

# Notice of meeting and agenda

## City of Edinburgh Council

**10.00 am Thursday, 21st November, 2019**

Main Council Chamber - City Chambers

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

### Contacts

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

Tel: 0131 529 4239

## 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 The City of Edinburgh Council of 24 October 2019 – submitted for approval as a correct record 17 - 56

## 5. Questions

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- 5.2 By Councillor Osler - Strategic Review of Parking – for answer by the Convener of the Transport and Environment Committee 59 - 60
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## **9. Motions**

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- 9.1** By Councillor Burgess - Engaging Citizens on the Climate Emergency
- “Council;
- Recognises the importance of engaging individual residents with the City’s ambition to achieve a 2030 net-zero carbon target in response to the Climate Emergency;
- Notes that other local authorities are establishing Citizens’ groups such as Juries and Assemblies to consult with them about tackling the Climate Emergency for example the ‘Oxford Citizen’s Assembly on Climate Change’;
- Therefore agrees to call for a report on how residents can be involved in achieving the City’s 2030 net-zero carbon target, including establishing an Edinburgh Citizen’s Assembly on the Climate Emergency.”
- 9.2** By Councillor Neil Ross - Provision of Lunches and Refreshments to Councillors
- “Council notes
- 1) That Councillors are paid according to the rates set by the

Scottish Parliament.

- 2) At regular meetings of the full Council, lunch is provided to councillors and staff attending the meeting.
- 3) A light lunch is provided to councillors and staff taking part in all-day meetings of the Licensing Board and the Regulatory Committee's Licensing Sub-Committee.
- 4) Food and refreshments, i.e. tea and coffee, are sometimes provided for internal meetings of councillors.
- 5) No contributions are sought from councillors or staff in connection with items at 2, 3 and 4 above.

Council accepts there are legitimate reasons for the provision of lunches as described above, principally to ensure efficient time management for the meeting participants and to protect the meeting participants from undue lobbying.

Council therefore agrees to

- 1) continue the practice of providing lunches and refreshments as described above to ensure the smooth running of Council business; and
- 2) request a report to the Policy and Sustainability Committee within two cycles to explore options for a simple mechanism which could facilitate councillors contributions to cover the direct costs of the lunches and refreshments provided.”

### **9.3 By Councillor Staniforth – Fireworks**

“Council:

- 1) Notes that fireworks, responsibly-used in a community setting, are a well-established part of civic events but equally recognises the distress they can cause for vulnerable people, pets and wildlife; the debris left by widespread use of fireworks and the greater risk of dangerous or anti-social behaviour where mis-used; and, further, that if all public firework displays within the city were to be advertised locally in advance of the event, allowing residents to take precautions for animals and vulnerable people, this would mitigate some of the

negative impacts.

- 2) Notes that a recent YouGov survey, commissioned by the Scottish government, found that 71% of respondents supported tighter controls on the sale of fireworks.
- 3) Requests that the convener of the Transport and Environment Committee write to the Scottish and UK Governments urging them to introduce legislation to limit the maximum noise level of fireworks sold to the public for private displays to 90dbs.
- 4) Agrees for a report to the Regulatory Committee that addresses the following:
  - How the City of Edinburgh Council can require all public firework displays within the city to be advertised locally in advance of the event, allowing residents to take precautions for their animals and vulnerable people.
  - How the City of Edinburgh Council will actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks.
  - How the City of Edinburgh can ensure that fireworks are only supplied to, and remain in the hands of, responsible adults.
  - That the City of Edinburgh Council encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.”

#### **9.4** By Councillor Gordon - Fireworks Legislation

“Asks Council:

- to require all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people.
- to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable



people – including the precautions that can be taken to mitigate risks.

- to compel retailers to require purchasers to produce ID with their address and to maintain a register of purchasers and addresses.
- to note that a recent Scottish Government consultation demonstrated overwhelming public support for increased controls on fireworks and support the announcement by Ash Denham MSP, Minister for Community Safety, that a fireworks review group is to be set up to advise on further legislation to control fireworks.
- to call on the Scottish Government to legislate to require local authorities to set a maximum noise level for all licenced public displays.
- to write to the UK Government urging them to introduce legislation to reduce the limit for the maximum noise level of fireworks from 120dB to 90dB for those sold to the public for private displays.
- to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.”

#### **9.5** By Councillor McLellan - Marketing Edinburgh

“Council:

- 1) Notes that in 2018-19 Marketing Edinburgh exceeded its targets for membership revenue and partner investment while reducing its costs.
- 2) Notes its activities helped generate £900m of economic activity for Edinburgh last year, including £72.4m of benefit from business tourism alone.
- 3) Regrets the Housing, Homelessness and Fair Work committee could not accept proposals advanced by Marketing Edinburgh (an ALEO of this Council) for a new organisation, resulting in the resignation of the Marketing Edinburgh Board on November 4.
- 4) Regrets that the actions of this Council put Marketing Edinburgh employees at risk of redundancy.

- 5) Notes that Edinburgh will be alone amongst major City destinations in having no effective organisation to market or manage the visitor economy.
- 6) Notes that Edinburgh has lost a key partnership with the tourism sector as it seeks to develop a new tourism strategy with ETAG.
- 7) Asks the Lord Provost to write to the non-Councillor Board Members of Marketing Edinburgh as at November 3 to thank them for their contribution to the City.

Thanks the Lord Provost and other councillors who have served on the Board of Marketing Edinburgh.”

**9.6** By Councillor Jim Campbell - Edinburgh's Winter Festivals

“Council requests:

- (a) arrange an open book audit for this year, and the previous four years, reporting back to the Finance and Resources Committee before the 2020 summer recess,
- (b) review which, if any, contract terms or conditions may apply should a counterpart bring the Council into substantial public disrepute, and
- (c) identify if, or how, the contract makes clear that all permissions must be in place in a timely way, removing any possible ambiguity between the Council acting as contract originator and as an authority with statutory powers.

(b) and (c) should be reported to Policy and Sustainability Committee in two cycles.”

**9.7** By the Lord Provost - Tom Gilzean

“Council notes the recent passing of Tom Gilzean MBE, recipient of the Edinburgh Award in 2014.

Council acknowledges the enormous contribution Tom made to the City and in particular his sizable fundraising effort which made him so iconic in the Capital.

Council notes that a book of condolence in City Chambers was been opened on the 7<sup>th</sup> of November. Also notes the calls for Tom's name to be added to the Edinburgh street naming bank. Council therefore recommends that the Development Management Sub-Committee, give this consideration with a strong recommendation from Full Council that Tom's name is added to the street names bank with a view to an appropriate street or area being named after him.

Council also requests the Lord Provost write to the Scottish Government to ask them to consider recognising Tom's contribution to Edinburgh and the Children's hospital when naming the new hospital."

#### **9.8 By Councillor Cameron - Small Business Saturday**

"Now in its seventh year in the UK, the Small Business Saturday campaign has grown significantly each year.

An estimated £812 million spent in small businesses across the UK during Small Business Saturday 2018, representing an increase of 8% on Small Business Saturday 2017.

Council agrees:

- 1) To proactively and visibly promote, support and publicise Small Business Saturday 2019, during the run-up to, and on that date, which is Saturday 7<sup>th</sup> December; and
- 2) To call for a report to Finance & Resources Committee within 2 cycles setting out:
  - i) The level of procurement by £ and by service area currently awarded to small business, including social enterprises, by the Council and its ALEOS;
  - ii) What if any, barriers exist to small business and social enterprises in terms of being eligible to bid to provide goods/services to the Council and its ALEOS;
  - iii) What policy and procedural changes would be necessary to enable any barriers to be overcome?"

**9.9** By Councillor Cameron - War Memorial - City Chambers

“Council notes that the War Memorial in front of the City Chambers is where Scotland’s Annual Service of Remembrance takes place. The War Memorial is a place of respect and remembrance and is visited and photographed by numerous visitors and residents alike during the year.

Metal barriers are currently in place, together with a sign requesting people to respect the War Memorial.

Council calls for a report in two cycles to Finance and Resources Committee setting out:

- 1) How the preservation and presentation of the war memorial in its setting can best be achieved and respected, without the use of metal barriers;
- 2) Any access issues to the War Memorial and to the entrance to the public Quadrangle in order to keep pavement space free for pedestrian movement and access to the City Chambers and Quadrangle.”

**9.10** By Councillor McVey - Fast Track Cities

“Council:

Welcomes the Fast Track Cities initiative – a global partnership focusing on developing a network of cities pledged to achieve the commitments in the Paris Declaration on HIV prevention, diagnosis and treatment.

Notes that December 1st is World Aids day.

Notes that Edinburgh currently exceeds the 90-90-90 targets outlined within the Paris Declaration with:

- 91% of people living with HIV knowing their status;
- 94% of people diagnosed attending treatment services, with 98% of those attending receiving antiretroviral treatment;
- and 96% of those receiving treatment achieving undetectable viral load.

(as of December 2018)

Acknowledges that stigma and discrimination continue to be a barrier for people accessing testing, treatment and support; and that more work needs to be done to end HIV-related stigma and to ensure there are no new HIV transmissions and no HIV-related deaths by 2030.

Agrees that Edinburgh should support the Fast Track Cities initiative and recommends that the Lord Provost signs the Paris Declaration on behalf of the Council.”

#### **9.11** By Councillor Corbett - Gorgie City Farm

“Council:

- Shares city-wide dismay about the sudden closure of Gorgie City Farm on 1 November 2019, leaving staff and volunteers without jobs and placements in a place which they knew and loved.
- Recognises that the urban farm in Gorgie has been a landmark in the city for over 40 years and is cherished by tens of thousands of families and adult volunteers.
- Welcomes the enormous commitment shown by former staff at the farm since the shock closure, to work with councillors, council staff and partner organisations to provide opportunities for volunteers in the short term and options for a stable future for the farm in the long term.”

#### **9.12** By Councillor Day - Royal Botanic Garden

“The Royal Botanic Garden Edinburgh was established in 1670 as a Physic Garden near the Palace of Holyroodhouse. Founded by two doctors, the aim was to improve medical knowledge in Scotland by growing plants as pharmaceutical materials, teaching about their medicinal properties and regulating plant recipes for medicine. The Garden prospered and quickly outgrew its original plot, moving several times over the centuries – to an area that is now part of Waverley Station, then to Leith Walk and finally to its Inverleith site by 1823. It is the second oldest botanic garden in the UK, after Oxford. Today, the Royal Botanic Garden Edinburgh is one of the world’s top four botanic gardens. Our

four Gardens at Edinburgh, Benmore, Logan and Dawyck provide a sanctuary for threatened species and make up a unique collection of plants cared for by horticulturists for scientific research, conservation, education, engagement and enjoyment. We are one of Scotland's leading visitor destinations, attracting around one million visitors a year to our Gardens.

To celebrate this momentous occasion, the city will celebrate with several activities;

- The City of Edinburgh Council – the Garden will be the 2020 theme for the Floral Clock in Princes Street.
- The National Museum of Scotland on a joint RBGE/NMS biodiversity focused expedition to Papua New Guinea, and on the international conference for the Society for the Preservation of Natural History Collections.
- The National Galleries of Scotland on their Scotland-wide art competition for schools.
- The Filmhouse cinema on a botanical season of films.
- Network Rail on a commemoration of the Garden's second site.
- Dunedin Consort and the Queen's Hall on a botanically-inspired concert.

Council therefore agrees to ask the Lord Provost to acknowledge the occasion in an appropriate manner.”

### **9.13 By Councillor Lang - Use of Schools as Polling Places**

“Council:

- a) recognises it's statutory duty to facilitate elections and the importance of making it as easy as possible for people to vote.
- b) Understands the various criteria which exist for suitable polling places, including location, capacity and access requirements.
- c) expresses its thanks to Council Officers for arranging polling places for two unexpected city wide elections as well as one Council by-election in 2019.

Council nevertheless recognises the concern which exists on the ongoing use of schools as polling places and the subsequent disruption which can arise for teachers, pupils and parents from unscheduled day closures in order to facilitate elections.

Council therefore seeks a report to the Policy and Sustainability Committee within three cycles on the current use of schools as polling places as well as the opportunities to reduce or eliminate their use in time for the 2021 Scottish Parliament and 2022 local government elections.”

## **Laurence Rockey**

Head of Strategy and Communications

### **Information about the City of Edinburgh Council**

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The City of Edinburgh Council consists of 63 Councillors and is appointed by the City of Edinburgh Council. The City of Edinburgh Council usually meets in the Council Chamber 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 Gavin King, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4239, email [gavin.king@edinburgh.gov.uk](mailto:gavin.king@edinburgh.gov.uk).

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

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

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# Minutes

## The City of Edinburgh Council

Edinburgh, Thursday 24 October 2019

Present:-

### LORD PROVOST

The Right Honourable Frank Ross

### COUNCILLORS

Robert C Aldridge  
Scott Arthur  
Gavin Barrie  
Eleanor Bird  
Chas Booth  
Claire Bridgman  
Mark A Brown  
Graeme Bruce  
Steve Burgess  
Lezley Marion Cameron  
Ian Campbell  
Jim Campbell  
Kate Campbell  
Mary Campbell  
Maureen M Child  
Nick Cook  
Gavin Corbett  
Cammy Day  
Alison Dickie  
Denis C Dixon  
Phil Doggart  
Scott Douglas  
Catherine Fullerton  
Neil Gardiner  
Gillian Gloyer  
George Gordon  
Ashley Graczyk  
Joan Griffiths  
Ricky Henderson  
Derek Howie

Graham J Hutchison  
Andrew Johnston  
David Key  
Callum Laidlaw  
Lesley Macinnes  
Melanie Main  
John McLellan  
Amy McNeese-Mechan  
Adam McVey  
Claire Miller  
Max Mitchell  
Joanna Mowat  
Rob Munn  
Gordon J Munro  
Hal Osler  
Ian Perry  
Susan Rae  
Alasdair Rankin  
Lewis Ritchie  
Cameron Rose  
Neil Ross  
Jason Rust  
Stephanie Smith  
Alex Staniforth  
Mandy Watt  
Susan Webber  
Iain Whyte  
Donald Wilson  
Norman J Work  
Louise Young

## 1 Capping Private Hire Car Licences - Motion by Councillor Rae

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### a) Deputation- Unite the Union

The deputation supported the request for a report on the overprovision of Private Hire cars within the city and requested that a cap be put on the number of Private Hire car licences. They raised concerns that there was not enough work for the number of vehicles that already existed and that this may encourage drivers to pick up customers from the street.

The deputation felt that more enforcement action was required for all vehicles for hire within the city and that this would only be achieved by limiting the number of licences available.

### b) Motion by Councillor Rae

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

“Council:

Notes that there is presently no cap on the number of private hire licenses in the city as there is with Taxis.

Notes that Unite’s Edinburgh Cab Section has called for an over provisioning survey to cap Private Hire Licenses in Edinburgh;

Notes that City of Glasgow Council has introduced a cap on PHCs;

Therefore calls for a report to Regulatory Committee on capping Private Hire Car licenses in the City.”

### Motion

To approve the motion by Councillor Rae.

- moved by Councillor Rae, seconded by Councillor Burgess

### Amendment

To add at the end of the motion by Councillor Rae:

Council notes:

That the Convener of the Regulatory Committee has previously written to the Cabinet Secretary for Justice requesting that Scottish Government officials urgently

issue the guidance to local authorities on calculating PHC overprovision which they undertook to provide when the Act was passed; and

The Convener of the Regulatory Committee and other senior elected members of the Administration have met separately with the representatives of the Taxi Trade and Unite the Union's Cab section to discuss this important issue.

Council calls for a report to the Regulatory Committee within 2 cycles to identify whether there is overprovision of private hire cars within Edinburgh so that it can consider whether a policy on overprovision should be introduced.

The report should also include:

Information regarding current means of inspection and enforcement undertaken by CEC and Police Scotland including any examples of best practice elsewhere; and

Data in relation to public safety; and information from Police Scotland on reported crime for both the taxi and private hire trade for each of the last five years (inclusive).

- moved by Councillor Cameron, seconded by Councillor Fullerton

In accordance with Standing Order 21(11), the amendment was adjusted at Paragraph 3 and accepted as an addendum to the motion.

## **Decision**

To approve the following adjusted motion by Councillor Rae:

Council:

Notes that there was presently no cap on the number of private hire licenses in the city as there was with Taxis.

Notes that Unite's Edinburgh Cab Section had called for an over provisioning survey to cap Private Hire Licenses in Edinburgh;

Notes that City of Glasgow Council had introduced a cap on PHCs;

Notes that the Convener of the Regulatory Committee had previously written to the Cabinet Secretary for Justice requesting that Scottish Government officials urgently issue the guidance to local authorities on calculating PHC overprovision which they undertook to provide when the Act was passed;

The Convener of the Regulatory Committee and other senior elected members of the Administration had met separately with the representatives of the Taxi Trade and Unite the Union's Cab section to discuss this important issue.

Therefore calls for a report to Regulatory Committee on capping Private Hire Car licenses in the City. The report to the Regulatory Committee within 2 cycles should identify whether there was overprovision of private hire cars within Edinburgh so that it could consider whether a policy on overprovision should be introduced.

The report should also include:

Information regarding current means of inspection and enforcement undertaken by CEC and Police Scotland including any examples of best practice elsewhere; and

Data in relation to public safety; and information from Police Scotland on reported crime for both the taxi and private hire trade for each of the last five years (inclusive)

### **Declaration of Interests**

Councillor Work declared a financial interest as the driver of a black cab and left the meeting during consideration of the above item.

## **2 Minutes**

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### **Decision**

To approve the minute of the Council of 19 September 2019 as a correct record.

