103,500 Design (at 15%): £15,525 Contingency (at 7.5%): £7,763 Total cost: £126,788	Financial contribution to be required in PPP	2023
Bus route Craigs Road/Turnhouse Rd and upgrade bus infrastructure on Turnhouse Rd		Place Development	£400,000 estimate cost	To be delivered as integral part of development secured through planning condition(s).	2023
New footway/cycleway along south-west side of Turnhouse Road and 3no. crossing facilities Turnhouse Rd and Craigs Rd at Maybury Rd		Place Development	Paths (100m): £21,000 Crossing facilities x2: £75,000 = £96k (Indicative construction costs: £100k) Total design + Construction cost: £115,000	To be delivered as integral part of development secured through planning condition(s).	2023

CAMMO (HSG 20)

Site status - PAN submitted.

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	See separate entry for CZ action	No permissions or s.75s yet issued.	2023
Cammo Walk link (north)		Place Development	Construction: £100,000 Design (at 15%): £15,000 Contingency (at 7.5%): £7,500 Total cost: £122,500	Financial contribution to be required in PPP	2023
Cammo to Maybury cycle path	Cycle path connecting Cammo to Maybury site and extending to Cammo Estate Toucan crossings at Craigs Road junction.	Place Development	Construction: £300,000 Design (at 15%): £45,000 Contingency (at 7.5%): £22,500 Total cost: £367,500	Financial contribution to be required in PPP	2023
Cycle path over Bughtlin Burn	Cycle path connecting site to Cammo Walk link (north) and Cammo to Maybury cycle path.		TBC		

Pedestrian/ cycle connection to East of site	Pedestrian crossing facilities on Maybury Road /pedestrian cycle connections to east. Toucan or D island crossings x4 over Maybury Road from Cammo site. 3.5m wide shared use paths (150m) across existing open space to East Craigs estate. Paths: £42,000 Excludes any land costs	Place Development	Construction: £200,000 Design (at 15%): £30,000 Contingency (at 7.5%): £15,000 Total cost: £245,000	Financial contribution to be required in PPP	2023
TRO for lower speed limit along Maybury Road		Place Development	Construction: £2,000 Design (at 15%): £300 Contingency (at 7.5%): £150 Total cost: £2,450	Financial contribution to be required in PPP	2023
Bus infrastructure on Maybury Road / peak period bus capacity	Two elements – upgraded bus infrastructure & time-limited financial support for a bus operator to run services along Maybury Road.	Place Development	Construction: £400,000 Design (at 15%): £60,000 Contingency (at 7.5%): £30,000 Total cost: £490,000 (Replace existing bus stops:	Financial contribution to be required in PPP	2023

			£200,000. Peak period capacity improvements: (£200,000)		
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BROOMHILLS (HSG 21)

Underway 14/04860/FUL

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	See separate entry for CZ action	S.75: £223,474 for the reconfiguration of the Kaimes Junction (T20 Burdiehouse TCZ) in 3 instalments (£75k prior to 1st unit completed; £75k prior to 60th unit and £73,474 prior to 120th unit)	CZ Delivery 2023
Pedestrian /cycle way from Old Burdiehouse Road to Burdiehouse Burn	Upgrade pedestrian crossings to new two stage toucan crossings over A701. Short section of new path (10m) and path widening to 4m (30m). Widen existing path to 4m (70m) from Southhouse Broadway to bus stop at A701. New path (30m) to link from crossing to site (may require land preparation and acquisition)	Place Development	Toucan crossing (x2): £60000 £6000 £5000 £8400 (= ICC £80k) Total Design + Construction Cost: £92,000	Partly to be delivered as integral part of development; developer to deliver through RCC/s.56. New path adjacent to Burn not funded through signed s.75.	With development 2022
Secure pedestrian and cycle way access to Old Burdiehouse Rd linking to		Place Development		To be delivered as integral part of development. Achieved through diverted	With development 2022

Broomhills Road				route though site.	
Street improvements to Burdiehouse Road		Place Development	Construction: £1,300,000 Design (at 15%): £195,000 Contingency (at 7.5%): £97,500 Total cost: £1,592,500	Not funded through signed s.75.	CEC 2022
Upgrade bus stops on Burdiehouse Road		Place Development	£150,000	Design to be determined through RCC/s.56; to be delivered as integral part of development	With development 2022
Cycleway access to Frogston Road East	A new 4m wide toucan crossing at North access linking to existing footway on B701	Place Development	Toucan crossing: £37500 (ICC £50K) Total design + construction cost: £57,000	Crossing design to be determined through RCC/s.56; to be delivered as integral part of development	With development 2022
Cycle path at Broomhills	Upgrade surface of the path (1,200m) to Morton Mains	Place Development	Construction: £150,000 Design (at 15%): £22,500 Contingency (at 7.5%): £11,250 Total cost: £183,750	Not funded through signed s.75.	CEC 2022

BURDIEHOUSE (HSG 22)

Underway. Planning Permission Granted 14/04880/FUL

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	See separate entry for CZ action	S.75 £125k for Kaimes Junction (£41, 667 prior to 1st unit, (£41, 667 prior to 80th unit, (£41, 667 prior to 160th unit.	Developer some input from Active Travel With development 2023
Cycleway safeguard (A720 underpass – Burdiehouse Burn path link)	Off-site multi user path connection to link the site with path networks in Midlothian via Straiton Pond. Forms part of strategic green network between Burdiehouse Burn Valley Park, Mortonhall, Morton Mains, Gilmerton and Straiton high quality landscape treatment required (4m wide landscape treatment to the west across open ground, including verge, hedgerow and hedgerow trees (200m)). Street improvements and pedestrian crossing on Burdiehouse Road.	Place Development	Construction: £200,000 Design (at 15%): £30,000 Contingency (at 7.5%): £15,000 Total cost: £245,000	Not funded through signed s.75. Potential to be delivered through East of Burdiehouse Site – see site’s actions.	Place Development 2019

	£175,000 – construction only. D island crossing on Lang Loan. Path surface upgrade (200m). Construct shared use footway beside Lang Loan road (200m), may require land purchase for footway. New path construction 3.5m to underpass of A720 (600m)				
Pedestrian cycleway access across site from Straiton path to Burdiehouse Burn	500m path at both the east and west edges of the site.	Place Development	Construction: £125,000 Design (at 15%): £18,750 Contingency (at 7.5%): £9,375 Total cost: £153,125	Not funded through signed s.75. Potential to be delivered through East of Burdiehouse Site – see site’s actions.	2019
Widen existing path along Burdiehouse Burn Park	To 3.5m (300m) running parallel to sites northern boundary and linking to western access point.	Place Development	Construction: £100,000 Design (at 15%): £15,000 Contingency (at 7.5%): £7,500 Total cost: £122,500	Not funded through signed s.75.	Place Development 2019
New access point and shared use path	20m to link to existing path (Land ownership of Greenspace for 10m of path).	Place Development	Construction: £50,000 Design (at 15%): £7,500	Not funded through signed s.75.	Place Development 2019

			Contingency (at 7.5%): £3,750 Total cost: £61,250		
Upgrade bus stops on Burdiehouse Rd and Frogston Rd East. Enhance peak capacity. (not mapped)		Place Development	Construction: £500,000 Design (at 15%): £75,000 Contingency (at 7.5%): £37,500 Total cost: £612,500	Not funded through signed s.75.	Place Development 2019
Bus route through site and bus gate		Place Development	Construction: £200,000 Design (at 15%): £30,000 Contingency (at 7.5%): £15,000 Total cost: £245,000	s.75 - £200,000 achieved.	Place Development 2019

GILMERTON DYKES ROAD (HSG 23)

Planning permission granted 14/01446/FUL

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	See separate entry for CZ action	s.75 signed as part of appeal process. No provision for relevant CZs.	Place Development 2019
Cycle path from Lasswade Road to HSG23/24	Cycle link – Gilmerton Road to Lasswade Road	Place Development	Footway (500m): £105,000 (ICC: £110k) Total design + construction cost: £126,500	To be delivered as integral part of development - Condition 7: pedestrian/ cycle connection to HSG 24 before 1st unit see landscape drawing	Developer 2019
Upgrade bus stops on Lasswade Rd/Gilmerton Rd		Place Development	Construction: £200,000 Design (at 15%): £30,000 Contingency (at 7.5%): £15,000 Total cost: £245,000	S75 - £36,500 for public transport improvements	Place Development 2019
Enhance peak period bus capacity on Gilmerton Road		Place Development	Construction: £200,000 Design (at 15%): £30,000	S75 - £36,500 for public transport improvements	Place Development 2019

			Contingency (at 7.5%): £15,000 Total cost: £245,000		
New footway along Gilmerton Dykes Road		Place Development	n/a	Footway on site boundary expected to be delivered as integral part of development. Remainder of footway potentially to be delivered as part of development of adjacent land	Developer(s) with Dev

GILMERTON STATION ROAD (HSG 24)

Planning permission granted - 14/01649/PPP 16/04382/AMC 16/03299/AMC 17/04164/AMC 7/9/17 (received)

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	See separate entry for CZ action	PPP S.75 £400k: Gilmerton Crossroads MOVA Junction reconfiguration access and parking at Drum St Cycle/pedestrian crossing on Drum St.	Place Development 2021
New footway along Gilmerton Station Rd	Footway and lighting on west side of Gilmerton Station Road from Gilmerton Road to Lasswade Road, extending 240m northwards from Lasswade Road/Gilmerton Station Road	Place Development	Construction: £112,400 Design (at 15%): £16,860 Contingency (at 7.5%): £8,430 Total cost: £137,690	S75 - £122,400	Place Development 2021
Pedestrian crossing facilities on Gilmerton Rd			Construction: £15,000 Design (at 15%): £2,250 Contingency (at 7.5%): £1,125 Total cost: £18,375	S75 - £15,000	Place Development 2021
Drum Street Ped & Cycle crossing & path through site to multi user	Part of first phase of development.	Place Development	n/a – to be delivered as integral part of development	To be delivered as integral part of development. Phase 1 & 2 a foot/cycle path shall be provided to the NW boundary	Place Development 2021

path to Straiton				of the site to connect to Ravenscroft Place within 6 months of 50% occupation of units in Phase 1. Phases 5&6 footpath links to adjacent housing to south shall be completed before work commences.	
Connection from S corner of GSR site to railway path	Ramp up to the old railway path from Gilmerton Station Road site. Railway path being upgraded by Sustrans.	Place Development	Construction: £50,000 Design (at 15%): £7,500 Contingency (at 7.5%): £3,750 Total cost: £61,250	Not funded through signed s.75.	Place Development 2021
D island crossing of Gilmerton station road and construct 50m of shared use footway from existing verge		Place Development	Construction: £57,500 Design (at 15%): £8,625 Contingency (at 7.5%): £4,313 Total cost: £70,438	Not funded through signed s.75.	Place Development 2021
TRO	Lower speed limit on Gilmerton Station Road	Place Development	Construction: £1,500 Design (at 15%): £225 Contingency (at 7.5%): £113 Total cost: £1,838	£5k TRO Gilmerton Station Road speed limit £5k TRO disabled parking	Place Development 2021
Upgrade bus stops and peak capacity on Gilmerton Road	Upgrade of peak capacity not pursued.	Place Development	Construction: £9,290 Design (at 15%): £1,394 Contingency (at 7.5%):	S75 - £9,290 - bus stops	Place Development 2021

			£697 Total cost: £11,380		
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THE DRUM (HSG 25)

Planning Permission Granted 14/01238/PPP 17/00696/AMC granted 31/8/17

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	See separate entry for CZ action	s.75 - £130,000	Place Development 2022
Cycle link – Gilmerton Road to Laswade Road		Place Development	Construction: £250,000 Design (at 15%): £37,500 Contingency (at 7.5%): £18,750 Total cost: £306,250	Not funded through signed s.75.	Place Development 2022
Cycle link - Drum Street to SE Wedge Parkland		Place Development	Construction: £250,000 Design (at 15%): £37,500 Contingency (at 7.5%): £18,750 Total cost: £306,250	Not funded through signed s.75.	Place Development 2022
Widen existing footway to 3.5m		Place Development	Construction: £100,000	Not funded through signed s.75.	Place Development 2022

(shared use)			Design (at 15%): £15,000 Contingency (at 7.5%): £7,500 Total cost: £122,500		
Cycle way access from Candlemakers Park to north of the Drum	New 3.5m shared use path (70m) from western boundary of The Drum site to Candlemaker's Park. May require land purchase.	Place Development	Construction: £20,000 Design (at 15%): £3,000 Contingency (at 7.5%): £1,500 Total cost: £24,500	S75 - Footpath links £15k before 50th unit occupied - pay drum link contribution from Drum through open space on Candlemaker Park £5k prior to 1st unit occupied pay Candlemakers Park contribution link path from Candelemaker Park to Drum Avenue/Drum Park TRO - £4000	Place Development 2022
Upgrade bus stops and enhance peak capacity on Gilmerton Road		Place Development	Construction: £300,000 Design (at 15%): £45,000 Contingency (at 7.5%): £22,500 Total cost: £367,500	Not funded through signed s.75.	Place Development 2022
Toucan crossing over Drum Street to access The Drum site.	x2 Toucan crossing	Place Development	Construction: £80,000 Design (at 15%): £12,000. Contingency (at 7.5%): £6,000 Total cost: £98,000	Not funded through signed s.75.	Place Development 2022

NEWCRAIGHALL NORTH (HSG 26)

Planning Permission Granted 13/03181/FUL

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	See separate entry for CZ action		Place Development 2020
Pedestrian/Cycle Route connecting Newcraighall North to Newcraighall East	East-west cycle/pedestrian connection being delivered as integral part of development. Toucan crossing over Newcraighall Road near primary school to be delivered by developer, secured by planning permission.	Place Development	n/a – delivery by developer secured by s.75 agreement.	To be delivered as integral part of development secured through planning condition / s.75 agreement.	Place Development (advice on design) Developer (construction) by completion of 100 th unit (eg 2018)

NEWCRAIGHALL EAST (HSG 27)

Planning Permission Granted 10/03506/PPP 15/04112/AMC 16/02696/FUL (37 units)

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Pedestrian/Cycle Route connecting Newcraighall North to Newcraighall East	North-south cycle/pedestrian connection being delivered as integral part of development. Toucan crossing over Newcraighall Road to be delivered by developer, secured by planning permission.	Place Development	n/a – delivery by developer secured by s.75 agreement.	To be delivered as integral part of development secured through planning condition / s.75 agreement.	Place Development (advice on design) Developer (construction) by completion of 100 th unit (eg 2020)

ELLEN'S GLEN ROAD (HSG28)

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Bus Stops	Upgrade existing bus stops in Lasswade Road. Upgrade existing S/B bus stop and provide new N/B bus stop in Gilmerton Road.	Place Development	Construction: £100,000 Design (at 15%): £15,000 Contingency (at 7.5%): £7,500 Total cost: £122,500 Construction: £200,000 Design (at 15%): £30,000 Contingency (at 7.5%): £15,000 Total cost: £245,000	No permissions or s.75s yet issued.	Place Development 2021

Cycle Network	High quality pedestrian and cycle routes within site, to link with public transport routes, and to link from Malbet Wynd through the site to connect via Ellen's Glen Road to the Burdiehouse Burn Valley Park Core Path (1000m)	Place Development	Construction: £250,000 Design (at 15%): £37,500 Contingency (at 7.5%): £18,750 Total cost: £306,250	No permissions or s.75s yet issued.	Place Development 2021
New footway along east boundary frontage of site.		Place Development	Construction: £30,000 Design (at 15%): £4,500 Contingency (at 7.5%): £2,250 Total cost: £36,750	No permissions or s.75s yet issued.	Place Development 2021
New pedestrian/cycle link on land near to Stenhouse Burn	To compensate for the narrow footway on Ellen's Glen Road (225m).	Place Development	Construction: £50,000 Design (at 15%): £7,500 Contingency (at 7.5%): £3,750 Total cost: £61,250	No permissions or s.75s yet issued.	Place Development 2021
Widening and upgrade of existing footway along Ellen's Glen Road.		Place Development	Project to be costed Potential to be secured for delivery by developer through planning condition / s.75 agreement.	No permissions or s.75s yet issued.	Place Development 2021

BRUNSTANE (HSG 29)

16/04122/PPP MTG and MTG conditions not S.75

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development		S75 being agreed	
Contribute towards Old Craighall Junction upgrade.		To be confirmed.	£23,000	£23k Old Craighall prior to occupation Mitigation: Milton Road/ Sir Harry Lauder Road/Milton Link	East Lothian Council or Transport Scotland
Upgrade existing bus stops on Milton Road East and Newcraighall Road.	Essential to route bus services through site (consider section(s) of 'bus only' roads). Additional capacity needed. (Opportunity – support commercial operation.) Increased frequency of direct city centre service and also to key local facilities, to achieve PT mode share. (Opportunity – support commercial operation.)	Place Development	Paths (400m): Cycle Parking: £937.5 (ICC£1,500) Total design + construction cost: £1,875	To be delivered as integral part of development secured through planning condition(s).	

Help provide improved pedestrian/cycle links and increased cycle parking at Brunstane and Newcraighall Stations.		Place Development	Construction : £1,500 Design (at 15%): £225 Contingency (at 7.5%): £113 Total cost: 1,838	S75 being agreed	
Network of high quality pedestrian/cycle routes through site	To link with suitable exit points around site boundary, particularly with existing routes to Brunstane and Newcraighall railway stations. At least two pedestrian/cycle railway crossing points shall be provided within the site.	Place Development	Paths (1000m): 210000 Crossings (x2): 75000 (ICC £300k) Total design + construction cost: £345,000	To be delivered as integral part of development secured through planning condition(s). Cycle / pedestrian rail bridge before 1st unit. Vehicle bridge before 250th unit. Cycle / pedestrian bridge south of and in addition to the above bridge before 665th unit	
Review existing pedestrian/cycle crossing facilities on Milton Road East and Newcraighall Road and help enhance as required.		Place Development	Construction : £150,000 Design (at 15%): £22,500 Contingency (at 7.5%):	S75 being agreed	Place Development

			£11,250 Total cost: £183,750		
Provide upgrades of existing external pedestrian/cycle routes in vicinity of site, including signage	In particular, help provide missing link across the Newcraighall railway line. Path widening/resurfacing (2000m):	Place Development	Construction : £300,000 Design (at 15%): £45,000 Contingency (at 7.5%): £22,500 Total cost: £367,500	S75 being agreed	
Road Actions	Provide new junction with Milton Road East. Provide new junction with Newcraighall Road Review road safety and provide improvements, if necessary, to Milton Road East and, if appropriate, Newcraighall Road.	Place Development	With development /on-site	To be delivered as integral part of development secured through planning condition(s).	Developer
Pedestrian/Cycle route connecting Newcraighall North to Newcraighall East.	Establish new green network connections to Newcraighall village, Newcraighall public park, Gilberstoun, The John Muir Way / Core Path 5 Innocent Railway, Queen Margaret University, Musselburgh and future	Place Development	Not yet known/ Estimated	S75 being agreed	Respective developers for each site

	developments in Midlothian.				
Review operation of A1/Newcraighall junction	Operation of junction not deemed necessary, following consideration of application.	n/a	n/a	n/a	n/a
Additional action identified by developer: Upgrade A1 / Milton Road East / Sir Harry Lauder Road junction	An action identified in developer's transport appraisal. Scale of action to be considered.	Place Development	Not yet costed	Portion of cost to be secured through s.75 agreement.	Place Development

MOREDUNVALE ROAD (HSG 30)

Site Allocated

Transport requirements to be established through cumulative transport appraisal and planning permission

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Direct Link to Moredunvale Road (T7)		Place Development			Place Development

CURRIEMUIREND (HSG 31)

Site Allocated

Transport requirements to be established through cumulative transport appraisal and planning permission

BUILYEON ROAD (HSG 32)

16/01797/PPP and 16/01798/PPP

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development		No permissions or s.75s yet issued.	Place Development 2023
Buileyon Road 1	<p>East-west: changing the character of the road and realignment with Echline Junction and upgrade of existing external links to high quality pedestrian/cycle routes to Dalmeny Station, high school, Ferrymuir retail park and town centre.</p> <p>New footway and cycle path along frontage of site on south side of Buileyon Road (including footway widening, redetermination to shared use footway, development of</p>	Place Development	<p>Construction: £1,150,000 Design (at 15%): £172,500 Contingency (at 7.5%): £86,250 Total cost: £1,408,750</p>	<p>No permissions or s.75s yet issued.</p> <p>Part of this action to be delivered as integral part of development secured through planning condition / s.75 agreement.</p>	Place Development 2023

	footway to both sides of the road, bus priority measures, etc.) 975m				
Buileyon Road 2	<p>Echline Junction (cycle/ped infrastructure both directions on roundabout).</p> <p>Ferrymuir Road pedestrian/cycle enhancements</p> <p>Lovers Lane corridor to Dalmeny Station Options and Design Feasibility</p> <p>Reconfiguration of existing roads/junctions to accommodate high quality pedestrian/cycle routes and facilities</p> <p>Cut through to Lovers Lane (private carriageway, and route through non-adopted land – negotiate land acquisition)</p> <p>Future conversion of Ferrymuir roundabout to</p>	Place Development	<p>New 2-stage toucan x 2 £43750 x 2</p> <p>Upgrade ped crossing to toucan x 2 £6000 x 2</p> <p>single stage toucans (new) x2 £3,1250 x 2 = £162,000</p> <p>Widen footways – convert to shared use (potentially build out into one lane of carriageway) £210 (cost of new 3m footway) x 400m = £84,000</p> <p>Full segregation £550 x 165m (Ferrymuir Rd) £550 x 300m (Station Rd) = £255,750</p> <p>Tarmac resurface (Lovers Lane) £38 x 1600 = £60800</p>	No permissions or s.75s yet issued. Financial contribution to be required in PPP	Place Development 2023

	signalised junction outwith these development contributions		<p>Toucan crossing (over B907) £31,250</p> <p>Lighting £10,000+</p> <p>Land acquisition/redetermination</p> <p>Total - £347,800 + lighting £400,000</p> <p>Construction: £400,000 Design (at 15%): £60,000 Contingency (at 7.5%): £30,000 Total cost: £490,000</p>		
Builyeon Road 3	<p>Site to town centre - provide pedestrian/cycle crossing facilities and linking new path connections to the existing network</p> <p>x3 D island or toucan crossings over A904 to link site with existing paths in South Queensferry. (Echline View/Long Crook/ and at Echline Roundabout</p> <p>Widen and better define existing access and path between Echline Park and</p>	Place Development	<p>Toucan (single stage) crossings: £31250 x 3 £93,750 ICC:£95,000 Total design + construction cost: £109,250</p> <p>Path widening: Echline View –150m Long Crook – 40m</p> <p>£99 x 200m</p>	No permissions or s.75s yet issued. Financial contribution to be required in PPP	Place Development 2023

	<p>Echline View, and to Long Crook, to 3.5m shared use paths linking the Builyeon Road site to existing development.</p> <p>Echline housing estate, off road resurfacing to toucan at end of Bo'Ness Rd/Stewart Terrace</p> <p>Consider linking to NCN76/NCN1 along Farquhar Terrace/Morrison Gardens</p>		<p>£19,800 = (ICC £95k)</p> <p>Tarmac resurface on adopted land through existing housing estate £38 x 1200m = £45,600</p> <p>Total – £249,850 (ICC)</p> <p>Construction: £249,850 Design (at 15%): £37,478 Contingency (at 7.5%): £18,739 Total cost: £306,066</p>		
Bridge link over A90	<p>Develop high quality landscaped pedestrian/cycle route as an addition to the green network (forming part of the strategic Dalmeny to Echline green network) with bridge over the A90 in south-east corner of the site. This provides an off-road cycle route to link HSG32 Builyeon Road, Ferrymuir Gait, HSG33 South Scotstoun with Dalmeny and National Cycle Network.</p>	Place Development	<p>Bridge based on 26m span and 4m wide with structural ramp both sides with landings:</p> <p>Construction: £3,075,000 Design (at 15%): £461,250 Contingency (at 7.5%): £230,625 Total cost: £3,766,875</p> <p>Path: £73,500 (ICC £3.075m) + Link 3.5m wide shared use path through retail park to</p>	No permissions or s.75s yet issued. Financial contribution to be required in PPP	Place Development 2023

			South Scotstoun site via the Ferrymuir site (300m long) Construction: £ 3,075,000 Design (at 15%): £ 461,250 Contingency (at 7.5%): £ 230,625 Total cost: £ 3,766,875		
Upgrade existing bus infrastructure	Additional capacity needed. (Opportunity – support commercial operation.) Increased frequency of direct city centre service and also to key local facilities, to achieve PT mode share. (Opportunity – support commercial operation.)	Place Development	£100,000 to carry out feasibility design and costing. Estimated cost £400,000 Construction: £ 400,000 Design (at 15%): £ 60,000 Contingency (at 7.5%): £ 30,000 Total cost: £ 490,000	No permissions or s.75s yet issued. Financial contribution to be required in PPP	Place Development 2023
TRO	Implement and physical measures for reduced speed limit on Builyeon Road as part of opportunity to change the character of Builyeon Road (A904). Part of the existing alignment would be converted to access and cycle/pedestrian only. New alignment would be implemented as per 'Designing Streets' principles.	Place Development	TRO: £1500 (ICC £1500)	No permissions or s.75s yet issued. Financial contribution to be required in PPP	Place Development 2023
Queensferry	Prospective developers	Place	N/A	No permissions or s.75s yet	Place Development

Crossing	should be aware transport Scotland may require assessment of impact on new FRC junction.	Development		issued. Financial contribution to be required in PPP	2023
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SOUTH SCOTSTOUN (HSG 33)

Site allocated

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
QTCZ	Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.	Place Development	Share to be added	No permissions or s.75s yet issued.	Place Development 2021
Bus infrastructure	Upgrade existing bus stop facilities on Kirkliston Road, Scotstoun Avenue and in Dalmeny and additional capacity likely. Increased frequency of direct city centre service and also to key local facilities, to achieve Public Transport mode share.	Place Development	Construction: £300,000 Design (at 15%): £45,000 Contingency (at 7.5%): £ 22500 Total cost: £ 367,500	Financial contribution to be required in application process.	Place Development 2021
High quality pedestrian/cycle routes through site	Linking to suitable exit points around site boundary, particularly to north-east corner to connect with existing route to station and Edinburgh and with South Scotstoun. Including new diverted 3.5m shared use path for NCN 1 into the Agilent site (450m).	Place Development	n/a – delivery by developer to be secured by planning condition/s.75 agreement.	To be delivered as integral part of the development secured by planning conditions/s.75 agreement.	Place Development 2021

LED stud lighting	Eastwards along NCN 1 and northwards along old railway path for 1000m.	Place Development	Construction: £30,000 Design (at 15%): £4,500 Contingency (at 7.5%): £ 2,250 Total cost: £ 36,750	Financial contribution to be required in application process.	Place Development 2021
D island or Toucan crossing of B800 to retail site path.		Place Development	n/a – delivery by developer to be secured by planning condition/s.75 agreement..	To be delivered as integral part of the development secured by planning conditions/s.75 agreement.	Place Development 2021
Queensferry Crossing	Transport Scotland may require assessment of impact on new Forth Replacement Crossing junction.	Place Development	Cost to be identified through TA if required	Not requested in Transport Scotland consultee response.	Place Development 2021
Appropriate traffic calming measures may be considered for Scotstoun Avenue.		Place Development	Length 400m * 1135: £454k (ICC£155k) Construction: £454,000 Design (at 15%): £68,100 Contingency (at 7.5%): £ 4,050 Total cost: £556,150	Financial contribution to be required in application process.	Place Development 2021
Give due consideration to the opportunity to		Place Development	Construction: £1,150,000 Design (at 15%):	Financial contribution to be required in application process	Place Development 2021

change the character of the B800 through street design.			£172,500 Contingency (at 7.5%): £86,250 Total cost: £1,408,750		
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DALMENY (HSG 34)

Site Allocated

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Upgrade existing bus stops in Bankhead Road/Main Street.		Place Development	£20,000	No permissions or s.75s yet issued.	Place Development 2019
Appropriate pedestrian and cycle access within site.		Place Development	Paths (100m): 21000 (ICC£25k) Total design + construction cost: £28,750, + contingency 7.5%: Total: £30325	No permissions or s.75s yet issued. To be delivered as integral part of development secured through planning condition(s).	Place Development 2019
Pedestrian access to be provided from Main Street.		Place Development	Paths (50m): 10500 (ICC£11k) Total design + construction cost: £13,750 + contingency: Total: £13904	No permissions or s.75s yet issued.	Place Development 2019

CURRIEHILL ROAD (HSG 36)

Planning application submitted 16/01515/FUL

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development		s.75 £51k Hermiston Park & Ride prior to 1st unit £82k Gillespie Crossroads £78k Curriehill Station on 1st and 25th completed unit	
Bus infrastructure external to site	Action identified as not being feasible due to footway constraints.	Place Development	n/a – action no longer pursued	Not funded through signed s.75.	
Provide new footway along east boundary frontage (Curriehill Road) to link with existing footway network.	Full action identified as not being feasible due to footway/road width constraints.	Place Development	n/a – delivery or remaining element of action by developer secured by s.75 agreement.	s.75: £2.5k for TRO. Extension of existing footway on west side of Curriehill Road northwards to link to development's footways (60m) implement prior to 1st unit completed.	Place Development 2019
Improve high quality pedestrian/cycle link to Curriehill Station.	Wheeling ramp over railway bridge. £4,000. Upgrade of existing path to 3.5m shared use and signage to development and railway station. £73,500	Place Development	Wheeling ramp: £4,000 Path: £73,500 (ICC £11k) Total design + construction cost: Total: £92,000 + contingency: £98,000	To be delivered as part of development secured through planning condition / s.75 agreement.	Place Development 2019

Connections to be made to the Kirknewton Core Path to the west boundary of the site.		Place Development	Paths (50m): 10500 (ICC £11k) Total design + construction cost: £13,750 + contingency: Total: £14,647	Not funded through signed s.75.	Place Development 2019
Help provide additional cycle parking at Curriehill Station		Place Development	Cycle Parking (x5): 937.5 (ICC £1k) Total design + construction cost: £1,250 + contingency: Total: £1,225	s.75 £500 cycle parking Remaining cost: £750	Place Development 2019

NEWMILLS, BALERNO (HSG 37)

Underway 15/05100/FUL

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development		s.75 £164,835 Gillespie Crossroads £206,000 Hermiston Park & Ride	Place Development 2022
Bus infrastructure	Provide new bus stop facilities on A70, and improve the pedestrian access between these and the proposed site.	Place Development	n/a – delivery by developer secured by s.75 agreement.	Pedestrian crossing to be delivered as part of development secured through s.75 agreement. Option to deliver bus stop facilities if appropriate retained in s.75	Developer

	Crossing point definitely required. Need for bus stop facilities to be confirmed in context of wider bus corridor work.			agreement.	
Provide extended car park at Curriehill Station.	(Constraint – land ownership.)	Place Development		Secured through planning condition / s.75 agreement - £28,840 extend carparking at station	Place Development 2019
Provide additional cycle parking at Curriehill Station		Place Development		Secured through planning condition / s.75 agreement - £500 cycle parking at station	Place Development 2019
High quality pedestrian/cycle routes through site		Place Development	Paths (50m): 10500 ICC £110,000 Total design + construction cost: £126,500 + contingency: Total: £134,750	To be delivered as integral part of development secured through planning condition / s.75 agreement	Developer
New footway along east frontage boundary, linking into Newmills Road footways		Place Development	Paths (250m): 52500 ICC £55,000 Total design + construction cost: £63,250 + contingency: Total: £67,375	To be delivered as integral part of development secured through planning condition / s.75 agreement. £2k TRO section of footway £2k loading restrictions TRO	Developer
Improved pedestrian/cycle crossing facilities on A70, – may be		Place Development	Crossing upgrade (x2): 60000 ICC £60,000 Total design +	Partly to be delivered as integral part of development secured through planning condition / s.75 agreement. Design and install	Developer

requirement for signal control.			construction cost: £69,000 + contingency: Total: £73500	toucan crossing on Lanark Road West Only one required crossing secured, therefore a gap of £34,500	
Upgrade cycle routes between Newmills Road and Curriehill Station.	Detailed route to be confirmed (cost is based on alternative route using NCN75)	Place Development	Toucan crossing: £37,500 Ramp: £200,000 =£200k (ICC £250k) Total design + construction cost: £287,500 + contingency: Total: £306250	Partly secured through planning condition / s.75 agreement - £32k towards upgrading the cycle route to Curriehill Station (toucan crossing option secured)	Place Development 2019
Cycle access to Ravelrig Road	Newmills Road site to Ravelrig Road via old railway line: New 4m wide 1km long path along old railway line to Ravelrig Road (new off road NCN 75). Includes tree clearance, ramp to road and crossing of burn.	Place Development	Path (1km): £280,000 Ramp: £100,000 Burn bridge: £40,000 = £420k (ICC £450k) Total design + construction cost: £517,500 + contingency: Total: £551250	Not funded through signed s.75.	Place Development 2019

RAVELRIG ROAD BALERNO (HSG 38)

14/02806/PPP 16/05744/AMC On-site

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development		s.75 £94,192 Gillespies Crossroad prior to 50% occupation £120,000 Hermiston Park & Ride prior to 50% occupation £44,000 Curriehill Station improvements (extension of the car park and provision of additional cycle parking) prior to 50% occupation £26,667 Bridge Road Junction and Lanark Road West (MOVA) prior to 50% occupation	To be added
Bus infrastructure	Provide new bus stop facilities on A70, and improve pedestrian access between these and the proposed site.	Place Development	500m ICC £105,000 Total design + construction cost: £120,750 + contingency: Total: £128625	Not funded through signed s.75.	Place Development 2019
New cycle path along Ravelrig Road	Provide high quality pedestrian/cycle routes through site, connecting with and making improvements to adjacent walking and cycle routes e.g. NCN75 which is on-	Place Development	Paths within site to be secured by condition. 500m Path: £286,720	To be delivered as integral part of development secured through planning condition / s.75 agreement. Not funded through signed s.75.	Developer

	road along Ravelrig Road: New 3.5m shared use path along the northern boundary of the site. New 4m wide 1km long path along part of Ravelrig Road to join up with the re-routed NCN75. Path: £286,720		ICC: £300,000 Total design + construction cost: £345,000 + contingency: Total: £367500		
New footway along west side of Ravelrig Road linking into Ravelrig Road and A70 footways.		Place Development		To be delivered as integral part of development secured through planning condition. <i>NB a decision notice was issued without conditions in error.</i>	Place Development 2019
Improved pedestrian/cycle crossing facilities on A70 and Ravelrig Road	Layout to be determined, but to incorporate appropriate dropped kerb and tactile paving arrangements to current standards	Place Development	Dropped kerb (x6): £1,125 Total design + construction cost: £1,725 + Total: contingency: £1809	Not funded through signed s.75.	Place Development 2019
Provide upgrade to cycle routes between site and Curriehill Station	Detailed route to be confirmed.	Place Development	Path upgrades (2000m): £420,000 Total design + construction cost: £483,000 + contingency: Total: £514500	Not funded through signed s.75.	

