Notice of meeting and agenda

Policy and Sustainability Committee

10.00am, Thursday, 9th July, 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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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THE CITY OF EDINBURGH COUNCIL

1. Order of Business

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

2. Declaration of Interests

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

3. Deputations

3.1 If any

4. Minutes

5. Forward Planning

6. Executive Decisions

for Communities and Families

(Councillor Burgess has been called for this item)

7. Routine Decisions

8. Motions

8.1   If any

Laurence Rockey

Head of Strategy and Communications

Committee Members

Councillors 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

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

Further information

If you have any questions about the agenda or meeting arrangements, please contact Rachel Gentleman, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4107 / 0131 529 4264, email rachel.gentleman@edinburgh.gov.uk / louise.p.williamson@edinburgh.gov.uk.

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

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

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Minutes

Policy and Sustainability Committee

10.00 am, Thursday 25 June 2020

Present

Councillors McVey (Convener), Day (Vice-Convener), Aldridge, Burgess (substituting for Councillor Main, item 5), Kate Campbell, Cook, Corbett (substituting for Councillor Main, items 6, 7, 8, 9 and 10), Dickie (substituting for Councillor Kate Campbell, item 5), Gardiner, Gloyer, Gordon (substituting for Councillor Gardiner, items 6 to 20), Hutchison, Johnston (substituting for Councillor Webber, items 6 and 7), Laidlaw (substituting for Councillor McLellan, item 5), Macinnes, Main, McLellan, Perry, Rankin, Staniforth, Webber, Whyte, Wilson and Young (substituting for Councillor Gloyer, item 5)

Added Members for Education items:

Religious Representative
Fiona Beveridge

Parent Representative
Alexander Ramage

Also in attendance: Councillor Lezley Marion Cameron (item 8)

1.   Minutes

Decision

To approve the minute of the Policy and Sustainability Committee of 11 June 2020 as a correct record, subject to the adjustment in the decisions on items 6, 8, 9, 10, 11 12 and 14 to read "To approve the following adjusted motion by Councillor McVey".

2.   Policy and Sustainability Committee Work Programme

The Policy and Sustainability Committee Work Programme for 25 June 2020 was presented.

Decision

1)   To agree that a report on the City Mobility Plan be added to the Work Programme.

2)   To note that a report on the reintroduction of the Planning Committee would be submitted to the Policy and Resources Committee in July.

2)   To otherwise note the work programme.

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

3. Policy and Sustainability Committee Rolling Actions Log

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

Decision

1) To agree to close the following actions:

   Action12 (a) and (b) – Edinburgh Poverty Commission Progress Update

   Action 22(3) - Decisions Taken under Delegated Power and Operational Decision Making - Covid-19

   Action 23 - Governance, Risk and Best Value Committee Arrangements and Remote Council Meetings

   Action 27 - Motion by Councillor Whyte – Nike Conference - North Bridge Hilton

2) To agree that a final report be submitted on **Action 1 –** Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report

3) To agree that the Rolling Actions Log be reviewed with particular reference to pre COVID-19 related items

4) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log, submitted.)

4. Adaptation and Renewal Programme Update

An update was provided on progress of the adaption and renewal programme which also covered decisions taken in period 15 May 2020 to 15 June 2020 and Integrated Impact Assessments.

Motion

1) To note that the report by the Chief Executive brought together both the COVID-19 response and the Adaptation and Renewal Programme updates. This was the second update report from the A&R programme and included the weekly COVID-19 Response Dashboard (Appendix 1 to the report by the Chief Executive).

2) To note that the COVID-19 Response Dashboard now included a breakdown of the Edinburgh settings for COVID-19 deaths as requested by the Policy and Sustainability Committee on 28 May (Appendix 1 to the report).

3) To note the decisions taken to date under urgency provisions from 15 May 2020 to 15 June 2020 outlined at Appendix 2 to the report, this included the operational governance for the programme (Appendix 3 to the report).

4) To note the approach being taken for Integrated Impact Assessments (IIA) in relation to decisions taken to date for the response to COVID-19 (Appendix 4 to the report).

5) To note the work being undertaken with the NHS and EIJB to establish shared strategic principles to inform the recovery plans.

6) To note that the report followed on from the first meeting of the Adaptation and Renewal All Party Oversight Group (APOG) which held its first meeting on 16 June 2020.

7) To note the Scottish Government's timeline for Phase 2 (Appendix 5 to the report)

8) To agree that the Convener would write to the Council's partners to ensure that information which was relevant to the Council was made available.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

To insert after 1.6 of the motion by Councillor McVey (and re-number the remaining paragraphs):

6) To request the Chief Officer of the Health and Social Care Partnership to provide a report to Committee, within two cycles, containing, but not limited to, the following:

   a) An explanation for the disproportionately high number of Edinburgh Covid-19 deaths that have occurred in care homes;

   b) Details of the number of care home Covid-19 deaths where the deceased had previously been in hospital;

   c) An explanation for the disproportionately high number of Edinburgh Covid-19 deaths in relation to the number of non-Covid-19 deaths;

   d) Understanding why the number of Edinburgh care homes showing a suspected case of Covid-19 deaths continues to increase;

   e) The steps taken by the Partnership, or the Public Health Advisory Board, to address the issues brought out by a) and c) in relation to future outbreaks: and

   f) The issues raised with the Edinburgh IJB and NHS Lothian about minimising the impact of future outbreaks across Edinburgh.

- moved by Councillor Webber, seconded by Councillor Whyte

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

Decision

To approve the following adjusted motion by Councillor McVey:

1) To note that the report by the Chief Executive brought together both the COVID-19 response and the Adaptation and Renewal Programme updates. This was the second update report from the A&R programme and included the weekly

COVID-19 Response Dashboard (Appendix 1 to the report by the Chief Executive).

2) To note that the COVID-19 Response Dashboard now included a breakdown of the Edinburgh settings for COVID-19 deaths as requested by the Policy and Sustainability Committee on 28 May (Appendix 1 to the report).

3) To note the decisions taken to date under urgency provisions from 15 May 2020 to 15 June 2020 outlined at Appendix 2 to the report, this included the operational governance for the programme (Appendix 3 to the report).

4) To note the approach being taken for Integrated Impact Assessments (IIA) in relation to decisions taken to date for the response to COVID-19 (Appendix 4 to the report).

5) To note the work being undertaken with the NHS and EIJB to establish shared strategic principles to inform the recovery plans.

6) To request that the Chief Officer of the Health and Social Care Partnership provide a report to Committee, at an appropriate time when information was available, containing, but not limited to, the following:

   a) An explanation for the disproportionately high number of Edinburgh Covid-19 deaths that had occurred in care homes;

   b) Details of the number of care home Covid-19 deaths where the deceased had previously been in hospital;

   c) An explanation for the disproportionately high number of Edinburgh Covid-19 deaths in relation to the number of non-Covid-19 deaths;

   d) Understanding why the number of Edinburgh care homes showing a suspected case of Covid-19 deaths continued to increase;

   e) The steps taken by the Partnership, or the Public Health Advisory Board, to address the issues brought out by a) and c) in relation to future outbreaks: and

   f) The issues raised with the Edinburgh IJB and NHS Lothian about minimising the impact of future outbreaks across Edinburgh.

7) To note that the report followed on from the first meeting of the Adaptation and Renewal All Party Oversight Group (APOG) which held its first meeting on 16 June 2020.

8) To note the Scottish Government's timeline for Phase 2 (Appendix 5 to the report).

9) To agree that the Convener would write to the Council's partners to ensure that information which was relevant to the Council was made available.

(References – Policy and Sustainability Committee, 28 May 2020 (item 4); report by the Chief Executive, submitted.)

5. Schools Re-opening

a) Deputation – Victoria Primary School Parent Council

A written deputation was presented on behalf of Victoria Primary School Parent Council.

The deputation expressed concern about the offer of schooling for the 2020/21 academic session. The two main areas they brought to the Committee's attention were:

- Pupils particularly in P1 – 3, had found online learning extremely challenging to engage with.
- The vast majority of parents at Victoria worked and were not in the position of having one parent at home who was able to provide childcare.

They asked the Committee to consider other accommodation options in the area, including but not restricted to, local churches, eg. Newhaven Church, and local leisure centres, e.g. David Lloyd in Newhaven and in terms of childcare, they urged the Committee to consider the impact of these restrictions on the children, and adopt a measured approach

The deputation requested that the Committee assume a solution-focused approach that had been so appreciated throughout this pandemic.

b) Trinity Primary School Parent Council

A written deputation was presented on behalf of Trinity Primary School Parent Council

The deputation felt that the proposals for a return to school for Edinburgh as they currently stood did not fulfil the basic criteria of Getting It Right for Every Child. They indicated that it was everyone's best interests for as many children to return to school as was safe within the current guidelines and that every school in Edinburgh should be allowed to accommodate as many children as it could under the current safety guidelines.

The deputation felt that we feel that it was right and fair to expect to start the school year with all children attending for at least half of the school week (and more where possible).

The deputation urged the Committee to work together with Parent Councils to ensure that the home element of blended learning was delivered through a centralised online educational resource which in turn would ensure consistency across the country and allow school staff to concentrate on the children physically in their schools.

c) Trinity Academy Parent Council

A written deputation was presented on behalf of Trinity Academy Parent Council.

The deputation raised the following concerns in regard to the proposals for the re-opening of schools:

- the low percentage of time which pupils might spend in school on return (33%);

- home-based learning being set to change from that experienced so far, as teachers would mostly be teaching small classes face-to-face and therefore would have significantly less time to develop and support home-learning;

- the long-term effect on learning of reduced time in the classroom, particularly for those in exam years;

- the potential for a continued lower level of engagement in education for all ages, with some pupils being seriously disadvantaged by the lack of time in school and a lack of IT resources, suitable study environments and support at home;

- the lack of parity with other state schools in Scotland and around 20% of secondary pupils in the Edinburgh independent schools.

d)   Report by the Executive Director for Communities and Families

Details were provided on the Local Authority Delivery Phasing Plan which had been developed as required by the Scottish Government of all local authorities in response to the COVID-19 pandemic together with the route-map that set out the phased lifting of restrictions.

The Plan set out the steps the Council proposed to take to reopen schools from 10 August 2020. The plan would change as the Council responded to new developments and changes in national guidance. It was the ambition of the Council to maximise the time pupils were learning in an in-school environment, consistent with the safety of pupils and staff and the quality of learning and teaching.

Motion

1)   To note the Delivery Phasing Plan that set out arrangements to reopen schools safely for pupils on 12 August 2020.

2)   To note that the plan included costings to increase in-school learning to a minimum of 50% at the soonest opportunity.

3)   To note in light of the Deputy First Minister's statement on 23rd June, this was now a contingency plan, and we would continue to work tirelessly to prepare for the full return of pupils in August 2020.

4)   To note that the plan was flexible and would be subject to change as the Covid emergency changed and the Council responded to decisions at national level and guidance issued by the Scottish Government.

5)   To note that the Council was currently conducting a survey of parents on the implications of part-time in-school learning for childcare and a report on this would be brought to the committee in two cycles.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

1)   To agree Paragraphs 1, 3, 4 and 5 of the motion by Councillor McVey.

2)   To replace Paragraph 2 of the motion with:

To note that if Council is required to implement the contingency of Blended Learning in August, following Scottish Government guidance, that a minimum of 50% of in-school learning will be provided. The additional costs of this provision shall be made clear to the Scottish Government, including the impact on other Council budgets should the Council not be supported by an extra uplift in grant funding.

3)   To add to the motion:

(6)   To recognise that the statement of the Deputy First Minister on 23 June means that implementation of Phase 4 rather than Phase 3 is now the objective for the return to school in August and asks for officers to report within one cycle how this can be implemented in detail with specific issues addressed to include:

- Detail on what additional hygiene measures would need to be implemented to move immediately to Phase 4 rather than Phase 3 and estimated costs
- Detail on responsive closure plans should a school or centre be connected to a virus outbreak
- Detail on what online provision can be made available to children who live with a parent falling into the shielding category
- Proportion of City of Edinburgh teaching and support staff falling into the shielding category or living in shielding households
- Costs of addressing the expected short-fall in staffing through supply teaching and estimation of whether additional recruitment is required and what measures could be undertaken to fulfil this e.g. secondments and support from other 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

(7)   To agree that updates on progress towards the return to school in August will be made to every Policy and Sustainability Committee meeting between now and August in writing. That these updates can be shared with Parents and Parent Councils.

- moved by Councillor Laidlaw, seconded by Councillor Webber

Amendment 2

To add to the motion by Councillor McVey;

1)   To welcome and appreciate the hard work and planning done by council officers and school staff for the return to school in August;

2) To note the statement by the Scottish Government Education Secretary on 23 June that the national aim was now for schools to return full-time in August without social distancing should there be continued progress in supressing the covid19 pandemic;

3) To note that the Council's Local Delivery Phasing Plan version 1.0 would now be amended to reflect the Education Secretary's statement and that blended-learning would become a contingency plan;

4) However, to recognise that the Education Secretary stressed that full-time return was contingent on continued progress in supressing transmission of covid19, and that this was not guaranteed;

5) To further notes that HMIE would continue to scrutinise the Council's blended-learning model contingency plan for school return when submitted to the Scottish Government;

6) To recognise that covid19 contagion within schools after a full-time return may require staff to self-isolate or even for schools to be re-closed;

7) To therefore agree that the Council would continue to develop its contingency planning for a consistent and equitable blended-learning model should it become necessary and that every possible measure would continue be explored for maximising teaching time spent in schools - including recruitment of more teaching staff including using teaching assistants, requisition of additional teaching space, outdoor learning and online lessons by teachers to support home learning – such that the contingency plan is ready for implementation should it be necessary;

8) To further agree that the Council's contingency plans requiring additional expenditure by the Council are costed and communicated to the Scottish Government as a matter of urgency;

9) To further note the concern about transmission of covid19 within schools and therefore:

   a) agrees that the Council will support schools in taking all necessary measures to support the health and well-being of children, young people and school staff;

   b) agrees to consult teachers and school staff unions about the return to school;

   c) agrees to make representation to the Scottish Government to request that testing is made available in schools particularly for teachers and other school staff;

   d) Agrees that parents and school staff will be kept updated on plans during the summer holiday period;

10) To agree that parents and school staff would be kept updated on plans during the summer holiday period;

11) To agree that an update on the return to school and the revised Local Delivery Phasing Plan would be provided to the next meeting of this committee

- moved by Councillor Burgess, seconded by Councillor Staniforth

Amendment 3

To recognise the extraordinary circumstances in which teachers, pupils and parents had been operating a unique home school structure over the last three months. This had required teachers to work under extremely challenging conditions to create relevant, attainable and accessible learning, which could 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.

To commend the staff across our school estate and the dedication shown by parents to sustain their children's learning. To also recognise the huge challenges being faced by council officers, especially given current social distancing requirements, and the limited excess capacity in many schools, and commend their efforts to find a workable solution.

However, in recognising 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 this committee agrees to maximise classroom attendance in any contingency plan, such that 50% is a minimum level across the school estate.

To therefore agree to the motion by Councillor McVey with the following additional elements to be explicit in the contingency plan:

1) To extend beyond only the school estate and 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 to confirm if new funding will be provided should restrictions remain, 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

- moved by Councillor Young, seconded by Councillor Aldridge

In accordance with Standing Order 19(12), Paragraph 2 and 3(6) (as adjusted) of Amendment 1, the whole of Amendment 2, and Amendment 3 (as adjusted) were accepted as addendums to the motion

Decision

To approve the following adjusted motion by Councillor McVey:

1) To note the Delivery Phasing Plan that set out arrangements to reopen schools safely for pupils on 12 August 2020.

2) To note that if Council was required to implement the contingency of Blended Learning in August, following Scottish Government guidance, that a minimum of 50% of in-school learning would be provided. The additional costs of this provision should be made clear to the Scottish Government, including the impact on other Council budgets should the Council not be supported by an extra uplift in grant funding.

3) To note in light of the Deputy First Minister's statement on 23rd June, this was now a contingency plan, and we would continue to work tirelessly to prepare for the full return of pupils in August 2020.

4) To note that the plan was flexible and would be subject to change as the Covid emergency changed and the Council responded to decisions at national level and guidance issued by the Scottish Government.

5) To note that the Council was currently conducting a survey of parents on the implications of part-time in-school learning for childcare and a report on this would be brought to the committee in two cycles.

6) To recognise that the statement of the Deputy First Minister on 23 June meant that implementation of Phase 4 rather than Phase 3 was now the objective for the return to school in August and ask for officers to continue to update parents and report to Committee prior to schools returning in August on how this could be implemented in detail with specific issues addressed to include:

   - Detail on what additional hygiene measures would need to be implemented to move immediately to Phase 4 rather than Phase 3 and estimated costs;
   - Detail on responsive closure plans should a school or centre be connected to a virus outbreak;
   - Detail on what online provision can be made available to children who live with a parent falling into the shielding category;
   - Proportion of City of Edinburgh teaching and support staff falling into the shielding category or living in shielding households;
   - Costs of addressing the expected short-fall in staffing through supply teaching and estimation of whether additional recruitment is required and what measures could be undertaken to fulfil this e.g. secondments and support from other 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.

7) To welcome and appreciate the hard work and planning done by council officers and school staff for the return to school in August;

8) To note the statement by the Scottish Government Education Secretary on 23 June that the national aim was now for schools to return full-time in August without social distancing should there be continued progress in supressing the covid19 pandemic;

9) To note that the Council's Local Delivery Phasing Plan version 1.0 would now be amended to reflect the Education Secretary's statement and that blended-learning would become a contingency plan;

10) However, to recognise that the Education Secretary stressed that full-time return was contingent on continued progress in supressing transmission of covid19, and that this was not guaranteed;

11) To further note that HMIE would continue to scrutinise the Council's blended-learning model contingency plan for school return when submitted to the Scottish Government;

12) To recognise that Covid-19 contagion within schools after a full-time return may require staff to self-isolate or even for schools to be re-closed;

13) To therefore agree that the Council would continue to develop its contingency planning for a consistent and equitable blended-learning model should it become necessary and that every possible measure would continue be explored for maximising teaching time spent in schools - including recruitment of more teaching staff including using teaching assistants, requisition of additional teaching space, outdoor learning and online lessons by teachers to support home learning – such that the contingency plan is ready for implementation should it be necessary;

14) To further agree that the Council's contingency plans requiring additional expenditure by the Council are costed and communicated to the Scottish Government as a matter of urgency;

15) To further note the concern about transmission of covid19 within schools and therefore:

   a) to agree that the Council would support schools in taking all necessary measures to support the health and well-being of children, young people and school staff;

   b) to agree to consult teachers and school staff unions about the return to school;

   c) to agree to make representation to the Scottish Government to request that testing was made available in schools particularly for teachers and other school staff;

d) to agree that parents and school staff be kept updated on plans during the summer holiday period

16) To agree that an update on the return to school and the revised Local Delivery Phasing Plan would be provided to the next meeting of this committee

17) To agree the following additional elements to be explicit in the contingency plan:

a) To extend beyond only the school estate and develop proposals to open up appropriate community centres, church halls and other safe spaces to provide extra classroom capacity.

b) To instruct the Council Leader to write to the Scottish Government to confirm if new funding will be provided should restrictions remain, which would allow additional qualified teachers to be recruited to provide further capacity across the city and also to fund extra classroom capacity.

c) 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.

d) 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.

e) 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.

19) To ask the Executive Director for Communities and Families to write to staff, including Facilities Management, to thank them on behalf of the Committee.

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

6. Revenue Budget 2020/21 Update

An update was provided 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.

Decision

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.

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.

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.

4) To note that the use of reserves other than for the intended purpose was not sustainable and reduced the ability to make available resources to facilitate economic recovery within the city.

5) Therefore to agree, as an initial step, to earmark 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.

6) To confirm the allocation of the previous in-principle £2m contribution to the Edinburgh Integration Joint Board.

7) To agree that any subsequent expenditure requests be considered only in cases where a specific funding source had been identified and expressly brought to the Policy and Sustainability Committee for scrutiny and political decision-making.

8) To refer the report to the Council for approval.

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

7. Capital Budget Update – 2019/20 Provisional Outturn and 2020/21 COVID-19 Forecast

Details were provided on the provisional outturn for capital expenditure and income for the 2019-20 financial year at month twelve together with a comparison with the revised capital budget.

Motion

1) To note the provisional capital outturn position for the General Fund and Housing Revenue Account (HRA) at month twelve (subject to external audit).

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.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

1) To note the provisional capital outturn position for the General Fund and Housing Revenue Account (HRA) at month twelve (subject to external audit).

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.

3) In light of paragraph 4.22 in the report by the Executive Director of Resources, to request that the next capital budget report detail further opportunities to reallocate capital slippage to strategic land acquisition to support key council aims.

- moved by Councillor Corbett, seconded by Councillor Staniforth

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

Decision

To approve the following adjusted motion by Councillor McVey:

1) To note the provisional capital outturn position for the General Fund and Housing Revenue Account (HRA) at month twelve (subject to external audit).

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.

3) In light of paragraph 4.22 in the report by the Executive Director of Resources, to request that the next capital budget report detail further opportunities to reallocate capital slippage to strategic land acquisition to support key council aims.

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

8.   Council Support to Small Businesses

In response to a motion by Councillor Lezley Marion Cameron, details were provided on the spend by the Council and its ALEOs with small businesses, including social enterprises, and covering the barriers that existed 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.

Motion

To welcome the report by the Executive Director of Resources.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

1) To note the report by the Executive Director of Resources.

2) To recognise the immense challenges being faced by small businesses in light of COVID-19 and therefore agree to set a target of spending at least 25% of the Council's total third party spend with small business by the end of 2021/22. To seek a report within three cycles setting out a plan on how this target could be achieved.

- moved by Councillor Aldridge, seconded by Councillor Gloyer

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

Decision

To approve the following adjusted motion by Councillor McVey:

1) To welcome the report by the Executive Director of Resources.

2) To note that the Finance and Resources Committee agreed a new Sustainable Procurement Strategy in March.

3) To note that one of strategy's 7 key objectives was that the Council make spend more accessible to local small businesses and the third sector.

4) To note that small business spend was up 1.5% in the last financial year to 22.7%.

5) To agree that a target of 25% be worked to in line with the 7 objectives agreed by the Finance and Resources Committee.

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

9. Scottish Citizens Basic Income Feasibility Project Final Report

Details were provided on the draft final report which outlined the findings and recommendations of the Feasibility Study of a Citizens Basic Income (CBI) pilot in Scotland which had been carried out by the City of Edinburgh Council in conjunction with three other local authorities (Fife, North Ayrshire, Glasgow City), Public Health Scotland, and the Improvement Services

Motion

1) To note the findings and recommendations of the Final Feasibility Study Report.

2) To agree that Council ask Scottish Government to actively consider the findings of the Final Report and request continued dialogue with UK Government regarding institutional arrangements for a pilot.

3) To agree that officers participate in the communication and dissemination of the findings of this Feasibility Study.

4) To agree that any further Council involvement in development of a potential pilot would be subject to approval by this Committee.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

To add to the motion by Councillor McVey:

1) To note that the exercise was commissioned more than 2 years ago but that interest in Basic Income had risen significantly during the Coronavirus pandemic.

2) To note that, to date, of the partner councils, Fife and Glasgow had endorsed the report as a significant contribution to understanding the impact of Basic Income in Scotland, with North Ayrshire to consider the report on 30 June.

3) To recognise that active engagement between local, Scottish and UK Governments was critical to taking the next steps in developing understanding of the proposal and to request that the council leader write to the relevant Scottish and UK ministers to encourage them to take those steps.

- moved by Councillor Corbett, seconded by Councillor Staniforth

Amendment 2

That no action be taken on the matter

- moved by Councillor Cook, seconded by Councillor McLellan

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

Voting

The voting was as follows:

For the Motion (as adjusted)   -   12 votes
For Amendment 2   -   5 votes

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

For Amendment 2: Councillors Cook, Hutchison, McLellan, Webber and Whyte.)

Decision

To approve the following adjusted motion by Councillor McVey:

1)   To note the findings and recommendations of the Final Feasibility Study Report.

2)   To agree that Council ask Scottish Government to actively consider the findings of the Final Report and request continued dialogue with UK Government regarding institutional arrangements for a pilot.

3)   To agree that officers participate in the communication and dissemination of the findings of this Feasibility Study.

4)   To agree that any further Council involvement in development of a potential pilot would be subject to approval by this Committee

5)   To note that the exercise was commissioned more than 2 years ago but that interest in Basic Income had risen significantly during the Coronavirus pandemic.

6)   To note that, to date, of the partner councils, Fife and Glasgow had endorsed the report as a significant contribution to understanding the impact of Basic Income in Scotland, with North Ayrshire to consider the report on 30 June.

7)   To recognise that active engagement between local, Scottish and UK Governments was critical to taking the next steps in developing understanding of the proposal and to request that the council leader write to the relevant Scottish and UK ministers to encourage them to take those steps.

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

10.   South East of Scotland Regional Transport Transition Plan

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 COVID19 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. 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. Given the urgency of the transport challenge, the group would meet weekly in order to work together with Transport Scotland and SEStran to develop operational plans in response to the COVID-19 recovery.

Motion

1) To note that an operational South East of Scotland Transport Transition Group had been established in response to the letter issued by the Cabinet Secretary for Transport, Infrastructure and Connectivity (attached at Appendix 1 to the report by the Executive Director of Place), and that the Terms of Reference for the Group had been drafted (Appendix 2 to the report).

2) To recognise the nature of the South East of Scotland Transport Transition Group, its objectives and the multiple partners in this initiative as well as the need for consistency and speed in reporting and decision-making.

3) To recognise the need to incorporate additional reporting of progress, when appropriate, to the Transport and Environment Committee, once re-animated, or to the Policy and Sustainability Committee in the interim.

4) To therefore request a business bulletin item, Members' briefing or report to be brought forward as appropriate as progress was made in conjunction with the other partners to update Council as outlined in the report by the Executive Director of Place.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

1) To note the longstanding lack of an existing effective governance structure to create and implement regional transport strategy in the south east of Scotland.

2) To note the establishment of the South East of Scotland Transport Transition Group in response to the letter issued by the Cabinet Secretary for Transport, Infrastructure and Connectivity (attached at Appendix 1 to the report by the Executive Director of Place).

3) To consider that the City Region Deal governance framework was designed to oversee specific capital investment but not to deliver a regional transport strategy in the context of a green recovery from the Covid-19 pandemic, and express concern at the continued lack of a suitable permanent strategic regional transport board.

4)   To note the lack of transparency, public accountability and political balance in the Transport Transition Group, and note the absence of climate or green recovery in both the purpose and terms of the Group.

5)   To agree to call for the following changes to the Terms of Reference for the Group which has been drafted (Appendix 2 of the report):

   a)   Restate the purpose to align with the need for a green recovery, to ensure that transport recovery contributes to meeting our climate targets;

   b)   Restate the terms to include: the contribution that transport must make to climate targets, to broaden the purposes of travel to include education, health, leisure and community requirements as well as for work; strengthen the statement on equalities to acknowledge and address the serious and varied inequalities in access to safe affordable travel across the region;

   c)   Restate the terms of confidentiality to a presumption of publication of all papers, either in advance of the meeting if the item is not confidential, or retrospectively once a decision has been made public, and to allow all papers to be shared with all relevant elected members owing to members continued commitment to confidentiality;

   d)   Restate the membership to specifically achieve a political balance reflective of the region's local authorities; and

   e)   Restate the secretariat to mandate the online publication of meeting dates and agenda in advance of each meeting.

- moved by Councillor Staniforth, seconded by Councillor Corbett

Amendment 2

1)   To note that an operational South East of Scotland Transport Transition Group had been established in response to the letter issued by the Cabinet Secretary for Transport, Infrastructure and Connectivity (attached at Appendix 1 to the report by the Executive Director of Place), and that the Terms of Reference for the Group had been drafted (Appendix 2 to the report).

2)   To agree that, among the possible interventions in paragraph 4.5 of the Report, an important measure to reduce increased private car use and to maximise the supply and attractiveness of public transport was the availability and capacity of Park and Ride sites, and instruct the Council Leader to write to Transport Scotland seeking funding to upgrade existing P&R sites (for example, Ingliston) and build new ones (for example, Lothianburn).

- moved by Councillor Gloyer, seconded by Councillor Aldridge

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

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

Voting

The voting was as follows:

For the Motion (as adjusted)   -   15 votes
For Amendment 1 (as adjusted)   -   2 votes

(For the Motion (as adjusted): Councillors McVey (Convener), Aldridge, Kate Campbell, Day, Gloyer, Gordon, Hutchison, Macinnes, McLellan, Perry, Rankin, Webber, Whyte and Wilson.

For Amendment 1 (as adjusted): Councillors Corbett and Staniforth.)

Decision

To approve the following adjusted motion by Councillor McVey:

1)   To note that an operational South East of Scotland Transport Transition Group had been established in response to the letter issued by the Cabinet Secretary for Transport, Infrastructure and Connectivity (attached at Appendix 1 to the report by the Executive Director of Place), and that the Terms of Reference for the Group had been drafted (Appendix 2 to the report).

2)   To recognise the nature of the South East of Scotland Transport Transition Group, its objectives and the multiple partners in this initiative as well as the need for consistency and speed in reporting and decision-making.

3)   To recognise the need to incorporate additional reporting of progress, when appropriate, to the Transport and Environment Committee, once re-animated, or to the Policy and Sustainability Committee in the interim.

4)   To therefore request a business bulletin item, Members' briefing or report to be brought forward as appropriate as progress was made in conjunction with the other partners to update Council as outlined in the report by the Executive Director of Place.

5)   To agree that, among the possible interventions in paragraph 4.5 of the Report, an important measure to reduce increased private car use and to maximise the supply and attractiveness of public transport was the availability and capacity of Park and Ride sites, and instruct the Council Leader to write to Transport Scotland seeking confirmation of funding to upgrade existing P&R sites and build new ones.

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

11.   Disciplinary Policy

Details were provided on the proposed new disciplinary policy which had been developed to ensure there was a fair, effective and consistent method in place to deal with concerns surrounding conduct and to encourage improvement where conduct was believed to have fallen below acceptable standards, either through the implementation of the informal or formal stages of the process.