## **3 Questions**

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The questions put by members to this meeting, written answers and supplementary questions and answers are contained in Appendix 1 to this minute.

## **4 Leader's Report**

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The Depute Leader presented his report to the Council. He commented on:

- Thanked Councillors Bird, Macinnes and Day for providing cover during adoption leave
- Edinburgh Tram extension
- City Deal
- Waste Complaints
- Net Zero – carbon emissions

The following questions/comments were made:

- |                         |   |
|-------------------------|---|
| Councillor Whyte        | <ul style="list-style-type: none"><li>- Welcome leader back from adoption leave</li><li>- Forthcoming Council budget – long-term financial strategy</li></ul>   |
| Councillor Staniforth   | <ul style="list-style-type: none"><li>- EU Citizens employed by the City of Edinburgh Council – Second status applications</li></ul>  |
| Councillor Aldridge     | <ul style="list-style-type: none"><li>- Welcome back to Council Leader</li><li>- Tackling poverty - budget proposals</li></ul>  |
| Councillor Day          | <ul style="list-style-type: none"><li>- Climate emergency - Councillor McLellan</li></ul>   |
| Councillor Gordon       | <ul style="list-style-type: none"><li>- Health and Social Care Sector - staffing</li></ul>  |
| Councillor Laidlaw      | <ul style="list-style-type: none"><li>- Dog friendly days in libraries and community centres</li></ul>  |
| Councillor Main         | <ul style="list-style-type: none"><li>- Mental health services – waiting lists</li></ul>  |
| Councillor Gloyer       | <ul style="list-style-type: none"><li>- Low level waste collection complaints – brown bin stickers issue delays</li></ul>   |
| Councillor Munro        | <ul style="list-style-type: none"><li>- Welcome back to Council Leader</li><li>- Budget setting exercise – letter of 18 September 2019 from the Depute Leader asking for a meeting with the Scottish Government Finance Minister - response</li></ul> |
| Councillor Rankin       | <ul style="list-style-type: none"><li>- Masonry and falling roof materials – powers to make owners take responsibility for the maintenance of their properties</li></ul>  |
| Councillor Webber       | <ul style="list-style-type: none"><li>- Welcome back to Council Leader</li><li>- Reputational risk - Council taxi account – misuse – justifications for persistent use</li></ul>  |
| Councillor Jim Campbell | <ul style="list-style-type: none"><li>- Welcome back to Council Leader</li><li>- Fair funding for this city – response to request by Depute Leader</li></ul>  |
| Councillor Johnston     | <ul style="list-style-type: none"><li>- Coalition commitment 49 – Limiting Council Tax increase</li></ul>   |

Councillor Macinnes	- Thanks for verbal report re improved waste services – introduction of on the go re-cycling in the city centre locations
Councillor Doggart	- Welcome back to Council Leader - 27 June 2019 – Sick Children’s Hospital – timescales – health and social care funding
Councillor Booth	- Fuel poverty
Councillor Kate Campbell	- Impact of the Brexit process on the construction industry and in particular on affordable housing
Councillor Rae	- Welcome back to Council Leader - Invitation to celebrate the 96th anniversary of the proclamation of the Republic of Turkey taking place in the City Chambers
Councillor McNeese-Mechan	- Concern that basic crops are at risk of disappearing due to lack of labour supply
Councillor Bridgman	Castle Towers car park – financial impact

## 5 Appointments to Committees etc

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The Council were invited to nominate a member to SEStran’s Performance and Audit Committee.

### Decision

- 1) To appoint Councillor Rose to SEStran in place of Councillor Cook.
- 2) To nominate Councillor Rose to SEStran’s Performance and Audit Committee.
- 3) To appoint Councillor Griffiths as Vice Convener of the Finance and Resources Committee in place of Councillor Cameron.
- 4) To appoint Councillor Griffiths to the Finance and Resource Committee in place of Councillor Cameron.

- 5) To appoint Councillor Cameron to the Personnel Appeals Committee in place of Councillor Griffiths.

(References: Act of Council No 8 of 29 June 2017; report by the Chief Executive, submitted)

## **6 Edinburgh and South East Scotland City Region Deal Annual Report, Annual Conversation and Regional Growth Framework Update**

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A summary was provided on the key findings of the City Region Deal Annual Report and the annual conversation between UK Government, Scottish Government and City Region Deal partners.

### **Motion**

- 1) To note the summary findings of the first annual report and annual conversation for the Edinburgh and South East Scotland City Region Deal.
- 2) To note the decision of the Edinburgh and South East Scotland City Region Deal Joint Committee on 3 September 2019 to approve a project brief for officers to commence the production of a Regional Growth Framework. There would be regular consultation with members through briefings, consultation and workshops. The process would be overseen by an Elected Member Oversight Committee. The development of a Regional Growth Framework was expected to take until June 2020 and would be reported to each constituent authority for their consideration.
- 3) To note that Elected Member briefing sessions took place on 21 and 22 October 2019.
- 4) To agree to the recruitment of a Programme Director to oversee the development of the Regional Growth Framework and that the recruitment be overseen by the Edinburgh and South East Scotland City Region Deal Joint Committee. Discussions were taking place with the Scottish and UK Governments about the resourcing requirements of the Programme Director role.

- moved by Councillor McVey, seconded by Councillor Day

## **Amendment 1**

Council:

**Add to Recommendation 1.2** after ‘ . . .Elected Member Oversight Committee’,  
‘made up of one member from the Administration and one from the opposition parties’

### **Add after Recommendation 1.4**

- 1.5 To thank the Council’s officers and elected members for their hard work and successful and harmonious progress in taking forward the Edinburgh and South East Scotland City Region Deal.
- 1.6 To note the challenges summarised in paragraph 4.12, requiring more focus and attention particularly with respect to one of the top priorities of this Council, namely the delivery of housing and supporting transport infrastructure.
- 1.7 To agree that the earliest possible delivery of these goals is a key requirement for maximising the benefits of the Edinburgh and South East Scotland City Region Deal for the people who live and work in Edinburgh.

- moved by Councillor Rose, seconded by Councillor Mowat

## **Amendment 2**

To add recommendation 1.5 to the motion as follows:

- 1.5.1 Recognises that since City Region Deal was signed, the city council has declared a climate emergency as have three of our partner councils and the Scottish Government and UK Parliament;
- 1.5.2 Recognises that the scale and urgency of climate breakdown requires all major plans and programmes to be re-aligned;
- 1.5.3 Therefore agrees that the leader of the council as chair of the joint committee should seek agreement from partners and Scottish and UK Governments on developing a clear statement of targets by no later than June 2020 on how the City Region Deal will integrate delivery on net zero carbon aims

- moved by Councillor Corbett, seconded by Councillor Staniforth



### **Amendment 3**

To amend recommendation 1.4 to read:

To agree in principle to the recruitment of a Programme Director to oversee the development of the Regional Growth Framework and that the recruitment is overseen by the Edinburgh and South East Scotland City Region Deal Joint Committee, but to take no action until resourcing for the post has been secured.

- moved by Councillor Aldridge, seconded by Councillor Neil Ross

In accordance with Standing Order 21(11), Amendment 1 was adjusted and accepted as an addendum to the motion and Amendments 2 and 3 were accepted as an addendum and amendment respectively to the motion.

### **Decision**

To approve the following adjusted motion by Councillor McVey

- 1) To note the summary findings of the first annual report and annual conversation for the Edinburgh and South East Scotland City Region Deal.
- 2) To note the decision of the Edinburgh and South East Scotland City Region Deal Joint Committee on 3 September 2019 to approve a project brief for officers to commence the production of a Regional Growth Framework. There would be regular consultation with members through briefings, consultation and workshops. The process would be overseen by an Elected Member Oversight Committee. The development of a Regional Growth Framework was expected to take until June 2020 and would be reported to each constituent authority for their consideration.
- 3) To note that Elected Member briefing sessions took place on 21 and 22 October 2019.
- 4) To agree in principle to the recruitment of a Programme Director to oversee the development of the Regional Growth Framework and that the recruitment be overseen by the Edinburgh and South East Scotland City Region Deal Joint Committee, but to take no action until resourcing for the post had been secured.
- 5) To thank the Council's officers and elected members for their hard work and successful and harmonious progress in taking forward the Edinburgh and South East Scotland City Region Deal.
- 6) To note the challenges summarised in paragraph 4.12 of the report by the Chief Executive, requiring more focus and attention particularly with respect to

one of the top priorities of this Council, namely the delivery of housing and supporting transport infrastructure.

- 7) To agree that the earliest possible delivery of these goals was a key requirement for maximising the benefits of the Edinburgh and South East Scotland City Region Deal for the people who lived and worked in Edinburgh.
- 8) To recognise that since the City Region Deal was signed, the city council had declared a climate emergency as had three of the partner councils and the Scottish Government and UK Parliament;
- 9) To recognise that the scale and urgency of climate breakdown required all major plans and programmes to be re-aligned;
- 10) To therefore agree that the leader of the council as chair of the joint committee should seek agreement from partners and Scottish and UK Governments on developing a clear statement of targets by no later than June 2020 on how the City Region Deal would integrate delivery on net zero carbon aims.

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

## **7 International Travel and Conferences**

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The Policy and Sustainability Committee had agreed that a report be submitted on suitable monetary and carbon threshold for future elected member and officer international site visits.

Details were provided on the approval process and financial and carbon thresholds for international travel by elected members and officers. The approval process for conference attendance by elected members was also clarified.

### **Decision**

To continue consideration of the matter to the next meeting.

(References – Policy and Sustainability Committee, 6 August 2019 (item 8); report by the Chief Executive, submitted.)

## **8 Audited Annual Report 2019 of the Lothian Pension Fund and Scottish Homes Pensions Fund Including Annual Report by External Auditor – referral from the Pensions Committee**

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The Pensions Committee had referred a report which set out the Audited Annual Report 2019 of the Lothian Pension Fund and Scottish Homes Pension Fund including the report by the External Auditor to the Council for information.

## Decision

To note the report by the Pension Committee.

(References – Pensions Committee 25 September 2019 (item 4); referral from the Pensions Committee, submitted.)

## 9 City of Edinburgh Council – 2018/19 Annual Audit Report to the Council and the Controller of Audit – referral from the Finance and Resources Committee

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The Finance and Resources Committee had referred a report on the principal findings arising from the Council's 2018/19 external audit to the Council for information.

## Motion

To note the report by the Finance and Resources Committee.

- moved by Councillor McVey, seconded by Councillor Griffiths

## Amendment

Council:

- 1) Recognises that significant improvement is required in a number of areas including: tracking and progressing audit findings, openness and transparency and long-term strategic planning.
- 2) Notes that a report will be presented to GRBV in January detailing progress in addressing deficiencies highlighted in the audit findings.
- 3) Requests a report from the Chief Executive and Executive Directors in two cycles to Full Council, setting out the Council's long-term strategic plan in order to better inform the 2020/21 budget process.

- moved by Councillor Hutchison, seconded by Councillor Cook

In accordance with Standing Order 21(11), the amendment was adjusted and accepted as an amendment to the motion.

## Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the report by the Finance and Resources Committee.

- 2) To recognise that significant improvement was required in a number of areas including: tracking and progressing audit findings, openness and transparency and long-term strategic planning.
- 3) To note that a report would be presented to GRBV in January detailing progress in addressing deficiencies highlighted in the audit findings.
- 4) To request a report from the Chief Executive to be shared with members at the point of submission to the January 2020 Finance and Resources Committee Agenda Planning meeting and that following the Finance and Resources Committee it be referred to Full Council, setting out the Council's long-term strategic plan in order to better inform the 2020/21 budget process.

(References – Finance and Resources Committee, 26 September 2019 (item 6); referral from the Finance and Resource Committee, submitted.)

## **10 Bustracker – Contract Award – referral from the Finance and Resources Committee**

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The Finance and Resources Committee had referred a report on the prudential borrowing of up to £2.35m for the installation of a new Content Management System, bus station information system and installation of a new Real Time Passenger Information system to the Council for approval.

### **Decision**

To approve the prudential borrowing of up to £2.35m, with the resulting repayments of £0.299m able to be met in full through reductions in on-going maintenance costs.

(References – Finance and Resources Committee, 10 October 2109 (item 16); referral from the Finance and Resources Committee, submitted.)

## **11 Edinburgh World Heritage – Motion by Councillor Gardiner**

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

“Council notes that:

- a) Edinburgh World Heritage (EWH) is currently celebrating its 20th year anniversary, since being established on 31 March 1999. EWH inherited the tradition of work undertaken by two previous bodies:
  - i) Edinburgh New Town Conservation Committee: established in 1970 to tackle the economic and physical problems that threatened the Georgian New Town at that time; and

- ii) Edinburgh Old Town Committee for Conservation and Renewal (which changed its name to Edinburgh Old Town Renewal Trust): established in 1985 with an emphasis on renovation and re-development of the Old Town appropriate to its then near-derelict and depopulated state.
- b) The City's leading heritage charity continues to be involved in a number of local and international projects:
  - i) Continuing work from the 1970s, over 1,500 local projects across Edinburgh have been undertaken covering; conservation, learning and planning.
  - ii) Seven initiatives taking place around the globe.
- c) EWH are keen to use the milestone of their 20th year and reach 1,500 projects as a platform to;
  - i) raise awareness about their work,
  - ii) fundraise for future projects.
- d) Reflecting the City's enduring connection with EWH, Council requests that the Lord Provost, mark in an appropriate way."

- moved by Councillor Gardiner, seconded by Councillor Child

### **Decision**

To approve the motion by Councillor Gardiner.

## **12 Hutchison Vale Football Club – 80<sup>th</sup> Anniversary - Motion by Councillor Fullerton**

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

"Hutchison Vale Football Club will be celebrating its 80th Anniversary in 2020.

Based in a wee hut in Fords Road, this Club has had success after success with the players who have been part of it since youngsters. To name a few - Leigh Griffiths, Allan McGregor, Marc McNulty, Darren Fletcher, John Collins, Peter Cormack, Michael Stewart and the list goes on.

Hutchie Vale have also had a very successful women's team since 1991 and can count Lizzie Arnot and Claire Emslie among their successes who played for Scotland.

The Club is led by Tam Smith who has been Club Leader since 1989 but been involved for 33 years, which is a remarkable contribution for a volunteer.

Whether players have gone on to join Hearts, Hibs or Manchester United or gone on to other careers, they never forget their roots and allegiance to one of the best clubs in the city and still visit the Club frequently.

Given this is a significant anniversary, Council requests the Lord Provost to mark this occasion in the appropriate manner.”

- moved by Councillor Fullerton, seconded by Councillor Wilson

### **Decision**

To approve the motion by Councillor Fullerton.

## **13 Respectful Political Debate - Motion by Councillor Bird**

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

“Council condemns the pejorative and inflammatory language that has been heard in the House of Commons over the past weeks.

Regrets that dangerous rhetoric of this kind threatens to widen division in our society and encourage hate speech, verbal abuse and the threat of physical violence, including that faced by politicians at both a local and national level.

Notes the President of COSLA’s recent letter to the Speaker of the House of Commons raising these concerns, and Cllr Watt’s motion on Threatening Behaviour Towards Councillors from May’s meeting of full council.

Welcomes the robust debate and close cross party working that is central to our role as elected members.

Agrees however, that it is also our responsibility to set a respectful tone both in and out of the chamber.

Requests an update to Policy and Sustainability committee on the work done to date on the protocol referred to in Cllr Watt’s motion.”

- moved by Councillor Bird, seconded by Councillor Watt

### **Decision**

To approve the motion by Councillor Bird.

## 14 Transgender Day of Remembrance - Motions by Councillors Mary Campbell and Mitchell

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The following motions were submitted in terms of Standing Order 16:

a) By Councillor Mary Campbell:

“Council notes:

That Transgender Day of Remembrance falls on November 20th every year since 1999, when it was founded by Gwendolyn Ann Smith, a trans woman, to memorialize the murder of Rita Hester in Massachusetts. A day observed as a memorial for the trans people who have been murdered as a result of transphobia, which is unfortunately a continuing reality for trans people. It is also a day to draw attention to the violence that trans people experience in their lives.

The trans community in Edinburgh, including our trans colleagues working across the CEC, are currently facing a difficult time connected to the Scottish Government’s ongoing commitment to reform the Gender Recognition Act 2004. This is primarily due to dis-information and the mis-reporting of stories on social media and in the mainstream media, leading to trans and non-binary people experiencing abuse, hatred and ridicule daily, simply because of who they are.

In this context, it is more important than ever that Edinburgh Council shows support for the trans community, not just for days of celebration, but for days that mark a sad reality - that transphobia kills people.

Council agrees to mark this day by flying the trans pride flag at the City Chambers on 20 November 2019 as a symbol of our remembrance for the lives lost to transphobia.

Council also agrees to recognise its ongoing support for Transgender Day of Remembrance in future years by flying the trans pride flag on 20 November hereafter.”

- moved by Councillor Mary Campbell, seconded by Councillor Staniforth

b) By Councillor Mitchell:

Council:

Notes that Wednesday 20 November is Transgender Day of Remembrance, a day first recognised in 1999 by the transgender community and their allies in

recognition of those who had their lives taken from them for being transgender.

Therefore, agrees to support this day by flying the transgender and pride flags above the City Chambers on Wednesday 20 November 2019, and thereafter on 20 November, as a symbol of support and remembrance for the transgender community of Edinburgh.”

- moved by Councillor Mitchell, seconded by Councillor Mowat

## **Decision**

To approve the following composite motion:

To note that:

- 1) [Wednesday 20 November](#) was Transgender Day of Remembrance for the transgender community and their allies. A day first recognised in 1999, when it was founded by Gwendolyn Ann Smith, a trans woman, to memorialise the murder of Rita Hester in Massachusetts and remember those who have had their lives taken from them for being transgender.
- 2) It was also a day to draw attention to the violence, abuse, and difficulties that trans people still experienced in their lives today.

