

Notice of meeting and agenda

Leadership Advisory Panel

10.00 am Thursday, 23rd April, 2020

Meeting will be held by Skype

This is a public meeting and will be webcast live for viewing by members of the public. The law allows the Panel to consider some issues in private. Any items under “Private Business” will not be published, although the decisions will be recorded in the minute.

Contact

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1. Order of Business

- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

2. Declaration of Interests

- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 Minute of Leadership Advisory Panel of 31 March 2020 – submitted for approval as a correct record 7 - 22

5. Forward Planning

- 5.1 Rolling Actions Log 23 - 28

6. Business Bulletin

- 6.1 None.

7. Executive Decisions

7.1	COVID-19 – Verbal update by the Chief Executive	
7.2	Interim Political Management Arrangements 2020 – Report by the Chief Executive	29 - 48
7.3	Consultation Planning Report – Report by the Chief Executive	49 - 60
7.4	Decisions Taken Under Emergency Powers – Report by the Chief Executive	61 - 64
7.5	Waiver Report for Edinburgh and Midlothian Offender Recovery Service – Report by the Executive Director for Communities and Families	65 - 70

8. Routine Decisions

8.1 None.

9. Motions

9.1 None.

10. Resolution to consider in private

10.1 The Panel is requested under Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting for the following items of business on the grounds that they would involve the disclosure of exempt information as defined in Paragraphs 6 and 9 of Part 1 of Schedule 7A of the Act.

11. Private reports

11.1	Revenue Budget 2020-21 Update – Joint report by the Chief Executive and the Executive Director of Resources	71 - 96
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Motions and Amendments

Laurence Rockey

Head of Strategy and Communications

Committee Members

Councillors Councillor Adam McVey (Convener), Councillor Robert Aldridge, Councillor Cammy Day, Councillor Melanie Main, Councillor Alex Staniforth and Councillor Iain Whyte.

Added Members for Education Items

Fiona Beveridge, Monsignor Anthony Duffy and Rabbi David Rose.

Information about the Leadership Advisory Panel

The Leadership Advisory Panel consists of 5 Councillors as follows – the Council Leader, Deputy Leader, Leader of the Conservative Group, Leader of the Green Group and Leader of the Scottish Liberal Democrat Group. The meeting will be held by Skype and will be webcast live for viewing by members of the public.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Lesley Birrell, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, 0131 529 4240 email lesley.birrell@edinburgh.gov.uk lesley.birrell@edinburgh.gov.uk.

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Minutes

Leadership Advisory Panel

10.00am, Tuesday 31 March 2020

Present

Councillors McVey (Convener), Aldridge, Day, Staniforth and Whyte.

1. Covid 19 – Verbal update

The Chief Executive provided a verbal update on the Covid-19 outbreak.

The Panel were advised that all major issues were reasonably well under control for the numbers the Council were dealing with. As of 30 March 2020, over 200 hundred children attended schools, 23 schools were open to cope with workers who required childcare. The Council were over providing, and this was set to be reviewed. A number of services were being provided at home to allow people to undertake their work at home.

The Chief Executive provided an overview of the work the Council was carrying out in response to the Government's Shielding Initiative. A dedicated website had been set up for people to contact the Council and letters would be sent to individuals who would be subject to shielding, with preparations in place to deliver essential items such as food parcels and medicines. A volunteering system was also set up with Volunteering Edinburgh and EVOC and a paper would be discussed at the Corporate Leadership Team meeting on 1 April 2020 to look at how volunteering would be coordinated across the Council and the city.

Work was currently being undertaken to identify where volunteers would be needed rather than accept all volunteers coming in and then not being sure where to place them. Council staff could be swapped to new areas and roles where required and then volunteers placed appropriately where required.

To date, the Council had capacity in all its services and if this stopped being the case the Council would look to existing staff with relevant qualifications to substitute for staff who were absent due to illness or self-isolating and then utilise volunteers. The Chief Executive advised that confirmation had not been received on how money for volunteering would be distributed through the third sector grants, but it was hoped this information would be available by 31 March 2020. Most of the Council's core services were still running.

Decision

- 1) To note the verbal update.

- 2) To agree that information would be circulated to members of the Leadership Advisory Panel on the position on pay for various groups of council employees.
- 3) To agree that the Executive Director of Resources and the Executive Director for Communities and Families had further discussions about how elected members could refer individuals that had not been identified as part of the Shielding process and were not on the Chief Medical Officer's list to officers to ensure they were in receipt of food supplies and essential supplies.
- 4) To agree that officers would inform elected members of the process for providing help to people in communities that were not covered by the Shielding process after it had been finalised, which would happen by 1 April 2020.

2. Edinburgh City Centre Transformation: Meadows to George Street, Developed Design and Commencement of Statutory Procedures for Traffic Regulation Order and Redetermination Order

a) Written Deputation from Edinburgh Private Hire Association

A written deputation was circulated to the Panel from the Edinburgh Private Hire Association (EPHA). The deputation requested that consideration be made at this stage to either amend the proposal to allow PHC the same access to the Meadows to George Street proposal as the Taxi trade, or to postpone a decision on this item given the current situation re Covid-19, and the inability for the trade to be heard to debate this.

b) Report by the Executive Director of Place

The Edinburgh City Centre Transformation strategy (ECCT), was approved at the October 2019 Transport and Environment Committee, set out an ambitious but achievable strategy of street changes which would re-prioritise the city centre as pedestrian and cycle friendly rather than traffic dominated. Meadows to George Street would be one of the first major schemes within the ECCT to be delivered.

Building on high levels of support from public consultation, the Meadows to George Street project had completed its developed design stage and it was proposed to commence the statutory procedures for the Traffic Regulation Order (TRO) and Redetermination Orders (RO) necessary to make the changes proposed to streets along the route.

The report set out the key findings from the public consultation, summarised the developed design, including the addition of filtered permeability at Market Street, and recommended commencing the statutory procedures.

c) Ward Councillors

In accordance with Standing Order 31.1, the Convener agreed to hear a presentation from Ward Councillor Mowat in relation to the report on Edinburgh City Centre Transformation: Meadows to George Street.

The following points were raised during the discussion:

- Councillor Mowat questioned whether there would be officer capacity to progress the statutory processes.
- The plans were unsafe when it came to the crossing of Princes Street because it came down the western side of Hanover Street and crossed over to the east side of The Mound, so an additional phase of traffic controls was needed at this point to segregate the cyclists from vehicular traffic.
- There was not sufficient scrutiny of the proposals to be approved under urgency arrangements.

Motion

- 1) To note the developed design for the Meadows to George Street project.
- 2) To note that, in addition to measures discussed in previous reports on the project, it was proposed to introduce 'filtered permeability' on Market Street. This would permit through journeys for buses, taxis and cycles only, with provision retained for drop off and pick up at Waverley Station, particularly by blue badge holders. This was part of a package of measures, detailed in the report, that were set out by the Edinburgh City Centre Transformation to achieve better streets for people and reduce car dominance.
- 3) To approve commencing the statutory procedures for the necessary Traffic Regulation Order (TRO) and Redetermination Order (RO).
- 4) To agree that future reports to the Leadership Advisory Panel should provide an explanation of why they were required to be brought to the LAP, specifically for reports that did not appear to require an urgent decision.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note that the Remit of the Leadership Advisory Panel states that it was:
"9.5.1. To decide any matter of urgency arising during any recess period ... that:
(a) cannot await the resumption of the normal meetings timetable."
- 2) To note the work carried out by officers on the proposals in the report but considered that:
 - a) determining this matter was not urgent as no deadline required to be met.
 - b) at this time of emergency Council officer resources were better deployed on maintaining existing Council services.
 - c) that determining such controversial matters under the urgency arrangements reduced scrutiny on the removal of the George IV Bridge/Mound north-south route to general traffic and the closure of Market Street to general traffic.

d) that major and controversial matters such as these required proper, informed consideration and scrutiny by Councillors in Committee that was open to the public.

3) To further consider that additional work was required before this was presented for statutory TRO and RSO processes and that this should be presented in full in the normal Committee cycle in order to:

a) address the serious safety concerns regarding the crossing of the vehicular route and cycle way over Princes Street.

b) to consider whether a symmetrical plan that had segregated cycle routes running along each side of the street could be produced and to allow councillors to consider the benefits and disbenefits of each approach.

4) To agree that future reports to the Leadership Advisory Panel should provide an explanation of why they were required to be brought to the LAP, specifically for reports that did not appear to require an urgent decision.

- moved by Councillor Whyte, seconded by Councillor Aldridge

Voting

The voting was as follows:

For the motion - 3 votes

For the amendment - 2 votes

(For the motion: Councillors Day, McVey and Staniforth.)

For the amendment: Councillors Aldridge and Whyte.)

Decision

1) To note the developed design for the Meadows to George Street project.

2) To note that, in addition to measures discussed in previous reports on this project, it was proposed to introduce 'filtered permeability' on Market Street. This would permit through journeys for buses, taxis and cycles only, with provision retained for drop off and pick up at Waverley Station, particularly by blue badge holders. This was part of a package of measures, detailed in the report, that were set out by the Edinburgh City Centre Transformation to achieve better streets for people and reduce car dominance.

3) To approve commencing the statutory procedures for the necessary Traffic Regulation Order (TRO) and Redetermination Order (RO).

4) To agree that future reports to the Leadership Advisory Panel should provide an explanation of why they were required to be brought to the LAP, specifically for reports that did not appear to require an urgent decision.

(References – Transport and Environment Committee, 11 October 2019 (Item 5); report by the Executive Director of Place, submitted.)

3. **Edinburgh City Centre Transformation: George Street and the First New Town: Project Update**

a) Report by the Executive Director of Place

Following formal notification that the Council was awarded multi-year funding from Sustrans Scotland for the George Street and First New Town (GNT) project, an update on the development of the project and details of the preparatory works underway and next steps required to progress GNT as a capital funded project was provided.

b) Ward Councillors

In accordance with Standing Order 31.1, the Convener agreed to hear a presentation from Ward Councillor Mowat in relation to the report on Edinburgh City Centre Transformation: George Street and the First New Town: Project Update.

Councillor Mowat suggested that a design should be solicited that put a cycle lane on both sides of George Street to preserve the symmetry.

Motion

- 1) To note the continuing work to progress the final agreement terms with Sustrans Scotland.
- 2) To note that the Council was currently procuring the required technical design support enabling the next stage of design to be expedited.
- 3) To note that a detailed project delivery plan for the remainder of the project would be reported to Transport and Environment Committee at the earliest possible opportunity.
- 4) To note the findings and outcomes of the next series of project consultation and engagement would consequently inform a production of the final design recommendation. This would form the basis of a report to Transport and Environment Committee.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note that the Remit of the Leadership Advisory Panel states that it was:
"9.5.1. To decide any matter of urgency arising during any recess period ... that:
(a) can not await the resumption of the normal meetings timetable."
- 2) To note the work carried out by officers on the proposals in the report but considered that:
 - a) determining this matter was not urgent as no deadline required to be met.
 - b) at this time of emergency Council officer resources were better deployed on maintaining existing Council services.
 - c) that determining such controversial matters under the urgency arrangements reduced scrutiny and that major and controversial matters such as these

required proper, informed consideration and scrutiny by Councillors in a Committee that was open to the public meeting under normal circumstances.

- moved by Councillor Whyte, seconded by Councillor Aldridge

Voting

The voting was as follows:

For the motion - 3 votes

For the amendment - 2 votes

(For the motion: Councillors Day, McVey and Staniforth.

For the amendment: Councillors Aldridge and Whyte.)

Decision

- 1) To note the continuing work to progress the final agreement terms with Sustrans Scotland.
- 2) To note that the Council was currently procuring the required technical design support enabling the next stage of design to be expedited.
- 3) To notes that a detailed project delivery plan for the remainder of the project would be reported to Transport and Environment Committee at the earliest possible opportunity.
- 4) To note the findings and outcomes of the next series of project consultation and engagement would consequently inform a production of the final design recommendation. This would form the basis of a report to Transport and Environment Committee.

(References – Transport and Environment Committee, 11 October 2019 (Item 5); report by the Executive Director of Place, submitted.)

4. Haulage of Waste to Disposal Outlets

Approval was sought for the extension of current contracts with Neil Williams Haulage (NWH) and Enva via a waiver of Contract Standing Orders (CSOs), for the transfer of waste from the Seafield and Bankhead Transfer Stations to disposal outlets and reprocessors.

Decision

- 1) To approve the extension of current contracts with Neil Williams Haulage (NWH) and Enva via a waiver of Contract Standing Orders (CSOs), for the transfer of waste from the Seafield and Bankhead Transfer Stations to disposal outlets and reprocessors. This would allow time for a procurement process to be undertaken and a new contract put in place.
- 2) To note that the value of this waiver would be in the region of £700,000 over a 10-month period.
- 3) To note that the extension was expected to deliver estimated savings of £65,000 in comparison to previous haulage costs for the same time period.

- 4) To note this would ensure the continuity of service provision until a new contract for haulage of waste can be procured and implemented.
- 5) To agree that officers would feedback to procurement concerns raised about the length of time it would take to carry out the procurement exercise and the need to accelerate it, and to agree that the details of the actions taken to speed up the process would be reported to the LAP.

(References – Finance and Resources Committee, 28 September 2017 (Item 12); report by the Executive Director of Resources, submitted.)

5. Annual Review of Major events in Parks 2018/19 and Consultation on Future Events

The results of the annual review of major events in parks from October 2018 to October 2019 were provided. The findings would be considered as part of the development of the Public Spaces Management Plan.

Motion

- 1) To note the annual review of major events in parks was completed at the end of 2019 and that the findings would form part of the development of the Public Spaces Management Plan.
 - 2) To agree that the Summer Wheel was not re-procured.
- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To agree any decisions on the Public Spaces Management Plan and specifically the suggestion of procuring additional events in public parks was delayed until it could be scrutinised as part of the normal committee process.
 - 2) To agree that the Summer Wheel was not re-procured.
- moved by Councillor Whyte, seconded by Councillor Aldridge

In accordance with Standing Order 21(12), amendment 1 was accepted as an addendum to the motion.

Amendment 2

- 1) To note the annual review of major events in parks was completed at the end of 2019 and that the findings would form part of the development of the Public Spaces Management Plan.
- 2) To note the increase in response from residents from 75 to 454 and the growing concerns about some central and local parks being over-used for events, with loss of public space and causing public amenity issues, in particular noise.
- 3) To note the importance of well managed city parks and green spaces for the health and wellbeing of all Edinburgh residents and that parks should be publicly accessible to all most of the time.
- 4) To note also that the parks service would require an income stream due to the level of budget set.

- 5) To request that the development of the Public Spaces Management Plan (PSMP) took account of public concerns received and views of ward member and local consultation, i.e community councils, for specific applications.
- 6) To agree that the PSMP would be reported to the Culture and Communities Committee for approval, clearly setting out the decision-making process in respect of event applications.
- 7) To agree that the Summer Wheel was not re-procured.

- moved by Councillor Staniforth, seconded by Councillor McVey

In accordance with Standing Order 21(12), amendment 2 was accepted as an addendum to the motion.

Decision

- 1) To agree any decisions on the Public Spaces Management Plan and specifically the suggestion of procuring additional events in public parks was delayed until it could be scrutinised as part of the normal committee process.
- 2) To note the increase in response from residents from 75 to 454 and the growing concerns about some central and local parks being over-used for events, with loss of public space and causing public amenity issues, in particular noise.
- 3) To note the importance of well managed city parks and green spaces for the health and wellbeing of all Edinburgh residents and that parks should be publicly accessible to all most of the time.
- 4) To note also that the parks service would require an income stream due to the level of budget set.
- 5) To request that the development of the Public Spaces Management Plan (PSMP) took account of public concerns received and views of ward member and local consultation, i.e community councils, for specific applications.
- 6) To agree that the PSMP would be reported to the Culture and Communities Committee for approval, clearly setting out the decision-making process in respect of event applications.
- 7) To agree that the Summer Wheel was not re-procured.

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

6. Culture Service Third Party Grants Funding 2020/2021

Approval was sought for the cultural revenue grant awards programme for 2020/21. The budget recommendations reflected the outcomes of the Third Party Cultural Grants Funding – Review Outcomes, as approved by the Culture and Communities Committee on 18 June 2019.

Decision

- 1) To approve the funding recommendations for 2020/21, as listed at Appendix 1 of the report.

