

## Notice of meeting and agenda

### Policy and Sustainability Committee

**10.00 am Thursday, 25th June, 2020**

Virtual Meeting - via Microsoft Teams

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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

#### Contacts

Email: [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk) / [louise.p.williamson@edinburgh.gov.uk](mailto:louise.p.williamson@edinburgh.gov.uk)

Tel: 0131 553 8242 / 0131 529 4264

## **1. Order of Business**

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

## **2. Declaration of Interests**

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

## **3. Deputations**

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- 3.1 If any

## **4. Minutes**

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- 4.1 Minute of Policy and Sustainability Committee of 11 June 2020 – submitted for approval as a correct record 11 - 54

## **5. Forward Planning**

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- 5.1 Policy and Sustainability Committee – Work Programme 55 - 60
- 5.2 Policy and Sustainability Committee – Rolling Actions Log 61 - 98

## **6. Executive Decisions**

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- 6.1 Adaptation and Renewal Programme Update – Report by the Chief Executive 99 - 126
- 6.2 Schools Re-opening – Report by the Executive Director for Communities and Families 127 - 190

<b>6.3</b>	Revenue Budget 2020/21 Update – Report by the Executive Director of Resources	191 - 202
<b>6.4</b>	Capital Budget Update - 2019/20 Provisional Outturn and 2020/21 COVID-19 Forecast – Report by the Executive Director of Resources	203 - 216
<b>6.5</b>	Council Support to Small Businesses – Report by the Executive Director of Resources  (Councillor Cameron has been called for this item)	217 - 224
<b>6.6</b>	Scottish Citizens Basic Income Feasibility Project Final Report – Report by the Chief Executive	225 - 230
<b>6.7</b>	South East of Scotland Regional Transport Transition Plan – Report by the Executive Director of Place	231 - 240
<b>6.8</b>	Disciplinary Policy – Report by the Executive Director of Resources	241 - 250
<b>6.9</b>	Health and Social Care Contracting Update – Report by the Chief Officer, Edinburgh Health and Social Care Partnership	251 - 260
<b>6.10</b>	Adult Sensory Impairment Services Contracts – Extension and Awards – Report by the Chief Officer, Edinburgh Health and Social Care Partnership	261 - 270
<b>6.11</b>	Outcome of the Statutory Consultation Process on the Proposal to Establish an Annexe to Kirkliston Primary School at Kirkliston Leisure Centre – Report by the Executive Director for Communities and Families  (Ward Councillors Lang, Work and Young have been called for this item)	271 - 304
<b>6.12</b>	Renewal of NHS Service Level Agreements – Report by the Executive Director for Communities and Families	305 - 310
<b>6.13</b>	Temporary Accommodation - Off Contract Waiver Report –	311 - 318

## 7. Routine Decisions

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7.1 If any

## 8. Motions

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8.1 By Councillor Burgess - Schools Re-opening

“Committee:

Welcomes planning by the Council for the reopening of schools on 12 August;

Understands the significant challenges for the council in reopening schools including the requirement to maintain social distancing, maintaining good hygiene, providing school transport and staff availability;

However, recognises the concern from parents about the current plan, as communicated to them, for children and young people to spend only one-third of a four-day week in school;

Further recognises the likely equalities impact on children whose parents are struggling to provide much home learning;

Notes the statement by Scottish Government Education Secretary, that he will consider council plans for returning to school;

Therefore agrees that:

- 1) Every possible measure will be explored to maximise teaching time spent in schools - for example, recruitment of more teaching staff including using teaching assistants, requisition of additional teaching space, outdoor learning and online lessons by teachers;
- 2) That plans requiring additional expenditure by the Council be costed and communicated to the Scottish Government Education secretary;
- 3) That Council plans should include the ability to quickly respond to further changes in Scottish Government guidance on social distancing in order to be able to

maximise time in school;

And that a report will be provided to the meeting of City of Edinburgh Council on 30 June 2020.”

## 8.2 By Councillor Laidlaw - Back to School

“Committee:

- 1) Recognises the significant efforts of teaching staff and Council officers for their work to date in supporting at home learning during the lockdown period, and for the work-to-date in planning for schools to re-open on 11 August 2020, but notes that at-home learning provision has varied significantly from school-to-school and that a number of limitations of technology delivered learning have been identified.
- 2) Notes initial plans are for a ‘blended’ learning model, combining at-home and classroom learning with 33% of pupils to be in-school time at one time and with closure of schools on Fridays; and that this means, in practice pupils, attending schools for not much more than a day a week.
- 3) Recognises the potential negative impact on those without adequate at home learning resources and the likelihood this will have on increasing the poverty related attainment gap as well as the pressure such a model puts on parents who have returned to the workplace and those who are trying to work from home.
- 4) Instructs a report from the Executive Director for Communities and Families in one cycle on how classroom time can be increased for the return to school in August, noting this is a key element of the Council’s response to the Coronavirus epidemic.

The report should include, but not be limited to, the following:

- a) Providing detail on how at-home learning will be delivered through technology and physical resources to allow parents and schools a greater understanding of what resources they may require and how CEC can support their delivery e.g. video delivery for at-home pupils, virtual tutorials and tailored support, utilisation of chat functions

etc.

- b) Cost and feasibility of utilising under-capacity schools, and repurposing other Council and Edinburgh Partnership buildings to support additional classes and establishing the teaching resource required.
- c) Expanding the time school buildings are available for students to learn; including opening on Fridays and extending the school day, to include not only teaching time but supervised individual study.
- d) Offering secondments to any qualified teachers to support school learning that are currently employed by the Council but are not working as teachers.
- e) Inviting volunteers from qualified individuals, including teachers who have left the profession, those with other UK or international qualifications and those close to completing their teaching qualifications, to assist in supporting learning.
- f) Establishing the increase in classroom time that could be delivered if social distancing was reduced to 1.5m or 1m.
- g) Determining what additional hygiene measures may reduce contagion in the school environment, e.g. provision of sanitizer on entry/exit of classrooms, mandatory handwashing, mandatory wearing of face-masks etc.
- h) Proportion of City of Edinburgh teaching and support staff falling into the shielding category or living in shielding households.”

**8.3** By Councillor Young - Blended school proposals and maximising classroom time

“Committee recognises the extraordinary circumstances in which teachers, pupils and parents have been operating a unique homeschool structure over the last three months. This has required teachers to work under extremely challenging conditions to create relevant, attainable and accessible learning, which can be delivered by parents who themselves may also be supporting other children or family members, and while sustaining a ‘work from home’ for their own employment.

Committee commends the staff across our school estate and the dedication shown by parents to sustain their children's learning.

Committee also recognises the huge challenges being faced by council officers, especially given current social distancing requirements, and the limited excess capacity in many schools, and commends their efforts to find a workable solution.

However, committee also recognises the significant criticism from parents and from members of the Scottish Parliament, on the council's proposals for 33% in-school attendance, relative to other proposals in other Scottish local authorities. Should the 2m social distancing guidelines continue then creative thinking is required to maximise classroom time – both for the sustained benefit to children's education, and to support working families who are at risk of losing their jobs if they are unable to return to work for significant periods.

Committee therefore agrees:

1. To instruct officers to develop proposals to open up appropriate community centres, church halls and other safe spaces to provide extra classroom capacity.
2. To instruct the Council Leader to write to the Scottish Government requesting new funding which would allow additional qualified teachers to be recruited to provide further capacity across the city and also to fund extra classroom capacity.
3. To support and facilitate, when national health and scientific advice allows, families of children from the same class to share childcare and allow more parents to work.
4. To explore school partnerships/hubs in locality areas in order to share capacity and stop any geographical 'lottery' on the teaching of our children due to individual school excess capacity.
5. To call on the Scottish Government to amend national movement restrictions and associated guidance, when it is considered safe to do so, in order to allow close family members to help with childcare and home learning."

#### **8.4** By Councillor Webber - Rural Roads Speed Review (Spaces for People)

“Committee:

- 1) Recognises that across the suburban parts of the city the rural road network plays a pivotal role in connecting communities and in the working life of the many farms that we are fortunate to have within our city boundary. As such we should not close these routes to vehicular traffic.
- 2) Recognises that many adjacent arterial routes have speed restrictions with limits ranging from 30mph to 50mph. These roads are often wider with better visibility offering relative increased safety for all road users.
- 3) Recognises that, right now, many rural roads are experiencing higher use from both pedestrians and cyclists.
- 4) Recognises that many Community Councils and local groups have submitted requests to reduce the speeds on specific rural roads to make walking safer through the “Safe Spaces for People” website but that as yet, none of these have progressed beyond submission.
- 5) Requests a report in one cycle outlining progress on the temporary review of speed limits on the identified rural roads as part of the “Safe Spaces for People” initiative within the city boundary where the current restriction is the national speed limit and seeks to accelerate temporary implementation plans.”

## **9. Resolution to Consider in Private**

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

## **10. Private Reports**

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- 10.1** Provision of Land Stabilisation Works at Dean Path Slope – 319 - 324  
Report by the Executive Director of Place



(Ward Councillors Barrie, Mitchell and Osler have been called for this item)

## **Laurence Rockey**

Head of Strategy and Communications

### **Committee Members**

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Councillor Adam McVey (Convener), Councillor Cammy Day (Vice-Convener), Councillor Robert Aldridge, Councillor Kate Campbell, Councillor Nick Cook, 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**

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The Policy and Sustainability Committee consists of 17 Councillors and is appointed by the City of Edinburgh Council. The meeting will be held by Microsoft Teams and will be webcast live for viewing by members of the public.

### **Further information**

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If you have any questions about the agenda or meeting arrangements, please contact Jamie Macrae, 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 [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk) / [louise.p.williamson@edinburgh.gov.uk](mailto:louise.p.williamson@edinburgh.gov.uk).

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to <https://democracy.edinburgh.gov.uk>.

### **Webcasting of Council meetings**

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Please note this meeting may be filmed for live and subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed.

The Council is a Data Controller under the General Data Protection Regulation and Data Protection Act 2018.

We broadcast Council meetings to fulfil our public task obligation to enable members of the public to observe the democratic process. Data collected during this webcast will be retained in accordance with the Council's published policy including, but not limited to,

for the purpose of keeping historical records and making those records available via the Council's internet site.

Any information presented by individuals to the Council at a meeting, in a deputation or otherwise, in addition to forming part of a webcast that will be held as a historical record, will also be held and used by the Council in connection with the relevant matter until that matter is decided or otherwise resolved (including any potential appeals and other connected processes). Thereafter, that information will continue to be held as part of the historical record in accordance with the paragraphs above.

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

# Minutes

## Policy and Sustainability Committee

10.00 am, Thursday 11 June 2020

### Present

Councillors McVey (Convener), Day (Vice-Convener), Aldridge, Kate Campbell, Cook, Gardiner, Gloyer, Hutchison, Johnston, (substituting for Councillor Cook, item 12 to 17, substituting for Councillor Webber, item 18 onwards), Laidlaw (substituting for Councillor Hutchison, item 21 onwards), Lang (substituting for Councillor Gloyer, items 8 and 9. substituting for Councillor Aldridge, items 10 and 11), Macinnes, Main, Miller (substituting for Councillor Main, item 10), McLellan, Mowat (substituting for Councillor Hutchison, item 19), Perry, Rankin, Staniforth, Webber, Whyte and Wilson.

### 1. Minutes

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#### Decision

To approve the minute of the Policy and Sustainability Committee of 28 May 2020 as a correct record.

### 2. Policy and Sustainability Committee Work Programme

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The Policy and Sustainability Committee Work Programme for 11 June 2020 was presented.

#### Decision

- 1) To agree the Executive Director of Place would liaise with the Convener and Vice Convener on when the Choices paper is likely to come back and include this on the next work programme.
- 2) To note the work programme.

(Reference – Work Programme 11 June 2020, submitted.)

### 3. Policy and Sustainability Committee Rolling Actions Log

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

#### Decision

- 1) To agree to close the following actions:
  - Actions 18(1) and 18(2)** – Interim Political Management Arrangements 2020
  - Actions 19(2) and 19(3)** – Consultation Planning Report

## **Action 20 –Waiver Report for Edinburgh and Midlothian Offender Recovery Service**

- 2) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log, submitted.)

### **4. Police Scotland – City of Edinburgh Council Division Update**

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Chief Superintendent Scott and Superintendent Rennie provided an update on Police Scotland's City of Edinburgh Division city-wide plans, policies and performance.

#### **Decision**

- 1) To note the update.
- 2) To agree that charts that represent year to date incident and crime demand throughout the Division, compared with last year to date, would be made clearer.

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

### **5. Award of Residential Care, Special Schools and Supported Accommodation Framework Agreement**

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Approval was sought to award a four lot Framework Agreement for Residential Care, Special Schools and Supported Accommodation to 22 Service Providers to commence in June 2020 for an initial period of three years, with the option to extend for a further period of up to twelve months.

#### **Decision**

- 1) To approve the award of a Framework Agreement for Residential Care, Special Schools and Supported Accommodation to 22 Service Providers over four Lots: Aberlour Child Care Trust, Acorn Care and Education Limited, Action for Children, Applied Care and Development Limited, Capability Scotland, Care Visions Limited, Clearview Care Limited, CrossReach, Cyrenians, Dunedin School, East Park School, Greenleaf House, Harmeny Education Trust Limited, Moore House Care and Education / Moore House School Ltd, Ochil Tower School, Primecare Health LTD, Scottish Autism, Seamab, Snowdon School Ltd, Spark of Genius, The Donaldson Trust and The Royal Blind School.
- 2) The Framework Agreement would commence in June 2020 for an initial period of three years, with the option to extend for a further period of up to twelve months.
- 3) The total value of the Framework Agreement was estimated at £9,900,000 per annum but that figure was dependent on child placements required.

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

### **6. City of Edinburgh Council response to the Scottish Government Advisory Group on Economic Recovery Call for Views**

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Details were provided of the Council's response to the Call for Views issued by the Scottish Government's Advisory Group on Economic Recovery. The response was

compiled based on feedback from service areas, and in alignment with existing Council statements and policies. The response drew on the emerging findings of engagement with businesses and partners carried out as part of early stages of the Sustainable Economic Recovery strand of the Council Adaptation and Renewal Programme. A full report on this engagement activity and its findings would be reported to committee upon its completion.

### **Motion**

To note the Council's response to the call for views from the Scottish Government Advisory Group on Economic Recovery. This was approved by the Chief Executive in consultation with the Convener and Vice Convenor under urgency provisions contained within Committee Terms of Reference and Delegated Functions.

- moved by Councillor McVey, seconded by Councillor Day

### **Amendment 1**

- 1) To note with concern that the matter was dealt with under delegated powers when the call for evidence was issued on 18 May, and Policy & Sustainability Committee met on 28 May, three days before the deadline of 31 May. This meant there was no consultation with councillors other than the Leader and Deputy Leader and condemns the continued approach of taking important and politically sensitive decisions in private without reference to Committee despite the commencement of fortnightly Policy and Sustainability meetings and the work ongoing to reinstate full Council.
- 2) To note that the request from the Scottish Government was specifically for information on the local situation which was lacking from the response which quotes national figures rather than furnishing the Scottish Government with the particular needs of the situation in Edinburgh and considers that this was a lost opportunity to communicate the specific needs of the city to the Government.

- moved by Councillor Whyte, seconded by Councillor McLellan

### **Amendment 2**

- 1) To note the Council's response to the call for views from the Scottish Government Advisory Group on Economic Recovery. This was approved by the Chief Executive in consultation with the Convener and Vice Convenor under urgency provisions contained within Committee Terms of Reference and Delegated Functions.
- 2) To thank Friends of the Earth Scotland for mobilising a collective response to the Scottish Government calling for a just and green recovery and supports their five steps.
- 3) To note the need to review the City Region Deal to reflect the new circumstances and to embed new powers over revenue-raising and regional planning which will allow local government and partners to deliver a green recovery.

- 4) To welcome the Edinburgh Climate Commission's forthcoming report on the key elements of a green recovery
- 5) To note the UK Government's intention was to pursue Brexit without an extension, rather than taking account of the current emergency circumstances, and continues to press the UK Government to negotiate for a suitable extension period.

- moved by Councillor Staniforth, seconded by Councillor Main

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

### **Voting**

The voting was as follows:

For the Motion (as adjusted)	-	10 votes
For Amendment 1	-	7 votes

(For the Motion (as adjusted): Councillors, Kate Campbell, Day, Gardiner, Macinnes, Main, McVey, Perry, Rankin, Staniforth and Wilson.

For the amendment: Councillors Aldridge, Cook, Gloyer, Hutchison, McLellan, Webber and Whyte.)

### **Decision**

To approve the following adjusted amendment by Councillor McVey:

- 1) To note the Council's response to the call for views from the Scottish Government Advisory Group on Economic Recovery. This was approved by the Chief Executive in consultation with the Convener and Vice Convener under urgency provisions contained within Committee Terms of Reference and Delegated Functions.
- 2) To thank Friends of the Earth Scotland for mobilising a collective response to the Scottish Government calling for a just and green recovery and supports their five steps.
- 3) To note the need to review the City Region Deal to reflect the new circumstances and to embed new powers over revenue-raising and regional planning which will allow local government and partners to deliver a green recovery.
- 4) To welcome the Edinburgh Climate Commission's forthcoming report on the key elements of a green recovery
- 5) To note the UK Government's intention was to pursue Brexit without an extension, rather than taking account of the current emergency circumstances, and continues to press the UK Government to negotiate for a suitable extension period.

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

## 7. Council Meetings

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Proposals on how the Council could hold a remote Council meeting in June 2020 including potential dates for the meeting and a test meeting were provided.

### Decision

- 1) To agree the principles laid out in paragraph 4.1 of the report.
- 2) To delegate power to the Chief Executive to make any changes necessary to the Interim Standing Orders as a result of the implementation of this report, including reinstating verbal deputations once the technology allowed.
- 3) To consult with elected members on the dates of the Council meetings in July and August and delegate authority to the Chief Executive, in consultation with the Lord Provost, to set the most appropriate dates.
- 4) To note that meeting procedures were being developed, in consultation with the Lord Provost, and would be issued to all elected members prior to the meeting.

(Reference – Policy and Sustainability Committee, 28 May 2020 (item 6); report by the Chief Executive submitted.)

## 8. 2050 Edinburgh City Vision

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The City Vision process started in late 2016. Since then there has been significant and ongoing stakeholder and public engagement to develop a Vision for the City. In 2018 a public engagement process was undertaken to add to the 10,000 inputs gathered from the citizens of Edinburgh in the previous two years. In this process there had been clear consensus throughout from the people of Edinburgh that took part on the themes and values considered most important to guide the future direction of the city. These have been crystallised into a 2050 Edinburgh City Vision by the Steering Group made up of key individuals from a wide variety of organisations and across a wide range of demographics.

### Motion

- 1) To welcome and endorse the 2050 Edinburgh City Vision (Appendix A) finalised by the Steering Group of city partners (details of membership form Appendix B).
  - 2) To note that Committee agreed on 28 May 2020 that values of the 2050 Edinburgh City Vision should be central to the Council's Adaptation and Renewal programme.
  - 3) To agree that the Lord Provost should sign and commit City of Edinburgh Council to the 2050 Edinburgh City Vision Charter (Appendix C).
  - 4) To note that an annual conference of youth representatives would consider progress towards delivery on the 2050 Edinburgh City Vision and would report back to Committee.
- moved by Councillor McVey, seconded by Councillor Day

### Amendment 1

- 1) To note that the key consensus point expressed by residents in the City Vision consultation was a wish to see a clean city and agreed that this should be given far greater priority in a redrafted document recognising that this should encompass a restoration of civic pride and a focus on the services that maintain our built and natural environment.
  - 2) To note that there were no measures of success in the document which made it impossible to check progress either through Council processes or the suggested young peoples' conference. Therefore, agrees that any future version of a City vision should include measures of success to be reviewed through the democratic processes of the Council.
  - 3) To recognise that the Council cannot bind the priorities or vision of any future Council or its decision-making processes and any attempt to do so would be profoundly undemocratic.
- moved by Councillor Whyte, seconded by Councillor McLellan

### **Amendment 2**

- 1) To welcome and endorse the 2050 Edinburgh City Vision (Appendix A) finalised by the Steering Group of city partners (details of membership form Appendix B).
  - 2) To note that Committee agreed on 28 May 2020 that values of the 2050 Edinburgh City Vision should be central to the Council's Adaptation and Renewal programme.
  - 3) To agree that the Lord Provost should sign and commit City of Edinburgh Council to the 2050 Edinburgh City Vision Charter (Appendix C).
  - 4) To note that an annual conference of youth representatives would consider progress towards delivery on the 2050 Edinburgh City Vision and would report back to Committee.
  - 5) To agree that the Council Leader wrote to the steering group of city partners to request that they used the feedback from the conference in 1.4 of the report to agree a set of metrics which could be used to measure the city's success in meeting the aspirations set out in the vision.
- moved by Councillor Lang, seconded by Councillor Aldridge

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

### **Voting**

The voting was as follows:

For the motion (as adjusted)	-	12 votes
For Amendment 1	-	5 votes

(For the Motion (as adjusted): Councillors, Aldridge, Kate Campbell, Day, Gardiner, Lang, Macinnes, Main, McVey, Perry, Rankin, Staniforth and Wilson.)

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



## Decision

To approve the following adjusted amendment by Councillor McVey:

- 1) To welcome and endorse the 2050 Edinburgh City Vision (Appendix A) finalised by the Steering Group of city partners (details of membership form Appendix B).
- 2) To note that Committee agreed on 28 May 2020 that values of the 2050 Edinburgh City Vision should be central to the Council's Adaptation and Renewal programme.
- 3) To agree that the Lord Provost should sign and commit City of Edinburgh Council to the 2050 Edinburgh City Vision Charter (Appendix C).
- 4) To note that an annual conference of youth representatives would consider progress towards delivery on the 2050 Edinburgh City Vision and reported back to Committee.
- 5) To agree that the Council Leader wrote to the steering group of city partners to request that they used the feedback from the conference in 1.4 to agree a set of metrics which could be used to measure the city's success in meeting the aspirations set out in the vision.

(Reference – Policy and Sustainability Committee, 6 August 2019 (item 7); report by the Chief Executive, submitted.)

## 9. Edinburgh Poverty Commission – Poverty and Coronavirus in Edinburgh

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An update was provided on progress of the Edinburgh Poverty Commission in the period since the last report to Committee in February 2020.

### Motion

- 1) To note work carried out by the Edinburgh Poverty Commission to date, and revised plans for publication of final recommendations in Autumn 2020.
  - 2) To that development of cross-council actions implementation of Edinburgh Poverty Commission recommendations would be developed and reported to Committee as part of the Council Adaptation and Renewal Programme.
- moved by Councillor McVey, seconded by Councillor Day

### Amendment 1

- 1) To note work carried out by the Edinburgh Poverty Commission to date, and revised plans for publication of final recommendations in Autumn 2020.
  - 2) To that development of cross-council actions implementation of Edinburgh Poverty Commission recommendations will be developed and reported to Committee as part of the Council Adaptation and Renewal Programme.
- moved by Councillor Whyte, seconded by Councillor Webber

### Amendment 2

- 1) To welcome and endorse the 2050 Edinburgh City Vision (Appendix A) finalised by the Steering Group of city partners (details of membership form Appendix B).
- 2) To note that Committee agreed on 28 May 2020 that values of the 2050 Edinburgh City Vision should be central to the Council's Adaptation and Renewal programme.
- 3) During the development of the Adaptation and Renewal Programme the following points would be considered:
  - The need to avoid homeless people returning to rough sleeping and poor quality, high cost temporary accommodation.
  - The need to ensure that, as development restarted, developers were held firm to affordable housing requirements.
  - The need to build on food and emergency supply networks to revamp food poverty responses.
  - The need to support the city's volunteer infrastructure more fully in the future.
  - The need for advance planning and preparation to ensure, Post-Covid, that people were supported to avoid or navigate their way out of increased personal debt.
  - The need for a review of Council debt policy, including the use of inhibition orders in debt collection and charges imposed by the Council's debt recovery services, to ensure no one profits from Council debt.

- moved by Councillor Main, seconded by Councillor Staniforth

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

### **Amendment 3**

- 1) To note work carried out by the Edinburgh Poverty Commission to date, and revised plans for publication of final recommendations in Autumn 2020.
  - 2) To that development of cross-council actions implementation of Edinburgh Poverty Commission recommendations will be developed and reported to Committee as part of the Council Adaptation and Renewal Programme.
  - 3) To note that the original aims set for the Poverty Commission included making recommendations on a programme of activities and actions to reduce levels of poverty in Edinburgh and therefore invites the Commission to ensure its final report includes specific actions which the Council has direct control over and which could be taken to address poverty in the city.
  - 4) To agree that an officer report, setting out actions taken in response to issues raised in the Commission's interim report, should be brought to the committee at the same time as tabling of the Commission's final report.
- moved by Councillor Lang, seconded by Councillor Aldridge

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

### **Voting**

The voting was as follows:

For the motion (as adjusted)	-	12 votes
For Amendment 1	-	5 votes

(For the Motion (as adjusted): Councillors, Aldridge, Kate Campbell, Day, Gardiner, Lang, Macinnes, Main, McVey, Perry, Rankin, Staniforth and Wilson.

For Amendment 1: Councillors Cook, Hutchison, McLellan, Webber and Whyte.)

### **Decision**

To approve the following adjusted amendment by Councillor McVey:

- 1) To note work carried out by the Edinburgh Poverty Commission to date, and revised plans for publication of final recommendations in Autumn 2020.
- 2) To that development of cross-council actions implementation of Edinburgh Poverty Commission recommendations would be developed and reported to Committee as part of the Council Adaptation and Renewal Programme.
- 3) During the development of the Adaptation and Renewal Programme the following points would be considered:
  - The need to avoid homeless people returning to rough sleeping and poor quality, high cost temporary accommodation.
  - The need to ensure that, as development restarted, developers were held firm to affordable housing requirements.
  - The need to build on food and emergency supply networks to revamp food poverty responses
  - The need to support the city's volunteer infrastructure more fully in the future
  - The need for advance planning and preparation to ensure, Post-Covid, that people were supported to avoid or navigate their way out of increased personal debt
  - The need for a review of Council debt policy, including the use of inhibition orders in debt collection and charges imposed by the Council's debt recovery services, to ensure no one profits from Council debt.
- 4) To note that the original aims set for the Poverty Commission included making recommendations on a programme of activities and actions to reduce levels of poverty in Edinburgh and therefore invites the Commission to ensure its final report included specific actions which the Council had direct control over and which could be taken to address poverty in the city.

- 5) To agree that an officer report, setting out actions taken in response to issues raised in the Commission's interim report, should be brought to the committee at the same time as tabling of the Commission's final report.

(Reference – Policy and Sustainability Committee, 25 February 2020 (item 5); report by the Chief Executive, submitted.)

## 10. Spaces for People Programme Update

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An update was provided on the prioritisation of interventions in the Spaces for People programme, progress so far and planned next steps. Approval was also sought for a direct award of contract via a waiver of Contract Standing Orders (CSOs) for supply and installation of temporary traffic management infrastructure, due to time criticality of the programme, which precluded the opportunity to undertake a full procurement exercise. The value of this award was expected to be in the region of £1 million and £1.5 million, subject to costs received from suppliers.

### Motion

- 1) To note the schemes implemented to date, plans for future phases of this programme and the role of these changes in supporting the city's plans for adaptation and renewal, particularly in supporting businesses.
  - 2) To note that the Council had been awarded £5 million of funding from the Scottish Government's Spaces for People programme.
  - 3) To note that the Scottish Government's Spaces for People fund would be increased from £10 million to £30 million. Further bids for funding may be submitted to progress additional interventions which had been suggested by the public and/or stakeholder groups.
  - 4) To note that due to the immediate requirement for programme implementation, there was not sufficient time to undertake a full procurement exercise. As such approves a direct award of contract via waiver of Contract Standing Orders (CSOs) to purchase temporary traffic management infrastructure. The value of this award was subject to costs received from suppliers but was expected to be of a value between £1 - £1.5 million.
- moved by Councillor McVey, seconded by Councillor Day

### Amendment 1

- 1) To note the schemes implemented to date, plans for future phases of this programme and the role of these changes in supporting the city's plans for adaptation and renewal. The priority for bringing schemes forward should be reversed to begin with local high streets which have seen an increase in footfall and pedestrians that need the extra space, while also recognising the need for a dedicated support campaign for traders.
- 2) To note that the Council had been awarded £5 million of funding from the Scottish Government's Spaces for People programme.

- 3) To note that the Scottish Government's Spaces for People fund would be increased from £10 million to £30 million. Further bids for funding may be submitted to progress additional interventions which had been suggested by the public and/or stakeholder groups.
  - 4) To note that due to the immediate requirement for programme implementation, there is not sufficient time to undertake a full procurement exercise. As such approves a direct award of contract via waiver of Contract Standing Orders (CSOs) to purchase temporary traffic management infrastructure. The value of this award is subject to costs received from suppliers but is expected to be of a value between £1 - £1.5 million.
  - 5) To request that Network assessment and modelling took place on the impact across city of all the agreed and proposed designs to date. This should also include any other major proposals (e.g. The Mound being closed at Bank Street) and focus on unintended consequences and outcomes of individual projects, which when brought together, may result in severing of the north of the city from the south. This would have a serious impact on both businesses and residents.
  - 6) To agree to immediately suspend and consider alternatives solutions for North Bridge which by limiting to one shared lane for both buses and cycles was inherently dangerous.
  - 7) Regretted that despite unanimous local support, many local projects have yet to be instigated or included in plans to date, for example, the failure to include Raeburn Place in the Town Centre schemes outlined in 4.14 and requested further information on their inclusion within one Policy and Sustainability Committee cycle.
  - 8) Regretted that the sharing of design plans and their progress between officers, local elected members and stakeholders was still not as robust as was necessary and that a review of the timelines of communication should take place and be reported to Committee in the report outlined in 7 above.
- moved by Councillor Webber, seconded by Councillor Cook

## **Amendment 2**

- 1) To note the schemes implemented to date, plans for future phases of this programme and the role of these changes in supporting the city's plans for adaptation and renewal, particularly in supporting businesses.
- 2) To note that the Council had been awarded £5 million of funding from the Scottish Government's Spaces for People programme.
- 3) To note that the Scottish Government's Spaces for People fund would be increased from £10 million to £30 million. Further bids for funding may be submitted to progress additional interventions which had been suggested by the public and/or stakeholder groups.
- 4) To note that due to the immediate requirement for programme implementation, there was not sufficient time to undertake a full procurement exercise. As such

approved a direct award of contract via waiver of Contract Standing Orders (CSOs) to purchase temporary traffic management infrastructure. The value of this award was subject to costs received from suppliers but was expected to be of a value between £1 - £1.5 million.

- 4) To note the pace of implementation to date has raised disappointment from many residents, notes the gradual increase of traffic levels across the city giving rise to increased risk to people walking, wheeling and cycling, and calls for implementation of subsequent measures to be delivered at a faster pace in order to increase safety for everyone.
- 5) To note concerns regarding transparency of process and strategic approach to provision of distancing measures across all areas of the city where they are needed, and in particular filling the significant gaps in the bike network and consistently providing at least minimum pavement widths as per the Edinburgh Street Design Guidance.

- moved by Councillor Miller, seconded by Councillor Staniforth

### **Amendment 3**

- 1) To note the schemes implemented to date, plans for future phases of this programme and the role of these changes in supporting the city's plans for adaptation and renewal, particularly in supporting businesses and agrees that the first schemes in direct response to suggestions received from communities should be developed and put in place by the end of June.
- 2) To note that the Council had been awarded £5 million of funding from the Scottish Government's Spaces for People programme.
- 3) To note that the Scottish Government's Spaces for People fund would be increased from £10 million to £30 million. Further bids for funding may be submitted to progress additional interventions which had been suggested by the public and/or stakeholder groups.
- 4) To note that due to the immediate requirement for programme implementation, there was not sufficient time to undertake a full procurement exercise. As such approved a direct award of contract via waiver of Contract Standing Orders (CSOs) to purchase temporary traffic management infrastructure. The value of this award was subject to costs received from suppliers but was expected to be of a value between £1 - £1.5 million.
- 5) To agree to extend the list provided in paragraph 4.14 of the report to include the town centre of Stockbridge.

- moved by Councillor Lang, seconded by Councillor Gloyer

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

### **Voting**

The voting was as follows:

For the Motion (as adjusted)	-	10 votes
For Amendment 1	-	5 votes
For Amendment 2	-	2 votes

(For the Motion (as adjusted): Councillors Kate Campbell, Day, Gardiner, Gloyer, Lang, Macinnes, McVey, Perry, Rankin and Wilson.

For Amendment 1: Councillors Cook, Hutchison, McLellan, Webber and Whyte.

For Amendment 2: Miller and Staniforth)

## Decision

To approve the following adjusted amendment by Councillor McVey:

- 1) To note the schemes implemented to date, plans for future phases of this programme and the role of these changes in supporting the city's plans for adaptation and renewal, particularly in supporting businesses and agrees that the first schemes in direct response to suggestions received from communities should be developed and put in place by the end of June.
- 2) To note that the Council has been awarded £5 million of funding from the Scottish Government's Spaces for People programme.
- 3) To note that the Scottish Government's Spaces for People fund would be increased from £10 million to £30 million. Further bids for funding may be submitted to progress additional interventions which had been suggested by the public and/or stakeholder groups.
- 4) To note that due to the immediate requirement for programme implementation, there was not sufficient time to undertake a full procurement exercise. As such approved a direct award of contract via waiver of Contract Standing Orders (CSOs) to purchase temporary traffic management infrastructure. The value of this award was subject to costs received from suppliers but was expected to be of a value between £1 - £1.5 million.
- 5) To agree to extend the list provided in paragraph 4.14 of the report to include the town centre of Stockbridge.

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

## 11. Transport Arm's Length External Organisations: Company Appointments

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Approval was sought for a number of Board appointments and extensions for Lothian Buses Limited (LB) and the appointment and remuneration of an Interim Managing Director for LB. Approval was also sought for the appointment of Scott-Moncrieff as auditors for LB and the extension of a Board appointment for the Board of Edinburgh Trams Limited (ET).

## Motion

- 1) To note that the appointment of directors to the Boards of Lothian Buses Limited (LB) and Edinburgh Trams Limited (ET) and the appointment of auditors at LB were Reserved Matters, which required the written consent of the Council.
- 2) To approve the following LB Board appointments:
  - The extension of Non-Executive Director (NED) appointments for Steve Cassidy, Susan Deacon, Jim McFarlane, Tony Rose and Mark Yexley for a further year (to 30 June 2021);
  - The appointment of Nigel Serafini to the role of Interim Managing Director of LB with the associated remuneration for this role as set out in paragraph 4.5
  - The appointment of Jim Armstrong as an Executive Director.
- 3) To approve the appointment of Scott-Moncrieff as auditors for LB on 28 June 2020.
- 4) To approve the extension to the appointment of Andrew Neal as a NED to the Board of ET for a sixth and final year (to 30 June 2021).
- 5) To agree the Council Leader would write to the Board of Lothian Buses asking them to reconsider the inclusion of a bonus and take the first opportunity to remove this aspect of remuneration when making a permanent appointment.
  - moved by Councillor McVey, seconded by Councillor Day

#### **Amendment 1**

- 1) To note that the appointment of directors to the Boards of Lothian Buses Limited (LB) and Edinburgh Trams Limited (ET) and the appointment of auditors at LB are Reserved Matters, which required the written consent of the Council.
- 2) To approve the following LB Board appointments:
  - To agree to extend Jim McFarlane's non-executive appointment for a further year to 30 June 2021, and requests that the Board of Lothian Buses present two other existing Board members to have their terms extended to June 2021, with the remaining two places to be filled by way of a recruitment process
  - The appointment of Nigel Serafini to the role of Interim Managing Director of LB with the associated salary but does not agree to the proposed 30% bonus for this role as set out in paragraph 4.5
  - The appointment of Jim Armstrong as an Executive Director.
- 3) To approve the appointment of Scott-Moncrieff as auditors for LB on 28 June 2020.
- 4) To approve the extension to the appointment of Andrew Neal as a NED to the Board of ET for a sixth and final year (to 30 June 2021).
  - moved by Councillor Lang, seconded by Councillor Webber

#### **Amendment 2**



- 1) To note that the appointment of directors to the Boards of Lothian Buses Limited (LB) and Edinburgh Trams Limited (ET) and the appointment of auditors at LB are Reserved Matters, which required the written consent of the Council.
- 2) To approve the following LB Board appointments:
  - The extension of Non-Executive Director (NED) appointments for Steve Cassidy, Susan Deacon, Jim McFarlane, Tony Rose and Mark Yexley for a further year (to 30 June 2021);
  - The appointment of Nigel Serafini to the role of Interim Managing Director of LB with the associated remuneration for this role as set out in paragraph 4.5 on the understanding that Lothian Buses would act in careful consideration of best value for public money in this and all decisions about remuneration and reward packages especially in times of considerable budget pressures
  - The appointment of Jim Armstrong as an Executive Director.
- 3) To approve the appointment of Scott-Moncrieff as auditors for LB on 28 June 2020.
- 4) To approve the extension to the appointment of Andrew Neal as a NED to the Board of ET for a sixth and final year (to 30 June 2021).
- 5) To agree the Council Leader will write to the Board of Lothian Buses asking them to reconsider the inclusion of a bonus and take the first opportunity to remove this aspect of remuneration when making a permanent appointment.
  - moved by Councillor Main, seconded by Councillor Staniforth

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

### **Voting**

The voting was as follows:

For the motion (as adjusted)	-	10 votes
For Amendment 1	-	7 votes

(For the Motion (as adjusted): Councillors Kate Campbell, Day, Gardiner, Macinnes, Main, McVey, Perry, Rankin, Staniforth and Wilson.

For the amendment: Councillors Cook, Gloyer, Hutchison, Lang, McLellan, Webber and Whyte.)

### **Decision**

To approve the following adjusted amendment by Councillor McVey:

- 1) To note that the appointment of directors to the Boards of Lothian Buses Limited (LB) and Edinburgh Trams Limited (ET) and the appointment of auditors at LB are Reserved Matters, which require the written consent of the Council.
- 2) To approve the following LB Board appointments:

- The extension of Non-Executive Director (NED) appointments for Steve Cassidy, Susan Deacon, Jim McFarlane, Tony Rose and Mark Yexley for a further year (to 30 June 2021);
  - The appointment of Nigel Serafini to the role of Interim Managing Director of LB with the associated remuneration for this role as set out in paragraph 4.5 on the understanding that Lothian Buses will act in careful consideration of best value for public money in this and all decisions about remuneration and reward packages especially in times of considerable budget pressures
  - The appointment of Jim Armstrong as an Executive Director.
- 3) To approve the appointment of Scott-Moncrieff as auditors for LB on 28 June 2020.
  - 4) To approve the extension to the appointment of Andrew Neal as a NED to the Board of ET for a sixth and final year (to 30 June 2021).
  - 5) To agree the Council Leader will write to the Board of Lothian Buses asking them to reconsider the inclusion of a bonus and take the first opportunity to remove this aspect of remuneration when making a permanent appointment.

### **Declaration of Interests**

Councillor Macinnes declared a non-financial interest in the above item as Chair of Transport for Edinburgh

(References – Act of Council No 8 of 28 May 2015; report by the Executive Director of Place, submitted.)

## **12. Tourism and Hospitality Sector Recovery Plan**

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An update was provided on the impact of COVID-19 on the tourism and hospitality sector. Details of a plan for resilience, reboot and recovery which had been developed by the Edinburgh Tourism Action Group (ETAG) working to the tourism Strategic Implementation Group (SIG) were provided. Details were also provided on how the Council could support the delivery of this plan and the wider tourism and hospitality sector.

### **Motion**

- 1) To agree to continue consideration of the report within 2 cycles for direct engagement with Edinburgh International Conference Centre (EICC) and Marketing Edinburgh and to come back to committee with more detail on the in-house model as outlined in option 4, including further details of Scottish Government and industry resources.
- moved by Councillor McVey, seconded by Councillor Day

### **Amendment 1**

- 1) To recognise the key role of ETAG in the recovery of the Edinburgh visitor economy, and the urgent need for action as the city faced the likely loss of 18,000 jobs in the sector and £1bn of tourism-related revenue this year.

- 2) To commend the work done by ETAG in preparing the “Resilience, Reboot, Recover” strategy and to agree that there should be no delay in its implementation.
  - 3) To agree the Council should make a contribution of £75,000 to ETAG to deliver the recovery plan, to be match-funded by public and private sector partner contributions, as outlined in paragraphs 4.22, 4.23 and 4.24 of the report.
  - 4) To agree that the www.edinburgh.org domain name, the associated social media and digital channels and its 180,000 followers, be made available to ETAG to form the basis of the communications strategy outlined in 2 above.
  - 5) To recognise the financial shortfall of £56.5m faced by the Council this year due to the Coronavirus Pandemic, that Marketing Edinburgh should be wound up forthwith, and a decision on whether to establish a dedicated tourism resource within the Council deferred until such times as the Council’s financial situation had stabilised.
  - 6) To instruct officers to prepare a full proposal for the interim transfer of the International Convention & Conference Association Membership and the maintenance of the Customer Relationship Management system to the EICC on a strictly time-limited basis, in co-operation with the EICC board.
  - 7) To agree the ETAG board presented a progress report on its strategy to each meeting of the Policy & Sustainability committee.
- moved by Councillor McLellan, seconded by Councillor Whyte

## **Amendment 2**

- 1) To note the emerging information on the impact of COVID-19 on the tourism and hospitality sector and the plans developed by the SIG and ETAG, to support the recovery of the tourism and hospitality sector in the city.
  - 2) To approve the retention of www.edinburgh.org (and associated web and social media accounts) for marketing and promotion of the city.
  - 3) Subject to the required legal agreements and relevant data protection arrangements, agree that www.edinburgh.org can form the digital core of the tourism recovery campaign as set out in paragraphs 4.10 and 4.11.
  - 4) To note paragraph 4.16 of the report, however recognises the conflict for EICC in provision of business tourism services to competing venues in Edinburgh and does not approach EICC to co-ordinate business tourism bids.
  - 5) To delegate responsibility to the Chief Executive to implement the preferred option in close consultation with the board of Marketing Edinburgh
  - 6) To agree that the recovery of tourism and hospitality in Edinburgh must be in line with this council’s 2030 climate target, and to carry out all work on this sector on the basis of achieving a net zero carbon city.
- moved by Councillor Staniforth, seconded by Councillor Main

In accordance with Standing Order 19(12), paragraphs 1 and 2 of Amendment 1 and paragraph 7 of Amendment 2 were accepted as an addendum to the motion.

### **Voting**

The voting was as follows:

For the Motion (as adjusted)	-	8 votes
For Amendment 1	-	7 votes
For Amendment 2	-	2 votes

(For the Motion (as adjusted): Councillors Kate Campbell, Day, Gardiner, Macinnes, McVey, Perry, Rankin and Wilson.

For Amendment 1: Councillors Aldridge, Johnstone, Gloyer, Hutchison, McLellan, Webber and Whyte.

For Amendment 2: Councillors Main and Staniforth)

There being no overall majority, Amendment 2 fell and a second vote was taken between the Motion and Amendment 1.

### **Second Vote**

The voting was as follows:

For the Motion (as adjusted)	-	8 votes
For Amendment 1	-	7 votes

(For the Motion (as adjusted): Councillors Kate Campbell, Day, Gardiner, Macinnes, McVey, Perry, Rankin and Wilson.

For Amendment 1: Councillors Aldridge, Johnstone, Gloyer, Hutchison, McLellan, Webber and Whyte.

Abstentions: Councillors Main and Staniforth.)

### **Decision**

To approve the following adjusted amendment by Councillor McVey:

- 1) To agree to continue the report within 2 cycles for direct engagement with EICC and Marketing Edinburgh and to come back to committee with more detail on the in-house model as outlined in option 4, including further detail of Scottish Government and industry resources
- 2) To recognise the key role of ETAG in the recovery of the Edinburgh visitor economy, and the urgent need for action as the city faces the likely loss of 18,000 jobs in the sector and £1bn of tourism-related revenue this year.
- 3) To commend the work done by ETAG in preparing the “Resilience, Reboot, Recover” strategy and agrees there should be no delay in its implementation.
- 4) To agree that the recovery of tourism and hospitality in Edinburgh must be in line with this council’s 2030 climate target, and carries out all work on this sector on the basis of achieving a net zero carbon city.

### **Declaration of Interests**

Councillor Kate Campbell declared a non-financial interest in the above item as Chair of Marketing Edinburgh.

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

### **13. Public Health response: COVID-19**

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In response to a motion by Councillor Whyte, the Committee had agreed to receive a report which laid out an overview of the outbreak of Coronavirus and set out clearly the various responsibilities and duties of the parties involved in responding to the pandemic, including Public Health Scotland, the Council, NHS Lothian and the Scottish and UK Governments. The Council had responsibilities under the Public Health etc. (Scotland) Act 2008 and discharged these in partnership with the local NHS Board and where necessary other partners, including Scottish Government. In early March 2020 there was a confirmed case of COVID-19 involving delegates attending a conference in the city. Information was set out detailing what was known to the Council and the steps that were taken in response to this information.

#### **Motion**

To note the report.

- moved by Councillor McVey, seconded by Councillor Day

#### **Amendment**

- 1) To note the report.
  - 2) To agree the Governance Risk Best Value Committee should be asked to undertake a review of partnership arrangements for health protection emergencies once the Scottish Government report into the circumstances surrounding the Nike Conference was published.
- moved by Councillor Whyte, seconded by Councillor McLellan

#### **Voting**

The voting was as follows:

- |                |   |          |
|----------------|---|----------|
| For the motion | - | 12 votes |
| For Amendment  | - | 5 votes  |

(For the motion: Councillors, Aldridge, Kate Campbell, Day, Gardiner, Gloyer, Macinnes, Main, McVey, Perry, Rankin, Staniforth and Wilson.

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

#### **Decision**

To approve the motion by Councillor McVey.

(References – Policy and Sustainability Committee 28 May 2020 (item 17); report by the Executive Director of Place, submitted).

### **14. Scottish Government Town Centre Fund Update and Regeneration Capital Grant Fund Applications**

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**a) Deputation – Muirhouse & Salvesen Community Council**

A written deputation was presented on behalf of Muirhouse & Salvesen Community Council.

The deputation supported North Edinburgh Arts (NEA) Community Asset Transfer bid and their plans for the regeneration of McMillan Square to resolve this. The deputation supported NEA bid for Scottish Government Capital Grant Fund to be included in the Council's bids to the Scottish Government. This fund was a key part of NEA Business Plan and the deputation wrote that the withdrawal of support from the Council would be a retrospective step for the Council to take

**b) Deputation – North Edinburgh Arts**

A written deputation was presented on behalf of North Edinburgh Arts (NEA).

The deputation was at stage 2 of both a Community Asset Transfer bid, and related Scottish Land Fund bid to allow them to bring NEA fully into community ownership, and to enable the organisation to lead on the development of a creative and community hub. The deputation asked Committee to agree 1.1.1 and 1.1.3 in the officer's report and amended 1.1.2 to approve the projects to go forward into the Regeneration Capital Grant Fund (RCGF) application process at stage 1. Following information from North Edinburgh Arts regarding the NEA Culture and Learning Centre, at McMillan Square, add this project to the list to be submitted to the RCGF.

**c) Report by the Executive Director of Place**

An update was provided on the Scottish Government Town Centre Fund allocations to projects in Edinburgh. Approval was also sought of applications to go forward to Stage 1 of the Scottish Government Regeneration Capital Grant Fund (RCGF). Applications closed on 19 June 2020.

**Motion**

- 1) To note the adjustments made to the overall allocation of funds between the four projects funded under the Scottish Government's Town Centre Fund.
- 2) To approve the projects to go forward into to the Regeneration Capital Grant Fund (RCGF) application process at Stage 1.
- 3) To note that officers would continue to work with colleagues across the Council to develop the pipeline of projects for future RCGF bids .
- 4) To ask for a further report in two cycles to update committee on progress of the 2019/20 RCGF projects:
  - Business space project at E2 Fountainbridge;
  - Portobello Town Hall;
  - Industrial Estate Development at Russell Road;
  - Pennywell Culture and Learning Hub.

- moved by Councillor McVey, seconded by Councillor Day

### **Amendment 1**

- 1) To note the adjustments made to the overall allocation of funds between the four projects funded under the Scottish Government's Town Centre Fund.
- 2) To approve the projects to go forward into the Regeneration Capital Grant Fund (RCGF) application process at stage 1. In addition, following information from North Edinburgh Arts regarding the NEA Culture and Learning Centre at McMillan Square, adds this project to the list to be submitted to the RCGF.
- 3) To note that officers would continue to work with colleagues across the Council to develop the pipeline of projects for future RCGF bids.

- moved by Councillor Hutchison, seconded by Councillor Webber

### **Amendment 2**

- 1) To note the adjustments made to the overall allocation of funds between the four projects funded under the Scottish Government's Town Centre Fund.
- 2) To approve the projects to go forward into to the Regeneration Capital Grant Fund (RCGF) application process at Stage 1.
- 3) To note that officers would continue to work with colleagues across the Council to develop the pipeline of projects for future RCGF bids supporting projects to be ready to bid and prioritising the support for projects meeting the principles outlined in paragraph 3.9.

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

- moved by Councillor Staniforth, seconded by Councillor Main

### **Voting**

The voting was as follows:

For the motion	-	12 votes
For Amendment	-	5 votes

(For the motion: Councillors, Aldridge, Kate Campbell, Day, Gardiner, Gloyer, Macinnes, Main, McVey, Perry, Rankin, Staniforth and Wilson.

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

### **Decision**

To approve the following adjusted amendment by Councillor McVey:

- 1) To note the adjustments made to the overall allocation of funds between the four projects funded under the Scottish Government's Town Centre Fund.
- 2) To approve the projects to go forward into to the Regeneration Capital Grant Fund (RCGF) application process at Stage 1.

- 3) To note that officers would continue to work with colleagues across the Council to develop the pipeline of projects for future RCGF bids supporting projects to be ready to bid and prioritising the support for projects meeting the principles outlined in paragraph 3.9 of the report.
- 4) To ask for a further report in two cycles to update committee on progress of the 2019/20 RCGF projects:
  - Business space project at E2 Fountainbridge;
  - Portobello Town Hall;
  - Industrial Estate Development at Russell Road;
  - Pennywell Culture and Learning Hub.

(References – Housing and Economy Committee, 6 June 2019 (item 12); report by the Executive Director of Place, submitted).

### **15. 4 St Mary's Street, Edinburgh – Proposed New Lease**

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Approval was sought to grant a 10-year lease to Kazim Pala of café/takeaway premises at 4 St Mary's Street, Edinburgh, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

#### **Decision**

To approve a 10-year lease to Kazim Pala of café/takeaway premises at 4 St Mary's Street, Edinburgh, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

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

### **16. 43 – 45 Leith Street (2/12 Calton Road), Edinburgh Proposed Lease Extension**

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Approval was sought to grant a lease extension until 31 March 2034 to Belhaven Brewery Company Limited of premises at 43 – 45 Leith Street (2/12 Calton Road), Edinburgh, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

#### **Decision**

To approve a lease extension until 31 March 2034 to Belhaven Brewery Company Limited of premises at 43 – 45 Leith Street (2/12 Calton Road), Edinburgh, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

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

### **17. Unit 6, Units 11 – 15 & Units 16 – 20, Clocktower, Flassches Yard, South Gyle Industrial Estate, Edinburgh – Proposed Lease Extensions**

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Approval was sought to grant a lease extension until 27 November 2035 to Pulsant (South Gyle) Limited for Unit 6, Units 11 – 15 and Units 16 – 20 in the Clocktower Estate, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

### **Decision**

To approve a lease extensions until 27 November 2035 to Pulsant (South Gyle) Limited for Unit 6, Units 11 – 15 and Units 16 – 20 in the Clocktower Estate, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

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

## **18 Living Wage for Health and Social Care Staff - Motion by Councillor Day**

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### **a) Deputation – UNITE Edinburgh Not for Profit Branch**

A written deputation was presented on behalf of UNITE Edinburgh Not for Profit Branch.

The deputation organised 1240 members in the Edinburgh Not For Profit sector and had an interest in the implementation of the promised Scottish Living Wage increase. They were aware that politicians, including the Health Secretary, announced earlier this year that social care workers who earned less than the Scottish Living Wage would get their hourly rate increased to £9.30 at the beginning of April. The deputation stated they found out that the Scottish Government was not going to meet the estimated bill for the City Council to pay the increase and understood that the City Council officials estimated that they needed an additional £5 million to pay the increase. The deputation understood that to date the Scottish Government had only offered another £1.1 million though negotiations are continuing. The deputation sought an assurance from the Council that the promised increase would be paid and backdated, and when. They questioned what would happen if an agreement could not be reached with the Scottish Government and if the increase would still be paid.

### **b) Motion by Councillor Day**

The following motion by Councillor Day was submitted in terms of Standing Order 14:

“Committee welcomes the Scottish Government announcement to increase the Scottish Living Wage including a 3.3% uplift for all care workers delivering adult social care services in Scotland.

Committee notes the briefing of 18 May “Contractual Uplifts 20/21” issued by the CFO of EIJB which shows this will mean a £6.5m increase in money paid to carers in the Capital.

Also notes the ongoing discussions through COSLA to deliver the 3.3% increase in full and agrees to support the efforts of the EIJB, COSLA and the Scottish Government in reaching a positive conclusion as quickly as possible.”

- moved by Councillor Day, seconded by Councillor McVey

## **Decision**

To approve the motion by Councillor Day.

## **19 Black Lives Matter - Motion by Councillor Day**

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### **a) Deputation**

A written deputation was presented by Bobby Melville, a descendant of Henry Dundas.

The deputation requested it should be formally recorded that he protested at the new inscription for the Dundas Statue in St Andrew's Square, Edinburgh.

### **b) Motion by Councillor Day**

The following motion by Councillor Day was submitted in terms of Standing Order 14:

“Committee reaffirms Edinburgh Council’s commitment to leadership of Scotland’s capital city anchored in equality, inclusion, fairness, tolerance and diversity. Notes Police Scotland’s commitment to Fairness, integrity and respect as core values of policing and the ongoing work with partners, including the Council, to stamp out racism in our City and across Scotland. As our citizens, Council and the city, move out of, and beyond the Coronavirus pandemic, Council shall continue to nurture and enhance Edinburgh’s globally renowned reputation as a safe, welcoming, inclusive city for anyone, from anywhere, to live, work, study, and visit. Committee affirms there is no place for racism, prejudice, discrimination, intolerance and hate in Edinburgh; and that there should be no place for it anywhere against anyone. Committee condemns the recent murder of George Floyd in Minneapolis, USA. Committee agrees that Black Lives Matter and supports the Black Lives Matter campaign.”

## **Motion**

- 1) To approve the motion by Councillor Day
- 2) To add to the motion by Councillor Day:

Notes that the Council facilitated the convening of an independent Panel, following a petition in 2016 to the then “Culture and Sport Committee”, to agree wording for a plaque at St Andrew Square more accurately reflecting the history of Henry Dundas.

Notes this panel met and agreed an approach but didn’t manage to come to a consensus view to agree final wording for Council approval.

Notes a meeting was held on 9 June 2020 between the Council Leader, Depute Leader and panel member Sir Geoff Palmer to agree final wording. This meeting also had input from Edinburgh World Heritage, Edinburgh University (who checked details with academics) and Cllr Wilson (as relevant Convenor and former panel member as Lord Provost) and Cllr McNeese-Mechan as relevant Vice-Convenor.

Notes positive engagement has taken place with the owners of St Andrew Square to install a new plaque swiftly.

Committee agrees that the text below is an appropriate and accurate description and requests the Director of Place continues engagement with the owners to find the most appropriate place for this onsite to help tell Edinburgh's story.

"On the plinth at the centre of St Andrew Square stands a neoclassical column with a statue at the top. This represents Henry Dundas, 1st Viscount Melville (1742 – 1811). He was the Scottish Lord Advocate and an MP for Edinburgh and Midlothian, and the First Lord of the Admiralty. Dundas was a contentious figure, provoking controversies that resonate to this day. While Home Secretary in 1792 and first Secretary of State for War in 1796 he was instrumental in deferring the abolition of the Atlantic slave trade. Slave trading by British ships was not abolished until 1807. As a result of this delay, more than half a million enslaved Africans crossed the Atlantic. Dundas also curbed democratic dissent in Scotland. Dundas both defended and expanded the British empire, imposing colonial rule on indigenous peoples. He was impeached in the United Kingdom for misappropriation of public money and although acquitted, he never held public office again. Despite this, the monument before you to Henry Dundas was funded by voluntary contribution from officers, petty officers, seamen and marines and erected in 1821, with the statue placed on top in 1827. In 2020 this was dedicated to the memory of the more than half a million Africans whose enslavement was a consequence of Henry Dundas's actions."

- moved by Councillor Day, seconded by Councillor McVey

### **Amendment 1**

To add to the end of the motion by Councillor Day in so far as applicable in the UK to note:

- 1) The UK and Scottish Government statements that attending mass gatherings of any kind pose a risk to public health and people's lives during this emergency.
- 2) The organisers of the protests in Edinburgh maintained good order, in contrast to recent acts of public disorder and irresponsible and at times illegal behaviour elsewhere in the UK, which detracts from key anti-racist messages of tolerance and equality, puts lives at risk and runs contrary to the right of peaceful protest.
- 3) The work of Police Scotland in keeping all Edinburgh residents safe despite stretched resources, and maintaining the right to peaceful demonstration, and agrees that the Council shall seek fair funding for policing in Edinburgh.

- 4) The outstanding instruction of Council to add a plaque to the Melville Monument in St Andrew Square to put Henry Dundas in a full context, and instructs the Chief Executive to expedite this with appropriate academic input and through a process agreed by Council Committee.
- 5) Requests the Council Leader writes to the Scottish Government Cabinet Secretary for Health and Sport to ascertain what work the Scottish Government is undertaking to understand the higher fatality rate from Covid-19 in our BAME communities and in particular whether Bangladeshi and Pakistani communities are at the greatest risk, as recently identified by Public Health England.

- moved by Councillor Cook, seconded by Councillor Whyte

## **Amendment 2**

Insert after paragraph 4 of the motion by Councillor Day:

Committee recognises and supports calls from people of colour that cities, including Edinburgh, should acknowledge and address their roles in perpetuating racism and oppression in the past as part of the process of challenging it in the present.

Committee recognises that many of the injustices of today - massive wealth inequality, climate breakdown and extreme labour exploitation - have their roots in colonialism and slavery.

Committee notes the work of the Glasgow-based Commission for Racial Equality and Rights, including their recent publication 'Changing the Race Equality Paradigm' which concludes that, "Without a clear understanding of race and racism, even the most well-meaning efforts are likely to fail. This frustrating situation can only be reversed if institutions are willing to change their paradigm on race equality.

Committee believes that the people of Edinburgh want the Council to take meaningful actions to remove entrenched structural racism and inequalities wherever they are found in our city's institutions and services and ensure that our young people receive an education that promotes inclusion and diversity and which includes BME history and culture across the curriculum and that work opportunities and resources are fairly available to all, and believes that many of the changes needed have been documented and quantified over recent years.

To insert at the end of the motion:

Committee therefore agrees:

- 1) That an action plan is brought forward by the Chief Executive within three cycles to introduce best practice in the council's recruitment and employment practices, including, but not limited to, ensuring that equality, diversity and anti-discrimination training is introduced as standard for all staff.
- 2) That the Director of Education bring forward an action plan within three cycles to enhance diversity and inclusion in Edinburgh's schools, that includes actions identified in recent committee papers, (Preventing and Responding to Bullying and Prejudice among Children and Young People October 2019 and Promoting Equality, October 2020) and includes actions to ensure that BME history and

culture are included in all phases of secondary school education, across all disciplines in Edinburgh schools, and that the Leader of the Council write to the Private schools in Edinburgh asking them to demonstrate that they are doing the same.

- 3) That the Chief Executive bring forward a plan within three cycles to review any features within the council boundary which commemorate those with close links to slavery and colonialism, including, but not limited to, public statues and monuments, street or building names; further agrees that this review should be led by one or more members of the BME community, and should closely consult with the wider BME community, and that the review should consider all options, including removal of statues, and make recommendations to rectify the glorification of slavery and colonialism which these commemorations represent to many people.