NORTH OF LANG LOAN (HSG 39)

Planning permission granted 14/05145/PPP 17/02494/AMC

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development		£175k towards Lasswade / Gilmerton Dykes St / Captain's Road junction action. Prior to completion of 50th unit	
Bus Stops	Upgrade existing bus stop facilities on Lasswade Road, with appropriate active travel connections to/from them.	Place Development	£10,000	£10k - bus stops prior to completion of 25th unit	Developer
Cycle path from Lasswade Road to HSG 23/24 above	Provide high quality pedestrian/cycle routes through the site, connecting with adjacent walking and cycle routes e.g. the Gilmerton to Roslin Quiet Route which runs adjacent to Lasswade Road, and neighbouring residential areas. Give cognisance to potential bus services to be routed via Burdiehouse 2 linking with The Murrays to the north, and the benefits of providing	Place Development	Paths: (1000m)= £21,000 ICC=£250,000 Total design + construction cost: £287,500 + contingency: Total: £306250	To be delivered as integral part of development secured through s.75 and planning condition(s).	Developer By completion of the development (2023)

	appropriate walking and cycling links.				
New footway Lasswade Road	New footway/cycleway along east frontage boundary with Lasswade Road, and south frontage boundary with Lang Loan to provide potential in the future to connect with links to the west.	Place Development	Paths (1,500)= 315,000 ICC= £320,000 Total design + construction cost: £368,000 + contingency: £392000	To be delivered as integral part of development secured through s.75 and planning condition(s).	Developer
Provide new junction with Lang Loan.		Place Development	n/a – secured by condition	To be delivered as integral part of development secured through planning condition(s).	Developer
Review road safety and provide improvements	e.g. speed limit reduction, if appropriate, to Lang Loan. Note speed limit on Lasswade Road reduced to 40mph as part of Gilmerton to Roslin QuietRoute scheme.	Place Development	n/a – to be secured by condition	To be delivered as integral part of development secured through planning condition(s).	Developer

EAST OF BURDIEHOUSE (URBAN AREA)

16/06036/PPP

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development		No permissions or s.75s yet issued.	With development
Bus infrastructure	<p>(a) Bus infrastructure – contribute to the upgrading of existing facilities in the vicinity e.g. on Burdiehouse Road.</p> <p>(b) Support the enhancement of bus capacity during peak periods.</p> <p>(c) Support the introduction of a bus service to route through Burdiehouse 2, linking with The Murrays (constraint – existing service providers may be reluctant to alter current routes).</p> <p>Give cognisance to potential bus services to be routed via Burdiehouse 2 linking with</p>	Place Development	n/a – to be secured by condition.	No permissions or s.75s yet issued. To be delivered as integral part of development secured through planning condition(s).	

	The Murrays to the north, and the benefits of providing appropriate walking and cycling links.				
Provide high quality pedestrian/cycle routes through the site	Connecting with adjacent walking and cycle routes to the north, east and south e.g. the Gilmerton to Roslin QuietRoute which runs adjacent to Lasswade Road, and neighbouring residential areas. Continue active travel route on its boundary to connect with the North of Lang Loan route.	Place Development	n/a – to be secured by condition.	Part to be delivered as integral part of development secured through planning condition(s).	
Connections outwith the site:	504 - Link to West Edge Farm (228m) 505 - Link to Straiton Ponds (481m) 506 - Link to the Murrays (103m) 507 - Link to Burdiehouse Burn/Bus Stop (594m) Total = 1,406m	Place Development	Paths out with site: £295,260 + land costs	No permissions or s.75s yet issued.	

SOUTH EAST WEDGE SOUTH (HSG 40)

Planning permission granted 14/01057/PPP (at appeal)

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	Share to be added	Within the Sheriffhall TCZ. Not funded through signed s.75.	2023
Upgrade existing bus stop facilities	A7, Old Dalkeith Road (east of The Wisp/Old Dalkeith Road junction) or, preferably, provide additional facilities south of the site on the A7, Old Dalkeith Road, with due consideration given to active travel connections to/from them.	Place Development	TBC	Not funded through signed s.75.	2021
Upgrade existing bus stop facilities on The Wisp in the vicinity of the site, with appropriate active travel connections to/from them.		Place Development	550m2 ICC = £115,500 Total design + construction cost: £132,825 + contingency: £141487	Not funded through signed s.75.	2021
Pedestrian/Cycle path connecting to	Integrate a network of footpaths, cycleways and	Place Development	Toucan crossing: £37,500	To be delivered as integral part of development secured through	2021

the Wisp	open space to be part of the wider Green network. In particular: new pedestrian/cycle routes along the A7 and Wisp within the site and pedestrian/cycle route from A7/B701 junction to open space on the north east boundary. Connect Edmonstone with Danderhall: New toucan crossing across the Wisp from the eastern boundary of the site to connect into existing paths at Danderhall.		n/a – delivery by developer secured by s.75 agreement (with exception of toucan crossing).	planning condition(s).S.75 - Prior to first unit occupied: 2m wide footway linking northern access road to Edmonstone Rd (60m). To be delivered as integral part of development secured through planning condition(s).S.75 - Prior to first unit occupied: Cycle track linking development to Ferniehill Road. Toucan crossing: Not funded through signed s.75.	
Provide appropriate crossings of The Wisp	Providing linkages to neighbouring residential areas and bus stop on opposite side of the road. Also need to ensure cycle crossing at A7/B701 junction.	Place Development	Crossings (x2 informal): £500000 Crossing (toucan): £37500 Combined ICC= £550,000 Total design + construction cost: £673750	Not funded through signed s.75.	2021
Traffic signals at The Wisp/Old Dalkeith Road		Place Development	n/a – delivery by developer secured by s.75 agreement.	S.75 secured traffic signals to the Wisp/Old Dalkeith Road - prior to first unit occupied.	2021
Speed limit		Place		S.75 secured TRO £2k	2021

restrictions on the Wisp		Development			
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SOUTH EAST WEDGE NORTH THE WISP (HSG 41)

Planning permission granted 16/04373/FUL MTG

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development		Not funded through signed s.75.	2019
Pedestrian/Cycle path connecting to Jack Kane Centre)	Pathways and cycle routes both internally and connected to other proposed developments and bus facilities on The Wisp. In particular link, to Hunters Hall/Jack Kane Centre.	Place Development	£320,000		2019

EDINBURGH PARK / SOUTH GYLE (DEL 4)

AMC for part of site.

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and updates to this AP.		Place Development	Application should carry out its own transport appraisal as impacts will depend on the development type/use components.	No permissions or s.75s yet issued.	2019
Note – also required to contribute to Gogar roundabout.				No permissions or s.75s yet issued.	TBC
Edinburgh Park – Gogarburn pedestrian cycle link.		Place Development	Paths (1650m): 346500 ICC £350,000 Total design + construction cost: £350,000 + contingency: £376250	No permissions or s.75s yet issued.	2019
Potential to create a strategic pedestrian/cycle route linking Wester Hailes, Broomhouse		Place Development	n/a To be delivered as integral part of development secured through planning condition /	No permissions or s.75s yet issued.	2019

and Sighthill to Edinburgh Gateway Station, as part of the wider West Edinburgh Active Travel Network.			s.75 agreement		
Internal CPZ, integrated parking/traffic management. Enhance cycle parking at Edinburgh Park station.		Place Development	n/a – to be secured by planning condition/s.75 agreement	No permissions or s.75s yet issued.	2019
Bus infrastructure - provide new facilities on internal roads.		Place Development	n/a – to be secured by planning condition/s.75 agreement	No permissions or s.75s yet issued.	2019
Adoptable roads to be brought up to standard.		Place Development	n/a – to be secured by planning condition/s.75 agreement	No permissions or s.75s yet issued.	2019

INTERNATIONAL BUSINESS GATEWAY

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S75 ACHIEVED	DELIVERY
Relevant Transport Contribution Zones as defined within Supplementary Guidance and				No permissions or s.75s yet issued.	TBC

updates to this AP.					
New footpath / cycle path along A8 Glasgow Rd	Potential relationship to WETA action	Place Development	New Paths (5.5km): £1,155,000 ICC: £1,200,000 Total design + construction cost: £1,200,000 + contingency: £1,290,000	No permissions or s.75s yet issued.	TBC
Upgrade bus facilities along A8 Glasgow Road	Potential relationship to WETA action	Place Development	See WETA actions above.	No permissions or s.75s yet issued.	TBC
Bus only access via Edinburgh Gateway Station, tram interchange	Potential relationship to WETA action	Place Development	No permissions or s.75s yet issued.	No permissions or s.75s yet issued.	TBC
Tram stop within Development	Potential relationship to WETA action	Place Development	No permissions or s.75s yet issued.	No permissions or s.75s yet issued.	TBC

3 GREENSPACE ACTIONS

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S.75	DELIVERY DATE	STATUS
Dalry Community Park LDP ref. Greenspace GS1, Fountainbridge CC3	<p>Enhance and extend existing 1.1ha local park. Associated with Fountainbridge redevelopment where open space provision cannot be met onsite.</p> <p>Improve and extend multi-functional park space including hard landscaping, new layout and new equipment to children's play area, replacement of existing sport pitch with MUGA pitch, street furniture and improved access points from Dalry Road, the supermarket car park and Telfer Subway.</p> <p>Linked to Roseburn to Union Canal Cycleway development (see transport action).</p> <p>Park currently maintained by council. Maintenance of improved aspects and any extensions may need to be developer funded and</p>	Fountainbridge Developers, CEC Active Travel/ Transport	<p>£726,000 for park improvements.</p> <p>Financial contributions to be required from developers of applicable sites.</p> <p>(Linked to Roseburn to Union Canal Cycleway action as part of total costs: £5,357,125)</p>	<p>Fountainbridge Developers, CEC Active Travel/ Transport</p> <p>Scope to introduce contribution zone for relevant developments when opportunity arises.</p>	2018 onwards/ With development	<p>Some minor works completed in relation to previous deficiencies. Planning application due to be submitted (2017/18) for Roseburn to Union Canal Cycleway development including park enhancements. Delivery plan to be prepared.</p>

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S.75	DELIVERY DATE	STATUS
	negotiated with council.					
Leith Western Harbour Central Park LDP ref. Greenspace GS2, Western Harbour EW1a	New 5.2ha public parkland. To include formal and informal recreation facilities and community spaces. To be developed as part of Western Harbour site in accordance with development LDP principles. Park would be maintained by Western Harbour developers Public land status to be secured.	Western Harbour Developers	n/a – to be secured through planning application(s) and conditions(s)	To be delivered as integral part of development/ secured through planning condition(s).	With development	Wider development in progress to south of site. No permissions or s.75s issued for park.
Leith Links Seaward Extension LDP ref. Greenspace GS3, East of Salamander Place EW1c	Linear extension to Leith Links providing new allotments and open space alongside links to wider path network. Approximately 0.8ha including small park and allotments. Associated with housing-led redevelopment of Salamander Place. Allotments to be transferred to CEC on completion. Openspace to be maintained by developers. Public land status to be secured.	Salamander Place site Developers	n/a – to be secured through planning application and conditions(s)	To be delivered as integral part of development/ secured through planning condition(s).	With development	Planning Permission in Principle approved for site including open space. Development phased with park and path links expected in later phases

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S.75	DELIVERY DATE	STATUS
South East Wedge Parkland (Little France Park) LDP ref. Greenspace GS4	Creation of new public park of approximately 45ha to provide multi-functional parkland, woodland, country paths and active travel links including long distance cross boundary links. Links include residential and commercial developments at Craigmillar, Greendykes and the BioQuarter and development in Midlothian. Three main phases to development. To be delivered in accordance with supplementary planning guidance and delivery plan. Part of wider green network with links to Niddrie Burn Parkland (GS4) and transport actions.	Parks and Greenspaces, Little France Park Steering Group, Edinburgh and Lothians Greenspace Trust, Lothians and Fife Green Network Partnership	£2.25 million – to be delivered in partnership	Funding bids in progress (Sustrans, SNH, Forestry Commission and other partners) Scope to introduce contribution zone for relevant developments when opportunity arises.	Phase 2 In progress Phase 3 expected 2018-2019 Delivery of later phases not yet scheduled in delivery plan.	Planning application for parkland to be submitted 2017 Delivery plan to be prepared Planning Supplementary Guidance to be updated and adopted 2018 Phase 1 works complete Phase 2 in progress Preparatory work for Phases 2 and 3 underway. More works in Phase 3 expected to commence 2018-19 subject to funding.
Niddrie Burn LDP ref. Greenspace GS5	Re-alignment and restoration of 1800 linear meters of burn, landscaping, habitat creation,	Parks and Greenspaces, Little France	£1m – to be delivered in partnership	CEC and developer partners (not all funding in	Works underway	Phase 1 started including river restoration and

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S.75	DELIVERY DATE	STATUS
	footpath along burn edge and bridge construction.	Park Steering Group, Edinburgh and Lothians Greenspace Trust, Lothians and Fife Green Network Partnership		place)		earthworks. Some footpath links incomplete. Phase 2 footpaths, cycle bridge and tree planting not started. Development agreement between CEC, Sheraton and Scottish Enterprise Delivery plan to be prepared.
IBG Open Space LDP ref. Greenspace GS5, Emp 6	24ha parkland forming part of International Business Gateway development. Includes A8 corridor, central parkland to meet large greenspace standard, playspace and archaeology park.	IBG Developers	n/a – to be secured through planning application and conditions(s)	To be delivered as integral part of development/ secured through planning condition(s).	Not started	Planning in principle for development approved in 2015.

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S.75	DELIVERY DATE	STATUS
	Provide links to active travel routes. Public access to be secured.					
Gogar Burn LDP ref. Greenspace GS7	Diversion of Gogar Burn to reduce flood risk, improve water quality and enhance biodiversity. Cost estimated at £22m. Maintenance / access requirement unknown.	Developers, CEC Planning, SEPA, SNH	n/a – to be delivered in partnership	Developers, SEPA, SNH, CEC	Long term opportunity	Long term opportunity
Inverleith Depot LDP ref. Greenspace GS8	Current depot site to be developed as greenspace should it no longer be required in the future. Depots review to be updated in 2018.	CEC	Unknown - To be costed in line with any future proposals	CEC	Long term opportunity	Long term opportunity. Depots review to be updated in 2018.
Broomhills Park LDP ref. Greenspace GS9 and housing HSG21	3.1ha of public parkland and 3.8ha of radiating green links and informal greenspace. Retention of existing knoll and creation of play areas, paths, art and woodland planting. Associated with development of 633 unit housing site. Maintenance / Access - Broomhills developer Public access to be secured.	Broomhills developer	n/a - To be delivered as integral part of development	To be delivered as integral part of development	Under development	Site under development

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S.75	DELIVERY DATE	STATUS
Clovenstone Drive and Curriemuiend LDP ref. Greenspace GS10 and housing HSG31	Two connected development sites. New 4ha greenspace to be developed at Clovenstone Drive including playspace and football pitch. The greenspace will replace existing openspace at Curriemuiend. Maintenance / Access - CEC, Curriemuiend Developer Curriemuiend to be developed for housing with provision for allotments and improvements to woodland edge. Active travel routes to connect through both sites	CEC, Curriemuiend Developer	Cost estimated as £400,000 Clovenstone Drive, £100,000 Curriemuiend	CEC, Curriemuiend Developer	With development	Not started Delivery plan to be prepared
Newmills Park LDP ref. Greenspace GS11, Newmills Road Development HSG37	3.1ha linear public park. To include amenity lawn, connected multi-user paths, playspace, SUDs, wildflower and woodland planting and tree belt to form new green belt boundary. Access / Maintenance - Newmills Road Developers Public access to be secured	Newmills Road Developers	n/a - To be delivered as integral part of development	To be delivered as integral part of development	With development	Planning approval gained 2017

4 HEALTHCARE ACTIONS

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S.75	DELIVERY DATE	STATUS
New medical practices						
Granton Waterfront	New Practice to mitigate impact of new residential development in Granton Waterfront. Co-located with new waterfront primary school.	tbc	£4.5m	H&SC Partnership / Developer		Exploring Options
Leith Waterfront	New Practice to mitigate impact of new residential development in Leith Waterfront.	tbc	£4.5m	H&SC Partnership / Developer		Exploring Options
West Edinburgh	New Practice to mitigate impact of new residential development in West Edinburgh (Maybury, South Gyle, Edinburgh Park, IBG) Co-located with new Maybury Primary School	tbc	£4m	H&SC Partnership / Developer		Exploring Options
Gilmerton	New Practice to mitigate impact of new residential development in South East Edinburgh (HSG 21-40). Location to be confirmed.	tbc	£3m (£8m for combined practice; £3m for LDP/HLA sites)	H&SC Partnership / Developer		Strategic Assessment completed
NWEPC	New Practice to mitigate impact of development at Pennywell, Muirhouse, City Park, Telford Nth + Granton waterfront (early)	Complete	£12.1m for Partnership Centre Sunk cost	NHSL		Services move Dec 2017

Expansions					
Brunstane	Agreement with four local practices to accommodate additional growth – 2 practices will require small schemes to increase capacity	2018	£0.1m	H&SC Partnership / Developer	Small schemes in progress
Parkgrove	Expansion to medical practice to mitigate impact of HSG 20 Cammo.	tbc	£0.1m	H&SC Partnership / Developer	Exploring Options
Pentlands	Expansion to medical practice to mitigate impact of development in South West Edinburgh	tbc	£0.5m	H&SC Partnership / Developer	Exploring Options
Ratho	Re- provision to medical practice to mitigate impact of development in Ratho	Complete	£1.2m Sunk Cost	Developer	Move date tbc
Niddrie	Expansion to medical practice to mitigate the impact of new residential development in Craigmillar.	tbc	£4.5m	H&SC Partnership / Developer	Exploring Options
Leith Links	Re-provision of medical services to mitigate impact of HSG 12 Lochend Butterfly	tbc	£4.5m (£0.9m - 20% for LDP/HLA sites)	H&SC Partnership / Developer	Exploring Options
Polwarth	Expansion to medical practice to mitigate impact of CC3 Fountainbridge	2018	£0.170m	H&SC Partnership / Developer	Refurbishment at Tollcross Health Centre
Meadows	Expansion to medical practice to mitigate impact of CC3 Quatermile	tbc	£3m (£0.51m - 17% for LDP/HLA sites)	H&SC Partnership / Developer	Exploring Options
Brunton	Re-provision of medical services to mitigate impact of Meadowbank	tbc	£4.5m (£0.9m- 20% for LDP/HLA sites)	H&SC Partnership / Developer	Exploring Options
Allermuir	Expansion to medical practice to mitigate Craighouse.	Complete	£7.3m (Sunk Cost)	NHSL Bundle	Opened October 2017
South Queensferry	Expansion to medical practice to mitigate impact of development in Queensferry	2014 - 24	£0.3m (Sunk Cost)	H&SC Partnership	Underway

5 UTILITES

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S.75	DELIVERY DATE	STATUS
SGN (gas network provider): Reinforce local medium pressure system in South East Edinburgh	Planned development in SE Edinburgh and North Midlothian are likely to require significant reinforcement of the local medium pressure system and the upstream 2 bar system. Reinforcement solutions typically require new pipeline and may require above ground apparatus requiring land purchase.	SGN	Unknown	SGN	SGN currently in the process of developing a network strategy for Edinburgh. Initial phases of reinforcement unlikely before 2019/20.	Project timing and costing responsibility of SGN
SGN: Reinforce Edinburgh - Borders Local Transmission System	Developments in East Lothain and wider Midlothian will impact on Edinburgh - Borders local transmission system which will require reinforcement. LTS reinforcement projects may involve lead in times spanning several years.	SGN	Unknown	SGN	SGN currently in the process of developing a network strategy for Edinburgh. Funding for major works will be sought post 2021.	Project timing and costing responsibility of SGN
SGN: Localised specific reinforcements	Localised specific reinforcements may be required for each development dependent on the final point of connection to SGN's network	SGN		There is a cost-separation calculation for each reinforcement specifically driven by a developer's connection request.	Dependent on developer request	Project timing and costing responsibility of SGN

				In many cases this results in SGN funded reinforcement, but there may be a customer contribution towards these costs.		
Scottish Water SP Energy Networks BT OpenReach	No infrastructure actions identified for this Action Programme. CEC to continue to provide monitoring development monitoring and programming information to inform infrastructure providers' strategic planning.	n/a	n/a	n/a		

CITY CENTRE AND TOWN CENTRE ACTIONS

ACTION	FURTHER DETAILS	OWNER	COST	FUNDING / S.75	DELIVERY DATE	STATUS
City Centre Transformation	- Action Plan to improve the public realm in the city centre.	Place Management & Development, Culture, Locality Services, Strategy and Insight, Communications.	N/A	N/A	December 2018	Scoping Report approved

OTHER TOWN CENTRES (selected)						
Stockbridge Town Centre Progress	Stockbridge Town Centre Project to improve walking and cycling Develop proposals Implement trials	NW Locality	£75,000 for implementation	Development of proposals funded. Funding required for implementation of trials.	Proposals - Spring 2018. Implementation to be determined.	Public Life Street Assessment completed Draft proposals developed Consultation underway
Corstorphine Town Centre	Prepare prioritised public realm plan to deliver improved quality of place and movement, including relevant findings from placemaking exercises as identified in Draft NW LIP.	Team Around Place (Development) NW	To be determined	To be determined	To be determined	Place Standard Exercise completed. Public Life Street Assessment completed
Leith/Leith Walk Town Centre	Prepare prioritised public realm plan to deliver improved quality of	Team Around Place	To be determined	To be determined	To be determined	Public Life Street Assessment

	place and movement to include relevant place actions and small area priorities identified in the Draft NE LIP.	(Development) NE				completed
Portobello Town Centre	Prepare prioritised public realm plan to deliver improved quality of place and movement including relevant place actions identified in the Draft NE LIP.	Team Around Place (Development) NE	To be determined	To be determined	To be determined	Public Life Street Assessment completed
Gorgie/Dalry Town Centre	Prepare prioritised public realm plan to deliver improved quality of place and movement as identified in Dalry/Fountainbridge small area plan of Draft SW LIP.	Team Around Place (Development) SW	To be determined	To be determined	To be determined	Public Life Street Assessment completed

7 LDP POLICIES AND SUPPLEMENTARY GUIDANCE

POLICY	ACTION	RESPONSIBLE OFFICER	DELIVERY
Del 1 and Hou 1	Maintain and update supplementary guidance - Developer Contributions and Infrastructure Delivery Potentially undertake direct intervention on specific housing site to accelerate delivery of housing completions, as informed by HLADP.	Place Development	SG is draft form for consultation purposes.
Del 2, 3, 4	Implement through LDP and planning consents	Place Development	
Des 1 - 5, and 7 - 13 Hou 2 -9 Des 6 and RS 1	Maintain and update non-statutory planning guidance: <ul style="list-style-type: none"> • Edinburgh Design Guidance • Guidance for Householders • Guidance for Businesses • Student Housing • Maintain and update Sustainability Form (S1) in line with current Scottish Building Standards and other relevant policy and legislation. Prepare and update supplementary guidance on heat networks	Place Development	Guidance kept under review Preparation of SG underway
Env 1 – 9	Maintain and update non-statutory planning guidance: <ul style="list-style-type: none"> • Listed Buildings and Conservation Areas 	Place Development	Guidance kept under review
Env 10 – 22	Maintain and update non-statutory guidance: <ul style="list-style-type: none"> • Countryside and Green Belt development 	Place Development	Guidance kept under review

Emp 1	Implement through LDP and planning consents	Place Development	
Emp 2	Maintain and update supplementary guidance: <ul style="list-style-type: none"> • Edinburgh BioQuarter and SEW Parkland 	Place Development	Preparation of SG underway
Emp 3 – 10	Implement through LDP and planning consents	Place Development	
Ret 1, 2,3	Maintain and update supplementary guidance for 9 town centres	Place Development	SG's adopted 2017
Ret 4 – 11	Implement through LDP and planning consents	Place Development	
Tra 1 – 12	Maintain and update non-statutory planning guidance: <ul style="list-style-type: none"> • Street design guidance • Parking Standards 	Place Development	Guidance kept under review
RS 2– 7	Implement through LDP	Place Development	

8 COMPLETED ACTIONS AT JANUARY 2018

TRANSPORT ACTIONS	STATUS
Greendykes Link	Delivered as part of New Greendykes
By Seafield Place Replace stepped ramp	Complete
Forester High Cycle Link (T7)	Achieved through South Gyle Wynd HSG 6
Link to Ferry Road Path (T7)	Achieved through Telford College HSG 8
Agilent HSG 2	Transport requirements established through planning permission. Underway
North Kirkliston HSG 3	Transport requirements established through planning permission. Underway
City Park HSG 9	Transport requirements established through planning permission. Underway
Fairmilehead WTW HSG 10	Transport requirements established through planning permission. Underway
Shrub Place HSG 11	Transport requirements established through planning permission. Underway
Eastern General Hospital HSG 13	Planning permission granted. Includes Upgrading of the existing signal controlled junction at Seafield Street / Seafield Road - £110,000. Complete.
Niddrie Mains HSG 14	<p>14/03416/PPLEGAL AGREEMENT PAYMENT CONTRIBUTIONS</p> <ul style="list-style-type: none"> • Craigmillar Castle Avenue Contributions - £71,517 – contribution towards the upgrade of traffic signals at the junction of Craigmillar Castle Avenue and Niddrie Mains Road • The Greendykes Road Foodstore Contribution - £70,245 – towards road infrastructure improvements at the junction of Greendykes Road and Niddrie Mains Road • The Greendykes Road Housing Contribution 1 - £15,000 – towards road infrastructure improvements at the junction of Greendykes Road and Niddrie Mains Road • The Greendykes Road Housing Contribution 2 - £26,500 – towards road infrastructure improvements at the junction of Greendykes Road and Niddrie Mains Road • Niddrie Mains Road Bus Priority Contribution - £35,758 – towards the provision of bus priority measures on Niddrie Mains Road <p>16/03444/AMC £2k for TRO 15/05352/AMC £2k + £2k for TROs</p>
Greendykes Road HSG 15	15/03821/FUL - £73,500 towards transport infrastructure identified in the Craigmillar / Greendykes area in the

	Edinburgh Local Development Plan Second Proposed Action Programme May 2015; b. £2,000 TRO; c. £2,000 TRO; d. £2,000 TRO; £2k TRO
Thistle Foundation HSG 16	Transport requirements established through planning permission. Underway
Greendykes HSG 17	05/01358/OUT – Masterplan LEGAL AGREEMENT Transport Contribution - £500 – towards road infrastructure in the Greendykes/ Craigmillar area in respect of each relevant residential unit 16/04427/AMC: £2k for any TRO required.
New Greendykes HSG 18	Transport requirements established through planning permission. Underway
Riccarton Mains Road HSG 35	S.75 Planning permission granted 15/00698/FUL COMPLETED £35,258 Gillespie Crossroads (due on commencement date); £17k Hermiston Park & Ride (5 working days from commencement on site) Verge redetermination - verge to footway on Riccarton Mains Road. TRO and movement of 40mph speed limit zone on Riccarton Mains Road

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Annual Report – Debt Write-off

Item number	7.10
Report number	
Executive/routine	
Wards	
Council Commitments:	None

Executive Summary

The Council is required to write off debt where there is little likelihood of debts being recovered. This is good accounting practice and is carried out at the end of each financial year. The Council's Corporate Debt Policy requires an annual summary of in-year write-offs to be reported to Finance and Resources Committee. This report provides Members with a summary of income streams deemed uncollectable and written off during 2016/17.

Debts are only written off when all possible methods of recovery have been exhausted and/or no formal legal action would be appropriate due to the nature and level of debt. Where debts are written off, the Council will still pursue recovery action if there is a material change of circumstance, such as the debtor can now be traced or they become solvent, with a demonstrated ability to pay.

Annual Report – Debt Write-off

1. Recommendations

- 1.1 It is recommended that Committee notes:
 - 1.1.1 the sums due to the Council that have been written off during 2016/17 and the low value (0.72%) this represents compared to the overall level of income collected;
 - 1.1.2 write off values for 2016/17 (0.72%) are lower than 2015/16 (0.9%); and
 - 1.1.3 while a debt is written off for accounting purposes, cases will be reviewed, and payment appropriately pursued, if there is a material change in the debtor's circumstances.

2. Background

- 2.1 The Council's Corporate Debt Policy approved on 3 September 2013, and reviewed and updated by the Corporate Policy and Strategy Committee on 8 August 2017, requires an annual summary of in-year write-offs to be reported for scrutiny by the Finance and Resources Committee.

3. Main report

- 3.1 Customers, Citizens and Businesses within Edinburgh have a responsibility to pay for the services they receive and the charges and rents they are liable for. It is essential that the Council pursues all monies due.
- 3.2 The Council adopted a Corporate Debt Policy in September 2013. This policy was developed around the principles of proportionality, consistency and transparency, and was subject to consultation and engagement with elected members, equalities and anti-poverty groups.
- 3.3 The Corporate Debt Policy allows a measured response to debt recovery, while recognising that a small proportion of the Council's overall income may not be collectable due to matters outside its control. Where a debt is assessed to be irrecoverable it is subject to a write-off process that is consistent with recognised accounting best practice. The Council has sought to minimise the cost of write-offs by taking all appropriate action to recover what is due, with monies only being written off as a last resort after exhausting all other avenues.

- 3.4 Due to the time elapsing between invoice issue and any decision to write off amounts due, the sums written off may not directly relate to the amounts billed during the year. This applies particularly in the case of parking charges, where the level of in-year write-offs in 2016/17 includes amounts due in prior years.
- 3.5 The summary write-offs reported in Appendix 1 comprise of those debts written off in accordance with the Corporate Debt Policy and the Council's agreed Finance Rules. For the major income streams of Council Tax and Non Domestic Rates write-off levels have reduced when comparing 2016/17 to 2015/16. This is consistent with improved collection trends over recent years for these important income streams.
- 3.6 The write-off value for Parking/Bus Lane Charges is, however higher in 2016/17. This is a result of a proactive exercise carried out by Sheriff Officers to cleanse redundant cases from previous years, with larger than normal volumes written off in 2016/17.
- 3.7 Appendix 2 provides typical considerations leading to debt being written off and an analysis of the reasons for miscellaneous/sundry, Council Tax and Non Domestic Rates debt write offs is detailed in Appendix 3.

4. Measures of success

- 4.1 The percentage of the total debt written off remains comparatively low and demonstrates that every action is taken to recover debt owed to the Council prior to any write off decision.
- 4.2 The write-off process is part of the Council's recognised accounting practices. This action ensures that debt recovery projections remain realistic and that write-offs are fully provided for within each service's projected financial outturn.

5. Financial impact

- 5.1 This report details write-off debt values which should be viewed in the context of overall value of income collected and, in terms of Housing Benefit, paid out i.e. the percentage of debt written off, at 0.72%, is low compared with the sums involved. As a result of improvement initiatives within Customer and across the Council the write-off value in 2016/17 is £2.5M less than reported in 2015/16.
- 5.2 Parking and traffic enforcement has a higher percentage of write offs than other streams. This is consistent with historical trends and reflects the nature of the debt type. The reasons for these write off values are detailed in Appendix 4.
- 5.3 Where appropriate, debts will be secured through inhibitions and / or charging orders. As detailed in Appendix 3, 27% of the write off value identified under miscellaneous/ sundry debt is underpinned by inhibitions. As a result of these actions any free proceeds from the future sale of the identified assets are used to settle the appropriate debt. The Council will also continue to seek settlement

through liquidation, administration and sequestration procedures relevant to the debt type.

6. Risk, policy, compliance and governance impact

- 6.1 All write-offs are carried out in accordance with the relevant provisions contained within the Council's Corporate Debt Policy and Finance Rules.

7. Equalities impact

- 7.1 There is no direct equalities impact arising from this report.

8. Sustainability impact

- 8.1 There is no adverse environmental impact arising from this report.

9. Consultation and engagement

- 9.1 Not applicable

10. Background reading/external references

- 10.1 [Review of Corporate Debt Policy, Corporate Policy and Strategy Committee, Tuesday 8 August 2017](#)
- 10.2 [Miscellaneous Debts – Write Off, Finance and Resources Committee, Thursday 28 September 2017 \(B Agenda Item\)](#)
- 10.3 [Annual Report – debt write-off, Finance and Resources Committee, Thursday 3 November 2016](#)
- 10.4 [Operational Governance Framework – Review of Scheme of Delegation](#), City of Edinburgh Council, 12 December 2013
- 10.5 [Compliance and Governance: Corporate Debt Policy](#), Corporate Policy and Strategy Committee, Tuesday, 3 September 2013

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11. Appendices

1. Summary of written-off debt.
2. Reasons for recommending write-off of debt.
3. Analysis of Sundry, Council tax and Non-Domestic Rates and Housing Benefit Overpayments debt written-off.
4. Parking Services debt written-off.

Appendix 1 - Summary of Written-off Debt

Debt Type	Total Collected/Paid	Total Write-Off	% of Overall Collected/Paid	Comparison 2015/16 % of Overall Collected/Paid
Miscellaneous	£87,490,967	£1,040,979*	1.19%	0.8% (£941K)
Parking	£6,316,347	£1,541,823	24.41%	12.9% (£767K)
Council Tax	£316,527,700	£1,020,968	0.32%	0.6% (£1.9M)
Non Domestic Rates	£394,655,646	£3,385,552	0.86%	1.4% (£5.3M)
Housing Benefit Overpayment	£191,897,461	£180,274	0.09%	0.4% (£715K)
Total	£996,888,121	£7,169,596	0.72%	0.9% (£9.7M)

*Of £1M, amount written off under delegated authority was £137K, with the remainder receiving Committee approval as part of the agreed write off limits detailed in the Council's Finance Rules.

Miscellaneous debt comprises a variety of debt types not included within any of the specific categories identified above, including sums due in respect of non-HRA rental properties, Health and Social Care accommodation and other related charges and trade waste. Sundry debt also includes amounts relating to billing undertaken on behalf of the Business Improvement Districts and Lothian Pension Fund. Further details of the amounts written off, and the reason for these write offs are shown at Appendix 3.

Appendix 2 - Reasons for recommending write-off of debt (excluding Parking)

1	Collection Agent Report	No available funds or assets to attach
2	Inhibition Registered	Debtor prevented from free disposal of assets, full recovery probable on asset realisation
3	Charging Order	Deferred payment of statutory repairs or residential care fees as charges recorded on debtor's property
4	Unemployed	No Attachable Assets, uneconomic to proceed
5	Legal Services advice	Debt unenforceable in Sheriff Court
6	Legal Services advice	Debt prescribed/time barred to pursue
7	Property repossessed	Shortfall in funds
8	Debt Unenforceable	Statutory Notice not served on Property/Owner
9	Irrevocable Mandate Held	No free funds on sale
10	Director of Health and Social Care advice	Enforcement would cause undue financial hardship as per Council Finance Rules
11	In prison	Debts not enforceable
12	Full and Final Settlement	Balance irrecoverable
13	Trust Deed	Debtor has multiple debts and affairs now handled by Trustee, dividend expected
14	Absconded/No Trace	All reasonable attempts to find the debtor have failed.
15	Deceased	Insufficient or no funds in the deceased's estate to pay the amount outstanding.
16	Uneconomical to pursue / pursue further	When all recovery processes have been tried or considered or the cost of proceeding would be prohibitive.
17	Sequestration/Liquidation / Administration	Suitable claim has been made

Appendix 3 - Analysis of Sundry Debt Written-off

The table below shows an analysis of debt types included within Sundry Debt and the reasons for these amounts being written off.