- 2) To note the further development of project funding programmes.
- 3) To note the progress of the Strategic Partners and Groupings revenue funding programme.
- 4) To approve the immediate release of the Strategic Partners and Groupings funding recommended in the report and as described at 4.1 to seek to support the sector in response to the on-going negative impacts of the COVID-19 crisis on our funded partners.
- 5) To approve the use of this funding by our Strategic Partners and Groupings towards mitigation activity as a result of the negative impacts of COVID-19.
- 7) To note paragraph 4.1 in the report and agree that all funds allocated could be released in the first instance to help organisations plan for the impacts of COVID-19, and to agree that any available funding currently unallocated was delegated to the Chief Executive in consultation with the Leader and Deputy Leader to further deal with any immediate needs of partner organisations as a result of COVID-19.

(References – Culture and Communities Committee, 18 June 2019 (Item 8); report by the Executive Director of Place, submitted.)

Declaration of interests

Councillor Whyte declared a non-financial interest in the above item as a Trustee of the Edinburgh International Festival.

Councillor Staniforth declared a non-financial interest in the above item as a Director of Edinburgh Science.

7. Neighbourhood Alliance - Grant Funding Payment

The Neighbourhood Alliance (NA) supported resident involvement in locality-based place making and regeneration in Niddrie and Craigmillar. This included advocacy work, support to the neighbourhood councils, and a key focus on supporting tenant and resident engagement on placemaking in relation to the new Craigmillar town centre.

Authority was sought to award funding to the Neighbourhood Alliance (NA).

Decision

- 1) To agree to award £67,200 to the Neighbourhood Alliance (NA) for a further one-year period up to 31 March 2021.
- 2) To agree that the Service Level Agreement would be circulated to members of the Leadership Advisory Panel.
- 3) To agree that a report would be taken to the Housing, Homelessness and Fair Work Committee detailing how long the grant funding would continue for and the exit strategy.

(References – Housing, Homelessness and Fair Work Committee, 20 January 2020 (Item 7); report by the Executive Director of Place, submitted.)

8. Internal Audit: Internal Audit Charter Annual Update

The revised Internal Audit Charter for 2020/21 was presented. The charter set out the scope of the Internal Audit function, roles, responsibilities, objectives and reporting structures and was updated and submitted for approval annually.

Decision

- 1) To approve the refreshed 2020/21 Internal Audit (IA) Charter.
- 2) To agree that the Convenor of the Governance, Risk and Best Value Committee would sign the refreshed charter, in due course, together with the Chief Executive and Chief Internal Auditor, evidencing the commitment of all three key stakeholders to support IA in effective delivery of the annual plan and 2020/21 annual Internal Audit opinion.

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

9. Administering Authority Discretions Policy

The Panel considered a report advising that the Lothian Pension Funds' (LPF) Administering Authority discretions policy was reviewed to update regulatory references following the introduction of the new Local Government Pension Scheme from 1 June 2018. Further changes were made following customer feedback and to incorporate good practice.

Approval was sought for the draft revised Administering Authority discretions policy.

Decision

- 1) To approve the draft revised Administering Authority discretions policy.
- 2) To note that LPF intended to consult with employers on the Revised Pensions Administration Strategy.
- 3) To approve the draft revised Pensions Administration Strategy, subject to any further amendment that arose from the forthcoming employer consultation being reported to the Panel or Pensions Committee, as appropriate, at its next meeting.

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

10. Lothian Pension Fund - Administration Strategy

The Lothian Pension Funds' Pension Administration Strategy (PAS) was reviewed to allow Lothian Pension Fund to charge employers for consistently poor provision of information regarding members leaving and retiring. An amendment was made to require admitted employers to sign revised admission agreements where appropriate.

Decision

To approve the draft revised Pensions Administration Strategy, subject to any further amendment that arose from the forthcoming employer consultation being reported to the Panel or Pensions Committee, as appropriate, at its next meeting.

(References – Culture and Communities Committee, 18 June 2019 (Item 8); report by the Executive Director of Place, submitted.)

Declaration of interests

Councillor Aldridge declared a financial interest in the above item as he was in receipt of a Lothian Pension Fund pension.

Councillors Day, McVey, Staniforth and Whyte declared financial interests in the above item as members of the Pension Fund, respectively.

11. Temporary Changes to Contract Standing Orders

The Council's Contract Standing Orders (CSOs) provided controls and regulation around all of the Council's purchasing and contract management activity. In light of the COVID-19 outbreak, and its unprecedented impact on all aspects of Scottish life, and all operational activity of the Council, certain temporary amendments to the CSOs were proposed.

The proposed changes aimed to provide a balance between improved controls and scrutiny of the higher value and more strategic projects at this challenging time, whilst enabling lower value purchases to be subject to a more proportionate purchasing and approval regime.

Decision

- 1) To approve the immediate adoption of the proposed temporary amendments to the Contract Standing Orders, as set out in paragraph 4.9 of the report.
- 2) To agree to delegate authority to the Chief Executive in consultation with the Leader and Deputy Leader to suspend or vary these amendments as and when appropriate to do so to enable the operational effectiveness of the Council during the Covid-19 situation.

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

12. Decisions taken under urgency provisions

Details were provided of recent decisions taken under urgency provisions by the Chief Executive.

Decision

- 1) To note the decisions taken by the Chief Executive, in consultation with the Lord Provost, under urgency provisions.
- 2) To note that the taxi licensing arrangements had been extended for 3 months, had been backdated to 16 March 2020 and would be reviewed and reported in the next report on decisions taken under urgency provisions report to the LAP.
- 3) To note that the Council had written to all contractors and asked them to cease working.

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

13. Communities and Families Grants to Third Parties Programme - Extension of Awards for 2020-21

Details were provided of the extension period for current awards as agreed by the Executive Director for Communities and Families, in consultation with the Convenor and Vice-Convenor of the Education, Children and Families Committee and the reason for transferring an award to Love learning.

Decision

- 1) To note that the Education, Children and Families Committee agreed to extend current grant awards at its meeting on 3rd March 2020.
- 2) To note that the extension period would finish on 31st August 2020.
- 3) To approve the transfer of award from Gorgie City Farm to Love Learning covering the extension period.

(References – Education, Children and Families Committee, 3 March 2020 (Item 4); report by the Executive Director for Communities and Families Place, submitted.)

14. Planning Contingency Measures

Emergency measures to ensure that the Council was able to meet its statutory obligations in relation to making planning decisions were presented. Options open to the Council to ensure smooth transitional period were outlined.

Motion

- 1) To note the report and approve the measures proposed in paragraphs 4.7 – 4.8.1 in relation to decisions normally taken by the Planning Committee and the Development Management Sub-Committee.
- 2) To note the intention to delegate authority to the Chief Planning Officer to make decisions in consultation with the Convenor and Vice Convenor of Planning Committee and the Development Management Sub Committee.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To note the report and approve the measures proposed in paragraphs 4.7 – 4.8.1 in relation to decisions normally taken by the Planning Committee and the Development Management Sub-Committee.
- 2) To note the intention to delegate authority to the Chief Planning Officer to make decisions in consultation with the Convenor and Vice Convenor of Planning Committee and the Development Management Sub Committee.
- 3) To note the intention to operate a filtering process, whereby the Chief Planning Officer in consultation with the Convenor or Vice-Convenor of Planning would determine which applications may be contentious, and which should therefore not be decided under delegated authority.
- 4) To agree that ward councillors for relevant applications, and members of Planning Committee should, where practical, continue to be notified of

forthcoming decisions, and should have an opportunity to communicate to the Chief Planning Officer if they felt a particular application may be contentious.

- moved by Councillor Staniforth, seconded by Councillor McVey

In accordance with Standing Order 21(12), the paragraphs 3 and 4 were accepted as an addendum to the motion.

Amendment 2

- 1) To reject the suggestions at 4.7 - 4.8.1 and to agree that:
 - a) All applications that could be delegated within the scheme of delegation should be so processed with a strict interpretation of the scheme being used.
 - b) For local developments,, following consultation with the Chief Planning Officer decisions to be taken by the Chief Planning Officer in consultation with the Convener and Vice Convener.
- 2) To agree to take no decision on the delegation of major decisions until 15th April 2020 which was the last day that the agenda for next scheduled Development Management Sub Committee needed to be published; and should it not be possible to meet in person officers should advise why a remote meeting could not be held on 22nd April to allow major applications to be considered at that meeting by the Sub Committee.

- moved by Councillor Whyte, seconded by Councillor Aldridge

Voting

The voting was as follows:

For the motion (as adjusted)	-	3 votes
For the amendment	-	2 votes

(For the motion (as adjusted): Councillors Day, McVey and Staniforth.

For the amendment: Councillors Aldridge and Whyte.)

Decision

- 1) To note the report and approve the measures proposed in paragraphs 4.7 – 4.8.1 in relation to decisions normally taken by the Planning Committee and the Development Management Sub-Committee.
- 2) To note the intention to delegate authority to the Chief Planning Officer to make decisions in consultation with the Convenor and Vice Convenor of the Planning Committee and the Development Management Sub Committee.
- 3) To note the intention to operate a filtering process, whereby the Chief Planning Officer in consultation with the Convenor or Vice-Convenor of Planning would determine which applications may be contentious, and which should therefore not be decided under delegated authority.
- 4) To agree that ward councillors for relevant applications, and members of Planning Committee should, where practical, continue to be notified of

forthcoming decisions, and should have an opportunity to communicate to the Chief Planning Officer if they felt a particular application may be contentious.

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

15. Licensing Contingency Measures

Emergency measures to ensure that the Council was able to meet its statutory obligations in relation to the granting, renewing and issuing of licences were presented.

Decision

- 1) To approve the measures proposed in paragraph 4.5 of the report in relation to decisions normally taken by the Licensing Sub-Committee and agree to delegate authority to the Executive Director of Place to make decisions in consultation with the Convenor and Vice Convenor of the Regulatory Committee.
- 2) To agree that the taxi licensing arrangements would be reviewed and reported as part of the 'Decisions taken under urgency provisions' to the Leadership Advisory Panel.

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

16. Service Payment to Edinburgh Leisure - 2020/21

Details were provided of the proposed Council Service Payment to Edinburgh Leisure following approval of the Council's budget on 20 February 2020 and approval was sought from the Leadership Advisory Panel to make that payment.

Decision

- 1) To approve the service payment of £7,107,661 to Edinburgh Leisure for 2020/21.
- 2) To approve a further payment of £165,000 to Edinburgh Leisure towards capital improvements across the Council's sport and leisure facility estate.
- 3) To agree that the Executive Director of Resources would check with the Head of Finance when the payment would be made and would confirm with the Panel.

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

Declaration of interests

Councillor Staniforth declared a non-financial interest in the above item as a Director of Edinburgh Leisure.

17. Grants to Third Parties: Third Sector Interface and Equality and Rights Network 2020/21

The City of Edinburgh Council's proposed funding for the Third Sector Interface (TSI) and Equalities and Rights Network (EaRN) for 2020/21 was set out. The report detailed the further work that would be carried out in the coming financial year to inform approaches to support TSI activity in the longer-term.

Motion

- 1) To agree to the financial proposals set out at paragraphs 4.2 and 4.9 of the report.
- 2) To note the further planned work which would inform the approach to third sector support beyond 2020/21 as described in paragraphs 4.5 to 4.7 of the report.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To agree to the financial proposals set out at paragraphs 4.2 and 4.9 of the report.
- 2) To note the further planned work which will inform the approach to third sector support beyond 2020/21 as described in paragraphs 4.5 to 4.7 of the report.
- 3) To recognise, notwithstanding recommendation 2, the essential work being carried out by the TSI partners to ensure that the city's third sector could respond to and facilitate hugely increased demand for volunteering, and increased pressure on local voluntary organisations to respond, with standstill or reduced capacity; and therefore delegates to the Chief Executive, in consultation with the Leader and Depute Leader, the urgent task of agreeing a package of additional immediate core funding on receipt of a business case from the TSI partners.

- moved by Councillor Staniforth, seconded by Councillor Day

In accordance with Standing Order 21(12), the amendment was accepted as an addendum to the motion.

Decision

- 1) To agree to the financial proposals set out at paragraphs 4.2 and 4.9 of the report.
- 2) To note the further planned work which would inform the approach to third sector support beyond 2020/21 as described in paragraphs 4.5 to 4.7 of the report.
- 3) To recognise, notwithstanding recommendation 2, the essential work being carried out by the TSI partners to ensure that the city's third sector could respond to and facilitate hugely increased demand for volunteering, and increased pressure on local voluntary organisations to respond, with standstill or reduced capacity; and therefore delegates to the Chief Executive, in consultation with the Leader and Depute Leader, the urgent task of agreeing a package of additional immediate core funding on receipt of a business case from the TSI partners.

(References – Culture and Communities Committee, 29 January 2019 (Item 16); report by the Chief Executive, submitted.)

18. Lothian Pension Fund Operating Plan and Budget for 2020/21

The Panel, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following items of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7(A) of the Act.

The Leadership Advisory Panel considered the Lothian Pension Fund Operating Plan and Budget for 2020/21.

Decision

Detailed in the Confidential Schedule, signed by the Convener, with reference to this minute.

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

Declaration of interests

Councillor Aldridge declared a financial interest in the above item as he was in receipt of a Lothian Pension Fund pension.

Councillors Day, McVey, Staniforth and Whyte declared financial interests in the above item as members of the Pension Fund, respectively.

19. Marketing Edinburgh

The Panel, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following items of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 8 and 9 of Part 1 of Schedule 7(A) of the Act.

Dissent

In accordance with Standing Order 21.12, Councillor Whyte requested that his dissent to the above decision be recorded.

The Leadership Advisory Panel considered an update on the impact of COVID-19 on the future of Marketing Edinburgh.

Decision

- 1) To agree to consider the report under private business.
- 2) Detailed in the Confidential Schedule, signed by the Convener, with reference to this minute.

Dissent

In accordance with Standing Order 21.12, Councillor Whyte requested that his dissent to the above decision be recorded.

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

Rolling Actions Log

Leadership Advisory Panel

23 April 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	31 March 2020	COVID – 19 – Verbal Update	1) To agree that information would be circulated to members of the LAP on the position on pay for various groups of Council employees.	Executive Director of Resources Lead Officer: Stephen Moir 0131 529 4822 stephen.moir@edinburgh.gov.uk	As soon as possible	31.03.20	Information was circulated to members of the LAP on 31 March 2020 – Recommended for closure.
			2) To agree that the Executive Director of Resources and the Executive Director for Communities and Families would have further discussions on	Executive Director of Resources Lead Officer: Stephen Moir 0131 529 4822 stephen.moir@edinburgh.gov.uk Executive Director for Communities and Families Lead Officer: Alistair Gaw 0131 469 3001 alistair.gaw@edinburgh.gov.uk	01.04.20	15.04.20	A Vulnerable Groups and Volunteering Programme Board chaired the Executive Director for Communities and Families has

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Agenda Item 5.1

			<p>how elected members could refer individuals that had not been identified as part of the shielding process and were not on the Chief Medical Officer's list to officers to ensure they were in receipt of food supplies and essential supplies.</p>				<p>been established. To ensure responsiveness to community need the Programme is a partnership with the voluntary sector. A dedicated phone line, web content and email is now in place.</p> <p>Recommended for closure.</p>
			<p>3) To agree that officers would inform elected members of the process for providing help to people in communities that were not covered by the Shielding process after it had been finalised, which would happen by Wednesday this week.</p>	<p>Executive Director of Resources Lead Officer: Stephen Moir 0131 529 4822 stephen.moir@edinburgh.gov.uk</p> <p>Executive Director for Communities and Families Lead Officer: Alistair Gaw 0131 469 3001 alistair.gaw@edinburgh.gov.uk</p>	01.04.20	15.04.20	<p>A Vulnerable Groups and Volunteering Programme Board chaired by the Executive Director for Communities and Families has been established. To ensure responsiveness to community need the Programme is a partnership with</p>

							the voluntary sector. A dedicated phone line, web content and email is now in place. Recommended for closure.
2	31 March 2020	Haulage of Waste to Disposal Outlets	1) To agree that officers would feedback to procurement the concerns raised about the length of time it would take to carry out the procurement exercise and the need to accelerate it, and to agree that the details of the actions taken to speed up the process would be reported to the Leadership Advisory Panel.	Executive Director of Place Lead Officer: Lesley Sugden Contracts Manager 0131 469 5764 lesley.sugden@edinburgh.gov.uk	23.04.20		Officers would produce a briefing note to be circulated before the next Leadership Advisory Panel meeting on 23 April 2020.

