

# Notice of meeting and agenda

## Transport and Environment Committee

**10.00am, Thursday 4 October 2018**

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

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

### Contacts

Email: [veronica.macmillan@edinburgh.gov.uk](mailto:veronica.macmillan@edinburgh.gov.uk)  
[rachel.gentleman@edinburgh.gov.uk](mailto:rachel.gentleman@edinburgh.gov.uk)

Tel: 0131 529 4283 / 0131 529 4107

## **1. Order of business**

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- 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**

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- 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**

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- 3.1 If any

## **4. Minutes**

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- 4.1 Transport and Environment Committee, 9 August 2018 (circulated) – submitted for approval as a correct record

## **5. Forward Planning**

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- 5.1 Transport and Environment Committee Work Programme (circulated)
- 5.2 Transport and Environment Committee Rolling Actions Log (circulated)

## **6. Business Bulletin**

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- 6.1 Transport and Environment Committee Business Bulletin (circulated)

## **7. Executive decisions**

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- 7.1 Electric Vehicle Infrastructure: Business Case – report by the Executive Director of Place (circulated)
- 7.2 Community Advertising Banners Motion from Council 28 June 2018 – report by the Executive Director of Place (circulated)
- 7.3 Proposed Increase in Scale of Rollout and Amendment to Contract for On-Street Secure Cycle Parking – report by the Executive Director of Place (circulated)
- 7.4 Recycling Facilities in Council Buildings – joint report by the Executive Director of Resources and the Executive Director of Place (circulated)
- 7.5 Edinburgh Adapts: Climate Change Adaptation Action Plan 2016-2020 – Annual Progress Report – report by the Chief Executive (circulated)
- 7.6 West Princes Street Gardens Project - Update – report by the Executive Director of Place (circulated)
- 7.7 Proposal for a Conscientious Objectors Memorial in West Princes Street Gardens – report by the Executive Director of Place (circulated)
- 7.8 Winter Maintenance Readiness – report by the Executive Director of Place (circulated)

- 7.9 Internal Audit Update Report: 1 January – 31 July 2018 – referral from the Governance, Risk and Best Value Committee (circulated)
- 7.10 Objections and Amendment to Traffic Regulation Order (TRO/18/09) – Change from Written Format to Map Based Order – report by the Executive Director of Place (circulated)

## **8. Routine decisions**

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- 8.1 Allotment and Food Growing Provision – referral from the Culture and Communities Committee (circulated)

## **9. Motions**

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- 9.1 If any

### **Laurence Rockey**

Head of Strategy and Insight

### **Committee Members**

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Councillors Macinnes (Convener), Doran (Vice-Convener), Arthur, Bird, Booth, Bruce Burgess, Cook, Douglas, Gloyer and Key.

### **Information about the Transport and Environment Committee**

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The Transport and Environment Committee consists of 11 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**

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If you have any questions about the agenda or meeting arrangements, please contact Veronica MacMillan or Rachel Gentleman, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh EH1 1YJ, Tel 0131 529 4283/4107, email: [veronica.macmillan@edinburgh.gov.uk](mailto:veronica.macmillan@edinburgh.gov.uk) / [rachel.gentleman@edinburgh.gov.uk](mailto:rachel.gentleman@edinburgh.gov.uk)

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh. The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to [www.edinburgh.gov.uk/meetings](http://www.edinburgh.gov.uk/meetings).

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# Item 4.1 - Minutes

## Transport and Environment Committee

10.00am, Thursday 9 August 2018

### Present

Councillors Macinnes (Convener), Doran (Vice-Convener), Arthur, Bird, Booth, Bruce, Burgess, Cook, Douglas, Gloyer, Howie (substituting for Councillor Key, items 12 onwards) and Key (items 1 to 12).

## 1. Public Transport Priority Action Plan

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### 1.1 Deputation

The Committee agreed to hear a deputation by Keith Giblett on behalf of Queensferry and District Community Council in relation to the report by the Executive Director of Place on the Public Transport Priority Action Plan.

The deputation highlighted the following:

- The Council, Scottish Government and the Queensferry and District Community Council had been involved in the creation of the Queensferry Place Standard document during 2015 which planned for the future growth of the area.
- The community had embraced this process and felt they had been given some influence over the future development of the area; however, there was disappointment that the same level of consultation had not been undertaken to inform the Public Transport Priority Action Plan.
- The lack of transport links and the high impact of vehicles travelling via Queensferry had not been adequately addressed in the Plan.
- People travelling from other towns had increased the demand for parking and train services from Dalmeny train station, and it was not clear how an improved Park and Ride at Dalmeny would alleviate pressures when the bus services could be unreliable and people preferred to use the train.
- The Plan had not adequately addressed the issues being faced by the west of the city.

The deputation requested that the Committee did not approve the Plan and asked for further consultation with the community.

### 1.2 Contribution by Ward Councillor

Councillor Lang spoke to the Committee as a Ward Councillor and made the following points:

- Improving access to and increasing parking provision at Dalmeny Station would help to decrease the level of traffic driving in to the city centre via Barnton, as these issues were currently causing people to choose to drive rather than use the train.

- A motion by Councillor Lang regarding the issues at Dalmeny Station which had been approved by Council in October 2017 had gained cross-party support but the issues raised had not been addressed in the report.
- The response to Councillor Lang's motion had been delayed and was included in the Public Transport Priority Action Plan report rather than a standalone report as requested.
- There was a lack of tangible actions detailed in the report and no timeline had been given for improvements to be made.
- The report did not refer to discussions with Transport Scotland, the Local Development Plan or any traffic studies which had been completed.

### **1.3 Report by the Executive Director of Place**

Efforts were being made by the Council to minimise the impact of congestion on public transport services in Edinburgh which had caused an increase in journey times. Discussions were ongoing with public transport operators and a number of proposals were being considered to improve services in the city. A report was presented which provided an update on the position.

#### **Motion**

- 1) To note the report.
- 2) To note that a further report would be submitted which outlined longer-term intervention measures to relieve congestion on the A90.
- 3) To note that a further report would be submitted, which listed bus lane locations where it was proposed that automatic camera enforcement should be deployed.
- 4) To approve a desired spacing of 400 meters between bus stops and the existing corridors were reviewed to determine how the spacing could be achieved.
- 5) To approve the commencement of a consultation to determine support to vary the Traffic Regulation Orders on existing bus gates on Marshall Street, Candlemaker Row and The Shore to exempt taxis from these restrictions.
- 6) To note that automatic camera enforcement could not currently be used to enforce with-flow tram bahns but that the Council would engage with Transport Scotland to seek to add this to the list of traffic offences which could be enforced by camera.
- 7) To note that funding was not currently available to expand the Hermiston and Ingliston Park and Ride facilities, but that future expansion could be funded from a potential parking levy.
- 8) To note the actions related to Dalmeny Station Motion raised at Full Council in October 2017.
  - moved by Councillor Macinnes, seconded by Councillor Doran

#### **Amendment 1**

- 1) To note the report.

- 2) To note that a further report would be submitted which outlined longer-term intervention measures to relieve congestion on the A90.
- 3) To note that a further report would be submitted, which listed bus lane locations where it was proposed that automatic camera enforcement should be deployed.
- 4) To approve a desired spacing of 400 metres between bus stops and that existing corridors were reviewed to determine how this spacing could be achieved, whilst recognising equalities issues raised by this and that a full public consultation would be carried out on any proposed changes, with a consultation report returning to the Committee to seek approval for changes to bus stop locations.
- 5) To approve the commencement of a consultation to determine support to vary the Traffic Regulation Orders on existing bus gates on Marshall Street, Candlemaker Row and The Shore to exempt taxis from these restrictions.
- 6) To note that automatic camera enforcement could not currently be used to enforce with-flow tram bahns but that the Council would engage with Transport Scotland to seek to add this to the list of traffic offences which could be enforced by camera.
- 7) To note that funding was not currently available to expand the Hermiston and Ingliston Park and Ride facilities, but that future expansion could be funded from a potential parking levy.
- 8) To note the actions related to Dalmeny Station Motion raised at Full Council in 2017.
- 9) To note the request of bus operators to extend the hours of operation of bus lanes, and therefore to approve the commencement of the consultation on extending operational hours to 0700 – 1900, seven days per week, and extending restrictions on parking and loading/unloading to the same hours, and that the consultation should also consider what support might be possible for business affected by the change, including but not restricted to the possibility of allowing some off-peak parking and loading in specific, limited zones.

- moved by Councillor Booth, seconded by Councillor Burgess

In terms of Standing Order 21(11), the amendment was accepted as an addendum to the motion.

## **Amendment 2**

- 1) To note the report.
- 2) To note that a further report would be submitted which outlined longer-term intervention measures to relieve congestion on the A90.
- 3) To note that a further report would be submitted, which listed bus lane locations where it was proposed that automatic camera enforcement should be deployed.
- 4) To approve a desired spacing of 400 meters between bus stops and the existing corridors were reviewed to determine how the spacing could be achieved.

- 5) To approve the commencement of a consultation to determine support to vary the Traffic Regulation Orders on existing bus gates on Marshall Street, Candlemaker Row and The Shore to exempt taxis from these restrictions.
- 6) To note that automatic camera enforcement could not currently be used to enforce with-flow tram bahns but that the Council would engage with Transport Scotland to seek to add this to the list of traffic offences which could be enforced by camera.
- 7) To note that funding was not currently available to expand the Hermiston and Ingliston Park and Ride facilities, but that future expansion could be funded from a potential parking levy.
- 8) To note that Committee did not believe paragraphs 3.59-3.71 sufficiently addressed the issues raised in the Council motion on Dalmeny Station and therefore agreed to bring back a Business Bulletin update in one cycle to allow further discussions to take place with ward councillors and the local community council from which a more detailed action plan should be developed.
  - moved by Councillor Gloyer, seconded by Councillor Doran

In terms of Standing Order 21(11), the amendment was accepted as an addendum to the motion.

### **Decision**

- 1) To note the report.
- 2) To note that a further report would be submitted which outlined longer-term intervention measures to relieve congestion on the A90.
- 3) To note that a further report would be submitted, which listed bus lane locations where it was proposed that automatic camera enforcement should be deployed.
- 4) To approve a desired spacing of 400 metres between bus stops and that existing corridors were reviewed to determine how this spacing could be achieved, whilst recognising equalities issues raised by this and that a full public consultation would be carried out on any proposed changes, with a consultation report returning to the Committee to seek approval for changes to bus stop locations.
- 5) To approve the commencement of a consultation to determine support to vary the Traffic Regulation Orders on existing bus gates on Marshall Street, Candlemaker Row and The Shore to exempt taxis from these restrictions.
- 6) To note that automatic camera enforcement could not currently be used to enforce with-flow tram bahns but that the Council would engage with Transport Scotland to seek to add this to the list of traffic offences which could be enforced by camera.
- 7) To note that funding was not currently available to expand the Hermiston and Ingliston Park and Ride facilities, but that future expansion could be funded from a potential parking levy.

- 8) To note that Committee did not believe paragraphs 3.59-3.71 sufficiently addressed the issues raised in the Council motion on Dalmeny Station and therefore agreed to bring back a Business Bulletin update in one cycle to allow further discussions to take place with ward councillors and the local community council from which a more detailed action plan should be developed.
- 9) To note the request of bus operators to extend the hours of operation of bus lanes, and therefore to approve the commencement of the consultation on extending operational hours to 0700 – 1900, seven days per week, and extending restrictions on parking and loading/unloading to the same hours, and that the consultation should also consider what support might be possible for business affected by the change, including but not restricted to the possibility of allowing some off-peak parking and loading in specific, limited zones.

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

### **Declarations of interest**

Councillors Booth and Doran declared non-financial interests in the above item as a Director of Transport for Edinburgh, and Councillor Macinnes declared a non-financial interest as the Chair of the Transport for Edinburgh Board, respectively.

## **2. Minutes**

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### **Decision**

To approve the minute of the Transport and Environment Committee of 20 June 2018 as a correct record.

## **3. Transport and Environment Committee Key Decisions Forward Plan**

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The Transport and Environment Committee Key Decisions Forward Plan for October 2018 was presented.

### **Decision**

To note the Key Decisions Forward Plan.

(Reference – Key Decisions Forward Plan, submitted.)

## **4. Transport and Environment Committee Rolling Actions Log**

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The Transport and Environment Committee Rolling Actions Log for August 2018 was presented.

### **Decision**

To approve the closure of actions 1, 10, 11, 14, 18, 26, 30 (action 1), 32 (action 2), 33, 35, 37 (actions 1, 2 and 3), 39 (actions 4, 5 and 6), 41, 42, 45 and 47.

(Reference – Rolling Actions Log, submitted.)

## 5. Transport and Environment Committee Business Bulletin

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The Transport and Environment Committee Business Bulletin for 9 August 2018 was presented.

### Decision

To note the Business Bulletin.

(Reference – Business Bulletin, submitted.)

## 6. Updated Pedestrian Crossing Prioritisation 2018/19

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Details were provided on an updated pedestrian crossing priority list and on consultations undertaken for locations approved in the previous report to the Transport and Environment Committee meeting on 10 August 2017.

### Decision

- 1) To approve the updated pedestrian crossing priority list for 2018/19 as set out in Appendix 1 of the report.
- 2) To note the locations identified through Section 75 funding and schemes being progressed as part of larger projects as set out in Appendix 2 of the report.
- 3) To note the locations that did not meet the priority list criteria as set out in Appendix 3 of the report.
- 4) To note the results of the public consultations as set out in Appendix 4 of the report.

(References – Transport and Environment Committee, 10 August 2017 (item 12); report by the Executive Director of Place, submitted.)

## 7. Budget Commitment to Cycling in 2016/17 and 2018/19 Cycling Programme

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The Council agreed on 9 February 2012 that a minimum of 5% of the transport spend should be allocated to cycling and that this would increase by 1% each year.

For the period 2016/17, 9% of the combined transport budget was committed to cycling. A report was presented which set out the Council's capital and revenue expenditure on cycling in the 2016/17 financial year and the planned programme of cycle project delivery for 2018/19.

### Decision

- 1) To note the expenditure on cycling in 2016/17.
- 2) To approve the planned programme for 2018/19.
- 3) To refer the report to the four Localities Committees for information.

(References – Act of Council (No. 2), 9 February 2012; report by the Executive Director of Place, submitted.)

## 8. A8 Cycleway Upgrade, Traffic Regulation Order

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The Committee considered a Traffic Regulation Order (TRO) proposal to reduce the speed limit on a section of the A8 road as part of the scheme to upgrade the A8 Cycleway.

Five representations had been received, including 2 objections and 3 letters of support. These were detailed in the report alongside the Council's responses to the representations.

### Decision

- 1) To note the five representations received in relation to the advertised Traffic Regulation Order and the Council's comments in response.
- 2) To set aside the two objections received and to make the Traffic Regulation Order as advertised.

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

## 9. Parking Action Plan: Implementing the Parking Permit Diesel Surcharge

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At its meeting on 17 May 2018, the Committee approved a Parking Action Plan report and agreed to receive a report with detailed proposals for the introduction of a resident permit surcharge for diesel vehicles. Approval was sought for the introduction of this.

### Motion

- 1) To approve the introduction of the resident permit diesel surcharge as detailed in the report by the Executive Director of Place.
- 2) To approve the commencement of the necessary legal process to implement the diesel surcharge.

- moved by Councillor Macinnes, seconded by Councillor Doran

### Amendment

To take no action on the matter.

- moved by Councillor Cook, seconded by Councillor Douglas

### Voting

For the motion - 8 votes

For the amendment - 3 votes

(For the motion – Councillors Arthur, Bird, Booth, Burgess, Doran, Gloyer, Key and Macinnes.

For the amendment – Councillors Bruce, Cook and Douglas.)

### Decision

- 1) To approve the introduction of the resident permit diesel surcharge as detailed in the report by the Executive Director of Place.

- 2) To approve the commencement of the necessary legal process to implement the diesel surcharge.

(References – Transport and Environment Committee, 17 May 2018 (items 7 and 23); report by the Executive Director of Place, submitted.)

## **10. Strategic Review of Parking, Edinburgh**

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A Strategic Review of Parking in Edinburgh had been undertaken to address parking issues across the city, including issues raised by a petition and a motion which were considered by the Committee on 17 May 2018.

### **Decision**

- 1) To note the detail of the proposed strategic approach to reviewing parking across the city.
- 2) To note that the highest priority had been given to areas where parking issues had already been highlighted to the Council, and where investigations were either ongoing or had been approved.

(References – Transport and Environment Committee, 17 May 2018 (item 8); report by the Executive Director of Place, submitted.)

## **11. Workplace Parking Levy Scoping**

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Details were provided on proposals for the introduction of a Workplace Parking Levy which would allow the Council to implement charges for employers which provided car parking for staff. If approved, a further report would be submitted setting out the rationale for Edinburgh to introduce a Workplace Parking Levy.

### **Motion**

- 1) To note the merits in principle of pursuing the power for Edinburgh to seek consent to introduce a Workplace Parking Levy.
- 2) To agree that Council officers would develop a paper which set out the argument and rationale for Edinburgh to introduce a Workplace Parking Levy.
- 3) To note the introduction of the Transport (Scotland) Bill 2018.
- 4) To agree that the Council would respond to the Scottish Parliament's Rural Economy and Connectivity Committee call for evidence on Stage 1 of the Transport (Scotland) Bill, which closed on the 28 September 2018.
  - moved by Councillor Macinnes, seconded by Councillor Doran

### **Amendment 1**

- 1) To note the merits in principle of pursuing the power for Edinburgh to seek consent to introduce a Workplace Parking Levy or wider non-residential parking levy.

- 2) To agree that Council officers would develop a paper which set out the argument and rationale for Edinburgh to introduce a Workplace Parking Levy or wider non-residential parking levy which could also cover customer parking spaces.
- 3) To note the introduction of the Transport (Scotland) Bill 2018.
- 4) To agree that the Council would respond to the Scottish Parliament's Rural Economy and Connectivity Committee call for evidence on Stage 1 of the Transport (Scotland) Bill, which closed on the 28 September 2018.
  - moved by Councillor Booth, seconded by Councillor Burgess

### **Amendment 2**

- 1) To note the merits in principle of pursuing the power for Edinburgh to seek consent to introduce a Workplace Parking Levy.
- 2) To agree that Council officers would develop a balanced paper within in one cycle which set out the arguments and rationale for and against the possible introduction of a Workplace Parking Levy, providing an informed basis for a decision by the Committee.
- 3) To note the introduction of the Transport (Scotland) Bill 2018.
- 4) To agree that the Council would respond to the Scottish Parliament's Rural Economy and Connectivity Committee call for evidence on Stage 1 of the Transport (Scotland) Bill, which closed on the 28 September 2018 and that the submission would inform the Committee of the agreement and intent outlined above.
  - moved by Councillor Cook, seconded by Councillor Douglas

In accordance with Standing Order 21(11), Amendment 1 was accepted as an addendum to the motion.

### **Voting**

For the motion	-	7 votes
For amendment 2	-	4 votes

(For the motion – Councillors Arthur, Bird, Booth, Burgess, Doran, Macinnes, Key.  
For the amendment – Councillors Bruce, Cook, Douglas and Gloyer.)

### **Decision**

- 1) To note the merits in principle of pursuing the power for Edinburgh to seek consent to introduce a Workplace Parking Levy or wider non-residential parking levy.
- 2) To agree that Council officers would develop a paper which set out the argument and rationale for Edinburgh to introduce a Workplace Parking Levy or wider non-residential parking levy which could also cover customer parking spaces.
- 3) To note the introduction of the Transport (Scotland) Bill 2018.

- 4) To agree that the Council would respond to the Scottish Parliament's Rural Economy and Connectivity Committee call for evidence on Stage 1 of the Transport (Scotland) Bill, which closed on the 28 September 2018.

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

## **12. 'Edinburgh: connecting our city, transforming our places' – public engagement on City Mobility Plan, Low Emission Zone(s) and City Centre Transformation**

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The Council was progressing three strategies: the City Mobility Plan, Low Emission Zones and the Edinburgh City Centre Transformation. Engagement activities had been undertaken with key stakeholders and a consultation document setting out ideas had been developed.

Approval was sought to present the document for public consultation. The report also included details of engagement events which were to take place and an evaluation of the Edinburgh Summer Summit event which had taken place in June 2018.

### **Motion**

- 1) To note that engagement with stakeholders on the City Mobility Plan, low emission zone(s), and the Edinburgh City Centre Transformation projects had taken place between February and May 2018, and informed the basis of the proposals upon which public engagement would be undertaken.
- 2) To agree that wider public engagement would focus on the prospectus engagement paper 'Edinburgh: connecting our city, transforming our places' subject to minor revisions.
- 3) To agree that public engagement would be undertaken during an eight-week period, commencing in September 2018, in line with the approach set out in the report.
- 4) To note following the public engagement, the next steps would be to develop specific proposals for each of the individual projects, to be followed by further engagement on detailed proposals early in 2019.
- 5) To note the evaluation report of the Edinburgh Summer Summit as set out in Appendix 2 of the report.
- 6) To agree that the City of Edinburgh Council would develop a programme to regularly hold vehicle-free days in the city centre and town centres.
- 7) To agree that the Local Transport Strategy, which expired at the end of 2018 would be replaced by a people-oriented 'City Mobility Plan' which would run until 2023.

- moved by Councillor Macinnes, seconded by Councillor Doran

### **Amendment**

- 1) To note that engagement with stakeholders on the City Mobility Plan, low emission zone(s), and the Edinburgh City Centre Transformation projects had

taken place between February and May 2018, and informed the basis of the proposals upon which public engagement would be undertaken.

- 2) To agree that wider public engagement would focus on the prospectus engagement paper 'Edinburgh: connecting our city, transforming our places' subject to minor revisions.
- 3) To agree that public engagement would be undertaken during an eight-week period, commencing in September 2018, in line with the approach set out in the report by the Executive Director of Place.
- 4) To note following the public engagement, the next steps would be to develop specific proposals for each of the individual projects, to be followed by further engagement on detailed proposals early in 2019.
- 5) To note the evaluation report of the Edinburgh Summer Summit as set out in Appendix 2 of the report by the Executive Director of Place and to express disappointment and concern that the data gathering was compromised due to the prevailing weather conditions, precluding a meaningful, evidence-based analysis of the events' impact.
- 6) To agree that, given this lack of data, the City of Edinburgh Council should not develop a programme of regular vehicle free days in the city centre and town centres until such a time that full data sets were available to allow evaluation of resulting traffic movement, congestion and pollution in and around the closed streets.
- 7) To agree that the City of Edinburgh Council would develop a programme to regularly hold vehicle-free days in the city centre and town centres.
- 8) To agree that the Local Transport Strategy, which expired at the end of 2018 would be replaced by a people-oriented 'City Mobility Plan' which would run until 2023.
- 9) To recognise the value of public consultations and the importance of policy changes commanding public confidence and to also recognise the importance of Committee-led decision making by Elected Members in respect of the projects included in the report.

In accordance with Standing Order 21(11), point 9 of the amendment was accepted as an addendum to the motion.

### **Voting**

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

(For the motion – Councillors Arthur, Bird, Booth, Burgess, Doran, Gloyer, Howie and Macinnes.

For the amendment – Councillors Bruce, Cook, Douglas.)

### **Decision**

- 1) To note that engagement with stakeholders on the City Mobility Plan, low emission zone(s), and the Edinburgh City Centre Transformation projects had

taken place between February and May 2018, and informed the basis of the proposals upon which public engagement would be undertaken.

- 2) To agree that wider public engagement would focus on the prospectus engagement paper 'Edinburgh: connecting our city, transforming our places' subject to minor revisions.
- 3) To agree that public engagement would be undertaken during an eight-week period, commencing in September 2018, in line with the approach set out in the report by the Executive Director of Place.
- 4) To note following the public engagement, the next steps would be to develop specific proposals for each of the individual projects, to be followed by further engagement on detailed proposals early in 2019.
- 5) To note the evaluation report of the Edinburgh Summer Summit as set out in Appendix 2 of the report by the Executive Director of Place.
- 6) To agree that the City of Edinburgh Council would develop a programme to regularly hold vehicle-free days in the city centre and town centres.
- 7) To agree that the Local Transport Strategy, which expired at the end of 2018 would be replaced by a people-oriented 'City Mobility Plan' which would run until 2023.
- 8) To recognise the value of public consultations and the importance of policy changes commanding public confidence and to also recognise the importance of Committee-led decision making by Elected Members in respect of the projects included in the report.

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

### **13. Review of Waste and Recycling Strategy**

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A mid-life review of the Council's Waste and Recycling Strategy for 2010 to 2025 had been undertaken and a report was presented which set out the progress made to date, challenges, opportunities and an action plan for future years.

#### **Motion**

- 1) To note the report.
- 2) To note in particular the improvement in recycling performance since 2010, and the decline in waste arisings, as well as several external risks which were expected to impact on future performance.
  - moved by Councillor Macinnes, seconded by Councillor Doran

#### **Amendment**

- 1) To note the report.
- 2) To note in particular the improvement in recycling performance since 2010, and the decline in waste arisings, as well as several external risks which were expected to impact on future performance.

- 3) To note that Garden waste collections currently accounted for around 25% of current recycling performance and to express concern that even if the Council's modest sign-up figures for the new paid-for garden waste service - dubbed the "Garden Tax" - were met, the policy presented risk to the Council's future recycling performance, potentially leading to increased fly tipping, garden bonfires and waste going to landfill.
- moved by Councillor Cook, seconded by Councillor Douglas

### **Voting**

For the motion - 7 votes  
For the amendment - 4 votes

(For the motion – Councillors Arthur, Bird, Booth, Burgess, Doran, Macinnes, Key.  
For the amendment – Councillors Bruce, Cook, Douglas and Gloyer.)

### **Decision**

- 1) To note the report.
- 2) To note in particular the improvement in recycling performance since 2010, and the decline in waste arisings, as well as several external risks which were expected to impact on future performance.

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

## **14. Waste and Cleansing Services Performance**

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At its meeting of 9 March 2018, the Committee approved a motion by Councillor Jim Campbell which requested a report on improving the way waste uplift data was presented and shared. A report was submitted which addressed the motion and provided information on key changes which had been made to Waste and Cleansing Services performance monitoring and future improvements which could be made.

### **Decision**

- 1) To note the current arrangements for recording and reporting performance in Waste and Cleansing Services.
- 2) To note the wider review of performance monitoring and reporting with Waste and Cleansing Services.
- 3) To note the activities and dependencies required to implement the revised performance reporting.
- 4) To agree that the revised suite of performance measures, as illustrated in Appendix 1 of the report, and the progress against the activities required to implement the revised performance reporting would be reported to Transport and Environment Committee every second cycle.

(References – Transport and Environment Committee, 9 March 2018 (item 20); report by the Executive Director of Place, submitted.)

## 15. Enhancing Communal Bin Collections – Update following trial to implement every other day collections

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The Committee agreed on 7 December 2017 to undertake a trial to implement every other day collection for on-street communal bins within a selected area within Ward 12 (Leith Walk) and to receive a progress report within six months. This report was presented to the Committee for consideration.

### Decision

- 1) To note the report.
- 2) To approve the next stage of the trial which would maintain the increased servicing frequency of landfill bins in the trial area in Ward 12; reduce the number of landfill bins and monitor the impact on fill levels; increase the number of recycling bins and increase variety of recycling materials collected and increase servicing frequency of mixed recycling bins.

(References – Transport and Environment Committee, 7 December 2017 (item 11); report by the Executive Director of Place, submitted.)

### Declaration of interest

Councillor Bird declared a non-financial interest in the above item as a member of the Changeworks Board.

## 16. Review of Trade Waste Bin Exemptions

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The Council had previously agreed that exemptions to policy could be granted to businesses which could not store their food and glass waste on their premises and which would allow waste bins to be stored on the street outwith the specified time windows. The policy was no longer consistent with other Council policies which aimed to decrease street obstructions and therefore approval was sought to end the exemptions.

### Decision

To grant approval for the Waste and Cleansing Service to progress with the cessation of the exemption of food and glass bins on a phased basis.

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

## 17. Single Use Plastics

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Council and the Committee has approved a number of motions regarding single use plastics and the impact that their use had on the environment. A report was presented which addressed these motions and set out the role of the Council and other stakeholders in responding to concerns about single use plastics, and ways the Council dealt with these.

### Motion

- 1) To note the report.

- 2) To note, in particular, that Changeworks had been instructed to develop a plastic water bottle refill scheme, and to develop messaging around single use plastics in their educational activities, as a result of these motions.
- 3) To note the intention to propose Plastic Free Communities actions alongside other actions as part of the development of Litter Prevention Action Plans as these were developed across the city.
- 4) To discharge the motions referred to in section 2 of the report.
  - moved by Councillor Macinnes, seconded by Councillor Doran

### **Amendment**

- 1) To note the report.
- 2) To note, in particular, that Changeworks had been instructed to develop a plastic water bottle refill scheme, and to develop messaging around single use plastics in their educational activities, as a result of these motions.
- 3) To note the intention to propose Plastic Free Communities actions alongside other actions as part of the development of Litter Prevention Action Plans as these were developed across the city.
- 4) To discharge the motions referred to in section 2 of the report.
- 5) To note that the report highlighted opportunities to further develop the Council's activities towards reducing the impact of Single Use Plastics and therefore to agree to establish a short-life working group to consider this issue to report back to Committee.
- 6) To agree that the working group would be a member-officer group; the membership would consist of one elected member from each political group and officers from relevant service areas including waste and recycling, catering and procurement; that the group would meet within one month and would aim to report to the Committee within six months. The remit of the group would be to discuss the report on Single Use Plastics and any issues that arose from this to develop potential solutions.
- 7) To appoint Councillors Doran, Burgess, Bird, Gloyer and Cook to the working group.
  - moved by Councillor Burgess, seconded by Councillor Booth

In accordance with Standing Order 21(11), point 9 of the amendment was accepted as an addendum to the motion.

### **Decision**

- 1) To note the report.
- 2) To note, in particular, that Changeworks had been instructed to develop a plastic water bottle refill scheme, and to develop messaging around single use plastics in their educational activities, as a result of these motions.

- 3) To note the intention to propose Plastic Free Communities actions alongside other actions as part of the development of Litter Prevention Action Plans as these were developed across the city.
- 4) To discharge the motions referred to in section 2 of the report.
- 5) To note that the report highlighted opportunities to further develop the Council's activities towards reducing the impact of Single Use Plastics and therefore to agree to establish a short-life working group to consider this issue to report back to Committee.
- 6) To agree that the working group would be a member-officer group; the membership would consist of one elected member from each political group and officers from relevant service areas including waste and recycling, catering and procurement; that the group would meet within one month and would aim to report to the Committee within six months. The remit of the group would be to discuss the report on Single Use Plastics and any issues that arose from this to develop potential solutions.
- 7) To appoint Councillors Doran, Burgess, Bird, Gloyer and Cook to the working group.

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

## **18. Street Lighting Management Arrangements**

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The Council's current Street Lighting Management Arrangements which set out the basic principles and standards applied to street lighting and illuminated signage were presented to the Committee.

### **Decision**

To note the current Street Lighting Management Arrangements contained in Appendix 1 of the report.

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

## **19. Carbon Literacy Update August 2018**

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A pilot Carbon Literacy Programme, commissioned by the Edinburgh Sustainable Development Partnership, had been undertaken between March 2016 and March 2017. A report was presented which outlined the key findings, challenges and next steps following the pilot.

### **Decision**

- 1) To note the successful completion of the pilot Carbon Literacy Programme and the valuable work the Workers Educational Association Scotland had done to ensure its completion.
- 2) To note that next steps would be planned following the Edinburgh Partnership review and that these would be informed by the outcome of the audit of the Council's climate change and sustainability activity which would be reported to the Corporate Policy and Strategy Committee by December 2018.

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

## **20. Appointments to Working Groups – 2018/19**

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The Committee was required to annually re-appoint the membership of its working groups and was asked to appoint the membership for 2018/19.

### **Decision**

To re-appoint the membership of the working groups as detailed in Appendix 1 of the report, subject to adjusting the membership of the Transport Forum to include Councillor Doran and to remove Councillor Burgess.

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

## **21. Progress in Implementing the Integrated Weed Control Programme**

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An update was provided on the progress made to date with the implementation of the Integrated Weed Control Programme which aimed to control weed growth across the city's streets, parks and other public open spaces.

### **Decision**

To note the update on the management of weeds in streets, parks and other public spaces.

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

## **22. Winter Maintenance Review**

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A progress update was presented on the actions detailed within the Winter Maintenance Improvement Plan.

### **Decision**

- 1) To note the progress made with implementing the actions contained within the Winter Maintenance Improvement Plan.
- 2) To agree to receive a Winter Maintenance Readiness report in October 2018.

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

## **23. Roads Services Improvement Plan**

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An update was provided on the progress made towards implementing the Road Services Improvement Plan.

### **Motion**

To note the progress made with implementing the actions contained within the Improvement Plan to date.

- moved by Councillor Macinnes, seconded by Councillor Doran

### **Amendment**

- 1) To note the progress made with implementing the actions contained within the Improvement Plan to date.

- 2) To express concern that many actions within the Improvement Plan were forecasted to be achieved well beyond the target date, in addition to recent reporting that the Council was failing to repair an acceptable level of emergency road repairs within a 24-hour timeframe.
- 3) To note that the improvement plan originated as a result of an internal audit exercise.
- 4) To agree to remit current progress of the Road Service Improvement Plan to the Governance, Risk and Best Value Committee for further scrutiny.
  - moved by Councillor Cook, seconded by Councillor Douglas

### **Voting**

For the motion - 7 votes  
For the amendment - 4 votes

(For the motion – Councillors Arthur, Bird, Booth, Burgess, Doran, Macinnes, Key.  
For the amendment – Councillors Bruce, Cook, Douglas and Gloyer.)

### **Decision**

To note the progress made with implementing the actions contained within the Improvement Plan to date.

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

## **24. Edinburgh Catering Services – Update on School Meals and the Use of Plastic in Schools – referral from the Education, Children and Families Committee**

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On 22 May 2018 the Education, Children and Families Committee considered a report on the school meals service, progress towards achieving the Silver Food for Life Award across the school estate, transporting school meals, reducing plastics and packaging throughout the estate and menu feedback opportunities. The report was referred to the Transport and Environment Committee for information.

### **Decision**

To note the report.

(References – Education, Children and Families Committee, 22 May 2018 (item 14); referral report by the Education, Children and Families Committee, submitted.)

## Transport and Environment Committee

October 2018

No	Title / description	Directorate/Lead Officer	Expected Reporting Date
1	Waste Performance Report	Executive Director of Place Lead Officer: Andy Williams	December 2018
2	20 mph for Edinburgh: Initial Report on Implementation and Future Reporting	Executive Director of Place Lead Officer: Ewan Kennedy	December 2018
3	Electric Vehicle Action Plan Update	Executive Director of Place Lead Officer: Janice Pauwels	December 2018
4	Roads Asset Management Plan	Executive Director of Place	December 2018

		Lead Officer: Sean Gilchrist	
5	Decriminalised Traffic and Parking Enforcement	Executive Director of Place Lead Officer: Ewan Kennedy	December 2018
6	Implementation of Garden Waste Charging	Executive Directors of Resources and Place Lead Officers: Lesley Newdall Andy Williams	December 2018
7	George Street and First New Town Preliminary Design Ambition	Executive Director of Place Lead Officer: Anna Herriman	February 2019
8	Change to Opening Hours for Household Waste Recycling Centres	Executive Director of Place Lead Officer: Andy Williams	February 2019
9	Communal Bin Review – Pilot Programme Update	Executive Director of Place Lead Officer:	February 2019

		Andy Williams	
10	Kirkliston Traffic Study Update	Executive Director of Place Lead Officer: Dave Sinclair	February 2019
11	Bus Tracker and Bus Station Information System – Future Strategy	Executive Director of Place Lead Officer: Ewan Kennedy	February 2019
12	Update on Edinburgh's Coastline – Motion from Councillor Mary Campbell (Council May 2018)	Executive Director of Place Lead Officer: John Inman	February 2019
13	Update from Single Use Plastics Working Group	Executive Director of Place Lead Officer: Andy Williams	February 2019
14	City Centre Transformation	Executive Director of Place Lead Officer: Michael Thain	May 2019

# Item 5.2 - Rolling Actions Log

## Transport and Environment Committee

4 October 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	7 June 2016	<a href="#">Review of Scientific Services &amp; Mortuary Services</a>	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 <a href="mailto:robbie.beattie@edinburgh.gov.uk">robbie.beattie@edinburgh.gov.uk</a>	December 2018		A national review is continuing and officers are awaiting further clarity on the outcome of this before bringing forward this report.
2	7 June 2016	<a href="#">George Street Experimental Traffic Regulation Order Concluding Report and Design Principles</a>	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	Executive Director of Place Lead Officer: Anna Herriman City Centre Programme Manager 0131 469 3853 <a href="mailto:anna.herriman@edinburgh.gov.uk">anna.herriman@edinburgh.gov.uk</a>	February 2019		The consultation will be undertaken in November and December 2018, with a report back to Committee in February 2019.

			the Design Principles into a Stage D design, that would be brought back to the Committee for approval as a proposed Traffic Regulation Order.				
3	30 August 2016	<a href="#">Water of Leith Valley Improvement Proposals (Dean to Stockbridge Section)</a>	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 <a href="mailto:david.jamieson@edinburgh.gov.uk">david.jamieson@edinburgh.gov.uk</a>			The community study is underway and the outcome will be reported to Committee when available.
4	17 January 2017	<a href="#">Transport for Edinburgh Strategic Plan 2017 – 2021 and Lothian Buses Plan 2017-2019</a>	1) To approve Lothian Buses Business Plan 2017-2019 noting the areas for further work as set out in paragraph 3.20, and to request a progress report by Autumn 2017 on these matters.	Executive Director of Place Lead Officer: Ewan Kennedy, Senior Manager – Transport Networks <a href="mailto:ewan.kennedy@edinburgh.gov.uk">ewan.kennedy@edinburgh.gov.uk</a> 0131 469 3575	On-going		Officers are continuing to work with Lothian Buses on this and a report will be prepared when their Business Plan has been updated.
			2) To note that Transport for Edinburgh's three-year operational plan		On-going		Officers are continuing to work with

			would be presented at a future Committee meeting for approval.				Transport for Edinburgh on this and a report will be prepared when their Business Plan has been updated.
5	24 August 2017	Motion by Councillor Hutchison – Kirkliston Congestion Journey (to Council)	To agree to continue dialogue with the local community to determine the best way forward for traffic management and initiate a traffic study in Kirkliston to report back to the Transport and Environment Committee in two cycles, as promised by the Convener at the 29th June 2017 Council Meeting.	Executive Director of Place Lead Officer: Dave Sinclair, Local Transport and Environment Manager 0131 529 7075 <a href="mailto:dave.sinclair@edinburgh.gov.uk">dave.sinclair@edinburgh.gov.uk</a>	February 2019		An update has been included in the Business Bulletin for October 2018.  The final update on this will be included in the Business Bulletin in February 2019.
6	4 September 2017	<a href="#">Edinburgh Tram - York Place to Newhaven Updated Outline Business Case</a>	The Executive Director of Place to: <ul style="list-style-type: none"> <li>• arrange to meet with Transport Scotland to discuss the Edinburgh Tram Extension project</li> </ul>	Executive Director of Place Lead Officer: Ewan Kennedy, Senior Manager – Transport Networks 0131 469 3575 <a href="mailto:ewan.kennedy@edinburgh.gov.uk">ewan.kennedy@edinburgh.gov.uk</a>	December 2018		It is planned to meet Transport Scotland in advance of the final report to Council.
			<ul style="list-style-type: none"> <li>• arrange an internal meeting with Lothian</li> </ul>		August 2018	August 2018	<b>Recommended for closure –</b>

			Buses and elected members of the Transport and Environment Committee to discuss the Edinburgh Tram Extension project				this meeting took place on 8 August 2018.
			<ul style="list-style-type: none"> <li>• arrange to meet with the Project Team and outside groups to discuss the Edinburgh Tram Extension project.</li> </ul>		December 2018		Engagement commenced in October 2017 and will continue throughout the consultation process.
7	5 October 2017	Motion by Councillor Booth – Low Cost ways to boost cycle use	To refer the Spokes document describing the competition entries to each Locality Manager (or other relevant section of the Council) with a request that they identify the proposals within their area of responsibility, assess the feasibility of each proposal, undertake the relevant work to take appropriate proposals forward, and report back on a quarterly basis to the relevant locality committee (once formed) and to the Transport and Environment Committee	Executive Director of Place Lead Officer: Locality Local Transport and Environment Managers: Steven Cuthill (South East), Andy Edwards (South West), Darren Ryan (North East), Dave Sinclair (North West).	February 2019		An update is included in the Business Bulletin.

			on progress to implement the proposals.				
8	26 October 2017	Motion by Councillor Lang – Dalmeny Station (to Council)	<p>“Council recognises;</p> <p>(a) the problems being faced by those living close to Dalmeny Station because of the current levels of car parking, with significant commuter parking on nearby roads and in spaces created for residents in new developments,</p> <p>(b) the difficulty created by the limited parking arrangements, which risks creating a disincentive towards using the station, forcing more commuters to choose to use their car to travel into Edinburgh via the busy and congested Barnton junction and Queensferry Road.</p> <p>Council welcomes the recent improvements at the station, such as an increase in bike storage facilities, but believes this is insufficient in addressing the wider access issues around the station and that further significant action</p>	<p>Executive Director of Place Lead Officer: Ewan Kennedy, Senior Manager – Transport Networks 0131 469 3575 <a href="mailto:ewan.kennedy@edinburgh.gov.uk">ewan.kennedy@edinburgh.gov.uk</a></p>	August 2018		Link to item X below. An update is included in the Business Bulletin for 4 October 2018.

			<p>is needed.</p> <p>Council therefore instructs officials to engage with Scotrail and Transport Scotland and seeks a report to the Transport &amp; Environment Committee within three cycles. This report should set out an action plan for addressing these issues, including proposals to further maximise sustainable transport options to and from the station along with improved parking arrangements which benefit passengers and local residents.”</p>				
9	7 December 2017	<a href="#">Electric Vehicle Action Plan</a>	<p>1) To note that a Strategic Business Case for EV charging infrastructure would be reported to Committee in June 2018 and to agree that the Strategic Business Case would include consideration of</p>	<p>Executive Director of Place Lead Officer: Janice Pauwels, Sustainable Development Manager  <a href="mailto:janice.pauwels@edinburgh.gov.uk">janice.pauwels@edinburgh.gov.uk</a> 0131 469 3804</p>	October 2018		<p><b>Recommended for closure –</b> this report is included on the agenda for 4 October 2018.</p>

			infrastructure for e-bikes and e-cargo bikes.				
			2) To agree the action plan would be further revised following the first progress report being presented to the Committee in late 2018 to ensure it was a fully integrated e-mobility action plan prioritising a modal shift from car to other modes, consistent with the targets in the Council's local transport strategy.		December 2018		This report will be prepared for 6 December 2018.
			3) To agree that the Electric Vehicle working group, as outlined in paragraph 3.15 of the report, would consider the following points and would report the progress of these actions to the Carbon, Climate and Sustainability Member Officer Working Group: <ul style="list-style-type: none"> <li>• possible adjustments to planning guidance to include requirements on cargo bike / e-bike</li> </ul>				The Electric Vehicle Working Group have considered these issues and will incorporate findings in the upcoming Committee report.

			<p>provision;</p> <ul style="list-style-type: none"> <li>• developing a council cargo bike pilot for appropriate council deliveries;</li> <li>• the potential to adapt street lighting columns to incorporate EV charging points.</li> </ul>				
10	7 December 2017	<a href="#">Enhancing Communal Bin Collections</a>	To agree to receive a detailed progress report within six months.	<p>Executive Director of Place Lead Officer: Andy Williams, Waste and Cleansing Manager <a href="mailto:andy.williams@edinburgh.gov.uk">andy.williams@edinburgh.gov.uk</a> 0131 469 5660</p>	February 2019		Transport and Environment Committee on 9 August 2018 approved the extension of this pilot scheme. Progress will be reported to Committee in February 2019.
11	9 March 2018	<a href="#">Bustracker and Bus Station Information System – Future Strategy</a>	To note that a future report would detail the outcome of the procurement exercise and would include the preferred supplier, bus station information system solution and pricing schedule for on-street sign options to inform what sign replacements could be undertaken with the available	<p>Executive Director of Place Lead Officer: Ewan Kennedy, Service Manager – Transport Networks 0131 469 3575 <a href="mailto:ewan.kennedy@edinburgh.gov.uk">ewan.kennedy@edinburgh.gov.uk</a></p>	February 2019		

			budget.				
12	9 March 2018	<a href="#">Roads Asset Management Plan (RAMP)</a>	To note that a final draft of the Roads Asset Management Plan would be presented to the Committee within three cycles.	Executive Director of Place Lead Officer: Cliff Hutt, Service Manager – Infrastructure 0131 469 3751 <a href="mailto:cliff.hutt@edinburgh.gov.uk">cliff.hutt@edinburgh.gov.uk</a>	December 2018		
13	9 March 2018	<a href="#">North Bridge Refurbishment</a>	To note that final designs for potential enhancements, for which separate tendered prices will be obtained from the contractor, would be reported to the Transport and Environment Committee to decide whether or not these works were to be incorporated into the contract.	Executive Director of Place Lead Officer: Cliff Hutt, Service Manager – Infrastructure 0131 469 3751 <a href="mailto:cliff.hutt@edinburgh.gov.uk">cliff.hutt@edinburgh.gov.uk</a>	February 2019		This report has been delayed to allow the consultation on Edinburgh: Connecting our City, Transforming our Places to be completed.
14	9 March 2018	<a href="#">Roads Services Improvement Plan</a>	To agree to highlight the dependencies that had and had not been confirmed and to inform Committee members.	Executive Director of Place Lead Officer: Gareth Barwell, Head of Place Management 0131 52 5844 <a href="mailto:gareth.barwell@edinburgh.gov.uk">gareth.barwell@edinburgh.gov.uk</a>	August 2018	August 2018	<b>Recommended for closure.</b>  This was covered in the report to Transport and Environment Committee on 9 August 2018.
15	9 March		1) To agree that the Head of	Executive Director of Place			

	2018	<a href="#">Special Uplifts Service</a>	Place Management would confirm to members of the committee the area that had been procured for the pilot collection.	Lead Officer: Gareth Barwell, Head of Place Management 0131 52 5844 <a href="mailto:gareth.barwell@edinburgh.gov.uk">gareth.barwell@edinburgh.gov.uk</a>			
			2) To agree that a question would be added to the Edinburgh Survey on the awareness amongst residents of the Special Uplifts Service.	Chief Executive Lead Officer: Laurence Rockey, Head of Strategy and Insight			Strategy and Insight is currently considering its approach to the Edinburgh People's Survey in 2018. This question will be considered for inclusion in the next survey.
16	9 March 2018	<a href="#">Public Spaces Protocol</a>	1) To agree to review the Public Spaces Protocol after a full year of use.	Executive Director of Place Lead Officer: Anna Herriman, City Centre Programme Manager 0131 469 3853 <a href="mailto:anna.herriman@edinburgh.gov.uk">anna.herriman@edinburgh.gov.uk</a>	March 2019		
			2) To agree to a future review of the use of the Edinburgh Parks Events Manifesto and the Public Spaces Protocol, to align and deliver a more coordinated approach to events in Edinburgh.				
			3) To agree that when				

			<p>reviewing the terms and conditions, to consider condition 10 - the noise created by generators and whether it was necessary to use diesel generators, and condition 14 – the requirement for recycling to be enforced as part of waste management arrangements.</p>				
17	15 March 2018	Motion by Councillor Jim Campbell – Burnshot Bridge (to Council)	<p>“Council notes the commitment made in the recent budget to rebuilding Burnshot Bridge.</p> <p>Council notes that, given the proximity of the bridge to the National Cycle Network Route One, active travel will need to form an important part of the design of this bridge and that there are active discussions ongoing with relevant stakeholders. Our Street Design Guidance and additional factsheets will incorporate guidance on footways, and shared and segregated cycle/pedestrian infrastructure. Other guidance is produced by</p>		On-going		

		<p>Transport Scotland and Sustrans. Design details for this scheme are still being considered. In the context of continuing development in the area, the need to futureproof the active travel element in this bridge is vital.</p> <p>Council recognises that the ongoing development of this project will be reported back to the Transport and Environment Committee at appropriate points throughout the design and construction stages.</p> <p>Council further notes:</p> <ul style="list-style-type: none"><li>• the latest project timetable which states that construction work on the Burnshot Bridge will not commence until autumn 2018, almost two years after the original bridge was closed.</li><li>• the March 2018 project update from officials which states that <i>“Since the approval of the budget, the</i></li></ul>				
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*Structures team have been approached to consider the improvement of cycle access to the National Cycle Network as part of the project. The feasibility of this is being assessed and any impact on timescales will be notified accordingly.”*

Council recognises the significant impact of the bridge closure on local communities and is concerned by a suggestion of a further delay to the commencement of construction work beyond autumn 2018.

Council therefore agrees that any changes to the bridge design or surrounding road and cycle network which could impact on the expected construction timetable should be subject to scrutiny and a decision by way of a report to the Transport and Environment Committee.”

18	17 May 2018	<a href="#">‘A’ Boards and Other Temporary On-street Advertising Structures</a>	1) To request that a review was undertaken 12 months after implementation of the restrictions, including mitigation for businesses and organisations in general.	Executive Director of Place Lead Officer: David Leslie, Chief Planning Officer 0131 529 3948 <a href="mailto:david.leslie@edinburgh.gov.uk">david.leslie@edinburgh.gov.uk</a>	June 2019		
			2) To agree to receive an update in the Business Bulletin presented to the committee in August 2018 detailing possible business support methods to help mitigate the effect of the policy on businesses and the impact this would have on walking tours in particular.	Executive Director of Place Lead Officer: David Leslie, Chief Planning Officer 0131 529 3948 <a href="mailto:david.leslie@edinburgh.gov.uk">david.leslie@edinburgh.gov.uk</a>	August 2018		<b>Recommended for closure.</b> An update was included in the Business Bulletin in August 2018.
19	17 May 2018	<a href="#">Business Bulletin</a>	To agree that the timeline for Local Transport Strategy would be circulated to the Committee.	Executive Director of Place			

20	17 May 2018	<a href="#">Petition for consideration - Improving Parking in the Leith Central Area (LCA)</a>	1) To agree that officers would discuss the issues raised with the petitioners and investigate short-term solutions.	Executive Director of Place Lead Officer: Ewan Kennedy, Service Manager – Transport Networks 0131 469 3575 <a href="mailto:ewan.kennedy@edinburgh.gov.uk">ewan.kennedy@edinburgh.gov.uk</a>	October 2018		An update on this is included in the Business Bulletin for October 2018.
21	17 May 2018	<a href="#">Petition for a Park and Ride Site at Lothianburn – Follow Up Report</a>	To agree that a review of the park and ride site at Straiton should be undertaken to understand the reasons for relatively low patronage and to identify potential improvements.	Executive Director of Place Lead Officer: Ewan Kennedy, Service Manager – Transport Networks 0131 469 3575 <a href="mailto:ewan.kennedy@edinburgh.gov.uk">ewan.kennedy@edinburgh.gov.uk</a>	August 2019		An update report will be provided August 2019.
22	17 May 2018	<a href="#">Decriminalised Traffic and Parking Enforcement in Edinburgh</a>	1) To agree nonetheless that there were significant existing powers that could be used to tackle the problem of pavement parking, not least the installation of physical barriers such as Sheffield racks at the edge of footways which also provided cycle parking, as undertaken by Wandsworth Council	Executive Director of Place Lead Officer: Ewan Kennedy, Service Manager – Transport Networks 0131 469 3575 <a href="mailto:ewan.kennedy@edinburgh.gov.uk">ewan.kennedy@edinburgh.gov.uk</a>	December 2018		This work is continuing.

			and others, and to agree that similar measures should be introduced in Edinburgh.				
			<p>2) To agree to receive a further report within two cycles examining the issue of parking enforcement in more detail, and specifically outlining options to address the following issues:</p> <p>a) that members of the public would like a quick, real-time method to report parking violations that could swiftly be passed to parking attendants for possible enforcement action, should they be in the area;</p> <p>b) that while council policy was currently to give those parking in contravention of the rules a 'grace period'</p>		December 2018		An update on this is included in the Business Bulletin for October 2018.

of 5 minutes for cars and 10 minutes for commercial vehicles, nonetheless to examine whether this grace period was appropriate in all circumstances and specifically to examine whether the grace period could be shortened in areas of persistent parking violations;

c) that, where there were no valid lines and signs, the parking enforcement contractor could not operate, and therefore reviewing the timetable for installing new lines and signs when they were required; and

d) that while some drivers regarded the cost of a parking ticket as a reasonable price to pay for the ability to park in the city centre, the majority did not want their vehicle to be

			towed, and therefore to agree to consider increasing the capacity to tow vehicles to the pound, and tightening the rules which allowed this to be done.				
			2) To agree to set aside the representations to the TRO and to make the remainder of the Order as advertised.			August 2018	<b>Closed</b> – TRO now made.
			3) As required by legislation, to instruct the Executive Director of Place to refer the representations to the Redetermination Order to Scottish Ministers for consideration.			August 2018	<b>Closed</b> – Representations have been passed to Scottish Ministers.
			4) To agree to undertake traffic monitoring of these changes and report back to committee 6 months after opening, via the business bulletin.		Summer 2019		
23	31 May	Motion by	“Council;		Executive Director of Place	October	

	2018	Councillor Burgess – Recycling Facilities in Council Buildings (to Council)	<p>Believes that high-quality recycling facilities should be provided at all Council buildings, including our schools, to allow staff, the public and pupils to be able to prevent recyclable material being dumped in landfill or incinerated;</p> <p>Understands for example that not all Council buildings including schools have adequate recycling facilities for different kinds of recyclable waste such as packaging, paper, glass and food waste;</p> <p>Therefore calls for a report to the Transport and Environment Committee in two cycles on improving recycling facilities in schools and other council buildings.”</p>		2018		<b>for closure:</b> A report is included on the agenda on 6 October 2018.
24	31 May 2018	Motion by Councillor Mary Campbell - Edinburgh's Coastline - Protecting and Enhancing our “Blue Belt” (to	<p>“Council:</p> <p>1) believes that as a capital city we benefit from both our historic city centre, and also our beautiful coastline. Our coastline has many highlights, from</p>	Executive Director of Place	February 2019		This work is being progressed by the Planning service.

		Council)	<p>the sandy beach of Portobello, to the sea life-rich rocks in the Forth, and the stunning views from the promenade at Cramond;</p> <p>2) notes that, as a council we invest a lot of time and effort into our city centre, for the benefit of both residents and visitors. Council believes that a similar level of effort should also be applied to our coastline, to ensure that we are preserving and enhancing the wide variety of historic and environmental features that make our coastline so special, and to enhance residents' access to our coastline by creating a continuous active travel promenade from Joppa to South Queensferry.</p> <p>3) notes that the council</p>				
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has undertaken some work to pursue this agenda, both separately and in co-operation with partners, including production of the Edinburgh Promenade Design Code and SESTRAN studies on cross-boundary cycle development; that some off-road cycle/footpath links have been identified in the LDP but notes that that progress to deliver on this work has been a little sporadic;

4) further notes that some council partners including the Scottish Wildlife Trust and Royal Botanic Gardens have projects to enhance & preserve the natural heritage and biodiversity of our coastline;

5) Therefore agrees to receive a scoping report, which covers

			<p>work to date, work currently in train, and the scope of work which needs to be undertaken in the future. This should report within two cycles to be brought to the Transport and Environment Committee, and should include options for political governance of the work.</p> <p>6) notes that residents and businesses have already been working hard to protect and enhance the coastline, and any strategy should include a clear mechanism for engaging with all key stakeholders.”</p>				
25	20 June 2018	<a href="#">Roads Capital Investment Programme – Update</a>	To agree to the method of consultation outlined in paragraphs 3.22 – 3.26 of the report with the following amendment: ‘that officers would consult with	Executive Director of Place Lead Officer: Cliff Hutt, Service Manager – Infrastructure 0131 469 3751 <a href="mailto:cliff.hutt@edinburgh.gov.uk">cliff.hutt@edinburgh.gov.uk</a>	December 2018		This has been deferred until December 2018 to allow the consultation feedback to be

			<p>representatives of active travel organisations once a year to discuss the list of forthcoming carriageway and footway schemes and to agree which of those schemes which would be the subject of further detailed design consultation with those groups. A report would be submitted at the October 2018 Transport and Environment Committee meeting outlining stakeholders, expected outcomes and areas to be discussed.</p>				<p>incorporated into the Roads Asset Management Plan.</p>
26	9 August 2018	<a href="#">Public Transport Priority Action Plan</a>	<p>1) To note that a further report would be submitted which outlined longer-term intervention measures to relieve congestion on the A90.</p>	<p>Executive Director of Place Lead Officer: Ewan Kennedy, Service Manager – Transport Networks 0131 469 3575 <a href="mailto:ewan.kennedy@edinburgh.gov.uk">ewan.kennedy@edinburgh.gov.uk</a></p>			
			<p>2) To note that a further report would be submitted, which listed bus lane locations where it was proposed that automatic camera enforcement should be</p>				

			deployed.			
			3) To approve the recommendation of a desired spacing of 400 metres between bus stops and that existing corridors were reviewed to determine how this spacing could be achieved, whilst recognising equalities issues raised by this and that a full public consultation would be carried out on any proposed changes, with a consultation report returning to the Committee to seek approval for changes to bus stop locations.			
			4) To note that the Committee did not believe that paragraphs 3.59 - 3.71 of the report by the Executive Director of Place sufficiently addressed the issues raised in the Council			This is included in the Business Bulletin on 4 October.

motion on Dalmeny Station and therefore, to agree to provide a Business Bulletin update within one cycle to allow further discussions to take place with Ward Councillors and the local Community Council from which a more detailed action plan should be developed.

5) To note the request by bus operators to extend the hours of operation of bus lanes, and therefore approves the commencement of consultation on extending operational hours to 0700-1900, seven days per week, and extending restrictions on parking and loading/unloading to the same hours, and that this consultation should also consider what support might be

			possible for businesses affected by this change, including but not restricted to the possibility of allowing some off-peak parking and loading in specific, limited locations.				
27	9 August 2018	<a href="#">Workplace Parking Levy Scoping</a>	1) To agree that Council officers would develop a paper which set out the argument and rationale for Edinburgh to introduce a Workplace Parking Levy or wider non-residential parking levy which could also cover customer parking spaces.	Chief Executive Lead Officer: Gareth Dixon 0131 529 3044 <a href="mailto:gareth.dixon@edinburgh.gov.uk">gareth.dixon@edinburgh.gov.uk</a>	On-going		This work is being progressed.
			2) To agree that the Council would respond to the Scottish Parliament's Rural Economy and Connectivity Committee call for evidence on Stage 1 of the Transport (Scotland) Bill, which closed on the 28		September 2018		A submission has been made.

			September 2018.				
28	9 August 2018	<a href="#">Waste and Cleansing Services Performance</a>	To agree that the revised suite of performance measures, as illustrated in Appendix 1 of the report by the Executive Director of Place, and the progress against the activities required to implement the revised performance reporting would be reported to Transport and Environment Committee every second cycle.	Executive Director of Place Lead Officer: Andy Williams, Waste and Cleansing Manager 0131 469 5660 <a href="mailto:andy.williams@edinburgh.gov.uk">andy.williams@edinburgh.gov.uk</a>			The next scheduled update is December 2018 and will be included on the agenda for future meetings.
29	9 August 2018	<a href="#">Single Use Plastics</a>	<p>1) To note that the report highlighted opportunities to further develop the Council's activities towards reducing the impact of Single Use Plastics and therefore to agree to establish a short-life working group to consider this issue to report back to Committee.</p> <p>2) To agree that the working group would be a member-officer group; the</p>	Executive Director of Place Lead Officer: Andy Williams, Waste and Cleansing Manager 0131 469 5660 <a href="mailto:andy.williams@edinburgh.gov.uk">andy.williams@edinburgh.gov.uk</a>	March 2019		

			<p>membership would consist of one elected member from each political group and officers from relevant service areas including waste and recycling, catering and procurement; that the group would meet within one month and would aim to report to the Committee within six months. The remit of the group would be to discuss the report on Single Use Plastics and any issues arising from this to develop potential solutions.</p>				
30	9 August 2018	<a href="#">Winter Maintenance Review</a>	To agree to receive a Winter Maintenance Readiness report in October 2018.	<p>Executive Director of Place Lead Officer: Gareth Barwell, Head of Place Management 0131 529 5844 <a href="mailto:gareth.barwell@edinburgh.gov.uk">gareth.barwell@edinburgh.gov.uk</a></p>	October 2018		<p><b>Recommended for closure</b></p> <p>This report is included on the agenda on 4 October 2018.</p>

# Item 6.1 - Business bulletin

## Transport and Environment Committee

**10.00am, Thursday, 4 October 2018**

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

# Transport and Environment Committee

Convener:	Members:	Contact:
<p>Councillor Lesley Macinnes</p>  <p>Councillor Karen Doran (Vice-Convenor)</p> 	<p>Councillor Scott Arthur Councillor Eleanor Bird Councillor Chas Booth Councillor Graeme Bruce Councillor Steve Burgess Councillor Nick Cook Councillor Scott Douglas Councillor Gillian Gloyer Councillor David Key</p>	<p><a href="#">Alison Coburn</a> Senior Executive Assistant 0131 529 3149</p> <p><a href="#">Veronica MacMillan</a> Committee Services 0131 529 4283</p> <p><a href="#">Rachel Gentleman</a> Committee Services 0131 529 4085</p>

## Recent news

### Decriminalised Traffic and Parking Enforcement

Following consideration of a report on Decriminalised Traffic and Parking Enforcement on [17 May 2018](#) and approved the following motion:

- 1) To note the report.
- 2) To note that specific measures to improve parking in Edinburgh were included in the Parking Action Plan (PAP), which was also being presented to the Committee for consideration on 17 May 2018.
- 3) To note the very significant public anger at what was perceived to be a lack of enforcement in key areas of the city, including, but not limited to, Leith Walk, the High Street and the Grassmarket.
- 4) To note nonetheless the hard work and dedication of the parking attendants employed on the council's behalf, that they did an excellent job under difficult circumstances and to thank them for their service.
- 5) To note that the KPIs for the Council's parking enforcement contractor were agreed in September each year and to agree that a meeting would be held each year sufficiently in advance of those KPIs being signed off for the following year, at which the transport spokesperson for each political group would be invited to attend, to brief councillors on the progress made to improve parking enforcement in the preceding year and to discuss any possible changes to the KPIs for the parking enforcement contractor in the following year.
- 6) To note that a Transport Bill would be introduced to the Scottish Parliament soon which would contain measures aimed to address the problem of pavement parking, but notes nonetheless that the price of a Penalty Charge Notice (PCN) has remained static since 2001.
- 7) To note the Council did not currently have the powers to vary the price of a PCN and to agree that the Convener would make representations to the Scottish Government on devolving the power to set the rate of PCNs to Scottish Local Authorities.
- 7) To agree nonetheless that there were significant existing powers that could be used to tackle the problem of pavement parking, not least the installation of physical barriers such as Sheffield racks at the edge of footways which also provided cycle parking, as undertaken by Wandsworth Council and others, and to agree that similar measures should be introduced in Edinburgh.

## Background

### For further information contact:

Gavin Graham

Acting Parking Traffic  
Regulation Manager

[Gavin.graham@edinburgh.gov.uk](mailto:Gavin.graham@edinburgh.gov.uk)

0131 469 3551

- 8) To agree to receive a further report within two cycles examining the issue of parking enforcement in more detail, and specifically outlining options to address the following issues:
- a) that members of the public would like a quick, real-time method to report parking violations that could swiftly be passed to parking attendants for possible enforcement action, should they be in the area;
  - b) that while Council policy was currently to give those parking in contravention of the rules a 'grace period' of 5 minutes for cars and 10 minutes for commercial vehicles, nonetheless to examine whether this grace period was appropriate in all circumstances and specifically to examine whether the grace period could be shortened in areas of persistent parking violations;
  - c) that, where there were no valid lines and signs, the parking enforcement contractor could not operate, and therefore reviewing the timetable for installing new lines and signs when they were required; and
  - d) that while some drivers regarded the cost of a parking ticket as a reasonable price to pay for the ability to park in the city centre, the majority did not want their vehicle to be towed, and therefore to agree to consider increasing the capacity to tow vehicles to the pound, and tightening the rules which allowed this to be done.
- 9) To discharge the motion by Councillor Key.

To allow for further, detailed consideration of the issues and of potential enforcement implications that might arise from any changes to current enforcement procedures, a full report will now be submitted to Transport and Environment Committee on Thursday 6 December 2018. This revised timescale will also allow for a meeting with key elected members to be rescheduled following the recess and officer annual leave.

### **Bus Lanes in Edinburgh**

At its meeting of 9 August 2018 Committee considered a report entitled Public Transport Priority Plan. The Committee requested that a list be provided indicating the proposed locations for additional bus lane cameras.

A review of all bus lanes in Edinburgh along with previous reports, customer complaints and discussions with public transport operators identified a number of locations where

### **For Further Information**

Contact: Gavin Graham  
Acting Parking Traffic  
Regulation Manager

[gavin.graham@edinburgh.gov.uk](mailto:gavin.graham@edinburgh.gov.uk)

0131 469 3551

bus lane infringements occurred and camera enforcement may help to improve journey times.

A long list of sites was created (avoiding locations with priority junctions, private entrances and high-volumes of left-turning traffic) from this 20 locations were selected for more detailed traffic surveys. Further batches of surveys are intended in the coming months to review all locations of concern.

The traffic surveys identified five locations where there was a significant level of non-compliance with bus lane regulations and where proposals are being brought forward to introduce additional camera enforcement sites.

These locations include:

- Liberton Road
- Commercial Street
- Slateford Road
- Calder Road
- Milton Road

It is intended for these sites to become live later in 2018 when a communications campaign and warning notices will be issued to drivers to make them aware of the forthcoming enforcement activities.

### **Improving Parking in the Leith Central Area**

Following consideration of a petition on the above topic at its meeting on [17 May 2018](#) Committee:

- 1) Agreed that officers would discuss the issues raised with the petitioners and investigate short-term solutions.
- 2) Noted that a report addressing the issues on a city-wide basis that would also address local parking issues would be presented to the committee in August 2018.