- moved by Councillor Staniforth, seconded by Councillor Main

### **Amendment 3**

To add to the end of the motion by Councillor Day:

Committee reaffirms its commitment to ensure the Council treats all people equally and with fairness and respect and: 1. calls for a report within two cycles setting out current staff training provision around equality and unconscious bias and any proposals to strengthen such arrangements; and 2. ensures that the resident engagement plan for the Council's Adaptation and Renewal programme is designed to hear the voices, concerns and interests of all citizens including BAME residents to ensure Edinburgh is a city for all and that no-one is either excluded or left behind.

- moved by Councillor Aldridge, seconded by Councillor Gloyer

In accordance with Standing Order 19(12), Amendment 2 as written and Amendment 3 as adjusted were accepted as addendums to the motion.

### **Voting**

The voting was as follows:

For the Motion (as adjusted)	-	12 votes
For Amendment 1	-	5 votes

(For the Motion (as adjusted): Councillors Aldridge, Kate Campbell, Day, Gardiner, Gloyer, Macinnes, Main, McVey, Perry, Rankin, Staniforth and Wilson.

For Amendment 1: Councillors Cook, Johnston, McLellan, Mowat and Whyte.)

### **Decision**

To approve the following adjusted motion by Councillor Day:

To reaffirm Edinburgh Council's commitment to leadership of Scotland's capital city anchored in equality, inclusion, fairness, tolerance and diversity. To note Police Scotland's commitment to Fairness, integrity and respect as core values of policing and

the ongoing work with partners, including the Council, to stamp out racism in our City and across Scotland. As our citizens, Council and the city, move out of, and beyond the Coronavirus pandemic, Council shall continue to nurture and enhance Edinburgh's globally renowned reputation as a safe, welcoming, inclusive city for anyone, from anywhere, to live, work, study, and visit. To reaffirm there was no place for racism, prejudice, discrimination, intolerance and hate in Edinburgh; and that there should be no place for it anywhere against anyone. To condemn the recent murder of George Floyd in Minneapolis, USA. To agree that Black Lives Matter and support the Black Lives Matter campaign.

To reaffirm the commitment to ensure the Council treats all people equally and with fairness and respect and:

- 1) calls for a report within three cycles setting out current staff training provision around equality and unconscious bias and any proposals to strengthen such arrangements; and
- 2) ensures that the resident engagement plan for the Council's Adaptation and Renewal programme was designed to hear the voices, concerns and interests of all citizens including BAME residents to ensure Edinburgh was a city for all and that no-one was either excluded or left behind.

To note that the Council facilitated the convening of an independent Panel, following a petition in 2016 to the then "Culture and Sport Committee", to agree wording for a plaque at St Andrew Square more accurately reflecting the history of Henry Dundas.

To note that this panel met and agreed an approach but didn't manage to come to a consensus view to agree final wording for Council approval.

To note that a meeting was held on 9th June 2020 between the Council Leader, Depute Leader and panel member Sir Geoff Palmer to agree final wording. This meeting also had input from Edinburgh World Heritage, Edinburgh University (who checked details with academics) and Councillor Wilson (as relevant Convener and former panel member as Lord Provost) and Councillor McNeese-Mechan as relevant Vice-Convener.

To note positive engagement had taken place with the owners of St Andrew Square to install a new plaque swiftly.

To agree that the text below was an appropriate and accurate description and request the Director of Place continue engagement with the owners to find the most appropriate place for this onsite to help tell Edinburgh's story.

"On the plinth at the centre of St Andrew Square stands a neoclassical column with a statue at the top. This represents Henry Dundas, 1st Viscount Melville (1742 – 1811). He was the Scottish Lord Advocate and an MP for Edinburgh and Midlothian, and the First Lord of the Admiralty. Dundas was a contentious figure, provoking controversies that resonate to this day. While Home Secretary in 1792 and first Secretary of State for War in 1796 he was instrumental in deferring the abolition of the Atlantic slave trade. Slave trading by British ships was not abolished until 1807. As a result of this delay, more than half a million enslaved Africans crossed the Atlantic. Dundas also curbed

democratic dissent in Scotland. Dundas both defended and expanded the British empire, imposing colonial rule on indigenous peoples. He was impeached in the United Kingdom for misappropriation of public money and although acquitted, he never held public office again. Despite this, the monument before you to Henry Dundas was funded by voluntary contribution from officers, petty officers, seamen and marines and erected in 1821, with the statue placed on top in 1827. In 2020 this was dedicated to the memory of the more than half a million Africans whose enslavement was a consequence of Henry Dundas's actions."

Committee further agrees:

- 1) That an action plan is brought forward by the Chief Executive within three cycles to introduce best practice in the council's recruitment and employment practices, including, but not limited to, ensuring that equality, diversity and anti-discrimination training was introduced as standard for all staff.
- 2) That the Executive Director for Communities and Families bring forward an action plan within three cycles to enhance diversity and inclusion in Edinburgh's schools, that included actions identified in recent committee papers, (Preventing and Responding to Bullying and Prejudice among Children and Young People October 2019 and Promoting Equality, October 2020) and include actions to ensure that BME history and culture were included in all phases of secondary school education, across all disciplines in Edinburgh schools, and that the Leader of the Council write to the Private schools in Edinburgh asking them to demonstrate that they were doing the same.
- 3) That the Chief Executive bring forward a plan within three cycles to review any features within the council boundary which commemorated those with close links to slavery and colonialism, including, but not limited to, public statues and monuments, street or building names; further agree that this review should be led by one or more members of the BME community, and should closely consult with the wider BME community, and that the review should consider all options, including removal of statues, and make recommendations to rectify the glorification of slavery and colonialism which these commemorations represent to many people.

## **20 Drylaw Rainbow Club Day Centre 35<sup>th</sup> Anniversary - Motion by Councillor Day**

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The following motion by Councillor Day was submitted in terms of Standing Order 14:

"Committee notes the high quality of care and support provided by the Drylaw Rainbow Club Day Centre.

Committee notes that on June 2020, they will celebrate 35 years of service to clients and their families across North West Edinburgh, and their continued sterling efforts during the current Covid 19 pandemic providing food, shopping and support to many older and vulnerable people.

Committee agrees that the Lord Provost recognises this anniversary in an appropriate way.”

### **Motion**

“Committee notes the high quality of care and support provided by the Drylaw Rainbow Club Day Centre.

Committee notes that on June 2020, they will celebrate 35 years of service to clients and their families across North West Edinburgh, and their continued sterling efforts during the current Covid-19 pandemic providing food, shopping and support to many older and vulnerable people.

Committee agrees that the Lord Provost recognises this anniversary in an appropriate way to include the award of a commemorative plaque.”

- moved by Councillor Day, seconded by Councillor McVey

### **Decision**

To approve the adjusted motion by Councillor Day.

## **21 Funding of Temporary Accommodation for Homeless People - Motion by Councillor Watt**

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The following motion by Councillor Watt was submitted in terms of Standing Order 14:

“That Committee

- Notes the ongoing work of the Homelessness Task Force and the Housing, Homelessness and Fair Work Committee which has included extending the PSL contract and the ongoing extension of a private rented framework, both of which seek to further increase the supply of temporary flats.
- Recognises the development of a Rapid Rehousing Transition Plan (RRTP) for Edinburgh, which sets out the options for improving prevention of homelessness and increasing the supply of permanent, affordable accommodation with the aim of ending the use of temporary accommodation.
- Notes the previously approved decision to invest in 5 properties for home-share.
- Calls for a report to be submitted to the Policy & Sustainability Committee, which lists the current temporary accommodation that has been contracted for since the CV-19 pandemic: giving the type of accommodation, the number of families and single people accommodated and the current end date of the contracts.
- The report should set out the work to date on an exit strategy and transition post lock down to find positive solutions for people moving on from accommodation provided as a public health response to the Covid 19 pandemic. This should include an update report on the work to increase the number of PSL properties available to use as temporary accommodation.
- The report should also make recommendations as to what types of accommodation could be purchased or leased long-term (including – but not



restricted to – properties that were previously being used for ‘air bnb’ style short-term lets). It should also consider work with third sector partners and how contracting could be used to secure further accommodation so that we are examining all options to ensure that suitable accommodation is available for people when their current accommodation ceases to be available.”

### **Motion**

To approve the motion by Councillor Watt

- moved by Councillor Day, seconded by Councillor Kate Campbell

### **Amendment 1**

To add to the motion by Councillor Watt

Welcomes the motion and the potential to see former holiday property brought back into residential use for people in acute housing need; but notes that, as of 6 May 2020, the Unsuitable Accommodation Order was extended to apply to all homeless people, with the consequence that certain types of shared accommodation, such as bed and breakfast hostels, cannot be used for more than 7 days, except in relation to coronavirus-related emergencies for a limited period until 30 September; and therefore also seeks an update to all members on progress being made to eliminate the use of B&B hostels for all homeless applicants.

Notes that COVID-19 has both highlighted and exacerbated the harms caused to homeless dependant drinkers, and it is widely accepted that currently there is a need for suitable support and services for this group, in particular the lack of specialist addictions services. A new long-term project, Managed Alcohol Programme, (MAP) is being developed in Edinburgh to address this need and homelessness, backed by a strong academic case and keenly supported by the Scottish Government Drug and Alcohol Unit. And therefore agrees that CEC will work with H&SCP to identify suitable accommodation to enable the project to support this vulnerable homeless group.

- moved by Councillor Main, seconded by Councillor Staniforth

### **Amendment 2**

In the final paragraph of the motion by Councillor Watt after “short term lets add: “and suitable student accommodation which is likely otherwise to remain unoccupied.”

- moved by Councillor Aldridge, seconded by Councillor Gloyer

In accordance with Standing Order 19(12), Amendments 1 and 2 were accepted as addendums to the motion.

### **Decision**

To approve the following adjusted motion by Councillor Watt:

- 1) To note the ongoing work of the Homelessness Task Force and the Housing, Homelessness and Fair Work Committee which had included extending the PSL contract and the ongoing extension of a private rented framework, both of which sought to further increase the supply of temporary flats.

- 2) To recognise the development of a Rapid Rehousing Transition Plan (RRTP) for Edinburgh, which set out the options for improving prevention of homelessness and increasing the supply of permanent, affordable accommodation with the aim of ending the use of temporary accommodation.
- 3) To note the previously approved decision to invest in 5 properties for home-share.
- 4) To call for a report to be submitted to the Policy & Sustainability Committee, which listed the current temporary accommodation that had been contracted for since the CV-19 pandemic: giving the type of accommodation, the number of families and single people accommodated and the current end date of the contracts.
- 5) To agree that the report should set out the work to date on an exit strategy and transition post lock down to find positive solutions for people moving on from accommodation provided as a public health response to the Covid 19 pandemic. This should include an update report on the work to increase the number of PSL properties available to use as temporary accommodation.
- 6) The report should also make recommendations as to what types of accommodation could be purchased or leased long-term (including – but not restricted to – properties that were previously being used for ‘air bnb’ style short-term lets and suitable student accommodation which was likely otherwise to remain unoccupied). It should also consider work with third sector partners and how contracting could be used to secure further accommodation so that all options would be examined to ensure that suitable accommodation was available for people when their current accommodation ceased to be available.
- 7) To welcome the motion and the potential to see former holiday property brought back into residential use for people in acute housing need; but note that, as of 6 May 2020, the Unsuitable Accommodation Order was extended to apply to all homeless people, with the consequence that certain types of shared accommodation, such as bed and breakfast hostels, could not be used for more than 7 days, except in relation to coronavirus-related emergencies for a limited period until 30 September; and therefore also seek an update to all members on progress being made to eliminate the use of B&B hostels for all homeless applicants.
- 8) To note that COVID-19 had both highlighted and exacerbated the harms caused to homeless dependant drinkers, and it was widely accepted that currently there was a need for suitable support and services for this group, in particular the lack of specialist addictions services. A new long-term project, Managed Alcohol Programme, (MAP) was being developed in Edinburgh to address this need and homelessness, backed by a strong academic case and keenly supported by the Scottish Government Drug and Alcohol Unit. And therefore agree that CEC would work with H&SCP to identify suitable accommodation to enable the project to support this vulnerable homeless group.

## 22 Support for Local Business Campaign - Motion by Councillor Cook

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The following motion by Councillor Cook was submitted in terms of Standing Order 14:

“Committee

Welcomes the unprecedented packages of financial support provided by the UK and Scottish Government to Edinburgh businesses.

Recognises that local traders and high streets face a particularly challenging economic environment for the foreseeable future as a result of the Covid-19 pandemic.

Agrees that the Council must do all in it's power to foster a positive trading environment, working alongside local Traders' Associations and directly with traders wherever possible.

Agrees that a report is brought forward in three cycles with options available to institute a 'Support for Local Business' campaign in aid of traders in local town centres and high streets such as, but not limited to Morningside, Bruntsfield, Stockbridge and Corstorphine, as we go through the various stages of reopening under the Scottish Government's route map.

The report should include options on actions such as local digital and print advertising initiatives and local signage and aesthetic improvements to local high streets.”

### **Motion**

To approve the motion by Councillor Cook

- moved by Councillor Cook, seconded by Councillor McLellan

### **Amendment 1**

To add to the motion by Councillor Cook:

Agrees that this work does not preclude any actions to support business in the meantime prior to this report coming to committee.

- moved by Councillor McVey, seconded by Councillor Day

### **Amendment 2**

To add to the motion by Councillor Cook:

Notes recent research by Transport for London that people on foot or bike spend 30%-40% more in local shops than those travelling by car; and therefore welcomes acceleration of measures to reallocate prime urban space away from vehicles and towards active travel as a means of boosting local businesses.

- moved by Councillor Staniforth, seconded by Councillor Main

### **Amendment 3**

To add to the end of the final paragraph in the motion by Councillor Cook:

“as well as plans to consult directly with small businesses on what additional action the Council could take to help and support their recovery.”

- moved by Councillor Aldridge, seconded by Councillor Gloyer

In accordance with Standing Order 19(12), Amendments 1 and 3 were accepted as addendums to the motion.

In accordance with Standing Order 19(12), Amendments 1 and 3 were accepted as addendums to Amendment 2

### **Voting**

The voting was as follows:

For the Motion (as adjusted) - 7 votes  
For Amendment 2 (as adjusted) - 10 votes

(For the Motion (as adjusted): Councillors Aldridge, Cook, Johnston, Gloyer, McLellan, Laidlaw and Whyte.

For Amendment 2: Councillors Kate Campbell, Day, Gardiner, Macinnes, Main, McVey, Perry, Rankin, Staniforth and Wilson.)

### **Decision**

To approve the following adjusted amendment by Councillor Staniforth:

- 1) To welcome the unprecedented packages of financial support provided by the UK and Scottish Government to Edinburgh businesses.
- 2) To recognise that local traders and high streets faced a particularly challenging economic environment for the foreseeable future as a result of the Covid-19 pandemic.
- 3) To agree that the Council must do all in it's power to foster a positive trading environment, working alongside local Traders' Associations and directly with traders wherever possible.
- 4) To agree that a report be brought forward in three cycles with options available to institute a 'Support for Local Business' campaign in aid of traders in local town centres and high streets such as, but not limited to Morningside, Bruntsfield, Stockbridge and Corstorphine, as we go through the various stages of reopening under the Scottish Government's route map.

The report should include options on actions such as local digital and print advertising initiatives and local signage and aesthetic improvements to local high streets as well as plans to consult directly with small businesses on what additional action the Council could take to help and support their recovery.

- 5) To agree that this work does not preclude any actions to support business in the meantime prior to this report coming to committee
- 6) To note recent research by Transport for London that people on foot or bike spend 30%-40% more in local shops than those travelling by car; and therefore welcomes acceleration of measures to reallocate prime urban space away from vehicles and towards active travel as a means of boosting local businesses.

## 23 City's Greenspaces - Motion by Councillor Mowat

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The following motion by Councillor Mowat was submitted in terms of Standing Order 14:

“Committee:

notes that entering Phase 1 out of Lockdown has seen large numbers using the City's parks and greenspaces (to be understood as areas not formally designated as parks but under the Council's management) to enjoy time together, whilst the majority of people have enjoyed these spaces in a responsible manner there has been an increase in litter and overflowing bins reported; barbecues scorching grass and anti-social behaviour have also been reported which negatively impacts on those using the parks and greenspaces appropriately and the close neighbours of these areas; the Council is proud of the improved quality of its parks as measured by the increase in Green Flags awarded and the parks and greenspaces are much needed to provide access to green space for those without gardens so it is important that they can be used by all, many of our parks have Friends Groups who cannot currently meet in person but who have worked with the Council to enhance the management;

Committee calls for a report in 1 cycle:

- 1) detailing how officers have responded to this after the weekend of 30/31st May;
- 2) what engagement there has been with Friends groups to understand the issues of particular parks;
- 3) whether staff currently not able to access normal place of employment could assist with increased litter clearance or park patrols to enforce appropriate behaviour in the parks; and
- 4) the feasibility of improved, large format signage encouraging responsible behaviour being displayed in parks and greenspaces, particularly during busy periods.”

### **Motion**

To approve the motion by Councillor Mowat

- moved by Councillor Mowat, seconded by Councillor Whyte

### **Amendment 1**

- 1) Delete the part of the motion from:

“Council calls for a report in 1 cycle

  1. Detailing how officers have responded to this after the weekend of 30/31st May,
  2. What engagement there has been with Friends groups to understand the issues of particular parks;

3. Whether staff currently not able to access normal place of employment could assist with increased litter clearance or park patrols to enforce appropriate behaviour in the parks, and
  4. The feasibility of improved, large format signage
- 2) To note the operational issues raised in the motion by Councillor Mowat and requests officers engage with friends of parks groups on any additional actions which can help ensure parks and green spaces are able to be enjoyed by all.
- moved by Councillor McVey, seconded by Councillor Day

### **Amendment 2**

To add to the motion by Councillor Mowat:

Committee notes that council staff have been working very hard to maintain the cleanliness of green spaces in the city, especially at weekends, and thanks them for their hard work.

Committee notes that Friends groups have continued to be active across the city and have been crucial in ensuring that parks and greenspaces have remained at a good standard while being even more important to the well-being of communities.

- moved by Councillor Main, seconded by Councillor Staniforth

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

In accordance with Standing Order 19(12), Amendment 2 was accepted as an addendum to Amendment 1

### **Voting**

The voting was as follows:

For the Motion (as adjusted) - 7 votes  
For Amendment 1 (as adjusted) - 10 votes

(For the Motion (as adjusted): Councillors Aldridge, Cook, Johnston, Gloyer, Laidlaw, McLellan and Whyte.

For Amendment 1 (as adjusted): Councillors Kate Campbell, Day, Gardiner, Macinnes, Main, McVey, Perry, Rankin, Staniforth and Wilson.)

### **Decision**

To approve the following adjusted amendment by Councillor McVey:

- 1) To note the operational issues raised in the motion by Councillor Mowat and request officers engage with friends of parks groups on any additional actions which can help ensure parks and green spaces are able to be enjoyed by all.
- 2) To note that council staff had been working very hard to maintain the cleanliness of green spaces in the city, especially at weekends, and thanks them for their hard work.

- 3) To note that Friends groups had continued to be active across the city and had been crucial in ensuring that parks and greenspaces had remained at a good standard while being even more important to the well-being of communities.

## **24 Public Lavatories - Motion by Councillor Laidlaw**

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The following motion by Councillor Laidlaw was submitted in terms of Standing Order 14:

“Committee notes that public toilets remain closed despite the easing of lockdown resulting in significant numbers of people socialising outdoors in our parks and greenspaces where these normally provide lavatory facilities.

Committee notes in the absence of public toilets being open, members of the public are choosing to relieve themselves outdoors and in the vicinity of people’s homes causing a significant health hazard.

Committee recognises the challenges of reopening the toilets as stated by officers below, but notes that limited public toilet opening has been achieved by other UK local authorities in response to particular pressures in high-volume outdoor areas like major parks and beaches.

Committee asks officers to report to the next meeting of the P&S Committee with a plan for limited reopening of public toilets in key pressure point areas such as parks and the seafront, for Phase 2 of the lockdown easing to include assessment of the following:

- a) Assessments of the layout of each property to establish social distancing e.g. cubicle use only, maximum capacity.
- b) Ensuring queue control consistent with social distancing advice outside of the property.
- c) Enhanced cleaning methods, storage and disposal of waste material.
- d) Provision of sanitising materials within facilities e.g. seat cleaner.
- e) Risk assessments and Safe working practices.

Committee requests that in the short-term Council communications is used to notify people that public toilets are not open and to take this into consideration when going out, as well as the £50 on-the-spot fines that police can issue for relieving oneself outdoors.”

### **Motion**

Committee notes that public toilets remain closed despite the easing of lockdown resulting in significant numbers of people socialising outdoors in our parks and greenspaces where these normally provide lavatory facilities.

Committee notes in the absence of public toilets being open, members of the public are choosing to relieve themselves outdoors and in the vicinity of people’s homes causing a significant health hazard.

Committee recognises the challenges of reopening the toilets as stated by officers below, but notes that limited public toilet opening has been achieved by other UK local

authorities in response to particular pressures in high-volume outdoor areas like major parks and beaches.

Committee asks officers to report within 2 cycles at the latest to the Policy and Sustainability Committee with a plan for limited reopening of public toilets in key pressure point areas such as parks and the seafront, for Phase 2 of the lockdown easing to include assessment of the following:

- a) Assessments of the layout of each property to establish social distancing e.g. cubicle use only, maximum capacity.
- b) Ensuring queue control consistent with social distancing advice outside of the property.
- c) Enhanced cleaning methods, storage and disposal of waste material.
- d) Provision of sanitising materials within facilities e.g. seat cleaner.
- e) Risk assessments and Safe working practices.

Committee requests that in the short-term Council communications is used to notify people that public toilets are not open and to take this into consideration when going out, as well as the £50 on-the-spot fines that police can issue for relieving oneself outdoors.

- moved by Councillor Laidlaw, seconded by Councillor Cook

#### **Amendment 1**

Notes that public toilets will be reopened when the guidance allows and safety standards can be met.

Notes the issues raised in the motion and requests a Members Briefing setting out in more detail the reasons why public toilets cannot be reopened yet.

Agrees the last paragraph of the motion by Councillor Laidlaw.

- moved by Councillor McVey, seconded by Councillor Day

#### **Amendment 2**

To add to the motion by Councillor Laidlaw;

- f) The value of working in tandem with neighbouring local authorities, as with other aspects of lockdown easing, to work on a consistent basis as regards conditions of access and timing of re-opening.
- g) Recognising that the issues arising from the way some licensed premises are currently conducting off-sales and the Licensing Board's commitment to consider these issues, the importance of commercial premises in providing a much more comprehensive network of toilet facilities and therefore, where premises are open for the takeaway sale of food and drink, including licensed premises selling alcohol onto the street, an assessment of the extent to which those premises could and should provide access to toilet facilities in a strictly-managed way, where toilets would normally be part of the premises' operation.



- moved by Councillor Main, seconded by Councillor Staniforth

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

### **Voting**

The voting was as follows:

For the Motion (as adjusted)	-	9 votes
For Amendment 1	-	8 votes

(For the Motion (as adjusted): Councillors Aldridge, Cook, Gloyer, Johnston, Laidlaw, Main, McLellan, Staniforth and Whyte.

For Amendment 1: Councillors Kate Campbell, Day, Gardiner, Macinnes, McVey, Perry, Rankin and Wilson.)

### **Decision**

To approve the following adjusted motion by Councillor Laidlaw:

Committee notes that public toilets remain closed despite the easing of lockdown resulting in significant numbers of people socialising outdoors in our parks and greenspaces where these normally provide lavatory facilities.

Committee notes in the absence of public toilets being open, members of the public are choosing to relieve themselves outdoors and in the vicinity of people's homes causing a significant health hazard.

Committee recognises the challenges of reopening the toilets as stated by officers below, but notes that limited public toilet opening has been achieved by other UK local authorities in response to particular pressures in high-volume outdoor areas like major parks and beaches.

Committee asks officers to report within 2 cycles at the latest to the Policy and Sustainability Committee with a plan for limited reopening of public toilets in key pressure point areas such as parks and the seafront, for Phase 2 of the lockdown easing to include assessment of the following:

- a) Assessments of the layout of each property to establish social distancing e.g. cubicle use only, maximum capacity.
- b) Ensuring queue control consistent with social distancing advice outside of the property.
- c) Enhanced cleaning methods, storage and disposal of waste material.
- d) Provision of sanitising materials within facilities e.g. seat cleaner.
- e) Risk assessments and Safe working practices.
- f) The value of working in tandem with neighbouring local authorities, as with other aspects of lockdown easing, to work on a consistent basis as regards conditions of access and timing of re-opening.

- g) Recognising that the issues arising from the way some licensed premises are currently conducting off-sales and the Licensing Board's commitment to consider these issues, the importance of commercial premises in providing a much more comprehensive network of toilet facilities and therefore, where premises are open for the takeaway sale of food and drink, including licensed premises selling alcohol onto the street, an assessment of the extent to which those premises could and should provide access to toilet facilities in a strictly-managed way, where toilets would normally be part of the premises' operation.

Committee requests that in the short-term Council communications is used to notify people that public toilets are not open and to take this into consideration when going out, as well as the £50 on-the-spot fines that police can issue for relieving oneself outdoors.

## **25 Prioritising Marriages with Visa Requirements - Motion by Councillor Staniforth**

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The following motion by Councillor Staniforth was submitted in terms of Standing Order 14:

“Committee notes:

That a spousal Visa can require that an unmarried couple marry within 6 months of the Visa applicant coming to the UK.

That a Visa given specifically in order for a couple to marry has a six month deadline.

That as part of lockdown registrars have closed down and will not be opening until phase 2 of lockdown relaxation.

Therefore committee mandates:

That people who need to be married to a deadline owing to Visa requirements be given top priority by Edinburgh city's registrar, over and above any other marriages due to take place.

That the council leader write to the Home Secretary requesting a blanket extension to all visas for the purpose of marriage and to spousal visas' deadline for marriage after entrance into the UK.”

### **Motion**

To approve the following adjusted motion by Councillor Staniforth:

That a spousal Visa can require that an unmarried couple marry within 6 months of the Visa applicant coming to the UK.

That a Visa given specifically in order for a couple to marry has a six month deadline.

That as part of lockdown registrars have closed down and will not be opening until phase 2 of lockdown relaxation.

Therefore committee mandates:

That people who need to be married to a deadline owing to Visa requirements be given top priority by Edinburgh city's registrar, for the issuing of their marriage schedule commonly referred to as a marriage licence, over and above any other marriages due to take place.

That the council leader write to the Home Secretary requesting a blanket extension to all visas for the purpose of marriage and to spousal visas' deadline for marriage after entrance into the UK."

- moved by Councillor Staniforth, seconded by Councillor Main

## **Decision**

To approve the adjusted motion by Councillor Staniforth.

## **26 Pay and Display Parking Charges - Motion by Councillor Miller**

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The following motion by Councillor Miller was submitted in terms of Standing Order 14:

"Committee:

- 1) Welcomes the phased easing of the Covid-19 lockdown.
- 2) Notes the associated increases in movement by car around Edinburgh and the requirement to manage parking demand, as one of a number of ways to incentivise only essential travel and avoid congestion.
- 3) Additionally, notes the significant contribution of parking revenue to Council income at a time when council budgets are under significant pressure.
- 4) Agrees to reintroduce pay & display parking charges in central, peripheral and extended areas, for vehicles not displaying a resident parking permit, at the earliest opportunity and no later than Phase 2 of the Scottish Government route map."

## **Motion**

To approve the following adjusted motion by Councillor Miller:

Committee:

- 1) Welcomes the phased easing of the Covid-19 lockdown.
- 2) Notes the associated increases in movement by car around Edinburgh and the requirement to manage parking demand, as one of a number of ways to incentivise only essential travel and avoid congestion.
- 3) Additionally, notes the significant contribution of parking revenue to Council income at a time when council budgets are under significant pressure.
- 4) Agrees to reintroduce pay & display parking charges in central, peripheral and extended areas, for vehicles not displaying a resident parking permit, at the earliest opportunity and no later than Phase 2 of the Scottish Government route map.

- 5) Recognises the current over-subscription of parking permits across the city and requests all options to resolve this problem to be drawn up and brought to the relevant Committee for review.

- moved by Councillor Miller, seconded by Councillor

### **Amendment 1**

To agree that parking restrictions should be re-established to protect residents' parking and access and help pay for enforcement as soon as practicable - as early as Monday 15th June 2020.

- moved by Councillor McVey, seconded by Councillor Day

### **Amendment 2**

Committee agrees 1-3 of the motion by Councillor Miller and replaces 4 with:

- 4) Agrees to reintroduce pay and display parking charges in central, peripheral and extended areas however, recognises the current over subscription of resident parking permits across the city and recommends that the current position, where those with parking permits can park in pay and display spaces, in their own Zone, without penalty, continues beyond Phase 2 of the Scottish Government Route Map, whilst the recommendation continues to work from home when possible. 5. Notes, the critical role of parking enforcement in safeguarding all road users, providing access for emergency services ensuring traffic flow. 6. Notes that only 3 penalty charge notices have been issued since the beginning of lockdown and calls for this enforcement to be reinstated.

- moved by Councillor Whyte, seconded by Councillor Hutchison

### **Amendment 3**

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

- 5) This means that holders of residents' parking permits can continue to park without charge in 'Pay and Display' bays within their own parking zone until remote or home working is no longer the default national position, when this policy will be reviewed again by the Council.

- moved by Councillor Gloyer, seconded by Councillor

In accordance with Standing Order 19(12), Amendments 1, 2 and 3 were accepted as addendums to the adjusted motion.

### **Decision**

To approve the following adjusted motion by Councillor Miller:

- 1) To welcome the phased easing of the Covid-19 lockdown.
- 2) To note the associated increases in movement by car around Edinburgh and the requirement to manage parking demand, as one of a number of ways to incentivise only essential travel and avoid congestion.

- 3) To additionally, note the significant contribution of parking revenue to Council income at a time when council budgets are under significant pressure.
- 4) To agree to reintroduce pay & display parking charges in central, peripheral and extended areas, for vehicles not displaying a resident parking permit, at the earliest opportunity and no later than Phase 2 of the Scottish Government route map.
- 5) To recognise the current over-subscription of parking permits across the city and request all options to resolve this problem to be drawn up and brought to the relevant Committee for review.
- 6) This meant that holders of residents' parking permits could continue to park without charge in 'Pay and Display' bays within their own parking zone until remote or home working was no longer the default national position, when this policy would be reviewed again by the Council.
- 7) To agree that parking restrictions should be re-established to protect residents' parking and access and help pay for enforcement as soon as practicable - as early as Monday 15th June 2020.
- 8) To agree to reintroduce pay and display parking charges in central, peripheral and extended areas however, recognises the current over subscription of resident parking permits across the city and recommends that the current position, where those with parking permits can park in pay and display spaces, in their own Zone, without penalty, continues beyond Phase 2 of the Scottish Government Route Map, whilst the recommendation continues to work from home when possible. 5. Notes, the critical role of parking enforcement in safeguarding all road users, providing access for emergency services ensuring traffic flow. 6. Notes that only 3 penalty charge notices have been issued since the beginning of lockdown and calls for this enforcement to be reinstated.
- 9) This meant that holders of residents' parking permits could continue to park without charge in 'Pay and Display' bays within their own parking zone until remote or home working was no longer the default national position, when this policy would be reviewed again by the Council.

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# Work Programme – Upcoming Reports

## Policy and Sustainability Committee

25 June 2020

Report Title	Directorate	Lead Officer
<b>9 JULY 2020</b>		
Covid-19 Response Reporting	CE	Laurence Rockey
Sustainability Programme	CE	Paula McLeay
Public Engagement on the Council's and City's Recovery	CE	TBC
Green Economic Recovery	CE	TBC
Forward Plan for Consultations	CE	Yvonne Gannon
Cameron Toll to Bioquarter Active Travel Route - Consultation Outcomes and Next Steps	Place	Andrew Easson
Trams to Newhaven: Developed Design and Commencement of Statutory Procedures for Traffic Regulation Orders and Redetermination Orders	Place	Hannah Ross

Report Title	Directorate	Lead Officer
Public Lavatories – response to Motion of 11 June	Place	Karen Reeves
Tourism and Hospitality Sector Recovery Plan – Follow Up	Place	Paul Lawrence
Transport Infrastructure Investment: Capital Delivery Priorities for 2019/20	Place	Sean Gilchrist
Consultancy Support for Edinburgh Street Design Guidance	Place	Sarah Feldman
Roseburn to Union Canal Active Travel Route and Greenspace Improvement	Place	Ewan Kennedy
COVID-19 Impact on Council Procurement Activity	Resources	Iain Strachan
Award of Security Services Contract	Resources	Peter Watton
Framework Adoption and Contract Awards for the Supply of Natural Gas and Supply of Water and Waste Water Services	Resources	Paul Jones
Broomhouse Workspace – Edinburgh Northwest Foodbank – Lease Restructure	Resources	Mark Bulloch
<b>23 JULY 2020</b>		
Adaptation and Renewal Report	CE	Laurence Rockey



Report Title	Directorate	Lead Officer
Black Lives Matter Motion	CE	Laurence Rockey / Katy Miller / Lynne Halfpenny
Covid-19 Risks	Resources	Lesley Newdall/Nick Smith
Support for Local Business Campaign – response to Motion of 11 June	Place	Elin Williamson
Local Development Plan	Place	Iain McFarlane
Town Centre/Regeneration Capital Grant Fund	Place	David Cooper
Updated Pedestrian Crossing Prioritisation 2020/21	Place	Andrew Easson
<b>6 AUGUST 2020</b>		
Covid-19 Response Reporting	CE	Laurence Rockey
Review of Political Management Arrangements	CE	Gavin King
International Women’s Day (TBC)	CE	TBC
City region deal delivery on net zero carbon aims	CE	Andy Nichol

Report Title	Directorate	Lead Officer
Matter of Interest Report on the EIJB	EHSCP	Judith Proctor
Local Police Plan	C&F (Safer and Stronger)	TBC
<b>20 AUGUST 2020</b>		
Covid-19 Response Reporting	CE	Laurence Rockey
Annual Performance report	CE	Edel McManus
Annual commitments report	CE	Edel McManus
Annual Local Government Benchmarking report	CE	Edel McManus
Equalities Working Group	CE	Michele Mulvaney / Paula McLeay
Revenue Budget Update, 2020/21	Resources	Hugh Dunn
Revenue Monitoring Outturn, 2019/20	Resources	Hugh Dunn
Capital Monitoring Outturn, 2019/20	Resources	Hugh Dunn

Report Title	Directorate	Lead Officer
Finance Policies Assurance, 2020/21	Resources	Hugh Dunn
Capital Budget Update 2020/21	Resources	Hugh Dunn
Treasury Management Annual Report	Resources	Hugh Dunn
Fireworks and Fireworks Legislation	Place	TBC

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# Rolling Actions Log

## Policy and Sustainability Committee

25 June 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	04.10.16	<a href="#">Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report</a>	That an update report be submitted to Committee in 6 months.	Executive Director for Communities and Families	June 2020	June 2020	<p><b><u>Recommended for Closure</u></b></p> <p><b><u>Update - 11 June 2020</u></b></p> <p>The transfer of management of secondary school sport facilities to Edinburgh Leisure began towards the end of 2016 with the new James Gillespie’s High School and Portobello High School. Since then 21 out of 23 high schools have transferred. The two</p>

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Agenda Item 5.2

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
2	01.02.18	City of Edinburgh Council Motion by Councillor Mowat – Edinburgh's	Council requests that the review of the contract for Edinburgh's Christmas and Hogmanay should recognise	Executive Director of Place	Spring 2021		remaining schools to transfer, Leith Academy and Wester Hailes Education Centre, were delayed due to issues connected to the transfer of permanent members of staff. These issues have now been resolved and the transfers were scheduled to take place on the 1 <sup>st</sup> April 2020. With the instigation of the Covid-19 lockdown and other measures in place, the transfer of the two schools was put on hold on the 25 <sup>th</sup> March 2020.
							This contract is in place until Winter Festival 2022. The review of the contract

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Christmas and Hogmanay 2017/18  ( <a href="#">Agenda for 1 February 2018</a> )	that the implementation of this contract cuts across many council functions and services and should be considered at the Corporate Policy and Strategy Committee.				will be presented to Policy and Sustainability Committee.
3	07.08.18	<a href="#">Participation Requests</a>	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	<a href="#">Managing Transition to Brexit in Edinburgh</a>	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		<b><u>Update – 11 June 2020</u></b>  Brexit Working Group was paused due to covid-19 and needs clarification on whether to restart the group.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5	23.08.18	City of Edinburgh Council Motion by Councillor Cameron – Equalities Working Group  <a href="#">(Agenda for 23 August 2018)</a>	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	August 2020		<p><b><u>19 June 2020</u></b></p> <p>The Working Group is yet to consider its forward workplan. This can be considered once the Group is reconvened within the context of the Adaptation and Renewal programme and wider Council equalities activity currently being progressed.</p> <p>Discussions are underway with the chair of the working group to identify a meeting date</p>
		<a href="#">Edinburgh Economy Strategy – Annual Progress Report</a>	1) Calls for research and analysis on the current economy and the economic challenges for Edinburgh as a result of	Executive Director of Place	October 2020		<p><b><u>On 14 May 2020</u></b> the Committee agreed that the research referenced would be broadened to include</p>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 65			<p>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 sustainable economy.</p>				challenges as a result of the Covid-19 pandemic and that this would be submitted to the Policy and Sustainability Committee
	7	01.10.19	<a href="#">West Edinburgh Progress Update</a>	1) To note that this matter would be reported to Committee in spring 2020 providing a further	Executive Director of Place	October 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 66			<p>update on progress and seeking any necessary authority to formalise partnership arrangements for delivery of the new link road</p> <p>2) To agree that a report would be brought back to Committee on completion of the West Edinburgh study on inclusive and sustainable growth.</p>	Executive Director of Place	October 2020		
	21.11.19	<p>City of Edinburgh Council - Motions by Councillors Staniforth and Gordon - Fireworks and Fireworks Legislation</p> <p>(Minute of 21 November 2019)</p>	<p>To agree for a report to Policy and Sustainability Committee in three cycles that addresses how the Council can:</p> <ul style="list-style-type: none"> <li>require all public firework displays within the city to be advertised locally in advance of the event,</li> <li>actively promote a public awareness campaign about the impact of fireworks on animal</li> </ul>	Executive Director of Place	August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 67			<p>welfare and vulnerable people</p> <ul style="list-style-type: none"> <li>ensure that fireworks are only supplied to, and remain in the hands of, responsible adults.</li> <li>encourage local suppliers of fireworks to stock 'quieter' fireworks for public display.</li> </ul>				
	21.11.19	<p>City of Edinburgh Council – Motion by Councillor Jim Campbell – Edinburgh's Winter Festivals</p> <p>(Minute of 21 November 2019)</p>	<p>(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.</p> <p>(b) To review which, if any, contract terms or conditions might apply should a counterpart bring the Council into substantial public disrepute.</p>	Executive Director of Place	September 2020		<p><b>On 14 May 2020</b>, the Committee accepted a delay for this action but agreed that an update would be provided on when the audit would be completed.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 68			<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>				
	10	21.11.19	<p>City of Edinburgh Council – Motion by Councillor Cameron – Small Business Saturday</p> <p>(Minute of 21</p>	<p>To call for a report to Policy and Sustainability Committee within 2 cycles setting out:</p> <p>i) The level of procurement by £ and by service area currently awarded to</p>	Executive Director of Resources	25 June 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 69		November 2019)	<p>small business, including social enterprises, by the Council and its ALEOS;</p> <p>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;</p> <p>iii) What policy and procedural changes would be necessary to enable any barriers to be overcome?</p>				
	11	21.11.19	<p>City of Edinburgh Council – Motion by Councillor Lang – Use of Schools as Polling Places (Minute of 21 November 2019)</p>	<p>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</p>	Chief Executive	September 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			government elections.				all the schools currently used as polling venues. It is possible to replace 10 of the current 35 primary schools with new venues that offer better facilities and or are better located with sufficient capacity. In each of the other 25 schools there are no alternative venues. The next stage is public consultation. It is intended to report finally around August/September to allow these arrangements to be used for the publication of the new register on 1 December. Before that the proposals are being shared informally with

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							councillors for their comment. It is proposed that the protocol is maintained under which an in-service training day is aligned with all scheduled polling days to minimise overall disruption
12 Page 71	(a) 26.11.19	<a href="#">Edinburgh Poverty Commission Progress Update</a>	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	11 June 2020		<b>Recommended for Closure</b>  Report to Committee on 11 June 2020
	(b) 25.02.20	<a href="#">Edinburgh Poverty Commission Progress Update</a>	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 June 2020	Chief Executive	11 June 2020		<b>Recommended for Closure</b>  Report to Committee on 11 June 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	(c) 11.06.20	<a href="#">Edinburgh Poverty Commission – Poverty and Coronavirus in Edinburgh</a>	To agree that an officer report, setting out actions taken in response to issues raised in the Commission’s interim report, should be brought to the committee at the same time as tabling of the Commission’s final report	Chief Executive	September 2020		
1	26.11.19	<a href="#">Edinburgh Climate Commission and Council Engagement Update</a>	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	9 July 2020		<b><u>Update – 11 June 2020</u></b> The Chair of the Climate Commission is to be invited to provide an update on work and the green recovery position on 25 June with a follow up with a council programme update 2 weeks later, which would include Consultation.



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
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 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</p>	Executive Director of Resources / Executive Director of Place	September 2020		<p><b><u>Update – 11 June 2020</u></b></p> <p>Following discussion with Councillor Main it has been agreed that this report will be deferred to September 2020, to enable the relevant service areas to prioritise work to support schools re-opening and to incorporate lessons learned arising from the Covid-19 lockdown period.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Carbon Neutral Edinburgh 2030.				
15	25.02.20	<a href="#">Filming in Edinburgh 2019</a>	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 – International Women's Day	To agree that the equalities working group should: <ul style="list-style-type: none"> <li>a) review the specific policies and equality impact assessments which the Council had put in place to prevent gender inequalities and improve support for survivors of gender-based violence;</li> <li>b) consider how these</li> </ul>	Chief Executive	August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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	<a href="#">Neighbourhood Alliance - Grant Funding Payment</a>	<p>1) To agree that the SLA would be circulated to the members of the LAP.</p> <p>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.</p>	Executive Director of Place Lead Officer: Elaine Scott, Housing Services Manager 0131 529 2277 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>	<p>End of June 2020</p> <p>September 2020</p>		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
18	Leadership Advisory Panel - 23 April 2020	<a href="#">Consultation Planning Report</a>	1) To note that a further report would be provided setting out the forward plan for consultations in due course.	Chief Executive Lead Officer: Yvonne Gannon 0131 553 8334 <a href="mailto:yvonne.gannon@edinburgh.gov.uk">yvonne.gannon@edinburgh.gov.uk</a>	9 July 2020		
			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	Executive Director of Place Lead Officer: Paul Lawrence 0131 529 7325 <a href="mailto:paul.lawrence@edinburgh.gov.uk">paul.lawrence@edinburgh.gov.uk</a>	28 May 20	28 May 2020	<b>CLOSED</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 77			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 <a href="mailto:david.waddell@edinburgh.gov.uk">david.waddell@edinburgh.gov.uk</a>	28 May 2020	28 May 2020	<b>CLOSED</b>
			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.	Executive Director of Place			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	Executive Director of Place			<b><u>Update – 11 June 2020</u></b>  Consultation on the Public Spaces Management Plan has been put on hold due to Covid 19, and

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				will be commenced at an appropriate time in order to get a broad range of input from the public.
1	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-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.	Police Scotland	November 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
20	14.05.20	COVID-19 - Update	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.	Police Scotland	6 August 2020		
			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	25 June 2020		Report on the agenda for this meeting (Item 6.1 - Adaption and Renewal Report)

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
21	14.05.20	<a href="#">Creating Safe Spaces for Walking and Cycling</a>	To agree to add the action 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', as was agreed at the Policy and Sustainability Committee of 14 May 2020.	Executive Director of Place	End 2020		
	28.05.20	Rolling Actions Log					
22	28.05.20	<a href="#">Decisions Taken under Delegated Power and Operational Decision Making - Covid-19</a>	1) To call for a short report in three cycles fully detailing the decisions made so far, and providing options to re-open community centres as part of Adaption and Renewal, to allow access to volunteers from community centre management	Chief Executive	July 2020		



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 81			committees to operate food parcel distribution, where an agreed plan of how they will operate in a safe and socially distant manner can be put in place.				
			2) To agree to an interim members' briefing on the progress of 1) above.	Executive Director for Communities and Families	Awaiting update		
			3) To note that a report would be brought to the next meeting of the Policy and Sustainability Committee setting out the approach to the Spaces for People programme and how this would be linked to economic recovery	Executive Director of Place	11 June 2020		<b>Recommended for Closure</b>
			4) To note that the Chief Officer (EHSCP) had agreed to provide the number of patients that were discharged from	Chief Officer, Edinburgh Health and Social Care Partnership	June 2020		Report to Committee on 11 June 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			hospitals into care homes prior to the change in guidance on testing.  5) To note that decision D50 would be clarified in the next report.	Chief Executive	25 June 2020		
23	28.05.20	<a href="#">Governance, Risk and Best Value Committee Arrangements and Remote Council Meetings</a>	To note that further detail on the Council meeting would be reported to the Committee on 11 June 2020.	Chief Executive	11 June 2020	11 June 2020	<b>Recommended for Closure</b>  Report to Committee on 11 June 2020
24	28.05.20	<a href="#">Revenue Budget 2020/21 Update</a>	1) To requests a report on the capital programme when appropriate.	Executive Director of Resources	25 June 2020		Report on the agenda for this meeting  <b><u>Update - 25 June</u></b>  While it was not possible to agree the wording of a joint letter, co-ordinated lobbying activity

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 83			2) To confirm with COSLA whether the joint letter to the Chancellor had been issued and to request that the response be shared with members.	Executive Director of Resources			<p>across the four nations of the UK will continue, emphasising the need for both additional resourcing and further fiscal flexibilities. With this in mind, discussions between COSLA and the Scottish Government are continuing with the intention of jointly approaching the UK Treasury on these issues.</p> <p><b><u>Update – 11 June 2020</u></b></p> <p>1) A Capital programme Report is being finalised and is on the work programme for Committee on</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 84							25 <sup>th</sup> June.  2) The letter's content is being finalised by the Local Government Association for submission to COSLA and the other national associations for sign-off; to be with the Chancellor by early June.
	25	28.05.20	<a href="#">Outcome Report of the Short Life Working Group to Examine Communities and Families Third Party Grants</a>	To provide guidance for members on how to guide the organisations that would be changing or closing as a result of an unsuccessful application for funding.	Executive Director for Communities and Families	End of July 2020	
	26	28.05.20	<a href="#">Public Realm CCTV</a>	To call for a further report as part of the report on Smart	Executive Director for	September 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		<a href="#">Continuation of Service</a>	Cities, as soon as practical, detailing where the project had reached in relation to progress with the CCTV upgrade procurement exercise and the anticipated timeline for delivery of the Public Realm Upgrade.	Communities and Families			
27	28.05.20	Motion by Councillor Whyte – Nike Conference - North Bridge Hilton	<p>1) To request a further update to Policy and Sustainability Committee in one cycle either as a stand alone report or within an appropriate update report to expand on points 1-6 of the decision and cover any other relevant points.</p> <p>2) To request that the report should also :</p> <p>a) Lay out an overview of the outbreak and set out clearly the various responsibilities and</p>	Executive Director of Place	11 June 2020	11 June 2020	<p><b>Recommended for Closure</b></p> <p>Report to this Committee on 11 June 2020</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 86			<p>duties of the parties involved in responding, including the Public Health Scotland, the Council, NHS Lothian and the Scottish and UK Governments</p> <p>2) Consider whether in light of later developments the Council response was adequate and make suggestions as to changes to the Council response procedure for outbreaks in future.</p>				
	28	11.06.20	<a href="#">Tourism and Hospitality Sector Recovery Plan</a>	Agrees to continue the report within 2 cycles for direct engagement with EICC and Marketing Edinburgh and to come back to committee with more detail on the in-house model as outlined in option 4, including further detail of Scottish Government and	Executive Director of Place	9 July 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			industry resources				
29	11.06.20	<a href="#">Scottish Government Town Centre Fund Update and Regeneration Capital Grant Fund Applications</a>	<p>1) Asks for a further report in two cycles updating committee on progress of the 2019/20 RCGF projects:</p> <ul style="list-style-type: none"> <li>- Business space project at E2 Fountainbridge;</li> <li>- Portobello Town Hall;</li> <li>- Industrial Estate Development at Russell Road;</li> <li>- Pennywell Culture and Learning Hub</li> </ul> <p>2) To agree a report would come back to Committee in two cycles that includes proposals on North Edinburgh Arts</p>	Executive Director of Place	23 July 2020		
30	11.06.20	Black Lives Matter – Motion by	1) To reaffirm the commitment to ensure	Executive Director of	23 July 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 88		Councillor Day  (see minute of 11 June 2020)	the Council treats all people equally and with fairness and respect and calls for a report within three cycles setting out current staff training provision around equality and unconscious bias and any proposals to strengthen such arrangements	Resources Lead Officer: Katy Miller 0131 469 5522 <a href="mailto:katy.miller@edinburgh.gov.uk">katy.miller@edinburgh.gov.uk</a>			
			2) That an action plan be brought forward by the Chief Executive within three cycles to introduce best practice in the council's recruitment and employment practices, including, but not limited to, ensuring that equality, diversity and anti-discrimination training was introduced as standard for all staff.	Chief Executive	23 July 2020		



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) That the Executive Director for Communities and Families bring forward an action plan within three cycles to enhance diversity and inclusion in Edinburgh's schools, that included actions identified in recent committee papers, (Preventing and Responding to Bullying and Prejudice among Children and Young People October 2019 and Promoting Equality, October 2020) and include actions to ensure that BME history and culture were included in all phases of secondary school education, across all disciplines in Edinburgh schools, and that the	Executive Director for Communities and Families	23 July 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 90			<p>Leader of the Council write to the Private schools in Edinburgh asking them to demonstrate that they were doing the same.</p>				
			<p>4) That the Chief Executive bring forward a plan within three cycles to review any features within the council boundary which commemorated those with close links to slavery and colonialism, including, but not limited to, public statues and monuments, street or building names; further agree that this review should be led by one or more members of the BME community, and should closely consult with the wider BME community, and that the</p>	Chief Executive	23 July 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			review should consider all options, including removal of statues, and make recommendations to rectify the glorification of slavery and colonialism which these commemorations represent to many people.				
3	11.06.20	Funding of Temporary Accommodation for Homeless People – motion by Councillor Watt  (see minute of 11 June 2020)	1) To call for a report to be submitted to the Policy and Sustainability Committee, which listed the current temporary accommodation that had been contracted for since the CV-19 pandemic: giving the type of accommodation, the number of families and single people accommodated and the current end date of the contracts.	Executive Director for Communities and Families	September 2020		

Page 91

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 92			2) To agree that the report should set out the work to date on an exit strategy and transition post lock down to find positive solutions for people moving on from accommodation provided as a public health response to the Covid 19 pandemic. This should include an update report on the work to increase the number of PSL properties available to use as temporary accommodation.				
			3) The report should also make recommendations as to what types of accommodation could be purchased or leased long-term (including – but not restricted to – properties that were				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 93			previously being used for 'air bnb' style short-term lets and suitable student accommodation which was likely otherwise to remain unoccupied). It should also consider work with third sector partners and how contracting could be used to secure further accommodation so that all options would be examined to ensure that suitable accommodation was available for people when their current accommodation ceased to be available.				
	32	11.06.20	Support for Local Business Campaign - motion by Councillor Cook (see minute of 11	1) To agree that a report be brought forward in three cycles with options available to institute a 'Support for Local Business'	Executive Director of Place	23 July 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 94		June 2020)	<p>campaign in aid of traders in local town centres and high streets such as, but not limited to Morningside, Bruntsfield, Stockbridge and Corstorphine, as we go through the various stages of reopening under the Scottish Government's route map.</p>				
			<p>2) The report should include options on actions such as local digital and print advertising initiatives and local signage and aesthetic improvements to local high streets as well as plans to consult directly with small businesses on what additional action the Council could take to help and support their</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			recovery.				
33	11.06.20	Public Lavatories- motion by Councillor Laidlaw  (see minute of 11 June 2020)	<p>Committee asks officers to report within 2 cycles at the latest to the Policy and Sustainability Committee with a plan for limited reopening of public toilets in key pressure point areas such as parks and the seafront, for Phase 2 of the lockdown easing to include assessment of the following:</p> <p>a) Assessments of the layout of each property to establish social distancing e.g. cubicle use only, maximum capacity.</p> <p>b) Ensuring queue control consistent with social distancing advice outside of the property.</p> <p>c) Enhanced cleaning methods, storage and disposal of waste</p>	Executive Director of Place	9 July 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 96			material.				
			d) Provision of sanitising materials within facilities e.g. seat cleaner.				
			e) Risk assessments and Safe working practices.				
			f) The value of working in tandem with neighbouring local authorities, as with other aspects of lockdown easing, to work on a consistent basis as regards conditions of access and timing of re-opening.				
			g) Recognising that the issues arising from the way some licensed premises are currently conducting off-sales and the Licensing Board's commitment to consider these issues, the				



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 97			importance of commercial premises in providing a much more comprehensive network of toilet facilities and therefore, where premises are open for the takeaway sale of food and drink, including licensed premises selling alcohol onto the street, an assessment of the extent to which those premises could and should provide access to toilet facilities in a strictly-managed way, where toilets would normally be part of the premises' operation.				

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## Policy and Sustainability Committee

**10.00am, Thursday, 25 June 2020**

### **Adaptation and Renewal Programme Update**

**Executive/routine**

**Wards**

**Council Commitments**

#### **1. Recommendations**

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- 1.1 Note that this paper brings together both the COVID-19 response and the Adaptation and Renewal Programme updates. This is the second update report from the A&R programme and includes the weekly COVID-19 Response Dashboard (Appendix 1).
- 1.2 Note the COVID-19 Response Dashboard now includes a breakdown of the Edinburgh settings for COVID-19 deaths as requested by Policy and Sustainability Committee on 28 May (Appendix 1).
- 1.3 Note the decisions taken to date under urgency provisions from 15 May 2020 to 15 June 2020 outlined at Appendix 2, this includes the operational governance for the programme (Appendix 3).
- 1.4 Note the approach being taken for Integrated Impact Assessments (IIA) in relations to decisions taken to date for the response to COVID-19 (Appendix 4).
- 1.5 Note work being undertaken with the NHS and EIJB to establish shared strategic principles to inform the recovery plans.
- 1.6 Note that this paper follows on from the first meeting of the Adaptation and Renewal All Party Oversight Group (APOG) which held its first meeting on 16 June.
- 1.7 Note the Scottish Government's timeline for Phase 2 (Appendix 5).

Andrew Kerr  
Chief Executive

Contact: Laurence Rockey, Head of Strategy and Communications  
E-mail: [Laurence.Rockey@edinburgh.gov.uk](mailto:Laurence.Rockey@edinburgh.gov.uk) | Tel: 0131 469 3493

# Policy and Sustainability Committee

## Adaptation and Renewal Programme Update

### 2. Executive Summary

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- 2.1 As agreed at the Policy and Sustainability Committee on 28 May, the Adaptation and Renewal Programme would provide regular committee updates. This report is the second update to Committee on progress and covers decisions taken in period 15 May 2020 to 15 June 2020 and Integrated Impact Assessments.

### 3. Background

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#### **Adaptation and Renewal Programme**

- 3.1 Edinburgh continues its work to respond to the COVID-19 global pandemic. While the transmission rate across Scotland is much reduced, COVID-19 continues to impact almost every part of citizens lives. This has required changes to everyday life for all the residents, businesses and city partners. It has also fundamentally changed how the Council operates. As agreed at Policy and Sustainability Committee on 28 May, a new programme structure has been put in place to guide decision making. The Adaptation and Renewal Programme consists of five officer working groups which report into a single programme board.
- 3.2 Three drivers continue to guide the Adaptation and Renewal Programme:
- to protect vulnerable residents;
  - to keep staff as safe as possible; and
  - to continue to deliver as many services as possible.

#### **Adaptation and Renewal All Party Oversight Group**

- 3.3 As agreed at Policy and Sustainability on 28 May, the first meeting of the Adaptation and Renewal All Party Oversight Group (APOG) met on 16 June. The remit of the APOG is to support and drive a co-ordinated approach; provide additional scrutiny and oversight of the Programme; and feedback and contribute to the development of options for Committee.

#### **Move into Phase 2**

- 3.4 The Scottish Government route map gives details of a gradual four phase move out of lockdown and returning to “some semblance of normality”. To move from phase 1

to phase 2, the “R” number must be consistently below 1 and the number of infectious cases showing a sustained decline.

- 3.5 On 18 June, the First Minister announced the move into Phase 2 of the route map and laid out the timescales for the gradual scaling up of the re-opening society (Appendix 5). The core message has changed to “Stay Safe, Protect Others, Save Lives.” This announcement impacts Council services and the detailed implications are being worked through by the respective Officer Working Groups. A full update will be provided to the next Policy and Sustainability Committee.

## 4. Main report

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### Decisions taken from 15 May to 15 June

- 4.1 A full list of decisions taken by Officers from 15 May 2020 to 15 June 2020 is outlined at Appendix 2. At the meeting on 28 May 2020 further detail was requested on the freedom of information request that was refused in April 2020. This request was for the Council’s Infectious Diseases Outbreak Resilience Plan (Covid-19). However, at the time the view was that disclosing the plan could hamper the implementation of the Council’s business continuity plans.
- 4.2 Given the considerable pressure Council services were under and the fast-moving nature of events at the time, it was thought that clear, unambiguous and effective communications was paramount, and the release of the Plan may have led to unrealistic expectations on the resumption of services.
- 4.3 Members are requested note the operational governance agreed by the Chief Executive at Appendix 3 for the Adaptation and Renewal Programme.

### Cumulative Impact Assessment

- 4.4 The Council uses an Integrated Impact Assessment (IIA) to meet the requirements of the Equality Act 2010, Public Sector Equality Duty, human and children’s rights conventions, Fairer Scotland Duty 2018 and the Climate Change (Scotland) Act 2009.
- 4.5 The IIA process aligns with the Council’s wider Equality, Diversity and Rights Framework 2017 – 2021. The incorporation of equality, rights, economic and carbon impact assessments as an integral part of its decision-making process enables the Council to identify and address any unintended consequences of its decisions.
- 4.6 This summary describes the cumulative impacts of the decisions made by the Council during the crisis phase between 18 March and 14 May 2020. The decisions were categorised as follows:
- closure of Council buildings, venues and public gatherings
  - suspension, reduction and changing services (e.g. waste collection, registration of births and deaths)

- implementing new services and mitigating actions (including hub schools and council resilience centres; direct payment in lieu of free school meals and to suspending debt recovery activity)
  - governance changes and administrative processes
- 4.7 The decisions during this crisis phase were taken with the intention of protecting citizens and staff in line with public health guidance, and of mitigating the impact of the partial lockdown. The purpose of the cumulative impact assessment is to consider the combined impact of the full range of decisions, including unintended consequences.
- 4.8 The key cumulative impacts of the set of decisions are summarised below, with further details provided in the cumulative assessment report (Appendix 4).
- 4.9 However, this assessment has highlighted the challenge of digital exclusion across all groups. Under normal circumstances, people can access online resources through schools and libraries, but during lockdown, many of the alternatives put in place to services were provided online, and inaccessible to people without access to a digital device or WIFI, or the ability to use the technology.
- 4.10 The Council immediately enhanced its advice and benefit support capacity to ensure that citizens seeking financial advice and payments could do so quickly and over the phone. The Council also established a series of phone numbers that citizens could call for support and advice and these were promoted through direct communication and via city partners. The Council's Education and Digital services has provided devices to young people known to them, but there will have been groups who remained without access. Connectivity may also be a challenge in addition to skills and devices.
- 4.11 Longer term solutions will be considered within the Life Chances Officer Working Group of the Adaptation and Renewal Programme, which includes digital inclusion and digital learning and teaching workstreams.
- 4.12 Digital exclusion has emerged as a prominent issue across Scotland during the pandemic, with an identified overlap between groups who are more likely to be digitally excluded and the most vulnerable members of our society, including people who are currently shielded and wider vulnerable groups, such as people experiencing homelessness, asylum seekers and Gypsy/Traveller communities. In response, the Scottish Government and SCVO have led the development of a programme, "No One Left Behind", which is aimed at identifying ways to address digital exclusion.
- 4.13 Due regard to the equality, rights, environment and economic impacts has been given to the set of Covid-19 decisions. The cumulative assessment process has also contributed to the wider review of the impact of COVID-19 across the city and beyond to inform the renewal and adaptation programme.
- 4.14 Beyond the context of this cumulative impact assessment is growing recognition – both in Edinburgh, through the findings of the Poverty Commission, and

internationally - that the risks and impacts of the virus are not shared equally. The infection and mortality rate, the economic and social effects of COVID-19 vary markedly, reflecting underlying health and social inequalities.

