

Notice of meeting and agenda

Transport and Environment Committee

10am Tuesday 1 November 2016

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

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

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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 Paul Stevenson – Principal Petitioner - Lothian Buses to continue to accept Adult City Single Tickets

4. Minutes

- 4.1 Transport and Environment Committee 30 August 2016 (circulated) - submitted for approval as a correct record

5. Forward planning

- 5.1 Transport and Environment Committee Key Decisions Forward Plan (circulated)
- 5.2 Transport and Environment Committee Rolling Actions Log (circulated)
- 5.3 Committee Decisions – October 2015 – August 2016 (circulated)

6. Business bulletin

- 6.1 Transport and Environment Committee Business Bulletin (circulated)

7. Executive decisions

- 7.1 Waste and Cleansing Improvement Plan – report by the Executive Director of Place (circulated)
- 7.2 Seafield Waste Water treatment - Monitoring of Scottish Water Odour Improvement Plan – report by the Executive Director of Place (circulated)
- 7.3 Alternatives to the Use of Glyphosate-Based Herbicide to Control Weeds on Streets and Green Spaces - report by the Executive Director of Place (circulated)
- 7.4 Surface Water Management Plans – report by the Executive Director of Place (circulated)
- 7.5 Adult City Single Tickets – report by the Executive Director of Place (circulated)
- 7.6 Bus Lane Network Review – Outcome of the Experimental Traffic Regulation Orders Trial – report by the Executive Director of Place (circulated)

- 7.7 8% Budget Commitment to Cycling – Summary of Expenditure – report by the Executive Director of Place (circulated)
- 7.8 Secure On-Street Cycle Parking – report by the Executive Director of Place (circulated)
- 7.9 Update on the Street Scene Project – report by the Executive Director of Place (circulated)

8. Routine decisions

- 8.1 Cleanliness of the City – report by the Executive Director of Place (circulated)
- 8.2 Delivering Air Quality – report by the Executive Director of Place (circulated)
- 8.3 Cammo Estate: Local Nature Reserve Declaration – report by the Executive Director of Place (circulated)
- 8.4 Public Utility Company Performance 2016/17 Quarter 1 (April, May and June 2016) – report by the Executive Director of Place (circulated)
- 8.5 Landfill and Recycling – report by the Executive Director of Place (circulated)
- 8.6 Place Financial Monitoring 2016/17 Half Year Position – report by the Executive Director of Place (circulated)
- 8.7 Internal Audit Quarterly Update Report 1 January 2016 – 31 March 2016 – referral from the Governance Risk and Best Value Committee (circulated)

9. Motions

- 9.1 None.

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

Committee Members

Councillors Hinds (Convener), McVey (Vice-Convener), Aldridge, Bagshaw, Barrie, Booth, Cardownie, Cook, Donaldson, Doran, Gardner, Bill Henderson, Jackson, Keil, McInnes, Burns (ex officio) and Ross (ex officio).

Information about the Transport and Environment Committee

The Transport and Environment Committee consists of 15 Councillors and is appointed by the City of Edinburgh Council. The Transport and Environment Committee usually meets every eight weeks.

The Transport and Environment 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 Stuart McLean or Aileen McGregor, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh EH1 1YJ, Tel 0131 529 4106/031 529 4325, email: stuart.mclean@edinburgh.gov.uk / aileen.mcgregor@edinburgh.gov.uk

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Transport and Environment Committee

10.00 am, Tuesday 30 August 2016

Present:

Councillors Hinds (Convener), McVey (Vice-Convener), Aldridge, Bagshaw, Balfour Barrie, Booth, Nick Cook, Dixon, Donaldson, Doran, Gardner, Bill Henderson and Jackson.

1. Deputation: Redhall Tenants & Residents Association

The Committee agreed to hear a deputation from Tom Kelly and Alex Paton on behalf of Redhall Tenants and Residents Association.

The deputation outlined concerns they had regarding the volume of traffic and the behaviour of motorists within the Redhall area. The situation had escalated since the development of a second school being and a supermarket in 2013, in each case safety issues had not been resolved to the satisfaction of the Redhall Tenants and Residents Association. Council Officers helped the Residents Association to undertake a local consultation, which involved around 300 houses. The consultation confirmed that that the current arrangements were not acceptable not local residents.

The deputation asked that the Transport and Environment Committee give further consideration to what actions would be taken to ensure the safety of children and residents in the area.

The Convener thanked the deputation for their presentation and invited them to remain for the Committee's consideration of their deputation.

Decision

To agree the Convenor would meet with Redhall Tenants & Residents Group and Officers to discuss a Council facilitated consultation to determine future traffic arrangements for the area.

2. Deputation: Friends of the Meadows & Bruntsfield Links

The Committee agreed to hear a deputation from Heather Goodare and Joe Boyle on behalf of the Friends of the Meadows & Bruntsfield Links in relation to a report by the Executive Director of Place, Procurement of Major Events in Parks 2017-2019.

The deputation asked that the Transport and Environment Committee implement its decision made in August 2014 regarding events on the Meadows and the ring-fencing of additional income secured for infrastructure, features and facilities within the Meadows and Bruntsfield Links

The deputation raised concerns around the limited consultation that had been undertaken regarding recent expenditure within the Meadows and Bruntsfield Links. The Friends of the Meadows & Bruntsfield Links had several projects, such as installation of a public toilet and Park Rangers that required funding and felt that they had not been given the opportunity to bid for the available resources.

The deputation welcomed that a reasonable rent is now being charged for commercial events on the Meadows, but asked that events should be no longer than 15 days in length and that Park Rangers are deployed to control anti-social behavior on summer evenings, for Princes Street Gardens to be secured at night by a security firm, and for more 'events' money to be ploughed back into the maintenance and facilities of the Meadows.

The Convener thanked the deputation for their presentation and invited them to remain for the Committee's consideration of the report by the Executive Director of Place at item 9 below.

(Transport and Environment Committee 26 August 2014 (item 6))

3. Deputation: SPOKES & Roseburn Cycle Route Group

The Committee agreed to hear a joint deputation from SPOKES & Roseburn Cycle Route Group in relation to a report by the Executive Director of Place City, Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments.

Richard Grant outlined the health and economical benefits that cycling can introduce primarily via the reduction of pollution and reduced congestion. Mr Grant felt that there was a strong perception that cycling in Edinburgh was unsafe and deters the least confident individuals from cycling. Spokes rejected Option B, describing it as indirect and should it be implemented it would be viewed as a white elephant. Mr Grant supported Option A outlined within the Executive Director of Place report as the most direct, joined up and logical route to take while offering potential for active travel for commuting, shopping and leisure but cautioned against reducing the width of the cycle lane 2.5 meters.

Henry Whaley, on behalf of the Roseburn Cycle Route Group, reported that the Group had been established due to the public misunderstanding the benefits of the West East Cycle route. Mr Whaley reported that pollution and unhealthy lifestyles are killing hundreds of people a year in Edinburgh and that to remedy this the Council should make it easier for people to be more active travellers. Improving opportunities for active travel would help reduce pollution and the over reliance on cars which is only likely to

increase due to proposed housing developments. Mr Whaley asked that the cycling infrastructure within the city to be improved upon to ensure that cycling is a more attractive pleasant experience.

The Convener thanked the deputation for their presentation and invited them to remain for the Committee's consideration of the report by the Executive Director of Place at item 10 below.

4. Deputation: The Roseburn Vision Group

The Committee agreed to hear a deputation from Barbara Knowles and Pete Gregson on behalf of The Roseburn Vision Group in relation to a report by the Executive Director of Place, City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments.

The deputation submitted a petition, of 6,000 signatures, regarding the proposed changes to the A8. Most of the people that live in the west of the City access the city centre via the A8, around 10,000 daily making it one of the most polluted streets in the UK. The majority of small traders in the area had limited access to (un)loading bays yet some are being protected close to 2 of the larger retailers. Traders rely on passing trade which would be restricted should the cycle lanes be introduced. The width of the road was also a concern, particularly when used by coaches and HGV's, this would only be exasperated by potential housing developments close to the locus. In closing the deputation said that Edinburgh is not Holland and that there must be more imaginative ways to get cyclist to use the streets such as bikes on buses.

The Convener thanked the deputation for their presentation and invited them to remain for the Committee's consideration of the report by the Executive Director of Place at item 10 below.

5. Deputation: Central Taxis

The Committee agreed to hear a deputation from Tony Kenmuir on behalf of Central Taxis in relation to a report by the Executive Director of Place, City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments.

The deputation asked the Committee consider the proposed design as it affects the taxi rank opposite Haymarket Station. Mr Kenmuir had concerns that travellers, on exiting the Train Station, would not see the taxi rank, due in part to the volume of traffic but also that taxis would be facing away from the station. Those wishing a taxi would be expected to cross a busy road to get the first taxi in the rank; this would be a serious risk for the elderly, infirm, families and those with luggage. The interaction of bus, taxi, tram, cars, pedestrians and cyclists at Haymarket Junction was also a cause for concern, even if there were alterations to the signalisation. The deputation added that the issues currently facing taxi drivers at Waverly Station including being too far from

the station, facing the wrong way and clogging up a busy street, would be replicated at Haymarket if the design, as it is at the moment, was approved.

The Convener thanked the deputation for his presentation and invited him to remain for the Committee's consideration of the report by the Executive Director of Place at item 10 below.

6. Deputation: Murrayfield Community Council

The Committee agreed to hear a deputation from Robert Smart on behalf of Murrayfield Community Council in relation to a report by the Executive Director of Place City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments.

The deputation was concerned that Roseburn had not been functioning as well as it could be. To help solve this the Community Council had withdrawn 8 residents parking places and had made them available to the general public. The Community Council was also hoping to increase the width of the pavement by 2 feet but had been told that this would be extremely unlikely under Plan A.

Roseburn Terrace was not designed to hold the amount of traffic that uses it today. The introduction of cycle lanes, which would be used by 3% of the population, would not be welcome by either residents and/or shop keepers and would compound the issues that the area currently faces.

The deputation felt that Plan A would destroy the life of the area; however Plan B with no steep hills and the by-passing areas of high concentrations of traffic would be supported by the residents.

The Convener thanked the deputation for their presentation and invited them to remain for the Committee's consideration of the report by the Executive Director of Place at item 10 below.

7. Deputation: Art et Facts Gallery

The Committee agreed to hear a deputation from George Rendall on behalf of Art et Facts Gallery in relation to a report by the Executive Director of Place, City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments.

The deputation had serious concerns about the amount of (un)loading and parking facilities contained within Plan A. Mr Rendall anticipated losing around 46% of his customers if Plan A was to be adopted, adding that to lose 10% of customers within the current economic climate would force many shops to close and that some shops had already closed due to the mere threat of the cycle lane.

The Convener thanked the deputation for their presentation and invited them to remain for the Committee's consideration of the report by the Executive Director of Place at item 10 below.

8. Deputation: Unite the Union

The Committee agreed to hear a deputation from Duncan McBride Ronnie Livingstone on behalf of Unite the Union in relation to a report by the Executive Director of Place Transport for Edinburgh – Governance.

The deputation reported that Lothian Buses was the standard bearer of how an effective, modern, locally owned bus service should be run. Lothian Buses continues to deliver operational excellence to the community of Edinburgh and the Lothian's with no subsidy to deliver a social inclusive service. The City is also given a dividend each year.

The deputation appreciated the need for a service level agreement and the need to ensure that Transport for Edinburgh, if it is indeed the medium for delivery, performs against the deliverables as defined by the City. Alignment with Transport for Edinburgh regarding strategy would be welcomed; however, there must be a clear delineation between strategy and operational management and delivery. Transport professionals advice must be heeded; to ignore it would undermine the future success of Lothian Buses.

The Convener thanked the deputation for their presentation and invited them to remain for the Committee's consideration of the report by the Executive Director of Place at item 11 below.

9. Procurement of Major Events in Parks 2017-2019

The Committee was asked to note the outcomes of the consultation regarding the proposals to extend the open procurement of events within Edinburgh's parks and approve the next stages of the process.

Councillor Main was heard as a local ward member. Councillor Main said that the expectation from the community was that income realised from events would be spent on specific investments and that decisions regarding the expenditure of this income would involve the local community. To date local communities had not been involved, adding that it is not clear how funds had been spent as it had been subsumed within the general spend.

Future investment in the Meadows must be made in an open and transparent way and involve the community and local elected members. Councillor Main stated that the Meadows was not a suitable venue for fringe events and that the damage inflicted on the park by events must be reflected in the fees paid.

Motion

- 1) To note the content of the report by the Executive Director of Place and the consultation feedback received through survey, workshops and correspondence.
- 2) To agree that three days set up and three days breakdown remains as part of the revised contract.
- 3) To agree that any additional days would not be included as part of the contract price paid but would be charged to the event organiser on a daily and a half pro rata basis.
- 4) To agree that the number of additional days for set up and breakdown would be limited to a maximum of four days.

- moved by Councillor Hinds, seconded by Councillor McVey

Amendment

- 1) To note the content of the report by the Executive Director of Place and the consultation feedback received through survey, workshops and correspondence.
- 2) To agree the number of days for the event period on the Meadows and Bruntsfield Links during August would be 15 days. Any set up or breakdown period would be contained within that 15 day period.
- 3) To agree that a review of the procurement of major events in parks would be undertaken and a report would be submitted to the Transport and Environment Committee on the conclusion of the 2017-19 events period.

- moved by Councillor Booth, seconded by Councillor Bagshaw

Voting

For the motion	-	13 votes
For the amendment	-	2 votes

Decision

- 1) To note the content of the report by the Executive Director of Place and the consultation feedback received through survey, workshops and correspondence.
- 2) To agree that three days set up and three days breakdown remains as part of the revised contract.
- 3) To agree that any additional days would not be included as part of the contract price paid but would be charged to the event organiser on a daily and a half pro rata basis.

- 4) To agree that the number of additional days for set up and breakdown would be limited to a maximum of four days.

(References – Minute of Transport and Environment Committee 12 January 2016 (item 14); report by the Executive Director of Place, submitted)

10. City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments

Details of the public consultation, undertaken between November 2015 and February 2016, for the proposed City Centre West to East Cycle Link and Street Improvements project (CCWEL) were provided. The Committee was asked to consider the two options for Roseburn.

Councillor Edie was heard as a local ward member. Councillor Edie reported that the coexistence of cyclists, pedestrians, motorists, those using public transport and local businesses is a subtle and complex balance of competing interests; by introducing a scheme like this would inevitably impact on all parties. It is important to ensure (un)loading bays and bus lanes are protected and that walking is promoted, all of which are contained within Option B. However, Councillor Edie felt that Option B did require further work, particularly regarding the protection of the bus route.

Motion

- 1) To agree with the overall principles of the 'Active Travel Programme' for the 'City Centre West to East Cycle Link and Street Improvements Project', and resolve to support the overall programme through to completion.
- 2) To note the consultation results and comments, and that the design had now been amended to address a number of these comments, including the production of two options for the Roseburn area.
- 3) To acknowledge that both suggested options had outstanding design issues that would require further work, before finalisation of any detailed design, and eventual statutory processes.
- 4) To further acknowledge that the eventual statutory processes would provide a final opportunity for further public engagement and potential design adjustment.
- 5) To note that close analysis of the consultation engagement indicated a strong division of opinion on the two options for the Roseburn area – with the majority of 'Active Travel Forum' members supporting Option A, whilst there was a strong preference for Option B amongst local businesses and Community Councils.
- 6) To agree to establish a member/officer 'Stakeholder Group', comprised of the Convener, Vice Convener, the Transport Representatives of other Political Groups, and local Ward members, and relevant local groups, along with Officers

as agreed by the Executive Director of Place; to act as a 'sounding board' throughout the detailed design and eventual statutory processes.

- 7) To note that the above 'Stakeholder Group' would engage with all key stakeholders.
 - 8) To note that issues raised so far, to be addressed, are: Taxi position of Haymarket Station area; Safety issues relating to the two-way cycle lane; Traffic control at Russell Road-Roseburn Terrace junction; West bound bus lane and width of pavement at Roseburn Terrace/Roseburn Street.
 - 9) To agree all outstanding design issues raised through the 'Stakeholders Group' would then be brought to the 'Future Transport Working Group' for a final decision.
 - 10) To agree that the meeting of the 'Future Transport Working Group' would be held in public and that a final decision would be made by the Executive Director of Place under delegated authority.
 - 11) To give approval to engage a consultant to undertake detailed design and tender preparation, with the option for supervision of construction.
 - 12) To give approval to commence the necessary statutory processes to progress the project.
 - 13) To note that match funding for implementation of the project would be sought from the Scottish Government/Sustrans 'Community Links' fund and other sources as appropriate.
- moved by Councillor Hinds, seconded by Councillor McVey

Amendment

- 1) To note the consultation results and comments and that the design had now been amended to address a number of these comments, including the production of two options for the Roseburn area.
- 2) To agree to proceed with option A for the Roseburn area as outlined in paragraphs 3.17-3.26 and appendix 6 of the report by the Executive Director of Place.
- 3) To agree to establish a member/officer group, comprised of the Convener, Vice Convener and the Transport Representatives of other Political Groups along with officers agreed by the Executive Director of Place to oversee the detailed design process, with a particular focus on the Haymarket Station area. The

group would engage with key stakeholders including Edinburgh Trams and Lothian Buses;

- 4) To give approval to engage a consultant to undertake detailed design and tender preparation, with the option for supervision of construction;
 - 5) To give approval to commence the necessary statutory processes to progress the project.
 - 6) To note that match funding for implementation of the project would be sought from the Scottish Government/Sustrans 'Community Links' fund and other sources as appropriate.
- moved by Councillor Bagshaw, seconded by Councillor Booth

Voting

For the motion	-	13 votes
For the amendment	-	2 votes

Decision

- 1) To agree with the overall principles of the 'Active Travel Programme' for the 'City Centre West to East Cycle Link and Street Improvements Project', and resolve to support the overall programme through to completion.
- 2) To note the consultation results and comments, and that the design had now been amended to address a number of these comments, including the production of two options for the Roseburn area.
- 3) To acknowledge that both suggested options had outstanding design issues that would require further work, before finalisation of any detailed design, and eventual statutory processes.
- 4) To further acknowledge that the eventual statutory processes would provide a final opportunity for further public engagement and potential design adjustment.
- 5) To note that close analysis of the consultation engagement indicated a strong division of opinion on the two options for the Roseburn area – with the majority of 'Active Travel Forum' members supporting Option A, whilst there was a strong preference for Option B amongst local businesses and Community Councils.
- 6) To agree to establish a member/officer 'Stakeholder Group', comprised of the Convener, Vice Convener, the Transport Representatives of other Political Groups, and local Ward members, and relevant local groups, along with Officers as agreed by the Executive Director of Place; to act as a 'sounding board' throughout the detailed design and eventual statutory processes.

- 7) To note that the above 'Stakeholder Group' would engage with all key stakeholders.
- 8) To note that issues raised so far, to be addressed, are: Taxi position of Haymarket Station area; Safety issues relating to the two-way cycle lane; Traffic control at Russell Road-Roseburn Terrace junction; West bound bus lane and width of pavement at Roseburn Terrace/Roseburn Street.
- 9) To agree all outstanding design issues raised through the 'Stakeholders Group' would then be brought to the 'Future Transport Working Group' for a final decision.
- 10) To agree that the meeting of the 'Future Transport Working Group' would be held in public and that a final decision would be made by the Executive Director of Place under delegated authority.
- 11) To give approval to engage a consultant to undertake detailed design and tender preparation, with the option for supervision of construction.
- 12) To give approval to commence the necessary statutory processes to progress the project.
- 13) To note that match funding for implementation of the project would be sought from the Scottish Government/Sustrans 'Community Links' fund and other sources as appropriate.

(References – Minute of Transport and Environment Committee 27 October 2015 (item 14); report by the Executive Director of Place, submitted)

11. Transport for Edinburgh – Governance

Details of potential future governance arrangements for Transport for Edinburgh and the working arrangements between the Council, Transport for Edinburgh and Lothian Buses and Edinburgh Trams was provided.

Decision

- 1) To agree that a Service Level Agreement would be developed in line with Audit Scotland guidance that would give the necessary authorities to Transport for Edinburgh to ensure that operational plans are developed to meet the outcomes and objectives of the approved Transport for Edinburgh Strategic Transport Plan.
- 2) To agree that Transport for Edinburgh develop commercial business plans for the management and operation of Edinburgh Bus Station, Park and Ride sites

and City Operations (including CCTV, traffic and travel information and responses to facilitate efficient travel demand management) and integrated ticketing, communications and marketing, and that these proposals, and associated monitoring arrangements, would be reported back to the Transport and Environment Committee for approval.

- 3) To agree that Transport for Edinburgh develop a plan to procure a city bike hire scheme at no/minimal cost to the City of Edinburgh Council.
- 4) To agree that further discussions would be required with Edinburgh Trams and Lothian Buses, with any associated changes to the current governance arrangements being made as required and reported back to Transport and Environment Committee for approval.
- 5) To note the proposed working arrangements detailed in the report by the Executive Directors for Place.
- 6) To note that financial arrangements are established as set out in Section 5 to manage Transport for Edinburgh operating costs and that these would be reported to a future meeting of the Finance and Resources Committee.

Declaration of Interests

Councillors Hinds, McVey and Bagshaw declared a non-financial interest in the above item as a Board members of Transport for Edinburgh.

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

12. Minutes

Decision

To approve the minute of the Transport and Environment Committee of 7 June 2016, as a correct record.

13. Key Decisions Forward Plan

The Transport and Environment Committee Key Decisions Forward Plan for August 2016 was submitted.

Decision

To note the Key Decisions Forward Plan for August 2016.

(Reference – Key Decisions Forward Plan, submitted)

14. Rolling Actions Log

The Transport and Environment Committee Rolling Actions Log updated to 30 August 2016 was presented.

Decision

- 1) To note the rolling actions log and to approve the closure of actions 1, 12, 22, 30, 32, and 34.
- 2) To note the expected completion date for rolling actions 6 and 13 had been revised.

(References – Act of Council No 12 of 24 October 2013; Rolling Actions Log 30 August 2016, submitted)

15. Transport and Environment Committee Business Bulletin

The Transport and Environment Committee Business Bulletin for 30 August 2016 was presented.

Decision

To note the Transport and Environment Committee Business Bulletin.

(Reference - Business Bulletin – 30 August 2016, submitted)

16. Supported Bus Service Network – Update

Attempts had been made to secure sponsorship of Festive bus services. An update on the discussions held and developments was presented.

Decision

- 1) To note the report by the Executive Director of Place.
- 2) To note the contracts for services 38 and 20 (Chesser-Gyle section).
- 3) To request that Lothian Buses consider extending the 63 to Balerno, to ensure access to hospitals following the loss of the Horsburgh 24.
- 4) To note the open competition taking place for a four year contract for the service 13.
- 5) To note that Lothian Buses Alternative Tender for the service 18 had been accepted at a cost of £2,825 per week (£146,900 per year) for up to four years.

(References – Minute of Transport and Environment Committee 15 March 2016 (item 19); report by the Executive Director of Place, submitted)

17. School Streets Pilot Evaluation

Details of the School Streets pilot project (pilot) were provided. The Committee was asked to approve the commencement of the statutory process to make permanent the existing Experimental Traffic Orders for the pilot and to approve the updated School Streets selection criteria for considering school applications in the future.

Decision

- 1) To note the positive progress made under the pilot.
- 2) To give approval to commence the statutory process to make permanent the existing Experimental Traffic Orders for the (nine) pilot project schools, namely: Abbeyhill, Colinton, Cramond, Duddingston, Sciennes, St John's, Clermiston, St Peter's, and Towerbank Primary Schools.
- 3) To delegate authority to the Executive Director of Place, in consultation with the Convener and Vice Convener of the Transport and Environment Committee, to consider and determine objections received as part of this statutory process; and thereafter decide whether or not to make the Traffic Regulation Orders for the (nine) pilot project schools, namely: Abbeyhill, Colinton, Cramond, Duddingston, Sciennes, St John's, Clermiston, St Peter's, and Towerbank Primary Schools.
- 4) To approve the updated School Streets selection criteria for considering school applications in the future.

(Reference – Minute of Transport, Infrastructure and Environment Committee 12 January 2016 (item 15), report by the Executive Director of Place, submitted)

18. Proposed Priority Parking - Telford Area, Edinburgh

The Committee was asked to set aside the objections to the Traffic Regulation Order that would introduce Priority Parking in the Telford Area and to approve the implementation of the Telford Priority Parking Area.

Decision

- 1) To note that the content of this report.
- 2) To set aside the objections to the Traffic Regulation Order and approve the making of the Traffic Order as advertised.
- 3) To approve the implementation of the Telford Priority Parking Area.

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

19. Cleanliness of the City

The outcome of the Cleanliness Index Monitoring System (CIMS) assessment of Edinburgh's streets, which had been undertaken by Keep Scotland Beautiful in June 2016, was detailed. The City of Edinburgh Council had achieved a score of 72 with 95% of the streets surveyed being clean.

Decision

To note the content of the report by the Executive Director of Place.

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

20. Water of Leith Valley Improvement Proposals (Dean to Stockbridge Section)

Approval was sought for the Council's formal support of the Dean Valley Regeneration Limited applying for external funding to carry out a feasibility study and a conditions appraisal to enable the improvement of the infrastructure and landscape of the Water of Leith Valley between Dean Village and Stockbridge.

Decision

- 1) To agree to support Dean Valley Regeneration Limited in its application to secure external funding to carry out a feasibility study and conditions appraisal as part of the development of proposals for improving the area along the Water of Leith between Dean Village and Stockbridge.
- 2) To ask that the outcome of the feasibility study be reported to a future meeting of the Transport and Environment Committee.

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

21. Edinburgh Adapts: Climate Change Adaptation Action Plan 2016-2020

Approval was sought for the Council owned actions to deal with how the City would deal with the impacts of, and build resilience to, a changing climate.

Decision

- 1) To approve the actions owned by the City of Edinburgh Council in the Action Plan.
- 2) To endorse the citywide Action Plan and Vision for a Climate-Ready Edinburgh.
- 3) To note the establishment of an Edinburgh Adapts Steering Group to provide governance for and take adaptation forward in the city.

- 4) To note the recommendations and actions of the Edinburgh Urban Design Panel.
- 5) To note progress on Edinburgh's participation in the EU Mayors Adapt initiative.
- 6) To record the Transport and Environment Committees thanks to the Leadership Team and all the organisations who contributed to the project.

(Reference – report by the Chief Executive, submitted)

22. Place Financial Monitoring 2016/17 - Month 3 Position

A forecast of the outturn position for Place against its approved 2016/17 revenue and capital budgets was provided.

Decision

To note the Place financial position and the actions underway to manage pressures and deliver savings.

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

23. Public Utility Company Performance 2015/16

Details were provided of the performance of Public Utility Companies (PUs) during the period April 2015 to March 2016 (Quarters 1 to 4) and proposals for managing future PU performance.

Decision

To note the report and the arrangements for securing an improved level of performance from all Public Utilities.

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

24. Landfill and Recycling

Details regarding the amount of waste sent to landfill, and the amount of waste recycled for the period April to June 2016 was submitted.

Decision

- 1) To note the report by the Executive Director of Place and the arrangements for securing an improved level of performance from all Public Utilities.
- 2) To note with concern the current unacceptable level of waste complaints being experienced in the city and notes that the Convener and Vice Convener had called for a report by the Executive Director of Place to be submitted to the next

meeting of the Transport and Environment Committee with an action plan outlining specific proposals to address the issue.

- 3) To note that the report called for would address improvements required to the reporting systems and feedback to residents who had contacted the Council regarding service complaints

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

25. Objections to Proposed Car Club Parking Places - Station Road, Corstorphine and Manor Place

Details of objections to a traffic regulation order was provided and agreement sought to set aside the objections and to approve the Traffic Regulation Order to introduce two Car Club parking places on the west side of Station Road, Corstorphine and one on the west side of Manor Place.

Decision

- 1) To set aside the objections received to the proposals on Station Road, Corstorphine and Manor Place.
- 2) To makes the Traffic Regulation Orders as advertised.

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

26. A71 at Dalmahoy - Traffic Signals Option

An update concerning work undertaken since March 2015 regarding the installation of traffic signals at the A71 Dalmahoy junction, including design work was provided.

Decision

- 1) To note that sufficient detailed design work had been undertaken to produce a workable junction layout and a more detailed cost estimate.
- 2) To note that there was a projected funding shortfall of between £132,380 and £222,380.
- 3) To agree that negotiations would be undertaken with affected landowners, seeking to acquire the land required for a signalisation scheme by agreement.
- 4) To agree that the detailed design should would be completed, such that the scheme would be 'shovel ready' and that a further report be submitted to Committee on possible funding options.

- 5) To agree that a low cost safety scheme involving vehicle activated signs would be introduced as a interim measure to address the current collision profile at the junction.
- 6) To agree to receive a report within 3 cycles outlining proposals for meeting the funding shortfall referenced within the report by the Executive Director of Place.

(References – Minute of Transport and Environment Committee 17 March 2015 (item 23); report by the Executive Director of Place, submitted)

27. Proposal to introduce traffic calming measures on Viewfield Road and Muirend Avenue

Consultation had been undertaken concerning the possible introduction of traffic calming measures in Viewfield Road and Muirend Avenue. The Committee was asked to note the results of the consultation, to set aside the objections to the proposal and approve the installation of road humps in Viewfield Road and Muirend Avenue.

Decision

- 1) To note the results of the consultation to introduce traffic calming measures in Viewfield Road and Muirend Avenue.
- 2) To set aside the objections to the proposal and approve the installation of road humps in Viewfield Road and Muirend Avenue.

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

28. Objections to Traffic Regulation Order TRO/16/09A-D 20mph Speed Limit - Various Locations, Edinburgh

Details of objections to a traffic regulation order was provided. Agreement was sought to set aside the objections and to approve the Traffic Regulation Order to vary the previously implemented Traffic Regulation Order TRO/15/17 for a citywide 20mph network.

Decision.

- 1) To note the objections received to the advertised Traffic Regulation Order.
- 2) To set aside the objections and give approval to make the Traffic Regulation Order as advertised.

(References – Minute of Transport and Environment Committee 12 January 2016 (item 17); report by the Executive Director of Place, submitted)

29. Objections to Traffic Regulation Order TRO/16/31 - Young Street

Details of an objection to a traffic regulation order was provided and agreement sought to set aside the objection and to approve the commencement of a permanent Traffic Regulation Order (TRO) to make the current one way traffic management arrangements in Young Street permanent.

Decision.

- 1) To note the objection received to the advertised Traffic Regulation Order and the Council's responses to these in order to address them.
- 2) To set aside the objection received to the Traffic Regulation Order and approve the making of the Order, with regards to making permanent the current one way traffic management arrangements in Young Street, originally approved in August 2014.

(References – Minute of Transport and Environment Committee 26 August 2014 (item 7); report by the Executive Director of Place, submitted)

Key decisions forward plan

Item 5.1

Transport and Environment Committee

1 November 2016

Item	Key decisions	Expected date of decision	Wards affected	Director and Lead Officer	Coalition pledges and Council
1	Review of Tables and Chairs Summer Festival trial in George Street	17 January 2016	City Centre	Executive Director of Place Lead Officer: Anna Herriman, Partnership & Information Manager 0131 469 3853 anna.herriman@edinburgh.gov.uk	
2	Setted Streets	17 January 2016	All	Executive Director of Place Lead Officer: Karen Stevenson, Senior Planning Officer 0131 469 3659 karen.stevenson@edinburgh.gov.uk Executive Director of Place Lead Officer: Sean Gilchrist, Roads Renewal Manager 0131 529 3765 sean.gilchrist@edinburgh.gov.uk	
3	Leith Programme - Objections to Traffic Regulation Order – Leith Walk (Brunswick Street to Montgomery Street) and Redetermination Order – Leith Walk	17 January 2016	Leith Walk	Executive Director of Place Lead Officer: Alan Dean, Partnership Development Officer 0131 529 7519 alan.dean@edinburgh.gov.uk	

Item	Key decisions	Expected date of decision	Wards affected	Director and Lead Officer	Coalition pledges and Council
4	Edinburgh Street Design Guidance - Technical Manual (factsheets)	17 January 2016	All	Executive Director of Place Lead Officer: Nazan Kocak Professional Officer 0131 469 3788 nazan.kocak@edinburgh.gov.uk	
5	Review of School Crossing Patrol Service	17 January 2016	All	Executive Director of Place Lead Officer: Allan Tinto, Transport Officer (Cycling) 0131 469 3778 allan.tinto@edinburgh.gov.uk	
6	Transport for Edinburgh Strategic Plan	17 January 2016	All	Executive Director of Place Lead Officer: Nazan Kocak Professional Officer 0131 469 3788 nazan.kocak@edinburgh.gov.uk	
7	Wayfinding Project	17 January 2016	All	Executive Director of Place Lead Officer: Anna Grant, Planning Officer 0131 469 3778 anna.grant@edinburgh.gov.uk	
8	Policy Assurance Statement	17 January 2016	All	Executive Director of Place Lead Officer: Gareth Barwell, Waste & Cleansing Manager 0131 529 5844 gareth.barwell@edinburgh.gov.uk	
9	Burials Update	17 January 2016	All	Executive Director of Place Lead Officer: Robbie Beattie, Scientific & Environmental Services Manager	

Item	Key decisions	Expected date of decision	Wards affected	Director and Lead Officer	Coalition pledges and Council
				0131 555 7980 robbie.beattie@edinburgh.gov.uk	
10	George Street Public Realm	21 March 2017	City Centre	Executive Director of Place Lead Officer: Anna Herriman, Partnership & Information Manager 0131 469 3853 anna.herriman@edinburgh.gov.uk	
11	Reduction of Speed Limit on A71 at Dalmahoy – Objections to Traffic Regulation Order'	21 March 2017	Pentland Hills	Executive Director of Place Lead Officer: Iain Peat, Professional Officer, Road Safety 0131 469 3416 iain.peat@edinburgh.gov.uk	

Transport and Environment Committee

1 November 2016

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	30 August 2016	A71 at Dalmahoy - Introduction and Traffic Signals Options	<p>To agree that the detailed design should would be completed, such that the scheme would be 'shovel ready' and that a further report be submitted to Committee on possible funding options.</p> <p>To agree to receive a report within 3 cycles outlining proposals for meeting the funding shortfall referenced within the report by the Executive Director of Place.</p>	<p>Executive Director of Place Lead Officer: Iain Peat, Professional Officer, Road Safety 0131 469 3416 iain.peat@edinburgh.gov.uk</p>	21 March 2017		
2	30 August 2016	Landfill and Recycling	<p>To note with concern the current unacceptable level of waste complaints being experienced in the city and notes that the Convener and Vice Convener had called for a report by the Executive Director of Place to be submitted to the next meeting of the Transport and Environment Committee with an</p>	<p>Executive Director of Place Lead Officer: Andy Williams, Technical Manager 0131 469 5660 andy.williams@edinburgh.gov.uk</p>	1 November 2016	1 November 2016	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>action plan outlining specific proposals to address the issue.</p> <ul style="list-style-type: none"> - To note that the report called for would address improvements required to the reporting systems and feedback to residents who had contacted the Council regarding service complaints 				
3	30 August 2016	Water of Leith Valley Improvement Proposals (Dean to Stockbridge Section)	To ask that the outcome of the feasibility study be reported to a future meeting of the Transport and Environment Committee.	Executive Director of Place Lead Officer: David Jamieson, Parks, Greenspace & Cemeteries 0131 529 7055 david.jamieson@edinburgh.gov.uk	January 2018		
4	30 August 2016	Transport for Edinburgh – Governance	To agree that further discussions would be required with Edinburgh Trams and Lothian Buses, with any associated changes to the current governance arrangements being made as required and reported back to Transport and Environment Committee for approval.	Executive Director of Place Lead Officer: Ewan Kennedy, Service Manager – Network 0131 469 3575 ewan.kennedy@edinburgh.gov.uk	Ongoing.		A number of reports will be submitted in response to this action, beginning with the TfE strategy 17

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5	30 August 2016	Transport for Edinburgh – Governance	To agree that Transport for Edinburgh develop commercial business plans for the management and operation of Edinburgh Bus Station, Park and Ride sites and City Operations (including CCTV, traffic and travel information and responses to facilitate efficient travel demand management) and integrated ticketing, communications and marketing, and that these proposals, and associated monitoring arrangements, would be reported back to the Transport and Environment Committee for approval.	Executive Director of Place Lead Officer: Ewan Kennedy, Service Manager – Network 0131 469 3575 ewan.kennedy@edinburgh.gov.uk			January 2017 and Service Level Agreement 21 March 2017.
6	7 June 2016	Forth Estuary Local Flood Risk Management Plan	To agree that an update report be submitted in six months time that considers the surface water management plan.	Executive Director of Place Lead Officer: Tom Dougall, Maintenance Manager 0131 469 3753 tom.dougall@edinburgh.gov.uk	17 January 2017		
7	7 June 2016	Delivering the Local Transport Strategy 2014-2019: Parking Action Plan	To acknowledge that a further Report on that Traffic Regulation Order process, as per Appendix 4 the report by the Executive Director of Place, would come back to the Transport and Environment Committee for final decision in Q2	Executive Director of Place Lead Officer: Andrew MacKay, Professional Officer 0131 469 3577 a.mackay@edinburgh.gov.uk	June 2018		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Forward	of 2018.				
8	7 June 2016	Edinburgh Playing Out	To agree that a pilot would take place from July to October 2016 and a report to be brought back in early 2017 on the outcome of the pilot.	Executive Director of Place Lead Officer: Scott Findlay, Senior Works Officer 0131 529 3433 scott.findlay@edinburgh.gov.uk	17 January 2017		
9	7 June 2016	Sustainable Transport Accreditation and Recognition for Schools (STARS) - Update and Future Proposals	To request an annual progress report, the first being in June 2017	Executive Director of Place Lead Officer: Lorna Henderson, Road Safety Officer - Road Safety 0131 469 3786 lorna.henderson@edinburgh.gov.uk	June 2017		
10	7 June 2016	Expansion of Recycling Services in Tenements and Flats	To note that a further report would be brought forward within three months with a detailed proposal on enhancing recycling provision, including the mix of materials, for tenements and other flats, once the Council has fully considered the implications of the Scottish Government's Household Recycling Charter.	Executive Director of Place Lead Officer: Campbell Clark, Project Officer 0131 469 5384 campbell.clark@edinburgh.gov.uk	1 November 2016		Update: Expected completion date to be confirmed.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
11	7 June 2016	Review of Scientific Services & Mortuary Services	To agree to accept further reports on the outcome of the financial impact assessment of a Scottish Shared Scientific Service and the outline business case for the shared laboratory and mortuary facility in the Edinburgh BioQuarter.	Executive Director of Place Lead Officer: Robbie Beattie Scientific & Environmental Services Manager 0131 555 7980 robbie.beattie@edinburgh.gov.uk	17 January 2017		
12	7 June 2016	Residential Parking	Instructs parking officials to immediately commence investigation into the implementation of a controlled parking systems, in consultation with local residents, and report back to the committee as soon as possible recommending action to be taken in relation to the above and any other areas similarly affected.	Executive Director of Place Lead Officer: Gavin Brown, Parking Operations Manager, Place 0131 469 3650 gavin.brown@edinburgh.gov.uk	21 March 2017		
13	7 June 2016	George Street Experimental Traffic Regulation Order Concluding Report and Design Principles	To authorise officers to explore the most appropriate procurement options in order to expedite the delivery of the next design steps, securing best value for the Council and ensuring the appropriate design and technical expertise required, to develop the Design Principles into a Stage D design, that would be brought back to the Committee for approval as a proposed Traffic Regulation Order.	Executive Director of Place Lead Officer: Anna Herriman, City Centre Programme Manager 0131 469 3853 anna.herriman@edinburgh.gov.uk	1 November 2016		Update: Expected completion date revised from 1 November 2016 to 21 March 2017

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	15 March 2016	Carbon Literacy Programme for Edinburgh	To agree a further report detailing the key findings of a pilot carbon literacy programme with three city organisations would be presented to the Transport and Environment Committee in Spring 2017.	Chief Executive Lead Officer: Jenny Fausset, Senior Corporate Policy Officer 0131 469 3538 jenny.fausset@edinburgh.gov.uk	Spring 2017		
15	15 March 2016	Review of School Crossing Patrol Service	To note the intention to present the outcome of the review to this committee at its meeting in October 2016.	Executive Director of Place Lead Officer: Andrew Easson, Transport Manager, 0131 469 3643 andrew.easson@edinburgh.gov.uk	1 November 2016		Update: Expected completion date revised from 1 November 2016 to 17 January 2017
16	15 March 2016	Cleanliness of the City	To agree to consult with the National Fly Tipping Prevention Group and any other relevant groups, and to receive a report within 2 cycles exploring examples of best practice in tackling fly tipping from other local authorities 15 March 2016 and significant landowners, and setting out a detailed and costed action plan for tackling dumping and fly tipping in the City of Edinburgh.	Executive Director of Place Lead Officer: David Lyon, Head of Environment 0131 529 7047 david.lyon@edinburgh.gov.uk	1 November 2016.	1 November 2016.	Expected completion date revised from 30 August 2016 to 1 November 2016.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	15 March 2016	Saughton Park and Gardens Heritage Lottery Fund Delivery Phase Grant Award	To note that an update report would be submitted to the Committee prior to the start of the Construction Phase.	Executive Director of Place Lead Officer: David Lyon, Head of Environment 0131 529 7047 david.lyon@edinburgh.gov.uk	21 March 2017		
18	12 January 2016	Annual Review of Major Events in Parks	To agree to receive a further report on the outcome of the consultation with a view to any new arrangements coming into force in 2017.	Executive Director of Place Lead Officer: David Jamieson, Parks and Green Space Manager 0131 529 7055 david.jamieson@edinburgh.gov.uk	17 January 2017		
19	12 January 2016	Transport for Edinburgh – Developing a Strategic Plan	To note that the Transport for Edinburgh Strategic Plan would be reported to Committee later this year.	Executive Director of Place Lead Officer: Ewan Kennedy, Policy & Planning Manager 0131 469 3575 ewan.kennedy@edinburgh.gov.uk	1 November 2016		Update: Expected completion date revised from 1 November 2016 to 17 January 2016.
20	27 October 2015	Weed Control and Use of Glyphosate – Motion by Councillor Booth	To report to committee within twelve months with options and costs of alternative weed control methods.	Executive Director of Place Lead Officer: John Bury, Head of Planning and Transport 0131 529 3494 john.bury@edinburgh.gov.uk	1 November 2016	1 November 2016	
21	27 October	Policies - Assurance	An update on the review process to be brought back to a future meeting	Executive Director of Place Lead Officer: John Bury, Head of	1 November		Update: Expected

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	2015	Statement	of the Committee, this should also include a review of the maintenance fees of presentation seats.	Transport and Planning 0131 529 3494 john.bury@edinburgh.gov.uk Executive Director of Place Lead Officer: David Lyon, Head of Service of Environment 0131 529 7047 david.lyon@edinburgh.gov.uk	2016		completion date revised from 1 November 2016 to 17 January 2016.
22	27 October 2015	Update on the Street Scene Project	To ask that an update report be submitted regarding the next phase of the project to a future meeting of the Transport and Environment Committee.	Executive Director of Place Lead Officer: Karen Reeves, Open Space Strategy Manager 0131 469 5196 karen.reeves@edinburgh.gov.uk Executive Director of Place Robert Turner, Open Space Strategy Senior Project Officer 0131 529 4595 robert.turner@edinburgh.gov.uk	1 November 2016		Update: Expected completion date revised from 1 November 2016 to 17 January 2017
23	25 August 2015	Edinburgh Street Design Guidance	To note that part C of the Guidance made up of detailed factsheets would be developed and reported to future meetings of the Committee.	Executive Director of Place Lead Officer: Nazan Kocak, Professional Officer 0131 469 3788 Nazan.kocak@edinburgh.gov.uk	17 January 2017		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
24	25 August 2015	Edinburgh Street Design Guidance	To note that there would be a report back to the Committee on initial experience with use of the guidance by the end of 2016. In the meantime, authorise the Head of Transport to make necessary drafting changes to the guidance as presented with the report (see para 3.8)	Executive Director of Place Lead Officer: Nazan Kocak, Professional Officer 0131 469 3788 Nazan.kocak@edinburgh.gov.uk	17 January 2017		
25	25 August 2015	Edinburgh Conscientious Objectors Memorial Petition referral from the Petitions Committee	To note the agreement that officers would report on the outcome of discussions with the principal petitioner.	Executive Director of Place Lead Officer: David Jamieson, Parks and Greenspace Manager 0131 529 7055 david.jamieson@edinburgh.gov.uk	TBC		Subject to an update 30 August 2016
26	2 June 2015	Seafield Waste Water Treatment Working – Monitoring of Scottish Water Odour Improvement Plan	In light of the above, and recognising that local residents interests at present are not best served by the legislation and/or regulation currently in place, to instruct the Acting Director of Services for communities to engage with the relevant Authorities with a view to reviewing and strengthening the existing Code of Practise and report back to Committee on the outcome.	Executive Director of Place Lead Officer: Susan Mooney, Head of Housing & Regulatory Services 0131 529 7587 susan.mooney@edinburgh.gov.uk Andrew Mitchell, Community Safety Senior Manager 0131 469 5822 andrew.mitchell@edinburgh.gov.uk	1 November 2016	1 November 2016	Expected completion date revised from 12 January 2016 to 1 November 2016

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
				Alan Moonie, Team Manager, Planning Service 0131 529 3909 Alan.moonie@edinburgh.gov.uk			
27	2 June 2015	Seafeld Waste Water Treatment Working – Monitoring of Scottish Water Odour Improvement Plan	To note the recent improvements which have become operational as set out in section 3.15 and requests that an evaluation report be provided in one year detailing the findings of the continued monitoring and assessment programme, including the outcome of any investigations into any major odour incidents	Executive Director of Place Lead Officer: Andrew Mitchell, Community Safety Senior Manager 0131 469 5822 andrew.mitchell@edinburgh.gov.uk	1 November 2016	1 November 2016	Expected completion date revised from 07 June 2016 to 1 November 2016
28	2 June 2015	MyParkScotland – Innovative Funding for Edinburgh's Parks	To agree to receive an update in 12 months time.	Executive Director of Place Lead Officer: David Jamieson, Parks and Greenspace Manager 0131 529 7055 david.jamieson@edinburgh.gov.uk	17 January 2017		Expected completion date revised from 07 June 2016 to 17 January 2017
29	2 June 2015	City Centre Public Spaces Manifesto Update	To note that a report on the findings and recommendations of this public consultation and Castle Street trial would be submitted to the Transport and Environment Committee in the Autumn of 2016.	Executive Director of Place Lead Officer: Anna Herriman Partnership & Information Manager/ 0131 429 3853 anna.herriman@edinburgh.gov.uk	1 November 2016		Update: Expected completion date revised from 1 November to 17 January 2017.
30	2 June	Review of	To agree to consult further with key	Executive Director of Place	1 November		Expected

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	2015	Tables and Chairs Summer Festival Trial in George Street	stakeholders in the New Town and Old Town Community Council areas of the city centre, on the impact on residential amenity that could arise from any extension of the operating hours of the current tables and chairs permit system and to receive a report on the outcome of the consultation.	Lead Officer: Anna Herriman Partnership & Information Manager/ 0131 429 3853 anna.herriman@edinburgh.gov.uk	2016		completion date revised from 12 January 2016 to 1 November 2016 Update: Expected completion date revised from 1 November to 17 January 2017
31	2 June 2015	Bus Lane Network Review – Objection to the Experimental Traffic Regulation Orders	To note that the results of the trials would be reported to the Committee in Autumn 2016	Executive Director of Place Lead Officer: Andrew Renwick Senior Professional Officer 0131 338 5842 andrew.renwick@edinburgh.gov.uk	1 November 2016	1 November 2016	
32	17 March 2015	Travel Discount Cards for Young Carers –	The Acting Director of Services for Communities to explore options with Lothian Buses concerning the purchase of Discount Cards (with 100 journeys) for Young Carers	Executive Director of Place Lead Officer: David Lyon, Head of Service – Environment 0131 529 7047 david.lyon@edinburgh.gov.uk			This will now be incorporated into a wider 'carer' agenda

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Motion by Councillor Hinds	(16-18 years old) and how these could best be distributed to Young Carers.				and will be reported to Health, Social Care and Housing Committee.
33	13 January 2015	Attitudes to Recycling	To agree for an updated communications and engagement strategy to be brought to Committee in Autumn 2015.	Executive Director of Place Lead Officer: Lesley Sugden, Waste Strategy Manager 0141 469 5764 lesley.sugden@edinburgh.gov.uk	1 November 2016		Expected completion date revised from 12 January 2016 to 1 November 2016. Update: Expected completion date revised from 1 November 2016 to 17 March 2017.
34	04 June 2013	Public Realm Strategy Annual Review 2012-13	To agree to a review of the Public Realm Strategy.	Executive Director of Place Lead Officer: Karen Stevenson, Senior Planning Officer 0131 469 3659 karen.stevenson@edinburgh.gov.uk	12 January 2017		Review of the Public Realm Strategy. To be aligned with the Edinburgh

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>Street Design Guidance and the Public Spaces manifesto in 2016.</p> <p>Expected completion date revised from 27 October 2015.</p>

Transport and Environment Committee

10am, Tuesday, 1 November 2016

Committee Decisions – October 2015 – August 2016

Item number	5.3
Report number	
Executive/routine	
Wards	All

Executive summary

Following the decision of the Governance, Risk and Best Value Committee on 19 June 2015, to strengthen existing arrangements and provide greater assurance with regard to the dissemination of committee decisions, a quarterly review of actions has been undertaken by directorates to ensure that all decisions taken by the Corporate Policy and Strategy Committee, the executive committees and the Governance, Risk and Best Value Committee are progressing as expected and to highlight any exceptions. This report outlines the assurance work undertaken and details the implementation of Transport and Environment Committee decisions covering the initial period from October 2015 to August 2016.

