

Notice of meeting and agenda

Policy and Sustainability Committee

10.00am, Thursday, 28th May, 2020

Virtual Meeting - via Skype

This is a public meeting and members of the public are welcome to watch the live webcast on the Council's website.

The law allows the Council to consider some issues in private. Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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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 Policy and Sustainability Committee of 14 May 2020 – submitted for approval as a correct record | 7 - 30 |
|------------|---|--------|

5. Forward Planning

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|------------|---|---------|
| 5.1 | Policy and Sustainability Committee – Work Programme | 31 - 36 |
| 5.2 | Policy and Sustainability Committee – Rolling Actions Log | 37 - 54 |

6. Reports

- | | | |
|------------|--|----------|
| 6.1 | Adaptation and Renewal Programme – Report by the Chief Executive | 55 - 70 |
| 6.2 | Decisions taken under Delegated Power and Operational Decision Making – Covid-19 – Report by the Chief Executive | 71 - 84 |
| 6.3 | Governance, Risk and Best Value Committee Arrangements and Remote Council Meetings – Report by the Chief Executive | 85 - 90 |
| 6.4 | Revenue Budget 2020/21 Update – Report by the Executive Director of Resources | 91 - 108 |

6.5	Waiver Extension to Security Services Contract – Report by the Executive Director of Resources	109 - 112
6.6	Winter Festivals Consultation – Report by the Executive Director of Place	113 - 124
6.7	Deferral of Edinburgh Summer Sessions 2020 to 2021 – Report by the Executive Director of Place	125 - 128
6.8	Award of Contract – Pre-Contract Design Services for Western Villages, Granton – Report by the Executive Director of Place	129 - 134
6.9	Award of Contract – Employer’s Agent and Quantity Surveyor for Western Villages, Granton – Report by the Executive Director of Place	135 - 140
6.10	Provision of Fire and Security Repair and Maintenance Works – Report by the Executive Director of Place	141 - 146
6.11	Outcome Report of the Short Life Working Group to Examine Communities and Families Third Party Grants – Report by the Executive Director for Communities and Families	147 - 190
6.12	Public Realm CCTV Continuation of Service – Report by the Executive Director for Communities and Families	191 - 196
6.13	Review of Appointments to Committees, Boards and Joint Boards for 2020/2021 – Report by the Chief Executive	197 - 216

7. Motions

- 7.1** Motion by Councillor Whyte – Nike Conference - North Bridge Hilton
- “Committee
- In light of the known outbreak of Covid-19 at the Nike conference held at the North Bridge Hilton, Committee requests a report within two cycles to advise of the Council’s response to the incident. The report should contain, but not be limited to:

1. When did Council officers become aware of the outbreak?
2. At what time were elected members informed?
3. What approaches did officers make to neighbouring offices and businesses notifying them of the outbreak?
4. What approach did officers make to the Scottish Government and the Scottish Rugby Union in relation to cancelling the Scotland v France Rugby International?
5. What parts of the Council resilience plan were immediately implemented?"

Laurence Rockey

Head of Strategy and Communications

Committee Members

Councillor Adam McVey (Convener), Councillor Cammy Day (Vice-Convener), Councillor Robert Aldridge, Councillor Jim Campbell, Councillor Kate Campbell, Councillor Neil Gardiner, Councillor Gillian Gloyer, Councillor Graham Hutchison, Councillor Lesley Macinnes, Councillor John McLellan, Councillor Melanie Main, Councillor Ian Perry, Councillor Alasdair Rankin, Councillor Alex Staniforth, Councillor Susan Webber, Councillor Donald Wilson and Councillor Iain Whyte

Information about the Policy and Sustainability Committee

The Policy and Sustainability Committee consists of 17 Councillors and is appointed by the City of Edinburgh Council. The Policy and Sustainability Committee usually meets in the Dean of Guild Court Room in the City Chambers on the High Street in Edinburgh. There is a seated public gallery and the meeting is open to all members of the public.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Rachel Gentleman, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 553 8242 / 0131 529 4264, email rachel.gentleman@edinburgh.gov.uk / sarah.stirling@edinburgh.gov.uk.

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

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

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Minutes

Policy and Sustainability Committee

10.00 am, Thursday 14 May 2020

Present

Councillors McVey (Convener), Day (Vice-Convener), Aldridge, Jim Campbell, Kate Campbell, Cook (substituting for Councillor McLellan), Gardiner, Gloyer, Hutchison, Lang (substituting for Councillor Gloyer for items 6.7 and 6.8), Macinnes, Main, Miller (substituting for Councillor Staniforth for items 6.7 and 6.8), Perry, Rankin, Staniforth, Webber, Whyte and Wilson.

1. Minutes

Decision

- a) To approve the minute of the Policy and Sustainability Committee of 25 February 2020 as a correct record.
- b) To approve the minute of the Leadership Advisory Panel of 23 April 2020 as a correct record.

2. Policy and Sustainability Committee Work Programme May 2020

The Policy and Sustainability Committee Work Programme for May 2020 was presented.

Decision

- 1) To note that the Winter Festivals Consultation Update had been delayed to 25 June 2020 and the Consultant Appointment for the Edinburgh Street Design Guidance had been delayed (with no rescheduled date) as the procurement was not yet complete.
- 2) To note that the actions in relation to Low Emissions Zones which were not being progressed as approved by Committee would be submitted to Committee as part of a work programme report on 28 May 2020.
- 3) To note the work programme.

(Reference – Work Programme February 2020, submitted.)

3. Policy and Sustainability Committee Rolling Actions Log

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

Decision

- 1) To agree to close the following actions:
 - Action 3** – Sustainable Energy Action Plan Annual Progress Report 2017/18 –
 - Action 7(1)** – City Strategic Investment Fund
 - Action 9** - City of Edinburgh Council – Motion by Councillor Main – Council Welfare Accreditation
 - Action 11** – Achieving Net Zero in the City of Edinburgh
 - Action 12** – Update on Short Window Improvement Plan
 - Action 18** – City Strategic Investment Fund - Powderhall Stables
 - Action 20** – Edinburgh's Christmas – Motion by Councillor Mowat
 - Action 24** – Haulage of Waste to Disposal Outlets – (From Leadership Advisory Panel)
 - Action 26** - Decisions Taken Under Urgency Provisions – (From Leadership Advisory Panel) - Delegated Functions of the Development Management Sub-Committee and the Licensing Sub-Committee
 - Action 27** – COVID-19 Verbal Update by the Chief Executive – (From Leadership Advisory Panel)
 - Action 30** – Decisions Taken Under Emergency Powers – (From Leadership Advisory Panel) - Closure of Nicolson Square and St Patrick's Square Gardens
- 2) To note that the report referenced in Action 1 would be submitted to this committee in mid-June 2020.
- 3) To agree that revised expected completion dates would be added to the Rolling Actions Log for any actions that were overdue.
- 4) To agree that the research referenced as part of Action 8 would be broadened to include challenges as a result of the Covid-19 pandemic and that this would be submitted to the Policy and Sustainability Committee.
- 5) To note that committee would accept a delay for Action 14 but that an update would be provided on when the audit would be completed.
- 6) To otherwise note the Rolling Actions Log.
(Reference – Rolling Actions Log, submitted.)

4. Local Police Plan 2020-2023

The Local Police Plan 202-2023, which outlined the priorities of Edinburgh City Division and aimed to reflect local community concerns and Police Scotland's commitment to ensuring the safety and wellbeing of all citizens was presented.

Motion

To approve the Local Police Plan 2020-2023.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

Committee:

Thanks the Divisional Commander, Edinburgh City Division for his Plan. Notes the Plan was written following public consultation in November 2019 and therefore does not address the threats, risks, public restrictions and altered policing situation of the current Covid-19 pandemic which is likely to be relatively long lasting in some form.

Therefore, deletes Recommendation 1.1 and replaces with

- 1.1 Agrees to defer approval the Plan until such time as the following information is provided:
 - a) A full assessment is made of the implications of the Covid-19 emergency addressing the risks and mitigation identified for Edinburgh, any public feedback that might alter priorities and any altered national Police priorities and that these are worked into an updated, dynamic plan;
 - b) Details of the management of Police officer numbers in the City of Edinburgh is given noting the reduction in numbers in recent years and detailing the continued partnership with the Council and any budget implications of Community Officers provision;
 - c) Details of specific measures linking the Strategic Outcomes and Objectives to the Performance Framework in order that the "Why, what, how, and so what?" of the plan can be better understood and measured by the public and elected members and in line with the references to the Police and Fire Reform (Scotland) Act 2012 as set out in paragraph 3.1 of the report by the Chief Executive.

- moved by Councillor Whyte, seconded by Councillor Jim Campbell

Amendment 2

To approve the Local Police Plan 2020-2023 and to add:

- 1.2 Notes that the Covid-19 emergency has changed policing in the city and is likely to continue to do so in the short to medium term.

1.3 therefore requests a further report detailing how Covid-19 has affected and will affect the local police plan 2020-23

- moved by Councillor Staniforth, seconded by Councillor Main

In accordance with Standing Order 19(12), Amendment 1 was adjusted and accepted as an addendum to the motion and all of Amendment 2 was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To approve the Local Police Plan 2020-2023.
- 2) To thank the Divisional Commander, Edinburgh City Division for his Plan and to note that the Plan was written following public consultation in November 2019 and therefore did not address the threats, risks, public restrictions and altered policing situation of the current Covid-19 pandemic which was likely to be relatively long lasting in some form.
- 3) To note that the Covid-19 emergency had changed policing in the city and was likely to continue to do so in the short to medium term
- 4) To request an update report in 6 months' time on a full assessment being made of the implications of the Covid-19 emergency addressing the risks and mitigation identified for Edinburgh, any public feedback that might alter priorities and any altered national Police priorities and that these be worked into an updated, dynamic plan;
- 5) To call for a further report giving details of the management of Police officer numbers in the City of Edinburgh, noting the reduction in numbers in recent years and detailing the continued partnership with the Council and any budget implications of Community Officers provision.

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

5. Covid 19 – Update

a) Deputation – Edinburgh Trade Union Council

A written deputation was presented on behalf of Edinburgh Trade Union Council.

The deputation expressed concern about the democratic deficit of the Council in dealing with a range of crises produced by the Covid 19 pandemic. They felt that the Council was failing to inform the public of these crises and consult with the public about how these crises were being managed, and would be managed over the coming months.

The deputation indicated that the 3 particular crises of concern were:

- Poverty/Child Poverty in Edinburgh
- The Future of Lothian Buses
- The future of Social Care Provision

The deputation urged the Council to resolve its democratic deficit by, as a matter of urgency, fully informing the public of how it was dealing with the many aspects of the pandemic crisis that were affecting Edinburgh and that, where it did not have the resources to deal with a crisis, to make a case, on behalf of the people of Edinburgh, for support from the Scottish Government.

b) Update by the Chief Executive

The Chief Executive gave a presentation on the Council's response to the Covid-19 pandemic. Details were provided of the plans the Council put in place at the outbreak of Covid-19 in Edinburgh and that the Council had followed Government guidance as the situation evolved, including governance arrangements within the Council and with partners.

Details were given on the supply of Personal Protective Equipment to front line staff and testing for key workers within the Council. A summary of the Council's communication messages was also provided.

Motion

Committee:

- 1) Thanks the Chief Executive for his presentation and requests that this item is continued as a standing item for the Committee at future meetings so long as the Covid-19 emergency situation endures;
- 2) Agrees that future reports should provide a written summary of measures to assess progress in containing the virus, protecting public health and maintaining Council services along with updates on actions/emergency decisions taken between meetings and the tracking of expenditure;
- 3) That part of this update should include the fortnightly dashboard (previously presented at the weekly Group Leaders meeting) and that the dashboard should be expanded to include details of traffic/travel levels in the City, progress with support for businesses and an assessment of Covid-19 presence and safety in Care Homes in Edinburgh.

- moved by Councillor Whyte, seconded by Councillor Hutchison

Amendment

- 1) To note the motion by Councillor Whyte.
- 2) To agree that an emergency decisions report would be on the agenda detailing any decisions taken under urgency.
- 3) To note that a dashboard would be on the agenda of the next committee and sent out along with the committee papers.
- 4) To agree to delegate to the Chief Executive in consultation with the Leader and Deputy Leader to explore what measures could be added to the dashboard based on officer capacity and available data.

- moved by Councillor McVey, seconded by Councillor Day

Voting

The voting was as follows:

For the motion	-	7 votes
For the amendment	-	10 votes

(For the motion: Councillors Aldridge, Jim Campbell, Cook, Gloyer, Hutchison, Webber and Whyte.

For the amendment; Councillors McVey (Convener), Kate Campbell, Day, Gardiner, Macinnes, Main, Perry, Rankin, Staniforth and Wilson.)

Decision

To approve the amendment by Councillor McVey.

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

6. Community Asset Transfer – Former Public Convenience, 531 Lanark Road, Juniper Green, EH14 5DJ

Authority was sought for the disposal of the Former Public Convenience located at 531 Lanark Road, Juniper Green to Pentland Community Space. The proposed sale was a Community Asset Transfer under Part Five of the Community Empowerment (Scotland) Act 2015.

Decision

To approve the disposal of the Former Public Conveniences located at 531 Lanark Road, Juniper Green to Pentland Community Space Scottish Charitable Incorporated Organisation (SCIO) on the terms outlined in the report by the Executive Director of Resources and on such other terms and conditions to be agreed by Executive Director.

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

Declaration of Interests

Councillor Webber declared a non-financial interest in the above item as a member of Pentland Community Space.

7. Extension to Construction Professional Services Framework

Approval was sought for the extension of the Construction Professional Services Framework, by a waiver of the Council's Contract Standing Orders, for a period of up to 12 months, being up to 2nd March 2021. The extension would be terminated once the tendering exercise to replace this framework had been completed.

Decision

- 1) To approve the proposed extension to the Construction Professional Services Framework, by way of a waiver to the Council's Contract Standing Orders, for a period of up to 12 months, being up to 2 March 2021, which framework consisted of the following Lots:

- a) Project Management Services, with the suppliers being Doig and Smith Ltd, Sweett (UK) Ltd and Thomas and Adamson Ltd, at an estimated contract value of £2,000,000 per annum;
 - b) Building Surveying Services, with the suppliers being Faithful and Gould, Hardies and Summers Inman, at an estimated contract value of £2,000,000 per annum;
 - c) Quantity Surveying Services, with the suppliers being Doig & Smith Ltd, Gardiner & Theobald Ltd and Sweett (UK) Ltd, at an estimated contract value of £3,000,000 per annum;
 - d) Architectural Services, with the suppliers being Anderson Bell Christie Ltd, Collective Architecture and Holmes Miller Ltd, at an estimated contract value of £3,000,000 per annum;
 - e) Structural Engineering Services, with the suppliers being Aecom Ltd, David Narro Associates and Will Rudd Davidson Ltd, at an estimated contract value of £2,250,000 per annum;
 - f) Mechanical & Electrical Engineering Services, with the suppliers being Blackwood Partnership Ltd, Cundall Johnston and RSP Consulting, at an estimated contract value of £2,000,000 per annum;
 - g) Fire Engineering Services, with the suppliers being Aecom Ltd and Ramboll Ltd, at an estimated contract value of £500,000 per annum;
 - h) Interior Design, Space Planning and Move Management Services, with the suppliers being Holmes Miller Ltd, Smith Scott Mullan Architects Ltd and Space Solutions Ltd, at an estimated contract value of £500,000 per annum;
 - i) Multi-Discipline Design Team Services, with the suppliers being AHR Architects, Capita Property and Infrastructure Ltd and Gardiner & Theobald, at an estimated contract value of £2,500,000 per annum;
- 2) To note that the current COVID-19 outbreak would delay the next stage of the ongoing tender exercise to replace this framework. Given this, and other revisions to the procurement timeline, this extension was necessary to enable the Council to still use this framework, where required during this intervening period.

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

8. Housing Options Protocol for Care Leavers

The Scottish Government and its partners on the Homeless Prevention and Strategy Group had asked all 32 Scottish local authorities to implement a Housing Options Protocol for Care Leavers (the protocol). The protocol's aim was to avoid care leavers having to go through the homeless route to secure accommodation, instead they would be supported and awarded Exceptional Housing Need priority, which would give them a reasonable preference when bidding for social rented accommodation.

Motion

To agree the proposed Housing Options Protocol for Care Leavers as detailed in the report by the Executive Director for Communities and Families.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

To add to the recommendation:

To agree that Exceptional Housing Need priority should remain for as long as a young person is eligible for Through Care and After Care services.

- moved by Councillor Main, seconded by Councillor Staniforth

Amendment 2

To add to the recommendation:

To note the requirement for a 3 yearly review of the protocol and agree in addition to an annual report to the appropriate committee to enable early scrutiny of the effectiveness of the operation of the protocol and to allow for any adjustments which may be required.

- moved by Councillor Main, seconded by Councillor Staniforth

In accordance with Standing Order 21(12)), Amendments 1 and 2 were accepted as addendums to the motion.

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To agree the proposed Housing Options Protocol for Care Leavers.as detailed in the report by the Executive Director for Communities and Families.
- 2) To agree that Exceptional Housing Need priority should remain for as long as a young person is eligible for Through Care and After Care services.
- 3) To note the requirement for a 3-yearly review of the protocol and agree in addition to an annual report to the appropriate committee to enable early scrutiny of the effectiveness of the operation of the protocol and to allow for any adjustments which may be required.

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

9. Domestic Abuse Housing Policy

Details were provided on the rationale for a Domestic Abuse Housing Policy, the process used to agree on the draft policy and recommendations for its implementation.

Motion

To agree to adopt the Domestic Abuse Housing Policy to ensure a sensitive and equitable approach to finding suitable housing solutions for victims of domestic abuse.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

To agree the recommendation and add:

To agree that the Council make representation to the Scottish Government in support of amending the Housing (Scotland) Act to grant councils the ability to evict perpetrators of domestic abuse from tenancies, as advocated by Women's Aid.

- moved by Councillor Staniforth, seconded by Councillor Aldridge

In accordance with Standing Order 19(12), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To agree to adopt the Domestic Abuse Housing Policy to ensure a sensitive and equitable approach to finding suitable housing solutions for victims of domestic abuse.
- 2) To agree that the Council make representation to the Scottish Government in support of amending the Housing (Scotland) Act to grant councils the ability to evict perpetrators of domestic abuse from tenancies, as advocated by Women's Aid.

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

10. City Centre West to East Cycle Link and Street Improvements Project – Statutory Orders and Progress Update

The Council had promoted a a Traffic Regulation Order (TRO) and Redetermination Order (RSO) for Section One of the City Centre West to East Link and Street Improvements (CCWEL) project which were subject to a statutory consultation in April and May 2018.

An update was provided on the decision on the TRO which confirmed that the decision on the RSO remained outstanding. Several proposed minor changes within Section One, which had emerged since the original TRO was promoted were detailed together with a brief update on project progress and the next steps for this project which would include consultation with ward councillors and key stakeholders for the designs on South Charlotte Street, the east side of Charlotte Square and North Charlotte Street and North and South St David Street, proposed as part of Section Three in advance of statutory procedures.

Decision

- 1) To note that the Reporter's recommendation on the Traffic Regulation Order (TRO) for City Centre West East cycle link (CCWEL) Section One had now been received but decisions from the Scottish Ministers on confirmation of the Redetermination Orders (RSO) for Sections One and Two were still awaited.
- 2) To accept the Reporter's recommendation and give approval to make those parts of the TRO that remained outstanding, subject to the Scottish Ministers decision on the associated RSO for Section One.
- 3) To note that the appropriate Committee would be informed of the Scottish Ministers' decisions on confirmation of the RSOs after these were received.
- 4) To note that design proposals for South St David Street, the west side of St Andrew Square and North St David Street and South Charlotte Street, the east side of Charlotte Square and North Charlotte Street had been developed and would be subject to consultation with ward councillors and key stakeholders before commencing with relevant Statutory Orders.
- 5) To approve the commencement of the statutory procedures to make the additional TRO and RSO necessary to implement several minor changes within Section One and Section Two, that had been proposed since the original orders for these sections was promoted, as detailed within the report by the Executive Director of Place.
- 6) To note the update on project progress regarding the completion of design and appointment of a contractor.
- 7) To note that the anticipated increase in costs noted did not reflect a June 2019 Transport and Environment Committee report. This contained a revised cost estimate of £11.5m, with reasons provided for the change to the 2015 original estimate.
- 8) To note that the £17.7m figure contained a significant contingency fund and that ongoing design work was reasonably expected to reduce the total figure significantly.
- 9) To note that a further report for approval of costs and the next project stage was expected at committee before the end of 2020.
- 10) To instruct officers to keep to the project budget previously agreed in June 2019. Should any additional resources be required, these should be detailed in the above forthcoming report for explicit approval in the context of the point below.

- 11) To note that there would be no additional funding for this project from the Council's capital programme but that any required Council additional resource would be contained within the existing Active Travel budget programme. To also note the external funding contributions as outlined at paragraph 6.4 of the report by the Executive Director of Place.

(References – Transport and Environment Committee of 9 March 2018 (item 8); report by the Executive Director of Place, circulated).

11. Creating Safe Spaces for Walking and Cycling

a) Deputation – Edinburgh Private Hire Association

A written deputation was presented on behalf of Edinburgh Private hire Association.

The deputation asked that consideration be made at this stage to amend the proposal to allow Private Hire Cars the same access as the Taxi trade. They stressed that they were not against the principles of the proposed changes, and what they represented, which was for a better environment for the public at large, but were against the decision of not being allowed equal access to the Bus Gates in exactly the same way as colleagues in the Hackney Trade.

The deputation indicated that they felt that the Private Hire Car was an integral part of the city's public transport network, in exactly the same way that the Hackney Trade was, and should be treated in a fair and equal way to those in the Hackney Trade and asked for an amendment to be made to the proposals and going forward to ensure the city had a public transport network that reflected the travelling needs of the Edinburgh public.

b) Deputation – Edinburgh Cab Branch, Unite the Union

A written deputation was presented on behalf of Edinburgh Cab Branch, Unite the Union.

The deputation expressed concern for members of the public being able to gain access to residential, commercial and medical premises, as well as the transport hubs. They stressed that they required access to all areas of the city, without being forced to take paying customers on longer than required routes to their chosen destinations. They asked the Committee to consider guaranteed access by licensed taxis to all existing and planned bus gates.

The also raised concerns about the proposed closure of main arterial roads in the city which they felt would redirect traffic onto residential streets.

The deputation was in support of the ideas of making social distancing easier on the public but questioned some of the streets chosen. They had further concerns on other areas of social distancing as they felt it was in every citizen's best interest to reduce the spread of the virus, and enable the return to working, social and domestic lives without the fear of contracting it.

c) Report by the Executive Director of Place

Details were provided on some early action which had been taken by the Council to create safer spaces for walking and cycling, together with proposed criteria which would be used to develop further schemes (including changes to support the efficient operation of the city's bus network), and schemes that were now under development.

Approval was sought to extend the current PMO contract which supported the Council's active travel programme to March 2021 and proposed changes to the processes for consulting upon, and advertising, traffic and other Orders promoted by the Council.

Motion

- 1) To recognise the changes which COVID 19 had made to people's everyday lives and that many of the changes would remain in place for the foreseeable future.
- 2) To recognise the importance of transport to the development of plans for the city to adapt and renew in response to COVID 19 and note that schemes which enabled people to be physically distant and safe when walking and cycling in the city would be central to this response.
- 3) To note the schemes which had been implemented in the city since 30 April 2020 including on Silverknowes Road, Braid Road, Links Gardens, Cammo Walk and Braidburn Terrace.
- 4) To note that the Scottish Government had announced £10m 'Spaces for People' funding for local authorities to deliver temporary improvements for walking and cycling, and agree to submit an application from City of Edinburgh Council for funding to support the delivery of local schemes in the city.
- 5) To approve the criteria to be used to create temporary walking and cycling infrastructure schemes (as set out in paragraphs 3.7, 4.4 and Appendix 1 of the report by the Executive Director of Place) and note the intention to continue to discuss approaches and policies with Group Transport and Environment Spokespeople.
- 6) To agree that following notification to local ward Councillors on specific schemes, to delegate authority to the Chief Executive in consultation with the Leader and Depute Leader of the Council, to implement temporary schemes based on the criteria approved at 5) above and note that these would be reported to Policy and Sustainability Committee regularly.
- 7) To approve the extension of the contract for Programme Management Office (PMO) support for the delivery of the Council's active travel programme. The maximum value would be £374,925 until the end of March 2021.
- 8) To approve the measures detailed in Appendix 3 in the report on how traffic orders would be communicated to stakeholders during the ongoing COVID19 lockdown.

- 9) To welcome the wide-ranging positive response to this report from active and sustainable travel organisations: Living Streets, Transform Scotland, Sustrans & Spokes as well as others and many residents groups from across the City, all recognising the need for specific measures on space allocation for different modes of travel around the city during this period of restriction and in the transition to recovery for the city.
- 10) To note the ongoing dialogue with Sustrans and Scottish Ministers on improving TRO processes to enable more active travel projects to be delivered on the ground in more efficient timescales than is currently the case and that meet local expectations. To agree that Council should continue these efforts, separately from this report, directly with Ministers, Sustrans and through COSLA to seek changes to allow Councils to implement road space proposals on a more permanent basis across the Capital for the benefit of our communities. Notes that this has been a long term, pre-crisis concern reflected in our active travel delivery processes.
- 11) To note the reference to bus stop rationalisation in appendix 2 to the report by the Executive Director of Place and replaces with 'bus stop realignment' which is contained only to actions related to the vehicle restriction measures contained in this paper.
- 12) To agree that previous policy proposals for a city-wide approach on bus stop rationalisation are not part of this response to COVID 19.
- 12) To welcome the content of recommendation 1.1.6 and the commitment to further reporting of actions arising and agree member briefings to be issued periodically detailing actions taken, rationale and impact.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

Delete all and replace with

Committee:

Recognises the changes which COVID 19 has made to people's everyday lives and that many of the changes, or aspects of them, will remain in place for the foreseeable future. In this context changes to transport to allow social distancing will be vital to the recovery from the crisis both for maintaining public health and rebuilding the City economy. The work done by officers to develop active travel to assist with this adaptation is welcome but does not yet fully address social distancing on public transport or give the full assessment necessary of how many people will require to travel for work in the short or medium term and what methods can be employed to assist this. It is also important to the development of transport plans, and we continue to learn about the virus and its' behaviour, that our plans remain adaptable and appropriate to facilitate the adoption of new guidance as it emerges. Additionally, any plan for change, especially any permanent change, must seek widespread public

support and approval and should maintain public scrutiny and opportunities for public and business input to consultations

As the situation develops the measures should focus on assisting people with essential living and then gradually focus on allowing normal economic activity to return. This should assist all groups in society and should not be limited to short term assistance for the young and physically able. In addition to the Council's general travel hierarchy, which places pedestrians first, a new hierarchy of measures should therefore be developed that has the following priority order:

- 1) Making space in local High Streets and then, as the economy returns, the City Centre
- 2) Helping people to travel safely around the City
- 3) Reducing risk to pedestrians and cyclists who use the carriageway
- 4) Making additional space for people to exercise.

Committee therefore agrees recommendations 1.1.1, 1.1.2, 1.1.4, 1.1.7 in the report and in addition that:

- 1.1.1 Instructs the Executive Director of Place report, in one P&S cycle (i.e. two weeks) outlining which employers have been contacted across the city to assess the changes they are planning regarding the share of their workforce to continue to work from home. The report should also be carried out for the Council's workforce and further outline what the Council is planning in terms of home-based working going forward. This will help estimate the number returning to work in the city centre and other major employment/journey generators. The report should assess the numbers of people who are likely to have to or want to travel and the road/pavement space required for each mode, and for a mix, given the socially distanced spaces required when stationary or queuing for each of the modes.
- 1.1.2 Note the schemes which have already been implemented would have benefited from timeous involvement of all local ward councillors to validate and ensure wider community awareness.
- 1.1.3 Regrets that there is no explanation why some schemes have been introduced and other suggestions have been ignored given that the explanation that it was on Police advice seems not to be the case.
- 1.1.4 Approves the criteria to be used to create temporary schemes (as set out in paragraphs 3.8, 4.4 and Appendix 1) as broad headlines but requests that the criteria are developed further to create temporary walking and cycling infrastructure to facilitate decision making when choices between particular schemes have to be made. This should be carried out prior to the approval of any of the schemes outlined in this report. Plans for temporary schemes must be transparent and put pedestrian safety at the heart of all decision making and will include the following principles in line with the hierarchy above:

- a) Temporary pavement widening, focused on local shopping streets in neighbourhoods across the city.
- b) Removal of pavement guardrails.
- c) Removal of street clutter to aid walking and social distancing.
- d) Traffic signals should be reconfigured to give pedestrian priority to aid walking movement and reduce the risk of pedestrian congestion at crossing points.
- e) Improve the surface condition of all paths, pavements, and roads.
- f) Devote more resources to enforcing restrictions and current rules and regulations.
- g) Promote measures so that (adult) cyclists use the roadway rather than shared paths and are suitably socially distanced from each other and pedestrians.
- h) Maintain a city that residents can move around using all modes, and, avoid creating a divide between the north and south of Edinburgh.
- i) Ensures our public transport network is able to travel through and not just to the city centre.
- j) And supports the movement of goods around the city.

All individual schemes proposed to be discussed with all local ward councillors and Group Transport spokesman.

Where there is a proposal to close any road, this should remain a decision for P&S committee after consultation with appropriate local councillors and Community Councils. Alternatives should also be considered before such a decision is presented to P&S and maintaining access for residents and those with mobility issues must also be given due consideration.

- 1.1.5 Recognises that carrying out any bus stop review at this time would be inappropriate. Reducing the number of stops will lead to larger passenger groups at the reduced stops creating issues for social distancing and will provide difficulties for those with mobility issues if they have to travel further to get on public transport.
- 1.1.6 Recognises that we must involve Lothian Buses and other transport operators in all decision-making, get their perspective on the impact on service provision prior to agreement and to furnish all decision-makers with the appropriate information to make an informed choice on the impact of closing a road or expanding pavements and cycleways.
- 1.1.7 Instructs that the report referenced above should include a map of proposed interventions so that these plans can be reviewed to ensure they support local neighbourhoods and their ability to adopt more active travel for local trips, those short journeys where we should now be encouraging people to walk or cycle and

the linkages across the city for bike, public transport and car can also be reviewed.

- 1.1.8 The report should provide an update on the status with the “Ride to Work Scheme” which was under review to make the scheme less restrictive and open to more suppliers.
- 1.1.9 Rejects the proposal for blanket reductions of traffic speeds without enforcement and considers that without physical speed reduction measures they are unenforceable – a speed reduction measure may be the introduction of a segregated cycle lane, change in parking layout to narrow road or using planters to narrow the carriageway as they create a less safe environment for road users in non-motorised vehicles.
- 1.1.10 In relation to Appendix 3 - Legal duties and required mitigation in response to COVID-19 makes the following changes to the advertising of public orders;
 - 1) Agree the removal of the requirement to post site notices on street but to increase awareness of TTROs the following measures to advise the public should be undertaken;
 - 2) All TTROs to be advertised online;
 - 3) Increases advertisement of the orders to the newspapers most frequently read in Edinburgh; Evening News, Daily Record and Scottish Sun; use local radio, community notice boards and shops and Post Offices to advertise changes and direct people to refer to council website and sign up to TellmeScotland.gov.uk;
 - 4) Agrees to suspend the public deposit element of the advertising to comply with Government guidelines.

- moved by Councillor Webber, seconded by Councillor Whyte

Amendment 2

To add the following recommendations in addition to those in the report:

- 1) Notes the “£2 billion package to create new era for cycling and walking” announced by the UK government will come from existing DfT budgets and therefore there is no consequential increase in funding for Scotland; and therefore agrees that in submitting a bid to the Spaces for People Programme, the council should encourage the Scottish Government to increase the size of the fund to meet demand.
- 2) Supports the measures to protect and enable bus travel including creation of bus gates, the strengthening of bus lanes and addition of new bus lanes, however rejects citywide rationalisation of bus stops (p12 of Appendix 2).
- 3) Supports the criteria in the report, and in addition agrees to evaluate: joining up existing greenspaces and traffic-free routes; introducing a suite of measures, where required, to protect neighbourhood streets and create low traffic

neighbourhoods, especially where there is a perceived risk of traffic displacement.

- 4) Calls for additional measures to be added to the list of schemes in order to create increased space and protection for pedestrians, including: removal of pavement obstructions and clutter, carrying out hedge cutting & pavement scraping, and action on pavement obstructions such as pavement parking.
- 5) Notes the increased need for considerate and respectful behaviour in order to maintain physical distancing and calls for promotion of relevant existing guidance such as Sustrans advice on using shared-use paths¹, and calls for the development of a travel code to enable everyone to travel safely while applying physical distancing, in partnership with Edinburgh Access Panel, active travel groups and Sustrans
- 6) Notes and reaffirms this Council's position of support for streamlining the processes to make redetermination and traffic orders and in its submission to the Spaces for People programme asks officers to seek reassurances from ministers on early action to improve those processes.

¹ <https://www.sustrans.org.uk/our-blog/get-active/2019/everyday-walking-and-cycling/advice-on-using-shared-use-paths/>

- moved by Councillor Miller, seconded by Councillor Main

Amendment 3

In 1.1.6, delete “notification to local ward Councillors” and insert “consultation with local ward councillors, community councils and Living Streets”.

In 1.1.8, add at end “with the addition of a page on the Council website for listing temporary traffic regulation orders made in response to this report”.

Add the following:

- 1.1.9 agrees that the completed criteria assessment for each scheme should be published on the Council's website.
- 1.1.10 agrees that all schemes approved by a TTRO under delegated authority should be reported to the committee on a two-monthly cycle or in the event of a significant change in national movement restrictions or social distancing guidance, with a recommendation to continue or discontinue each scheme.
- 1.1.11 agrees that, under section 2 of appendix 1, the assessment of the long term viability of the public transport network should consider potential growth routes as well as existing services.
- 1.1.12 agrees to establish a defined process for community councils, traders' associations and the public to suggest additional schemes to be assessed against the criteria, such as a dedicated email account and/or adapting the 'report it' section of the website.

- 1.1.13 agrees that the outcome of the planned review into the existing active travel programme under paragraph 4.32 should be reported to the committee in June.
- 1.1.14 agrees to proceed with the plans listed in paragraph 4.31 to move identified 30mph roads to 20mph and 40mph roads to 30mph and that a consultation should be initiated by the end of 2020 on speed limits on rural roads in the west and south west of Edinburgh.
- 1.1.15 recognises that, in most cases, cyclists will continue to travel on the city's road network and therefore agrees that a road resurfacing and treatment plan for 2020-21 should be presented to the committee for approval at the earliest opportunity and work commenced when national construction guidance allows.
- 1.1.16 agrees that an updated pedestrian crossing prioritisation programme for 2020/21 should be presented to the committee for approval as soon as possible with work commenced when national construction guidance allows.
- 1.1.17 agrees to delete the bus stop rationalisation programme from appendix 2.