- 4.15 Groups at higher risk of adverse impact include: people experiencing poverty, people in insecure and poor housing or who are homeless; refugees and asylum seekers; children and young people, older people, women (increased risk of infection through employment patterns; increased risk of domestic abuse), men (higher death rate) and some Black and Minority Ethnic Communities.
- 4.16 The distribution of infections and deaths, during the COVID-19 pandemic, the lockdown and associated measures, and the longer-term socioeconomic impact have the potential to reproduce and intensify existing inequalities.
- 4.17 The Council is also working with partners in the NHS and the EIJB to develop a set of shared strategic principles and equality outcomes. The outcome from this work will be brought back to committee for consideration and will inform the Adaptation and Renewal Programme as well as forming the basis for the next iteration of the Council's equalities framework due to be published in 2021.
- 4.18 The Adaptation and Renewal Programme Boards will consider the lessons learnt from this cumulative assessment alongside the Poverty Commission's COVID insights and will embed action to address inequalities through all aspects of its work. In addition, officers are working to coordinate activity to respond to issues raised politically through motions and amendments.

## **5. Next Steps**

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- 5.1 Detailed programme scopes and project timelines are currently being developed for each of the Officer Working Groups in the Adaptation and Renewal Programme. The third update to the Policy and Sustainability Committee will focus on the progress made by each group.

## **6. Financial impact**

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- 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.

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

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- 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 cumulative Integrated Impact Assessment is included in this report.

## 8. Background reading/external references

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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/>

Adaptation and Renewal Programme, Policy and Sustainability Committee, 28 May 2020

<https://democracy.edinburgh.gov.uk/documents/s24153/6.1%20-%20Adaptation%20and%20Renewal%20Programme%20V2.pdf>

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

<https://democracy.edinburgh.gov.uk/documents/s24143/6.4%20-%20Revenue%20Budget%20Update%2020.21.pdf>

## 9. Appendices

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**Appendix 1** - COVID-19 Response Dashboard

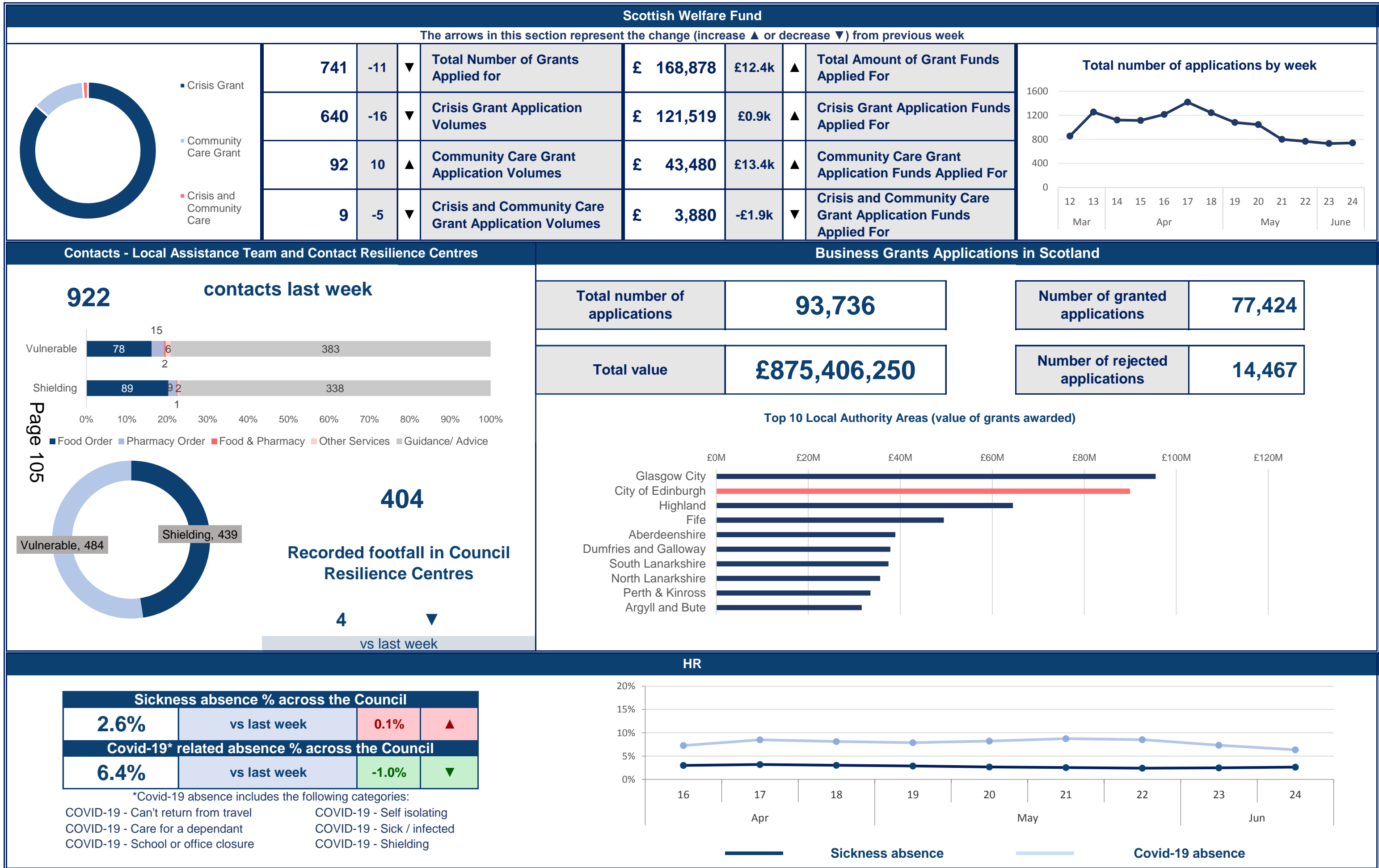
**Appendix 2** - Decisions taken from 15 May to 15 June 2020

**Appendix 3** - Operational Governance

**Appendix 4** - Integrated Impact Assessment

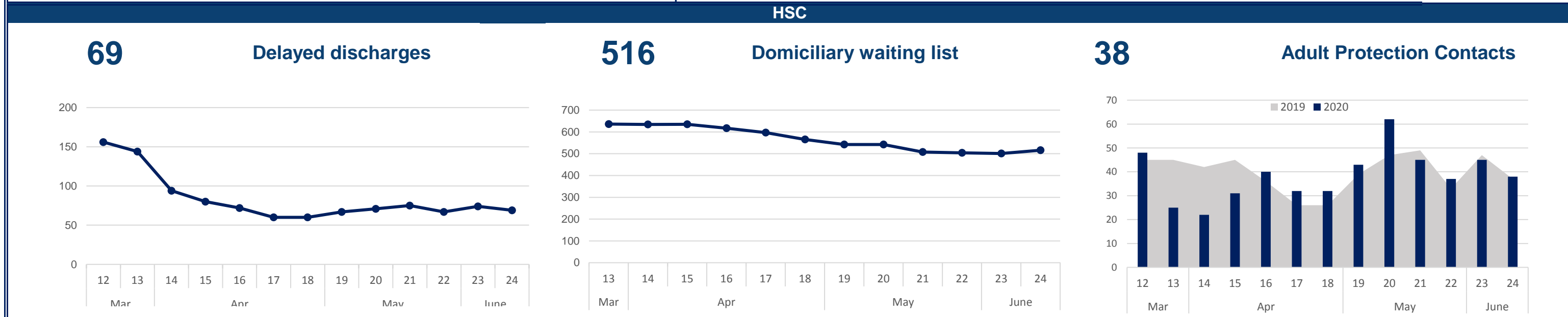
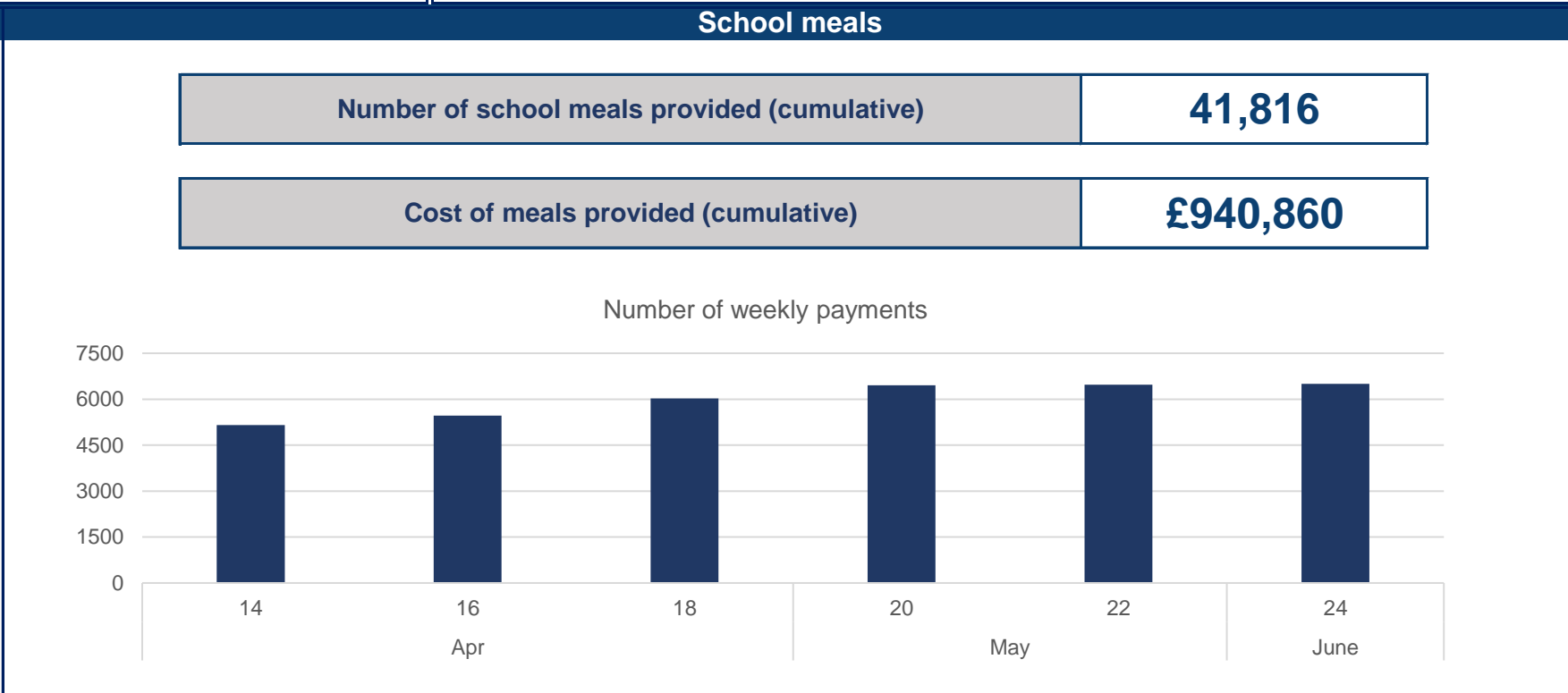
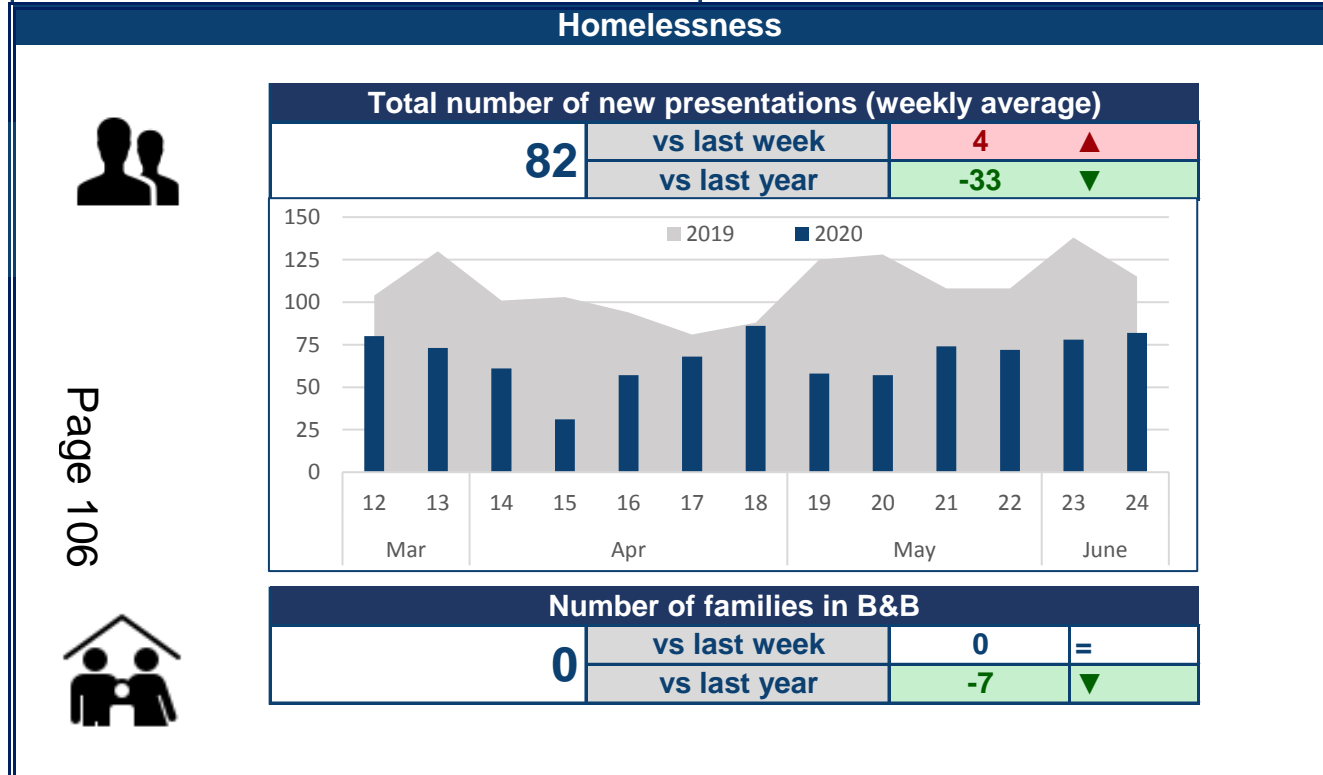
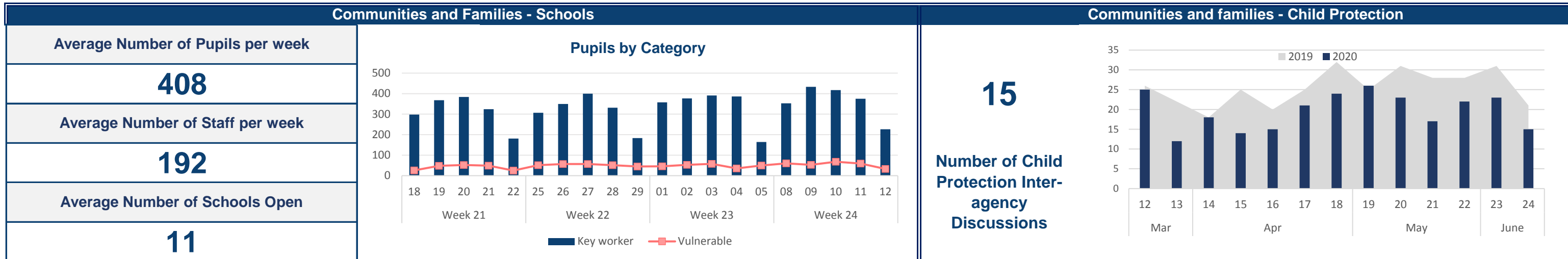
**Appendix 5** - Scottish Government Phase 2 Timeline.



**HR**

\*Covid-19 absence includes the following categories:

COVID-19 - Can't return from travel	COVID-19 - Self isolating
COVID-19 - Care for a dependant	COVID-19 - Sick / infected
COVID-19 - School or office closure	COVID-19 - Shielding



**Covid-19**

<b>18,045</b>	cases tested positive in <b>Scotland</b>
<b>2,453</b>	patients who tested positive have died in <b>Scotland</b>

<b>2,807</b>	cases tested positive in <b>NHS Lothian</b>
<b>282</b>	patients who tested positive have died in <b>NHS Lothian</b>

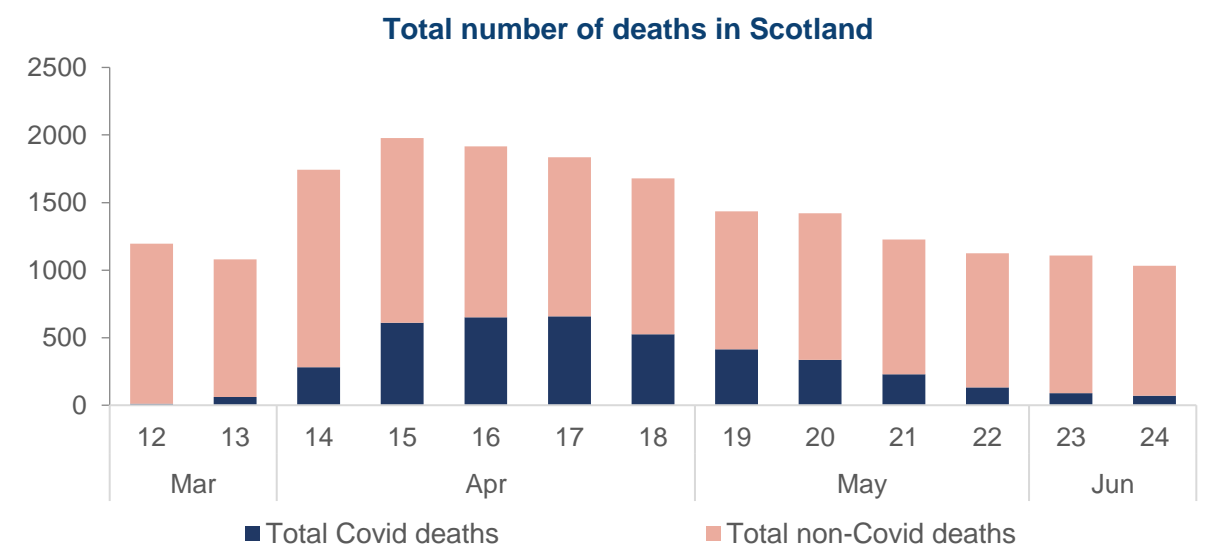
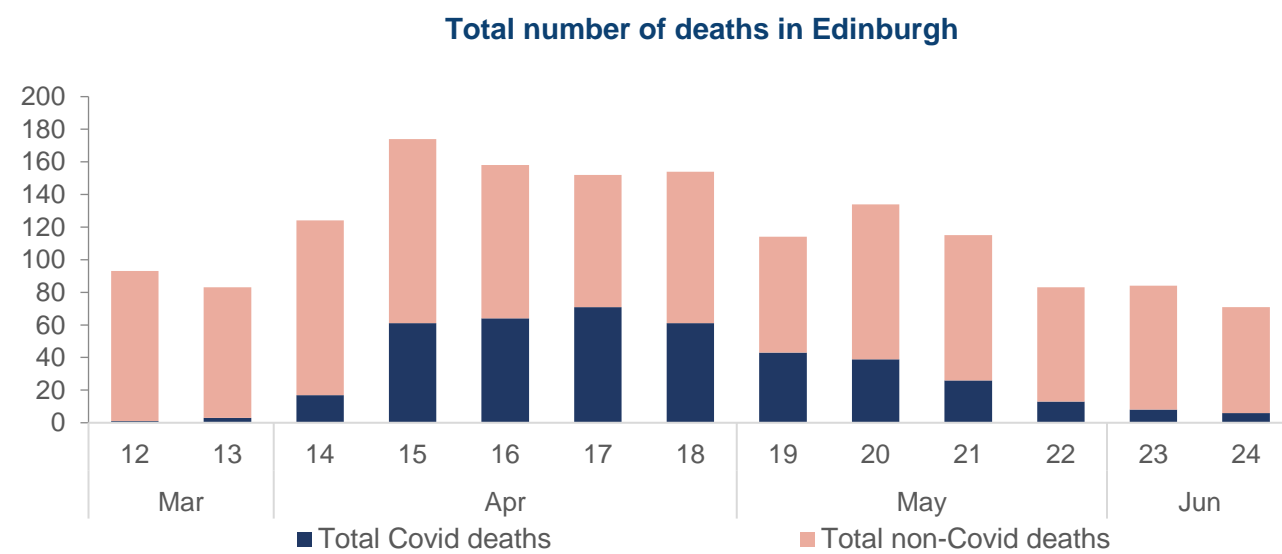
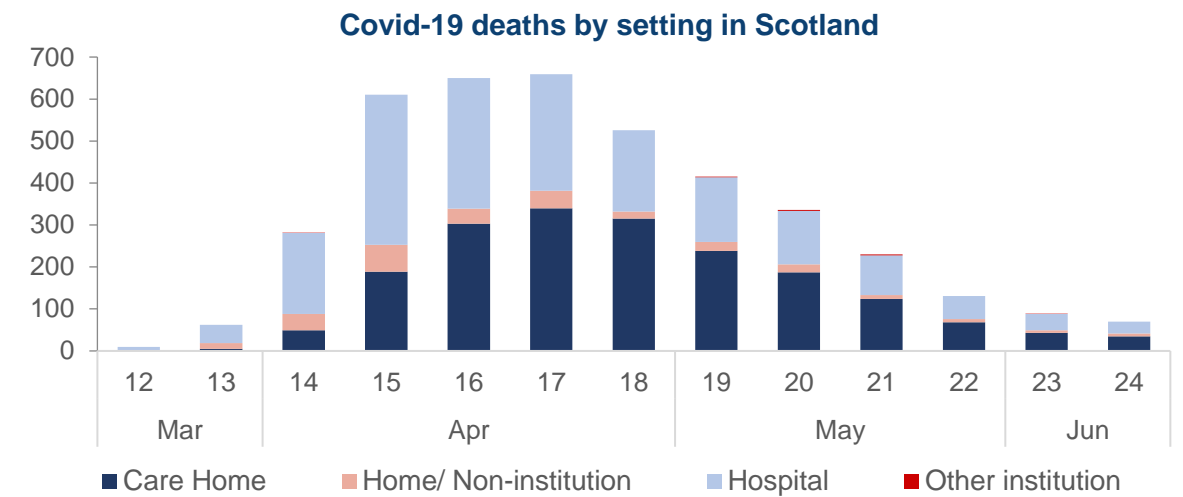
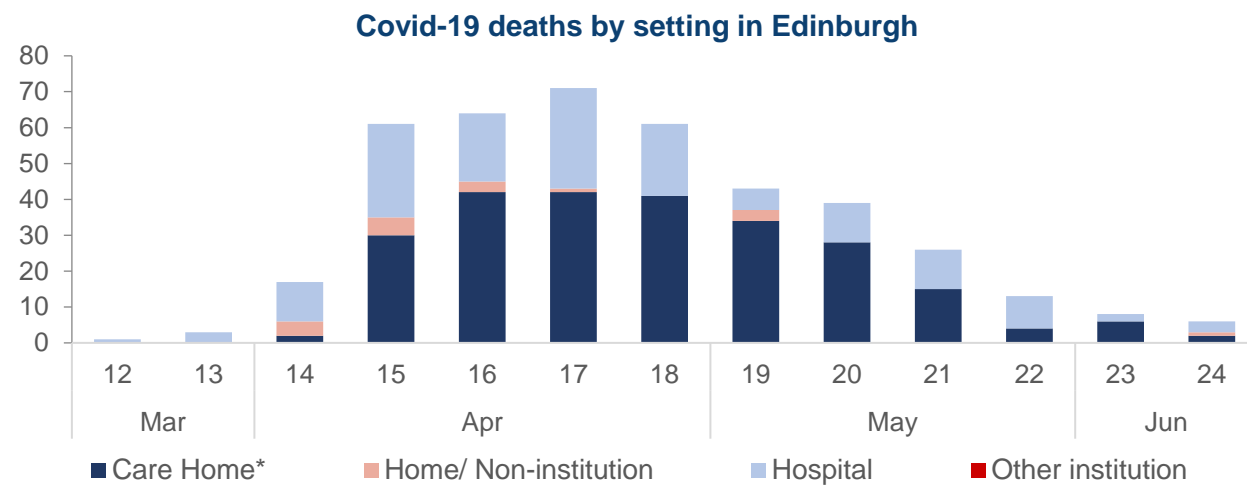
<b>1,622</b>	cases tested positive in <b>Edinburgh</b>
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Source: Scottish Government

Last update: 16/06/2020

\*The figures below relate to all care home settings in Edinburgh and not those solely owned by CEC

Page 107

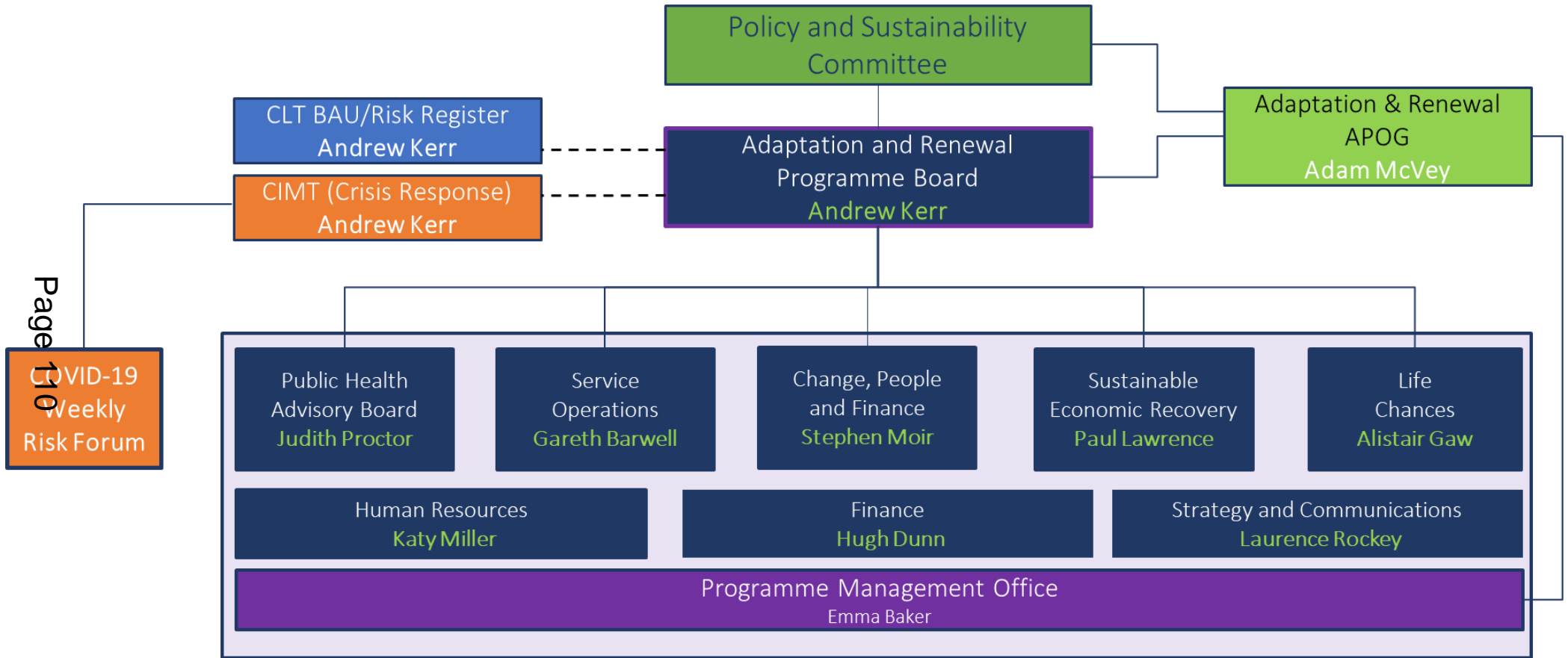


Source: National Records of Scotland (NRS)

Ref.	Appendix 2 - Approved Decisions	Date
D85	Community council grants recommendations approved	18/05/2020
D86	Letter of comfort for Edinburgh Leisure approved	18/05/2020
D87	Free School Meals - Continue for next period until end of May and then come back to CIMT.	18/05/2020
D88	Standing down Temporary Mortuary approved.	18/05/2020
D89	HR Case Management recommencement. CIMT approved. KM will start the conversation with Unions.	19/05/2020
D90	Payment of £160,000 to EVOG for the period to 8th June.	19/05/2020
D91	Access to schools approved for 1 day a week and full-time access granted from 5th June.	19/05/2020
D92	(CIMT & DIMT) From next week (w/c 25/05) Directorate IMT's will be stood down and only have CIMT. Directors will still hold SMT weekly meetings. H&SC IMT will still operate on daily basis	21/05/2020
D93	Free School meals will be paid for the next two weeks (1st 2 weeks of June).	25/05/2020
D94	Decision on Spaces for People schemes: Warriston Road	26/05/2020
D95	Decision on Spaces for People schemes: Stanley Street/Hope Street	26/05/2020
D96	Reopening of Household Waste Recycling Centres	26/05/2020
D97	Working from Home - Briefing paper was approved, with the detailed process for equipment to be developed and factored into the communications to colleagues.	26/05/2020
D98	Spaces For People – Old Dalkeith Road and Crewe Road South - Note from project team considered by AK, PL and GB. Decision taken to implement both schemes now that the consultation has taken place.	29/05/2020
D99	VIP Service for Urgent Coronavirus Enquiries – to continue the service for a further 4 weeks and to discuss with Group Leaders on Thursday.	01/06/2020
D100	Free School Meals – to pay for free school meals until end of term (29 June)	01/06/2020
D101	Parking Permit Extensions – agreed to not extend parking permits; agreed to take report on Strategic Review of Parking to Policy and Sustainability Committee	01/06/2020
D102	Plant Sale at the Inch Nursery – agreed to proceed with plant sale	01/06/2020

D103	Parks and Greenspace Recommencement – agreed to recommence grounds maintenance work across the city	01/06/2020
D104	Summer Embargo – agreed to cancel the Summer Embargo in 2020	01/06/2020
D105	Permission to conduct marriage and civil partnership ceremonies in specific circumstances (as in report)	04/06/2020
D106	Return to Work Plan – Roads Operations (as in report)	04/06/2020
D107	Re-opening of car parks at beauty spots and city parks	04/06/2020
D108	External Transport Providers – Supplier Relief Payments for C&F & H&SC	04/06/2020
D109	City Chambers will be used for marriage and civil partnership ceremonies in the circumstances required by Phase 1. (see D105)	08/06/2020
D110	Working Remotely during the COVID-19: Payment of a working from home working allowance; Collection and distribution of existing equipment from places of work; and Purchasing of additional equipment resulting from Display Screen Equipment (DSE) assessments.	08/06/2020
D111	Office staff working from home at least until October schools break with final discussions re wording of communications on Wednesday – LR/SM/MP to discuss (action A313)	08/06/2020
D112	Re-opening of Nicolson Sq. Gardens on the south of the City.	08/06/2020
D113	To fund EVOC for this week and to review on Friday	08/06/2020
D114	To pay free school meals until end of June.	08/06/2020
D115	Coronavirus Job Retention Scheme (to proceed with furloughing relevant staff).	10/06/2020
D116	North Cairntow - Site Office Amenities (to be added to the list of essential buildings identified for critical cleaning).	10/06/2020
D117	Re-opening of non-essential construction sites in line with Scottish Governments 6 phase approach.	12/06/2020
D118	To getting back up and running the Parking Operations in the phased way set out in the report.	12/06/2020
D119	To pay the Childminder payments for the next 3 months (approx. £50k)	12/06/2020

# Appendix 3 – Operational Governance Structure



## Appendix 4

### Integrated Impact Assessment

#### Summary Report Template

Each of the numbered sections below must be completed

Interim report		Final report	✓	(Tick as appropriate)
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#### 1. Title of proposal

COVID-19 Related Council Decisions Cumulative Integrated Impact Assessment (IIA)

#### 2. What will change as a result of these decisions?

Decisions were taken by the Council Incident Management Team (CIMT) prior to and during the COVID-19 lock-down. The majority relate to measures taken to protect public and staff health and to reduce the spread of COVID-19 within the framework of Scottish Government legislation and guidance. The decisions related to:

- closure of Council buildings, venues and public gatherings (e.g. libraries,
- working from home and social distancing
- suspension, reduction and changing services (e.g. waste collection, registration of births and deaths)
- implementing new services and mitigating actions (including hub schools and council resilience centres; direct payment in lieu of free school meals and to suspend debt recovery actions e.g. for council tax)
- governance changes

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

None – emergency measures taken by the CIMT.

#### 4. Date of Cumulative IIA

20 and 27 May 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
Eleanor Cunningham	Lead Policy Officer	May 2018
Ruth Baxendale	Senior Policy and Insight Officer	IIA Trainer
Sarah Bryson	Planning and Commissioning Officer	IIA Trainer
Ciaran McDonald	Senior Policy and Insight Officer	December 2019
Fiona MacLeod	Senior Policy and Insight Officer	May 2018
Garry Sneddon	Senior Policy & Insight Officer	

6. Evidence available at the time of the IIA

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected?
Data on populations in need		N/A for cumulative IIA. The purpose of the cumulative IIA is to consider whether any impacts arise as a result of the <i>cumulative effect</i> of smaller impacts identified within individual IIAs. These individual IIAs have considered the appropriate evidence in relation to the corresponding IIAs on Covid-19 related Council decisions.
Data on service uptake/access		As above - N/A for cumulative IIA



Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected?
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.		As above - N/A for cumulative IIA
Data on equality outcomes		As above - N/A for cumulative IIA
Research/literature evidence	<p>Yes – range of sources on the impact of COVID-19 e.g. Public Health England, <a href="#">COVID-19: understanding the impact on BME communities</a>, June 2020</p> <p>Improvement Service: <i>Poverty, Inequality and COVID-19</i>;</p> <p>Edinburgh Poverty Commission: <i>Poverty and Coronavirus in Edinburgh – Interim Report</i>;</p> <p>Covid-19 (Impact on Equalities and Human Rights): Scottish Parliament</p>	<p>The infection rate, health outcomes, economic and social effects of the virus vary enormously, reflecting underlying health and social inequalities.</p> <p>Groups at higher risk of adverse impact include: older people (digital exclusion, loneliness), young people, women and certain BME groups; children and young people (impact on education and employment); females (domestic abuse; lone parents, more likely to have taken on domestic and caring responsibilities in the home following service closures; BME women are also at risk of domestic abuse and additionally face technology, language and literacy barriers); people with disabilities or long term conditions; people in or near poverty (re access to ICT, financial cushion via savings, access to shops, access to green space); LGBT groups, who already experience higher levels of loneliness and poor mental health and young gay men have a higher risk of suicide; people in insecure and poor housing, in shared accommodation, or who are homeless; refugees and asylum seekers.</p>

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected?
	<p>Equalities and Human Rights Committee 28 May 2020;            Inequality and Covid-19, Institute for Fiscal Studies, 30/04/2020</p> <p><a href="#">The Impact of COVID-19 on LGBT Communities in the UK</a>, April 2020</p>	
Public/patient/client experience information		As above - N/A for cumulative IIA
Evidence of inclusive engagement of people who use the service and involvement findings		As above - N/A for cumulative IIA
Evidence of unmet need		See above – research/literature evidence
Good practice guidelines		As above - N/A for cumulative IIA
Carbon emissions generated/reduced data		As above - N/A for cumulative IIA
Environmental data		As above - N/A for cumulative IIA

<b>Evidence</b>	<b>Available – detail source</b>	<b>Comments: what does the evidence tell you with regard to different groups who may be affected?</b>
Risk from cumulative impacts		Information on impacts for each set of decisions provided by the relevant Heads of Service have been used to undertake this cumulative impact assessment.
Other (please specify)		
Additional evidence required		

All evidence and data relevant to specific Covid-19 related Council decisions are listed in corresponding IIAs. All IIAs on Covid-19 related Council decisions received were used at the basis for this Cumulative Integrated Impact Assessment. The IIAs are listed at the end of this report.

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

<b>Equality, Health and Wellbeing and Human Rights</b>	<b>Groups affected</b>
Relevant general equality duty: advancing equality of opportunity (through direct funding provided to families who receive school meals, suspension of debt collection activities and additional capacity in advice and benefit teams); contributing to the elimination of discrimination and harassment through the provision of Council Resilience Centres set up to provide a range of supports to vulnerable individuals including to people suffering from harassment who were at risk of imminent threat.	
<b>Positive</b> 1. The suspension of pay and display will facilitate access for people visiting to provide care and support, including bringing essential supplies; and allow the person to stay in the house and not have to move their vehicle; the hub schools enable key workers to provide care and support	1. People with mobility problems (e.g. older people and people with disabilities), people who have underlying health problems who need to shield

<p>2. Homeless people (who may be from any protected characteristic group) and people with complex needs will benefit from the alternative sources of support via temporary accommodation and the Council Resilience Centres.</p> <p>3. People who are shielding, many of whom belong to groups with protected characteristics, were supported to ensure that they have essential provisions and medication.</p>	<p>2. Homeless people (who may be from any protected characteristic group) and people with complex needs</p> <p>3. People who are older or have long term health conditions</p>
<p><b>Negative</b></p> <p>1. The closure of Edinburgh Leisure, Adult Education and libraries will have led to the loss of access to supports, information and resources, company and activities – digital alternatives are not accessible to all</p> <p>2. School closures – increase in caring responsibilities for parents</p> <p>3. The suspension of waste collection will lead to people using communal bins on pavements, but these are less accessible to people with mobility problems or who are frail.</p>	<p>1. Older people, people with disabilities and underlying health conditions, mental health problems, minority ethnic groups, refugees and asylum seekers; people who are “digitally excluded” - may include older people, women from minority ethnic groups, people in poverty</p> <p>2. Women form the majority of informal carers</p> <p>3. Older people, people with disabilities</p>
<p><b>Environment and Sustainability including climate change emissions and impacts</b></p> <p><b>Positive</b></p>	<p><b>Groups affected</b></p> <p>All</p>

<p>Reduction in vehicle emissions and reduction in fuel consumption in public buildings and those workplaces that were closed; increased use of green space.</p> <p><b>Negative</b></p> <p>Reduction in recycling, increase in fly tipping and increase in domestic fuel; green space is not readily accessible to all people across the city.</p>	<p>People living in areas of deprivation</p>
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<b>Economic including socio-economic disadvantage</b>	<b>Groups affected</b>
<p><b>Positive</b></p> <p>Accessible (locally based) crisis support available via Council Resilience Centres, including for those who are digitally excluded and crisis grants; enhanced capacity in the contact centre, with additional phone lines, and greater capacity in the advice and benefits teams, to provide quick and easy access to support for people at risk of poverty; paypoint arrangements introduced so that people don't need to use cash; hub schools, providing care and support for children of key workers (allowing them to maintain income) and for vulnerable children; accommodation and food for rough sleepers as well as support to access advice and welfare rights; deferred efforts to recover council tax and other debts; replacement funding for free school meals; suspension of pay and display which may facilitate access by car for essential journeys.</p> <p>Support to staff including ensuring that paid special leave was granted in cases of COVID-related absence, mitigating the financial impact on low paid staff and those with caring responsibilities - in many cases, these are women and so this action also mitigates the risk of widening the gender pay gap.</p>	<p>People vulnerable to falling into poverty – including people who live in areas of deprivation, in receipt of benefits, vulnerable families (e.g. young mothers, people experiencing domestic abuse, children at risk of statutory measures, disabled adult/child, minority ethnic families), homeless people and carers.</p>
<p><b>Negative</b></p>	<p>1. People who are “digitally excluded” - may include older</p>

<p>Closure of libraries for those who use them to access the internet and web-based information, and support; and for those people who access hard copies of specialist resources which are not otherwise available; suspension of adult education classes for those who need support for literacy or people who are learning English as a second language (e.g. migrants, Syrian Resettlement Project); the suspension of waste and cleansing services has led to instances of fly-tipping, particularly in areas of deprivation; reduction in bus services will affect people who rely on public transport</p>	<p>people, women from minority ethnic groups, people in poverty;  2. Adults with low literacy/numeracy; people with English as a second language; refugees  3. People in areas of deprivation; low income, in receipt of benefits, pensions; vulnerable families; staff vulnerable to falling into poverty</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?**

This is only applicable for the Bethany Night Shelter and suspension of parking charges. No impacts on any rights or issues have been identified.

**9. Communication of changes (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)**

- The majority of decisions were communicated using existing means including using interpretation services where English is not an individual’s first language and with the support of the Additional Support for Learning Team with individuals and their families.
- For example, library services used notices on buildings, library account email, library web page, library social media and main Council web page and social media) and Parking Team Communications took account of full range of requirements including low level literacy or numeracy, learning difficulties or English as a second language, to explain that parking will be free of charge; range of media and simple messaging on machines, apps etc.
- The Communications Team provided a range of inputs including links to external webpages e.g. to information on shielding as well as providing support to service areas, and regular communications with staff and Elected Members

- Adult and Family Learning are maintaining contact with our learners through council websites, [www.joininedinburgh.org](http://www.joininedinburgh.org) social media accounts and paper copies of newsletters designed to share information and for learners to maintain contact with one another. Tutors are contacting literacy learners by phone; multi-lingual tutors/interpreters are used to contact ESOL learners who have no or low literacy in their first language.

**10. Is the policy likely to result in significant environmental effects, either positive or negative?** If yes, it is likely that a [Strategic Environmental Assessment](#) (SEA) will be required and the impacts identified in the IIA should be included in this.

Not applicable as these are short-term measures, taken during the respond phase.

#### **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.**

As noted above, these decisions relate to decisions taken during the respond phase. Learning from their implementation, including the adverse impacts identified and summarised above, and through service area debriefing sessions (e.g. Hub Schools) will inform the Adaptation and Renewal Programme (Policy and Sustainability, 28 May 2020).

**12. How will monitor how this proposal affects different groups, including people with protected characteristics?**

The Adaptation and Renewal Programme will have oversight of monitoring activities.

**13. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 11 above)  
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 job title)	Deadline for progressing	Review date
The Adaptation and Renewal Programme Boards should consider lessons learned from this cumulative IIA as part of its consideration of wider service reform and endeavour to ensure equalities is mainstreamed throughout Council's recovery plan.	SROs for the Adaptation and Renewal Programme	June 2020	
An national expert advisory board on Social Renewal has been established to drive progress towards a fairer, more equal Scotland in the wake of the coronavirus pandemic. We will reflect on emerging findings and build these into our future work on poverty and inequality.	SROs for the Adaptation and Renewal Programme	Ongoing – as evidence emerges	

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

The Adaptation and Renewal Programme Boards will build in consideration of potential impacts on all groups.

**15. Sign off by Head of Service**

**Name**

**Date**

**16. Publication**

Completed and signed IIAs should be sent to

[strategyandbusinessplanning@edinburgh.gov.uk](mailto:strategyandbusinessplanning@edinburgh.gov.uk) to be published on the IIA directory on the Council website [www.edinburgh.gov.uk/impactassessments](http://www.edinburgh.gov.uk/impactassessments)



Equality, Health and Wellbeing and Human Rights	Affected populations
<p><b>Positive</b></p> <ol style="list-style-type: none"> <li>1. <b>Bethany night shelter:</b> homeless people at risk of rough sleeping will have access to accommodation and food, linking into health, wellbeing, support and housing services</li> <li>2. Regular replacement funding for <b>free school meals:</b> direct payment to families to buy food for meals that the children would have received at school.</li> <li>3. <b>Hub schools:</b> by supporting key workers, there will be a greater staffing capacity to support people with health and social care needs; those children who are attending because they have been identified as vulnerable will be in a safe environment.</li> <li>4. <b>Community Centre closures:</b> informal partnerships have formed in communities with information sharing on social media platforms evidencing increased 'neighbourly' support activities, connections and increased volunteering</li> <li>5. <b>Council Resilience Centres (CRCs)</b> – ensure that accessible support is available for people in critical need.</li> <li>6. <b>Libraries</b> (mitigating actions): increased access through technology to greater choice and improved accessibility (in some cases) to information, resources and engagement</li> <li>7. <b>Parking</b> – suspension of pay and display: benefits people delivering essential goods, such as food and medicines, to older people; helps care workers park near to the person's house; and disabled people, without a blue badge, will be able to park free of charge near shops and local health centres; people who are shielding and/or who have symptoms will no longer need to leave the house to pay for parking or to move vehicles; reduces the number of parking places that need to be monitored so fewer Parking Attendants need to be deployed on street.</li> <li>8. <b>Council tax and other debts</b> – suspension of efforts to recover debts – positive impact by relieving this element of financial pressure</li> </ol>	<ol style="list-style-type: none"> <li>1. Homeless people (will include a range of protected characteristics and people in poverty)</li> <li>2, 3. Vulnerable children; children and families living in poverty</li> <li>3. People supported by key workers (older, disabilities)</li> <li>4. Older people, Young people Disabled people Minority Ethnic People Refugees and Asylum seekers LGBT</li> <li>5. People in areas of deprivation; people in poverty; no digital access; complex needs; homeless</li> <li>6. All groups with digital access</li> <li>7. Older people; disabled people; religious groups; informal carers; Covid-19 patients; healthcare workers, care staff, parking attendants</li> <li>8. People at risk of or experiencing poverty</li> </ol>

## Negative

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. <b>Adult and Family Learning, school lets, Edinburgh Leisure:</b> loss of access to services, supports and social contact, exacerbating isolation and poor mental health; loss of support to build language and communications skills to enable integration within local communities and communicate effectively with services; loss of opportunity for exercise and activity.</li><li>2. <b>Libraries:</b> the online alternatives to hard copies are not accessible to all –lack of digital skills/affordability of technology and internet access for some people leads to complete loss of access to library services; reduction in availability of specialist resources available only in hard copy: health, rights, law, community languages etc; increase in social isolation and reduction in support for mental wellbeing, community support, peer mentoring and neighbourhood networks; face to face Macmillan Cancer advice and support ceased.</li><li>3. <b>Community Centres:</b> loss of access to services that vulnerable people rely on, risking social isolation and negative impact on mental health and wellbeing</li><li>4. <b>Waste and Cleansing:</b> suspension of special uplifts, glass recycling and garden waste collections (to focus available resources on regular waste collection services) applied to kerbside collections across the city; the closure of Household Waste Recycling Centres stopped people taking rubbish from their homes to local centres for disposal. These decisions affected all households, with areas of deprivation having a higher incidence of fly-tipping – mitigations in place via local response to deal with incidents as they arose.</li><li>5. <b>Reduction in public transport</b> (a decision made by Lothian Buses and Edinburgh Trams) affected all users of these services</li><li>6. <b>Closure of public buildings and play parks</b> meant cancellation of events and activities in cultural venues and museums and galleries, the closure of registrar offices, the closure of play parks and an increase in signage reminding people to observe physical distancing in public spaces including parks and promenades. These changes do not adversely affect any single protected group.</li><li>7. <b>The closure of Nicolson Square Gardens</b> was a direct result of a request from local residents following concerns that people were observed not to be physically distancing. It is not a space that lends</li></ol> | <ol style="list-style-type: none"><li>1. All age groups; older people; people with mental or physical health problems; adults (settled scots) unable to read or write in English; English as a Second Language (ESOL) provision for migrants and settled adults; Syrian refugees (Syrian Resettlement Project - English classes); BSL users; families and parents who want to develop learning strategies to support their children's learning.</li><li>2. People who are "digitally excluded" - may include older people, women from minority ethnic groups, and people in poverty and people supported by Macmillan Cancer advice</li><li>3. All ages, vulnerable people</li><li>4. People living in areas of deprivation</li><li>5, 6, 7, 8: apply to all people</li><li>9. Older people, people with mobility problems</li><li>10. Staff who are lone parents, subject to domestic abuse, digitally excluded</li></ol> |
|---|--|

<p>itself to exercise and therefore its closure is not detrimental to others who are seeking use of greenspace to exercise.</p> <ol style="list-style-type: none"> <li>8. The <b>suspension of wedding ceremonies</b> has caused emotional distress for some customers.</li> <li>9. <b>Parking</b> – suspension of pay and display: could increase demand for parking spaces and may mean that older and/or disabled blue badge holders are disadvantaged by being less likely to be able to park near their homes, shops or health care services. Previously, they had the advantage of parking without charge or time limit in public parking places over other motorists, but since anyone can now park in such a manner, this may disadvantage blue badge holders</li> <li>10. Staff working from home – not all staff are equipped or able to work effectively from home; potential adverse consequences of lockdown for people at risk or experiencing domestic abuse.</li> </ol>	
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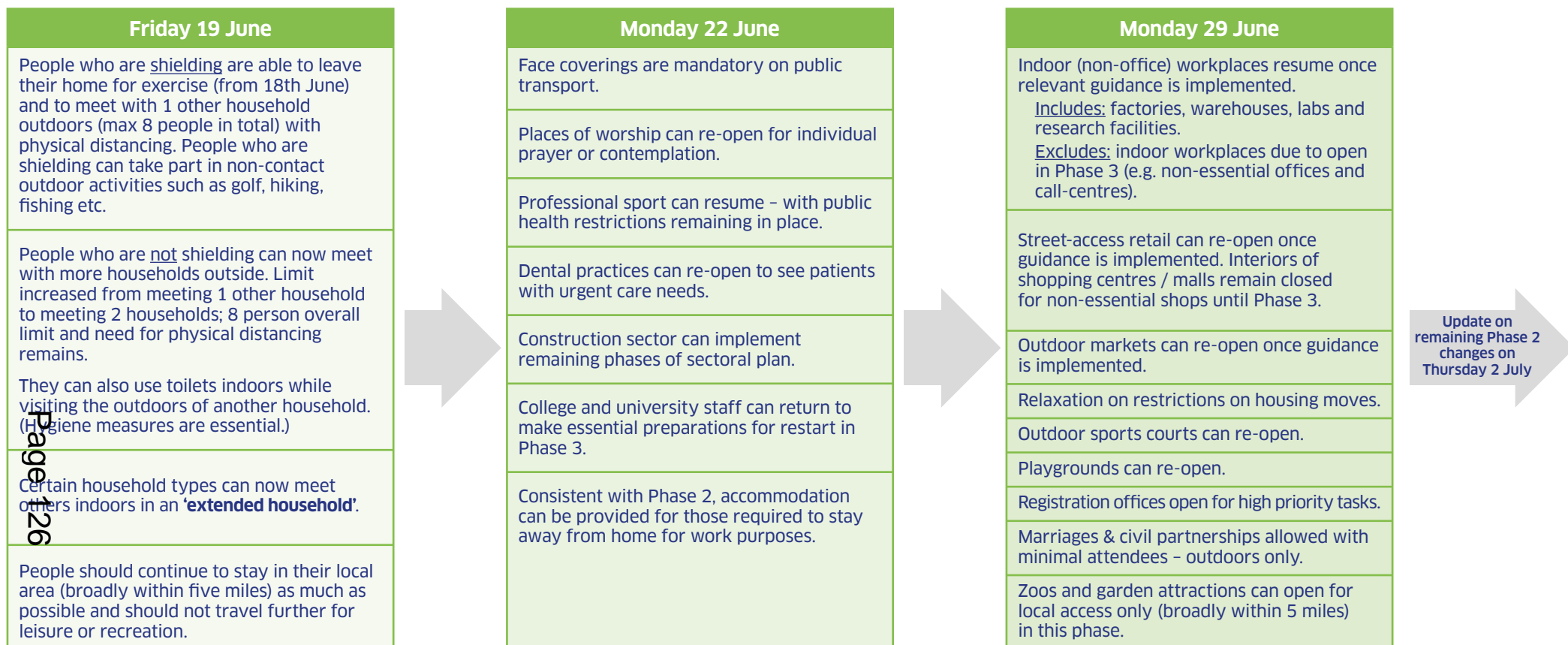
<p><b>Environment and Sustainability including climate change emissions and impacts</b></p> <p><b>Positive</b></p> <ol style="list-style-type: none"> <li>1. The restrictions in place as a result of COVID 19 have led to fewer vehicles travelling around the city, reducing emissions.</li> <li>2. The closure of buildings through lockdown has reduced carbon emissions through lower fuel consumption for heating and lighting; reduction in the use of water; reduction in use of paper-based resources.</li> <li>3. Reduction in deliveries from suppliers to council buildings e.g. libraries: drop in recycling material from packaging and carbon emissions from distribution.</li> </ol> <p><b>Negative</b></p> <ol style="list-style-type: none"> <li>1. There has been a reduction in waste collected which is likely to lead to a reduction in recycling of materials. This is likely to impact adversely on progress towards our sustainability target.</li> <li>2. Free parking could encourage people to travel by car unnecessarily, contributing to greenhouse gases and carbon emissions.</li> </ol>	<p><b>Affected populations</b></p> <p>All people</p>
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<p>3. Free parking may also discourage people from walking or cycling for their daily exercise or for travel to essential work, by taking the car instead and may encourage non-essential car journeys which risk accidents and put additional strain on NHS services at such a crucial time. However, the volumes of traffic on roads at present are considerably lower than normal.</p> <p>4. Minerals and natural resources (e.g. Cobalt) used for new and emerging technologies has environmental impacts.</p>	
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Economic including socio-economic disadvantage	Affected populations
<p><b>Positive</b></p> <ol style="list-style-type: none"> <li>1. <b>Hub schools</b> allow key workers to continue to work, ensuring an income and supporting delivery of healthcare.</li> <li>2. Regular replacement funding for <b>free school meals</b>: direct payment to families to buy food for meals that the children would have received at school.</li> <li>3. <b>Homeless people</b> at risk of rough sleeping: linking into statutory services, including advice and welfare rights</li> <li>4. <b>Council Resilience Centres</b> (CRCs) provide access to support including an emergency cash payment for people in critical need who may be unable to access or use online services.</li> <li>5. <b>Libraries</b>: move to online resources and use of social media - improved skills in use of technology (staff and customers) (increasingly essential for employability); E-issues and resources: no fines and no fees.</li> <li>6. <b>Parking - suspension of pay and display</b>: will remove a financial barrier and enhance accessibility to shops and health services for older people, while people are being advised not to travel by public transport. It will also help reduce the cost of travelling by car for everyone, especially unemployed people or those on benefits, while undertaking essential travel. It will allow non-permit holding residents to park for free during the day, if they now need to work from home or are furloughed and will allow essential business employees to travel safely to work by car when the use of public transport is being discouraged</li> </ol>	<ol style="list-style-type: none"> <li>1. Key workers and people supported by them.</li> <li>2. Children and families living in poverty</li> <li>3. Homeless people/ rough sleepers</li> <li>4. People who are unemployed, or on benefits, vulnerable people, people living in deprived areas.</li> <li>5. Libraries – people living in poverty</li> <li>6. Older people, people with disabilities</li> <li>7. People experiencing or at risk of poverty</li> </ol>

<p>7. <b>Council tax and other debts</b> – suspension of efforts to recover debts – positive impact by relieving this element of financial pressure</p>	
<p><b>Negative</b></p> <ol style="list-style-type: none"> <li>1. <b>Adult and Family Learning classes and Library closures:</b> 34.6% adults using daytime, evening classes are from areas with high levels of deprivation; people on low incomes may not have access to devices to use online resources and learning opportunities – digital exclusion. Loss of public access PCs, with free internet and WiFi – essential for supporting employability and improving digital skills.</li> <li>2. <b>Community centre closures:</b> loss of opportunity for those with fewer literacy/numeracy skills to access employment opportunities; loss of support for 16+ school leavers with reduced access to training and employability skills support; increasing food and fuel poverty for those spending more time in their home</li> <li>3. <b>Council tax and other debts</b> – suspension of efforts to chase – potential medium-long term risk of increased individual debt and risk to revenue for provision of services as people fall out of payment patterns and cancel Direct Debits.</li> <li>4. <b>Reduction in revenue</b> caused by lockdown, including through free parking – general risk to the Council and to charities who operate from community centres</li> </ol>	<ol style="list-style-type: none"> <li>1. Adults (settled Scots) unable to read or write in English; English as a Second Language (ESOL) provision for migrants and settled adults; Syrian refugees (Syrian Resettlement Project - English classes); BSL users; families and parents who want to develop learning strategies to support their children’s learning.</li> <li>2. People in areas of deprivation; low income, in receipt of benefits, pensions; People with low literacy/ numeracy; vulnerable families; staff vulnerable to falling into poverty</li> <li>3. People experiencing or at risk of poverty</li> </ol>

**Guide to re-opening and scaling up over the course of Phase 2. Not all details are shown below. Please refer to guidance and Q&A for more information.**



**Key Public Services Scaling-up and Resuming across Phase 2**

Public services will continue to resume and scale-up during Phase 2, continuing those set out in Phase 1. In addition to the services set out above, resuming activity such as visiting support to Housing First Tenants and the resumption of area-based energy efficiency schemes.	A wide range of health and social care services are resuming and scaling-up during this phase, consistent with our <b>NHS Mobilisation Plan</b> - including the examples below. See the plan for more details.		
	Continue phased resumption of any suspended or postponed GP services supported by digital consultation.	Continued GP support for shielded patients, including home visits where clinically necessary.	Consideration to be given to a phased resumption of visiting care homes starting with outdoor visiting where it is clinically safe to do so.
Public transport services will increase over the phase, including increased ferry services and capacity. All phase changes apply to islands. Public transport capacity will remain constrained due to physical distancing requirements - and active travel remains the preferred mode of travel.	Reintroducing some chronic disease management.	Increasing health care provision for pent-up demand, urgent referrals and triage of routine services.	Community optometry practices re-open for face-to-face emergency and essential eye care.
	Phased resumption of some screening services.	Priority referrals to secondary care.	Plan with COSLA and partners to support and (where needed) review social care and care home services.

## Policy & Sustainability Committee

10am, Thursday, 25 June 2020

### Schools Re-opening

Executive/routine  
Wards  
Council Commitments

#### 1. Recommendations

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- 1.1 The Policy and Sustainability Committee is asked to:
  - 1.1.1 Note the Delivery Phasing Plan that sets out arrangements to reopen schools safely for pupils on 12 August
  - 1.1.2 Note that the plan includes costings to increase in-school learning to a minimum of 50% at the soonest opportunity.
  - 1.1.3 Note in light of the Deputy First Minister's statement on 23<sup>rd</sup> June, this is now a contingency plan, and we will continue to work tirelessly to prepare for the full return of pupils in August 2020.
  - 1.1.4 Note that the plan is flexible and will be subject to change as the Covid emergency changes and the Council responds to decisions at national level and guidance issued by the Scottish Government.
  - 1.1.5 Note that the Council is currently conducting a survey of parents on the implications of part-time in-school learning for childcare and a report on this will be brought to the committee in two cycles.

**Alistair Gaw**

Executive Director for Communities and Families

Contact: Andy Gray, Chief Education Officer

E-mail: [andy.gray@edinburgh.gov.uk](mailto:andy.gray@edinburgh.gov.uk) | Tel: 0131 529 2217

## Schools Re-opening

### 2. Executive Summary

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- 2.1 The City of Edinburgh Council has developed a Local Authority Delivery Phasing Plan as required by the Scottish Government of all local authorities in response to the COVID-19 pandemic and the route-map that sets out the phased lifting of restrictions. The Plan sets out the steps the Council will take to reopen schools from 10 August 2020. The plan will change as the Council responds to new developments and changes in national guidance. It is the ambition of the Council to maximise the time pupils are learning in an in-school environment, consistent with the safety of pupils and staff and the quality of learning and teaching.

### 3. Background

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- 3.1 In accordance with the Scottish Government route-map out of the pandemic crisis we have developed a plan for local phasing that closely mirrors the national plan whilst recognising that progression through each phase of the plan is dependent on latest Scottish Government and health guidance and the level of COVID19 within the local community.
- 3.2 The planning was a collaborative process involving service managers, head teachers and school management and consultation with parent councils and trade union representatives. The plan is designed to make sure that the Council's response to schools re-opening is underpinned by the principles of consistency and equity, to ensure the best teaching and learning for all children and young people.
- 3.3 The planning process will remain flexible over the coming weeks to enable fast and effective response to changes in Scottish Government and health guidelines.
- 3.4 The Delivery Phasing Plan is attached at Appendix One.