Debt Type	Company dissolved / in liquidation / sequestration / bankruptcy / trust deed	Inhibition registered	Recovery exhausted	Service Manager Request	Whereabouts unknown	Total Written Off	Write Off Recoveries	Net Amount Written Off
Accommodation Charges			£23,467.36	£1,102.49	£217.63	£24,787.48	-£370.00	£24,417.48
Care at Home / Home Care			£66,314.79	£945.72	£503.04	£67,763.55	-£351.88	£67,411.67
Community and Families services		£10,568.26	£22,859.50		£2,179.14	£35,606.90	-£12,361.15	£23,245.75
Court Fees			£77,624.46		£323.53	£77,947.99	-£454.98	£77,493.01
Other Services	£247.51	£5,521.61	£103,254.25	£2,101.36	£761.99	£111,886.72	-£6,853.99	£105,032.73
Overpaid Housing Benefit			£56,975.49		£261.01	£57,236.50	-£6,114.52	£51,121.98
Rents (commercial property)	£6,299.17	£4,203.44	£27,576.77	£7,424.88	£1,200.00	£46,704.26	-£1,853.60	£44,850.66
Repairs		£17,789.29	£9,143.07		£1,199.03	£28,131.39	-£619.23	£27,512.16
Social Work Services			£15,980.75			£15,980.75	-£2,555.31	£13,425.44
Statutory Repairs		£265,512.09	£238,513.77	£739.83	£426.72	£505,192.41	-£13,099.99	£492,092.42
Supporting People Charges			£62,294.79	£798.00	£442.40	£63,535.19	-£300.84	£63,234.35

Theatres and Halls			£4,390.79			£4,390.79	£0.00	£4,390.79
Trade Waste	£4,833.52		£40,575.20		£1,380.81	£46,789.53	-£38.67	£46,750.86
Total Written Off	£11,380.20	£303,594.69	£748,970.99	£13,112.28	£8,895.30	£1,085,953.46	-£44,974.16	£1,040,979.30

Appendix 3 - Continued Analysis of Council Tax, Non Domestic Rates and Housing Benefit Overpayments Written-off

The table below shows an analysis of debt types and the reasons for these amounts being written off.

Debt Type	Recovery Exhausted	No Available Funds	Service Manager Request	Whereabouts unknown	Liquidation / Administration / Trust Deed, etc.	Legal Advice/ Appeal Decisions	Transfers btw Claims/Properties	System Ads / Anomalies	Total Written Off
Council Tax	£34,466.87	£301,635.19	£40,929.92	£0.00	£630,680.25	£17,636.49	£0.00	-£4,380.59	£1,020,968.13
NDR	£0.00	£2,551,949.33	£14,801.69	£75,976.78	£743,110.57	£0.00	£0.00	-£285.75	£3,385,552.62
Housing Benefit Overpayments	£0.00	£28,419.59	£5,697.75	£25,635.71	£5,622.97	£25,548.70	£89,349.36	£0.00	£180,274.08

Notes

Council Tax Total written off was £1,033,863.95 and £12,895.82 was written back on, leaving net of £1,020,968.13

NDR Total written off was £3,412,609.28 and £27,056.66 was written back on, leaving net of £3,385,552.62. System Adjs/Anomalies has a net value written back on.

Housing Benefits Transfers between properties - these are mainly write-offs done as manual adjustments to enable overpayments to be transferred and manually created in another between claims i.e. written off in one claim

Service Manager Request Relates to low value items where departmental discretion has been used, including complaints

Appendix 4 - Parking Services debt written-off

Description	Total	Write Off Amount
PENALTY CHARGE NOTICES		
Sheriff Officer – all actions failed *	3989	£349,458.70
Company liquidated	56	£4,950.00
Deceased	85	£6,956.20
Diplomatic vehicle	3	£150.00
Foreign driver	532	£18,180.00
Foreign vehicle	585	£34,980.00
Make mismatch no photos	2	£120.00
Sheriff Officer - no pindable effects *	3929	£351,254.78
No trace at DVLA	1535	£93,040.25
Sheriff Officer – out with jurisdiction*	998	£89,211.75
Overseas hirer	3	£240.00
Sheriff Officer -SEL/LIQ/REC	274	£24,338.94
Sheriff Officer - unable to trace *	3083	£276,685.83
Unable to trace keeper/owner	896	£61,140.00
Unable to process	14	£930.00
European Parking uncollectable	1144	£68,700.00
Total Written off	17128	£1,380,336.45
*Sheriff Officers carried out a cleansing exercise of old cases from previous years thus larger than normal volumes were written off in this period.		
Description	Total	Write Off Amount
BUS LANE CHARGES		
Sheriff Officer-All actions failed	313	£27,677.50
Company Liquidation	2	£150.00
Foreign Driver	8	£270.00
Foreign Vehicle	17	£540.00
Make Mismatch at DVLA	3	£90.00
No Trace at DVLA	787	£25,020.00
Unable to trace keeper/owner	507	£26,460.00
Unable to process	2	£120.00
Deceased	11	£900.00
Sheriff Officer – no pindable effects	198	£17,762.85
Sheriff Officer – out with jurisdiction	30	£2,700.00
Sheriff Officer – Unable to trace	628	£56,329.10
European Parking collection	80	£2,400.00
Sheriff Officer - SEQ/LIQ/REC	12	£1,067.85
Total Written Off	2598	£161,487.30

Combined Total	19726	£1,541,823.75
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Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Winding Up of Boyd Anderson Charitable Trust

Item number	7.11
Report number	
Executive/routine	
Wards	
Council Commitments:	None

Executive Summary

The City of Edinburgh Council Charitable Funds (Boyd Anderson Trust) has served its purpose and it is now proposed to transfer all remaining funds held by the charitable trust to the Lagganlia Outdoor Learning Centre to contribute towards the development of a snow sport base.

This would result in the charity having no assets and therefore being wound-up.

Following an application to the Office of the Scottish Charity Regulator (OSCR), consent to wind up/dissolve the charitable trust was received on 21 December 2017.

This report therefore seeks approval for the formal winding up of the charitable trust and the transfer of the remaining assets of the charitable trust to the Lagganlia Outdoor Learning Centre.

Winding Up of Boyd Anderson Charitable Trust

1. Recommendations

- 1.1 Members of the Finance and Resources Committee are asked to:
 - 1.1.1 Approve the use of the remaining funds of the Boyd Anderson Trust to contribute to the cost of the new snow sports base at Lagganlia Outdoor Learning Centre; and
 - 1.1.2 Approve the formal winding up of the Boyd Anderson Trust.

2. Background

- 2.1 The City of Edinburgh Council Charitable Funds relates to the life and legacy of George Boyd Anderson and was specifically set up to support snow sport developments. The fund is therefore commonly referred to as the Boyd Anderson Trust.
- 2.2 The strategy to radically restructure the charitable trusts through a combination of: transfers to suitable external charities; consolidation; and expenditure of capital is almost complete. As per the City of Edinburgh Council Charitable Trusts Trustee's Audited Annual Report and Accounts for the year ended 31 March 2017, future plans included the full disbursement of the remaining funds of the Boyd Anderson Trust in the 2017/18 financial year.
- 2.3 The majority of the Trust's funds were released in 2011. However, some monies approved to be released to Snowsport Scotland, Save Our Suntrap and other agencies had set criteria relating to charitable status and matched private sector funding which were subsequently unmet.
- 2.4 On 14 January 2016, £66,000 of unallocated funds were also approved by Finance and Resources Committee to be released to assist with the building of a snow sports base at Lagganlia.
- 2.5 The remaining funds of the Trust had previously been earmarked but this funding is no longer going ahead. Therefore, it is now proposed that the remaining funds are allocated, in addition to those approved on 14 January 2016, to Lagganlia Outdoor Learning Centre for the development of the snow sport base.
- 2.6 The Boyd Anderson Trust would therefore transfer funds of c.£116,000 less any 2017/18 governance costs, as a contribution towards the snow sport base.

3. Main report

- 3.1 It is proposed to build a modular log cabin type classroom and storage space for the development of snow sports. The cabin will be situated at the foot of the artificial ski slope.
- 3.2 The building will cater primarily for school pupils attending the Outdoor Learning Centre for a residential week. Lagganlia Outdoor Centre is expected to operate on a self-financing basis and needs to find additional ways to increase income generation. The design of the building will also allow for use by approved providers on weekends and holiday periods, providing a new income stream for the Centre.
- 3.3 'Page Ninth' of the Trust Disposition and Settlement by George Boyd Anderson notes 'that said legacy shall be expended or otherwise applied...for projects concerned with the development of skiing instruction at Hillend, Edinburgh, and in the Cairngorm area,' per appendix 1. As such, it is fitting that the remaining funds of the Trust are used to support skiing instruction at Lagganlia, which is situated in the Cairngorms.
- 3.4 As the cost of the snow sports base, estimated at £190,000, exceeds the cash held by the Trust, it is proposed that the full value of cash at bank is transferred to the Lagganlia Outdoor Learning Centre from the charitable trust. This would ensure that the full funds are expended and the Trust has therefore served its purpose and can be wound-up.
- 3.5 An application for consent to wind up the Trust was sent to OSCR in November 2017 and approval to wind up the Trust was received on 21 December 2017, per appendix 2, which outlines the conditions and actions.

4. Measures of success

- 4.1 A snow sport base is built at Lagganlia for use by Edinburgh school children.
- 4.2 Appropriate actions are taken to transfer the funds to the Lagganlia Outdoor Learning Centre and notification of the winding up of the Trust is provided to OSCR within three months of these actions being taken.

5. Financial impact

- 5.1 The c. £116,000 less any annual governance costs (including Audit fee) will be transferred from the Boyd Anderson Trust to the Lagganlia Outdoor Learning Centre to assist in covering the cost of the snow sports base.

6. Risk, policy, compliance and governance impact

- 6.1 The Finance and Resources Committee's remit includes monitoring of both financial performance and the Council's arrangements to secure best value and continuous improvement.

7. Equalities impact

- 7.1 There are no direct equalities and rights implications arising from the report's contents.

8. Sustainability impact

- 8.1 There are no impacts on carbon, adaptation to climate change and sustainable development arising directly from this report.

9. Consultation and engagement

- 9.1 OSCR has been consulted in the process of receiving consent to wind-up.

10. Background reading/external references

- 10.1 '[Boyd Anderson Trust](#)', Finance and Resources Committee, 14 January 2016
- 10.2 '[City of Edinburgh Council Charitable Trusts – Report to those charged with Governance on the 2016/17 Audit](#)', Finance and Resources Committee, 28 September 2017
- 10.3 '[Guidance and good practice for Charity Trustees](#)', OSCR Website

Stephen S. Moir

Executive Director of Resources

Contact: Liam MacDonald, Accountant

E-mail: liam.macdonald@edinburgh.gov.uk | Tel: 0131 469 3174

11. Appendices

Appendix 1 – Trust Disposition and Settlement by George Boyd Anderson

Appendix 2 – OSCR Consent to Wind Up

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K5

TRUST DISPOSITION AND
SUPPORT SCHEDULE

by

GEORGE HOYE ANDERSON

1962
A

State, Survey & Jamieson, N.C.

I, GEORGE BOYD ANDERSON, residing at Hillboies, forty one Gogarbank, Edinburgh, 12, for the purpose of regulating the disposal of my means and estate after my death, Do hereby ASSIGN, CONVEY and DISPOSE to DAVID CAIRNS FULTON, Writer to the Signet, sixty six Queen Street, Edinburgh, whom failing WILLIAM HENDERSON HACKINLAY, Writer to the Signet, sixty six Queen Street, Edinburgh, and to JOHN CALMAN SHAW, Chartered Accountant, twenty two Charlotte Square, Edinburgh, whom failing DONALD MUNRO HENDERSON, Chartered Accountant, twenty two Charlotte Square, aforesaid, and to such other person or persons as I may hereafter appoint to act in the Trust hereby created or as may be assumed therein and the acceptor or acceptors and survivor or survivors of them (the said persons and their quorum aftermentioned being hereinafter referred to as "my Trustees") and their assignees, declaring that a majority of my Trustees from time to time surviving and resident in Great Britain shall form a quorum, ALL and SUNDRY the whole means and estate, heritable and moveable, real and personal, of what kind or denomination soever, and wheresoever situated which shall belong to me at the time of my death including all means and estate of which I may then have power of testamentary disposal or appointment and without prejudice to the foregoing generality the several Funds so far as I have right to appoint the same under (One) Ante-Nuptial Contract of Marriage entered into between me and Miss Evelyn Margaret Robertson dated fifteenth January and registered in the Books of Council and Session on twenty fifth February, Nineteen hundred and twenty four, and (Two) Ante-Nuptial Contract of Marriage entered into between me and Mrs. Kathleen Mary Hayward or Nelson (now Mrs. Kathleen Mary Anderson) dated tenth and sixteenth April and registered in the Books of Council and Session on ninth May, Nineteen hundred and forty seven, with the whole writs, /

G. B. Anderson

writs, vouchers and instructions of and concerning my said means and estate: And I hereby appoint my Trustees to be my Executors: DECLARING ALWAYS that these presents are granted by me in Trust only for the ends, uses and purposes aftermentioned, videlicet:- (FIRST) my Trustees shall pay all my just and lawful debts, sickbed and funeral expenses and the expenses of executing the trust hereby created: (SECOND) my Trustees shall pay or deliver free of all Government Duties and the expenses of settling or delivering same, all legacies and bequests which I may leave by any Codicil or other writing signed by me subsequent to the date of these presents however informal the same may be provided my Trustees are satisfied as to my intentions: (THIRD) I direct my Trustees, as soon as convenient after my death, to make payment, free of all Government Duties and the expenses of settling the same and without interest, of the following pecuniary legacies: (One) to each of my Trustees who shall accept office the sum of One hundred pounds; (Two) to each of the following, namely, (a) Charles Mitchell, fourteen Macduff Street, Lossiemouth, (b) Mrs. Jessie Cameron (formerly Shiach) ~~Damhead Farm, Rafford, Forres,~~ (c) James Gillespie, Millbules, Longmorn, (d) James Rosie, formerly care of Gamekeeper, Pitgaveny, Elgin, and now believed to be in Lossiemouth, (e) Mrs. Jane Prideaux, thirty five Seatown, Lossiemouth, (f) Mrs. Margaret Kinmond, sixty nine Moray Street, Lossiemouth, (g) James Williamson, The Croft, Urquhart, (h) Tom Henderson, twenty St. Geradine's Road, Lossiemouth, and (i) Mary Macdonald, seven Tobson, Bernera, Stornoway, Isle of Lewis, all of whom have been in my service, and (j) my old friend Ed. Gilbert,

Handwritten:
Sum
1 million Duff's coverage,
the late Duff, Elgin.

Handwritten:
7 dead.

Handwritten:
dead.

Handwritten signature:
G. B. Anderson.

Gilbert, Joiner, Stotfield, Lossiemouth, the sum of Fifty pounds; (Three) to Henry Weir, Gardener, Suntrap, Gogarbank, Edinburgh, the sum of Five hundred pounds; (Four) to John Henderson, fifty nine Gogarbank, formerly employed by me, the sum of One hundred pounds; (Five) to each of Mr. and Mrs. Cannon, fifty five Eaton Terrace, London, S.W.1. as a token of my appreciation of their past kindness, the sum of Fifty pounds; (Six) to each of Mrs. Isabella Spaven Anderson, Gogarbank Cottages, Edinburgh 12 and Mrs. Jane Smith Forrest, forty five Hillview Cottages, Ratho, the sum of Fifty pounds, but only if, not being in my service at the time of my death, they fail to benefit under the immediately succeeding bequest; and (Seven) to each of my employees excepting the said Henry Weir and John Henderson who shall be in my service at the time of my death or, at my Trustees discretion, who have of necessity had to be dismissed owing to my illhealth during my lifetime a sum of Ten pounds for each complete year's service: (FOURTH) I further direct my Trustees, as soon as convenient after the death of the survivor of me and my said wife Mrs. Kathleen Mary Anderson or in the event of my said wife surviving me at such earlier time or times as she may approve, to deliver free of all Government Duties and the expenses of delivering the same, the following specific legacies:- (One) at their discretion to any of my acquaintances including present and past employees and to John Heath at present employed by the National Trust for Scotland in "Suntrap" garden as souvenirs my clothes and personal accessories, the balance of which clothes but not accessories to be delivered to The Salvation Army; (Two) to Dr. John Scouler Buchanan, White Gates, Acrise, near Folkstone, whom failing to his son Andrew, my shooting equipment, golf equipment, fishing equipment, netsukes and snuff bottles, ivory or other carvings or ornaments representing fish or fishermen, watches, cameras, optical instruments, /

has the said
merit...
(H. C. M. S. P. 12)

J. Henderson

instruments, stamps, coins, except gold coins, radios and recording equipment, except the radio and recording system operating in the livingroom, Courier copying machine and gramophone records, (excluding any of said articles which may be chosen by the Royal Scottish Museum and on behalf of my daughter as aftermentioned and such as my Trustees may decide should be retained as furniture of the house) (Three) to each of Mrs. Molly Scouler Buchanan, Skerrycliff, Lossiemouth, and Mrs. Elizabeth Marks, Hatton House, Windlesham, anything they may choose, not otherwise disposed of by me, to the value of One hundred pounds, and also to the said Mrs. Molly Scouler Buchanan my adding machine; (Four) to any member or members of the Anderson branch of the family, at my Trustees' discretion, anything I may have of Anderson Family interest; (Five) to any member or members of the Johnston branch of the family, at my Trustees' discretion, after consultation with the said Doctor John Scouler Buchanan, anything I may have of Johnston Family interest; (Six) to The Royal Scottish Museum such of my possessions of Museum interest as they might wish to retain so far as not specifically bequeathed by me; (Seven) to my daughter Miss Angela Annette Anderson, residing at one hundred and fifty three Beaumont Road, Plymouth, such items of my personal possessions and effects as my wife Mrs. Kathleen Mary Anderson or my Trustees may choose for her to the value of One hundred pounds and motor car, if any, available after my said wife has exercised her right of choice as aftermentioned; (Eight) to Lady Marjory Kimmins, Rodwell House, West Lambrook, Somerset, whom failing to her daughter Bridget, my gold cigarette case, at present in Bank custody; (nine) to The National Library of Scotland/

G. Buchanan

Page Fifth

Scotland such of my books as they may choose so far as not specifically bequeathed by me; (Ten) to the said Mrs. Elizabeth Markes, my butterfly plates; (Eleven) to my godson Edward Boyd Batchelder, six hundred and seventy five Hale Street, Beverly Farms, Massachusetts, United States of America, the small silver bowl with spoon given to me by my godfather William Boyd and so inscribed; (Twelve) to my said wife, Mrs. Kathleen Mary Anderson, any one of my motor cars of her choice; and (Thirteen) to Doctor Robert John Anderson, Meadowbank, Fortrose, my Silver Cup inscribed "Earl of Errol to George Anderson, Hay Farm, 1803": (FIFTH) Whereas I have by Declaration and Deed of Trust dated twentieth September and registered in the Books of Council and Session on twenty third October Nineteen hundred and sixty one made certain provisions for my said wife as well as for others I direct my Trustees, in the event of my said wife surviving me and of the net value (to be ascertained by reference to prices or values at my death) of the Trust Estate settled by said Declaration and Deed of Trust (that is after deduction of such Death Duties and other expenses as may be payable therefrom on my death) being less than Fifty thousand pounds, to set aside out of my Estate free of Government Duties sufficient investments (also to be priced at my death) or cash or both up to a value of Five thousand pounds as shall, taken with the net value of said Trust Estate settled as aforesaid, not exceed but may be less than Fifty thousand pounds, and I declare that in the event of it being necessary for my Trustees to set aside said Fund in manner aforesaid the same shall form a First Charge on my Estate after payment of Death Duties, debts and other expenses for which my Estate shall be liable and the free annual income therefrom shall be paid to my said wife during her lifetime, and on her death said Fund shall be paid and made over by my Trustees to the Corporation of the City of Edinburgh to be expended or otherwise applied by the Education Department of said Corporation as provided/

J. B. Anderson

provided in Purpose (SEVENTH) (Secondly) hereof in respect of the legacy therein referred to; And there shall be no apportionment between Capital and Income at the commencement or termination of said liferent of any interest, dividends or other periodic payments of income received or the proceeds of investments sold but my said wife shall be entitled to all interest, dividends and other periodic payments of income actually received during the existence of said liferent irrespective of the periods to which the same may legally relate and shall in such respects be entitled to no more: (SIXTH) I bequeath my house "Millbuies", Gogarbank, Edinburgh, with relative garden ground and such of my furniture and effects therein not otherwise bequeathed by me as my Trustees may at their sole discretion decide, free of Government Duties, (subject always to the occupation thereof of my said wife and to her use of said furniture and effects as aftermentioned) to the said Corporation of the City of Edinburgh, it being my earnest wish that said house shall be used as a residence for a person in the service of the Education Department of said Corporation; declaring that my Trustees as soon as convenient after the death of the survivor of me and my said wife (or in the event of my said wife surviving me at such earlier date as she may approve) shall sell such items of my said furniture and effects as they consider unsuitable for the probable occupant of said house and shall pay and make over the free proceeds of sale thereof to the said Corporation of the City of Edinburgh provided always that they shall accept the bequest of said house, relative garden ground and furniture and effects; and it is my further desire that said Department shall co-operate with the National Trust for Scotland for/

L. B. Johnston

Page Seventh

for Places of Historic Interest or Natural Beauty in furthering the Gardening Advice project at present being carried on by the latter Body within the adjacent property of "Suntrap" and it is my further hope that an arrangement can be reached whereby the said National Trust for Scotland will maintain the garden ground of "Millbuies" and be permitted reasonable access to display the result; it being declared that the foregoing bequest is conditional upon my said wife in the event of her surviving me being given the fullest use and free occupation by the said Corporation of "Millbuies" and grounds attached and also complete use of the furniture and effects therein so far as my said wife may require the same, during the remaining days of her life provided she is in personal occupation for ten months of each year except in so far as my Trustees may think it fair and reasonable to vary this stipulation for illness or other cause, my said wife to be kept free from payment of all costs of upkeep and annual payments which are the normal responsibility of an owner but to pay those which are the normal responsibility of an occupier; and it shall be a condition of said bequest that said Corporation shall not sell the said house and garden ground for at least a period of five years after the death of the survivor of me and my said wife or if my said wife shall survive me and shall thereafter cease to occupy the house in manner foresaid then five years after that date and if thereafter said Corporation decide to sell the said property they shall first require to offer it for sale to the said National Trust for Scotland at such price as shall be determined by the District Valuer and I wish to record that in this eventuality the said Trust has the sum of Ten thousand pounds which I gifted to them for a similar contingency and also their interest in the Fund hereinbefore referred to in the (FIFTH) purpose hereof: And I further declare that in the event of the said Corporation failing within a period of three months of my death to accept the bequest of/

J. G. G. G.

of said house, relative garden ground and furniture and effects on the conditions before narrated my Trustees shall retain the same together with such part of the residue of my Estate as they may consider necessary for the purpose of their upkeep during the lifetime of my said wife subject to the conditions foresaid in respect of her occupation thereof and on the death of my said wife or cessation of her occupancy as aforesaid or after my death should she predecease me my Trustees shall offer the said house, garden ground and furniture and effects on the conditions before narrated to the said National Trust for Scotland at such prices as shall be determined by an independent valuer or valuers to be appointed by both parties and failing acceptance by the said National Trust for Scotland of said offer within a period of three months my Trustees shall otherwise sell said house, garden ground and furniture and effects, and in either event the proceeds thereof together with such part of said residue as may be retained as aforesaid shall revert to and form part of the residue of my said Estate and be dealt with accordingly: and (SEVENTH) With regard to the rest, residue and remainder of my said means and estate I would explain that my ambition has always been to do what I can for Scotland but my relatives seem to have decided to live elsewhere, and I direct my Trustees (Firstly) as a First Charge thereon to pay free of all Government Duties and without interest, to each of the children, who shall survive me, of my cousins Doctor John Scouler Buchanan, Mrs. Elizabeth Markes, Lady Marjory Kirrins and Mrs. Elsie Colson, a legacy of Five hundred pounds, (Secondly) as a Second Charge thereon to pay to the said Corporation of the City of Edinburgh, free of all Government Duties and without interest, a legacy of Ten thousand pounds less the amount of the Fund (if any) to be set aside by my Trustees in terms/

A. Buchanan

Para Ninth

terms of Purpose (FIFTH) hereof in the event of my said wife surviving me and which is directed on her death to be paid by my Trustees to said Corporation; it being at the discretion of my Trustees to pay said legacy at such time or times as may seem to them expedient, having regard to foresaid provision; and I declare that said legacy shall be expended or otherwise applied by the Education Department of said Corporation at the discretion of the Director of Education for the time being (so as to avoid the necessity of approval by the Education Committee and Town Council) for the maintenance of "Millbules" and relative garden ground and furniture and effects so far as applicable and for projects concerned with the development of ski-ing instruction at Hillend, Edinburgh, and in the Cairngorm area, in which I have been associated with said Department; and (Thirdly) as a Third Charge thereon to pay to the said National Trust for Scotland free of all Government Duties and without interest the sum of Five thousand pounds to be applied exclusively towards meeting the cost of Management Consultants to advise the said Trust, which bequest is made not because of any complaint I have with its present management, but because I consider (and which belief has been reinforced by the recent decision of the Church of Scotland General Trustees to employ Consultants) that such advice for which the said Trust has no funds must assist it with its tremendous expansion and will give great confidence to those who might donate considerable funds to its care, it being my view that such advice might recently have been of great benefit to the English National Trust); And I declare that in the event of the said National Trust for Scotland failing within a period of three months after notification to Trust Members at the first Annual General Meeting after my death to accept said legacy for the purpose stated said sum shall revert to and form part of the residue of my said estate and shall be dealt with accordingly, and (Fourthly) with regard to the remainder/

remainder of said residue which shall include any funds which may accrue to it as aforesaid to divide the same into two equal shares and pay, convey and make over one equal share to said Corporation of the City of Edinburgh to be expended or otherwise applied by the Education Department of said Corporation as provided in Purpose (SEVENTH) (Secondly) hereof in respect of the legacy therein referred to; and as to the remaining one equal share of said residue my Trustees shall administer the same as directed by me by informal writing signed by me after the date of these presents and failing disposal by me of said one equal share or any part thereof as aforesaid my Trustees shall pay, convey and make over the same to The Cockburn Association (the Edinburgh Civic Trust) for the purpose of the improvements and preservation of the amenity of Edinburgh and its environments, the receipt of the Treasurer for the time of said Body being a sufficient discharge to my Trustees: And I empower by Trustees to pay any sum falling by virtue of these presents to any beneficiary who may be in pupillarity or minority or otherwise unable to grant a valid receipt when the same becomes payable to the guardian or guardians of such beneficiary although not legally appointed: And while I should prefer my Trustees to leave my investments undisturbed unless there is a good reason otherwise I nevertheless provide and declare that my Trustees shall have in addition to all powers, privileges and immunities conferred upon Trustees by Statute or at Common Law the fullest powers of and in regard to the retention, realisation, investment, administration, management and division of my said Estate as if they were the beneficial owners subject only to the carrying out of the Trust hereby constituted: And I also empower my/

Edinburgh

my Trustees to appoint any person or persons whether of their own number or not to be Solicitor, Cashier or Factor under them for managing the Trust Funds and conducting the business of the Trust and to allow the person or persons so appointed the usual professional remuneration in respect of his or their services; And it is hereby declared that the person or persons who as debtors, lenders, purchasers or otherwise shall pay to my Trustees any sum shall no wise be concerned in the application thereof nor with any of the conditions or provisions of these presents and shall be exonerated by the receipt and discharge of my Trustees; And it is hereby expressly declared that my Trustees shall not be personally liable for the sufficiency of the securities on which the Trust Funds may be lent out or invested but only that the same were reputed sufficient at the time of loan or investment and they shall not be responsible for any loss which may arise from loans or investments made by them nor shall they be liable for omissions, errors or neglect of management or diligence of any kind but shall be liable only for their own intromissions and they shall not be further liable for any Solicitors, Factors, or other Agents whom they may appoint than that they were habit and repute responsible at the time of appointment: And I revoke all prior testamentary writings: IN WITNESS WHEREOF I have subscribed these presents typewritten on this and the ten preceding pages at Edinburgh on the nineteenth day of June, Nineteen hundred and sixty eight before these witnesses Mrs. Gwendoline Elvina Robertson and Mrs. Pamela Christina Crichton, both Secretaries at sixty six Queen Street, Edinburgh.

G. E. Robertson, Witness

P. C. Crichton, Witness

Gwendoline Elvina Robertson

I, GEORGE BOYD ANDERSON residing at "Millbuies", Forty one Cogarbank, Edinburgh, 12, with reference to my Trust Disposition and Settlement dated Nineteenth June Nineteen hundred and sixty eight, Do hereby PROVIDE as follows, THAT IS TO SAY, I direct, notwithstanding provision to the contrary contained in my said Trust Disposition and Settlement, that it shall be a further condition of the bequest by me to the Corporation of the City of Edinburgh contained in Purpose (SIXTH) thereof of my house "Millbuies", relative garden ground and furniture and effects that the Corporation shall pay all Government Duties arising on my death in respect of said subjects so far as these, together with the Government Duties aftermentioned, do not exceed the sum of Twenty five thousand pounds which I have gifted to said Corporation to meet this contingency, any duties in excess of this sum to be paid by my Trustees out of the residue of my Estate: AND likewise the legacy which my Trustees are directed by Purpose (SEVENTH) (Secondly) of my said Trust Disposition and Settlement to pay to said Corporation shall be conditional upon payment by said Corporation of all Government Duties arising on my death in respect of an amount of my Estate equivalent to the amount of said legacy in so far as these duties when taken together with the duties immediately hereinbefore referred to do not exceed the said sum of Twenty five thousand pounds: PROVIDED ALWAYS that if I die within one year from the date of said gift the sum of Ten thousand pounds shall be substituted for that of the Twenty five thousand pounds: AND except as altered by these presents the terms of my said Trust Disposition and Settlement shall continue to receive full force and effect: IN WITNESS WHEREOF I have subscribed these presents at Edinburgh on the First day of October, Nineteen hundred and sixty nine before these witnesses Mrs. Marion Wilkinson and Miss Susan Margaret Dunnett, both Secretaries, at Sixty six Queen Street, Edinburgh.

Marion Wilkinson Witness

Susan McDunnett Witness

G. B. Anderson.

Mr Liam MacDonald
City Of Edinburgh Council Charitable
Funds
2.6 City of Edinburgh Council
Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

Your ref:
Our ref: RS/C&N/17-2375

21 December 2017

Dear Mr MacDonald,

**Consent to wind up/dissolve City Of Edinburgh Council Charitable
Funds (SC025067)**

I am writing to let you know our decision about your request of 04/12/2017 for consent to wind up/dissolve the charity named above. This decision has been made under section 16(2) (c) of the Charities and Trustee Investment (Scotland) Act 2005.

The Office of the Scottish Charity Regulator (OSCR) **gives consent** to your proposal to wind up or dissolve City Of Edinburgh Council Charitable Funds (SC025067).

This consent is subject to the following conditions:

- The action must be exactly as your proposal contained in your application form.
- Charity trustees must ensure that the charity adheres to the terms of its constitution or governing document and that it complies with the provisions of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and any other relevant legislation.

What you should do next

- Notify OSCR within three months of the wind up/dissolution being completed. The charity will not be removed from the Register and will remain accountable to OSCR until it notifies OSCR that the wind-up/dissolution has been completed.

Charities you can trust and that provide public benefit
The Scottish Charity Regulator, Quadrant House, 9 Riverside Drive, Dundee DD1 4NY



Telephone:
01382 220446



Fax:
01382 220314



Email:
info@oscr.org.uk



Twitter:
@ScotCharityReg



OSCR Reporter:
Subscribe at
www.oscr.org.uk



Facebook:
ScottishCharityRegulator

- Complete the attached Appendix 1 declaration and send (or e-mail) it to OSCR and the following evidence:
 - Minutes of the meeting at which it was agreed to wind up or dissolve the charity or copy of the resolution agreeing to wind up or dissolve
 - Details of how the assets have been distributed including evidence of receipt from Lagganila Centre for Outdoor Learning or Friends of Lagganlia, SC042771
 - Closing bank statement

We look forward to receiving confirmation that the charity has completed this. Please contact us if you have any questions.

The final evidence should be sent to info@oscr.org.uk or by post for the attention of the Registration Team.

Yours sincerely



Neil Edwards
Registration Team Case Officer
Tel 01382 346897
Neil.edwards@oscr.org.uk

Finance and Resources Committee

10.00am, Tuesday 23 January 2018

Workforce Dashboard

Item number	7.12
Report number	
Executive/routine	
Wards	
Council Commitments:	None

Executive Summary

The workforce dashboard covers the period November 2017. The general trend since the previous report covering the August period show an increase in FTE of 123. The increase is attributed to additional fixed term contracts/fixed term contract (FTC) hours in Communities and Families to meet pupil needs. Agency costs have also seen a general upward trend since August 2017. Other costs including supply/casual costs, overtime costs and Working Time payments have reduced or remained static.

Workforce Dashboard

1. Recommendations

- 1.1 To review and note the workforce information contained in the dashboard.

2. Background

- 2.1 The dashboard reporting period is November 2017.

3. Main report

- 3.1 The attached dashboard (Appendix 1) provides workforce information on:
- the number of Full Time Equivalent (FTE) staff employed by the Council, the type of contract they are employed through and the turnover of new starts and leavers;
 - trends on absence rates, including the top five reasons for short and long term absence;
 - the cost of the pay bill, including the cost associated with new starters and leavers;
 - insight relating to our new performance framework (which was launched earlier this year) including the percentage of annual conversations carried out, the number of Conversation Spotlight workshops carried out and feedback received from our employees who have attended the course;
 - the number of VERA/VR leavers and associated cumulative budget savings; and
 - the number of redeployees and associated costs.
- 3.2 The November dashboard shows an overall FTE increase of 50 in the period. The Fixed term contract (FTC)/temporary category sees the highest FTE increase (up 30 FTE this period). An analysis of FTE change October vs November shows that the FTE increase can be attributed to additional FTCs/FTC hours in Communities and Families. This increase relate to Pupil Equity Funding and are to ensure appropriate levels of pupil support are achieved.
- 3.3 Resources saw the largest reduction in FTE over the period (down 15). The surplus/redeployment category decreased by 8 in the period.