- moved by Councillor Lang, seconded by Councillor Aldridge

At this stage in the meeting, the following Composite motion by the Coalition, Green and Liberal Democrat Groups was submitted.

Composite Motion

- 1) To recognise the changes which COVID 19 had made to people's everyday lives and that many of the changes would remain in place for the foreseeable future.
- 2) To recognise the importance of transport to the development of plans for the city to adapt and renew in response to COVID 19 and note that schemes which enabled people to be physically distant and safe when walking and cycling in the city would be central to this response.
- 3) To note the schemes which had been implemented in the city since 30 April 2020 including on Silverknowes Road, Braid Road, Links Gardens, Cammo Walk and Braidburn Terrace.
- 4) To note that the Scottish Government had announced £10m 'Spaces for People' funding for local authorities to deliver temporary improvements for walking and cycling, and agree to submit an application from City of Edinburgh Council for funding to support the delivery of local schemes in the city.
- 5) To approve the criteria to be used to create temporary walking and cycling infrastructure schemes (as set out in paragraphs 3.7, 4.4 and Appendix 1 of the report by the Executive Director of Place) and note the intention to continue to discuss approaches and policies with Group Transport and Environment Spokespeople.
- 6) To agree that following notification to local ward Councillors on specific schemes, to delegate authority to the Chief Executive in consultation with the Leader and Depute Leader of the Council, to implement temporary schemes

based on the criteria approved at 5) above and note that these would be reported to Policy and Sustainability Committee regularly.

- 7) To approve the extension of the contract for Programme Management Office (PMO) support for the delivery of the Council's active travel programme. The maximum value would be £374,925 until the end of March 2021.
- 8) To approve the measures detailed in Appendix 3 in the report on how traffic orders would be communicated to stakeholders during the ongoing COVID19 lockdown.
- 9) To welcome the wide-ranging positive response to this report from active and sustainable travel organisations: Living Streets, Transform Scotland, Sustrans & Spokes as well as others and many residents groups from across the City, all recognising the need for specific measures on space allocation for different modes of travel around the city during this period of restriction and in the transition to recovery for the city.
- 10) To note the ongoing dialogue with Sustrans and Scottish Ministers on improving TRO processes to enable more active travel projects to be delivered on the ground in more efficient timescales than was currently the case and that meet local expectations.
- 11) To agree that Council should continue these efforts, separately from this report, directly with Ministers, Sustrans and through COSLA to seek changes to allow Councils to implement road space proposals on a more permanent basis across the Capital for the benefit of communities. T
- 12) To note that this had been a long term, pre-crisis concern reflected in our active travel delivery processes.
- 13) To note the reference to bus stop rationalisation in appendix 2 to the report by the Executive Director of Place and replace with 'bus stop realignment' which was contained only to actions related to the vehicle restriction measures contained in this paper.
- 14) To agree that previous policy proposals for a city-wide approach on bus stop rationalisation were not part of this response to COVID 19.
- 15) To welcome the content of 1.1.6 in the report and the commitment to further reporting of actions arising and agree to member briefings being issued periodically detailing actions taken, rationale and impact.
- 16) To note that the "£2 billion package to create new era for cycling and walking" announced by the UK government would come from existing DfT budgets and therefore there was no consequential increase in funding for Scotland; and therefore to agree that in submitting a bid to the Spaces for People Programme, the council should encourage the Scottish Government to increase the size of the fund to meet demand.

- 17) To agree the measures to protect and enable bus travel including creation of bus gates, the strengthening of bus lanes and addition of new bus lanes.
- 18) To agree the criteria in the report, and in addition agree to evaluate: joining up existing greenspaces and traffic-free routes; introducing a suite of measures, where required, to protect neighbourhood streets and create low traffic neighbourhoods, especially where there is a perceived risk of traffic displacement.
- 19) To call for additional measures to be added to the list of schemes in order to create increased space and protection for pedestrians, including: removal of pavement obstructions and clutter, carrying out hedge cutting and pavement scraping, and action on pavement obstructions such as pavement parking.
- 20) To note the increased need for considerate and respectful behaviour in order to maintain physical distancing and call for promotion of relevant existing guidance such as Sustrans advice on using shared-use paths, and call for the development of a travel code to enable everyone to travel safely while applying physical distancing, in partnership with Edinburgh Access Panel, active travel groups and Sustrans.
- 21) In recommendation 1.1.6, delete “notification to local ward Councillors” and insert “consultation over a short period of time (no more than 5 working days) with local ward councillors, community councils and Living Streets and other stakeholders”.
- 22) In recommendation 1.1.8, add at end “with the addition of a page on the Council website for listing temporary traffic regulation orders made in response to this report”.
- 23) Add the following:
 - 1.1.9 agrees that the completed criteria assessment for each scheme should be published on the Council’s website.
 - 1.1.10 agrees that all schemes approved by a TTRO under delegated authority should be reported to the committee on a two-monthly cycle or in the event of a significant change in national movement restrictions or social distancing guidance, with a recommendation to continue or discontinue each scheme.
 - 1.1.11 agrees that, under section 2 of appendix 1, the assessment of the long term viability of the public transport network should consider potential growth routes as well as existing services.
 - 1.1.12 Notes a defined process has been established for community councils, traders’ associations and the public to suggest additional schemes to be assessed against the criteria in the form of a webpage and dedicated email, spaceforeveryone@edinburgh.gov.uk

1.1.13 agrees that the outcome of the planned review into the existing active travel programme under paragraph 4.32 should be reported to the committee as scheduled.

1.1.14 agrees to proceed with the plans listed in paragraph 4.31 to move identified 30mph roads to 20mph and 40mph roads to 30mph and that a consultation should be initiated by the end of 2020 on speed limits on rural roads in the west and south west of Edinburgh. Page 19 Committee name – Date Page 2 of 2

1.1.15 recognises that, in most cases, cyclists will continue to travel on the city's road network and therefore agrees that the road resurfacing and treatment plan for 2020-21 should be presented to the committee as scheduled and the road investment programme continues when national construction guidance allows.

1.1.16 agrees that an updated pedestrian crossing prioritisation programme for 2020/21 should be presented to the committee as scheduled and work continued when national construction guidance allows.

- moved by Councillor McVey, seconded by Councillor Day

Voting

The voting was as follows:

For the Composite Motion	-	12 votes
For Amendment 1	-	5 votes

(For the Composite motion: Councillors McVey (Convener), Aldridge, Kate Campbell, Day, Gardiner, Lang, Macinnes, Main, Miller, Perry, Rankin and Wilson.

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

Decision

To approve the following Composite motion by Councillor McVey:

- 1) To recognise the changes which COVID 19 had made to people's everyday lives and that many of the changes would remain in place for the foreseeable future.
- 2) To recognise the importance of transport to the development of plans for the city to adapt and renew in response to COVID 19 and note that schemes which enabled people to be physically distant and safe when walking and cycling in the city would be central to this response.
- 3) To note the schemes which had been implemented in the city since 30 April 2020 including on Silverknowes Road, Braid Road, Links Gardens, Cammo Walk and Braidburn Terrace.
- 4) To note that the Scottish Government had announced £10m 'Spaces for People' funding for local authorities to deliver temporary improvements for walking and cycling, and agree to submit an application from City of Edinburgh Council for funding to support the delivery of local schemes in the city.

- 5) To approve the criteria to be used to create temporary walking and cycling infrastructure schemes (as set out in paragraphs 3.7, 4.4 and Appendix 1 of the report by the Executive Director of Place) and note the intention to continue to discuss approaches and policies with Group Transport and Environment Spokespeople.
- 6) To agree that following consultation over a short period of time (no more than 5 working days) with local ward councillors, community councils and Living Streets and other stakeholders on specific schemes, to delegate authority to the Chief Executive in consultation with the Leader and Depute Leader of the Council, to implement temporary schemes based on the criteria approved at 5) above and note that these would be reported to Policy and Sustainability Committee regularly.
- 7) To approve the extension of the contract for Programme Management Office (PMO) support for the delivery of the Council's active travel programme. The maximum value would be £374,925 until the end of March 2021.
- 8) To approve the measures detailed in Appendix 3 in the report on how traffic orders would be communicated to stakeholders during the ongoing COVID19 lockdown with the addition of a page on the Council website for listing temporary traffic regulation orders made in response to this report.
- 9) To welcome the wide-ranging positive response to this report from active and sustainable travel organisations: Living Streets, Transform Scotland, Sustrans & Spokes as well as others and many residents groups from across the City, all recognising the need for specific measures on space allocation for different modes of travel around the city during this period of restriction and in the transition to recovery for the city.
- 10) To note the ongoing dialogue with Sustrans and Scottish Ministers on improving TRO processes to enable more active travel projects to be delivered on the ground in more efficient timescales than was currently the case and that meet local expectations.
- 11) To agree that Council should continue these efforts, separately from this report, directly with Ministers, Sustrans and through COSLA to seek changes to allow Councils to implement road space proposals on a more permanent basis across the Capital for the benefit of communities. T
- 12) To note that this had been a long term, pre-crisis concern reflected in our active travel delivery processes.
- 13) To note the reference to bus stop rationalisation in appendix 2 to the report by the Executive Director of Place and replace with 'bus stop realignment' which was contained only to actions related to the vehicle restriction measures contained in this paper.
- 14) To agree that previous policy proposals for a city-wide approach on bus stop rationalisation were not part of this response to COVID 19.

- 15) To welcome the content of 1.1.6 in the report and the commitment to further reporting of actions arising and agree to member briefings being issued periodically detailing actions taken, rationale and impact.
- 16) To note that the “£2 billion package to create new era for cycling and walking” announced by the UK government would come from existing DfT budgets and therefore there was no consequential increase in funding for Scotland; and therefore to agree that in submitting a bid to the Spaces for People Programme, the council should encourage the Scottish Government to increase the size of the fund to meet demand.
- 17) To agree the measures to protect and enable bus travel including creation of bus gates, the strengthening of bus lanes and addition of new bus lanes.
- 18) To agree the criteria in the report, and in addition agree to evaluate: joining up existing greenspaces and traffic-free routes; introducing a suite of measures, where required, to protect neighbourhood streets and create low traffic neighbourhoods, especially where there is a perceived risk of traffic displacement.
- 19) To call for additional measures to be added to the list of schemes in order to create increased space and protection for pedestrians, including: removal of pavement obstructions and clutter, carrying out hedge cutting and pavement scraping, and action on pavement obstructions such as pavement parking.
- 20) To note the increased need for considerate and respectful behaviour in order to maintain physical distancing and call for promotion of relevant existing guidance such as Sustrans advice on using shared-use paths, and call for the development of a travel code to enable everyone to travel safely while applying physical distancing, in partnership with Edinburgh Access Panel, active travel groups and Sustrans.
- 21) To agree that the completed criteria assessment for each scheme should be published on the Council’s website.
- 22) To agree that all schemes approved by a TTRO under delegated authority should be reported to the committee on a two-monthly cycle or in the event of a significant change in national movement restrictions or social distancing guidance, with a recommendation to continue or discontinue each scheme.
- 23) To agree that, under section 2 of appendix 1, the assessment of the long term viability of the public transport network should consider potential growth routes as well as existing services.
- 24) To note a defined process had been established for community councils, traders’ associations and the public to suggest additional schemes to be assessed against the criteria in the form of a webpage and dedicated email, spaceforeveryone@edinburgh.gov.uk

- 25) To agree that the outcome of the planned review into the existing active travel programme under paragraph 4.32 should be reported to the committee as scheduled.
- 26) To agree to proceed with the plans listed in paragraph 4.31 of the report to move identified 30mph roads to 20mph and 40mph roads to 30mph and that a consultation should be initiated by the end of 2020 on speed limits on rural roads in the west and south west of Edinburgh.
- 27) To recognise that, in most cases, cyclists would continue to travel on the city's road network and therefore agree that the road resurfacing and treatment plan for 2020-21 should be presented to the committee as scheduled and the road investment programme continue when national construction guidance allowed.
- 28) To agree that an updated pedestrian crossing prioritisation programme for 2020/21 should be presented to the committee as scheduled and work continue when national construction guidance allowed.

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

Work Programme – Upcoming Reports

Policy and Sustainability Committee

28 May 2020

Report Title	Directorate	Lead Officer
11 JUNE 2020		
Covid-19 Response Reporting	CE	
Review of Working Groups	CE	
Operational Governance Framework	CE	
Cumulative IIA	CE	
City Vision	CE	
LP/Civic Office – Year 3 Annual Report	CE	
Poverty Commission	CE	

Report Title	Directorate	Lead Officer
New Residential and Special Schools Framework	C&F	
Transport Arms Length Companies Board and Auditor Appointments	Place	
Roseburn to Union Canal Active Travel Route and Greenspace Improvements	Place	
Board and Auditor Appointments for the Council's Transport ALEOs	Place	
Health and Social Care Contracting Update	EHSCP	
Award of Contracts for Edinburgh Carer Supports	EHSCP	
4 St Mary's Street, Edinburgh – Proposed New Lease	Resources	
43/45 Leith Street, Edinburgh - Proposed Lease Extension	Resources	
Unit 6, Unit 11 – 15 & Unit 16 – 20, Clocktower, Flassches Yard, South Gyle Industrial Estate, Edinburgh – Proposed Lease Extensions	Resources	
25 JUNE 2020		
Covid-19 Response Reporting	CE	

Report Title	Directorate	Lead Officer
City Region Deal Net Zero Carbon	CE	
Climate Commission	CE	
Kirkliston Statutory Consultation Report	C&F	
Disciplinary Policy	Resources	
Revenue Budget Update, 2020/21	Resources	
Unaudited Accounts, 2019/20	Resources	
Capital Budget Update 2020/21	Resources	
Small Business Saturday	Resources	
9 JULY 2020		
Covid-19 Response Reporting	CE	
23 JULY 2020		

Report Title	Directorate	Lead Officer
Covid-19 Response Reporting	CE	
Revenue Budget Update, 2020/21	Resources	
6 AUGUST 2020		
Covid-19 Response Reporting	CE	
Review of Political Management Arrangements	CE	
Matter of Interest Report on the EIJB	EHSCP	
20 AUGUST 2020		
Covid-19 Response Reporting	CE	
Revenue Budget Update, 2020/21	Resources	
Revenue Monitoring Outturn, 2019/20	Resources	
Capital Monitoring Outturn, 2019/20	Resources	

Report Title	Directorate	Lead Officer
Finance Policies Assurance, 2020/21	Resources	
Capital Budget Update 2020/21	Resources	
Treasury Management Annual Report	Resources	

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Rolling Actions Log

Policy and Sustainability Committee

28 May 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	04.10.16	Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report	That an update report be submitted to Committee in 6 months.	Executive Director for Communities and Families	June 2020		The report will be submitted to Culture and Communities Committee in January 2020 and Education Children and Families Committee in March 2020.
2	01.02.18	City of Edinburgh Council Motion by Councillor Mowat – Edinburgh's Christmas and Hogmanay 2017/18 (Agenda for 1 February 2018)	Council requests that the review of the contract for Edinburgh's Christmas and Hogmanay should recognise that the implementation of this contract cuts across many council functions and services and should be considered at the Corporate Policy and Strategy Committee.	Executive Director of Place	Spring 2021		This contract is in place until Winter Festival 2022. The review of the contract will be presented to Policy and Sustainability Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
3	07.08.18	Participation Requests	To agree to receive a report setting out proposals for the Council's policy on participation requests within two cycles of the conclusion of the Westbank Street Outcome Improvement Process as set out in paragraph 3.5 of the report by the Chief Executive.	Chief Executive	September 2020		This report will be presented following the conclusion of the Westbank Street Outcome Improvement Process.
4	07.08.18	Managing Transition to Brexit in Edinburgh	To agree that the Brexit Working Group review actions currently in place and report on future options to provide support for Non-UK EU nationals within the Council workforce and the wider city population.	Chief Executive	Ongoing		<p>The Brexit Working Group continues to meet and in May, an update on Brexit planning was provided to Elected Members using the Business Bulletin.</p> <p>Planning around Brexit is also continuing, with new planning parameters from the UK Government and Scottish Government expected to be</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5							<p>circulated to local authorities shortly.</p> <p>Although there is no report for Policy and Sustainability Committee currently scheduled, this may be deemed appropriate over the next few months, particularly in the event of a No Deal Brexit</p>
	23.08.18	<p>City of Edinburgh Council Motion by Councillor Cameron – Equalities Working Group</p> <p>(Agenda for 23 August 2018)</p>	A proposed workplan will be prepared by the Group before the end of December 2018 for submission to the Corporate Policy and Strategy Committee for consideration.	Chief Executive	June 2020		An update was provided in the Business Bulletin on 6 August 2019.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	06.06.19 (Housing and Economy Committee)	Edinburgh Economy Strategy – Annual Progress Report	<p>1) Calls for research and analysis on the current economy and the economic challenges for Edinburgh as a result of this target.</p> <p>2) Agrees that this research and analysis will inform a review of the Edinburgh Economy Strategy in order to develop an outcome based strategy for Edinburgh to meet these commitments, taking into account jobs that will emerge from the need to meet the net zero carbon target, sectoral analysis of carbon footprint and the support, collaboration and leadership that the council will need to provide to move us towards a more</p>	Executive Director of Place	October 2020		On 14 May 2020 the Committee agreed that the research referenced would be broadened to include challenges as a result of the Covid-19 pandemic and that this would be submitted to the Policy and Sustainability Committee

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			sustainable economy.				
7	01.10.19	West Edinburgh Progress Update	1) To note that this matter would be reported to Committee in spring 2020 providing a further update on progress and seeking any necessary authority to formalise partnership arrangements for delivery of the new link road 2) To agree that a report would be brought back to Committee on completion of the West Edinburgh study on inclusive and sustainable growth.	Executive Director of Place Executive Director of Place	October 2020 October 2020		
8	21.11.19	City of Edinburgh Council - Motions by Councillors Staniforth and Gordon - Fireworks and Fireworks Legislation	To agree for a report to Policy and Sustainability Committee in three cycles that addresses how the Council can: <ul style="list-style-type: none"> require all public firework displays within the city to be advertised locally in 	Chief Executive	June 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
9	21.11.19	City of Edinburgh Council – Motion by Councillor Jim Campbell – Edinburgh’s Winter Festivals (Minute of 21 November 2019)	advance of the event, <ul style="list-style-type: none"> actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people ensure that fireworks are only supplied to, and remain in the hands of, responsible adults. encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display. 				
			(a) To arrange an open book audit for this year, and the previous four years, with the final report before the 2020 summer recess at the latest. (b) To review which, if any, contract terms or	Chief Executive/ Executive Director of Place	Awaiting update		<u>On 14 May 2020</u> , the Committee accepted a delay for this action but agreed that an update would be provided on when the audit would be completed.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 43		November 2019)	<p>conditions might apply should a counterpart bring the Council into substantial public disrepute.</p> <p>(c) To identify if, or how, the contract made clear that all permissions must be in place in a timely way, removing any possible ambiguity between the Council acting as contract originator and as an authority with statutory powers.</p> <p>(d) To agree that (b) and (c) above should be reported to the Policy and Sustainability Committee in two cycles accepting that (a) may be an interim analysis at that time.</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
10	21.11.19	City of Edinburgh Council – Motion by Councillor Cameron – Small Business Saturday (Minute of 21 November 2019)	<p>To call for a report to Policy and Sustainability Committee within 2 cycles setting out:</p> <ul style="list-style-type: none"> i) The level of procurement by £ and by service area currently awarded to small business, including social enterprises, by the Council and its ALEOS; ii) What if any, barriers exist to small business and social enterprises in terms of being eligible to bid to provide goods/services to the Council and its ALEOs; iii) What policy and procedural changes would be necessary to enable any barriers to be overcome? 	Executive Director of Resources	June 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
11	21.11.19	City of Edinburgh Council – Motion by Councillor Lang – Use of Schools as Polling Places (Minute of 21 November 2019)	To request a report to the Policy and Sustainability Committee within three cycles for subsequent referral to the full Council, on the current use of schools as polling places as well as the opportunities to reduce or eliminate their use in time for the 2021 Scottish Parliament and 2022 local government elections.	Chief Executive	August 2020		
11	(a) 26.11.19	Edinburgh Poverty Commission Progress Update	To agree that a further report on full Council responses to the Edinburgh Poverty Commission would be considered by Committee following publication of final findings in March 2020.	Chief Executive	June 2020		
	(b) 25.02.20	Edinburgh Poverty Commission Progress Update	To agree to the development of a cross-council work programme to take forward the implementation of Edinburgh Poverty Commission recommendations to be considered by Committee by	Chief Executive	June 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			June 2020				
13	26.11.19	Edinburgh Climate Commission and Council Engagement Update	To agree to a report assessing the options for formal processes for citizen engagement such as the citizens assembly and the citizens jury in the Spring.	Chief Executive	June 2020		
14	06.02.20	City of Edinburgh Council – Motion by Councillor Main – Recycling in Schools	<p>To request:</p> <p>a) All council services involved, including Schools, Estates: Facilities Services and Catering Service, and Waste Services work together to review and provide fit for purpose recycling services in each of our schools to be completed before the start of the 2020/21 academic year within policy and current budgets, and reporting any financial challenges in doing so to the report</p>	Executive Director of Resources / Executive Director of Place	August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>requested.</p> <p>b) A report to the Policy and Sustainability Committee outlining the service provided for each school at the start of the 2020/21 Academic Year and including plans for a Carbon Neutral Edinburgh 2030.</p>				
15	25.02.20	Filming in Edinburgh 2019	To agree to a further report being submitted to the Committee to include costs as well as income in a full scrutiny of processes comparing Edinburgh's results with cities that charged for the use of public space for filming in order to make recommendations on future Council policy in this area.	Executive Director of Place	October 2020		
16	12.03.20	City of Edinburgh Council – Motion by Councillor Watt	<p>To agree that the equalities working group should:</p> <p>a) review the specific policies</p>	Chief Executive	August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 48		– International Women’s Day	<p>and equality impact assessments which the Council had put in place to prevent gender inequalities and improve support for survivors of gender-based violence;</p> <p>b) consider how these policies could be further developed; and</p> <p>c) make any recommendations for change to the Policy and Sustainability Committee within three cycles.</p>				
	17	Leadership Advisory Panel - 31 March 2020	Neighbourhood Alliance - Grant Funding Payment	<p>1) To agree that the SLA would be circulated to the members of the LAP.</p> <p>Executive Director of Place Lead Officer: Elaine Scott, Housing Services Manager 0131 529 2277 elaine.scott@edinburgh.gov.uk</p>	End of May 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.		September 2020		
18	Leadership Advisory Panel - 23 April 2020	Interim Political Management Arrangements 2020	<p>1) To request that a report on the operational arrangements for the Governance, Risk and Best Value Committee during this interim period be brought to the first meeting of the Policy and Sustainability Committee in May.</p> <p>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.</p>	<p>Chief Executive Lead Officer: Gavin King 0131 529 4239 gavin.king@edinburgh.gov.uk</p> <p>Chief Executive Lead Officer: Gavin King 0131 529 4239</p>	<p>28 May 2020</p> <p>28 May 2020</p>		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
19	Leadership Advisory Panel - 23 April 2020	Consultation Planning Report	<p>1) To note that a further report would be provided setting out the forward plan for consultations in due course.</p> <p>2) To further note the Festival and Events All Party Oversight Group (APOG) had not yet met as meetings were cancelled due to the current restrictions. Therefore, to agree 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</p>	<p>Chief Executive Lead Officer: Yvonne Gannon 0131 553 8334 yvonne.gannon@edinburgh.gov.uk</p> <p>Executive Director of Place Lead Officer: Paul Lawrence 0131 529 7325 paul.lawrence@edinburgh.gov.uk</p>	<p>June 2020</p> <p>28 May 20</p>		Report on the agenda for this meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 51			published.				
			3) To further agree that the next Policy and Sustainability Committee would receive an update on process and timeline for the consultation.	Executive Director of Place Lead Officer: David Waddell 0131 529 4929 david.waddell@edinburgh.gov.uk	28 May 2020		Report on the agenda for this meeting
			4) To agree that the APOG on Festivals and Events should meet remotely in advance of the Policy and Sustainability Committee in order that Party Spokespersons could discuss the matter and influence the report.				A meeting of the APOG was held on 4 May 2020.
			5) To recognise that COVID-19 was likely to have lasting impacts on the use of the City Centre and to request that the APOG consider how to invite contributions from				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
20			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 to be given in the report to Policy and Sustainability Committee.				
	Leadership Advisory Panel - 23 April 2020	Waiver Report for Edinburgh and Midlothian Offender Recovery Service	To note that the Executive Director for Communities and Families would brief political groups at the redesign stage to enable elected member input to the process.	Executive Director for Communities and Families Lead Officer: Rona Fraser 0131 529 3517 rona.fraser@edinburgh.gov.uk	June 2020		
21	14.05.20	Local Police Plan	1) To request an update report in 6 months time on a full assessment being made of the implications of the Covid-		November 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 53			19 emergency addressing the risks and mitigation identified for Edinburgh, any public feedback that might alter priorities and any altered national Police priorities and that these be worked into an updated, dynamic plan.				
			2) To call for a further report giving details of the management of Police officer numbers in the City of Edinburgh, noting the reduction in numbers in recent years and detailing the continued partnership with the Council and any budget implications of Community Officers provision.		July 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
22	14.05.20	COVID-19 - Update	1) To agree that an emergency decisions report would be on the agenda detailing any decisions taken under urgency. 2) To note that a dashboard would be on the agenda of the next committee and sent out along with the committee papers.	Chief Executive	June 2020		Report on the agenda for this meeting

Policy and Sustainability Committee

10.00am, Thursday, 28 May 2020

Adaptation and Renewal Programme

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 Agree the approach to the Council's Adaptation and Renewal Programme.
- 1.2 Appoint a working group with associated membership and remit.
- 1.3 Agree that the principles and priorities guiding the Adaptation and Renewal Programme should be the 2050 City Vision and the three priorities of Sustainability, Poverty and Wellbeing, agreed as part of the Change Strategy in February 2020.
- 1.4 Note that the Programme will be subject to a series of Gateway Review's recognising the evolving nature of the COVID-19 pandemic.
- 1.5 Note that the following reports setting out recommendations in the following areas will be added to the Committee's workplan:
 - Edinburgh 2050 City Vision next steps
 - public engagement on the Council's and City's recovery
 - a SMART Performance Framework
 - Integrated Impact assessments
- 1.6 Note that a report updating Committee on the Council's financial position is included on this agenda.
- 1.7 Note that the EIJB are developing a parallel planned return to transformation programme.
- 1.8 Note that Committee will be updated on response and recovery in a single report going forward.

Andrew Kerr

Chief Executive

Contact: **Laurence Rockey**, Head of Strategy and Communications
E-mail: Laurence.Rockey@edinburgh.gov.uk | Tel: 0131 469 3493

Policy and Sustainability Committee

Adaptation and Renewal Programme

2. Executive Summary

- 2.1 Alongside the rest of the UK, Edinburgh has been responding to the COVID-19 global pandemic. Three drivers have guided this work:
- to protect vulnerable residents;
 - to keep staff as safe as possible; and
 - to continue to deliver as many services as possible.
- 2.2 This has required changes to everyday life for all the residents, businesses and city partners. It has also fundamentally changed how the Council operates. An update on the Council response has been provided for members in a separate report.
- 2.3 It is believed that we have reached the peak of infection, at least in the current wave, and now is therefore the right time to set in train a new programme of work. This work will look to ensure the Council and the City adapts to living with COVID-19 in as effective a way as possible, and that we start to prepare for the Council's and the City's longer-term renewal.
- 2.4 This report sets out the internal Council structures which are being created to support the adaptation and renewal of services and the city; alignment between individual boards and the wider work in the Council, including budgetary responsibilities and programme management. It also sets out the approach taken to continuing to manage risks and ensure suitable governance arrangements are in place for ongoing scrutiny of work. The report also includes frequency of reporting to the Policy and Sustainability Committee.
- 2.5 The proposed approach will consist of five interlinked programmes, each with a Senior Responsible Officer (SRO) from within the Council's Senior Management Team. Dedicated resource has been allocated to each board to allow them to progress at speed. This resource will be reviewed on a regular basis and built into the Gateway Review process. These programmes will start with a scoping phase which will look at the remit and objectives.
- 2.6 Given the role Edinburgh plays in the national economy, the programmes will work with our local and national partners. The Council is also working closely with national government, NHS Lothian and Health Protection Scotland on the wider

public health response and will continue to evolve our planning based on this advice.

- 2.7 This report seeks agreement that the programme should be built from the Council's agreed priorities of Sustainability, Poverty and Wellbeing and be guided by the principles set out in the 2050 City Vision with a further report being prepared on the latter.
- 2.8 On 21 May, the First Minister announced that lockdown restrictions are likely to be relaxed from 28 May. Unveiling details of a four-phase 'route map' aimed at restarting society while suppressing the virus, she reiterated the shared ongoing responsibility to stop the spread of the virus by keeping to public health guidance and only leaving home for essential activities and exercise until restrictions change. Detailed planning in response to the announcement is underway to ensure we align our plans to national guidance and to ensure they are flexible and can respond to a changing environment in regard to Covid-19 infection rates. Appendix 1 sets out known dates and immediate next steps for the Committee.

3. Background

- 3.1 The Council's Incident Management Team first met on 27 February 2020 to consider how the Council responded to the COVID-19 crisis. Since then, the Council has undertaken a series of significant steps to respond to this crisis. From the beginning, the decisions taken have been guided by the following three principles:
- to protect vulnerable residents;
 - to keep staff as safe as possible; and
 - to continue to deliver as many services as possible.
- 3.2 These principles will continue to guide decision making but, now that the immediate crisis phase has past, there is a need to develop a broader programme that seeks to support the Council and City's adaptation and longer-term renewal in response to the virus. Given the scale of the response required it is necessary to put in place new structures and ways of working through a new programme approach.

4. Main report

Adaptation and Renewal Programme

- 4.1 As has been widely debated nationally, it is unlikely that the Council will see an immediate return to pre-COVID-19 ways of working, if at all. Indeed, this may lead to opportunities to do things differently and adapt new working models. As such, the programme has been named Adaptation and Renewal.
- 4.2 The challenge before the City and the Council cannot be underestimated in both the immediate and longer term. Given the scale of the challenge the programme that has been developed is based on several key principles.

A clear long-term vision

- 4.3 Learning lessons from recovery efforts after other major crises, it is clear that a vision for what the city is looking to achieve is a very strong factor in the eventual performance of any response.
- 4.4 In 2016, the City began a conversation about creating a shared vision for Edinburgh for 2050. The Edinburgh 2050 City Vision public engagement campaign prompted a high volume of citizen response and the findings have already informed key Council strategies. There was clear consensus between citizens on the values that they wanted to see represented in a 2050 Vision and it is felt that these values still feel relevant despite the COVID-19 crisis.
- 4.5 The development of the Edinburgh 2050 City Vision provides the groundwork for realising citizens' ambitions and should, therefore, guide the Adaptation and Renewal Programme. We intend to use the City Vision as a guide to becoming the city and society the people of Edinburgh want it to be, as we emerge from the current crisis. The values and priorities from the Edinburgh 2050 City Vision public engagement campaign – welcoming (happy, healthy, safe), thriving (green, clean, sustainable), fair (inclusive, affordable, connected) and pioneering (culture, data, business) – reflect a positive ambition for the city and, given its long timeframe there is a broad consensus it remains a valid reflection of citizens' aspirations for the future of the city.
- 4.6 A report will be brought to the Policy and Sustainability Committee on 11 June seeking endorsement of the 2050 Edinburgh City Vision and agreement that these values should be central to the city's recovery. We propose that the 2050 Edinburgh City Vision should be the cornerstone guiding Edinburgh's economic recovery which delivers the radical change and strategic outcomes that people want.

A phased programme that responds to National Guidance

- 4.7 The national position with regard to COVID-19 continues to evolve. Therefore, any programme arrangements put in place need to have the flexibility to adapt to changing circumstances and Public Health Guidance. To respond to this dynamic picture, the programme design has two clear aspects.
- 4.8 Firstly, **the programme will be phased**. The programme will be broken down into 4 phases: **Now** (next 6-weeks), **Near** (July – end September), **Far** (to Q2 2021) and **Beyond** (to 2024). A detailed timeline is being developed at a programme level setting this out in further detail and will come back to Committee for consideration.
- 4.9 Secondly, **the programme will be subject to a strategic Gateway Review** at the end of each phase to capture lessons learned and consider any changes to the programme. The outcome of these reviews will also be submitted to Committee.

Retaining existing Council priorities including the 2030 net zero carbon target

- 4.10 The Council agreed three overarching priorities as part of this year's Change Strategy: sustainability, poverty and wellbeing. This programme has been

developed on the basis that the Council retains these priorities and looks to shape the outcomes delivered by the programme towards these high-level aims.

- 4.11 Detailed planning and project delivery will need to evolve to the new circumstances, but it is recommended we retain the emphasis on these agreed priorities. This will focus the programme in accordance with the political view of the Council and principles of the City Vision. The outcomes of the independent Poverty and Sustainability Commissions are key to the Adaptation and Renewal programme with the Council responses to the Poverty Commission and the renewed approach to the sustainability programme being brought back to the Committee for consideration at an appropriate time. Reporting to Committee on the Adaptation and Renewal Programme will also reflect these strategic priorities and city targets.

Governance Arrangements

- 4.12 Due to the size and importance of the Adaptation and Renewal programme it is recognised that clear political oversight is crucial to the success of the programme. It is therefore recommended that a combination of formal and informal meetings is necessary to provide the required political leadership, decision making, scrutiny and oversight. All major decision making will be taken by committee, but the use of a working group will help provide additional space and time to consider the detail of the programme and scrutinise work as it develops.
- 4.13 In terms of committee involvement, the Adaptation and Renewal programme will report regularly on its progress to the Policy and Sustainability Committee. This will ensure that a committee is considering the programme holistically and that the different workstreams are appropriately coordinated. All decision making will be taken in the first instance by the Policy and Sustainability Committee, but it is anticipated that the different workstreams in the programme will require decisions throughout the length of the programme and these will be taken by the relevant executive committee (or alternative model) when re-established.
- 4.14 It is recommended that an informal group is established that would support the committee and provide a forum for increased scrutiny and oversight. This would allow elected members to consider the work of the programme in more detail and to feed into the development of options prior to the decision-making process. The following options for this group are proposed:
- 4.14.1 **Option one:** A working group made up of the members of Policy and Sustainability Committee
- 4.14.2 **Option two:** A working group made up of the members of Policy and Sustainability Committee with the addition of a member from the Edinburgh Party of Independent Councillors
- 4.14.3 **Option three:** An All-Party Oversight Group or a Policy Development working group with a reduced membership to be agreed by the committee
- 4.15 It is recommended that the group would meet on a monthly basis and that the following remit is considered, depending on the focus of the group:
- 4.15.1 support and drive a co-ordinated approach throughout the Council;

4.15.2 provide additional scrutiny and oversight of the Programme;

4.15.3 consider, shape and develop options for committee;

4.16 In addition, officers will work with each political group to ensure that information and briefings are provided. It is proposed that a flexible approach is taken which would reflect the needs of each group and the stage of the programme.