Links

Coalition pledges	
Council outcomes	CO25
Single Outcome Agreement	

Committee Decisions – October 2015 – August 2016

Recommendations

- 1.1 To note the position on the implementation of Transport and Environment Committee decisions as detailed in the appendix to this report.
- 1.2 To note that an annual summary report would be presented to Committee in 12 months time.

Background

- 2.1 The Governance, Risk and Best Value Committee on 19 June 2014 agreed increased monitoring for the dissemination and implementation of committee decisions by directorates.
- 2.2 It was agreed that an annual report outlining all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions be presented to the Corporate Policy and Strategy Committee, executive committees and the Governance, Risk and Best Value Committee.

Main report

- 3.1 When a decision is taken at committee that requires further action this is tracked and monitored by various methods.
- 3.2 Since November 2012 for the Governance, Risk and Best Value Committee and April 2014 for other committees, if a decision requires a further report to committee, it is added to the forward plan, the report schedule and the Rolling Actions Log is updated. The Rolling Actions Log is then considered by committee each cycle, ensuring that there is clear oversight of the implementation of decisions by the committee. It is also published with the committee papers, resulting in the monitoring being carried out in a transparent manner. The majority of decisions that require action are recorded this way and there are clear linkages between the decisions taken at committee and the planning of new business.
- 3.3 However, a gap existed for committee decisions that did not request a further report to Committee. The implementation of these decisions was left with individual service areas and any monitoring was not publicly available.

- 3.4 The approach agreed by the Governance, Risk and Best Value Committee on 19 June 2014 aimed to address this gap. Following the meeting a committee decisions spreadsheet was introduced to track decisions that did not require further reporting and thus would not be covered by the Rolling Actions Log. This new process aimed to ensure that the implementation of relevant actions would be recorded effectively, monitored and considered annually at each committee.
- 3.5 This spreadsheet is completed by Committee Services and directorate staff who are responsible for updating the status of actions attributed to each service area.
- 3.6 A similar report on all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions will be presented to the Corporate Policy and Strategy Committee and to each executive committee annually.
- 3.7 The consideration of these reports will augment committee oversight of the implementation of decisions, resulting in an increase in accountable and transparent decision making.

Transport and Environment Committee Decisions

- 3.8 A review of actions has been undertaken by directorates to ensure that all decisions not required to be reported back to committee are progressing as expected and to highlight any exceptions. A summary of decisions for the initial period October 2015 to August 2016, including status, is detailed in the appendix to this report. This report will be submitted on an annual basis to Committee.
- 3.9 At the Transport and Environment Committee there have been 97 decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 All 24 actions that remain open are being progressed and there are no concerns to highlight to the Transport and Environment Committee.

Measures of success

- 4.1 Annual reporting ensures the effective implementation and monitoring of committee decisions.

Financial impact

- 5.1 There are no direct financial impacts as a result of this report.

Risk, policy, compliance and governance impact

- 6.1 The improvements in business processes help ensure increased transparency and assurance across the Council's decision making processes.

Equalities impact

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

Sustainability impact

8.1 There is no direct sustainability impact as a result of this report.

Consultation and engagement

9.1 The spreadsheet described is completed throughout all service areas across the Council.

Background reading/external references

[Report to the Governance, Risk and Best Value Committee - Committee Decisions – Dissemination and Implementation and Update to member/officer Protocol – Report by Director of Corporate Governance](#)

[Minute of the Governance, Risk and Best Value Committee – 19 June 2014](#)

[Transport and Environment Committee Decisions – October 2014 – August 2015](#)

Andrew Kerr

Chief Executive

Stuart McLean, Committee Clerk

E-mail: stuart.mclean@edinburgh.gov.uk | Tel: 0131 529 4106

Links

Coalition pledges

Council outcomes CO25 - The Council has efficient and effective services that deliver on objectives.

Single Outcome Agreement

Appendices 1 – Transport and Environment - Committee Decisions

Appendix 1 – Committee Decisions – Transport & Environment Committee –

Transport and Environment Committee Decisions Overview			
Date	Number of Decisions	Open	Closed
27 October 2015	7	0	7
12 January 2016	18	2	16
15 March 2016	30	9	21
07 June 2016	15	7	8
30 August 2016	27	6	21
Total	97	24	73

Breakdown of tasks by directorate			
Directorate	Number of Decisions	Open	Closed
Chief Executive's Office	-	-	-
Place	97	24	73
Children and Families	-	-	-
Resources	-	-	-
Health & Social Care	-	-	-

N.B: - Tasks can belong to more than one directorate, leading to slight disparity in figures.

Outstanding Tasks in full

Item no.	Date	Directorate	Item	Decision	Status	Comments
1	12 January 2016	Place	Road, Footway and Bridges Investment – Capital Programme for 2016/17	To agree to the asphalt reconstruction (Option 2: removing setts) at Brighton Place	Open	To be completed in 2017
2	12 January 2016	Place	Pedestrian Crossing Upgrade – Marchmont Road	To approve the construction of the proposed puffin crossing at Marchmont Road	Open	
3	15 March 2016	Place	Setted Streets	To agree the actions as set out in paragraph 3.18 of the report.	Open	There will be a follow up sett report going to T&E in January 2017 setting out the proposals.
4	15 March 2016	Place	Delivering the Local Transport Strategy 2014-19: Parking Action Plan	To approve the principle of extending 'parking restrictions / controls' to Sundays.	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017

Item no.	Date	Directorate	Item	Decision	Status	Comments
5	15 March 2016	Place	Delivering the Local Transport Strategy 2014-19: Parking Action Plan	To reject the extension of evening controls to 7.00 pm.	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017
6	15 March 2016	Place	Delivering the Local Transport Strategy 2014-19: Parking Action Plan	To agree to discussion with public transport providers with a view to improving Sunday service provision	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017
7	15 March 2016	Place	Delivering the Local Transport Strategy 2014-19: Parking Action Plan	To agree that the eventual implementation of these proposals would be carefully monitored and any subsequent feedback would feed into a review following an initial period of operation of the new controls.	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017

Item no.	Date	Directorate	Item	Decision	Status	Comments
8	15 March 2016	Place	Car Free Sunday	To authorise the Executive Director of Place to arrange events on the spaces created by the closure of streets selected in Localities, with the assistance of an external contractor.	Open	
9	15 March 2016	Place	Objections to Proposed Waiting Restrictions – Kirkgate, Currie (TRO 13/55F)	To set aside the proposed traffic regulation order in order that a more comprehensive public consultation on the proposals could be carried out, prior to a new traffic regulation order being proposed	Open	
10	15 March 2016	Place	Objections to Proposed Waiting Restrictions – Pentland Drive at Pentland View (TRO 13/55/F)	To set aside the objection to the traffic regulation order and to approve the implementation of the waiting and loading restrictions	Open	
11	15 March 2016	Place	Roadside Emissions Testing and Air Pollution – Motion by Councillor Booth	To agree that action outlined in the members' briefing demonstrates this Councils commitment to adopting sustainable long term projects for improving air quality in Edinburgh, including significant use of Scottish Government funding as detailed	Open	Report submitted for consideration on 1 November 2016 regarding Delivering Air Quality

Item no.	Date	Directorate	Item	Decision	Status	Comments
12	07 June 2016	Place	Delivering the Local Transport Strategy 2014-2019: Parking Action Plan Forward	To agree to begin the formal consultation on a Traffic Regulation Order based upon; Partial Control, with all restrictions in zones 1 to 4 and main routes throughout the CPZ operating between 1230 and 1830 on Sunday	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017
13	07 June 2016	Place	Delivering the Local Transport Strategy 2014-2019: Parking Action Plan Forward	To approve the Parking Action Plan	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017
14	07 June 2016	Place	Public Spaces Protocol – update on progress	To agree to the consultation approach and overall timetable for the development of the Public Space Protocol.	Open	Report to Transport and Environment Committee on 21 March 2017

Item no.	Date	Directorate	Item	Decision	Status	Comments
15	07 June 2016	Place	Review of Scientific Services & Mortuary Services	To agree in principle to the necessary actions being undertaken to investigate further the creation of a Scottish Shared Scientific Service, namely: <ul style="list-style-type: none"> o Determining the full financial impact on each local authority partner; and o Developing a detailed Business Plan for the new service. 	Open	Ongoing
16	07 June 2016	Place	Review of Scientific Services & Mortuary Services	To agree in principle to entering into an initial agreement with NHS Lothian to develop an outline business case for a shared Mortuary, Microbiology and other science laboratories at a new build site at the Edinburgh Royal Infirmary BioQuarter site	Open	Ongoing
17	07 June 2016	Place	Public Utilities Company Performance 2015/16 Quarter 3 (October, November, December 2015)	To instruct that a meeting of the Edinburgh Roadworks Ahead Agreement Working Group would be arranged at an early date to consider further action required in relation to these performance levels, and also how best to progress the outstanding request that all Public Utilities signed up to the Edinburgh Roadworks Ahead Agreement	Open	Ongoing

Item no.	Date	Directorate	Item	Decision	Status	Comments
18	07 June 2016	Place	George Street Experimental Traffic Regulation Order, Concluding Report and Design Principles	To approve the Design Principles contained in Appendix 1 of the report by the Executive Director of Place.	Open	Expected update to Transport and Environment 21 March 2016.
19	30 August 2016	Place	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments	To agree with the overall principles of the 'Active Travel Programme' for the 'City Centre West to East Cycle Link and Street Improvements Project', and resolve to support the overall programme through to completion.	Open	
20	30 August 2016	Place	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments	Open	
21	30 August 2016	Place	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendment	To give approval to engage a consultant to undertake detailed design and tender preparation, with the option for supervision of construction.	Open	
22	30 August 2016	Place	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendment	To give approval to commence the necessary statutory processes to progress the project.	Open	



Item no.	Date	Directorate	Item	Decision	Status	Comments
23	30 August 2016	Place	Transport for Edinburgh – Governance	To agree that a Service Level Agreement would be developed in line with Audit Scotland guidance that would give the necessary authorities to Transport for Edinburgh to ensure that operational plans are developed to meet the outcomes and objectives of the approved Transport for Edinburgh Strategic Transport Plan.	Open	
24	30 August 2016	Place	Transport for Edinburgh – Governance	To agree that Transport for Edinburgh develop a plan to procure a city bike hire scheme at no/minimal cost to the City of Edinburgh Council.	Open	

Transport and Environment Committee

10 am Tuesday 1 November 2016

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

Transport and Environment Committee

Convener:	Members:	Contacts
<p data-bbox="167 436 411 515">Convener Cllr Lesley Hinds</p>  <p data-bbox="167 902 419 981">Vice- Convener Cllr Adam McVey</p> 	<p data-bbox="598 421 1015 987">Councillor Robert Aldridge Councillor Nigel Bagshaw Councillor Gavin Barrie Councillor Chas Booth Councillor Steve Cardownie Councillor Nick Cook Councillor Marion Donaldson Councillor Karen Doran Councillor Nick Gardner Councillor Bill Henderson Councillor Allan Jackson Councillor Karen Keil Councillor Mark McInnes</p>	<p data-bbox="1090 432 1377 551">Stuart McLean Committee Services ☎ 0131 529 4106</p>

Recent news	Background
<p>Community Policing Performance Update – April to June 2016</p> <p>The Police and Fire Scrutiny Committee on 9 September 2016 considered an update on the joint working activities and detailed performance carried out under the SLA with Police Scotland from April to June 2016.</p> <p>The Committee agreed to note the content of the report and to receive the next update in December 2016.</p> <p>The report was referred to the Health, Social Care and Housing Committee and the Transport and Environment Committee for information.</p>	<p><u>For further information:</u></p> <p>Contact: Michelle Miller, Head of Safer and Stronger Communities 0131 529 8520 Michelle.Miller@edinburgh.gov.uk</p>

Forthcoming Activities:

None

Recent news	Background
<p>Edinburgh Community Solar Co-operative Project</p> <p>In September, Edinburgh Community Solar Co-operative (ECSC) completed the installation of 1.4MW of solar PV panels across 24 Council owned buildings. The panels are expected to generate 1,140MWh of electricity each year. It is estimated that 70% of this electricity will be used directly by the host buildings, displacing grid electricity and creating an associated carbon reduction of 356 tonnes of CO2/year. The total carbon reduction associated with the project, including exported electricity, is estimated at 508 tonnes of CO2/year.</p> <p>The scheme is the largest community solar project in Scotland and the biggest urban community project in the UK. In recognition of the success of the project, it has been nominated as a finalist for the Best Community Project at the Scottish Green Energy Awards 2016.</p> <p>To qualify for the previously secured Feed in Tariff rates, the PV installations had to be completed by the end of September 2016. Credit is due to ECSC and their installation contractor for all the hard work in achieving this goal and also to the host buildings for their support in delivering the works.</p> <p>Now that the panels are live, ECSC and the Council are in the process of setting up arrangements to pay for solar generated electricity used on site. The price paid by the</p>	<p>In 2015, the Council signed an agreement with Edinburgh Community Solar Co-operative (ECSC) granting a licence to ECSC to install community-owned solar panels on Council-owned buildings.</p> <p>On 20 August 2015, the Council appointed Councillors Chas Booth, Bill Henderson and Lesley Hinds to the Board of Edinburgh Community Solar Co-operative. There are now 11 members on the ECSC Board.</p> <p>ECSC launched their public share offer on the 29 September to raise the £1.4m of capital required for installations.</p> <p>ECSC will create a community benefit fund</p>

Recent news	Background
<p>Council is fixed at 2014/15 prices. The Council will receive an increased financial benefit from the scheme as electricity rates continue to rise.</p> <p>Going forward, ECSC will be working with host schools and Council officers to develop educational and awareness raising materials relating to the project and wider environmental issues.</p>	<p>which will distribute up to £1m in grant funding over the 20 year duration of the agreement.</p> <p>In addition, ECSC will engage the board of directors and the wider public in energy related activities across Edinburgh.</p> <p>There is potential for Council buildings, and associated communities, to benefit directly from the scheme.</p>

Forthcoming Activities:

None

Recent news	Background
<p>Parks Quality Assessments & Green Flag Award</p> <p>Green Flag Awards</p> <p>Green Flag Award is a way of recognising parks of high quality. Judged on an annual basis, each park submitted for a Green Flag Award undergoes thorough scrutiny by independent assessors. Because of its exceptionally high number of Green Flag awards, Edinburgh is part of the Green Flag Group Award Scheme. This means existing Green Flag Award winning sites are automatically awarded Green Flag if the standard is maintained following self assessment and a peer review process.</p> <p>In 2016 the Council secured 30 Green Flag Award parks, plus a Green Flag Community Award for Corstorphine Walled Garden. Seven Acre Park became the 30th GFA park. There are a total of 69 awards across Scotland.</p> <p>2016 PQA (Parks Quality Assessment) Results</p> <p>Using the Green Flag Award methodology we are able to assess the quality of all our public parks and major green spaces each summer. In 2016 141 parks were assessed, including a new park at Fountainbridge Green and the re-opening of Atholl and Coates Crescent gardens following</p>	<p><u>For further information:</u></p> <p>Contact: David Jamieson, Parks & Green Space Manager 0131 529 7055 david.jamieson@edinburgh.gov.uk</p>

Recent news

the completion of post-tram works.

Overall parks quality continues to improve. Areas of improvement since 2015 include signage, personal security, litter management, environmental sustainability, pesticide reduction, tree maintenance, biodiversity, community involvement, information, education and marketing, and the range, quality and safety of equipment and facilities.

96% of parks now meet the Council's minimum quality standard, leaving only six sites across the city to be brought up to grade. 74% of Edinburgh's parks are now deemed 'Very Good' or 'Excellent', with 22% assessed as "Good" and 4% as "Fair". Of the 140 parks previously assessed, 27 improved, 7 deteriorated, and 106 retained their quality status.

The average Park Quality Score increased across every Locality, those in South East Edinburgh having the highest average score and those in the North East having the lowest average score.

The city's "top 6" parks in 2016 are:

- Pentland Hills Regional Park
- Seven Acre Park
- Easter Craiglockhart Hill
- Ferniehill Community Park
- Prestonfield Park
- Starbank Park

Notably, all have an active Friends Group and all are Green Flag Award parks.

The quality of a small number of parks has worsened since 2015. Those requiring particular attention over the coming year are Dalmeny Street Park, Silverknowes Park, Union Park, Gorgie/Dalry Community Park and Meadowspot Park.

A copy of the Park Quality Assessments for 2016 can be found at

http://www.edinburgh.gov.uk/info/20177/awards_and_competitions/363/green_flag_parks

Background

Forthcoming Activities:

None

Transport and Environment Committee

10.00am, Tuesday, 1 November 2016

Waste and Cleansing Improvement Plan

Item number	7.1
Report number	
Executive/routine	Executive
Wards	All

Executive Summary

Waste and Cleansing Services are going through a process of transformation that aims to deliver significant efficiencies and improvements. A new organisational structure is now in place which brings together waste and recycling collections and disposal, street cleaning, environmental enforcement and a number of ancillary services to create a single integrated service that will enable a more effective and joined up approach to managing waste and cleanliness in the city. However this Committee, and elected members more generally remain concerned, about the level of complaints about street cleanliness in general and refuse collections in particular and are looking for assurance that the service has a robust and credible plan to tackle the challenges it faces and to improve customer satisfaction.

This report presents for approval a Waste and Cleansing Improvement Plan. The Plan identifies the different issues that impact on waste collection performance and street cleanliness and the actions that the service will take to address them. Progress on implementing the Improvement Plan and the impact it is having on performance, complaints and cleanliness will be reported to this committee on a regular basis.

Links

Coalition Pledges

Council Priorities

Single Outcome Agreement

Waste and Cleansing Improvement Plan

1. Recommendations

- 1.1 To approve the Waste and Cleansing Improvement Plan.
- 1.2 To note the intention to give presentations on the Improvement Plan to Neighbourhood Partnerships, Community Councils, local business forums, Edinburgh World Heritage, Trade Unions and other stakeholders as part of a wider programme of engagement.
- 1.3 To note the intention to provide progress reports to future meetings of this Committee.

2. Background

- 2.1 Waste and street-cleansing services have been through a period significant change since the end of 2011 when the Council decided not to proceed with the Alternative Business Model (ABM) programme for Environment Services. The decision not to proceed with ABM and to implement an internal improvement plan (based on a Public Sector Comparator) coincided with ending of a protracted industrial dispute over the implementation of Modernising Pay in refuse collection.
- 2.2 The internal improvement plan which became known as *imProve it* implemented a number of major changes to services particularly in refuse collection. These included:
 - Managed Weekly Collections (alternate weekly collections)
 - Roll out of city wide food waste collection services
 - Implementation of new shift patterns
- 2.3 The changes implemented by the *imProve it* programme realised savings in waste services of over £7m a year through redesigning routes and reductions in the workforce, vehicles and landfill. A further £1.8m of annual savings were achieved in street cleansing. By the financial year 2013/14 the *imProve it* programme had realised cumulative savings of £17.8m across waste and street cleansing.
- 2.4 In July 2014 Waste Services began the roll out of the new kerbside recycling collection service to over 140,000 households. The roll out was completed in November 2015 and the new kerbside service has contributed to the amount of waste that is recycled reaching 42% by the end of 2015/16. Since 2009/10 recycling

will have risen from just over 30% to a forecast 44% by the end of 2016/17 while the amount of waste sent to landfill has reduced by nearly 50,000 tonnes from 163,787 (09/10) to 114,543 in 2015/16.

- 2.5 Further changes are underway as part of the Transformation Programme which will see Environment Services deliver further annual savings of £5.2m primarily through reductions in staffing. These reductions, have as far as possible sought to protect front-line staffing levels, by bringing together services under one single management structure, including street-cleaning and grounds maintenance, services that were previously managed through the Neighbourhoods, thereby enabling rationalisation of management and supervisory resources.
- 2.6 Waste Services have also successfully implemented the Street Scene Project which has reduced the number of trade waste bins being stored on the street by 73% and phasing out black sack collections in the World Heritage Site through the Modernising Waste Project. Both projects have helped improve street-cleanliness and reduced the visual impact of waste management arrangements across the city.
- 2.7 Although the changes in waste and cleansing have delivered many benefits over the last 5 years these services have also experienced a decline in customer satisfaction (as measured in the Edinburgh Peoples Survey) and high numbers of complaints particularly with waste and recycling collections. Complaints averaged about 1,100 -1,200 per week during August and September which equates to approximately 0.2% of the 480,000 collections carried out each week. Although complaints are low in relation to the number of collections they are still unacceptably high particularly as many are repeat complaints.
- 2.8 In response to continuing concern amongst many elected members about the number of complaints about waste and recycling collections the Transport and Environment Convener has asked that the Waste and Cleansing Service submit an improvement plan to this Committee.

3. Main report

- 3.1 The Waste and Cleansing Improvement Plan is attached in Appendix 1 of this report. It should be noted that many of the actions in the plan have already been presented to this Committee at its meeting on 15th March 2016 and also to Governance, Risk and Best Value Committee on 23rd June 2016 and are in the process of being implemented as part of the on-going Transformation Programme within Environment Services. However the Improvement Plan does contain new more detailed actions as well as giving timescales for implementation and the anticipated outcomes or impact these actions will deliver.

Main issues addressed in the Improvement Plan

- 3.2 The following sections outline the main issues that the Waste and Cleansing Improvement Plan seeks to address and summarises the actions that will be taken.

- 3.3 Reducing the number of missed bin collections - through the use of in-cab routing technology which will improve the route and bin location information given to crews to enable collections to be completed on a 'right first time' approach and avoid repeat complaints. The in-cab routing technology will also enable crews to more accurately record the reasons why bins have not been collected (e.g. non-presentation, contamination, blocked access etc...). An initial two week pilot of this technology has proved successful and the intention is to procure and implement the routing system, across the waste and recycling collection fleet by February 2017.
- 3.4 Reducing delayed collections particularly in garden waste and to a lesser extent in food waste. Garden Waste collections account for approximately 25% of all complaints during the spring and summer periods with most of the complaints being due to delays. Garden waste routes are based on one bin per household but in reality, particularly in the west of the city, many properties have two or more bins. Routes therefore need to be redesigned to take account of the actual number of bins serviced and tonnages collected and the policy on the number of garden waste bins provided to individual households needs to be reviewed. In the case of food waste collections new larger collection vehicles need to be procured to reflect the increased participation in this service and the consequent increases in tonnages being collected. A procurement of new vehicles should be completed by May 2017.
- 3.5 Communal Bins – Communal bins have presented a challenge to the Council in recent months but the reasons for the complaints are often not solely due to a service failure. Bin capacity and location, inappropriate use by residents (e.g. disposal of bulky items such as furniture, white goods etc...), illegal use by businesses, seasonal spikes in the amount of waste being generated (e.g. the beginning and end of academic year when students are moving into or out of accommodation) can and do contribute to problems with overflowing bins and side waste. However even if the reason for an overflowing communal bin is not due to a missed or delayed collection a consistently quicker response to dealing with these issues is required. The Improvement Plan identifies a range of different approaches to tackling the issues associated with communal bins from increased supervision to targeted enforcement action by the newly established Trade Waste Enforcement Team. In the short-term Waste and Cleansing Services are taking action to identify and tackle the root causes of problems at the 50 communal bin locations that attract the most complaints.
- 3.6 Fly-tipping and dumping of bulky waste ranges from serious incidents as a result of organised crime through to dumped items of furniture around communal bins. The Improvement Plan identifies a range of actions from changes to the special uplift service, to improved information on how to dispose of bulky waste, to increased enforcement action. Waste and Cleansing has also increased resources for the removal of dumped bulky items and fly-tipping to enable a quicker response when these incidents are reported.

- 3.7 Street Litter Bins – reducing the incidents of overflowing street-litter bins, particularly in busy locations and at peak times of the years such as the festivals, is key to improving perceptions of street-cleanliness. Work is already underway to increase bin capacity at the busiest locations and a pilot using bin-sensors to detect when bins are nearly full has proved successful in reducing the incidence of overflowing litter bins. Going forward the information from bin sensors will be used for dynamic routing of collections and new larger litter-bin collection vehicles will improve efficiency and performance.
- 3.8 Street-cleansing – both manual and mechanical street cleansing resources need to be more effectively deployed in those areas where they are most needed. The service needs to move away from a reliance on litter picking and make greater use of brushes and manual sweeping. The service also needs to make more efficient use of mechanical street cleaners through optimising routes by designing them on a city wide rather than neighbourhood basis. The mechanical cleaning fleet also needs to be renewed and re-configured to include more small and medium sized sweepers that can operate on pavements, pedestrianised areas and in streets with limited access. Starting this November Street-cleansing and Parks and Greenspace staff will work more closely together to take a more preventative approach to weed management by deep-cleaning road channels footways and other areas where weed growth is common.
- 3.9 Customer Service – One of the main reasons for customer dissatisfaction is the management of service requests and complaints. The customer journey is often poor whether contact is by phone or through the Council's website. As a Council we need to ensure that customers are able to report an issue or make a complaint easily, that appropriate action is taken promptly and that timely feedback is given. Customer Contact staff need access to service information so that more complaints can be resolved on a 'one and done' basis. As a first step Waste and Cleansing staff will be co-located with Customer Services staff to enable quicker complaint resolution. A complete end to end redesign of complaint and service request reporting will also be carried out to improve ease of access and improved outcomes for customers. The ability of Customer Services staff to access real time information from the in-cab routing system will also support increased first time resolution to customer complaints.
- 3.10 Management and Working Practices – performance, productivity, working relationships and management in Waste Services have gradually improved over the last 4 - 5 years. This has been aided by the investment in new collection vehicles, improvements in the management of health and safety including service wide wearing of PPE, and investment in training particularly by supporting staff to acquire LGV licences. However it is recognised that further improvements are required if the Council is to have a truly high-performing service. Changes in the management structure through the Transformation Programme have been designed to improve the quality of management and supervision. This includes the implementation of new Driver/Crew Leader job roles which will enhance 'on route' supervision and

accountability for route completion. Changing work practices such as ending 'task and finish' which will cease as from 1st November, and ensuring that crews clear up spillages, remove side waste and return bins to the curtilage of the property will all help improve the quality and perception of the service. Developing a comprehensive training plan for all frontline staff, improving two way communications between staff, supervisors and managers and continued investment in depot and waste transfer facilities will yield further improvements in the working culture and service performance.

- 3.11 Communications and Behaviour Change – although it is critical that Waste and Cleansing operations change and improve it must also be recognised that the wider population of Edinburgh also have a role to play in improving the cleanliness of the city. To that end Waste and Cleansing Services will continue to work with the Communications Team to run innovative campaigns such as 'Neat Streets' and 'Our Edinburgh' to promote social responsibility for and community participation in keeping Edinburgh litter free. Engagement will also take place with the business community to improve the management of commercial waste and support awareness raising on street cleanliness. A consultative forum will also be established to receive feedback on where services need to improve and to consider ways that we can engage with the public more widely. Retaining a close working relationship with the Localities and using existing participative and consultative forums such as Neighbourhood Partnerships will also provide valuable opportunities for engaging with local communities.
- 3.12 Partnership Working – working with other organisations, both nationally and locally, to improve the quality of Edinburgh's environment and reduce litter and the amount of waste being sent to landfill will enable the Council to benchmark its services, share best practice, access external funding and trial new and innovative ways of working. The Council already has strong working relationships with national bodies such as Zero Waste Scotland, Keep Scotland Beautiful and APSE and these will continue to be developed. At a local level Waste and Cleansing Services needs to ensure that it has strong working relationships with the Localities and that these services (together with Parks and Greenspace) are responsive to local priorities and are locally accountable for the performance and quality of services they provide. Effective partnerships with local stakeholders such as Registered Social Landlords, Business Improvement Districts and community led organisations such as Leithers Don't Litter and New Town Clean Streets also need to be developed.
- 3.13 Implementation of the the actions in the Improvement Plan is already underway and it is intended that the plan will be fully implemented by May 2017. Progress on implementation of the Plan and its impact will be reported to this Committee on an on-going basis.

4. Measures of success

- 4.1 The number of complaints about waste and cleansing services will reduce.
- 4.2 Customer satisfaction with waste and cleansing, as measured by the Edinburgh People's Survey, will increase.

5. Financial impact

- 5.1 The majority of actions within the Waste and Cleansing Improvement Plan can be implemented within existing resources as many of them were designed to be delivered through the new service structure as part of the Transformation Programme.
- 5.2 However a number of planned improvements will require additional investment including the in-cab routing system, the maintenance and renewal of communal bins, replacement of bin store locks, procurement of bin sensors and dedicated provision for staff training cover. A more detailed assessment of the costs and potential avenues for funding is underway and it is anticipated that these will be contained within the existing Place directorate budget.

6. Risk, policy, compliance and governance impact

- 6.1 The Council has a duty to maintain the cleanliness of all relevant land and to collect household waste and recycling proscribed in the Environment Protection Act 1990. Failure to fulfil our legal duties could result in legal action been taken against the Council.

7. Equalities impact

- 7.1 The improvement plan aims to reduce the number of missed collections including assisted collections to residents who have limited mobility or are unable to present their bins for collection due to age or poor health.
- 7.2 The achievement of high cleanliness standards throughout the city fosters good relationships between the Council and residents through the provision of high quality services. It can also lead to safer routes free from potential obstructions and trip hazards for all pedestrians, particularly those with visual impairments.

8. Sustainability impact

- 8.1 All street litter is screened to remove recyclable materials prior to disposal, to reduce the amount of waste going to landfill. The current rate of recycling achieved from street litter waste is 30%.

- 8.2 The provision of high-quality reliable collection services will help increase participation in recycling which diverts waste from landfill and supports the achievement of greenhouse gas reduction targets.
- 8.3 The continuing investment in new vehicles with Euro VI engines will reduce harmful tailpipe emissions and contribute towards improvements in air quality.

9. Consultation and engagement

- 9.1 Customer and community engagement already takes place when planning or designing service changes such as the kerbside recycling service and recycling provision in tenemental areas. Community groups and local residents also initiate and participate in community clean ups and other anti-litter initiatives
- 9.2 As part of the improvement plan a consultative forum is to be established to receive feedback on service improvements and identify approaches to wider public engagement that will support behaviour change on littering and the responsible disposal of waste.

10. Background reading/external references

- 10.1 None

Paul Lawrence

Executive Director of Place

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11. Links

Coalition Pledges	<p>P44 Prioritise keeping our streets clean and attractive</p> <p>P49 Continue to increase recycling levels across the city and reduce the proportion of waste going to landfill</p> <p>P50 Meet greenhouse gas targets, including national target of 42% by 2020</p>
Council Priorities	<p>CO17 Clean- Edinburgh's streets and open spaces are free of litter and graffiti</p> <p>CO18 Green- We reduce the local environmental impact of our consumption and production</p> <p>CO19 Attractive places and well maintained - Edinburgh</p>

Single Outcome Agreement Appendices	remains an attractive city through the development of high quality buildings and places and the delivery of high standards and maintenance of infrastructure and public realm SO4 -Edinburgh's communities are safer and have improved physical and social fabric Appendix 1 – Waste and Cleansing Improvement Plan
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Waste and Cleansing Improvement Plan

Waste Collection Route Management and Information

Our approach to organising and completing waste collection routes needs to change to provide information in a format that allows crews to complete collections on a 'right first time' basis. We should design the service to avoid repeat complaints.

Action		Target Date	Owner
1	Complete the trial of the 'Routesmart' system and in-cab device and evaluate the effectiveness of the system	Oct 2016	CGI
2	Work with CGI to procure and embed the 'Routesmart' system within all operational routes	Feb 2017	Technical Team
3	Undertake a rapid improvement event to identify the most missed properties by stream and resolve the root cause of the misses.	Nov 2016	Technical Team

Anticipated Outcome

A reduction in the number of reported missed collections and repeat missed collections

Workforce Management

It is recognised that improvements need to continue to be made to the working practices, management and working culture within Waste and Cleansing services in order to further move the service forward and reduce the number of complaints received.

Action		Target Date	Owner
4	Reduce the use of agency staff and recruit a full establishment of permanent staff to improve route knowledge and ownership	Dec 2016	Waste Operations
5	Finalise the implementation of the new Waste and Cleansing service structure and recruit to all vacant posts	Nov 2016	Waste and Cleansing Manager

6	Cease the practice of 'Task and Finish' across the Waste Collection Service	Nov 2016	Waste Operations
7	Ensure a full and effective training programme is in place for all frontline staff	Dec 2016	Technical Team
8	Ensure that Supervisors and Managers are conducting regular team briefings (i.e. at least monthly) with all frontline staff on an ongoing basis	Ongoing	Waste and Cleansing Operations
9	Provide refresher briefings to all waste collection staff on the importance of removing side waste, litter and spillage as appropriate	Oct 2016	Waste and Cleansing Operations

Anticipated Outcome

A settled workforce of City of Edinburgh Council employees, at all levels, who are properly trained in the role they perform with that role being performed to a consistently high standard.

Garden Waste Collections

It is recognised that improvements need to continue to be made to the working practices, management and working culture within Waste and Cleansing services in order to further move the service forward.

	Action	Target Date	Owner
10	Assess the number of properties with more than one garden waste bin	Nov 2016	Technical Team
11	Adjust the existing garden waste routes to account for up to date information on bins per property and participation	Dec 2016	Technical Team
12	Implement the new 3 weekly garden waste collection service, to replace the current fortnightly and four weekly service, with new fit for purpose routes	Mar 2017	Waste Operations

Anticipated Outcome

An appropriately resourced garden waste collection service that is reliable and consistent with reduced missed bin complaint levels.

Communal Bins			
	Action	Target Date	Owner
13	Undertake a rapid improvement event to identify the most missed communal bins by stream and resolve the root cause of the misses.	Nov 2016	Technical Team
14	Increase supervision resource within the communal bin collection services to improve service quality and resolve customer issues more effectively	Nov 2016	Waste Operations
15	Develop a communications campaign to make residents in communal areas aware of how to manage their waste and recycling effectively	Jan 2017	Communications
16	Develop a communications campaign to ensure that businesses are aware of their legal responsibilities when disposing of their waste	Nov 2016	Communications
17	Improve the labelling and information on communal bins to illustrate the types of waste the bin can receive and how and where to dispose of bulky items	Jan 2017	Communications
18	Investigate the use of QR codes to allow residents to easily report missed or overflowing communal bins and locate collection dates	Nov 2016	Technical Team
19	Assess options for the containerisation of those streets that remain on gull proof sack or sack collections	Jan 2017	Technical Team
20	Work with Parking Services to implement enforceable TROs to protect communal bins wherever possible	Mar 2017	Waste Operations
21	Ensure access to communal bins for residents and waste collection staff is accounted for in traffic management arrangements when road works take place	Oct 2016 (achieved)	Transport
22	Develop a policy on holiday lets and party flats to identify whether this waste should be treated as commercial waste	Jan 2017	Technical Team
23	Identify those communal bin sites where bins can be moved to improved locations where there is less opportunity for misuse	Jan 2017	Technical Team
24	Identify costs to fit key containers to all bin stores (where applicable) to ensure that all crews have access to the required key therefore avoiding missed collections due to access issues	Dec 2016	Building Services
25	Ensure that a standard lock specification for bin stores is enforced for new developments as part of the planning process	Jan 2017	Planning

26	Identify those communal properties where there are multiple individual bins and provide an alternative communal bin solution where this is required and appropriate	Feb 2017	Technical Team
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Anticipated Outcome

Reduced complaints relating to missed and overflowing communal bin collections. Bins are located in the right areas with reductions in inappropriate use and according reductions in landfill waste.

Maintenance of Communal Bins

The appearance and cleanliness of our communal bins is not in line with that which we should expect on Edinburgh's streets. Improving the appearance of our communal waste and recycling bins will contribute to fostering greater care and ownership in our communities.

	Action	Target Date	Owner
27	Identify potential solutions to procure a contract for the supply and/or maintenance (repair, cleaning and renewal) of all communal bins and quantify the cost implications of these solutions	Mar 2017	Corporate Procurement
28	Work with Criminal Justice and other partners to build communal bin maintenance and painting into programmes for restorative work	Apr 2017	Criminal Justice
29	Investigate the potential to install bin housings around wheeled communal bins to create more attractive and formal sites	Dec 2017	Technical Team

Anticipated Outcome

An improvement in the appearance of our communal bin stock with reductions in complaints regarding bin maintenance and cleanliness.

Seasonal Resourcing

We need to deliver a service that is responsive to the changing demands of the city that our student and tourist population bring and ensures that Edinburgh is portrayed in the best possible way.

	Action	Target Date	Owner
30	Work with Universities, landlords and letting agents to ensure students and tenants are aware of how to dispose of waste appropriately.	Jan 2017	Technical Team
31	Work with the Universities to investigate the potential for mini-CRCs in areas of higher student population around the beginning and end of the academic year	Mar 2017	Technical Team
32	Conduct a review of Waste and Cleansing resource requirements for the Edinburgh Festival and Fringe and implement the new requirements	July 2017	Waste and Cleansing Operations
33	Work with Parks, Greenspace and Cemeteries colleagues to allocate staff and mechanical sweepers to tackle leaf fall during the autumn/winter months	Nov 2016	Cleansing Operations
34	Work with Parks, Greenspace and Cemeteries to allocate resources to undertake a clearance of street weeds to allow for an effective base level to be treated going forward.	Nov 2016	Cleansing Operations

Anticipated Outcome

Reduced complaints relating to Waste and Cleansing Services during peak seasons. A reduction in the amount of waste that is sent to landfill in areas containing high levels of student housing.

Food Waste

Waste Composition Analyses have shown that there is still a significant amount of food waste that is being sent to landfill. However, our success in recycling around 10,000 tonnes of food waste has placed strain on our current vehicles and meant that we need to equip our workforce to ensure that we can

continue provide the best quality service to encourage increased use of this service. The procurement of new larger vehicles will assist with this aim.			
	Action	Target Date	Owner
35	Replace the existing 7.5 tonne vehicles with the purchase of 12 tonne vehicles to increase collection capacity and reduce the need for trips to tipping facilities	May 2017	Fleet Services
36	Replace the existing 7.5 tonne vehicles with hired 10 tonne vehicles as an interim solution pending the arrival of the 12 tonne vehicles	Oct 2016	Fleet Services
Anticipated Outcome			
Reduced missed collections and uncompleted food waste routes as a result in increased productive time that has been created by a reduced need to tip midway through the shift.			

Manual Street Cleansing			
Our manual street cleansing resource needs to be visible and effective and focussed on those areas where it is needed most at an appropriate frequency. We need to move to a model where brushes are used as the norm and there is less of a reliance on litter pickers.			
	Action	Target Date	Owner
37	Conduct a review of all resources available to undertake manual sweeping and the current areas of deployment. Re-align routes to address hotspot areas where appropriate.	Jan 2017	Cleansing Operations
38	Identify options for the deployment of barrow beat staff and suitable accommodation for the employees and barrows in the immediate area	Nov 2016	Cleansing Operations
39	Procure replacement street cleansing vans that will allow crews to be properly equipped to be able to tackle all issues that they face during the working day	May 2017	Fleet Services
40	Introduce an effective post-work inspection regime to ensure that street cleansing is being delivered to the required standard	Nov 2016	Cleansing Operations
Anticipated Outcome			
A reduction in litter complaints and an improvement in our LEAMS score as a result of more effective manual sweeping in those areas where it is most			

required.

Mechanical Street Cleansing

We have a significant amount of funding invested in large mechanical sweepers that can not access the areas where we need them. We need to reconfigure this fleet to provide more small mechanical sweepers that can operate on footpaths and in areas around parked cars.

	Action	Target Date	Owner
41	Re-design mechanical sweeper routes to ensure that the fleet is being effectively utilised	Mar 2017	Technical Team
42	Reduce the fleet of large mechanical sweepers and procure additional small and medium sized sweepers to focus on pavement areas and streets with limited access	Mar 2017	Cleansing Operations
43	Reconfigure the current fleet to place additional mechanical sweeping resource into the night shift to make a more significant impact on those areas that can not be accessed during the day	Nov 2016	Cleansing Operations

Anticipated Outcome

An increase in small and medium mechanical sweepers will contribute to an improvement in our LEAMS score as well as improved customer satisfaction in recognition of the increased visibility of service.

Litter Bin Emptying

There are around 3000 litter bins in the city. We regularly receive complaints from members of the public regarding overflowing litter bins. We need to employ effective collection schedules that minimise complaints.

	Action	Target Date	Owner
44	Adopt a standard of providing larger capacity litter bins where locations allow	Oct 2016	Cleansing Operations
45	Continue with the trial of fill sensors to identify optimal collection schedules and trends relating to overflowing	Mar 2017	Technical Team

	bins		
46	Procure replacement mini-RCVs for litter bin emptying to allow for a more reliable collection service	May 2017	Fleet Services
47	Provide a more joined up service in relation to the emptying of bins in parks, open spaces and cemeteries alongside street litter bins where appropriate	Dec 2016	Cleansing Operations

Anticipated Outcome

A reduction in the number of complaints regarding overflowing litter bins.

Fly-tipping and Dumped Bulky Waste

We have problems with many levels of fly-tipping, ranging from serious incidents as a result of organised crime through to dumped items of furniture around communal bins. We need to be better at removing this waste quicker and preventing future recurrences through engagement and enforcement efforts.

	Action	Target Date	Owner
48	Undertake a review of the special uplift service with particular focus being placed on the charging structure (e.g. moving to a service that charges £5 per item) and opportunities to work with the voluntary sector to undertake collections	Jan 2017	Technical Team
49	Improve information to residents on the disposal of bulky items and the opportunities for reuse and recycling	Dec 2016	Communications
50	Add additional resources into the existing special uplift service to minimise waiting times for residents	Oct 2016	Waste Operations
51	Add additional resources into Street Cleansing teams to focus on responding to fly-tipping complaints and removing waste in a more timely manner	Oct 2016	Cleansing Operations
52	Place a focus on increasing the number of incidents of fly-tipping that are proactively reported by Council employees versus those reported by members of the public	Oct 2016	Cleansing Operations
53	Focus resources from the Environment Warden and Waste Compliance Teams on regularly investigating those incidents of fly-tipping where there is evidence to pursue and investigate options to use CCTV to enhance evidence gathering.	Nov 2016	Environment Wardens

Anticipated Outcome

A reduction in the number of fly-tipping incidents reported by members of the public, and increase in the number of fly-tipping incidents reported by our own staff and an improvement in response times when removing fly-tipping.

An improved special uplift service that encourages compliance with the law and not fly-tipping and an effective enforcement resource that gets positive results where required.

Branding and Visibility

Our service needs to be visible and recognisable so that we are noticed for the good work that we do and not for failings in services. It is essential that residents and businesses know how to access our service and what we do.

	Action	Target Date	Owner
54	Ensure all staff are consistently wearing the correct PPE/uniform and area easily identifiable as Council employees	Oct 2016	Waste and Cleansing Operations
55	Brand all newly purchased Waste and Cleansing vehicles so that members of the public can identify them easily	May 2017	Fleet Services
56	Ensure that all contact channels that can be used to access the Waste and Cleansing service are well advertised and effectively monitored	Oct 2016	Customer Services

Anticipated Outcome

Increased customer satisfaction in reflection of the improved visibility of our staff and vehicles.

Customer Service

The current customer journey is frustrating for residents and Elected Members. We need to ensure that we minimise failures in service, but when we can't then our customers need to be able to report issues easily and receive timely and relevant feedback.

	Action	Target Date	Owner
57	Co-locate staff from Customer Services and Waste and Cleansing Services to allow for quicker customer resolutions and reduced duplication	Nov 2016	Waste and Cleansing / Customer Services
58	Provide Elected Members with key local contacts from the Waste and Cleansing service to allow to issues to be resolved routinely as required	Oct 2016	Waste and Cleansing Manager
59	Carry out a review of the existing reporting processes and make improvements to allow for quick resolutions and accurate customer feedback	Jan 2017	Customer Services

Anticipated Outcome

Improved response times to enquiries and an increase in the percentage of contacts that are resolved at the point of contact by Customer Services colleagues.

Simpler but more effective customer journeys that allow customers to report issues easily and receive timely updates.