At its [9 August 2018](#) meeting, Committee considered a report on a citywide parking review, deciding:

- 1) To note the detail of the proposed strategic approach to reviewing parking across the city.
- 2) To note that the highest priority had been given to areas where parking issues had already been highlighted to the Council, and where investigations were either ongoing or had been approved.

The proposed review, as a result of representations and discussions in a number of areas of the city (including with Leith Central Community Council), committed to a strategic

### **For further information contact:**

Andrew MacKay

[a.mackay@edinburgh.gov.uk](mailto:a.mackay@edinburgh.gov.uk)

0131 469 3577

review of parking across the city, with a view to taking the necessary legal steps to introduce measures designed to address parking issues.

The review will help the Council to understand the extent and severity of parking issues and will allow decisions to be made as to the potential extent of proposed parking measures.

Committee has approved a phased approach to this review, with the city divided into five distinct areas for the purposes of undertaking surveys and gathering data. However, whilst initial priority for this data gathering is being given to areas where commitments have already been made via previous Committee decisions, one of the aims of the review is to recommend a prioritisation based entirely on parking pressures and the potential benefits of parking controls.

The results of the review will be reported to future meetings of this Committee as the findings for each area become available, with a final report that will draw all of the results together and propose an overall citywide strategy.

In recognition of the pressing need for solutions to ongoing parking problems in areas like Leith Walk, priority has been given to delivering the above review. Initial contact with LCCC has been made, however, with the aim of arranging a detailed discussion that will involve officers from both Parking and North East Locality.

Following ongoing discussions with local resident groups, the North East Locality roads team have been considering any short-term measures they can progress and have now introduced bus stop clearway markings at bus stops in the Pilrig area. These markings will help to improve both traffic flows and accessibility to bus stops and associated services.

An increased enforcement presence has also been put in place for the Leith Walk and Easter Road areas as a means of improving compliance with existing parking restrictions.

A further Business Bulletin will be submitted to Committee following discussions with Leith Central Community Council.

### **Low Cost Ways to Boost Cycle Use**

The Spokes document describing competition entries has been considered by the Locality Roads and Transport teams. The feasibility of each has been assessed and, where appropriate, action has been taken or is planned.

### **For further information contact:**

Steven Cuthill, South East  
Andy Edwards, South West

An update will be prepared for each Locality Committee with a summary to be included in a future Transport and Environment Committee Business Bulletin.

Darren Ryan, North East  
Dave Sinclair, North West

### **Kirkliston Traffic Study**

The next stage of the study is to carry out the first Stakeholder Engagement meeting to consider the context of the data following the ANPR survey. This meeting will include Local Councillors, Kirkliston Community Council and QDCC.

Following this initial meeting the next phase of the project is for the Consultant to consider the detail of current traffic issues in the study area and develop options for further consideration. Once options are available the second Stakeholder Engagement meeting will be arranged (expected in October 2018).

### **For Further Information:**

Dave Sinclair  
Local Transport and  
Environment Manager  
Tel 0131 529 7075  
Email:  
[dave.sinclair@edinburgh.gov.uk](mailto:dave.sinclair@edinburgh.gov.uk)

<b>Study activity</b>	<b>Update at 23 August 2018</b>
Tender (see Appendix 2) and award	Completed May 18
Traffic counts and ANPR survey	Completed June 18
Stakeholder engagement – Survey stage	First stakeholder carried out on 4 September 2018
Survey analysis and option development	September/October 18
Stakeholder engagement – Options stage	October 18
Final report issued	October/November 18
Report on outcomes of traffic study to North West Locality Committee for information, and Transport and Environment Committee for decision.	A report will be prepared for Committee early 2019.

### **Dalmeny Station and Associated Traffic Issues**

At Transport and Environment Committee on 9th August 2018 it was agreed that consultation with ward members

### **For further information:**

Stuart Lowrie, Public  
Transport Manager:

and the community would be undertaken in order to develop detailed action plans to alleviate traffic issues associated with Dalmeny Station.

A meeting has been arranged with all relevant stakeholders on 27 September 2018. The agenda focused on development of two action plans: one for local issues and one on regional issues.

At the meeting the following issues were discussed:

- Dalmeny Station car park capacity, maintenance and management
- Parking Issues in adjacent streets
- Inappropriate traffic speed and driver behaviour
- Kirkliston and Queensferry Traffic Study
- Public transport provision
- Local Development Plan
- Development of active travel routes and facilities
- Regional transport study and opportunity to implement transport improvements with Transport Scotland assistance via Strategic Transport Projects Review 2.

[stuart.lowrie@edinburgh.gov.uk](mailto:stuart.lowrie@edinburgh.gov.uk)

Tel:0131 469 3622

### **Deposit Return Scheme**

The Scottish Government have recently been consulting on the introduction of a deposit return scheme for selected drinks containers as a potential way to encourage recycling and reduce litter. In consultation with the Convener, a Council response has been submitted broadly supporting the scheme but suggesting it should be kept quite simple to begin with (covering drinks bottles and cans) to make sure it works as intended. It is important that the proposed collection stream particularly targets litter, and does not divert valuable materials from existing recycling services.

### **For Further Information:**

Angus Murdoch

[Angus.murdoch@edinburgh.gov.uk](mailto:Angus.murdoch@edinburgh.gov.uk)

### **Transport (Scotland) Bill – City of Edinburgh Council response to call for views**

The Transport (Scotland) Bill was introduced in the Scottish Parliament on 8 June 2018. The Bill contains proposals for amendments to transport legislation covering six key areas:

- Low Emission Zones
- Bus Services
- Ticketing Arrangements and Schemes
- Pavement Parking and Double Parking

### **For further information:**

Greg McDougall

Tel: 0131 529 2276

Email:

[greg.mcdougall@edinburgh.gov.uk](mailto:greg.mcdougall@edinburgh.gov.uk)

- Road Works
- Miscellaneous and General

At the invitation of Scottish Parliament's Rural Economy and Connectivity Committee the Executive Director of Place presented to the Committee on 19 September. In addition, following consultation with the Convener of Transport and Environment a submission on behalf of the Council was made on 28 September in response to the Parliament's call for views.

#### Low Emission Zones

The Council is broadly supportive of this section of the Bill, recognising that it sets the overall legislative framework for a low emission zone and that detail on specific aspects of operation will follow in regulations.

#### Bus services

This section of the Bill is more relevant to other local authorities as it seeks to enable local franchising and bus service improvement partnerships, however the Council's response commented on the content and made reference to bus services in Edinburgh.

#### Ticketing arrangements and schemes

The Council is supportive of innovative ticketing that utilises technology and recognises changes in payment methods, however more detail will be needed around resourcing and other implications of this.

#### Pavement parking and double parking

The aim of the Bill in removing pavement parking is supported by the Council but there is concern over some of the detail in the Bill – for example it is considered that the range of exemptions proposed is too wide and will enable and encourage rather than reduce pavement parking.

#### Road works

The Council is broadly supportive of this section of the Bill, particularly provision for placing of apparatus in the roadway, reinstatement of roadways and staff training, but is of the opinion that it is high level and that more detail is required.

### Miscellaneous and general

The Council has no particular concerns with the two elements of this part of the Bill, Scottish Canals governance and financing arrangements of regional transport partnerships.

### Issues not included in the Bill

The Council's response included information on transport issues which have not been included in the Bill. This includes making the case for including legislation to enable local authorities to introduce workplace parking levies and suggests changes to the Traffic Regulation Order process which would make it easier for authorities to introduce infrastructure for active and sustainable travel.

### **Forthcoming activities:**

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# Transport and Environment Committee

10.00am, Thursday, 4 October 2018

## Electric Vehicle Infrastructure: Business Case

Item number	7.1
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	<a href="#">C18</a>

### Executive Summary

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Following a decision by Committee to approve the development of a Business Case for Electric Vehicle infrastructure, the Council in partnership with Transport Scotland commissioned the Energy Savings Trust (EST) to develop this for Edinburgh. The EST has proposed that by 2023, Edinburgh will need to install 211 charging points at a cost of £3.3m with running costs of £0.870m and a revenue of £1.3m. The majority of these charging points will be “fast chargers” for on street residential charging although there will also be some charging facilities for taxis and at park and ride sites.

A total of 68 locations hosting multiple charging points have been identified across the city creating strategic charging hubs for users. The predicted environmental benefits include carbon savings of 7,715 tonnes and savings in Nitrogen Dioxide of over 14 tonnes.

If approved, a work programme will be developed that will detail the final list of locations, costs, timelines and all associated works including liaison with Scottish Power as the Network Provider. This will also detail the delivery model and management of the project.

A six-week consultation period is proposed with a range of stakeholders.

## Electric Vehicle Infrastructure: Business Case

### 1. Recommendations

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- 1.1 The Committee is asked to:
  - 1.1.1 note the work carried out to date;
  - 1.1.2 approve the Business Case for Electric Vehicle Infrastructure across the city noting the suggested medium growth scenario;
  - 1.1.3 propose the tariff rate and connection charges for users;
  - 1.1.4 note that a detailed Work Programme will be submitted to Committee within two cycles that will detail final locations, delivery, timelines and costings;
  - 1.1.5 refer the report to Council for approval of any proposed tariff and connection charges;
  - 1.1.6 approve an application for infrastructure funding to Transport Scotland for £2m for the capital works up to 2020;
  - 1.1.7 approve a six-week consultation period;
  - 1.1.8 note that a further report on E-Cargo bikes will be submitted to the next Committee; and
  - 1.1.9 note that a further report be brought to Committee in two cycles on the use of lampposts as charging points for electric vehicles.

### 2. Background

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- 2.1 The Council's Electric Vehicle Action Plan was approved at Transport and Environment Committee on [7 December 2017](#). This Plan set out the Council's approach to the development of Electric Vehicles (EVs<sup>1</sup>) with one of the key tasks being the development of a Business Case to identify the anticipated growth in EVs across the city. Currently Edinburgh has just over 700 registered EVs and 40 publicly accessible charge points.
- 2.2 In partnership with Transport Scotland, the Energy Savings Trust (EST) was commissioned to develop the Business Case. The development of EVs is seen as a contributor to the sustainable transport objectives of the Council which is to

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<sup>1</sup> The term 'EV' is used throughout this report to include all types of plug in vehicles.

encourage cleaner vehicles. The key objectives remain as modal shift to more public transport and the promotion of active travel solutions.

- 2.3 The consultants worked over a period of eight months with service areas of the Council and a number of external partners to produce the Business Case which cost £0.050m split equally between the Council and Transport Scotland. It was agreed that the Business Case once completed would be presented to Committee.
- 2.4 This report details the Business Case and recommended next steps.

### 3. Main report

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#### **Aims of the Business Case**

- 3.1 The profile of EVs is growing and becoming an important element of UK and Scottish Government climate change and transport policies. The Scottish Government has indicated a major expansion across Scotland of this infrastructure by 2022 coupled with a phasing out of all new fossil fuel engines by 2032.
- 3.2 Many cities are now embarking on programmes to develop EVs infrastructure including London, Manchester and Dundee. In Europe one of the leading cities is Amsterdam which has a major network of charging points. A key issue for the city now is the development of smart charging networks. In the future Amsterdam's EV drivers will be able to choose to charge their vehicle with affordable, 100% sustainable energy without overloading the electricity network. With temporary storage of energy ensuring more efficient use of solar energy, smart charging will become a significant factor in this agenda going forward.
- 3.3 The statistics are supporting the growth of EVs in the city and the fact that over 23% of all licensed EVs in Scotland are in the Edinburgh city region means that there is a need to establish additional charge points to support the demand. This also needs to be supported by providing information to potential buyers and users of EVs to encourage uptake.

#### **Aims of the Business Case**

- 3.4 The EST was commissioned to look at two distinct timelines for Edinburgh namely 2020 and 2023, setting out:
  - a baseline study in terms of EV numbers and charging infrastructure;
  - the merits of the current zonal approach as outlined in the EV Action Plan;
  - the infrastructure demand in the city across different vehicle categories;
  - maps of charge point locations and charger types;
  - a detailed financial assessment of the capital investment required to develop a network of charging hubs;
  - the revenue generating opportunities; and
  - the predicted reductions in carbon and pollutant emissions (NO<sub>2</sub>).

- 3.5 The aim of the study was to create an investment grade Business Case that would enable the Council to accelerate the growth of EV charging in the city, responding to both the market and the increasing number of residents and business requests for charging infrastructure. Another key aim is to develop a plan for EVs that can help dissuade drivers from having to bring their vehicles into the city centre.
- 3.6 The study carried out by the EST is the first of its kind for a local authority in Scotland and due to the strategic approach taken, puts Edinburgh at the forefront of EV work in Scotland, if not the UK. Transport Scotland has been very complementary about the Edinburgh study and is now looking to replicate this approach across other Scottish councils.
- 3.7 Appendix 1 details the Business Case for the development of EV infrastructure in Edinburgh.

### **Methodology**

- 3.8 Forecasts in the growth of EVs have been made to 2020 and 2023 as the consultants have indicated that forecasting any sooner than 2020 would be of limited use as realistically there would not be enough time to take action. Forecasting any later than 2023 would be unreliable. Essentially, 2020 is seen as a phase 1 and 2023 as a phase 2.
- 3.9 The Consultants worked over a period of eight months to produce the Business Case engaging with a wide range of internal and external stakeholders and collating considerable data sets.
- 3.10 In developing the Business Case, the EST consulted with relevant Council service areas including sustainability, transport, parking and taxi/private hire licensing. Publicly available data was used, including UK Government vehicle registration statistics and Scottish Government vehicle usage surveys. Local taxi/private hire licensing and operational data was provided by both Council staff and taxi/private hire operators including vehicle telematic tracking data. Council licensing statistics provided information on vehicle fleet condition. Engagement was also undertaken with the Council's parking team, who provided controlled parking zone permit data, on-street parking bay maps and park and ride usage statistics. Finally, data was sourced from 'AddressBase' which provided geographical data and points of interest to identify suitable locations for charging infrastructure.
- 3.11 Throughout the Business Case reference is made to three scenarios for 2020 and 2023. These are intended to cover a range of growth predictions in plug in vehicles and were developed with consideration of the Scottish Government's target to phase out the new sales of petrol and diesel vehicles by 2032. The scenarios are:
  - 3.11.1 low growth: maintaining the uptake of EV ownership based on current sales figures;
  - 3.11.2 medium growth: similar to the low growth but a spike in EV sales in 2020;
  - 3.11.3 high growth: more rapid uptake of EVs but only possible with larger investment in infrastructure.

3.12 The methodology employed by the EST was to use historical data on EV registrations in the city and develop a baseline. Forecasts were then applied to this under the three growth scenarios to understand how EVs will increase in numbers up to 2020 and 2023. Then, using information on current driving patterns across the city, the consultants estimated the number and location of charging points to meet this forecasted demand.

### **Main Findings**

3.13 The Business Case uses the medium growth scenario as the recommended approach. The key headlines for this scenario by 2023 are:

3.13.1 there will be 9,874 residential EVs<sup>2</sup>, 623 electric taxis<sup>3</sup> and 77 PiV drivers visiting park and ride sites per day;

3.13.2 Edinburgh will need an additional 211 charge points (111 fast charge points, 23 rapid chargers and 77 slow chargers);

3.13.3 these charge points will be able to charge over 2,000 residential EVs and 623 electric taxis per day;

3.13.4 there will be a growth in “home charging” for residents with access to garages or driveways;

3.13.5 the investment needed will be £3.3m (£1.1m by 2020 and a further £2.2m by 2023) with a payback period of seven years;

3.13.6 operating costs will be £0.8m with an excess of just under £0.5m per annum;

3.13.7 predicted carbon savings will be 7,715 tonnes of carbon per annum and 14.2 tonnes of NO<sub>2</sub> removed.

3.14 The consultants considered three main user types under each scenario – residential vehicles, taxis (hackney and private hire vehicles) and those who use park and ride sites (mainly commuters). A particular focus of the study was placed on residents who do not have access to dedicated off street parking for example a garage or driveway. For these residents, the provision of fast public charging infrastructure is crucial to making the use of EVs both practical and economically viable. This is particularly true as the business case for residential parking is often not attractive enough for private sector investment. Therefore, this group of users needs public intervention.

3.15 There are currently 3,118 taxis in Edinburgh. Using data provided by this sector demonstrated that the vast majority of both taxi and private hire vehicles are diesel fuelled and are rated Euro 5 or below. This would mean that they will not currently

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<sup>2</sup> The vast majority of these users will have access to off street parking.

<sup>3</sup> All references in the report to “taxis” includes both hackney and private hire vehicles.

meet the UK standards for clean air zones. Moving to EVs will provide a cleaner and more cost-effective solution for these users.

### **Number and Type of Required Charge Points**

- 3.16 The Business Case predicts that there will be nearly 10,000 residential and commercial EVs by 2023. An assumption has been made that many of these users will have access to driveways and garages for home charging and will not need access to public infrastructure. An additional 211 public charge points is proposed as part of the Business Case up to 2023. This would require the installation of:
- 3.16.1 77 “slow” chargers (7kW). ‘Slow’ is typically around a six to eight-hour charge and mainly for the park and ride sites as these drivers will usually leave the cars there for that duration;
  - 3.16.2 23 “rapid” chargers (50kW). ‘Rapid’ being able to charge about 80% of the battery in 20 minutes. There will be a few of these dedicated to taxis, however these can also be used by the public and city car club vehicles;
  - 3.16.3 111 “fast” DC charge points. ‘Fast’ chargers are rated at either 7-22kW and charging times vary are typically between two to four hours.

### **Locations of Charge Points**

- 3.17 The Consultants were asked to determine the most suitable locations across the city. These were initially identified using geographical information and based on proximity to “points of interest”. These might include leisure centres, libraries, hospitals etc., essentially places, where people might travel to or from. Enquiries from residents was also used to assess suitable locations in terms of matching demand with the infrastructure needed.
- 3.18 Each location was then scored on two factors, firstly ease of installation, for example any grid constraints and secondly on the user convenience for example, distance to a charge point. Using these criteria yielded a list of locations potentially suitable for installing charge points.
- 3.19 Appendix 1 provides a detailed list and maps showing the proposed locations. The locations align with the three zones proposed in the EV Action Plan - city centre/residential and park and ride sites and are designed to ensure a spread across the city. In many cases locations are proposed as “hubs” with several charge points installed in close proximity to each other. A few locations may also be dedicated to one user for example at taxi ranks to ensure service accessibility.
- 3.20 The proposed locations are essentially a suggested “pool” for the Council to choose from and not fixed either in terms of location or in any order of priority. There is flexibility with the locations and it will be up to the Council to select a final list.
- 3.21 Further work will be needed with Scottish Power to determine if there are any grid constraints at these locations and if the cost is excessive then alternative locations will be looked at.

3.22 A summary of locations is seen in Figure 1 below.

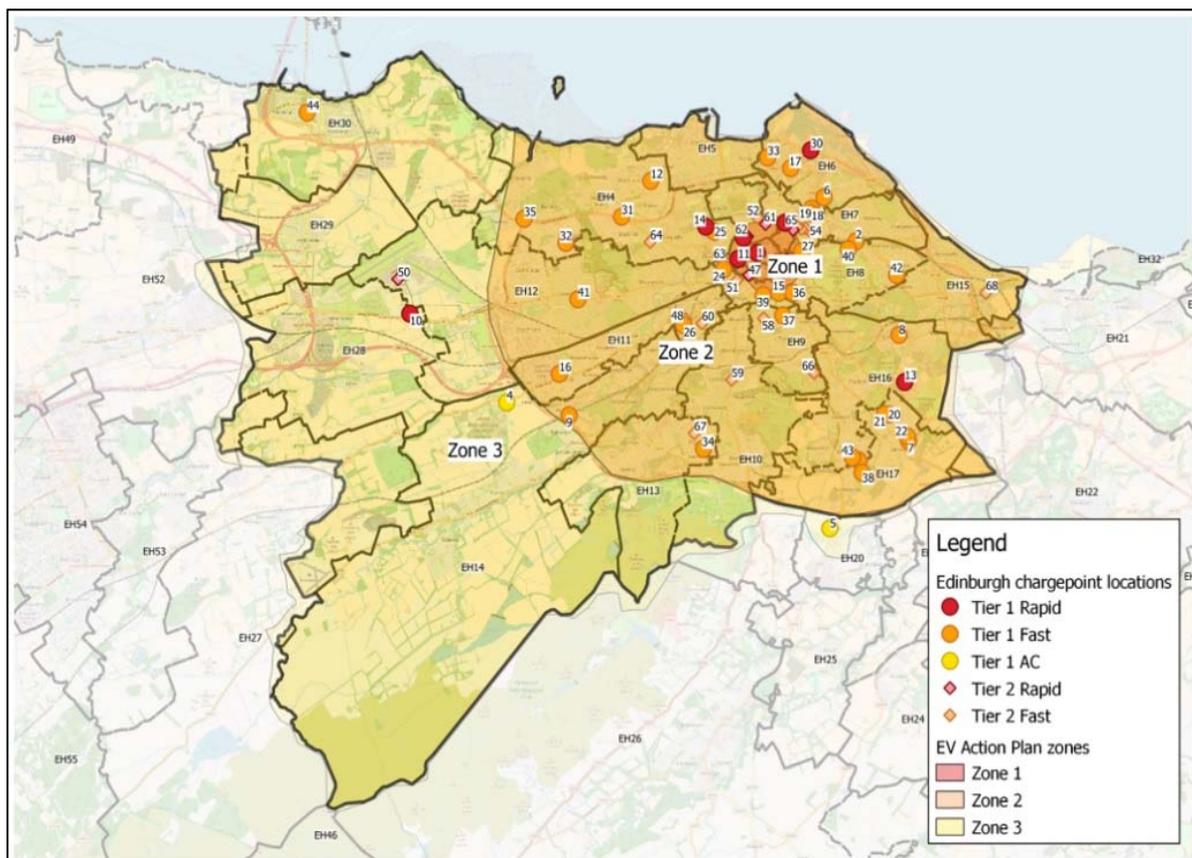


Figure 1: Proposed Location of New Charge Points Across Edinburgh

### Tariffs and Charging

3.23 The introduction of charge points will incur costs for users. There are two charges – the cost for the electricity used (p/kWh<sup>4</sup>) and a connection charge to use the charge point itself which can vary depending on the type of vehicle. This is to support the back-office function provided by Transport Scotland including fault reporting, usage data and charging information.

Table 1 below shows the tariffs and connection charge assumptions used in the development of the Business Case.

User group	Pence per kWh	Connection fee
Residents and business	20p	30p
Taxi and private hire	20p	£1.00
Park and ride users	20p	£2.00

Table 1: Tariffs and Connection Fee used in the Business Case

3.24 Transport Scotland has proposed criteria for local authorities to introduce tariffs for publicly accessible charging infrastructure and recommended that a per kWh charge is preferable and that this should not exceed 20p/kWh. The Business Case

<sup>4</sup> p/kWh: pence per KiloWatt hour

assumes a tariff of 20p/KWh with the rationale for this explained in section 6.5.1 detailing that this tariff offers the quickest return on investment but is also competitive with typical market rates. Perhaps more importantly a 20p/KWh rate provides a larger revenue which could then be used to invest in more charging points across the city thus accelerating any programme.

- 3.25 Section 6.5.2 of the Business Case details the rationale for assuming the connection charges. The Consultants view is that the above connection charges are comparable and competitive with charging infrastructure found in other UK locations.
- 3.26 The Council will however, need to decide the level of charging and the individual connection charges.

### **Enforcement**

- 3.27 A number of existing parking bays will need to be used as charging bays for electric vehicles and therefore it will be very important that these are seen for that purpose with vehicles not left longer in the bays than the charging time needed. A few locations may also be dedicated to specific types of vehicles e.g. taxis. A new enforcement regime will need to be developed and implemented, including applying for any regulatory powers or Traffic Regulation Orders, to ensure proper use of charging bays by vehicles.

### **Delivery**

- 3.28 There are two main delivery options detailed in the Business Case. The first is a “procure and own” model whereby the Council would have full ownership of all assets installed and contract the supply and maintenance of any charging units to a supplier. The back-office function would continue to be provided by Transport Scotland as happens currently via the ChargePlaceScotland network. The Council would be responsible for maintaining and managing an asset register, managing suppliers, overseeing maintenance, assessing and evaluating usage data and for all communication with customers.
- 3.29 The second option is through a private sector concession whereby the installers would provide all capital costs and using locations made available by the Council, then pay a fee to the Council to operate the charge point. The concessionaire would provide all the back-office functions, maintenance, management and liaison with customers. This does substantially reduce the amount of capital needed to be found by the Council but also lowers revenue potential.
- 3.30 There are funding sources available to the Council which would provide capital funding (detailed in the Financial section of the report), therefore the Consultants have suggested that the Council could deliver the EV infrastructure in-house to maximise the revenue potential. However, an options appraisal of delivery options will be carried out and reported as part of developing a work programme as detailed in Paragraph.

## **Car Club and E-Cargo Bikes**

- 3.31 Edinburgh has the second largest car club outside of London. All of the charging infrastructure that is proposed within the Business Case would be accessible to Enterprise Car Club (ECC) vehicles and should act as an incentive for the ECC to increase the number of EVs within their fleet. Where possible, the locations identified within the Business Case have taken account of the current locations of ECC bays which are all within a reasonable distance of the proposed charging infrastructure.
- 3.32 The issue of electric cargo bikes (E-cargo) was referenced in the EV Action Plan submitted to Committee in December 2017 and members were keen to know if there were issues in charging these types of vehicles and whether a pilot could be developed using these for Council deliveries.
- 3.33 E-cargo bikes have detachable batteries that can be charged in the home or business premises therefore there is no need for publicly accessible charging infrastructure. However, potential issues for E-cargo bikes are similar to those for e-bikes namely the need for secure on-street storage for people living in flats and tenements due to the weight of the bikes and the difficulty in getting them up stairwells. This issue of storage was out with the remit of the Business Case and therefore will need to be assessed as part of wider work on sustainable mobility. This would also include any planning issues.
- 3.34 A specific Council E-cargo pilot has not been progressed. However, work has been commissioned by students from the University of Edinburgh Business School into E-cargo deliveries around the Royal Mile. It is proposed to bring a report on the outcomes of this work to the next Committee.

## **Street Lighting**

- 3.35 Members have expressed an interest in the use of street lighting columns as charging points especially in tenemental areas of the city. It was agreed to investigate this further. Meetings with relevant suppliers have taken place however there are some current constraints to the use of street lighting columns as possible charge points.
- 3.36 One key issue is the position of the column. Currently to protect the columns from vehicle damage they are set back from the pavement. If they are to be used as charging points they need to be sited directly next to the road to avoid trailing cables. This would mean moving lampposts. The other key issue is the electricity supply and the risk of the power cutting out. Currently Scottish Power's (who supply the columns) power cut outs are 20amps. It is suspected that the power rating using charging points may be around 25amps which would mean the units would cut out.
- 3.37 The majority of Edinburgh's street lighting columns are set back from the pavement however there are some which are next to the road which might be possible to use. The power supply issue would also need to be looked at with Scottish Power and there would need to be an assessment of suppliers of this type of technology.

- 3.38 However, there are some newer technologies emerging on the market, so it is proposed to investigate this issue further and report back to Committee in two cycles as part of the wider work on EV.

### **Wider Energy Issues**

- 3.39 EV charging infrastructure can be coupled with battery storage, which operate by charging slowly over several hours (ideally overnight or during off-peak periods) before refuelling a vehicle, often through rapid charging. The benefit of battery storage is that it reduces the requirement for grid reinforcement work, as the batteries typically draw less power from the grid than a fast or rapid charger.
- 3.40 Battery storage can be installed with specific storage capacities and, with greater storage capacity, more EVs can be refuelled each day. For example, if a 60kWh battery storage device is installed to support a EV charge point, this will provide enough energy to fully recharge approximately two Nissan Leafs<sup>5</sup>. However, this can be expensive.
- 3.41 Charging infrastructure that is equipped with battery storage can also be accompanied by renewable energy generation equipment most often solar panels. By including renewable generation, the requirement to draw electricity from the grid is further reduced, the carbon emissions associated with the electricity provided by charge points is reduced and additional revenue can be generated by selling surplus renewable energy back to the grid. These options will be explored further as part of the wider SEAP programme.

### **Benefits**

- 3.42 Data released by BEIS has shown that transport emissions in Edinburgh have increased year on year over the last two available data sets (2015 and 2016). The Council has set targets for the reduction of carbon emissions by 2020 and is currently considering the development of a Low Emission Zone. EVs are cleaner with far less carbon emissions or harmful pollutants from the vehicles, offering major benefits to both climate change and air quality. A good EV infrastructure may also help the implementation of a clean air zone.

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<sup>5</sup> Nissan Leaf equipped with either 24kWh or 30kWh battery pack

3.43 Table 2 below shows the considerable reductions predicted in both carbon and nitrogen dioxide savings from EVs by 2023 across all growth scenarios.

Growth Scenario	2020		2023	
	CO <sub>2</sub> (tonnes per year)	NO <sub>2</sub> (tonnes per year)	CO <sub>2</sub> (tonnes per year)	NO <sub>2</sub> (tonnes per year)
Low	1,914	3.5	4,519	8.3
Medium	1,944	3.6	7,715	14.2
High	3,310	6.1	14,704	27.1

**Table 2: Environmental Benefits from EVs**

3.44 In addition, there are other benefits to users. Even although the price is reducing, currently EVs are more expensive to buy or lease than the petrol or diesel equivalents. However, they are cheaper to own on a pence per mile basis throughout the vehicle lifecycle due to lower refuelling costs and other tax incentives. The EST has stated that a fully charged all electric vehicle will typically do 100 miles at a cost of £2-4, whereas the cost for the petrol or diesel equivalent will be £13-16.

3.45 There are also currently a number of grant schemes which can help those considering the purchase of a potential EV. This includes cars and vans. An interest free loan up to £35,000 can be provided by Transport Scotland. The EST and the Office for Low Emissions Vehicles (OLEV) also provide grants for the cost of installing a domestic charge point.

### **Partnerships**

3.46 A key issue in the development of EVs is the potential to encourage other organisations and businesses across the city to use these vehicles. While it is very likely that a private sector contractor will be needed to deliver any programme, there is the potential to develop partnership approaches with both the wider public and private sectors.

3.47 In particular, the private sector will be important, for example, in being encouraged to install charging points at workplaces, supermarkets, retail parks and leisure centres etc. The Council could potentially install these charge points with the private sector partner taking a share of the revenue, or private companies may decide to install their own infrastructure. As part of the implementation of the Business Case, the Council will look to work in partnership with the private sector which might include contact through the Business Improvement Districts, business partnerships and networks and Developers Groups.

3.48 In addition, the Council will look to promote EVs through its arms-length companies like Edinburgh Leisure, Transport for Edinburgh and Lothian Buses, encouraging them to also look to influence the private sector to install electric charging points. This work will form a key element of the work programme going forward.

## **Delivery and Next Steps**

- 3.49 If approved by Committee, the first step will be a short period of consultation (six weeks) with a number of key stakeholders in particular with Scottish Power Energy Networks (SPEN) to determine if there are any grid constraints for the selected locations and the costs of any upgrades if required.
- 3.50 It should be noted that there may be some challenges in taking the work forward not least the issue of the grid constraints (and unknown costs) and the development of Traffic Regulation Orders. These are lengthy processes and in the case of assessing the grid issues this would need to be carried out before procurement could progress.
- 3.51 It is proposed therefore that the next stage will be the development of a comprehensive Work Programme for the installation of charging points across the city. This would include a risk assessment that will be needed particularly since there may be implications arising from the engagement with SPEN and the processing of TROs. This Work Programme would detail all the tasks and issues that will be involved in delivering EV across the city and include for example:
- liaison with Scottish Power for an assessment of suitable locations and any grid constraints;
  - creating a final list of locations for a Phase 1;
  - detailed procurement timelines;
  - a charging and enforcement system;
  - implications of any Powers/Transport Regulations Orders (TROs);
  - a project timeline;
  - detailed costs;
  - delivery options;
  - operational, management and governance procedures; and
  - a communications strategy.
- 3.50 Consultation with service areas will also be important especially with colleagues involved with the new Mobility strategy, City Centre Transformation and Low Emission Zones.
- 3.51 The Work Programme will need input from a range of specialist service areas. Liaison with Localities officers will be important, and the existing Electric Vehicle Working Group will also be used to help develop this programme.
- 3.52 The intention will be to submit the Work Programme to Committee for approval within two cycles if possible.

## 4. Measures of success

- 4.1 The key measures of success for the EV Business Case will be an increase in the number of charging points across the city coupled with a growth in ownership of electric vehicles and increased usage of charging points.

## 5. Financial impact

### Charging Tariffs

- 5.1 The Business Case sets out the level of investment needed to install charging points across the city and the potential revenue stream to the Council. Table 3 below details this for two scenarios – medium and high growth for two tariffs at 17.5p/kWh and 20p/kWh.

Growth Scenario and Tariff	2020			2023		
	Investment	Profit Per Annum	Payback	Investment	Profit/ Per Annum	Payback
High (17.5p)	£1,401,365	<b>£157,660</b>	9 yrs	£5,864,039	<b>£733,425</b>	8 yrs
High (20p)	£1,401,365	<b>£205,185</b>	7 yrs	£5,864,039	<b>£957,719</b>	6 yrs
Medium(17.5p)	£1,104,593	<b>£77,041</b>	14 yrs	£3,358,283	<b>£368,399</b>	9 yrs
Medium (20p)	£1,104,593	<b>£108,383</b>	10 yrs	£3,358,283	<b>£490,031</b>	7 yrs

Table 3: The Level of Investment and Return from EV Charging on 2020 and 2023

- 5.2 The levels of investment for the installation of charging infrastructure for both medium and high growth scenarios to 2020 are in the region of £1-1.4m respectively. This investment rises to between £3-5m for the 2023 scenarios.
- 5.3 Table 3 shows that up to 2023 with a 20pkWh charge and a high level of growth in PiVs, the potential revenue to the Council is just under £1m/year while a medium level of growth generates just under a half a million pounds of revenue. The payback for both are in the region of six to seven years which is considered a very good payback period.

### Fuel Savings

- 5.4 An assessment by Evo Energy<sup>6</sup> demonstrates the savings in fuel between a conventional internal combustion engine car versus an electric vehicle. At an annual mileage of 20,000 miles the cost to a conventional car is £2,229 per year while the cost for an electric vehicle for the same mileage is £727 per year

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<sup>6</sup> <https://www.evoenergy.co.uk/technology/ev-charging-business/ev-charging-cost-calculator-button/>

representing substantial savings to the user. Similar studies show comparable savings.

- 5.5 The figures above for an EV are based on 0.20p/KWh. The Council is currently paying 0.12p/KWh. For Council EV fleet this represents further savings.

### **Resourcing and Operational Costs**

- 5.6 The recommended delivery model is for the Council to own and manage the EV charging infrastructure. For this, there will need to a dedicated resource and while initially this could be one project officer it is likely that as the work expands, a small team would need to be set up to oversee the work. At a minimum two project officers are recommended taking on the tasks of asset management, dealing with TROs, liaising with SPEN, overseeing the procurement commission, liaising with contractors, dealing with customers and promotion and awareness raising. These costs could be in the region of £0.150 per annum but will be included in the funding application to Transport Scotland.
- 5.7 There will also need to be some contingency costs allowed for replacement of units that might not be covered under warranty or for promotional activities. As such a small operational budget is required for a least the first year of operation while revenue is built up through the various tariffs. An estimate of this budget is £0.04m. It is proposed to apply to Spend to Save for this budget.

### **Grid Costs**

- 5.8 One of the potential challenges that the installation of multiple charge points in a single location can pose, is the potential to place significant peak demand on the local electricity grid. It may be necessary for network reinforcement to be carried out in some locations to provide sufficient power and reliability especially for rapid charge point installations. The consequence of this may be significant additional costs to the project. Some estimates can range from a few thousand pounds to several hundred thousand pounds depending on the site. There is some accounting of these costs in the overall financial model however these are yet unknown.

### **Funding Sources**

- 5.9 The investment has been detailed above. Up to 2020, the costs for infrastructure are estimated at £1.1m and by 2023 at £3.4m. A number of funding sources are available to encourage the uptake of EV charging infrastructure.
- 5.10 Transport Scotland recently announced the launch of the 'Switched on' Towns and Cities Challenge Fund which will operate as a competitive capital fund with an annual call for bids. The Fund is targeted at local authorities who are well positioned to deliver the infrastructure to support EV uptake. The deadline for applications is 31 August 2018 with eligible costs per project in the range of £1.5 million to £2.5 million. Up to 100% of eligible costs may be supported by this Fund which operates on a quarterly draw down basis. However, applications that can include some match funding are looked on more favourably.
- 5.11 The Sustainable Development Team will be progressing an application to the Challenge Fund of just over £2m. This would provide all the funding for the Phase 1

installations plus funding to cover staff costs and potential grid costs which are as yet unknown. The grant operates on a draw down basis so funding can only be applied for retrospectively. Announcements will be made in early October with projects to be completed within two years.

- 5.12 The intention would be to apply to future calls for funding for subsequent installation phases.
- 5.13 There are also two current grant funding schemes for local authorities through OLEV. The first is the On-street Residential Charge Point Scheme which has allocated £4.5m for 18/19 and 19/20. The Scheme is primarily focused on the installation of charge points in on-street locations with funding available for 75% of the capital costs of procuring and installing the charge point and associated dedicated parking bay. Applicants need to secure 25% match funding. Transport Scotland has indicated a willingness to fill this funding gap for Scottish Local Authorities that are unable to raise the 25% match funding gap.
- 5.14 OLEV has also recently released the second round of the Ultra-Low Emission Taxi Infrastructure Scheme. Local authorities can now bid for grants in the second round of the Ultra-Low Emission Taxi Infrastructure Scheme. There is £6m available for taxi charge point infrastructure. OLEV will again only fund 75% of the capital cost of a chargepoint with the remaining 25% to be provided via Local Authority funding. The closing date for this fund is 26 October 2018.
- 5.15 The intention is to apply for the Transport Scotland funding as this is 100% grant funding and officers are very familiar with the financial processes having received similar funding already. However, if the Transport Scotland bid is unsuccessful for whatever reason, the intention will be to apply to OLEV.
- 5.16 Finally, the Work Programme to be submitted to Committee will detail finalised costs including any financial implications of removing parking bays.

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

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- 6.1 By implementing a Business Case the Council is mitigating any risks of non-compliance with the Climate Change (Scotland) Act 2009 by developing specific projects that reduce carbon emissions. In addition, as a key project under the SEAP, the EV Business Case will directly contribute to reducing carbon emissions thus assisting the mandatory carbon emissions reporting under the Public Bodies Duties introduced by Scottish Government. The reduction of carbon emissions is also a key Council pledge.
- 6.2 The EV Business Case also complements a number of other key strategies and programmes including the Local Transport Strategy and the work on Low Emission Zones (LEZ).

## **7. Equalities impact**

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- 7.1 There are no adverse equalities impact associated with this report.

## **8. Sustainability impact**

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- 8.1 The delivery of the Business Case will have a range of benefits particularly on carbon reduction and air quality. Compared to conventional cars, EV emit substantially less carbon emissions. The vehicles are also cleaner with far less exhaust emissions so delivering direct air quality improvements.

## **9. Consultation and engagement**

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- 9.1 In developing the Business Case, the Consultants have engaged with a number of Council service areas and external organisations. In particular the collation of data involved a number of officers across transport, parking and licensing. The Consultants also approached SPEN as the local Distributed Network Organisation and the key stakeholder for grid issues.
- 9.2 The Council's Electric Vehicle Working Group has been consulted on the Business Case. This group is made up of a number of service areas including parking, transport, planning, licensing and fleet. The group has welcomed the Business Case and is supportive of the aims and objectives.
- 9.3 There is a wider programme of work being developed across the Council which will have implications for the EV programme. This includes the City Centre Transformation programme, the new Mobility Strategy and the work on Low Emissions Zones. Meetings have been held with officers to ensure an awareness of the EV work and ensure that there is an alignment amongst all the relevant programmes of work. In addition, it will be important to engage with those officers involved in localities work where it has relevance for EV charging.
- 9.4 There has been considerable interest in this agenda from the wider public and businesses and consequently it is proposed that a public consultation exercise be undertaken on the Business Case. This would run for six weeks and the purpose would be to gain support, promote the agenda and the proposed work by the Council and raise awareness. The consultation exercise may also help in determining the exact locations of charging points across the city. The consultation would also involve Council staff.
- 9.5 The outcomes of the consultation exercise will be incorporated into the Work Programme.

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

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None

**Paul Lawrence**

Executive Director of Place

Janice Pauwels, Sustainable Development Manager

E-mail: [janice.pauwels@edinburgh.gov.uk](mailto:janice.pauwels@edinburgh.gov.uk) | Tel: 0131 469 3804

**11. Appendices**

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Appendix 1            Electric Vehicle Infrastructure: Investment Case for Edinburgh



# **Electric Vehicle Infrastructure An Investment Case for Edinburgh**

August 2018

## Executive Summary

City of Edinburgh Council have commissioned Energy Saving Trust to document the business case for investment in electric vehicle (EV) charging infrastructure across Edinburgh up to 2020 and 2023. Adopting the zonal approach identified within the City of Edinburgh's Electric Vehicle Action Plan<sup>1</sup>, the study forecasts the number of electric vehicles on the road in Edinburgh by 2020 and 2023, the amount of charging infrastructure required to support them and the return on capital investment made by City of Edinburgh Council.

### Background

Encouraging those living, working and visiting Edinburgh to replace their existing petrol or diesel vehicles with electric vehicles brings the environmental benefits of lowering carbon emissions and reducing urban air pollution. Users also often achieve savings in vehicle running costs, with a typical electric vehicle saving its owner roughly £100 in fuel for every 1,000 miles driven, when compared to petrol or diesel.

Affordable, modern electric vehicles are available that can drive for over 150 miles, making them suitable for the majority of uses. When electric vehicles require refuelling, they must be connected to a charging infrastructure that, depending on the type of the chargepoint, can fully refuel the vehicle in anything from half an hour to 10-12 hours. The adequate provision of this charging infrastructure is essential to allowing individuals to own and operate electric vehicles.

In many cases, local authorities have led and are leading on the deployment of electric vehicle charging infrastructure. The capital costs of installing this charging infrastructure can be considerable but, once installed, the usage of this infrastructure has significant revenue generating potential. By carefully planning its investment into electric vehicle charging infrastructure, City of Edinburgh Council can recoup any capital invested within a reasonable timescale and then benefit from a new revenue stream on an ongoing basis.

### Approach

Energy Saving Trust has looked at the baseline vehicle usage in three key vehicle categories. These categories include:

Vehicles registered in Edinburgh, including private and business vehicles

Taxi and private hire vehicles licenced by City of Edinburgh Council

Users of park and ride sites operated by City of Edinburgh Council

For each of these vehicle groups, a baseline was taken using existing sources of information, including data provided by the UK Department for Transport, Transport Scotland and City of Edinburgh Council. Using this baseline data, three scenarios were calculated to estimate the number of electric vehicle users by 2020 and 2023. Baseline data was also

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<sup>1</sup> [The City of Edinburgh Electric Vehicle Action Plan](#)

used to understand the way vehicles are currently operated in Edinburgh (e.g. average daily mileages).

By combining electric vehicle adoption forecasts with information on how vehicles are typically driven in Edinburgh, a series of calculations were made to determine how much electric vehicle charging infrastructure would be required to meet demand across the three adoption scenarios, by 2020 and 2023.

With infrastructure requirements determined, the associated capital and operating costs were calculated alongside revenue generation in order to produce a business case.

### Key findings

This study found that, under the medium scenario, a total of **69 chargepoints would be required to support electric vehicle use in Edinburgh by 2020**. This includes 9 rapid chargers, 35 fast chargers and 25 slow chargers. **By 2023, 211 chargepoints are forecasted to be required**. This includes 23 rapid chargers, 111 fast chargers and 77 slow chargers. Further information on the distinction between these different types of chargepoint can be found in the background section of this report.

Scenario	2020				2023			
	Residential	Park & ride users	Taxi & private hire	Total	Residential	Park & ride users	Taxi & private hire	Total
Low	34	22	9	65	78	57	13	148
Mid	35	25	9	69	111	77	23	211
High	42	36	13	91	192	147	40	379

Under the medium scenario, **£1.1m of capital funding will be required by 2020** to install charging infrastructure to support the number of electric vehicles forecasted to be on the road in Edinburgh. **A further £2.3m of capital funding will be required between 2020 and 2023**, equating to a **total required capital investment of £3.4m**.

		Capital	Annual OpEx	Annual revenue	Annual profit	RI (years)
Total	2020	£1,104,593	£244,439	£352,822	£108,383	10.2
	2023	£3,358,283	£876,860	£1,366,889	£490,031	6.9

By charging electric vehicle users 20p per kilowatt hour of electricity used to refuel their vehicles using this infrastructure – as well as an additional connection fee of between 30p and £2 – the proposed electric vehicle charging infrastructure could generate **£350k of revenue and £110k of profit every year from 2020**. By 2023, the use of this infrastructure will have grown to generate **£1.4m of revenue and £490k of profit every year from 2023**.

This revenue would continue to grow as the adoption of electric vehicles increased after 2023. This level of income suggests that the **capital investment made in electric vehicle charging infrastructure will repay itself by 2030.**

Other key findings include that, by 2023:

•9,874 electric vehicles registered in Edinburgh (6% of total)

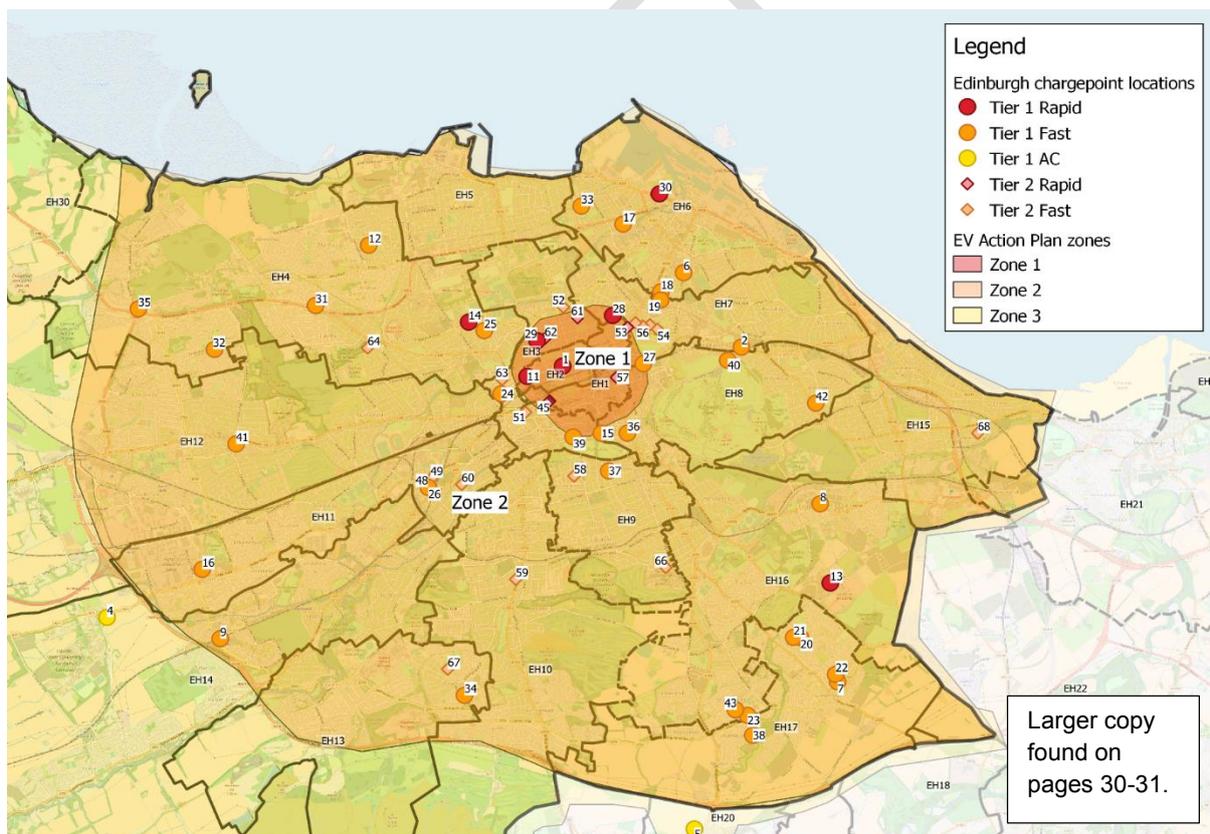
•77 electric vehicle drivers will visit Edinburgh's park and ride sites every day

•623 EVs will be used taxi and private hire drivers across the City

•CO<sub>2</sub> emissions reduced by 7,715 tonnes per year

•Pollutant NO<sub>2</sub> emissions reduced by 14.2 tonnes per year

Throughout Edinburgh, 68 suitable locations for installing charging infrastructure have been identified. The merit of each location has been ranked and each scored out of ten to reflect the ease of installation and user convenience, resulting in a list of 44 sites recommended for installation up to 2020 and a further 24 sites which are feasible for installation by 2023.



The study concludes by recommending City of Edinburgh Council further refine the identification of sites for installation of EV infrastructure, progressing to procure a charging infrastructure supplier and operator once site suitability is confirmed.

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# 1. Introduction

Energy Saving Trust (EST) were commissioned by City of Edinburgh Council (CEC) to produce a report, documenting the business case for CEC to invest in electric vehicle (EV) charging infrastructure.

## 1.1 Aims of this study

The purpose of this Business Case is to:

- Produce a baseline study for Edinburgh indicating the current number of EVs and charging infrastructure type/location; assessing the merits of the current zonal approach to charging infrastructure outlined in the EV Framework;
- Forecast EV charging infrastructure demand in Edinburgh, across multiple vehicle categories required to meet the anticipated growth in EVs to 2020 and 2023 respectively;
- Produce detailed maps of charge point locations, charger types, based on the zonal approach required to 2020 and 2023;
- Produce a detailed financial assessment of the capital investment required to develop a strategic network of charging hubs across the city covering a 2020 scenario and 2023 scenario;
- Explore revenue generating opportunities, including the deployment of battery storage;
- Predict reductions in carbon dioxide (CO<sub>2</sub>) and pollutant emissions (NO<sub>x</sub>, PM<sub>x</sub>);
- Create an investment grade proposal.

## 2. Background

With zero tailpipe emissions, electric vehicles present one way of fulfilling the transport needs of Edinburgh's businesses, residents and visitors, while tackling air pollution and reducing carbon emissions. EV uptake by private and commercial users is growing rapidly and Scotland can now boast one of the most comprehensive networks of rapid charging points in Europe<sup>2</sup>.

The City of Edinburgh Sustainable Energy Action Plan<sup>3</sup> (SEAP) aims to reduce carbon emissions across the city by 42% by 2020, against 2005 baseline, which notes that transport accounts for 21.6%. By 2016 this figure had risen to 29%. As a result of investment and its compact size, Edinburgh already leads the way in sustainable transport, with the highest share of people travelling to work in Scotland by foot, cycle and bus, and the highest share travelling by bus in the UK.

To build on this success, Edinburgh has developed a strategic and coordinated approach to expand charging infrastructure across the City through its EV Action Plan. In taking the Action Plan forward, the City of Edinburgh Council, in partnership with Transport Scotland, has commissioned Energy Saving Trust (EST) to determine the investment case for EV charging infrastructure in Edinburgh. This study

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<sup>2</sup> [Switched on Scotland: A Roadmap to Widespread Adoption of Plug in Vehicles](#)

<sup>3</sup> The City of Edinburgh [Sustainable Energy Action Plan](#)

The overall sustainable transport ambition for Edinburgh remains to reduce car use across the city in favour of public transport and active travel, and therefore improve congestion, parking and safety. However, cleaner cars and vans still have a highly important role as part of the wider efforts to reduce carbon emissions, air and noise pollution, and for certain activities, remain an appropriate mode of transport.

## **2.1 A strategic approach to encouraging EV uptake**

### **2.1.1 National level**

The Scottish Government has set out its ambitious plans for encouraging the uptake of EVs. Most notably, in their Programme for Government 2017-2018, they outline their aspiration to phase out the need for new petrol and diesel cars and vans by 2032 (eight years ahead of the rest of the UK).

The approach to EVs is also reflected in other key strategies including:

- The Scottish Climate Change Plan setting out commitments to negotiating changes to vehicles emission standards at EU and UK level, developing preferential Vehicle Exercise Duty for EVs and further supporting public procurement policies and local incentives (e.g. parking policies).
- Scotland's first Energy Strategy<sup>4</sup>, published in December 2017, setting out a vision for the Scottish energy system up to 2050. A key target is for 50% of energy for Scotland's heat, transport and electricity to be supplied from renewable sources by 2030. Electrification of transport is necessary to meet this target. The Strategy also reaffirms support for various measures to encourage EV uptake (e.g. the A9 'electric highway') and details the importance of EVs in smarter electricity networks with more informed and flexible consumers, smoothing demand and assisting with the integration of renewables and micro-generation.
- Plans to tackle air quality include the development of low emission zones (LEZs) in the four largest Scottish cities. With zero tailpipe emissions, EVs have a vital role to play in tackling air pollution and present one way for air quality targets to be met in the proposed LEZs without compromising the mobility needs of businesses, residents and visitors.

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<sup>4</sup> [Scottish Energy Strategy, The Future of Energy in Scotland](#)

### 2.1.2 Local Level

The Council's own policies supporting EVs include:

The Council **Sustainable Energy Action Plan (SEAP)** is the city wide energy plan aiming to reduce carbon emissions by 42% by 2020. This is the main policy driver behind the EV Action Plan linking in the issues of renewables and energy efficiency.

The **Air Quality Action Plan** in Edinburgh has identified six Air Quality Management Areas (AQMAs), five for the pollutant nitrogen dioxide (NO<sub>2</sub>) and one for fine particulates (PM<sub>10</sub>). A major source of these pollutants is diesel and petrol vehicles. EVs emit no pollutants or carbon emissions.

The **Local Transport Strategy (LTS)** 2014-2019 is the other key policy programme aiming to enable transport choices which are more environmentally sustainable. The LTS makes reference to supporting the increased use of low emission vehicles through working with partners to provide a network of electric vehicle charging points.

**Edinburgh City Vision 2050**, is building coalitions on how a successful Edinburgh looks in 2050. This includes innovative approaches to transport infrastructure; creating an active and green city; and ensuring we prepared for the effects of climate change.

The range of policies and strategies outlined indicates that at both national and local levels, there is a strong commitment to a cleaner energy system, with sustainable transport, including the acceleration of EV uptake, as a key component. As Scotland's capital city, investment across Edinburgh in charging infrastructure will be crucial in achieving both national ambitions, and fulfilling its vision to be an inspiring, thriving, connected and fair city for all its citizens<sup>5</sup> by 2050.

### 2.2 EV zoning approach

City of Edinburgh EV Action Plan proposes a zonal approach to providing charging infrastructure (Fig.1) to facilitate the increase in the uptake of EVs in the forthcoming years. The City's strategic vision for charging infrastructure plans for it to be integrated with other modes of transport and future infrastructure, serving range of users and supporting air quality improvement. The zonal approach takes into account various types of charge points to suit relevant groups of users within specific areas as seen in table 1.

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<sup>5</sup> [2015 Edinburgh City Vision](#)

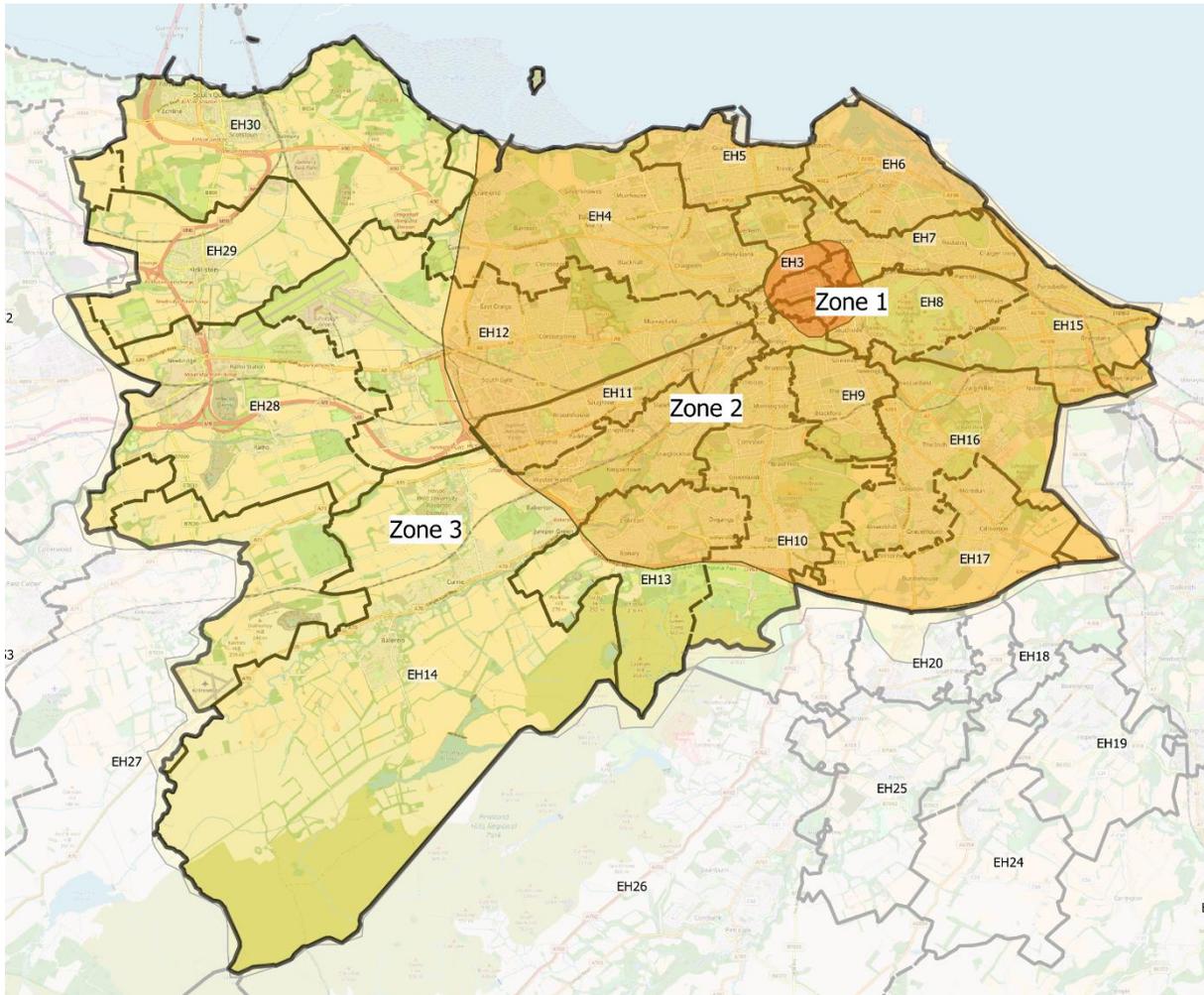


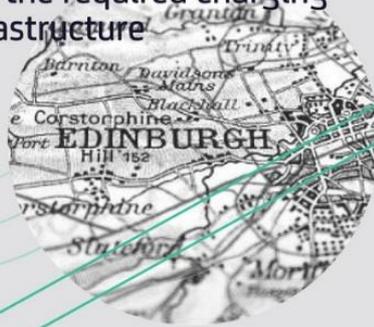
Figure 1. Proposed Zones for charging infrastructure.

Table 1; The City of Edinburgh charging infrastructure zone categories.

Zone	Area	Type of vehicles	Typical chargepoint type
1	Central	Taxis, commercial, car club	Rapid 50kW DC
2	Urban residential	Residents	Fast 22kW DC
3	Peripheral	Visitors, commuters	Fast 7kW AC

# ZONAL APPROACH

To forecasting uptake of PiVs by different user groups and the required charging infrastructure



## Zone 1 - City Centre

Rapid charging hubs in both on and off-street locations would be the focus, with some hubs restricted to certain groups, e.g. taxi trade, public sector fleets.



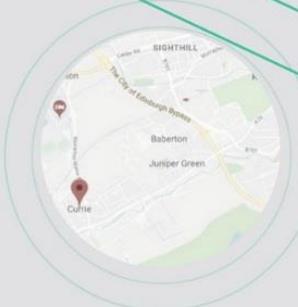
## Zone 2 - Residential Area

Fast chargers are likely to be more appropriate for on-street locations and rapid chargers in off-street locations. This would be in addition to any slow chargers in private garages. Although private vehicles are likely to be the main users, these charge points would be open to taxis, car clubs and commercial vehicles.



## Zone 3 - Peripheral Area

Strategic ring of charge points around Park and Ride facilities, primarily to encourage commuters to leave their vehicles and choose public transport, active travel options to come into the city. A mix of fast and rapid charging hubs would be appropriate.



## Scenarios

This study considered three scenarios covering different PiV adoption pathways, forecasting for vehicle uptake in 2020 and 2023.

- Medium scenario was considered as best aligned with the ambition to phase out the need for new petrol and diesel cars and vans by 2032.
- Assumes a spike in electric vehicles sales around 2020, as a result of increased vehicle choice.

The zonal approach outlined in Edinburgh's EV Action Plan offers a structured and logical approach to planning for EV charging infrastructure network and has provided the foundation for this study and report. In addition, the boundaries specified within this approach lend themselves to the extent of a potential LEZ being implemented. In many cases, the rationale for the locations of the zones is similar to that being implemented in London.

## **2.3 Benefits of electric vehicles**

### **2.3.1 Environmental and health benefits**

Compared to petrol and diesel vehicles, EVs emit much lower levels of tailpipe CO<sub>2</sub> and other air pollutants, such as nitrogen oxides and particulates. This improves air quality which will have a positive impact on health and wellbeing. EVs are also quieter than conventional vehicles and may help to reduce noise pollution from roads.

Greater uptake of EVs may also benefit other city-wide initiatives to increase uptake of public transport and active travel. For example, if visitors driving EVs are encouraged to charge at the park and rides, it will reduce congestion. A good EV infrastructure may also help to enable the implementation of a clean air zone. In general, cleaner air and eased congestion within the centre will provide a more pleasant and safe environment, encouraging more people to walk or cycling.

### **2.3.2 Economic benefits**

Although EVs currently cost more than their petrol or diesel equivalents to buy or lease, EVs can be cheaper to own on a pence-per-mile basis, throughout the vehicle lifecycle. This is due to lower refuelling costs and other tax incentives<sup>6</sup>.

For commercial users, adopting EVs where appropriate within their operations can make good business sense, enhancing environmental credentials and developing competitive advantage.

More widely, the economic benefits of improved air quality will be quickly realised. For example, a reduction in respiratory illness will reduce the impact on local health services. Improved air quality may also bolster Edinburgh's reputation, and therefore its already established tourism industry<sup>7</sup>.

## **2.4 Background information about EV charge points**

EV charge points are primarily defined by the power (in kW) they can deliver and therefore how fast they are capable of charging an EV. The speed of charging is dependent both on the technology built into the vehicle and into the charging infrastructure. For example, when the charging capability of the vehicle is less than that of the charger then the vehicle will charge only at the maximum speed allowed by the vehicle. Charging rates as shown in table 2 vary from slow chargers - which can take more than 12 hours to completely replenish a battery in an EV - to rapid chargers which can provide 80% of charge in 20-30 minutes.

There have been significant recent advances in the speed at which EVs can be charged. Charge points as powerful as 150 kW have recently become available and rapid charge

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<sup>6</sup> [EST, 2017. A guide to ultra-low emission vehicles for Fleet Managers](#)

<sup>7</sup> [World Health Organization, 'Review of evidence on health aspects of air pollution – REVIHAAP Project', 2013](#)

points delivering up to 50kW are a common sight at motorway and main road service stations throughout the UK. Chargers as powerful as 350kW will be available in the next few years which will dramatically reduce recharging times for future generation of vehicles.

For TPH users, one of the most significant considerations when operating EVs is the time required to charge. Also of great importance is daily mileage, downtime during the day and vehicle compatibility with the different types and speeds of charging equipment. The most common charge point connectors are outlined in the table 3.



Pictures: From top left clockwise: 50kW fast charge point, 50 kW fast charge point, 22kW fast charge point, rapid charger for taxi use, the Dundee taxi fleet and 7kW charge point.  
 Table 2. EV charging speeds

Type of charge point		
Slow	Fast	Rapid

<b>Power Rating</b>	3.5 - 7kW	7 - 22kW	43 - 50kW
<b>Electrical Supply type</b>	AC	Usually AC, DC available at higher rates	AC & DC
<b>Charge time</b>	4 to 8 hrs	2 to 4 hrs	25 - 40 minutes (80% charge)
<b>Vehicle range added in 15 minutes</b>	3 - 6 miles	6 - 20 miles	35 - 40 miles
<b>Comments</b>	Charge points are usually Type 2 sockets, however Type 1 or 2 tethered cables are available.  Popular method of charging at home overnight.	Majority of chargers are untethered Type 2 sockets. DC Fast chargers 20-25kW available with tethered cables.  Tend to be found on street and at destinations such as car parks, supermarkets or shopping centres.	Rapid units have tethered cables.  Found at most motorway and main road service areas, increasingly found at supermarkets and on-street.

Table 3. Chargepoint connector types.

<b>Connector Type</b>	<b>Typical charge speed and current</b>	<b>Associated manufacturers</b>
<b>Type 2 (Mennekes)</b>	3.5kW, 7kW, 22kW, 43kW AC	Compatible with almost all EVs, but charge speed dependent on vehicle on-board charger
<b>Combined Charging System (CCS)</b>	20kW, 50kW DC (150kW coming to market )	BMW, Audi, Volkswagen, Porsche, Ford, Hyundai
<b>CHAdeMO</b>	20kW, 50kW DC (150kW coming to market)	Nissan, Kia, Citroën, Tesla (via adapter), Mitsubishi, Peugeot

## 2.5 Challenges of encouraging EV adoption

While there are many benefits, developing charging infrastructure for EVs presents several challenges. It is a new responsibility for local authorities who are not necessarily familiar with the tasks and processes involved. There have been some challenges in the uptake of EVs.

