

Minutes

Policy and Sustainability Committee

10.00 am, Tuesday 6 August 2019

Present

Councillors McVey (Convener), Day (Vice-Convener), Aldridge, Jim Campbell, Kate Campbell, Gardiner, Gloyer, Hutchison, Macinnes, Main, McLellan, Perry, Rankin, Staniforth, Webber, Wilson and Whyte.

1. Minute

Decision

To approve the minute of the Corporate Policy and Strategy Committee of 14 May 2019 as a correct record.

2. Corporate Policy and Strategy Committee Work Programme May 2019

The Corporate Policy and Strategy Committee Work Programme for August 2019 was presented.

Decision

To note the work programme.

(Reference – Work Programme August 2019, submitted).

3. Corporate Policy and Strategy Committee Rolling Actions Log

Details were provided of the outstanding actions arising from decisions taken by the Committee.

Decision

To note the outstanding actions.

(Reference – Rolling Actions Log, submitted).

4. Corporate Policy and Strategy Committee Business Bulletin

The Corporate Policy and Strategy Committee Business Bulletin was presented.

Decision

- 1) To note that the minute of the Sustainability Board would be submitted to the next meeting of the Sustainability and Climate Emergency All Party Oversight Group.
- 2) To otherwise note the updates in the Business Bulletin.

(Reference – Corporate Policy and Strategy Committee Business Bulletin, submitted).

5. Working Groups

The Council had agreed to a report reviewing the number and nature of working groups.

Details were provided of the Council’s current member/officer working groups which formed part of its political management framework.

Decision

- 1) To note the overall reduction of member/officer working groups.
- 2) To agree the revised working group framework outlined in Appendix 2 to the report by the Chief Executive.

(Reference – Act of Council No 6 of 30 May 2019; report by the Chief Executive, submitted.)

6 Update on Edinburgh Health and Social Care Partnership – Older People Joint Inspection Improvement Plan

An update was provided on the review of the Older People’s Improvement Plan following the Joint Inspection Progress Report which had been published in December 2018. The new improvement plan had been developed within the developing new Health and Social Care transformation plan and, specifically, the framework of the “Three Conversations” approach.

Decision

- 1) To note that the Improvement Plan set out in Appendix 1 to the report by the Chief Officer had been developed in response to the Joint Inspection of Older People’s Services Progress Report.
- 2) To approve the Improvement Plan Recommendations, noting that these would be delivered in partnership with NHS Lothian and through the Edinburgh Health and Social Care Partnership.

- 3) To note that a performance reporting framework, to capture progress or areas where improvement was not progressing, would be developed as part of the implementation of this plan
- 4) To agree to a progress report on a six-monthly basis.

(Reference – report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)

7. Summary of 2050 Edinburgh City Vision Feedback

In response to a motion by Councillor McVey, details were provided on the submissions received as part of the 2050 Edinburgh City vision process.

Decision

- 1) To note the report by the Chief Executive.
- 2) To agree that future reports would include information on participation by age group as a percentage of population.

(References – Act of Council No 9 of 2 May 2019; report by the Chief Executive, submitted.)

8. Edinburgh International Activity Report

Details were provided on the international context in which Edinburgh was operating, the issues and strategic themes for Edinburgh, and the objective to play a strong leadership role within the city while working more collaboratively with key partners on the plan for, and approach to, international activity.

Decision

- 1) To agree that future international engagement and visits for the City of Edinburgh Council (including as a result of the Council's twinning arrangements) should be guided and prioritised by the following 5 principles, that the engagement/visit:
 - a) Supports an identified key theme that benefits the city.
 - b) Supports identified challenges and opportunities for the city.
 - c) Leads to improving investment, economic growth and improved knowledge and learning exchange.
 - d) Is delivered in partnership to ensure high impact and value for money; and
 - e) Is aligned to the international priority work of key partners.

- 2) To agree to maintain clear governance and accountability lines where Council international activity would be reported to the Policy and Sustainability Committee at the City of Edinburgh Council. A suitable monetary and carbon threshold for future elected member and officer international site visits would be reported in a future paper.
- 3) To agree to work with partners to establish a new International Edinburgh Group as a collaborative way of working.

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

9. International Fair Trade Charter

In response to a motion by Councillor McNeese-Mechan details were provided on undertakings the Council could give in support of the International Fair Trade Charter and how it could best complement the Council's own Fair Trade Policy.

Decision

- 1) To note that the Council had pledged support for the International Fair Trade Charter.
- 2) To agree that the Council now formally sign up to the International Fair Trade Charter.
- 3) To agree that, given the Council's intention to develop a new approach to sustainability, as reported to the Committee on 14 May 2019, the Council's Fair Trade Policy and Sustainable Procurement Policy would be reviewed within the wider programme of work associated with that approach.