Communications and Behaviour Change

Notwithstanding the importance of getting our operational services right, we need to engage the wider population of Edinburgh in playing a role in maintaining the quality of our local environment.			
	Action	Target Date	Owner
60	Continue to develop the 'Our Edinburgh' campaign to focus on social responsibility and community participation	Ongoing	Communications
61	Develop improved links with key partners such as the Business Improvement Districts, Commerce Groups and Community Groups to share key messages and raise awareness around waste management and street cleanliness	Ongoing	Technical Team
62	Establish a consultative forum with representatives from groups whom have an interest in the local environment to discuss current performance and customer perceptions and frustrations	Oct 2016	Waste and Cleansing Manager
<p>Anticipated Outcome</p> <p>Increased advertising and media coverage of our campaigns alongside increased resident and business awareness of the importance of maintaining our local environment and how they can assist in doing so.</p>			

Partnership Working			
We need to establish and maximise partnerships where there is the shared aim of improving the quality of Edinburgh's local environment and reducing the amount of waste sent to landfill			
	Action	Target Date	Owner
63	Clarify roles and remits for environmental issues with Locality Teams. Establish mechanisms for ensuring responsiveness to local priorities and hotspots and accountability for levels of service.	Nov 2016	Waste and Cleansing Operations
64	Initiate dialogue with Registered Social Landlords regarding public realm management partnering arrangements	Feb 2017	Housing Services
65	Continue to work with organisations such as Keep Scotland Beautiful, APSE and Zero Waste Scotland to explore opportunities for external funding and keep abreast of best practice within the sector	Ongoing	Waste and Cleansing

			Operations
Anticipated Outcome			
We exploit more opportunities for external or joint funding for local environment improvement initiatives. We continue to work at a local level to understand the needs of our communities and accommodate these needs into service delivery schedules.			

Transport and Environment Committee

10.00am, Tuesday 1 November 2016

Seafield Waste Water Treatment Works – Monitoring of Scottish Water Odour Improvement Plan

Item number	7.2
Report number	
Executive/routine	Executive
Wards	All Wards

Executive summary

At a meeting on 2 June 2015, the Committee instructed officers to continue, for one year, the Council's Seafield Waste Water Treatment Works (WWTW) Odour Monitoring and assessment programme. The report details the number of sewage nuisance complaints received.

The Committee also requested that an evaluation report should be provided in one year. This report discharges that instruction. It also provides two additional comparison periods - 1 March to 31 October 2015 and 2016 – which allow trends to be considered over the period 2012-2016.

Links

Coalition pledges	P51
Council priorities	CP8
Single Outcome Agreement	SO2, SO4

Seafield Waste Water Treatment Works – Monitoring of Scottish Water Odour Improvement Plan

Recommendations

It is recommended that the Committee:

- 1.1 Notes the findings of the Council's monitoring and assessment programme over the periods 1 March 2015 to 31 October 2015 and 1 March 2016 to 31 October 2016;
- 1.2 Notes the outcome and actions arising from a Council investigation into a major odour incident resulting from a temporary shutdown of the Thermal Hydrolysis plant which caused an increase in complaints of odour from local residents throughout the month of October 2015,
- 1.3 Notes the outcome and actions arising from a Council and Scottish Environmental Protection Agency investigation into complaints received from local residents relating to a burning odour that peaked during the period mid-April to mid June 2016; and
- 1.4 Notes that following the Council's request to Scottish Government to review the 2005 Code of Practice that such a review is now underway as detailed in paragraphs 3.20 to 3.22 below and urges the Scottish Government to ensure that local residents are invited to fully participate in the review.
- 1.5 Instructs officers to continue, for one further year, the odour monitoring and assessment programme. This includes responding to complaints of sewerage nuisance and carrying out monitoring when activities which pose an odour release risk are due to be implemented within the Waste Water Treatment Works.
- 1.6 Agree that should a major incident occur officers are instructed to consult with the Convenor, Vice Convenor and Group spokespeople on how committee should be updated.

Background

- 2.1 The Sewerage Nuisance (Code of Practice) (Scotland) Order 2006 (CoP) placed a duty on Scottish Water to develop an Odour Improvement Plan (OIP) to minimise sewerage odour emissions detectable outwith the boundary of Seafield Waste Water Treatment Works (WWTW). The CoP

also places a duty on the Council to monitor and assess the effectiveness of Scottish Water's Seafield OIP.

- 2.2 The Water Services etc. (Scotland) Act 2005 places a duty on the Council to monitor compliance with the CoP and to investigate complaints of sewerage nuisance.
- 2.3 The Council's monitoring programme to assess the OIP commenced on 1 June 2011 following implementation of the OIP in May 2011. Progress reports on the programme were made to Committee on 29 November 2011, 18 June 2012, 13 September 2012, 23 November 2012, 26 August 2014 and 2 June 2015.
- 2.4 This report provides an update on the findings of the Council's continuing odour monitoring and assessment programme over two periods: 1 March 2015 to 31 October 2015 and 1 March 2016 to 14 October 2016. It also includes information on the outcome of investigations by the Council into a major odour incident that resulted in an increase of odour complaints from local residents throughout the month of October 2015 and the outcome of Council and Scottish Environmental Protection Agency (SEPA) investigations into complaints received from local residents regarding a burning odour affecting the Leith Links area that peaked between the period mid- April to mid- June 2016.

Main report

Council Odour Monitoring and Assessment Programme 2012 to 2016

- 3.1 Table 1 below details the complaints received by the Council in respect of Seafield WWTW. The data covers the period 1 March 2012 to 31 Oct 2016.

Table 1: Complaints to the Council.

Monitoring Period	1 March 2012 to 31 Oct 2012	1 March 2013 to 31 Oct 2013	1 March 2014 to 31 Oct 2014	1 March 2015 to 31 Oct 2015	1 March 2016 to 25 Oct 2016
Complaints received	182	82	81	111	89
No. days where complaints were received	63	49	46	59	50
Complaint visits where staff detected moderate or strong odour	11	10	7	5	5

Days where 3+ complaints were received	16	6	8	12	12
No. individual household complaining	60	33	35	48	36
Major odour Incidents	4	0	1	1	1
Surveillance visits by staff to assess odours	452	124	93	73	83
Surveillance visits when staff detected moderate or strong odour	14	4	6	4	3

- 3.2 SEPA and Scottish Water share with the Council statistics of complaints which are made directly to those bodies. That data for the period 1 March to 15 September 2016 is shown in Appendix 4. There are a total of 26 complaints to either SEPA or Scottish Water during that period. Members are asked to note that a number of these may be duplicated where the customer have reported a smell occurrence to more than one body.

Assessment Programme Results

- 3.3 The Council's monitoring and assessment programme to assess Scottish Water's Seafield WWTW OIP commenced on 1 June 2011.
- 3.4 The table above provides the findings of the programme set out as five comparison periods which can be used to assess the effectiveness of the OIP. They represent the warmer months of the year when residents are most likely to experience odour release.
- 3.5 The table shows a significant reduction in complaints between 2012 and 2013 this is a result of changes in management practices at the WWTW following approaches by the Council to the WWTW to require Scottish Water to demonstrate how they would avoid significant odour emissions in the future. In 2015 there was an increase in complaints received by the Council, compared with the same periods in 2013 and 2014 but still significantly fewer than in 2012. This increase can be attributed to a major odour incident that resulted in the Council recording 27 complaints in October 2015 alone. If this incident had not occurred then the average number of complaints remains stable across the three years. To date there have been 74 complaints since March 2016, 37 of these relate to complaints regarding a "burning smell" which, after investigation was

attributed to the WWTW. The last two years therefore demonstrate a different pattern in types of complaint with a single significant incident or occurrence each year giving rise to 24 % and 42% of complaints in 2015 and 2016 respectively. While still causing problems in the locality these events present different challenges with regard to possible enforcement action.

Thermal Hydrolysis Plant Shutdown 2015

- 3.6 The single major odour release recorded in October 2015 related to a shutdown of one of the two Thermal Hydrolysis (TH) plant streams within the WWTW, an essential process to allow for checks to be carried out for insurance purposes. The TH plant has recently been commissioned by Veolia Water and this was the first time that a shutdown had been undertaken. Unforeseen consequences resulted in process bottlenecks upstream which restricted throughput of sludge, giving rise to odorous conditions within the primary settlement tanks.
- 3.7 As a result of the increased customer complaints, an urgent meeting was convened between Scottish Water, Veolia Water and Council Officials to establish why the effects on the local community had been unforeseen, and to obtain assurances that robust risk assessments and an action plan designed to prevent a recurrence, would be presented to the Council prior to the next shutdown - due to commence in November 2015. As a result of that meeting and at the request of Council officials, Veolia Water furnished the Council with a detailed report (Appendix 1) relating to the TH plant shutdown incident, including lessons learned and a summary of improvements to be implemented to avoid a repeat of the problems at the next planned shutdown in November 2015.
- 3.8 On 12 November 2015, Council officials were provided with a presentation by the WWTW general manager on risk assessments that had been carried out following the initial incident, designed to ensure that there was no repeat of the initial issues that arose from the first TH plant shutdown.
- 3.9 A second TH plant shutdown commenced on 16 November 2015 and followed procedures agreed at the meeting of 12 November. The Council recorded no complaints during the shutdown period.
- 3.10 As a consequence of the damaging impact to local residents throughout the month of October 2015, the Council formalised its position by writing to Veolia Water's Director of PFIs to express disappointment and concerns relating to the increased odour complaints recorded throughout October 2015 (Appendix 2).

Burning Smell 2016

- 3.11 In mid-April 2016, there was an increase in complaints to the Council from local residents relating to a new odour affecting the Leith Links area, variously described as a burning smell, similar to burning tyres or electric cable.
- 3.12 A number of local residents informed the Council that they were of the opinion that the odour was emanating from the area where the TH Plant is sited within the WWTW. This was investigated however, as the odour was not typical of that released by WWTWs, Seafield WWTW was not considered to be the only possible source of such smells. Other possible sources in the Leith area were investigated by Council staff, including reports of waste carpet burning at a camp at the very west end of Portobello beach, and the burning of electric cables and a burnt out car immediately outside the western boundary of the WWTW.
- 3.13 Despite extensive visits and investigations it proved very difficult to isolate the source of the odour. This was subsequently explained as being due to the nature of the compounds present in the smells. It has been reported by Odournet, (environmental odour management consultants contracted by the WWTW operators to help investigate the burning smell) that the nature of the compounds is such that they only give rise to the burning smell at very low concentrations and are not detectable at higher concentrations as would have been the case at the WWTW. SEPA were made aware of the matter on the 18 May 2016 as a precautionary measure in case the odour was arising on premises, or due to a process, regulated by them.
- 3.14 Complaints continued to be received and Council staff carried out repeated monitoring visits in response. On 4 June 2016 the source of the smell was finally traced by a Council monitoring officer to an area of the WWTW regulated by SEPA. SEPA notified the Council that one of its officers had attended the Leith Links area on 6 June 2016 and had traced the odour to the waste sludge part of the works, and confirmed that it is a process area subject to a SEPA controlled Waste Management Licence (WML).
- 3.15 The Sewerage Nuisance (Code of Practice) (Scotland) Order 2006 recommends that, if the source of any WWTW odours clearly arise from operations regulated under a WML, SEPA should assume the lead regulatory role and take appropriate action whilst discussing matters with the relevant Local Authority.
- 3.16 Whilst the Council regulates the general operation of the WWTW, the Thermal Hydrolysis Plant is regulated separately under license by SEPA. Consequently, once the odour was traced to the TH plant SEPA became the lead authority. On 7 June 2016, SEPA officials met with Veolia management and requested that they investigate all possible assets and processes within the WWTW that could be responsible for discharges that could give rise to the odour described. Although

SEPA are the lead agency in this matter in accordance with the Code of Practice the Council continues to liaise with SEPA and the WWTW to agree an action plan.

- 3.17 At a Seafield Liaison Group meeting on 16 June 2016 attended by officials from Scottish Water, Veolia Water, SEPA and the Council, the details of the investigations were duly discussed and an action plan, with associated risk assessments drawn up by Veolia management and designed to identify the specific source within the WWTW site, was presented (Appendix 3).
- 3.18 Actions specified in the plan included heat mapping, olfactometry analysis, infra red scanning, thermal imaging and analysis and detailed support to be provided by external consultants (Odournet), with relevant timescales for investigations, procurement of samples and associated analysis.
- 3.19 The Council in its regulatory capacity has been advised of the contents and conclusions of the draft report, from Odournet to the WWTW. This report will be made public once it has been finalised on behalf of Scottish Water. In this report Odournet indicate that they have identified the likely compound responsible for the smell and it is associated with the regeneration of the siloxane filter; a process used to remove siloxanes from the biogas produced as a by-product of the waste water treatment process. Siloxanes are compounds found in most toiletries and cosmetics. They need to be removed from the biogas as they would damage the equipment in which the biogas is used. Recent discussions with SEPA indicate that they now believe, with a reasonable level of confidence, that the source is the regeneration cycle on the siloxane filters. SEPA have advised the Council that the reason why regeneration of the filters is causing the burning smell is still being investigated.
- 3.20 The fact that the regeneration cycle is now being carried out at times which are likely to reduce the impact on the local community and the significant reduction of complaints since mid-June provides strong circumstantial evidence that the source has been identified and work is ongoing to resolve the problem.
- 3.21 At a Stakeholders' meeting on 30 September Veolia advised that they believed that the filter media that removes the siloxanes from the biogas did not have the lifespan that they were first advised and that they were in the process of changing the filter media. Following this, they would require Odournet to return to the site to resample and establish that the new filter media has fixed the problem. They also intend to have a shorter period of use for the replacement filter media, and an increased monitoring regime. The Council has been liaising with Health Protection Scotland (HPS), the Public Analyst and NHS Lothian regarding a draft Health Impact Risk Assessment report compiled by Odournet and we are currently awaiting formal responses. SEPA are currently reviewing the same report and are consulting with their own internal modelling experts and HPS.

Code of Practice Review

- 3.22 Following discussions with local elected members, Leith Links Residents Association representatives, Professor Robert Jackson and Council officials. the Council agreed to make representations to the Scottish Government seeking a review of the Sewerage Nuisance (Code of Practice) (Scotland) Order 2006 and the section of the Water Services etc. (Scotland) Act 2005 that provides enforcement powers to Local Authorities and accordingly, a letter was sent to the relevant minister requesting a meeting. This meeting took place with representatives of the Scottish Government on 31 August 2015, and this resulted in an odour control workshop being organised to discuss the Code of Practice.
- 3.23 On 4 August 2016, Council officials were invited to a meeting with Dr Mark Broomfield, a consultant with Ricardo Energy and Environment, who has been commissioned by the Scottish Government to carry out a project aimed at developing focused, practical guidance on control of odours at WWTWs. It is understood that they are currently looking at five WWTWs as case studies, of which one is Seafield. Discussions have commenced on the Council's experience with the current Code of Practice, including pitfalls and problems faced by both operators and regulators.
- 3.24 The odour control workshop was held on 25 August 2016 at the University of West of Scotland, Paisley which was attended by officials from both SEPA and the Council, at which the content of the Code of Practice was explored. A Council officer outlined all of the concerns that have been expressed by the community about the Code of Practice and the organisers agreed to relate those concerns to the Scottish Government. It was agreed at the Stakeholder's meeting held on the 30 September 2016 the Council would write to the Scottish Government seeking clarification on how the review will involve local communities and a timescale for its completion.

Measures of success

- 4.1 A decrease in the number of major odour emission events from Seafield and a reduction in complaints from the local community.
- 4.2 That implementation of the Scottish Water Odour Improvement Plan, allied to improvements in operational management, results in minimisation of odour as required by the Sewerage Nuisance (Code of Practice) (Scotland) Order 2006.

Financial impact

- 5.1 The cost of continuing to operate the current odour assessment and monitoring programme can be met from existing budgets.

Risk, policy, compliance and governance impact

- 6.1 Compliance with the Water Services etc. (Scotland) Act 2006 and the associated Sewerage Nuisance (Code of Practice) (Scotland) Order 2006, and demonstration of compliance with the Odour Improvement Plan.

Equalities impact

- 7.1 This report proposes no changes to current policies or procedures, and as such a full impact assessment is not required. The contents have no relevance to the public sector Equality Duty of the Equality Act 2010.

Sustainability impact

- 8.1 Scottish Water's Odour Improvement Plan is intended to reduce odour output from Seafeld WWTW to a level which will not constitute a sewerage nuisance, in accordance with the Sewerage Nuisance (Code of Practice) (Scotland) Order 2006.

Consultation and engagement

- 9.1 Community representatives, local MSPs and the Council are members of the Seafeld Stakeholder Liaison Group, which meets periodically with Scottish Water and Veolia Water to discuss the Council's role as regulator, actions proposed by Scottish Water and Veolia Water to minimise odour emissions and any other issues relating to the impact of the works on the local community.

Background reading/external references

[Seafeld Waste Water Treatment Works- Monitoring of Scottish Water Odour Improvement Plan- June 2015](#)

[Seafeld Waste Water Treatment Works-Monitoring of Scottish Water Odour Improvement Plan- August 2014](#)

[Seafeld Waste Water Treatment Works - Monitoring of Scottish Water Odour Improvement Plan - November 2012](#)

[Seafeld Waste Water Treatment Works - Monitoring of Scottish Water Odour Improvement Plan - September 2012](#)

[Seafeld Waste Water Treatment Works - Odour Improvement Plan Update - June 2012](#)

[Seafeld Waste Water Treatment Works - Odour Improvement Plan Update - November 2011](#)

[Seafeld Waste Water Treatment Works - Odour Improvement Plan Update November 2010](#)

[Seafeld Waste Water Treatment Works - Odour Improvement Plan Update - November 2009](#)

[Seafeld Waste Water Treatment Works - Odour Improvement Plan Update May 2008](#)

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Links

Coalition pledges	P51 – Investigate the possible introduction of low emissions zones
Council priorities	CP8 – Maintain and enhance the quality of life in Edinburgh
Single Outcome Agreement	SO2 Edinburgh’s citizens experience improved health and wellbeing, with reduced inequalities in health. SO4 Edinburgh’s communities are safer and have improved physical and social fabric
Appendices	Appendix 1 –Veolia Water Seafield Incident Report 3 November 2015 Appendix 2 – Letter to Iain Washer, Veolia Water Director of PFIs Appendix 3 - Action plan with associated risk assessments by Veolia management – June 2016 Appendix 4 - Complaint data from SEPA and Scottish Water



AVSE PFI Contract

Seafield Odour Incident Report (3rd November 2015)

1. Background

Over the month of October 2015 Seafield experienced an increase in the level of customer complaints and contractual odour events than would be anticipated at this time of year. These coincided with the period during and after the planned inspection of the thermal hydrolysis (TH) plant which required a temporary shutdown of 50% of the plant (stream 1). The inspection is required to maintain and validate the insurance cover as well to facilitate essential maintenance consistent with good operational practice, and the requirements of the Odour Management Plan (OMP).

This report reviews the period in question presenting the timeline of events, the key questions that have arisen, the lessons learnt and the necessary improvements in order to provide stakeholders with the required confidence future TH inspections can be completed without a repeat of the problems encountered. The key conclusions of the report are as follows:

1. Future TH inspections can be undertaken in full compliance with the OMP
2. Although the OMP provides the framework for undertaking the TH inspections a more robust process for undertaking this works is required.
3. A revised process which accompanies this report has been developed and will be presented to the City of Edinburgh Council (CEC) on the 12th of November at the Odour Liaison Meeting.
4. The revised process includes a detailed process risk assessment which considers both specific risks and the combined effects of a number of risks when determining if conditions which allow for the inspection process to proceed, are in place.
5. The process includes details of the contingency plan and the trigger levels for each contingency.
6. The process also includes a programme and defined roles and responsibilities.
7. Communication to key stakeholders during inspections through better use of the Odour Review reports is required.
8. The management of the TH solids returns is a significant variable in controlling sludge levels within the primary settlement tanks (PSTs).

2. Timeline

As part of the routine maintenance of the TH process periodic inspections of the individual streams are undertaken to identify and undertake essential works. Each inspection requires one of the two TH streams to be taken out of service leading to a temporary reduction in the capacity of the process from 100 TDS/d to 50 TDS/d. The first of two inspections was planned for the beginning of October with a second planned one week after this initial inspection.

1. In preparation for the initial shutdown primary sludge levels within the PST were reduced to below 1.0 m on the 30th of September. It was recognised that with the short-term reduction in capacity there was a potential for an increase in sludge levels but this could be managed in accordance with the OMP.
2. The stream to be inspected was isolated on the 2nd of October at which point the PST sludge levels had increased to 1.1 m.
3. The site experienced a first flush storm event which followed a period of dry weather, filling all four of the site storm tanks.
4. The inspection was completed on the 9th of October and the stream was re-commissioned. At this point sludge levels had increased to 2.0 m.
5. Following restoration of full capacity in increasing the throughput to reduce sludge levels the performance of the TH silo feed pumps and the pulper feed pumps were identified as bottlenecks which were restricting throughput. This impacted on plant throughput until the 18th of October.
6. A further temporary shutdown was undertaken on the 19th of October to facilitate the replacement of steam lances. This was identified as essential work during the shutdown which could not be completed at the time.
7. Sludge levels reached 2.4 m on the 20th of October.
8. A valve failure on the 29th of October resulted in a further 24 hour shutdown of stream 1 of the TH process.
9. By the 6th of November the PST sludge levels were 1.2 m across the 4 no. operational PSTs with a further reduction to below 1.0 m observed by the 9th.

3. Analysis

In undertaking detailed analysis of the period the following questions have been considered:

1. What increase was anticipated within the PSTs during the shutdown?
2. How does this compare with the actual increase?
3. What explains the difference?
4. Why were sludge levels not reduced quicker than would be anticipated with full capacity available?
5. What is considered to be the maximum sludge levels within the PSTs?
6. What capacity exists to process sludge? Is the theoretical 100 TDS/d TH capacity available?

The following summarises the answers to each question:

1. *What increase was anticipated within the PSTs during the shutdown?* The capacity of 1 no. stream of the TH process is 50 TDS/d which if compared to a target throughput during normal operation of 60 TDS/d results in a sludge accumulation within the process of 10 TDS/d, which across a 7 day period is the equivalent to 70 TDS. At 1.5% this represents 4,667 m³ of sludge. If retained within the PSTs represents an increase of 0.5 m across the 4 no. operational tanks if all excess sludge is retained within the PSTs. On the basis that excess sludge is a combination of primary and secondary the anticipated increase would be within the range 0.4 – 0.5 m which from a starting point of 1.0 m can be accommodated within the OMP constraints.
2. *How does this compare with the actual increase?* From the 2nd of October until the 9th of October the increase in sludge levels was 0.9 m.
3. *What explains the difference?* The difference can be attributed to the impact of solids returned from the sludge treatment process; specifically the pre-TH centrifuges. This can vary and during periods where they increase the PST sludge levels have also increased and equally, when they have returned to normal operating levels (~10 TDS/d) the levels have reduced. The relationship between sludge returns and the influence of the bottlenecks within the TH process requires further explanation. The bottlenecks can inhibit downstream processes such as the centrifuges exposing them to more frequent start-up / shutdown operations which in turn result in the amount of solids returns to the PSTs increasing. Although these were addressed following the inspection they were also apparent during the shutdown when the TH was operating at reduced capacity.

4. *Why were sludge levels not reduced quicker than would be anticipated with full capacity available?*

This also relates to the aforementioned bottlenecks and the impact on the centrifuges which continued the week following the shutdown. The extent of the returns combined with the reduced throughput up to the 18th of October was the reason sludge levels continued to increase. This combined with the allocation of additional resources to the TH centrifuge operation has facilitated greater control over TH returns leading to a reduction in PST sludge levels.


5. *What is considered to be the maximum sludge levels within the PSTs?* The odour management identifies an operating limit of 1.6 m across the PSTs. It is important to note that risk in relation to odour is not only linked to PST sludge levels and that with sludge levels constant the risk level varies and the actions of the operator reflect this. At levels in excess of 1.6 m however, it would be the case that the TH would be operated at increased throughput to reduce sludge levels.

6. *What capacity exists to process sludge?* Is the theoretical TH capacity of 100 TDS/d available? The capacity of the TH plant was confirmed as part of the testing prior to takeover. To achieve this requires sludge at a specific DS content as the throughput is ultimately a function of volume in that if the sludge has a lower DS content, the TDS per day value will reduce. The performance of the pre-TH centrifuges are therefore a key factor in determining the throughput which is turn influenced by the characteristics of the feed sludge. Across the period in question the impact of the aforementioned returns, variations in the primary sludge and surplus activated sludge (SAS) levels within the feed and the effects of older sludge has impacted on the quality of the sludge supplied to the centrifuges. The effects of these influences on the centrifuges can be a lower DS content of the de-watered sludge and / or increased downtime due to a greater no. of shutdown / start-up operations, ultimately reducing the throughput of the TH. It should also be noted that whilst the TH plant has the capacity to treat 100 TDS/d this is reliant on the ability to deliver the 100 TDS/d from downstream assets; specifically the picket fence thickeners (PFTs) and belt thickeners. A balance must be struck between reliable long-term performance of these assets and maximising the TH throughput.

4. Lessons Learnt

The following lessons learnt have been identified:


1. The review of the OMP has confirmed the TH inspections can be undertaken within the plan constraints but that a more robust process for undertaking this works is required.

- 
2. Clearer definition of roles and responsibilities in relation to the inspection process are required.
 3. Communication with key stakeholder in the lead up to and during the inspection was inadequate. This to some extent relates to the previous point.
 4. The inspection planning relied too heavily on the initial assessment of PST sludge levels and did not adequately assess the potential for generate conditions which could lead to odour emissions.
 5. The inspection planning did not test a number of key assumptions relied on during and after the inspection. Specifically in relation to the performance of key intermediate pumping stages of the TH process which impact on throughput. Prior to any subsequent inspections all key assumptions must be confirmed.
 6. The inspection has identified the requirement for additional contingency measures to ensure PST sludge levels can be managed in accordance with the OMP.
 7. The relationship between the solids returns from the TH process and the PST sludge levels has been demonstrated. Controlling these is key to preventing the increases in sludge levels observed during and for some periods, after the shutdown and also in the ability to reduce levels over short periods of time.
 8. The planning process did not adequately assess the risk of the inspection process being extended and prepare for this eventuality. Neither did it consider the potential for losing both streams which although this did not occur on this occasion must be considered as a possible risk for the next inspection and any subsequent ones. Future inspection plans must consider the worst-case scenarios and plan accordingly.

5. Improvements

The following improvements have been or are in the process of being implemented ahead of the next planned inspection:

1. The preparation for the inspection must consider both the impact of specific high risks and the combination of a number of lower elevated risks. Whilst it is generally apparent to all parties where high risks are identified; for example high sludge levels within the PSTs, the effects of a combination of elevated risks can be less obvious.

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2. It is recognised that the planning of the inspection process can and must be improved before any further inspections. To this end a revised plan to be presented to the CEC at the odour liaison meeting on the 12th of November is included with this paper. The emphasis of the plan is as follows:
- Clearly identified roles and responsibilities.
 - Identifiable conditions required to allow the shutdown to progress. This relates to key performance parameters such as PST sludge levels, equipment availability and performance and the required spares and supplies required for the duration of the inspection. A key requirement is to confirm the capability exists within a single stream to process 50 TDS/d.
 - A detailed process risk assessment to determine if inspection can proceed with both the impact of critical risks and the combined effects of a no. of elevated risks being potential reasons for delaying.
 - Contingency plans with trigger levels to initiate measures. Contingencies include additional routes to maintain sludge throughput to ensure that process is managed in full accordance with the OMP.
 - A detailed programme covering the inspection planning, the duration of the inspection and the period preceding it.

The plan will form an appendix to the OMP with no modifications to the plan itself required.

3. The relationship between the quality of the returns from the TH process and PST sludge levels is better understood and the action to allocate additional resources to the pre-TH centrifuge has been implemented. The effect of this have been observed over the period the 30th of October to the 9th of November where sludge levels within the PSTs were reduced by more than 1.0 m.
4. Communication with key stakeholders in the lead up to and during inspections is to be improved. The operator will confirm that the conditions required for the inspection to proceed have been met and that approval to commence from the divisional director is in place, prior to commencing. During the inspection the daily odour review will be utilised to inform stakeholders of any contingencies that have been implemented to manage risk.

Appendix 2



Iain Washer
Director of PFI's (Scotland and Northern Ireland)
iain.washer@veolia.com

Date: Friday 20 November 2015

I write to express concerns and disappointment on behalf of the City of Edinburgh Council, over the significant increase of odour complaints received by the Council in connection with Seafield Waste Water Treatment Works over the month of October 2015.

As a consequence, I requested that officers from my team meet on both 29 October and 12 November 2015 with Veolia Water and Scottish Water representatives, and I understand that the source and cause of these increased complaints has been identified. Through these discussions the Council has been presented with a report which on review highlights what I consider to represent a significant odour incident.

Although the report outlines the lessons learnt from the incident and details improvements that have been, or will be implemented ahead of the next planned Thermal Hydrolysis plant inspection, I feel that it important to convey to you the damaging impact that this incident has created for both the local residents and to the Council in its role as regulator.

As you are aware, the Council has in place a monitoring and assessment programme designed to respond to customer odour complaints, and to carry out routine assessment visits in the Leith Links area.

It is clear that, in discussions with visiting monitoring officers, local residents are extremely concerned that the management and operation of the works have regressed, and that recently expressed opinions that "things were improving" have been diminished.

The local residents look to the Council to ensure that Scottish Water and their PFI partners continue to minimise odour release from the works, and one of the consequences of a major increase in complaints is the community are understandably concerned whether minimisation is in fact being achieved. As a result the expectation on the Council to take enforcement action becomes ever stronger.

Natalie McKail | Environmental Health/Scientific Services, Registration, Bereavement and Local
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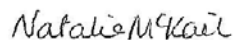
As Council officers are in the community, responding to complaints and supporting the community to understand why odour is evident in their neighbourhood, it is essential that communication between the Council and the water companies is of the highest standard both in terms of transparency and timeliness. I note that the Veolia report into the recent odour incident specifically acknowledges that there were inadequacies in communications and that a number of steps are to be taken to address this issue.

If our monitoring officers are not apprised of any odour risks from operations within the works, then it is not possible for them to offer explanations to residents and others in the community should there be an increase in complaint levels, with a consequential impact on our reputation as a regulator.

I note that a stakeholder notification on further planned thermal hydrolysis works has gone out to the community indicating that the second phase of the planned annual inspection is scheduled to be commenced [on Saturday 21 November 2015](#) taking approximately a week to complete.

In conclusion, please note that whilst we very much hope that the various improvements introduced for the planned shutdown, the process itself and contingency arrangements will prove successful, the City of Edinburgh Council will not hesitate to take enforcement action should evidence demonstrate that a material breach of the relevant Code of Practice is deemed to have occurred.

Yours sincerely



Natalie McKail
Environmental Health/Scientific Services, Registration, Bereavement
and Local Community Planning Manager

cc. Mark Keast, Veolia
Craig Carr, Scottish Water



Odour Risk Assessment

Odour Risk Assessment for Carrying out an Odour Sensitive Activity

Site: Seafield	Date of Assessment: 17/06/2016	Date and Duration of Activity: Ongoing	Assessment Conducted by: Tracy Byford
Activity: Siloxane removal media regeneration			
Current Site Conditions: N/A as risk assessment for ongoing work			
Current and Expected Weather Conditions: N/A as risk assessment for ongoing work			
Description of Carrying out the Task: Minimisation of Odour and nuisance to the community during siloxane removal unit, media regeneration.			
Alternative Options Considered for Carrying out the Task (if any): Currently exploring what other options are available for surrounding odour removal during siloxane media regeneration			

Author: Adam Moore

Owner: Iain Washer

Date: 07/15

Ref: PFI-Form-059

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Odour Risk Assessment

Scoring System	Likelihood of Causing Odour	Severity of Causing Odour – (Odour Strengths at receptor point)				
		Insignificant “No odour beyond site boundary” No complaints	Minor “Faint Odour” Very few complaints	Moderate “Clearly noticeable odour” Few complaints	Major “Strong Odour” Large no. of complaints,	Repeat of Major “Very Strong Odour” Large no. of complaints, Stakeholders intervention
Risk Rating = Severity x Likelihood: Low Risk - 1 – 3	Improbable	1	2	3	4	5
Medium Risk - 4 – 12	Remote	2	4	6	8	10
High Risk - 15 – 25	Occasional	3	6	9	12	15
	Probable	4	8	12	16	20
	Frequent	5	10	15	20	25

Description of Hazard	Initial Risk (risk = severity x likelihood)			Control Measures to be Implemented	Residual Risk (risk = severity x likelihood)		
	Severity	Likelihood	Risk		Severity	Likelihood	Risk
Odour produced from Siloxane removal unit, media regeneration	4	4	16	Monitor on site conditions, weather, wind direction and time of day, and modify operational activities in order to minimise impact to the community	2	4	8
Odour produced from Siloxane removal unit,	4	4	16	Adjust regeneration times during low risk periods to improve the performance of the filter	2	4	8

Author: Adam Moore

Owner: Iain Washer

Date: 07/15

Ref: PFI-Form-059

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Odour Risk Assessment

Description of Hazard	Initial Risk <small>(risk = severity x likelihood)</small>			Control Measures to be Implemented	Residual Risk <small>(risk = severity x likelihood)</small>		
	Severity	Likelihood	Risk		Severity	Likelihood	Risk
media regeneration							

Conclusion:

The risk of odour impact in the community can be significantly reduced by changing operational practices.

Guidelines:

Potential element to look at when carrying out an odour sensitive task

Odour Risk Assessment

Odour management plan procedure when carrying out an odour sensitive task

As part of the odour management plan, follow the following procedure when odour sensitive task is planned to be carried out.	Tick
- Relevant Stakeholders shall be informed.	
- A plan shall be developed to ensure work scheduled releases no or minimum odour.	
- Instructions to all personnel (internal and contractors) shall be delivered during site induction and planning process.	
- All risk assessments, method statements, spares and equipment required shall be made available.	
- Any required equipment to remove residual waste or odorous material shall be made available.	
- A long range weather forecast shall be obtained prior to maintenance.	
- A complete site inspection shall be carried out to check if any other work has interface with the planned work that can cause odour nuisance.	
- If required, a minimum number of odour covers shall be lifted.	
- Operation of odour control unit shall be checked, if relevant.	
- Wind speed and wind direction shall be checked on regularly basis during the maintenance work.	
- Season and time of day shall be considered when scheduling an odour sensitive activity.	
- Site boundary shall be checked for odour or sulphide levels on regularly basis.	
- Assessment shall be carried out to implement further mitigation measures if boundary monitors register high readings or if more than 3 associated odour complaints are received.	
- Appropriate parties shall be informed when work is completed or if plans are changed.	

Appendix 4

Complaints received by SEPA

Monitoring Period	1 March 2016 to 15 September 2016
Complaints received	16
No. days where complaints were received	14
Days where 3+ complaints were received	0

Complaints received by the WWTW

Monitoring Period	1 March 2016 to 15 September 2016
Complaints received	10
No. days where complaints were received	10
Days where 3+ complaints were received	0

Transport & Environment Committee

10am, Tuesday 1 November 2016

Alternatives to the use of glyphosate-based herbicide to control weeds on streets and green spaces

Item number	7.3
Report number	
Executive/routine	
Wards	All

Executive Summary

Following Committee instruction to ascertain alternatives to using glyphosate-based herbicides for the control of weeds, officers have investigated a range of potential options.

An Integrated Weed Control Programme is recommended, combining a mix of techniques, including greater use of mulch and strimming in public parks and green spaces; mechanised control on roadsides, pavements, cycleways, footpaths and other hard landscape features; electricity for hard-to-reach or particularly resistant weeds such as giant hogweed and Japanese knotweed; and the application of acetic or citric acids where required.

Links

Coalition Pledges	P44 Prioritise keeping our streets clean and attractive.
Council Priorities	CP9 An attractive city. CP12 A built environment to match our ambition.
Single Outcome Agreement	SO4 Edinburgh's communities are safer and have improved physical and social fabric.

Alternatives to the use of glyphosate-based herbicide to control weeds on streets and green spaces

1. Recommendations

It is recommended that Committee:

- 1.1 Adopt a policy that seeks to reduce the amount of glyphosate-based herbicide used by the authority to control weeds, limits the use of chemical herbicides only where there is no effective or reasonable alternative, uses the least harmful product and is applied in the safest way using the minimal amount of herbicide.
- 1.2 Notes the intention to develop, implement and report back on an Integrated Weed Control Programme with achievable targets and objectives for the control of weeds along roadsides, pavements, other hard surfaces, and in parks and other green spaces. This Programme to focus on the application of mulches and cultural maintenance, mechanised weed brushes, rippers and path edgers, and electricity.

2. Background

- 2.1 Within the last five years many residual (forms a chemical barrier on plant surface for long term control) herbicides have been removed from the Government's approved list of available products. All remaining residual herbicides are water based and require regular application throughout the growing season (March - October). The Council currently uses glyphosate-based products for control of weeds on all hard standing areas as well as the spot-treating of weeds in beds and channels etc. Glyphosate prevents plants from making certain proteins that are needed for plant growth by stopping a specific enzyme pathway, the shikimic acid pathway, which is necessary for plant survival.
- 2.2 Glyphosate binds tightly to soil. It can persist in soil for up to 6 months until broken down by bacteria, and may therefore be detrimental to local ecology. However, unless applied directly over water courses it is not likely to get into groundwater. Pure glyphosate is low in toxicity, but herbicide products usually contain other toxic ingredients that help it to get into plants. Potential symptoms of exposure to these products include nasal, eye or skin irritation. Pets may also be at risk if they touch or eat plants that are still wet with spray from such products.
- 2.3 Some studies suggest that glyphosate has carcinogenic potential, but studies on cancer rates in people have provided conflicting results. Other studies have associated glyphosate use with non-Hodgkin lymphoma.
- 2.4 The majority of herbicide application is carried out using knapsack sprayers and CDA (Controlled Droplet Applicator) lances. CDA lances significantly reduce the

volume of glyphosate used. They produce a controlled droplet which minimises the production of very tiny droplets, which are prone to drift, ensuring that the chemical goes exactly where it is put.

- 2.5 Nevertheless, in an average year the Council will use approximately 4500 litres of glyphosate-based weed killer; repeat treatments being necessary throughout the growing season.
- 2.6 At its meeting of 27 October 2015 the Transport & Environment Committee approved the following motion:
 - 2.6.1 That earlier this year, the International Agency for Research on Cancer (IARC), an arm of the World Health Organisation (WHO), classified glyphosate as “probably carcinogenic to humans”;
 - 2.6.2 That several countries, including Holland, Denmark and Sweden, have banned or restricted the use of glyphosate by local authorities and that some cities, including Chicago and Paris, have voluntarily made their public spaces glyphosate-free;
 - 2.6.3 That glyphosate forms the basis of herbicides used by the Council to control weed growth on streets and in parks and green spaces, and that around 4,700 litres of herbicide are applied by the Council each year;
 - 2.6.4 That council officers are already investigating alternatives to the use of glyphosate;
This committee believes that:
 - 2.6.5 Where substantial evidence of the negative impact of chemicals on human health and the wider environment exists, the Council should pursue the precautionary principle and should seek to utilise other weed control methods where evidence of such negative impacts does not exist;
The Committee therefore agrees:
 - 2.6.6 To continue to investigate alternatives to the use of glyphosate for weed control and undertake at least two pilots to trial alternative weed control strategies, presenting a report to committee within twelve months with options and costs of alternative weed control methods.
 - 2.6.7 To phase out the use of glyphosate by the Council as soon as an effective and cost-effective alternative weed control strategy has been identified.
- 2.7 On 29 June 2016 the European Union refused to authorise the use of glyphosate-based weed killers when its official approval ran out at the end of June. However, it did not instigate an outright ban, instead deciding to wait for a new ruling on their safety by the European Chemicals Agency. This is expected towards the end of 2017. Following the extension, EU member state experts voted to strengthen restrictions on use of the weed killer, including a ban on the toxic co-formulant polyethoxylated (POE) tallowamine being used in glyphosate-based products.

- 2.8 The recommendations also reminded member states to follow the rules in the EU's Sustainable Use Directive, including that they must pay particular attention to the risks in "places such as public parks and gardens, sports and recreation grounds, school grounds and children's playgrounds, and in the close vicinity of healthcare facilities". The directive says risks from exposure to pesticides are high in these areas and pesticide use should be minimised or prohibited.

3. Main report

- 3.1 Following service transformation the control of weeds on public highways and within parks, cemeteries and other green spaces is now principally the responsibility of the Parks, Greenspace & Cemeteries service. All officers of the Council applying herbicides are trained in NPTC Certificate of Competence PA1 & PA6.
- 3.2 During the spring and summer of 2016 officers identified, investigated and trialled a number of alternatives to glyphosate-based herbicide. Findings for each of those alternatives researched is summarised, as follows:
- 3.2.1 Toleration
 - 3.2.2 Design out problem
 - 3.2.3 Growth barriers (e.g. fabrics, wood mulch and bonded materials)
 - 3.2.4 Cultural maintenance and mechanical tools
 - 3.2.5 Turf edging
 - 3.2.6 Thermal treatment
 - 3.2.7 Electrical treatment
 - 3.2.8 Alternative chemicals and applicators

The outcomes from each of these potential options are considered in turn:

- 3.3 Toleration
- 3.3.1 The principal reason for controlling weeds in amenity areas is aesthetic – areas look neat and tidy. When managing any amenity area the level of toleration needs to be understood. Does an area need to be completely weed-free or can a lower tolerance level be set? The growing popularity of wildflower meadows and less-frequently cut grasslands under the Edinburgh Living Landscape initiative has shown that people's perceptions of attractiveness is changing – with increasing acceptance of more natural and biodiverse landscapes in some locations, notably "countryside" sites such as woodlands, nature reserves, and some walkways and cycleways.
- 3.4 Design out the problem
- 3.4.1 A continuous surface cover such as asphalt generally has less weed growth than slab, block or sett paving because the majority of hard surface weed problems occur in cracks and joints where there is a build up of detritus which provides a substrate for weeds to germinate. Many weed problems

can therefore be minimised by considering materials that reduce maintenance requirements at the design stage, as well as regularly replacing cracked or broken surfaces, adequately closing joints with appropriate sealant, and frequently sweeping and collecting detritus build-up.

3.4.2 Similarly, the design of new landscaping areas should consider weed maintenance factors. For example, combining wildflower plantings with grass mixtures on road verges can naturally suppress unwanted weed growth, and replacement of formal shrub beds, which have significant weed maintenance demands, with flowering meadow areas.

3.5 Growth barriers

3.5.1 Weed-suppressant fabrics can be laid over recently cleared soil to suppress re-growth of old weeds and prevent new weeds from establishing. However, this will restrict the amount of air and water reaching the soil, and can inhibit soil organism activity. Furthermore, any organic material laid over the barrier, or detritus that forms on top of the barrier, will become a new growth medium. This method is therefore best limited to locations where there is no desire to grow plant material, and should be done in combination with a non-biodegradable “topping” such as gravel.

3.5.2 The use of slow-biodegradable organic mulch such as woodchip and barkchip is a better solution for most formal perennial shrub and flower beds and at the base of trees. However, once applied, it will need to be regularly replenished to an appropriate depth. The Council chips much of its own felled tree material so has a sustainable source of woodchip.

3.5.3 The base of many street trees is covered by impervious tarmac or paving, preventing water and air from reaching the soil and tree roots. Other trees sit within poorly maintained or damaged tree pits, which attract detritus, litter and weeds. Resin-bonded surfaces are recommended for such locations as they are both porous and an efficient weed barrier.

3.6 Cultural maintenance and mechanical tools

3.6.1 Manual weeding and the use of hand tools (e.g. hoes, weed pullers, claws and spinners) can be used in some hard surfaces, but is usually more suited to controlling weeds in shrub and flower beds. However, these methods, although precise, are comparatively labour intensive.

3.6.2 Mechanical weed-ripping machines that use stiff rotating brushes can be used to control weeds on hard surfaces. As well as removing the weeds they also help remove the detritus which forms the seed bed for later growth, and do not leave dying or dead weeds in-situ as with chemical application. They are available in both pedestrian operated and vehicle operated formats and are particularly effective on block paving, cobbles and setts. However, pedestrian operated usage has to be limited due to high vibration levels and potential Hand & Arm Vibration Syndrome (HAVS) implications.

3.7 Turf edging

3.7.1 Only the Council's botanic gardens currently receive any regular turf edging alongside footpaths and other boundaries, the vast majority of amenity grassland areas having their boundary growth either left unchecked or suppressed by glyphosate herbicides. The use of mechanical edgers would be an effective form of growth control in many locations – notably parks and gardens.

3.8 Thermal treatment

3.8.1 Treating weeds with heat destroys plant cells and causes plant proteins to coagulate, disabling normal plant functions. This can kill or weaken weeds. Sources for this thermal action can come from open flame, hot water, steam, hot foam, infrared, or electricity. Weeds vary in their response to heat control. Newly emerged, small, or weeds with small root reserves are more likely to be killed by heat. Well established weeds, perennial weeds and weeds with substantial root systems recover from heat control. Repeated treatments are therefore often necessary to keep an area free of weeds.

3.8.2 A plant-based foam additive/surfactant (which enhances contact between the spray droplet and the plant by reducing surface tension) can help penetrate and collapse more resistant cell walls. The foaming action also helps the heat surround the target weeds and insulate the area.

3.8.3 The main advantages over glyphosate are that they can be applied in both wet and dry conditions, and do not require operators to have pesticide application certification. The main disadvantage is that the volume of hot water required is such that a suitable vehicle carrying the water-boiler and its fuel is required, as is easy access to street water standpipes, and because root structures are not always killed, application may need to be more frequent.

3.8.4 Flamers are portable gas torches that produce intense heat that quickly boils the water in plant cells, causing them to burst. Again, flaming kills annual weeds, but it doesn't kill the roots of perennial weeds. These will send up new shoots within a week or so after flaming. Additional treatments will eventually deplete the roots' stored energy, and the weeds will die. Propane is typically the fuel used to create the flame. Some flamers attach directly to small propane tanks but have limited operational time, whilst others can attach to larger tanks but require vehicle carriage.

3.8.5 Infrared radiation in combination with hot air is an alternative option. Propane is again required to fuel infrared weed burners, which apply heat via a hooded wheeled-frame. This technology is only useable on paving and other hard surfaces, but does use less fuel than flamers.

3.8.6 All heat treatments may damage materials such as plastic, paintwork, asphalt, and other surfaces. They may also impact on nearby soil micro-flora, desirable plants, tree trunks and surface roots. Foam surfactants may be of

concern in sensitive areas, particularly aquatic sites, and flame may become hazardous in extended dry periods.

3.9 Electrical treatment

3.9.1 Electricity is a relatively new weed killing technology. Essentially, electric lances powered by a diesel generator put a high voltage through the plant, destroying cells from stem to root. The generator can be carried on relatively small vehicles or a trolley. Although it can be used on wet ground it should not be used during periods of rainfall.

3.9.2 Given the potential hazards associated with operating a 2500V charged machine, usage is limited to trained operatives and safeguarded by a biometric authorisation system.

3.10 Alternative chemicals and chemical applicators

3.10.1 A number of new herbicide products are being introduced to the market with reduced amounts of hazardous active ingredients. Using these products in combination with a Total Droplet Control system virtually eliminates spray drift and run-off, making it safer for operators, people, animals and the environment.

3.10.2 Where appropriate, suitable herbicide can also be applied to larger, hollow stemmed, non woody weeds by stem injection, whereby a concentrated dose of herbicide is injected into each plant stem so that it trans-locates throughout the roots and rhizome of the plant. As stem injection is specific to the target species, the treatment can be completed in all weather conditions and near water. It can be particularly effective at controlling Japanese knotweed, Himalayan balsam and giant hogweed, invasive non-native species particularly prevalent alongside water courses and walkways/cycleways. However, application is also very labour intensive.