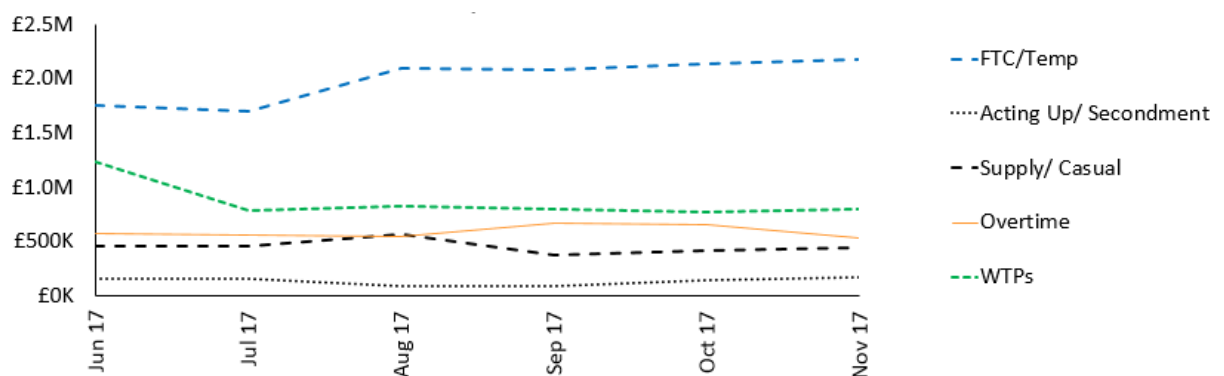
- 3.4 During November, there were more new starts (FTE 88) than leavers (FTE 70) with new starters being £0.1M more expensive than the leavers in this period.
- 3.5 The (projected annual) pay bill increased by £2.0M in the period, which can be attributed to the following factors:

- 50 FTE increase in period.
- 18 new acting up/secondment arrangements.

3.6 Supply / casual costs are £20K lower than June 2017 although the trend has been increasing during October and November – £40K increase in October and £30K increase in November.

3.7 Working time payments have remained static overall since the last report and overtime payments have reduced in November by £64K.

3.8 A summary of the cost trend since June 2017 is shown below:-



- 3.9 In November ASA agency costs (generally utilised in Social Care) increased from £0.38M to £1.0M. Some of this increase is due to differences in weeks' billed per month and agency weekly payrolls. The last 6 months have seen a general upward trend in total agency costs from £1.5m in June to £2.0m in November.
- 3.10 Absence rates continue to cause concern. The overall absence rolling percentage has increased by 0.01% to 5.36% this month. This is up from 5.12% in June 2017. Long term absence due to stress, depression, mental health and fatigue syndromes in the rolling 12-month period has increased from 32.9% to 33.1% during the November period. A number of targeted actions have been introduced to address absence hotspots and to proactively manage absence related to mental health. This should begin to show an impact on the statistics over the next 3 to 6 months. A separate briefing note has been provided to elected members on absence.
- 3.11 In October, the number of employees on the redeployment register increased due to completion of the Business Support review, but overall this number had been steadily reducing as alternative employment is found or VR accepted. The associated annual salary cost has reduced by £0.4M in the same period. Total employees on redeployment register has reduced by 8 this month.
- 3.12 This period sees a 5% rise in our completion rate for looking ahead conversations to 35.4. The completion rate for GR5-12 is 42% and 29% for GR1-4.

4. Measures of success

- 4.1 That the Council achieves the necessary employee reductions by voluntary means.
- 4.2 The costs of unfunded individuals are managed as best as possible (within the no compulsory redundancy commitment).
- 4.3 That the monitoring of appropriate workforce data will evidence that the Council is on track to achieve targeted budget savings.
- 4.4 Absence rates are within our target of 4.0%.
- 4.5 All employees have a 'looking forward' conversation to set their performance objectives and development priorities for this performance year.

5. Financial impact

- 5.1 The confirmed reductions from voluntary severance arrangement will achieve recurring annualised cost savings (including national insurance and pensions) of £35.3M.

6. Risk, policy, compliance, and governance impact

- 6.1 The voluntary severance releases are essential to ensure that the Council can manage and plan the people impact of achieving the planned business change and associated savings.

7. Equalities impact

- 7.1 There are no significant equalities impacts arising directly from this report.

8. Sustainability impact

- 8.1 There is no sustainability impact of this report.

9. Consultation and engagement

- 9.1 Consultation and engagement with key stakeholders, including senior management teams, Trade Unions and elected members is ongoing.

10. Background reading/external references

- 10.1 [Managing Workforce Change – Workforce Dashboard Report to Finance and Resources Committee on 5 September 2017](#)

Stephen S. Moir

Executive Director of Resources

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11. Appendices

Appendix 1 – Finance and Resources Committee Workforce Dashboard

Appendix 2 – Finance and resource Committee Workforce Dashboard Glossary

Workforce Dashboard: Finance & Resources Committee

Period: Nov 2017 | Issued: 22 Dec '17

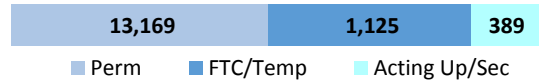
Workforce FTE

FTE Actual: 14,683
Headcount Actual: **18,702**

Turnover FTE (Period)



FTE (Period)

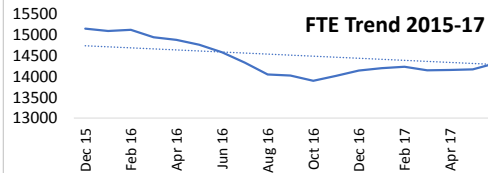


Agency and Supply/Casual & OT (Period)

Equivalent FTE



Total Additional FTE: 1,170



Pay Bill

Actual (Period): £33.5M
Annual (Projected): £401.8M

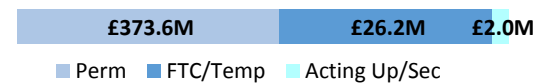
Pay Bill Turnover (Period)



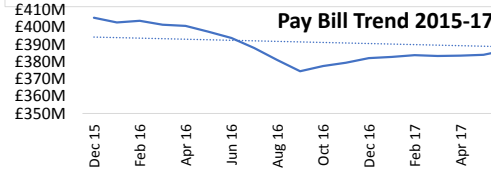
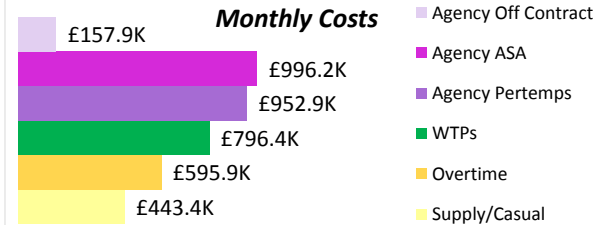
Pay Bill (Period)



Pay Bill (Annual Projected)

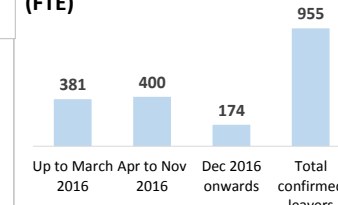


Monthly Costs



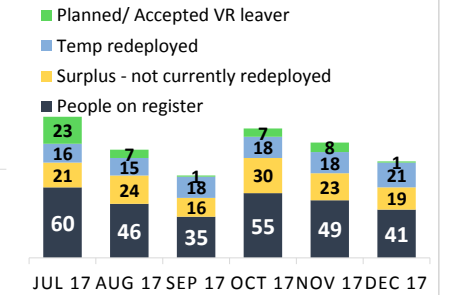
Transformation

VERA/VR Leaver Reductions (FTE)

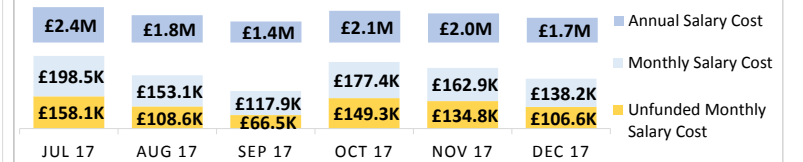


The confirmed 955 FTE reductions from VERA and VR will achieve recurring savings of £35.8M.

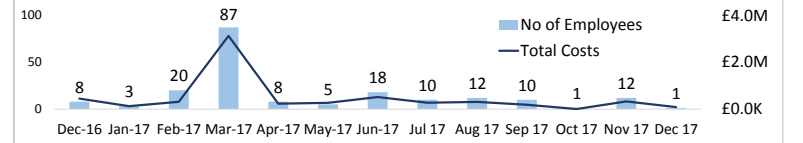
Redeployment at 17/12/17



Redeployment - Cost



VR Leavers and Monthly Budget Savings Dec 16 - Dec 17



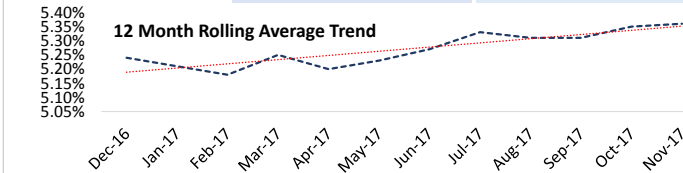
Absence

12 Month Rolling Average

12 Month Rolling %	Target
Total Absence	5.36%
Short Term	1.71%
Long Term	3.65%

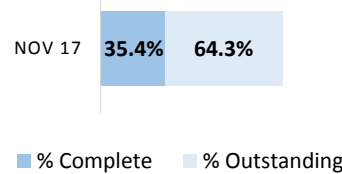
Absence Reasons

Short Term Reasons	% Days Lost	Long Term Reasons	% Days Lost
Infections	25.61%	Stress, depression, mental health & Fatigue syndromes	33.16%
Stomach, liver, kidney & Digestion	16.94%	Other musculo-skeletal	14.99%
Stress, depression, mental health & Fatigue syndromes	9.49%	Hospitalisation/Surgery/Cc absence	12.77%
Other musculo-skeletal	8.66%	Back & neck problems	8.42%
Back & neck problems	6.88%	Cancer and associated	4.69%



Performance

Looking Ahead Conversations



% of *scheduled* conversations completed GR1-GR12

Conversation Spotlight

Sessions Held	114
WLT	93%
Senior Managers Tier 4	85%

Participant feedback



Participants shared one word that summed up what they enjoyed most about the two days together

Workforce FTE

FTE Actual: *Sum of FTE for all staff on CEC
Count of total contracts/positions is not reported here*

Headcount Actual: *Total number of individual employees on CEC payroll*

FTE (Period)

Breakdown of FTE by contract type for all staff on CEC payroll. A snapshot taken on 25th of each month (post 2nd payroll calc to capture all contractual changes, leavers etc). New starts after 1st of month are removed and included in the next month's FTE analysis. This methodology enables better syncing of workforce FTE data and new start/leaver data.

Additional FTE* (Period)

*Breakdown of additional working hours utilisation for overtime represented as equivalent FTE. Agency cost and supply/casual cost converted to notional FTE value using average annual salary cost of £35/£25K per FTE.
Overtime - actual units of time claimed/paid for additional hours (excludes call-out OT hours) at last transaction date. Data extracted at week 1 to capture late payments.
Agency - cost of weekly invoicing from Pertemps, ASA and off-contract agencies for the last month. Data extracted after last weekly payroll in preceding month.
Casual/supply - cost of hours claimed at last transaction date. Data extracted at week 1 to capture late payments.*

FTE calculated on the basis that a full-time Local Government Employee works 36 hours per week over 52.18 weeks (1878 hours). This calculation will be developed to take into account a 35 hour working week for Teacher contracts and any other conditions identified at consultation.

FTE Items

Archive data from previous S&I dashboard process.

Internal FTE Items

Organisation new starts and leavers in the month. Does not report on internal new appointments (e.g. additional contracts, promotion) or ended contracts for multi-position holders (where other positions are still live).

Absence

All tables and graphs based on preceding 12 months absence data for all staff on CEC payroll.

Data extracted at week 1 to capture late data input.

Trend data - archive data from previous S&I dashboard process.

Pay Bill

Actual (Period): *Sum of pro-rated basic salary for all staff on CEC payroll*

Annual (Projected): *Sum of pro-rated basic salary for all staff on CEC payroll*12*

Pay Bill (Period)

Breakdown of basic pay by contract type for all staff on CEC payroll. Same reporting conditions as for FTE.

Pay Bill (Annual Projected)

*Breakdown of basic pay by contract type for all staff on CEC payroll*12. Same reporting conditions as for FTE.
For trends analysis it should be noted that workforce FTE/cost vs new start/leaver FTE/cost will never match exactly due to the "internal churn" of the existing staff population, e.g. changes to working hours, additional contracts.*

Monthly Costs

Actual cost of hours claimed for overtime, agency and casual/supply and payments made in period. Actual cost of transactions for all working time payments (variable, shifts, weekend, nights, disruption) at the last transaction date.

Pay Bill Turnover (Period)

As FTE. Costings report on the annual basic salaries (pro-rated) for new start and leaver populations.

Pay Bill Trend

Archive data from previous S&I dashboard process.

Transformation

VERA/VR Leaver Reductions (FTE)

Data from Finance

Redeployment - People

Headcount of staff on redeployment register with status surplus, temp redeployed, future dated VERA/VR leaver. Data extracted at 27th of month. We plan to update the reporting to include detailed split on future dated leavers (for signed-off and awaiting sign-off) for more clarity.

Redeployment - Cost

Pro-rated basic salary data for staff on redeployment register.

VR Leavers and Cumulative Budget Savings

Data from Finance

Performance

Conversation Spotlight

Data from L&D.

Looking Ahead Conversations

Total number of conversations where target date for completion has been reached (last day of preceding month). Data extracted at week 1 to capture late input. For GR5-12 all looking ahead meetings should have taken place by May 17. Different service areas have varying rolling dates for completion of GR1-4. Staff do not fall into scope for completion analysis until the last day of their target month for completion has passed.

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Award of Energy Efficient Street Lighting Programme

Item number	7.13
Report number	
Executive/routine	
Wards	All
Council Commitments	16, 18, 25

Executive Summary

On [19 November 2015](#), the City of Edinburgh Council approved the business case and prudential borrowing required for the roll out of Light Emitting Diode (LED) Lanterns across the city.

This report seeks Committee approval to award a contract for the Energy Efficient Street Lighting Programme from 6 February 2018 to 31 December 2020.

Award of Energy Efficient Street Lighting Programme

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee:
 - 1.1.1 approves the award of the contract for the Energy Efficient Street Lighting Programme to Amey Highways, for a value of £15.219m, from 6 February 2018 to 31 December 2020; and
 - 1.1.2 refers this report to Council on 1 February 2018 for approval of spend to save funding of £768,470.

2. Background

- 2.1 The Energy Efficient Street Lighting Programme covers the replacement of approximately 54,000 street lights with energy efficient lanterns, to deliver an ongoing reduction in street light energy consumption and maintenance costs.
- 2.2 These street lights are supported by a mix of concrete, steel and aluminium lighting columns and, at some locations, the project will involve the removal of concrete column brackets and the fitting of galvanised steel sleeves to accommodate the new lanterns.
- 2.3 To allow the Council full autonomous control of Edinburgh's street lights, a separate contract has been procured for the provision of a Central Management System (CMS). The CMS covers the installation of nodes on each of the new 54,000 lanterns and the retro-fitting on approximately 9,000 existing energy efficient street lights within the city. These will allow lighting levels in streets to be remotely monitored and adjusted in response to changing demands in service, and changing dynamics of traffic flows and street usage.
- 2.4 At the Transport and Environment Committee meeting on [27 October 2015](#), members approved the business case in principle for the roll-out of energy efficient street lighting across the city and the business case and prudential borrowing was approved on 19 November 2015.

3. Main report

- 3.1 To determine the optimum route to market, a full options appraisal was undertaken by Council Officers. This involved consultation with other local authorities across the UK, as well as engaging leading market suppliers.
- 3.2 The outcome of the options appraisal was to procure the project as a Prime Contract under an Open Procedure, owing to the size and competitiveness of market. This ensured that the Council was fully compliant with Official Journal of the European Union (OJEU) procurement thresholds, whilst stimulating competitiveness within the market to obtain best value for money.
- 3.3 Under the guidance of legal, the New Engineering Contract (NEC3) Option C was selected. This provides a Target Price, which is a guaranteed maximum price. Only items agreed by a Compensation Event can amend the Target Price, with the Council paying actual cost plus a pre-agreed percentage for management, overheads, and profit. Thus, this encourages a partnering ethos, with collaboration between parties and the Contractor providing full transparency in an open-book approach to provide better auditability.
- 3.4 To allow project certainty, the Council has put in place a contractual mechanism whereby the Contractor is liable for all costs exceeding the Target Price (also known as pain share). However, to incentivise the Contractor to deliver the project below the Target Price, the Council has also put in place a mechanism whereby any costs under the Target Price are shared equally with the Contractor (also known as gain share).
- 3.5 To ensure that the fundamental principles of procurement, transparency, equal treatment/non-discrimination, proportionality, and mutual recognition were adhered to the tender evaluation was undertaken on the most economically advantageous tender, this included emphasis on quality as well as price and submissions. To enable the Council to balance its requirement to deliver an ongoing reduction in street light energy consumption and maintenance costs, with the delivery of a high-quality service, the cost/quality ratio was set at 40/60.
- 3.6 The tender opportunity was advertised on Public Contracts Scotland and uploaded the web portal "In-Tend" on 19 September 2017.
- 3.7 Interested parties were invited to a Bidder's Day, which was held in the City Chambers on 26 September 2017.
- 3.8 The tender return date was 8 November 2017 and four responses were received.
- 3.9 Tenders were evaluated for cost and quality by separate panels from the Project Team and a summary of the Tendering and Tender Evaluation Processes is included in Appendix 1.
- 3.10 As part of the quality evaluation process, bidders were required to make presentations to the quality panel to demonstrate how they will meet the requirements of the project. These presentations took place on 27 and 28 November 2017.

- 3.11 Following completion of the quality analysis, tenders which passed the quality thresholds, were subject to cost analysis.
- 3.12 Combining the price and quality scores resulted in Amey Highways emerging as successful.

Supplier	Price	Quality	Combined
Amey Highways	37.87%	57.25%	95.12%
Supplier A	38.76%	54.50%	93.26%
Supplier B	37.85%	47.63%	85.48%
Supplier C	29.99%	23.81%	53.80%

- 3.13 The detailed results of the evaluation of Amey Highways' Tender are contained in Appendix 2.

4. Measures of success

- 4.1 Success will be measured by:
- 4.1.1 A sustained reduction in electricity consumption, energy costs and carbon use;
 - 4.1.2 A reduction in lantern maintenance, replacement and waste disposal costs;
 - 4.1.3 A reduction in light pollution;
 - 4.1.4 Enhanced community safety, through improved clarity of CCTV images and the ability to vary light levels;
 - 4.1.5 Improved responsiveness to lantern failures; and
 - 4.1.6 The introduction of a dynamic street lighting monitoring and control system (CMS), that will enable:
 - real-time inventory management;
 - the control and monitoring of street lighting to be managed centrally, including control of warranty;
 - an easy mechanism to remotely adjust lighting levels in response to changing demands on the service and changing dynamics of traffic flows and street usage in future years; and
 - provision of real-time monitoring and reporting, which can be used to identify and track faults proactively thus reducing residents' complaints. This will result in the Street Lighting Team no longer needing to undertake night scouting to identify street lights that are faulty. The system will also track actual energy consumption, and will be submitted to the Meter Administrator to increase accuracy of energy billing.

5. Financial impact

- 5.1 The costs associated with this component of the project (at £15.219m) will be contained within the £24.518m of prudential borrowing, approved by members at the Full Council meeting on 19 November 2015.
- 5.2 The financial model has been refreshed, updating the previous capital expenditure estimates with tender prices and revised project management costs. In addition, future projected energy costs have been updated with current inflation assumptions. The output from this refresh of the model indicates that the project remains affordable under the same parameters as approved by Council in November 2015. The project is anticipated to deliver revenue savings of £3.6m and avoid costs associated with increasing energy prices of over £54m. The refreshed output is summarised in Appendices 3 and 4.
- 5.3 While this project generates significant financial and environmental benefits over the long-term, there are deficits in the first three years as capital investment is required in advance of savings being achieved. In November 2015, Council was advised that these deficits could be contained within Place revenue budgets. However, due to budget pressures reported elsewhere on this agenda, spend to save funding of £768,470 is now required. This funding can be repaid over a five year period from expected savings in energy and maintenance.
- 5.4 The costs associated with procuring this contract are estimated at £35,000.

6. Risk, policy, compliance and governance impact

- 6.1 There are no significant compliance, governance or regulatory implications expected as a result of approving the recommendations in this report.

7. Equalities impact

- 7.1 Improving the street lighting assets will positively contribute to the delivery of the Equality Act 2010 for all of the protected characteristics and will improve the lives and safety of all residents and visitors to the city.
- 7.2 Converting to new energy efficient lanterns has been proven to enhance community safety through the use of more reliable equipment with a longer lifespan.
- 7.3 The project will continue to be managed to meet the recommendations of the Equalities and Rights Impact Assessment (ERIA). These recommendations were:
 - 7.3.1 To continue to use white light technology in all future street lighting installations;
 - 7.3.2 Set up a specific project team to ensure the appropriate level of resource is identified to deliver future projects;

- 7.3.3 Develop a Communication Plan, following consultation with Elected Members and Localities based Roads Teams;
- 7.3.4 Carry out ongoing updates of the ERIA, taking into account commissioning of street lighting designers, feedback from interested groups and from complaints and observations received from key protected characteristics (older people and people with disabilities); and
- 7.3.5 Review of the Street Lighting Design Guidance for use on all future projects which involve Street Lighting.

8. Sustainability impact

- 8.1 To contribute to the Sustainable Edinburgh 2020, the energy efficient lanterns last for over 20 years compared with the existing lamp's current life span of two to four years. These lanterns use less energy and therefore will generate savings in the Council's street lighting energy bill and future carbon tax.
- 8.2 The new lanterns are manufactured in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations, taking account of all required environmental regulations and can be recycled at the end of their life, helping the Council meet its carbon footprint and environmental targets.
- 8.3 The lanterns, which are replaced under this project, will be recycled in accordance with the WEEE Regulations.
- 8.4 The development of the project-specific community benefits strategy allowed bidders to select a range of benefits on offer to the Council. These were based around a minimum points system, relative to the project value, Amey will provide this contract with 720 community benefit points, offering a range of benefits across:
 - Improving Education;
 - Improving Employability;
 - Supply Chain; and
 - Community.
- 8.5 Some of the benefits on offer are:
 - Apprenticeships;
 - Donation of tools and materials to local Schools;
 - Supported training for people with disabilities;
 - Volunteering at food banks; and
 - Providing those in fuel poverty with low-cost energy efficient light bulb.

- 8.6 In addition, the new innovative Key Performance Indicator process introduced into this contract ties contractor performance directly with the new Community Benefits system, whereby any failures in performance will generate additional community benefit points which the Council can spend as it sees fit.
- 8.7 The Council's Project Manager will be responsible for tracking and ensuring all benefits are realised during the life of the contract.

9. Consultation and engagement

- 9.1 Consultation and engagement was undertaken with other local authorities across the UK, as well as engaging leading market suppliers.
- 9.2 If the recommendations of this report are approved, the Communication Plan will be implemented to inform Elected Members and residents affected by this project.

10. Background reading/external references

- 10.1 [Report to the Transport and Environment Committee on 14 January 2014, Street Lighting – Result of White Light Pilot Project](#) (Item 7.10).
- 10.2 [Report to the Finance and Resources Committee on 16 January 2014, Street Lighting – Salix Funding](#) (Item 7.20).
- 10.3 [Report to the Transport and Environment Committee on 27 October 2015, Roll-out of Light Emitting Diode \(LED\) Lanterns across the City](#) (Item 7.5).
- 10.4 [Report to the City of Edinburgh Council on 19 November 2015](#) (item 8.7).

Paul Lawrence

Executive Director of Place

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E-mail: cliff.hutt@edinburgh.gov.uk | Tel: 0131 469 3751

11. Appendices

1. Appendix 1 Summary of Tendering and Tender Evaluation Processes.
2. Appendix 2 Results from Evaluation of Amey Highways' Tender.
3. Appendix 3 Budget Variance
4. Appendix 4 Total Cost Avoidance

Appendix 1 - Summary of Tendering and Tender Evaluation Processes

Contract	Award of Energy Efficient Street Lighting Programme (Ref: CT2254)	
Contract Period	This Contract will have a start date of 6th February 2018 and an overall completion date of 31st December 2020 and with separate completion dates applying to sections of the works.	
Estimated Contract Value (including extensions)	£ 15,219,449	
Procurement Route Chosen	Open Procedure	
Tenders Returned	4	
Name of Recommended Supplier(s)	Amey Highways	
Price / Quality Split	Quality 60	Price 40
Price / Quality Split Breakdown	Price (40%)	Total Project Cost (23%) Total Rate Cost (2%) Total Energy Cost (15%)
	Quality (60%) Tender Submission (55%)	Installation Programme (20%) Lighting Design (15%) Luminaire Selection (15%) Delivery Team (20%) Contract and Performance Management (5%) Innovation & Continuous Improvement (5%) Health, Safety & Welfare (5%) Business Continuity (5%) Community Benefits (5%) Risk Register (5%)
	Presentations (5%)	
Evaluation Team	Experienced officers from Place & Resources Directorate as well as Technical advisers from Currie and Brown.	

Appendix 2 – Results from Evaluation of Amey Highways' Tender

Price:

Tender Evaluation	Max (%)	Amey Highways
Total Price – Lighting Installation		£14,191,089.45
Tender Score	23%	21.24%
Total Price – Schedule of Rates		£1,028,359.22
Tender Score	2%	1.63%
Energy Consumption		£7,558,933.50
Tender Score	15%	15%
Total Price Score		37.87%

Quality:

Tender Submission Activity	Max Score	Amey Highways
Installation Programme	20	20
Lighting Design	15	15
Luminaire Selection	15	15
Delivery Team	20	20
Contract & Performance Management	5	5
Innovation & Continuous Improvement	5	3.75
Health, Safety & Welfare	5	3.75
Business Continuity	5	3.75
Community Benefits	5	5
Risk Register	5	3.75
Total	100	95

Score of 95/100 gives a Quality Score for Tender Submission = 52.25%

Presentation	Max Score	Amey Highways
Presentation	4	4

Score of 4/4 gives a Quality Score for Presentation = 5%

Therefore, Total Quality Score for Amey Highways = 52.25 + 5 = 57.25%

Appendix 3 – Budget Variance

Year	Total Revenue spend Energy, Financing & CMS charges	Energy uplift	Expected Opening Energy budget	Maintenance savings	Salix budget returned	Expected Energy budget	Budget Variance (Surplus)/ Deficit
2017-2018	3,161,295	150,000	3,220,746	0	0	3,220,746	-59,451
2018-2019	3,517,382	100,000	3,320,746	0	0	3,320,746	196,636
2019-2020	3,664,679	50,000	3,370,746	74,844	0	3,445,590	219,089
2020-2021	3,901,845	25,000	3,395,746	78,511	0	3,549,101	352,744
2021-2022	3,509,172	25,000	3,420,746	73,613	39,479	3,687,193	-178,021
2022-2023	3,604,229	25,000	3,445,746	0	39,478	3,751,671	-147,442
2023-2024	3,680,199	25,000	3,470,746	0	90,145	3,866,816	-186,617
2024-2025	3,792,387	25,000	3,495,746	0	134,105	4,025,921	-233,534
2025-2026	3,822,598	25,000	3,520,746	0	0	4,050,921	-228,323
2026-2027	3,894,811	25,000	3,545,746	0	0	4,075,921	-181,110
2027-2028	3,998,357	25,000	3,570,746	0	0	4,100,921	-102,564
2028-2029	4,000,084	25,000	3,595,746	0	0	4,125,921	-125,837
2029-2030	4,063,251	25,000	3,620,746	0	0	4,150,921	-87,670
2030-2031	3,967,927	25,000	3,645,746	0	0	4,175,921	-207,994
2031-2032	3,986,166	25,000	3,670,746	0	0	4,200,921	-214,755
2032-2033	4,062,156	25,000	3,695,746	0	0	4,225,921	-163,765
2033-2034	4,084,175	25,000	3,720,746	0	0	4,250,921	-166,746
2034-2035	4,015,314	25,000	3,745,746	0	0	4,275,921	-260,607
2035-2036	4,066,006	25,000	3,770,746	0	0	4,300,921	-234,915
2036-2037	4,117,966	25,000	3,795,746	0	0	4,325,921	-207,955
2037-2038	4,171,226	25,000	3,820,746	0	0	4,350,921	-179,695
2038-2039	4,059,194	25,000	3,845,746	0	0	4,375,921	-316,727
2039-2040	3,544,785	25,000	3,870,746	0	0	4,400,921	-856,136
Total	88,685,204					92,256,599	-3,571,394

Key Assumptions

Please note that the revised energy costs reflect the total estate of 64,000 lanterns, however the Business Case is to invest in 54,000.

The other 10,000 units have been upgraded to LED in previous years.

Appendix 4 – Total Cost Avoidance

Year	Do nothing option Energy costs	Change to LED Energy costs	Total Cost Avoidance
2017-2018	£3,071,862	£3,071,862	£0
2018-2019	£3,071,862	£3,071,862	£0
2019-2020	£3,265,935	£2,642,165	£623,770
2020-2021	£3,543,899	£2,273,464	£1,270,435
2021-2022	£3,523,766	£1,412,595	£2,111,171
2022-2023	£3,754,091	£1,504,927	£2,249,164
2023-2024	£3,936,634	£1,578,104	£2,358,530
2024-2025	£4,209,352	£1,687,430	£2,521,922
2025-2026	£4,277,396	£1,714,707	£2,562,689
2026-2027	£4,450,030	£1,783,912	£2,666,118
2027-2028	£4,700,641	£1,884,376	£2,816,265
2028-2029	£4,697,068	£1,882,943	£2,814,125
2029-2030	£4,846,563	£1,942,872	£2,903,691
2030-2031	£4,600,493	£1,844,229	£2,756,264
2031-2032	£4,637,502	£1,859,065	£2,778,437
2032-2033	£4,818,363	£1,931,568	£2,886,795
2033-2034	£4,864,369	£1,950,011	£2,914,358
2034-2035	£4,683,453	£1,877,486	£2,805,967
2035-2036	£4,800,539	£1,924,422	£2,876,117
2036-2037	£4,920,553	£1,972,533	£2,948,020
2037-2038	£5,043,567	£2,021,847	£3,021,720
2038-2039	£5,169,656	£2,072,393	£3,097,263
2039-2040	£5,298,897	£2,124,202	£3,174,695
Total	£100,186,491	£46,028,975	£54,157,516

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Castlegreen Care Home and North Merchiston Care Home - Contract Extension with Four Seasons Health Care

Item number	7.14
Report number	
Executive/routine	
Wards	
Council Commitments:	None

Executive Summary

This report sets out the basis for recommending the extension of existing contracts with Four Seasons Health Care (FSHC) for the management and delivery of residential, nursing and specialist dementia care services to older people at the Council-owned Castlegreen and North Merchiston care homes.

The recommended contract extension is for a period of one year, based on the headline cost increase and annual uplift formula outlined in this report, together with the grant of one-year extensions to current property leases held by FSHC in respect of both care homes.

Castlegreen Care Home and North Merchiston Care Home - Contract Extension with Four Seasons Health Care

1. Recommendations

It is recommended that Finance and Resources Committee agrees:

- 1.1 to waive Contract Standing Order 9.1 and extend contracts with Four Seasons Health Care (FSHC) for the management and delivery of residential care services at the Council-owned Castlegreen and North Merchiston care homes for the period 1 April 2018 to 31 March 2019 total value of £4,490,657.
- 1.2 that a further extension to March 2020, based on the fee uplift formula set out in this report, should be delegated to the Interim Chief Officer of the Edinburgh Health and Social Care Partnership.
- 1.3 to the grant of property lease extensions in respect of Castlegreen and North Merchiston care homes for the period 1 April 2018 to 31 March 2019 with the possibility of a further extension to March 2020.

2. Background

- 2.1 The contract for the management and delivery of residential care services with FSHC for Castlegreen and North Merchiston began on 1 April 2008 and is due to end on 31 March 2018.
- 2.2 The average Care Inspectorate grades for Castlegreen and North Merchiston care homes for the quality of care and support over the last ten years has been grade 4 (good). Target occupancy levels have been achieved in both care homes since 2008.

3. Main report

- 3.1 The current contract arrangements with FSHC have been successful in providing good quality residential, nursing and specialist dementia care services for 60 older people at North Merchiston Care Home and 60 older people at Castlegreen Care Home.
- 3.2 The proposed extension for a further year to 31 March 2019 is intended to provide continuity of care for residents and allow time for the completion and approval of the Edinburgh Integration Joint Board's Outline Strategic Commissioning Plan for Older People's Services during the first quarter of 2018.
- 3.3 Finalisation of capacity requirements at Castlegreen and North Merchiston will allow the Council to proceed with the procurement of a new contract for delivery of services at both homes, initially for the period April 2019 to March 2026, during the period April to December 2018. To ensure sufficient time is built in for co-production and implementation additional time may be required therefore flexibility to allow further extension if necessary is included in the recommendation.
- 3.4 Negotiation with FSHC has led to agreement being reached on:
 - use of the Consumer Price Index (CPI) as at December 2017 (rather than the generally higher Retail Price Index) to calculate the level of fee uplift for 2018/19; at October 2017, CPI stood at 2.7%, making the likely level of increase at December 2017 consistent with the most recent 2.8% increase in the National Care Home Contract (NCHC) fee rate; and
 - FSHC agreeing to continue to adhere to a similar service specification as set out in the NCHC and with any new quality standards applied by the Care Inspectorate.

4. Measures of success

- 4.1 The continued delivery of high quality residential care services for older people from Edinburgh at Castlegreen and North Merchiston care homes for the period 1 April 2018 to 31 March 2019.

5. Financial impact

- 5.1 The headline cost of the contract, assuming the CPI uplift remains at 2.7% as at the December 2017 calculation date will rise by £118,060 to £4,490,657 for the period of the contract extension. Provision for this increase has been made in the 2018/19 Edinburgh Health and Social Partnership budget.

6. Risk, policy, compliance and governance impact

- 6.1 Report recommendations have been the subject of a Direction from the Integration Joint Board to the Council and therefore Finance and Resources Committee has the authority to approve the contract extension for a further year to 31 March 2019.
- 6.2 The contract extension is designed to avoid the risk of disruption to the continuity of care for residents at Castlegreen and North Merchiston care homes.
- 6.3 The risk of procurement challenge is low, given that the extension is to allow time for the completion and approval of the Edinburgh Integration Joint Board's Outline Strategic Commissioning Plan for Older People's Services, after which the services will be procured.
- 6.4 Contract Standing order 9.1 provides an option to waive standing orders where the requirement is in the Council best interest having regard for best value, risk, principles of procurement and the impact upon service users. The publication of the award of business along with the other factors reported will satisfy these requirements.
- 6.5 FSHC, which runs both care homes, has been the subject of speculation around its financial viability. The Edinburgh Health and Social Care Partnership has been advised by COSLA that FSHC has assured them that they will continue with their current provision. COSLA has made a commitment to monitor this situation via a Contingency Planning Group to be convened in early 2018.

7. Equalities impact

- 7.1 This report has been assessed as having a positive equalities impact on the basis that it provides for the continuity of care of residents at both care homes and allows time for the further development and discussion of the Strategic Commissioning Plan for Older People's Services.

8. Sustainability impact

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

9. Consultation and engagement

- 9.1 The recommendation to extend the contract follows consultation with the Council's procurement, legal and finance teams and negotiations with FSHC.

10. Background reading/external references

- 10.1 Care Home Facilities for Older People – Appointment of a Provider, Council Executive, 14 August 2007
- 10.2 Castlegreen Care Home and North Merchiston Care Home – Contract Extension with Four Seasons Healthcare, 27 November 2014.

Michelle Miller

Interim Chief Officer, Edinburgh Health and Social Care Partnership

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11. Appendices

None.