4.17 As with normal committee business, officers will provide briefings to individual groups on particular elements of the programme.

A programme for the Council and a programme for the City

4.18 The programme will consider both the recovery of the Council and the city as a whole. This is important recognising the city's status as Scotland's Capital, the vital importance to the national economy and ultimately the role of the Council in serving the residents of Edinburgh. Practical steps as to how this will be achieved are set out elsewhere in this report in the work programme descriptions but the programme being developed will include:

4.17.1 Detailed engagement with the business community building on initial listening exercises with key sectors chaired by the Council Leader and through the Economic Advisory Board chaired by Councillors Campbell and Watt.

4.17.2 Agreement with key public sector organisations (particularly, the University of Edinburgh, Police Scotland and NHS Lothian) to have a joined-up approach to recovery planning.

4.17.3 Detailed engagement with both the public and third sectors through the Edinburgh Partnership.

4.17.4 Consideration of a 'Team Edinburgh' approach with key stakeholders and local media.

4.17.5 A programme of resident engagement to seek feedback on the view and ideas as we move forward.

A revised Business Plan with a SMART Performance Framework

4.19 The programme will necessarily result in a need to revise the Council Business Plan. Building on the above, any new business plan will set out the clear direction and strategic priorities for the organisation with clear deliverables, together with a long-term capital and revenue budget and SMART performance framework. It will amalgamate, where necessary, any existing or competing strategic documents to provide a simpler framework for the Council, our partners, colleagues and citizens. It is recommended that the revised business plan will be for the period 2020/21 to 2023/24. A further report setting this out in more detail will be submitted later this year.

Programme Design

4.20 The overall programme has been designed around 5 interlinked work programmes with clear overlaps and interdependencies. The overall programme is designed to

be cross cutting in nature and work across Council directorates in order to be as impactful as possible. The work programmes have also been designed to ensure that the Council is following and supporting the delivery of public health guidance at all times recognising that this advice will underpin both the scope of the programme and its overall success. The five work programmes are:

Public Health Advisory Board

- 4.20 This board will bring together NHS Lothian and the Edinburgh Health and Social Care Partnership (EHSCP) to ensure the effective communication and implementation of national advice concerning public health. It recognises the different roles each body has to play in regard to public health but also the interlinked nature of effective disease control both in the clinical and public settings.
- 4.21 As part of this programme the EHSCP is already working closely with Health Protection Scotland and NHS Lothian to implement and roll out the Test, Trace and Support Programme across Edinburgh. This will include Environmental Health playing a key role in establishing significant COVID tracing apparatus as we look to continue to control the spread of the virus.
- 4.22 Members are asked to note that the EHSCP are developing a parallel recovery programme. Their programme intends to build upon their existing transformation programme, but efforts will be made to align programme timescales and budgetary decisions where possible. An update on the development of this programme will be provided to this Committee and included within the Committee's work plan.

Service Operations

- 4.23 The Council has maintained many essential services across a wide range of areas despite the challenging circumstances. Many of these services have moved to socially distanced and often digital forms of delivery with employees working in the main from their homes.
- 4.24 Considering how to reintroduce these services into the new landscape we will face is a significant task that must be closely managed. The Council has already begun reintroducing some services that were suspended as a result of COVID-19, for example, glass and garden waste recycling. We must now look beyond this to plan for our wider adaptation as we deliver our statutory duties.
- 4.25 This Programme will bring together all this work, including similar planning being undertaken by our Arm's Length Companies into a single board to ensure consistent application, oversight and implementation. The Board will be comprised of representatives from all service areas and will be closely advised by the Public Health Advisory Board.
- 4.26 Over the medium to longer term, this Board will consider the lessons learned from this experience of COVID-19 and consider the potential for wider service reform that builds on the significant innovation that has already been achieved and the opportunity presented by wider societal changes we have already begun to see. This work will be a key aspect of the Council's reform agenda moving forward.

Change People and Finance

- 4.27 This Programme recognises the essential requirement to evolve the Council's current Change Strategy and financial framework in response to the COVID-19 outbreak. This will ensure that our operating plan and finances are aligned to the needs of the Adaptation and Renewal Programme as a whole, as well as supporting a likely revised Council Budget for the current financial year, alongside a new long-term capital and revenue framework.
- 4.28 In addition, the programme will also look to consider the implications of COVID-19 for our workforce, organisational culture and ways of working that aligns with public health guidance in the near term and also considers the longer-term implications for the Council as we learn from and embed service innovations, such as greater use of remote and virtual working. This element for the programme will be in close partnership with our Trade Unions, recognising the very supportive and constructive role they have collectively played in helping the Council to respond to the crisis.
- 4.29 The digital strategy and smart cities agenda for both the Council and the city to support improved access to services; service efficiency and wider service innovation will be a key element of this programme. Building on the successful roll out of a number of technological improvements to the council's digital infrastructure during the crisis, there is a need to articulate fully the longer-term digital requirements of the Council. There is also a need to understand what that means for the city's wider infrastructure and for our citizens – particularly those who may not easily afford or have the skills or knowledge to engage effectively with digital service provision on an ongoing basis.
- 4.30 Finally, the programme will assess the implications for the governance and risk management arrangements of the Council, enabling adjustments to be considered in response to the Covid-19 emergency and the Adaptation and Renewal programmes.

Sustainable Economic Recovery

- 4.31 The detailed implications of COVID-19 on Edinburgh's economy are yet to be understood with much depending on the wider health response to the virus. However, it is clear at this stage that the city is facing one of its most significant economic shocks in modern times. Working closely with the Scottish and UK Governments, the business community and the third sector, there is a need to respond to the challenging economic circumstances facing the city and the nation.
- 4.32 Work continues to mitigate the worst impact of the pandemic with efficient processing and distribution of business grants and provision of business support. This programme will continue to consider this type of intervention and its impact on the city but also focus on delivering a wider plan for economic recovery that is sustainable, fair and inclusive.
- 4.33 A process to hear directly from key businesses, stakeholders and sectors on the impact of COVID-19 and to inform early thinking on the economic recovery plan is underway. Engagement activity is focusing on:

- a new approach to skills and employability;
- practical business support and guidance on re-opening planning;
- capital investment and regeneration programmes,
- working with partners to ensure the Data Driven Innovation is a core part of the renewal process and ensuring fair work, our net zero Carbon target, and boosting local supply chains are key features of the programme.

4.34 From a sector perspective, early engagement is either underway with Edinburgh's tourism partners; culture and festivals and the retail sector. Other key sectors such as construction are involved in the wider thematic engagement that has been undertaken and the programme will continue to consider where further engagement is needed. In the meantime, the Council is also engaging with key business partners and city umbrella or representative bodies through the Council's Economic Advisory Board. The membership and remit of the Board will be further considered as part of the sustainable economic recovery programme.

Life Chances

- 4.35 A key component of the COVID-19 response phase has been to ensure we are supporting people who are vulnerable or need support because of the impact of COVID-19. This work continues and is overseen by the Executive Director of Communities and Families through a programme board that is meeting weekly. It is proposed that the remit of this Board is expanded to continue to also consider the wider implications of COVID-19 on the life chances of all our residents.
- 4.36 The Board will build upon and develop the response to the recently published report into the impact of COVID-19 on poverty in Edinburgh by the Edinburgh Poverty Commission and will seek to develop the Council's response in both the short and longer term in tackling poverty across Edinburgh.
- 4.37 In the longer term this programme will consider future options around public service reform with the intent of building on existing good work across council services imbedding a restorative and preventative agenda. A key component of this programme will also be to consider the longer-term education considerations arising out of COVID-19 and supporting the Service Delivery Programme Board in the more immediate term in reopening schools and early years.
- 4.38 One of the positive aspects of the COVID-19 crisis has been the close working between the Council and the third sector – particularly in response to the city's support for vulnerable people. It is intended that this Board would continue this work and look to consider what further areas for collaboration there may be going forward.

Programme Resourcing

- 4.39 Dedicated resources are being put in place from within Strategy and Communications to support all 5 programmes with a central Programme Management Office already being created to provide overall programme management support, map dependencies and track risks. This resource will come

from existing budgets at present but there may be a need to consider further investment to support the delivery of this programme in due course. Any requirements will come forward as part of the revised budget setting process.

Budget Alignment management

- 4.40 A report elsewhere on today's agenda sets out the main finance-related aspects of the Adaptation and Renewal Programme. The immediate focus will be on continuing to assess the short and medium-term budgetary impacts of current service disruption, including both additional expenditure and losses of income. Given the importance of savings delivery and effective management of service pressures to the integrity of the budget framework, the development of options to address residual shortfalls in these areas is also urgently required and will thus form a key initial workstream of the Change, People and Finance programme, as part of moving towards a revised balanced budget for 2020/21 by the end of June.
- 4.41 In addition to these current-year challenges, assumptions underpinning the second and third years of the three-year revenue budget framework and the ten-year capital budget strategy will be reviewed to ensure continuing alignment to a refreshed Change Strategy that will underpin development of a revised three-year draft 2021/24 revenue budget by the autumn.

Risk Management

- 4.42 A Risk Management Plan is being developed for the Adaptation and Renewal Programme. This will include a mapping of all Scottish Government legislation and guidance to Council decisions and changes implemented during Covid-19. It will also highlight associated risks to be considered during adaptation and renewal.
- 4.43 Internal Audit will have a role to play in assessing the risks associated with new and amended Covid-19 service delivery processes. Where appropriate Internal Audit will provide assurance that the design of high-risk processes includes proportionate controls to support achievement of the Council's Covid-19 objectives and adequately mitigate risk.
- 4.44 As was reported to Committee on 14 May, Risk management processes were put in place to ensure that the risks associated with Covid-19 are identified, recorded and mitigated where possible. Nine strategic risks were identified and recorded in the Covid-19 Risk Management Plan (RMP) and continue to be actively managed:
- health and safety of citizens and service users;
 - health and safety of employees delivering critical services;
 - Council premises and physical security;
 - supply chain risk;
 - technology and information;
 - financial and economic risk;

- Council response and governance;
- fraud and serious organised crime; and
- legal and commercial risk.

4.45 New and emerging risks continue to be highlighted at the daily Council Incident Management Team (CIMT); Directorate Incident Management Teams (IMT) and the weekly COVID-19 risk forum which is chaired by the Head of Legal and Risk and attended by relevant first line divisional risk managers/coordinators who provide input from Directorate IMT's.

5. Next Steps

5.1 Detailed programme scopes and project timelines are currently being developed. These will be shared and discussed with the agreed governance arrangements and brought back to this committee in two cycles. Further reports will also be included in the Policy & Sustainability workplan as indicated elsewhere in this report.

6. Financial impact

- 6.1 The Financial implications of COVID-19 on the Council in both the short and long term are anticipated to be very significant. A report setting out the latest position is included elsewhere on the agenda.
- 6.2 There are no further direct costs as a result of this programme at this stage.

7. Stakeholder/Community Impact

- 7.1 A full resident engagement plan is currently in development which will get feedback from residents on their experience of COVID -19 and their priorities for the Council and the city. The most appropriate time for engagement is still being assessed and a report will be brought to committee with recommendations however, the programme will continue to utilise the findings of ongoing partner engagement and sectoral round tables as well as the findings of the Poverty Commission and Edinburgh specific data from any Scottish Government led engagement
- 7.2 A report on the Integrated Impact Assessment of the respond phase is already in the Committee's work plan. This will be followed up with a report considering the impact on protected groups on the recovery phase. The Council is also working with partners in the NHS and the EIJB to develop a set of strategic principles and equality outcomes that will frame our collective action over coming months. This will be tabled for consideration and agreement by Policy and Sustainability Committee by the end of June.

8. Background reading/external references

Scottish Government Document “*Coronavirus (COVID-19): framework for decision making*”

<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making/pages/1/>

Scottish Government document ““*Coronavirus (COVID-19): framework for decision making - Scotland's route map through and out of the crisis*”

<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>

Edinburgh Poverty Commission: Poverty and Coronavirus in Edinburgh: Interim Report

<https://edinburghpovertycommission.org.uk/2020/05/19/poverty-and-coronavirus-in-edinburgh-interim-report/>

Revenue Budget 2020/21 update, Policy and Sustainability Committee report 28 May 2020

9. Appendices

Appendix 1 - **Scottish Government Route Map in the Edinburgh Context**

Appendix 1

Scottish Government Route Map in the Edinburgh Context

The Scottish Government (SG) route map gives details of a gradual four phased move out of the current state of lockdown. This phasing and emerging timeline will be built into the overarching Adaptation and Renewal programme. A detailed assessment of the implications for the Council will be undertaken by the Service Operations Programme. Part of this work will include a financial assessment to ensure affordability and value for money. This will be reported to Committee through wider Adaptation and Renewal reporting.

While there are no specific dates for each phase of the route map; below are the key dates which we do know:

- **Monday 25 May** - Schools Guidance published by SG.
- **Tuesday 26 May** - Transition Plan for Transport to be published by SG.
- **Thursday 28 May** - Roadmap begins with **Phase 1** commencing (subject to WHO criteria and national “R” number).
- **Monday 1 June** - Household Waste and Recycling Centres within City of Edinburgh Council target date for reopening within phase 1.
- **Early June** - Schools to reopen for teaching staff, so that preparation for autumn term can begin.
- **Thursday 18 June** - Current Shielding period comes to an end, further guidance to be published.
- **Thursday 18 June** - Legally a review of restrictions needs to happen every 21 days, meaning this is the earliest that phase 2 would commence (again subject to criteria being met).
- **Tuesday 11 August** - As part of phase 3 all schools to reopen *“under a blended model of part-time in-school teaching and part-time in-home learning”*. The current autumn term date is Tuesday 17 August, so a local agreement is required as to when teaching staff receive this week of holiday.
- **End of September** - Current Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 act runs out unless extended.

If the evidence shows transmission of COVID-19 is under control and the number of infectious cases is declining, the Scottish Government will consider moving to Phase 1 of the route map following the next end-of-cycle review date on **28 May 2020**.

The need for careful planning for each phase is highlighted in the Scottish Government guidance including an assessment of the steps needed to reverse each option should that be needed due to changes to public health guidance.

The SG phasing timeline will be reviewed every three weeks as a minimum, *“to ensure we are on track and to assess whether we can accelerate or need to decelerate elements within each phase.”* The Scottish Government describe the plan as: *“the route map ...intended to be a dynamic, living document and so readers will need to check on-line for the latest version”*. The notion of potential for regional variation was not ruled out.

Phase 1 for the City of Edinburgh Council:

- **Waste Services** - planning continues for the re-opening of Household Waste Recycling centres, targeted for Monday 1 June.
- **Education** - planning is underway to allow the school estate to re-open for teaching staff and, for the continued and increased provision of keyworker childcare. Both are targeting early June, where possible. Development of transition support available to pupils starting P1 and S1 where possible is also under consideration.
- **Parks and Green Spaces** - increased use of our parks and open spaces is anticipated and we are preparing for an increase in maintenance activity. *For example, the Pentland Hills and Portobello beach are likely to attract a significant increase in visitors.*
- **Edinburgh Leisure** - non-contact, outdoor activities will be allowed (golf, hiking, canoeing, outdoor swimming, angling) and a review of which services this will impact is underway.
- **Construction** - increase dialogue with contractors on capital projects to ensure that the restarting of activities is in line with the six-phase process set out by SG (*NB: separate construction guidance is broken down into 6 phases*).
- **Children's Services** - planning for the 11 August opening of Special Schools is underway with Education, Facilities Management colleagues and third sector. Work underway with Scottish Children's Reporter Administration (SCRA) to risk assess Children's Hearings. Virtual Children's Hearings have been in place in Edinburgh during Lockdown, so we are not anticipating a backlog. Guidance is being produced locally to govern contact between children in care and parents/carers. To date this has been a mixture of virtual and face to face with appropriate PPE and safety measures in place. This will expand following Phase 1 guidelines. Most of our critical services have been running during lockdown.
- **Safer and Stronger Communities** - work is underway through our partnership homelessness Recovery and Next Steps team to plan for the end of lockdown and through the four phases, specifically in relation to those accommodated over the period in additional and new accommodation, ensuring wherever possible to identify longer term suitable temporary accommodation and continue to keep families out of Bed and Breakfast accommodation.

Points to note across the phases:

- Default position of working from home remains **through phases 1-3** with opening of all types of workplaces not anticipated until **phase 4**, when even then remote and flexible working remains encouraged.
- **Phase 2** includes pubs and restaurants being permitted to open outdoor spaces for serving food and drink, it is anticipated that further applications will be made to increase the space that they have available. Where additional space is required on pavements then adjustments will need to be made, to ensure sufficient safe space for pedestrians. Work will be undertaken to coordinate the necessary permissions, licensing and roads; with the views of local communities fully considered when achieve a balance.
- By **phase 3** all childcare providers are to reopen subject to public health measures, with available capacity prioritising still to support key worker childcare, early learning and childcare (ELC) entitlement and children in need. Museums, galleries, libraries, cinemas and gyms can re-open, subject to physical distancing and hygiene measures.

- By **phase 4** *“Community and public services: Public services would be operating fully, in line with public health advice, with modifications and changes to service design, including increasing use of digital services where appropriate.”*

The overall programme plan will now build in and shape delivery around the four phases set out by the Scottish Government and will be kept under review.

Policy and Sustainability Committee

10am, Thursday, 28 May 2020

Decisions taken under delegated power and operational decision making – Covid-19

Executive/routine
Wards
Council Commitments

Executive
All

1. Recommendations

- 1.1 The Policy and Sustainability Committee is asked to:
 - 1.1.1 Note the governance structures implemented to support the Council's response to Covid-19.
 - 1.1.2 Note the three principles that were set out at the beginning of the response:
 - protect the most vulnerable in our city;
 - minimise the risks to our colleagues; and
 - continue to provide services in challenging circumstances.
 - 1.1.3 Refer the report to the Governance, Risk and Best Value Committee in July 2020.

Andrew Kerr

Chief Executive

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Decisions taken under delegated power and operational decision making – Covid-19

2. Executive Summary

- 2.1 This report details the structures supporting the Councils initial response to Covid-19, in particular highlighting the governance arrangements.

3. Background

- 3.1 The Covid-19 emergency has had a significant impact on the Council's ability to provide front line services due to the impact of the virus on resources, new duties and responsibilities or the consequences of the partial lockdown. A presentation was presented by the Chief Executive to the previous meeting of the Committee which set out the steps taken to date and further detail on some of the key issues during the crisis. This report will outline some of the context around service delivery and provide a full update on the governance and decision-making structures in order to provide clarity on the approach taken by the Council in response to Covid-19.
- 3.2 The Council used existing Resilience frameworks to update and understand critical services in light of Covid-19. In light of this exercise and the position from Government a diverse range of services such as cultural venues, recycling centres, nurseries and early years centres have had to close due to lockdown restrictions. Other services have had to adapt their service delivery such as schools which have maintained a service for key workers.
- 3.3 The Council has also changed the way services work to respond to the emergency. For example, five Council Resilience Centres were established to provide critical support to people most at need in three critical situations of experiencing homelessness or serious/significant harassment, or in need of pre-arranged emergency cash payments.
- 3.4 New services have arisen in response to the emergency such as the shielding programme to support the most vulnerable citizens and the volunteering arrangements created in partnership with the third sector.

- 3.5 Future reporting on the response to Covid-19 will be combined with the Adaptation and Renewal report.

4. Main report

- 4.1 The Covid-19 emergency and subsequent partial lockdown had a significant impact on the Council's ability to provide services as well as resulting in many new duties and responsibilities to respond to the situation. This report will aim to outline the governance arrangements that were established to support the response to the emergency and in particular detail the decision-making structures created.

Operational Governance Structures

- 4.2 The Council implemented changes both to its operational and political management arrangements to support the response to the emergency. The Corporate Leadership Team first met to consider the risks to the Council and the City over the course of February 2020 and later that month, the Council's Infectious Disease Outbreak Resilience Plan (Covid-19) was approved by the Chief Executive.
- 4.3 The Plan laid out the Council's incident management team structure and key actions that should be undertaken. For example, the initial actions that the Council took were to examine their key plans and protocols and ensure they were up to date. In addition, the Council's business continuity arrangements were reviewed with each service identifying key workers and identifying contingencies to maintain essential activities.
- 4.4 The groups below were all established to respond to the Covid-19 incident:
- 4.4.1 Council Incident Management Team (CIMT) chaired by the Chief Executive and met daily from 13 March 2020
 - 4.4.2 Directorate Incident Management Teams with escalation to CIMT
 - 4.4.3 Specialist Incident Management Teams:
 - 4.4.3.1 Health and Social Care Command chaired by EHSCP Head of Operations
 - 4.4.3.2 PPE chaired by the Chief Procurement Officer
 - 4.4.3.3 Shielding, chaired by the Executive Director of Resources
 - 4.4.3.4 Vulnerable and Volunteering, chaired by the Executive Director of Communities and Families
 - 4.4.4 Cross-Council Risk Forum convened and chaired by the Head of Legal and Risk
 - 4.4.5 Weekly meetings with the Trade Unions
- 4.5 The CIMT and directorate IMTs have provided a clear, easy to understand and effective governance structure for organising services during the emergency. Action notes have been kept for all meetings and executive directors have reported to the CIMT any issues for escalation. During March and April, the CIMT and directorate

IMTs mostly met daily due to the pace of change and direction coming from Government. These meetings have reduced in frequency in recent weeks as the response to the emergency has stabilised but are all still in operation and operational business is still directed through these meetings.

- 4.6 As part of the wider resilience response, a number of Multi-Agency Incident Management teams are in operation and are attended by Council officials.
 - 4.6.1 Multi-Agency Coordination Centre (MACC) is coordinating the national response, with Police Scotland as the lead partner.
 - 4.6.2 The East of Scotland Regional Resilience Partnerships is operating a Local Authority Shielding Call, chaired by the Scottish Government.
 - 4.6.3 The Lothian and Borders Local Resilience Partnership (LRP) is coordinating the regional response and has convened the following subgroups to ensure a coordinated approach:
 - 4.6.3.1 L&B LRP Covid-19
 - 4.6.3.2 L&B LRP Excess Deaths
 - 4.6.3.3 L&B LRP Care for People

Decision Making

- 4.7 Covid-19 has had and continues to provide a very challenging environment for the Council and has resulted in decisions being made at pace but never without efficient and effective governance at the core.
- 4.8 The 3 principles that were set out at the beginning of the response have been the framework for every decision taken.
 - 4.8.1 protect the most vulnerable in our city;
 - 4.8.2 minimise the risks to our colleagues; and
 - 4.8.3 continue to provide services in challenging circumstances
- 4.9 The Chief Executive established measures to ensure that decision making was as transparent as possible and that decisions were only taken by officers if necessary. The following principles were applied:
 - 4.9.1 The Chief Executive would be the only officer to take decisions in response to the Covid-19 emergency using powers outlined in the Scheme of Delegation to Officers;
 - 4.9.2 The Chief Executive would consult on all these decisions with the Leader and Deputy Leader;
 - 4.9.3 Decisions would be considered and discussed at the Council's Incident Management Team;
 - 4.9.4 If possible, executive directors would discuss matters at their directorate incident management teams before escalating to the CIMT;

- 4.9.5 Decisions would only be taken by the Chief Executive if it was urgent and could not be considered in good time by the Leadership Advisory Panel; and
- 4.9.6 Decisions would be reported to the Leadership Advisory Panel for information.
- 4.9.7 When making decisions the potential risk and impact of the decisions; whether existing controls are effective; what new measures or controls may be required should be considered. This process should be as efficient and streamlined as possible.

Political Governance Arrangements

- 4.10 The Council so far has had two main phases to the political governance arrangements for the Covid-19 response. The first phase was agreed by the Chief Executive under emergency powers to extend the recess period of the City of Edinburgh Council from Friday 20 March 2020 to Sunday 29 March 2020 inclusive and from Monday 20 April 2020 to Sunday 26 April 2020 inclusive. The Leadership Advisory Panel which was an existing committee which had the power to take all decisions during recess, was stood up and met twice during this period.
- 4.11 The second phase followed a report considered by the Leadership Advisory Panel on 23 April 2020. This agreed that the Policy and Sustainability Committee would meet every two weeks from May and would have the power to make decisions on all matters of business. All business, with the exception of quasi-judicial matters, should be submitted to this committee. The Development Sub-Committee and the Local Review Bodies would also meet from May when required and the Governance, Risk and Best Value Committee would meet again from 9 June 2020. It was agreed that the Policy and Sustainability Committee would again review political governance arrangements in August 2020.

Decisions taken under urgency provisions

- 4.12 The full list of decisions taken from 18 March 2020 to 14 May 2020 can be found in appendix 1.

Risk Management

- 4.13 As was reported to Committee on 14 May, Risk management processes were put in place to ensure that the risks associated with Covid-19 are identified, recorded, and mitigated where possible. Nine strategic risks were identified and recorded in the Covid-19 Risk Management Plan (RMP) and continue to be actively managed:
 - 4.13.1 health and safety of citizens and service users;
 - 4.13.2 health and safety of employees delivering critical services;
 - 4.13.3 Council premises and physical security;
 - 4.13.4 supply chain risk;
 - 4.13.5 technology and information;
 - 4.13.6 financial and economic risk;

- 4.13.7 Council response and governance;
- 4.13.8 fraud and serious organised crime; and
- 4.13.9 legal and commercial risk.

- 4.14 New and emerging risks continue to be highlighted at the daily Council Incident Management Team (CIMT); Directorate Incident Management Teams (IMT) and the weekly Covid-19 risk forum which is chaired by the Head of Legal and Risk and attended by relevant first line divisional risk managers/coordinators who provide input from Directorate IMT's.
- 4.15 Internal Audit is currently assessing the risks associated with new and amended Covid-19 service delivery processes and where appropriate will provide assurance that the design of high-risk processes include proportionate controls to support achievement of the Council's Covid-19 objectives and adequately mitigate risk.

Dashboard

- 4.16 A Covid-19 dashboard has been developed to monitor key indicators that help the Council to identify emerging issues, track the effectiveness of our response and make ongoing business decisions. The dashboard continues to evolve as we progress through the adaptation and renewal of the city and officers welcome further feedback to inform this thinking.
- 4.17 At the Committee's last meeting there was discussion regarding the content of the dashboard, specifically around business grant data, traffic data and care home data. The Edinburgh business grants data is covered in the current dashboard with national comparisons. With regards to traffic data, the Council does not hold regular traffic data that lends itself to inclusion in this dashboard. There are a number of external sources relating to traffic data but these tend to be annual and focused on specific road segments. The Council does have some traffic count data from the Scoot traffic control system, located on the City's main arterial routes, and officers are looking more closely at what this holds and will endeavour to produce an assessment of the changes in traffic conditions based on this in future iterations of the dashboard. In terms of Care Home data, Council officers and NHS colleagues are in discussion about the appropriate data set to include moving forward. The updated dashboard is provided in appendix 2.

PPE

- 4.18 As outlined above there is a PPE specialist group chaired by the Chief Procurement Officer which manages the supply and distribution of PPE within the Council. The Council's Commercial and Procurement Services are working with public sector partners to purchase PPE to maximise purchasing power and mitigate the risk of insufficient PPE being available for front line workers. A weekly dashboard on the supply of PPE is produced and it indicated that as of 10 May, more than 1.1m units of PPE had already been issued to front line staff, with an additional 1.2m units being held in storage and a further 1.3m units on order.

Vulnerable People

- 4.19 There are two specialist groups that are considering the needs of vulnerable people. A specific group on shielding and our responsibilities to support those at high risk of severe illness due to Covid-19 with food and pharmaceutical deliveries and the Vulnerable Groups Programme Board.
- 4.20 The Shielding Board is chaired by the Executive Director of Resources and has overseen the creation of a shielding service in partnership with the Edinburgh Integration Joint Board and NHS Lothian which has distributed over 1600 food parcels and 87 pharmaceutical deliveries.
- 4.21 The Vulnerable Groups Programme Board is chaired by the Executive Director of Communities and Families and seeks to provide a holistic view of the demand and delivery services now in place to support vulnerable groups and develop an understanding of the volunteering capacity in the city and how it is being used to support services and service citizen demand.

5. Next Steps

- 5.1 The next steps in regard to the Covid-19 emergency are outlined in the Adaptation and Renewal report. For the matters raised in this report, it is recommended that this report is referred to the Governance, Risk and Best Value Committee to allow for scrutiny of the decision-making processes.

6. Financial impact

- 6.1 The financial impacts of Covid-19 are included in the report by the Executive Director of Resources.

7. Stakeholder/Community Impact

- 7.1 The governance arrangements surrounding the response to Covid-19 have been carried out in accordance with the legislation governing the Council, its responsibilities and duties in an emergency and with the Council's own governance documentation.

8. Background reading/external references

- 8.1 Leadership Advisory Panel 23 April 2020 – [Interim Political Management Arrangements 2020](#)

9. Appendices

Appendix one – Decisions taken under delegated authority

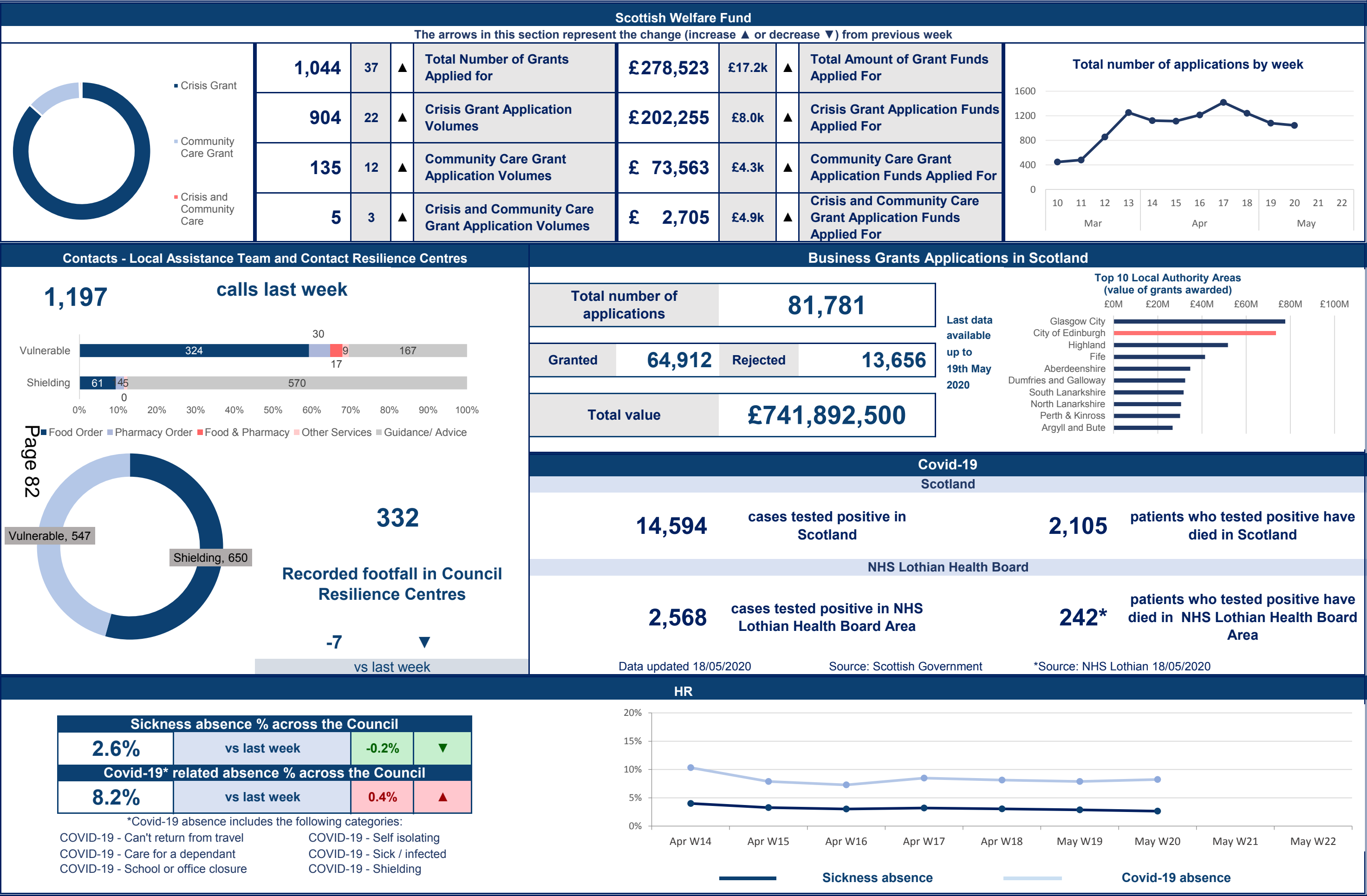
Appendix two – Covid-19 Dashboard

Appendix 1: Decisions taken by Chief Executive, in consultation with the Leader and Depute Leader under Delegated Authority