3.10.3 As well as glyphosate-based products with improved chemical action and application, there is also the option of non-selective products based on highly concentrated acetic or citric acid. If the product is created by the distillation or freeze evaporation of plant sources it is considered organic. Acetic acid made by synthetic processes is not. Repeat treatments will be required for perennial weeds as the product is non-residual; that is, it is not trans-located throughout the plant. It cannot be applied in wet or windy conditions, it cannot be applied via Controlled Droplet Applicator so will spray onto non-target plants/areas, and regular application may increase soil and water acidity/salinity over time.

3.10.4 Salt desiccates plant cells and so can be effective as a weed killer. However, salt will not biodegrade and excess will kill earthworms, soil bacteria, fungi, and other micro-fauna; so regular use is not advised.

3.11 All these methods have their pros and cons, different surfaces, locations and plant materials requiring different solutions. The introduction of a Council policy that

seeks to reduce the amount of glyphosate-based herbicides used by the authority to control weeds is therefore recommended, backed up by an Integrated Weed Control Programme that clearly identifies the most suitable approach for weed control specific to roadsides, pavements, other hard surfaces, parks and other green spaces, including water-courses. Areas and features can be zoned to indicate form of control measure and frequency of its application.

- 3.12 Investigation and tests to date suggest that this programme focus on the increasing application of mulches and cultural maintenance, mechanised weed brushes, rippers and path edgers, and electricity methods of control. Policy, programme and practice should also ensure that where chemical herbicides must still be used, it is carried out using the least-harmful effective product and is applied in the safest way using the minimal amount of herbicide. Where practical, acetic or citric acid-based products should increasingly be used to substitute for glyphosate-based products.
- 3.13 It is therefore proposed to develop an Integrated Weed Control Programme using the following methods:

Method	Target use
Mulching and strimming	Parks and green spaces
Turf Edging	Paths in parks and green spaces, off-road cycle ways.
Mechanised removal	Road channels, footways and hard landscaped areas
Manual removal	Shrub and flower beds, road channels footways and hard-landscaped areas
Electricity	Hard to reach areas, resistant weeds e.g. giant hogweed
Acetic/Citric Acids	As a chemical alternative to glyphosate where appropriate

- 3.14 It is intended to carry out a programme of mechanical and manual removal of weeds and the detritus that they grow in from roads, footways and other hard landscaped areas over this autumn and winter.

4. Measures of success

- 4.1 Successful development and implementation of an Integrated Weed Control Programme that sees significant reduction in the use of glyphosate-based herbicide by the Council.

5. Financial impact

- 5.1 The control of weeds across Edinburgh using glyphosate-based herbicide currently costs the Council around £200,000 per year. This includes expenditure on chemicals, chemical applicators, training, and operator costs. As application is largely by operator-borne knapsack sprayers and CDA (Controlled Droplet Applicator) lances, capital costs are minimal.
- 5.2 Alternative methods of control will require variable levels of operator time, mechanisation generally being the least labour intensive method of control. Additional budget will be required for the purchase and maintenance of machinery and materials such as water, fuel, foam etc. Ultimate costs will be dependent on the number and mix of machines/techniques applied, and will be subject to competitive procurement.
- 5.3 Initial estimates suggest that the on-going purchase and application of growth barriers/mulching for parks and trees will be around £15,000 per year; and acetic/citric acid-based herbicides around £25,000 per year. For the purpose of comparison the initial estimated capital purchase costs for other methods of control are listed below:
- 5.3.1 Mechanical Weed-rippers: £140,000 (4 x pedestrian + 4 x vehicle mounted)
 - 5.3.2 Steam/Foam : £502,000 (4 x pedestrian + 2 x vehicle mounted)
 - 5.3.3 Infrared Burners/Flamers: £150,000 (4 x pedestrian + 4 x vehicle mounted)
 - 5.3.4 Electric: £60,000
- 5.4 Given the recommendation of increasingly using a mix of mechanical, cultural, electric and organic chemicals it is estimated that an initial capital outlay of up to £200,000 is therefore required, along with an ongoing revenue commitment for materials of £40,000. The cost of any new equipment will be contained within existing budgets.

6. Risk, policy, compliance and governance impact

- 6.1 There is a risk that alternative approaches to the use of glyphosate-based herbicide will be less effective. Evidence from research and trials has been used to reduce this risk, but trials have only been on a localised basis.
- 6.2 It is recommended that a Council policy that seeks to reduce the amount of glyphosate-based herbicide used by the authority to control weeds is drafted and implemented.

7. Equalities impact

- 7.1 Given recent research findings, a reduction in the use of Glyphosate-based herbicide may have a positive impact on both life and health. There are no identified infringements of rights or protected characteristics.

8. Sustainability impact

- 8.1 The reduction of glyphosate-based herbicides may lesson impact on local ecology. However, greater use of machinery and the introduction of electricity to control weeds means that additional carbon fuels will be consumed.

9. Consultation and engagement

- 9.1 To date, there has been no public consultation on the report recommendations.

10. Background reading/external references

- 10.1 Information of the EU Sustainable Use Directive can be found at:
http://ec.europa.eu/food/plant/pesticides/sustainable_use_pesticides/index_en.htm
- 10.2 Best practice guidance for non-chemical weed control can be found at:
<http://www.emr.ac.uk/wp-content/uploads/2015/03/BPWeeds2015web1.pdf>

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11. Links

Coalition Pledges	P44 Prioritise keeping our streets clean and attractive.
Council Priorities	CP9 An attractive city. CP12 A built environment to match our ambition.
Single Outcome Agreement	SO4 Edinburgh's communities are safer and have improved physical and social fabric.
Appendices	

Transport and Environment Committee

10.00am, Tuesday, 1 November 2016

Surface Water Management Plans

Item number	7.4
Report number	
Executive/routine	Executive
Wards	All

Executive Summary

The Flood Risk Management (Scotland) Act 2009 (FRM Act) seeks to promote a proactive approach to Flood Risk Management by identifying areas considered vulnerable to flooding.

Part of this process is the development of Surface Water Management Plans (SWMPs), which is included in the Flood Risk Strategy and the Local Flood Risk Management Plan, and should be completed by 2018.

This report outlines the process to be followed in identifying the vulnerable areas and how to manage the risk.

SWMPs aim to identify options to reduce local flooding and include a realistic action plan to implement, or deliver, the agreed management measures.

Prior to the development of the SWMPs, additional drainage is to be installed at Mid Liberton to help alleviate the existing surface water flooding.

Links

Coalition Pledges	P28
Council Priorities	CP12
Single Outcome Agreement	SO1

Surface Water Management Plans

1. Recommendations

- 1.1 To note the content of this report that SWMPs are to be developed by 2018.
- 1.2 To note that additional road gullies and drainage improvements will be installed at Mid Liberton to alleviate the existing surface water flooding problems.
- 1.3 To approve the use of consultants to develop the SWMPs.
- 1.4 To note the timescales in developing the SWMPs and the installation of drainage at Mid Liberton.

2. Background

- 2.1 The Flood Risk Management (Scotland) Act 2009 (FRM Act) aims to reduce the adverse consequences of flooding on communities, the environment, transport, cultural heritage and economic activity. More thought is to be given to alternative means of reducing flood risk by avoiding the likelihood of flooding through effective land use planning, maintenance and better control/management of runoff.
- 2.2 SWMPs will ensure that mechanisms of flooding are better understood and that funds can be targeted to undertake work to help reduce flood risk. In addition the information on flooding obtained can also be used in the evaluation of future development.
- 2.3 The final draft of the Forth Estuary Flood Risk Management Plan was approved by the Transport and Environment Committee on 7 June 2016. It was requested by the Committee that an update report be submitted in six months time that considers the surface water management plans.

3. Main report

Surface Water Management Plans

- 3.1 Surface Water Management Plans (SWMPs) are projects to investigate local flooding issues such as flooding from sewers, drains, groundwater, runoff from land, small watercourses and ditches that occur as a result of heavy rainfall.

- 3.2 The term 'surface water flooding' is often used to describe flooding from high intensity rainfall events that results in flooding. It is distinct from flooding that occurs from larger rivers and the sea.
- 3.3 The general term of surface water flooding is often a complex interaction of many sources of flooding, including flooding from the natural (eg smaller watercourses) and artificial (eg sewers) drainage systems and direct inundation of areas from surface water runoff.
- 3.4 The term surface water flooding includes flooding from the following sources:
 - 3.4.1 Pluvial flooding - flooding as a result of rainfall runoff flowing or ponding over the ground before it enters a natural or artificial drainage;
 - 3.4.2 Sewer flooding and other artificial drainage system flooding;
 - 3.4.3 Groundwater flooding - flooding as a result of raised levels to the water table; and
 - 3.4.4 Flooding from small urban watercourses (including culverted watercourses).
- 3.5 SWMPs aim to identify options to reduce local flooding and include a realistic action plan to implement or deliver the agreed management measures.
- 3.6 It is important that the issue of surface water management is considered holistically to ensure that sustainable cost effective solutions are identified and the flooding is not merely moved to another area.
- 3.7 Benefits of SWMPs include:
 - 3.7.1 Increased understanding of local flooding;
 - 3.7.2 Increased understanding of where local flooding will occur;
 - 3.7.3 An action plan to identify measures to mitigate local flooding;
 - 3.7.4 Increased awareness of the duties and responsibilities for managing flood risk of different partners and stakeholders; and
 - 3.7.5 Improved public engagement and understanding of local flooding.
- 3.8 As the skill base to deliver the SWMPs is not available internally, it will be necessary to appoint consultants. It is intended that a programme will be developed on this basis.
- 3.9 SWMPs will identify the most sustainable range of actions that will manage and reduce flood risk across the City as well as provide details of how mitigation measures may be delivered.

Integrated Catchment Study

- 3.10 To complement the SWMPs an Integrated Catchment Study (ICS) is being undertaken in partnership with Scottish Water, East Lothian Council and Midlothian Council.

- 3.11 The ICS aims to deliver an integrated approach to hydraulically model the combination of flooding from sewers, rivers, seas and surface water. It will include Scottish Water's hydraulic model of the sewerage system with combinations of river, surface water and tidal models and will enable identification of the flood risk from a combination of these sources.
- 3.12 Given the complexity of the sewer system and the types of hydraulic modelling programmes available, it was agreed that Scottish Water would be responsible for carrying out the ICS, with local authorities contributing a proportion of the funding for their area.
- 3.13 The ICS covers the majority of the City of Edinburgh with the exception of Ratho, Newbridge, Queensferry and Kirkliston. It is expected that these areas will be identified for further study as part of the SWMPs.
- 3.14 The ICS Needs Assessment is now complete and the next phase is to identify potential solutions for the areas of surface water flooding. It is likely that this phase will take time due to the complexity and scale of the work. In order to target government funds it will be necessary to complete this by 2018.

Mid Liberton - Existing Surface Water Flooding

- 3.15 The Mid Liberton Residents Association presented a deputation, in relation to the Forth Estuary Local Flood Risk Management Plan, to the Transport and Environment Committee on 7 June 2016.
- 3.16 The T&E Committee requested that an update report be submitted in six months time that considered possible actions to alleviate flooding.
- 3.17 It had been agreed that additional road gullies and improved drainage would be installed to alleviate the surface water flooding to Mid Liberton. The design has been progressed and work is expected to commence on site before the end of November 2016.

Progress

- 3.18 Subject to approval by Committee to employ consultants, it is anticipated that the draft SWMPs will be complete within the first cycle of the FRM local plan, with the final reports and recommendations ready by 2018. Where possible measures identified in the SWMPs will be included in the Annual Flood Maintenance Works Programme. If additional funding is required this will be reported back to Committee at that time.

4. Measures of success

- 4.1 Sources of flooding and the areas at risk, and level of risk, are better understood.
- 4.2 The study will highlight areas for further studies and mitigation measures that could be implemented.
- 4.3 Resources for flood prevention are effectively prioritised and targeted.
- 4.4 Effective partnership working with neighbouring local authorities, Scottish Water and SEPA.

5. Financial impact

- 5.1 It is expected that the full cost for developing the SWMPs will be met from the annual Flood Prevention Revenue Budget.
- 5.2 Once the solutions to surface water flooding have been identified and prioritised consideration will be given to targeting funding from Scottish Government through Flood Risk Management. A report will be provided in 2018 to advise of funding needs.

6. Risk, policy, compliance and governance impact

- 6.1 The risks associated with not developing the SWMPs are:
 - 6.1.1 The Council will fail to deliver the actions identified in the Local Flood Risk Management Plan;
 - 6.1.2 It will not be possible to identify vulnerable areas and prioritise a realistic action plan or deliver management measures;
 - 6.1.3 It will not be possible to fully promote a proactive approach to management of flood risk;
 - 6.1.4 Failure to complete the SWMPs by 2018 will result in the Council being unable to target government funds to implement solutions until 2022.

7. Equalities impact

- 7.1 The developed SWMPs will identify vulnerable groups such as hospitals, care homes and schools that are at risk of flooding.
- 7.2 The SWMPs will allow for a proactive approach for managing flood risk in relation to vulnerable groups.

8. Sustainability impact

- 8.1 The ethos of the FRM Act is to manage flood risk sustainably which requires a long term approach to be taken. It is necessary to improve the understanding of flood risk and its impacts before actions can be planned to manage flooding.

9. Consultation and engagement

- 9.1 In the development of the Forth Estuary Local Flood Risk Management Plan and the ICS, extensive consultation and engagement has taken place with SEPA and Scottish Water.
- 9.2 Internal and external stakeholders have been consulted allowing the collection of information on known areas of flooding.
- 9.3 Further consultation will be necessary as the results of the studies become known and solutions are developed.

10. Background reading/external references

- 10.1 Flood Risk Management (Scotland) Act 2009.
- 10.2 Transport and Environment Committee 7 June 2016 - Forth Estuary Local Flood Risk Management Plan.
- 10.3 Local Flood Risk Management Plan
http://www.edinburgh.gov.uk/info/20006/emergencies_safety_and_crime/1433/flood_risk_management_plan
- 10.4 Scottish Government - Surface Water Management Planning Guidance which is available at <http://www.gov.scot/Resource/0041/00413778.pdf>
- 10.5 Scottish Government - Surface Water Management Planning Guidance (Summary) which is available at <http://www.gov.scot/Publications/2013/02/7909/1>

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11. Links

Coalition Pledges	P28 – Further strengthen our links with the business community by developing and implementing strategies to promote and protect the economic well being of the city
Council Priorities	CP12 – A built environment to match our ambition
Single Outcome Agreement	SO1 - Edinburgh's economy delivers increased investment, jobs and opportunities
Appendices	None

Transport and Environment Committee

10.00am, Tuesday, 1 November 2016

Adult City Single Tickets

Item number	7.5
Report number	
Executive/routine	Executive
Wards	All Ward

Executive Summary

The Petitions Committee, on 14 April 2016, considered a petition requesting that the Council use its best endeavours to persuade Lothian Buses to continue the Adult City Single Ticket.

On 10 May 2016, the Communities and Neighbourhoods Committee considered the matter further and agreed that a report on outcomes be submitted to the Transport and Environment Committee.

Links

Coalition Pledges	P19
Council Priorities	CP11
Single Outcome Agreement	SO1

Adult City Single Tickets

1. Recommendations

It is recommended that Committee:-

- 1.1 notes the content of this report.
- 1.2 notes that Lothian Buses have been asked to fully investigate the potential of the citysmart card proposal and report back on the possibility and what would be required to set it up.

2. Background

- 2.1 On 14 April 2016, the Petitions Committee considered a petition requesting that the Council do everything within its powers and remit to persuade Lothian Buses to continue to accept Adult City Single Tickets (which the company proposed to withdraw).
- 2.2 On 10 May 2016 the Communities and Neighbourhoods Committee considered the matter and agreed a set of actions including a report to a future Transport and Environment Committee.

3. Main report

- 3.1 The petition reflected a concern amongst organisations which work with vulnerable groups. Previously these organisations were able to buy and then issue prepaid single journey tickets to their clients, allowing them to travel to meetings, support, therapy and other events.
- 3.2 For some of these organisations, providing cash for fares is not appropriate, as their clients cannot reliably handle or manage cash.
- 3.3 There were approximately 27 charitable and aid related organisations using Adult City Single tickets, issuing over 18,000 tickets per year. In addition, the Council issued approximately 5,000 tickets per year to people eligible for temporary accommodation.
- 3.4 Since April 2016, there has been further dialogue between the Principal Petitioner, Transport for Edinburgh and Lothian Buses about the issues set out in the petition.
- 3.5 The Transport for Edinburgh Board discussed the issues on 26 May 2016.

- 3.6 Lothian Buses has now provided an alternative ticketing solution, and will not reinstate the Adult City Single Ticket. The Day Saver Scratch Card is being offered at a reduced rate to organisations that previously purchased the city single product. Over 4,000 of these tickets have been purchased by qualifying organisations since February 2016.
- 3.7 A concern remains, however, that the scratch card day ticket does not present good value to organisations that deal with clients who need only a one journey ticket. There is also growing concern that when the scratch card day ticket is withdrawn (as Lothian Buses indicates it will in due course) there will be no suitable alternative.
- 3.8 The citysmart card could be a suitable alternative ticketing product but presently only really provides good value when pre-loaded with a minimum of five journeys and is designed to be kept and re-used.
- 3.9 Further discussion with the 3rd party organisations has resulted in a request for Lothian Buses to consider developing this product to allow remote secure top-ups to be carried out by an approved organisation.
- 3.10 This could allow one or more organisations to act as a distributor and collector of the citysmart product. Initially they could purchase cards that are only pre-loaded with one single journey. Users would be encouraged to hand in the card at destination, from where the card can be returned and topped-up with another single journey.
- 3.11 The Council has requested that Lothian Buses fully investigate the potential of this proposal and report back on the possibility and what would be required to set it up.

4. Measures of success

- 4.1 Provision of a suitable equivalent ticket product which appropriate organisations can issue to their clients.

5. Financial impact

- 5.1 None.

6. Risk, policy, compliance and governance impact

- 6.1 None.

7. Equalities impact

- 7.1 The outcomes of this report in relation of the ten areas of rights and the delivery of the three Public Sector Equality Duties (PSED) have been considered. There are no impacts on equality or rights.

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.
- 8.2 The report's proposals will have no impact on carbon emissions, on building resilience to climate change impacts, or on achieving a sustainable Edinburgh.

9. Consultation and engagement

- 9.1 There has been regular communication with representatives of the groups which were particularly concerned with the petition.

10. Background reading/external references

- 10.1 Petitions Committee, 14 April 2016
- 10.2 [Communities and Neighbourhoods Committee - 10 May 2016](#)

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11. Links

Coalition Pledges	P19 - Keep Lothian Buses in public hands and encourage the improvement of routes and times
Council Priorities	CP11 – An accessible connected city
Single Outcome Agreement	SO1 - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all
Appendices	

Transport and Environment Committee

10:00am, Tuesday, 1 November 2016

Bus Lane Network Review – Outcome of the Experimental Traffic Regulation Orders Trial

Item number	7.6
Report number	
Executive/routine	Executive
Wards	

Executive Summary

In its latest Local Transport Strategy, the Council states that it will continue to maintain Edinburgh's bus lane network, review it regularly and extend or enhance it where opportunity arises.

Following a previous review, the Council agreed to implement Experimental Traffic Regulation Orders to standardise bus lane operational times and to permit motorcycles to use them when they are in operation.

The 18 month Experimental Orders expire on 27 March 2017. This report summarises the outcomes of the trial and recommends that a permanent alteration is made to the existing bus lane hours and that motorcycles are permitted to use bus lanes when they are operational.

Links

Coalition Pledges	P19
Council Priorities	CP11
Single Outcome Agreement	SO4

Bus Lane Network Review – Results of Experimental Traffic Regulation Trial

1. Recommendations

- 1.1 It is recommended that Committee:
 - 1.1.1 notes the findings of the surveys carried out to evaluate the Experimental Traffic Regulation Order which has converted all day bus lanes to peak hour operation only;
 - 1.1.2 approves the promotion of a Traffic Regulation Order to make the permanent alteration to the operating times of the all day bus lanes, converting them to peak hour and to permit motorcycles to use with flow bus lanes during operational hours; and
 - 1.1.3 notes that the extent of the bus lane network and the hours of operations will continue to be reviewed and requests for amendment, particularly from bus operators and cycling groups, will be reported back to Committee in the future; and
 - 1.1.4 notes that investigations will be undertaken on the feasibility of providing cycle facilities within existing bus lanes.

2. Background

- 2.1 A report to Committee on 26 August 2014 summarised the Council's review of bus lane operational hours and the classes of permitted vehicles.
- 2.2 On 2 June 2015, Committee gave approval to make two Experimental Traffic Regulation Orders to convert all day bus lanes to peak hour operation only and to permit motor cycles to use with-flow bus lanes during their operational hours.
- 2.3 This Committee also noted that the results of the trial of these Experimental Traffic Regulation Orders would be reported in autumn 2016, with a view to making a permanent change to the substantive Traffic Regulation Order, to be implemented after the experimental orders have expired.
- 2.4 The list of roads affected by these two experimental orders is included in Appendix 1.

3. Main report

- 3.1 As the bus lane network has been developed in Edinburgh, three operational control times have been used. All day Monday to Saturday, peak time weekdays and 24 hours seven days a week.
- 3.2 Following the introduction of decriminalised bus lane camera enforcement in Edinburgh in 2012, feedback received by the Council was that there was confusion over the different operating times of bus lanes across the city.
- 3.3 A decision was taken to undertake a review of the city's bus lane network, which would include both the operating times of the lanes and the classes of vehicles that are permitted to use them during operating hours.
- 3.4 The results of this review were reported to Committee on 26 August 2014. A decision was taken to start the statutory procedures for experimental traffic regulation orders standardising bus lane operating hours, by changing all day bus lanes to peak hour operation. It was also agreed, on a trial basis, that motorcycles be permitted to use with-flow bus lanes.
- 3.5 On 2 June 2015, The Transport and Environment Committee set aside the objections to these Experimental Orders and approved their implementation. Committee noted that the before and after monitoring of these Experimental Orders would be reported to Committee in autumn 2016.
- 3.6 These Experimental Orders were implemented on street in October 2015 and expire in March 2017.
- 3.7 To measure the effects of these Experimental Orders, before and after data has been collected which includes qualitative data from user group opinion surveys. The results of the analysis of this data are outlined below.

Before and After Survey Results

Bus Journey Times

- 3.8 Lothian Buses have collected and analysed bus journey times for this study and have provided the following statement for inclusion in this report:

“Lothian Buses has compared the bus transit times along a range of bus lane corridors during a six week period in 2014 and the same period in 2015. The range of corridors included some which were already peak only but the majority changed to peak in 2015. The analysis did not show a conclusive effect on transit times but did show a consistent marginal increase.

There are many factors which contribute to increased bus journey times but traffic congestion is a significant one. Bus lanes are an effective mitigation measure for congestion and as such their provision is important in encouraging modal shift to public transport. The bus lane network needs to be regularly reviewed to identify new locations as well as identifying redundant lanes. For bus lanes to be effective they need to be kept clear during their hours of operation; this requires enforcement of parking and loading restrictions which are frequently ignored particularly in the vicinity of hotels and urban supermarkets.”

Motorcycles

- 3.9 Video surveys were conducted on 14 peak hour bus lanes to record overtaking and conflicts between cyclists and motorcyclists. From the data collected there were very few occasions where motorcyclists were recorded overtaking cyclists. The only recorded interaction between cyclists and motorcyclists was on Slateford Road at the Caledonian Brewery and this was because of cars parked within the lane.
- 3.10 Allowing motorcyclists to use bus lanes did not lead to any recorded incidents during the trial. Permitting this class of vehicle to use this lane will improve safety for motorcycles using these corridors.

Traffic Volumes and Speeds

- 3.11 Speed and volume data was also collected for the survey sites. Analysis of this data was inconclusive with volumes and speeds increasing at some sites whilst reducing at others.

Collision Data

- 3.12 The City of Edinburgh Council maintains a database of validated personal injury accidents which are collected and vetted by Police Scotland. There is a time lag between the data being collected and supplied to this Council. The records on the Council database are currently up to the end of February 2016 and it is considered that there is not a sufficient enough after period for a meaningful comparison.

Attitudinal Surveys

- 3.13 Face to face interviews were conducted between 29 July and 16 August 2016 on streets where the bus lane had been amended by the Experimental Traffic Regulation Orders. The target groups were pedestrians over 65, pedestrians with young children (under 12) and people cycling. Interviews were conducted at varying times of day and week to ensure a cross section of interviewees. A total of 795 interviews were carried out.
- 3.14 Analysis of this survey suggests that there is a perception amongst a significant part of the group that traffic conditions have worsened in the past year. However, it is encouraging to note that the majority feel there is no change.
- 3.15 To analyse this further, the perception of cars and vans in bus lanes, the perception of vehicle speed, the perception of the safety of the street and the perception that the street is less safe for walking or cycling have been cross tabulated against the question of when bus lanes should operate in Edinburgh on week days.

- 3.16 A majority of respondents (53.1%) prefer week day peak time bus lanes. When cross tabulated against the perception of an increase in cars and vans, of the people who consider volume has increased, 54.4% of these stated a preference for peak time lanes. Where it was considered that there was no change in volume, 52.5% preferred peak time lanes. This would suggest that perception of more cars and vans does not appear to influence the preferred bus lane operational time.
- 3.17 When analysed against a perceived increase of speed in bus lanes, support for 24 hour lanes increase to 33.9% and the preference for peak hour lanes drops to 44.4%. Where it is considered that speeds have not changed, 21% support 24 hour lanes and 59.3% prefer peak time lanes. The stated preference for hours of operation does appear to change with perceived speed. However, speeding could be targeted separately by other interventions such as reduced speed limits.
- 3.18 When asked if there is a perceived change in the safety of the street, for those who felt conditions were safer, 44.3% prefer peak time lanes. Where it was considered there was no change, 57.7% opted for peak hour lanes reducing to 43.5% when it was considered to be less safe.
- 3.19 Respondents were also asked on their views about the change in the street whilst walking or cycling and 46.1% who considered conditions had improved supported peak time lanes. For those who felt there was no change, 57.6% supported peak hour operation and for those who thought conditions had deteriorated, 40.8% supported peak hour lanes.
- 3.20 When asked if bus lanes should operate at the weekend, 63% considered that they should operate at the weekend.
- 3.21 The results of this survey have been shared with Spokes and Living Streets. A copy of their responses has been included in Appendix 2.

Air Quality Analysis

- 3.22 Concentrations of pollutants in the atmosphere vary from year to year and it is difficult to make a direct comparison. This is largely due to weather effects, which can differ each year and vary from month to month. Therefore, short term monitoring studies are unlikely to produce robust air quality data. To assess changes in air quality, data trends should be monitored over a minimum period of six years.
- 3.23 The Emissions Factor Toolkit (EFT) is used for air quality modelling and assessment studies which assists local authorities in their duties under the Environment Act 1995. The Toolkit provides emission outputs of nitrogen oxides (NO_x) and particles (PM₁₀) for different vehicle types for specific years and road types. Emission outputs are a function of vehicle composition, volume and speed and are expressed as grams per kilometre or grams per kilometre per second. These cannot be compared with units for air quality standards which, are concentrations in ambient air, however when assessing a before and after scenario an 'emission' change can be used as an indicator.

3.24 The EFT assessment using the traffic data collected indicates that there is no significant increase in emissions post study at the majority of the sites. However, it should be noted that the study is only indicative and it will be influenced on how HDVs (buses and heavy goods vehicles) were categorised in the pre and post traffic surveys.

Parking in bus lanes

3.25 Before and after data was collected for bus lane parking and this was reviewed using four criteria:

- Are more people parking during the day?
- Are more people parking for longer?
- Is there more incorrect parking during the day?
- Is there more incorrect parking during peak hour?

3.26 The conclusion of the analysis of this data is that it is not clear from the survey results whether the changes to the bus lane operating times have resulted in any changes to parking patterns on the streets concerned.

Impact on cycling

3.27 A consideration of the before and after data collected was to monitor the impact on cyclists. In particular, the videoing of potential conflicts between cyclists and motorcyclists, volume and speed surveys, parking in bus lanes and face to face interviews with cyclists.

3.28 The comparison of before and after data did not identify any significant issues for cyclists during the trial period.

3.29 The provision of improved cycle infrastructure within bus lanes will be investigated in addition to ongoing city wide cycle infrastructure improvement schemes.

3.30 Calder Road is an example of a road that warrants consideration of amended bus lane operational hours. It provides a cycle link to destinations including Napier and Heriot Watt Universities. However, it is a dual carriageway with a 40mph speed limit. 24 hour bus lanes could encourage greater cycle use in this area and will be given consideration.

4. Measures of success

4.1 Comparison of the before and after data has not identified any significant issues with the experiment to standardise bus lane times and to permit motorcycles to use with-flow bus lanes.

4.2 Retaining the peak hour operational hours introduces a single operational category for approximately 90% of the city's bus lane network. This should reduce driver's confusion with operating hours and reduce the need for any enhanced bus lane signage.

5. Financial impact

- 5.1 The cost to make the Experimental Traffic Regulation Orders permanent is estimated to be £5,000. This will be funded from the current bus lane Penalty Charges Notices' revenue.
- 5.2 The existing signage would be retained so no additional money would be required to make the orders permanent.

6. Risk, policy, compliance and governance impact

- 6.1 The recommendations in this report do not impact on any existing policies of the Council.
- 6.2 There are not expected to be any health and safety, governance or compliance implications, arising from the proposals set out in this report.

7. Equalities impact

- 7.1 The bus lane proposals will affect cyclists, by reducing the amenity provided by bus lanes. Spokes will be consulted, regarding any proposal to permanently make all-day bus lanes into peak period lanes.

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 Relevant Council sustainable development policies have been taken into account.
- 8.3 The proposals in this report will:
 - reduce carbon emissions as the adjustment/removal of ineffective bus lanes, will improve traffic flow, reduce congestion and carbon emissions thus making a contribution to better air quality in the city; and
 - help to achieve a sustainable Edinburgh because an improved transport system, based on sustainable alternative to the car, will reduce congestion and enable everyone to have the best possible access to jobs and essential services.

9. Consultation and engagement

- 9.1 As part of the statutory process required to make these orders permanent, they will be formally advertised, to allow any interested party to comment or object to the proposals. The relevant Neighbourhood Partnerships, will also be consulted.

10. Background reading/external references

- 10.1 Transport and Environment Committee (2 June 2015) – Bus Lane Network Review – Objections to the Experimental Traffic Regulation Orders.
- 10.2 Transport and Environment Committee (26 August 2014) – Bus Lane Network Review.
- 10.3 Transport and Environment Committee (4 June 2013) – Bus Lane Camera Enforcement Expansion and Bus Lane Network Review.

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11. Links

Coalition Pledges	P19 – Keep Lothian Buses in public hands and encourage the improvement of routes and times.
Council Priorities	CP11 – An accessible connected city.
Single Outcome Agreement	SO4 – Edinburgh’s communities are safer and have improved physical and social fabric.
Appendices	Appendix 1 – Lists of Roads Affected Appendix 2 – Bus Lane Questionnaire Results

Appendix 1 – List of roads affected

Roads where it is proposed that the permanent TRO is amended to allow use by motorcycles:-

A1, southbound slip road (at Fort Kinnaird),	Haymarket Terrace,	Portobello High Street,
Balgreen Road,	Hillhouse Road,	Portobello Road,
Bankhead Drive,	Howdenhall Road,	Potterrow,
Barnton Junction,	Inverleith Row,	Princes Street,
Broomhouse Drive,	Lanark Road,	Queen Street,
Bruntsfield Place,	Leith Street,	Queensferry Road,
Burdiehouse Road,	Leith Walk,	Roseburn Terrace,
Calder Road,	Leven Street,	Slateford Road,
Clerk Street,	Liberton Brae,	South Bridge,
Comiston Road,	Liberton Gardens,	St Andrew Square,
Commercial Street,	Liberton Road,	St John's Road,
Corstorphine Road,	Lindsay Road,	St Patrick Square,
Craigmillar Park,	London Road,	St Patrick Street,
Dalkeith Road,	Lothian Road,	Stenhouse Drive,
Dalry Road,	Lothian Street,	Stenhouse Road,
Drum Brae South,	Mayfield Gardens,	Stevenson Drive,
Duddingston Park,	Melville Drive,	Stevenson Road,
Duddingston Park South,	Milton Road,	South Clerk Street,
East Preston Street,	Milton Road East,	South Gyle Access,
Earl Grey Street,	Milton Road West,	South Gyle Broadway,
Ferniehill Drive,	Minto Street,	Straiton Road,
George IV Bridge,	Morningside Road,	Telford Road,
Gilmerton Road,	Newington Road,	West Approach Road,
Glasgow Road,	Nicolson Street,	West Coates,
Gorgie Road,	North Bridge,	Willowbrae Road,
Great Junction Street,	North Junction Street,	York Place.
	Old Dalkeith Road,	
	Peffermill Road,	

Roads where it is proposed that bus lanes are amended to peak hour operation, Monday to Friday:-

A1, southbound slip road (at Fort Kinnaird),	Gorgie Road,	Queen Street
Balgreen Road,	Great Junction Street	Slateford Road,
Bankhead Drive,	Lanark Road,	St Andrew Square,
Broomhouse Drive,	Leith Street,	Stenhouse Drive,
Bruntsfield Place,	Leith Walk,	Stenhouse Road,
Calder Road,	Leven Street,	Stevenson Drive,
Commercial Street,	Lindsay Road,	Stevenson Road,
Dalry Road,	Lothian Road,	South Gyle Access,
Earl Grey Street,	North Junction Street	South Gyle Broadway,
	Princes Street,	West Approach Road,
		York Place.

Comments received from Spokes 9 September 2016

CEC SURVEY OF ROADS WITH REDUCED BUS-LANE HOURS

BRIEF COMMENTS ON SURVEY RESULTS

A. Public perception is that traffic conditions are worse than a year ago. In nearly all the following questions 20%-40% of respondents felt conditions were now worse against 3%-10% who felt they were better.

3e speeding in bus lane [making it harder to cross, 4a]

3f parking in bus lane

4 crossing the street [won't be helped by 3f]

5 journeys take longer

10 feels less safe to cyclists [too much traffic top reason, speeding 2nd reason, 11]

12 street is worse to walk or cycle [too much traffic top reason, speeding 2nd reason, 13]

B. Awareness of bus-lane time changes

14 Majority unaware of the change of timings, so it would appear that views on road conditions (above) were probably due mainly to actual experience rather than to what they thought changing the bus lane times might do.

C. Views on hours of operation

15 45% would like to see longer hours, including 26% who would like to see full-time operation. Only just over half wanted the restricted times. However, this is a fairly close result and should not outweigh all the other factors, including the above perceived worsening road conditions for walking and cycling, and all the points in our original submission.

D. Weekend operation

16 A 63%-37% result is pretty convincing, and supports the arguments in our original submission. If the aim is also to reduce driver confusion, then 7-day operation is by far the clearest of all options. As regards Sundays in particular, the Council's decision to introduce Sunday parking restrictions indicates that the Council is already well aware that traffic conditions are far from ideal on Sundays. Bringing in bus lane operation would be a significant boon, and would also be assisted by the new parking restrictions.

E. Cyclist responses

Note – I have not had time to look at the subset of responses by pedestrians and have only looked briefly at the cyclist responses.

However it is clear that on all the issues in (A) above cyclists had noticed the deterioration in road and traffic conditions more strongly than had the average respondent in the survey. **In other words, those road users who spend virtually all their time in the bus lanes were those who most frequently had recognised a deterioration in conditions.**

ADDENDUM - VIDEO OF BUS LANE ROAD DANGER

By coincidence, we have just seen a tweet by a cyclist who experienced a frighteningly close pass by a motorist in a bus lane, which was recorded on his helmet camera - first the back view, then the front view after he was overtaken. This is a clear demonstration of the unnecessary real danger, and the off-putting fright, which can be, and is, caused to cyclists as a result of this experiment. This reason alone is sufficient to mean that bus lanes should be free from private motor traffic whenever possible.

The [video](#) is here and the original tweet [here](#).

The video ties in well with the point made in (E) above about cyclists, the users of the bus lanes, particularly noticing a deterioration in conditions during the experiment. It is also clear from the video that there was absolutely no need for the motorist to be in the bus lane; there was plenty room in the main traffic lane. Whereas, being in the bus lane, and travelling fairly fast, the motorist appears to feel it more important not to cross the bus lane white line than to obey the highway code and pass a cyclist at a safe distance.

Comments received from Living Streets 28 September 2016

Spokes comments on the survey results are endorsed and would add the following points from a walking perspective.

The most significant results appear to centre on crossing activity. They show evidence of increased difficulties for crossing as perceived by many pedestrians, with 35% experiencing difficulties (Q4) and 32% taking longer to cross (Q5). This suggests that there may have been a significant impact on crossing activity and crossing opportunities for pedestrians.

Speeding vehicles and a lack of sufficient crossing times (at controlled crossings) were cited as the main contributory factors (4a), but it may also be significant that a similar proportion of respondents (33%) considered conditions had worsened in terms of traffic volumes (Q13).

Similar problems for pedestrians are also reflected in the 24% figure for those feeling less safe (Q 10).

From the (minority) positive responses to Q13 that indicated better conditions, it seems that works in one or more street sections have widened pavements and improved pavement conditions (resurfacing most likely?). This makes interpreting the results and separating out any effects from the bus lane and traffic changes more difficult. It would be helpful if there could be a breakdown of the responses, with separate tables for those interviewed on streets where improvements had and had not taken place.

More importantly the results, as received so far, did not include any breakdowns of the responses for pedestrians by age or by child accompaniment or mobility handicap. I assume that this analysis has been undertaken and that the tables will be available in due course. These breakdowns are essential in order to assess any impacts since the problems so far identified only in general terms are likely to be overwhelmingly concentrated in the elderly, the child accompanied, and the mobility handicapped groups. Fit adults do not generally experience great problems in crossing even the busiest of roads and it would be surprising if the results for the perceptions for the younger fit adults showed very significant changes over the year. By contrast we know that many frail, elderly pedestrians often do not even attempt to cross such roads at all, and their crossing activity is at risk of intimidation from any changes that make perceived conditions worse.

The sample sizes for specific kinds of mobility handicap are very small, with no quota sampling having been undertaken for these groups. The collective breakdown for the aggregate of those in wheelchairs or with physical walking aids would still be of interest however. 14% of interviewees indicating some form of disability (Q17), so a breakdown of the responses from this self-identified group should highlight significant differences for the physically disabled.

The tables for adults with buggies, and for those accompanied with children under 12, would also be of particular interest.

Transport and Environment Committee

10.00am, Tuesday, 1 November 2016

8% Budget Commitment to Cycling in 2015/16 - Summary of Expenditure

Item number	7.7
Report number	
Executive/routine	Executive
Wards	All

Executive Summary

This report summarises the Council's capital and revenue expenditure on cycling in the 2015/16 financial year. The Council achieved 7.36% for capital expenditure and met the 8% target for revenue expenditure. The funding has aided the delivery of the Active Travel Action Plan and helped to attract significant external funding from the Scottish Government via Sustrans.

Links

Coalition Pledges	P43 , P45 and P50
Council Priorities	CP2 , CP8 and CP12
Single Outcome Agreement	SO1 , SO2 and SO4

8% Budget Commitment to Cycling in 2015/16 - Summary of Expenditure

1. Recommendations

- 1.1 It is recommended that the Committee notes the summary of Council expenditure on cycling for 2015/16.

2. Background

- 2.1 In 2010, the Council approved its [Active Travel Action Plan](#) (ATAP). This seeks to build on the high level of walking in Edinburgh and the growing role of cycling. It set targets of 10% of all trips and 15% of journeys to work by bike by 2020. These targets are incorporated in the 2014-19 Local Transport Strategy and the 2016 refresh of the ATAP.
- 2.2 The following motion was proposed and approved by the Council at its meeting of 9 February 2012:
- “Council agrees that the percentage of transport spend (net of specifically allocated external transport funding) allocated to cycling shall be a minimum of 5%, for both revenue and capital, in 2012/13 and that the percentage of spend on cycling will increase by 1% annually. Council therefore instructs the Director of Services for Communities to provide a report to a meeting of the Transport, Infrastructure and Environment Committee in September each year detailing the allocation of cycle funding, progress towards the Council's Charter of Brussels commitments, and progress on the cycle aspects of the ATAP”.
- 2.3 At its meeting of 13 February 2014, the Council clarified the definitions of this commitment. The Council subsequently agreed to increase the percentage for cycling to 7% (2014/15), 8% (2015/16) and 9% (2016/17). This report covers the Council's capital and revenue expenditure on cycling in the 2015/16 financial year.
- 2.5 Progress towards the Charter of Brussels commitments and on the cycle aspects of the ATAP were contained within the 'Active Travel Action Plan – Two Year Review' report which was presented to the 12 January 2016 meeting of this Committee.

3. Main report

- 3.1 The Council spent a total of £2.599m on cycling related projects and maintenance in 2015/16, from a combined capital and revenue transport expenditure of £27.859m. Most of these projects also benefit pedestrians and particularly people with additional mobility difficulties or needs (eg wheelchair and scooter users).

Capital expenditure

- 3.2 The total transport capital budget in scope for cycling related expenditure in 2015/16 was £19.885m. When applying the 8% budget calculation, a total of £1.591m was allocated for investment in cycling related infrastructure. A total of £1.958m was spent on work that benefitted cyclists in 2015/16. This sum includes £495,000 carried forward from the 2014/15 7% budget target.

The 2015/16 expenditure, excluding the 2014/15 carryover, was £1.463m. This equates to 7.36% of the total 2015/16 transport capital budget. The underspend of £128,000 will be carried forward to 2016/17. The total allocation for cycling projects in 2016/17 therefore will be 9% of the total capital budget plus the £128,000 carried forward from 2015/16.

- 3.3 A breakdown of this expenditure is summarised in the table below:

Table 1 - Capital expenditure on cycling 2014/15 and 2015/16 (£000's)

Year 14/15		Year15/16	
Budget		Budget	
Total budget for % calculation (A)	18,223	Total budget for % calculation (A)	19,885
7% allocation for cycling projects	1276	8% allocation for cycling projects	1591
Spend		Spend	
New Cycle Projects Delivered	599	New Cycling Projects Delivered	1003
Capital Renewals Cycling Element Delivered	210	Capital Renewals Cycling Element Delivered	460
Carry over from 13/14	0	Carry over from 14/15*	495
Underspend delivered 15/16	495	Underspend to be delivered 16/17 **	128
Total spend (B)	1304	Total spend (B)	1463
% of total budget spent on cycling (=B/A)	7.2%	% of total budget spent on cycling (=B/A)	7.36%

Notes:

- Budgets in scope of calculating the 8% target spend exclude tram and certain non transport elements including flood prevention.
- *As the 2014/15 carry forward has been accounted for in the 2014/15 figures, it has been excluded from the 2015/16 calculations.
- **The 2015/16 under spend is not included in the 2015/16 total spend calculation. This will be included in the 2016/17 calculations.

Spending on new cycle infrastructure projects

- 3.4 Of the total capital funding spent on cycling, £1.498m was spent on new cycle infrastructure projects (this includes the 2014/15 carryover of £495,000). This, combined with match funding from the Scottish Government via the Sustrans Community Links programme, facilitated significant progress on the delivery of the Active Travel Action Plan.
- 3.5 Of particular note were:
- 3.5.1 completion of the Meadows–Innocent cycle link which included the first sections of protected on-road cycleway in the city (National Cycle network Route 1 (NCN1));
 - 3.5.2 completion of the Loanhead (Midlothian) – Gilmerton cycle route (part of QuietRoute 61), with construction of a new cycle/pedestrian path parallel to Lasswade Road;
 - 3.5.3 completion of the upgrade of the cycle/pedestrian path parallel to the rural A90 (NCN1) - completed in 2015/16 using funding carried over from 2014/15;
 - 3.5.4 upgrade of the toucan crossing of Cramond Road South on NCN1;
 - 3.5.5 surfacing of the Union Canal towpath from Ratho to Hermiston;
 - 3.5.6 further upgrades to the Leith to Portobello route (QuietRoute 10);
 - 3.5.7 the signing of ‘QuietRoutes’ 11, 12, 13, 14 and 15 cycle routes, the North Edinburgh Path Network);
 - 3.5.8 commencement of project to upgrade the ‘Boroughloch path’, linking across the Meadows from the Sciennes area towards the NCN1 Meadows to Innocent link;
 - 3.5.9 phase 1 of upgrading work to the cycle/pedestrian path parallel to the A8 between Newbridge and the Gyle (QuietRoute9);
 - 3.5.10 progression of the preliminary design of the City Centre West to East scheme (NCN1, QuietRoutes1, 8, 9 and 11) and the Roseburn to Union Canal path link; and
 - 3.5.11 installation of new, on-street, cycle parking at various locations around the city.
- 3.6 Appendix 1 is a map which shows these and other projects funded from the cycling capital budget and associated match funding.

Contribution to spend on capital renewals

- 3.7 The remainder of capital expenditure on cycling, £460,000 was spent on capital road renewals such as the replacement of road surfacing and markings where cycle lanes, cyclist Advanced Stop Areas or Bus Lanes (first 1.5m from kerb) are present.

External funding

- 3.8 External funding for cycle schemes is not included in the calculations for the 8% target. However, it is worth noting that the Council's increasing funding allocation for cycling has enabled it to match larger contributions from the Scottish Government via Sustrans.
- 3.9 Sustrans usually requires a minimum of 50% match funding to be committed to a project to match its funding contribution. With the assistance of the 8% cycling budget, the City of Edinburgh Council attracted approximately £667,000 of Sustrans funding in the 2015/16 financial year.

Revenue expenditure

- 3.10 Of the Council's £7.974m revenue transport budget, an estimated £641,000 was spent on work on cycling related activities. This equates to 8.04% of net revenue expenditure. A summary of this expenditure is provided in the table below:

Table 2. Revenue expenditure on cycling 2015/16 (£000's)

Year 15/16	
Budget	
Net Revenue Budget for Roads and Transport 15/16 (B)	7,974
Budget (8% Target)	638
Cycling Revenue Spend	
Item	Expenditure (£)
Cycle route maintenance benefitting cyclists	266
Smarter Choices Smarter Places	130
Local Area/Natural Heritage Services project banks	91
Cycle related studies	56
Cycle monitoring	31
Cycling Promotion	28
Relining ASLs/cycle lanes	20
Other Expenditure	16
Staffing	3
Total Cycling Revenue Spend	641
Over (+) spend	3
Summary	
Total 15/16 Spend excl. 14/15 carry over (A)	641
Proportion of transport revenue spent on cycling (A/B)	8.04%

Revenue maintenance

- 3.11 £266,500 was spent on the revenue maintenance of cycling related facilities, consisting of:
- £130,000 on the winter treatment, gully cleaning and lighting of cycle/pedestrian paths and cycle lanes;
 - £54,000 on renewing parking/loading markings on cycle/bus lanes;
 - £45,000 on the maintenance of the Spylaw tunnel;
 - £30,000 on the maintenance of signalised cycle/pedestrian crossings; and
 - £7,500 on the maintenance of the Bell's Mill footbridge.

Smarter Choices Smarter Places (SCSP)

- 3.12 £130,000 formed part of the overall spend on the marketing of active travel as part of the SCSP programme. Initiatives included a programme of led cycle rides on four recently improved QuietRoutes; "Dr Bike" bicycle maintenance sessions open to the public and in workplaces across the city; two phases of advertising on street and online for the 'On Foot, by Bike' marketing campaign; distribution of balance bikes to nurseries across the city; and supporting local events to encourage cycling. Data was collected on the take-up and impact of these initiatives. This can be used to adjust and tailor future similar efforts. A fuller report on SCSP was brought to the August meeting of the Committee.