### 4. Main report

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- 4.1 The Local Authority Delivery Phasing Plan sets out how we will:
- 4.1.1 Maximise number of pupils engaged in in-school learning so that from the start of term, where staffing and accommodation allows, all children attend school for quality Learning and Teaching two days each week.



- 4.1.2 Identify and cost additional accommodation and staffing to support schools who have more limited resources to enable 50% of pupils to attend in-school learning each week.
- 4.1.3 Provide updated guidance in the context of in-school learning being available to support home learning as part of a blended model.
- 4.1.4 Ensure that children and young people who have difficulty accessing on-line home learning have access to appropriately enabled devices.
- 4.1.5 Support schools in taking all necessary measures to support the health and well-being of children and young people following their return to school.
- 4.1.5 Articulate the impact of any change in advice from Scottish Government, including advice on physical distancing and the effect this would have on in-school learning opportunities.
- 4.1.6 Publish a summary of guidelines used to ensure the safe use of establishments including expectations of hand washing, cleaning regimes, the availability and appropriate use of PPE and action to be taken in the event of a positive case of Covid.
- 4.1.7 Conduct a survey to determine the scale of demand for childcare by parents of children at City of Edinburgh Council schools should part-time in-school learning remain in place.

## **5. Next Steps**

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- 5.1 Agreement with LCNT trade unions on the Phased Delivery Plan to reopen and reconnect schools.
- 5.2 Conclude final arrangements for the appropriate cleaning regimes and catering provision for the schools reopening.
- 5.3 Confirm transport arrangements for children.
- 5.4 Continue to communicate with parents and carers throughout the summer on national and city-wide developments and arrangements for individual schools.

## **6. Financial impact**

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- 6.1 We are working with finance colleagues to identify all Covid-related costs for reopening schools and we will submit these costs along with the Plan to the Scottish Government for the consideration of appropriate financial support.

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

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- 7.1 Regular and ongoing consultation and engagement with relevant Trade Unions

- 7.2 Consultative Committees and Locality Consultative Committees have been held with parents on 3, 16 and 17 June 2020, and another is scheduled for 24 June 2020.
- 7.3 Parental surveys in March and current survey on impact of proposals on child care.

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

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- 8.1 Scottish Government guidance tbc
- 8.2 Link to surveys tbc

## **9. Appendices**

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- 9.1 Appendix 1 Delivery Phasing Plan

# LOCAL DELIVERY PHASING PLAN

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Version 1.0  
23 June 2020

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## Section One – Introduction

The City of Edinburgh Council has developed a Local Authority Delivery Phasing Plan as required by the Scottish Government in response to the COVID-19 pandemic, and the route-map that sets out the phased lifting of restrictions. The plan sets out the steps the Council will take to reopen and reconnect schools; directed by the latest guidance issued by Scottish Government and Public Health Scotland.

Throughout the period of school closures, we have striven to continue to deliver quality learning experiences to our children and provide emergency childcare for children of key workers and children considered to be vulnerable.

In response to Scottish Government's route-map through and out of the pandemic crisis, we have developed a plan for local phasing that closely mirrors the national phasing plan, whilst recognising that progression and timescales through each phase of the plan is dependent on latest Scottish Government advice and the level of COVID19 within the local community.

**The importance of face to face teaching time has been the underlying priority in developing these plans and has been maximised in each model whilst still ensuring Health and Safety requirements are adhered to.** The model takes into account the current 2-metre physical distancing, however a contingency plan is being carried out on the impact of a reduction of physical distancing to one-metre. Whilst this is still being modelled early indications show that halving the physical distancing does not equate to doubling the capacity.

The delivery plan was a collaborative process between service managers, head teachers, and school management and was subject to consultation with trade union representatives. The plan aspires to ensure that the City of Edinburgh Council's response to schools re-opening is underpinned by the principles of consistency and equity, to ensure the **best teaching and learning for all**.

**Please note this plan will now be amended to reflect the Deputy First Minister's statement of 23<sup>rd</sup> June, where blended learning will become a contingency plan and the main aim will be for 100% return of all pupils in August.**

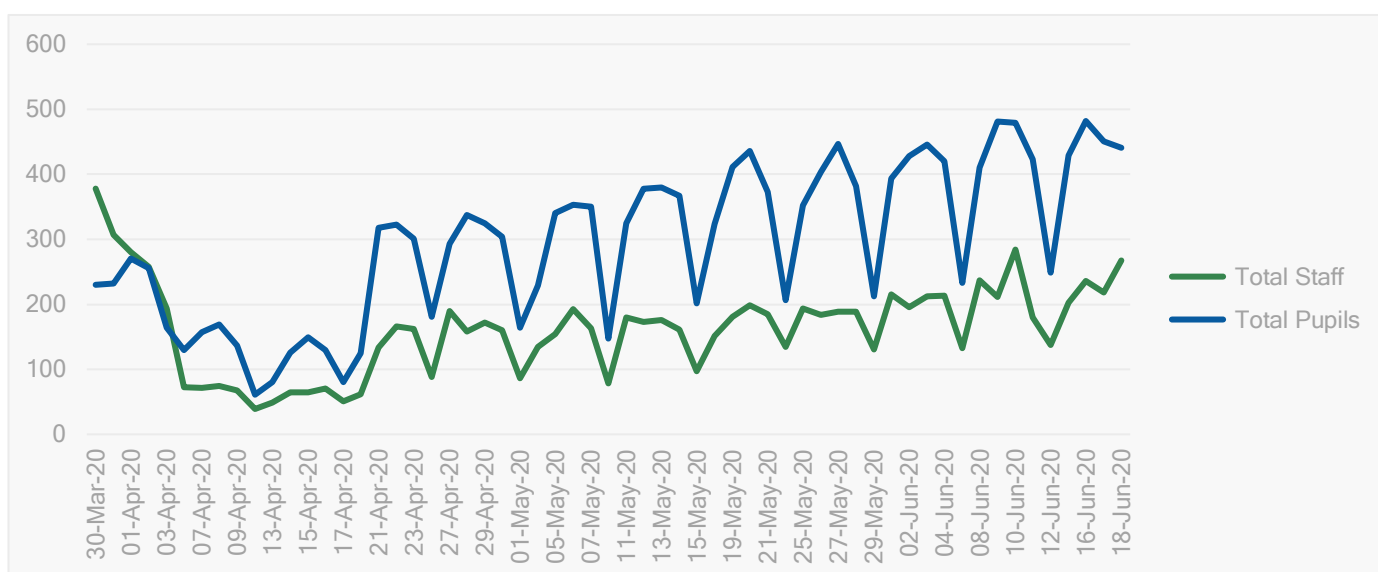


## Section Two – Current position

Prior to Lockdown and closure of schools, the City of Edinburgh Council operated 148 educational establishments catering for around 49,000 pupils.

At the time of writing the City of Edinburgh Council is operating ten hubs across the city, offering full time education of children of key workers and vulnerable pupils. The number of children attending these hubs continues to grow, with the average number of children being looked after in a hub setting around 470 children in Early Learning Centres and 420 pupils per week in mainstream schools, and 40 per week from Special Schools (930 total) typically represented by 2/3 key workers and one-third vulnerable pupils. This represents around 2% of the pupil population with the remaining 98% learning from home.

The graph below shows pupils (minus early year learners) attending hubs since the end of March.



EdinburghLearns@Home Guidance was issued iteratively to schools and to parents and carers pre-lockdown onwards. This provided sample timetables, recommended time-on-task and specific information on how learning content would be accessed. Digital devices were issued from school stocks and arrangements made to provide vulnerable learners with devices and Wi-Fi access. Almost all schools radically increased their use of digital learning. High parental satisfaction was noted in schools making extensive use of Digital Learning.

In recognition that many challenges faced by families that impacted on children were finance related, the City of Edinburgh Council has provided food parcels for 2,310 pupils across the city in addition to providing free meals for all children attending hubs.

It is important to ensure that all good practices and lessons learned during the lockdown phase of the pandemic continues to be developed. The agile and dynamic response required to address emerging needs, needs to continue the need for agility and the ability to adapt quickly to a changing environment is likely to be required for some considerable time.

## Section Three – Critical pre-opening requirements

Before considering the re-opening of school buildings several critical measures and operational checks and procedures were put in place.

### 3.1 Completion of risk assessments

A complete toolkit of risk assessments was developed for each educational establishment, agreed by workgroups, including where appropriate trade union representatives.

The Schools Operational Toolkit (SORT) developed and distributed to all schools is provided in Appendix One.

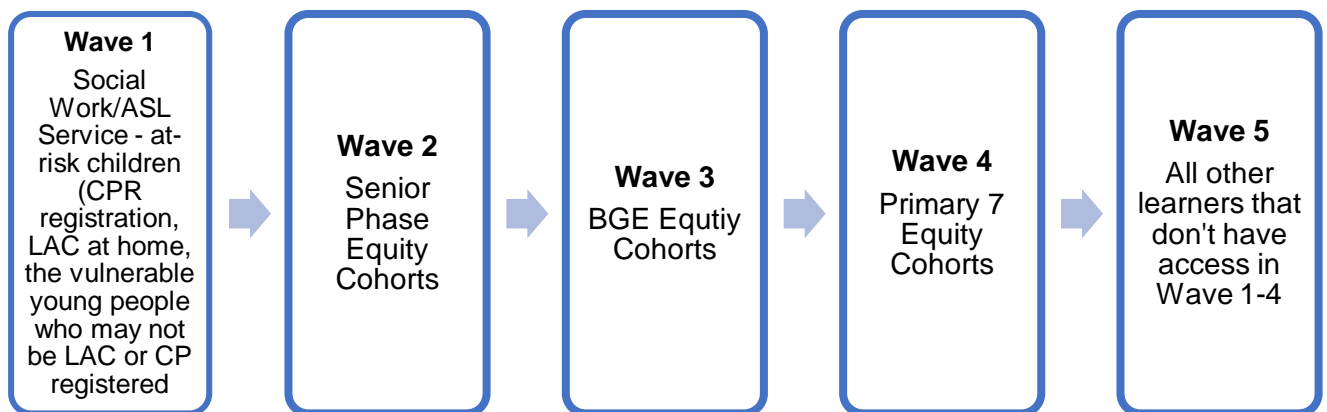


### 3.2 Digital Learning

All our school colleagues and upper primary and secondary pupils have access to Microsoft 365, so they can communicate, collaborate and engage in learning experiences. It is important that we respond to our pupils in age and stage appropriate ways and so some Early Years lower primary pupils and special schools continue to use Learning Journals to support their learning.

Before lockdown, we had 3,000 Teams sites across learning and teaching. Today we have nearly 13,000 Teams. The additional 10,000 Teams have been set up to support the different classes and year groups

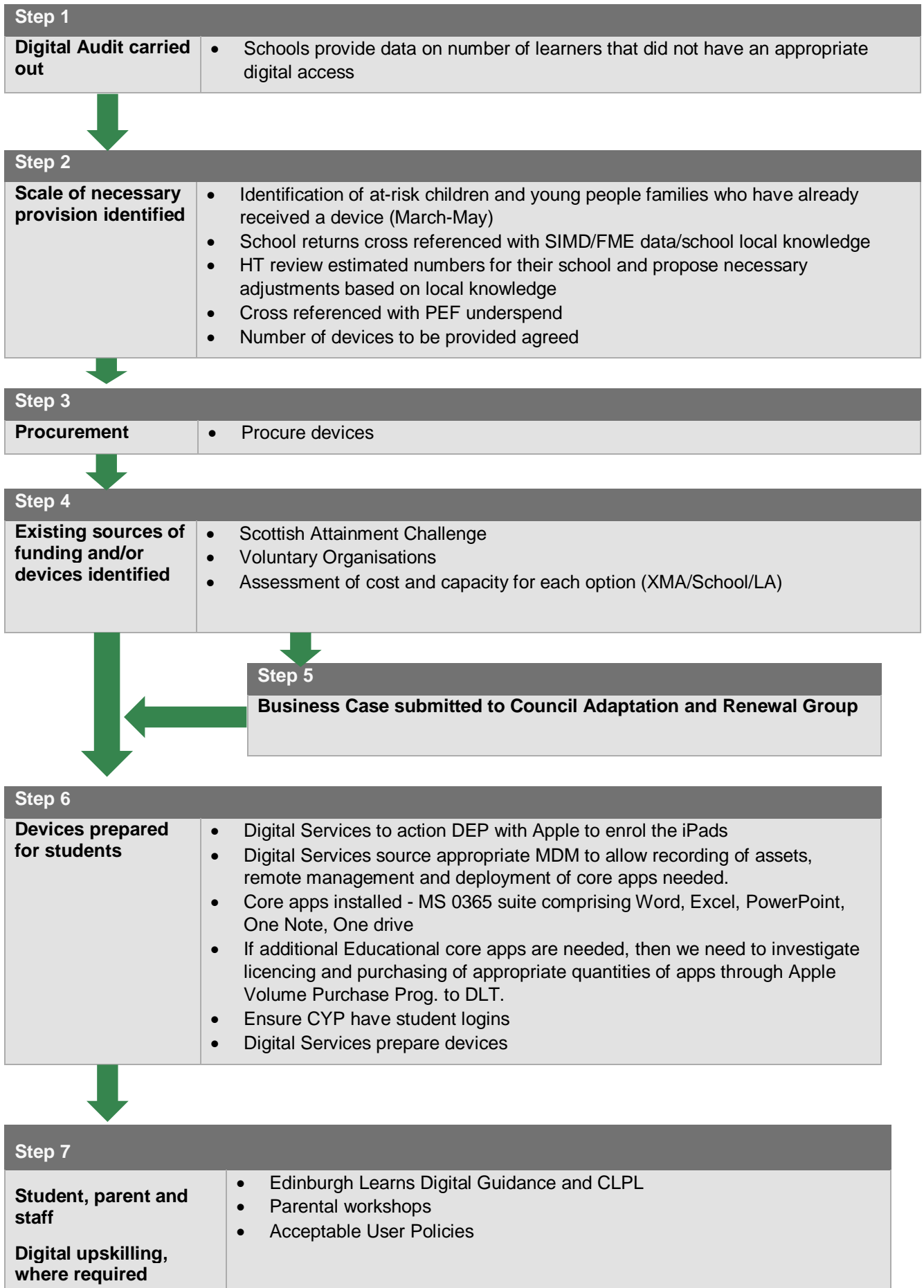
As the need to use digital technology increases, the lack of provision to this essential service disproportionately affects the most disadvantaged children and young people in our society. The City of Edinburgh Council's Digital Connectivity flowchart outlines the steps we are taking to support access to digital devices during this time.



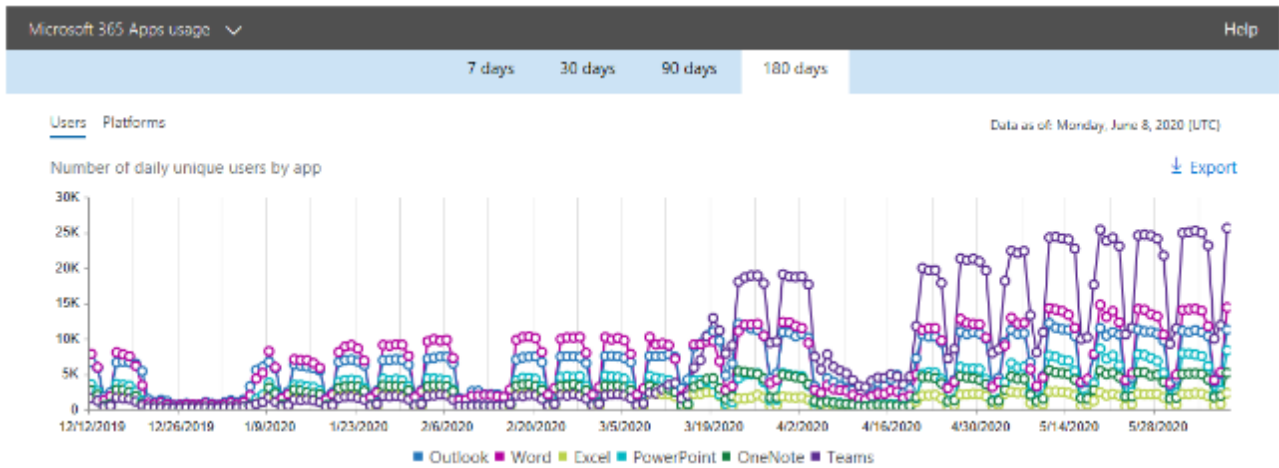
There are currently over 20,000 devices with families in the city with the final devices for Wave 2 (above) scheduled to be delivered over the Summer Break.

The aim is to ensure each child has access to their own device, audits are underway to identify gaps.

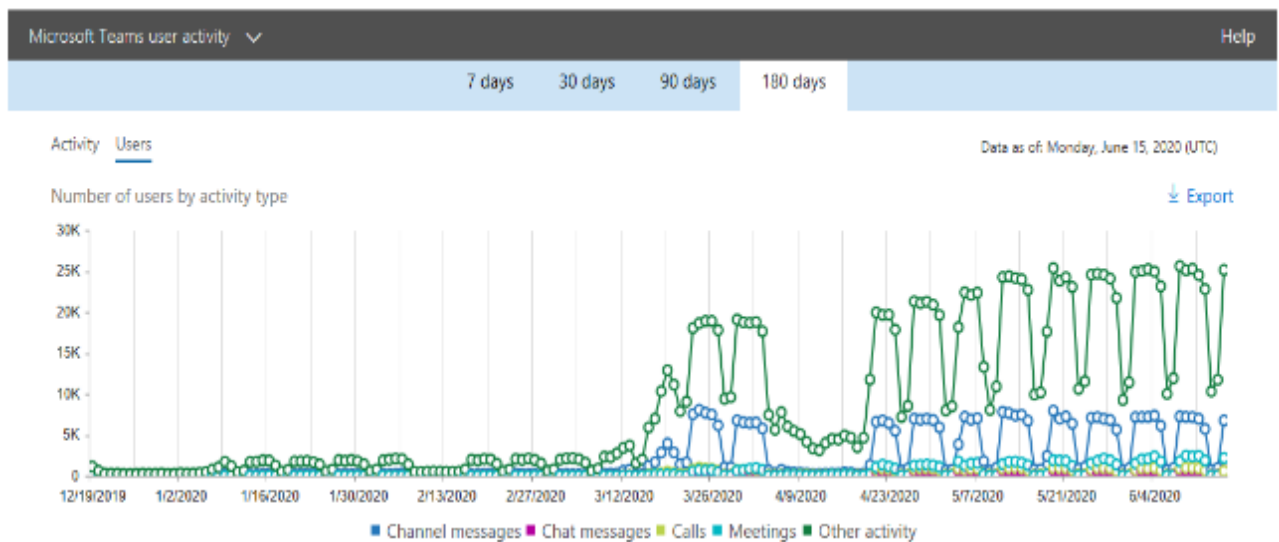




The graph below shows O365 App usage over last 180 days.



The graph below shows Microsoft Teams regarding pupil engagement over the last 180 days. The green line is the most interesting, as it takes in app features such as Assignments, Class Materials, PowerPoint, Sway etc. These are the aspects that pupils will have been engaging with directly for learning activities.



### **3.3 Readiness of Buildings**

School buildings that were not being used as hubs were fully prepared for re-opening (initially to staff and then to selected pupils). Checklists were completed for each building including pre-cleaning routines, health and safety testing, legionella water testing, fire safety checks and the provisions of PPE and other hygiene supplies.

A key element of building preparation is confirming the operating capacity that can be achieved in each building whilst maintaining the current 2 metre physical distancing requirement for staff and ultimately pupils.

A crucial part of planning for the return of pupils in August is to safely access the school and wherever possible maintain physical distancing within the environment, this includes staggering opening hours, on a school by school basis, and exploring the repurposing of other nearby buildings not normally associated to the school.

### **3.4 Continuation of Hubs**

There is a need to maintain provisions for children of key workers and vulnerable pupils throughout the summer holidays. The current provision of eight hubs will be reduced to 6 hubs from the 29 June. All pupils attending hubs from Special Schools will return to their regular Special School from 15 June.

### **3.5 Readiness to Adapt to Change**

Planned into all risk assessments is the ability to respond quickly to changing status of the pandemic, either nationally or locally. This includes the ability to rapidly close/ re-open schools, respond to staff and pupils isolating under the Test and Protect programme, or further re-purposing of other buildings in response to emergency situations.



## 3.6 Planning the Return

Phase	Epidemic Status	National Guidance – Schools and EY	Local Authority Arrangements
<b>Lockdown</b>	<p>High transmission of the virus</p> <p>Risk of overwhelming NHS capacity without significant restrictions in place</p>	<p>Schools and childcare services closed.</p> <p>Measures in place to support home learning and provide outreach service to vulnerable children</p> <p>Critical childcare provision for key workers and vulnerable children</p>	<p>School buildings closed to pupils and staff. 8 mainstream hubs open for children of key workers and vulnerable pupils and three special school hubs for children with complex additional support needs,</p>
<b>One</b>	<p>High Risk – virus not yet contained</p> <p>Continued risk of overwhelming NHS capacity without significant restrictions in place</p>	<p>School staff return</p> <p>Increased number of children accessing critical childcare provision</p> <p>Transition support available to pupils in P1 and S1 where possible</p>	<p>School buildings open to staff on a controlled basis, to allow preparation for Term 1.</p> <p>Hubs remain open for children of key workers and vulnerable pupils.</p> <p>Enhanced transitioning available for children requiring the support</p>
<b>Two</b>	<p>Virus is controlled but risk of spreading remains</p> <p>Focus on containing outbreaks</p>	<p>As phase one</p>	<p>As phase one</p>
<b>Three</b>	<p>Virus has been suppressed.</p> <p>Continued focus on containing sporadic outbreaks</p>	<p>Children return to school under a blended model of part-time in school teaching and PT in home learning</p> <p>Public Health measures in place.</p> <p>All childcare providers re-open with available capacity prioritised to support key worker childcare, early learning, ELC entitlement and children in need</p>	<p>Physical Distancing – where appropriate for children in school limited classroom capacity</p> <p>Blended learning- groups attending school in rotation.</p> <p>Extended hours -Staggered start and finish times</p> <p>Universal lunch offering- free school meal payments continue for days eligible children not in school</p> <p>Optimisation of outdoor learning</p>
<b>Four</b>	<p>Virus remains suppressed to very low levels and is no longer considered a significant threat to public health</p>	<p>Schools and childcare provisions operating with and necessary precautions</p>	<p>Minimal physical distancing</p> <p>All pupils attending daily</p> <p>Standard start and finish times</p>

## Section Four - Local delivery phasing plan

The City of Edinburgh Council has developed its approach to the phased re-opening of school buildings focused on the needs of pupils and staff. It is firmly based on all available Scottish Government and Public Health guidance aligned with the four phases of the national plan for returning childcare, early learning and schools realising equity and consistency wherever possible. This Local Authority approach will guide the development of Individual School Recovery Plans. All phases and dates assume the continuation of the current downward trajectory of virus infection in Scotland and no change in local reporting in Edinburgh.

### Key Principles

- Maximises face to face teaching time
- Considers scientific and medical advice
- Wellbeing of staff and pupils carefully considered
- Simple accessible risk assessments of individual facilities
- Implements public health measures; physical distancing and increased hygiene measures
- Provides high quality in-person learning and remote learning, addressing digital exclusion
- Flexibility to ease measures as soon as is safe to do so
- Clear communication with pupils, parents and staff to ensure confidence
- Planning will build on the experience of delivering Hub and Emergency Childcare provision

The challenge in preparing for return to school buildings is that all workstreams are inextricably linked. Only by understanding the capacity of all rooms in a school, knowing how the children can physically distance whilst moving around the school, understanding how many pupils may be transported to the school at one time and understanding the workforce available to support in-school learning can we firm up the structure of the curriculum experience.

### 4.1 Local Delivery Plan Timescales

#### Phase One: 8 – 26 June

Engage with stakeholders to finalise draft local Delivery Phasing Plan and gain approval

Head Teachers co-ordinate phased, and proportional staff return from 8<sup>th</sup> June

Headteachers begin School Renewal Plans (Phase 1 Theme 1 – Health and Safety; Theme 2 – Transitions)

Analysis of capacity assessments from each school

Agreement in principle of blended model for each sector

Implementation of Enhanced Transition Sessions

Consider classroom layouts and orientations plans

Physical distancing arrangements considered for individual subject areas and facilities

Hubs remain in place for ongoing emergency childcare

Transport plans formulated

HR and emotional support for staff returning to school

Training to staff for online delivery

Set up of classrooms/ installations of signage and floor markings

### **Phase Two: 27 June – 7 August**

Continued preparation and set up of classrooms/ installations of signage and floor markings

Installation of hand sanitiser units

Productions of documentation to support pupil orientation

Summer provision of 7 children's hubs across the city including special school provision, (6 mainstream and 1 Special school, along with Forest School Provision and five smaller hubs run by third sector partners)

ASL/ vulnerable children supported as required through collaboration with third-sector partners

Limited Operations of summer activity programmes

### **Phase Three: August 10 – onwards**

Teachers return on 10 August for two-day Inservice

Groups of pupils begin to return on 12 August

Places at each school will be determined by operational capacity for each building (including repurposed additional buildings where necessary)

Headteachers progress School Renewal Plans (Phase 2) Theme 3 – Wellbeing and Resilience; Theme 4 - Teaching, Learning and Assessment; Theme 5 – Equity and Inclusion

Blended learning for pupils with mix of in-school teaching and home learning

Rotation of pupils depending on capacity of school/ physical distancing guidelines

Ongoing emergency childcare cover in each school

Emotional well-being/ support for pupils and staff returning to school

Closure plans in places if virus status changes

Free school meal payments to continue for eligible pupils with prepared packed lunches for in-school days

### **Phase 4: Timescales to be confirmed**

Continued development of primary, secondary, special school and distance learning offers

Dependent on virus status and latest scientific / government advice, the operational capacity for schools will be adjusted to allow more to attend

Maintenance of a responsive closure plans should a school or centre be connected to a virus outbreak

Gradual relaxation of restrictions and additional measures around school transport, cleaning and catering

Closure plan in place if virus status changes

## 4.2 Phase One – June

### 8 June – 26 June 2020

The first phase of the return to schools following COVID19 closures is the ability for staff to return to school to allow schools to plan effectively and meet the requirements required for Term One.

Delivery Phase One	Early Years Settings	Primary Settings	Secondary Settings	Special Schools
<b>Staff Attendance</b>	Staff will be able to return to buildings w/b 8 June			
<b>Leaner Attendance</b>	Existing registered children of key workers and vulnerable pupils Some pupils may be invited to attend enhanced transition days Uniforms should not be worn (if applicable)			
<b>Key Worker Children and Vulnerable Pupils</b>	The existing hubs will continue to operate with the same attendees			All key worker and vulnerable children return to their own schools
<b>Home Learning</b>	Early years staff will continue to maintain contact with families and encourage engagement with tasks	Teachers will continue to deliver home learning. Head Teachers will support staff to balance home learning with commitments to undertake duties at school buildings.		
<b>Transitions</b>	Where pupils require enhanced transitions – these will take place w/c 22 June			
<b>Transport</b>	Where required and agreed, transport continues to be provided for pupils to attend hubs/ schools			
<b>Catering</b>	Continuation of existing school meal provision available at hubs that are operating.			
<b>Cleaning</b>	Maintain existing cleaning routines in centres that have been operating as hubs.  From 1 <sup>st</sup> June, pre-clean, followed by regular scheduled cleaning routines in establishments that have been closed			
<b>IT and Technology</b>	Where staff can more effectively deliver online learning by attending school – they can do so.			

<b>Inclusion and Wellbeing</b>	<p>Children's needs placed at heart of all decision-making process in plans to reopen.</p> <p>Supporting all vulnerable children and those whom vulnerabilities have emerged during lockdown</p>
<b>Communications</b>	<p>Council communications team to provide advice and guidance on all aspect of comms.</p> <p>CMT to approve all communications</p> <p>Schools to develop regular communication with parents on model offered</p>

## 4.3 Phase Two – Summer Holidays

### 29 June – 7 August 2020

The second delivery phase involves the maintenance of provision over the summer holiday period for eligible children of key workers and for vulnerable pupils where it is deemed necessary for their wellbeing to attend.

<b>Delivery Phase Two</b>	<b>Early Years Settings</b>	<b>Holiday Hubs</b>	<b>Holiday Hubs – Special Schools</b>
<b>Staff Attendance</b>	<p>Early years staff teams attending at designated childcare centres, which will operate during the summer break.</p>	<p>Broad team of staff drawn from Education Attainment Apprentices, Early Years, CLD, Sport &amp; Health and other service areas of the Council will be allocated to area hubs that will provide summer activities/care.</p>	<p>Team of staff drawn from special schools and the ASL service will be allocated to Braidburn School Hib and Forest Schools provision and third sector partners</p>
<b>Learner Attendance</b>	<p>Young children eligible for attendance at nurseries and childcare centres at operate over the summer. Parents will be notified regarding eligibility.</p>	<p>In line with national guidance, provision will be made for eligible pupils identified as being vulnerable and in need of access to care provision.</p> <p>Certain classifications of key worker will be able to use hub provision for their children</p> <p>Should operational capacity allow, provision may also be made for children who would typically have attended PEF Summer Clubs.</p>	<p>One hub in place in one special school for children with additional support needs that we are staffing. This is for keyworkers plus children with additional support needs from families under stress.</p> <p>Forest school provision with one to one staff ratio for a small number of children who have vulnerabilities</p> <p>We have commissioned 3 third sector agencies to run small hubs in our</p>



			<p>premises for children with additional support needs from families under stress.</p> <p>We have commissioned 2 third sector agencies to run hubs in their premises for children with additional support needs from families under stress</p> <p>We have commissioned another third sector agency to run sessions for children with additional support needs and their families from families under stress</p>
<b>Key Workers and Vulnerable Pupils</b>	Early years settings will continue to offer places, by agreement, for children of key workers and those assessed to be vulnerable	<p>The initial priority for attendance at Summer Hubs will be vulnerable pupils.</p> <p>Agreed classifications of key worker will also be able to access provision on a needs basis.</p>	See above.
<b>Home Learning</b>	No home learning or engagement activities will be provided to early years children over the holiday period.	Phase two covers the school summer holiday period and the provision of home learning will be paused during this phase to provide learners with the opportunity for their holiday before re-engaging with learning in August.	
<b>Transport</b>	By prior agreement, transport may be provided where it is critical to attendance to do so.		
<b>Catering</b>		A limited meal service will be provided to children attending hubs.	
<b>Cleaning</b>	<p>Existing robust building cleaning routines will be maintained in centres that are open to children.</p> <p>Additional guidance will be provided to centres regarding the cleaning of toys and equipment.</p>	Cleaning routines will depend on the exact use of each building during the summer, but existing robust cleaning routines will be in place where buildings are in use.	

**Other Infrastructure**

Arrangements need to be made for continuing access to buildings and the maintenance of heating and utility services.

**4. Phase Three – New School Term**

**10 August onwards**

The third phase of delivery involves the systematic return of pupils to school buildings in a safe and controlled manner, that observes physical distancing requirements. This phase encompasses a blended approach of in-school and home learning, balancing face to face teaching and completion of follow up tasks at home. “Bubbles” will be used on Early Years and Special Schools, where appropriate this will be used in other sectors

Delivery Phase Three	Early Years Settings	Primary Settings	Secondary Settings	Special Schools
<b>Staff Attendance</b>	All staff return on 10 August – 2 days training			
<b>Pupil Attendance</b>	Operational Maximum whilst maintaining bubble groups.  Places allocated on rotational basis. Attendance focuses on entitlement for all children to receive 600 hours of ELC provision, and in family groups.	Primary school determine maximum pupil attendance whilst maintaining physical distancing  Pupils attend on a rotational basis across four days of the week with Fridays as home learning only.  Attendance focuses on family groups	Secondary schools will use all facilities available to them and the availability of support services such as transportation to determine max attendance achievable.  Pupils attend on a rotational basis across four days of the week with Fridays as home learning only.  Attendance focuses on family groups	Special schools will use all facilities available to them within school grounds  Attendance will be in social bubbles  Pupils will attend two days per week or four days per fortnight with Fridays as home learning only
<b>Key Worker Children and Vulnerable Pupils</b>	When devising attendance, first priority will be given to vulnerable pupils and children of key workers when they have no other care.			
<b>Home Learning</b>	When children are not in attendance, staff may provide engagements activities to undertake at home, with a focus on creativity and active play	Blended learning will be the norm for all pupils. Direct teaching in schools will sit aside home learning that follows up on core in-school teaching.	In-home learning activities will be extension activities that link to the in-school experience	

<b>Catering</b>	Meal provision for eligible children attending nurseys	<p>Provision of a limited menu packed lunch menu (Soup/sandwich) for children attending schools. Meals may be hot or cold depending on the capacity and operation of kitchens and service areas at individual schools.</p> <p>School management will work with catering staff to agree arrangements for lunch service depending on the serving facilities at each school. For some settings that may mean staggered lunches in classrooms or using different areas for dining.</p> <p>Where registered for free school meals, and when pupils are not attending at school, an equivalent monetary payment will be made to parents.</p>		
<b>Transport</b>		<p>Note this level of planning in ongoing from June:</p> <p>Liaison and planning with bus operators to agree maximum transport capacity on vehicles whilst maintaining social distancing.(See Appendix 5)</p> <p>Exploration of most efficient transport model to maximise school attendance (year-groups, geographical, families etc).</p> <p>If risk assessments dictate, masks will be provided to children travelling on school buses. This can be enforced in the school bus user agreement.</p> <p>Travel numbers can be maximised by transporting family groups, where possible.</p> <p>Consultations with parents about them providing transport, where they can so buses can be prioritised for those with no option.</p> <p>Planning with schools to ensure transport operations correlate with the planned school day</p>		
<b>Curriculum</b>	Heavily play based and focus strongly on outdoor learning and play	<p>All schools required to review Curriculum Rationale (BGE) as part of Blended Learning Planning.</p> <p>Clear adherence to school values will remain and pupil participation encouraged.</p> <p>The focus of the in-school curriculum in the lower</p>	<p>All schools required to review Curriculum Rationale as part of Blended Learning Planning.</p> <p>Where possible, timetable harmonisation will be used to increase the breadth and capacity of teaching across schools</p> <p>Careful tracking of learning is needed to</p>	<p>The curriculum will focus on health and wellbeing, literacy and communication and numeracy. This will be built around the skills framework within each school. For all pupils, there will be a blended curriculum that will balance direct teaching in schools with time learning at home.</p> <p>Outdoor learning opportunities will be a key feature of</p>

		<p>primary years should be strongly play and experience based and balanced with high quality direct teaching in key areas of Literacy, Numeracy and Health &amp; Wellbeing.</p> <p>In upper primary years, the in-school curriculum will focus on focused quality teaching experiences in the core areas of Literacy, Numeracy and Health &amp; Wellbeing.</p> <p>For all pupils, there will be a blended curriculum that will balance direct teaching in schools with time learning at home.</p>	<p>ensure that the teaching experience of pupils attending on different days remains consistent.</p> <p>Schools will maximise the use of the e-learning curriculum offer as well as direct teaching in school.</p> <p>Blended learning will be the norm for pupils with direct reaching on certain days alongside home learning and engagement with online e-learning content.</p>	<p>the school day where this can be achieved within school grounds.</p>
<b>Cleaning</b>	<p>Existing robust daily building cleaning routines will be maintained in all educational settings</p> <p>Day Rangers conducting daytime cleaning routines when children are in attendance will be present from August</p>			
<b>IT and Technology</b>	<p>Audit current availability of staff. Identify gaps for purchase of devices and opportunities for CLPL. Create a strategy paper for EY.</p>	<p>Audit of devices to ensure suffice for needs, and flag any issues, further devices needed.</p> <p>Ensure a robust support infrastructure is in place.</p> <p>Start delivery of the longer term solution for digital devices for learners and teachers</p>		
<b>Inclusion and Wellbeing</b>	<p>Any existing or newly- identified needs will be supported in line</p>	<p>Data regarding vulnerable pupils gathered during the lockdown will be shared with schools and assimilated into the Staged Intervention process. Support plans will be initiated or revised accordingly.</p>		

	<p>with the Early Years Staged Intervention Framework.</p> <p>Wellbeing/mental health support will be provided, as required to any young children affected during the crisis by bereavement, emotional distress or any other concerns</p>	<p>Mental health and wellbeing support will be available through the Educational Psychology Service and other services.</p> <p>Schools will recognise that the period of closure will have affect pupils' support needs in different ways and Child's Plans or IEPs will need to be reviewed and updated to reflect this.</p>
<b>Communications</b>	Establishments to develop a communication plan for the provisions of clear and consistent information in regard to attendance and blended learning arrangements. This will include clear information on establishment attendance days.	
<b>SEEMiS and Attendance Tracking</b>	<p>Agreement to be reached about the implementation or delay of SEEMiS nursery attendance module. A system is to be in place to record and track the attendance of nursery children each day.</p>	<p>Arrangements made to re-open schools on SEEMiS to allow conventional recording of attendance.</p> <p>Guidance provided on recording and coding attendance/absence during the phasing period.</p>

## 4.5 Phase Four – Long-Term Delivery

### Timescale to be Confirmed

Planning a fourth phase of delivery is intended to provide a broad scoping of how services could develop as restrictions lessen

All measures set out in this phase of the plan are indicative and wholly dependent on the government advice at the time. This phase will continue to be amended and updated as more advice is issued.

Delivery Phase Four	Early Years Settings	Primary Settings	Secondary Settings	Special Schools
<b>Staff Attendance</b>	All staff able to attend work including lessening of restrictions around notifiable health conditions and shielding requirements.			
<b>Pupil Attendance</b>	<p>When assessments indicate that it is safe to do so and social distancing requirements are amended or relaxed, Numbers of children attending in</p>	<p>When assessments indicate that it is safe to do so and social distancing requirements are amended or relaxed, Numbers of children attending school settings can be increased.</p> <p>As attendance increases, the balance of blended learning will be adjusted accordingly.</p> <p>As long as it's required, Test and Protect measures will be followed for the school population.</p>		

	nursery settings can be increased.	
<b>Key Workers and Vulnerable Pupils</b>	<p>The need for dedicated provision for children of key workers will be reduced as attendance regularises.</p> <p>Educational centres will continue to support vulnerable pupils and their needs will be integrated into regular provision.</p>	
<b>Curriculum</b>	<p>The Early Level curriculum will continue to have a strong focus on play and experiential learning. The curriculum offer will evolve back to more regular delivery but will hold on to aspects of innovative and new practices developed during lockdown.</p>	<p>As curriculum delivery returns to more conventional approaches, the aspects of innovation and best practice developed during lockdown should be maintained, especially where that involved flexible online learning and increases in equity of provision.</p> <p>As regular school attendance increases, the balance of blended learning will decrease accordingly, and pupils will return to greater levels of in-school learning, however extended and embedded use of digital learning will continue – this to as risk mitigation for future outbreaks or lockdown</p>
<b>Inclusion and Wellbeing</b>	<p>All pupils with additional support needs will be supported in line with the framework.</p> <p>Support for wellbeing and mental health will continue to be available from support services, as required.</p>	
<b>Home Learning</b>	<p>Where nursery-age children have been identified as needing to continue in long-term shielding, regular contact with home will continue to be provided by their nursery worker.</p>	<p>Home learning will gradually be stepped down as children increase their time in school.</p> <p>Resources developed for home learning should be retained and used where it can support children with interrupted learning or who have difficulty attending school.</p> <p>Where children have been identified as needing to continue in long-term shielding, home learning will continue to be provided by their teacher.</p>
<b>Transitions</b>	<p>As plans move forward for 2021, arrangements for transition for the next academic year expect to return to previous arrangements.</p> <p>Where a child has had to shield for a long period of time beyond the school re-opening date, transition arrangements for return will need to be made when it safe to do so.</p>	
<b>Transport</b>	<p>Transport only provided where it would normally operate for specific circumstances and by prior agreement.</p>	<p>School transport services will begin to relax social distancing requirements when advice indicates it's safe to do so and</p> <p>increased numbers of pupils will be allowed on vehicles.</p> <p>The requirement to wear masks on buses will be relaxed.</p>

		Taxi and small vehicle transport will be able to return to normal.
<b>Catering</b>	Meal provision for eligible children attending full-day nursery sessions.	<p>Kitchens and dining areas will open up more fully as social distancing requirements are relaxed. This may change operational arrangements in individual schools.</p> <p>As kitchens return to normal operation, menu choices will be reinstated, and hot meals will be provided more widely.</p>
<b>Cleaning</b>	<p>Cleaning routines will begin to return to regular patterns but is likely to retain need for frequent cleaning of contact surfaces.</p> <p>Advice will be considered in relation to any further requirements for additional cleaning.</p>	
<b>IT and Technology</b>		<p>As attendance increases and the need to participate in blended learning is reduced, school will gradually call back in IT equipment that has been loaned to learners and families and this will be returned to its original base.</p> <p>There may be need for some long-term access to IT for children requiring to shield for an extended period.</p> <p>A bank of computers should be retained for distribution to children needing to isolate under Test and Protect arrangements, if they require it.</p>

## Section 5 – Hygiene, health and safety

Public Health Scotland will continue to inform Scottish Government decisions around a return to school buildings.

The City of Edinburgh council and NHS Lothian continue to work closely to prevent and control infections in educational establishments.

All establishments will remain alert and vigilant in regard to pupils and staff developing symptoms of Covid-19 and have processes in place to safely isolate anyone showing symptoms pending an immediate return home. Safe isolation areas within establishments will be pre-identified and well ventilated.

Two or more confirmed cases will be reported to the local Public Health team.

### 5.1 Test and Protect

Anyone who tests positive for Covid-19 will be contacted by their local health authority (note not all teachers reside in NHS Lothian), and all close contacts will be identified as part of the Test and Protect Programme. Close contacts are defined as anyone living with them, plus anyone who has been within 1 metre of them for any duration of time, and within 2 metres of them for 15 minutes or longer. All such close contacts will enter 14 days isolation at home.

Enabling everyone to maintain continual physical distancing, alongside hand and respiratory hygiene measures will be key to minimising the risk of spread and the disruption to delivery of educational services such periods of isolation would cause.

All staff will be familiarised with the details of the national Test and Protect Programme.

### 5.2 Who can attend in-school learning?

The phased return to educational establishments will only be offered to staff and pupils who are not shielding, self-isolating and show no symptoms of Covid-19.

Staff of pupils who are shielding are not expected to return in person whilst shielding measures continue to be in place.

Children who have household members who are shielding should have a risk assessment conducted before the most appropriate place of learning is determined.

There is some evidence that Covid-19 may impact disproportionately on some groups (Minority Ethnic communities with underlying health conditions), individual risk assessments can be undertaken if welcomed by the individual concerned.





### **5.3 Cleaning**

All areas of the educational establishment will be cleaned daily by staff before the start of every day, using methods and cleaning products in line with the national guidance (Covid-19 decontamination-in-non-health care-settings) to maintain high standards of cleanliness.

Additional cleaning will be carried out throughout the day by “Day Rangers”, these members of staff will be concentrating on areas touched regularly by staff and children such as door handles, bannisters and taps/ flush handles in toilets.

### **5.4 Ventilation in buildings and the use of outdoor space**

Staff will ensure good ventilation by keeping windows and doors open where possible. Outdoor learning options have been maximised for each establishment, and outdoor informal classrooms set within a natural setting (parks/ forest/ beach) within 2 miles of the school will be used when possible.



## 5.5 PPE

Staff should use PPE (aprons, gloves and fluid repellent surgical masks) when participating in high risk activities identified within the guidance:

Medical Care eg feeding/ nappy changing, if staff member is within 2 metres for a period of ten minutes or more

Physical direct care (within 2 metres for a period of ten minutes or more)

Working with children who are likely to require high-level CALM physical intervention if they become dysregulated

Working with children where there is a risk of transmission of bodily fluids

Working with children with exceptional healthcare needs

Direct care of a child showing symptoms of Covid-19, whilst waiting on an adult to collect child and not possible to maintain a 2 metre distance.

## 5.6 Handwashing

All entrances in use within each building will have hand-sanitiser dispensers.

Stocks of soap and hand sanitiser will be checked and replenished before the start of the day by facilities management staff.

Hand washing posters will be on display throughout the buildings and children and staff should wash their hands with soap and water for 20 seconds or more, or use alcohol hand sanitiser when:

- entering building
- before eating/ handing food
- after sneezing/ coughing
- after going to toilet.
- before/after using shared equipment i.e. IT equipment.



## 5.7 Risk Assessment Process

No member of staff will be able to enter a school building without being briefed on the mitigations identified as necessary through the risk assessment for the return of staff to school buildings (See SORT – Appendix One)

School Operational Risk Toolkit has been issued to each educational establishment alongside user guidelines (Appendix two). Each establishment has a risk workgroup that continue to review and updated any risks and mitigations and ensure circulation.

## 5.8 Access to Toilets

Pupils' access to toilets will be carefully managed to ensure physical distancing. Staggered break times will assist achieving this. There will be strong visuals showing which toilets can be used and emphasising handwashing routine. Note youngest children may need handwashing supervised.



## Section 6 – Practical measures to support physical distancing in educational establishments

To minimise infection and transmission risks of Covid19 establishments need to increase separation and decrease interaction.

### 6.1 Increasing Separation

The number of children and young people who can attend in-school learning is determined by the overall floor capacity. The agreed metric of 4.7 square metres was used to help determine the maximum capacity of all spaces in establishments to comply with 2-metre distancing rules. This metric allows for circulation space in addition to the need to adhere to the 2m physical distancing rules.

There is a significant variation of capacity in schools across the city. The modelling undertaken shows that without repurposing buildings in some schools a maximum of one third of all pupils can attend “in school” learning at one time. However, through repurposing other buildings we can increase this to 50% **It should be noted that the financial implications of repurposing buildings to achieve a 50% attendance with 2-metre physical distancing measures in place are likely to be considerable.**

For special schools where the Scottish Government guidance on re-opening schools indicates that exceptions to the physical distancing rule are permitted due to the needs of learners, there will be 50% of children in the school at any one time.

Support has been given to schools where there are particular issues in regard to physical distancing, in the form of a team of architects, estate planners and interior designers.

### 6.2 Decreasing Interaction

Every effort is being made to limit the number of unnecessary movement of pupils within the school in order to limit any potential spread of infection. Early Years and Primary aged children in the same families will attend school on the same days.

Where necessary, one-way systems will be established in schools and clearly marked and where possible children will use external space to move around a building.

Start and finish times will be staggered in all settings to decrease the number of children arriving / departing together at one time. The amount of arrival / departure times will vary on a school by school basis, determined by the number of routes in and out of the building.

All schools will adopt an agreed protocol on terms of drop off and pick up, where parents/ carers will be asked to refrain from entering school playgrounds. Temporary Road Restrictions, or adaptation of parking regulations may be required to encourage a Park and Stride approach to limit traffic. Travel planning for schools will vary significantly from schools to school.

Playgrounds will only be accessed by children attending “In-school” learning so carefully calculated capacities can be maintained.

All access to buildings will be strictly controlled.

Groups of primary children, children in special schools and children in early years will be taught by a limited number of staff; the number of interactions between different staff and pupils will be limited as far as is reasonably possible in secondary schools.

Clear expectations of physical distancing will be shared with children and parent/ carers prior to return, so everyone is aware of physical distancing rules.

In some circumstances (including where the 2m rule will be difficult to apply) a risk mitigation approach will be applied in keeping with Scottish Government Guidance. In these circumstances a “bubble” of set members will be established. This will apply to very young groups of children and to certain children with additional support needs, and possibly may apply in some practical subjects, subject to risk assessments.

### 6.3 Dining Arrangements

There are three proposed menu models covering each educational setting; Early Years settings, Primary, Secondary and Special schools. All models are designed to ensure a high-quality catering service can be provide in a safe manner whilst also ensuring the service can provide a nutritionally balanced offer to all pupils. Meals would be ordered online in advance, and contactless payment vis Parent Pay will be the method of choice for those not in receipt of universal free meals.

Children can still bring in packed lunches and secondary school children from S4-S6 will be allowed to leave the school premises during their lunchbreak.

#### Primary

The proposed menu would consist of a meat, fish or vegetarian sandwich, fresh cut fruit and vegetable pots, a hot soup/hot/cold pasta or rice pot (mirrored to the option available to P4-P7’s yogurt and water/milk cartons).

Delivery to classrooms for P1-7. Where dining halls are still available p4-7 who can maintain physical distancing will be served in that setting. Staggered lunches will be the norm to allows handwashing for children and allow time to clean and sanitise the dining hall tables between services.



## Secondary

A limited choice menu will be provided, to allow for reduced kitchen staff (due to social distancing requirements) and increase service speed. The hot main course will be altered to a hot snack that can be served in disposable packaging. To improve lunch service speed, meal deals will be promoted with all items included in a bag. There will be a return to disposable consumables alongside menu development.

Secondary school service model has more challenges and many service options need to be considered as school design makes a single approach difficult. Where dining rooms are still available pupils will be served in that setting. Staggered lunches will be the norm to allow handwashing for children and allow time to clean and sanitise the dining hall tables between services. Where dining halls are not available children will be seated in classrooms or in an outdoor setting if available/ appropriate.

## Special Schools

The proposed menu would consist of a meat, fish or vegetarian sandwich, fresh cut fruit and vegetable pots, a hot soup/hot/cold pasta or rice pot (mirrored to the option available to P4-P7's yogurt and water/milk cartons).

Delivery to classrooms where the normal dining hall is not being used in order to maintain social bubbles or where it has been repurposed to provide a teaching environment. Staggered lunches will be the norm to allow handwashing for children and allow time to clean and sanitise the dining hall tables/classroom before and after lunch.

## Early Years

A single choice hot main course will be provided to all EY settings who request this – this will be based around the regular primary menu. Catering supervisors will discuss with settings at a local level to best identify this service model. It is expected that because of the educational model in EY settings pupils will eat together in their “bubble”

All meals would be served in disposable packaging with disposable cutlery, so any contamination risk is minimised. Currently sourcing recyclable/ compostable packaging and cutlery options.

Meals and snacks are free for children in EY settings.

## Section 7 – Supporting health and wellbeing of all

A health and development framework has been developed to support the needs of staff, pupils and families, ensuring appropriate support mechanisms are in place for all.

### 7.1 Health and Wellbeing of Pupils

During the lockdown establishments have continued to work collaboratively with partners to support the health and wellbeing of children/young people. As we look forwards to the return to school buildings, the health and wellbeing of children/young people and staff is at the centre of Renewal Planning

The experience of lockdown for our children and families will vary greatly. For some it has allowed people to spend ‘quality time’ together and reconnect as a family. Most of our children will have encountered positive interactions with siblings and parents, many of which will have reaffirmed family bonding and relationships. Some young people will have experienced poverty and stress. They may have seen family members experience domestic abuse, become ill, or worse. They might have had little chance to play outside and more than a few may exhibit the signs of stress or distress.

Each person’s experience will have been unique, and our schools need to be prepared to accept children and young people where they are now, not where they left them in March. School staff can’t change what children and young people have experienced, but they can help them make sense of it.

We know that many children/young people will be returning to school with a range of emotions. Some may be a little bit wary, others excited and many not sure what to expect. All adults must recognise the need to support both their own health and wellbeing and that of the children they work with. They should model positive, calm behaviour and promote self-care. Rebuilding familiar routines and rituals within the school and classroom will be essential and will help children/young people feel safe and nurtured. However, the most effective and least intrusive intervention is for children/young people to be supported by an adult who knows them well. This should be the primary focus of all staff working in schools.



To ensure our children/young people are in the best place to access learning, we must support their health and wellbeing. The four key facets of this support, included in our Renewal Planning, are to ensure all staff;

- **Reconnect relationships** - supporting the re-establishment of peer to peer and adult to children/young people relationships
- **Acknowledge experiences** – being curious, acknowledging feelings and reactions and creating time and space for dialogue
- **Create a nurturing environment** - the 6 nurture principles should be used to underpin the approach to school life and learning
- **Support our learners to build resilience** – the four contexts for learning should support children/young people to build resilience.

Advice, guidance and resources to support each facet can be found on SharePoint (Edinburgh Learns at Home, Guidance).

Schools are not starting from zero and should continue to use the range of resources and supports they found to be effective before lockdown. The Wellbeing Indicators are our constant definition of wellbeing and reflective questions have been designed to support staff to identify health and wellbeing priorities within the current context.

Building on our strengths with community partners will be a vital part of renewing the holistic offer around health and wellbeing and this should be a priority for all schools

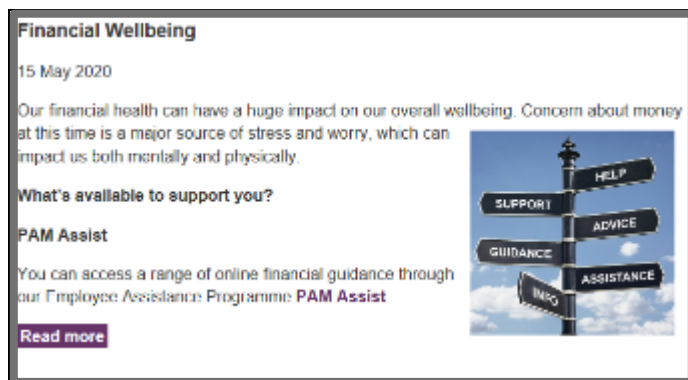
## 7.2 Health and Wellbeing of Staff

Each school will complete a School Renewal Plan for Theme 3: Wellbeing and Resilience. This will extend to the whole school community and will be supported by the Working Time Agreement.

This is a difficult time for staff, juggling personal circumstances as well as adapting to new ways of working, which can cause a range of emotional issues. The City of Edinburgh Council recognises this and urges staff to speak to their line manager if they are experiencing any difficulties.

Trade unions offer a range of Health and wellbeing support for members that can be accessed through local reps and secretaries.

The Council's intranet, "The Orb", features a Health and Wellbeing page where staff can access a host of support services including financial wellbeing.



**Financial Wellbeing**  
15 May 2020


Our financial health can have a huge impact on our overall wellbeing. Concern about money at this time is a major source of stress and worry, which can impact us both mentally and physically.

**What's available to support you?**

**PAM Assist**

You can access a range of online financial guidance through our Employee Assistance Programme: **PAM Assist**

[Read more](#)



**Wellbeing Wednesday – let's keep talking**  
27/05/2020 Category: Health and wellbeing

Staying connected whilst socially distanced has been vital to our wellbeing over the last 10 weeks. As we enter a new phase of the coronavirus outbreak, it will be just as important to regularly check-in with each other as we continue to cope and adapt. Self-care tips and tools for our wellbeing are great – but sometimes, the best thing we can do is to reach out to someone so we can talk through our feelings and concerns.

In your **personal wellbeing action plan**, you can take a note of who you can turn to when you're struggling, needing a boost or just wanting to talk something through. These could be friends, family or neighbours. At work, your line manager and trusted team members can also be vital parts of your support network. Some colleagues have found our **wellbeing check-in** tools help them talk about their wellbeing and have realised they're not alone in how they're feeling.



In addition, school staff have been able to access training 'Moving on, coming together: focus on our wellbeing' to support their own health and wellbeing, provided by the HWB team. A recorded version of this will also be available to staff. In addition the Mental Health and Wellbeing 40 Top Tips for School Staff is available on Sharepoint.



### **7.3 Adherence to Test and Protect**

All school staff will have to confirm they are familiar with Test and Protect strategy. Staff who develop symptoms of Covid-19 must stay at home, self-isolate and complete ACC form Children who develop symptoms should contact NHS for advice on testing. Those who test positive for Covid19 will be asked to continue to self-isolate for 7 days and their close contacts be asked to self-isolate for a full 14 days. Staff should be aware that they may be asked to self-isolate on more than one occasion.

School leadership teams will aim to minimise the operational impact of individual or groups of staff being required to self-isolate and will have business continuity plans to mitigate risks to provision of “in-school” learning.

### **7.4 Supporting children and young people with additional support needs**

Support for vulnerable children in mainstream schools will continue to be prioritised. The ASL Service and Psychological Services will work with schools and third-sector partners to support planning for children at Pathways 1 and 2, who are supported in school, including those requiring Support for Learning and English as an Additional Language Support.



For children at Pathway 3, who are supported out of school, a range of supports will continue to be available. These include Inclusion Support Team locality supports for children and young people at risk of exclusion including Forest Schools and Outdoor Learning offers; Early Years support for children in Early Years settings and support for children and young people with sensory support needs and complex healthcare needs.

Mainstream schools will meet with ASL Service Leaders to plan these supports so that they are in place for schools reopening and will continue to review and monitor them in line with national and local developments. Schools and early years settings have been provided with an Inclusive Practice Checklist to support them with renewal planning.

A briefing has been given to all SMT in education settings and ASL School Team Leads along with an audio ppt to share with staff in schools to support this. Risk Assessments to support individuals with additional support needs have also been shared with education settings. ASL service and psychological services have developed online CLPL for staff to support inclusive practice training needs and this will continue to be developed over the course of next session. Our Inclusion Hub continues to be the central point for sharing of information and resources and is updated regularly in line with Scottish Government guidance.

## Section 8 – Transitions

Schools and nurseries need to take account of the current pandemic context for children when planning transitions. Even where the experience of living for an extended period of time with their family has been a positive one, children may find returning to school and nursery life challenging, and there will be some children carrying the negative impact of family circumstances or confined social experiences. The traditional events and activities to support transitions cannot take place, therefore a different approach to transition is essential to support the wellbeing of our children as they move back into community life.

Given the pandemic lockdown, most transitions have taken place in a digital/ virtual environment. Some, but not all, children with additional support still will required a physical experience of a transition, (enhanced transition) to give them the extra help to make transitions successfully.



### 8.1 Early Years and Primary School Transitions

The chosen theme for Primary Transitions was Edinburgh Bear, this was a universal offer for nursery and P1 and culminates in a Bear Hunt Project this summer.

- Transition leaflet and letter to parents from the City of Edinburgh Council for P1 intake
- CLPL including **Realising the Ambition** podcasts with the authors of new national practice guidance
- Draft resources to support pedagogy, with solution-focused approach to ensuring quality within hygiene restrictions [sent to all HTs and available on EL tile]
- Enhanced transitions supported by Early Practitioners and supported by Assisted Learning Services for identified children
- Edinburgh Bear character transition stories to support children and families to understand safety routines in a positive way.
- Edinburgh Bear signage eg to support physical distancing Bear Hunt activities for P1 and nursery
- Refreshed planning guidance
- Guidance to support blended model Further CLPL delivered virtually.

## 8.2 Secondary Transitions

A **Moving On Up** theme was adopted for those pupils leaving primary school and moving to secondary school, this included:

An adaptation for all our P7s for what would have been their three-day visits in June. It signposts our P7 learners to the latest help and advice on how to navigate the challenges of starting secondary school. There is also a pupil version of the plan and a parent guide in the pack. Some of the many activities include: Leaving a goodbye message at primary school, making an individual goal on what each pupil wanted to achieve and reflecting on feelings on moving to Secondary School.

It is hoped that this resource will continue to facilitate discussions between Primary and Secondary settings on how they will take the ideas forward together in their cluster.

The final day of activities include a city-wide design competition. All P7 pupils can take part with the chance to redesign the toolkit and win a prize.

Updates are regularly posted on social media to help celebrate the achievement of our unique class 2020. We hope that you will help us by promoting this campaign through your links and by following us on *#movingonupedin*.



**My World of Work** is another online resource CEC have adopted as a P7-S1 transition activity.

The interactive tools on [www.myworldofwork.co.uk/ican](http://www.myworldofwork.co.uk/ican) will help children to reflect on who they are, what they are good at and what they are proud of.

The results of the *Animal me* and *My interests* tasks will help students to complete the *All About Me Profile* tool. The *Profile* will capture information about each child's personality, interests, skills and achievements. This *Profile* can then be shared with parents and their class teacher in the Primary School and then be used in the Secondary to record achievements and targets.

## 8.3 Transitions Special Schools

Transitional visits have been offered to all children coming into P1 and S1 in the special school sector. Transition information has also been shared with families.

## 8.4 Preparing to Leave School

As a local authority we are acutely aware that the transition from High School to the next stage of learning and/or work is a milestone for every young person. Our Edinburgh Learns Pathways strategy incorporates a robust 16+ process to identify, track and monitor post-16 engagement/destinations. This year COVID19 has made this even more challenging. The number of job and training opportunities available are fewer than anticipated a few months ago. Through our partnership work with Skills Development Scotland and the regional DYW Employer-led Board, we keep abreast of labour market intelligence. Many industries that employ and develop our young people are affected: hospitality, retail, tourism, construction and creative

industries to name a few. Pathways involving Further and Higher Education have also been affected.