			2) To agree that a report would be taken to the Housing, Homelessness and Fair Work Committee detailing how long grant funding continue for and the exit strategy.				
4	31 March 2020	Decisions taken under urgency provisions	To note that the taxi licensing arrangements had been extended for 3 months, had been backdated to the 16 March 2020 and would be reviewed and reported in the next report on decisions taken under urgency provisions to the Leadership Advisory Panel.	Chief Executive Lead Officer: Gavin King 0131 529 4239 gavin.king@edinburgh.gov.uk	23.04.20		An update will be provided to the Leadership Advisory Panel on 23 April 2020 Recommended for closure

5	31 March 2020	Service Payment to Edinburgh Leisure - 2020/21	To agree that the Executive Director of Resources would check with the Head of Finance when the payment would be made and would confirm with the Panel.	<p>Executive Director for Communities and Families Lead Officer: Alistair Gaw 0131 469 3001 alistair.gaw@edinburgh.gov.uk</p> <p>Executive Director of Resources Lead Officer: Stephen Moir 0131 529 4822 stephen.moir@edinburgh.gov.uk</p>	As soon as possible	01.04.20	<p>Payment was made to Edinburgh Leisure the same day of the service charge and the Head of Finance advised Edinburgh Leisure directly.</p> <p>Recommended for closure</p>
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Leadership Advisory Panel

10am, Thursday, 23 April 2020

Interim Political Management Arrangements 2020

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 The Leadership Advisory Panel is recommended to:
 - 1.1.1 reinstate the Policy and Sustainability Committee with its new terms of reference from 1 May 2020 to 1 September 2020 whereupon the remit of the committee will revert back to its current terms.
 - 1.1.2 reinstate the Development Management Sub-Committee to consider major applications from 1 May 2020.
 - 1.1.3 reinstate the Governance, Risk and Best Value Committee from 9 June 2020.
 - 1.1.4 immediately suspend all other committee meetings until 1 September 2020.
 - 1.1.5 suspend Procedural Standing Orders until 1 September 2020 and to agree the interim Standing Orders outlined in appendix two.
 - 1.1.6 agree that the functions reserved to Council in the Committee Terms of Reference and Delegated Functions would be carried out by the Policy and Sustainability Committee until such time as the Council can meet.
 - 1.1.7 delegate authority to the Chief Executive to set meeting dates for the reinstated committees in consultation with their conveners.
 - 1.1.8 agree that the political management arrangements should be reviewed by the Policy and Sustainability Committee in August 2020.

- 1.2 To note that the Chief Executive would report to the first meeting of the Policy and Sustainability Committee in May 2020 on potential options for holding meetings of Full Council.

Andrew Kerr

Chief Executive

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

E-mail: gavin.king@edinburgh.gov.uk | Tel: 0131 529 4239

Interim Political Management Arrangements 2020

2. Executive Summary

- 2.1 This report sets out political management arrangements to carry out Council business for the period of 1 May to 1 September.

3. Background

- 3.1 On 19 March 2020 the Chief Executive, under urgency provisions and in response to the Covid-19 emergency, extended recess from 20 March 2020 to 26 April 2020. The Council's Leadership Advisory Panel was established and has met twice in this period. Since this decision was taken, a partial lockdown has been implemented in the UK and the Council is fully engaged in responding to the emergency. Recess is due to end imminently and new arrangements must be agreed.
- 3.2 The Council is currently experiencing significant pressure on its front-line services both due to the response to the Covid-19 emergency and as a result of the increase in staff absences due to sickness and/or self-isolation. The partial lockdown has necessitated a number of service reductions or rested and the closure of the majority of Council buildings. This pressure on staff resources, the requirement for quick and flexible decision-making and the need to prioritise frontline services means a return to the usual committee system in April is not realistic and new interim arrangements should be agreed.

4. Main report

- 4.1 In determining the Council's interim political management arrangements the following requirements and considerations must be taken into account :
- 4.1.1 The constraints and demands of the emergency situation;
 - 4.1.2 The requirement to consider strategic and/or non-urgent business;
 - 4.1.3 The need for increased political oversight and scrutiny;
 - 4.1.4 The constraints of the current interim arrangements.

The constraints and demands of the emergency situation

- 4.2 The Council is in an emergency situation, this still applies and is the expected position for the next weeks and months. There is a continued need to make quick, urgent decisions and the Chief Executive's delegated powers in an emergency are still applicable.
- 4.3 Council resources are stretched and under considerable pressure. There is not the capacity to support an extensive committee structure and would have a detrimental impact on front line service delivery. The balance between increased oversight and scrutiny and when supporting this leads to a negative impact on operations is crucial and even more marked in a time of emergency.
- 4.4 Remote committees have so far worked well but this has not yet been tested on a larger scale and the practicalities of remote working must be taken account of when considering a new model.

The requirement to consider strategic business

- 4.5 Council business has been focussed on the response and the requirement to adjust services to meet the demands and the restrictions caused by the emergency situation. However, consideration must be taken to the next phases of the response including the recovery phase of the situation. The Council will soon have to consider the impact of the emergency on its budget and its priorities. As a result, the committee will have to consider the short and long-term strategic impact of the emergency as well as planning for business as usual.

The need for increased political oversight and scrutiny

- 4.6 The Council has had to operate with minimal scrutiny of decision making over the past six weeks. This has been necessary both due to the constraints of the emergency and the need to relive pressure on stretched resources. However, this is not a sustainable approach and reintroducing a greater level of political oversight and scrutiny is preferable for democratic and good governance reasons. Scrutiny of decision-making will improve the decisions of the Council and the need for this is increased in a time of emergency.

The constraints of the current interim arrangements

- 4.7 The Leadership Advisory Panel has been an effective method of decision making in the initial first few weeks of the emergency. However, it is an emergency committee that operates within the recess period and is not meant to be a committee taking decisions on a long-term basis. It has a restrictive membership, with no scrutiny or oversight function and is focussed on urgent items only. It is not a suitable structure to take the Council forward in the upcoming months.

Proposed Model

- 4.8 It is proposed that a phased approach is taken to reinstating the Council's political management arrangements. This would involve the standing down of all

committees including the Leadership Advisory Panel from 26 April 2020 to 30 August 2020 except for the committees detailed below.

Phase 1

- 4.9 The first phase would commence from 1 May 2020 and would include the reinstatement of the Policy and Sustainability Committee, but with the remit of the committee being extended to include all Council activities. This committee involves a significant number of committee conveners and the majority of party group leaders and as a result is ideally suited to provide political leadership. This committee would take all decisions on behalf of the Council and would initially also perform a scrutiny role. At first, business would have to be kept to a minimum and focus on key services, but this could be expanded as the situation develops and resource pressures lessen. The situation remains fast moving, with considerable change and new decisions required daily. To meet this demand the committee would be required to sit every two weeks. A committee forward plan will be developed to enable the balance of business to be planned and kept under constant review.
- 4.10 It is also recommended that the Development Management Sub-Committee is reinstated from 1 May 2020 in accordance with the decision by the Leadership Advisory Panel on 31 March 2020. This would mean that the sub-committee would consider major planning applications only and the remaining business would be agreed by the Chief Planning Officer under delegated authority.
- 4.11 Discussions are taking place on whether the Licensing Board could be reinstated, but it is not recommended that the Licensing Sub-Committee is reinstated. This sub-committee predominantly involves a hearing often from applicants and sometimes from objectors as well. This would be difficult to replicate remotely and would involve significant change to process to be effective. Additionally, many of the teams involved in supporting the sub-committee are performing key front-line services and supporting Police Scotland to manage the lockdown arrangements. It is essential that applications continue to be dealt with timeously and fairly and a new delegated decision process was recently approved by the Leadership Advisory Panel on 31 March 2020.

Phase 2

- 4.12 The second phase would commence mid-June 2020 and would re-introduce the Governance, Risk and Best Value Committee. This committee is the Council's audit committee and performs a key scrutiny role, strengthened by having a member of the opposition as the convener. The reinstatement of this committee will improve the Council's decision making and provide a greater level of assurance. However, initially this committee could not be effectively supported without impacting on front line services and as a result it is proposed that mid-June would be the earliest this could be introduced. The committee would then meet on a monthly basis.

Phase 3

- 4.13 The final phase of the approach would be the re-establishment of the other executive committees and it is hoped that this could be implemented from 1

September 2020. A review of the political management arrangements would be considered by the Policy and Sustainability Committee in August 2020 to determine if this approach was still possible.

- 4.14 The phased approach would allow the Council the flexibility to increase or decrease its committee structure and levels of business depending on the development of the emergency and decisions taken by central governments.

Council

- 4.15 Currently, it is not recommended that the Council meets due to the impracticalities of holding a remote Council meeting with 63 elected members. However, officers are exploring what technology could be utilised to allow the Council to meet. Consideration will also be given to the practicalities of holding such a large meeting remotely. If the political management arrangements are agreed, the Chief Executive will report to the first meeting of the Policy and Sustainability Committee in May 2020 with options.

Standing Orders

- 4.16 A new set of interim standing orders are proposed at appendix two that take account of the restricted committee model and business.

5. Next Steps

- 5.1 If approved, work would be carried out to establish meeting dates for the agreed committees.

6. Financial impact

- 6.1 New political management arrangements would be contained within existing revenue budgets.

7. Stakeholder/Community Impact

- 7.1 The governance arrangements of the Council require to be robust to provide adequate assurance on its delivery of services. This is heightened by an emergency situation, but it is imperative that a balance is struck so that an overly resource intensive governance structure does not impact negatively on service delivery.

8. Background reading/external references

- 8.1 None

9. Appendices

Appendix One – Policy and Sustainability Terms of Reference

Appendix Two – Interim Standing Orders

Appendix One

1. Policy and Sustainability Committee

1.1. **Constitution:** 17 Members of the Council including:

- 1.1.1. 5 SNP
- 1.1.2. 5 Conservative
- 1.1.3. 3 Labour
- 1.1.4. 2 Green
- 1.1.5. 2 SLD

Convener and Vice-Convener

- 1.2. The Leader of the Council will be the Convener of the Policy and Sustainability Committee.
- 1.3. The Deputy Leader of the Council will be the Vice-Convener of the Policy and Sustainability Committee.

Quorum

- 1.4. Six members of the Policy and Sustainability Committee will constitute a quorum.

Substitution

- 1.5. Substitutes are permitted.

Delegated functions

- 1.6. Power is delegated to the Policy and Sustainability Committee to:
 - 1.6.1. To discharge all of the Council's functions except those specifically reserved to full Council in the Committee Terms of Reference and Delegated Functions.

CITY OF EDINBURGH COUNCIL

**INTERIM PROCEDURAL STANDING
ORDERS**

FOR COUNCIL

AND COMMITTEE MEETINGS

STANDING ORDERS

These standing orders (“**Standing Orders**”) apply from 27 April 2020 and regulate the conduct of business at meetings of the City of Edinburgh Council (“**Council**”) and the committees or sub-committees of the Council (“**Committees**”).

1. **Ordinary and special meetings**

- 1.1 If circumstances allow a meeting of the Council will be held at 10 am on every fourth Thursday.
- 1.2 In a non-election year, the Council in May will; appoint the Leader and Depute Leader, the members of the committees of the Council and their conveners and any vice-conveners and the members of the joint committees and joint boards.
- 1.3 The Lord Provost may in exceptional circumstances alter the arrangements for ordinary meetings or authorise a special meeting to be called. A special meeting may also be called at any time by written request to the Clerk specifying the business to be transacted and signed by at least one quarter of the members of the Council. The Clerk will arrange for the special meeting to be held within 14 days of receipt of the request. The right to call a meeting does not apply to Committees.

2. **Notice of Meetings**

- 2.1 At least 3 clear days before a meeting of the Council or its Committees:
 - (a) the Clerk will publish a notice of the time and place of the intended meeting. If the meeting is called by members of the Council, the signed request will accompany the notice; and
 - (b) a summons to attend the meeting containing the agenda of business will be sent to every Council member by email or to an alternative address nominated by them. If a summons is not sent to any member, the meeting will still be validly called only if good reason is shown for failure to send such a summons.
- 2.2 A Committee will hold such meetings as the Council may prescribe, but the Clerk will call additional meetings of a Committee at any time on being required to do so by the Committee concerned, or at the request of the Convener. Meetings will be called at least six days before the meeting date in accordance with the statutory requirements
- 2.3 The Clerk will call a special meeting to be held within eight days of receiving a written request specifying the business to be transacted and signed by at least one quarter of the members of the Committee concerned.

2.4 Any summons must give a note of the agenda of business and the proposed order for dealing with business at the meeting.

2.5 No business other than that set out in the notice of meeting may be dealt with unless it is brought before the Council or Committee as a matter of urgency. The Lord Provost or Convener must rule that it is a matter of urgency and give the reasons for the ruling to be noted in the minutes. The item must be made known at the start of the meeting when the order of business is decided. If the Lord Provost or Convener rules that the matter is not urgent, it will be included as an item for the next ordinary meeting of the Council or next scheduled committee meeting, unless dealt with earlier.

3. **Quorum**

3.1 The quorum of the Council is sixteen. No business may be transacted at any meeting unless a quorum is present. If fewer than sixteen members are present ten minutes after the appointed time for the start of the meeting the division bell will be rung. If after a further period of three minutes there are still fewer than sixteen members present, the meeting will be adjourned until such date and time as the Lord Provost decides.

3.2 If at any time during a Council meeting a question arises on whether there is a quorum, the Lord Provost will instruct a count of the members who are present. If a quorum is not present, the meeting will be adjourned until such date and time as the Lord Provost decides.

3.3 Subject to law the quorum of a Committee will be one third of the number of voting members of the Committee (see Committee terms of reference for specific numbers) provided that in no case will any business be transacted unless at least two voting members are present.

3.4 If fewer members are present five minutes after the time appointed for the start of a Committee meeting than are needed to constitute a quorum the meeting will be adjourned until such date and time as the Convener decides. After a meeting has started, if the number of members present falls below the quorum the meeting will be adjourned immediately until such date and time as the Convener decides.

3.5 A member who has declared an interest in an item of business and has left the meeting may not be counted in the quorum for that item of business. If less than a quorum of the Council or Committee is entitled to vote on an item due to declaration of interests that item cannot be dealt with at the meeting.

4. **Lord Provost - Council Meetings**

4.1 The Lord Provost will chair any Council meeting when he or she is present. When the Lord Provost is absent from a Council meeting, the Depute Convener will chair the meeting. When the Lord Provost and Depute Convener are absent, another member of the Council, chosen by the members present, will chair the meeting.

5. **Convener - Committees**

- 5.1 The Convener will chair any meeting of a Committee when he or she is present. When the Convener is absent from a Committee meeting the Vice-Convener, if appointed, will chair the meeting. When the Convener and Vice-Convener are absent, another member chosen by the members present will chair the meeting.

6. **Lord Provost and Convener- Duties**

- 6.1 The duties of the Lord Provost or Convener of the meeting, in accordance with these Standing Orders, will include:

- (a) Deciding on all matters of protocol, decorum, order, competency and relevancy;
- (b) Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination he/she may be advised by the Clerk;
- (c) Deciding priority between two or more members wishing to speak;
- (d) Ensuring that a fair opportunity is given to all members to express their views on any item of business;
- (e) Preserving order within the meeting;
- (f) Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Lord Provost or Chair's opinion, impeding the business of the meeting;
- (g) In the event of disorder arising, adjourning the meeting to a time and date the Lord Provost or Convener will fix then or later. In leaving the meeting, the Lord Provost or Convener in such circumstances, will without further procedure, have formally adjourned the meeting;
- (h) Signing the minutes of the previous meeting;

The decision of the Lord Provost or Convener in relation to all questions regarding Standing Orders is final, but in reaching these decisions advice may be sought from the Clerk.

7. **Power to vary order of business**

- 7.1 The Council or Committee may at any meeting vary the order of business to give precedence to any item on the agenda:

- (a) at the discretion of the Lord Provost or Convener; or
- (b) on a motion duly moved and seconded and voted on electronically or by a show of hands.