### 2.5.1 Vehicle driving range

The first of which is the driving range of the vehicle, effectively how far it can drive before the vehicle's battery requires recharging. A consequence of the perceived 'poor range' of pure electric vehicles, or electric only operation of EVs has been a phenomenon known as range anxiety, whereby potential EV users are put off adopting the technology because of anxiety over the practicality of making longer journeys. This is however an area where there has been significant and rapid technological development, led by vehicle and battery

manufacturers. In a matter of a few years, an affordable EV has gone from being able to drive around 50-80 miles on a single charge to being able to drive upwards of 160 miles. More expensive EV models are also available that can drive over 200 miles on a single charge. The constraint of vehicle range is therefore fast becoming less of a barrier to adoption of EV technology.

### **2.5.2 Lack of charging infrastructure**

A second challenge is around the perceived lack of charging infrastructure. However just as with range performance, there has been considerable growth in the provision of charging infrastructure. Improvement of the infrastructure is both complimentary and necessary to facilitate the required increase in uptake of EV ownership. Greater availability and visibility of charging infrastructure will further help to reduce range anxiety and improve practicality for EV adopters.

### **2.5.3 Constraints on the electricity grid**

One of the potential challenges that the installation of multiple charge points in a single location, or that the aggregated infrastructure in a wider area can pose, is the potential to place significant peak demand on the local electricity grid, which it may not currently be equipped to deliver. Currently, a single rapid charge point is typically rated at 50kW (equivalent to 5 electric showers running simultaneously). With such a high power demand, it may be necessary for network reinforcement to be carried out in some locations to provide sufficient power and reliability for rapid charge point installations. The consequence of this may be significant additional costs to the project. Implications for the electrical distribution network also mean that, when planning and installing EV charging infrastructure, a great deal of engagement is required with the distribution network operator (DNO) which, in the case of Edinburgh, is Scottish Power Energy Networks.

### **2.5.4 Infrastructure installation challenges**

Further challenges include the availability of land for charging locations and careful consideration of planning guidelines which may complicate, or prohibit installation. As a local authority, the City of Edinburgh Council retains commercial property (including industrial, retail and office units) throughout Edinburgh, but this may not always be suitable for hosting charge points for public use, for example where limitations of opening hours restrict access. Another option available is to install charge points on-street, at the kerbside, but this introduces additional furniture to the pavement. In any case, adding EV charging infrastructure to traditional car parks requires enforcement to ensure that charge points are not being blocked by conventional vehicles. To do so, local authorities need to issue a traffic regulation order (TRO), involving a process which often takes considerable time. Even after this has been done, there is the potential for losses in revenue if the EV charging infrastructure is not used. The number of considerations are numerous and emphasise the importance of careful planning when investing in EV charging infrastructure.

### 3. Methodology

This section describes the overarching methodological process used throughout this report. Further information on the specific methodologies and assumptions used to determine findings for each vehicle group can be found in each vehicles groups relevant section of this report and also in the appendix.

Whilst the methods to collect data varied between different vehicle user groups, the overarching approach employed in this study broadly follows four key steps:



#### 3.1.1 Stakeholder engagement and baseline data sources

At all stages, we have consulted with City of Edinburgh Council (CEC) colleagues involved in sustainability, parking and taxi & private hire (TPH) licencing. Additionally, we have informed our engagement with stakeholder groups by drawing upon publicly available sources of evidence including UK Government vehicle registration statistics and Scottish Government vehicle usage surveys.

Local TPH licencing and operational data has been provided by both CEC and TPH operators including vehicle telematics tracking data and vehicle fleet condition statistics, derived from CEC licencing statistics. Engagement has also been made with CEC's parking team, who have provided controlled parking zone permit data, on street parking bay maps and park & ride usage statistics.

Data has been provided by Enterprise Car Club to identify all car club bays within Edinburgh, including those which are already EV-enabled.

Grid capacity information has been sourced from Scottish Power Energy Networks, to provide an indication of grid capacity when suggesting EV charging infrastructure locations (although individual site surveys will be needed to confirm that capacity is available).

Data has also been sourced from AddressBase, which has provided detailed geographical data and points of interest to identify suitable locations for charging infrastructure.

#### 3.1.2 EV uptake scenarios

Throughout this study, reference is made to three scenarios. These scenarios are intended to cover a range of potential EV adoption pathways and have been developed taking into consideration the Scottish Government's ambition to phase out the need for new petrol and diesel vehicles by 2032.

To understand the number of vehicles that will require the use of EV charging infrastructure by 2020 and 2023, EV adoption forecasts were calculated across three scenarios. All scenarios have been calculated using data specific to Edinburgh, making them unique to the area. These scenarios are described below:

Table 4. Scenarios for the adoption of EVs

<b>Low</b>	Based on historical trends in quarterly sales of electric vehicles in Edinburgh
<b>Medium</b>	As the low scenario, but assuming a spike in electric vehicles sales around 2020, as a result of increased vehicle choice.
<b>High</b>	Rapid uptake, possible only with investment in infrastructure and a wide-ranging package of regulatory measures to incentivise EV usage.

Forecasts have been made to 2020 and 2023, forecasting any sooner than 2020 would be of limited use – as there would not be enough time to realistically take strategic action – and forecasting any later than 2023 would be unreliable. Plans for beyond 2023 should be developed from 2020 onwards, when the trajectory of growth in EV use is more apparent.

The medium scenario has been chosen for reference for the charge points as it aligns with the Scottish Government's pledge to end the need for new petrol and diesel vehicles by 2032.

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## 4. Forecasting Growth

This section makes use of historical data concerning new EV registrations in Edinburgh to generate forecasts which help to indicate how the use of EVs could grow throughout the period up to 2023. Building on these projections, this forecast in the increase in the number of vehicles has been used to inform and calculate the charging infrastructure requirements for EV users by 2020 and 2023.

Building on these projections, this forecast in quantity of vehicles has been used to inform and calculate the charging infrastructure requirements for EV users by 2020 and 2023. This section looks at three key vehicle groups:

### Residents Vehicles

- Vehicles that are registered in Edinburgh and used by residents in Edinburgh, either for personal or business use

### Taxi and Private Hire Vehicles

- Taxi (hackney carriage) and private hire cars licensed by City of Edinburgh Council

### Park and Ride Users

- User of any of three of the park and ride sites that are operated by City of Edinburgh Council (Ingliston, Hermiston & Straiton)

For an overview of the methodology used to forecast EV adoption and calculations for charging infrastructure requirements, please see the appendix.

### 4.1 Baseline

Vehicle licensing statistics suggest that there are already 715 EVs registered by residents of Edinburgh, with around 40 public chargepoints already installed and registered on the ChargePlace Scotland network. Using baseline statistics and historical data, it is possible to forecast how these numbers will change in the future.

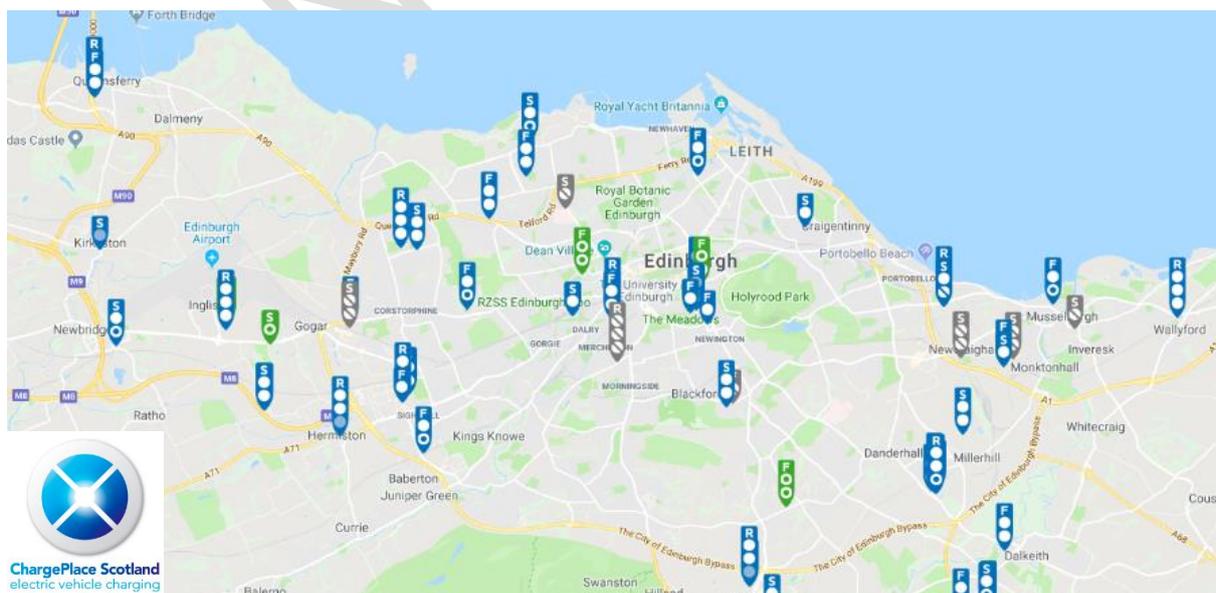


Figure 2. Map of existing public chargepoint locations in Edinburgh (source: ChargePlace Scotland)

## 4.2 Vehicles registered in Edinburgh

This vehicle group represents residents of Edinburgh and the vehicles that they are using, both for personal and business use, including both cars and vans. These vehicles are predominantly found in Zone 2. A particular focus is placed on residents of properties that do not have access to dedicated off-street parking (i.e. a garage or driveway). For these residents, the provision of public charging infrastructure should be considered as vital to making the use of EVs both practically and economically viable. In many instances, the business case for the provision of infrastructure to residents is not attractive enough to encourage investment from the private sector, making this group a particularly important area for public intervention.

### 4.2.1 Plug-in vehicle adoption forecast

The graph below illustrates the results of the EV adoption forecasts across the three scenarios described in the previous section and are supported by further detail in table 5 below. These estimates cover all vehicles registered in Edinburgh, including private use and commercial vehicles.

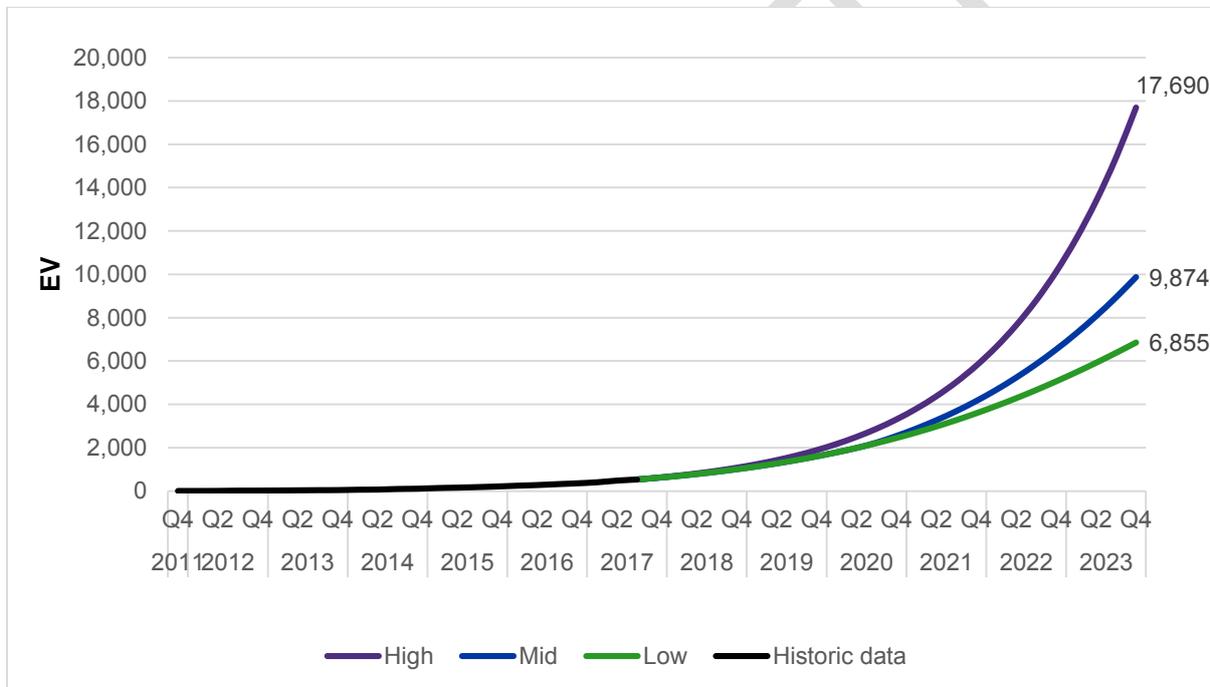


Figure 3. Forecasts for the adoption of electric vehicles in Edinburgh up to 2023 for residents.

For context, the total number of vehicles (excluding motorbikes and scooters) currently registered in Edinburgh is 163,183. Assuming this stays constant up to 2023, this can be usefully compared to the EV forecasts, as summarised in the table 5. The medium scenario forecast suggests that there will be 9,874 EVs in 2023, accounting for 6.1% of the total residential and commercial vehicles in Edinburgh.

Table 5. Forecasts for the adoption of electric vehicles by residents and commercial fleets up to 2023

Scenario	EVs 2020	% Vehicles 2020	EVs 2023	% Vehicles 2023
Low	2,453	1.5%	6,855	4.2%
Mid	2,551	1.5%	9,874	6.1%
High	3,314	2%	17,690	10.8%

#### 4.2.2 Forecasting methodology

This business case proposes forecasts based on 3 scenarios introduced in the methodology (Table 2), allowing for a wide spectrum of future demand for EVs by residents and commercial users. These scenarios are defined in table 6.

Table 6. Scenarios for uptake of EVs across Edinburgh by residents and commercial vehicle operators.

<b>Low</b>	A curved growth trend, based on rate at which growth in EV registrations in Edinburgh has been slowing over the previous two years
	A realistic scenario, as far as present evidence would suggest
	4.2% of all vehicles are EV by 2023. Roughly one EV for every 23 petrol/diesel vehicles.
<b>Medium</b>	As medium scenario, but qualitatively predicting a second spike in EV registrations, caused by the emergence of new vehicle models in 2020
	Ambitious but realistic, taking into account anticipated growth in vehicle choice by around 2020
	6.1% of all vehicles are EV by 2023. Roughly one EV for every 16 petrol/diesel vehicles.
<b>High</b>	A curved growth trend, based on the rate of growth in EV registrations in Edinburgh over the last two years
	An ambitious rate of adoption, requiring significant short-term investment and public intervention - e.g. EV-only charging zones, EV only parking schemes, etc.
	10.8% of all vehicles are EV by 2023. Roughly one EV for every 9 petrol/diesel vehicles.

#### 4.2.3 Uptake of EVs across residential areas

Using publicly available data on the number of EVs licensed in each Edinburgh postcode district, a map has been produced showing how the total number of EVs would be geographically distributed across Edinburgh by 2032, under a medium scenario. Based on current evidence, this map shows that **the EH4, EH12, EH10 and EH14 postcode districts are likely to see the greatest number of EV registrations**. It has been assumed that the uptake will be distributed evenly across all districts.

**It is important to note that areas which are forecasted to have the greatest amount of EV adoption are not necessarily areas where the greatest amount of charging infrastructure is required to be installed.** Factors such as the availability of off-street parking would impact the amount of infrastructure required, as areas with a greater proportion of residences with off-street parking would have a larger number of residents who were able to install and use charge points on their own property.

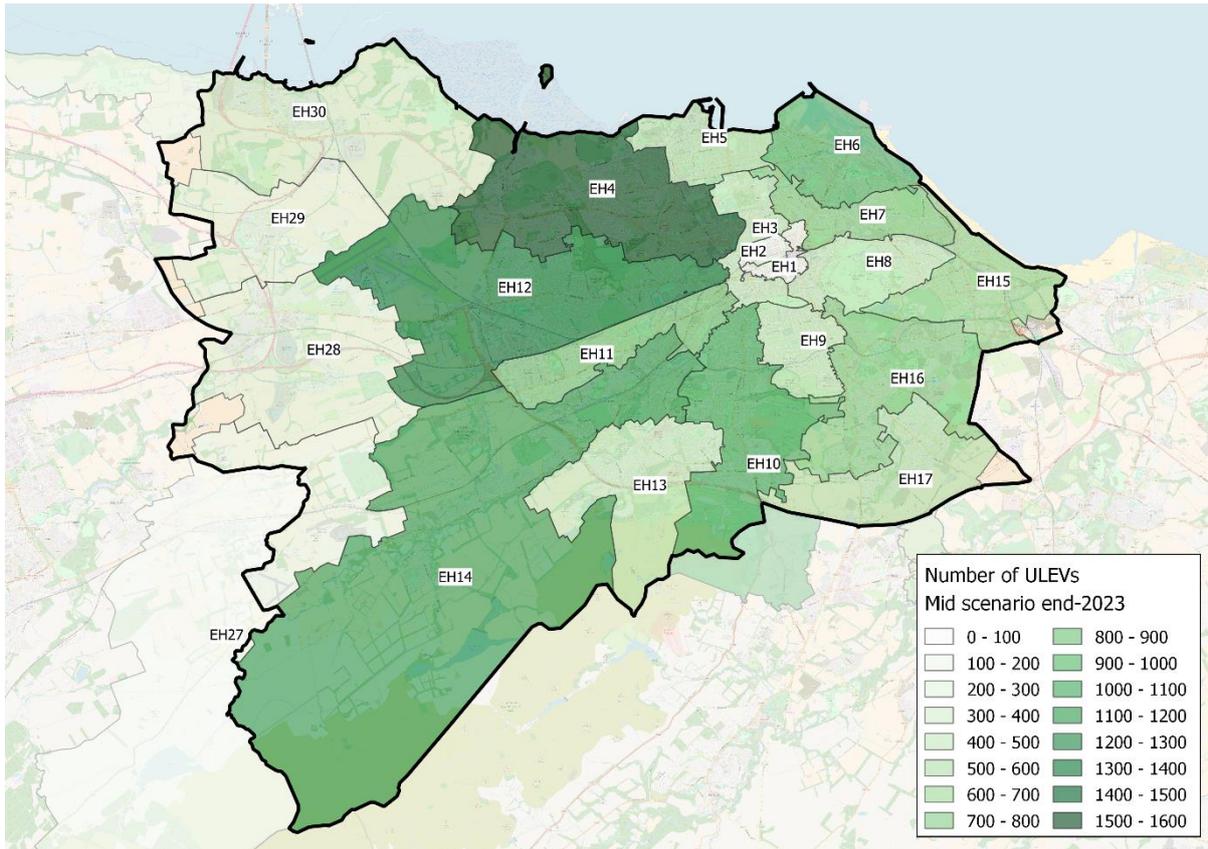


Figure 4: Forecasted registrations of EVs by postcode district in Edinburgh.

#### 4.2.4 Number and type of chargepoints required for the residential areas

Table 7 illustrates the number of public charge points required, by 2020 and 2023, specifically for use by residents and for plug-in commercial vehicles registered in Edinburgh. This includes both cars and vans.

**Please note that the number of EVs shown in table 7 is lower than the total number of EVs forecast previously in this section. This is because we have assumed that residents with off-street parking will install and use their own charge point. EV users with access to their own charge point are therefore assumed not to require public infrastructure, as it would be neither as cost effective or as convenient as a charge point installed at their property. For details of all assumptions made for these calculations, please see the appendix.**

Table 7. Charge point requirements for resident and commercial EVs

Scenario	2020		2023	
	EVs	Charge Points (Fast)	EVs	Charge Points (Fast)
Low	497	34	1,393	78
Mid	507	35	2,023	111
High	673	42	3,594	192

For hubs of charge points for use by residents, DC (direct current) fast chargers are recommended, as they will be capable of providing a fast (22kW) charge to most vehicles and at least a slow (3.5-7kW) charge to virtually every electric vehicle on the market. Fast chargers that deliver an AC (alternating current) charge are available and are typically much cheaper but are only able to deliver a slow (3.5-7kW) charge to the majority of electric vehicles. This is a major disadvantage as the long charging time would be inconvenient for residents and limit the impact of the City of Edinburgh Council's investment in charging infrastructure.

**Fast charge points (specifically DC variants) are typically able to recharge one vehicle at a time, meaning that the number of charge points recommended is effectively equal to the number of charging units that would need to be installed.** In some cases, a single fast charge point would benefit from having two bays associated with it, as there is then space for a second vehicle to wait for the first vehicle to finish charging. However, doing so naturally doubles the requirement for parking spaces, which has implications for parking revenue.

#### **4.2.5 Challenges of installing residential charging infrastructure**

When installing charging infrastructure for use by residents, the ideal is to locate chargepoints so they are convenient for as many residents as possible. This will provide confidence to purchase an EV. This does however introduce a challenge of identifying suitable locations to install infrastructure at the ward level. This can be challenging when installing hubs of charge points, as off-street parking – or at least on-street bay parking – would generally be required. Narrowing this down further to include only public sites means that, in a typical ward, the most ideal sites will often be car parks at libraries, council-run community centres/offices, other public sector buildings and schools.

However, to ensure wider accessibility, another approach is installing charge points on-street, outside of properties without off-street parking. This approach has been pursued by numerous local authorities across the UK. The challenges associated with this approach are the introduction of additional street furniture to pavements, the need to spread infrastructure more widely across neighbourhoods and, in the short term, the tension caused by providing an EV-only parking bay where there may only be one EV owner in the area – thereby a perception that a resident has a dedicated parking space.

A key step when installing infrastructure in residential areas is to seek input from residents and ensure that they have an established line of communication to City of Edinburgh Council for matters concerning EV charging infrastructure. In addition, it will be important to emphasise that EV charging bays are not parking bays but for charging purposes only. Monitoring and enforcing a charging time limit may be required, but it may also become essentially "self-monitored" by EV users.

#### **4.2.6 Environmental benefits**

Based on the medium forecast for EV adoption for **2020**, the study estimates that **793 tonnes of CO<sub>2</sub>** and **1.46 tonnes of NO<sub>2</sub>** will be saved annually from vehicles registered by residents and businesses in Edinburgh, assuming that these vehicles replace their petrol and diesel vehicles. Similarly, the forecasted figures for **2023** are **3,165 tonnes of CO<sub>2</sub>** and **5.8 tonnes of NO<sub>2</sub>**.

### 4.3 Park and Ride Users

This section looks at the users of Edinburgh’s three council-run park and ride sites; Ingliston, Hermiston and Straiton park and rides. These sites lie in Zone 3, just outside of the Edinburgh Bypass and are used predominantly by individuals visiting Edinburgh, including tourists and commuters. At the Ingliston park and ride, it would also be likely that TPH drivers may use the site, owing to its proximity to Edinburgh Airport. These park and ride sites are important places at which to provide EV charging infrastructure as it will not only encourage individuals visiting Edinburgh to invest in an EV, but will also encourage them not to drive into the city, thereby decreasing congestion.

#### 4.3.1 Plug-in vehicle adoption forecast

The number of forecasted EVs using each park and ride site every day by 2020 is shown in the table 8. These numbers are based on peak usage of the sites and therefore represent the estimated maximum daily usage.

Only annual usage figures were available for Straiton park and ride and therefore estimates for this site have been based on the proportionality of peak daily to annual usage (i.e. annual usage divided by highest daily usage) of Ingliston park and ride. Figures have also been adjusted to reflect an assumption that people driving to Edinburgh in an EV will use one of these a park and ride with charge points installed, as opposed to another site.

Table 8. Estimated number of EV users visiting each park and ride site.

Scenario	EVs per day 2020			EVs per day 2023		
	Hermiston	Ingliston	Straiton	Hermiston	Ingliston	Straiton
Low	5	13	2	14	36	6
Mid	6	16	2	19	50	8
High	8	22	3	36	95	15

#### 4.3.2 Forecasting methodology

The methodology for forecasting EV use in Edinburgh’s park and ride sites, operated by the Council, is similar to that used to forecast EV adoption by Edinburgh residents. The key difference is that, where the forecast for residents was based on vehicle registration statistics for Edinburgh, **park and ride forecasts have been based on registration statistics across Scotland**. It has therefore been assumed that all users of publically-owned park and ride sites around Edinburgh will be visitors to Edinburgh (including commuters) and not residents.

Table 9. Scenarios for park and ride visitors.

<b>Low</b>	<p>A curved growth trend, based on a rate of approximately 9% per quarter, which would be required to ensure all newly-sold light vehicles were electric by 2032</p> <p>In line with Scottish Government target to phase out the new sale of petrol and diesel vehicles by 2032</p>
<b>Medium</b>	<p>As medium scenario, but qualitatively predicting a second spike in EVs registrations, caused by the emergence of new vehicle models in 2020</p> <p>Would achieve Scottish Government target a year earlier, based on two years (between 2020-2022) where the rate of sale returns to the average seen between 2015-2017 - 13%</p>
<b>High</b>	<p>A curved growth trend, based on the rate of growth in EVs registrations in Scotland over the last two years - 13%</p> <p>All newly registered light vehicles will be EVs by 2027</p>

### 4.3.3 Number of chargepoints required

Table 10 illustrates the number of public charge points required – by 2020 and 2023 – for users of three of Edinburgh’s park and ride sites. This study has focussed on publicly-owned park and ride sites as installing charge points in these locations will be significantly more straightforward.

Table 10. Charge point requirements for park and ride visitors with EVs.

Scenario	2020		2023	
	EVs/day	7kW AC Charge points	EVs/day	7kW AC Charge points
Low	20	22	56	57
Mid	24	25	77	77
High	33	36	146	147

For park and ride sites, 7kW AC charge points are recommended as users are typically likely to leave their vehicle at these sites for several hours and will not attend to their vehicle until they leave, meaning that faster charge points are likely to be highly underutilised.

**7kW AC charge points are typically capable of charging two vehicles at once, meaning that the number of charge points recommended in table 10 is effectively twice the number of charging units that would need to be installed.**

### 4.3.4 Environmental benefit

Based on the EV adoption medium forecast for **2020**, the study estimates that on an annual basis, **90 tonnes of CO<sub>2</sub>** and **0.17 tonnes of NO<sub>2</sub>** will be saved from park and ride vehicles used by visitors based on the assumption that EVs adopted by visitors replace petrol and diesel vehicles. Similarly, the forecasted figures for 2023 are **286 tonnes of CO<sub>2</sub>** and **0.53 tonnes of NO<sub>2</sub>**.

#### 4.4 Taxi & Private Hire Vehicles

There are currently 3,118 TPH cars licensed in Edinburgh; 1,316 of which are taxis (hackney carriages) and the remaining 1,802 are private hire cars. Through engagement with Edinburgh’s TPH licensing colleagues, as well as TPH operators, it was possible to understand the number of vehicles presently licensed by CEC, as well as the condition of those vehicles and the manner in which they are operated.

An analysis was conducted on the condition of TPH vehicles licensed by CEC. The results of this analysis showed that the majority of both TPH cars are diesel fuelled and rated Euro 5 or worse, which means that they do not meet the UK framework for clean air zones<sup>8</sup> and are likely to make a significant contribution to urban air pollution in Edinburgh.

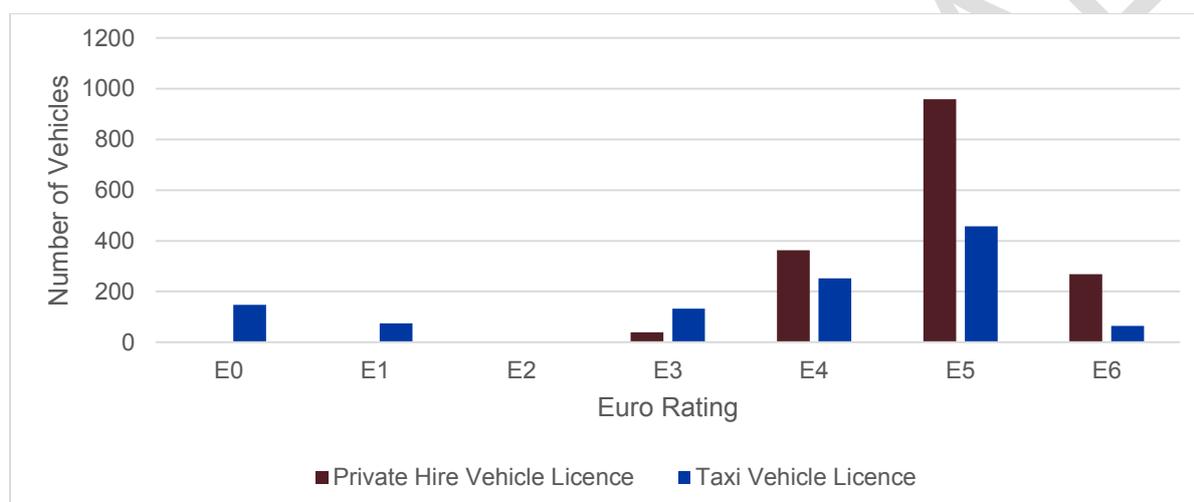


Figure 4. Breakdown of CEC taxi and private hire cars by Euro rating.

##### 4.4.1 Electric vehicle adoption forecast

Forecasts for the use of EVs for TPH purposes are shown in table 11.

Table 11. Forecasts for taxi and private hire EVs up to 2023

Scenario	2020		2023	
	EVs	EV fares/day	EVs	EV fares/day
Low	155	979	311	1,957
Mid	155	979	623	3,914
High	311	1,957	1,247	7,828

##### 4.4.2 Forecasting methodology

Forecasts for EV adoption within Edinburgh’s TPH sector are shown in table 12. These forecasts were agreed with City of Edinburgh Council and are based on varying levels of intervention by the council. These forecasts cover both TPH cars and range from a low scenario assuming that 10% of TPH vehicles will be EV by 2023, through to 40% in the high scenario.

<sup>8</sup> [For taxi and private hire vehicles, UK Government guidance for clean air zones stipulates that petrol vehicles should be Euro 4 or better and diesel vehicles should be Euro 6 or better.](#) [pg. 30/31]

Table 12. Scenarios for taxi and private hire users.

Low	5% of licensed TPH vehicles are PiV by 2020
	10% of licensed TPH vehicles are PiV by 2023
Medium	5% of licensed TPH vehicles are PiV by 2020
	20% of licensed TPH vehicles are PiV by 2023
High	10% of licensed TPH vehicles are PiV by 2020
	40% of licensed TPH vehicles are PiV by 2023

For the medium and especially the high scenario to be achieved, significant regulatory action would be required from City of Edinburgh Council, including changes to licensing conditions. Regulatory action which City of Edinburgh Council may consider include:

- Removing licensing fees for EVs
- Only issuing new taxi and/or private hire vehicle licenses to EVs
- Only renewing existing taxi and/or private hire vehicle licenses for EVs
- Only issuing or renewing operator licenses for companies operating a certain proportion of EVs within their fleet.
- Introducing EV-only ranks, potentially in desirable locations (e.g. railway stations, airport)
- Relaxing conditions of fitness for EVs, for example allowing rear-access wheelchair accessible vehicles
- Introducing saloon hackney carriage licenses for EVs
- Implementing a lower age limit for taxi and/or private hire cars (which would encourage EV adoption if combined with a change to conditions for licensing new vehicles)

#### 4.4.3 Number of chargepoints required

Table 13 illustrates the number of public charge points required, by 2020 and 2023, for use by taxi and private hire cars licensed by City of Edinburgh Council.

Table 13. Charge point requirements for taxi and private hire EVs.

Scenario	2020		2023	
	EVs	Charge Points (Rapid)	EVs	Charge Points (Rapid)
Low	155	9	311	13
Mid	155	9	623	23
High	311	13	1,247	40

For providing hubs of charge points for use by taxi and private hire cars, rapid chargers have been recommended. The use of slower charge points would have a significant negative impact on the taxi and private hire business model as it would increase vehicle 'downtime'.

**Rapid charge points are typically equipped to supply one vehicle at a time, meaning that the number of charge points recommended is effectively equal to the number of charging units that would need to be installed.** However, particularly for use by taxi and

private hire cars, a single rapid charge point would benefit from having two EV-only bays associated with it, as there is then space for a second vehicle to wait for the first vehicle to finish charging. Although likely to be used predominately by taxi and private hire cars, **car club vehicles and residents in the city centre would also be able to use these charge points (except where the sole use by TPH is considered necessary, for instance in the Edinburgh Airport or at Edinburgh Waverley Station).**

#### 4.4.4 Environmental benefits

With reference to the medium scenario, and based on the EV adoption forecasted for **2020**, the study estimates that on an annual basis, **1,061 tonnes of CO<sub>2</sub>** and **1.2 tonnes of NO<sub>2</sub>** will be saved from taxi and private hire cars based on the assumption that EVs adopted by the trade will replace ICE vehicles. Similarly, the forecasted figures for 2023 are **4,265 tonnes of CO<sub>2</sub>** and **7.9 tonnes of NO<sub>2</sub>**.

#### 4.4.5 Car club vehicles

Charging infrastructure installed for taxi and private hire purposes will also be made available for use by electric car club vehicles. According to data provided by Enterprise Rent-A-Car – the car club operator in Edinburgh – there are currently 145 car club bays in Edinburgh, of which 17 are for electric vehicles. Figure 5 shows the locations of all car club bays across Edinburgh, based on a data provided by Enterprise Rent-A-Car.

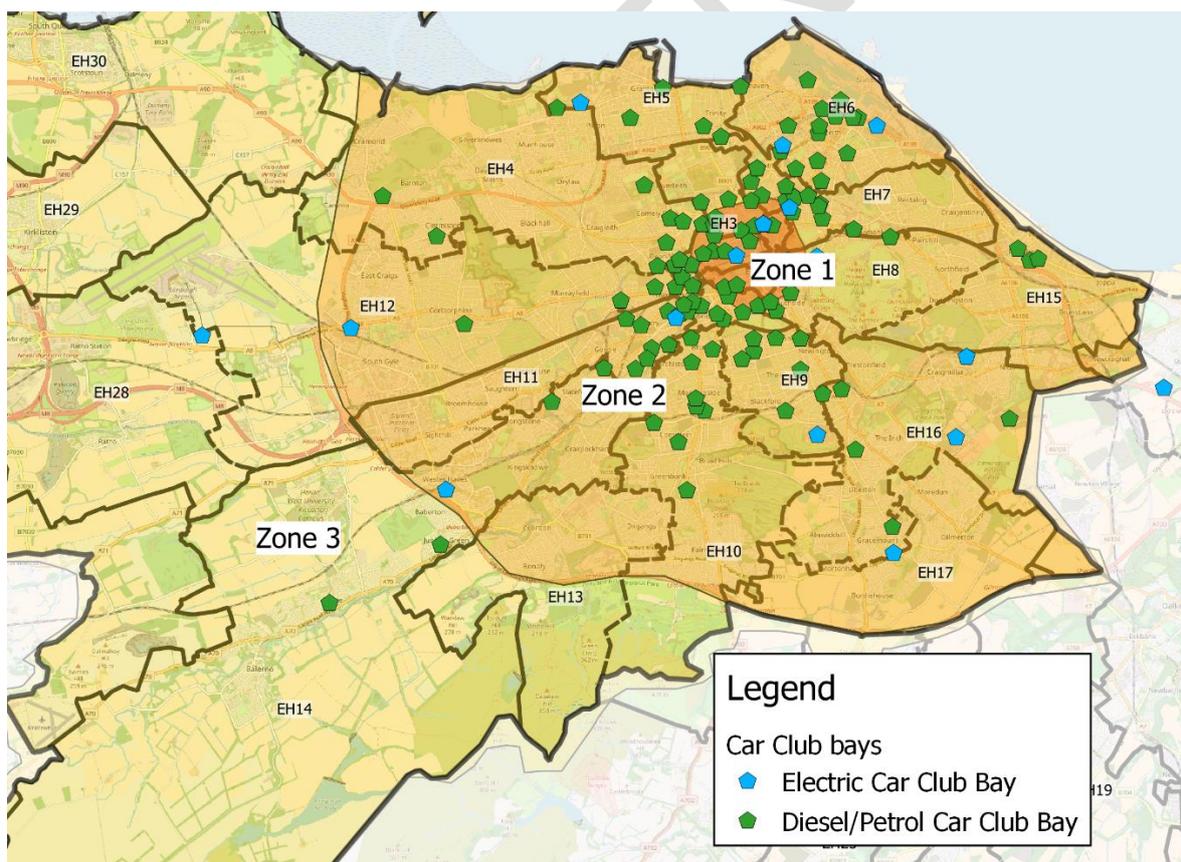


Figure 5: Map showing location of car club bays in Edinburgh and whether they are petrol/diesel car club bays or electric car club bays.

## 5. Charging Infrastructure Locations

This section considers the locations where charging infrastructure could be installed, subject to the satisfactory completion of an in-depth technical site survey and consultation with Scottish Power as the DNO.

### 5.1 Mapping Methodology

Locations were initially identified based on proximity to points of interest (Pol's) throughout Edinburgh. Points of interest include locations where vehicle users are likely to require charging infrastructure, especially those where vehicles are typically likely to be parked for significant periods of time. These locations include bus and railway stations, CEC and Scottish Government buildings, shopping centres, leisure centres and parks. Once mapped, these locations formed a longlist of 114 potential sites which were then reviewed by a peer review panel consisting of three expert EST consultants, specialising in EV infrastructure. Each location was rated on a scale of one to five for ease of installation and user convenience. Examples of the criteria considered in deciding these scores is detailed in table 14.

Table 14. Scoring Rationale for Installation of charging points

Score	Installation
1	No evident electricity supply. No access to site. Privately owned with little chance of installation being permitted.
2	Electricity available, but significant works likely required. Restrictive access to site. Land privately owned.
3	A considerable distance from the sub-station, on site conditions dictate that considerable civil engineering works and road/pedestrian areas may require closure.
4	Substation in close proximity. Pavement closure possible. Publicly-owned.
5	Substation in immediate vicinity. No disruption likely to be caused. Publicly-owned.

Table 15. Scoring rationale and methodology of location practicality for use.

Score	Usability
1	If charge infrastructure was installed it would not be accessible to a viable number of users
2	Location would require a specific journey for the majority of user groups
3	Convenient for regular use by select user groups, but inconvenient for majority of EVs
4	Would be convenient for the majority of vehicle users to use on a regular basis
5	Would likely be in frequent use by most EV users from most user groups

Following the weighting of scores, sites were allocated to one of two tiers. These categories are largely based on the simplicity of installation, with consideration also given to ensure that the locations are also convenient for users for the periods up to 2020 and 2023. The definitions of tier one and tier two are as follows:

- **Tier 1:** Locations where installation of charging infrastructure is viable and could realistically be installed to meet projected demand by 2020. These are the sites where installation would likely be relatively straight forward and where it is likely the charge points would be convenient to use for most EV user groups.
- **Tier 2:** Locations where the installation of charging infrastructure would be difficult or imprudent to pursue in the short term but would be realistic to meet demand by 2023. Typically, these sites would still be ideal, from a user perspective, but the installation process would be more complicated, potentially requiring discussions with land owners. These discussions would slow the process of infrastructure installation and therefore these sites are not recommended to be included in plans for 2020.

## 5.2 Charge Point Map

Figures 5 & 6 provide maps of different scales, showing of charging infrastructure locations, indicating all Tier 1 and Tier 2 sites along with the recommended type of charge point. Table 16 provides a list of sites, and further details about the size of the hubs and whether the location is on or off-street.

Figure 5. Location of sites for installing charge points

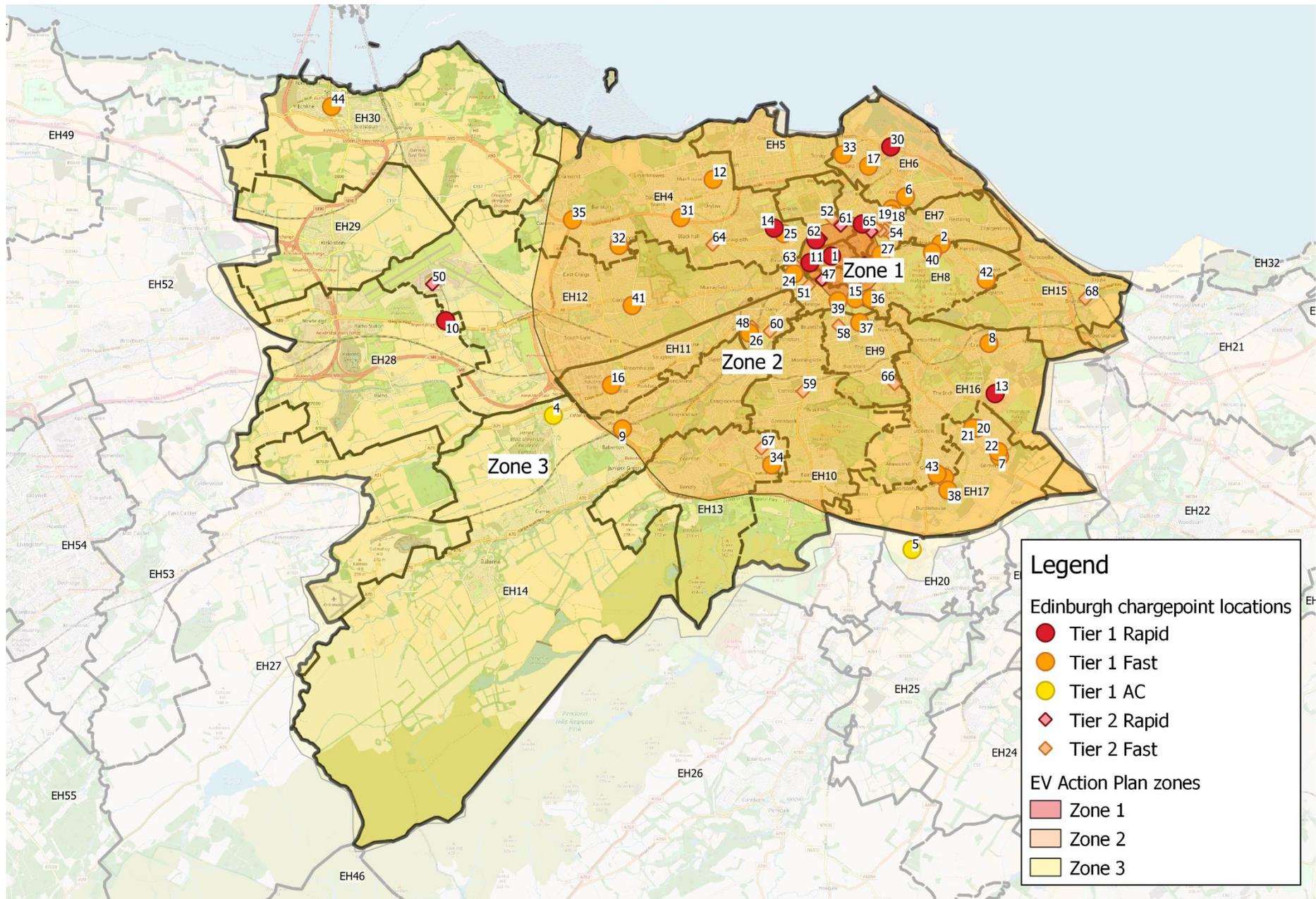
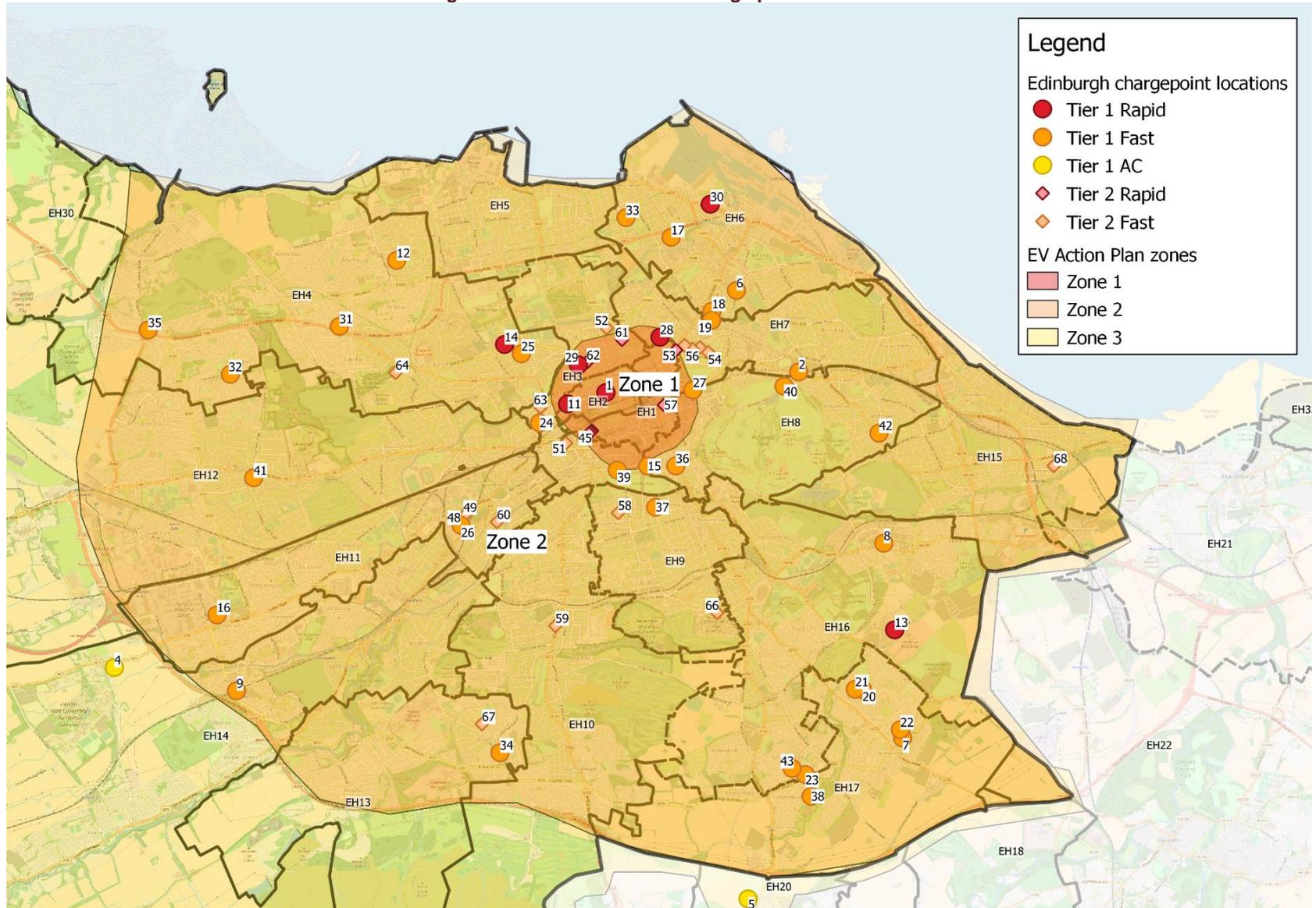


Figure 6. Zone 1 & 2 sites for charge point locations



### 5.2.1 List of locations from map

Table 16 shows each location, along with its respective primary purposes. These purposes include *Taxi* for taxi and private hire cars, *Park and Ride* users for visitors and commuters using park and ride, *Residents* for use by personal and commercial business users of vehicles registered in Edinburgh and *General use* where charge points would likely serve multiple user groups.

Locations are listed broadly in order of idealness, in terms of installation and usage, based on scoring criteria described previously in this section. Further information on these sites can be found in the appendix.

Table 16. List of Tier 1 and Tier 2 sites for installing charge points.

#### Tier 1 locations

Ref	Location description	Primary purpose	Charge Type
1	George Street	Taxi	Rapid
2	Meadowbank Sports Centre	General use	Fast
3	Ingliston Park and Ride (park and ride users)	Visitors	AC
4	Hermiston Park and Ride	Visitors	AC
5	Straiton Park and Ride	Visitors	AC
6	Easter Road	Residents	Fast
7	Ferniehill Square	Residents	Fast
8	North East Neighbourhood Office – CEC	Residents	Fast

Ref	Location description	Primary purpose	Charge Type
9	Wester Hailes Healthy Living Centre (Harvesters Way)	Residents	Fast
10	Ingliston Park and Ride (taxis)	Taxi	Rapid
11	Charlotte Square	Taxi	Rapid
12	Edinburgh North Neighbourhood Services	Residents	Fast
13	Edinburgh Royal Infirmary	General use	Rapid
14	Fettes Avenue	General use	Rapid
15	George Square	Residents	Fast
16	Edinburgh College	General use	Fast
17	Pitt Street	Residents	Fast
18	Iona Street	Residents	Fast
19	Albert Street	Residents	Fast
20	Moredunvale Bank	Residents	Fast
21	Moredunvale View	Residents	Fast
22	Ferniehill Terrace	Residents	Fast
23	South East Locality Office - CEC	Residents	Fast
24	Melville Street	Residents	Fast
25	Comely Bank Street	Residents	Fast

Ref	Location description	Primary purpose	Charge Type
26	Stewart Terrace	Residents	Fast
27	New Parliament House (Regent Road)	General use	Fast
28	East London Street (outside bus garage)	General use	Rapid
29	Gloucester Place/India Street	General use	Rapid
30	Commercial Street	General use	Rapid
31	Blackhall Library	Residents	Fast
32	Drumbrae Library	Residents	Fast
33	Victoria Park/Craighall Avenue Car Park	Residents	Fast
34	Oxgangs Street (South side, at Oxgangs Rd North)	Residents	Fast
35	Barnton Grove	Residents	Fast
36	St Patricks Square (on-street)	General use	Fast
37	Sciennes Road	General use	Fast
38	Southhouse Brae	Residents	Fast
39	The Quatermile (Nightingale Way/Chalmers St)	Residents	Fast
40	Duke's Walk Car Park	General use	Fast
41	Westfield House Social Work Centre	Residents	Fast
42	Northfield Broadway (Near Northfield Farm Avenue)	Residents	Fast

Ref	Location description	Primary purpose	Charge Type
43	Gracemount Drive (opposite Balmwell Avenue)	Residents	Fast
44	South Queensferry, Forth Road Transport Authority	Residents	Fast

### *Tier 2 locations*

Ref	Location description	Primary purpose	Charge Type
45	King's Stables Road	General use	Rapid
46	Castle Terrace Car Park	General use	Rapid
47	Castle Terrace (on-street)	General use	Rapid
48	Wardlaw Place	Residents	Fast
49	Wardlaw Street	Residents	Fast
50	Edinburgh Airport	Taxi	Rapid
51	Edinburgh Intl Conference Centre (near Western Approach Rd)	General use	Fast
52	Eyre Place	Residents	Fast
53	Elm Row (street side parking)	General use	Rapid
54	Wellington Street	Residents	Fast
55	Hillside Street	Residents	Fast

Ref	Location description	Primary purpose	Charge Type
56	Brunswick Street	Residents	Fast
57	East Market Street (mid-point)	Taxi	Rapid
58	Arden Street	Residents	Fast
59	Craiglea Drive	General use	Fast
60	Harrison Park East - W Bryson Road	Residents	Fast
61	Royal Crescent, park side	Residents	Rapid
62	Circus Place	Residents	Rapid
63	Drumsheugh Gardens	Residents	Fast
64	West Court - Parking east side	Residents	Fast
65	Montgommery Street	Residents	Fast
66	James Hutton Road - University of Edinburgh	Residents	Fast
67	Colinton Mains Park Pavilion - car park off Oxgangs Rd North	Residents	Fast
68	Edinburgh College Milton Road	General use	Fast

The locations listed in this section have been identified to provide the levels of infrastructure required to meet the high scenario at 2020 and 2023. For other scenarios, there is therefore flexibility to choose the most relevant locations to meet the charging infrastructure figures.

The total number of chargepoint locations proposed is shown in table 17. Note that chargepoints recommended for visitors are double-headed, meaning the total number sites is effectively half the number of total charging bays.

Table 17. Total number of EV chargepoint sites identified through mapping.

	General use	Residents	Taxi	Visitors	Total
<b>Tier 1 (2020)</b>	48	146	14	79	285
<b>Tier 2 (2023)</b>	40	70	10	-	120
<b>Grand Total</b>	<b>88</b>	<b>216</b>	<b>24</b>	<b>79</b>	<b>405</b>

## 6. Financial Case

A business case has been developed based on the charge point requirements of each vehicle group, estimated capital and annual operating costs, leading to estimate of annual revenue and profit (revenue less operating costs). Based on the balance between capital funding requirement and profit potential, repayment intervals have also been calculated (capital costs divided by annual profit). These repayment intervals are based on levels of demand forecast at 2020 and 2023 respectively. This section details the assumptions and concludes with the financial business model itself.

### 6.1 Itemised Costs

The costs underpinning the business model have been calculated using quotes previously provided to the City of Edinburgh Council by a leading chargepoint provider. As these costs are taken from a previously issued quote, they provide reassurance that the overall business case proposed in this report is reliable and, at the very least, an indication of the highest capital cost that CEC should realistically incur in delivering the recommended levels of charging infrastructure. Through a procurement process, more competitive quotes may be sourced and this will naturally have a positive effect on the overall business case. For the purposes of the business case proposed in this report, the value of each item costed is shown in table 18. All prices are exclusive of VAT.

Table 18. Costs associated with each charge point unit.

Item	Equipment (per unit)	Installation (per unit)	Operation, maintenance & warranty (per unit per year)	Electricity cost (per kWh) <sup>9</sup>
50kW DC rapid charger	£19,647	£5,000	£1,650	£0.126
22kW DC fast charger	£17,647	£5,000	£1,650	£0.126
7kW AC double-headed fast charger	£1,705	£1,900	£555	£0.126

### 6.2 Procurement Options

**Costs are based on a purchase-and-own procurement model**, whereby CEC would have full ownership of all assets installed and would contract the maintenance of the units to a supplier. Other procurement models for installing and operating electric vehicle charging infrastructure have been developed, but the case for a purchase-and-own procurement model is strong in this instance. This is because present estimates suggest that capital investment made in the short-term will be repaid in the medium-term.

An alternative procurement model would be to run a concession system, whereby charge point providers pay a fee to operate their charge point from a location made available by CEC over a given period of time. During the period of this concession, a revenue or profit share would be agreed. Typically, a concession framework lowers the capital exposure of installing charging infrastructure and elements of contractual risk but lowers revenue and profit potential.

<sup>9</sup> The average cost of electricity purchased by CEC

### 6.3 Grid Constraints

Installation costs shown in table 18 include expenses related to a standard grid connection or building connection, but **do not include any costs related to further electricity grid distribution infrastructure upgrades** (e.g. updated or new substations). Later in this report, we have identified and recommended charge point locations that, amongst other important criteria, are located near to substations. This somewhat reduces the risk of substantial costs being incurred to upgrade electrical distribution infrastructure.

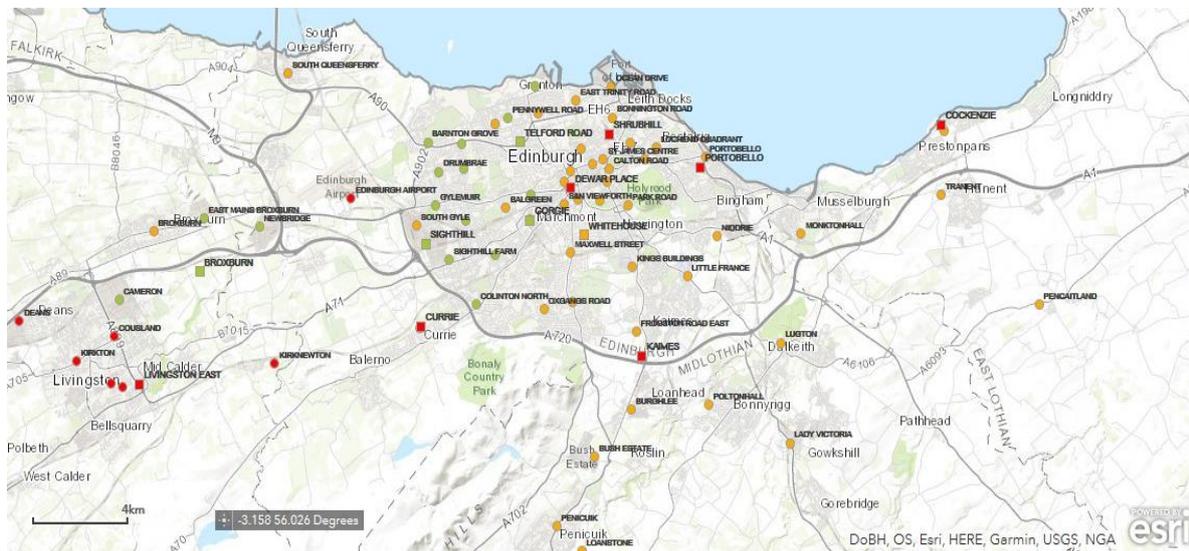


Figure 7. Scottish Power Energy Networks Heat Map - Electrical Distribution Network in Edinburgh.

According to information provided by Scottish Power Energy Networks (SPEN)<sup>10</sup> (valid April 2018), all recommended charge point locations fall within areas where both the high voltage network and the nearest primary substation are rated at least amber by SPEN. This suggests that some grid constraints may exist, but also that capacity may likely be available for certain applications. A number of sites fall into areas where both primary substations and the high voltage network are rated green, suggesting that grid reinforcement is less likely to be required. None of the sites recommended for charging infrastructure installation would draw upon either primary substations or high voltage networks that are categorised as red by SPEN, meaning that extensive grid reinforcement is unlikely to be required on the high voltage network or at primary substations prior to the installation of charging infrastructure.

A constraint that is likely to exist in the case of many of the sites recommended is at the grid supply points (GSPs) of Edinburgh's distribution network. GSPs are infrastructure facilities where electricity is transferred from the transmission network to the distribution network. The following GSPs have a fault level constraint and would likely need to be reinforced prior to the mass installation of charging infrastructure in the area:

- Dewar Place GSP, covering central Edinburgh, which will supply the majority of charging infrastructure in Zone 1
- Shrubhill GSP, covering north Edinburgh, which will supply charging infrastructure in Leith and Trinity
- Portobello GSP, covering north-east Edinburgh, which will supply charging infrastructure in Portobello, Bingham and Middrie

<sup>10</sup> [Scottish Power Energy Networks, Distribution Network Heatmap](#)

The Whitehouse GSP, covering south Edinburgh, may also potentially require reinforcement in the future, but currently has headroom to accommodate new connections for charging infrastructure.

**To determine whether or not grid reinforcement would be required and the associated capital costs of such works, site surveys will need to be conducted by SPEN.**

#### 6.4 Battery storage and renewable generation

EV charging infrastructure can be coupled with battery storage, which operate by charging slowly over several hours (ideally overnight or during off-peak periods for electric demand) before refuelling a vehicle, often through rapid charging (full charge in under an hour). The benefit of battery storage is that it reduces the requirement for grid reinforcement work, as the batteries typically draw less power from the grid than a fast or rapid chargepoint.

Battery storage can be installed with specific storage capacities and, with greater storage capacity, more EVs can be refuelled each day. For example, if a 60kWh battery storage device is installed to support an EV chargepoint, this will provide enough energy to fully recharge approximately two Nissan Leafs<sup>11</sup>.

In terms of cost, indicative estimates provided by a supplier of battery storage for EV charging infrastructure suggest that **a 90kWh battery storage device would add approximately £90,000 to the capital cost of EV chargepoint installation**. For a site where four rapid chargers were being installed, the cost of battery storage would roughly double the overall installation cost. For this reason, the business case for battery storage technology is typically only sound in locations where grid reinforcement works are required to the extent where the cost of battery storage is less than the cost of grid reinforcement.

Charging infrastructure that is equipped with battery storage can also be accompanied by renewable energy generation equipment – most often solar panels. By including renewable generation, the requirement to draw electricity from the grid is further reduced, the carbon emissions associated with the electricity provided by chargepoints is reduced and additional revenue can be generated by selling surplus renewable energy back to the grid.

#### 6.5 Tariffs

When the first generation of EV charging infrastructure was installed, it was common that these chargers would be free for the public to use. This was seen as a method to encourage faster uptake of EVs and was achieved on the basis of subsidies from either national or local government. In the present day, the market for EVs has developed and the practice of providing free charging infrastructure is uncommon. In this business case, we have set tariffs on the basis that capital investment can be repaid by revenue generated by the infrastructure. A summary of the tariffs that this business case is based on are shown in table 19. How this tariff was decided upon is described later in this subsection.

Table 19. Tariffs used in the business model.

User group	Pence per kWh	Connection fee
Residents and business	20p	30p
Taxi and private hire	20p	£1.00
Park and ride users	20p	£2.00

<sup>11</sup> Nissan Leaf equipped with either 24kWh or 30kWh battery pack.

### 6.5.1 Pence per kWh

**The viability of the business model is heavily dependent on the tariffs set.** The tariffs assumed for each of the user groups are shown in table 19. Rates have been set at 20p per kWh of electricity provided (in line with Transport Scotland guidance), with connection fees charged at varying rates to different user groups.

Whilst 20p per kWh is the highest tariff recommended by Transport Scotland, it still represents a competitive and attractive tariff when compared to existing EV charging infrastructure across the UK. For example, Shell announced in 2017 that rapid chargers at Shell petrol stations would charge 25p per kWh until June 2018, at which point they were due to raise the tariff to 49p per kWh<sup>12</sup>. Another comparator is that, at time of writing, new users of Tesla's supercharger network are billed at 20p per kWh<sup>13</sup>. 20p per kWh tariff is therefore not significantly out of step with wider market trends.

The business case proposed in this report is based on a 20p per kWh tariff, as that tariff is associated with the shortest investment repayment interval and the greatest revenue generating potential, whilst being comparable and even competitive with typical market rates. There are reasons that CEC may wish to consider lower tariffs (e.g. as a further incentive for residents to purchase an EV) but, as these reasons are largely for social benefit and are therefore valued subjectively, they should be subject to political discourse. Alternative financial models were calculated for 15p and 17.5p per kWh tariff, which can be found in the appendix. For comparative purposes, the repayment intervals associated with each tariff (as of 2023) are shown in table 20.

Table 20. Comparison of repayment periods of 15p/kWh, 17.5p/kWh and 20p/kWh tariffs, as of 2023.

Scenario	Repayment period (years)		
	15p/kWh	17.5p/kWh	20p/kWh
Low	18.5	11.4	8.2
Medium	13.6	9.1	6.9
High	11.5	8.0	6.1

### 6.5.2 Connection fees

Connection fees are charged when the user begins charging and are often an effective deterrent to prevent users from plugging into a charge point when they do not require a significant charge. This ensures that charge points are more likely to be available when they are *needed* by users. In this context, there is a greater requirement for connection fees in the case of charge points for taxi and private hire vehicles and for park and ride users. For TPH vehicles, connection fees will help avoid situations where a driver who requires a small charge prevents a driver whose battery is nearly empty from using the charge point. Similarly, for park and ride users, connection fees can prevent users from plugging their vehicle in for several hours when a small charge is all that is required.

In this business model a **£2.00 connection fee has been suggested for park and ride users**, as the misuse of these chargepoints could have the greatest detrimental effect. Without a significant connection fee, a park and ride user whose EV only requires a quick charge could block out a chargepoint for many hours before they return from Edinburgh City

<sup>12</sup> <https://www.shell.co.uk/motorist/welcome-to-shell-recharge.html>

<sup>13</sup> [https://www.tesla.com/en\\_GB/supercharger](https://www.tesla.com/en_GB/supercharger)

Centre. This could have the consequence of not allowing another user, whose EV is without charge, from recharging their vehicle, potentially preventing them from returning home. Another consideration to make, albeit of a political nature, is that this group of EV users are visitors to Edinburgh and therefore do not make the same local economic contributions as residents, arguably justifying a higher fee than other user groups.

This business case has suggested a **£1.00 connection fee for taxi and private hire drivers**. This is for two reasons. Firstly, TPH drivers require the use of rapid chargers which come at a higher capital cost and it is therefore sensible to assume that they will be moderately more expensive to use. Secondly, the misuse of rapid chargers that are intended for TPH use would have considerable negative consequences if, for example, a driver whose EV *needs* recharging is forced to wait for a driver who elected to charge their EV without it being entirely necessary.

Lastly, a **30p connection fee has been suggested for users of charging infrastructure in residential locations**. This fee is not necessarily intended to dissuade residents from misusing public charging infrastructure, but is instead proposed to contribute to the business case for investment in public charging infrastructure for residents. Without a 30p connection fee, it was forecasted that many of the chargepoints installed for use by residents would potentially make an ongoing loss.

For comparison, Dundee City Council charges a £2.00 connection fee at all of the rapid chargers it hosts. The connection fees proposed in this business case are therefore comparable and competitive with charging infrastructure found in other locations.

## **6.6 Financial Model**

The financial model for investing in charging infrastructure up to 2023 can be found in table 21. This table shows estimates for capital expenditure, annual operating expenditure, annual revenue and annual profit if the medium scenario was realised. These figures are based on the tariffs proposed in table 19.

These figures are based on a series of agreed assumptions (which can each be found in the appendix) as well as the costs and approach described previously in this section of the report. It shows the estimated costs and potential revenue generation for providing the charging infrastructure which the forecasts suggest will be required by each user group.

Alternative financial models have been calculated to compare different tariffs and illustrate the impact of tariffs on the business case. **The results of the financial models using 15p/kWh and 17.5p/kWh tariffs are shown in the appendix.**

Table 21. Business model for investment in charging infrastructure for each zone and scenario. Note - capital spend values for 2023 are *cumulative* and therefore inclusive of capital spend by 2020. All values are exclusive of VAT and based on 20p per kWh tariff.