Recognising that young people who planned to move into employment, training, further or higher education, may now be very concerned about what their future will look like, we liaised with our key partners (Skills Development Scotland, Edinburgh College, universities, training providers and employer organisations) and issued co-constructed revised 16+ guidance to all schools [EL Pathways 16+ Leaver Guidance](#)

The Head of Schools wrote to each Parent/Carer of pupils in S4-S6 offering reassurance that under these circumstances, the Council, our schools and partner services are working together to develop and offer additional choices for those planning to leave school. An accompanying leaflet provided career information and advice for S4-S6 pupils who may be planning to leave school, including a senior transition flowchart. It also outlined support for staying connected and emotionally healthy in these uncertain times. We have also posted an update on the City of Edinburgh website about our [services for young people and schools leavers](#):

The City of Edinburgh Youth Employment Partnership has reconvened and devised an action plan to ensure a coordinated approach across services. This includes the re-launch of our Edinburgh Guarantee service to ensure that no one is left behind. Edinburgh College are guaranteeing that each young person who applies will receive the offer of a place, though it may not be in the course of their first choice. Our regional DYW and Foundation Apprenticeship Boards are also collaborating and sharing best practice across Edinburgh, Mid and East Lothians. We believe that by working together we will be able to provide the best opportunities for our young people and develop a dynamic workforce.

**Our Universal response:**

- Head of Schools Letter to all S4-S6 parents
- Advice and information for school leavers Summer 2020
- Links to guidance on employment and training, further education, and higher education
- Youth Employment Partnership
- Edinburgh Guarantee
- *Skills Development Scotland* – revised Service Level agreement with schools to ensure that each leaver receives individual follow-up with Careers Adviser, alongside targeted cohort of young people returning to school
- *Skills Development Scotland* – Senior Leavers Advice Worksheet

# Section 9 – School Renewal Planning

## 9.1 The Themes



Rather than focusing on improving the pre-lockdown model of service delivery schools, like all other areas of council service, are reflecting on Adaptation and Renewal. School Improvement Plans have become School Renewal Plans with health, safety, wellbeing and resilience as the solid foundations from which all other work is done.

All School Renewal Planning is based on a clear Needs Analysis Audit and Action Plan for each of 5 Key Themes. It takes place in two phases and is supported by a collegiate working time agreement.

Phase 1 of Renewal planning, to support the implementation of a suitable model for learners' return to school, will focus on themes 1 & 2.

Phase 2 of Renewal Planning will focus on themes 3,4 & 5 and will include the WTA

### Phase 1

#### Themes 1 and 2– See School COVID Operational Guidance and Risk Assessment (Health & Safety and Transitions)

Schools should set up a Health & Safety working group, if not already in place, to ensure a collective responsibility in supporting this theme. This should comprise SLT, including the Business Manager, staff representatives (teaching and non-teaching) and Facilities Manager.

At Local Authority level, relevant partners will provide support to schools, as required, eg Corporate Facilities Management, Procurement, Health & Safety and Human Resources.



## Phase 2

### Themes 2 and 3– Health, Wellbeing and Resilience of the Learning Community

[Guidance for Self-Evaluation during the COVID -19 pandemic](#)

[Guidance for planning health and wellbeing: Edinburgh Learns Health and Wellbeing Strategy.](#)

### Theme 4 Teaching, Learning and Assessment

All schools are developing plans for Blended Learning. These will be influenced by how much digital learning is already embedded in practice. It is important that we move as far as possible to a more consistent offer, ensuring high quality learning experiences, which will include additional investment in resources, Professional Learning and leadership support for Headteachers. Schools have conducted an audit of digital provision for learning at home and have identified a Home Learning/Digital Lead Officer. This data is now informing Blended Learning Plans. Particular consideration is being given to safeguarding and ensuring that learners who do not have digital access or devices are not disadvantaged. Blended Learning Plans take account of traditional and Outdoor Learning.

#### Attainment and Achievement

It is important that learners continue to progress through the relevant Curriculum for Excellence Levels, whilst recognizing the need to ensure that existing skills and knowledge are consolidated.

Predictions about pupils' attainment levels, are being used as a valid source of assessment information, together with considering the learning which has taken place since then for individual learners.

### Theme 5 Equity and Inclusion

School Renewal planning for Equity and Inclusion is hugely important to maintain the progress that has been made in narrowing the poverty related attainment gap. All schools will self-evaluate, gathering data which enables planning, and recovery, for children and young people living in poverty and deprivation and in particular, those being supported by Attainment Scotland Fund (PEF and SAC). Schools will work with local authority officers to critically evaluate their planned use of PEF and ensure that it is used to support priorities for Renewal.

## 9.2 Workforce Planning

The blended model of learning requires workforce flexibility and an increase in staffing requirements to provide In-School learning whilst maintaining the physical distancing measures outlined by Scottish Government. Increasing staffing capacity will be a challenge across the city both logistically and financially

In addition to requiring more staff to deliver In-School learning, the number of Staff available to attend In-School learning will be diminished due to shielding or self-isolation

The Workforce Availability workgroup are in the process of determining the availability of all personnel resources to determine the staffing gap to deliver the 50% capacity education models.

As the gap increases the risk of the ability to logistically resource the staff increases.

## 9.3 In School Learning

The aim of the plan is to maximise the number of pupils that can attend in-school learning at one time, as the importance of face to face learning can not be underestimated.

Smaller pupil/ teacher ratios will be used to accelerate pupils progress in core curriculum. The curriculum will adapt and change as we move through phases in the route map.

As children return to school, the initial focus will be on Healthy and Safety awareness measures and ensuring that pupils are re-engaging positively in their new environment, rebuilding relationships with peers and staff.

Primary children will focus on literacy and numeracy alongside Health and Wellbeing for the remainder of the first term. Outdoor learning will be utilised whenever possible.

Secondary pupils will continue to study all curriculum areas although timetables will be amended to minimise the different groups of people taught in one day, and practical subjects may be limited

Children in Special Schools will focus on health and wellbeing, literacy and communication and numeracy. This will be built around the skills framework within each school. Secondary-aged pupils in special schools will continue to study across a wider range of subjects although timetables will be 'blocked' to minimise interactions between different groups of staff and pupils. Outdoor learning opportunities will be a key feature of the school day where this can be achieved within school grounds.

We are also examining all opportunities for wider learning based on the recently published Education Scotland advice.

## 9.4 At Home Learning

This will compliment and support the learning that takes place in school. Teachers who are attending school buildings will be teaching smaller groups of children, so will have less time to directly teach groups who are learning at home. Staff that are unable to attend school buildings will have a key role in supporting at home learning.

The City of Edinburgh Council will continue to support families through provision of iPads and My-Fi dongles where appropriate.





## 9.4 What is Blended Learning

Blended Learning can be defined as a mix of traditional and digital technologies that are blended together in a way that helps learners to learn more productively. There are various models of blended learning that education systems use such as:

- Flipped Classroom—Core content is learned online outside of class time and then learners participate in activities in class to reinforce and deepen their learning.
- Enriched Virtual Model—Online courses and electronic platforms drive learning. Customised, face-to-face support is arranged.
- Flex Model - most teaching happens on-line with teacher as facilitator.
- Self-Blend Model—Learning is entirely online. Learning is selected by the learner and undertaken in their own time and at their own pace.

Whatever model we choose, being responsive and agile is critical as our models for school attendance continue to change.

### Blended Learning in our context

As we return to school, we will want to ensure that children and young people settle into their new ways of working as confidently and effectively as possible so that all learners have the same opportunities to progress and succeed. We are all aware that it will be of paramount importance to build relationships with our pupils and ensure they feel safe and positive in moving forward. Tom Sherrington's article 'rebuilding teacher routines' highlights just that. Re-establishing teacher routines and re-igniting successful and familiar teaching and learning strategies will be a key part in all of this. Sherrington also points out that whatever the anxieties we have as teachers surrounding course completion or gaps in learning it will be essential to stress to pupils that it will all be fine, everything is salvageable, and anything is possible. So how do we go about this with the mixture of online and in class teaching?

### Four Guiding Principles

- Plan for progression
- Share the purpose of learning
- Guide student learning
- Review the learning

### What are the benefits of using a Blended Learning Model?

Practitioners that have used a Blended Learning Model have highlighted many benefits of use for both pupils and teachers including:

- Differentiation - Aids differentiation as pupils can work at their own pace and have access to materials to review key messages as and when they need
- Formative Assessment for Learning - Provides opportunities for personalised feedback and regular formative assessment through the use of both digital tools and in class teaching techniques. Can increase participation in discussion and encourage pupils to ask questions that they may not feel confident about asking in the classroom
- Leadership of Learning - Encourages students to be leaders of learning and develops skills of metacognition and self-review
- Skills - Can give opportunities to developed higher order thinking skills and give teachers the ability to spend longer on developing key creativity skills such as problem solving i.e. using a Flipped Classroom Model

Read more in our [Blended Learning Renewal Planning Resources pack](#).

## Blended Learning and the Four Guiding Principles

The Four Guiding Principles of effective teaching and learning - **Plan, Share, Guide and Review** do not change whether teaching in class only, teaching remotely or carrying out blended learning. However, there may be certain aspects of the Four Guiding Principles that you wish to consider more fully when using a blended learning model.

**EDINBURGH LEARNS BLENDED LEARNING**


  

# 4 PRINCIPLES FOR EFFECTIVE TEACHING & LEARNING

## 1 PLAN


- ◆ Use your knowledge of the learner journey to set the long-term learning goals and timeframe to achieve these.
- ◆ Identify the key learning/non-negotiables on the journey.
- ◆ Define the [threshold concepts](#) and assess [prior knowledge](#) to identify a starting point.
- ◆ Plan [formative assessment](#) opportunities (for home and school) to inform appropriate next steps in learning.
- ◆ Plan opportunities for [outdoor learning](#) as appropriate.
- ◆ Where possible, have dialogue with colleagues to moderate blended learning, teaching and assessment.



## 3 GUIDE


- ◆ Sequence and chunk learning using a mix of remote ([digital?](#)) and face-to-face learning, and provide learners with opportunities to practise each of the steps.
- ◆ Model the learning to reduce the cognitive load e.g. using [live modelling](#), [What a Good One Looks Like](#).
- ◆ Provide appropriate scaffolds to support learners through the cognitive apprenticeship e.g. [CPA and Fading Out](#), [PACE grids](#), [tiering](#), [scaffolding in written tasks](#).
- ◆ Use [questioning](#) to deepen thinking and check for understanding.
- ◆ Encourage [collaboration and discussion](#) amongst learners where possible.



## 4 REVIEW

- ◆ Embed [formative assessment](#) techniques in remote and face to face learning to help inform next steps ([digital review?](#)).
- ◆ Teach self-assessment techniques so learners can assess their progress against success criteria.
- ◆ Incorporate plenty of confidence-building low-stakes [retrieval practice](#).
- ◆ Use pupil voice to evaluate learning and adapt based on feedback (e.g. using Forms).



**This document accompanies the overarching [Teaching and Learning Guidance](#). These two documents work in partnership to support high quality learning, teaching and assessment.**

### INTRODUCTION

**Our Blended Learning professional learning series explains this guidance in more detail. Click on the icon above to watch the brief introduction; followed by bitesize videos on each of the 4 principles as required (access these through the icon in the relevant section).**

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## 9.5 Ensuring Equity

The current pandemic has led to an increase in the number of families undergoing financial difficulties. To quantify this increase, the correspondence received by City of Edinburgh council in relation to free School Meals on the first week in April was 302, in comparison to 30 for the same week the previous year. It is important to ensure that these families are able to access financial inclusion services.

Free school meal financial equivalents will continue to be given to families throughout the Summer Break and for the days their children are not in school.

The strategic projects funded through the Care Experienced Fund such as Maximise, Forest Schools, Edinburgh Learns and MCR Pathways will continue as planned albeit in ways now tailored to meet the recovery phase.



## Section 10 – What will this look like in each sector?

Whilst acknowledging that the ultimate goal is to have 100% pupils attending school to participate in face to face learning, the contingency solution is to offer a sustainable blended learning solution supported by enhanced professional learning and technology, maintaining our goal to provide **the best teaching and learning for every learner**, ensuring they are safe, happy and achieving.

We know the best way to support children through change, uncertainty and adversity is through nurturing supportive relationships with skilled adults (Appendix Two: Principles of Nurture). We will promote a climate in which children and young people feel safe and secure; modelling behaviour which promotes effective learning and wellbeing within the school community and by being sensitive and responsive to each child's wellbeing.

These approaches are driven by the requirement to implement physical distancing measures and other age appropriate measures in schools to minimise the risks of infection and transmission and ensure they are safe places to be.

The following themes support planning and decision making:



The expectations in terms of handwashing, physical distancing, and travelling to and from school will be clearly communicated to families in advance of the return to school buildings. Inductions will occur for all pupils arriving at buildings, to help them understand new procedures.

Classrooms are being redesigned to ensure there are 2m gaps between people (adults and pupils) in all directions, (this requires an allocation of 4 square metres per person). In addition, it is necessary to allow some space for circulation around the room – normally calculated at 10-20% of total available floorspace. The revised capacities of classrooms have therefore been calculated based on an allowance of 4.7sq m per person in each room or teaching space.

The City of Edinburgh Council strives to maximise the proportion of In-School learning. All children will start the year with an induction to ensure that everyone fully understands the new arrangements in schools to observe physical distancing. Many schools will be able to offer at least 50% of the school roll on two full days per week from Monday 24<sup>th</sup> August 2020, where there are no additional accommodation requirements (a small number of schools may be able to offer even more in-school time). For schools that require additional accommodation, the Council also aims to provide for 50% of the school roll to attend In-School learning two days per week from Monday 14<sup>th</sup> September

Should physical distancing be amended from the current 2-metre to 1-metre, it is likely pupils will be able to attend two full days per week in every school, subject to staff availability. Headteachers will confirm specific details for their school as soon as possible to enable parents/ carers to plan ahead.

The length of school days on Mondays to Thursdays will be adjusted to ensure that each day represents 25% of the normal school teaching week, therefore the blended learning model, where children attend two days per week is the equivalent of half the normal school teaching week.

All special schools will offer a model of 50% attendance from August.

As we work through the implications of repurposing buildings for educational use; Risk Factors, Health and Safety, Transport, Workforce Availability and Financial Cost, it is important to show both models, in the event that the 50% model from Day One proves to be beyond our capacity to deliver.

## 10.1 Early Years

Physical distancing with very young children is challenging to say the least, therefore the use of outdoor space such as forest schools will play a pivotal part in how Early Years Learning is delivered.

Staff and children will form “Bubbles” with a maximum ratio of 1 adult to 8 infants. Bubbles will remain in one area of the Building and have no interaction with other bubbles.

The early years building estate is comprised of a mix of closed classrooms and open plan buildings – which will result in a significant variation of capacities from building to building.

All children will be offered full day places, instead of half days to minimise infection spread.

In all LA establishments, children will attend for 2 days a week (Mon/Tues or Wed/Thurs) for between 6-8 hours per day, based on capacity of settings to have 1 adult to 8 children (aged 3-5) and 1:5 for 2-year olds and 1:3 for babies. In LA settings this would enable all children to achieve their entitlement of 600 hours Early Learning and Childcare. Once phase 4 is achieved and there is no physical distancing, families will engage with their previous offer of 600 hours or 1140 hours pattern of attendance. Settings will continue to phase in the provision of 1140 hours, where possible.

In partner provider nurseries, individual settings’ capacity will be audited, with places targeted as those children entitled to funded ELC provision, vulnerable children and children of keyworkers. Significantly, a potential funding stream will be required to support and sustain the models of provision agreed.

Childminders will now continue to provide childcare for families as per the guidance.

## 10.2 Primary Schools

Children in primary schools will attend schools with the same group of children on allocated days. The groups won’t be mixed up and will remain consistent across the weeks. Groups will engage in 2-metre distancing as much as possible, supported by consistent teaching and support staff. Their environment and organization of resources will support physical distancing.



## Primary Model

The **Universal Offer** for all children would see 33% attendance from Wednesday 12<sup>th</sup> August 2020.

The school roll will be divided into 3 vertical groups, ensuring siblings are in the same group. Staff team consisting of teachers and support staff will be allocated to each group, who will each have a dedicated learning space.

The three groups would be merged into two with groups Group C to be subsumed into groups A and B, keeping family groupings together.

Where schools can accommodate 50% of children without additional accommodation being required this will be introduced in Monday 24<sup>th</sup> August 2020. In circumstances where additional accommodation is required, the Council aims to provide for 50% of the school roll to attend In-School learning two days per week from Monday 14<sup>th</sup> September

The **Targeted Offer** is full day provision Monday – Friday for the children of Key workers and vulnerable children identified through GIRFEC planning.

## Model for schools require additional accommodation

In-school	Monday		Tuesday		Wednesday		Thursday		Friday	
w/c 10/08	In Service	Hub	In Service	Hub	Group A	Hub	Group A	Hub		Hub
w/c 17/08	Group B	Hub	Group B	Hub	Group C	Hub	Group C	Hub		Hub
w/c 24/08	Group A	Hub	Group A	Hub	Group B	Hub	Group B	Hub		Hub
w/c 31/08	Group C	Hub	Group C	Hub	Group A	Hub	Group A	Hub		Hub
w/c 7/09	Group B	Hub	Group B	Hub	Group C	Hub	Group C	Hub		Hub
w/c 14/09	Group A (+c1)	Hub	Group A (+c1)	Hub	Group B (+c2)	Hub	Group B (+c2)	Hub		Hub
w/c 21/09	Group B (+C2)	Hub	Group B (+c2)	Hub	Group A (+c2)	Hub	Group A (+c2)	Hub		Hub

### Example model for schools that do not require additional accommodation

In-school	Monday		Tuesday		Wednesday		Thursday		Friday	
w/c 10/08	In Service	Hub	In Service	Hub	Group A	Hub	Group A	Hub		Hub
w/c 17/08	Group B	Hub	Group B	Hub	Group C	Hub	Group C	Hub		Hub
w/c 24/08	Group A (+C1)	Hub	Group A (+C1)	Hub	Group B (+C2)	Hub	Group B + (C2)	Hub		Hub
w/c 31/08	Group B (+C2)	Hub	Group B (+C2)	Hub	Group A (+C1)	Hub	Group A (+C1)	Hub		Hub

## 10.3 Secondary Schools

Within the structure of the Attendance Model, School Leaders are empowered to design and implement a blended learning plan to best fit the learning needs of the children and young people within their unique educational setting. This plan will uphold the principles and expectations outlined in the national Strategic Framework and the Edinburgh Learns phasing delivery plan ensuring excellence in equity and attainment as set out in the NIF priorities.

### Impact on Timetable:

- “big block” of learning for example a six-period day could become a three-period day.
- Interdisciplinary learning within and across curriculum areas
- Planning for practical and non-practical subjects eg PE, Science
- Flipped learning approach – self-directed learning or theory complete via remote learning, attend school for application of learning/practical elements

### Children with Additional Support Needs:

- Additional space for those who rely upon the use of equipment, such as hoists, particularly where this provision is provided in a mainstream school setting
- Cater for individual needs on a case by case basis and particularly for children with severe and complex needs where handling and personal care is required, in line with legislative requirements

### Secondary Model

The **Universal Offer** for all pupils would provide minimum 33% whilst adhering to a 2-metre physical distance. This is based on a maximalist approach to enable as many pupils as possible to return to face to face education at the earliest date, whilst ensuring a high-quality learning environment. Over a three-week period, each Group (A, B, or C) would have a minimum of 27.5 hours in-schools teaching provision (excluding break and lunchtimes).

Schools that can accommodate 50% of the school roll without additional accommodation will do so from Monday 24<sup>th</sup> August 2020, so that children can attend In-School learning two full days per week. Where schools require additional accommodation to enable 50% of the school roll to attend two days per week, our aim is to do so from Monday 14<sup>th</sup> September 2020. As social distancing

guidelines change, schools would adapt the model and move to 50% attendance - example shown below shows this change occurring from week 5.

Each school decides how each Group (A, B, or C) is formed and on a rolling pattern of attendance, e.g.

Vertical Split: S1-S6 into three populations eg population A would be 1/3 of pupils from S1-S6.

Horizontal Split: S1-S6 into three populations eg population A would be S1 and S2, B = S3 and S4, C = S5 and S6.

As the 2-metre physical distancing rule is reduced, the three groups would be re-organised to form two Groups (A and B).

The **Targeted Offer** is full day provision Monday – Friday for the children of Key workers and vulnerable children identified through GIRFEC planning.

See sample pattern of attendance for Groups ABC below. On the assumption that physical distancing guidelines are reduced and capacity increases, schools would re-organise pupils into Groups A and B. Also note that as we move through recovery phases, timings of school days could change to include in-school provision on Friday mornings. However, this will be determined on a school by school basis.

Rolling Pattern	PATTERN 1	PATTERN 2	PATTERN 3
Week 1	See induction	See induction	See induction
Week 2	CCAA	ABCB	BCAB
Week 3	BBCC	ABCC	CABC
Week 4	AABB	ABCA	ABCA

### Example 1

#### Secondary Model for schools that require additional accommodation

Note that this is a sample model only and each school will have their own scheduled.

In-school	Monday		Tuesday		Wednesday		Thursday		Friday	
w/c 10/08	In Service	Hub	In Service	Hub	Group A	Hub	Group A	Hub		Hub
w/c 17/08	Group B	Hub	Group B	Hub	Group C	Hub	Group C	Hub		Hub
w/c 24/08	Group A	Hub	Group A	Hub	Group B	Hub	Group B	Hub		Hub
w/c 31/08	Group C	Hub	Group C	Hub	Group A	Hub	Group A	Hub		Hub



w/c 7/09	Group B	Hub	Group B	Hub	Group C	Hub	Group C	Hub		Hub
w/c 14/09	Group A (+c1)	Hub	Group A (+c1)	Hub	Group B (+c2)	Hub	Group B (+c2)	Hub		Hub
w/c 21/09	Group B (+C2)	Hub	Group B (+c2)	Hub	Group A (+c1)	Hub	Group A (+c1)	Hub		Hub

## Example 2

### Secondary Model Schools that do not require additional accommodation

Note that this is a sample model only and each school will have their own scheduled

In-school		Monday		Tuesday		Wednesday		Thursday		Friday	
w/c 10/08		In Service	Hub	In Service	Hub	Group A	Hub	Group A	Hub		Hub
w/c 17/08		Group B	Hub	Group B	Hub	Group C	Hub	Group C	Hub		Hub
w/c 24/08		Group A (+C1)	Hub	Group A (+C1)	Hub	Group B (+C2)	Hub	Group B + (C2)	Hub		Hub
w/c 31/08		Group B (+C2)	Hub	Group B (+C2)	Hub	Group A (+C1)	Hub	Group A (+C1)	Hub		Hub

## 10.4 Special Schools

The impact of social distancing on children and young people with additional support needs can be significant and, in many cases, will be extremely challenging to implement. For this reason, the City of Edinburgh Council is adopting the same social “bubble” approach as primaries; complying with physical distancing where possible and decreasing overall interactions and increasing hygiene measures.

Social Bubbles will be grouped by the school and formed according to the needs of the child/children.

Risk assessment already exist for children with more complex needs, including those with behavioural and emotional needs. These risk assessments have been updated as a matter of priority.

Timetabling and positioning for access to sensory equipment/ resources are to be reviewed to incorporate increased cleaning regime

Where PPE is risk assessed as being required, all staff must be trained in how to put on and take off PPE.

The model of attendance is based on 50% capacity.

**Universal Offer** – each child will attend two full days per week either on a Monday/ Tuesdays or Wednesday/ Thursdays for each bubble group. In one school where the healthcare needs of the children are particularly complex, attendance will be based on 4 consecutive days every fortnight, to best meet their needs.

Fridays all children will be learning at home allowing opportunity for collegiate planning and monitoring/ tracking of progress.

**Targeted Offer** – Monday to Friday provision for children of key workers and those identified through GIRFEC planning.

	Learning Style	Monday		Tuesday		Wednesday		Thursday		Friday	
Week one	In school	Group A	Hub	Group A	Hub	Group B	Hub	Group B	Hub		
Week one	At-Home	Group B	Hub	Group B	Hub	Group A	Hub	Group A		Groups A&B	
Week two	In School	Group A		Group A		Group B		Group B	Hub	N/A	Hub
Week two	At Home	Group B		Group B		Group A		Group A		Groups A&B	

## 10.5 Childcare Implications

City of Edinburgh Council understand that any blended model will have childcare implications for the working population. A significant number of parents/ carers of primary children within the Local Authority will require childcare in order to return to work. This number includes Council employees servicing the schools (who do not have key worker status). We are currently surveying parents to understand the size and impact that childcare issues may have.



## Section 11 – Changes to Status

The Scottish Government will take decisions based on scientific evidence and we may be asked to move up or down a stage on the route map at short notice. There is an expectation that the 2m distancing rule will be reduced at some future stage. In order to prepare for this schools have mapped capacity at 1.5m and 1m metrics to allow speedy adaptations if required.

There could be a scenario where a local “lockdown” of a school or a community is necessary, communication plans are in place to quickly react to any further lockdown instructions.

It is also possible that an outbreak of COVID19 in an educational establishment in Edinburgh, could result in the City of Edinburgh Council making the decision to close the school. In these instances, the views of clinical and medical experts will be the most important factor when deciding to close a school.

The City of Edinburgh Council also has the authority to close schools for reasons of Health and Safety. These closures could last for relatively short periods such as weather-related issues, or longer periods where building are damaged and become unsafe.

# Appendix One – Schools Operations Risk Toolkit

We have delivered full briefing sessions on SORT to all headteachers/business managers/early years colleagues, as well as that we are delivering a series of workshops where we work through SORT with colleagues. On an ongoing basis we develop FAQs from these sessions to provide even more guidance. We are also providing a recorded workshop and can deliver workshops during the Summer for any colleagues who wish to attend.

Each school has a health and safety working group – managing the risks/making this happen in a comprehensive way.

Continued debriefing throughout the response to continually reflect and improve/share good practice with others – we are developing a good practice zone in SORT where we can for example share schools (anonymised work) such as risk assessments.

We also have a formal risk escalation process for SORT.

## What does SORT look like?

WBI	Points to Consider	Risk/ Action/ Green	Action required	Owner	Statement/ Progress
<b>INFECTION CONTROL</b>					
	Infection Control Risk Assessment in place – monitored/reviewed regularly/shared with staff team (infection control risk assessment)			Headteacher	Infection Control risk: Corporate Facilities
	Appropriate cleaning regime in place			Headteacher	Ex
	Infection control requirements communicated to staff/pupils/building users (including contractors – for example by poster) – handwashing hygiene etc			Headteacher	Edinburgh Bear Social str
	Are all staff aware of the infection control procedures? Do they have access to the required equipment to allow them to meet their obligations?			Headteacher	Corporate Health and

# School Operations Risk Toolkit Renewal Planning

SCHOOL NAME

Renewal Plan Sample: School Operational Risk Toolkit (SORT)

Renewal Theme 1	Health and Safety	Overall Responsibility	HT
Outcomes	<ul style="list-style-type: none"> <li>By June 2020 school leaders and management teams will have a robust mechanism for the first phase of reopening schools in accordance with the <a href="#">Scottish Government's Strategic Framework for Reopening Schools, Early Learning and Childcare provision in Scotland</a> and the <a href="#">COVID-19 Framework for Decision Making</a>.</li> <li>By June 2020, school will have Health and Safety measures in place in order to operate safely and confidently, so all pupils can access learning for session 2020/21</li> </ul>		
<b>NIF Priority:</b> <ul style="list-style-type: none"> <li>Closing the attainment gap between the most and least disadvantaged children and young people</li> <li>Improvement in children and young people's health and wellbeing</li> </ul> <b>Care Inspectorate Themes</b> <ul style="list-style-type: none"> <li>Quality of care and support</li> <li>Quality of environment</li> <li>Quality of staffing</li> <li>Quality of management and leadership</li> </ul>		<b>QIs/Themes</b> <ul style="list-style-type: none"> <li>Q1.1 Analysis and evaluation of intelligence and data</li> <li>Q1.4 Leadership and management of staff (all themes)</li> <li>Q1.5 Management of resources and environment for learning</li> <li>Q1.6 Safeguarding and child protection (all themes)</li> <li>Q1.7 Learning and engagement</li> <li>Q1.8 Renewal of potential barriers to learning</li> <li>Q1.9 Transitions (all themes)</li> <li>Q1.10 Ensuring wellbeing, equality and inclusion (all themes)</li> <li>Q1.11 Equity for all learners</li> <li>Q1.12 Creativity Skills</li> <li>Q1.13 Digital Innovation</li> <li>Q1.14 Digital Literacy</li> </ul>	

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# School Operations Risk Toolkit Renewal Planning

Tasks	By Whom	Resources	Time	Progress & Impact
<ul style="list-style-type: none"> <li>Schools should set up a H and S working group, if not already in place</li> </ul>	<ul style="list-style-type: none"> <li>HT</li> <li>DM</li> <li>Staffing representatives, teaching and non-teaching</li> </ul>			
<ul style="list-style-type: none"> <li>School leaders should be aware of the essential national and local advice and legislative requirements for reopening schools.</li> </ul>	<ul style="list-style-type: none"> <li>School Leaders</li> <li>Corporate Facilities Management</li> <li>Corporate Procurement</li> <li>Corporate Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Link to national guidance</a></li> <li><a href="#">Link to School Operation Sheets 2020 updates</a></li> </ul>	<ul style="list-style-type: none"> <li>From now</li> <li>Ongoing as advice is updated and shared</li> </ul>	
<ul style="list-style-type: none"> <li>Take cognisance of the roles and responsibilities of School Leaders and others in relation to <b>Infection Control</b> and action in collaboration with other services in order to open safely.</li> </ul>	<ul style="list-style-type: none"> <li>School Leaders</li> <li>All staff</li> <li>Corporate Facilities Management</li> <li>Corporate Procurement</li> <li>Corporate Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Link to SORT – Infection Control spreadsheet</a></li> <li><a href="#">SCS Infection Control</a></li> </ul>	<ul style="list-style-type: none"> <li>By June 2020</li> </ul>	
<ul style="list-style-type: none"> <li>Take cognisance of the roles and responsibilities of School Leaders and others in relation to <b>Risk Assessment</b> and action in collaboration with other services in order to open safely.</li> </ul>	<ul style="list-style-type: none"> <li>School Leaders</li> <li>All staff</li> <li>Corporate Facilities Management</li> <li>Corporate Procurement</li> <li>Corporate Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Link to SORT – Risk Assessment spreadsheet</a></li> <li><a href="#">SCS Risk Assessment</a></li> </ul>	<ul style="list-style-type: none"> <li>By June 2020</li> </ul>	
<ul style="list-style-type: none"> <li>Audit the needs and requirements of the school's cohort (staffing, pupils, parents) so that school can identify its priorities for accessing a new model for learning.</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>Pupils</li> <li>Parents</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Link to SORT – Needs spreadsheet</a></li> </ul>		
<ul style="list-style-type: none"> <li>Audit the needs and requirements within learning environments so that specific requirements are put in place that provide quality learning and teaching.</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>Pupils</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Link to SORT – Place spreadsheet</a></li> </ul>		

# **SORT Includes the following themes**



Infection Control



Risk Assessment



People



Place

## Appendix Two – Nurture, Adapt, Renew

### Nurture, Adapt and Renew

We know the best way to support children through change and adversity is through nurturing supportive relationships with skilled adults. When schools return on 11<sup>th</sup> August 2020, we will still be in a period of adaptation and renewal with a blend of school and home learning. It would be wrong to assume that children will pick up from where they left off. The nurture principles are a helpful starting point for meeting the needs of all children during this period of intense uncertainty and disruption.

#### Learning is understood developmentally

We must accept and welcome our children where they are at. Not where they were when we last spent time with them, where would expect them to be for their age or where their peers are. The impact of school closures on children will be extremely individual and will have a variety of positive and negative effects. Knowing the child and offering them experiences which are appropriate for their developmental level is key here.

#### The school offers a secure base

The change, uncertainty and loss of school closures and the wider impact of Covid-19 on society will affect children differently depending on the balance of other protective and risk factors in their lives. Now, more than ever we need to ensure that our schools and settings offer a secure emotional base for children in which their social and emotional development is well supported. We have an opportunity here to support the mental wellbeing of our children and indeed see it flourish.

#### Nurture is important for wellbeing

On welcoming our children back to school, it will help to demonstrate that we kept them in mind while we were not together. Connections and relationships are still in place and can be renewed and strengthened. We have a golden opportunity to build resilience by modelling mentally healthy responses to the disruption and change whilst not minimising the adversities faced by some adults and children alike.

#### Language is a vital means of communication

Children will look to those around them for language to describe our shared experiences and also to understand and put into words their individual experiences. We need to think carefully about the words we choose to describe the changes we have all experienced and encourage children to use language to help understand what has happened to them and how they feel about it. We must refrain from putting words in children's mouths or assuming that our experience is shared by others.

#### All behaviour is communication

We are used to interpreting how children behave as communication and asking ourselves "*What is this child trying to tell me?*". We may observe some confusing or unexpected behaviours from children when schools return. It is important to remember that the child's behaviour makes sense to them given their unique experiences. It is our job to help work out what their behaviour is telling us and how best to support the child with what has happened to them.

## **The importance of transitions**

Transitions are important in the lives of all children. This is true of larger, more obvious transitions like moving from primary 7 to secondary school but also for smaller, less visible transitions. Most of us have experienced major transitions in recent months affecting work, home and social lives. Some children will cope with these transitions with minimal support. Others will find them intensely troubling. What will help is establishing and maintaining routines, as much predictability as possible, the use of familiar environments and experiences and transitional objects where necessary.

## **Our wellbeing affects the wellbeing of children**

We know that we can't keep pouring from an empty cup. In order to support our children and young people as best we can we need also attend to our own mental health and wellbeing. We have all experienced a protracted period of change, sometimes loss, and will continue to do so for the foreseeable future. It is essential we look after our own wellbeing by using colleagues and the wealth of Council supports. There is [wellbeing information](#) on our website for colleagues.

## **Compassionate understanding and practice offer the best conditions for child development**

When we practice compassionately, we are non-judgmental, we offer unconditional positive regard, we assume that people are doing the best they can in the circumstances they are in. We will need to practice our compassion by showing sensitivity to how any stresses and difficulty have affected those around us. This applies to children, colleagues and families. Not only do we need to try and take as compassionate an attitude as possible to others, we will need to demonstrate this by our actions and also apply this same compassionate approach to ourselves.

Aicha Reid CPsychol

Depute Principal Educational Psychologist

May 2020



## Appendix Three – Action Plan

Action Plan Workforce					
Outcomes	Measures of Success	Action Required	Timescales	Resources	RAG
Real Time view of workforce availability	Informed workforce planning with alert system in place centrally and in schools	Understand scale of challenges to workforce across Education/ Facilities Management and Transport, to enable contingency planning. Staff surveys in regard to shielding, illness, (childcare – causing increasing anxiety) BAME. Engagement with Occupational Health	Ongoing from 8 <sup>th</sup> June	IMT	Amber
Contingency Plan for additional resources	Ability to quickly redeploy/ recruit additional team members to support increase in capacity	Remove all recruitment freezes – Digital recruitment processes to be embedded  Redeploy CEC staff from other areas (Leisure, culture)  Ensure supply staff register is up to date and all on standby  Look at retired teachers, other sources of staff	June/ July	HR and IMT	Amber
Improve Digital Skills of Education Workforce	Increased confidence in delivering remotely	Digital learning team plus professional online training courses to build/ strengthen capability across the teaching staff	June	Digital Services HR	Green
Training of redeployed staff	Staff confident and happy in new temporary roles	Identify skill sets needed to plug any gaps in regard to supporting opening of schools – Library/ culture / Edinburgh leisure staff – step into support teaching? Catering staff to support cleaning	June/ July	Resources, CMT	Green
Maintain Summer Hub Provision	100% keyworker children provided for	Use of alternative staff that are on 52-week contract terms.	July/ Early Aug	Life Long Education	Green

Provide out of school provision for out of hours key workers children in term time	Ability to look after key worker children from 8am-6pm.	Liaising with After School clubs and their associated premises, to ensure they have staff in place to cover, or if being provided inhouse ensure that there are no contractual issues with changes / revisions to working hours	June/ July	Life Long Education	Green
<b>Action Plan PPE</b>					
<b>Outcomes</b>	<b>Measures of Success</b>	<b>Action Required</b>	<b>Timescales</b>	<b>Resources</b>	<b>RAG</b>
Hand Sanitiser in all buildings, with adequate dispensers and continuous supply ensured.	Unions approve all hand sanitiser installations and staff / pupils have sense of wellbeing	Order all suffice hand sanitiser – review orders regularly as approach changes – e.g. – no longer using wipes – means more sanitiser needed.	July	Resources/ Procurement	Green
All PPE is ordered in suffice numbers and frequency.	Availability of PPE whenever needed	Ensure all risks are captured and all procurement is completed in adequate time	July	Resources/ procurement	Green
<b>Action Plan - Physical Return of Pupils</b>					
<b>Outcomes</b>	<b>Measures of Success</b>	<b>Action Required</b>	<b>Timescales</b>	<b>Resources</b>	<b>RAG</b>
All buildings set up for return of pupils	Easily navigated buildings with adequate signage (not causing any confusion)	All visuals to be displayed in schools  2 metre physical distancing for all furniture/ settings (Storage where needed)  One-way systems, toilet allocations, clearly marked  Winter cleaning regimes in place, with adequate supply of Day Rangers for each setting.	June, July, early Aug	FM, Schools and Estates Management.	Green
SORT in place and understood by all staff	Understanding or risks and how they can be mitigated	SORT tool kit already at schools, continually updated every week as new assessments are undertaken, and new scenarios appear	3 x weekly	Risk, IMT, Schools,	Green

Offer of ELC known for 20/21	All eligible families able to access ELC	Repeat the admission process based on the level of ELC that can be offered in August,	July	Early Years	Green
Level of Transport required is a known quantity and can be delivered	Transportation is in place for pupils that require the service	Repeat the transportation request process based on new models of learning and new situations parents are in. Strong planning required to ensure the service can operate at the level needed.	June/July	Transport Working Group	Amber
Catering is arranged, both in terms of menus and service delivery	All children being offered a nutritious meal on days on school	Draft menus and costing are drawn up.  Approvals in form of light touch base with Exec HT Group  Menus communicated to parents with clear instructions on how to pay (if required)	June/ July	Catering/ Schools/ Comms	Green
Families are aware of new normal for school	All parents receive communication in easily understandable format answering any questions they may have	Central Communications in regard to Risk Assessments, and mitigation, physical distancing, visual displays around the schools and what is expected of them and their children come August. School specific communications on timetables, individual arrangements etc	June/ July/ early Aug	Communications	Green
Repurposing of buildings to meet capacity requirements is complete and have adequate staffing	50% capacity with a 2-metre distance achieved by each educational establishment	All buildings under review. Cost of repurposing in term of one-off costs, extra staffing (teaching, support, and cleaning) being assessed. Go/No Go decision to be based on Scot Govt guidance early July.	July	Estates Management	Red
<b>Action Plan - Curriculum</b>					
<b>Outcomes</b>	<b>Measures of Success</b>	<b>Action Required</b>	<b>Timescales</b>	<b>Resources</b>	<b>RAG</b>

Good blended model with Digital Learning	Pupils have seamless learning programme	Strengthening of support infrastructure, audit of devices, commitment to long term digital model	June/ July	Digital	Amber
Understanding and communication of % level of Practical Subjects	As close to normal hands-on experiences as is possible	Risk assessments being undertaken on all practical subjects to ascertain maximum group number and ability to undertake subject if this is not possible without any degree of physical distancing	June/ July	Education and Schools	Green
Maximisation of outdoor learning	Opportunity to maximise outdoor learning to be an ongoing feature in education	Working with Parks/ Greenspace/ Culture/ Heritage Scotland and corporate organisations to ensure regular access to outdoor spaces where learning can be achieved	July	Outdoor learning group	Green

## Appendix Four– Financial Implications

### Financial Implications

The financial implications of implementing a range of mitigations associated with this plan are considerable.

Costs below are estimated costs only from June – December 2020 and are in addition to any currently available budgets.

Description	June-October £m	October - December £m	Total £m
Learning and teaching 15% staffing shortfall	4.39	3.71	8.10
Learning and teaching (primary)- additional staffing for extra classes to deliver 50%	3.37	2.85	6.22
Learning and teaching (secondary)- additional staffing for extra classes to deliver 50%	3.86	3.26	7.12
FM costs for additional premises required to deliver 50%	1.26	1.07	2.33
Catering costs for additional premises	0.37	0.31	0.68
Adaptations to additional premises	0.60	0.00	0.60
Day ranger (200 per day Monday - Friday)	1.16	0.94	2.10
School meals - net loss of income	0.49	0.42	0.91
Free school meals	0.13	0.44	0.57
Digital - immediate requirements for digital inclusion	3.40	0.00	3.40
PPE and other health and safety measures	0.52	0.21	0.73
Special schools - additional support for pupils being educated at home	0.14	0.12	0.25
Signage	0.10	0.00	0.10
Summer hubs	0.13	0.00	0.13
Additional janitorial costs - primary schools 12.45 - 6.00pm (Friday)	0.12	0.10	0.22
Additional janitorial costs - primary schools 4.30pm - 6.00pm (Monday - Thursday)	0.09	0.07	0.16
<b>TOTAL</b>	<b>20.11</b>	<b>13.50</b>	<b>33.61</b>

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# Policy and Sustainability Committee

10.00am, Thursday, 25 June 2020

## Revenue Budget 2020/21 Update

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

- 1.1 Members of the Policy and Sustainability Committee are asked:
- 1.1.1 to note the updated estimated expenditure and income impacts of the COVID-19 pandemic on the Council and its ALEOs' activities and the potential sources of funding identified to address them;
  - 1.1.2 to note the extent of progress to date in identifying measures to mitigate both anticipated shortfalls in the delivery of approved savings and residual Directorate pressures;
  - 1.1.3 to note the significant remaining projected in-year shortfall and associated risks linked to further service disruption or slower-than-assumed recovery, with a resulting urgent requirement for increased control to be exercised over all aspects of Council expenditure;
  - 1.1.4 to note that the use of reserves other than for the intended purpose is not sustainable and reduces the ability to make available resources to facilitate economic recovery within the city;
  - 1.1.5 therefore to agree, as an initial step, earmarking the remaining £4.830m of unallocated funding provided as part of the 2020/21 Scottish Budget's Stage One Parliamentary consideration to address expenditure and income pressures arising from the pandemic;
  - 1.1.6 to confirm the allocation of the previous in-principle £2m contribution to the Edinburgh Integration Joint Board; and
  - 1.1.7 to agree that any subsequent expenditure requests are considered only in cases where a specific funding source has been identified and expressly brought to the Policy and Sustainability Committee for scrutiny and political decision-making.

**Stephen S. Moir**  
Executive Director of Resources

Contact: Hugh Dunn, Head of Finance  
E-mail: [hugh.dunn@edinburgh.gov.uk](mailto:hugh.dunn@edinburgh.gov.uk) Tel: 0131 469 3150

## Revenue Budget 2020/21 Update

### 2. Executive Summary

- 2.1 Following the earlier assessments considered by the Leadership Advisory Panel and Policy and Sustainability Committee on 23 April and 28 May respectively, the report updates members on the current assessment of approved savings delivery, management of service pressures and, most materially, the emerging cost and income implications of the coronavirus pandemic on the Council and its ALEOs' activities.
- 2.2 The report sets out an overall reduction in the in-year funding gap from £56.5m to £29.9m, mainly through management of savings delivery shortfalls and residual pressures, use of reserves and corporate budgets. Given the potential for this gap to increase further based on the pace of the city's recovery, however, action is urgently required, 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.

<b>Additional net expenditure pressures:</b>	<b>£m</b>	<b>£m</b>
Estimated COVID-19-specific expenditure and income		85.7
Net residual pressures/anticipated shortfalls in savings delivery		3.0
		<b>88.7</b>
<b>Potential funding:</b>		
Confirmed COVID-19 related funding	(18.2)	
2020/21 budget - unallocated additional monies	(4.8)	
Use of earmarked reserves	(19.6)	
Further potential timing-related and corporate savings	(16.2)	
	<b>58.8</b>	
<b>Remaining shortfall</b>		<b>29.9</b>

### 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 the management of around £15m of residual pressures once account is taken of the additional investment included within the budget framework.

- 3.2 As in previous years, Finance staff have undertaken an assessment of the implementation plans in place both to deliver approved savings measures and manage residual pressures. Based on this assessment, the report to the Committee's previous meeting on 28 May indicated that some £15.5m of savings and/or required mitigating measures were at risk of non-delivery and Executive Directors were therefore requested to bring back, to this meeting, proposed measures to address these in full.
- 3.3 In view of the profound and still-emerging impacts of the COVID-19 pandemic, however, the report's primary focus was on updated estimates of the related cost and income implications for the Council and its ALEOs. Based on an assumed six-month period of disruption, total expenditure and income estimates of £85.9m were identified which, when added to the £15.5m above, resulted in a need to identify internal and external funding and savings totalling £101.4m, primarily in 2020/21. Against this, confirmed or anticipated savings of £44.9m had been identified, leaving an overall shortfall of £56.5m.
- 3.4 The report therefore updates members on main three areas:
- (i) progress by Directorates in identifying additional offsetting measures to address, in full, projected shortfalls in savings delivery and/or management of pressures;
  - (ii) updated expenditure and income estimates of the impacts of the pandemic on the Council and its ALEOs' activities; and
  - (iii) based on the above and best indications of available external and internal funding, the extent of the remaining funding gap and identification of proposed further measures to ensure the Council's financial sustainability in both the immediate and more medium term.

## 4. Main report

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### **Delivery of approved savings and management of residual pressures**

- 4.1 Since 2012/13, the Council has approved for delivery over £350m of savings, equivalent to around a third of its current net budget. This level of savings has been required as a result of cost pressures arising from increasing, mainly demographic-led demand, legislative reform, inflationary uplifts and rising expectations and a level of available grant funding, Council Tax and other income that has not kept pace. The cumulative impact of successive years' savings requirements has inevitably made the delivery of further incremental reductions and management of pressures increasingly challenging.
- 4.2 Based on an assessment undertaken by Finance staff, the report to the Committee's previous meeting on 28 May highlighted a potential combined shortfall across approved savings and residual pressures (under an assumed six-month service disruption scenario) of £15.547m. While this sum is much smaller than the Council's financial exposure to the impacts of the pandemic, effective management of pressures and shortfalls in savings delivery is nonetheless fundamental to the sustainability and integrity of the budget framework.

- 4.3 As a result, in addition to seeking to maximise levels of external funding and identify available contributions from non-service budgets and reserves to address COVID-related costs, the report indicated that Executive Directors would be asked to initiate reviews to include rigorous scrutiny of discretionary expenditure, overtime and agency spend, together with an enhanced focus on identifying additional savings resulting from the Council's current reduced scale and prioritisation of activity in both the immediate and medium term. The proposed measures would be reported to the Committee's next meeting on 25 June.
- 4.4 Good progress has been made across all three Directorates affected, with a summary of the position shown in the table below. Of the estimated £11.070m of residual pressures and shortfalls within services, net potential mitigations totalling £8.070m have been identified, leaving a need to develop £3m of further measures.

Directorate	Gross pressures and unrealised savings per P&S report, 28 May (£m)	Net actual or potential mitigations identified (£m)	Remaining unmitigated pressures and shortfall (£m)
Communities and Families	2.854	(2.854)	0.000
Place	6.085	(3.085) <sup>1</sup>	3.000
Resources	2.131 <sup>2</sup>	(2.131) <sup>3</sup>	0.000
	<b>11.070</b>	<b>(8.070)</b>	<b>3.000</b>
Council-wide savings	3.623	(4.477)	(0.854)
Fees and charges income uplifts	0.854	0.000	0.854
<b>Total</b>	<b>15.547</b>	<b>(12.547)</b>	<b>3.000</b>

- 4.5 This sum assumes full mitigation of pressures and savings delivery shortfalls in both the Communities and Families and Resources Directorates, albeit each is dependent on tightened recruitment controls and, in the case of Resources, a vacancy freeze for the remainder of the year across the majority of the service. Within Place, while potential measures have been identified to address the majority of the previously-estimated level of pressures, work is continuing to identify additional newly-required actions to offset £1.6m of other pressures emerging from detailed analysis of the 2019/20 service outturn.
- 4.6 Of the measures identified by Executive Directors, the majority represent savings resulting from reduced levels of activity linked to decisions already taken as part of the city's pandemic response and, as such, do not require explicit approval. Further

<sup>1</sup> While £4.717m of potential mitigations have been identified, detailed analysis of the service outturn indicates an increase in underlying pressures and projected non-delivery of savings of some £1.6m, primarily in Waste, Fleet, Transport and Scientific, Bereavement and Registration Services.

<sup>2</sup> The target issued for Resources also reflected the need for full mitigation of a COVID-related pressure, estimated at £1.1m, relating to delayed implementation of staffing- and ICT-related measures within Customer and Digital Services. Corresponding measures to address this target in full have been identified.

<sup>3</sup> The net mitigations identified for Resources also reflect the emergence of additional pay-related pressures within Property and Facilities Management of £0.530m.

measures identified within the Place Directorate will be reported, as appropriate, to members for consideration.

- 4.7 The report to the Committee's last meeting also highlighted a potential shortfall of £4.477m in non-service areas, linked to cessation of, or reductions in demand for, chargeable Council services and enforced delayed implementation of Council-wide reviews. As noted in the Capital Update report included elsewhere on today's agenda, in view of confirmed expenditure slippage of £18.6m in 2019/20 and estimated further slippage of £161m in 2020/21, these shortfalls are now expected to be managed through related reductions in loans charges.
- 4.8 While a full assessment will only be possible after the detail of the Council's revised operating model is available, the one-off nature of the majority of the measures identified thus far (mainly savings linked to reduced in-year levels of activity, with the additional costs and income losses separately captured as part of the Council's COVID impacts monitoring) means that they are unlikely, of themselves, to address the longer-term sustainability of the budget framework, with more fundamental service prioritisation required to address the unaffordability of current activity.

#### **COVID-19 expenditure and income impacts – all services (including Council companies and Arm's Length Organisations)**

- 4.9 An interim update has also been provided by service areas and the Council's ALEOs on COVID-related expenditure and income impacts, based on a three-month shutdown period and a gradual resumption of services over the following three months. While the overall position is largely unchanged, a number of elements have been updated and are shown in Appendix 1. **A more detailed update, including an assessment of the impact on the Council's ALEOs, will be provided to the Committee's meeting on 23 July.**
- 4.10 It is likely, however, that these estimates will increase further as the timing and nature of the recovery phase becomes clearer, particularly in respect of phased school re-opening and the associated implications for additional teaching and other support staffing costs, ICT, increased cleaning regimes and PPE. At this stage, it is being assumed that these costs, estimated at £12.7m for the period until the end of December 2020 (and not included in the above estimates) will be addressed through a combination of available flexibilities in the application of Early Years expansion, Pupil Equity and Scottish Attainment Challenge funding, alongside redirection of savings in Devolved School Management (DSM) budgets. Work is continuing, in partnership with the Scottish Government, around modelling a range of further re-opening scenarios.
- 4.11 There is a risk, however, either that costs increase or the full assumed flexibilities are not available, adding further to the funding requirement noted above. In addition, due in part to the impacts of continuing social distancing on the timing and costs to completion of relevant projects, a shortfall in available capital resources for the early years expansion programme is now anticipated.
- 4.12 The First Minister confirmed on 16 June that an additional £12.6m would be made available across Scotland to ensure the continuing provision of free school meals for eligible pupils during the summer holidays. While Edinburgh's precise allocation remains to be confirmed, it is being assumed that this funding will address, in full, previous cost

estimates included in this area. In addition, £15m of further funding will be made available to ensure continuing support to a range of households experiencing difficulty in accessing or affording food during the pandemic. The implications of this announcement for the support of wider food distribution within the city are being clarified and an update will therefore be provided at the Committee's meeting on 23 July.

- 4.13 On 16 June, the Cabinet Secretary for Finance also announced a £230m Scotland-wide Return to Work package of measures intended to stimulate the post-pandemic economy. The initiative covers construction, low-carbon projects, digitisation and business support and will provide a flow of work for businesses and support jobs. The package includes a number of elements (including funding for roads maintenance, regeneration projects, social distancing adaptations for buses and digitisation for education services) that may result in the provision of additional funding to local government. An update will be provided to the Committee at its meeting on 23 July.
- 4.14 At the meeting of the Policy and Sustainability Committee on 11 June, members agreed to the phased reintroduction of parking charges and associated enforcement with effect from 22 June. While this will clearly result in a decrease in overall income lost relative to the preceding three-month period, given uncertainty over levels of short-term demand once charges are reintroduced, no material change is proposed at this time to the current assumption of bringing in 50% of budgeted income over the period from July to September. As with all assumptions, the accuracy of this will be reviewed in light of actual expenditure and income levels.
- 4.15 Given the number of variables involved, no detailed financial modelling has yet been undertaken to assess the impact of any repeat waves of infection and associated lockdown. It seems safe to assume, however, that such events would only increase the overall funding gap, underlining the importance of identifying additional savings as a matter of urgency. Greater insight into the precise cost impacts of service resumption will also be obtained as the detail of the Council's recovery plan and, in particular, the Service Operations work programme, becomes available. More generally, while the expenditure and income impacts in the preceding sections are best-estimates, there are clearly downside risks should the city's recovery be slower than assumed and a number of variant scenarios are therefore also being considered.

#### **Other changes since report to Policy and Sustainability Committee on 28 May**

- 4.16 In addition to the changes outlined in the preceding sections, work has continued to identify additional funding sources to offset the expenditure impacts of current service disruption.

#### **Furloughing application**

- 4.17 On 10 June, the Council applied to HM Revenue and Customs to furlough some 430 staff roles in areas meeting the principal requirements of the Coronavirus Job Retention Scheme (CJRS), namely that:
- (i) service costs are mainly financed through fees and charges income;
  - (ii) current COVID-19 related activity has resulted in a significant loss of service income that has not been offset, or addressed, through grant or other funding;

(iii) the staff concerned cannot be redeployed to assist with the organisation's COVID-19 response; and

(iv) without financial support, the staff could be at risk of redundancy.

4.18 The staff for whom furloughing support has been sought are employed across the areas of outdoor education, corporate catering and the Council's cultural venues. As the Council will top up the employees' pay and all current terms and conditions are maintained, there will be no detriment to those in scope and a memorandum of understanding with the joint trade unions has been agreed and signed.

4.19 The employees' participation in the scheme will initially be for three weeks and subject to on-going review thereafter. Assuming approval by HM Revenue and Customs, accessing the scheme provides access to potential furlough income of more than £500,000 between June and, at the latest, October 2020.

#### **Review of earmarked reserves and timing-related and other corporate savings**

4.20 In view of the fragility of the Council's current-year financial position, a **further review of its earmarked reserves** has been undertaken to identify any sums that could additionally be applied in 2020/21. While this review has identified sums totalling **£8.35m**, it should be emphasised that application of these sums may expose the Council to increased risk, thus reinforcing the pressing need for recurring savings to be identified in the current and future financial years so as not to compromise its financial sustainability.

4.21 In addition to these sums and as noted at Paragraph 4.7, continuing low interest rates, confirmation of the capital outturn for 2019/20 and levels of projected slippage for 2020/21 have allowed, besides the £4.477m used to mitigate in-year shortfalls in Council-wide savings and fees and charges delivery, a further **£2.5m** in loans charge savings to be made available to address other pressures. These savings, along with **£2.65m** of anticipated recurring savings in Council Tax and past service pension costs (informed by analysis of the 2019/20 outturn), are also available to contribute towards the overall shortfall.

#### **Updated overall position**

4.22 The combined impact of the management of residual savings and pressures (£12.5m per Paragraph 4.4) and identification of additional potential contributions from reserves and other corporate savings (£13.5m per Paragraphs 4.20 and 4.21) has offset the influence of increased COVID-19 impacts in reducing the overall funding gap from £56.5m to £29.9m as shown in the following table:

<b>Additional net expenditure pressures:</b>	<b>£m</b>	<b>£m</b>
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Estimated COVID-19-specific expenditure and income		85.7
Net residual pressures/anticipated shortfalls in savings delivery		3.0
		<b>88.7</b>
<b>Potential funding:</b>		
Confirmed COVID-19 related funding	(18.2)	
2020/21 budget - unallocated additional monies	(4.8 <sup>4</sup> )	
Use of earmarked reserves	(19.6)	
Further potential timing-related and corporate savings	(16.2)	
	<b>58.8</b>	
<b>Remaining shortfall</b>		<b>29.9</b>

- 4.23 It is becoming increasingly clear, however, that without the provision of additional resources at UK level triggering Barnett Consequentials for Scotland, any significant amount of further funding is unlikely to be forthcoming. Spend to date on the Scottish Government's pandemic response has exceeded available funding and is therefore understood to have used, in full, any additional resources relative to its planning assumptions resulting from the original UK 2020/21 Budget announcement in early March.
- 4.24 While the LGA has now chosen to lobby separately, co-ordinated activity across the four nations of the UK will continue, emphasising the need for both additional resourcing and further fiscal flexibilities. With this in mind, discussions between COSLA and the Scottish Government are continuing with the intention of jointly approaching the UK Treasury on these issues. A complementary Scotland-specific lobbying and engagement strategy is also being developed.
- 4.25 COSLA officials and Director of Finance representatives are also examining, with Scottish Government officials, other possible financial flexibilities including a number that, while not addressing the additional costs incurred, would at least spread their impact over a number of years.
- 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 action is not recommended, however, due both to current wider risks and uncertainties and the fact that these reserves would then require to be replenished through the identification of further savings in future years and may require unbudgeted costs to be met from core service budgets, leading to reductions in service provision.

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<sup>4</sup> The available sum reflects the decision of the Policy and Sustainability Committee on 28 May 2020 to award continuing funding to a number of organisations previously supported by the Communities and Families grants programme.

- 4.27 As was emphasised in the previous update report to the Committee, given the magnitude of the funding deficit, options to reduce service levels significantly in non-priority areas are increasingly likely to be required.

### **Edinburgh Integration Joint Board (EIJB)**

- 4.28 The cost and income estimates above do not include those for the EIJB which are captured in the Health and Social Care Partnership's (H&SCP) Mobilisation Plan. The current iteration of the plan indicates full-year expenditure of some £57.34m, the majority 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. The plan also reflects the anticipated additional implementation cost of the 3.3% uplift to contract hourly rates to allow voluntary and independent social care providers to ensure that all social care support workers will have their pay increased to at least the Living Wage Foundation hourly rate of £9.30 from 6 April 2020. The Chief Officer of the H&SCP continues to engage with the Scottish Government on both issues with a view to ensuring that additional anticipated costs are appropriately recognised, although given the extent of the shortfall in funding announced thus far, there is a significant risk that these sums will not be met.
- 4.29 At the request of Local Government, however, an initial first tranche of funding of £50m was released to address expenditure incurred to date. The Edinburgh Health and Social Care Partnership's share of this sum is £4.056m and this has now been received.
- 4.30 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. Potential further actions and contributions of £7m have been identified, including the in-principle £2m contribution from the Council earmarked within the additional monies provided as part of the 2020/21 Scottish Draft Budget Bill's Parliamentary consideration, resulting in a residual in-year deficit of £5.2m. An additional range of options will continue to be investigated to address the remaining shortfall, with an update provided at the Board's next scheduled meeting on 21 July. In recognition of likely continuing increased demand and to provide greater certainty for these deliberations, it is recommended that members now formally approve the Council's £2m contribution.

### **Priority actions**

- 4.31 While the report sets out, at Paragraph 4.22, a significant reduction in the residual funding gap, it is clear that the Council's financial position remains fragile and, as such, more urgent action is required, particularly given the potential for disruption to be more long-lasting than currently assumed. Actions taken thus far by Executive Directors have reduced the impact of residual pressures and savings delivery shortfalls to £3m, with an expectation that this sum will be fully addressed in the coming months, consistent with their responsibilities to maintain expenditure within budgeted levels as set out in the Financial Regulations.
- 4.32 Executive Directors will, nonetheless, continue to examine all means to reduce expenditure further by scrutinising all discretionary spend, overtime and agency spend

and re-doubling efforts to identify additional savings resulting from the Council's reduced scale of activity in both the immediate and medium-term. Given the impact of successive years' savings requirements, however, it is highly unlikely that these actions alone will be sufficient to address the remaining gap, either in 2020/21 or subsequent years. In addition, increased reliance on contributions from earmarked reserves for reasons other than they were established is clearly not a sustainable approach over the medium to longer term and restricts the Council's subsequent ability to support economic recovery.