Decision

To approve the new Disciplinary Policy.

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

12. Health and Social Care Contracting Update

Details were provided on the current Health and Social Care Partnership contractual activity and the extent to which this has been impacted by COVID-19.

Decision

To approve the award of contract extensions to the providers for the value and duration as set out in the appendix to the report by the Chief Officer, subject to any required agreement.

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

Declaration of Interests

Councillor Gordon declared a non-financial interest in the above item as a member of the Integrated Joint Board.

13. Adult Sensory Impairment Services Contracts – Extension and Awards

Approval was sought for the award of four contracts for Adult Sensory Impairment Services.

Decision

1)　To approve 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: -

　　a)　Lot 1 "Visual impairment rehabilitation and mobility service, equipment provision and retention of statutory Certificate of Vision Impairment Register" to be awarded to Royal Blind School with a five year value of £1,034,920.

　　b)　Lot 2 "Eye Clinic Support Service" to be awarded to Visibility Scotland with a five year value of £251,630.

　　c)　Lot 3 "Specialist social work service for deaf people, with British Sign Language (BSL) interpretation/translation duty service" to be awarded to Deaf Action with a five year value of £574,810.

　　d)　Lot 4 "Specialist deaf equipment service for deaf people: Deaf BSL users, hard of hearing people, deafened people and deafblind people" to be awarded to Deaf Action with a five year value of £454,905.

2)　To note that the total value of the four lots over the maximum lifetime of the contract would be £2,316,265.

3) That, separately, to approve 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.

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

14. Outcome of the Statutory Consultation Process on the Proposal to Establish an Annexe to Kirkliston Primary School at Kirkliston Leisure Centre

Details were provided on the outcome of the statutory consultation process undertaken on the proposal to establish an annexe of Kirkliston Primary School on the Kirkliston Leisure Centre site. The annexe was required to address accommodation pressure at the school caused by rising P1 intakes linked to housing growth around Kirkliston.

Decision

To approve the proposal to establish an annexe to Kirkliston Primary School at Kirkliston Leisure Centre.

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

Declaration of Interests

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

15. Renewal of NHS Service Level Agreements

Approval was sought for the extension of nine months funding arrangements to the value of £107,000 for NHS services supporting Looked After Children and Young People and 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.

Decision

To 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 to the report by the Executive Director for Communities and Families, from 1 July 2020.

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

Declaration of Interests

Councillor Gordon declared a non-financial interest in the above item as a Non-Executive Director of NHS Lothian and did not take part in consideration of this item.

16.   Temporary Accommodation – Off Contract Waiver Report

Approval was sought for the use of spot contract accommodation to supplement the Council's accommodation contracts which was critical to the Council's delivery of temporary accommodation, to homeless individuals and families, as and when required with providers which would allow the Council to meet its statutory obligations to homeless families whilst responding to the Covid-19 pandemic.

The Committee had agreed to consider the content of the appendix in private due to it containing commercially sensitive information.

Decision

To agree to enter into spot contracts for temporary accommodation comprised of flats, bed and breakfasts and tourist hotels from the providers listed in Appendix 1 to the report by the Executive Director for Communities and Families, on a spot purchase basis for the period to 31 March 2021, to supplement the current contracted provision of accommodation.

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

17   Schools Re-opening - Motion by Councillor Burgess

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

"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."

Decision

To note that Councillor Burgess had withdrawn his motion.

18 Back to School - Motion by Councillor Laidlaw

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

"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-todate 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."

Decision

To note that Councillor Laidlaw had withdrawn his motion.

19   Blended School Proposals and Maximising Classroom Time - Motion by Councillor Young

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

"Committee recognises the extraordinary circumstances in which teachers, pupils and parents have been operating a unique home school 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."

Decision

To note that Councillor Young had withdrawn her motion.

20 Rural Roads Speed Review (Spaces for People) - Motion by Councillor Webber

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

""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"

Motion

To approve the motion by Councillor Webber

- moved by Councillor Webber, seconded by Councillor Hutchison

Amendment

1)   To adjust Paragraph 1) of the motion by Councillor Webber to read;

"Recognises that across the rural 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, if restrictions are required it should be noted that farm traffic requires consideration when decisions are taken."

2)   To adjust Paragraph 5) of the motion to read:

"Requests a briefing outlining progress on the temporary review of speed limits on the identified rural roads as part of the "Spaces for People" initiative and seeks to accelerate all speed limit implementation plans.".

- moved by Councillor Staniforth, seconded by Councillor Main

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

Decision

To approve the following adjusted motion by Councillor Webber:

1)   To recognise that across the rural parts of the city the rural road network played a pivotal role in connecting communities and in the working life of the many farms that we were fortunate to have within our city boundary. As such, if restrictions were required, that these wider implications be considered when decisions were taken.

2)   To recognise that many adjacent arterial routes had speed restrictions with limits ranging from 30mph to 50mph. These roads were often wider with better visibility offering relative increased safety for all road users.

3)   To recognise that, right now, many rural roads were experiencing higher use from both pedestrians and cyclists.

4)   To recognise that many Community Councils and local groups had 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 had progressed beyond submission.

5)   To request a briefing outlining progress on the temporary review of speed limits on the identified rural roads as part of the "Spaces for People" initiative and seek to accelerate all speed limit implementation plans.

21 Provision of Land Stabilisation Works at Dean Path Slope

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 6 and 9 of Part 1 of Schedule 7(A) of the Act.

Approval was sought for a direct award of contract via a waiver of the Council's Contract Standing Orders (CSOs) for the provision of land stabilisation works to sloped land along and above the Water of Leith Walkway, near Dean Village.

Decision

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

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Work Programme – Upcoming Reports

Policy and Sustainability Committee

9 July 2020

Report Title	Directorate	Lead Officer
23 JULY 2020		
Adaptation and Renewal Report	CE	Laurence Rockey
Black Lives Matter Motion	CE	Laurence Rockey / Katy Miller / Lynne Halfpenny
Sustainability Programme	CE	Paula McLeay
Consultation Planning	CE	TBC
Impact of Covid-19 on Equalities in Edinburgh – response to Motion of 30 June		
Covid-19 Risks	Resources	Lesley Newdall / Nick Smith
Accounts Commission: Local Government in Scotland Overview 2020	Resources	Hugh Dunn

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Report Title	Directorate	Lead Officer
Revenue Budget Update 2020/21	Resources	Hugh Dunn
Broomhouse Workspace – Edinburgh Northwest Foodbank - Lease Restructure	Resources	Peter Watton
Schools Re-opening	C&F	Andy Gray
Support for Local Business Campaign – response to Motion of 11 June	Place	Elin Williamson
Local Development Plan	Place	Iain McFarlane
City Mobility Plan	Place	Iain McFarlane
Town Centre/Regeneration Capital Grant Fund	Place	David Cooper
Pennywell Town Centre - Delivering a Community Culture and Learning Hub	Place	Elaine Scott
Award of Contract - Housing Consultancy Framework	Place	Lisa Mallon

Report Title	Directorate	Lead Officer
Water Management Strategy	Place	Julie Waldron
Garden Waste Charging	Place	Andy Williams
Marchmont to Blackford Active Travel Route – TRO Objections	Place	Ewan Kennedy
Waverley Masterplan Update	Place	Will Garrett

6 AUGUST 2020		
Review of Political Management Arrangements	CE	Gavin King
International Women's Day	CE	TBC
City Region Deal delivery on net zero carbon aims	CE	Andy Nichol
Equalities Working Group	CE	TBC
Matter of Interest Report on the EIJB	EHSCP	Judith Proctor
Local Police Plan	C&F (Safer and Stronger)	TBC
Funded Officers Report	C&F (Safer and Stronger)	Jon Ferrer
Roseburn to Union Canal Active Travel Route and Greenspace Improvement	Place	Andrew Easson / Barry Clarke
Updated Pedestrian Crossing Prioritisation 2020/21	Place	Andrew Easson

20 AUGUST 2020		
Adaptation and Renewal Report	CE	Laurence Rockey
Annual Performance report	CE	Edel McManus
Annual Commitments report	CE	Edel McManus
Annual Local Government Benchmarking report	CE	Edel McManus
Revenue Budget Update, 2020/21	Resources	Hugh Dunn
Revenue Monitoring Outturn, 2019/20	Resources	Hugh Dunn
Capital Monitoring Outturn, 2019/20	Resources	Hugh Dunn
Finance Policies Assurance, 2020/21	Resources	Hugh Dunn
Capital Budget Update 2020/21	Resources	Hugh Dunn
Treasury Management Annual Report	Resources	Hugh Dunn
Dry Mix Recycling Procurement Report	Place	Andy Williams

Fireworks and Fireworks Legislation	Place	TBC
Liberton Primary School – response to Motion of 30 June	CE	TBC

Rolling Actions Log

Policy and Sustainability Committee

9 July 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	04.10.16	Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report	That an update report be submitted to Committee in 6 months.	Executive Director for Communities and Families	Ongoing		**Update 9 July 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 25th March 2020. The last 2 schools to transfer WHEC and Leith Academy will not do so until Edinburgh Leisure is back up and running and they are able to be transferred.

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Update 25 June 2020 To agree that a final report be submitted to Committee.
2	01.02.18	City of Edinburgh Council Motion by Councillor Mowat – Edinburgh's Christmas and Hogmanay 2017/18 (Agenda for 1 February 2018)	Council requests that the review of the contract for Edinburgh's Christmas and Hogmanay should recognise that the implementation of this contract cuts across many council functions and services and should be considered at the Corporate Policy and Strategy Committee.	Executive Director of Place	Spring 2021		This contract is in place until Winter Festival 2022. The review of the contract will be presented to Policy and Sustainability Committee.
3	07.08.18	Participation Requests	To agree to receive a report setting out proposals for the Council's policy on participation requests within two cycles of the conclusion of the Westbank Street Outcome Improvement Process as set out in paragraph 3.5 of the	Chief Executive	September 2020		This report will be presented following the conclusion of the Westbank Street Outcome Improvement Process.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			report by the Chief Executive.				
4	07.08.18	Managing Transition to Brexit in Edinburgh	To agree that the Brexit Working Group review actions currently in place and report on future options to provide support for Non-UK EU nationals within the Council workforce and the wider city population.	Chief Executive	Ongoing		**Update – 11 June 2020** Brexit Working Group was paused due to covid-19 and needs clarification on whether to restart the group.
5	23.08.18	City of Edinburgh Council Motion by Councillor Cameron – Equalities Working Group (Agenda for 23 August 2018)	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	6 August 2020		**19 June 2020** 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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Discussions are underway with the chair of the working group to identify a meeting date
6	06.06.19 (Housing and Economy Committee)	Edinburgh Economy Strategy – Annual Progress Report	1) Calls for research and analysis on the current economy and the economic challenges for Edinburgh as a result of this target. 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	Executive Director of Place	October 2020		**On 14 May 2020** the Committee agreed that the research referenced would be broadened to include challenges as a result of the Covid-19 pandemic and that this would be submitted to the Policy and Sustainability Committee

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			support, collaboration and leadership that the council will need to provide to move us towards a more sustainable economy.				
7	01.10.19	West Edinburgh Progress Update	1) To note that this matter would be reported to Committee in spring 2020 providing a further update on progress and seeking any necessary authority to formalise partnership arrangements for delivery of the new link road	Executive Director of Place	October 2020		
			2) To agree that a report would be brought back to Committee on completion of the West Edinburgh study on inclusive and sustainable growth.	Executive Director of Place	October 2020		

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
8	21.11.19	City of Edinburgh Council - Motions by Councillors Staniforth and Gordon - Fireworks and Fireworks Legislation (Minute of 21 November 2019)	To agree for a report to Policy and Sustainability Committee in three cycles that addresses how the Council can: • require all public firework displays within the city to be advertised locally in advance of the event, • actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people • ensure that fireworks are only supplied to, and remain in the hands of, responsible adults. • encourage local suppliers of fireworks to stock 'quieter' fireworks for public display.	Executive Director of Place	20 August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
9	21.11.19	City of Edinburgh Council – Motion by Councillor Jim Campbell – Edinburgh's Winter Festivals (Minute of 21 November 2019)	(a) To arrange an open book audit for this year, and the previous four years, with the final report before the 2020 summer recess at the latest. (b) To review which, if any, contract terms or conditions might apply should a counterpart bring the Council into substantial public disrepute. (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. (d) To agree that (b) and (c)	Executive Director of Place	September 2020		**On 14 May 2020**, the Committee accepted a delay for this action but agreed that an update would be provided on when the audit would be completed.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			above should be reported to the Policy and Sustainability Committee in two cycles accepting that (a) may be an interim analysis at that time.				
10	21.11.19	City of Edinburgh Council – Motion by Councillor Cameron – Small Business Saturday (Minute of 21 November 2019)	To call for a report to Policy and Sustainability Committee within 2 cycles setting out: i) The level of procurement by £ and by service area currently awarded to small business, including social enterprises, by the Council and its ALEOS; ii) What if any, barriers exist to small business and social enterprises in terms of being eligible to bid to provide goods/services to the Council and its ALEOs;	Executive Director of Resources	25 June 2020	25 June 2020	**Recommended for closure** Report to Committee on 25 June 2020.

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			iii) What policy and procedural changes would be necessary to enable any barriers to be overcome?				
11	21.11.19	City of Edinburgh Council – Motion by Councillor Lang – Use of Schools as Polling Places (Minute of 21 November 2019)	To request a report to the Policy and Sustainability Committee within three cycles for subsequent referral to the full Council, on the current use of schools as polling places as well as the opportunities to reduce or eliminate their use in time for the 2021 Scottish Parliament and 2022 local government elections.	Chief Executive	September 2020		<u>**Update – 11 June 2020**</u> The Review of Polling Arrangements across the city has now been completed with a number of proposed changes. This included a review of 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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 50							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 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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	(a) 26.11.19	Edinburgh Poverty Commission Progress Update	To agree that a further report on full Council responses to the Edinburgh Poverty Commission would be considered by Committee following publication of final findings in March 2020.	Chief Executive	11 June 2020	11 June 2020	**Closed**
	(b) 25.02.20	Edinburgh Poverty Commission Progress Update	To agree to the development of a cross-council work programme to take forward the implementation of Edinburgh Poverty Commission recommendations to be considered by Committee by June 2020	Chief Executive	11 June 2020	11 June 2020	Closed
	(c) 11.06.20	Edinburgh Poverty Commission – Poverty and Coronavirus in Edinburgh	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		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
13	26.11.19	[Edinburgh Climate Commission and Council Engagement Update](#)	To agree to a report assessing the options for formal processes for citizen engagement such as the citizens assembly and the citizens jury in the Spring.	Chief Executive	23 July 2020		**Update – 11 June 2020** 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.
14	06.02.20	City of Edinburgh Council – Motion by Councillor Main – Recycling in Schools	To request: 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	Executive Director of Resources / Executive Director of Place	September 2020		**Update – 11 June 2020** 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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			start of the 2020/21 academic year within policy and current budgets, and reporting any financial challenges in doing so to the report requested. b) A report to the Policy and Sustainability Committee outlining the service provided for each school at the start of the 2020/21 Academic Year and including plans for a Carbon Neutral Edinburgh 2030.				support schools re-opening and to incorporate lessons learned arising from the Covid-19 lockdown period.
15	25.02.20	Filming in Edinburgh 2019	To agree to a further report being submitted to the Committee to include costs as well as income in a full scrutiny of processes comparing Edinburgh's results with cities that charged for the use of public space for filming in order to make	Executive Director of Place	October 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			recommendations on future Council policy in this area.				
16	12.03.20	City of Edinburgh Council – Motion by Councillor Watt – International Women's Day	To agree that the equalities working group should: 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; b) consider how these polices could be further developed; and c) make any recommendations for change to the Policy and Sustainability Committee within three cycles.	Executive Director for Communities and Families	6 August 2020		

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	Leadership Advisory Panel - 31 March 2020	Neighbourhood Alliance - Grant Funding Payment	1) To agree that the SLA would be circulated to the members of the LAP.	Executive Director of Place Lead Officer: Elaine Scott, Housing Services Manager 0131 529 2277 elaine.scott@edinburgh.gov.uk	End of June 2020	26 June 2020	**Recommended for Closure** SLA circulated to members on 26 June 2020
			2) To agree that a report would be taken to the Housing, Homelessness and Fair Work Committee detailing how long grant funding continue for and the exit strategy.		September 2020		
18	Leadership Advisory Panel - 23 April 2020	Consultation Planning Report	1) To note that a further report would be provided setting out the forward plan for consultations in due course.	Chief Executive	23 July 2020		
			2) To further note the Festival and Events All Party Oversight Group	Executive Director of Place Lead Officer:	28 May 20	28 May 2020	**CLOSED**

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 56			(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 published.	Paul Lawrence 0131 529 7325 paul.lawrence@edinburgh.gov.uk			
			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	28 May 2020	28 May 2020	**CLOSED**
			4) To agree that the APOG on Festivals and Events should meet remotely in	Executive Director of Place			A meeting of the APOG was held on 4 May 2020.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 57			advance of the Policy and Sustainability Committee in order that Party Spokespersons could discuss the matter and influence the report. 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 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.	Executive Director of Place			**Update – 11 June 2020** Consultation on the Public Spaces Management Plan has been put on hold due to Covid 19, and will be commenced at an appropriate time in order to get a broad range of input from the public.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
19	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		
			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	Police Scotland	6 August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			implications of Community Officers provision.				
20	14.05.20	COVID-19 - Update	1) To agree that an emergency decisions report would be on the agenda detailing any decisions taken under urgency. 2) To note that a dashboard would be on the agenda of the next committee and sent out along with the committee papers.	Chief Executive	25 June 2020	25 June 2020	**Recommended for Closure** Report to Committee on 25 June 2020
21	14.05.20 28.05.20	Creating Safe Spaces for Walking and Cycling Rolling Actions Log	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	Executive Director of Place	End 2020		

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			discontinue each scheme', as was agreed at the Policy and Sustainability Committee of 14 May 2020.				
22	28.05.20	Decisions Taken under Delegated Power and Operational Decision Making - Covid-19	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 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.	Chief Executive	9 July 2020		Report on the agenda for this meeting
			2) To agree to an interim members' briefing on the	Executive Director for Communities	End September		

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			progress of 1) above.	and Families	2020		
			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	11 June 2020	**Closed**
			4) To note that the Chief Officer (EHSCP) had agreed to provide the number of patients that were discharged from hospitals into care homes prior to the change in guidance on testing.	Chief Officer, Edinburgh Health and Social Care Partnership	23 July 2020		
			5) To note that decision D50 would be clarified in the next report.	Chief Executive	25 June 2020	25 June 2020	**Recommended for Closure** Report to Committee on 25 June 2020

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
23	28.05.20	Revenue Budget 2020/21 Update	1) To requests a report on the capital programme when appropriate.	Executive Director of Resources	25 June 2020	25 June 2020	**Recommended for Closure** Report to Committee on 25 June 2020
			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	23 July 2020		**Update – 9 July** It is intended that a further update will be provided for Committee on the 23 July 2020.
24	28.05.20	Outcome Report of the Short Life Working Group to Examine Communities and Families Third Party Grants	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		

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
25	28.05.20	Public Realm CCTV Continuation of Service	To call for a further report as part of the report on Smart 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.	Executive Director for Communities and Families	September 2020		
26	11.06.20	Tourism and Hospitality Sector Recovery Plan	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 industry resources	Executive Director of Place	9 July 2020		Report on the agenda for this meeting
27	11.06.20	Scottish Government Town Centre Fund Update and Regeneration	1) Asks for a further report in two cycles updating committee on progress of the 2019/20 RCGF projects:	Executive Director of Place	23 July 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		[Capital Grant Fund Applications](#)	- Business space project at E2 Fountainbridge; - Portobello Town Hall; - Industrial Estate Development at Russell Road; - Pennywell Culture and Learning Hub 2) To agree a report would come back to Committee in two cycles that includes proposals on North Edinburgh Arts				
28	11.06.20	Black Lives Matter – Motion by Councillor Day (see minute of 11 June 2020)	1) To reaffirm the commitment to ensure 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	Executive Director of Resources Lead Officer: Katy Miller 0131 469 5522 katy.miller@edinburgh.gov.uk	23 July 2020		

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			around equality and unconscious bias and any proposals to strengthen such arrangements				
			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		
			3) That the Executive Director for Communities and Families bring forward an action plan within three cycles to enhance diversity and inclusion in	Executive Director for Communities and Families	23 July 2020		

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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 review should consider all options, including removal of statues, and make recommendations to rectify the glorification of slavery and	Chief Executive	23 July 2020		

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No	Date	Report Title	Action		Action Owner	Expected completion date	Actual completion date	Comments
				colonialism which these commemorations represent to many people.				
29	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		
			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				

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 69			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 previously being used for 'air bnb' style short-term lets and suitable student accommodation which was likely otherwise to remain				

No	Date	Report Title	Action		Action Owner	Expected completion date	Actual completion date	Comments
				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.				
30	11.06.20	Support for Local Business Campaign - motion by Councillor Cook (see minute of 11 June 2020)	1)	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	Executive Director of Place	23 July 2020		

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			and Corstorphine, as we go through the various stages of reopening under the Scottish Government's route map. 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 recovery.				
31	11.06.20	Public Lavatories-motion by Councillor Laidlaw	Committee asks officers to report within 2 cycles at the latest to the Policy and Sustainability Committee with	Executive Director of Place	9 July 2020		Report on the agenda for this meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		(see minute of 11 June 2020)	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.				

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 73			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				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				
32	25.06.20	**Adaptation and Renewal Programme Update**	To request that the Chief Officer of the Health and Social Care Partnership provide a report to Committee, at an appropriate time when information was available, containing, but not limited to, the following: a) An explanation for the disproportionately high	Chief Officer, Edinburgh Health and Social Care Partnership	Ongoing		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
    Page 75			number of Edinburgh Covid-19 deaths that had occurred in care homes; b) Details of the number of care home Covid-19 deaths where the deceased had previously been in hospital; An explanation for the disproportionately high number of Edinburgh Covid-19 deaths in relation to the number of non-Covid-19 deaths; Understanding why the number of Edinburgh care homes showing a suspected case of Covid-19 deaths continued to increase; The steps taken by the Partnership, or the Public Health Advisory Board, to				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			address the issues brought out by a) and c) in relation to future outbreaks: and f) The issues raised with the Edinburgh IJB and NHS Lothian about minimising the impact of future outbreaks across Edinburgh.				
33	25.06.20	**Schools Re-opening**	1) To note that the Council was currently conducting a survey of parents on the implications of part-time in-school learning for childcare and a report on this would be brought to the committee in two cycles 2) To recognise that the statement of the Deputy First Minister on 23 June meant that implementation of Phase 4 rather than	Executive Director for Communities and Families Executive Director for Communities and Families	23 July 2020 23 July 2020/ 6 August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 77			Phase 3 was now the objective for the return to school in August and ask for officers to continue to update parents and report to Committee prior to schools returning in August on how this could be implemented in detail with specific issues addressed to include: • Detail on what additional hygiene measures would need to be implemented to move immediately to Phase 4 rather than Phase 3 and estimated costs; • Detail on responsive closure plans should a school or centre be connected to a virus outbreak; • Detail on what online				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
     Page 78			provision can be made available to children who live with a parent falling into the shielding category; • Proportion of City of Edinburgh teaching and support staff falling into the shielding category or living in shielding households; • Costs of addressing the expected short-fall in staffing through supply teaching and estimation of whether additional recruitment is required and what measures could be undertaken to fulfil this e.g. secondments and support from other qualified individuals, including teachers who				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			have left the profession, those with other UK or international qualifications and those close to completing their teaching qualifications, to assist in supporting learning. 3) To agree that an update on the return to school and the revised Local Delivery Phasing Plan would be provided to the next meeting of this committee	Executive Director for Communities and Families	9 July 2020		Report on the agenda for this meeting
34	25.06.20	**South East of Scotland Regional Transport Transition Plan**	Requests that a business bulletin item, Members' briefing or report are brought forward as appropriate as progress is made in conjunction with other partners to update Council as outlined in the report by the Executive Director of Place	Executive Director of Place	End 2020		

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
35	25.06.20	Rural Roads Speeds Review (Spaces for People) – Motion by Councillor Webber (see minute of 25 June 2020)	To request a briefing outlining progress on the temporary review of speed limits on the identified rural roads as part of the "Spaces for People" initiative and seek to accelerate all speed limit implementation plans	Executive Director of Place	Mid July 2020		
36	30.06.20 (City of Edinburgh Council)	City of Edinburgh Council – Motion by Councillor Cameron -Impact of Covid-19 on Equalities in Edinburgh (see minute of 30 June 2020)	Council calls on the Chief Executive to continue reporting to the Policy and Sustainability Committee, in a similar format at the report at agenda item 6.1 to the Policy and Sustainability Committee on 25 June 202, to highlight the actions taken.	Chief Executive	23 July 2020		
37	30.06.20 (City of Edinburgh Council)	City of Edinburgh Council – Motion by Councillor Rust – Engagement with Employees	To provide Members with a briefing detailing the range of tools and opportunities for Employee engagement.	Executive Director of Resources	August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		(see minute of 30 June 2020)					
38	30 June 2020 (City of Edinburgh Council)	City of Edinburgh Council – Motion by Councillor Lezley Marion Cameron – Liberton Primary School (see minute of 30 June 2020)	To agree an update report to the Policy and Sustainability Committee in three cycles setting out the timescale and progress made to date on the rebuilding and refurbishing of Liberton Primary School to a quality and Standard which meets 2020 guidelines for class sizes and communal areas; and which also creates the necessary additional space to accommodate continually rising school rolls.	Executive Director for Communities and Families	20 August 2020		
39	30.06.20 (City of Edinburgh Council)	City of Edinburgh Council – Motion by Councillor Burgess – New School Session 2020-21 (see minute of 30	Requests that an update on agreed actions is included in the report on School Return coming to the Policy and Sustainability Committee on 9 July 2020 (See Action 33(3) above)	Executive Director for Communities and Families	9 July 2020		Report on the agenda for this meeting

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		June 2020)					

Policy and Sustainability Committee

10:00am, Thursday 9 July 2020

Edinburgh Climate Commission

Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 The Committee is recommended to:

1.1.1 Note the presentation to Committee by the Chair of the Edinburgh Climate Commission on its recommendations for a green economic recovery in Edinburgh.

1.1.2 Agree that the Commission's report will be submitted to the Adaptation and Renewal All Party Oversight Group (APOG), and that an initial response from the Council will be brought to Committee on the 23 July.

1.1.3 Note that the Chair of the Commission has offered to attend future political group meetings as appropriate, to discuss the recommendations in more depth.

Andrew Kerr

Chief Executive

Contact: Paula McLeay, Policy and Insight Senior Manager

E-mail: Paula.Mcleay@edinburgh.gov.uk | Tel: 0131 529 3654

Report

Edinburgh Climate Commission

2. Executive Summary

2.1 This report informs the Committee about the publication of the Edinburgh Climate Commission's recommendations for a green economic recovery on the 9 July 2020. This work by the Commission has been brought forward early in light of the Coronavirus crisis in order to make timely recommendations for the city in support of a green economic recovery.

3. Background

3.1 The Policy and Sustainability Committee agreed on 25 October to co-sponsor an independent Edinburgh Climate Commission with the Edinburgh Centre for Climate Innovation.

3.2 Edinburgh Climate Commission was established in February 2020 and is funded through the Place-based Climate Action Network (P-CAN), which also supports Climate Commissions in other parts of the UK including Leeds and Belfast. The Commission was due to meet for the first time the week the city went into lockdown, meaning its first meeting could not take place as planned. The Commission has therefore met virtually and through a series of on-line working group meetings.

3.3 The Commission brings together key organisations and actors from across the city and from the private, public and third sectors. The Chair of the Commission is Dr Sam Gardner, Head of Climate Change & Sustainability at Scottish Power. Leader of the Council, Councillor Adam McVey, was appointed as Vice-Chair.

3.4 The aim of the Commission is to accelerate action and impact on climate change in the city. It seeks to do this by providing independent, expert and authoritative advice to enable and promote city action on climate change. Further details on the remit of the Commission are available in the Terms of Reference.

3.5 Members of the Climate Commission represent a range of sectors and interests that will be essential in helping the city achieve its Net Zero target. Further details on the members are available from the Edinburgh Climate Commission Members page.

3.6 The Commission has agreed its workplan for 2020 with a focus on engaging key actors to build consensus, developing a long-term action framework, and catalysing solutions to support recovery from Covid-19 and accelerate the transition to net zero.

4.   Main report

4.1   The COVID-19 global pandemic and the ongoing work in response has made substantial changes to everyday life for Edinburgh's residents, businesses and city partners. It has also fundamentally changed how the Council operates, with crisis response and recovery activity taking place within very short timelines. In light of this, the Edinburgh Climate Commission took the decision to prepare an initial report setting out recommendations for the city to help secure a green economic recovery. This is intended to help ensure the city's economic response to COVID-19 is consistent with and supports the target to be Net Zero by 2030.

4.2   The Commission's report will be published shortly before the Committee meets, but not in time for Committee papers being issued. The Commission Chair will therefore present the report to the Committee on the 9 July 2020, followed by an opportunity for questions and discussion to support members' consideration of the report's recommendations.

4.3   In recognition that the Commission's report would not be available at the time of Committee papers being issued, the Chair of the Commission met with elected members from all the political groups in recent weeks to discuss the focus of the work. The Chair of the Commission has also made himself available for future political group meetings to discuss the recommendations in more depth.

4.4   Following the Committee's discussion of the Commission's recommendations, the Commission's report will be taken to the Adaptation and Renewal All Party Oversight Group (APOG) to support discussion of how these recommendations can be addressed through the Council's Adaptation and Renewal Programme. It is proposed that a report will be brought back to committee on 23 July with an initial Council response to the Commission's recommendations.

5.   Next Steps

5.1   Edinburgh Climate Commission will publish its report on Recommendations for a Green Economic Recovery in Edinburgh on 9 July 2020.

5.2   A report detailing the Council's initial response to the Commission's recommendations will be brought back to the Policy and Sustainability Committee on the 23 July.

