

# Notice of meeting and agenda

## Culture and Communities Committee

**10.00 am Tuesday, 28th January, 2020**

Dean of Guild Court Room - City Chambers

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

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## **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 Minute of Culture and Communities Committee of 12 November 2019 – submitted for approval as a correct record 9 - 20

## **5. Forward Planning**

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- 5.1 Culture and Communities Committee Work Programme 21 - 24
- 5.2 Rolling Actions Log – January 2020 25 - 38

## **6. Business Bulletin**

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- 6.1 Culture and Communities Business Bulletin 39 - 90

## **7. Presentations**

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- 7.1 None.

## **8. Executive Decisions**

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- 8.1 The Quach Outline Business Case – Report by the Executive Director of Place 91 - 108

<b>8.2</b>	Site Proposals and Options for Edinburgh’s Christmas 2020 – Report by the Executive Director of Place	109 - 144
<b>8.3</b>	Police Partnership Performance and Activity Report: 1 July 2019 to 30 September 2019 – Report by the Executive Director for Communities and Families	145 - 172

## **9. Routine Decisions**

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<b>9.1</b>	Development of a Public Space Management Plan – Report by the Executive Director of Place	173 - 184
<b>9.2</b>	Draft Allotment Regulations - Public Consultation – Report by the Executive Director of Place	185 - 202
<b>9.3</b>	Festivals and Events Core Programme 2020/21 – Report by the Executive Director of Place	203 - 216
<b>9.4</b>	Edinburgh: Million Tree City – Report by the Executive Director of Place	217 - 228
<b>9.5</b>	Internal Audit - Localities Operating Model- referral from Governance, Risk and Best Value Committee	229 - 246

## **10. Motions**

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- 10.1** Motion by Councillor Rae - Bingham Cup Committee:
1. Notes the launch on Friday 25th October of the Bingham Cup 2022 Bid, facilitated by the Caledonian Thebans RFC, which aims to bring the biggest world's LGBT-inclusive rugby tournament to Edinburgh in 2022.
  2. Notes the Bingham Cup enjoys participation from over 100 city-based teams from across the world.
  3. Recognises the immense and wide-ranging benefits that hosting this global inclusive sporting event will bring to our City.
  4. Acknowledges the input required from stakeholders across

the City to facilitate the success of the bid.

5. Therefore requests Council form a Steering Group, inviting key stakeholders including Scottish Rugby and the Bingham Cup Bid Committee to participate, with the objective of bringing the Bingham Cup 2022 to Edinburgh.

**10.2** Motion by Councillor Brown - VISER - Visually Impaired Supporters Enjoying Rugby

1. Acknowledges the partnership between Edinburgh Rugby, BATs Rugby and the Royal Blind School to develop a braille 'rugby pitch' which allows people who are visually impaired to follow a rugby match via guided finger movement together with the aid of audio commentary.
2. Congratulates all involved in the project, including pupils from the Trinity Academy who volunteered trialling out the braille rugby board at recent Edinburgh Rugby fixtures at Murrayfield.
3. Recognises that the partnership is currently in discussion with companies to design and produce a 3D braille rugby pitch to enhance the experience further and increase further participation.
4. Notes that the partnership is also keen to explore funding opportunities to further roll out the concept, and to hear from anyone interested in being part of this unique project.

**10.3** Motion by Councillor Osler - Winter Festival Consultation

1. Committee notes the commitment to consult the public on the Edinburgh Winter Festival Programme which should follow the completion of the current contract with Underbelly.
2. Committee agrees to establish a short-term working group, including representatives of all Council political groups to reflect the views of all the community to help shape the content of that Consultation.

## **Laurence Rockey**

Head of Strategy and Communications

### **Committee Members**

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Councillor Donald Wilson (Convener), Councillor Amy McNeese-Mechan (Vice-Convener), Councillor Mark Brown, Councillor Ian Campbell, Councillor Phil Doggart, Councillor Karen Doran, Councillor Derek Howie, Councillor Max Mitchell, Councillor Hal Osler, Councillor Susan Rae and Councillor Alex Staniforth

### **Information about the Culture and Communities Committee**

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The Culture and Communities Committee consists of 64 Councillors and is appointed by the City of Edinburgh Council. The Culture and Communities Committee usually meets in the Dean of Guild Court Room in the City Chambers on the High Street in Edinburgh. There is a seated public gallery and the meeting is open to all members of the public.

### **Further information**

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If you have any questions about the agenda or meeting arrangements, please contact Natalie Le Couteur, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 6160 / 0131 529 4237, email [natalie.le.couteur@edinburgh.gov.uk](mailto:natalie.le.couteur@edinburgh.gov.uk) / [martin.scott@edinburgh.gov.uk](mailto:martin.scott@edinburgh.gov.uk).

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

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

### **Webcasting of Council meetings**

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

# Minutes

## Culture and Communities Committee

10.00am, Tuesday 12 November 2019

### Present

Councillors Wilson (Convener), McNeese-Mechan (Vice-Convener), Brown, Ian Campbell, Duggart, Doran, Howie, Mitchell, Osler, Rae, Staniforth and Work (substituting for items 9 to 18 for Councillor Howie).

### 1. Minutes

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#### Decision

To approve the minute of the Culture and Communities Committee of 10 September 2019 as a correct record.

### 2. Work Programme

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The Culture and Communities Committee Work Programme was presented.

#### Decision

- 1) To note that the report “Internal Audit – Localities Operating Model”, referral from Governance, Risk and Best Value Committee was continued for consideration at Culture and Communities Committee on 10.09.19 was omitted from the agenda for Committee on 12.11.19 and would instead be considered on 28.01.20.
- 2) To note the Work Programme.

(Reference – Work Programme, submitted.)

### 3. Rolling Actions Log

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The Culture and Communities Committee Rolling Actions Log was presented.

#### Decision

- 1) To approve the closure of:
  - i. Action 5 - Sport for Change: A new grant scheme for Physical Activity and Sport
  - ii. Action 14 - Community Payback Order Annual Report 2017/18
- 2) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted.)

#### 4. Business Bulletin

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The Culture and Communities Committee Business Bulletin was presented.

##### **Decision**

To note the information set out in the Business Bulletin.

(Reference – Culture and Communities Committee Business Bulletin, submitted.)

#### 5. Edinburgh's Christmas and Edinburgh's Hogmanay- Briefing on 2018/19 events – Presentation

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Charlie Wood and Ed Bartlam provided an overview of the 2018 Christmas activities undertaken and plans for 2019 on behalf of Underbelly. Key statistics on the number of visitors attending and the profile of attendees were provided.

##### **Decision**

To thank Underbelly for their presentation.

#### 6. Community Justice – Payback Order – Presentation

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Carey Fuller, Vikki Kerr, Kate White and Louise Supron presented on Community Payback Orders and highlighted the work of Willow Services, which was a partnership between NHS Lothian and the City of Edinburgh Council who worked with a number of different partners to address the social, health and welfare needs of women in the criminal justice system. The presentation gave a brief overview of Community Payback Orders, Supervision Requirements. Details of what could be expected during Supervision Requirement were provided. Statistics of service user feedback was provided, and it was noted that 93% of services users said supervision helped. The Caledonian System, an integrated model of domestic abuse intervention, was also shared.

##### **Decision**

To thank Carey Fuller, Vikki Kerr, Kate White and Louise Supron for their presentation.

#### 7. National Health Service – Physical Activity Strategy – Presentation

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John Brennan presented on the Physical Activity Strategy and provided an overview of why the City of Edinburgh Council would want to promote physical activity and how this could be done in the city. An update on the work carried out to date and achievements in the localities of Edinburgh were also provided. A definition of what physical activity was and statistics showing the benefits of physical activity were highlighted. The presentation focussed on risk reduction of chronic conditions associated with physical activity and highlighted barriers and opportunities to physical activity.

##### **Decision**

To thank John Brennan for his presentation.



## 8. The Benefit of Co-Creating Services with the Community - Presentation

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Sara Hawkins presented on the work of Projekt 42, an organisation launched in 2017 who combined personal training, group fitness, life coaching and counselling. Details were provided of how Projekt 42 originated and how the organisation had extended to meet demand. Funding was used to empower community members to lead activities for Projekt 42 by providing the training and insurance they needed to do that.

Projekt 42 was currently operating from a 25 thousand square foot facility and over 60 individuals had joined the team to deliver personal training, life coaching and counselling on over 150 different group fitness activities each week.

### Decision

To thank Sara Hawkins of Projekt 42 for her presentation.

## 9. Physical Activity and Sport Strategy: Progress Update

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On 26 March 2019 Committee requested a further report on progressing a new Physical Activity and Sport Strategy 2020-2023. Details were provided of the approach taken in developing a coordinated city-wide strategy and focused on the key areas for improvement. There were two strands to this strategy, one on physical activity and the other on sport. The scope of these strands was detailed in a Terms of Reference for each strand. A first-year action plan for the Sport Strategy was prepared which detailed the actions in the identified areas for improvement and also illustrated the context in which the sport strategy sits in Edinburgh.

### Motion

- 1) To note this report and the progress made on establishing a new Physical Activity and Sport Strategy.
- 2) To request a further report on the completed strategy by April 2020.
- 3) To request a further report on the city-wide action plan for the Edinburgh Physical Activity Partnership.
- 4) To request officers created a communication plan that celebrated the good practice which was already in existence across the city.
- 5) To approve the allocation of City of Edinburgh Council officer time to support the Physical Activity Alliance Groups

### Amendment

- 1) To note this report and the progress made on establishing a new Physical Activity and Sport Strategy.
- 2) To request a further report on the completed strategy by April 2020. The report was to include a clear statement of how this strategy would reduce inequality of sport provision across the city, to allow the same access for individuals from all communities to a range of sports with the same standard of facilities. The report

was to include Key Performance Indicators and benchmarks against which progress can be measured and reported.

- 3) To request a further report on the city-wide action plan for the Edinburgh Physical Activity Partnership.
- 4) To request officers created a communication plan that celebrated the good practice which was already in existence across the city.
- 5) To approve the allocation of CEC officer time to support the Physical Activity Alliance Groups

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

### **Decision**

- 1) To note this report and the progress made on establishing a new Physical Activity and Sport Strategy.
- 2) To request a further report on the completed strategy by April 2020. The report was to include a clear statement of how this strategy would reduce inequality of sport provision across the city, to allow the same access for individuals from all communities to a range of sports with the same standard of facilities. The report was to include Key Performance Indicators and benchmarks against which progress can be measured and reported.
- 3) To request a further report on the city-wide action plan for the Edinburgh Physical Activity Partnership.
- 4) To request officers created a communication plan that celebrated the good practice which was already in existence across the city.
- 5) To approve the allocation of CEC officer time to support the Physical Activity Alliance Groups

### **Declaration of Interests**

Councillors Osler, Staniforth and Wilson declared non-financial interests in the above item as Directors of Edinburgh Leisure.

(References – Culture and Communities Committee, 26 March 2019 (item 8); report by the Executive Director for Communities and Families, submitted.)

## **10. Sports Pitch Maintenance**

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The Council aimed to maintain its sports pitches to its Landscape Quality Standards (LQS) and was procuring machinery to ensure that grounds maintenance continued to be of a high standard. Both the Council and Edinburgh Leisure operated a Trusted Key-holder scheme for sports clubs regularly using pitches and ancillary facilities. This would continue and be available for all clubs meeting the required terms and conditions. There was an interest in establishing the extent to which the pitches belonging to the Independent Schools were being used by community groups, clubs and voluntary organisations and what capacity and willingness existed to facilitate more community use.

## **Decision**

- 1) To note the actions for ensuring that Edinburgh's outdoor sports pitches continue to meet the Council's Landscape Quality Standards.
- 2) To note the provision of Trusted Key-holder scheme that was in existence.
- 3) To note the intention to contact Independent schools to determine the existing and potential provision of sports facilities for the wider community.

## **Declaration of Interests**

Councillors Osler, Staniforth and Wilson declared non-financial interests in the above item as Directors of Edinburgh Leisure.

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

## **11. Council Companies - Edinburgh Leisure Annual Performance Report 2018/19**

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The annual report on Edinburgh Leisure's performance for 2018/19 was presented, prepared as a requirement of the Services and Funding Agreement.

## **Decision**

- 1) To note the performance of Edinburgh Leisure during 2018/19.
- 2) To request that Edinburgh Leisure reported annually to Culture and Communities Committee but Committee may request ad hoc reports if required.

## **Declaration of Interests**

Councillors Osler, Staniforth and Wilson declared non-financial interests in the above item as Directors of Edinburgh Leisure.

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

## **12. Capital Theatres Company Performance Report 2018/19**

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

## **Decision**

- 1) To note the positive performance of Capital Theatres during 2018/19.
- 2) To refer this report to the Governance, Risk and Best Value Committee.

## **Declaration of Interests**

Councillors McNeese-Mechan and Mitchell declared non-financial interests in the above item as board members for the Capital Theatre Trust.

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

## **13 Burns and Beyond Festival 2020**

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An update was provided on the Burns & Beyond Festival 2020, awarded £50,000 under Delegated Authority by the Executive Director of Place following consultation with the

Convener and Vice-Convener. This was due to the urgency of timescales arising from confirmation of third-party funding falling between the Committee cycles.

**Decision**

- 1) To note the decision taken by the Executive Director of Place under Delegated Authority to award funding of £50,000 to Burns & Beyond Festival 2020.
- 2) To note that where decisions were taken under delegated authority, Committee would be advised by email before a report was brought to the next Committee.

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

## 14. Central Library Future Development

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An overview of a future development option for the city's Central Library, based upon the Bennetts Architects Design Feasibility Study 2014 and proposed next steps to explore the viability of creating an inspiring and inclusive learning and cultural destination was provided.

### Decision

- 1) To note the challenges of the present Central Library building.
- 2) To approve the establishment of a Project Team, led by the senior officer responsible for Libraries, to explore the viability of developing an imaginative, accessible and engaging future vision for the city's Central Library.
- 3) To engage in a dialogue with a range of third sector organisations as part of this programme of work.

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

## 15. Tourism Strategy Consultation

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A draft new tourism strategy 'Edinburgh 2030' had been developed in partnership with a number of organisations in the city. A Strategy Implementation Group (SIG), chaired by the Council's Chief Executive, had been established to oversee the development, which was being supported by the Edinburgh Tourism Action Group (ETAG). The report included the draft strategy and encouraged participation in the consultation.

### Decision

- 1) To note the draft tourism strategy for Edinburgh (as set out in appendix 1) which has been developed in partnership with national bodies and the tourism sector.
- 2) To note that the consultation closes on 30 November 2019.
- 3) To encourage citizens, community councils and other interested parties to contribute to the consultation.
- 4) To note that the draft strategy would also be considered by Policy and Sustainability Committee on 26 November 2019 and then the final strategy would be considered at a special meeting of the Policy and Sustainability Committee on 21 January 2020.

(References – Housing and Economy Committee, 21 March 2019 (item 12); – report by the Executive Director of Place, submitted.)

## **16. Internal Audit – Communities and Families, Safer and Stronger Communities Historic Audit Actions – referral from the Governance, Risk and Best Value Committee**

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The Governance, Risk and Best Value Committee on 13 August 2019 considered a report by the Chief Internal Auditor, Internal Audit Annual Opinion for the year ended 31 March, which detailed the outcome of the audits carried out as part of the Council's 2018/19 Internal Audit annual plan and the status of open Internal Audit findings as at 31 March 2019.

### **Decision**

To note the referral report.

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

## **17. Motion by Councillor Staniforth – Edinburgh's Christmas**

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

### **Motion**

- 1) To note the motion agreed by Governance, Risk and Best Value Committee on 29 October 2019 entitled "Edinburgh's Christmas", including the detailed supporting information.
- 2) To note the availability of a range of different hard standing spaces which offer an alternative setting for Christmas and Hogmanay events.
- 3) To agree to urgently collaborate with Underbelly to look at options to relocate the Christmas Market from East Princes Street Gardens to a hard-standing space in central Edinburgh to enable contracted events to take place and which would allow East Princes Street Gardens fully to open for general public use.
- 4) To agree that council contractees failing to apply for planning permission on time sets a bad example and that in future all cultural events associated with the council would be expected to apply for planning permission (and all other relevant permissions) before the construction of any structure begins.
- 5) To note the role that other Council committees, departments, and officers have to play in providing the necessary permissions for Edinburgh's Christmas to proceed. This includes Building Standards and Public Safety who would ensure all appropriate safety checks and inspections were done to the department's satisfaction to ensure the structure complies with all safety standards and regulations.
- 6) To instruct the Director of Place to provide a report to the next Culture and Communities Committee detailing the proposals and options, as currently understood, for Edinburgh Christmas 2020. These would include, but not be limited to; possibly moving the event to another location next year, a reviewing of its footprint, as well as detailing any financial implications, and a timeline for

ensuring all proper and relevant permissions are applied for and in place ahead of any future events.

- moved by Councillor Staniforth, seconded by Councillor Rae

### **Amendment**

- 1) To note the motion agreed by Governance, Risk and Best Value Committee on 29 October 2019 entitled “Edinburgh’s Christmas”, including the detailed supporting information.
- 2) To note the availability of a range of different hard standing spaces which offer an alternative setting for Christmas and Hogmanay events.
- 3) To recognise the practical impossibility of obtaining a replacement venue at this late stage.
- 4) To regret that Underbelly did not request planning permission for the structures that were in place in East Princes Street Gardens.
- 5) To note the role that other Council committees, departments, and officers have to play in providing the necessary permissions for Edinburgh’s Christmas to proceed. This included Building Standards and Public Safety who would ensure all appropriate safety checks and inspections were done to the department’s satisfaction to ensure the structure complied with all safety standards and regulations.
- 6) To instruct the Director of Place to provide a report to the next Culture and Communities Committee detailing the proposals and options, as currently understood, for Edinburgh Christmas 2020. These should include, but not be limited to; possibly moving the event to another location next year, a reviewing of its footprint, as well as detailing any financial implications, and a timeline for ensuring all proper and relevant permissions are applied for and in place ahead of any future events.

- moved by Councillor Mitchell, seconded by Doggart

### **Voting**

The voting was as follows:

For the motion - 2 votes

For the amendment - 9 votes

(For the motion Councillors Rae and Staniforth.

For the amendment Councillors Brown, Ian Campbell, Doggart, Doran, McNeese-Mechan, Mitchell, Osler, Wilson and Work.)

### **Decision**

- 1) To note the motion agreed by Governance, Risk and Best Value Committee on 29 October 2019 entitled “Edinburgh’s Christmas”, including the detailed supporting information.

- 2) To note the availability of a range of different hard standing spaces which offer an alternative setting for Christmas and Hogmanay events.
- 3) To recognise the practical impossibility of obtaining a replacement venue at this late stage.
- 4) To regret that Underbelly did not request planning permission for the structures currently in place in East Princes Street Gardens.
- 5) To note the role that other Council committees, departments, and officers have to play in providing the necessary permissions for Edinburgh's Christmas to proceed. This included Building Standards and Public Safety who would ensure all appropriate safety checks and inspections were done to the department's satisfaction to ensure the structure complied with all safety standards and regulations.
- 6) To instruct the Director of Place to provide a report to the next Culture and Communities Committee detailing the proposals and options, as currently understood, for Edinburgh Christmas 2020. These should include, but not be limited to; possibly moving the event to another location next year, a reviewing of its footprint, as well as detailing any financial implications, and a timeline for ensuring all proper and relevant permissions are applied for and in place ahead of any future events.



## **18. Motion by Councillor Rae – Bingham Cup**

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

- 1) Notes the launch on Friday 25th October 2019 of the Bingham Cup 2022 Bid, facilitated by the Caledonian Thebans RFC, which aims to bring the biggest world's LGBT-inclusive rugby tournament to Edinburgh in 2022.
- 2) Notes the Bingham Cup enjoys participation from over 100 city-based teams from across the world.
- 3) Recognises the immense and wide-ranging benefits that hosting this global inclusive sporting event will bring to our City.
- 4) Acknowledges the input required from stakeholders across the City to facilitate the success of the bid.
- 5) Therefore, requests Council form a Steering Group, inviting key stakeholders including Scottish Rugby and the Bingham Cup Bid Committee to participate, with the objective of bringing the Bingham Cup 2022 to Edinburgh.

### **Decision**

To agree to continue consideration of the motion to the next Culture and Communities Committee on 28 January 2020.

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## Culture and Communities Committee

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
1.	Managing our Festival City/Summer Festivals Update		Routine	Ian Buchanan	Place	Flexible	March 2020
2.	Greening the Fringe - Introduction of a charge on single-use plastic cups similar to the plastic bag charge		Routine	Andy Williams	Place	Flexible	March 2020
3.	War Memorial - City Chambers: Motion by Cllr Cameron		Routine	Frank Little	Place	Flexible	March 2020
4.	Grounds Maintenance in the South West Locality		Routine	David Jamieson	Place	Flexible	March 2020

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5.	Third party Grants Awards		Routine	Lindsay Robertson	Place	Flexible	March 2020
6.	Kings Theatre Capital Redevelopment Project		Routine	Lindsay Robertson	Place	Flexible	March 2020
7.	City Centre Hostile Vehicle Mitigation Measures Update		Routine	John McNeill	Place	Flexible	March 2020
8.	Allotment and Food Growing Update		Routine	David Jamieson	Place	Flexible	March 2020
9.	Water of Leith Valley Improvement Proposals (Dean to Stockbridge Section)		Routine	David Jamieson	Place	Flexible	March 2020
10.	Adelaide Cultural Cooperation Feedback Report		Routine	Lynne Halfpenny	Place	Flexible	March 2020
11.	CCTV Update Report		Routine	Rona Fraser	Communities and Families	Flexible	March 2020

12.	Fair Fringe and Fair Hospitality Charter - Effectiveness of Charter		Executive	David Waddell	Place	Flexible	Autumn 2020
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# Item 5.2 - Rolling Actions Log

## Culture and Communities Committee

28 January 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
1	31.05.18	City of Edinburgh Council - <a href="#">Fair Fringe and Fair Hospitality Charter Guidelines</a>	Calls for report on the Charter's efficacy to go to Culture and Communities Committee after August 2019.	Executive Director of Place	November 2020 <del>Autumn 2020</del>	Item on business bulletin for 12 November 2019. No survey was carried out by the Fringe during 2019, so the report will come to committee in autumn 2020.
2	19.06.18	<a href="#">Sport and Outdoor Learning</a>	To agree a separate report to consider the scheme of charges and the impact this would have on club use of school sports facilities.	Executive Director for Communities and Families	October 2019	<b>Recommended for closure</b>
3	11.09.18	<a href="#">Edinburgh People Survey – Culture Results</a>	That committee requests an annual report on the cultural specific survey results from 2019.  To agree that, in advance of the publication of the next iteration of the	Executive Director of Place	September 2019	<b>This action closed – reported to Committee on 10 September 2019</b>  Summer 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			Edinburgh People Survey, the proposed questions pertaining to culture and greenspace matters under the remit of this Committee would be presented to Committee review.			
4	13.11.18	<a href="#">King's Theatre Capital Redevelopment Update Report</a>	An annual update report would be provided to members.	Executive Director of Place	September 2020 <del>Summer 2020</del>	Item on business bulletin for 12 November 2019.
5	29.01.19	<a href="#">Adelaide Cultural Co-operation Project</a>	To note that a further report on the outcomes of the visit and next steps will be prepared for a future meeting of this Committee.	Executive Director of Place	March 2020	Information/feedback is being collated from the visits to allow the report to be drafted.
6	07.02.19	City of Edinburgh Council Motion by Councillor Alex Staniforth – Ensuring Venues	Notes that licensing is a part of the Council which is strictly bound by legislation and the legislation which allows the Council or the	Executive Director of Place	September 2019	Update was included in the Business Bulletin for June 2019.  <b>Closed – reported to Committee on 10 September 2019 – Edinburgh's Festival</b>



No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		Follow the Fair Fringe Charter (as amended)  ( <a href="#">Agenda of 7 February 2019</a> )	licensing sub-committee to refuse to grant a licence has very specific grounds for refusal. Officers will report to Culture & Communities Committee in two cycles, setting out the Council's powers and options in regard to the enforcement of the Edinburgh Festival Workers Welfare Commitment – including any potential to restrict lets to organisations that do not comply.			<b>Worker's Welfare Commitment</b>
7	26.03.19	<a href="#">Physical Activity and Sports Strategy: An Interim Progress Report</a>	To request a further report in the latter part of 2019. This report should confirm the key strategic objectives, detail a one-year action plan and also include progress on developing new ways of working and finding creative enabling approaches to enhancing some of the	Executive Director for Communities and Families	November 2019	<b>Recommended for closure</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			community sports facilities.			
8	26.03.19	<a href="#">Service Payment to Edinburgh Leisure – 2019/20</a>	To request more detail in the next report from Edinburgh Leisure on the impact of the service payment to Edinburgh Leisure	Executive Director for Communities and Families	November 2020	
9	26.03.19	<a href="#">Allotment and Food Growing Provision Update</a>	To note that further investigation would be undertaken to determine the feasibility of giving priority to those applicants referred for horticultural therapy by medical professionals.	Executive Director of Place	June 2020	
10	18.06.19	<a href="#">Partnership Agreement with Police Scotland 2019-2020</a>	To agree to receive and scrutinise a detailed qualitative and quantitative progress report from the Edinburgh Divisional Commander from Police Scotland, or their designated deputy, on a quarterly basis.	Executive Director for Communities and Families	Ongoing	<b>Recommended for closure</b>  Police Scotland aware of requirement to report quarterly to this Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<ol style="list-style-type: none"> <li>1) To agree to provide more information in Activity Reports concerning antisocial behaviour figures, including breakdown by Ward and greater detail on cases which are being worked on jointly by the Police and the Council.</li> <li>2) To agree that reports list activity by Ward.</li> <li>3) To ensure future reporting on Craigentenny/Duddingston more accurately reflected activity taking place in that Ward.</li> <li>4) To agree that in subsequent Activity Reports, where Policing Operations are taking place across the City, these</li> </ol>			

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			are listed consistently in each Ward to demonstrate the breadth of the operations underway.			
11	18.06.19	<a href="#">Citywide Culture Plan Update 2018/19</a>	To note that a Culture Plan review update report would be presented in June 2020	Executive Director of Place	June 2020	
12	18.06.19	<a href="#">CCTV Working Group Update</a>	To request an update on the CCTV Working Group progress in six months' time.	Executive Director for Communities and Families	March 2020	<b>Update January 2020:</b> A report is scheduled to come to Committee in March 2020.
13	30.09.19	Grounds Maintenance in the South West Locality  (Transferred from the South West Locality Committee)	1) To investigate why grass verges in some areas in the south west locality had not been cut and to inform Councillor Fullerton.  2) To agree that the Locality Manager's team would work together with Alan Bell's team to identify hotspots where litter accumulated in grassy areas, to identify if	Executive Director of Place	April 2019	<b>Closed on 16 May 2019</b>  1) <b>Closed</b> – completed on 14 September 2018 and all Ward 2 Councillors notified.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>these areas were pedestrianised areas and provide information to Councillor Webber.</p> <p>3) To agree that the outcome of the review on Living Landscapes would be shared with the Committee and to look at the current location of floral meadows and the potential to move them elsewhere.</p> <p>4) To agree a report on community growing initiatives in the south west locality to a future Committee, to invite representatives from the Edinburgh and Lothians Greenspace Trust to a future meeting of the Committee to add these items to the work programme.</p>		March 2020	<p>Will be included in the business bulletin in March 2020</p> <p>2) <b>Closed</b> – on agenda for March 2019</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
14	06.11.12	The Future Management and Ownership of Easter Craiglockhart Hill Local Nature Reserve (LNR) – motion by Councillor Burns	To provide information on the possibility of community ownership and management of the woodland and open space in the area in the longer term and how this might be achieved, with ownership transferring to the Council as an interim measure, with a view to the eventual transfer of ownership and management, to a community organisation.	Executive Director of Place	End 2021	<b>Transferred to the Culture and Communities Committee from the Policy and Sustainability Committee.</b>  On business bulletin on 12 November 2019
15	12.12.17	<a href="#">Open Library</a>	That an update report be submitted to Committee in six months.	Executive Director for Communities and Families	March 2020	EC&F Committee on 8 October 2019 agreed to transfer this outstanding action to Culture and Communities Committee.
16	11.12.18	<a href="#">Petition for Consideration - Edinburgh</a>	1) Require a detailed report on Edinburgh Central Library as a flagship cultural	Executive Director for Communities	November 2019	EC&F Committee on 8 October 2019 agreed to transfer this outstanding action to Culture and

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		<a href="#"><u>Central Library vs Virgin Hotel</u></a>	<p>project of national/international significance commensurate with existing professional advice to the Council and the Council's own reports.</p> <p>2) To request that the annual report on the Lifelong Learning Plan scheduled for October 2019, includes within it, options for the Central Library, drawing on past and current studies and feasibility exercises and a clear vision for its role in the city's cultural landscape.</p>	and Families		<p>Communities Committee.</p> <p><i>Central Library Future Development report tabled at Culture and Communities Committee 12th November 2019. Committee approved setting up a project team 'to explore the viability of developing an imaginative, accessible and engaging future vision for the city's Central Library'.</i></p>
17	10-09-19	<a href="#"><u>City Centre Hostile Vehicle Mitigation Measures Update Report</u></a> - report by the Executive Director of Place	To note that a further update report will be prepared within six months to outline the findings from the working group and to provide details of the anticipated financial impact.	Executive Director of Place	March 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
18	10-09-19	<a href="#"><u>Transfer of Management of Secondary School Sports Facilities to Edinburgh Leisure</u></a> - referral report by the Education, Children and Families Committee	<p>1) Recommendations approved with the proviso that the report called for is brought back in the first instance to the Culture and Communities Committee.</p> <p>2) To ask that the report address:</p> <p>Access to facilities, recognising Edinburgh Leisure's requirement to balance the operational costs with its core purpose in making a positive difference to communities.</p> <p>The barriers to access including cost and physical access issues related to transport.</p> <p>The impact on high performance sport and any change in the usage of facilities from these groups</p>	Executive Director for Communities and Families	January 2020	



No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			associated with the transfer of management of secondary school sports facilities to Edinburgh Leisure.			
19	10-09-19	<a href="#">Appointments to Working Groups</a> – report by the Chief Executive	To review the membership of the Tourism and Communities Working Group and report back to the next meeting of the Committee.	Chief Executive	Spring 2020	Tourism Strategy Development on the Policy and Sustainability Committee agenda for 25 October 2019 – recommendation includes reviewing the remit and membership of this group once the strategy is approved.
20	10-09-19	<a href="#">Internal Audit - Localities Operating Model</a> - referral from Governance, Risk and Best Value Committee.	To note that the Executive Director of Place would provide a covering report on the Framework for the new Localities Model.	Chief Executive	September 2020	
21	30.09.16	<a href="#">Water of Leith Valley</a>	To ask that the outcome of the feasibility study be	Executive Director of	March 2020 February	Transport and Environment Committee on 5 December 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		<a href="#"><u>Improvement Proposals (Dean to Stockbridge Section)</u></a>	reported to a future meeting of the Transport and Environment Committee.	Place  Lead Officer: David Jamieson Parks, Greenspace & Cemeteries 0131 529 7055 david.jamieson@edinburgh.gov.uk	2020	agreed to transfer this outstanding action to Culture and Communities Committee.
22	04.10.18	<a href="#"><u>Proposal for a Conscientious Objectors memorial in West Princes Street Gardens</u></a>	To agree that a briefing would be circulated to members on the agreed location of the Conscientious Objectors memorial and that updates would be provided in the Business Bulletin.	Executive Director of Place  Lead Officer: David Jamieson Parks, Greenspace & Cemeteries 0131 529 7055 david.jamieson	December 2019	<b>Recommended for closure</b>  <b>Update January 2020:</b>  Completed – included in business bulletin of 12 November 2019  Transport and Environment Committee on 5 December 2019 agreed to transfer this outstanding action to Culture and Communities Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
				n@edinburgh .g ov.uk		

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# Latest News

Culture and Communities Committee  
10.00am, Tuesday 28 January 2020



## Green Pencil Awards

Aimed at all Edinburgh children in the P4 to S3 range, this year's competition was launched on 29 August at Blackhall Library by the author Vivian French. The Green Pencil award aims to promote literacy, in particular reading and creative writing, and is all about firing the imagination. It also helps raise awareness and encourages learning about nature and other important environment topics – this years theme was “Going, Going, Gone – Scottish Wildlife in Danger?”. Another aim of the competition is to encourage young people, and their families, to use and join their local library if they are not already a member.

There was a huge number of 1200 entries received from young people via their schools and local libraries across the city. The winners were announced at a ceremony hosted by the Convener of Culture and Communities Committee, Councillor Wilson on 28 November at the Central Reference Library. The overall winner was Charlotte Schlegel from Preston Street Primary School. The entries from the finalists and winners is attached to this bulletin.



## Book Week Scotland 2019

Edinburgh Libraries went all out for Book Week Scotland again. Events ranged from meeting over 400 school children with author visits and workshops, our E Read promotion attracting the highest ever check out at 472 times, adult author visits, creative writing workshops making our outreach for BWS to over 700 adults and nearly 900 children. One first time event which received extra funding from Scottish Book Trust was our Library Link “blether” events. Chippy was the favourite Scottish word at McDonald Road library, when six library links from across the city gathered together to celebrate Book Week Scotland. Launched in 1992, Library Link is a bus service which runs in nearly every library across the city for anyone who has difficulty getting to the library because of their age, disability or ill health. The link services from Corstorphine, Granton, Sighthill, Piershill, Wester Hailes and McDonald Road came together for a ‘blether’, a chippy and sing song, with entertainment provided by the Ceilidh Crew. Organised by Edinburgh Libraries, our partner The Royal Voluntary Service and with funding from Book Week Scotland, over 40 Library Link members arrived to some classic Scottish tunes from the Ceilidh Crew which had been requested by the guests beforehand, Mairi’s Wedding and My Bonnie Lies Over The Ocean both really got the crowd going, before stopping for fish and chips and a blether. The time went all too quickly, and it was soon time for everyone to go home.



## Oxgangs Library – Green Spaces

For the past year Oxgangs Library have been working hard to improve the green spaces around the library. This has been done with the help of the community, especially the local children who have played a pivotal role in getting things done! Initially the kids seemed unsure, can gardening really be that exciting? Well it turns out... it can!

Our first project involved planting some lovely pollinator friendly bulbs at the front of the library, these were a mix of snowdrops, crocus and snakes head fritillary. Although the local earthworm population might be a bit disgruntled, it turns out they have played a key role in getting the kids involved. Who can find the biggest earthworm providing all the motivation needed to get stuck in do some digging. We then set our sights on bigger goals! Our attention was brought to the wonderful Free Trees scheme by the Woodland Trust, so we decided to apply for a hedging pack.

## Oxgangs Library – Green Spaces

This provided us with a whopping 36 trees, including Dogrose, Dogwood, Crab Apple, Hawthorn and Hazel. These arrived mid-November and were successfully planted once the ground had thawed, again with the kids providing a helping hand.

We are looking forward to these maturing over the next couple of years. Not only will our new hedge provide food and shelter for local wildlife, it will also provide a nice outdoor space where the community can feel closer to, and learn about, nature. If you would like free trees from the woodland trust scheme, please find more details here <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

## Yearly Awareness Weeks - Libraries

Over the year Libraries support those hard to reach customers by making the library more user friendly to these needing a little extra help;

- Dyslexia Awareness event was a musical event by Dyslexic musicians, over 60 people attending in a relaxed atmosphere in Central Reference Library with stalls of information for adults and children
- Autism Awareness took the form of a panel discussion with Autistic people training, helping Autistic people and again stalls of information.
- Deaf Awareness had us playing host to an amazing author, who went deaf, then regained her hearing, so was able to relate to all in our audience.
- The libraries have film clubs across the city and we now host accessible film events for deaf/hard of hearing with the aim of it being city wide in the New Year.

## Broomhouse Girls Triathlon Project

Broomhouse Primary School is in an area that is designated 3 on the Scottish Index of Multiple Deprivation with 43% of children qualifying for free school meals. Pupil attendance is well below the national average and annual pupil turnover is 33% of the school role. Over the course of five weeks a group of female coaches from Edinburgh clubs worked with a group of 27 P6 and P7 girls on all aspects of triathlon – swimming, biking and running, culminating in a mini event.

Having an all-female coaching team was critical to the success of this initiative and the coaches involved were positive female role models for the girls. As female coaches they are aware of the myriad of obstacles for girls and women in sport. Each week the coaches were challenged in different ways and were able to skilfully adapt their session plans and behaviours so that the participants could enjoy the most meaningful experience. Initially, 55% of the girls could not swim and around 40% could not ride a bike. However, by the end of five weeks every girl participating in the initiative felt confident enough to take part in the final event. This is testament to the coaches' belief in the initiative and the reason for becoming involved in the first place. It was

## Broomhouse Girls Triathlon Project

critical to the coaches that every girl involved with this project learnt new skills and had fun in the process. There needed to be opportunities for challenge and in order for these challenges to be accomplished the coaches created a supportive environment so that everyone felt they could, for example, fall off their bike and want to get back on it.

Outcomes of the course include: local triathlon clubs now have an ongoing relationship with Broomhouse Primary School and its pupils; an after-school triathlon club is planned for Forrester High School which the majority of participants will attend – this will be led by a young woman who is currently undertaking her UKCC level 1 Triathlon Coaching qualification; and young women from local clubs will be offered the opportunity to undertake their BTF Triathlon Young Activator Award should they wish to be involved with the work at Broomhouse/Forrester.



## Canal View Primary School and Outdoor Learning Team – Exploring the Local Community via Affordable Outdoor Learning and Active Travel

Throughout November, Primary 7's from Canal View Primary School embarked on an unforgettable adventure programme. They undertook their maiden voyage in canoes along the Union Canal. Initially, the Primary 7's (and some of the staff) were a little apprehensive given that this was a first-time experience for all. With the encouragement of the instructors from Bridge8 and participants' determination, they successfully made their way to Hailes Quarry Park. Meanwhile at the Park, a few other challenges were taking place, including Bushcraft and exploring / identifying the local wildlife. Pupils had to set up their own camp bases to stay warm and dry; using only a small selection of materials. They gathered around the campfire for snacks. Skills, knowledge and experiences were developed throughout the programme. To the delight of the pupils, every week there was a different treat to cook on the camp-fire. They made dough in School and enjoyed it toasted on the camp-fire along with toasted marshmallows. On their journeys back to School, the canoeists were set challenges along the way, which is one of their



## Canal View Primary School and Outdoor Learning Team – Exploring the Local Community via Affordable Outdoor Learning and Active Travel

greatest highlights. On arrival at School, they had a debrief and had to evaluate the day. They enjoyed sharing their experiences and creating next steps for the following week. Staff were impressed with the high levels of teamwork and problem solving evident during the adventure. Pupils constantly had to discuss, evaluate and adapt their designs. These negotiating and communication skills have now been transferred and used within the classroom setting. The pupils used their experiences to develop their writing.

*“I love all the cool bugs in the Canal. I love feeding the cute ducks and the beautiful swans. My best memory is when I went canoeing on the Union Canal.”* P7 Pupil at Canal View PS.

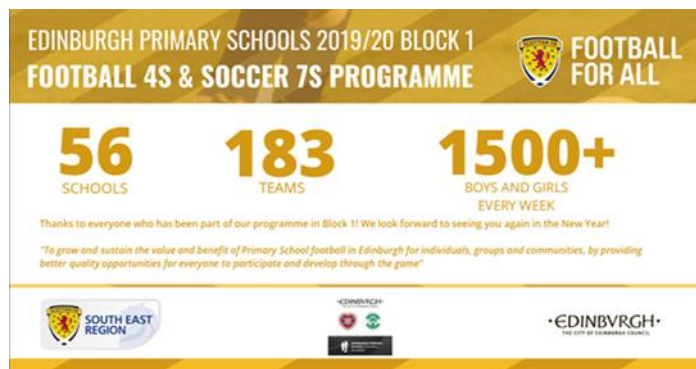
*“We would like to thank the Outdoor Learning Team for all of their support and look forward to continuing our outdoor learning experiences in the future.”* Canal View Primary School.

Congratulations to all the participants and staff at Canal View PS. The Outdoor Learning Team are supporting schools in developing onsite and local outdoor learning programmes. This provides affordable provision and contributes to the Council’s net-zero carbon target. Find out more at <https://www.experienceoutdoors.org.uk/images/Download/Outdoor-Learning-News-Winter-19.pdf>



## Football 4s and Soccer 7s Programme

Block 1 of our Primary School Football 4s and Soccer 7s Programme has now concluded for 2019/20. In Block 1 we had over 1500 P4-7 pupils from 56 schools playing trophy-free football every single week. Thanks go to the 200+ leaders who give up their time to take the teams and make this possible. As part of our Development Plan, over 100 leaders attended our inaugural Welcome Meeting and a further



## Football 4s and Soccer 7s Programme

30 attended and completed their 1.1 Early Touches qualification. Block 2 registration for P3s and for new P4-P7 teams will open in January. Thanks to all schools, parents and pupils for making the programme such a success, as well as the Scottish FA, Hearts Community and Hibs Community Foundation for the partnership support.

## Football Performance Programmes



After a series of high-quality selection days, our 2019/20 Edinburgh P7 Select and P6-S1 Progression Academy squads were chosen. These squads receive a weekly performance session as well as participating in four South-East Region festivals across the year, alongside the equivalent squads of Midlothian, East Lothian and Borders. Six of our 20 Progression Academy girls have been chosen to form part of the South East Regional Performance Squad, along with five players from our S1-S3 Sports Academy squad. Furthermore, five of our former Sports Academy players have also been selected, meaning 16 of the 37 players in the South East Regional Performance Squads have come through our Performance programmes. Well done to all players and coaches involved.

## Outdoor Learning Team Planning and Development

During December, the Outdoor Learning Team held a planning and development day at Bonaly Scout Centre. This provided an opportunity to start work with colleagues from Schools and Lifelong Learning on the development of Bushcraft. Participants focused on how the Team can build capacity, improve guidance and develop competency across the Council; providing appropriate support and resources. Bushcraft can be used as a standalone activity or as part of a multi-activity programme, with significant benefits and outcomes. Colleagues also discussed and detailed initial ideas on how to create and deliver a new Outdoor Learning Strategy, which will include a significant focus on building capacity, reducing inequality, and contributing to the

Council's net-zero carbon target. There was a strong emphasis on how to consult and involve colleagues, families, volunteers and Outdoor Learning partners.



## Active Schools North West Dance Shows

The North West Active schools hosted two dance shows at Broughton High School for schools who have been delivering Active Schools Dance Sessions between September and December. With 29 different schools performing and over 250 participants over the two nights, It was great to see some of the dance skills learned and inclusiveness of all the dance groups! Edinburgh Dance Academy performed as special guests with a group performance with Ellie Ferguson, winner of The Greatest Dancer, performing as part of the group. Thank you to the dance providers and instructors for continuing to work in partnership and support the Active Schools programme!



## Stunning 1920s Portrait on Long-Term Loan to City Art Centre

The City Art Centre has recently received an important addition to its fine art collection – a portrait of the Scottish artist Cecile Walton (1891-1956) by her husband and fellow artist Eric Robertson (1887-1941). The portrait depicts Walton bathing outdoors at Crianlarich in the Scottish Highlands, a scene inspired by a holiday spent there in the early summer of 1920. Walton and Robertson initially met while studying at Edinburgh College of Art. They married in 1914, and had two sons, born in 1915 and 1919. Both Walton and Robertson were talented artists with promising careers. Walton is best known for her portraits and book illustrations, while Robertson made a name for himself as a daring painter influenced by Pre-Raphaelitism, Symbolism and, later, Vorticism and Cubism. They exhibited as part of the Edinburgh Group, alongside artists such as D.M. Sutherland, Dorothy Johnstone, W.O. Hutchison and Mary Newbery. Unfortunately, their careers went into decline after the failure of their marriage in the mid-1920s. *Cecile Walton at Crianlarich* is a major example of Robertson's work, executed when both artists were at the height of their creative powers. This stunning oil painting is privately owned, but an agreement has recently been made for it to be loaned to the City Art Centre on a long-term basis. Over the next five years the painting will be housed within the City Art Centre's collection, providing opportunities for it to be included in temporary exhibitions and displays, and to be accessed for research and education projects. The City Art Centre is extremely grateful to the owner of the painting for facilitating public access in this way.

Audiences will get their first chance to see the portrait in September 2020, when it goes on display as part of the new exhibition *Bright Shadows: Scottish Art in the 1920s*.



## Victoria Crowe - Fashion Shows

In the summer of 2019 Learning and Programmes developed a large and varied programme of events for our Victoria Crowe exhibition. We already have a strong established relationship with the School of Creative studies at Edinburgh College which spans a wide variety of disciplines. We work with the Textile and Fashion Department in the school, and for the past four years have staged student fashion shows connected to our exhibitions at the City Art Centre. This time the Fashion and Textile Department took direct inspiration from the work of Victoria Crowe to create garments which were part of their assessment, therefore we are directly supporting their Learning. Around 80 students benefited. In the weeks leading up to the shows in September the students visited the gallery to study Victoria's work and particularly looked at colours, forms and structure in her work. As well as 30 fashion and textile students, we had involvement from students across the school, hair and makeup, film and television and photography students were all involved to get direct experience of a public event.



The shows were extremely professional and very lively and brought even more people into the building for the closing weekend of the Victoria Crowe exhibition. Over 200 people attended each show and the majority of these were in the 18-25 group - an age that we struggle traditionally to engage with. It raised the profile of the City Art Centre with a younger audience, this was augmented by the young people engaging over social media and sharing the stories of their show and positive experiences in the City Art Centre. Victoria Crowe's daughter and husband attended the event and spent a long time engaging with the students at the end - they were delighted that Victoria's work provided such inspiration.



Gemma and Mike pictured with the students

## Victoria Crowe - Fashion Shows

The details below illustrate just how inspired the students were and the direct inspiration they took from Victoria Crowe's work. We are looking forward to 2 days of fashion shows in February inspired by our exhibition the 'Italian Connection'.



## There for Everyone to See - City Art Centre Winter Season

The City Art Centre's winter season of exhibitions is accompanied by a rich and varied events programme. For anyone interested in Edinburgh's architectural history, there is a wide-ranging lecture series accompanying our *Classical Edinburgh* exhibition. For contemporary art lovers, especially those fascinated by the minimalist approach of the artists featured in our *Beneath the Surface* exhibition, we have adult creative classes exploring abstraction and a tapestry masterclass. Linking with International Women's Day, there will be an array of events celebrating the Scottish woman artist Mary Cameron. Adding to the mix are family events with 'The Edinburgh Sketcher' Mark Kirkham, student fashions shows inspired by The Italian Connection exhibition,

## There for Everyone to See - City Art Centre Winter Season

curatorial talks, photography walking tours of the New Town, 'In Conversation' events, and tours for visitors with visual impairments and others which have a BSL interpreter present. Find out more at [www.edinburghmuseums.org.uk](http://www.edinburghmuseums.org.uk).