- 4.33 Elected members have a key role in supporting the Head of Finance as the Council's statutory section 95 officer in all financial matters, including setting the Council's budget and subsequently ensuring that proper control is exercised through regular scrutiny and challenge of spend projections, such that expenditure is maintained within the level of resources available. In view of the seriousness of the current financial position, **as a first step, it is recommended that members now earmark, in full, the remaining £4.83m of monies provided at Stage One of the 2020/21 Scottish Draft Budget's Parliamentary consideration to address the residual funding shortfall.**
- 4.34 It is further recommended that members endorse the principle that any subsequent requests to Executive Committees or Council to incur additional, non-essential expenditure **are considered only in cases where a specific funding source has been identified.** This needs to take place, however, within the context of a more fundamental re-assessment of the Council's services, priorities and operating models as part of the Adaptation and Renewal Programme, informed by conversations with key stakeholders across the city. These conversations will also need to be conducted against a backdrop of on-going affordability, considering both service reduction and possible cessation.

## 5. Next Steps

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- 5.1 The cost 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 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 brought forward additional measures to offset savings delivery shortfalls and residual service pressures. The impact of these measures, alongside any further available non-service savings, will continue to be regularly reported to elected members.
- 5.3 While a broad route map for the recovery phase has been set out by the Scottish Government, the speed and nature of this process (including the potential for further lockdowns) remains, by its nature, unclear. A slower recovery is, however, likely to add further to the funding gap due to continuing income losses for a range of Council services and, in particular, its ALEOs.

## 6. Financial impact

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- 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 have been identified to address, at least



in part, these shortfalls, it is likely that the affordability of the wider budget framework will require to be re-assessed, including the impacts of COVID-19 on the Council's capital investment programme. An initial report on this latter aspect is included elsewhere on today's agenda.

- 6.2 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.
- 6.3 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.

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

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- 7.1 The scale and coverage of the impacts linked to the pandemic will require extensive and continuing engagement with key stakeholders as the city enters the recovery phase.

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

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

## **9. Appendices**

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Appendix 1 – Revenue Budget 2020/21 – update of key assumptions

## Revenue Budget 2020/21 - update of key assumptions

	£m	£m	£m	
	Per P&S, 28 May	Changes, June 2020	Revised total, June 2020	
<b>Estimated COVID-19-specific expenditure and income</b>	85.924	(0.232)	<b>85.692</b>	Change as comprised below
<b>Increased estimates:</b>				
Property rentals		3.000		Assumed further losses due to voids and/or tenant insolvency, bringing total to £9m
Housing Property Services		2.945		Estimated reduction in sums chargeable to the HRA
Roads		1.820		Reduction in staff salaries chargeable to the Capital Programme
Outdoor centres		0.500		Based on revised January 2021 re-opening date
Customer and Digital Services		0.424		Additional staffing (including overtime) for benefit claims, business grants processing and vulnerable/shielding support
Other changes		0.829		
<b>Decreased estimates:</b>				
Impact on ALEOs		(5.000)		Updated estimate based on revised assessment of available external support and income projections
Parking		(1.200)		Reduction in assumed net loss of income based on parking charge and enforcement reinstatement wef 22 June
Planning and building standards		(1.167)		Revised income forecast based on analysis of April and May income levels
Customer Organisational Review		(1.100)		Full mitigations now identified through recruitment freeze and use of earmarked fund
Food Fund		(0.730)		While allocations remain to be confirmed, following the First Minister's announcement on 16 June, it is being assumed that all costs incurred in continuing FSM provision over the summer holiday period will be addressed through the receipt of additional funding.
Other reductions		(0.553)		
<b>Approved savings - anticipated shortfall in delivery</b>	7.528			
<b>Residual pressures</b>	8.019	(12.547)	<b>3.000</b>	
<b>Potential funding</b>				
Confirmed COVID-19 related funding	(17.740)	(0.500)	<b>(18.240)</b>	Includes estimated furlough income for c. 430 staff roles to end of October
2020-21 budget - unallocated additional monies	(5.008)	0.178	<b>(4.830)</b>	Change reflects net commitment resulting from part-year funding for Communities and Families grants as agreed at Policy and Sustainability Committee, 28 May
Use of earmarked reserves	(11.212)	(8.350)	<b>(19.562)</b>	Please see below for detail
Further potential timing-related and corporate savings	(11.000)	(5.150)	<b>(16.150)</b>	Please see below for detail
<b>Remaining shortfall</b>	<b>56.511</b>	<b>(26.601)</b>	<b>29.910</b>	
<b>Further use of earmarked reserves:</b>				
Council Tax Reduction Scheme		(3.000)		Application of remaining unallocated element of 2018/19 in-year underspend and full 2019/20 underspend. The Scottish Government has confirmed that it will make available additional funding in 2020/21 should take-up exceed budgeted levels.
Risk management		(4.000)		Application of sums previously put aside to smooth changes in grant funding levels, including the influence of stability funding floor
Transformation		(1.350)		Release of uncommitted element of funding approved for previous transformational activity
<b>Further potential timing-related and corporate savings:</b>				
Council Tax		(2.000)		Increase in Council Tax base apparent from analysis of 2019/20 outturn
Past service pension costs		(0.650)		Sums released based on year-on-year reductions in required level of provision
Loan charges		(2.500)		Treasury management-related savings based on updated assessment of in-year funding requirement

# Policy and Sustainability Committee

10.00am, Thursday, 25 June 2020

## Capital Budget Update – 2019/20 Provisional Outturn and 2020/21 COVID-19 Forecast

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

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- 1.1 To note the provisional capital outturn position for the General Fund and Housing Revenue Account (HRA) at month twelve (subject to external audit);
- 1.2 To note the 2020/21 COVID-19 Forecast Assumptions and that the 2020/21 Revised Capital Budget will be reported to Committee in August 2020.

**Stephen S. Moir**

Executive Director of Resources

Contact: Liam MacDonald, Senior Accountant,  
Finance Division, Resources Directorate

E-mail: [Liam.MacDonald@edinburgh.gov.uk](mailto:Liam.MacDonald@edinburgh.gov.uk) | Tel: 0131 469 3174

## Capital Budget Update – 2019/20 Out-turn and 2020/21 COVID-19 Forecast

### 2. Executive Summary

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- 2.1 The report provides capital expenditure and income provisional out-turns for 2019/20.
- 2.2 At month twelve, the General Fund is reporting slippage of £18.645m against the general fund capital expenditure budget of £297.207m. Capital income is reported at £207.331m, resulting in a net requirement of £71.231m in loans fund advances.
- 2.3 At month twelve, the Housing Revenue Account (HRA) is reporting capital expenditure of £111.854m, against an approved budget of £108.954m. An additional £17.574m of grant funding was secured from the Scottish Government to support delivery of new social rented homes through this programme. This resulted in a net requirement of £38.403m in loans fund advances, which is £21.108m lower than originally budgeted.
- 2.4 The extent of the impact from COVID-19 is likely to differ between programmes and projects and it is too early to understand the full cost to the Council.
- 2.5 It is difficult to estimate the full impact on the programme until market intelligence, such as tender returns, is available. The result of the modelling shows pressures of £56.207m in 2020/21, although slippage of £217.464m means that a net slippage position of £161.257m is forecast. This means that the Council may benefit from a reduced loans charge liability in the current year, but this has already been factored into corporate budgeting assumptions. In future years, however it would result in additional financing costs.

### 3. Background

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- 3.1 The Council set its capital investment programme for the period 2019-24 at its budget meeting of 21 February 2019. This budget was subsequently revised to reflect slippage from 2018/19 and up-to-date project cashflows, as reported to Finance and Resources Committee on 15 August 2019.
- 3.2 This report sets out provisional outturn for capital expenditure and income for the 2019-20 financial year at month twelve and compares this with the revised capital budget.

- 3.3 The initial Capital Budget Strategy 2020-2030 was reported to Finance and Resources Committee on 10 October 2019 and approved on 20 February 2020 as part of budget process.
- 3.4 It was subsequently consolidated with other key strategies into the Council's Capital Strategy which was approved by Council on 12 March 2020. This strategy set out for expenditure of £2,324.800m to 2029/30. While the programme was affordable in the short to medium term, there remained £154.600m which was unfunded and will require the Council to find additional revenue savings or additional funding in future years or lead to projects having to be removed from the capital investment programme or delayed.
- 3.5 Since the setting of the budget, COVID-19 and the measures put in place to protect citizens have created significant financial and logistical challenges and it will no longer be possible to deliver projects within the timescales and budgets previously envisaged. Following guidance from Scottish Ministers, all construction sites have been closed and will be re-opened in accordance with the [‘Coronavirus \(COVID-19\): framework for decision making – Scotland’s route map through and out of the crisis’](#) guidance. It is likely this will require changes to working practices to protect both construction workers and the public at large.
- 3.6 This report provides an update on the approved budget from 20 February 2020 in light of estimated COVID-19 impacts and a further update will be provided to Committee in August 2020 to set the revised budget.

## 4. Main report

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### 2019/20 Capital Monitoring Provisional Out-turn

#### General Fund

- 4.1 The provisional outturn for the general fund was slippage of £18.645m. This compared favourably compared to a month eight forecast of £25.610m. A breakdown by directorate is provided in Appendix 1.
- 4.2 Within Communities and Families, there was slippage of £21.947m primarily due to;
- Meadowbank Sports Centre of £9.475m primarily due to the sale of land to the HRA being recognised in 2019/20. There is a similar increase in ring-fenced asset sales as a result;
  - Rising school rolls of £5.603m to reflect updated expenditure profiles for a variety of projects including Sciennes, Kirkliston, Liberton High School, Deanpark Primary School, Castleview and Echline with the pre-COVID expectation for these to be completed in the 2020/21 financial year;
  - Local Development Plan Primary School Design costs of £3.896m as the specialist design team were only appointed at 10 October 2019 Finance and Resources Committee and therefore the works programme has now been more accurately phased;

- New South Edinburgh Primary of £2.040m due to the project being significantly delayed by utility companies relating to the diversion of a combined sewer. Whilst these delays resulted in adjustments to the annual spend profile, they will have no impact on the expected and publicised opening date for the new school of August 2021;
- Boroughmuir High School Extension of £1.800m due to extension of delivery programme agreed with the school to meet operational requirements, with work to be completed by August 2021; and
- Castlebrae New Wave Four School of £1.431m in order to align expenditure to the final contract programme now that the project is on-site and work commencing.

4.3 Within Place, there was slippage of £4.311m primarily due to;

- Energy Efficiency Street Lighting Project where there is slippage of £1.995m due to changes in the sequencing of the programme, bringing forward work with less value whilst pushing higher value works towards the end of the programme. This had added two months to the overall 36-month programme due to additional project scope before COVID-19 lockdown;
- Local Development Plan Roads Obligations where there is slippage of £1.407m. Work is being undertaken to develop project management capacity to deliver this project in-line with the Finance and Resources Committee approval;
- Leith Theatre where there is slippage of £0.756m due to delays caused by relocation of an electrical substation;
- North Bridge where there is slippage of £0.694m due to delays, that for the most part, are out with the Council's control. The delays were due to the Contractor resolving scaffolding design issues and ensuring that the bridge can accommodate the scaffold and working loads. This work has had no material impact upon members of the public or adjoining stakeholders. The project management team have been active in seeking the implementation of mitigation measures to reduce the overall impact of this ongoing delaying event, however, this has been hampered by COVID-19 restrictions; and
- Dunard Centre where there is slippage of £0.500m due to uncertainty caused by the judicial review.

4.4 Within Place – Lending, there was slippage of £12.536m due to revised programming of new Edinburgh Living homes at North Sighthill and Craigmillar and the Shrubhill National Housing Trust (NHT) payment of £4.723m due in February 2020 is now forecast in 2020/21 financial year. The Council delayed borrowing to match the revised expenditure profiles.

4.5 Within Place – Trams to Newhaven, the budget was realigned in Period Six to reflect the revised expenditure profile agreed following Early Contractor Involvement and remains within the time and budget parameters agreed by Council. The out-turn

position shows acceleration of £4.381m, this includes re-alignment of the programme of work for mobilisation, traffic management and utilities. At Period Six, insurance costs were assumed to be spread across the entire project whereas they are now recognised as being paid up-front.

4.6 Within Resources, there was slippage of £5.513m as fewer IT projects were capitalised in year than expected and within the Asset Management Works programme, the above slippage was offset by significant acceleration of £21.508m primarily across school projects but also from ceiling work, asbestos work and Edinburgh Leisure projects.

4.7 This is only a provisional outturn as the Accounts are still subject to External Audit.

### **Housing Revenue Account**

4.8 The provisional year-end outturn for 2019/20 was £111.854m against an original approval budget of £108.954m (representing a 38% increase from the 2018/19 outturn (£80.963m)). A breakdown of the detail is provided in Appendix 2.

4.9 In addition to accelerating the programme, this expenditure is offset by additional capital income of £24.008m primarily due to £17.574m in grant funding secured from Scottish Government to support delivery of new social rented homes. This resulted in a net requirement of £38.403m in loans fund advances, which is £21.108m lower than originally budgeted.

4.10 Nearly 300 affordable homes were completed in 2019/20 at Royston, Dumbryden, Greendykes G, Hailesland Place, Crewe Road Gardens and North Sighthill. At the end of the financial year, over 800 new homes were under construction, with nearly 3,400 homes in design and development stage. £40.090m was spent to secure land for affordable housing development.

4.11 The improvement programme invests in the modernisation of tenants' homes and estates. In 2019/20, the Improvement Programme delivered 1,250 new kitchen and bathrooms, achieving the target for the year to deliver the commitment that no kitchens and bathrooms would be over 20 years old by end of 2020. It also delivered 1,960 new modern heating systems; 615 homes with electrical upgrades; 1,200 homes with external fabric upgrades; nearly 100 major adaptations and 100 locality environmental projects. As part of this programme, 38 homes were purchased in mixed tenure blocks, helping to gain 100% ownership in 13 blocks and further consolidation of ownership in another 25 blocks. A total of 18 homes were sold in blocks in which the Council was a minority owner, giving a net increase of 20 affordable homes.

## **Capital Budget Strategy 2020-2030 – Impact of COVID-19**

### **General Fund**

4.12 The extent of the impact from COVID-19 is likely to differ between projects and it is too early to understand the full cost to the Council.

4.13 It is difficult to estimate the full impact on the programme until market intelligence, such as tender returns, is available. Inevitably it is likely to affect intrusive indoor

projects to a greater extent, with outdoor infrastructure projects such as roads projects likely to be less affected. However, where more specific information isn't available and to give an indication of the potential impact, a 25% cost increase has been modelled for the current financial year, together with slippage of 50%, based on advice from an independent quantity surveyor.

- 4.14 The forecast for the Tram to Newhaven project has been updated to reflect the impact of COVID-19. Costs of site closure, delay, remobilisation and inefficiency due to social distancing are expected to be in the region of £5.000m. This amount can be contained within budget and the project is still anticipated to be delivered within the £207.300m investment approved by Council. The latest cash flow profile has been factored into Appendix 4. A separate report will be presented to this committee detailing the wider impact of COVID-19 on the project, including impacts on the business case, and the mitigation measures currently being deployed.
- 4.15 The opening of the St James Centre and the associated Growth Acceleration Model (GAM) is likely to be delayed by around six months and negotiations are currently underway regarding the timing of the £61.400m payment, with this likely to slip into the 2021/22 financial year. For this report, the full payment has been slipped into 2021/22, however, borrowing has been taken out for the project from October 2020 and will be used to meet the overall borrowing requirement in the short term and will need to be funded by the Council without any GAM income in 2020/21 to offset the cost.
- 4.16 In addition, significant emerging cost pressures of £12.000m relating to North Bridge have been included in the workings. The COVID-19 assumptions have been calculated at £2.131m for this specific project and that results in a total cost pressure of £14.131m. The project comprises essential repair and refurbishment works, with the contract being let on the basis of superficial visual investigations due to very limited access, and the need to have failsafe arrangements in place above Waverley Station and Market Street below.
- 4.17 Following the introduction of crash deck protection and scaffolding, access inspections and intrusive investigations/opening up and testing have been undertaken, which has led to the discovery of serious issues with the existing concrete bridge deck constructed in 1933, together with significant corrosion and other issues with the structural steelwork. The cast iron façade is in poor condition and there are increasing concerns with the integrity of the general fixings back to the structure. The shutdown due to COVID-19, and the subsequent constraints that will exist for an indeterminate amount of time following the impending re-commencement of works are further exacerbating an increasingly complex project.
- 4.18 The project team have been working diligently to mitigate impacts upon the project, which included avoiding the construction of a new deck, which would have cost up to an additional £10.000m above the repair, protect and monitor solution that has been implemented. Value engineering resulted in reducing the scope for assessment led steelwork repairs by some £1.350m.



- 4.19 The result of the modelling shows pressures of £56.207m in 2020/21, although slippage of £217.464m means that a net slippage position of £161.257m is forecast. This means that the Council may benefit from a reduced loans charge liability in the current year, but this has already been factored into corporate budgeting assumptions. In future years, however it would result in additional financing costs. More detailed analysis is included at Appendix 3.

### **Housing Revenue Account**

- 4.20 The HRA capital programme is projected to reduce by 46.1% in the 2020/21 financial year due to the anticipated gradual return to work on construction sites in line with Scottish Government guidance on the COVID-19 pandemic. The modelling for the impact on the HRA capital programme has used the same basis as the General Fund explained in paragraph 4.13. More detailed analysis is included at Appendix 4.
- 4.21 It is anticipated that 450 new homes will be handed over to the Council from contractors at North Sighthill, Craigmillar and Pennywell. A detailed review of programmes and cashflow projections will be undertaken as sites become more operational and the workforce returns to site. Although construction on sites has slowed, projects in design development are progressing well with Design teams working remotely and a number of sites are also being progressed through the Council's own Design & Build contractor framework. In addition, the procurement of a developer partner for Fountainbridge is progressing and early steps are being taken to seek a partner for Meadowbank.
- 4.22 The £12.000m land acquisition budget is projected to be spent in full. As the economic situation evolves, there may be additional land purchase opportunities as a result of private sector landowners and developers seeking disposals. Discussions are also progressing with public sector partners; including NHS Lothian regarding opportunities to develop sites; such as land at Liberton hospital, to meet joint objectives. Site acquisitions will be funded by accelerating spend from future years in the HRA capital programme and will support the Council's Sustainable Economy Recovery Plan.
- 4.23 The improvement programme for investment in tenants' homes and estates will be resumed on a phased approach, starting with external fabric improvement works and environmental improvement projects. As social distancing measures continue to ease, improvement work within the communal areas of buildings, such as installation of secure door entry systems and upgrades of emergency lighting in high rise blocks, will resume. Improvement work requiring access of tenants' homes, such as kitchens and bathrooms and heating replacement are unlikely to restart this year. Similar to the new build programme, while the improvement work on site has slowed down, projects in design development and procurement have been progressing. Opportunities to accelerate external and communal work are being explored, especially in areas with new build projects, in order to align the two strands of capital programme.

## **Exclusions from Forecast**

- 4.24 The National Housing Trust (NHT) and Edinburgh Living on-lending projects have been excluded from the forecast of pressures as borrowing is supported by income from the various Limited Liability Partnerships.
- 4.25 Whilst there is likely to be both slippage and additional costs, these will be matched by additional borrowing supported by income from the various Limited Liability Partnerships.

## **Potential Additional Priorities and Mitigation Opportunities**

- 4.26 A report will follow to a future Committee which reviews the new priorities that the Council Capital Budgets may be required to fund once lockdown restrictions are eased. In addition, there is a likely to be further pressure on project budgets to address zero carbon ambitions including accommodating Passivhaus principles and other quality initiatives.
- 4.27 The report will also look at potential mitigation opportunities for the pressures mentioned above and how any new priorities would be funded. The report will look at how the current 2020-30 Capital Budget Strategy can be re-prioritised in order to make the strategy affordable, especially when considered alongside the emerging revenue pressures which are discussed in more detail in the Revenue Budget Update 2020/21 report at item 6.2 on this agenda.

## **5. Next Steps**

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- 5.1 As set out above, further detail will be provided to Committee in August, in line with agreed reporting timelines.
- 5.2 Finance will continue to work with budget managers to refine forecasts as COVID-19 lockdown restrictions are lifted and a better understanding is reached regarding costs and timescales.

## **6. Financial impact**

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- 6.1 The projected 2019/20 general fund outturn outlines loans fund advances of £71.231m. The overall loan charges associated with this over a 30-year period would be a principal amount of £71.231m, interest and expenses of £60.519m, resulting in a total cost of £131.750m based on a loans fund interest rate of 4.39%. The average annual cost would be £4.392m for 30 years.
- 6.2 The projected 2019/20 HRA outturn outlines loans fund advances of £38.403m. The overall loans charges associated with this over a 30-year period would be a principal amount of £38.403m, interest of £32.628m, resulting in a total cost of £71.031m based on a loans fund rate of 4.39%. The average annual cost would be £2.368m for 30 years.

- 6.3 Borrowing required is carried out in line with the Council's approved Treasury Management Strategy.
- 6.4 The loan charge costs outlined above will be met from the general fund and HRA revenue budgets for loan charges.

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

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- 7.1 Consultation on the capital budget was undertaken as part of the Council's budget setting process.
- 7.2 The stakeholder and community impact of individual projects within the Council's capital programme is considered as part of the business cases for those projects.

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

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- 8.1 [Capital Investment Programme 2019-20 to 2023-24](#), The City of Edinburgh Council, 21 February 2019
- 8.2 [Housing Revenue Account Budget Strategy 2019-24](#), The City of Edinburgh Council, 21 February 2019
- 8.3 [Coalition Budget Motion](#), The City of Edinburgh Council, 21 February 2019
- 8.4 [Edinburgh Tram – York Place to Newhaven Final Business Case](#), The City of Edinburgh Council, 14 March 2019
- 8.5 [Capital Monitoring 2019/20 – Month Three Position](#), Finance and Resources Committee, 15 August 2019
- 8.6 [Half Year Capital Monitoring 2019/20 Position](#), Finance and Resources Committee, 6 December 2019
- 8.7 [Capital Budget Strategy 2020-30](#), Finance and Resources Committee, 10 October 2019
- 8.8 [Capital Monitoring 2019/20 - Month Eight Position](#), Finance and Resources Committee, 23 January 2020
- 8.9 [Capital Budget Strategy 2020-30](#), The City of Edinburgh Council, 20 February 2020
- 8.10 [Housing Revenue Account Budget Strategy \(2020-2030\)](#), The City of Edinburgh Council, 20 February 2020
- 8.11 [Capital Strategy 2020-30 – Annual Report](#), The City of Edinburgh Council, 12 March 2020

## **9. Appendices**

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Appendix 1 – 2019/20 Capital Monitoring Provisional Outturn – General Fund

Appendix 2 – 2019/20 Capital Monitoring Provisional Outturn – HRA

Appendix 3 – 2020/21 COVID-19 Forecast Assumptions – General Fund

Appendix 4 – 2020/21 COVID-19 Forecast Assumptions – HRA

## Appendix 1 Capital Monitoring 2019/20

### General Fund Summary

#### Period 12

Expenditure	Approved Budget £000	Adjustments £000	Revised Budget £000	Provisional Outturn £000	Provisional Variance	
					£000	%
Communities and Families	116,193	-29,925	86,268	64,321	-21,947	-25.44%
Edinburgh IJB	239	-122	117	-110	-227	-194.02%
Place	141,766	-27,849	113,917	109,606	-4,311	-3.78%
Place - Tram York Place to Newhaven	0	20,806	20,806	25,187	4,381	21.06%
Place - Lending	18,118	22,556	40,674	28,138	-12,536	-30.82%
Resources - Asset Management Works	31,498	-4,459	27,039	48,547	21,508	79.54%
Resources - Other	11,706	-3,320	8,386	2,873	-5,513	-65.74%
<b>Total Gross Expenditure</b>	<b>319,520</b>	<b>-22,313</b>	<b>297,207</b>	<b>278,562</b>	<b>-18,645</b>	<b>-6.27%</b>
Income	Approved Budget £000	Adjustments £000	Revised Budget £000	Provisional Outturn £000	Provisional Variance	
					£000	%
<i>Capital Receipts</i>						
General Asset Sales	6,318	10,381	16,699	14,960	-1,739	-10.41%
Ringfenced Asset Sales	10,000	6,186	16,186	28,165	11,979	74.01%
<i>Total Capital Receipts from Asset Sales</i>	<i>16,318</i>	<i>16,567</i>	<i>32,885</i>	<i>43,125</i>	<i>10,240</i>	<i>31.14%</i>
<i>Drawdown from Capital Fund</i>	<i>6,311</i>	<i>0</i>	<i>6,311</i>	<i>6,311</i>	<i>0</i>	<i>0.00%</i>
<i>Developer and Other Contributions</i>						
<i>Developers Contributions Transferred to Investments</i>	<i>585</i>	<i>18,936</i>	<i>19,521</i>	<i>24,564</i>	<i>5,043</i>	<i>25.83%</i>
<i>Total Developer Contributions</i>	<i>0</i>	<i>0</i>	<i>-15,523</i>	<i>-14,898</i>	<i>625</i>	<i>-4.03%</i>
<i>Total Developer Contributions</i>	<i>585</i>	<i>18,936</i>	<i>3,998</i>	<i>9,666</i>	<i>5,668</i>	<i>141.77%</i>
<b>Total Capital Receipts and Contributions</b>	<b>23,214</b>	<b>35,503</b>	<b>43,194</b>	<b>59,102</b>	<b>15,908</b>	<b>36.83%</b>
<i>Grants</i>						
Scottish Government General Capital Grant	58,675	571	59,246	59,246	0	0.00%
Other Grants and Contributions	0	15,192	15,192	19,703	4,511	29.69%
Cycling, Walking and Safer Streets	834	0	834	834	0	0.00%
Transfer of Management of Development Funding (TMDF)	33,877	16,651	50,528	50,528	0	0.00%
Early Years and Childcare - Expansion	14,500	0	14,500	14,500	0	0.00%
Town Centre Fund	0	2,613	2,613	2,613	0	0.00%
Capital Grants Unapplied Account Drawdown	11,297	2,310	13,607	805	-12,802	-94.08%
<b>Total Grants</b>	<b>119,183</b>	<b>37,337</b>	<b>156,520</b>	<b>148,229</b>	<b>-8,291</b>	<b>-5.30%</b>
<b>Total Income</b>	<b>142,397</b>	<b>72,840</b>	<b>199,714</b>	<b>207,331</b>	<b>7,617</b>	<b>3.81%</b>
<b>Balance to be funded through Loans Fund Advance</b>	<b>177,123</b>	<b>-95,153</b>	<b>97,493</b>	<b>71,231</b>	<b>-26,262</b>	<b>-26.94%</b>

## Appendix 2 Capital Monitoring 2019/20

### Housing Revenue Account

#### Period 12

<b>Expenditure</b>	<b>Revised Budget £000</b>	<b>Provisional Outturn £000</b>	<b>Provisional Variance</b>	
			<b>£000</b>	<b>%</b>
Core Programme	35,631	35,776	145	0.4%
House Building	73,323	76,078	2,755	3.8%
<b>Total Gross Expenditure</b>	<b>108,954</b>	<b>111,854</b>	<b>2,900</b>	<b>2.7%</b>
<b>Income</b>	<b>Revised Budget £000</b>	<b>Provisional Outturn £000</b>	<b>Provisional Variance</b>	
			<b>£000</b>	<b>%</b>
Capital Receipts and Other Contributions	17,917	38,838	20,921	116.8%
Capital Funded from Current Revenue	23,000	23,000	0	0.0%
Specific Capital Grant	8,526	11,613	3,087	36.2%
<b>Total Income</b>	<b>49,443</b>	<b>73,451</b>	<b>24,008</b>	<b>48.6%</b>
<b>Balance to be funded through Loans Fund Advance</b>	<b>59,511</b>	<b>38,403</b>	<b>-21,108</b>	<b>-35.5%</b>

**Appendix 3 – COVID-19 Provisional Budget Assumptions 2020/21**

**General Fund**

*2020-21 COVID-19 Budget Assumptions (Incorporating provisional out-turn slippage from 2019/20)*

<b>SUMMARY</b>	<b>Revised Budget 2019-20</b>	<b>Planned Budget 2020-21</b>	<b>2019-20 Expenditure Slippage</b>	<b>2019-20 Income Slippage</b>	<b>Revised Budget 2020-21</b>	<b>Emerging Pressures</b>	<b>Coronavirus Factor</b>	<b>2020-21 Re-profiled to Later Years</b>	<b>Slippage - Undeliverable 20/21</b>	<b>Forecast Coronavirus Outturn 2020-21</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Communities and Families	86,268	99,246	21,945	10,120	131,311	-	27,214	(2,057)	(80,531)	75,937
Edinburgh Integration Joint Board	117	-	227	57	284	-	-	-	-	284
Place	113,917	192,495	4,188	3,668	200,352	12,000	14,751	(70,267)	(44,223)	112,613
Place - Lending	40,674	43,913	12,536	-	56,449	-	-	-	-	56,449
Place - Tram York Place to Newhaven	20,806	74,939	(3,634)	-	71,305	-	-	(11,528)	-	59,776
Contingency	-	4,242	-	-	4,242	-	-	-	-	4,242
Resources - Asset Management Works	27,039	30,000	(21,507)	265	8,758	-	2,242	-	-	11,000
Resources - Other	8,386	5,000	5,513	2	10,515	-	-	(8,857)	-	1,658
<b>Total Expenditure</b>	<b>297,207</b>	<b>449,835</b>	<b>19,268</b>	<b>14,113</b>	<b>483,216</b>	<b>12,000</b>	<b>44,207</b>	<b>(92,709)</b>	<b>(124,754)</b>	<b>321,959</b>

## Appendix 4 – COVID-19 Provisional Budget Assumptions 2020/21

### Housing Revenue Account

Programme Heading	2020/21 Approved Budget	2020/21 COVID-19 Budget	Variance	
	£m	£m	£m	%
New Homes Development	35.890	16.764	(19.126)	-53.3%
New Homes Land Costs	12.000	12.000	-	0.0%
Improvement to Council Homes and Estates	48.578	23.195	(25.383)	-52.3%
<b>Total Gross Expenditure</b>	<b>96.468</b>	<b>51.959</b>	<b>(44.509)</b>	<b>-46.1%</b>

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## Policy and Sustainability Committee

10.00am, Thursday 25 June 2020

### Council Support to Small Businesses

<b>Executive/Routine</b>	Executive
<b>Wards</b>	All
<b>Council Commitments</b>	2, 3 and 7

#### 1. Recommendations

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- 1.1 It is recommended that the Committee notes the content of this report, which has been submitted in response to the motion by Councillor Cameron that was approved by Council on 21 November 2019.

**Stephen S. Moir**

**Executive Director of Resources**

Contact: Iain Strachan, Chief Procurement Officer

Finance Division, Resources Directorate

E-mail: [Iain.Strachan@edinburgh.gov.uk](mailto:Iain.Strachan@edinburgh.gov.uk) | Tel: 0131 529 4930

## Council Support to Small Businesses

### 2. Executive Summary

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- 2.1 On 21 November 2019, Council agreed a motion by Councillor Cameron in connection with Small Business Saturday. In doing so Council agreed that a report be brought to a future meeting of the Committee setting out details of the spend by the Council and its ALEOs with small businesses, including social enterprises, and covering the barriers that exist to such organisations supplying goods and services to the Council and its ALEOs, and the policy and procedural changes that would be necessary to overcome those barriers.
- 2.2 This report provides the requested information. In particular, the Council's spend with small business in the 2019/20 financial year was approximately £155.6m, this being a combination of both capital and revenue spend. This equates to approximately 22.7% of the total third party spend, of approximately £684m. This is an increase on the 2018/19 figure of 21.18%. It is to be noted, however, that the Council does not hold data for its ALEOs' spend with such organisations.
- 2.3 This report also provides an overview of how the Council already seeks to support small businesses in its procurement activity, and future planned actions.
- 2.4 The Committee is advised that this report does not respond to the recently approved Motion from Councillor Cook on the Support for Local Business Campaign and this will be the subject of a separate report to the Committee from the Executive Director of Place on 23 July 2020.

### 3. Background

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- 3.1 On 21 November 2019, Council agreed a motion by Councillor Cameron in connection with Small Business Saturday. In doing so, Council agreed to (i) proactively and visibly promote, support and publicise Small Business Saturday 2019, during the run-up to, and on that date, which was Saturday 7th December 2019, and (ii) a report being brought to a future meeting of the Committee "setting out (a) The level of procurement by £ and by service area currently awarded to small business, including social enterprises, by the Council and its ALEOS; (b) 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; and (c) What

policy and procedural changes would be necessary to enable any barriers to be overcome?”.

- 3.2 The Council duly promoted, supported and publicised Small Business Saturday 2019. For the 2020 event, as in previous years, the Council and the Business Gateway service will collaborate with partner business support agencies, such as the Federation of Small Businesses, the Edinburgh Chamber of Commerce and others to drive footfall and spend to support small businesses, and by promoting the event through media channels and the existing programme of workshops and seminars. Depending on trading conditions, and the impact of the COVID-19 outbreak, plans will be kept under review, for instance there might be additional focus to support businesses to embrace digital trading.
- 3.3 The Business Gateway service supports over 4,000 local businesses each year to start-up or grow and the team has a combined network of over 7,000 contacts, to assist businesses to get the support they need from a large network. It also helps businesses make connections and links to a number of useful organisations such as Scottish Enterprise, Skills Development Scotland, Visit Scotland, Interface, First Port, Just Enterprise and Women’s Enterprise Scotland. It also has a dedicated Social Enterprise Adviser and runs a Women in Business programme.

## 4. Main report

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### **Council’s Third Party Supplier Spend**

- 4.1 By way of context, and with the data for 2019/20 still being finalised, the Council’s spend with third party suppliers in 2018/19 was approximately £634.8m, this being capital and revenue spend. Of that figure, the Small and Medium Enterprise (SME) spend was 47% of total core spend, being those suppliers, the Council has spent more than £1,000 with.
- 4.2 In addition, the [Local Government Benchmarking Framework](#) figures for 2018/19 recorded the Council’s percentage of procurement spend with local enterprises as being 41.8%, an increase from the 37.6% recorded in 2017/18. Of all local authorities the Council is the highest of those solely located on the mainland, well above the average of 28.7%, and the 5<sup>th</sup> highest of all Scottish local authorities.
- 4.3 The motion approved by Council called for a report that detailed the level of procurement by value and by service area currently awarded to small businesses, including social enterprises, by the Council and its ALEOS. As matters stand, the manner in which spend with particular categories of supplier, and particular sectors, is recorded is fixed, and the Council is currently not able to readily report on spend with social enterprises, which is not separately categorised in the data set. There can also be differing views on how small businesses should correctly be identified, for example whether size should be determined by sales volume or numbers of staff. For the purposes of the Council’s data it is based upon the number of staff, with small being deemed those businesses having up to 49 employees.

- 4.4 The Council is not able to report on its ALEOs' spend with such organisations, given that we do not hold this data. It should also be noted that the Council's ALEOs generally undertake their own procurement activity.
- 4.5 The data from 2018/19 discloses that the Council's spend with small business in that financial year was approximately £134.5m. This equates to approximately 21.18% of the total third party spend in that financial year.
- 4.6 The data for 2019/20 is still being finalised at present. However, the Council's spend with small business was approximately £155.6m for 2019/20. This equates to approximately 22.7% of the total third party spend, of approximately £684m, a small increase on the 2018/19 figure. These figures include both capital and revenue spend.

Directorate	Invoiced spend with small businesses in 2018/19	% of total spend with small businesses
Chief Executive	£707,994.68	1%
Communities and Families	£47,661,375.61	35%
Health and Social Care	£30,407,020.70	23%
Place	£34,477,869.37	26%
Resources	£21,280,750.34	16%
Grand Total	£134,535,010.70	100%

Directorate	Invoiced spend with small businesses in 2019/20	% of total spend with small businesses
Chief Executive	£828,564.13	1%
Communities and Families	£46,510,473.21	30%
Health and Social Care	£30,994,299.02	20%
Place	£50,719,107.16	33%
Resources	£26,523,242.79	17%
Grand Total	£155,575,686.31	100%

### **Council's Sustainable Procurement Strategy**

- 4.7 The Council has a clear strategic vision for its procurement activity, with a key element being support to local small businesses and the third sector. On [5 March 2020](#), the Council adopted its new five year Sustainable Procurement Strategy (the Strategy). The Strategy places sustainability at the heart of the Council's procurement programme for the next five years, to ensure that the Council's

considerable spending power is used to promote those economic, environmental and social outcomes that support growth, and simultaneously assist the Council in addressing the challenges that the city is facing. The Strategy takes account of the opportunities and challenges facing the city, in addition to the financial challenge facing all local authorities and identifies seven key strategic procurement objectives that would be promoted. One of these strategic objectives is to make procurement spend more accessible to local small businesses and the third sector.

- 4.8 As referred to in the motion, and as some respondents expressed during the consultation process on the Strategy, there are concerns within the small business/social enterprise community that public sector procurement processes create barriers to them becoming suppliers to the public sector. These concerns are not specific to the Council, but of public sector procurement more widely. In general terms, these barriers can be summarised as a concern that public sector procurement processes are overly time-consuming and complicated, and by their nature favour larger more established organisations.
- 4.9 Clearly, given the nature of the services and projects delivered by the Council, there will be instances where only large businesses can meet the Council's requirements, and secure Best Value. It must also be borne in mind that seeking to increase the opportunities for SMEs will also mean increasing the number of suppliers the Council has, and so increasing service area contract management responsibilities.
- 4.10 Members will be aware that in recent years there has been a wide-ranging review of the legislative framework that governs public sector procurement. This includes the [Procurement Reform \(Scotland\) Act 2014](#), the [Public Contracts \(Scotland\) Regulations 2015](#) and the [Procurement \(Scotland\) Regulations 2016](#). There is also Scottish Government [guidance](#), and related [Scottish Procurement Policy Notes \(SPPNs\)](#), on how the legislation should be applied.
- 4.11 Public sector procurement is highly regulated, and non-compliance exposes the Council to the associated legal and financial risk. In addition, when assessing how the Council might support certain sectors in bidding for Council contracts, it must also be recognised that it is a fundamental principle of regulated procurements that the Council must comply with the general obligations of equal treatment, non-discrimination, transparency and proportionality, with procurements not being designed with the intention of unduly favouring or disadvantaging any potential tenderer. However, one of the intentions of the legislative review was to assist small businesses and other organisations in successful bidding for public sector contracts, as well as otherwise looking to increase the wider social and economic benefits that can be delivered through procurement activity. These, and other obligations, are captured in the sustainable procurement duty that the Council has, and that is included in statute. These duties have, in turn, informed the Strategy.
- 4.12 As a result of these legislative changes, and improved procurement activity within the Council, the spend data referred to above is supported by a number of actions and processes which are now embedded in the Council's procurement activity and its [Contract Standing Orders](#), and intended to assist those smaller organisations bidding for Council contracts, these include the following, namely:-

- 4.12.1 Under its sustainable procurement duty the Council must consider how its procurement processes can facilitate the involvement of SMEs, third sector bodies and supported businesses;
- 4.12.2 If a contract opportunity is above a certain financial threshold and could be awarded in the form of separate lots but is not, then the reasons for this must be explained in the procurement documentation; and
- 4.12.3 Under the Contract Standing Orders, the Council will seek to ensure, where permitted by law, that for contracts with a value of £50,000 or less at least one SME from the city, or an SME which is a significant employer within the City, is invited to tender.
- 4.13 The Council is committed to supporting its SMEs and third sector organisations. Some supports are already found on the [Suppliers and Contractors](#) pages on the Council's website. However, in addition to the above, and as set out in the Strategy, the Council aims to increase the spend with these sectors in a number of ways, building upon existing practices, provided that Best Value can also be secured. Examples of such further activity includes:
- 4.13.1 Increasing engagement and collaborative working with these sectors, including through workshops with EVOC, Partnership for Procurement and others, and by supporting awareness raising events, such as the Fair Trade Supplier and "Meet the Real Buyer" events held by the Council at Waverley Court, respectively, in February 2020 and May 2019;
- 4.13.2 Continuing to support the [Supplier Development Programme](#) by Council staff offering free training to its members, the SDP being a partnership of local authorities, Scottish Government and other public sector bodies that offers support to SMEs in all aspects of public sector tendering;
- 4.13.3 Working with Council ALEOs and other key stakeholders, such as City Region Deal Partners, to support these objectives;
- 4.13.4 Ensuring that procurement processes are not inherently disadvantageous to such organisations, for instance looking to include proportionate and reasonable financial probity assessments and minimum insurance requirements, which protect the Council but are also not needlessly excessive for bidders;
- 4.13.5 Continuing to apply suitable lotting strategies that support such organisations, facilitating sub-contracting opportunities and, where appropriate, considering longer contract advertising period where consortia opportunities exist, as well as also exploring alternative advertising routes to those not registered on Public Contracts Scotland; and
- 4.13.6 Continuing to offer feedback to those who are unsuccessful in bidding for Council contracts.
- 4.14 The impact of the COVID-19 pandemic has made the need to actively support local small businesses even more important. The work outlined in this report will also form part of the Sustainable Economic Recovery strand of the Council's [Adaption and Renewal Programme](#). Officers from the Council's Commercial and

Procurement team are actively supporting that work, which will help ensure that ongoing and future procurement activity is aligned to that.

- 4.15 In such times, the importance of prompt payment becomes even more vital. As set out in the Strategy, the Council already, in normal times, pays approximately 95% of valid invoices within 30 days. In response to the COVID-19 outbreak Banking and Payment Systems moved to daily payment runs (previously they were carried out twice a week), changed payment timescales so that invoices are now paid within 10 days, and where they are made aware of suppliers having cash flow issues they will look to assist by processing invoices immediately and arranging urgent payments once they are approved by service areas.
- 4.16 The UK leaving the European Union might result in a review of the legislative framework governing public sector procurement. It is, however, to be noted that the separate Scottish regime could, potentially, result in a divergence of approach from elsewhere in the UK. The Council will positively engage in any such review, to seek to maximise the potential of this framework for the benefit of the Council and the city's businesses.

## **5. Next Steps**

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- 5.1 The Strategy's action plan is being managed by CPS, and performance against the Strategy will be reported annually to the Finance and Resources Committee. The next annual report will be brought forward to Committee in late summer/early Autumn 2020.
- 5.2 The work on the Sustainable Economic Recovery strand of the Adaption and Renewal Programme will also be the subject of a future report to the Committee.

## **6. Financial impact**

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- 6.1 There is no direct financial impact from the approval of this report. However, implementation of the Strategy should deliver financial and non-financial benefits to the Council, as well as the city and its businesses. In particular, the Strategy includes a target of £10m of new procurement and contract management savings being secured each financial year.

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

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- 7.1 In developing the Strategy consultation was undertaken internally and externally by CPS, this included input from key stakeholders including the Federation of Small Businesses, Edinburgh Social Enterprise, Edinburgh Poverty Commission, Edinburgh Voluntary Organisations Council, Council suppliers, Council service areas and through a public consultation via the Council website.

- 7.2 As noted above, the Strategy identifies seven key strategic procurement objectives that will be promoted through the Council's procurement activity. These objectives are aligned to the Council's priorities, and if delivered will have a positive impact upon the city, its citizens and its businesses. In particular, the Strategy aims to make the Council's external spend more accessible to local small businesses and third sector, to improve Fair Work practices adopted by Council suppliers and to increase the community benefits delivered by Council suppliers. The Strategy also aims to contribute to the Council's 2030 carbon-neutral city target.

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

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- 8.1 [2019 Annual Procurement Report](#)
- 8.2 [Sustainable Procurement Strategy 2020 - 2025](#)
- 8.3 [Business Gateway Edinburgh](#)

## **9. Appendices**

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None.



# Policy and Sustainability Committee

10.00am, Tuesday, 25 June 2020

## Scottish Citizens Basic Income Feasibility Project Final Report

<b>Executive/routine</b>	
<b>Wards</b>	<b>All</b>
<b>Council Commitments</b>	2, 31, 39 and 45

### 1. Recommendations

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- 1.1 It is recommended that the Policy and Sustainability Committee.
  - 1.1.1 Notes the findings and recommendations of the Final Feasibility Study Report;
  - 1.1.2 Agrees that Council ask Scottish Government to actively consider the findings of the Final Report and requests continued dialogue with UK Government regarding institutional arrangements for a pilot;
  - 1.1.3 Agrees that officers participate in the communication and dissemination of the findings of this Feasibility Study; and
  - 1.1.4 Agrees that any further Council involvement in development of a potential pilot will be subject to approval by this Committee.

**Andrew Kerr**

Chief Executive

Contact: Chris Adams, Strategy Manager

E-mail: [chris.adams@edinburgh.gov.uk](mailto:chris.adams@edinburgh.gov.uk) | Tel: 0131 529 6258

## Scottish Citizens Basic Income Feasibility Project Final Report

### 2. Executive Summary

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- 2.1 The City of Edinburgh Council has been working with three other local authorities (Fife, North Ayrshire, Glasgow City), Public Health Scotland, and the Improvement Services to research the feasibility of a Citizens Basic Income (CBI) pilot in Scotland.
- 2.2 This feasibility research, supported by the Scottish Government and the Improvement Service, has now been completed and a draft final report prepared outlining the findings and recommendations of the Feasibility Study.
- 2.3 The research concludes that a pilot study in Scotland would provide an important step to fully understanding the potential benefits and costs of a CBI policy. The findings further provide detailed evidence on the technical, and legislative challenges to implementing a pilot, and the support required from all levels of government (UK, Scottish, and Local) that would be needed to make a pilot feasible.
- 2.4 The draft Final Feasibility Study Report Executive Summary and Full Report are available through the external references section of this report.

### 3. Background

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- 3.1 In August 2017 Council agreed a motion for the City of Edinburgh Council to work with other local authorities to develop a pilot scheme for Citizen's Basic Income in Scotland
- 3.2 In November 2017 the Scottish Government made available £250,000 to fund feasibility research to inform development of a pilot project. In February 2018, the Corporate Policy and Strategy Committee approved Council participation in a project bid for this funding. As a part of that project officers have, since May 2018, been working with colleagues in three other local authorities (Fife, North Ayrshire, and Glasgow City), Public Health Scotland, and the Improvement Service to undertake a study into the feasibility of a Citizen's Basic Income pilot in Scotland.

- 3.3 An interim report on this research was published in November 2019. A draft final feasibility study report has now been prepared and, subject to scrutiny by committee at all four partner local authorities, will be submitted to Scottish Government.

## 4. Main report

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### Research process

- 4.1 The final report considers the feasibility of conducting local pilots, or trials, of a Citizen's Basic Income (CBI) in Scotland. The report is based on collaborative research carried out by local government and public health agencies in Scotland, with support of the Scottish Government.
- 4.2 The reports attached set out a definition and proposed model for a CBI and design of a proposed pilot approach that would aim to understand the impact of CBI on poverty, child poverty and unemployment, health and financial wellbeing, and citizen's experience of the social security system.
- 4.3 In developing and assessing the feasibility of the pilot model, the project steering group gathered and synthesised CBI evidence across published research, learning from contemporary pilots, community engagement and survey data, as well as commissioning new research to address evidence gaps.
- 4.4 Specifically, the Steering Group commissioned two pieces of research:
- 4.4.1 **Exploring the social security implications of a CBI pilot** was carried out by the Child Poverty Action Group in Scotland. This work explored how a pilot study of CBI might impact on the pilot participants' eligibility for other welfare benefits and associated 'passported' benefits.
- 4.4.2 **Economic Modelling of the potential distributional and macroeconomic implications of a CBI** was led by the Fraser of Allander Institute at the University of Strathclyde in collaboration with the Institute for Public Policy Research (IPPR) Scotland and Manchester Metropolitan University.
- 4.5 Alongside these research commissions, steering group members carried out engagement with relevant civil servants (Scottish Government, and UK Government, including HMRC and DWP officers), council officers, and wider stakeholders to gather information and insights, particularly in relation to the institutional and legal aspects of a CBI pilot.
- 4.6 The research was supported by a CBI Stakeholder Group with a cohort of over 60 interested individuals and groups who acted as a sounding board at various stages of the project.
- 4.7 Insights into community perceptions and attitudes to a CBI pilot were gathered through analysis of published research, augmented by local survey activity carried out by individual partner local authorities.

4.8 As part of governance arrangements for the feasibility study, an Elected Member group was formed comprising three cross-party representatives from each local authority. The purpose of this group was to provide feedback on the progress of the Steering Group and give senior local authority input to the Feasibility Study. The Elected Member group met on 27 May 2020 to consider the Final Feasibility Study Report and agreed to endorse the report subject to minor changes which have since been made.

### **Research findings**

- 4.9 The draft final report finds that a robust and well-designed pilot would provide an invaluable insight into the effects of CBI within the Scottish context.
- 4.10 The report sets out a proposed model for a pilot, including details of level of payment, number and size of pilot areas, as well as proposed changes to existing income related benefits for pilot participants. Direct intervention costs of a pilot based on the proposed model (net of savings on benefits and pensions and excluding administration and evaluation costs) are estimated at approximately £186m over three years for a pilot study.
- 4.11 There are substantial challenges associated with institutional arrangements for a pilot. The research has determined it is not currently feasible for any one level of government alone to deliver a pilot model of a CBI as described by the Steering Group. As such, a feasible CBI pilot would require support across all levels of government (local, Scottish and UK) including the Department for Work and Pensions (DWP) and HM Revenue and Customs (HMRC).
- 4.12 The economic modelling work commissioned and undertaken by the Fraser of Allander Institute and partners provides important insights into the potential impacts of a national rollout of CBI on the economy in the longer term. The modelling suggests that the CBI proposed could reduce poverty, child poverty and income inequality. It would also have the potential to reduce economic precarity and change the nature of labour/leisure/training/creating/caring choices that citizens currently face.
- 4.13 The modelling also, however, outlines the potential fiscal costs of a nationwide CBI scheme and the considerable uncertainty regarding the economic impact of both the CBI and the way in which it is funded. The report concludes that a robust pilot and evaluation of CBI would help to address this uncertainty by generating improved evidence of the impact of a CBI on citizen's behaviour in a Scottish context; producing improved (but incomplete) evidence of the impact of a CBI on economic and community-level outcomes; allow testing of design and implementation features; and stimulate constructive future debate about this policy.

## **5. Next Steps**

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- 5.1 Next steps for the Scottish Citizens Basic Income Feasibility Project Final Report are:

- 5.1.1 Subject to scrutiny by the partner Councils, the final report will be submitted to Scottish Government Ministers
- 5.1.2 The CBI Steering Group will continue to meet on an occasional basis to support appropriate sharing and dissemination of the Feasibility Study findings. An officer from the Strategy and Communications division will continue to represent the City of Edinburgh Council at these meetings.
- 5.1.3 In line with the Final Feasibility Study Report next steps, it is proposed that the Council asks Scottish Government to actively consider the findings of the Final Report and request for continued dialogue with UK Government regarding institutional arrangements for a pilot.
- 5.2 Notwithstanding activities to support the communication and sharing of feasibility research findings, any further activity by Council officers in development of a potential pilot will be taken forward subject to approval by this Committee.

## **6. Financial impact**

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- 6.1 In November 2017, the Scottish Government announced the availability of £250,000 to fund feasibility research to inform development of a pilot project. This fund was used to recruit a Project Manager for the feasibility study, hosted within the Improvement Service, and to procure two major research commissions. Within the City of Edinburgh Council, support for the project has been taken forward within approved Strategy and Communications division staff budgets. There are no additional costs to the council associated with this project.

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

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- 7.1 This feasibility study has been a collaborative project led by four local authorities, alongside Public Health Scotland, the Improvement Service, and the Scottish Government. The research has been supported by a CBI Stakeholder group of over 60 members, by engagement with key UK and Scottish Government civil servants, and by local community survey work carried out in individual local authorities.

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

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- 8.1 CBI Steering Group - [Assessing the Feasibility of Citizens' Basic Income Pilots in Scotland: Executive Summary](#)
- 8.2 CBI Steering Group - [Assessing the Feasibility of Citizens' Basic Income Pilots in Scotland: Draft Final Report](#)
- 8.3 CBI Steering Group - [Assessing the Feasibility of Citizens' Basic Income Pilots in Scotland: Appendices](#)

- 8.4 Fraser of Allander Institute – [Modelling the Economic Impact of a Citizen’s Basic Income in Scotland](#)
- 8.5 Child Poverty Action Group in Scotland – [Exploring the social security implications of a Citizen’s Basic Income pilot](#)

## **9. Appendices**

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- 9.1 None

# Policy and Sustainability Committee

10.00am, Thursday 25 June 2020

## South East of Scotland Regional Transport Transition Plan

<b>Executive/routine</b>	<b>Routine</b>
<b>Wards</b>	<b>All</b>
<b>Council Commitments</b>	<a href="#">16, 18, 19, 26, 27</a>

### 1. Recommendation

- 1.1 Committee is asked to note that an operational South East of Scotland Transport Transition Group has been established in response to the letter issued by the Cabinet Secretary for Transport, Infrastructure and Connectivity (attached at Appendix 1), and that the Terms of Reference for the Group have been drafted (Appendix 2).

**Paul Lawrence**

Executive Director of Place

Contact: Andy Nichol, Programme Manager

E-mail: [andy.nichol@edinburgh.gov.uk](mailto:andy.nichol@edinburgh.gov.uk) | Tel: 0131 529 4461

## South East of Scotland Regional Transport Transition Plan

### 2. Executive Summary

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- 2.1 On 22 May 2020, the Cabinet Secretary for Transport, Infrastructure and Connectivity wrote to all Council Leaders and Regional Transport Partnership Chairs and highlighted the challenge for public transport as a result of the COVID-19 pandemic. The letter stated that Transport Scotland would engage directly with the local authorities in the Edinburgh and Glasgow city regions at an operational officer level due to the urgency and scale of the public transport challenge in these areas.
- 2.2 On 3 June 2020, the Edinburgh and South East of Scotland Transport Appraisal Board, which includes representatives of Transport Scotland and the South East Scotland Transport Partnership (SEStran), met in order to map the way forward. It was agreed to establish the South East of Scotland Transport Transition Operational Group and to invite both Clackmannanshire and Falkirk councils to attend given their role in SEStran.
- 2.3 Given the urgency of the transport challenge, the group will meet weekly in order to work together with Transport Scotland and SEStran to develop operational plans in response to the COVID-19 recovery.

### 3. Background

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- 3.1 On 22 May 2020, the Cabinet Secretary for Transport, Infrastructure and Connectivity wrote to all Council Leaders and Regional Transport Partnership Chairs. The letter (included in Appendix 1) announces the preparation of a National Transport Transition Plan, preparation of which will be guided by a National Advisory Group. The letter notes the reduction in public transport capacity during the lockdown and, because of ongoing physical distancing requirements, the certainty reduced capacity on public transport for an extended period of time. The letter highlights the risk of increased car use, with consequent adverse impacts on congestion, air quality, and increased transport inequalities; and the need to counteract this through a 'green recovery'.



- 3.2 The letter refers specifically to the urgency and scale of the public transport challenges in the Edinburgh and Glasgow city regions, and notes that Transport Scotland will be looking to engage with local authorities and regional transport partnerships in those regions.
- 3.3 Further supporting information published by Scottish Government states the overall aim of the Plan:
- “To operate a safe transport service, mitigating risks where possible for those using our transport network and for transport operators”.*
- 3.4 It goes on to set out the following objectives, to:
- “inform passengers about when and how to safely access public transport; support management of travel demand, reinforcing broader messages on physical distancing and discouraging unnecessary travel; sustain behavioural changes, encouraging active travel options and staggering journeys to avoid peak times; and inform passengers and road users of busy areas and times to encourage alternative choices.”*
- 3.5 Amongst the key issues it states the following:
- “Public transport has an essential function in our society. We need to consider the impact on those who are most vulnerable and those who are most dependent on public transport and for accessing essential services.*
- There may be a tendency to use private cars when available due to the ability to physically distance. We need to ensure the adverse environmental and physical impacts are limited by promoting cycling, walking and wheeling where possible.”*
- 3.6 In more detailed initial discussions at regional level with Transport Scotland the following matters were noted:
- 3.6.1 following the terms of the Cabinet Secretary’s letter, Transport Scotland considers that the broad membership of the Edinburgh and South East Scotland City Region Deal (ESESCRD) Transport Appraisal Board forms a basis for moving quickly to assess and instigate action within the region that contributes to the aim and objectives of the Scottish Government’s Transport Transition Plan, subject to involving all SEStran authorities in establishing the Transport Transition Plan Group;
- 3.6.2 it will be the responsibility of the regional group to ensure full engagement with the transport operators in the region;
- 3.6.3 public transport capacity is expected to be between 10% and 25% of pre-COVID-19 levels for an extended period;
- 3.6.4 Transport Scotland have commissioned consultants to gather data towards preparation of an overall ‘route map’, and the results will be shared with the regional group;
- 3.6.5 Transport Scotland are also undertaking surveys of consumer confidence in public transport in order to assess the most effective interventions to support that;

- 3.6.6 promoting more and better active travel opportunities is an integral part of the Plan;
- 3.6.7 there is a need for measures to be implemented quickly so as to contribute most effectively to the overall economic recovery which will follow the easing of restrictions; and
- 3.6.8 the National Advisory Group will meet regularly and will link closely with national organisations including CoSLA and SOLACE.

## 4. Main report

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- 4.1 The ESESCRD Transport Appraisal Board met on 3 and 10 June to begin work on the regional Transport Transition Plan (TTP). The Transport Appraisal Board is part of the City Region Deal governance structure and comprises representatives from all of the City Region Deal partners as well as from Transport Scotland and SEStran. It is not a decision-making part of the City Region Deal governance structure.
- 4.2 It was agreed to set up the South East of Scotland Transport Transition Operational Group to take forward the preparation and implementation of the regional TTP. It was agreed to invite Falkirk and Clackmannanshire Councils to take part at meetings of this Group as they form part of SEStran. Their involvement will require to be formally approved by the Edinburgh and South East Scotland City Region Deal Joint Committee.
- 4.3 Engagement with operators of public transport in the region will also be essential, utilising the existing well-established links with the operators to ensure a collectively sound, focused and comprehensive approach.
- 4.4 The Group will meet weekly for now, with one of the first tasks being to agree a project plan of urgently required transport measures and interventions. Survey work, modelling and analysis is being conducted by Transport Scotland and, together with data held by SEStran and partner Councils, can provide a robust basis upon which to identify priority actions.
- 4.5 The full range of possible interventions has yet to be established. However, in broad terms, there will be a need for measures that seek to flatten the peak periods of demand for travel, and those which maximise the supply and attractiveness of public transport. Opportunities to introduce and expand other safe modes of travel (e.g. walking and cycling) will be explored to reduce reliance upon, and discourage increased use of, the private car. Some examples of measures to flatten demand that are being considered include encouragement of continued high levels of home working, and the varying of workplace operating hours.
- 4.6 The priority actions identified from this plan will be integrated with the existing [Spaces for People](#) programme which the Council is progressing in response to COVID-19 to maximise public transport and active travel.

- 4.7 The provisions of the regional TTP will also be aligned with the principles set out in current and emerging national, regional, and local transport strategies to mitigate the impact of climate change, and to ensure that improvements to the transport system recognise and seek to reduce inequalities in access to employment, education/training, and services.
- 4.8 If the TTP is to be effective in supporting the region's economic recovery from the impact of the COVID-19 restrictions it is essential that operational transport measures and interventions are prioritised and implemented quickly. Transport Scotland have advised that, where possible, they should be programmed for implementation over the next few weeks. This will therefore also require an ongoing communications strategy to inform and engage with communities, transport operators, and transport users.