6.   Financial impact

6.1   There is no financial impact for the Council in respect of this report. Financial impact arising from any future action in response to the Commission recommendations will be given due consideration within individual reports as appropriate.

7. Stakeholder/Community Impact

7.1 The Council will ensure that opportunities to advance equality, diversity and rights, and to tackle inequalities and the impacts of climate change, are considered in any strategic responses to the Commission's recommendations through the Council's Adaptation and Renewal Programme.

7.2 In addition, the Council is working with Edinburgh Climate Commission to ensure the Commission has access to intelligence gathered through Council insight and engagement activity in relation to climate change, including engaging seldom-heard groups and groups with protected characteristics.

8. Background reading/external references

8.1 Achieving Net-Zero in the City of Edinburgh to Policy and Sustainability Committee on 25 October 2019.

8.2 Climate Commission to Policy and Sustainability Committee on 25 October 2019.

9. Appendices

None.

Policy and Sustainability Committee

10.00am, Thursday, 9 July 2020

Homelessness Services – Use of Temporary Accommodation

Executive/routine
Wards
Council Commitments

1.   Recommendations

1.1   To note the increased use of temporary accommodation during the Covid-19 pandemic.

1.2   To note the increased cost of temporary accommodation during the Covid-19 pandemic.

1.3   To request a further report to be presented by the end of August 2020 updating on the financial implications of responding to the COVID-19 pandemic in relation to temporary accommodation.

Alistair Gaw

Executive Director, Communities and Families

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Report

Homelessness Services – Use of Temporary Accommodation

2. Executive Summary

2.1   During the Covid-19 pandemic, the Council has used significantly more temporary accommodation in order to support vulnerable people and ensure the spread of the virus is minimised amongst the homeless population.

3. Background

3.1   Since the beginning of lockdown restrictions, the Council has been required to secure additional temporary accommodation to meet public health objectives and manage a lack of throughput into all forms of settled accommodation, to fulfil its statutory duties to homeless people

3.2   Some of this additional accommodation has been part funded by the Scottish Government. There is no confirmation that this funding will extend beyond 30 June 2020.

4. Main report

4.1   During the period of the Covid-19 restrictions, the Council has secured access to around 500 additional bed spaces, which could be used to accommodate homeless people.

4.2   Pre Covid-19, the average number of households in temporary accommodation was 2035. Currently there are 2394 households in temporary accommodation, excluding the Private Sector Leasing Scheme.

4.3   The increase in temporary accommodation use is mainly a result of three factors: the provision of additional accommodation for those rough sleeping, the provision of temporary accommodation for people who may have no recourse to public funds and a lack of move on or settled accommodation.

4.4   Pre Covid-19, rough sleeping counts had indicated that somewhere in the region of 120 people slept rough in the city each evening. Throughout the pandemic street based outreach has continued and now there are 12-15 people sleeping rough each

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evening, all are known to services and efforts continue to try and assist them into accommodation.

4.5   During the pandemic, to support public health objectives the Council has accommodated around 80 people who may have no recourse to public funds. The Council is working with a range of partners to provide accommodation, support and advice to this group. The support includes translation services, housing support, advocacy support and where appropriate repatriation. The Scottish Government has written to the UK Government to request legislative changes and financial support to ensure services to this group can be maintained post Covid.

4.6   There are system challenges in many cases as they are trying to establish their rights but cannot get access to the provision of ID or their cases are not being progressed.

4.7   Once there is no longer a public health requirement to accommodate these people the Council will need to decide how to manage these cases. These options would be:

4.7.1   Immediately stop providing accommodation, with the likelihood that many, if not all will be required to sleep rough,

4.7.2   Provide accommodation on an interim basis, to allow continued support for their cases to be progressed. A three-month period would cost around £250,000,

4.7.3   Continue to provide accommodation indefinitely, for this number of cases the cost would be in the region of £1million per annum

4.8   Full consideration of these options and the support that the Council will continue to provide will be progressed through the Council's adaptation and renewal programme.

4.9   Throughput from temporary accommodation services has slowed during the pandemic across all tenures including alternative temporary accommodation, the private rented sector and social housing.

4.10   Due to the Covid-19 emergency the Council and RSL landlords had to stop advertising and letting homes to protect customers and staff. It was not possible for viewing of properties to take place and services; such as furniture removals, utility connections etc were not available to enable people to move into permanent homes.

4.11   The Council and RSLs have continued, with the homelessness team to provide temporary accommodation and support urgent moves where possible. For example, during this period the Council and its partners have made around 40 homes, either mid-market rent or general stock, available for use as temporary accommodation. This ensured that the Council could move all families out of B&B's and Shared Houses.

4.12   As part of the services strategy to increase the level of short term let accommodation and reduce use of bed and breakfast and other unsuitable accommodation, a number of additional contracts have been entered into since

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March 2020. This has increased short term let accommodation from 480 to 710 in the period 1 March 2020 – 1 July 2020, an increase of 48%.

4.13   Of the additional properties secured 106 are deemed to be short-medium term as a result of the COVID-19 situation and will in due course be expected to return to use as holiday accommodation. The remainder meet the services long term aims and contracts have been entered into for up to 3 years.

4.14   The COVID-19 situation presented a small number of opportunities for further additional properties traditionally used for holiday accommodation; however, landlords were only prepared to offer short term deals. This was not deemed to be suitable as it would not provide families with the security they require and would have necessitated identifying further move on accommodation at short notice that may not have been available.

4.15   Across the social letting sector, following government advice around staying at home, terminations of tenancies fell significantly ,meaning fewer homes were available to let. There has also been limited capacity for homeless households to move into empty homes due to difficulties with getting utility connections and furniture removals.

4.16   Returning homes to use is recognised as a priority to support demand for housing for people in extreme need as part of the immediate response and through the recovery phases of lockdown.

4.17   Social landlords have reviewed the re-let process to minimise face to face contact, where possible and safe working requirements put in place to minimise the risk to staff and the public. Homes have continued to be progressed to complete essential repairs, to resolve any utility meter issues and supplies for households moving in.

4.18   As we move forward with moving households into permanent homes it will be necessary to take full account of individual household circumstances; including their ability and willingness to move at this time. Consideration is also needed around assistance to enable households to access any personal or household belongings or secure them, as unlike temporary accommodation their new homes will be unfurnished.

4.19   The weekly advertising of available homes on Key to Choice has now been restarted with the first homes on the website for the public to bid on from 3.30pm on Friday 26 June. Advertising of available Council homes will target and prioritise homeless households and partner landlords have been requested to do likewise to continue to support positive outcomes for homeless households into permanent housing with the housing associations in Edinburgh.

4.20   Two large scale properties, between them accommodating around 120-130 people, have been set up in partnership with Streetwork and Bethany Christian Trust. The Scottish Government have provided around £300,000 to support the delivery of these services, until 30 June 2020. There is continued commitment to part fund these properties, while the Council and its partners complete their exit strategies from these properties.

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5. Next Steps

5.1 The Council will progress its exit strategy from the two large scale hotels used to support the need for emergency accommodation during the pandemic.

5.2 Homeless households will be prioritised for available social rented housing; supporting access to settled homes for vulnerable people and reduced costs to the Council.

5.3 The Council will continue to liaise with civil servants to obtain the Scottish Governments position on the continued provision of support to people who may have no recourse to public funds.

6. Financial impact

6.1 The Finance Update reports presented to Policy and Sustainability Committee on 28 May and 25 June 2020 reported a pressure of £2.9m based on the additional costs for the period April – September 2020.

6.2 The financial implications of the position as set out in section 4 above are estimated to create a pressure of approximately £5.7m in 2020/21 and assumes rough sleepers and those with no recourse to public funds continue to be supported for the remainder of the financial year. This is an increase of £2.8m from the position previously reported in the Finance Update reports.

6.3 The UK government recently announced £105m of additional funding for local authorities in England and Wales to help address rough sleeping. We understand that Barnett consequentially will flow from at least part of the £105m announced. The amount Edinburgh can expect is not yet known but any funding received will help to partially address the pressure identified.

6.4 The Council will continue to make representations to the Scottish Government for further funding to address the residual pressures created by responding to the COVID-19 pandemic.

7. Stakeholder/Community Impact

7.1 This is an update report and did not require any specific stakeholder engagement.

8. Background reading/external references

8.1 Not applicable.

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9. Appendices

9.1 None.

Policy and Sustainability Committee

10:00am, Thursday, 9 July 2020

Community Centres Re-opening

Executive/routine
Wards
Council Commitments

1.   Recommendations

1.1   The Policy and Sustainability Committee is asked to;

1.1.1   Note the challenges involved in reopening community centres

1.1.2   Approve the activity that seeks to engage with community centre Management Committees

1.1.3   Note the requirement for some community centres to be utilised as alternative accommodation for the contingency plan for the 50% model for schools returning in August.

1.1.4   Approve that further details on the reopening of community centres are included in the wider action plans which will emerge from the Adaptation and Renewal workstream on Operations and Services

Alistair Gaw

Executive Director for Communities and Families

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Report

Community Centres reopening

2.   Executive Summary

2.1   The report outlines some of the significant resource challenges to be considered in reopening community centres, in the context of competing pressures to reopen (and maintain the opening) of other buildings such as schools.

2.2   It proposes next steps: Council officers to engage with management committees to explore the developing assurance framework, including Health and Safety risk management and identify likely levels of financial and other resourcing (such as facilities management) required, to reopen and maintain the opening of centres.

2.3   That further details on the reopening of community centres are included in the wider action plans which will emerge from the Adaptation and Renewal workstream on Operations and Services

3.   Background

3.1   The Council has 30 community centres offering a wide range of community learning and leisure opportunities which are highly valued by individuals and community groups across the city.

The buildings are leased by the Council to volunteer management committees who manage the facility. The Council retains some financial commitment to maintain these facilities and has a responsibility to provide facilities management services. There is a relationship between management committees and Lifelong Learning Service Officers who provide additional programming and support; some centres have dedicated Business Support.

3.2   In response to the Covid - 19 pandemic, the Council took the decision to close all community centres from 19th March 2020. This decision was taken after careful consideration and was influenced by factors such as public heath advice, the Council's responsibility for safe use of the premises, the requirement for facilities management support which had to be prioritised for other essential services such as Key Worker Childcare Hubs and Critical Resilience Centres. A further consideration was that any visual sign of the building being open could heighten the

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risk to the public in their visiting the centre, at a time when the public message was and still is 'stay home, protect the NHS and save lives'.

3.3   Since that decision there have been some requests to reopen which have been considered at Council Leadership Team. The factors taken into consideration in not approving these requests include: fulfilment of health and safety processes and procedures would require input from facilities management which remains fully committed to supporting schools and other critical buildings; the Council and voluntary sector were already mobilised around the distribution of food and alternative sites were available; the Council would have to accept full responsibility for the use of any community centre, requiring officer deployment which is not compliant with key worker guidance and working from home for non-essential staff.

3.4   A previous community centres report on March 2020 to <u>Finance and Resources</u> Committee highlighted that 'the current condition of community centres represents an increasing health and safety risk to the Council, as their condition will continue to degrade given the previous low levels of capital investment'.

4.   Main report

4.1   Although not specifically named in the Scottish Government *Scotland's <u>Route</u> Map through and out of the crisis,* the reopening of community centres is generally assumed to be possible as part of Phase 3.

4.2   The reopening of any Council buildings and their continued, ongoing safe use will require a significant level of support from facilities management and some investment in safety equipment. The Council has prioritised the reopening of schools and to that end facilities management resources are concentrated on pre-opening preparation and ongoing schools support after opening.

4.3   Communities and Families is working with facilities management to plan for the 50% contingency arrangement for schools should that need arise. This model would see in school class teaching for 50% of the pupil timetable, complemented by home learning and an element of class teaching delivered in other Council buildings. The 50% model requires the use of 47 other CEC buildings which include libraries and community centres.

4.4   Although the Council expects to have clarity towards the end of July from the Scottish Government, on the need for the 50% contingency, it must be borne in mind that such contingency measures could arise after the schools return in August, as part of public health measures, should there be a sudden increase in virus transmission.

4.5   Prior to the Covid-19 pandemic, Council Officers had been working alongside management committees to develop an Assurance Framework (based on that adopted by Schools) to assist in the management of risk including health and safety, using Council documentation/ templates/ Risk Assessments. This work builds on the Community Centre Handbook (July 2018) which was developed to support all

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building users to manage and control risk, in the complex operational context of community centres having many different user groups including volunteers, members of the public and Council staff.

4.6   Officers could now resume these discussions with management committees, in light of the newly developed Covid-19 risk management processes for other council buildings, in order to explore what measures and resources need to be in place to ensure safe use of the centres. There will be an expectation that Council officers e.g. Communities and Families staff will be required to dedicate time to work with Community Centre Management Committees. Management Committee will need information and support to properly plan for reopening and safe access to volunteers, staff and members of the public in the context of the Covid 19 Guidance for non-healthcare settings. Lifelong Learning Service Officers are currently heavily committed to staffing the critical workers support hubs and do not have the capacity to support Community Centre Management Committees. The opportunity to do that work would only arise after the summer

4.7   Community Centres reopening will be considered alongside a range of other priorities within the Adaptation and Renewal workstream under Operations and Services and all work to support the reopening of centres would be located within that programme.

5.   Next Steps

5.1   Council Officers to resume Assurance Framework discussion with management committees to consider what resources would be required and possible next steps to reopen centres.

5.2   That further details on the reopening of community centres are included in the wider action plans which will emerge from the Adaptation and Renewal workstream on Operations and Services

6.   Financial impact

6.1   Currently the Council is facing a challenge in terms of prioritising FM resources to support the reopening of schools and has a working assumption that there a lack of resource and there will be a need to move resources from other CEC buildings e.g. Community Centres and Libraries to support schools. To accommodate any reopening of Community Centre will result in an additional budget pressure

6.2   If budget could be identified for additional FM staff to support reopening of Community centres and other buildings there is concern about the recruitment and availability of people as a significant challenge already exists resulting in an estimated shortfall of 200 in the required workforce for schools to reopen

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6.3 Some additional capital costs may be required in some centres to accommodate changes in the layout and signage.

7. Stakeholder/Community Impact

7.1 Engagement with community centre management committees took place in October 2019 on the development of the Assurance Framework and more recently in February 2020 with North West Locality management committees, covering a wide range of matters including health and safety. Although this work was paused it could be resumed to develop a Covid 19 related assurance framework. This work would involve management committees, facilities management, business support, health and safety, fire safety and lifelong learning service staff.

8. Background reading/external references

8.1 Scottish Government *Scotland's Route Map through and out of the crisis*

8.2 Community Centres - Condition Review and Corstorphine Community Centre (Finance and Resources Committee 5 March 2020)

8.3 Covid – 19 Guidance for non-heathcare settings

9. Appendices

None

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Policy & Sustainability Committee

10am, **Thursday, 9 July 2020**

Schools Re-opening Update

Executive/routine
Wards
Council Commitments

1.   Recommendations

1.1   The Policy and Sustainability Committee is asked to:

1.1.1   Note the updates for schools re-opening on the 10 August 2020 that will be included in the revised Schools Re-Opening Delivery Phasing Plan which will come to Committee on the 23 July.

Alistair Gaw

Executive Director for Communities and Families

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Report

Schools Re-opening Update

2. Executive Summary

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 update sets out the steps the Council has taken since the report was taken to Committee on the 25 June 2020 to reopen schools from 10 August 2020.

3. Background

3.1 An addendum approved at the full Council meeting on the motion by Councillor Burgess on – "Requests that an update on agreed actions is included in the report on School Return coming to the Policy & Sustainability committee on 9 July."

3.2 Recognising that the statement of the Deputy First Minister on 23 June meant that implementation of Phase 4 rather than Phase 3 was now the objective for the return to school in August.

3.3 An updated Schools Re-opening Delivery Phasing Plan will be brought to the Policy and Sustainability Committee on the 23 July.

4. Main report

4.1 This update provides reassurance that the following areas are subject to intense activity and will be reported more fully on the 23 July 2020 at Policy and Sustainability.

4.1.1 Communications
4.1.2 Development of the Contingency model
4.1.3 Hygiene Measures
4.1.4 School closure plans
4.1.5 Pupils unable to attend school
4.1.6 Transport
4.1.7 Closing the Attainment Gap
4.1.8 Workforce Availability/ Addressing the Shortfall
4.1.9 Costings

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5.   Next Steps

5.1   Continue discussions with Scottish Government as a matter of urgency the costings for both 100% return and contingency model, including the impact on other Council budgets should the council not be supported by an extra uplift in funding.

5.2   Continue to develop Local Authority Phased Delivery Plan, in line with Scottish Government guidance (announcements on expected dates 9th and 30th July).

5.3   Continue to communicate with parents and carers throughout the summer on national and city-wide developments and arrangements for individual schools.

5.4   Agree to make representation to the Scottish Government to request that testing is made available in schools, particularly for teachers and other staff.

6.   Financial impact

6.1   The financial impact of opening schools at 100% and at 50% is detailed in Appendix 1.

7.   Stakeholder/Community Impact

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 and 24th June 2020.

7.3   Parental surveys in March and current survey on impact of proposals on child care.

8.   Background reading/external references

N/A

9.   Appendices

9.1   Appendix 1   Schools Re-opening Costings

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Appendix One

Schools re-opening estimated additional costs June - December 2020
50% and 100% models

Description	50% model £m	100% model £m	Notes
Learning and teaching	8.1	8.1	Back-fill of learning and teaching staff due to COVID-19 related absence. Expected to be required in both models.
Learning and teaching (50% model only)	13.6	0.0	Additional learning and teaching staff to support the additional teaching spaces required and blended learning
Digital inclusion	2.1	2.1	Additional devices for pupils, in excess of the number expected through the existing Scottish Government digital exclusion initiative
Facilities Management	5.0	4.5	Day rangers for additional cleaning, net impact on school meals income and health and safety measures
Facilities Management (50% model only)	4.6	0.0	Day rangers for additional cleaning, school meals and health and safety measures for 47 additional premises
Home to school transport (100% model only)	0.0	5.2	Additional costs if 2m social distancing required on vehicles
Summer hubs	0.3	0.3	Key worker and vulnerable children support over the summer holiday period
TOTAL	**33.6**	**20.2**	

Policy and Sustainability Committee

10.00am, Thursday, 9 July 2020

Tourism and Hospitality Sector Recovery Plan – Follow Up

Executive/routine	Executive
Wards	All
Council Commitments	

1. Recommendations

1.1 It is recommended that Committee approve the proposals to:

1.1.1 Transfer of all current staff, assets and liabilities from Marketing Edinburgh Limited to the Council, noting the costs as outlined at paragraph 6.1; and

1.1.2 Make a one-off contribution of £55,000 to the tourism and hospitality sector recovery plan, subject to confirmation that the plan activities are aligned to the Council's priority of net zero carbon by 2030.

Paul Lawrence

Executive Director of Place

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Report

Tourism and Hospitality Sector Recovery Plan – Follow Up

2. Executive Summary

2.1 On 11 June 2020, Committee considered a report on the recovery plan which had been developed to support the tourism and hospitality sector. This report provides the additional information requested.

3. Background

3.1 On 25 May 2020, Committee considered the Council's programme for Adaptation and Renewal which focuses on both the recovery of the Council and the city as a whole. The report stated it was important to recognise the city's status as Scotland's Capital, its vital importance to the national economy and the role of the Council in serving the residents of Edinburgh.

3.2 On 11 June 2020 a report on the Tourism and Hospitality Sector Recovery Plan was considered and Committee approved a Coalition Motion incorporating elements of a Conservative Amendment and a Green Addendum, as follows:

3.2.1 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 industry resources;

3.2.2 Recognises 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;

3.2.3 Commends the work done by ETAG in preparing the 'Resilience, Reboot, Recover' strategy and agrees there should be no delay in its implementation; and

3.2.4 Inserts a new recommendation (in the 11 June 2020 report) "Agrees 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 in this sector on the basis of achieving a net zero carbon city".

3.3 The 11 June 2020 report included recommendations:

3.3.1 To retain, maintain and update the existing digital assets of Marketing Edinburgh Limited (Marketing Edinburgh) and to enable www.edinburgh.org to be utilised as the digital core of the tourism and hospitality sector recovery plan campaign; and

3.3.2 To agree to approach Edinburgh International Conference Centre (EICC) to request that they co-ordinate business tourism bids on behalf of the city for a short interim period

3.4 It also set out four options for the Committee to consider:

3.4.1 Option 1 was for the Council to make no financial contribution to the tourism and hospitality sector recovery plan;

3.4.2 Option 2 was to contribute the full £75,000 requested by ETAG for the tourism and hospitality sector recovery plan (to be matched with funding from other public and private sector partners;

3.4.3 Option 3 was to give Marketing Edinburgh a renewed role in supporting the tourism and hospitality sector in the city, by providing in-kind support to the recovery plan at a cost of £65,000 in 2020/21 and £282,000 in future years (assuming no additional income was generated). It also included a one-off contribution to the sector recovery plan of £45,000 with in-kind support also being provided; or

3.4.4 Option 4 was to recognise the importance of the tourism and hospitality sector to the city, for the Council to create a small team within the Council which could provide dedicated resource and on-going support to the sector on a longer-term basis. This option included a financial cost of £50,000 in 2020/21 and £186,000 in future years. It also included a one-off contribution to the sector recovery plan of £45,000 with in-kind support also being provided.

4.   Main report

Economic Impact

4.1 The detailed implications of COVID-19 on Edinburgh's economy are yet to be fully understood. However, it is clear at this stage that the city is facing one of its most significant economic shocks in modern times. It is possible that the tourism and hospitality sector could be hardest hit over coming weeks and the potential impact of this was outlined in the 11 June 2020 report.

Marketing Edinburgh

4.2 Appendix 2 of this report summarises the timing of decisions taken in respect of Marketing Edinburgh since April 2019. The current and former Boards and staff of Marketing Edinburgh have worked extremely hard to develop and maintain digital and data assets which are recognised as extremely important as the city develops adaptation and renewal plans in response to the COVID-19 crisis.

4.3   Based on the feedback from partners and members of Marketing Edinburgh prior to the COVID-19 pandemic, the organisation sought financial support from the Council to maintain their digital and data assets associated with business tourism and the on-going operational costs of the company to 31 March 2021. The remaining digital assets of the company were to be 'hibernated' (which was estimated to be completed by the end of June 2020).

4.4   However, recognising the importance of the digital assets to the city, the Board applied for external funding from VisitScotland and Scottish Enterprise to the value of £65,000 to continue maintaining these assets and to extend the existing staffing contracts to 31 March 2021. The application to Scottish Enterprise was not successful, but VisitScotland have offered £10,000 of funding to Marketing Edinburgh.

Digital Assets

4.5   Marketing Edinburgh currently acts as custodian for many of the city's digital communication channels. They have spent significant time and resources building up a digital hub at www.edinburgh.org which is the home page for 'This is Edinburgh – the official guide to Edinburgh' and associated social media channels. These channels have significant reach in terms of internet search engine optimisation and in terms of number of followers.

4.6   Building on this digital core enables a clear, curated, joined up approach for the city to clearly and consistently communicate externally and brings together various themes and messages into a single place from which other activities (such as social media and marketing campaigns) can flow.

4.7   To continue to be of benefit to the city on an on-going basis and to ensure that the activities and messages are aligned to the Council's strategic priorities (e.g. the adaptation and renewal programme, Economy Strategy, and net zero carbon by 2030) it is essential that the city's digital communications channels continue to be curated, updated and co-ordinated.

Tourism and Hospitality Sector Recovery Plan

4.8   While the full economic impact of COVID-19 on the city's economy is not yet known, the tourism and hospitality sector are already experiencing significant challenges which have formed the basis of a recovery plan.

4.9   On 11 June 2020, Committee recognised the key role of the Edinburgh Tourism Action Group (ETAG) in the recovery of the Edinburgh visitor economy and commended the work done by them in preparing the recovery plan. It also recognised the urgent need for implementation of the recovery plan without delay.

4.10   The short term recovery plan is set out in Appendix 3 with implementation dependent on financial and in-kind support from other partners and stakeholders.

4.11   A financial contribution of £75,000 has been requested from the Council to be matched by funding from other external partners (to the value of £75,000) alongside in-kind and additional value-added support. Although there is no direct funding from the Scottish Government or VisitScotland contributing to the cost of this plan at this

stage, ETAG is funded by the Scottish Government through Scottish Enterprise and the proposed campaign is aligned to the VisitScotland national tourism recovery programme. The RRR activity plan schedule shows that all of ETAGs planned and activity for 2020/21 has been realigned to the recovery plan and that the asset audit and marketing platform development will be funded by ETAG. The estimated budget for this is circa £90,000.

4.12 In addition, ETAG have confirmed that £23,000 of partner funding has been secured for the campaign and the activity plan schedule shows that some activities are funded via the University of Edinburgh.

4.13 ETAG intend to create a website for the recovery plan which will link directly with existing digital assets including www.edinburgh.org as part of its core campaign.

Business Tourism

4.14 The 11 June 2020 report recommended requesting that EICC take an interim role in the short term to lead and co-ordinate city wide bids for business tourism events. EICC have an existing team which develop bids on behalf of EICC and they already work closely with others within the sector.

4.15 Some Elected Members raised the issue of whether EICC could play such a role independently, given it would be both seeking to attract business to the city as a whole, as well as to EICC itself.

4.16 Given this question, and mindful of the wider operating pressures on EICC and the provision made within the tourism sector recovery plan to support the business tourism sector, it is not proposed to ask EICC to undertake such a role at this time.

Proposed Way Forward

4.17 Clearly, the four options outlined in the previous report (and in paragraph 3.4 above) remain available to the Council.

4.18 Recognising the importance of the tourism and hospitality sector to the economic recovery of the city, support in the way requested forms a core part of the Council's Adaptation and Renewal programme. The previous report indicated option 4 was preferred.

4.19 If this option is approved, it is proposed:

4.19.1 To work closely with the Board of Marketing Edinburgh to carefully manage the transfer of Marketing Edinburgh's remaining people, assets and liabilities into the Council, to be supported within the wider Business Growth and Inclusion team in the Place Directorate. This small in-house team would maintain, update and enhance the existing digital assets (set out in paragraph 4.5 – 4.7), continue to support the Meeting Edinburgh activities and develop plans to support the city's future plans, aligned closely with Council strategies and priorities. The cost to the Council would be c£135,000 per annum; and

4.19.2 To make a one-off contribution of £55,000 to the ETAG recovery plan. This is less than the £75,000 requested as it assumes that the web and digital

support will be provided at no cost and there is no longer a provision within the Council proposal to support the business tourism strand of activity. This is urgently needed to support delivery of the overall Resilience, Reboot and Recovery plan but should be conditional on ETAG demonstrating that the plan is aligned to the Council's net zero carbon by 2030 target, and an agreement between the Council and ETAG being signed to that effect.

4.20 Recognising the importance of www.edinburgh.org to the tourism and hospitality sector recovery plan, it is proposed that the appropriate legal agreements be drawn up to enable this site and its associated social media channels to be used as part of the recovery plan activities, while continuing to be managed by Marketing Edinburgh (or the Council at the appropriate time). These agreements will include data sharing and confidentiality agreements with all of the appropriate parties.

4.21 In working with the Board of Marketing Edinburgh, appropriate legal agreements will also be required to complete the TUPE, asset and liability transfer from Marketing Edinburgh to the Council.

5. Next Steps

5.1 If the approach set out above is approved:

5.1.1 Council officers will work closely with the Board of Marketing Edinburgh to undertake the necessary activities to complete the transfer of activities and liabilities from Marketing Edinburgh including any associated TUPE undertakings as swiftly as possible;

5.1.2 Council officers will also work closely with the Board of Marketing Edinburgh to develop the appropriate legal agreements which will underpin the transfer of activities and responsibilities;

5.1.3 Marketing Edinburgh will be asked to carry out an audit of its existing digital channels to understand the audience for each and the impact of COVID-19 on traffic to these channels, to review and update existing content and to prepare a plan for future content for each channel. The plan should include the development and implementation of digital and print advertising for local businesses; and

5.1.4 £55,000 will be set aside to contribute to the tourism and hospitality sector recovery plan, on the conclusion of an agreement (or agreements) and confirmation that the recovery plan is aligned to the Council's commitment to net zero carbon by 2030.

5.1.5 Council officers and the Board of Marketing Edinburgh work further with all relevant partners in the business tourism sector to clarify the sector profile and the activity required for the city.

5.2 In addition, it is proposed to use the digital and social media channels outlined in this report to support businesses in Edinburgh's town centres. A report on how this can be achieved is due to be considered by Policy and Sustainability Committee on 23 July 2020.

6.   Financial impact

6.1   If the recommendation in this report is approved:

6.1.1   the on-going revenue cost of the Council taking over and managing the digital assets which Marketing Edinburgh currently maintains and updates is estimated to be circa £135,000 per annum and there is currently an annual budget of £50,000 for this therefore the additional cost to the Council would be £85,000. The cost in 2020/21 is expected to be in the region of an additional £65,000; and

6.1.2   the cost of contributing to the tourism and hospitality sector recovery plan is proposed to be a one-off cost of £55,000 in 2020/21.

6.2   These costs would be met from existing Place Directorate revenue budgets.

6.3   It may be possible to generate income from the utilisation of the digital communication channels which will transfer to the Council however these have not been factored into the calculations at this stage.

6.4   There may be other liabilities which Marketing Edinburgh will need support from the Council to fund to their conclusion (e.g. subvention). These will be brought forward to Committee for consideration at the appropriate time.

7.   Stakeholder/Community Impact

7.1   If the recommendations in this report are approved, appropriate engagement will be carried out under TUPE Regulations 2006 for the existing Marketing Edinburgh employees affected by this proposed transfer of activities and to ensure that the appropriate legal agreements are developed in support of the transfer of activities from Marketing Edinburgh to the Council.

7.2   ETAG will continue to engage with the tourism and hospitality sector and partners on the development and delivery of the tourism and hospitality sector recovery plan.