Therefore, to agree to support this day by flying the transgender flag above the City Chambers [on Wednesday 20 November 2019](#), and thereafter [on 20 November](#), as a symbol of support and remembrance for the transgender community of Edinburgh.

## **15 Proposed Amendments to Committee Terms of Reference and Delegated Functions - Motion by Councillor Barrie**

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

“Council recognises that committee membership is designated based on proportionality. Council further recognises that the current COMMITTEE TERMS OF REFERENCE AND DELEGATED FUNCTIONS fails to recognise councillors who are independent of political party affiliation when calculating proportionality.

Council therefore seeks that the Chief Executive produces a report within one cycle with recommendations to amend COMMITTEE TERMS OF REFERENCE AND DELEGATED FUNCTIONS as described below. This report shall also include recommendations for any consequential changes as required.”



Current	Proposed Amendment
<p><b>3. Committee Membership</b></p> <p>3.1 Committee membership will be proportionate according to the elected representation of political parties unless expressly agreed otherwise at a meeting of the full Council.</p>	<p><b>3. Committee Membership</b></p> <p>3.1 Where all elected members are members of political parties committee membership will be proportionate according to the elected representation of political parties.</p> <p>Where there are elected members, who are independent of political party membership these members will be aggregated and treated as a single group for proportional purposes when deciding committee membership.</p> <p>Where all independent members decline to take a place on any committee there shall be a recalculation of committee membership using only the numbers of those members who are members of political parties</p>

<p><b>5. Substitutes</b> 5.1. Where permitted by law and where specified in these Committee Terms of Reference, a member may, subject to paragraph 5.2 below appoint a substitute member from his or her political group to attend a meeting of the committee in his or her place, by email to the Clerk in advance of the meeting.</p>	<p><b>5. Substitutes</b> 5.1. Where permitted by law and where specified in these Committee Terms of Reference, a member may, subject to paragraph 5.2 below appoint a substitute member from his or her political group, or in the case of independent members, another independent member, to attend a meeting of the committee in his or her place, by email to the Clerk in advance of the meeting.</p>
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### Decision

To note that Councillor Barrie had withdrawn his motion.

## 16 Civic Reception for Edinburgh Film Guild - Motion by Councillor Gloyer

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

“Council congratulates the Edinburgh Film Guild as it begins its 90th consecutive season. The oldest continuously-running film society in the world, the Edinburgh Film Guild organised and curated the first Edinburgh Film Festival. In recognition of its contribution to the cultural life of the city, Council requests the Lord Provost to mark this 90th anniversary with a civic reception.”

- moved by Councillor Gloyer, seconded by Councillor

### Decision

To approve the motion by Councillor Gloyer.

## 17 Film Charter and Principles - Motion by Councillor Mowat

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

“Council:

Council notes the recent filming of Fast and Furious and Eurovision in the City and the Council’s commitment to filming as detailed in the Film Charter; that this filming is happening after a busy summer which saw a number of streets closed and that this filming then required further street closures.

Calls for a report in two cycles detailing the impacts including: -

- 1) costs of this filming on the City including roads closed, businesses who had to close, impacts on public transport and bus routes;
- 2) any benefits accrued from filming.”

- moved by Councillor Mowat, seconded by Councillor Rose

### Amendment

To delete the second paragraph of Councillor Mowat’s and replaces with:

Calls for a report in two cycles to Policy and Sustainability Committee detailing the known impacts and benefits. However, notes that many of these will be intangible.

- moved by Councillor McVey, seconded by Councillor Day

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

## **Decision**

To approve the following adjusted motion by Councillor Mowat:

Council:

Council notes the recent filming of Fast and Furious and Eurovision in the City and the Council's commitment to filming as detailed in the Film Charter; that this filming is happening after a busy summer which saw a number of streets closed and that this filming then required further street closures.

Calls for a report in two cycles to Policy and Sustainability Committee detailing the known impacts and benefits. However, notes that many of these will be intangible.

## **Declaration of Interests**

Councillor Gloyer declared a non-financial interest in the above item as a Trustee of the Edinburgh Film Guild.

## **18 Claim for an Award of Expenses in the Appeal PPA-230-2207 - Motion by Councillor Mowat**

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

“Council:

Notes with concern the decision against the Council in the Claim for an Award of Expenses in the Appeal PPA-230-2207 which found that: -

- “the council has acted in an unreasonable manner resulting in liability for expenses,
- although the committee report is correct it does not fairly or accurately reflect the terms of the application,
- it was unreasonable for the council not to advise members of the purpose for which the greenbelt land was included and in short this was a case that should have never come to appeal”

Considers this an extremely serious finding against the Council and calls for a report detailing planning appeals for major sites which have been allowed; and for an independent review of these decisions to determine whether the Council's approach to determining these sites aligns with national and local policy.”

- moved by Councillor Mowat, seconded by Councillor Rose

**Decision**

To approve the motion by Councillor Mowat

## Appendix 1

(As referred to in Act of Council No 3 of 24 October 2019)

### QUESTION NO 1

**By Councillor Miller for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 October 2019**

**Question**           (1) Please list by month the number of requests received (via any channel) since September 2018 to clear leaves from footpaths and cycle paths.

**Answer**             (1) Please find below a summary of the number of requests received for leaf clearing each month from September 2018. Although the system allows reports to be provided for cycleways, they are usually associated with the nearest street and therefore the specific location (e.g. cycleway) is recorded as free text. It is not possible to provide the breakdown of reports of cycleways recorded in free text without analysing each individual record.

<b>St Cleaning Leaves Requests by Month for the 13 months Sep 18 to Sep 19</b>			
Month	Not Cycleway	Cycleway	Totals
2018 09	7	0	7
2018 10	63	0	63
2018 11	88	0	88
2018 12	21	0	21
2019 01	12	0	12
2019 02	4	0	4
2019 03	4	0	4
2019 04	6	0	6
2019 05	1	0	1
2019 06	1	0	1
2019 07	2	0	2
2019 08	2	0	2
2019 09	2	0	2
<b>Grand Total</b>	<b>213</b>	<b>0</b>	<b>213</b>

- Question** (2) Please provide the dates when footpaths and cycle paths have been swept or cleared since September 2018
- Answer** (2) Sweeping of footpaths and cycle paths is carried out as part of the normal street cleansing duties, although this happens more frequently from October through to January. A record of these day to day duties is not kept.
- Question** (3) Has the council's new web site been updated to explicitly allow residents to report concerns re leaf sweeping?
- Answer** (3) There is no specific web form for recording leaf clearances. These can be logged on the Council's website at the following location:  
<https://webforms.edinburgh.gov.uk/site/portal/request/litter>  
 Or by calling 0131 608 1100
- Question** (4) Has an equalities assessment identified which groups are more impacted by the condition of footpaths and cycle paths?
- Answer** (4) An equalities impact assessment has not been carried out for this. However, the service prioritises sweeping of areas where health and safety issues have been identified.
- Supplementary Question** Thank you Lord Provost and thanks to the Convener for her answer. I just wondered if I could clarify by asking the Convener therefore if there should be an Equalities approach, because Part 4 of the question asks about an impact assessment and that appears not to have been done. My understanding was that we did take an equalities approach to all Council's policies and I wondered whether that was something which she would consider implementing in the future?
- Supplementary Answer** Thank you Councillor Miller, I would certainly like to see that done. As you'll be aware from the rest of the answer, leaf sweeping and clearing of paths is conglomerated into other services and it might make it slightly more difficult but I think yes it is important. I think that we are all becoming increasingly clear that some of the transport policy issues that surround for example the way in which it affects different genders for example, or different disabilities, is of

increasing importance and should be reflected in our policy.  
It's something I'll be pursuing with the team, thank you.

**QUESTION NO 2**

**By Councillor Osler for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 October 2019**

**Question** How many cars have been either fined or towed for parking in front of a communal bin. Break down by Ward?

**Answer** The parking contravention in this situation is not specifically related to the bin bay but to the yellow line restriction using the associated contravention codes. It is therefore not possible to identify tickets which have been issued specifically of instances of parking in front of a communal bin.

**Supplementary Question** Thank you. Just a quick follow up to ask, in this instance, as parking in front of bins is a particular problem, especially in very congested areas, would it be a good time to start looking at what our restrictions are around bins so that it can be enforced over a longer period, thank you.

**Supplementary Answer** I would like to thank Councillor Osler for her bravery in providing us with a supplementary question so thank you. Yes, it is time we should look at it. Something the Chamber may not be familiar with is we have been running a campaign targeting those drivers who park directly in front of bins, it's an informational campaign, a reminder of people's social responsibilities to not block the access, both in terms of general road access and for waste collection as well. It is an interesting area to look at, of course it's bound in with what we do around other traffic regulations so it's not as simple as it might look on paper, but yes, it is an area that I'm pursuing with the team. Thank you.



**QUESTION NO 3**

**By Councillor Osler for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 October 2019**

**Question**

After road resurfacing what checks are done of the gullies to make sure that they are not blocked by loose chippings?

**Answer**

All gullies are visually inspected after all resurfacing works and cleaned out by the contractors as required.

However, the approach is slightly different when surface dressing is carried out. In this case, gullies are cleaned out immediately after the surfacing works. However, as loose chippings will occur for a period after the surfacing, the contractor has an obligation to monitor and brush up any loose chippings. They inspect and clean gullies if necessary at these times.

**Comment by the Lord Provost**

Feel free if you want someone else to ask your supplementary given the circumstances.

**Supplementary Question**

That's very kind, I will persevere. Thanks for your answer as well. Just a quick question, it's about timing, I know in my ward we have had quite a lot of road resurfacing and I have to say that a lot of the gullies are very choked through the chippings so I would like to have a better understanding of when these gullies are expected, because for example East Fettes Avenue is full of road chippings and all the gullies and has caused a horrific problem with flooding.

**Supplementary Answer**

Thank you again for the supplementary, I appreciate what you're talking about, as outlined in the written answer, there is a time gap in certain types of road resurfacing process to allow the loose chippings to gather and then be subsequently cleared by the contractor. I am not absolutely certain about the amount of time that is allowed for that process, but I'll go back and check and will come back to you specifically with that answer. Thank you

## QUESTION NO 4

**By Councillor Corbett for answer by the Convener of the Planning Committee at a meeting of the Council on 24 October 2019**

### Question

On 14 October the Centre for Ecology and Hydrology published a study which showed that, on average, Edinburgh is losing 11.3 hectares of green space annually as gardens are paved over or built on. In light of climate breakdown forecasts of increased and more intense rainfall, what steps does the convener propose as regards policy and guidance to ensure that the rate of loss is reversed?

### Answer

The city continues to grow and acknowledges that there is demand/pressure on green space. The role of planning is to balance the need for change whilst protecting high quality amenity spaces. It appears that people are adapting their homes to reflect an overheated property market and people are adjusting to different lifestyles such as growing families and an ageing population.

The study notes two causes of the loss of green land to 'urban creep':

- urbanisation through development of new homes, employment sites and other building and infrastructure (average 4.81 hectares per year);
- and the loss of garden ground of homes to extensions, hardstanding and other domestic development (average 6.44 hectares per year).

The emphasis of the report is on the impacts of urban creep on potential flooding rather than the loss of green space in itself and it makes clear that some instances of new or re-development have increased available greenspace e.g. Quartermile.

It is also important to recognise that new developments can reduce flooding and flood risk as they are required to incorporate sustainable urban drainage systems under Local Development Plan policy as well as national planning policy

and Scottish Environment Protection Agency requirements. New development can also remediate brownfield sites and produce significant areas of high quality open space to complement development, as is the case of the new landscaped park at Western Harbour which will serve the new community and also at Granton. The Local Development Plan has policies to encourage this, to protect existing open spaces and the Council is currently developing policy on Green Networks to complement place-making and active travel policies.

For smaller scale garden ground development, a significant amount is carried out under permitted development rights granted by government legislation; and the Council has no control over these developments outside of conservation areas. It should be noted that where these rights are to form hardstanding to the front of a house, there is a requirement that the surface be porous or otherwise drained so as not to affect the street or roadway. Householder or other small scale developments that do need a grant of planning permission need to comply with Local Development Plan.

The Council is currently doing everything in its power to ensure that loss of green space is minimised, that new green spaces are created and that in all developments it has control over the issues of flood risk and flooding are addressed, whilst providing for homes and jobs. Features such as green roofs can contribute both to rainwater attenuation and biodiversity.

City Plan 2030 provides an opportunity to get involved in the debate on this issue. Other CEC programmes such as City Centre Transformation also offer the opportunity to reimagine road space (and parking areas) to introduce trees and greenspace. Edinburgh Design Guidance is also reviewed on a regular basis by the Planning Committee.

**Supplementary  
Question**

Thank you Lord Provost. I feel almost like a sense of solidarity with Councillor Osler, I shouldn't ask a supplementary but I will. For clarification, one aspect of the report is about what's called the problem of urban creep and that's, for people who haven't read the report yet, it's the loss of green space within existing gardens or grounds and we know the total loss of green space over the last 25 years in Edinburgh totals more than a mile square, the size of Holyrood Park in other words, most of that is urban creep. Now what the answer says is that much of urban creep, as it's called, is permitted development within the terms of planning legislation but still requires mitigating measures to deal with excess surface water. So given that it's permitted development and therefore not under the same level of scrutiny, is the Convener satisfied that those mitigating measures are indeed being put in place?

**Supplementary  
Answer**

Thank you Councillor Corbett for the question and I think it was in your leading up to the supplementary, it's important to emphasise a lot of this is in back land development, it's not Holyrood Park, it's not football pitches, so it's important to differentiate and in that sense it's intensifying that the urban area and that the alternative to that would be greenfield development which would potentially be even worse. In answer specifically to the question, as we don't control the permitted development, it's difficult to check actually what is built but it would not be in compliance with the permitted development rights if they weren't putting the right kind of drainage in as that's a requirement of that, but we don't actually check that, but I'm happy for this to be considered more through Planning Committee if that's appropriate in due course. So for now I hope that answers your question.

**QUESTION NO 5**

**By Councillor Mowat for answer by the Convener of the Culture and Communities Committee at a meeting of the Council on 24 October 2019**

**Question**

What independent evidence did you have when you warned of “a steady and unstoppable decline for the city’s global reputation if it started to turn away promoters and organisers” and why imposing “a cap or upper limit” on what the gardens could be used for would send out the wrong message?

**Answer**

The article on Saturday misleadingly links my comment specifically to Princes Street Gardens, which is to take what I actually said, out of context.

It is my personal view that limiting or cutting back on events and festivals in the city as a whole runs the risk of sending out the wrong message internationally.

However, at no point in the interview did I state that either I or the Council were in favour of removing, or even altering, the cap on events in Princes Street Gardens

**Supplementary Question**

Thank you, thank you Lord Provost and I'd like to thank the Convener for the answer and the clarification of your remarks. Are we to take this to mean that Edinburgh is open to any offer from any promoter and that it is your opinion that all and every event that is proposed should be supported and if this is not the case, how do you propose to consult with local members, the community, and Committee, about what and how many events is appropriate or does anything go?

**Supplementary  
Answer**

Thank you very much for the question, thank you Lord Provost. I'm very grateful for the opportunity to reiterate this, I haven't just put in the answer, but I've also sent an opinion piece to the Evening News, it's quite unusual to have a question that is directly directed at an article rather than any kind of policy, but I do appreciate the opportunity to, if you like, set record straight here on the webcam and indeed in writing on the website and hopefully in the opinion piece tomorrow. First of all let me be very clear, the answer to the first question is no, I asked myself that question so that I can reiterate that am I in favour of capping - of removing the cap on major events in Princes Street Gardens the answer is no, so any indication that that is not the case is misleading and I did make that quite clear at the time and I'm making it clear again now I absolutely accept that the protection of the gardens has to come absolutely first and that should be our first priority. My reference to global reputation was directed in general about how we go forward, but as Councillor Mowat knows that I have been quite central to making sure that citizens voices are heard both in our tourism strategy, through the Tourism and Communities Working Group and for that reason, to answer the second part of the question is that one of the main things that have come out of that is a full consultation on what we want by way of our winter festivals, both Christmas and Hogmanay, that will be a full consultation. So it's coming to the end of the existing contract, so the time is absolutely right now to look at exactly what citizens want so that we can deliver that in the city. The phrase is quite often used that this is a balance between visitors, businesses and citizens, for me there is no balance to be struck, we have to put the citizens first when we're looking at what is on offer in the city. That has to be put first and foremost and the time is right now to look at exactly what citizens want and that's what we're doing through Culture and Communities.

**QUESTION NO 6**

**By Councillor Brown for answer by  
the Convener of the Education,  
Children and Families Committee at a  
meeting of the Council on 24 October  
2019**

**Question**

Can the Convener advise of the total numbers, per school and as a percentage of school roll, how many school children across Edinburgh were granted authorised absence by Parents / Guardians to attend the Climate Change event on 20<sup>th</sup> September 2019?

**Answer**

According to attendance statistics 2005 pupils in Primary, Secondary and Special Schools were granted authorised absence to attend the Climate Change event on 20<sup>th</sup> September 2019.