*Royal High School by Colin Mclean*

## Mary Cameron Exhibition Receives Enthusiastic Reviews at City Art Centre



Mary Cameron: Life in Paint, City Art Centre (Photo: Graham Clark)

This winter the City Art Centre is staging Mary Cameron: Life in Paint, the first major exhibition to focus on the pioneering woman artist Mary Cameron (1865-1921). Born in Portobello, Cameron began her career in Edinburgh, but later spent extended periods of time in Spain where she painted large-scale scenes of traditional peasant life. The current exhibition tells the story of Cameron's life and career, featuring over forty paintings from public and private collections, many of which have not been seen in public for over 100 years. Since opening in November, the exhibition has received a series of enthusiastic reviews in the press. The Herald named the show as its 'Critic's Choice', describing it as "a fine selection of landscapes, portraits and tableaux" by a "fascinating" painter. Meanwhile, The Scotsman gave the exhibition four stars, calling Cameron

## Mary Cameron Exhibition Receives Enthusiastic Reviews at City Art Centre

“one of our great artists”. The visual arts journal Studio International praised the City Art Centre for promoting this “highly accomplished and adventurous artist”, and for giving a much-needed platform to historical women artists. The exhibition was also covered recently by the Party Podcast, with broadcaster David Calder interviewing the curator Dr Helen Scott on Cameron’s life and career: <https://www.buzzsprout.com/71622/2135189-146-mary-cameron-life-in-paint>. The exhibition is accompanied by the illustrated book *Mary Cameron: Life in Paint*, written by Helen E. Scott with a foreword by Kenneth McConkey (Sansom & Co, 2019): <https://sansomandcompany.co.uk/product/mary-cameron-life-in-paint/>

The exhibition runs at the City Art Centre until 15 March 2020, and admission is free.

## Archaeology Conference 2019



The 18<sup>th</sup> Annual Edinburgh, Lothian and Borders Archaeological conference was held at Queen Margaret University on the 16 November 2019. The event attracted a near record attendance of 228, the largest since its inaugural event held in Musselburgh in 2002. The day saw a range of talks from professional organisations working on developer funded projects such as Edinburgh Trams to community groups undertaking important research into the history of their areas and from projects such as the Ridge in Dunbar providing regeneration and employment opportunities. The talks highlighted the diverse range of projects in which the three regional archaeological services manage and participate in.

Planning for next year’s event is already underway which will be held at Queen Margaret University on Saturday 21 November 2020.

## Travelling Gallery Exhibitions

Travelling Gallery’s Autumn 2019 exhibition, *Day of Access*, by Alec Finlay has come to an end, with the final weeks spent in Edinburgh and East Lothian. *Day of Access* began as a powerful campaign to encourage estates to open their land to allow access for people affected by disability. By using hill tracks and four-wheel drives, people who have never been able to immerse themselves in wild nature were driven into the heart Scotland’s beautiful wild landscape. The Day of Access campaign passionately believes that everyone should have the opportunity to



experience wild nature. Travelling Gallery acted as the campaign bus touring Day of Access across Scotland; presenting information and artworks and allowing a space for discussions. Documentation from the pilot Day of Access, including work by young photographer Sam McDiarmid, were exhibited in an art installation created by Finlay.



The themes of disability, access and ecology are explored in Finlay's poems and artwork. Pages from books exploring illness, pain, walking and healing, including *A View from the Front Line* by Maggie Keswick Jencks, are used as paper for thoughtful drawings and commanding words "THERE CAN NEVER BE AN EXCESS OF ACCESS".



Alongside his own work Alec invited other artists and poets to exhibit including Hannah Devereaux, Alison Lloyd, Ken Cockburn and Mhairi Law; each bringing their own creativity and experience to the project. The work is collaboratively displayed like a scrap book or diary pinned on a garden trellis, alongside other domestic apparatus and soft furnishings, such as blankets, a clothes horse, and hankies.



## Travelling Gallery Exhibitions

Travelling Gallery toured Scotland, beginning in Edinburgh and reaching as far as the Isle of Tiree, Morey, Scottish Borders, Western Isles, Clackmannanshire, Stirling, West Dunbartonshire, Argyle and Bute, Renfrewshire and East Lothian.

**14 WEEKS**  
**47 VENUES**  
**5978 VISITORS**  
**1477 SCHOOL PUPILS**  
**126 GALLERY TALKS**  
**6 ARTIST WORKSHOPS**

As always, we were humbled by our audience's responses.

"Friendly staff and beautiful exhibition – interesting space 😊" visitor Dundee

"What a wonderful thought provoking exhibition with so many types of dimensions" visitor Tiree

"The gallery is a great way to bring something different to communities around Scotland and the people talking about the exhibition are very engaging and enthusiastic too" visitor Clackmannanshire

"Great to expose people to art on a scale that's not overwhelming" visitor Clackmannanshire



Primary school children visiting Travelling Gallery in Dundee

### Travelling Gallery 2020

Travelling Gallery has three exciting partnerships coming up in 2020!

February 2020

Travelling Gallery will be hosting a short tour of the Lothians in partnership with Edinburgh University's Collections and Curating students who have been given the task to make the University's art collection more accessible by curating an exhibition in the Travelling Gallery.

March – May 2020

Travelling Gallery are delighted to be part of Scotland's Year of Coasts and Waters (YCW) and will be commissioning three artists to respond to the years themes and tour their work across the country, tapping into other YCW celebrations and events.

August – December 2020

Travelling Gallery will be partnering with BALTIC Gateshead in a first of its kind collaboration. This is an opportunity for Travelling Gallery to showcase our unique skillsets and take on a leadership role to guide other organisations who are inspired by our vision that Scotland is a nation in which everybody has the opportunity to experience and engage in the arts. The BALTIC exhibition will be a cross Border tour beginning in the North East of England and finishing in Edinburgh.



Travelling Gallery in Lochmaddy

## Usher Hall Retains 5 Star VisitScotland Rating

The staff at the Usher Hall are once again pleased to report that the concert hall has, for 10 years in a row, achieved 5 stars for customer excellence both on and offline. This is an amazing achievement and it's wonderful that the staff take so much pride working at the venue. Congratulations are certainly due to all those involved within this historic building.

This 5 star award is recognised as the highest possible attainment across the country and is a benchmark for quality across Scotland's tourism industry.

However there is no room for complacency and the Council will continue to consider ways in which we can improve our standards across all areas of the business.



## Usher Hall Highlights and Forthcoming Events

*Usher Hall highlights during December and January included:*

Rhiannon Giddens with Francesco Turrisi - 1 December 2019

Snow Patrol – 2 and 3 December 2019

Lewis Capaldi - 5 December 2019

RSNO: The Nutcracker and the Mouse King – 6 December 2019

Bootleg Beatles - 11 December 2019

SCO: Beethoven Symphonies Nos 2, 4 and 5 - 12 December 2019

RSNO: Nicola Benedetti - 13 December 2019

Love Actually Live on Screen -15 December 2019

Dermot Kennedy - 16 December 2019

A Christmas Wish - 19 December 2019

Now That's What I Call Christmas - 21 December 2019

RSNO at the Movies: The Snowman - 22 December 2019

## Usher Hall Highlights and Forthcoming Events

Ronnie Spector & the Ronettes - 23 December 2019

The Music of Zimmer vs Williams - 28 December 2019

G4 Christmas 2019 - 9 December 2019

Scottish Fiddle Orchestra – Hogmanay Celebration - 30 December 2019

SCO: New Year Gala Concert - 1 January 2020

Edinburgh Royal Choral Union 133<sup>rd</sup> Annual New Year Messiah - 2 January 2020

Emerging Artists – Jacopo Lazzaretti - 6 January 2020

ELO Again – The Re- Discovery Tour - 10 January 2020

Emerging Artists - Armonio Duo – Eddy Betancourt and Valerie Barr - 13 January 2020

Believe – The Cher Songbook - 17 January 2020

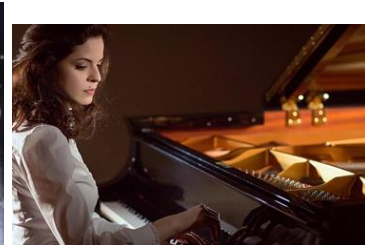
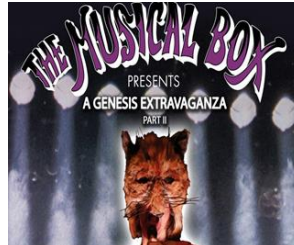
Sunday Classics: Academy of St Martin in the Fields - 19 January 2020

Emerging Artists - Hannah Rarity and Luc McNally - 20 January 2020

2020 Edinburgh Official Chinese New Year Gala - 21 January 2020

Kaiser Chiefs -22 January 2020

### *Forthcoming Events:*



A Waltz Across the Carpet - A Night of Music and Entertainment in support of Tiny Changes – 26 January 2020

SCO: Alma and Gustav Mahler - 30 January 2020

RSNO Tchaikovsky Violin Concerto - 7 February 2020

The Musical Box – A Genesis Extravaganza - Part ii - 8 February 2020

BBC Scottish Symphony Orchestra: Chopin - Piano Concerto No. 1 - 9 February 2020

Peppa Pig: My First Concert – 12 February 2020

RSNO Romantic Grieg - 14 February 2020

Party Like Gatsby - Cabaret Noir - 15 February 2020

## Usher Hall Highlights and Forthcoming Events

Sunday Classics: Iceland Symphony Orchestra - 16 February 2020

The Boys are Back! 5ive / A1 / Damage / 911 - 19 February 2020



Lighthouse Family - 20 February 2020

RSNO Beethoven Revolution: Symphony No7 - 21 February 2020

John Prine - 23 February 2020

La Boheme - 26 February 2020

Ellen Kent Opera Madama Butterfly - 27 February 2020

RSNO Beethoven Revolution: Eroica - 28 February 2020

Little Mix Experience - 29 February 2020

The Music of Prince - 29 February 2020

Susan Boyle - 1 March 2020

Jon Hopkins - 4 March 2020



SCO: Beethoven Symphonies Nos 6 'Pastoral' and 7 - 5 March 2020

RSNO Mahler's Song of the Earth - 6 March 2020

King Creosote with his 9-piece band - 7 March 2020

Jake Bugg - 8 March 2020

Elvis Costello & the Imposters - 10 March 2020

SCO: Benedetti plays Mozart and Mendelssohn - 12 March 2020

RSNO Beethoven Revolution: The Emperor - 13 March 2020

Sasha Velour's Smoke and Mirrors - 14 March 2020

Sunday Classics: Swedish Philharmonia (Gävle Symphony Orchestra) – 15 March 2020

## Usher Hall Highlights and Forthcoming Events

RSNO at the Movies: John Williams at the Oscars - 20 March 2020



Anton and Erin – Dance Those Magical Movies - 21 March 2020

BBC Scottish Symphony Orchestra: Brahms - A German Requiem - 22 March 2020

Goldfrapp - 27 March 2020

What's Love Got to do with It? – A Tribute to Tina Turner - 28 March 2020

For full details of these events please visit the website – [here](#).

## Assembly Rooms Forthcoming Events



Burns and Beyond – Festival Club - 23 – 25 January 2020

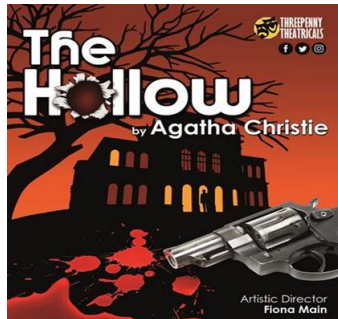
Edinburgh Wellbeing Festival - 1 and 2 February 2020

Scottish Chamber Orchestra: Family Festival: Stan and Mabel and the race for space - 8 February 2020

Sachiko Furuhashi-Kersting - 14 March 2020

For full details of these events please visit the website - [here](#)

## Church Hill Theatre Forthcoming Events



Varsity Vocals: The International Championship of Collegiate A Capella - 1 February 2020

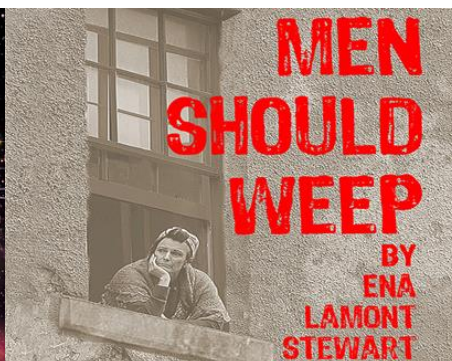
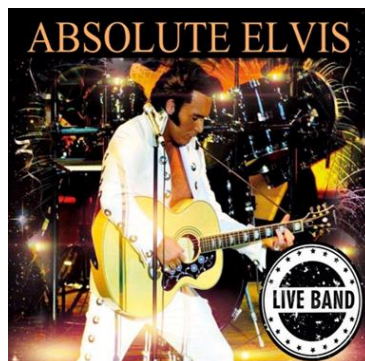
The Hollow by Agatha Christie - 6-8 February 2020

Cher & Shania Twain Tribute Show - 13 February 2020

The Tina Turner Experience - 15 February 2020

Absolute Elvis Johnny Lee Memphis - 27 February 2020

Men Should Weep - 18 – 21 March 2020



For full details of these events please visit the website – [here](#)

## Drones Policy Update

The Code of Practice for Filming was updated in early 2019, agreed by the Culture and Communities Committee on [29 January 2019](#) and referred to the Transport and Environment Committee in 5 March 2019. One of the significant changes to the Code of Practice was the addition of drone filming and the setting up of a permit system in order to ensure drone flights were logged and checked by the Council to ensure they were taking place safely. It was agreed as part of the report, that a review during a year-long trial period would take place after six months to ensure the new permit system was fit for purpose.

The permit system started operating on 1 April 2019 and since that time 35 applications have been received with 34 permits issued. One application was declined as it did not meet the CAA guidelines on the minimum safe distance from buildings. Applications have been processed in a variety of timescales ranging from one to 16 working days. Approximately 50% of applications



## Drones Policy Update

come in with the less than a week's notice and therefore had to be processed quickly. This is mainly due to operators seeking a degree of certainty around potential weather conditions. On occasion, applications can take longer to process. To date, this has been because of the number of applications submitted simultaneously. For example, Fast and Furious submitted nine applications at the same time as 14 Eurovision applications. The timeline to process is also affected by the need to go back to the applicant for essential supplementary information.

Whilst no formal feedback has been sought, the new permit scheme has proved popular with production teams, drone operators and council colleagues and no negative feedback has been received. There has been good partnership working between Film Edinburgh and the relevant Council teams to ensure that the permits are issued timeously. There has been a 50/50 split in drone flights applying for permission within parks and on roads. Public Safety have dealt with both teams ensuring permissions were in place before issuing the drone permits. There have been two key challenges affecting the introduction of the system: the initially limited number of officers trained in the policy and permissions process; and one drone crash. Currently, one public safety officer is trained to assess and process applications which is unsustainable. A drone crashed on University of Edinburgh land on 18 September 2019, and a report was received from the operator giving pilot error as the reason. They had not correctly completed the pre-flight check list. There were no injuries and it is being followed up by the University. There have been a few occasions where flights have been cancelled and rescheduled due to weather, and new permits have been issued. An invoicing process supporting the implementation of charges following the trial period will now be established to support the permissions process from April 2020. Feedback suggests there will be no resistance or impact on levels of use because of the introduction of charges.

## LeithLate19 Report

LeithLate made a triumphant return in 2019, thanks to funding from the City of Edinburgh Council and Baillie Gifford. In a change of format from previous years, LeithLate19 took place over a series of three dates across the year - working collaboratively with the following local organisations: Spanish Film Festival CinemaAttic, community festival Leith Festival, local organisation Pianodrome and the Leith Theatre venue. LeithLate19 events comprised: a Basque food and film crawl across Leith Walk venues in April; programming an all-female line-up for the mainstage at Leith Gala Day, with associated all-female gigs, performances and graffiti-jams in and around Leith Links in June; and an after dark light trail in the Kirkgate in November, followed by an immersive event in the Pianodrome, a 100-seater auditorium made out of recycled pianos situated in the main auditorium of Leith Theatre.

An estimated 3000 people attended the 2019 events overall, broken down as follows:

- Pintxos food and film trail: 250 people
- Leith Gala Day mainstage and graffiti jam: 2000 people
- Happiness Hotel: 60 people

## LeithLate19 Report

- Cricket Club: 180 people
- Mural tours: 100 people
- Glow Art Trail: 200 people
- Moon Party with Pianodrome: 200 people

Most of the events were free to attend, with around 500 people buying tickets for the paid events. Although all the statistics from November are not yet available, it is reliably predicted that at least over 50% of our audience live locally in Leith. The Happiness Hotel all-female gig was also featured in recent BBC Scotland documentary "Riot Girl Rock", currently on iplayer:

<https://www.bbc.co.uk/programmes/m000bmj3>

You can view photos of the LeithLate19 events

here: [https://www.facebook.com/pg/leithlate/photos/?tab=albums&ref=page\\_internal](https://www.facebook.com/pg/leithlate/photos/?tab=albums&ref=page_internal)

LeithLate Producer is currently working on plans for 2020. As well as the return of the traditional art crawl in June, the programme will include events marking the centenary of the amalgamation of Leith with Edinburgh, including a singalong version of Sunshine on Leith (supported by the BFI) and associated events taking place in January/February 2020. LeithLate has applied to OSCR for charity status and is awaiting confirmation.

## Culture Service Funded Organisations – Carbon Management Update

The Culture Service is currently leading the way in ensuring that, as a requirement of funding for 2020/21, organisations have Carbon Management Plans (CMP) in place or are working towards having one. The Culture Service is working and liaising with Creative Carbon Scotland colleagues, and as a result, our revenue funded organisations have been asked to complete a survey on their CMP. Only five of 34 have not responded. The majority of organisations have reduced their carbon emissions over the last two years. Some examples of initiatives being delivered for 2020/21 illustrate their commitment to positive change as follows:

Organisation	Action in 2020/21
Centre for the Moving Image	LED lighting conversion in the Filmhouse Café Bar.
Edinburgh International Book Festival	Diesel generators during festival: Reduce their reliance on diesel generators during the festival and move towards using mains electricity in the gardens.
Imagineate	Encouraging Children's Festival delegates to choose lower-carbon forms of travel.
Lung Ha Theatre Company	To ask for touring performance venues CMP's and work together with them to reduce waste.

## Culture Service Funded Organisations – Carbon Management Update

Organisation	Action in 2020/21
Scottish Book Trust	Switching to green energy supplier.
Scottish Poetry Library	Building improvement - draught proofing.
Capital Theatres	Run an awareness raising campaign for staff and customers on travel
Edinburgh Festival Fringe	Minimising use of plastic.
North Edinburgh Arts	Replace Theatre 400V 20KW UPS Inverter > Target 4500 KWh Electricity Use Reduction. (ie envisages replacing their building UPS (Uninterruptable Power Supply) that uses around 15% of their annual energy consumption, with a modern UPS system using much less energy).
Scottish Chamber Orchestra	Staff travel reduction (ie encourage all UK travel by rail rather than flights. Purchase replacement vehicle (electric not diesel) for Creative Learning Department. This vehicle accounts for 20% of total fleet emissions. They estimate a 50% reduction in emissions and savings for this vehicle which means an overall reduction across the fleet of 10%).

We will continue to require this information on an annual basis from all of our revenue funded organisations and will also share it with our colleagues in Strategy and Communications, responsible for the Public Bodies Climate Change Duties report.

## Bonfire Community Improvement Partnership

The Multi Agency Bonfire Community Improvement Partnership had been planning and implementing an overarching plan for supporting our communities in the days preceding and during the bonfire activities within our communities. The group worked together to reduce the amount of flammable material available, ensuring local households were able to dispose of bulk items in a safe and in an environmentally-friendly manner. Support has been provided to local youth providers to support local children, youths and families to enjoy the festivities in a safe and friendly manner. All services worked together on the 5 November to ensure that everyone's safety was paramount across the city and coordinated resources were deployed by all partners. As a result, Edinburgh saw a reduction in the level of emergency calls. Work has been ongoing with the Scottish Government around the public consultation and development of an action plan following the consultation. The Community Safety Minister Ash Denholm attended the City Chambers to Thank all the staff working on bonfire night for their hard work in enabling resident to feel safer and ensure a reduction in calls and Antisocial Behaviour within the city. A report will be prepared for the Edinburgh Community Safety/Justice Partnership following the formal lessons learned exercise.

### Green Flag Awards

The Green Flag Award scheme is a national benchmark that recognises parks of high quality. Administered in Scotland by Keep Scotland Beautiful, the scheme is judged on an annual basis and each park submitted for a Green Flag Award undergoes thorough scrutiny by independent assessors. Because of its exceptionally high number of Green Flag awards, the City of Edinburgh Council is part of the Green Flag Group Award Scheme. This means that existing Green Flag Award winning sites are automatically awarded a Flag if the standard is maintained following self-assessment and a peer-review process. In 2019, the Council achieved 32 Green Flag Awards out of a total of 71 across Scotland. The Friends of Corstorphine Hill have achieved a Green Flag Community Award annually since 2009 for Corstorphine Walled Garden.

### 2019 Parks Quality Assessment (PQA) Results

Using the Green Flag Award methodology we are able to assess the quality of all our public parks and major green spaces each summer. In 2019, Dundas Park was removed from the assessment list due to recent developments but Pike's Pool, Saughton Park, Little France Park and Barony Community Garden were newly added or reinstated for assessment, resulting in 141 parks being assessed in total. Overall, parks quality continues to improve with the average parks quality score now sitting at 68%, rising two points from last year. The average Park Quality Score increased across two Localities (North West and South West Edinburgh) whilst North East and South East Edinburgh remained static. South East Edinburgh has the highest average score of 71% closely followed by South West Edinburgh with 70%. North West Edinburgh currently sits on 66% whilst North East Edinburgh has the lowest average score of 64%.

Areas of improvement since 2018 include equal access, litter management, biodiversity and information provision but unfortunately appropriate provision of facilities, dog fouling and horticultural maintenance were judged to have deteriorated. 88% of parks now meet the Council's minimum quality standard, leaving only 17 sites across the city to be brought up to the mark.

Of the 141 parks assessed, Edinburgh has four (3%) Grade A, 59 (42%) Grade B, 61 (43%) Grade C, 15 (11%) Grade D and only two (1%) Grade E parks. Compared to those previously assessed, 23 improved a grade, three dropped a grade, and 111 retained their quality status.

## Parks Quality Assessments and Green Flag Awards

The city's "top four" parks in 2019 were:

1<sup>st</sup> Starbank Park

2<sup>nd</sup> = Easter Craiglockhart Hill Park

2<sup>nd</sup> = Pentland Hills Regional Park

4<sup>th</sup> Seven Acre Park

Notably, all have an active Park Friends Group.



Parks at the other end of the scale requiring attention are the two Grade E parks of Henderson Gardens Park and Hays Park, along with Leith Links, Rosefield Park and Cairntows Park all of which saw their quality score drop the most.

A copy of the Park Quality Assessments for 2019 can be found at -

<https://www.edinburgh.gov.uk/downloads/file/26718/parks-quality-report-2019>

## Water Environment and Water Services (Scotland) Act 2003, Water Environment (Controlled Activities) (Scotland) Regulations 2011 – River Almond - Dowies Mill Weir – Next Steps

The River Almond Barriers Project aims to ease fish passage at seven barriers which have a negative cumulative impact on fish populations in the Almond catchment. Two of the seven barriers (Fair-A-Far and Dowies Mill weirs) are the responsibility of the City of Edinburgh Council. Fair-A-Far improvement is complete, as are two others upstream of Dowies Mill in West Lothian,

## Water Environment and Water Services (Scotland) Act 2003, Water Environment (Controlled Activities) (Scotland) Regulations 2011 – River Almond - Dowies Mill Weir – Next Steps

with further works on a third planned for 2020. The project's physical works are funded by the Scottish Government, with the support of SEPA, the Forth Rivers Trust and external engineering and aquaculture consultants. A grant of £673,250 has been offered to Council to improve or restore the physical condition of the River Almond by removing or easing barriers to fish passage at Dowies Mill Weir.

A 2015 Feasibility and Optioneering exercise determined that the most effective way of improving fish passage across Dowies Mill Weir is removal of the weir and creation of a boulder rapid that incorporates a pool-riffle sequence in low flow areas, bed reinforcement and a boulder bar across the channel to reduce the risk of erosion to the gas pipeline and sewer and Cramond Brig, and bank protection along vulnerable areas. However, a consultation exercise identified local resident preference for rebuild of the weir to safeguard the character of the water profile upstream towards Cramond Brig with the formation of downstream rock pools to ease fish passage. Both proposals are now being considered by specialists at the Scottish Environment Protection Agency (SEPA), who will shortly advise the Council on the relative effectiveness of these, along with recommendations for any additional analysis or project costing exercise that may be necessary. The grant offer from Scottish Government is to enable the provision of fish passage only, and funds will not be made available for any rebuild or structural improvement of a weir to enable its long-term retention. A report will be submitted to the Committee later this year.

### Coverage of Culture in the Media

A selection of stories that have appeared in the media:

Date	Item	Link
22 November 2019	3* review - Beneath the Surface review (City Art Centre)	<a href="https://freshair.org.uk/posts/beneath-the-surface-review/">https://freshair.org.uk/posts/beneath-the-surface-review/</a>
24 November 2019	Scotland's Insider Guide: Abbeyhill (Museum of Edinburgh)	<a href="https://www.heraldscotland.com/life_style/18048485.scotlands-insider-guide-abbeyhill/">https://www.heraldscotland.com/life_style/18048485.scotlands-insider-guide-abbeyhill/</a>
24 November 2019	Things to do in Edinburgh: Scott Monument	<a href="https://wanderingcrystal.com/scott-monument-in-edinburgh/">https://wanderingcrystal.com/scott-monument-in-edinburgh/</a>

## Coverage of Culture in the Media

25 November 2019	St Andrew's Fair Saturday: 'Kindness is about looking after the most vulnerable in society and including everyone in the conversation' (Travelling Gallery)	<a href="https://www.list.co.uk/article/112956-st-andrews-fair-saturday-kindness-is-about-looking-after-the-most-vulnerable-in-society-and-including-everyone-in-the-conversation/">https://www.list.co.uk/article/112956-st-andrews-fair-saturday-kindness-is-about-looking-after-the-most-vulnerable-in-society-and-including-everyone-in-the-conversation/</a>
25 November 2019	Festive Workshops: Winter garlands and country bunting, and personalised Christmas Stockings (Lauriston Castle)	<a href="https://newsletters.list.co.uk/seasonal/2019/xmas/2019-11-25/xmas-2019-11-25.html">https://newsletters.list.co.uk/seasonal/2019/xmas/2019-11-25/xmas-2019-11-25.html</a>
26 November 2019	Let's go to Scotland in the footsteps of Harry Potter! - translated from French (Scott Monument)	<a href="https://www.msn.com/fr-ca/voyage/idees-de-voyage/partons-en-%C3%A9cosse-sur-les-traces-de-harry-potter/ar-BBXbXB9">https://www.msn.com/fr-ca/voyage/idees-de-voyage/partons-en-%C3%A9cosse-sur-les-traces-de-harry-potter/ar-BBXbXB9</a>
27 November 2019	4* review - Classical Edinburgh (City Art Centre)	<a href="https://www.scotsman.com/arts-and-culture/art-reviews-scotland-s-photograph-album-women-photographers-from-the-amberside-collection-classical-edinburgh-1-5053121">https://www.scotsman.com/arts-and-culture/art-reviews-scotland-s-photograph-album-women-photographers-from-the-amberside-collection-classical-edinburgh-1-5053121</a>
28 November 2019	At Lauriston Castle this December	<a href="https://www.theedinburghreporter.co.uk/2019/11/at-lauriston-castle-this-december/">https://www.theedinburghreporter.co.uk/2019/11/at-lauriston-castle-this-december/</a>
28 November 2019	Visual Art Recommendations: Mary Cameron (City Art Centre)	<a href="https://newsletters.list.co.uk/sftw/2019/11-28/sftw-2019-11-28.html">https://newsletters.list.co.uk/sftw/2019/11-28/sftw-2019-11-28.html</a>
30 November 2019	Open Streets in Edinburgh: Festive events as city centre closes to traffic (Museum of Childhood, Museum of Edinburgh, Writers' Museum)	<a href="https://www.edinburghlive.co.uk/best-in-edinburgh/whats-on-news/open-streets-edinburgh-festive-events-17342494">https://www.edinburghlive.co.uk/best-in-edinburgh/whats-on-news/open-streets-edinburgh-festive-events-17342494</a>
2 December 2019	Give the Gift of Travel: Cities Where Winter Rules (Museum of Edinburgh, Museum of Childhood)	<a href="https://www.thrillist.com/travel/nation/give-the-gift-of-travel-cities-where-winter-rules">https://www.thrillist.com/travel/nation/give-the-gift-of-travel-cities-where-winter-rules</a>

## Coverage of Culture in the Media

3 December 2019	MagicFest presents another dazzling programme of home-grown and international talent (Lauriston Castle)	<a href="https://www.list.co.uk/article/113114-magicfest-presents-another-dazzling-programme-of-home-grown-and-international-talent/">https://www.list.co.uk/article/113114-magicfest-presents-another-dazzling-programme-of-home-grown-and-international-talent/</a>
3 December 2019	Royal Edinburgh: what to see and what to do (Writers' Museum) - translated from Italian	<a href="https://www.marieclaire.com/it/casa/cool-travel/g19557694/viaggio-a-edimburgo-cosa-vedere-e-cosa-fare-nella-capitale-della-scozia/">https://www.marieclaire.com/it/casa/cool-travel/g19557694/viaggio-a-edimburgo-cosa-vedere-e-cosa-fare-nella-capitale-della-scozia/</a>
5 December 2019	Review: Mary Cameron: Life in Paint (City Art Centre)	<a href="https://www.studiointernational.com/index.php/mary-ronald-ferguson-life-in-paint-review-city-art-centre-edinburgh">https://www.studiointernational.com/index.php/mary-ronald-ferguson-life-in-paint-review-city-art-centre-edinburgh</a>
5 December 2019	The Scotsman Christmas Story: Chapter One (Nelson Monument)	<a href="https://www.scotsman.com/arts-and-culture/books/the-scotsman-christmas-story-chapter-one-1-5057390">https://www.scotsman.com/arts-and-culture/books/the-scotsman-christmas-story-chapter-one-1-5057390</a>
8 December 2019	Museum search for traces in Carwitz, Edinburgh and in the Engadine - translated from German (Writers' Museum)	<a href="https://oe1.orf.at/programm/20191208/581909/Museale-Spurensuchen-in-Carwitz-Edinburgh-und-im-Engadin">https://oe1.orf.at/programm/20191208/581909/Museale-Spurensuchen-in-Carwitz-Edinburgh-und-im-Engadin</a>
10 December 2019	&GALLERY, Edinburgh: winter Exhibition - mentions Michael Craik and his involvement in Beneath the Surface (City Art Centre)	<a href="https://www.artmag.co.uk/gallery-edinburgh-winter-exhibition/">https://www.artmag.co.uk/gallery-edinburgh-winter-exhibition/</a>
16 December 2019	Luckenbooths (Museum of Edinburgh)	<a href="https://www.atlasobscura.com/places/luckenbooths">https://www.atlasobscura.com/places/luckenbooths</a>
17 December 2019	Ten things to do in Scotland this week (MagicFest / Lauriston Castle)	<a href="https://www.thenational.scot/news/18107714.ten-things-scotland-week/">https://www.thenational.scot/news/18107714.ten-things-scotland-week/</a>
18 December 2019	Link to: 'Classical Edinburgh' Photography Competition (City Art Centre)	<a href="https://us3.campaign-archive.com/?e=a3f75d75fc&amp;u=ae1b53e2bbe1849ce12939014&amp;id=f54aace1b9">https://us3.campaign-archive.com/?e=a3f75d75fc&amp;u=ae1b53e2bbe1849ce12939014&amp;id=f54aace1b9</a>



## Coverage of Culture in the Media

19 December 2019	4* review - Beneath the Surface (City Art Centre)	<a href="https://www.scotsman.com/arts-and-culture/art-reviews-hugh-buchanan-will-knight-beneath-the-surface-1-5064681">https://www.scotsman.com/arts-and-culture/art-reviews-hugh-buchanan-will-knight-beneath-the-surface-1-5064681</a>
19 December 2019	Young homeless people create photo illusions (Museums of Edinburgh)	<a href="https://www.scottishfield.co.uk/culture/young-homeless-people-create-photo-illusions/">https://www.scottishfield.co.uk/culture/young-homeless-people-create-photo-illusions/</a>
20 December 2019	First look: Young Fathers star to help Edinburgh confront its slave trade past (Nelson Monument)	<a href="https://www.edinburghnews.scotsman.com/whats-on/arts-and-entertainment/first-look-young-fathers-star-help-edinburgh-confront-its-slave-trade-past-1346126">https://www.edinburghnews.scotsman.com/whats-on/arts-and-entertainment/first-look-young-fathers-star-help-edinburgh-confront-its-slave-trade-past-1346126</a>
20 December 2019	Message From The Skies 2020' Returns With Shorelines As Part Of Edinburgh's Hogmanay (Nelson Monument)	<a href="https://www.broadwayworld.com/scotland/article/Message-From-The-Skies-2020&gt;Returns-With-SHORELINES-As-Part-Of-Edinburghs-Hogmanay-20191220">https://www.broadwayworld.com/scotland/article/Message-From-The-Skies-2020&gt;Returns-With-SHORELINES-As-Part-Of-Edinburghs-Hogmanay-20191220</a>
23 December 2019	Review: Classical Edinburgh - Scottish Architectural Photography (City Art Centre)	<a href="https://booksandideas.net/ClassicalEdinburgh.html">https://booksandideas.net/ClassicalEdinburgh.html</a>
23 December 2019	Married to Magic: MagicFest Founders on What Makes Great Magic (Lauriston Castle)	<a href="http://www.edinburghguide.com/news/magicfest/magic/20314-marriedtomagicmagicfestfoundersonwhatomakesgreatmagic">http://www.edinburghguide.com/news/magicfest/magic/20314-marriedtomagicmagicfestfoundersonwhatomakesgreatmagic</a>
26 December 2019	The journey is more than 1,000 miles, driving around the UK by car (translated) (Scott Monument)	<a href="https://www.toutiao.com/i6774622399083053582/">https://www.toutiao.com/i6774622399083053582/</a>
28 December 2019	Message from the Skies 2020 returns with Shorelines as part of Edinburgh's Hogmanay (Nelson Monument)	<a href="http://artdaily.com/news/119592/Message-from-the-Skies-2020-returns-with-Shorelines-as-part-of-Edinburgh-s-Hogmanay#.Xg8VfUf7RPY">http://artdaily.com/news/119592/Message-from-the-Skies-2020-returns-with-Shorelines-as-part-of-Edinburgh-s-Hogmanay#.Xg8VfUf7RPY</a>
29 December 2019	Where to Stay in Edinburgh (Museum of Edinburgh, Writers' Museum, Museum of Childhood, Scott Monument)	<a href="https://santorinidave.com/best-places-edinburgh">https://santorinidave.com/best-places-edinburgh</a>

## Coverage of Culture in the Media

30 December 2019	Arts review of 2019: Susan Mansfield and Duncan Macmillan on the year in visual art (Victoria Crowe, City Art Centre)	<a href="https://www.scotsman.com/arts-and-culture/arts-review-of-2019-susan-mansfield-and-duncan-macmillan-on-the-year-in-visual-art-1-5068229">https://www.scotsman.com/arts-and-culture/arts-review-of-2019-susan-mansfield-and-duncan-macmillan-on-the-year-in-visual-art-1-5068229</a>
31 December 2019	Time Ball: an invention that inspired New York tradition	<a href="http://mfame.guru/time-ball-an-invention-that-inspired-new-york-tradition/">http://mfame.guru/time-ball-an-invention-that-inspired-new-york-tradition/</a>
1 January 2020	2020: The Year Ahead in Visual Art, by Susan Mansfield and Duncan Macmillan (City Art Centre)	<a href="https://www.scotsman.com/arts-and-culture/2020-the-year-ahead-in-visual-art-by-susan-mansfield-and-duncan-macmillan-1-5069155">https://www.scotsman.com/arts-and-culture/2020-the-year-ahead-in-visual-art-by-susan-mansfield-and-duncan-macmillan-1-5069155</a>
3 January 2020	4* review: Message from the Skies – Edinburgh's heritage illuminated (Nelson Monument)	<a href="https://in.style.yahoo.com/message-skies-shorelines-review-edinburgh-090000544.html">https://in.style.yahoo.com/message-skies-shorelines-review-edinburgh-090000544.html</a>
4 January 2020	Hogmanay House celebrations combine magic and tradition (Lauriston Castle)	<a href="https://www.thenational.scot/news/18137172.hogmanay-house-celebrations-combine-magic-tradition/">https://www.thenational.scot/news/18137172.hogmanay-house-celebrations-combine-magic-tradition/</a>
9 January 2020	'Ghost' seen in window of Edinburgh landmark causes stir on internet (Lauriston Castle)	<a href="https://www.edinburghnews.scotsman.com/news/people/ghost-seen-window-edinburgh-landmark-causes-stir-internet-1360409">https://www.edinburghnews.scotsman.com/news/people/ghost-seen-window-edinburgh-landmark-causes-stir-internet-1360409</a>
12 January 2020	10 things to look out for across Scotland this week - The Power of Perspective (Museum of Edinburgh)	<a href="https://www.thenational.scot/news/18142428.10-things-scotland-week/">https://www.thenational.scot/news/18142428.10-things-scotland-week/</a>
13 January 2020	Is this the appearance of a Scottish Castle Ghost that makes a scene? (translated) (Lauriston Castle)	<a href="https://www.viva.co.id/blog/misteri/1195518-inikah-penampakan-sosok-hantu-kastil-skotlandia-yang-bikin-heboh">https://www.viva.co.id/blog/misteri/1195518-inikah-penampakan-sosok-hantu-kastil-skotlandia-yang-bikin-heboh</a>

## Culture and Communities Committee



**Convener**  
Councillor Donald Wilson



**Vice-Convener**  
Councillor Amy Mcneese-Mechan

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### Members

Councillor Wilson (*Convener*)  
Councillor McNeese-Mechan (*Vice-Convener*)  
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# Green Pencil Award 2019



Going, going, gone:  
Scotland's wildlife  
in danger?

28 November 2019  
Central Library  
George IV Bridge  
Edinburgh

Page 68

• EDINBURGH •  
YOUR COUNCIL - YOUR FUTURE

## Foreword



*I am delighted to have been asked to write the foreword for this twelfth annual Green Pencil Award booklet, showcasing the top 20 prize winning entries from this year.*

The Council's Green Pencil Award is our creative writing competition for Edinburgh children and young people in the P4 to S3 age range. The competition, which is organised by Edinburgh Libraries and our Edinburgh schools, was launched this year by author Vivian French with pupils from Davidson's Mains Primary at Blackhall Library. The competition has attracted a great response, with over 1,200 entries received from across the city.

The theme this year was **Going, going, gone: Scotland's wildlife in danger?** and it presented a great opportunity for our entrants to demonstrate their creative writing skills and incorporate their love of Scotland's diverse wildlife and their concern for protecting our native species from the harmful effects of climate change.

The shortlisted entries were judged by a panel drawn from our own Libraries and Literacy teams as well as Scottish Book Trust, Craigmillar Literacy Trust and National Trust for Scotland. Whilst the judging was no easy task, the exceptional quality of the entries this year ensured it was a very enjoyable experience for everyone involved.

I would like to thank all the schools, libraries, parents and carers who encouraged all our young writers to participate and I am grateful to the many people, including our generous sponsors, who contribute to the competition's success.

Finally, I would like to congratulate each of our 20 finalists. It is a fantastic achievement to be selected from so many outstanding entries and I look forward to reading more of your work in the future.

**Councillor Donald Wilson**  
**Convener of Culture and Communities Committee**  
**The City of Edinburgh Council**

## Green Pencil Award 2019

### P4—6 Category

Finalists	School	Title	Page
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<b>Highly Commended</b>			
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### P7—S3 Category

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<b>Overall Winner</b>			
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# Primary 4–6

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## The Mountain Hare

I am the mountain hare but there's something I think is so unfair ...

I am in danger ...

I can change my furry coat to white and brown – do you like the sound?

I eat the grass and dash super-fast ... like a flame.

Zig-zag to confuse the predators.

SAVE ME, SAVE ME, HELP ME, HELP ME!

I am brown like creamy milk chocolate and white as the winter snow.

I live in the upland heather where I like the stormy weather.

My powerful hind legs to propel – I can do it really well.

SAVE ME, SAVE ME, HELP ME, HELP ME!

Help me survive and keep me alive.

Or you will never see me, me ... me ... me.

I am the mountain hare but there's something I think is so unfair ...

**I am in danger!**

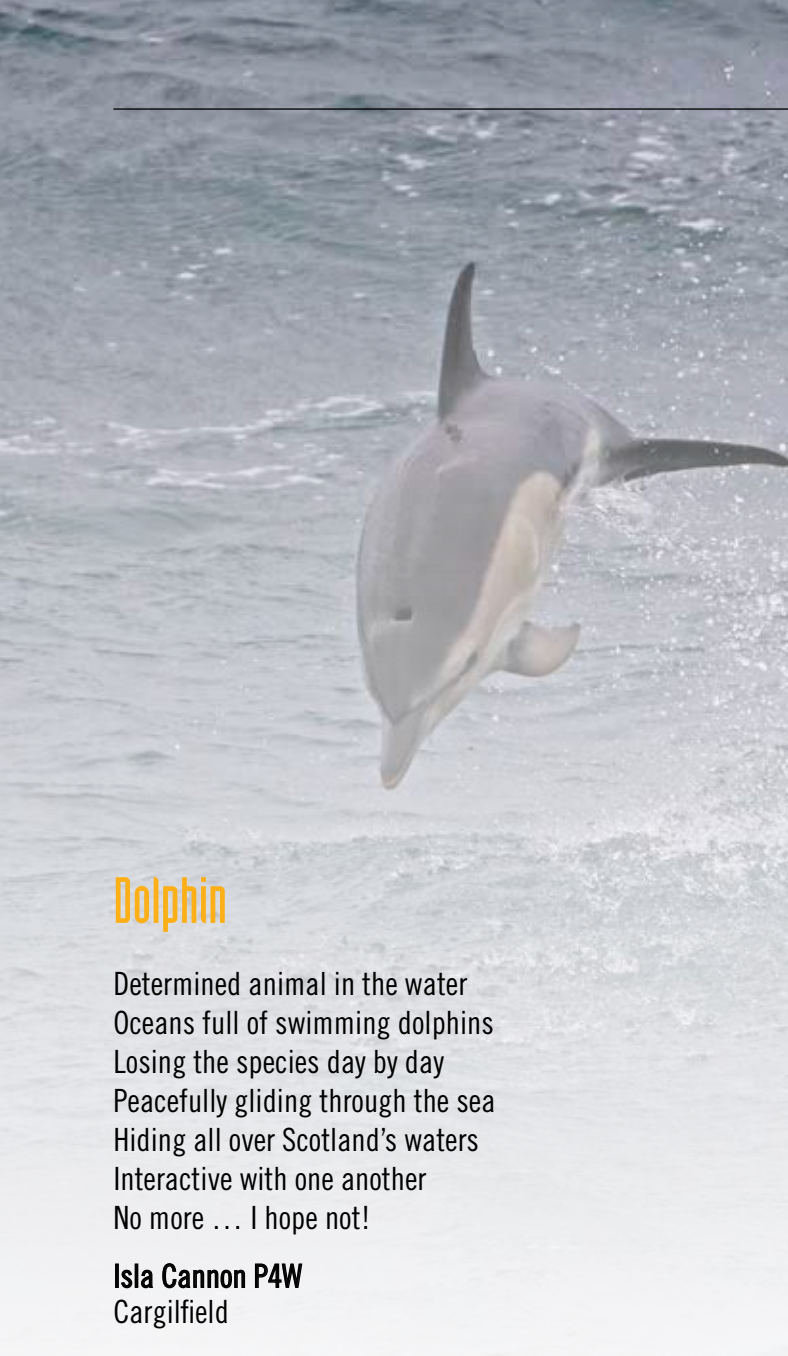
Remember my name – THE  
MOUNTAIN HARE!

SAVE ME, SAVE ME, HELP ME,  
HELP ME!

**Ewela Obo-Idornigie P4**

St Margaret's RC PS





## Dolphin

Determined animal in the water  
Oceans full of swimming dolphins  
Losing the species day by day  
Peacefully gliding through the sea  
Hiding all over Scotland's waters  
Interactive with one another  
No more ... I hope not!

**Isla Cannon P4W**  
Cargilfield

## The Hedgehog

Do you want children who only know Scottish wildlife as pictures?

*I have seen small eyes as dark as night*

*Noses as pink as the rubber on this pencil.*

If humans destroy the environment, they destroy the animals.

*I have heard snuffling and grunting in the leaves like miniature pigs rustling around.*

*500 spikes that are poisonous as poison ivy.*

If we poison our wildlife, we poison ourself.

*Dagger spikes; mini toothpicks.*

*Small as a brown spiky football.*

I am proud of our wildlife – let's not lose our Scottish wildlife.

*As gentle and shy as a snail in its shell.*

*Obsessed with shadowy spaces in leaves with the toads.*

We don't want the guilt; keep our wildlife safe.

*My favourite Scottish piglet, our little hedgehog!*

**Robyn Gilfether P5**  
Hermitage Park PS







## Seal's Playground

Sea green kelp forest playground.  
Big dark eyes staring into the gloomy water.

Protect our animals or they'll be gone.  
Save our wildlife.

Cat-like whiskers, super sense their way through  
The green kelp forest playground.  
A sensitive dog nose, leading them to dinner.

Lose our wildlife, lose our joy.  
Save Scotland's wildlife.

Quick as a diving spear.  
Robbed fish, trapped on jagged teeth.  
Don't destroy the food chain, don't overfish!  
Save Scotland's wildlife!

Chomping on fast food and fish suppers in the underwater  
takeaway!  
In the sea green kelp forest playground, spinning  
Swirling, somersaulting games of tig.

Do you want our children only to see pictures of this joy?  
We don't want the guilt!  
Save Scotland's wildlife!

**Florence McKay P5**  
Hermitage Park PS

## Red Squirrel

Nut cracker  
Fast runner  
Pro climber  
Seed nibbler  
Tree dweller

Sudden banging  
Tree falling  
Squirrel dead.

**Marcus Caldeira P5**  
St Cuthbert's RC PS



## Fox's Point of View

I was sitting outside my den watching an owl, a massive brown barn owl, fly low over the trees. I could only just make out the shape of it as it circled over and over again. When the barn owl disappeared from sight, I decided to turn in.