Finance and Resources Committee

10.00, Tuesday, 23 January 2018

Award of Contract for Homelessness Prevention: Street Outreach, Support Hub and Complex Needs Visiting Housing Support Services

Item number	7.15
Report number	
Executive	
Wards	City Wide
Council Commitments	C9

Executive Summary

This report seeks the approval of the Finance and Resources Committee to award a contract for the provision of Homelessness Prevention Services including a Support Hub, Street Outreach service and Visiting Housing Support service for people with complex needs, from 1 April 2018 for a period of three years, with options to extend for a maximum of two further years.

The total estimated value of the contract, including extensions, is £7,167,400. When compared to the pilot projects this represents an estimated saving of £704,320 (£140,864 per annum) over the duration of the contract including extensions

Award of Contract for Homelessness Prevention: Street Outreach, Support Hub and Complex Needs Visiting Housing Support Services

1. Recommendations

- 1.1 The Finance and Resources Committee approves the award of a contract to Streetwork for Homelessness Prevention Services including a Support Hub, Street Outreach Service and Visiting Housing Support Service from 1 April 2018 for a period of three years, with options to extend for a maximum of two further years and an indicative value of £7.1 million

2. Background

- 2.1 The Homelessness Prevention Commissioning Plan, approved by the Policy and Strategy Committee on 6 September 2011, set out the need to prevent homelessness wherever possible and where people do become homeless, for services to help people resolve their homelessness as quickly and effectively as possible.
- 2.2 The Commissioning Plan also set out the requirement to provide support which is flexible and effective for people with a range of needs. Therefore, the City of Edinburgh Council (the Council) requires a support service to assist individuals with multiple and complex needs.
- 2.3 The purpose of this service is to provide street outreach and a support hub for people who are homeless and / or street beggars, who may have complex needs, to access suitable accommodation and support services and to provide visiting housing support to people with complex needs who are homeless or at risk of homelessness to get or keep a home.
- 2.4 On 4 June 2015, the Finance and Resources Committee approved the award of three pilot projects for the provision of a crisis outreach service and a visiting housing support service for people with complex/multiple needs. The pilot projects will end on 31 March 2018.

3. Main report

- 3.1 On 20 March 2017, the Council published a Prior Information Notice (PIN) on the Public Contracts Scotland (PCS) website, providing information about its intention to undertake procurement of support services for homelessness prevention. 23 notes of interest were received.
- 3.2 Extensive coproduction was carried out which included engagement with potential providers and past and current service users. Information from the coproduction exercises assisted with the design of the Specification. Further information on coproduction can be found in the Consultation and Engagement section of this report.
- 3.3 On 4 September 2017, the Council published a Contract Notice and Invitation to Tender (ITT) on PCS.
- 3.4 A provider briefing meeting was held on 21 September 2017 to give further guidance to potential bidders about the requirements and the related technical details of tendering on PCS.
- 3.5 A total of two tenders were received by the closing date of 16 October 2017.
- 3.6 The Council set a minimum acceptable level for quality assessment to ensure quality would have a significant influence on the outcome.
- 3.7 The recommendation for award of contract is based on the completed evaluation scores for the two tenders as detailed below:

Provider	Quality (out of 60)	Price (out of 40)	Total (out of 100)
Streetwork	59.25	40.00	99.25
Provider B	39.00	37.56	76.56

- 3.8 Streetwork working with Simon Community Scotland achieved the highest score for both quality and price.

4. Measures of success

- 4.1 The contract is awarded on the basis of the most economically advantageous tender to have met the qualitative, technical and commercial requirements.
- 4.2 The services help to achieve a sustainable Edinburgh, because service users will receive support to set up and maintain appropriate accommodation; avoid eviction or loss of accommodation; and prepare for and/or maintain living independently.
- 4.3 The Council achieves improvements in service provision and value for money by taking account of information obtained from monitoring the pilot projects and from the coproduction process.
- 4.4 The Council achieves compliance with procurement legislation, regulations, policies and procedures relating to responsible expenditure of public monies.

- 4.5 The service is monitored with Key Performance Indicators which are linked to the key objectives of the service including assisting service users to find, set up and keep appropriate accommodation, avoid eviction or loss of accommodation and prepare for and/ or maintain living independently.

5. Financial impact

- 5.1 The provision of the Support Hub includes payment by the provider of an annual rental fee to the Council for lease of the Council's property. Information about the lease agreement and the rental fee of £31,000 per annum was included in the tender documents. The annual cost of this contract is estimated at £1,433,480 and the total estimated value of the contract, including extensions, is £7,167,400. Compared to the pilot projects (£1,574,164 per annum), this represents an estimated saving of £704,320 over five years (£140,864 per annum).
- 5.2 The cost associated with procuring these contracts is estimated at between £10,001 and £20,000.

6. Risk, policy, compliance and governance impact

- 6.1 If this contract is not awarded there may be a risk of the Council being unable to meet its aims as set out in The Homelessness Prevention Commissioning Plan.
- 6.2 The contract to be awarded is compliant with procurement regulations and the Council's Contract Standing Orders (CSOs). The risk of legal challenge relating to contractual arrangements for the provision of these homelessness prevention support services will thereby be reduced.
- 6.3 Key Performance Indicators (KPIs) will inform regular service monitoring.
- 6.4 The provider is required to meet the following requirements as part of the contract to ensure quality of service;
- 6.4.1 Care Inspectorate minimum of Grade 4 for Quality of Care and Support;
 - 6.4.2 All personnel who will be employed and volunteers used to deliver this contract are appropriately PVG registered or Disclosure Scotland checked as relevant to their role in the organisation; and
 - 6.4.3 Relevant staff will be SSSC registered.

7. Equalities impact

- 7.1 An Equalities and Rights Impact Assessment (ERIA) was undertaken for the Homelessness Prevention Commissioning Plan, which was approved by the Policy and Strategy Committee on 6 September 2011.

- 7.2 A subsequent ERIA was undertaken prior to the procurement of these contracts and it has been updated.
- 7.3 Information from the ERIA was used to inform the Specification to ensure equitable access to the service for all eligible service users.

8. Sustainability impact

- 8.1 The impacts of this report in relation to the 3 elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered, and the outcomes are summarised below.
- 8.2 The proposals in this report will neither reduce nor increase carbon emissions.
- 8.3 The need to build resilience to climate change impacts is not relevant to the proposals in this report because there are no related matters for consideration.
- 8.4 The proposals in this report will help achieve a sustainable Edinburgh, because service users will receive support to set up or maintain appropriate accommodation; avoid eviction or loss of accommodation; and prepare for and / or maintain living independently.
- 8.5 Environmental good stewardship is not considered to impact on the proposals in this report, because there are no related matters for consideration.
- 8.6 The preferred bidder has offered to provide a range of community benefits related to the contract, including engagement with schools, colleges and local clubs with learning opportunities about homelessness and supporting people with lived experiences to gain employment with Streetwork or alternative organisations. The designated contract manager in the Partnership and Planning Team in Homelessness and Housing Support will be responsible for monitoring the delivery of these community benefits.

9. Consultation and engagement

- 9.1 A coproduction briefing meeting with incumbent and potential providers took place on 24 April 2017. This was followed by a coproduction cafe style workshop with providers on 12 May 2017 and 6 June 2017, which was attended by nearly 40 participants, included representatives from 16 different organisations and relevant representatives from the Council and NHS.
- 9.2 Summaries of the discussions during the workshops were published on 27 July 2017 and a draft service specification was published encouraging additional feedback.
- 9.3 A survey of service users was undertaken and 35 completed surveys were subsequently returned. Additionally, two service user consultation events were held, whereby service users were given the opportunity to discuss the topics in the questionnaire and their experience of services.

- 9.4 The service users' feedback highlighted the importance of flexibility of service and consistency with the support worker they received and this was reflected in the Specification.

10. Background reading/external references

11. Contract Award for Homeless Prevention – Crisis and Complex Services, Finance and Resources Committee, 4 June 2015.

- 10.1 *Review of the Implementation of the Homelessness Prevention Commissioning Plan and Extension of Contracts*, Finance and Resources Committee, 2 February 2016, Item 7.5
- 10.2 *City Housing Strategy 2012-2017*, Health, Social Care and Housing Committee, 13 December 2011, Item 11

Harry Robertson

Acting Head of Safer and Stronger Communities

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Appendices

Appendices

1 – Summary of Tendering and Tender Evaluation Processes

Appendix 1

Summary of Tendering and Tender Evaluation Processes

Contract	Homelessness Prevention – Street Outreach, Support Hub and Complex Needs Visiting Housing Support Services Contract Ref: CT2195	
Contract Period	1 April 2018 to 31 March 2023	
Estimated Contract Value (including extensions)	£7,167,400 (including extensions)	
Procurement Route Chosen	Open Procedure	
Tenders Returned	2	
Name of Recommended Supplier	Streetwork	
Price / Quality Split	Quality 60	Price 40
Evaluation Criterion and Weightings and reason for this approach	Criteria	Weighting (%)
	Service Delivery	25%
	Organisational Structure	10%
	Practical Support	25%
	Lessons Learned	15%
	Performance Management	10%
	Fair Working Practices	10%
	Zero Hours Contracts & the Living Wage	N/A
	Community Benefits	5%
Evaluation Team	Council Officers from Homelessness Services with relevant experience.	

Finance and Resources Committee

10.00, Tuesday, 23 January 2017

Award of Contract for Homelessness Prevention: Visiting Support for Young People Contract Ref: CT2196

Item number	7.16
Report number	
Executive	
Wards	City Wide
Council Commitments	C9

Executive Summary

This report seeks the approval of the Finance and Resources Committee to award a contract for the provision of Visiting Housing Support Services for Young People for homelessness prevention, from 1 April 2018 for a period of three years, with options to extend for a maximum of two further years.

The total estimated value of the contract, including extensions, is £2,343,440. When compared to the pilot projects this represents an estimated saving of £212,365 (£42,473 per annum) over the duration of the contract including extensions.

Award of Contract for Homelessness Prevention: Visiting Support for Young People

1. Recommendations

- 1.1 The Finance and Resources Committee approves the award of a contract to Link Living Ltd for the provision of Visiting Housing Support Services for Young People for homelessness prevention from 1 April 2018 for a period of three years, with options to extend for a maximum of two further years and an indicative value of £2,300,000

2. Background

- 2.1 The Homelessness Prevention Commissioning Plan, approved by the Policy and Strategy Committee on 6 September 2011, set out the need to prevent homelessness wherever possible and where people do become homeless, for services to help people to resolve their homelessness as quickly and effectively as possible.
- 2.2 During the financial year 2016 to 2017, almost 900 young people between the ages of 16 and 25 presented as homeless to the City of Edinburgh Council. Of this total 40% were under 22 years of age.
- 2.3 On 13 May 2015, the Finance and Resources Committee approved the award of 5 pilot projects for homelessness prevention for the provision of visiting housing support for young people. These projects will end on 31 March 2018.
- 2.4 This service is designed to have a positive impact by providing help to young people to find and retain a home, develop the skills required to live on their own successfully and access employment. The service users are people who are 16 years to 25 years old and who are at risk of becoming homeless, are homeless or have recently experienced homelessness.

3. Main report

- 3.1 On 11 March 2017, the Council published a Prior Information Notice (PIN) on the Public Contracts Scotland (PCS) website, providing information about its intention to undertake procurement of support services for young people for homelessness prevention. 35 notes of interest were received.

- 3.2 Extensive coproduction was carried out which included engagement with potential providers, past and current service users. Information from the coproduction exercises assisted with the design of the Specification. Further information on coproduction can be found in the Consultation and Engagement section of this report.
- 3.3 On 4 September 2017, the Council published a Contract Notice and Invitation to Tender (ITT) on PCS.
- 3.4 A provider briefing meeting was held on 21 September 2017 to give further guidance to potential bidders about the requirements and the related technical details of tendering on PCS.
- 3.5 Information about tendering and the tender evaluation process is contained in Appendix 1.
- 3.6 A total of five tenders were received by the closing date of 12 October 2017.
- 3.7 The Council set a minimum acceptable level for quality assessment to ensure quality would have a significant influence on the outcome.
- 3.8 The recommendation for award of contract is based on the completed evaluation scores for the five tenders as detailed below:

Provider	Quality (out of 60)	Price (out of 40)	Total (out of 100)
Link Living Ltd	52.50	36.95	89.45
Provider B	48.00	40.00	88.00
Provider C	42.00	38.89	80.89
Provider D	33.75	37.44	71.19
Provider E	33.75	33.30	67.05

- 3.9 Quality was deemed more important than price due to the nature of this service and an evaluation weighting of 60:40 for Quality: Price was applied. This resulted in the preferred bidder being the provider who achieved the highest score for quality and the fourth highest score for price.
- 3.10 The preferred bidder, Link Living Ltd, will work in partnership with Move On to deliver the service.

4. Measures of success

- 4.1 The contract is awarded on the basis of the most economically advantageous tender to have met the qualitative, technical and commercial requirements.
- 4.2 This service will help to achieve a sustainable Edinburgh, because service users will receive support to set up and maintain appropriate accommodation; avoid eviction or loss of accommodation; prepare for and/or maintain living independently; and access employability services.

- 4.3 The Council achieves improvements in service provision and value for money by taking account of information obtained from monitoring the pilot projects and from the coproduction process.
- 4.4 The Council achieves compliance with procurement legislation, regulations, policies and procedures relating to responsible expenditure of public monies.
- 4.5 The service is monitored with Key Performance Indicators which are linked to the key objectives of the service including assisting service users to find, set up and keep appropriate accommodation, avoid eviction or loss of accommodation and prepare for and/ or maintain living independently.

5. Financial impact

- 5.1 Providers were asked to offer a fixed price per service user for the provision of Visiting Support for up to 12 months.
- 5.2 Outcome payments are linked to Key Performance Indicators which provide an additional incentive and focus on gaining and sustaining appropriate accommodation. These will be monitored by contract management. The total value of outcome payments available on achievement of outcomes is £92,400 (20% of the total annual value).
- 5.3 The price per annum per provider is shown in the table below:

Provider	Price Per Annum*
Link Living Limited	£376,288
Bidder B	£347,600
Bidder C	£357,500
Bidder D	£371,360
Bidder E	£417,560

*This price does not include any outcome related payments

- 5.4 The annual cost of this contract is estimated at £468,688 and the total estimated value of the contract, including extensions, is £2,343,440. Compared to the pilot projects (£511,161 per annum), this represents an estimated saving of £212,365 over 5 years (£42,473 per annum).
- 5.5 The cost associated with procuring this contract is estimated at between £10,001 and £20,000.

6. Risk, policy, compliance and governance impact

- 6.1 If this contract is not awarded there may be a risk of the Council being unable to meet its aims as set out in The Homelessness Prevention Commissioning Plan.
- 6.2 The contract to be awarded is compliant with procurement regulations and the Council's Contract Standing Orders (CSOs). The risk of legal challenge relating to

contractual arrangements for the provision of this homelessness prevention support services will thereby be reduced.

- 6.3 The provider must meet the following requirements as part of the contract to ensure quality of service;
 - 6.3.1 Care Inspectorate minimum of Grade 4 for Quality of Care and Support;
 - 6.3.2 All personnel who will be employed and volunteers used to deliver this contract are PVG registered or Disclosure Scotland checked as relevant to their role in the organisation; and
 - 6.3.3 Relevant staff will be SSSC registered.

7. Equalities impact

- 7.1 An Equalities and Rights Impact Assessment (ERIA) was undertaken for the Homelessness Prevention Commissioning Plan, which was approved by the Policy and Strategy Committee on 6 September 2011.
- 7.2 A subsequent ERIA was undertaken prior to the procurement of these contracts and it has been updated.
- 7.3 Information from the ERIA was used to inform the Specification to ensure equitable access to the service for all eligible service users.

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, and the outcomes are summarised below.
- 8.2 The proposals in this report will neither reduce nor increase carbon emissions.
- 8.3 The need to build resilience to climate change impacts is not relevant to the proposals in this report because there are no related matters for consideration.
- 8.4 The proposals in this report will help achieve a sustainable Edinburgh, because service users will receive support to set up or maintain appropriate accommodation; avoid eviction or loss of accommodation; prepare for and / or maintain living independently; and access employability services.
- 8.5 Environmental good stewardship is not considered to impact on the proposals in this report, because there are no related matters for consideration.
- 8.6 The preferred bidder has offered to provide a range of community benefits related to the contract, including two modern apprenticeships, five work placements and ten Job, Education and Training (JET) Programme placements during the contract period (including extensions). The preferred bidder will also connect with schools to deliver peer education sessions and talks on employability. The designated contract

manager in the Partnership and Planning Team in Homelessness and Housing Support will be responsible for monitoring the delivery of these community benefits.

9. Consultation and engagement

- 9.1 A coproduction briefing meeting with incumbent and potential service providers took place on 4 April 2017. A questionnaire was published on PCS on 6 April 2017 and responses were received from 13 organisations.
- 9.2 Coproduction cafe style workshops with potential providers were held on 19 April 2017 and 15 May 2017 and attended by representatives from 18 different organisations. Summaries from the discussions during the workshops were published on the PIN and a draft service specification was published for feedback from interested potential providers.
- 9.3 A survey of current and past service users was undertaken and 38 completed surveys were subsequently returned.

10. Background reading/external references

- 10.1 *Contract Award for Homelessness Prevention – Young People Services*, 13 May 2015, Item 7.16
- 10.2 *Review of the Implementation of the Homelessness Prevention Commissioning Plan and Extension of Contracts*, Finance and Resources Committee, 2 February 2016, Item 7.5
- 10.3 *City Housing Strategy 2012-2017*, Health, Social Care and Housing Committee, 13 December 2011, Item 11

Harry Robertson

Acting Head of Safer and Stronger Communities

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11. Appendices

Appendices

1 – Summary of Tendering and Tender Evaluation Processes

Appendix 1

Summary of Tendering and Tender Evaluation Processes

Contract	Homelessness Prevention: Visiting Support for Young People Contract Ref: CT2196	
Contract Period	1 April 2018 to 31 March 2023	
Estimated Contract Value (including extensions)	£2,343,440 (including extensions)	
Procurement Route Chosen	Open Procedure	
Tenders Returned	5	
Name of Recommended Supplier(s)	Link Living Ltd	
Price / Quality Split	Quality 60	Price 40
Evaluation Criterion and Weightings and reason for this approach	Criteria	Weighting (%)
	Service Delivery	25%
	Organisational Structure	10%
	Practical Support	25%
	Lessons Learned	15%
	Performance Management	10%
	Fair Working Partnerships	10%
	Zero Hours Contracts & the Living Wage	N/A
	Community Benefits	5%
Evaluation Team	Council Officers from Homelessness Services with relevant experience.	

Finance and Resources Committee

10am, Tuesday, 23 January 2018

Extension of Temporary Accommodation Private Sector Leasing contract and increase to costs

Item number	7.17
Report number	
Executive/routine	
Wards	City Wide
Council Commitments	C9 , C34 , C45

Executive Summary

The use of private sector housing is critical to the Council's delivery of temporary accommodation to homeless individuals and families.

The Council has contracted with Link Group under a Private Sector Leasing (PSL) contract to secure leases of up to 1,750 properties and manage the properties during their use for temporary accommodation. The Council's lease agreements with landlords are negotiated, arranged, and managed by Link on behalf of the Council.

The contract runs from 1 April 2015 to 31 March 2018, with the option to extend for a further two years at the discretion of the Council.

Link has approached the Council in advance of the break point, and advised that a continuation of the contract will require:

1. an increase to the amount of rent that can be offered to landlords; and
2. an uplift on the management fee paid to Link

The Private Rented Sector in Edinburgh is very buoyant and the general market rent is now much greater than the lease payments offered to PSL landlords. Current payment levels are linked to specified levels of Local Housing Allowance (LHA), as determined by the Department for Work and Pensions (DWP), and assessed as eligible to be recovered through housing benefit.

Since 2015, the number of properties in the scheme has declined from an average of 1,698 to the current position of 1,420, as a consequence of landlords moving away from the scheme. Most leases fall due for renewal over the next two years and there is a significant risk that numbers will reduce further.

Following negotiations with Link, it is proposed to offer landlords a maximum of 110% of the applicable LHA rate for one and two bedroom properties, to improve retention rates, stabilise property stock numbers and reduce the number of landlords withdrawing from the scheme. This would require a Council subsidy of up to 20% of the LHA rate for one and two bedroom properties.

As well as reducing the number of handbacks, it is hoped that this will encourage new landlords to join the scheme, increasing stock beyond current levels, and resulting in fewer families in unsuitable and costly bed and breakfast accommodation.

The subsidy would not be eligible for housing benefit, and the annual cost is estimated at £1.241m. This is based on a maximum subsidy of 20% and an average of 15% being paid.

Removal of the CPI uplift from lease agreements would save £0.115m, giving a net increase of £1.126m, which would be phased in over the next three financial years as leases fall due for renewal.

Link has requested a 10% uplift on the management fee paid to them, effective from the 31 March 2018 break point. This would increase the fee from £49.55 to £54.50 per property per week. Link has advised that this uplift is required for the contract to remain financially viable. The additional cost of the £4.95 uplift is £0.365m per annum.

Including the uplift in the management fee, total additional costs are estimated at £1.491m.

Officers from Temporary Accommodation services, Procurement, and Finance, in discussions with Link, are satisfied that the proposals are reasonable, and reported back to the Corporate Leadership Team (CLT) on 22 November 2017, on the outcome of the negotiations. CLT agreed that the proposal will now form part of the budget setting process in February 2018.

Extension of Temporary Accommodation Private Sector Leasing contract and increase to costs

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee:
 - 1.1.1 Refer the report to City of Edinburgh Council for approval as the contract extension and additional costs are subject to Council approval as part of the budget setting process on 22 February 2018, and subject to approval by the Board of Link Group;
 - 1.1.2 notes a proposed increase in lease payments to landlords for one and two bedroom properties up to a maximum of 110% of the applicable LHA rate, at an estimated annual cost of £1.241m;
 - 1.1.3 notes the proposed removal of automatic inflation-based annual rent increases from new lease agreements, with an estimated saving of £0.115m; and
 - 1.1.4 notes a proposed 10% uplift in the management fee at the contract break point, at an additional cost of £0.365m.

2. Background

- 2.1 The Homelessness and Housing Support Service discharges the Council's statutory duty towards people who are homeless. This includes the provision of temporary accommodation for anyone who is homeless and requires it, until a permanent or settled offer of housing can be made.
- 2.2 On 1 April 2015, the Council entered a contract with Link Group to manage the Council's Private Sector Leasing (PSL) scheme. Link was the previous managing agent and offered the best tender during a procurement process, both in terms of quality and value for money.
- 2.3 The contract with Link Group ends on 31 March 2018, and in accordance with the existing terms, it can be extended for a period of two years.
- 2.4 There is a significant risk to the Council that unless improved lease payments are made to landlords to stabilise property stock, and the management fee is increased to cover increasing operational costs, Link will not agree to extend the contract beyond 31 March 2018, as it would not be financially viable for them to do so.

- 2.5 Currently the contract with Link places all financial risk for rent recovery, arrears, repairs, landlord hand-back costs and other associated costs on Link. The Council receives all housing benefit payments for PSL properties and pays Link's management fee and landlord lease payments monthly.

3. Main report

- 3.1 There are currently 1,420 properties in the PSL scheme, down from a peak of 1,698 in early 2015. The number of landlords withdrawing from the scheme is increasing because higher returns can be achieved on the open market.
- 3.2 For housing benefit purposes, the maximum eligible rent for PSL properties is 90% of the applicable Local Housing Allowance (LHA). This is currently the maximum amount charged by CEC to the tenant's rent account and the maximum amount that is paid to the landlord (subject to annual Consumer Price Index uplifts during the lease term).
- 3.3 The LHA rate has failed to keep track with market rents and has been frozen for several years, except for a 3% increase to the rate for one-bedroom properties applied in 2017/18.
- 3.4 Link predict that more landlords will choose to leave the scheme to achieve a higher return on the open market, unless a Council subsidy is introduced.
- 3.5 There is an acute shortage of affordable housing in Edinburgh and the mainstream private sector is unaffordable for most people who access Homelessness Services.
- 3.6 In the longer term, if numbers of properties cannot be stabilised, the PSL scheme is likely to fail. There are no viable alternatives to the PSL scheme as the Council could not accommodate 1,420 households in public sector properties and alternative private sector lets or other types of accommodation would be more expensive. Bed and Breakfast accommodation would be unsuitable and would cost an additional £17m per year, net of housing benefit.
- 3.7 The current average costs of PSL properties have been compared to market rents for normal private let properties per independent reports produced by Citylets, and there is a considerable price difference.
- 3.8 The benefits of PSL are that the landlord has a guaranteed rental income, does not incur the costs of agency fees, void periods, rent default, repairs in excess of tenant deposit and other landlord requirements, but may incur higher insurance and borrowing costs. The Edinburgh average private sector market rent was therefore reduced by 15% to take account of this, enabling a comparison to be made with PSL rents. The adjusted market rent is substantially greater than PSL currently offers.
- 3.9 Based on this comparison, the proposed increase in rent for one and two bedroom properties is considered reasonable, and necessary to reduce the gap to an acceptable level for landlords.

- 3.10 The tables below show a breakdown of properties by size and lease end periods. The greatest period of risk of falling stock levels is during 2018 and 2019 when 1,274 leases will fall due for renewal.

PSL Stock Profile – total and % of properties by number of bedrooms

No. of bedrooms	Total Properties	% of Total
1	301	21%
2	837	59%
3	253	18%
4	29	2%
	1,420	

Lease Expiry

836 leases fall due for renewal during 2018/19 and a further 296 during 2019/20.

Year	Total
2017	34
2018	786
2019	488
2020	42
2021	35
2022	13
2026	18
2027	4
	1,420

- 3.11 Rental income from the scheme covers the current cost of landlord lease payments. The Council will require to fund the difference between the 90% rate eligible under housing benefit regulations and the proposed 110% maximum lease payment for one and two bedroom properties. The shortfall in supply affects three and four bedroom properties to a much lesser extent and the average rental payments are

currently well below 90% of LHA (78% and 59% respectively). However, in some circumstances, it may be necessary to offer a landlord slightly more than 90% to secure a property.

- 3.12 The management fee/service charge was previously eligible for housing benefit. Welfare Reform changes introduced in 2010, when Link was initially awarded the contract, limited the management fee that could be charged to £60 per property per week.
- 3.13 With effect from 1 April 2017, management fees applicable to temporary accommodation were removed from eligible rent for the purposes of housing benefit claims for non-Council-owned accommodation, creating a projected pressure of £4.8m. The greatest impact of this has been in PSL (£4.5m). This loss of income is partially mitigated by £2.1m of additional government funding, leaving a net pressure of £2.7m.
- 3.14 The £60 management fee is currently split £49.55 to Link and £10.45 to the Council to cover operating costs, with full year fees of £4.5m split £3.7m to Link and £0.8m to the Council.
- 3.15 Link has advised that for the contract to remain financially viable, and to enable Link to enter into a contract extension, a 10% uplift in their fee is required, which would increase it to £54.50 per property per week. This is to pay for increased rent loss and court actions as a result of Welfare Reforms, additional marketing required to increase stock, and increases in staff salaries and pension costs.
- 3.16 On 2 October 2017, the Scottish Government amended the terms of the Unsuitable Accommodation Order 2004, placing a duty on councils to keep pregnant women and families with school age children in bed and breakfast accommodation for no more than 7 days (reduced from 14 days).
- 3.17 Welfare Reform announcements affecting supported housing and the wider social housing sector continue to be monitored.

4. Measures of success

- 4.1 Stabilise or increase the stock of PSL properties.
- 4.2 Making changes to new landlord leases by removing the automatic annual uplift to lease payments linked to CPI and replacing this with a capped increase of 1% to be offered to landlords only by exception, will limit the Council's exposure to cost increases in 2018/19 and 2019/20 until a new contract can be procured.

5. Financial impact

- 5.1 The 2017/18 gross projected costs of the PSL scheme are £13.5m, comprising £9.5m of lease payments, £3.7m of management charges and £0.3m of storage/removal costs. Link's management charges of £3.7m include £2.1m of void

costs and tenant liability, £0.13m of hand-back costs (repairs) and pays for 54 employees who operate and manage the PSL scheme.

- 5.2 Rental costs of up to 90% of LHA are currently eligible for housing benefit. Introducing a subsidy for one and two bedroom properties of up to 20% above this amount would cost an estimated £1.241m per annum.
- 5.3 Removing the automatic annual CPI uplift to lease payments from the new lease agreements would reduce costs by £0.115m.
- 5.4 The proposed 10% increase to Link's management fee will cost an estimated £0.365m.
- 5.5 The net additional cost of the proposals is estimated at £1.491m, which would be phased in over the next three financial years as leases fall due for renewal:
 - 2018/19 £0.872m
 - 2019/20 £0.506m
 - 2020/21 £0.113m
- 5.6 This cost increase will create a further budget pressure for Safer and Stronger Communities in 2018/19, in addition to the £3.5m reported in the revenue budget framework considered by Finance and Resources Committee on 27 October 2017. Subject to approval, sustainable means of addressing these costs will therefore need to be identified as part of setting the Council's budget framework on 22 February 2018.

6. Risk, policy, compliance and governance impact

- 6.1 There is a risk that the scheme will fail if the number of properties cannot be stabilised.
- 6.2 This would result in the Council being unable to fully discharge its statutory duties towards people who are homeless.
- 6.3 If Link do not extend the contract, the scheme will need to be brought in house with TUPE applying to 50 plus staff who will be entitled to employment with the Council.
- 6.4 There is a risk the Council will not have sufficient office accommodation or the appropriate IT systems to properly manage the scheme in house.

7. Equalities impact

- 7.1 There are no negative equality or human rights impacts arising from this report.

8. Sustainability impact

- 8.1 There are no impacts on carbon, adaptation to climate change or sustainable development arising from this report.

9. Consultation and engagement

- 9.1 Consultation was undertaken during the initial procurement exercise for the award of the contract in 2015.
- 9.2 Consultation with Link Housing and colleagues in Temporary Accommodation, Partnership and Planning, Finance and Procurement has taken place.

10. Background reading/external references

- 10.1 None.

Harry Robertson

Acting Head of Service, Safer and Stronger Communities

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E-mail: brian.stewart@edinburgh.gov.uk | Tel: 0131 529 7073

11. Appendices

None.

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Accelerating Housing Delivery and Brownfield Regeneration – Update Report

Item number	7.18
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	C1 , C2 , C4 , C7 , C10 , C12 , C18 , C27 , C47

Executive Summary

This report seeks Committee approval to transfer three surplus sites to the Housing Revenue Account (HRA) to support the development of affordable housing and help meet the Council's commitment to deliver a programme to build at least 10,000 social and affordable homes over the next five years, and 20,000 by 2027.

The report recommends transferring the sites to the HRA for a value of £658,000. Transfer of the sites will be through a debt transfer from General Fund (GF) to HRA.

This report also asks Committee to note the progress with the development of sites previously approved for transfer for affordable housing development in [February 2015](#) and [March 2017](#).

Accelerating Housing Delivery and Brownfield Regeneration – Update Report

1. Recommendations

- 1.1 That Committee:
 - 1.1.1 Agrees the transfer of three sites to the HRA for the development of affordable housing for a transfer value of £658,000; and
 - 1.1.2 Notes the progress with the development of the original transfer sites approved for transfer to the HRA in February 2015 and March 2017.

2. Background

- 2.1 On [13 February 2015](#), the Economy Committee approved the transfer of three sites held on the General Fund (GF) to the Housing Revenue Account (HRA) for the purpose of affordable housing development. These sites, plus another two sites held on the HRA, formed the Small Sites Affordable Housing Project ('Small Sites').
- 2.2 On [23 March 2017](#), Finance and Resources Committee agreed to the transfer of 14 brownfield sites to the HRA for the development of affordable housing. This transfer will take place in two phases as and when the properties are vacated.
- 2.3 On 24 August 2017, The Council committed within the [Programme for the Capital – The City of Edinburgh Business Plan 2017 – 22](#) to deliver a programme to build at least 10,000 social and affordable homes over the next five years, with a plan to build 20,000 by 2027.

3. Main report

- 3.1 The Council owns three sites that are no longer required for operational purposes, but would assist in the delivery of the Council's housing and brownfield regeneration strategies. The subject sites are shown on the plans on Appendix 1. Development of the sites could be delivered over the next five years if they were included in the pipeline for the house building programme.
- 3.2 The transfer value for the three sites is £658,000, which would result in a debt transfer from the HRA and GF. The cost of demolishing any buildings remaining on the sites will be deducted from the transfer value e.g. the remaining former Council building at Murrayburn Gate, where this has not already been accounted for.

3.3 Details of the sites recommended for transfer and the development proposal are noted in the following table:

Site	Previous Use	Development Proposals	New Homes
Murrayburn Gate	Former Social Work office	To combine this site with the adjoining HRA land which was previously leased to the NHS for a medical centre.	The combined site will accommodate circa. 50 new homes
Burdiehouse Crescent	Former Community Centre	The property was in very poor state of disrepair and has now been demolished. The adjacent site is HRA and will be combined with this site.	The combined site will accommodate circa. 65 new homes
Dumbryden Drive	Part of Former Primary School Site	The school was demolished creating a site with capacity for around 100 homes. Part of the site was transferred to Housing in 2015 with the remainder of the site retained on the General Fund (see 3.4).	Circa 50 new homes

Progress with Sites Transferred in 2015 and 2017

3.4 Four of the seven ‘Small Sites’ (five of which were transferred to the HRA in 2015) are currently under construction. The remaining three (Royston, Crewe Road Gardens and Dumbryden phase 1) have received planning permission and will commence once all relevant statutory consents have been obtained. Dumbryden phase 1 will provide 49 new affordable homes and the transfer of the remainder of the site, which is the subject of this report, would enable approximately 50 additional affordable homes to be built in the area (phase 2).

3.5 The sites transferred in 2017 are at the early stages of the development process. Five of the sites have design teams appointed, four sites are the subject of ongoing discussions to ensure the best mix of uses and tenure and the remaining five sites are currently operational’ and will be transferred as a second tranche, once they are no longer required.

4. Measures of success

- 4.1 Accelerated development of brownfield sites and delivery of the Council's housing strategy.
- 4.2 Support for the local economy through creating opportunities for local businesses and supporting jobs in construction and housing related services.
- 4.3 Development of vacant surplus Council sites to meet the Council's affordable housing target.
- 4.4 Development of accessible homes including 10 % wheelchair homes to meet a range of housing needs.

5. Financial impact

- 5.1 Transfer of the GF sites to the HRA will result in a resource transfer of £658,000 to the GF which will be carried out by way of a debt transfer.
- 5.2 The site values may be adjusted following site investigations if extra ordinary additional costs of ground stabilisation and decontamination works are identified. This can only be established after intrusive ground investigations works have been carried out.
- 5.3 Funding is available within the HRA for site acquisitions. Scottish Government grant funding is available to support the development of new affordable homes. The costs of developing new build homes will be contained within the approved HRA budget. Committee approvals will be sought for housing development proposals and award of contracts to housebuilders.
- 5.4 As the capital expenditure outlined in this report forms part of the approved HRA Capital Investment Programme, funding will be met from the revenue loan charges budget earmarked to meet overall capital investment programme borrowing costs.

6. Risk, policy, compliance and governance impact

- 6.1 Subject to the approval of Committee to proceed with the transfer of sites, further consideration will be given to risk, policy and compliance matters for individual sites as development progresses and business cases are developed.