Scenario		2020					2023 (cumulative)				
		Capital	Annual OpEx	Annual revenue	Annual profit	RI (years)	Capital	Annual OpEx	Annual revenue	Annual profit	RI (years)
Residents (zone 2)	High	£951,174	£207,678	£256,502	£48,824	19.5	£4,348,224	£1,055,727	£1,369,694	£313,968	13.8
	Mid	£792,645	£162,045	£193,324	£31,279	25.3	£2,513,817	£598,967	£770,769	£171,802	14.6
	Low	£769,998	£158,350	£189,533	£31,183	24.7	£1,766,466	£415,000	£530,693	£115,693	15.3
Taxi & private hire (zone 1)	High	£320,411	£107,682	£250,684	£143,002	2.2	£985,880	£393,140	£974,499	£581,359	1.7
	Mid	£221,823	£57,966	£125,342	£67,376	3.3	£566,881	£201,520	£487,249	£285,730	2.0
	Low	£221,823	£57,966	£125,342	£67,376	3.3	£320,411	£103,235	£243,625	£140,390	2.3
Park and ride (zone 3)	High	£129,780	£34,886	£48,245	£13,359	9.7	£529,935	£145,958	£208,350	£62,392	8.5
	Mid	£90,125	£24,428	£34,156	£9,728	9.3	£277,585	£76,373	£108,871	£32,499	8.5
	Low	£79,310	£21,180	£29,032	£7,852	10.1	£205,485	£56,303	£79,839	£23,536	8.7
Total	High	£1,401,365	£350,246	£555,431	£205,185	6.8	£5,864,039	£1,594,825	£2,552,543	£957,719	6.1
	Mid	£1,104,593	£244,439	£352,822	£108,383	10.2	£3,358,283	£876,860	£1,366,889	£490,031	6.9
	Low	£1,071,131	£237,496	£343,907	£106,411	10.1	£2,292,362	£574,538	£854,157	£279,619	8.2

## 7. Conclusion and recommendations

The commissioning of this study by Edinburgh City Council has clearly demonstrated the council's commitment to exploring the practical solutions necessary to meet climate change and air quality targets within the wider context of the Scottish and UK Governments current policy agenda.

In addition to the technical challenges that transition towards an EV enabled city poses, this report aims to demonstrate how the installation of supporting infrastructure can benefit both the council administration and wider public by applying solutions in a technically and economically sound method which offers sustainable returns on capital expenditure.

The problems associated with the carbon-based economy are not merely constrained to a single socio-economic group and by the studies consideration of the infrastructure requirements within the wider context of the city and across a range of demographics, the delivery of the benefits can be realised across a more diverse proportion of society. This equality is complimentary to the application of low emission zoning as despite defined regions being geographically separate by definition; the benefits are evenly distributed across different user groups and are non-discriminatory.

This study highlights the mechanisms, that if adopted, will provide the appropriate infrastructure and technology to support a significant step change in EV uptake for the periods up to 2020 and 2023. This will provide Edinburgh with a competitive edge, equipping the Council with proven and scalable delivery mechanisms for the period beyond 2023 and towards 2032.

A key strategy of Edinburgh City Council is to realise it's ambitions to be an "Inspired, Thriving, Connected and Fair City" and through development of the recommendations contained within this report, Edinburgh has an opportunity to be a world leader in the proactive, economically viable enablement of EV infrastructure.

### 7.1 Technical Recommendations

#### 7.1.1 Quantity of Charge Points Required

Drawing together the forecasts for each user group and zone, it is estimated that 69 Tier 1 charge points of different types (7kW, 22kW and 50kW) will be required in total across the city by 2020, increasing to 211 by 2023, under a medium scenario. Around 379 charge points will be required by 2023 under the high scenario, as described in the table 22.

Table 22. Summary of charge point requirements across all user groups.

Scenario	2020				2023			
	Residents & Commercial (Fast - 22kW DC)	Park & Ride visitors (7kW AC)	Taxi & Private hire (Rapid - 50kW DC)	Total	Residents & Commercial (Fast - 22kW DC)	Park & Ride visitors (7kW AC)	Taxi & Private hire (Rapid - 50kW DC)	Total (cumulative)
Low	34	22	9	65	78	57	13	148
Mid	35	25	9	69	111	77	23	211
High	42	36	13	91	192	147	40	379

### 7.1.2 Environmental benefits of electric vehicle adoption

With vehicle users moving from petrol and diesel vehicles to EVs, there will be environmental benefits both in terms of reducing carbon emissions, that are linked to climate change, and pollutant emissions, that are the cause of over 40,000 premature deaths a year across the UK. The environmental benefit of EV adoption in each category is calculated as the product of the number of EVs forecasted, the average annual mileage and emission factors developed by the UK Department for Environment, Food and Rural Affairs.

Based on the assumptions made to predict the charge point requirements of EVs in Edinburgh, it was possible to estimate the total reduction in both carbon and pollutant emissions. This is shown in table 23:

Table 23. Summary of the environmental and health benefits from investment in charge points.

Scenario	2020		2023	
	CO <sub>2</sub> (tonnes per year)	NO <sub>2</sub> (tonnes per year)	CO <sub>2</sub> (tonnes per year)	NO <sub>2</sub> (tonnes per year)
Low	1,914	3.5	4,519	8.3
Mid	1,944	3.6	7,715	14.2
High	3,310	6.1	14,704	27.1

### 7.1.3 Zonal approach

Through the sites identified in this study, the zonal approach proposed in City of Edinburgh Council's EV Action Plan is a viable framework within which EV charging infrastructure investment can be planned. In the vast majority of cases, the profile of likely users for sites identified in each of the EV Action Plan's three proposed zones matches the description of the intended target user groups.

Based on this study, it is apparent that there are several locations which do not necessarily conform to the EV Action Plan. One example of this is South Queensferry, which resides within Zone 3, but has more in common with Zone 2 and charging infrastructure provision should therefore be made on that basis. Similarly, Edinburgh Airport resides in Zone 3, but is a key site around which TPH drivers would likely wish to charge, meaning it may have more in common with Zone 1. Another notable deviation from the zonal approach is in the case of hospitals, many of which are located in Zone 2 but, with the amount of use from TPH drivers, has more in common with Zone 1. Lastly, locations within Zone 1 are likely to be required for use by residents living in Edinburgh City Centre, meaning that they have elements of the definition of Zone 2.

As a result of these occasional deviations from the Zonal approach, it is recommended that flexibility is retained within the plan to ensure that locations that do not necessarily conform to the typical use profile of the zone in which they reside can be provided with EV charging infrastructure that meets the specific requirements of that location.

## 7.2 Next Steps

### 7.2.1 Pre-2020 (short term)

Following this delivery of this report to committee, its key findings should be scrutinised, with particular attention given to proposed locations of charging infrastructure. Agreement should

be made on the extent of CEC's ambition, including which of the scenarios proposed in this report are to be pursued.

Once approved by committee, connection estimates should be requested from SPEN for the sites identified. Should any of the proposed locations be unfeasible due to a lack of electric grid supply, alternative nearby sites should be considered. It is important however to ensure that the location of the charge point and its use is the primary consideration. Charge points will only be regularly used in locations where they are needed.

Incorporating the cost estimates received from SPEN, the final business model should be developed and agreed. At this point, engagement with the EV charging infrastructure industry and the procurement of an infrastructure supplier should commence, with the initial procurement focussing on Tier 1 sites.

With an infrastructure provider procured, stakeholder engagement across CEC should begin, particularly with site managers in locations where infrastructure is being installed. Wider public awareness of the plan could be raised through public announcements and events.

At this point, the installation phase of the charging infrastructure network will commence and project progress should be monitored.

Whilst monitoring project progress regarding the installation of infrastructure in Tier 1 sites, engagement should begin with private land owners where Tier 2 sites have been identified – such as shopping centres, fuel stations, hospitals and Edinburgh airport. This will lay the groundwork for medium term installation of charging infrastructure across Tier 2 locations.

### **7.2.2 2020-2023 (medium term)**

The number of EVs on the road will keep increasing for many years and therefore the provision of charging infrastructure must grow with it. As such, it is important that, in the medium term, the use of the existing network of charging infrastructure is monitored to ensure that the network is expanded in locations where demand is growing.

Ongoing engagement with the private stakeholders above should include monitoring, where possible, the privately-funded installation of public charging infrastructure on private land. This will ensure that the provision of charging infrastructure is meeting and not exceeding demand and that CEC can plan its level of investment accordingly.

Having raised awareness with the public through the increased visibility of EV charging infrastructure, necessity for new sites may emerge. It is therefore important to remain open to suggestions and requests from the public and other stakeholder groups.

### **7.2.3 Post-2023 (long term)**

All sites (Tier 1 and 2) should be installed and in operation. CEC should consider a full review and forecasting exercise in order to determine the success of the scheme to date including the uptake of EVs across commercial and private users and investigate new sites for development up to 2030.

Technologies that are presently not market ready are likely to have come to market within this timescale. These technologies include wireless (inductive) charging, ultra-rapid charging (thought to be up to seven times faster than the rapid chargers proposed in this report) and energy storage at scale. As such, a review of EV infrastructure provision should take these

new technologies into consideration alongside the rate of growth of the EV use in the City and the commercial success of the investment made in infrastructure to date.

### **7.3 Non-Technical Recommendations**

Aside from the technical recommendations made in this study, there are a number of non-technical considerations that are important to consider. We would recommend that the following non-technical considerations are made:

*Offer residents a point of contact within City of Edinburgh Council whereby they may express their interest in having EV charging infrastructure installed in their area.*

Whilst every effort has been taken in this study to rationally determine where EV adoption is likely to take place, there is no method by which the exact locations can be identified. From the perspective of the City of Edinburgh Council, the greatest method by which specific areas of demand for EV infrastructure can be identified is to encourage, monitor and report on enquiries made by residents. For a resident who is considering the purchase of an EV who does not have access to off-street parking, having the ability to notify City of Edinburgh Council of their intent to purchase is both important to the resident – as they will be reliant on public charging infrastructure – and important to City of Edinburgh Council, who can use these enquiries to target infrastructure investment.

*Liaise with ChargePlace Scotland network operator on a regular basis to identify specific areas where EV adoption is occurring or where charging infrastructure is being especially well utilised, in order to better respond to demand.*

Another method by which demand for EV charging infrastructure can be identified is through liaison with the network operator. In the case of Scotland, public infrastructure is operated by Charge Your Car as part of the ChargePlace Scotland network. By liaising with the network operator, insight on the location of EV owners who have registered on the network can be shared, highlighting locations where users may require a greater provision of charging infrastructure. The network operator can also provide insight on existing infrastructure that can distinguish the locations where charging infrastructure is approaching peak utilisation, indicating that a case may exist for further investment. By reviewing this insight regularly, the development of the charging infrastructure network in Edinburgh can be demand-led – an approach that lends itself to a robust business case for investment.

*Work with local businesses to encourage the installation of workplace charging infrastructure*

Residents without access to off-street parking will most likely need provision of public infrastructure to provide them with the confidence required to purchase an EV. Despite the greatest efforts of City of Edinburgh Council, it is almost inevitable that certain residential areas will neither have off-street parking, nor will there be a feasible site for public infrastructure to be installed nearby. In these instances, the provision of charging infrastructure at a respective user's workplace is the next most convenient location that infrastructure could be installed. Whilst the local authority generally has no direct influence over the provision of charging infrastructure in a private workplace, City of Edinburgh Council still has a role to help encourage businesses to install charging infrastructure for use by their employees. Making sure that local businesses are aware of the importance of the transition to EVs, as well as the wider measures being taken across Edinburgh, would help provide businesses with the confidence to invest in charging infrastructure on their property.

*Provide private landowners with a point of contact to discuss provision of charging infrastructure at retail parks, leisure centres and other attractions.*

This study had focussed almost exclusively on public-owned sites for charging infrastructure installation, as these sites are within the control of City of Edinburgh Council. This makes the installation of charging infrastructure considerably more straightforward. However, a safe rationale to follow when choosing sites for charging infrastructure is to identify areas where motorists are already parking. These sites can often include privately owned multi-story car parks, retail parks, leisure centres and venues. Whilst City of Edinburgh Council cannot force private land owners to install charging infrastructure, it potentially has a role to play in ensuring that these land owners have the confidence to install charging infrastructure and are aware of the costs and benefits.

*Ensure that planning guidance is enforcing the installation of charging infrastructure on newly developed sites.*

Local authorities have limited powers to enforce the provision of charging infrastructure on existing privately-owned sites but, through planning, local authorities can ensure that new developments are being planned and built with the future in mind. Ensuring that planning guidance is being set in a way which requires new developments to provide parking spaces with charging infrastructure already installed (or at least with the necessary cabling in place to simplify the installation at a later date) is an effective measure that would improve the level of charging infrastructure provision across Edinburgh. Most importantly, the residents of new multi-tenement developments, that typically have private off-street car parks, would not require the use of public infrastructure to operate an EV.

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## 8. Appendix

### 8.1 Methodology EV Adoption and Charge Points

For all vehicle groups, forecasts for EV adoption were combined with information on vehicle use to estimate the amount of charging infrastructure that will be required to support the use of EVs. The methodology followed is summarised in figure 8.

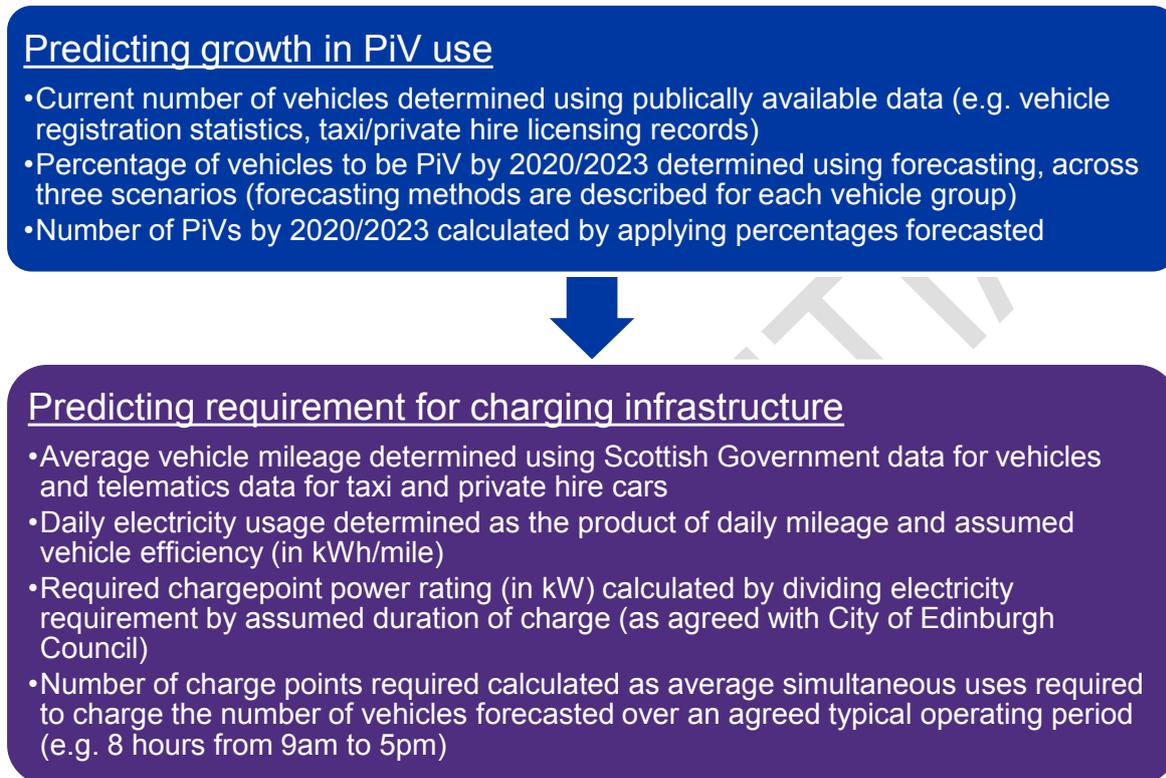


Figure 8. Methodology for EV adoption and charge points.

While anticipated charging habits for each vehicle user group takes account of similar variables, such as average distance driven, and length of charge, the assumptions within the methodology will be different, due in part to the differences in the data source for each group. For each vehicle group, assumptions made and the sources of information on which they are based can be found listed for each vehicle group in tables below.

It has been assumed that the proposed charge point sites may be utilised by electric car club users. In 2016/17 35%, or 101 of the Scottish car club fleet were EVs and 70 of those were EV or hydrogen fuel cell vehicles<sup>14</sup>.

### 8.2 EV Trends

The graph below forecasts the number of EVs that will be registered up to 2023 across Scotland, based on the same methodology and scenarios for the forecasts for EV adoption within Edinburgh, such as figure 4 (residential and commercial users).

<sup>14</sup> [Carplus; Annual Survey of Car Clubs, 2016/17, Scotland](#)

For context, there are approximately 2.7 million cars and lights vans in Scotland. Under the medium scenario by 2023, 2.5% will be EVs and under the high scenario, 5%.

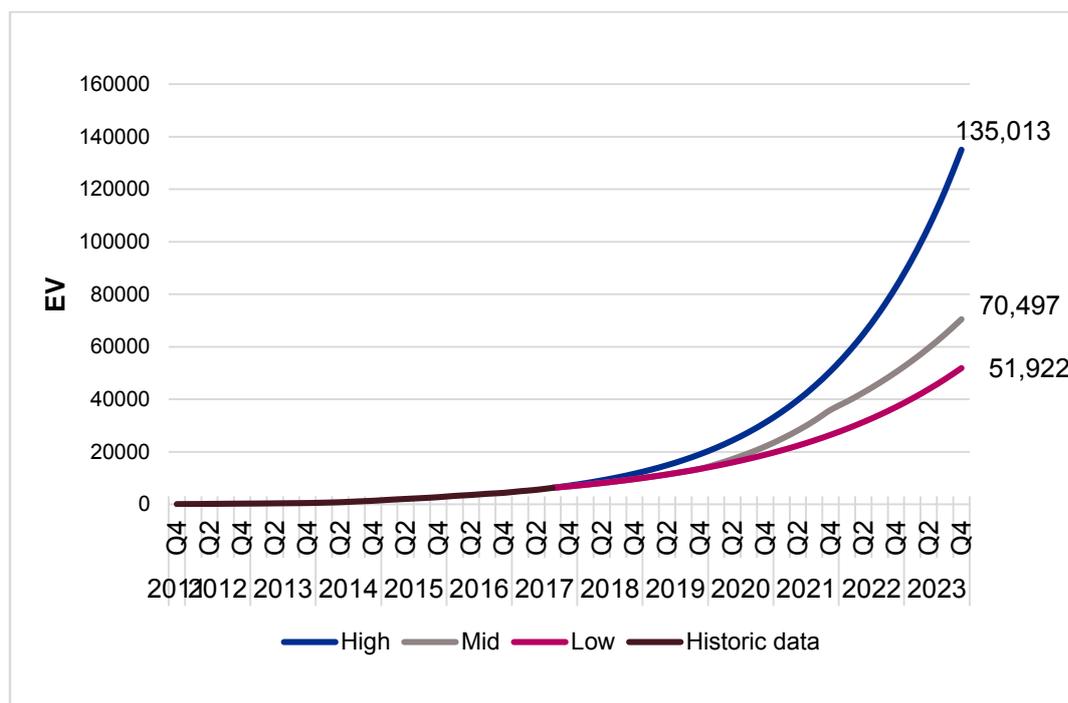


Figure 9. Forecasted adoption of EVs across Scotland.

### 8.3 Chargepoint Calculation Assumptions

Assumptions have been made, for modelling and forecasting purposes. These assumptions are based on the typical behaviour of vehicle operators in each user group. Where precise, numerical indicators were required (e.g. daily vehicle mileage), data has been taken from reliable sources. In other instances, assumptions are based on common practical considerations for each vehicle group (e.g. peak hours of chargepoint usage).

#### 8.3.1 Resident & Commercial Vehicle

Assumptions concerning how vehicles registered in Edinburgh are used were informed by consulting a variety of sources and are described in table 24. In some cases, assumptions have been made based on sound judgement, where it was sensible to do so, and in agreement with City of Edinburgh Council.

Table 24. Assumptions behind the residential and commercial EV forecasts

Assumption	Data source (where applicable)
Average daily mileage of 14.9 miles a day	Scottish Government Household Survey 2016
Average journey frequency of once every two days	Scottish Government Household Survey 2016
40-70% of residents have access to off-street parking, varying by postcode district	Data from controlled parking zones, where possible. Agreed with CEC outside of CPZs.

<b>Assumption</b>	<b>Data source (where applicable)</b>
Residents without off-street parking are 20% less likely to purchase an EV	Taken from findings of EST survey undertaken in West of England
Residents with off-street parking will have their own charge point installed and will use that over a public charge point	This is likely to be most convenient and grants are currently available to assist with installation costs.
Average efficiency of electric vehicle is 0.3kWh per mile.	Based roughly on the combined real-world efficiency of a Nissan Leaf and a Renault Zoe
Vehicles will be charged once a day	Agreed assumption, based on practical considerations of vehicle group
Vehicle charging will take place within a four hour window (assumed to be 5-9pm)	Agreed assumption, based on practical considerations of vehicle group
Charge points will be roughly 75% utilised during the four hour period between 5-9pm.	Agreed assumption, based on practical considerations of vehicle group
Average charging sessions will be 15 minutes	The time required to provide an amount of charge equal to the average daily mileage of vehicles registered in Edinburgh
Residents will fully charge their vehicle upon each use	Agreed assumption, based on practical considerations of vehicle group
Charge point use spread evenly across usage period	Agreed assumption, based on practical considerations of vehicle group
A 53.5% petrol and 46.5% diesel split was assumed when calculating emission savings from EV adoption.	Scottish Transport Statistics 2017

### 8.3.2 Taxi & private hire vehicles

Assumptions on the operation of taxi and private hire cars were formed largely from gathered data and previous experience of the taxi and private hire industry, and detailed in table 25. In some cases, assumptions have been made based on sound judgement, where it was sensible to do so and in agreement with City of Edinburgh Council.

**Table 25. Assumptions behind the taxi and private hire forecasts**

<b>Assumption</b>	<b>Data source</b>
Average taxi and private hire daily working mileage of 39.3 miles, per vehicle, per shift	Telematics data
Average taxi private hire daily non-working mileage of 25.9 miles, per vehicle, per shift	Calculated to be two thirds of working mileage, reflecting commute and journeys back to rank/base
75% of taxi and private hire drivers fully charge their vehicle at home when off-shift	Agreed assumption, based on practical considerations of vehicle group
Taxi and private hire drivers who can charge at home overnight will do so	Agreed assumption, based on practical considerations of vehicle group

<b>Assumption</b>	<b>Data source</b>
Each taxi and private hire vehicle will use public charge points on average three times every two days.	Agreed assumption, based on practical considerations of vehicle group
Average efficiency of electric vehicle is 0.35kWh per mile.	Based on an average real world consumption of between the LEVC TX (eCity technology) black cab and a Nissan Leaf, reflecting mix of taxi and private hire
Vehicle charging will take place across 18 hours of the day (8am-following 2am)	Agreed assumption, based on practical considerations of vehicle group
Charge point use spread evenly across usage period	Agreed assumption, based on practical considerations of vehicle group
Charging sessions will be 10 minutes, on average	Agreed assumption, based on practical considerations of vehicle group

### 8.3.3 Park and Ride User Vehicles

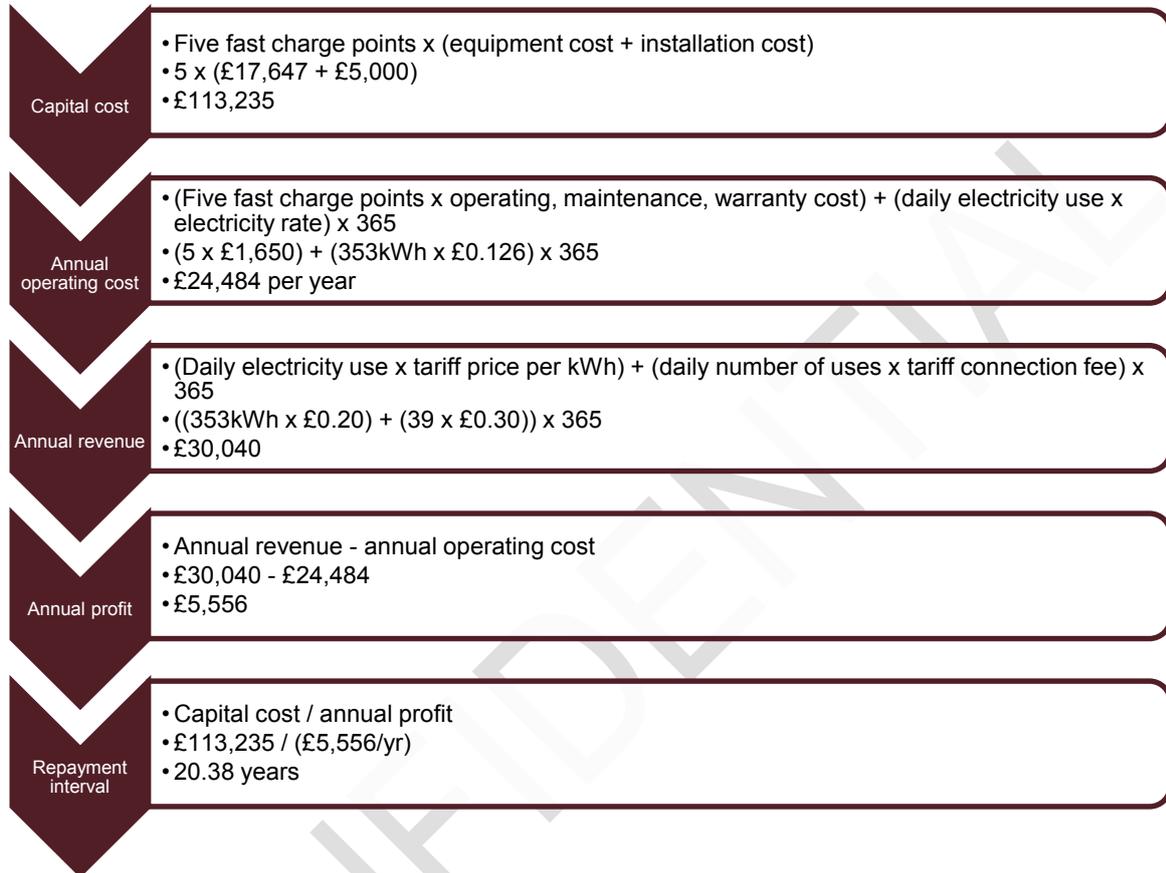
Assumptions on the operation of vehicles visiting Edinburgh are outlined below. In some cases, assumptions have been made based on sound judgement, where it was sensible to do so and in agreement with the City of Edinburgh Council.

**Table 26. Assumptions behind the park and ride EV user forecasts**

<b>Assumption</b>	<b>Data source</b>
Average mileage of visitors to Edinburgh of 32.08 miles	Scottish Government Household Survey
Vehicle will be fully charged before setting out on journey to Edinburgh	Agreed assumption, based on practical considerations of vehicle group
Those travelling to Edinburgh from distances beyond the typical range of an electric vehicle will use alternative modes of transport	(this has been taken into account when using Household Survey data)
Usage of park and rides will not drastically increase up to 2023	Agreed assumption, based on practical considerations of vehicle group
Average efficiency of electric vehicle is 0.3kWh per mile.	Based roughly on the combined real-world efficiency of a Nissan Leaf and a Renault Zoe
Vehicle charging will take place across 12 hours of the day (7am-7pm), with vehicles remaining parked throughout this period	Agreed assumption, based on practical considerations of vehicle group
Charge point use spread evenly across usage period	Agreed assumption, based on practical considerations of vehicle group
Vehicles will be plugged into charger for the duration of their parking (i.e. owners will not unplug their vehicle until they leave)	Agreed assumption, based on practical considerations of vehicle group
A 53.5% petrol and 46.5% diesel split was assumed when calculating emission savings from EV adoption.	Scottish Transport Statistics 2017

## 8.4 Example Cost Calculation

The following is an example calculation which follows the same method employed to generate the financial model shown in this report. In this example, an area or 'hub' of five fast charge points for residential and commercial users, where charging is undertaken for 75% of the key 4 hour window for residential charging, 5pm-9pm, will be used 39 times every day, consuming 353kWh a day. This leads to the realistic cost calculation as follows:



## 8.5 Further information on chargepoint locations

### Tier 1 locations

Map Ref	Zone	Postcode district	Location description	On-street *	Private land	Primary purpose	Charge Type	No of parking bays	Max no of charge-points	Installation (score/5)	Usage (score/5)	Tier
1	1	EH2	George Street	Y	N	Taxi	Rapid	6	6	5	5	Tier 1
2	2	EH7	Meadowbank Sports Centre	N	Y	General use	Fast	6	6	5	5	Tier 1
3	3	EH28	Ingliston Park and Ride (park and ride users)	N	N	Visitors	AC	50	25	5	5	Tier 1
4	3	EH14	Hermiston Park and Ride	N	N	Visitors	AC	19	10	5	5	Tier 1
5	3	EH20	Straiton Park and Ride	N	N	Visitors	AC	8	4	5	5	Tier 1
6	2	EH6	Easter Road	Y	N	Residents	Fast	8	8	5	5	Tier 1
7	2	EH17	Ferniehill Square	Y	N	Residents	Fast	8	8	5	5	Tier 1
8	2	EH16	North East Neighbourhood Office - CEC	N	N	Residents	Fast	4	4	5	5	Tier 1
9	2	EH14	Wester Hailes Healthy Living Centre (Harvesters Way)	N	N	Residents	Fast	6	6	5	5	Tier 1
10	3	EH28	Ingliston Park and Ride (taxis)	N	N	Taxi	Rapid	6	6	4	5	Tier 1
11	1	EH2	Charlotte Square	Y	N	Taxi	Rapid	2	2	4	5	Tier 1
12	2	EH4	Edinburgh North Neighbourhood Services	N	N	Residents	Fast	4	4	5	4	Tier 1
13	2	EH16	Edinburgh Royal Infirmary	N	Y	General use	Rapid	4	4	4	5	Tier 1
14	2	EH4	Fettes Avenue	Y	N	General use	Rapid	4	4	4	5	Tier 1

Map Ref	Zone	Postcode district	Location description	On-street *	Private land	Primary purpose	Charge Type	No of parking bays	Max no of charge-points	Installation (score/5)	Usage (score/5)	Tier
15	2	EH8	George Square	Y	N	Residents	Fast	6	6	4	5	Tier 1
16	2	EH11	Edinburgh College	N	Y	General use	Fast	8	8	4	5	Tier 1
17	2	EH6	Pitt Street	Y	N	Residents	Fast	8	8	4	5	Tier 1
18	2	EH6	Iona Street	Y	N	Residents	Fast	6	6	4	5	Tier 1
19	2	EH7	Albert Street	Y	N	Residents	Fast	6	6	4	5	Tier 1
20	2	EH17	Moredunvale Bank	Y	N	Residents	Fast	8	8	4	5	Tier 1
21	2	EH17	Moredunvale View	Y	N	Residents	Fast	6	6	4	5	Tier 1
22	2	EH17	Ferniehill Terrace	N	N	Residents	Fast	8	8	4	5	Tier 1
23	2	EH16	South East Locality Office - CEC	N	N	Residents	Fast	2	2	5	4	Tier 1
24	2	EH3	Melville Street	Y	N	Residents	Fast	6	6	4	5	Tier 1
25	2	EH4	Comely Bank Street	Y	N	Residents	Fast	4	4	4	5	Tier 1
26	2	EH11	Stewart Terrace	Y	N	Residents	Fast	8	8	4	5	Tier 1
27	1	EH7	New Parliament House (Regent Road)	Y	N	General use	Fast	6	6	5	4	Tier 1
28	1	EH7	East London Street (outside bus garage)	N	N	General use	Rapid	2	2	4	4	Tier 1
29	1	EH3	Gloucester Place/India Street	Y	N	General use	Rapid	2	2	4	4	Tier 1

Map Ref	Zone	Postcode district	Location description	On-street *	Private land	Primary purpose	Charge Type	No of parking bays	Max no of charge-points	Installation (score/5)	Usage (score/5)	Tier
30	2	EH6	Commercial Street	N	N	General use	Rapid	4	4	4	4	Tier 1
31	2	EH4	Blackhall Library	N	N	Residents	Fast	2	2	5	3	Tier 1
32	2	EH4	Drumbrae Library	N	N	Residents	Fast	4	4	5	3	Tier 1
33	2	EH6	Victoria Park/Craighall Avenue Car Park	N	N	Residents	Fast	6	6	4	4	Tier 1
34	2	EH13	Oxgangs Street (South side, at Oxgangs Rd North)	Y	N	Residents	Fast	4	4	4	4	Tier 1
35	2	EH4	Barnton Grove	Y	N	Residents	Fast	2	2	4	4	Tier 1
36	2	EH8	St Patricks Square (on-street)	Y	N	General use	Fast	4	4	4	4	Tier 1
37	2	EH9	Sciennes Road	Y	N	General use	Fast	4	4	4	4	Tier 1
38	2	EH17	Southhouse Brae	Y	N	Residents	Fast	4	4	4	4	Tier 1
39	2	EH3	The Quatermile (Nightingale Way/Chalmers St)	Y	N	Residents	Fast	4	4	4	4	Tier 1
40	2	EH8	Duke's Walk Car Park	N	Y	General use	Fast	4	4	4	3	Tier 1
41	2	EH12	Westfield House Social Work Centre	N	N	Residents	Fast	4	4	4	3	Tier 1
42	2	EH8	Northfield Broadway (Near Northfield Farm Avenue)	Y	N	Residents	Fast	4	4	4	3	Tier 1
43	2	EH16	Gracemount Drive (opposite Balmwell Avenue)	N	N	Residents	Fast	6	6	4	3	Tier 1
44	3	EH30	South Queensferry, Forth Road Transport Authority	N	N	Residents	Fast	8	8	4	3	Tier 1

## Tier 2 locations

Map Ref	Zone	Postcode district	Location description	On-street *	Private land	Primary purpose	Charge Type	No of parking bays	Max no of charge-points **	Installation (score/5)	Usage (score/5)	Tier
45	1	EH1	King's Stables Road	Y	N	General use	Rapid	4	4	3	5	Tier 2
46	1	EH1	Castle Terrace Car Park	N	Y	General use	Rapid	10	10	3	5	Tier 2
47	1	EH1	Castle Terrace (on-street)	Y	N	General use	Rapid	4	4	3	5	Tier 2
48	2	EH11	Wardlaw Place	Y	N	Residents	Fast	6	6	3	5	Tier 2
49	2	EH11	Wardlaw Street	Y	N	Residents	Fast	6	6	3	5	Tier 2
50	2	EH12	Edinburgh Airport	N	Y	Taxi	Rapid	6	6	3	5	Tier 2
51	1	EH1	Edinburgh Intl Conference Centre (near Western Approach Rd)	N	Y	General use	Fast	8	8	3	5	Tier 2
52	2	EH3	Eyre Place	Y	N	Residents	Fast	6	6	3	5	Tier 2
53	1	EH7	Elm Row (street side parking)	Y	N	General use	Rapid	4	4	3	5	Tier 2
54	2	EH7	Wellington Street	Y	N	Residents	Fast	4	4	3	5	Tier 2
55	2	EH7	Hillside Street	Y	N	Residents	Fast	4	4	3	5	Tier 2
56	2	EH7	Brunswick Street	Y	N	Residents	Fast	4	4	3	5	Tier 2
57	1	EH8	East Market Street (mid-point)	Y	N	Taxi	Rapid	4	4	3	5	Tier 2
58	2	EH9	Arden Street	Y	N	Residents	Fast	8	8	3	5	Tier 2
59	2	EH10	Craiglea Drive	Y	N	General use	Fast	2	2	3	4	Tier 2

Map Ref	Zone	Postcode district	Location description	On-street *	Private land	Primary purpose	Charge Type	No of parking bays	Max no of charge-points **	Installation (score/5)	Usage (score/5)	Tier
60	2	EH11	Harrison Park East - W Bryson Road	Y	N	Residents	Fast	4	4	3	4	Tier 2
61	1	EH3	Royal Crescent, park side	Y	N	Residents	Rapid	6	6	3	4	Tier 2
62	2	EH3	Circus Place	Y	N	Residents	Rapid	2	2	3	4	Tier 2
63	2	EH3	Drumsheugh Gardens	Y	N	Residents	Fast	4	4	3	4	Tier 2
64	2	EH4	West Court - Parking east side	Y	N	Residents	Fast	6	6	3	4	Tier 2
65	2	EH7	Montgommery Street	Y	N	Residents	Fast	4	4	3	4	Tier 2
66	2	EH9	James Hutton Road - University of Edinburgh	Y	Y	Residents	Fast	4	4	3	4	Tier 2
67	2	EH13	Colinton Mains Park Pavilion - car park off Oxfangs Rd North	N	N	Residents	Fast	2	2	3	3	Tier 2
68	2	EH15	Edinburgh College Milton Road	N	Y	General use	Fast	8	8	3	3	Tier 2

## 8.6 Alternative Tariff Options

### 8.6.1 Results of financial model – 17.5p/kWh tariff

Scenario		2020					2023 (cumulative)				
		Capital	Annual OpEx	Annual revenue	Annual profit	RI (years)	Capital	Annual OpEx	Annual revenue	Annual profit	RI (years)
Residents (zone 2)	High	£951,174	£207,678	£229,046	£21,367	44.5	£4,348,224	£1,055,727	£1,223,082	£167,356	26.0
	Mid	£792,645	£162,045	£172,631	£10,586	74.9	£2,513,817	£598,967	£688,266	£89,299	28.2
	Low	£769,998	£158,350	£169,246	£10,896	70.7	£1,766,466	£415,000	£473,888	£58,888	30.0
Taxi & private hire (zone 1)	High	£320,411	£107,682	£233,574	£125,892	2.5	£985,880	£393,140	£909,590	£516,450	1.9
	Mid	£221,823	£57,966	£116,787	£58,821	3.8	£566,881	£201,520	£454,795	£253,275	2.2
	Low	£221,823	£57,966	£116,787	£58,821	3.8	£320,411	£103,235	£227,398	£124,163	2.6
Park and ride (zone 3)	High	£129,780	£34,886	£45,287	£10,401	12.5	£529,935	£145,958	£195,578	£49,619	10.7
	Mid	£90,125	£24,428	£32,062	£7,634	11.8	£277,585	£76,373	£102,197	£25,825	10.7
	Low	£79,310	£21,180	£27,253	£6,073	13.1	£205,485	£56,303	£74,945	£18,642	11.0
Total	High	£1,401,365	£350,246	£507,907	£157,660	8.9	£5,864,039	£1,594,825	£2,328,250	£733,425	8.0
	Mid	£1,104,593	£244,439	£321,480	£77,041	14.3	£3,358,283	£876,860	£1,245,258	£368,399	9.1
	Low	£1,071,131	£237,496	£313,286	£75,790	14.1	£2,292,362	£574,538	£776,231	£201,693	11.4

### 8.6.2 Results of financial model – 15p/kWh tariff

Scenario		2020					2023 (cumulative)				
		Capital	Annual OpEx	Annual revenue	Annual profit	RI (years)	Capital	Annual OpEx	Annual revenue	Annual profit	RI (years)
Residents (zone 2)	High	£951,174	£207,678	£201,590	-£6,089	N/A	£4,348,224	£1,055,727	£1,076,470	£20,743	209.6
	Mid	£792,645	£162,045	£151,937	-£10,108	N/A	£2,513,817	£598,967	£605,762	£6,796	369.9
	Low	£769,998	£158,350	£148,958	-£9,392	N/A	£1,766,466	£415,000	£417,082	£2,082	848.4
Taxi & private hire (zone 1)	High	£320,411	£107,682	£216,465	£108,783	2.9	£985,880	£393,140	£844,681	£451,542	2.2
	Mid	£221,823	£57,966	£108,232	£50,266	4.4	£566,881	£201,520	£422,341	£220,821	2.6
	Low	£221,823	£57,966	£108,232	£50,266	4.4	£320,411	£103,235	£211,170	£107,935	3.0
Park and ride (zone 3)	High	£129,780	£34,886	£42,330	£7,444	17.4	£529,935	£145,958	£182,805	£36,847	14.4
	Mid	£90,125	£24,428	£29,968	£5,540	16.3	£277,585	£76,373	£95,523	£19,151	14.5
	Low	£79,310	£21,180	£25,473	£4,293	18.5	£205,485	£56,303	£70,050	£13,748	14.9
Total	High	£1,401,365	£350,246	£460,385	£110,138	12.7	£5,864,039	£1,594,825	£2,103,956	£509,132	11.5
	Mid	£1,104,593	£244,439	£290,137	£45,698	24.2	£3,358,283	£876,860	£1,123,626	£246,768	13.6
	Low	£1,071,131	£237,496	£282,663	£45,167	23.7	£2,292,362	£574,538	£698,302	£123,765	18.5

# Transport and Environment Committee

10.00am, Thursday, 4 October 2018

## Community Advertising Banners Motion from Council 28 June 2018

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

### Executive Summary

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This report responds to the Motion from Council on [28 June 2018](#) regarding Community Advertising Banners placed on roadside features and guardrails.

## Community Advertising Banners Motion from Council 28 June 2018

### 1. Recommendations

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- 1.1 It is recommended that the Committee:
  - 1.1.1 Notes the desire to support Community Event advertising where possible.
  - 1.1.2 Notes that advertising banners or signs should not generally be placed on pedestrian guardrails or street furniture at busy roundabouts and junctions.
  - 1.1.3 Encourages all event organisers enter in to early dialogue with Locality teams, or their successors, to discuss and consider where promotional material may be erected.

### 2. Background

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#### **Council Motion [28 June 2018](#):**

- 2.1 Notes with regret that four community groups and volunteer organisations in the North West and South West of the city *have reported* recently had promotional banners for their community events removed from pedestrian guard rails by Council officers
- 2.2 Recognises that there is already a process in place for approved placement of banners which can be found at <http://eventsedinburgh.org.uk/Events-Planning-Partners.html>.
- 2.3 Notes that it is the responsibility of organisations to meet expectations around the safe placement and removal of banners and other promotional materials
- 2.4 Recognises that advice, as contained at <http://eventsedinburgh.org.uk/Events-Planning-Partners.html> , could be made clearer to organisations and requests that officers review how that advice is communicated to event planners
- 2.5 Instructs officers, within two cycles, to clarify on which fixtures and in which position promotional material may be fixed and to provide such clarification on the above website and in a briefing to elected members.

#### **Recent actions taken regarding Community Advertising banners**

- 2.6 In May 2018 the North West Locality team encountered Corstorphine and Clermiston Gala Day advertisement banners fixed to pedestrian guardrails at busy junctions at locations in the Corstorphine and Drumbrae area.

- 2.7 Considering possible driver distraction and road safety implications the banners noted above were removed prior to any contact with the particular event organisers.
- 2.8 It is accepted that the locality team should have at least made contact with the appropriate event organiser and arranged removal of the particular banners. As a result of this action minor damage was caused to the vinyl signs which will be repaired prior to return.
- 2.9 All current Locality teams, our Road Safety team and the Planning Authority do not consider the erection of unauthorised advertising banners to be appropriate on any street furniture. The content of this report seeks to respond to item 2.5 in the Council Motion.

### 3. Main report

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- 3.1 The most significant consideration relevant to on-street advertising features is driver distraction. It is accepted that there are many authorised advertising features near the roadside, however, additional advertising banners located at busy junctions and roundabouts are deemed to pose a real and significant road safety risk if a driver was distracted.
- 3.2 The majority of pedestrian guardrails are installed to guide people safely to an appropriate crossing point or away from a known point of conflict. A significant design feature of most modern pedestrian guardrail allows drivers to see through the rails due to an offset pattern. Pedestrian guardrails are generally designed to provide good visibility so that drivers can see through and observe pedestrians (particularly very young children). Unfortunately, the introduction of large banners mounted on guardrail are likely to cause an obstruction.
- 3.3 Primary Legislation under the terms of the Road (Scotland) Act 1984 makes general reference to road side dangers and unauthorised signage. The Roads Authority has delegated powers to take appropriate action if/when it is deemed necessary.

Extracts from the Road (Scotland) Act 1984:

Dealing with Advertising signs on Road structures

#### **3.3.1 Section 93 - Protection of road users from dangers near a road.**

(1) If, in the opinion of the roads authority, anything which is on land beside or near to a road—

(a) but is not itself a building constitutes a danger to road users and there is no other provision of this Act under or by virtue of which they may take steps to obviate the danger, they shall, under this subsection, take such steps;

### **3.3.2 Section 100 - Damage to roads etc.**

A person who without lawful authority or reasonable excuse -

- (a) deposits anything whatsoever on a road so as to damage the road;
- (b) paints or otherwise inscribes or affixes upon the surface of a road or upon a tree, traffic sign, milestone, structure or works on or in a road, a picture, letter, sign or other mark; or
- (c) by lighting a fire within, or by permitting a fire for which he is responsible to spread

- 3.4 Considering the road safety and statutory context of advertising banners on street furniture there are very few locations where a Locality or Road Safety team would consider this advertising feature appropriate. The Authority would always wish to support community events across the City, however, a balanced approach is appropriate to manage risk on the road network.

#### **Future Options:**

- 3.5 Where possible community event organisers should consider locations carefully when choosing sites for advertising media. Gala Committees and organisers are encouraged to enter in to early dialogue with Locality teams, or their successor, to consider suitable locations.
- 3.6 Locations that may be suitable:
- 3.6.1 Guardrails or street furniture on very quiet streets or cul-de-sacs with no visibility issues
  - 3.6.2 Existing fencing or boundary walls adjacent to the road – possible park fencing or other Council boundary walls
  - 3.6.3 Erection of temporary posts or mountings in open or greenspace adjacent to the roadside
  - 3.6.4 Lamppost wraps (see Appendix 1)
  - 3.6.5 Any other reasonable location that would not cause a roadside distraction at a busy junction or affect driver or pedestrian sightlines.
- 3.7 Considering the complexity of finding a suitable location it may be necessary to erect signage on temporary posts or at the base of existing street lighting columns. In any circumstance the appropriate Locality team or section (Street Lighting or Parks for example) should be contacted well in advance of the planned event to allow a reasonable period of time to consider appropriate locations and manufacture of agreed media.
- 3.8 In general, all proposed event banners and signage consent requests should be sought in writing by emailing the respective Local Roads Team. Details should include example photos of proposed banners, location to be sited and description of the street furniture item the banner / signage is to be attached to.

- 3.9 In support of Community events there should be no charge to consider and obtain consent pursuant to the Road Scotland Act 1984. However, advertising for commercial organisations or businesses will not be considered and should not be attached or placed in any public space or street furniture unless agreed under the terms an authorised advertising arrangement.
- 3.10 It is noted at the time of writing this report that banners and signage have been fixed to street furniture at various City Centre locations during the Summer International Festival and Fringe. Although authorised advertising arrangements are in place there is an acceptance that the volume of media erected during this period is exceptional and the general principals contained in this report are reasonable at any other time of the calendar year. A review of this practice will be carried out for 2019.

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

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- 4.1 Improved relationships with local community event organisers
- 4.2 Advertising for successful and well attended community events is agreed in advance

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

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- 5.1 There is no additional financial cost relating to discussion, planning and offering consent for community advertising media.

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

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- 6.1 There is a known reputational risk when the relationship between established community event organisers and the Council is tested. Event organisers are encouraged to liaise with appropriate Council teams and actions taken by Transport Officers should be reasonable and proportionate.

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

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- 7.1 Consideration has been given to the relevance of the Equalities Act 2010 and there will be no negative impact on those covered by the Protected Characteristics.

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

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N/A

## 9. Consultation and engagement

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- 9.1 Consulted with other Locality teams, the Road Safety team, the Planning team and the Street Lighting team has been undertaken.

## 10. Background reading/external references

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N/A

### **Paul Lawrence**

Executive Director of Place

Contact: Dave Sinclair, North West Locality Transport and Environment Manager

E-mail: [david.sinclair@edinburgh.gov.uk](mailto:david.sinclair@edinburgh.gov.uk) | Tel: 0131 529 7075

## 11. Appendices

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- |            |                               |
|------------|-------------------------------|
| Appendix 1 | Photo - Lamppost wrap example |
| Appendix 2 | Locality Contact Details      |

Lamppost Wrap Example



Locality Contact Details:

Locality Team	Local Roads Team	Local Parks team
North West	Team email address: <a href="mailto:northwest.locality@edinburgh.gov.uk">northwest.locality@edinburgh.gov.uk</a>	Ritchie Fraser <a href="mailto:ritchie.fraser@edinburgh.gov.uk">ritchie.fraser@edinburgh.gov.uk</a>
South West	Team email address: <a href="mailto:roads.southwestvip@edinburgh.gov.uk">roads.southwestvip@edinburgh.gov.uk</a>	Craig Dunlop Same email address
North East	Team email address: <a href="mailto:northeast.transport@edinburgh.gov.uk">northeast.transport@edinburgh.gov.uk</a>	Scott Thomson <a href="mailto:scott.thomson@edinburgh.gov.uk">scott.thomson@edinburgh.gov.uk</a>
South East	Team email address: <a href="mailto:southeast.locality@edinburgh.gov.uk">southeast.locality@edinburgh.gov.uk</a>	Mike Shields <a href="mailto:Mike.Shields@edinburgh.gov.uk">Mike.Shields@edinburgh.gov.uk</a>

# Transport and Environment Committee

10am, Thursday, 4 October 2018

## Proposed Increase in Scale of Rollout and Amendment to Contract for On-Street Secure Cycle Parking

Item number	7.3
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	<a href="#">16</a> , <a href="#">17</a> , <a href="#">18</a> , <a href="#">19</a> , <a href="#">27</a> , <a href="#">39</a>

### Executive Summary

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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. The trial scheme started in August 2014 on Lonsdale Terrace, Warrender Park Terrace, South Oxford Street and Douglas Crescent. The trial aimed to alleviate the problem of cycle storage within tenements and also make cycling an easier option for leisure or the daily commute. The trial units have been fully utilised since installation and there are significant waiting lists at each site.

A report on the outcomes of the trial was made to the Council's Transport and Environment Committee on [1 November 2016](#) and approval was given for a further roll-out of the scheme, to approximately 10-15 new streets per year over a three year period. The commencement of the roll-out has been delayed but, subject to the amendments to the roll-out method proposed within this report being approved, is now ready to proceed on an accelerated basis.

Earlier this year the South East Locality Committee requested that consideration be given to significantly increasing the roll out of secure on-street secure cycle parking in the Locality. As on-street secure cycle parking is a city-wide scheme the potential to increase provision across the city has been considered and submitted in this report.

## Proposed Increase in Scale of Rollout and Amendment to Contract for On-Street Secure Cycle Parking

### 1. Recommendations

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- 1.1 It is recommended that the Committee:
  - 1.1.1 Approves the proposed increase to the roll out of on-street secure cycle parking set out in the report.
  - 1.1.2 Approves the recommended changes in contract type and duration.
  - 1.1.3 Refers the report to the South East Locality Committee for information.

### 2. Background

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- 2.1 The issue of residential bike parking is particularly significant problem for Edinburgh, where there is a high proportion of 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 Transport, Infrastructure and Environment Committee on 21 February 2012. The approval included a recommendation that a further report be presented to the Committee on the operation and effectiveness of the pilot project.
- 2.3 This report was submitted to the Council's Transport and Environment Committee on [1 November 2016](#) and approval was given to roll-out the scheme to approximately 10-15 new locations (20 to 30 units) per year over a three year period.
- 2.4 This scheme will have no revenue impact to Transport Services. There will be a lease agreement between the user and the management provider. Users will be required to pay a monthly fee to the management provider which will cover the cost of management and maintenance.

- 2.5 Public consultation work was carried out prior to the trial, residents were asked to comment on how much they would be prepared to pay for this service. The results, as outlined in a Business Bulletin submitted to the Transport and Environment Committee on Tuesday [17 January 2017](#), indicated there would be sufficient demand to fill the units if the monthly charge was up to £7.50.
- 2.6 Consultation with potential management and maintenance service providers indicates that in order to meet outgoing revenue costs the user fee will likely be between £5 to £7 per month. This includes an excess which will be held by the contractor to cover any major repairs not covered in the maintenance contract. This would include damage caused by accidental vehicle impact or vandalism.
- 2.7 The Council's Active Travel team has been working with colleagues in Corporate Procurement Services to develop the specification and the procurement package for this contract; a tender is now ready to be issued, pending adjustments requiring approval by the Committee.
- 2.8 Earlier this year the South East Locality Committee requested that consideration be given to significantly increasing the roll out of secure on-street secure cycle parking in the locality. As on-street secure cycle parking is a city-wide scheme the potential to increase provision across the city has been considered and recommendations are presented in this report.

### **3. Main report**

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- 3.1 The success of the trial scheme and the strong demand for more units across the city suggests that a larger roll-out is justified. With no real promotion apart from the trial units themselves, 292 individuals have since requested units on 158 streets (see Appendix 1).
- 3.2 After considering likely costs, funding availability and staff resource requirements, a doubling of the number of locations previously approved for the roll-out (to 180 units in total), accelerated to take place over an initial two year period is now proposed.
- 3.3 In the report to the Transport and Environment Committee on 1 November 2016, it was proposed to procure the supply and installation of the units separately from their management and maintenance. However, it is now proposed that supply, installation, management and maintenance of the units be procured under a single contract. Engagement with other Local Authorities throughout the UK has shown that main contractors currently delivering cycle storage management will only manage their own units. If the Council were to procure two separate contracts there is potential for it to have two different suppliers who are unable to work effectively together. This would also delay procurement of the management and maintenance contract until after the type of units to be installed had been confirmed, so that suppliers could understand what they would be managing.

- 3.4 It is proposed to issue a five year contract (with the potential for a year's extension) rather than a three year contract, on the grounds that this will be more beneficial to both CEC and the contractor, as it will provide a longer timeframe for the investments of both parties to provide returns. Furthermore, it is proposed to include the option for installation of further additional units after the initial two-year roll-out.
- 3.5 It is predicted that the contract will be advertised in October 2018, Desktop review, site location, TRO drawings and notifications sent out to applicants will be complete by early 2019 and units will be installed and functioning in the second half of 2019.

## **4. Measures of success**

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- 4.1 The following indicators of the impact of this project will be monitored:
- 4.1.1 changes in the number of cycle journeys by users; and
  - 4.1.2 the winning contractor will be required to report bi-annually on the KPIs as outlined in Appendix II.

## **5. Financial impact**

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- 5.1 In the original proposals the estimated capital budget requirement to CEC for the previously proposed roll-out of the scheme was £150,000 with Sustrans match funding this amount, taking the full cost of the original proposal to £300,000.
- 5.2 Doubling the scheme is likely to approximately double the cost to a total of £600,000, with £300,000 of this funded by Sustrans. However it is likely that there will be some economies of scale.
- 5.3 The £600k cost of works required to roll out set out in this report will be funded equally from the approved block capital allocation for Road Safety, Cycling and Public Transport and a capital grant from SUSTRANS. Sustrans has indicated support in principle for an expanded scheme.
- 5.4 The report outlines total capital expenditure plans of £600k requiring a loans fund advance of £300k. The overall loan charges associated with this over a 20 year period would be a principal amount of £300k and interest of £191k resulting in a total cost of £491k at a loans fund rate of 5.0%. The loans charges will be interest only in the first year, at a cost of £11k followed by an annual cost of £24k for 20 years.
- 5.5 The borrowing required is carried out in line with the Council's approved Treasury Management Strategy.
- 5.6 The loan charges outlined above are allowed for within the current long term financial plan.

- 5.7 The cost of the units will come from the capital budget as discussed in 5.1, 5.2 & 5.3. However, charges are proposed to enable the project to operate at no net revenue cost.
- 5.8 A small number of parking spaces are expected to be lost as part of this project but there is predicted to be no net impact on overall revenue from residents or public parking.

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

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- 6.1 There may be 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 that if the user charge is set too high, it will result in a negative reaction and suppression of demand for the facilities. Research has been undertaken on the charges for other schemes in the UK and the contract will be weighted to reflect the outcomes of this research.

## **7. Equalities impact**

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- 7.1 An Equalities and Rights Impact Assessment (ERIA) was undertaken as part of the initial report submitted to the Transport and Environment Committee. This has now been updated into an Integrated Impact Assessment.

## **8. Sustainability impact**

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- 8.1 The impacts of the project 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 Expanding the project will help further 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**

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- 9.1 During the trial, stakeholder consultation was undertaken for each of the potential sites. This was followed by consultation with all residents/businesses within 100m of the proposed locations. The feedback from these consultations informed the final design of the facilities. In addition, a statutory consultation was undertaken as part of the TRO process.

- 9.2 For the full roll-out and any subsequent increase that may arise from this Committee report we are proposing a streamlined process, only involving the Community Council and any residents/businesses likely to be directly affected, prior to the TRO process. Approval for this revised process will be sought from the Transport and Environment Committee.

## 10. Background reading/external references

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- 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.
- 10.3 Secure On-Street Cycle Parking – report to November 2016 Transport and Environment Committee.

### **Paul Lawrence**

Executive Director of Place

Contact: Ewan Kennedy, Transport Network Manager

E-mail: [ewan.kennedy@edinburgh.gov.uk](mailto:ewan.kennedy@edinburgh.gov.uk) | Tel: 0131 469 3575

## 11. Appendices

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- Appendix 1 Requested Locations
- Appendix 2 Planned Key Performance Indicators

**Requested locations**

Name	No Requests	Objections
Allan Street	1	
Allanfield	1	
Angle Park Terrace	2	
Argyle Park Terrace	1	
Balfour Street	1	
Barclay Terrace	1	
Barony Street	1	
Bath Street	12	
Bellevue Road	1	
Bernard Street	1	
Blackford Avenue	1	
Blackwood Crescent	5	
Breadalbane Terrace	2	
Broughton Street	1	
Bruntsfield Avenue	2	
Bruntsfield Crescent	2	
Bruntsfield Terrace	2	
Bryson Road	1	
Buccleuch Street	3	
Buchanan Street	1	
Bughtlin Gardens	1	
Causewayside	1	
Cheyne Street	1	
Coltbridge Millside	1	
Comiston Place	1	
Comiston Road	1	
Conrnwallis Place	1	
Constitution Street	1	
Couper Street	1	
Craigend Park	1	
Craighall Crescent	1	
Dalkeith Road / Preistfield	3	
Dalmeny Road	1	
Dean Bank Lane	6	
Denham Green Avenue	1	
Drumdryan Street	2	
Dublin Place	1	
Dudley Avenue	1	
Dudley Gardens	1	
Dundas Street	1	
Dundee Terrace	1	
East Claremot Street	1	
East London Street	1	
East Parkside	1	

Easter Road	1	
Eastfield	3	
Edina Place	1	
Eglinton Crescent	8	6
Ethel Terrace	1	
Eton Terrace	1	
Falcon Avenue	1	
Falcon Rd	2	
Ferry Road	1	
Fingal Place	1	
Gardeners Crescent	1	
George IV Bridge	1	
Gladstone Terrace	1	
Glencairn Crescent	4	
Glengyle Terrace	2	
Gorgie Road	3	
Grange Loan	1	
Grosvenor Crescent	1	
Harrison Gardens	2	
Harrison Road	1	
Henderson Row	1	
High School Yards	3	
Kenmure Avenue	1	
Kier Street	1	
Kings Road	1	
Kirkhill Road	1	
Lansdowne Crescent	1	
Lauderdale Street	4	
Lauriston Gardens	6	
Lauriston Park	1	
Lauriston Place	1	
Lauriston Street	1	
Learmonth Terrace	1	
Lee Crescent	1	
Leith Links	1	
Lennox Street	1	
Leven Terrace	3	
Livingstone Place	1	
Lochrin Buildings	1	
Lochrin Terrace	3	
Lonsdale Terrace	2	
Lord Russell Place	1	
Lorne Square	2	
Lower Granton Road	1	
Lutton Place	2	
Magdala Crescent	3	
Marchmont Crescent	9	

Marchmont Road	2
Marchmont Street	1
Mardale Crescent	5
Marlborough Street	1
Maxwell Street	3
Melville Terrace	1
Merchiston Mews	1
Mertoun Place	4
Moncrieff Terrace	2
Montgomery Place	1
Montpelier Terrace	1
Morningside Road	2
Murdoch Terrace	1
Murrayfield Avenue	1
Ogilvie Terrace	1
Oxford Street	4
Panmure Place	7
Pitt Street	1
Pittville Street	1
Portobello - Kings Road	2
Portobello High Street	2
Prince Regent Street	1
Promenade Terrace	1
Queens Park Court	1
Rankeillor Street	4
Rintoul Place	1
Roseburn Place	1
Roseneath Place	3
Roseneath Street	2
Roseneath Terrace	3
Rossie Place	1
Rothesay Mews	1
Sandport Street	1
Saville Place	1
Sciennes	1
Sciennes Road	1
Scotland Street	1
Shaftsbury Park	1
Shandon Area	2
Sheriff Brae	1
Springfield Street	1
Spottiswoode Street	2
St Leonards Bank	1
St Leonards Street	3
St Margarets Place	1
St Stephens Street	1
Stanwell Street	1

Straiton Place	7	
Strathfillan Road	1	
Summerhall Square	2	
Tay Street	2	
Temple Park Crescent	2	
Thirlestane Lane	1	
Thirlestane Road	3	
Travit Street	3	
Valleyfield Street	4	
Viewforth Terrace	1	
Warrander Park Crescent	2	
Warrender Park Road	2	
Warrender Park Terrace	1	
Watertoun Road	2	
Wellington Street	1	
West Bryson Road	3	
West Montgomery Place	1	
West Winnelstrae	2	
Westbank Street	1	
Woodburn Terrace	4	

Planned Key Performance Indicators			
Description	Comment	Measure	Reporting
Levels of occupancy	Data from online booking system	Minimum of 80% Occupancy	Contractor to report figures in a bi-annual report
Overall Customer Satisfaction	Customer satisfaction from bi annual survey	Minimum of 90% Satisfaction	Contractor to report figures in a bi-annual report
General condition of the units	Maintenance queries to be resolved within 3 days of being raised, units to be serviced at least twice per year.	95% of maintenance queries to be resolved within 3 days of being raised  80% of maintenance queries to be resolved within 1 day.  All units to serviced twice a year	Contractor to report figures in a bi-annual report
Functionality of the units	Customer satisfaction from bi annual survey	Minimum of 75% Satisfaction	Contractor to report figures in a bi-annual report
Key Management	Customer satisfaction from bi annual survey	Minimum of 90% Satisfaction	Contractor to report figures in a bi-annual report
Performance of online booking system	Customer satisfaction from bi annual survey	Minimum of 90% Satisfaction	Contractor to report figures in a bi-annual report
Key Management	Effective methodology to replace lost keys	Minimum of 75% Satisfaction	Contractor to report figures in a bi-annual report
On call maintenance to fix any material issue within 24 hours	Data gathered from log of work to be maintained by contractor	Minimum of 75% of material issues resolved within 24hrs.	Contractor to report figures in a bi-annual report

# Transport and Environment Committee

10.00am, Thursday, 4 October 2018

## Recycling Facilities in Council Buildings

<b>Item number</b>	7.4
<b>Report number</b>	
<b>Executive/routine</b>	Executive
<b>Wards</b>	All
<b>Council Commitments</b>	

### Executive Summary

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On 31 May 2018, the Council approved a motion that stated 'Believes that high quality recycling facilities should be provided at all Council buildings, including our schools, to allow staff, the public and pupils to be able to prevent recyclable material being dumped in landfill or incinerated; Understands for example that not all Council buildings including schools have adequate recycling facilities for different kinds of recyclable waste such as packaging, paper, glass and food waste; Therefore calls for a report to the Transport and Environment Committee in two cycles on improving recycling facilities in schools and other Council buildings.'

This report seeks to address the motion.

## Recycling Facilities in Council Buildings

### 1. Recommendations

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- 1.1 That Committee:
  - 1.1.1 Note the contents of this report; and
  - 1.1.2 Agrees that the recently established member/officer working group for Single Use Plastics also considers recycling in Council buildings as part of its remit.

### 2. Background

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- 2.1 On 31 May 2018, the Council approved a motion that stated 'Believes that high-quality recycling facilities should be provided at all Council buildings, including our schools, to allow staff, the public and pupils to be able to prevent recyclable material being dumped in landfill or incinerated; Understands for example that not all Council buildings including schools have adequate recycling facilities for different kinds of recyclable waste such as packaging, paper, glass and food waste; Therefore calls for a report to the Transport and Environment Committee in two cycles on improving recycling facilities in schools and other Council buildings.'
- 2.2 This report seeks to address the motion.

### 3. Main report

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- 3.1 Under the Waste (Scotland) Regulations 2012, the Council is required take all reasonable steps to present metal, plastic, glass, paper, card, and confidential waste separately for collection. In addition, from 2016 the Council is required to separate food waste in any food business building.
- 3.2 In preparation to fulfil these requirements an audit of facilities was carried out in Council buildings to establish the infrastructure requirements to meet the obligations of the Regulations followed by a programme of roll out. At that time, a decision was also made where gaps were identified in provision, to prioritise the roll out of food waste collection services to schools. The output was the provision of infrastructure in establishments and the current details are attached as Appendix 1. This shows that most establishments have the infrastructure in place. There are a number of exceptions for site specific reasons, e.g., some schools have banned the use of glass products on site and some premises use external providers (e.g.

franchised cafes, PPP buildings), or the services are not required at that location (e.g. public conveniences).

- 3.3 On 17 May 2018, the Transport and Environment Committee approved the Waste and Cleansing Policies Assurance Statement that included policy relating to the compliance of premises with Waste from Council Premises. This Policy requires the waste hierarchy to be applied, to reduce, reuse and recycle and, as a minimum ensure that facilities are in place to recycle; paper, cans, plastics, glass, and food, as well as to collect residual mixed waste for landfill. Procedures must be in place to manage specialised waste streams not covered by general household waste provision, e.g. engine oil.
- 3.4 Principally, it is the responsibility of senior building managers, with support by the Facility Management team covering that building, to ensure compliance on a site by site basis, and to arrange collection of material by the Waste and Cleansing Service. The following materials that are generated in Council buildings are currently able to be recycled:
- Packaging (mixed paper, card, metal cans, and plastics);
  - Paper/confidential paper;
  - Glass; and
  - Food waste.
- 3.5 Other material items, that are produced in smaller numbers, which are recycled in some buildings and could be rolled out more widely are:
- Batteries;
  - Printer cartridges; and
  - Waste electrical equipment.
- 3.6 Current levels of Council performance in recycling are difficult to predict. In the absence of technology, such as on-board bin weighing machines, it is not possible to give an accurate breakdown of different tonnages of each material stream. However, calculations undertaken using industry standards suggest that the total tonnage of waste generated by Council operational property is broken down and costed in Appendix 1.
- 3.7 The indicative data shown in Appendix 1 shows that the estimated recycling rate for our internal estate is approximately 39%, with around 60% of our waste being disposed of as landfill. This would suggest that there is clearly room for further improvement.
- 3.8 Moving forward, the upgrade of recycling infrastructure in existing establishments is an ongoing business as usual process. In addition, any new build facilities such as the new St John's RC Primary School, which opened on in early August, will be fully equipped with all recycling requirements.