Ref.	Approved decisions	Date
D1	WFH - Working from Home approach approved and communicated to all staff on 19/03	18/03/2020
D2	Leadership Advisory Panel confirmed to make all urgent committee decisions. Membership includes Leader, Depute Leader and Conservative, Green and Lib Dem group leaders	18/03/2020
D3	Decisions - Chief Executive has operational authority for all Covid-19 decisions in conjunction with Leader and Depute Leader.	18/03/2020
D4	Building Closures - Decision taken to close <i>Usher Hall, Assembly Rooms, Churchill Theatre, Ross Bandstand and museums & galleries</i> until end-April	18/03/2020
D5	Adult education classes suspended with immediate effect	18/03/2020
D6	School Lets suspended with immediate effect.	18/03/2020
D7	School will be closed for 2 weeks and we will provide payment for 2 week term + 2 week Easter break to families who are entitled (£11.25 per head).£45 per family.	19/03/2020
D8	City Chambers partial closure	19/03/2020
D9	Edinburgh Leisure venues to be closed at 10pm tonight	19/03/2020
D10	City Chambers closed to the public and elected members working remotely from 5pm today	19/03/2020
D11	Waverley Court - Closure of Waverley Court reception to the public from tomorrow	19/03/2020
D12	Transport - Edinburgh Trams and Lothian buses announce reduced service (from Sun & Mon, respectively)	19/03/2020
D13	Council tax. Agreement not to chase non-payment and also extend period of recovery	20/03/2020
D14	Recycling - Glass recycling services suspended	20/03/2020
D15	Libraries and Community centres closed	20/03/2020
D16	(Council) Critical Response Centre is the name put forward. Name to be checked and approved and also the Guidance/Governance (See PowerPoint).	20/03/2020
D17	Update on the North East Centre being used for Main enquiries for Homelessness. Critical need. Everyone will be seen, however, NE for critical.	20/03/2020
D18	Council tax. Agreement not to chase non-payment and also extend period of recovery. Communications are being prepared for the public about our approach to Council Tax, debt and arrears management in-line with advice from the Scottish Government.	20/03/2020
D19	Council Tax - Council tax payments to be deferred for three months for those struggling to pay	22/03/2020
D20	CRC - Council Resilience Centres to be open Monday 23rd.	22/03/2020
D21	Public Spaces – 3G pitches and Markets (licencing). Further discussion on beaches. Signage to be produced to encourage social distancing.	23/03/2020
D22	Key Worker - Police to be changed to Cat 1 Key Worker	23/03/2020
D23	Schools - 23 PPP schools (12 primary, 11 high-school) to open from Wednesday 25th for children of Key workers. Other identified children of key workers (who don't normally attend PPP schools) to attend from Friday – allowing preparations to be made for temporary change of school for these pupils	23/03/2020
D24	Critical Response Centres - Four Critical Response Centres to remain open and we will not use the Centre identified in Newkirkgate. A new venue in Leith to be explored.	24/03/2020
D25	Queensferry Primary to be used as a West of Edinburgh school.	24/03/2020
D26	Pay & Display - Suspension of Pay and Display parking.	24/03/2020
D27	Playparks closed.	24/03/2020
D28	Recycling Centres closed	24/03/2020
D29	Special Uplifts cancelled	24/03/2020
D30	Parking - Beauty Spot car parks closed	24/03/2020
D31	Parking - On-street car parking charging suspended across the city. Offer of support from NSL to redeploy their attendants to other Council services	24/03/2020

D32	Registrars - In line with Scot Gov advice, birth registrations and weddings suspended – as have death registrations , which will move to system of remote registration once introduced nationally	24/03/2020
D33	Building Sites - we are seeking clarity on the closure.	24/03/2020
D34	Trams - Tram to Newhaven construction suspended – communications issued	25/03/2020
D35	Newkirkgate will stay as the venue in Leith for the CRC. No alternative was found to be suitable.	26/03/2020
D36	Community Centres: If mgmt. committees want to open for essential charitable purposes in line with Government guidance e.g. foodbanks, then they can do that.	26/03/2020
D36 A	Community Centres: To not open community centres and to assist organisations wishing to use the buildings for charitable reasons to find other venues	27/03/2020
D37	We have agreed we will purchase in advance 96 beds at Crowne Plaza Hotel. Urgent resource for homelessness.	26/03/2020
D38	NEW Queensferry High School We do not accept a partially accepted building and therefore start paying for something not complete. Further decision to be made.	30/03/2020
D39	Open PPP Hub Schools for Easter, including Good Friday and Easter Monday, to provide key worker child support.	30/03/2020
D40	Agreed to provide funding (£24k to be confirmed by LR and HD) to Volunteering Edinburgh ahead of grants approval from Scottish Government. This is based on expectation we will receive the money back when Scottish Government funding arrives.	01/04/2020
D41	School meals payment to be approved every fortnight. NH to advise when each payment is due and then discuss at CIMT.	02/04/2020
D42	Paper on Supplier Relief due to Covid-19 presented by HD was approved.	02/04/2020
D43	AK confirmed Death registration to 7 days a week	04/04/2020
D44	Commercial Property Investment Portfolio paper approved	06/04/2020
D45	EICC to continue as planned.	06/04/2020
D46	Bethany Night Shelter. Allows us to close the night Shelter run by Bethany	08/04/2020
D47	Essential contractor letter approved at CIMT	08/04/2020
D48	Food Distribution – EVOC plan in principle approved. Final Plan circulated 20/04 . Approved MOU officially 23/04	09/04/2020
D49	(Parks) - Gardens on the Southside to be closed due to social distancing not being carried out and Police having to attend due to incidents. GB	14/04/2020
D50	DECISION – ACTION WAS TO: (FOI) NS to have another look at the request and liaise with Laurence Rockety and Kevin Wilbraham to investigate. Confirmation this is not to be shared and request has now been declined.	14/04/2020
D51	EIJB met yesterday and agreed to suspend meetings until end-June. Operational decisions, as usual, to be taken by Chief Officer and team with assurance through Council and NHS incident management teams, as appropriate	14/04/2020
D52	EH&SCP briefing on Support for residential and nursing care home sector. Discussion on this paper and agreed in current version by CIMT.	16/04/2020
D53	Consultation Approach. This has now been signed off by Leader and Deputy Leader confirmed by LR. Approved at LAP also on 24/04	17/04/2020
D54	Free School Meals Payment to be made for the first two weeks in May. £129k	20/04/2020
D56	Glass collection recommence on 28th April. See CIMT note on 22/04	22/04/2020
D55	MOU with Volunteering Edinburgh - confirmed at CIMT on 23/04	23/04/2020
D57	(LAP) - Step down LAP. Replace with fortnightly P&S.	23/04/2020
D59	New Queensferry HS agreed not to accept the school without a completion certificate and no payment of the utility charge to be made.	24/04/2020
D60	Limited grass cutting will recommence whilst observing physical distancing and the following depots to open: The Inch, Murrayburn and Inverleith.	24/04/2020
D61	(Testing) Homelessness to CAT1. Confirmed on 07/05	28/04/2020
D62	APPROVED – group leaders agenda. Page 80	28/04/2020

D63	Casual, Supply, Tertiary worker paper approved. Take to 4pm call with Leader and Deputy leader. approved	28/04/2020
D64	Reinstatement of Garden Waste collection	28/04/2020
D65	Redesign of Road space paper. Take to 4pm call with leader and Deputy Leader. Approved.	28/04/2020
D66	£50k food fund formally approved.	28/04/2020
D67	Enforcement Powers Paper (Andrew Mitchell) 27th March.	30/04/2020
D68	Community Centres - Link to D36 . David Bruce & AK – now agreed to hold as we were – remain shut for public health purposes – AK to check with Adam and Cammy acceptable at 4pm. 28/03 Confirmed to remain shut.	30/04/2020
D70	CIMT meeting rhythm. Change to 3 times a week. CLT + HOS Monday and CLT only with invited participants Tuesday & Thursday. To start w/c 04/05	30/04/2020
D71	(Council letter of comfort) AK to discuss the option of sending a letter to Tfe, Lothian Buses and Edinburgh Tram. HD confirmed this letter was sent on the 27th.	30/04/2020
D72	No further road closures until CIMT have had sight and also been to P&S.	30/04/2020
D73	4 Early Years Hubs to open (x3 PPP schools & Queensferry Primary School)	30/04/2020
D69	REFUNDS Paper and TAXI Licence - 30/03 ...A Mitchell confirmed that the Chief Executive made an urgent decision that was verbally reported at LAP.	01/05/2020
D70	Bereavement Service fees and charges uplift – increase approved from 1 July 2020, in light of current events.	04/05/2020
D71	Re opening of Craigmillar Depot Office approved – to provide welfare facilities and parking for Street Cleansing Teams.	04/05/2020
D72	Briefing note on VIP Process for Urgent Coronavirus Enquires - approved 24/04/2020	05/05/2020
D73	Corporate Safe Working Practices Strategy (COVID – 19) - Approved and circulated on 04/04/20	05/05/2020
D74	Garden Waste suspended 07/04. Briefing was sent and media.	05/05/2020
D75	Russel Road depot. Confirmed 07/05	05/05/2020
D76	Cammo Walk proposal to partially close to provide dedicated space for walking and cycling. This has been notified to local ward Councillors and no objections were received.	07/05/2020
D77	Braidburn Terrace GB to talk to Cllr Rust re proposal. After discussion, AK and PL to sign off. Update required at CIMT on 11/05 to record formally. APPROVED 12/05	07/05/2020
D78	Risk will report to P&S as weekly group leaders has been cancelled.	07/05/2020
D79	Supported Bus Service Briefing approved	12/05/2020
D80	Reintroducing Grass Cutting for Garden Aid Customers	12/05/2020
D81	Recommencement of Special uplifts	12/05/2020
D82	Early Years Partner Provider Payment briefing paper. CIMT approved. Awaiting confirmation.	12/05/2020
D83	Jack Kane Community Centre - The detail of your email was discussed at a meeting of the Corporate Leadership Team and the decision is that the Council's position is unchanged from that previously communicated. All non essential CEC buildings are to remain closed to allow the Council to follow Scottish Government advice to stay at home, protect the NHS and save lives. Full letter can be sent if required.	12/05/2020
D84	Safer Walking and Cycling Paper to be approved - no decision yet.	14/05/2020





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Policy and Sustainability Committee

10.00am, Thursday, 28 May 2020

Governance, Risk and Best Value Committee Arrangements and Remote Council Meetings

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 To agree the interim remit and arrangements for the Governance, Risk and Best Value Committee as outlined in appendix one.
- 1.2 To agree to hold a Council meeting in late June with a date to be agreed by the Chief Executive in consultation with the Lord Provost.
- 1.3 To note the testing being carried out to identify a suitable platform for a remote Council meeting.
- 1.4 To note that further detail on the Council meeting would be reported to the Committee on 11 June 2020.

Andrew Kerr

Chief Executive

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Governance, Risk and Best Value Committee Arrangements and Remote Council Meetings

2. Executive Summary

- 2.1 A proposed interim remit for the Governance, Risk and Best Value Committee for the period June to August 2020 is outlined. In addition, progress with establishing a remote Council meeting is detailed.

3. Background

- 3.1 The Leadership Advisory Panel on 23 April 2020 agreed that the Chief Executive should report back to the Policy and Sustainability Committee on the operational arrangements for the reinstated Governance, Risk and Best Value Committee and the potential options for holding meetings of full Council.

4. Main report

Governance, Risk and Best Value Committee

- 4.1 The Governance, Risk and Best Value Committee acts as the Council's audit committee but it also has a remit that spans across all activities of the Council and enables it to scrutinise almost any issue it chooses.
- 4.2 In April 2020 the Leadership Advisory Panel agreed to re-introduce the committee to improve the Council's decision making and provide a greater level of assurance. However, this was in the context of the Covid-19 emergency having a considerable impact on Council resources and that significant committee business would have a detrimental effect on front line service delivery.
- 4.3 It was agreed that committee reinstatement would take place on a phased basis with the Policy and Sustainability Committee reinstated in May, Governance, Risk and Best Value Committee in June and a review of the political management arrangements in August. As a result, the second phase includes three Governance, Risk and Best Value Committee meetings. The objectives for these three meetings are proposed as follows:

- 4.3.1 To increase scrutiny and gain assurance in relation to the Covid-19 emergency response;
- 4.3.2 To consider external and internal audit assurance outcomes; and
- 4.3.3 To scrutinise the governance arrangements of the Council.
- 4.4 An interim remit for the Governance, Risk and Best Value Committee is proposed at appendix one to this report. This will be in place for June-August 2020 and will be reviewed by the Policy and Sustainability Committee in August 2020.
- 4.5 It is anticipated that the committee will consider the processes and the governance arrangements followed by the Council in relation to Covid-19. This will include seeking assurance on risk management and the structures and processes created and implemented for decision making.
- 4.6 The committee should also consider the relevant internal and external audit reports that require to be considered by the Council and scrutinise matters such as the Council's Annual Governance Statement and whistleblowing reports.

Council Meetings

- 4.7 The Council has three potential options for hosting a remote Council meeting:
 - 4.7.1 Skype for Business
 - 4.7.2 Microsoft Teams
 - 4.7.3 Connect Remote
- 4.8 The Council currently utilises Skype for Business and Microsoft Teams for remote meetings. Both of these options could be used as the platform to host remote Council meetings. Committees so far have used Skype for Business which was used by the Council before the Covid-19 emergency. Microsoft Teams was rolled out during the emergency but will become the Council's primary tool for remote meetings and will ultimately replace Skype for Business within the Council. Public I the Council's webcast provider has developed a remote meeting platform called Connect Remote which is specifically designed for formal Council meetings. Connect Remote is at an early stage of its development and functionality is still being added but will only be a viable option once it has undergone full testing. City of Bradford Metropolitan District Council have used Connect Remote for their cabinet meetings but as yet no Council has used it for a large-scale meeting.
- 4.9 Microsoft Teams has also been used successfully for a Council Wider Leadership Meeting of around 60-70 participants with no sound issues. A successful capacity test with around fifty participants was carried out using Connect Remote on 13 May 2020, but further testing is required and will be carried out in May and June 2020.
- 4.10 However, there is no certainty that a Council meeting with around 70 participants could be carried out successfully and it is recommended that a full test be carried out with elected member participation before a Council meeting is broadcast live. It is expected that all microphones and videos would need to be turned off unless the participant was speaking to manage system capacity within data parameters.

- 4.11 If testing demonstrates that a Council meeting could be facilitated by the technology, the logistical difficulties of managing a remote large meeting for the Lord Provost and the clerk would also have to be overcome. Managing 63 elected members who wish to speak remotely is not straightforward and, although there are different options for dealing with this, none of these guarantees a 100% no mistakes and fair system. A combination of restrictions on the number of elected members who can speak on any given item, clear procedures and advance notice of speakers would have to be in operation for at least the first few remote Council meetings. Connect Remote are working on developments to assist chairs and clerks and these improvements are scheduled for roll-out in summer 2020.
- 4.12 It will be necessary to explore how we can ensure that any solution meets our own accessibility standards for elected members, officers and external participants. External participants, such as deputations, are not able to join a Skype for Business meeting, however, they could potentially join meetings on Microsoft Teams and Connect Remote platforms. It will need to be considered carefully what impact the addition of external participants would have on capacity of the system, meeting logistics, security arrangements and whether we could maintain accessibility standards.
- 4.13 The Information Governance and Digital Services teams have been consulted throughout this process to ensure the viability of any solution from an information security perspective. No material concerns have been raised to date, however, it will be necessary to continue to work with colleagues once there is more clarity on the chosen platform and key logistical arrangements to ensure that sufficient data security and encryption arrangements are in place.
- 4.14 In conclusion, to facilitate the Council holding a meeting in late June 2020, the following is recommended:
- 4.14.1 Further testing being carried out to identify whether Microsoft Teams or Connect Remote is the most suitable platform;
 - 4.14.2 A full test run of the chosen technology with as many elected members as possible participating;
 - 4.14.3 Discussions with those elected members with additional support needs to ensure they can participate fully; and
 - 4.14.4 Procedures on the running of the meeting agreed by elected members prior to the meeting.

5. Next Steps

- 5.1 Further testing will be carried out, in particular with Microsoft Teams and Connect Remote

6. Financial impact

- 6.1 There are no financial implications as a result of this report and the Council is pursuing options that it has got in place.

7. Stakeholder/Community Impact

- 7.1 The Council is permitted to hold remote meetings and is committed to doing so whilst maintaining as much access as possible for the wider public.
- 7.2 Allowing participation from external bodies and community groups in a secure and accessible manner is a key aim of the development of remote meetings.

8. Background reading/external references

- 8.1 Leadership Advisory Panel 23 April 2020 – [Interim Political Management Arrangements 2020](#)

9. Appendices

Appendix One – Remit of Governance, Risk and Best Value Committee

Appendix 1

Governance, Risk and Best Value Committee

7.1. **Constitution:** 11 members of the Council as follows:

7.1.1. 3 SNP

7.1.2. 3 Conservative

7.1.3. 2 Labour

7.1.4. 2 Green

7.1.5. 1 SLD

Convener

7.2. The Convener of the committee will be a member of the opposition.

Quorum

7.3. Four members of the Governance, Risk and Best Value Committee will constitute a quorum.

Substitution

7.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Executive.

Delegated functions

7.5. Power is delegated to the Governance, Risk and Best Value Committee to exercise the following functions:

7.5.1. To monitor the effectiveness of the Council's audit and inspection, risk management and governance arrangements and of the control environment of the Council and associated anti-fraud and anti-corruption arrangements, including:

7.5.2. To monitor delivery of the annual audit plan and reviewing all Council audit and inspection work against the plan.

7.5.3. To receive and consider summaries of internal and external audit reports which relate to any issue falling within the remit of this committee.

7.5.4. To monitor internal controls, corporate risk management, whistleblowing and key operational governance areas.

7.5.5 To scrutinise the procedures and processes implemented in response to the Covid-19 emergency.

7.6. To report, as required, on any matter within the committee's remit to Council.

7.7 Scrutiny on a specific issue should follow a committee or officer decision.

Policy and Sustainability Committee

10.00am, Thursday, 28 May 2020

Revenue Budget 2020/21 Update

Executive/routine
Wards
Council Commitments

Executive
All

1. Recommendations

- 1.1 Members of the Policy and Sustainability Committee are asked to note:
 - 1.1.1 the progress to date in delivery of the approved savings and assumed management of residual pressures underpinning the 2020/21 budget;
 - 1.1.2 the significant updated 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 that the Council will continue to 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 that further monthly updates will be provided to elected members as greater certainty is obtained in these areas; and
 - 1.1.5 that the content of the revenue and capital budget frameworks will likely be subject to change as part of the Adaptation and Renewal programme once the on-going impacts of current disruption become clearer.

Stephen S. Moir
Executive Director of Resources

Contact: Hugh Dunn, Head of Finance,
Finance Division, Resources Directorate
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Tel: 0131 469 3150

Revenue Budget 2020/21 Update

2. Executive Summary

- 2.1 Following the initial assessment considered by the Leadership Advisory Panel on 23 April, the report updates members on the current assessment of approved savings delivery, management of service pressures and, most materially, the emerging cost and income aspects of the coronavirus pandemic on the Council and its ALEOs' activities.
- 2.2 Even after taking account of available sources of external and internal funding, the report points to a significant overall potential funding gap in 2020/21 of up to £56.5m as comprised below, with the enduring impacts also likely to require a re-assessment of both the content and affordability of the 2020/23 revenue budget framework and ten-year capital budget strategy.

Additional net expenditure pressures:	£m	£m
Estimated COVID-19-specific expenditure and income (including ALEOs)		85.9
Approved savings - anticipated shortfall in delivery		7.5
Residual pressures		8.0
		101.5
Potential funding:		
Confirmed COVID-19 related funding	(17.7)	
2020/21 budget - unallocated additional monies	(5.0)	
Use of earmarked reserves	(11.2)	
	(33.9)	
Further potential timing-related savings	(11.0)	
Remaining shortfall		56.5

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, staff within Finance have undertaken an initial in-year assessment of progress in developing accompanying implementation plans to deliver these savings and manage remaining pressures. The results of this assessment formed part of a revenue budget update report to the Leadership Advisory Panel (LAP) meeting on 23 April, indicating that, as of that time, some £15m of required measures were at risk of delivery without the taking of additional, or alternative, actions.
- 3.3 In view of the profound and still-emerging impacts of the COVID-19 pandemic, however, the report's primary focus was on the related cost and income implications for the Council. This analysis highlighted a significant residual funding gap under each of the scenarios of service disruption presented, even before taking account of the impact on the Council's arm's length external organisations (ALEOs).
- 3.4 Given the extent of these funding gaps, this report provides a further update on the overall position, including details of the provisional outturn for 2019/20, and sets out a broad framework for working towards narrowing the residual gap for 2020/21 by the end of June whilst acknowledging the likely need for a more fundamental reassessment of savings achievability and current priorities over the medium-term in developing a balanced budget for the three-year period from 2021/22.

4. Main report

Coronavirus expenditure and income impacts

- 4.1 The report to the LAP on 23 April presented two disruption scenarios, with one based on a three-month shutdown but quick resumption thereafter and the other assuming a similar three-month shutdown followed by a gradual return towards pre-pandemic activity levels over the following three months. It was emphasised at the time that the longer scenario (which is consistent with the modelling assumptions of the Office for Budget Responsibility) was considered more likely and this has been borne out by subsequent events. **On that basis, other than where specifically stated otherwise, this longer scenario is referenced in the sections that follow.** In both cases, however, it was acknowledged that post-COVID operations are likely to look significantly different from current activity, reinforcing the need to re-examine the longer-term position and, where necessary, reconsider current priorities.
- 4.2 These estimates and the associated financial modelling have continued to be the subject of refinement and review, particularly as the timetable and basis on which the Council's activities might resume becomes somewhat 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 updated estimates of the main areas of increased expenditure and reduced income for Council services resulting from the emergency situation. While the presentation is intentionally similar to that used in the earlier LAP report, the analysis now also explicitly captures additional expenditure and reduced income impacts of some £2.3m in 2019/20 which, along with the full loss of the £6m budgeted Lothian Buses dividend, form part of the outturn position for the year.
- 4.4 Inclusive of the 2019/20 impacts above, this updated forecast indicates net additional costs of £44.6m. These totals reflect the main costs identified across the Communities and Families, Place and Resources Directorates, as well as an anticipated reduction in levels of Council Tax collection and decreased growth in the Council Tax base. They do not, however, reflect any impacts on the Edinburgh Integration Joint Board (EIJB), for which separate funding arrangements are in place and are covered later in this report.
- 4.5 The overall cost is expressed net of assumed savings in energy, non-domestic rates and other staffing costs. It is anticipated that there may additionally be savings in (i) short-term employee costs given reductions in recruitment activity, (ii) agency and overtime expenditure later in the year given the Council's reduced scale of activity, particularly in the summer months and (iii) 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 explore any further available non-domestic rates relief for temporarily-closed Council buildings.
- 4.6 The updated figures shown reflect net increases of £3.8m (three-month scenario) and £6.7m (six-month scenario) relative to the figures reported to the LAP on 23 April; the main elements comprising these changes are summarised in **Appendix 2**.

Delivery of approved savings

- 4.7 On 20 February, in setting the 2020/21 revenue budget, members of Council approved the delivery of some £34.9m of savings. **Appendix 3** summarises the current Finance deliverability assessment of these savings, with £7.5m viewed as unlikely to be delivered.
- 4.8 This headline sum includes 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).

- 4.9 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.
- 4.10 Executive Directors have therefore been asked to identify potential options that would address, in full, anticipated shortfalls in savings delivery and these will be reported to the Committee's following meeting on 25 June.

Management of residual service pressures

- 4.11 Estimated 2019/20 residual budget pressures for all Directorates have also been assessed, with the position summarised in **Appendix 4**. While significant additional investment was included in the approved budget framework, given the extent of underlying pressures, services required to identify a further £15m of mitigating measures to allow this sum to provide, in full, for increases in underlying demand. As of early May, £8m of unmitigated pressures remained, corresponding actions for which similarly require to be found to maintain the integrity of the budget framework.
- 4.12 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. As with savings shortfalls above, Executive Directors have been requested to bring forward options to mitigate fully these residual pressures and these will be considered at the next meeting of the Committee on 25 June.

Council Companies and Arm's Length Organisations (ALEOs)

- 4.13 In addition to the direct expenditure and income impacts on the Council, there are significant anticipated income implications for the Council's companies and ALEOs insofar as these affect the Council's budget. Estimates of these sums necessarily reflect assumptions around external sources of funding support, particularly financial assistance for furloughing the majority of staff as part of the Coronavirus Job Retention Scheme (CJRS). Even when restrictions are eased, services are also likely to resume on a phased basis, with continuing social distancing requirements, public attitudes, market capacity and competitor reaction all affecting future income forecasts.
- 4.14 With these important caveats, the current estimated potential calls on the Council in respect of lost income or other required financial support are £41.3m. This sum includes the confirmed loss of the £6m Lothian Buses dividend in 2019/20.

Total expenditure pressures – Council and ALEOs

- 4.15 Taken together, COVID-19 related expenditure or income losses, anticipated shortfalls in approved savings delivery and unmitigated residual pressures in 2020/21 total **£101.5m**. Given the magnitude of these combined pressures, radical

action continues to be required whilst redoubling efforts 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 external funding

- 4.16 **Appendix 5** summarises additional external funding received to date as part of the Scottish Government's emergency response. Excluding those sums with corresponding direct additional expenditure liabilities (including the Scottish Welfare Fund), £17.7m is available to contribute towards COVID-related costs.
- 4.17 While, at the time of writing, Edinburgh's precise allocations remain to be confirmed, these sums additionally now reflect estimated shares of the following funding streams:
- (i) **further Barnett Consequentials of £155m** resulting from the provision of £1.6 billion of additional resources to councils in England. These sums will be passed on in full to Scottish local authorities, with Edinburgh's allocation, based on its share of Scotland-wide Grant Aided Expenditure (GAE) and Special Islands Needs Allowance (SINA), being £12.1m; and
 - (ii) **£0.6m of further Scottish Government funding to facilitate temporary seven-day registrar facility opening**, with Edinburgh's share being £0.057m. The related costs are included in Appendix 1.
- 4.18 In total, £235.6m of additional external funding (comprising £50m for the previously-announced Hardship Fund, £30m for the Food Fund and the two sources above) has now been made available to councils in Scotland.

Scotland-wide cost and income modelling

- 4.19 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 has also continued apace to develop, through COSLA, consistent tracking arrangements across Scotland.
- 4.20 A template has been circulated to all councils and updates will be provided to COSLA and SOLACE every two or three weeks, with the first two submissions already made. The cost and income implications for the Council, albeit in aggregated form, will therefore also be captured through this exercise and their magnitude conveyed to the Scottish and UK Governments to inform consideration of further funding provision and/or re-assessment of, or flexibility in, the delivery of previously-agreed or planned national commitments.
- 4.21 Based on councils' initial funding submissions for the **three-month period to the end of June**, however, the total of £235.6m of external funding confirmed to date amounts to only around 71% of the identified need of £331m. Edinburgh has, however, a higher proportionate share of this total need (and hence a larger shortfall) due, in particular, to the scope and nature of the Council's ALEOs and its level of parking income and other fees. **This overall funding gap will only increase as the period of disruption, as seems highly likely, continues.**

Potential further internal funding sources

- 4.22 As summarised in **Appendix 6**, 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. Initial analysis of the Council's available earmarked reserves has indicated that up to £11.2m could also be made available to offset relevant costs.
- 4.23 Alongside the £17.7m of external funding, these measures provide a total of £33.9m to address the net expenditure requirements set out in Paragraph 4.15, resulting in a remaining shortfall of £67.5m. 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. This analysis suggests that up to £11m could be made available through these sources, with the elements comprising this total set out in Appendix 6.
- 4.24 These measures, if all applied, would have the effect of reducing the remaining funding gap to £56.5m as comprised below, of which around three-quarters relates to the Council's ALEOs. Opportunities to identify further non-service savings, the majority of which will similarly be one-off in nature, will therefore continue to be examined.

Additional net expenditure pressures:	£m	£m
Estimated COVID-19-specific expenditure and income		85.9
Approved savings - anticipated shortfall in delivery		7.5
Residual pressures		8.0
		101.5
Potential funding:		
Confirmed COVID-19 related funding	(17.7)	
2020/21 budget - unallocated additional monies	(5.0)	
Use of earmarked reserves	(11.2)	
	(33.9)	
Further potential timing-related savings	(11.0)	
Remaining shortfall		56.5

- 4.25 More fundamentally, given the magnitude of the funding deficit, options to reduce service levels significantly in non-priority areas may also require to be considered.
- 4.26 If, after some or all of these measures have been applied and further representations made to the UK and Scottish Governments, 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.

- 4.27 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. While reiterating the range of support currently in place, the response indicated a willingness to explore how further support might be provided, subject to wider commitments on the Scottish Budget.

Provisional 2019/20 outturn

- 4.28 The period eight forecast reported to the Finance and Resources Committee on 23 January 2020 pointed to a projected balanced overall position, including unplanned additional use of earmarked Council reserves of some £8m.
- 4.29 While the actual outturn in Directorates and across centrally-held budgets showed a subsequent improvement by the year-end of **£2.5m**, these savings were outweighed by some £8.3m of COVID-19 impacts, most materially the loss of the budgeted Lothian Buses dividend (£6m) and reductions in parking income. Of this total, £0.6m of expenditure was assumed to be met from the Hardship and Food Funds, resulting in a net COVID-related pressure of **£7.7m**. Taken together, these two factors contributed to an **overall provisional in-year overspend of £5.2m**, being the first time in thirteen years in which expenditure has exceeded budgeted levels and a clear indication of the likely need for much more difficult decisions going forward.

2019/20 in-year use of reserves

- 4.30 In addition to requiring to draw this remaining overspend balance of £5.2m from reserves, the outturn position above already reflects unplanned use of earmarked Council and IJB reserves totalling almost £10m, meaning that some £15m of reserves will additionally have been utilised in 2019/20 alone. This approach is clearly not sustainable, with any use of general reserves furthermore requiring reinstatement by means of additional savings.

Edinburgh Integration Joint Board (EIJB)

- 4.31 The cost and income estimates above do not include those for the EIJB which are captured in the Health and Social Care Partnership's Mobilisation Plan. The latest iteration of the plan indicates full-year expenditure of some £46.5m, around half of which relates to other community care costs, although this estimate continues to be refined as the immediate and medium-term impacts of the pandemic become clearer.
- 4.32 While discussions with the Scottish Government on the details of these mobilisation plans that will inform future funding allocations are continuing, the Cabinet Secretary for Health and Sport has announced a £50m first tranche of Scotland-wide funding to support the health and social care response to COVID-19. This initial funding allocation is based on the National Revenue Allocation Committee (NRAC) needs-based formula used to distribute resources to health boards, with the intention that it support the immediate challenges in the social care sector. The Edinburgh Health and Social Care Partnership's allocation of this sum is £4.056m.

- 4.33 The Chief Officer and her team also continue to develop the EIJB plan and associated savings and recovery programme necessary to deliver a balanced budget position for 2020/21. An update report was considered by the Board on 28 April and set out a revised projected savings target of £12.2m. Inclusive of the in-principle Council contribution noted at 4.22 above, potential further actions and contributions of £7m have been identified, resulting in a residual potential in-year deficit of £5.2m. An additional range of schemes will continue to be investigated to address the remaining shortfall.

Later years of the budget framework

- 4.34 As noted above, the medium- and longer-term impacts of the pandemic on the Council's services will be considered as part of the wider Adaptation and Renewal Programme, a report on which is included elsewhere on today's agenda. As attention turns to the recovery phase, it is also important to re-assess the assumptions underpinning the Council's three-year budget and ten-year Capital Budget Strategy approved on 20 February 2020.
- 4.35 Assessment of the implications for the capital programme is necessarily at an earlier stage, including considering cost impacts of current programme delay, availability of funding, the influence of continuing social distancing on future construction costs and potential wider changes in Council priorities. It is anticipated that a more detailed update on the Capital Budget Strategy will be considered by the Policy and Sustainability Committee on 25 June.
- 4.36 While the pandemic may similarly hasten a wholesale review of revenue priorities, a number of more immediate issues with regard to deliverability of the measures planned to balance the budget in the two later years of the three-year framework have been identified.
- 4.37 Initial analysis of the underpinning assumptions and savings approved for delivery as part of the 2021/22 and 2022/23 revenue budget indicates a number of measures, delivery of which may now require to be reassessed. These include the assumed on-going receipt of the Lothian Buses dividend, application of an IJB savings target and future increases in Council Tax and other fees and charges levels.
- 4.38 These sums have the potential to increase further should in-year pressures (including greater demand in such areas as homelessness) and shortfalls in savings delivery not be managed on a sustainable basis in future years. In addition, due to the wider economic outlook and consequent increase in public expenditure and reduction in taxation revenues, there may be implications for future years' revenue funding settlements.

Adaptation and Renewal Programme – finance-related aspects

- 4.39 An initial budget impact and savings assessment workstream has been scoped, focusing at this stage on the "now" and "near" phases whilst acknowledging the need for close and continuing alignment with the "far" and "beyond" stages. This workstream will continue to focus, during the period to the end of June, on the

short- and medium-term budget impacts of current service disruption, including consideration of both the resulting additional expenditure and losses of income. It will also, however, examine more inherent and structural issues, such as management of service pressures and delivery of approved savings, and, in particular, focus on developing and assessing options brought forward by Directorates to address these. **Addressing these pressures and shortfalls on a recurring basis is vital to maintaining the integrity and sustainability of the budget framework.**

- 4.40 Building on these foundations, the period to the end of June will aim to identify means of moving towards narrowing the residual gap for 2020/21, representing the culmination of the stabilisation phase and setting out the foundations of a transition to the following consolidation phase.

Senior officer and elected member scrutiny

- 4.41 A supporting programme of senior officer and elected member scrutiny will be put in place, at this stage, for the period to the end of September, with monthly updates provided to both Corporate Leadership Team and the Policy and Sustainability Committee. Looking to the “far” term, the current financial strategy will also be refreshed to complement the re-setting of the Change Strategy that will underpin the development of a revised draft 2021/24 three-year budget by the autumn.

Priority actions

- 4.42 As noted above, in the immediate term, the first priority will focus on working with Directorates to identify and assess options brought forward to address, in full, key residual budget pressures and savings delivery shortfalls. *Even under the shorter disruption scenario, however, this of itself will be insufficient to address the in-year funding gap.*
- 4.43 In order to address the remaining shortfall, these actions will need to be accompanied by (i) rigorous scrutiny of all discretionary spend, overtime and agency expenditure and (ii) an enhanced focus on identifying additional savings resulting from the Council’s reduced scale (and prioritisation) of activity in both the immediate and medium-term. These will require to be undertaken against a backdrop of continuing representations to the Scottish and UK Governments on the potentially-catastrophic longer-term impacts of not adequately funding local government at this time.
- 4.44 Likely recurring increases in service demand in some areas will also require the adoption of a more explicitly preventative approach, particularly in view of the potential for recurring waves of infection, at least into the medium term.