The next morning, I awoke to the sound of footsteps, loud footsteps. I hurried outside to see what was going on. What, or rather who, I saw was a man, someone I had seen before. This man in particular cut down trees in the forest I lived in. Cautiously I stepped back in to my den. About 500 yards away he started to cut down trees with the axe that he had brought with him. He swung his axe back and chopped down a tree, and another, and another!

When the man left, he also left the trees but came back with a massively monstrous machine! The machine had imprinted letters on the side which were F-O-R-K-L-I-F-T (and don't think that I can't read because I'm a fox. If you didn't know that maybe read the title please). Anyway, the man in the mechanical machine put something that looked like a gigantic fork under all the trees that he had cut down and pulled a lever and they were lifted into the air and carried out of the forest.

That night I went scavenging in some bins for food and I saw a hedgehog scuttle across the road and disappear from view. I returned to my den in the forest and ate the chicken I had brought home to eat and it was then that I realised how cruelly humans treated animals, with the problem of pollution and deforestation.

**Magnus Urch P5A**  
Bruntsfield PS

## Our Bees are Best

Less of us around  
No more of our species to see.  
I buzz from flower to flower, searching for nectar,  
My signals are confused  
I lose my route,  
I can't see my way home,  
Or navigate from plant to plant,  
Which means no food will grow.  
The extinction of us will mean  
No more humanity.  
My radar – it's failing.  
What is that smell which is killing us?  
We try and help but YOU stop us  
Where is our habitat?  
Destroyed ...  
To make room for you!  
Ignore our plight,  
And it will be you humans  
That will get  
Destroyed!

**Isla Robinson-Gleed P6A**  
South Morningside PS



## Going, Going, Gone

It starts off as a seed. Just a seed.  
 But one morning a magical thing happens.  
 The seed vibrates, getting louder and louder.  
 But then it stops.  
 Suddenly the seed bursts open,  
 Making the world shake and groan,  
 As a green shoot erupts from the seed.  
 Days pass as the rain thunders down, hammering the soil  
 where the shoot lies.  
 As the rain fades, a flourish of rainbows and colours come  
 out-the sun!  
 Weeks pass, the seed grows longer and longer until POP!  
 A leaf emerges from the soil.  
 The shoot carries on twisting  
 And turning until it is centimetres off the ground.  
 The end of the shoot sprouts a large round bulb.  
 The bulb cracks into quarters and  
 A burst of colour opens up as  
 The petal case falls away, revealing beautiful petals.  
 They spread apart, showing pollen inside.  
 But a shadow falls over this miracle and  
**CRUNCH!**  
 A human foot crushes it, and it's destroyed.

**Alice Walker P6**  
 Preston St PS

**HIGHLY COMMENDED**



## Just Stop

Think before you buy  
 More animals are going to die!  
 Look at all the plastics in the sea  
 It's totally destroying me!  
 We should be saving  
 All the animals  
 The wonderful sea creatures  
 And all of the mammals!  
 Single use is just an excuse  
 Harm to our planet we must reduce  
 So let's work together and take  
 small steps  
 We can all save our planet  
 And we can all help!

**Miriam Forret 4LB**  
 ESMS Junior School



# Primary 7—S3

---

## A Job for a Pine Marten

I am one of those people who give ideas for jobs, so when they come in I ask them some questions and give them ideas.

'Mr Marten, do baby pine martens have beards?

Are they all called Marten? Wouldn't that be boring? What about Bob, Alice and Jeff? Oh, there's not so many now, so it's not as confusing. That's sad.

Do you all shave your beards – those strangely attractive beards?

Oh Tail, have you considered a job as a pipe cleaner? I hear it's quite well paid.

Mr Marten, what do you do for a living? Are you a lawyer in a monkey suit? A hairdresser in an apron covered in hair? Or are you a small mammal with a lovely fur coat?

Have you considered being a model with your luscious brown fur? I think you would be simply fabulous.

So consider your options – until then, goodbye!

Mr Marten: 'Hmm – small mammal? Bat it is then!'


Slam! (that was the door)

**Finn Sheldon P7A**

Leith PS



## A Peaceful Place



It was such a peaceful place ...  
The fresh scented breeze rustled the leaves,  
Vivid birds swooped and soared in a magnificent blue sky  
And below, the forest floor was littered with tiny, bright  
bluebells.  
Brilliant butterflies fluttered light-heartedly,  
And hairy bumblebees droned freely  
All over the place.  
In the trees, red squirrels scurried up and down so quickly  
That all you could see was an orangey-red blur with a  
bushy tail.  
It was such a peaceful place ...  
Until the humans came ...

**Lily Chazelas P7A**  
Preston St PS

## Sonnet of the Birds

Birds going back home, rushing and rushing  
Flying over hilltops, over tall trees  
Swooping down waterfalls, running, gushing  
Soaring smoothly in the cool autumn breeze.

Spinning finely in perfect harmony  
Soaring and diving, reflecting in lakes  
Conkers falling, a stream of burgundy  
All the beautiful things that nature makes.

But the trees are leaving, and the lakes are no more  
Now nature's not safe, all because of us  
Over tree ruins, the birds sadly soar  
Saving wildlife's now really a must.

Back at the nest at the crack of the dawn  
The birds have seen nature that soon will be gone.

**Aliyah Faulds P7A**  
Preston St PS



## The Mountain Hare

Up in the highlands  
Lives the mountain hare  
Their species aren't endangered  
And they're treated pretty fair.

They hop around  
With their large furry feet,  
Looking for something  
That they can eat.

Their diet changes  
Depending on the weather  
In summer it's leaves  
And in winter it's heather.

Mountain hares can get worried  
Just like you and me  
They run in a zig-zag pattern  
As fast as fast can be.

Though they're still not endangered  
They still have things to fear  
Because 38,000  
Get killed every year.

I hope I've persuaded you  
To help the mountain hare  
So stop them from getting shot  
And show you really care.

**Caoimhe Byrne P7C**  
Blackhall PS



## My Plea

When I look out into nature, a world that's pure and clean,  
 The bluebells blooming in the woods, the contrast blue and green,  
 And where the little foxes play, safe in their hidey den,  
 Away from stuffy city air, the work of thoughtless men.  
 But too soon their innocence is spoiled,  
 The thought of safeness soon recoiled  
 The trees are gone that hide their den  
 When will they grow back up again?  
 The mother birds are sad and weep  
 The sadness from their heart does seep  
 The deer peek out from dewy grass  
 Can they come out now, has the danger passed?  
 And all the bees are sad as well  
 For there's no one here to tell  
 How they lost their home and flowers  
 The gorgeous sunny springtime hours

That once with love and life were filled  
 Now, slowly are getting killed.  
 So this is a plea to everyone  
 Who's on this earth, beneath the sun,  
 Help us save this pretty land  
 The one on whose firm soil you stand  
 Help us save our much-loved earth  
 And give her what you know she's worth.  
 And you alone can make a change  
 A pot of flowers for bees to range  
 Or a plate of milk for a little hedgehog  
 A stick for an ant, or an ant for a log.  
 So why not give a little thought  
 To those who for so long have fought  
 To keep their homes and keep their lives,  
 To keep their children, mates and wives.  
 Help them live, don't let them tear,  
 Nature rewards those who care.

**Hannah-Louise Phethean Class 6 (P7)**  
 Edinburgh Steiner School



## Pine Marten

It's terrifying how much twenty years can change a place. It only seemed like yesterday I was here last, racing through the coniferous forest, running away from Billy and his gang.

Billy and his gang had been the bullying type, picking on younger and weaker kids like me. However, I was never concerned by them. I was faster than they were and I always had the forest to run to. A towering maze of spindly trees and rocks which I know like the back of my hand.

It was on one of those evenings when I was leaning with one hand against the rough bark of one of the looming trees, catching my breath after another easy escape. I was out later than usual, the sun dipping low to the ground, extending the low shadows cast from the thin trees, and the first moths and bats were beginning to leave their daytime homes.

I remember slowly gaining my breath and soon I was slowly walking back

home, my footsteps muffled by the soft, needle-covered ground. And there it was, emerging from a hole in the tree in front of me, its long body and cream-coloured chest following after the head peering out of the hole.

*Martes martes*, pine marten.

I stood stock still, staring in curious wonder at the elegant creature before me. I remember my dad telling me about them, carnivorous mammals that were largely nocturnal, and lived in forests much like this one.

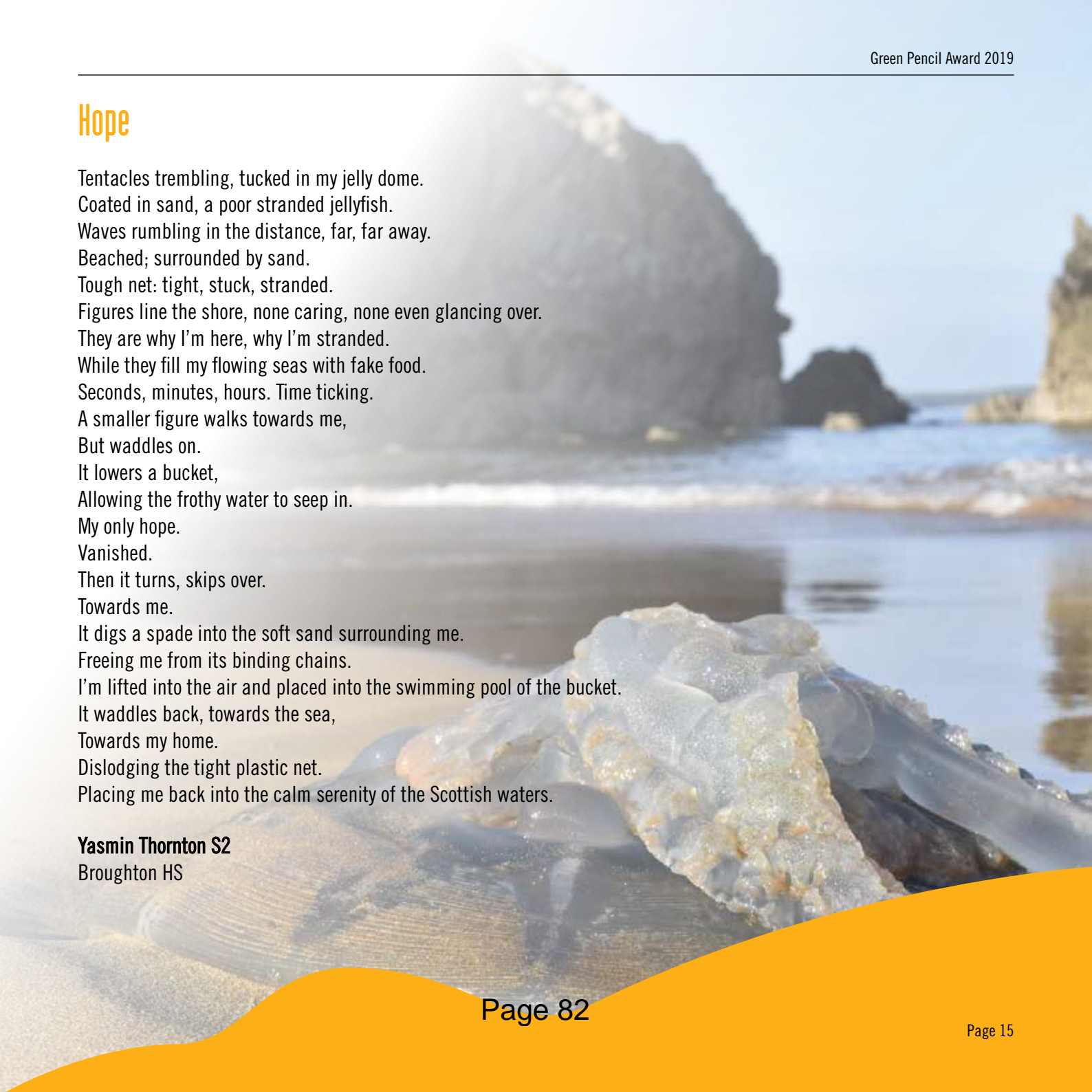
The creature's jet-black eyes snapped to me, and it climbed down the tree trunk with surprising agility before darting away to the left, bounding off into the forest.

And as I stood in that same spot twenty years later, staring motionlessly at the soulless tree stump in front of me, with dead twigs beneath my feet and the once magical trees reduced to rotting stumps, I couldn't help but wonder what happened to the pine marten.

**Ailish Young S2**  
The Royal High School



## Hope



Tentacles trembling, tucked in my jelly dome.  
Coated in sand, a poor stranded jellyfish.  
Waves rumbling in the distance, far, far away.  
Beached; surrounded by sand.  
Tough net: tight, stuck, stranded.  
Figures line the shore, none caring, none even glancing over.  
They are why I'm here, why I'm stranded.  
While they fill my flowing seas with fake food.  
Seconds, minutes, hours. Time ticking.  
A smaller figure walks towards me,  
But waddles on.  
It lowers a bucket,  
Allowing the frothy water to seep in.  
My only hope.  
Vanished.  
Then it turns, skips over.  
Towards me.  
It digs a spade into the soft sand surrounding me.  
Freeing me from its binding chains.  
I'm lifted into the air and placed into the swimming pool of the bucket.  
It waddles back, towards the sea,  
Towards my home.  
Dislodging the tight plastic net.  
Placing me back into the calm serenity of the Scottish waters.

**Yasmin Thornton S2**  
Broughton HS

## Going, Going, Gone

A single splash of red  
The broken wings hang over the nest, hidden in the  
woodlands of the Cairngorms.  
His feathers midnight black, lace the forest floor.  
He is an impressive sight, a fan of feathers at his back,  
and his head held high  
With one flash of red on his neck he is the boldest in the  
wood,  
Leaves tearing down beneath his talons.  
A journey to the top of a small mound, across the muddied  
grass.  
This is his kingdom – he looks upon the ground.  
This single bird, a taunting cry he stands on the twigs  
But now he spots an unfamiliar sight; the large feet and  
long legs is quite a daunting sight.  
An intruder to the forest. He turns his head and runs.  
What was this creature, the bird thought to himself?  
Interrupting his peaceful day and trampling through his  
woods.  
The woods are a dangerous place for this single bird.  
Slowly his home is destroyed, with deer fencing as sharp  
as thorns.  
This bird is brave and remains strong in the harshest of  
winters.  
So help this bird, and all its home – stand strong like the  
capercaillie.

**Isobel Hendrie S3**  
Balerno CHS



HIGHLY COMMENDED



## Hedgehog

Cloaked in spines, a hedgehog slumbers.  
In its sleep it softly mumbles.  
The autumn sunrise, streaked with gold,  
Shines upon the spiked ball.  
Its endless struggle through the night,  
Ends with the morning light.  
With the winter drawing near,  
The hedgehog must disappear.  
It must sleep alone for three months at least,  
Until the winter cold has ceased.

**Lucy Whitehead P7**  
Craiglockhart PS

HIGHLY COMMENDED



## Red Fox

Silky red satin coat  
Gleaming in the midnight stars.  
Sly. Stealth. Sneak.  
Catch. Caught. Eat.  
Elegant leaps!  
Dazzling dives!  
The red fox thrives!  
Into the thicket, into the trees,  
Red fox go wherever you please.  
Under the bush, over the hedge  
Into the garden, under the ledge  
Graceful jumps.  
Playful cubs.  
Red fox alive.

Lucky to live, lucky to thrive.  
Endangered once, you survived.  
Now you are of least concern  
But don't take chances,  
Times could turn.  
Red fox deprived.  
Red fox alive.

Sleek and shiny, soft as night.  
Watchful eyes, as green as the grass,  
Reflected in the silver stars.

Soft, damp ,black nose  
Sniffs at every corner.  
Full of surprise  
The red fox thrives.

Sly beauty.  
Roaming in the night.  
Rusty red runner,  
Running in the trees, in the dark,  
Over human boundaries.  
Red fox revived.  
Red fox survives.

Slowly, slowly, dawn is breaking.  
Silver stars disintegrating.  
Day will chase you,  
And encase you.  
Run fast, leap quick.  
Red fox quick.  
Red fox slick.

The red fox slows.  
Gives in, gives up.  
Take your last breath.  
Take your last leap.  
Dawn is nigh.  
Red fox slows.  
Red fox dies.

**Malayka Hetherington 8M (S1)**  
Cargilfield



## OVERALL WINNER

## The Different Perceptives

**Human**

A puffin you can see resting in a cosy nest atop the Bass Rock. It awakens and shifts around a little, yet it looks eager to set off and fly.

**Puffin**

I awaken. The urge to fall back to sleep washes over me, but the fighting feeling of wanting to fly drowns out sleep, so I leave the nest and walk off to the edge of the Bass Rock.

**Human**

I see a puffin. Perhaps I should describe it better, its beak a fiery red combined with charcoal black and daffodil yellow.

Let's move on to the rest of the puffin. Its feet are a vivid orange and his eyes a startlingly bright blue.

**Puffin**

I begin to flap my wings. Within a few minutes I'm off flying. I feel elated. I look down at beautiful cobalt shimmering sea.... but wait! I turn my beak to the ocean and dive, wings tucked close to my body. I am submerged. I see something. I swim towards it. I think it's a fish but now I am not so sure. I'll eat it anyway. Oh.....

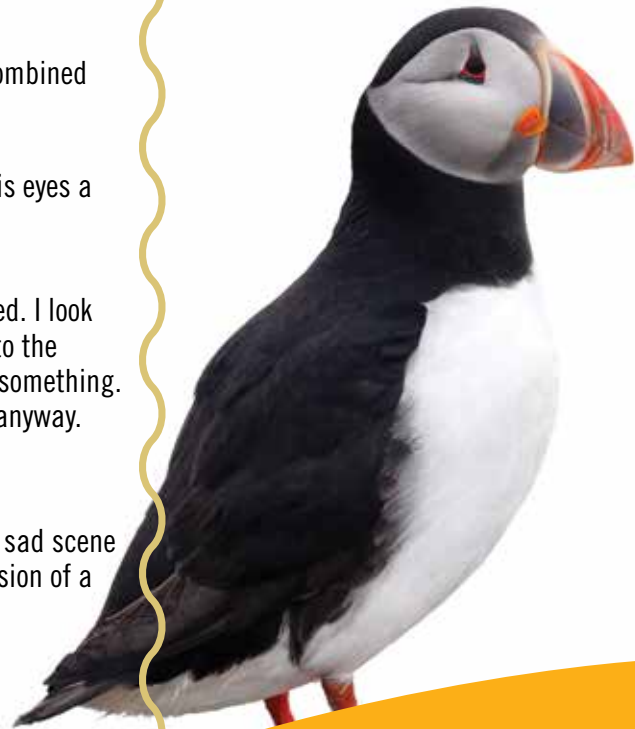
**Human**

I see the body of a dead puffin float to the surface of the water. What a sad scene to behold the other puffins crying out their lament as if it was their version of a funeral. As the day began to seep into nightfall, I trekked home.

STOP USING PLASTIC AND SAVE THE PUFFINS!

**Charlotte Schlegel P6**

Preston St PS



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# Culture and Communities Committee

10.00am, Tuesday, 28 January 2020

## The Quaich Outline Business Case

Executive/routine Wards Council Commitments	Executive City Centre <a href="#">15, 43, 46</a>
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### 1. Recommendations

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- 1.1 It is recommended that Committee:
  - 1.1.1 note progress to date; and
  - 1.1.2 agree the direction of travel and to progress the key principles as outlined in this report and in appendix 1, for West Princes Street Gardens.

#### Paul Lawrence

Executive Director of Place

Karl Chapman – Senior Manager Culture Venues

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Tasha MacKenzie – Senior Change and Delivery Officer

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## The Quaich Outline Business Case

### 2. Executive Summary

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- 2.1 As agreed at the Transport and Environment Committee in [October 2018](#), the Council has developed an operational delivery plan for the new Pavilion and associated areas in collaboration with the Quaich Trust and project design team, with the Council's Cultural Venues team continuing to take responsibility for managing and programming. This report sets out the current direction and key principles of the outline business case.

### 3. Background

---

- 3.1 Ross Development Trust (RDT) was established as a Scottish Charitable Incorporated Organisation (SCIO) and entered into a Development Agreement (DA) with the Council in December 2016, to support the delivery of the West Princes Street Gardens (WPSG) project, which included a replacement bandstand (Pavilion) and new Garden Reception Building (Welcome Centre).
- 3.2 Council Officers have worked closely with RDT since its inception and both organisations have dedicated significant staff time and resources to the project.
- 3.3 RDT has financed and completed work on three aspects of the project - the restoration of both the Gardener's Cottage (completed in Summer 2017); the Ross Fountain (completed in Summer 2018); and the architectural competition for the Bandstand was successfully completed in August 2017 with the entry from wHY selected.
- 3.4 Following the public consultation on the Project which took place in 2018, the feedback was clear that the Council should remain in charge of the operational delivery of WPSG. The original proposal of an Arm's Length External Organisation was rejected in favour of Council service delivery, at the Transport and Environment Committee on the 4 October 2018.
- 3.5 There has also been considerable advancement in design development, with a planning application due to be submitted in Spring 2020.

## 4. Main report

---

- 4.1 The underlying principles behind the outline business case (Appendix 1) should have a core focus on community access and activity and should be cost neutral to the Council in terms of revenue funding. It also supports one of the key deliverables from the Quaich Project which is to make the Gardens accessible to all through a new lift, access slopes and customer facilities to comply with Disability Discrimination Act (DDA) requirements.
- 4.2 It also represents an opportunity to provide a clearer approach on types and scale of events and activities, reflecting the new Public Spaces Management Plan which is currently being developed (an update report on this is included at item 9.1 on the agenda for this Committee). This is something that has been requested following stakeholder meetings regarding the overall project design and delivery and, as proposed below, is expected to maintain the status quo on the number of days given over to major events.
- 4.3 The outline business case has been designed to establish a robust plan that identifies key value propositions, customer segments, revenue streams and cost structure alongside key resources, partners and activities that deliver a function space. The new Welcome Centre and 'Pavilion' will be managed through extending the service and resource structures of the Council's Cultural Venues division (Usher Hall, Assembly Rooms, Churchill Theatre, Ross Bandstand) which has a current annual turnover of over £6.5m, producing many hundreds of events and audiences of over half a million people each year.
- 4.4 The core Mission Statement for the project is to create and sustain a space for all in the heart of the city, celebrating nature, reflection, community and performance. With a core income mainly received for major events and the concession fee from the café in the Welcome Centre, it is then possible to offer low cost rental of spaces, to organisations that can demonstrate they are offering community and/or charitable activities. This helps return the space to a state described by many during the consultation process – as an open access and free/low cost venue.
- 4.5 The annual cost of operating the space is between £480,000 and £510,000 in the first three years, resulting in an average per day sum of sustaining the facility of up to £1,317, which including equipment and staff charges would bring the total rental cost to over £1,800 before any actual event organiser costs are taken in to account. By balancing income streams across the wider Cultural Venues, this enables the Council to reduce the financial pressure of renting space for community groups, with the proposed outline business case allowing for a half day rental of £100 inclusive of staff and equipment.
- 4.6 The six key aims set out in the outline business case describe a space that can offer a balanced programme of events and programmes; creative ambitions which can be sustained through trading and rental income; supported and delivered by a skilled staff team working across Culture and Parks; effective marketing and stakeholder engagement; and a commitment to positively manage any negative environmental impact of the space.

- 4.7 The outline business case also seeks to define a maximum level of higher impact events, being held on no more than 15 days per annum for the new venue and Gardens. These will be defined as public events that close areas of WPSG for a limited period of time as well as charging for admission.
- 4.8 The existing arrangement is that there are five major events permitted each year (major events being those that go beyond the curtilage/paved area of the Ross Bandstand). Under this definition there are up to 15 event days including Hogmanay, Festival Fireworks, Summer Sessions and Heart and Soul. The proposal is to maintain the status quo in terms of volume, offering a maximum of 15 days of use per annum, spread across the calendar year.
- 4.9 Based on the current and proposed model of usage, WPSG are open over 98% of the year, with early closure for existing events (mainly evenings) being under 2%. It is estimated that within the new operating model at peak in year three, WSPG would remain open for 98% of the year. Within these figures it is acknowledged that there are periods of disruption to areas of the Gardens to enable the set up and take down of events but in the main, large areas are maintained for public access. The redesigned building and bridge will reduce the impact of disruption by at least 30% on current estimates.
- 4.10 The financial projections illustrate that this balanced approach of generating defined areas of income to enable low-cost community lets is sustainable and can generate a surplus which could be used as targeted investment in the wider maintenance of the Gardens and supporting community organisations.
- 4.11 Whilst there are design iterations that will continue following the public and stakeholder engagement process which will inform the planning application, the Committee is asked to approve the direction of travel and key principals outlined in the outline business case as suitable and sustainable.
- 4.12 It should be noted that it would not be possible to realise this project without the extensive and generous support of RDT.

## **5. Next Steps**

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- 5.1 Stage 3 design is due to be completed in March 2020, in line with a planning application due to be submitted by the Ross Development Trust in Spring 2020.
- 5.2 It is intended to carry out improvements to the shelters when funding is secured.
- 5.3 Once the planning application has been submitted, the focus of the Council's project team will switch to procurement, legal and planning for the construction phase. To support this work, a restructured project board will be established. Clearly, the delivery of this activity will be dependent on the Planning process and progression of the fundraising campaign.

### **The Concession/Café:**

- 5.4 Due to the unique location, the café offering needs a clear identity. There should be an overall vision for the site with one partner who would be the route for all catering and beverage across the site. To enable the Council to develop a detailed tender to identify a catering partner, the project team will work with an external catering consultant to produce a report setting out the operating model and the potential contract value.

### **Legal and consents:**

- 5.5 If Planning consent is successful, the Council will progress a private bill before the Scottish Parliament to amend the City of Edinburgh District Council Order Confirmation Act 1991 to permit the construction of a visitor centre which requires additional Parliamentary approval. Regarding the Welcome Centre, there is a requirement to go to the Court of Session to request a change in use in the Council's common good land permitted through procedures under the Land Reform (Scotland) Act 2016. It is advised that to take this process forward, planning consent should be in place.
- 5.6 In competing for Parliamentary time with all Executive (Government) legislation and other Private Acts, the private bill could itself take between 18 months and two years. There will be a further requirement for the Council to carry out public consultation to progress this.
- 5.7 The outcome of the final business case will be dependent on the required Planning and legal consent's being granted.

## **6. Financial impact**

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- 6.1 At Transport and Environment Committee in October 2018, it was agreed that should the project fail to secure the full amount of capital required, a proposal through the Councils Capital Investment programme will be submitted. An ("As Funding of Last Resort") sum equivalent to a maximum of £5,000,000 of the total Project capital costs will be requested to be used solely in connection with the Project. This will only be progressed once RDT have demonstrated to the reasonable satisfaction of the Council that the remaining 80% funding has been committed.
- 6.2 There will also be legal and consultation costs associated with the legal and consents clauses described under 5.6 above. These will be reported to a future Committee once known as part of ongoing project updates.

- 6.3 Council officers will continue to support the project on an on-going basis and any operational costs incurred through the design development phase will be met from within existing budgets.
- 6.4 When the design is finalised and if Planning is approved, the outline business case will be updated to reflect the final costs for maintenance. An updated report will be provided to Committee at the appropriate time.
- 6.5 Within the revised Development Agreement, the Council has set clear milestones regarding the fundraising campaign and regular monitoring will be undertaken to ensure these are being met. As previously agreed, any significant slippage in these milestones will be reported to the Culture and Communities Committee.
- 6.6 The Council will honour all gift agreements with donors beyond the completion of development works.

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

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- 7.1 A stakeholder group has been established, and consists of representatives from:
- Old Town Community Council
  - New Town and Broughton Community Council
  - Cockburn Association
  - Edinburgh World Heritage
  - Historic Environment Scotland
  - Edinburgh Access Panel
  - Ramsay Garden Associates
- 7.2 The remit of the group is as a sounding board for the project and design development.
- 7.2 Public consultation was carried out by the Council in summer 2018 and the results of this can be found [here](#). The Quaich Trust as part of the planning process carried out consultation November to December 2019, with further consultation due to take place February/March 2020, to progress a planning application in Spring 2020. Details of the Quaich Project Public Engagement to date has been included as Appendix 2.
- 7.3 Plans set out within this report fall in line with the current parks manifesto and public spaces protocol. Engagement will continue going forward on the development of the Public Spaces Management Plan.
- 7.4 A full Equalities Impact Assessment will be undertaken if the plans for WPSG and the new Ross Pavilion are approved.
- 7.5 It is anticipated that a positive impact will be achieved through the development of this project.

- 7.6 Public notification and further consultation will be required to progress amendment to the 1991 Act and the Court process under the Land Reform (Scotland) Act 2016
- 7.7 The completion of the refurbishment and development of WPSG in general, and the redevelopment of the Ross Pavilion and the construction of the associated Gateway Building in particular, is to the benefit of residents, visitors, event organisers and Festivals, and Edinburgh's reputation.

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

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- 8.1 [City of Edinburgh Council - West Princes Street Gardens and the Ross Bandstand 30 June 2016](#)
- 8.2 [Culture and Communities Committee – West Princes Street Gardens and Ross Bandstand update - 20 March 2018](#)

## **9. Appendices**

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- 9.1 Appendix 1 – The Ross Bandstand/Quaich Outline Business Case
- 9.2 Appendix 2 – The Quaich Project Public Engagement

# Appendix 1

## Ross Bandstand/Quaich Outline

### Business Case

### Years 1 - 3

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## 1.0 Vision

***‘Every Edinburgh citizen, and visitor to the city, will have experienced West Princes Street Gardens and the Quaich’***

## 2.0 Values

- ◆ *Our community is as varied as the activities we present. By listening and responding to our customer’s views, we will keep them at the heart of what we do.*
- ◆ *We are committed to programmes that give everyone the opportunity to enjoy time spent in the Gardens.*
- ◆ *We maintain a positive, transparent and creative environment where we acknowledge that only by working together, can we do our best.*
- ◆ *We think about the impact of our activities locally and globally and strive to reduce its effects on the environment.*

## 3.0 Mission Statement

*‘To create and sustain a space for all in the heart of the city, celebrating nature, reflection, community and performance.’*

## 4.0 Business Model

*The New Pavilion, Welcome Centre and wider Gardens will continue to be managed by the City of Edinburgh Council, in keeping with Common Good land values and response to public consultation survey.*

*Key areas from Business Model exercise:*

- *Value Proposition – Unique locations and world class green space and performance venue; expert staff support*
- *Customer Segments: Public, Community Event Organisers, Festivals, Promoters*
- *Revenue Streams: Usage fees, concessions, goods/assets, ticketing*
- *Key activities and relationships: service assistance, information, consultation*

## 5.0 Context

West Princes Street Gardens is one of the most cherished public green spaces in Scotland, loved by locals and visitors alike. The Gardens form a key part of Edinburgh's World Heritage, also providing outstanding social and recreational importance for the city.

Over the past few decades, funding to invest in the facilities in the West Gardens has decreased and as a result key features and crucial infrastructure have suffered. The City of Edinburgh Council explored options for a Ross Bandstand replacement back in 2006 with the project reaching early design solutions but limited by lack of funding.

Since 1877 there has been a bandstand in the gardens, with events playing an inaugural part of this history and this project will refresh the approach for the future.

Discussions to replace the Ross through the current project took place in early 2015 with The City of Edinburgh Council, The Cockburn Association, Edinburgh World Heritage, local politicians as well as other key stakeholders all being approached for comment.

The Ross Bandstand is Edinburgh's home for the Festival Firework and Hogmanay celebrations, high profile rock and pop artists through the Summer Sessions, Diwali, Heart and Soul, as well as community activities such as the Scottish Country Dancers. It is the only large-scale outdoor bandstand venue in the eastern central belt of Scotland yet does not adequately meet the needs of 21st Century organisers and audiences.

Sitting in the heart of Scotland's capital, the Quaich Project offers a unique platform for promoting a wide variety of activity in a spectacular setting, underpinned by a core aim of providing a mix of events and activities that fulfil our Mission.

It also offers a catalyst for the re-imagining of Princes Street and its environs. With the opening of the new St James Centre and the refocussing of retail activity to the eastern end of the city centre, the Quaich Project has the potential to drive the context of the area – cultural, social, wellbeing and environmental themes dominating a space currently occupied by buses and shops.

The current Ross Bandstand has served its purpose and now, through the dedication, effort and fundraising support of the Quaich Trust, the Council and City have the opportunity to enhance the City Centre and West Princes Street Gardens through a revitalised public space.

## 6.0 Strategic Aims

We have 6 strategic aims through which our mission will be delivered over a three-year period. They provide the framework for our core activities.

### Aim 1

To deliver a balanced programme of activities ranging from small scale community events & learning programmes to festivals and major events throughout the year, befitting a capital city, world class visitor destination and much-loved public 'garden'.

#### Key objectives:

We will curate the use of spaces and activities throughout West Princes Street Gardens to enable a primary focus on community events which reflect the nature of the spaces involved. These include school and family events, lectures & talks, garden/nature tours, traditional art and culture, live music and theatre, heritage and historical programmes. The new facility will be offered at low cost for community groups and schools. We will also procure and programme a specific number of major event days which will provide high profile and high-income streams to create the affordability to community groups.

We will promote and market the Quaich to a wide range of community bodies, schools & colleges, event and festival organisers to ensure that a healthy balance exists to enable an active yet tranquil and accessible space across the year.

We will work to extend learning opportunities with other cultural areas by working collaboratively with other organisations.

### Aim 2

To develop the trading income from opening a visitor ('welcome') centre that enables full access to the gardens as well as café/hospitality spaces that support our community and creative ambitions.

#### Key Objectives:

We will procure a single operator to run the catering offer for the Welcome Centre. The building (and associated spaces) will become an iconic venue for the city offering amazing views of the Castle and Gardens. The Welcome Centre will be an active part of the visitor experience to West Princes Street Gardens and form a facility link to events in the new Pavilion. We will maximise awareness of the spaces through developing our relationship with specialist networks and stakeholder organisations.

The Welcome Centre will provide a daytime focus for a wider range of people to access the Gardens and new Pavilion, and for the first time will enable wheelchair access in to West Princes Street Gardens from the north and east side.

We will maximise income through contractual agreements to use our spaces and catering for events.

### **Aim 3**

To communicate and sell what we offer to the widest audience in the most effective way for the 21<sup>st</sup> Century

#### **Key objectives:**

We will build on our previous success across the rest of the venue estate by attracting a diverse range of hirers and audiences. We will deliver core digital marketing services to promote activities and events. The marketing team will work closely with sales staff to ensure that the venue is marketed and sold in the most effective way to event organisers, promoters, community groups and the public.

We will extend our reach with our audience through the website and the city's web portal and aim to be selling 90% of our tickets online.

We will undertake annual online and face to face research with the public, stakeholders and users to improve our knowledge of our audience and operations which will help to inform planning in subsequent years.

### **Aim 4**

To work across our Parks and Culture structure to enable a smooth and seamless experience for users; and provide a voice for stakeholders and the public to contribute to the planning and direction of West Princes Street Gardens.

#### **Key Objectives:**

We will aim to achieve a 5 star Visit Scotland destination award and a Green Business Tourism Gold Award by year 3 of the business plan cycle. We will maintain the Green Flag Park Award. Social media reviews across platforms such as Google, Trip Advisor and Euan's Guide will be measured and reviewed aiming to achieve 90% plus positive feedback. Staff will be part of an ongoing training programme, delivered both in-house and externally. External organisations will visit us to see and learn from how we deliver our service and we will continue to visit other organisations to learn from them.

A set of standards will be agreed and measured against, with Key Performance Indicators covering access times, number of events, attendances across the business. Attention will also be paid to measuring our interaction with the public and their view of how we are performing.

#### **Aim 5**

To provide a flexible, well trained and motivated staff team who work in a supported environment.

#### **Key Objectives**

We extend our staff structure to provide us with a skilled team of staff that can work flexibly to deliver a first-class service. We will combine operational structures with Parks to enable a seamless event and park service that works to the benefit of the public, audiences and event organisers. Working with the Council's leadership and appraisal programmes will provide all staff with a guide to the service's core aims and objectives.

We will undertake and complete 100% of the PRD process as well as developing staff training plans to deliver the service. We will manage staff performance and absence levels targeted at under 4%.

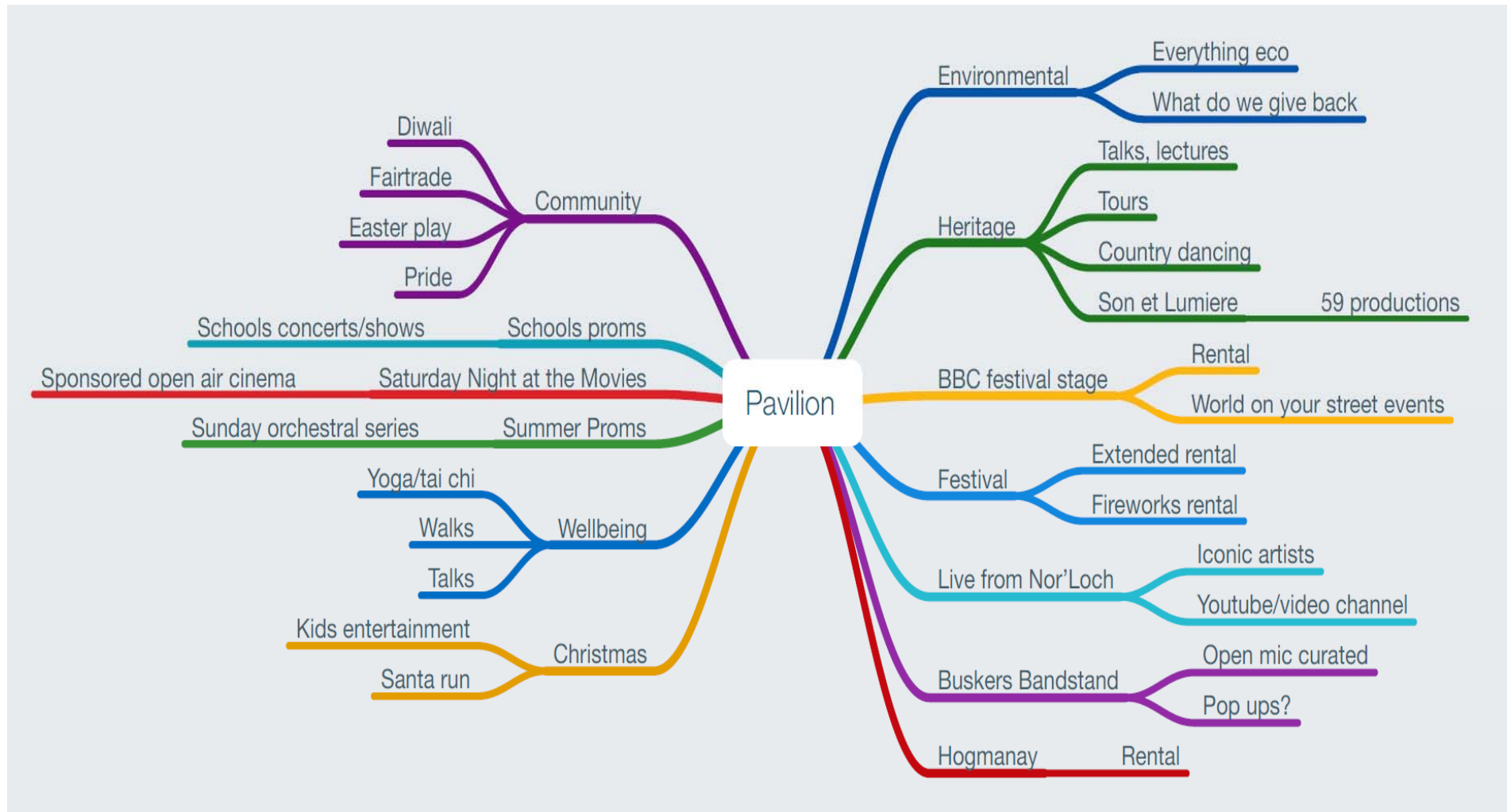
#### **Aim 6**

To develop and manage our financial and physical resources in the most environmentally friendly, effective and efficient way to allow us to fulfil the ambitions of the new pavilion

#### **Key Objectives**

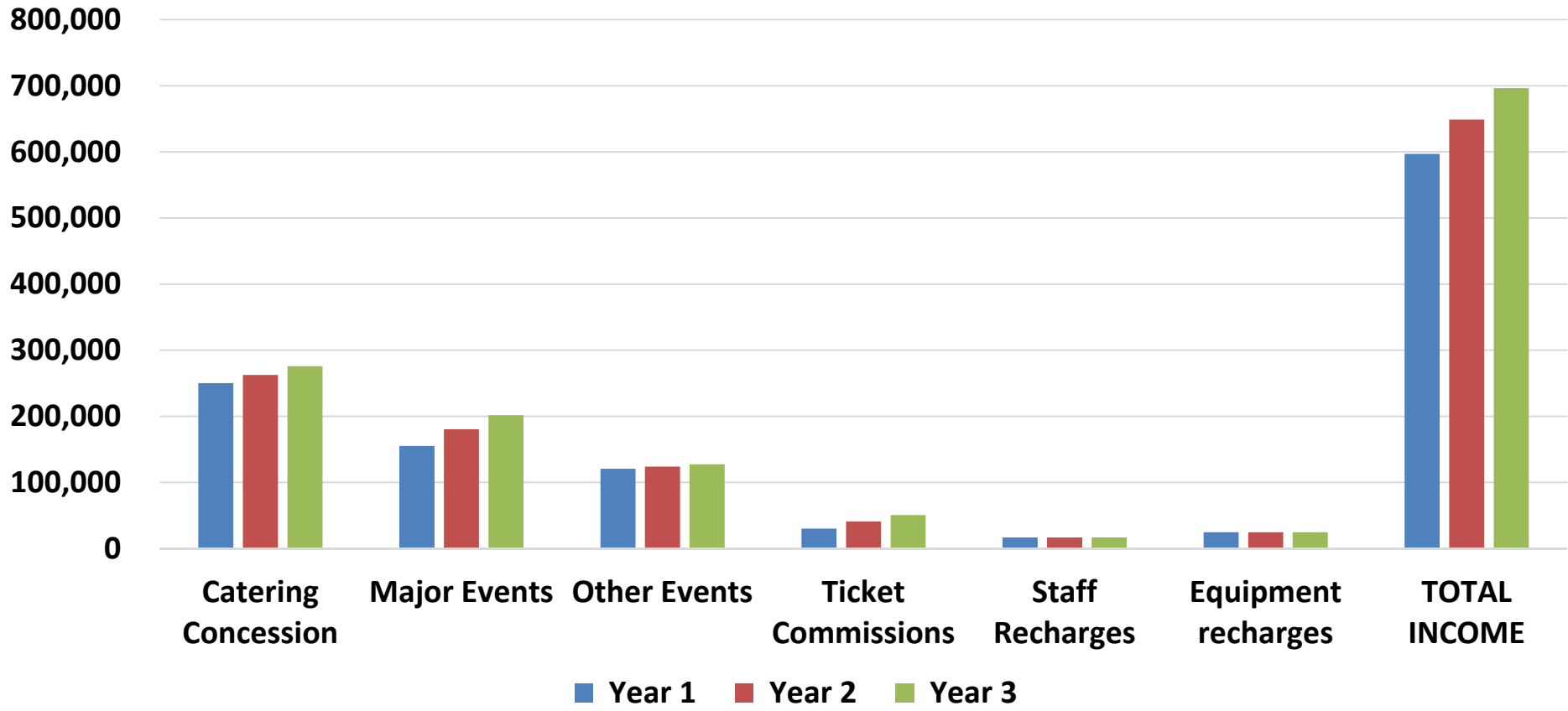
We will define our carbon foot print once the spaces are functioning and aim to reduce our impact on the environment. We will achieve gold standard environmental business awards by Year 3.

We will monitor and evaluate the cost of our service on an annual basis to ensure that we are achieving efficiencies wherever possible. The annual net cost our service to Edinburgh citizens will be zero.

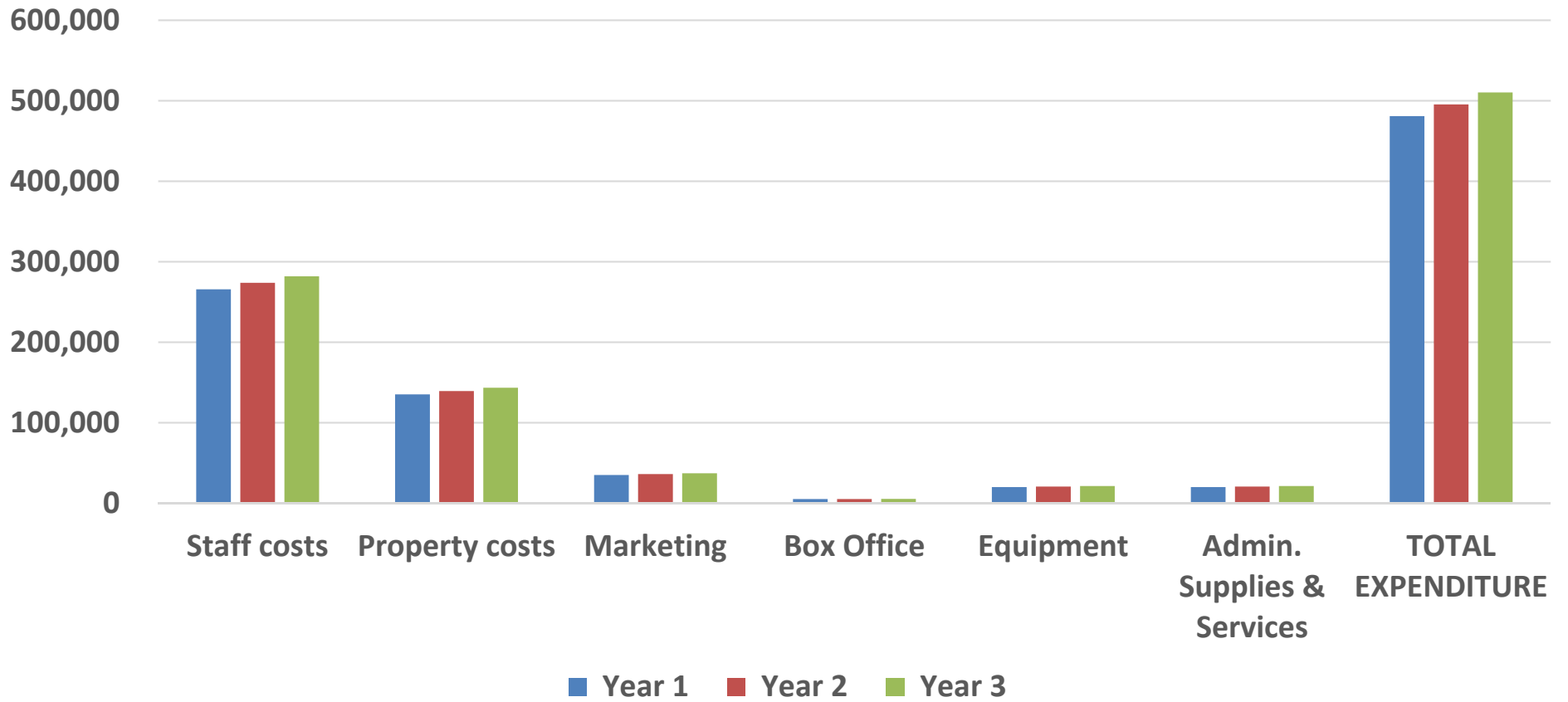


Financials

Income



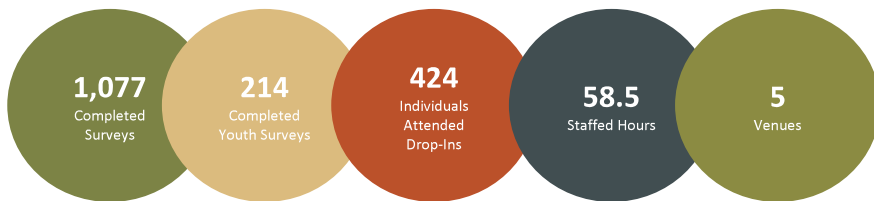
## Expenditure





## Appendix 2: The Quaich Project Public Engagement

Public Consultation: 4<sup>th</sup> November - 1<sup>st</sup> December 2019



### 2019 CONSULTATION RESULTS

- **68%** of the respondents supported the identified changes to the Gardens.
- **74%** of respondents supported the proposal that income from a few major events would support maintenance of the Gardens and subsidise community events in the new Pavilion.