### **Terms of Reference**

- 4.9 A copy of the terms of reference for the purposes and operation of the TTP Group are attached to this report at Appendix 2.
- 4.10 Given the need for urgency in response to the COVID-19 recovery the immediate short-term measures which are expected to be proposed are essentially operational in nature. Accordingly, they could form part of regular briefings to the Convener and Vice Convener of the Council's Transport and Environment Committee by the Executive Director of Place; and with any concerns or other matters arising being referred back to the TTP Group.
- 4.11 The Group is established as a vehicle for providing and sharing information and expertise, developing proposals and making recommendations. It is not a decision-making body and will not be able to commit partners collectively or individually in terms of policy and spending.
- 4.12 It will be for partners to determine for themselves the extent of authority to be delegated to their representatives and their own internal decision-making and reporting mechanisms. Subject to freedom of information and environmental information rules, and the regime of public access to council meetings and information, the Group's work will be confidential but may be shared with appropriate officers and elected members.

## **5. Next Steps**

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- 5.1 The TTP operational group will continue to meet weekly to align approaches and share knowledge of national, regional and local transport planning activity to safely increase capacity across the transport system and manage demand in our journey along Scotland's route map through and out of the COVID-19 crisis.
- 5.2 Corridor leads have been identified to explore the potential for supply and demand-side interventions to reduce pressure at key pinch points across the region. The cost and impact of these is being considered and shared on an ongoing basis with the Group, before being incorporated in the National Transport Transition Plan.

## **6. Financial impact**

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- 6.1 There is no specifically allocated finance for the preparation or implementation of the TTP, although there are current funding streams within Transport Scotland that could be regarded as potential sources. Councils and partner organisations will also need to consider how best to use existing operational budgets, including the potential pooling of finance.

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

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- 7.1 The preparation of the TTP involves genuine engagement with all of the main regional transport providers and stakeholders. A robust communications strategy to inform communities and the travelling public will need to be a part of the TTP.
- 7.2 In the preparation of the National TTP as well as any contributory regional strategies, regard will need to be had to the statutory requirements of the equalities legislation, as well as such plans being demonstrable in their attention to the needs of those within the protected characteristics categories.
- 7.3 Early modelling suggests a correlation was found between areas of deprivation - where public transport is more critical to accessing employment - and where demand may exceed supply in public transport. It is also suggested that isolated communities may be more at risk from accessing public transport. These inequalities will continue to be considered and will be at the forefront of any proposed interventions.
- 7.4 A central aim of the TTP is to maximise the availability and attractiveness of public transport and active travel modes, and thereby reduce the potential growth of private car use.

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

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- 8.1 None.

## **9 Appendices**

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- 9.1 Transport Transition Plan Engagement - Letter from Cabinet Secretary for Transport, Infrastructure and Connectivity to Council Leaders and Regional Transport Partnership Chairs
- 9.2 Terms of Reference – South East Scotland Transport Transition Plan Group.



T: 0300 244 4000  
E: [scottish.ministers@gov.scot](mailto:scottish.ministers@gov.scot)

To Council Leaders & Regional Transport  
Partnership Chairs

22 May 2020

Colleagues,

### **Transport Transition Plan Engagement**

I would like to thank you and your Council for the significant work that you have undertaken during this unprecedented time to keep the local transport networks safe and operational.

During the Scottish Parliament Rural Economy and Connectivity Committee meeting on the 13 May 2020, I outlined our intention to set out how our Transport Transition Plan will support Scotland's people and businesses on our transition out of lockdown. Further detail can be found at <https://www.transport.gov.scot/news/cabinet-secretary-sets-out-latest-transport-response-to-covid-19-outbreak/>. This will be an evolving process and we will engage Local Authorities and Regional Transport Authorities as it develops.

We are drawing together evidence to inform our plan, however one clear and significant challenge is around public transport. During lock down demand for public transport has fallen by between 85 and 90 per cent against 'normal' since 23 March. As we move towards easing lock down measures operators are estimating that capacity will be between 10 and 25 per cent of 'normal' with the level of physical distancing required. There is a risk this will result in increased private car use, leading to congestion, poor air quality and increased transport inequalities, particularly for the 29 per cent of households in Scotland that do not have access to a car.

We continue to take action to stabilise the transport system and prepare for physical distancing. Further details on the action I have taken can be viewed at <https://www.transport.gov.scot/coronavirus-covid-19/>. A key focus of our on-going work is to ensure that we continue to support a green recovery to deliver our Climate Change commitments and reduce inequalities.

As our national work continues I know you will also be leading your local and regional transport planning responses, in line with your transport responsibilities, which I recognise will be central to the success of the transition. I would encourage you to continue to take a cross boundary approach with your neighbouring authorities where needed.

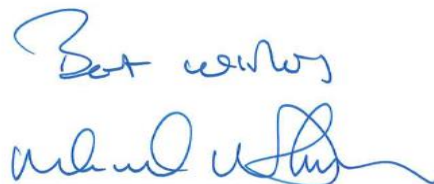
While we have already been working closely, there will be a continuing need for collaboration to align approaches across our respective transport networks. I therefore intend to include within the Transport Transition Plan a statement on how we continue to engage with local authorities, regional transport partnerships and operators to operationalise the measures across Scotland. I would therefore ask you to consider what Transport Scotland input you may require in relation to your own transition transport planning. Please forward this to Amy Phillips (Amy.Phillips@transport.gov.scot) at Transport Scotland in the first instance.

Our engagement to date has reflected the differing challenges across the country, such as the on-going ferry operation discussions we have held with Island Authorities from start of the crisis. In the short term, Transport Scotland is also looking to engage directly with the local authorities in the Edinburgh and Glasgow city regions at an operational officer level. The urgency and scale of the public transport challenge in these areas requires immediate joined up working to manage the operational interactions between the respective networks for which we are responsible.

We are not seeking to underplay the challenges across rural areas of Scotland, other cities and areas of the country. We value Local Authorities' consideration in this regard, therefore I have asked for a Transport Transition Plan National Advisory Group to be set up with proposed membership to include representatives from COSLA, SOLACE, RTPs, SCOTS and other selected members.

We have held on-going discussions with COSLA, SOLACE, RTPs and SCOTS since the start of the emergency and will continue engagement on the Transport Transition Plan in the coming weeks as outlined above.

We look forward to engaging on our respective plans as we rise to the collective transport challenges as we safely transition out of lockdown to the new normal.

A handwritten signature in blue ink, appearing to read "Best wishes" followed by a stylized signature.

**MICHAEL MATHESON**

## Purpose and Draft Terms of Reference for Transport Transition Plan South East Scotland Region Group

### *Purpose*

1. To align approaches and share knowledge of national, regional and local transport planning activity to safely increase capacity across the transport system and manage demand in our journey along Scotland's route map through and out of the crisis. This will include broader considerations relating to equality impacts and consideration of tailoring measures, for example to specific geographies and sectors.

### *Draft Terms of Reference*

2. The Group will:
  - a) consider regional, local and national transport as it applies in the travel to work area with a focus on issues within and on approaches to city centres to assist in Transport Scotland's evolving Transport Transition Plan;
  - b) focus on increases in travel demand and capacity in line with the second National Transport Strategy sustainable travel hierarchy and interactions between modes as appropriate while considering the four harms set out in *COVID-19: A Framework for Decision Making (23 April 2020)*;
  - c) identify regionally specific and cross-cutting issues, challenges and opportunities associated with increasing travel demand and capacity;
  - d) collectively engage to address these as and where appropriate;
  - e) input consideration of regional equality issues as per due regard to the need to eliminate discrimination and advance equality of opportunity;
  - f) input into scenario planning and provide advice on whether proposed scenarios or policy interventions appropriately and effectively reflect the operational requirements of the transport system from the regional perspective;
  - g) work together on key transport messaging and communication strategies to support the recovery and build confidence in the public transport system;
  - h) offer insight and feedback from those delivering services and measures to input into government decision making;
  - i) review and challenge material to support the response produced by Transport Scotland/Scottish Government, sectoral bodies and/or others; and
  - j) continue to bring together expertise and data in the monitoring of networks as we transition out of lockdown; and
  - k) advise Transport Scotland on the readiness of transport sectors to manage increased demand/service provision as appropriate.

### 3. Confidentiality

As the Group may be asked for its views on proposals that are still in development, and which have not yet been made available to the public, all discussions and material will be confidential.

Papers may be shared with named individuals who are not members of the group with the prior agreement of the co-chairs.

### 4. Conduct

Members of the group are expected to contribute their expertise as independent members and not to promote the interests of one organisation or sector. Members are asked to challenge assumptions and scenarios and should, likewise, expect to be challenged by other members of the group however this will be done respectfully.

#### 5. Membership

- The City of Edinburgh Council
- Clackmannanshire Council
- East Lothian Council
- Falkirk Council
- Fife Council
- Midlothian Council
- Scottish Borders Council
- West Lothian Council
- SEStran
- Transport Scotland
- Public Transport Operators to be invited as required and agreed with the co-chairs.
- Other representatives can be invited with prior agreement of the co-chairs.

#### 6. Secretariat

The secretariat function will be provided by the Edinburgh and South East Scotland City Region Deal Project Management Office.

Frequency of meetings to be confirmed, however it is anticipated that meetings will initially be held once or twice weekly, with the first taking place on the week commencing 1 June. Shorter, *ad hoc* meetings with selected members could take place more frequently depending on the requirement and speed of decision making that is required.

Frequency, role, remit and need for the group by all partners to be reviewed every two weeks.

The secretariat will aim to provide papers a day in advance but this may not be possible due to the speed at which work is commissioned and the need for quick turnaround.

The names and roles of all of those attending should be submitted to the secretariat in advance to enable a roll call at the start of each meeting and for the record, including any substitutions to agreed representatives.

#### 7. Chairs

It is proposed that Grace Vickers, as Chair of the Edinburgh City Region Deal Transport Appraisal Board, and Alison Irvine, Transport Scotland Co-Chair, noting that these are bespoke and sit alongside, but separate to, the City Region Regional Transport Working and other Transport Groups.



# Policy and Sustainability Committee

10.00am, Thursday 25 June 2020

## Disciplinary Policy

Item number	
Executive	Executive
Wards	All
Council Commitments	

### 1. Recommendations

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- 1.1 To approve the new the Disciplinary Policy

**Stephen S. Moir**

Executive Director of Resources

Contact: Katy Miller, Head of Human Resources,

Human Resources Division, Resources Directorate

E-mail: [katy.miller@edinburgh.gov.uk](mailto:katy.miller@edinburgh.gov.uk) | Tel: 0131 469 5522

## Disciplinary Policy

### 2. Executive Summary

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- 2.1 The purpose of the new disciplinary policy is to ensure there is a fair, effective and consistent method in place to deal with concerns surrounding conduct and to encourage improvement where conduct is believed to have fallen below acceptable standards, either through the implementation of the informal or formal stages of the process.
- 2.2 This policy relates to matters of conduct and behaviour. Where concerns exist around capability, these should be managed through the Performance Management Policy.
- 2.3 This policy, if approved, will replace the current Disciplinary Procedure, which was approved by Committee on 25 February 2014.
- 2.4 This policy applies to all local government employees within the Council's workforce. Teachers and Chief Officials have separate arrangements in place.

### 3. Background

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- 3.1 The current Disciplinary Procedure was approved by the Corporate Policy and Strategy Committee on 25 February 2014 and became effective on 1 May 2014.
- 3.2 Feedback surrounding policy application and effectiveness and has been collected from a number of sources, including Trade Unions, line managers and Human Resources (HR). The revisions to policy and supporting guidance have been made in line with our approach to HR policy development.

### 4. Main report

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- 4.1 The current Disciplinary Procedure and supporting documents are compliant with the broad principles and recommended practice set out in the ACAS Code of Practice surrounding Disciplinary.
- 4.2 However, while no significant amendments to the existing framework were deemed necessary, there was an opportunity to make procedural improvements.
- 4.3 Amendments to style, tone and language were required, in line with current approach to HR policy development at the Council.

- 4.4 The policy and supporting documentation have been redesigned so that the structure is more concise, and clearer for user(s) to follow. The policy sets out the guiding principles and framework for handling conduct concerns.
- 4.5 It is now explicit in Section 1 of the policy that it should be applied where there are concerns surrounding an employee's conduct and/or behaviour, and that matters of capability should be handled through the Performance Management Policy.
- 4.6 Guidance on undertaking formal investigations has been strengthened, including the requirement to carry out investigations without unreasonable delay and to ensure that indicative timescales are clearly communicated.
- 4.7 While not a statutory right, the right to accompaniment at formal investigation meetings has been included. This is in line with prevailing practice at the Council and is likely to contribute towards more effective resolution of conduct concerns.
- 4.8 The current procedure states that formal warnings might be considered if misconduct reoccurs within 3 months of a warning expiring. This was considered unnecessary and out of line with good practice and has been removed.
- 4.9 It was considered disproportionately punitive to withhold an annual pay step for those on formal disciplinary warnings and this has been removed.
- 4.10 It has not been possible to secure local collective agreement of this policy, although meaningful consultation has been undertaken and there are no significant outstanding objections from the trade unions.

## **5. Next Steps**

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- 5.1 An implementation plan will be developed, including the update of training modules and materials to come into effect in the autumn.
- 5.2 Following approval of the policy for local government employees, a full review of the employee code of conduct and teachers' disciplinary procedure will follow to ensure that they complement these revisions where appropriate.

## **6. Financial impact**

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- 6.1 There is no material impact arising from this report.

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

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- 7.1 The policy meets our legal obligations in relation to formal consultation.
- 7.2 The policy applies to all local government employees (excluding teachers and chief officers) and is explicit in the consistency of its application.
- 7.3 Further to formal consultation, this policy has been assessed for possible impacts on vulnerable groups, people with protected characteristics, equality and human rights and economic factors as part of our integrated impact assessment.

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

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- 8.1 [Disciplinary Procedure – Corporate Policy and Strategy Committee 25 February 2014](#)

## **9. Appendices**

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N/A

# Disciplinary Policy

The Council (we) strive to maintain effective working relationships with and between colleagues. We have a responsibility to maintain acceptable standards of behaviour at work and are committed to supporting and encouraging colleagues to achieve these standards.

Where behaviours fall below what is considered acceptable, the Disciplinary Policy provides a framework to ensure standards of behaviour are applied in a fair, consistent and sympathetic manner.

It is recognised that, in most cases, potential issues of misconduct will be dealt with through the normal day to day discourse between colleagues and their manager. The Disciplinary Policy should only be used when management advice and guidance has failed to produce the required improvement or when the matter is serious enough to require formal action.

## Author

Employee Relations, Human Resources,  
Resources Directorate

## Scope

This policy applies to all Council colleagues,  
except Teachers and Chief Officers

## Purpose

The purpose of this policy is to provide direction and support to colleagues with poor conduct, and where appropriate, take disciplinary action against such colleagues in a firm, fair and consistent manner to ensure there is a change in behaviour.

## Review

The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of: changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

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2. <i>Roles and Responsibilities</i> .....	2
3. <i>Expectations of Conduct</i> .....	2
4. <i>Informal Resolution</i> .....	3
5. <i>Formal Stages</i> .....	4
6. <i>Appeals</i> .....	5

# 1. Policy Aims

The aim of this policy is to ensure there is a fair, effective and consistent method in place to deal with concerns surrounding conduct and to encourage improvement where conduct is believed to have fallen below acceptable standards, either through the implementation of the informal or formal stages of the process.

This policy is designed to:

- support colleagues in meeting the Council's standards of conduct;
- provide a framework for establishing whether misconduct has occurred; and
- support managers in managing misconduct issues.

This Disciplinary Policy and User Guide must be followed when a potential misconduct issue has been identified and not resolved through normal day to day supervision arrangements, or where more serious allegations arise. No disciplinary outcome will be decided until the appropriate steps outlined in this policy have been followed and the facts have been established.

This policy relates to matters of conduct and behaviour. Where concerns exist around performance, these should be managed through the Performance Management Policy instead, however, please seek advice from the HR Case Management team for advice, if you are unsure.

# 2. Roles and Responsibilities

Managers and colleagues must give high priority to both informal and formal aspects set out in the policy to ensure that they are completed as quickly as possible.

**All employees are responsible for:**

- meeting and maintaining the required standards of conduct; and
- meeting and maintaining any externally set occupational registration requirements and/or professional standards of conduct.

**All managers are responsible for:**

- making sure that they and their team members are aware of the Council's required standards of conduct;
- making sure that they and their team members are aware of any externally set occupational requirements and/or professional standards;
- enforcing these and taking action to improve conduct where necessary; and
- handling any disciplinary issue sensitively, fairly and within a reasonable timescale.

# 3. Expectations of Conduct

The standards of conduct we are all expected to follow are set out in the Employee Code of Conduct. We are expected to maintain these professional and reasonable standards of conduct at work.

The standards of conduct required from all colleagues are set out in a range of policies including (but not limited to) the:

- Employee Code of Conduct
- Anti-bribery Policy
- Policy on Fraud Prevention
- ICT Acceptable Use Policy

These policies are available on the Orb along with supporting guidance. Colleagues who don't have access to the Orb can access them on the external website, or request copies from their manager, askHR, or their trade union representative if they are a member.

Occupations which are governed by rules and professional standards of conduct set by external regulatory bodies must also be adhered to. Failure to meet and maintain these may result in disciplinary action being taken, up to and including dismissal.

The Council has a statutory duty to notify some external registration bodies and professional when misconduct has taken place or when disciplinary action has been taken. These external bodies include:

- The Scottish Social Services Council
- The Care Inspectorate
- Police Scotland
- Disclosure Scotland

If you think you need to contact a regulatory body surrounding disciplinary action that's been taken, you should contact askHR. You can find out more about this on the Orb.

## **Misconduct**

Misconduct is behaviour that is considered unacceptable at work. It can also include unacceptable behaviours outside work if it impacts on your contract of employment.

## **Gross misconduct**

Gross misconduct is behaviour and/or conduct that is so serious that your employment with us will normally be brought to an end without notice or pay in lieu of notice (summary dismissal). Gross misconduct can also occur outwith the workplace.

There are more details surrounding misconduct and gross misconduct in the User Guide, including examples of each.

# **4. Informal Resolution**

Managers should always consider whether it is possible to resolve minor conduct issues informally. This is most likely to be possible and appropriate where the alleged misconduct is not of a serious nature.

In many circumstances, a confidential conversation between the colleague and the line manager is all that's necessary to resolve an issue. On other occasions, it may be appropriate to hold a series of conversations, which could form part of regular one-to-one meetings, to ensure the necessary support and review is in place.

The purpose of these discussions is to ensure that the colleague understands the nature of the concerns, to provide them with the opportunity to respond and, where appropriate, to explain the improvement expected of them. A record should be retained of these discussions to support the process and ensure

clarity. The retention period will vary depending on the relevant timescales for improvement but should not exceed 3 months.

As informal resolution is not formal disciplinary action, the team member does not have the right to be accompanied by a work colleague or trade union representative although requests would be considered in some circumstances, and where it is agreed that their attendance would be beneficial to informal resolution.

Further information on achieving informal resolution can be found in the User Guide.

## 5. Formal Stages

Where more serious or repeated misconduct occurs, this should be dealt with using the formal stages of the policy. At this stage, a Nominated Officer (senior manager with the authority to dismiss for more serious conduct) will be appointed to manage the formal stages and chair any disciplinary proceedings.

### Establishing the facts

The Nominated Officer will appoint an Investigating Officer to gather facts about the alleged misconduct, which will include interviewing the colleague and any relevant witnesses.

The investigation should be completed without unnecessary delay and the findings will be reported back to the Nominated Officer. It is then the role of the Nominated Officer to decide whether there is a case to answer at disciplinary hearing

An indicative timescale for completion of the investigation will be provided and clearly explained to the colleague at the outset. This will be provided with the understanding that timescales may need to change (typically extended) where, for example, new information comes to light that requires further investigation or where there are unavoidable delays. It's the responsibility of the Nominated Officer to ensure the colleague is kept informed of progress and of any delays.

It is the Nominated Officer's role to appoint an appropriate Investigating Officer for the case, considering any expertise required and any potential conflicts of interest. The Investigating Officer and Nominated Officer cannot be the same person.

Colleagues may be accompanied at investigation interviews by an accredited trade union representative/official or work colleague.

### Formal hearing

If the Nominated Officer decides that there is a disciplinary case to answer, then the colleague who the allegations are being made about will be notified in writing giving at least 7 days' notice and asked to attend a disciplinary hearing.

The notification should contain details of the alleged misconduct, the Investigating Officer's report, witness statements and any other relevant evidence gathered at the investigation stage, so that the colleague and their representative can prepare fully for the disciplinary hearing. The notification should also include the possible consequences to the allegations being upheld following the disciplinary hearing.

If the alleged misconduct is upheld, the Nominated Officer can issue one of a number of possible sanctions, which are:

- written warning;
- final written warning;
- punitive action short of dismissal (such as final written warning and demotion); or
- summary dismissal.



Where serious or gross misconduct is alleged, a Nominated Officer will consider temporarily redeploying the colleague or, where this is not appropriate, suspending the colleague on full pay as a precautionary measure. Where a Nominated Officer has not yet been appointed or is not available, a Head of Service can decide to suspend until the Nominated Officer has conducted an initial review of the case. Where a period of precautionary suspension with pay is considered necessary, this should be as brief as possible, kept under review and it should be made clear that precautionary suspension is not considered disciplinary action.

Colleagues have the right to be represented at formal hearings by:

- an accredited trade union representative;
- another Council colleague; or
- an official employed by a trade union.

If a colleague prefers to be accompanied by another Council colleague, they will be allowed reasonable time off with pay to act as the companion. Separate arrangements apply if their representation is a trade union official.

Further information on how the formal stages should be managed can be found in the User Guide.

## 6. Appeals

Where an employee feels that disciplinary action taken against them is unfair, they can appeal against the decision. The appeals process differs slightly, depending on the level of the action taken.

### **Appeal against Written Warning or Final Written Warning**

Appeals should be made in writing to the relevant manager or another manager one level above the manager who issued the original warning, indicating the grounds of appeal within 14 calendar days of receiving the outcome of the disciplinary hearing.

The appeal hearing should be arranged without reasonable delay, normally within 4 weeks of receipt of the appeal submission or as soon as reasonably possible if that timescale cannot be met.

### **Appeals against dismissal and action short of dismissal**

Where an employee wishes to appeal against dismissal or action short of dismissal, they must do so in writing, using the Notification of Appeal form. This should be sent along with any documents relevant to the appeal within 14 calendar days of receiving the outcome of the disciplinary hearing.

Arrangements will be made for the appeal to be heard within 28 working days or as soon as reasonably possible if that timescale cannot be met. Committee Services will issue the agenda and papers for the meeting of the Personnel Appeals Committee no less than 5 working days in advance of the appeal hearing.

Further information on the appeals process and where to submit appeals to can be found in the User Guide.

DRAFT

# Policy and Sustainability Committee

10.00am, Thursday, 25 June 2020

## Health and Social Care Contracting Update

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 It is recommended that the Policy & Sustainability Committee approves the award of contract extensions to the providers for the value and duration as set out in the appendix to this paper.

**Judith Proctor**  
Chief Officer, Edinburgh Integration Joint Board

Contact: Moira Pringle, Chief Finance Officer, Edinburgh Integration Joint Board  
E-mail: [moira.pringle@nhslothian.scot.nhs.uk](mailto:moira.pringle@nhslothian.scot.nhs.uk)

## Health and Social Care Contracting Update

### 2. Executive Summary

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- 2.1 This report sets out the current Health and Social Care Partnership contractual activity and the extent to which this has been impacted by COVID-19.

### 3. Background

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- 3.1 Edinburgh Health and Social Care Partnership (the Partnership) was actively procuring a range of services when the COVID-19 pandemic struck. This impacted both on the ability of the partnership to progress the procurement activity according to initial timescales and the scope for providers to provide services in line with service specifications. COVID-19 has also had consequences for the Integration Joint Board's (IJB) budget. This is being presented to the IJB in July 2020 and will incorporate a proposed savings and recovery programme. At the time of writing the plan remains unbalanced and the IJB will reflect on all areas of investment as part of their considerations on how to balance the budget.
- 3.2 This paper sets out, on a service by service basis, the proposed contractual arrangements with supporting rationale.

## 4. Main report

4.1 The contractual arrangements covered by this paper, annual values, contract end dates and recommendations are summarised in the table below:

Contract	Annual value (£m)	Contract end date	Recommendation – contracts to be extended until
a) <b>Shared overnight support (sleepovers)</b>	3.8	30 <sup>th</sup> Sept 2020	30 <sup>th</sup> Sept 2021
b) <b>Day opportunities for older people</b>	2.9	31 <sup>st</sup> July 2020	31 <sup>st</sup> March 2021
c) <b>Thrive – Get Help When Needed and Meeting Treatment Gaps</b>	0.6	31 <sup>st</sup> March 2020	31 <sup>st</sup> March 2021
d) <b>Thrive Workstream – A Place to Live</b>	1.1	31 <sup>st</sup> March to 21 <sup>st</sup> November 2020	31 <sup>st</sup> March 2022
e) <b>Carers</b>	0.7	30 <sup>th</sup> June 2020	30 <sup>th</sup> September 2020
f) <b>Self Directed Support</b>	0.5	28 <sup>th</sup> November/31 <sup>st</sup> December 2020	31 <sup>st</sup> December 2021

4.2 These are discussed individually in paragraphs 4.3 to 4.25 below.

### **Shared Overnight Support**

4.3 Also referred to as “sleepovers”, these services provide access to support for people who live in their own tenancy but may require a responder throughout the night. The associated contracts are predominately for those with a learning disability with a smaller number for mental health. This provision includes 21 providers who between them have 61 block contracts to deliver shared night time support, equating to 367 sleepovers. Excluding direct payments, the total value of these contracts, which are due to expire on 30<sup>th</sup> September 2020, is £3.7 million.

4.4 An audit of contracted sleepover provision indicated that at least one-third of the current contracted sleepovers could be transformed to responder-based provision

providing a more personalised and cost-effective service. In response to this, the development of an overnight support strategy is a key workstream in the Integration Joint Board's (IJB) transformation programme. In common with other elements of the transformation programme this work has paused as a result of COVID-19. Developing this strategy requires a co-production exercise with service users and carers, which at present is problematic. This in turn makes it difficult to confidently outline a commissioning timetable, however it is currently anticipated that this would conclude with the award of new contract and commencement of services in November 2021. In light of this it is recommended that the 61 block contracts for shared overnight support are renewed for 1 year i.e. from October 2020 until November 2021.

### **Day opportunities for older people**

- 4.5 Currently 16 organisations provide day opportunities for older people and people with young onset dementia. Contracts for these services are valued at £2.9m and have been extended to 31<sup>st</sup> July 2020.
- 4.6 A thorough commissioning process has been undertaken during 2019, including co-production sessions with providers. The new registered day opportunities contract is key to providing additional capacity to support the Partnership changes to the Be Able service. Specifically, the move away from long term day opportunity provision for older people to only providing a time limited, re-ablement Be Able Service. Capacity for the new mainstream day opportunities contract is based on a pre COVID-19 state, including: current utilisation of places across the Partnership and third sector; spot contracts; waiting lists; and unmet need. An additional 96 places per week are being commissioned to meet future demand.
- 4.7 Day Services were suspended in March 2020, as a result of Scottish Government restrictions associated with social distancing. Many of the people who used day opportunities also fall into the clinically high risk and vulnerable groups, with extended periods of isolation recommended by Scottish Government.
- 4.8 As the providers are part of an active procurement process, COVID Impact Statements were sought. During the pandemic, all the providers maintained contact with people who have used their services, carrying out wellbeing checks, and providing remote support where they can through meals, shopping, medication deliveries and provision of activity packs for home. Additionally most of the day services providers are involved in the food delivery and are set up as locality hubs, as part of the ongoing work to support their communities. This arrangement makes use of their premises and staffing resource normally funded via the contract. The creative way in which providers have responded during COVID has a positive impact on commissioning intentions, and there is the opportunity to determine changes to the specifications to harness this by extending the current contract. This would allow us to maintain stability for people receiving support in these unprecedented times, and to provide stability within the market.

- 4.9 It is recommended that the current contracts are extended for 8 months, to 31<sup>st</sup> March 2021. This would allow meaningful discussions with providers to:
- establish a clearer picture when COVID restrictions ease, and associated implications for capacity and capability to deliver ongoing opportunities;
  - maintain momentum to modernise day opportunities, building on the different and creative ways in which the providers have been delivering support through COVID; and
  - take forward any changes to the specifications that may be made to reflect further modernising day opportunities.

#### **Thrive – Get Help When Needed and Meeting Treatment Gaps**

- 4.10 A key component part of these work streams is to review the wide range of services which respond to people in distress. This includes the Edinburgh Crisis Centre which offers 24/7 telephone and residential service for people experiencing distress and crisis. The Crisis Centre is delivered by Penumbra and the current contract, valued at £0.6m expired on 31<sup>st</sup> March 2020.
- 4.11 In 2019 two stakeholder events were held to discuss how a wider range of services could work together to improve the response for people in distress and crisis. This is a complex review process involving multiple statutory and third sector partners, perspectives and operational and planning structures, as a result progress was slower than originally anticipated. Further, the COVID 19 pandemic resulted in significant changes in the way crisis response services are delivered including the accelerated national rollout of the Distress Brief Interventions Programme delivered by Penumbra through NHS 24 which will commence on 8<sup>th</sup> June. It is essential the extent of change and learning is captured and understood in order to inform the review. From June 2020 it is planned to host online dialogue with key informants detailing the changes made by services and the experiences by people using these services and of staff delivering them. This will help to inform the redesign and subsequent recommissioning.
- 4.12 It is recommended that an extension to the current Penumbra contract for the provision of the Edinburgh Crisis Centre is renewed until 31<sup>st</sup> March 2021.

#### **Thrive – A Place to Live**

- 4.13 This workstream is focused on ensuring that people with mental health issues have a safe place to call home in which they feel safe, receive the support they need and are able to connect to and be part of their local community. There are currently 272 supported accommodation places across the city with additional support provided to people across the five Wayfinder grades of support. There is also a wide range of visiting support services that are spot purchased to meet the needs of people with complex mental health needs in their own tenancies. There are several providers who provide this type of support service including Penumbra, Carr Gomm, Wheatley Care and Cyrenians. Currently over 760 people are receiving a care and

support spot purchased service which includes visiting support and supported accommodation.

- 4.14 A new framework agreement is being developed to replace the existing contractual model which will include the commissioning of all the current supported accommodation services and visiting support services for people with mental health issues. This will deliver greater consistency in care standards, consistency in costs structure as well as a better understanding of costs versus outcomes.
- 4.15 The rationale for developing a new framework agreement includes the need for more flexible arrangements with multiple providers and between providers and Partnership staff around clusters and localities based on the three conversations approach. It will also increase the ability for providers to respond flexibly to fluctuating levels of need and undertake reviews of service for people that they provide support to. There is a strong desire to move towards outcomes-based commissioning and this will be explored further through the commissioning stage and in the development of the new service specification.
- 4.16 A commissioning coproduction group has been established which has all the main specialist mental health providers from the third sector, EVOG and health and social care staff. This group meets regularly to progress the commissioning work required to develop the service specification required for the new framework agreement.
- 4.17 The original timescales for this commissioning work was to award new contracts in August 2021.
- 4.18 During the COVID-19 pandemic the commissioning process has continued with coproduction meetings regularly taking place with providers using online platforms. Overall this has worked fairly well with the providers attending the meetings and contributing to the process. Planned consultation work with service users and carers has resulted in the consultation moved to online platforms, telephone meetings and questionnaires.
- 4.19 In terms of operational delivery, the providers have had to change quickly how they provide services to people with complex mental health needs. This has led to some of the services being changed to offer telephone and more creative solutions using digital technology. This learning now needs to inform service specification and tender documents and it with this in mind that a revised the timeline has been developed. This would see the new arrangements in place by April 2022.
- 4.20 Within the scope of this exercise are also the related care and support, peer support service and volunteering opportunities services peer support service and volunteering opportunities services which operate at Firhill and St Stephen's Court. These are currently delivered via block contracts, totalling £1.1m with expiry dates ranging from 31<sup>st</sup> March 2020 to 21<sup>st</sup> November 2020.
- 4.21 Firhill was originally commissioned as part of the Wayfinder PSP using an innovative partnership model with Health and Social Care staff integrated with three partner organisations providing 24 hour care and support, peer support and volunteering service for people with complex mental health issues. This successful



model in turn informed the development and commissioning of St Stephen's Court and Crighton Place.

- 4.22 To bring these arrangements into line with the revised timeline for the wider framework arrangements it is recommended that the contracts associated with Firhill, St Stephen's Court and Crighton Place are extended until 31<sup>st</sup> March 2022.

### **Carers**

- 4.23 The Carers (Scotland) Act 2016 is designed to support carers' health and wellbeing and help make caring more sustainable. It also places a number of legal duties on local authorities and the NHS. Edinburgh IJB has long recognised the value of carers and the importance of the support required to ensure that they can continue their caring role, should they wish to do so. The Scottish Government provided additional funding (via Integration Authorities) to supported the implementation of the act and provide a range of enhanced and expanded services.
- 4.24 Current contracts for carers services expire on 30<sup>th</sup> June 2020 and a procurement process to provide an expanded range of services is nearing conclusion. The new contracts were scheduled to be in place from 1<sup>st</sup> October 2020. At its meeting on 16<sup>th</sup> June 2020, the IJB agreed to defer a decision on this expansion and the consequent award of contracts. This would allow the board to consider these investments in the context of the overall financial plan which remains unbalanced and requires significant and impactful measures to deliver further savings to address this gap. Accordingly it is recommended that the existing contracts are extended until 1<sup>st</sup> October, pending the decision from the IJB.

### **Self Directed Support**

- 4.25 The Social Care (Self-directed Support) (Scotland) Act 2013 sits within a legislative agenda for Public Service reform intended to change the way social care services are organised and delivered, collectively making the principles of choice and control central to care and support, and giving individuals full opportunity to take control of their support and their lives. The Act created a statutory framework which prioritises collaboration and arranging services around meeting outcomes and what is important to citizens.
- 4.26 Contractual arrangements are currently in place to support independent living and facilitate self directed support (SDS). Following a tender in January 2017 the Council renewed its contract with Lothian Centre for Inclusive Living (LCiL) to provide an independent living centre to deliver an independent support service to enable individuals to explore which SDS option(s) are best for them and to provide assistance in drawing up a support plan to meet their assessed needs and identified personal outcomes. It also established a recruitment and support service for individuals assessed by the Council as wishing to employ a personal assistant, and a welfare and rights advice service for adults with a disability or long-term condition and older people who have been assessed by The City of Edinburgh Council as having eligible social care and support needs. Key tasks include supporting people to access their full benefit and travel entitlements (income maximisation); informing

people of their rights (health, housing, access, education, social care, transport, etc.) through sign-posting; and a advising on the implications of changes to benefit related legislation; Supporting people to prepare for benefit reviews; and joint working with other rights/disability and mainstream services, including the Council's disability day services.

- 4.27 The Partnership currently uses preloaded cards to assist with the payment of Direct Payments to service users accessing social care services. This contract is currently delivered by AllPay and is a high quality, responsive and cost effective service for both Council staff and DP recipients.
- 4.28 The aforementioned contracts do not have concurrent expiry dates, two end in December 2020 and one in November 2020. The Partnership is undertaking a strategic review of their approach to SDS which will include how these supporting services are commissioned and it is recommended that all 3 contracts are extended until the end of 2021 to allow this work to be progressed with sufficient time to engage with key stakeholders and ensure the SDS contractual framework empowers individuals to exercise choice and take control.

## **5. Next Steps**

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- 5.1 If the recommendations in this paper are accepted officers from the Partnership will work with colleagues in Commercial Procurement Services to make the appropriate contractual arrangements.

## **6. Financial impact**

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- 6.1 The financial value of each contract is summarised in the appendix to this report. All proposed arrangements are within existing budgetary provision levels.

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

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- 7.1 Each of the ongoing procurement exercises has been co-produced with service users, providers and other relevant stakeholders. Specific details of engagement for each contract has been detailed above.

## **8. Appendices**

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Health and Social Care - recommended contract extensions

## HEALTH AND SOCIAL CARE - RECOMMENDED CONTRACT EXTENSIONS

Contract	Annual value £	Timescales
<i>Shared overnight sleepovers</i>		
Ark Housing Association	364,854	
Autism Initiatives	418,382	
Barony Housing Association	99,843	
Blackwood Housing Association	185,906.00	
Carr Gomm	220,129	
Community Integrated Care	387,248	
Crossreach	61,685	
Enable	35,386	
Freespace	488,414	
L'Arche	117,275	
Leonard Cheshire	79,498	
LIN (Life Is Normal)	30,879	
Mears Care	92,374	
Penumbra	65,318	
Real Life Options	111,033	
Redwoods Caring Foundation	35,381	
Richmond Fellowship	125,852	
Share	272,677	
The Action Group	294,796	
Thistle Foundation	33,275	
Visualise	125,633	
With You	120,261	
<b>Sub total shared overnight support</b>	<b>3,766,098</b>	<i>30th September 2021</i>
<i>Day opportunities for older people</i>		
Alzheimers Scotland	93,858	
Caring in Craigmillar	250,361	
Cornerstone Community Care	335,586	
Corstorphine Dementia Project	135,184	
Drylaw Rainbow Club Day Centre	154,188	
Eric Liddell Centre	192,050	
Libertus Day Services	313,619	
Lifecare Edinburgh Day Services	312,978	
Lochend Neighbourhood Centre	99,024	
MILAN	115,523	
North Edinburgh Dementia Care	288,210	
Oxgangs Care	158,755	
Pilton Community Health Project PSP	53,000	
Prestonfield & District NWP Day Service	99,510	
Prestonfield Neighbourhood Project	38,013	

Contract	Annual value £	Timescales
<i>Day opportunities for older people (contd)</i>		
Queensferry Churches	158,008	
The Open Door	57,176	
With You	102,343	
<b>Sub total day opportunities</b>	<b>2,957,387</b>	<i>31st March 2021</i>
<i>Thrive – Get Help When Needed</i>		
Penumbra	<b>400,000</b>	<i>31st March 2021</i>
<i>Thrive – A Place to Live</i>		
Carr Gomm	861,807	
Edinburgh Cyrenians	145,444	
Penumbra	86,601	
Volunteer Edinburgh	40,288	
<b>Sub total a place to live</b>	<b>1,134,140</b>	<i>31st March 2022</i>
<i>Carers</i>		
BEMAS (C&F contracts)	50,875	
Broomhouse	15,805	
Care for Carers	9,278	
Cornerstone Community Care	47,006	
EDG	50,000	
Edinburgh Headway Group	24,999	
Edinburgh Young Carers	23,024	
Edinburgh Young Carers (C&F contracts)	73,252	
Eric Liddell	23,744	
NW Carers	101,338	
PASDA	24,857	
The Action Group	15,000	
VOCAL	304,994	
<b>Sub total carers</b>	<b>764,172</b>	<i>30<sup>th</sup> September 2022</i>
<i>Self Directed Support</i>		
All Pay	65,568	
Lothian Centre for Inclusive Living	409,500	
<b>Sub total self-directed support</b>	<b>475,068</b>	<i>31st December 2021</i>

# Policy and Sustainability Committee

10.00am, Thursday, 25 June 2020

## Adult Sensory Impairment Services Contracts – Extension and Awards

Executive/routine	
Wards	all
Council Commitments	

### 1. Recommendations

- 1.1 That the Committee approves the award of four contracts for Adult Sensory Impairment Services for a period of three years with the option to extend for two periods of up to 12 months, at the sole discretion of the Council, as follows: -
  - 1.1.1. Lot 1 "Visual impairment rehabilitation and mobility service, equipment provision and retention of statutory Certificate of Vision Impairment Register" is to be awarded to Royal Blind School with a five year value of £1,034,920.
  - 1.1.2. Lot 2 "Eye Clinic Support Service" is to be awarded to Visibility Scotland with a five year value of £251,630.
  - 1.1.3. Lot 3 "Specialist social work service for deaf people, with British Sign Language (BSL) interpretation/translation duty service" is to be awarded to Deaf Action with a five year value of £574,810.
  - 1.1.4. Lot 4 "Specialist deaf equipment service for deaf people: Deaf BSL users, hard of hearing people, deafened people and deafblind people" is to be awarded to Deaf Action with a five year value of £454,905.
- 1.2 That the Committee notes that the total value of the four lots over the maximum lifetime of the contract will be £2,316,265.
- 1.3 That, separately, the Committee approves the temporary extension of the sight loss components of the existing contract (equivalent to Lots 1 and 2 plus specialist social work) by the current provider Royal National Institute of Blind People (RNIB) for six months prior to awarding the contracts for Lots 1 and 2 to the two new sight loss

service providers, and social work delivery moving to the Edinburgh Health and Social Care Partnership locality teams in April 2021.

**Judith Proctor**

**Chief Officer, Edinburgh Health and Social Care Partnership**

Contact: Mark Grierson, Disability Support & Strategy Manager

E-mail: [mark.grierson@edinburgh.gov.uk](mailto:mark.grierson@edinburgh.gov.uk)

## Adult Sensory Impairment Services Contracts – Continuation and Awards

### 2. Executive Summary

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- 2.1 This report seeks the approval of the Committee to award four contracts for Adult Sensory Impairment Services. The contracts will begin on the following dates;
- 2.1.1 Lot 1 "Visual impairment rehabilitation and mobility service, equipment provision and retention of statutory Certificate of Vision Impairment Register" – April 2021;
  - 2.1.2 Lot 2 "Eye Clinic Support Service" – April 2021;
  - 2.1.3 Lot 3 "Specialist social work service for deaf people, with BSL interpretation/translation duty service" – October 2020; and
  - 2.1.4 Lot 4 "Specialist deaf equipment service for deaf people" – October 2020.
- 2.2 The contracts will last for a period of three years with the option to extend for two periods of up to twelve months, undertaken at the sole discretion of the Council. The total value of the contract over five years is estimated to be £2,316,265.
- 2.3 This report separately seeks approval of the extension of the sight loss component of the current contract with RNIB for a period of six months from 1 October 2020 prior to awarding lots 1 and 2 to the new providers from 1 April 2021.

### 3. Background

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- 3.1 In December 2019, the Edinburgh Integration Joint Board agreed an approach to service delivery for people with sensory impairments, and directed the Council to commission services for a 3-year contract period with 1+1-year optional extensions within a financial envelope of £471,000 per annum.
- 3.2 Services for people with sensory impairments (people with sight loss, Deaf BSL users, people with hearing loss, deafened people and deafblind people) are currently delivered through a contract with the Lothian Sensory Partnership (LSP) from 2016, a partnership of two service providers, Deaf Action and RNIB. This contract expires at the end of September 2020 and as a result a tender exercise was undertaken.

- 3.3 This report provides the outcomes of the tendering process and seeks the approval of the Committee to award contracts as required by Council Standing Orders.
- 3.4 The Edinburgh Health and Social Care Partnership (EHSCP) Executive Management Team intends to extend the sight loss components of the current contract for a period of six months to ensure service continuity for visually impaired people, prior to awarding contracts to the two new providers in April 2021. Social work assessment and care management for visually impaired people would also commence delivery through EHSCP locality teams in April 2021. Tenderers for the two sight loss lots have confirmed their willingness both to delay contract start by six months and fix prices.
- 3.5 The Executive Management team also intends to award the two new deaf services contracts to Deaf Action in October 2020 as this organisation was the sole bidder hence service continuity is assured with limited transitional impact.

## **4. Main report**

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- 4.1 An extensive programme of engagement with LSP providers, other providers in the sensory field, and people using sensory services was carried out over the first nine months of 2019 (detailed in section 7). This identified that it was not necessary to deliver sensory services through one provider or partnership provided strong partnership working was put in place.
- 4.2 Moreover, the partnership depended on the presence of two large organisations who could deliver all requirements holistically, the ability to sustain this was impacted by the decision of RNIB to indicate withdrawal from delivering the majority of these services at the end of the contract. Subsequently the Edinburgh Integration Joint Board (EIJB) on 10 December 2019 agreed to separate the services into four distinct lots as detailed below, which could be delivered by one or more providers.
- 4.2.1 Lot 1 - Visual impairment rehabilitation and mobility service, equipment provision and retention of statutory Certificate of Vision Impairment Register;
- 4.2.2 Lot 2 - Eye Clinic Support Service;
- 4.2.3 Lot 3 - Specialist social work service for deaf people, with BSL interpretation/translation duty service; and
- 4.2.4 Lot 4 - Specialist deaf equipment service for deaf people: Deaf BSL users, hard of hearing people, deafened people and deafblind people.
- 4.3 A Prior Information Notice was advertised on Public Contracts Scotland in December 2019 which indicated eleven organisations which had an interest in delivering some or all of these services.
- 4.4 On 10 February 2020 a tender was published on Public Contracts Scotland, as set out in the Public Contracts (Scotland) Regulations 2015.



4.5 A quality/cost ratio of 70%/30% was applied to ensure that quality was of a high standard whilst also ensuring value for money.

4.6 The outcome of the Tender process was as below;

4.6.1 Lot 1 - Visual impairment rehabilitation and mobility service, equipment provision and retention of statutory Certificate of Vision Impairment Register

<b>Tenderer Name</b>	<b>Cost Score</b>	<b>Quality Score</b>	<b>Outcome</b>
Royal Blind School	28.6	61.3	89.8
Tenderer 2	30.0	51.6	81.6
Tenderer 3	28.0	43.8	71.8

4.6.2 Lot 2 - Eye Clinic Support Service

<b>Tenderer Name</b>	<b>Cost Score</b>	<b>Quality Score</b>	<b>Outcome</b>
Visibility Scotland	30.0	63.9	93.9
Tenderer 2	28.5	60.4	88.9
Tenderer 3	28.6	38.5	67.1

4.6.3 Lot 3 - Specialist social work service for deaf people, with BSL interpretation/translation duty service

<b>Tenderer Name</b>	<b>Cost Score</b>	<b>Quality Score</b>	<b>Outcome</b>
Deaf Action	30.00	55.1	85.1

4.6.4 Lot 4 - Specialist deaf equipment service for deaf people: Deaf BSL users, hard of hearing people, deafened people and deafblind people

<b>Tenderer Name</b>	<b>Cost Score</b>	<b>Quality Score</b>	<b>Outcome</b>
Deaf Action	30.00	52.5	82.5

4.7 Although it was disappointing that only one Tender was received for Lots 3 and 4 respectively, this was to be expected as it is a specialist service.

4.8 Tenders were evaluated by Council Officers from Edinburgh Health and Social Care Partnership.

## **5. Next Steps**

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5.1 Subject to approval, the four contracts will be awarded with a start date of 1 April 2021 for Lots 1 and 2 (sight loss services) and 1 October 2020 for Lots 3 and 4 (deaf services).

5.2 Subject to approval, an agreement will be signed with RNIB to extend sight loss services between 1 October 2020 and 31 March 2021.

5.3 It is recognised that some aspects of these services may require adjustment due to the prevailing COVID-19 requirements in place at the time of contract

commencement, however these will be covered by amendments to Key Performance Indicators in the first instance, and contract variations if required.

## 6. Financial impact

6.1 The current annual spend on the existing contracted service is £519,071. In December 2019 the EIJB issued directions to procure new service contracts within a financial envelope of £471,000 (full year cost).

6.1.1 The annual values of each lot are as follows;

- 6.1.1.1 Lot 1- £206,984;
- 6.1.1.2 Lot 2- £50,326;
- 6.1.1.3 Lot 3- £114,962; and
- 6.1.1.4 Lot 4- £90,981

6.2 The total annual value of this contract is £463,253, which is within the directed spend of £471,000.

6.3 Table 1 illustrates the financial impact of this procurement against the directed budget.

Table 1

Costs from October 2020/21		2020/21 £	2021/22 £
Estimated cost of Interim contract RNIB (Oct 20 to Mar 21)		132,189	0
Contract values new contracts	Lot 1	0	206,984
	Lot 2	0	50,326
	Lot 3	57,481	114,962
	Lot 4	45,491	90,981
<b>Totals</b>		<b>235,161</b>	<b>463,253</b>
Directed Budget		235,500	471,000
<b>Variance</b>		<b>-339</b>	<b>-7,747</b>
<b>Variance %</b>		<b>-0.14%</b>	<b>-1.645%</b>

6.4 The costs associated with the procurement of this contract are approximately £10,000.00.

## 7. Stakeholder/Community Impact

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- 7.1 Engagement was carried out with both service users and professionals working in the sensory field. Six **focus groups** for service users and carers were held with a total of 32 citizens with a range of sensory impairments and carers. The information gathered from these groups were used to shape a service user questionnaire.
- 7.2 A short-life public and third sector **sensory impairment needs assessment group** was set up, with three workshops in 2019. Thirty professionals representing a wide range of organisations from adult and children's services participating in each workshop, including current providers RNIB and Deaf Action. The group aimed to first shape the adult service user questionnaire, then capture the views of providers on the shape of the new adult sensory support contract, also to shape questions for a similar needs assessment exercise on the development of children's services and ultimately to gather information to shape the overall implementation of the See Hear strategy in Edinburgh.
- 7.3 The online **adult needs assessment** had unique features to ensure that people with sensory impairments could fully participate and record their views.
- 7.3.1 The questionnaire was sited on the Council's Consultation Hub on the [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk) website which is designed to comply with the AA level of the Web Content Accessibility Guidelines 2.1 issued by the World Wide Web Consortium WC3. These guidelines are designed to meet the needs of visually impaired people using websites.
- 7.3.2 A BSL video was made and embedded on to the Consultation Hub, which we understand to be a Scottish first, which outlined to BSL users how they could access an interpreter to record their views.
- 7.3.3 Deafblind Scotland enabled their members to answer the questions through guide communicators, who recorded answers manually.
- 7.4 The online consultation ran for the standard six weeks and yielded 62 responses, with a variety of people with all forms of sensory impairment and their carers.
- 7.5 Key findings of the engagement exercises were as follows: -
- 7.5.1 **Service users were satisfied with current services:** Over half the participants had used one or more of the contracted sensory services, and 74% were very satisfied or satisfied with these, with only 8% being dissatisfied. Therefore, a suite of contracts was designed which replicated the scope of current services.
- 7.5.2 **People wanted more modern and integrated equipment to be provided to them free of charge, but also wanted a service which would assist them to purchase more integrated and high-tech solutions if they wished:** Most comments were about equipment, with a third of respondents saying they would like information on equipment they could purchase, and a similar proportion requesting more up to date

integrated equipment than currently available to be provided free of charge. Modernisation of the equipment service, and self-purchasing advice provision was therefore built in to the contract specification.

**7.5.3 Professionals wanted improved partnership working and communication, closer working between services such as NHS Lothian Audiology, improved communication, information sharing and IT, and for services to be better publicised.** All service providers for the new contracts will be invited to regular meetings with statutory and health services to ensure improved partnership working and information sharing. Tenderers were required to develop communications plans to publicise their services, which will be implemented following contract commencement.

7.6 All three bidders are accredited Living Wage Employers and have committed to paying staff the real Living Wage.

7.7 The following Community Benefits will be delivered by this project;

7.7.1 Lot 1 "Visual impairment rehabilitation and mobility service, equipment provision and retention of statutory Certificate of Vision Impairment Register" - Royal Blind School have committed to cyber skills training, career days for Edinburgh schools, two work placements annually, a work placement reserved for an individual with a disability and to sponsor a school crossing guide.

7.7.2 Lot 2 "Eye Clinic Support Service" - Visibility Scotland have committed to support of grant applications for relevant organisations in the sight loss sector, third sector mentoring, seeking to employ individuals from the following groups, long term unemployed, ex-offenders/homelessness and young people leaving care.

7.7.3 For Lot 3 "Specialist social work service for deaf people, with British Sign Language (BSL) interpretation/translation duty service" and Lot 4 "Specialist deaf equipment service for deaf people: Deaf BSL users, hard of hearing people, deafened people and deafblind people" - Deaf Action have committed to community events, supporting funding applications, supporting employment for people with disabilities and sponsoring local sports teams."

## **8. Appendices**

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8.1 Appendix 1 Summary of Tendering and Tender Evaluation Processes

8.2 Appendix 2 - Direction from The Edinburgh Integration Joint Board

## Appendix 1 Summary of Tendering and Tender Evaluation Processes

Contract	Adult Sensory Impairment Services																	
Contract Period	Three years with the option to extend for two periods of up to twelve months (3+ 1 + 1)																	
Estimated Contract Value (including extensions)	Lot 1- £1,034,920.00 Lot 2- £251,630.00 Lot 3- £574,810.00 Lot 4- £454,905.00																	
Procurement Route Chosen	Open Competition using Public Contracts Scotland																	
Tenders Returned	Lot 1 – 3 Tenders Lot 2 – 3 Tenders Lot 3 – 1 Tender Lot 4 – 1 Tender																	
Name of Recommended Provider	Lot 1 – Royal Blind School Lot 2 – Visibility Scotland Lot 3 – Deaf Action Lot 4 – Deaf Action																	
Price / Quality Split	<b>70 % Quality</b>	<b>30 % Cost</b>																
	<p>The emphasis on Quality was to reflect the need for a high level of service for end users.</p> <p>Quality was tested as below for each Lot;</p> <table border="1" style="margin-left: 40px;"> <tr> <td>Service Delivery - Methodology</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Service Delivery – Resources, management and staffing</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>Promotion of Service</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Implementation Plan</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Business Continuity</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Data Protection</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Community Benefits</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Fair Work Practices</td> <td style="text-align: right;">5%</td> </tr> </table>		Service Delivery - Methodology	30%	Service Delivery – Resources, management and staffing	25%	Promotion of Service	10%	Implementation Plan	10%	Business Continuity	10%	Data Protection	5%	Community Benefits	5%	Fair Work Practices	5%
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Implementation Plan	10%																	
Business Continuity	10%																	
Data Protection	5%																	
Community Benefits	5%																	
Fair Work Practices	5%																	
Evaluation Team	Tenders were evaluated by Council Officers from Edinburgh Health and Social Care Partnership.																	

## Appendix 2 - Direction from The Edinburgh Integration Joint Board

DIRECTION FROM THE EDINBURGH INTEGRATION JOINT BOARD		
Reference number	EIJB-10/12/2019-3	
Does this direction supersede, vary or revoke an existing direction? If yes, please provide reference number of existing direction	No	
Approval date	10/12/2019	
Services / functions covered	Adult sensory support services	
Full text of direction	Commission and redistribute a revised suite of services for meeting the needs of adults with a sensory impairment on a three-year basis (from October 2020) with an option for 1+1 year extensions to take account of proposals for a pan-Lothian sensory impairment service	
Direction to	The City of Edinburgh Council	
Link to relevant EIJB report / reports	<a href="https://democracy.edinburgh.gov.uk/documents/s11651/Item%207.4%20-%20Adult%20Sensory.pdf">https://democracy.edinburgh.gov.uk/documents/s11651/Item%207.4%20-%20Adult%20Sensory.pdf</a>	
Budget / finances allocated to carry out the detail	<i>NHS Lothian</i>	<i>City of Edinburgh Council</i>
2019/20	£0.0m	£0.0m
2020/21	£0.0m	£0.235m
2021/22	£0.0m	£0.471m
Performance measures	Each commissioned service will have its own KPIs developed as part of the commissioning process. Outcomes for people using the service to be delivered within the locality teams (social work assessment and care management with people with a vision impairment) will be monitored.	

## Policy and Sustainability Committee

10.00am, Thursday, 25 June 2020

### Outcome of the Statutory Consultation Process on the Proposal to Establish an Annexe to Kirkliston Primary School at Kirkliston Leisure Centre

Executive/routine Wards Council Commitments	Executive Almond 28
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#### 1. Recommendations

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- 1.1 Approve the proposal to establish an annexe to Kirkliston Primary School at Kirkliston Leisure Centre.

Alistair Gaw

Executive Director of Communities and Families

Contact: Robbie Crockatt, Learning Estate Planning Manager

E-mail: [robbie.crockatt@edinburgh.gov.uk](mailto:robbie.crockatt@edinburgh.gov.uk) | Tel: 0131 469 3051



## 2. Executive Summary

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- 2.1 On [8 October 2019](#) the Education, Children and Families Committee approved that a [statutory consultation](#) be undertaken on the proposal to establish an annexe of Kirkliston Primary School on the Kirkliston Leisure Centre site. The annexe is required to address accommodation pressure at the school caused by rising P1 intakes linked to housing growth around Kirkliston. Following the consultation, this report recommends the proposal, as set out in the statutory consultation paper, is progressed.

## 3. Background

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- 3.1 On [8 October 2019](#) the Education, Children and Families Committee approved a [statutory consultation](#) to be undertaken on the proposal to establish an annexe of Kirkliston Primary School on the Kirkliston Leisure Centre site.
- 3.2 In summary, the statutory consultation paper proposed the following:
- Establish an annexe for P1, alongside a new early learning and childcare setting, and P2 at a future date, if required;
  - No changes to primary or secondary school catchment areas are proposed.
- 3.3 The annexe could open in August 2022 at the earliest, subject to obtaining necessary consents and easing of the current restrictions affecting workplaces and construction sites because of the Coronavirus pandemic.
- 3.4 If the proposal is not approved the status quo would be maintained and the existing primary school would be extended through the provision of temporary units according to demand. A new early learning and childcare setting would continue to be developed, subject to obtaining necessary consents.

## 4. Main report

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- 4.1 The statutory consultation has been undertaken according to the requirements set out in the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young People (Scotland) Act 2014.
- 4.2 The consultation period ran from Monday 28 October 2019 to Monday 9 December 2019. The full statutory consultation paper is available [online](#) and a summary paper is provided in [Appendix 1](#). A copy of the full statutory consultation paper is also available in the Elected Members lounge for reference.
- 4.3 The consultation included an online questionnaire, a public meeting, a drop in event, and a discussion with pupils at Kirkliston Primary School.



## **Questionnaire and Written Representations**

- 4.4 Respondents were encouraged to use a questionnaire available online using the Council's consultation hub. Responses could also be submitted by email or letter or in person at the drop-in event. The consultation attracted 52 responses, 50 online and two from the drop-in event. [Appendix 2](#) provides a summary of the issues raised. The full submissions are available to elected members on request.
- 4.5 The majority of the submissions were from individual parents or local residents. Kirkliston Primary School Parent Council also made a representation.
- 4.6 Those who responded using the online questionnaire or the questionnaire at the end of the consultation paper were asked whether they support the proposal. Of the 52 responses, 33 supported the proposal and 19 did not.

### *Key Issues and Council Response*

- 4.7 The main themes and issues that were raised by the online questionnaire or written representations include:
- A second primary school is required;
  - Splitting the school and associated consequences;
  - Loss of leisure and recreation facilities;
  - Congestion, parking, drop-off and road safety;
  - Should be bigger, accommodating P1-P3;
  - Annexe should be adaptable because the school roll is likely to fall;
  - A long-term solution for secondary education is required;
- 4.8 Comments were also raised in support of the proposal because it reduced pressure on the main school site and for the principle of an 'early level' learning environment.
- 4.9 Further details about the comments that were received, as well as the Council response on each issue are set out in [Appendix 2](#).

## **Public Meeting**

- 4.10 A public meeting was held on Thursday 14 November 2019 at Kirkliston Primary School. Council officials answered questions following a short presentation. A minute of the meeting is provided in [Appendix 3](#), setting out the issues that were raised and the Council response.

## **Pupil Consultation**

- 4.11 A consultation exercise with pupils at Kirkliston Primary School was carried out by a Council Quality Improvement Officer (QIO).

- 4.12 The QIO spoke with a group of eight pupils from P4-P6 and House Captains from P7 about the proposal. [Appendix 4](#) has a summary of the discussion.
- 4.13 The pupils raised concerns about splitting the school (buddies, walking to and from the main school site) but also acknowledged new opportunities, mini buddy system between P1 and nursery, P1's would have more and a quieter space to play and older pupils would benefit from more playground space and longer lunches.

**Education Scotland**

- 4.14 As required by the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young People (Scotland) Act 2014, all the responses received during the public consultation were made available to Education Scotland for their consideration. Education Scotland visited Kirkliston Primary School and discussed the educational aspects of the proposal with staff, parents and pupils before producing their final report. Their report provides an independent and impartial consideration of the proposal and the manner in which the consultation was conducted. The report was submitted in January 2020 and is attached in [Appendix 5](#).
- 4.15 The conclusion of Education Scotland is that the proposal has some educational benefits. The report concludes that *'Given the current accommodation situation at the main Kirkliston Primary School site and the potential it provides for a more cohesive early level transition from nursery to P1 the proposal has the potential to provide some educational benefits. However, the council may need to review the estate should current roll projections change. Senior leaders at the nursery and school are developing coherent plans to ensure that if the proposal goes ahead there is no loss to existing valued programmes and to address practical issues such as starting times.'*
- 4.16 Education Scotland acknowledged the current school site could not accommodate the projected increase in the school roll without compromising access to gathering, play and some learning spaces.
- 4.17 Education Scotland also recognised the school's management team were developing plans to reduce any negative impacts which should mitigate any educational disadvantage from operating across a split site.
- 4.18 The Act requires that the Council's Outcome of Consultation report include 'a statement of the authority's response to Education Scotland's report'. In summary, two key issues were identified. The Council's response to each is set out in the following table.