8.   Background reading/external references

8.1   None.

9.   Appendices

9.1   Appendix 1 - Tourism and Hospitality Sector Recovery Plan Report – 11 June 2020
9.2   Appendix 2 – Marketing Edinburgh Decision Summary and Timeline
9.3   Appendix 3 – Tourism and Hospitality Sector Recovery Plan

Appendix 2 - Timeline of Council Decisions relating to Marketing Edinburgh

Marketing Edinburgh Limited (Marketing Edinburgh) received £0.890m of funding from the Council in 2018/19.

City of Edinburgh Council – 21 February 2019

On 21 February 2019 the budget motion, approved by Council, set out a reduction in funding for Marketing Edinburgh of £0.790m over two financial years. The reduction was:

Financial Year	Reduction Amount	Funding Remaining
2019/20	£0.300m	£0.590m
2020/21	£0.490m	£0.100m

£0.267m of the 2019/20 funding was subject to the development of a business plan which outlined a detailed strategy for transition to zero funding from the Council. This was to include outcomes and targets to show that progress was on track, and scrutiny at a six-month review point. It was also expected that any such plan should clearly set out how on-going support for film and business tourism would be taken forward.

Housing, Homelessness and Fair Work Committee – 31 October 2020 – B Agenda

On 31 October 2019, Housing, Homelessness and Fair Work Committee considered a paper prepared by the Board of Marketing Edinburgh.

This proposed to create a new organisation, with financial support from a number of partners including the Council. Over a three year period, from 2020/21, the core financial support requested from the Council totalled £1.2m (2020/21 - £0.450m, 2021/22 - £0.400m, 2022/23 £0.350m).

In addition, the business plan as submitted suggested additional revenue for activities would be generated and grant/support for activity could come from a number of sources such as the City Region Deal and the possible Transient Visitor Levy (TVL). The TVL revenue was estimated to begin from 2022 and the figure suggested to be allocated was £2.1m per annum (15% of the estimated £14m).

It is also worth noting that this new organisation was not intended to include film and the business plan did not make a clear proposal on how business tourism would be supported in the future.

Committee was unable to agree to the request for funding as it was contrary to the budget decision of Council on 21 February 2019.

The Committee approved:

- The transfer of responsibility for Film Edinburgh to the Council with an associated liability of c£0.050m;
- To progress discussions with key stakeholders on future arrangements to support convention/business tourism in the city;
- Discussion with Marketing Edinburgh, Scottish Enterprise, Edinburgh Chamber of Commerce and other partners on the potential to create a new organisation;
- Within existing resources, to develop plans for the Council to provide additional support for those destination management activities which properly sit within the Council.

City of Edinburgh Council – 21 November 2019

On 21 November 2019 the Council appointed three Elected Members to the Board of Marketing Edinburgh, following the resignation of the previous Board.

Finance and Resources Committee – 5 March 2020 – B Agenda

On a B agenda, Finance and Resources Committee agreed to ring-fence £208,800 to cover the cost of liabilities of the company which the Board identified as on-going and which could not be met from the company's financial reserves.

Leadership Advisory Panel – 31 March 2020 – B Agenda

The Leadership Advisory Panel considered a report, on a B agenda, which outlined the business plan prepared by the Board of Marketing Edinburgh for operations in 2020/21 which expected to generate sufficient income to meet the operational costs of the company, over and above grant funding of £0.050m from the Council.

However, the report outlined that COVID-19 had significantly impacted on the company's ability to generate income and therefore it would no longer be possible to continue to deliver the business plan as envisaged.

From the options considered, Committee agreed that Marketing Edinburgh should move into 'hibernation', with funding of £0.073m allocated for the financial year to retain a small number of staff to complete handover activities and to maintain the company's assets (websites, social media, Customer Relationship Management (CRM) system, ambassador database, membership database, partners database (marketing), and toolkits). It was also expected that debt recovery activities would continue and that the company would fulfil, review or terminate where appropriate any on-going contractual

commitments.   An additional ring-fenced contingency of up to £0.080m was also agreed to enable the company to deal with any unexpected liabilities.

Budgeted Revenue Funding 2020/21

Core Funding to Marketing Edinburgh	£0.050m
Funding to be retained within the Council for Film Edinburgh	£0.050m
Sub-total	**£0.100m**

Additional One-Off Funding for Marketing Edinburgh 2020/21

Operational Funding	£0.073m
Contingency (to be drawn down if required)	£0.080m
Ring-fenced Liabilities	£0.208m
Additional Costs	£0.060m *
Sub-total	**£0.421m**

* This information has been updated from the previous Members Briefing to reflect that the Leadership Advisory Panel also agreed additional funding up to this amount to cover estimated additional costs likely to be incurred by Marketing Edinburgh.

Supporting Edinburgh's Tourism Sector COVID19 RESPONSE

RESILIENCE
REBOOT
RECOVERY

INTRODUCTION

This document has been prepared to provide an overview of the Reliance, Reboot & Recovery Plan prepared to support Edinburgh's tourism sector.

It is a working document that will develop and evolve over time, reflecting the rapidly changing environment.

The Plan has been prepared by the Edinburgh Tourism Action Group, following extensive discussions with partners and industry.

SECTION 1: ABOUT ETAG

EDINBURGH TOURISM ACTION GROUP (ETAG)

Company Registration number	546437

Registered address

c/o Scottish Enterprise
Apex House
99 Haymarket Terrace, EDINBURGH
Post Code: EH12 5HD

Email & website	theteam@etag.org.uk **www.etag.org.uk**

Social media details

@etag_UK   http://www.linkedin.com/company/edinburgh-tourism-action-group-etag-   **https://www.youtube.com/user/etaguk**

About ETAG

ETAG was first set up as an informal tourism networking group in 2000.   It was formally constituted as an association in 2007.   In November 2016 ETAG was constituted as a company limited by guarantee.

Total number of members in Group	26 See below*	Total number of members contributing financially	n/a see below*

*ETAG aims to be an "open access" platform for the engagement of as broad a range of tourism businesses, individuals and stakeholders as possible. There is therefore no formal membership or fee structure. The ETAG Full Group is made up of representatives from the major stakeholders, agencies and industry groups who collectively represent Edinburgh's
tourism sector. It meets regularly to discuss the key challenges, opportunities and strategic issues for tourism in the city, as well as project specific initiatives.

While ETAG is a formally constituted company limited by guarantee, it is effectively a "virtual organisation" with no staff, core funding or dedicated office space etc. ETAG staff and project funding costs are provided by Scottish Enterprise. Additional funding support is provided by a range of partners & businesses contributing to project specific activity and there is substantial support in kind provided through individuals contributing their time and expertise in support of ETAG activity.

ETAG activity is primarily focused on Edinburgh, but it also works with partners across the wider city region and links into the Scotland wide activity as and when appropriate.

SECTION 2: THE COVID19 RESILIENCE, REBOOT & RECOVERY (RRR) PLAN

2.1 Summary:

The RRR plan was initiated in March 2020, with a view to supporting Edinburgh's tourism sector and wider economy in the face of the unprecedented challenges, immediate threats and longer term negative impacts of the COVID19 pandemic. The plan has, and will continue to, evolve to reflect the circumstances and issues as they become clearer over time.

2.2 Timeline:

March 2020 – proposed end date June 2021 (flexible)

2.3 – Aims and Objectives:

Aim

The overall aim is to support the Edinburgh (and Scottish) economy by supporting tourism, one of the city's key business sectors, which supports hundreds of businesses and over 34,000 jobs. It is estimated that up to 75% of tourism related jobs (22,500) are at risk through the loss of visitor spend.

Objectives

- **Support Supply:** to provide tourism business support through a range of activity
- **Drive Demand:** to develop and deliver a marketing campaign that stimulates visitor demand, based on the principle of *"right messages, right markets, right time"*
- **Leadership & Partnership:**
  - Utilise existing tourism leadership structures
  - Make best use of ETAG's existing leadership role to develop, support and deliver the RRR plan
  - support the wider Scottish tourism sector, recognising Edinburgh's status as the "gateway" to Scotland, international status and expertise in tourism development
- **Lasting Legacy:** maintain a focus on the longer term, with a view to *"build back better"* and Edinburgh's 2030 tourism strategic themes: *People, Place, Environment, Reputation & Partnership*

SECTION 3: DETAILS

3.1 – Strategic Business Case:

Edinburgh's tourism sector has been one of the city's economic success stories over the last 10 years. This success has seen visitor spend increase by 70% and nearly 10,000 new jobs being created directly and has contributed to the city's wider Live, Work, Invest & Study ambitions.

The COVID19 pandemic has effectively closed the Edinburgh tourism sector completely since March 2020 and is likely to result in the loss of over £1 billion of visitor spend by September 2020. This puts 100's of businesses and 1000's of jobs at risk in the immediate future and will have a far greater & longer impact than any other business sector.

Historically Edinburgh's tourism sector has been extremely resilient in the face of major incidents which have disrupted tourism, however the COVID19 crisis has created a unique set of circumstances which leave the tourism sector particularly vulnerable.

In particular the city's success in attracting international visitors, who account for 44% of all visitors, and strength in festivals, events and business tourism, would in most circumstance be key strengths, are now significant challenges in the face of the constraints on international travel

and the long lead in time for the easing of restrictions on major public gatherings. Even once these issues ease, the likely length of time it will take for visitors to be willing to travel or attend public gatherings again will extend the recovery period significantly. Current estimates suggest that it could take up to 4 years.

The implications are significant, with up to 22,500 jobs in the city at risk and evidence demonstrating that low income households, young people and women will be disproportionately impacted given the workforce profile of the tourism and hospitality sector.

The UK and Scottish Governments, alongside national agencies and industry bodies, moved extremely quickly to put in place a wide range of measures to mitigate the worst of the initial impacts, but it was clear that there was a requirement for an Edinburgh specific response, which was the catalyst for the establishment of the RRR plan.

This activity is intended to align with and support the wider City of Edinburgh Council economic recovery plan and act as a swift and short term (12 month) interim response, with a view to the longer term tourism strategy being activated in once the "new normal" for the city's tourism sector becomes clearer.

There are 4 key objectives:

- **Support Supply:** to provide tourism business support through a range of activity
- **Drive Demand:** to develop and deliver a marketing campaign that stimulates visitor demand, based on the principle of *"right messages, right markets, right time"*
- **Leadership & Partnership:**
    - Utilise existing tourism leadership structures
    - Make best use of ETAG's existing leadership role to develop, support and deliver the RRR plan
    - support the wider Scottish tourism sector, recognising Edinburgh's status as the "gateway" to Scotland, international status and expertise in tourism development
- **Lasting Legacy:** maintain a focus on the longer term, with a view to *"build back better"* and Edinburgh's 2030 tourism strategic themes: *People, Place, Environment, Reputation & Partnership*

3.2 – The RRR Plan:

While the full scale and nature of the COVID19 pandemic and its implications were not at all apparent at the outset, Edinburgh's tourism sector was alert to the potential challenges and impacts earlier than many other parts of the economy, due to the global nature of the tourism sector and in particular its engagement with the Chinese visitor market.

This awareness, combined with the city's existing tourism leadership and partnership structures, meant that there was early recognition that alongside the wider national response, there was a clear need for the city to develop its own specific response plan as it became apparent that the tourism sector as a whole was going to face unprecedented challenges, and that Edinburgh was going to face particular and unique issues.

Initial activity was instigated in March 2020 and quickly developed into the first iterations of the RRR plan, which has been evolving since then. This work has been delivered under the auspices of the Edinburgh Tourism Strategic Implementation Group (SIG) and activated primarily through the work of the Edinburgh Tourism Action Group (ETAG).

The city was fortunate that it had these existing leadership and partnership structures already in place, plus that it was already very actively debating the future of tourism via Edinburgh's new

2030 Tourism Strategy. This has laid the groundwork to address the unique, extremely complex and multi-layered challenges facing the tourism sector, that will require the "*most ambitious collective partnership initiative ever undertaken by Edinburgh's tourism sector".*

From the outset, the RRR plan established core working principles:

➢ All actions to be *guided by and aligned with public health guidance*
➢ Build on the ETAG core principle of *Collaborating to Compete*
➢ Harnessing the huge potential of *"Team Edinburgh" – the whole is greater than the sum of the parts*
➢ The need for *public & private sector to work together* and *engage with residents & communities*
➢ Using *tried & tested models* – nationally (themed years) & locally (Edinburgh in 101 Objects, #UncoverEdinburgh, China Ready Initiative)
➢ Short term COVID19 response, but *lasting legacy* impacts and commitment to principles set out in Edinburgh's 2030 strategy – *build back better*
➢ Ensure *right messages, to the right markets, at the right time*
➢ The need to *move quickly and be flexible* given the rapidly changing circumstances, both locally and across the wider tourism sector

3.3 – Working with Partners

Key the delivery of the RRR Plan will be working with an extensive range of partners, including:

• National agencies such as ScotGov, VisitScotland, Scottish Enterprise, Skills Development Scotland, Historic Scotland and CreativeScotland
• National industry bodies such as UK Hospitality, Scottish Tourism Alliance, Association of Scottish Visitor Attractions
• City of Edinburgh Council
• Edinburgh's Universities
• Local industry organisations/groups, including: Festivals Edinburgh, Edinburgh Hotel Association, Edinburgh Capital Group, Youth Tourism Edinburgh, Edinburgh Cultural Venues Group, Business Tourism Subgroup, Edinburgh Chamber of Commerce, Federation of Small Businesses, Scottish Tour Guide Association
• Individual businesses

As the umbrella organisation for tourism in the city, ETAG already has extensive, established networks and relationships in place with the above. These have been used to inform and facilitate the development of the RRR Plan to date and will be central to the ongoing co-ordination, evolution and successful delivery the recovery plan.

3.4 – RRR Activity Plan

The detailed breakdown of the activities in the RRR Plan is included in Appendix 1. This is a working document that will continue to evolve over time, reflecting:
• the changing situation as lockdown restrictions are eased;
• progress in specific areas;
• new activities coming on stream;

The Activity Plan will form the basis for tracking progress, monitoring and reporting to partners.

SECTION 4 – MONITORING AND EVALUATION

4.1 – Activity and Outcomes:

The monitoring of the RRR Plan activity and outcomes will be via the RRR Activity Plan included in Appendix 1. The Plan includes a range of activities, delivered both directly and via partner activity, and further refinement of the Activity Plan will be required to effectively track all of this over time.

It is proposed that the RRR Activity Plan will form the basis of a monitoring/update report which will be updated every 4 weeks.

4.2 – Outcomes:

Historically tourism outcomes (ie visitor spend, visitor numbers etc) have been tracked against established, agreed targets on an annual basis, utilising market intelligence captured via national statistics, such as the International Passenger Survey (IPS).

Given the COVID19 situation, it will be essential to put in place an alternative and more frequent regular system of tracking the outcomes of the RRR Plan in order to assess the ongoing impact of the crisis, the effectiveness of the RRR Plan and the implications for the city.

SECTION 6 – MANAGEMENT AND DELIVERY

6.1 – Management

As stated above, the RRR Plan has been initiated via the city's existing tourism networks. ETAG has taken the lead on the development of the Plan, working in close consultation with the Edinburgh Tourism Strategy Implementation Group (SIG).

Both ETAG & SIG have national representation, ensuring that the Edinburgh activity is directly engaged and aligned with the work of the Scottish Tourism Emergency Response Group (STERG) and it is anticipated that Edinburgh will have representation on the new Tourism Task Force which is currently being formed.

6.2 – Delivery

Delivery of the RRR Plan will be via a number of routes:

Direct delivery by partners in specific areas, for example the University of Edinburgh DDI projects
Short Life Working Groups (SLWGs) – a number of SLWGs are being established to cover key areas of activity, including:
- Asset Audit & Sourcing
- Campaign Development
- Business Tourism
- PR and Comms
- Data & Market Intelligence

Task & Finish Groups (TFGs) – TFGs will be established to focus on the delivery of specific projects

6.3 – Project Management

Overall project management and co-ordination of the RRR Plan will be undertaken by ETAG utilising the staff resource provided via Scottish Enterprise (note: ETAG has no direct employees) and equates to 2 FTE staff.

In addition, the "Driving Demand" component of the RRR Plan will require additional, specialist project management support, given the scale and nature of that activity and an allowance for this to be delivered via a contracted, time bound resource has been included in the cost proposals.

RRR Activity Plan Schedule

APPENDIX 1

LEADERSHIP & PARTNERSHIP

Activity	Budget	Timeline	Key Performance Indicators /Outputs
Tourism Strategy Implementation Group • Regular scheduled meetings (2 – 3 weeks) to review situation and agree actions • Membership reviewed to reflect challenges • Cllr Leader taken on Chair role • Resident engagement accelerated – Chairs of OTCC & EWH joined	N/A	March 2020 onward	• Senior strategy oversight of RRR Plan • Ongoing support for RRR activity • Enhanced partnership working • Alignment with wider Edinburgh economic recovery plan • Effective links to wider national activity via STA, STERG
ETAG • ETAG Steering Group Meeting schedule increased from every 6 weeks to minimum 1 per week • ETAG Full Group Meeting schedule increased from every 6 weeks to 2-3 weeks	N/A	March 2020 onward	• Development of RRR Plan • Co-ordinated delivery of RRR Plan • Enhanced partnership working, industry engagement • Comms with key industry groups/associations • Funding for delivery of RRR Plan

Partnership Working
• Establish Short Life Working Groups
   ○ PR, Media & Comms
   ○ RRR Campaign Creative – Development & Delivery
   ○ Audit of Channels & Assets
   ○ Foresighting & Phasing
   ○ Business Tourism
• Establish "Task & Finish" Groups as required
	N/A	May 2020 onward	• 5 SLWGs established
			• Cross agency & sectoral representation & engagement
			• Development and delivery of specific activity plans contributing to the RRR Plan
			• Creation of smaller group for delivery of specific tasks as required

Industry Engagement
• ETAG industry & partner comms enhanced via regular mailing, social media channels etc
• Industry updates, insights, guidance & best practice published and/or signposted via www.etag.org.uk
	N/A	April 2020 onward	• Maintain contact with tourism industry network of 1,200
			• Two way information sharing
			   ○ Understanding of key issues and challenges facing the sector
			   ○ Provision of information to the sector
			• Engagement & support for the RRR Plan

Tourism Monitoring & Reporting • Establish new monitoring methodology for tourism activity post lock-down • Edinburgh specific, but aligned with national reporting • Short term requirement, but longer term legacy benefit	TBC	July 2020 – Aug 2020	• Creation of new monitoring reporting methodology • Monthly reporting to inform all stakeholders • Provide insights to inform future activity and investment

RRR Activity Plan Schedule

SUPPORT SUPPLY:

Activity	Budget	Timeline	Key Performance Indicators/Outputs
Development of <u>initial</u> COVID19 Tourism Checklist & Action Plan document • Lead: ETAG (note: subsequently adopted nationally) • Advice on issues & areas to consider • Links to funding support, advice etc available	N/A	Completed and published 27 March	• Checklist & Action Plan doc widely circulated to industry • Positive feedback on constructive, practical support
Development of <u>post lock down</u> COVID19 Tourism Checklist & Action Plan document • Lead: ETAG • Advice on issues & areas to consider • Links to support available	N/A	June 2020 – July 2020	• Core document for Scottish industry, with tailored content for Edinburgh tourism sector as appropriate

ETAG Support Activity
 • All ETAG 20/21 planned activity realigned for COVID19 response
 • Includes
    o Digital Tourism Edinburgh
    o Business Briefings
    o China Ready Year 4
    o Youth Travel Edinburgh
 Note: budget excludes specific funding for RRR Plan identified below
	£81,000	April 2020 – March 2021	• Delivery of webinars, workshops etc focused on digital solutions to support COVID19 recovery
			 • 6 – 8 Business Briefings on issues & opportunities
			 • Maintaining and developing China related activity to support market recovery
			 • Specific YTE activity – likely to be early returners

Festivals & Events • Work with city's festival and events to support their COVID19 responses and alternative delivery formats:	TBC	June 2020 – onward	• Create new "event calendar" for the city – including online delivery, live events etc • Interim solution developed, agreed & activated

RRR Activity Plan Schedule APPENDIX 1

Business Tourism
• Requirement to:
  o Ensure all "citywide" BT enquiries are responded to and where appropriate, bids prepared and submitted
  o Address need to promote Edinburgh as a BT destination to build pipeline – long lead in time
  o Agree interim solution and longer term way forward
	TBC	June 2020 – onward	• Interim solution developed, agreed & activated

Art in & after Lockdown: Recovering Edinburgh's Cultural Spaces • UoE DDI Initiative • Lead: Morgan Currie • Links to Culture & Communities Mapping Project • Funded via UoE	Confidential	May 2020 – July 2020	• Virtual walking tours of Leith – working with Leith Lates • Curated self guided tours for areas outwith the city's traditional tourism core area • Encourage visitors to explore wider city, supporting ambition for visitor dispersal

Lessons from the past crises for the Scottish hospitality sector and implications for COVID-19
• UoE DDI Initiative
• Lead: Galina Andreeva
• Looks at business viability and SME strategies
• Initial "Proof of Concept"
• Funded via UoE
	Confidential	May 2020 – July 2020	• Analysis at the company level to develop data-driven quantitative models that will
			  o predict the insolvency/financial distress of tourism and hospitality companies
			  o generate forecast scenarios for recovery of Scottish hospitality sector following the current crisis
			• Inform strategies to support businesses, mitigate impacts and minimise business closures & job losses

SIM-SPREAD: Modelling for Infection Spread Reduction and Cultural and Economic Reopening in Edinburgh • UoE DDI initiative • Lead: Dr Rik Sarkar & Professor Jane Ali-Knight • Funded via UoE • Use of simulation and modelling to gain actionable insights	Confidential	May 2020 – July 2020	• This project will model the spread of viral infection to provide recommendations on strategies for lockdown, reopening and social distancing • Actionable insights for the city and tourism sector – particularly focused on cultural activities and festivals • Proof of concept

RRR Activity Plan Schedule APPENDIX 1

DRIVE DEMAND:

Activity	Budget	Timeline	Key Performance Indicators/Outputs
Asset Audit • Review of existing ETAG online resources - photo, video, BOGs etc to repurpose • Review of partner VSGF funded online resources to repurpose • Business Survey to identify sources of additional photo and video resource for campaign use • Funded via ETAG	£3,200	Apr 20 – June 20	• Reduced cost of RRR marketing campaign through utilising existing assets • Businesses participating - target 100, to date 182 • Creation of free "asset library" to provide open access resource for businesses
Post Lockdown Marketing Platform Development • Marketing element of the RRR Plan established • Based on "themed years" model – adopt, adapt, amplify across broad range of city stakeholders • Core creative development work commissioned • Funded via ETAG	£6,500	April 20 - June 20	• Principles/messaging agreed • Theme developed • Core creative developed and tested • Required delivery resources (cash, staff & VIK) identified for creation and delivery phases (below)
Creation of Marketing Platform Assets • Suite of assets required to deliver campaign • Flexible and adaptable – use by wide range of partners	£61,500	June 2020 – July 2020	• Core 60 sec film plus 5 social media stings • Suite of social media assets for stakeholders & partner activation • Landing page development • Playbook/ guidelines - ensuring effective execution of Framework branding • 0utdoor executions – 3 core, plus incremental executions • Media buy • Travel trade specific creative developed

Delivery of RRR Marketing Activity
• Management and delivery of RRR marketing activity
• Includes Project Director and website & digital content staff support
• Ongoing and evolving, evidence based activation informed by wider activity and based on "right time, right message, right market" principles – essential that it is extremely responsive and flexible
• Extensive stakeholder & partner comms and engagement
	£82,600	June 2020 – May 2021	• Delivery calendar established
			• Advance preparation of campaign activation
			• Launch of RRR marketing campaign
			• Effective utilisation of existing digital routes to market
			   ○ www.edinburgh.org
			   ○ Partner social media channels (collective reach of over 3 million followers)
			• 11 month activation
			• Training & support for businesses to engage with &

Activity	Budget	Timeline	Key Performance Indicators/Outputs
- required - Alignment with wider RRR and partner activities - Ongoing fundraising, seeking VIK support and development of new partnership opportunities to extend activity			utilse marketing assets & channels – target 200 businesses Monitoring and reporting schedule created
Data Driven Market Analysis - UoE DDI Initiative - Lead: Dr Ewalina Lacka, UoE - Evidence to support "right message, right time, right market" - Funded via UoE	£9,221	Apr 20 – July 20	- Data gathered and analysed from existing sources - Creation of "actionable intelligence" - Development of real time data dashboard

LASTING LEGACY:

Activity	Budget	Timeline	Key Performance Indicators/Outputs
Edinburgh 2030 Strategy - Lead: SIG - Maintain focus on the 5 core themes of 2030 Strategy: - People - Place - Environment - Partnership - Reputation	TBC	TBC	- Adapting Edinburgh's 2030 Tourism Strategy to address priorities & challenges of the "new normal" - Tourism fully aligned with Edinburgh's wider economic recovery strategy 2030 Action Plan developed (at the appropriate time)
Roots to Recovery - International collaboration via The Travel Trade Foundation - Lead: ETAG - Successful application – Edinburgh selected as 1 of 5 participants	£10,000	June 20 – Nov 20	- Pro bono support via consultancy from TTF - Shared learning across 5 global destinations - Short term support for RRR Plans - Longer term learning for ongoing recovery, sustainability and community engagement - Potential platform for securing new funding streams to support environment and community engagement activity

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Policy and Sustainability Committee

10.00am, Thursday, 9 July 2020

Cameron Toll to Edinburgh BioQuarter Active Travel Route

Executive/routine	Executive
Wards	15 – Southside/Newington
	16 – Liberton/Gilmerton
	17 – Portobello/Craigmillar
Council Commitments	16, 17, 18, 19

1. Recommendations

1.1 It is recommended that the Committee:

1.1.1 notes the content of the public consultation report (see Appendix 1) that has been produced by Sweco;

1.1.2 approves the design changes that have been made in response to feedback from the consultation exercise; and

1.1.3 notes the anticipated programme and key milestones for the delivery of the project, as detailed in Appendix 2.

Paul Lawrence

Executive Director of Place

Contact: Ewan Kennedy, Senior Manager – Transport Networks

E-mail: ewan.kennedy@edinburgh.gov.uk | Tel: 0131 469 3575

Report

Cameron Toll to Edinburgh BioQuarter Active Travel Route

2.   Executive Summary

2.1   This report presents the results of the public consultation exercise, undertaken between mid-October and November 2019, for the proposed Cameron Toll to Edinburgh BioQuarter Active Travel Route.

2.2   The report also summarises the changes made to the proposed design in response to consultation feedback and the programme for the delivery of the project.

3.   Background

3.1   The Cameron Toll to BioQuarter active travel project is a multi-million pound scheme that will provide a high quality active travel corridor with improved pedestrian and cycling provision, identified for delivery within the Council's Active Travel Action Plan 2016.

3.2   The project is being delivered by the Edinburgh BioQuarter partners, who commissioned consultants Sweco to design the scheme. The partners are NHS Lothian, The University of Edinburgh (UoE), Scottish Enterprise and the City of Edinburgh Council. Funding support is currently being provided by the South East Scotland Regional Transport Partnership (Sestran), who are funding 100% of design costs, and it is anticipated that 50% funding support will be provided by Sustrans Scotland for construction of the route.

3.3   The project will deliver a route connecting residential areas in the south of Edinburgh with an important shopping area and a major medical/science facility and centre of employment. It will also significantly improve connectivity across the city by providing an important contribution to the strategic active travel network.

Legend:
— Active Travel Route
▪▪▪ Future Active Travel Links
★ Consultation locations
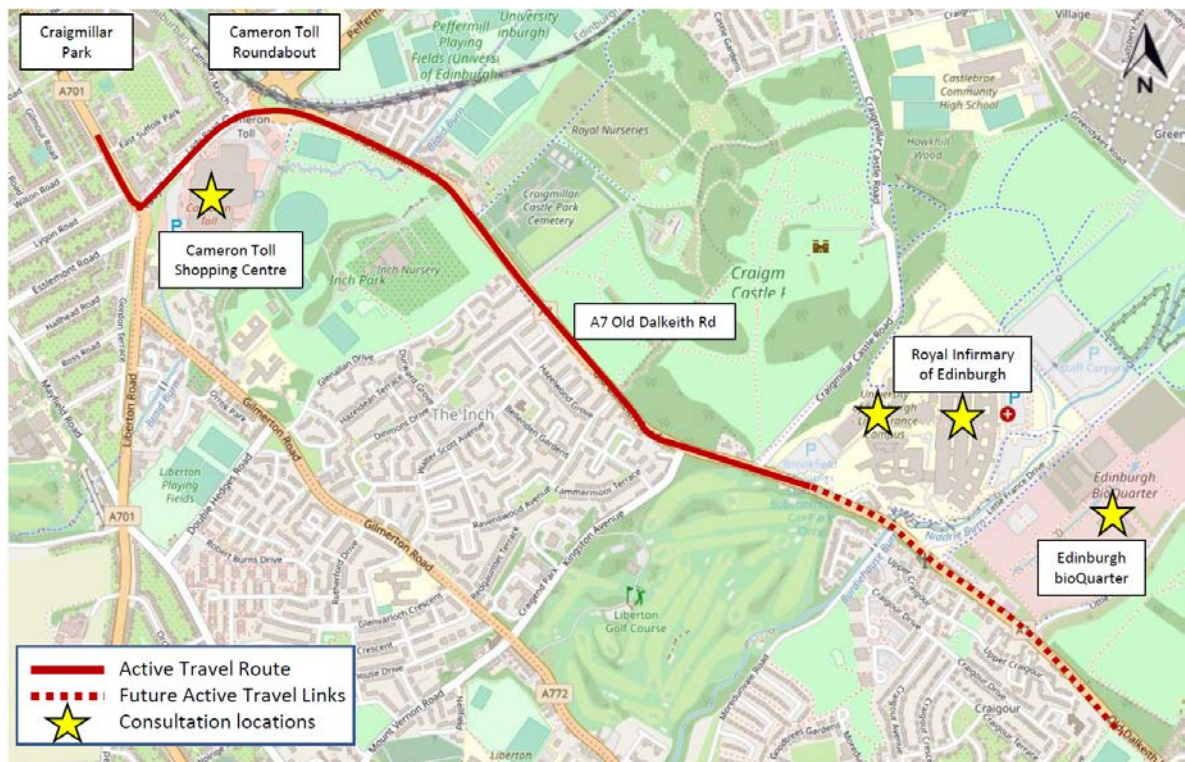
3.4   The project will transform the quality of walking and cycling connections from Craigmillar Park, near Cameron Toll shopping centre, to the Royal Infirmary and BioQuarter campus, via Lady Road, Cameron Toll roundabout and the A7 Old Dalkeith Road. An onward connection to Quiet Route 61 (Niddrie to Moredun) will also be provided.