'Project Bank'

- 3.13 A 'Project Bank' was used to allocate funding amounting to £91,000 for revenue cycle projects to the Council's Neighbourhood Teams and Natural Heritage Service. Funds were allocated to a range of cycling related projects, such as the maintenance and small-scale improvement (up to a maximum of £6,000) of cycle paths and lanes.

Cycling related studies

- 3.14 £56,000 was spent on studies that support the development of cycling in Edinburgh, including feasibility work on the Musselburgh to Portobello and A71 corridor cycle projects and a study into one-way streets to assess suitability for contra-flow cycling on the city's streets.

Monitoring

- 3.15 £31,000 was spent on cycling related monitoring including £15,000 towards the costs associated with Edinburgh's inclusion in the Sustrans led UK-wide 'Bike Life' project.

Cycling promotion

- 3.16 £28,000 was spent on activities to support the promotion of cycling. Some of this included £10,000 on the I-Bike project, £7,000 on advertising and merchandising for the HGV awareness training programme and £2,000 was spent on Police security marking.

4. Measures of success

- 4.1 The Active Travel Action Plan includes a number of targets for increasing cycle use and these will be monitored over the Plan's duration (2010-2020). The latest detailed figures are contained within the 'Active Travel Action Plan – 2016 Refresh'.

5. Financial impact

- 5.1 The Council's Capital Investment Programme (CIP) for Traffic and Engineering, Transport Planning and Roads for 2015/16 was £19.885m. When applying the 8% calculation, a total spend of £1.591m was directed towards investment in cycling related infrastructure. Total expenditure of £1.463m was delivered against this budget target in 2015/16. The remaining £128,000 will be delivered in financial year 2016/17.
- 5.2 The Council's net revenue budget for Roads and Transport in 2015/16 was £7.974m. £641,000 was spent on cycle related revenue maintenance and through an allocation for new cycling initiatives. This equates to 8.04% of the transport revenue spend.

6. Risk, policy, compliance and governance impact

- 6.1 This report summarises spend over the last financial year and as such there are no future risks associated with it.
- 6.2 The expenditure reported has assisted in the delivery of the Council's Active Travel Action Plan (2010-2020) and in making progress towards achieving the targets it contains. This has also been complementary to a number of other Council policies, including the Transport 2030 Vision, the Sustainable Travel Plan and the Open Space Strategy.
- 6.3 There are no significant health and safety, governance, compliance or regulatory implications expected as a result of approving the recommendations of this report.

7. Equalities impact

- 7.1 The QuietRoutes network will benefit younger, vulnerable and less confident cyclists. Improvements to the cycle network will also benefit people with mobility issues, such as wheelchair users and parents with prams and buggies. Increases in cycling and walking are expected to result in improvements in the health of those using these modes of transport more often.

8. Sustainability impact

- 8.1 Successful implementation of the ATAP would produce positive environmental benefits. The 8% budget for cycling has assisted in the delivery of the ATAP actions relating to cycling.
- 8.2 A Strategic Environmental Assessment (SEA) pre-screening was carried out for the Active Travel Action Plan. It concluded that there are unlikely to be significant adverse environmental impacts arising from its implementation and that an SEA was therefore not required.

9. Consultation and engagement

- 9.1 Consultation on the 2015/16 cycle budgets was undertaken with the Council's 'Active Travel Forum'. Consultation has also been undertaken for the larger capital projects being progressed.

10. Background reading/external references

- 10.1 Active Travel Action Plan (September 2010).
- 10.2 Minutes of 9 February 2012 Council meeting.
- 10.3 Cycling in the City – 5% Transport Spend Commitment and the Delivery of the Active Travel Action Plan (13 September 2012).
- 10.4 Active Travel Action Plan - Two year review (27 August 2013).
- 10.5 Active Travel Action Plan – 2016 Refresh.
- 10.6 5% Budget Commitment to Cycling – Summary of Expenditure (27 August 2013).
- 10.7 Minutes of 13 February 2013 Council meeting.
- 10.8 7% Budget Commitment to Cycling (3 June 2014).
- 10.9 8% Budget Commitment to Cycling (17 March 2015).
- 10.10 9% Budget Commitment to Cycling (15 March 2016).

Paul Lawrence

Executive Director of Place

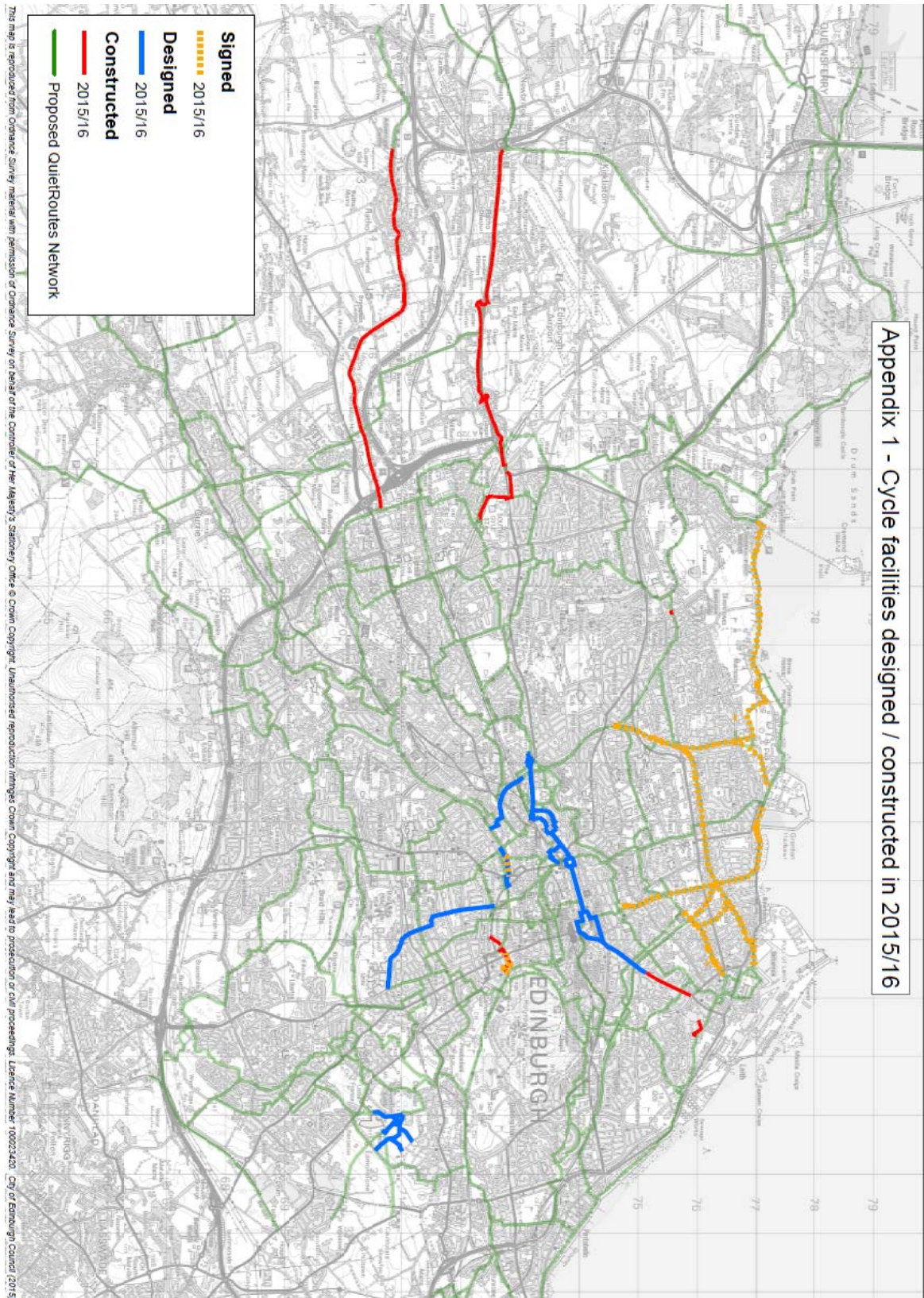
Contact: Phil Noble, Active Travel Team Leader, Road Safety and Active Travel

E-mail: phil.noble@edinburgh.gov.uk | Tel: 0131 469 3803

11. Links

Coalition Pledges	P43 - Invest in healthy living and fitness advice for those most in need. P45 - Spend 5% of the transport budget on provision for cyclists. P50 - Meet greenhouse gas targets, including the national target of 42% by 2020.
Council Priorities	CP2 – Improved health and wellbeing: reduced inequalities. CP8 – A vibrant, sustainable local economy. CP12 – A built environment to match our ambition.
Single Outcome Agreement	SO1 - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all. SO2 - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health. SO4 - Edinburgh's communities are safer and have improved physical and social fabric.
Appendices	1. Map showing cycle facilities designed/constructed in 2014/15

Appendix 1: Cycle facilities designed/constructed in 2015/16



6. Risk, policy, compliance and governance impact

- 6.1 There may be some objections to the loss of on-street car parking provision in a wider roll-out of the scheme. However, the trial indicated that the impact on residential permit bays can often be minimised or eliminated altogether.
- 6.2 There is a risk if the charging rate is set too high that it will result in a negative reaction and suppression of demand for the facilities.

7. Equalities impact

- 7.1 An Equalities and Rights Impact Assessment has been undertaken, and will be maintained as part of the project.
- 7.2 Requests may be received from residents with bikes that do not fit in to the units because they are specialised for a particular disability. Consideration would need to be given to providing special facilities for them if this is practical and reasonable.
- 7.3 If the charge for the bike parking is too high this may discriminate against people on low incomes. This could be mitigated through exemptions/discounts.

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. Relevant Council sustainable development policies have been taken into account and are noted in Background Reading later in this report.
- 8.2 The project will help develop and contribute towards the outcomes of the Active Travel Action Plan and Sustainable Energy Action Plan. In so doing the proposals in this report will reduce carbon emissions, increase the city's resilience to climate change impacts, and help achieve a sustainable Edinburgh.

9. Consultation and engagement

- 9.1 Stakeholder consultation was undertaken for each of the potential trial sites. This was followed by consultation with all residents/businesses within 100m of the proposed locations. The feedback from these informed the final design of the facilities. Lastly, a statutory consultation was undertaken as part of the TRO process.
- 9.2 The Streetscape Working Group was consulted throughout the development of the trial and since its implementation. They will also be consulted on all future sites as part of any future roll out.

- 9.3 Feedback on the trial was sought from local residents and users through 'before' and 6/12 month 'after' surveys (door to door).
- 9.4 Further statutory and non-statutory consultation will be undertaken as part of the proposed methodology for selecting additional sites.

10. Background reading/external references

- 10.1 [Active Travel Action Plan](#)
- 10.2 [On-Street Residential Bike Parking for Tenement Areas - report to February 2012 Transport, Infrastructure and Environment Committee](#)

Paul Lawrence

Executive Director of Place

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E-mail: allan.tinto@edinburgh.gov.uk | Tel: 0131 469 3778

11. Links

Coalition Pledges	P45 - Spend 5% of the transport budget on provision for cyclists P50 - Meet greenhouse gas targets, including the national target of 42% by 2020
Council Priorities	CP2 - Improved health and wellbeing: reduced inequalities CP9 - An attractive city CP11 - An accessible connected city.
Single Outcome Agreement	SO2 - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health SO4 - Edinburgh's communities are safer and have improved physical and social fabric
Appendices	1. Photos of storage units 2. Results arising from trial 3. List of addresses submitted by residents for consideration for future roll out

Appendix 1 - Photos of storage units

Lockers installed on 2 No locations on Warrender Park Terrace:

(Photo 1)



(Photo 2)



Roll-top units installed on South Oxford Street and Douglas Crescent:

(Photo 1)



(Photo 2)



Hinge-top unit installed on Lonsdale Terrace:

(Photo 1)



(Photo 2)



Appendix 2 - Results arising from trial

Table 3.1 Bike parking demand vs capacity

	Location	Capacity	Demand	Waiting
1	Warrender Park Terrace (Spottiswoode St)	10	39	29
2	Warrender Park Terrace (Marchmont St)	7	34	27
3	Douglas Crescent	10	18	8
4	Lonsdale Terrace	12	39	27
5	South Oxford Street	12	23	11

Table 3.2 Comparison of bicycle use for users of the scheme

Frequency of cycling	6 Month (users only)	12 Month (users only)
Every day	20%	25%
At least 3 times a week	13%	33%
Once or twice a week	23%	21%
At least 2 or 3 times a month	7%	13%
At least once a month	7%	4%
Less than once a month	30%	4%

Note: These results are calculated on a small base size and should be treated only as indicative.

Table 3.3 Local residents and users satisfaction with the aesthetics of the different types of cycle parking products

	A. Locker	B. Roll-top	C. Hinge-top
Satisfied or very satisfied	43%	82%	52%
No opinion	22%	5%	30%
Dissatisfied or very dissatisfied	36%	14%	19%

Table 3.3 Table 3.4 User satisfaction with the functionality of the different types of cycle parking products

	A. Locker	B. Roll-top	C. Hinge-top
Satisfied or very satisfied	87%	77%	80%
No opinion	13%	23%	0%
Dissatisfied or very dissatisfied	0%	0%	20%*

Appendix 3 - List of addresses submitted by residents for consideration for future roll out

- 1) Angle Park Terrace
- 2) Argyle Park Terrace
- 3) Blackwood Crescent x 5
- 4) Breadalbane Terrace x 2
- 5) Bruntsfield Avenue
- 6) Bruntsfield Terrace
- 7) Buccleugh Street x 3
- 8) Buchanan Street
- 9) Bughtlin Gardens
- 10) Causewayside
- 11) Cheyne Street
- 12) Comiston Place
- 13) Constitution Street
- 14) Craigend Park
- 15) Craighall Crescent
- 16) Dalkeith Road
- 17) Drumdryan Street
- 18) Dublin Place
- 19) Dudley Gardens
- 20) Dundas Street
- 21) Easter Road
- 22) Edina Place
- 23) Eton Terrace
- 24) Falcon Avenue
- 25) Falcon Road x 2
- 26) Ferry Road
- 27) Fingal Place
- 28) Gardeners Crescent
- 29) George IV Bridge
- 30) Gladstone Terrace
- 31) Glencairn Crescent
- 32) Glengyle Terrace

- 33) Gorgie Road
- 34) Grange Loan
- 35) Grosvenor Crescent
- 36) Harrison Gardens
- 37) Harrison Road
- 38) Henderson Row
- 39) High School Yards
- 40) Kirkhill Road
- 41) Lauderdale Street x 3
- 42) Lauriston Gardens x 6
- 43) Lauriston Park
- 44) Lauriston Place
- 45) Learmonth Terrace
- 46) Leith Links
- 47) Leith
- 48) Lennox Street
- 49) Leven Terrace
- 50) Lochrin Buildings
- 51) Lochrin Terrace
- 52) Lorne Square
- 53) Lower Granton Road
- 54) Lutton Place x 2
- 55) Magdala Crescent
- 56) Marchmont Crescent x 3
- 57) Marchmont Road x 2
- 58) Maxwell Street x 3
- 59) Mertoun Place x 3
- 60) Montgomery Place
- 61) Murdoch Terrace
- 62) Murrayfield Avenue
- 63) Old Tollbooth Wynd
- 64) Oxford Street x 2
- 65) Panmure Place x 3

- 66) Kings Road (Portobello) x 2
- 67) Portobello
- 68) Promenade Terrace
- 69) Rankeillor Street x 3
- 70) Rintoul Place
- 71) Roseburn Place
- 72) Roseneath Place x 2
- 73) Roseneath Street x 2
- 74) Roseneath Terrace x 2
- 75) Rossie Place
- 76) Sandport Street
- 77) Saville Place
- 78) Sciennes
- 79) Scotland Street
- 80) Shandon Area x 2
- 81) St Leonards Bank
- 82) St Leonards Street x 3
- 83) Summerhall Square
- 84) Tarvit Street x 3
- 85) Thirlestane Lane
- 86) Valleyfield Street x 2
- 87) Viewforth Terrace
- 88) Warrender Park Crescent
- 89) Warrender Park Road
- 90) Watertoun Road x 2
- 91) Wellington Street
- 92) West Montgomery Place
- 93) West Winnelstrae
- 94) Woodburn Terrace x 4

Transport and Environment Committee

10am, Tuesday, 1 November 2016

Secure On-Street Cycle Parking

Item number	Item 7.8
Report number	
Executive/routine	Executive
Wards	All

Executive Summary

On 21 February 2012, the Transport, Infrastructure and Environment Committee approved a pilot project to trial the installation of covered, on-street, and secure cycle parking for use by residents.

Three different types of secure cycle parking facilities have now been trialed for over two years at five locations in Edinburgh.

This report summarises the results of the trial, including an evaluation of its operation and feedback from residents and users. It then discusses the potential for a wider roll-out of the scheme.

Links

Coalition Pledges	P45 and P50
Council Priorities	CO22 , CO24 and CO26
Single Outcome Agreement	SO2 and SO4

Secure On-Street Cycle Parking

1. Recommendations

- 1.1 It is recommended that the Committee:
- 1.1.1 notes the outcomes of the trial;
 - 1.1.2 approves a further roll-out of this scheme to other areas of Edinburgh and modification of all the existing sites to use the units procured through this further roll-out; and
 - 1.1.3 approves the proposed methodology for the selection of new sites.

2. Background

- 2.1 The issue of residential bike parking is a particularly significant problem for Edinburgh where there is a large proportion of older, tenemental, properties which have limited space available for bike parking. A previous attempt to trial solutions to this issue within stairwells/gardens (circa 2006) was not successful due to difficulties in securing joint agreement from residents.
- 2.2 In recognition of this, the Council decided to pilot secure residential cycle parking on-street and this was included as an action within the Active Travel Action Plan (2010-2020) and approved at the 21 February 2012 Transport, Infrastructure and Environment Committee. The approval included a recommendation that a further report be presented to the Committee on the operation and effectiveness of the pilot project.

3. Main report

Details of Pilot Project

- 3.1 At the start of the pilot project, the Council sought applications from members of the public interested in participating. These applications were assessed using standardised criteria to ensure fairness and to maximise potential benefit. Six locations listed below were selected and a visit to each site was arranged with the applicant and other relevant stakeholders:
- South Oxford Street;
 - Lonsdale Terrace;
 - Warrender Park Terrace (at bottom of Spottiswoode Street);
 - Warrender Park Terrace (at bottom of Marchmont Street);

- Douglas Crescent; and
 - Polwarth Gardens.
- 3.2 The design process for each site took into account the following elements:
- Locating the units on the carriageway or footway;
 - Impact to footway or car parking;
 - Camber and surface material;
 - Usability, aesthetic and cost of the units;
 - Location and impact on on-street waste bins; and
 - Public consultation with residents within 100m of the proposed locations. This resulted in the removal of the Polwarth site from the pilot.
- 3.3 The overall project and the detailed site proposals were presented to the Council's 'Streetscape Working Group' (SWG) during the development of the scheme. Feedback from the group has informed the approach taken to the layout of the cycle parking areas and the process employed to assess the different types of units.
- 3.4 A Traffic Regulation Order (TRO) was promoted to alter the parking restrictions to permit cycle parking on-street at the five locations that were taken forward. This included a further, statutory, consultation. The impact on residential parking was minimised by locating the units on single yellow lines where possible, and where pay and display or residents parking bays were used, replacements were provided on existing single yellow lines elsewhere on the road.
- 3.5 Three different styles of unit were specified and procured for trial to assess their operation and visual impact (see Appendix 1 for images of these). The opinions of the potential users and local residents were sought on the design of the units through door to door surveys as part of the initial consultation.
- 3.6 The first batch of units were installed on Lonsdale Terrace and two locations on Warrender Park Terrace in August 2014. The second batch was installed on South Oxford Street and Douglas Crescent in October 2014.
- 3.7 Fifty one secure cycle parking spaces were provided over the five locations. The cost to supply and install the units was around £30,000 or the equivalent of £588 per cycle space. Over all sites, an average of seven bikes were stored within the equivalent space for one parked car (5m x 2m).
- 3.8 The trial was advertised through a variety of methods including targeted mailing to residences within 100m of the proposed site, the Council's website, partner organisations such as Spokes, and via local media. Spaces were allocated on a 'first come, first served' basis and, when all available spaces for each location had been allocated, waiting lists were established (see Appendix 2 Table 3.1). In addition the Council has, to date, received 92 separate requests for this type of facility to be provided at other locations in the city.
- 3.9 Door to door surveys of users and residents living within 100m of each unit were undertaken six months and twelve months after their installation. Although several

attempts were made to contact residents of every property during each survey, and details of an on-line submission were left at unresponsive properties, it was not possible to ensure the same people were interviewed at each survey. The results do, however, suggest that the provision of secure, on-street, cycle parking results in a marked increase in the frequency of cycling by users of the units (See Appendix 2 Table 3.2). Local residents and users provided feedback on the aesthetics and functionality of the different types of units trialled. (See Appendix 2 Tables 3.3 and 3.4.)

- 3.10 The Council fulfilled all management and maintenance tasks during the trial. Maintenance costs were minimal in the trial period but the management of allocating the spaces, keys, etc required a significant amount of staff time at the start-up. Consideration was given to charging for the use of the units as part of the trial but issues in managing the collection of fees made this impractical, given the small scale of the pilot.

Conclusions arising from the Pilot Project

- 3.11 The high volume of applications for the facilities provided, and numerous requests for them to be provided at other locations, suggests that there is strong demand in the city for secure, on-street, residential bike parking.
- 3.12 Once installed, the units proved to be relatively low maintenance, with the only issues being two graffiti attacks on the lockers and problems with the 'roll-top' locker mechanisms which have now been resolved.
- 3.13 The ongoing management of the facilities required a relatively small amount of staff time, except at the launch of the service. It should be noted that this did not include the collection of user fees and this would be a significant additional administrative task. Longer term issues of "churn" where users give up their unit when moving or giving up cycling will also have to be administered e.g. collecting and reissuing keys/contracts etc.
- 3.14 For consistency and ease of maintenance, it is recommended that a single type of unit is used throughout the city. Given the small difference in results on functionality and public opinion on the aesthetics of the roll-top and hinge-top units, we shall further consider the merits of both types of unit in terms of long term viability. This will include opening and locking mechanisms; and ease and cost of repair/replacement parts.

Proposed further roll-out

- 3.15 Given the success of the trial, and indications of strong demand for more of these facilities, it is proposed that the scheme is rolled out further.

- 3.16 It is proposed that a three year contract (with the potential for a year's extension) be procured to supply and install the units, at a rate of approximately 10 to 15 new locations (20 to 30 units) per year. Management and maintenance will be separately procured. (See Appendix 3 Tables 3.5 and 3.6.)
- 3.17 Methodology for the Selection of Additional Sites:
- It is proposed that any new location would have to comply with the following criteria:
- Evidence of potential demand supplied by Applicant - this could include numbers of bikes currently stored within the stairwell, on street or within flats;
 - Must be within 100m of/adjacent to or outside a tenement/high rise block;
 - Must not be within 100m of an existing secure unit; and
 - Must have options on footway or road to locate the unit(s).
- 3.18 Site Considerations:
- Consideration will be given to the following site specific factors when assessing potential new locations:
- Availability of space for units on the footway or carriageway;
 - Impact on car parking;
 - Impact on footway;
 - Impact on refuse bins and collection;
 - Potential installation issues e.g. road surface, camber, protection from impact;
 - Potential demand given number of dwellings within 100m of proposed new site; and
 - Avoidance of public utilities and street furniture.
- 3.19 Consultation will be undertaken with the following:
- Residents within 100m – would seek a minimum of 50% in favour ;
 - Emergency services;
 - Community Councils;
 - Streetscape Working Group;
 - Environment (Waste - a roll-out of new waste bins is imminent and consideration will be given to a combined/simultaneous TRO process); and
 - Local area teams.
- 3.20 It is proposed that, at the end of the processes detailed in 3.17-3.19, a list of suitable locations will be available to take forward. This list will be chronological to ensure that each request is dealt with fairly.
- 3.21 After this initial consultation, the process to amend any relevant Traffic Regulation Order (TRO), if necessary, would be initiated. This would involve further public consultation.

- 3.22 It is proposed that the process to take forward up to 15 locations will be started in 2016/17. This will then be repeated in 2017/18 and 2018/19. This should ensure that there are 10-15 locations available for the installation of units in 2017/18, 2018/19 and 2019/20.

Parking in tenement stairwells

- 3.23 On street secure bike parking provides an alternative to storing cycles within tenements. However there are products available that enable bikes to be stored more efficiently within stairwells as well as storage units allowing the use of back greens for bike storage. In collaboration with the Council, Spokes have produced a factsheet on the relevant options and issues (which include keeping exit routes clear for fire safety reasons). In parallel with the roll-out covered in this report, it is proposed to consider ways to further raise awareness of and encourage take-up of products allowing more efficient bike storage in stairwells or undercover storage in back greens.

4. Measures of success

- 4.1 The success of a wider roll-out of residential bike parking is expected to result in the following benefits:
- an increase in the number of cycle journeys by residents;
 - a reduction in the number of bicycles parked within stairwells; could benefit residents in a) the event of a fire, where bikes pose an obstruction to evacuation or to entering emergency services and b) to residents who are hindered in their daily use of the stairwell; and
 - Monitoring of the usage of the bike parking and its effects would be undertaken and could potentially be included as part of any management contract.

5. Financial impact

- 5.1 The annual capital budget proposed to roll-out these units would approximately £50,000 - £75,000, depending on the outcome of the tender process and the number of units installed. This would be required in each of the 2017/18, 2018/19 and 2019/20 capital cycling budgets. There may be opportunities to seek external funding to meet some of these costs, this may include Community Links funding through Sustrans. Consultation with users and potential management and maintenance service providers indicate that the Council could meet ongoing revenue costs by making a modest monthly charge for the use of the units. This would cover the contracted day-to-day management and annual maintenance and could generate a small annual surplus which could be used to offset damage/replacement costs not covered by the contract.

6. Risk, policy, compliance and governance impact

- 6.1 There may be some objections to the loss of on-street car parking provision in a wider roll-out of the scheme. However, the trial indicated that the impact on residential permit bays can often be minimised or eliminated altogether.
- 6.2 There is a risk if the charging rate is set too high that it will result in a negative reaction and suppression of demand for the facilities.

7. Equalities impact

- 7.1 An Equalities and Rights Impact Assessment has been undertaken, and will be maintained as part of the project.
- 7.2 Requests may be received from residents with bikes that do not fit in to the units because they are specialised for a particular disability. Consideration would need to be given to providing special facilities for them if this is practical and reasonable.
- 7.3 If the charge for the bike parking is too high this may discriminate against people on low incomes. This could be mitigated through exemptions/discounts.

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. Relevant Council sustainable development policies have been taken into account and are noted in Background Reading later in this report.
- 8.2 The project will help develop and contribute towards the outcomes of the Active Travel Action Plan and Sustainable Energy Action Plan. In so doing the proposals in this report will reduce carbon emissions, increase the city's resilience to climate change impacts, and help achieve a sustainable Edinburgh.

9. Consultation and engagement

- 9.1 Stakeholder consultation was undertaken for each of the potential trial sites. This was followed by consultation with all residents/businesses within 100m of the proposed locations. The feedback from these informed the final design of the facilities. Lastly, a statutory consultation was undertaken as part of the TRO process.
- 9.2 The Streetscape Working Group was consulted throughout the development of the trial and since its implementation. They will also be consulted on all future sites as part of any future roll out.

- 9.3 Feedback on the trial was sought from local residents and users through 'before' and 6/12 month 'after' surveys (door to door).
- 9.4 Further statutory and non-statutory consultation will be undertaken as part of the proposed methodology for selecting additional sites.

10. Background reading/external references

- 10.1 [Active Travel Action Plan](#)
- 10.2 [On-Street Residential Bike Parking for Tenement Areas - report to February 2012 Transport, Infrastructure and Environment Committee](#)

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11. Links

Coalition Pledges	P45 - Spend 5% of the transport budget on provision for cyclists P50 - Meet greenhouse gas targets, including the national target of 42% by 2020
Council Priorities	CP2 - Improved health and wellbeing: reduced inequalities CP9 - An attractive city CP11 - An accessible connected city.
Single Outcome Agreement	SO2 - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health SO4 - Edinburgh's communities are safer and have improved physical and social fabric
Appendices	1. Photos of storage units 2. Results arising from trial 3. List of addresses submitted by residents for consideration for future roll out

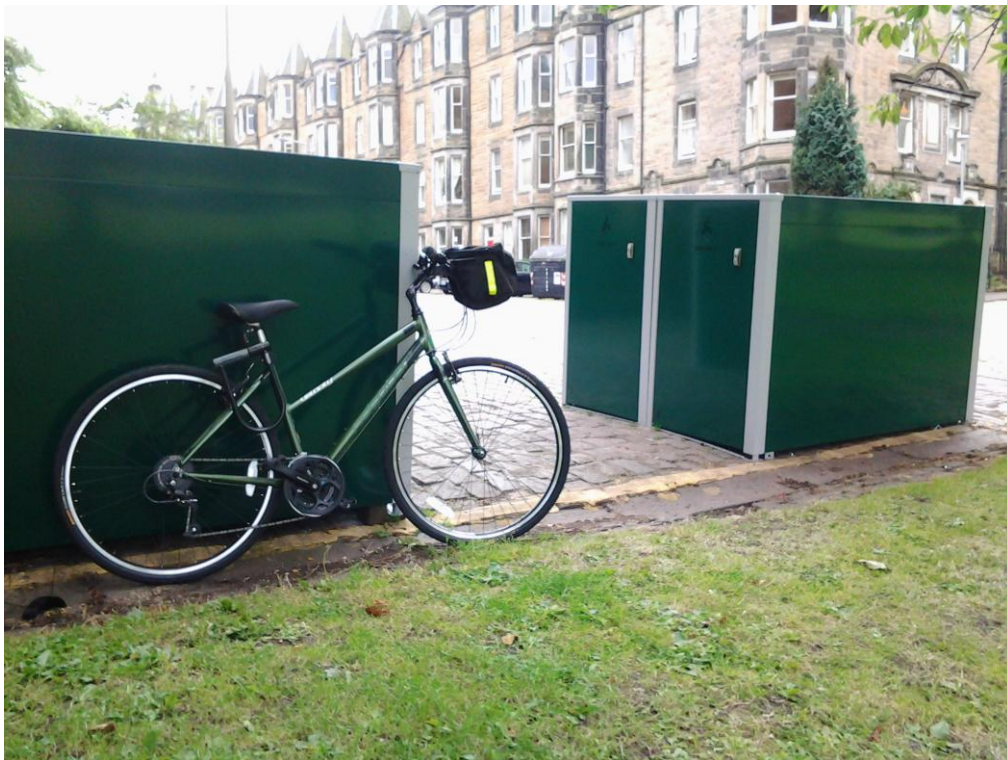
Appendix 1 - Photos of storage units

Lockers installed on 2 No locations on Warrender Park Terrace:

(Photo 1)



(Photo 2)



Roll-top units installed on South Oxford Street and Douglas Crescent:

(Photo 1)



(Photo 2)



Hinge-top unit installed on Lonsdale Terrace:

(Photo 1)



(Photo 2)



Appendix 2 - Results arising from trial

Table 3.1 Bike parking demand vs capacity

	Location	Capacity	Demand	Waiting
1	Warrender Park Terrace (Spottiswoode St)	10	39	29
2	Warrender Park Terrace (Marchmont St)	7	34	27
3	Douglas Crescent	10	18	8
4	Lonsdale Terrace	12	39	27
5	South Oxford Street	12	23	11

Table 3.2 Comparison of bicycle use for users of the scheme

Frequency of cycling	6 Month (users only)	12 Month (users only)
Every day	20%	25%
At least 3 times a week	13%	33%
Once or twice a week	23%	21%
At least 2 or 3 times a month	7%	13%
At least once a month	7%	4%
Less than once a month	30%	4%

Note: These results are calculated on a small base size and should be treated only as indicative.

Table 3.3 Local residents and users satisfaction with the aesthetics of the different types of cycle parking products

	A. Locker	B. Roll-top	C. Hinge-top
Satisfied or very satisfied	43%	82%	52%
No opinion	22%	5%	30%
Dissatisfied or very dissatisfied	36%	14%	19%

Table 3.3 Table 3.4 User satisfaction with the functionality of the different types of cycle parking products

	A. Locker	B. Roll-top	C. Hinge-top
Satisfied or very satisfied	87%	77%	80%
No opinion	13%	23%	0%
Dissatisfied or very dissatisfied	0%	0%	20%*

Appendix 3 - List of addresses submitted by residents for consideration for future roll out

- 1) Angle Park Terrace
- 2) Argyle Park Terrace
- 3) Blackwood Crescent x 5
- 4) Breadalbane Terrace x 2
- 5) Bruntsfield Avenue
- 6) Bruntsfield Terrace
- 7) Buccleugh Street x 3
- 8) Buchanan Street
- 9) Bughtlin Gardens
- 10) Causewayside
- 11) Cheyne Street
- 12) Comiston Place
- 13) Constitution Street
- 14) Craigend Park
- 15) Craighall Crescent
- 16) Dalkeith Road
- 17) Drumdryan Street
- 18) Dublin Place
- 19) Dudley Gardens
- 20) Dundas Street
- 21) Easter Road
- 22) Edina Place
- 23) Eton Terrace
- 24) Falcon Avenue
- 25) Falcon Road x 2
- 26) Ferry Road
- 27) Fingal Place
- 28) Gardeners Crescent
- 29) George IV Bridge
- 30) Gladstone Terrace
- 31) Glencairn Crescent
- 32) Glengyle Terrace

- 33) Gorgie Road
- 34) Grange Loan
- 35) Grosvenor Crescent
- 36) Harrison Gardens
- 37) Harrison Road
- 38) Henderson Row
- 39) High School Yards
- 40) Kirkhill Road
- 41) Lauderdale Street x 3
- 42) Lauriston Gardens x 6
- 43) Lauriston Park
- 44) Lauriston Place
- 45) Learmonth Terrace
- 46) Leith Links
- 47) Leith
- 48) Lennox Street
- 49) Leven Terrace
- 50) Lochrin Buildings
- 51) Lochrin Terrace
- 52) Lorne Square
- 53) Lower Granton Road
- 54) Lutton Place x 2
- 55) Magdala Crescent
- 56) Marchmont Crescent x 3
- 57) Marchmont Road x 2
- 58) Maxwell Street x 3
- 59) Mertoun Place x 3
- 60) Montgomery Place
- 61) Murdoch Terrace
- 62) Murrayfield Avenue
- 63) Old Tollbooth Wynd
- 64) Oxford Street x 2
- 65) Panmure Place x 3

- 66) Kings Road (Portobello) x 2
- 67) Portobello
- 68) Promenade Terrace
- 69) Rankeillor Street x 3
- 70) Rintoul Place
- 71) Roseburn Place
- 72) Roseneath Place x 2
- 73) Roseneath Street x 2
- 74) Roseneath Terrace x 2
- 75) Rossie Place
- 76) Sandport Street
- 77) Saville Place
- 78) Sciennes
- 79) Scotland Street
- 80) Shandon Area x 2
- 81) St Leonards Bank
- 82) St Leonards Street x 3
- 83) Summerhall Square
- 84) Tarvit Street x 3
- 85) Thirlestane Lane
- 86) Valleyfield Street x 2
- 87) Viewforth Terrace
- 88) Warrender Park Crescent
- 89) Warrender Park Road
- 90) Watertoun Road x 2
- 91) Wellington Street
- 92) West Montgomery Place
- 93) West Winnelstrae
- 94) Woodburn Terrace x 4

Transport and Environment

10am, Tuesday, 1 November 2016

Update on the Street Scene Project

Item number	7.9
Report number	
Executive/routine	Executive
Wards	All

Executive summary

In October 2014 the Transport and Environment Committee approved a new policy for trade waste, whereby trade waste receptacles could no longer be stored on public land. If businesses want their waste to be collected from public land they can only do this for one hour within set times; 9.30am – 12pm, 2pm – 4pm, 6.30pm – 11pm.

Phase One of the roll-out of the policy started in April 2015 and focussed on the City Centre (Ward 11) an update on this phase was approved in October 2015 by the Transport and Environment Committee.

This report now provides an update on Phase Two of the project which focussed on the Wards 5, 6, 7, 9, 10, 12, 13, 14, 15 and 17, outlines how the policy will be implemented including the role of the Waste Compliance Team and Environmental Wardens in ensuring business comply.

Links

Coalition pledges	P44, P49
Council outcomes	CO7, CO19, CO25, CO26, CO27
Single Outcome Agreement	SO4

Update on the Street Scene Project

Recommendations

- 1.1 It is recommended that the Transport and Environment Committee notes the content of this report.

Background

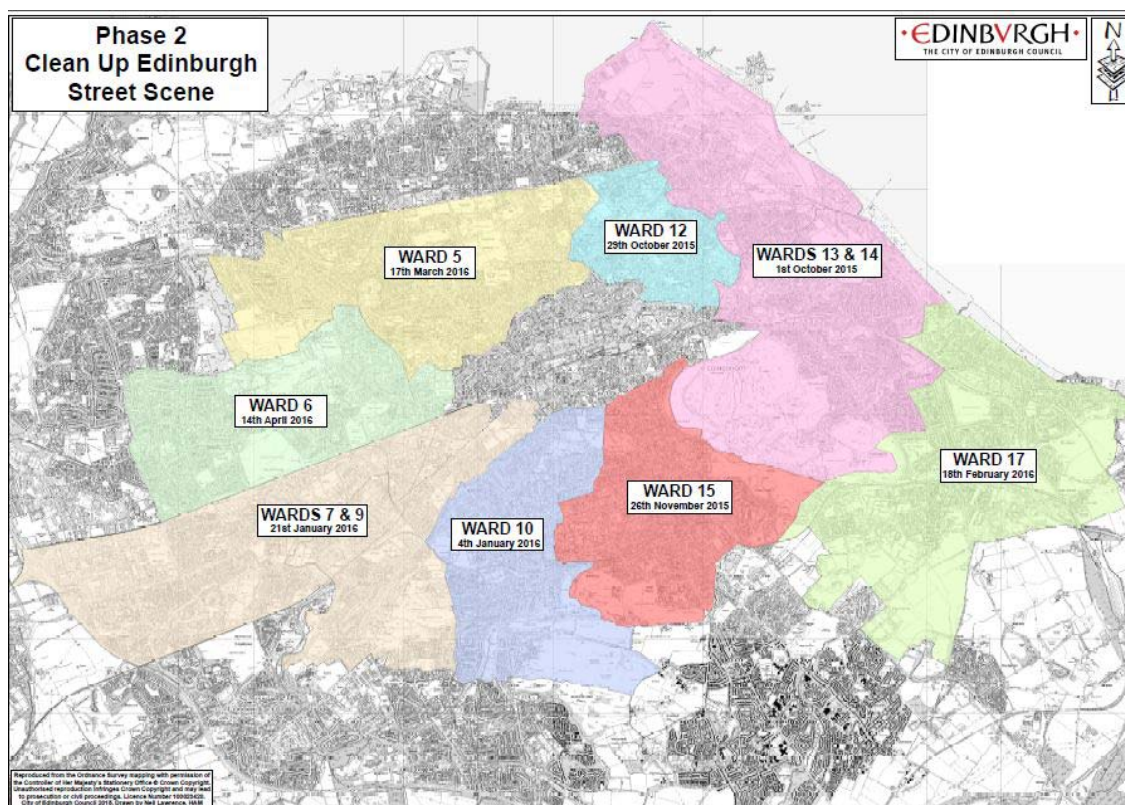
- 2.1 By 2013 hundreds of trade waste receptacles were being stored a permanent basis on the streets of Edinburgh. As well as the adverse visual impact the presence of the bins and bags also attracted gulls, foxes, and vermin, obstructed roads and footways and caused litter due to over full bins, side waste and burst bags.
- 2.2 On 29 October 2013 the Transport and Environment Committee considered a report on Trade Waste Policy Options which gave an overview of potential solutions that could be implemented to improve the management of trade waste on Edinburgh's streets. Committee approved a pilot study to trial timed window collections in three areas: Rose Street (and its lanes), Leith Walk and the High Street. A timed collection approach specifies windows of time in which businesses may place their waste onto the street for collection. Outside these times no waste is permitted on public land.
- 2.3 On the 28 October 2014 the Transport and Environment Committee considered a report on the findings of the pilot and approved a new city-wide policy to minimise trade waste stored or presented for collection on public space by introducing a timed window collection approach. The report highlighted an 80% reduction in the number of trade waste bins on public land within the pilot area.
- 2.4 The new policy stated:
 - Trade Waste containers are not permitted to be stored on public space;
 - Trade waste can only be presented for collection on public space for a maximum period of 1 hour during the following times only: 9.30am – 12pm, 2pm – 4pm, 6.30pm – 11pm;
 - Waste placed on street for collection must display the business name and collection time;
 - Waste may only be placed on the street when the business is staffed and never overnight; and
 - Waste containers must be placed as near to the edge of a business's property as is possible, whilst retaining clear pedestrian access.
- 2.5 On 27 October 2015 the Transport and Environment Committee considered a report which provided an update on the first Phase of the implementation of the new policy. Phase One, carried out over nine months, solely concentrated on the City Centre (Ward 11) where there is the highest concentration of

businesses and therefore trade waste bins stored on public land. By the end of this phase in September 2015 there were 1252 (73%) fewer trade waste bins being permanently stored on public land.

Main report

Phase Two of the implementation of the new policy

- 3.1 Phase Two covered a further 10 wards across the city (see Map 1 below). In these 10 wards there are approximately 10,000 businesses. Phase Two commenced in Wards 13 and 14 on 1 October 2015 as scheduled and proceeded on a four week rolling basis throughout the rest of the wards as planned. In each ward an audit was carried out on the number of trade waste bins on each street including details of their size the trade waste contractor that emptied them and businesses that used them. Trade waste contractors were then contacted and asked to contact their customers to put in place arrangements that would enable them to comply with the new collection arrangements. For some businesses this would mean both the storage and collection of waste and recycling containers from within the curtilage of their premises while for others waste and recycling would have to be presented on the street for collection at a specified time within one of the timed collection windows.



Map 1: Phase Two of roll-out

- 3.2 Businesses within each area were also contacted by letter and leaflet advising them of the new arrangements and trade waste bins were stickered with notices with dates by which they had to be removed. Businesses and their waste carriers were given a minimum of four weeks' notice to remove their trade waste bin from public land. During this period staff visited businesses providing advice on how to comply with the new policy and issue temporary exemptions for food and glass when required.
- 3.3 After the four week period any unauthorised bins remaining on public land were removed and the trade waste contractor to whom the bin belonged was invoiced for the cost of removal and storage.
- 3.4 All businesses were sent detailed information to help them comply with the new requirements, highlighting roles and responsibilities and illustrating good practice. Most businesses with the support of their trade waste contractor were able to comply with the policy.
- 3.5 Businesses who, after contacting their trade waste carrier, were experiencing difficulties achieving compliance were visited by a member of staff. The vast majority of these difficulties arose where businesses produced food and/or glass waste. Glass is heavy, bulky and potentially dangerous and cannot be easily collected in bags. Food waste can also be heavy and can have health and hygiene implications for prolonged storage within a business premises. In these instances an officer visited the premises to offer advice and guidance and carry out an inspection of the storage facilities. If appropriate the officer issued the business with a green exemption sticker for food and glass bins only, conditions were attached to the exemption stickers to ensure public safety by restricting the size, security and placement of each food/glass bin. In Phase Two, 270 businesses with exemption stickers for food and/or glass.
- 3.6 In the 10 wards at the start of Phase Two there were 1571 trade waste containers with a combined volume of 831,420 litres, being stored on public land on a permanent basis. At the end of Phase Two the number of bins had reduced by 1155 a reduction of 73% a similar reduction to that achieved in Phase One.
- 3.7 The visual impact of the project has been clear (see before and after photographs 1, 2, 3 and 4 below). The street cleansing teams have also reported a noticeable difference for their operations. This is particularly the case for the Night Service Street Cleaning Teams, who previously spent much of their time clearing up trade waste derived litter and spillages.
- 3.8 In March 2016 environmental charity, Keep Scotland Beautiful, recognised the success of the Council's trade waste project in improving the cleanliness and quality of the environment on public land in the capital by awarding the Council with a prestigious Local Environmental Quality Award at their annual awards ceremony.

3.9 In October 2016 the project was also shortlisted at the Scottish Resources Awards in the category of Best Litter Prevention Initiative.



Photos 1 and 2: Before and after Henderson Street



Photos 3 and 4: Before and after Sandport Street

Phase 3

- 3.10 The remaining six wards have approximately 2600 businesses between them and will form Phase Three of the project, the final phase. As the project team which implemented Phases One and Two finished in June 2016 a toolkit has been produced to allow the local Environmental Warden Teams to carry out the same process to implement the timed window collections policy and work with businesses to become compliant. Template letters and an electronic version of the Section 47 Notice have been added into APP, the management information system used by Environmental Wardens, who will also receive support from the Environmental Enforcement Co-ordinator to ensure a consistent approach across the four Localities.
- 3.11 The Wardens will continue to offer advice and guidance to businesses and issue exemptions for food and glass bins where businesses can demonstrate they do not have suitable and safe storage space.
- 3.12 Since Phase One pressure on staff resources in the City Centre Environmental Warden Team has impacted on the ability to undertaken formal enforcement actions. Some businesses have been observed presenting their waste in breach

of the new regulations. Failure to adequately enforce against these businesses is likely to lead to non-compliance and put the success of the new policy at risk. Therefore the Council's new Waste Compliance team will provide additional support in areas that have higher concentrations of businesses.

Measures of success

- 4.1 Success will be measured by:
- a) A reduction in trade waste containers stored on public land;
 - b) A reduction in complaints about the storage of waste and associated issues;
 - c) A reduction in trade waste derived street litter;
 - d) Businesses managing their waste better and recycling more;
 - e) Where trade waste is being presented on the street it is clearly labelled with the responsible business name and collection time; and
 - f) Food and glass receptacles locked, and clearly identified with the responsible business name.

Financial impact

- 5.1 A dedicated resource of two staff was allocated support to the roll out and implementation of the new policy. This came from existing resources.
- 5.2 A small budget was identified from existing resources to cover the projects Communication Plan.

Risk, policy, compliance and governance impact

- 6.1 The amendment to the Environmental Protection Act 1990 gives the Council the ability to implement controls on the periods when receptacles can be placed and when they must be removed from public land for either storage or emptying purposes.
- 6.2 There is no adverse risk, policy, compliance or governance impact from this report.

Equalities impact

- 7.1 Mobility – through improving access to public spaces by removal of trade waste and trade waste receptacles from public land the city will have safer routes free from potential obstructions and trip hazards for all pedestrians, particularly for carers with pushchairs and those with visual impairments.

- 7.2 Health - through better controlling waste there will be a decrease in burst bags, nuisance animals and smells. This will have a positive effect on the environmental health of the city.
- 7.3 Public safety - minimising threats. The storage of waste receptacles on public land has led to the creation of bin 'ghettos' in some locations in Edinburgh, blocking sightlines and fire escapes, and impacting on health and physical security. Through the reduction of large items of street clutter an open space is revealed and items which could be used to inflict harm or hide behind are removed. Drivers will have more visibility of pedestrians. With a reduction of bins comes a reduction in bin fires, nuisance animals, bins blowing over in high winds and increased access to a cleaner, safer environment is achieved. The removal will have a positive impact on access within these areas and those groups who may be more vulnerable to crime, or the fear of crime.
- 7.4 Standard of Living - cleaner streets give the impression an area is safer and more 'looked-after', this can have a positive impact on the mental health of local residents increasing their perception of safety, community, peace of mind and pride in their neighbourhood.