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 prioritise development of additional measures to offset in full 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 [2020/21 Financial Plan](#), Edinburgh Integration Joint Board, 28 April 2020
- 8.2 [Revenue Budget 2020/21 Update](#), Policy and Sustainability Committee, 23 April 2020
- 8.3 [Council's Change Strategy: Planning for Change and Delivering Services 2020/23](#) – Progress Update, Finance and Resources Committee, 14 February 2020
- 8.4 [Council Change Strategy 2020/23: Risks and Reserves](#), Finance and Resources Committee, 14 February 2020
- 8.5 [Coalition Budget Motion](#), City of Edinburgh Council, 20 February 2020
- 8.6 [Revenue Monitoring 2019/20](#) – Month Eight Position, Finance and Resources Committee, 23 January 2020

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	2019/20	Initial impacts	Further impacts	Total
		Actuals	April to June	July to September	
		Column1	Value	Value	Value
			£m	£m	£m
Increases in expenditure					
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.	0.015	1.933	0.967	2.915
School meals/community food advice and distribution	Six-month 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. Six months' figures assume, at this stage, continuation of current FSM voucher arrangements but position (and associated funding) for summer holiday period remains to be clarified.	0.122	1.529	0.730	2.381
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 re-provisioning for enhanced capacity to isolate; costs of additional placements due to illness and self-isolation; and emergency respite for children with disabilities.	0.005	1.635	0.560	2.200
Resources - Customer	Knock-on impacts on delivery of planned savings-mitigating measures dependent on staffing reviews and ICT developments - three months' assumed delay.	0.000	0.684	0.401	1.085
Street lighting	Increased energy and prudential borrowing costs due to delay in roll-out of LED programme	0.000	0.275	0.120	0.395
Additional security costs	Council Resilience Centres, Homelessness Accommodation and Temporary Mortuary	0.000	0.150	0.000	0.150
Temporary mortuary hire	Including provision for additional direct staffing	0.000	0.110	0.000	0.110
Other incident-related costs	Including ICT, PPE, additional supply teacher and Registrar's Service staffing, payment to Volunteer Edinburgh and food packages until the end of June for shielded groups not eligible for support through the Food Fund (current combined actuals and commitments c£1.2m). 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). Figure for PPE takes account of sums included in Health and Social Care Partnership Mobilisation Plan.	0.398	1.458	0.130	1.986
Total increases in expenditure - Council (excluding Health and Social Care)		0.540	7.774	2.908	11.222
Reductions in income					
Parking Income - on-street	Loss of income from on-street car parking due to suspension of city-wide parking charges. 2019/20 figure represents full parking income loss.	1.264	5.685	2.925	9.874
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 (as of early May, only 5% of rental due for quarter to the end of June has been received). All opportunities will be examined, however, to utilise rental deferral rather than abatement wherever appropriate.	0.000	3.000	3.000	6.000
Council Tax (collection rate)	Reduced income due to ability to pay and consequent 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. Impacts on collection rates will also be the subject of detailed national modelling.	0.000	1.550	1.550	3.100
Place (various)	Net loss of income - including pest control and scientific services, tables and chairs income, cruise liner berthing fees and museum and galleries donations, admissions and rents.	0.121	1.336	1.065	2.522
Licensing	Refunds/extensions for all licences, including cab, liquor and HMO (NB these costs are expressed gross before any potential offsetting by means of earmarked reserves).	0.024	1.150	1.150	2.324
Parking Income - enforcement	Enforcement and bus lane cameras Penalty Charge Notice reductions	0.000	1.342	0.671	2.013
Parking - residents' and other permits	Loss of income for residents', retailers', business and trade permit schemes and associated non-enforcement	0.000	1.040	0.635	1.675
Council Tax (base)	Reduction in Council Tax buoyancy due to temporary cessation of construction activities and subsequent economic slowdown. Overall assumed reduction of 0.5% for year split equally across three- and six-month periods.	0.000	0.775	0.775	1.550
Building Standards	Loss of warrant income as construction industry shuts down	0.000	1.000	0.525	1.525
Cultural venues	Loss of income - sales, rentals, admissions and rents	0.080	0.631	0.631	1.342
Planning	Reduction in planning applications submitted due to construction shutdown	0.000	0.750	0.375	1.125
Outdoor Centres	Loss of fees and charges income (assumes not recoverable from insurance)	0.000	0.658	0.203	0.861
Parks and Greenspace	Losses of income - events, trading stances, park leases, rechargeable tree works, nursery sales, timber sales, Edinburgh Leisure recharge	0.000	0.312	0.477	0.789
Waste and Cleansing	Additional RCVs, fuel, external contractors, PPE, etc.	0.025	0.256	0.107	0.388
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 relevant EL 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.	0.085	0.100	0.100	0.285
Communities and Families (other)	Loss of income from adult education classes, libraries fees and charges, sports clubs, external funding	0.134	0.081	0.048	0.263
Refunds/discounts for cancelled services - garden waste	Costs of extending current-year permits by further six weeks	0.000	0.113	0.000	0.113
Total reductions in income - Council (excluding Health and Social Care)		1.733	19.779	14.237	35.749
Savings in expenditure					
Energy	Savings in gas, electricity and water costs across corporate building estate based on indicative analysis by Energy Management Unit	0.000	(0.920)	(0.300)	(1.220)
Non-Domestic Rates	Savings relative to budget framework provision following effective freezing of NDR poundage for 2020/21	0.000	(0.500)	0.000	(0.500)
Schools	Staffing cost savings	0.000	(0.230)	(0.115)	(0.345)
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.	0.000	(0.233)	(0.059)	(0.292)
Total savings in expenditure (excluding Health and Social Care)		0.000	(1.883)	(0.474)	(2.357)
Total net additional costs		2.273	25.670	16.671	44.614

- Notes
- Potential Early Years pressures of £4.6m 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.
 - Current Audit Scotland guidance is to continue to process staff-related recharges to the Housing Revenue Account (HRA) and Capital Investment Programme; as a result, no loss of income to the General Fund revenue budget is assumed at this stage but this may affect the affordability of the capital programme going forward.
 - Work is also continuing to assess potential direct impacts upon the HRA, including likely increases in rent arrears.
 - 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.
 - The above analysis focuses on revenue income and expenditure; work to assess the potential implications for the capital programme is necessarily at an earlier stage but with an intention to present an initial assessment to the Policy and Sustainability Committee on 25 June.
 - Costs associated with the Health and Social Care are subject to separate analysis and funding.

Principal changes in Covid-related expenditure and income estimates since April assessment

	Three-month scenario	Six-month scenario
	Increase/(decrease) in net overall costs	
	£m	£m
Parking - incorporation of March 2020 actual income shortfall relative to projections	1.3	1.3
Council Tax - reduction in tax base buoyancy due to cessation of construction activities and subsequent economic slowdown	0.8	1.6
Licensing - restatement of income losses on gross basis	0.9	1.7
Other incident-related costs - increases in estimated Personal Protective Equipment (PPE) and food shielding packages expenditure	0.9	0.7
Food Fund - assumed continuing FSM provision during summer holiday period (funding arrangements to be clarified)	0.0	0.7
Place income (various)	0.5	0.8
Other net increases (various)	0.7	1.7
Edinburgh Roads Services - removal of capitalised salaries income shortfall based on provisional Audit Scotland guidance	(1.3)	(1.8)
Total	3.8	6.7

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	
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	Efficiency Savings - These approved savings are being held centrally pending agreement on a distribution methodology across Directorates. Currently there are no implementation plans in place.
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 4

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 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 £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.
Further assistance	£155m of Barnett Consequentials resulting from further 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. £0.6m has also been made available to meet the costs of additional registration service staffing over weekends.	156	12.2	While a needs-related basis of allocation has been agreed for each distribution, the Council's share remains to be formally confirmed. The sum shown is therefore an estimate at this stage.
Total		251	17.6	
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.
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 and additional Barnett Consequentials		506	19.2	NB Scottish Welfare Fund allocation of £1.5m based on the provision of additional support of similar amount.
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.	1,342	127.5	While 80% of the expected initial business support 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 based on eligibility of £111.5m. 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. Of the £154m being distributed through Local Government, Edinburgh's share of this additional funding is £16m, subject to take-up.
NDR relief	100% relief in 2020/21 for retail, hospitality and tourism-based businesses	922	n/a	
Freezing of effective NDR poundage	Relief provided such that poundage maintained at 2019/20 levels	50	0.5	Freezing of the effective poundage rate 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 £m (Note 1)	6 months £m	
Additional net expenditure pressures			
Estimated Covid-19-specific expenditure and income (per Appendix 1)	27.943	44.614	
Approved savings - anticipated shortfall in delivery (per Appendix 3)	7.022	7.528	Included for illustrative purposes; expectation is that majority are managed by service areas
Residual pressures (per Appendix 4)	8.019	8.019	
ALEO support	27.510	41.310	
	70.494	101.471	
Potential funding and savings:			
Confirmed Covid-19 related funding (per Appendix 5)	(17.718)	(17.718)	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)
	(33.938)	(33.938)	
Further potential timing-related savings:			
2019/20			
Service outturns	(3.000)	(3.000)	Once account is taken of Covid-related costs contained within service outturns, an improvement of c. £3m was apparent across the Council's main service areas between the Period 8 forecast and the year-end and this can be used as a contribution towards overall costs and income reductions.
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	25.556	56.533	

Note 1 - 3-month costs include £8.3m of actual expenditure and income impacts in 2019/20.

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Policy and Sustainability Committee Report

10.00 am, Thursday, 28 May 2020

Waiver Extension to Security Services Contract

Executive/routine
Wards
Council Commitments

Executive
All

1. Recommendations

- 1.1 It is recommended that the Committee notes the content of this report and the contract extension decision made under urgency powers, in accordance with the Scheme of Delegation by the Executive Director of Resources. This decision was made following consultation with and agreement from the Convener and Vice Convener of Finance and Resources.
- 1.2 Notes that the current coronavirus (COVID-19) outbreak may result in further delays should the Council be prevented from completing the current procurement exercise.

Stephen S. Moir

Executive Director of Resources

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Policy and Sustainability Committee Report

Extension to existing Security Services Contract

2. Executive Summary

- 2.1 This report updates the Committee regarding the extension, under Waiver of the Contract Standing Orders, to the existing Security Services Contract until the completion of the procurement exercise for the re-tendering process.

3. Background

- 3.1 The Council has a requirement for security services across the operational estate which has historically been awarded as three individual contracts managed across three directorates:
- 3.1.1 Property and Facilities Management, within the Resources Directorate is responsible for guarding which encompasses: corporate buildings; depots; local area offices; the bus station and libraries. The contract end date was 31 March 2020;
 - 3.1.2 Cultural Services, within the Place Directorate, has responsibility for event and performance security services at the Council's cultural venues which include: The Assembly Rooms; the Usher Hall; the Ross Bandstand and the Churchill Theatre. The contract end date is 30 June 2020; and,
 - 3.1.3 Safer and Stronger Communities, within the Communities and Families Directorate, is responsible for transport marshals who supervise three taxi ranks within the City on Friday and Saturday evenings and additional locations during festive periods. The contract end date was 6 April 2020.
 - 3.1.4 At present, there is no requirement for services to be provided to Cultural Services or Safer and Stronger Communities or plans to extend. Should these services be required, prior to the new contract being in place, a short extension will be facilitated.

- 3.2 The Council's current contracts were originally awarded by three mini competitions from the Scotland Excel (SXL) Security Services and Equipment framework 08-14.
- 3.3 It is the intention through the ongoing procurement exercise to consolidate all security services across the Council and to appoint a single provider who has the capability to meet the full requirement of the Council's security services, thereby achieving best value.

4. Main report

- 4.1 Commercial and Procurement Services (CPS) has carried out consultation with all directorates to facilitate a consolidated approach to the market and make the Council an attractive customer to the security industry.
- 4.2 The requirement of this procurement exercise is to identify a service provider who has the capacity and capability to provide all security services to the Council. Initial research for this contract identified an additional four elements of security for inclusion in the scope of this contract:
 - 4.2.1 Event security at Murrayfield Stadium for five rugby events per annum;
 - 4.2.2 Security patrols at Peffermill Industrial Estate on a twice nightly basis;
 - 4.2.3 Open Streets programme; and,
 - 4.2.4 Marine Security at Hawes Pier, South Queensferry to fulfil security provision in accordance with the Department of Transport and the International Ship and Port Facility Security Code and provide a safe and secure environment for cruise line passengers to embark and disembark.
- 4.3 On 31 January 2020, CPS published an Invitation to Quick Quote on Public Contracts Scotland (PCS), to the four service providers named on lot three of the SXL Security Services and Cash Collection framework 0719, with a tender submission deadline of 3 March 2020. Tender responses were received from all four providers and the consensus evaluation date was arranged for 16 March 2020.
- 4.4 Unfortunately, the consensus stage of the procurement process has been delayed as a result of the COVID-19 pandemic which has resulted in unprecedented disruption and delay to many aspects of the Council's services.
- 4.5 It is vital to extend the existing FM contract for staffed guarding to continue these Council critical services while the re-procurement process is undertaken and can be completed. Consequently, in April 2020 the urgent decision to extend this contract under using a waiver under delegated authority was exercised by the Executive Director of Resources following formal consultation with and agreement from the Convener and Vice Convener of Finance and Resources
- 4.6 The full 6-month extension period will likely not be required, but this all depends upon when the Council is able to complete the current tender evaluation process

5. Next Steps

- 5.1 The services will continue to be provided by the existing service provider until the new contract is in place.
- 5.2 A further report outlining the outcome of the tender process will be reported to Finance and Resources Committee, or equivalent should the Council still be in the extended recess period, upon completion of the tender exercise.

6. Financial impact

- 6.1 All costs will be contained within the existing budget.

7. Stakeholder/Community Impact

- 7.1 The current contract mandates that the service provider will continue to provide community benefits as agreed under the original Contract terms and conditions.

8. Background reading/external references

- 8.1 N/A

9. Appendices

- 9.1 None

Policy and Sustainability Committee

10.00am, Thursday, 28 May 2020

Winter Festivals Consultation

Executive/routine

Wards

Council Commitments

All especially City Centre

[43, 46, and 47](#)

1. Recommendations

1.1 It is recommended that Committee agree:

1.1.1 the proposed approach for appointing a service provider to deliver the consultation on the future of the Winter Festivals in Edinburgh from 2022; and

1.1.2 that the All Party Oversight Group (APOG) on Festivals and Events has met, been consulted and had input in to the Specification for the Winter Festivals Consultation and will continue to provide oversight throughout the appointment of a service provider and the consultation process itself.

Paul Lawrence

Executive Director of Place

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Report

Winter Festivals Consultation

2. Executive Summary

- 2.1 At the meeting of the Culture and Communities Committee on [18 June 2019](#), an emergency motion was tabled by the Coalition Administration to undertake a public consultation on the future of the Winter Festivals from 2022. This report provides an update on the timescales to appoint a consultant to deliver this work and the specification for this consultation.

3. Background

- 3.1 The Council is commissioning a wide-reaching and independent consultation with residents and other stakeholders from across the city on the future of Winter Festival activity in Edinburgh. The city's Winter Festivals offer is currently comprised of two main events: Edinburgh's Christmas; and Edinburgh's Hogmanay.
- 3.2 The Edinburgh's Christmas event currently takes place over a six-week period from around the third weekend in November to around 6 January, at locations in and around the city centre of Edinburgh. The activities that form Edinburgh's Christmas include a market offer, fairground, family attractions and, until 2018, an ice rink.
- 3.3 Edinburgh's Hogmanay is an internationally renowned New Year festival in its 28th year. Currently, it is a three-day festival centred around celebrations on 31 December. The festival provides international promotion for the city and images of the midnight fireworks display are broadcast around the world, attracting significant international audiences as well as providing managed city centre celebrations. Activities include a street party, concerts in Princes Street Gardens, a torchlight procession and an open-air ceilidh.
- 3.4 The footprint of both events has changed over recent years: while the levels of entertainment on offer at Edinburgh's Christmas and Hogmanay have increased, so has the level of infrastructure required to deliver them. In particular, Edinburgh's Christmas had a new layout for 2019/20 that required a large structure to be built in Princes Street Gardens. While this new layout improved the visitor experience and resulted in increased visitor numbers, it provoked strong opinions both for and against and did not have the necessary consents in place.

- 3.5 The Council wishes to engage in an open public conversation about the future of these events, to listen to feedback from residents and to ensure that the future of the winter Festival achieves the right balance for those living and working in Edinburgh.
- 3.6 The timescale for delivering the consultation was originally Spring 2020. However, due to the impact of Covid-19 and the current suspension of all public consultations, this has been delayed. In the meantime, officers will procure a service provider to allow the consultation to be delivered as soon as the suspension is lifted.

4. Main report

- 4.1 Underbelly Ltd are contracted to deliver two further editions of Edinburgh's Christmas and Edinburgh's Hogmanay until 2022. While there is little scope to vary the current contract, it is an appropriate opportunity to review these events and to ask residents and businesses, those who have attended the festivals and those who haven't, how they wish to celebrate Christmas and Hogmanay from 2022 onwards.
- 4.2 An Emergency Motion from the Coalition Administration to Culture and Communities Committee on 18 June 2019 instructed officers to undertake a wide consultation on the future of these events.
- 4.3 The central principles of the consultation are that its reach should be as wide as possible and use a combination of methods (i.e. not just an online survey) to gather, as accurately as possible, a representative and consensus view on the future of Christmas and Hogmanay celebrations in the city. It should fully reflect the demographic of the city and reach residents both within the city centre and those outwith, businesses, city stakeholders and community groups. A representative list of those to be consulted can be found below.
- 4.4 In consultation with, and led by, the APOG on Festivals and Event, officers have prepared a brief and set of guiding principles for a service provider on what the consultation should deliver and who it should reach. It will ask service providers to propose a methodology and set(s) of questions that will achieve the desired breadth of engagement and to establish:
- 4.4.1 support and scale of Winter Festivals activity;
 - 4.4.2 the type of Winter Festivals activities they would like to see and where; and
 - 4.4.3 the guiding principles on how Winter Festival activity should be delivered.
- 4.5 Those to be consulted include:
- 4.5.1 City Centre residents, especially those who have been affected in the past by Winter Festival activity;
 - 4.5.2 Edinburgh residents in general, ensuring a level of engagement and opportunity to respond that is as wide as possible;

- 4.5.3 Edinburgh residents with sensory and mobility impairment, disability groups and organisations representing the interests of those with visibility and mobility impairment including the Edinburgh Access Panel;
 - 4.5.4 Edinburgh residents on low incomes and organisations representing their interests;
 - 4.5.5 Community Groups, especially those for children and young people, and single-parent families;
 - 4.5.6 Heritage and community organisations with a particular interest in the City Centre;
 - 4.5.7 Faith-based organisations;
 - 4.5.8 Edinburgh Community Councils;
 - 4.5.9 Businesses operating in Edinburgh and particularly the City Centre, including, but not limited to Federation of Small Business/Chamber of Commerce businesses, tourism industry, hotels. There are also a large number of businesses who are not members of an official representative body and these businesses should also be included; and
 - 4.5.10 Stakeholder organisations involved in or impacted by the delivery of current Winter Festival activity including, but not limited to, Police Scotland, transport providers, NHS Lothian, Festivals Edinburgh, EventScotland and VisitScotland, Essential Edinburgh.
- 4.6 The outcomes of the consultation will be presented to the APOG on Festivals and Events and to the Culture and Communities Committee (or other relevant Committee).
 - 4.7 The consultation will provide a framework for delivering future Winter Festivals from 2022 onwards and its outcomes will determine the models to be employed in the delivery of these events as determined by the people of Edinburgh.
 - 4.8 Officers are making the necessary preparations to issue an invitation to respond to this brief and to appoint a service provider to deliver the consultation as early as possible.
 - 4.9 Once appointed, members of the APOG on Festivals and Events will approve the final methodology and list of questions proposed by the service provider.

5. Next Steps

- 5.1 As the value of the project is under £50,000, the Council will invite responses through the Quick Quote system on Public Contracts Scotland. The documentation will be made available in the week beginning 1 June 2020. Given the current circumstances with Covid-19, a slightly longer response time of four weeks will be applied to allow service providers to submit their responses.

- 5.2 Responses will then be evaluated and a report recommending appointment of a service provider will be prepared for the next available meeting of the Policy and Sustainability Committee. It is anticipated that this exercise will take around 4 weeks with a target Committee date of 6 August 2020.
- 5.3 The APOG on Major Festivals and Events will approve the exact methodology to be employed as well as the questions being asked by the appointed service provider.
- 5.4 The service provider will then provide a public and independent report to the Council's APOG on Major Festivals and Events via the Executive Director of Place, before then being reported to the Culture and Communities Committee (or other relevant Committee), where the service provider will be required to attend and answer any questions from elected members.
- 5.5 All public consultations are currently on hold. A commencement date is currently unavailable but this consultation will be opened as soon as instructed. Consultation is expected to last for a minimum of 12 weeks.

6. Financial impact

- 6.1 A budget of £40,000 has been identified to deliver this consultation. The budget is held within the Events budget in the Culture Service.
- 6.2 Delivering this consultation is an essential exercise in determining the future of the Winter Festivals in Edinburgh and ensuring that they meet the needs of Edinburgh residents and businesses.

7. Stakeholder/Community Impact

- 7.1 The consultation is expected to have a positive impact on stakeholders and the community. The central principle of this consultation is that everyone within the city – residents, communities, businesses and stakeholders – will be invited to participate and to ensure that views from across the entire city are heard. The service provider is tasked with creating a methodology to ensure that this central principle is delivered.
- 7.2 An Integrated Impact Assessment will be completed as part of the consultation process and will be reported to this Committee as part of the results of the consultation.
- 7.3 Execution of this consultation is not anticipated to have any negative environmental impacts.

8. Background reading/external references

- 8.1 Motion to Culture and Communities Committee on [18 June 2019](#)
- 8.2 Report to Culture and Communities Committee on [28 January 2020](#)

8.3 Report to Policy and Sustainability Committee on [25 February 2020](#)

9. Appendices

9.1 Appendix 1 – Specification for Winter Festivals consultation.

Service Provider Brief – Edinburgh Winter Festival Consultation

The Council is proposing to commission a wide-reaching and independent consultation with residents from across the city and other stakeholders on the future of Winter Festival activity in the city.

Christmas

The Edinburgh's Christmas event currently takes place over a six-week period from around the third weekend in November to around the 6th of January, at locations in and around the city centre of Edinburgh. The activities that form Edinburgh's Christmas include a market offer, fairground, family attractions and, until 2018, an ice rink.

Hogmanay Festival

Edinburgh's Hogmanay is an internationally renowned New Year festival in its 28th year. Currently, it is a 3-day festival centred around celebrations on the 31st December. The festival provides international promotion for the city and images of the midnight fireworks display are broadcast around the world, attracting significant international audiences as well as providing managed city centre celebrations. Activities include a street party, concerts in Princes Street Gardens, a torchlight procession and an open-air ceilidh.

Audiences

Based on the [key performance indicators](#) of the current contract, both events are successful, attracting large audience numbers and delivering a high-quality offer to both residents and visitors. In 2019, over 2.6m visitors attended the Christmas festivities in Princes Street Gardens, an increase of nearly 5% on the previous year. Hogmanay continues to attract an annual audience of 75,000 for the evening of 31 December with the Torchlight Procession on 30 December and Loony Dook on 1 January both selling out, attracting an audience of 184,000 people across the three days. However, large audiences in key city centre sites have a significant impact on greenspaces and transport. In future, audience volume may not necessarily be the most important metric and a focus on quality, community benefit and engagement and balanced use of public spaces will be of greater importance. As such, new Key Performance Indicators will be developed for future events to reflect this.

Economy

Both events are important to the economy: the [most recent economic data](#) for Edinburgh's Christmas shows an impact of £113.2m for the city; Edinburgh's Hogmanay generates £39.2m for Edinburgh. Both events also employ large numbers of Edinburgh residents and provide income for Edinburgh based businesses and suppliers. The way this local impact circulates throughout the Edinburgh economy will be of increasing importance.

Sites

The footprint of both events has changed over recent years: while the levels of entertainment on offer at Edinburgh's Christmas and Hogmanay have increased, so has the level of infrastructure required to deliver them. In particular, Edinburgh's Christmas had a new layout for 2019/20 that required a large structure to be built in Princes Street Gardens. While this new layout improved the visitor experience and resulted in increased visitor numbers, it provoked strong opinions both for and against.

Next Phase

The current contract for delivering both events expires in 2022. It is an appropriate opportunity to review both events and to ask residents and businesses, those who have attended the festivals and those who haven't, how they wish to celebrate Christmas and Hogmanay from 2022 onwards.

The Council wishes to engage in an open public conversation about the future of these events, to listen to feedback from residents and to ensure that the future of the winter Festival achieves the right balance for those living and working in Edinburgh.

Scope to influence

The consultation will seek to engage with residents from across the city – reflecting the widest possible demographic and geographic input. Participants will be able to influence the future direction of the Winter Festival.

1. Support for and scale of Winter Festival activity

Rationale

The Winter Festivals provide an opportunity for residents and visitors to celebrate both Christmas and Hogmanay in the city. While the non-financial benefits and impacts are paramount, the Council also recognises that there are economic benefits from the current Winter Festival activity that provide a significant financial boost to the economy of the city. In setting future direction, the Council wishes to consider all the financial and non-financial considerations with a strong emphasis on the non-financial benefits.

Limitations

The Council has already received estimates of financial benefit of Winter Festival activity to the city and Scotland and is not seeking to repeat this. The Council's current contract with Underbelly covers Winter Festival activity to the winter of 2021/22; therefore, the Council is limited in what changes to Winter Festival activity are possible before the end of this contract (notwithstanding the impact of Covid-19) and the focus of this consultation will be solely be for the future years of the festival starting in 22/23.

Key issues to be addressed by consultation

- How are residents impacted by Winter Festival activity, both in terms of having a positive attendance experience or otherwise (especially city centre residents as a distinct group)? Does resident location have a bearing on views of any impact? What is resident experience of those both living in event areas and those visiting them?
- What other non-financial impacts of Winter Festivals are there for the city?
- How do all Edinburgh residents, including City Centre residents, benefit from Winter Festival activity?
- How does the scale of the Winter Festival impact wider business activity (broken down by sector) including displacement of existing businesses by concessions?
- What are the potential benefits and/or consequences of a scaled back or alternative model?

2. The type of Winter Festival activity

Rationale

The Council understands that support and opposition vary for different elements of Winter Festival activity. The events attract large resident and visitor numbers who enjoy their experience but there are opposing views on the scale and impact of the current

arrangements. The design of activities determines the number of visitors, the demographics of visitors, and the location of these activities. Therefore, the Council wants to understand these preferences in more detail in order to shape the opportunity for review going forwards and proactively manage any consequences of the decisions taken.

Limitations

Expectation management is important as financial resources are unlikely to increase.

Key issues to be addressed by consultation

- What Winter Festival activity have residents taken part in and what have they enjoyed / not enjoyed?
- What type of events would residents like to host in their area? And what do they not want?
- What should any Winter Festival activities be going forward, including the location of any activities and the expected benefits of any changes? E.g. central locations versus distribution across the city's neighbourhoods; types of activities (using the current model as a comparator); duration; the importance or otherwise of having Christmas celebrations and a Hogmanay Festival for the city?
- What issues are important to residents, e.g. in relation to cost, sustainability, use of green spaces, accessibility and equalities?
- What negative impacts might result from changing activities – does the current model require to be changed or does the public support it in its present format?

3. The guiding principles of how Winter Festival activity should be procured from suppliers in future

Rationale

The Council has for a number of years commissioned an events management company to provide Winter Festival activity. Whether this will be repeated will depend on the results of this consultation but it may result in other models being required (e.g. community-led across multiple sites, a single events management company for the city centre or a combination of the two – these options are examples and not definitive). It is appropriate that residents and other stakeholders can determine the expectations set for those organising any events.

Limitations

Organisations will have to work creatively to ensure that what is offered absolutely meets the requirements of those consulted.

Key issues to be addressed by consultation

- What measures of success should be used for Winter Festival activity?
- What operational arrangements should be in place to ensure quick resolution of unexpected issues, especially those involving residents of the City Centre?
- What discounts should be applied, when, and to what groups?
- What considerations should be made for sustainability, accessibility and equalities issues in the design of activities?
- When should the Winter Festival activity be reviewed again?

Participants

Following the completion of an integrated impact assessment for Winter Festival activity and through discussions with stakeholders, the Council has identified the following groups it is important to hear from as part of this consultation. Service Providers should ensure the design of consultation activity is appropriate to reach and involve these groups (not listed in order of priority):

- City Centre residents, especially those who have been affected in the past by Winter Festival activity
- Edinburgh residents in general, ensuring a level of engagement and opportunity to respond that is as wide as possible
- Edinburgh residents with sensory and mobility impairment, disability groups and organisations representing the interests of those with visibility and mobility impairment including the Edinburgh Access Panel.
- Edinburgh residents on low incomes and organisations representing their interests
- Community Groups, especially those for children and young people, and single-parent families
- Heritage and community organisations with a particular interest in the City Centre
- Faith-based organisations
- Edinburgh Community Councils
- Businesses operating in Edinburgh and particularly the City Centre, including, but not limited to Federation of Small Business/Chamber of Commerce businesses, tourism industry, hotels. There are also a large number of businesses who are not members of an official representative body and these businesses should also be included.
- Stakeholder organisations involved in or impacted by the delivery of current Winter Festival activity including, but not limited to, Police Scotland, transport providers, NHS Lothian, Festivals Edinburgh, EventScotland and VisitScotland, Essential Edinburgh.

Current employees or elected members of the City of Edinburgh Council are free to participate in this consultation as citizens, or as representatives of other organisations. Employee and elected member views are not to be sought specifically as part of this consultation.

Methods

The appointed Service Provider should propose any consultation methods which they believe will encourage, enable and maximise participation and provide the Council with appropriate information on which to base its decisions. Within this, the Council emphasises the following:

- Consultation opportunities must be available online and offline
- Consultation must be a mix of qualitative and quantitative evaluation
- Consultation must be as wide as possible, ensuring those from across the entire city and all demographics are given an opportunity to participate
- Some consultation opportunities must be open to anyone, even those not previously identified as participants
- The Council will make its Consultation and Engagement Hub available for this activity and will support communications to networks and on social media
- The final design of methods must be agreed with the Council
- Aside from those specific elements above, consultation activity cannot be performed by any current employees or elected members of the City of Edinburgh Council operating in any capacity

Timescales

Final timescales will be agreed with the appointed Service Provider, however the consultation must be open for a period of at least 12 weeks.

Reporting

The final list of questions and methodology must be approved by the Council's All Party Oversight Group (APOG) on Major Festivals and Events via the Executive Director of Place prior to the consultation going live. The Service Provider should provide a public and independent report to be submitted to the APOG on Major Festivals and Events via the Executive Director of Place, before

then being reported to the Culture and Communities Committee (or other relevant Committee), where the Service Provider will be required to attend and answer any questions from elected members.

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Policy and Sustainability Committee

10.00am, Thursday, 28 May 2020

Deferral of Edinburgh Summer Sessions 2020 to 2021

Executive/routine	Executive
Wards	11
Council Commitments	46

1. Recommendations

- 1.1 This report seeks approval to reschedule the Edinburgh Summer Sessions event from August 2020 to August 2021 due to the impact of the Coronavirus pandemic on public gatherings going forward.

Paul Lawrence

Executive Director of Place

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Deferral of Edinburgh Summer Sessions 2020 to 2021

2. Executive Summary

- 2.1 The report seeks approval to defer the Edinburgh Summer Session concerts from 2020 to 2021 due to the ongoing impact on large scale gatherings caused by the Coronavirus pandemic.

3. Background

- 3.1 The Edinburgh Summer Sessions event is a concert series that has been presented in the Ross Bandstand and Princes Street Gardens since 2018. Approval for the Edinburgh Summer Sessions 2020 was given by the Culture and Communities Committee on [28 January 2020](#) within the Festivals and Events Core Programme 2020/21 report.
- 3.2 In August 2019 the Edinburgh Summer Sessions promoted by DF Concerts Ltd featured nine high profile concerts by artists such as Florence and the Machine, Madness, Lewis Capaldi and Primal Scream. This built on the success of the 2018 event with Tom Jones and Paloma Faith amongst others.
- 3.3 Due to the ongoing impact on events and large scale gatherings due to the Coronavirus pandemic, the Edinburgh Festivals this summer have been cancelled and a number of booking are being re-scheduled the across the cultural venues estate.
- 3.4 Policy and Sustainability Committee is asked to consider rescheduling the Edinburgh Summer Sessions event from August 2020 to August 2021 as set out below.

4. Main report

- 4.1 The Culture and Communities Committee approved the 2020 Edinburgh Summer Sessions programme on 28 January 2020, as part of the wider Festivals and Events Core Programme 2020/21 report. Nine concerts were planned with artists including Sir Tom Jones, Lionel Richie, Michael Kiwanuka and Simple Minds scheduled to perform.

- 4.2 Council officers and the event organiser, DF Concerts, had started to progress planning and delivery of this year's event through the Event Planning Officer Group (EPOG) however since lockdown restrictions began on the 23 March it has been impossible to continue this process.
- 4.3 The current guidance from the the UK and Scottish Governments indicates that it will be some time before larger social gatherings will be permitted.
- 4.4 As previously reported the live music industry is a significant contributor to the economy. The UK Live Music report [Music By Numbers 2019](#) conducted extensive research on the value of the United Kingdom's music industry and provides data on the economic impact of live events. The average spend by overseas music tourists was £851 per head in 2018 - up by 13% on £750 in 2017. The figure for spend by domestic music tourists in 2018 was £196 per head – up by 5% on £186 in 2017, thus estimating that the value to Edinburgh's economy from the nine Summer Sessions concerts would be more than £5.5m.
- 4.5 The current Coronavirus pandemic is having a devastating effect across many sectors with live music and performing arts hit particularly hard, impacting artists as well as the agents, promoters, production, freelance staff and all employees involved in the supply chain that supports the delivery of cultural events.
- 4.6 With little sign of this situation improving in the near future, the Council and event organisers are trying to mitigate these impacts through planning and rescheduling for future periods. This maintains confidence in the sector that business and culture will work to emerge in good shape when it is safe to do so.
- 4.7 For the Edinburgh Summer Sessions, both DF Concerts and Council officers have mutually agreed that the 2020 event looks unrealistic to be able to go ahead. It is recommended that Committee approve rescheduling the nine concerts planned in 2020 to August 2021.

5. Next Steps

- 5.1 The decision of Committee will be communicated to all existing ticket holders and more widely to reach anyone who was potentially considering purchasing tickets.
- 5.2 If the recommendation to defer is approved, operational planning for these events will recommence when it is safe and appropriate to do so and applications for the relevant licenses and approvals will be submitted by the event operator at the appropriate time.

6. Financial impact

- 6.1 The income from Edinburgh Summer Sessions 2020 formed part of the Place Directorate's income target and will not be achieved in 2020. If Committee approves deferring this event to 2021, this income will be received in 2021.

- 6.2 A review of the financial impact of COVID 19 on the Council budget is underway and this non-achievement of income is factored into those calculations.

7. Stakeholder/Community Impact

- 7.1 Confirmation of the event was shared to stakeholders through the Parks Approval Application. Officers were in the process of addressing operational impact on access to Princes Street Gardens at the time of lockdown measures being introduced and would be followed up subsequent to rescheduling the event to August 2021.
- 7.2 The event organiser would have to meet the required licensing and public safety requirements pertaining the event, achieved through relevant applications and EPOG recommendations.