This represents:

3.4% of Primary School Pupils

4.4% of Secondary School Pupils

9.7% of Special School Pupils

**Attendance - Friday 20 September 2019**

Sector	School Name	Authorised Absence	
		Number of Pupils	% of School Roll
Primary	Abbeyhill Primary School	8	4.9%
Primary	Balgreen Primary School	10	2.8%
Primary	Blackhall Primary School	8	1.8%
Primary	Bonaly Primary School	7	1.6%
Primary	Broomhouse Primary School	7	3.1%
Primary	Broughton Primary School	11	2.9%
Primary	Brunstane Primary School	21	9.3%
Primary	Bruntsfield Primary School	17	2.8%
Primary	Buckstone Primary School	7	1.6%
Primary	Bun-sgoil Taobh na PÃ irce ( Parkside Primary )	8	1.9%
Primary	Canal View Primary School	19	5.3%
Primary	Carrick Knowe Primary School	7	2.0%
Primary	Castleview Primary School	10	3.1%
Primary	Clermiston Primary School	23	4.9%
Primary	Clovenstone Primary School	10	4.3%
Primary	Colinton Primary School	5	3.0%
Primary	Corstorphine Primary School	10	1.8%
Primary	Craigentenny Primary School	11	4.0%
Primary	Craiglockhart Primary School	5	1.4%
Primary	Craigour Park Primary School	25	4.9%
Primary	Craigroyston Primary School	14	5.0%
Primary	Cramond Primary School	9	2.1%
Primary	Currie Primary School	16	3.2%
Primary	Dalmeny Primary School	3	3.5%
Primary	Dalry Primary School	16	6.1%
Primary	Davidson's Mains Primary School	12	2.1%
Primary	Dean Park Primary School	9	1.9%
Primary	Duddingston Primary School	14	3.7%
Primary	East Craigs Primary School	13	3.0%
Primary	Echline Primary School	12	4.0%
Primary	Ferryhill Primary School	14	3.9%
Primary	Flora Stevenson Primary School	11	1.9%
Primary	Forthview Primary School	17	4.1%
Primary	Fox Covert ND Primary School	6	2.1%
Primary	Gilmerton Primary School	24	5.1%
Primary	Gracemount Primary School	25	4.9%
Primary	Granton Primary School	27	5.7%
Primary	Gylemuir Primary School	9	1.8%
Primary	Hermitage Park Primary School	12	3.8%
Primary	Hillwood Primary School	5	8.1%
Primary	Holy Cross Roman Catholic Primary School	17	5.8%



Primary	James Gillespie's Primary School	28	4.5%
Primary	Juniper Green Primary School	7	1.7%
Primary	Kirkliston Primary School	14	2.2%
Primary	Leith Primary School	11	3.1%
Primary	Leith Walk Primary School	5	2.1%
Primary	Liberton Primary School	18	3.9%
Primary	Longstone Primary School	15	6.0%
Primary	Lorne Primary School	8	3.5%
Primary	Murrayburn Primary School	12	3.2%
Primary	Nether Currie Primary School	5	2.8%
Primary	Newcraighall Primary School	3	1.6%
Primary	Niddrie Mill Primary School	21	7.0%
Primary	Oxgangs Primary School	11	3.2%
Primary	Parsons Green Primary School	9	2.8%
Primary	Pentland Primary School	15	3.4%
Primary	Pirniehall Primary School	14	5.0%
Primary	Preston Street Primary School	16	5.5%
Primary	Prestonfield Primary School	9	4.7%
Primary	Queensferry Primary School	11	2.4%
Primary	Ratho Primary School	4	1.5%
Primary	Roseburn Primary School	11	4.4%
Primary	Royal Mile Primary School	8	5.7%
Primary	Sciennes Primary School	12	1.8%
Primary	Sighthill Primary School	6	2.5%
Primary	South Morningside Primary School	9	1.4%
Primary	St Andrew's Fox Covert RC Primary School	5	3.2%
Primary	St Catherine's Roman Catholic Primary School	6	2.8%
Primary	St Cuthbert's Roman Catholic Primary School	8	4.0%
Primary	St David's Roman Catholic Primary School	19	6.0%
Primary	St Francis' Roman Catholic Primary School	18	6.8%
Primary	St John Vianney Roman Catholic Primary School	14	5.4%
Primary	St John's Roman Catholic Primary School	25	6.8%
Primary	St Joseph's Roman Catholic Primary School	6	1.9%
Primary	St Margaret's Roman Catholic Primary School	5	4.6%
Primary	St Mark's Roman Catholic Primary School	12	7.7%
Primary	St Mary's Roman Catholic Primary School (Edin.)	11	3.2%
Primary	St Mary's Roman Catholic Primary School (Leith)	21	6.1%
Primary	St Ninian's Roman Catholic Primary School	12	4.8%
Primary	St Peter's Roman Catholic Primary School	15	4.0%
Primary	Stenhouse Primary School	10	2.9%
Primary	Stockbridge Primary School	11	4.1%
Primary	The Royal High Primary School	10	3.0%
Primary	Tollcross Primary School	2	0.8%
Primary	Towerbank Primary School	11	1.8%
Primary	Trinity Primary School	22	3.8%

Primary	Victoria Primary School	11	3.9%
Primary	Wardie Primary School	14	2.7%
<b>Primary Total</b>		<b>1064</b>	<b>3.4%</b>
Secondary	Balerno Community High School	20	2.7%
Secondary	Boroughmuir High School	36	2.8%
Secondary	Broughton High School	61	5.3%
Secondary	Castlebrae Community High School	11	4.6%
Secondary	Craigmount High School	32	2.7%
Secondary	Craigroyston Community High School	20	3.4%
Secondary	Currie Community High School	21	2.9%
Secondary	Drummond Community High School	19	5.0%
Secondary	Firrhill High School	48	3.9%
Secondary	Forrester High School	43	5.9%
Secondary	Gracemount High School	84	15.2%
Secondary	Holy Rood Roman Catholic High School	51	4.8%
Secondary	James Gillespie's High School	44	3.3%
Secondary	Leith Academy	53	5.6%
Secondary	Liberton High School	35	5.3%
Secondary	Portobello High School	51	3.6%
Secondary	Queensferry Community High School	30	3.4%
Secondary	St Augustine's Roman Catholic High School	63	8.1%
Secondary	St Thomas of Aquin's Roman Catholic High School	25	3.2%
Secondary	The Royal High School	38	3.0%
Secondary	Trinity Academy	54	6.3%
Secondary	Tynecastle High School	28	4.5%
Secondary	Wester Hailes Education Centre	10	2.9%
<b>Secondary Total</b>		<b>877</b>	<b>4.4%</b>
Special	Braidburn	14	12.5%
Special	Gorgie Mills School	5	10.2%
Special	Howdenhall and St Katharine's	0	0.0%
Special	Kaimes School	8	8.0%
Special	Oaklands School	8	16.3%
Special	Pilrig Park School	6	7.9%
Special	Prospect Bank School	5	9.8%
Special	Redhall School	4	5.9%
Special	Rowanfield School	3	10.3%
Special	St Crispin's School	5	9.6%
Special	Woodlands School	6	8.1%
<b>Special Total</b>		<b>64</b>	<b>9.7%</b>
<b>Grand Total</b>		<b>2005</b>	<b>3.9%</b>

## Item no 5.7

### QUESTION NO 7

**By Councillor Laidlaw for answer by the Leader of the Council at a meeting of the Council on 24 October 2019**

**Question** (1) What business case has the City of Edinburgh Council put forward to secure additional funding from the £99m made available by the UK Government to the Scottish Government for distribution to Local Authorities to help prepare for the UK leaving the European Union?

**Answer** (1) The Council has contributed to various submissions being collated by CoSLA / SOLACE Scotland, the most recent showing estimated costs for Edinburgh of £1.2m

**Question** (2) How much additional funding has been secured for City of Edinburgh Council to be best prepared for leaving the European Union? And have these funds been received?

**Answer** (2) To date all Scottish local authorities have been awarded £50,000 of funding.

Additionally, a £7m Rapid Poverty Mitigation Fund has been announced by the Scottish Government in the event of a No Deal EU Exit. It is anticipated that the basis of distribution of this funding will be agreed at October's CoSLA Leaders' Meeting.

The Council will continue to work with CoSLA to identify the costs incurred in respect of exiting the European Union and will support CoSLA actions to have these fully funded for Local Government

### **Supplementary Question**

Thank you Lord Provost, I thank the Council leader for his answer and I can only assume that he shares my confidence that the Prime Minister's Brexit deal will pass the House of Commons because it does seem surprising to me that given the estimate in the answer for the cost of leaving the European Union to Edinburgh is £1.2m, that he seems to feel that the £50,000 allocated by the Scottish Government is sufficient and that we can well afford the

£25,000 referred to in his leader's report, from the Council Priorities Fund. So could the Convener perhaps explain why he hasn't written to the Scottish Government to ask for some of the unallocated £97.4m in local authority funding that has been provided by UK government and does he agree that it's acceptable for the Scottish Government to expect local authorities to write begging letters while the equivalent local authorities in the rest of the UK had that money allocated directly to them, thank you?

**Supplementary  
Answer**

Can I thank Councillor Laidlaw for giving me the chance to elaborate on my answer and for picking up some of the points that he raises, the question that he asked although I'm sure this wasn't his intention, was a process question. We are whether the Conservatives like it or not and I appreciate they put in their budget that we would come out of COSLA, that's their position, it's not the position of the Administration, it's not the position of this Council, so right now we are members of COSLA working with our Local Government colleagues from across the country and our job right now is to make sure that COSLA are armed with the facts and information of costs that we're incurring so that they can feed into that process from the Scottish Government on our behalf with the strength of 32 local authorities behind them, not simply one Council engaging with the Scottish Government. I think that is the best way of maximising the amount of financial support that we get. I am astounded that Councillor Laidlaw has mentioned the £25,000 which has supported settlement applications, and they are applications of one and a half thousand EU nationals, twelve hundred of our own Edinburgh residents. I am astounded that he points to what is one of the most fundamental problems in the Conservatives judgment in this subject, they are citing £25,000 we are spending towards supporting people through that process as some sort of bad thing. I'm proud that this Council took the decision to spend that money in supporting those one and a half thousand people, twelve hundred of our own residents, and the Chamber will remember that I did write to the UK Government because what Councillor Laidlaw missed out of that is that this is a Home Office scheme that we were being

asked to sign up to and I wrote to the UK Government saying that we were spending £25,000 and asking them for that money back. They rejected that application, they rejected that request. I am even more astounded that Councillor Laidlaw brings up any element of financial cost in Brexit right now, just this week analysis showed Brexit is costing the Scottish economy £3billion with significant contributions to the amount of revenue that we will get in the Scottish Government and the consequences for us as a Council, fundamentally flawed logic from the Tories as usual, fundamentally flawed political nous from having the gall to raise it right now. In terms of the Scottish Government I will say this, as well as working with our colleagues in COSLA to get direct financial support to the Council for the costs we're incurring, the Scottish Government is putting together other funds and already has committed money to other funds to deal with some of the consequences of Boris Johnson's fumbling tumbling Brexit as he fumbles his way through it. The £1.5m that the government has already put into ensuring food security during expected price rises from the Conservatives gallus wandering forward, is just one example where the Scottish Government and Council are putting enormous amount of effort and resource into making sure that whatever the chaos and disaster that the Conservative subject this country to, that we are best prepared to protect the most vulnerable in our society. I am amazed that the Conservatives thought they were on solid ground by raising this today, but I thank them for the opportunity to respond.

## Item no 5.8

### QUESTION NO 8

**By Councillor Brown for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 October 2019**

#### Question

Can the Convener of the Transport and Environment Committee confirm the lead times in place for Council related lampposts wraps to be removed following the date of the event advertised?

#### Answer

The guidance states that lamppost wraps may be installed for a maximum period of 28 days. Typically, the duration is less and timescales are generally dictated by the end date of the campaign or need for public messages. Where a supplier is used, they are instructed with installation and removal dates..

Lamppost wraps for the Edinburgh Fringe festival are managed as part of a contract with by Out of Hand Ltd. These are in place for the duration of the festival and can be in place up to 20 September.

#### Supplementary Question

Thank you Lord Provost, not quite sure I can follow that kind of rambling rant. I'd like to thank the Convener for her answer. Now this whole question came from a constituent complaint around the Bughtlin Market area in my ward following the West Edinburgh cycle-link drop-in events which were very well received. This was held on Thursday 5th of September, however just as recent as this morning these lamppost wraps remain in situ. Can the Convener confirm what level of inventory is in place for Council related lamppost wraps and what pressure can the Convener place on Departments to have any post-event wraps such as those in my ward, removed in a timely fashion, thank you.

**Supplementary  
Answer**

I don't have such information as to the inventory of lamppost wraps at my fingertips as you can probably imagine. I will attempt to get that for you if I can. Clearly there's been an oversight in this one and it's incumbent upon the Council to get out there and clear it, but I don't think it indicates anything about policy, it indicates about an error in this particular instance and it will be cleared as rapidly as possible by the Department. Thank you for bringing it to my attention, an e-mail would also have worked, thank you.

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## QUESTION NO 1

**By Councillor Osler for answer by the Convener of the Planning Committee at a meeting of the Council on 21 November 2019**

With regards to the recent (temporary) development of the Christmas market in East Princes Street Gardens

**Question** (1) Was a professional arborist consulted with regard to the protection of the new landscape?

**Answer** (1)

**Question** (2) Edinburgh has a Trees in the City Action Plan which states that all development should be carried out as per British Standard 5837 which is the same standard the Planning Officers cited as the Planning Condition for the Galleries extension. Is this being adhered to?

**Answer** (2)

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## QUESTION NO 2

**By Councillor Osler for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 21 November 2019**

In September the Transport and Environment Committee approved the recommendations of the Strategic Review of Parking. Under the Phase One and Phase Two of the rollout, what consideration in the design has been given to the provision of:

**Question** (1) City Car Clubs spaces?

**Answer** (1)

**Question** (2) On street secure cycle storage?

**Answer** (2)

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## **QUESTION NO 3**

**By Councillor Osler for answer by  
the Convener of the Transport and  
Environment Committee at a meeting  
of the Council on 21 November 2019**

### **Question**

Considering the volume of rainfall and subsequent flooding experienced in Edinburgh this year when is the next trial of the demountable barrier at Falshaw Bridge due to be carried out as there has not been one since 2013?

### **Answer**

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## QUESTION NO 4

**By Councillor Doggart for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 21 November 2019**

Following my motion to Council of 22 November 2018 requesting officers to report to the Transport and Environment Committee about programming construction work around the Princes Street Gardens Christmas Market and attractions to ensure there is:

1. A dignified no-work cordon around the Garden of Remembrance; and
2. A delay in the erection of high structures until after Armistice Day and Remembrance Sunday in 2019.

Could the Convenor state:

- |                 |   |
|-----------------|---|
| <b>Question</b> | <b>(1)</b> When was the report presented to Transport and Environment Committee?            |
| <b>Answer</b>   | <b>(1)</b>  |
| <b>Question</b> | <b>(2)</b> Has there been a dignified no-work cordon in place?                              |
| <b>Answer</b>   | <b>(2)</b>  |
| <b>Question</b> | <b>(3)</b> Has the erection of high structures been delayed until after Armistice Day 2019? |
| <b>Answer</b>   | <b>(3)</b>  |

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## QUESTION NO 5

**By Councillor Rust for answer by the  
Convener of the Finance and  
Resources Committee at a meeting  
of the Council on 21 November 2019**

### **Question**

Please advise of Council revenue spend through external organisations in each of the last three years. Detail name of organisation and net amount spend.

### **Answer**

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## QUESTION NO 6

**By Councillor Osler for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 21 November 2019**

### **Question**

In various parts of the City there is an increasing problem with bins being “raided” by foxes and other vermin. What advice would the Council give residents to help deter the little critters?

### **Answer**

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**QUESTION NO 7**

**By Councillor Bruce for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 21 November 2019**

**Question**

How many requests have there been for garden waste collection out with the registration periods since the Council starting charging?

**Answer**

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## QUESTION NO 8

**By Councillor Bruce for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 21 November 2019**

With the future plan to pedestrianise Waverley Bridge as part of the city centre transformation plan:

### Question

Where do you expect the Airport buses be located?

### Answer

### Question

Where do you expect the Tour Buses to be located?

### Answer

### Question

If there is a serious accident/incident on the Mound between the junction of Market Street and Princes Street and that stretch of road is closed to all traffic where will that traffic including buses and Emergency Service Vehicles be diverted to?

### Answer

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## QUESTION NO 9

**By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 21 November 2019**

**Question** How many outstanding requests for additional parking restrictions are currently sitting with each locality transport team?

**Answer**

**Question** What is the current full time equivalent headcount for the central team responsible for traffic regulation orders?

**Answer**

**Question** What is the current number of locality reports waiting to be processed by the traffic regulation order team for public consultation?

**Answer**

**Question** What is the average turnaround time for the traffic regulation order team to process reports from locality transport officers?

**Answer**

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**QUESTION NO 10**

**By Councillor Lang for answer by the  
Convener of the Transport and  
Environment Committee at a meeting  
of the Council on 21 November 2019**

**Question**

How many households paid the garden waste collection charge for 2019/20 but did not receive their permit sticker by the commencement of the new collection year?