3.5   The project is the first of a series of projects planned for this part of the city and will be followed by interventions that will connect to the Midlothian boundary and Sherriffhall in the south and the UoE's King's Buildings campus to the west. Future improvements to Craigmillar Park junction, Cameron Toll roundabout and the BioQuarter junctions are also planned during later phases.

3.6   The project will enable better access to walking and cycling and will help facilitate a shift to active travel modes of transport. It will provide a continuous segregated, bi-directional cycle lane that is usable by a wide cross-section of the local community, alongside those using the active travel route as part of a longer journey.

3.7   The existing route is already well used by NHS staff and medical students. Improving the environment for walking and cycling will promote the use of active travel modes for commuting to or visiting the Royal Infirmary and BioQuarter campus, as well as for leisure visits to the parks along the A7. The new route will enable people of all ages, as well as those with mobility issues, to enjoy walking and cycling and to experience the mental and physical benefits that this provides.

3

3.8 The main objectives of the project are to:

3.8.1 create a safe and attractive high-quality active travel route;

3.8.2 provide enhanced pedestrian links and crossing points along the route;

3.8.3 provide a segregated bi-directional cycle route, separating cyclists from traffic and pedestrians;

3.8.4 enhance connection points to existing walking and cycling routes; and

3.8.5 implement a high standard of design for cycle infrastructure.

Consultation Arrangements

3.9 The initial concept design for the route was developed into a detailed design throughout 2019. In order to gain feedback on the proposed detailed design, a comprehensive public consultation was undertaken.

3.10 Public consultation events occurred in mid-October 2019 at four different locations, three within the Edinburgh BioQuarter and one in Cameron Toll shopping centre. An online survey was live for a period of six weeks from mid-October 2019.

3.11 The consultation events and survey were advertised through online articles, social media posts and on the Council's Consultation Hub website. They were also promoted through lamp-post wraps and a letter distributed to surrounding residents and Community Councils. Major stakeholders were consulted (Lothian Buses, Spokes, Living Streets, Paths for All, Community Councils and local community groups, as well as other Council services). 150 letters were delivered to houses along the route and emails were sent to staff working at consultation event locations, to encourage participation.

3.12 An engagement workshop was held on 13 November 2019 at Bridgend Farmhouse, to allow members of the local community to view the proposals. This allowed the project team to discuss the project with a wide range of local residents and potential users of the route and to record any concerns raised and suggested improvements

3.13 Visualisations showing the pre-consultation design proposals can be found in Appendix 3. These do not reflect recent design changes made in response to consultation feedback.

4. Main Report

Consultation Feedback

4.1 Verbal and written feedback was provided during the consultation and through the online survey, with a total of 490 responses received through the survey, over the six week consultation period (from 15 October to 25 November 2019). The social media campaign was successful and engaged around 2,500 people, who clicked through to the consultation webpage. Results of the consultation were generally positive, with respondents indicating the designs would encourage active travel and provide a safer route for cyclists. Overall l...
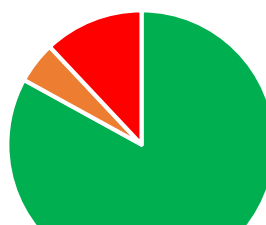
4

- 73% strongly supporting
- 10% supporting
- 4% neither supporting or opposing
- 4% opposing
- 8% strongly opposing
- 1% did not answer

4.2   Positive responses focused mainly on the improved safety of the route, with many comments suggesting the current route is intimidating and feels dangerous. Other positive responses suggested that the design proposals would encourage the respondent to start walking or cycling along the route.

4.3   The two main issues raised during the consultation were that the proposed removal of sections of bus lane would increase journey times for drivers and bus users and that the cycle lane was too narrow to be bi-directional in some areas along the route. With other comments suggesting that the scheme be extended to surrounding routes such as Dalkeith Road and through Gilmerton.

Design changes following consultation

4.3   In response to feedback, the design proposals have been updated to retain the northbound bus lane along Old Dalkeith Road, by realigning the cycleway into the Inch Park. The final design will also retain the southbound bus lane on Craigmillar Park. To improve pedestrian and cyclist space along the route, narrow sections have been redesigned to move pedestrians to one side of the carriageway and cyclists to the other. In addition, crossing points have been reviewed to ensure that priority and suitable space has been given to pedestrians and cyclists.

4.4   The project team made other changes to the proposals as a direct result of feedback received and further work, as shown in Appendix 3. These are summarised as:

4.4.1   A traffic survey was undertaken and found that there would be an impact on journey times southbound. The cross section of this part of the route has therefore been updated to retain the southbound bus lane;

4.4.2   A similar study was undertaken on the potential impact of the removal of the northbound bus lane at Cameron Toll roundabout on journey times for buses and cars. As a result, the cross section of this part of the route was changed to retain the northbound bus lane. The existing path to the bus stop will also be upgraded. Further down the route, cycling will be moved into a section of Inch Park and along a section of newly formed segregated cycle path to replace the current narrow footway;

4.4.3   The layout of the route has been changed to create more space for northbound cyclists;

4.4.4   Changes to the sides for walking and cycling in this area will result in more space and less conflict at crossings. The option of acquiring land from the Travelodge to create more space in this area is also being investigated;

4.4.5   A compromise design has been agreed with members of the Inch Community, Bridgend Community and local residents to address their concerns about the original design for the crossing near Inch Park; and

4.4.6   The footpath on the west side of the road near Kingston Avenue will be widened and improved, with a cycle only path created on the east side of the road, where there are no property frontages.

5.   Next Steps

Programme Delivery

5.1   Sweco will shortly complete the Stage 3 Detailed Design. The statutory Redetermination Order (RSO) process can then commence and a Stage 2 Road Safety Audit (RSA) will be undertaken. A Traffic Regulation Order (TRO) is not required.

5.2   It is envisaged that the Stage 4 Technical Design will be completed in September 2020 with a tender package issued in late Autumn.

5.3   Subject to funding being secured and the acceptability of the contractor's proposed contract cost, approval will be sought from the appropriate Committee in early 2021 to award the contract for construction of the route. It is expected that delivery of the project would commence in Summer 2021 and be complete by Spring 2022.

5.4   Follow-up online workshops will be arranged with key stakeholders who responded to the consultation, prior to the completion of the Detailed Design.

Spaces for People

5.5   It should be noted that as part of the Spaces for People programme of projects that have been instigated in response to COVID-19, the introduction of temporary cycle lanes that are segregated from the main carriageway by means of stick down wands have been implemented as of June 2020. This intervention provides uni-directional cycle lanes from Cameron Toll roundabout to the Edinburgh Royal Infirmary campus along Old Dalkeith Road. Although this scheme differs from the permanent proposals (which promote the use of bi-directional cycle lanes) the project team will ensure a seamless transition from one layout to the other.

5.6   This is an excellent opportunity for the introduction of cycling infrastructure on Old Dalkeith Road to become accepted as part of the layout of this route and will hopefully ensure a smooth transition to the permanent scheme. Therefore, the project teams will work closely to identify the best timing for the decommissioning of the temporary infrastructure.

Design Approval

5.7   Design workshops and Stage Boundary sign-off workshops will also be organised with Sestran and Sustrans. As the funder of the design work, Sestran will be required to approve the Detailed and Technical Designs. Similarly, as the potential

provider of funding for 50% of construction costs, Sustrans will also need to review the designs to satisfy themselves that they can support the scheme. Both organisations have been closely involved throughout the evolution of the project and their continued support is anticipated.

On-going Work

5.8 The project team will continue to work with other Council services and key stakeholders to resolve outstanding details of the proposals: Several details require to be resolved through close cooperation with colleagues in other Council teams or services. These include:

5.8.1 Potentially acquiring land at the Travelodge site at the junction of Craigmillar Park/Lady Road to additional space to allow the proposed facilities for pedestrians and cyclists to be further improved;

5.8.2 Developing plans phasing arrangements and/or additional or replacement traffic signals at the major junctions;

5.8.3 Assessing the impact of the plans on trees along the route and developing plans to protect these where possible. Also plans for ongoing maintenance will be developed;

5.8.4 Progressing discussions on the proposed removal of a metal retaining structure currently situated on the wall to the east of Old Dalkeith Road, near the Aaron Lodge Guest House; and

5.8.5 Continuing engagement with Lothian Buses on the proposed relocation and closure of bus stops and the impact of the scheme on existing bus lanes.

6. Financial Impact

6.1 The design costs for this scheme are 100% funded by Sestran.

6.2 The overall construction cost estimate for the project is currently £2 million, including an allowance of 20% for contingency and risk.

6.3 Once the design is completed an application will be made to Sustrans' Places for Everyone funding programme, which is anticipated to provide 50% match funding for construction costs. The Council's funding for this scheme is expected to come from the Council's Active Travel budget allocation.

6.4 This report therefore sets out an expected Council capital expenditure of £1.000m. The loans charges associated with this over a 30-year period would be a principal amount of £1.000m and interest and expenses of £0.850m, resulting in a total cost of £1.850m based on an assumed loans fund interest rate of 4.386%. This represents an annual cost of £0.062m. Borrowing will be carried out in accordance with the Council's Treasury Management Strategy.

7. Stakeholder/Community Impact

7.1 An extensive public and key stakeholder consultation was undertaken between mid-October 2019 and November 2019 and a summary of the key issues arising from this is included in the Main Report. The full Consultation Report is provided in Appendix 1.

7.2 An Integrated Impact Assessment (IIA) for the project is currently being developed.

7.3 The proposals have received widespread public support and the public consultation has established that 83% of respondents either 'strongly support' or 'support' the proposals.

7.4 Follow-up online workshops will be arranged with key stakeholders who responded to the consultation, prior to the completion of Stage 3 of the project. These workshops will involve organisations such as Spokes, Living Streets and Bridgend Farmhouse Community Project. The purpose of the workshops will be to explain the design changes that were brought about as a result of consultation feedback and to discuss any further concerns with the design that the stakeholders might have.

8. Background Reading/External References

8.1 City of Edinburgh Council Active Travel Action Plan 2016

9. Appendices

9.1 Appendix 1 – Cameron Toll to Edinburgh BioQuarter Active Travel Route: Public Consultation Report (2020)

9.2 Appendix 2 - Visualisations of Pre-Consultation Design Proposals

9.3 Appendix 3 - Plans Showing Changes in Response to Consultation Feedback

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Cameron Toll to Edinburgh bioQuarter Active Travel Route

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Public Consultation Report

65200657

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Revision: [1]
Prepared For: The BioQuarter Partners

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Status / Revisions

Rev.	Reason for issue	Prepared		Reviewed		Approved	
02.03.20	Info	AM	10.01.20	GK	03.02.20	GK	26.02.20

Appendices

Executive summary

To encourage and support active travel along Old Dalkeith Road between Cameron Toll and Edinburgh bioQuarter, a design for a bi-directional segregated cycle way has been prepared. In order to gain feedback on the design proposals in advance of detailed construction design being progressed, thorough public consultation was undertaken.

Public consultation events occurred in mid-October 2019 at four different locations, three within the Edinburgh bioQuarter and one in Cameron Toll shopping centre. An online survey was live for a period of 6 weeks from mid-October 2019. The consultation events and survey were advertised through online articles, social media posts, and on the City of Edinburgh Council's webpage. They were also promoted through lamp-post wraps and a letter drop to surrounding residents and Community Councils. Emails were sent to staff working in locations where the consultation were occurring to encourage participation.

Verbal and written feedback was provided during the consultation and through the online survey. Results of this were generally positive, with respondents indicating the designs would encourage active travel and provide a safer route for cyclists. The overall support for the route was 73% strongly supporting, 10% supporting, 4% neither supporting or opposing, 4% opposing, 8% strongly opposing and 1% did not answer. Issues raised during consultation were on the reduction in bus lane, resulting in a longer journey time for drivers and bus users. Other concerns were that the lane is too narrow to be bi-directional in some areas along the route.

In response to consultation the design proposals have been updated to retain the northbound bus lane along Old Dalkeith Road by realignment of the cycleway into the Inch Park. Final designs will also retain the southbound bus lane on Craigmillar Park. To improve pedestrian and cyclist space along the route narrow sections have been redesigned to move pedestrians to one side of the carriageway and cyclists to the other. In addition, crossing points have been reviewed to ensure that priority and suitable space has been given to pedestrians and cyclists.

1   Introduction

1.1   Commission

Sweco was commissioned by the Edinburgh bioQuarter partners to design the 'Cameron Toll to Edinburgh bioQuarter' Active Travel route. The bioQuarter Partners comprise of NHS Lothian, The University of Edinburgh (UoE), Scottish Enterprise (SE), and The City of Edinburgh Council (CEC).

Active Travel route designs were approved by the partners and presented to the public through consultation events in four locations on four separate days. These events allowed members of the public to review designs, give verbal feedback, and written feedback on the route and via an online or paper questionnaire.

In addition to the public events, feedback was gained through various other forms of consultation as outlined within this report.

1.2   Background

The aim of the scheme is to increase the proportion of Active Travellers along the A7 corridor by significantly improving the quality of active travel infrastructure between Cameron Toll and Little France, and the wider surrounding area. The route with the consultation locations is shown in **Figure 1.1**.
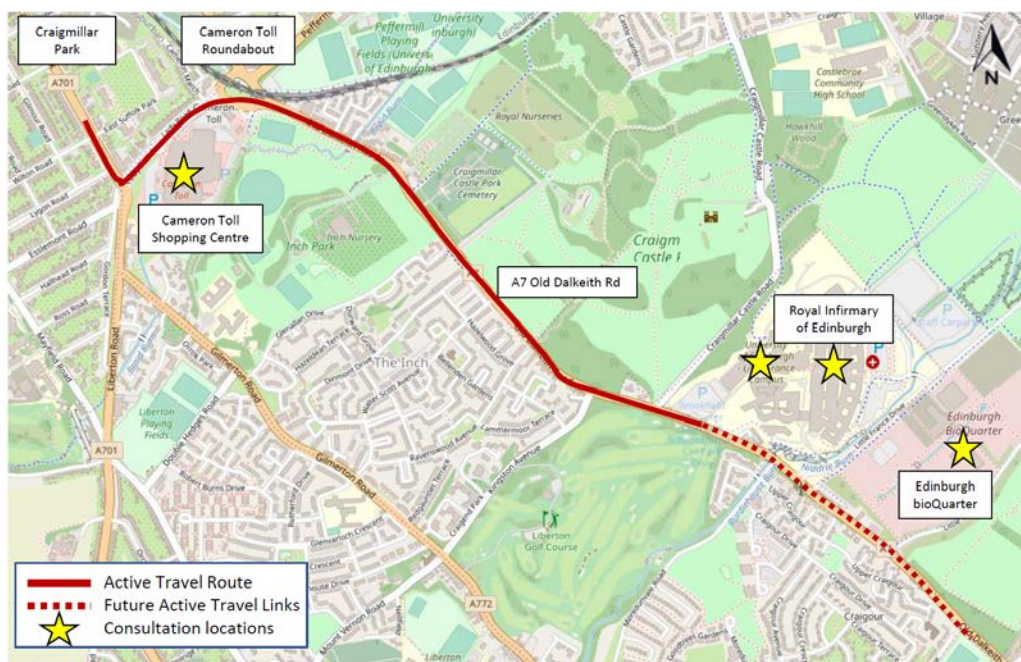
Figure 1.1- Proposed Active Travel Route and consultation locations

A detailed feasibility study was undertaken to evaluate the route options and design types such as shared use spaces or segregation, which was conducted in line with CEC's and Sustrans design guidance. The different route options and design types were evaluated against their impact on the different key user groups of; pedestrians (including disability groups), cyclists, public transport and motorists. A segregated

design was progressed along the length of the route and these design proposals can be seen in **Chapter 2** with layouts provided in **Appendix A**.

1.3 Report Structure

Following on from this introduction**, Chapter 2** provides more details of the design proposals**. Chapter 3** of this report will discuss the forms of consultation methodology. **Chapter 4** describes the methods of advertisement and promotion including that done online and offline. **Chapter 5** details the physical events, while **Chapter 6** focuses on the key stakeholders and engagement with them through the events and through separate consultation. **Chapter 7** discusses the online survey and **Chapter 8** gives further detail on the questionnaire. **Chapter 9** provides the results of the consultation including both verbal, written and questionnaire feedback. Finally, **Chapter 10** provides the design response following feedback.

2 Proposals

2.1 The Design

The design proposals are to create a segregated cycle-route along Old Dalkeith Road between Cameron Toll and Edinburgh bioQuarter, with further links along Lady Road, across Craigmillar Park and onwards to King's Buildings. The main objectives of the proposals are to:

1. Create a safe and attractive high-quality active travel route;
2. Provide enhanced pedestrian links and crossing points along the route;
3. Provide a segregated bi-direction cycle route, separating cyclists from traffic and pedestrians;
4. Enhance connection points to existing walking and cycling routes; and
5. Implement a high standard of design for cycle infrastructure.

These objectives are designed to enhance active travel as an attractive mode of transport along the corridor. The design was conducted following the principles of the Edinburgh Street Design Guidance (ESDG) and associated Factsheets which provide, amongst other things, technical details for active travel design. These principles aim to segregate the main three modes of transport of walking, cycling and motorised traffic.

Figure 2.1 below is an extract of the recommended cycleway design cross sections.
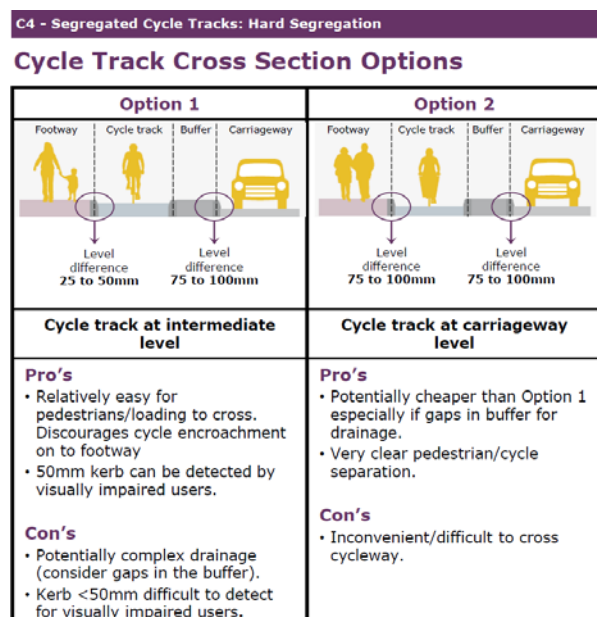
Figure 2.1 – ESDG – Factsheet C4 Extract

Current provision for walking along the route is limited, with narrow footways along one side of Old Dalkeith Road and isolated sections on the other. Pedestrian crossing points are largely informal and uncontrolled with priority given to vehicles. Cycling provision along the route is advisory cycle lanes and sections of northbound bus lane. The advisory cycle lanes varied in width, with sections below the absolute minimum of the guidance documents.

2.2 The Route

For consultation purposes the route was divided into two sections:

- Section A: Craigmillar Park, Lady Road, and Cameron Toll junction; and
- Section B: Old Dalkeith Road to bioQuarter.

Sections 2.3 and **2.4** provide detail on the design of each section and the concepts that informed the design. Included are seven visualisations which show design proposals overlaid on Google Earth images, along with the detailed design drawings for each section, which provide a more technical overview of the route. Designs outlined below are the original route designs as presented during consultation, these do not reflect design changes as a result of consultation.

2.3   Section A

This section covered the extents of the Craigmillar Park / Lady Rd / Esslemont Rd / Liberton Rd Junction, the Cameron Toll Junction and Lady Rd connecting these junctions.

Figure 2.2 shows the Craigmillar Park junction visualisation, with further detail of the design shown in a layout drawing, 120930-EBQ-SWE-CON-DR-02, shown overleaf.

Design Concepts as shown in **Figure 2.2**:

- New Toucan Crossing at Wilton Rd / E Suffolk Park Junction;
- New bi-directional cycleway connecting new toucan crossing to Lady Rd Mini Roundabout;
- Removal of bus stops providing more pedestrian space around Travelodge section; and
- Reduction in traffic lanes from 4 to 3 along Craigmillar Park & reduction from 2 lanes to 1 along Lady Rd.

Figure 2.2-View 1, Craigmillar Park / Lady Road / Esslemont Rd / Liberton Rd Junction

INSERT PDF 120930-EBQ-SWECON-DR-02

Figure 2.3 shows the Cameron Toll junction visualisation, with further detail of the design shown in a layout drawing, 120930-EBQ-SWE-CON-DR-03, shown overleaf.

Design Concepts as shown in **Figure 2.3**:
- New Toucan Crossing at Sharpdale Loan;
- New bi-directional cycleway next to existing footway; and
- New bi-directional cycleway through Sharpdale Loan grassed island.
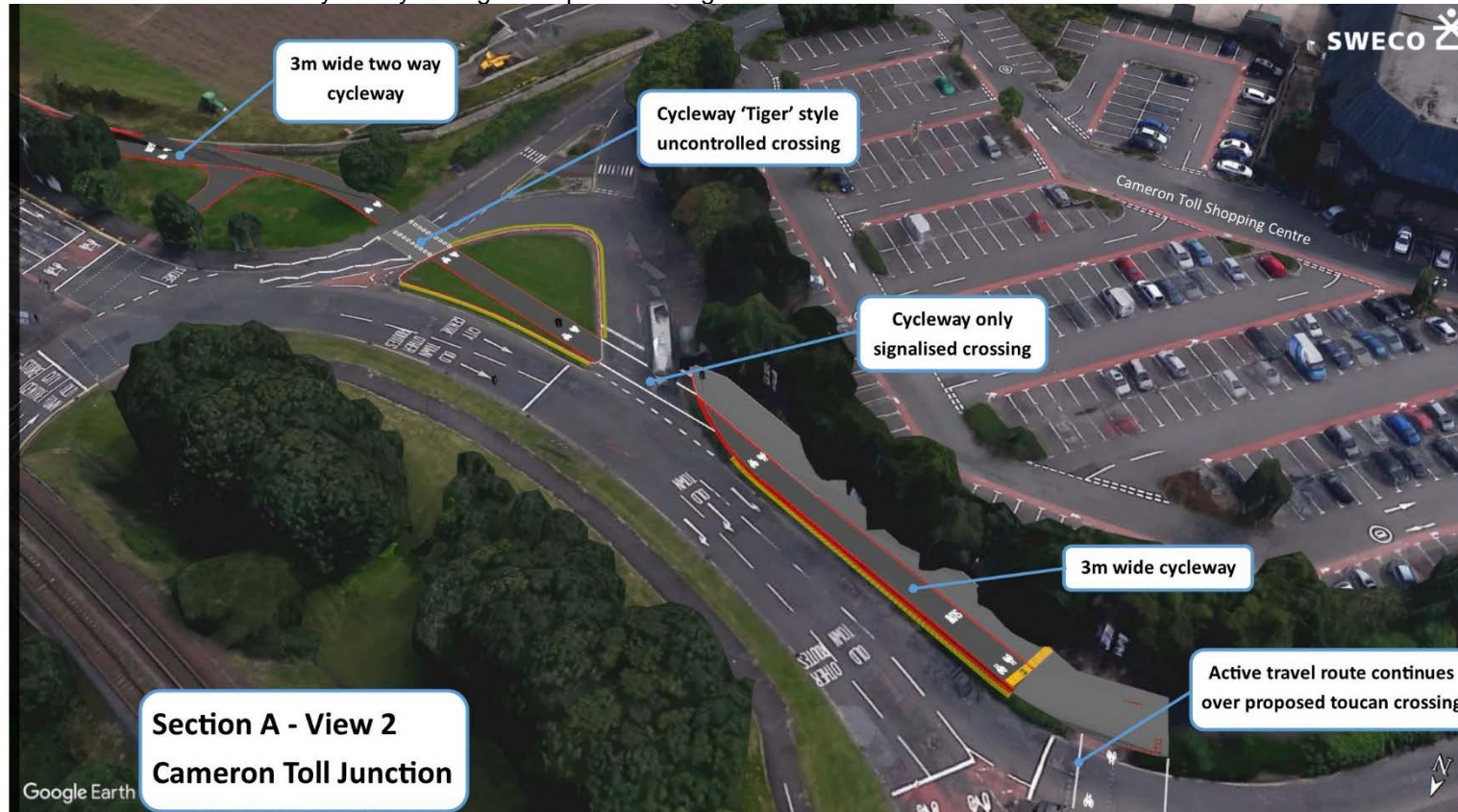
Figure 2.3- View 2, Cameron Toll Junction

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2.4 Section B

This section covered the main length of the route along A7 Old Dalkeith Rd from the Cameron Toll Junction to the bioQuarter.

Figure 2.4 shows the start Old Dalkeith Road visualisation, with further detail of the design shown in a layout drawing, 120930-EBQ-SWE-CON-DR-04, shown overleaf.

Design Concepts as shown in **Figure 2.4**:
- New bi-directional cycleway through grass section of Old Dalkeith Rd; and
- Enhanced pedestrian crossings with tactile paving where possible.

Figure 2.4- View 3, Inch Park

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Figure 2.5 shows the Craigmillar Castle Park Estate Cemetery visualisation, with further detail of the design shown in a layout drawing, 120930-EBQ-SWE-CON-DR-05 & 120930-EBQ-SWE-CON-DR-06, shown overleaf.

Design Concepts as shown in **Figure 2.5**:

- New bi-directional cycleway and footway alongside of Old Dalkeith Rd;
- New Toucan Crossing at CEC2 Core Path;
- New Floating Bus Stop;
- Reduction in traffic lanes from 3 to 2;
- Offline Cycleway and Footway along grass section around Walter Scott Ave Junction (See Drawing 120930-EBQ-SWE-CON-DR-06); and
- New Zebra and Tiger Crossing over Walter Scott Ave.
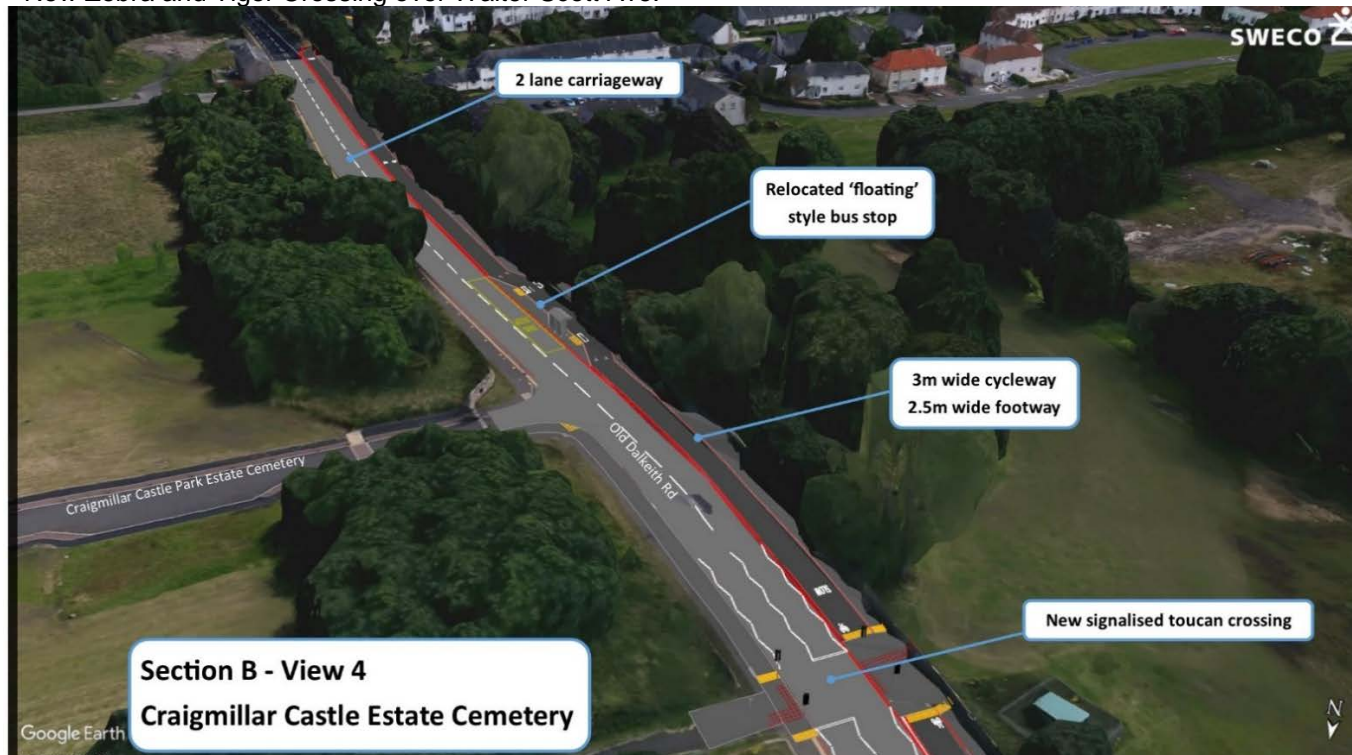
Figure 2.5- View 4, Inch Park

INSERT PDF 120930-EBQ-SWECON-DR-05

INSERT PDF 120930-EBQ-SWECON-DR-06

Figure 2.6 shows the Ravenswood Ave visualisation, with further detail of the design shown in a layout drawing, 120930-EBQ-SWE-CON-DR-07, shown overleaf.

Design Concepts as shown in **Figure 2.6**:
- New Toucan crossing adjacent to Ravenswood Ave;
- Improved access to Craigmillar Park; and
- New bi-directional cycleway and footway along Old Dalkeith Rd.