Sustainability impact

- 8.1 Encouraging businesses to reduce, re-use and recycle their waste will reduce carbon emissions. A robust approach to the management of trade waste will encourage businesses to take more responsibility for their waste, improving the appearance and cleanliness of the local environment and putting sustainability at the core of business operations.
- 8.2 Improving the environment and de-cluttering the streetscape will also help promote the local economy and personal wellbeing.

Consultation and engagement

- 9.1 Throughout the planning and delivery of the project meetings were held with the trade waste contractors, both as a group and individually. Regular updates have been provided to all the waste carriers who operate in Edinburgh providing information on the new policy, describing how it will be rolled across the city and discussing the implications for the waste carriers.
- 9.2 Internal consultation has been held with Locality Roads, Local Environment and Environmental Warden staff.

Background reading/external references

[Trade Waste Policy Options](#) – Report to Transport and Environment Committee 29 October 2013

[Trade Waste Pilot – Update](#) – Report to Transport and Environment Committee 14 March 2014

[Trade Waste – Pilot Evaluation and Policy Recommendations](#) – Report to Transport and Environment Committee 28 October 2014

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Links

Coalition pledges	P44 - Prioritise keeping our streets clean and attractive. P49 – Continue to increase recycling levels across the city and reducing the proportion of waste going to landfill.
Council outcomes	CO7 - Edinburgh draws new investment in development and regeneration. CO17 - Clean – Edinburgh’s streets and open spaces are free from litter and graffiti. CO19 - Attractive places and well maintained – Edinburgh remains an attractive city through the development of high quality buildings and places and the delivery of high standards. CO25 - The Council has efficient and effective services that deliver on objectives. CO26 - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives. CO27 - The Council supports, invests and develops our people.
Single Outcome Agreement	SO4 - Edinburgh’s communities are safer and have improved physical and social fabric.
Appendices	None

Transport and Environment Committee

10:00am, Tuesday 1 November 2016

Cleanliness of the City

Item number	8.1
Report number	
Executive/routine	Routine
Wards	All

Executive summary

This report provides an assessment of the cleanliness of Edinburgh's streets and open spaces using the results of CIMS surveys and data from Confirm (the environment asset management and works ordering system). The citywide CIMS score assessed by KSB in September 2016 is 71 with 92% of streets clean.

Out of 17 wards 13 achieved a cleanliness score of 67 or above, meeting the national standard for cleanliness. A further two only narrowly missed this with a score of 65. Seven of those Wards achieved 72, or above, meeting the Council's high standard for cleanliness. Ten wards achieved a percentage clean result of 95% or above and out of those three achieved a 100% clean result. A total of 507 transects were surveyed during this assessment.

This report also gives a summary of the work and initiatives being carried out by the Council to improve cleanliness at a local level, as well as information on dog fouling statistics and initiatives across the city. It also provides information on citywide cleanliness initiatives such as updates on the development of a city wide litter

Links

Coalition pledges	P44
Council priorities	CO7, CO17, CO19, CO25, CO26, CO27
Single Outcome Agreement	SO4

Cleanliness of the City

Recommendations

- 1.1 It is recommended that the Transport and Environment Committee notes the content of this report.

Background

- 2.1 A range of Performance Indicators (PI's) is used throughout the year to monitor the standard of cleanliness across Edinburgh's streets and open spaces. These PI's are addressed at alternating times throughout the calendar year, and consist of Local Environmental Audit Management System (LEAMS) surveys (three per year), Cleanliness Index Monitoring System (CIMS) assessments (quarterly), Confirm on Demand performance reports (monthly), Parks Quality Assessments (annually) and the Edinburgh People Survey (annually).
- 2.2 LEAMS, the statutory performance indicator, is structured so that all authorities carry out exactly the same monitoring programme to allow for full comparison between the results obtained. The methodology changed in 2014/15 to include a 'perception' value, and all authorities are now carrying out surveys based on the new methodology. A representative from the City of Edinburgh Council attends the LEAMs steering group discussions which are coordinated by Keep Scotland Beautiful (KSB). A total of three surveys cover a random sample of a minimum of 5% of the streets and other relevant sites. Two surveys are completed internally and KSB completes an annual validation survey.
- 2.3 An annual report on the findings and results for each local authority is prepared by KSB. The annual validation survey took place in March 2016.
- 2.4 CIMS is the method used by The City of Edinburgh Council to assess street cleanliness. KSB manages the CIMS scheme nationally and carries out four independent assessments each year. The Council has two performance targets for street cleanliness – a Cleanliness Index target score of 72 and a target of 95% of streets achieving the acceptable standard of cleanliness (i.e. those that have been assessed as grade A or B). The CIMS data has been presented in this report to reflect the Council's new Locality structure.
- 2.5 In September 2016, KSB undertook the latest CIMS independent assessment of Edinburgh's street cleanliness. Each assessment is a snapshot of the cleanliness of the streets, with a 50 metre transect surveyed from a random sample of 10% of the city's streets. Each transect is graded on the presence of litter on a scale from 'A' to 'D' as detailed in the Code of Practice on Litter and

Refuse (Scotland 2006). The following photographs depict the visual impact of an 'A' to a 'D' grade street:



Grade A These areas have no litter or refuse on the street, on the pavement, in gutters or at back lines. There were 78 (15%) Grade A streets observed within the September 2016 assessment.



Grade B These areas are clean apart from a few small items of litter. There were 389 (77%) Grade B streets observed within the September 2016 assessment.



Grade C These areas show accumulations of litter at back lines, kerbs and in between parked cars. There were 33 (7%) Grade C streets observed within the September 2016 assessment.



Grade D Streets are visibly and obviously heavily littered, with significant litter and refuse items. There were 7 (1%) Grade D assessments observed in the September 2016 assessment.

- 2.6 As part of the Council's Transformation Programme, the Council's Street Cleansing Service and Environmental Warden Service have been reviewed and will form part of the new Waste and Cleansing Service. This new department merges the Waste & Recycling Collections, Street Cleansing and Environmental enforcement functions into one service – Waste and Cleansing, with a broad remit for the cleanliness of Edinburgh. This move will enable staff from these three services to work more closely together to provide a more integrated approach to litter and waste, both at a city wide and locality level.

- 2.7 The Code of Practice on Litter and Refuse (Scotland) 2006 (COPLAR) is currently being reviewed by the Scottish Government, which includes a review of the statutory performance measure LEAMS. The Council will review its cleanliness performance measures in line with the outcome of the review of COPLAR to ensure they are used to help drive forward improvements in services.
- 2.8 The Council is also currently participating in a European Litter Monitoring Pilot being co-ordinated by Keep Scotland Beautiful. European experts from the Clean Europe Network have devised a common European tool for evaluating how clean streets are and allow comparisons with other European cities. The Council, along with a number of other local authorities in Scotland, is undertaking a series of exercises to assess the practical use of the common measurement and monitoring methodology and will provide feedback to Keep Scotland Beautiful later in the year.
- 2.9 The Confirm on Demand asset and works order management system enables real-time two way flow of information and allows enquiries from the public to be directed straight to street-cleansing staff using smart phones and tablets. A performance and information framework has been developed which allows local issues and trends to be monitored and this information can be used in tandem with CIMS results and resident surveys in order to manage resources and target campaigns.
- 2.10 Dog fouling is assessed using a variety of performance indicators, capturing information from different sources to provide a robust overview of those areas where there is a significant fouling problem and the Council's response. These indicators include the number and distribution of dog fouling complaints received, the number of Fixed Penalty Notices (FPNs) issued for dog fouling, the percentage of CIMS transects containing dog fouling and the annual Edinburgh Peoples survey results.
- 2.11 A Parks Quality Score is produced annually for each of Edinburgh's parks using the Green Flag judging criteria for all of Edinburgh's parks. These scores are compared to the Edinburgh Minimum Standard which has been developed to benchmark our parks and record how they are improving. A range of criteria is assessed including litter and dog fouling, which can provide data on the cleanliness of the city's parks.

Main report

Confirm on Demand data

3.1 The enquiries from the public logged onto the Confirm on Demand system in September 2016 are summarised in Tables 1 and 2 overleaf.

Locality	Number of enquiries received	Percentage of enquiries dealt within agreed timescale	CEC Target
North East	578	60%	85%
North West	368	45%	
South East	530	60%	
South West	375	86%	
Total	1851	60%	

Table 1: Number of enquiries logged in each Neighbourhood in June 2016 and the percentage dealt with in agreed timescale.

- 3.2 The South West Locality exceeded the target of 85% for dealing with enquiries within the given timescales. City wide the target was not met with 60% of enquiries being dealt within the given timescales.
- 3.3 There were 1851 enquiries received in September. This is a decrease of over 25% on the August figure. The three highest enquiry types were: fly-tipping (687), litter (613), and dog fouling (135).
- 3.4 Performance against target was poor in August and this has continued in the same vein in September. The shortfall in performance against target can be accounted for in part by the transition to the new management structure with responsibility for street-cleansing moving from the Neighbourhoods to the Waste and Cleansing Services which has impacted on the way enquiries are closed off within timescale. Now that the new management structure is in place performance should improve. Reconfiguration of the Confirm system to ensure that reporting lines are correct under the new structures is ongoing with a target date for the start of November 2016. Further work is also required both to web-forms and Contact Centre call handling scripts to ensure that enquiries are more accurately recorded and directed to the appropriate team for action.
- 3.5 The largest numbers of requests received were for fly-tipping/dumping (687 requests) and litter (613 requests). As part of the Waste and Cleansing Improvement Plan (subject of a separate report to this Committee) additional

resources have been deployed to deal with report of fly-tipping which has resulted in a significant decrease in the number of outstanding fly-tipping enquiries.

Enquiry type	Number of enquiries received
Dumping/fly-tipping	687
Litter	613
Dog fouling	135
Street cleaning request	126
Bin full	70
Broken glass	38
Weeds	36
Bin repair/ Replace/ Resite	28
Dead Animal	27
Graffiti (non offensive)	20
Needles	17
Spillage of fluids	15
Graffiti (offensive or racist)	14
Leaves	11
RTA	5
New litter bin request	4
Bin damaged (unsafe)	2
Bonfire clearance request	2
Flyposting	1
Total	1851

Table 2: Enquiries received by the public in September 2016

CIMS survey results

- 3.6 The results of the September 2016 CIMS survey are summarised in Table 3 below.

Locality	% streets clean	CIMS score	KSB Acceptable Target	CEC Target CIMS Score	CEC Target % Clean
North East	89	67	67	72	95%
North West	96	75			
South East	90	67			
South West	90	73			
City wide	92	71			

Table 3: Summary of September 2016 CIMS street cleanliness results

Survey date	Citywide score	
	% streets clean	CIMS
March 2015	98%	76
June 2015	95%	74
September 2015	93%	69
December 2015	97%	74
March 2016	93%	71
June 2016	95%	72
September 2016	92%	71

Table 4: Trend data for percentage of streets clean and CIMS score

- 3.7 Table 4 shows the CIMS scores and % streets clean scores from the past five surveys covering the period March 2015 to September 2016. CIMS scores can be influenced by the inclusion of a relatively small number of Grade C or D streets. However, the % streets clean figure shows the percentage of streets meeting Grade B or above and can therefore be viewed as a more accurate indicator to monitor the cleanliness of the streets throughout the city.

- 3.8 Cleanliness scores tend to show some seasonality with a slight drop in September each year. It should be noted that the CIMS score has risen from 69 to 71 between September 2015 and September 2016.
- 3.9 Out of 17 wards 13 achieved a cleanliness score of 67 or above, meeting the national standard for cleanliness, while a further two narrowly missed this scoring 65. Seven of those wards achieved 72, or above, meeting the Council's high standard for cleanliness. Ten wards achieved a percentage clean result of 95% or above and out of those three achieved a 100% clean result.
- 3.10 84% of the litter found during the survey was pedestrian related. The highest percentage of litter noted by type within the survey was smoking related litter, which was noted in 71% of the streets surveyed.
- 3.11 The highest incidence of this occurred in the South East locality, reflecting the activities in the City Centre (e.g. high number of entertainment venues). However it should be noted that all of the 72 transects that were assessed within town centres (Zone 1 areas as defined by the Code of Practice on Litter and Refuse) only four failed to achieve an acceptable standard of cleanliness. Of the 40 transects received a grade C or D (below the acceptable standard of cleanliness) 36 were in residential areas (Zones 2 and 3)
- 3.12 There were seven D grade streets surveyed in the September assessment. Two of these were in the North East Locality (Ward 12), one each in South East (Ward 16) and North West (Ward 4), and three in South West (Wards 2, 7 and 8). These were all due to accumulations of pedestrian generated litter at a number of locations.

North East Locality

Ward	% Streets Clean	CIMS Score
12	67	53
13	91	67
14	96	73
17	97	70
Overall	89	67

North West Locality

Ward	% Streets Clean	CIMS Score
1	94	77
3	100	76
4	95	69
5	100	78
6	94	73
Overall	96	75

South East Locality

Ward	% Streets Clean	CIMS Score
10	96	70
11	95	67
15	83	65
16	86	65
Overall	90	67

South West Locality

Ward	% Streets Clean	CIMS Score
2	96	83
7	75	59
8	96	82
9	100	71
Overall	90	79

LEAMS Results

- 3.13 The LEAMS results (The Statutory Performance indicator) for 2015/16 show the percentage of acceptable standard of street cleanliness at 90.1% up from 88.7% in 2015/16.
- 3.14 The report noted however that “the results in 2015/16 outline the challenges that City of Edinburgh Council face going forward upon figures attained this and last year. Whilst there are indications of progress shown in managing litter there are a number of areas where cleanliness has deteriorated.”
- 3.15 Overall 62.8% of sites surveyed has evidence of smoking related litter. This was primarily in city centre and high density residential areas. The overall score represents an increase from 53.3% compared with the 2014/15 survey.
- 3.16 In terms of the public perception of litter however it was found that 93.5% of streets would be seen as acceptable. Of the 323 open space locations audited, 23 of these (7.1%) were found to be significantly littered at Grade C. Only 1 site (0.3%) was recorded as severely littered at Grade D.
- 3.17 As has been evidenced since the inception of LEAMS auditing, the majority of litter observed on the streets and road verges of Scotland are a result of the public disposing of waste improperly. For The City of Edinburgh Council, this was also the case. However this year no evidence of business generated litter was noted in city centre locations, improving upon 2014/15 results. This was also reflected in the CIMS assessment in which no incidents of business derived litter were identified. This is probably linked to impact of the Street Scene Project which has seen the removal of trade waste bins from streets and other public land.

Dog Fouling Complaints

- 3.18 From the 1 April to 30 September 2016, there were a total of 438 dog fouling complaints received by the Environmental Wardens. This figure represents a reduction of 31% compared to the equivalent figure for 2015 which was 639.

Dog Fouling Fixed Penalty Notices (FPNs)

- 3.19 During the reporting period of 1 April to 30 September 2016, 31 FPNs were issued across all four locality areas. This compares to 32 issued in that period in 2015.

Litter initiatives and campaigns

Neat Streets Grassmarket

- 3.20 During the summer the Council joined forces with Keep Scotland Beautiful and Hubbub to trial new positive nudge interventions to tackle litter and increase civic pride through a project called Neat Streets. The campaign running from May to

September 2016 comprised of a series of interventions across three consecutive phases. These focus on local pride and sense of community, litter collection facilities and specific littering behaviours. The campaign builds on the latest thinking around behaviour change and awareness-raising.

- 3.21 Phase 1 focussed on reinforcing the sense of the Grassmarket community. 25 residents and business people featured in the 'My Street is your Street' poster campaign (Appendix 1, Photo 1), businesses were handed branded planters, brooms, badges, posters and lamp post banners were erected (Appendix 1, Photo 2).
- 3.22 Phase 2 focussed on trialling new bins for cigarette litter (Appendix 1, Photos 3 & 4) and increasing the visibility of litter bins within the Grassmarket (Appendix 1, Photos 5 & 6). The final phase focused on targeting night-time economy and Festival leaflet litter. Social media has been used extensively to promote the Neat Streets campaign. Messages promoting the cigarette ballot bins reached just under 84,000 people.
- 3.23 Keep Scotland Beautiful have developed and implemented a methodology for evaluating the short and long-term impacts of the interventions using a before and after design. The monitoring includes litter counts, litter bin sensors and surveying behaviour and attitudes. The outcomes of this project will help the Council identify the best techniques to utilise in its city-wide campaign described below.
- 3.24 On 27 October the final showcase of the Neat Streets campaign was held. Hubbub introduced the event and talked about the wider campaign, explaining the concept and the sister projects they've been running in Manchester and Birmingham over the summer. Keep Scotland Beautiful highlighted the interventions tested in the Grassmarket, explaining the premise of each of them and an indication of what they were expecting to see. A representative from the Grassmarket BID talked about partnership working from a business perspective and, finally, representatives from the City of Edinburgh Council highlighted what they had taken from the project which led into the development of the city's Our Edinburgh Campaign.

Our Edinburgh – anti litter campaign

- 3.25 The Council has developed an anti litter campaign, Our Edinburgh, which uses a number of techniques and approaches to encourage residents and visitors alike to dispose of their litter responsibly, raise awareness of the problems litter causes and highlight the hard work of the Council's street cleaning teams. The focus of this campaign is to promote pride in our city.
- 3.26 The Council launched the first phase of the campaign during the festival period in August when visitor numbers swell and there is an increased volume of waste and litter, particularly in the city centre. The campaign adopts a humorous approach 'we'll bin our jokes, if you bin your litter'. It uses a number of techniques and tools including street interventions, digital media and high profile

street advertising. Evaluation will be based on litter tonnage, social media reach and media coverage.

- 3.27 Litter bins in the city centre which carried anti-littering campaign messages saw an increase in the number of collections needed by 48% and a 52% increase in the amount of litter they collected during August. This compares to non-vinyled bins in the city centre which saw a 24% increase in the amount of litter collections needed and a 25% increase in the amount of litter they collected during the same time period. The vinyls have been kept on bins following the festival period and continue to out perform non-vinyled bins.
- 3.28 Campaign messages had a reach of over 400,000 on the Council's own social media accounts, and in addition was promoted and shared by other organisations, users and celebrities, with positive media coverage of interventions, particularly the cigarette butt voting bins.
- 3.29 Work is underway to plan further phases of the campaign and roll it out to other parts of the city.

City wide implementation of Trade Waste Strategy

- 3.30 Phase 2 of the Street Scene Project was completed at the end of June 2016 as planned and a separate report is being made to Committee outlining the results of this project. The success of this project in helping to more or less eliminate litter from trade waste bins and sacks can be seen in both the CIMs and LEAMS results.

Litter bin sensor trials

- 3.31 A pilot is currently being trialled using approximately 350 litter bin sensors on one collection route of street litter bins. For 11 months the sensors have been used to provide accurate fill levels of street litter bins and have allowed the generation of a collection route based upon those bins that are 80% full or more at 5am every day.
- 3.32 A further trial recently began using "smart plans" and in cab technology. The sensors are capable of generating a dynamically routed collection service based upon those bins that are 80% full or those bins that are predicted to be 80% full over the next 24 hour period and sending this to an in cab device where the drivers will follow the route via satellite navigation, turn by turn, bin by bin. This is expected to deliver higher levels of efficiency.

Continued support for Community Action

- 3.33 Waste and Cleansing Services continues to provide support to individuals and organisations who seek to develop community based clean up activities as an

educational and behavioural change tool. Support includes advice, equipment, promotion and uplift and disposal of waste.

- 3.34 September has seen several community clean up activities including the Royal Mile, organised by Sandeman's Tours which attracted approximately 40 participants, and one organised in the Leith Walk Ward organised by Councillor Donaldson.
- 3.35 In the 2016/17 year to date, 1,719 people have been registered with Keep Scotland Beautiful as having taken part in a clean up activity across 79 events in Edinburgh, although it should be noted that not all activities will have been recorded via Keep Scotland Beautiful.
- 3.36 It is also worth noting that the *Leithers Don't Litter* community led litter campaign recently received the Chartered Institute of Waste Management's Scottish Resources award for the Best Litter Prevention Initiative.

Measures of success

- 4.1 To achieve the national standard of cleanliness CIMS score of 67 as a minimum in all areas.
- 4.2 To achieve a city wide targets of a CIMS score of 72 and 95% of streets assessed as being of an acceptable standard of cleanliness.
- 4.3 To meet 85% of customer enquiries responded to within agreed timescales.
- 4.4 To achieve increased levels of resident satisfaction.

Financial impact

- 5.1 There is no financial impact from this report.

Risk, policy, compliance and governance impact

- 6.1 There is no risk, policy, compliance or governance impact from this report

Equalities impact

- 7.1 The achievement of high cleanliness standards throughout the city fosters good relationships between the Council and residents through the provision of high quality services. It can also lead to safer routes free from potential obstructions and trip hazards for all pedestrians, particularly those with visual impairments.

Sustainability impact

- 8.1 All street scene waste is screened to remove recyclable materials prior to disposal, to reduce the amount of waste going to landfill. The current rate of recycling achieved from street scene waste is 30%.

Consultation and engagement

- 9.1 Where local anti-litter initiatives and projects are delivered, such as community cleans ups, we always seek to engage with local community groups and stakeholders to deliver a successful result.

Background reading/external references

www.keepsotlandbeautiful.org

[2014 Edinburgh People Survey](#)

[Keep Scotland Beautiful Eco Schools](#)

[Zero Waste Scotland National Litter Strategy](#)

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Links

Coalition pledges	P44 - Prioritise keeping our streets clean and attractive.
Council priorities	CO7 - Edinburgh draws new investment in development and regeneration.
	CO17 - Clean – Edinburgh’s streets and open spaces are free from litter and graffiti.
	CO19 - Attractive places and well maintained – Edinburgh remains an attractive city through the development of high quality buildings and places and the delivery of high standards.
	CO25 - The Council has efficient and effective services that deliver on objectives.
	CO26 - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.

Single Outcome Agreement

Appendices

CO27 - The Council supports, invests and develops our people.

SO4 - Edinburgh's communities are safer and have improved physical and social fabric.

Images from Neat Streets Grassmarket

Appendix 1



Photo 1: My Street is Your Street poster



Photo 2: Lamp post banner



Photo 3: Cigarette ballot bin



Photo 4: Cigarette concertina bin



Photo 5: Double bin wrap



Photo 6: Single bin wrap



Photo 7: Leither's don't litter bin sticker

Transport and Environment Committee

10:00am, Tuesday, 1 November 2016

Delivering Air Quality

Item number	8.2
Report number	
Executive/routine	Routine
Wards:	All

Executive Summary

Poor air quality results in significant health costs. The Scottish Government is committed to improving air quality across the country. This report sets out a course of action that can be initiated to support the Council's and government's objectives for cleaner air.

The report also lists some headline outcomes from the Annual Air Quality Monitoring Report, details of which will be reported to the Transport and Environment Committee's meeting in January 2017.

Links

Coalition pledges	P51
Council priorities	CP2
Single Outcome Agreement	S02

Delivering Air Quality

1. Recommendations

- 1.1 It is recommended that Committee notes the contents of this report and agrees the course of action as below;
 - 1.1.1 The development of a positive promotion of air quality issues to improve public understanding, including publicising air quality information sourced from the air quality monitoring stations;
 - 1.1.2 The broadening of the Future Transport Member-Officer Working Group's remit to oversee a joined up strategy approach to air quality, transport and spatial planning; and
 - 1.1.3 The investigation of the potential benefits of using a Low Emission Zone (LEZ) and /or Clean Air Zone (CAZ) approach in Edinburgh.

2. Background

- 2.1 The UK and Scottish Governments are committed to improving air quality. A recent report from the University of the West of England, identifies that cars, buses and lorries are the main cause of air pollution in 95% of those cities in the UK where the air is classed unfit to breathe. Additionally, the report states that pollution is estimated to shorten the lives of more than 50,000 people a year. This is far higher than the number of deaths caused by traffic accidents (1,713 in 2013) and reflects the general prevailing situation across the UK where air quality is a secondary consideration compared to road safety.
- 2.2 The Scottish Government has emphasised the importance of air quality in its policy document Cleaner Air for Scotland (CAFS). This document sets out a five year plan of how to achieve full compliance with EU air quality legislation.
- 2.3 CAFS contains a vision that states that "Scotland's air quality will be the best in Europe". Its mission is "To protect and enhance health, wellbeing, environment, placemaking and sustainable economic growth through improved air quality across Scotland."

- 2.4 To support CAFS delivery, a governance group has been created. This includes a number of local authority representatives; in particular Environmental Health Officers, Heads of Planning (HOPS) and Chief Transport Officers (SCOTS). A letter has been sent from the Scottish Government to all local authority Chief Executives advising of the group and promoting cross-professional working at a local authority level to deliver local solutions.
- 2.5 There are multiple benefits in having cleaner air and in the UK, the health impacts of poor air have been estimated at £15 billion per year. The total economic cost of air pollution in the UK may be as much as £54 billion per year.
- 2.6 Scotland has different, more demanding, air quality targets than England for particles (PM₁₀ and PM_{2.5}).
- 2.7 Edinburgh has been measuring air quality since 1999. Individual years' measurements can be affected by such factors as weather and road works, so the conclusions drawn from analysis need to be in the context of a time series and need to be qualified. However, trends across the city show a general improvement in both NO₂ and PM₁₀ concentrations.
- 2.8 The Council's Single Outcome Agreement SO2 focus is on improved health and wellbeing. Policy priority coalition pledge P51 contributes to the delivery of this outcome through the investigation of potential low emission zones.

3. Main report

- 3.1 Details of the Annual Air Quality Monitoring for 2015/16 and progress with measures in the Air Quality Action Plan will be reported to the Transport and Environment Committee, in January 2017, following the verification of data by the Scottish Government. An indication of the trends can be found in Appendix 1 and, at this stage, the following summary can be drawn from the monitoring data:
 - 3.1.1 Monitoring results for nitrogen dioxide show that the annual mean standard continues to be breached within 4 out of 5 Air Quality Management Areas (AQMA) in Edinburgh. The exception to this is Great Junction Street which just meets the standard of 40µg/m³.
 - 3.1.2 All existing AQMA continue to be required.
 - 3.1.3 A new monitoring location at Duke Street is close to breaching the standard and monitoring will continue here and at other locations across the city where concentrations indicate potential breaches.
 - 3.1.4 Monitoring results for PM₁₀ meet the tighter Scottish targets except for the monitoring location at Salamander Street. Evidence suggests that activities regarding the handling and storage of open materials at and adjacent to Leith Docks are a contributory factor to the higher concentrations.

- 3.1.5 The Scottish Government and SEPA have advised the Council that an AQMA will be required for non-compliance of PM₁₀ Scottish targets at Salamander Street.
- 3.1.6 Concentrations of PM₁₀ are going down.
- 3.1.7 Concentrations of NO₂ in the AQMAs are going down.
- 3.2 Contrary to what is often reported in the media, much progress is generally being made. It is important to communicate the information to the public accurately and to raise public awareness of this issue. The eight air quality monitoring stations producing real time data could be made public at a number of roadside locations in the city. Consideration will be given as to how best to publicise this in a positive way.
- 3.3 The Scottish Government appreciates that addressing issues of air quality requires different multi-disciplinary and partnership working. Communities, businesses and national and local government bodies all have a role to play. Local authorities are well placed to act through their transport, planning, environment and sustainability responsibilities as well as through their ability to coordinate and influence the actions of others.
- 3.4 The National Low Emission Framework is being designed to enable local authorities to develop a range of air quality improvement options – largely related to transport. This allows for the development of Low Emission Zones (LEZs) and Clean Air Zones (CAZs), as well as other regulation schemes.
- 3.5 The Scottish Government is keen to promote these options and Edinburgh is well placed to demonstrate leadership in air quality.
- 3.6 Transport priorities in supporting active travel by putting pedestrians and cyclists first and seeking a change in modal split will have a long term impact on air quality. At the same time as reducing the number of cars on the road, it increases the public demand for cleaner air as more people walk and cycle.
- 3.7 A number of measures within the current Air Quality Action Plan are also being pursued by the Council. For example, promoting cleaner public transport via a voluntary means and the adoption of a fleet efficiency recognition scheme ECOSTARS Edinburgh, which provides best practice to operators of goods vehicles, buses and coaches whose fleets regularly serve the Edinburgh area.
- 3.8 The emphasis on a holistic approach to air quality can be supported through governance structures. To help ensure that programmes and outcomes are aligned to maximise effectiveness, it is intended to put in place a strategic level of governance through the Future Transport Member-Officer Working Group that links air quality to planning and transport issues.

- 3.9 It is important to ensure best practice is followed and that opportunities are taken to learn from other places. For instance, the Mayor of London is taking the lead in addressing matters of air quality and there may be lessons that Edinburgh can take from London's approach. Transport Scotland has already met with Transport for London regarding options for the development of LEZs.
- 3.10 By way of future delivery of air quality improvements in Edinburgh, it is recommended that the following actions be considered:
- 3.10.1 The development of a positive promotion of air quality issues to improve public understanding, including publicising air quality information sourced from the air quality monitoring stations;
- 3.10.2 The broadening of the Future Transport Member-Officer Working Group's remit to oversee a joined up strategy approach to air quality, transport and spatial planning; and
- 3.10.3 The investigation of the potential benefits of using a LEZ and/or CAZ approach in Edinburgh.

4. Measures of success

- 4.1 CAFS identifies Key Performance Indicators (KPIs) in delivering the government strategy for cleaner air. They relate for the most part to quantitative improvements in levels of pollutants. A Scottish Air Quality Indicator will be produced to inform the development of KPIs. This report is not seeking such specific outcomes – so a more appropriate measure at this stage would be the consideration and adoption of the recommendations set out in para 3.10.

5. Financial impact

- 5.1 There is minimal financial impact relating to this report. Financial support will be available from the Scottish Government in the event that a LEZs or CAZ is taken forward. There will be minimal costs involved in a visit to London.

6. Risk, policy, compliance and governance impact

- 6.1 The European Commission launched infraction proceedings against the UK Government (Member State) for breach of nitrogen dioxide Limit Values under the EU Air Quality Directive. The European Commission allowed an extension until 1 January 2015 for compliance of the Edinburgh Urban area. However, the Scottish Government has indicated that it would not seek to pass on any fines to Local Authorities which are imposed by the EU on the UK Government.

7. Equalities impact

- 7.1 This report is a statement of facts regarding ambient air quality measurements and sets out a course of action that the Council can initiate to support the government's objectives for cleaner air. Therefore, a full equalities impact is not required. The contents have no negative impacts on the Public Sector Equality Duty of the Equality Act 2010.

8. Sustainability impact

- 8.1 The content of this report is a statement of facts and does not in itself promote any environmental impact.

9. Consultation and engagement

- 9.1 None required at this stage.

10. Background reading/external references

- 10.1 None

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Contact: Will Garrett

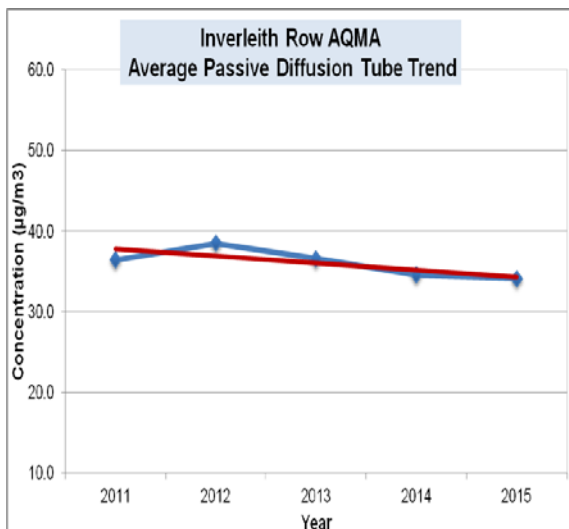
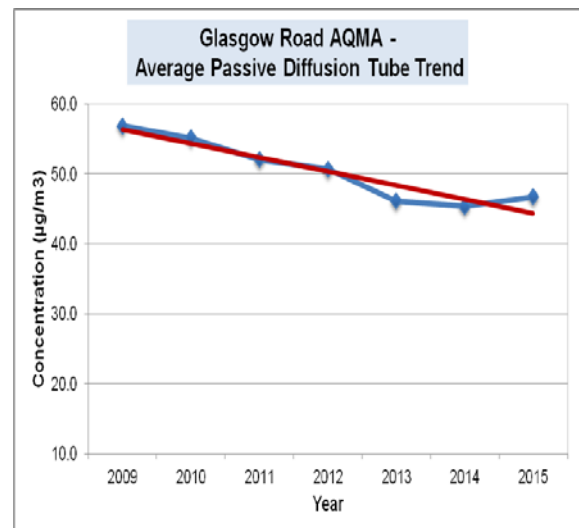
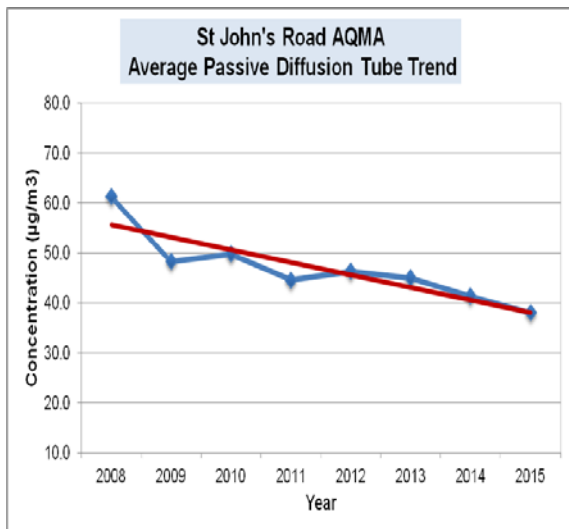
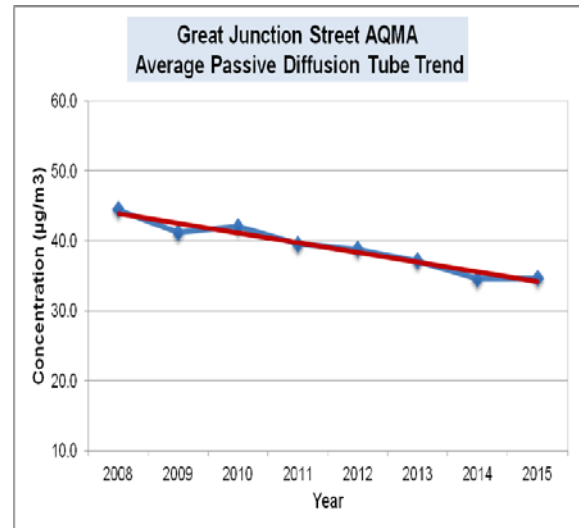
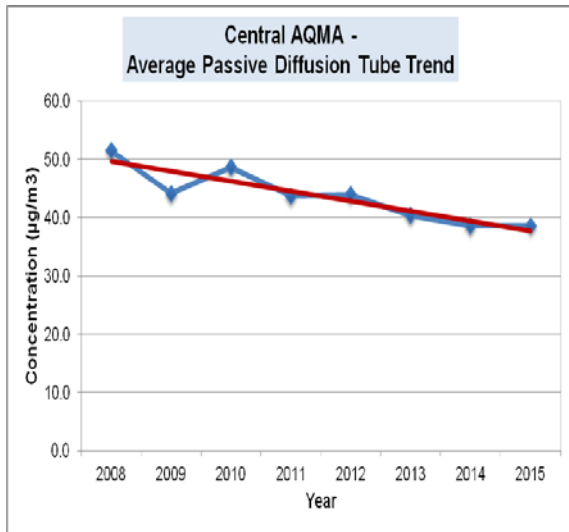
E-mail: will.garrett@edinburgh.gov.uk | Tel: 0131 469 3636

11. Links

Coalition Pledges	P51 – Investigate the possible introduction of low emission zones
Council Priorities	CP2 – Improved health and wellbeing: reduced inequalities
Single Outcome Agreement	SO2 – Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health
Appendices	Appendix 1 Trend Summary of 2015 Annual Data

APPENDIX 1 – TREND SUMMARY OF 2015 ANNUAL DATA

Nitrogen Dioxide Trends within the Air Quality Management Areas (AQMAs)

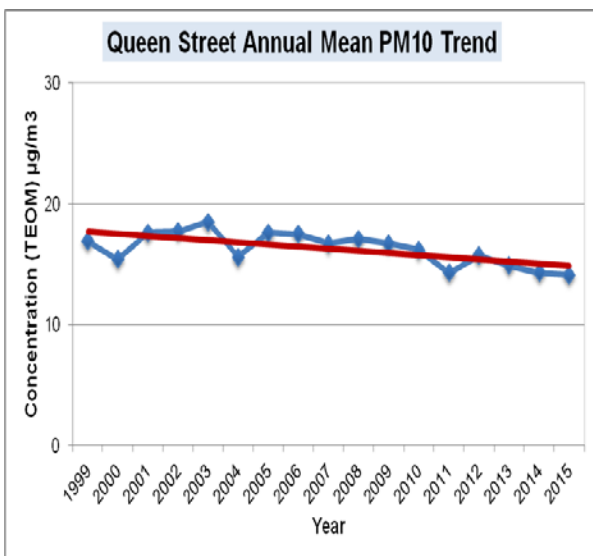
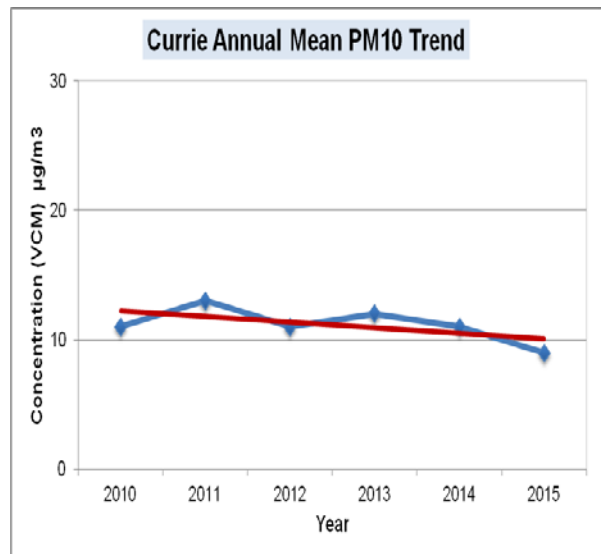
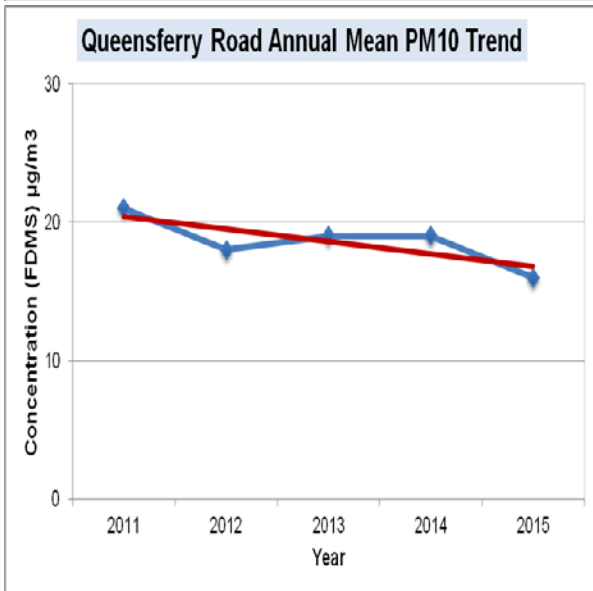
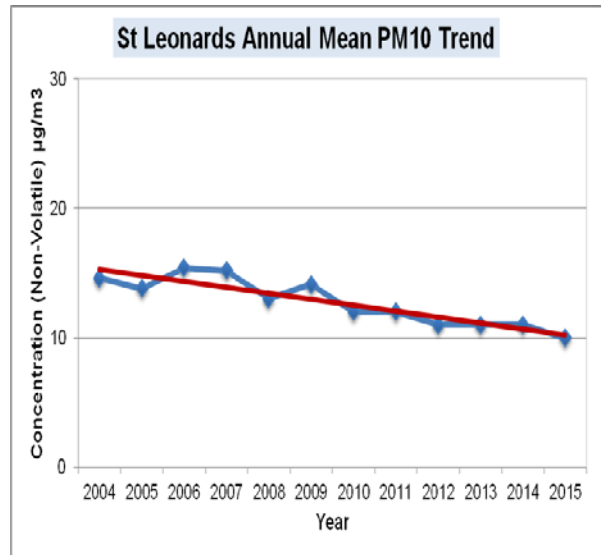
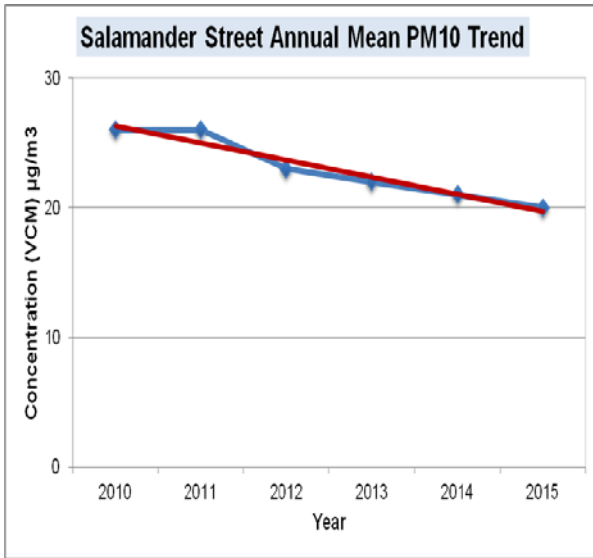


Summary of the locations where 2015 monitoring results are at or exceed the Annual Mean Nitrogen Dioxide Objective (40µg/m³)

Site ID	Site Address	% Data Capture	Annual Mean * (µg/m ³)
Central AQMA			
76b	Angle Park Terr 74	100	46
48c	Cowgate Blackfriars	67	41
48e	Cowgatehead 2	50	44
79d	Dundee St/Yeaman	75	42
25	Easter Road	42	40
37a	Grassmarket 41	58	43
74g	Leith Street	75	49
67	London Rd/Earlston	58	42
81	London Rd/E.Norton	100	50
69	London Rd/Wolseley	92	43
70	London Rd/Wolseley	100	44
135	Nicolson Street 69	100	46
47	Princes St Eastbound	100	42
24	Princes St / Mound	83	42
144	South Bridge 59	83	44
141	South Clerk St 84	83	40
3b	Torphichen Pl 1	83	42
3	Torphichen Pl	100	45
2	West Maitland St	100	42
28d	West Port 42	83	52
28c	West Port 50	83	46
28b	West Port 62	83	58
Glasgow Road AQMA			
16	Glasgow Road 68	100	40
15	Glasgow Rd Newbridge	100	40
58	Glasgow Rd Newbridge	100	45
Great Junction St AQMA			
29c	Bernard Street/PS	100	40
St John's Road AQMA			
ID5	St John's Rd (Auto)	89	65
1d	St John's Rd 131	100	46
Inverleith Row AQMA			
55	Inverleith/Ferry Rd	100	41
Outwith any AQMA			
30f	Duke Street	92	40
64	Queensferry Rd 550	92	48

* Bias Adjustment Factor for Passive Diffusion Tube data = 0.76

PM₁₀ Trends at Air Quality Monitoring Stations*



* Monitoring commenced at Glasgow Road in 2012. To date there is insufficient data to undertake a trend analysis (a minimum of five years is required). Monitoring of PM₁₀ will commence at St John's Road in January 2017.

Transport and Environment Committee

10.00am, Tuesday, 1 November 2016

Cammo Estate: Local Nature Reserve Declaration

Item number

Report number

Executive/routine

Routine

Wards

Almond

Executive Summary

This informs Committee of the results of a consultation exercise on proposals to declare Cammo Estate as a Local Nature Reserve and the subsequent declaration of Cammo Estate as Local Nature Reserve. The Council's legislative power to declare Local Nature Reserves is also outlined.

A Local Nature Reserve (LNR) is an area of land declared under Section 21 of the National Parks and Access to the Countryside Act 1949, by a local authority, for its special nature interest and/or educational value.

The final stages of the declaration process will take place during November. A notice of declaration will be published and certified copies of the declaration placed in local libraries, the Drumbrae Hub and at the Planning and Building Standards reception. Local press and web sites will be used to advertise that the certified copies are available for inspection.

Links

Coalition Pledges

[P48](#)

Council Priorities

[CO19](#)

Single Outcome Agreement

[SO2](#) [SO4](#)

Cammo Estate: Local Nature Reserve Declaration

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 notes the findings of the consultation exercise seeking views on proposals to declare Cammo Estate as a Local Nature Reserve;
 - 1.1.2 notes the declaration of Cammo Estate Local Nature Reserve will take place in November with certified copies of the declaration available for public inspection; and
 - 1.1.3 refers the report to Planning Committee for information.

2. Background

- 2.1 Local authorities possess statutory powers to set up and manage Local Nature Reserves (LNRs), under Section 21 of the National Parks and Access to the Countryside Act 1949.
- 2.2 On 3 June 2014, the Transport and Environment Committee agreed to consult on the declaration of Cammo Estate as a Local Nature Reserve.
- 2.3 The designation of Cammo Estate as an LNR accords with the Council's Scottish Biodiversity Duty and is included as an action within the Edinburgh Biodiversity Action Plan 2016-18.
- 2.4 Cammo Estate lies to the north-west of the City and is within the North West Locality. The proposed LNR covers 39 hectares in size and comprises a mosaic of farmland, semi-improved grassland, broadleaved woodland and ponds.
- 2.5 Cammo Estate is in the ownership of the City of Edinburgh Council and is managed by the Forestry and Natural Heritage Service.

3. Main report

- 3.1 Local Nature Reserves (LNR) are areas of high natural heritage interest, which are not just protected but are also managed and improved, with the conservation of nature as a priority concern. In recent years, community participation, education and informal recreation have also become established as desirable management objectives.