### Stakeholder and Focus Groups 2019

#### KEY STAKEHOLDERS

Bi-Monthly Stakeholder Meeting Held

With the Following Attendees:

- Old Town Community Council
- New Town & Broughton Community Council
- Historic Environment Scotland
- Edinburgh World Heritage
- Cockburn Association
- Edinburgh Access Panel
- Ramsay Gardens Association
- Local elected members
- The City of Edinburgh Council project team
- Urban Design Panel
- Scottish Natural Heritage
- Scottish Environmental Protection Agency

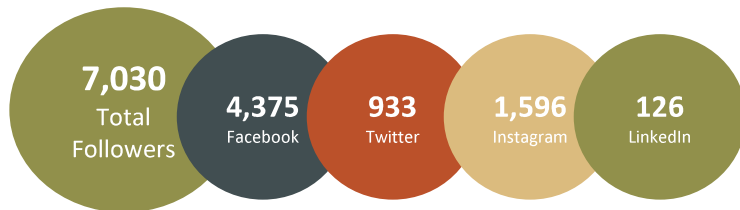
**6** Community Council Meetings Attended Presented at Edinburgh Community Council AGM (**45** bodies represented at).

#### FOCUS GROUPS

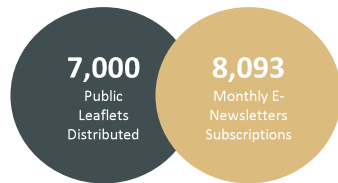
- DF Concerts
- Underbelly
- Unique Events
- Regular Music
- The Yard
- Edinburgh City Youth Café
- Dads Rock
- Representative from EGG
- Early Days Nursery
- Edinburgh & Lothian Greenspace Trust
- Scouting Scotland
- Dribble
- Dancebase Edinburgh
- Girl Guiding
- Gardens Scottish Country Dancers
- Royal Scottish Country Dance Society (Edinburgh) - Local cafés and restaurants

## Appendix 2: The Quaich Project Public Engagement

### Social Media Followers and Subscribers



### Leaflet and Newsletter Outreach



### Project Timeline

**2015**

- Initial discussion to replace the Ross Theatre took place with the City of Edinburgh Council, the Cockburn Association, Edinburgh World Heritage, Historic Environment Scotland, neighbouring venues and local politicians.

**2017**

- 766 commented on the project shortlisted designs at the City Art Centre.
- 94% were supportive of the proposals.
- Over 20,000 votes cast in Scotsman online poll of which wHY design was favourite.

**2018**

- 3 Month consultation.
- 1,200 responses.
- Only 31% in favour of an ALEO for management responsibilities of Pavilion.



### Public Engagement Events 2019



# Culture and Communities Committee

10.00am, Tuesday, 28 January 2020

## Site Proposals and Options for Edinburgh’s Christmas 2020

Executive/routine	Executive
Wards	All
Council Commitments	<a href="#">46</a>

### 1. Recommendations

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- 1.1 It is recommended that Committee:
  - 1.1.1 note the site options explored and conclusions reached for Edinburgh’s Christmas 2020; and
  - 1.1.2 notes that, as previously agreed, public consultation on the future delivery of Winter Festivals and associated events will be undertaken during 2020, and a reviewed events model for winter will be implemented in late 2022.

**Paul Lawrence**

Executive Director of Place

Contact: David Waddell, Senior Events Officer

E-mail: [david.waddell@edinburgh.gov.uk](mailto:david.waddell@edinburgh.gov.uk) | Tel: 0131 529 4929

## Site Proposals and Options for Edinburgh's Christmas 2020

### 2. Executive Summary

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- 2.1 This report provides an update on the amended motion by Councillor Staniforth to the [12 November 2019](#) meeting of the Culture and Communities Committee to provide a report within one Committee cycle on proposals and options for Christmas 2020.

### 3. Background

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- 3.1 The Finance and Resources Committee agreed on [23 March 2017](#) to award the two contracts for the delivery of Edinburgh's Christmas (Lot 1) and Edinburgh's Hogmanay (Lot 2).
- 3.2 The term of the contract is three years in the first instance, with extensions permitted for each of the following three years until 2022/23.
- 3.3 Underbelly is contracted from April 2017 to March 2023 to deliver up to six editions of Edinburgh's Hogmanay and Edinburgh's Christmas. Through the delivery of this Festival and event programme, the Council aims to ensure that Edinburgh maintains its position as a world class destination city for residents and visitors throughout the winter season and to:
- 3.3.1 deliver an event of equivalent scale at lower budget;
  - 3.3.2 identify new creative activities and events to refresh the programme;
  - 3.3.3 offer different customer experiences to what is being provided in other cities;
  - 3.3.4 create a dynamic, contemporary feel whilst retaining a sense of tradition, resulting in a 'unique to Edinburgh' product;
  - 3.3.5 ensure a broader reach from the events by spreading activities throughout the city centre; and
  - 3.3.6 provide a high-quality offering for both events and maintain Hogmanay's status as a world class event that promotes the city internationally.

- 3.4 The redevelopment of the Scottish National Gallery and the landscaping changes to East Princes Street Gardens meant that available space for delivering Edinburgh's Christmas has reduced from previous years. To mitigate these changes while still meeting the terms of the contract, Underbelly has been required to make significant capital investment to ensure the contract can be delivered while accommodating the changes in the landscape and ensuring adequate protection for the work undertaken by the National Galleries of Scotland (NGS).
- 3.5 The Executive Director of Place made a delegated decision to extend the current contracts with Underbelly Ltd for a period of two years. This is permitted under the terms of the procurement exercise agreed by Finance and Resources Committee on 23 March 2017. This was required due to on site changes from the impact of the redevelopment of the Scottish National Gallery and East Princes Street Gardens; and, as a condition of this agreement, a full review of the events and a new procurement or commissioning process to be delivered was agreed. No further extension will take place meaning the current arrangements will terminate in 2021/22. This was agreed through an emergency motion by the Coalition at this Committee on [18 June 2019](#).
- 3.6 Underbelly Ltd is required to report regularly against contractual terms throughout the year. This report provides an update on the performance monitoring framework which allows the Council and the contractor to evaluate the programmes each year.
- 3.7 As part of the tender process, a set of Key Performance Indicators were identified and agreed in order to reflect the new contract and refreshed events programme for both festivals.
- 3.8 It should be noted that an updated Public Spaces Protocol and the Parks Events Manifesto is currently under preparation. Beyond the life of the current contract, any future editions of Edinburgh's Christmas will need to observe the outcomes of any policy changes.

## **4. Main report**

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- 4.1 Councillor Staniforth's amended motion called for proposals and options in relation to alternative site options for Edinburgh's Christmas 2020. This was in light of concerns raised during the build period for Edinburgh's Christmas, which saw a large scaffolding structure being built in East Princes Street Gardens.
- 4.2 In assessing the proposals and options for Christmas 2020 it should be noted that the Council is in a contractual relationship with Underbelly to deliver Edinburgh's Christmas until 2022. A consultation exercise will take place in 2020 on the future of winter events in Edinburgh. At that time, and as part of that process, wider changes to the format of the events and their locations will be considered with changes implemented from 2022 onwards.
- 4.3 To provide background on the current contractual model, Edinburgh's Christmas and Edinburgh's Hogmanay were put out to tender in late 2016 as two separate

lots. They had previously been delivered as a service contract under one lot by a consortium. The Council found itself liable for unexpected costs that arose during the life of the contract, mainly from the introduction of Police Scotland's policy of full cost recovery for events.

- 4.4 As part of the 2016/20 Revenue and Capital Budget Framework approved by Council on [22 October 2015](#), £500,000 of core funding was removed from the two events, resulting in a different contractual approach being required from 2017 onwards. Previous funding levels were £1.312m in 2015/16, £1.256m in 2016/17 and up to £813,000 from 2017 for delivering both events. The Council wished to reduce the amount of funding available and transfer other costs (e.g. police charging and licensing) to the contractor while still maintaining the level and scale of the two events.
- 4.5 The two events were separated from one contract into a concession contract for Edinburgh's Christmas and a service contract for Edinburgh's Hogmanay. The available funding of £813,000 was allocated to Hogmanay as it was a core festival and required subsidy to deliver. Christmas received no funding but tenderers were asked to propose a level of annual income to the Council for the rental of key city centre sites.
- 4.6 Key city centre sites were proposed within the specification for both events. A copy of the specification is attached at Appendix 1.
- 4.7 The responses received to the tender stated that it was not possible to split the two events. All tenderers stated that in order to deliver a Hogmanay of similar scale to previous years, as specified in the tender, it would require cross-subsidy from the profits generated by Christmas. In effect, the £500,000 reduction was having to be borne by any profit generated from Christmas. Thus, Hogmanay is dependent on the financial success of Christmas and the two are financially linked, albeit it at reduced cost and risk to the Council from 2017.

#### **Contract Model**

- 4.8 The Council receives a new income stream from Edinburgh's Christmas each year, which Finance and Resources Committee agreed on [23 March 2017](#) to allocate to the Culture Service to be utilised in the delivery and enhancement of cultural service provision to the City of Edinburgh.
- 4.9 The contract itself is comprised of three elements: the released tender documents including specification and terms and conditions; the tenderer's response documents; an acceptance letter between the Council and Contractor with a covering letter stating that all these documents form the contract.
- 4.10 As stated earlier, Hogmanay and Christmas are financially linked. While Edinburgh's Christmas generates income for the Council, Hogmanay is supported by the Culture Service to a maximum available budget of £813,000 per year. The commercial success of Edinburgh's Christmas allows the event producer to cover the costs of overheads and administration required to deliver Edinburgh's

Hogmanay at a cost of approximately £4m. Any changes to the financial model of Edinburgh's Christmas are likely to impact on Edinburgh's Hogmanay.

- 4.11 In providing options for alternative sites for Edinburgh's Christmas, each site has been assessed in terms of its impact on the day to day running of the city (transport, restriction of access, etc), commercial feasibility, use of green spaces and attractiveness to audiences and traders, and capability to achieve critical mass of audiences as explained below.
- 4.12 The main focus of Edinburgh's Christmas celebrations has traditionally been within the city centre due to the transport links, economic benefits to city centre retailers and critical audience mass from those who work in and visit the city centre. Smaller scale community events have been supported in local communities.
- 4.13 There has been a free of charge community programme developed over the recent years with Christmas activities extending into areas outwith the city centre. The 'Winter Windows' stained-glass design winners from Edinburgh schools are displayed in their local communities across the city, Community Christmas is a festive celebration in 12 communities across the city with local choirs and winter projections, and 24 Days of Advent opens a door to a unique Edinburgh location across the city each day. Additionally, Light Night brings together local community choirs and dance groups to perform at the start of the Christmas celebrations.
- 4.14 Set out below is a list of sites that could be used for public events. In the preparation of the current contract, the Council provided tenderers with a list of prospective sites that could be used for delivering Edinburgh's Christmas. Tenderers submitted their responses on the basis of both commercial and operational feasibility of the sites, effectively demonstrating which sites could be used within the framework of the contract and which were not viable. The results of this are the current sites used for Edinburgh's Christmas.
- 4.15 While a spread of activity is encouraged, the Christmas events must also achieve a critical audience mass. The congregation of people is part of a Christmas market's attraction and the splintering of that effect risks diluting its attractiveness. Smaller events spread throughout the city would attract smaller audiences and would be less attractive to traders. This is evidenced by the removal of the Christmas attractions from George Street, which were separate to the main Christmas activities and generated a loss for traders in the current format due to lower footfall.

#### **East Princes Street Gardens**

- 4.16 This area of the Gardens has been used since the late 1990s as the main site for Edinburgh's Christmas. It is attractive to both audiences and event organisers as it is a large open site that is easily accessed with high footfall.
- 4.17 Large events in Princes Street Gardens can have a significant detrimental impact on the gardens and their infrastructure including paths, bankings and beds. Contractors are encouraged to minimise disruption and impact on the gardens and devise solutions to ensure minimal reinstatement is required and that the gardens are not adversely impacted.

- 4.18 Since the redevelopment of the East Gardens by National Galleries of Scotland, the available flat event space has decreased making it more difficult to use in its natural format. It now requires significant infrastructure to create level space and at high cost.
- 4.19 The Gardens also require a reinstatement programme after occupation, which normally requires seeding or new grass turf, which is done at the event organisers' expense.
- 4.20 It is acknowledged that the issue of Planning consent for such structures in the Gardens is yet to be determined.

#### **West Princes Street Gardens**

- 4.21 West Princes Street Gardens is currently used for Edinburgh's Hogmanay at the Ross Bandstand. This requires a 20 day build and would not be able to co-habit with Christmas activities. Some smaller activities could be contained within the east-most section but these would very much be satellite sites that would not attract passing audiences. As such, they are not commercially viable. The red blaes area in the West Gardens is currently occupied by the Ceilidh for Hogmanay but as an area of hard standing within the Gardens, it should be considered for future use beyond 2022 as an events space with little to no greenspace impact although previous attempts to run Christmas events in this area have not been commercially successful and the area may also be reduced in size by the Quaich Project's forthcoming plans.

#### **St Andrew Square**

- 4.22 St Andrew Square permits some events, but they have a detrimental impact on the infrastructure in the square which requires investment and can cause disruption to the landlords in adjoining premises. Ultimately, the decision to grant event activities in the Square is that of the landlords, as evidenced by the decision not to permit a Christmas ice rink this year. However, smaller, low impact events could possibly be accommodated in consultation with the landlords, with minimal impact on the site and a higher financial investment from the event organisers, which might reduce their commercial viability. It should be noted that St Andrew Square is a privately owned area, leased under specific conditions to the Council and sub-let by the Council under the same conditions to Essential Edinburgh.



### **Princes Street**

- 4.23 Princes Street is not possible to use as it is the main public transport corridor within the city. The Tram Act only allows the trams to be removed for three distinct activities (Festival Cavalcade, Festival fireworks and Hogmanay) and a closure of several weeks would not be possible.

### **George Street**

- 4.24 George Street has been used on previous occasions with limited commercial success. There is a diverse range of stakeholders on the street from both the hospitality and retail sectors and providing content that does not compete with the existing offer can be challenging. While only two streets removed from Princes Street, its footfall is lower and attracts lower audience numbers, effectively becoming a specific destination. Additionally, the main NC1 cycle route goes through George Street and accommodating this is an ongoing challenge, which event organisers have met but the resulting loss of width is a major factor in reducing the street's viability as an event space. A full closure of the street would not be possible as it would remove any north-south traffic, especially important in the case of Hanover Street (buses and general traffic) and South St Andrew Street (tram). The City Centre Transformation programme may offer some scope to site Christmas events here in the future but not in its current format. There are also residents on George Street who may be disturbed by several weeks of activities, along with businesses and offices. The use of George Street would also result in a large loss of parking revenue to the Council that would need to be met by the event organiser.

### **Castle, Frederick, Hanover, South St David and South St Andrew Streets**

- 4.25 Castle Street provides some hard standing and is currently used by Edinburgh's Christmas and other event organisers. Frederick Street could be used but there is limited event space available. Hanover Street, South St David Street and South St Andrew Street are main public transport routes and could not be occupied without a detrimental impact on the city's transport network.

### **Waterloo Place**

- 4.26 Waterloo Place has previously been used for both Christmas and Hogmanay but became unsuitable after disruption to local residents and businesses. The Council agreed in 2002 that Waterloo Place would not be a suitable location for future events and none have been sited there since. Residents and businesses in the street were disturbed by the noise and access restrictions from the Christmas funfair that was held in the street. It was agreed that these elements would move to East Princes Street Gardens and Market Street for future years and the Council committed that they would not return to Waterloo Place.

### **Festival Square, Lothian Road**

- 4.27 Festival Square provides challenges to event organisers both in its location (limited footfall) and its infrastructure (power and water supplies). As it adjoins a major hotel and office complex, sound intrusion, access and muster points in the event of an emergency make the site difficult to accommodate anything other than small events. The square has limited point loading meaning that only lightweight installations can be accommodated. The site is unattractive to market operators due to its high costs and low footfall.

### **Waverley Mall**

- 4.28 Waverley Mall is privately owned and already provides its own Christmas attractions. While it could be included as part of the overall Christmas programme it would need to match or exceed the commercial income provided to the centre's owners by the current occupant. The available space is relatively small but it could be used as part of an overall Christmas offering subject to the landlord's discretion and cost.

### **Mound Precinct**

- 4.29 Mound Precinct provides excellent event space in the heart of the city centre. As it is hardstanding, there is no impact on the city's green space and events can be accommodated with relative ease. However, it requires support from the National Galleries complex so as not to adversely impact on their operations and there is a restriction on the types of activities that can be accommodated. This is because of the gallery space beneath the precinct. It remains a popular choice with event organisers as it can be used with relative ease and attracts a high footfall. It should be noted that this space alone does not provide the critical mass that has contributed to the popular success of the East Gardens.

### **High Street/Royal Mile**

- 4.30 The High Street is both an attractive and challenging prospect for event organisers. While it undoubtedly attracts high footfall, the street has a large number of commercial and residential properties as well as St Giles, the Signet Library, the Courts and City Chambers that require access and deliveries. The number of closes coming off the High Street makes it difficult to secure and the gradient of some sections are prohibitive. There are also a large number of voids and cellars under the High Street which could not support the weight of some activities. While Christmas activities would be welcomed by some businesses in the area, it would directly compete with others and it would be difficult to manage operationally if a large market was to be accommodated there.

### **Castle Esplanade**

- 4.31 The esplanade is managed by Historic Environment Scotland but they have previously indicated that they would be supportive of certain events on the esplanade. It remains a very busy tourist attraction in winter and is a live army base, factors which restrict the level of activity that can take place. On its own, it is unlikely to be commercially viable or attractive to traders as it is slightly removed from the main city centre and a destination. It is also subject to a higher altitude and more exposed location than any other location in Edinburgh. In the East Gardens, the event organiser already loses an amalgamated 2 or 3 days a year to bad weather and it is expected that significantly more days would be lost on the Esplanade. Although there may be opportunities for it to be incorporated as part of a wider, reimagined Christmas offering in future, the weather and the costs of using the Esplanade alone may make it financially unviable.

### **Grassmarket**

- 4.32 There is existing event space within the Grassmarket but not enough to site more than a small part of the existing Christmas offering. While it could contain satellite elements of the market, the level of passing visitors is much lower than the current sites. There are also a number of existing community events managed by the Grassmarket BID that would need to be displaced. Work has previously been undertaken to include the Grassmarket as part of Edinburgh's Christmas but it was not financially viable and met with some local stakeholder and resident objection. Additionally, there is a large resident population in the Grassmarket and any long term Christmas activities are likely to cause noise disruption.

### **East/Market Street and Waverley Bridge**

- 4.33 These streets immediately adjoin the current activities in East Princes Street Gardens and, in theory, would be obvious enhancements to the current offer. However, they are main transport routes and cannot be easily closed for long periods without impacting on the roads and public transport network. Emergency and vehicle access to Waverley Station would need to be maintained; the gradient of Market Street is not suitable for installing markets or other attractions; East Market Street is too narrow and removed from the main city centre to attract audiences or traders willing to take that risk.

### **Meadows**

- 4.34 The Meadows as a contained focus of Edinburgh's Christmas could be viable and attractive on the face of it to potential operators. It provides a large amount of space to create a critical mass of attractions and would have limited impact on the daily operation of the city. It has also been successfully used in August. However, it is green space being used in winter and the risk of poor site conditions is high without significant further infrastructure spend, most especially on land drainage. There is a large residential population nearby who would be sensitive to noise or any visual disruption and impact of incoming cars on local parking. It is also outwith the city centre and attracting visitors would be more challenging and the positive economic

impact on city centre businesses would be reduced due to the decrease in proximity.

### **Castle Terrace**

- 4.35 Castle Terrace and the Car Park located there provide open event space on hard standing. As the owner of the car park, the Council would be able to make use of this space, albeit with an associated loss of income from parking revenue. The street suffers from very low footfall and is not a busy pedestrian thoroughfare. The loss of parking would also add pressure to other parking areas in the city at a very busy time of year. While Castle Terrace has successfully hosted a weekly Farmers' Market, a market or attractions with a longer duration would be unsustainable and would not attract sufficient audience numbers for stall holders to be commercially viable and a Christmas event is also likely to compete with the Farmers Market. Finally, the weight loadings of the Car Park would possibly need to be strengthened to accommodate aspects of the Christmas event such as rides and attractions.

### **Wider greenspaces and hardstanding**

- 4.36 There are a wide range of greenspaces throughout the city that could also host the Christmas market or Christmas activities. Inverleith Park, Leith Links and Saughton Park would all be suitable sites. However, they have similar issues to those of the Meadows while being further out of the city centre and the positive economic impact on city centre businesses would decrease further. Overall attendances would decrease and attracting an operator and traders willing to take the commercial risk on such sites would be very difficult and would probably require some financial underwriting in the first years until the viability is proved. Again, this is viewed within the framework of the current contract but will be included as part of the consultation in 2020.
- 4.37 Based on the assessments above and the current contractual arrangement, there is no immediately suitable alternative for Edinburgh's Christmas in its current format. As part of the previously agreed consultation on the future of these events, the contractual model will be reviewed allowing all options to be further explored.
- 4.38 The Christmas events remain extremely popular. While more infrastructure has been deployed within East Princes Street Gardens, the overall customer experience has been enhanced with the markets more accessible than in previous years and more circulation space available. Underbelly continue to exceed their Key Performance Indicators and meet their contractual obligations delivering a popular and high-quality event for the city.
- 4.39 However, there is no single large site in the city centre better located for events than East Princes Street Gardens. Events within the Gardens have little to no impact on the roads network and allow events to be contained within a centrally located, closed arena with minimal impact on the operation of the city. Underbelly's design for the East Gardens has been designed to protect the new NGS built banks.

## **5. Next Steps**

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- 5.1 In recognition of concerns around use and impact on public spaces in the city, Committee has already agreed to review both events and to establish a future direction for Edinburgh's Christmas and Hogmanay.
- 5.2 This extension agreed at Committee on 18 June 2019 will allow a full review of the current approach to be undertaken, alternative models to be fully scoped, and a new procurement/commissioning exercise to be completed. This review would start with a public consultation process, seeking the views of the public and wider stakeholders on the current approach, and setting out potential alternatives.
- 5.3 The exercise required to deliver these events is lengthy and requires significant engagement across a wide number of internal and external stakeholders to ensure that the events proposed are feasible, fit for purpose and deliver the benefits required.
- 5.4 A period of 18 months at the absolute minimum is required to scope a new approach, allow potential delivery partners to respond satisfactorily, and to ensure that the Council receives a number of suitable bids. A shorter time period risks the Council receiving either a small number of bids or producing a specification that does not fully reflect the desires of the Council and wider partners in the city.
- 5.5 During this period between now and the end of 2021, a review and procurement exercise will be undertaken, with a producer appointed to deliver a reviewed Edinburgh's Christmas and Edinburgh's Hogmanay or winter events from 2022/23 onwards. Further details of the scope and terms of the review will be reported to this Committee in due course.

## **6. Financial impact**

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- 6.1 There is no additional financial impact from continuing with the existing terms of the contract.
- 6.2 Under the terms of Lot 1 (Edinburgh's Christmas), Underbelly must pay the Council a set fee.
- 6.3 The value of both Lot 1 is commercially sensitive and was reported to Finance and Resources Committee on 23 March 2017 as part of the B agenda.

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

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- 7.1 The contractor is expected to ensure that the two programmes remain attractive to Edinburgh residents, and Edinburgh's Christmas in particular included indicators to ensure that it remained attractive and accessible to families, and accessible to community groups.

- 7.2 The contractor engaged with local businesses; stakeholder agencies and organisations as well as community groups, schools, other groups and individuals in the planning, delivery and assessment of events and attractions (KPI 15).
- 7.3 The review of Edinburgh's Hogmanay and Christmas will require input from a large number of stakeholders. The remit and terms of the review will be reported in due course.

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

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- 8.1 Reports to Culture and Communities Committee on [12 September 2017](#)
- 8.2 Report to Culture and Communities Committee on [19 June 2018](#)
- 8.3 Emergency Motion by the Coalition to Culture and Communities Committee on [18 June 2019](#)
- 8.4 Report to Culture and Communities Committee on [10 September 2019](#)

## **9. Appendices**

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- 9.1 Appendix 1 – Christmas and Hogmanay tender specification (CT0211 Specification)



**The City of Edinburgh Council**

**Specification**

**Delivery of Edinburgh's Christmas and Edinburgh's Hogmanay**

- Lot 1 Edinburgh's Christmas**
- Lot 2 Edinburgh's Hogmanay**

**REF: CT0211**

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## 1. BACKGROUND

1.1. This tender is divided into the following Lots. Tenderers are invited to bid for one or both Lots.

1.1.1. **Lot 1:** Edinburgh's Christmas

1.1.2. **Lot 2:** Edinburgh's Hogmanay

1.2. Edinburgh's Christmas and Edinburgh's Hogmanay offer a rich and varied programme of activities, events, attractions and celebrations designed to attract visitors to the city, and provide magical experiences for visitors and residents alike.

1.3. Historically, Edinburgh's Christmas has taken place over a six week period from around the third weekend in November to around the 6th of January, at locations in and around the city centre of Edinburgh. Previous activities have included a market offer, fairground, family attractions and an ice rink.

1.4. Edinburgh's Hogmanay is an internationally renowned New Year festival. Historically, Edinburgh's Hogmanay has been a 3 day festival centred around celebrations on the 31<sup>st</sup> December. The festival provides unrivalled promotion for the city and images of the midnight fireworks display are broadcast around the world, attracting significant international audiences. Previous activities have included a street party, concerts in Princes Street Gardens, a torchlight procession and an open air ceilidh. The most recent data about the economic impact of Edinburgh's Hogmanay and Edinburgh's Christmas can be found at [http://www.edinburgh.gov.uk/download/meetings/id/47281/item\\_78a - \\_edinburghs christmas and hogmanay extension to consortiums contract](http://www.edinburgh.gov.uk/download/meetings/id/47281/item_78a_-_edinburghs_christmas_and_hogmanay_extension_to_consortiums_contract)

1.5. The profile and audience of Edinburgh's Christmas and Edinburgh's Hogmanay are quite different: Christmas attracts a larger local audience, families, day visitors to the city from across the UK; Hogmanay attracts a significant international and 'rest-of-UK' audience.

1.6. It is the intention that any Contract resulting from this ITT will commence in April 2017 to service the 2017/18 requirement. The Contract term will be for a period of three years (to early 2020) with three optional 12 month extensions undertaken at the sole discretion of the Council.

## 2. SCOPE OF SERVICES

- 2.1. The Council requires a Contractor(s) to produce, deliver and manage a range of services connected to the design, co-ordination, management and delivery of Edinburgh's Christmas and/or Hogmanay festival. The key driving principles which must be applied to each event for the contract are:
- Maintain Edinburgh's position as an attraction destination city for residents and visitors throughout the winter season;
  - Deliver an event of equivalent scale at lower budget;
  - Create a dynamic contemporary feel whilst retaining a sense of tradition, resulting in an 'unique to Edinburgh' product;
  - Identify new creative activities and events to refresh the programme; and
  - Retain and enhance world class status for these programmes.
- 2.2. The Contractor(s) shall act as the central point to drive all activities associated with the design and delivery of Edinburgh's Christmas and/or Hogmanay festival and have overall responsibility to develop and deliver the events programme, sponsorship and marketing to ensure the best possible visitor experience is created and delivered to the highest possible standard.
- 2.3. Although the Council wish to maintain a programme of core events for both Christmas and Hogmanay (as detailed below at paragraphs 2.11 and 2.15 respectively) the Contractor(s) is/are not required to follow any precedents set by previous event programmes.
- 2.4. Accordingly the Council is willing to consider variations to the historic events in terms of programme content, city centre locations used and duration of events (although it is expected that Edinburgh's Christmas will run for a period of at least six weeks and that Edinburgh's Hogmanay must take place for a minimum of three days.
- 2.5. Throughout the term of the contract the Contractor(s) will be required to review and develop Edinburgh's Christmas and Edinburgh's Hogmanay festival programme and:
- 2.5.1. identify new creative activities and events to refresh the programme;
  - 2.5.2. offer different customer experiences to what is being provided in other cities;
  - 2.5.3. create a dynamic, contemporary feel whilst retaining a sense of tradition, resulting in a 'unique to Edinburgh' product;
  - 2.5.4. ensure the entire city benefits from the events by spreading activities throughout the city centre; and
  - 2.5.5. above all, provide a high-quality offering for both events and maintain Hogmanay's status as a world class event that promotes the city internationally.
- 2.6. The Contractor(s) will be required to work with external agencies (such as EventScotland and the Scottish Government) to ensure that Edinburgh's Christmas and Edinburgh's Hogmanay retain their place as the centre-piece of Scotland's winter celebrations.
- 2.7. Funding streams (e.g. Scotland's Winter Festivals, Expo Fund) have previously been made available through these national agencies; while there is no guarantee that these will continue it is essential that the successful Contractor(s) engage with them as early and as fully as possible.
- 2.8. The event(s) will be produced, managed and delivered by the Contractor(s) on behalf of the Council. The Contractor(s) will report directly to the nominated Council contract manager in the Events Team.

- 2.9. The Contractor(s) shall be required to appoint a Silver Commander to be in place at the Multi Agency Control Centre (MACC) during any events where large crowds are expected. The Silver Commander will have overall tactical responsibility for the event on behalf of the Council.
- 2.10. The Contractor(s) shall be responsible for the supply of all facilities, equipment and personnel related to the delivery of the festivals programme.

## **LOT 1 – EDINBURGH'S CHRISTMAS**

- 2.11. **Lot 1** shall comprise of the following core events, which must be delivered:
- 2.11.1. Christmas Lights switch-on, including the Mound tree gifted from Hordaland County Council, Norway; and
  - 2.11.2. A nativity carol concert.
- 2.12. The Contractor(s) shall also provide various activities, attractions and celebrations to coincide with the above core events. These events shall enhance the core events, increasing the offering for the audiences and maintain brand leadership, quality of product, and the profile and reputation of the city. These events are to be innovative and creative whilst providing a family-based programme that will attract visitors to the city and encourage residents into the city centre. They shall also positively impact the entire city centre, ensuring a spread of activity across city centre venues/sites and not focus solely on the New Town or concentrated areas within the city centre.
- 2.13. The following sites shall be made available for **Lot 1**.
- 2.13.1. **Festival Square** (power, water and waste connections available)  
<https://www.google.co.uk/maps/@55.9471746,-3.2069229,150m/data=!3m1!1e3>
  - 2.13.2. **Castle Street** (power and water connections available)  
<https://www.google.co.uk/maps/@55.9513525,-3.2030124,151m/data=!3m1!1e3>
  - 2.13.3. **Princes Street Gardens East**  
<https://www.google.co.uk/maps/@55.9499893,-3.1984069,608m/data=!3m1!1e3>
  - 2.13.4. Please note that due to the redevelopment of the National Galleries complex on the Mound that use of the lower level of the East Gardens will be restricted for 2017/18. It is likely that the area available for events will be reduced by approximately 30% once the works are completed. This lower area should not be included in your initial response. (Please see Appendix D Mound Precinct Restrictions).
  - 2.13.5. Large events in Princes Street Gardens can have a significant detrimental impact on the botanical gardens and their infrastructure including paths, bankings and beds. Contractor(s) should minimise disruption and impact on the gardens and devise innovative solutions to ensure minimal reinstatement is required and that the gardens are not adversely impacted. Solutions that make minimal use of the gardens will be viewed more favourably.
  - 2.13.6. All events within Parks and Greenspaces in Edinburgh must fulfil the conditions and recommendations contained within the Parks Events Manifesto (Appendix C – separate attachment).
  - 2.13.7. The hire of any Parks or Greenspaces will be a direct hire relationship between the Contractor(s) and the Parks, Greenspaces and Cemeteries Service of the Council. The current minimum hire charge for Princes Street Gardens East

is currently £710 per day. Please note that hire charges for Parks will be subject to an annual increase in the region of 5%; as detailed in the Pricing Schedule.

2.13.8. **Mound Precinct**

2.13.9. <https://www.google.co.uk/maps/@55.9515543,-3.1959061,134m/data=!3m1!1e3>

2.13.10. Please note that due to the redevelopment of the National Galleries complex on the Mound that use of the Mound precinct will be restricted for 2017/18. It is likely that the section north of the ziggurat and bordered by Princes Street will be available but this is dependent on scheduling of works by the Galleries.

2.13.11. Please note that there is a restriction on funfair activities on the Mound Precinct and any activity that rotates or causes vibration. There is also a strict weight limit and a guide of 8kN/m<sup>2</sup> should be used in calculations when considering a programme of activities. Permission for the use of the Mound Precinct will be jointly issued by the National Galleries and the Council, once satisfied with event proposals.

2.13.12. **High Street (including West Parliament Square)**

<https://www.google.co.uk/maps/@55.9497589,-3.1903789,294m/data=!3m1!1e3>

2.13.13. A Traffic Regulation Order (TRO) for a pedestrianised area between City Chambers and Hunter Square is in operation between 10:01am and 05:59am and this area could be used for events or other activities. West Parliament Square is managed between St Giles' Cathedral, Signet Library, City Chambers and Midlothian Chambers. All stakeholders should be consulted and satisfied prior to any programme of activity being granted permission.

2.13.14. **Princes Street, Rose Street and associated side streets**

<https://www.google.co.uk/maps/@55.9521282,-3.1992231,955m/data=!3m1!1e3>

2.13.15. Please see note on Tram suspension at paragraph 3.1.34.

2.13.16. Access for residents and businesses must be maintained throughout.

2.13.17. **George Street**

<https://www.google.co.uk/maps/@55.9526508,-3.2001946,548m/data=!3m1!1e3>

2.13.18. Any activity in George Street must have a strong cultural element and be sympathetic to the existing retail and business offer in the immediate vicinity. Access for deliveries and a cycle lane must be maintained throughout.

2.13.19. **St Andrew Square**

<https://www.google.co.uk/maps/@55.9541889,-3.1932759,168m/data=!3m1!1e3>

2.13.20. St Andrew Square is managed on behalf of the tenant landlords by [Essential Edinburgh](#). Negotiations and enquiries for the use of St Andrew Square should be conducted through Essential Edinburgh and managed as a direct hire between the Contractor(s) and Essential Edinburgh. Please note that there are restrictions on the type of activities permitted within the Gardens and must be assessed individually to ensure approval from the landlords.

2.13.21. **Grassmarket**

<https://www.google.co.uk/maps/@55.9474233,-3.19593,218m/data=!3m1!1e3>

2.13.22. In conjunction with the Grassmarket Business Improvement Development (BID), Contractor(s) should consider activity that animates the Grassmarket during the period of Edinburgh's Christmas. The Grassmarket is a mixed residential and business area and there are restrictions on activities that generate excessive noise. Any proposed activity must be sympathetic to residents in the area.

2.13.23. **East Market Street**

<https://www.google.co.uk/maps/@55.9513897,-3.1856134,235m/data=!3m1!1e3>

2.13.24. Activity to support the new businesses in the Arches development on East Market Street should be considered. This is a destination area comprising a mix of catering and retail outlets.

2.13.25. This list is not exhaustive and Contractor(s) should consider other areas within the city. Please note that Waterloo Place/Regent Road is not to be used for any funfair attractions.

2.13.26. The list of sites is indicative of the geographic spread that would be desirable for both events but is not an exhaustive or complete list of sites that could be considered for activities. The Contractor(s) are welcome to consider and propose alternative sites. The Contractor(s) should not infer that permission for proposed activity will automatically be granted; the Contractor(s) will have to undertake consultation prior to any approval for occupation of city centre spaces (please refer to points 3.1.32 and 6.1 of this specification).

2.14. All sites for **Lot 1** shall be vacated by 28 December to allow for Lot 2 (Edinburgh's Hogmanay) to occur. In the event that Lot 1 sites are not required for Lot 2 then the Contractor(s) may request occupation of the sites beyond 28 December, subject to approval by the Council. This will be discussed at the contract inception meeting and then on an annual basis at the project initiation meeting for the forthcoming year. Should additional site occupation be granted by the Council, the Council will divide the total fixed fee rental for that site (pricing schedule) by days occupied for that site (sheet B) to give a day rate for that site, the contractor(s) must pay that day rate for each day the site is occupied.

## **LOT 2 – EDINBURGH'S HOGMANAY**

2.15. **Lot 2** shall comprise of the following core events, which must be delivered:

2.15.1. Torchlight Procession (subject to funding being made available through Event Scotland); and

2.15.2. Hogmanay Celebration on 31<sup>st</sup> December, including firework display.

2.16. The Contractor(s) shall also provide various activities, attractions and celebrations to coincide with the above core events. These events shall enhance the core events, increasing the offering for the audiences and maintain brand leadership, quality of product, and the profile and reputation of the city. These events are to be innovative and creative whilst providing a programme that will attract visitors and residents to the events and provide a vehicle to internationally promote the City of Edinburgh. While previous events have incorporated live music and a large street party, the

Contractor(s) is/are not obliged to repeat this format but must propose alternative entertainment that maintains or increases the media and audience impact of the current events.

2.17. The following sites shall be made available for **Lot 2**:

2.17.1. **Festival Square** (power, water and waste connections available)

<https://www.google.co.uk/maps/@55.9471746,-3.2069229,150m/data=!3m1!1e3>

2.17.2. **Princes Street Gardens West**

<https://www.google.co.uk/maps/@55.9499893,-3.1984069,608m/data=!3m1!1e3>

2.17.3. Large events in Princes Street Gardens can have a significant detrimental impact on the botanical gardens and their infrastructure including paths, bankings and beds. Contractor(s) should minimise disruption and impact on the gardens and devise innovative solutions to ensure minimal reinstatement is required and that the gardens are not adversely impacted. Solutions that make minimal use of the gardens will be viewed more favourably.

2.17.4. All events within Parks and Greenspaces in Edinburgh must fulfil the conditions and recommendations contained within the Parks Events Manifesto (Appendix C – separate attachment).

2.17.5. The hire of any Parks or Greenspaces will be a direct hire relationship between the Contractor(s) and the Parks, Greenspaces and Cemeteries Service of the Council. The current minimum hire charge for Princes Street Gardens West is currently £710 per day. Please note that hire charges for Parks will be subject to an annual increase in the region of 5%; as detailed in the Pricing Schedule.

2.17.6. **Ross Bandstand, Princes Street Gardens**

<https://www.google.co.uk/maps/@55.9506281,-3.2002402,152m/data=!3m1!1e3>

2.17.7. Please note that the Ross Bandstand is due to undergo a major capital refurbishment project within the next few years. While this will not immediately impact on the availability of the facility Contractor(s) should bear this in mind.

2.17.8. The hire of the Ross Bandstand is managed through the Usher Hall and will be a direct hire relationship between the Contractor(s) and the Usher Hall officers. The current hire rate for the Ross Bandstand is £470 per technical day and £3,640 per show day; as detailed in the Pricing Schedule.

2.17.9. **Mound Precinct**

2.17.10. <https://www.google.co.uk/maps/@55.9515543,-3.1959061,134m/data=!3m1!1e3>

2.17.11. Please note that due to the redevelopment of the National Galleries complex on the Mound that use of the Mound precinct will be restricted for 2017/18. It is likely that the section north of the ziggurat and bordered by Princes Street will be available but this is dependent on scheduling of works by the Galleries.

2.17.12. Please note that there is a restriction on funfair activities on the Mound Precinct and any activity that rotates or causes vibration. There is also a strict weight limit and a guide of  $8\text{kN/m}^2$  should be used in calculations when considering a programme of activities. Permission for the use of the Mound Precinct will be jointly issued by the National Galleries and the Council, once satisfied with event proposals.

**2.17.13. High Street (including West Parliament Square)**

<https://www.google.co.uk/maps/@55.9497589,-3.1903789,294m/data=!3m1!1e3>

2.17.14. A TRO for a pedestrianised area between City Chambers and Hunter Square is in operation between 10:01am and 05:59am and this area could be used for events or other activities. West Parliament Square is managed between St Giles' Cathedral, Signet Library, City Chambers and Midlothian Chambers. All stakeholders should be consulted and satisfied prior to any programme of activity being granted permission.

**2.17.15. Princes Street, Rose Street and associated side streets**

<https://www.google.co.uk/maps/@55.9521282,-3.1992231,955m/data=!3m1!1e3>

2.17.16. Please see note on Tram suspension at paragraph 3.1.34.

2.17.17. Access for residents and businesses must be maintained throughout.

**2.17.18. George Street**

<https://www.google.co.uk/maps/@55.9526508,-3.2001946,548m/data=!3m1!1e3>

2.17.19. Any activity in George Street must have a strong cultural element and be sympathetic to the existing retail and business offer in the immediate vicinity. Access for deliveries and a cycle lane must be maintained throughout.

**2.17.20. St Andrew Square**

<https://www.google.co.uk/maps/@55.9541889,-3.1932759,168m/data=!3m1!1e3>

2.17.21. St Andrew Square is managed on behalf of the tenant landlords by [Essential Edinburgh](#). Negotiations and enquiries for the use of St Andrew Square should be conducted through Essential Edinburgh and managed as a direct hire between the Contractor(s) and Essential Edinburgh. Please note that there are restrictions on the type of activities permitted within the Gardens and must be assessed individually to ensure approval from the landlords.

**2.17.22. Calton Hill**

<https://www.google.co.uk/maps/@55.9548922,-3.1832017,599m/data=!3m1!1e3>

2.17.23. Calton Hill will be available for event activities should it be required. The hire of any Parks or Greenspaces will be a direct hire relationship between the Contractor(s) and the Parks, Greenspaces and Cemeteries Service of the Council. The current minimum hire charge for Calton Hill is currently £345 per day. Please note that hire charges for Parks will be subject to an annual increase in the region of 5%; as detailed in the Pricing Schedule.

**2.17.24. Market Street/East Market Street**

<https://www.google.co.uk/maps/@55.9513897,-3.1856134,235m/data=!3m1!1e3>

- 2.17.25. Activity to support the new businesses in the Arches development on East Market Street should be considered. This is a destination area comprising a mix of catering and retail outlets.
- 2.17.26. This list is not exhaustive and Contractor(s) should consider other areas within the city. Please note that Waterloo Place/Regent Road is not to be used for any funfair attractions.
- 2.17.27. The list of sites is indicative of the geographic spread that would be desirable for both events but it is neither an exhaustive nor a complete list of sites that could be considered for activities. The Contractor(s) are welcome to consider and propose alternative sites. The Contractor(s) should not infer that permission for proposed activity will automatically be granted; the Contractor(s) will have to undertake consultation prior to any approval for occupation of city centre spaces (please refer to points 3.1.32 and 6.1 of this specification).
- 2.18. With the exception of West Princes Street Gardens and the Ross Theatre, which will be available from 15 December or a date to be negotiated with the Council, all sites for **Lot 2** shall be available from 28 December until 2 January. In the event that Lot 2 sites are not required for Lot 2 then the Contractor(s) for Lot 1 may request occupation of the sites beyond 28 December, subject to approval by the Council.

### **3. GENERAL TERMS**

- 3.1. In addition to the preceding Scope of Services the Contractor(s) must fulfil the following conditions:

#### **SITE SERVICES**

- 3.1.1. The Contractor(s) shall manage and co-ordinate a complex mix of sub-contractors and suppliers on multiple sites containing multiple entertainments.
- 3.1.2. The Contractor(s) shall manage the integration of activities and requirements of all individual contractors and suppliers in the build up, operation and dismantling and removal of sites.
- 3.1.3. The Contractor(s) shall manage all day to day site operations and take responsibility for all aspects of quality control across the sites, including products, staff, visitors and the overall look of the sites.
- 3.1.4. The Contractor(s) shall be responsible for contracting, arranging and managing all support services required for the activities including food, drink and any other merchandising concessions. This will include all common site services, such as the provision of water, power, security, site dressing, staging and day to day maintenance (and may include weather dependant contingencies e.g. gritting, wind management plans etc).
- 3.1.5. The Contractor(s) shall seek and gain the Council's approval of all concessionaires and sponsors prior to conclusion of licence/rental agreements. The Contractor(s) must provide full details of all income and revenue generating sub-contractors and must specifically highlight with a sub-contractor is a wholly or partially-owned subsidiary of the Contractor(s). The Council reserves the right to vet any Contractor(s).
- 3.1.6. The event(s) must provide toilet facilities, including disabled toilet use in accordance with legislation.
- 3.1.7. The Contractor(s) will be responsible for supervising and controlling all persons present within the site and their exit and entry to and from the site.
- 3.1.8. Access to individual sites for build/strike periods will be in agreement with the Council. The size and weight of transport will determine the most appropriate entry points. This, along with traffic management plans will be agreed by the



Events Planning and Operations Group (EPOG) (See section 16 – Health and Safety) or other designated forum, e.g. City Wide Transport Management Group.

- 3.1.9. Suitable Tracking or other ground protection must be used in agreement with the Council. The Contractor(s) shall observe all reasonable instructions of the Council regarding taking precautions to prevent damage to any surface. The Council will be responsible for assessing any damage, procuring the necessary reinstatement work which will be paid for using reinstatement monies.
- 3.1.10. The Contractor(s) shall vacate and return to the Council the site by the date and time of expiry (detailed in the Specification point 2.14) in a safe and tidy condition, in order that the Council may have full and unimpeded use and/or access to the entire site from this date and time so that requirements for reinstatement can be assessed and any works undertaken.
- 3.1.11. The Contractor(s) shall observe all reasonable instructions of Council employees regarding the day to day running of Council-owned venues.
- 3.1.12. In performing its obligations in terms of the Contract, the Contractor(s) shall exercise the diligence, skill and care which can reasonably be expected of a competent company experienced in works of the nature and size required in terms of this Contract.
- 3.1.13. The Contractor(s) shall be responsible for the supply and maintenance of all equipment.
- 3.1.14. Within the vicinity of any parks or green spaces, the Contractor(s) must agree measures to protect the trees (and canopies) and grass protection should be installed to protect grass areas.
- 3.1.15. The Contractor(s) must be considerate to local residents and mitigate noise pollution accordingly.
- 3.1.16. The Contractor(s) may be required to operate in the vicinity of other events or businesses (which may include shared access requirements). The Contractor(s) is expected to promote partnership and cooperate with reasonable requests made to accommodate the needs of all parties.