8. **Declaration of Interests**

- 8.1 Where a member declares an interest in accordance with the Councillors' Code of Conduct and leaves the meeting, the fact will be recorded in the minutes of the meeting.

9. **Deputations**

- 9.1 The Council or any Committee can hear deputations on any matter that is included in its power, duties or delegation. For this interim period a deputation should take the form of a written submission.
- 9.2 Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm on the day before the meeting concerned. The Lord Provost or Convener has discretion to waive both these requirements.
- 9.3 The Clerk will submit the application to the Council or relevant Committee. An application for a deputation will only be submitted if it relates to an item of business on the agenda for that meeting or if the Lord Provost or Convener decides that there is sufficient reason for the meeting to consider it.
- 9.4 When the Council or Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation.
- 9.5 Standing Order 9 does not apply to meetings of the Licensing Sub-Committee, the Development Management Sub-Committee, or the City of Edinburgh Planning Local Review Body, nor to any subsequent consideration of a quasi-judicial matter, or to any other quasi-judicial items considered by the Council or its committees.

10. **Minutes**

- 10.1 The Clerk will minute all Council and Committee meetings. The minutes will record the names of the members who attended the meeting and record, in the event of a vote, how each individual member voted. They will be circulated among members of the Council or Committee at least three clear working days before its next meeting for approval. If they are approved as a correct record of proceedings of the meeting, the Lord Provost or Convener of the meeting will sign them.

11. **Council Questions**

- 11.1 Council questions will be suspended until 1 September 2020.

12. **Leader's Report and Questions**

12.1 At a meeting, a member may put one or more oral questions to the Leader in connection with the Leader's Report. The Leader may invite a Convener or Vice-Convener to respond on his/her behalf. The total time allowed for such questions and answers will not be more than 40 minutes.

12.2 No discussion will be allowed on any question or answer.

13. **Notices of Motion**

13.1 Every formal notice of motion will be in writing and signed off by the member giving the notice. The notice must be delivered to the Clerk by noon on the seventh working day before the meeting. Those not received within this timescale, will not be included in the summons calling the meeting.

13.2 Late formal notices of motion may be submitted to the Council or Committee at the appropriate time in the meeting, if:

- (a) They have been delivered to the Clerk before the start of the meeting;
- (b) They are considered by the Lord Provost or Convener to be competent, relevant and urgent; and
- (c) They have been circulated to members before the meeting commences or read by the Clerk to the meeting at the appropriate time in the meeting.

13.3 Late motions which are not accepted as urgent by the Lord Provost or Convener, will be considered at the next ordinary meeting.

13.4 Every formal motion submitted, in terms of Standing Orders 13.1 and 13.2, will require to be moved and seconded formally. If such a motion is not moved and seconded formally it will fall and this will be recorded in the minutes.

14. **Public Meetings and Private Items**

14.1 Meetings of the Council are generally open to the public but the Local Government (Scotland) Act 1973 does allow the Council to hear matters in private if they meet the description of confidential information as defined in the Act or by resolution if the Council agrees that if the meeting was held in public, then exempt information as defined in Schedule 7(A) of the Act would be disclosed.

15. **Order of Debates**

15.1 A member who wishes to speak, when called on, will address the Lord Provost or Convener. The member will speak directly on the motion or amendment that is being proposed, seconded or discussed, or on a question of order. No member can speak more than once on any subject that is being discussed, except for a

point of order or, with the permission of the Lord Provost or Convener, to give an explanation. The person proposing the motion has a right of reply.

16. **Length of Speeches**

16.1 Except with the Lord Provost or Convener's permission the proposer and seconder of a motion or an amendment must not speak for more than five minutes, and all other speakers for not more than three minutes. The proposer of the original motion may speak for up to five minutes in reply, and the reply must not introduce any new matter into the debate. After that, the discussion will finish and the Lord Provost or Convener will direct that a vote be taken.

17. **Motion for Adjournment**

17.1 A motion to adjourn the meeting may be put at any time, except if a member is speaking, and will have precedence over all other motions. It must be moved and seconded without discussion and must at once be put by the Lord Provost or Convener in the form of 'adjourn' or 'not adjourn.'

17.2 A second or subsequent motion to adjourn may not be made within half an hour unless it is moved by the Lord Provost or Convener when it will be dealt with as in Standing Order 17.1.

18. **Debate**

18.1 A member wishing to speak will address the Lord Provost or Convener. He/she will speak only on the matter under consideration or on a question of order.

18.2 A member proposing to submit a motion or amendment on any subject under discussion will before addressing the meeting state the terms of the motion or amendment. If he/she fails to do so the Lord Provost or Convener will ask him/her to state the terms. Every motion or amendment must be moved and seconded and will, when required by the Lord Provost or Convener, be put in writing and handed over to the Clerk. Members will be only permitted to move or second one motion/amendment for each item of business.

18.3 That any motion or amendment, to any subject under discussion be provided to the clerk no later than 2pm on the working day before the meeting unless the motion or amendment:

- a) Moves the recommendations of the report; or
- b) Calls for a continuation of consideration of the item to a future meeting; or
- c) Moves no action; or
- d) Has been ruled urgent by the Lord Provost or Convener; or

- e) Can be submitted verbally at the meeting and with the consent of the Lord Provost or Convener.
- 18.4 Clause 18.3 will not apply to any agenda items where the final report or reports were not issued alongside the notice of the meeting.
- 18.5 Minor changes to motions and amendments are permitted but these should be able to be verbally altered at the meeting.
- 18.6 The Council or Committee can agree that in exceptional circumstances the requirements of this standing order can be ignored.
- 18.7 The mover and seconder of any motion or amendment or adjustment thereof may speak in support of the motion or amendment for not more than five minutes. No other speaker may speak for more than three minutes or more than once in the same discussion except to call attention to a point of order.
- 18.8 Notwithstanding the provisions in Standing Order 18.9, if an individual member is named by another speaker during debate, that member will be permitted to speak, even if having already spoken, but only in response to the specific reference made and only to correct any apparent or actual misrepresentation.
- 18.9 The mover of the original motion will have the right to speak for a further five minutes in reply to the debate after which the discussion will be closed. The mover of the motion must, in his/her reply, strictly confine himself/herself to answering previous speakers and not introducing any new matter. No member will be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings. The motion and amendment(s) will then be voted on by members.
- 18.10 The limits of time specified in Standing Orders 18.7 and 18.4-9 may be exceeded with the consent of the majority of members present and the Lord Provost or Convener may determine, without taking a vote, whether such consent has been obtained.
- 18.11 When a motion and two or more amendments are before the meeting, the Lord Provost or Convener will decide the order and manner for putting the motion and amendments to the meeting. The Lord Provost or Convener (or nominee) will have the right to move a minute or report, as the original motion, with all alternative proposals considered as amendments.
- 18.12 The mover of the motion or amendment may agree to add all or part of an amendment moved and seconded by other members, provided that:
- (a) His/her seconder consents;
 - (b) The mover and seconder of the other amendment consents; and
 - (c) The agreement takes place before the mover of the motion has replied.

18.13 The mover of an amendment, which is not seconded, may have his/her dissent to the decision of the Council or Committee recorded in the minute.

18.14 If a motion is moved and seconded and no amendments are put forward, the Lord Provost or Convener will have discretion to determine whether further contributions will be permitted.

19. **Closure of Debate**

19.1 Any member who has not spoken on the question before the meeting may propose 'that the matter now be decided'. If this is seconded and the Lord Provost or Convener thinks the question has been discussed enough, he or she will order that a vote on the motion be taken, without amendment or discussion. If the motion that the matter now be decided is carried, the proposer of the original motion will have a right to reply, and the question itself will then be put to the meeting. If the motion that the matter be now decided is not carried, a similar motion may be made after every two further members have spoken.

20. **Voting**

20.1 All votes will be taken by roll call vote.

20.2 The minutes will record how each individual member voted.

20.3 When a motion and amendment are before the Council or Committee the proposal receiving the support of a majority of members present and voting will be declared to be a decision of the Council or Committee.

20.4 When a motion and two or more amendments are before the Council or Committee and the adoption of one or more of the proposals would result in either the continuation of a decision or no action, a vote will firstly be taken on the proposal(s) involving continuation or no action as soon as the discussion is completed. This vote will be taken 'for or against' either continuation or no action. Any vote necessary on the remaining proposals will be taken in terms of Standing Order 20.1.

20.5 When a motion and two or more amendments, none of which involves continuation or no action, are before the Council or Committee, the vote will be taken on all proposals, each member having one vote. If a proposal receives the support of a majority of members voting it will be declared to be the decision of the Council or Committee. If none of the proposals receives the support of a majority of those voting, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. If there is an equal number of votes between the proposals with the fewest votes the Lord Provost will have a casting vote to determine which proposal should be dropped. If the Lord Provost does not exercise his/her casting vote, the decision will be by lot. This process of elimination will continue until one proposal has received majority support from those voting which will be declared the decision of the Council or Committee. –

- 20.6 If there are equal numbers of votes, the Lord Provost or Convener will have a casting vote except where the vote relates to appointing a member of the Council to any particular office or committee. In this case, the decision will be by lot administered by the clerk.
- 20.7 In a meeting of the Council, the City Officer will ring the Division Bell for sixty seconds immediately before any vote is taken. The doors of the Council Chamber will then be locked and voting undertaken by the Clerk. Where a series of votes is to be taken, which in the opinion of the Lord Provost are on related subjects, the Lord Provost may suspend the requirements of this Standing Order after the first vote in the series.
- 20.8 If a vote has been taken and a member immediately challenges the accuracy of the count, the Lord Provost or Convener will decide whether to have a recount. If there is a recount, the Lord Provost or Convener will decide how this should be taken.

21. **Appointments**

- 21.1 When appointing a member of the Council or any person to office where the number of candidates is more than the number of vacancies, the person to be selected may be decided by ballot. In each case, members can vote for as many candidates as there are vacancies but in any vote, they may only vote once for any one candidate.
- 21.2 If only one vacancy is to be filled and one candidate has an absolute majority of the votes cast, that candidate will be declared appointed. If this is not the case, the name of the candidate with the fewest votes will be taken off the list of candidates. This process of elimination will continue until the number of remaining candidates equals the number of vacancies or one candidate has a majority and there is only one vacancy. That candidate or those candidates will be declared to be appointed.
- 21.3 If there is a vote between more than two candidates and there are an equal number of votes for candidates with fewest votes, there will be an extra vote by ballot of those candidates. The name of the candidate with the fewest votes will be taken off the list. If there are an equal number of votes between two candidates, the candidate to be taken off the list will be decided by lot administered by the clerk.
- 21.4 Subject to law, appointments to outside bodies are for the life of the Council unless the person appointed resigns from the appointment or the outside body's constitution specifies a different time period.

22. **Point of Order**

- 22.1 Any member may raise a point of order at any time during a meeting. Any member who is addressing the meeting when a question of order is raised will resume

his/her seat until the question has been decided by the Lord Provost or Convener. The member raising the point of order will advise which Standing Order he/she considers is being infringed and thereafter, without debate, await the Lord Provost or Convener's decision. No other member may speak to the point of order unless with the permission of the Lord Provost or Convener. The decision of the Lord Provost or Convener will be final and cannot be discussed.

23. **Obstructive or offensive conduct by members**

23.1 If any member at any meeting disregards the authority of the Lord Provost or Convener, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest or any part of the meeting. The motion will be put without discussion. If it is carried, the City Officer or Clerk will act on any orders received from the Lord Provost or Convener to carry out the decision.

24. **Changing a Council decision**

24.1 Subject to law, a decision of the Council cannot be changed by the Council within six months unless notice has been given of the proposed item in the summons for the meeting and:

- (a) the Lord Provost rules there has been a material change of circumstances;
or
- (b) the Council agrees the decision was based on erroneous, incorrect or incomplete information.

25. **Committee – non member motion**

25.1 Any member may raise with the relevant committee a matter of new business by submitting a motion in writing to the Clerk by noon on the seventh working day before the meeting. If accepted by the Convener the matter will be placed on the agenda of business for the next meeting. The member raising the matter will be entitled to appear at that meeting to move his/her motion, which will require to be seconded by another member, but may not vote unless he/she is a member of the Committee.

25.2 Any member may raise an amendment to an item of business to a committee they are not a member of. They will not though be permitted to move or second or speak to the amendment at the meeting.

26. **Ward or members with special interest**

26.1 A member of the Council who is not a member of a particular committee may be invited by the Convener, or Vice-Convener to attend a meeting where there is under discussion any item in which that member has a local or other special interest. The member will be entitled to speak on that item but may not vote. This

Standing Order does not apply to the Regulatory or the Planning Committee or any of their sub-committees.

27. **Variation and revocation of Standing Orders**

27.1 Any motion to vary or revoke these Standing Orders will, when voted on, be approved by a majority of members of the Council present and voting. Any such motion must be by formal notice as provided in Standing Order 13.

28. **Duration of Standing Orders**

28.1 These Standing Orders will be in place until 1 September 2020 unless otherwise determined by the Council or appropriate committee.

Leadership Advisory Panel

10am, Thursday, 23 April 2020

Consultation Planning Report

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 Agree that all current and planned consultation deadlines are extended by at least two months, where that hasn't already happened, unless otherwise agreed.
- 1.2 Agree to pause all new consultation and engagement exercises that do not have statutory or COVID related requirements until further notice.
- 1.3 Agree to follow recent Scottish Government guidance and emergency legislation for determining progress of both Planning and Transport consultations and processes as outlined in appendix 2.
- 1.4 Note that a further report will be provided setting out the forward plan for consultations in due course.

Laurence Rockey

Head of Strategy and Communications

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Covid-19 – Consultation planning report

2. Executive Summary

- 2.1 This report provides details of all open and planned consultations and surveys and proposes processes to manage consultation and engagement activity.
- 2.2 The public and most key stakeholders are focused on dealing with and responding to the current circumstances surrounding Covid-19. Any consultation and engagement activity taking place needs to be sensitive to the crisis context we are in.
- 2.3 In addition, any consultation currently happening or taken forward in this context must be aware that this risks the consultation being more vulnerable to challenge. This is because it would be difficult to demonstrate that all people had an equal opportunity to take part in a consultation during a national emergency consisting of a lockdown and social isolation policy.
- 2.4 As such, it is proposed that the Council extends the deadline for all consultations currently live by two months.
- 2.5 It is also proposed to suspend all planned consultation and engagement activity, except:
 - those required by Statute or
 - those which are related to COVID-19 or
 - following recent guidance and emergency legislation for Planning, a review is currently underway on how these changes could be implemented to allow Planning consultations to be continued. This guidance may also apply to Transport. The Council's proposed approach to these is outlined in appendix 2.

3. Current consultation activity

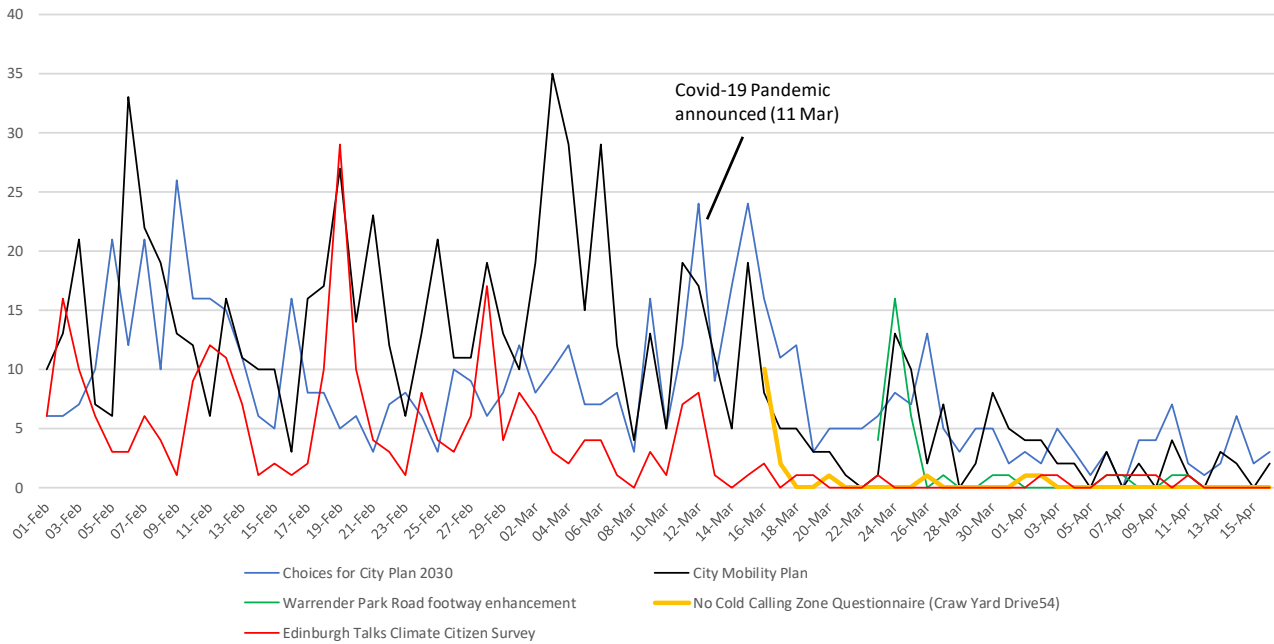
- 3.1 There are currently 17 consultations/surveys which are open to the public on the Council's Consultation Hub. Eight of these are open fully to the public while nine are private consultations which have an invited distribution list.