**Answer**

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## QUESTION NO 11

**By Councillor Hutchison for answer  
by the Convener of the Finance and  
Resources Committee at a meeting  
of the Council on 21 November 2019**

**Question** (1) On what date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer** (1)

**Question** (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer** (2)

**Question** (3) Who informed you?

**Answer** (3)

**Question** (4)

**Answer** (4)

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## QUESTION NO 12

**By Councillor Hutchison for answer  
by the Vice-Convener of the Finance  
and Resources Committee at a  
meeting of the Council on 21  
November 2019**

**Question** (1) What date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer** (1)

**Question** (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer** (2)

**Question** (3) Who informed you?

**Answer** (3)

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## QUESTION NO 13

**By Councillor Mowat for answer by  
the Convener of the Planning  
Committee at a meeting of the  
Council on 21 November 2019**

**Question**           (1) On what date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer**             (1)

**Question**           (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer**             (2)

**Question**           (3) Who informed you?

**Answer**             (3)

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## QUESTION NO 14

**By Councillor Mowat for answer by the Vice-Convener of the Planning Committee at a meeting of the Council on 21 November 2019**

**Question** (1) On what date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer** (1)

**Question** (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer** (2)

**Question** (3) Who informed you?

**Answer** (3)

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## QUESTION NO 15

**By Councillor Cook for answer by the  
Convener of the Transport and  
Environment Committee at a meeting  
of the Council on 21 November 2019**

**Question** (1) On what date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer** (1)

**Question** (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer** (2)

**Question** (3) Who informed you?

**Answer** (3)

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## QUESTION NO 16

**By Councillor Cook for answer by the Vice-Convener of the Transport and Environment Committee at a meeting of the Council on 21 November 2019**

**Question** (1) On what date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer** (1)

**Question** (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer** (2)

**Question** (3) Who informed you?

**Answer** (3)

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## QUESTION NO 17

**By Councillor Doggart for answer by the Convener of the Culture and Communities Committee at a meeting of the Council on 21 November 2019**

**Question** (1) On what date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer** (1)

**Question** (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer** (2)

**Question** (3) Who informed you?

**Answer** (3)

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## QUESTION NO 18

**By Councillor Doggart for answer by the Vice-Convener of the Culture and Communities Committee at a meeting of the Council on 21 November 2019**

**Question** (1) On what date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer** (1)

**Question** (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer** (2)

**Question** (3) Who informed you?

**Answer** (3)

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## QUESTION NO 19

**By Councillor Whyte for answer by  
the Leader of the Council at a  
meeting of the Council on 21  
November 2019**

**Question**           (1) On what date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer**            (1)

**Question**           (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer**            (2)

**Question**           (3) Who informed you?

**Answer**            (3)

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## QUESTION NO 20

**By Councillor Webber for answer by the Depute Leader of the Council at a meeting of the Council on 21 November 2019**

**Question**           (1) On what date were you first made aware of the extent of structures required to support the Edinburgh's 2019 Christmas Market in East Princes Street Gardens?

**Answer**            (1)

**Question**           (2) How were you informed (meeting, briefing, email, telephone, in person etc)?

**Answer**            (2)

**Question**           (3) Who informed you?

**Answer**            (3)

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## QUESTION NO 21

**By Councillor Whyte for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 21 November 2019**

### Question

Can the Convenor confirm what arrangements are being put in place to communicate

- a) The road closures across the North of the City in early 2020 which are related to different projects?
- b) How the whole picture will be communicated to Edinburgh residents to enable them to plan their journeys efficiently?

### Answer

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## QUESTION NO 22

**By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 21 November 2019**

**Question**           **(1)** Please provide information on the number of fines to unauthorised vehicles for the use of bus lanes during their operating hours, for 2019, up to 31/10/2019. Please provide this per location.

**Answer**           **(1)**

**Question**           **(2)** If available, please provide information on how many fines are given to 'repeat offenders' who have been fined for driving in the bus lane at least twice

**Answer**           **(2)**

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## QUESTION NO 23

**By Councillor Young for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 21 November 2019**

**Question** Please provide the total number of children who have deferred entry into Primary 1 from August 2019 until August 2020. Please provide split of those with a DOB before and after 31 December 2014.

**Answer**

**Question** (2) For the totals provided at (1), please confirm how many are receiving funded nursery provision.

**Answer** (2)

**Question** (3) Please provide the current total number of requests for deferred entry in August 2020 until August 2021. Again please provide split of those with a DOB before and after 31 December 2015.

**Answer** (3)

**Question** (4) For the totals provided at (3), please confirm how many have been advised that they would be eligible for funded nursery provision.

**Answer** (4)

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**QUESTION NO 24**

**By Councillor Neil Ross for answer  
by the Convener of the Finance and  
Resources Committee at a meeting  
of the Council on 21 November 2019**

The Council has an agreement with Enterprise Holdings to run the Edinburgh Car Club. I understand that the agreement provides for a percentage of the revenues to be shared with the Council.

**Question**

Please can you identify how much the Council has earned from the Car Club in each of the past five years?

**Answer**

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### ***New school plans pass with flying colours***

South Edinburgh has been crying out for more school accommodation with the rising population in the area so it's really exciting that plans have been approved for a [new school and nursery in Canaan Lane](#) – scheduled to open in August 2021.

The new building, which will accommodate 420 children with 80 more in the nursery, has been sustainably designed to complement the Grange Conservation Area. There's a special emphasis on outdoor learning and the inclusion of air source heat pumps to supply renewable energy is a visible sign of our bold commitment to becoming a [carbon neutral Capital city by 2030](#).

This is the latest in a series of exciting [new school developments](#) with work having started on a replacement Castlebrae High School and a new St Crispin's School, with the new Queensferry High opening its doors to pupils next April.

### ***Leading efforts to secure a future for Gorgie City Farm***

Like so many people across the city, I was saddened to learn that Gorgie City Farm had gone into liquidation. I know it has been a very difficult time for the farm's staff and volunteers but I have been really encouraged that there has been such a positive response to the fundraising appeal – it's a clear signal of just how much our residents value it.

Adults and children from all over Edinburgh and beyond have enjoyed visiting the farm for many years and we'd dearly love this same opportunity to continue. That's why we've made it clear to the insolvency practitioner that we want to make every effort to secure its future and I thank her for her efforts in meeting this request.

There has already been interest from a number of charitable and other organisations, which is very encouraging, and we hope for further positive developments in the coming weeks once a short list has been drawn up. We'll share any updates from the insolvency practitioner as we receive them.

I'd also like to reassure you that the animals are being cared for before they are found new homes.

### ***Trams to Newhaven: all systems go as work begins***

We're gearing up to start [construction work on the Trams to Newhaven project](#) from 18 November – a major milestone for Leith and the whole of north Edinburgh.

Our project team and contractors continue to work very closely with residents and businesses affected by the works to minimise disruption and make sure everyone has all the support and information they need. A multimedia campaign to promote the area, alongside local businesses' own ingeniously-named #StrongConstitution campaign, will launch ahead of work starting – part of a £2.4m package of Support for Business measures developed with businesses themselves.

The project has launched a new Twitter account [@TramstoNewhaven](#) – give them a follow and they'll be happy to answer questions and signpost key information as work progresses.

### ***Edinburgh's Christmas***

Edinburgh's Christmas festivities are due to get underway this weekend with Sunday's spectacular – and free – community Light Night event on the Royal Mile (from 3.30–5pm).

There has been much debate over the layout of the market in East Princes Street Gardens and understandably, residents want assurances that the Gardens are protected and the safety and comfort of all those attending the markets is secured. As I write, the Building Warrant has been granted and our Public Safety officers are carrying out final inspections and checks. Please be in no doubt: the site will not open until the Council is 100% satisfied that it is safe.

Edinburgh's Christmas is hugely popular with locals and visitors alike, with tens of thousands of residents enjoying the attractions every week, making a significant contribution to our economy. And it brings many other benefits besides, supporting the One City Trust and other local charities, while contributing towards our Hogmanay celebrations – which would simply not be possible otherwise.

We want everyone to be able to enjoy the festivities and have recommended and approved pedestrian-only access on Waverley Bridge. This will be in place from 11am to 5pm on Saturdays and Sundays, making it easier to move around in a more relaxed and welcoming atmosphere.

Next year we'll kick off a broader conversation around how we want our Christmas and Hogmanay offer to look in future. It's important that all voices – residents, businesses and heritage bodies – are part of that discussion.

## ***Key stage reached in Picardy Place improvements***

It's safe to say Edinburgh is undergoing a period of significant transformation, not least in the east of the city centre, where we'll soon see the major Edinburgh St James project completed, the start of works to take trams down to Newhaven and a new, more people-friendly layout at Picardy Place.

This month we reach a key stage in the work to improve Picardy Place which, once finished next year, will enhance public realm, deliver new cycle links, wider footpaths and better tram-bus integration. In order to carry out essential elements of the project, with minimum disruption to residents and people travelling through the area, we're implementing a traffic management plan involving the [closure of York Place](#) westbound for two weeks, reopening the road in time for the busy December period.

This process will help make sure this stage of the project is carried out as quickly as possible, and we'll continue to monitor the situation closely. Ultimately, these improvements will deliver major benefits to the residents, in line with our broader ambitions for a sustainable, accessible and better-connected capital.

## ***Ending poverty together***

Our [mission to eradicate poverty in Edinburgh](#) took a significant step forward recently with the publication of the Edinburgh Poverty Commission's interim findings. The Commission has done a huge amount of work already this year and we're looking forward to hearing Chair, Jim McCormick, setting out immediate next steps when he addresses the Policy and Sustainability Committee later this month (26 November).

These priority actions include measures to maximise incomes and reduce living costs for people struggling to get by, to promote fair work and wages and to improve relationships. The Commission is clear from the evidence it has heard so far that people in poverty are calling for greater control over their lives and the ability to contribute to a progressive, inclusive and forward-looking city where everyone can flourish.

At their next meeting on 5 December, commissioners will reflect on all of the valuable research and work carried out so far, with their final recommendations due to go out for consultation at the end of January.

## ***Climate Emergency: your city needs you!***

As well as tackling poverty and inequality, another major driving force behind the work we want to accomplish during this administration is the need to address the potentially catastrophic impacts of climate change before it's too late.

This week we're opening what we hope will be a very fruitful dialogue with our citizens on all things sustainability. Our survey, which will go live on the Consultation Hub on Tuesday (19 November), is designed to raise awareness of the climate emergency and to gauge views and attitudes among our residents on ways we can all do our bit to tread more lightly on the planet.

Leaving a healthier, greener, fairer Edinburgh for future generations won't be possible unless each and every one of us does whatever we can to make a positive difference. By completing our survey, you're already showing your commitment.

## ***Honouring our veterans***

As [Edinburgh fell silent in remembrance](#) for Armistice Day, the thoughts of many people turned to loved ones who have served or are still serving for their country.

I couldn't help but reflect on the sacrifice and selflessness of one person in particular, local veteran Tom Gilzean. Tom truly served his country and his community until the very end, making it his mission to help others by shaking a tin for charity and raising an incredible £1m for local causes. It has been our honour to open a [book of condolence for Tom](#) in the City Chambers, which many citizens have already signed.

It feels apt, then, that our Council has just been recognised for its commitment to both veterans and reservists all year round as they resettle after time in service. We were presented with the very highest award an employer can receive from the Ministry of Defence – the Gold Award from the Employer Recognition Scheme which is a source of pride for our Council.

## ***Making a stand against transgender discrimination***

One of Edinburgh's many strengths is its diversity and I'm proud that that we're recognised as a welcoming city. That's something we'll be celebrating when we raise a flag to stand with our transgender community.

Everyone deserves to be treated with respect and by flying a flag on [International Transgender Day of Remembrance](#) (20 November) we hope to celebrate transgender people in our city and draw attention to the inequalities, discrimination and violence too many people still face, at home and around the world.

## ***A library fit for the 21<sup>st</sup> century***

As the country prepares for another annual celebration of books for [Book Week Scotland](#), our Culture & Communities Committee has given go-ahead for a project team to explore ambitious [plans to develop our much-loved Central Library](#).

Nestled at the heart of Scotland's Capital – the world's very first UNESCO City of Literature – Edinburgh's Central Library is a place of contemplation and inspiration for our citizens, as well as those who visit, work and study here.

It's one of our most iconic buildings and the proposals being considered would make the library fit for the 21<sup>st</sup> century so that it can continue to be enjoyed for generations to come.

And for those who might find it tricky getting there or to their local library, our fantastic five-vehicle strong mobile libraries outreach service is just the ticket. We're delighted to see the spotlight being shone on these terrific facilities on Scotland's first ever [National Mobile Libraries Day](#) on 20 November.

### ***Make sure you can have your say in the UK Parliamentary Election***

With [candidates for Edinburgh's five constituencies](#) published yesterday and election trails already hotting up, General Election 2019 is almost upon us. Turn on the TV and there's no escaping arguments from all sides, but just as important as deciding whom to vote for is making sure you're able to vote in the first place.

Our eyes are on 12 December but we mustn't forget the **voter registration deadline of 26 November**. If you're a UK citizen and are not registered or aren't sure if you're already registered, it's easy to check by visiting [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). And if you'll be away from home on Election Day, make sure you register in time for a postal or proxy vote too.

### ***Get involved***

Keep up to date with all council news via our [news section online](#). You can watch live council and committee meetings via our [webcast](#) service and join the debate on Twitter using #edinwebcast. If you wish to unsubscribe, please [email](#) us.

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## The City of Edinburgh Council

10.00am, Thursday, 21 November 2019

### Appointments to Committees and Outside Organisations

Executive/routine  
Wards  
Council Commitments

#### 1. Recommendations

---

- 1.1 To consider whether to make the following changes to Committee Membership:
  - 1.1.1 Remove one Conservative or SNP member from the Policy and Sustainability Committee and appoint one member from EPIC.
  - 1.1.2 Remove 1 Green member and appoint one member from EPIC to the Culture and Communities, Education, Children and Families, Finance and Resources, Housing, Homelessness and Fair Work, Transport and Environment, Governance Risk and Best Value and Planning committees and the Development Management Sub-Committee
  - 1.1.3 Either maintain the current membership or remove one SNP member and replace with a Conservative member or a member from EPIC to the Regulatory Committee and the Licensing Sub-Committee.
  - 1.1.4 Either maintain the current membership or remove one Conservative member and replace with a SNP member or a member from EPIC to the Personnel Appeals Committee.
- 1.2 To appoint a replacement member to CEC Holdings, Capital City Partnership and the Bio Quarter advisory board

**Andrew Kerr**

Chief Executive

Contact: Gavin King, Democracy, Governance and Resilience Senior Manager

E-mail: [gavin.king@edinburgh.gov.uk](mailto:gavin.king@edinburgh.gov.uk) | Tel: 0131 529 4239

## Appointments to Committees and Outside Organisations

### 2. Executive Summary

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- 2.1 Council is asked to consider changes to committee membership to ensure political balance is maintained and appoint replacements to a number of outside body positions.

### 3. Background

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- 3.1 In October 2019 Councillors Barrie, Bridgman and Ritchie agreed to form a party-political group called the Edinburgh Party of Independent Councillors (EPIC).
- 3.2 The roles a councillor can undertake are open to all councillors regardless of political affiliation. However, the City of Edinburgh Council determines its committee membership according to the elected representation of political parties. As a result, independent councillors previously had no right to a committee place.
- 3.3 The Committee Terms of Reference and Delegated Functions sets out that committee membership will be proportionate according to the elected representation of political parties unless expressly agreed otherwise at a meeting of Council.
- 3.4 As this was the first independent group formed at the Council in recent years, advice was sought from the Electoral Commission. They confirmed that a group can identify itself as a political party and does not need to formally register this with the Commission. Only a registered political party can use a registered name, descriptions and emblems on a ballot paper but this is not required to fulfil the requirement set out in the Committee Terms of Reference and Delegated Functions.
- 3.5 Due to the establishment of EPIC, this group now has an entitlement under the rule set out in paragraph A3 of the Committee Terms of Reference and Delegated Functions and outlined in paragraph 3.3.

## **4. Main report**

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- 4.1 The following changes to committees are required to be considered.
  - 4.1.1 Policy and Sustainability Committee – Remove one Conservative or SNP member and appoint one member from EPIC.
  - 4.1.2 Culture and Communities, Education, Children and Families, Finance and Resources, Housing, Homelessness and Fair Work, Transport and Environment, Governance Risk and Best Value, Planning committees and Development Management Sub-Committee – Remove 1 Green member and appoint one member from EPIC.
  - 4.1.3 Regulatory Committee and Licensing Sub-Committee – either maintain the current membership or remove one SNP member and replace with a Conservative member or a member from EPIC.
  - 4.1.4 Personnel Appeals Committee - either maintain the current membership or remove one Conservative member and replace with a SNP member or a member from EPIC.
- 4.2 For clarity, committees consisting of nine members (Regulatory, Licensing Sub-Committee and the Personnel Appeals Committee) do not give a clear allocation as per the political balance of the Council. The SNP group, Conservative Group and EPIC all have an equal right to the final member (SNP and Conservative have also a right to 2 other members each).
- 4.3 The Lord Provost recently resigned from Marketing Edinburgh, CEC Holdings, Capital City Partnership and the Bio Quarter advisory board. The appointment to Marketing Edinburgh is being dealt with by another report on this agenda but a replacement is sought for the other positions. The Lord Provost was the only member on the Bio Quarter advisory board.

## **5. Next Steps**

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- 5.1 Not applicable.

## **6. Financial impact**

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- 6.1 There is no financial impact as a result of this report.

## **7. Stakeholder/Community Impact**

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- 7.1 Under its governance documentation the Council is required to consider changes to the political balance to the Council and determine its appointments to its committees. It is not required to maintain political balance, but it must expressly agree not to.

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

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8.1 [Committee Terms of Reference and Delegated Functions](#)

## **9. Appendices**

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None



## The City of Edinburgh Council

10.00am, Thursday, 21 November 2019

### Appointments to Marketing Edinburgh Limited

Executive/routine Wards Council Commitments	Executive All
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#### 1. Recommendations

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- 1.1 To note the appointment of Councillor Kate Campbell to the Board of Marketing Edinburgh Limited (“Marketing Edinburgh”) under urgency provisions.
- 1.2 To appoint two elected members to the Board of Marketing Edinburgh.
- 1.3 To agree to change the Articles of Association of Marketing Edinburgh as outlined in paragraph 4.1 of the report and authorise the Chief Executive to agree the final detail of these changes.
- 1.4 To note an update report on Marketing Edinburgh will be put before the Housing and Fair Work Committee on 20 January 2020.