#### **WASTE MANAGEMENT**

- 3.1.17. The Contractor(s) will be responsible for the removal of all waste from site ensuring that any sites occupied are kept clean and tidy. Contractor(s) must appoint a Trade Waste supplier to remove waste from site, including waste generated by any concessions or sub-contractors.
- 3.1.18. The Contractor(s) shall at all times comply with requirements laid down by the Council for litter management, recycling and disposal of waste.
- 3.1.19. Should the site be left in an untidy or unsafe condition, in the sole opinion of the Council, the Council shall itself clean or make safe the site, pay for such costs and shall be entitled to recover from the Contractor(s) reinstatement bond the cost of such cleaning.

#### **TRAFFIC MANAGEMENT**

- 3.1.20. The Contractor(s) will be responsible for ensuring all traffic management arrangements are in place to ensure safe delivery of events including applying for the necessary permissions e.g. Temporary Traffic Regulations Order (TTRO).

#### **STEWARDSHIP, SECURITY AND POLICING**

- 3.1.21. The Contractor(s) shall be responsible for site security and management including overnight security throughout the build, operation and de-rig of the event. Where the role or function requires it, stewarding and security staff must be Security Industry Authority (SIA) accredited.

- 3.1.22. The Contractor(s) shall ensure the provision of an adequate number of attendants, stewards and officials trained to the satisfaction of the Council to ensure compliance with the terms of the Contract, the safety of all persons present at any events and the immediately surrounding area and the preservation of order therein during the term of the Contract.
- 3.1.23. The Contractor(s) shall manage and supervise all day to day site operations in relation to stewarding and security including key stakeholders, site security, Police Scotland and other organisations as required.
- 3.1.24. The Contractor(s) will be responsible for liaising directly with Police Scotland and complying with their recommendations in relation to suitable levels of cover for any events that require a Police presence. The Contractor(s) shall be liable for all costs associated with policing and security and will be responsible for complying with Police Scotland's policy of full cost recovery for events.

## **HIRE OF COUNCIL SITES**

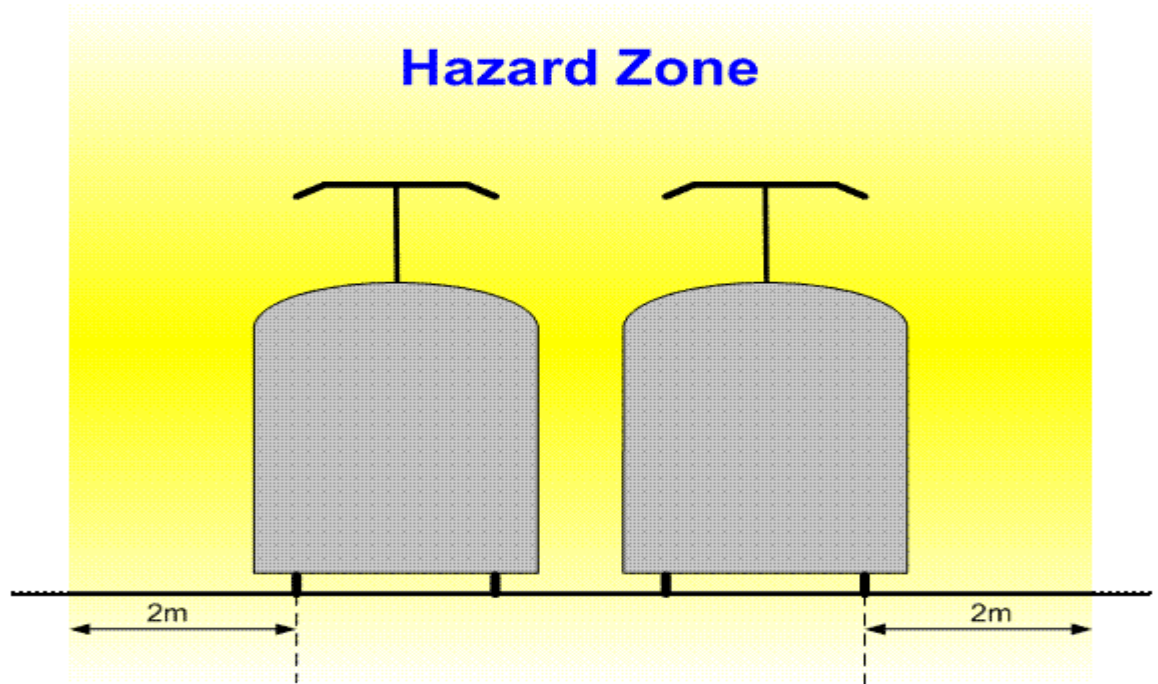
- 3.1.25. All sites owned by the Council will be subject to facility hire charges. Charges will be subject to annual increase (currently 5%). The hire of Council sites will be directly arranged between the Contractor(s) and the relevant Council departments and/or landowners.
- 3.1.26. The Contractor(s) shall make payment to the Council no later than 4 weeks prior to the commencement of the build a reinstatement bond in every year that the contract is in operation as detailed in Section 12. The Council reserves the right to recover above this should site repairs be more than the value of the bond. The Council shall refund to the Contractor(s) after the expiry of the Period of Use each year such balance of the reinstatement bond as remains after having reinstated any damage. The Contractor(s) must invoice the Council for monies due.
- 3.1.27. In all circumstances, including if sites are to be used consecutively between Lot 1 and Lot 2, a pre-event condition survey will be undertaken at all sites prior to occupation to record any damage or reinstatement that will be required as a result of the Contractor(s)' activities.
- 3.1.28. The process of assessing any reinstatement works shall be;
- 3.1.28.1. Initial site survey and condition agreed between the Council and the Contractor(s) prior to entry. This will occur prior to both Lot 1 and Lot 2;
- 3.1.28.2. Post event survey following Contractor(s)'s exit from site; and
- 3.1.29. Any reinstatement works required to return the site to the condition detailed in the initial site survey shall be obtained by the Council through competitive tender and shall be considered to be the Contractor(s)'s financial responsibility and cost of which will be funded by bond payments made.

## **EDINBURGH TRAMS AND NIGHT BUSES**

- 3.1.30. There is provision within the Edinburgh Tram Act (2006) for the temporary suspension of the tram line on Princes Street from 18:00 on 30 December to 10:00 on 1 January (40 hours). Any events that make use of Princes Street will be required to operate within this window.
- 3.1.31. In the performance of the Site Management Services, the Contractor(s) shall be cognisant of the tram infrastructure in Edinburgh City Centre. There is a restriction or 'hazard zone' extending two metres from the outside tram rail tracks and over-head lines in all directions to prevent damage to the network. This zone

extends for the full length of the network. Whilst the public can occupy these areas, the Contractor is prohibited from placing screens, stages or other infrastructure within two meters either side of the outside tram rails or over-head lines.

- 3.1.32. To ensure compliance with this requirement the Contractor shall be required to appoint a suitably qualified production manager that is familiar with the Rail Regulations. This person will be required to work in partnership with Edinburgh Trams and will be required to provide reports demonstrating compliance as requested throughout the contract term.



- 3.1.33. The diagram above demonstrates the distance of 2m that must be maintained between the edge of the outer tram rails, overhead power lines and any other tram infrastructure on the street. To reiterate, no infrastructure can be placed within this zone

- 3.1.34. The Contractor(s) must apply for Authority to Work from Edinburgh Trams and ensure that they remain compliant with any conditions imposed upon them by Edinburgh Trams

- 3.1.35. For Lot 2, the Contractor(s) will be responsible for securing funding to provide a night bus/tram service for the night of 31 December each year.

#### 4. LICENSING FOR EVENTS

- 4.1. The Contractor(s) shall ensure that they obtain all the required licences for the event, such as public entertainment, theatre, market operator, street traders and liquor licence and will bear all costs associated with the required licenses.
- 4.2. The Contractor(s) must ensure that all requirements in relation to Food Hygiene and other licensing requirements are fully met to the satisfaction of the Council.
- 4.3. There is a cost associated with each of the required licences and it will be the responsibility of the Contractor(s) to bear this cost.
- 4.4. Failure to obtain all the correct licenses will result in the event not being able to trade.
- 4.5. The Contractor(s) must note that the licensing process will be subject to its own consultation and requires a minimum of 28 days to enable an application to be processed.
- 4.6. The Council will not be liable for any costs associated with failure to obtain relevant licences and the consequences of this.

4.7. Within the city centre there are a number of year-round Street Trader licences in operation. Council policy is not to grant licences that will displace the business of a pre-existing licensee. Contractor(s) may be required to accommodate pre-existing Street Trader licences within their event arenas. A list of licensed pitches can be supplied upon request.

## **5. MARKETING AND COMMUNICATIONS**

- 5.1. The Contractor(s) shall produce and provide a marketing plan (or plans) designed to raise the profile of Edinburgh's Christmas and Edinburgh's Hogmanay, increase visitor numbers and generate income. The events require separate marketing plans in recognition of their differing purpose, audiences and target markets. Where possible, these should complement each other to provide a cohesive theme for Edinburgh but firmly focus on the two separate events as the key drivers.
- 5.2. The Contractor(s) shall be responsible for submitting a communications plan on/by 1<sup>st</sup> June each year and ensuring that appropriate contact and engagement is maintained with local stakeholders before, during and after the event as appropriate.
- 5.3. The Contractor(s) shall work with the City of Edinburgh Council, Festivals Edinburgh, Marketing Edinburgh, VisitScotland, Edinburgh Tourism Action Group, Essential Edinburgh, Scottish Government and other agencies to jointly promote Edinburgh and the events programmes.
- 5.4. The Contractor(s) shall develop and manage the delivery of a marketing, press and PR plan (or plans) including a dedicated website; content to be agreed with the Council's Events Team in advance of publication. The Council owns a number of URLs relating to these two events and will make these available to the Contractor(s). Similarly, all social media pages and resources pertaining to Edinburgh's Christmas and Edinburgh's Hogmanay will be made available to the Contractor(s).
- 5.5. The Contractor(s) shall be obliged to provide audience feedback and profiling to provide data for the Key Performance Indicators (KPI's) in Section 8.
- 5.6. The Contractor(s) shall develop a sponsorship plan or plans consisting of targeted sponsors for appropriate events and opportunities following agreed timescales. The Contractor must follow the Council's General Principles for Sponsorship as detailed in Appendix B – separate attachment.
- 5.7. The City of Edinburgh Council will expect the Contractor to gather yearly questionnaires which will include; visitor experiences, lessons learned not only from the customers but also from the Council's contractors and key stakeholders (Essential Edinburgh) to enable development and growth of the contract.
- 5.8. The Council reserves the right to instruct the removal of any product, item, event or thing that could reasonably be considered to be unsuitable, inappropriate or objectionable or which would or would be likely to cause detriment to the Council's reputation or subject the Council to prosecution, the Contractor(s) must remove immediately.
- 5.9. The Council has a contractual relationship with JCDecaux to provide advertising revenue to the Council. The Contractor(s) shall work with JCDecaux to explore potential opportunities for sponsorship and advertising through the two events. The Council reserves the right to mandate the Contractor(s) collaborate with JCDecaux.
- 5.10. Separate and in addition to any opportunities realised through the relationship with

JCDecaux, the Contractor(s) shall identify and realise sponsorship and funding opportunities and manage all sponsor requests (e.g. sponsor/brand activation, press/PR, sponsor relationships) related to Edinburgh's Christmas and/or Edinburgh's Hogmanay.

5.11.If any of the events are to be ticketed the Contractor(s) shall be responsible for appointing and managing a box office agent.

## **6. STAKEHOLDER ENGAGEMENT**

6.1. Communication with local stakeholders is the responsibility of the Contractor(s), with a focus on keeping those who may be impacted by the event informed. The Contractor(s) shall submit a communications plan. The communications plan should include method, frequency and type of message to be sent to local stakeholders via the following channels;

- Conducting community engagement meetings prior to events;
- Electronic communications (email);
- Letters (to local residents, for example);
- Leaflets;
- Press releases;
- The City of Edinburgh Council website;
- The Edinburgh's Christmas and/or Edinburgh's Hogmanay website;
- Social Media;
- Park Notice Boards; and
- Emergency contact information (named person)

6.2 At the end of the event the Council will require the Contractor(s) to meet with its representatives to discuss its success and respond to the outcomes of any public consultation held. The Council may, at its discretion, ask the Contractor(s) to respond in writing to the outcome of any public consultation. If required, the Contractor(s) will work with the Council to agree areas of continuous improvement of the location as a major event location of choice.

## **7. CONTRACT MANAGEMENT**

7.1. The Contractor(s) shall provide dedicated and suitably experienced Project Manager(s) to deliver this Contract. The Project Manager(s) will work closely with and report to the Council's Events Team, as well as working in partnership with a wide range of stakeholders (e.g. the Emergency Services, Funders, Sponsors, the Council) and interested parties in order to ensure delivery of all aspects of the Contract. The Project Manager(s) will have a clear and sharp focus on ensuring the best possible resident and visitor experience is created and delivered.

7.2. Contractor(s) shall ensure that the Project Manager(s) is contactable by email/telephone/mobile during the Council's operating hours during the contract period and out-with these hours in the event of emergency. The Contractor will provide contact details at the contract inception meeting and on the anniversary of the contract commencement date; these contact details must also be reviewed and updated prior to the event.

7.3. The Project Manager(s) shall be responsible monitoring contract performance and compliance with mandatory requirement on an ongoing basis.

## **8. PERFORMANCE MONITORING**

- 8.1. Appendix A (separate attachment) sets out examples of the performance measures that will support the management of the Contract. The bid submission should demonstrate how performance will be managed, including the frequency of meetings and performance improvement.
- 8.2. The Council will work in partnership with the Contractor(s) to develop and enhance KPI's throughout the life of the contract to enable continuous improvement on both sides. The Council however, reserves the right to mandate any KPI on the Contractor any time at no additional cost to the Council.
- 8.3. Annually the contract for each Lot will be reviewed on the agreed performance measures. Failure to meet the targets set as part of the performance measures could result in the contract not being continued to the following year. Examples of performance measures are included in Appendix A (separate attachment).
- 8.4. The Council will consider continuing the contract for each Lot if the performance of the contract is deemed satisfactory. For clarity if the performance of the contract should be equal to or better than the performance targets agreed by both parties, then the Council may agree to continue the contract for an additional year, until the full term of the contract has expired.
- 8.5. The Council reserves the right to amend the performance targets for the following year as part of the annual review.
- 8.6. The Contractor will provide management information, including usage data and income from key attractions and concessions including food, drinks and merchandise; numbers attending key activities/events and other information defined within these tender documents and by the Council as requested on an ongoing basis and/or;
- 8.7. Provide reports detailing programme development; marketing and PR updates (monthly for the first 6 months increasing in frequency to weekly nearer the event) and written planning and progress reports in the lead up to the activity period.
- 8.8. Termination for Cause: The Council retains the right to terminate this agreement, without financial implications, should the Contractor(s) deliver the services at level below the minimum measurements stated in the Key Performance Indicators as detailed in the terms and conditions.

## **9. CHANGES TO CAPACITY**

- 9.1. During the period of the Contract Agreement the Contractor(s) must advise the Council's Representative of any proposed changes to their capacity to perform the contract in terms of delivery of the service, build / strike to that disclosed in their original tender submission and the implication this will have for Section 8 – Performance Monitoring; and
- 9.2. The Council reserves the right to terminate all or part of the Contract without notice should the changes in paragraph 9.1 have a material impact on any agreed outcomes and the Council will not be liable for any costs associated with this.

## **10. INSURANCES REQUIRED BY THE CONTRACTOR**

- 10.1. It is a mandatory requirement that the Contractor(s) have the following insurance in place:
  - Employer's Liability Insurance (minimum of £5 Million)
  - Public Liability Insurance (minimum of £10 Million)
  - All risk (minimum of £5 million)

The Contractor(s) must provide valid insurance certificates at the contract inception meeting which cover the period of the event(s); the date of a mandatory annual review will then be agreed.

- 10.2. The Contractor(s) will be expected to identify areas of risk to the delivery of the events and produce robust contingency plans to obviate or mitigate these risks. In addition, the Contractor(s) is/are responsible for indemnifying the Council for any losses that may arise as a result of event cancellation. The Contractor must provide an appropriate level of cancellation insurance and any other insurance deemed necessary by the Council as fully detailed within the Terms & Conditions of Contract (Schedule B).

## 11. INVOICING & PAYMENTS

Lot	Description	Pricing Model
1	Edinburgh's Christmas	Fixed Fee Rental Income
2	Edinburgh's Hogmanay	Fixed Fee

- 11.1. Lot 1 Pricing Mechanism - The Council will expect a Fixed Fee Rental offer to be paid to the Council each year which for the period of the build, the event and the strike.
- 11.2. Lot 2 Pricing Mechanism - The Council will make available a maximum budget of £812,456 to deliver Lot 2. It is expected that the sum required from the Council will decrease year on year.
- 11.3. Where the contract is terminated or abandoned, no claim for loss of profit or abortive costs will be allowed.

## 12. PAYMENT TERMS

- 12.1. Payment of a Reinstatement Bond must be paid 4 weeks prior to the commencement of the build for the following locations:

Site	Annual Reinstatement Bond
Princes Street Gardens East	£45,000
Princes Street Gardens West	£10,000
Calton Hill	£5,000

In addition there is a reinstatement bond for St Andrew's Square which is managed on behalf of the landlords by Essential Edinburgh. The Contractor must conduct negotiations for this site with Essential Edinburgh.

- 12.2. A site survey will be undertaken prior to and post the event(s) and rectification required post event(s) will be at the Contractor(s) cost. Contractor(s) shall vacate and return the site to the Council by the date and time of expiry.
- 12.3. The Council reserves the right to recover from the Contractor(s) any additional sum should the reinstatement costs exceed the value of the Bond paid.
- 12.4. Lot 1 - Ground rental fees and income for Lot 1 (Edinburgh's Christmas) will be paid to the City of Edinburgh Council Parks, Greenspace and Cemeteries no later than 30 days after the site has been vacated. The rental rate will be based on the Council's daily rental rate for the area, unless otherwise agreed.
- 12.5. Lot 2 - A schedule of payments for Lot 2 (Edinburgh's Hogmanay) will be agreed between the Contractor and the Council. The release of payment will be contingent upon the conditions contained within section 13 (Open Book) having been met in the preceding period to the Council's full satisfaction.
- 12.6. The Contractor(s) should note that income post event and ground rental fees are separate to the reinstatement bond. The Council shall refund to the Contractor(s) after expiry of the Period of Use each year such a balance of the reinstatement bond as remains after having reinstated damage. The Contractor(s) must invoice the City of Edinburgh Council for monies due.
- 12.7. The Contractor(s) will be required to produce all ticket receipts and visitor numbers annually at the end of the event period.

### **13 OPEN BOOK**

- 13.1. The Council requires clear transparency of financial and accounting arrangements and full unrestricted access to relevant information in the operation of this contract and data from the Contractor via an Open Book Accounting arrangement.
- 13.2. Open Book Accounting requires the maintenance of books of account in accordance with Generally Accepted Accountancy Practice (GAAP) and the making available of such books of account for inspection by the Council (or the Council's specified Auditor) and, if required by the Council, providing a report on such books of account, including the maintenance of books of account showing the breakdown and justification of all relevant cost and income relating to the contract including:
  - 13.2.1. Full disclosure of all gross revenues generated through the contract, relating to the operation of the service(s) and fixed fee rental offer, any additions to said contract or any other gross revenue stream arising to the Contractor as a result of the contract, these revenue streams including but not limited to;
    - 13.2.1.1. Other revenues arising from the operation of assets by the Contractor upon contract commencement;
    - 13.2.1.2. Other revenues arising from the operation of assets deployed in excess of those within paragraph 11.3.1.1; and
    - 13.2.1.3. Sponsorship income.
- 13.3. Full disclosure of all costs incurred by the Contractor in delivering the contract and fixed fee rental offer, including but not limited to;
  - 13.3.1. Capital expenditure;
  - 13.3.2. Direct costs attributable;
  - 13.3.3. Indirect costs such as company overheads;
  - 13.3.4. Fixed and variable costs relating to the operation of the contract; and
  - 13.3.5. Any additional costs incurred by the Contractor in the operation of the contract.



- 13.4. The Contractor(s) will manage and disburse all funding and costs in line with Pricing Schedule submitted. This Pricing Schedule will be the initial baseline and will be kept updated on a regular basis and reviewed monthly with the Council's appointed officer. Any changes that may be needed to the Pricing Schedule during the term of the Contract must be agreed in accordance with the Contract Variation conditions.
- 13.5. Within the Pricing Schedule and any supporting management information the Contractor(s) will:
- 13.5.1. Prepare, monitor and control the Edinburgh's Christmas and Edinburgh's Hogmanay budgets and/or;
  - 13.5.2. Agree the event budget with the Council in advance of the event being launched and/or;
  - 13.5.3. Provide details of all income and expenditure (including profit) as requested on an ongoing basis and comparison actual to budgeted figures and/or;
  - 13.5.4. Explain any variations as requested and/or;
  - 13.5.5. Highlight budget risks and propose mitigating measures and outcomes on an ongoing basis and/or;
  - 13.5.6. Provide a final finance statement by the end of February of each year of the contract.
- 13.6. Full disclosure of all balance sheet data relating to assets deployed in the contract, including but not limited to net book values, amortization and depreciation policies and liabilities arising from the operation of the contract;
- 13.7. Projections of future commercial and economic performance, including but not limited to;
- 13.7.1. Forecasts of future revenues;
  - 13.7.2. Any macroeconomic assumptions which may inform future performance of the contract;
  - 13.7.3. Any emerging technological innovations which may have bearing on the operation of the contract;
  - 13.7.4. Market information;
  - 13.7.5. Plans for deployment of assets / growth of revenue relating to the contract; and
  - 13.7.6. Any emerging areas of business.
- 13.8. Other information and documentation which is necessary to satisfy the Council's requirement to demonstrate Value for Money; and
- 13.9. How inflation has been applied to the charges in line with the terms of RPIx (Indexation);

#### **14. RIGHT TO AUDIT**

- 14.1. The Council retains audit rights over the Contractor and subcontractors financial information surrounding all items covered under this contract. The Council reserves the right to audit the full duration of the contract, at any period.
- 14.2. Once a discrepancy has been identified and accepted the payment shall be made within 28 days. Acceptance cannot be unduly withheld, where this is the case, provisional assessment would be made by the Council, and this shall be paid within 28 days.
- 14.3. All financial data contributed with this contract shall be stored by the Contractor for five years after the end of the Contract, including any extension period, and made available to the Council at any point during this timeframe.

## **15. BUSINESS CONTINUITY**

- 15.1. The Contractor shall have in place appropriate and tested contingency arrangements to ensure delivery of the services covering different adverse scenarios such as severe weather which could result in damage to the site. The Contractor must have contingencies to cover scenarios such as flood prevention or wind damage.
- 15.2. The Contractor will have in place and keep up to date a Plan detailing their contingency arrangements detailed in 15.1. This must be provided to the Council upon request.
- 15.3. The Contractor will be responsible for ensuring that any sub-contractors have a plan in place which is robust and tested on an annual basis for the duration of the contract and any extensions.

## **16. HEALTH AND SAFETY**

- 16.1. The City of Edinburgh Council's Safety Advisory Group process is called the Events Planning and Operations Group (EPOG). Not less than 6 months prior to the Event the Contractor(s) shall engage with the Council through officers within Public Safety to arrange attendance at the EPOG, or Council's designated forum, to confirm the arrangements for the Period of Use by the provider of the site. The Contractor(s) shall submit to the Council a detailed written programme of the delivery of the Services, including arrangements for public safety / traffic management and all other elements related to the safe delivery of the event. Approvals will be granted through the relevant licensing or permit processes that EPOG will signpost to the Contractor(s) as appropriate. The Council reserves the right to amend the terms and conditions of the contract in line with the advice of the EPOG.
- 16.2. The Contractor(s) should pay due regard to the Health and Safety at Work Act 1974, the Construction Design and Management Regulations 2015, the relevant General Conditions of Licence attached to any licence granted and any relevant "best practice" guide for the activities taking place on the premises (e.g. "Purple Guide" etc).
- 16.3. The Contractor(s) shall observe all fire and other safety precautions relating to the site or the vicinity of the site and in particular it shall ensure that all temporary fittings installed by the Contractor(s) are fireproofed to the satisfaction of the Firemaster and provide relevant safety certificates.
- 16.4. The Contractor(s) shall at all times comply with the requirements laid down by the Council with regards to noise levels both for the purposes of build/strike periods and for the actual event.
- 16.5. The Contractor shall co-ordinate all sub-contractor work activities, ensuring all appropriate Health and Safety Regulations are fully met.
- 16.6. The Contractor shall manage health and safety of the site staff, ensuring that all necessary safety equipment on the sites is well maintained.

- 16.7. The Contractor shall have an up to date Health and Safety Policy which is available to all staff members and sub contractors.
- 16.8. The Contractor shall provide Site Management Plans including build schedules and contingency plans.
- 16.9. The Contractor will be required to produce an Event Safety Plan and Event Manual including, but not limited to, risk assessments, crowd management plans, capacity calculations, evacuation plans, concession management, responsibilities, schedules, show stop procedures, etc.
- 16.10. The Council reserves the right to request the Plans mentioned in 16.7, 16.8 and 16.9 at any time and to suspend all or part of the Contract without notice until these have been satisfactorily updated and will not have any liability for any costs associated with this.
- 16.11. For the avoidance of doubt should the Council have any reasonable concerns regarding any Health and Safety it is expected that the Contractor will cooperate fully to resolve these. At all times the Council reserves the right to suspend all or part of the Contract without notice due to Health and Safety concerns and will not have any liability for any costs associated with this.

## **17. EQUALITY AND HUMAN RIGHTS**

- 17.1. The Contractor will commit to comply with relevant legislation which includes but is not limited to the Equalities Act 2010.
- 17.2. The Contractor will take steps to mitigate and minimise any adverse impacts of their activities on the local community including residents and businesses.
- 17.3. It is expected that events will cater for a wide range of visitors and their differing needs should be addressed with a view to advancing the equality of opportunity in particular but not exclusively for various groups with protected characteristics which are detailed in the Equality Act 2010.

## **18. COMPLIANCE WITH LEGISLATIVE REQUIREMENTS**

- 18.1. The Contractor must ensure compliance with all relevant standards, legislative requirements and statutory provisions related with the delivery of the services.

## **19. FAIR WORK PRACTICES**

- 19.1. The City of Edinburgh Council is committed to the delivery of high quality public services, and recognises that this is critically dependent on a workforce that is well rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making.
- 19.2. These factors are also important for workforce recruitment and retention, and thus continuity of service. The City of Edinburgh Council is adopting fair work practices, which include:
  - a fair and equal pay policy that includes a commitment to supporting the Living Wage, including, for example being a Living Wage Accredited Employer;
  - clear managerial responsibility to nurture talent and help individuals fulfil their potential, including for example, a strong commitment to Modern Apprenticeships and the development of Scotland's young workforce;
  - promoting equality of opportunity and developing a workforce in terms of characteristics such as age, gender, religion or belief, race, sexual orientation and disability;

- support for learning and development;
- stability of employment and hours of work, and avoiding exploitative employment practices, including for example no inappropriate use of zero hours contracts;
- flexible working (including for example practices such as flexi-time and career breaks) and support for family friendly working and wider work life balance and;
- support progressive workforce engagement, for example Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice.

19.3. In order to ensure the highest standards of service quality in this contract we expect Contractors to take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package.

## **20. SUSTAINABILITY**

20.1. The Council has a sustainable development strategy for the city – Sustainable Edinburgh 2020. The vision is that ‘Edinburgh in 2020 will be a low carbon, resource efficient city, delivering a resilient local economy and vibrant flourishing communities in a rich natural setting. The Sustainable Edinburgh 2020 framework for sustainable development can be found at: [http://www.edinburgh.gov.uk/info/20206/sustainable\\_development\\_and\\_fairtrade/841/sustainable\\_edinburgh\\_2020](http://www.edinburgh.gov.uk/info/20206/sustainable_development_and_fairtrade/841/sustainable_edinburgh_2020)

20.2. The strategy presents 10 commitments that apply to all Council functions, including all Council procurement. These are to:

- promote good governance;
- promote good management;
- protect and conserve the environment;
- encourage responsible consumption and lifestyle choices;
- plan and design for sustainability;
- promote sustainable transport;
- protect and promote health;
- achieve a vibrant and sustainable local economy;
- secure inclusive and supportive communities; and
- reduce our impact on the global environment.

20.3. These commitments demonstrate that sustainable development is about more than just the “environment”. Issues such as health, education and employment are considered as key to sustainability as transport, energy or waste. Sustainable development takes place when social, economic and environmental issues are addressed in an integrated way taking into account the long term impact of our activities.

20.4. In order to ensure the highest standards of service quality in this contract we expect the Contractor to take a similarly positive approach to sustainability and demonstrate how they can work along with the Council to achieve these commitments have or is in the process of achieving the ISO 201221 accreditation or a similar standard of accreditation.

## **21. COMMUNITY BENEFITS**

21.1. The Council will work in partnership with the Contractor on supporting the Edinburgh Guarantee’s vision of increasing the number and range of employment opportunities or other support available for the city’s young people. Further information on the Edinburgh Guarantee can be found at

21.2. Examples of Community benefits that the Council would consider are:

- Funding for further park improvements;
- Donations to local charities;
- Support to local charities such as food festivals;
- Donations of food to local food banks
- Support to local community events;
- Pricing incentives for Edinburgh residents which make events and attractions more accessible;
- Special performances for residents of care homes/hospital performances; and
- Pop up performance in libraries and other public locations outside the city centre.

## **22. UNACCEPTABLE WORKING PRACTICES**

22.1. The Contractor shall deliver the goods and services with all due care to both pedestrian and vehicular traffic. Any damage to public or private property incurred in the pursuance of this service will be rectified at the expense of the Contractor.

22.2. Methods when carrying out a service request which impair safe working arrangements or give rise to nuisance, including spillage of waste or damage to private or commercial property or inconvenience to residents are unacceptable. As such, in providing the service, the contractor shall do nothing which may:

- Cause nuisance or annoyance or obstruction or damage or injury to the Council or to any other person or persons;
- Infringe any legislative or regulatory requirements; and
- Cause pollution of the environment or interfere with the access of third parties to any nearby land.

22.3. The Contractor shall Indemnify the Council for any costs or damages which it may be liable to pay to any Third Party in respect of such nuisances.

22.4. The Contractor shall, at the direction of the Council's Authorised Officer, investigate all allegations of unacceptable and/or dangerous practices reported to the Council and if appropriate will discipline any employee undertaking such practices and ensure that those practices are discontinued.

## **23. CONTRACT ADDITIONS (EVOLUTION)**

23.1. The Contractor(s) shall be expected to work with the Council to maximise income for all events delivered by identifying and developing new and exciting opportunities within the city to enhance the overall offering to the Council.

23.2. The Contractor(s) shall over the life of the contract continually evolve the contract to meet current and future market trends. To do this the Contractor shall throughout the contract, must provide as a minimum of three additions and or enhancements to the event(s) per annum. These will either be approved or rejected.

23.3. In proposing additions/ enhancements to the contract, the Contractor(s) must follow the Additional Project Mechanism (Appendix E), approval of any additions/ enhancements are at the sole discretion of the Council, the Councils decision is final and binding with no appeal.

23.4. Once the Council approves an additional to the contract, the Contractor(s) shall accept all risks associated with implementation of the new proposals (planning, requisite consents etc).

**End of Specification**

# Culture and Communities Committee

10:00am, Tuesday, 28 January 2020

## Police Partnership Performance and Activity Report: 1 July 2019 to 30 September 2019

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 The Culture and Communities Committee is recommended to note the progress report from the Edinburgh Divisional Commander for Police Scotland attached at Appendix 1 covering the Period 1 July to 30 September 2019.

#### **Alistair Gaw**

Director for Communities and Families

Contact: Jon Ferrer, Senior Manager, Quality, Governance and Regulation

E-mail: [Jon.Ferrer@edinburgh.gov.uk](mailto:Jon.Ferrer@edinburgh.gov.uk) | Tel: 0131 553 8396

## Police Partnership Performance and Activity Report: 1 July 2019 to 30 September 2019

### 2. Executive Summary

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- 2.1 In June 2019 the Culture and Communities Committee agreed a refreshed Partnership Agreement between the City of Edinburgh Council and the Edinburgh Division of Police Scotland in respect of community policing. They requested a detailed qualitative and quantitative progress report from the Edinburgh Divisional Commander for Police Scotland, or their designated deputy, on a quarterly basis. The Performance and Activity report provided by Police Scotland for quarter 2 is at Appendix 1.

### 3. Background

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- 3.1 Since 2003, the Council has provided funding to support community policing activities, in both local neighbourhoods and city centre, and through targeted interventions undertaken to detect and disrupt anti-social behaviour and issues associated with community safety. The Council formalised the arrangement to support community policing through a Service Level Agreement with Police Scotland.
- 3.2 For 2019/20, £2.08 million revenue funding has been provided to Police Scotland by the Council to resource the following:
- 3.2.1 35 “named” Community Police Officers (Police Constable rank) working within local communities, based within wards and the city centre to manage specific issues such as those concentrated around the night time economy, business community and tourism. The Community Officers support community engagement activities.
  - 3.2.2 8 Family and Household Support Officers (Police Constable rank), based within localities, whose role is to share information daily and support Council Family and Household Support teams in activity within the locality.
  - 3.2.3 One Youth Justice Officer (Police Sergeant rank) responsible for coordinating Police Scotland activity around the development of Youth



Services in line with Council policies and liaison with Youth Justice services within the Council.

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

## **4. Main report**

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- 4.1 In June 2019 the Culture and Communities Committee agreed a refreshed Partnership Agreement between the City of Edinburgh Council and the Edinburgh Division of Police Scotland in respect of community policing.
- 4.2 A detailed qualitative and quantitative progress report from the Edinburgh Divisional Commander for Police Scotland, or their designated deputy, was requested on a quarterly basis.
- 4.3 The Performance and Activity report provided by Police Scotland covering the period from 1 July to 30 September 2019 is at Appendix 1. It has been written by Police Scotland with additional information provided by the City of Edinburgh Council's Family and Household Support Service.

## **5. Next Steps**

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- 5.1 Over the period 2019/20 the success of the additional Community Policing services provided through the Edinburgh Division of Police Scotland will be measured and assessed through a range of qualitative and quantitative measures contained within the agreement, which will be reported to Committee on a quarterly basis. These may be varied or supplemented during the term of the partnership, by mutual agreement between the parties.
- 5.2 Whilst it is recognised that the Community Policing resource delivered through this partnership agreement contributes to reducing crime and the fear of crime, as well as anti-social behaviour, there is not always a direct correlation, because other Police resources, both locally and nationally, also contribute to such reductions, as do Council services and other partner agencies.

## **6. Financial impact**

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- 6.1 The funding provided to Police Scotland by the City of Edinburgh Council was reduced in 2019 from £2.6m to £2.02m, a decision made by Council in February 2019.

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

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- 7.1 There has been no consultation with elected members with regards the preparation of this report.
- 7.2 The City of Edinburgh Council and the Edinburgh Division of Police Scotland continue to review current methods to improve our collective ability to detect, respond, disrupt and divert individuals and groups away from anti-social and offending behaviour that serves to damage community cohesion and increase fear of crime and disorder.
- 7.3 The use of current, up to date intelligence, targeted tactical deployment and responsive, preventative approaches will serve to increase public confidence and help tackle the root causes of such behaviours.

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

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- 8.1 There is no background reading or external references for this report.

## **9. Appendices**

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- 9.1 Appendix 1 - Police Partnership Performance Activity Report: 1 July 2019 to 30 September 2019.



# CITY OF EDINBURGH DIVISION



## PARTNERSHIP AGREEMENT: FUNDED OFFICERS PERFORMANCE AND ACTIVITY REPORT

Time Period: 1<sup>st</sup> July 2019 to 30<sup>th</sup> September 2019

Governance: Culture and Communities Committee



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

It outlines the activity of:

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

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

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

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<b>SECTION 1</b>	<b>FOREWORD</b>
<b>SECTION 2</b>	<b>ACTIVITY AND PERFORMANCE OVERVIEW</b>
<b>SECTION 3</b>	<b>OVERVIEW OF FAHST OFFICER WORK</b>
<b>SECTION 4</b>	<b>OVERVIEW OF YOUTH JUSTICE SERGEANT ROLE</b>
<b>SECTION 5</b>	<b>OUTLINE OF KEY ENGAGEMENT ACTIVITY IN LOCALITIES</b>
<b>APPENDIX A</b>	<b>QUALITATIVE SNAPSHOT OF REPORTED ACTIVITIES</b>

Richard Thomas

Superintendent Partnerships  
E Division  
Police Scotland

*As the Partnerships lead for Police Scotland's Edinburgh Division, I am pleased to present this overview of funded officer activity in a revised and refreshed format. I hope it demonstrates the effective and cohesive collaboration with the City of Edinburgh Council, which is integral to delivery of our joint outcomes, and to improving the safety and wellbeing of our communities.*

*This report provides a detailed insight into the work of funded officers in their localities, and shows the commitment we share with partners to deliver the Locality Improvement Plan outcomes and Local Policing Plan priorities. The importance of partnership working, as evidenced here, cannot be overstated in terms of addressing the needs of our communities, and building confidence in public services.*

Jon Ferrer

Senior Manager Quality,  
Governance and Regulation  
City of Edinburgh Council

*As the Service Manager for Family and Household Support I am frequently motivated by the breadth of opportunity our work with colleagues in Police Scotland offers both services in helping develop a more person centred, trauma informed and holistic lens with which to respond to antisocial and nuisance behaviour. It is my belief that truly effective partnership work is based on a shared experience and a common understanding of roles and responsibilities.*

*This report is a reflection of that ongoing collaboration, a recognition of the individual and frequently powerful stories that can all too often remain hidden from view.*

*I am pleased to have contributed to this revised report format, which for me represents another tangible step forward in that journey.*



Key Performance Indicator	Activity Measured	Data
Current Vacancy Level		Zero
Compensatory Abstractions	Number of days where officers are abstracted from role / locality for non-funded duties	<p>North East: 4</p> <p>North West: 32</p> <p>South East : 20</p> <p>South West: 13</p> <p>Compensatory Work</p> <p>North East: OP Orbit / CPTF - 18</p> <p>North West: CPTF - 40</p> <p>South East : OP Servator / CPTF - 42</p> <p>South West: CPTF - 20</p>
Routine Abstractions	For example: rest days, absences, mandatory training, major incidents	108
Engagement activities with communities and educational establishments	Activities within communities including community council meetings, community surgeries, events and social media messages.	<p>Council Meetings: 66</p> <p>Community Surgeries: 101</p> <p>Community Events: 108</p> <p>Social Media Messages: 244</p>
Level of recorded antisocial behaviour incidents recorded by Police Scotland	Incidents recorded within Edinburgh Division	<p>This Year to Date: 20018</p> <p>Last Year To Date: 22239</p> <p>% Difference: -10.0%</p>
Level of recorded antisocial behaviour complaints recorded by Local Authority	Per 10,000 population	<p>This Year to Date:</p> <p>Last Year To Date:</p> <p>% Difference:</p>
Number of repeat antisocial behaviour complaints and targeted patrol activity	No of ASB Complaints per 10K population Apr-Nov 2018 – 20.14 (979 complaints) Apr-Nov 2019 – 23.90 (1,162 complaints) % difference – 18.7% increase	No of repeat ASB Complaints Apr-Nov 2018 – 1.2% (91 complaints) Apr-Nov 2019 – 1.8% (107 complaints) % difference – 17.6% increase
Number of intervention visits	To include activity around complaints of hate crime, acquisitive crime and antisocial behaviour	<p>Hate Crime: 217</p> <p>Acquisitive Crime: 488</p> <p>Antisocial Behaviour: 710</p> <p>TOTAL: 1415</p>
Licensed premises monitoring	Innkeeper entries created	(305 Inspections and 149 Incidents) 454
Road safety: Focus on Monitoring and Activity Around 20mph zones and local road safety issues of concern	Number of road safety operations and parking complaints dealt with, Number of warnings issued, number of tickets issued.	<p>Operations and Parking complaints: 78</p> <p>Warnings issued: 138</p> <p>Tickets issued: 6</p>



TRENDS

There has been city-wide **reduction in acquisitive crime of 7.3%**. There were 162 fewer victims of dwelling housebreaking and 274 fewer victims of motor vehicle crime.

**Antisocial behaviour reduced across the city with 510 fewer reported incidents.**



### **Collaborative working: Family and Household Support Service and funded FAHST Officers.**

The Family and Household Support Service (FHS), based within Safer and Stronger Communities has a remit for aspects of community safety and antisocial behaviour. FHS is an integrated, multi-disciplinary 'cradle to grave' service derived from the Scottish Government strategy on Anti-Social Behaviour and encompassing the principles of the [Christie Commission Future Delivery of Public Services](#). FHS takes a preventative and early intervention approach addressing anti-social behaviour and, crucially, its underlying causes (poverty and inequality, family breakdown, mental health, criminality, alcohol and substance misuse problems, and homelessness).

This section of the report has been created to complement and inform the work of the funded officers, providing additional context by way of people's stories, case studies and local initiatives to help inform and provide real examples of how an integrated approach improves the lives of Edinburgh's citizens.

FHS enables individuals, families, households and communities to recognise and address areas of conflict, dispute and inequality through distinct forms of engagement, support and intervention. Even when enforcement action is necessary, Family and Household Support will continue to offer support.

Significant progress has been made over the last 2 years to strengthen and consolidate working relationships between Community Police Officers, FAHST Officers and the FHS Service. This has included 2 annual development events aimed to recognise and celebrate the joint work within the teams.

A key focus for FHS is to engage with the community and seek to identify and support those families and individuals considered 'hard to reach'. The service considers the needs, vulnerabilities and circumstances of all groups including those traditionally referred to as 'perpetrators' and 'victims'.

### **Service Developments:**

#### **Coming together**

The second annual FAHST event was held on 9 October 2019, planned and delivered jointly by FHS staff and Police Scotland. The content covered topics including the need to develop an Information Sharing Protocol and the use of police reports and daily briefings.

The event and the agreed actions generated from it will allow both services to continue to build and strengthen joint working and practice, to streamline processes and effectively target resources.

#### **Stronger Edinburgh**

In collaboration FHS and FASHT developed *Stronger Edinburgh* methodology enabling more effective engagement with children/young people and vulnerable adults. Whilst still in its infancy, the approach builds on the success of 'Stronger North' and enjoys the continued support and commitment from key partners and stakeholders.

This relatively new way of working within an antisocial behaviour and Community Safety sphere is very much a partnership approach involving Education, Social Work and Mental Health and Substance Misuse Services. The model sees a departure from a more traditional and often siloed approach to intervention with families where services work in relative isolation (based on assessed need or risk), to one that fosters joint work and cooperation at a much earlier stage and before the point of crisis.



### **Case Study 1: Diversionary Tactics and Responding to Need**

FHS undertook joint visits with Police Scotland to identified families where the young people have been associated with antisocial behaviour. The purpose was to draw the families' attention to aspects of the behaviour and the potential consequences, particularly in the run up to Bonfire Night. Support was also offered where this might help reduce the risk of the young person becoming involved in further antisocial behaviour.

During one visit, the family were found to be living in chronically overcrowded accommodation for over two years with no support. These difficult living arrangements and the tension it created had directly contributed to a breakdown in the family's relationship, resulting in the young person becoming involved in antisocial behaviour.

FHS, working jointly with temporary accommodation staff, identified an historic block on bids for some of the area's most likely to have offered suitable property, which the family were unaware of. The family had therefore been passed over for several properties. Working with FHS and the FAHST officer, the block preventing bids was removed. The family have now begun to bid on suitable properties in their preferred area and FHS and Temporary Accommodation continue to work together to support the family in securing a more suitable home.

### **Case Study 2: Neighbour Disputes**

FHS became aware of antisocial behaviour and criminal activity involving multiple neighbours and other local residents. Following a multi-agency meeting between police and FHS, a series of joint visits were undertaken, targeting those believed to be responsible for the antisocial behaviour. Within 72 hours of the intelligence coming to light, the visits had been undertaken and a further 27 neighbouring properties attended as part of the investigation process.

Following analysis of the evidence and statements collated, ASB warnings were issued to three individuals responsible for causing the issues. This resulted in a significant and immediate improvement in the local community and relationships between neighbours.

### **Case Study 3: Protecting Public Spaces**

Staff from Wester Hailes Library began experiencing issues relating to seven young people who were causing disruption within the library. This included vandalism, abusive language and threatening behaviour towards staff and library users. During a period of three months the financial cost to repair the damage (broken windows and doors) came to approximately £10,000.

When these incidents occurred, Police Scotland were called and frequently attended. As a result investigations, a number of young people were identified who lived within the South West area. In partnership with library staff, Life Long Learning and Social Work a plan of action was drawn up which included diversionary actions, tasks for the library staff and joint visits with police, Social Work & Family and Household Support to each of the young people's home addresses. Parents were in attendance and the potential consequences of the behaviour and actions discussed. All of the young people involved were in Council Housing and this behaviour, if it continued, may have an impact on the household tenancy. This was shared with the parents and occupiers.

As a result, no further issues have been reported by staff. The use of FAHST officers for this purpose proved significant during the course of the visits and presented a strong message to families about the close working relationships between the Council and Police Scotland.





#### **Case Study 4: Coffee with Cops**

'Coffee with Cops' is an active and effective community engagement initiative. Taking place every fourth Monday in the month, the local FAHST officers and FHS host a one hour drop in session at various locations across the South West Locality, such as libraries, community hubs and local supermarkets. The aim, to create safe space for residents to approach and talk to local officers in a relaxed and inclusive environment, promote the work of Family and Household Support and demonstrate the close partnership working between our two services.

The sessions provide residents and members of the public with an opportunity to discuss sensitive issues and concerns, offer a local/residents perspective and importantly provide and share intelligence. The initiative has proven very successful and has been well received by the local community, plans are in progress to extend these sessions to other venues.

#### **Case Study 5: Early Identification – Cuckooing**

FHS carried out a joint visit with police to an address subject to local intelligence and suspected to be a potential case of 'cuckooing' (a form of crime in which drug dealers take over the home of a vulnerable person in order to use it as a base for drug dealing) involving a vulnerable adult.