7. Equalities Impact

- 7.1 A range of positive impacts has been identified against the areas of rights and protected characteristics. These include:
 - 7.1.1 More accessible homes that are suitable for people who have mobility difficulties;
 - 7.1.2 More affordable homes to enable people to have a good standard of living;
 - 7.1.3 More people able to access housing which enhances rights in relation to privacy and family life; and
 - 7.1.4 Community benefits secured through housing contracts can enhance rights to education and learning through development of links with schools.

8. Sustainability impact

- 8.1 The developments will be designed to an improved sustainability standard (Silver Standard). The standard includes a number of energy efficient and environmentally friendly design proposals such as heat recovery, space heating, improved natural lighting and space solutions. Silver Standard exceeds the minimum requirement of the Scottish Building Regulations (Bronze Standard). A renewable energy strategy including potential for district heating will be explored as part of the development appraisal for each site.
- 8.2 The development of the sites aligns with the Council's commitment to prioritise use of brownfield sites and work with public sector and private landowners to develop land for affordable housing.

9. Consultation and engagement

- 9.1 Consultation has taken place with Council tenants regarding their priorities for HRA investment. Development of new build affordable housing has been identified by tenants as a high priority. Consultation will take place with local communities as housing proposals are developed for sites.
- 9.2 The appropriate ward councillors have been informed of the recommendations of the report

10. Background reading/external references

- 10.1 [HRA Budget Strategy, Report to The City of Edinburgh Council, 21 January 2016](#)
- 10.2 http://www.edinburgh.gov.uk/download/meetings/id/46179/item_712_-_transfer_of_general_fund_sites_to_housing_revenue_account_for_housing
- 10.3 http://www.edinburgh.gov.uk/download/meetings/id/53684/item_712_-_strategy_%E2%80%93_accelerating_housing_delivery_and_brownfield_regeneration
- 10.4 http://www.edinburgh.gov.uk/downloads/file/9797/council_business_plan_2017-22

Stephen S. Moir

Executive Director of Resources

Contact: Elaine Scott, Housing Services Manager

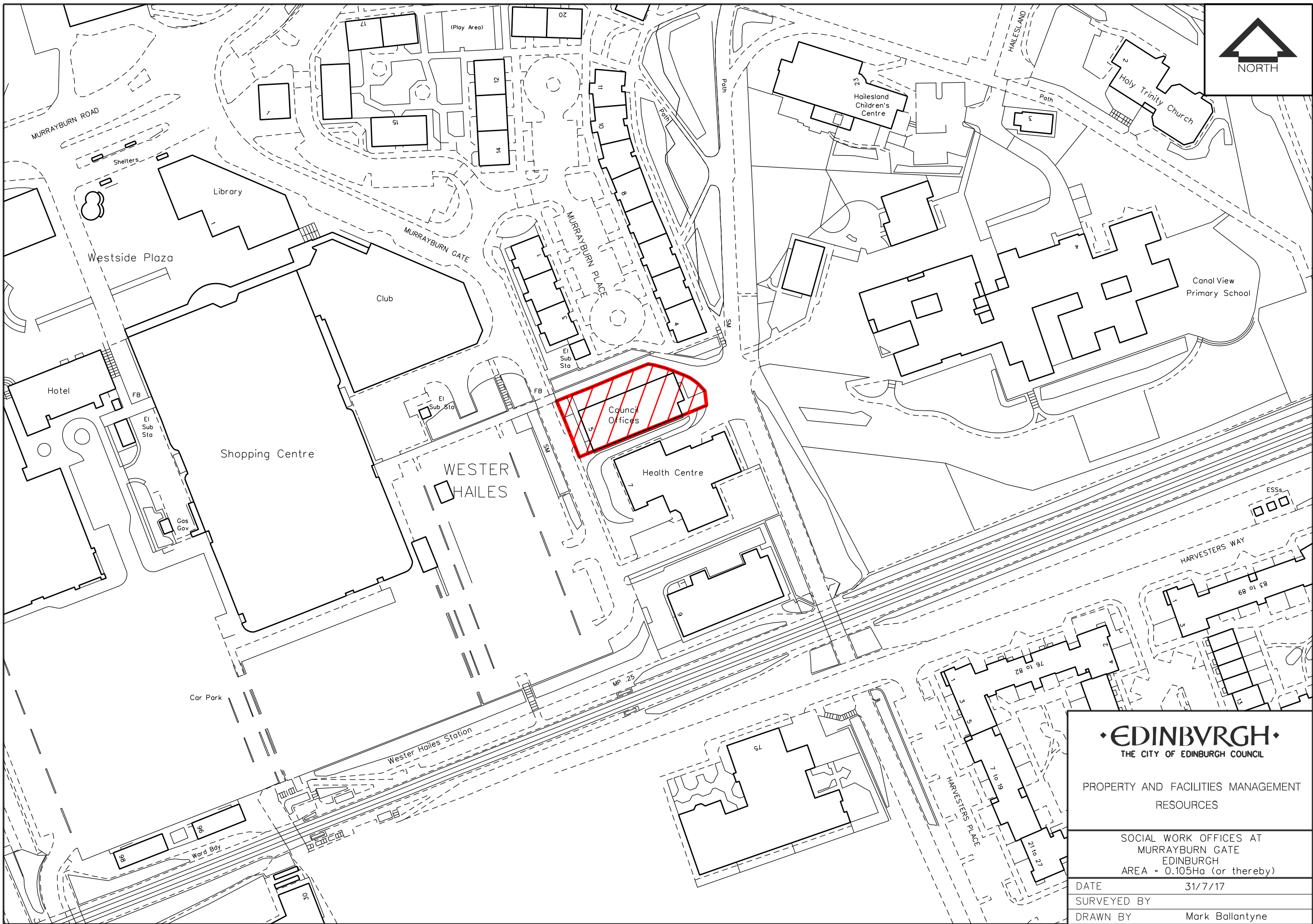
E-mail: elaine.scott@edinburgh.gov.uk | Tel: 0131 529 2277

Contact: Graeme McGartland, Investments Senior Manager

E-mail: graeme.mcgartland@edinburgh.gov.uk | Tel 0131 529 5956

11. Appendices

Appendix 1 – Location Plans of Proposed Sites for Transfer



SITE PLAN

PHOTOGRAPHICALLY REDUCED NOT TO SCALE

EDINBURGH
THE CITY OF EDINBURGH COUNCIL

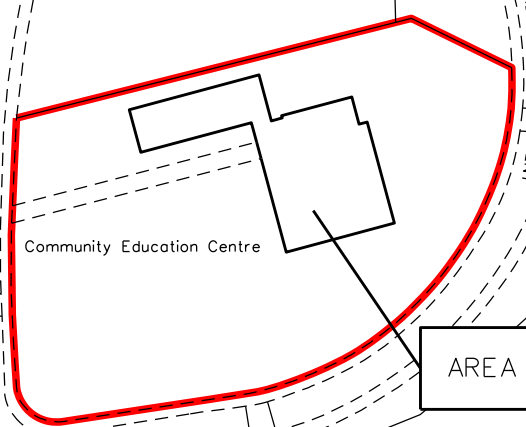
PROPERTY AND FACILITIES MANAGEMENT
RESOURCES

SOCIAL WORK OFFICES AT
MURRAYBURN GATE
EDINBURGH
AREA = 0.105Ha (or thereby)

DATE	31/7/17
SURVEYED BY	
DRAWN BY	Mark Ballantyne
SCALE	N.T.S.
NEG. NO.	A3/1811



SOUTHHOUSE



AREA = 0.402Ha

Community Education Centre

Community Centre

EDINBURGH
THE CITY OF EDINBURGH COUNCIL

PROPERTY AND FACILITIES MANAGEMENT
RESOURCES

SFC LAND FOR THE
PROPOSED RESIDENTIAL SCHEME AT
BURDIEHOUSE
EDINBURGH

DATE 4/6/14

SURVEYED BY

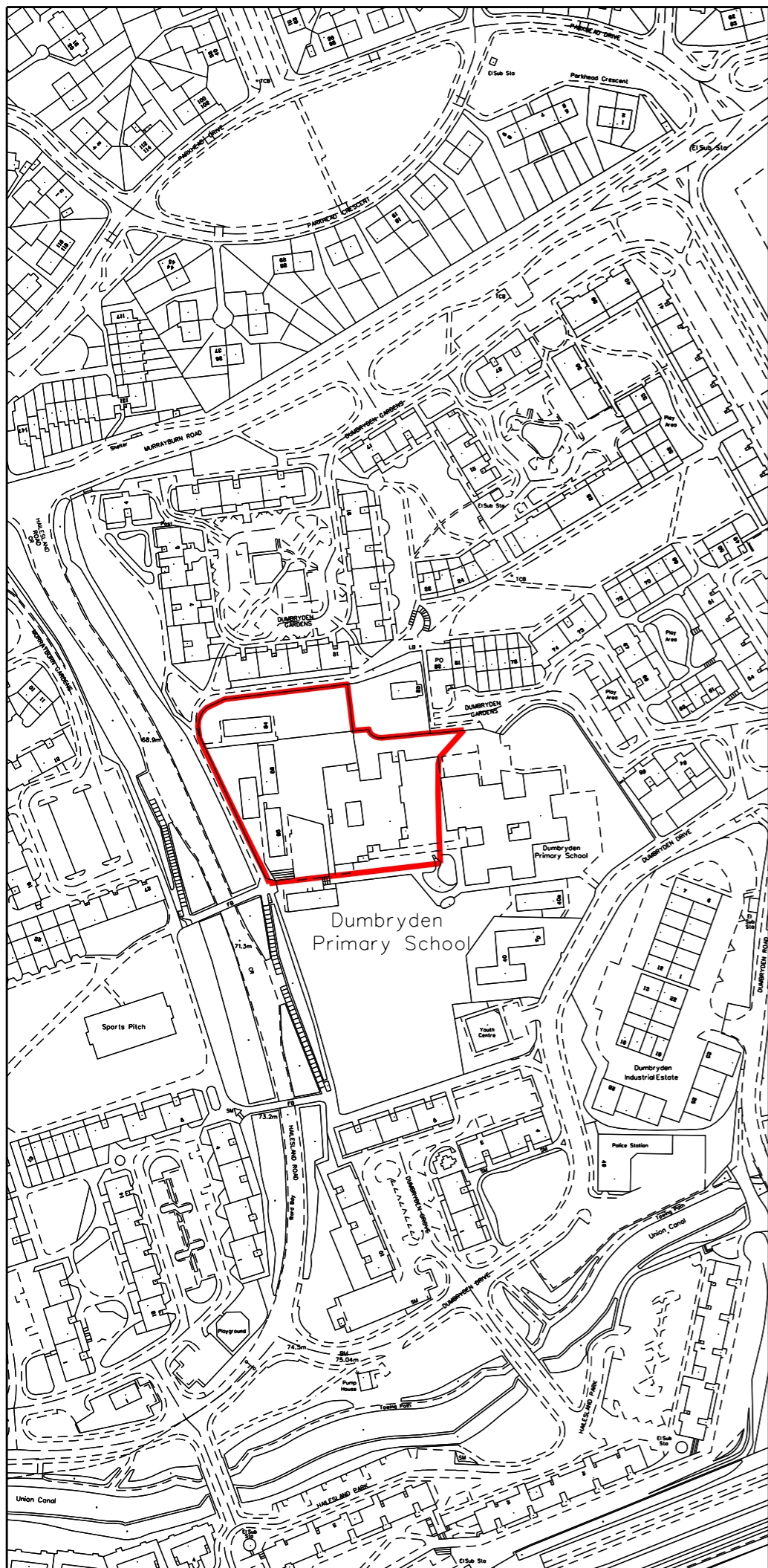
DRAWN BY Mark Ballantyne

SCALE 1:1250 @ A3 SIZE

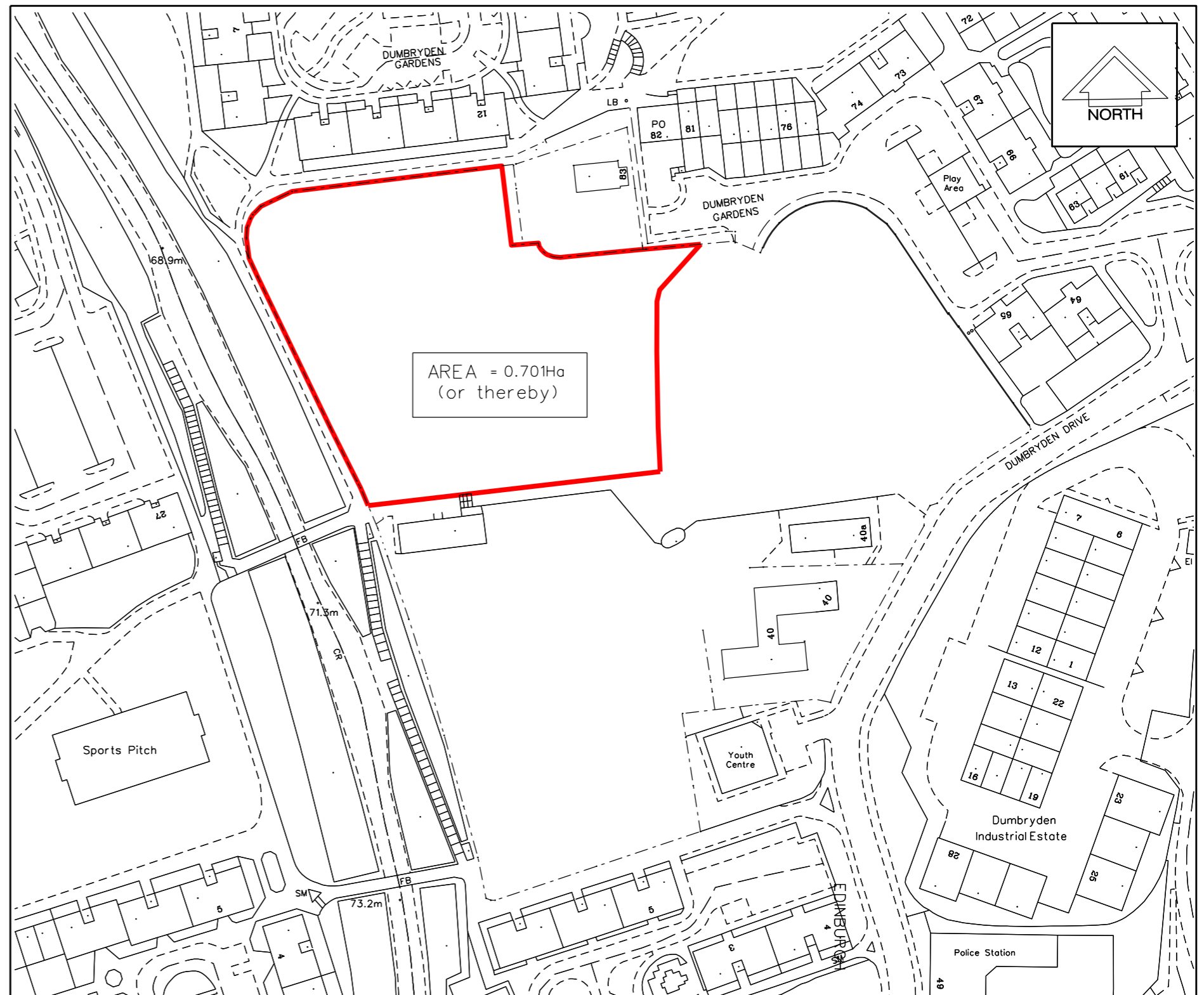
NEG. NO. A3/1473

SITE PLAN

SCALE 1:1250



LOCATION PLAN NOT TO SCALE



SITE PLAN

SCALE 1:1250

•EDINBURGH• THE CITY OF EDINBURGH COUNCIL	
CITY DEVELOPMENT EDINBURGH	
DUMBYDEN PRIMARY SCHOOL DUMBYDEN DRIVE EDINBURGH	
DATE	1/8/17
SURVEYED BY	Mark Ballantyne
DRAWN BY	MB
FILE NO.	
NEG. NO.	A3/1070

Finance and Resources Committee

10am, Tuesday, 23 January 2018

New Meadowbank Update

Item number

Report number

Executive/routine

Wards All, but specifically Craigentinny/Duddingston

Council Commitments [42](#)

Executive Summary

This report provides the latest update on the project to provide a new Meadowbank sports centre and associated facilities which includes wider regeneration of the existing site through residential and other development.

The funding package for the project includes an established capital budget of £7.9m, capital receipts from the Housing Revenue Account for the transfer of land to allow house building, disposal of a site to market for commercial development, department supported prudential borrowing and a Sportscotland grant.

Development of a new sports centre, housing and other development at Meadowbank will meet a number of Council objectives; including regeneration of the area and support for the local economy.

This update report will also be submitted to the Culture and Communities Committee on 30 January 2018.

New Meadowbank Update

1. Recommendations

- 1.1 Note the update on progress with the project to deliver a new Meadowbank sports centre and the wider regeneration of the area.
- 1.2 Note the update on current estimated costs for the sports centre.
- 1.3 Agree that the main construction contract for the sports centre should also include delivery of key infrastructure for the wider regeneration site.
- 1.4 Note the update on the proposed funding package and that a further update to Committee will be provided before the main construction contract is awarded.

2. Background

- 2.1 An update [report](#) on Meadowbank was submitted to Council on 9 February 2017 as background information for the budget setting process and a capital budget of £7.9m was established.
- 2.2 The additional elements of the funding packing for the new sports centre are capital receipts from the sale of Council owned sites, a contribution from the Housing Revenue Account (HRA) related to the transfer of surplus land at Meadowbank for new housing, Sportscotland funding and department supported prudential borrowing.
- 2.3 Since the approval of the £7.9m budget last February, the detailed design for the sports centre has been finalised, the expected costs for the new sports centre have been reviewed and an estimated delivery timescale has been developed. A master plan planning application for the wider regeneration site as well as a detailed planning application for the sports centre have recently been submitted.
- 2.4 The existing sports centre's last day of operation was 3 December 2017. Alternative arrangements have been put in place for user groups and the building has been handed back to the Council by Edinburgh Leisure.
- 2.1 The approach to future governance and delivery of the new sports centre and the wider regeneration of the Meadowbank site has been reviewed by the project's Investment Steering Group (ISG) so that all aspects of the project are integrated to ensure best value for the Council. An overview on the current financial situation of the project is provided in the remainder of this report.

3. Main report

- 3.1 Since the last report to Council on 9 February 2017 the estimated cost of providing the sports centre, the expected level of capital receipts and the expected funding from Sportscotland have been revised. The table below provides the latest cost and income estimates for each element of the funding package and a comparison to the situation as it was in February 2017.

Estimated cost and financial package for a new Meadowbank Sports Centre	Last update in February 2017	Latest estimates
Total project cost estimate	£43.5m	£46.9m (see update on costs in paragraph 3.2 below)
Funding Sources		
Council Capital Investment Programme	Nothing approved at time of report being submitted to Council.	£7.9m
Capital Receipts from HRA transfer and commercial site	£21.8m	£27.7m (see update in paragraph 3.3 - 3.5 below)
Prudential Borrowing	£6.8m	£6.8m (see update in paragraph 3.6 below)
sportscotland	£7m	£5m (still to be confirmed)
<i>Total funding</i>	£35.6m	£47.4m
Current Estimated Funding Gap	£7.9m	£0m

- 3.2 The update costs in the table above are only for delivery of the sports centre. The costs have increased as the design for sports centre has become more detailed, the exact mix of facilities required has been finalised and the cost of dealing with site specific issues has been determined. A stage 1 application was submitted to Sportscotland for £7m and the response to this application was that a stage 2 application could be submitted but only for a maximum value of £5m. Following

review of project delivery by the ISG, it is recommended that the demolition and enabling works contract for the sports centre should also include some key elements of infrastructure (e.g. demolition, utilities, roads, earthworks and landscaping) across the wider regeneration site. The costs associated with infrastructure delivery on the wider regeneration site will be met by an equivalent increase in capital receipts from disposal of site C and the transfer of sites A and B to the HRA.

- 3.3 A key risk in the funding package for delivery of the new sports centre has always been the timing of securing receipts from the sale of Council sites which have been ring fenced through previous approvals to contribute to the project. In order to reduce this risk the ISG have considered all approaches to achieving maximum value for the Council through the sites available and this explains the overall increase in expected receipts. The estimated increase in overall receipts is included in the table above and an update on each of the sites expected to contribute is provided below.
- 3.4 **Portobello – Westbank Street.** It has previously been approved by Council that the receipt from the sale of this site can be ring fenced as a contribution towards the cost of delivering the new Meadowbank Sports Centre. A report will be taken to the Finance and Recourses Committee on 27 March 2018 seeking approval for appointment of a preferred bidder following a two stage closing date process. Thereafter a place making study will be undertaken with the Community and will be facilitated by Planning. At the same time, Scottish Government has awarded a grant to Action Party from the Making Places initiative to undertake a community led design strategy. Consequently it will be a number of months before there is certainty over the level of receipt to be achieved from the disposal of the site and until that point there remains an element of risk about the receipt from this site being available as part of the funding package.
- 3.5 **Meadowbank Site C** – The existing approvals are that this site would be marketed for sale for future commercial development. However, recent discussions have taken place in relation to a specific investment opportunity which has the potential to maximise the receipt for part of the site. Should this be considered to generate the best return to the Council, approval would be sought for an off market disposal leaving a small area of land which could be transferred to the HRA for development by the Council's housing service. The level of funding to be transferred from the HRA would be increased proportionately based on the overall value of the increased site.
- 3.6 The prudential borrowing element of the funding requires the new Sports Centre to operate without a service payment from the Council. The Edinburgh Leisure business case demonstrates that further savings and revenue income streams will be generated from the new facility. The annual service payment to Edinburgh Leisure will be reduced by the amount of the service payment for the existing facility and the additional net income generated. The saving to the Council resulting from

this reduction in the service payment will be made available to fund the assumed prudential borrowing element of the project.

- 3.7 The timing for the main construction contract to be awarded is the beginning of August 2018. In advance of this all the necessary asbestos surveys and an enabling works contract would be complete. While it is the intention that the expected receipts, level of Sportscotland and prudential borrowing funding will be as indicated above there remains an element of risk in relation to the overall funding package until all of the receipts and funding negotiations have been concluded.
- 3.8 There is expected to be a final decision from Sportscotland before the end of February and negotiations with Edinburgh Leisure will be finalised before the end of March 2018. Further details on the level of receipts available should also be available within a similar timeframe. It has always been the intention that the main contract would not be let until the final funding package is approved by the Finance and Resources Committee and an update on the funding package will therefore be submitted to the Finance and Resources Committee in June 2018 by which point all the different elements of the proposed funding package should be confirmed.

4. Measures of success

- 4.1 Measures of success are:
- Delivery of a new sports facilities at Meadowbank which meet the needs of all user groups including positive benefits in terms of health and wellbeing
 - Development of more than 300 new homes; including affordable housing
 - Support for jobs and the wider economy

5. Financial impact

- 5.1 As stated in paragraph 3.1, the estimated cost of the project is £46.9m. This is anticipated to be funded from the Council's approved capital budget, ring-fenced capital receipts, prudential borrowing funded from funding efficiencies and Sportscotland grant. However, the majority of this funding is yet to be confirmed and it is considered that £5m could be at risk, should receipts be lower than anticipated.
- 5.2 The overall loans charges associated with the prudential borrowing requirement, over a 20 year period based on a loans fund interest rate of 5.1%, would be a principal repayment of £6.8m and interest of £4.420m, resulting in a total cost of £11.220m. Annual loans charges would be £0.561m per annum.
- 5.3 Should the Council need to invest an additional £5m from its capital budget, the overall loans charges associated with this, over a 20 year period based on a loans fund rate of 5.1%, would be a principal repayment of £5m and interest of £3.26m, resulting in a total cost of £8.26m. Annual loans charges would be £0.413m per annum.

- 5.4 It should be noted that Council borrowing is carried out in line with the Council's approved Treasury Management Strategy, provided for on an overall programme basis rather than for individual capital projects. Notional loan charge estimates have therefore been provided.

6. Risk, policy, compliance and governance impact

- 6.1 All Communities and Families capital projects are delivered in line with the Council's Risk Management Policy and Framework. The new Meadowbank project is overseen by an Investment Steering Group which operates based on the project management principles of Prince 2 following the same governance structure as all other Council major projects.
- 6.2 The prudential funding element of the funding package requires a reduction in the service payment to Edinburgh Leisure. This reduction is based on the new Sports Centre operating without service payment and for Edinburgh Leisure to generate additional annual efficiencies and income. The risk of any shortfall against these targets is borne by Edinburgh Leisure.
- 6.3 The revenue costs and income projections in the business case for the new Sports Centre's operation are subject to regular review and updating which could change the service payment level.
- 6.4 The sale of Westbank Street is dependent upon a third party, who has a long leasehold interest over the site. Any protracted delay in the sale and/or significant reduction in price could result in a risk that the sale would not proceed, which would be outwith the Council's control.

7. Equalities impact

- 7.1 The new sports centre at Meadowbank will be a modern, fully accessible, high quality facility open to all Edinburgh residents and visitors. The new facility would make a positive impact on the health, well-being and quality of life of those who use it. The facility is currently projected to attract over 600,000 visits per year by the second year of its operation. The current Meadowbank has just over 500,000 visits per year. If the project does not proceed, the impact on current users losing this facility would require to be assessed.
- 7.2 All new homes developed on the surplus sites will be high quality, energy efficient and accessible. A proportion of the new homes will be suitable for frail, older people and wheelchair users.

8. Sustainability impact

- 8.1 The new Meadowbank sports centre will be designed wherever possible in line with the Council's policies on energy efficiency and sustainability. New housing is built to high standards of energy efficiency and sustainability with brown field housing development reducing the impact on Edinburgh's greenbelt.

9. Consultation and engagement

- 9.1 Significant consultation and engagement with national sports governing bodies and local users of the sports facilities has been undertaken to date and will continue throughout the future phases of the project.
- 9.2 Public consultation events as required through the planning process following the submission of a Proposal of Application Notice have been carried out.

10. Background reading/external references

- 10.1 Report to Council on [9 February 2017](#)

11. Appendices

Alistair Gaw

Executive Director of Communities and Families

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Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Joint Consultative Group (JCG): Amendment of Constitution

Item number	7.20
Report number	
Executive/routine	
Wards	
Council Commitments:	None

Executive Summary

To request the Finance and Resources Committee to approve changes to the constitution for the Joint Consultative Group.

Joint Consultative Group: Amendment of Constitution

1 Recommendation

- 1.1 To approve the revised constitution for the City of Edinburgh Council Joint Consultative Group

2 Background

- 2.1 The Joint Consultative Group (JCG) is constituted with the purpose of providing a means of regular consultation between the City of Edinburgh Council and its employees and, where appropriate, submitting views to the Finance and Resources Committee of the Council for consideration.
- 2.2 The functions of the JCG are:-
- (a) to inform employee representatives on the activities, economic situation and development of the Council and to consult on the structure and development of employment within the Council;
 - (b) to inform and consult employee representatives on any proposals made by the City of Edinburgh Council involving substantial changes in the organisation of work and their effects on employment relations; and
 - (c) to consider any matter relating to the employment of Council employees which may be referred to the JCG by the City of Edinburgh Council or by any of the Trades Unions, including matters referred for consideration by directorate Joint Consultative Committees; provided that no question of an individual's employment circumstances (e.g. pay, wage, grading, discipline, promotion, efficiency, etc) shall be within the scope of the JCG.

3 Main report

- 3.1 At the meeting of the JCG on 16 November 2017 the membership agreed that the Constitution should be amended to reflect the changes to the Council and Staff Side. The revised Constitution is attached as an appendix to this report.

- 3.2 The proposed changes to the Constitution are:
- a) To change elected member representation from 6 to 7 to reflect the increase in elected members from 58 to 63 and to reflect the overall political balance on the Council;
 - b) Change of name to GMB (formally General, Municipal, Boilermakers and Allied Trades Union);
 - c) Amend the staff side membership for UNITE to 4 following its merger with UCATT (Union of Construction, Allied Trades and Technicians); and
 - d) Amend references to the Head of Legal, Risk and Compliance to Head of Strategy and Insight.

4 Measures of success

- 4.1 Not applicable.

5 Financial impact

- 5.1 The resources for the JCG will be met from existing directorate budgets.

6 Risk, policy, compliance and governance impact

- 6.1 The JCG representation should adequately represent the composition of the Council and trade union membership.

7 Equalities impact

- 7.1 There are no equality impacts as a result of this report.

8 Sustainability impact

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

9 Consultation and engagement

- 9.1 The notice required to be given in the Constitution has been carried out.

10 Background reading/external references

- 10.1 None

Andrew Kerr

Chief Executive

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Appendices

Appendix 1 – Joint Consultative Group - Constitution

**THE CITY OF EDINBURGH COUNCIL
JOINT CONSULTATIVE GROUP**

CONSTITUTION

1. TITLE

- 1.1 The Group shall be called "the City of Edinburgh Council Joint Consultative Group", referred to hereinafter as the "JCG".

2. SCOPE

- 2.1 The JCG shall cover all employee groups within the City of Edinburgh Council.

3. REPRESENTATION

- 3.1 The JCG shall be formed from the Council Side and the Joint Employees Side and the membership of the JCG shall be:-

- (a) For the Council Side, seven Elected Members appointed by the City of Edinburgh Council, (nominated and selected on a cross party basis)
(7 members)

- (b) For the Joint Employees Side, **15** representatives appointed by the recognised Trade Unions as follows:-

UNISON (5 representatives)

UNITE (4 representatives)

GMB 1 (representative)

Educational Institute of Scotland (3 representatives)

Scottish Secondary Teachers' Association (1 representative)

National Association of Schoolteachers/Union of Women Teachers (1 representative)

- 3.2 The Head of Strategy and Insight shall maintain a register of JCG membership. The Head of Head of Strategy and Insight shall invite the Council to fill any Council side vacancy on the JCG. In the event of a vacancy on the Joint Employees Side, the Joint Employees' Side Secretary shall notify the Head of Strategy and Insight of the new member.

- 3.3 In their absence, each member of the Joint Group shall be entitled to

nominate a substitute member to attend a meeting of the JCG. Details of such substitution shall be notified to the Head of Strategy and Insight in advance of the JCG meeting.

4. PURPOSE AND FUNCTIONS

4.1 The JCG shall be constituted with the purpose of providing a means of regular consultation between the City of Edinburgh Council and its employees and, where appropriate, submitting views to the Finance and Resources Committee of the Council for consideration.

4.2 The functions of the JCG shall be:-

- (a) to inform employee representatives on the activities, economic situation and development of the Council and to consult on the structure and development of employment within the Council;
- (b) to inform and consult employee representatives on any proposals made by the City of Edinburgh Council involving substantial changes in the organisation of work and their effects on employment relations; and
- (c) to consider any matter relating to the employment of Council employees which may be referred to the JCG by the City of Edinburgh Council or by any of the Trades Unions, including matters referred for consideration by Departmental Joint Consultative Committees; provided that no question of an individual's employment circumstances (e.g. pay, wage, grading, discipline, promotion, efficiency, etc) shall be within the scope of the JCG.

4.3 Agreement reached through joint discussions at the JCG shall not automatically be deemed to constitute a local collective agreement. The Council's normal decision making processes shall continue to apply in respect of changes to employees' terms and conditions of employment.

4.4 The Council's Head of HR (or representative(s)) shall attend the meetings of the JCG to provide advice and support. The JCG may also invite the attendance of any other person, including officials of the City of Edinburgh Council to any meeting of the JCG, in furtherance of the above.

5. CONDUCT OF BUSINESS

5.1 Convener and Vice-Convener

The Council shall appoint a Convener to the JCG, who is a representative of the Council Side. A Vice-Convener, who is a representative of the Joint Employees' Side*, shall also be appointed. The Convener, and in his/her absence the Vice-Convener, shall preside at meetings of the JCG. In the absence of both the Convener and Vice-Convener, the members present shall elect one of the members to preside at that meeting of the JCG.

5.2 Joint Employees' Side Secretary

The employee representatives shall appoint a Joint Employees' Side Secretary to the JCG from amongst their members for the purpose of communicating and co-ordinating issues for all the trade unions recognised by the Council, including notification and submission of agenda items to be raised by the Joint Employees' Side.

5.3 Agenda Construction

The Head of Strategy and Insight shall construct the agenda for meetings of the JCG.

5.4 The agenda shall be formed in three parts, as follows:

Part 1 Matters concerning all Council Employees;

Part 2 Matters concerning Council Employees, excluding Teaching staff; and

Part 3 Matters concerning School Teaching staff**.

5.5 The Council Side members of the JCG shall attend for all agenda items as shall the Vice-Convenor and the Joint Employees' Side Secretary.

5.6 Minutes and Reports

The Head of Strategy and Insight shall be clerk to the JCG and shall keep minutes of the meetings. Where required by the JCG, the Head of Strategy and Insight will report any views of the JCG to the Finance and Resources Committee of the Council for its interest.

** Where the Joint Employees' Side Secretary is appointed from amongst the Teachers' Side Trade Unions the Vice-Convenor should be appointed from amongst the representatives of the other Trade Unions, and vice versa.*

***The above order for Parts 2 and 3 shall be reversed for alternate meetings (i.e. matters concerning Teaching staff shall form Part 2 of the agenda and Matters concerning Council Employees, excluding Teaching Staff shall form Part 3 of the agenda).*

5.7 Meetings

The JCG shall meet in private, normally at quarterly intervals (in accordance with a programme of meetings determined by the JCG, on the advice of the Head of Strategy and Insight). Special meetings of the JCG can be arranged as and when required, subject to the agreement of both the Council Side and the Joint Employees' Side. Meetings will normally be called by notice in writing not less than seven days before the date of the meeting and the notice shall include the agenda of items to be discussed.

5.8 **Quorum**

The quorum of the Council Side of the JCG shall be 3 members

The quorum of the Joint Employees' Side shall be 5 members.

Business relating to all trade unions - five members.

Business relating to non-school teacher trade unions – three members.

Business relating to teacher trade unions – two members.

5.9 **Facilities**

The City of Edinburgh Council shall provide accommodation for meetings of the JCG.

5.10 **Amendments to Constitution**

The Council will keep this Constitution under review and may be required to make changes to the arrangements detailed above having regard to changing legislation in respect of informing and consulting employees. Either party desiring a variation or modification to the Constitution shall give the other party eight weeks notice of the proposed variation or modification.

January 2018

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Summary Report on Property Transactions concluded under Delegated Authority

Item number	8.1
Report number	
Executive/routine	Routine
Wards	City-wide
Council Commitments	C2

Executive Summary

To advise the Committee of all lease agreements, etc. concluded in accordance with the Council's 'Scheme of Delegation to Officers'.

This delegated authority currently extends to the conclusion of all new leases of up to five years in length where the rental is no greater than £50,000 per annum and rent reviews where the rental is no greater than £50,000 per annum. The authority also includes the sale of property which has been declared surplus to the requirements of the Council and sold on the open market to the highest bidder. Any transactions outwith these parameters are reported separately to Committee.

Summary Report on Property Transactions concluded under Delegated Authority

1. Recommendations

1.1 That Committee:

- 1.1.1 Notes the 36 transactions detailed in the attached Appendix have been concluded in accordance with the Council's 'Scheme of Delegation to Officers.