**Andrew Kerr**

Chief Executive

Contact: Laurence Rockey, Head of Strategy and Communications

E-mail: [laurence.rockey@edinburgh.gov.uk](mailto:laurence.rockey@edinburgh.gov.uk) | Tel: 0131 469 3493

## Appointments to Marketing Edinburgh

### 2. Executive Summary

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- 2.1 This report provides information on the recent appointment of Councillor Kate Campbell to the Board of Marketing Edinburgh and requests the appointment of two further elected members to the Board and to authorise changes to Marketing Edinburgh's Articles of Association.

### 3. Background

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- 3.1 The Board of Marketing Edinburgh resigned in November 2019. This included three elected members (the Lord Provost and Councillors Cameron and Webber) as well as the 6 stakeholder directors (Gordon Robertson (Chair), Gordon Rintoul, Sandra Blake, Stephen Ingledew, Paul Rowlings and Claire Harrison-Church). This resulted in Marketing Edinburgh having no directors on the Board.
- 3.2 The Companies Act 2016 (S154) requires companies such as Marketing Edinburgh to have at least one director who is a natural person. To ensure compliance, the Chief Executive, in consultation with the Lord Provost, exercised urgency powers under the Committee Terms of Reference and Delegated Functions paragraph A4.1 and appointed Councillor Kate Campbell as a director of Marketing Edinburgh with effect from 11 November 2019.

### 4. Main report

---

- 4.1 As set out in the background of this report, the Council was notified of the intention of the Board of Marketing Edinburgh to resign. Given the stated intention of the outgoing directors, the Chief Executive, in consultation with the Lord Provost, exercised urgency powers under the Committee Terms of Reference and Delegated Functions paragraph A4.1, and appointed Councillor Kate Campbell as director of Marketing Edinburgh with effect from 11 November 2019.
- 4.2 To ensure that Marketing Edinburgh can continue to operate it is proposed that two further elected members are appointed to the Board. In addition, it is proposed that the company's Articles of Association are altered to change who can serve as a director of Marketing Edinburgh. This would allow flexibility as to whom Council wished to be appointed as directors and reduce the Board to three members. It is not proposed that officers are appointed to the Board at this point but it seems

prudent to give flexibility if this is appropriate in the future. The specific proposals are as follows:

- (i) a reduction in the number of directors from a maximum of 14, to a maximum of three,
- (ii) a reduction in the quorum of directors from six to two,
- (iii) an amendment to the categories of persons who can become directors to remove stakeholder directors, and to allow officers as well as elected members of the Council,
- (iv) remove the requirement to appoint the chief executive officer of Marketing Edinburgh as Executive Director,
- (v) removal of the requirement to have a company secretary, and
- (vi) ancillary amendments to the Articles to allow (i) to (v) to come into effect.

- 4.3 If Council as the sole member of Marketing Edinburgh with a 100% shareholding were to agree to these changes then the next step under the Companies Act 2006 would be to call a general meeting through the remaining director/s of the Company and to make the changes approved by Council.
- 4.4 Once the new board is in place, it will need to consider the ongoing running of Marketing Edinburgh. In addition, the Board will consider options for the future of the company, in line with the budget motion agreed at Council in February 2019 and subject to the forthcoming proposals for the future Council budget.

## **5. Next Steps**

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- 5.1 Following appointment to the Board, the next Board meeting will be called and held in accordance with the Articles.
- 5.2 An update report on the future of Marketing Edinburgh is on the agenda for Housing, Homelessness and Fair Work Committee on 20 January 2020.

## **6. Financial impact**

---

- 6.1 There is no financial impact as a result of this report.

## **7. Stakeholder/Community Impact**

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- 7.1 Stakeholder and community impact will be considered as part of the options appraisal for the future and an update report is on the agenda for Housing, Homelessness and Fair Work Committee on 20 January 2020.

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

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8.1 None

## **9. Appendices**

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None

## The City of Edinburgh Council

10:00am, Thursday, 21 November 2019

### International Travel and Conferences

Executive/routine  
Wards  
Council Commitments

#### 1. Recommendations

---

- 1.1 To agree the process for elected member and officer international travel as set out in paragraph 4.2 of the report.
- 1.2 To agree that international travel by elected members that incurs no cost to the Council does not require approval.
- 1.3 To agree that elected members attending conferences at a cost to Council is dealt with as outlined in paragraph 4.1 and notes that where there is no cost to the Council, elected members don't require to seek approval.
- 1.4 To note that the Council Business Travel and Accommodation Guidance is currently being reviewed with a view to reducing the overall carbon impact of the Council's international travel.
- 1.5 To agree that that the overall carbon impact of the Council's International travel is reported annually to the Policy and Sustainability Committee.
- 1.6 To authorise the Chief Executive to make any changes necessary to the Scheme of Delegation to implement these decisions.

#### Andrew Kerr

Chief Executive

Contact: Paula McLeay, Policy and Insight Senior Manager

E-mail: [paula.mcleay@edinburgh.gov.uk](mailto:paula.mcleay@edinburgh.gov.uk) | Tel: 0131 529 3654

Contact: Gavin King, Democracy, Governance and Resilience Senior Manager

E-mail: [gavin.king@edinburgh.gov.uk](mailto:gavin.king@edinburgh.gov.uk) | Tel: 0131 529 4239

## International Travel and Conferences

### 2. Executive Summary

---

- 2.1 This report sets out the approval process and financial and carbon thresholds for international travel by elected members and officers. The approval process for conference attendance by elected members is also clarified.

### 3. Background

---

- 3.1 In August 2019 the Policy and Sustainability Committee agreed a report on international activity. It was agreed that a further report would be provided on the monetary and carbon thresholds for international travel.
- 3.2 The approval process for international travel and conferences was last revised by the Finance Committee on 30 July 1996.

### 4. Main report

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#### Conferences

- 4.1 Currently elected members require approval to attend any conference whether it is based domestically or internationally. This was introduced to ensure that the potential costs of attendance were monitored and kept within reasonable levels of expenditure. It is proposed that this requirement is maintained, except where there is no cost to the Council. Approval of all conferences that require expenditure should be agreed at the Policy and Sustainability Committee, to ensure a corporate overview of elected member conference attendance.

#### International Travel

- 4.2 Committee approval is required for all elected member overseas travel, while all officers' overseas travel is approved by officers under delegated authority. It is proposed that the approval process for elected member and officer international travel is consolidated. This would mean changing the approval process so that international travel for officers which costs over £3000 per person or £5000 for any one trip involving more than one person and all elected member international travel which has any direct cost to the Council would be approved by the Policy and

Sustainability Committee. Officers' international travel below the threshold can be approved by the Chief Executive under delegated authority. Elected Member international travel that has no direct costs to the Council requires no approval.

- 4.3 International travel should only be agreed in line with the principles detailed in the report to the Policy and Sustainability Committee on 6 August 2019.

### **Carbon Thresholds**

- 4.4 The Council's Business Travel and Accommodation Guidance published in August 2018 recognises that there is a need to travel to carry out Council business but states that travel outside the UK should on principle, only be taken in exceptional circumstances. Carbon impact is currently considered as part of the overall cost benefit assessment.

- 4.5 Within this process, the Council must be clear; that the business travel is necessary; the type of transport used is the most efficient; and that we have tried to minimise the environmental impact.

- 4.6 The guidance further states that the Council will always seek to make sustainable transport choices by prioritising low emission modes of transport. This means that in addition to an assessment of cost and journey times, CO2 emissions are quantified and considered when choosing the type of transport.

- 4.7 The guidance is currently being reviewed and will take account of this report. It will also consider extending its scope to include elected members to ensure a consistent Council approach.

- 4.8 It is further suggested that the cumulative carbon impact of the Council's international travel is reported in the annual update on international activity considered by the Policy and Sustainability Committee.

## **5. Next Steps**

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- 5.1 The new arrangements will be issued to all elected members and executive directors.

## **6. Financial impact**

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- 6.1 The financial cost of international travel and conference attendance will be required to be contained within the appropriate budgets.

## **7. Stakeholder/Community Impact**

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- 7.1 The carbon impact of international travel and conference attendance will be required in future reporting to the Policy and Sustainability Committee using [UK Governments Conversation Factors for greenhouse gas reporting](#).

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

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- 8.1 Policy and Sustainability Committee 6 August 2019 – [Edinburgh International Activity Report](#)
- 8.2 Finance Committee 30 July 1996 – Members' Expenses

## **9. Appendices**

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Appendix One – Council's Business Travel and Accommodation Guidance



# Business Travel and Accommodation Guidance

## Council statement on business travel

We recognise that you may need to travel to carry out Council business. As a public body, we need to demonstrate that all business travel's necessary, that the type of transport used is the most efficient and that we have tried to minimise the environmental impact of the journeys made.

Author	Scope
Employee Relations, Human Resources	This guidance applies to all Council employees, including agency workers engaged to provide services for the organisation
Purpose	Review period
This document sets out our business travel ethos and the rules around travelling on Council business.	Human Resources will review this guidance periodically to ensure that it continues to be fit for purpose.  Agreed November 2016 and reviewed June 2018.

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4. Booking travel and accommodation .....	3
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7. Expenses.....	7

# 1. Definitions

Term	Description
<b>Business journey</b>	A trip you must make to do your job or to attend or where it has been agreed for you to travel, e.g. to a development course
<b>Mobile worker</b>	Employees and agency workers who do not have a fixed place of work and travel from their home to their first appointment and from their last appointment to their home. Only mobile workers can claim mileage for their journeys from their home to their first appointment of the day and the end of the day, within the Edinburgh City boundary.
<b>Commute</b>	This is the journey you make from your home to your place of work. No employee can claim for their normal commute.

# 2. Principles

Term	Description
<b>Necessity</b>	You should only travel if it is necessary to carry out Council business and always seek to find alternatives that avoid the need to travel.
<b>Transport choices and sustainability</b>	You need to consider journey time, cost and CO <sub>2</sub> emissions when choosing your type of transport. To help you choose the most environmentally sustainable, cost effective and efficient travel options, please consider the Council's Sustainable Travel Plan. (See section 4.)
<b>Booking travel</b>	All travel tickets and accommodation must be booked through the Council's approved travel service provider. This means we will get the greatest benefit from our travel contract. If you don't use our travel service provider and make your own travel arrangements, then we will not reimburse your costs. In emergency circumstances where travel has been cancelled, e.g. a train, then contact the travel provider who will advise on any refunds and re-bookings

# 3. Compliance

All employees must follow this guidance and where this is abused, it may result in disciplinary action, up to and including dismissal.

Managers are responsible for ensuring that the guidance is applied correctly and ensuring that all travel they authorise is justified. Travel authorisation and spend may be subject to audit and therefore relevant evidence should be retained.

## 4. Booking travel and accommodation

You must book all business travel and accommodation online, through our approved travel provider. If you're travelling with colleagues, you can book your travel together, as you can book up to eight rail tickets and four air tickets in one booking. You can only book travel up to a certain price limit. The limits are noted below and depend on your grade.

This table sets out the steps that you must follow when you're considering making a business journey and when you want to book business travel or accommodation.

How to book travel		
Task	Action	Remember
1. <b>Identify the need to travel</b>	<ul style="list-style-type: none"><li>✓ Purpose</li><li>✓ Dates and times</li></ul>	There are technology options, such as Skype, for having virtual meetings.
2. <b>Get approval to travel</b>	<ul style="list-style-type: none"><li>✓ Search the portal to see options available</li><li>✓ Consider the need for travel with indicative costs</li><li>✓ Get approval from your manager before you book travel</li></ul>	Before you book any business travel, discuss your plans with your manager. You need to get their approval before you can proceed. This must be approved by a Head of Service.
3. <b>Book travel online</b>	<ul style="list-style-type: none"><li>✓ Look for the best value</li><li>✓ Book in accordance with the price ranges set out in the appendices</li><li>✓ Booking confirmation is received by email; retain this</li><li>✓ Ticket received by email or picked up at ticket office</li></ul>	

### 4.1 Booking travel guidance

All travel must be booked using our travel booking system.

#### Register

If you want to book business travel, you must register on the online portal and adhere to the terms outlined in the guidance.

#### Booking

The system flags up travel options as red, amber, or green. Those marked green are within your cost limit.

You can only book options that are flagged as amber in exceptional circumstances. If the only options available to you are amber, you will have to discuss that with your manager and get their approval before you book.

You will not be able to book options flagged as red.

#### Reporting

The travel system is reported on regularly for audit purposes and to monitor levels of activity. Where the verification process has not been followed, this will be reported to the relevant manager and any appropriate action taken in line with our disciplinary policy.

The Council's travel provider will send a weekly invoice along with a report of travel expenditure. This report will be uploaded to our accounting systems and departmental cost centres will be allocated their relevant expenditure.

## 5. International travel

You're only allowed to travel outside the UK in exceptional circumstances and pre-approval is required from The Chief Executive or relevant Executive Director. The Chief Executive is required to authorise international travel for Executive Directors.

All flight tickets must be the cheapest available and once selected, final approval is required by the relevant Executive Director.

It's your responsibility to make sure that you meet the entry requirements for any country that you visit on Council business, including any visas needed.

## 6. Transport options

### 6.1 Airplane

Destination	Details
<b>UK</b>	<p>Domestic air travel is only allowed in exceptional circumstances, for example if it's not practical to travel by train; it is the least expensive option; or flying is the only way to get to your appointment and back in a day.</p> <p>You must get pre-approval from your Executive Director before you book any flights. Air travel must be on the lowest cost fare available.</p>
<b>International</b>	<p>As with domestic air travel, an Executive Director must approve all international air travel before you make book any tickets, and you should try to get the best deal possible.</p>

### 6.2 Rail

Destination	Details
<b>UK</b>	<p>Rail is the preferred travel mode for longer distance UK travel and it must be the lowest available fare i.e. off-peak; standard class.</p> <p>Please try to book rail travel as far in advance as possible to get the best price available.</p> <p>Rail travel by sleeper train is permitted and can be used where this is less expensive than an overnight stay and travel costs combined. Our preferred travel provider will be able to give you quotes.</p> <p>First class rail travel is only permitted if the cost is the same as a standard ticket, which can happen on occasion. Otherwise, first class travel is not permitted and will not be reimbursed by the Council if it is used.</p>

## 6.3 Car

### Type

### Details

#### Private vehicles

You can only use your car and claim mileage for Council business if you are an authorised car user. There is information on the Orb about [how to become an authorised car user](#).

Use of private vehicles may only be considered if public transport is not available or unsuitable (e.g. you must transport equipment) or it's more cost-effective.

Authorised users can claim mileage allowance, based on current HMRC mileage rates for business travel. [The current rates are on the Orb](#).

Mobile workers who do not have a fixed place of work can claim mileage for the journey from their home to their first appointment, as well as the rest of their journeys during the day. They can also claim for the journey from their last appointment back to their home at the end of their working day, within the city boundary or from the city boundary if you live out with.

If you are travelling outside Edinburgh, you will only be able to claim up to the equivalent standard class rail journey cost. If there is no equivalent public transport available, [HMRC mileage rates](#) will apply to the whole journey.

If you are an authorised car user, the vehicle you use for Council business must be kept in a roadworthy condition. This includes ensuring valid MOT/Vehicle Excise Licence, insurance which explicitly covers vehicle use for business purposes, and a valid and current, driving licence.

Authorised car users must inform their line manager if they get any driving licence endorsements at the time they get them. Failure to do so may result in disciplinary action.

#### Pool cars

The Council has a car pool at Waverley Court. Information on costs and how to book a pool car can be found on the Orb.

Pool cars can only be used within Edinburgh city boundaries. This is because breakdown/accident recovery is limited to within our boundaries.

#### City Car Club

The City Car Club is an independent car club operator. The Council has block booked many vehicles for Council use from 8am-6pm, Monday to Friday. If you are a member of the Car Club, you can use these vehicles at a cheaper rate than the public. You can find out more about the City Car Club on the ORB.

#### Hire cars

There are a small number of cars at Waverley Court that you can hire for a day or a half-day. You can get more information on this from the Orb.

If you're travelling to other cities on business and need a car while you are there, you can book that in advance using MyTravel.

## 6.4 Taxis

Taxis should only be used where all other, less expensive modes of transport are unavailable or unsuitable. You need pre-approval from your Head of Service for all taxi journeys. Guidance on how to pre-book taxis is in Appendix 1.

The following are examples where it might be appropriate to use a taxi:

- ✓ if there's no other suitable means of public transport;
- ✓ if you have heavy luggage or equipment with you;
- ✓ if it's cheaper to take a taxi for either the whole journey or combined with other forms of transport;
- ✓ if there's no public transport available at the time you need to travel;
- ✓ if using a taxi is a reasonable adjustment in relation to a disability;
- ✓ where management agree that using a taxi is necessary for your health and safety.