8. Background reading/external references.

- 8.1 None.

9. Appendices

- 9.1 None.

Policy and Sustainability Committee

10.00am, Thursday, 28 May 2020

Award of Contract – Pre-Contract Design Services for Western Villages, Granton

Executive/Routine Wards	Executive 4
Council Commitments	1, 4 and 10

1. Recommendations

- 1.1 It is recommended that Policy and Sustainability Committee:
 - 1.1.1 approves the award of contract to CCG (Scotland) Ltd under Lot 2 of the Council's New Build Housing Framework Agreement to provide pre-contract design services including the submission of a tender proposal for the works associated with Western Villages new build affordable housing project. The notional value is £1.5 million; and
 - 1.1.2 notes that the Council, on completion of each stage, retains the option to review the scope or terminate the contract.

Paul Lawrence

Executive Director of Place

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Award of Contract – Pre-Contract Design Services for Western Villages, Granton

2. Executive Summary

- 2.1. This report seeks approval to appoint CCG (Scotland) Ltd under Lot 2 of the Council's New Build Housing Framework Agreement to design the Western Villages new build affordable housing project in Granton, in line with the Granton Development Framework, and to submit a tender proposal for the works.
- 2.2. The scope of service is split into two key stages:
 - Stage One: Pre-Contract Design; and
 - Stage two: Post Contract Construction.
- 2.3. On completion of stage one, the Council retains the option to review the scope or terminate services.

3. Background

- 3.1. On [10 October 2019](#), Finance and Resources Committee approved the award of Lot 2 of the New Build Housing Contractor Framework Agreement to the following six Contractors:
 - CCG (Scotland) Ltd;
 - CBC (Glasgow) Ltd;
 - ENGIE Regeneration Ltd;
 - Hadden Construction Ltd;
 - Hart Builders (Edinburgh) Ltd; and
 - Robertson Partnership Homes Ltd.
- 3.2. The Committee also approved delegated authority to the Executive Director of Place and the Head of Place Development in line with the Scheme of Delegation for the awarding of contracts which are undertaken using the Framework Agreement.

This arrangement is currently superseded by the temporary change to Contract Standing Orders.

- 3.3. The Granton Waterfront Development Framework was approved by Planning Committee on [26 February 2020](#).

4. Main report

- 4.1. Western Villages is the first phase of the Granton regeneration programme to be progressed.
- 4.2. The construction industry plays a vital role in Scotland and Edinburgh's economy providing a range of jobs and supporting local Small and Medium Enterprises (SMEs). By progressing pre-contract affordable housing construction projects like Western Villages, the Council can ensure there are market ready opportunities for the industry, helping to build economic resilience within the supply chain to mitigate the effects of the current Covid-19 pandemic.
- 4.3. Lot 2 of the New Build Housing Framework Agreement provides contractor led Design and Build services (where the contractor provides the design team). The services provided by contractors are split into two stages:
- Stage one: Full design team services including all associated studies, site investigations, submission and approval of the planning application and the preparation of a tender proposal for the building works.
 - Stage two: Construction of the approved design to an agreed specification and cost.
- 4.4. CCG (Scotland) Ltd are the top ranked Contractor on the Framework Agreement and have been engaged to provide stage one services in line with the principles of the development framework. CCG (Scotland) Ltd have prepared a fee for this stage in line with the framework rates. The value of this stage is a notional value of £1,456,877.56. The full sum breakdown is available in Appendix 1.
- 4.5. The fee draw-down will be in arrears for work completed, ensuring that the Council is not exposed to undue risk of the contractor or design team going in to administration during these uncertain times.
- 4.6. Following the completion of stage one services by CCG (Scotland) Ltd, negotiations will be undertaken before progressing with Stage Two, the construction of the development, should that be proven to be in the Council's best interest. The Council retains the option to review the scope or terminate services at the end of stage one.
- 4.7. CCG and the design team have provided assurance that they will be able to progress the project during the current Covid-19 pandemic by working remotely and communicating digitally. While uncertainty remains on the duration of current working restrictions it is anticipated progress will be made as far as possible. Should

the current situation change, and progress can no longer be made there will be a stand down period in the commission which will recommence once restrictions are lifted.

- 4.8. A Pre-Application Notice (PAN) was submitted to the planning authority on Monday 2 March 2020 and Pre-application advice will be undertaken by the design team.

5. Next Steps

- 5.1. By accelerating Western Villages invaluable live information will inform the wider business case helping towards forming a fully robust case based on actual and local due diligence.
- 5.2. CCG will undertake stage one services of the New Build Housing Framework Agreement Lot 2 including the studies listed in Appendix 1.
- 5.3. Public and stakeholder consultation for the Western Villages proposal will be undertaken. In light of the current Covid-19 pandemic full details of how the Council will seek to engage with the public will be driven by the emerging advice from Scottish Government on statutory planning consultation.
- 5.4. Following public and stakeholder consultation and any resulting design revisions the planning application will be submitted.
- 5.5. Progress of the anticipated programme will be dependent on the working restrictions in place due to Covid-19 pandemic.

6. Financial impact

- 6.1. The value of this contract to provide pre-tender design services is notional value of £1,456,877.56. This will be contained within the Housing Revenue Account (HRA) Capital budget.

7. Stakeholder/Community Impact

- 7.1. There are no direct stakeholder or community impacts as a result of this contract.
- 7.2. Significant consultation has taken place over the last 12 months with partners and the local community on developing the Framework to guide future development in Granton Waterfront.
- 7.3. Public consultation will be undertaken as part of the planning process for the detailed design of Western Villages.

8. Background reading/external references

8.1. None.

9. Appendices

9.1. Appendix 1 – Western Villages Stage One Services Fee Proposal Pre-tender Costs.

Western Villages Stage One Services Fee Proposal Pre-tender Costs

Western Villages Stage One Services Fee Proposal Pre-Tender Costs to (RIBA Stage 4)			
Service	Supplier	Value	Status
Architect	Cooper Cromar	£832,500.00	Confirmed
Engineer	BSA	£238,500.00	Confirmed
M&E Engineer	TBC	£95,850.00	Provisional
Landscape Architect	Oobe	£28,800.00	Confirmed
Energy Consultant	Carbon Futures	£38,000.00	Confirmed
Further SI	Aitken Lab/BSA	£38,681.00	Ongoing
CCTV survey	TBC	£10,000.00	Provisional
GPR survey	TBC	£10,000.00	Provisional
Extended TOPO	TBC	£3,500.00	Provisional
Initial Eco/Arb survey	TEP	£3,389.00	Complete
Any follow up Eco/Arb	TBC	£3,300.00	Provisional
Acoustic survey	TBC	£3,000.00	Provisional
Daylight /Sunlight survey	TBC	£2,000.00	Provisional
FRA	TBC	£20,000.00	Provisional
DIA	TBC	£20,000.00	Provisional
Archaeological Survey	TBC	£10,000.00	Provisional
EIA Screening survey	TBC	£5,000.00	Provisional
EIA if required	TBC	£20,000.00	Provisional
Air Quality survey	TBC	£5,000.00	Provisional
Noise Impact survey	TBC	£5,000.00	Provisional
SEPA CAR License	TBC	£10,000.00	Provisional
Transport survey	TBC	£5,000.00	Provisional
VARs	TBC	£20,000.00	Provisional
Sundry Surveys	TBC	£25,000.00	Provisional
SUB TOTAL		£1,452,520.00	
CCG overhead & Profit	0.30%	£4357.56	Provisional
SUB TOTAL		£1,456,877.56	

Policy and Sustainability Committee

10.00am, Thursday, 28 May 2020

Award of Contract – Employer’s Agent and Quantity Surveyor for Western Villages, Granton

Executive/Routine Wards	Executive 4
Council Commitments	1, 4 and 10

1. Recommendations

- 1.1. It is recommended that Policy and Sustainability Committee:
 - 1.1.1 approves the award of contract to Arcadis Consulting UK Limited as a direct award waiver of the Council Standing Orders under the Scotland Excel (SXL) Engineering and Technical Consultancy Framework to include Quantity Surveyor (QS) and Employers Agent (EA) services for the Western Villages new build affordable housing as part of the Granton programme. The notional value is £350,000; and
 - 1.1.2 notes that the Council, on completion of each stage, retains the option to review the scope or terminate the contract.

Paul Lawrence

Executive Director of Place

Contact: Elaine Scott, Housing Services Manager

E-mail: Elaine.scott@edinburgh.gov.uk | Tel: 0131 529 2277

Award of Contract – Employer’s Agent and Quantity Surveyor for Western Villages, Granton

2. Executive Summary

- 2.1. This report seeks approval to make a direct award via waiver of the Council's Contract Standing Orders (CSOs) to Arcadis Consulting UK Limited under the SXL Engineering and Technical Consultancy Framework. The award is to provide Quantity Surveyor (QS) and Employers Agent (EA) services for the Western Villages new build affordable housing project as part of the Granton Waterfront regeneration.
- 2.2. Following the approval of the Granton Waterfront Development Framework by the Planning Committee on [26 February 2020](#), Western Villages will be the first phase of the Council's regeneration within the development area.
- 2.3. The role of QS and EA is required to ensure the proposals submitted provide value for money as well as providing commercial management in line with industry benchmarking.
- 2.4. The scope of service is split into three key stages:
 - 2.4.1. Pre-Contract Services;
 - 2.4.2. Post Contract Services; and
 - 2.4.3. Defects Liability Services (Post-handover).
- 2.5. On completion of each stage, the Council retains the option to review the scope or terminate services.
- 2.6. By progressing pre-contract affordable housing construction projects, the Council can build economic resilience within the supply chain, helping to mitigate the effects of the current Covid-19 pandemic.

3. Background

- 3.1. In September 2018, the Council appointed Collective Architecture to lead a multi-disciplinary team to prepare a Development Framework for Granton Waterfront.

This was approved by the Planning Committee on [26 February 2020](#), as non-statutory planning guidance.

- 3.2. On [6 December 2019](#), the Finance and Resources Committee approved the award of contract to Arcadis Consulting UK Limited under the SXL Engineering and Technical Consultancy Framework to provide Project and Commercial Management Support to the Council's inhouse delivery team for the regeneration of Granton Waterfront.
- 3.3. On [25 February 2020](#), the Policy and Sustainability Committee noted the Programme Delivery Plan (PDP) for Granton Waterfront which set out Western Villages as an early action project.

4. Main report

- 4.1. The PDP set out the opportunity to accelerate the delivery of affordable homes within the Western Villages area of Granton Waterfront. It is anticipated Western Villages will deliver around 450 homes across a range of tenures and will act as a pilot for enhanced sustainability measures. In line with the Development Framework, Western Villages will champion low carbon, sustainable and urban living.
- 4.2. By accelerating Western Villages, invaluable live information will inform the wider business case helping towards forming a fully robust case based on actual and local due diligence.
- 4.3. The construction industry plays a vital role in Scotland and Edinburgh's economy providing a range of jobs and supporting local small and medium sized enterprises (SMEs). By progressing pre-contract affordable housing construction projects like Western Villages, the Council can ensure there are market ready opportunities for the industry, helping to build economic resilience within the supply chain to mitigate the effects of the current Covid-19 pandemic.
- 4.4. QS services are essential to establish an accurate and realistic budget throughout the evolution of the design and ensure value for money for the Council in line with industry benchmarking.
- 4.5. EA services are also required to ensure budgets are met, the work is completed on time, safety procedures are followed, and the desired quality standards are achieved.
- 4.6. Arcadis have been appointed to provide project and commercial management services to the wider Granton project and development of the outline business case (OBC). To ensure that the knowledge from this early action could be built into the OBC, Arcadis were asked to prepare a fee proposal to provide additional QS and EA services for the Western Villages project. The cost returned by Arcadis for the scope of service is notional value of £350,000 which is in line with the previous Professional Services Framework Agreement rates of 0.35% of construction value.

This demonstrates value for money and will enhance efficiencies in terms of financial modelling and project management for the programme.

- 4.7. The scope of service to be provided by Arcadis is split into three key stages:
 - 4.7.1. Pre-Contract Services;
 - 4.7.2. Post Contract Services; and
 - 4.7.3. Defects Liability Services (Post-handover).
- 4.8. Full breakdown of the fee proposal is available in [Appendix 1](#). On completion of each stage, the Council retains the option to review the scope or terminate services. The fee draw-down will be in arrears for work completed, ensuring that the Council is not exposed to undue risk of the consultant going in to administration during these uncertain times.
- 4.9. Arcadis have provided assurance that they will be able to progress the project during the current Covid-19 pandemic. While uncertainty remains on the duration of current working restrictions it is anticipated progress will be made as far as possible. Should the current situation change, and progress can no longer be made there will be a stand down period in the commission which will recommence once restrictions are lifted.
- 4.10. A Pre-Application Notice (PAN) was submitted to the planning authority on Monday, 2 March 2020 and Pre-application advice has been undertaken by the design team.

5. Next Steps

- 5.1. If approved, Arcadis Consulting UK Limited will be appointed to undertake QS and EA services to enable the Council to accelerate the development of the Western Villages at Granton. At the end of each stage of the project, the Council can review the scope or terminate services if necessary.
- 5.2. As set out in paragraph 4.9, Arcadis have confirmed that they will be able to progress this project during the Covid-19 pandemic. The internal project team will work closely with them and will take any necessary action if this activity cannot be progressed.
- 5.3. Public Consultation for the Western Villages proposal will be undertaken. In light of the current Covid-19 pandemic full details of how the Council will seek to engage with the public will be driven by the emerging advice from Scottish Government on statutory consultation.

6. Financial impact

- 6.1. The value of this contract to provide QS and EA services is notionally estimated at £350,000. This will be contained within the Housing Revenue Account.

7. Stakeholder/Community Impact

- 7.1. There are no direct stakeholder or community impacts as a result of this contract.
- 7.2. Significant consultation has taken place over the last 12 months with partners and the local community on developing the Framework to guide future development in Granton Waterfront.
- 7.3. Public consultation will be undertaken as part of the planning process for the detailed design of Western Villages.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 Appendix 1 - Arcadis Consulting UK Limited EA and QS Service Fee Proposal for Western Villages.

Fee Proposal for Western Villages**Summary**

Stage	Duration	Cost Per Month	Total Cost
Pre-Contract Services	16 Months	£6,539.31	£104,628.96
Post Contract Services	36 Months	£5,428.45	£195,424.42
Defects Liability Services	12 Months	N/A	£11,525.15
Total			£311,578.53

The fee is inclusive of all reasonable expenses and disbursements including travel costs within Scotland only.

Payment is required in accordance with the Terms and Conditions issued as part of the Granton Waterfront commission, subject to any subsequent agreement made.

Should any additional services require to be provided out with the scope of services or timescales detailed above, such work would be charged at a mutually agreeable sum.

Policy and Sustainability Committee

10.00am, Thursday, 28 May 2020

Provision of Fire and Security Repair and Maintenance Works

Executive/routine Wards Council Commitments	Routine All
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1. Recommendations

- 1.1 The Committee is asked to:
 - 1.1.1 approve a contract extension via a waiver of Contract Standing Orders (CSOs) for the provision of a repair and maintenance for fire and security systems throughout the Council's Housing estate. This extension award is to BAM FM Ltd for a 12 – 15 month period;
 - 1.1.2 note the market to tender this type of work is currently in a state of flux as a result of the COVID 19 outbreak and related restrictions as set by the Scottish Government. This extension will allow continuity of service for these works, to allow time for the market to adapt to the impact of COVID 19 and any associated on-going restrictions and for a procurement exercise to be completed and a new contract put in place; and
 - 1.1.3 note that the value of this waiver is expected to be in the region of £1,250,000 for a 15 month period.

Paul Lawrence

Executive Director of Place

Tam Meaney, Operations Manager, Housing Property.

E-mail: Tam.Meaney@edinburgh.gov.uk Tel: 0131 529 2715

Provision of Fire and Security Repair and Maintenance Works

2. Executive Summary

- 2.1 This report seeks approval for a contract extension via a waiver of CSOs for the repair and maintenance of the fire and security systems throughout the Council's housing estate. The contract extension is to BAM FM Ltd and runs for a period of up to 15 months.
- 2.2 These services are provided to maintain life and safety critical systems and the contract extension will enable these systems to be maintained while suppliers adapt to changes arising from the COVID 19 outbreak, and for a comprehensive procurement exercise to be undertaken for a new Repairs and Maintenance Framework for Council properties, which includes multiple lots, including this service element.

3. Background

- 3.1 The Council is committed to the maintaining the safety and wellbeing of its tenants and citizens.
- 3.2 The services covered by this contract include but are not limited to: repair and maintenance services of critical systems including fire safety equipment; stand-by generators, communal televisions, Closed Circuit Television (CCTV), intruder and door entry systems and all associated auxiliary equipment.
- 3.3 A mini competition was undertaken within the Repair and Maintenance Framework Agreement (CT0353 M&E Lot) in 2016 and which resulted in the current contract commencing June 2016 for three years (CT0225 – Fire & Security Repair & Maintenance Works).
- 3.4 The contract was based on a Schedule of Rates (SoRs) provided at tender stage by the Council. An extension to the contract, as permitted within the original contract terms, was approved for these services from March 2019 to March 2020 with an agreed uplift to the SoRs.
- 3.5 It is noted that the advancement of this procurement is complicated as a result of the COVID 19 situation, the viability to tender, and for suppliers to respond in a full

and competitive basis at this time is challenging and is expected to take much longer than would be the case in normal circumstances.

- 3.6 In response to the COVID 19 pandemic, a Critical Repair Service (CRS) has been established within Housing Property. This focuses service delivery on three workstreams: Critical Repairs; Health and Safety; and Empty Homes. Critical repairs are those required to secure a property and ensure it is maintained in a wind and water tight condition. Health and Safety repairs are those required to maintain welfare facilities and prevent endangerment to life. The services covered by this award of contract are essential to the CRS and on-going service provision to ensure people are safe and secure in their home.

4. Main report

- 4.1 The Council must maintain critical, life and safety systems such as those set out in paragraph 3.2.
- 4.2 This waiver to the Council's CSOs to extend the existing contract is required in order to maintain continuity of service while a full, comprehensive procurement exercise is carried out this service. The procurement plan and indicative timeline for this is set out in Appendix 1.
- 4.3 Housing Property and Corporate Procurement are also working together to develop a new framework for other repairs and maintenance services in Council properties and this contract will sit alongside that wider Framework.
- 4.4 Given current market and supplier uncertainty as a result of COVID 19, this waiver is to extend the current contract for up to 15 months. The speed at which this procurement can be progressed is, to a large extent, dependent on how quickly the current restrictions as set by the Scottish Government are relaxed and construction activity re-normalises.
- 4.5 The expenditure on this contract is dependent on the number of breakdowns, the cost of parts and level damage to the systems.
- 4.6 It is recognised that, due to the current COVID 19 pandemic, the service has been focused on essential, life and limb services which may lead to a reduction in expenditure in the short term however in the long term it is likely that the cost of materials will increase if suppliers experience material shortages.
- 4.7 The cost estimate is based on the expenditure over the last two financial years which has been in the region of £500,000 - £750,000 per annum. BAM FM Ltd have indicated they anticipate a 3% increase on the SoRs (which is in line with BMI Local Authority Maintenance Costs Indices for Service). It is therefore, estimated that the maximum of this contract extension for up to 15 months would be in the region of £1,250,000.

5. Next Steps

- 5.1 The tendering exercise to procure this service in future will progress as outlined in Appendix 1. This will include the requirements as detailed in this contract. It is anticipated that this will be in place by 1 April 2021, however a further three month period may be required if there are delays in the procurement process.

6. Financial impact

- 6.1 The financial impact is set out in paragraphs 4.6 and 4.7. The cost of the contract for 15 months (April 2020 – June 2021), based on the previous two years, is estimated to be in the region of £1,250,000. This will be contained within the Housing Property revenue budget in financial year 2020/21 and 2021/22.

7. Stakeholder/Community Impact

- 7.1 The continuation of this provision will reassure tenants and citizens that these life and safety systems will be well maintained and operational at optimum level.
- 7.2 Anti social behaviour is reduced where CCTV cameras are in operation.
- 7.3 Well maintained equipment means fewer breakdowns, fewer replacement parts and fewer car journeys. This will have a beneficial impact on the environment and air quality within the city.
- 7.4 There are no equalities impact arising from this contract extension.
- 7.5 There is a risk of successful procurement challenge by contractors who could undertake these works if competitively tendered. However, the risk is deemed to be low given the current uncertainty in the market place and ongoing Scottish Government restrictions as a result of COVID 19.
- 7.6 Life and safety equipment that remains unrepaired leaves tenants, citizens and assets vulnerable. Any incident resulting from unattended equipment failure could damage the Council's reputation and leave the Council exposed.

8. Background reading/external references

- 8.1 None

9. Appendices

- 9.1 Appendix 1 –Procurement Plan and Indicative Timeline

Appendix 1 – Procurement Plan and Indicative Timeline

Activity	Indicative Timeframe
Tender published on PCS	September 2020 subject to supplier's availability to complete returns
Tender Returns	October 2020
Evaluation of returns including consensus scoring and resolution of clarifications	November / December 2021
Award recommendation report (draft)	January 2021
Award recommendation to Committee for approval	February 2021
Contract Start Date	April 2021

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Policy and Sustainability Committee

10:00am, Thursday, 28th May 2020

Outcome Report of the Short Life Working Group to Examine Communities and Families Third Party Grants

Executive/routine
Wards All
Council Commitments

1. Recommendations

- 1.1 Following consideration of all the additional information, the Short Life Working Group recommends the Policy and Sustainability Committee;
 - 1.1.1 Note the decision of the group not to proceed with an independent review of the grant award process due to the findings of a review of the previous grant programme and to avoid reducing the overall grant funding in order to pay external fees.
 - 1.1.2 Agree the recommendations for award as set out in the report to the Education, Children and Families Committee on 3rd March 2020
 - 1.1.3 Request officers include in the funding agreement, that all citywide organisations must target areas of SIMD 1 and 2 in the delivery of their service, with the aim of ensuring proportionate distribution of funding across the City – both at community and locality level. This will be monitored, and data collected to evidence where services users are coming from/based.
 - 1.1.4 Note the Integrated Impact Assessment and the distribution of services resulting from the recommendations.
 - 1.1.5 Agree, if the budget becomes available, to restore funding to organisations in the SIMD 1&2 areas impacted as a consequence of the 20-23 grant award programme, and organisations who would leave a service gap in any SIMD 1&2 area. In addition to increased universal support, to also strengthen support for BAME young people and their families.

Alistair Gaw, Executive Director for Communities and Families

Contact: Laura Millar, Service and Policy Adviser

E-mail: laura.millar2@edinburgh.gov.uk | Tel: 0131 529 4319

Policy and Sustainability Committee

Outcome Report of the Short Life Working Group to Examine Communities and Families Third Party Grants

2. Executive Summary

- 2.1 This report describes the work of the Short Life Working Group as set up by the Education Children and Families Committee on 3rd March 2020. It also contains recommendations for awards for the 2020-23 Communities and Families Grant Programme

3. Background

- 3.1 Communities and Families has made grant awards to voluntary sector organisations for many years to deliver positive outcomes for children, young people and families across Edinburgh. A new three-year programme and criteria was agreed by the Education Children and Families Committee in August 2019.
- 3.2 The new criteria (listed below) focussed on the priorities of our citywide Children Service's Plan that best supported children, young people and families impacted by poverty, and the services and activities that make a difference.
- Improve learning and developmental outcomes for disadvantaged babies, infants, children, young people and their families including care experienced young people
 - Improve mental health and wellbeing outcomes for children, young people and their families
 - Support the personal and social development of young people through the delivery of effective universal youth work programmes
 - Improve the level of participation in learning opportunities for all secondary school age young people and continue to increase positive destinations
 - Ensure that children and young people's health and wellbeing are not damaged by alcohol and drugs through the delivery of effective drugs and alcohol prevention work and substance misuse services

- 3.3 Committee also agreed the desire to ensure fair and proportionate distribution of the funding and, given the criteria, particularly in SIMD 1 and 2 decile areas. The following paragraph is taken from the August 2019 report:

The funding priorities identified for this grants programme address the needs of vulnerable children, young people and families across the city. Whilst there are no specific geographical allocations being used, it is expected that the bulk of the activity being delivered with awards from this programme will take place in SIMD (Scottish Index of Multiple deprivation) areas 1 and 2. In addition, to spread the benefits across the city, no single Locality will be awarded more than 30% of the total budget available for priorities one and three.

- 3.4 The 2020-23 Communities and Families Grant Programme opened for applications and following assessment of applications, a report with award recommendations was brought to Education Children and Families Committee in March 2020.
- 3.5 Every application was scored by three different officers using a 0 – 4 scoring framework that is used widely across the council. All officers were required to attend a training session before scoring any applications. The questions in the application form were weighted differently depending on importance. For example, in recognition of the incidence of poverty being higher in the SIMD 1 and 2 areas, a higher weighting in scores was given to those organisations that could demonstrate a community connection. The assessment process was made clear in the application guidance pack and in briefings to voluntary sector organisations
- 3.6 The programme received 186 applications from 129 organisations seeking funding of £26.4 million over 3 years, the budget available for this programme is £10.1 million. The recommendations for grant awards presented to the Committee were 55% of the budget for city wide organisations and 45% delivering to a specific local community. Any bid that did not conform to the new criteria would have not scored highly. Due to budget constraints, there were many applications that did score highly which did not get a grant.

4. Main report

- 4.1 The [2020/23 Communities and Families Grants to Third Parties Programme](#) report described the work undertaken to develop the programme, the application and assessment process and contained recommendations for award.
- 4.2 A number of deputations were received by Committee and rather than agreeing to accept the award recommendations, a motion was agreed which set out the extra information required and the setting up of a Short Life Working Group which was to consider this information and report back in one cycle.
- 4.3 The Short Life Working Group consists of one elected member from each political group supported by officers from Communities and Families. The group has met on five occasions - 12 March, 19 March, 2 April, 8 April and 20 May.

- 4.4 In line with the motion, the group considered how the programme was run. The last grant process was reviewed by Inspiring Scotland in 2016 when similar concerns were expressed. The review confirmed the assessment process and the validation of the applications as being in line with the agreed criteria. Although no major issues were found several improvements were suggested and the Grant Standing Orders were amended accordingly. Consequently, it was agreed it would not be beneficial to conduct another review and that the programme was delivered in line with the [August 2019 report](#).
- 4.5 The group has received and considered information as requested in the motion including detail of the organisations recommended for award, as well as those existing Communities and Families grant award holders who were not recommended. This information has helped to further develop the Integrated Impact Assessment (IIA) and the group has had sight of drafts of the IIA.
- 4.6 With additional information, the IIA has identified those Vulnerable Groups and areas of the City impacted as a consequence of the 20-23 grant award programme. The group considered how to ensure there would be no gap in service from what was provided under the previous programme and a fair distribution of funding across the City.
- 4.7 Although 80% of the awards were distributed to organisations tackling poverty, there was a reduction in awards for organisations delivering services in some of the SIMD 1 and 2 areas. There were also significant impacts on organisations providing services for the BAME communities.
- 4.8 Members also reflected on the effects of the coronavirus pandemic, the almost certain rise in unemployment when the lock-down ends and how this would adversely affect SIMD 1 and 2 areas. Consensus was that to remove support services at this time of crisis would not be appropriate or sensible.
- 4.9 Following consideration of all the additional information, the updated IIA and with the effects of the outbreak in mind, the group requested a list of the organisations that have previously delivered services where there is now a gap to the SIMD 1 and 2 areas that had been negatively impacted, and to BAME groups with a view to reinstating these services.
- 4.10 It should be noted, at the time of writing this report, no budget was identified for any additional funding for the grants programme.
- 4.11 To ensure a proportionate distribution of funding, members felt there needed to be a more precise and quantifiable measure so that all the four areas received a level of funding that was commensurate with the numbers of SIMD 1 and 2 young people living there. This will be written into the funding agreements for all citywide organisations, which will then be monitored, and data collected to evidence where services users are coming from/based.

5. Next Steps

- 5.1 Applicants to the grant programme will be informed of the committee decision. Should award recommendations be agreed then successful organisations would be sent award letters and funding agreement documents. The awards would then start on 1st September 2020

6. Financial impact

- 6.1 The annual value for the recommended grant awards totals £3,371,523 which will leave a balance of £99,189 available for the small grant programme in subsequent years.
- 6.2 At the time of writing this report, no budget was identified for any additional funding for the grants programme.

7. Stakeholder/Community Impact

- 7.1 Consultation with voluntary sector partners to develop the 2020-23 Grants Programme was set out in the [2020/23 Communities and Families Grants to Third Parties Programme](#) report.
- 7.2 The funding of activity by third parties through grant aid contributes to the Council's delivery of its Equality Act 2010 duty to seek to eliminate unlawful discrimination, harassment and victimisation, and to advance equality and foster good relations.
- 7.3 The awarding of grants to third parties enables the Council to meet Climate Change (Scotland) Act 2009 Public Bodies Duties as well as contributing to the city's Sustainable Edinburgh 2020 objectives

8. Background reading/external references

- 8.1 [Children and Families Grants to Third Parties 2015/16 - Education Children and Families Committee 19 May 2015](#)
- 8.2 [Children and Families Grants to Third Parties 2016/19 - Education, Children and Families Committee 06 October 2015](#)
- 8.3 [Member Officers' Working Group – Lessons Learnt from Review of Revenue Grants Programme - Education, Children and Families Committee 11 October 2016](#)
- 8.4 [Youth Work Funding 2017-19 Education Children and Families Committee -13 December 2016](#)
- 8.5 [Choose Youth Work: Youth Work Participatory Budgeting – Phase 1- Education Children and Families Committee 15 August 2017](#)

- 8.6 [2020-23 Communities and Families Grants to Third Parties Programme – Education, Children and Families Committee 17 June 2019](#)
- 8.7 [2020/2023 Communities and Families Grants to Third Parties Programme – Education, Children and Families Committee 16 August 2019](#)
- 8.8 [2020/2023 Communities and Families Grants to Third Parties Programme – Education, Children and Families Committee 3 March 2020](#)

9. Appendices

- 9.1 Appendix 1 – Integrated Impact Assessment
- 9.2 Appendix 2 – Award Recommendations from 2020/2023 Communities and Families Grants to Third Parties Programme – Education, Children and Families Committee 3 March 2020
- 9.3 Appendix 3 – Table Showing Award Recommendations from March with SIMD 1 and 2 Percentages

Section 4 Integrated Impact Assessment

Summary Report Template

Each of the numbered sections below must be completed

Interim report		Final report	
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(Tick as appropriate)

1. Title of plan, policy or strategy being assessed

2020/23 Communities and Families Grants to Third Parties Programme

2. What will change as a result of this proposal?

Existing Programmes

In the current funding year (2019-20), Communities and Families has distributed awards through four programmes with a combined annual budget of £3,470,712. These are;

- Three Year Main Grant Programme (2016-19) - £2,772,712 pa (extended by 15 months to end of June 2020)
- One Year Small Grant Programme (2019-20) – £108,000 pa
- Youth Work Grants (2017-19) - £434,000 pa (extended by 15 months to end of June 2020)
- Choose Youth Work Grant Programme (2019-20) - £166,000 pa (Four locality programmes and one citywide programme using participatory process to agree awards)

New Programmes

It was agreed by Education, Children and Families Committee to develop a new grants programme with a closer alignment to the strategic aims of the Integrated Children's Services Plan. Five key funding priorities were then identified for the new grants programme that contribute towards three of the five strategic aims of the Integrated Children's Services Plan.

Funding Priority	% of total budget	Maximum Award (pa)
Improve learning and developmental outcomes for disadvantaged babies, infants, children, young people and their families including care experienced young people	45 – 55	£120,000
Improve mental health and wellbeing outcomes for children, young people and their families	6 - 8	£50,000
Support the personal and social development of young people through the delivery of effective universal youth work programmes	28 - 32	£100,000
Improve the level of participation in learning opportunities for all secondary school age young people and continue to increase positive destinations	8 - 10	£50,000
Ensure that children and young people's health and wellbeing are not damaged by alcohol and drugs through the delivery of effective drugs and alcohol prevention work and substance misuse services	3 - 5	£40,000

There will be two programmes run, a main grant programme which will make three year awards and a small grant programme making annual awards (maximum £10,000).

The recommendations of the Communities and Families 2020-23 Grants Programme new programme come to an annual value of £3,371,523 in 2020/21 (total of £10,114,569 over 3 years).

Applications were open to any constituted and not-for-profit organisation. A total of 196 applications were made across the five priorities, of which 186 went forward for assessment. Grants are for 3 years funding. A new application form and assessment process were developed and guidance and training was available.

It has not been possible to determine financial amounts allocated against each priority as organisations take a comprehensive approach to achieving outcomes and can help meet more than one priority. Figures contained within this report should be considered as indicative only as direct comparison between current grant programme and new programme is not always possible.

Looking at the breakdown of spend across the 2016-19 Grant Programme

Strategic Objective	Funding Awarded £
Our children have the best start in life, are able to make and sustain relationships and are ready to succeed	813,365
Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities	829,312
Our children and young people in need, or with a disability, have improved life chances	635,257
Our children and young people are physically and emotionally healthy	292,552
Our children and young people are safe from harm and fear of harm, and do not harm others	
Our children's and young people's outcomes are not undermined by poverty and inequality	205,319

An inevitable consequence of any grant review and particularly where the new programme has a tighter focus is that not all existing grant recipients will be successful in their funding bids. Further, the new programme was significantly oversubscribed with a total of 196 applications. For 2020–2023, a total of 63 grant awards are recommended with 19 organisations getting awards that were not previously in receipt of an award. Thirty organisations which currently get grants were unsuccessful in their applications.

Analysis of Proposed Awards

Spend across the five funding priorities identifies that;

- just over 80% of funding will be spent on service supporting families, children and young people impacted by poverty,
- 11% on services for families with disabled children or young people
- 14% on services benefiting care experienced young people
- 2% on services benefiting LGBT young people
- 1% on services benefiting BME young people

The geographical allocation of recommended awards

Area	% of overall funds	No of awards	No of applications	Population in SIMD areas 1 & 2
North East	15	12	36	17,893
North West	14.5	6	24	13,213
South East	7.9	3	17	9,043
South West	6.8	4	27	14,967
Citywide	55	38	105	57,401

Area	Population in SIMD areas 1 & 2	% in SIMD areas 1 & 2	% of locality funding
North East	17,893	32.5	33.3
North West	13,213	24.0	32.2
South East	9,043	16.4	17.6
South West	14,967	27.2	15.1

From the table above it can be seen that two localities, North East and South East, are receiving a similar share of funding in comparison to their percentage of population in SIMD areas 1 and 2. The North West locality is receiving significantly more (32.3% funding compared to 24%) whereas South West locality is receiving significantly less (15.1% funding compared to 27.2%). What is not shown in these figures is whether the service is focused on an SIMD area or is a locality wide service.