2. Background

- 2.1 Under the Council's Scheme of Delegation to Officers it is the responsibility of the Chief Executive or relevant Executive Director to keep the elected members appropriately informed about activity arising within the scope of the delegated authority under the Scheme. Reporting on a quarterly basis is considered the appropriate manner and frequency of keeping members advised.

3. Main report

- 3.1 Appendix 1 provides details of 36 transactions completed under delegated authority since the last quarterly report.
- 3.2 These transactions include 18 new leases, 12 rent reviews, 2 events & licences leases, 4 lease renewal/extensions, totalling additional rental income of £262,232 pa plus one off income of £2,501.

4. Measures of success

- 4.1 N/A.

5. Financial impact

- 5.1 Additional rental income of £283,785 pa plus one off income of £2,501.

6. Risk, policy, compliance and governance impact

- 6.1 There are no risk, policy, compliance or governance impacts as a result of this report.

7. Equalities impact

- 7.1 Equalities and Rights Impact Assessments have been carried out on all of the enclosed transactions where appropriate.

8. Sustainability impact

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

9. Consultation and engagement

- 9.1 N/A.

10. Background reading/external references

- 10.1 N/A.

Stephen S. Moir

Executive Director of Resources

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11. Appendices

Appendix 1 – List of Transactions

APPENDIX 1

NEW LEASES

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
1. 21091 SI	4 - Forth	Resources (General Fund)	Unit 3 West Shore Business Centre	RKP – Wolfpack Martial Arts Limited	Warehouse / Training Space	Old Rent: £ 0.00 per annum New Rent: £ 16,500 per annum Lease Period: 8 September 2017 to 7 September 2021 Payable: Monthly in advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: Open market letting with retained flexibility for future developments via a break option						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
2. EHBP/TE M P14 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 14 East Hermiston Business Park 1,067 sq ft	RL Access	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 8 September 2017 to 7 September 2022 Payable: Monthly in advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: Open market letting of a new build industrial unit at the asking market rent						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
3. EHBP/TE M P3 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 3 East Hermiston Business Park 1,067 sq ft	Corstorphine Bed Centre Limited	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 8 September 2017 to 7 September 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of a new build industrial unit at the asking market rent

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
4. EHBP/TE M P5 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 5 East Hermiston Business Park 1,067 sq ft	Hart Builders (Edinburgh) Limited	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 30 October 2017 to 29 October 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of a new build industrial unit at the asking market rent

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
5. EHBP/TE M P7 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 7 East Hermiston Business Park 1,067 sq ft	Rosevear Tea Group Limited	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 30 October 2017 to 29 October 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of a new build industrial unit at the asking market rent

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
6. EHBP/TE M P9 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 9 East Hermiston Business Park 1,067 sq ft	Insite Contracts Limited	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 30 October 2017 to 29 October 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of a new build industrial unit at the asking market rent

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
7. EHBP/TE M P2 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 2 East Hermiston Business Park 1,067 sq ft	Dobie & Son Limited	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 10 November 2017 to 9 November 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of a new build industrial unit at the asking market rent

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
8. EHBP/TE M P8 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 8 East Hermiston Business Park 1,067 sq ft	GM External Solutions LTD	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 29 November 2017 to 9 November 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of a new build industrial unit at the asking market rent

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
9. EHBP/TE M P6 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 6 East Hermiston Business Park 1,067 sq ft	Mail Master (Scotland) LTD	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 1 December 2017 to 30 November 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of a new build industrial unit at the asking market rent

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
10. EHBP/TE M P15/16 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Units 15 & 16 East Hermiston Business Park 2,134 sq ft	Shapes Furniture Limited	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 19,400 per annum Lease Period: 1 December 2017 to 30 November 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of two new build industrial units at the asking market rent

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
11. EHBP/TE M P11 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 11 East Hermiston Business Park 1,067 sq ft	E W Link Co Ltd	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 19 December 2017 to 18 December 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of a new build industrial unit at the asking market rent

0

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
12. EHBP/TE M P12 SI	Ward 7 – Sighthill / Gorgie	Resources (General Fund)	Unit 12 East Hermiston Business Park, 1,067 sq ft	BD Warehouse UK Ltd	Warehouse	Old Rent: £ 0.00 per annum New Rent: £ 9,700 per annum Lease Period: 19 December 2017 to 18 December 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Open market letting of a new build industrial unit at the asking market rent

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
13. 17314/6 SI	7 – Sighthill / Gorgie	Resources (General Fund)	Unit 6 Broomhouse Workspace, New Lairdship Yards	Infinity Internet Limited	Warehouse	Old Rent: £ 0.00 per annum New Rent: £14,000 per annum Lease Period: 1 December 2017 to 30 November 2022 Payable: Monthly in advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: Open market letting of this industrial unit						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
14. 7414 SI	11 – City Centre	Resources (General Fund)	10 Lauriston Street	David Gourlay	Barbers	Old Rent: £0.00 per annum New Rent: £6,000 per annum Lease Period: 14 September 2017 to 13 September 2022 Payable: Monthly in advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: Open market letting						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
15. 723/12 AM	13 - Leith	Resources (General Fund)	18a Tennant Street 1,892 sq ft	Ekotex Yoga Ltd	Storage warehouse	Old Rent: £ 11,350 per annum New Rent: £ 15,155 per annum Lease Period: 25 September 2017 to 24 September 2022 Payable: Monthly in advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: New 5-year lease granted with 2 month rent free period. Rate per sq ft above tone rate for the estate. Vacant since January 2017 and previous rent set November 2015.						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
16. 16496/11 MK	13 - Leith	Resources (General Fund)	Church Hall, 108a Duke St, Edinburgh, EH6 8HL	City of Edinburgh Council	Church facilities used by Leith Primary School	Old Rent: £10,894.50 per annum New Rent: £11,241.75 per annum Payable: Monthly Lease Period: 16 August 2017 to 29 June 2018
<input checked="" type="checkbox"/> ERIA received? REMARKS: Continued use of Church Hall by Leith Primary School						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
17. 17768/12 AM	17 – Portobello / Craigmillar	Resources (General Fund)	Unit 12/13 Peffer Business Centre 2,200 sq ft	Richies Scaffolding Services Ltd	Storage Warehouse	Old Rent: £ 0.00 per annum (Vacant) New Rent: £15,000 per annum Lease Period: 01 November 2017 to 5 March 2021 Payable: Monthly in advance

ERIA received?

REMARKS: New 3.5 year lease granted with 3 month rent free period. Rate per sq ft in line with tone rate for the estate. Vacant since Sept 2012 but concessionary let terminated.

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
18. 16336/2 SI	17 – Portobello / Craigmillar	Place Housing and Regeneration	115 Portobello High Street	Kirsty Smith	Beauty Salon	Old Rent: £ 7,100 per annum New Rent: £ 7,500 per annum Lease Period: 1 October 2010 to 30 September 2022 Payable: Monthly in advance

ERIA received?

REMARKS: Lease renunciation and new lease due to the Tenant selling their business

EVENTS & LICENCES FOR WORKS

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS	TENANT	USE	TERMS
19. 18/W174/33 MK	5 – Inverleith	Parks and Greenspace	3,000 sq ft	Warriston crescent Residents' Association	Ground/Green Space	Rent: £1 New Rent: £1 Payable: £1 Lease Period: 5 years from 1 Sept 2017 New Rent
<input checked="" type="checkbox"/> ERIA received? REMARKS:						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
20.. Meadowbank /MK	Ward 14 Craigentenny / Duddingston	Communities & Families	Area of scrub land located adjacent to Meadowbank Stadium	Network Rail	Temporary construction compound	Period: 20 September to 24 October 2017 Rent: £2,500 Admin fee: £250
<input checked="" type="checkbox"/> ERIA received? REMARKS: To facilitate works to the adjacent railway infrastructure						

LEASE RENEWALS/EXTENSIONS

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
21. 21111 IL	4 – Forth	Resources (General Fund)	Unit 7, West Shore Trading Estate, Edinburgh, EH5 1QF	Edinburgh International Science Festival	Industrial (Class 4,5)	Old Rent: £15,750 per annum New Rent: £17,200 per annum From: 26 November 2017 to 25 November 2020 Payable: Monthly in Advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: GIA = 424.55 sq m (4,570 sq ft)						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
22. 17314/1 IL	7 – Sighthill / Gorgie	Resources (General Fund)	Unit 1 Broomhouse Workspace, New Lairdships Yard, Edinburgh, EH11 3HY	Raymond Hamil	Industrial (Class 4,5)	Old Rent: £6,600 per annum New Rent: £7,250 per annum From: 1 September 2017 to 31 August 2022 Payable: Monthly in Advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: GIA = 77.01 sq m (829 sq ft)						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
23.. 15800/3 IL	11 – City Centre	Resources (General Fund)	53 Blackfriars Street, Edinburgh, EH1 1NB	Director of Health & Social Care	Office (Class 2)	Old Rent: £7,500 per annum New Rent: £7,800 per annum From: 3 September 2017 to 2 September 2018 Payable: Monthly in Advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: NIA = 55.36 sq m (596 sq ft)						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
24.. 17768/2 AM	17 – Portobello / Craigmillar	Resources (General Fund)	Unit 2 Peffer Business Centre 1,260 sq ft	Mr Ross Richardson	Storage Warehouse	Old Rent: £ 8,500 New Rent: £8,500 per annum Lease Period: 28 November 2016 to 01 March 2017 Payable: Monthly in advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: Lease extension. Rate per sq ft in line with tone rate for the estate.						

RENT REVIEWS

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
25.. 32188 AM	1 - Almond	Resources (General Fund)	Suite 1, Phase 3 Ratho Park 5,000 sq ft	RPS Environmental Management Ltd	Office	Old Rent: £ 31,000 per annum New Rent: £41,850 per annum Lease Period: 26 March 2012 to 25 March 2020 Payable: Monthly in advance
<input checked="" type="checkbox"/> ERIA received? REMARKS: Rent review (backdated to 26/03/17).						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
26.. 8369/9 MK	3 – Drum Brae/Gyle	Communities for Families	Sports Pavillion, Clermiston Park 1,724 sq ft	Hutchison Vale FC	Sports Club	Old Rent: £100 per annum New Rent: £500 per annum
<input checked="" type="checkbox"/> ERIA received? REMARKS: Rent increase effective 11/05/18						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
27. 11137/2/D 2 MK	5 – Inverleith	Services for Communities	Bowling Green, 3 Arboretum Place 1,724 sq ft	Tanfield Bowling Club	Bowling Club	Old Rent: £200 per annum New Rent: £750 per annum
<input checked="" type="checkbox"/> ERIA received? REMARKS: Rent increase effective 01/04/17						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
28. 8369/31 MK	8 – Colinton	Communities and Families	Bowling Green, Oxangs Road North	Colinton Mains Bowling Club	Bowling Club	Old Rent: £250 per annum New Rent: £750 per annum
<input checked="" type="checkbox"/> ERIA received? REMARKS: Rent increase effective 01/10/18						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
29. 12558/6 IL	10 – Meadows / Morningside	Resources (General Fund)	137 Lauriston Street, Edinburgh, EH3 9JN	Electron Wheels Limited	Retail (Class 1 Use) Bike Shop	Old Rent: £4,000 per annum New Rent: £8,000 per annum From: 15 December 2016 to 14 December 2017. Payable: Monthly in Advance.

ERIA received?

REMARKS: ITZA = 65.95 sq m (710 sq ft)

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
30 18812/TEM P IL	11 – City Centre	Resources (General Fund)	54 George Street, Edinburgh, EH2 2LR	Jamie's Italian Limited	Restaurant (Class 3 Use)	Old Rent: £253,000 per annum New Rent: £297,000 per annum From: 30 March 2017 to 29 March June 2022. Payable: Quarterly in Advance.

ERIA received?

REMARKS: GIA = 642.91 sq m (6,920 sq ft)

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
31.. HIGH-U07 IL	11 – City Centre	Resources (General Fund)	60 High Street, Edinburgh, EH1 1TB	Radical Travel Group Limited	Retail (Class 1 Use)	Old Rent: £23,870 per annum New Rent: £37,100 per annum From: 17 August 2017 to 16 August 2022. Payable: Quarterly in Advance.
<input checked="" type="checkbox"/> ERIA received? REMARKS: NIA = 77.92 sq m (839 sq ft)						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
32. 17426/1 IL	13 – Leith	Resources (General Fund)	106 Jane Street, Unit 1 Bonnington Business Centre, Edinburgh, EH6 5HG	LSB Edinburgh Ltd	Industrial (Class 4 Use) Highland Wear Distributor	Old Rent: £18,750 per annum New Rent: £24,000 per annum From: 7 September 2017 to 6 September 2022. Payable: Monthly in Advance.
<input checked="" type="checkbox"/> ERIA received? REMARKS: GIA = 348.37 sq m (3,750 sq ft)						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
33. NID01/U014 IL	17 – Portobello / Craigmillar	Resources (General Fund)	56 Niddrie Mains Road, Edinburgh, EH16 4BG	Deborah & Ian Thomson	Retail (Class 3 Use) Cafe	Old Rent: £6,000 per annum New Rent: £6,400 per annum From: 1 September 2017 to 31 August 2022. Payable: Quarterly in Advance.
<input checked="" type="checkbox"/> ERIA received? REMARKS: ITZA = 38.85 sq m (418 sq ft)						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
34. 17768/6 IL	17 – Portobello / Craigmillar	Resources (General Fund)	Unit 6 Peffer Business Centre, Peffer Place North, Edinburgh, EH16 4UZ	Thomas Halligan	Industrial (Class 4 Use) Workwear / Tools to Trade	Old Rent: £5,400 per annum New Rent: £5,500 per annum From: 1 November 2017 to 31 October 2022. Payable: Monthly in Advance.
<input checked="" type="checkbox"/> ERIA received? REMARKS: GIA = 71.99 sq m (775 sq ft)						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
35.. 17768/10 IL	17 – Portobello / Craigmillar	Resources (General Fund)	Unit 10 Peffer Business Centre, Peffer Place North, Edinburgh, EH16 4UZ	Peter Donaldson	Industrial (Class 4 Use) Joiner	Old Rent: £5,200 per annum New Rent: £5,500 per annum From: 1 November 2017 – 31 October 2022. Payable: Monthly in Advance.
<input checked="" type="checkbox"/> ERIA received? REMARKS: GIA = 71.53 sq m (770 sq ft)						

ITEM & REF NO.	WARD	OWNING DEPT/ACCOUNT	SUBJECTS (including area in sq ft)	TENANT	USE	TERMS
36.. 17768/17 IL	17 – Portobello / Craigmillar	Resources (General Fund)	Unit 17 Peffer Business Centre, Peffer Place North, Edinburgh, EH16 4UZ	Barry McKinnon	Industrial (Class 4 Use) Blacksmith	Old Rent: £5,400 per annum New Rent: £5,500 per annum From: 1 November 2017 to 31 October 2022. Payable: Monthly in Advance.
<input checked="" type="checkbox"/> ERIA received? REMARKS: GIA = 71.99 sq m (775 sq ft)						

WAYLEAVE

DISPOSALS

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Proposed new lease at 54-56 Blackfriars Street, Edinburgh

Item number	8.2
Report number	
Executive/routine	Routine
Wards	11 – City Centre
Council Commitments	C2

Executive Summary

The retail units at 54 and 56 Blackfriars Street are leased out to Mr Yilmaz.

The tenant proposes a scheme of refurbishment and improvement. Due to the costs involved, and for increased security of tenure, the tenant has requested a new lease.

This report seeks approval to grant a new 25 year lease to Mr Yilmaz on the terms and conditions outlined in the report.

Proposed new lease at 54-56 Blackfriars Street, Edinburgh

1. Recommendations

1.1 That Committee:

- 1.1.1 Approves a new 25 year lease to Mr Yilmaz of 54-56 Blackfriars Street, Edinburgh on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

2. Background

- 2.1 The retail premises at 54-56 Blackfriars Street extends to 66.5 sq m (713 sq ft) as shown outlined in red on the attached plan.
- 2.2 Mr Yilmaz operates a fast food takeaway business from unit 56 and utilises unit 54 for general storage purposes. The lease at No 54 expired on 23 November 2015 and continues on an annual basis under tacit relocation. The lease at No 56 expires on 7 June 2028. The current rent for the combined units is £7,750 per annum.
- 2.3 Mr Yilmaz is now proposing to undertake a refurbishment of the premises and has requested a new 25 year lease over the property to replace the two existing agreements.

3. Main report

3.1 The following terms have been provisionally agreed:

- Subjects: Retail shop at 54-56 Blackfriars Street, Edinburgh;
- New Lease: 25 years from date of entry;
- Rent: £9,500 per annum (current market rental value of the combined units);
- Rent Reviews: Reviewed on each 5th anniversary of the term to open market rent;
- Use: Hot food takeaway;
- Repairs: Full repairing and maintaining obligation;
- Other terms: As contained in a standard commercial lease; and

- Costs: Tenant responsible for all Council costs

3.2 The tenant has fulfilled all their legal and financial obligations in terms of the existing leases.

4. Measures of success

4.1 Granting a new 25 year lease will allow Mr Yilmaz to invest in his hot food takeaway business and in turn sustain long term employment opportunities.

5. Financial impact

5.1 An increase in rent of £1,750 per annum to the General Property Account.

6. Risk, policy, compliance and governance impact

6.1 This is a new 25 year lease to the existing tenant. The existing tenant has been trading from the property since 2001. It is considered there is little or no impact on Risk, Policy, Compliance or Governance issues.

7. Equalities impact

7.1 An Equality and Rights Impact Assessment has been carried out.

7.2 An enhancement of rights has been identified as through a new lease, it will ensure that Mr Yilmaz can continue develop his hot food takeaway business. This will allow him to continue to provide a high level of service and experience to his employees and customers. This directly links to an enhancement of the following rights namely (i) Legal Security, (ii) Education and Learning and (iii) Productive and Valued Activities.

8. Sustainability impact

8.1 There are no sustainability issues arising from this report as it is a new lease being proposed for a property that has been used as a hot food takeaway since 2001.

9. Consultation and engagement

9.1 Ward elected members have been made aware of the recommendations of the report.

10. Background reading/external references

10.1 Not applicable.

Stephen S. Moir

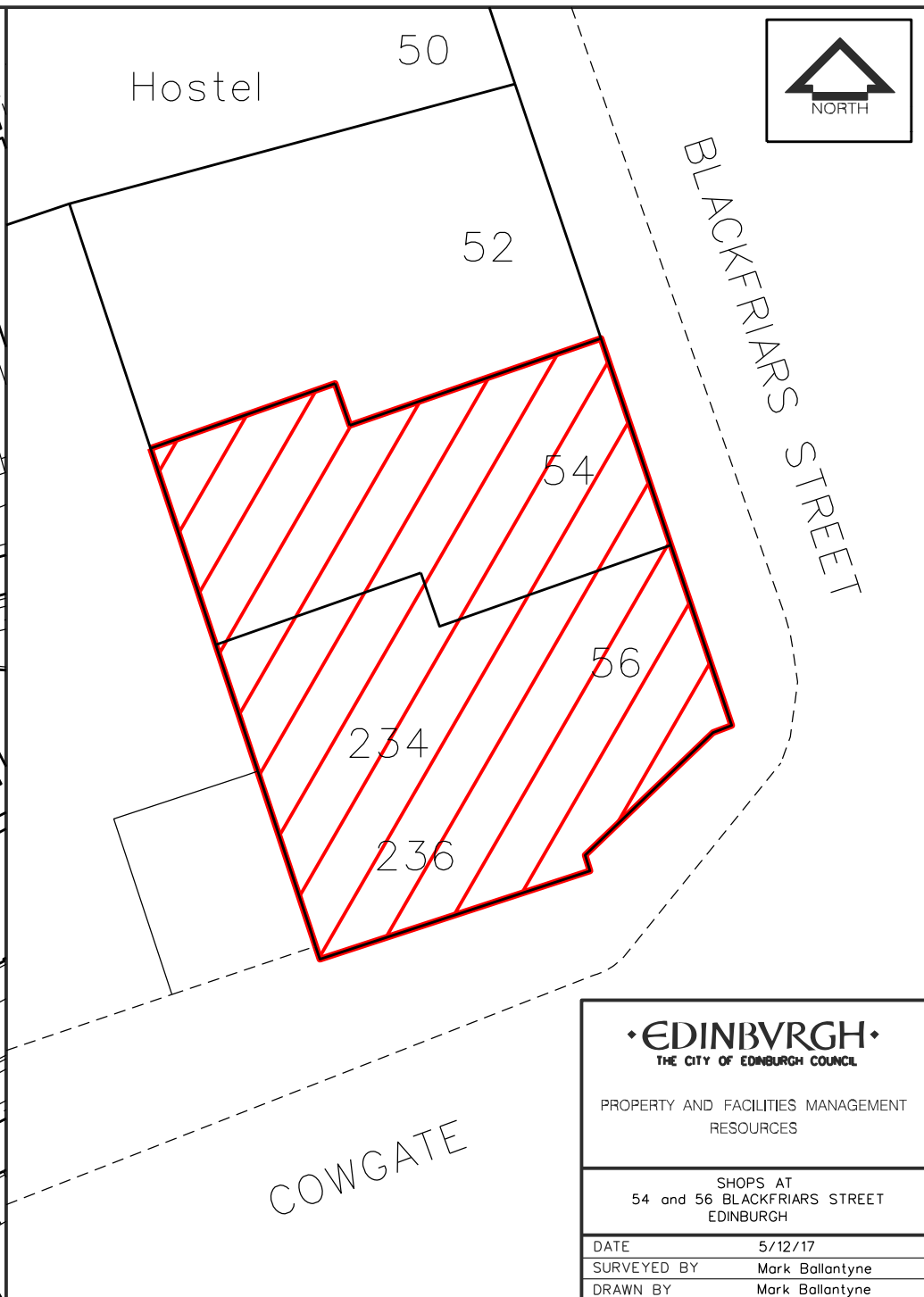
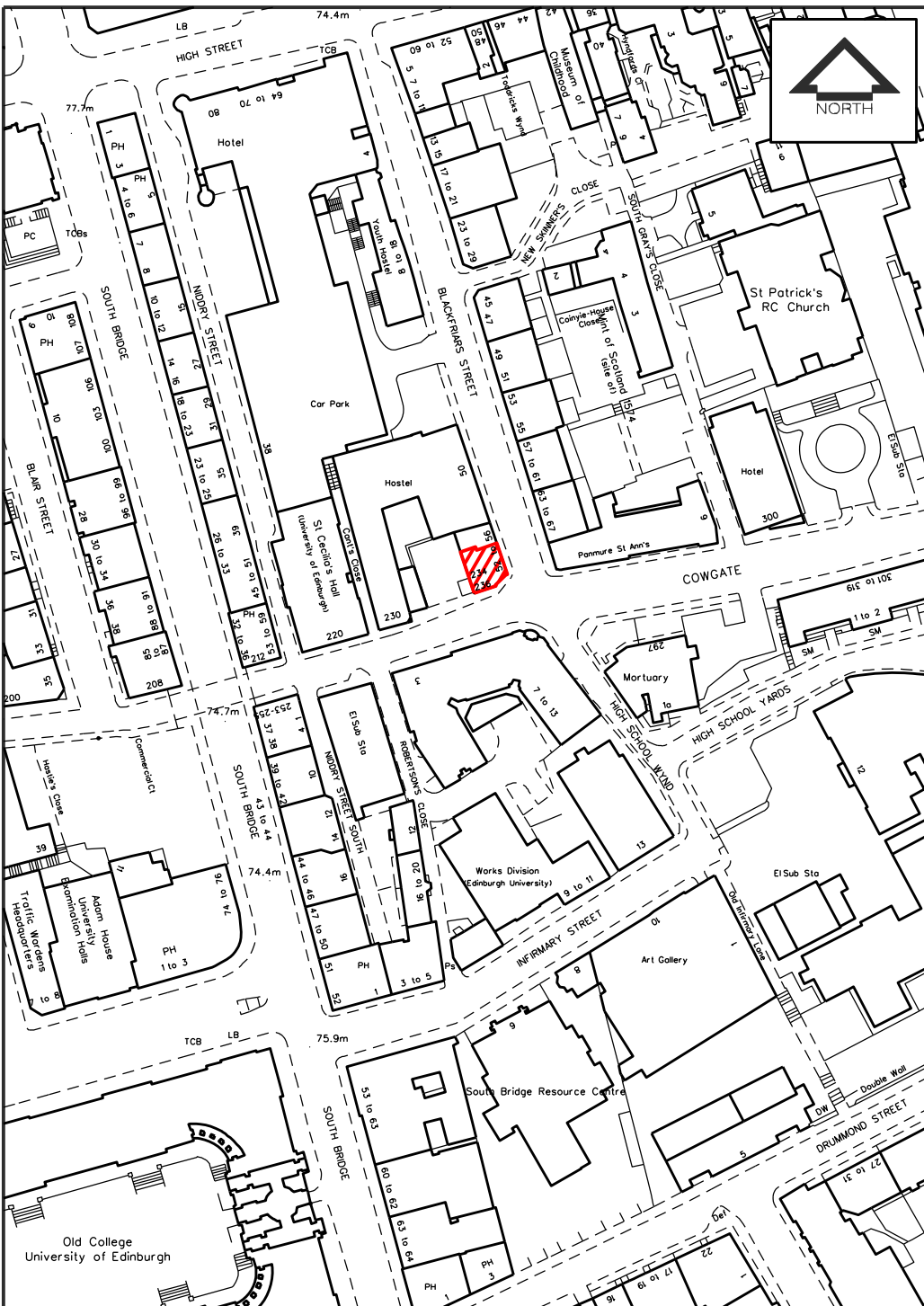
Executive Director of Resources

Contact: Markus Kroner, Estates Surveyor

E-mail: markus.kroner@edinburgh.gov.uk

11. Appendices

Appendix 1 – Location Plan



LOCATION PLAN

PHOTOGRAPHICALLY REDUCED NOT TO SCALE

SITE PLAN

EDINBURGH
THE CITY OF EDINBURGH COUNCIL

PROPERTY AND FACILITIES MANAGEMENT
RESOURCES

SHOPS AT 54 and 56 BLACKFRIARS STREET EDINBURGH	
DATE	5/12/17
SURVEYED BY	Mark Ballantyne
DRAWN BY	Mark Ballantyne
SCALE	N.T.S.
NEG. NO.	A3/14 76a

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Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Proposed Lease Extension at Unit 33, The Loan, Viewforthbank Industrial Estate, South Queensferry, EH30 9SD

Item number	8.3
Report number	
Executive/routine	Routine
Wards	4 - Forth
Council Commitments	C2 , C3

Executive Summary

The retail unit at 33 The Loan is let to Lloyds Pharmacy Ltd and trades as Lloyds Pharmacy.

The lease expired on 28 November 2016 and has been continuing by the principle of Tacit Relocation. Terms have now been agreed for a 10 year extension to the lease.

The report seeks approval to grant a 10 year lease extension to Lloyds Pharmacy Ltd on the terms and conditions outlined in the report.

Proposed Lease Extension at Unit 33, The Loan, Viewforthbank Industrial Estate, South Queensferry, EH30 9SD

1. Recommendations

1.1 That Committee:

- 1.1.1 Approves a 10 year lease extension to Lloyds Pharmacy Ltd of retail premises at Unit 33, The Loan, Viewforthbank Industrial Estate, South Queensferry, on the terms outlined in this report and on other terms and conditions as agreed by the Executive Director of Resources.

2. Background

- 2.1 The shop premises at Unit 33, The Loan extends to 181.07 sq m (1,949 sq ft) or thereby and is shown outlined in red on the attached plan.
- 2.2 Since November 2001, Lloyds Pharmacy Ltd has been the tenant of the property operating a retail pharmacy business processing prescriptions and selling a range of health remedies, beauty products and toiletries. The current rent is £40,000 per annum.
- 2.3 The existing lease expired on 28 November 2016 and has continued Tacit Relocation by mutual agreement. Lloyds Pharmacy has now requested that the Council grant a 10 year lease extension to be effective from 1 March 2018.

3. Main report

3.1 The following terms have been provisionally agreed:

- Subjects: Retail shop at Unit 33, The Loan, Viewforthbank Industrial Estate, South Queensferry;
- Term: 10 years from 1 March 2018 until 28 February 2028;
- Break Option: A tenant only break option on the 1 March 2023;
- Rent: £40,000 per annum, (current rental value);

- Rent Reviews: Reviewed on each 5th anniversary of the term to open market value;
 - Use: Class 1 Retail Use;
 - Repairs: Full repairing and maintaining obligation.; and
 - Other terms: As contained in the existing lease.
- 3.2 The tenant has fulfilled all their legal and financial obligations in terms of the existing lease.

4. Measures of success

- 4.1 Granting a 10 year lease extension will allow the tenant to continue their long term financial planning of the business and in turn sustain employment for their workers.

5. Financial impact

- 5.1 The Council will continue to receive a rent of £40,000 per annum which represents market value, credited to the General Property Account.

6. Risk, policy, compliance and governance impact

- 6.1 This is a 10 year lease to the existing tenant who has been trading from the property since November 2001. It is considered there is little or no impact on Risk, Policy, Compliance or Governance issues.

7. Equalities impact

- 7.1 An Equality and Rights Impact Assessment has been carried out.
- 7.2 An enhancement of rights has been identified as through a lease extension, it will ensure that the tenant can continue to plan both financially and in terms of developing their business. This will allow them to continue to provide a high level of service and experience to their employees and customers. This directly links to an enhancement of the following rights namely (i) Legal Security, (ii) Education and Learning and (iii) Productive and Valued Activities.
- 7.3 A possible infringement has been identified in that by offering a lease extension to the current tenant, rather than placing the retail premises on the open market, there is the potential impact on others who may want to lease the shop. However, given the established nature of the tenants business and the possible effect on it if a lease extension is not granted, the impact is considered to be proportionate and justifiable.

8. Sustainability impact

- 8.1 There are no sustainability issues arising from this report as it is a new lease being proposed for a property that has been in retail use for many years and is to continue to be in retail use.

9. Consultation and engagement

- 9.1 Ward councillors have been informed of the recommendations of the report.

10. Background reading/external references

- 10.1 Not applicable.

Stephen S. Moir

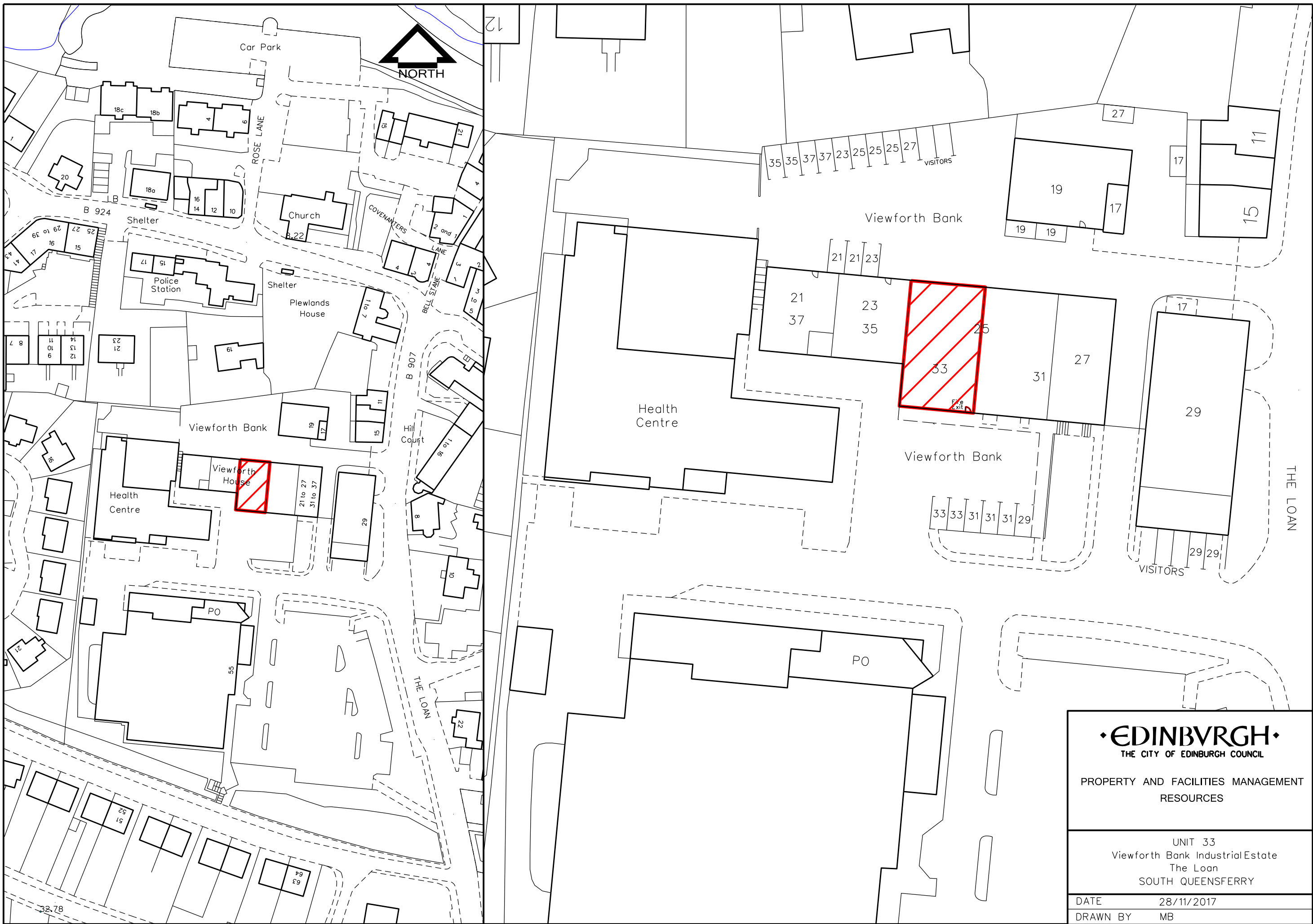
Executive Director of Resources

Contact: Iain Lamont, Investment Portfolio Officer

E-mail: iain.lamont@edinburgh.gov.uk | Tel: 0131 529 7610

11. Appendices

Appendix 1 – Location Plan



LOCATION PLAN

PHOTOGRAPHICALLY REDUCED NOT TO SCALE

SITE PLAN

• EDINBURGH •
 THE CITY OF EDINBURGH COUNCIL

PROPERTY AND FACILITIES MANAGEMENT
 RESOURCES

UNIT 33
 Viewforth Bank Industrial Estate
 The Loan
 SOUTH QUEENSFERRY

DATE	28/11/2017
DRAWN BY	MB
FILE NO.	01/T278/35
NEG. NO.	A3/1131a

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Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Deed of Servitude – Land to the South of Glasgow Road, Edinburgh – Gas Main Diversion

Item number	8.4
Report number	
Executive/routine	
Wards	3 – Drum Brae/Gyle
Council Commitments	None applicable

Executive Summary

This report seeks Committee approval to the granting of a deed of servitude for a gas main diversion in connection with the Edinburgh to Glasgow Improvement Programme's Edinburgh Gateway Interchange.