A welfare check on the tenant was immediately carried out by police and FHS staff. Whilst there was no evidence the vulnerable adult was at risk or being harmed or coerced by those present in the property, suitable advice was given and several other adults present directed towards support as a result of other disclosed needs.

#### **Case Study 6: Entrenched Disputes – Good Communication is Key**

Longstanding neighbour conflict involving disputes and complaints from several members of the same family but from different households was identified. Intervention focused on two households with parallel planning appropriate to needs of both. Complaints and counter complaints were often received shortly after familial breakdown and escalation of disputes.

Daily police briefings were used to monitor incidents and assess the need for action. Effective incident notification allowed services to respond quickly, preventing further escalation. The development of a parallel plan allowed FHS and police to better meet the needs of the individuals by putting in place the right level of support at the right time to achieve better outcomes for each household.

Open, transparent communication and information sharing between the services, observed by each family reduced ambiguity, confusion and anxiety, also seeing a reduction in the volume of contact made and required with each family.



The Youth Justice Sergeant role is wide and varied with meetings and engagements almost daily forming a large part of the daily role. A brief overview of the main areas are;

**Weekly Pre Referral Screening (PRS) Meetings** are multi-agency attended meetings chaired by police looking at lower level offences and how best early and effective intervention can be implemented to divert young people away from prosecutions. Through a recent review in practice this has now been streamlined improving the process.

**PRS Steering Group Meetings** form part of the governance framework, focusing on strategy and direction, including developing process and streamlining practice. The Youth Justice Sergeant chairs the Pre Referral Screening Group (PRS) meeting.

Where young people who are involved in serious offending or display sexually harmful / extreme risk taking behaviour, or a combination of both, **Young People Risk Management Meetings** are held and the Youth Justice Sergeant represents Police at this multi-agency public protection style meeting.

Prevention plays a key part of the Youth Justice Sergeant's role and they are actively involved in **delivering targeted engagement** particularly around online behaviours, such as "**sexting**" and "**sextortion**". This has resulted in the Sergeant having delivered this input, which is kept current and informative, to nearly 37,000 high school aged young people and adults. This has developed to cover parents' evenings, delivery to other agencies as well as all youth contingents of Scottish Rugby groups, Hibernian and Heart of Midlothian football clubs. Where necessary and appropriate, the Youth Justice Sergeant acts as a single point of contact should schools, agencies or parents have concerns around a young person's online behaviour / potential exploitation.

Still focusing on Early and Effective Intervention, the Youth Justice Sergeant regularly engages personally with high tariff young people in a variety of settings in an attempt to understand the causes of the behaviour and what, if anything, can be done by police or in conjunction with other agencies to address, support and change current practices and behaviours.

External to Edinburgh, the Youth Justice Sergeant also engages with young people within secure units and Polmont Young Offenders Institution, particularly those involved in Serious and Organised Crime. This has led the Sergeant to be heavily involved in a new Serious and Organised Crime Intervention Service that is currently in the process of being developed in Edinburgh.

Externally, the Sergeant represents Edinburgh within National fora, including the Early and Effective Intervention and Diversion from Prosecution meetings, with these groups focused on developing current practices across Edinburgh and Scotland. Currently a system for streamlining the processing of young people who are held in custody is being developed with police and partners to improve the efficiency and effectiveness of the process ensuring a Whole Systems approach.

At the request of City of Edinburgh Council, the Youth Justice Sergeant is now heavily involved in the participation of multi-agency workshops to develop the next iteration of Edinburgh's Community Safety Strategy.

The Youth Justice Sergeant is also a regular attendee at the multi-agency Youth Justice Strategy meetings aimed at shaping and defining youth justice and what services are doing in Edinburgh to combat and address offending and improve outcomes for young people.



### Community Alcohol Partnership (CAP)

The partnership is well established across the four Localities, working closely with various businesses including retailers, other licenced premises and Trading Standards.

In the North East much work has been done with the Hibs Foundation and local youth groups to raise awareness of the dangers and consequences of alcohol abuse. Regular training days have been held for small retailers, promoting challenge 25 and other local initiatives. Routine multi-agency enforcement has been carried out on licenced premises, supported by elected representatives and in conjunction with the local authority. Due to the successes seen, particularly around proxy purchasing, a nomination was received for the Community Alcohol Partnerships Award 2019.

The positive impact on proxy purchasing can be seen across the South East, South West and North West areas by creating and building on relationships with local businesses and partner agencies. There has been consistent engagement with elected representatives and extensive licenced premises visits and inspections, particularly during the course of Alcohol Awareness Week when awareness sessions and information stalls were set up throughout the city.

### Operation Soteria

Operation Soteria is the city-wide response to motorcycle related crime and antisocial behaviour. There is a continued focus on tackling motorcycle crime across the city with tailored approaches within each of the localities. Awareness raising and preventative messaging has been circulated via a co-ordinated communications strategy across all four localities.

***As a result of these continued efforts, motorcycle related antisocial behaviour has seen almost 10% fewer incidents compared to last year to date, building further on the significant successes of last year.***

Engagement with local charities and established youth organisations enable issues to be highlighted within the local area. Preventative measures were developed with city of Edinburgh Council resulting in fencing off local playing fields. Intelligence development through tasking and Crimestoppers information enabled targeted enforcement leading to recovery of stolen motorcycles and a reduction of antisocial behaviour involving them.

Local preventative activity included work with Screen Education Edinburgh involving local young people and Prevention, Intervention & Partnership team in the launch of a preventative film. A £40k community grant fund was secured which resulted in the installation of perimeter fencing in West Pilton Park. Target hardening work was undertaken with vulnerable locations in conjunction with continued investigation and enforcement.

Regular crime prevention surgeries have been held in high footfall areas throughout the city ranging from major retail outlets such as Cameron Toll, Fort Kinnaird and The Gyle to hospitals including the Royal infirmary. Frequent visits have also been undertaken to popular tourist accommodation providers and repeat locations for thefts offering preventative advice to proprietors and customers.

### Operation Threshold

Operation Threshold engaged partners to deliver effective collaboration to address the escalating drug death toll in the city. The approach sought to identify and engage with those at highest risk of harm from substance misuse and support them into recovery pathways or diversionary activities. The police engagement team were supported by the third sector organisation, Aid and Abet, which provides mentors with lived experience of addiction and can often gain traction with individuals who are reluctant to engage with police. A common theme amongst those engaged was their genuine appreciation of the focus placed on them and their welfare. It was particularly impactful given, for many, their only previous dealings with police have been enforcement related.



## South East

### Prevention



- Operation Vanguard was introduced to act on community intelligence in respect of drug dealing. Community Officers have carried out a number of initiatives **resulting in £60,000 worth of drugs being recovered.**
- Operation Taupe had the aim of reducing antisocial behaviour in Holyrood Road through high visibility patrols, applying street drinking legislation and enhancing partnerships with Edinburgh University, Streetwork, Salvation Army and housing associations.
- Youth Engagement Team (YET) was introduced following high profile incidents in Liberton and Gilmerton. In partnership with 'Youth Talk', this resulted in a 6 month pilot with 2 dedicated officers supporting the link to schools and the wider youth community. Through the YET initiative, strong links have been forged with the Goodtrees Community Centre.
- The Multi-agency Vulnerable Group supports local people identified as vulnerable through mental and physical health concerns, housing issues or substance misuse. This has improved information sharing and joint working, enhancing service provision.
- Operation Proust focused on youth-related antisocial behaviour and associated criminality in the Southside corridor. Funded officers engaged with youths while on patrols and signposted them to local groups. Enquiries identified a group responsible for a spate of crimes, resulting in numerous charges and bail conditions, thus disbanding the group and a reduction in criminality.
- Operation Close Pass involves local Community Officers and Roads Policing colleagues conducting road checks to ensure cyclist safety. This also resulted in several cars being seized, drivers charged with various offences and warnings given.

### Partnerships



- Following an initiative to address drug related crime and antisocial behaviour in Drummond Street, the first Registered Social Landlords and third party agency group was created, feeding into the Community Improvement Partnership.
- New regular surgeries have been established in the Dumbiedykes and Grassmarket areas linking in with the attendance of the mobile library and market area respectively.
- City centre Vulnerability Intervention Patrols (VIP) are continuing, in partnership with Cyrenians and Streetwork, in relation to supporting homeless persons and rough sleepers.
- Discussions are ongoing with partners including Essential Edinburgh, NHS Lothian and Edinburgh University to develop further funding opportunities.
- Looking into 2020, the South East management team will develop work through the Counter Terrorism Governance group to apply learning from the Borough Market attacks to micro beats within Central Edinburgh.



## North East

### Prevention



- Community officers took part in a hate crime initiative which was delivered in partnership with, and funded by, City of Edinburgh Council, Hibs Foundation and local retailers in the Leith area. Pop-up stalls and surgeries were set up and conducted with items handed out with the slogan “Leith Doesn’t Hate”.
- A multi-agency small areas week of action was undertaken throughout the greater Craigmillar area in September 2019 with the intention of addressing Locality Improvement Plan outcomes. Community officers conducted joint patrols alongside Scottish Fire and Rescue Service, Environmental Wardens, Trading Standards and local housing officers. Issues such as graffiti, antisocial behaviour and fly tipping were all identified and addressed. Engagement with the community was conducted through surveys with residents, providing opinions on the local area and matters of importance. This will be used to ensure officers are deployed in the right places at the right times in line with community feedback.
- In order to combat retail crime and antisocial behaviour a Shop Watch initiative was introduced in partnership with local retailers. Proactive patrolling by community officers and the sharing of information between members has seen **shoplifting reduce by 7.7% or 53 fewer crimes in the North East area.**

### Partnerships



- The multi-agency North East Action on Alcohol Group was established. This includes local youth groups and is chaired jointly by police and NHS to address the issues around alcohol related harm within the locality and the over provision of alcohol within the greater Leith area.
- As per the Community Improvement Partnership, the Family and Household Support (FAHST) continue their joint working with local council teams and partner agencies. The focus remains on identifying vulnerable people and repeat locations to ensure appropriate support and intervention is provided to ensure welfare and address quality of life issues.



## South West

### Prevention



- Operation Aftermath is the South West's response to drug use, violence and antisocial behaviour at Westside Plaza. Using community feedback and led by funded officers, **the operation has seen almost £50,000 of drugs recovered and a number of weapons and firearms seized with 29 people reported to the Procurator Fiscal.**
- Operation Screening was implemented to tackle pedal cycle thefts throughout the locality and saw a reduction of 50% against the previous year to date with 49 fewer crimes reported. Two community officers were dedicated to carry out investigations into significant offenders. Funded officers assisted the operation with warrant executions, conducting patrols in hotspot areas and frequent liaison with the council, including Environmental Wardens, to identify trends and deposition sites for stolen property.
- Operation Avocation is a multi-agency approach at HMP Edinburgh designed to target drug use and reduce violence. A partnership week of action involved community and Road Policing officers, funded Orbit patrols and the Scottish Prison Service (SPS) alongside council Community Safety Team and saw a significant reduction in crime during the operation.
- To identify members of the community most need of support and to create clear pathways to the most appropriate agency, the FAHST set up was re-designed. Antisocial behaviour issues are identified through analytical means and there has been an uplift in joint visits to tenants conducted with the council.
- Operation Heddle addresses road safety in South West and is led by funded officers, supported by Roads Policing officers. Activities include educational stalls in supermarkets and other shopping complexes, speed checks on problematic and arterial routes and liaison with elected representatives. Community Speedwatch is also being discussed with local Community Councils.

### Partnerships



- Operation Sedgewick was designed to tackle the increased youth-related antisocial behaviour and associated criminality during the school summer holidays and **saw a reduction of 9.4% in antisocial behaviour, with 391 fewer incidents reported, compared with the previous year to date.** Community officers carried out targeted patrols alongside partners from the City of Edinburgh Council. Significant engagement with youth providers assisted with diversionary measures and support throughout the operation was provided by the deployment of council mobile CCTV.
- The newly created Prison Working Group between the Police and SPS meets on a monthly basis. This has seen increased training being provided by Prison Liaison Officer to all new managers with SPS identifying and sharing best practice and learning and identifying areas for future collaborative approaches.



## North West

### Prevention



- Operation Decisive is a North West initiative supported by City of Edinburgh Council funding. This operation is designed to prevent and tackle youth related antisocial behaviour, with particular focus on school holiday periods and known locations including Inverleith Park, Cammo, Davidsons Mains, Drumbrae and West Pilton. Additional high visibility patrols were conducted as well as engagement with relevant partners and joint intervention visits to young people resulting in a reduction in youth disorder and improved community relations.

### Partnerships



- #Stronger North is the continued partnership focus on Locality Improvement Plan small area, incorporating Muirhouse and West Pilton. It has the aim of improving opportunities for young people particularly in regard to employment and training, creating a cleaner/safer environment and improving community safety. Continued diversionary activity supported by local youth groups, Robertson Trust, Edinburgh College and other partners. Partnership activity is coordinated through a steering group and youth tactical group delivering support and intervention on youth offending. Joint walkabouts have resulted in a local community clean up/environmental improvements and crime reduction such as wilful fire-raising.
- The multi-agency mental health group identifies and supports local people affected by mental health concerns and ensures appropriate support, triage for escalating concerns and effective development of support plans. Positive feedback has been received from the Mental Health Tribunal Service in regard to one particular case demonstrating effective multi-agency working, good use of the principles of the legislation available and use of 'least restrictive options'. It was cited as an excellent example of joint working and information sharing with vital information for this case emanating from information gathered by Police Scotland.
- Officers within the FAHST continue their joint working with local council teams and partner agencies. The focus remains on identifying vulnerable people and repeat locations and supporting people across the North West and providing support to the Community Improvement Partnership.



### **Ward 1: Almond**

Local sea cadets assisted the Community Alcohol Partnership (CAP) distributing over 1,000 letters to homes highlighting proxy purchase and underage sale of alcohol. This received good uptake on local media and social media.

CAP funding supported police and youth workers at the Drumbrae Hub and Clermiston with the first Silent Blue Light Disco. A number of young people attended and future events are planned.

Operation Decisive focused on minimising the impact of youth related antisocial behaviour with community officer patrols across the ward area and particular focus on Davidson Mains, Lauriston and Cammo Estate. This was supported by joint patrols with the City of Edinburgh Council (CEC) staff and CCTV van.

### **Ward 2: Pentland Hills**

#### Wildlife Crime

Officers in the ward played an integral part in Operation Owl, a national operation run to increase awareness of the persecution of Raptors and birds of prey. This involved holding multiple awareness events at Harlaw Visitors Centre. Activities were undertaken alongside partners in Edinburgh Natural Heritage Officers, Royal Society of the Protection of Birds, Scottish Raptor Study Group and Volunteer Park Rangers. In addition to this rural police cycle patrols were conducted in Pentland Hills, posters and QR codes were put out in the local area advertising Operation Owl and raising awareness of other wildlife crimes.

#### Crime Prevention

Partnership work continues with Heriot Watt University as officers supported Fresher's Week. Local funded officers organised stalls to provide crime prevention advice and tips on how students could keep themselves safe whilst on nights out. As part of these events, funding was secured from the Community Alcohol Partnership enabling free anti-drink spiking merchandise to be provided.

#### Road Safety

Road safety/policing activity has continued this period through Operation Heddle with Councillor Webber accompanying officers in conducting speed checks in the ward. Regular speed checks and pop up officer deployments continue alongside elected representatives and the Road Policing department.





### **Ward 3: Drumbrae/Gyle**

#### Alcohol Related Antisocial Behaviour

Funded officers continue to build on their work to target alcohol and youth related antisocial behaviour. Through the Community Alcohol Partnership (CAP) joint visits with CEC Licensing Standards Officers were conducted to on and off sales premises. The campaign also included placement of posters relating to proxy purchasing in local shops and pubs. This awareness raising led to information being received resulting in an arrest for a proxy purchase with one man charged. CEC assisted with environmental improvements regarding rubbish bins and cutting back of vegetation to deter antisocial behaviour in key areas. Good use was made of local CCTV to identify some of the young people involved and joint CEC and police visits were made to speak to those involved alongside their parents.

#### Road Safety

A focus for funded officers throughout the period was road safety. Officers were joined by a local councillor when conducting joint patrols and supported the 'School Streets' scheme, working closely with Junior Road Safety Officers (JRSOs) at the schools. This allowed for driver safety education and warnings were administered at school pick up and drop off periods in relation to inappropriate parking. The JRSOs were able to put forward the point of view of the pupils and raise awareness of the dangers associated with irresponsible driving and parking close to schools.

In addition, a day of action was conducted with DVLA to target untaxed vehicles using the roads. A number were seized and removed from the streets thus preventing further offending. Funded Officers conducted numerous speed checks by deploying their hand held radar. These were conducted at Clermiston and Maybury with numerous drivers warned regarding their speed and notices of fixed penalty tickets issued.

### **Ward 4: Forth**

#### Alcohol and Youth-Related Antisocial Behaviour

Funded Officers recently established a Community Alcohol Partnership (CAP) across the Forth and Inverleith areas. The coordinated multi-agency group brings together professionals and local businesses to help reduce underage drinking and related antisocial behaviour.

Ongoing intervention work continued at a local primary school after reports of youths drinking in the grounds resulted in noise and antisocial behaviour until early hours of the morning. The action plan implemented led to significant reduction in calls and monitoring continues.

Operation Decisive focused on minimising the impact of youth related antisocial behaviour with community officer patrols across the ward area with particular focus on West Pilton parks and walkway areas. This was supported by joint patrols with CEC staff and CCTV van. Four people were charged in connection with setting of fires in West Pilton area and others identified for vandalism and antisocial behaviour in the Waterfront area.

Council and police FAHST intervened quickly to support a victim of repeat hate crime at an address in the Royston area. The offender was traced and arrested and enforcement action taken to move the perpetrator out of the area. The victim was provided specialist support and signposted to other support agencies.



## **Ward 5: Inverleith**

### Vulnerable People – Mental Health

Close multi-agency work between FAHST, community officers and mental health support services resulted in appropriate support and intervention provided to a female resident with complex mental health needs placing significant demand on local services. Local teams progressed the case through the local vulnerable persons group, onto escalating concerns and then a Mental Health Tribunal resulting in her needs being more effectively addressed. The work received positive comment on the good use of the principles of the legislation available specifically around use of 'least restrictive options'. It was described as an excellent example of joint working and information sharing with vital information for this case coming from detail gathered by Police Scotland.

### Crime Prevention

Specialist crime prevention inputs from Prevention, Intervention and Partnership department. and local community officer were provided to a number of people at Craigleith/Blackhall community council. This was in addition to support to individual victims of housebreaking and other acquisitive crime.

### Road Safety

Road Safety speed checks were conducted across the area including Belford, Comely Bank, Queensferry Road/Terrace, Strachan Road, Inverleith and other areas highlighted as concern through community engagement. Additional patrols resulted in driver safety education and warnings administered at school pick up and drop off periods.

## **Ward 6: Corstorphine Murrayfield**

### Antisocial Behaviour

Patrols of Corstorphine Hill area were conducted to prevent and detect antisocial behaviour. Pre-match community cycle reassurance patrols were conducted at Murrayfield rugby matches to minimise impact of events on local community.

### Hate Crime

Support, leaflets and advice were provided to local businesses in relation to the national Police Scotland Hate Crime campaign.

### Road Safety

Road safety activity included speed checks in key areas and police presence outside several schools in the area to encourage safe parking and drop off.



## **Ward 7: Sighthill / Gorgie**

Funded officers continue to work alongside The Big Hearts Project as part of Heart of Midlothian Football club. They also continue to provide public reassurance and investigation focus at high profile fixtures.

Coffee with a Cop at Sainsbury's café, Gorgie, continues and is well attended offering support and advice to members of the public.

### Hate Crime

Officers have been out supporting and providing advice and leaflets to local businesses in relation to the National Police Scotland Hate Crime Campaign. Also, as part of Operation Sedgewick, they have been conducting patrols of Stenhouse, Saughton Mains and Carrickvale Community Centre in relation to reported antisocial behaviour working alongside partners.

### Acquisitive Crime

Extensive patrols and crime prevention surveys have been conducted under Operation Screening tackling acquisitive crime throughout all wards.

## **Ward 8: Colinton / Fairmilehead**

Liaison with the welfare office at Dreghorn barracks continues, ensuring maintenance of the good relationship built up over the past year and support military personal whilst raising awareness of crime prevention methods and supporting fund raising.

### Youth-Related ASB

Funded officers continue to tackle youth antisocial behaviour and graffiti via Operation Sedgewick in the area alongside CEC partners, increasing patrols in hotspot areas. They have been out conducting warrant operations bringing offenders of violent and acquisitive crime to justice.

Officers have also been involved in delivering presentations at a variety of community events such as the Oxfangs Neighbourhood Centre Community Event, offering crime prevention advice and engagement with local residents, Dunedin Canmore Coffee morning and Longstone Primary School.

Officers, accompanied by elected representatives over all wards, conducted licensed premise checks regarding the sale of alcohol and fireworks. They provided Community Alcohol Partnership posters, shelf hangers and guidance documents.



## **Ward 9: Fountainbridge / Craiglockhart**

### Antisocial Behaviour

Whilst working closely with partner agencies, council officers and Dunedin Canmore housing Group, the Ward 9 funded officers have been tackling antisocial behaviour in the upper Fountainbridge area. Preventative work included establishment of a residents' association, installation of CCTV, inception of a neighbourhood watch scheme and the introduction of building caretakers.

The underage alcohol problems in the Meggetland and Craiglockhart Hill areas have been reduced by targeted patrolling, school engagements and localised drink awareness education. Such interventions have seen a marked reduction in the frequency of youth related drinking and antisocial behaviour in the area.

Working with CEC wardens, Trading Standards, UK Borders Agency and local residents, the funded officers are continuing to tackle the trend of underage alcohol purchasing and drink related antisocial behaviour in the lower Fountainbridge area in line with South West Edinburgh Community Alcohol Project. One off licence has had its alcohol licence revoked due to this type of activity and ward officers are working closely with local residents and partner agencies to progress enquires into a further premises of concern.

### Drug Misuse

Work was conducted with Fountain Park retail and security staff to disrupt drug activity within the centre and surroundings. Localised patrolling and partnership working with private agencies within the local area resulted in two homeless encampments being removed and vulnerable individuals being supported and safeguarded.

### Cycling and Road Safety

Officers, along with Scottish Canal Agency, continue to work with the local residents and commuters (cyclists and pedestrians) who utilise the canal with the Shared Space Campaign: "share the space, slow the pace". A continuing problem of vehicles parking on pavements and in an anti-social or inconsiderate manner are being combatted by use of letter drops, and targeted letter delivery to offending vehicle owners.

## **Ward 10: Morningside**

### Crime Prevention

In the Morningside Ward local CPT Officers have continued to promote crime prevention. In recent weeks, they have focussed on home security and personal safety at the regular surgeries they hold at Holy Corner and Hermitage of Braids. Officers have provided advice, literature and equipment to ensure that local residents and their properties are as safe and secure as possible.

In conjunction with the surgeries, officers have also carried out Crime Prevention surveys at address and business in the area with a recent talk for lone workers very well received. Whilst attending the various local and community council meetings local officers ensure that they provide the necessary crime prevention advice to the public. Several bike marking events have also been held and the local "Bike Bus" is supported by community officers, ensuring that local primary school children can cycle safely to school.



## **Ward 11: City Centre**

### Antisocial Behaviour

Following reports of an increase in antisocial behaviour in the Holyrood Road / Dumbiedykes area, patrols were increased as part of Operation Taupe. Over a period of two months, this operation resulted in 241 interventions, 129 stop and searches of which 44 were positive for either drugs, alcohol or weapons, 21 arrests for various offences and an additional 6 arrests on warrant, along with 25 recorded police warnings being issued. Significant work remains ongoing, including work in partnership with Edinburgh University and the charity Streetwork, who both have premises in this area, and a new regular police surgery has recently been established in the Dumbiedykes area to coincide with the attendance of the mobile library.

### Hate Crime

During the summer there were several instances of homophobic graffiti all around the Calton Graveyard and surrounding areas which were featured in the newspapers to the considerable alarm of the community. Focused plain clothes patrols by CPT Officers did not immediately catch the offender however valuable intelligence was gleaned from persons attending the cemetery and from sexual health outreach workers. A press release brought forward a critical witness and alongside other partners working in the mental health field a suspect was identified. Along with an appropriate adult he was charged with all of the offences, bail conditions applied and reported accordingly.

Due to concerns the accused may still re-offend and his vulnerabilities, officers have been in contact with Criminal Justice Social Work since the incident to encourage him to take up support and services they have offered. By developing a good rapport with the accused he is now agreeing to work with them to address the driving factors and beliefs which led to him commit his string of offences.

## **Ward 12: Leith Walk**

Officers were responsible for organising and running the 'Leith town hall doors open day' event, in conjunction with the Cockburn association. The Town hall and cells complex were open to the public and officers researched the history and produced a guide sheet. Support was received from the Police Scotland Youth Volunteers and Special Constables. The feedback from all volunteers was that they thoroughly enjoyed being part of such a community event. Over 800 people attended including local councillors. A stall set up by the Prevention Interventions and Partnerships department and allowed for a great deal of engagement with the local community. Crime prevention advice was provided and numerous enquires dealt with as well as intelligence passed on. This was the first doors open day at Leith for a number of years and required a planning and organising, however, the reception from the public made this more than worthwhile and it is hoped to open the station to the public again next year.

### Road Safety

An initiative with the DVLA was carried out which targeted areas where the public had complained about abandoned vehicles or vehicles without tax. Five vehicles were uplifted and a great deal of support was received from the community.

### Vulnerable People – Mental Health

Officers attended the Leith men's drop in centre, a service for men with learning difficulties and various mental health issues. Officers have established a long standing relationship with the centre and attend there on a regular basis to support this important outreach activity. Visits were also carried out to the Cyrenians drop in centre, run in conjunction with the Hibs foundation, and joint visits were delivered in partnership with Social Work to vulnerable adults in the area.



### **Ward 13: Leith**

Officers supported a multi-agency meeting with regards prostitution and also gave a presentation to officers from outside the area in relation to the work carried out by the Prostitutes Liaison Officers (PLOs).

Officers made themselves available to give evidence to the poverty commission with regards poverty in the Leith area. The commission have spoken with various partner agencies and a large number of members of the public.

- Joint patrols with CEC noise team carried out.
- Article submitted to local community paper with regards the work of community officers.
- Officers involved in the inaugural Leith Youth talk event. This is aimed at increasing the participation of young people in the civic and social life of Leith.
- Continued work was carried out with the Community Alcohol partnership, a planning meeting was held with regards an Alcohol awareness weekend in December, in conjunction with Tesco and Hibs foundation and a fresh start healthy roadshow in January.

### **Ward 14: Craigentiny / Duddingston**

- Community officers, working on intelligence received from the community assisted with the planning and execution of a drugs search warrant in the Restalrig area.
- Repeat instances of antisocial behaviour within the Craigentiny Road area were dealt with by community officers who traced and charged a person with several vandalisms.
- Community officers identified a licensed premise believed to be selling alcohol to under age people. A case has been built and the licensee charged and reported.
- A sheltered housing complex within the ward area was subject to calls in relation to antisocial behaviour. Community officers enquired into this, identified elements of vulnerability and provided access to appropriate support services.
- Officers assisted colleagues within City of Edinburgh Council in addressing an antisocial behaviour issue resulting in the eviction of a tenant in the Duddingston area.
- A report was made of racially aggravated conduct in the Loganlea area. Community officers conducted investigations, identified the person responsible who was then arrested and charged. Following this, further patrols were conducted to ensure reassurance and the prevention of a re-emergence of the issue.
- Following community feedback in relation to excessive speed of vehicles in Craigentiny Avenue, community officers conducted road safety checks including use of handheld laser.
- In response to reports of youth related antisocial behaviour, community officers conducted regular foot patrols of the Restalrig and Lochend areas, including evenings after school.



## Ward 15: Southside / Newington

### Drug Related Antisocial Behaviour and Vulnerable People

In early summer there was an increase in calls to the police regarding antisocial behaviour and allegations of drug use in the ward area. Intelligence identified specific addresses central to this issue. Funded officers engaged with the local Registered Social Landlord (RSL) who owned the vast majority of the properties on the street, including the five hotspot addresses. It was clear that the behaviour of several individuals were having a detrimental effect on other residents in the street.

To address the issue, the officers formulated a plan involving several key activities:

- High visibility patrols to prevent and disrupt criminality.
- Plain clothes patrols to detect criminality and gather intelligence.
- Execution of a drugs search warrant.
- Joint visits and patrols conducted with staff from RSL to provide crime prevention advice and reassurance.
- Drop-in police surgeries with RSL staff.
- Action plan created for each of the hotspot addresses with specific plans around each tenant including support, third party agencies and enforcement – this ensured appropriate support was provided when vulnerabilities were identified.
- Sharing of information to ensure that the correct actions were taken by the relevant agencies.

Work continues in this area, however, this joint approach has resulted in a reduction in calls to the police, offenders being brought to justice and vulnerable members of the community have been identified and provided with appropriate support.



## Ward 16: Liberton / Gilmerton

### Youth Related Violence and Antisocial Behaviour

Due to an identified issue with youth engagement following high profile incidents in the Liberton and Gilmerton ward area, a review was undertaken, taking cognisance of the feedback from the partnership run 'Youth Talk'.

Although both secondary schools in the area have an allocated School Link Officer (SLO), funded officers were deployed to supplement the role, to forge more productive relationships with youths in an effort to target the ongoing instances of violence and antisocial behaviour.

The officers were tasked with clear objectives and timescales, conducting the following activity:

- Deliver "No Knives, Better Lives" inputs at both schools.
- Diary regular and focused inputs for the calendar year for both schools to address specific issues identified in the ward area.
- Provide a guaranteed presence at evening youth groups between both schools.
- Work alongside "Enjoy Leisure" to assist in running summer camps in the area.
- Focus on and deliver joint working/sporting events between both schools

### Outcomes

- Goodtrees Community Centre – establishing relationships with key individuals and youth leaders involved in the provision of youth activities and regularly attending organised youth groups in order to build trust and confidence and gain a greater understanding of the attendant issues and challenges whilst developing the intelligence picture.
- Inputs delivered including an early intervention/prevention talk with Scottish Fire and Rescue Service in advance of bonfire night.
- Officers have engaged with Education Welfare Officers and are putting together a joint initiative to combat truancy.
- A communications strategy was created with regular social media postings in relation to youth engagement. This has been supplemented by internal messaging in respect of suggested training.
- Planned and coordinated attendance at a range of summer activities (15 in total) in relation to Youth Engagement activities, highlighted as good practice by Edinburgh Leisure.
- Organising a P7 transition football tournament involving 150 children and 10 officers acting as referees.





## Ward 17: Craigmillar / Portobello

### Week of Action

Between 16 and 22 September 2019, a week of action took place in the Bingham and Magdalene areas. This was designed to address outcomes from the Locality Improvement Plan relating to carrying out weeks of action in the small areas, this small area being Greater Craigmillar.

During the week of action officers carried out joint patrols with Scottish Fire and Rescue Officers and Environmental Wardens from City of Edinburgh Council.

- Environmental Visual Audits were carried out on a daily basis and graffiti and fly tipping was identified and passed to Cleansing for action.
- 126 surveys were completed by officers either on the doorstep or while patrolling the area.
- Fire safety visits were carried out at several addresses by Scottish Fire and Rescue Officers.
- 49 hours of high visibility patrols were carried out by Police in the area, with over 20 hours of partnership patrols with Scottish Fire and Rescue or Environmental Wardens completed.
- 3 Warrants were executed in the local area prior to and immediately following the week of action, with drugs and weapons recovered.
- Details of the results and ongoing patrols were publicised on social media on a daily basis.
- Stop searches were carried out where appropriate and officers seized drugs after a search in the area.
- A driver was charged with road traffic offences a short time after a report to officers on patrol.
- Several other local incidents were dealt with by officers in the area over the course of the week.

The survey results were collated and were positive in relation to the feeling of safety in the local area, with 90% of people saying they feel safe or very safe in the area and only 2% saying they feel unsafe or very unsafe during the day. The results regarding how people feel at night were positive, but showed that people do not feel as safe as they do during the day. 62% of people said they felt safe or very safe, with 16% saying they feel unsafe and 2% saying they feel very unsafe at night.

The surveys also provided valuable feedback on what issues they had in the local community, which the CPT will utilise to inform patrols in the coming months.

Everyone who completed a survey was given information about Crimestoppers and how to report information to police. 30% of people spoken to did not know what Crimestoppers was, therefore this was a positive exercise in highlighting this to the local community.



## Child Protection

A situation was raised within one of the schools in the area regarding a pupil potentially being under the influence of drugs. The SLO was aware of the family and their history and immediately ensured that checks were carried out on the child and their sibling. One of the children (11 year old) was admitted to hospital and later found to have consumed cocaine. Social work were contacted and wished to carry out a visit at the address, but were conscious that the family had been obstructive to social workers in the past. Funded officers had previously dealt with the family and had established a rapport with them therefore they attended the address along with social work and were able to gain entry and carry out the necessary welfare assessment.

Local Alcohol and Violence Reduction Unit (LAVRU) officers were tasked with developing intelligence at the address and were able to gather sufficient information to obtain a drugs warrant the next day, which was executed by funded officers. On execution of the warrant, drugs were discovered and, due to the covert nature of this visit, the house was seen in its true state, which was considered unacceptable.

The intervention ultimately led to the parent being charged with neglecting his children, drugs being recovered and social work obtaining a child protection order and taking the children into care.



# Culture and Communities Committee

10.00am, Tuesday, 28 January 2020

## Development of a Public Space Management Plan

<b>Executive/routine</b>	Executive
<b>Wards</b>	All, particularly City Centre
<b>Council Commitments</b>	<a href="#">43</a>

### 1. Recommendations

- 1.1 The Culture and Communities Committee is asked to:
- 1.1.1 note the initial findings of a review of the Edinburgh Parks Events Manifesto (EPEM) and the Public Spaces Protocol (PSP);
  - 1.1.2 note that it is intended to use these findings, alongside the motions from Committee and Council to develop a single Public Space Management Plan (PSMP) to be supported by a single set of processes, criteria and procedures when applications are received in the future;
  - 1.1.3 approve the principles for the PSMP as set out in paragraph 4.8; and
  - 1.1.4 note that it is intended to present the draft PSMP to Committee in March 2020, with consultation to begin in April 2020 and the final document presented to Committee in June 2020 for approval.

**Paul Lawrence**

Executive Director of Place

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## Development of a Public Space Management Plan

### 2. Executive Summary

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- 2.1 This report updates Committee on the progress with reviewing the Edinburgh Parks Events Manifesto (EPEM) and Public Spaces Protocol (PSP) to ensure that the approach to the management of public spaces in the city is co-ordinated and that simplified, transparent processes are in place to support the use of these spaces.

### 3. Background

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- 3.1 The EPEM sets out a strategic and proactive approach to the planning and managing of events within Edinburgh's parks and greenspaces. It provides a framework through which a balanced and sustainable events programme can be achieved, whilst ensuring that the quality of the environment is maintained to the highest standard possible. It limits the number of events held in each individual park, the length of time an event is permitted on site, the ideal "rest period" required between events and gives guidance on specific site factors and, as such, indicates the most appropriate type of event for the park. This was approved by the Transport and Environment Committee on [26 August 2014](#) and this responsibility has now transferred to the Culture and Communities Committee.
- 3.2 The Planning Committee on 16 December 2016 approved an Open Space Strategy for Edinburgh. [Open Space 2021](#) establishes principles guiding the continued protection, management and expansion of the city's green network over the next five years. The key challenges were referenced as the delivery of new parks and active travel connections as the city expands; creating inspiring places for new communities to socialise, grow food, play, keep active and experience nature; and which are resource efficient and climate-change ready. In addition to sustaining the quality of existing green spaces, there are opportunities for people to come together to create community gardens and allotments, to re-naturalise our 'living landscape' and to enhance the city's historic cemeteries and burial grounds.
- 3.3 Transport and Environment Committee on [9 March 2018](#) agreed to adopt the PSP. This provides a framework by which the Council and partners can better balance the use of public spaces in Edinburgh, particularly in high demand spaces within the

central area of the city. The Committee agreed to review the protocol one year after implementation.

- 3.4 A number of motions have been approved since November 2018 (as outlined in Appendix 1) which concern the use of the city's parks, open spaces and some streets. It is intended that the actions to address these motions will be progressed through a new PSMP and associated policies, criteria and procedures as set out below.

## **4. Main report**

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- 4.1 The use of parks, green and public spaces in the city are managed through a variety of policies and procedures. The EPEM and PSP both have the same goals: to protect, maintain and enhance both the built and natural environment, while also balancing the desire for events and activities with the need for the city to function for the wide range of people who live, work and visit the city.
- 4.2 Alongside these, a range of Council services are involved in planning, organising and licensing activities which take place in these spaces.
- 4.3 Late in 2019, Council officers discussed the current management plans, policies and procedures and to consider how these could be improved to provide a more comprehensive, joined up approach, particularly given the significant elected Member and public concern on these matters.
- 4.4 Officers concluded that:
- 4.4.1 The current arrangements for most of the city's parks (as set out in the EPEM) are broadly appropriate, however further clarity and transparency is required;
  - 4.4.2 The current PSP provides clear and helpful information on the process for applying to use public spaces, however these spaces and their uses are not clearly defined;
  - 4.4.3 The PSP does not cover the wider street network of the City Centre, or the city as a whole for that matter. Whilst the use of the prescribed public spaces is defined, there is ambiguity around the use of other streets for entertainment or events, and the potential adverse impact that this can, on occasion, have;
  - 4.4.4 There is a need to provide a clear definition of a major event and clear articulation of the number of event days permitted;
  - 4.4.5 The EPEM does not currently incorporate commercial activity in parks which has not been classified as an event e.g. the summer attraction (big wheel);
  - 4.4.6 Improvements should be made to the process of elected Member and resident engagement;
  - 4.4.7 There are occasions where applications for events are approved prior to the approval of other regulatory permissions (e.g. liquor licensing) and this can

sometimes lead to contradictions between what is permitted by one department and what is permitted in licence conditions;

4.4.8 Consideration could be given to the Council curating/procuring more events directly, thereby reducing the number of ad-hoc applications and allowing the Council to set out clearer controls on site layouts and usage in specifications as opposed to reacting to applicant requests (often at relatively short notice); and

4.4.9 The documents do not make sufficient reference to the 11 major festivals that take place across the year. Whilst there is a strong partnership between Festivals Edinburgh and the Council, there needs to be closer links between both parties on core operational management issues.

4.5 On 22 November 2018 Council approved two motions which directly relate to the use of parks for events. The full details of the approved motions are included in Appendix 1 however these are summarised as follows:

4.5.1 To review the arrangements for constructing the Christmas market and attractions to maintain a dignified cordon around the Garden of Remembrance and to investigate if these constructions could begin after the Armistice Day. For 2019 these were investigated and the no-work cordon was maintained around the Garden of Remembrance however it was not possible to delay the construction works until after Armistice Day. As part of the creation of the PSMP, this will be revisited; and

4.5.2 To carry out a review of policies and procedures for events in parks and greenspaces, to simplify and combine these where possible. The review should include evaluating the number and duration of events, to reduce the impact of any commercial events in terms of the access for members of the general public to public parks and green spaces and to ensure that appropriate protections are maintained for trees.

4.6 Since then, there have been additional motions which have covered matters which will be included within the proposed PSMP. These are summarised below (with the detail in Appendix 1):

4.6.1 On 22 August 2019, a request to consider the powers available to the Council, and effective measures that could be adopted, to control the amplification of sound in public spaces when appropriate;

4.6.2 Also, on 22 August 2019, recognising the concerns expressed about the use of Princes Street Gardens for large private events; and

4.6.3 On 19 September 2019, officers were asked to develop a good practice guide for reusing plastic cups/glasses and operating a cup/glass deposit scheme; investigate the possibility of hardwired power in public spaces to allow pop-up venues to use energy from renewable sources instead of having to opt for gas power; and increase recycling provision in public spaces, particularly during the summer festivals. This motion also requested that the Council develop proposals to encourage car sharing schemes during

the summer festivals. (Although this action is not directly related to the PSMP, it will be progressed as part of this wider work and reported to Committee accordingly.)

- 4.7 It was agreed, in approving the PSP, that a review would reconsider condition 10 - the noise created by generators and whether it was necessary to use diesel generators, and condition 14 – the requirement for recycling to be enforced as part of waste management arrangements. It is reasonable to also consider both of these issues for the EPEM as well.
- 4.8 Taking account of the current documents in place, the issues which have been identified and the motions which have been considered by Council, it is intended to create a single PSMP with a clear set of policies and procedures incorporated within this document. The following principles are suggested as a foundation for the PSMP:
- 4.8.1 Parks, public spaces and our streets are critically important for supporting residents and businesses, as well as providing public health, social, economic and environmental benefits. The use of these spaces for events must not undermine this primary purpose;
  - 4.8.2 Many public spaces which are desirable for events and activities are in close proximity to residential areas and the impact on residents should be considered in determining the suitability of any requests for events or activities, as well as additional controls that should be put in place if the request is approved.
  - 4.8.3 Edinburgh is a world festival city. Animating public spaces is an important feature of that status. However, impact on the city must always be a factor in decision making processes, and appropriate mitigations agreed in advance;
  - 4.8.4 The long term protection of the city's public space assets is paramount – issues such as reinstatement must be taken into account and planned for when public spaces are utilised;
  - 4.8.5 The amount of utilisation of parks and public spaces is broadly currently appropriate, and neither significant reduction or expansion is justified;
  - 4.8.6 Events are an important source of income to help in the maintenance of parks and open spaces. Community events in these spaces should be encouraged and competitive rates should be set in the case of commercial events where other criteria for use have been met;
  - 4.8.7 Geographic dispersal is important in the decision making process, trying to ensure events are distributed appropriately across the city, whilst recognising that every location has site specific issues;
  - 4.8.8 Events, attractions and concessions must be good quality, well managed, in line with regulatory requirements (e.g. noise, licensing etc), and legally applicable enforcement arrangements should be set out to ensure that citizens can have confidence that breaches of these regulatory requirements are properly enforced, either through legal powers or contractual penalties;

- 4.8.9 Simplicity and transparency are important in policy and practise. Ambiguity should be removed; and
- 4.8.10 Controls should be put in place to ensure that any events or activities do not adversely impact on the local environment or our natural assets. These controls should cover issues such as energy generation (particularly use of petrol or diesel generators and identification of hardwired power supplies where possible), noise pollution, litter, damage to trees, obstruction of footways, nuisance parking and damage to road surfaces or street furniture.
- 4.9 The new PSMP will combine public spaces and parks into one document and will set out a strategy for how each of the city's public spaces can be used. In addition, the PSMP will provide:
  - 4.9.1 A comprehensive list of the spaces available across the city, providing clarity on the types of events/attractions, duration and rest periods which will be set for each space; and
  - 4.9.2 Definitions for major events and other terms within the plan.
- 4.10 The plan will be supported by a small number of guides for each type of event, a single place for all relevant policies and procedures (these will be combined where appropriate) and a streamlined approach to applications.
- 4.11 To support the new approach, it is also proposed to investigate existing web-based platforms which are utilised by other local authorities to improve the processes for managing event applications, allowing greater transparency for residents and businesses and to follow up on feedback following events.
- 4.12 The utilisation of a web-based system could link to up to date information about planned events and roadworks to enable event organisers to know what other activities are planned at the time of their events, and to ensure that conflicts between events and other activities are minimised.

## **5. Next Steps**

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- 5.1 If Committee approve the principles set out in paragraph 4.8, a draft plan will be refined and consultation will begin in April 2020. It will be shared on the Council's consultation hub as well as being shared with key stakeholders (including Friends of Parks Groups, Community Councils, and Festivals Edinburgh) and business group representatives.
- 5.2 The plan will be revised to take account of feedback received and the final draft PSMP will be presented to Committee in June 2020 for approval.
- 5.3 It is intended to review the standard terms and conditions for use of public spaces, to prepare a single procedures document which explains the full process in applying to use public spaces and to investigate the possibility of using a single web-based platform where applications can be submitted. If this is not possible, the process for applying will be streamlined. The new documentation will be clear on the roles and



responsibilities of both applicants, those responsible for managing some public spaces and the Council.

- 5.4 Discussions with partners and stakeholders on proposals to work more closely to co-ordinate activities and begin planning for events as early as possible.
- 5.5 A review of the charging structure will also be undertaken to ensure clarity and consistency.
- 5.6 A review of the potential to move to a curative approach in our larger parks will be considered. This will investigate the potential for the Council to set out clear specifications for the types of events that will be considered, the footprint which they can occupy and any operating conditions.
- 5.7 A review of the Park Management Rules will also be undertaken. This could include details of the measures in place to manage the amplification of noise. It is expected that this review will take longer than the consultation on the PSMP and it will therefore be reported separately to Committee. The existing rules are due to expire in 2023 but could be revoked and replaced if the review recommends that. A thorough legal process would need to be followed to do so.
- 5.8 The potential to expand these Parks Management Rules to cover all public spaces and become Public Space Management Rules will be investigated. The overarching power to create Open Space Management Rules is set out in s.112 of the Civic Government (Scotland) Act 1982, but further legal opinion is required to determine whether such a use is appropriate and legal.

## **6. Financial impact**

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- 6.1 The cost of developing the new management plan will be met from within the Place directorate's existing revenue budget.
- 6.2 Any costs associated with a web platform and improving processes and procedures will be identified as part of finalising the plan.

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

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- 7.1 Extensive consultation will be carried out on the draft strategy to ensure that the final document reflects stakeholder and community feedback.

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

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- 8.1 [Edinburgh Parks Events Manifesto Update](#) – Transport & Environment Committee 20 June 2019
- 8.2 Culture Edinburgh website '[Plan my Event](#)'

**9. Appendices**

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9.1 Appendix 1 - Motions from Council since November 2018

**Council Approved Motions – 22 November 2018**

Princes Street Gardens Christmas Market (originally submitted by Councillor Doggart)

Council:

Asks Officers to investigate and report back to the Transport and Environment Committee how the work to construct the Princes Street Gardens Christmas Market and attractions could be programmed so that:

- 1) a dignified no-work cordon is maintained round the Garden of Remembrance, and
- 2) the erection of high structures are delayed till after Armistice Day and Remembrance Sunday from 2019 on?