- 3.2 In order to meet the legislative requirements of the 1949 Act, it is essential that a proposed LNR meets eight requirements set out below.
- 3.2.1 It should consist of land (interpreted to include foreshore above low-water mark of ordinary spring tides or inland waters).** Cammo Estate is a rural park comprising farmland, semi-improved neutral grassland, semi-natural broadleaved woodland, plantation woodland and ponds. The proposed boundary of the site is included at Appendix 1.
- 3.2.2 It should be managed.** Cammo Estate is managed by the Council's Forestry and Natural Heritage Service.
- 3.2.3 It should provide special opportunity for the study and research of British flora and fauna and the conditions in which they live, and the study of earth sciences interest in the area; and/or preserve the special natural or earth science interest in the area.** Biodiversity and conservation interest in Cammo Estate is high with several educational and health improvement establishments using the site on a regular basis.
- 3.2.4 It should consist predominantly of British flora and fauna.** Cammo Estate contains protected mammal species, a high number of bird species for its size and two locally notable plant species.
- 3.2.5 It should have the study and research into, or preservation of nature or the earth sciences as a priority objective and not as an incidental land management consideration.** Environmental education, promotion for research and preservation of heritage, all feature heavily in the management objectives of Cammo Estate.
- 3.2.6 It should lie in the jurisdiction of the local authority concerned.** Cammo Estate lies to the north-west of the City and is within the North West Locality.
- 3.2.7 It should be owned or leased by the local authority concerned, or under an agreement from the owner or tenant.** Ownership of Cammo Estate was transferred to the City of Edinburgh Council, in 1979, from the National Trust for Scotland.
- 3.2.8 It should be the subject of consultation with Scottish Natural Heritage.** Scottish Natural Heritage has been consulted on the proposal and is in favour of declaration.
- 3.3 In the Second Proposed Local Development Plan, the site is designated as a Local Nature Conservation Site. It is surrounded to the north by the environs of the River Almond and some low density housing, to the west by farmland, to the south-west by Turnhouse Golf Course and to the south by farmland. To the east, the site abuts the established residential area of Cammo and to the south-east lies the greenfield land identified for new housing in the Second Proposed Local Development Plan (HSG20). If this site is developed, green networks connections will be created through the housing site. Together with enhanced off-site links, this will improve connectivity to Cammo Estate from wider residential areas lying to the east.
- 3.4 The site is managed by the Council as a publicly accessible, natural greenspace. The Forestry and Natural Heritage Service has produced a 10 year management

plan for the site up to 2020. An advisory group for the management of Cammo Estate is in place with membership consisting of councillors, council officers, and representatives of the Cramond Association, the Friends of Cammo Estate and the National Trust for Scotland.

- 3.5 The involvement of local people is vital to the success of any LNR. The Cammo Advisory Group is in favour of the declaration of Cammo Estate as an LNR, however, in order to gain the views of the wider community, and following approval by committee in June 2014, a consultation exercise was due to commence. However, negotiation concerning the sale of Cammo Home Farm, which sits within the estate boundary and within the Council's ownership, resulted in delays due to the uncertainty over the final LNR boundary. The farmhouse and outbuildings were finally sold in 2016 enabling the consultation process to proceed. During June 2016, a consultation exercise was undertaken by the Council's Forestry and Natural Heritage Service.
- 3.6 The consultation included information made available at the Dumbrae Hub and Cammo Lodge, at Cammo Estate and an online consultation. In total 95 responses were received consisting of 50 through the online Consultation Hub, two from the Dumbrae Hub and 43 from Cammo Lodge. Of these 94 were in favour of declaration with one against. Scottish Natural Heritage also supported the declaration.
- 3.7 The main issues raised during the consultation were:
 - 3.7.1 Improvements to biodiversity;
 - 3.7.2 Improvements to infrastructure;
 - 3.7.3 Additional protection of the site for future generations to enjoy;
 - 3.7.4 The importance of the area in terms of providing natural vegetation to help filter the air which was particularly important given the high levels of air pollution in nearby local areas; and
 - 3.7.5 Concerns that the original designed landscape and historical features of the Estate are missing due to fragmentation e.g. the Old Portugal Garden area and the Water Tower.
- 3.8 The matters raised under points 3.7.1 to 3.7.3, all relate to key objectives of the management plan and will be given appropriate consideration by the Advisory Group.
- 3.9 The issue raised at 3.7.4, concerns local air pollution. The levels of (NO₂) and particles (PM₁₀) measured along Queensferry Road comply with Scottish Government Targets at relevant receptors e.g. the facade of residential property. There is a very small localised area that does not comply, which will be subject to further investigation.
- 3.10 The issue raised at 3.7.5, regarding the potential to include original Estate features such as the Water Tower and Portugal Garden as part of the LNR is acknowledged. However, these areas which are to the north and west of the proposed LNR

boundary have been lost from the original Estate due to road construction and fragmentation through private purchase. It is possible to enter into agreements with landowners to manage areas under private ownership as LNRs. However, the inclusion of these particular areas would require a considerable amount of time in negotiations and then investment to bring them up to acceptable standard. An assessment would also need to be undertaken to determine if these areas meet the criteria for LNR status. Therefore, it is considered appropriate to proceed with maintaining the area currently owned and managed by the Council as the LNR boundary, at this time.

- 3.11 Based on the overall positive outcome of the consultation exercise, it is proposed that Cammo Estate is declared an LNR. The final stages of the process will take place during November. According to the Act, the final stage requires a notice of declaration to be published “in a manner which appears best suited to informing the persons concerned”. In this instance, this will include placement of certified copies of the declaration in local libraries, the Drumbrae Hub and at the Planning and Building Standards reception. The fact that these copies are available for inspection will be advertised in the local and community press and on site notices boards. It will also be advertised electronically on Edinburgh Outdoors and Tell Me Scotland.
- 3.12 A launch event to celebrate the declaration and raise public awareness of the LNR will be planned for spring 2017. An article will also be produced for Scottish Natural Heritage’s LNR Bulletin.

4. Measures of success

- 4.1 The measure of success is the support of the local community to declare Cammo Estate as an LNR, followed by the formal declaration of Cammo Estate as an LNR in November 2016.

5. Financial impact

- 5.1 There are no financial implications to the declaration of Cammo Estate as an LNR as all management works will be carried out under existing budgets.
- 5.2 Declaration of the site as an LNR may provide opportunity to apply for additional funds from grant aiding bodies such as the Heritage Lottery.

6. Risk, policy, compliance and governance impact

- 6.1 There are no risk, compliance or governance impacts identified.
- 6.2 The declaration of Cammo Estate is supported by the Cammo Estate Management Plan and the Edinburgh Biodiversity Action Plan 2016 -18.

7. Equalities impact

- 7.1 There are no predicted impacts on rights and equality.
- 7.2 The aim of LNR declaration is to enhance and manage Cammo Estate for the benefit of both people and biodiversity. This has the potential to improve the quality of life, improve health and wellbeing, provide environmental education and volunteering opportunities, and supports sustainable communities.

8. Sustainability impact

- 8.1 The impacts in relation to the three elements of 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 and are noted at Background Reading later in the report.
 - 8.1.1 The proposals in this report will have a neutral impact on carbon emissions. Carbon emissions will neither increase nor decrease during the process of LNR declaration. It may be worth noting however that the management of the grasslands on site as traditional meadows may increase carbon sequestration.
 - 8.1.2 The proposal in this report will increase the city's resilience to climate change impacts because it will increase the protection of semi-natural green space.
 - 8.1.3 The proposals in this report will help achieve a sustainable Edinburgh because they will give people the opportunity to enjoy the natural environment, delivering benefits to health, education and well being to those that visit the LNR.
 - 8.1.4 Economic well-being is not considered to impact on the proposals in this report because overall the LNR will be used by and involve those already living locally. There may occasionally be visitors or tourists from further afield but their impact on the local economy, due to low numbers, would be very limited.
 - 8.1.5 The proposals in this report will help achieve a more sustainable Edinburgh because it will increase the protection of a site positively managed for biodiversity and public enjoyment.

9. Consultation and engagement

- 9.1 Throughout June 2016, a public consultation was undertaken by the Forestry and Natural Heritage Service. The conclusion from the consultation was that there was considerable support for the declaration of Cammo as an LNR.
- 9.2 The Council has ongoing engagement with the local community through its partnership arrangements with the Cammo Advisory Group and the Friends of Cammo Estate.

10. Background reading/external references

[Local Nature Reserves in Scotland: A Guide to their Selection and Declaration](#)

[Cammo Estate Management Plan 2011-2020](#)

[Edinburgh Biodiversity Action Plan 2016-18](#)

[Resilient Edinburgh Climate Change Adaptation Framework 2014-2020](#)

[Sustainable Energy Action Plan](#)

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Contact: David Kyles Natural Heritage Officer

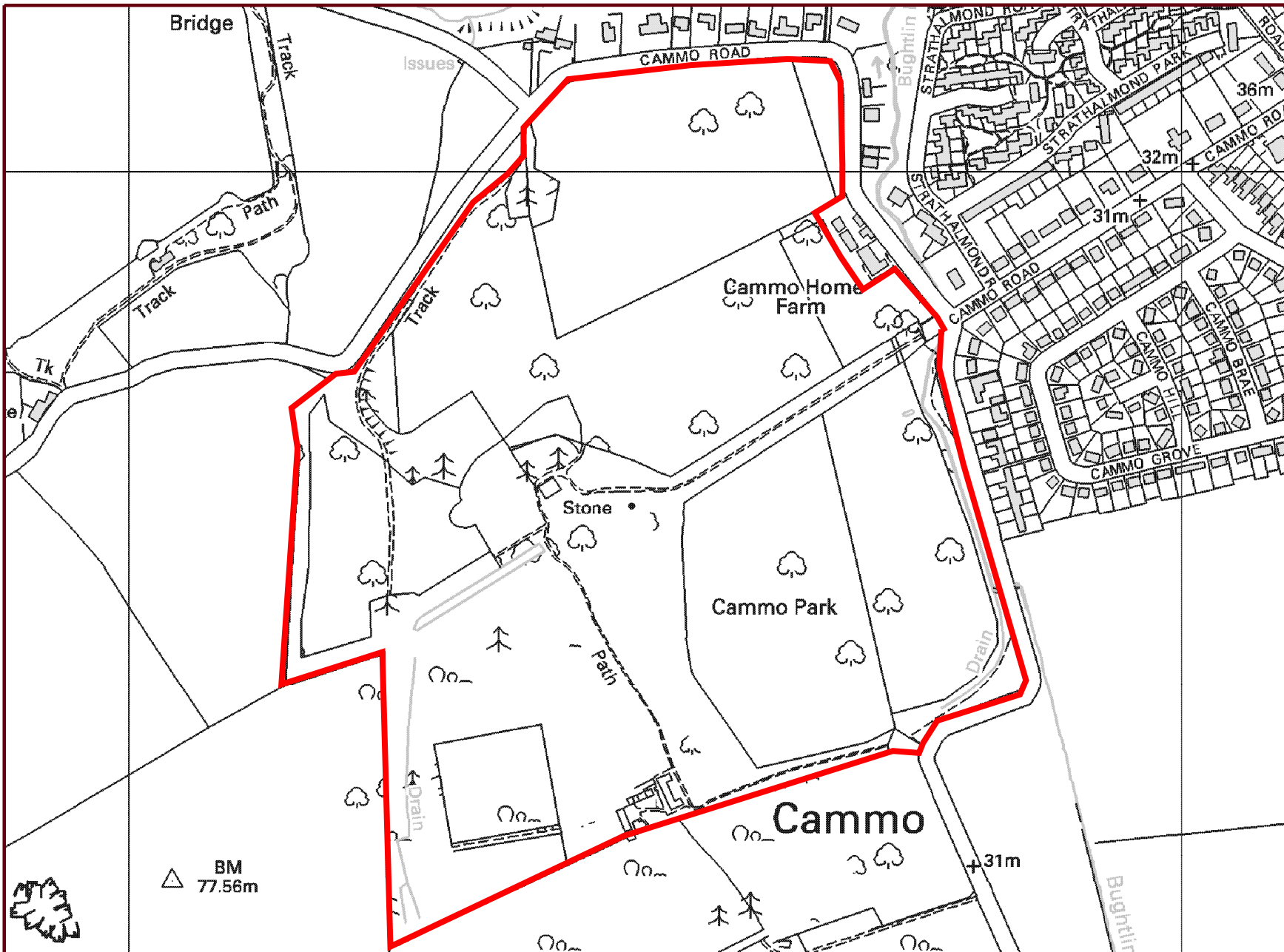
E -mail: David.kyles@edinburgh.gov.uk Tel: 0131 529 2421


11. Links

Coalition Pledges	P48 – Use green flag and other strategies to preserve our greenspaces.
Council Priorities	CO19 Attractive Places and Well Maintained - Edinburgh remains an attractive City through the development of high quality buildings and places and the delivery of high standards.
Single Outcome Agreement	SO2 – Edinburgh’s citizens experience improved health and wellbeing, with reduced inequalities in health. SO4 - Edinburgh's communities are safer and have improved physical and social fabric.
Appendices	Appendix 1. Cammo Estate Local Nature Reserve Boundary.

APPENDIX ONE
NOTES

Boundary 



 Produced using Smallworld GIS

Transport and Environment Committee

10.00am, Tuesday, 1 November 2016

Public Utility Company Performance 2016/17 Quarter 1 (April, May and June 2016)

Item number	8.4
Report number	
Executive/routine	Routine
Wards	All

Executive Summary

This report summarises the performance of Public Utility Companies (PUs) during the period April 2016 to June 2016 (Quarter 1), for the 2016/17 financial year.

The report comments on the performance and progress of the Citywide Network Team (formerly the Roadwork Support Team) including the additional Inspectors, employed on a temporary basis, to allow the Council to inspect 100% of PU reinstatements.

The report also details the proposals for managing future PU performance.

Links

Coalition pledges	P28 and P33
Council priorities	CP4
Single Outcome Agreement	SO4

Public Utility Company Performance 2016/17 Quarter 1 (April, May and June 2016)

1. Recommendations

- 1.1 It is recommended that the Transport and Environment Committee notes:
 - 1.1.1 the report and the arrangements for securing an improved level of performance from all Public Utilities.

2. Background

- 2.1 The New Roads and Street Works Act 1991, as amended by the Transport (Scotland) Act 2005, gives statutory undertakers or Public Utilities (companies and private utility providers) responsibility for signing, lighting and guarding road works. The legislation also requires the road to be reinstated to prescribed standards upon completion of works.
- 2.2 The Transport and Environment Committee, at its meeting on 15 January 2013, agreed to receive quarterly Public Utility (PU) Performance Reports and instructed the Head of Transport to enhance the scrutiny and monitoring of all road works. The Committee also agreed to instruct the Head of Planning and Transport to take the lead in developing a revived Edinburgh Road Works Ahead Agreement (ERWAA).
- 2.3 This report provides an update on developments that have occurred during the three month period between April and June 2016.

3. Main report

Performance

- 3.1 The performance of each PU is monitored daily by the Citywide Network Team (formerly the Roadwork Support Team), with reports compiled on a monthly and quarterly basis. The result of this monitoring is discussed at bi-monthly liaison meetings held with each PU, on a one to one basis.

- 3.2 Where a PU fails to meet the specified performance standards, as defined in the appropriate Code of Practice, the following staged procedure should be used:
 - 3.2.1 The Roadwork Authority issues a Notice of Failure to Achieve Performance (NFAP). This is the first stage of action in improving performance.
 - 3.2.2 The undertaker responds with an Improvement Plan – Stage 1.
- 3.3 In the event that the PU does not achieve the required level of improvement, the following actions are taken:
 - 3.3.1 the Roadwork Authority issues an Improvement Notice (IN); and
 - 3.3.2 the PU responds with an Improvement Plan – Stage 2.
- 3.4 Within five days of receiving the NFAP, the PU must verify and analyse the defect data (gathered from inspections and performance information), to establish appropriate improvement objectives. The PU should then prepare an outline Improvement Plan, designed to achieve the objectives, and forward this to the Roadwork Authority.
- 3.5 Following implementation of the Improvement Plan, if it becomes clear after three months that no practical improvement is being achieved, other measures may need to be considered such as:
 - 3.5.1 escalation of the Improvement Plan monitoring to achieve a step change in performance;
 - 3.5.2 involvement of a more senior level of management within both the PU and the Roadwork Authority; and
 - 3.5.3 following an appropriate grievance and dispute process, civil and/or criminal remedies.
- 3.6 Where improvements are not achieved following a Stage 2 plan, a report, containing all relevant evidence of the PUs failure to comply with its duties under the New Roads and Street Works Act, will be submitted to the Office of the Scottish Road Works Commissioner for information.
- 3.7 The figures and graphs referred to throughout this report are shown in Appendix A.

Inspections

- 3.8 The New Roads and Street Works Act 1991, as amended by the Transport (Scotland) Act 2005, makes PUs wholly responsible for the management of their road works. Councils, as Roadwork Authorities, are responsible for monitoring the performance of the PUs and are empowered to charge them for a number of sample inspections carried out to monitor the performance. The sample size that is currently chargeable is 30% of the total annual number of reinstatements. Other inspections, carried out routinely by the Roadwork Authority, or in response to reports from the police or members of the public, may also be carried out. The cost of these inspections falls to the Council, unless a defect is found.

- 3.9 The two areas that are inspected and monitored closely are PU reinstatements and PU defective apparatus (manholes, toby covers, valve and inspection/access covers).
- 3.10 Target inspections are the other inspections carried out. They involve the Council investigating all new reinstatements, or those still within their two year guarantee period.
- 3.11 The total number of all inspections carried out in Quarter 1 was 7,545, as shown in Graph 3.11A. The numbers carried out in each month of Quarter 1 are shown in Graph 3.11B. The number of inspections carried out in Quarter 1 has reduced by 14.3% from those carried out in the same period in 2015/16. This is a result of the reduction in the total numbers of Inspectors from six to four. As part of the Transformation Programme all vacant Inspectors posts will be filled by the end of November 2016.
- 3.12 The average pass rate for inspected reinstatements was 78%, against a minimum target of 90%, as shown in Table 3.12. This is a reduction in performance of 2.5% since the end of 2015/16.

Sample Inspections

- 3.13 The total number of sample inspections carried out in Quarter 1 was 404, with the breakdown between each inspection type shown in Table 3.13.
- 3.14 The average percentage pass rate for each PU, at the end of Quarter 1, was 70% as shown in Table 3.14 and Graph 3.14. The target pass rate for all PUs is 90%. The low average result was due to no PU achieving the required 90% pass rate and CityFibre achieving a pass rate of only 18%.

Target Inspections

- 3.15 The cumulative number of target inspections carried out in Quarter 1 was 2,458, with the breakdown between each inspection type shown in Table 3.13.
- 3.16 The number of inspections carried out in Quarter 1 shows an increase of five inspections, when compared to the number carried out in the same period in 2015/16, as shown in Graph 3.16.

Utility Defective Apparatus

- 3.17 The total number of outstanding defective apparatus at the end of Quarter 1 was 653, an increase of 88 from the previous quarter. A breakdown for each PU is shown in Table 3.17. There was an increase in the number of outstanding defective apparatus of 15.6% when compared to the end of 2015/16.
- 3.18 The PU with the largest number of defective apparatus continues to be Scottish Water, with 482 items, as shown in Graph 3.18. This represents an increase of 67 defects since the end of 2015/16 and an increase of 149 defects at the end of Quarter 1 last year.

- 3.19 All PUs, with the exception of SGN and Virgin Media, increased the number of outstanding apparatus defects during each month of Quarter 1. Both SGN and Virgin Media did not however show any significant improvement during Quarter 1. For comparison, the figures for the end of the last four years are shown in Table 3.19.

Utility Defective Reinstatements

- 3.20 At the end of Quarter 1, the total number of outstanding defective reinstatements in Edinburgh was 1,024. A breakdown for each PU is shown in Table 3.20 and Graph 3.20.
- 3.21 Scottish Water continues to be the PU with the largest number of defective reinstatements although this number decreased by 3.5% from the previous quarter. These defects are discussed at the bi-monthly liaison meetings and proposals to remedy the backlog were included in their Stage 2 Improvement Plans.
- 3.22 SGN and Openreach are the only PUs to show a significant reduction in the number of outstanding defects since the end of the previous quarter by 34.1% and 40.7% respectively.
- 3.23 Virgin Media has shown a 39.4% increase in the number of defective reinstatements since the previous quarter and a 180.5% increase since the same period last year.
- 3.24 CityFibre has shown a 265.9% increase in the number of defective reinstatements since the end of 2015/16. Increasing from 44 to 161 defects. Regular meetings are held with CityFibre to discuss their proposals to remedy this situation.

Registration and Fixed Penalty Notices (FPNs)

- 3.25 All roadworks on public roads must be registered on the Scottish Road Works Register (SRWR).
- 3.26 PUs are required to record all information relating to the works they wish to undertake and works that are underway. Roadwork Authorities are also required to record all information on works they wish to carry out. Developers, and others wishing to occupy or carry out works on public roads, must first obtain consents (Road Occupation Permits) from the Roadwork Authority. The Roadwork Authority is then responsible for the registration of these works.
- 3.27 Failure to comply with the above requirements is an offence. PUs and those working under Road Occupation Permits, that commit such an offence, can discharge their liability through the payment of a Fixed Penalty Notice (FPN). Currently the Penalty is £120, which is reduced to £80 if paid within 29 days. A breakdown of FPNs accepted in Quarter 1 is shown in Graph 3.27.
- 3.28 The total number of FPNs accepted by PUs in Quarter 1 was 150. A further 58 FPNs were accepted by other agents in relation to Road Occupation Permits eg skips, scaffolding, etc.

- 3.29 The reasons for issuing a FPN was due to the following reasons:
- 3.29.1 CityFibre's notice to close or clear works once they were completed, were submitted late and they did not permanently reinstate their interim temporary reinstatements within six months.
 - 3.29.2 The Openreach notice to close or clear works was submitted late.
 - 3.29.3 Scottish Power undertook work prior to an agreed start date where no early start date was requested.
 - 3.29.4 Scottish Water commenced work without a notice or started late.
 - 3.29.5 SGN commenced work without a notice being submitted or their work started late.
 - 3.29.6 Virgin Media did not complete their interim reinstatements within its required six months.
- 3.30 These recurring issues have been raised with each PU and the Council has received assurances that training will be carried out to address this matter.

Improvement Plans

- 3.31 Scottish Water, SGN, Scottish Power, Openreach and Virgin Media were served with a Stage 2 Improvement Notice on 8 June 2015. The Stage 2 Improvement Plans submitted and implemented by each PU were monitored for 12 weeks up to 31 October 2015. The changes made to working practices were a permanent change and continued beyond the end of the monitoring period. The performance data collected from Sample Inspections, used in the determination of the outcome of any improvement, was only available at the end of Quarter 3 (December 2015).
- 3.32 The assessment covers the performance of each PU during the 12-week period of its Improvement Plan and their performance figures for the 12-month period from 1 October 2014 to 30 September 2015. It also considers the commitment from each PU to achieve the required improvement in performance and reduction in legacy defects.
- 3.33 Following analysis of the performance figures for each PU, all five PUs failed to show any significant improvement in performance. A report, on each PUs failure, was passed to the Scottish Road Works Commissioner on 31 August 2016. Each PUs performance data was included in the report together with performance information since the end of the official monitoring period. This report detailed their failure to comply with duties under the New Roads and Street Works Act 1991 and, in particular, their failure to achieve satisfactory levels of performance.

The Edinburgh Road Works Ahead Agreement (ERWAA)

- 3.34 A report outlining the new working arrangements for the ERWAA was submitted to, and approved by, the Transport and Environment Committee on 18 March 2014.
- 3.35 As requested at the Committee meeting of 27 August 2015, letters were sent to the CEO of each Public Utility Company inviting them to a meeting to discuss their performance and their concerns with signing the agreement.

- 3.36 Discussions have taken place with each PU to determine which ones are prepared to sign the ERWAA. A further meeting of the Member/Officer Working Group will be arranged before the end of November to discuss the next steps with regard to the ERWAA document. An update will be provided in the Quarter 2 report.

Proposals for 2016/2017

- 3.37 A Lane Rental is a means by which a Road Authority can impose on a PU, a charge for each day during which works occupy the Road. This is commonly referred to as "lane rental" scheme.
- 3.38 Primary Legislation exists in England governing this and is used in some English Local Authorities. Although there is currently no Primary Legislation to allow this in Scotland, it is proposed to investigate the benefits of Lane Rental within Edinburgh.
- 3.39 A report of the findings together with recommendations will be included in the Quarter 3 performance report.

4. Measures of success

- 4.1 Improved performance in the key areas reported will be measured by greater public satisfaction with:
- 4.1.1 the planning, co-ordination and delivery of road works across the city;
 - 4.1.2 the quality of information supplied to people who live in, work in or visit Edinburgh; and
 - 4.1.3 the quality and longevity of PU reinstatements.

5. Financial impact

- 5.1 The revenue streams associated with sample and repeat inspections of failed PU reinstatements did not achieve the budget of £71,743 for Quarter 1. The total revenue from the charges levied for the failed inspections was £42,372 at the end of June 2016. This was as a result of late submissions to the Councils payments unit and it is anticipated that the annual projected Revenue will be achieved.
- 5.2 The number of failures found, through sample and repeat inspections of PU reinstatements during Quarter 1, amounts to £168,336 (£36 per eligible inspection). Some of the failed inspections have yet to be accepted by PUs. It is within their right to decline failures and results in meetings to discuss each of the failures placed onto the Scottish Road Works Register.
- 5.3 The cost of employing the additional Inspectors, is currently fully offset by the revenue received from the compliance inspections.
- 5.4 The revenue associated with FPNs exceeded the budget of £15,149 with a total revenue from the charges levied of £16,592 being achieved.

6. Risk, policy, compliance and governance impact

- 6.1 There is a risk that the condition of the road network could deteriorate if the 100% inspection of PU reinstatements is not maintained. If 100% inspections are not undertaken, there is a risk that defects would not be found and responsibility for their repair would fall to the Council.
- 6.2 Where the Council has made significant investment in road improvements, there is a risk that the road network may deteriorate, following reinstatements that have not been carried out to the agreed standards.
- 6.3 There is a risk of reduced revenue, if the number of inspections is less than that estimated at the beginning of the year.
- 6.4 There is a risk of lack of improvement by poor performing PUs. This is currently being addressed by the use of formal Improvement Plans, as specified in Code of Practice for Co-ordination of Works in Roads.

7. Equalities impact

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

8. Sustainability impact

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

9. Consultation and engagement

- 9.1 Individual Liaison meetings are held every two months with representatives from all of the major PUs. Specific performance issues and improvement requirements are discussed at these meetings.
- 9.2 Throughout the year the Council was represented at all relevant Committees (detailed below), as required within the Code of Practice for the Co-ordination of Works in Roads.
 - 9.2.1 The Roads and Utilities Committee Scotland (RAUCS) where all Roads Authorities and PUs are represented together with representatives from Transport Scotland and the office of the Scottish Road Works Commissioner.
 - 9.2.2 The South East of Scotland Roads and Utilities Committee (SERAUC) where representatives from the City of Edinburgh, Midlothian, East Lothian, West Lothian and Scottish Borders Councils attend, together with representatives from all PUs.

9.2.3 The Local Roads and Utilities Committee (LRAUC) is also known as the Local Co-ordination meeting. This includes representatives from every function and service within Place that has an involvement in roadworks or road occupation eg Lothian Buses, every Utility, Edintravel and the Tram Team.

10. Background reading/external references

- 10.1 [Quality of Utility Company Reinstatements – Item 5.16, Transport and Environment Committee, 18 June 2012.](#)
- 10.2 [Code of Practice for Inspections, 3rd edition, approved by the Roads Authority and Utility Committee Scotland, November 2012.](#)
- 10.3 [Code of Practice for the Co-ordination of Works in Roads, version 1.0, April 2013.](#)

Paul Lawrence

Executive Director of Place

Contact: Stuart Harding, Performance Manager

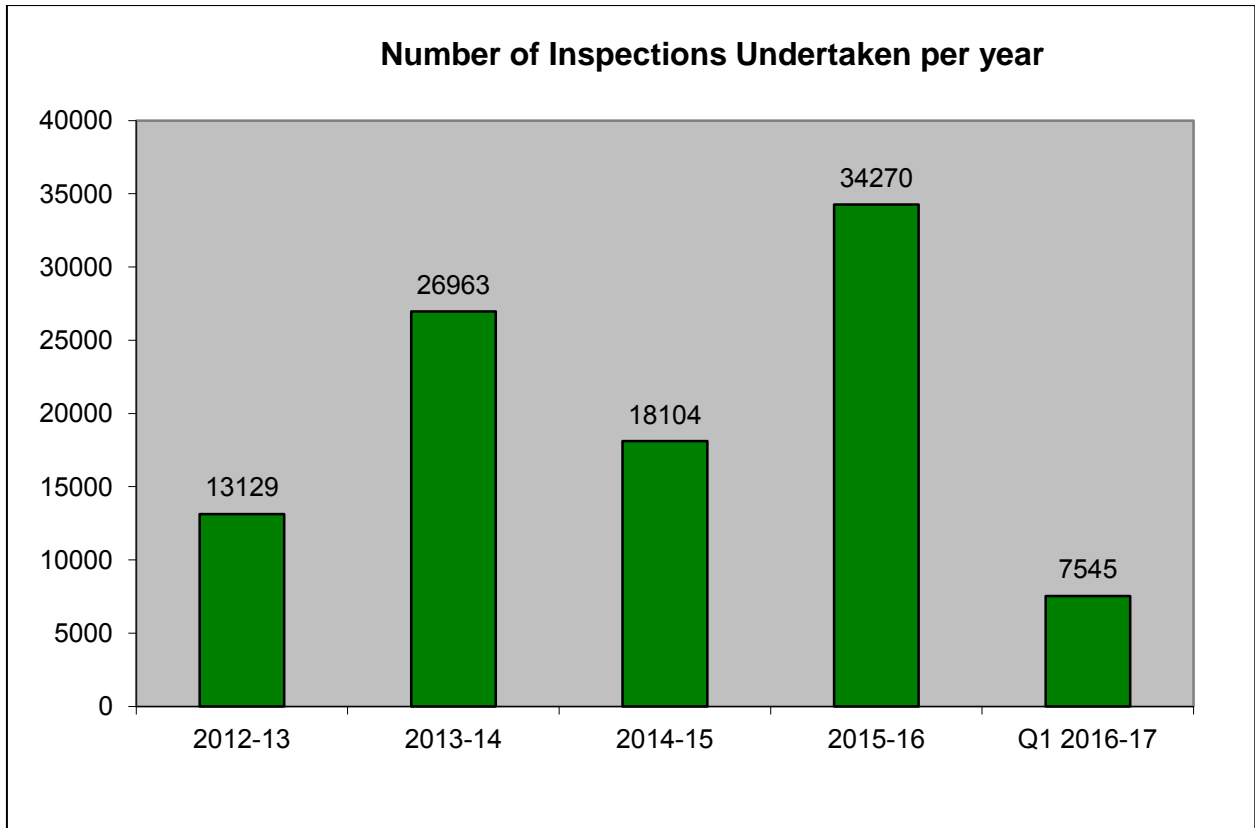
E-mail: stuart.harding@edinburgh.gov.uk | Tel: 0131 529 3704

11. Links

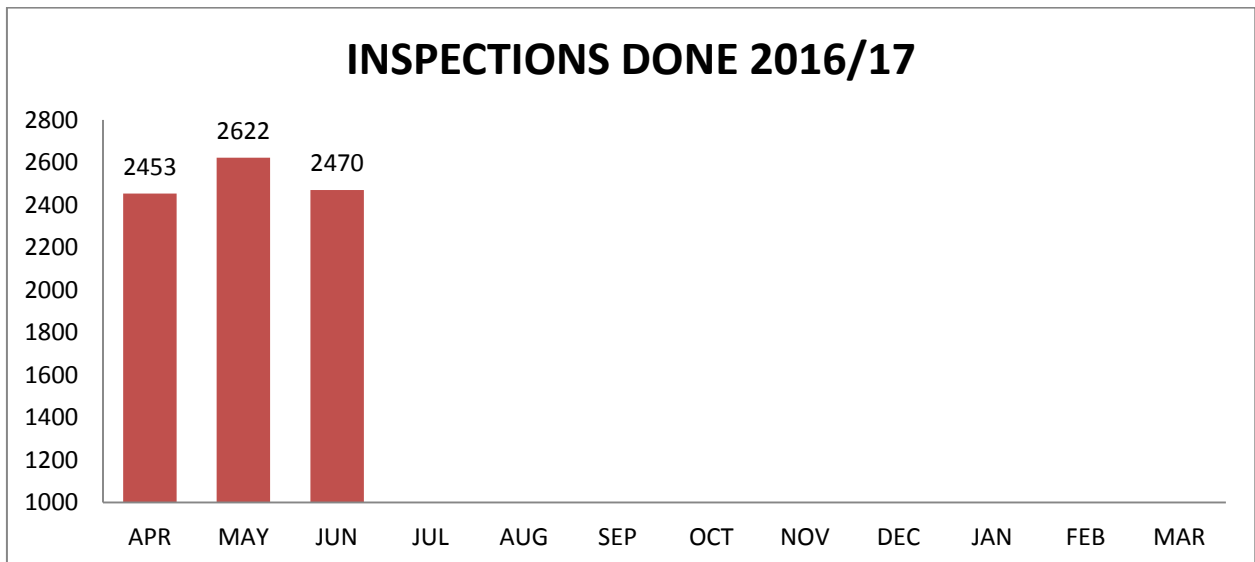
Coalition pledges	P28 - Further strengthen links with the business community by developing and implementing strategies to promote and protect the economic well being of the city. P33 - Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used.
Council priorities	CP4 - Safe and empowered communities CP12 - A built environment to match our ambition
Single Outcome Agreement	SO4 - Edinburgh's communities are safer and have improved physical and social fabric.
Appendices	Appendix A - Utility Company Performance Information 2016/17

APPENDIX A

Graph 3.11A



Graph 3.11B



In Quarter 1 there were 7,545 inspections carried out. The estimated target of 20,000 inspections will be achieved this year.

APPENDIX A

Table 3.12

Average pass rate for ALL PUs

	No of Failures	% Pass Rate
SAMPLE INSPECTIONS	109/464	77%
Category A	52/168	69%
Category B	37/158	76.6%
Category C	20/138	85.5%
TARGET INSPECTIONS	558/2,458	77.3%
Category A	14/21	33.3%
Category B	371/1,359	72.7%
Category C	173/1,078	84%
DEFECTIVE REINSTATEMENTS	601/2,733	78%

The target minimum pass rate for all PUs is 90%.

APPENDIX A

Table 3.13

Number of inspections for ALL PUs

TYPE	CATEGORY A	CATEGORY B	CATEGORY C	OTHER INSPECTIONS	TOTAL
	Inspections during the progress of the works.	Inspection within six months of the work being completed.	Inspection within three months of end of guarantee period.		
SAMPLE INSPECTION	168	158	138	-	404
TARGET INSPECTION	21	1,359	1,078	-	2,458
DEFECTIVE APPARATUS	-	-	-	228	228
DEFECTIVE REINSTATEMENT	-	-	-	4,039	4,039
INSPECTIONS RELATED TO CORING	-	-	-	177	177
OTHERS	-	-	-	179	179
TOTAL	189	1,517	1,216	23,263	7,545

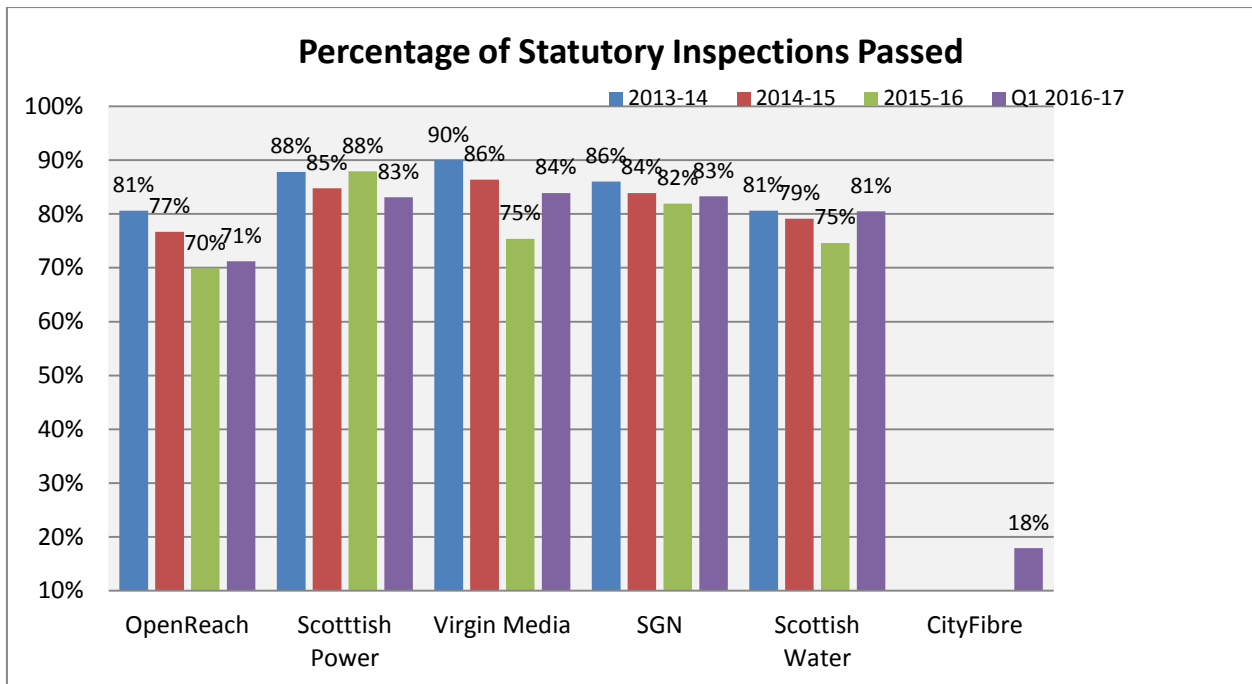
Table 3.14

The table below shows the average percentage pass rate for Sample Inspections for each PU during Quarter 1. The target minimum pass rate for all PUs is 90%.

	Openreach	Scottish Power	Virgin Media	SGN	Scottish Water	City Fibre	Average
Pass Rate	71%	83%	84%	83%	81%	18%	70%

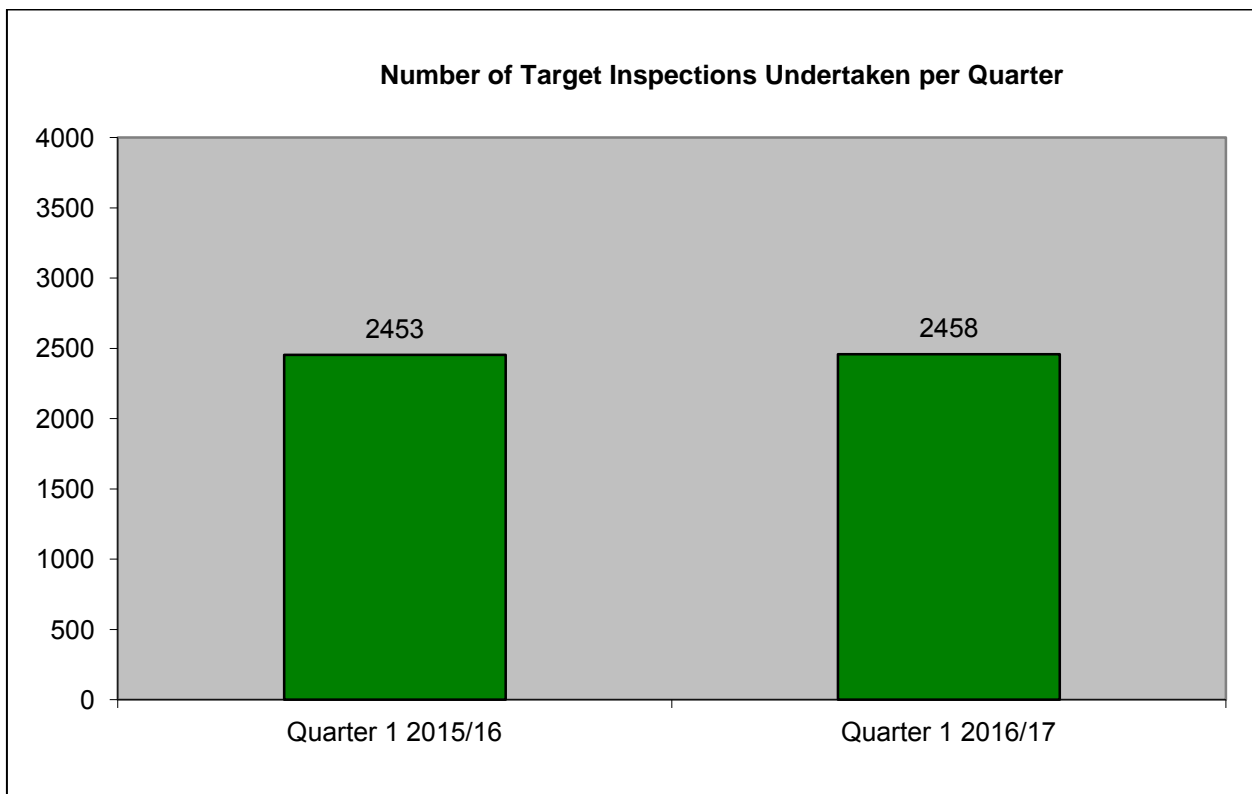
APPENDIX A

Graph 3.14



No PU achieved the target pass rate of 90% by the end of Quarter 1.

Graph 3.16



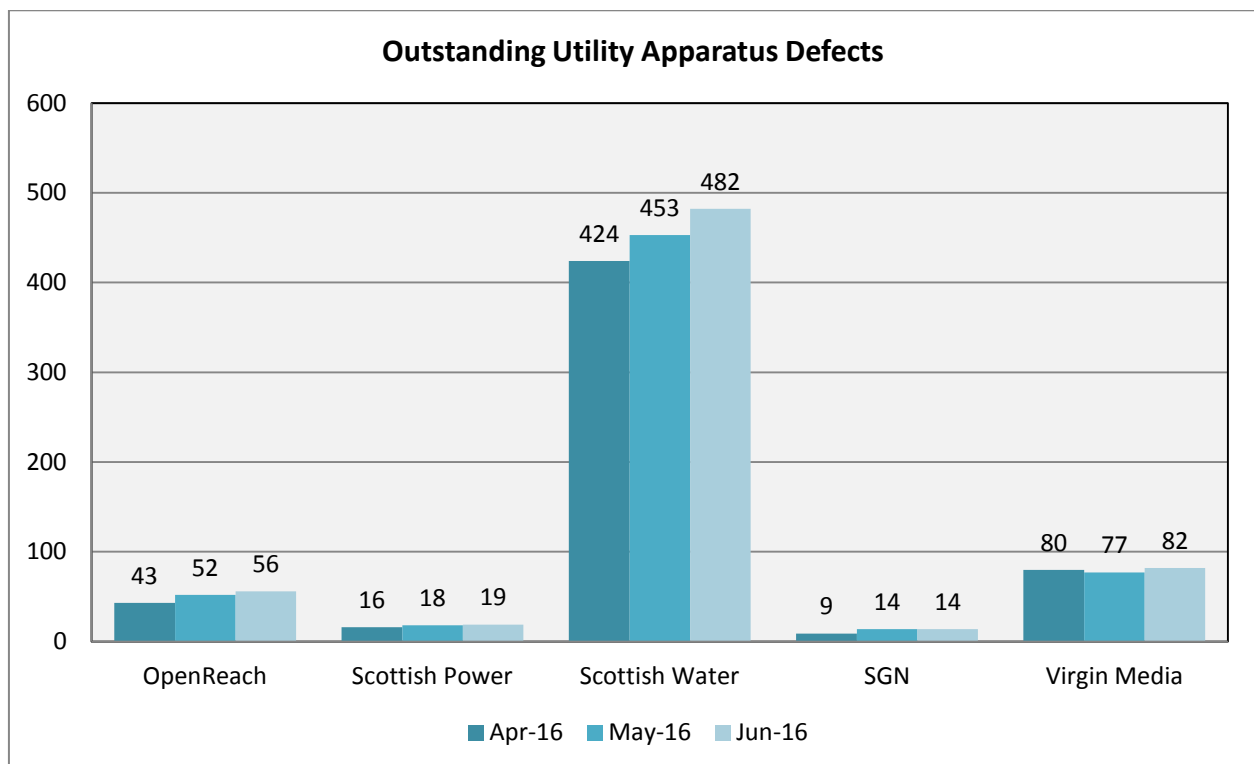
APPENDIX A

Table 3.17

The total number of outstanding Defective Apparatus for the last 4 Quarters is shown below.

Utility	Q2 (2015/16)	Q3 (2015/16)	Q4 (2015/16)	Q1 (2016/17)	Difference Q3 to Q4
SGN	14	15	11	14	3 (27.3%)
Scottish Water	373	483	415	482	67 (16.1%)
Openreach	37	63	45	56	11 (24.4%)
Scottish Power	11	10	15	19	4 (26.7%)
Virgin Media	51	67	79	82	3 (3.8%)
Totals	486	638	565	653	88 (15.6%)

Graph 3.18



The number of outstanding defects for Scottish Water (at 482) is a long standing issue, which has been raised as a specific concern and included in their Stage 2 Improvement Notice.

APPENDIX A

Table 3.19

The table below shows the comparison of the numbers of outstanding defective apparatus for each PU over the past four years, measured at the end of each year and Quarter 1 of 2016/17.