Issue 1	The Council needs to consider further whether the decision to not develop a second primary school in the area will be the correct one in the longer term.
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<p>Council Response 1</p>	<p>Feedback received through the informal consultation process prior to this statutory consultation was that a second primary school would not be supported. A second primary school in Kirkliston is not desirable principally because a new primary school would split the village and potentially families unless there was a mandatory transfer to the new school.</p> <p>There is no site identified for a new primary school, the leisure centre is too close to the existing school to be taken forward as a separate school with a separate catchment area.</p> <p>The Council will continue to monitor any further housing growth and assess, at that time, whether a new primary school to serve the area is required.</p>
<p>Issue 2</p>	<p>The Council needs to consider how best to ensure pupils and their families have safe access and walking routes around and between both sites.</p>
<p>Council Response 2</p>	<p>Start and finish times between the sites will be staggered to ensure parents and carers do not need to be at different sites at the same time.</p> <p>The distance between the sites is relatively short, approximately 500 metres, and there is an existing on demand controlled crossing point on Stirling Road.</p> <p>There is an outstanding action for housing developers to install traffic calming measures (speed cushions) on Kirklands Park Street that will be undertaken in advance of the annexe being complete.</p> <p>Once these measures are complete the Council will work with the school and the active travel team to review the route to the annexe and take any additional measures to encourage walking between sites.</p> <p>The Active Travel team have been consulted and recommend a new pedestrian crossing should be formed over Kirklands Park Street as close to the proposed entrance as possible. The crossing should be a 'flat top' with no level change for pedestrians in keeping with the wider traffic calming proposals on Kirklands Park Street.</p>

	Using the path leading to Kirklands Park Crescent, opposite the controlled crossing on Stirling Street, would be a quiet alternative to walking along Stirling Road.
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## Conclusions

- 4.19 It is recommended that the Council approve that the proposed new annexe as set out in the statutory consultation paper is progressed.
- 4.20 The requirement to find an appropriate solution to address secondary school accommodation pressures will be taken forward separately at the appropriate time. The potential for a new West Edinburgh High School will also be considered as part of the preparation of the Council's City Plan 2030.

## 5. Next Steps

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- 5.1 If the recommendations set out in this paper are approved by the Council the project to deliver the annexe will be taken forward. A design team is already in place to develop the new early years setting. The new early years setting could open in January 2022 and the P1 building could open in August 2022, subject to obtaining necessary consents easing of the current restrictions affecting workplaces and construction sites because of the Coronavirus pandemic.

## 6. Financial impact

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- 6.1 A construction cost estimate for the early years and P1 phases was included in the capital programme at £2,974,400. This was to be met by a combination of funding from the Early Years and Rising Rolls allocated capital budgets. This estimate will require to be updated as part of the review of the capital programme being undertaken due to the current COVID 19 circumstances.
- 6.2 A budget for a new pedestrian crossing on Kirklands Park Street would have to be established as part of the project.
- 6.3 A new educational building will lead to an increase in operational costs for the Council. The increased revenue running costs, provided by the Strategic Asset Management Team are estimated to be £78,561per year for the early years and P1 building. If P2 is delivered at a later stage, the increased revenue costs are estimated to be £116,865per year. Provision for these additional running costs has been included within the revenue budget framework.

- 6.4 The annexe would be managed by the head teacher of Kirkliston Primary School.
- 6.5 Further detail about the financial impact of the proposal is set out within the statutory consultation paper.

### **Funding**

- 6.6 The delivery of a new Early Years Centre on the Kirkliston Leisure Centre site is funded from the Early Years grant received from the Scottish Government as part of the expansion of Early Years provision to 1140 hours. Funding has been identified in the Council's Capital Programme as part of the Rising Rolls project to allow demand for places at Kirkliston Primary School to be met. It is anticipated that efficiencies will be achieved by combining the Early Years and Rising Rolls projects in a single project.

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

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- 7.1 The statutory consultation to which this paper refers has been undertaken according to the requirements set out in the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young People (Scotland) Act 2014.

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

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- 8.1 Education, Children and Families Committee, 8 October 2019, '[Statutory Consultations – Kirkliston and Queensferry](#)'.

## **9. Appendices**

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- 9.1 Summary of the Statutory Consultation Paper
- 9.2 Questionnaire and Written Representations - Issues Raised and Council Response
- 9.3 Minute of the Statutory Consultation Public Meeting
- 9.4 Notes from Pupil Consultation
- 9.5 Education Scotland Report

## APPENDIX 1 - Summary of Statutory Consultation Paper

### **Consultation on a Proposal to Establish an Annexe to Kirkliston Primary School Summary Paper**

[www.edinburgh.gov.uk/kirklistonannexe](http://www.edinburgh.gov.uk/kirklistonannexe)

On [8 October 2019](#), the Education, Children and Families Committee agreed to carry out a statutory consultation proposing the establishment of an annexe to Kirkliston Primary School.

#### **What is being proposed?**

It is proposed to establish an annexe to Kirkliston Primary School next to Kirkliston Leisure Centre. The proposed annexe would be located alongside a new Early Learning and Childcare setting and would be constructed in three phases:

1. New early learning and childcare (ELC) facility;
2. New classrooms for P1
3. New classrooms for P2, if required.

The annexe will have its own dining area and servery and offices for school management and support staff. It is expected a member of the school management team would be located at the annexe along with additional teaching, support and administration staff. The existing school or the Leisure Centre will be used for P.E. and assembly.

The proposal affects all addresses in the existing Kirkliston Primary School catchment area.

There are no primary or secondary catchment changes as a result of this proposal. The existing Kirkliston community will continue to be served by one primary school.

A map showing the location of the school and the leisure centre is included within the statutory consultation paper.

#### **Why is the annexe required?**

In 2017 Kirkliston Primary School was extended to 19 classes, excluding two classroom sized GP rooms and a new gym/dining hall with a capacity of 546 pupils.

In August 2019, a temporary unit containing four classes (two classrooms and two GP rooms) was delivered. A temporary planning permission was granted to August

2023 to enable the Education Authority to identify a long term solution for primary provision in the village.

The P1 intake for 2019/20 was 99, the school roll 629 with a class organisation of 22 classes, with four classes operating at P1, P2 and P3.

An annexe is required to support the rising primary school roll that is attributed to the plan led housing growth across the village that has exceeded projected pupil generation assumptions.

Annual school roll projections indicate Kirkliston Primary School's roll will grow beyond 1,000 pupils. However, in 2018 the birth rate dropped, the first significant drop since 2010, and while still high, the P1 intake for 2019 dropped for the first time in four years.

At this time, it is unclear whether the projections are overestimating the peak roll and if the requirement to extend the school to a four stream, 28 class school will be required.

The annexe will reduce pressure on the existing primary school's core facilities and school grounds.

### **Why relocate the junior stage?**

Curriculum for Excellence is the national curriculum of experiences and outcomes for all pupils aged 3-18 years. A broad general education focussing on well planned experiences and outcomes across all curriculum areas is provided from early years to S3. The Curriculum for Excellence identifies experiences and outcomes for five levels of learning to reflect the stages of maturation of children.

Early Level covers pre-school years and P1 and adopts a holistic, supported learning environment to encourage active learning. Moving Primary 1 to an annexe with a new ELC will allow for a seamless progression in learning in an environment that promotes creative and engaging teaching approaches that will encourage health and wellbeing, participation in sport and outdoor learning. Active learning approaches continue beyond P1 into the first level (P2-P4).

The school day is also shorter for P1 and P2 who finish at 14:45, P3-P7 finish at 15:15.

The P1 annexe will be less overwhelming for them than the alternative which would be to expand and accommodate over 800 pupils on a single site, assuming the school roll grows to a four stream primary school.

At the senior stages of primary school, children take on significant responsibilities, often acting as role models for younger children and those opportunities would be lost if the senior stage of primary school was annexed.

### **When will the proposed change be implemented?**

If the proposal is approved by the Council, and necessary consents obtained timeously to construct the building, it is expected the ELC setting will be available from August 2021 and P1 classes from August 2022.

### **Why are we consulting?**

We want to hear the views of anyone affected by the proposals. There is also a legal obligation to carry out a statutory consultation under the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young people (Scotland) Act 2014.

### **How will I know if my views have been considered?**

All comments made during the statutory consultation period will be recorded and represented in a final 'Outcomes of the Consultation Report' that we expect to be considered by Council in April 2020. The report will be published three weeks in advance of the Council meeting and parents of pupils attending affected school and anyone who has responded to the consultation will be notified of its publication.

### **How can I find out more about the proposals or make my views heard?**

If you want more information you can find the full consultation paper and other supporting information at [www.edinburgh.gov.uk/kirklistonannexe](http://www.edinburgh.gov.uk/kirklistonannexe).

We have also organised one public meeting which anyone can attend, as below:

Venue	Date	Time
Kirkliston Primary School	Thursday, 14 November 2019	18:30 – 20:30

The meeting will open with a short presentation about the consultation and what is proposed, followed by a question and answer session. We will take a note of the meeting and all of the points made will be captured in the final 'Outcomes of the Consultation Report'.

Please email [kirklistonannexe@edinburgh.gov.uk](mailto:kirklistonannexe@edinburgh.gov.uk) by Wednesday 6 November 2019 if you need translation services at the meeting.

### **Tell us your views: public consultation period closes Monday 9 December 2019**

It would be helpful if you could take time to complete our short survey – you can find it easily online at [www.edinburgh.gov.uk/kirklistonannexe](http://www.edinburgh.gov.uk/kirklistonannexe). If you don't have internet



access then you can view the full consultation paper at Kirkliston Primary School, Kirkliston Nursery School, Kirkliston Library, Kirkliston Community Centre, Kirkliston Leisure Centre or the Council Offices at Waverley Court.

You can also email comments to us directly at [kirklistonannexe@edinburgh.gov.uk](mailto:kirklistonannexe@edinburgh.gov.uk) or if you prefer, they can be posted to:

Alistair Gaw  
Executive Director of Communities and Families  
City of Edinburgh Council  
Waverley Court (1.2)  
4 East Market Street  
Edinburgh  
EH8 8BG

## APPENDIX 2 – Questionnaire and Written Representations

### Issues Raised and Council Response

1	<b>Issue: Reduced leisure centre facilities</b>	<ul style="list-style-type: none"> <li>• Reduced size and operation of leisure centre</li> </ul>
	Council Response	<ul style="list-style-type: none"> <li>• The proposed building would result in the loss of one grass, seven aside pitch. This pitch has not been used for sport, insofar as Parks and Greenspace have not cut and lined it for sports use, since 2012. It is reasonable to assume that there is very limited demand to use it for outdoor sports at the present time.</li> <li>• The leisure centre is open limited hours to the public and there is scope to increase that should there be the demand to do so. The operating hours are currently: <ul style="list-style-type: none"> <li>Monday 17:00-22:00</li> <li>Tuesday 16:30-22:00</li> <li>Wednesday 09:00-22:00</li> <li>Thursday 12:00-22:00</li> <li>Friday 13:00-22:00</li> <li>Saturday 09:00-17:00</li> <li>Sunday 09:30-16:30</li> </ul> </li> <li>• There are no regular lets of the sports pitches. There was one regular let, to Kirkliston and Queensferry FC for the 11-aside pitch, which has now moved to the new 3G pitch in South Queensferry. The proposal does not affect the 11-aside grass pitch.</li> <li>• Since the leisure centre opened (mid 1990's), the Council has continued to invest in outdoor sports facilities in the Kirkliston / Queensferry area: <ul style="list-style-type: none"> <li>○ A 3G multi use, 7-aside pitch at Kirkliston Primary School (2015). This pitch is let on Mondays 14:45-16:00, Wednesdays 15:15-16:15 and Saturday and Sunday 09:00-12:00.</li> <li>○ A 3G football / rugby pitch with floodlighting in South Queensferry (2017)</li> <li>○ A floodlit 3G pitch will be delivered in the school grounds of the new Queensferry High School (2020)</li> </ul> </li> <li>• As part of the proposal the Council will provide suitable compensation for the loss of the grass pitch. This will be determined through the planning process in consultation with Sportscotland.</li> </ul>

2	<b>Issue: New Primary School is required</b>	<ul style="list-style-type: none"> <li>• A new school should be delivered instead of creating an annexe to the existing school.</li> </ul>
	Council Response	<ul style="list-style-type: none"> <li>• The proposal, if fully delivered, would be the equivalent of a four stream primary school and would be the largest school in the city.</li> <li>• In 2006, as part of the proposed housing growth around Kirkliston, Council officials recommended a new, single stream primary school should be provided to serve the new houses. Following consultation with the community at that time, it was agreed instead to extend the existing primary school. This was in the interests of social cohesion, to avoid dividing the village and having regard to the geographically discreet nature of the village.</li> <li>• On <a href="#">30 October 2007</a>, the Education, Children and Families Committee agreed to extend Kirkliston Primary School as opposed to establish a new school.</li> <li>• A new school would require its own catchment area and would raise similar concerns that the extension to the school sought to avoid.</li> <li>• There is no site in the existing urban area suitable to build a new school.</li> <li>• Informal consultation with the Kirkliston community continued to suggest a preference for one school to serve the village. It is acknowledged that some residents do not agree with this approach.</li> </ul>
3	<b>Issue: Split School Site</b>	<ul style="list-style-type: none"> <li>• Logistics: drop off and pick up times</li> <li>• Relationship with the main school – buddies, assemblies</li> <li>• Splitting siblings</li> </ul>
	Council Response	<ul style="list-style-type: none"> <li>• The School's Senior Leadership team are developing plans to ensure there is no loss to existing valued programmes and to address practical issues such as staggering starting times.</li> </ul>
4	<b>Issue: Extend the existing school</b>	<ul style="list-style-type: none"> <li>• Additional accommodation should be provided on the existing school site to avoid splitting the school across two sites.</li> </ul>

	Council Response	<ul style="list-style-type: none"> <li>• If the proposed annexe is not accepted by the Council, then further accommodation on the existing school site will have to be provided. A statutory consultation to establish a school site is not required to continue to extend the existing primary school. However, it is required to establish a permanent annexe to an existing school.</li> <li>• Continuing to extend the existing school will put pressure on the school's core facilities, such as dining, gym, general purpose, staff accommodation and external space. Establishing a permanent annexe would address this concern.</li> </ul>
5	<b>Issue: Future growth, Projections</b>	<ul style="list-style-type: none"> <li>• The proposal will not be big enough for future growth in the village</li> <li>• The proposal needs to be adaptable because it will not be required in the long term</li> <li>• Why was the extension to the school not designed to accommodate projected growth?</li> </ul>
	Council Response	<ul style="list-style-type: none"> <li>• In December 2019 it was reported that Kirkliston Primary School's projected roll would rise to over 1,000 from 2026. If fully delivered, the proposed annexe would increase the school capacity of the school to 840.</li> <li>• The consultation paper explains that projection methodology, which is used across the learning estate, is based on rolling forward historic birth and catchment data, including pupil generation from new housing developments, and there is a concern the projections for Kirkliston are rolling forward a pattern of growth that is unlikely to be sustained.</li> <li>• The current projection does not take account of any further housing growth in Kirkliston. If significant housing growth was to occur a new primary school would be required.</li> <li>• The consultation paper explains a flexible approach is required in order to monitor school rolls. Accordingly, the annexe would be constructed on a phased basis with further accommodation being provided when required.</li> <li>• The existing school's extension was designed to accommodate projected growth at that time. Growth in Kirkliston has exceeded those projections and now a new solution is required. The proposed annexe is, in the opinion of officers, the best solution at this time.</li> </ul>

6	<b>Issue: Secondary School Provision</b>	<ul style="list-style-type: none"> <li>• Certainty over future secondary school provision is required.</li> </ul>
	Council Response	<ul style="list-style-type: none"> <li>• This consultation addresses future accommodation pressure at Kirkliston Primary School and does not propose a solution to future secondary school provision.</li> <li>• It is acknowledged that a permanent and sustainable conclusion to the future of secondary school provision for pupils from Kirkliston Primary School is required.</li> <li>• In December 2019 it was reported that Queensferry High School's projected roll would exceed the notional capacity of the new high school in 2024.</li> <li>• The projected increase is attributed to pupil generation from new housing developments in South Queensferry. In the long term it is expected that Queensferry High School will not be able to accommodate pupils from Kirkliston Primary School and the new primary school at Buileyon Road.</li> <li>• The Council is consulting on the future development of the city and it is expected City Plan 2030 will consider the requirement to deliver additional secondary school capacity in West Edinburgh having regard to long term growth in the whole area.</li> </ul>
7	<b>Issue: Access and Travel Routes</b>	<ul style="list-style-type: none"> <li>• Congestion and traffic management issues will be worse because parents will have to drop off at two sites</li> <li>• Safe walking route between the two sites is required.</li> </ul>
	Council Response	<ul style="list-style-type: none"> <li>• The Council promotes sustainable forms of travel and discourages using cars to drop off and pick up pupils. Staggering start and finish times will ensure parents and carers have time to walk between sites if they need to drop off and pick up at both sites.</li> <li>• Active Travel have been consulted and their recommendations to form a new crossing on Kirklands Park Street will be developed along with the proposed building.</li> <li>• Road safety will be considered as part of the planning process.</li> </ul>

		<ul style="list-style-type: none"> <li>Kirkliston Primary School will update its Travel Plan to encourage pupils to walk to school by identifying ways that routes could be made safer between the sites and around the village in general and promote initiatives like 'walking buses'.</li> </ul>
8	<b>Issue: Air Quality</b>	<ul style="list-style-type: none"> <li>Concern about air quality because of the proximity of the proposed site to the M9.</li> </ul>
	Council Response	<ul style="list-style-type: none"> <li>An air quality consultant has been appointed as part of the design team and any recommendations / mitigation measures will be incorporated in the design of the new facilities if required.</li> </ul>
9	<b>Issue: Various</b>	<ul style="list-style-type: none"> <li>Road infrastructure in Kirkliston is poor.</li> <li>Will the bus gate be removed?</li> <li>Will public transport be improved?</li> <li>Will community facilities be improved, i.e. swimming pool, community centre?</li> </ul>
	Council Response	<ul style="list-style-type: none"> <li>This statutory consultation does not propose to address wider infrastructure issues in the village. These matters are outwith the scope of this statutory consultation to address accommodation pressure at Kirkliston Primary School.</li> </ul>

## **Record of Meeting**

### **Proposal to Establish an Annexe of Kirkliston Primary School at Kirkliston Leisure Centre**

**Public Consultation Meeting held at 6:30 pm, Thursday 14 November 2009, Kirkliston Primary School, Edinburgh**

**Present: Eighteen members of the public**

**In Attendance:**

Peter Wilson (Independent Chair).

Councillor Alison Dickie (Vice-Convener of the Education, Children and Families Committee);

City of Edinburgh Council Officers: Crawford McGhie (Senior Manager, Operational Support), Elaine Watson (Learning Estate Planning Officer), Lucy Henderson (Head Teacher), Janice Watson (Quality Improvement Officer) and Blair Ritchie (Committee Services).

#### **1. Introduction**

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Peter Wilson introduced himself. He explained that he was the independent chair with a police background, that he had been invited by the City of Edinburgh Council to ensure impartiality and his role was to ensure that everyone has their say. This was part of a process where comments by the public would be included in a Council report, which would then be published. Elaine Watson, from Communities and Families would give a presentation of the proposals, then members of the public would have the opportunity to ask questions. There might be issue around the possible construction of a high school, which would be accommodated, but he urged people to focus on the proposal in the consultation.

The Schools (Consultation Scotland) Act 2010 required the Council to conduct a public consultation. The public consultation would provide people with the opportunity to express their views and feed directly into the consultation process.

## 2. Presentation/Proposal

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The event started with a presentation that provided some background information on the reasons behind the Proposal to establish an annex of Kirkliston Primary School at Kirkliston Leisure Centre.

### Background

Kirkliston Primary School was extended to a 19-class capacity in August 2017. In 2018/19 the P1 intake was 107 pupils and the class organisation was 21 classes. A temporary four classroom extension to the school was delivered in August 2019. The school is now using the leisure centre one day a week for PE to reduce pressure on its gym/dining hall. The P1 intake for 2019/20 was 99 pupils and the school was operating with 22 classes.

The draft statutory consultation paper set out further the context in which the consultation was proposed and provided details of the proposal in full. Some of the key points were summarised below:

- New housing has driven up the Kirkliston Primary School roll with 804 properties delivered since 2010/11.
- The number of houses being completed has fallen each year since 2012/13 and no significant approved sites remain to be developed as yet.
- The Council's annual school roll projections continue to show that Kirkliston Primary School's roll would grow beyond 1,000 pupils. However, as these were based on rolling forward historic patterns of growth there were concerns that for Kirkliston they may be overestimating the peak roll.
- In 2018 the birth rate in Kirkliston dropped – the first significant drop since 2010. While still high, the P1 intake in 2019 also dropped for the first time in 4 years.
- It was unclear whether a requirement for 25 classes was likely to be sustained in the long-term. A flexible approach was required to avoid the potential for over-provision in future years.

The views expressed at the public consultation meeting showed that a new and separate primary school within Kirkliston was the least preferred option over concerns of dividing the community, and therefore this should be considered only if necessary. The proposals set out in the consultation paper did not directly impact on secondary school provision for pupils from Kirkliston. Pupils from Kirkliston would continue to attend Queensferry High School and there were no changes to catchment boundaries or transfer arrangements proposed as part of this paper.

### Secondary School Provision

At the December 2017 meeting of the Education, Children and Families Committee it was agreed that it was not possible to rule out the feasibility of Kirkliston supporting a new high



school in its own right. In June 2018 the Committee requested that Officers continued to negotiate with landowners in relation to a site for secondary provision in Kirkliston.

Linked to this consideration was the issue of whether Kirkliston would grow in the future if further land was released for housing development. While there were no current approved further housing developments, there was also interest from local developers to expand the village, most recently made public through a consultation event from one developer, for 2000 homes. This was not in the development plan and was a matter for the planning department. Education officers remained aware of these.

Work to develop options for secondary education for children in Kirkliston would continue and would be the subject of a separate statutory consultation process at the appropriate time.

### **Proposal**

It was proposed to permanently increase the capacity of Kirkliston Primary School from 19 classes to 23 classes by establishing a permanent annexe of Kirkliston Primary School on the Kirkliston Leisure Centre site. The annex would initially only accommodate P1 pupils along with a new early learning and childcare facility. The new P1 classrooms would be built with an expansion strategy to allow P2 pupils to also move to the Leisure Centre site at a future stage, extending the school's overall capacity to 28 classes.

The existing temporary units on the Kirkliston Primary School site would be kept on the main school site to temporarily increase the capacity of the school to 27 classes until the long-term accommodation requirements of the school could more accurately be assessed.

This proposal made no changes to the existing primary or secondary school catchment areas. The new annex could open in August 2022 at the earliest, subject to obtaining the necessary consents.

The leisure centre was located 500m to the north-west of the existing primary school site and was within walking distance of the existing primary school. There was an existing pedestrian crossing on Stirling Road. Since August 2019 the school had used the sports facilities in the leisure centre to provide P.E. one day a week.

The proposed building would be designed to be delivered in three phases. The first phase would provide a new early learning and childcare facility. The second phase would provide new classrooms that supported and encourage active, play based, learning for up to 120 P1 pupils. The requirement for a third phase providing accommodation for 120 P2 pupils would be monitored. The annex would have its own dining area and servery and offices for school management and support staff. It was expected the school would continue to use the leisure centre and the main school building for P.E. and assembly.

### **Next Steps**

The six-week statutory consultation would come to an end on the 9 December 2019. Any comments that the Council received would have to be considered and responded to in an Outcome of Statutory Consultation Report which would be put to the full Council most likely in March 2020. Once the public consultation phase had finished, details of the representations received would be issued to Education Scotland for their consideration.

Education Scotland would issue a report on their findings which would be included in the final Council report on the consultation.

Peter Wilson thanked Elaine Watson for the presentation and asked for any questions or comments.

### 3. Questions/Comments

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**Question 1** - In the proposals, it was planned to open the school annex in 2022. What was the interim plan, over the next three years, for the school and for the nursery children as the nursery would not be big enough for the increase in nursery hours.

**Answer** (Council Officer) – The plan was to use the present building. If more accommodation was required, it would be possible to do this. For Early Years it would only be possible to build the nursery when it could be delivered. One of the challenges when building on the Leisure Centre Site, the authority did not yet know how they would phase it.

There were discussions going on at present with Edinburgh Council about the possibility of starting the 1140 hours of nursery provision in August 2020. Instead of this being for “open-term” time, it might be full year provision, to allow children to have 1140 hours. Considering all the other nurseries in Kirkliston, including partnership nurseries, it should be possible to accommodate all the children that were entitled to 1140 hours. If they went for the full year, it might be easier to provide the full 1140 hours. The intention was to start in August 2020.

**Supplementary Question** – When would this be finalised?

**Answer** (Council Officer) – There would be further consultations taking place in January 2020, but nothing had been established yet. There was some difficulty with space at the nursery. Children could not get out to garden, during the drop off-time and there was a need to have proper kitchen space for lunches. The Authority would have to be creative to organise this.

**Question 2** – Had the capacity of private nurseries been assessed? They could not currently accommodate children, how then could additional children then be accommodated?

**Answer** (Council Officer) - According to the 1140 hours plan, children could be accommodated, but not necessarily in the nursery that they wanted. It was necessary to look at the numbers in all nurseries . This was still in process, but it was planned for there to be 1140 hours of nursery provision in August.

**Question 3** – Could nursery hours be split between various nurseries, including Kirkliston Nursery and carry the balance to a private nursery?

**Answer** (Council Officer) Quite a lot of private nurseries, but not all of them did that.

**Supplementary Question** – Was it 640 hours of nursery provision that parents received through the scheme. The remainder could be claimed back.

**Answer** (Council Officer) - It was confirmed that this was the case.

**Question 4** – A parent had two children at school and he was concerned about the size of the primary school and what would happen if the number of pupils exceeded the limit. What experience did the Authority have of running a primary school of that size?

**Answer** (Council Officer) There was no school of that size in Edinburgh. It was estimated that the population of the school would rise to 1000, based on projection methodology. However, it was now expected that the birth rates and rolls would decrease. Nevertheless, it would end up being biggest primary school in Edinburgh. That was why they were having this consultation. They were trying to accommodate all the children. There was informal consultation to decide if people wanted a second primary school or to retain one school. Most people seem to be favour of keeping one school. Before having this consultation, there were close discussions with the school.

(Head Teacher) – The Authority did have a “big schools” network in Edinburgh, where they met and discussed various issues and on the management of big schools. In Dunbar there was a big school on 2 sites and it would be beneficial to check out how this was managed. Kirkliston was a big school that felt like a village school and was fortunate in the staff, teams, parents and the community. With all the networks, it was possible to make a bigger school a good learning experience.

(Council Officer) - There were other examples of this approach. By taking the annex option, they were reducing pressure on this site.

**Question 5** – How big did you expect the school to get, did the annex proposal cover it and was the site big enough?

**Answer** (Council Officer) - The long-term projections showed over 1000 pupils, with a very high P1 ratio, but this might be narrowing. The officer who compiled the projections thought it would might not be necessary to build provision for p2 on that site, which was why the Authority were trying to maintain flexibility.

**Supplementary Question** – Were you confident that the site was big enough?

**Answer** (Council Officer) - It should accommodate all P1 and P2. The Authority was not so confident that Kirkliston rolls were heading in a particular direction.

**Answer** (Council Officer) – There was a definite trend whereby a lot of families moved into housing that had young families and those families would stay there. However, that trend would stop and the children would get older. (This happened in Ratho after the financial crash in 2008.) There would probably then be a reduction in numbers at Kirkliston. The Authority had done a review of the projections and had new pupil generation rates from the housing developments. This was not an exact science.

**Question 6** – It seemed obvious that lots of young families moved into these types of houses and was this accounted for?

**Answer** (Council Officer) – At the time, the Council wanted another school that could be expanded, but this was turned down by the people who were consulted.

**Question 7** – Might not the quieter children in earlier years get lost in a cohort of 100 P1's ?

**Answer** (Head Teacher) - At present, the P1's only got to use a section of the playground. But as the school grew, it might be necessary to put more safeguards in place. Although there were lots of children, they were still in their classrooms groups and only got to use one part of the playground. This ensured that they did not find it too overwhelming.

**Answer** (Council Officer) - When people came into the school in the morning, all the children were in the front playground and it appeared to be really busy, but later, they had moved round a side and had staff supporting them. The school was fortunate to have such space.

**Answer** (Head Teacher) - P1 and P2 did not mix with older pupils, as this could cause problems. The school made sure that this was timetabled.

**Answer** (Council Officer) – The Annex had its own playground area and there would not be so many children on site. It could be beneficial to have the school on 2 sites, based on the prevailing circumstances.

**Question 8** – What about pollution from the major road next to the Leisure Centre?

**Answer** (Council Officer) – The Authority were about to appoint a design team and an air quality consultant. But if there was anything to be taken on board through the design process, air quality would be a consideration.

**Comment** – The Council should make sure that the survey was taken between 8 am and 9 am when traffic was at a standstill, to get a proper result.

**Question 9** – A proposal had been made at a previous meeting, but was then rejected because of the cost. What had changed?

**Answer** (Council Officer) – At the last meeting, the Authority were considering a temporary solution for P1. Through the design process, P1's would have been isolated. This would have been quite a costly solution and the long-term solution was to provide what was wanted. It was necessary to be in a formal setting to progress matters.

**Question 10** – A parent indicated that her son had just started P1 and this had been a positive experience. She was worried that her daughter would not receive this and wanted her to have the same experience of starting school, not just moving from a nursery.

**Answer** (Head Teacher) - One of the most important aspects for transition for children was coming into a new building and carrying out the same activities as older children. The school would ensure that there would be buddy opportunities. They had started having assemblies to try to make P1s and P2s mix together. New P1's would be entering a different learning environment. Although they were not going from the nursery to the main school, this would be a different but very good experience. The school wanted a close link between the Nursery and P1. Once that transition become the norm it would become easier. Here, the school had the opportunity to do something exiting.

**Answer** (Council Officer) There was a similar situation in South Morningside Primary School. That transition was managed well and it would be the norm for these children. The physical transition was different, but the learning transition was the same.

**Answer** (Head Teacher) The current set-up meant that P1's had to walk further. After P1's had attended their assemblies, they headed up for their classes. If this was on same site, there would be more opportunities.

**Question 11** – Was there anything that would stop this proposal from happening?

**Answer** (Council Officer) – There was always a planning risk, wherever there was a potential loss of playing fields. Informal discussions had been taking place with Sports Scotland. There was an informal agreement to put a fence round the 11-a side pitch, but there had not been any detailed site investigations.

**Chair** - Regarding the statutory consultation process, there would be the consultation period, it would go to Education Scotland, they will give their opinion, it would then go to Full Council for final approval. Therefore, there were various hurdles to be overcome.

**Question 12** – How was it possible to measure if there was public support?

**Answer** (Council Officer) – They were inviting comments through the Consultation Hub, the results of which would be one part of report to the Council.

**Supplementary Question** – What percentage would demonstrate public support?

**Answer** (Council Officer) – The report would reflect the comments which were received

**Answer** (Council Officer) – For any comments from members of the public, officers had to provide definite answers, which the elected members would consider. There might be 60% – 40% against, but the members might still approve the proposals.

**Question 13** – On either side of the argument, the views of the most vociferous side were usually taken on board – even if they were in the minority. Local people did not want two primary schools at Kirkliston.

**Answer** (Council Officer) – In 2007, the Education, Children and Families Committee decided not to have two primary schools

**Comment** – In the community, people thought that this was now a bad decision. Because of the recent massive housing construction, they thought that another school would be a positive development to relieve the pressure.

**Answer** (Council Officer) – It was always possible to consider different opinions and there would always be loud voices in these consultation exercises. The Authority would not propose this if they thought it was not feasible. If there was further housing development in this area, then there would be a proposal for another school.

**Comment** – The problem was that no one foresaw the scale of growth that had happened. The village had not formally been consulted to determine if the view they held in 2006 was still the current view.

**Question 14** – How relevant were these opinions – what was the current opinion of the population?

**Answer** (Council Officer) – He did not know the figures. The Authority could only put forward the best option the current situation, have the consultation and make the decision. The informal consultation preceded the formal consultation.

The feeling in the community in January 2019 was that they did not want another primary school at that time, or for the school to be split.

**Comment** – It would make sense to have this consultation at same time as the secondary school consultation. It was surprising that this was not being included in this discussion.

**Question 15** – How would the two sites work in terms of catchment? Some schools were split by age, but this was this not considered here.

**Answer** (Council Officer) – This proposal would address that, with the Early Learning being located on one side and other age groups on the other side. It was intended that additional classes would be located on the annex side. This put different ages in different areas.

**Question 16** – Was it not the case that in larger schools, they had different arrangements for the classes. This was almost like two schools.

**Answer** (Head Teacher) - The school roll in the earlier years was now much bigger than in the later years and this had to be balanced. They had not thought of going as far up the school as P3. If the roll did not grow at a sufficient rate, the proposal would not be approved as there would be a large amount of learning space that was not utilised. That's why the school thought of P1 and P2 because that's what could be accommodated in this building.

The Chair asked for the view of the Association.

**Answer** - Anyone who did not have children at school, but had comments, should contact them. The discussion seemed to have been around the pupil journeys and ensuring that

each child had the experience of their first day of school. It was beneficial to have open the open dialogue with the Council. It had been possible to talk through the positive and negative aspects of each option, which seemed to be positive step. In order to have a flexible solution and to progress matters, it was necessary to protect the pupils.

**Question 17** – Would the pick-up for children of both sites be staggered?

**Answer** (Head Teacher) - If the proposal was to go ahead, that what was being proposed. It was thought to have a slightly later drop off time for the P1's. This might be difficult for parents, but the school could accommodate this.

**Answer** (Council Officer) – At South Morningside Primary School, they carried out a similar procedure. There were three sites, the nursery, the main school and the Annex and the pick-up times were staggered.

**Question 18** – If the proposal did not go ahead, what would be the position for the children.

**Answer** (Council Officer) – There were the new classrooms and it was possible to add another fourth classrooms above them. If they wanted to make this a permanent solution, even though they modular buildings, would still have to meet building/health regulations.

**Answer** (Head Teacher) - If that was to happen, more classes would use the leisure centre to make sure they had their physical education too. The Annex Option meant that there was less pressure on this site, therefore, this proposal was the best one.

**Comment** (Chair) – It would be good to know if there was a plan B, if the proposal was not accepted.

**Question 19** – Under the new arrangements, would P1's still were a uniform?

**Answer** (Head Teacher) – Yes, they should, but there would have to be discussions with parents.

**Question 20** – Regarding upgrading 3G pitches, had any other improvements of the leisure centre been considered to benefit the community and would there be a joined-up approach with leisure centres?

**Answer** (Council Officer) – If this proposal went ahead, the Authority had been in discussions with Edinburgh Leisure, to look at how the building could link in with the Leisure Centre.

The Chair asked if members of the public had asked the questions that the wanted and had received satisfactory answers.

**Question 21** – At the last meeting, there were some concerns raised about the use of the leisure centre.

**Answer** (Head Teacher) – That concern had been largely resolved. The main issue was that people were using the gym at the same time. She had spoken to Edinburgh Leisure about availability. The status quo had been maintained. If the school needed to use the gym more often, there would have to be negotiation.

Elaine Watson indicated that she would be at Kirkliston Community Centre on Monday 18 November from 9.00 am to 4.00 pm to answer questions.

**Comment** – It was thought that this event was badly advertised and some better advertising for Monday would be beneficial.

**Additional Comment** – A parent did not get any communication from school about this meeting tonight, but only heard by word of mouth.

**Answer** (Council Officer) – All parents were sent a letter about the consultation.

**Answer** (Head Teacher) – The Consultation Paper was circulated some time ago.

**Answer** (Council Officer) – Besides the parents, the local private nurseries were advised of the Consultation Meeting.

**Additional Comment** – A parent indicated that she had to go through a very convoluted route to find the meeting, but she had finally managed to pick it up from the Council Website.

**Further Comment** – A parent indicated that this was very badly advertised, which was reflected by the low number of people attending. This was the type of evening meeting that people could usually attend.

**Answer** (Council Officer) – The Authority set up the meeting on Monday in response to a communication from a parent, so someone must have received the letter.

**Answer** (Council Officer) – She had also asked local nurseries to contact the parents and had sent a copy of the summary paper and the consultation paper. The Authority had done its best to contact parents, but on occasion, some were not contacted.

**Comment** – The Chair indicated that the Council should perhaps check its procedures.

### **Conclusion to Discussion on Kirkliston Primary School**

Councillor Dickie indicated that the Council was here to listen to the parents. Some of issues raised were valid, such as rising rolls and play-based connections. Anything which had been raised would be scrutinised and the Council would assess the strength of feeling and base its decisions around that. She then thanked everyone for coming along to the meeting.



## **Discussion on Proposed Secondary School**

**Question 22** – Was there any information about the proposed high school?

**Answer** (Council Officer) – The Authority was not carrying out a consultation on this as they did not yet own a site. There were many sites near this vicinity that might be suitable for a high school. They would have to go through the compulsory purchase order process to acquire a site. It was then outwith their control and it was not known how long that would take.

**Question 23** – Had the acquisition of a site been considered?

**Answer** (Council Officer) – Kirkliston was not of sufficient size to support a high school by itself, whereas there was a large amount of development in West Edinburgh that needed secondary education. If Kirkliston was to grow, then there would be a stronger case for a high school. In this scenario, it would be more possible to acquire a site. However, the Authority had to be careful about timescales before initiating the compulsory purchase order process.

Extra capacity would be required in Queensferry in 2025. The longer it took the sites at Queensferry to be built, the more this became an issue. However, the Authority was monitoring the situation. They would bring forward a statutory consultation at the appropriate time. They would not want to be in the situation where the population of the high school would be smaller than the primary school, because of a potential drop off in 5<sup>th</sup> and 6<sup>th</sup> years.

**Question 24** – Was it the case that South Queensferry and other schools would cover this until 2025? Developments in the housing market had been delayed.

**Answer** (Council Officer) – South Queensferry would cover this area until 2025.

**Question 25** – Was that why the High School had been delayed?

**Answer** (Council Officer) - The High School had not been shelved, the Authority had been through the whole of the West and South West of Edinburgh. Officers had been instructed to see if there was site for a high school in Kirkliston, but this had not been completed yet. This was dependant on the location of new housing. This would be decided at a statutory consultation.

**Question 26** – Was the Authority still considering a site at Ratho Station?

**Answer** (Council Officer) – The situation was that along the AA corridor, there had been approval granted for a new primary school. This was now with the Plan Reporter, if this was approved, there would be another 11-class primary school. All the high schools in West Edinburgh were currently at full capacity.

**Question 27** – Had working with Winchburgh High School been ruled out?

**Answer** (Council Officer) – This had been ruled out as an option. People could apply for an out of catchment placement at that school, however, the Authority was not proposing consultation that would make Kirkliston part of the Winchburgh catchment.

**Question 28** – How long did it take to build schools?

**Answer** (Council Officer) – It took about two years to construct the school at Queensferry. The entire process took three and a half years from the date a site had been acquired.

**Comment** – The pressure for a new school was not quite as high as previously thought.

**Answer** (Council Officer) – The Authority would like to progress matters as soon as possible.

The Chair indicated that if people wanted to see the difficulties that the authority had in choosing the correct site, they only had to look at the situation in St Andrews. This had been a very convoluted process, where three or four sites had been considered.

#### **4. Conclusion**

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Mr Wilson brought questions to a close and thanked everyone for all their contributions which were extremely valuable. He reminded everyone that they had until 9 December 2019 to make any further contributions on the website or in writing.

Councillor Alison Dickie thanked everyone for coming and for their contributions.

## **APPENDIX 4 – Summary of Pupil Consultation**

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A Quality Improvement Officer from Communities and Families visited Kirkliston Primary School to talk to a group of children from different year groups about the proposal and gather their opinions. A summary of the discussion is provided below.

### **Pupil Consultation Kirkliston Primary School**

8 pupils P4-6 from Pupil Council and House Captains from P7

#### **What are the best things about belonging to Kirkliston Primary School?**

- The pitch – there is lots of space, space to do sport (III)
- Adventure
- Christmas jumper day, movies, parties, red nose day
- Charity fund raising
- Buddies
- Kind people
- Teachers and PSAs are nice, so are the senior leaders
- Staff are lovely, always there, hear both sides and are fair
- School dinners – they are lovely so are the dinner ladies, they work really hard and do lots of extras for us – Christmas lunch, Halloween, nice table cloths
- Lots of iPad and technology to use
- Benches – games and buddy
- We are really lucky to go to this school

#### **From what you have heard about the proposed changes, what worries, if any do you have?**

- P1s walking to assembly could be an issue, quite a long walk for small legs and stressful as they have to cross lots of roads/dangerous (III)
- Travel time for buddies to go and see the P1s
- Less opportunities to buddy at play time
- Space at the leisure centre will be reduced for others
- If you have a family member who is in P1, you wouldn't see them at school
- After school clubs will be more difficult for P1s to access
- Parents have to go to 2 places making it more difficult to drop off/collet – increase stress (II)
- Makes the move from P1 to P2 a bigger jump
- Impact on community living beside the leisure centre as it will become busier and noisier (II)

#### **What opportunities might this change offer?**

- P1's could come to P3-7 assembly and have one playtime at the big school
- More fun for P1 – more space, nursery close so can play there too
- More space for older children in playground if P1 not there
- Younger siblings won't annoy you!

- P1s can use leisure centre facilities
- Nursery good for them to have P1s to look up to, could have mini buddies and this could help them when they come to settle in to P1 (III)
- Nursery and P1s could work on some topics together
- Quieter space for P1s to play on – fewer accidents in the playground
- Lunch would be quicker without P1

**What could the adults do to help you with your concerns?**

- Reduce the speed limit for cars on the route
- Wonder what is happening to the old nursery – could it be joined to the community centre to give them more space?
- Will need more PSAs so concerned there will be enough money for that
- Need more lollipop people as route dangerous
- Create a by pass to ensure safe travel for children
- Railings needed outside leisure centre



## **Schools (Consultation) (Scotland) Act 2010**

**Report by Education Scotland addressing educational aspects of the proposal by The City of Edinburgh Council to establish an Annexe of Kirkliston Primary School at Kirkliston Leisure Centre.**

January 2020

## 1. Introduction

1.1 This report from Education Scotland has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the Schools (Consultation) (Scotland) Act 2010 ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of The City of Edinburgh Council's proposal to establish an Annexe of Kirkliston Primary School at Kirkliston Leisure Centre. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children of the school; any other users; children likely to become pupils within two years of the date of publication of the proposal paper;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meeting held on 14 November 2019 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site of Kirkliston Primary School, Kirkliston Leisure Centre and Kirkliston Nursery, including discussion with relevant consultees.

## 2. Consultation process

2.1 The City of Edinburgh Council undertook the consultation on its proposal(s) with reference to the Schools (Consultation) (Scotland) Act 2010.

2.2 The statutory consultation period ran from 28 October 2019 until 9 December 2019. A public meeting was held on the 14 November 2019 in Kirkliston Primary School. The public meeting was advertised on the consultation hub and details of the meeting were included in the consultation paper. The consultation document was sent to statutory consultees. Copies of the consultation document were also available on the council website and at the public meeting.

2.3 The public meeting was attended by 18 members of the public. In addition, 50 responses were received through the online survey and two people completed drop-in forms. Of the responses to the online survey and from the two drop-in surveys 46 of the 52 were from parents or carers. Of the 52 responses, 33 were in favour of the proposal and 19 against. The main areas of concern raised through the comments and from stakeholders who met with HM

Inspectors were about whether this provides a long term solution or whether a second school is required to accommodate the growing population of Kirkliston. In addition, many were concerned about the impact that splitting the school across two sites could have for school cohesion.

### **3. Educational aspects of proposal**

3.1 The council outlines how the proposal to establish an annexe of Kirkliston Primary School at the Kirkliston Leisure Centre site will reduce accommodation pressure at the existing Kirkliston Primary School site. It states that were the proposal not to go ahead this would result in significant accommodation pressure at the existing site. There are educational benefits to this aspect of the proposal as the current site could not accommodate the projected increase in the school roll without compromising access to gathering, play and some learning spaces.

3.2 The council outlines how the proposal will maintain a single school with an unchanged catchment area in Kirkliston. The proposal sets out how this will address future accommodation pressure while avoiding splitting the community into two catchment areas that developing a new school would necessitate. In finalising its proposal, the council needs to consider further whether the decision to not develop a second primary school in the area will be the correct one in the longer term.

3.3 The council outlines how the proposal will improve the learning environment for children in P1. The nursery is relocating to the leisure centre site. There are potential educational benefits to having nursery and P1 pupils on the same purpose built site which will be well equipped to deliver a play based early level curriculum. The consultation sets out a potential third phase of the site development to accommodate P2 pupils should the school roll require this. It is less clear that this is of educational benefit other than reducing accommodation pressure on the main site.

3.4 The proposal accepts that there are potential disadvantages to splitting the school over two sites. Parents and pupils also raised concerns about this. For example, parents were concerned about start and drop off times at the two sites, a reduction in integration between P1 and the rest of the school and arrangements for P1-P2 transition. Parents and pupils were concerned about any potential loss to existing highly valued school systems such as the buddy programme. However, senior leaders are already developing plans to reduce any negative impacts which should mitigate against any educational disadvantage.

3.5 A minority of stakeholders are concerned about traffic management around both sites and safe walking routes between the sites. In addition, a few parents were concerned about air quality standards at the new site given its proximity to a major road network. The council needs to consider how best to ensure pupils and their families have safe access and walking routes around and between both sites.

3.6 Pupils at the school considered the proposal well, setting out thoughtful concerns and proposals. They have identified potential educational benefits such as the option to develop a mini-buddy system between nursery and P1 children and more outdoor space for P1s to play in.

## **4. Summary**

Given the current accommodation situation at the main Kirkliston Primary School site and the potential it provides for a more cohesive early level transition from nursery to P1 the proposal has the potential to provide some educational benefits. However, the council may need to review the estate should current roll projections change. Senior leaders at the nursery and school are developing coherent plans to ensure that if the proposal goes ahead there is no loss to existing valued programmes and to address practical issues such as starting times.

**HM Inspectors  
January 2020**



# Policy & Sustainability Committee

10.00am, Thursday, 25 June 2020

## Renewal of NHS Service Level Agreements

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 The Policy and Sustainability Committee is asked to:
  - 1.1.1 approve the extension of Service Level Agreement contracts for children's services with the NHS, to the value of £984,615, listed at Appendix 1, from 1 July 2020.

**Alistair Gaw**

Executive Director for Communities and Families

Contact: Sean Bell, Senior Manager, Children with Additional Support Needs

E-mail: [sean.bell@edinburgh.gov.uk](mailto:sean.bell@edinburgh.gov.uk) | Tel: 0131 123 4567

# Renewal of NHS Service Level Agreements

## 2. Executive Summary

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- 2.1 This report is to request approval for:
  - 2.1.1 the extension of nine months funding arrangements to the value of £107,000 for NHS services supporting Looked After Children and Young People.
  - 2.1.2 the extension of nine months funding arrangements to the value of £877,615 for NHS Therapy Inclusion Partnership and NHS Speech and Language Therapy services in mainstream and special schools' provisions.
- 2.2 The total value for the extension of the funding arrangements equates to £984,615.

## 3. Background

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- 3.1 The Local Authority currently commissions the NHS to provide a number of enhanced services to children and young people as detailed in in the main report. Some of these arrangements have been jointly reviewed during financial year 2019-20 and are deemed appropriate to continue. Delivery and performance are considered fit for purpose and in line with the Scottish Government's strategic priorities for Getting it Right for Every Child. Committee Approval has already been sought and granted in March 2020.
- 3.2 Some arrangements are still under review. A request for three months renewal for these services was submitted to F&R Committee for approval, on the proviso that the full report and the recommendations would be submitted for consideration prior to the beginning of academic year 2020-21.
- 3.3 Due to the unprecedented times and the schools' closure, an effective review has not been completed. To ensure consistency and delivery of these children's services, it is deemed appropriate to extend the current provisions until the end of 20/21 financial year, to allow sufficient time for a comprehensive review of the requirement. Committee Approval is therefore being sought to extend the current arrangements until the review is completed.

## 4. Main report

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- 4.1 The Children and Young People (Scotland) Act 2014 places a duty on the Education authority to make appropriate arrangements for identifying those children for whose school education they are responsible, who may have additional support needs. Appropriate agencies have a duty to help the education authority discharge their duties. NHS Lothian and the Education Authority (the Council) collaborate to meet children's additional support needs, promoting integrated working across agencies in assessment, intervention, planning, provision and review.
- 4.2 The Act requires Councils and the NHS to ensure that children's services are provided in ways which:
  - 4.2.1 best safeguard, support and promote the wellbeing of children
  - 4.2.2 ensure that any action to meet needs is taken at the earliest appropriate time
  - 4.2.3 take appropriate action to prevent needs arising.
- 4.3 Considering this, the Council commissions additional services to ensure that children have timely access to health services appropriate to their additional support needs at school and early years. This also ensures that children can experience seamless support where they may require a range of health and educational support for complex needs, for example, consistent approaches to moving and handling for children who require high levels of physical support in everyday living.
- 4.4 The funding for these services adds value to what is already being provided by NHS Lothian under statutory duties. The services are provided with the aim of enhancing pupils' access to the curriculum and maximising educational achievements, literacy and social development.
- 4.5 These services include:
  - 4.5.1 Allied Health Professional services, principally Speech and Language Therapy for children and young people in school.
  - 4.5.2 Specialist assessment, advice and staff training for children who require high levels of physical assistance in school
  - 4.5.3 A contribution towards the Prepare team costs. Prepare is a multi-agency team providing social work and medical support to pregnant women with complex substance misuse. The team is highly successful in supporting women to stabilise their drug use leading to better health and long-term care outcomes for babies.
  - 4.5.4 Medical support for young people who are previously looked after by the local authority
  - 4.5.5 Mental health support for Looked After and Accommodated children and young people.

## **5. Next Steps**

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- 5.1 The request for nine months renewal is due to a full review of the current SLA that the Local Authority is undertaking in collaboration with the service providers, the key stakeholders and the wider community with a focus on improving wellbeing outcomes.
- 5.2 Data, findings and recommendations will be submitted for consideration and approval prior to the beginning of financial year 2021-22.
- 5.3 Approval for a short-term extension is therefore being sought.

## **6. Financial impact**

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- 6.1 The total value of the agreements' extension is £984,615. Details of the financial impact of each service provision are listed in Appendix 1.
- 6.2 Budgetary provision exists for these commitments.

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

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- 7.1 The services provided under these Service Level Agreements are responding to the need for effective integrated support and early intervention for children at school and key targeted services.
- 7.2 Council Standing Orders normally require competition for these values, however best value in this instance is achieved through maintaining the status quo until a fully comprehensive assessment is completed.
- 7.3 There are no adverse environmental outcomes arising from this report

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

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- 8.1 Guidance on partnership working between allied health professions and education
- 8.2 The Education (Additional Support for Learning) (Scotland) Act 2004
- 8.3 The Children and Young People (Scotland) Act 2014
- 8.4 Getting it Right for Looked After Children and Young People Strategy

## **9. Appendices**

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- 9.1 Appendix 1 Proposed NHS Budgets

## Appendix 1

### Proposed NHS Budgets 2020/21

- The cost for the nine months extension of the Service Level Agreement for Speech and Language Therapy and Therapy Inclusion Partnership is £877,615.
- The cost for NHS Mental Health and Wellbeing services for Looked after Children and Young People is £107,000.

<b>Description</b>	<b>Budget</b>	<b>Award</b>
Mental Health and Wellbeing (LAAC)	£107,000	9 months
Speech and Language Therapy (including ASD OT)	£840,000	9 months
Therapy Inclusion Project (TIP)	£37,615	9 months
<b>Other Total</b>	<b>£984,615</b>	

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# Policy and Sustainability Committee

10:00am, Thursday, 25 June 2020

## Temporary Accommodation – Off Contract Waiver Report

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 This report seeks approval to enter into spot contracts for temporary accommodation comprised of flats, bed and breakfasts and tourist hotels from the providers listed in Appendix 1, on a spot purchase basis for the period to 31 March 2021, to supplement the current contracted provision of accommodation.

**Alistair Gaw**

Director for Communities and Families

Contact: Nicky Brown, Homelessness and Housing Support Senior Manager

E-mail: [nicky.brown@edinburgh.gov.uk](mailto:nicky.brown@edinburgh.gov.uk) | Tel: 0131 529 7589

## Temporary Accommodation – Off Contract Waiver Report

### 2. Executive Summary

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- 2.1 The use of spot contract accommodation to supplement the Council's accommodation contracts is critical to the Council's delivery of temporary accommodation, to homeless individuals and families.
- 2.2 This report seeks approval to enter into spot contracts for temporary accommodation as and when required with providers and to the value identified in Appendix 1 for the remainder of 2020-21. This will allow the Council to meet its statutory obligations to homeless families whilst responding to the Covid-19 pandemic.

### 3. Background

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- 3.1 The Homelessness and Housing Support Service discharges the Council's statutory duty towards people who are homeless, under the terms of part 2 of the Housing (Scotland) Act and amended by Section 5 of the Housing (Scotland) Act 2001.
- 3.2 This includes the provision of temporary accommodation for anyone who is homeless and requires it, until a permanent or settled offer of housing can be made.
- 3.3 There is currently an acute shortage of affordable housing in Edinburgh, this means that homeless case lengths and lengths of stay are increasing as it takes longer to secure settled accommodation for homeless households.
- 3.4 Currently the Council needs to use properties rented on a spot purchase basis to fulfil its duties. Supplementing the Council's longer-term accommodation frameworks and contracts in this way allows the Council to respond flexibly and meet additional demands when necessary.
- 3.5 The Council has faced significant challenges accommodating people who require homelessness assistance during the Covid-19 pandemic. The additional flexibility that delegating authority to secure a variety of accommodation on a spot purchase basis, as and when required will allow the Council to respond quickly and deliver best value.



- 3.6 Council Contract Standing Orders indicate Committee approval should be sought in circumstances where it is proposed to depart from the normal tendering requirements to direct award contracts in excess of £250,000.
- 3.7 The proposed spot purchases of accommodation may exceed £250,000 over the period to 31 March 2021.
- 3.8 The values set out in Appendix 1 are indicative only as an upper value. Spot contracting means accommodation will only be contracted for as and when required and will be used on a ranked best value and most suitable basis in order to meet required demand.

## 4. Main report

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- 4.1 The Council currently delivers its temporary accommodation services via several accommodation types. A number of these services are delivered in house and the remainder are delivered by contracted partners, on behalf of the Council.
- 4.2 Where accommodation services are delivered by partner organisations, the Council is required to procure these services through a tendering process. The contracted services include the Private Sector Leasing Scheme (PSL), Interim Accommodation, Shared Houses, Bed and Breakfasts as well as a range of supported accommodation.
- 4.3 Given the current demands on the service and the requirement for the Council to respond quickly to deliver additional accommodation, as it becomes available the ability to spot purchase accommodation is crucial to meeting its statutory duties during the current pandemic.
- 4.4 Due to the competitive nature of the private rented sector in Edinburgh in recent years the current long term contracted provision does not fully meet the needs of the Council.
- 4.5 The current Covid-19 situation has meant an increase in temporary accommodation available to the Council at more affordable rates. To ensure best value accommodation providers are ranked by price subject to meeting the necessary quality criteria.
- 4.6 If provision is not required, then there is no obligation to use or pay for the accommodation. Should additional properties become available to the Council which demonstrate best value then delegated authority under the waiver process may be used up to a maximum of £250,000 to allow the Council to respond efficiently and appropriately.
- 4.7 Waivers will be reported to the Council in the six- monthly Contract Award and Procurement Programme report which provides visibility of contracts awarded by officers under delegated authority.

- 4.8 The Council will complete due diligence checks on the provider. This will include police checks, financial probity, and relevant checks regarding their landlord status.
- 4.9 The Scottish Government has set an ambitious target, which matches the Council, to move away from using bed and breakfast and other unsuitable accommodation types to accommodate homeless households, with the new legislation likely to be in place from October 2020.
- 4.10 To tackle the required increase in properties longer term, in April 2020 the Council agreed as part of the new contract to provide PSL, managed and delivered on behalf of the Council by Link Housing, with extra funding. The goal is to retain expiring leases and attracting new properties. Once the numbers in the scheme begin to build up this will increase the Council's contracted longer-term temporary accommodation provision.
- 4.11 The Council also contracts with private rented sector managing agents, Easylet, Mears and Imperial, to deliver up to 200 flats to be used as temporary accommodation. This contract began in March 2017 and currently delivers 163 properties.
- 4.12 These properties are essential to ensure that the Council delivers its statutory duties to homeless people and work is ongoing to encourage an increase in the number of properties.
- 4.13 In addition to the work detailed above the Council is procuring an additional framework for temporary accommodation including shared house provision and increasing flats utilising current contracts and spot purchase.
- 4.14 This is currently in progress and will assist when the Unsuitable Accommodation Order is extended to all people living in temporary accommodation in October 2020.
- 4.15 The Homelessness and Housing Support Service is working with a range of internal and external partners to consider ways to increase housing options to further ensure that appropriate temporary and settled accommodation is available for homeless people.
- 4.16 During the Covid-19 pandemic there is a need for additional accommodation as there is currently no movement out of temporary accommodation and the letting of properties in both the social and private housing sectors is likely to be restricted for some time.

## **5. Next Steps**

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- 5.1 During the waiver period the Council will continue to work to reduce off-contract spend for temporary accommodation.
- 5.2 There will be an increase in the number of contracted temporary accommodation bed spaces to assist in the Council meeting its statutory duties to homeless people.

## **6. Financial impact**

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- 6.1 Demand for temporary accommodation continues to increase due to increasing average length of stay and a shortage of available 'move-on' accommodation which has been exacerbated by the impacts of Covid-19 and the requirement to assist people with no entitlement to housing assistance for the purposes of suppressing the spread of the virus.
- 6.2 In 2019/20 the cost of Short Term Lets, Shared House and Bed and Breakfast accommodation was £22.8m with £6.9m relating to spot purchases. Expenditure to this level can be contained within the 2020/21 budget. The total value of the waivers listed in Appendix 1 is £9.3m with the balance of £2m above 2019/20 expenditure levels providing additional capacity in response to Covid-19.
- 6.3 A waiver is required to cover this spend for the remainder of 2020/21 to ensure that the Council complies with contract standing orders as mitigation actions are taken to reduce off-contract spend.
- 6.4 Temporary accommodation services have been included in a Council wide financial assessment of the additional costs being incurred in response to the pandemic.
- 6.5 Additional temporary accommodation costs relating to Covid-19 amounted to £0.675m up to 31 May 2020.
- 6.6 Prior to the outbreak of Covid-19, there was budget provision for Homelessness services in 2020/21. Scottish Government funding will provide partial mitigation against the additional temporary accommodation costs incurred as a result of Covid-19.
- 6.7 Approval of recommendations will secure the delivery of fixed prices.

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

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- 7.1 There is a risk that the Council will be unable to fulfil its statutory duty to provide temporary accommodation to qualifying households without securing additional accommodation.
- 7.2 The council may face legal challenges if statutory duties are not met and risk incurring legal costs and compensation payments to service users.
- 7.3 There is a risk of not tendering the contract opportunity to provider accommodation services, but this risk is low as the Council regularly tenders such opportunities and the framework mentioned above will be advertised this financial year.
- 7.4 Accommodation services for homelessness services is part of the light touch procurement regime.
- 7.5 The Council has a statutory duty to ensure value for money. There is a risk that any placement out with the contracted services will not achieve this due to the emergency nature of the provision.

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

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8.1 None.

## **9. Appendices**

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9.1 Appendix 1 - Spot Purchase Arrangements Under Contract Standing Order Waiver Arrangements (to be considered in private as it involves the disclosure of exempt information as defined in Paragraph 8 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973)

by virtue of paragraph(s) 8 of Part 1 of Schedule 7A  
of the Local Government(Scotland) Act 1973.

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

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