Events and Attractions in Parks (originally submitted by Councillor Miller)

Council:

Notes existing council policies and procedures for events and attractions in parks, which allow commercial events to take place, authorised by the Executive Director of Place under delegated authority, with comments from elected members and advice from relevant council departments;

Notes that Edinburgh's Christmas has again erected structures in East Princes Street Gardens and St Andrew Square Garden over areas of tree roots which are known to require protection, which is evidenced respectively by the planning condition in relation to the National Galleries of Scotland development specifying that roots of retained tree in East Princes Street Gardens are to be treated as "sacrosanct", and the St Andrew Square Garden tree report commissioned by Essential Edinburgh and carried out by Potter Tree Consultancy regarding tree root compaction;

Notes that the Summer Sessions concerts held at the Ross Bandstand in West Princes Street Gardens closed the gardens to general public access and blocked views of the garden and castle from Princes Street;

Recognises public feedback on a) the need for a clearer, transparent council policy, and b) a review of the appropriate number of commercial events and attractions in public parks and green spaces;

Requests the Executive Director of Place to coordinate a review of policies and procedures to simplify and combine these policies where possible, including evaluation of the number and duration of events, in order to reduce the impact of any commercial events in terms of the access for members of the general public to public parks and green spaces, and to report this to Transport and Environment Committee and Culture and Communities Committee within 2 cycles;

Notes that the scope of this motion excludes small-scale community events, typically short in duration, and low in impact

## **Council Approved Motions – 22 August 2019**

### **Amplification of Noise in Public Spaces** (originally submitted by Councillor Neil Ross)

To recognise the concerns of residents, businesses and visitors, in particular in the city centre, about the negative City of Edinburgh Council - 22 August 2019 Page 7 of 19 auditory impact of amplified sound from buskers, street entertainers and others in public spaces.

To note that there was a limitation on the amplification of sound in the standard conditions of the Council's Public Entertainment Licence.

To accept the legitimate amplification of sound at licensed venues and events, when appropriate.

To request a report to the Transport and Environment Committee within two cycles on the powers available to the Council, and effective measures that could be adopted, to control the amplification of sound in public spaces when appropriate.

### **Summertime Streets Programme** (originally submitted by Councillor Mowat) extract below:

Notes, in addition to the Summertime Streets programme:

That festival-related advertising can detract from this council's aims of safety and reduction of street clutter, and therefore asks for a review of policy which allows structures to be introduced and placed during the festival for the purposes of advertising, to be brought to Transport and Environment Committee.

Concerns continue to be expressed about the use of Princes Street Gardens for large private events, including safety concerns and loss of access to common good park space, and welcomes the forthcoming review of the use of the Edinburgh Parks Events Manifesto and the Public Spaces Protocol, anticipated at Culture and Communities Committee in January 2020.

## **Council Approved Motion – 19 September 2019**

### **Greening the Fringe** (Originally submitted by Councillor Rae):

To note that though the city's festivals had been focussing on reducing the environmental damage they could exacerbate several specific environmental issues including the use of single-use plastics, using gas fuel at pop-up venues, increased vehicle use and a lack of recycling facilities in public spaces.

To note that some venues were unaware that it was entirely legal and safe for them to refill a customer's personal, reusable pint glass or equivalent as long as taps did not touch the glass.

To call on the Convener of the Culture and Communities Committee to write to the relevant Scottish Government ministers to encourage the introduction of a charge on single-use plastic cups similar to the plastic bag charge. The letter to the Scottish

Government should include a request to investigate production of a good practice guide for licensed premises explaining how they could incorporate personal reusable cups/glasses and deposit schemes into their operation, so Scotland could lead the way in reduction of global plastic waste.

To produce a good practice guide for licensed premises explaining how they could incorporate personal reusable cups/glasses and deposit schemes into their operation.

To call for officers to investigate the possibility of hardwired power in public spaces to allow pop-up venues to use energy from renewable sources instead of having to opt for gas power and report back to the Transport and Environment Committee within three cycles.

To ask waste services to reconsider the level of recycling provision in public spaces, during festival season in particular.

To call for a report on how the council could encourage car sharing schemes during the primary festival season in August to return to the Transport and Environment Committee within three cycles

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# Culture and Communities Committee

10.00am, Tuesday, 28 January 2020

## Draft Allotment Regulations - Public Consultation

Executive/routine Wards	Routine
Council Commitments	<u>44</u>

### 1. Recommendations

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- 1.1 It is recommended that the Committee approves the attached draft allotment regulations for public consultation.

**Paul Lawrence**

Executive Director of Place

Contact: Bob Mcallister, Technical Manager

E-mail: [bob.mcallister@edinburgh.gov.uk](mailto:bob.mcallister@edinburgh.gov.uk) | Tel: 0131 529 7849

## Draft Allotment Regulations - Public Consultation

### 2. Executive Summary

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- 2.1 This report presents a draft of the allotment regulations for approval to progress to public consultation.

### 3. Background

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- 3.1 The Community Empowerment (Scotland) Act 2015 (the “2015 Act”) came into force on 17 June 2015. The 2015 Act requires that by 1 April 2020 each local authority has published allotment regulations pertaining to the cultivation, maintenance and inspection of allotments. The 2015 Act also requires that public consultation takes place before the regulations are brought into force.

### 4. Main report

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- 4.1 Draft allotment regulations have been prepared by Council officers in association with Federation of Edinburgh District Allotments and Gardens Associations (FEDAGA) and Scottish Allotment Gardens (SAGs). Section 115 of the 2015 Act requires each local authority to make allotment site regulations within two years of the section coming into force. Prior to publication, there must be a period of public consultation and a period of public notice. It is proposed that the consultation takes place in February 2020.
- 4.2 The draft regulations (Appendix 1) set out the required regulations for allotments, as set out by the 2015 Act. This includes the mandatory requirements, as set out in section 115(3) of the 2015 Act, covering allocation of allotments, rent, cultivation, maintenance, buildings and other structures that may be erected, the keeping of livestock and landlord inspections. The regulations have been drafted in accordance with the published guidance from the Scottish Government.
- 4.3 The Council’s original regulations (Appendix 2) for Garden Allotment Ground were made by the Lord Provost, Magistrates and Council of the City of Edinburgh in 1913 / 1924 and were provided by them under the Provisions of the Allotment (Scotland) Act 1892 (as amended).



- 4.4 Section 116 of the 2015 Act requires that the Council consults those appearing to the Council to have an interest before the regulations are made.

## **5. Next Steps**

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- 5.1 A period of public consultation will take place, allowing interested parties to comment on the draft regulations.

## **6. Financial impact**

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- 6.1 There are no specific financial implications arising as a result of this report.

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

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- 7.1 There has been consultation and engagement with FEDAGA and SAGs officials on the draft regulations, there will be opportunity for the public and interested groups to comment on the draft regulations before the publication of the final regulations. Allotment regulations ensure that responsibilities are clear and support the delivery of safe, healthy and rewarding allotments. Allotments are recognised as a valuable resource for individuals and communities - encouraging healthy lifestyle, creating social interaction and inclusion across ages, contributing to biodiversity, providing low cost healthy food in a sustainable manner and building self-esteem and life-long learning.

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

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- 8.1 Part 9 of the Community Empowerment (Scotland) Act 2015, <https://www2.gov.scot/Publications/2018/11/5648/downloads>.

## **9. Appendices**

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- 9.1 Appendix 1 - Draft Allotment Regulations.
- 9.2 Appendix 2 – 1913/1924 Allotment Regulations.

THE CITY OF EDINBURGH COUNCIL

ALLOTMENT REGULATIONS

1 COMMENCEMENT

- 1.1. These regulations (the “**Regulations**”) adopted by resolution of the City of Edinburgh Council (the “**Council**”) dated [INSERT DATE] relate to all Allotment Sites owned and/or managed by the Council. The Regulations are made in accordance with the Council’s powers under Part 9 of the Community Empowerment (Scotland) Act 2015 (the “**2015 Act**”).
- 1.2. The Regulations shall come into force on the day after the date of execution under section 116 of the 2015 Act (the “**Commencement Date**”).

2 INTERPRETATION

- 2.1. In the Regulations, any reference to:
- (i) “**Allotment Plot**” shall mean any single area of land designated as an allotment plot by the Council within an Allotment Site;
  - (ii) “**Allotment Site**” shall mean any area of land owned or leased by the Council and consisting wholly or partly of allotments and including other land that may be used by Tenants in connection with the use of their Allotment Plots;
  - (iii) “**Edinburgh Resident**” shall mean a person who is solely or mainly resident at premises the postal address of which is in the City of Edinburgh Council area;
  - (iv) “**Eligible Person**” shall mean an Edinburgh Resident aged 18 years or over, or any Third-Party Organisation;
  - (v) “**Lease**” shall mean an agreement entered into between the Council and a Tenant made under the terms of the Regulations to lease an Allotment Plot any reference to the word Lease shall be taken to include any missive of let;
  - (vi) “**Relevant Circumstances**” shall mean any illness, bereavement, injury or disability, or other extenuating circumstances;
  - (vii) “**Relevant Period**” shall mean 21 days;
  - (viii) “**Residence**” shall mean any residential property which is the sole or main residence of an Edinburgh Resident;

## APPENDIX 1 – Draft Allotment Regulations

- (ix) **“Site Association”** shall mean any association representing the Tenants of an Allotment Site;
  - (x) **“Tenant”** shall mean the person, persons or Third Party Organisation to whom an Allotment Plot has been leased under the terms of the Regulations;
  - (xi) **“Termination Date”** shall mean the date upon which the Lease between the Council and the Tenant is terminated, and the Tenant is required to remove all their possessions from the Allotment Plot and the Allotment Site;
  - (xii) **“Third Party Organisation”** means an organisation appropriately constituted with its registered address, or where there is no registered address its principal business address, in the Council area; and
  - (xiii) **“Waiting List”** shall mean the list established and maintained by the Council in respect of each Allotment Site of persons who, by way of written notification, have made a request to lease an Allotment Plot.
- 2.2. References to “consent of the Council” or words to similar effect mean a consent in writing signed by or on behalf of the Council and “approved” and “authorised” or words to similar effect mean (as the case may be) approved or authorised in writing by or on behalf of the Council.
- 2.3. Unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.
- 2.4. Headings are for convenience, do not form part of these Regulations and shall not be used in their interpretation.
- 2.5. Any references to a specific statute include any statutory extension, amendment, modification or re-enactment of such statute and any subordinate legislation made thereunder and any general reference to “statute” or “statutes” includes any subordinate legislation made thereunder.
- 2.6. Where there is a contradiction between these Regulations and the 2015 Act the terms of the 2015 Act shall apply.
- 2.7. These Regulations shall repeal and replace any allotment rules and regulations in force prior to the Commencement Date made by the Council or its predecessors.

### 3 EFFECT OF REGULATIONS

- 3.1. Failure by the Tenant to comply with the terms of these Regulations shall be a breach of the Regulations and may result in the Tenant being subject to termination of the Lease of the Allotment Plot in accordance with section 126 of the 2015 Act.

### 4 ALLOCATION OF ALLOTMENT PLOTS

- 4.1. A request to lease an Allotment Plot on an Allotment Site may be made:
- (i) online via the Council's website; or
  - (ii) by requesting a paper application from:

Parks, Greenspace and Cemeteries  
Waverley Court  
4 East Market Street  
Edinburgh, EH8 8BG

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

Phone: 0131 529 7916

or such other contact details as publicised by the Council from time to time.

- 4.2. Applications must include the applicant's:
- (i) name;
  - (ii) address;
  - (iii) date of birth;
  - (iv) preferred Allotment Site(s);
  - (v) preferred size of Allotment Plot;
- and may include the applicant's:
- (vi) email address (if applicable); and
  - (vii) Relevant Circumstances (if applicable) that the applicant wishes the Council to be aware of.
- 4.3. All Eligible Persons who apply for an Allotment Plot shall be placed on the Waiting List(s) for the Allotment Site(s) requested.
- 4.4. The Council shall maintain a Waiting List for each Allotment Site and will offer an available Allotment Plot to the first applicant on the Waiting List for the relevant Allotment Plot having regard to
- (i) what has been requested; and
  - (ii) the provisions of the 2015 Act.

- 4.5. If the Council offers to grant a lease of an Allotment Plot, but not of the size specified by the applicant, the applicant may remain on the Waiting List, unless the applicant accepts the offer, in which case the request will be treated as agreed and the applicant will be removed from the Waiting List. Where the Council makes an offer of an Allotment Plot of the size requested and it is refused, applicants may be removed from the Waiting List.
- 4.6. Tenants may make a request in writing to the Council to move Allotment Plot. In considering whether to allow a move to a different Allotment Plot the Council shall have regard to the cultivation and maintenance of the Tenant's current Allotment Plot and any Relevant Circumstances of the Tenant.
- 4.7. Tenants may make a request in writing to the Council to move Allotment Site. In considering whether to allow a move to a different Allotment Site the Council shall have regard to the length of Waiting List at the requested Allotment Site and any Relevant Circumstances of the Tenant.
- 4.8. Where a new Allotment Site is established, the Allotment Plots within that Allotment Site ("New Allotment Plots") shall be allocated on the following basis:
- (i) Where reasonably practicable, 50% of the New Allotment Plots shall be offered to Eligible Persons, who are solely or mainly resident in the area within one-kilometre radius of the entrance to the new Allotment Site and who apply for a New Allotment Plot.
  - (ii) The remaining unallocated New Allotment Plots shall be offered to Eligible Persons on the Waiting List for existing Allotment Sites. Individuals on Waiting Lists for existing Allotment Sites who are solely or mainly resident in the area within one-kilometre radius of the entrance to the new Allotment Site will be given priority.
- 4.9. All Tenants are required to sign a Lease on terms provided by the Council at the start of their tenancy of the Allotment Plot.
- 4.10. Where a Tenant is no longer an Edinburgh Resident, the Council may terminate the Lease.
- 4.11. The Council shall allocate a maximum of one Allotment Plot per Residence.
- 4.12. Regulation 4.11 shall not affect Tenants who were allocated more than one Allotment Plot prior to the Commencement Date.

## 5 RENT

- 5.1. Unless otherwise agreed with the Council in writing rent shall be paid annually, and the Council shall issue an invoice on 18 January each year in this respect. Payment shall be due within 28 days of the date of the invoice. The Council shall set the levels of rent for each Allotment Site annually.
- 5.2. When determining the level of rent the Council shall take account of:
  - 5.2.1 the services provided by, or on behalf of, the Council to the Tenants of the Allotment Sites, including but not limited to site improvements, general repairs, and maintenance, utility charges, arboricultural and grounds maintenance works;
  - 5.2.2 the costs of providing those services;
  - 5.2.3 any concession applicable to the Tenant, as stated on the Council website from time to time; and
  - 5.2.4 the size of the Allotment Plot leased to a Tenant.
- 5.3. Changes to circumstances, including any Relevant Circumstances, affecting a Tenant's ability to pay rent should be advised in writing to the Council.
- 5.4. Concessions shall only apply where all Tenants of a joint tenancy are eligible for a concession.
- 5.5. Where a Tenant fails to pay rent within 28 days of the receipt of an invoice issued under regulation 5.1, the Council may recover the rent as landlords in the same manner as any other case of landlord and tenant and the Council shall seek to recover the rent on a pro rata basis for the period of time that the Tenant has occupied the Allotment Plot. In addition, the Council shall recover as a debt any administrative costs reasonably incurred by it in respect of any delay in payment.

## 6 BOUNDARIES AND POSSESSION OF ALLOTMENT PLOTS

- 6.1. The Tenant may not exchange Allotment Plots with any other Tenant, transfer their Lease of an Allotment Plot, or sub-let their Allotment Plot without the prior consent of the Council.
- 6.2. If there is any dispute between Tenants as to the boundaries of their Allotment Plots, the Council shall adjudicate and settle the dispute at its own discretion.

- 6.3. Where there is a dispute between Tenants as to the allocation of land per Allotment Plot, the Council shall consult with the affected Tenants and the Site Association to determine whether changes to Allotment Plot boundaries are required. Any decision made by the Council is final and Tenants must comply with this decision.

## **7 CULTIVATION OF ALLOTMENTS**

- 7.1. Excluding permitted buildings, structures and paths at least 75% of the Allotment Plot must be cultivated to the satisfaction of the Council.
- 7.2. Tenants are responsible for ensuring that weed growth is controlled and must ensure that weeds do not spread to neighbouring Allotment Plots.

## **8 SALE OF SURPLUS PRODUCE**

- 8.1. Tenants may sell produce grown by them on the Allotment Plot. Any proceeds or income generated from the sale of such produce may only be used for social enterprise or community advancement and not for the purposes of making a profit, trade or business.

## **9 MAINTENANCE OF ALLOTMENT PLOTS**

- 9.1. The Allotment Plot, including any structures thereon, must be kept in good condition to the satisfaction of the Council. In considering whether or not the Allotment Plot is in good condition the Council shall have regard to any weeds, detritus or dilapidated buildings or structures on the Allotment Plot and the level of cultivation
- 9.2. When considering whether an Allotment Plot is in good condition, the Council shall have regard to any impact that a lack of maintenance of the Allotment Plot could have on neighbouring Allotment Plots.
- 9.3. Tenants shall be responsible for ensuring that appropriate pest and disease control is carried out on their Allotment Plot.

## **10 MAINTENANCE OF ALLOTMENT SITES**

- 10.1. Tenants shall be responsible for keeping boundaries and paths adjacent to their Allotment Plot in a clean and tidy condition and free from obstructions. Where a path is adjacent to two or more Allotment Plots the respective Tenants shall share responsibility. Should this fail the Council shall direct the Tenants as to how maintenance is to be carried out.
- 10.2. Any keys to the Allotment Site remain the property of the Council and are issued to the Tenant strictly for the purposes of access to the Allotment Site and is not transferable to any other person.

## 11 BUILDINGS OR STRUCTURES ON ALLOTMENT PLOTS

- 11.1. The erection of any structure on an Allotment Plot must have the prior written consent of the Council.
- 11.2. With regard to the measurements of structures on an Allotment Plot;
  - 11.2.1 a shed for storage shall not exceed width 2m x length 3m x height 2.4m;
  - 11.2.2 a glasshouse shall not exceed width 2m x length 3m x height 2.4m; and
  - 11.2.3 a polytunnel shall not exceed width 2m x length 3m x height 2.4m
- 11.3. The erection of any building or structure must be in accordance with planning legislation and any materials used must be of suitable durability, in that they must be of a standard that would last at least five years and be consistent with the traditional aesthetic of the other structures on the Allotment Site. All structures must be maintained in a good and safe condition to the satisfaction of the Council. Any modification to an existing building or structure, other than as part of a regular repair, shall require the prior written consent of the Council.
- 11.4. Tenants are solely responsible for the safety and maintenance of any structure, including boundary fences, on their Allotment Plot.

## 12 ACCESS BY PERSONS (OTHER THAN TENANTS) AND DOMESTIC ANIMALS

- 12.1. Tenants shall be responsible for ensuring that any visitor whom they allow to visit the Allotment Site complies with these Regulations. Failure of visitors to comply may result in the Tenant being in breach of these Regulations.
- 12.2. Dogs may be brought on to the Allotment Site but must be kept under close control and not be allowed to enter into any Allotment Plot without the permission of the relevant Tenants.
- 12.3. Any Tenant who brings or allows a dog onto the Allotment Site shall ensure that any fouling is bagged and disposed of promptly and properly.
- 12.4. Dogs that become a nuisance or annoyance or cause a disturbance to other Tenants should be removed from the Allotment Site.
- 12.5. Tenants shall not kennel dogs or other animals overnight on the Allotment Plot.



### 13 THE KEEPING OF LIVESTOCK

- 13.1. Tenants shall not keep livestock (including poultry and other birds) on the Allotment Plot.
- 13.2. The keeping of bees shall not be permitted other than with the written consent of the Council. Any Council consent may be subject to conditions.

### 14 ACCEPTABLE USE

- 14.1. The following conditions apply to all Allotment Plots and Tenants:
  - 14.1.1 **Barbed Wire:** Tenants shall not have or use barbed wire on the Allotment Plot;
  - 14.1.2 **Bonfires:** Tenants shall not burn any material on the Allotment Plot or Allotment Site unless it arises from the Allotment Plot and is material that cannot be composted. Bonfires must never be left unattended. Tenants must give due consideration to other Tenants within the Allotment Site when choosing when and where to have a bonfire and such bonfires must not compromise any Allotment Plots on the Allotment Site .
  - 14.1.3 **Compost bins:** Where there is no Site Association rule for compost bins Tenants shall have no more than three compost bins on their Allotment Plot.
  - 14.1.4 **Fences:** Tenants shall not erect fences or plant hedges on the Allotment Plot other than for the protection of crops. All fences and hedges must be in keeping with the traditional aesthetic of the Allotment Site and must be to the satisfaction of the Council.
  - 14.1.5 **Fruit cages:** Tenants must not have more than one fruit cage on the Allotment Plot.
  - 14.1.6 **Sheds:** Where an Allotment Plot has a standard shed provided, Tenants must regularly maintain the shed and treat it with water-based preservative (that has been approved by the Council for organic use) in green, brown, or cedar.
  - 14.1.7 **Nuisance:** Within the Allotment Site, the Tenants shall behave in an appropriate manner and shall be considerate at all times to other Tenants. Tenants must not do anything or cause anything to be done which is or may become a nuisance or annoyance or cause a disturbance to any other Tenants.
  - 14.1.8 **Organic:** If an Allotment Site has been designated as organic, Tenants of that site must not use herbicides, pesticides or fungicides in the cultivation of the Allotment Plot.

- 14.1.9 **Pathways:** Tenants shall not block or obstruct the access to the Allotment Site, nor any of the access paths within the Allotment Site.
- 14.1.10 **Material:** A Tenant must not allow their Allotment Plot to be used for the storage of glass, timber, refuse or any other material deemed unsuitable by the Council. Any material deemed unsuitable shall be removed immediately at the request of the Council.
- 14.1.11 **Trees:** No trees other than fruit trees shall be cultivated or allowed to grow on the Allotment Plot. Fruit trees must be maintained within the Allotment Plot and shall not grow into or cause shade to be cast on neighbouring Allotment Plots. Upon request by the Council, the Tenant must remove any fruit trees that are not maintained in accordance with this clause at the Tenant's own expense.
- 14.1.12 **Water:** Allotment Site water supplies must be used for the upkeep of the Allotment Plot. The Tenant should use water responsibly, and where possible, take measures to conserve water.

- 14.2. Tenants must also have regard to any Site Association rules that pertain to the relevant Allotment Site.

## 15 LANDLORD INSPECTIONS

- 15.1. The Council shall be entitled to inspect any Allotment Plot at any time without notice.

## 16 ENFORCEMENT

- 16.1. Where a Tenant is in breach of the Regulations, the Council may issue an enforcement letter to the Tenant, setting out the reasons for the breach (the "Enforcement Letter").
- 16.2. The Tenant must, within the Relevant Period of receiving an Enforcement Letter, either:
- 16.2.1 rectify the breach to the satisfaction of the Council; or
- 16.2.2 provide an explanation of any Relevant Circumstances that justify the breach to the satisfaction of the Council.

- 16.3. If, at the end of the Relevant Period, the Tenant has not either:
- 16.3.1 rectified the breach to the satisfaction of the Council; or
  - 16.3.2 provided a suitable explanation of Relevant Circumstances to the satisfaction of the Council;
- the Council may issue a Final Warning Letter in accordance with regulation 17 of these Regulations.
- 16.4. If a Tenant receives three Enforcement Letters within a 12-month period, the Council shall issue a Final Warning Letter in accordance with regulation 17 of these Regulations.
- 16.5. Any information communicated to the Council to support a claim of Relevant Circumstances shall be dealt with confidentially and in accordance with applicable data protection legislation.

## 17 TERMINATION

- 17.1. One month prior to issuing a notice of termination, the Council shall write to the Tenant, informing them that the Council is proposing to give notice of termination (the “Final Warning Letter”), which shall include:
- 17.1.1 the reasons for this proposal to issue a Final Warning Letter; and
  - 17.1.2 where appropriate, the reasons for rejection by the Council of any previous explanation of Relevant Circumstances provided by the Tenant.
- 17.2. The Tenant shall then have the opportunity to make representations in writing to the Council in relation to the Final Warning Letter, including an explanation of any Relevant Circumstances that justifies any failure to rectify the breach, which the Council shall take account of in making any decision. Such representations must be submitted to the Council within one month of the date of the Final Warning Letter.
- 17.3. If at the end of one month following the issue of the Final Warning Letter, either:
- 17.3.1 the Tenant has rectified the breach to the satisfaction of the Council; or
  - 17.3.2 following consideration of the Tenant’s representations, including any Relevant Circumstances, the Council no longer proposes that the Lease shall be terminated;

the Council shall write to the Tenant informing them of this.

17.4. If at the end of one month following the issue of the Final Warning Letter, either:

17.4.1 the breach has not been rectified to the satisfaction of the Council; or

17.4.2 the Tenant has not provided an explanation of any Relevant Circumstances to the satisfaction of the Council;

the Tenant shall be in breach of the Regulations and the Council may terminate the Lease of whole or part of the Allotment Plot by giving written notice in the form of a letter (the “Termination Letter”).

The Termination Letter shall state the Termination Date, which shall be a date no less than one month from the date of the Termination Letter, and the reasons for termination.

17.5. A Tenant who is aggrieved by the Termination Letter may appeal to the sheriff within 21 days of the date of the Termination Letter.

17.6. The Termination Letter has no effect until:

17.6.1 the period within which an appeal may be made has elapsed without an appeal being made; or

17.6.2 where such an appeal is made, the appeal is withdrawn or finally determined.

17.7. The decision of the sheriff on appeal is final.

17.8. Upon the termination of the lease, the Tenant shall remove, unless otherwise agreed with the Council, all buildings and/or structures on the Allotment Plot. Where the Tenant has not returned the Allotment Plot to a lettable condition in the reasonable opinion of the Council, the Council may carry out relevant works and recover from the Tenant any expenses reasonably incurred in so doing.

17.9. Each Tenant is responsible for returning the keys to the Allotment Site to the Council at the end of their tenancy.

## **18 EXTREME CIRCUMSTANCES**

18.1. If a Tenant behaves in a manner which causes fear, alarm or severe disruption to any person, the Tenant shall be issued with a Final Warning Letter, and access to the Allotment Site may be suspended.

**19 LIABILITY FOR LOSS OR DAMAGE TO PROPERTY**

19.1. The Tenant shall be responsible for the safekeeping of any objects or materials (including tools, machinery, equipment, goods, plants, fertilisers and compost) which the Tenant keeps or brings on to the Allotment Site. The Council shall not be liable for the loss of, or damage to any such objects or materials, howsoever caused.

**FOR AND ON BEHALF OF CITY OF EDINBURGH COUNCIL**

..... (Proper Officer of the City of Edinburgh Council)

..... (Print Full Name)

..... (Witness)

..... (Print Witness' Full Name)

..... (Witness' Address)

.....  
..... (at)

Regulations made by the Lord Provost, Magistrates and Council of the City of Edinburgh for the Regulation and management of Garden Allotment Ground in Edinburgh, provided by them under the Provisions of the Allotment (Scotland) Act 1892 (as amended)

- 1 Any allotment may be let to any member of the labouring population of the City of Edinburgh who shall make application for the same, and shall be approved of by the Lord Provost, Magistrates and Council of the City of Edinburgh (hereinafter referred to as “the Corporation”).
- 2 The period of let of any allotment shall be from the date of entry to the 31<sup>st</sup> day of December following.
- 3 Any application for an allotment shall be made on a form to be supplied by the Corporation for that purpose.
- 4 The allotments shall be let to persons approved of by the Corporation according to priority of application, provided that the Corporation may from time to time renew the tenancy of any allotment to the person to whom the same has been let (hereinafter referred to as “the tenant”), notwithstanding there is another applicant for such allotment.
- 5 The yearly rent of such allotment shall be such sum as shall be from time to time fixed by the Corporation in terms of The Allotment (Scotland) Act 1892. The rent shall be paid to the Corporation three months prior to the termination of the let, and, in addition, the tenant of each allotment shall, on demand, pay to the Corporation the proportion allocated in respect of each allotment, of the occupier’s rates and taxes (including water rates) paid by the Corporation in respect of the allotments.
- 6 Each allotment shall consist of such area as the Corporation shall from time to time fix.
- 7 Every tenant shall keep his allotment in proper cultivation and keep in good repair the paths adjoining his allotment and further, shall use his best endeavours to protect the remaining allotments and the produce thereon.
- 8 No tenant shall cultivate his allotment wholly or partly for the purpose of the trade or business of market gardening.
- 9 No tenant shall cause, and every tenant shall endeavour to prevent, any nuisance or annoyance arising from burning rubbish, manuring his allotment, or any other operation thereon or in connection therewith.

- 10 No greenhouse or other building or fixture shall be erected or attached to any allotment, provided that any tenant may put down on his allotment garden frames and boxes for holding tools, etc., but such frames and boxes shall not exceed 3 feet in height, *unless the plan and specification thereof have been previously approved of by the Garden Allotments Committee.*
- 11 No fitting, fixture or attachment of any kind shall be made to the fences or walls bounding the allotment ground, without the consent of the Corporation.
- 12 Every tenant shall be provided by the Corporation on his entry with a key for the gate giving access to the allotment ground, and any tenant losing his key shall report such loss to the Corporation forthwith, and may obtain another key from the Corporation on payment of sixpence.
- 13 Every tenant shall enter the allotment ground by the gate only, and on entering or leaving shall leave the gate securely locked.
- 14 No dogs or children shall be admitted to the allotments unless under proper control.
- 15 No work shall be done in the allotments on Sundays.
- 16 The Corporation or any tenant may terminate the tenancy of any allotment at the 31<sup>st</sup> day of December in any year by giving two months previous notice in writing of their or his intention so to terminate the tenancy.
- 17 On the termination of his tenancy of any allotment every tenant shall leave the same in a clean and orderly state, cleared of all vegetable and other roots and rubbish, and shall also remove all frames and boxes put thereon, in terms of Regulation 19, so that there shall be a clean face of soil left on such allotment, and in the event of any tenant failing to leave such allotment in such condition the Corporation shall be entitled to have such allotment put in a clean and orderly condition as aforesaid, and to remove such frames and boxes and to recover the expense of doing so from the tenant.
- 18 Every tenant shall, at the termination of his tenancy of any allotment, give up to the Corporation the key for the gate giving access to the allotments.
- 19 No tenant shall, in any circumstances, have any claim against the Corporation or the proprietor of the ground for compensation for disturbance or removal, or for unexhausted manurial or other improvements, or otherwise in connection with the termination of the tenancy of any allotment.

- 20 In the event of any question arising in regard to any of the matters specified in Regulations 7, 8, 9 and 17, the same shall be referred to the final decision of the Superintendent of Parks of the Corporation for the time being.
- 21 The Register of tenancies allotments kept, and the Annual Statements showing the receipts and expenditure in respect of allotments prepared by the Corporation in terms of section 14 of the Allotments (Scotland) Act 1892, may be examined by any ratepayer of the City of Edinburgh, without paying any fee, in the officer of the City Chamberlain of the City of Edinburgh, City Chambers, High Street, Edinburgh, at any time during which such office is open for ordinary business, and any ratepayer of the City of Edinburgh may, without payment of any fee, make copies or extracts from such Register and Statements at any such time.

Confirmed by His Majesty's Secretary for Scotland, T. McKinnon Wood  
Scottish Office, Whitehall

22 May 1913

Amendment in italics in Regulation 10 confirmed 1 May 1924



# Culture and Communities Committee

10.00am, Tuesday, 28 January 2020

## Festivals and Events Core Programme 2020/21

Executive/routine	
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### 1. Recommendations

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1.1 It is recommended that Committee:

1.1.1 approves in principle the following proposed allocations towards sport events from the Events budget:

1.1.1.1 £40,000 towards the European Junior Diving Championships;

1.1.1.2 £30,000 towards the Women's Tour of Scotland;

1.1.1.3 £5,000 towards the Scottish Diving Championships;

1.1.1.4 £5,000 towards the Scottish Short Course Swimming Championships;

1.1.1.5 £10,000 towards the UK Beach Volleyball Tour;

1.1.1.6 £10,000 towards the Edinburgh International Swimming Meet;

1.1.1.7 £50,000 towards the HSBC UK Let's Ride Edinburgh;

1.1.1.8 £30,000 towards the BUCS Cross Country Championships and Edinburgh Winter Run; and

1.1.1.9 £8,000 towards a Pro-Team netball tournament.

1.1.2 approves a second year of the successful multi-cultural event first held in 2019 and the allocation of a total budget of £43,600 made up of a combined contribution of an allocated cultural funding grant of £33,600 and £10,000 from the citywide community events allocation 2019/20;

- 1.1.3 approves a contribution of £100,000 towards a proposed project to light the Granton Gasometer for a minimum of two years, and a project launch event in partnership with Edinburgh College;
- 1.1.4 approves the Edinburgh Summer Sessions programme in West Princes Street Gardens for 2020 at the same level as 2019, being nine concerts; and
- 1.1.5 notes the continued in principle commitment to the following events from the Events budget:
  - 1.1.5.1 £5,000 towards Armed Forces Day from the 2020/21 financial year;
  - 1.1.5.2 £10,000 towards the Edinburgh Award; and
  - 1.1.5.3 £8,000 towards the Remembrance Day Service.

**Paul Lawrence**

Executive Director of Place

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## Festivals and Events Core Programme 2020/21

### 2. Executive Summary

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- 2.1 This report provides an update on the recommended core programme of festivals and events for 2020/21.
- 2.2 The programme is aligned with the Council's Events Strategy which was reported and approved at the Culture and Sport Committee on [31 May 2016](#). The Strategy is designed to provide a positive mix of new and well established cultural and sporting events which promote Edinburgh as a vibrant, contemporary, international city. As captured in the Strategy document, the approach is to support events on 3 Tiers, or levels, of international, national and city importance.

### 3. Background

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- 3.1 The Council's Events Strategy, as approved by the Culture and Sport Committee on 31 May 2016, is designed to provide a positive mix of new and well established cultural and sporting events which promote Edinburgh as a vibrant, contemporary international city. The Strategy adopts a 3 tier approach to the development of the city's events programme. The programme of events and festivals for 2020/21 is aligned with the Strategy.
- 3.2 This report describes the current proposed programme of cultural and sporting events in 2020/21 and recommendations for longer lead time events going forward.

### 4. Main report

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#### Festivals and Events Core Programme 2020/21

- 4.1 The proposed programme of the 2020/21 Festivals and Events is set out in Appendix 1.

## 2020/21 Programme of Events

### 4.2 Tier 1 major international events

4.2.1 Aberdeen successfully submitted a bid to host the 2020 European Junior Swimming and Diving Championships. However, it transpired that for technical reasons, their pool is not a suitable venue for the diving element of the competition, and so Edinburgh has been asked to host the **European Junior Diving Championships** at the Royal Commonwealth Pool on 30 June to 5 July 2020. Negotiations have been taking place with partners Event Scotland, Aberdeen City Council, Aberdeen Sports Village, Scottish Swimming, British Swimming, and Edinburgh Leisure to bring this event to fruition. The financial contribution required from Edinburgh is £40,000 which would be allocated from the 2020/21 Events Budget. Event Scotland will match this contribution, and British Swimming have agreed to financially underwrite the event. Although a junior event, this is a full European Championship entailing three days of training followed by six days of competition. It will be streamed live on the internet, and should attract considerable interest from local, national and international media. It is conservatively estimated to generate £400k in economic impact to the Edinburgh economy, and will also continue to reinforce the Royal Commonwealth Pool's reputation as a centre of excellence for diving.

### 4.3 Tier 2 national events

4.3.1 **Armed Forces Day** (June 2020) continues to recognise the contribution of veterans and the Council's commitment to the Community Covenant. This event comprises a city centre march for veterans and finale event, featuring refreshments, entertainment alongside charity and information stalls associated with the Armed Forces. An allocation of £5,000 from the Events Budget is recommended.

4.3.2 Negotiations are taking place to bring the **Women's Tour of Scotland** back to the city in August, with Holyrood Park once again being the venue for the start and finish of the Edinburgh race stage. This year the organisers are keen to ensure a strong participatory element to the event: this is likely to include a family-friendly fun ride around Arthur's Seat, and some cycling-themed activation and entertainment for the spectators in the Park. The professional race is a great showcase for women's sport and will feature some of the world's top women's teams from Europe, Australia and North America, as well as Great Britain and Scotland. It is supported by Event Scotland, Scottish Cycling, British Cycling and the UCI (International Cycling Union) and will be broadcast live on ITV4. Last year tens of thousands of spectators came out to line the route across Scotland and enjoy the spectacle of watching the race, despite the extreme conditions of at times torrential rain. An allocation of £30,000 from the Events Budget is recommended.

4.3.3 The annual **Scottish Diving Championships** are planned to take place at the Royal Commonwealth Pool from 3 to 6 December and will again provide an opportunity for local people to see some of the country's best divers here in Edinburgh. This competition has previously seen Olympians such as Tom Daley and our own Grace Reid compete in what also acts as an inspirational focus for the young people involved in the highly successful diving programme at the Pool, for whom competition at the highest level seems a bit more attainable. An allocation of £5,000 from the Events Budget is recommended.

4.3.4 The annual **Scottish Short Course Swimming Championships** are scheduled to take place at the Royal Commonwealth Pool from 11 to 13 December. This is Scottish Swimming's premier 25-metre swimming event, which attracts top swimmers from all over the UK, and sometimes further afield. The Championships are always well-attended and are delivered to a high standard of event presentation, acting as a showcase for one of the most popular sports. The event is streamed live on the Scottish Swimming website. An allocation of £5,000 from the Events Budget is recommended.

4.3.5 The **UK Beach Volleyball Tour** is a series of more than 70 Beach Volleyball tournaments held across the UK. The tournament is open to both male and female participants of a wide range of ability, from club level to national team pairs and Olympians. Many of the tour events take place in towns and cities which do not have access to a beach, and sand courts are created especially for the tournament. However, in Edinburgh we have our own permanent beach volleyball venue at Portobello Beach, which has already hosted several local, national and international beach volleyball tournaments. Bringing the UK Beach Tour with a Grand Slam event in Edinburgh will provide a huge boost to the growing Edinburgh and Scottish Beach Volleyball scene, as elite athletes competing locally always bring visibility and excitement for a sport. An allocation of £10,000 from the Events Budget is recommended.

4.4 As captured in the Events Strategy a series of bespoke Tier 3 events should be delivered.

4.5 Tier 3 bespoke city events

4.5.1 The **Citywide Community Events Fund 2019/20** as reported to committee on [18 June 2019](#) replaced the Local Event Fund to ensure medium sized local events received the appropriate development funding to either promote their growth or help them to become more established. The Culture budget allocated £60,000 towards the Citywide Community Events Fund. With the approval of Committee members eight events across the city were identified for support. The proposed funding of £10,000 towards the St Andrews Fair Saturday organisation was not required as the project benefitted directly from

active networking contacts and opportunities, and in-kind support from the Council. It is proposed, therefore, that subject to Committee approval this funding is re-allocated to the second annual Multicultural Festival as described below.

4.5.2 Events supported by the Citywide Community Events Fund:

- 4.5.2.1 Take One Action Film Festival - £7,000
- 4.5.2.2 Edinburgh Pipe Band Championships - £3,000
- 4.5.2.3 Edinburgh Riding of the Marches - £5,000
- 4.5.2.4 Hidden Door - £5,000
- 4.5.2.5 Magic Festival – Hogmanay House - £7,000
- 4.5.2.6 Cymera – Science Fiction Book Festival - £3,000
- 4.5.2.7 Fair Trade Festival - £10,000
- 4.5.2.8 Dusshera 25<sup>th</sup> Anniversary - £10,000
- 4.5.2.9 St Andrew's Fair Saturday - £10,000 Unallocated

4.5.3 As reported to Committee on [29 January 2019](#) support for a new Multicultural Event was proposed and agreed. The Culture Service undertook a procurement process to identify an event producer for an event to take place in Autumn 2019 with the option to extend for an additional year. The first **Edinburgh Multicultural Festival** took place on 4 to 6 October 2019. The festival successfully met its aims to promote local and international multicultural artists, engage indigenous and BAME residents. It was held at various venues across North Edinburgh, and engaged local audiences through music, dance, storytelling and visual arts from a wide spectrum of Edinburgh's diverse cultures. A final event report can be accessed at [link](#). Initial feedback indicates that 58% of the audiences attending throughout the 3-day event felt better-connected to the multicultural communities of Edinburgh.

4.5.4 The ambition is to grow the Festival, and Committee is asked to approve culture budget funding of £33,600 allocated to the multi-cultural event to enable the Festival to take place in 2020. This allocation will also be included in the Third Party Cultural Grants report due to be reported to Committee in March 2020.

4.5.5 Committee is also asked to approve re-allocation of £10,000 from the 2019/20 Citywide Community Events budget to enable the Festival to develop networks with cultural organisations and community groups and increase outreach and engagement opportunities throughout the year in advance of the 2020 event.

4.5.6 This combined budget would provide a total resource of £43,600 for a 2020 event, a slight reduction to the overall budget available of £1,400 from 2019.

## **Edinburgh Summer Sessions**

- 4.5.7 In August 2019 the 'Edinburgh Summer Sessions' promoted by DF Concerts Ltd featured nine high profile concerts by artists such as Florence and the Machine, Madness, Lewis Capaldi and Primal Scream. This built on the success of the 2018 event with Tom Jones and Paloma Faith amongst others.
- 4.5.8 Over 47,000 tickets were sold in 2019, with around 36% to Edinburgh residents; the remaining attendees were from Glasgow and elsewhere in Scotland, and with others travelling from further afield.
- 4.5.9 The UK Live Music report 'Music By Numbers 2019' conducted extensive research on the value of the UK's music industry and provides data on the economic impact of live events. The average spend by overseas music tourists was £851 per head in 2018 - up by 13% on £750 in 2017. The figure for spend by domestic music tourists in 2018 was £196 per head – up by 5% on £186 in 2017, thus estimating that the value to Edinburgh's economy from the nine Summer Sessions concerts is more than £5.5 million.
- 4.5.10 Evidence from other cities shows that outdoor concerts continue to grow in importance, helping to share and shape the summer city for a diverse demographic of residents and visitors. The presentation of high-quality popular music ensures that there is a wide spread and offer during the summer festival period and complements other activities taking place in the Fringe and International Festival in particular.
- 4.5.11 Artists proposed for the 2020 programme include a number of high-profile artists ready to confirm and go on sale, and DF Concerts is seeking approval for 10 concerts to accommodate artists who can perform for two nights. However, the officer recommendation is to maintain the status quo at nine concerts as per 2019. DF Concerts has submitted the Parks Application Form with event dates and details.
- 4.5.12 As previously reported within the Managing Our Festival City report to the [13 November 2018](#) Committee, high profile music events go some way to improving the City's appeal and reach as a positive destination for live music.
- 4.5.13 Following the 2018 event, the Committee requested that some operational issues were addressed regarding the screening from Princes Street and public access to the Gardens during the Festival.
- 4.5.14 Improvements included installation of a temporary curtain which took less time to deploy and was in place at specified event times. The event 'perimeter' was also reduced in scope, siting entrances closer to the Ross Bandstand which increased the public space. Daily operational times were reduced allowing the Gardens to remain open for longer and with a zone in the west end remaining accessible to the public throughout the day.

- 4.5.15 Feedback from the Event Planning and Operations Group, including representation from Police Scotland, Lothian Buses, Network Rail and other services, was positive. The 2020 event will be subject to the same scrutiny, planning, licensing and public safety protocols. There is an agreed aim to improve public safety on Princes Street for any 'peak' profile artists.
- 4.5.16 Committee is asked to agree, subject to DF Concerts meeting its licensing and public safety obligations, that the 2020 Edinburgh Summer Sessions are progressed.

#### **Granton Gasometer Illumination**

- 4.5.17 Early discussions are taking place between the Council and partners at Edinburgh College on a project which will see **Granton Gasometer** illuminated for up to two years. This would provide a highly visible and beautiful landmark and a point of connection as part of the Granton re-development ambitions. The project, subject to committee approval, will involve students at Edinburgh College, providing the opportunity to work on the lighting project and organise the related city launch event which will provide a legacy for the area. The project would represent a Tier 2 commitment from the 2020/21 Events budget through the allocation of £100,000. Detailed planning is currently at an early stage and will progress further if Committee approve the funding. This would be subject to securing £50,000 partnership funding which colleagues in Development and Regeneration are currently seeking to secure.
- 4.5.18 The annual **Edinburgh Award** marks the outstanding contribution of an Edinburgh citizen in their chosen field. The Award recipients are presented with an engraved gift of a Loving Cup at a ceremony in the City Chambers and an imprint of their hands installed in the City Chambers quadrangle. An allocation of £10,000 has been identified from within the Events Budget for this event.
- 4.5.19 The annual **Remembrance Day Service** in St Giles' Cathedral and wreath laying ceremony in the High Street will continue to be supported through the provision of large outdoor screen to relay the Remembrance service from within the Cathedral to the public gathered outside. An allocation of £8,000 has been identified within the Events Budget for this event.
- 4.5.20 The **Leith Late Festival** is entering its final year of a three year funding agreement as agreed by Committee on [11 October 2018](#). The funding has allowed the Festival to attract further support from Baillie Gifford, appoint a Festival producer and develop the programme. LeithLate19 was a great success and a detailed report is set out within the Business Bulletin.



- 4.5.21 The Royal Commonwealth Pool hosts the **Edinburgh International Swimming Meet** annually, in March. The status of this event has been elevated over the last few years, due to the quality of the venue and the ability of the meet to attract an increasing number of top-level swimmers, helping to affirm the Pool's rightful place as a premier swimming and aquatics venue. This event will build on what has now been established as one of the most eagerly-anticipated competitive swimming events in the UK. An allocation of £10,000 from the Events Budget is recommended.
- 4.5.22 British Cycling would like to bring their **HSBC UK Let's Ride** event to Edinburgh for the fourth time on 14 June next year. This is the free cycle ride for families, children and young people, aimed at giving participants a safe and enjoyable city-centre cycling experience in a carnival atmosphere on traffic-free streets. The 2019 event included an event hub in the Meadows comprising a cycling-related event village with various attractions, such as a Go Ride manoeuvrability challenge, a BMX skills demonstration, bicycle maintenance sessions, information on Edinburgh cycle routes, and Just Eat bicycles for hire. This year the event attracted 7,500 participants, and some very positive media coverage. An allocation of £50,000 from the Events Budget is requested; however, this could reduce to £30,000 should £20,000 funding be made available from the Smarter Choices, Smarter Places grants fund (administered by Paths for All), as has been the case in previous years. The availability or otherwise of this funding stream will not be known until Spring 2020.
- 4.5.23 Following the conclusion of successful negotiations, the **BUCS (British Universities and Colleges Sport) Cross Country Championships** is coming to Edinburgh on 1 February, alongside which a new event to be called the **Edinburgh Winter Run** will be staged, which will be a mass participation 5k road race winter challenge around Arthur's Seat. The organisers will also stage a Family Mile and a Toddler Dash, so that everyone can take part. The successful bid to BUCS for the Cross Country Championships was led by a team from the University of Edinburgh, and was compiled through collaboration with the Council and other partners, including Historic Environment Scotland. The delivery of the Edinburgh Winter Run is derived from a proposition by Dirty Events Ltd and Triathlon Edinburgh, who will bear the financial risk for the event, and effectively underwrite the event. The bulk of the Council's financial contribution will go to the Edinburgh Winter Run, but the Cross Country will be supported in terms of shared infrastructure and venue hire. There will be a modest economic impact for the city, mostly from the visitor spend of the 2,000 plus university athletes who will be coming from all over the UK and staying a minimum of one night in local accommodation. An allocation of £30,000 is recommended from the Events Budget. Due to the timing of this event, early approval was granted under delegated authority in December 2019.