Figure 2.6- View 5, Ravenswood

Figure 2.7 shows the Kingston Ave visualisation, with further detail of the design shown in a layout drawing, 120930-EBQ-SWE-CON-DR-07, shown overleaf.

Design Concepts as shown in **Figure 2.7**:
- New bi-directional cycleway and footway along Old Dalkeith Rd;
- New Floating Bus Stop;
- Upgrade existing signalised crossing to Toucan Crossing; and
- Improve Pedestrian crossing points.

Figure 2.7- View 6, Kingston Avenue

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Figure 2.8 shows the Craigmillar Castle Rd junction visualisation, with further detail of the design shown in a layout drawing, 120930-EBQ-SWE-CON-DR-08, shown overleaf.

Design Concepts as shown in **Figure 2.8**:
- New bi-directional cycleway and footway along Old Dalkeith Rd;
- New Zebra and Tiger Crossing over Craigmillar Castle Rd;
- Remove sub-standard Bus Stops at Craigmillar Castle Rd Junction;
- Upgrade Signalised Crossing at Little France Cres to toucan crossings; and
- Link Active Travel route into bioQuarter development.
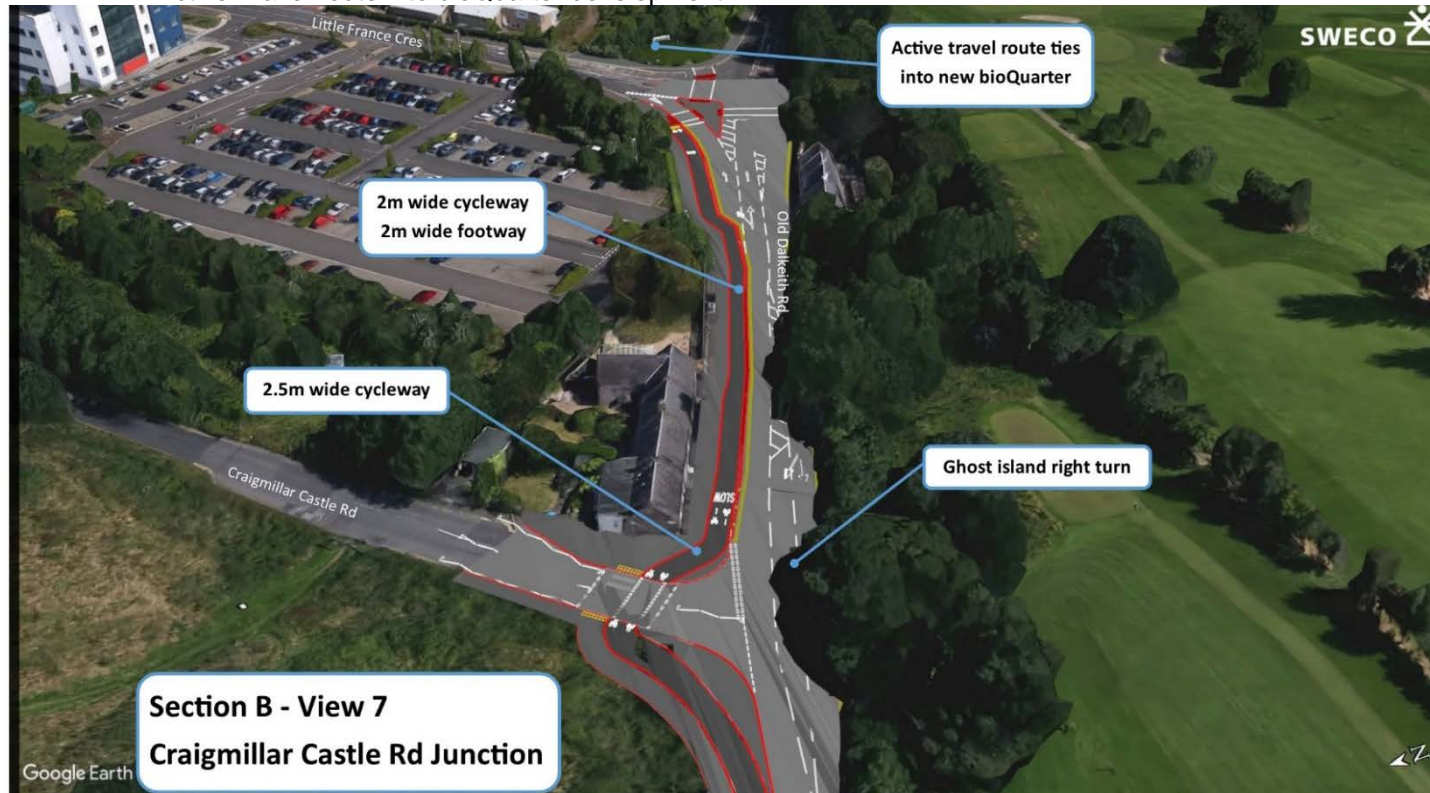
Figure 2.8- View 7, Craigmillar Castle Road

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3   Forms of consultation

To ensure a broad spectrum of people were reached during consultation, various forms were undertaken, providing opportunity for higher levels of feedback. **Table 3.1** summarises the consultation methods undertaken.

	Drop in events Drop-in events were undertaken at locations along the route. These occurred at the end of October 2019 and were in the Royal Infirmary of Edinburgh, University of Edinburgh Medical School, Cameron Toll shopping centre and Building Nine in the Edinburgh bioQuarter. Verbal and written feedback was collected at these events.
	Stakeholder Outreach Key groups were approached to provide specialist and local knowledge, giving feedback on the route design. More detailed feedback was received from, Spokes, Living Streets, Paths for All, Inch Community Education Centre and Lothian Buses. Local community Councils were asked to attend events and provide feedback on the design.

Meetings with Key Stakeholders

Meetings were arranged with key stakeholders to gain feedback on the design. Meetings were arranged with Lothian Buses, Edinburgh Buses User Group and Bridgend Farmhouse.

Letter Drop

Over 150 letters were distributed to residents living along the route, inviting them to the public consultation events and inviting them to view design and provide feedback through the website.

The website and events were also publicised through lamppost wraps along the route.

Emails with event and website details were sent out in an email to staff working in Edinburgh bioQuarter.

Online Consultation Hub

The scheme was advertised and publicised though the City of Edinburgh Councils website and through their online Consultation Hub.

Cameron Toll to bioQuarter Cycling and Walking Route

Overview

The City of Edinburgh Council, University of Edinburgh, NHS Lothian and Scottish Enterprise are working together to improve cycling and walking between Cameron Toll and Little France – a key route connecting Cameron Toll Shopping Centre and all the facilities at Edinburgh bioQuarter including

Closed 25 Nov 2019
Opened 14 Oct 2019

Contact

		Social Media
		Social Media posts were published through The City of Edinburgh Council's Facebook and Twitter pages with paid campaigns. It was also shared by key stakeholders such as Spokes.
?		**Online Survey** A total of 490 responses were received through the project online survey, over a six-week period from 15th October to 25th November 2019.

Table 3.1: Forms of consultation

Sweco UK Limited
Grove House
Mansion Gate Drive
Leeds, LS7 4DN
+44 113 262 0000

2888385
Leeds

www.sweco.co.uk

Sweco UK Limited
Sweco 2nd Floor Quay 2
139 Fountainbridge
Edinburgh, EH3 9QG
+44 131 550 6300

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4 Advertising and promotion

To ensure the campaign received maximum awareness and feedback was gained by a variety of user groups, the events were advertised through several channels. Methods of advertising and promotion included; letter drops, social media, news articles, online webpages, lamp post wraps and organisational emails.

The primary focus was to gain feedback from those currently travelling along the route on a regular basis.

4.1 Social Media

Social Media campaigns were ran promoting the consultation and various events. The City of Edinburgh Council used their Facebook and Twitter feeds to generate awareness. Within the Council's social media posts, an online link to the detailed route information and space to provide detailed feedback. The opportunity to give feedback online provided an easy and fast option for those unable to attend events. An example of one of the social media posts in shown in **Figure 4.1**.

Figure 4.1- Example of a Facebook promotional post

Paid campaigns on Facebook and Twitter ensured a wide audience reach. The post was repeated throughout the consultation period to maintain momentum. The social media campaign was successful and engaged around 2,500 people, who clicked through to the consultation webpage. **Figure 4.2** shows the stats for Facebook and Twitter.
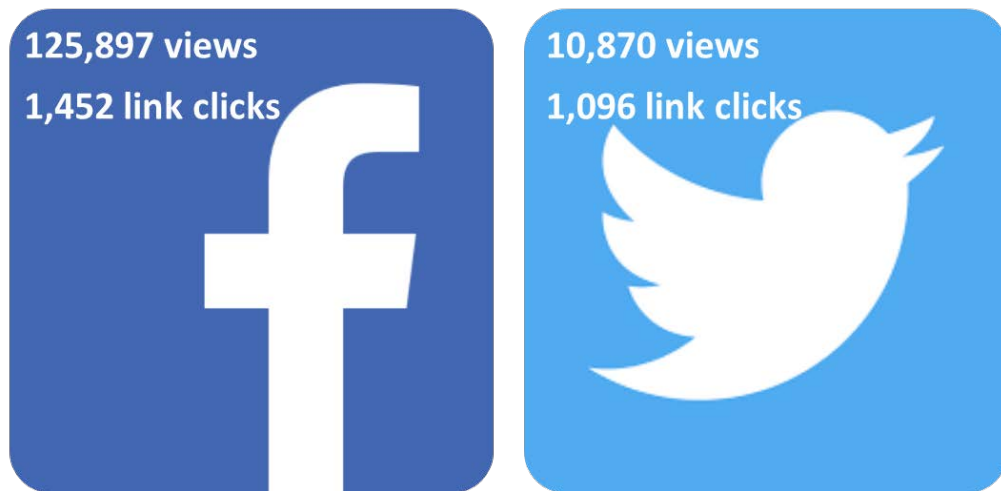
Figure 4.2- Social media hit rates

The social media campaign had a much further reach than this as it was shared and promoted through other sustainable and cycling related groups, for example Spokes, produced a social media post to advertise the events further.

Information and example posts were supplied to each consultation host to enable them to create their own social media posts.

4.2 Online articles

The consultation was advertised as a news item with online articles produced by The City of Edinburgh Council, through Cameron Toll's webpages and through other local online news providers.

The City of Edinburgh Council has an online Consultation Hub. Within the consultation hub there are pages for proposed schemes within Edinburgh, for which 'Cameron Toll to bioQuarter, Cycling and Walking route' was one. The hub is dedicated to advertising consultation events within Edinburgh, giving details and providing space for feedback.

The active travel route was detailed within the Council's consultation hub, with consultation events publicised. The online questionnaire could be accessed through the link allowing design comments from those unable to attend the public events.

The web address for the schemes page on the consultation hub is: https://consultationhub.edinburgh.gov.uk/sfc/ebqconsultation/

Active travel forums and groups are a key way to advertise to potential users of the route. Spokes Edinburgh is a voluntary organisation committed to improving the cycling

infrastructure within the city. Spokes publicised the consultation events through their webpage as well as their social media channels. Other active travel forums such as CityCyclingEdinburgh publicised the event.

4.3 Letter drops

To increase exposure to key groups along the route letter drops was undertaken, inviting people to the events and providing them with a web address to the online consultation. People living along the route and community groups in the local area were considered important as the main users of the route, with good local knowledge.

The letter drops targeted the following groups; Local Community Councils, residents living along the route, people regularly using the route and staff and students working in Edinburgh bioQuarter and Cameron Toll.

The local Community Councils that were invited during the letter drop were:
- Craigmillar;
- Gilmerton & Inch;
- Grange & Prestonfield;
- Liberton & District; and
- Danderhall & District.

Community Councils were viewed as important stakeholders as they represent different local communities and can provide valuable local insights. These community councils received their invitation letter via email. The same letter was delivered by hand to properties along Old Dalkeith road and Lady road including Bridgend Farmhouse. A copy of this letter can be seen in **Appendix B**.

4.4 Lamppost Wraps

Physical adverts were produced in the form of lamp post wraps along the route. Lamppost wraps gave the web address to view design and event details as well as giving feedback. An example of a lamppost wrap is shown in **Figure 4.3**, and is shown in **Appendix C**.

Figure 4.3- Lamppost wrap on proposed active travel route

4.5   Organisational emails

Organisations hosting events were provided with an email providing an overview of the project, details of consultation events and a link to the online webpage. This email was drafted to create consistency between the venues and ease, as it was able to be directly sent out to staff and students working within the organisations. A copy of this email is provided in **Appendix D**.

5 Consultation Events

5.1 Locations

Four public consultation events were held over a week in October 2019, inviting members of the public and local Community Councils to view proposals and provide feedback. Event details are shown in **Table 4.1** with locations shown in **Figure 1.1**.

Venue	Date	Time
Royal Infirmary of Edinburgh – Main Mall	Wednesday 16th October 2019	11am – 6pm
University of Edinburgh Medical School, Edinburgh bioQuarter- Chancellors Building	Thursday 17th October 2019	11am–4.30pm
Cameron Toll Shopping Centre- Outside EE	Saturday 19th October 2019	11am – 4pm
Building Nine, Edinburgh bioQuarter	Tuesday 22nd October 2019	11am – 6pm

Table 4.1- Consultation event details.

Two staff members from Sweco and one from The City of Edinburgh Council were present at events to discuss proposals, answer any questions and gain verbal feedback.

5.2 Material

Display

Seven 'views' of the proposed route, with layout drawings and an overall route map were displayed on boards and on a table. The exact set up varied between events but an example of the information presented can be seen in **Figure 4.1**.

Figure 4.1-Building 9 public consultation display

Post-it notes were provided for members of the public to give feedback for specific parts along the route. Posters of 'views' gave the link to online consultation pages. **Figure 4.2 – 4.8** shows pictures from the consultation events.

Figure 4.2- Royal Infirmary consultation event

Figure 4.3- Building nine consultation event

Figure 4.4- Royal infirmary consultation event

Figure 4.5- Royal Infirmary consultation event

Figure 4.6- Chancellors building consultation event

Figure 4.7- Cameron Toll consultation event

Figure 4.8- Chancellors building consultation event

5.3   Responses

The consultation events were an opportunity to discuss and answer questions on the route design.   Attendants who gave feedback verbally and after via on online questionnaire provided valuable information.   Respondents were better informed and had had the opportunity to talk through any queries with the route design team. Full detail of responses received is provided in **Chapter 10**.

6 Key Stakeholders

This chapter details the key stakeholders that were involved within the consultation process. It was recognised that key stakeholders, would have more detailed feedback and it was vital to ensure their concerns were noted and considered when reviewing the design proposals. Meetings were held with or more detail feedback requested form these key stakeholders.

6.1 Lothian buses

There was early engagement with Lothian buses during the concept design proposals. Further verbal discussions were held with Lothian buses on 22nd October to discuss the proposals. Lothian buses provided valuable feedback and was an important consultee due to the proposed removal of some sections of bus land and stops.

Feedback from Lothian buses was generally positive, recognising the positive impact of active travel however they did want to ensure public transport was considered as part of this. More detailed feedback is discussed in **Chapter 9**.

6.2 Edinburgh Bus User group

Similarly, to Lothian Buses, the Edinburgh Bus User group was met with on the 5th November 2019, to discuss the design impact on the bus network. Results will be discussed further in **Chapter 9**; however, the feedback was ensuring adequate access to bus stops was maintained and that Bus Lanes along the route where maintained.

6.3 Bridgend Farmhouse

Bridgend farmhouse is a community owned organisation along the route. They are a key part of the local community and have in-depth knowledge and insights valuable to the consultation process.

Figure 6.1 shows Lamppost Wrap outside Bridgend Farmhouse entrance.

Figure 6.1- Bridgend Farmhouse

A meeting was arranged to discuss proposals on 13th November. Feedback from this was around improved crossing provision at the Inch Park Access to the Farmhouse, such as a signalised crossing. More detailed responses will be discussed in **Chapter 9**.

6.4   Other key **stakeholders**

Detailed written feedback was requested from Active Travel specialists. Organisations that provided feedback were:

- Spokes;
- Lothian Buses;
- Living Streets; and
- Paths for All.

Consulting with these groups was valuable due to their experience and expertise in the field. By gaining feedback from both walking and cycling groups it ensured both cyclists and walkers were represented in the feedback. Organisations were also able to give feedback through the online consultation survey.

7   Online Survey

An online survey provided opportunity for those unable to attend the consultation events to view design proposals and provide feedback. The survey also allowed people who had attended the events time to consider the proposals and provide feedback when it suited them.

Design proposals were published online with links to the seven 'views' to demonstrate the changes. These seven 'views' were presented as sliders with the original road layout and the proposed changes. The slider could be dragged across the image allowing alterations to be easily seen and understood. View one is shown in **Figure 7.1** as an example.

Figure 7.1- View one sliding image

Slips of paper with the website address and QR code were handed out allowing people unable to stop or that wanted to look through the proposals again, to do so online.

After viewing proposals, people were then able to answer an online survey about the proposed route, with links to view proposals as the survey was being completed. The survey was divided into two points to allow more detailed and specific feedback.

The survey included various comment boxes. This design was chosen as often comment boxes allow for more in-depth responses, highlighting key points and providing good local knowledge.

The online survey allowed organisations to provide feedback. Organisations that provided feedback through the survey were:

- Edinburgh Clinical Trials Unit;
- Edinburgh Trams Ltd;
- NHS Lothian;
- Sustrans;
- Craigmillar Park Association;
- NHS/ Unison;

- Edinburgh Bus user group;
- Bridgend Allotments Association;
- Edinburgh University Students' Association;
- East Suffolk Park Residents Association;
- Clockworkdoorbell;
- Perth and Kinross Council;
- Edinburgh Access Panel;
- Drivers United;
- Transition Edinburgh; and
- Transport for Edinburgh.

A copy of the online survey is provided in **Appendix E**.

The detailed design and online survey could be accessed via the link: www.edinburgh.gov/ebq

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8 Questionnaire

The questionnaire was developed to get more detailed and anonymous feedback. The questionnaire was provided as a hard copy which could be done during the public consultation events or completed and returned later in the day or to staff at a different consultation event. As well as physical copies, the online survey was available. A link to the webpage to access the online survey was provided on the physical questionnaire as well as on display poster and slips of paper to be taken away.

The first page of the questionnaire asks for general feedback and personal information such as, proximity of home to the route. After, detailed feedback on design is requested in two sections:

- Section A: Craigmillar Park, Lady Road, Cameron Toll; and
- Section B: Old Dalkeith Road to bioQuarter.

Questions in each section ask for opinions on different design elements as well as providing several opportunities for written comments, which can often be the most valuable when examining results. Images with commentary on the proposed changes was provided at relevant points within the questionnaire, to allow for a better quality of response.

A copy of the full paper questionnaire is provided in **Appendix F**.

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9 Results

9.1 Verbal feedback

The public consultation events were well attended, and they provided valuable in understanding where concerns were on the route and gave an overall impression of level of support for the route. Verbal feedback received at consultation events was predominantly positive. Feedback from events in the Edinburgh bioQuarter was mainly from staff and students, who were happy with the route design and expressed how valuable the route would be.

Positive feedback received was mainly based around the segregation of cyclists from both traffic and pedestrians. There was a high level of support with members of the public requesting similar plans to be made around the city.

Verbal feedback from the event at Cameron Toll raised more concerns. This is attributed to there being a higher proportion of drivers and public transport users.

The main issue raised in public consultation was the removal of bus lanes along the route leading to increased journey times.

9.2 Survey results

There were 490 responses to the online survey, which was live for a period of six weeks from 15th October to 25th November 2019. The responses are summarised below with the full questions and response numbers provided in **Appendix G**.

The route was split into two parts to get feedback on specific sections. Feedback was gained on the overall proposals and then the two sections individual sections. **Figure 9.1** shows how the route has been divided.
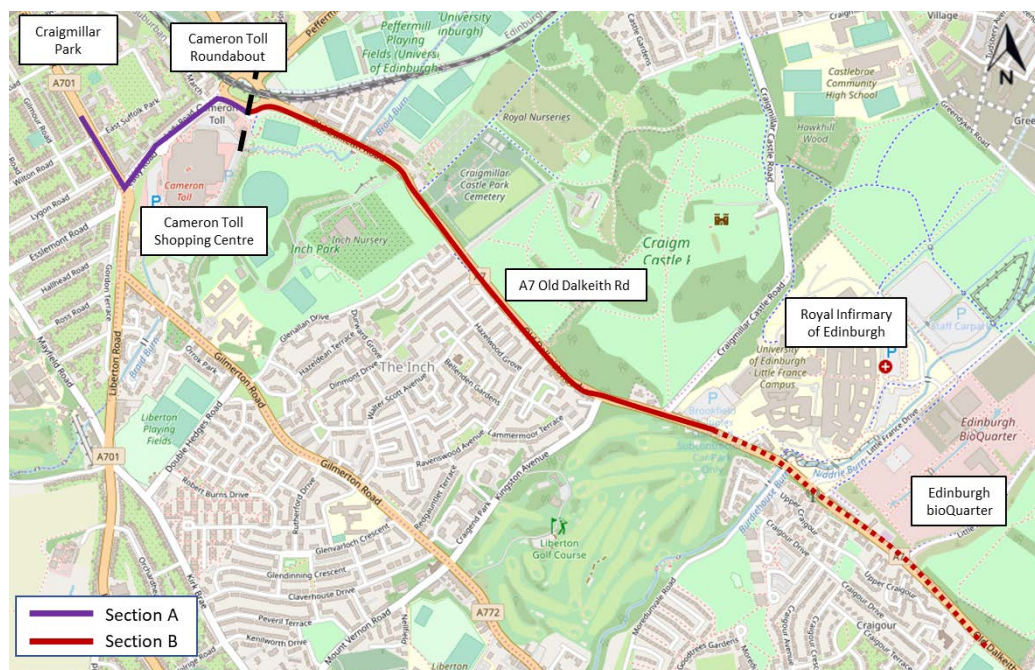
Figure 9.1- Route split for consultation.

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As shown in **Figure 9.1**, Section A included Craigmillar Park, Lady Road and Cameron Toll (Views 1 & 2 in **Appendix A**) Section B included Old Dalkeith Road to bioQuarter (Views 3-7 in **Appendix A**).

<u>Overall project</u>

The following questions are regarding the support of the overall plans.

56% of respondents were male, 34% female, 1% other gender identity and 9% either didn't answer or indicated they'd prefer not to say. Due to the small sample sizes for 'other gender identity', conclusions cannot be drawn from these results. **Figure 9.2** shows the overall design response based on gender.
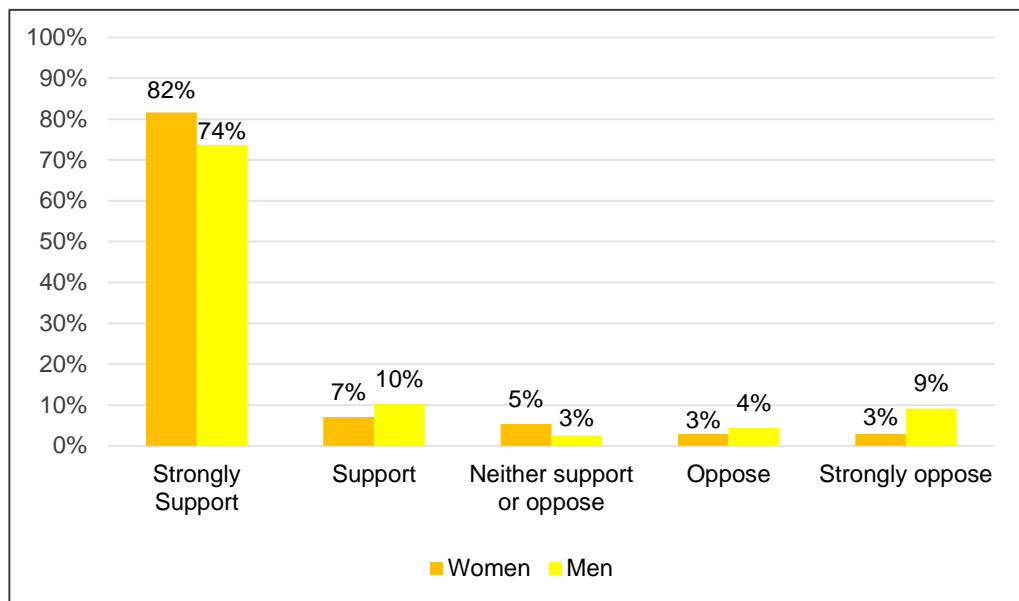
Figure 9.2- Support for the route based on gender.

As shown in **Figure 9.2** woman were generally more supportive the route more than men with 8% more woman strongly supporting designs.

Figure 9.3 shows the percentages for each age group that support or strongly support the overall design. The majority of respondents were in the age group 35-44 followed by 25-34.
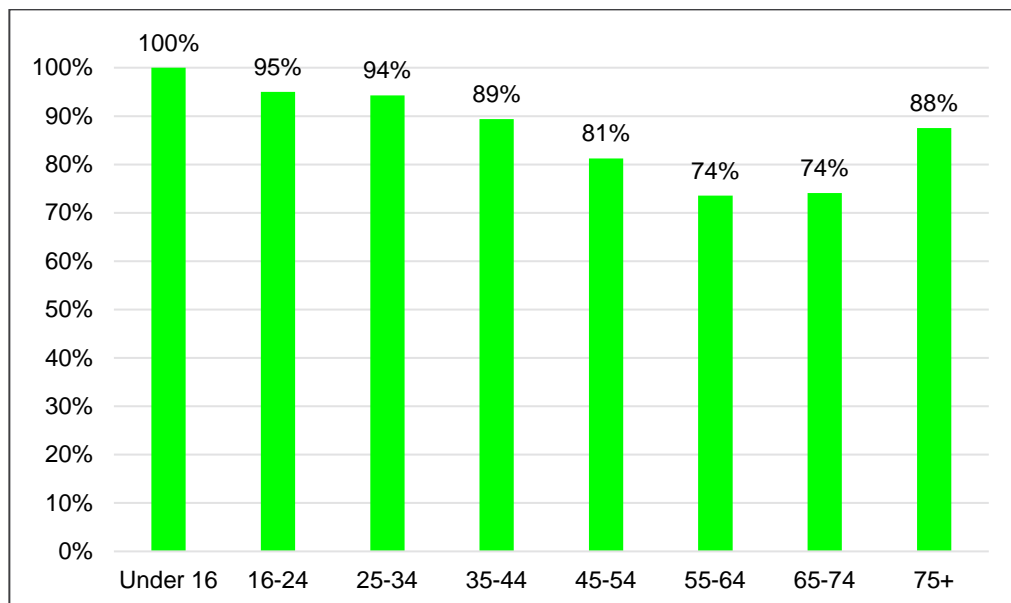
Figure 9.3- Proportion of each age range that strongly support or support the overall design.

The results from **Figure 9.3** show the general trend of younger respondents having a higher level of support for the route, with support decreasing with age until the final age bracket of 75+, where support grows again. **Table 9.1** shows overall project support by mode of transport currently travelling along the route. This demonstrates a disproportionate number of responses from cyclists, with them making up 51% of the respondents. Although this is not truly representative, it is important to have a high level of representation from those most likely to use the proposed route.

Mode of Transport	Strongly Support	Support	Neither support or oppose	Oppose	Strongly oppose	Proportion of total responses
Bus	56	11	10	7	11	20%
Car (driver)	57	10	2	6	16	19%
Car (passenger)	6	0	0	1	1	2%
Cycle	202	26	5	5	7	50%
Motorcycle	1	0	0	0	0	0%
Other	4	0	1	0	1	1%
Taxi	1	0	0	0	0	0%
Walk	24	1	1	1	2	6%
Unknown mode	9	1	1	0	0	2%
Total	351	48	19	20	38	100%

Table 9.1- Overall project support by mode share along route.

Overall consultation received positive feedback with 73% of respondents strongly supporting the scheme and 10% supporting. Taxi and Motorcycle users only had one

response each and these were both strong supports. After these, active travellers along the route gave the most positive feedback for the project with 82% and 83% in strong support from cyclists and walkers respectively.

Respondents were asked to briefly explain their position. There were 414 responses with 342 of these being positive, 53 being negative and 19 explaining their lack of support or opposition.

Positive responses focus mainly on the improved safety of the route, with many comments suggesting the current route is intimidating and feels dangerous. Other positive responses suggest the design proposals would encourage the respondent to start walking or cycling along the route.

Negative responses focus around the reduction of bus lanes. Comments predominantly focus on the loss of lane space and the impact on drivers and bus users. Other comments suggest the requirement for the project to be extended to surrounding routes such as Dalkeith Road and through Gilmerton.

The question was asked "Do you think there are any local community spaces or locations on the route which could benefit from additional placemaking or landscaping?". 14.5% of respondents did not answer, 44.5% said no and 41%, yes. Suggestions for placemaking include directional signage to Inch Park and Craigmillar Castle. More general comments suggested increasing green space where possible along route.

Final questions asked for further comments on design. It is clear by some of the comments that the design is not fully understood, e.g. respondents thinking segregation will just be painted lines, this is expected to have skewed the results unfavourably.

Other comments included the request for more cycling facilities at EBQ, assurance that ambulances would be able to get through the traffic, streetlight reflectors requested on trees and concerns over the number of crossing points.

Section A

Section A covers Craigmillar Park, Lady Road and Cameron Toll.

There were 401 comments on aspects of the design respondents liked and 308 on aspects of the design they would change. Positive feedback on the route overwhelmingly relates to the segregation of cyclists from traffic and the improved safety as a result.

Main concerns raised by commenters on the design include:

- Lane width for bidirectional cycle route;
- The topography causing a difference in speeds cyclists will be travelling in opposing directions;
- Too many crossing points;
- Increased congestion on the road network;
- Requirement for plans to be extended; and
- Route crossing across Cameron Toll carpark.