- 3.2 Of the 17 open public consultations/surveys, one is to fulfil a statutory requirement, “Choices for City Plan 2030” (deadline 20/04/2020). This consultation is running alongside the City Mobility Plan and has already been extended by a month to take into account Covid-19. It is proposed that these consultations should continue but that the timescale for the Choices for City Plan 2030 should not be extended any further.
- 3.3 There are currently four open consultations which the service areas would like to complete, but which are not statutory, including:
- Warrender Park Road footway enhancement.
 - Duddingston Road Safety Improvements.
 - Clermiston Primary School - Road Safety Improvements.
 - Leith Walk / Halmyre Street Draft Place Brief Consultation (this could be suspended, pending the implementation of the changes in Planning consultations as set out in appendix 2).
- 3.4 Additionally, there are 11 consultations/surveys that are open and not classed as essential. It is proposed that these should be suspended until further notice.
- 3.5 Appendix 1, lists 1 and 2, provides full details and deadlines.

Level of engagement on open consultations:

- 3.6 Following an analysis of responses to a number of consultations/surveys that are currently running on the Hub, it is clear that the level of response has dropped considerably since COVID-19 was declared a pandemic on 11 March. However, it should be noted, that the level of promoting these consultations would also have dropped while focus was provided elsewhere.
- 3.7 Chart 1 below provides a timeline of five open consultations on the Hub since the start of February as an example of the drop in level of response.

Chart 1: Number of responses for a selection of open consultations/surveys



4. Planned consultations

- 4.1 In addition to current consultations on the Hub, there are also a number of planned consultations/surveys which are preparing to launch (a list of these are provided in appendix 1 (list 3 and 4) and appendix 2.
- 4.2 The planned statutory consultations which we recommend should continue are (see appendix 1, list 3):
- Powderhall – New Nursery with Housing (Deadline – May 2020)
 - Edinburgh's Draft Food Growing Strategy Consultation (April/May 2020 (on hold))
 - Community Payback Orders (Deadline - 31/08/2020)
- 4.3 There are six planned consultations which we recommend suspending until further notice (see appendix 1, list 4):
- Winter Festivals Consultation (Culture and Communities Committee on 28 January 2020 noted the intention to carry out a consultation on Edinburgh's Winter Festival programme. It is intended to pause commencement of this consultation until the COVID-19 restrictions are lifted and Council Committee meetings are reintroduced.)
 - Thriving Green Spaces Project Consultation (on hold)
 - Care at home support services for older adults
 - Market Facilitation Strategy
 - Housing Service Improvement Plan Survey
 - Pre-application advice service – customer survey

- 4.4 Appendix 2 provides a list of five planning consultations and 23 traffic regulation and redetermination orders which are also planned to be launched. It is recommended that the Council take into account recently published guidance from the Scottish Government to determine how to progress with these.

5. Next steps

- 5.1 A full review of planned consultation will be undertaken and considered as part of the wider Covid-19 recovery considerations and brought back to Committee once parameters regarding Covid-19 and the cities recovery are clearer.

6. Appendices

Appendix 1: Open / Planned consultation activity

Appendix 2: Planning and transport arrangements and proposed approach

Appendix 1: Open / Planned consultation activity

1. Open consultations/surveys proposed to continue

Title	Status*	Visibility	Directorate	Start Date	End Date	Notes
Choices for City Plan 2030	Open	Public	Place	31/01/2020	30/04/2020	Already extended by 1 month due to COVID-19
City Mobility Plan	Open	Public	Place	31/01/2020	30/04/2020	Already extended by 1 month due to COVID-19
Warrender Park Road footway enhancement	Open	Public	Place	20/03/2020	17/05/2020	Already extended by 1 month due to COVID-19
Duddingston Road Safety Improvements	Open	Public	Place	23/03/2020	17/05/2020	Already extended by 1 month due to COVID-19
Clermiston Primary School - Road Safety Improvements	Open	Public	Place	23/03/2020	17/05/2020	Already extended by 1 month due to COVID-19
Leith Walk / Halmyre Street Draft Place Brief Consultation	Open	Public	Place	10/03/2020	01/05/2020	Already extended by 1 month due to COVID-19

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2. Open consultations/surveys proposed to be suspended until further notice

Title	Status*	Visibility	Directorate	Start Date	End Date	Notes
Little France Park Management Plan	Open	Public	Place	27/03/2020	01/05/2020	Already extended by 1 month due to COVID-19
Edinburgh Talks Climate Citizen Survey	Open	Public	Chief Executive	20/11/2019	31/05/2020	
No Cold Calling Zone Questionnaire (South Gyle Broadway57)	Open	Private	Place	09/03/2020	20/04/2020	
No Cold Calling Zone Questionnaire (Haystock Park5)	Open	Private	Place	09/03/2020	20/04/2020	

No Cold Calling Zone Questionnaire (Craw Yard Place6)	Open	Private	Place	09/03/2020	20/04/2020	
No Cold Calling Zone Questionnaire (Craw Yard Drive54)	Open	Private	Place	09/03/2020	20/04/2020	
No Cold Calling Zone Questionnaire (Burne Cruick26)	Open	Private	Place	09/03/2020	20/04/2020	
No Cold Calling Zone Questionnaire (Barnyard Park Rigg17)	Open	Private	Place	09/03/2020	20/04/2020	
No Cold Calling Zone Questionnaire (Barnyard Park Loan19)	Open	Private	Place	09/03/2020	20/04/2020	
No Cold Calling Zone Questionnaire (Barnyard Park Crescent 14)	Open	Private	Place	09/03/2020	20/04/2020	
WP02-028 Semple Street, Ponton Street, Lauriston Street and Fountainbridge	Open	Private	Place	16/03/2020	15/06/2020	

3. Planned consultations/surveys proposed to be released on the Hub

Title	Status*	Visibility	Directorate	Start Date	End Date	Notes
Powderhall – New Nursery with Housing	Planned	Public	Communities and Families	May 2020	May 2020	Submission of Planning Application for nursery with housing proposed for May. An information event was due to be held immediately prior to submission – online alternative being explored.

Edinburgh's Draft Food Growing Strategy Consultation	Planned	Public	Chief Executive	20/03/2020	26/04/2020	On hold.
Community Payback Orders	Planned	Public	Safer and Stronger	03/08/2020	31/08/2020	Annual consultation.

4. Planned consultations/surveys proposed to be suspended until further notice

Title	Status*	Visibility	Directorate	Start Date	End Date	Notes
Winter Festivals Consultation	Planned	Public	Place	TBC	TBC	On hold (subject to Leadership Advisory Panel agreement).
Thriving Green Spaces Project Consultation	Planned	Public	Place	From May 20	Tbc	On hold.
Care at home support services for older adults	Planned	Service providers, users / carers	EHSCP	Early May 2020	6-8 weeks from opening	Current contract expires at the beginning of October 2021.
Market Facilitation Strategy	Planned	Public	EHSCP	30/03/2020	31/05/2020	Internal Audit action requires this strategy to be published, as well as an action from the Care Inspectorate improvement plan.
Housing Service Improvement Plan Survey	Planned	Public	Place	TBC	TBC	On hold
Pre-application advice service – customer survey	Planned	Public	Place	TBC	TBC	On hold.

Appendix 2: Planning and Transport Arrangements

The Scottish Government has recently published guidance on the Development Management process for Planning. This will be taken into account when determining how to progress with Development Management process within the Council, including consultation at pre-Planning stage. There are currently five Council projects which are shortly expected to begin consultation:

Title	Status*	Visibility	Directorate	Start Date	End Date	Notes
Western Villages, new build affordable housing. First phase of Granton Waterfront Regeneration.	Planned	Public	Place	06/05/2020	22/05/2020	Statutory consultees already notified as part of the PAN process. Public Event was planned for 06/05/20 – discussions ongoing on how to move this to entirely digital.
Dumbryden Phase 3 New Build Housing	Planned	Public	Place	TBC	TBC	Planning application expected Summer 2020
Silverlea New Build Housing	Planned	Public	Place	TBC	TBC	Potentially late Summer 2020; would expect to run one statutory PAN consultation as part of planning process (Major Application).
Davidson's Mains Park - Phase 2	Planned	Public	Place	01/04/2020	30/05/2020	
Moredunvale Development	Planned	Public	Place	04/11/2019	31/05/2020	
Leith Walk / Halmyre Street Draft Place Brief Consultation	See note above about suspension	Public	Place	10/03/2020	01/05/2020	Already extended by 1 month due to COVID-19. Proposed to suspend until the new guidance is clear.

In addition, there are a number of Traffic Regulation Orders (TRO) and Redetermination Orders (RO) which are due for advertisement, mostly relating to Active Travel projects. These Order advertisements give the opportunity for people and organisations to formally object to legal changes (for example new parking and loading restrictions; bans on through traffic; one-way streets etc). The emerging guidance on consultations for planning is currently being reviewed to determine if these new arrangements would also apply to the statutory requirements for TRO and RO advertising. A summary of the upcoming TRO, RO and project consultations is provided below:

Title	Status*	Visibility	Directorate	Start Date	End Date	Notes
City Centre West to East Link (CCWEL) - N St David St Charlotte Sq, St Andrew Sq,	Planned	Public	Place	May/June 2020	June/July 2020	Traffic Regulation Order. Programme. External funding in place.
CCWEL Section 2	Planned	Public	Place	Summer	Autumn	Traffic Regulation Order. Programme. External funding in place.
CCWEL Sections 1 &2	Planned	Public	Place	Summer	Autumn	Traffic Regulation Order/Redetermination Order.
CCWEL Temp layout	Planned	Public	Place	Summer	Autumn	Traffic Regulation Order/Redetermination Order.
Meadows to George Street	Planned	Public	Place	18 May 2020	June 2020	Traffic Regulation Order. Programme. External funding in place.
West Edinburgh Link	Planned	Public	Place	April 2020	May 2020	Traffic Regulation Order. Programme. External funding in place.
Marchmont to King Buildings	Planned	Public	Place	May 2020	May/June 2020	Traffic Regulation Order.
Meadows to Union Canal	Planned	Public	Place	May/June 2020	June/July 2020	Traffic Regulation Order. Programme. External funding in place.
Bioquarter to Dalkeith Road and Mayfield	Planned	Public	Place	Late April 2020	May 2020	Traffic Regulation Order. Programme. External funding in place.

Roseburn Path – Union Canal	Planned	Public	Place	September 2020	October 2020	Traffic Regulation Order. Programme. External funding in place.
QuiteRoute 6 - Grange Road Crossings	Planned	Public	Place	May 2020	Tbc	Traffic Regulation Order.
St. David's and Pirniehall Primary Schools Parent Travel Survey 2020	Planned	Public	Place	TBC	TBC	Community input essential for all our minor improvements
Pennywell Road	Planned	Public	Place	April 2020	October 2020	Project development – there may be programme and funding impacts if delayed.
Morrison Street pedestrian and cycle improvements	Planned	Public	Place	April 2020	May 2020	Project development – there may be programme and funding impacts if delayed.
QuietRoute8 - Roseburn to Gyle	Planned	Public	Place	April 2020	May 2020	Project development – there may be programme and funding impacts if delayed.
QuiteRoute 9 - Costorphine to The Gyle	Planned	Public	Place	April 2020	TBC	Project development – there may be programme and funding impacts if delayed.
QuietRoute 51 - St Leonards to Canongate	Planned	Public	Place	April 2020	TBC	Essential for project development programme and funding issues if deferred
QuietRoute 60 - Clermiston Junction	Planned	Public	Place	May 2020	May 2020	Project development – there may be programme and funding impacts if delayed.
Quiet Route 5 – Holyrood Park	Planned	Public	Place	May 2020	June 2020	Project development – there may be programme and funding impacts if delayed.
A8 Gyle – Newbridge - 2020 works.	Planned	Community Council		April 2020 - underway	Na - informal	At request of local Members and Community Council

		and local Members				
20mph Speed Limit Review	Planned	Public	Place	May 2020	TBC	Consultation approach was agreed at Transport and Environment Committee on 27 Feb 2020.
Council Staff Travel Survey	Planned	Internal staff	Place	31/03/2020	05/05/2020	Postponed due to COVID-19
Active Travel Action Plan 2020-30	Planned	Public	Place	TBC	TBC	Postponed due to COVID-19

Elected Members will be advised on the outcome of the review of the newly published guidance.

Leadership Advisory Panel

10:00am, Thursday, 23 April 2020

Decisions taken under emergency powers

Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 To note the report.

Andrew Kerr

Chief Executive

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Decisions taken under emergency powers

2. Executive Summary

- 2.1 This report highlights the decisions taken by the Chief Executive, in consultation with the Leader and Depute Leader, under emergency provisions in response to the Covid-19 emergency.

3. Background

- 3.1 The Scheme of Delegation to Officers has the following provisions delegating powers to the Council's Chief Executive:
- 3.1.1 take action to ensure that the Council's responsibilities and duties under the Civil Contingencies Act 2004 and other emergency planning, business continuity and resilience legislation are discharged;
 - 3.1.2 take any urgent action necessary in the event of a civil emergency, business continuity or resilience incident.

4. Main report

- 4.1 The Chief Executive has had to exercise his emergency powers detailed in the Scheme of Delegation in response to the Covid-19 emergency. This is the second report detailed the decisions taken under emergency provisions. The Chief Executive has taken the following decisions, in consultation with the Leader and Depute Leader.

Decision	Date
Newkirkgate will stay as the venue in Leith for the CRC. No other alternatives were suitable.	26/03/20
Community Centres: To agree that management committees could open for essential charitable purposes in line with Government guidance e.g. foodbanks.	26/03/20
We have agreed we will purchase in advance 96 beds at hotel as an urgent resource for homelessness. See further approved decision as this arrangement had to be changed.	26/03/20

Queensferry High School - To not accept a partially completed building.	30/03/20
To open PPP Hub Schools for Easter, including Good Friday and Easter Monday, to provide key worker child support.	30/03/20
To provide funding of approximately £24k to Volunteering Edinburgh ahead of grants approval from Scottish Government.	01/04/20
School meals payment to be approved every fortnight.	02/04/20
Paper on Supplier Relief due to Covid-19 was approved.	02/04/20
Death registration to 7 days a week	04/04/20
44 Rooms in hotel block booked for three months for temporary housing. Ability to on spot purchase provided.	08/04/20
Food Distribution – EVOC - plan in principle approved.	09/04/20
Parks - Gardens on the Southside to be closed due to social distancing not being carried out and Police having to attend due to incidents.	14/04/20

- 4.2 In addition, the External Audit Annual Plan was agreed by the Chief Executive, under urgency provisions detailed in the Committee Terms of Reference and Delegated Functions, Paragraph A4.1 and in consultation with the Convener of Governance, Risk and Best Value Committee on 14 April 2020. This was necessary to ensure the Council met its compliance requirements.

5. Next Steps

- 5.1 Not applicable.

6. Financial impact

- 6.1 The financial impacts of decisions in response to Covid-19 are being tracked and monitored by the Head of Finance and are the subject of another report on this agenda.

7. Stakeholder/Community Impact

- 7.1 All decisions taken under emergency powers are being reported to the next available committee.