- 3.9 Ultimately, the success of a recycling regime is dependent on the culture of the organisation whereby it is everyone's responsibility. There are no reasons why any Council establishment cannot dispose of any recyclable material properly.
- 3.10 While recycling waste is better than disposing of it in landfill, it is ultimately more resource efficient to prevent the waste in the first place. This can be achieved through smarter procurement of food and supplies to avoid excess waste, or the use of reusable items that don't need to be disposed of, e.g., reusable coffee cups or water bottles.
- 3.11 There are staff in the Council with considerable knowledge of waste management and recycling practices, however, there is currently no corporate training in place for relevant staff.
- 3.12 In summary, the success of a recycling regime is dependent on the culture of the organisation whereby it is everyone's responsibility. There are no current reasons why any Council establishment cannot dispose of any recyclable material properly. Areas that need to be improved upon and considered in more detail relate to waste minimisation and training, which also potentially overlap with the Single Use Plastics agenda. Consequently, to ensure continued focus in this area, it is proposed that the recently established member/officer working group for Single Use Plastics also considers the wider issue of recycling in Council buildings as part of their remit.

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

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- 4.1 Maximise use of recycling services across Council buildings estate and minimise use of landfill.

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

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- 5.1 There are no immediate financial implications arising from this report.
- 5.2 Improving the Council's recycling volume will ultimately reduce landfill costs.

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

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- 6.1 Compliance with Waste (Scotland) Regulations and Council's own environmental policies.

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

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- 7.1 There are no specific equalities impacts identified as a result of this report.

## 8. Sustainability impact

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- 8.1 The diversion of waste from landfill towards recycling supports the Council's strategic environmental and sustainability objectives to minimise the use of landfill.

## 9. Consultation and engagement

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- 9.1 Consultation and engagement with senior building managers is carried out as part of the roll out programme.

## 10. Background reading/external references

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- 10.1 None.

### **Stephen S. Moir**

Executive Director of Resources

Contacts:

[Peter Watton](#), Head of Property and Facilities Management, Tel: 0131 529 5962

[Gareth Barwell](#), Head of Place Management, Tel: 0131 529 5844

### **Paul Lawrence**

Executive Director of Place

## 11. Appendices

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- 11.1 Appendix 1 Schedule of waste units across CEC estate.

<b>Sum of bin_number</b>
<b>Trading name and address</b>
1 Fillyside Road Edinburgh EH7 6RD
64 Viewforth Edinburgh
Abbeyhill Primary School   5B Abbey Street; Edinburgh; EH7 5SJ
Amps Project   6 Cambridge Street Edinburgh EH1 2DY
Balerno Community Centre   7-11 Main Street Balerno Edinburgh EH14 7EQ
Balerno High School   5 Bridge Road Balerno Edinburgh EH14 7AQ
Balgreen Nursery School   175 Balgreen Road Edinburgh EH11 3AT
Balgreen Primary School   171 Balgreen Road Edinburgh EH11 3AT
Blackhall Primary School   83 Craigcrook Road Edinburgh EH4 3PH
Bonnington Resource Centre   200 Bonnington Road Edinburgh EH6 5NL
Broughton Primary School   132 Broughton Road Edinburgh EH7 4LD
Brunstane Primary School   106 Magdalene Drive Edinburgh EH15 3BE
Bruntsfield Primary School   10 Montpelier Edinburgh EH10 4NA
Buckstone Primary School   79 Buckstone Loan East Edinburgh EH10 6UY
Bun-Sgoil Taoth Na Pairce   139; Bonnington Road; Edinburgh; EH6 5NF
Calderglen Nursery School   220 Wester Hailes Road; Edinburgh EH11 4NG
Cameron House Nursery School   13A Cameron House Avenue Edinburgh EH16 5LF
Canal View Primary School   4 Hailesland Place Edinburgh EH14 2SL
Car Pound   56 Tower Street Edinburgh EH6 7BN
Carrick Knowe Primary School 7188   15 Lampacre Road Edinburgh EH12 7HU
Castle Craggs   157 Duddingston Road West EH16 4UY EDINBURGH
Castlebrae High School   2A Greendykes Road Edinburgh EH16 4JR
Castleview Centre   76 Craigmillar Castle Avenue Edinburgh EH16 4DW
Children & Families- Panmure- St Anns   6 South Gray's Close; 40 High Street; EH1 1TQ
Children & Families, Information & Learning   2; Peffer Place; EH16 4BB
City Art Centre Cafe   2 Market Street Edinburgh EH1 1DE
City Development - City Chambers   253 High Street; Edinburgh; EH1 1PL
City Development - Gatehouse   5 Regent Road
City Development   1 Cockburn Street Edinburgh EH1 1BJ
City Fleet Maintenance   CEC City Fleet Maintenance
City Mortuary   297; Cowgate; EH1 1NA
City of Edinburgh Council (Positive Steps)   3 Aldermoor Avenue; Edinburgh; EH13 9HT
City of Edinburgh Council   46a Bavelaw Road; EH14 7AE
Clermiston Primary School   18 Parkgrove Place Edinburgh EH4 7NP
Clovenstone Primary School   54 Clovenstone Park Edinburgh EH14 3EY
Colinton Mains Community Centre   1 Firrhill Loan Edinburgh EH13 9EJ
Colinton Primary School   1 Redford Place Edinburgh EH13 0AL
Community Equipment Services (N.C.W)   42 King's Haugh; Edinburgh
Corporate SVCS - Visiting Teaching and Support Services   63; Niddrie Mains Terrace; Edinburgh; EH16 4NX
Corstorphine Primary School   62 Corstorphine High Street Edinburgh EH12 7SY
COUNCIL HEADQUARTERS (RESIDUAL)   4 East Market Street; EH8 8DH
Craigentiny Primary School   2 Loganlea Drive Edinburgh EH7 6LR
Craighall Day Centre   210 Ferry Road Edinburgh EH6 4RB
Craiglockhart Primary School   90 Ashley Terrace; Edinburgh; EH11 1RG
Cramond Primary School   2 Cramond Crescent Edinburgh EH4 6PG
Crane Services   24 Broughton Place; EH1 3RT
Criminal Justice   CEC Criminal Justice
Culture & Leisure Museum of Childhood   44; High Street; Edinburgh; EH1 1TB.

Culture / Leisure Dept - Allotments   0 Glendevon Park
Culture/Leisure Dept- Allotments   0;Links Gardens; Edinburgh.
Currie High School   31 Dolphin Avenue Currie Edinburgh EH14 5RD
Currie Primary School   59 Curriehill Road; Currie; EH14 5PU
Currie Project   100 Forthview Crescent; Edinburgh; EH14 5QP
D.T.T.O.   53 Blackfriars Street; Edinburgh EH1 1NB
Dalmeny Primary School   1 Carlowrie Crescent; Dalmeny; Edinburgh; EH30 9TZ
Dalry Primary School   4 Cathcart Place Edinburgh EH11 2JB
Davidsons Mains Primary School   27A Corbiehill Road Edinburgh EH4 5EB
Dean Park Annex   1 Main Street Balerno Edinburgh EH14 7EQ
Dean Park Primary School   31 Marchbank Gardens Balerno Edinburgh EH14 7ET
Deanbank Resource Centre   35 Canaan Lane Edinburgh EH10 4SG
Dell Allotments   97/1 Lanark Road Edinburgh EH14 2LZ
Drug Treatment & Testing   31 Alva Street; Edinburgh; EH2 4PS
Drumrae House   24; Ardshiel Avenue; Edinburgh; EH4 7HP
Drumrae Library Hub   81; Drum Brae Drive Edinburgh
Duddingston Primary   CEC DUDDINGSTON PRIMARY SCHOOL 70 A Duddingston Road, Edinburgh, EH15 1SG. 2x1280 Residual. 2x1280 DMR. 1x500 Food Waste
East Craigs Primary School   79 Craigmount Brae Edinburgh EH12 8XF
East Neighborhood   101 Niddrie Mains Road EH16 4DS EDINBURGH
EBS Joiner Workshop   33 Murrayburn Road; Edinburgh; EH14 2TF
Echline Primary School   Bo'Ness Road South Queensferry Edinburgh EH30 9
Edinburgh Family Support Centre   42-44 Howden Hall Road Edinburgh EH16 6PJ
Edinburgh Roads Services   2 2A Clermiston Road North Edinburgh EH4 7BL
Edinburgh Trams Limited   172 Glasgow Road; Edinburgh EH12 9BR
Education - Riddles Court AEC   /1 322 Lawnmarket Edinburgh EH1 2PQ
Education – Writers Museum   3 Lady Stair's Close EH1 2PA EDINBURGH
Education Dept Burdiehouse/Southhouse Community Centre   37 Southhouse Road; Edinburgh; EH17 8EU
Education Dept Cameron House Community Education Centre   34 Prestonfield Avenue; Edinburgh; EH16 5EU
Education Dept Craigentenny Community Centre   Craigentenny House 9 Loaning Road Edinburgh EH7 6
Education Dept Inch Community Centre   225 Gilmerton Road Edinburgh EH16 5UF
Education Dept Juniper Green Village Hall   50 Baberton Avenue Edinburgh EH14 5DU
Education Dept Leith Community Centre   12 Newkirkgate Edinburgh EH6 6AD
Education Dept Northfield/Willowbrae Community Centre   10 Northfield Road Edinburgh EH8 7PP
Education Dept Pentland Community Centre   21 Oxgangs Brae Edinburgh EH13 9LT
Education Dept Pirniehall Community Education Centre   4 West Pilton Crescent Edinburgh EH4 4HP
Education Dept Platform Adult Learning Centre   96 Wester Hailes Road Edinburgh EH11 4NG
Education Dept Rannoch Community Centre   9 Rannoch Terrace Edinburgh EH4 7ES
Education Dept Royston/ Wardieburn Community Centre   11 Pilton Drive North; Edinburgh; EH5 1NF
Education Dept Southside Community Centre   117 Nicolson Street Edinburgh EH8 9ER
Education Dept SQ Community Centre   27 Burgess Road South Queensferry Edinburgh EH30
Education Dept St Brides Centre   10 Orwell Terrace Edinburgh EH11 2DZ
Education Dept, Carrickvale Community Education Centre.   0; Saughton Mains street; Edinburgh EH11 3HQ
Education SQ Comm Ed Centre   1 High Street South Queensferry Edinburgh EH30 9P

Environmental & Consumer Services   7 Cowan's Close EH8 9HF EDINBURGH
Environmental & Consumer Services Currie Cemetery   43 Kirkgate Currie Edinburgh EH14 6AR
Environmental & Consumer Services Grange Cemetery   2 Grange Road Edinburgh EH9 1UH
Environmental & Consumer Services Kirkliston Cemetery   32 The Square Kirkliston Edinburgh EH29 9AX
Environmental & Consumer Services Mortonhall Crematorium   30B Howden Hall Road Edinburgh EH16 6TX
Environmental & Consumer Services Ratho Cemetery   23 Freelands Road Ratho Edinburgh EH28 8NP
Environmental & Consumer Services Saughton Cemetery   A Chesser Loan Edinburgh EH14 1SX
Environmental & Consumer Services South Queensferry Cemetery   1 Ferrymuir Lane South Queensferry Edinburgh EH30
Ferryhill Primary School   64B Groathill Road North Edinburgh EH4 2SQ
Flora Stevenson Primary School   175 Comely Bank Road Edinburgh EH4 1BG
Fort Children and Families (Social Work Department)   25 North Fort Street Edinburgh EH6 4HF
Fort Early Years Centre   25 North Fort Street Edinburgh EH6 4HF
Fox Covert Primary School   12A Clerwood Terrace Edinburgh EH12 8PG
Gilmerton Community Centre   4B Drum Street Edinburgh EH17 8QG
Gilmerton Primary School   4 Moredun Dykes Road Edinburgh EH17 8NQ
Gorgie Mills School   349 Gorgie Road; Edinburgh EH11 2RG
Gracemount Primary School   45 Gracemount House Drive; Edinburgh; EH16 6TZ
Gracemount Youth & Community Centre   47 Gracemount House Drive; Edinburgh EH16 6TZ
Granton Day Centre (CEC)   12 Royston Mains Crescent; Edinburgh EH5 1RJ
Granton Early Years Centre   9A Pilton Drive North Edinburgh EH5 1NF
Granton Library   25 Wardieburn Terrace EH5 2DA
Granton Primary School -   59; Boswall Parkway; EH5 2DA
Granton Primary School   59 Boswall Parkway Edinburgh EH5 2DA
Granton Sheltered Housing   26 Granton Crescent; Edinburgh; EH5 1BS
Greengables Nursery School   8A Niddrie House Gardens Edinburgh EH16 4UR
Grindlay Court Community Justice Social Work Centre   2 Grindlay Street Court; EH3 9AR
Gylemuir   23 - 27 Gylemuir Road EH12 7UB EDINBURGH
Gylemuir Primary School   10 Wester Broom Place Edinburgh EH12 7RT
Hailesland Community Complex   22 Hailesland Place; Edinburgh; EH14 2SL
Health & Social Care - Firrhill Short Breaks Service   257b Colinton Road; Edinburgh; EH14 1DW
Health & Social Care Local Area Co-ordination Team   133 Lauriston Place; Edinburgh; EH3 9JN
Heathervale   40 Dumbryden Drive, Edinburgh, EH14 2QR. CEC Heathervale. 2x1280 Residual. 4x240 DMR. 3x240 Food Waste
Hermiston Park & Ride   0; Riccarton Mains Road; Currie.
Hermitage Park Primary School   9 Hermitage Park Edinburgh EH6 8HD
Hillwood Primary School   66 Station Road Ratho Station Edinburgh EH28 8PT
Holy Cross Primary School   80 Craighall Road Edinburgh EH6 4RE
Hope Cottage Nursery School   6 A Cowan's Close Edinburgh EH8 9HF
Housing Castlecliff Hostel   25 Johnston Terrace Edinburgh EH1 2NH
Housing Dept - Braidwood Centre   69-71 Dumbiedykes Road Edinburgh EH8 9UT
Housing Dept - South Local Office   40 Captain's Road Edinburgh EH17 8QF
Housing Dept - West Local Office   10 Westside Plaza Edinburgh EH14 2FT

Housing Dept- Access Point   17-23 Leith Street; Edinburgh; EH1 3AT
Inch Park Plant Nursery (Inch Depot)   Inch Park Plant Nursery Edinburgh
Inchview Care Home   233 Gilmerton Road; Edinburgh; EH16 5UD
Information & Learning Resources   7 Gillespie Street; Edinburgh; EH3 9NH
Integrated Community Support Service   79 Peffer Place; Edinburgh; EH16 4BB
Inverleith Workshops   3 Arboretum Place Edinburgh EH3 5NY
Jack Kane Community Wing   208 Niddrie Mains Road; Edinburgh; EH16 4ND
James Gillespie High School   57 Lauderdale Street; Edinburgh; EH9 1DD
James Gillespie Primary School   251 Whitehouse Loan Edinburgh EH9 1BD
Kaimes Special Education   140 Lasswade Road Edinburgh EH16 6RT
Kirkliston Nursery School   28 Queensferry Road Kirkliston Edinburgh EH29 9AQ
Kirkliston Primary School   15 Carmel Road Kirkliston Edinburgh EH29 9DD
Lauriston Castle 8889   2A;Cramond Road South Edinburgh EH4 5QD
Leith Academy   CEC Leith Academy 20 Academy Park EH6 8JQ EDINBURGH
Leith Primary School   2 St Andrew's Place; Edinburgh; EH6 7EG
Leith Walk Primary School   9 Brunswick Road; Edinburgh EH7 5NG
Liberton Nursery School   68 Mount Vernon Road Edinburgh EH16 6JQ
Liberton Primary School   229 Gilmerton Road Edinburgh EH16 5UD
Liberton Secondary School   328 Gilmerton Road; Edinburgh; EH17 7PS
Lochrin Nursery School   10-12 West Tollcross Edinburgh EH3 9QN
Longstone Primary School   3A Redhall Grove Edinburgh EH14 2DU
Lorne Primary School   5 Lorne Street; Edinburgh; EH6 8QS
Lothian Chambers   59 - 63 George IV Bridge; EH1 1RN
LVJB   17 South Gyle Crescent; EH12 9EB
Magdalene Community Centre   106B Magdalene Drive Edinburgh EH15 3BE
Maple Project   27 East Norton Place EH7 5DR EDINBURGH
Moffat Early Years Campus   30 Wauchope Terrace Edinburgh EH16 4NU
Moredun Community Centre   6; Moredun Park View; Edinburgh; EH17 7NE
Muirhouse Community Library   15 Pennywell Court Edinburgh EH4 4TZ
Murrayburn Primary School   1 Sighthill Loan Edinburgh EH11 4NP
Murrayburn Road   33 Murrayburn Road; Edinburgh; EH14 2TF
Nelson Hall Community Centre   5 Spittalfield Crescent; EH8 9QZ
Nether Currie Primary School   23 Thomson Crescent Currie Edinburgh EH14 5JR
New Cowgate Under 5's Centre   7 Old Assembly Close 172 High Street Edinburgh EH1 1QX
Newcraighall Primary School   67 Whitehill Street Musselburgh Edinburgh EH21 8Q
Niddrie Mill Primary School   20 Moffat Way; Edinburgh; EH16 4PY
North Merchiston Day Service   29 Bryson Road Edinburgh EH11 1ED
North Neighbourhood Childrens and Families   1B Pennywell Gardens; EH4 4NX
Oaklands School   751 Ferry Road; Edinburgh; EH4 2UB
Oxgangs Library   343 Oxgangs Road North Edinburgh EH13 9LY
Oxgangs Day Centre   18 Firrhill Neuk Edinburgh EH13 9FF
Park & Ride Site   2; Eastfield Road; Newbridge; Edinburgh; EH28 8LS
Parsons Green Primary School   56 Meadowfield Drive Edinburgh EH8 7LU
Passenger Operations CEC   CEC Passenger Operations CEC 2 Peffer Place Edinburgh EH16 4BB
Passengers Operations Transport   173 Duddingston Park South Edinburgh EH11 3EG
Pentland Primary School   10 Oxgangs Green; Edinburgh; EH13 9JF
Peoples Story Museum   163 Canongate Edinburgh EH8 8DD
Piershill Library   30 Piersfield Terrace Edinburgh EH8 7BQ
Pilrig Park Special School   12 Balfour Place Edinburgh EH6 5DW
Portobello High School   CEC Portobello High School

Portobello High School   CEC Portobello High School 10 Duddingston Road Edinburgh EH15 1NE
Powderhall Refuse Depot   CEC Powderhall Refuse Depot 165 Broughton Road Edinburgh EH7 4GA - 4 x1280's at the front of Phase 2 in Powderhall
Preston Street Primary School   16A Dalkeith Road Edinburgh EH16 5BP
Prestonfield Primary School   130 Peffermill Road Edinburgh EH16 5LT
Property Management & Development   0; Festival Square; EH3 9SU
Property Services   329 High Street Edinburgh EH1 1PN
Prospect Bank Special School   81 Restalrig Road Edinburgh EH6 8BG
Queensferry High School   Ashburnham Road South Queensferry Edinburgh EH3
Queensferry Primary School   27 Burgess Road South Queensferry Edinburgh EH30
Randolph Crescent Hostel   2A Randolph Crescent; Edinburgh; EH3 7TH
Ratho Primary School   1 School Wynd Ratho Edinburgh EH28 8TT
Recreation Department - Allotment   0; Ferry Road EH6 4AD EDINBURGH
Recreation Department- Allotments   64; Findlay Gardens; Edinburgh; EH7 6HQ.
Recreation Dept - Allotments   1 Balfour Place Edinburgh
Recreation Dept - Allotments   Chesser Loan Edinburgh EH14 1SX
Recreation Dept - Allotments   Dalkeith Road Edinburgh
Recreation Dept - Allotments   Saughton Mains Street; Edinburgh
Recreation Dept- Allotments   0 Prospect Bank Road Edinburgh EH6 7NR
Recreation Dept- Allotments   Claremont Gardens Edinburgh
Recreation Dept- Allotments   East Fettes Avenue Edinburgh
Recreation Dept- Allotments   Ferry Road Edinburgh
Recreation Dept- Allotments   Lanark Road Edinburgh
Recreation Dept- Allotments   Midmar Drive Edinburgh
Recreation Dept- Allotments   Warriston Road Edinburgh
Recreation Dept Blackhall Library   56 Hillhouse Road Edinburgh EH4 5EG
Recreation Dept Central Library   1-1A George Iv Bridge; Edinburgh EH1 1EE
Recreation Dept City Art Centre   1 Market Street Edinburgh EH1 1DE
Recreation Dept Colinton Library   14 Thorburn Road Edinburgh EH13 0BQ
Recreation Dept Currie Library   210 Lanark Road West Currie Edinburgh EH14 5NX
Recreation Dept Gilmerton Library   13A Newtoft Street Edinburgh EH17 8RG
Recreation Dept Hermitage of Braid   69 Braid Road Edinburgh EH10 6JF
Recreation Dept Huntly House Museum   140 Canongate Edinburgh EH8 8DD
Recreation Dept Kirkliston Library   16 Station Road Kirkliston Edinburgh EH29 9BB
Recreation Dept Leith Town Hall   28-30 Ferry Road Edinburgh EH6 4AE
Recreation Dept Mobile Library Headquarters   343 Oxfangs Road North Edinburgh EH13 9LY
Recreation Dept Moredun Library   92 Moredun Park Road Edinburgh EH17 7HG
Recreation Dept Museum Collection Centre   10; Broughton Market; Edinburgh; EH3 6NU
Recreation Dept Natural Heritage Service   69; Braid Road; EH10 6JF
Recreation Dept Newington Library   17-21 Fountainhall Road Edinburgh EH9 2LN
Recreation Dept Portobello Library   14 Rosefield Avenue Edinburgh EH15 1AU
Recreation Dept PortobelloTown Hall   147-149 Portobello High Street; Edinburgh; EH15 1EU
Recreation Dept Queensferry Museum/Local Office   53 High Street South Queensferry Edinburgh EH30 9
Recreation Dept Ratho Library   6 School Wynd Ratho Edinburgh EH28 8TT
Recreation Dept South Queensferry Library   9 Shore Road South Queensferry Edinburgh EH30 9SG
Recreation Dept Stockbridge Library   01 11 Hamilton Place Edinburgh EH3 5BA
Recreation Dept Wester Hailes Library   1 Westside Plaza Edinburgh EH14 2FT
Recreation Fountainbridge Library   137 Dundee Street Edinburgh EH11 1BG

Recreation Leith Library   01 28-30 Ferry Road Edinburgh EH6 4AE
Recreation McDonald Road Library   2 Mcdonald Road Edinburgh EH7 4LU
Redhall School   3C Redhall Grove Edinburgh EH14 2DU
Roseburn Primary School   64 Roseburn Street Edinburgh EH12 5PL
Royal High Primary School   61 Northfield Broadway Edinburgh EH8 7RX
Royal Mile Primary School   86 Canongate; Edinburgh; EH8 8BZ
Royston Court Care Home   7 Royston Mains Avenue Edinburgh EH5 1JW
Russell Road Waste Services   38 Russell Road EH11 2LP EDINBURGH
SCIENNES PRIMARY SCHOOL   10 Sciennes Road EH9 1LG
Scientific   4 Marine Esplanade Edinburgh EH6 7LU
Services for Communities Morningside Library   184 Morningside Road Edinburgh EH10 4PU
SERVICES FOR COMMUNITIES NORTH EDINBURGH LOCAL OFFICE   8 West Pilton Gardens Edinburgh EH4 4DP
SFC - Allotments Bridgend Farm   Old Dalkeith Road; Edinburgh
SfC - Road Services   16 Blackford Glen Road; Edinburgh EH16 6TR
SFC Corporate Property   20 West Harbour Road; EH5 1PN
SFC Pace - Corstorphine Library   12 Kirk Loan Edinburgh EH12 7HD
SfC Road Services?Environment   14-18; Bankhead Avenue; Edinburgh; EH11 4HE
SFC The Risk Factory   New Mart Road; Edinburgh
Sighthill Community Centre/Library   55 Sighthill Road; Edinburgh; EH11 4PB
Sighthill Primary School   1 Calder Park Edinburgh EH11 4NF
Social Work Dept - North East Criminal Justice Team   1-2 North Leith Sands; Edinburgh; EH6 4ER
Social Work Dept - Seaview   1 Bingham Avenue; Edinburgh; EH15 3HZ - CEC Social Work Dept - Seaview
Social Work Dept   71 Constitution Street Edinburgh EH6 7AF
Social Work Dept Bingham Adult Respite Unit   Renumber To 24 South Gyle Road 2A South Gyle Garde
Social Work Dept Bingham OP Home   15 Bingham Crescent; Edinburgh EH15 3JZ
Social Work Dept Clovenstone OP Home   27 Clovenstone Gardens Edinburgh EH14 3EX
Social Work Dept Colinton Mains   12 Firrhill Crescent; Edinburgh; EH13 9EL
Social Work Dept Craigentenny Centre   Craigentenny House 9 Loaning Road Edinburgh EH7 6
Social Work Dept Craigmillar Childrens Centre   6 Craigmillar Castle Gardens Edinburgh EH16 4BR
Social Work Dept Drylaw YP Centre   135 Easter Drylaw Drive Edinburgh EH4 2RX
Social Work Dept Ferniehill YPC   2-4 Ferniehill Street Edinburgh EH17 7BB
Social Work Dept Ferrylee Home   33 North Junction Street; Edinburgh; EH6 6HR
Social Work Dept Firrhill Day Centre   257 Colinton Road Edinburgh EH14 1DW
Social Work Dept Fords Road   8 Ford's Road Edinburgh EH11 3HP
Social Work Dept- Gracemount/Liberton Support Team   12 Newtoft Street Edinburgh EH17 8RD
Social Work Dept Greendykes Childrens Centre   205 Craigmillar Castle Avenue Edinburgh EH16 4DN
Social Work Dept Hailesland Childrens Centre   23 Hailesland Place Edinburgh EH14 2SL
Social Work Dept Hawkhill Day Centre   17 Hawkhill Avenue Edinburgh EH7 6BU
Social Work Dept Longstone Day Centre   62 Longstone Street Edinburgh EH14 2DA
Social Work Dept Marionville Court Care Home   3 Lochend Road South; EH7 6BB
Social Work Dept Moredun Childrens Home   15 Moredun Park Court Edinburgh EH17 7EY
Social Work Dept Muirhouse Area Office   34 Muirhouse Crescent Edinburgh EH4 4QL
Social Work Dept Northfield YPC   34 Northfield Drive Edinburgh EH8 7RP

Social Work Dept Oaklands OP Home   35B Canaan Lane Edinburgh EH10 4SG
Social Work Dept Sighthill Childrens Centre   12 Calder Gardens Edinburgh EH11 4JD
Social Work Dept St Katherine Centre   29B Balmwell Terrace Edinburgh EH16 6PS
Social Work Dept Stenhouse Childrens Centre   2 43 Ford's Road Edinburgh EH11 3HS
Social Work Dept Viewforth Childrens Centre   18-22 Viewforth Terrace Edinburgh EH10 4LH
Social Work Dept Westfield House   5 Kirk Loan Edinburgh EH12 7HD
Social Work Dept YP Centre   10 Greendykes Road Edinburgh EH16 4JW
Social Work Dept YP Centre   13 Southhouse Grove Edinburgh EH17 8EH
Social Work Dept. Gilmerton Childrens Centre   66 Gilmerton Dykes Street Edinburgh EH17 8PL
Social Work Pefferbank Co-operative Work Scheme   27 Peffer Place Edinburgh EH16 4BB
South Bridge Resource Centre   6; Infirmary Street; Edinburgh; EH1 1LT.
South Morningside Primary Nursery Class   1 Frogston Road West; Edinburgh; EH10 7AA
South Morningside Primary School   116 Comiston Road Edinburgh EH10 5QN
South West Support Services   4 Ford's Road; Edinburgh; EH11 3HP
Spinney Lane Nursery School   13A The Spinney Edinburgh EH17 7LD
St Catherines Primary School   30 Gracemount Drive Edinburgh EH16 6RN
St Crispins Special School   19 Watertoun Road; Edinburgh; EH9 3HZ
St Cuthbert's Primary School   9 Hutchison Crossway Edinburgh EH14 1RP
St Francis R. C. Primary School   20 Moffat Way; Edinburgh EH16 4PY
St John Vianney Primary School   17 Ivanhoe Crescent Edinburgh EH16 6AU
St Johns Primary School   Hamilton Terrace Edinburgh EH15 1NB
St John's RC Primary School   St John's RC Primary School, 18 Duddingston Road, Edinburgh, EH15 1NE
St Leonards Nursery School   6 West Adam Street Edinburgh EH8 9SY
St Margarets Primary School   35 Station Road South Queensferry Edinburgh; EH30 9JY
St Marks Primary School   57 Firrhill Crescent Edinburgh EH13 9EW
St Marys (Leith) Primary School   30 Links Gardens Edinburgh EH6 7JG
St Marys Primary School   63 East London Street Edinburgh EH7 4BW
St Ninians Primary School   150 Restalrig Road South Edinburgh EH7 6JA
St Thomas of Aquin's   Chalmers Street Edinburgh; EH3 9ES
Stanwell Nursery School   15 Junction Place; Edinburgh; EH6 5JA
Stenhouse Primary School   2 Stevenson Drive Edinburgh EH11 3HJ
Stockbridge Primary School   17 Hamilton Place Edinburgh EH3 5BA
The Plumed Horse   50 54 Henderson Street EH6 6DE EDINBURGH
The Woods Centre (Mail Centre)   100 Morvenside EH14 2SQ EDINBURGH
Tollcross Primary School   117 Fountainbridge Edinburgh EH3 9QG
Towerbank Primary School   1 Figgate Bank Edinburgh EH15 1HX
TRINITY ACADEMY   CEC TRINITY ACADEMY 1 Craighall Avenue EH6 4RT EDINBURGH
Trinity Primary School   181 Newhaven Road Edinburgh EH6 4QA
Tynecastle Nursery   CEC Tynecastle Nursery Wheatfield Street Edinburgh
Usher Hall   Usher Hall 69 Lothian Road Edinburgh EH1 2EA
Victoria Primary School   4-6 Newhaven Main Street Edinburgh EH6 4HY
Wardie Primary School   103B Granton Road Edinburgh EH5 3NH
West Pilton Neighbourhood Centre   19 West Pilton Grove Edinburgh EH4 4BY
Wester Hailes Education Centre   5 Murrayburn Drive Edinburgh EH14 2SU
Wester Hailes Healthy Living Centre   30; Harvesters Way; Edinburgh; EH14 3JF
Woodland Special School   Woodland Special School 36 Dolphin Avenue Edinburgh EH14 5RD
Woodlands School   36 Dolphin Avenue; Currie; Edinburgh EH14 5RD

**Grand Total**

Tonnes per week

Tonnes per annum (assume 1280 for DMR/Residual)

639 residual lifts per week is assumed 3 days work

388 DMR lifts per week is assumed 2 - 2.5 days work

262 Food lifts is assumed 1.5 - 2 days work

service					
Residual	TW Food	TW Glass	TW Packaging	TW Sacks	Grand Total
		1			1
3		2		5	10
2		1	1	2	6
1					1
1		1		1	3
6		1		6	13
1		1		1	3
3		5	1	3	12
4		4	1	5	14
1		2		2	5
2		3		2	7
5		1		3	9
4		1		6	11
3		1		3	7
2		1		2	5
1		1		1	3
3		1		1	5
2		1		1	4
1					1
3		2	1	3	9
2		1		1	4
6		1		2	9
1		1		1	3
1				1	2
2					2
					1
4				3	7
1					1
					1
1					1
1					1
4		6	1	5	16
3		1		2	6
1		1		1	3
2		1		1	4
1					1
1					1
1					1
4		4	1	3	12
7		3		6	16
3		1			4
1		0		2	3
3		1		3	7
3		3	1	3	10
1					1
6		2	1	2	11
					1
				1	1

1					1
1					1
6	1			6	13
4	1			3	8
1					1
				1	1
1	1			3	5
2	1			3	6
8	5	1		3	17
1					1
5	1			2	8
2	1	1		2	6
1					1
				1	1
8	1			2	11
2	2	1		3	8
2	1			2	5
5	2	1		4	12
5	2	1		1	9
4					4
2	1			2	5
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1	1			2	4
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1					1
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1					1
1	1	1	1	1	4
1					1
1	1	1	1	1	4
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1					1
1	1			1	3
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1	1	1	1		4
1					1
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1					1
1					1
2					2
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	2			2	4
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1					1
3	1			1	5
2	1				3
5				1	6
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1				1	2
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				1	1
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5	1			1	7
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12	2	2	2	12	28
3	1	1		5	10
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1	1			1	3
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2					2
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3				1	4
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3	1			3	7
					1
				1	1
1					1
2	1			1	4
10	2			10	22

		1		2		3
4						4
1	2		1	1		5
2	1			2		5
1						1
					1	1
1	1			1		3
10	1			2		13
3	1			1		5
					1	1
2	1			1		4
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1	1			1		3
2						2
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3	1			4
6	1		2	9
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5	3	1	4	13
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6				6
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8				8
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1	1	1	1	4
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4				4
1	1			2
2	1		1	4
1				1
6	1		2	9
4	1		3	8
	1			1
3	1		6	10

<b>639</b>	<b>262</b>	<b>40</b>	<b>388</b>	<b>17</b>	<b>1346</b>
65.178	20.96	2.4	18.236	0.119	106.893
3389.256	1089.92	124.8	948.272	6.188	5558.436

# Transport and Environment Committee

10.00am, Thursday, 4 October 2018

## Edinburgh Adapts: Climate Change Adaptation Action Plan 2016-2020 – Annual Progress Report

<b>Item number</b>	7.5
<b>Report number</b>	
<b>Executive/routine</b>	Executive
<b>Wards</b>	All
<b>Council Commitments</b>	

### Executive Summary

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Edinburgh Adapts, which comprises A Vision for a Climate Ready Edinburgh and a Climate Change Adaptation Action Plan for the city, sets out in detail how Edinburgh will deal with the impacts of, and build resilience to, our changing climate. The Vision and Action Plan were approved by Committee in August 2016.

The Vision and Action Plan were developed in partnership with the Edinburgh Sustainable Development Partnership, Adaptation Scotland and key stakeholders across the city.

Edinburgh Adapts helps the Council meet its obligations under the Climate Change (Scotland) Act 2009.

Committee is asked to note the progress made in implementing Edinburgh Adapts, the city's first climate change adaptation action plan. Key successes are highlighted and next steps outlined. It is recognised that a step change is now needed to make Edinburgh a climate ready city and achieve the aims of the Action Plan. The findings of the audit of sustainability will help identify and prioritise how this step change will be achieved.

## Edinburgh Adapts: Climate Change Adaptation Action Plan 2016-2020 – Annual Progress Report

### 1. Recommendations

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- 1.1 To recognise the progress made across the Council and partner organisations in implementing the *Edinburgh Adapts Action Plan*.
- 1.2 To recognise the role of the Council and continue to support the Edinburgh Adapts Steering Group in driving the plan forward.
- 1.3 To note that next steps will be informed by the outcome of the audit of the Council's climate change and sustainability activity being reported to Corporate Policy and Strategy Committee by December 2018.

### 2. Background

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- 2.1 The Climate Change (Scotland) Act 2009 created a framework for both mitigating and adapting to climate change. The Act put in place requirements to prepare Scotland for climate change and adapt to its impacts.
- 2.2 Climate change adaptation is about building resilience to the unavoidable consequences of a changing climate, through identifying impacts, minimising the negative effects and responding appropriately. The effects of a changing climate on Edinburgh will vary depending on the severity of global warming but even when only relatively modest increases in temperature are assumed, the impacts are likely to be significant.
- 2.3 A key commitment of the *Resilient Edinburgh Climate Change Adaptation Framework* was the development of the *Edinburgh Adapts Action Plan* to effectively implement the framework and ensure that Edinburgh continues to be a climate-resilient city. The framework was also supported by the development of a *Vision for a Climate Ready Edinburgh*. The development of the Action Plan and Vision were key priorities for the Edinburgh Sustainable Development Partnership (ESDP). The Edinburgh Adapts Partnership is a sub-group of the ESDP.
- 2.4 The Edinburgh Adapts Action Plan and Vision were approved by Council Committee in August 2016 and endorsed by the ESDP in September 2016. The first annual progress report on the Action Plan was approved by Committee in October 2017. This report provides an update on progress of the Action Plan in its second year of implementation.

### 3. Main report

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#### Progress

- 3.1 Edinburgh Adapts is the city's first climate change adaptation action plan and Vision for a Climate Ready Edinburgh. The Action Plan is the start of an in-depth, long-term engagement process to make Edinburgh climate resilient. The Vision shows what a well-adapted Edinburgh may look like in 2025 and in 2050.
- 3.2 A Steering Group, representing key partners across the City (see 3.4.1), was established in March 2016 to take forward governance and oversee delivery of the Action Plan. The Council provides the secretariat for the Group. A wider network of organisations across the city are tasked with taking forward actions in the Plan.
- 3.3 Appendix 1 (to follow) contains the draft Edinburgh Adapts Action Plan Progress Report for 2017-18. The Plan demonstrates the breadth of partnership activity being delivered to ensure the city remains climate resilient.
- 3.4 Highlights from the second year of Edinburgh Adapts include:
  - 3.4.1 Continued strong leadership and governance of the Action Plan through the Edinburgh Adapts Steering Group which includes representatives from the Royal Botanic Garden Edinburgh (Chair), Historic Environment Scotland and Edinburgh World Heritage, the universities of Edinburgh, Heriot Watt and Napier and Edinburgh College, the Scottish Wildlife Trust, Edinburgh Living Landscapes, the Edinburgh Biodiversity Partnership, Adaptation Scotland and the Council.
  - 3.4.2 Integration Joint Boards (IJB) are now required to report on how they are meeting their obligations under the Climate Change (Scotland) Act so the Council's representative for Edinburgh's IJB has become a member of the Edinburgh Adapts Steering Group.
  - 3.4.3 A high-profile Edinburgh Adapts Seminar was held in April 2018. Speakers included directors and senior managers from the RBGE, the University of Edinburgh, Scottish Wildlife Trust, Historic Environment Scotland and the Council. Closing remarks were given by the Special Adviser on Climate Change from the City of Copenhagen who talked about the work that had been done in Copenhagen to adapt following a mass flooding event in the city centre.
  - 3.4.4 Promotion and benchmarking of Edinburgh Adapts by contributing a case study for inclusion in the Scottish Government's [fourth annual progress report](#) on Climate Ready Scotland: Scottish Climate Change Adaptation Programme showing Scotland's progress towards adapting to climate change. Edinburgh Adapts was showcased as part of Scotland's approach to

adaptation at the UN Climate Change Conference held in Bonn in November 2017.

- 3.4.5 Continued collaborative working with the Edinburgh Biodiversity Partnership to deliver the adaptation actions incorporated into the [Edinburgh Biodiversity Action Plan 2016-18](#) and Edinburgh Adapts.
- 3.4.6 Progress in embedding adaptation through the planning system, including in the review of Edinburgh Design Guidance and beginning the process of embedding adaptation into the next Local Development Plan.
- 3.4.7 In January 2018, delivery of Historic Environment Scotland's first [Climate Change Risk Assessment](#) of historic buildings and monuments at risk in Scotland, including Edinburgh Castle and other buildings and sites in the city.
- 3.4.8 Publication of guidance on maintaining and repairing traditional buildings to increase their resilience to extreme weather events and changing weather patterns caused by climate change. It is hoped that this guidance produced by Historic Environment Scotland can be adopted by other owners of historic and traditional buildings in the city.
- 3.4.9 Development of a University of Edinburgh Climate Change Adaptation Strategy taking a whole institution approach to adapting the University's buildings, infrastructure and greenspaces to the impacts of climate change.
- 3.4.10 Funding of £10k from Adaptation Scotland for the Royal Botanic Garden Edinburgh and Heriot Watt University to progress "Re-shaping Our Street" community engagement project focusing on new ways to communicate climate change risks and opportunities to the local community in Granton.

### **Next Steps**

- 3.5 While recognising the progress that has been made over the last year, all the partners in the Steering Group agree that a change of pace is needed to implement the Action Plan. Edinburgh Adapts first annual event held in April looked at ways to progress ambitions to action, build momentum and buy-in, engage more fully at strategic level with organisations, including within the Council, mainstream adaptation good practice and ensure a co-ordinated approach across the city.
- 3.6 Governance and buy-in are crucial for adaptation to succeed. The outcome of the audit of sustainability currently being undertaken will inform Council governance structures in relation to adaptation and help us take a whole Council approach to dealing with the consequences of climate change to our buildings, operations, service delivery, customers and staff.

## **4. Measures of success**

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- 4.1 Meeting the Council's statutory adaptation duties under the Public Bodies Duties obligation of the Climate Change (Scotland) Act (2009) by carrying out the actions in the plan.

- 4.2 Implementation of the Edinburgh Adapts Climate Change Action Plan and making progress towards achieving a Vision for a Climate Ready Edinburgh.
- 4.3 Continued effective working of the Edinburgh Adapts Steering Group who are taking adaptation forward in the city.

## **5. Financial impact**

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- 5.1 Development and implementation of the Edinburgh Adapts Action Plan has been achieved with minimum cost to the Council, with funding and resources provided by Adaptation Scotland, Steering Group partners and the wider Edinburgh Adapts partnership.
- 5.2 The Edinburgh Adapts action plan contains actions aimed at minimising the potential impacts of a changing local climate on the city. Although there may be some costs attached to these actions, successful implementation now should result in substantial savings to the city and the Council through putting in place mechanisms to reduce the risks to Edinburgh from predicted climate change

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

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- 6.1 Effective ownership, governance and engagement with the Edinburgh Adapts Action Plan, is essential for its delivery.

## **7. Equalities impact**

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- 7.1 Climate Change may have a disproportionately negative impact on the most vulnerable in local communities. The Edinburgh Adapts action plan contains actions aimed at alleviating the climate risks posed to the most vulnerable.

## **8. Sustainability impact**

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- 8.1 The Edinburgh Adapts action plan supports compliance with the Council's statutory adaptation duties under the Public Bodies Duties obligation of the Climate Change (Scotland) Act (2009).
- 8.2 There will be positive sustainability impacts arising from the Edinburgh Adapts action plan insofar as it directly seeks to ensure Edinburgh is a city well-adapted to a changing climate.

## **9. Consultation and engagement**

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- 9.1 The Edinburgh Adapts action plan was prepared following extensive consultation and engagement with over fifty stakeholders across the Council and city. Stakeholders included statutory agencies, conservation and research

organisations, academic bodies, voluntary groups, individuals and Council Service Areas. In addition, a number of face-to-face meetings were held, and presentations to various groups, including the Edinburgh Urban Design Panel, the Edinburgh Development Forum and the Scottish Green Infrastructure Forum, were given.

## 10. Background reading/external references

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- 10.1 [Edinburgh Adapts Our Vision 2016-2050](#)
- 10.2 [Edinburgh Biodiversity Action Plan 2016-18](#)
- 10.3 [Resilient Edinburgh Climate Change Adaptation Framework 2014-2020](#)
- 10.4 [Edinburgh Adapts Climate Change Adaptation Action Plan 2016-2020](#)
- 10.5 [Edinburgh Adapts Progress Report 2016-17](#)
- 10.6 [Sustainable Edinburgh 2020](#)
- 10.7 [Climate Just](#) web based resource

### **Andrew Kerr**

Chief Executive

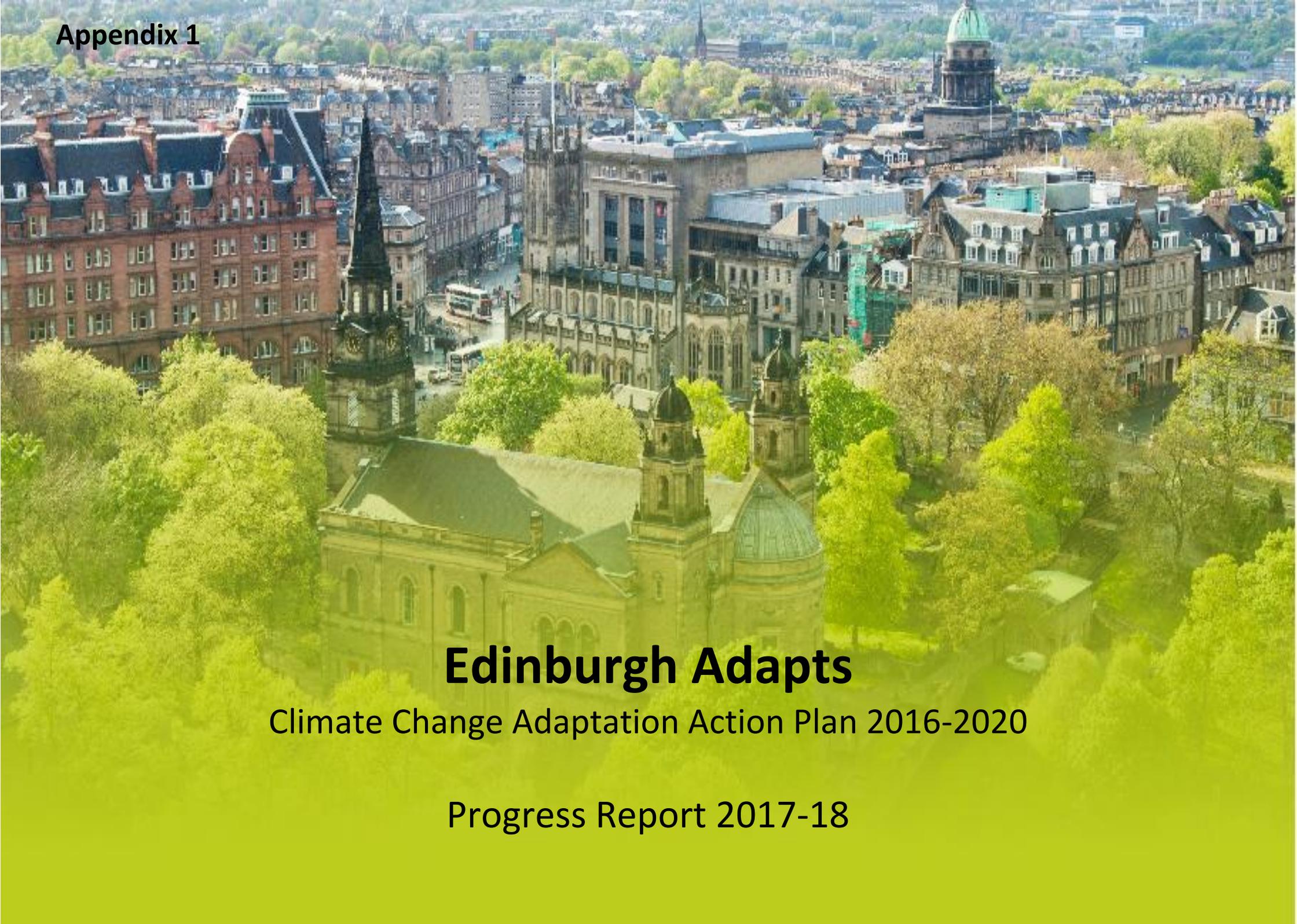
Contact: Fiona Macleod, Senior Policy and Insight Officer

E-mail: [fiona.macleod@edinburgh.gov.uk](mailto:fiona.macleod@edinburgh.gov.uk) | Tel: 0131 469 3513

## 11. Appendices

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- 1. Edinburgh Adapts Progress Report 2017-18



# **Edinburgh Adapts**

Climate Change Adaptation Action Plan 2016-2020

Progress Report 2017-18





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## Chair's Foreword

**Ruth Monfries**  
**Chair of the Edinburgh Adapts Steering Group**



As our climate changes, awareness of the need to adapt is growing. We are seeing the impacts of climate change now. This year's heatwave saw Scotland record its highest temperature ever. Severe weather impacts, including heatwaves, are likely to become more common in the future. We need to adapt our buildings, infrastructure and greenspaces to these changes, to protect our citizens, environment and economy.

Edinburgh Adapts held its first annual event in April 2018. Participants made their way through the rain and sleet to the Royal Botanic Garden Edinburgh's Botanic Cottage. An inspiring day ensued, with presentations, planning and discussion all aimed at moving from ambition to action.

The event helped identify both the needs and opportunities to progress adaptation in Edinburgh. Over the latter part of the year, the steering group are working on our strategy to build on early success and increase the pace of change towards achieving the Edinburgh Adapts Vision.

Adaptation is challenging and there is much work to do. However, we have made important first steps towards realising our vision of a climate ready Edinburgh.

A handwritten signature in black ink that reads "Ruth Monfries". The signature is written in a cursive style.

**Ruth Monfries, Royal Botanic Garden Edinburgh**



## Introduction

Edinburgh Adapts, the city's first [climate change adaptation action plan](#) and [Vision for a Climate Ready Edinburgh](#), were launched in December 2016. The Action Plan aims to provide a whole city approach to ensuring the city remains resilient to the impacts of our changing climate. This is the second report on progress of the plan since its launch.

Edinburgh Adapts was developed to meet our obligations under the [Climate Change \(Scotland\) Act 2009](#). The Act put in place requirements to prepare Scotland for climate change and to adapt to its impacts.

The climate in the East of Scotland is set to get warmer and wetter, increasing the risk of storms, flooding and the potential for extended periods of drought. As global average temperatures increase, we will also experience rises in sea level around the East of Scotland coast.

The final impacts of climate change on Edinburgh will vary depending on the success of global mitigation efforts, but even a relatively modest increase in temperature is likely to bring significant changes. From the data, the following changes to Edinburgh's climate are predicted:

- Warmer, drier summers
- Milder, wetter winters
- Greater frequency and intensity of extreme rainfall

- Greater frequency of severe weather events
- Sea level rise

A partnership approach was taken to developing the action plan, with the Edinburgh Sustainable Development Partnership, Adaptation Scotland and other key stakeholders across the city.

The Edinburgh Adapts Action Plan provides a platform for bringing together adaptation activity across the city, helping to maintain the momentum and delivering on the commitments made in the [Resilient Edinburgh Climate Change Adaptation Framework](#).

The Action Plan runs from 2016-2020 and contains over 100 committed adaptation actions contributed by over 50 partner organisations. The Vision looks even further, setting out the project partners' adaptation aims for two key landmark dates, 2025 and 2050.

As well as ensuring overall governance for adaptation in the city, the plan aims to protect and enhance Edinburgh's wildlife and green spaces, providing nature-based solutions to climate-related problems. Planning and development play a key role in ensuring the city adapts, including the use of green infrastructure to offset predicted changes in weather and rainfall and naturalising flood prevention measures when feasible. Actions involving working with communities and raising awareness of the impacts of climate change on local areas are also integral to the plan.

## Achievements 2017-2018

This is the second year of Edinburgh Adapts. This report highlights the key activities and outcomes from the last twelve months, delivered by the Edinburgh Adapts partnership.

The following pages highlight some of the achievements made in 2017-18 to take forward the Action Plan and then goes on to provide a summary of progress on all the actions being delivered through the Edinburgh Adapts Action Plan.

The majority of actions in the Plan are progressing well. Two years into the Plan and a number of actions have been completed while work continues to progress the rest. However, a small number have not been progressed due to various partner capacity constraints or because it has not been possible to secure appropriate levels of funding.

Additional to the progress of the Plan, Edinburgh Adapts is one of the case studies which has been featured in the Scottish Government's fourth annual report on progress on [Climate Ready Scotland: Scottish Climate Change Adaptation programme](#), showing

*"Edinburgh Adapts is a whole city approach and significant progress has been made but we need to go further"*

Scotland's progress towards adapting to climate change. Edinburgh Adapts was also showcased as part of Scotland's approach to adaptation at the UN Climate Change Conference held in Bonn in November 2017.



A high-profile Edinburgh Adapts Seminar was held in April 2018. Speakers included directors and senior managers from the Royal Botanic Garden Edinburgh, Scottish Wildlife Trust, Historic Environment Scotland and the Council. The event was closed by the Special Adviser on Climate Change from the city of Copenhagen who talked about what had been done in the city to adapt following a serious flooding event in the city centre. At the seminar, it was felt that although a lot has been achieved in the first two years of Edinburgh Adapts, a step change was needed to fully turn these ambitions into action in a strategic and co-ordinated way. Ways to do this will be looked at in the coming year.

## Governance

There has been continued strong leadership and governance of the Action Plan through the Edinburgh Adapts Steering Group, which was established in March 2016 to govern and oversee delivery of the Plan. The Group includes representatives from the Royal Botanic Garden Edinburgh, Historic Environment Scotland, Edinburgh World Heritage, Edinburgh, Heriot Watt and Napier Universities, Edinburgh College, the Scottish Wildlife Trust, Edinburgh Living Landscapes, the Edinburgh Biodiversity Partnership, Adaptation Scotland and the City of Edinburgh Council.

Integration Joint Boards (IJB) are now required to report on how they are meeting their obligations under the Climate Change (Scotland) Act so an officer representing Edinburgh's IJB has become a member of the Steering Group.

A wider network of organisations is also taking the Edinburgh Adapts Action Plan forward. This has helped to raise awareness of adaptation and embed the action plan across the city.

A number of high profile news reports on the impacts of severe weather and climate change on Edinburgh's World Heritage Site and the work Edinburgh World Heritage and Historic Environment Scotland are doing to combat this has also helped to raise the profile of climate change impacts and what needs to be done to alleviate them.



A number of partnerships have been formed through Edinburgh Adapts. These have been to achieve specific tasks or to look at particular issues surrounding adaptation. They have also helped access funding. This process is ongoing.

At organisation level, the aim is to ensure that adaptation is embedded, and that risk assessment processes and resilience planning incorporate current and emerging climate related risks.

Overleaf is the full list of Governance actions being delivered through the Edinburgh Adapts Action Plan.

## Governance

Ref	Summary of Action	Partners	Progress 2017/18	Status
G1	Establish a Steering Group to ensure successful implementation of Edinburgh Adapts	Edinburgh Adapts Steering Group	Steering Group established March 2016. Meets quarterly.	
G2	Develop an evidence base on projected changes in climate in Edinburgh and the impacts on the city.	The City of Edinburgh Council, SEPA, Royal Botanic Garden Edinburgh, Scottish Wildlife Trust, SNH, Met Office, other relevant sources	Discussions have taken place on building the evidence base on biodiversity changes as part of the next Edinburgh Biodiversity Action Plan. The development of a comprehensive evidence base will be progressed in 2018-2019.	
G3	Edinburgh demonstrator project on climate services under Horizon 2020 EU funding bid	University of Edinburgh, Adaptation Scotland, City of Edinburgh Council, Forest Research, UK and EU partners	Bid was unsuccessful and the consortium is now looking at alternative sources of funding to carry out the project.	
G4	Develop Edinburgh Adapts communications strategy	Edinburgh Adapts Steering Group, Edinburgh Sustainable Development Partnership, other city stakeholders	Discussions are underway on the development of a strategy including a dedicated website, where examples of best practice and 'how to adapt' toolkits could be sited.	
G5	Facilitate potential partnerships and/or funding sources to take adaptation projects forward across the city	Edinburgh Adapts Steering Group and/or funding subgroup	A number of partnerships have been formed through Edinburgh Adapts and funding accessed. This process is ongoing.	
G6	As part of risk assessment process, incorporate current and emerging climate change-related risks into resilience planning	Council Resilience Group, Edinburgh Community Resilience Group, CAT1 Responder Partners	The Council's resilience risk register includes those risks related to climate change. It is reviewed by the Council Resilience Group on a quarterly basis as part of the Resilience service's risk management procedure and is aligned with the Council's risk strategy. The Council participates in the preparation and monitoring of a Community Risk Register for the Lothian and Borders area.	
G7	Review Council Risk Register and embed climate-related risks	The City of Edinburgh Council Internal Audit	To be taken forward in 2018/19 including incorporating these risks into the Integration Joint Board risk register.	
G8	Work with EU partners to raise awareness, promote best practice and build up evidence on climate change impacts and adaptation	The City of Edinburgh Council Strategy & Insight Division	Edinburgh Adapts showcased as part of Scotland's approach to adaptation at the UN Climate Change Conference held in Bonn in November 2017.	
G9	Integrating adaptation into Community Planning preparation of Local Outcome Improvement Plan 2016-2020	Edinburgh Partnership, The City of Edinburgh Council Strategy & Insight Division	Subject to the new LOIP being agreed, new opportunities for supporting this action in partnership will be explored.	

## Natural Environment and Greenspace

*“Nature is not an expensive problem to be fixed. It is an ally and potential solution”*

Investing in the natural environment helps to manage and reduce the risks from extreme weather, providing nature-based solutions to climate-related problems. It emphasises the importance of green infrastructure in supporting the city to adapt to the impacts of climate change including flood risk and the need to support nature to adapt.

Edinburgh Adapts works closely with other initiatives in the city to deliver a range of actions that not only deal with the impacts of climate change, but also help protect and enhance the city’s biodiversity and blue and green spaces.

Climate change adaptation was embedded into the Edinburgh Biodiversity Action Plan 2016-18. Work is ongoing on adapting Edinburgh’s environment to the effects of climate change, as weather patterns change, temperatures rise and new species spread to the city. A new iteration of the plan is currently being developed. This will build on the good work already being done, look at ways to improve recording of biodiversity change caused by climate change and ways to help species and habitats adapt.

Work is progressing to create a [new raingarden](#) within the Royal Botanic Garden Edinburgh to help alleviate surface water flooding within the garden and showcase green infrastructure in action. The raingarden is being developed in partnership with Heriot Watt University.



The Edinburgh Biodiversity Action Plan and the Edinburgh Living Landscapes Initiative both promote improvements to green infrastructure in the urban setting. Specific projects relating to greenspace infrastructure such as the square meter for butterflies, and pollinators green roof study, also promote greening of buildings. Living roof requirements are included in the Edinburgh Design Guidance.



Overleaf is the full list of Natural Environment and Greenspace actions being delivered through the Edinburgh Adapts Action Plan.

## Natural Environment and Greenspace

Ref	Summary of Action	Partners	Progress 2017/18	Status
GS1	Assess the effects of climate change and their impact on the natural environment and produce guidance to inform adaptation policy and management.	The City of Edinburgh Council, Edinburgh Biodiversity Partnership, Scottish Wildlife Trust	Work is being done to scope options for securing the appropriate level of resource to progress this action.	
GS2	Review conservation strategies, plans and projects to ensure that climate change risks have been identified, assessed and addressed.	The City of Edinburgh Council, Edinburgh Biodiversity Partnership	Being progressed through promotion of habitat networks for ecosystem resilience in the Edinburgh Biodiversity Action Plan, Local Development Plan and Edinburgh Design Guidance. Also through opportunities as they arise, for example through management plans and projects.	
GS3	Promote green infrastructure to help nature to adapt to climate change.	The City of Edinburgh Council, Edinburgh Living Landscapes	Ongoing through planning guidance including Local Development Plan policies, the Edinburgh Biodiversity Action Plan, updated Edinburgh Design Guidance, Open Space 2021 and Edinburgh Living Landscape programmes.	
GS4	Improve climate change resilience through Edinburgh Living Landscapes (ELL) programme	Edinburgh Living Landscapes (ELL)	Ongoing. In 2017/18 ELL maintained 72 annual/perennial meadows across Edinburgh's four localities and naturalised grasslands account for approximately 10% of our amenity grass. The emphasis in 2017/18 is to not increase ELL naturalised grasslands but to ensure that these areas were better maintained/further developed. This has been achieved by successional bulb planting in naturalised grass areas and incorporating ELL into our Landscape Quality Standards monitoring.	
GS5	Innovative methods in urban greenspace planning. Analyse the connectivity of urban green spaces.	Edinburgh Living Landscapes (ELL), Green Surge (Forest Research)	Green Surge mapping completed. This will enable further scrutiny and analysis by the wider ELL partners and stakeholders, resulting in eventual incorporation of appropriate elements into ELL programme going forward.	
GS6	i-Tree Edinburgh	The City of Edinburgh Council Environment, Forest Research	Ongoing. Promotion of ecosystem benefits of trees to encourage buy-in and support at senior level of planting/preservation of trees.	
GS7	Trees in the City – Trees and Woodland Action Plan	The City of Edinburgh Council	Council commitment to plant an additional 1,000 trees in Edinburgh by 2022. Climate change adaptation considerations are embedded into wider land use planning decisions through forest and woodland strategies.	

## Natural Environment and Greenspace

Ref	Summary of Action	Partners	Progress 2017/18	Status
GS8	Habitat connectivity and integrated habitat networks	Lothians & Fife Green Network Partnership, Edinburgh & Lothians Greenspace Trust (ELGT), Scottish Natural Heritage	ELGT applied for Little France Woodland Creation in February 2018 and the trees were planted in March 2018. The two previous woodland applications (2016/17) were for WIAT woodland management plans for Bonaly Country Park and Craigmillar Castle Park which were successful.	
GS10	Provide integrated approach to adapting Edinburgh's open spaces to the impacts of climate change through the Open Space Strategy	The City of Edinburgh Council	Climate change adaptation has been embedded in Open Space 2021, the Council's strategy to protect, look after and expand the city's network of green spaces for the next five years.	
GS11	Develop methods for modelling/ mapping 'urban ecosystem services'. Edinburgh is one of the case study cities	Innovate-UK project (Spades), Forest Research, The City of Edinburgh Council	Urban ecosystem services mapping tool developed. For Edinburgh case study key services were analysed across the city, with the results being used to inform Open Space 2021, the Council's open space strategy.	
GS14	Monitor changes in climate change indicator species' distribution and population and take action	RSPB, The City of Edinburgh Council, Historic Environment Edinburgh, Butterfly Conservation Scotland	64 transect surveys were carried out on Council and NHS sites with more on Historic Environment Scotland reserve sites.	
GS15	Raise awareness of biodiversity implications of climate change	Edinburgh Biodiversity Partnership	Partner such as The Wildlife Information Centre and Butterfly Conservation Scotland support this work. Species recording highlights changes in the ranges of mobile species probably caused by climate change, for example an increase in Speckled Wood butterfly records as they spread north into Edinburgh.	
GS16	Scottish Plant Health Strategy	Agriculture and Rural Development Division – Scottish Government	To be progressed in 2018/19. Ways to take this forward need to be looked at, especially at a Edinburgh city level.	
GS17	Citywide INNS (invasive non-native species) project	The City of Edinburgh, Edinburgh Biodiversity Partnership (EBP), Scottish Natural Heritage, RFFTS, SEPA, Edinburgh Living Landscapes	Ongoing. The Council continues to manage INNS where they occur on its land. The EBP will continue to work with partners such as the Water of Leith Conservation Trust to manage INNS along the Water of Leith and seek to work at a catchment scale level through the RBMP area partnerships. Work with volunteers and Friends groups to carry out practical work on eradication of INNS. The Council's Natural Heritage Service had a dedicated officer reviewing INNS work on the 12 Natural Heritage Service sites. No funding yet secured for a city wide programme.	

## Natural Environment and Greenspace

Ref	Summary of Action	Partners	Progress 2017/18	Status
GS18	Green Infrastructure Schools Project	The City of Edinburgh, Edinburgh Living Landscapes	From last year meadows persist at both Liberton and Nether Currie Primary Schools. Lack of resource both financial and staff means that direct support through learning resources has not been possible. Re-establishing links with schools is to be reassessed ahead of 2018/19 growing season.	
GS19	Greening of Edinburgh's cycle network	Edinburgh & Lothians Greenspace Trust, The City of Edinburgh Council, Edinburgh Living Landscapes	Ongoing. Greening projects carried out by Edinburgh and Lothians Greenspace Trust. Phase 2 of the Little France Park Cycle Route will be completed in 2018-19. It includes green infrastructure improvements.	
GS20	Adaptation of Holyrood Park	Historic Environment Scotland in partnership with schools, community outreach, RBGE	Climate change risks to Holyrood Park assessed as part of HES new Climate Change Risk Assessment. 2018 Statement of Significance produced for the Park. Activities included guided walks and activities, volunteer ranger and junior ranger programmes and wildlife surveys. Ongoing management of Park.	
GS21	Edinburgh College Outdoor Action Plan	Edinburgh College in partnership with RBGE and others	In progress. A Community Growing and Biodiversity Action Plan is being written with a completion date of end 2018. The Action Plan will take into account adaptation.	

## Built Environment and Infrastructure

Land use planning plays a central role in preparing Edinburgh for a changing climate. Effective local planning is essential to minimise future vulnerability and improve resilience to the impacts of climate change.

We are continuing to work with colleagues on embedding climate change adaptation into the planning system. The updated



Edinburgh Design Guidance (March 2017) places greater emphasis on creating places that support the development of a compact, sustainable city, with greater prominence given to landscape, biodiversity and green and blue infrastructure. Integrated

habitat networks and green corridors are encouraged to enhance biodiversity and help mitigate climate change impacts.

Historic organisations are working to manage the impacts of climate change on the city's historic environment. In January 2018, Historic Environment Scotland launched a [Climate Change Risk Assessment](#) of its whole estate. This represents the first step in a comprehensive and ongoing exercise to understand, monitor and manage



environmental risk to all Historic Environment Scotland's buildings, monuments and sites. The risk assessment has informed their new [Asset Management Plan](#) and [Investment Plan](#), which were both launched in March and work is ongoing to incorporate the risk assessment into their new Properties in Care Asset Management System.

The [Edinburgh World Heritage Management Plan 2017-2021](#) was published in March 2018. It takes into consideration the impacts of climate change on the World Heritage Site and responses to alleviate them.

The University of Edinburgh, who own a number of buildings in the city, including historic buildings, are taking a whole institution approach to adaptation and are in the process of finalising their first adaptation strategy, which will be launched in the autumn. They are trialling a bespoke sustainable design standard which has adaptation embedded within it and are working with Historic Environment Scotland on adapting a lecture theatre to the impacts of climate change. Learnings from this will inform the development of the strategy.

Edinburgh Living Landscapes' 'Greening the Gray' project promotes awareness of coastal climate change, raising awareness of the risks to urban coastal areas and encourages naturalisation of sea defences. A [short film](#) was made about the project.

Overleaf is the full list of Built Environment and Infrastructure actions being delivered through the Edinburgh Adapts Action Plan.