4.5.24 Netball Scotland would like to stage a **Pro-Team Netball Tournament** in January 2021. This is likely to be at Oriam but could be held at Meadowbank if the new venue is operational by then. The Sirens are Scotland's only semi-professional netball team and play against mostly English opposition in the Vitality Netball Superleague. The Sirens were created to help develop netball in Scotland by providing a world-class training and competition programme for players, coaches and officials. Most of the players also form part of Scotland's national netball squad, so running the pro-team alongside provides the national players with regular opportunities to play together in a competitive environment. This will be a one-day, three-match tournament involving two of the English teams from the Superleague in a pre-season friendly. An allocation of £8,000 is recommended from the Events Budget.

4.6 Further sports events are currently under discussion and will be brought to Committee later in the year, pending successful conclusion of negotiations.

## 5. Next Steps

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5.1 Continue to work in partnership with stakeholders, partners and residents to deliver a successful sports and cultural events and activities portfolio for the city through the framework of the Events Strategy.

## 6. Financial impact

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6.1 The contributions to events listed in this report can be contained in the current projected Events budget for 2020/21, 2021/22 and 2022/23. The income for the Summer Sessions event has been factored in to the 2020/2021 Place income budget.

## 7. Stakeholder/Community Impact

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

## 8. Background reading/external references

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8.1 [A new Events Strategy for Edinburgh report – Culture and Sport Committee, 30 May 2016](#)

8.2 [Festival and Events Core Programme 2019/20](#) -Culture and Communities Committee, 29 January 2019

- 8.3 [Approved 2017-18 - 2020-21 Revenue Budget and 2017-18 - 2021-22 Capital Investment Programme - plans for supplementary investment report – Finance and Resources Committee, 23 March 2017](#)

## **9. Appendices**

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- 9.1 Appendix 1 – Festivals and Events Programme to end March 2021

## FESTIVALS AND EVENTS PROGRAMME to end March 2021

New events are *italicised*. Asterisks denote one of the major festivals.

### CEC Funded Events in Calendar Year 2020 to 31 March 2021

30 December 2019 – 25 January 2020	Edinburgh's Hogmanay Festival*
2 – 5 January 2020	<i>Magic Festival - Hogmanay House</i>
1 - 2 February 2020	Wellness Festival
21 January – 9 February 2020 25 January 2020	Burns & Beyond Festival and Chinese New Year
1 February 2020	<i>BUCS National Cross Country Championships and Edinburgh Winter Run</i>
13 - 15 March 2020	Edinburgh International Swimming Meet
4 – 19 April 2020	Edinburgh International Science Festival*
January/February/June 2020 (TBC)	Leith Late
9 May 2020	Fair Trade Festival
20 May – 31 May 2020	Imaginate Festival*
5 – 6 June 2020	<i>Cymera Science Fiction Book Festival</i>
14 June 2020	HSBC UK Let's Ride Edinburgh
21 June 2020	Edinburgh Pipe Band Championships
27 June 2020	Armed Forces Day
17 – 28 June 2020	Edinburgh International Film Festival*
30 June – 5 July 2020	<i>European Junior Diving Championships</i>
July/September 2020 (TBC)	<i>UK Beach Volleyball Tour</i>
17 - 26 July 2020	Edinburgh International Jazz and Blues Festival*
30 July – 30 August 2020	Edinburgh Art Festival*
August 2020 (TBC)	Edinburgh International Culture Summit

August 2020 (TBC)	Women's Tour of Scotland
7 – 31 August 2020	Edinburgh International Festival*
7 – 31 August 2020	Edinburgh Festival Fringe*
7– 29 August 2020	Royal Edinburgh Military Tattoo*
15 – 31 August 2020	Edinburgh International Book Festival*
9 – 18 October 2020	Hidden Door Festival
16 – 31 October 2020	Scottish International Storytelling Festival*
November 2020 (TBC)	The Edinburgh Award
12 November 2020	Remembrance Sunday
3 - 6 December 2020	Scottish Diving Championships
11 - 13 December 2020	Scottish Short Course Swimming Championships
30 December 2020 – January 2021	Edinburgh's Hogmanay Festival*
January 2021 (TBC)	Pro-Team Netball Tournament
March 2021 (TBC)	Edinburgh International Swimming Meet

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# Culture and Communities Committee

10.00am, Tuesday, 28 January 2020

## Edinburgh: Million Tree City

Executive/Routine	Executive
Wards	All
Council Commitments	<a href="#">43</a>

### 1. Recommendations

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1.1 Committee is asked to:

- 1.1.1 recognise the value that urban trees play in addressing the Climate Emergency contributing: to meeting the Council's ambitious target of being net carbon neutral by 2030; and ongoing global biodiversity losses;
- 1.1.2 note the Council's existing commitments to tree protection, planting and management and the increase in tree numbers attributable to the positive implementation of policy actions, development planning, and partnership working;
- 1.1.3 support the ambition for Edinburgh to be a "Million Tree City" by 2030, ensuring continuing investment in measures to protect, plant and actively manage the city's trees and woodlands, aligning with the timeline of Scotland's Forest Strategy;
- 1.1.4 support the establishment of an Edinburgh 'Million Tree Forum' to bring together principal stakeholders so that the city can set an updated vision for trees in the city, can better communicate its tree values, plant trees more quickly, and collectively help look after those already in its care; and
- 1.1.5 support further i-Tree Eco surveys of Edinburgh's tree canopy cover and the ecosystem service benefits that its urban forest generates, communicating tree number and tree location data on an ongoing basis.

- 1.1.6 give consideration to using the environmental policies within the City Plan to progress the million-tree aspiration; and
- 1.1.7 refer this report to Transport and Environment Committee.

**Paul Lawrence**

Executive Director of Place

Contact: David Jamieson, Parks, Greenspace and Cemeteries

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## Edinburgh: Million Tree City

### 2. Executive Summary

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- 2.1 This report sets out the policy basis that directs the Council's tree protection, planting and care activities. It presents the latest data on Edinburgh's tree resource, their number and estimated social and environmental benefits, as well as mechanisms put in place to encourage public support for trees in the city.
- 2.2 Urban Edinburgh contains approximately 731,000 individual trees of varying age and species. To help address the Climate Emergency, contribute to the Council's 2030 net carbon neutral target it is recommended that this number be increased to one million by 2030, making Edinburgh a "Million Tree City". Given that most city trees are not managed by the Council it is further recommended that this ambition is achieved via the establishment of a "Million Tree Forum", which can pool expertise, enthusiasm and resources to drive attainment of this ambitious target.

### 3. Background

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- 3.1 The Council actively conserves, manages and enhances the city's urban forest. The Parks, Greenspace and Cemeteries service manages woodlands, tree groups and individual trees across the Council's outdoor estate, plants additional trees where appropriate, and regularly inspects the condition of trees, removing those trees in such poor condition that they considered a significant risk to people or property.
- 3.2 The Planning service protects private trees of significance through the use of Tree Preservation Orders and tree work controls for trees within Conservation Areas. It also seeks to preserve existing trees and woodlands, and establish new ones, through the development management process, securing tree planting through planning permission and tree work approvals. The Planning service is looking at how the authority can devise tree canopy and/or green infrastructure cover targets and embed them in statutory development plans and guidance – an issue that will be considered in the upcoming Local Development Plan 2 (LDP2) Main Issues Report ('Choices'). Such an approach could significantly increase the city's tree stock.

- 3.3 At its meeting of [4 October 2012](#) the Planning Committee approved the [Edinburgh and Lothians Forestry and Woodland Strategy](#). This strategy provides strategic and delivery-focused advice to those seeking to manage and expand woodland in the region, and a policy and spatial framework to optimise the contribution of woodland to people, the economy and the environment. It aims to increase woodland cover across Edinburgh and the Lothians from 13% to between 17% and 19% of the total land area.
- 3.4 An [i-Tree Eco survey](#) was undertaken in summer 2013, and updated in 2016, to value ecosystem services provided by Edinburgh's urban trees. The key findings were:
- 3.4.1 Edinburgh has over 712,000 trees within its urban core, resulting in an average urban tree density of 62 trees per hectare;
  - 3.4.2 Edinburgh has a 17% urban tree cover, equal to an area of 1,950 ha;
  - 3.4.3 the trees were primarily found in residential land, parks, and on institutional land. Of the trees recorded, 75% are privately managed;
  - 3.4.4 the urban forest includes 50 tree and shrub species. Sycamore, Holly and Silver birch are the most abundant tree species;
  - 3.4.5 the ecosystem services provided by Edinburgh's urban trees are estimated to have a value of £1.82m per year. The ecosystem services valued were:
    - 3.4.5.1 carbon capture;
    - 3.4.5.2 rainwater interception; and
    - 3.4.5.3 the removal of air pollution.
  - 3.4.6 Edinburgh's urban trees intercept 183 million litres of water every year, equivalent to an estimated £247,375 in sewerage charges avoided;
  - 3.4.7 Edinburgh's trees remove an estimated 195,000 tonnes of airborne pollutants each year, worth more than £575,313 in damage costs;
  - 3.4.8 Edinburgh's trees remove an estimated 4,885 tonnes of carbon from the atmosphere each year, this amount of carbon is estimated to be worth £1m;
  - 3.4.9 Edinburgh's trees store an estimated 179,237 tonnes of carbon, estimated to be worth £39.8m; and
  - 3.4.10 Edinburgh's trees have a public amenity asset value of £3,066m.
- 3.5 The report concluded that:
- 3.5.1 Edinburgh's urban forest should be managed to increase the number and diversity of mature large stature trees, as these are currently poorly represented yet provide proportionally more ecosystem services than small stature trees;
  - 3.5.2 species mix in the urban forest should be diversified to build resilience to climate change, to the threats posed by emerging pests and diseases and to improve ecosystem service provision by Edinburgh's urban trees;

- 3.5.3 the identified benefits from the urban forest need to be aligned to land use management, development planning and the City's approach to health, wellbeing and environmental planning;
  - 3.5.4 the proactive management of privately-owned trees should be encouraged;
  - 3.5.5 a management strategy for Edinburgh's urban forest is required – it should contain a minimum 20-year vision and be reviewed and updated every five years; and
  - 3.5.6 assessment of the urban forest should be repeated in five years to assess change and monitor progress in line with any future urban forest management strategies.
- 3.6 In response to these findings the Council produced a Trees and Woodlands Action Plan called [Trees in the City](#), which was endorsed by the Transport and Environment Committee at its meeting of [14 January 2014](#). This document addresses requirements identified in the Edinburgh and Lothians Forestry and Woodland Strategy 2012-17, clarifies how the Council manages trees and woodlands in its own ownership, provides guidance to inform the public on tree-related matters and on their tree rights and responsibilities, and lists a series of actions as part of a five-year action plan. A summary of progress in delivering these actions is given in Appendix 1.
- 3.7 A tree nursery was established at the Council's Inch Park plant nursery in 2016. This is now producing around 1,000 native and non-native trees per year for planting across the authority's public parks, gardens and other green spaces. There are also plans to sell some of these from the nursery shop to encourage people to plant young trees in their gardens or local community spaces.
- 3.8 [Scotland's Forestry Strategy 2019-2029](#) aims to increase urban tree canopy to help address the fact that although tree cover in Scotland has increased from around 5% to 18.5% over the last century; this percentage is still well below the European Union average of 38%. It recognises that urban forestry represents an opportunity to benefit a significant proportion of the Scottish population, providing accessible spaces for active travel, exercise and other forms of recreation, promoting physical and mental health and well-being, improving social inclusion and helping to reduce health inequalities.
- 3.9 In May 2019 Councillors added their signatures to a Woodland Trust led UK-wide Charter for Trees, Woods and People, the first local authority in Scotland to do so. [The Tree Charter](#), launched in 2017 on the 800<sup>th</sup> anniversary of the 1217 Charter of the Forest, sets out ten principles for a society in which trees and people can stand stronger together. These principles are now being embedded into the Council's tree and woodland practices:
- 3.9.1 Sustain landscapes rich in wildlife;
  - 3.9.2 Plant for the future;
  - 3.9.3 Celebrate the power of trees to inspire;

- 3.9.4 Recover health, hope and wellbeing with the power of trees;
  - 3.9.5 Protect irreplaceable trees and woods;
  - 3.9.6 Grow forests of opportunity and innovation;
  - 3.9.7 Plan greener local landscapes;
  - 3.9.8 Strengthen our landscapes with trees;
  - 3.9.9 Make trees accessible to all; and
  - 3.9.10 Combat the threats to our habitats.
- 3.10 A pilot initiative called [Tree Time Edinburgh](#) has recently been set up in partnership with the Edinburgh and Lothian Greenspace Trust and the Woodland Trust. This aims to raise support as well as public and corporate donations to assist with the care and planting of trees along the city's streets and roadsides, recognising the relative expense of street tree planting and the fact that the city only has 8,550 prominent street trees, an estimated 22% decline since the 1990s. A range of packages are available for people to adopt an existing tree or plant a new tree. The pilot will be reviewed in Autumn 2020. If deemed successful, the Council will be encouraged to support its continuation alongside other partners.
- 3.11 Following its declaration of a "Climate Emergency", on 14 May 2019 the Council set an ambitious target for Edinburgh to become net carbon neutral by 2030. The Corporate Policy and Strategy Committee agreed a [Sustainability Approach](#) that endorses a three-phased delivery plan and draft sustainability programme. The programme includes measures to increase green infrastructure and nature-based solutions to protect and enhance biodiversity and combat the impacts of climate change. Trees help to improve the quality of our air, cool our city, reduce the risk of flooding and function as an excellent store of carbon, and it is expected that increasing their number and conserving their presence will significantly contribute to the Council's climate emergency objectives.
- 3.12 The continuing global loss of biodiversity from human activity is an equally significant threat to our way of life. The Nature Conservation (Scotland) Act 2004 confers a duty on the Council to further the conservation of biodiversity, which is addressed in the [Edinburgh Biodiversity Action Plan](#). Trees in the city help address biodiversity losses, as they provide habitat, shelter and food source to more species than most other biological features. The value of individual trees for wildlife depends upon the type and age of the tree, different species being associated with an individual tree at different stages of its lifecycle. Older and native trees generally have a much greater variety of microhabitats available for colonisation than younger specimens.

## 4. Main report

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- 4.1 The i-Tree Eco surveys provide significant evidence for what is instinctively known, that trees make a vital contribution to quality of life in Edinburgh, both as street trees and as a component of parks, green spaces, gardens, and woodlands. They provide sensory stimulation, visual relief and aesthetic pleasure that changes with the seasons, help to provide the setting for buildings, screen unwanted views, and reduce the impact of noise. They act as reservoirs for biodiversity, and for many citizens are the most obvious and readily available form of contact with nature. Trees remove pollution from the atmosphere, alleviate localised flooding, provide shade in summer and shelter in winter. As trees grow they convert atmospheric CO<sub>2</sub> into carbon-storing wood, lessening the impacts of climate change.
- 4.2 A number of global cities have committed to increasing their urban forest through the planting of one million trees, including Los Angeles, Denver, New York, Shanghai and London. A common motive shared between these cities is the reduction of carbon dioxide in the atmosphere to reduce the effects of climate change. It is recommended that Edinburgh join this growing global recognition of the value that trees play in the urban environment by becoming a Million Tree City.
- 4.3 Since the 2016 survey the Council and its partners Edinburgh and Lothian Greenspace Trust and the Woodland Trust have directly planted some 23,348 trees across the city and ensured the planting of many more as part of the Planning process (numbers as of November 2019). Over that time 4,534 trees have been removed by the Council, principally for health and safety reasons or due to Dutch elm disease, making a net gain of around 19,000 trees and an overall total of around 731,000 specimens. There are plans to plant between 500-1,000 trees during the current winter period.
- 4.4 Although these numbers provide evidence of the Council's positive approach to tree care, planting and management, if this rate and scale of increase continues it is anticipated that it will take around thirty more years for Edinburgh to attain million-tree status, an ambition that could be captured within the [2050 Edinburgh City Vision](#). However, given the decade-long timescale of Scotland's Forest Strategy and Edinburgh's ambition to become carbon neutral by 2030, a more appropriate target date would be 2030.
- 4.5 Attaining this target will require a concerted approach by the Council, its principal tree planting partners, and the residents of the city (given that [6.4 hectares](#) of Edinburgh's vegetation is lost each year through the paving over of, and building on, residential gardens). To this end, it is proposed that the Council lead the establishment of an Edinburgh 'Million Tree Forum' to bring together principal stakeholders so that the city can set an updated vision for trees in the city, can better communicate its tree values, plant trees more quickly, and collectively help look after those already in its care.

- 4.6 To monitor progress, it is recommended that the i-Tree Eco survey is repeated on a regular basis, and that annual tree planting targets are set, with actual tree numbers publicly reported on an on-going basis. The focus would be on areas of the city where trees will deliver the greatest social and environmental benefits (e.g. around schools, more deprived areas, and where canopy cover is currently low), ensuring recognition of quality, not simply tree number quantity.
- 4.7 Other important considerations include:
- 4.7.1 biosecurity and procurement - planting trees from reliable sources is paramount to prevent future issues with diseases and pests;
  - 4.7.2 appropriateness of tree planting location – e.g. avoiding species-rich grassland, where there may be other habitats and species that are important and declining or vulnerable;
  - 4.7.3 tree choice – recognising the need for future-proofing against climate change and disease resilience; and
  - 4.7.4 maintaining and creating green networks to link habitats and enhance ecological connectivity.

## **5. Next Steps**

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- 5.1 Establish an Edinburgh Million Tree Forum, inviting representation from across relevant Council services, the Edinburgh and Lothian Greenspace Trust, the Woodland Trust, the Royal Botanic Garden Edinburgh, Trees of Edinburgh, the Scottish Wildlife Trust, the Trust for Conservation Volunteers, and the Edinburgh Living Landscape initiative.
- 5.2 Draft a costed Action Plan to achieve the target of one million trees across urban Edinburgh by 2030. This will include tree planting opportunities on both public and private land, residential gardens, via new development and through replacement of trees lost to age, disease and damage.

## **6. Financial impact**

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- 6.1 The cost of committing to becoming a Million Tree City has not yet been determined. An Action Plan will be developed to progress this which, as well as identifying the costs of this, will identify external grants and external support which may be available. The expectation, however, is that additional Council resources may be required to progress this.

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

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- 7.1 An inherent intention of Edinburgh: Million Tree City is to improve communication regarding trees, the values associated with trees, tree planting, and tree numbers across the city. Principal stakeholders will be involved in the Million Tree Forum and wider consultation exercises will be initiated as and when appropriate throughout its delivery programme.

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

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- 8.1 [Valuing Edinburgh's Urban Trees](#)
- 8.2 [Trees in the City – Edinburgh Trees & Woodlands Action Plan](#)
- 8.3 [Achieving Net Zero in the City of Edinburgh](#) and [Update on the Short Window Improvement Plan](#) – Policy and Sustainability Committee, 25 October 2019

## **9. Appendices**

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- 9.1 Appendix 1 – Trees in the City Actions

## Appendix 1: Trees in the City - Actions

- Create a prioritised list of street tree locations and plant replacement trees.
- Identify streets where new street tree planting can be introduced and consult with others.
- Consult with others and create a policy to guide tree planting by the Council, with the aim of increasing resilience in the light of climate change and disease threats.
- Adopt a tree valuation model, to be applied as policy to aid decision-making around tree removals.
- Promote woodland management and creation as a key component of sustainable flood management initiatives.
- Identify locations where new planting or woodland management can help increase slope stability.
- Where appropriate, prioritise planting of street trees in urban AQMAs, and woodland expansion along strategic road corridors and adjacent to industrial estates.
- Promote the importance of managing and increasing trees and woodlands in urban areas to conserve and enhance townscape character
- Promote positive management of historic gardens and designed landscapes and heritage trees to maintain their historic and cultural significance and increase resilience to climate change.
- Encourage forest restructuring to improve the setting of historic sites and landscapes.
- Expand woodland cover within Edinburgh and the Lothians as a means of increasing carbon sequestration and reducing net carbon emissions.
- Promote positive and proactive management of key tree species and woodlands.
- Provide better information through the web on tree operations and policies that concern trees and woodlands.
- Reorganise and relaunch the voluntary Tree Warden scheme in partnership with Friends of Parks, amenity groups and others.
- Develop and publicise opportunities for active outdoor recreation in woodlands and forests, including mountain-biking, walking and activities such as orienteering.
- Ensure that existing and new forests and woodlands are managed to create new opportunities for active travel, including walking, cycling and horseriding connecting settlements and the countryside.
- Promote the role of woodlands in providing a resource for physical activity, accessible to all parts of society close to where people live and work.



- Support community involvement in woodland projects, especially through mentoring and co-ordinating delivery of activity on the ground. There should be a particular focus within WIAT
- Support community woodland groups particularly in areas with high levels of multiple deprivation.
- Increase awareness of the role of woodlands as an outdoor learning resource and a resource for education, training and lifelong learning.
- Promote the development of outdoor learning opportunities, including in woodlands and forests.
- Identify sites where trees could be planted to enhance the linkages between green spaces, and to assist in the delivery of the Edinburgh Living Landscapes project.
- Support delivery of new woodland areas in the CEC authority area.
- Create new woodland on the CEC estate.
- Promote the establishment of new native woodlands as part of integrated habitat networks.
- Where there are suitable opportunities, enhance ancient and semi-natural woodland.
- Increase the proportion of existing woodland brought into positive management.
- Publish tree management policies after consultation.
- Continue to extend the Ezytreev database to cover all trees in CEC ownership.
- Publish tree work schedules in advance.
- Continue to work in partnership with others, such as Edinburgh & Lothians Greenspace Trust to deliver woodland management work
- Work towards the elimination of any waste from tree operations and no woody waste to go to landfill.

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# Culture and Communities Committee

10.00am, Tuesday, 28 January 2020

## Internal Audit – Localities Operating Model – referral from the Governance, Risk and Best Value Committee

Executive/routine  
Wards  
Council Commitments

### 1. For Decision/Action

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- 1.1 The Governance, Risk and Best Value Committee has referred the attached Localities Operating Model Audit to the Culture and Communities Committee for review and scrutiny.

**Andrew Kerr**

Chief Executive

Contact: Jamie Macrae, Committee Officer

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

# Referral Report

## Internal Audit – Localities Operating Model – referral from the Governance, Risk and Best Value Committee

### 2. Terms of Referral

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- 2.1 The Governance, Risk and Best Value Committee on 13 August 2019 considered a report by the Chief Internal Auditor, [Internal Audit Annual Opinion for the year ended 31 March](#), which detailed the outcome of the audits carried out as part of the Council's 2018/19 Internal Audit annual plan and the status of open Internal Audit findings as at 31 March 2019.
- 2.2 The Governance, Risk and Best Value Committee agreed:
- 2.2.1 To note the Internal Audit opinion for the year ended 31 March 2019.
- 2.2.2 To request that the Chief Executive, Executive Directors and Chief Officer of the Edinburgh Health and Social Care Partnership, supported by the Chief Internal Auditor, report to the relevant Executive Committee at the earliest opportunity and the subsequent Governance, Risk and Best Value Committee setting out clear plans to ensure the closure of all historic and overdue internal audit management actions to enable an improvement to the overall Internal Audit Opinion for 2019/20.
- 2.2.3 To refer all audits with a red finding to the next meeting of the appropriate Executive Committee for their consideration and that action plans would be reported back to the Governance, Risk and Best Value Committee.
- 2.3 This report therefore refers the Localities Operating Model audit to the Culture and Communities Committee for consideration.

### 3. Background Reading/ External References

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- 3.1 [Internal Audit Annual Opinion 2018/19](#) – report by the Chief Internal Auditor
- 3.2 [Governance, Risk and Best Value Committee – 13 August 2019 – Webcast](#)

**4. Appendices**

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Appendix 1 – Internal Audit – Localities Operating Model

# ***The City of Edinburgh Council***

## **Internal Audit**

### **Localities Operating Model**

Final Report

9 August 2019

PL1801

**Significant  
improvement  
required**

Significant and / or numerous control weaknesses were identified, in the design and / or effectiveness of the control environment and / or governance and risk management frameworks. Consequently, only limited assurance can be provided that risks are being managed and that the Council's objectives should be achieved.

# Contents

1. Background and Scope	1
2. Executive summary	4
3. Detailed findings	5
Appendix 1 - Basis of our classifications	11
Appendix 2 - Areas of Audit Focus	12

This internal audit review is conducted for the City of Edinburgh Council under the auspices of the 2018/19 internal audit plan approved by the Governance, Risk and Best Value Committee in March 2018. The review is designed to help the City of Edinburgh Council assess and refine its internal control environment. It is not designed or intended to be suitable for any other purpose and should not be relied upon for any other purpose. The City of Edinburgh Council accepts no responsibility for any such reliance and disclaims all liability in relation thereto.

The internal audit work and reporting has been performed in line with the requirements of the Public Sector Internal Audit Standards (PSIAS) and as a result is not designed or intended to comply with any other auditing standards.

Although there are number of specific recommendations included in this report to strengthen internal control, it is management's responsibility to design, implement and maintain an effective control framework, and for the prevention and detection of irregularities and fraud. This is an essential part of the efficient management of the City of Edinburgh Council. Communication of the issues and weaknesses arising from this audit does not absolve management of this responsibility. High and Critical risk findings will be raised with senior management and elected members as appropriate.

# 1. Background and Scope

## Background

The Council's new Locality model was designed to meet the requirements of the [Community Empowerment \(Scotland\) Act, 2015](#) in relation to services delivered by the Council's Place directorate. The new model also responds to concerns raised in an Audit Scotland report [An overview of Local Government in Scotland 2014](#) regarding sustainability of Local Authority services given increasing demand for services and decreasing resources.

The new Localities model was approved by the Council's Communities and Neighbourhoods Committee, in November 2015, resulting in creation of four Localities (North East, North West, South East, and South West) across the City in April 2016.

The new localities model was both complex and ambitious, with services delivered across the locality geographies by the Council; partner organisations; and external bodies, with the objective of increasing responsiveness and relevance of service delivery; decentralising the Council decision making process; and increasing community participation in the democratic process.

### The Edinburgh Partnership

The *Community Empowerment (Scotland) Act, 2015*, requires Local Authorities to establish and participate in Community Planning Partnerships that will work together to produce Locality Improvement Plans (LIPs). In Edinburgh, Community Planning is overseen by the Edinburgh Partnership (EP). The Council is one of a number of strategic partners represented on the EP Board which agreed that each locality should produce and deliver a 5-year strategic LIP with the objective of co-ordinating partnership activities to reduce poverty and inequality. Development and delivery of the LIPs is the main strategic activity for each locality.

In April 2019, the Partnership agreed a new structure to enable better focus for partnership working in the city that includes four city-wide partnership groups, four local community planning partnerships, and 13 new Neighbourhood Networks. Each group will take responsibility for a theme or plan to support achievement of the Partnership goal of a city where poverty and inequality are reduced and will feed into the Partnership Board. This new structure is in the process of being implemented.

### Council Governance of Community Planning; Delivery of Council Locality Services; and LIP Actions

The Council established four Locality Committees (LCs) in February 2018 that were allocated responsibility for governance of community planning; development and delivery of the locality improvement plans and supporting actions; reporting on performance; and escalating service delivery challenges to the Partnership Board via the Council's nominated Board representative.

Management has advised that the remit of LCs includes leading and co-ordinating local community planning activities; monitoring local delivery of services by the Council, Police Scotland and the Fire and Rescue Service; approving the Neighbourhood Environment Programme and Community Grants Fund; and facilitating public engagement, consultation, participation and feedback on all areas within the LCs' remit.

Localities also have direct management responsibility for a range of Council services, including Housing, local Transport and Environment, and local Lifelong Learning services including branch and school libraries. Each of these services are delivered via a matrix management arrangement with strategic and policy support from central services within the Place Directorate, and in the case of Lifelong Learning, Communities and Families.



On 7 February 2019, a review of LCs was presented to a meeting of the full Council by resulting in dissolution of the LCs on 1 April 2019

Governance of Council services delivered across the four localities is provided by the appropriate Council Executive Committees. Oversight of community planning (which includes delivery of locality improvement plan actions by the Council) forms part of the remit of the Culture and Communities Committee, and policy matters that affect localities are the responsibility of the Policy and Sustainability Committee.

The Council established the following strategic objectives for Localities:

- Empower citizens and communities and improve partnership working;
- Implement a lean and agile locality operating model;
- Deliver better outcomes and improved citizen experiences; and
- Embed values and develop culture.

Additionally, implementation of the localities model was expected to deliver savings via flexible allocation and utilisation of resources within cross-functional teams; elimination of duplicate roles; and improved budget allocation due to closer linkages between decision-makers and service users, however, within the Council, the majority of services delivered across localities are managed centrally by divisional teams. Where localities have direct management responsibility for Council services, matrix management arrangements have also been established with the relevant divisional teams

Budgets to support delivery of Council services via the localities have not been established. Consequently, locality service delivery costs continue to be allocated to centralised budgets and managed by the relevant centralised divisions.

Council employees located in localities have delegated financial authorities to raise purchase orders via the Oracle financial system. One of the key controls built into Oracle is authorisation limits that prevent individuals from raising and approving purchase order in excess of their delegated authorities. Oracle users are required to submit an authorisation form approved by their line manager and a senior Finance officer to either gain access to the system or change their authorisation limit.

## Scope

The scope of this review was to assess the design adequacy and operating effectiveness of key controls supporting the current Council localities operating and governance model.

The review also provided assurance on the following key risks:

- failure to deliver Locality strategic objectives in line with Council strategy and relevant Council pledges;
- statutory non-compliance; and
- failure to deliver projected cost savings.

## Limitations of Scope

- Delivery of Health and Social Care Partnership services across the Localities and the requirements of the [Public Bodies \(Joint Working\) \(Scotland\) Act, 2014](#) are specifically excluded from scope. The review focused only on Council services delivered across the Localities; and
- Edinburgh Partnership governance - the review was limited to the Council's governance and oversight of Council services delivered across localities, and delivery of Council Locality Improvement Plan (LIP) actions.

Further details on the scope of our review are included at Appendix 2 – Areas of Audit Focus.

### **Reporting Date**

Our audit work concluded on 15 April 2019, and our findings and opinion are based on the outcomes of our testing at that date.

Consequently, a number of reports to both Council committees and the Edinburgh Partnership relating to Locality Improvement Plans provided to Internal Audit after this date have not been considered when preparing our report.

## 2. Executive summary

Total number of findings: 2

Summary of findings raised	
High	1. Localities Governance and Operating Model
Low	2. Oracle Financial System – Authorised Approval Limits

Further detail on the basis of the classifications applied to our findings is included at Appendix 1.

### Opinion

#### Significant Improvement Required

It is acknowledged that the original design of the localities model was ambitious as the structure involved operation of a matrix model within the Council between the four locality teams and city wide services.

Our review highlighted that the initial localities operating model; governance; and risk management frameworks established by the Council were not adequately designed as they were not well enough integrated to fully support effective ongoing monitoring of Council service delivery performance across the four localities, and progress with delivery of the Council's strategic Locality Improvement Plan (LIP) actions, and we identified the significant control weaknesses detailed below.

Whilst locality improvement plans have been prepared, and clear strategic objectives set, no post implementation review has been performed to confirm that the localities model is operating as expected and has delivered the benefits anticipated by the Council.

Additionally, established locality service delivery performance measures are not appropriately designed to support ongoing monitoring and review of the effectiveness of Council services delivered, and financial performance across the Localities.

We also confirmed that not all Locality risk registers are regularly reviewed and updated to ensure that all risks have been identified; assessed; appropriate owners allocated; and that realistic timeframes have been set to ensure that appropriate controls are established to ensure that the risks are effectively managed.

Consequently, one high rated finding has been raised.

Management has advised that the Localities operating model and risk management frameworks are in the process of being redesigned following dissolution of the Localities Committees as a result of a decision taken by full Council in February 2019, and that the established Council governance framework supporting for oversight of services across the localities and progress with LIP actions will remain unchanged.

It is Internal Audit's opinion that the recommendations included in the High rated finding raised should be incorporated (where appropriate) in the revised Localities operating model and established Council locality governance arrangements to support ongoing delivery of Council services across localities; implementation of Council LIP actions; and effective ongoing monitoring of both service delivery performance and LIP action progress.

The Low rated finding raised reflects one instance where a manager's delegated authority limit within the Oracle financial system had been increased (from £10K to £100K) without his knowledge, and with no supporting authorisation or approval from his line manager to process the limit increase.

## Management response from the Place Directorate and Strategy and Communications

It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model.

The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions.

Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.

# 3. Detailed findings

## 1. Localities Governance and Operating Model

High

Our review of the established Council localities operating model and governance and risk management frameworks confirmed that:

1. a post-implementation review of the effectiveness of the localities operating model has not yet been performed;
2. the process supporting development of Council aspects of the Locality Improvement Plan (LIP) actions has not been documented. We also noted that:
  - The Council's LIP actions are not aligned with the locality budgets and operational capacity;
  - ownership of Council LIP actions is not clear; and
  - progress with delivery of actions is not monitored, and a number of actions have not yet been delivered.
3. whilst performance measures for Council services delivered across localities have been established and are reported to Localities Committees, they are not adequately designed to support effective ongoing monitoring of locality performance as they are based on centralised divisional performance measures that are split across each Locality;
4. there are no established engagement protocols and escalation processes between centralised divisions and localities, with ongoing engagement between divisions and localities performed on an informal basis;
5. as locality service delivery costs continue to be allocated to centralised division budgets managed by the relevant Heads of Service, budgets devolved to and managed by the localities is less than 1% of total expenditure within localities. Additionally, localities are not involved in, or consulted as part of, the annual budget planning process;
6. whilst some progress is evident with the migration of locality risk registers onto the Pentana risk management system, review of risk registers confirmed that that majority of locality risks have not been updated for some time; that several risks are not supported by action plans; and that owners have not been allocated to ensure that actions are implemented to address the risks identified;

7. there is currently no established succession planning process within localities to ensure that appropriate successors are identified and trained as contingent resources for key Council roles in the event of unplanned absence or unexpected resignations.

## Risks

The potential risks associated with our findings are:

- the design of the current model may not support long term compliance with the *Community Empowerment (Scotland) Act, 2015*, and address the concerns raised by Audit Scotland in their 2014 report regarding sustainability of Local Authority services given increasing demand for services and decreasing resources;
- the Council's Locality Improvement Plan (LIP) actions may not be delivered;
- the Council cannot confirm that services are being coordinated and prioritised between services and localities and delivered effectively within budget; that locality customer expectations are being met; and the expected benefits for the localities operating model will be achieved;
- locality service delivery issues are not escalated and resolved in a timely manner;
- locality risks are not identified and effectively managed;
- operational risks associated with inefficient allocation of work; duplication of roles; and ineffective monitoring leading to potential financial loss; and
- potential reputational consequences in the event of failure of the Council's localities operating and established governance framework.

### 1.1 Recommendation - Localities Operating Model Post Implementation Review

- a post implementation review of the Council's localities operating model and established governance framework should be performed to confirm whether it has effectively supported and governed delivery of the Council services across the localities and delivery of the Council's LIP actions;
- The outcomes of the post implementation review should be documented; and
- Lessons learned from the post implementation review should be incorporated in the design of the future Council localities operating model and locality reporting provide to established Council governance forums.

### 1.1 Agreed Management Action - Localities Operating Model Post-Implementation Review

Not applicable – refer management response in section 2 above.

**Owner:** N/A

**Contributors:** N/A

**Implementation Date:**

N/A

### 1.2 Recommendation – Development and Delivery of Council Locality Improvement Plan Actions

The planning process supporting development and delivery of the Council's Locality Improvement Plan (LIP) action plans, should be documented; retained and agreed. This should include (but not be restricted to):

1. analysis of responses received in relation to delivery of Council services across localities and strategic objectives from all participants involved in the locality planning process;
2. roles; responsibilities; and accountabilities of all Council teams involved in supporting delivery of LIP actions;

3. documentation detailing how LIP actions (including appropriate prevention measures) have been selected and prioritised;
4. LIP actions should be discussed and agreed with all centralised divisions that will be involved in supporting their implementation;
5. consideration of capacity constraints; availability of resources; alignment of resources between the Council's locality and centralised division teams; and any other constraints that could impact delivery of LIP actions;
6. alignment of LIP actions with the Council's strategic objectives;
7. dependencies on other areas of the Council to support implementation of LIP actions;
8. the costs to the Council associated with delivery of LIP actions;
9. design and implementation of management information to enable monitoring of delivery progress with LIP actions; and
10. details of the Council's governance arrangements established to monitor delivery of Council LIP actions.

### 1.2 Agreed Management Action - Development and Delivery of Council Locality Improvement Plan Actions

Not applicable – refer management response in section 2 above.

**Owner:** N/A

**Contributors:** N/A

**Implementation Date:**

N/A

### 1.3 Recommendation - Locality Service Delivery Performance Measures

The current performance framework for Council services delivered across localities should be refreshed. This should include (but not be limited to):

- key performance indicators (KPIs) that are aligned with the Council service to be delivered across localities. These should be specific; measurable; achievable; relevant; time bound; explainable and relative to organisational change (SMARTER);
- agreement of KPIs between centralised divisions responsible for delivering locality services and localities;
- a consolidated view of locality performance that is provided to the Corporate Leadership Team (CLT) and relevant Council executive committees;
- review and challenge of locality performance at relevant Council governance forums; and
- inclusion of locality performance in performance objectives (looking ahead conversations) for managers of Council divisions; locality managers; and their teams.

### 1.3 Agreed Management Action - Locality Service Delivery Performance Measures

Not applicable – refer management response in section 2 above.

**Owner:** N/A

**Contributors:** N/A

**Implementation Date:**

N/A

### 1.4 Recommendation - Engagement with Council centralised divisions

Engagement protocols between localities and Council centralised divisions should be designed and implemented to support delivery of services across localities. This should include processes to ensure that:

- all service requests from localities are communicated completely; accurately; and in a timely manner to centralised divisions;
- services are delivered within the timeframes specified in the agreed locality key performance indicators (KPIs); and
- issues with service delivery are escalated and resolved in a timely manner.

#### 1.4 Agreed Management Action - Engagement with Council centralised divisions

Not applicable – refer management response in section 2 above.

**Owner:** N/A

**Contributors:** N/A

**Implementation Date:**

N/A

#### 1.5 Recommendation - Locality budget planning and financial management

- Finance should be engaged in the design of the new locality operating model to ensure that the proposed solution can be supported by an appropriate and effective locality financial operating model;
- The design of the new financial operating model should consider the benefits associated with allocating budgets and cost centres to localities and calculating and reporting locality costs on an ongoing basis;
- The rationale supporting the decisions in relation to the design of the new locality financial model should be recorded.

#### 1.5 Agreed Management Action - Locality budget planning and financial management

Not applicable – refer management response in section 2 above.

**Owner:** N/A

**Contributors:** N/A

**Implementation Date:**

N/A

#### 1.6 Recommendation - Risk Management

1. Centralised and individual localities risk registers should be reviewed and refreshed to ensure that:
  - they include all operational and strategic risks (including risks associated with third parties) that could impact upon service delivery, or delivery of locality improvement plan (LIP) actions;
  - that the impact and probability of the risks have been assessed;
  - appropriate owners have been allocated to all risks; and
  - action plans and delivery dates have been prepared to support implementation of appropriate controls to manage the risks.
2. Locality risk registers should be included in the information provided to relevant Council governance forums (for example, the Place Directorate Risk Committee).

#### 1.6 Agreed Management Action- Risk Management

Not applicable – refer management response in section 2 above.

**Owner:** N/A

**Contributors:** N/A

**Implementation Date:**

N/A

#### 1.7 Recommendation - Succession Planning

Locality roles with associated key person dependency risks should be identified and a succession planning exercise performed to identify potential successors who could fill these roles in the event of unplanned long-term absence or unexpected resignations.

The skills and experience of the potential successors should be considered in comparison to key Locality roles and training and support (including knowledge transfer) provided where required.

### 1.7 Agreed Management Action - Succession Planning

Not applicable – refer management response in section 2 above.

**Owner:** N/A

**Contributors:** N/A

**Implementation Date:**

N/A

## 2. Oracle Financial System – Authorised Approval Limits

**Low**

Our testing of the budgetary approval process in Localities identified one instance where the Transport and Environment Manager (the user) could potentially authorise a purchase order in excess of their approved £10K authorisation.

We confirmed that the user was initially allocated a £10k Oracle approval limit in December 2016, as per a signed authorisation form.

The approval limit was then increased to £100k in March 2018 with no supporting request from either the user or their line manager. Additionally, the user was not aware of this revised limit.

The Finance and Procurement Systems helpdesk within Finance was unable to provide any reason or supporting documentation for this unauthorised change.

The user's authorisation limit has now been restored to £10k.

### Risks

Risk of financial approvals in excess of authorised approval limits that could potentially result in financial loss.

### 2.1 Recommendation - Authorisation Limits Review

- Finance and Procurement team should implement appropriate controls to ensure that limit changes are only processed when supported by request forms that have been authorised and approved by line managers;
- A review of existing limits within Oracle should be performed to establish whether this issue is limited to this one instance, or whether the problem is potentially more systemic; and
- If the issue is systemic, Finance should engage with Risk Management to ensure that appropriate controls are designed and implemented.

### Agreed Management Action- Authorisation Limits Review

A large-scale exercise, involving over 500 changes to the structure, was undertaken during the winter months realigning Place, taking into account changes relating to Transformation. A review of all Oracle Requisition Approvers for the department of Place has been initiated and is currently underway.

More fundamentally, a rolling programme of all Oracle Requisition Approvers, across all divisions, has been reinstated. Prior to 2015 this was business as usual (BAU), however due to the proposed



introduction of the enterprise resource planning solution and other budget cuts and staff reductions this was suspended.

The significance of this regular review was recognised and reinstated in 2018. This will be rigorously implemented until firmly re-embedded as part of BAU across the business

**Owner:**

Stephen Moir, Executive Director of Resources

**Contributors:**

Hugh Dunn, Head of Finance; Alison Henry, Corporate Finance Senior Manager; Layla Smith, Business Manager; Annette Smith, Executive Assistant; David Camilleri, Principal Accountant - Financial Systems; Brenda Brownlee, Senior Accountant

**Implementation Date:**

26 June 2020

# Appendix 1 - Basis of our classifications

Finding rating	Assessment rationale
<b>Critical</b>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> <li>• <b>Critical</b> impact on operational performance; or</li> <li>• <b>Critical</b> monetary or financial statement impact; or</li> <li>• <b>Critical</b> breach in laws and regulations that could result in material fines or consequences; or</li> <li>• <b>Critical</b> impact on the reputation of the organisation which could threaten its future viability.</li> </ul>
<b>High</b>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> <li>• <b>Significant</b> impact on operational performance; or</li> <li>• <b>Significant</b> monetary or financial statement impact; or</li> <li>• <b>Significant</b> breach in laws and regulations resulting in significant fines and consequences; or</li> <li>• <b>Significant</b> impact on the reputation of the organisation.</li> </ul>
<b>Medium</b>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> <li>• <b>Moderate</b> impact on operational performance; or</li> <li>• <b>Moderate</b> monetary or financial statement impact; or</li> <li>• <b>Moderate</b> breach in laws and regulations resulting in fines and consequences; or</li> <li>• <b>Moderate</b> impact on the reputation of the organisation.</li> </ul>
<b>Low</b>	<p>A finding that could have a:</p> <ul style="list-style-type: none"> <li>• <b>Minor</b> impact on operational performance; or</li> <li>• <b>Minor</b> monetary or financial statement impact; or</li> <li>• <b>Minor</b> breach in laws and regulations with limited consequences; or</li> <li>• <b>Minor</b> impact on the reputation of the organisation.</li> </ul>
<b>Advisory</b>	<p>A finding that does not have a risk impact but has been raised to highlight areas of inefficiencies or good practice.</p>

# Appendix 2 – Areas of Audit Focus

The audit focus areas and related control objectives included in the review were:

Audit Focus	Control Objectives
Corporate strategy	<p>A post implementation review has been performed to confirm that the Localities model:</p> <ul style="list-style-type: none"> <li>• has delivered the expected benefits detailed in the initial Localities implementation plan;</li> <li>• is operating as expected; and</li> <li>• remains aligned with the overall Council strategy and relevant Council pledges.</li> </ul>
Governance management and oversight	<ul style="list-style-type: none"> <li>• There is a clearly established localities governance model with reporting lines into the Place Senior Management Team; the Corporate Leadership Team; and relevant Council executive committees;</li> <li>• Delegated authorities have been established for each locality detailing their financial and service delivery decision making authorities;</li> <li>• Locality managers and employees have a clear understanding of their roles and responsibilities;</li> <li>• Service delivery responsibilities have been clearly defined between the Localities and functional Council service delivery teams; and</li> <li>• Reporting lines and communication channels are well defined, and clearly communicated to all employees.</li> </ul>
Resource and Budget Management	<p>Processes have been established to ensure that locality service demands are appropriately prioritised; resourced; and funded from functional service budgets.</p>
Operational Performance	<ul style="list-style-type: none"> <li>• Locality key performance indicators (KPIs) have been designed and implemented to support service delivery;</li> <li>• KPIs have been shared and agreed with central Council service delivery teams;</li> <li>• Progress against KPIs is regularly monitored and recorded to support operational management and reporting to relevant governance forums;</li> <li>• There is an established customer engagement process to ensure that all citizens can effectively engage and communicate with Locality teams to request services;</li> <li>• There is an established engagement process to ensure that all Locality requests are communicated to central service delivery teams;</li> <li>• There is an established escalation process applied in instances where Locality requests have not been delivered by centralised teams within established KPIs;</li> <li>• There is an established Locality customer complaint process; and</li> <li>• Performance against relevant KPI's is included in the Locality managers annual looking forward conversations; and is assessed a part of the looking backwards conversations.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Locality risk committee meetings have been established;</li> <li>• Locality risk registers are maintained, and regularly updated, with any significant locality risks escalated and included in the Place Directorate risk register;</li> </ul>

	<ul style="list-style-type: none"> <li>• Constructive and measurable actions are designed for each of the risks identified; and</li> <li>• Actions are appropriately allocated, and their completion monitored.</li> </ul>
Development and delivery of Local Improvement Plans	<ul style="list-style-type: none"> <li>• A clear process has been established and is applied to support development of LIPs;</li> <li>• Responses from all participants are collected; reviewed and analysed, with emerging themes identified and included (where appropriate) in LIPs;</li> <li>• Resource availability and other constraints are considered when creating plan objectives;</li> <li>• Completed plans are made publicly available; and</li> <li>• Progress against plan is monitored and reported to the appropriate governance forums and executive committees.</li> </ul>
Succession planning	<ul style="list-style-type: none"> <li>• Key locality roles have been identified and appropriate succession plans established.</li> </ul>