8. Background reading/external references

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

9. Appendices

None

Leadership Advisory Panel

10.00am, Thursday, 23 April 2020

Waiver report for Edinburgh and Midlothian Offender Recovery Service (EMORS)

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 That the Leadership Advisory Panel approves the direct award of a six-month contract to Change Grow Live (CGL) for the continued delivery of the EMORS for the period 1 October 2020 to 31 March 2021.

Alistair Gaw

Executive Director for Communities and Families

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Waiver Report for Edinburgh and Midlothian Offender Recovery Service (EMORS)

2. Executive Summary

- 2.1 This report seeks approval for a waiver of Contract Standing Orders to allow the direct award of a contract to CGL to deliver the EMORS. The contract will enable the service, which supports people in the justice system, to continue uninterrupted from 1 October 2020 to 31 March 2021, pending the finalising of tendering arrangements for a new contract commencing on 1 April 2021.

3. Background

- 3.1 The EMORS delivered by CGL, provides complete continuity of care from community services (point of arrest), to inside prison, and back into the community. It supports service users to address their unmet needs and other issues that have contributed to their offending behaviour.
- 3.2 There is a waiver in place for the contract which expires on 30 September 2020. The Council intended to tender for a new contract to take effect from 1 October 2020 however, to ensure the contract provisions can be delivered within existing budgets, it is necessary to redesign certain aspects of community justice service provision. To facilitate this and allow time for a comprehensive contract review and reconfiguration exercise, this report seeks approval for a six-month waiver to extend the current contract's expiry to 31 March 2021.

4. Main report

- 4.1 EMORS works with men and women in the justice system in Edinburgh to support them move away from their offending behaviour. The service offers a continuum of support across three areas; from point of arrest, to inside prison, and back into the community. Service users are supported to address the contributory factors to their offending behaviour including for example, drug and alcohol use, financial difficulties, mental health, housing, and relationship issues.

- 4.2 Continuity of care is a key element of the service, as it allows service users to benefit from consistency of case worker and/or team across the three elements of an individual's justice journey mentioned above at 4.1. This in turn allows for the development of positive relationships between case worker and service user; supporting reducing reoffending and desistance.
- 4.3 The EMORS contract costs £503,126 per annum and is funded by three parties as follows;
- 4.3.1 Edinburgh Criminal Justice Services - £311,279
 - 4.3.2 Midlothian Criminal Justice Services - £15,150
 - 4.3.3 NHS Lothian - £176,697
- 4.4 During 2018/19, the NHS conducted a health needs assessment (HNA) in HMP Edinburgh to highlight gaps in service provision and establish clear pathways for prisoners accessing prison healthcare, including substance misuse services and psychosocial support. The findings of the HNA are key to shaping the new EMORS contract, as aspects of service delivery will be amended to take account of the report's recommendations.
- 4.5 The HNA findings were completed at the end of 2019 however, due to the delay in finalising the report, it has not been possible to conclude the comprehensive contract review within the timescales required to allow a new contract to commence on 1 October 2020.
- 4.6 Additionally, the Council is required to deliver services within existing budgets and to ensure its contracts deliver best value and maximum efficiency. To support this requirement, justice services are conducting an operational review of the EMORS and redesigning elements of the contract to ensure the continuity model is sustainable.
- 4.7 As stated at 4.3 above, the annual cost of the EMORS contract is £503,126 of which the Council's contribution is £311,279. The Council's contribution to a six-month waiver would therefore be £155,639.
- 4.8 The additional six months afforded by the waiver will ensure that there is sufficient time to fully develop a comprehensive revised service specification for the new tender and new contract, which incorporates service redesign and addresses the HNA recommendations.

5. Next Steps

- 5.1 The parties funding the EMORS will continue to develop the revised service specification and reconfigure service provision to ensure best value and service efficiency under the contract.

6. Financial impact

- 6.1 The cost to the Council for a six-month waiver from 1 October 2020 to 31 March 2021 is £155,639 paid for by Edinburgh Criminal Justice Services. These services are funded by the Scottish Government through a ring-fenced grant under sections 27A and 27B of the Social Work (Scotland) Act 1968. If this funding is not utilised it will need to be returned to the Scottish Government therefore, there is no financial impact on the Council.
- 6.2 The six-month waiver allows sufficient time for the Council to reconfigure the services provided so that best value and efficiencies are achieved under the new EMORS contract commencing on 1 April 2021.

7. Stakeholder/Community Impact

- 7.1 The EMORS provides valuable support to people in the justice system to address unmet needs, problematic substance use, and other issues to reduce their risk of offending. The link between offending behaviour/reoffending and poverty and inequality is well established therefore, the EMORS is a key contributor to equality of opportunity in supporting people, many of whom have experienced significant disadvantage, to improve their life chances.
- 7.2 The EMORS supports the public sector equality duty to foster good relations as it supports people who have committed offences to successfully reintegrate into the community for the benefit of all citizens.
- 7.3 The EMORS supports vulnerable individuals to access supports to address difficulties in their lives including offending behaviour, substance misuse, and housing issues. It also works with service users to build resilience and social capital, improve their health and wellbeing, and supports them towards financial inclusion. This work supports all three Council priorities highlighted in the [Edinburgh Partnership Community Plan 2018-28](#).
- 7.4 The EMORS contract will expire on 1 October 2020. A new contract will not commence until 1 April 2021 therefore, not having a waiver in place to cover the period 1 October 2020 to 31 March 2021 will lead to significant disruption to service provision supporting vulnerable people in the justice system. People who have been arrested and are in custody, those in prison, and those preparing for release and being rehabilitated into their communities, will not receive dedicated support; this will increase their risk of reoffending.

8. Background reading/external references

- 8.1 [Finance and Resources Committee Report](#), 11 October 2018, item number 7.15.

9. Appendices

9.1 None.

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Leadership Advisory Panel

10.00am, Thursday, 23 April 2020

Revenue Budget 2020/21 Update

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 Members of the Leadership Advisory Panel are asked to:
- 1.1.1 note the progress to date in delivery of the approved savings and assumed management of residual pressures underpinning the 2020/21 budget;
 - 1.1.2 note the significant estimated expenditure and income impacts of the Covid-19 pandemic on the Council and its ALEOs' activities and the potential sources of offsetting funding identified to date;
 - 1.1.3 note that the Council will submit regular updates to COSLA on these expenditure and income estimates with a view to informing negotiations with both the UK and Scottish Governments;
 - 1.1.4 note that further regular updates will be provided to elected members as greater certainty is obtained in these areas;
 - 1.1.5 note that the content of the revenue and capital budget frameworks may be subject to change as part of a wider review of relative Council priorities once the on-going impacts of current disruption become clearer; and
 - 1.1.6 approve the payment of an uplift of 3.3% to contract hourly rates to allow all voluntary and independent social care providers to ensure that all social care support workers will have their pay increased to at least the Living Wage Foundation rate of £9.30 an hour from 1 April 2020.

Andrew Kerr

Chief Executive

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Revenue Budget 2020/21 Update

2. Executive Summary

- 2.1 Following the approval by Council on 20 February 2020 of the revenue budget for 2020/21, the report outlines progress and further actions in respect of (i) management of service pressures and (ii) development of savings implementation plans for the approved proposals comprising the budget framework.
- 2.2 In view of the profound and still-emerging impacts of the Covid-19 pandemic, however, its primary focus is on the related cost and income implications for the Council and its arm's length organisations, highlighting a significant residual funding gap under both of the scenarios of service disruption presented.

3. Background

- 3.1 On 20 February 2020, Council approved a balanced revenue budget for 2020/21 and indicative balanced budgets for the following two years, based on assumptions around future grant funding levels. The approved 2020/21 budget is underpinned by the delivery of £34.9m of savings, as well as management of residual pressures of around £15m, once account is taken of additional investment included within the budget framework.
- 3.2 As in previous years, an initial in-year assessment has been undertaken of arrangements put in place both to manage these residual service pressures and implement the savings approved as part of setting the Council's 2020/21 budget. Since the approval of the budget, however, the full impact of the Covid-19 pandemic has affected the delivery of Council services and those of its arm's length bodies in a way almost unimaginable only two months ago. Whilst the position is inherently fluid, the report therefore also seeks to assess the main expenditure and income impacts, insofar as these are known at this stage, and to identify potential funding sources to address them.

4. Main report

Coronavirus impacts

- 4.1 Given the Coronavirus pandemic's unprecedented scale and consequent impact on the Council's activities, the full financial implications will only emerge over time, with numerous variables to be considered at both local and national level. It was agreed

by members of the Council Incident Management Team (CIMT), however, that initial analysis would focus, insofar as is currently feasible given service manager availability, on service-wide expenditure and income projections based on two distinct scenarios, namely:

- (i) a complete shutdown of most Council services for a period of three months, after which point services quickly return to normal; and
- (ii) a complete three-month shutdown followed by a further three-month period during which activities gradually return to normal. For the sake of consistency, service managers were asked to assume 50% of normal activity over this latter period for those services that are temporarily suspended or significantly amended.

4.2 These estimates and the associated financial modelling will continue to be the subject of refinement and review, particularly as the timetable and basis on which the Council's activities will resume becomes clearer. Finance-related risks are also being actively tracked as part of wider Covid-19 risk management arrangements.

Covid-19 expenditure and income impacts – Council services

4.3 **Appendix 1** summarises the current estimate of the main areas of reduced income and increased expenditure for Council services resulting from the emergency situation. This indicates net additional costs of £24.1m under the first scenario and, cumulatively, £37.9m under the second, longer-lasting scenario.

4.4 The totals in Appendix 1 reflect the main costs identified across the Communities and Families, Place and Resources Directorates, as well as an anticipated reduction in Council Tax collection levels. They do not, however, reflect any impacts on the Edinburgh Integration Joint Board (EIJB), for which separate funding arrangements are in place.

4.5 The overall cost is expressed net of assumed savings in energy, non-domestic rates and the withholding of the remaining £0.5m Community Policing funding for Police Scotland. It is anticipated that there may additionally be savings in (i) agency and overtime expenditure later in the year given the Council's reduced scale of activity, particularly in the summer months and (ii) payments to home-to-school transport and other contracted providers, based on the premise of meeting only actual costs incurred that are not funded by other means. Work is also continuing to quantify available non-domestic rates relief for those Council buildings, occupancy of which is now prohibited by law.

Delivery of approved savings

4.6 On 20 February, in setting the 2020/21 revenue budget, members of Council approved the delivery of some £34.9m of savings. **Appendix 2** summarises the current Finance deliverability assessment of these savings, with £7.0m viewed as unlikely to be delivered under the first scenario and a further £0.5m should service disruption continue over a longer period.

4.7 Both sums include a combined £3.1m shortfall against the efficiencies and income maximisation workstream, with the remainder reflecting a combination of

insufficiently-scoped implementation plans, enforced delays in implementation (such as in the case of staffing reviews), service unavailability (where savings are dependent on income generation) and potential changes in immediate Council priorities (such as investment in Economic Development).

- 4.8 Given that slippage against a number of these savings is now almost inevitable, it is vital that any further deterioration is, wherever possible, avoided and action taken as soon as practicable to develop outstanding implementation plans for those savings not affected by the Coronavirus outbreak. In those cases where full delivery cannot now be achieved, identification of offsetting savings measures and/or acceleration of approved measures from later years of the budget framework will be required to ensure that, subject to a likely broader need to re-assess its priorities, the Council's financial sustainability is not compromised.

Management of residual service pressures

- 4.9 Estimated 2019/20 residual budget pressures for all Directorates have also been assessed, with the position summarised in **Appendix 3**. While this assessment is consistent with monitoring updates provided in-year, the final position will be confirmed when the 2019/20 outturn is known in early to mid-May.
- 4.10 The total estimated budget pressures from 2019/20 which will carry forward into 2020/21, after application of £10.4m approved investment, are £8.0m.
- 4.11 Most residual pressures have arisen from non-delivery of previously-agreed savings and efficiencies. In this context, the requirement for management actions to be delivered, or substituted, is critical and a refresh of implementation plans is urgently needed.

Total expenditure pressures – Council

- 4.12 Taken together, Covid-19 related expenditure or income losses, anticipated shortfalls in approved savings delivery and unmitigated residual pressures total £39.2m under the three-month scenario and £53.5m for the six-month equivalent. Given the magnitude of these pressures, radical action is likely to be required whilst continuing to impress upon the UK and Scottish Governments the gravity of the financial impact for local government services both in the immediate and longer term.

Available funding

- 4.13 **Appendix 4** summarises additional funding received to date as part of the Scottish Government's emergency response. Excluding those sums with corresponding expenditure liabilities (including the Scottish Welfare Fund), up to £5.6m is available to contribute towards Covid-19 related costs.
- 4.14 As summarised in **Appendix 5**, taking into account an assumed £2m contribution to the EIJB and recently-approved funding of £0.4m to meet Marketing Edinburgh's transitional costs, £5m of the as-yet unallocated 2020/21 budget monies could, subject to member approval, be made available to offset any funding shortfall. Analysis of the Council's available earmarked reserves has indicated that up to £11.2m could also be made available to offset relevant costs.

- 4.15 Taken together, these measures provide only £21.8m to address the net expenditure requirements set out in Paragraph 4.12, resulting in remaining shortfalls of £17.4m (three months) and £31.7m (six months) respectively. On this basis, further analysis of (primarily) non-service budgets has been undertaken to identify timing-related and other savings that could contribute towards this requirement. While further work is required, this analysis suggests that up to £11m could be made available through these sources, with the elements comprising this total set out in Appendix 5.
- 4.16 These measures, if all applied, would have the effect of reducing the remaining funding gaps to £6.4m (three months) and £20.7m (six months) respectively. Opportunities to identify further non-service savings, the majority of which will similarly be one-off in nature, will therefore continue to be examined.
- 4.17 Executive Directors have also been asked to consider further actions to mitigate savings non-delivery and residual pressures and ensure that Coronavirus-related costs are being recorded appropriately to inform both subsequent Council-wide reporting and wider representations around the need for the full scale of expenditure and income impacts upon the Council to be recognised.
- 4.18 If, after some or all of these measures, a shortfall still remained, it would be possible to apply up to £13m from the Council's unallocated general reserve. This would, however, require to be replenished through the identification of further savings in future years.

Council Companies and Arm's Length Organisations (ALEOs)

- 4.19 **Appendix 6** sets out the significant anticipated income impacts on the Council's companies and ALEOs insofar as these affect the Council's budget. These sums necessarily reflect assumptions around external sources of funding support, particularly financial assistance for furloughing the majority of staff beyond the currently-confirmed three-month period as part of the UK Government's Coronavirus Job Retention Scheme (CJRS).

Further actions

- 4.20 Given the scale of the immediate financial impacts and potential ramifications for councils' longer-term financial sustainability (and consequent ability to contribute towards national objectives and Scotland's recovery from the pandemic), work is also continuing apace to develop, through COSLA, consistent tracking arrangements across Scotland.
- 4.21 A template has now been circulated to all councils and updates will be provided to COSLA and SOLACE every three weeks. The cost and income implications for the Council will therefore also be captured through this exercise and their gravity conveyed to the Scottish and UK Governments to inform consideration of further funding provision and/or delivery of previously- agreed or planned national commitments.
- 4.22 In the meantime, the Council Leader has written to the Cabinet Secretary for Finance to highlight the pressures on a number of the Council's ALEOs,

particularly in view of the vital role of Lothian Buses and Edinburgh Trams in driving forward the city and Scotland's recovery.

Edinburgh Integration Joint Board (EIJB)

- 4.23 Based on previous estimates, the EIJB faces a deficit in its 2020/21 budget of around £26m. The Chief Officer and her team continue to develop the associated savings and recovery plan which will be presented to the EIJB for approval on 28 April. This plan will be based on an assumption of receipt of £2m of additional support from the Council as noted at 4.14 above.
- 4.24 The Edinburgh Health and Social Care Mobilisation Plan was submitted to the Scottish Government on 3 April and sets out a series of actions to support the whole system approach to reducing delayed discharge and maintaining the position below 100 by the end of March 2020 (as of 13 April, 80 individuals are awaiting discharge into a community setting). Given the urgency of the measures set out within the Mobilisation Plan, as of the time of writing, feedback is anticipated in the coming days.
- 4.25 The Scottish Government provides funding, routed through IJBs, to ensure that voluntary and independent adult social care providers pay their staff at least the level of the Living Wage Foundation's minimum hourly rate. In November 2019, the Foundation confirmed that the applicable rate for 2020/21 would be £9.30, an increase of 3.3% on the equivalent figure for 2019/20. The expenditure associated with increasing contract hourly rates in line with this uplift is included in the Health and Social Care Partnership's Mobilisation Plan. On the assumption that corresponding funding is made available, members are asked to approve payment of this increased rate to all providers with effect from 1 April 2020.