Deed of Servitude - Land to the South of Glasgow Road, Edinburgh – Gas Main Diversion

1. Recommendations

- 1.1 That Committee:
 - 1.1.1 Approves that Council enters into a deed of servitude with Scotland Gas Networks PLC under the terms and conditions outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

2. Background

- 2.1 In 2016, Scottish Gas Networks plc diverted approximately 107 metres of a 250 mm diameter gas main over Council owned land to enable significant infrastructure works to take place as part of the Edinburgh to Glasgow Improvement Programme.
- 2.2 The land under consideration forms part of a road embankment containing pedestrian pathways situated between Glasgow Road and the Gyle Shopping Centre. The Programme provides safe pedestrian access under Glasgow Road.

3. Main report

- 3.1 Scotland Gas Networks plc now requires to retrospectively enter into a deed of servitude to formalise their occupation and a requirement for access and maintenance.
- 3.2 Scotland Gas Networks plc will pay a consideration of £1 and will bear the Council's legal fees and administrative costs.

4. Measures of success

- 4.1 The Edinburgh to Glasgow Improvement Programme at Edinburgh Gateway Interchange is completed.
- 4.2 The north western edge of the city will continue to benefit from an adequate gas supply network.

- 4.3 This Programme aims to contribute to a better environment, benefit the communities the route serves, and ultimately lead to more job opportunities within the City of Edinburgh.

5. Financial impact

- 5.1 The Council's legal and administrative costs will be met by Scotland Gas Networks plc.

6. Risk, policy, compliance and governance impact

- 6.1 Should Committee not approve the recommendation of this report, Scotland Gas Networks plc would most likely obtain non-exclusive legal rights of occupation via a statutory route.

7. Equalities impact

- 7.1 This report has been assessed in terms of equalities and human rights. There are no negative equality and rights impacts arising from this report.

8. Sustainability impact

- 8.1 The proposed agreement would contribute towards the delivery of The Edinburgh to Glasgow Improvement Programme.

9. Consultation and engagement

- 9.1 Ward Members have been informed of the recommendations contained within this report.

10. Background reading/external references

- 10.1 N/A

Stephen S Moir

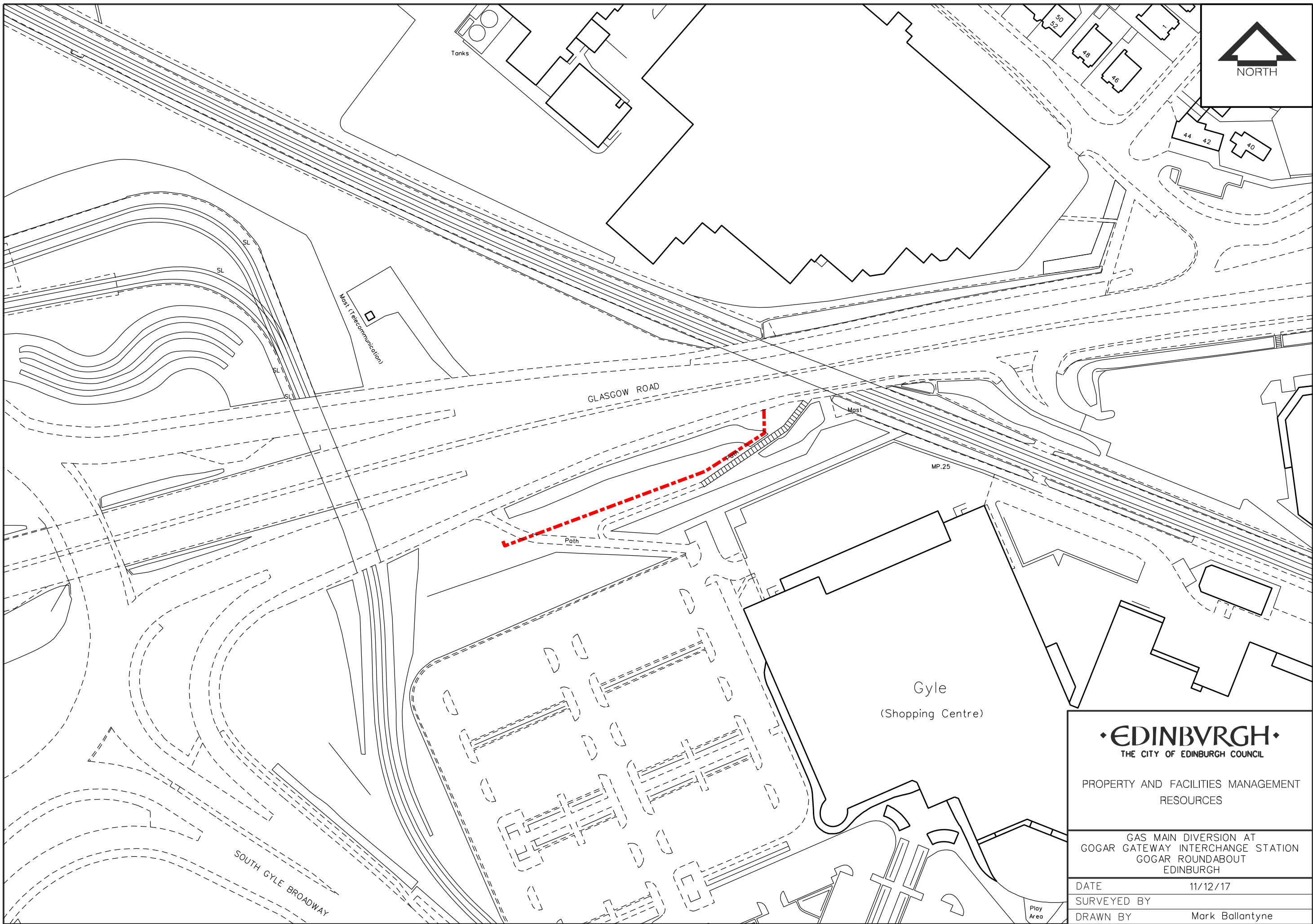
Executive Director of Resources

Contact: Mark Penman, Estates Surveyor

E-mail: mark.penman@edinburgh.gov.uk | Tel: 0131 529 4188

11. Appendices

11.1 Appendix 1 – Location Plan



Tanks

Man (telecommunication)

GLASGOW ROAD

MP.25

Path

Man

Gyle
(Shopping Centre)

SOUTH GYLE BROADWAY

Play Area

• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL

PROPERTY AND FACILITIES MANAGEMENT
RESOURCES

GAS MAIN DIVERSION AT
GOGAR GATEWAY INTERCHANGE STATION
GOGAR ROUNDABOUT
EDINBURGH

DATE	11/12/17
SURVEYED BY	
DRAWN BY	Mark Ballantyne
SCALE	1:1250 A3 SIZE
NEG. NO.	A3/1607a

SITE PLAN

SCALE 1:1250

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Deed of Servitude - Water Supply over Meggetland Playing Fields

Item number	8.5
Report number	
Executive/routine	Routine
Wards	9 - Fountainbridge/Craiglockhart Ward
Council Commitments	None applicable

Executive Summary

Planning Consent was granted for a 60 bed care home (Ref: 12/00789/FUL) adjacent to the north west corner of Meggetland Playing Fields, south of Slateford Railway Station. The development, by Northcare (Scotland) Limited, is nearing completion.

A servitude is required over Council land to formalise the placement of a water supply for the care home. A licence to carry out the installation of the pipes was granted in consultation with Edinburgh Leisure, Scottish Water and the developer. These works have now been completed and the land reinstated. The works include three pipes being laid across Meggetland Playing Field to connect into the nearest water main, located at Meggetland Wynd.

Deed of Servitude - Water Supply over Meggetland Playing Fields

1. Recommendations

1.1 That Committee:

- 1.1.1 Approves the grant of a servitude to Northcare (Scotland) Limited on the terms outlined within this report and on such other terms and conditions to be agreed by the Executive Director of Resources.

2. Background

- 2.1 Northcare (Scotland) Limited require a water supply for a 60 bed new build care home which is nearing completion. The route, across the playing fields, was the only route available to the developer owing to the proximity of the closest water main which is located at Meggetland Wynd.
- 2.2 The agreed route goes around the pitches within an area of rough ground which meant that there was no interference with the local herringbone drainage and no disruption to the use of the football pitches, nor cricket wicket.
- 2.3 The proposed servitude will create a heritable and irredeemable right for the water pipes to be laid, maintained, repaired, renewed and accessed (with conditions).

3. Main report

- 3.1 The Council's Operational Estates and Legal teams, together with Scottish Water, and Edinburgh Leisure were consulted and agreed the route of the pipes, together with reinstatement conditions and an access route. To conclude matters a servitude is required to formalise this agreement. The following terms and conditions are proposed:
 - A right to lay, repair, maintain and if necessary renew, and replace the pipes in, through or under the servitude area;

- A right of pedestrian and vehicular access (without heavy machinery) to the servitude area along the access route at all reasonable times, subject to giving reasonable prior notice (except in an emergency);
- A grassum payment of £26,000 to the Council;
- A lift and shift provision in the event of any future development;
- The developer will bear the Council's legal fees and any costs associated with the works including any future liability; and
- A bond of £5,000 is being held pending completion of the servitude.

4. Measures of success

- 4.1 The provision of a water supply for a 60 bed care home facility which will expand care capacity for the city.
- 4.2 The route does not impact on the use of the pitches nor the local herringbone drainage system.
- 4.3 The reinstatement works are completed and the ground returned to its original condition.

5. Financial impact

- 5.1 The Council will receive a grassum payment of £26,000.
- 5.2 A lift and shift provision has been agreed whereby the pipes can be relocated at any point in the future in order to facilitate a new development, should this be required.

6. Risk, policy, compliance and governance impact

- 6.1 If the servitude is not granted then Northcare (Scotland) Limited will have to remove the water pipes. Scottish Water could then invoke statutory powers on behalf of the developer, which in turn would lead to the care home not opening on time due to the lack of a water supply.

7. Equalities impact

- 7.1 An Equality and Rights Impact Assessment has been carried out.
- 7.2 The works have a limited impact on the accessibility to the public owing to the size of Meggetland Playing Fields and the location of the works within rough ground. Any future access for the maintenance of the pipes will require prior notice with minimal disruption to the use of the playing fields.

- 7.3 Entering into a servitude will formally ensure the provision of a water supply to a needed care facility which will benefit the local community.

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. Relevant Council sustainable development policies have been taken into account and are noted at Background Reading later in this report.

9. Consultation and engagement

- 9.1 The proposal has been discussed with Edinburgh Leisure, Scottish Water and the greenkeeping team at Meggetland.
- 9.2 Ward Members have been informed of the recommendations contained within this report.

10. Background reading/external references

- 10.1 Relevant Council sustainable development policies: [Biodiversity Action Plan](#), [Edinburgh and Lothians Forestry and Woodland Strategy](#), [Edinburgh Natural Heritage Strategy](#), [Edinburgh Natural Heritage Strategy](#), [Sustainable Edinburgh 2020](#), [Water Policy](#)

Stephen S Moir

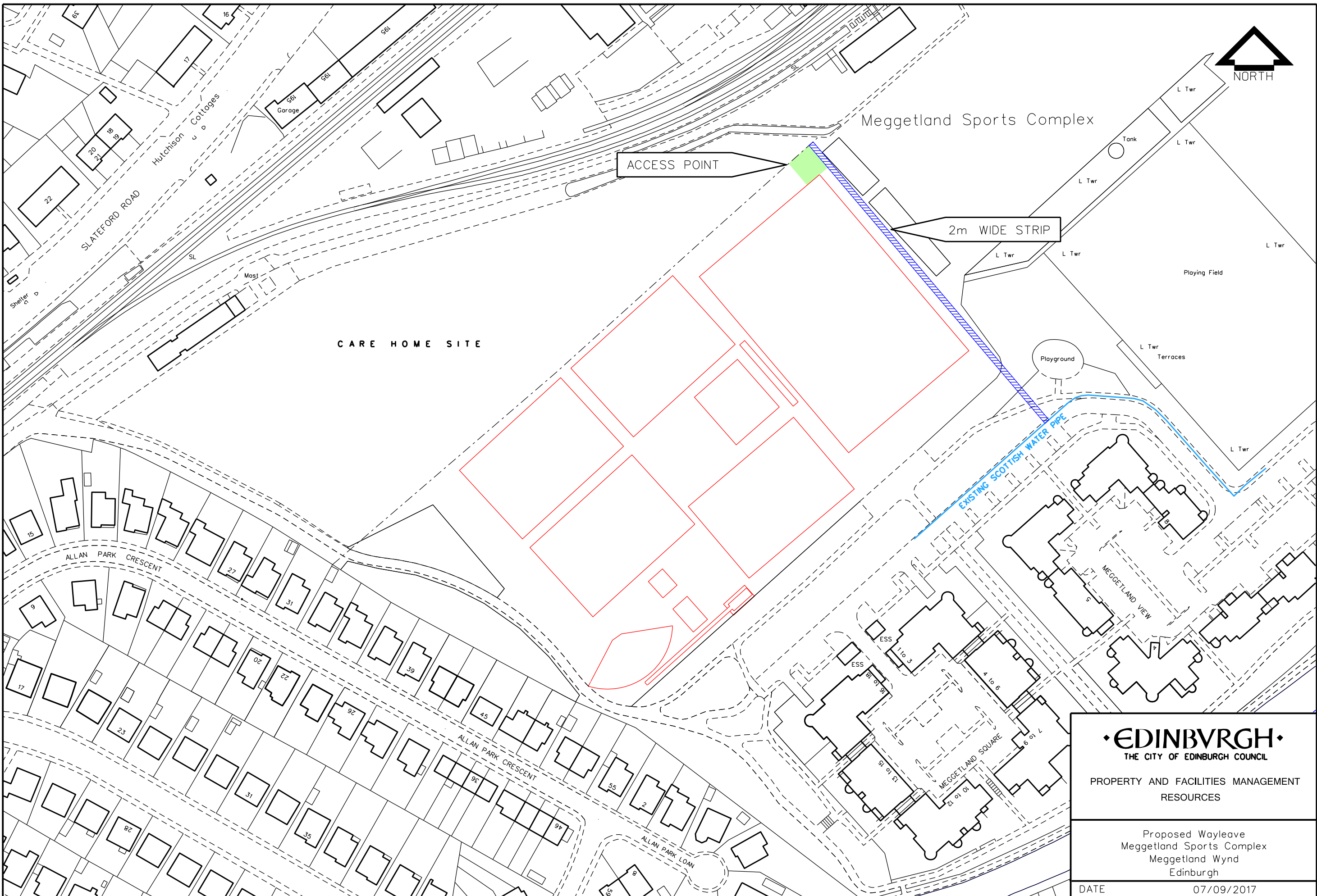
Executive Director of Resources

Contact: Lesley Dryden MRICS, Estates Surveyor

E-mail: lesley.dryden@edinburgh.gov.uk | Tel: 0131 529 4600

11. Appendices

- 11.1 Appendix 1 – Location Plan



CARE HOME SITE

ACCESS POINT

2m WIDE STRIP

EXISTING SCOTTISH WATER PIPE

EDINBURGH
 THE CITY OF EDINBURGH COUNCIL
 PROPERTY AND FACILITIES MANAGEMENT
 RESOURCES

Proposed Wayleave
 Meggetland Sports Complex
 Meggetland Wynd
 Edinburgh

DATE	07/09/2017
SURVEYED BY	F McDonald
DRAWN BY	F McDonald
SCALE	1:1250 @ A3
NEG. NO.	NT 2172/A3/1783 B

EXISTING POSITION OF PITCHES SHOWN DELINEATED RED

PROPOSED 2m WIDE WAYLEAVE SHOWN HATCHED BLUE

ACCESS POINT SHOWN COLOURED GREEN

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Bus Tracker – Temporary Consultancy Assistance

Item number	8.6
Report number	
Executive/routine	Routine
Wards	All
Council Commitments	7 , 18 and 19

Executive Summary

The existing Bus Tracker contract with Cofely Ineo has expired but has continued to operate under the terms of the original contract. Atkins Global were appointed in April 2017 to assist the City of Edinburgh Council's Public Transport Team in carrying out a full system audit of the Bus Tracker system and developing an options appraisal for the future strategy. Atkins Global has specialist system knowledge within this field of technology and have performed well to date. Their continued assistance will help to ensure that a suitable new Bustracker system is delivered; one that is fit for purpose, allows future enhancement and is delivered at best value.

The purpose of this report is to recommend that Committee approves a waiver at a value of approximately £8,000. This payment will extend the current contract with Atkins Global for their assistance in the preparation of tender material.

Bus Tracker – Temporary Consultancy Assistance

1. Recommendations

- 1.1 It is recommended that Committee approve the extension of the commission from Atkins Global consultancy services to assist the Council modernise the Bustracker and Real Time Passenger Information (RTPI).

2. Background

- 2.1 In April 2017 Atkins Global consultancy services were appointed to assist the Council and Lothian Buses review the options for modernising the city's Bustracker and Real Time Passenger Information (RTPI) systems.
- 2.2 Bus tracker has operated as a joint partnership between the Council and Lothian Buses since 2004. It provides real time information on bus arrival and departures in the city through a variety of media. Parts of the system are beyond their design life and cannot be effectively maintained in their current state much longer.
- 2.3 Atkins Global has carried out a full system audit of the RTPI system and have provided a future options appraisal. A soft market testing exercise indicates significant potential for cost savings. They have also assessed the bus station information system, which is also at the end of its design life. The replacement of both systems with one procurement strategy is thought to be the best solution.
- 2.4 The results of the option appraisal and the strategy for procuring a supplier to develop new system architecture and design for a modernised RTPI system and a new bus station information system will be reported to Transport and Environment Committee in March 2018.

3. Main report

- 3.1 The purpose of this report is to seek committee approval to extend the current commission to Atkins Global to assist in the preparation of tender documentation in advance of procurement.
- 3.2 In addition to technical expertise and market understanding, Atkins Global have developed an excellent understanding of the technical specifications and operating environment of the Council's RTPI and Bus Station systems. It is not likely that any other supplier would be able to provide the insight into the existing systems for a contract of such a small value that Atkins Global have.

- 3.3 Atkins Global will support development of elements within the Bus Station tender pack, including technical specifications, written quality assessment questions and scorer notes, and the schedule of rates. If a scored supplier demonstration is to be included within the quality assessment, Atkins Global will support development of the evaluation criteria and demonstration structure.
- 3.4 It is recommended that committee approve this waiver which will run until the end of March 2018, to allow Atkins Global to continue to assist in the preparation of tender documentation.

4. Measures of success

- 4.1 Delivery of a value for money Content Management System (CMS), RTPPI system and Bus Station Information System with levels of accuracy higher than those of the current systems.
- 4.2 Atkins Global will provide their specialist knowledge throughout the re-procurement of the RTPPI system, whilst upskilling and providing significant transfer of knowledge to Council officers who will be delivering the future contract.

5. Financial impact

- 5.1 A one off payment of approximately £8,000 will be paid to Atkins Global upon completion of the third phase of works.
- 5.2 Costs can be met from the Public Transport budget.
- 5.3 The procurement of new systems will aim to deliver significant savings over the existing ongoing annual system operating and maintenance costs.

6. Risk, policy, compliance and governance impact

- 6.1 As the aggregate value of the commission is £24,000 for the original two phases and £8,000 for the third, the appointment requires committee approval.
- 6.2 The recommendation in this report is consistent with existing policies and aspirations of the Council.
- 6.3 Compliance with the Council's waiver procedure under the Contract Standing Orders enhances transparency and measures of compliance.
- 6.4 Objective PubTrans5 of the current Local Transport Strategy applies to the issues addressed in this report.

PubTrans5: The Council will seek to ensure a good waiting environment at bus stops, including shelter and seating wherever necessary and possible. Relevant and up to date information will be provided.
- 6.5 Without Atkins Global expertise and knowledge there is a risk to the Council of procuring an unsuitable system, or not getting the best value for money.

7. Equalities impact

- 7.1 Continued provision or enhancement of the quality of life of users through the enhancement of access to employment, educational, leisure and shopping opportunities.
- 7.2 Withdrawing the service would particularly affect vulnerable users who rely on the reassurance provided by accurate RTPI.

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, and the outcomes are summarised below:
 - The proposals in this report will reduce carbon emissions by reducing dependence on transport by private car and encourage public transport use;
 - The proposals in this report will lessen the threat of climate change by making the customer journey more enjoyable on more sustainable public transport;
 - The proposals in this report will help achieve a sustainable Edinburgh because the system is open to all and promotes the use of sustainable transport; and
 - The proposals in this report will help achieve a sustainable Edinburgh because of enhancing the quality of life of users through the enhancement of access to employment, educational, leisure and shopping opportunities.
- 8.2 Environmental good stewardship is not considered to impact on the proposals in this report because no natural resources will be used as part of the proposals.

9. Consultation and engagement

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

10. Background reading/external references

- 10.1 None.

Paul Lawrence

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11. Appendices

None.

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Extension of Contracts for Aids for Daily Living

Item number	8.7
Report number	
Executive/routine	
Wards	
Council Commitments:	None

Executive Summary

This report advises Committee of the actions taken to extend contracts with existing suppliers of aids for daily living equipment (ADL) and services under the Urgency Procedure (section 4.1 of the Committee Terms of Reference and Delegated Functions).

The extension required for the goods contracts was to 31 January 2018 and for the servicing contracts to 30 June 2018.

The contract extension was undertaken under the Urgency Procedure (section 4.1 of the Committee Terms of Reference and Delegated Functions) to allow adequate time to complete the transition to the Yorkshire Purchasing Organisation (YPO) Framework Agreements. YPO is a local authority-owned national framework provider.

The total estimated value of the contract extension is £1,331,000.

Extension of Contracts for Aids for Daily Living

1. Recommendation

- 1.1 It is recommended that Finance and Resources Committee note the decision taken under urgency provisions, as described in section 4.1 of the Committee Terms of Reference and Delegated Functions by the Interim Chief Officer, Edinburgh Health and Social Care Partnership, in consultation with the Convener and Vice-Convener of the Finance and Resources Committee, to extend contracts with the existing suppliers of Aids for Daily Living Equipment (ADL) and services.

2. Background

- 2.1 The Council has contracts in place with a range of suppliers for the delivery of its requirement for ADL and services. The total expenditure on equipment and services for ADL during the last financial year (2016/17) was £3.6 million.
- 2.2 In November 2016, following a tender exercise to appoint a prime contractor, the decision was taken not to award the contract on the grounds of affordability. The existing contracts were therefore, extended to 31 August 2017, to allow consideration of the options for delivery of the requirements.
- 2.3 Thereafter, recommencement of the project was delayed as the Health and Social Care Partnership focused on integration and transformation.
- 2.4 A team of senior officers has now been appointed to deliver this project, with the following objectives:
- to put in place a short- to medium-term solution offering contractual compliance to allow a more strategic review of the service area; and
 - to undertake a review, examining models for delivery of the requirements in the longer term
- 2.5 This report relates to the short- to medium-term delivery model/procurement process, which is in progress.
- 2.6 The project team will report to Finance and Resources Committee with an update, and to seek approval for the recommended long-term delivery model in the final quarter of 2018.

3. Main report

- 3.1 ADL (stair lifts, grab rails, bath seats, hoists, seating, dynamic mattresses, etc.) are provided to support people to remain at home independently, preventing admission to hospital and facilitating discharge. ADL are also installed in schools, care homes and Council-managed public buildings, for example leisure and community centres.
- 3.2 ADL are distributed to people by the Council's Community Equipment Service (CES) on behalf of the Health and Social Care Partnership and the Council's collaborative partners (East, West and Midlothian Councils and NHS Lothian). West Lothian Council and Edinburgh care homes do not use the CES, but do use the contractual arrangements.
- 3.3 Some of the equipment requires to be serviced regularly. The Council's contracted suppliers undertake servicing and maintenance as instructed by CES, and in the case of equipment in Council-managed public buildings and care homes, by the Council's Facilities Management team.
- 3.4 The project team reviewed the procurement options available to meet the Council's requirements in the short- to medium-term, which included:
- utilising existing framework agreements
 - undertaking a full tender exercise; and
 - extending existing arrangements for up to a further 18 to 24 months
- 3.5 To establish compliant contractual coverage in as short a timeframe as possible, the decision was taken to adopt the following National Frameworks:
- YPO 361– Aids for Daily Living Framework Agreement
 - YPO 766 – Provision of Social Care Equipment Solutions and Associated Services:
 - Lot 1 – single Managed Service Provider/Prime Contractor of Social Care Equipment Solutions. This lot will be used to deliver the Council's equipment and associated services requirements – supplier appointed NRS; and
 - Lot 2 – framework of multiple providers of the Servicing and Maintenance for Social Care Equipment, broken down into geographical sub-lots, including Scotland. This lot will be used to deliver the Council's equipment servicing and maintenance requirements – suppliers appointed to service Scotland are Nottingham Rehab Ltd t/a NRS Healthcare Sherwood and CareTech Holdings PLC
- 3.6 Due to the significant volume and complexity of the work, transition to these frameworks is being phased, as follows:
- Phase 1 (approximately 26% of overall requirement – complete) – three of the Council's current suppliers will continue to be used through the YPO framework agreement (YPO 361 – Aids for Daily Living Framework Agreement) for one year from 01/09/2017 to 31/08/2018.

- Phase 2 (approximately 56% of overall requirement – equipment and associated services – in process) – six of the current supplier’s contracts were extended to 15/12/2017 (as permitted by sections 9.7.4 of the Contract Standing Orders, which allows a short extension where a tender process is in hand). It was envisaged that these contracts would then end, and that the Council would use the YPO 766 – Lot 1. It has now been established that an extension to 31/01/2018 is required for the reasons detailed in section 3.7 of this report
- Phase 3 (approximately 18% of overall requirement – servicing and maintenance – to begin November 2017) – seven of the Council’s current supplier’s contracts were extended to 15/12/2017 (as permitted by sections 9.7.4 of the Contract Standing Orders). It was envisaged that these contracts would then end, and the Council would use the YPO 766 – Lot 2. It has now been established that an extension to 01/07/2018 is required for the reasons detailed in section 3.7 of this report.

3.7 Extensions beyond the period originally envisaged are required to allow time for:

- **Lot 1 – Equipment and Associated Services**

- prime contractor to undertake mini competitions with tier 2 suppliers to ensure value for money
- prime contractor’s proposal to be evaluated (including consideration of the suitability of alternative equipment offered); and
- contract award process

- **Lot 2 – Servicing and Maintenance**

- service area to undertake an options appraisal regarding additional servicing and maintenance requirements
- specification and inventory to be drafted, including additional requirements (input from Facilities Management colleagues and Collaborative Partners required)
- Council to undertake mini competition process with both suppliers (including evaluation, contract award recommendation, standstill, etc.); and
- potential TUPE implications

3.8 All contract awards following the above will be subject of further reporting where required and in line with Council Standing Orders.

4. Measures of success

4.1 The Council sustains uninterrupted equipment support to service users and custodians of the 13,000 aids for daily living inventory equipment items across Edinburgh.

- 4.2 The Council continues to fulfil its statutory duty to check all aids for daily living equipment in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and the Provision and Use of Work Regulations (PUWER) 1998.

5. Financial impact

- 5.1 The estimated expenditure with the suppliers for the extension periods required totals £1,331,000.
- 5.2 The actual expenditure during the extension periods will depend on:
- contract usage (which will vary); and
 - suppliers' responses to the offer of formal contract extension.
- 5.3 The transition to and the introduction of the new framework should not have a detrimental impact on cost.

6. Risk, policy, compliance and governance impact

- 6.1 The risks of disruption to use, access and functionality of ADL by vulnerable people will be mitigated through the actions detailed in section 3 of this report.
- 6.2 The risk of unsuccessful delivery of the short- to medium-term solution will be mitigated through:
- the application of adequate time and service area/procurement resources to undertake the action required to facilitate the transition to YPO; and
 - project team oversight
- 6.3 The risk of successful procurement challenge is low as the Council has continued to seek solutions to fulfil this need, however, it cannot be ruled out, which is why compliant solutions are being sought.
- 6.4 The Council has a statutory duty to report 'non-compliance' of procurement regulation in line with the changes brought in by the Procurement Reform Act 2014.

7. Equalities impact

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

8. Sustainability impact

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

9. Consultation and engagement

- 9.1 Commercial and Procurement Services, the Community Equipment Store and the Facilities Management team have been consulted, as were the Council's Collaborative Partners.

10. Background reading/external references

- 10.1 Report to Finance and Resources Committee, 3 November 2016, item 7.19 - Contract Awards Aids for Daily Living Report.

Michelle Miller

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11. Appendices

None.

Finance and Resources Committee

10.00am, Tuesday, 23 January 2018

Contract for Dementia Post Diagnostic Support Service

Item number 8.8
Report number
Executive/routine
Wards
Council Commitments: 40

Executive Summary

The report seeks approval to appoint Alzheimer Scotland – Action on Dementia to provide a Post Diagnostic Support Service for people newly diagnosed with dementia for an initial 3-year period, with the option to extend annually for a further 2 years. This follows a competitive tender process. The cost of the service is £224,500 per annum, with a total contract value of £1,122,500.

Contract for Dementia Post Diagnostic Support Service

1. Recommendations

- 1.1 It is recommended that Finance and Resources Committee approves the award of contract to Alzheimer Scotland – Action on Dementia from 1 April 2018 to 31 March 2021, with annual options to extend for two further years. The total contract value (including extension options) is £1,122,500.

2. Background

- 2.1 It is estimated around 8,153 people are living with a dementia diagnosis in Edinburgh, including 299 people under the age of 65 years. This is expected to rise to 9,765 by 2025 and to 12,944 by 2035.
- 2.2 The Edinburgh Dementia Post Diagnostic Support Service provides support for people newly diagnosed at an early stage of dementia. This is based on Alzheimer Scotland's 5 Pillars Model of Support. The service is locality-based and provides one-to-one support for up to 1 year for around 300 people at any time.
- 2.3 The service has been co-produced between the Edinburgh Health and Social Care Partnership and Alzheimer Scotland since it started in 2013.
- 2.4 Dementia post-diagnostic support continues to be a key priority area in Scotland's third National Dementia Strategy 2017-2020 and is subject to a Scottish Government Local Delivery Plan (LDP) target to monitor delivery.
- 2.5 The Edinburgh Integration Joint Board (IJB) has set out its commitment to dementia post-diagnostic support in its Strategic Plan, Action 23, Improving Support for People with Dementia, and in its Directions (no. 5).
- 2.6 On 22 September 2017, the IJB agreed baseline funding over five years, from April 2018 to March 2023, for dementia post-diagnostic support delivery in Edinburgh.

3. Main report

- 3.1 A new service specification was developed through the review and procurement process, to meet the needs of people requiring dementia post-diagnostic support in Edinburgh.

- 3.2 A Contract Notice was published on Public Contracts Scotland and the Official Journal of the European Union on 23 October 2017.
- 3.3 Seven organisations noted interest and one bid was received from the incumbent provider Alzheimer Scotland – Action on Dementia. The existing contract with this organisation will expire on 31 March 2018. The new contract will run from 1 April 2018 to 31 March 2021, with the option to extend annually for a further two years. The total contract value is £1,122,500, including the optional extension period.
- 3.4 The bid was evaluated on the basis of 70% quality 30% price by officers from the Edinburgh Health and Social Care Partnership. This ratio reflects the importance of quality in the delivery of services to people with highly complex needs.
- 3.5 The quality score for the written submission was 82.35%.

4. Financial impact

- 4.1 The total contract value (including extension options) is £1,122,500.
- 4.2 The financial submission was within budget and demonstrated a saving on the budget of £41,255 for the total contract value.
- 4.3 The costs associated with procuring this contract are estimated to be up to £10,000.

5. Risk, policy, compliance and governance impact

- 5.1 The delivery of this contract will ensure the Edinburgh Health and Social Care Partnership complies with the Scottish Government Local Delivery Plan target to monitor post-diagnostic support.
- 5.2 The contract process has complied with procurement regulations and the Council's Contract Standing Orders.

6. Equalities impact

- 6.1 An Equalities Impact Risk Assessment has been completed for this service.

7. Sustainability impact

- 7.1 A Sustainability, Adaptation and Mitigation assessment has been carried out. It has been assessed that there are no impacts on carbon, adaptation to climate change and sustainable development arising directly from this report.
- 7.2 Community benefits achieved as part of this contract are:

- provision of the Living Memories Dementia Café in Ocean Terminal offering a dementia-friendly place for people with dementia, their partners, families and friends to meet up for a chat and a coffee
- raising awareness of post-diagnostic support, sharing knowledge and experience with a wide range of groups – this includes delivery of regular presentations and talks to Edinburgh Health and Social Care Partnership staff, Local Opportunities for Older People (LOOPS) events, carers' cafés and other day services; and
- provision of support to Edinburgh's 'Dementia Friendly City' Campaign through advice, knowledge building and networking.

8. Consultation and engagement

- 8.1 A Post Diagnostic Support Service review was completed in April 2017, which included consultation with staff, people living with a dementia diagnosis and unpaid carers.
- 8.2 The consultation was conducted using a targeted approach to gather the views of people living with a dementia diagnosis and unpaid carers. 41 people with a dementia diagnosis and 38 unpaid carers participated. Evidence was gathered through 2 focus groups; a review of semi-structured questionnaires routinely sent to service users and carers by the incumbent provider; and questionnaires returned from carers through a carer organisation.
- 8.3 28 staff responded either through face-to-face meetings or by providing a written response. There was collective feedback from 2 staff groups.
- 8.4 A Post Diagnostic Support Programme Board was convened with representation from the Edinburgh Health and Social Care Partnership, and the independent and voluntary sector to co-produce the review and service development.
- 8.5 The draft service specification was developed throughout the period of consultation and co-production to take account of input from the wide range of stakeholders.

9. Background reading/external references

- 9.1 Scottish Government (June 2017) Scotland's National Dementia Strategy 2017-2020 Edinburgh <http://www.gov.scot/Resource/0052/00521773.pdf>
- 9.2 Edinburgh Health and Social Care Partnership (March 2016) Edinburgh Health and Social Care Partnership Strategic Plan 2016-2019 http://www.edinburgh.gov.uk/transformedinburgh/downloads/file/132/strategic_plan_2016-2019
- 9.3 Edinburgh Integration Joint Board (22.09.17) Minute of Meeting Item 15, p6 http://www.edinburgh.gov.uk/meetings/meeting/4240/edinburgh_integration_joint_board
- 9.4 Alzheimer Scotland (Nov 2011) 5 Pillars Model of Post Diagnostic Support Edinburgh http://www.alzscot.org/campaigning/five_pillars

- 9.5 Scottish Government (2011) Standards of Care for Dementia in Scotland June 2011 Edinburgh
<http://www.gov.scot/Publications/2011/05/31085414/0>

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10. Appendices

Appendix 1 – Summary of Tendering and Tender Evaluation Processes

Appendix 1 - Summary of Tendering and Tender Evaluation Processes

Tender	Dementia Post Diagnostic Support Service	
Contract Period (including extensions)	1 April 2018 – 31 March 2021 with option to extend to 31 March 2023	
Value of contract	£1,122,500 (total including extension)	
Procurement Route chosen	Open Procedure	
Tenders Returned	1	
Recommended Provider	Alzheimer Scotland	
Quality/Price ratio	70% Quality 30% Price as quality was deemed more important in the case of this service.	
Evaluation criteria and weightings and reasons for this approach	Question	Weighting
	Experience	25%
	Service Delivery and PDS Service Staff Structure	20%
	Performance and Quality Procedures	20%
	Fair Work Practices	10%
	Community Benefits	10%
	Presentation	15%
Evaluation Team	Council officers from Health & Social Care	