Further questions examine the level of support for different design aspects. **Figure 9.4** shows the percentage of respondents that either support or strongly support each aspect.
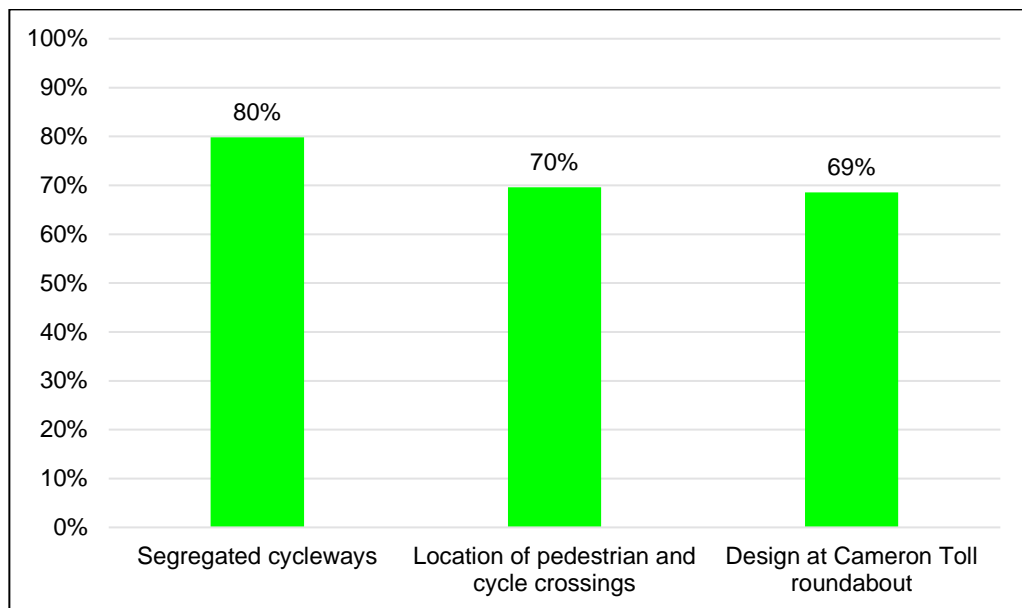
Figure 9.4- support for each design aspect, Section A.

Figure 9.4 shows the segregation of cycleways is the design aspect with the highest level of support. The location of crossing points and the design of Cameron Toll roundabout received less support, however, have a good level of support at 70% and 69% respectively.

Segregated cycleways are generally considered a positive proposal, creating a safer route option. Negative comments raise concerns over lane width and the level of use the cycle path will get. A few negative comments requested further segregation than just paint, this suggests they did not fully understand design proposals.

Comments on the Cameron Toll roundabout have positive comments about safety and the improvement on the current layout. Concerns raised surround the crossing points and confusion on the operation of these. Lack of cycling infrastructure to gain access to Dalkeith Road was highlighted as an issue. Further comments request more priority given to cyclists and issues with traffic flow.

Section B

Section B covers the main corridor of the Active Travel Route along A7 Old Dalkeith Road from the Cameron Toll junction up to bioQuarter.

There were 352 comments on aspects of the design respondents liked and 266 on aspects of the design they would change. Positive comments on the route included:

- Good retention of trees;
- Segregation from cars;
- Increased safety;
- Additional crossing point; and
- Respondents particularly liked designs shown in view 3 and 4.

Safety issues were raised concerning Craigmillar Castle Road junction. The route leading to the junction is on a gradient meaning bicycles will be travelling at speed.

Respondents were concerned that cars turning into the junction would not see or stop for bicycles crossing.

Several respondents suggested directing the route through Inch Park to maximise segregation for user groups.

Further suggested changes echo points previously raised in the survey concerning lane width, number of crossing points and retention of bus lanes.

Aspects of the design in section Bs level of support is shown in **Figure 9.5**.
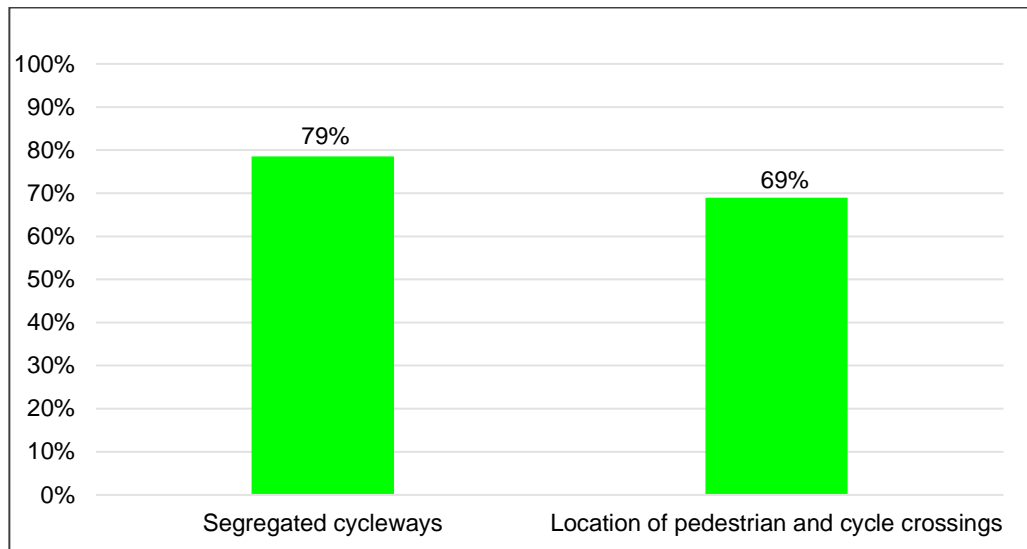
Figure 9.5- support for each design aspect, Section B.

Support for design aspects in section B show similar support levels as in section A. There is a small decrease in level of support in section B.

Comments from respondents that supported the design in section A but not section B mainly focus on lane width and there is a concern it will make conditions worse for cyclists that wish to cycle on the road still.

9.3 Responses from meetings

Meetings were held with three key stakeholders' and responses were overall positive, some key points highlighted were:

Lothian Buses- During Public consultation at drop in event on 22nd October 2019.

Lothian Buses commented that the route currently functions with few delays for bus movements. However, it was emphasised that the loss of sections of bus lane could adversely change this. It was requested that the project design team gave this further thought in order to mitigate this concern. The proposed changes to the bus stops did not currently raise any concerns.

Edinburgh Bus User Group- CEC Offices 5th November 2019

The user group highlighted concern on the loss of any bus lane provision along a key route. They requested that thought be given to how different user groups of pedestrians and cyclists interact at the stop locations.

Bridgend Farmhouse- 13th November 2019

They welcomed improved active travel along the route and wanted to see improved pedestrian and cyclists crossing facilities from the Inch Park side of the Old Dalkeith Road to the Bridgend Farmhouse side.

9.4 Written responses

Written responses collected on the day during public consultation and from relevant organisations provided more detail on specific route sections. There were an additional four email responses. Written responses during public consultation were written on post it notes and attached to drawings of the route.

Organisations that gave more detailed support were:

Spokes

Spokes supported the proposals to create a segregated path on this route, especially due to the high volume of traffic on this route during peak hours.

Spokes did however, express a preference for uni-directional lanes on either side of the road rather than a bi-directional cycleway.

The width of the path was raised as causing potential conflicts at the narrowest points.

Paths for All

Paths for all supported the development of the active travel route, highlighting the importance of transport mode hierarchy of walking, cycling, public transport for everyday journeys, over private car trips.

A particular point raised was to ensure walking is given sufficient emphasis alongside cycling.

Living Streets

Living Streets Edinburgh raised three main points of issue these were:
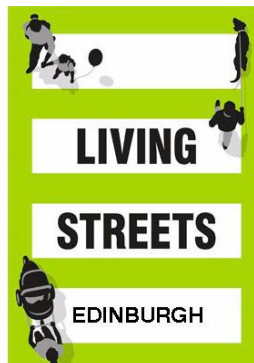
▪ Concerns with conflicts between cyclists and pedestrians around the bus stops;

▪ Concerns with path width at the paths narrowest points; and

- The utilisation and divide of space between cyclists and walkers.

Lothian Buses

Verbal feedback was provided during a meeting with Lothian Buses. As well as this verbal feedback, a written response was provided. This written response highlighted that public transport is an important part of sustainable travel and wanted to ensure bus priorities in the design.

Lothian Buses objected to the removal of the southbound bus lane on Craigmillar Park but had no issues with reducing the length of the northbound bus lane.

Lothian buses raised no objection to the removal of bus stops at Craigmillar park, however raised concern about the loss of bus lane, especially northbound along Old Dalkeith Road.

Inch Community Education Centre

Inch Community Education Centre supported the development of active travel along the route, it is written "From the perspective of Inch residents, the significant improvement provided by this route is urgently needed"

Off-road sections are specifically highlighted as an important addition.

The Community Centre highlighted that the reduction of the bus lane on Old Dalkeith Road might have a negative impact on travel and suggested retaining this. They also highlighted that additional active travel links in the area would be welcome.

10 Design response

Following the consultation events and the closure of the online questionnaire an analysis of the design was conducted. This analysis centred around providing improvements to the route based on feedback provided during consultation. The main aspects of the design review included:

- Analysis of opportunity to retain southbound bus lane on Craigmillar Park;
- Analysis of widths along Old Dalkeith Road to retain the northbound (NB) bus lane;
- Analysis of crossing points and access points for cyclists and pedestrians along the route; and
- Reducing potential conflict between cyclists and pedestrians.

10.1 Section A

The design of the Active Travel route at the Craigmillar Park / Lady Rd / Liberton Rd / Esslemont Rd Junction is to be reviewed to ensure an adequate allocation of space for all user groups. Further design reviews are be conducted and discussed with all key stakeholders. Design review will ensure the retention of the southbound bus lane on Craigmillar Park.

The signalised crossing at Sharpdale Loan has been upgraded to ensure pedestrians and cyclists can cross safely. This has been achieved by providing a segregated footpath and cyclepath at this location, which will reduce the potential conflict between these different user groups. The updated design is shown in **Figure 10.1**.
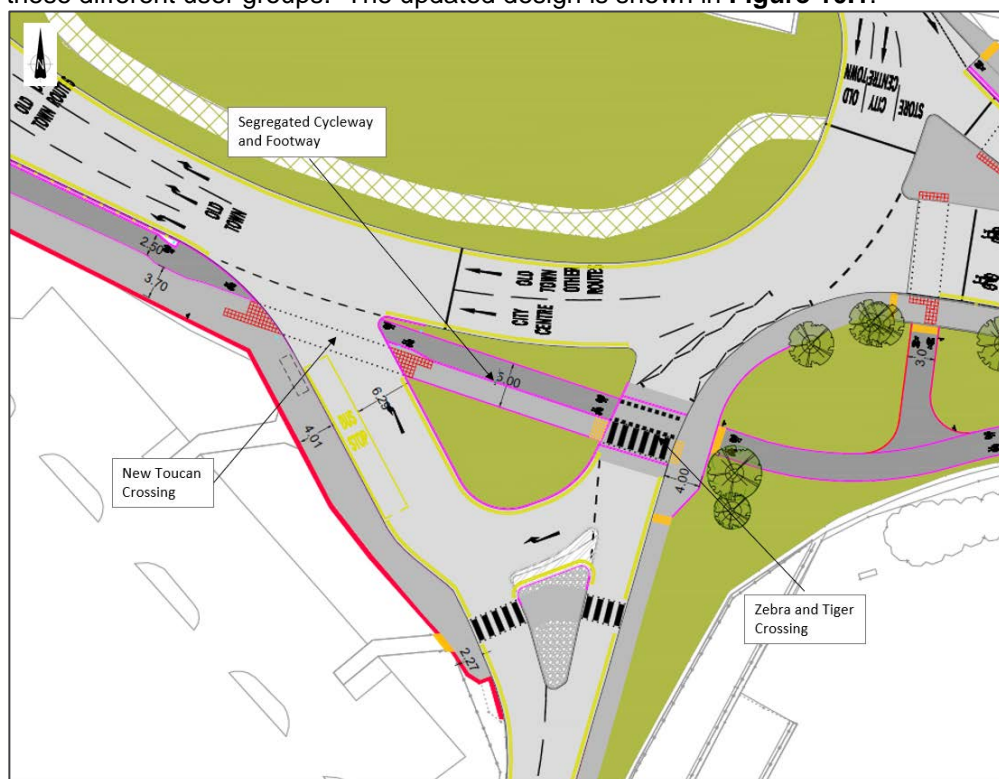
Figure 10.1 - updated design showing upgraded segregated crossing

10.2 Section B

To address concerns raised during consultation on the loss of bus lane provision, the route proposals have been altered to ensure the bus lane is retained where possible.

To retain the northbound bus lane along Old Dalkeith Rd from the Inch Park Access up to the recycling centre access a new alignment of the route was created. This route will utilise the council land available within the Inch Park. This new alignment would increase the length of the 'offline' section of cyclepath over the Inch Park Access Road and re-joining with Old Dalkeith Road at the proposed signalised crossing point. This design would retain the bus lane around the bend at the junctions to the Inch Park and Bridgend Farm. This section would also include reallocation of the lane widths within the carriageway, removing the cycle advisory lane and widening the footway on the south side, which is currently incomplete up to the bus stop.

To retain the northbound bus lane from the proposed signalised crossing point up the Walter Scott Ave junction, the design has been altered and the muddy path on the west side will be turned into a bi-directional cycle way. Pedestrians will continue to walk on the eastside.

The updated design showing the sections of retained bus lane are shown in **Figure 10.2**.

Figure 10.2- updated design showing retained bus lane

Due to the restricted available space along Old Dalkeith Rd, between Ravenswood Ave and Kingston Ave, the widths of the footway and cycleway were at the minimum allowed. Concerns were raised during public consultation about potential conflicts between cyclists and pedestrians. To account for this the cycleway has been relocated to the north/east side and the footway (pedestrian space) on the south/west side has been widened to provide both user groups suitable space. The amended layout of the route is shown in **Figure 10.3**.
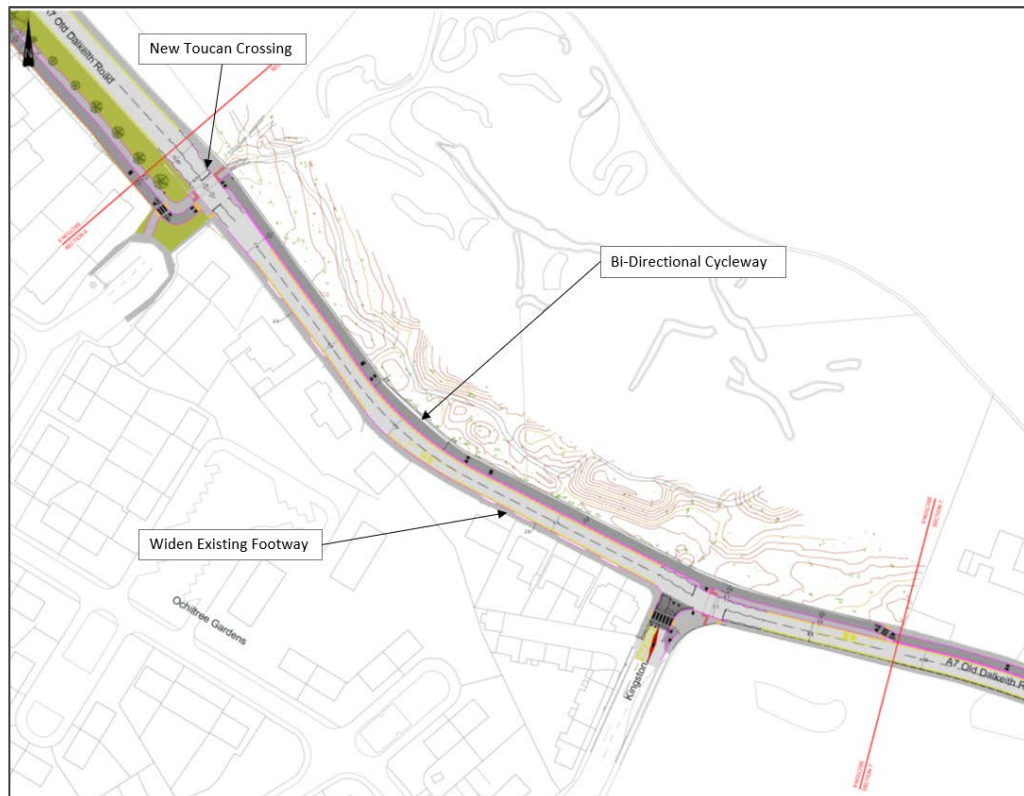
Figure 10.3- new wider route section

In addition, a review of the route has been conducted to ensure that there will be suitable access points to the active travel route at the junctions and other pedestrian link points. This will allow for improved permeability onto the route for both commuters and recreational users of the route.

Following the review, the layout drawings for the route were updated to reflect these changes and a draft initial layout of this can be found in **Appendix H**.

Appendix A – Original route drawings

Appendix B – Consultation invite letter

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Appendix C – Lamp Post Wrap Image

Appendix D – Email to Staff

Appendix E – Online Questionnaire

Appendix F – Paper Questionnaire

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Appendix G – Summary Questionnaire Response Numbers

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Appendix H – Updated DRAFT Route Layout Drawings

Appendix 2: Visualisations of Pre-Consultation Design Proposals

Section A - View 1
Craigmillar Park Junction

Section A - View 2
Cameron Toll Junction

Section B - View 3
Old Dalkeith Rd - Inch Park

- Cycleway crosses footway
- 3m wide cycleway between trees and existing footway

Section B - View 4
Craigmillar Castle Estate Cemetery

- 2 lane carriageway
- Relocated 'floating' style bus stop
- 3m wide cycleway 2.5m wide footway
- New signalised toucan crossing

Section B - View 5
Old Dalkeith Rd - Ravenswood Ave

- New signalised toucan crossing
- Segregated cycleway and footway in grass verge
- Craigmillar Park access

Existing signalised crossing

2m wide cycleway
2m wide footway

Section B - View 6
Old Dalkeith Rd - Kingston Ave

Active travel route ties
into new bioQuarter

2m wide cycleway
2m wide footway

2.5m wide cycleway

Ghost island right turn

Section B - View 7
Craigmillar Castle Rd Junction

Appendix 3: Plans Showing Changes in Response to Consultation Feedback

Changes 1, 2 and 3:

1. Southbound bus lane at Craigmillar Park retained
2. 1.8m northbound cycle lane on Craigmillar Park
3. Sides for walking and cycling changed around corner at Travelodge
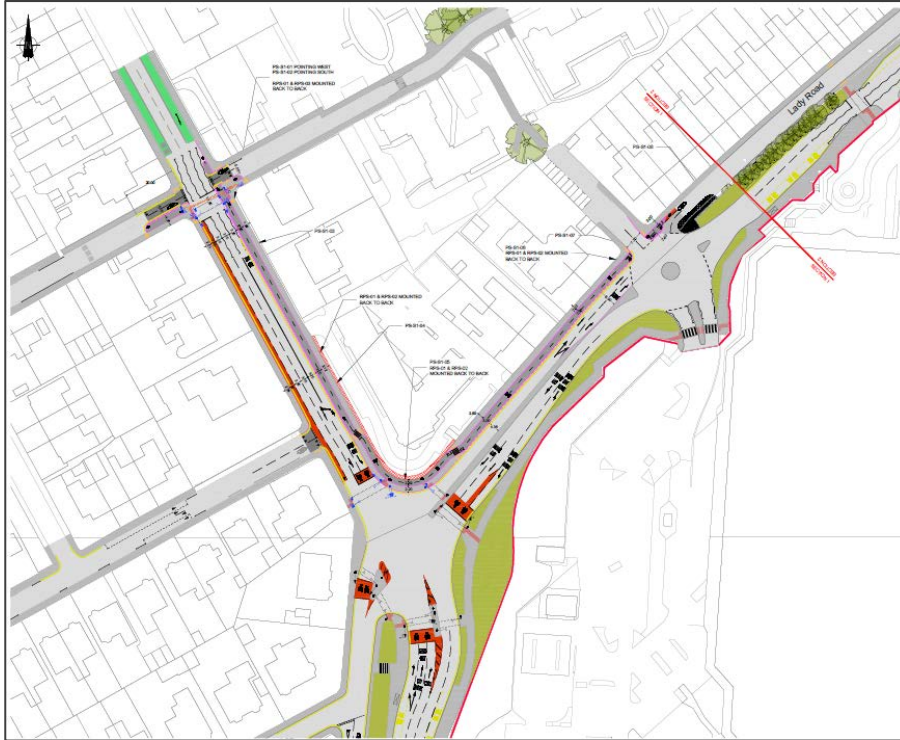
Changes 4 and 5:

4. Northbound Bus lane on Old Dalkeith Road retained
5. Crossing point south of Inch Park entrance

Change 6: Improved walking provision on the west, cycling provision on the east of Old Dalkeith Road:
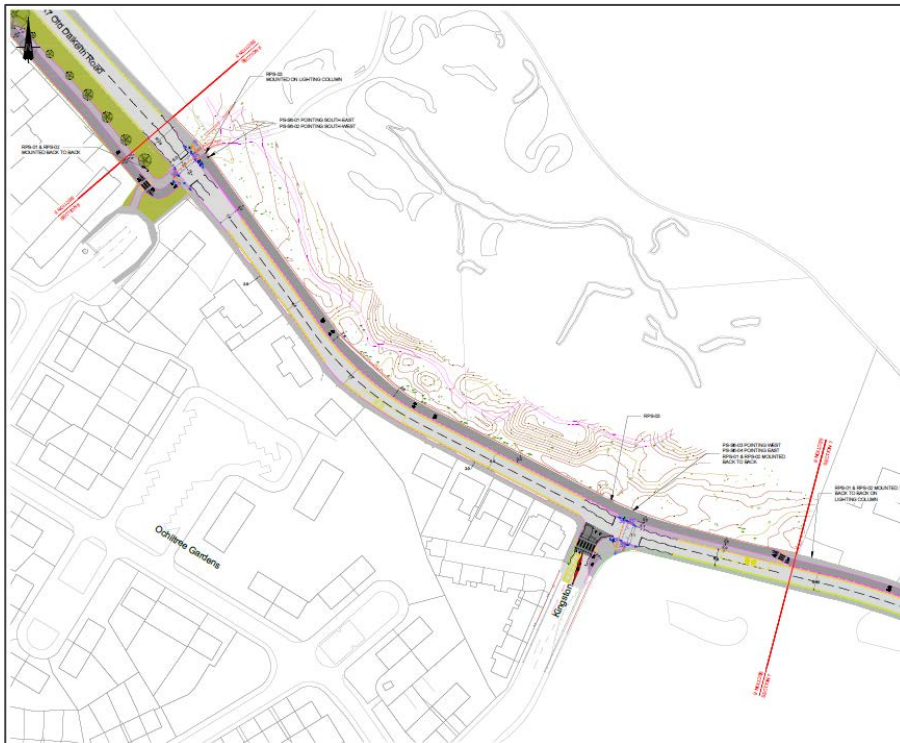
Policy and Sustainability Committee

10.00am, Thursday, 9 July 2020

Trams to Newhaven: Developed Design and Commencement of Statutory Procedures for Traffic Regulation Orders

Executive/routine	**Executive**
Wards	**City Centre, Leith Walk, Leith, Forth**
Council Commitments	16, 17, 18, 19, 22

1. Recommendations

1.1 It is recommended that the Committee:

1.1.1 notes the developed design for the Trams to Newhaven scheme;

1.1.2 notes that the implementation of the Traffic Regulation Orders (TROs) are fundamental to both the design of the tram scheme and its operation; and

1.1.3 approves the commencement of the statutory procedures for the necessary TROs.

Paul Lawrence

Executive Director of Place

Contact: Hannah Ross, Senior Responsible Officer – Tram to Newhaven Project

E-mail: hannah.ross@edinburgh.gov.uk | Tel: 0131 529 4810

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Trams to Newhaven: Developed Design and Commencement of Statutory Procedures for Traffic Regulation Orders

2.   Executive Summary

2.1   On 14 March 2019 the Council approved the terms of the Final Business Case for the Tram to Newhaven Project. The project completes the tram line to Newhaven from the existing temporary terminus at York Place.

2.2   As part of the development of the Final Business Case detailed final road designs were developed, and an extensive period of consultation was undertaken. Final designs were costed, and both the designs and the costings were used for the basis of the Final Business Case.

2.3   The Final Business Case noted that the final designs would be subject to TROs. This report briefly summarises the justification for the Orders, outlines the Orders' process and recommends commencing the statutory procedures.

3.   Background

3.1   The Edinburgh Tram to Newhaven project completes Line 1a of the Edinburgh Tram Network, which was part of Line One originally approved by the Edinburgh Tram (Line One) Act 2006.

3.2   The project forms part of the city-wide objectives to deliver high capacity public transport where it is needed most, linking places where people live, with employment and other opportunities along the current tram line.

3.3   It also promotes active travel, with streets appropriately designed for their functions, with an emphasis on encouraging walking, cycling and public transport use by providing a high quality public realm and improving local air quality.

3.4   Following the development of a Final Business Case prepared in accordance with Transport Scotland guidance, approval was given to commence the project in March 2019. As part of the presentation of the Final Business Case designs were presented to Council detailing the final on street design of the tram corridor, following a period of extensive consultation on the design.

3.5   Limited minor alterations have been made to the design, though the underlying design principles are unchanged.

4.   Main report

4.1   The project has now reached completion of the on-street design for the tram corridor. A plan showing the route of the scheme is attached as Appendix 1.

4.2   For the tram line to be constructed and operational, the design must incorporate several changes to the road network and footways along the length of the proposed route. To make these changes TROs are needed.

4.3   There are two types of TRO proposed:

4.3.1   Waiting Orders – These set out the rules relating to waiting and loading restrictions and are required along lengths of the route to ensure primarily that both trams and general traffic can move unimpeded; and

4.3.2   Moving Orders - These impose traffic restrictions such as public transport lanes, road closures and prohibition of turns.

The Statutory Process

4.4   The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999 as amended, set out the process to be followed when a local authority promotes a TRO under the Road Traffic Regulation Act 1984.

4.5   The Local Authorities' Traffic Orders (Procedure) (Scotland) Amendment Regulations 2008 amended the 1999 Regulations to take account of situations where traffic measures are to be made "in connection with matters already authorised by a Private Act of Parliament". The amendment recognised the need to improve the statutory procedure to allow authorities to manage the promotion of TROs more effectively and more efficiently in such special circumstances. This amendment removed the requirement to hold a mandatory public hearing of objections, in specified circumstances, but did not remove the ability to hold a discretionary hearing.

4.6   The next stage of the project is to advertise the TROs that are required to make the changes proposed. The statutory procedures for the Traffic Orders will include a further public consultation. This will be publicised using the following measures, to ensure awareness of the planned changes and how to comment or formally object to them:

4.6.1   online publication of the Orders via the Council's Traffic Orders webpage;

4.6.2   advertisement in local newspapers;

4.6.3   notification to people on the project's mailing list;

4.6.4   notification of the consultation on the project's website; and

4.6.5 leafleting of all residents and businesses along the route, notifying them of when and how to respond.

5. Next Steps

5.1 Commence the process as set out above and invite comments and objections before bringing a further report to the relevant Committee.

5.2 Thereafter, to continue with construction and to deliver the project in line with the approved Order and the wider project delivery.

6. Financial impact

6.1 The project was allocated £207.3m as part of the final business case presented to Council on 14 March 2019. The cost of the Order processes has been allowed for within this budget.

7. Stakeholder/Community Impact

7.1 The developed design has been informed by two rounds of public consultation.

8. Background reading/external references

8.1 None.

9. Appendices

9.1 Appendix 1 - Scheme Route Plan.

4

DO NOT SCALE

KEY:

TRAM RAIL ROUTE

PORT OF LEITH TRAM STOP

THE SHORE TRAM STOP

OCEAN DRIVE

CONSTITUTION STREET

FOOT OF THE WALK TRAM STOP

LEITH WALK

OCEAN TERMINAL TRAM STOP

OCEAN DRIVE

BALFOUR STREET TRAM STOP

MELROSE DRIVE

MCDONALD ROAD TRAM STOP

LEITH WALK

LINDSAY ROAD

NEWHAVEN TRAM STOP

PICARDY PLACE TRAM STOP

YORK PLACE

NEWHAVEN
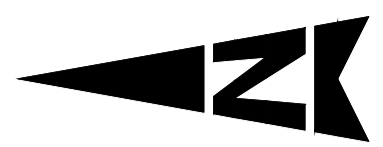
LOCATION PLAN
SCALE NTS

PLAN
SCALE NTS

P01	10.06	FIRST ISSUE	MG	KA	SM	
Rev.	Date	Description	Org	Chk'd	App'd	Aut'd

Drawing Status

FOR INFORMATION

Suitability: S2

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Client

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THE CITY OF EDINBURGH COUNCIL

Project Title

EDINBURGH TRAM
YORK PLACE TO NEWHAVEN

Drawing Title

TRAFFIC REGULATION ORDER

KEY PLAN

Scale NTS	Originator MG	Checked KA	Approved SM	Authorised
Original Size A1	Date 11/06/20	Date 11/06/20	Date 11/06/20	Date

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Policy and Sustainability Committee

10.00am, Thursday, 9 July 2020

Re-opening of Public Conveniences

Executive/routine	Executive
Wards	01, 07, 10, 11, 15, 17
Council Commitments	

1.   Recommendations

1.1   Policy and Sustainability Committee is asked to:

1.1.1   Note the public health guidance which has been issued by the Scottish Government in respect of the reopening of public conveniences;

1.1.2   Note the operational risks and arrangements to mitigate these which are being put in place for Council owned public conveniences;

1.1.3   Approve the limited reopening of Council owned public conveniences as set out in in paragraphs 4.6 and 4.7;

1.1.4   Agree that all other public conveniences will remain closed;

1.1.5   Note that a review of operations following reopening will be presented to the appropriate Committee in October 2020;

1.1.6   Note that information currently available on the reopening of bars and restaurants as outlined in paragraphs 4.29 – 4.33;

1.1.7   Note that there are not currently any national representative groups for local authorities to discuss such matters but that officers have been engaging with counterparts in other authorities in developing the plans; and

1.1.8   Agree that Edinburgh should be represented if a national group is established.

Paul Lawrence

Executive Director of Place

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Report

Reopening of Public Conveniences

2. Executive Summary

2.1 Public conveniences were closed in Edinburgh and across Scotland in March 2020 to ensure staff and customer safety during the COVID-19 pandemic.