3. Briefly describe public involvement in this proposal to date and planned

To ensure that there was a clear and widely accepted set of assessment criteria for each of the priorities, engagement with the voluntary sector was undertaken between January and April 2019. A survey monkey questionnaire with questions addressing this issue, award limits and having a small grants programme. Approximately 150 responses were received.

A large scale engagement session was run on 27 February 2019 at Edinburgh College, over 90 organisations were represented at this event and the notes from all the small group discussions were recorded.

A further set of events was held in April in the four localities. The notes from these sessions were also recorded and the funding priorities were redrafted to reflect some of comments expressed at these sessions.

Briefing sessions on the new grant programme were provided. One daytime session was delivered in each of the four Localities and one evening session was offered in Waverley Court. Over 100 individual organisations attended these sessions. Based on feedback from organisations attending the sessions, the word count for questions 1.1 and 1.2 in the application form was increased from 500 to 750 words.

4. Date of IIA

25th February 2020

5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)

Name	Job Title	Date of IIA training	Email
David Hoy	Commissioning Officer	15/11/2018	David.hoy@edinburgh.gov.uk
David Bruce	Senior Education Manager		David.Bruce2@edinburgh.gov.uk
John Heywood	Principal Officer Strategy and Special Projects		John.Heywood.2@edinburgh.gov.uk
Scott Campbell	Lifelong Learning Development Officer		Scott.campbell@edinburgh.gov.uk

Claire Colston	Programme Assistant		Claire.colston@edinburgh.gov.uk
Emma Lee	Lifelong Learning Development Officer		Emma.lee@edinburgh.gov.uk
Mary Dunbar	Lifelong Learning service Manager		Mary.dunbar@edinburgh.gov.uk

6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need SIMD LIP data Information contained in answers to question 1.1 and 1.2 in the Funding applications to this 2020-23 grants round Annual Reports and Audit	Yes Yes Yes Yes	SIMD – provides detailed breakdown of statistical information covering a wide range of indicators Shape LIP and Small Area Plans Organisations responded with a varying level of detail as to the need their project was addressing Educational attainment and inspection reports etc
Data on service uptake/access Funding applications from this round and	Yes	Provides an indication of the current numbers of service users for existing services provided through the grant

Evidence	Available?	Comments: what does the evidence tell you?
<p>funding applications from current funding programmes.</p> <p>Monitoring returns from current award holders</p>	Yes	<p>programme</p> <p>Provides an indication of the current numbers of service users for existing services provided through the grant programme</p>
Data on equality outcomes		
<p>Research/literature evidence</p> <p>Locality Improvement Plans 2017/20</p> <p>What Kind of Edinburgh</p>	<p>Yes</p> <p>Yes</p>	<p>Provides some clarity regarding the priorities of local communities for services provided by Council and other partners</p> <p>LIP Small Area Plans focus on smaller areas with highest levels of deprivation</p> <p>LIP Annual Reports - report on progress</p> <p>What young people told us was most important to them</p>
<p>Public/patient/client experience information</p> <p>Monitoring Information from current grants programmes</p>	Yes	Provides an indication of the experience and views of current service users and beneficiaries
Evidence of inclusive engagement of service users and		

Evidence	Available?	Comments: what does the evidence tell you?
involvement findings General local LIP consultation Engagement events held between January and April 2019. A Survey monkey was also carried out. The results are contained within the 2020-23 Communities and Families Grant Programme Report June 2019 Briefing sessions held for applicants in October 2019 outlining process and timescales	Yes Yes Yes	Engagement and consultation identified what's most important to local people 3rd Sector consultation – their views on what work/or doesn't and lessons learned The findings from the engagement events are contained within the report and were used to further develop the proposals for the grant review.
Evidence of unmet need Some areas of unmet need exist and are evidenced in the various application forms	No	There has not been any collation of evidenced unmet need from the grant application forms.
Good practice guidelines CEC Grant Standing Orders	Yes	Best Practice for grant management Outlines good practice for grant processes
Environmental data		
Risk from cumulative impacts		

Evidence	Available?	Comments: what does the evidence tell you?
Other (please specify) 2020/23 Communities and Families Grants to Third Parties Programme Report August 2019	Yes	
Additional evidence required		

7. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Positive</p> <p>The continuation of a three year funding programme will provide continuity for organisations and staff, help reduce staff turn over and improve planning and services.</p> <p>The redesign process has helped ensure that the successful grants are in alignment with the priorities of the new grant programme and the strategic aims of the Integrated Children's Services Plan</p> <p>Thirty organisations who are currently in receipt of a Main Grant Programme award or a Youth Work Grant award will continue to be funded, a number of whom will be receiving more than one award</p> <p>Under Funding Priority 3, the allocation of a specific minimum budget for youth work services will enable open</p>	<p>All groups</p> <p>All groups</p> <p>All groups</p> <p>Young people, LGBT young people, BME</p>

<p>access youth work to be delivered across the city. Seventeen organisations received awards to deliver services in local communities or for citywide services</p> <p>Under Funding Priority 5, the allocation of a specific minimum budget for drug and alcohol services will enable services addressing harm to be delivered across the city. Five organisations received awards.</p> <p>Under Funding Priority 2, the allocation of a specific minimum budget for mental health services will enable services addressing increased mental health problems for young people to be delivered across the city. Seven awards were made under this priority to deliver services in schools and in community settings</p> <p>Funding Priority 1 was set up to address the learning and developmental outcomes for disadvantaged children and families. Twenty six awards were made under this priority including early years services, family support services, counselling services, volunteering support and financial support</p> <p>Negative</p> <p>A number of organisations which currently get grant funding were not successful in their application (numbers noted below). This however does not necessarily mean that the project will be unable to continue. Grant awards were made on the basis that the grant would end in March 2019 although they were subsequently extended to August 2020. Organisations have known that a review will be carried out and, have been encouraged over recent years, to become more financially sustainable and seek additional sources of funding. The negative impacts noted below, have assumed that the projects will not continue however this will not be the case for many.</p> <p>Thirty organisations that were in receipt of an award</p>	<p>young people</p> <p>Vulnerable young people, young carers</p> <p>Vulnerable young people, children & young people impacted by domestic abuse, children & young people impacted by sexual violence, young people at risk of homelessness</p> <p>Vulnerable families, disabled children and young people, LGBT young people, Kinship carers, looked after children and young people</p> <p>All groups</p>
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through the Main Grant programme or the Youth Work Grant programme will not be receiving an award under the 2020-23 programme.	
There were six organisations that provide services to families with young children that will not be funded and this could lead to uneven access to services across the city, particularly in south west and northwest of city	Vulnerable families
One organisation that provided legal services for young people will not be funded	Young people
One Counselling service has not been funded	Vulnerable families
Five organisations that support families with disabled children and young people did not receive an award	Disabled children and young people
A family support service was not successful in their application	Vulnerable families
Five projects that support BME families and young people were not successful in their applications	BME young people
A service for young people addressing risk taking behaviours will not be funded.	Vulnerable young people
A mediation service for families was not successful in their application	Vulnerable families
A service for lone fathers will not be funded.	Vulnerable families, men
There are ten organisations that provide youth work, groupwork and 1 to 1 support as well as learning opportunities to young people that will no longer be funded	Young people
A service supporting men to access childcare training opportunities was not successful in their application.	Men
Analysis was undertaken looking at the spread of grant investment in the SIMD 1 and 2 decile areas of the city represented by those organisations who had been funded but were not recommended for a new award. Twenty four out of 37 organisations responded. In terms of the eleven organisations delivering services across the city, the percentage of beneficiaries in these SIMD areas ranged	

<p>from 6% to 100%.The thirteen organisations who responded that were delivering services at a local level reported that between 71% and 100% of their service users were from these SIMD areas.</p> <p>Areas within SIMD 1 and 2 deciles that had previously funded services but which have few services recommended for funding going forward are Craiginny/Restalrig, Broomhouse/Bankhead, Gracemount/Southhouse and Craigmillar/Niddrie</p> <p>As identified above three projects that support BME families and young people were not successful in their applications. Funding going to BME projects was approximately £200,000 in previous programme, in the new programme it is £35,350.</p>	
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<p>Environment and Sustainability</p> <p>Positive</p> <p>The priorities included in the grants programme help support healthy lifestyles and strong, inclusive and resilient communities. Successful applicants will be working to achieve this</p> <p>Various new and continuing projects will promote volunteering, helping to build community cohesion and social sustainability.</p> <p>Negative</p> <p>Some projects that promote volunteering, will no longer get an award.</p>	<p>Affected populations</p> <p>All groups but especially those who are socially disadvantaged</p> <p>All groups</p> <p>All groups</p>
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<p>Economic</p> <p>Positive</p> <p>The value of the grants programme has been maintained at the 2019-20 level and a higher percentage has been awarded as three year funding</p>	<p>Affected populations</p> <p>All groups</p>
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<p>The continuation of 3 year funding should improve the stability of employee's jobs. It will also help provide continuity of service delivery.</p> <p>Funding to 20 organisations that were not previously funded through the Main Grant programme may create new jobs and volunteer opportunities</p> <p>Under Funding Priority 4, the allocation of a specific minimum budget to support work to address positive destinations for young people will create more opportunities for young people at risk of disengaging from education. Eight organisations will receive awards</p> <p>Negative</p> <p>30 organisations which are currently funded will no longer be funded. Some of these organisations will continue to operate, however, it may lead to the closure of some of the organisations and subsequent loss of jobs and volunteering opportunities.</p> <p>A significant number of service users may be adversely affected by these decisions.</p>	<p>All groups</p> <p>All groups</p> <p>Vulnerable young people, disabled young people</p> <p>Staff/volunteers</p> <p>All groups</p>
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8. Is any part of this policy/ service to be carried out wholly or partly by contractors and how will equality, human rights including children's rights , environmental and sustainability issues be addressed?

No, service provision to be provided through grants

9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

It is expected that the organisations affected will communicate any service changes to their service users and would use any appropriate methods

10. Does the policy concern agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use? If yes, an SEA should be completed, and the impacts identified in the IIA should be included in this.

N/A

11. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

12. Recommendations (these should be drawn from 6 – 11 above)

Although a number of current organisations were unsuccessful in their funding applications, it does not necessarily mean that the organisation will close nor that the service will end. Grant holders have known that their current grant award is to end in June 2020 and that a grant review would be carried out. Over recent years, organisations have been encouraged to be more financially sustainable and seek alternative sources of funding and many have been extremely successful in doing so. It should be emphasised that within Section 7, negative impacts have been noted however many of the projects will indeed continue to operate without funding through this programme and the negative impacts may not materialise.

Unsuccessful applicants should be directed to information sites containing information regarding alternative funding sources and advice.

13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
Regular emails about other funding opportunities to be sent to all applicants	Communities and Families Commissioning Team	Ongoing	
All award holders, but particularly those offering open access provision, should be reminded of their responsibilities under the Equalities Act	Communities and Families Commissioning Team	June 2020	

14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

All successful applicants will be required to provide monitoring information on an annual basis.

15. Sign off by Head of Service/ Project Lead

Name Andy Gray

Date 15.05.2020

16. Publication

Send completed IIA for publication on the relevant website for your organisation. [See Section 5](#) for contacts.

Section 5 Contacts

- **East Lothian Council**

Please send a completed copy of the IIA to equalities@eastlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity

- **Midlothian Council**

Please send a completed copy of the IIA to zoe.graham@midlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via http://www.midlothian.gov.uk/downloads/751/equality_and_diversity

- **NHS Lothian**

Completed IIAs should be forwarded to impactassessments@nhslothian.scot.nhs.uk to be published on the NHS Lothian website and available for auditing purposes. Copies of previous impact assessments are available on the NHS Lothian website under Equality and Diversity.

- **The City of Edinburgh Council**

Completed impact assessments should be forwarded to Strategyandbusinessplanning@edinburgh.gov.uk to be published on the Council website.

- **City of Edinburgh Health and Social Care**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **Edinburgh Integration Joint Board**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **West Lothian Council**

Complete impact assessments should be forwarded to the Equalities Officer.

Education, Children and Families Committee

10am, Tuesday, 3 March 2020

2020/23 Communities and Families Grants to Third Parties Programme

Item number
Executive/routine
Wards All
Council Commitments

1. Recommendations

- 1.1 The Education, Children and Families Committee is asked to:
 - 1.1.1 Note the actions taken to develop and implement the new Communities and Families 3rd Party Grants Programme as agreed by the Committee in June 2019 and August 2019.
 - 1.1.2 Approve the recommended awards against each of the five identified priorities. Full details are attached as appendix 1.
 - 1.1.3 Note that awards will run for a period of three years from 1st July 2020 to 30th June 2023.
 - 1.1.4 Note that a Small Grant Programme will be run again for financial years 2021/22 and 2022/23
 - 1.1.5 Note that an Integrated Impact Assessment has been undertaken and will follow.

Alistair Gaw

Executive Director of Communities and Families

Contact: David Hoy, Commissioning Officer

E-mail: David.Hoy@edinburgh.gov.uk | Tel: 0131 469 3457

2020/23 Communities and Families Grants to Third Parties Programme

2. Executive Summary

- 2.1 This report contains details of the background, how the new programme was delivered and the recommended awards under the new three-year grants programme.

3. Background

- 3.1 In May 2015 the Education, Children and Families Committee agreed recommendations made by the Member Officer Working Group to run a three-year Main Grant Programme (2016-19) and an annual Small Grants Programme.
- 3.2 The Main Grant Programme was delivered with the agreed criteria. However, issues were raised about the assessment and grant allocation process. On this basis, at its meeting of 11 February 2016, the Education, Children and Families Committee agreed to reconvene the 'Third Party Payments Short Life Working Group' to discuss the lessons learned. Edinburgh Voluntary Organisation Council (EVOC) was co-opted onto the group. The group also considered the Small Grants Programme and reported its findings to Committee on 11 October 2016.
- 3.3 A number of changes were implemented to the Small Grant Programme based on the working group's recommendations.
- 3.4 In December 2016, Committee agreed recommendations contained in the [Youth Work Funding 2017-2019](#) report, which agreed awards for eight organisations until March 2019 alongside the development of a participatory budgeting process to award smaller grants to support open access youth work. An update report was presented to Committee at its meeting in August 2017.
- 3.5 In May 2018, Committee agreed to an extension to March 2020. To support the delivery of a new process, this was followed by a further extension to June 2020, for recipients of current grants within the original 2016-19 Main Grants Programme, and the 2017-19 Youth Work Grants Programme.
- 3.6 Adoption of the Integrated Children's Services Plan 2017-20 provided a smaller set of rewritten strategic objectives. On this basis, the amended grants programme required a much sharper focus to ensure achievement against these objectives.

Adoption of the objectives also supports the administration's inclusive vision for the city, specifically, to improve resources for disadvantaged young people and their families

- 3.7 This sharper focus, combined with the work and actions undertaken to develop and deliver the 2020/23 grants programme, has enabled recommendations of awards included in this report, which provide new opportunities to support work that both compliments and supports Council objectives to improve the overall health and wellbeing of young people and their families. Delivery of the improved 3rd Party Grants Programme 2020-23, highlights a commitment to: the delivery of Council expectations; build on feedback from partners; consider previous experience and the lessons learned.
- 3.8 The new process has resulted in recommendations for awards against each of the five identified priorities. Details of the recommended awards is attached as appendix 1. The new grants will run for a three-year period between 1st July 2020 and 30th June 2023.

4. Main report

Development and delivery of the new programme

- 4.1 During 2019, to add to the previous feedback collected and ensure the new programme had clear and widely accepted assessment criteria for each of the priorities, additional engagement across the voluntary sector was undertaken. This included, a survey monkey questionnaire, and citywide and locality consultation events.
- 4.2 The new 3rd Party Grants Programme 2020-23 opened in September 2019 and invited applications from organisations clearly focused on delivering outcomes against one of five identified priorities linked to the Integrated Children's Service Plan.
- 4.3 Each of the five different priorities has specific outcomes expected, a percentage share of the overall budget and a maximum annual award. These are as follows:
 - 4.3.1 Improve learning and developmental outcomes for disadvantaged babies, infants, children, young people and their families including care experienced young people. An allocation of 45-55% of the total budget, with a maximum award of £120,000.
 - 4.3.2 Improve mental Health and wellbeing outcomes for children, young people and their families. An allocation of 6-8% of the total budget, with a maximum award of £50,000.
 - 4.3.3 Support the personal and social development of young people through the delivery of effective universal youth work programmes. An allocation of 28-32% of the total budget, with a maximum award of £100,000.
 - 4.3.4 Improve the level of participation in learning opportunities for all secondary school age young people and continue to increase positive destinations. An allocation of 8-10% of the total budget, with a maximum award of £50,000.

- 4.3.5 Ensure that children and young people's health and wellbeing are not damaged by alcohol and drugs through the delivery of effective drugs and alcohol prevention work and substance misuse services. An allocation of 3-5% of the total budget, with a maximum award of £40,000.
- 4.4 Actions taken to improve and deliver the new programme included:
 - 4.4.1 the production of two new documents a Programme Overview and Applicant Guidance Notes;
 - 4.4.2 a reviewed and updated application form;
 - 4.4.3 delivery of applicant briefing sessions in four Localities and the city centre;
 - 4.4.4 assessment training for 33 officers;
 - 4.4.5 communications;
 - 4.4.6 a logging and tracking system;
 - 4.4.7 assessment process including moderation when required;
 - 4.4.8 IIA;
 - 4.4.9 Committee report for approval of the recommended awards;
 - 4.4.10 All relevant documentation was made available on-line; and
 - 4.4.11 Finance processes and ongoing monitoring of recipient progress will continue over the life of the grants.
- 4.5 Edinburgh Voluntary Organisation Council (EVOC) and Lothian Association of Youth Clubs (LAYC) were key links and invited to review the information included in the draft guidance documents.
- 4.6 To support applicants a series of Briefing Sessions were provided. One daytime session was delivered in each of the four Localities and one evening session was offered in Waverley Court. Over 100 individual organisations attended. The slides from the Briefing Sessions are attached as appendix 2.
- 4.7 Based on feedback from organisations attending the sessions, the word count for questions 1.1 and 1.2 in the application form was increased from 500 to 750 words.
- 4.9 To assist applicants, the guidance notes and updated application form gave tips on the detailed information we were looking for in each question. The 10 questions in the updated form encouraged and demanded more robust and thought-out applications. The successful bids are those from recipients who: recognise the need to know their communities; listen to young people; can clearly describe the work they will do; the impact it will have; understand the benefits of working in partnership; and importantly, how they will learn, evolve and deliver evidence of progress in the next three years.
- 4.10 Applications closed at noon on 22 November 2019. 196 applications were received from 129 organisations, however ten of these applications were incomplete and therefore 186 applications were taken forward for assessment. All have been recorded on a database to enable analysis and tracking of the processes. Details of

the numbers of applications across the five funding priorities are include in Appendix 3

- 4.11 The assessment involved 32 officers from across Communities and Families. Each assessor received training. Overall the group of assessors completed 558 assessments (three individual assessments of each application). Assessors used the standard scoring process, with responses for each of the individual 10 questions being scored between 0-4, dependant on the quality of information provided in the response. Any application assessed with a question scoring a differential of 2 or more, were independently reviewed by a Moderator.
 - 4.12 The budget for 2020-21 of this three-year programme is confirmed at £3,470,712. Applicants have been advised that the level of funding for future years cannot be guaranteed and will be subject to future budget decisions. Award levels have been set at the 2020/21 request figure contained in the application information.
 - 4.13 An Integrated Impact Assessment (IIA) has been undertaken and will follow.
- Small Grant Programme**
- 4.14 On account of clashes in the timescales for the main 3rd Party Grants Programme and the normal small grants application timelines, the Small Grant Programme was not run for 2020-21 but will resume for the financial year 2021-22.

5. Next Steps

- 5.1 The 2020-23 Main Grants Programme will commence on 1 July 2020 as described in this report.
- 5.2 The annual Small Grant Programme will next run in the financial year 2021/22.
- 5.3 Each grant recipient will be required to complete a funding agreement that details SMART targets to be achieved by the organisation within the funding period. The achievement of these targets will contribute to an identified Strategic Aim within the Integrated Children's Services Plan.

6. Financial impact

- 6.1 The annual value for the grant awards recommended in appendix 1 totals £3,371,523 which will leave a balance of £99,189 available for the small grant programme in subsequent years.

7. Stakeholder/Community Impact

- 7.1 This report builds on the work and reports addressing the previous Main Grants programme (2016-19) and changes as recommended in the [Lessons Learnt report](#) approved by Committee in October 2016

- 7.2 The funding priorities identified for this grants programme address the needs of vulnerable children, young people and families across the city. Whilst there are no specific geographical allocations being used, it is expected that the bulk of the activity being delivered with awards from this programme will take place in SIMD (Scottish Index of Multiple deprivation) areas 1 and 2. In addition, to spread the benefits across the city, no single Locality will be awarded more than 30% of the total budget available for priorities one and three.
- 7.3 The funding of activity by third parties through grant aid contributes to the Council's delivery of its Equality Act 2010 duty to seek to eliminate unlawful discrimination, harassment and victimisation, and to advance equality and foster good relations.
- 7.4 The awarding of grants to third parties enables the Council to meet Climate Change (Scotland) Act 2009 Public Bodies Duties as well as contributing to the city's Sustainable Edinburgh 2020 objectives
- 7.5 There was engagement involving stakeholders to review the third party grants process throughout 2016. Specifically, this included reforming the Elected Members Working Group and an online consultation with third party organisations. This work resulted in the [Lessons Learnt report](#) approved by Committee in October 2016. Additional engagement was undertaken in 2019.
- 7.6 Additional engagement about the development of the 3rd Party Grants Programme 2020-23 was undertaken in late 2018 and early 2019.

8. Background reading/external references

- 8.1 [Children and Families Grants to Third Parties 2015/16 Education Children and Families Committee 19 May 2015](#)
- 8.2 [Children and Families Grants to Third Parties 2016/19 Education, Children and Families Committee 06 October 2015](#)
- 8.3 [Member Officers' Working Group – Lessons Learnt from Review of Revenue Grants Programme Education, Children and Families Committee 11 October 2016](#)
- 8.4 [Youth Work Funding 2017-19 Education Children and Families Committee 13 December 2016](#)
- 8.5 [Choose Youth Work: Youth Work Participatory Budgeting – Phase 1 Education Children and Families Committee 15 August 2017](#)

9. Appendices

- 9.1 Appendix 1 – Recommended Awards
Appendix 2 – Applicant Briefing session slides
Appendix 3 – Application information
Appendix 4 – Integrated Impact Assessment (to follow)

Appendix 1 Grant Award Recommendations 2020-23

Funding Priority 1

Funding Priority 1 - Improve learning and developmental outcomes for disadvantaged babies, infants, children, young people and their families including care experienced young people								
Organisation	Project Title	Citywide or Locality	20/21 Request	2020-21	2021-22	2022-23	2023-24	Total
Citadel Youth Centre	Citadel Families Project	NE	60,771	45,578	60,771	60,771	15,193	182,313
People Know How	Positive Transitions	NE	30,190	22,643	30,190	30,190	7,548	90,570
Cross Reach	CrossReach Counselling Services East	Citywide	62,259	46,694	62,259	62,259	15,565	186,777
Pilmeny Development Project	PDP Youth Work Services	Citywide	20,053	15,040	20,053	20,053	5,013	60,159
Children 1st	With Families	SE	118,335	88,751	118,335	118,335	29,584	355,005
ProjectScotland	Youth Engagement Volunteering Project	Citywide	29,646	22,235	29,646	29,646	7,412	88,938
Volunteering Matters	Edinburgh Mind Matters	Citywide	99,214	74,411	99,214	99,214	24,804	297,642
Sleep Scotland	Sleep Edinburgh	Citywide	17,137	12,853	17,137	17,137	4,284	51,411
CHAI	Financial Capability and Health Visitors Project	Citywide	32,667	24,500	32,667	32,667	8,167	98,001
Smart Play Network	Play Plus Toy Library	Citywide	15,970	11,978	15,970	15,970	3,993	47,910
YMCA Edinburgh SCIO	Plusone Mentoring	Citywide	50,726	38,045	50,726	50,726	12,682	152,178
Pilton Youth and Children's Project	Bridges to Learning	NW	86,554	64,916	86,554	86,554	21,639	259,662
Home Link Family Support	Early Years Family Learning Opportunities	SE	50,126	37,595	50,126	50,126	12,532	150,378
Big Hearts Community Trust	Kinship Care Programme	Citywide	48,309	36,232	48,309	48,309	12,077	144,927
Salvesen Mindroom Centre	Direct Help and Support for families that have children and young people with learning difficulties	Citywide	58,200	43,650	58,200	58,200	14,550	174,600
Circle	Haven	NW	119,361	89,521	119,361	119,361	29,840	358,083
Home-Start Leith & North East Edinburgh	HSLNEE Core Costs	NE	98,913	74,185	98,913	98,913	24,728	296,739
Tailor Ed Foundation	Early Years Service	Citywide	28,825	21,619	28,825	28,825	7,206	86,475
LGBT Youth Scotland	Getting it Right for LGBT Young People in Edinburgh	Citywide	43,560	32,670	43,560	43,560	10,890	130,680
WHALE Arts	Play, Create, Participate	SW	31,852	23,889	31,852	31,852	7,963	95,556
Venture Scotland	The Journey To Change Programme : The Etlive Challenge Course	Citywide	101,921	76,441	101,921	101,921	25,480	305,763
The Green Team Ltd	Educational Support Programme	Citywide	16,665	12,499	16,665	16,665	4,166	49,995
Barnardos	Caern Autism-Friendly Support	Citywide	79,101	59,326	79,101	79,101	19,775	237,303
The Yard	Early Years and Families Service at The Yard	Citywide	113,299	84,974	113,299	113,299	28,325	339,897
A Sure Start for Families	Sure Start Edinburgh	SW	115,740	86,805	115,740	115,740	28,935	347,220
Edinburgh Leisure	Looked After and Active	Citywide	42,677	32,008	42,677	42,677	10,669	128,031
			1,572,071	1,179,053	1,572,071	1,572,071	393,018	4,588,182

Funding Priority 2

Funding Priority 2 - Improve mental health and wellbeing outcomes for children, young people and their families								
Organisation	Project Title	Citywide or Locality	20/21 Request	2020-21	2021-22	2022-23	2023-24	Total
The Junction Young People Health and Wellbeing	Nested Provision: One to One Support	NE	49,944	37,458	49,944	49,944	12,486	149,832
Edinburgh Rape Crisis	STAR	Citywide	50,000	37,500	50,000	50,000	12,500	150,000
Waverley Care	Children and Families Service	Citywide	32,062	24,047	32,062	32,062	8,016	96,186
Rock Trust	Youth Homelessness Health and Wellbeing	Citywide	47,650	35,738	47,650	47,650	11,913	142,950
Cruse Bereavement	Bereavement support - Children and Young people	Citywide	11,149	8,362	11,149	11,149	2,787	33,447
Place2Be	Whole School Mental Health Support	Citywide	50,000	37,500	50,000	50,000	12,500	150,000
Edinburgh Women's Aid	CEDAR	Citywide	49,500	37,125	49,500	49,500	12,375	148,500
			290,305	217,729	290,305	290,305	72,576	870,915

Funding Priority 3

Funding Priority 3 - Support the personal and social development of young people through the delivery of effective universal youth work programmes								
Organisation	Project Title	Citywide or Locality	20/21 Request	2020-21	2021-22	2022-23	2023-24	Total
Muirhouse Youth Development Group	MY Youth	NW	90,000	67,500	90,000	90,000	22,500	270,000
Pilton Youth and Children's Project	Universal Youth Work – Youth Zone	NW	94,341	70,756	94,341	94,341	23,585	283,023
Citadel Youth Centre	Community Based Youth Work	NE	100,000	75,000	100,000	100,000	25,000	300,000
Venture Scotland	The Etive Challenge Course	Citywide	95,331	71,498	95,331	95,331	23,833	285,993
Pilmey Development Project	PDP Youth Work Services	NE	21,766	16,325	21,766	21,766	5,442	65,298
Lyra	Young Artists	NE	21,261	15,946	21,261	21,261	5,315	63,783
LGBT Youth Scotland	Getting it Right for LGBT Young People in Edinburgh	Citywide	35,591	26,693	35,591	35,591	8,898	106,773
Canongate Youth	All About Youth	SE	99,302	74,477	99,302	99,302	24,826	297,906
Edinburgh City Youth Cafe	6VT Drop In	Citywide	81,865	61,399	81,865	81,865	20,466	245,595
Granton Youth	GY Works	NW	49,032	36,774	49,032	49,032	12,258	147,096
SCOREScotland	Inter Cultural Youth Provision	SW	35,350	26,513	35,350	35,350	8,838	106,050
Wester Hailes Youth Agency	Drop In Provision	SW	48,420	36,315	48,420	48,420	12,105	145,260
Friends of the Award (Edinburgh and the Lothians)	Supporting young people to gain accredited awards	Citywide	84,290	63,218	84,290	84,290	21,073	252,870
Oi Musica CIC	Brass Blast Beginners	NE	26,416	19,812	26,416	26,416	6,604	79,248
Jack Kane Centre Community Wing	Youth State	NE	64,725	48,544	64,725	64,725	16,181	194,175
Lothian Association Youth Clubs (LAYC)	Supporting Best Outcomes for Children and Young People	Citywide	91,987	68,990	91,987	91,987	22,997	275,961
People Know How	Positive Transitions (All Aboard)	Citywide	19,482	14,612	19,482	19,482	4,871	58,446
			1,059,159	794,369	1,059,159	1,059,159	264,790	3,177,477

Funding Priority 4

Funding Priority 4 - Improve the level of participation in learning opportunities for all secondary school age young people and continue to increase positive destinations								
Organisation	Project Title	Citywide or Locality	20/21 Request	2020-21	2021-22	2022-23	2023-24	Total
Muirhouse Youth Development Group	MY Youth & MY Time	Citywide	46,883	35,162	46,883	46,883	11,721	140,649
The Princes Trust	Achieve – Developing the skills and confidence to Live, Learn and Earn	Citywide	50,000	37,500	50,000	50,000	12,500	150,000
Spartans Community Football Academy	North Edinburgh Youth Work Academy	NW	50,000	37,500	50,000	50,000	12,500	150,000
Citadel Youth Centre	Citadel Connect	NE	14,634	10,976	14,634	14,634	3,659	43,902
Rural and Urban Training Scheme Ltd.	Road to Success	Citywide	37,826	28,370	37,826	37,826	9,457	113,478
Impact Arts	CashBack to the Future; Creative Play	Citywide	32,195	24,146	32,195	32,195	8,049	96,585
Light Up Learning	Student – Led Learning	Citywide	40,413	30,310	40,413	40,413	10,103	121,239
Lothian Autistic Society	Basecamp2	Citywide	25,120	18,840	25,120	25,120	6,280	75,360
			297,071	222,803	297,071	297,071	74,268	891,213

Funding Priority 5

Funding Priority 5 - Ensure that children and young people's health and wellbeing are not damaged by alcohol and drugs through the delivery of effective drugs and alcohol prevention work and substance misuse services								
Organisation	Project Title	Citywide or Locality	20/21 Request	2020-21	2021-22	2022-23	2023-24	Total
The Junction Young People Health & Wellbeing	Nested Provision: Outreach: Substance Use Prevention, Education and Support	NE	39,963	29,972	39,963	39,963	9,991	119,889
Fast Forward	Going Forward	Citywide	31,588	23,691	31,588	31,588	7,897	94,764
Hibernian Community Foundation	Don't Start It	Citywide	13,000	9,750	13,000	13,000	3,250	39,000
Edinburgh Young Carers	Supporting young carers caring for a parent/s with addiction issues	Citywide	28,456	21,342	28,456	28,456	7,114	85,368
Cross Reach	CrossReach Counselling Services East	Citywide	39,910	29,933	39,910	39,910	9,978	119,730
			152,917	114,688	152,917	152,917	38,229	458,751

Communities and Families Grants 2020/23

Application Process

3rd Party Grants



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Important Dates

- Application Closing Date –
Friday 22 November 2019 (noon)
- December 2019/January 2020 –
Assessment process
- March 2020 - Report containing award
recommendations to Education,
Children & Families Committee

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2

2

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Documentation

Three Documents

- Programme Outline
- Applicants Guidance Notes
- Application forms (organisations and consortiums)

3

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Background

- Grants Review
- Three Year Awards
- Must help deliver against outcomes included in the Integrated Children's Service Plan
- Five specific identified funding priorities
- What young people have told us -
'What Kind of Edinburgh?' key messages

4

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Assessment

- Assessors will all receive training
- Three officers will assess and score each application
- Moderators will review scoring differentials
- Table of organisations produced ranked according to score

5

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Scoring

Mark	Criteria
Unacceptable 0	Nil or inadequate response – Fails to demonstrate an ability to meet the requirements.
Poor 1	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited details or explanation to demonstrate how the requirement will be fulfilled.
Acceptable 2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements but may lack details on how the requirement will be fulfilled in certain areas.
Good 3	Response is relevant and good. The response sufficiently detailed to demonstrate a good understanding and provides detail on how the requirements will be fulfilled.
Excellent 4	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides detail of how the requirement will be met in full.

6

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Weighting

Question	Weighting
1.1	4
1.2	4
1.3	4
1.4	3
1.5	3
1.6	2
1.7	3
1.8	3
1.9	2
1.10	2

7

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Multiple applications?

- Organisations can submit up to 3 applications - this allows a range of services – each one should address a different 'funding priority'
- Consortiums can submit another one application for a relevant service. Organisations can do this as either a lead, or as a partner in the consortium.
- Therefore, the maximum number of applications per organisation is **four**.

8

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Application Form

- Part A – Organisation or consortium details
- Part B – Your proposal(s)
- Part C – Your costs and finances
- Part D – Organisation or consortium declaration & checklist

9

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Part A

- Contact details – key contact and chair
- Volunteers
- Child Protection
- In kind support
- Equalities
- Accounts and auditing
- Bank details

10

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Part B

KEY LINKS

- Integrated Children's Service Plan Outcomes – 5 identified priorities
- *What Kind of Edinburgh?* key messages



11

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Five Funding Priorities

1. **Improve learning and developmental outcomes for disadvantaged babies, infants, children, young people and their families including care experienced young people (max award £120,000)**
2. **Improve mental health and wellbeing outcomes for children, young people and their families (max award £50,000)**
3. **Support the personal and social development of young people through the delivery of effective universal youth work programmes (max award £100,000)**
4. **Improve the level of participation in learning opportunities for all secondary school age young people and continue to increase positive destinations (max award £50,000)**
5. **Ensure that children and young people's health and wellbeing are not damaged by alcohol and drugs through the delivery of effective drugs and alcohol prevention work and substance misuse services (max award £40,000)**



12

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What Kind of Edinburgh? **key messages**

- We want to be safe
- We want fairness in our schools and communities
- We want love, kindness and respect
- We want adults to be honest
- We want to be happy
- We want to know our rights.