5. Next Steps

- 5.1 The costs and income impacts of the Coronavirus pandemic will continue to be actively tracked and refined as additional clarity is received on the timing and nature of any relaxation of current lockdown restrictions. These estimates will be shared with COSLA and form part of on-going liaison and negotiation with the Scottish and UK Governments around the provision of corresponding funding.
- 5.2 As noted in the main report, Executive Directors have also been asked to identify additional measures to offset savings delivery shortfalls and residual service pressures. The impact of these measures, alongside any further available non-service savings, will continue to be regularly reported to elected members.

6. Financial impact

- 6.1 The report sets out a range of significant expenditure pressures, both in respect of Council services and impacts on the activities of the Council's ALEOs. While a number of potential funding sources and other measures (including consideration, wherever possible and appropriate, of rental payment deferrals rather than abatements) have been identified to address, at least in part, these shortfalls, it is

likely that the wider budget framework will require to be re-assessed, including the impacts of Covid-19 on the Council's capital investment programme.

7. Stakeholder/Community Impact

- 7.1 There is no direct relevance to the report's contents although the scale and coverage of these impacts will require extensive and continuing engagement with key stakeholders as the city enters the recovery phase.

8. Background reading/external references

- 8.1 [Council's Change Strategy: Planning for Change and Delivering Services 2020/23](#) – Progress Update, Finance and Resources Committee, 14 February 2020
- 8.2 [Council Change Strategy 2020/23: Risks and Reserves](#), Finance and Resources Committee, 14 February 2020
- 8.3 [Coalition Budget Motion](#), City of Edinburgh Council, 20 February 2020

9. Appendices

Appendix 1 - Principal additional expenditure and reduced income impacts of COVID-19 pandemic – Council

Appendix 2 - 2020/21 approved savings - current Finance delivery assessment

Appendix 3 - Residual budget pressures

Appendix 4 - External funding confirmed to date for non-Health and Social Care services

Appendix 5 - Revenue Budget Update, 2020/21 – estimated position

Appendix 6 - Principal additional expenditure and reduced income impacts of COVID-19 pandemic - Council Companies (private)

Principal additional expenditure and reduced income impacts of COVID-19 pandemic - Council

Appendix 1

Broad assumption is that services are shut down fully for three months, before gradually returning to normal over following three-month period. All projections remain subject to considerable uncertainty as both the pandemic and associated UK and Scottish Government responses develop, with the longer-term implication similarly unclear.

Service Area	Potential Impact	Initial impacts	Further impacts	Total
		Months 1 to 3	Months 4 to 6	
		Value	Value	Value
		£m	£m	£m
Increases in expenditure				
Children's Services	Including additional agency, locum and overtime to cover internal staff absences; additional costs from external providers and/or need to identify alternative accommodation if children need to isolate; additional costs of internal reprovisioning for enhanced capacity to isolate; and costs of additional placements due to illness and self-isolation. Figures are based on 50% of potential liability and thus there is a risk that further sums will be required.	1.800	0.775	2.575
Homelessness Services	Additional temporary accommodation costs required to observe social distancing but with potential for further liabilities to emerge and/or for requirements to become recurring.	1.950	0.975	2.925
School meals/community food advice and distribution	Loss of school meals income is offset by reduction in food costs for regular service; cost therefore represents continuing payment for children eligible for free school meals. Remaining sum includes provision for income support measures and food distribution to vulnerable and/or at-risk groups.	1.650	-	1.650
Resources - Customer	Knock-on impacts on delivery of planned savings-mitigating measures dependent on staffing reviews and ICT developments - three months' assumed delay	0.700	0.400	1.100
Additional security costs	Council Resilience Centres, Homelessness Accommodation and Temporary Mortuary	0.150	0.150	0.300
Temporary mortuary hire	Including provision for additional direct staffing	0.110	0.075	0.185
Other incident-related costs	Including ICT, PPE, additional Registrar's Service staffing and payment to Volunteer Edinburgh (current combined actuals and commitments c£0.9m). Discussions are continuing with the Scottish Government to fund elements of ICT-related expenditure from sums redirected from the Council's 2019/20 PEF allocation (this funding is not reflected in these figures).	1.000	0.250	1.250
Total increases in expenditure - Council (excluding Health and Social Care)		7.360	2.625	9.985
Reductions in income				
Parking Income - on-street	Loss of income from on-street car parking due to suspension of city-wide parking charges.	5.700	2.900	8.600
Rental income - Council-owned properties	Increased risk of non-recovery of rental income due to economic downturn, partly linked to reduced tourism. Due to likelihood of subsequent tenant insolvency and delays in re-letting, an 80% rental loss is assumed in each of the next two quarters. All opportunities will be examined, however, to utilise rental deferral rather than abatement wherever appropriate.	3.000	3.000	6.000
Council Tax	Reduced income due to ability to pay Increase in bad debts, with overall full-year 2020/21 collection rate assumed to fall by 1% Likely increase in uptake of CTRS, for which additional funding will be made available by Scottish Government.	1.550	1.550	3.100
Parking Income - enforcement	Enforcement and bus lane cameras PCN reductions	1.350	0.675	2.025
Edinburgh Roads Services	Loss of income from capitalised salaries - Roads, Lighting and Workshops teams	1.300	0.500	1.800
Place (various)	Loss of income - including park concessions, pest control, cruise liner berthing fees and museum and galleries donations, admissions and rents.	1.000	0.650	1.650
Building Standards	Loss of warrant income as construction industry shuts down	1.000	0.525	1.525
Parking - residents' and other permits	Loss of income for residents', retailers, business and trade permit schemes and associated non-enforcement	1.000	0.500	1.500
Cultural venues	Loss of income - sales, rentals, admissions and rents	0.800	0.400	1.200
Planning	Reduction in planning applications submitted due to construction shutdown	0.750	0.375	1.125
Outdoor Centres	Loss of fees and charges income	0.600	0.200	0.800
Licensing	Refunds, net of assumed reserves contribution for Cab, HMO and Liquor.	0.300	0.300	0.600
Refunds/discounts for cancelled services - garden waste	Required reimbursements for lost service, offset by savings in disposal costs.	0.225	0.115	0.340
Community Access to Schools	The pressure has been assessed on the assumption there will be no lets until October, resulting in no income. There are no staff costs as all staff are furloughed and pay reduced to 80%. Figures are based on estimates provided by EL. The impact of furloughing staff for three months is likely to mean no bookings administration in place to process August onwards lets; when lets could start again is unknown at this stage.	0.100	0.100	0.200
Total reductions in income - Council (excluding Health and Social Care)		18.675	11.790	30.465
Savings in expenditure				
Energy	Savings in gas, electricity and water costs across corporate building estate based on indicative analysis by Energy Management Unit	(0.920)	(0.300)	(1.220)
Police Scotland	Non-payment of remaining Community Policing funding	(0.250)	(0.250)	(0.500)
Non-Domestic Rates	Savings relative to budget framework provision following effective freezing of NDR poundage for 2020/21; further savings may result from enforced closure of other Council buildings including schools	(0.500)	n/a	(0.500)
Learning and Development	Cancellation of Learning and Development programme during 'Lockdown' - assume three months of no programme, one month to re-instate programme and two months at 50% capacity.	(0.230)	(0.060)	(0.290)
Total savings in expenditure (excluding Health and Social Care)		(1.900)	(0.610)	(2.510)
Total net additional costs		24.135	13.805	37.940
Notes				

1. Potential Early Years pressures of £4.4m by Month 6 (primarily representing compensation for lost fee income for partner providers) is assumed to be funded from redirected expansion monies and/or provider staff costs met through the Coronavirus Job Retention Scheme.
2. Work is continuing to confirm the impacts upon a number of other areas, including the Registrar's Service income, Bereavement Services and non-Roads recharges to the Capital Programme.
3. Work is also continuing to assess potential impacts upon the HRA, including likely increases in rent arrears.
4. Further costs may be incurred in the short-term for additional overtime, agency and acting-up costs but these are assumed to be offset by subsequent reductions linked to the Council's focus on core services.
5. The above analysis focuses on revenue income and expenditure; work to assess the potential implications for the capital programme is necessarily at a much earlier stage.
6. Costs associated with the Health and Social Care are subject to separate analysis and funding.

Approved Saving	Service Area	2020/21 Saving	Impact of Covid-19 - three months shutdown		Further impact of three months' activity @ 50%	Notes
			Total deliverable	Total non-deliverable		
		£m	£m	£m	£m	
Heritage Language	C&F	0.021	0.021	0.000	0.000	
Scottish Government Framework for Electricity and Gas	C&F	0.060	0.060	0.000	0.000	
Early Years (restructure of staffing)	C&F	0.600	0.000	0.600	0.000	Changes need to happen by August 2020; Covid-19 will stop the work required to recruit the Early Years Practitioners. Changes would not take place during the academic year.
Edinburgh Leisure Service Payment	C&F	0.500	0.500	0.000	0.000	
Police Funded Officers	C&F	1.600	1.600	0.000	0.000	
Quality Improvement Officers	C&F	0.120	0.120	0.000	0.000	
School Efficiencies (DSM)	C&F	1.200	1.200	0.000	0.000	
Continuation of RPI+2%	C&F	0.246	0.160	0.086	0.037	Further analysis underway but as most of the increase relates to community access and adult education, assume no income for April - June. Limited income in summer holidays. Adult education income starts in September, community access in mid-August.
Library books - return to original library	C&F / Resources	0.100	0.026	0.074	0.000	Vacant post still achievable.
Strategy and Communications Workforce Savings	CE	0.100	0.100	0.000	0.000	
Borrowing Costs	Corporate	4.000	4.000	0.000	0.000	
Procurement	Corporate	0.100	0.100	0.000	0.000	
EDI Dividend	Corporate	(1.047)	(1.047)	0.000	0.000	
Council Tax	Corporate	5.100	5.100	0.000	0.000	While a decrease in the overall collection rate is anticipated, this is not explicitly linked to the 4.79% rise and is thus captured separately in Appendix 1.
LOBO Efficiency	Corporate	0.600	0.600	0.000	0.000	
Loans Fund Review	Corporate	10.000	10.000	0.000	0.000	
Council Company Dividends	Corporate	0.250	0.250	0.000	0.000	
Continuation of RPI+2%	Council-wide	0.050	0.050	0.000	0.000	
Efficiencies Programme	Council-wide	2.000	0.000	2.000	0.000	
Optimal workforce efficiency - agency/overtime	Council-wide	0.250	0.000	0.250	0.000	
Pay-related allowances	Council-wide	0.200	0.000	0.200	0.000	
Water Coolers - remove stand alone coolers	Council-wide	0.055	0.000	0.055	0.000	
Mobile phones - reduce specification and volume of devices	Council-wide	0.050	0.000	0.050	0.000	
Review of car parking costs	Council-wide	0.050	0.050	0.000	0.000	
Travel and Mileage (review)	Council-wide	0.200	0.200	0.000	0.000	
Income Maximisation	Council-wide	0.500	0.000	0.500	0.000	
Improving management of Procurement and Contracts	Council-wide	0.100	0.100	0.000	0.000	
Auto renewal of registrations and permits	Council-wide	0.100	0.075	0.025	0.025	
Chief Officers and Senior/Middle Management Review	Council-wide	0.513	0.385	0.128	0.129	
Continuation of RPI+2%	Place	0.958	0.490	0.468	0.075	
Statutory Consents	Place	0.035	0.025	0.010	0.005	
Economic Development	Place	0.500	0.300	0.200	0.000	
New ways of working-Public Safety and Business Continuity	Place	0.130	0.065	0.065	0.000	
Area-based Regeneration	Place	0.500	0.200	0.300	0.050	
Parking Action Plan Phase 2	Place	0.118	0.038	0.080	0.008	
Marketing Edinburgh	Place	0.490	0.490	0.000	0.000	
Transport for Edinburgh	Place	0.400	0.000	0.400	0.000	
Joint Waste	Place	0.325	0.000	0.325	0.000	
Revenue and Capital (road maintenance)	Place	(0.500)	(0.500)	0.000	0.000	
Night Noise team	Place	0.100	0.000	0.100	0.000	
Culture Service (Income Maximisation)	Place	0.112	0.000	0.112	0.000	
Development and Business Services Operating Model	Place	0.850	0.500	0.350	0.100	
Scientific, Bereavement and Registration Services	Place	0.090	0.000	0.090	0.000	
Roads - Revenue to Capital(one off)	Place	0.500	0.500	0.000	0.000	
Continuation of RPI+2%	Resources	0.246	0.087	0.159	0.029	Assume six months then four months of additional income achievable, less £72,000 non-achievable income target for RPI uplift for school meals due to no increase being applied.
CGI - further contract efficiencies	Resources	0.600	0.600	0.000	0.000	The savings remain dependent upon contract negotiations with CGI, with key dependencies around ERP.
Advertising Income	Resources	0.300	0.000	0.300	0.000	
Other efficiencies - ICT/CGI Partnership	Resources	0.150	0.150	0.000	0.000	
Digital delivery	Resources	0.250	0.250	0.000	0.000	
Edinburgh Shared Repairs - Management Resource & Income Generation	Resources	0.190	0.095	0.095	0.048	Anticipated employee savings and income reduced to reflect period of lockdown then three-month recovery.
Facilities Management	Resources	0.500	0.500	0.000	0.000	As saving is a reduction in reactive Repairs and Maintenance which is an internally ring-fenced programme over five years from 2018 to 2023, it is anticipated this reduction can still be applied.
Resources Directorate Workforce Savings	Resources	0.408	0.408	0.000	0.000	While there may be a delay in realising these specific savings, delays in recruitment across the Directorate are likely to result in equivalent savings being delivered elsewhere.
Total		34.870	27.848	7.022	0.506	

Residual budget pressures (after provision of additional £10.37m in budget framework)

Appendix 3

Pressures	Residual Pressure following mitigating action	New Pressures	Total	Description/Additional Notes
	£m	£m	£m	
Home to School Transport	0.750	0.000	0.750	Work is ongoing on new initiatives and there may be a full-year benefit of 2019/20 actions but further assessment is required. The assessment will include estimated impacts of rising school rolls for 2020/21 academic year.
Schools Non-Devolved Costs	0.600	0.000	0.600	This relates to grounds maintenance, cleaning materials and trade waste. Actions are being taken to review service levels and processes, however, at this time there are no agreed actions that suggest this pressure will reduce significantly.
Efficiencies - Management Savings and Workforce Management	0.400	0.000	0.400	The saving expected from the S&LL/Place review is now in doubt as a result of the postponement of the review due to COVID. The £0.4m shown is the full benefit expected so should the review be implemented and staff released prior to 31st March 2021, some savings would be delivered.
Community Access to Secondary Schools	0.380	0.000	0.380	This pressure has been reducing by approximately £0.1m a year as price harmonisation with Edinburgh Leisure prices and increased usage has been achieved. The expectation is that this would continue in 2020/21 with a further £0.1m reduction. Actions are being progressed to transfer non-sports lets to Edinburgh Leisure which would provide dedicated management to this aspect of community access, however the financial benefit of this is expected in 2021/22. NOTE - new pressures due to COVID 19 are reported separately.
Other residual pressures	0.050	0.000	0.050	
Communities and Families	2.180	0.000	2.180	
Property and Facilities Management	1.688	0.000	1.688	This pressure relates to as-yet undelivered savings including asset management and efficiency savings. The pressure is shown after the application of £2m approved investment.
Resources	1.688	0.000	1.688	
Waste	0.491	0.135	0.626	Residual pressure relates to as-yet undelivered elements of 2019/20 savings: Joint Approach to Waste (£0.325m), Clean and Green (£0.250m) and Waste and Cleansing operating model (£0.235m).
Parks and Greenspace	0.432	0.000	0.432	Residual pressure is net of £0.4m investment. Residual pressures relates to as-yet undelivered savings including roundabout and verge advertising (£0.3m), partial delivery of Edinburgh Leisure income (£0.190m) and Park Concessions (£0.150m).
Fleet	0.044	0.400	0.444	Investment of £0.250m agreed and is offsetting residual pressure from unrealised elements of 2019/20 saving.
Place - Residual Budget Gap	2.357	0.000	2.357	Legacy savings and efficiency savings target. Specific proposals are required to address gap.
Transport Review	0.520	0.000	0.520	Phase 2: review of shift payments to be implemented when new structure in place.
Scientific Services	0.602	0.000	0.602	2019/20 Asbestos Service pressure of circa £0.8m from suspended operations. New service model to be agreed and implemented.
Other residual pressures	0.159	0.000	0.159	
One-off 2020/21 mitigation - prudential payment for Millerhill not required until 2021/22	(1.250)	0.000	(1.250)	
Place	3.355	0.535	3.890	
Council-wide	0.261	0.000	0.261	Pressures are due to non-delivery of management (£0.136m) and Lean and Automation savings (£0.125m). The full L&A pressure is £0.250m (giving a combined total of £0.386m) and it was originally anticipated that it would be managed in 2020/21. However due to Covid-19, delays are expected and only £0.125m is assumed at this stage.
Grand Total	7.484	0.535	8.019	

The position in respect of the EIJB is subject to separate consideration.