## Built Environment and Infrastructure

Ref	Summary of Action	Partners	Progress 2017/18	Status
BE1	Assess the likely impacts of climate change and their effect on the built environment and use it to inform adaptation policy.	The City of Edinburgh Council, Edinburgh World Heritage Trust, Scottish Natural Heritage, Royal Botanic Garden Edinburgh (RBGE)	Ongoing. Updated Edinburgh Design Guidance for new developments promotes green and blue infrastructure. Historic Environment Scotland and Edinburgh World Heritage have undertaken assessments of their estates in relation to climate change impacts and the University of Edinburgh is in the process of doing so. Exemplar rain garden demonstration site in creation at RBGE and a Central Scotland Green Network raingarden project is in the early stage of development.	
BE2, BE4 & BE10	Embed climate resilience and naturalised greening measures within Edinburgh's planning processes and guidance	City of Edinburgh Council, Lothian & Fife Green Networks Partnership, SEPA, Edinburgh & Lothians Greenspace Trust, Scottish Wildlife Trust, Scottish Natural Heritage, Historic Environment Scotland, Edinburgh Living Landscapes	Ongoing. Climate change measures are being embedded into planning processes and guidance. The Local Development Plan has specific measures dealing with climate change adaptation. Edinburgh Design Guidance raises awareness of climate change at the outset and in the detailed chapters through promoting green infrastructure and sustainable building design.	
BE3	Ensure new developments in areas with medium to high likelihood of flooding are avoided as per Scottish Planning Policy.	The City of Edinburgh Council	Ongoing. The permanent implementation of a certification process in relation to the flooding impact of new development, supported by an external flood consultation, was approved in March 2017.	
BE5	Strategic Infrastructure Fund and City Deal	City of Edinburgh Council, SESPlan and member councils, Scottish Natural Heritage	The Edinburgh and South East Scotland City Regional Deal was signed off in August 2018. Opportunities for embedding adaptation into Edinburgh specific City Deal projects will be looked into, including the development of business cases.	
BE6	Edinburgh Urban Design Panel sustainability awareness raising	Edinburgh Urban Design Panel	From August 2017 to September 2018 the Panel considered 16 major planning applications/items of planning guidance. Sustainability is a standard item on the agenda. Edinburgh Adapts presentation raised awareness of sustainability issues and this has resulted in sustainability being further embedded in presentations and Panel discussions.	

## Built Environment and Infrastructure

Ref	Summary of Action	Partners	Progress 2017/18	Status
BE7	Promote green infrastructure in the built environment to help nature to adapt to climate change	City of Edinburgh Council, Edinburgh Sustainable Development Partnership, Edinburgh Living Landscapes, Scottish Natural Heritage	Green infrastructure in the built environment is included in the Edinburgh Design Guidance and has been promoted at internal Council training events in Planning and Transport. The Edinburgh Biodiversity Action Plan and Edinburgh Living Landscapes Initiative both promote improvements to green infrastructure in the urban setting. Specific projects relating to greenspace infrastructure such as the square meter for butterflies and pollinators green roof study, also promote greening of buildings.	
BE8	Ecosystem Approach to planning	City of Edinburgh Council, Edinburgh Sustainable Development Partnership, Edinburgh Living Landscapes	Progressing. Edinburgh Design Guidance and Local Development Plan policies support delivery of these aims. Production of policy statement on the ecosystem approach and planning in Edinburgh to be progressed.	
BE9	Showcase high quality developments	Scottish Wildlife Trust, Edinburgh Living Landscapes, The City of Edinburgh Council	Finalised text format for the Natural Capital Planning Standard (tool to build in natural features to new developments in a systematic way). Pilot project to test the standard is underway at Edinburgh University's Pollack Halls.	
BE11	Brownfield site habitats	The City of Edinburgh Council, Buglife	Ongoing. Living roof requirements are included in the Edinburgh Design Guidance. Further studies have been undertaken by the Royal Botanic Garden Edinburgh and Buglife for important sites in North Edinburgh. Policy framework to be developed under the second Local Development Plan.	
BE12	Temporary greening of vacant sites	Edinburgh & Lothians Greenspace Trust (ELGT), City of Edinburgh Council, SNH, Edinburgh Living Landscapes, RBGE	Ongoing. Projects include ELGT temporary greening project in Craigmillar. Community growing activity in over 50 urban greenspaces and vacant sites in Edinburgh.	
BE13	Depaving/permeable surfaces promotion	Heriot Watt University, Royal Botanic Garden Edinburgh (RBGE), Edinburgh Living Landscapes	A new demonstration raingarden is under construction at RBGE to help raise awareness of green and sustainable approaches to alleviating urban flood risk. A joint project between RBGE and Heriot-Watt University, funded by Adaptation Scotland as a pilot public engagement project ran between October 2017 and March 2018. The Re-Imagine Your Street project explored new ways of engaging the public with climate change, adaptation, and community resilience.	

## Built Environment and Infrastructure

Ref	Summary of Action	Partners	Progress 2017/18	Status
BE14	Edinburgh raingardens audit	Scottish Green Infrastructure Forum, The City of Edinburgh Council	Partially complete. Information on green roof and green walls collated. Information on sustainable urban drainage systems (SUDs) unavailable at present, the Council is to undertake mapping of this.	
BE15	10,000 raingardens Edinburgh	Scottish Green Infrastructure Forum	In progress. A small candidate raingarden site list was produced but most were deemed unfeasible. Contacts with the Council, the Royal Botanic Garden and Edinburgh University have now been made via the Edinburgh Living Landscapes Board and some high profile sites will be identified by end 2018.	
BE16	Raingarden Officer	Scottish Green Infrastructure Forum	Funding secured for a Glasgow project office from Oct 2018 – June 2019. Part of this role will be to seek and secure funding for a roll out to Edinburgh (and wider CSGN) from June 2019 onwards. Glasgow pilot project will develop resources and techniques for a wider CSGN project.	
BE18	Coastal change and risks along Edinburgh's coast	University of Glasgow, Scottish Natural Heritage	Discussion and a funding application with the University of Glasgow is currently being progressed to downscale <a href="#">Scottish Coastal Change Assessment</a> to Edinburgh city level.	
BE19	Coastal adaptation and stakeholder engagement	University of Glasgow, Scottish Natural Heritage	University of Glasgow blog of Edinburgh's coast as part of Edinburgh's City Vision 2050 engagement exercise. Edinburgh Shoreline project is raising community awareness of coastal climate change and adaptation. This includes two key activities involving Royal Botanic Gardens Edinburgh, the universities of Glasgow and Edinburgh, Concrete Scotland, Scottish Wildlife Trust and Autecology: 1) NERC funded public engagement pilot involving school children, a video and public engagement installation at Cramond Beach on 'greening the grey' to reduce coastal habitat loss associated with climate change risks (Jan - March 2017 funding activities into March 2018) and 2) The Shoreline Exhibition running from June - October 2018 at RBGE which presented coastal climate change issues. Co-developed with the team from 1, and Edinburgh Living Landscapes.	
BE20	Edinburgh's Local Transport Strategy (LTS) Review	The City of Edinburgh Council	The LTS is under review. The updated LTS is intended to be reported back to Council Committee by March 2019 for approval.	

## Built Environment and Infrastructure

Ref	Summary of Action	Partners	Progress 2017/18	Status
BE21	Embed adaptation into the Road Asset Management Plan	The City of Edinburgh Council	To be progressed in 2018/19. The Council's review of sustainability will aid governance arrangements for embedding adaptation in Council processes and service delivery.	
BE22	Weather Resilience and Climate Change Adaptation Plan for Network Rail Scotland Route	Network Rail	Network Rail's <a href="#">Route Weather Resilience and Climate Change Adaptation Plans Scotland</a> is supported by an evaluation of the resilience of rail infrastructure to historical weather events and an awareness of potential impacts from regional climate change projections.	
BE23	SEStran Regional Transport Strategy	South East Scotland Transport Partnership (SEStran)	Not progressed. Ways to progress this action will be looked at in 2018/19.	
BE24	The University of Edinburgh Climate Change Adaptation Strategy	The University of Edinburgh, Edinburgh Living Landscapes, Edinburgh Adapts Steering Group	The University has delayed launch of the Adaptation Strategy and a related biodiversity strategy to await outcomes from the EAUC Adaptation Task Group, which will feed into the strategy. The Task Group will report in the autumn and the launch date is also planned for then. A University bespoke sustainable design standard is now being trialled and adaptation has been embedded within it. A collaborative project with Historic Environment Scotland is underway to adapt a lecture theatre and this will inform the approach to existing buildings taken in the strategy.	
HS1	Edinburgh World Heritage Management Plan 2017-2021	City of Edinburgh Council, Edinburgh World Heritage (EWH), Historic Environment Scotland, SNH	The EWH Management Plan 2017-2021 was published in March 2018. It takes into consideration the impacts of climate change on the World Heritage Site and responses to alleviate them.	
HS2	Historic buildings - awareness raising through training in traditional repair skills for owners/occupiers and trades people.	Edinburgh World Heritage, Historic Environment Scotland (HES)	A number of DIY skills workshops were delivered in 2017/18 covering maintenance and energy efficiency. HES provided a speaker for an ESPC Property Maintenance Event aimed at tenement owners in February 2018. The Engine Shed, Scotland's first dedicated building conservation hub opened in Stirling in July 2017. It is run by HES and serves as a central hub for building and conservation professionals and the general public.	

## Built Environment and Infrastructure

Ref	Summary of Action	Partners	Progress 2017/18	Status
HS3	Maintaining historic buildings to ensure they are adapted to current and future climate impacts	Edinburgh World Heritage (EWH), Historic Environment Scotland (HES)	EWH manages the Conservation Funding Programme. Through this property owners benefit from funding towards maintenance improvements.	
HS4	Historic Buildings - easy-read adaptation guidance for owners of historic residential and commercial buildings	Edinburgh World Heritage, Historic Environment Scotland	'Climate Change Adaptation for Traditional Buildings – Short Guide' was published in October 2016. The guide is aimed at homeowners, building professionals and landlords wishing to maintain and improve the buildings in their care.	
HS5	Edinburgh specific historic building maintenance guide	Edinburgh World Heritage, Historic Environment Scotland, VisitScotland	Plans have been developed to deliver a joint EWH-HES maintenance guidance in 2018-19.	
HS6	Historic Environment Scotland's Climate Change Action Plan 2012-17	Historic Environment Scotland	In January 2018, Historic Environment Scotland launched a <a href="#">Climate Change Risk Assessment</a> of its whole estate. This represents the first step in a comprehensive and ongoing exercise to understand, monitor and manage environmental risk to all Historic Environment Scotland's buildings, monuments and sites. The risk assessment has informed their new <a href="#">Asset Management Plan</a> and <a href="#">Investment Plan</a> , which were both launched in March and work is ongoing to incorporate the risk assessment into their new Properties in Care Asset Management System. A HES Seminar on Climate Change Impacts on the Historic Environment was held in May 2018.	

## Flood Prevention

Flooding has a huge impact on all sectors of society. Climate change is likely to exacerbate river and coastal flooding and greater frequency and intensity of extreme rainfall will increase surface water flooding.

The City of Edinburgh Council works in partnership with neighbouring local authorities, the Scottish Environment Protection Agency (SEPA) and Scottish Water on flood prevention. A [Local Flood Risk Management Plan](#) for the Forth Estuary catchment was published in June 2016. This outlines strategies and identifies areas vulnerable to flooding from all sources and potential mitigation measures and actions.

Edinburgh has two flood prevention schemes in place on the Braid Burn and the Water of Leith. Both these schemes are designed for a 1 in 200 year event and include an allowance for climate change. Undeveloped areas of land fulfil an important flood function and should be allowed to flood in order to protect built-up areas from floodwater. These are shown on the Edinburgh Local Development Plan Proposals Map as areas of importance for flood management.

Phase 2 of the Water of Leith Flood Prevention Scheme is now complete and fully functional. Engagement with the community ensured the works took into account the needs of local people. The



new scheme also provides enhanced access to the riverside walkway, disability access and improvements to the environmental and amenity aspects of the area.

Scottish Water have completed an integrated catchment study for Edinburgh. The outcomes and results from this will be used to start preparing surface water management plans for the city. These will assess current and future rainfall flooding risks and suitable solutions.

Other flood prevention actions in the Action Plan are progressing well. Overleaf is the full list of Flood Prevention actions being delivered as part of the Edinburgh Adapts Action Plan.

## Flood Prevention

Ref	Summary of Action	Partners	Progress 2017/18	Status
FL1	Water of Leith (Phase 2) Flood Protection Works	The City of Edinburgh Council	The Water of Leith (Phase 2) Flood Prevention Scheme is now complete and fully functional.	
FL2	Water of Leith Flood Protection Works Future Phases	The City of Edinburgh Council	No funding is currently available and no further works are planned.	
FL3	Forth Estuary Flood Risk Management Strategy	Scottish Environment Protection Agency (SEPA), The City of Edinburgh Council, local authorities, Scottish Water, Scottish Natural Heritage	Strategy published December 2015. SEPA are in the process of reviewing strategies, interim report to be published 2018/19.	
FL4	Forth Estuary Local Flood Risk Management Plan 2016-2025 (LFRMP)	Scottish Environment Protection Agency (SEPA), Scottish Water, The City of Edinburgh Council and 12 neighbouring Local Authorities, Scottish Natural Heritage	A LFRMP for the Forth Estuary Catchment has been prepared which will outline strategies and identify areas vulnerable to flooding from all sources and potential mitigation measures and actions. This plan was published in June 2016. The Plan can be found at: <a href="http://www.edinburgh.gov.uk/info/20045/flooding">http://www.edinburgh.gov.uk/info/20045/flooding</a> .	
FL5	Edinburgh and the Lothians Integrated Catchment Study (ICS) (linked with below)	Scottish Water	The integrated catchment study for the City of Edinburgh is now complete, the City of Edinburgh Council are awaiting outcomes and results to be provided in full by Scottish Water.	
FL6	Surface Water Management Plan (SWMP) (linked with the above)	The City of Edinburgh Council, Scottish Water	The outcomes and results of the above sewer integrated catchment study will be used to start preparing surface water management plans.	
FL7	Water of Leith Siltation Study	The City of Edinburgh Council, Forth Ports and consultant	Siltation study was completed in February 2017 on the Water of Leith basins area. Further investigation is being undertaken in 2018, to confirm study findings.	
FL8	Niddrie Burn Flood Prevention Study	The City of Edinburgh Council, Scottish Environment Protection Agency and consultant	This project is progressing, two rain gauges have been installed and flow meter installation is expected in the coming months, data currently being recorded.	
FL9	Gogar Burn Flood Prevention Study	The City of Edinburgh Council, Scottish Environment Protection Agency and consultant	As from last year installation of a gauging station was no longer required, there has been no further progress to date.	
FL10	Water of Leith Flood Protection Scheme – continue to maintain existing flood protection scheme	The City of Edinburgh Council	Ongoing. Records are maintained by Flood Prevention Team.	

## Flood Prevention

Ref	Summary of Action	Partners	Progress 2017/18	Status
FL11	Maintain the Water of Leith (Phase 2) Flood Protection Scheme in Murrayburn and Roseburn when completed in 2018	The City of Edinburgh Council	Ongoing. Records are maintained by Flood Prevention Team. Flood Prevention are still awaiting health and safety file / as built from principle designer.	
FL12	Braid Burn Flood Protection Scheme	The City of Edinburgh Council, Scottish Water, Network Rail, SEPA, Scottish Natural Heritage, and private landowners	Records maintained by the Flood Prevention Team.	
FL13	Greendykes and Nether Craigour	The City of Edinburgh Council	Greendykes has been constructed. Flood Prevention undertaking annual inspection and maintenance. Nether Craigour is an NHS Project, still under construction.	
FL14	Coastal flood defences	The City of Edinburgh Council, Scottish Water, Network Rail, Marine Scotland, SEPA, Scottish Natural Heritage and private landowners	Records maintained by the Flood Prevention Team.	
FL15	Reservoir maintenance	The City of Edinburgh Council	Records maintained by the Flood Prevention Team.	
FL16	Assessment and Inspection, Clearance and Repair	The City of Edinburgh Council, asset/land managers	Watercourses are inspected and maintained and records maintained by the Flood Prevention Team	
FL17	Emergency Response	The City of Edinburgh Council, Emergency and Health Services, SEPA, Met Office, Scottish Water, Voluntary Organisations and other agencies	Ongoing. As and when required.	
FL18	Strategic Mapping and Modelling - sewer catchments	Scottish Water	Ongoing.	
FL19	Awareness raising	SEPA, Scottish Flood Forum, community flood action groups and local authorities	The City of Edinburgh Council will engage at a project level when required.	
FL20	Site Protection Plans	Edinburgh Airport, other organisations	Ongoing	
FL22	Reach agreement on SUDS between Scottish Water and CEC	The City of Edinburgh Council, Scottish Water	Discussions between CEC and Scottish Water are ongoing. Planning department taking the lead on section 7 agreement, no progress to date.	

## Society and Economy

Climate change poses threats to our citizens and to the future prosperity of Edinburgh. Appropriate adaptation action taken now will help maintain a city that is safe for residents, attractive to business and investors, and climate proofed for tourism.

Communities across the city are vulnerable to a whole range of impacts from climate change, including flooding, damage to property and temperature fluctuations. The Action Plan aims to raise awareness of the impacts of climate change on individuals, communities and the economy, and ways to increase resilience to them through partnership, neighbourhood and locality working.



The [Re-Imagining Your Gardens and Streets](#) community engagement project focused on working with residents in the Granton area on innovative ways to transform their local streets into well adapted community spaces. The project was

developed by the Royal Botanic Garden Edinburgh and Heriot Watt University with sessions run by the Museum of the Future Now. From this project, a neighbourhood adaptation planning tool will be created to help other areas explore the possible routes to creating well adapted gardens and streets.



Edinburgh Shoreline is a new community centred initiative celebrating Edinburgh's coastline.

As part of this project the Royal Botanic Garden Edinburgh is holding an exhibition exploring how living shorelines are more resilient to climate change.

The Green Arts Initiative (GAI) is an interactive community of Scottish arts organisations working to reduce their environmental impact. They share knowledge and keep informed about climate change issues and are incorporating adaptation into their programmes of work. The [GAI conference](#) this year will focus on Culture Change, partly looking at how the impacts of climate change will have direct consequences for the artistic and operational work of cultural organisations. Edinburgh Adapts is to feature as one of the presenters at the event. In 2018 a research internship will examine climate change implications specifically for the visual arts organisations in Edinburgh, undertaking a deeper sub-sector approach to provide learnings which can be shared at a local and national level.

Planning Aid Scotland have been working with Adaptation Scotland on lesson plans for schools and these are now available on the Adaptation Scotland website. A training resource on climate adaptation for planners is currently being designed.

Overleaf is the full list of Society and Economy actions being delivered through the Edinburgh Adapts Action Plan.

## Society and Economy

Ref	Summary of Action	Partners	Progress 2017/18	Status
SE1	Edinburgh Community Resilience Project (Pilot)	Corporate Resilience Unit, Category 1 Responders, other relevant agencies, Neighbourhood Partnerships, community-based groups	The community resilience groups that were established in two Community Council areas as part of this project continue to operate. A second phase of the project is currently being scoped and funding proposals developed, with the aim of extending community resilience to include and align: local communities, local businesses and Responder organisations. If project funding is successful, it is anticipated this project will begin in April 2019.	
SE2	Partnership & locality working	The City of Edinburgh Council, Edinburgh Partnership, Neighbourhood Partnerships, Locality Leadership Teams, Community Planning partners	Ongoing. A number of events have been held. A “Re-shaping Our Street” community engagement project focused on new ways to communicate climate change risks and opportunities to the local community in Granton.	
SE3	Public Sector Sustainable Food Procurement	Edinburgh Food for Life Partnership (EFFLP)	Ongoing. Through EFFLP all City of Edinburgh Council schools, four care homes and a day care centre hold at least the bronze Catering Mark Award and the University of Edinburgh was the first university in Scotland to be awarded it. Two Council-run schools and one care home hold the silver Catering Mark. Edinburgh partners now serve more than 3.5 million award winning meals each year.	
SE4	Food Hubs - development proposals	Edible Edinburgh, Glasgow Food Policy Partnership, City of Edinburgh Council, Glasgow City Council, Nourish Scotland, Edinburgh/Glasgow food groups	A number of food hubs exist in Edinburgh. Next steps will be to join these hubs together to form a network across the city.	
SE5	Measure Edinburgh’s progress as a ‘Sustainable Food City’	Edible Edinburgh, Edinburgh Centre for Carbon Innovation, Edinburgh’s universities	Indicators and monitoring will be developed as part of Edible Edinburgh’s work plan going forward.	
SE6	Local Sustainable Food Growing Strategy	Edible Edinburgh	In the early stages of development. Scoping exercise completed and consultation events being planned. Food Growing Strategy to be delivered by April 2020.	
SE7	MSc Participation in Policy & Planning Food project	University of Edinburgh MSc Participation in Policy and Planning course, Edible Edinburgh	Completed. MSc student project undertaken with <a href="#">final report</a> being presented at special Scottish Parliament event.	

## Society and Economy

Ref	Summary of Action	Partners	Progress 2017/18	Status
SE8	Adaptation advice, support, awareness raising and research	Edinburgh Centre for Carbon Innovation (ECCI), ClimateXChange (CXC), Sniffer	ECCI/CXC/Sniffer continue to work providing practical adaptation advice for businesses and organisations based on the best available evidence.	
SE9	The Green Arts Initiative (GAI)	Creative Carbon Scotland, Festivals Edinburgh, Green Arts Initiative members	Ongoing. The <a href="#">Green Arts Initiative</a> has continued to develop and grow, with over 200 members across Scotland. Knowledge sharing activity between members keeps them informed about climate change issues. <a href="#">2017 report</a> published in March. 2017 reporting form will ask explicitly about member adaptation actions. 2017 Green Arts conference had a part focus on adaptation plans of cultural SMEs and the 2018 Conference will partly focus on how the impacts of climate change will have direct consequences for the artistic and operational work of cultural organisations.	
SE10	PAS Training Programme - Engagement & Awareness	Adaptation Scotland, Planning Aid Scotland (PAS), partners	Completed the lesson plans for schools with Adaptation Scotland, now available on the Adaptation Scotland website. A training resource on climate adaptation for planners is currently being designed. PAS is engaging with the Scottish Government in discussion on how to provide support for the development of the second Scottish Climate Change Adaptation Programme.	
SE11	PAS planning advice helpline	Planning Aid Scotland (PAS) Advice Service	Ongoing support through the advice service.	
SE12 & SE13	Community Raingardens and community mentoring	Grow Wild Scotland	Ongoing. Activity undertaken through Grow Wild seed kit resource to get people started on planning and growing wildflower areas. Upcoming community garden training day in Edinburgh in October providing hands-on skills training on developing and maintaining wild spaces for biodiversity.	
SE14	Living Wall	Lymbus	Not progressed. No funding was secured for this.	
SE15	VisitScotland Quality Assurance Scheme [Scotland wide]	VisitScotland	Quality Assurance Scheme minimum sustainability requirement increased to promote continuous improvement in sustainable practices in tourism businesses.	

## Society and Economy

Ref	Summary of Action	Partners	Progress 2017/18	Status
SE17	Adaptation showcase and information hub	RSPB, Schools, community groups, Edinburgh Living Landscapes, Community Councils, Friends of Parks Groups, tenant/ housing groups.	To be progressed. Methodology and resourcing of this action needs to be developed. This will be taken forward in 2018/19.	
SE18	Royal Botanic Garden Edinburgh (RBGE) awareness raising	Royal Botanic Garden Edinburgh	Progressing. Range of public engagement and practical events held in 2017-18 including: the Edinburgh Shoreline Exhibition exploring how living shorelines are more resilient to climate change; a lunchtime session with Council employees on green infrastructure best practice and how this could feature in Edinburgh's coastal development; a session on sea defences with Craigroyston High School and sessions with four secondary school classes delivered by the Scottish Wildlife Trust on how sea defences protect cities and what changes need to be made to account for sea level rise; and, 'Sceptics in the pub' evening event open to the general public involving specialists from University of Glasgow presenting their work on climate change and how it impacts cities/coastal areas in a way accessible to local people and wider audiences.	
SE19	'Are we ready' toolkit and workshops	Scottish Communities Climate Action Network (SCCAN), Adaptation Scotland	'Are we Ready?' toolkit available on SCCAN's website. Resource designed to facilitate and start conversations about resilience and adaptation amongst community groups.	
SE20	Community Adaptation Network	Edinburgh Adapts Steering Group, Adaptation Scotland, Community Adaptation Network	Ongoing. Adaptation Scotland held a number of Community Adaptation events in 2017/18.	
SE21	2050 Climate Group	2050 Climate Group	Second Young Leaders Development Programme (YLDP) began in April 2017 with 150 Young Leaders selected from over 300 applications, showing the rising interest among the 2050 Climate Group's target demographic of 18-35 year olds in this programme. Young Leaders attended six climate change and leadership modules, which addressed how change can be created within personal, professional and political spheres of influence. Modules included keynote speakers, workshops and development of action plans. Young Leaders undertook over 200 actions to address climate change. See their <a href="#">2017/18 Actions Impact Report</a> .	

# Transport and Environment Committee

10.00, Thursday, 4 October 2018

## West Princes Street Gardens Project – Update

<b>Item number</b>	7.6
<b>Report number</b>	
<b>Executive/routine</b>	Executive
<b>Wards</b>	City Centre
<b>Council Commitments</b>	15,43,46

### Executive Summary

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The Council entered into a development agreement for improvements to West Princes Street Gardens (WPSG) and replacement of the Ross Bandstand with the Ross Development Trust (RDT) in December 2016. Since then significant progress has been made, including the wonderful restoration of the Ross Fountain, which was completed this summer.

However, as detailed in a report to the Culture and Communities Committee in [March 2018](#), through a series of joint workshops early in 2018 RDT and Council officers had explored opportunities for delivery which would enable fundraising to progress, secure a long-term sustainable legacy and ensure delivery of the project.

At the request of the Culture and Communities Committee a public consultation exercise, led by the Council, ran from 26 June 2018 to 14 September 2018 to gauge the level of public support for the key principles, on the future management arrangements, and on operational aspects of the project.

This report sets out the results from the consultation and proposes to revise the current working agreement between the City of Edinburgh Council and the RDT.

## West Princes Street Gardens Project - Update

### 1. Recommendations

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- 1.1 It is recommended that Transport and Environment Committee:
  - 1.1.1 Note the results of the public consultation as set out in paragraph 3.1 and appendix 1;
  - 1.1.2 Note that the level of major events in WPSG is set out in the Parks Manifesto (currently a maximum of five per year) and that any proposed change to this would be subject to Committee approval;
  - 1.1.3 Agree that the management and control of all aspects of the gardens should remain with the Council;
  - 1.1.4 Approve the changes proposed to the Development Agreement (DA) between the Council and RDT (as set out in paragraph 3.8) and delegate authority to the Executive Director of Place in consultation with the Convener and Vice Convener of Transport and Environment to progress the development of the revised DA on this basis;
  - 1.1.5 Note that a summary of the RDT fundraising plan is set out in paragraphs 3.10 – 3.13; and
  - 1.1.6 Approve governance and resourcing of the project going forward as set out in paragraphs 3.14 – 3.19.

### 2. Background

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- 2.1 RDT was established as a Scottish Charitable Incorporated Organisation (SCIO) and entered into a Development Agreement (DA), with the Council in December 2016, to support the delivery of the WPSG project, which included a replacement bandstand (Pavilion) and a new Garden Reception Building.
- 2.2 Council officers have worked closely with RDT since its inception and both organisations have dedicated significant staff time and resources to the project.
- 2.3 The current DA between RDT and the Council governs the delivery by RDT of the various Works Packages as part of the Project, as set out below:
  - Design competition for the bandstand and Garden Reception Building (now complete);

- Refurbishment of the Ross Fountain (now complete);
  - Refurbishment of the gardener's cottage (now complete);
  - Refurbishment of the shelters;
  - Refurbishment of the red blaes area;
  - Ancillary signage, lighting, and garden improvements;
  - Construction/redevelopment of the bandstand and Garden Reception Building; and
  - Redevelopment/reconstruction of the bridges over the railway lines to access WPSG.
- 2.4 RDT has financed and completed work on two aspects of the project - the refurbishment of both the Gardener's Cottage (completed in Summer 2017) and the Ross Fountain (completed in Summer 2018). The architectural competition for the Bandstand was successfully completed in August 2017 with the entry from WHY selected.
- 2.5 However, the report in March 2018 indicated that RDT required greater clarity on the detail of future governance and operation of the new Pavilion and Garden Reception Building as a pre-requisite for the substantive fundraising appeal and campaign.
- 2.6 In addition, a series of workshops explored potential issues, opportunities and challenges in considering the following options for taking forward the improvements to WPSG and the replacement of the Ross Bandstand:
- Retaining the existing development agreement;
  - RDT taking full control;
  - The Council taking full control;
  - Setting up a new proposed charitable Arm's Length External Organisation (ALEO);
  - Establishing a new development agreement between the RDT and the Council; and
  - Creating a Joint Venture.
- 2.7 The conclusion of the workshop was that setting up a charitable ALEO could create a foundation that would enable the key parties to address maintenance and future management issues while enabling RDT's fundraising to progress, ensuring delivery of the project and securing a long-term sustainable legacy for the gardens. This option was also considered to provide assurance that future maintenance could be funded by ring fencing income within the Gardens.
- 2.8 At the request of Culture and Communities Committee a public consultation was developed to gauge public support for elements of the development and the

proposals for future management arrangements. The public consultation ran from 26 June 2018 to 14 September 2018.

### 3. Main report

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- 3.1 The public consultation exercise comprised an online survey and three drop-in events over the duration of the consultation. People were asked to share their views of the project on the following issues:
- What role should West Princes Street Gardens have in the City?
  - Do you feel that the current infrastructure (access, paths, and facilities) in the gardens requires investment to meet needs for the City?
  - Do you agree or disagree with the project's vision for West Princes Street Gardens?
  - What elements within the project are the most important to you?
    - New Pavilion.
    - Improved accessibility.
    - Changes to the landscaping.
    - Upgrade of the Red Blaes.
    - Proposed Garden Gateway building.
    - Café.
  - How many major activities would you support?
  - Do you agree or disagree with the proposal that Council should form an Arm's Length External Organisation (ALEO) to enable it to attract external sources of funding to enhance the infrastructure and protect the legacy of West Princes Street Gardens?
- 3.2 In total, more than 1,200 responses were received to the public consultation. While the full results will be published on the Council's Consultation Hub, a copy of the survey and a summary of the results are included in appendix 1.
- 3.3 The principal themes from the feedback are:
- There is positive public support for the project's vision;
  - The replacement Pavilion is the most popular element of the project;
  - Further assurance is needed to address concerns that the gardens will lose their tranquil nature due to size of development;
  - Development work should not commence until all funding is in place;
  - More information should be shared publicly as the design develops; and
  - There is a lack of public support to proceed with the proposed ALEO.
- 3.4 The approach being taken for the project aligns clearly with themes above.
- 3.5 However, in response to the significant lack of public support for the proposed ALEO, officers considered that it would not be appropriate to recommend

progressing with the creation of an ALEO to manage the future development and operations. On that basis, officers and RDT have been discussing alternative arrangements to take forward the proposed improvements and the redevelopment of the Ross Bandstand while still achieving the necessary conditions for investment.

- 3.6 The outcome of these discussions has led officers to recommend that a revised DA be developed to take forward the project and provide clarity on the future management and maintenance of WPSG and the Ross Bandstand.

### **Next Steps**

- 3.7 As reported to Culture and Communities Committee in March 2018 and in response to the public consultation feedback there is a requirement for the DA to be supplemented to protect the legacy of the investment and to enable the continuation of the project.

- 3.8 The proposed new arrangements set out within a revised DA would include:

- 3.8.1 The Council agreeing to be a funder of last resort for the project with an in-principle contribution of 20% of total project capital costs, capped at a maximum of £5m, should the project fail to secure the full amount of capital funding required. This proposal is subject to consideration and approval through the Council's Capital Investment Programme process. If Capital Investment is approved, it will only be made available if RDT can demonstrate to the reasonable satisfaction of the Council that the remaining 80% funding has been committed.
- 3.8.2 The Council will maintain the new infrastructure within WPSG to a mutually agreed, acceptable standard of maintenance. It will only be possible to estimate the likely maintenance costs once the final design has been agreed. An annual report will be prepared on the operation and maintenance of the infrastructure once the development is complete.
- 3.8.3 The Council will honour all gift agreements with donors beyond the completion of development works.
- 3.8.4 The Parks Manifesto commitment on the number and scale of events in the gardens will be honoured. This will be detailed in the revised DA;
- 3.8.5 The Council will develop an operational delivery plan for the new Pavilion with the Cultural Venues team taking responsibility for programming.
- 3.8.6 The Council will develop a robust business plan for the Pavilion and wider area in partnership with RDT and in collaboration with the design team. The plan will be developed in parallel with the design development and fundraising activities.

- 3.9 The roles and responsibilities of the Council and RDT will be clearly defined within the revised DA and will include a clear process for decision making on each element.

### Fundraising and Milestones

- 3.10 RDT have appointed a Director of Development, with responsibility for public engagement and fundraising. A new team is being established to take forward the four-year campaign delivery and fundraising strategy which has been developed. The timeline of key events and milestones will need to align with the confirmed project delivery timescale.
- 3.11 This team will be responsible for developing a framework for gift recognition and corporate sponsorship opportunities. The final framework will be agreed with the Council in advance of implementation.
- 3.12 The framework will also include an overall approach for significant gifts and sponsorship agreements, but it is anticipated that these will be considered on case by case basis. This will include undertaking the necessary due diligence to ensure that the support does not jeopardise the objectives of the project or impact on the reputation of the project and/or the Council.
- 3.13 Once the fundraising plan is agreed, clear milestones will be set by the Council and regular monitoring undertaken to ensure that these are being met.

### Resourcing and Governance

- 3.14 The Culture service will lead the Council's involvement in this project and will be responsible for liaison with RDT. Officers will have day to day oversight of the project and will work on the Business Plan, contribute to the design development process and will provide support to RDT. An internal working group comprising colleagues from finance, planning, legal and communications will also support the project. The project is also included in the Council's change programme and is monitored on a monthly basis.
- 3.15 A comprehensive communications plan will be developed, with agreed key messages and a protocol for communications established.
- 3.16 If Committee approve the approach outlined in this report, the DA will be revised to incorporate the changes outlined in paragraph 3.8.
- 3.17 Officers will continue to work with RDT and WHY to refine the design, develop the Business Plan and support the fundraising campaign.

### Timescales

- 3.18 Committee is asked to note that there will be no development work undertaken until all of the finances required have been secured.
- 3.19 Assuming Committee approval is granted:
  - 3.19.1 It anticipated that fundraising and the design development process will commence immediately;
  - 3.19.2 A bid for Capital Investment funding will be progressed as part of the Council's budget setting process; and

3.19.3 Progress updates on the project will be included in the Business Bulletins for both Culture and Communities and Transport and Environment Committee on a six monthly basis.

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

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- 4.1 The completion of the refurbishment and development of WPSG in general, and the redevelopment of the Ross Pavilion and the construction of the associated Gateway Building in particular, is to the benefit of residents, visitors, event organisers and Festivals, and Edinburgh's reputation

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

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- 5.1 The Council has not made any financial commitment to the infrastructure development or to the redevelopment of the Ross Bandstand. However, it is proposed that a bid is considered through the Council's Capital Investment process, to secure a maximum of £5m for this project. This funding would only be used in the event that RDT secured 80% of the project costs from external sources. Committee is asked to approve, in principle, the project team submitting this bid.
- 5.2 Council officers will continue to support the project on an on-going basis and any operational costs incurred through the design development phase will be met from within existing budgets.
- 5.3 When the design is complete, the business plan will be updated to reflect the anticipated costs for maintenance. These will be reported to Committee at the appropriate time.

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

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- 6.1 There is, with any project of this nature, a risk to the reputation of the Council. A full risk register is in place and is reviewed regularly. Where appropriate, issues and mitigating actions will be referred to the Council's Leadership Team and to Committee if appropriate.
- 6.2 Activities will be undertaken in accordance with the Council, SCIO and Office of the Scottish Charity Regulator (OSCR) policies and procedures.

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

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- 7.1 A full Equalities Impact Assessment will be undertaken if the plans for WPSG and the new Ross Pavilion are approved.
- 7.2 It is anticipated that a positive impact will be achieved through the development of this project.

## 8. Sustainability impact

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- 8.1 There are no sustainability impacts arising from the proposals outlined in this report.

## 9. Consultation and engagement

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- 9.1 Council officers continue to work closely with RDT and wHY.
- 9.2 Public consultation ran between 26 June and the 14 September 2018.
- 9.3 Further public notification and consultation will be required in order to progress any amendment to the 1991 Act and the Court process under the Land Reform (Scotland) Act 2016. The requirement for this will be determined when the final plans are developed.
- 9.4 Any planning application coming forward will include consultation with the community prior to the submission of the application. There would also be a further opportunity for the public to comment during the formal planning application process.
- 9.5 It may be appropriate to undertake further public consultation as the project progresses. This will be considered as part of the on-going communications strategy and updates will be provided to Committee as appropriate.

## 10. Background reading/external references

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- 10.1 West Princes Street Gardens and the Ross Bandstand: an opportunity for renewal Corporate Policy and Strategy Committee [12 April 2016](#).
- 10.2 West Princes Street Gardens and Ross Bandstand Update City of Edinburgh Council [30 June 2016](#).

### Paul Lawrence

Executive Director of Place

Contact: Tasha MacKenzie – Senior Change and Delivery Officer

E-mail: [tasha.mackenzie@edinburgh.gov.uk](mailto:tasha.mackenzie@edinburgh.gov.uk) | Tel: 0131 469 3895

## 11. Appendices

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Appendix 1 – Consultation Results

# West Princes Street Gardens Project

## Overview

West Princes Street Gardens is one of the most cherished public green spaces in Scotland, loved by locals and visitors alike. However, over the past few decades due to increasing budget pressures the money available to invest in the facilities has decreased and as a result the Garden's infrastructure has suffered.

West Princes Street Gardens is one of the most beautiful and celebrated city-centre green spaces, offering a backdrop unparalleled anywhere in the world. The careful design of new infrastructure, set within a new holistic vision for the garden, will not only enhance the aspects of the Gardens that people have come to love but offer improvements which will enhance the experience of everyone who wishes to use them.

## Introduction

The purpose of this consultation is to provide an overview of a joint initiative by The City of Edinburgh Council and The Ross Development Trust to enhance the West Princes Street Gardens (WPSG).

The consultation aims to:

- Gauge support of proposals
- Explain who is involved and why
- Summarise the work done to date and the work that is planned.
- Outline how much it will cost
- Set out plans for continued engagement



What is your name?

Name

What is your email address?

If you enter your email address then you will automatically receive an acknowledgement email when you submit your response.

Email

What is your organisation? (If applicable)

Organisation

## Background

West Princes Street Gardens is one of the most cherished public green spaces in Scotland, loved by locals and visitors alike. However, over the past few decades due to increasing budget pressures the money available to invest in the facilities has decreased and as a result the Garden's infrastructure has suffered.

There is now a requirement to replace the current Ross Theatre, refurbishment of the Ross Fountain and other elements of the Gardens would benefit from investment, including better pedestrian and vehicular access, landscaping, signage, and visitor facilities.

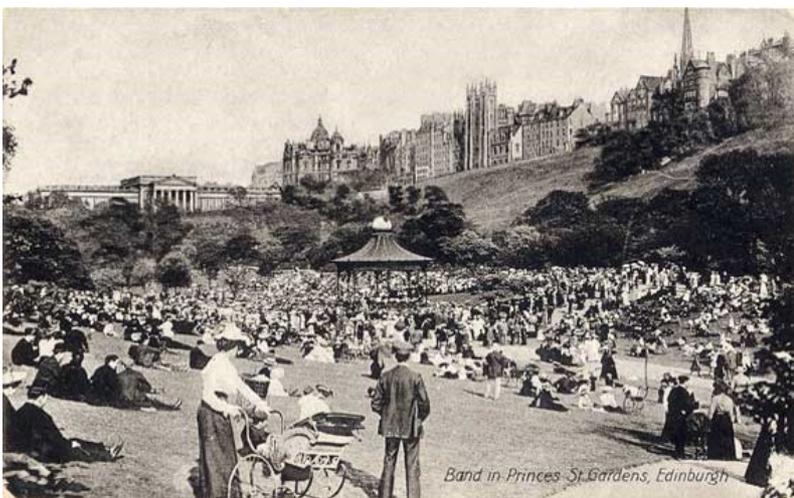
This project is being led through a partnership between The City of Edinburgh Council (CEC) and The Ross Development Trust (RDT). RDT was founded as a 'Scottish Charitable Incorporated Organisation' (SCIO) in September 2016.

RDT was set up with the purpose of:

- Selecting, funding, and building a new performance facility to replace the Ross Theatre.
- Advancing with agreement of the Council a series of garden wide improvements, with the intention of making West Princes Street Gardens more accessible and offering enhanced experiences for people in the Gardens.
- Implementing a number of projects including the restoration of the Ross Fountain and Gardener's Cottage

CEC and RDT have been working together to deliver improvements within West Princes Street Gardens through a Development Agreement approved by the Council in June 2016. This outlines that RDT have permission to fundraise and develop the planned improvements, in line with all statutory and council permissions required.

## Original Bandstand in 1877



What role should West Princes Street Gardens have in the City? (Please tick all that apply)

Please select all that apply

- Offer areas of tranquillity
  Improved accessibility
  Recognised cultural venue
  A place for enjoyment and relaxation
  Offer enhanced experiences for residents and visitors alike
  Provide a diversity of cultural activities

Do you feel that the current infrastructure (access, paths, and facilities) in the gardens requires investment to meet needs for the City?

Please select only one item

Strongly agree  agree  neither agree or disagree  disagree  strongly disagree

## The Gardens

Princes Street Gardens is Edinburgh's central garden and most famous open space. Located in the very centre of the city between the Old Town and New Town it is integral to the character of the city. The setting of the Gardens in the valley between these two contrasting historic areas of Edinburgh, with the Castle on its rock towering above the western end, create urban scenery which is without parallel within the UK.

The Gardens were formed at the insistence of residents of Princes Street who leased land that had been the Nor'Loch from the Council. The gardens were opened in 1821 to those residents willing to pay the annual fee of four guineas. Between 1845 and 1847, the Edinburgh-Glasgow Railway Company took its line through the bottom of the gardens which affected the layout and in 1872 the owners added the spectacular Ross Fountain by A Durenne of Paris. By the 1870s, there were still about 400 private individuals who subscribed to use the garden. In 1876 as a result of public pressure the Council adopted the gardens as a public garden for all residents and visitors to the city.

This site has long been a draw for national celebrations in the capital, in both summer and winter. Home to iconic events such as the fireworks finale of the Edinburgh International Festival, they also welcome in the new year with the Hogmanay celebrations which are annual attractions. These are balanced by smaller cultural activities such as Scottish country dancing, pipe bands and art, history and science exhibitions which take place throughout the year.

## Floral Clock



A memorable feature of the gardens is the floral clock which was installed in 1903 and was the first in Britain. Its popularity and success led to the widespread adoption of floral clocks as a prominent fashion in civic bedding displays during the early twentieth century

## Work done to date

Princes Street Gardens is a beautiful public garden and green space in the heart of the City. The Gardens sit as a centrepiece of the World Heritage Site that embraces both the Old and New Towns of Edinburgh and offer quality public gardens in an iconic internationally renowned setting.

Recognition that West Princes Street Gardens is a green space in the heart of the City and is at the forefront of all the work done to date and the planned improvements, through careful and sensitive design, will enhance the gardens without jeopardising the special and unique qualities of the space. Some of the key aspects of the project are listed below.

- **Investing in the Ross Fountain**

One aspect of the Gardens that required immediate improvement was the 146-year-old Ross Fountain. Having been exposed to almost a century and a half of Edinburgh's temperamental climate the Fountain was in a state of disrepair. A full restoration became our number one priority and this mini-project is a wonderful example of the benefit this partnership can make within the Gardens.



- **The Gardener's Cottage**

The Gardener's Cottage which sits just below the Floral Clock entrance, on the mound, was used for generations to house the Gardener responsible for maintaining the Gardens. The Trust has transformed the interior of the cottage to a modern office space upstairs, with a Victorian themed dining room and parlour downstairs, to match the authenticity of the building.



The Trust and Council are seeking to continue this programme with the investment in the replacement of the Ross Theatre along with investment within the Blaes Area; Play Facilities and the Garden's Gateway (visitors Centre)

### Did you know?

The Gardeners Cottage features on CBeebies **Teacup Travels** <<https://www.filmedinburgh.org/Filmed-Here/Teacup-Travels>> as Aunt Lizzie's House

## Vision

West Princes Street Gardens is one of the City's signature assets. It's setting and design forms a beautiful green space and a city-centre park of civic, cultural, horticultural and community value.

*Our vision is to celebrate the unique and special qualities of the West Gardens and to invest in its facilities to ensure they remain a beautiful and accessible asset of the City, to enhance the user's experience, and to ensure the gardens continue provide a cherished space for both residents and visitors.*

- The Ross Development Trust and City of Edinburgh Council joint project represents an opportunity to evolve Edinburgh's reputation as a world class city of heritage and culture, blending history and tradition with contemporary energies.
- The project will be advanced within a proposed Arm's Length External Organisation (ALEO) operating as a Charitable Trust with ownership of the gardens retained by City of Edinburgh Council
- The new investment will include the Ross Pavilion, Gardens Gateway and upgrading key infrastructure in the park in celebration of its status as one of Edinburgh's premier parks and greenspaces.

The design proposals, now being developed will be progressed through active local consultation and engagement to:

- Improve pedestrian accessibility and reduce need for vehicular access
- Improved infrastructure to the red blaes area to allow a more adaptable usage (e.g Farmers markets/community events)
- A replacement Pavilion that creates a flexible contemporary venue, replacing an outdated concrete facility, the new venue will return much of the space to a garden landscape - terraces, accessible routes in and out and a flexible amphitheatre that will create places for communities to come together in a city with a worldwide reputation for heritage and culture.
- The addition of the visitor's centre and café (garden gateway) with indoor and outdoor seating; that becomes a secondary flexible space and supports a range of uses including small-scale performances, community meetings, activities, and workshops.

Do you agree or disagree with the project's vision for West Princes Street Gardens?

*Please select only one item*

- Strongly agree    Agree    Disagree    Strongly disagree    Don't Know

## Building on the Design Competition

The design brief of the International Competition was a joint document prepared by the Trust in conjunction with the Council and was launched on 9 February 2017. The focus of the competition was to select an innovative design for a replacement of the Ross Theatre but that also looked at the Gardens in their entirety, creating a new holistic vision for the space.

The International Design Competition attracted:

- Applicants from around the world
- Submissions from 125 architectural practices
- Allowed 7 applicants to be shortlisted based on their design experience and appreciation of the brief
- Enabled Design Concepts to be developed for public exhibition

Following the exhibition in the City Arts Centre each submission was assessed by a technical panel of experts in fields such as; planning, urban design, cost consultancy, health and safety, events, engineering, etc. to assess the merits and compliance with the brief of each design concept.

A professional Advisory Panel was established to interview and select the preferred Design Team and Design Concept.

The winning submission was that of American based firm wHY, in collaboration with local architects GRAS. Their submission best responded to the brief, the sensitivity of the site and the needs of the gardens but was also the most popular design amongst the people of Edinburgh.

The collective view was that the wHY design best:

- Recognised the historical context and backdrop of the Castle and the City
- Supported an increase in the green space within the Gardens
- Addressed the requirement to Improve accessibility
- Looked to reduce the Impact of events and vehicle movement within the gardens



What elements within the project are the most important to you. (1 being most important and 6 least important)

	1	2	3	4	5	6
<b>New Pavilion</b> <i>Please select only one item</i>	<input type="radio"/>					
<b>Garden Gateway (Visitors Centre)</b> <i>Please select only one item</i>	<input type="radio"/>					
<b>Upgrade to red blaes</b> <i>Please select only one item</i>	<input type="radio"/>					
<b>Improved Accessibility</b> <i>Please select only one item</i>	<input type="radio"/>					
<b>Change to landscape design</b> <i>Please select only one item</i>	<input type="radio"/>					
<b>Cafe</b> <i>Please select only one item</i>	<input type="radio"/>					

## Ownership

**The Gardens are a public asset under the ownership of the City of Edinburgh Council and this will not change. Access to the gardens and public use of the gardens will be protected.**

The Council and the Trust recognise the limitations of funding within current budgets with this proposed solution to allow new investment which otherwise would not be available.

## The 1991 Act

The City of Edinburgh District Council Order Confirmation Act 1991 sets certain restrictions on building in some of the city's parks. In Princes Street Gardens, only the following permanent buildings are permitted: "lodges for gardeners and keepers, hothouses and conservatories, monuments, bandstands, public conveniences, police boxes and buildings for housing apparatus for the supply of electricity and gas".

The Council will need to put a private bill before the Scottish Parliament seeking approval to make the appropriate amendments to the 1991 Act to progress the proposed changes in infrastructure to West Princes Street Gardens

The Council is unable to set out the timelines for this work at present due to the requirement of a final design

## Activities and Design

This new venue, will offer enhanced cultural and community opportunities for the people of Edinburgh. The concept design for the project aims to create three main activity spaces.

- The Ross Pavilion
- Garden Gateway including a café
- Upgraded recreation area formerly known as the red blaes area

Each area will provide flexible facilities, supporting a diverse range and scale of activities and events.

The facilities are 'hubs' for orientation and interpretation with event/activity focussed on cultural, heritage, education and community uses.

An issue with the existing Ross Bandstand, apart from being outdated, is that many production services need be brought in for every event. For the most part this consists of large vehicles, the movements of which have an adverse impact on the gardens. This can also limit access at certain times plus unsightly units and cabins are required on site during an event.

Currently there is in the region of 30 events (including Hogmanay, Festival Fireworks etc) held both within the current Ross Bandstand and the wider area within Princes Street Gardens. This includes events held on the red blaes area. There is also a cafe situated beside the Ross Fountain that operates throughout the year.

The venue will be better able to accommodate the larger performances that Edinburgh is synonymous with, such as the fireworks finale of the Edinburgh International Festival and Hogmanay. Currently these events cause weeks of disruption within the Gardens due to the volume of infrastructure required to be brought in to facilitate them. At present there is no intention to increase or reduce the number of these larger events, however, improving the access to the gardens and through the clever design of the new Pavilion, the disruption to the gardens for these events will be reduced.

It is estimated that between 150 and 200 smaller events and activities in the gardens for 200 or less people would take place and these would be housed within the Ross Pavilion or the Garden Gateway, to prevent impact on the rest of the gardens and ensure they remain open to the public while these smaller events are taking place. These non impact events are currently not possible given the existing infrastructure.

This programme will form a large part of the income generation plan for the venue, which will ensure the new facilities are self-sufficient and allow for ongoing investment in West Princes Street Gardens.

### Did you know?

More than 400,000 fireworks were launched during the 2017 International Festival Finale and it took 15 Pyrotechnicians 7 days to set up.

### How many major activities would you support?

*Please select only one item*

- 5 or less major activities (inc Hogmanay/fireworks)  5 or more major activities

### Anything else you would like to add in regards to change to activity usage?

## Investment and Defining a Governance Structure

Once the architectural competition was successfully completed in August 2017, RDT then began to fundraise for the construction cost (estimated £25m). As part of preliminary scoping work carried out by RDT it was clear that there was support for the project and potential donors were approached to make financial contributions towards the project.

In order to increase the chances of successful fundraising for the project, clarity was required on key issues such as ongoing maintenance and future management/operation once the project is completed.

To address this Council and the Trust held a series of workshops to discuss options for a new governance model for West Princes Street Gardens. There is a requirement for the model to be self-sufficient to ensure the regenerated infrastructure to be maintained without further strain to the public purse.

There were two key considerations when assessing potential models.

1. Is it suitable for a publicly owned, green space?
2. Does it give donors the necessary confidence that their financial contribution will be looked after long term?

## Options discussed

6 options were discussed.

1. Existing Status Quo (Current Development Agreement)
2. Council Full control (No change to Governance structure)
3. Council/The Trust (Elemental Basis - amended development agreement)
4. Charitable ALEO (Joint charity responsible for managing the gardens)
5. Joint Venture (Joint JV created to manage the Gardens)
6. The Trust full control (responsible for the management of the Gardens)

## Arms Length External Organisation (ALEO)

West Princes Street Gardens would remain as a public park and greenspace asset, owned by the Edinburgh City Council with guaranteed public access for all and retaining the parks and grounds management expertise.

The City of Edinburgh Council and The Ross Development Trust would jointly manage the facilities within the structure of the ALEO (Arm's Length External Organisation) as a proposed charitable trust operating in a stewardship role and managing the facilities in accordance with the new West Princes Street Gardens Trust Charter, that would define the rules and authority of the ALEO and its legal responsibility.

The proposed charitable status and remit of the ALEO would have up to nine trustees comprising of:

- equal representation from City of Edinburgh Council, Ross Development Trust and representative organisations with appropriate expertise. Please note such appointees act solely in the interests of the organisation to which they are appointed (i.e. the ALEO)
- It is proposed the ALEO would be a Scottish Charitable Incorporated Organisation (SCIO) with full transparency and subject to measurable performance targets, external audit and the Scottish Charity Regulator.
- The ALEO would be a corporate body with a defined and regulated remit to manage the gardens and re-invest all surpluses within the gardens.
- The chair of the ALEO should be one of the Independent Trustees
- The Members of the ALEO would ultimately be able to dissolve the ALEO should the performance targets not be achieved or if it cannot continue to serve a useful purpose, or if its property could be more suitably and effectively applied.

Similar governance arrangements exist for other parks and gardens across the UK and have been established to create improved parks, creating new opportunities for investment funding.

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**Audit Scotland May 2018 report on ALEOS** <<http://www.audit-scotland.gov.uk/report/councils-use-of-arms-length-organisations>>

The proposal is that Council forms an Arm's Length External Organisation (ALEO) to enable it to attract external sources of funding to enhance the infrastructure and protect the legacy of West Princes Street Gardens. Do you?

Please select only one item

- Agree  Disagree  Neither agree or disagree  Don't know

**Any other comments?**

Comments

**What happens next**

Once consultation has ended, officers will review all responses received from both online and drop in events, which in turn will feed into a report to Transport and Environment/Culture and Communities Committees, for onward referral to Council for approval.

This report will cover;

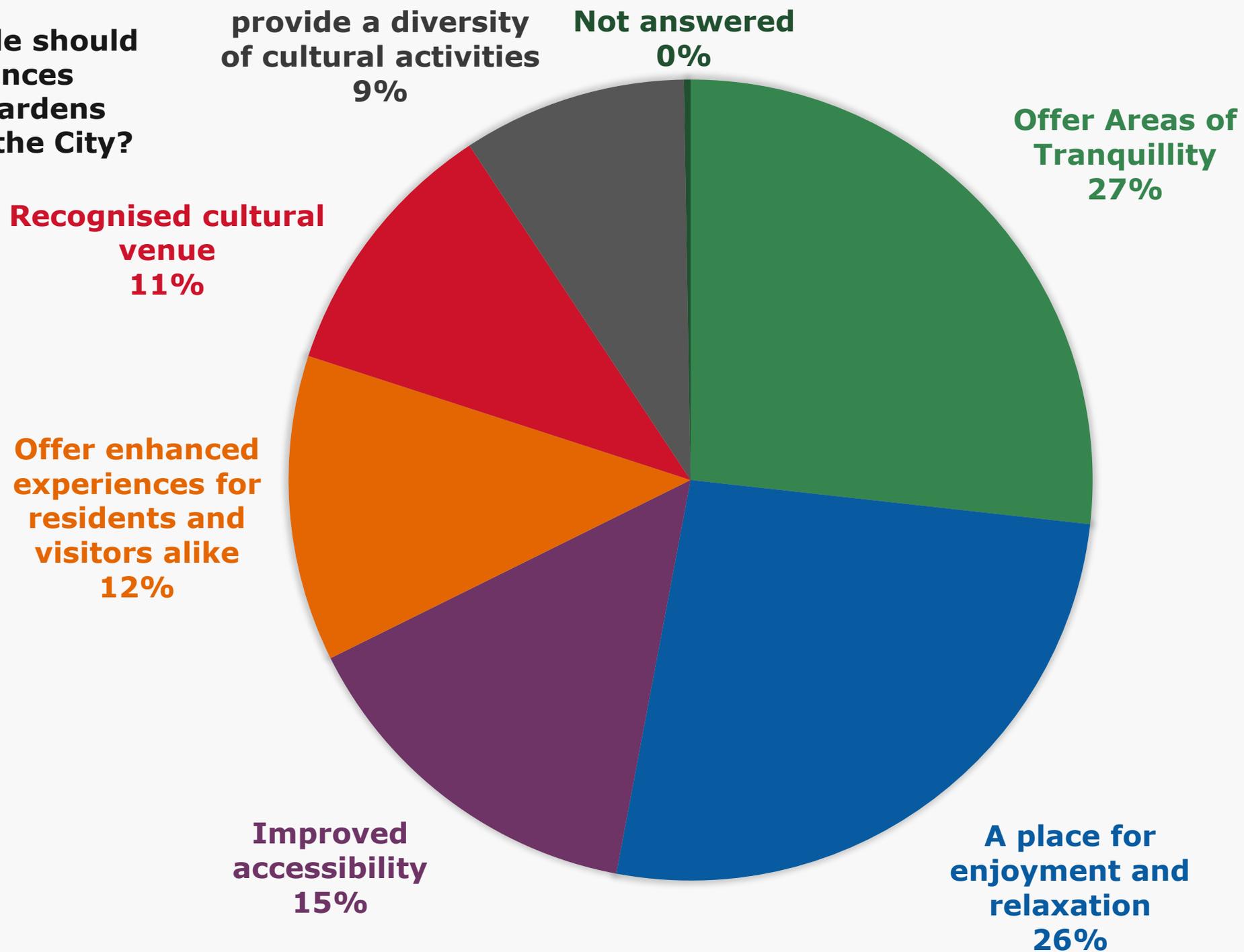
- Full results from the Public Consultation.
- Recommendations for the Trusts Business Case for the project
- Provide clarity around the proposed ALEO and how the governance would be managed to meet its objectives.

There will be further opportunities to feed into future consultation through the duration of the project and details will be published once dates are confirmed.