(References – Act of Council No 22 of 30 May 2019; report by the Chief Executive, submitted.)

10. Energy Management Policy for Operational Buildings

Approval was sought for a revised Energy Management Policy for the Council's operational buildings. The management system had been designed to comply with the energy management standard BS EN ISO 50001:2018.

Motion

- 1) To approve the Energy Management Policy Statement.
- 2) To note that Property and Facilities Management would pursue certification to the energy management system standard BS EN ISO 50001:2018.
- 3) To note that an annual report would be submitted to Committee detailing progress on the implementation of the Energy Management Policy and Energy

Management System (BS EN ISO50001) including detail on any revisions to documentation to align with the Council's 2030 Roadmap for net zero carbon.

- 4) To agree to aim to undertake a deep retrofit to building regulations Gold, or PassivHaus standard, of at least one Council building per year, and agree to receive a further report identifying which building(s) would be retrofitted during 2019-20 and what standard would be achieved.

- moved by Councillor Main, seconded by Councillor Staniforth

Amendment

- 1) To approve the Energy Management Policy Statement.
- 2) To note that Property and Facilities Management would pursue certification to the energy management system standard BS EN ISO 50001:2018.
- 3) To note that an annual report would be submitted to Committee detailing progress on the implementation of the Energy Management Policy and Energy Management System (BS EN ISO50001) including detail on any revisions to documentation to align with the Council's 2030 Roadmap for net zero carbon.
- 4) To agree to explore the feasibility to undertake a deep retrofit to building regulations Gold, or PassivHaus standard, of at least one Council building per year.
- 5) To agree that the Finance and Resources Committee would receive a further report on the current programme identifying which building(s) would be retrofitted during 2019-20 and what standard would be achieved and covering point 4).

- moved by Councillor McVey, seconded by Councillor Day

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

Decision

To approve the following adjusted motion by Councillor Main:

- 1) To approve the Energy Management Policy Statement.
- 2) To note that Property and Facilities Management would pursue certification to the energy management system standard BS EN ISO 50001:2018.
- 3) To note that an annual report would be submitted to Committee detailing progress on the implementation of the Energy Management Policy and Energy Management System (BS EN ISO50001) including detail on any revisions to documentation to align with the Council's 2030 Roadmap for net zero carbon.

- 4) To agree to explore the feasibility to undertake a deep retrofit to building regulations Gold, or PassivHaus standard, of at least one Council building per year.
- 5) To agree that the Finance and Resources Committee would receive a further report on the current programme identifying which building(s) would be retrofitted during 2019-20 and what standard would be achieved and covering point 4).

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

11. Policy on Advertising and Sponsorship Motion by Councillor Main

The Committee had noted work being carried out on a draft policy on advertising and sponsorship that was underway and agreed that a report be provided outlining the impact on income maximisation as a result of any changes to current practice.

The proposed policy was presented together with details of the consultations on the impact of food and drink advertising which the UK Government and Scottish Government had in progress.

Motion

- 1) To approve the policy on advertising and sponsorship as set out in Appendix 1 of the joint report by the Chief Executive and Executive Director of Resources.
- 2) To note the potential impact on Council income and viability of certain initiatives/events if the policy was extended beyond the scope in the proposed policy.
- 3) To recognise that this policy might be amended in future to reflect changes to legislation or regulations brought about by changes to legislation or UK Government, the Scottish Government and the Advertising Standards Authority.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

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

- 4) To note that this policy did not address the risk of the impact on the Council and city when policy and advertising was not on Council property but had a direct association with the Council.
- 5) Therefore to request that the Executive Director of Resources explore with contracted external organisations and ALEOs, how best to address this and to report back to Committee as part of the annual review.

- moved by Councillor Main, seconded by Councillor Staniforth

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To approve the policy on advertising and sponsorship as set out in Appendix 1 of the joint report by the Chief Executive and Executive Director of Resources.
- 2) To note the potential impact on Council income and viability of certain initiatives/events if the policy was extended beyond the scope in the proposed policy. and
- 3) To recognise that this policy might be amended in future to reflect changes to legislation or regulations brought about by changes to legislation or UK Government, the Scottish Government and the Advertising Standards Authority.
- 4) To note that this policy did not address risk of impact on the Council and city when policy and advertising was not on Council property but had a direct association with the Council.
- 5) Therefore to request that the Executive Director of Resources explore with contracted external organisations and ALEOs, how best to address this and to report back to Committee as part of the annual review.

(References – Act of Council No 13 of 25 October 2018; Corporate Policy and Strategy Committee, 14 May 2019 (item 23); joint report by the Chief Executive and the Executive Director of Resources, submitted.)