13



13

Part B

- What is the service to be provided
- Evidence of need
- Set SMART Objectives
- Monitoring and evaluation
- Partnership working
- Equalities
- Your links with the community

14



14

Types of Evidence

- Numerical/statistical/SIMD etc
- Trends 3 years or longer
- Research findings/predictions
- Evaluation – good practice/evolution
- Direct feedback from stakeholders
- Professional knowledge
- Progression – attainment/confidence/skills/employment/wellbeing

15

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Self Evaluation - Tips

How are we doing?

- Are we providing appropriate, accessible, high quality services/activities/ opportunities?
- Are we setting and achieving ambitious targets?
- Are we systematically improving the quality of what we offer?

How do we know?

- Are we gathering evidence to assess how we are doing?
- Are we continuously measuring and evaluating the impact of the services/ activities/ opportunities we provide?

What are we going to do now?

- Are we using the evidence we have gathered to support our strong outcomes and change those that need more development?
- Are we using robust evidence to plan for future developments so they best meet the needs of those we work with and other stakeholders?

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Part C

- Excel spreadsheet
- All applications, up to maximum of three, to be included on this sheet
- Details of how grant to be used (three years)
- Financial projections

17

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Part D

- Two signatures (at least one from Board/Committee)
- Self Directed Support
- Checklist

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Any questions?



19

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Further information

- <http://www.edinburghcompact.org.uk/council-funding/children-and-families/>
- CF.Commissioning@edinburgh.gov.uk

20

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2020-23 Communities and Families Grant Programme Applications

- 196 in total from 129 organisations
- 23 organisations in last hour as part of 71 on 22nd November, 41 on 21st November
- 186 have gone forward for assessment
- 32 officers assessing between 15 to 18 applications each

Funding Priority 1 - Improve learning and developmental outcomes for disadvantaged babies, infants, children, young people and their families including care experienced young people	
Number of applications	64
Year 1 request	3,680,862
Year 2 request	3,770,197
Year 3 request	3,826,580
Total request	11,277,639
Maximum Annual Budget	1,813,477
Minimum Annual Budget	1,483,729

Funding Priority 2 - Improve mental health and wellbeing outcomes for children, young people and their families	
Number of applications	51
Year 1 request	1,841,170
Year 2 request	1,864,971
Year 3 request	1,897,747
Total request	5,603,888
Maximum Annual Budget	263,774
Minimum Annual Budget	197,831

Funding Priority 3 - Support the personal and social development of young people through the delivery of effective universal youth work programmes	
Number of applications	43
Year 1 request	2,172,996
Year 2 request	2,216,177
Year 3 request	2,259,977
Total request	6,649,150
Maximum Annual Budget	1,055,096
Minimum Annual Budget	923,209

Funding Priority 4 - Improve the level of participation in learning opportunities for all secondary school age young people and continue to increase positive destinations	
Number of applications	17
Year 1 request	618,407

Year 2 request	619,247
Year 3 request	623,882
Total request	1,861,536
Maximum Annual Budget	329,718
Minimum Annual Budget	263,774

Funding Priority 5 - Ensure that children and young people's health and wellbeing are not damaged by alcohol and drugs through the delivery of effective drugs and alcohol prevention work and substance misuse services

Number of applications	11
Year 1 request	361,415
Year 2 request	363,620
Year 3 request	365,875
Total request	1,090,910
Maximum Annual Budget	164,859
Minimum Annual Budget	98,915

Appendix 3 – Table Showing Award Recommendations from March with SIMD 1 and 2 Percentages

Localities	Original recommendations from March		Share of locality spend	Percentage of Population in SIMD 1 and 2 per locality
Citywide	55%	£1,854,477		
NE	15.68%	£528,633	34.85%	34.12%
NW	14.51%	£489,288	32.25%	22.14%
SE	7.94%	£267,763	17.65%	18.65%
SW	6.86%	£231,362	15.25%	25.08%
Total	£3,371,523			

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Policy and Sustainability Committee

10:00am, Thursday, 28 May 2020

Public Realm CCTV Continuation of Service

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 That the Committee approves the proposed fibre contracts for the Public Realm CCTV service to continue for a period of up to 24 months at an estimated contract value of up to £477,399.90.
- 1.2 That the Committee approves the proposed maintenance contract for the Public Realm CCTV service to continue for a period of up to 24 months at an estimated contract value of up to £175,800.

Alistair Gaw

Director for Communities and Families

Contact: Carey Fuller, Senior Manager, Community Justice

E-mail: carey.fuller@edinburgh.gov.uk | Tel: 0131 529 5231

Public Realm CCTV Continuation of Service

2. Executive Summary

- 2.1 This report seeks Committee's approval to extend, under Waiver of the Contract Standing Orders, the existing Public Realm CCTV contracts until the completion of the procurement exercise for the digitalisation upgrade of the service area.

3. Background

- 3.1 The City of Edinburgh Council (The Council) operates a CCTV camera estate across public spaces including housing blocks, the transport network, and Council buildings. Provision of CCTV services is non-statutory, and the service is provided to support public safety and security, including the prevention and detection of crime.
- 3.2 Significant investment is required across the CCTV estate to establish an effective and efficient service. The current analogue systems have surpassed the end of their serviceable life expectancy, particularly given the shift in technology from analogue to digital/IP.
- 3.3 The CCTV Working Group was formed following approval from the Culture and Communities Committee meeting on 30 January 2018. The Working Group is to support the upgrade of the Public Realm CCTV system from analogue to digital in the immediate future.
- 3.4 Due to the potential upgrade of all hardware and software within the public space CCTV estate, several key components of the system have required the retention and extension of legacy contracts to support business continuity.
- 3.5 Two fundamental components of the system are:
- 3.5.1 Transmission networking via fibre optic cabling and;
 - 3.5.2 Maintenance provision for the estate.
- 3.6 Work is underway to identify the most efficient means of futureproofing these aspects of the service and incorporate this into the end-to-end Public Realm CCTV upgrade project.

4. Main report

- 4.1 Due to the obsolescence of the current equipment within the CCTV system, there is a requirement to waive the Contract Standing Orders and extend the contracts with the existing provider for fibre and maintenance, respectively.

Transmission (Fibre)

- 4.2 The Public Realm CCTV estate is currently serviced by two third party fibre network suppliers to connect the cameras back to the Central Monitoring Facility: Provider 1 services approximately 75% of the cameras and Provider 2 services approximately 25% of the cameras.
- 4.3 Both contracts end on the 30th June 2020 and were to be negotiated for extension whilst the larger CCTV upgrade progressed whereby work is to be conducted to advise on future transmission options.
- 4.4 The Council was notified in February 2020 that the analogue services which Provider 2 supplies for the CCTV system are end of support and as a result the provider does not have procurement routes to source replacement parts or replacement units to resolve faults. Therefore, the provider is unable to resign the legacy analogue CCTV services past existing contract end date of 30th June 2020.
- 4.5 The lapse of this contract, with no adequate transmission solution replacement, would cause the loss of images back to the Central Monitoring Facility for 25% of the camera estate, many of which are in key areas of the city.
- 4.6 Officers undertook a series of negotiations to identify a transmission solution and ensure business continuity. Three options were appraised by relevant stakeholders within the Council and a solution has been identified.
- 4.7 Provider 1 which services the remaining 75% of the fibre for the CCTV service is able to connect the remaining 25% of the cameras to their network. This requires civil works and installation of ducting infrastructure which can be repurposed for the upgrade of the service and thus, futureproofed.
- 4.8 The costs for this solution are as follows:
- 4.8.1 Installation cost: £112,400
- 4.8.2 Analogue Fibre Rental Cost Per annum: £26,285
- 4.9 The installation costs would be paid by the HRA account as almost all of these cameras cover housing estates within the HRA remit.
- 4.10 The analogue fibre rental cost per annum would then present a saving, as the service currently pays £46,289 for the fibre connections to these cameras. Furthermore, a significant discount would be applied to the eventual upgrade of these fibre circuits to support the wider project.

- 4.11 This solution will consolidate all fibre provision for the CCTV system in the city with a single provider. The ducting infrastructure utilised by this provider is open to the entire market which allows the Council to go out to competitive tender for transmission when the full upgrade is underway. Furthermore, Provider 1 also supplies and maintains the recording system with CCTV, at £26,845 per annum.
- 4.12 The provider has offered to renew the existing contract for the remaining 75% of the cameras at £156,214.95 per annum for a 1-year contract with the option to extend for a further year. This is to allow the Council to end the contract early in the case of an alternative solution being provided. The contract will cover Public Realm CCTV, Housing management and Traffic fibre provision. Each department will be recharged their element of the contract. (Housing £38,691.95, Traffic £16,708.50 and CCTV £100,814.50).
- 4.13 The cost for fibre provision will be as follows:
- 4.13.1 Year one: £294,899.95;
- 4.13.2 Year two: £182,499.95;
- 4.13.3 Total for a full two-year contract: £477,399.90.

Maintenance

- 4.14 The CCTV CMF operates 24 hours, 365 days per year and currently monitors 213 public space cameras. The maintenance contract is currently provided by SPIE on a contract tendered in 2013 and which expires on 31st August 2020. Due to the potential upgrade of all hardware and software within the public space CCTV estate, it has been proposed that an extension to the current contract would be the best solution to allow the work of the CCTV Working Group to proceed with the upgrade during this year without compromising the maintenance cover to the current obsolete equipment.
- 4.15 Police Scotland and Scottish Fire and Rescue Service equipment are included in the contract and recharges are made to both services to recover the costs.
- 4.16 Due to the obsolescence of the equipment, SPIE holding the spares, the short term and the potential risk of failure to maintain the equipment it is highly unlikely that any other service provider would be prepared to bid for this requirement.
- 4.17 It is vital to extend the existing contract for maintenance to continue this Council critical service while the upgrade procurement process is undertaken and can be completed.
- 4.18 The provider has offered to renew the existing contract for the maintenance of the cameras and ancillary equipment at £87,900 per annum for a 1-year contract with the option to extend for a further year at the same cost.
- 4.19 The previous year's cost has been £75,400 – which means this renewal has an uplift in cost. The reasoning behind this is due to:
- 4.19.1 The age of the obsolescent assets, which are another year into their lifecycle, in some instances beyond what would be deemed replaceable

under current guidelines, and a higher level of call outs under the comprehensive agreement;

4.19.2 The incorporation of new assets into the register – namely the mobile CCTV van, which transferred in ownership from the Environmental Wardens to Public Realm CCTV.

4.20 The total cost of the maintenance contract if commissioned for both years would be £175,800.

5. Next Steps

- 5.1 The process of installing new infrastructure to consolidate the CCTV fibre network under one provider will take place to ensure uninterrupted service delivery.
- 5.2 The supporting services will continue to be provided by the existing service providers until a new consolidated end-to-end contract is in place.

6. Financial impact

- 6.1 The additional installation costs for the fibre provision will be covered by the HRA budget.
- 6.2 There will be a revenue cost saving attached to the fibre proposal outlined.
- 6.3 Maintenance costs will be contained within the existing budget and are able to cover the increase.

Summary of budget variance:

2019/20 Existing contracts		2020/21 proposal	Change in recurring costs
£154,055	Fibre Provider 1	£156,215	£2,160
£46,287	Fibre Provider 2	£26,285	£20,002
£200,342		£182,500	£17,842
£75,400	Maintenance of CCTV services	£87,900	£12,500
£275,742	Annual contract costs	£270,400	£5,342

Summary of the contract renewal costs as outlined in the report:

2020/21 Proposed Contract Renewal	
£156,215	Fibre Provider 1
£26,285	Fibre Provider 1
£182,500	
£87,900	Maintenance of CCTV Services
£270,400	Annual contract costs - net saving £5,342 per annum

£112,400	One-off Fibre installation costs
£382,800	Year 1 costs
£270,400	Year 2 costs
£653,200	Cost over two years

7. Stakeholder/Community Impact

- 7.1 The provision of these services extends to Police Scotland and the Scottish Fire and Rescue Service, as recipients of CCTV feeds at their satellite sites. Business continuity affects these stakeholders directly.

8. Background reading/external references

- 8.1 N/A

9. Appendices

- 9.1 None.

Policy and Sustainability Committee

10.00am, Thursday, 28 May 2020

Review of Appointments to Committees, Boards and Joint Boards for 2020/2021

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 To consider and agree the proportionality of Council committees.
- 1.2 To specify appointments to the following positions for 2020/21:
 - (a) The Leader and Depute Leader of the Council;
 - (b) Conveners and Vice-Conveners of the executive committees and other Committees of the Council;
 - (c) Members of the executive committees and other committees of the Council;
 - (d) Members of the Integration Joint Board and Joint Committees;
 - (e) The Vice-Convener of the Integration Joint Board.
- 1.3 To note the membership of the Lothian Valuation Joint Board and Licensing Board.

Andrew Kerr

Chief Executive

Contact: Louise Williamson, Assistant Committee Clerk

E-mail: louise.p.williamson@edinburgh.gov.uk | Tel: 0131 529 4264

Review of Appointments to Committees, Boards and Joint Boards for 2020/2021

2. Executive Summary

- 2.1 Interim Standing Order 1.2 specifies that 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.
- 2.2 Due to the resignation of Councillor Ian Campbell, the political balance of the Council has altered. Appendix 1 to this report highlights how the various committees have been affected.
- 2.3 The Committee is also invited to review the appointments to Committees, Boards and Joint Boards for 2020/2021. As per the usual process, all members to the executive committee and other committees of the Council, unless specified otherwise, are required to be appointed at this point in time.

3. Background

- 3.1 On 23 April 2020 the Leadership Advisory Panel agreed interim political management arrangements to carry out Council business for the period 1 May 2020 to 1 September 2020 and Interim Standing Orders to cover that period.
- 3.2 Part of the interim political management arrangements was to 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 and as such in terms of Interim Standing Order 1.2 appointments are required to be made to Committees, Boards and Joint Boards for 2020/2021.
- 3.3 The Council is currently made up of the following:
 - SNP Group Councillors – 16
 - Labour Group Councillors – 11
 - Conservative Group Councillors - 17
 - Green Group Councillors - 8
 - Liberal Democrat Group Councillors – 6

EPIC Group Councillors – 3

Independent Councillors – 1

Vacancy - 1

- 3.4 As set out in the Committee Terms of Reference and Delegated Functions, Committee membership will be proportionate according to the elected representation of political parties unless expressly agreed. Due to the resignation of Councillor Ian Campbell the political balance of the Council has altered. Appendix 1 to this report highlights how the various Committees have been affected.
- 3.5 On 2 May 2019 the Council made appointments to Committees, Boards and Joint Boards for 2019/2020.
- 3.6 Some adjustments to Committee memberships and Conveners were also agreed at Council meetings on 30 May, 27 June, 19 September, 24 October 2019 and 12 March 2020.
- 3.7 The appendices reflect the adjusted membership.

4. Main report

- 4.1 Following the resignation of Ian Campbell as a Councillor for the City of Edinburgh Council, the membership of the Council has dropped from 63 to 62 members.
- 4.2 Due to the current Covid-19 situation it has not been possible to hold a bi-election for the vacant seat in Ward 14 (Craigentinny/Duddingston) and the Policy and Sustainability Committee is therefore asked to decide on the proportionality of Council committees.
- 4.3 The Policy and Sustainability Committee is further invited to specify its appointments to the following positions for 2020/2021:
- The Leader and Depute Leader of the Council;
 - Conveners and Vice-Conveners of the executive committees and other committees of the Council (Appendix 2 details current Conveners and Vice Conveners);
 - Members of the executive committees and other committees of the Council (Appendix 3 details current membership);
 - Members of the Licensing Board, Joint Committees and Joint Boards that the Council should appoint (see paragraphs 4.4 - 4.10 below) (Appendix 5 details current membership)

Joint Boards

- 4.4 Interim Standing Order 1.2 requires the appointment of members of Joint Boards, and the Council is asked to determine its representation on the Edinburgh Integration Joint Board.

Lothian Valuation Joint Board

- 4.5 The legislation relating to the Lothian Valuation Joint Board provides for the members first appointed to it to hold office for the life of the Council.
- 4.6 If there is to be any change in the Council's membership of this Joint Board, the co-operation of existing members is required by their resigning from the Board. New appointments cannot be made until a letter of resignation is received.
- 4.7 The Committee is therefore invited to note the current membership of the Lothian Valuation Joint Board detailed at Appendix 5.

Edinburgh Integration Joint Board

- 4.8 Under Section 3.2 of the Edinburgh Integration Joint Board's Integration Scheme, the term of office for the Chair and Vice-Chair is two years. The right to appoint the Chair and Vice-Chair alternates between each of the Parties (NHS Lothian and the City of Edinburgh Council) on a two-year cycle.
- 4.9 The Council assumed the Vice-Chair position on 2 May 2019 and agreed to appoint Councillor Ricky Henderson as Vice-Chair of the Joint Board with effect from 27 June 2019.
- 4.10 The Committee is asked to note the position.

Licensing Board

- 4.11 Similar provisions to the Lothian Valuation Joint Board apply to the membership of the Licensing Board. Section 5 and Schedule 1 of the Licensing (Scotland) Act 2005 require that a vacancy on the Licensing Board must formally exist. In this connection, any member intending to resign from the Licensing Board must do so in writing to the Clerk and ensure that their letter is received before 1 May 2020.
- 4.12 The Committee is asked to note the membership of the Licensing Board, also set out in Appendix 5.
- 4.13 The Act also states that any member appointed to the Licensing Board cannot take their place on the Board until they have completed an external training course and passed an examination.
- 4.14 A councillor who is a premises licence holder, or the employee of a premises licence holder and works as such in licensed premises, whether alone or in partnership with another person engaged in the business of producing or selling alcohol, or a director or other officer of a company so engaged or an employee of any person so engaged and working as such in that business, shall not act as a member of a Licensing Board for any purpose under the Act.

5. Next Steps

- 5.1 Training will be provided to members as necessary.

6. Financial impact

6.1 Not applicable

7. Stakeholder/Community Impact

7.1 Not applicable

8. Background reading/external references

8.1 None

9. Appendices

- Appendix 1 - Political Balance of Committees
- Appendix 2 – Conveners and Vice-Conveners of Committees
- Appendix 3 – Membership of Committees
- Appendix 4 – Members of Neighbourhood Networks
- Appendix 5 – Joint Committees and Boards, the Licensing Board and Lothian and Borders Community Justice Authority

APPENDIX 1
THE CITY OF EDINBURGH COUNCIL
APPOINTMENTS FOR 2020/21
POLITICAL BALANCE OF COMMITTEES

COMMITTEE	CURRENT POLITICAL BREAKDOWN	NEW POLITICAL BREAKDOWN
Policy and Sustainability Committee (17 members)	5 SNP 5 Conservative 3 Labour 2 Green 2 SLD	4 SNP 5 Conservative 3 Labour 2 Green 2 SLD 1 Independent (EPIC)
Culture and Communities Committee (11 members)	3 SNP 3 Conservative 2 Labour 2 Green 1 SLD	3 SNP 3 Conservative 2 Labour 1 Green 1 SLD 1 Independent (EPIC)
Education, Children and Families Committee (11 members)	3 SNP 3 Conservative 2 Labour 2 Green 1 SLD	3 SNP 3 Conservative 2 Labour 1 Green 1 SLD 1 Independent (EPIC)
Finance and Resources Committee (11 members)	3 SNP 3 Conservative 2 Labour 2 Green 1 SLD	3 SNP 3 Conservative 2 Labour 1 Green 1 SLD 1 Independent (EPIC)

Housing, Homelessness and Fair Work Committee (11 members)	3 SNP 3 Conservative 2 Labour 2 Green 1 SLD	3 SNP 3 Conservative 2 Labour 1 Green 1 SLD 1 Independent (EPIC)
Transport and Environment Committee (11 members)	3 SNP 3 Conservative 2 Labour 2 Green 1 SLD	3 SNP 3 Conservative 2 Labour 1 Green 1 SLD 1 Independent (EPIC)
Governance, Risk and Best Value Committee (11 members)	3 SNP 3 Conservative 2 Labour 2 Green 1 SLD	3 SNP 3 Conservative 2 Labour 1 Green 1 SLD 1 Independent (EPIC)
Pensions Committee (5 members)	1 SNP 1 Conservative 1 Labour 1 Green 1 SLD	1 SNP 1 Conservative 1 Labour 1 Green 1 SLD
Planning Committee and Development Management Sub-Committee (11 members)	3 SNP 3 Conservative 2 Labour 2 Green 1 SLD	3 SNP 3 Conservative 2 Labour 1 Green 1 SLD 1 Independent (EPIC)
Regulatory Committee and Licensing Sub-Committee (9 members)	3 SNP 2 Conservative 2 Labour 1 Green, 1 SLD	2 SNP 3 Conservative 2 Labour 1 Green, 1 SLD

Committee on the Jean F Watson Bequest (8 members)	2 SNP 2 Conservative 2 Labour 1 Green 1 SLD	2 SNP 2 Conservative 2 Labour 1 Green 1 SLD
Committee on Discretionary Rating Relief Appeals (5 members)	1 SNP 1 Conservative 1 Labour 1 Green 1 SLD	1 SNP 1 Conservative 1 Labour 1 Green 1 SLD
Personnel Appeals Committee (9 members)	2 SNP 3 Conservative 2 Labour 1 Green, 1 SLD	2 SNP 3 Conservative 2 Labour 1 Green, 1 SLD
Committee on Pupil Student Support (5 members)	1 SNP 1 Conservative 1 Labour 1 Green 1 SLD	1 SNP 1 Conservative 1 Labour 1 Green 1 SLD

Lothian Valuation Joint Board/Lothian Electoral Joint Committee (9 members)	3 SNP 2 Conservative 2 Labour 1 Green 1 SLD	2 SNP 3 Conservative 2 Labour 1 Green, 1 SLD
Licensing Board (10 members)	3 SNP 3 Conservative 2 Labour 1 Green 1 SLD	3 SNP 3 Conservative 2 Labour 1 Green 1 SLD
Integration Joint Board (5 members)	1 SNP 1 Conservative 1 Labour 1 Green 1 SLD	1 SNP 1 Conservative 1 Labour 1 Green 1 SLD

SEStran (South East of Scotland Regional Transport Partnership) (5 members)	2 SNP 1 Conservative 1 Labour 1 Green	1 SNP 1 Conservative 1 Labour 1 Green 1 SLD
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APPENDIX 2

THE CITY OF EDINBURGH COUNCIL

APPOINTMENTS FOR 2020/21

APPOINTMENTS MADE IN 2019/20

CONVENERS AND VICE CONVENERS OF COMMITTEES

EXECUTIVE COMMITTEES		
Policy and Sustainability	Convener: Vice-Convener:	Councillor McVey Councillor Day
Culture and Communities	Convener: Vice-Convener:	Councillor Wilson Councillor McNeese-Mechan
Education, Children and Families	Convener: Vice-Convener:	Councillor Perry Councillor Dickie
Housing, Homelessness and Fair Work	Convener: Vice-Convener:	Councillor Kate Campbell Councillor Watt
Finance and Resources	Convener: Vice-Convener:	Councillor Rankin Councillor Griffiths
Transport and Environment	Convener: Vice Convener:	Councillor Macinnes Councillor Doran
OTHER COMMITTEES		
Governance, Risk and Best Value	Convener:	Councillor Mowat
Leadership Advisory Panel	Convener:	Councillor McVey
Pensions	Convener:	Councillor Rankin
Planning/Development Management Sub	Convener: Vice-Convener:	Councillor Gardiner Councillor Child
Regulatory/Licensing Sub	Convener: Vice Convener:	Councillor Fullerton Councillor Dixon

Committee on the Jean F Watson Bequest	Convener:	Councillor Fullerton
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APPEALS		
Committee on Discretionary Rating Appeals	Convener:	Councillor Rankin
Personnel Appeals Committee	Convener:	Councillor McNeese-Mechan
Committee on Pupil/Student Support	Convener:	Councillor Perry
Placing in Schools Appeals		Independent Chairperson
RECRUITMENT		
Recruitment Committee	Convener:	Council Leader

APPENDIX 3

THE CITY OF EDINBURGH COUNCIL

APPOINTMENTS FOR 2020/21

APPOINTMENTS MADE IN 2019/20

MEMBERSHIP OF COMMITTEES, BOARDS AND JOINT BOARDS

EXECUTIVE COMMITTEES	
Policy and Sustainability Committee (17 members: 5SNP, 5C, 3L, 2G, 2SLD)	
Councillor McVey (Convener) Councillor Kate Campbell Councillor Gardiner Councillor Macinnes Councillor Rankin Councillor Jim Campbell Councillor Hutchison Councillor McLellan Councillor Webber	Councillor Whyte Councillor Day (Vice Convener) Councillor Perry Councillor Wilson Councillor Main Councillor Staniforth Councillor Aldridge Councillor Gloyer
Culture and Communities Committee (11 members:- 3SNP, 3C, 2L, 2G, 1SLD)	
Councillor Fullerton Councillor Howie Councillor McNeese-Mechan (Vice Convener) Councillor Brown Councillor Daggart Councillor Mitchell	Councillor Wilson (Convener) Councillor Doran Councillor Rae Councillor Staniforth Councillor Osler
Education, Children and Families Committee (11 members:- 3SNP, 3C, 2L, 2G, 1SLD)	
Councillor Dickie (Vice Convener) Councillor Bird Councillor Key Councillor Laidlaw Councillor Rust Councillor Webber	Councillor Griffiths Councillor Perry (Convener) Councillor Burgess Councillor Mary Campbell Councillor Young

Added Members for Education Matters	
Fiona Beveridge (Church of Scotland) Rabbi David Rose	Monsignor Anthony Duffy (Roman Catholic Church of Scotland) Alexander Ramage (non-voting)
Finance and Resources Committee (11 members:- 3 SNP, 3C, 2L, 2G, 1SLD)	
Councillor Gordon Councillor Munn Councillor Rankin (Convener) Councillor Bruce Councillor Hutchison Councillor Johnston	Councillor Child Councillor Griffiths (Vice Convener) Councillor Booth Councillor Corbett Councillor Neil Ross
Housing, Homelessness and Fair Work Committee (11 members:- 3SNP, 3C, 2L, 2G, 1SLD)	
Councillor Kate Campbell (Convener) Councillor Key Councillor Work Councillor Jim Campbell Councillor McLellan Councillor Whyte	Councillor Munro Councillor Watt (Vice Convener) Councillor Booth Councillor Miller Councillor Lang
Transport and Environment Committee (11 members:- 3 SNP, 3C, 2L, 2G, 1SLD)	
Councillor Bird Councillor Key Councillor Macinnes (Convener) Councillor Cook Councillor Douglas Councillor Smith	Councillor Arthur Councillor Doran (Vice Convener) Councillor Corbett Councillor Miller Councillor Lang

Other Committees	
Governance, Risk and Best Value Committee (11 members:- 3 SNP, 3C, 2L, 2G, 1SLD)	
Councillor Bird Councillor Munn Councillor Work Councillor Jim Campbell Councillor Daggart Councillor Mowat (Convener)	Councillor Child Councillor Munro Councillor Main Councillor Staniforth Councillor Gloyer
Pensions Committee (5 members –1SNP, 1C, 1L, 1G, 1SLD)	
Councillor Rankin (Convener) Councillor Rose Councillor Child	Councillor Burgess Councillor Neil Ross
External Members	
John Anzani	Richard Lamont
Planning Committee and Development Management Sub-Committee (11 members:- 3 SNP, 3C, 2L, 2G, 1SLD)	
Councillor Gardiner (Convener) Councillor Gordon Councillor Munn Councillor Mitchell Councillor Mowat Councillor Rose	Councillor Child (Vice-Convener) Councillor Griffiths Councillor Booth Councillor Mary Campbell Councillor Osler
Planning Local Review Body All members of the Planning Committee (other than its Convener) comprising two panels of five.	
Panel 1 (5 members)	
Councillor Gordon Councillor Griffiths Councillor Mitchell	Councillor Mowat Councillor Mary Campbell
Panel 2 (5 members)	
Councillor Booth Councillor Child Councillor Munn	Councillor Rose Councillor Osler

Regulatory Committee and Licensing Sub-Committee (9 members:- 3SNP, 2C, 2L, 1G, 1SLD)	
Councillor Dixon (Vice- Convener) Councillor Fullerton (Convener) Councillor Howie Councillor Mitchell Councillor Rose	Councillor Arthur Councillor Wilson Councillor Rae Councillor Neil Ross
Leadership Advisory Panel (5 members of the Council plus 3 statutory representatives, appointed by the committee dealing with education, when considering education business)	
Leader of the Council (Convener) Deputy Leader of the Council Conservative Group Leader	Green Group Leader Scottish Liberal Democrat Group Leader
Administration of Trust Funds	
Committee on the Jean F Watson Bequest (8 members - 2SNP, 2C, 2L, 1G, 1SLD) plus one nominee of Friends of the City Arts Centre and two nominees of Executive Director of Resources	
Councillor Fullerton (Convener) Councillor McNeese-Mechan Councillor Mitchell Councillor Mowat	Councillor Doran Councillor Munro Councillor Rae Councillor Aldridge
Reviews and Appeals	
Committee on Discretionary Rating Relief Appeals (5 members —1SNP, 1C, 1L, 1G, 1SLD)	
Councillor Rankin (Convener) Councillor Hutchison Councillor Day	Councillor Booth Councillor Gloyer
Personnel Appeals Committee (9 members – 2SNP, 3C, 2L, 1G, 1SLD)	
Councillor Bird Councillor McNeese-Mechan (Convener) Councillor Jim Campbell Councillor Rose Councillor Webber	Councillor Doran Councillor Griffiths Councillor Rae Councillor Lang

Committee on Pupil Student Support (5 members and one religious representative –1SNP, 1C, 1L, 1G, 1SLD)	
Councillor Perry (Convener) Councillor Smith Councillor Dickie	Councillor Burgess Councillor Young
Placing in Schools Appeal Committee (3 persons drawn from three Panels as described in Committee Terms of Reference and Delegated Functions no.17)	
Panel 1 – All members of Council and religious representatives on the committee dealing with education business	
Recruitment Committee	
Leader of Council (Convener), Deputy Leader of the Council, Convener of the Finance and Resources Committee and the appropriate Executive Committee Convener and relevant opposition spokespersons (or nominees)	

APPENDIX 4

THE CITY OF EDINBURGH COUNCIL

APPOINTMENTS FOR 2020/21

APPOINTMENTS MADE IN 2019/20

MEMBERS OF NEIGHBOURHOOD NETWORKS

ALMOND	
Councillor Hutchison	Councillor Work
Councillor Lang	Councillor Young
CITY CENTRE	
Councillor Doran	Councillor Mowat
Councillor Miller	Councillor Rankin
CRAIGENTINNY/DUDDINGSTON	
Vacancy	Councillor McLellan
Councillor Griffiths	Councillor Staniforth
FORTH	
Councillor Bird	Councillor Day
Councillor Jim Campbell	Councillor Gordon
INVERLEITH	
Councillor Barrie	Councillor Osler
Councillor Mitchell	Councillor Whyte
PENTLANDS	
Councillor Arthur	Councillor Henderson
Councillor Bruce	Councillor Rust
Councillor Doggart	Councillor Webber
Councillor Gardiner	

LEITH	
Councillor Booth	Councillor Munro
Councillor McNeese-Mechan	Councillor Rae
Councillor McVey	Councillor Ritchie
Councillor Munn	
LIBERTON/GILMERTON	
Councillor Cameron	Councillor Macinnes
Councillor Howie	Councillor Smith
PORTOBELLO/CRAIGMILLAR	
Councillor Kate Campbell	Councillor Child
Councillor Mary Campbell	Councillor Laidlaw
SOUTH CENTRAL	
Councillor Burgess	Councillor Perry
Councillor Cook	Councillor Rose
Councillor Dickie	Councillor Neil Ross
Councillor Main	Councillor Watt
SOUTH WEST	
Councillor Corbett	Councillor Johnston
Councillor Dixon	Councillor Key
Councillor Fullerton	Councillor Wilson
Councillor Graczyk	
WESTERN EDINBURGH	
Councillor Aldridge	Councillor Douglas
Councillor Bridgman	Councillor Frank Ross
Councillor Brown	Councillor Gloyer

APPENDIX 5

THE CITY OF EDINBURGH COUNCIL

APPOINTMENTS FOR 2020/21

APPOINTMENTS MADE IN 2019/20

JOINT COMMITTEES AND BOARDS, THE LICENSING BOARD

Lothian Valuation Joint Board/Lothian Electoral Joint Committee (9 members – 3SNP, 2C, 2L, 1G, 1SLD)	
Councillor Gordon Councillor Key (Convener) Councillor Work Councillor Daggart Councillor Rust	Councillor Doran Councillor Henderson Councillor Corbett Councillor Gloyer
Licensing Board (10 members)	
Councillor Howie Councillor Key Councillor Work (Convener) Councillor Cook Councillor Laidlaw	Councillor Mowat Councillor Cameron Councillor Day Councillor Burgess Councillor Gloyer
Integration Joint Board (5 members)	
Councillor Aldridge Councillor Gordon Councillor Henderson (Vice-Chair) (from 21 June 2019)	Councillor Main Councillor Daggart
Integrated Children's Services Joint Board (Appointed March 2018) (3 members)	
Councillor Dickie Councillor Laidlaw	Councillor Perry
Edinburgh and South East of Scotland City Region Deal Joint Committee (1 member)	
Councillor McVey	

SEStran (South East of Scotland Regional Transport Partnership) (5 members – 2SNP, 1C, 1L, 1G)	
Councillor Key Councillor Macinnes Councillor Rose	Councillor Doran Councillor Miller
SESPlan Joint Committee (South East Scotland Regional Joint Committee – Planning) (2 members)	
Councillor Gardiner	Councillor Child
Shadow Joint Committee for Collaborative Road Services	
Substantive Member Councillor Macinnes	Substitute Member Councillor Doran
Hawes/Longcraig Piers User Committee (2 members)	
Councillor Work	Councillor Hutchison
Pentland Hills Regional Park Joint Committee (3 members)	
Councillor Gardiner Councillor Henderson	Councillor Bruce
Pentland Hills Regional Park Consultative Forum (2 members)	
Councillor Gardiner	Councillor Henderson