# West Princes Street Gardens Project

Consultation Results

**What role should West Princes Street Gardens have in the City?**



**Do you feel that the current infrastructure (access, paths, and facilities) in the gardens requires investment to meet needs for the City?**

**Strongly Disagree**  
7%

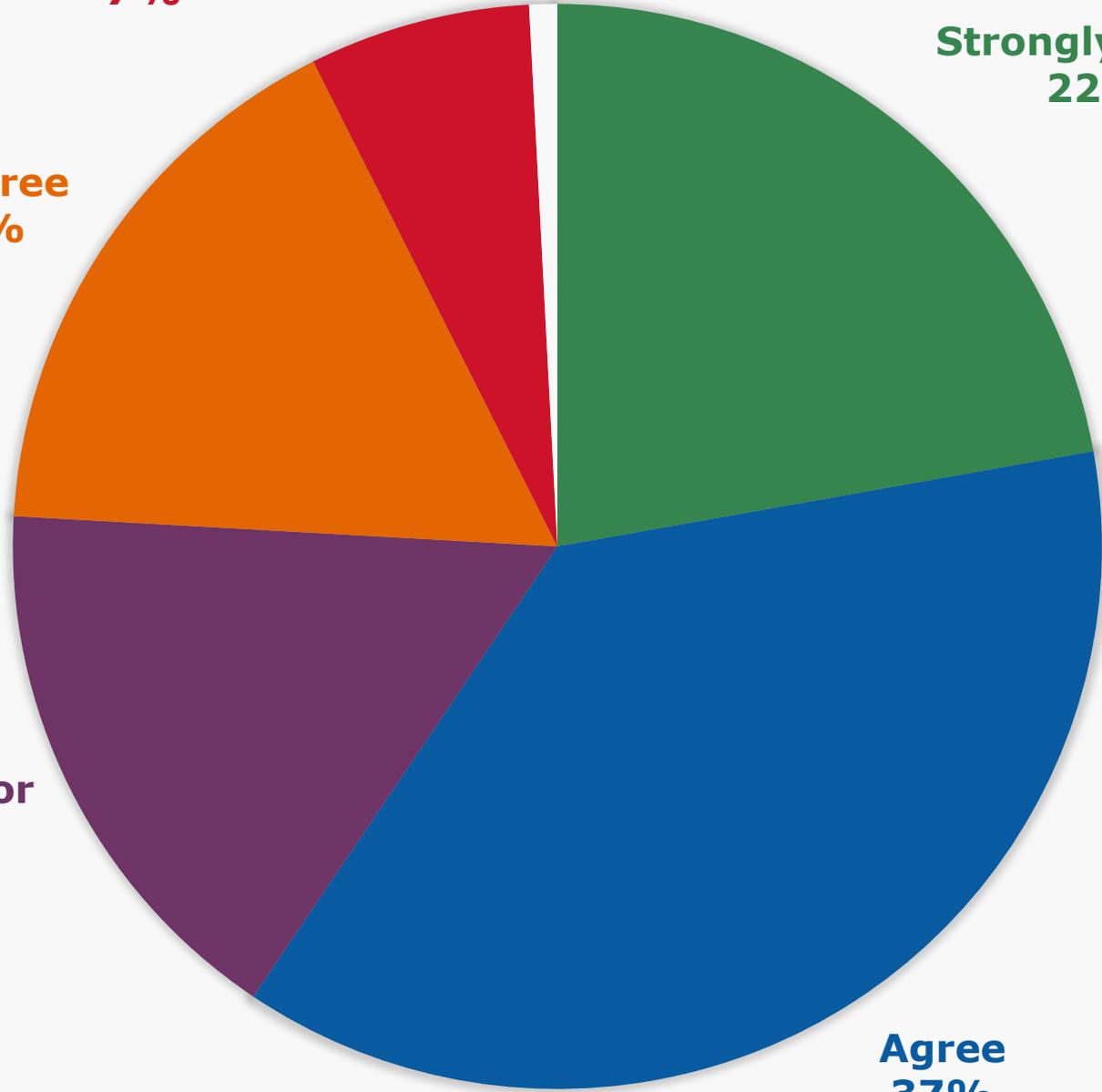
**Not Answered**  
1%

**Strongly Agree**  
22%

**Disagree**  
17%

**Neith agree or disagree**  
16%

**Agree**  
37%



**Do you agree or disagree with the project's vision for West Princes Street Gardens?**

**Strongly Disagree**  
**21%**

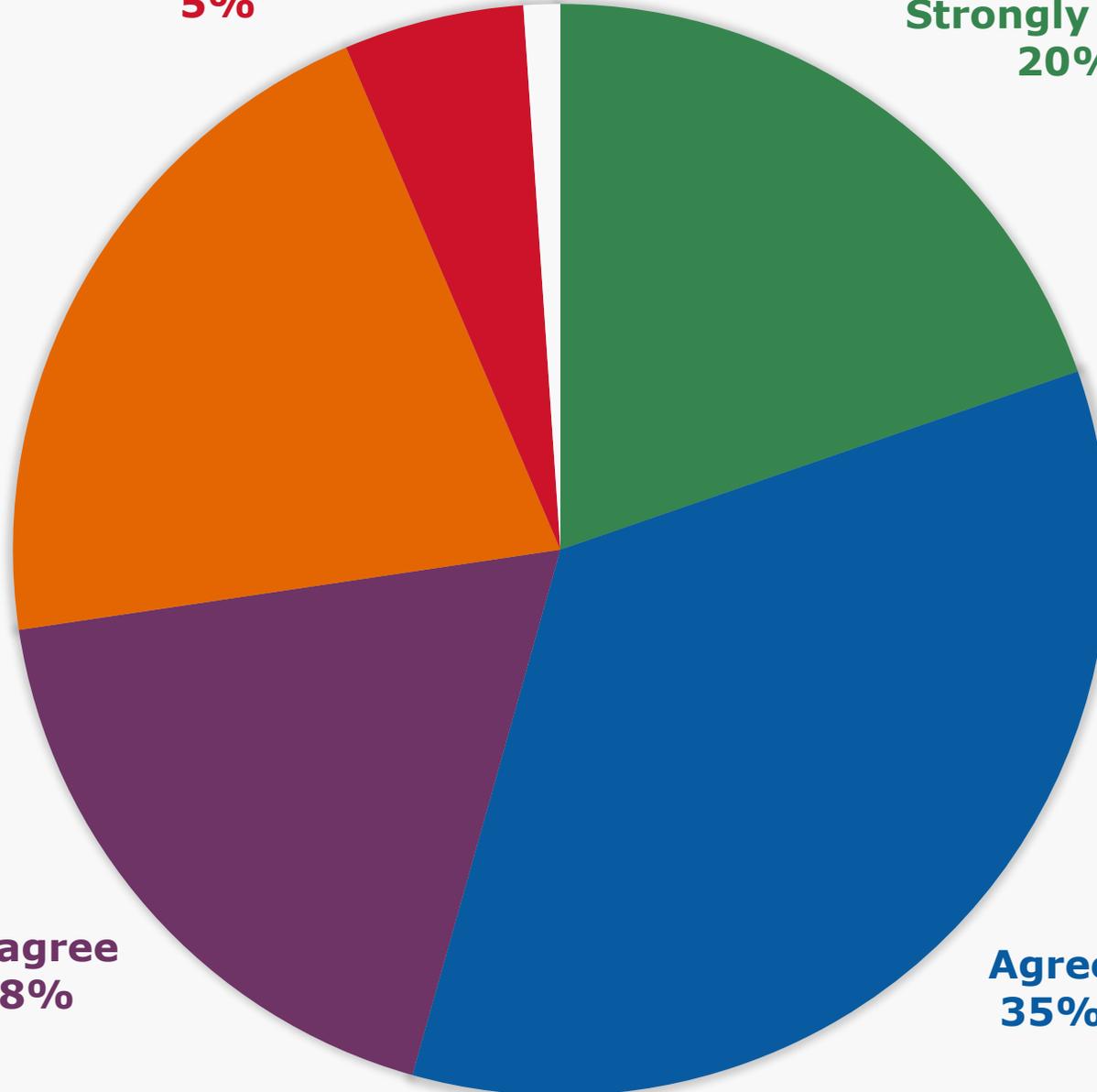
**Disagree**  
**18%**

**Don't Know**  
**5%**

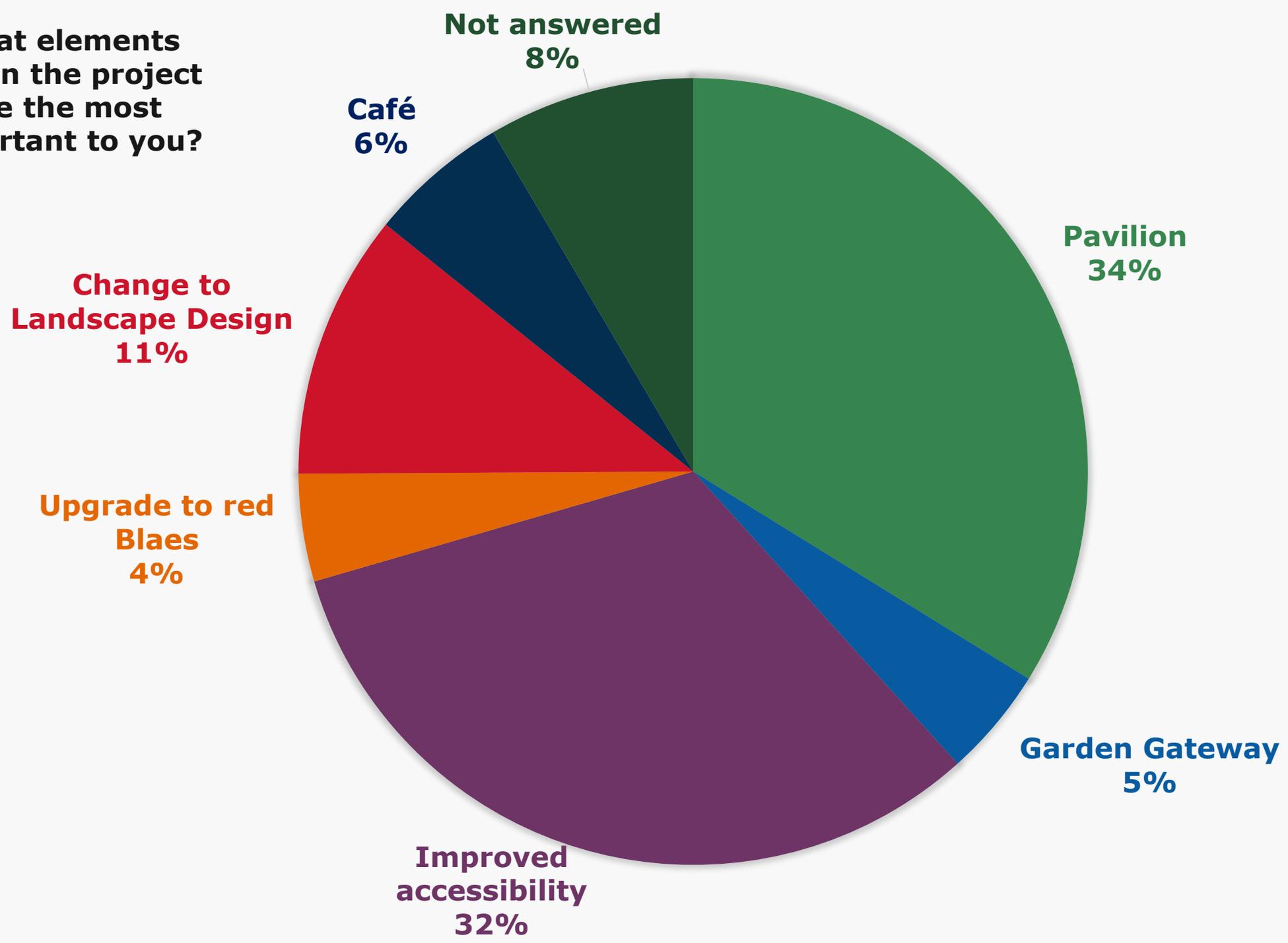
**Not Answered**  
**1%**

**Strongly Agree**  
**20%**

**Agree**  
**35%**



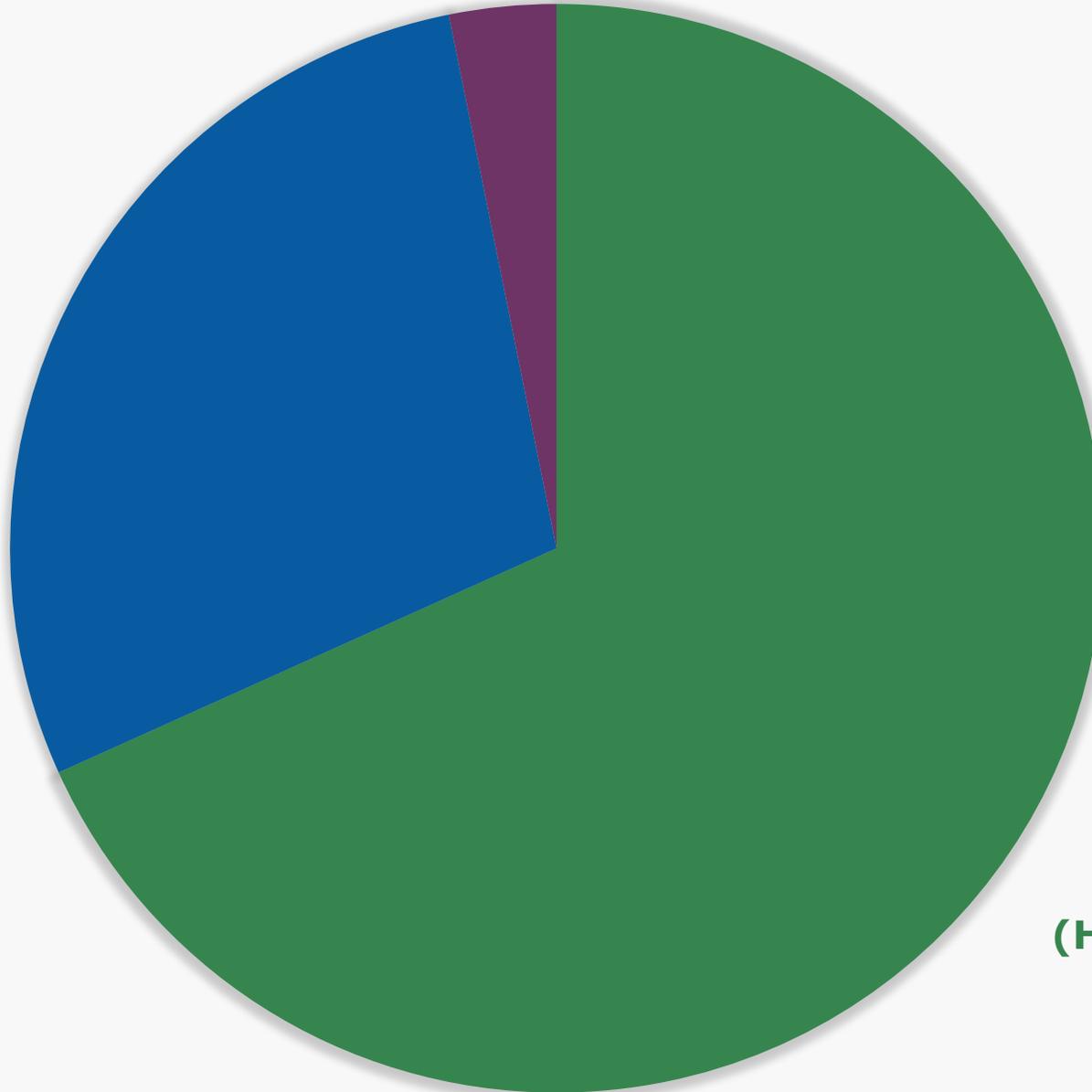
**What elements  
within the project  
are the most  
important to you?**



**How many  
major  
activities  
would you  
support?**

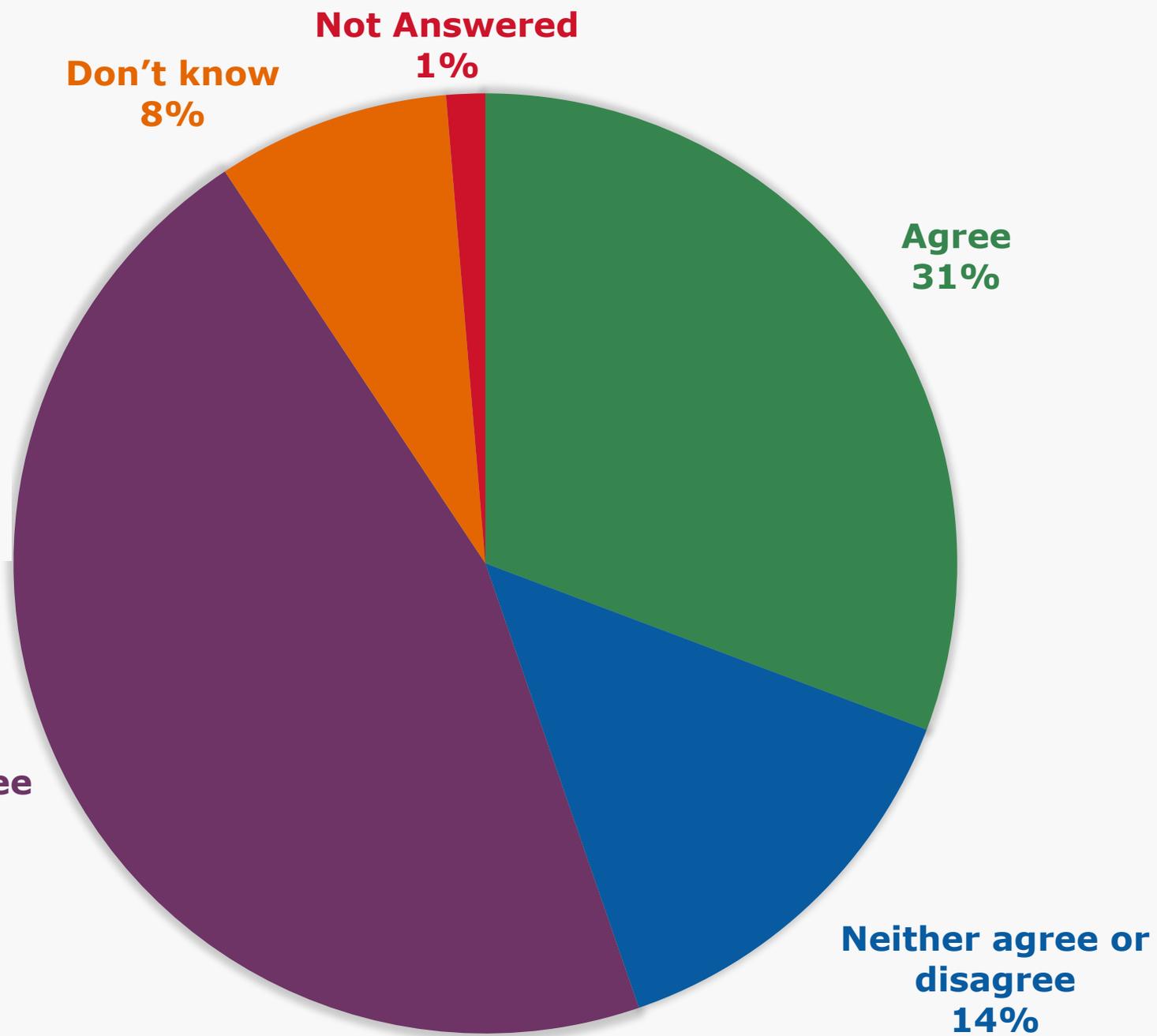
**5 or more major  
activities  
(Hogmanay/fireworks)  
29%**

**Not answered  
3%**



**5 or less major  
activities  
(Hogmanay/firewor  
ks)  
68%**

**Do you agree or disagree with the proposal that Council should form an Arm's Length External Organisation (ALEO) to enable it to attract external sources of funding to enhance the infrastructure and protect the legacy of West Princes Street Gardens?**





# Transport and Environment Committee

10.00am, Thursday, 4 October 2018

## Proposal for a Conscientious Objectors Memorial in West Princes Street Gardens

Item number	7.7
Report number	
Executive/routine	
Wards	All
Council Commitments	

### Executive Summary

---

This report asks Committee to note a proposal to construct a memorial to Conscientious Objectors and Opponents to War in West Princes Street Gardens and to agree that the service can progress with this proposal through the appropriate processes to installation. The proposed memorial will take the bronze form of a Handkerchief Tree, with a granite gabion seat.

## Proposal for a Conscientious Objectors Memorial in West Princes Street Gardens

### 1. Recommendations

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- 1.1 The Transport and Environment Committee is asked to:
  - 1.1.1 Note the proposal to construct a memorial to conscientious objectors in West Princes Street Gardens; and
  - 1.1.2 Agree that this proposal can be progressed through the appropriate processes to installation.

### 2. Background

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- 2.1 On [25 August 2015](#) the Transport and Environment Committee considered a referral from the Petitions Committee to note the agreement that officers would report on the outcome of discussions with the principal petitioner for a memorial to Conscientious Objectors and the Opponents to War.
- 2.2 A series of discussions, meetings and correspondence between the petition representatives and Parks, Greenspace and Cemeteries officers have taken place since that time regarding the potential location and design of the proposed memorial. From an early date the petitioner has indicated their preferred option would be within West Princes Street Gardens.
- 2.3 Progress updates were included as Business Bulletin items in [August 2016](#) and [May 2018](#).

### 3. Main report

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- 3.1 A concept design proposal has now been submitted for consideration by officers and elected members (see Appendix 1). The concept is a 2m high bronze “Handkerchief Tree”, alongside which will be a 3m long curved granite gabion seat. The embroidered handkerchiefs will provide a personal and accessible way to convey the ongoing story of conscientious objection.
- 3.2 The petitioner’s preferred location within the gardens is between the Ross Fountain and Ross Bandstand, opposite the “The Call” War Memorial. However, this may be problematic as this location is frequently used for cultural events and commercial

activities and therefore discussions will continue in respect of the most appropriate location within this area of the Gardens.

- 3.3 If agreed by Committee, it is intended to progress the necessary permissions to install the monument by August 2019, in time for the centenary of the release of imprisoned WWI conscientious objectors. The intention is to gift the memorial to the city and place it under the Council's care.

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

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- 4.1 If Committee agree, to secure the necessary consents and to install the monument by August 2019.

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

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- 5.1 The design and construction of the memorial will be funded by the Conscientious Objectors Memorial Partners. There will also be a requirement for the sponsors to contribute to the on-going maintenance of the memorial, most likely through a maintenance bond.

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

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- 6.1 These plans will be developed alongside emerging proposals for the development of the Ross Bandstand.

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

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

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

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- 8.1 There is no direct sustainability impact arising from this report.

#### **9. Consultation and engagement**

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- 9.1 There has been no public consultation on the report recommendations.

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

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- 10.1 None

**Paul Lawrence**

Executive Director of Place

Contact: David Jamieson, Parks, Greenspace and Cemeteries Manager

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

**11. Appendices**

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Appendix 1            Conscientious Objectors Memorial Design Submission



# CONSCIENTIOUS OBJECTORS MEMORIAL

## Conscientious Objectors Memorial Stage 1 Design Submission

Kate Ive      Visual Artist

### Memorial Partners

Edinburgh Peace & Justice Centre  
Edinburgh Stop the War  
Iona Community  
Muslim Women's Association of Edinburgh  
Pax Christi UK  
Religious Society of Friends Scotland  
Scottish Campaign for Nuclear Disarmament  
Workers Education Association Scotland  
Scottish WILPF  
Edinburgh Sculpture Workshop  
University of Edinburgh,  
Edinburgh College of Art, School of Art  
School of Social and Political Science  
St Thomas Aquinas Secondary School  
Tynecastle Secondary School

# Introduction

This document outlines the research, concepts, design and specifications for the proposed Conscientious Objectors' Memorial. Britain was the first country to recognise in law a right to refuse to take part in war. Nearly twenty thousand men refused to fight in the First World War and opposition to the war was widespread in Scotland. Yet recognition of opposition to war is notably absent from public space. The hope is for the Memorial to be located within West Princes Street Gardens by August 2019, the centenary of the end of imprisonment of First World War Conscientious Objectors (COs).

## Objectives

- To create a memorial that shows the breadth of Conscientious Objection and contributions made by individuals and organisations that together seek peaceful alternatives to war
- Conscientious Objection is a personal choice, this memorial needs to reflect that by being personal and thought provoking, representing past, present and future COs
- To be non-judgemental, inclusive and welcoming with easy access physically and conceptually
- The memorial needs to be appropriate for its garden setting now and over years to come

## Expected Outcomes

- A reflection space open to everyone that encourages discussions at all levels. Visitors will feel invited to contemplate the memorial's meaning in a welcoming and non-confrontational way
- A memorial of international significance that enhances Princes Street Gardens with a timeless aesthetic, created with community and specialist input

## The Design Concept

The proposed design is inspired by an incident in the history of resistance to conscription during the First World War. In April 1916 the No-Conscription Fellowship, NCF, held an emergency assembly in London in support of Conscientious Objectors and war resisters. An aggressive crowd gathered outside threatening to break in and violently disrupt the meeting. The chairman of the convention asked the 2000 strong audience to show their support for the speakers silently so that their cheers would not further anger the crowd outside.

*'No-one who was present will forget the effect of this; and the distinguished speakers were greeted with thousands of fluttering handkerchiefs, making the soft sound of a rising and falling breeze.'*

-Peace Pledge Union website

## Community Engagement

A Steering Group representing civil society and peace groups, led by the Edinburgh Peace & Justice Centre, is working to create the Memorial. A design competition was held with four shortlisted artists invited to create designs. The winning design and photos presented here are the work of Edinburgh artist Kate Ive.

## Research & Consultation

The proposed design was created through in depth research and consultation with specialist groups, including the CO Memorial Steering Group, expert historians, Adult Learners (WEA) studying Conscientious Objection, local and regional archives and input from a present day international CO.

## Workshops & Exhibition

A series of workshops inspired by the memorial design are proposed to take place in Scotland. Open to all ages, these workshops will encourage participants to consider the content of the memorial and create their own piece of related artwork. The workshops will be aimed at skill sharing, creating new discussions around alternatives to war. The artworks created by workshop participants could be exhibited alongside the creation of the Memorial.

## A Site of Learning Engagement

A linked website will document all stages of the creation of the memorial, including the research, community input and fabrication as well as stories of First World War COs from Scotland and contemporary international COs.

# Historic & Social Context



WW1 Handkerchief



Dyce Quarry CO emblem



Womens Peace Crusade



Friends Ambulance Unit

## Embroidered Handkerchiefs

The historical use of embroidered war handkerchiefs is a means of creating visual records of moments in history and narratives.

**'Many handkerchiefs were produced during the First World War with designs that commemorated or recorded aspects of war. They were commercially produced for soldiers to carry with them or to give to those back home as mementos' - The National Archives**

The proposed sculpture is a bronze Handkerchief Tree' adorned with embroidered handkerchiefs cast in bronze. Embroidered handkerchiefs are a personal and accessible way to convey the ongoing story of Conscientious Objection.

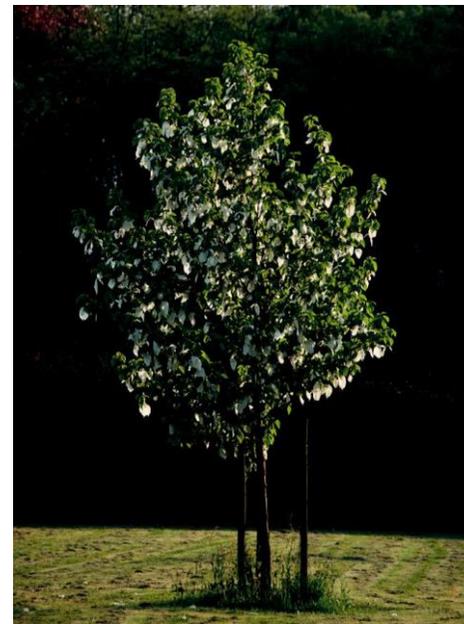
Each embroidered handkerchief will represent an aspect of Conscientious Objection to convey the broad spectrum and history of Conscientious Objection and opposition to war.

The handkerchief embroidery could include names of men and women war resisters who were imprisoned, and emblems of international organisations dedicated to Conscientious Objection, peacebuilding and conflict resolution in ascending time order with First World War COs on lower branches and some near the top, left blank to suggest future peacemakers.

*Possible Handkerchief designs*



Handkerchief Tree in bloom with white bracts and leaves

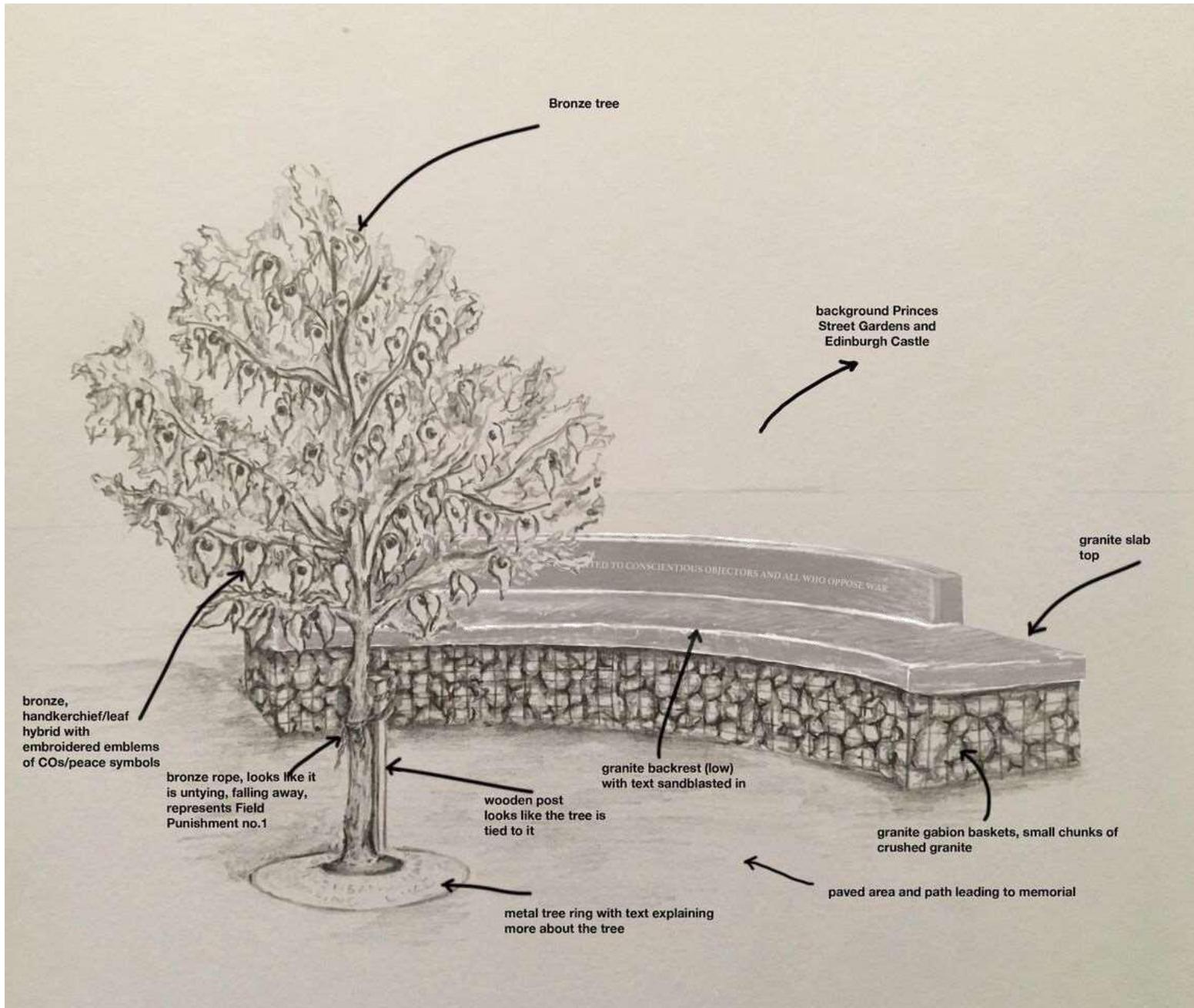


## Handkerchief Tree/Dove Tree

*Davidia involucreata* is called the Handkerchief Tree as the tree's white bracts flutter like 'thousands' of white handkerchiefs in a gentle breeze, reminiscent of the 1916 No-Conscription Fellowship (NCF) assembly audience and their thousands of fluttering white handkerchiefs. The tree is also known as the Dove Tree or Peace Tree because of the story of a woman who brought peace between warlords in 15th century China.

Although it does grow in the UK and there is one in the Botanic Gardens, the spectacular Handkerchief Tree is unusual and is not common in gardens. A deciduous tree, it produces these white bracts (handkerchiefs) and flowers in May when international Conscientious Objection Day is celebrated.

The powerful visual of the fluttering handkerchiefs of the NCF audience and white tree bracts connects very strongly with WHY's vision for Princes Street Gardens and the Butterfly/Pavilion. They envisage 'the fluttering canvas and heraldry of a field campaign' and how butterflies 'flutter and float over the landscape'. -WHY Booklet



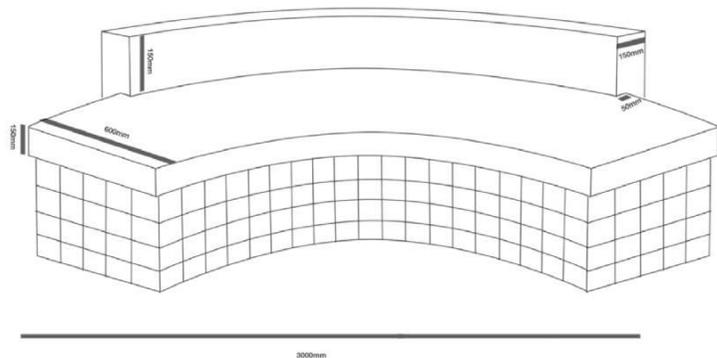
# Technical Drawings

Engineering drawings and certification will be available in place of these images when requested.

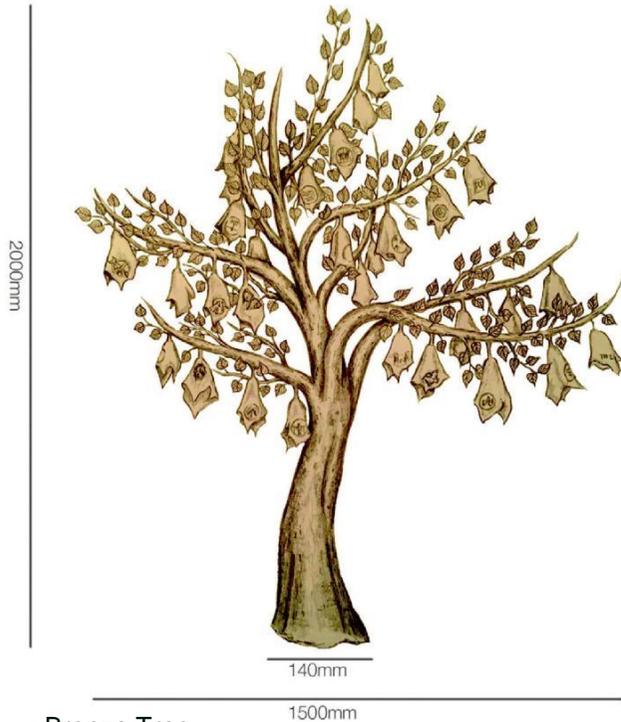
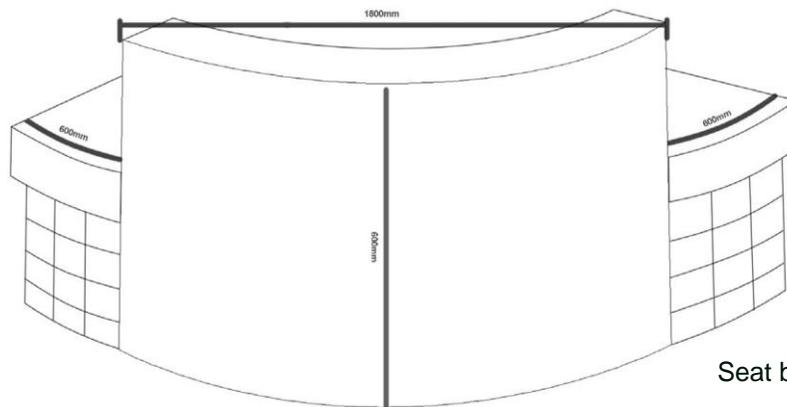
Connection of seat back



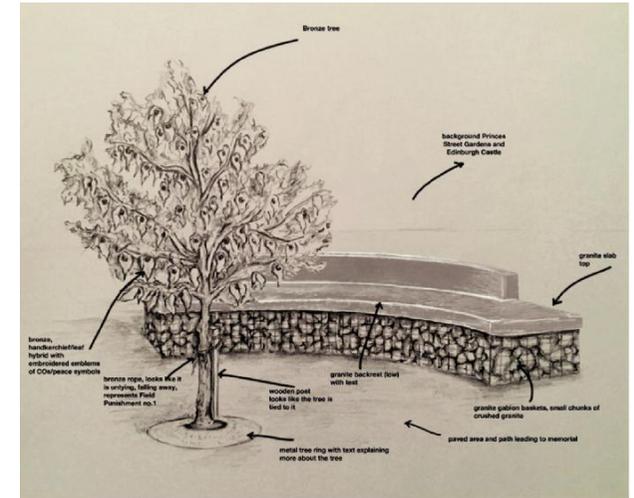
Seat front



Seat back for text



Bronze Tree



## Dimensions

- Tree: 2m (h) x 1.5 (w) canopy span
- Tree Ring: 900mm diameter
- Gabion Seat: 3m x 0.6m curved

All fits within 4m x 4m footprint and is no higher than 2m. Orientation of the memorial will be with the tree open to the garden.



## Materials

### Handkerchief Tree

The bronze cast tree will contain an engineer-approved structural stainless steel armature, making it robust enough for display in a public space. The bronze handkerchiefs and bronze leaves will be welded permanently to the tree branches. Designed with its public setting in mind, there will be no sharp points/edges. At 2m high the detailed handkerchiefs will be visible to visitors at all levels.

### Tree Ring

There will be a tree ring around the base of the bronze tree made from durable CorTen steel with jet-cut information about the memorial, the Handkerchief Tree and the address of the memorial website.

### Gabion Seat

There will be a reflection space with a seat made from Aberdeen Granite. Inspired by WWI COs at Dyce Granite Work Camp, the seat top will rest on a granite gabion. A small number of quotations could be added to the back of the seat.

## Access

The approximate proposed site is indicated on the map on the previous page. The site will be paved for disabled access.

## Timescale

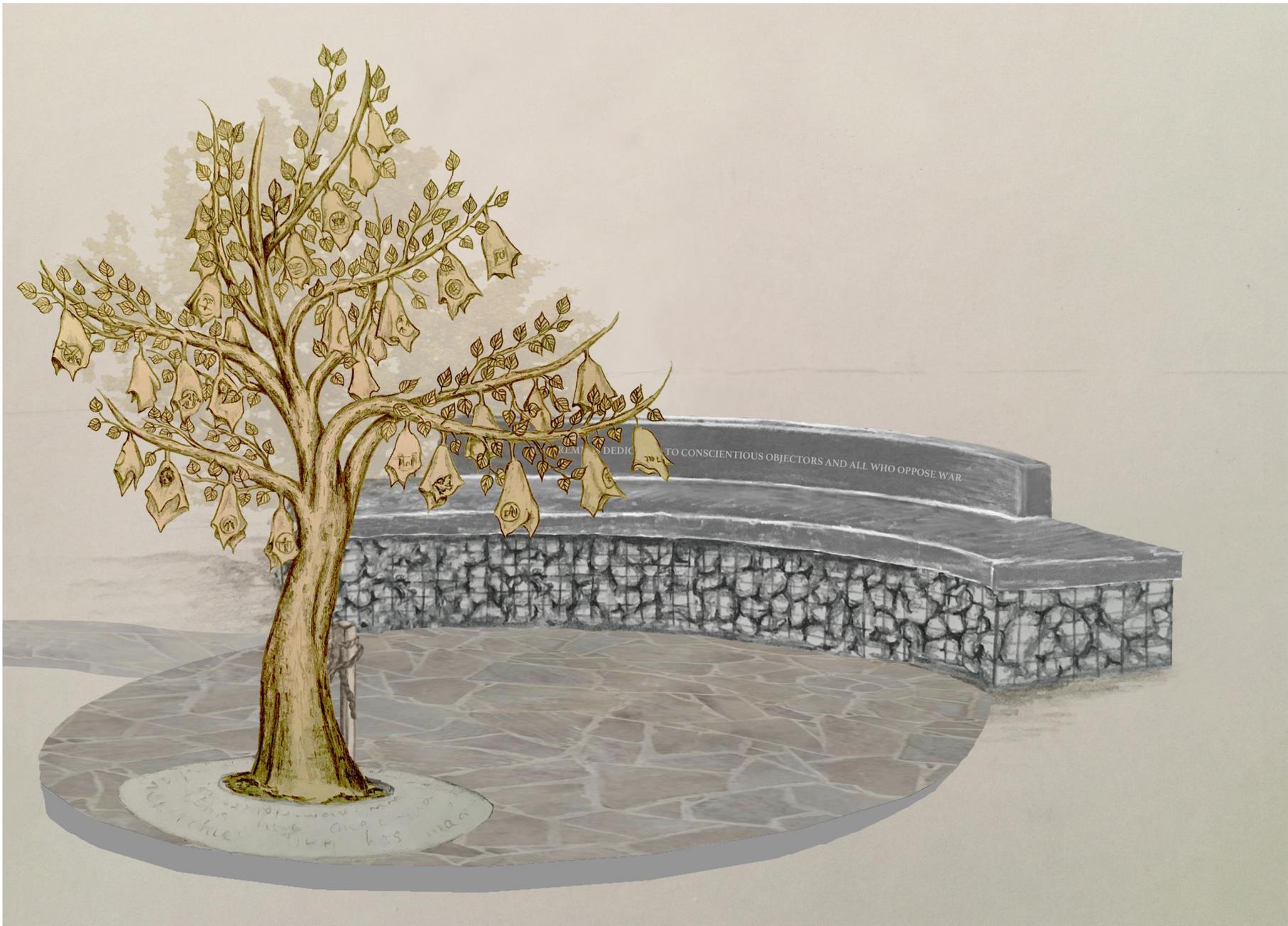
The memorial will be created over the course of the next year, with time and dedication given to each stage of the development and production, ensuring the highest quality results. It is foreseen that the memorial will be installed in August 2019 in time for the centenary of the release of WWI COs from prison.

## Ownership & Maintenance

Ownership will pass to CEC upon completion. The memorial is designed to require the minimum amount of maintenance. Without upkeep, the bronze patina will naturally change. Due to the organic form of the sculpture this will further enhance the work.



The Handkerchief Tree



Memorial Illustration

# Transport and Environment Committee

10.00am, Thursday, 4 October 2018

## Winter Maintenance Readiness

Item number	7.8
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	<a href="#">19</a>

### Executive Summary

---

This report provides an update on arrangements for winter 2018/19 to address freezing and snow conditions across Edinburgh's pavements, cycle ways and roads.

## Winter Maintenance Readiness

### 1. Recommendations

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- 1.1 It is recommended that Committee:
  - 1.1.1 Notes the measures in place to address freezing and snow conditions across Edinburgh's pavements, cycle ways and roads;
  - 1.1.2 Notes that there is no reduction in service from previous years; and
  - 1.1.3 Note that only the priority network is routinely treated and that it is impossible to maintain even the priority network 100% ice and snow free at all times.

### 2. Background

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- 2.1 At the Transport and Environment Committee on [17 May 2018](#) information was provided on the current service arrangements together with the improvement plan developed.
- 2.2 At the Transport and Environment Committee on [9 August 2018](#) progress with the Winter Maintenance Review was provided.

### 3. Main report

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#### Winter Operations Update

- 3.1 It was noted on [9 August 2018](#) that improvement plans had been purposely very ambitious and progress with improvements is still underway and will continue into the winter season.
- 3.2 A contract is in place with the Met Office to provide forecasts and via this contract, Vaisala provide a bureau service, presenting the route forecasts, data and other information on a web platform.
- 3.3 The findings of the Thermal Mapping exercise proposed that the city is split in to three gritting domains. This has been implemented for winter 2018/19.
- 3.4 Using these domains, gritting routes have been optimised for road priority 1 gritting routes using Route Smart software, allowing winter weather forecasts to identify individual routes that could receive freezing conditions.
- 3.5 Using this information, Duty Managers can make decisions on which routes to treat when temperatures drop, instead of a 'one out all out' approach to treating the city.

- 3.6 In line with previous years, a winter standby/call out shift roster for the treatment of road routes and park and ride sites (Roster A) will commence in mid-October. This roster is mainly staffed from Edinburgh Road Services (ERS).
- 3.7 An advertisement to staff from across the Council to join the winter standby/call out shift roster (Roster B) to treat Priority 1 pavements and cycle ways was placed on the Orb in early September. This roster will commence in mid-October at the same time as Roster A.
- 3.8 Local priority areas, which have been absorbed into P2 and P3 routes, were and will continue to be staffed by other Council staff. These staff carry out winter weather duties during their normal working hours.
- 3.9 Grit Bins will be filled in reverse priority in respect of pavement, cycleway and road priorities treatment. Grit bins on non-priority pavements, cycleways and roads will be afforded first priority for refilling to ensure residents have a supply of salt to allow for self-help.
- 3.10 The Council's website is being updated to provide revised information on the new treatment domains and changes to grit bins.

#### **Depot Operations**

- 3.11 A stock of 13,000 tonnes of salt is in place and will be replenished as required. An operational supply of 5,000 tonnes is held between Bankhead and Blackford roads depots.
- 3.12 A further strategic supply of 8,000 tonnes is in place at the Council's Braehead depot.

#### **Fleet**

- 3.13 The provision of new fleet to support winter weather operations is being led by the Council's Fleet Services team. Due to the condition of the current aging fleet, a hire arrangement has been utilised to provide a core of 12 modern reliable vehicles.
- 3.14 Fleet have confirmed their cover arrangements to provide the required Mechanical and Fitter support 24/7 during winter operations. The provision of newer vehicles will reduce the pressure on maintenance services.

#### **Contract Management**

- 3.15 The Council has a contract in place for additional support to cover staff absence, vehicle breakdown or extreme conditions. Provision is in place to hire a gritter with driver when required.
- 3.16 The Council also has a contract in place with a farmer located in the rural Balerno area. This contract is working well and will continue for the forthcoming winter.

#### **Technological Improvements**

- 3.17 A GPS vehicle tracking system is installed in the council gritting fleet and mini tractors. Mobile units are available for contracted in gritters and some hire vehicles.

- 3.18 Route Smart optimised gritting routes have been loaded into a few robust tablets, on loan from Waste Services, to trial this approach to 'sat nav' type gritter route direction.
- 3.19 The 12 modern, hired in gritters are fitted with their own version of 'sat nav'. Optimised routes have been uploaded to these units and they not only direct the driver and indicate when to put salt down, they can also 'communicate' with the gritter unit and switch it on and off, or change the spread rate or pattern as required. The driver is free to concentrate on driving and can confidently cover an unfamiliar route.

### **Communication**

- 3.20 A Media Launch of the Council's winter weather plans, inviting print and broadcast media to conduct interviews and obtain photographs and footage, is proposed for the last week of October.
- 3.21 In response to forecast weather events, the Council web pages will be updated, and communications delivered to Council services and staff. There will also be opportunities for proactive press engagement to highlight the Council's preparations to respond to these events.
- 3.22 The Council's website has information on gritting routes, grit bin locations and guidance on clearing paths here - Gritting and Grit Bins.
- 3.23 Officers have held preliminary discussions with Transport Scotland, exploring the feasibility of providing transport information for Edinburgh on the Traffic Scotland Mobile site. This would enable seamless journey planning information, such as gritting operations, across Scotland's major roads network and Edinburgh.
- 3.24 A briefing note will be circulated to members on the Council's winter maintenance readiness in mid-October.

## **4. Measures of success**

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- 4.1 The Thermal Mapping exercise has produced 3 domains, allowing targeted gritting to be undertaken in the coldest parts of the city when the weather forecast permits this approach.
- 4.2 Optimising gritting routes using Routesmart software is estimated to achieve a 17% to 20% route efficiency.
- 4.3 The Edinburgh community will have clarity on which pavements, cycleways and roads will be treated, and when.
- 4.4 There will be clear timescales for refilling grit bins.
- 4.5 The downtime of the gritting fleet will reduce with the provision of newer vehicles.

## **5. Financial impact**

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- 5.1 The budget to provide a winter weather service is based on a seven year average spend and was £2.88m for 2017/18. This budget was not exceeded.
- 5.2 Underspends had been set aside to create a reserve but these have been utilised for other financial pressures. If a severe winter is experienced, requiring spend greater than the £2.88m budget allocated, additional funds will be required.
- 5.3 The improvements and changes already made and those being implemented during the winter season, enable the Council to deliver winter weather services effectively and efficiently.
- 5.4 In delivering the service for P2 and P3 pavements and cycleways, there will be an impact on services that supply staff to carry out winter weather duties during their normal working hours. This does not have a direct financial impact but there will be a performance implication and additional costs may be incurred as services return to normal.

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

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- 6.1 The City of Edinburgh Council has a statutory duty (under Section 34 of the Roads (Scotland) Act 1984) to take such steps as it considers reasonable ‘to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads’. The intention of this duty is not that the Council will take immediate and simultaneous steps to clear and/or treat every road whenever ice or snow exists. It is recognised by the Courts that this would be impossible and beyond the limits of available resources. Failure to fulfil these duties could result in action being taken against the Council.
- 6.2 ERS provides the Winter Maintenance Service with support from other Council services; some provide drivers for the gritting fleet. Failure to secure this support could have significant reputational risks if the pavement, cycleway and road network is not treated during wintry weather. It would also increase the requirements to use sub-contractors, and could expose the Council to legal challenge.
- 6.3 Failure to replace the existing fleet could result in an insufficient number of available vehicles to manage the gritting requirements in accordance with Section 34 of the Roads (Scotland) Act 1984.

## **7. Equalities impact**

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- 7.1 It is recognised that the Winter Maintenance service impacts upon everyone in the city to a greater or lesser degree. It is acknowledged that people with mobility difficulties are likely to experience significant disruption to their working and/or personal lives.

- 7.2 The major Winter Weather Working Together review conducted in 2011 focussed on the identification of groups who may be more adversely affected by severe winter weather including sheltered housing, special schools and care homes. The changes made to gritting routes were developed from these findings.
- 7.3 Reviews of gritting routes undertaken since that date take in to account the location and needs of these groups and the services they need to access.
- 7.4 During periods of severe winter weather, the Council's Emergency Plan has provisions in place to cater for those from within the protected characteristics.
- 7.5 Edinburgh's winter weather approach uses three main groups of staff to treat all Priority 1 pavements, cycleways and roads at the same time. The Priority 1 roads are selected to provide emergency service access and a public transport network.

## **8. Sustainability impact**

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- 8.1 Reduction in mileage, gained through the thermal mapping exercise when gritting only the coldest domain, will result in a reduction of vehicle emissions.
- 8.2 Reduction in mileage, gained through Routesmart route optimisation will result in a reduction of vehicle emissions.
- 8.3 Any reduction in salt usage, obtained through the thermal mapping exercise, will reduce the amount of salt entering rivers and water courses.
- 8.4 Renewal of the gritting fleet will provide more efficient engines and reduce emissions.

## **9. Consultation and engagement**

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- 9.1 ERS staff have, and continue to be, consulted on the depot rationalisation project, the replacement of fleet and the use of 'in cab' technology.
- 9.2 Consultation and engagement with staff continues to take place in relation to the wider Roads Improvement Plan which includes some aspects of Winter Maintenance.

## 10. Background reading/external references

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- 10.1 Winter Maintenance Review at Transport and Environment Committee on [17 May 2018](#)

### **Paul Lawrence**

Executive Director of Place

Contact: Gareth Barwell, Head of Place Management

E-mail: [gareth.barwell@edinburgh.gov.uk](mailto:gareth.barwell@edinburgh.gov.uk) | Tel: 0131 529 5844

## 11. Appendices

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None.

# Transport and Environment Committee

10.00am, Thursday 4 October 2018

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

Item number	7.9
Report number	
Wards	All

### Executive summary

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

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

# Terms of Referral

## Internal Audit Update Report: 1 January – 31 July 2018

### Terms of referral

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

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

## For Decision/Action

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- 2.1 The Transport and Environment Committee is asked to note the attached audit reports with high and medium risk findings concerning Port Facility Security Plan and H&S Waste and Recycling.

## Background reading / external references

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

### Laurence Rockey

Head of Strategy and Insight

Contact: Louise Williamson, Assistant Committee Officer

Email: [louise.p.williamson@edinburgh.gov.uk](mailto:louise.p.williamson@edinburgh.gov.uk) | Tel: 0131 529 4264

## Links

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<b>Appendices</b>	Appendix 1 – Internal Audit Update Report: 1 January – 31 July 2018 – report by the Executive Director of Resources
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# Governance, Risk and Best Value Committee

10.00am, Tuesday 31 July 2018

## Internal Audit Update Report: 1 January – 31 July 2018

Item number 7.2  
Report number  
Executive/routine  
Wards  
Council Commitments

### Executive Summary

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

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

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

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

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

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

## Internal Audit Update Report: 1 January – 31 July 2018

### 1. Recommendations

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

### 2. Background

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

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

### **3. Main report**

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#### **Audit Findings for the period**

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

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

#### **Changes to the 2017/18 IA Plan**

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

#### **Resourcing**

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

#### **Progress with 2018/19 Annual Plan**

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

#### **Internal Audit Priorities**

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

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

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

### **5. Financial impact**

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- 5.1 No direct financial impact.

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

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

### **7. Equalities impact**

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- 7.1 Not applicable.

### **8. Sustainability impact**

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- 8.1 Not applicable.

## 9. Consultation and engagement

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9.1 Not applicable.

## 10. Background reading/external references

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

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

### **Lesley Newdall**

Chief Internal Auditor

E-mail: [lesley.newdall@edinburgh.gov.uk](mailto:lesley.newdall@edinburgh.gov.uk) | Tel: 0131 469 3216

## 11. Appendices

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

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

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

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

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

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

# ***The City of Edinburgh Council***

## **Internal Audit**

### **Review of Hawes Pier Port Facility Security Plan (PFSP)**

Final Report

18 May 2018

MIS1701



# Contents

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Appendix 2 - Security activities performed by Profile Security for cruise ship visits	

This Internal Audit review is undertaken as part of the City of Edinburgh Council's Internal Audit plan for 2017/18. It is not designed or intended to be suitable for any other purpose and should not be relied upon for any other purpose or by any other party. The City of Edinburgh Council accepts no responsibility for any such reliance and disclaims all liability in relation thereto.

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

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

# 1. Background and Scope

## Background

The City of Edinburgh Council (the Council) owns, manages and maintains the Hawes Pier (the Pier) port facility in South Queensferry. The Pier is a 300m long gradual slipway facility with security fencing and a double gate which is situated at the head of the pier.

Security at port facilities in the UK is governed by legislation and guidance including the Ship and Port Facility Security Regulations (2004), and is subject to oversight by the Maritime Security & Resilience Division of the UK Department for Transport (DfT).

As owner of the Pier, the Council is responsible for ensuring an appropriate Port Facility Security Plan (PFSP) is in place, and that security arrangements are consistently and effectively applied in line with DfT requirements.

The DfT has the authority to undertake planned or unannounced visits / inspections as they consider appropriate, and also require an annual independent audit of the PFSP (for example, by the relevant local authority Internal Audit team).

The PFSP for Hawes Pier is a c.40-page document (classified as OFFICIAL-SENSITIVE) which covers all aspects of security. The PFSP is prepared and maintained by the Council (using a standard DfT template) and is subject to annual review and approval by the DfT.

One of the key PFSP requirements is a designated Port Facility Security Officer (PFSO) – a Council employee who has responsibility for managing and overseeing security arrangements at the Pier, principally on the days when cruise ships are visiting.

The Pier is used by:

- Visiting cruise ships to ferry passengers on and offshore using smaller boats (these larger cruise ships are unable to dock directly at Leith or Rosyth due to their size);
- Leisure boat firms who operate from offices on the Pier and provide a range of short cruises (principally from April to October);
- The Royal National Lifeboat Institution (RNLI) operates a lifeboat station from buildings on the Pier;
- BP plc has a small office and storage facility on the pier and transfers personnel and equipment to the nearby Hound Point oil terminal (BP plc sub-contractors also use the pier); and
- Members of the public / watersport enthusiasts also use the pier.

The presence of a cruise ship in the Firth of Forth presents an increased risk of a security incident. Consequently, the Pier is designated by the DfT as a Temporary Restricted Area (TRA) during such visits.

The cruise ship season is principally from April to October, and in 2017 a total of 18 cruise ships used the Pier, generating net income (after direct costs) of c.£350K. Visits usually last one day but occasionally involve anchoring overnight.

The PFSP outlines the range of security measures and requirements which the DfT expect to apply at the Pier when cruise ships visit.

When cruise ships visit, a third-party security company (Profile Security) is engaged by Denholm Wilhelmsen (a shipping agent acting on behalf of the visiting cruise liner company) to perform an extensive range of important security tasks. The range of tasks performed are included at Appendix 2.

### **Scope**

Our review was completed as at 28 February 2018, with the objective of assessing whether the PFSP content remains compliant with DfT requirements, and confirming that the security controls detailed in the plan are consistently and effectively applied. Our work involved:

- Review of the content of the plan;
- Obtaining an understanding of overall security arrangements through discussions with key personnel;
- Reviewing management of key security risks;
- Review of systems documentation and walkthrough tests to evaluate the design of established controls; and
- sample testing of key procedures and controls.

Our work also involved a visit to the Pier on 19 September 2017 to review and observe the security arrangements in place for the visit of the cruise ship Caribbean Princess.

## 2. Executive Summary

### Total number of Findings

Critical	-
High	1
Medium	4
Low	1
Advisory	-
<b>Total</b>	<b>6</b>

### Summary of Findings

Whilst our review has not identified any significant instances of non-compliance with DfT security requirements at the Pier and no significant security breaches have occurred, we have identified one significant and four moderate risk and control gaps that require to be addressed.

The significant risk identified relates to the Council's reliance on Profile Security, a third-party security company engaged by Denholm Wilhelmsen on behalf of the visiting cruise line company, to perform an extensive range of important security tasks for cruise ship visits. These third-party security arrangements are not supported by a formal contract or service level agreement with the Council. Whilst the Council's PFSP oversees all security checks performed by Profile Security, there is a risk that the Council will be held accountable by the DfT for any significant security breaches that occur due to weaknesses in Profile Security activities.

There has also been a significant delay in recruiting a new PFSP. The role has been vacant since December 2017 and initial recruitment was unsuccessful. The risks associated with this ongoing vacancy (failure to maintain the PFSP and ensure that security arrangements are consistently and effectively applied on an ongoing basis) are mitigated to an extent as the PFSP role is not full time, and there are two employees with relevant experience within the Council who could cover cruise ship visits in the short term.

We also established that:

- Security exercises and drills have not been performed as per DfT requirements;
- Actions arising from the DfT inspection on 8 August 2017 have not yet been fully addressed;
- The PFSP has not been reviewed and updated (where required) on a six-monthly cycle as per DfT requirements; and
- There were a number of procedural and documentation exceptions evident in security processes for the Caribbean Princess visit on 29 September 2017 that require to be addressed.

Consequently, 1 High, 4 Medium and 1 Low rated findings have been raised.

Our detailed findings and recommendations can be found at Section 3 - [Detailed Findings](#).

# 3. Detailed Findings

## 1. Third Party Security Arrangements

Findings	
<p>The Port Facility Security Officer (PFSO) is responsible for completion of security checks when cruise liners visit, however, security checks are currently performed by Profile Security (a third-party security company engaged by a shipping agent on behalf of the visiting cruise liner).</p> <p>Whilst good working arrangements appear to have been established between Profile Security and the PFSO, there is no established contract or service level agreement supporting operation of these security arrangements. The Council also has no visibility of the contractual arrangements in place between Profile Security and the Shipping Agent.</p> <p>The main activities performed by Profile Security are recorded in a Council document titled 'Hawes Pier Security Requirements', however, this document has not been signed to confirm formal agreement of security responsibilities between both parties.</p> <p>Additionally, the current working arrangements with Profile Security are not referred to in the Port Facility Security Plan (PFSP),</p>	
Business Implications	Findings Rating
Risk that the Council will be held accountable by the DfT for any significant security breaches that occur due to weaknesses in Profile Security activities.	<b>High</b>
Action plans	
Recommendation	Responsible Officer
Appropriate contractual arrangements should be established in relation to the current working arrangements with Profile Security (and supported by an appropriate and effective supplier management framework),	Head of Place Management
Agreed Management Action	Estimated Implementation Date
<p>Agreed</p> <ol style="list-style-type: none"> <li>The PFSO will draft a document titled "Hawes Pier Cruiseliners Security Procedures – Requirements", to reflect the City of Edinburgh Council's (PFSO) expectations as required by DfT of the security company on a cruise liners arrival at Hawes Pier (Complete);</li> <li>Shipping agent / Security company will be sent the "Hawes Pier Cruiseliners Security Procedures – Requirements" document for verbal agreement prior to the cruiseliner season.</li> <li>The Hawes Pier Cruiseliners Security Procedures – Requirements", document will be sent to the CEC Legal team for review. On successful review, the legal team shall prepare a letter to be sent to the shipping agent (Denholm Wilhelmsen), making a formal legal agreement between the shipping agent and CEC that this document will form part of the contract between the shipping agent and the security company for cruiseliner arrangements at Hawes Pier, South Queensferry.</li> </ol>	<p>31/05/2018 to enable IA follow-up.</p> <p>31/05/2018</p> <p>28/09/2018</p>

## 2. Port Facility Security Officer Vacancy

### Finding

The Port Facility Security Officer (PFSO) is a key designated role established to meet DfT security requirements, and it is the responsibility of the Council as the port facility owner to recruit an appropriate skilled and qualified individual.

The PFSO role has been vacant since December 2017. Whilst the post was advertised in late 2017 no suitable candidate was identified. The post has now been re-advertised with a closing date 20 February 2018, and had not been filled as at the conclusion of our audit work (28 February 2018).

The PFSO role is not full time given the limited number of cruise ship visits, and is combined with Transport Technician responsibilities in the Council's Flood Prevention team. The successful candidate must complete specific internal and external training, and obtain Counter Terrorism Check clearance from the DfT.

The principal activities of the role involve:

- Management and maintenance of the PFSP and attendance at appropriate Committee and liaison meetings;
- Ensuring that security arrangements specified in the PFSP are applied on the specific days when cruise ships are visiting;
- Being on call and able to respond in the event of incidents.

The PFSP does identify two current Council employees who performed the role previously and are suitably qualified and cleared to ensure that security arrangements are effectively applied in the event of a cruise ship visit.

### Business Implications

- Potential non-compliance with DfT security requirements; and
- Potential financial loss or reputational damage if cruise ships are unable to use the facility;
- The PFSP is not refreshed and maintained; and
- Inability to respond in the event of a security incident.

### Findings Rating

**Medium**

### Action plans

#### Recommendation

1. Management should demonstrate ongoing compliance with DfT requirements, despite the extended vacancy.
2. If recruitment issues persist, management should consider outsourcing PFSO responsibilities to a suitable external organisation, with DfT approval obtained in advance to support this approach; and
3. In the interim, management should ensure that appropriate coverage of the role is provided. Refresher training may be appropriate for the two Deputy PFSOs to ensure they can fulfil the role at short notice, if required.

#### Responsible Officer

Head of Place Management

#### Agreed Management Action

Agreed,

#### Estimated Implementation Date

1. Arrangements will be put in place for an Engineer from the Flood team to backfill the Port Facility Security Officer role in the interim until a new candidate can be appointed. (Complete)	31/05/2018 to enable IA follow-up.
2. The PFSO role shall be advertised via myjobscotland. On finding a successful applicant, security clearance and training will be applied for / provided asap for an immediate start date. A preferred candidate has been found, and a provisional job offer has been made on the basis that security clearance and training can be obtained / completed. We are hopeful that the candidate will be in place by the 10/05/2018.	01/06/2018
3. Employ additional deputies. An advert shall be sent around the department requesting volunteers to become PFSO deputies, to assist with this role in the future. Three volunteers have already been identified. There are no plans to undertake refresher training for existing PFSO's, the 3 volunteers have now completed and passed the DfT approved PFSO training, we currently await counter terrorism clearance for the deputies.	01/07/2018

### 3. Compliance with Dft requirements for security exercises

Findings	
<p>The DfT expects that a 'security exercise' should be completed at least every 18 months to ensure ongoing compliance with the established legislation included in the PFSP. The exercise can comprise a variety of approaches including live, simulation, desktop or seminar-type exercises.</p> <p>The most recent exercise was conducted on 2 September 2016 and involved co-ordination with Police Scotland, the Maritime and Coastguard Agency and other relevant parties.</p> <p>A further exercise is therefore required to be completed by February 2018 to ensure ongoing compliance with legislation and to meet DfT expectations. As at 13 February 2018, no security exercise had been planned. It is acknowledged that this delay may be attributable to the ongoing PFSO vacancy.</p>	
Business Implications	Finding Rating
Potential non compliance with applicable legislation and increased security risk profile if effectiveness of security controls is not regularly tested.	<b>Medium</b>
Action plans	
Recommendation	Responsible Officer
Management should ensure that a security exercise is planned and undertaken as soon as practical.	Head of Place Management
Agreed Management Action	Estimated Implementation Date
Agreed, A desktop security exercise was undertaken between the Port Facility Security Officer and the security company on the 14/02/2018 (Complete).	<b>31/05/2018</b> to enable IA follow-up.

### 4. Exceptions identified from Internal Audit Site Visit – September 2017

Findings
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Internal Audit visited the Pier on Tuesday 19 September 2017 to review security arrangements in place for the visit of the cruise ship Caribbean Princess. Our review did not highlight any significant issues with security arrangements, but did identify the following moderate control exceptions:

1. The PFSP includes a requirement to undertake quarterly security drills to test specific elements of the security plan. Our review established that only 3 drills had been performed and documented during the 2017 calendar year;
2. The control recording sheets and templates used by Profile Security for tasks such as security sweeps, vehicle searches and issue of passes are different and less detailed than the templates included in the PFSP. Whilst our review on the day indicated that tasks were being carried out as required, the templates and formats in the PFSP should be used to ensure compliance and full robustness at all times (for example specifically recording that the relevant areas of a vehicle have been searched).
3. The Security Inspection Sheets used by the PFSO were pre-signed with blank entry dates; The entry on the PFSO's Security Inspection Sheet template for the visit of the Caribbean Princess on 19 September 2017 appeared incorrect (recording site inspections on the 19<sup>th</sup> and 20<sup>th</sup> instead of the 18<sup>th</sup> and 19<sup>th</sup>). Our inquiries indicated that this is likely to have been a documentation error and that the inspections were in fact conducted on the correct dates. Nevertheless, this represents a failure in terms of security control documentation and would be identified as such by a DfT inspection.
4. At the time of our visit, we noted limited documentation on file to record and demonstrate the use of Temporary Traffic Restriction Orders (TTROs) although we did note that arrangements for TTROs were in place on the day of our visit. Management subsequently provided details of TTROs. These had been arranged appropriately at the time and were not created subsequently, but could not be located on the date of our site visit.

Business Implications	Finding Rating
Potential DfT assessment failure in relation to security control documentation, and non compliance with the Councils operational security processes.	<b>Medium</b>
Action plans	Responsible Officer
<b>Recommendation</b>	<b>Responsible Officer</b>
Management should ensure that the procedural and documentation exceptions identified above are addressed and that documentary evidence is retained on file to demonstrate this.	Head of Place Management
Agreed Management Action	Estimated Implementation Date
Agreed, 1. The timescales for drills are identified in the plan, we will ensure that a drill is undertaken quarterly in the future. The importance of this will be highlighted to the new PFSO. A drill has already been completed for the first quarter January - March, the next drill will be undertaken between April – June 2018.	31/05/2018
2. All recording sheets and templates will be reviewed and put in place in advance of the arrival of the first Cruise liner on 10th May 2018.	31/05/2018

3. This was an error by the PFSO, greater care will be undertaken in the future. The training course will briefly cover security sweeps and their importance, including recording information.	31/05/2018
4. Due to the size and number of TTRO's notices / schedules, we do not keep a hard copy on file, these are available on the internal hard drive, a page will be added to the PFSO folder providing the relevant file path.	31/05/2018

## 5. Implementation of Department for Transport recommendations

Findings	
<p>The DfT undertake regular announced and unannounced inspection visits. The most recent inspection at the Pier was on 8 August 2017 for the visit of the cruise ship Koningsdam.</p> <p>The subsequent DfT report highlighted two areas of 'non-conformity' and two areas where 'improvement was desirable' that have not yet been fully addressed. These related to:</p> <ul style="list-style-type: none"> <li>Ensuring that crew lists are received in advance of arrival;</li> <li>Updating the wording of the PFSP to reflect (1) new passengers may join a cruise at Hawes Pier (albeit very rarely) and therefore require to be searched; and (2) treatment of vehicles already parked in the restricted area;</li> <li>Better co-ordination of pass issue arrangements for visitors to the ship; and</li> <li>Being more specific in the PFSP about how patrols are recorded and where this documentation will be retained.</li> </ul> <p>Management has advised that these matters are being addressed, and that the delay is due to the ongoing PFSO vacancy.</p>	
Business Implications	Finding Rating
Potential non compliance with applicable legislation, and failure to address DfT recommendations on a timely basis could increase the risk of legal action or result in further recommendations from DfT.	<b>Medium</b>
Action plans	
Recommendation	Responsible Officer
All recommendations raised by DfT should be fully actioned and addressed as soon as possible, with actions taken recorded and retained on the PFSO file going forward.	Head of Place Management
Agreed Management Action	Estimated Implementation Date
<p>Agreed,</p> <p>The PFSO will ensure that all recommendations made by the DfT from the last inspection have be actioned and addressed.</p> <p>The Port Facility Security Plan was reviewed and updated on the 21st February 2018 and subsequently accepted and approved by the DfT on the 6th March 2018. Complete</p>	31/05/2018 - to enable IA follow-up

## 6. Content and Format of Port Facility Security Plan

## Finding

Review of the PFSP identified a number of areas where the content requires to be updated, amended or clarified, and instances where additional documentation is required to improve the overall quality of the document. These include:

- Undertaking the required six-monthly review and refresh of the PFSP with evidence of review documented (last version update noted was 22 February 2017);
- Details of new or acting PSFO arrangements to be included along with confirmation of training being successfully completed;
- Renewal dates of Counter Terrorism Check (CTC) clearance for staff who can act as Deputy PSFO to be updated;
- Hawes Pier is not a restricted area (RA) but a temporary restricted area (TRA) – the PFSP includes numerous references to the 'RA' as opposed to the 'TRA' – clarifying this would improve the readability and consistency of the document;
- Section 11 (Checks and Searching) should be reviewed to clarify the wording and make sure that the distinctions between search requirements for passengers; other users of the pier; and for items such as unaccompanied baggage are consistent and correct
- Section 18 (PFSP Audit) should be updated to reflect that audit procedures will be undertaken by the Council's Internal Audit team.

Business Implication	Finding Rating
These changes will ensure that the PFSP is more up to date, consistent, complete and accurate in advance of the next DfT review.	Low
Action plans	
Recommendation	Responsible Officer
Management should update the PFSP in line with the points noted above.	Head of Place Management
Agreed Management Action	Estimated Implementation Date
Agreed, All points identified will be implemented within the current Port Facility Security Plan. (PFSP) The Port Facility Security Plan was reviewed and updated on the 21st February 2018 and subsequently accepted and approved by the DfT on the 6th March 2018. Complete. The minor errors with regards to TRA / RA will be rectified during the 6-monthly review.	31/05/2018 - to enable IA follow-up.  21/08/2018

# Appendix 1 - Basis of our classifications

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

# Appendix 2 – Security activities performed by Profile Security for cruise ship visits

The following security activities are performed by Profile Security for cruise ship visits

- Being present on site when cruise ships are visiting;
- Conducting security sweeps during the day of visit;
- Ensuring entry gates are locked with no access by unauthorised personnel;
- Undertaking body and bag searches for anyone entering the pier who is not a cruise ship passenger and who does not have a full pass (for example, BP employees are exempt from searches if they have their normal pass but a member of the public would require to be searched);
- Issuing temporary passes to the restricted area to credible visitors (who must show a passport or driving license);
- Conducting vehicle searches and issuing vehicle passes for all vehicles entering the pier area; and
- Distributing boarding passes provided by the Ship's Security Officer (SSO) to cruise passengers named on a pre-defined list supplied to the PFSO in advance of the cruise ship arriving.

It should be noted that the Ship's Security Officer has responsibility for searching cruise ship passengers on their return to the cruise ship – passenger searches are not undertaken by Profile Security.

# ***The City of Edinburgh Council*** **Internal Audit**

## **Waste and Cleansing Health and Safety Review**

Final Report

11 July 2018

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

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

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

# 1. Background and Scope

## Background

The Health and Safety at Work Act etc. 1974 (HSWA) is the main piece of UK (H&S) legislation. It places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees.

The City of Edinburgh Council (the Council) provides an extensive range of services to its citizens, many of which involve manual tasks and use of heavy machinery. The Council has an established H&S policy that should be supported by operational procedures, risk assessments and controls across all Service Areas.

Provision of waste collection and operation of household waste recycling centres is a key service that is exposed to significant occupational H&S risks. Consequently, it is essential that H&S controls are consistently applied, with any instances of non-compliance urgently identified and resolved. Effective H&S compliance across waste and recycling operations is also a current specific area of focus for the Health and Safety Executive.