Declaration of Interests

Councillor McLellan declared a non-financial interest in the above item as a member of the Advertising Standards Authority.

12. Bike to Work Scheme – Motion by Councillor Main

In response to a motion by Councillor Main, details were provided on how the Council could promote and support employees to take advantage of its Bike to Work Scheme, increasing uptake and how these services might be procured as the current contract was scheduled to end in 2020.

Motion

To note the report on the promotion and employee support available for the Council's Bike to Work Scheme.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

To add at the end of Councillor McVey's motion:

Committee requests an update report in one cycle on the next steps outlined in the report by the Executive Director of Resources including 5.2:

“Human Resources will review the current scheme benefits in line with the removal of the £1,000 cap and make recommendations later this year as part of a broader employee benefit offering. This may include a benefits platform, which includes cycle to work.”

- moved by Councillor Main, seconded by Councillor Staniforth

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the report on the promotion and employee support available for the Council's Bike to Work Scheme.
- 2) To request an update report in one cycle on the next steps outlined in the report by the Executive Director of Resources including 5.2:

“Human Resources will review the current scheme benefits in line with the removal of the £1,000 cap and make recommendations later this year as part of a broader employee benefit offering. This may include a benefits platform, which includes cycle to work.”.

(References – Act of Council No 16 of 27 June 2019; report by the Executive Director of Resources, submitted.)

13. Welfare Reform

An update was provided on the Council's ongoing welfare reform activities which included the implementation of Universal Credit.

Decision

- 1) To note the work that was ongoing to support Universal Credit and Welfare Reform, in Edinburgh.
- 2) To note the spend projections for Discretionary Housing Payments, Council Tax Reduction Scheme and the Scottish Welfare Fund.

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

14. Policy Assurance – Strategy and Communications Division

To ensure that the policies remained current and relevant, all Council directorates were required to review policies on a regular basis. An assurance update on key policies within Strategy and Communications was presented to the Committee.

Decision

- 1) To note the status update for the Council policies detailed in the Appendix to the report by the Chief Executive.
- 2) To delegate authority to the Chief Executive to make such minor adjustments to policies outline in Appendix 1 to the report as necessary to ensure relevancy.

(References – Corporate Policy and Strategy Committee, 9 August 2016 (item 5); report by the Chief Executive, submitted.)

15. Policy Assurance Statement – Customer

To ensure that the policies remained current and relevant, all Council directorates were required to review policies on an annual basis. An assurance update on key policies within the Customer Team – Corporate Debt Policy, Discretionary Housing Payments Policy, Council Tax policies (second homes and empty properties) and Non-Domestic Rates Policy (Discretionary Relief) was presented to the Committee as fit for purpose.

Decision

To note that the Council policies detailed in the report had been reviewed and were considered as being current, relevant and fit for purpose.

(References – Corporate Policy and Strategy Committee, 9 August 2016 (item 5); report by the Executive Director of Resources, submitted.)

16. Contact Centre Performance – April-June 2019 Customer

The Contact Centre performance for the period April to June 2019 was presented together with information on associated service improvement activities.

Decision

- 1) To note current performance trends within the Contact Centre.
- 2) To note ongoing improvement activities to ensure that Council services were easy to access, and citizen queries and complaints were dealt with effectively.

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

17. McCrae's Battalion Trust Commemorative Service at Contalmaison Cairn – 1 July 2019

Arrangements had been made by the Chief Executive under urgency provisions for the Council to support the Hearts Great War Memorial Committee by providing a £5,000 grant toward the cost of a Cairn at Contalmaison to commemorate the 15th and 16th Battalions of the Royal Scots at the Battle of the Somme and for the Depute Convener to attend a commemorative service.

Decision

To note the action taken by the Chief Executive, in terms of paragraph 4.1 of the Committee Terms of Reference and Delegated Functions to approve the attendance of the Depute Convener at the Commemorative Service at Contalmaison on 1 July 2019.

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

18. Edinburgh Krakow Co-operation

The Convener ruled that the following item, notice of which had been given at the start of the meeting, be considered as a matter of urgency to allow the Council to give early consideration to this matter.

Details were provided on a recent request from the Mayor of Krakow seeking agreement to continue international co-operation between the cities of Krakow and Edinburgh.

Decision

- 1) To note the interest from Krakow and the Polish Consulate in continuing to support strategic engagement between Edinburgh and Krakow.
- 2) To agree to support the hosting of the Mayor of Krakow for a programme of community events in Edinburgh in September and to support the extension of the Co-operation Agreement subject to the strategic principles contained in the Committee's Edinburgh International Activity Report.

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