	Purpose and uses of fund	Scotland-wide funding allocation £m	Edinburgh's allocation (where confirmed) £m	Notes
Confirmed funding sources - Council-specific				
Hardship Fund	Barnett Consequentials of UK announcement to contribute to local authorities' own local resilience, support and hardship plans; non-ringfenced, no associated reporting and to be deployed as councils see fit.	50	3.9	This is currently the main funding source against which the Council's non-Health and Social Care-related additional costs and losses of income may be offset.
Scottish Welfare Fund	Top-up of existing 2020/21 allocation to allow payment of additional Community Grants and Crisis Grants to those in immediate need, more than doubling the current level of the fund across Scotland; also includes sums to reflect relaxation of existing criteria to support those in "gig economy".	45	1.5	Only £22m of the Scotland-wide funding has been allocated to date, based on the current SIMD-related methodology; the remaining £23m will be targeted to areas of greatest need, with distribution arrangements to be agreed.
Total		95	5.4	
Confirmed funding sources to which councils will have part access				
Increased eligibility for Social Security Benefits and Council Tax Reduction Scheme	Supplementary funding to meet an anticipated increase in applications for the existing Council Tax Reduction Scheme and Scottish Social Security Benefits	50	TBC	The element of the Fund provided in respect of CTRS remains to be confirmed and will be based on actual expenditure relative to existing funding provision.
Food Fund	Support to organisations in the public, private and voluntary sectors to address issues of food insecurity, especially for older people, and families who may not be able to rely on free school meals.	70	1.7	Following agreement by COSLA Leaders, allocations to local authorities for £30m of the fund (£15m for continuity in each of (i) FSM provision and (ii) food for vulnerable groups) have now been confirmed, with Edinburgh's share being £1.651m. It is anticipated that any direct costs of food distribution to vulnerable citizens as part of the "shielding" project will also be eligible for support.
Funds provided to other sectors that may have relevance to costs incurred by councils				
Third Sector Resilience Fund	Represents support to ensure the health and continued viability of the third sector organisations affected by cash flow and other problems, which have a key role to play in the overall national response	20	n/a	
Remaining elements of Welfare and Well-Being Fund				
Well-Being Fund	Support to help charities and others who require additional capacity to work with at-risk people who may be worst affected by the crisis, including homeless people and those experiencing fuel poverty.	50	n/a	Funding will be provided directly to third sector
Supporting Communities Fund	Funds used to support community efforts at a local level which will be vital to national resilience, including supporting people at risk because of age, isolation, carers, homeless people and asylum seekers and signposting people to sources of help such as applying for benefits.	40	n/a	Funding will be provided directly to community groups
Unallocated funding	Represents sums to be kept in reserve to allow swift and flexible responses to rapidly-changing circumstances.	25	n/a	
Total Welfare and Well-Being Fund		350	7.1	
Funds benefiting other sectors but administered by councils				
Business Support Fund	Targeted grants intended to help protect jobs, prevent business closure and promote economic recovery. These complement other measures in place to support business, including the Coronavirus Job Retention Scheme.	1,188	111.5	While 80% of the total expected funding will be provided in early April, a balancing payment will be made later in the year such that expenditure incurred and funding received should result in no net cost to councils. Figures shown assume full take-up. Further Scotland-wide support of £220m was announced by the Cabinet Secretary for Finance on 15 April, including extensions to current Business Grant Scheme eligibility and further support to self-employed people and viable micro and SME businesses in distress, the implications for Edinburgh of which are currently being assessed.
NDR relief	100% relief in 2020/21 for retail, hospitality and tourism-based businesses	c. 950	n/a	
Freezing of effective NDR poundage	Relief provided such that poundage maintained at 2019/20 levels	c. 50	0.5	Freezing of the effective poundage delivers a £0.5m saving to the Council relative to budget framework assumptions.

NB Separate funding is being provided for health and social care mobilisation.

	3 months	6 months	
	£m	£m	
Additional net expenditure pressures			
Estimated Covid-19-specific expenditure and income (per Appendix 1)	24.135	37.940	
Approved savings - anticipated shortfall in delivery (per Appendix 2)	7.022	7.528	Included for illustrative purposes; expectation is that majority are managed by service areas
Residual pressures (per Appendix 3)	8.019	8.019	
	39.176	53.487	
Potential funding and savings:			
Confirmed Covid-19 related funding (per Appendix 4)	(5.561)	(5.561)	Funding for Scottish Welfare Fund and Council Tax Reduction Scheme assumed to be offset by corresponding expenditure
2020/21 budget - unallocated additional monies	(5.008)	(5.008)	Excludes £2m assumed contribution to EIJB and up to £0.422m approved for Marketing Edinburgh
Use of earmarked reserves	(11.212)	(11.212)	Comprising funds for specific investment (£5.9m), dilapidations (£2.5m), Workforce Management (£1.5m), Unallocated General Fund (former-CSIF element) (£0.9m) and Council Priorities Fund (£0.4m, subject to 2019/20 outturn)
	(21.781)	(21.781)	
Further potential timing-related savings:			
2019/20			
Corporate budgets	(3.000)	(3.000)	Work underway to assess achievability of timing-related savings linked to Covid-related disruption
2020/21			
Loans Fund Review	(1.000)	(1.000)	Slippage in first year's additional related roads/infrastructure expenditure
Repairs and maintenance	(3.000)	(3.000)	Slippage in backlog maintenance programme
LDP revenue budget	(1.500)	(1.500)	Slippage in anticipated calls on allocation
VERA/VR - in-year provision	(2.500)	(2.500)	Assumption that relevant liabilities fully met from reserves
	(11.000)	(11.000)	
Remaining shortfall	6.395	20.706	

by virtue of paragraph(s) 6, 9 of Part 1 of Schedule 7A
of the Local Government(Scotland) Act 1973.

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Motion by the Coalition

Leadership Advisory Panel

23 April 2020

Item 7.2 – Interim Political Management Arrangements 2020

Deletes point 1.1.4 then replaces with:

- 1.1.4 immediately suspend all other committee meetings until 1 September 2020 at the latest with the option of reconvening committees earlier if practicable starting with the Finance and Resources Committee if the Chief Executive in consultation with Leader and Deputy Leader agrees that capacity can allow for this.”

Moved by: Councillor Adam McVey

Seconded by: Councillor Cammy Day

Amendment by the Conservative Group

Leadership Advisory Panel

23 April 2020

Item 7.2 – Interim Political Management Arrangements 2020

The Leadership Advisory Panel:

Agrees the recommendations in the report and

Inserts new recommendation at 1.1.7 and re-number subsections of recommendation 1.1 thereafter:

1.1.7 Recognises that the interim arrangement gives the power to the Committee to consider all business that would usually be that of Council and thus alters the composition of the Committee during this period to reflect this by:

- a) Creating an 18 Member Committee;
- b) Adding the Lord Provost as a member of the Committee to act as Convener and to bring greater input on the Civic and community aspects of the recovery from the emergency situation;
- c) Implementing proportionality of places on the Committee to reflect the make-up of Council in line with Council's agreed democratic and governance principles. For the purposes of proportionality, the Lord Provost will be counted as part of any political Group of which they are a member,
- d) Noting that this would result in a Committee with the following membership: 5 Conservative, 5 SNP, 3 Labour, 2 Green, 2 Liberal Democrat, 1 Edinburgh Party of Independent Councillors.

And insert at end of Recommendation 1.2:

And that this should include contact with the Houses of Parliament to determine what security and practical considerations they have followed to allow the House of Commons to meet using Zoom and the House of Lords using Microsoft Teams given the potential inclusion of up to 150 MPs at a time in this process and the Council comprising only 63 members.

Moved by Councillor Iain Whyte

Seconded by Councillor

Amendment by the Liberal Democrat Group

Leadership Advisory Panel

23 April 2020

Item 7.2 – Interim Political Management Arrangements 2020

Add to recommendation 1.1.5 'subject to the following adjustments:

Paragraphs 1.1.1, 1.1.2 and 1.1.3 replace the initial word 'reinstate' with the word 'resume'

Paragraph 1.1.5 that the interim PSOs be in place until 31 August 2020
To retain from existing standing orders SO 9 (Order of Business), SO 14 (Questions), SO 26 Suspension of Standing Orders)

To remove SO 20.7 from the Interim PSO's Ringing of Division Bell and to ensure that all meetings, agendas and reports (unless they are ruled private) are open to the public to access and observe

Add new recommendation 1.1.9:

In relation to decisions delegated to Convenors, Vice convenors and Directors, that the relevant spokesperson of each party group be informed of upcoming decisions at least on a monthly basis and each spokesperson shall have the right to:

- a. Seek further information on any specific issue
- b. Remit any specific issue for consideration at the Policy and Sustainability Committee prior to any decision being taken and that decisions taken under delegated authority be recorded in the Committee's Rolling Actions Log

Moved by Cllr Robert Aldridge

Seconded by

Amendment by the Edinburgh Party of Independent Councillors

Leadership Advisory Panel

23 April 2020

Item 7.2 – Interim Political Management Arrangements 2020

Committee

Agrees the recommendations in the report and
Inserts new recommendation at 1.1.7 and re-number subsections of
recommendation 1.1 thereafter:

1.1.7 Recognises that the interim arrangement gives the Committee the power to
consider all business that would usually be that of the Council and thus alters the
composition of the Committee during this period to reflect this by:

- a) Creating an 18 Member Committee;
- b) Adding the Lord Provost as a member of the Committee to act as Convener
and to bring greater input on the Civic and community aspects of the
recovery from the emergency situation;
- c) For the purposes of proportionality, the Lord Provost will be counted as part
of any political Group of which they are a member
- d) Noting that this would result in a Committee with the following membership:
5 Conservative, 5 SNP, 3 Labour, 2 Green, 2 Liberal Democrat, 1 Edinburgh
Party of Independent Councillors.

And insert at end of Recommendation 1.2:

And that this should include contact with the Houses of Parliament to determine
what security and practical considerations they have followed to allow the House
of Commons to meet using Zoom and the House of Lords using Microsoft Teams

give the potential inclusion of up to 150 MPs at a time in this process and the Council comprises a maximum of 63 members.

Moved by Councillor

Seconded by Councillor

Addendum by the Coalition

Leadership Advisory Panel

23 April 2020

Item 7.3 – Consultation Planning Report

Adds a new sentence at the end of point 1.3

“Notes the new planning guidance, however agrees to continue the Halmyre consultation and agrees to extend the period by a further month instead of suspending.”

Adds a new 1.5

“Notes the significant fall in consultation responses during the current COVID-19 restrictions and recognises the need for as many voices to heard as possible on the future shape of winter festivals. Further notes the Festival and Events All Party Oversight Group (APOG) has not yet met as meetings were cancelled due to the current restrictions. Therefore, agrees to engage with elected members through the APOG as soon as practicable to allow the consultation to proceed at the earliest opportunity. This would be brought back to the appropriate committee for approval before being published.”

Moved by: Councillor Adam McVey

Seconded by: Councillor Cammy Day

Amendment by the Conservative Group

Leadership Advisory Panel

23 April 2020

Item 7.3 – Consultation Planning Report

The Leadership Advisory Panel:

1.1 agrees that all current and planned consultation deadlines are extended by at least two months, where this hasn't already happened, and unless otherwise agreed.

1.2 agrees to pause ALL new consultation and engagement exercises that do not have statutory or COVID related requirements until further notice (as detailed in lists 3 and 4 of Appendix 1 of the report) with the single exception of the Winter Festivals Consultation.

1.3 Notes that the Winter Festivals contract will need to be in place by Autumn 2021 to allow the event organiser appropriate time to set up for Winter 2022 and that the Council's procurement process takes approximately a year meaning that the procurement process must start by Autumn 2020.

1.4 Therefore calls for a detailed report to the next meeting of the Policy and Sustainability Committee in May 2020 setting out the timescale and process for a consultation that can be completed in time to meaningfully influence the model and nature of future Winter Festivals and the subsequent procurement process given that this means the consultation will likely have to be completed by the end of September 2020.

1.5 Agrees that the APOG on Festivals and Events should meet remotely in advance of the Policy and Sustainability Committee in order that Party Spokespersons can discuss the matter and influence the Report.

1.6 Recognises that COVID-19 is likely to have lasting impacts on the use of the City Centre and requests that the APOG consider how to invite contributions from residents, businesses and stakeholders to inform a wider consultation on Events and use of public spaces in the City Centre and beyond with an early outline being given in the report to Policy and Sustainability Committee.

1.7 Agrees to follow recent Scottish Government guidance and emergency legislation for determining progress of Planning consultations and processes as outlined in appendix 2.

1.8 Notes the Council Infectious Diseases Outbreak Resilience Plan assigned the lowest Business Impact Assessment (BIA) (priority 5 of 5) to Traffic Regulation Orders, Locality Transport activities and Parking Projects; that even Strategic Transport Planning & Projects Development have a low BIA score (Priority 4); and that Active Travel changes are considered even less 'essential' with no BIA score given. Further notes that this means that the BIA score for the Transport activities listed in Appendix 2 is likely to be of low priority during the current Pandemic emergency.

1.9 Therefore agrees that Officers score each Consultation in line with the BIA of the related activity outlined in the Resilience Plan to achieve alignment of consultations and activities during this Pandemic and report this to the next meeting of the Policy and Sustainability Committee in May. This will allow consultations and work related to low BIA activity to be suspended, with the Officers involved being redeployed to more pressing tasks, until such time as Council can return to normal arrangements.

1.10 To note that a further report, including any matters not detailed above, will be provided setting out the forward plan for consultations in due course.

Moved by Councillor Iain Whyte

Seconded by Councillor

Motion by the Green Group

Leadership Advisory Panel

23 April 2020

Item 10.1 – Resolution to Consider in Private

Committee notes that item 11.1 'Revenue Budget 2020-21 Update' listed on the publicly available agenda for the meeting is recommended to be held in private, excluding the public from the meeting and that the related papers have not been published.

Committee believes that in these very difficult times during the Covid-19 Pandemic, it is crucial that Edinburgh Council is as transparent in its discussions and decision making as possible, and that public discussion of the financial implications is in the public interest.

Committee therefore resolves to take this item in public in as far as it relates to discussion of Council financial information, and thereafter to discuss in private, confidential information relating to other organisations.

Committee also requests that the Chief Executive publish a version of the reports excluding any private and confidential information relating to other organisations, and any other exempt information as committee agrees, under the under Section 50(A)(4) of the Local Government (Scotland) Act 1973.

Moved by: Councillor Melanie Main

Addendum by the Conservative Group

Leadership Advisory Panel

23 April 2020

Item 11.1 – Revenue Budget 2020-21 Update

The Leadership Advisory Panel:

Adds to recommendations at 1.1;

1.1.7 Agrees to share this report, in its entirety, with all Elected Members to ensure transparency and scrutiny in financial decision making given that budget setting is a matter for the Council as a whole.

Moved by Councillor Iain Whyte

Seconded by Councillor

Addendum by the Green Group

Leadership Advisory Panel

23 April 2020

Item 11.1 – Revenue Budget 2020-21 Update

Insert additional recommendation:

- Thanks the Council Leader for writing to the Cabinet Secretary for Finance and calls for his original ask of the Cabinet Secretary and the outcome of this dialogue be shared with members of the Leadership Advisory Panel.

Moved by: **Councillor Melanie Main**

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