The Council provides waste collection (including recycling) and street cleansing services across the City and currently operates three household waste recycling centres at Craigmillar; Seafield; and Sighthill. The Council's H&S team assessed H&S compliance at each of the 3 recycling centres in November and December 2017, and Seafield refuse collection in August 2017, as part of the rolling H&S audit programme, and noted a number of areas of non-compliance (most notably in relation to refuse collection at Seafield which had been operational since March 2017) and a number of areas for improvement (H&S training; objective setting; and 'emergency procedures').

Within Place, there have been three RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable incidents raised to the Health and Safety Executive (HSE) in 2018 so far. All three incidents were sustained by employees working in refuse collection and one of these incidents was classified as a Major/'Specified' Injury. In 2017, there were four major/'Specified' and 15 over-7-day RIDDOR reportable injuries in Place – all with the exception of one were sustained by employees working in refuse collection or street cleansing.

As at the time of our review (06 April 2018), a number of structural and operational changes to Waste and Cleansing were in progress. These changes provide important context to our review and our findings and recommendations have therefore been developed with these changes in mind.

Firstly, following the merger of waste and cleansing services in 2016, there are continued efforts to provide a more efficient service. Waste and Cleansing are currently in the process of moving to a locality model whereby the services will be divided east and west across the city, with each side managed by a Waste and Cleansing Operations Manager. In March 2017, some waste and cleansing employees moved into a newly built depot at Seafield in the east of Edinburgh. This includes a household waste recycling centre and a waste transfer station. At present, a similar depot is under construction at Sighthill and this will be the main depot servicing the west of Edinburgh. Management advised that this model will allow waste and cleansing services to become more efficient with less time spent travelling across the city.

Secondly, the shift pattern for waste collection employees is due to change in October 2018, subject to staff consultation. Currently, two core shift patterns are operated within Waste. Employees work either four days on and four days off; or early / late, alternating between an early shift (6am-2pm) and a late shift (2.30pm-10.30pm) Monday to Friday. Waste and Cleansing plan to change the early / late shift pattern by removing the late shift and moving to a four-day week with a longer working day. This will

decrease the number of hours worked in the dark which should reduce the risk of slips, trips and falls. Aligned to the new shift pattern employees would be required to attend three nine-hour training days per annum. This approach will also be extended to employees on four on four off patterns to ensure all employees within the service are fully trained and fully competent to carry out the requirements of their post. Management advised that this should also reduce Waste and Cleansing's reliance on agency workers as the focus will be on having a smaller workforce of primarily permanent staff.

### Scope

The objective of the review was to provide assurance that H&S risk is effectively managed across the Council's waste and cleansing service.

The review was performed by PwC Health and Safety specialists, and assessed the design adequacy and operating effectiveness of the H&S framework established across waste and recycling and street cleansing to provide management with assurance that the Council's H&S policy and associated controls are consistently applied, with all areas of non-compliance addressed and resolved in a timely manner.

The review also incorporated a review of follow-up actions to ensure that recommendations raised by the Council's Health and Safety Team in their recycling and refuse collection audits completed between August and December 2017 have been effectively implemented.

For the full terms of reference see appendix 2.

## 2. Executive summary

### Total number of findings

Critical	-
High	-
Medium	4
Low	2
Advisory	-
<b>Total</b>	<b>6</b>

### Summary of findings

Whilst no significant breaches in H&S legislation across the Council's waste and cleansing service were observed, a number of moderate health and safety control gaps were identified during the course of our review. It is worth noting that majority of these findings had already been identified by Corporate H&S but have not yet been actioned.

Consequently, four medium and two low rated Findings have been raised covering the following areas:

- 1) Significant incident/emergency procedure – there is currently no significant incident/ emergency procedure in place for Waste and Cleansing. This was also identified during a resilience internal audit review and the development of a Council wide incident/emergency procedure is currently being considered by the Council's Resilience Team.
- 2) Operational health and safety roles and responsibilities – these are not clearly defined or formally documented. One area where this lack of clarity is apparent is the distinction between the roles and responsibilities of Operations and Area Managers (as building occupiers) and Property and Facilities Management.
- 3) Health and safety training – whilst a proactive approach to H&S training is evident across waste and recycling, further improvement is required as mandatory and voluntary training is not clearly defined and online training records are incomplete.
- 4) Supervisory assurance – there is limited opportunity for supervisors to actively check Waste and Cleansing crews in the course of shifts and crew inspections are considered to be infrequent.
- 5) H&S audit approach – a collaborative approach to H&S performance audits, carried out by the Corporate H&S team, was lacking as there was no opportunity for H&S audit findings, actions, and timescales to be discussed with a waste and cleansing representative before audit reports were finalised.
- 6) H&S metrics – H&S performance in Waste and Cleansing is not monitored or analysed locally within the service. The Corporate H&S advisor reviews all H&S incidents within Place. However, there is a need for greater ownership to review data within the service itself.

Additionally, review of follow-up actions from 2017 recycling and refuse collection audits conducted by the Council's Health and Safety Team confirmed that some progress had been made in attempting to

close out the actions. However, a significant number of actions remain open (see Finding 5 below). There was a total of 160 actions with 74 marked as complete as at the time of the audit (06 April 2018).

Details of the Findings raised and audit recommendations are laid out in the Detailed Findings section of this report (section 3).

Finally, our review of H&S risk management within Waste and Cleansing and discussions with the Corporate H&S team identified a number of areas of good practice which are summarised below:

- Corporate H&S have advised that the Council's Wider Leadership Team (WLT), comprising Directors, Head of Services, and Senior Managers (including Tier 3 managers in Waste and Cleansing), will complete or have completed IOSH Leading Safely training. We would consider this to be leading practice and this will help to deliver an even more robust 'tone from the top' on H&S across the council.
- Our discussions with individuals highlighted that the Waste and Cleansing leadership team show a commitment to H&S, delivering a robust 'tone from the top'.
- It is apparent from interviews with site management and staff that there is a strong positive H&S culture throughout the service area.
- In recognition of under-reporting of near misses, the Corporate H&S team has published and communicated guidelines for managers and employees to promote incident and near miss reporting. These guidelines clearly distinguish what constitutes an incident and a near miss. Additionally, we understand that there will be two workshops specifically for Waste and Cleansing employees to promote the benefits of incident reporting and encourage reporting.
- All RIDDOR reportable incidents are reported to the HSE by the Corporate H&S team to ensure accuracy and consistency of reporting.
- Efforts are being made to maximise operational efficiency across Waste and Cleansing to allow more time for H&S training and for supervisory assurance, e.g. introduction of a locality model and a four-day week for individual bin collections.
- In recognition of an ageing workforce, Waste and Cleansing has developed a comprehensive training package for new supervisors who have been internally recruited.

## 3. Detailed findings

### 1. Significant incident / emergency procedure

#### Finding

The lack of a Council wide significant incident/emergency response and reporting framework was identified during a recent internal audit review of Resilience and is currently being considered by the Council's Resilience Team, however, our review confirmed that Waste and Cleansing do not appear to have a clearly defined significant incident and escalation procedure.

Whilst we were made aware of a bomb threat procedure, many individuals we spoke to were unaware of there being a significant incident procedure within Waste and Cleansing. Of the 8 people we spoke with, 2 were unfamiliar with the bomb threat procedure. Discussions with individuals highlighted that

there may be procedures for specific events, e.g. as part of risk assessments, and that key members of management rely on their experience to know what to do in the event of an emergency.

Waste and Cleansing H&S audits make reference to a 'risk notification procedure' which has the same objective as the significant incident procedure and specifies the protocols to be applied in case of any serious imminent H&S risks. Individuals that we spoke to were unfamiliar with this procedure and were unclear what it should entail.

As part of the close out of the H&S audit actions, a note has been made against the risk notification procedure action that Resilience are working on a Council wide framework. From discussions with management, neither the Council wide framework or local waste and recycling procedures have been formally developed, documented, and communicated to staff.

Business Implication	Finding Rating
<ul style="list-style-type: none"> <li>In the event of a serious incident that is not a bomb threat, it is not currently clear what procedure should be followed within Waste and Cleansing;</li> <li>There may be significant reputational implications for the Council, if a serious incident is not handled appropriately due to the lack of a Waste and Cleansing emergency procedure; and</li> <li>Sufficient controls to mitigate a serious incident may also not be known and/or put in place which may increase the risk of injury as a result.</li> </ul>	

**Action plans**

Recommendation	Responsible Officer
<ol style="list-style-type: none"> <li>As a matter of priority, seek support from Resilience to understand the requirements of a significant incident and escalation procedure, and develop a procedure for Waste and Cleansing with an agreed title that clearly sets out the procedure that should be followed in the event of a significant incident. This should include responsibilities and arrangements relating to notification, evacuation, escalation etc.  Once developed, ensure that this is clearly documented, communicated to all staff and that relevant individuals are appropriately trained.</li> <li>Ensure that the existing bomb threat emergency procedure is clearly communicated to all relevant staff. E.g. via toolbox talks.</li> </ol>	<p>Andy Williams, Waste, and Cleansing Service Manager</p>

Agreed Management Action	Estimated Implementation Date
<ol style="list-style-type: none"> <li>Arrange workshop with Resilience to understand the requirements of significant incident and escalation procedures. Develop the procedure and arrange tool box talks with staff to cascade the procedure; and</li> <li>In conjunction with colleagues in Resilience develop an emergency procedure, to include a specific bomb threat procedure, for Waste and Cleansing Services. Once developed to ensure that procedures are communicated to all staff via toolbox talks; and</li> </ol>	<ol style="list-style-type: none"> <li>28 September 2018</li> <li>28 September 2018</li> </ol>

## 2. Operational health and safety roles and responsibilities

### Finding

The clear definition and communication of roles and responsibilities for H&S within the Service Area is a requirement under the Council Health and Safety Policy (see 4.5). The Council's Health and Safety Strategy and Plan 2018-2020 also includes an Aim to 'provide clarity on H&S roles and responsibilities' across the Council

Through our conversations with Waste and Cleansing Operations and Area Managers, it is apparent that operational H&S roles and responsibilities are not clearly defined or communicated. We understand that there is currently no document in place which sets out the operational roles and responsibilities at each depot.

In particular, the split of H&S responsibilities between Property, Facilities Management and the Building or Site H&S Responsible Person is in need of clarification. Concerns were raised that the Site Responsible Person has been required to undertake activities that they did not feel they had the knowledge or competence to undertake, e.g. lightning rod conductor inspections and water pressure checks. Similarly, actions from recent H&S performance audits had been allocated to the Waste and Cleansing Operations/Area Managers, e.g. relating to lift inspections, legionella risk assessments and emergency lighting, but should instead be the responsibility of and actioned by the Corporate Property and Facilities Management team. We understand that some of these actions have now been transferred over, however it is evident that a document that clearly sets out operational H&S roles and responsibilities is required.

### Business Implication

- H&S risks, particularly around building safety, may not be effectively managed if operational roles and responsibilities are not clearly defined and communicated;
- H&S controls may be insufficient, e.g. relating to statutory inspections of buildings. Without appropriate maintenance and repair regimes carried out by competent persons, this could result in injury or disease to internal/external customers; and
- There may also be potential financial, legal and reputational implications if the Council is found to be non-compliant.

### Finding Rating

**Medium**

### Action plans

#### Recommendation

1. Identify H&S site and equipment checks to be carried out;
2. Agree responsibilities for carrying these out between waste and cleansing, property services and facilities management;
3. Clearly define the H&S roles and responsibilities for each waste and cleansing site in an 'Operational roles and responsibilities' document. Involve relevant stakeholders, e.g. Facilities Management, Waste and Cleansing Operations Managers and Area Managers, so that expectations can be set out and disagreements resolved before finalising; and

#### Responsible Officer

Andy Williams, Waste, and Cleansing Service Manager and Mark Stenhouse (Property FM)

4. Ensure that this document is clearly communicated and made accessible to all relevant persons.	
<b>Agreed Management Action</b>	<b>Estimated Implementation Date</b>
1. and 2 - In conjunction with Property and Facilities Management produce list of site and equipment checks to be carried out and agree responsibilities; and 3. and 4 - Co-develop H&S Roles and Responsibilities for each site and provide to relevant Managers on site	1 and 2. 31 July 2018 3 and 4. October 2018

### 3. Supervisory assurance

#### Finding

Waste and Cleansing supervisors currently have reduced capacity to carry out supervisory assurance (checking). We would consider supervisory checking to be a critical aspect of the assurance model as this should be the first level of ensuring crew tasks are carried out to the expected standards of safety. We understand that each supervisor has between 30 and 40 persons under their supervision for each shift. A supervisor will carry out a briefing at the beginning of a shift, which will include issuing paper work and carrying out crew checks, e.g. ensuring that appropriate Personal Protective Equipment (PPE) is worn. Ideally, the supervisor should then carry out random spot checks, while the crews are out and about during the course of the shift.

However, due to a significant office-based workload relating to customer complaints, sickness absence management, and incident investigations for example, there is limited time for supervisors to go out and check their crews throughout the shift. At present, it is apparent that crew inspections, when carried out, are informal and supervisors do not complete an inspection checklist. This highlights a weakness in Waste and Cleansing's first line of assurance as routine crew inspections are limited and are not recorded.

We understand that the introduction of the locality model and four day week should make it easier for supervisors to reach their crews and perform inspections, as crews will be operating in a smaller geographical area. In addition, there are plans to revise supervisor responsibilities. Management advised that there will be an office-based supervisor per shift, (e.g. focusing on responding to customer complaints and managing the RouteSmart software system) and two mobile supervisors to perform assurance on crews, carry out risk assessments and to perform incident investigations.

#### Business Implication

- Once Waste and Cleansing employees have left the depot, there is a risk that safe working practices are not being adhered to, e.g. employees may not be wearing full PPE. H&S controls may therefore be insufficient and the risk of injury may be increased for internal and external customers; and
- There may also be moderate reputational implications for the Council as there may be increased customer complaints if unsafe behaviour is witnessed, e.g. reckless driving.

#### Finding Rating

**Medium**

#### Action plans

Recommendation	Responsible Officer
<ol style="list-style-type: none"> <li>1. Continue with plans to introduce two mobile supervisors per shift with responsibility for carrying out crew inspections. If supervisors have increased contact with their crews, this will provide opportunity to call out unsafe working practices and identify where additional training is required;</li> <li>2. Introduce a formal work inspection template to ensure that supervisory assurance is recorded, thorough and consistent. Results of this assurance activity could then be used to identify trends and if necessary, linked into training; and</li> <li>3. As previously advised by the Corporate H&amp;S team, continue to increase the accountability of drivers (Crew leaders), e.g. if unsafe behaviour is identified, both the employee concerned and the driver are held accountable and may be reprimanded accordingly. This should encourage drivers to act as another line of defence in H&amp;S assurance and to call out unsafe working practices.</li> </ol>	<p>Andy Williams, Waste and Cleansing Service Manager</p>
Agreed Management Action	Estimated Implementation Date
<ol style="list-style-type: none"> <li>1. To hold briefings with all Drivers / Crew Leaders to reinforce H&amp;S roles and responsibilities;</li> <li>2. To ensure the first phase of the mobile supervisor model is linked to implementation of the 4 day week; and</li> <li>3. To ensure that a suitable checklist is developed to coincide with mobile supervisor roll out.</li> </ol>	<ol style="list-style-type: none"> <li>1. 31 July 2018</li> <li>2. 21 December 2018</li> <li>3. 21 December 2018</li> </ol>

#### 4. Health and safety training

##### Finding

Waste and Cleansing proactively commissioned a bespoke manual handling training course in 2017 which has been rolled out across Waste and Cleansing. Additionally, the Service Area identified a need for training in violence and aggression and a course was sourced by HR L&D and has been rolled out. There is also a suite of H&S training courses delivered by the Corporate H&S Team and Waste and Cleansing employees are encouraged to attend. Waste and Cleansing Operations and Area Managers, however, perceive that training is often delivered in response to an incident. For example, a near miss or incident relating to reversing, may trigger a toolbox talk to be delivered across the service area on that specific topic.

We understand that Corporate H&S and Waste and Cleansing are working together to develop training matrices that set out training needs for specific roles across the service area, with training matrices being created in collaboration with Zero Waste Scotland as part of the SWITCH Forum (Scottish Waste Industry Training, Competency, Health & Safety)<sup>1</sup>. We understand that Waste and Cleansing are also looking to introduce a dedicated internal training officer which should help to make H&S training more proactive.

Management explained that for employees working in Waste in particular, it is difficult to find the time to carry out training around service delivery. However, we understand that the change in shift pattern

will help to alleviate this problem. Each employee should have two to three days a year which can be solely dedicated to training once Waste and Cleansing moves to a four-day week.

- We identified that the distinction between mandatory and voluntary training is not always clear. Additionally, it is unclear what the implications are for employees that do not complete mandatory training. For example, we understand that manual handling training is mandatory, however it was noted that some employees had not undertaken this training – many cited that they did not feel they needed the training or that it was not relevant to them.
- We understand that attendance at all H&S courses delivered by the Corporate H&S Team, or external H&S courses administered by HR, is recorded on iTrent (by Business Support in HR L&D Team). However, the Council’s online training record system, iTrent, is not consistently kept up to date for Waste and Cleansing employees, e.g. attendance at the bespoke manual handling training delivered in 2017 had not been recorded on iTrent Records suggested that some employees were last trained on manual handling in 2003. It is difficult to distinguish whether training is required or whether the records just need updating. Additionally, a council wide issue is that the iTrent system does not automatically flag when training is due to expire. It is therefore a manual process to check individual employee profiles to see what training they require and this can be a challenging process, where records are also not up to date.
- We understand that training for existing supervisors has been ad hoc and informal up to this point. Management highlighted that finding the time to train existing supervisors has been challenging, as it is necessary to find appropriate cover to maintain service delivery. However, Waste and Cleansing are introducing a formal training package for eight existing Council employees to become trainee supervisors. This training is being delivered as part of Waste and Cleansing’s succession planning, as we understand there is an ageing workforce with many due to retire in the next decade. Whilst we would consider this supervisor training package to be good practice, this highlights a gap in the training provision for existing supervisors.

<sup>1</sup> <http://www.zerowastescotland.org.uk/content/switch-forum>

Business Implication	Finding Rating
<ul style="list-style-type: none"> <li>• With incomplete training records and a lack of monitoring of mandatory training, there is a risk that some employees do not have the appropriate level of formal training to carry out their roles safely. This may result in a heightened risk of injury for those employees, those they work with and to external customers.</li> <li>• The council may be held liable if an incident should occur involving an employee that is found to be insufficiently trained.</li> </ul>	 <p><b>Medium</b></p>

Action plans	
Recommendation	Responsible Officer
<ol style="list-style-type: none"> <li>1. Continue with plans to adopt a more proactive approach to training, e.g. by creating training matrices for individual job roles, appointing a dedicated training officer and through dedicated training days as part of the new shift pattern.</li> <li>2. Within the new training matrices, ensure that mandatory and voluntary trainings are clearly defined. For mandatory training, clearly state when training is due to expire/how often refresher training should be carried out.</li> <li>3. Define a procedure to be followed if employees have not completed mandatory H&amp;S training and outline potential implications, e.g.</li> </ol>	<p>Andy Williams, Waste, and Cleansing Service Manager</p>

<p>disciplinary action. Ensure that this procedure is communicated to employees as required.</p> <p>4. Consider offering key elements of the new supervisor training package to existing supervisors to address any known gaps and promote consistent standards of supervision.</p>	
<b>Agreed Management Action</b>	<b>Estimated Implementation Date</b>
<ol style="list-style-type: none"> <li>1. Develop Business Case for training officer roles and, if approved, recruit;</li> <li>2. Identify within training matrix the training that is core and non-core;</li> <li>3. Work with HR to define procedure for training compliance. Ensure Training consultation with staff covers non-attendance;</li> <li>4. Review training delivered to substantive Supervisors against the induction package for Trainee Supervisors. Develop and carry out plan to fill knowledge/training gaps for substantive supervisors</li> </ol>	<ol style="list-style-type: none"> <li>1. 28 September 2018</li> <li>2. 28 September 2018</li> <li>3. 31 October 2018</li> <li>4. 31 October 2018</li> </ol>

## 5. Health and safety metrics

Finding	
<p>Waste and Cleansing H&amp;S metrics are not currently monitored or analysed locally within the service on a regular basis.</p> <p>We understand that a quarterly H&amp;S dashboard for the Place Directorate is produced by Corporate H&amp;S team. The dashboard includes metrics on employee incidents, near misses and RIDDOR reportable incidents, alongside an overview of audit activities and H&amp;S training statistics.</p> <p>There is also a monthly Waste H&amp;S working group, attended by a representative from Corporate H&amp;S and from Trade Unions, during which H&amp;S matters and performance is discussed.</p> <p>There is currently no specific H&amp;S dashboard produced for Waste and Cleansing, but Corporate H&amp;S have explained that service areas are able to generate this by running reports directly from the SHE Assure system, enabling management to review and discuss health and safety performance more frequently.</p>	
Business Implication	Finding Rating
<ul style="list-style-type: none"> <li>• Regular proactive monitoring and analysis of H&amp;S performance metrics could help to identify where improvements need to be made within Waste and Cleansing, e.g. repeated near misses may highlight weak controls, allowing the Council to rectify this before an incident occurs.</li> <li>• Incident and near miss trends may highlight where training could be improved, e.g. via toolbox talks.</li> <li>• Regular discussion of H&amp;S performance at all levels, e.g. as part of crew briefings before a shift, will help to improve awareness of key H&amp;S issues and solidify a positive culture around H&amp;S. This could help to reduce the number of incidents and near misses on the ground due to raised awareness, and would also be likely to encourage reporting of incidents and near misses.</li> </ul>	 <p><b>Low</b></p>

## Action plans

Recommendation	Responsible Officer
<ol style="list-style-type: none"> <li>1. Consider implementing a monthly action to download the latest H&amp;S metrics for Waste and Cleansing off the SHE Assure system and circulate these, alongside any trend analysis, to all relevant persons in Waste and Cleansing, e.g. Head of Service, Operations and Area Managers, Supervisors.</li> <li>2. Encourage regular proactive discussion of H&amp;S performance, e.g. as part of the Waste and Cleansing performance review meetings and as part of Supervisor briefings before each shift.</li> </ol>	<p>Andy Williams, Waste, and Cleansing Service Manager</p>
Agreed Management Action	Estimated Implementation Date
<ol style="list-style-type: none"> <li>1. Request reporting training for Waste &amp; Cleansing Managers on reporting functions within SHE and include monthly H&amp;S performance and trend reports on Operations and Senior Management Team meeting agendas</li> <li>2. H&amp;S performance to be included within Looking Ahead conversations</li> </ol>	<ol style="list-style-type: none"> <li>1. 31 July 2018</li> <li>2. 31 July 2018 (May for Senior Managers)</li> </ol>

## 6. Corporate Health and safety audit approach

### Finding

In 2017, a number of Corporate H&S audit reports were issued following audits of the following sites: Seafield Depot, Seafield Household Waste Recycling Centre (HWRC), Craigmillar Depot and Sighthill HWRC. Our discussions with Operations and Area Managers have highlighted a number of concerns relating to the audit approach and follow up of related actions.

We understand that the Corporate H&S team, specifically the H&S Advisor for Place, has proactively engaged with each site and offered support on the audit actions, e.g. via dedicated meetings, over the phone and via email. However, we understand that there was no consultation with each site before each audit report was finalised to discuss the findings, actions, and timescales for action close-out. Individuals raised concerns that some findings were not felt to be relevant, that the actions were not always clear or necessarily assigned to the right persons and that the timescales were unrealistic. There was no opportunity to discuss or raise these concerns prior to the audit reports being finalised.

Corporate H&S management were aware of this issue and (at the time of our review) were implementing appropriate actions to ensure that this was addressed.

Across all four Waste and Cleansing audits, there are a total of 160 actions with 74 marked as complete as at 16th March 2018. An employee has been assigned to focus on closing out the actions of these audits, but even with numerous consultations with the Corporate H&S team, the sheer number of actions and occasional lack of clarity, e.g. on who should own the action or what a finding/action actually means, has meant that this process has not been straightforward. For example, as mentioned in Finding 4, there was a lack of understanding of what a risk notification procedure (Action 14.4/14.5) was meant to include and who should own this action.

Additionally, we understand that there was a lack of understanding on an action relating to emergency lighting for the Seafield HWRC site (Action 13.15), i.e. whether there was actually any emergency

lighting in place. It was also highlighted that many actions should either sit with Facilities Management or at least required guidance from this team, e.g. relating to fire alarm inspections and maintenance records and emergency procedures for lift breakdowns.

Business Implication	Finding Rating
<ul style="list-style-type: none"> <li>A formal consultation process with all relevant persons, e.g. Corporate H&amp;S, Operations and Area Managers, Corporate Property/ Facilities Management, etc. would allow for the Council to: a) discuss draft findings and actions in order to raise any areas for clarification or identify concerns/disagreements; b) ensure actions were appointed to the right persons; and c) allow for reasonable and practicable timescales for completion to be agreed.</li> </ul>	
Action plans	
Recommendation	Responsible Officer
<ol style="list-style-type: none"> <li>For future H&amp;S audits, adopt a more collaborative approach and ensure that relevant stakeholders have been appropriately engaged before finalising reports, e.g. via a close out meeting. This will provide an opportunity to give clarification, discuss any disagreements, ensure that actions are allocated to the right persons and allow timescales to be agreed. This should help to facilitate the prompt close out of actions and ensure that any weaknesses identified by the audit are promptly addressed.</li> </ol>	Susan Tannahill, Head of Health and Safety
Agreed Management Action	Estimated Implementation Date
<p>This gap was identified prior to this audit, and action has already been taken to ensure that all H&amp;S audit reports are issued in draft for comment prior to being finalised, to ensure consistency across the Council. The Corporate Health and Safety Team will continue to provide specialist advice and guidance to support the service to close audit actions.</p>	<p>This action has been closed by management and validated by IA prior to issuing the final report.</p>

# Appendix 1 – Basis of our classifications

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

# Appendix 2 – Terms of Reference

## Place

### Terms of Reference – Health and Safety – Waste and Recycling

To: Paul Lawrence, Executive Director, Place

From: Lesley Newdall, Chief Internal Auditor

Date: 2 April 2018

Cc: Gareth Barwell, Head of Place Management  
Andy Williams, Waste and Cleansing Service Manager

This review is being undertaken as part of the 2017/18 internal audit plan approved by the Governance, Risk and Best Value Committee in March 2017. The review will be performed by PwC specialists under the terms of the current Internal Audit co-sourcing agreement.

#### Background

The Health and Safety at Work Act etc. 1974 (HSWA) is the main piece of UK health and safety legislation. It places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees.

The City of Edinburgh Council (the Council) provides an extensive range of services to its citizens, many of which involve manual tasks and use of heavy machinery. The Council has an established Health and Safety policy, that should be supported by operational procedures, risk assessments and controls, across all Service Areas.

Provision of waste collection and operation of household waste recycling centres is a key service that is exposed to significant occupational health and safety risks. Consequently, it is essential that health and safety controls are consistently applied, with any instances of non-compliance immediately identified and resolved. Effective Health and Safety compliance across waste and recycling operations is also a current specific area of focus for the Health and Safety Executive.

The Council provides waste collection (including recycling) and street cleansing services across the City and currently operates three household waste recycling centres at Craigmillar; Seafield; and Sighthill. The Council's Health and Safety team assessed health and safety compliance at each of the recycling centres in December 2017 as part of the rolling H&S audit programme, and noted a number of areas of non-compliance (most notably in relation to refuse collection at Seafield which had been operational since March 2017) and a number of areas for improvement (health and safety training; objective setting; and 'emergency procedures').

#### Scope and Approach

The objective of the review is to provide assurance in relation to the following key Corporate Leadership Team (CLT) risks:

**Health and Safety** - *there is a risk of non-compliance with the Council's legislative obligations and associated suite of health and safety policies. Also, any failure to implement adequate controls or meet applicable legislation could risk an incident resulting in harm to staff, agency workers, contractors, service users or members of the public, together with liability claims, regulatory fines and associated reputational damage.*

The review will assess the design adequacy and operating effectiveness of the H&S framework established across waste and recycling and street cleansing to provide management with assurance that the Council's Health and Safety policy and associated controls are consistently applied, with all areas of non-compliance addressed and resolved in a timely manner.

The review will also incorporate a review of follow-up actions to ensure that recommendations raised by the Council's Health and Safety Team in their recent recycling and refuse collection reviews have been effectively implemented.

### Limitations of Scope

- Compliance with applicable health and safety requirements for employees and agency workers who drive as part of their role are specifically excluded from the scope of this review, as this risk is covered by a separate audit that is due for completion by 31st March 2018.
- Property related H&S requirements for the relevant CEC sites (e.g. fire risk, legionella controls) are excluded from scope.

### Approach

Our audit approach is as follows:

- Obtain and review health and safety policies and local procedures to check that they apply and appropriately control Health and Safety risks associated with waste and recycling and street cleansing;
- Obtain and review relevant H&S risk assessments to check that all significant risks have been identified and suitable controls have been identified and implemented
- Obtain an understanding of how management ensures that policies and local procedures are consistently applied to ensure ongoing compliance with applicable health and safety requirements;
- Confirm that key health and safety metrics have been established and are supported by management information and reporting;
- Obtain an understanding of the processes applied to establish the root cause of any significant or recurring health and safety incidents; and
- Obtain an understanding of what management arrangements are in place to ensure that health and safety controls are maintained where CEC employees (and agency workers) are working on 3<sup>rd</sup> party facilities such as waste disposal sites. The sub-processes and related control objectives included in the review are:

Sub-process	Control Objectives
Health and Safety Management	<ul style="list-style-type: none"> <li>• Adequate health and safety governance measures, risk assessments; controls; assurance, and management oversight have been established to support waste and recycling and street cleansing operations;</li> <li>• Appropriate ownership of local H&amp;S arrangements, including clarity on operational roles and responsibilities, has been established and is regularly reviewed and refreshed, with changes communicated to all employees;</li> <li>• Risk assessments and controls are regularly reviewed to reflect the outcomes of any recurring or significant incidents as well as to ensure compliance with Council H&amp;S Policy, legal and regulatory requirements and relevant industry standards and best practice.</li> <li>• Adequate co-ordination for H&amp;S arrangements at 3<sup>rd</sup> party sites.</li> <li>• Adequate H&amp;S arrangements for agency staff.</li> <li>• Appropriate engagement and consultation with Trades unions.</li> <li>• Significant incident procedure is in place and has a good level of awareness.</li> </ul>
Health and Safety Performance	<ul style="list-style-type: none"> <li>• Appropriate assurance and governance arrangements have been established by management to confirm ongoing compliance with health and safety requirements;</li> <li>• These assurance arrangements are subject to ongoing review and revision to reflect any changes, any new health and safety legislative requirements / industry standards, and changes in the organisational structure</li> <li>• Metrics include incident statistics, breach reporting and details of any significant or recurring incidents and training attendance and completion;</li> </ul>

	<ul style="list-style-type: none"> <li>• Management information is prepared and provided to management at appropriate intervals to provide information on compliance; details of breaches and incidents; and ongoing training completion;</li> <li>• Select a sample of significant breaches and recurring incidents and confirm that appropriate and timely action is taken by management to identify and address the root causes;</li> <li>• Select a sample of employees who have not completed the necessary health and safety training and explore the root causes of these omissions. Understand how management proposes to rectify; and</li> <li>• Select a sample of significant and recurring incidents and breaches and confirm that appropriate action has been taken by management to address these and mitigate the risk of recurrence</li> </ul>
Follow-up	<p>Select a sample of the actions from the three Health and Safety audit reports issued in December 2017 and confirm (by obtaining supporting evidence) that appropriate action has been implemented timeously to address the gaps identified.</p> <p>Select a sample of incident investigations and confirm (by obtaining supporting evidence) that appropriate action has been implemented timeously to address the areas for improvement identified.</p>

### Internal Audit Team

Name	Role	Contact Details
Lesley Newdall	Chief Internal Auditor	<a href="mailto:lesley.newdall@edinburgh.gov.uk">lesley.newdall@edinburgh.gov.uk</a> 0131 429 3216
Mark Thompson	Director	<a href="mailto:mark.z.thompson@pwc.com">mark.z.thompson@pwc.com</a>
Phil Davis	Assistant Director	<a href="mailto:phil.davis@pwc.com">phil.davis@pwc.com</a> 07595850798
Dola Faseun	H&S Specialist	<a href="mailto:dola.faseun@pwc.com">dola.faseun@pwc.com</a>
Imogen Brabant	H&S Specialist	<a href="mailto:imogen.j.brabant@pwc.com">imogen.j.brabant@pwc.com</a> 07889 644186

### Key Contacts

Name	Role	Contact Details
Andy Williams	Waste and Cleansing Service Manager	<a href="mailto:Andy.Williams@edinburgh.gov.uk">Andy.Williams@edinburgh.gov.uk</a> 0131 469 5660
Robert Brown	Waste & Cleansing Operations (Waste) Manager	<a href="mailto:robert.brown@edinburgh.gov.uk">robert.brown@edinburgh.gov.uk</a> 0131 337 8480
Mark Stanton	Area Manager - Waste & Cleansing Operations (Waste)	<a href="mailto:mark.stanton@edinburgh.gov.uk">mark.stanton@edinburgh.gov.uk</a> 07917 070 459
Keith Martin	Area Manager - Waste & Cleansing Operations (Waste)	<a href="mailto:keith.martin@edinburgh.gov.uk">keith.martin@edinburgh.gov.uk</a> 0131 337 8480
Murray Black	Waste & Cleansing Operations Manager	<a href="mailto:murray.black@edinburgh.gov.uk">murray.black@edinburgh.gov.uk</a> 0131 469 5232

Andy Hunter	Area Manager - Waste & Cleansing Operations (West)	<a href="mailto:andy.hunter@edinburgh.gov.uk">andy.hunter@edinburgh.gov.uk</a> 0131529 3111
Rab Farquhar	Area Supervisor – Waste and Cleansing Operations (East)	<a href="mailto:robert.farquhar@edinburgh.gov.uk">robert.farquhar@edinburgh.gov.uk</a>
Robert Davidson	Area Manager - Waste & Cleansing Operations (East)	<a href="mailto:robert.davidson@edinburgh.gov.uk">robert.davidson@edinburgh.gov.uk</a> 0131 667 3894
Karen Reeves	Technical Manager	<a href="mailto:Karen.reeves@edinburgh.gov.uk">Karen.reeves@edinburgh.gov.uk</a> 0131 469 5196

## Timetable

Fieldwork Start	3 April 2018
Fieldwork Completed	6 April 2018
Submission of Draft Report	15 April 2018
Response from Auditee	29 April 2018
Final Report to Auditee	5 May 2018

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

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

Monitoring of outstanding management actions is undertaken via monthly updates to the Director and his executive assistant. The executive assistant liaises with service areas to ensure that updates and appropriate evidence are provided when required.

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

## Appendix 1: Information Request

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

- Copy of Council health and safety policy
- Copies of health and safety procedures for waste and recycling and street cleansing
- Details of health and safety key performance metrics
- Details of health and safety assurance arrangements (e.g. audits) (if any)
- Copies of the most recent health and safety management information
- Details of any recent health and safety incidents (reportable and near misses) and any policy breaches.

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

## Appendix 3 – Sample of audit actions

Site/Audit Report	Action Reference	Action	Notes from discussion
<b>Seafield Refuse Collection</b>	13.15	Contact Corporate Property in relation to emergency lighting being installed.	Pending - Unsure about why emergency lighting is needed. Needs to check with the supervisors.
	15.4.1/15.4.2	Manager to contact Corporate Property to establish the presence/or not, of asbestos in the property.	Completed - No asbestos in buildings. Training being carried to help staff identify asbestos waste.
	13.5	Ensure fire drills are carried out.	Pending – Team not sure who is responsible for carrying out fire drills. Robert Brown (Area Manager) thinks this action should sit within Facilities Management’s remit.
<b>Craigmillar Depot</b>	13.1	Fire risk assessment requires update/review.	Pending – This is being followed up with Facilities Management.
	15.3.7	Ensure test and inspections for mobile lifting equipment (JCB) are carried out.	Pending – further help required
	14.4	Ensure a risk notification procedure is put in place (see audit criteria box 14.4).	Pending - There is no set risk notification procedure throughout waste. Resilience team are working on a council wide process.  N/A – Team has provided feedback to H&S that they are not clear on what a “risk notification procedure” is.
<b>Sighthill HWRC</b>	4.8.1	Ensure specific noise assessments are carried out to establish/confirm sound levels both inside and outside the cabs of the JCB-3CX and JCB 360.	Pending
	5.1	Ensure health and safety objectives have been set for the unit/ directorate (linked to identified risks, opportunities and performance criteria).	Pending – Actions sits at senior management level (rather than depot level)

	14.4	Ensure health and safety objectives have been set for the unit/ directorate (linked to identified risks, opportunities and performance criteria).	<p>Pending - There is no set risk notification procedure throughout waste. Resilience team are working on a council wide process.</p> <p>N/A – Team has provided feedback to H&amp;S that they are not clear on what a “risk notification procedure” is.</p>
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# Transport and Environment Committee

10.00am, Thursday, 4 October 2018

## Objection and Amendment to Traffic Regulation Order (TRO/18/09) – Change from Written Format to Map Based Order

Item number	7.10
Report number	
Executive/routine	
Wards	All
Council Commitments	

### Executive Summary

The introduction of a map-based Traffic Regulation Order (TRO) is a key part of the Parking and Traffic Regulation team's plan to modernise and improve its service.

Currently, TROs governing the various parking restrictions throughout the city, such as parking places and yellow lines, are provided in written format. These Orders describe in their Schedules the specific location of every parking restriction and the affected parts of the road. This means the Orders have extensive written descriptions which can be difficult to understand and open to misinterpretation. Furthermore, when any amendment to the location of a parking restriction is proposed, it can be a time consuming exercise to rewrite the descriptions.

It is proposed that the written Schedules are replaced with maps showing the location and extent of each parking restriction.

A map-based traffic order has several benefits over written ones; maps are more easily understood by a wider range of people and changing map-based orders is quicker and easier for officers to process.

This report considers the content of the objection received, recommends that the objection is set aside and the TRO (TRO/18/09) is made.

It was also noted, after the Order was advertised, that the plans containing:

1. North Park Terrace, Portgower Place and a section of Comely Bank Road; and
  2. Picardy Place, and sections of York Place, Broughton Street and Little King Street.
- should have specified that these areas were included in a separate Traffic Order. It is proposed that the relevant plans are changed accordingly.

## Objection and Amendment to Traffic Regulation Order (TRO/18/09) – Change from Written Format to Map Based Orders

### 1. Recommendations

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- 1.1 It is recommended that the Transport and Environment Committee:
  - 1.1.1 sets aside the objection, and
  - 1.1.2 makes the TRO (TRO/18/09) as advertised, with the exception of replacing plans numbers 1157, 1216, 1280 and 1339, shown in Appendix 1 to this report.

### 2. Background

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- 2.1 The existing TROs in Edinburgh provide the location of the parking restrictions in written format (text-based), which include for example location descriptions for public parking places and yellow line waiting restrictions.
- 2.2 Any amendment to the parking restrictions require each written description within the TROs to be amended accordingly.
- 2.3 This is a cumbersome and time-consuming process which produces a complex description which can be difficult for many people to understand. The proposed switch to map-based traffic orders will modernise and improve the traffic regulation service in Edinburgh.
- 2.4 The benefits of map-based TROs include; reducing the time taken to draft traffic orders, minimising errors and making proposals including existing restrictions much clearer for officers and members of the public to understand.
- 2.5 It is also anticipated that there will be scope with the new technology for electronic plans provided by developers, consultants and other Council departments to be uploaded onto the map-based system which will reduce any potential for errors as well as preventing duplication of work which has already been carried out.
- 2.6 The map based process will only apply to TROs governing parking, waiting and loading/unloading restrictions, with some exceptions. It will not include moving traffic restrictions, for example, banned turns, as these cannot always be clearly represented on a map. Therefore, the Greenways Order will not be included at this stage as it also provides for restrictions on traffic movement. Nor will it include some roads affected by ongoing projects or development works. In such instances,

the plans will identify the affected area as being governed under a separate Traffic Order.

### 3. Main report

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- 3.1 The proposed map-based TRO was advertised for public consultation between 31 August 2018 to 21 September 2018 under reference TRO/18/09.
- 3.2 Advances in mapping technology have resulted in many other local authorities making the switch from a written format to map-based traffic orders. The Royal Borough of Kensington and Chelsea in London and The Highland Council are two such examples.
- 3.3 Currently, when the Council proposes to amend or make a new TRO, the extent of the parking restrictions must be described in a written form. This is a cumbersome and time-consuming process that can result in mistakes being made.
- 3.4 For instance, an incorrect road name (Street instead of Terrace) or an inaccurate geographical direction (east not west) could result in an order and thus the on-street parking restrictions being unenforceable.
- 3.5 Furthermore, inaccuracies can arise when written descriptions do not correspond with on-street measurements. This is particularly true on roads with gradients which cannot be reflected on paper. Map-based TROs can eliminate these discrepancies by making the true extent of the parking restrictions much clearer for all.
- 3.6 This is a benefit for officers and members of the public who will be able to easily understand map-based proposals when they are advertised for public comment. This may also reduce the number of people contacting the Council to seek clarification on a proposal.
- 3.7 It is also considered that a map-based Order will be easier for members of the public to interpret. It is anticipated that in time, the map-based Order shall be accessible online. Whereas, at present it is not possible to provide this service given the volume of written TROs, thus making our traffic orders more transparent.
- 3.8 One impact of the new map-based Order is that during the period between when it was advertised and when it is made, it is not legally possible to advertise changes to any traffic order that contains waiting, loading or other parking restrictions on the affected roads.
- 3.9 Until the new mapping system is in place, several proposed traffic orders are on hold pending the outcome of this Order. Such as the roll-out of shared-use parking, visitor permits for residents in the Central and Peripheral Zones and Sunday parking restrictions. However, the switch to a map-based Order will remove the need for extensive scheduling of the proposed changes. In particular, for the additional shared use parking places which will help to minimise the time needed to prepare this forthcoming Order

## **Objection**

- 3.10 The switch to a map-based TRO requires a new consolidated TRO to be made which will not make any changes to the existing restrictions or prohibitions already marked on street. Nevertheless, during the recent public consultation, 1 objection was received.
- 3.11 The objection was received on behalf of Juniper Green and Baberton Mains Community Council who are concerned that the removal of any written descriptions would prevent them from clearly publicising information relating to any future proposed amendments via social media.
- 3.12 Whilst the Order will no longer consist of written descriptions of the affected roads, the advert published in the local press will still provide a summary of the proposal in text format to allow persons to easily identify the proposed changes. The same advert is also available on our website including a Statement of Reasons that specifies relevant background information outlining the reason for the amendment and its benefit.
- 3.13 There are no changes to the consultation process. When conducting a public consultation, letters summarising the proposal are distributed to statutory consultees, including Community Councils of the affected areas. Where appropriate, a map indicating the proposed changes is also provided. Whereas in future, if the map based Order is implemented, as well as the usual letter, a plan of the existing restrictions and a plan of the proposed restrictions will also be enclosed. Therefore, consultees will have the benefit of a written explanation as well as maps illustrating the existing and proposed layout to help them clearly understand the effects of the proposal.
- 3.14 During a public consultation, copies of the Draft Order, Advert, Maps and Statement of Reasons are available at the City Chambers Reception or online at [www.edinburgh.gov.uk/trafficorders](http://www.edinburgh.gov.uk/trafficorders) for inspection. If the map based Order goes ahead, the same information shall be provided, the only difference being is that the Draft Order and Maps shall be incorporated together to make it easier to understand the varying restrictions in any given road from looking at the plans.
- 3.15 The content of our consultation letters and a link to the Traffic Orders webpage can be easily shared online, should the recipient wish to do so.

## **Major Projects**

- 3.16 There is a requirement to continue to operate the paper-based Parent Orders for some areas after the map-based Order comes into effect. This is to accommodate changes that major projects such as Charlotte Square and the redevelopment of the St James' Centre will have on parking controls.
- 3.17 This may also allow some contingency should emergency changes to the regulations be required. However, the potential for this happening is being minimised as far as possible.
- 3.18 Projects are on-going at Picardy Place roundabout and in the vicinity of the Edinburgh Academy Sports ground on Comely Bank Road. As both these schemes

make changes to the current Traffic Order the relevant roads on the plans should have been highlighted with the wording “This area is covered by a separate text-based traffic order”.

- 3.19 There is no change to what is presently marked on-street at both these areas and the current Traffic Order will remain in effect until the new schemes are advertised and any objections considered. If the proposals are made and the current Traffic Order amended, the new restrictions and prohibitions will be consolidated into the new map-based Traffic Order. Should either of the schemes not go ahead then the present restrictions and prohibitions will be consolidated into the map-base Traffic Order. This will also apply at all other areas similarly marked on the plans.
- 3.20 It is proposed that the existing plans numbered 1157 and 1216 for the Edinburgh Academy scheme and plans numbered 1280 and 1339 for the Picardy Place scheme should be replaced with the plans, of the same numbers, contained in Appendix 1.
- 3.21 The transfer to a map-based Order will not change the statutory procedure which manages the introduction of any new or amendment to existing traffic orders, as this is outwith the Council’s control. However, it will help shorten the time taken to draft orders and once advertised be easier for people to understand.
- 3.22 As this Order does not intend to change any restrictions on-street or how parking is managed in Edinburgh, it is recommended that the Committee sets aside the objection outlined and approves the making of the map-based Order.

## **4. Measures of success**

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- 4.1 The measures of success for the project include:
  - 4.1.1 streamlining the creation and reduce delays when drafting new traffic regulation orders;
  - 4.1.2 making traffic orders easier for people, including members of the public to understand; and
  - 4.1.3 removing inconsistencies between information included within the traffic order and what is represented on street.

## **5. Financial impact**

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- 5.1 The costs associated with the statutory procedures described in this report will be met from within existing Parking and Traffic Regulation budgets.
- 5.2 The total implementation cost of the project is estimated to be approximately £200,000 and this includes a survey of all parking restrictions in Edinburgh, a bespoke system for managing TROs and drafting of the necessary consolidation Order.

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

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- 6.1 The delivery of the map-based consolidation Order is the main risk identified with this project as future work depends upon it being completed successfully on time.
- 6.2 There are no other risk, policy, compliance or governance impacts identified as a result of this report.

## **7. Equalities impact**

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- 7.1 An Equalities and Rights Impact Assessment (ERIA) has been completed and will continue throughout the duration of the project.
- 7.2 This identified that moving to map-based Orders may impact on people with colour-blindness, should they not be able to differentiate between the different colours used for separate parking restrictions displayed on the map tiles.
- 7.3 To mitigate against the possible impacts, the colours red and green will be avoided where possible as these are the main ones that the majority of people with colour-blindness struggle to identify. In addition, where possible parking places will be shown with a colour and a pattern to help identify them.
- 7.4 During the public consultation, it was brought to our attention that many visually impaired people use “screen readers” to translate word documents by audio. There was a concern that if the text documents were replaced with maps, visually impaired individuals could not ascertain the location of the varying restrictions within the map based Traffic Order.
- 7.5 The solution to this matter would be that in such circumstances, the Traffic Orders team shall provide written descriptions of the location of the parking restrictions affected by our visually impaired customers.
- 7.6 At present, Traffic Orders are not published online for interested parties to view, though copies are available upon request. Upon receipt of such an enquiry, relevant extracts of the Order are generally provided. We have no record of any request from a visually impaired individual. Therefore, we do not anticipate a high demand for such a service but nevertheless shall endeavour to provide the relevant information to meet their requirements.

## **8. Sustainability impact**

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- 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 proposals in this report are not expected to impact on: carbon emissions; the city’s resilience to climate change impacts; or impact on social justice, economic wellbeing or the city’s environmental good stewardship.

## 9. Consultation and engagement

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- 9.1 The statutory consultation was carried out as part of the Traffic Regulation Order process.
- 9.2 As the proposal does not include any on-street amendments to the parking regulations, further consultation is not considered to be required.

## 10. Background reading/external references

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None

### **Paul Lawrence**

Executive Director of Place

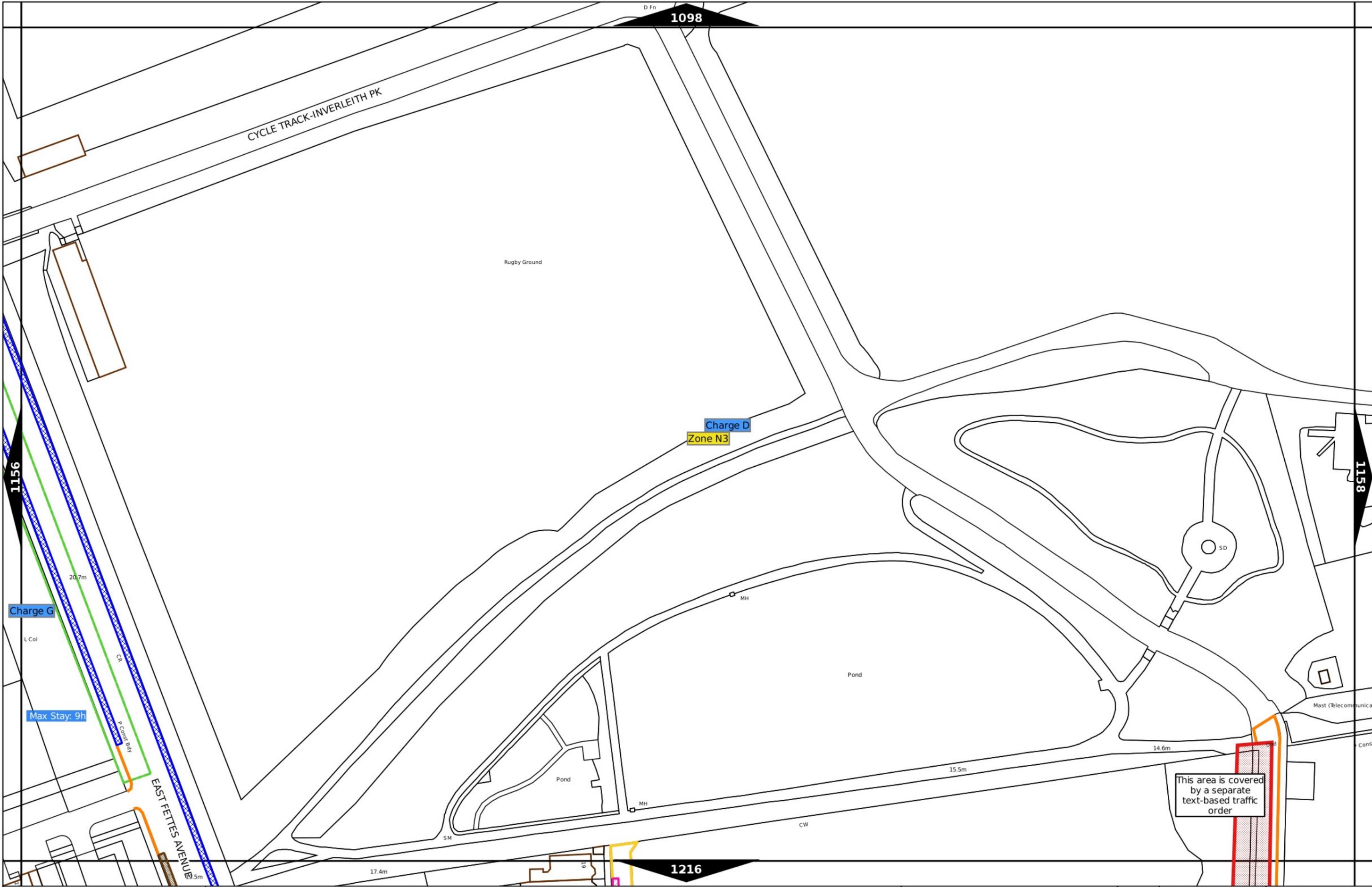
Contact: Ewan Kennedy, Transport Network Manager

E-mail: [ewan.kennedy@edinburgh.gov.uk](mailto:ewan.kennedy@edinburgh.gov.uk) | Tel: 0131 469 3575

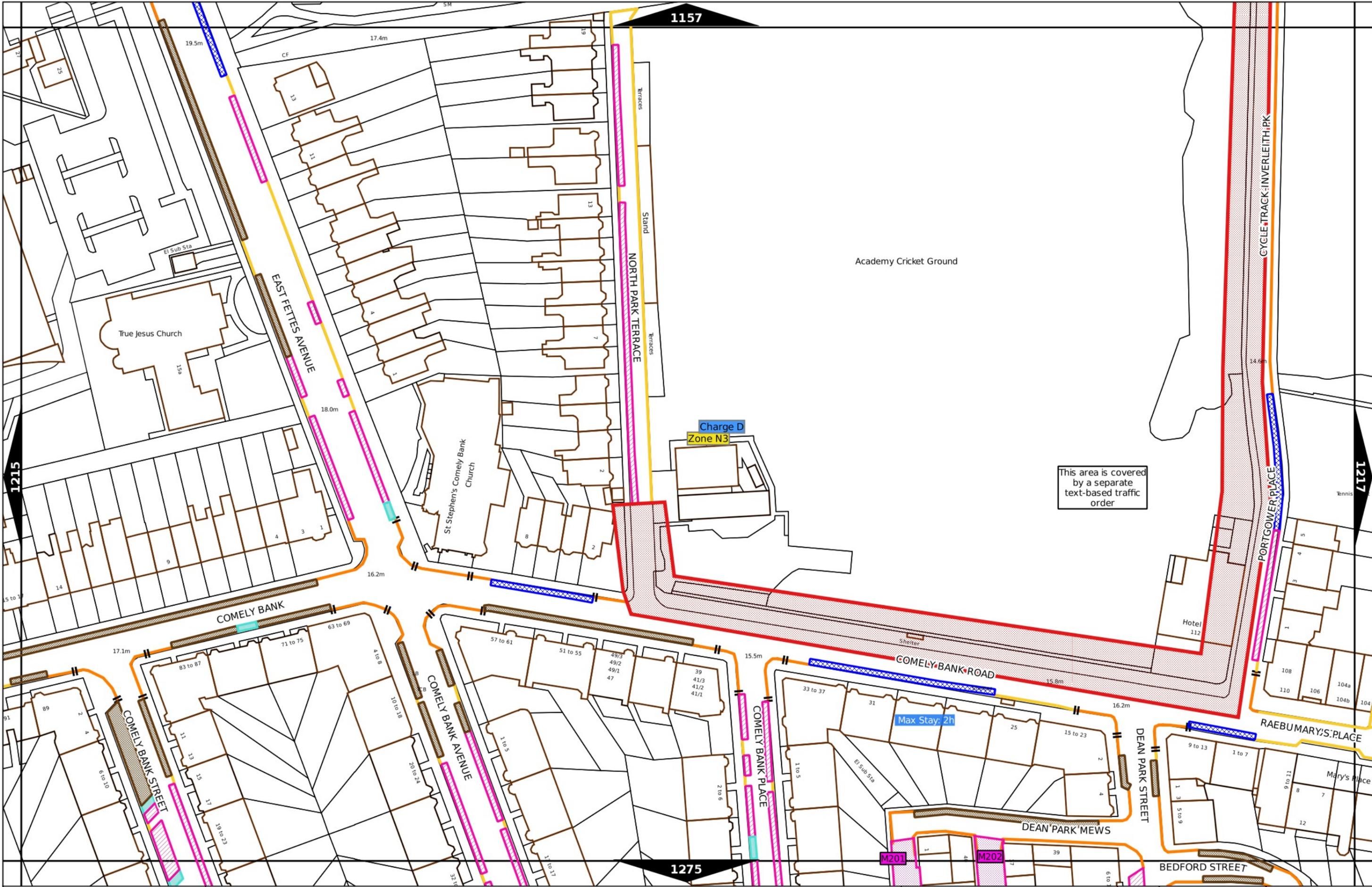
## 11. Appendix

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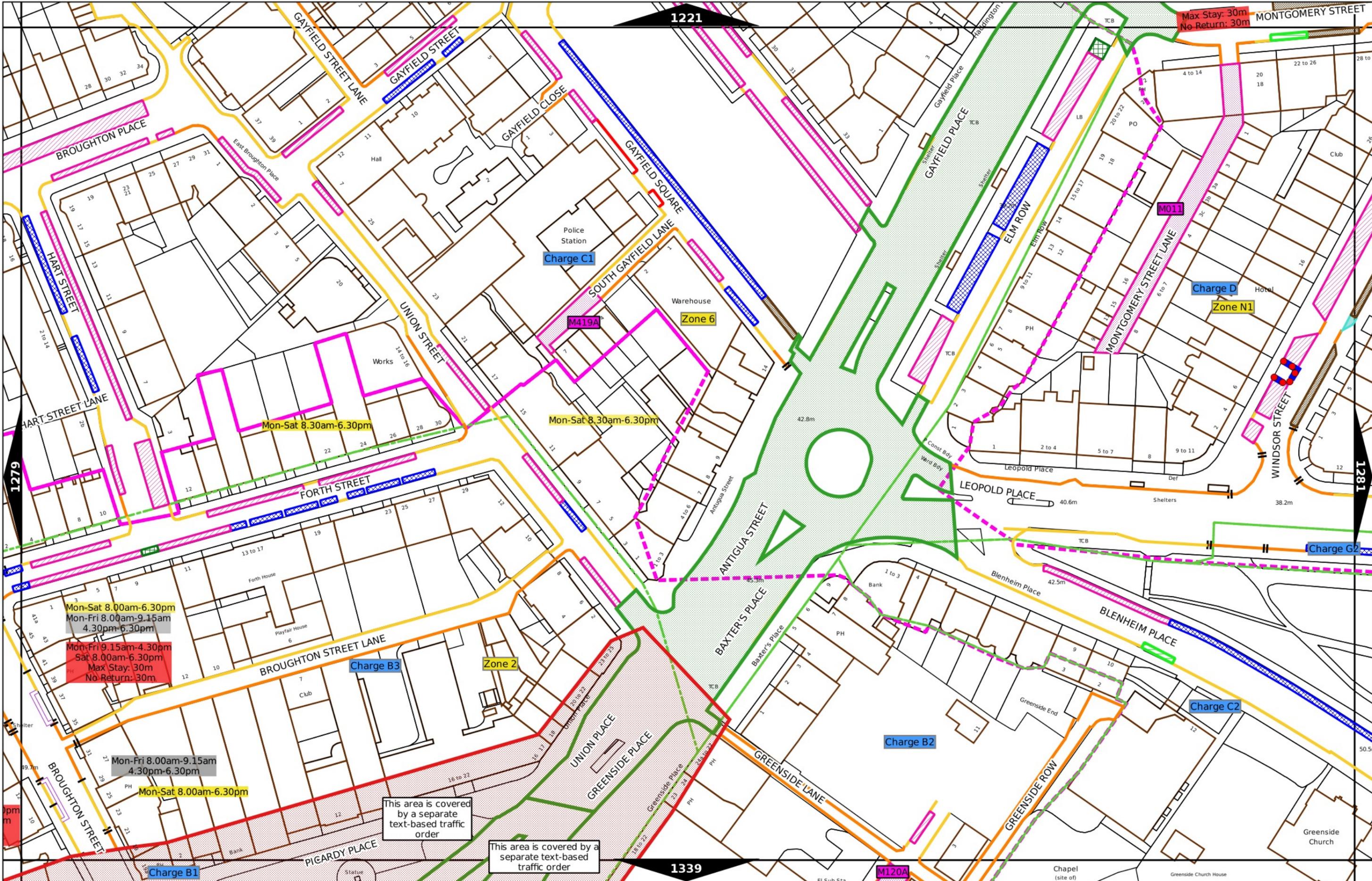
- Appendix 1 Plan Nos. 1157 and 1216, North Park Terrace, Portgower Place, Comely Bank Road (part).
- Appendix 2 Plan Nos. 1280 and 1339, Picardy Place, Broughton Street (part), York Place (part) and Little King Street (part).



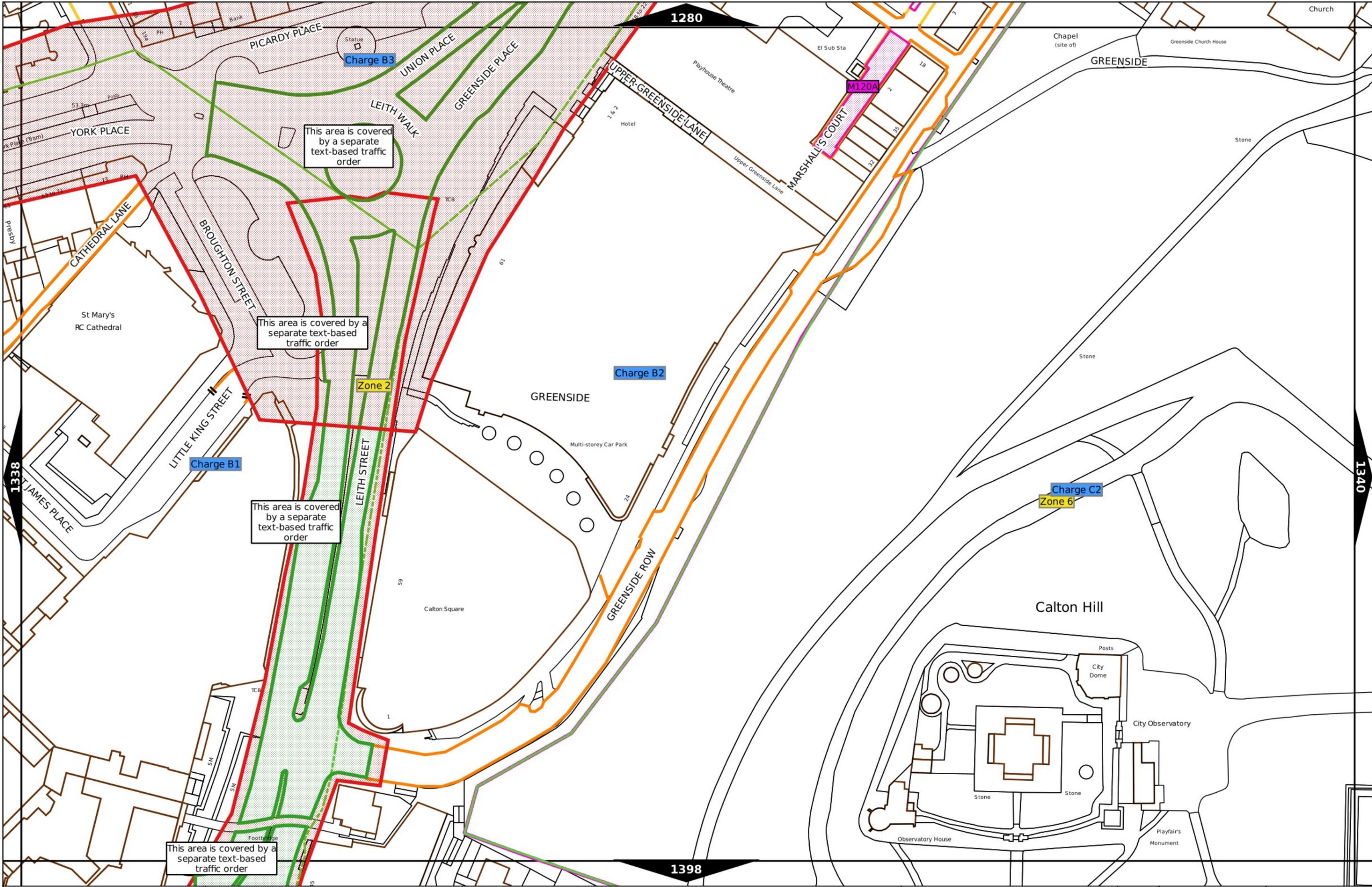
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Status	Proposed



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Revision	0
Status	Proposed



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Revision	0
Status	Proposed



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Map Tile	1339
Revision	0
Status	Proposed

# Transport and Environment Committee

10am, Thursday 4 October 2018

## Allotment and Food Growing Provision – referral from the Culture and Communities Committee

<b>Item number</b>	8.1
<b>Report number</b>	
<b>Wards</b>	All
<b>Council Commitments</b>	

### Executive summary

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On 11 September 2018 the Culture and Communities Committee considered a report by the Executive Director of Place on the current level of food growing provision supported by the Council, the existing legislation, policy and strategy in place to increase this provision, and related barriers to further expansion.

The report has been referred to the Transport and Environment Committee for information.

# Terms of Referral

## Allotment and Food Growing Provision – referral from the Culture and Communities Committee

### Terms of referral

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- 1.1 On 11 September 2018 the Culture and Communities Committee considered a report by the Executive Director of Place on the current level of food growing provision supported by the Council, the existing legislation, policy and strategy in place to increase this provision, and related barriers to further expansion.
- 1.2 The Committee agreed:
  - 1.2.1 To note the current scale and range of allotment and food growing provision across the city supported by the Council.
  - 1.2.2 To note the measures in place seeking to increase allotment provision and support and expand the network, and the number of community gardens and food growing initiatives.
  - 1.2.3 To agree that an update report would be provided in six months.
  - 1.2.4 To refer this report to the Transport and Environment Committee for information.

### For Decision/Action

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- 2.1 The Transport and Environment Committee is requested to consider the report.

### Background reading / external references

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[Culture and Communities Committee – 11 September 2018](#)

### Laurence Rockey

Head of Strategy and Insight

Contact: Jamie Macrae, Committee Officer  
Sarah Stirling, Assistant Committee Officer

E-mail: [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk) | Tel: 0131 553 8242  
[sarah.stirling@edinburgh.gov.uk](mailto:sarah.stirling@edinburgh.gov.uk) | Tel : 0131 529 3009

## Links

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### Appendices

Appendix 1 – report by the Executive Director of Place

# Culture and Communities Committee

10am, Tuesday, 11 September 2018

## Allotment and Food Growing Provision

Item number	
Report number	
Executive/routine	
Wards	All
Council Commitments	<a href="#">44</a>

### Executive Summary

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

## Allotment and Food Growing Provision

### 1. Recommendations

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

### 2. Background

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

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

### 3. Main report

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

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

## **4. Measures of success**

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

## **5. Financial impact**

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

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

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

## **7. Equalities impact**

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

## 8. Sustainability impact

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

## 9. Consultation and engagement

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

## 10. Background reading/external references

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

### **Paul Lawrence**

Executive Director Place

Contact: David Jamieson, Parks, Greenspace and Cemeteries

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

## 11. Appendices

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None.