Taxi	
Destination	Details
<b>Edinburgh</b>	<p>Taxi journeys for travel within Edinburgh must be booked through the Passenger Operations during office hours. There is more information about this at <a href="#">Appendix 1</a>.</p> <p>You will not be reimbursed for any taxi journeys that have not been booked through Passenger Operations unless your Head of Service has approved this.</p>
<b>Outside Edinburgh</b>	<p>If you are on Council business out with the city and a taxi is the only option, then this should be pre-approved and submitted through expenses, approved by Head of Service.</p>

Bicycle	
Points to note	Details
<b>Council business</b>	<p>If you want to use your bicycle to travel on Council business, you need to get your manager's approval and become an authorised bicycle user. Complete the form on the Orb and send that to your manager for them to approve. Only authorised bicycle users can claim bicycle mileage allowance. Details on this are on the Orb, including the current mileage rates.</p>
<b>Insurance</b>	<p>Personal injury, theft, or damage to bicycles whilst on Council business isn't covered by any Council insurance policy. You must make sure that you have the right cover yourself.</p>

## Bus and coach

Type	Details
<b>Bus</b>	<p>Mobile workers who do not have a fixed place of work can claim for bus journeys they make from their home to their first appointment of the day, as well as the rest of the journeys they make for work during the day. They can also claim for the journey from their last appointment back to their home at the end of their working day. Managers of mobile workers can buy smart cards pre-loaded with 10 single journeys from Lothian Buses via Oracle, which they can give to their employees.</p> <p>If you travel regularly on business with National Express buses, you can now book that using MyTravel. If you are making multiple bus journeys, you can buy a carnet of single tickets, which saves you having to book single journeys every time want to travel.</p>
<b>Coach hire</b>	<p>Passenger Operations will arrange coach, bus, or minibus transport on request. Complete the <a href="#">Coach Hire Request form</a> available on the Orb and send to <a href="mailto:transport.tender@edinburgh.gov.uk">transport.tender@edinburgh.gov.uk</a>. They will obtain quotes from all the companies that are registered with us.</p> <p>Passenger Operations will advise you of the quotes, and if you wish to go ahead will make the booking on your behalf. On completion of the trip, the contractor will submit an invoice to Passenger Operations, and this will be paid against the oracle code given by the requester.</p>

## 7. Expenses

### Claiming expenses

Type	Details
<b>Accommodation</b>	<p>You must book your accommodation through the Council's preferred travel provider and this needs to be pre-approved by your Head of Service. You can find the limits on how much you can spend on accommodation at <a href="#">Appendix 2</a>.</p>
<b>Meals and other expenses</b>	<p>The Council will reimburse actual expenses you reasonably incur while travelling on Council business, provided you support your claim with receipts. You can only make a claim if you spend more than you normally would if you were not travelling on business.</p> <p>If you have been authorised to use a Council Payment Card, you should pay for meals and other expenses with that. If not, remember to retain your receipts so you are able to claim this back.</p> <p>In such exceptional circumstances, it is vital that you and your service area are aware of the Council's Anti-Bribery Policy and the Employee Code of Conduct, and ensure that the authorisation to purchase alcohol complies with Council policy.</p>

# Appendix 1 – How to book a taxi

If you're booking a taxi during the normal working hours (08:30 – 17:00 Monday to Thursday, 08:30 – 16:00 on a Friday) you must book through Passenger Operations.

Our taxi service providers will not accept bookings from anyone other than Passenger Operations during normal working hours.

You can telephone, e-mail or fax them.

## Bookings

Type	Action
<b>Immediate bookings</b>	<ol style="list-style-type: none"><li>1. Call Passenger Operations on 0131 469 2950</li><li>2. Quote your Taxi Pin Number / Contract number</li><li>3. Name of Passenger</li><li>4. Pick up Point (must be address, cannot be "at corner of Princes' Street")</li><li>5. Destination (must be address, cannot be "at corner of Princes Street")</li><li>6. Details of the journey may be either faxed to 0131 469 2951, or sent by e-mail to <a href="mailto:taxi.booking@edinburgh.gov.uk">taxi.booking@edinburgh.gov.uk</a></li></ol>
<b>Advance bookings</b>	<ol style="list-style-type: none"><li>1. Your Passenger Operations Taxi Pin Number/Contract number</li><li>2. The name of passenger</li><li>3. Pick-up Point (must be address, cannot be "at corner of Princes Street")</li><li>4. Destination (must be address, cannot be "at corner of Princes Street")</li><li>5. Details of the journey may be either faxed to 0131 469 2951, or sent by e-mail to <a href="mailto:taxi.booking@edinburgh.gov.uk">taxi.booking@edinburgh.gov.uk</a></li></ol>
<b>Out of hours</b>	<p><b>Out of Hours</b> – (Monday to Friday, 17:00 to 08:30, from 16:00 on a Friday to 08:30 on a Monday and on Public Holidays)</p> <p>An out of hours booking is for an immediate taxi outside normal office hours. In this case, you will be speaking direct to the Taxi Company.</p> <p><b>This sequence is important, and if any step is missed then the taxi may be refused.</b></p> <ol style="list-style-type: none"><li>1. Call CENTRAL RADIO TAXIS on 0131 229 1605</li><li>2. Quote '<b>Contract CEC171</b>'</li><li>3. Quote your Taxi Pin Number/ Contract number</li><li>4. Name of passenger</li><li>5. Pick up point</li><li>6. Destination</li></ol>



## Appendix 2 - Overnight accommodation limits

If you need to book overnight accommodation as part of your business travel plans, you need to get approval from your manager first. We have limits on the amount you're able to spend

<b>Bus and coach</b>			
<b>Type</b>	<b>Green limit</b>	<b>Amber limit</b>	<b>Red limit</b>
<b>Outside London</b>	£80	£100	£130
<b>Heathrow</b>	£90	£110	£150
<b>London central</b>	£120	£150	£200

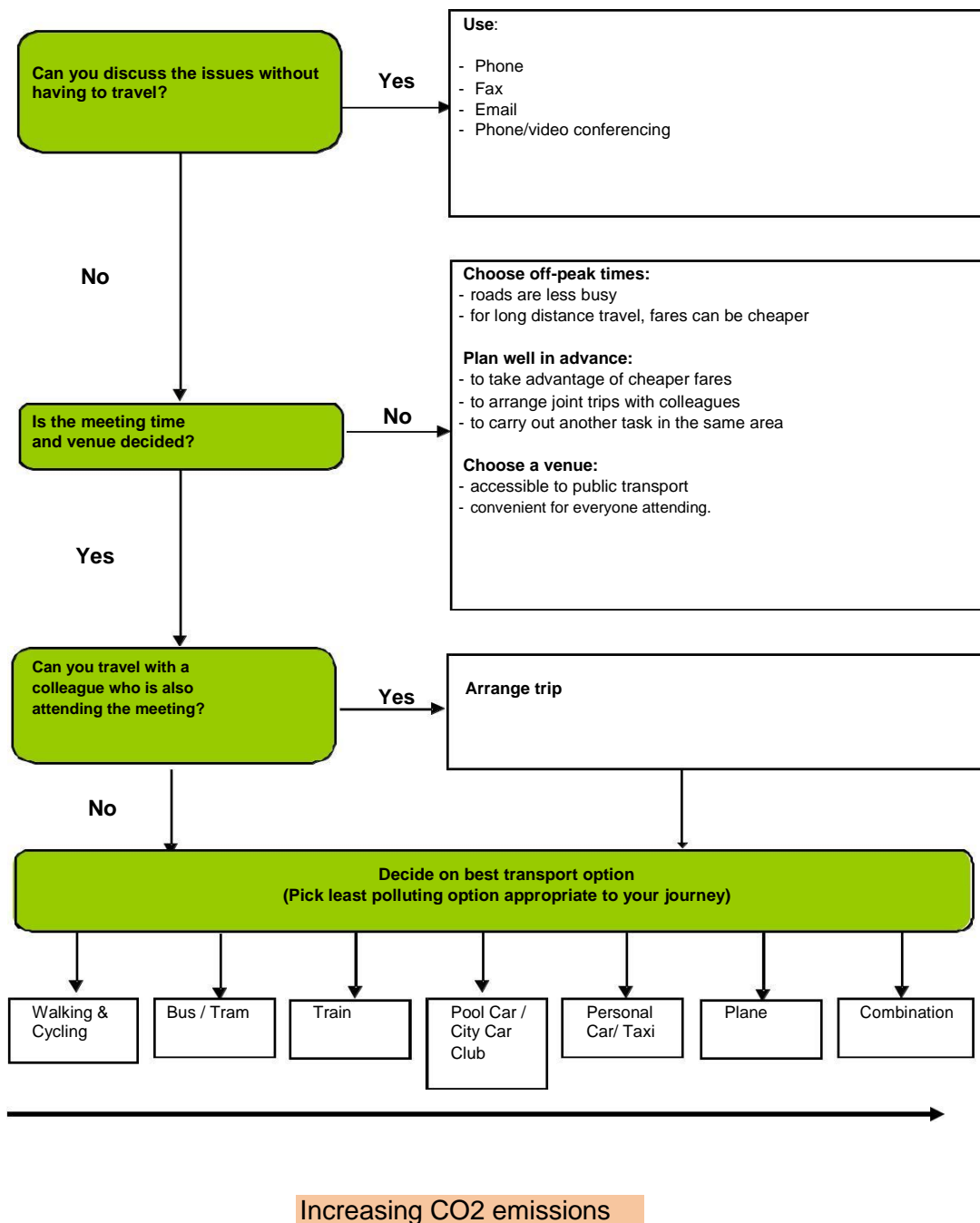
You will be able to book accommodation that appears in the green band. If there is no accommodation suitable in the band, you may book accommodation in the amber band, once you've discussed this with your manager.



# Appendix 3 – making business travel decisions

If you need to book overnight accommodation as part of your business travel plans, you need to get approval from your manager first. We have limits on the amount you're able to spend.

The following decision-making chart is designed to help you decide if a journey is necessary and to help you make the right choices if a journey is unavoidable.





# City of Edinburgh Council

10.00am, Thursday, 21 November 2019

## Amendment to Scheme of Delegation to Officers for Traffic Orders

Executive/routine	Executive
Wards	All
Council Commitments	N/A

### 1. Recommendations

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- 1.1 It is recommended that Council:
- 1.1.1 Approves the proposed amendment to the Scheme of Delegation to Officers as set out in Section 4 of this report;
  - 1.1.2 Agrees that the amendment takes effect from 22 November 2019; and
  - 1.1.3 Notes that, except in exceptional circumstances, future changes to the Scheme of Delegation to Officers will come forward as part of a corporate report detailing proposed changes across the Council.

**Paul Lawrence**

Executive Director of Place

Contact: Ewan Kennedy, Senior Manager - Transport Networks

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

## Amendment to Scheme of Delegation to Officers for Traffic Orders

### 2. Executive Summary

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- 2.1 This report seeks approval to amend Part 86 of the 'Traffic' section in Appendix 5 of the [Scheme of Delegation to Officers](#). The proposed amendment will delegate powers to officers to make traffic orders covering several discrete locations where there have been no more than six material objections per location.

### 3. Background

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- 3.1 Traffic orders such as Traffic Regulation Orders (TROs) govern what vehicles can do on streets and can include the closure of roads, the definition of parking and loading areas, and the setting of traffic speed limitations. Traffic orders are undertaken by local authorities through a process of technical assessment and public/stakeholder engagement. The [Road Traffic Regulation Act 1984](#) sets the legislative requirements around how traffic orders are made.
- 3.2 The timeous processing of traffic orders is crucial to the Council delivering programmed street improvements which meet identified needs and demands, either as part of major placemaking and active travel projects or where making more discrete localised changes.
- 3.3 On a wider note and in support of the aim to process traffic orders timeously, significant progress has been made by The City of Edinburgh Council in securing changes to the recently approved [Transport \(Scotland\) Bill](#). These changes will provide an opportunity to streamline the traffic order process further whilst maintaining an appropriate level of stakeholder and public scrutiny.

### 4. Main report

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- 4.1 An adjusted Coalition Motion requesting an amendment to the Scheme of Delegation to Officers relating to traffic orders was approved by Full Council on 13 December 2018 (refer to Appendix 1 of this report).
- 4.2 The amendment gave officers delegated powers to make orders where there have been no more than six material objections to help streamline the process, whilst

ensuring an appropriate level of public scrutiny for the more contentious proposals. Where more than six objections are received, orders are referred to the Transport and Environment Committee for a decision.

- 4.3 In some cases, however, a single traffic order can cover several discrete locations, such as the delivery of multiple secure cycle parking hangers across the city. For projects such as this, flexibility is needed in the Scheme of Delegation to Officers to allow for the consideration of each location separately in relation to the number of objections received.
- 4.4 A further amendment to the Scheme of Delegation to Officers is therefore proposed. This change would affect Part 86 under the 'Traffic' section in Appendix 5 as follows (in red italics):
86. making orders under sections 1, 2, 4, 9, 19, 32, 35, 37, 45, 46, 49, 53, 82, 83 and 84 (as described in paragraph 84 above) of the Road Traffic Regulation Act 1984 where there have been no more than six material objections received by the public. *Where an order under the above-noted sections of the Road Traffic Regulation Act 1984 covers locations in different streets, or contains no other proposals located within 100 metres in the same street, the order can be made under delegated powers where there have been no more than six material objections per location.*
- 4.5 The flexibility that this amendment would provide will support the efficient and timeous processing of traffic orders, ensuring that only the more contentious locations (where more than six objections have been received) are determined through the committee process.
- 4.6 The amendment would also avoid the need to make separate traffic orders for each discrete location, which would be resource intensive, costly (particularly because each traffic order must be advertised at a fee) and may result in significant delays to the delivery of these types of projects.

## 5 Next Steps

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- 5.1 If Council approves the proposed amendment, the change to the Scheme of Delegation to Officers will take effect on 22 November 2019.
- 5.2 All future changes, except in exceptional circumstances, will be presented as part of a regular review of the Scheme of Delegation to Officers.

## 6 Financial impact

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- 6.1 There are no financial implications arising from this change.

## **7 Stakeholder/Community Impact**

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- 7.1 An appropriate level of stakeholder and public scrutiny will be maintained as a result of this proposed amendment.

## **8 Background reading/external references**

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- 8.1 Current approved [Scheme of Delegation to Officers](#)

## **9 Appendices**

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- 9.1 Appendix 1 – Adjusted Coalition Motion, Full Council 13 December 2018.



### **Adjusted Coalition Motion, Approved at Full Council 13 December 2018**

- 1) To approve the introduction of Grant Standing Orders and agree Appendix 1 to the report by the Chief Executive to take effect from 14 December 2018.
- 2) To repeal the Scheme of Delegation to Officers and approve in its place Appendix 2 to the report, such repeal and approval to take effect from 14 December 2018.
- 3) To request that an amendment be made to the Scheme of Delegation so that officers shall have delegated powers to make Traffic Regulation Orders under the Road Traffic Regulation Act 1984 where there had been not more than 6 material objections
- 4) To delegate authority to the Chief Executive to take such actions and make such minor adjustments to the documents set out in Appendices 1 and 2 to the report as may be necessary to implement the decision of the Council in relation to this report and to produce a finalised version of the documents.

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# City of Edinburgh Council

10.00am, Thursday, 21 November 2019

## City Strategic Investment Fund – referral from the Policy and Sustainability Committee

Executive/routine  
Wards  
Council Commitments

### 1. For Decision/Action

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- 1.1 The Policy and Sustainability Committee has referred a report on the City Strategic Investment Fund to Council for approval.

**Laurence Rockey**

Head of Strategy and Communications

Contact: Jamie Macrae, Committee Officer

E-mail: [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk) | Tel: 0131 553 8242

# Referral Report

## City Strategic Investment Fund

### 2. Terms of Referral

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- 2.1 The Policy and Sustainability Committee on 25 October 2019 considered a report on the City Strategic Investment Fund (CSIF), which set out proposals for the future use of the fund.
- 2.2 The report included revised investment criteria and due diligence measures and set out initial proposals for how the reserves of the Fund could be used to make a meaningful contribution to the scale of investment required in Edinburgh, delivery of the Council's Economy Strategy and other strategic regeneration and development priorities.
- 2.3 Consideration was also given to how the Fund could be grown over time to increase its effectiveness and its ability to address funding gaps in larger and more strategically important projects.

#### **Motion**

- 1) To note that the current available balance of the City Strategic Investment Fund stood at £3,552,084.
- 2) To agree the principle that £2,150,000 of the current available balance should be set aside to support delivery of the Council's strategic regeneration priorities.
- 3) To agree in principle to ring fence up to £500,000 of the current available balance to provide match funding for agreed projects.
- 4) To note that this would leave the available fund balance at £902,084 and proposals for the utilisation of this amount would be brought back to Committee.
- 5) To agree the refreshed investment criteria for debt and equity investments.
- 6) To agree the principle that revenue from future equity investments made by the fund would continue to accrue to the fund until it disposed of the investment in question and that other options for growing reserves would be identified and reported to Committee.
- 7) To note that regular reports on the impacts of the funds would be presented to Committee in due course.
- 8) To refer the report to Council for approval.

- moved by Councillor McVey, seconded by Councillor Day

### **Amendment**

- 1) To note the proposals in the recommendations and to agree to continue a decision on these until the report detailed at recommendation 1.1.7 in the report is provided.
- 2) To agree that the report at 1.1.7 should detail the opportunity costs of using the Fund within the Council's mainstream capital programme.

- moved by Councillor Whyte, seconded by Councillor Hutchison

### **Voting**

The voting was as follows:

For the motion - 11 votes

For the amendment - 5 votes

(For the motion: Councillors Aldridge, Burgess, Kate Campbell, Day, Gloyer, Gordon, Macinnes, Main, McVey, Perry and Rankin.

For the amendment: Councillors Jim Campbell, Hutchison, McLellan, Webber and Whyte.)

### **Decision**

To approve the motion by Councillor McVey.

## **3. Background Reading/ External References**

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Minute of the Policy and Sustainability Committee of 25 October 2019.