PU	End of 2012/13	End of 2013/14	End of 2014/15	End of 2015/16	Quarter 1 of 2016/17
Openreach	53	51	144	45	56
SGN	22	8	21	11	14
Scottish Power	8	5	26	15	19
Scottish Water	582	470	462	415	482
Virgin Media	27	19	20	79	82

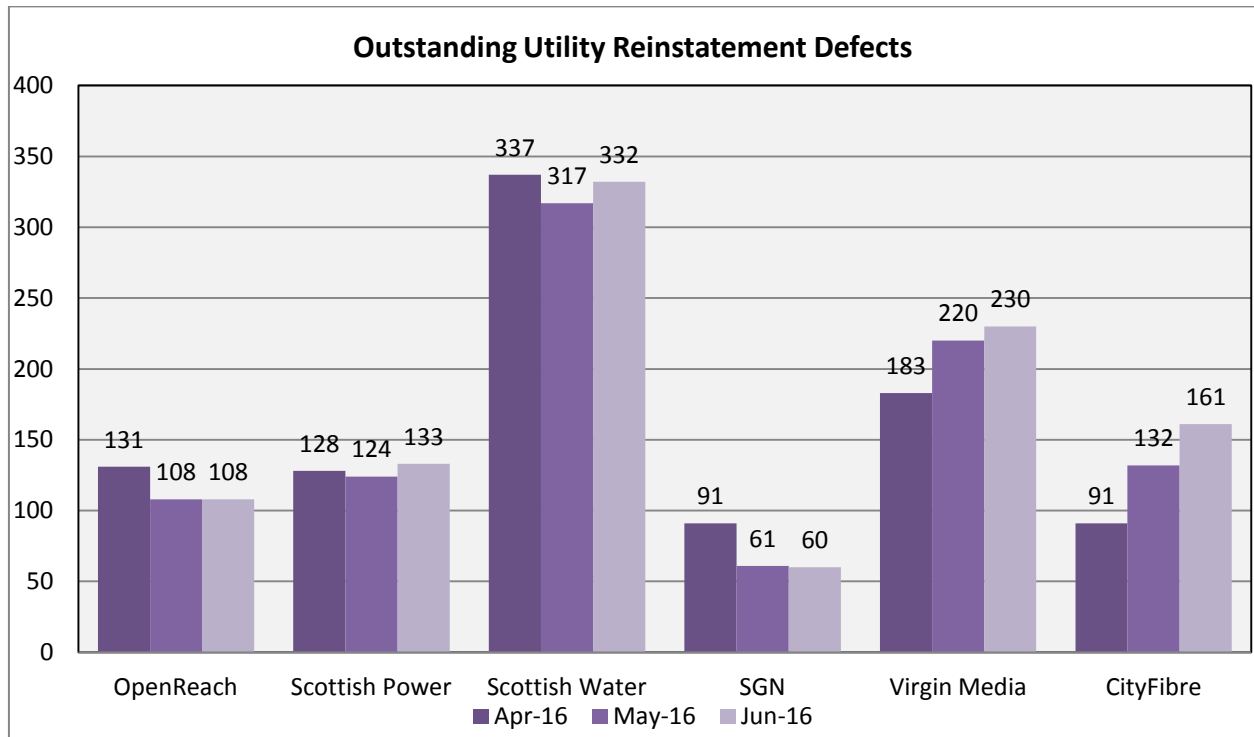
Table 3.20

The total number of outstanding Defective Reinstatements for each quarter, for each PU, is shown below:

Utility	Q2 (2015/16)	Q3 (2015/16)	Q4 (2015/16)	Q1 (2016/17)	Difference Q3 to Q4
SGN	113	105	91	60	-31 (-34.1%)
Scottish Water	473	440	344	332	-12 (-3.5%)
Openreach	135	174	182	108	-74 (-40.7%)
Scottish Power	110	115	124	133	9 (7.3%)
Virgin Media	104	99	165	230	65 (39.4%)
CityFibre	3	6	44	161	117 (265.9%)
Totals	938	939	950	1024	74 (7.8%)

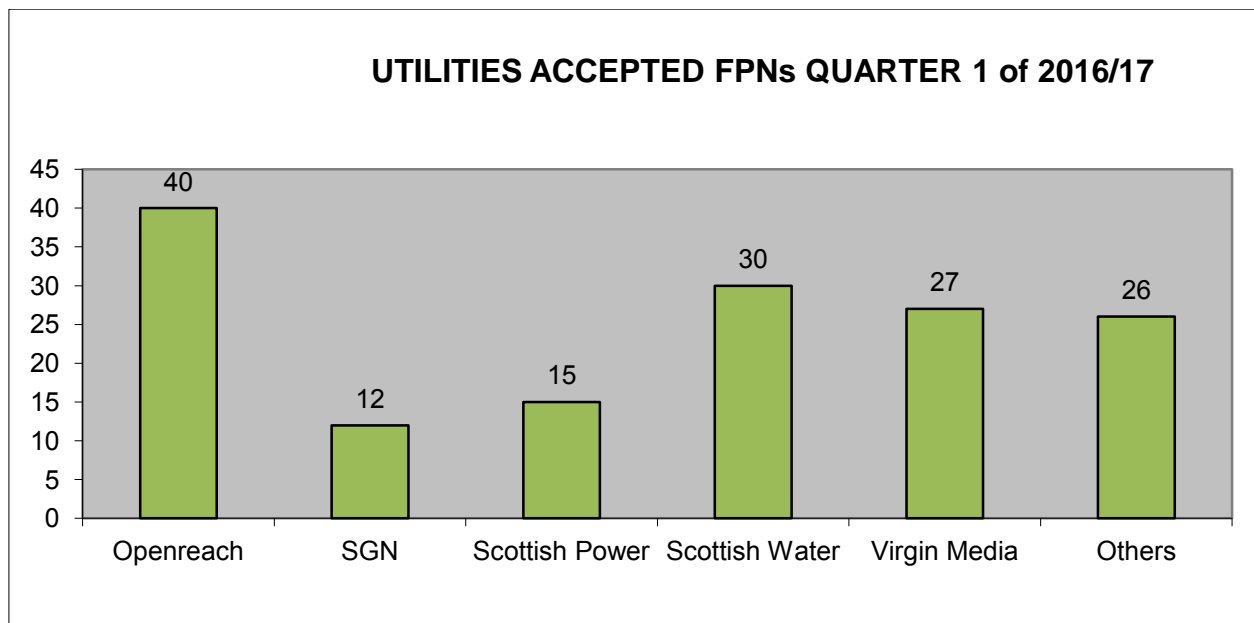
APPENDIX A

Graph 3.20



The number of outstanding defective reinstatements has increased during Quarter 1.

Graph 3.27



Virgin Media, Scottish Water and Openreach were issued with the highest number of Fixed Penalty Notices in Quarter 1.

Transport and Environment Committee

1 November 2016

Landfill and Recycling

Item number	8.5
Report number	
Executive/routine	
Wards	All

Executive Summary

This report updates the Committee on performance in reducing the amount of waste sent to landfill and on increasing the amount of waste recycled for the period July - September 2016.

The total arisings of waste in this period were 56,970 tonnes, a decrease of 3.4% on the same quarter in the previous year.

The amount of waste disposed of to landfill or refuse derived fuel (RDF) in this period is 30,183 tonnes a 7.4% decrease compared to the same period last year.

There were 26,787 tonnes of waste recycled in this reporting period, an increase of 1.5% compared to the same period in 2015/16. The year to date recycling rate increased to 46.2%, an increase of 1.9% on the same period last year.

The forecast end of year recycling rate for 2016/17 is 44.4%, an increase of 2.4 percentage points on the 42% achieved in 2015/16.

Links

Coalition Pledges [P44, P49, P50](#)

Council Priorities [CO17, CO18, CO19](#)

Single Outcome Agreement [SO4](#)

Landfill and Recycling

1. Recommendations

- 1.1 It is recommended that Committee notes the contents of this report.

2. Background

Landfill and recycling

- 2.1 Capital Coalition Pledge 49 outlines the Council's commitment towards increasing recycling levels across the city and reducing the proportion of waste going to landfill. This includes targets to reduce the annual landfill tonnage to 118,000 tonnes and to increase the percentage of waste that is recycled to 50%.
- 2.2 Significant progress in implementing the changes required to deliver service improvements and landfill savings have been made since the initial introduction of managed weekly collections in September 2012, and the implementation of an enhanced kerbside recycling service (completed in November 2015), and the gradual increase of communal recycling facilities in high density and tenemental housing areas.

Complaints

- 2.3 There are 243,000* residential dwellings in Edinburgh which receive multiple refuse and recycling collections. On average there are approximately 480,000 collections a week. Current complaints targets are based on the number of collections carried out, but are not adjusted for seasonal variation.
- 2.4 The figures also include complaints that may be made in error, for example where a resident has not presented their bin and misses the collection or presents their bin on the incorrect day, and then contacts the Council to report a missed collection.

* source: Corporate Address Gazetteer

3. Main report

Waste arisings

- 3.1 Year to date waste arisings are 114,138 tonnes, 2.2% less than in the same period last year.

3.2 It is forecast that the total arisings for 2016/17 will be 210,857 tonnes, a 3.2% reduction on the 217,931 tonnes collected in 2015/16.

3.3 Figure 1: Actual and forecast annual waste arisings by year, and by outlet

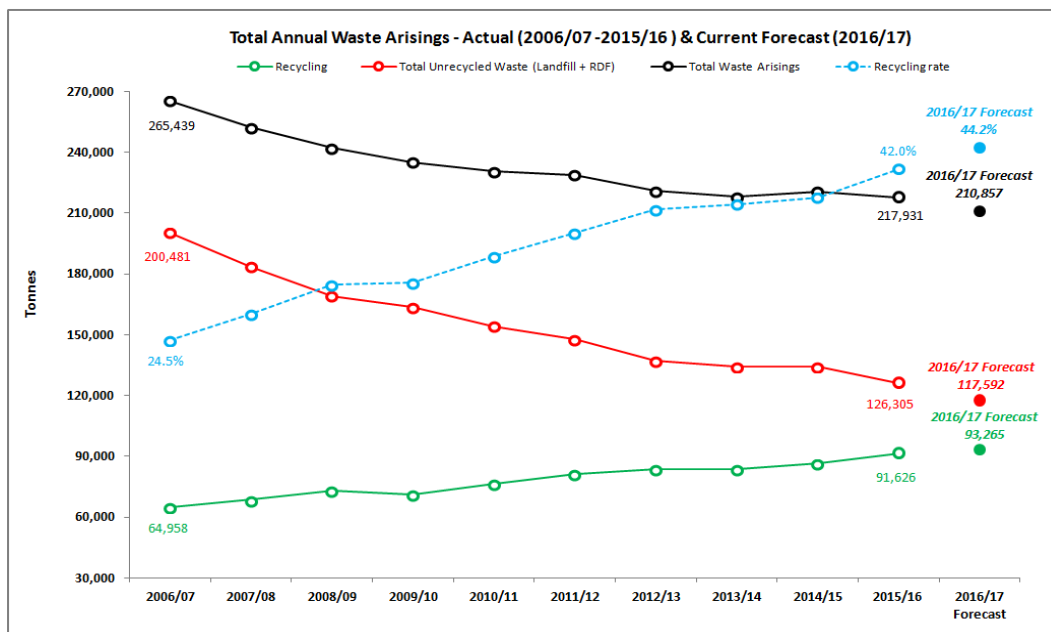
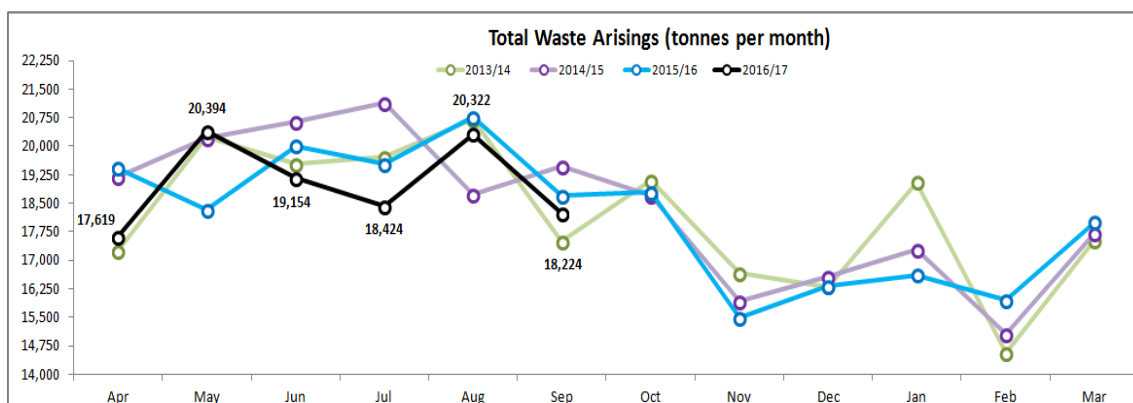


Table 1: Annual waste arisings by month

Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	YTD
2013/14	17,250	20,231	19,529	19,726	20,699	17,190	19,102	16,658	16,306	19,053	14,563	17,523	218,131	114,925
2014/15	19,208	20,224	20,659	21,144	18,716	19,166	18,692	15,936	16,563	17,285	15,062	17,728	220,715	119,448
2015/16	19,124	18,333	20,003	19,533	20,759	18,694	18,796	15,489	16,326	16,618	15,953	18,003	217,931	116,746
2016/17	17,619	20,394	19,154	18,424	20,322	18,224								114,138
% difference previous year	-9.3%	11.2%	-4.2%	-5.7%	-2.1%	-2.5%								-2.2%

Figure 2: Waste arisings by month



Unrecycled waste

3.4 Waste which cannot be recycled is disposed of as landfill waste or diverted as refuse derived fuel (RDF). Any waste treated as RDF will be included in waste

arising data, and is counted as having been disposed rather than recycled, but does not attract Landfill Tax.

- 3.5 At present, due to market conditions, the majority of waste which is not recycled will be sent to landfill. It is currently assumed that this will continue throughout the year.
- 3.6 It is forecast that 115,603 tonnes of unrecycled waste will be disposed of via landfill in 2016/17. This is 2,397 tonnes less than the Capital Coalition Pledge 49 which has a target of reducing landfill tonnage to 118,000 tonnes.

In the year to date 61,357 tonnes of unrecycled waste has been collected. This is 5.5% less than the same period in the previous year and 1.1% higher than forecast.

Table 2: Unrecycled waste: actual, forecast, % difference.

RESIDUAL - LANDFILL & REFUSE DERIVED FUEL				
Year	Jul	Aug	Sept	YTD
Unrecycled 2014/15	12,173	11,185	11,684	69,163
Unrecycled 2015/16	10,211	11,863	10,514	64,953
Unrecycled 2016/17	9,506	10,630	10,047	61,357
% difference previous year	-6.9%	-10.4%	-4.4%	-5.5%
Forecast	10,170	10,616	9,531	60,689
Diff btwn actual and Forecast (tonnes)	-663	14	515	669
% diff btwn actual & Forecast	-6.5%	0.1%	5.4%	1.1%

Recyclable waste

- 3.7 The citywide recycling rate for 2016/17 is currently forecast to be 44.4%, against the Capital Coalition Pledge 49 target of 50%. This will represent a 2.4 % improvement on the 42% achieved in 2015/16. The year to date recycling rate is 46.2%, increase of 1.9%.

Table 3: Monthly and YTD Recycling Rates 2013/14 - 2016/17

Year	Apr	May	Jun	Jul	Aug	Sep	YTD
2013/14	36.8%	42.6%	44.3%	43.1%	38.8%	40.2%	38.4%
2014/15	40.8%	43.4%	45.3%	42.4%	40.3%	40.0%	39.1%
2015/16	43.6%	43.9%	44.4%	47.7%	42.9%	43.8%	44.4%
2016/17	44.8%	44.0%	47.7%	48.4%	47.7%	44.9%	46.2%
% points difference on previous year	1.2%	0.11%	3.3%	0.7%	4.8%	1.1%	1.9%

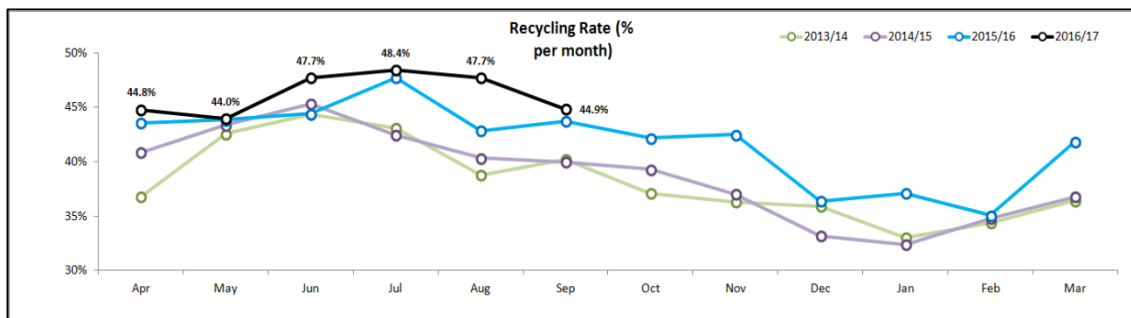


Figure 4: Monthly recycling performance by year

3.8 A breakdown of recycling tonnages by collection scheme is provided in Table 4 below:

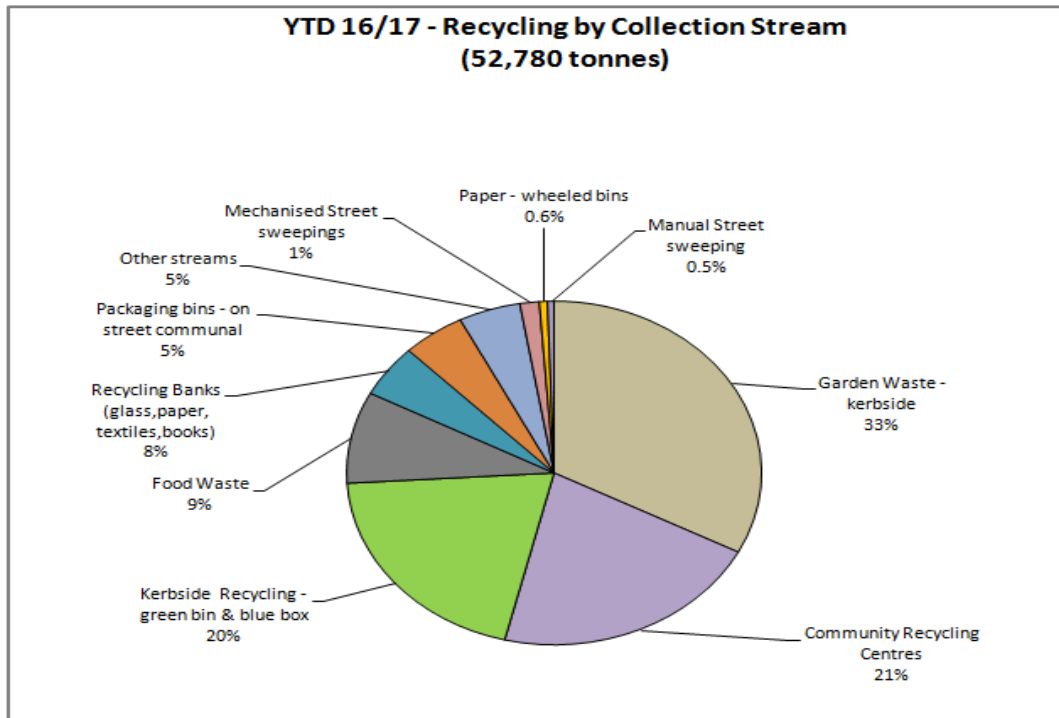
Table 4: Recycling by stream - YTD 2015/16 & 2016/17

Recycling - Collection Stream Summary							
	Sep-15	Sep-16	Change	YTD (2015/16)	YTD (2016/17)	YTD Change	
Recycling Stream	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes	Tonnes	% change
Garden Waste - kerbside	2,297	2,551	253	16,355	17,215	860	5%
Community Recycling Centres	1,957	1,711	-246	12,102	11,198	-905	-7%
Kerbside Recycling - green bin & blue box	1,655	1,807	152	9,309	10,673	1,364	15%
Food Waste	731	770	39	4,018	4,553	535	13%
Recycling Banks (glass,paper,textiles,books)	501	434	-68	3,065	2,615	-449	-15%
Packaging bins - on street communal	299	463	164	1,819	2,581	762	42%
Other streams	324	387	63	1,958	2,543	585	30%
Mechanised Street sweepings	184	0	-184	1,742	797	-945	-54%
Paper - wheeled bins	171	55	-116	996	333	-664	-67%
Manual Street sweeping	61	0	-61	429	272	-156	-36%
Total Recycling	8,181	8,178	-3	51,793	52,780	988	1.9%
Recycling rate	43.8%	44.9%	1.1%	44.4%	46.2%	1.9%	4.2%

*At the time of writing, street sweeping tonnages were not available.

3.9 Table 4 shows that improvements in recycling performance have been seen both in the kerbside dry mixed and glass recycling service, and food waste recycling service with year to date increases on the same period last year of 15% and 13% respectively.

Figure 3: Recycling by stream/service



3.10 There have again been issues with mechanical street cleaning arisings not being diverted for recycling and these issues have been highlighted with the Council's contractor in order that they can investigate the cause and put in place actions to improve performance.

Recycling: Food Waste

3.11 Large increases continue in the tonnage of food waste collected for recycling, with an increase of 7% in this quarter versus the previous year. Year to date, 4,553 tonnes of food waste has been collected compared to 4,081 tonnes for the same period in 2015/16.

3.12 Food is now being reprocessed at the new anaerobic digestion facility at Millerhill. Steps are being taken to allow the separate reporting of kerbside and communal bin materials. In this period a combined figure only has been provided.

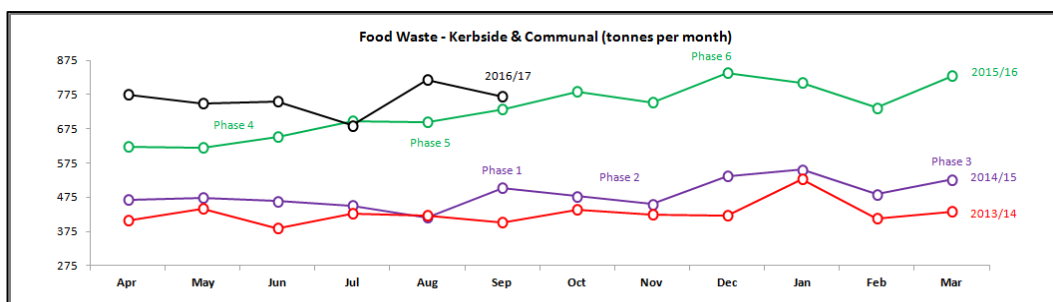


Figure 5: Combined food recycling tonnages by month

Kerbside Recycling

- 3.13 Similarly the new kerbside recycling service demonstrates an upward trend overall. This service is now fully rolled out and bedded in.

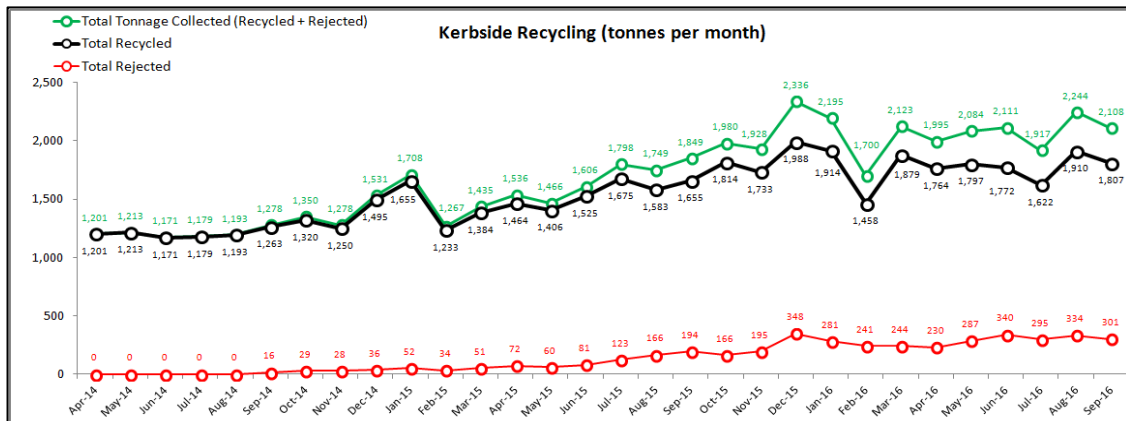


Figure 6: Kerbside green bin and blue box recycling tonnages by month

- 3.14 The amount of materials rejected has also increased. However the reasons for this need to be explored further as this may reflect improvements in the sorting processes to improve quality of outgoing materials, or be a reflection of the end users becoming stricter about the materials they will accept in response to market conditions, rather than be a result of householders presenting more non compliant materials. It should be noted that a new contract has been let and will be operational from December this year.
- 3.15 Following the roll out of this service to mainly low density households (i.e. mainly to detached and semi-detached housing stock) a priority for the year ahead will be enhancements to the communal bin services provided for blocks of flats, and in particular on street recycling points in high density areas.

Complaints

- 3.16 Weekly complaints numbers since 2014 are detailed below.

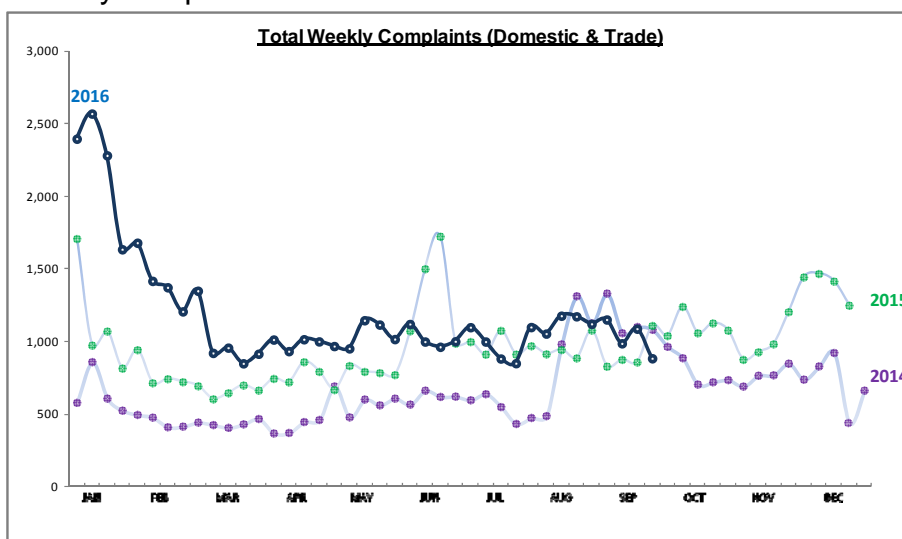


Figure 7: Combined complaints by year

- 3.17 On average during July-September, 1,042 complaints a week were received by Waste Services. With approximately 480,000 collections a week, this represents 0.22% of collections resulting in a customer complaint. The majority of complaints relate to non collection of waste but these include complaints where the waste was presented late or was contaminated or where access was blocked.
- 3.18 During this reporting period, there was a rise in complaints about communal landfill, packaging and glass bins. However, throughout September, there was a 21% reduction in missed bins complaints.

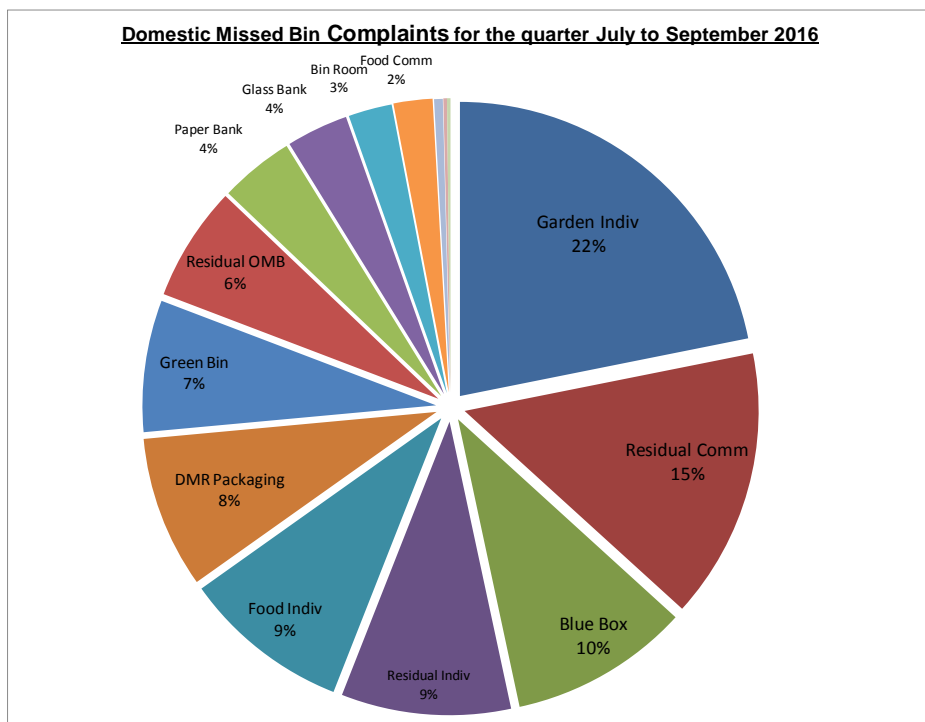


Figure 8: Combined household waste service complaints by service

- 3.19 Complaints have declined sharply over the course of the year to date as a result of measures reported previously such as crews and supervisors working in one area to gain better knowledge of the area in question and rerouting of services. By the week- ending 30 September complaints had fallen to 886 and fell again to 727 by week-ending 14th October, a decrease of 30%.
- 3.20 In this quarter the biggest source of complaints has been garden waste reflecting seasonal led demand. Other actions to continue the reduction in complaints are contained in the Waste and Cleansing Improvement Plan which is the subject of a separate report to this Committee.

Trade Waste Compliance

- 3.21 Complaints about overflowing communal bins are sometimes due to near-by businesses using them to dispose of their commercial waste rather than putting in place a waste and recycling collection contract as required by waste regulations. As part of the Transformation Programme a new Waste Compliance Team started on 1 September 2016. The team, comprising of 5 Environmental Wardens and a Team

Leader focused their work throughout the month visiting businesses and identifying those that are complying with waste regulations and taking enforcement action on non compliant businesses.

- 3.22 During the first two weeks of visits, only 17% of businesses visited were waste compliant although towards the end of September compliance increased to 47% possibly as a result of raised awareness about the activities of the Waste Compliance Team. The Team will continue to visit, advise and monitor businesses and where necessary take enforcement action to ensure that they have appropriate waste collection arrangements in place and are not improperly using services and facilities designed for household waste.

Table 5: Trade Waste Compliance Visits by Action Taken - Sept 2016

Month	Compliance visits	Businesses compliant	Fixed Penalty Issued	Reg 4 Issued	Section 47 Issued	Street Scene warning
Sept '16	498	260	15	190	2	5

4. Measures of success

- 4.1 Achievement of the Council's targets for increasing recycling and reducing landfill, and minimising service complaints.

5. Financial impact

- 5.1 Unrecycled material is currently disposed of as RDF and as landfill. In addition, there are charges associated with transporting landfill waste by rail from the transfer station at Powderhall to the landfill site at Dunbar. Quarterly disposal expenditures for 2016/17, including a comparison with the same period in 2015/16, are detailed in Table 3 below.

	2015-16	2016-17
Disposal Costs	Quarter 2 (Jul-Sep)	Quarter 2 (Jul-Sep)
Refuse Derived Fuel (RDF)	£289,335	£63,049
Landfill	£3,275,643	£3,531,462
Freight / Haulage	£337,601	£290,092
Total monthly Disposal costs	£3,902,579	£3,884,604

Table 3: Disposal Expenditure 2015/16, 2016/17

- 5.2 Although the amount of unrecycled waste collected (30,183 tonnes) in Quarter 2 is down 7.2% compared to the same quarter last year, disposal costs have increased. This is due to a significant drop in waste being disposed of via RDF as a result of market conditions which have seen a reduced demand for the product. This resulted in more waste being sent to landfill which is a more expensive method of disposal.

6. Risk, policy, compliance and governance impact

- 6.1 The information contained in this report is a review of the current performance of landfill and recycling. This report does not impact on any existing policies and no risks have been identified pertaining to health and safety, governance or compliance. Further there are no regulatory requirements that require to be taken into account.

7. Equalities impact

- 7.1 There are no direct equalities impacts resulting from this report.
- 7.2 The Waste Management service meets the public sector duty to advance equal opportunity by taking account of protected characteristics in designing services, and by seeking to make recycling services more accessible to all citizens.

8. Sustainability impact

- 8.1 Increased recycling will help to divert waste from landfill and support the achievement of greenhouse gas reduction targets, and reductions in local environmental impact.

9. Consultation and engagement

- 9.1 Consultation and engagement is carried out as new services are rolled out and this work continues to respond to customer enquiries around service changes, to both support and encourage residents to maximise the use of recycling services.

10. Background reading/external references

- 10.1 Not applicable

Paul Lawrence

Executive Director of Place

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11. Links

Coalition Pledges	<p>P44 Prioritise keeping our streets clean and attractive</p> <p>P49 Continue to increase recycling levels across the city and reduce the proportion of waste going to landfill</p> <p>P50 Meet greenhouse gas targets, including national target of 42% by 2020</p>
Council Priorities	<p>CO17 Clean- Edinburgh's streets and open spaces are free of litter and graffiti</p> <p>CO18 Green- We reduce the local environmental impact of our consumption and production</p> <p>CO19 Attractive places and well maintained - Edinburgh remains an attractive city through the development of high quality buildings and places and the delivery of high standards and maintenance of infrastructure and public realm</p>
Single Outcome Agreement	<p>SO4 -Edinburgh's communities are safer and have improved physical and social fabric</p>
Appendices	<p>Not applicable</p>

Transport and Environment Committee

10.00am, Tuesday, 1 November 2016

Place Financial Monitoring 2016/17 – Half-Year Position

Item number	8.6
Report number	
Executive/routine	Routine
Wards	All

Executive Summary

Place is forecasting the following outturn positions against its approved 2016/17 revenue and capital budgets:

- General fund revenue budget – balanced
- General fund capital budget – balanced

These forecasts should be considered in the context of significant pressures and risks in both capital and revenue budgets.

Links

Coalition Pledges	P30
Council Priorities	CP13
Single Outcome Agreement	SO4

Place Financial Monitoring 2016/17 – Half-Year position

1. Recommendations

- 1.1 It is recommended that the Transport and Environment Committee notes the Place financial position and the actions underway to manage pressures and deliver savings.

2. Background

- 2.1 Place provides a diverse range of services and budget management presents significant complexity, challenges and risks.
- 2.2 The Council set its budget on 21 January 2016. This included £13m of new savings and additional income to be delivered by the Executive Director of Place. The net revenue budget for the service now stands at £50m for 2016/17, reflecting these savings as well as budget transfers required to reflect the Council's new organisation structure. The capital budget for the service stands at £83m.
- 2.3 At its meeting of 30 August 2016, Transport and Environment considered a report detailing the financial position for the first quarter. This report provides an update on this position.

3. Main report

Revenue Budget

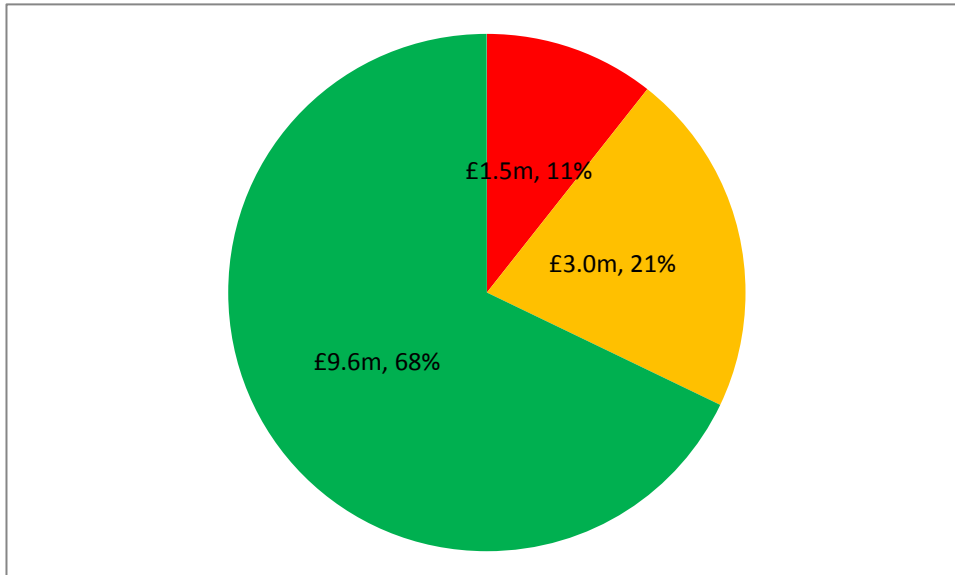
Overall Position

- 3.1 At the half-year, the Executive Director of Place is projecting a balanced position after taking account of projected delivery of approved savings and management of service risks and pressures. However, delivery of a balanced outturn will be challenging and will require robust budget management.

Savings Delivery

- 3.2 The budget for Place includes £13m of new savings for 2016/17 plus £1m pre-approved savings. This includes £8m of staffing savings resulting from the Council's transformation programme, with the remainder to be delivered by other initiatives.

- 3.3 Delivery of all savings is monitored by Place Senior Management Team (SMT) on a monthly basis. Any savings considered to be at risk are reported to the Council Leadership Team. This process ensures that barriers to savings delivery can be removed and mitigation measures put in place where necessary.
- 3.4 At month six, a RAG assessment shows 89% of savings to be on target, as illustrated in the following chart:



- 3.5 £1m of savings classified as red relates to a saving envisaged for the waste service, which is no longer considered to be achievable within the envisaged timescale. The other significant saving not being delivered in the current financial year relates to tram advertising income. Details of these savings, and other savings now being delivered by alternative means than those approved by Council are included in Appendix 1.
- 3.6 The relatively high level of amber savings reflects the fact that savings from organisational redesign have yet to be fully implemented. Financial estimates show that savings targets can be met, but this will depend on staff leaving the organisation as envisaged as well as reductions in the use of agency staff and overtime.

Pressures and Risks

- 3.7 In addition to savings monitoring, finance staff have worked closely with service managers to review and re-assess the main service pressures and risks. The most material are considered to be:

Pressures

- Waste services costs in excess of budget - £2.7m includes £1m savings shortfall detailed in paragraph 3.5).
- North Bridge essential maintenance - £0.5m.
- Mortonhall income loss during refurbishment - £1.5m.

Risks

- Reductions in service income (eg planning fees and building warrants) due to changes in economic conditions.
- Increased cost of gritting and snow clearing in the event of a severe winter.

3.8 Details of pressures and mitigations are included in Appendix 2.

Mitigation of Pressures and Contingency Planning

3.9 In view of the financial challenges described above, the Executive Director of Place needs to implement a number of measures to ensure that expenditure can be contained within budget.

3.10 At the half year, there are earmarked reserves of £3.6m available to address pressures and risks relating to waste services, North Bridge and severe winter weather. This is a one-off solution while service managers develop longer-term mitigations to address ongoing pressures.

3.11 Concerted work is being undertaken between Finance and Place managers to identify and implement sufficient mitigations to balance the departmental budget as a whole. Good progress has been made to date, however this exercise must remain an ongoing priority.

Capital Budget

3.12 The capital monitoring team within Finance has worked closely with project managers to monitor progress on delivery of capital projects. At the half year, Place is projecting a balanced position. Delivery on capital works is currently on track, including good progress being made on the construction stage of the Water of Leith Phase 2 Flood Prevention project.

4. Measures of success

4.1 General fund revenue expenditure for 2016/17 is within budgeted levels.

4.2 Successful delivery of Place's CIP within budget levels.

5. Financial impact

5.1 There are no direct financial implications arising from this report.

6. Risk, policy, compliance and governance impact

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

7. Equalities impact

- 7.1 The contents of this report, analysis and recommendations do not impact the Equality Act 2010 public sector general equality duty.

8. Sustainability impact

- 8.1 Successful delivery of Place's budget will support continued improvement in environmental standards such as cleanliness and recycling.

9. Consultation and engagement

- 9.1 Consultation on budget proposals was undertaken as part of the Council's budget process.

10. Background reading/external references

- 10.1 None.

Paul Lawrence

Executive Director of Place

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11. Links

Coalition Pledges	P30 – Continue to maintain a sound financial position including long term financial planning
Council Priorities	CP13 – Transformation, Workforce, Citizen & partner engagement, Budget
Single Outcome Agreement	SO4 – Edinburgh's communities are safer and have improved physical and social fabric
Appendices	Appendix 1 – Delivery of Approved Savings by Alternative Measures Appendix 2 – Management of Pressures

Appendix 1

Delivery of Approved Savings by Alternative Measures

Service Area	Original Proposal	Saving £m	Mitigating Action
Environment	Efficiencies in the waste service	1.00	Review of waste disposal did not identify required level of savings in advance of the opening of zero waste facility at Millerhill. Savings shortfall to be met from ring-fenced reserves.
Planning and Transport	Tram advertising income	0.50	This is unlikely to be received in 2016/17 as no contract is in place. Savings shortfall to be met from excess income generated over budget in other areas of the service area.
Planning and Transport	Savings in planning and building control system costs to realised by renegotiation of contract with ICT provider	0.22	Centralisation of ICT budgets has meant that this saving is no longer available to the Department and target has been met corporately. However, contract with new ICT service provider is generating significant savings
Environment	Review allotment service and increase rents	0.03	Allotment prices have not increased as savings can be made in planned repairs, pest control, waste management and utility costs.

Appendix 2

Management of Pressures

Service Area	Description of Pressure	Value £m	Mitigating Action
Environment	Available budget for waste services is insufficient to collect and dispose of Edinburgh's waste.	1.7	Earmarked waste reserves are available to offset this pressure in 2016/17. However, this is not a permanent solution and the service is developing options to reduce this pressure from 2017/18 onwards.
Environment	Loss of income from crematorium during period that the facility is closed for refurbishment.	£1.5	This pressure is being partially offset by £0.5m of additional income generated by scientific services. Additional savings across the Directorate are being investigated and planned to mitigate.
Planning and Transport	Loss of income at Edinburgh Roads Services following implementation of new structure.	2.0	Key posts have recently been filled to facilitate a prioritisation exercise to programme work which can be matched to the Edinburgh Roads Services skill base to maximise income generation opportunities. This pressure is being partially offset by related under spends.
Planning and Transport	Costs of revenue works required for health and safety repairs to North Bridge.	0.5	This pressure has been mitigated through the carry forward of an under spend from 2015/16 and additional income within the wider transport service.

Transport and Environment Committee

10.00am, Tuesday, 1 November 2016

Internal Audit Quarterly Update Report: 1 January 2016 – 31 March 2016– referral from the Governance, Risk and Best Value Committee

Item number	8.7
Report number	
Wards	All

Executive summary

The Governance, Risk and Best Value Committee on 23 June 2016 considered a report which detailed the Internal Audit progress for the period 1 January 2016 to 31 March 2016.

The report has been referred to the Transport and Environment Committee on the recommendation that audit reports which contained high risk findings be submitted to their parent Committee for information. This relates to the internal audit report for Contract Management of Roads.

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	See attached report

Terms of Referral

Internal Audit Quarterly Update Report: 1 January 2016 – 31 March 2016

Terms of referral

- 1.1 On 23 June 2016, the Governance, Risk and Best Value Committee considered a summary of the findings and status of work from the Internal Audit plan of work. The plan is updated throughout the year with additional reviews and any emerging risks.
- 1.2 The report by the Chief Internal Auditor highlighted the progress made along with 18 reports, categorised by level of risk.

Details of the action plans with implementation dates to mitigate any findings were also contained within the report. Any action which remained outstanding after the agreed implementation date would be reported back to the Governance, Risk and Best Value Committee.

- 1.3 The Governance, Risk and Best Value Committee agreed:
 - 1.3.1 To note the progress of Internal Audit in issuing 18 internal audit reports during the quarter and to note the areas of higher priority findings for reviews issued in this quarter.
 - 1.3.2 To refer the 5 reports noted in Appendix 1 of the report to the Audit and Risk Committee of the Edinburgh Integrated Joint Board.
 - 1.3.3 To request that high risk findings from audit reports be submitted to the relevant parent committee for information.

For Decision/Action

- 2.1 The Transport and Environment Committee is asked to note the attached audit report with high risk findings concerning the Contract Management of Roads.

Background reading / external references

[Minute of Governance, Risk and Best Value Committee – 23 June 2016](#)

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

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Links

Coalition pledges See attached report

Council outcomes See attached report

Single Outcome Agreement See attached report

Appendices See attached report

Section 1 – Contract Management - Roads

SFC1505

Total number of findings

	Critical	High	Medium	Low
Total	-	2	4	-

Background

The Neighbourhood Roads Teams across the City are allocated an annual revenue budget of £4.9 million across the six Neighbourhoods (soon to be four Localities) for road repairs and renewal and a Capital budget of £0.9m to spend under the Neighbourhood Environmental Programme and on smaller projects such as carriageway enhancement, drainage improvements and bus stop maintenance.

The Neighbourhood Roads Teams are responsible for designing and commissioning works within the budgets allocated to them. Work is directed first to the Edinburgh Roads Service (ERS), before being sent to a framework contractor where ERS do not have the skills or capacity to complete the work.

This audit focussed on works completed by the ERS which were commissioned by the West Neighbourhood Office. However, the findings should be taken as indicative of areas where it is possible that adequate controls and processes have not been fully adopted by all the neighbourhood offices. Management have proposed actions to address our findings which will be rolled out across the new locality roads teams.

Scope

The scope of this review will be to assess the design and operating effectiveness of the Council's controls for the prioritisation of maintenance and improvement works and controls over works contract management. The sub-processes and related control objectives included in the review are:

- Prioritisation of work;
- Allocation of work; and
- Contract Management

Testing for this audit was limited to work completed by the internal Edinburgh Roads Service and commissioned by the West Neighbourhood Office. We also walked through the process used by the central Transport team to manage works carried out by Edinburgh Roads Service to assess the design and implementation of controls.

Local Roads Programme works completed by external framework contractors are included within the scope of the Neighbourhood Partnerships review.

Summary of High Risk Findings

Budgetary control and financial management

There is no consistent or robust process for managing the costs of works undertaken by ERS. Through discussions with officers at the West Neighbourhood Office and the Central Transport department we noted that:

- There is no schedule of rates for works carried out by ERS. This means budgets for works cannot be completed accurately;
- ERS are not required to obtain approval from the commissioning manager for an extension to approved works, or where additional labour, plant or materials are required;
- As ERS is part of the Planning and Transport service, payment for labour, plant and materials is by internal transfer which does not have to be authorised by the commissioning manager from the Transport department or the Neighbourhood Office;
- There was no evidence retained that costs charged by ERS are reviewed by the commissioning manager; and
- Costs are recorded on Axim, while the estimated works budget is recorded on the Confirm project management system. There is no link between the systems, so budget variances must be calculated manually.
- The additional costs of any remedial works are charged to the commissioning roads teams on top of the original budget. They are not able to reclaim those costs from ERS.

Quality

Reviews undertaken by the Transport Interim Quality Audit Team identified works and materials failures resulting in major remedial works at additional cost to the Council. The Transport Interim Quality Audit Team was a short-life working group and has now been disbanded.

Officers were unable to demonstrate that site visits are carried out as a matter of routine by project or commissioning managers to confirm that the quality and extent of works completed are satisfactory.

Recommendations and Agreed Management Action for High Risk Findings

Recommendations	Agreed Management Actions	Target Date	Status of Actions Due
<p>Contract Management - Financial Management</p> <p>The road and footway contract process should include robust monitoring of contract expenditure. This should include:</p> <ul style="list-style-type: none"> • Accurate budgeting of work assisted by a schedule of rates; • Documented approval of variations to agreed work; • Exception reporting to highlight overspend against budget; and • End of works review of expenditure to ensure commissioning managers are satisfied that all work and costs are appropriate. 	<ol style="list-style-type: none"> 1. For Locality (Revenue) Work, estimated works costs are prepared and noted on Confirm (Works Management System) making use of compound rates. Ensure that future works estimates make use of agreed and future schedule of rates. Responsible Officer: North-West Local Transport & Environment Manager 2. For Locality (Revenue) Works, introduce a protocol to ensure that additional works are agreed, where reasonably possible, with the Commissioning team prior to commencement. Responsible Officer: North-West Local Transport & Environment Manager 3. For all Capital and Revenue Work, introduce an internal contract process to manage works estimating, charging, completion sign off by the 	<p>30 June 2016</p> <p>1 October 2016</p> <p>30 October 2016</p>	<p>Not due</p> <p>Not due.</p> <p>Not due.</p>

Recommendations	Agreed Management Actions	Target Date	Status of Actions Due
	<p>client and final account closure.</p> <p>Responsible Officer: Transport Infrastructure Manager</p> <p>4. Establish remedial works protocol to ensure Commissioning teams are not charged for defective works.</p> <p>Responsible Officer: ERS Manager</p>	1 October 2016	Not due.
<p>End of Works Quality Assessment</p> <p>An end of works quality assessment should be conducted and documented before final payments are made to contractors and ERS. This review should be carried out by a qualified member of staff who can assess the work carried out against the industry standards and contract requirements.</p>	<p>1. Recommendation accepted – ongoing site visits to be adequately recorded and final quality inspection process to be developed, by the Locality Transport teams, for appropriate works.</p> <p>Responsible Officer: North-West Local Transport & Environment Manager</p> <p>2. Sample Inspections for Revenue works (commissioned by Locality Teams) are currently undertaken and will be recorded through Confirm. (Audits of above to be undertaken to ensure compliance)</p> <p>Responsible Officer: North West Local Transport & Environment Manager</p> <p>3. Site visits (and Final Inspections) to be carried out by commissioning teams for all Capital schemes and significant revenue works.</p>	<p>30 June 2016</p> <p>30 June 2016</p> <p>30 June 2016</p>	<p>Not due</p> <p>Not due</p> <p>Not due</p>

Recommendations	Agreed Management Actions	Target Date	Status of Actions Due
	<p>Responsible Officer: Transport Infrastructure Manager</p>		

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