## **4. Appendices**

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Appendix 1 – report by the Executive Director of Place

# Policy and Sustainability Committee

2.00pm, Friday, 25 October 2019

## City Strategic Investment Fund

Executive/routine Wards Council Commitments	Executive All <a href="#">1, 2</a>
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### 1. Recommendations

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- 1.1 It is recommended that Committee:
- 1.1.1 Notes that the current available balance of the City Strategic Investment Fund (CSIF) stands at £3,552,084;
  - 1.1.2 Agrees the principle that £2,150,000 of the current available balance should be set aside to support delivery of the Council's strategic regeneration priorities;
  - 1.1.3 Agrees in principle to ring fence up to £500,000 of the current available balance to provide match funding for agreed projects;
  - 1.1.4 Notes that this would leave the available fund balance at £902,084 and proposals for the utilisation of this amount will be brought back to Committee;
  - 1.1.5 Agrees the refreshed investment criteria for debt and equity investments;
  - 1.1.6 Agrees the principle that revenue from future equity investments made by the fund will continue to accrue to the fund until it disposed of the investment in question and that other options for growing reserves will be identified and reported to Committee;
  - 1.1.7 Subject to the agreement of recommendations 1.1.2 – 1.1.6, notes that regular reports on the impacts of the funds will be presented to Committee in due course; and
  - 1.1.8 Refers this report to Council for approval.

**Paul Lawrence**

Executive Director of Place

Contact: David Cooper, Service Manager - Development

E-mail: [david.cooper@edinburgh.gov.uk](mailto:david.cooper@edinburgh.gov.uk) | Tel: 0131 529 6233

## City Strategic Investment Fund

### 2. Executive Summary

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- 2.1 This report provides an update on the CSIF and sets out proposals for how the fund could be used in the future.
- 2.2 The report includes revised investment criteria and due diligence measures for agreement and sets out initial proposals for how the reserves of the fund could be used to make a meaningful contribution to the scale of investment required in Edinburgh, delivery of the Council's [Economy Strategy](#) and other strategic regeneration and development priorities.
- 2.3 In addition, consideration is given to how the fund could be grown over time to increase its effectiveness and its ability to address funding gaps in larger and more strategically important projects.

### 3. Background

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- 3.1 On [7 February 2013](#), the Council approved the creation of the CSIF to “create new development opportunities, support business innovation, deliver jobs and promote economic growth in Edinburgh”. It is an evergreen fund which provides debt and equity finance for projects delivering a return on investment. The Council agreed to capitalise the CSIF with £7,500,000. An investment strategy for the fund was agreed by the Economy Committee on [29 April 2014](#). On [7 June 2018](#), updated repayment terms for the CSIF were agreed by the Housing and Economy Committee.
- 3.2 To date, CSIF funding has been committed for the following projects:
  - 3.2.1 [East Hermiston Business Park](#), a 1,587 sqm industrial park in Sighthill. £2,141,491 to fund the development was approved by the Economy Committee on [28 April 2015](#) and by the City of Edinburgh Council on [28 May 2015](#). The Business Park was completed in September 2017 and is now projected to generate £145,000 of rental income for the Council annually with full repayment in 2032/33, following which the Business Park will provide additional income for the Council. The current balance remaining to be repaid to the Council is £1,947,916;



- 3.2.2 Replacement Meadowbank Stadium to RIBA stage 4. £700,000 to fund this design was approved by the City of Edinburgh Council on [10 March 2016](#). The allocation was to be repaid to the CSIF by realigning the future Capital Investment Programme. Following approval by Council for the Meadowbank Stadium project to proceed, this funding was not required as originally envisaged;
- 3.2.3 Cash flow issues arising as part of the closure of The EDI Group Limited (“EDI”). It was agreed by the Housing and Economy Committee on [7 September 2017](#) and by the City of Edinburgh Council on [31 May 2018](#) to allocate £1,000,000 for any cash flow issues arising from the closure of EDI. After the EDI cash balance strengthened, this funding was no longer required and the money was released back into the CSIF;
- 3.2.4 Design of the tram extension to Newhaven up to RIBA stage 2. The commencement of stage 2 design funded by £2,000,000 from CSIF was approved by the Transport and Environment Committee on [4 September 2017](#) (in the report CSIF is referred to as the Strategic Priorities Fund) with the City of Edinburgh Council giving final approval on [21 September 2017](#). The City of Edinburgh Council agreed on [14 March 2019](#) that the tram line would be extended to Newhaven. As reported to the Housing and Economy Committee on [21 March 2019](#) the repayment of the £2,000,000 allocated from the CSIF for design costs will not be repaid until the extended tram line is operational and generating a surplus, which is expected to be in 2025/26; and
- 3.2.5 Refurbishment of Powderhall Stables as work space and community space. £500,000 towards this refurbishment was agreed by the Housing and Economy Committee on [22 March 2018](#) and by the City of Edinburgh Council on [3 May 2018](#). After the Council’s bid to the Scottish Government’s Regeneration Capital Grant Fund (RCGF) was unsuccessful, the project was unable to proceed, this funding was no longer required and the money was released back into the CSIF. It was agreed that a report setting out options for Powderhall Stables would be provided in two committee cycles and a report is planned to come forward to Policy and Sustainability on 26 November 2019 on this. Subsequently, a second bid to the RCGF for grant funding to refurbish Powderhall Stables has been successful at stage one.
- 3.3 The most significant impact of the CSIF to date has been in catalysing and facilitating larger projects: the extension of the Edinburgh tram line and the winding-up of The EDI Group. The funding that was been made available from the CSIF helped these projects progress. As set out in the Edinburgh tram final business case, every £1 spent on this project is expected to deliver £1.40 of benefit, indicating that the £2,000,000 invested in the project by the CSIF will deliver a return of £2,800,000.
- 3.4 The CSIF has also directly delivered outcomes via the East Hermiston Business Park. Since completing in 2017, the 16 units at the Business Park have provided

accommodation for many different businesses. As is to be expected of small-scale units such as those in the Business Park, tenant turnover is relatively high as businesses relocate to larger premises or fold. At any given time, the Business Park could be expected to directly support on average approximately 34 full-time equivalent jobs, representing an estimated additional £1,920,000 of gross value added for the economy of Edinburgh each year. Current occupiers include a building contractor, a rope access contractor, a painter, a dog walking service, and a wedding supplier. The Park is helping meet the strong demand for small-scale, good quality, modern light industrial space in Edinburgh, a demand that is largely unmet by private developers.

- 3.5 The uncommitted balance of the CSIF as of Q1 2019/20 currently stands at £3,552,084, with repayment of £145,000 scheduled to be received during 2019/20.
- 3.6 Housing and Economy Committee on 21 March 2019 agreed to a wider review of the use of the CSIF to ensure it is deployed to meet the priorities of the economy strategy and wider city development and regeneration aims, including whether it is appropriate to increase the fund to help meet these objectives.

## 4. Main report

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- 4.1 The city economy has changed significantly since CSIF was established in 2013 and, recognising the investment arrangements which have been progressed using the fund to date and the scale of investment/support required to progress developments in the city, the criteria for investment has been reviewed.
- 4.2 The criteria approved in 2013 are set out in Appendix 1 and clearly reflect the city economy, strategy and priorities at the time.
- 4.3 The resources of the CSIF are relatively modest in the context of major capital investment schemes. Therefore, the approach taken to date, and proposed in the future, is to consider projects which contribute to the strategic priorities for economic development and regeneration in the city.

### **Fund Allocation, Criteria and Due Diligence Arrangements**

- 4.4 As the CSIF was created as an evergreen fund, one of the key considerations of investment was the need to have the money repaid within a reasonable timescale. This has meant that some strategic priority projects have been unable to progress using seed-corn funding from the CSIF.
- 4.5 It is proposed to utilise the CSIF in three different ways in future:
  - 4.5.1 to continue with debt and equity investment where clear market failure is identified;
  - 4.5.2 to allocate funding to projects which are of key strategic importance to the Council's Economy Strategy; and

- 4.5.3 to ring-fence funding for external funding applications which require match funding and which contribute to the Council's strategic priorities showing the potential for significant public and private leverage.
- 4.6 Taking account of the commitments already made from CSIF it is proposed to allocate £2,150,000 of the current balance over the next five years to take forward major developments in the city at Edinburgh BioQuarter, Edinburgh Waterfront and in West Edinburgh as well as through City Centre Transformation. This element of funding would not be repaid but would provide dedicated resources (both financial and project support) to drive forward development which would otherwise not be possible. This level of resource is essential if progress on these schemes is to move forward at pace.
- 4.7 Edinburgh BioQuarter, Edinburgh Waterfront and West Edinburgh are all flagship developments of strategic scale. From an economic perspective, all three have the potential to deliver significant economic benefits. West Edinburgh is one of the most economically significant developments in the city's history, with the International Business Gateway alone expected to deliver over 200,000 sqm of office space. Edinburgh BioQuarter is an important source of high value new jobs in health, life sciences, and associated industries. The Edinburgh Waterfront is a vital source of new housing as well as offering potential for the nurturing of key sectors such as tourism and the creative industries and the renewal of the maritime sector. Collectively, the three developments have the potential to deliver tens of thousands of new jobs along with new homes, schools, healthcare facilities, leisure facilities, and greenspace. Investment by the Council in these developments can help secure investment from both private sector developers and public sector stakeholders such as the Scottish Government, NHS Lothian. There is a key role for the CSIF in helping unlock these developments by funding the upfront work required for them to be made shovel ready.
- 4.8 In [September 2019](#), Council approved ambitious plans to transform central Edinburgh by improving the public realm and prioritising sustainable travel on foot, by bike and public transport. It is forecast that the implementation of the City Centre Transformation strategy could bring about £420m of monetised benefits over a 25 year period based upon £314m invested, alongside significant, related benefits that cannot be readily quantified. This is calculated based on the positive effect of the proposals on wellbeing, health, economic activity and reduction in accidents.
- 4.9 It is further proposed to ring-fence up to £500,000 for match funding for external funding bids to be progressed (e.g. the Powderhall Stables project as outlined in paragraph 3.2.5). This funding would not be repaid. It would be used to leverage in additional external funding for Council projects. The Council currently has £2,560,000 of bids to the latest round of the RCGF that have been accepted to round two and it is anticipated that this element of the CSIF could be used to try and help secure RCGF funding.

- 4.10 The remainder of the fund (circa £1,047,084 including the £145,000 scheduled to be received during 2019/20), and any additional income received, would continue to be utilised for longer term debt or equity investment in development and regeneration projects in the city. The following criteria will replace the existing criteria as set out in appendix 1:
- 4.10.1 Aligns with the themes of the Edinburgh Economy Strategy, City Housing Strategy, Local Transport Strategy, or other relevant strategy; and
  - 4.10.2 Has a viable, sound business case; and
  - 4.10.3 Will deliver a financial return enabling the principal to be fully repaid in an agreed timeframe along with a minimum indicative uplift of 3% per annum, with the precise uplift to be determined by the Head of Finance.
- 4.11 This element would continue to be an evergreen element of the fund, with repayment terms clearly set out. The Council would continue to seek to identify opportunities to leverage in external funding to supplement the investment by the CSIF. This element of the CSIF could potentially be used to supplement projects such as the refurbishment of Granton Station and/or building upon the investment in the building from the Scottish Government's Town Centre Fund.
- 4.12 All projects and/or priorities recommended by officers for investment will still require the approval of Council before being progressed.

#### **Approach to investment**

- 4.13 While the CSIF is a valuable tool, its resources are limited in the context of the major costs required to facilitate and deliver investment in Edinburgh. For example, the net funding requirement from the Council for the education and transport infrastructure required to deliver the Edinburgh Local Development Plan is estimated at £178m.
- 4.14 There is therefore a rationale to grow the reserves of the CSIF, both to increase its ability to act in the near-term and to enable it to make a meaningful contribution to the level of investment required in Edinburgh. Two proposals for how the reserves of the CSIF could be grown are set out below:
- 4.14.1 Revenues from any *equity* investments made by the CSIF could continue to accrue to the fund until it disposed of the investment in question (as opposed to the current arrangement whereby once the initial investment from the CSIF has been repaid, any additional revenues would accrue to the General Fund). This would enable the CSIF to build a portfolio of investments that in the long-term would enable it to grow indefinitely, although this would have an impact on revenue to the General Fund. By comparison, it is anticipated that additional revenues from projects funded by *loans* from the CSIF would, once the principal and interest had been repaid, continue to accrue to the General Fund as is currently the case.
  - 4.14.2 The CSIF could seek to diversify its portfolio away from purely longer-term projects, identifying investment opportunities that will deliver a relatively quick return. This would enable the CSIF to grow its overall reserves more

rapidly as well as reinvesting its capital more regularly. Such investments may involve higher risk but could also provide higher return.

- 4.15 Committee is requested to agree the proposal at 4.14.1 and to ask officers to investigate the proposal at 4.14.2 in more detail and report back to Committee. This will also require Council approval.

## **5. Next Steps**

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- 5.1 Assuming Policy and Sustainability Committee agree the recommendations in this report, it will be referred to Council for approval.
- 5.2 Committee will continue to receive information on development proposals, match funding applications and proposed resource allocation to strategic development priorities as these emerge, for approval.

## **6. Financial impact**

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- 6.1 As set out above, the uncommitted balance of the CSIF as of Q1 2019/20 is £3,552,084. The CSIF is currently projected to be fully replenished in 2032/33.
- 6.2 It is proposed that £2,150,000 of the current balance is ring-fenced over the next five years to support the progression of major developments in the city which would otherwise not be progressed, as outlined in paragraph 4.6.
- 6.3 A further £500,000 is recommended to be ring-fenced (as outlined in paragraph 4.9) to provide match funding for external funding applications.
- 6.4 The remainder of the fund (£902,084, rising to £1,047,084 when repayments of £145,000 scheduled to be received during 2019/20 are taken into consideration) and any future income will continue to be utilised for debt and equity investments, in line with the arrangements set out in paragraph 4.10.
- 6.5 Paragraph 4.14 explains two ways in which investment could be made to increase the financial resources available in the fund, with the recommendation to progress with the arrangement outlined in paragraph 4.14.1, while further work is undertaken on 4.14.2.

## **7. Stakeholder/Community Impact**

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- 7.1 The future of the CSIF has been discussed with the Corporate Property and Facilities Management and Finance service areas.

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

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- 8.1 None.

## 9. Appendices

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- 9.1 Appendix 1 – Existing and Proposed City Strategic Investment Fund investment criteria
- 9.2 Appendix 2– City Strategic Investment Fund: projected cash flow (current projects)

## 9.1 Appendix 1

### **Existing City Strategic Investment Fund Investment Criteria**

- 1) The fund be aligned [sic] with the business plans for the arms length property company and also with the Local Development Plan.
- 2) Property development, commercial activity or business start-up projects;
- 3) Alignment with the City of Edinburgh Council's Economic Strategy including potential for significant economic benefit to the city and the local economy through the creation of new, permanent jobs, increased GVA, and/or other significant benefits;
- 4) Located within the City of Edinburgh Council area, with special priority given to projects within any of the city's four Strategic Development Areas (City Centre, South East Edinburgh, Waterfront and West Edinburgh);
- 5) Links to a key industry sectors or strategic Economic Development priorities;
- 6) Robust business case and experienced project management;
- 7) Ability to recover investment within five years;
- 8) Positive contribution to placemaking and enhancement of the city's quality of life;
- 9) Evidence that the Fund will add value to the project, beyond the financial investment, for example through addressing perceived market failure; and
- 10) Alignment with the Council's Sustainable Development Strategy in particular meeting carbon reduction targets.

### **Proposed City Strategic Investment Fund Investment Criteria for Debt and Equity Investment**

- 1) Aligns with the themes of the Edinburgh Economy Strategy, City Housing Strategy, Local Transport Strategy, or other relevant strategy; and
- 2) Has a viable, sound business case; and
- 3) Will deliver a financial return enabling the principal to be fully repaid in an agreed timeframe along with a minimum indicative uplift of 3% per annum, with the precise uplift to be determined by the Head of Finance.

## 9.2 Appendix 2 – CSIF: Projected cash flow (current projects only)

Project	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
East Hermiston Business Park	(£42,113)	(£1,277,659)	(£719,084) <sup>A</sup>	£90,940 <sup>B</sup>	£145,000	£145,000
EDI cash flow reserve	–	–	–	£0	–	–
Meadowbank Stadium	–	–	£0	–	–	–
Tram design works	–	–	–	(£2,000,000)	–	–
<b>Balance at year end</b>	<b>£7,457,887</b>	<b>£6,180,228</b>	<b>£5,461,144</b>	<b>£3,552,084</b>	<b>£3,697,084</b>	<b>£3,842,084</b>
Project	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
East Hermiston Business Park	£145,000	£145,000	£145,000	£145,000	£145,000	£145,000
EDI cash flow reserve	–	–	–	–	–	–
Meadowbank Stadium	–	–	–	–	–	–
Tram design works	–	–	–	–	£2,000,000	–
<b>Balance at year end</b>	<b>£3,987,084</b>	<b>£4,132,084</b>	<b>£4,277,084</b>	<b>£4,422,084</b>	<b>£6,567,084</b>	<b>£6,712,084</b>
Project	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
East Hermiston Business Park	£145,000	£145,000	£145,000	£145,000	£145,000	£62,916
EDI cash flow reserve	–	–	–	–	–	–
Meadowbank Stadium	–	–	–	–	–	–
Tram design works	–	–	–	–	–	–
<b>Balance at year end</b>	<b>£6,857,084</b>	<b>£7,002,084</b>	<b>£7,147,084</b>	<b>£7,292,084</b>	<b>£7,437,084</b>	<b>£7,500,000</b>
A – Net expenditure based on expenditure of £767,659, partially offset by income of £48,575.						
B – Net income based on income of £145,000, partially offset by expenditure of £54,060.						