2.2 The report sets out the considerations which need to be taken into account for reopening public conveniences and makes recommendations for limited, phased reopening in areas of high footfall, especially in parks and at the seafront.

3. Background

3.1 The Policy and Sustainability Committee agreed approved the following motion, with a verbal amendment, by Councillor Laidlaw (11 June 2020):

"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 P&S Committee in two cycles 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."

3.2 The report also addresses the following addendum by the Green Group:

"Add

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."

3.3 Public conveniences were closed across Scotland in March 2020 as the result of COVID-19. The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 (the Regulations) (Appendix 1) introduced strict requirements for opening public conveniences and about protecting public health and, like most councils, the decision was taken to close those managed by City of Edinburgh Council. At the time of writing this report, these regulations remain in place and currently the overwhelming majority of Local Authority provided public conveniences remain closed.

3.4 As lockdown eases Local Authorities are receiving significant representation from various sources about re-opening facilities. There have been concerns raised around anti-social behaviour and public urination in parks and at Portobello beach. The situation is exacerbated by the sale of alcohol from some licensed premises which are currently conducting off-sales but are not allowed to give the public access to the toilets within their premises.

3.5 There is no national network for public conveniences across Scotland to facilitate national discussion about this service. This is partly due to the range of facilities Local Authorities have and how they are operated. This means consistency of approach will be difficult to achieve. Some representatives from Local Authorities have, however, been working together to seek guidance from the Scottish Government.

3.6 There is no statutory requirement for Local Authorities to provide public conveniences and therefore no grant aided expenditure allocation has been made by the Scottish Government to support this service. The lack of a statute defining the service leads to a wide and varied service provision across the country.

3.7 Prior to the closure of public conveniences in Edinburgh, mobile teams were responsible for opening and closing the sixteen public conveniences across the city, replenishing stock and cleaning (usually morning and evening). The team establishment is 14 people (working across two shifts), with seven permanent members of staff. Five of this team are currently off work due to COVID-19 restrictions and other health related conditions. Prior to the outbreak of COVID-19, the remaining seven posts were filled by agency staff who were released when the toilets were closed.

3.8 These proposals to re-open these toilets have been discussed at Council Incident Management Team on 29 June 2020 and the Public Health Advisory Working Group on 30 June 2020.

4. Main report

Public Health Guidance

4.1 The Scottish Government released guidance on opening of public and customer toilets on 27 June 2020 (included for reference in Appendix 1). This guidance recognises that the risk of transmission of COVID-19 is high in these locations given the low levels of natural light, lack of ventilation, the number of surfaces to touch and the purpose of a toilet. These risks are deemed by officers to be higher due to the age and design of public conveniences in the city.

4.2 The guidance calls for enhanced cleaning, over and above what is normally in place, but is not prescriptive, recognising that the requirements at each location will vary depending on a number of factors, including footfall, infrastructure and physical distancing arrangements. There is also a need to ensure that the facilities can be appropriately managed to protect customers and staff.

Reopening Public Conveniences

4.3 There has been significant public concern expressed about the closure of public conveniences across the city since the Scottish Government's Routemap for easing the restrictions (applied to prevent the spread of COVID-19) has been implemented. This was also reflected in the above motion and addendum.

4.4 However, it is important to recognise that it is not possible to completely remove the risk of COVID-19 transmission, therefore the Council must do what it can to mitigate against that risk.

4.5 Accordingly, a review of the public conveniences in the city's premier parks and seaside locations has been undertaken.

4.6 This has concluded that the following facilities, with additional measures in place to address the risks identified (see risk and mitigations section below), could be reopened:

4.6.1 Pipe Lane in Portobello;

4.6.2 Hope Park in the Meadows;

4.6.3   Ross Bandstand in Princes Street Gardens;

4.6.4   the Courtyard at Saughton Park;

4.6.5   Bruntsfield Links;

4.6.6   Hawes Pier, South Queensferry; and

4.6.7   Cramond.

4.7   Arrangements can be made for reopening from 13 July 2020 to 30 October 2020. The proposed opening hours would be 11.00am until 6.00pm, seven days per week. With public health at the forefront of the decision making process, it is considered that facilities will only be reopened when the following risks and mitigations have been addressed.

4.8   A review of operations will be carried out in September 2020 with a further report to the appropriate Committee in October 2020. This will include details of customer numbers, costs incurred, and any updates on public health advice.

Risks and Mitigations

4.9   In addition to the public health considerations (set out in paragraph 4.1 and in Appendix 1), there are a number of risks in reopening public conveniences which need to be considered.

4.10   A risk based approach has been developed for each of the facilities proposed for reopening, with a detailed operational plan, appropriate risk assessments and safe working practice arrangements being developed. These will take account of the risks and mitigations outlined below and any specific requirements for individual locations.

Protecting Staff and Customers

4.11   It is not possible to eliminate the risk of transmission of COVID-19 without the closure of public conveniences. Therefore, in preparing to reopen facilities, the safety and wellbeing of staff and customers is paramount.

4.12   Individual operating plans for each location listed in 4.6 consider the critical control points for both customers and staff and will seek to introduce appropriate measures to support physical distancing at all times and to provide appropriate supplies of hand sanitisers, soap, paper towels and cleansing products.

4.13   Adequate Personal Protective Equipment (PPE) will be provided for staff at each facility. Staff will be also be issued with face coverings (it is important to note these are not PPE but are, at the time of writing, recommended by the Scottish Government to be worn in any space where physical distancing is difficult).

4.14   To ensure physical distancing can be maintained at all times, some infrastructure changes may be required within facilities to close off access to certain areas.

4.15   At some locations, restrictions will be introduced to limit the number of people who will be allowed within the facility at any one time (for example, in some places this may mean only one person being allowed in at any time).

4.16 Additional signage will be deployed in and around the facilities to remind customers of the current guidance on hygiene and hand washing. The signage will also explain that the facilities are not open to anyone displaying symptoms of the virus.

Cleaning and Management of Facilities

4.17 The Scottish Government Guidance states that enhanced cleansing and adequate management arrangements should be put in place prior to the re-opening of public conveniences. Additionally, the regulations require the Council as operator of the toilets to take reasonable steps to control numbers within the premises and customers waiting to enter to ensure physical distancing is maintained.

4.18 The mobile arrangements which the Council has operated for a number of years would not be sufficient to provide enhanced cleansing, management of facilities on a daily basis or to satisfy the requirements of the regulations.

4.19 It is therefore proposed that at least one member of staff be deployed to each facility for the duration of its opening hours. These staff members would be responsible for cleaning and for management of demand (recognising that additional resources may need to be deployed at certain locations if extremely busy).

4.20 The individual operational plans set out the cleansing regime for each facility, with schedules and operational guides which state the frequency of cleaning required, depending on the circumstances.

Managing Customer Expectations

4.21 A clear communications plan will be introduced to explain when facilities are open, and the local arrangements in place for each. The Council's website and social media channels will be kept updated.

4.22 The communications and signage will make clear unacceptable or illegal behaviour will not be tolerated. Police Scotland have the power to issue fixed penalty notices (FPN) to people urinating or defecating in public places.

4.23 Over recent weeks the Police have reported that there has been increased incidents of anti-social behaviour in areas where large groups of the public have been congregating. For instance, between 20 June and 3 July 2020, 28 FPN have been issued for urinating (Section 47 Civic Government (Scotland) Act 1982) in the Meadows and surrounding area, which far exceeds the number of FPN issued during the same period in 2019.

4.24 The introduction of restrictions on the number of people who can enter a facility is likely to lead to queues building up. It is anticipated that customers may be unhappy with this, possibly leading to frustration and abuse of staff. Additional resources should be available to be deployed in these circumstances but in some cases, this may mean that the facility will need to be closed to minimise the safety risk for both staff and customers.

Staffing

4.25 In order to maintain facilities at the standard required to minimise the risk of transmission of the virus, it will be necessary to deploy additional staff resources to this team.

4.26 An opportunity for voluntary repurposing is being advertised on MyJobScotland for existing Council staff who are currently unable to carry out their normal duties.

4.27 It is also intended to approach the Council's temporary employment agency partner, Pertemps, to also provide staff.

Alternative Provision

4.28 The potential to hire 'Portaloos' or other facilities for this purpose have been considered and discounted by officers on the basis that, in addition to the hire cost, the same arrangements for cleansing and management of the facilities would be required. This would mean that the implementation cost would be greater than that of reopening Council owned facilities.

Reopening of Bars and Restaurants

4.29 At the time of writing, premises which would normally sell food or drink such as bars and restaurants are required to remain closed as a result of The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 (the regulations). The regulations permit these premises to offer takeaway service only.

4.30 A number of liquor licensed premises have chosen to utilise this exemption in the regulations to operate with takeaway of alcohol during the current restrictions.

4.31 Whilst takeaway is permitted, access to the premises by the public remains subject to legal restrictions. These premises must remain closed to the public with no access to any part of the premises including any toilet. Therefore, until the regulations are amended by the Scottish Government it would not be possible to encourage these businesses to allow any member of the public to access these premises to use the toilet facilities as that would be a breach of the regulations.

4.32 As part of the route map to easing lockdown Scottish Government has indicated that the reopening of outside areas of bars and restaurants will be allowed from 6 July 2020. The vast majority of these licensed premises will have had to demonstrate they had adequate toilet facilities when they were granted their licences.

4.33 The current indicative date for reopening the inside space within these premises is 15 July 2020.

Public Conveniences Strategy

4.34 As referenced in paragraph 4.1, the age and design of the Council's public conveniences increase the risk of transmission. Further, many are not compliant with the current Disability Discrimination Act (DDA) requirements.

4.35 Early discussions have taken place on developing a strategy for public conveniences in the city. The need to do so is accelerated by the impact of COVID-19.

Working with other Local Authorities

4.36 Although there is no national forum for public conveniences to be discussed, officers have been working closely with colleagues in other local authorities to discuss the arrangements being implemented for the reopening of public conveniences.

4.37 It has been suggested that a national network be established to allow for a co-ordinated national approach, ensuring a level of consistency as far as is reasonably practical, across all local authorities. This recommendation has been submitted to COSLA and the Scottish Government.

5. Next Steps

5.1 If the recommendations of this report are approved, officers will begin to implement the reopening of public conveniences as set out in paragraph 4.6 when it is safe to do so. Reopening will begin from 13 July 2020. Information on reopening will be updated on the Council website following Committee, and then thereafter as required.

5.2 Officers will continue to monitor facilities once open, to deal with any immediate issues as they arise (in accordance with the decision-making process set out in each operational plan) and to respond to requirements to change arrangements if the need arises.

5.3 A follow up report will be presented to the appropriate Committee in mid-October.

5.4 Edinburgh will be represented at any national network that is established to develop a national approach to re-opening unstaffed public conveniences. Modelling the re-introduction of this service towards a 'new normal' will be a complex piece of work which should happen in a co-ordinated national way.

5.5 A long-term strategy for public conveniences in Edinburgh needs to be accelerated in light of the current circumstances and the 'new normal'. There will be a considerable cost to upgrade the current properties and it may be appropriate to mothball some of the current facilities and create new purpose-built facilities and open up opportunities to better utilise assets.

6. Financial impact

6.1 The current budget for public conveniences in 2020/21 is £282,926.

6.2 Based on the arrangements set out above, it is anticipated that the additional cost of reopening the facilities until the end of October would be circa £143,500. This additional cost cannot be met from the service budget and will be classified and

reported as a cost attributable to COVID-19 in the next Revenue Budget Update report to committee.

7.   Stakeholder/Community Impact

7.1   As more of the economy opens back up and people are able to travel further from home the requirement for people to access the toilets will increase. However, toilets in cafes and pubs will also become accessible as these businesses re-open.

7.2   Equality issues are an important consideration; and a number of groups may be particularly disadvantaged if public toilets are not reopened.

7.3   There are wider local environmental impacts if public toilets are not reopened, in areas where people are congregating.

7.4   If the reopening of public conveniences is approved, an integrated impact assessment will be prepared.

8.   Background reading/external references

8.1   None.

9.   Appendices

9.1   Appendix 1 - Coronavirus (COVID-19): opening public and customer toilets.

Appendix 1 - Coronavirus (COVID-19): opening public and customer toilets

Guidance on opening of public and customer toilets during the coronavirus pandemic (published 27 June 2020)

The opening of public toilets carries with it a risk of transmission of COVID-19 given the low levels of natural light, lack of ventilation, many surfaces to touch and the purpose of a toilet. Therefore, there is a need for careful consideration of how public toilets can be opened as safely as possible.

Safe opening will vary according to specific sectors and should align to the guidance provided by those sectors in terms of restart. Assurance that adequate sanitary facilities can be provided where appropriate is integral to the restart process.

Public toilets are defined as any toilets accessible to the public. The opening of toilets should be accompanied by local risk assessment, and control measures should be proactively monitored by operators. Most premises should have a norovirus policy that can be adapted for use in cleaning facilities if an individual with COVID-19 symptoms is known to have used the facilities.

Risk assessment should specifically include:

- remote/unmonitored facilities for which there may be increased demand as travel restrictions are eased and people start travelling greater distances
- janitorial staff for whom operators should already have procedures/PPE in place

Any modifications or changes must take existing regulations into account. Regulations on the provision of public toilets are governed by a number of British Standards developed by the British Standards Institution (BSI). The key standards which apply to the provision of public toilets are BS 6465 parts 1-4 and BS 8300.

In opening toilets, operators should:

- conduct routine checks and take all measures appropriate to reopening after a prolonged closure e.g. consideration of requirements for legionella risk management due to stagnant water in plumbing systems
- adjustments must be made such as signage, taping off areas and floor markings to ensure physical distancing and facilitate good hand and other hygiene
- review all toilet and sanitary facilities (including disabled and baby change areas) to determine whether the fixtures and fittings are in good working order and replace or repair if not
- consider the need for additional waste management arrangements

Hygiene Measures

Enhanced cleaning

It should not be assumed that hygiene measures in place pre-COVID-19 will be sufficient. Enhanced cleaning is likely to be required and should take into account:

- frequency – should be increased beyond what has been the case before COVID-19 and should be based on a risk assessment which includes both the usage of the

facility and the fact that COVID-19 survives on the hard surfaces present in toilets for at least 72 hours

- products used – should be a disinfectant not detergent-based product
- areas of particular concern – it is important that attention is paid to frequently touched areas including toilet flush, toilet seat, toilet locks and handles, taps, paper towel and soap dispensers and door handles on access/entry
- enhanced monitoring of facilities will be required to ensure hygiene is maintained
- clearly display enhanced cleaning rota and ensure it is adhered to i.e. a documented record that the checks have been carried out for the public to see
- the cleaning rota should be supplemented with a cleaning schedule or similar procedure log that details the manner and frequency of cleaning of the various surfaces
- remove any unnecessary or communal items within the facility (e.g. ornaments or cosmetic items) to facilitate cleaning
- ensure that if a staff key fob or key is required to access the facilities this is cleaned between uses
- PPE should be provided in line with Health Protection Scotland [Guidance for General (Non-Healthcare) Settings](#)
- staff should be trained in appropriate cleaning methods for sanitary areas and the use of the equipment and products for cleaning and disinfection
- special care should be taken with the cleaning of portable toilets

Equipment

- reusable equipment should be removed and replaced with disposable (e.g. fabric towels, baby-changing mats)
- ensure that there are adequate hands-free waste disposal units
- cleaning materials for surfaces should be provided (e.g. antibacterial wipes for baby change areas)

Communication

- use signs and posters to: build awareness of good handwashing technique and reinforce the need to increase handwashing frequency, to avoid touching your face; and to cough or sneeze into a tissue, which is binned safely, or into your arm if a tissue is not available
- consider providing a contact number for the public to use should they have any concerns regarding cleanliness (e.g. if the facility has been heavily soiled between cleans). Use signage to tell the public what to do if someone falls ill with suspected COVID within a toilet facility
- COVID-19 can present with diarrhoea and or vomiting therefore it is important to have a mechanism to ensure the facility can be closed and adhoc cleaning can be arranged should the need arise

Hand Hygiene

- provide liquid soap and ensure there is adequate stock at all times
- consider providing hand sanitiser dispensing units in portable toilets where handwashing can be less effective

- consider adjusting the time that push/sensor taps are on to encourage 20 seconds of hand washing
- provide hand-drying facilities – either paper towels with appropriate and frequent waste disposal or electric hand driers
- reduce the requirement for surfaces to be touched once hands have been washed on the way out of facilities e.g. prop open exit door
- consider providing hand sanitiser gel at the entry and exit from the facility. With adequate hand washing, the contamination of contact surfaces on leaving the facilities should be minimised. However, we know that many people do not wash their hands properly

Physical Distancing

- operators should consider how to limit the number of people within facilities with multiple stalls/urinals e.g. with signage on the door instructing users to wait outside if they find that the facilities are occupied
- physical distancing should be maintained by way of signage and floor markings and, in respect of staffed toilets, proactively encouraged by staff
- consider whether additional measures such as physical barriers are required e.g. cubicles provide barriers but wash basins and urinals (trough urinals, in particular) will require greater consideration
- consider whether distances between equipment e.g. hand basins are sufficient and consistent with physical distancing policy
- consider the route to and from toilets, in particular how to maintain physical distancing and cleaning of possible touchpoints
- use one-way systems where this is possible

Sanitary facilities provision

- where toilets are being provided for a specific event, consider whether the standard guidance on toilet to person ratios needs to be revised to allow for physical distancing and enhanced cleaning routines
- note that more toilet facilities may be needed for the same number of people due to the physical distancing and hygiene measure
- note that there may be a greater number of people who need to use public toilets than usual as behaviours are influenced by current guidance (e.g. more people meeting in parks)

Following opening, there should be regular and proactive inspection of facilities to detect and address any issues promptly.

Policy and Sustainability Committee

10.00am, Thursday, 9 July 2020

Transport Infrastructure Investment – Capital Delivery Priorities for 2020/21

Executive/routine	Executive
Wards	All
Council Commitments	15, 16, 17, 19

1. Recommendations

1.1 It is recommended that the Committee:

1.1.1 notes the breakdown of the allocation of the capital budget for 2020/21 shown in Appendix 1;

1.1.2 approves the programme of proposed works for 2020/21, as detailed in section three of the report, and in Appendices 5, and 6;

1.1.3 notes the use of external consultants to carry out Principal Bridge Inspections and design work as detailed in 4.41 - 4.48;

1.1.4 notes that a report on the options for future infrastructure investment will be presented to the appropriate Committee in the autumn.

Paul Lawrence

Executive Director of Place

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EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Report

Transport Infrastructure Investment – Capital Delivery Priorities for 2020/21

2. Executive Summary

2.1 This report seeks approval for the allocation of the Transport Infrastructure Capital budgets and programme of works for 2020/21. This includes carriageways, footways, street lighting and traffic signals and structures.

2.2 The carriageway and footway schemes listed in this report were selected for capital investment using a scheme of prioritisation which uses condition assessment scores, prioritisation criteria and weightings.

2.3 The budget allocation and lists of maintenance schemes in this report aim to ensure that the condition of roads and footways improve, whilst fulfilling the objective that the prioritisation reflects and supports the Council's Local Transport Strategy objectives and, in particular, the Active Travel Action Plan.

2.4 Road structures assets are maintained in accordance with national standards and Government legislation. Excessively high maintenance costs are avoided, as far as possible, by undertaking regular condition inspections and prioritising required work.

2.5 Delivery of the 2020/21 capital programme has been severely affected by the COVID-19 situation, with no delivery of capital renewal schemes in the first quarter of 2020/21. There will continue to be challenges in delivering capital renewal schemes in 2020/21 due to ongoing, Covid-19 related, restrictions.

3. Background

3.1 This report seeks approval for the proposed capital investment programme for road and footway improvements for 2020/21.

3.2 The capital budget for 2020/21 was agreed at the Council meeting on 20 February 2020 as part of the capital investment programme. On 25 June 2020 Policy and Sustainability Committee received an update on Capital Budget 2019/20 out-turn and 2020/21 COVID-19 Forecast.

3.3 The Roads and Footway Capital Investment Programme for 2020/21 proposes the capital budget of £15.006m should be allocated across six different work streams: carriageways and footways, street lighting and traffic signals; road structures; other asset management; road operations and miscellaneous. The carriageway and footways work accounts for £7.047m or 47% of the available funding.

3.4 A methodology of prioritisation, approved by Transport and Environment Committee in January 2016, is used to identify which projects should be included in this part of the programme.

3.5 The Council's carriageway and footway stock has a gross replacement cost of £2,260m. It is essential that the carriageways and footways are maintained to an acceptable standard. A new investment strategy for carriageways was agreed by the Transport and Environment Committee in October 2015, which will ensure improvements in the carriageway condition throughout the city.

3.6 The Council's Bridge stock has a gross replacement cost of £1,340m. It is essential that these structures are inspected and adequately maintained to ensure that the road network can operate efficiently and safely.

3.7 Bridges are inspected at regular intervals and the work is prioritised based on these inspections. A Bridge Structure Condition Indicator (BSCI) is calculated for the whole bridge and critical load bearing members, in line with national guidance, and a score is developed. These scores are used to help prioritise work.

3.8 An inspection programme was undertaken for retaining walls, greater than 1.5m, in 2017/18 to obtain condition data, bringing this into line with the bridge stock.

3.9 In addition, a 10% capital budget commitment has been made to cycling improvements (this has already been "top-sliced" from the original budget). This is in line with the Council commitment to allocate a percentage of the Transport budget to improve cycling facilities throughout Edinburgh.

4. Main report

Capital Budget Provision 2019/20 – 2021/22

4.1 The current and projected capital allocation for Infrastructure for 2018 to 2021 is shown in Appendix 1. This outlines how the proposed budget will be allocated across the six elements of the programme in 2020/21.

Carriageway Investment

4.2 The carriageway and footway element of the capital programme is based on a scheme of prioritisation which uses condition assessment scores, prioritisation criteria and weightings to determine which projects should be prioritised for investment.

4.3 The condition of Edinburgh's roads is assessed annually as part of the Scottish Roads Maintenance Condition Survey (SRMCS), an independent survey of road

conditions in all 32 Scottish local authorities. The survey provides each local authority with a Road Condition Index (RCI) which identifies the percentage of roads in need of maintenance.

4.4   The RCI consists of three categories of deterioration: Red, Amber 1 and Amber 2, with roads in the red category being in the worst condition. Roads in the Amber condition indicate that further investigation is required to establish if preventative treatment is required. Roads in the red category have deteriorated beyond preventative maintenance and will require more robust treatments in order to prolong its future.

4.5   As part of the modelling work for the Transport Asset Management Plan (TAMP), alternative scenarios for capital investment were developed. These scenarios were predicated on a more preventative approach, aimed at roads that are in the Amber condition categories. Investment on these roads require less expensive treatments (e.g. surface dressing, micro asphalts), which improve the condition of the carriageway or footway and delay the need for more expensive resurfacing or strengthening treatments. Owing to the cheaper cost of the treatments required on Amber condition roads, more roads can be treated each year.

4.6   To ensure continued effectiveness and value for money, it is proposed to bring forward a further report on the options for future transport infrastructure investment. This will take account of the reconsideration of the Council's capital budget priorities and the potential for increased costs as a result of COVID-19.

4.7   Whilst all active travel and streetscape improvements are very welcome and provide better finished schemes, most of the improvements are being funded from the capital renewals budget. This means that fewer renewal schemes can be delivered each financial year.

4.8   Work is ongoing to better align the capital renewal and active travel programmes as far in advance as possible in order to secure funding from other sources. By maximising the use of external funding, this will reduce the pressure on the capital renewals budget.

4.9   Appendix 3 shows how funding will be distributed throughout the carriageway network in order make best use of the available funding.

4.10   The UK Pavement Management System (UKPMS) is the national standard for management systems for assessing the condition of the local road network and for planning the type of investment that is required.

4.11   The UKPMS is used for systematic collection and analysis of condition data, i.e. Scottish Road Maintenance Condition Survey. The UKPMS analyses specific types of defects i.e. cracking, texture, profile and rutting, to select which roads should be considered for preventative, resurfacing or strengthening treatments. Appendix 4 shows the criteria used to determine the appropriate treatment required.

4

4.12 A prioritisation weighting of 5% to carriageway schemes that have an existing on-road cycle lane continues to be applied. This will promote carriageway renewal schemes heavily used by cyclists.

4.13 Edinburgh is the only local authority in Scotland to include such a weighting. This further enforces the Council's commitment to active travel.

Footway Investment

4.14 The footway element of the capital programme is based on a scheme of prioritisation which uses condition assessment scores, prioritisation criteria and footfall weightings to determine which projects should be prioritised for investment.

4.15 The prioritisation system for the capital programme is designed to ensure that the strategic road and footway network is maintained in line with the Local Transport Strategy and the Active Travel Action Plan.

4.16 It is proposed to maintain the allocation of £0.3m for Local Footways in 2020/21. This will allow resurfacing works to be carried out on rural and residential footways that would be unlikely to feature in a capital programme of works, due to their low prioritisation score.

4.17 It is also proposed to treat local footways with surfacing procedures i.e. slurry sealing. This is a preventative treatment and will allow a far greater number of footways to be treated each year.

4.18 Whilst the aim of the footway improvement schemes is to improve the surface condition, footway schemes will also result in improved facilities for walking in Edinburgh's streets.

Co-ordination

4.19 Appendix 5 details the capital investment schemes that are planned for delivery in 2020/21.

4.20 Any proposed scheme on arterial routes or in the city centre will be considered by the City-Wide Traffic Management Group to determine whether the works can be carried out and what conditions could be put in place (phasing, off peak working, etc) to minimise disruption.

Public Realm

4.21 The Roads and Footways Capital Programme also supports public realm projects identified by the Streetscape Delivery Group and Transport Planning.

4.22 Several carriageway and footway renewal schemes will contribute to public realm improvements, through use of high specification materials such as natural stone slabs and setts, as well as improvements in design and layout, utilising the Street Design Guidance. In 2020/21 this will include the High Street, Queensferry High Street and carriageway and footway schemes in World Heritage Site (WHS) and Conservation areas.

Street Lighting and Traffic Signals

4.23 In common with many other authorities across the UK, Edinburgh has a large number of street lighting columns that are over 30 years old and require replacement. Where individual columns fail a structural test, they are replaced on a one for one basis. Where the number of columns requiring urgent replacement in any particular street exceeds 40%, it is more efficient and practical to renew the lighting stock of the whole street and this forms the basis of the street lighting programme. The test-failed street lighting columns are prioritised in the programme with the worst columns being replaced first. The budget for street lighting works in 2020/21 is £1.449m. The programme of Street Lighting works is shown in Appendix 6.

4.24 On 27 October 2015, the Transport and Environment Committee approved, in principle, the business case for the roll out of Light Emitting Diode (LED) lanterns across the city and the report was referred to Council on 19 November 2015 where the prudential borrowing was approved.

4.25 On 23 January 2018, the Finance and Resources Committee approved the award of the contract for these works.

4.26 The business case supported the roll out of 54,000 energy efficient street lighting lanterns over a three-year programme, and the introduction of a Central Management System, at a total cost, including financing, of £40.132m. The forecast energy, Carbon Reduction Commitment and maintenance savings/cost avoidance over 20 years resulting from this project is £54.157m.

4.27 Work to roll out energy efficient street lighting lanterns started in October 2018. Over 50% of this programme has already been completed to date and works will continue post Covid-19 working restrictions.

4.28 Edinburgh's traffic signal assets are maintained by in-house staff with assistance from Siemens Intelligent Traffic Systems, the current maintenance contractor. Each asset is electrically and mechanically inspected on an annual basis with preventative maintenance taking place as part of the inspection process.

4.29 The average age of the traffic signals asset is in excess of 25 years and is prioritised for replacement using ten separate criteria, with higher weighting placed on age, condition and availability of pedestrian facilities.

Other Asset Management

4.30 It is proposed to invest £0.3m in other asset renewals. This programme of asset replacement or renewals is carried out in conjunction with footway schemes that are included in the carriageway and footway programme and involves the replacement of street furniture, street lighting and traffic signals. In the case of street lighting, where the lighting columns on a footway improvement scheme are more than 30 years old (i.e. exceeds their design life), it is more efficient to replace the lighting columns at the same time as the footway works.

6

Road Operations

4.31   All footway reconstruction schemes incorporate dropped crossings at all junction points, if not already existing. Further to this, an allocation of £0.02m is given to Road Operations to install dropped crossings at various locations throughout the city on footpaths that are not included in the capital list of footway schemes.

4.32   It is proposed to allocate £0.2m for drainage repairs. This will be used to repair failed gully tails and frames throughout Edinburgh.

4.33   A further £0.5m will be allocated for Bus Stop Maintenance. This will allow Road Operations to carry out extensive repairs in and around bus stops that have deteriorated as a result of the continuous, repetitive, wear.

4.34   Finally, it is proposed to allocate £0.5m for a Carriageway Enhancement Programme. This would allow Road Services to renew carriageways, outwith the surfacing programme, that are too extensive for revenue repairs, to be holistically surfaced. It would, therefore, negate the need for them to be considered for capital investment and significantly increase the life of the asset. Roads surfaced through this process will need only very minimal, if any, revenue repairs over a period of many years.

Inspection, Design and Supervision

4.35   Inspection, design and supervision is a large element of work that is required when delivering the capital carriageway and footway schemes. It is proposed to allocate £2.00m from the carriageway and footway budget, for this work. The inspection, design and supervision budget will be closely monitored and, if the costs are lower than expected, then the funding will be re-allocated and used to bring forward additional carriageway and footway schemes.

4.36   The majority of the schemes selected for investment will be designed by Transport's in-house design teams. However, if required, external professional services may be procured to assist with the delivery of the capital investment programme.

Neighbourhood Environmental Projects

4.37   A further element of the programme is top-sliced each year for the Neighbourhood Environment Programme (NEP) to enable the Council to respond to the local issues identified by council officers, elected members and Neighbourhood Networks. It is proposed to continue the allocation of £0.6m in 2020/21.

Cycling Improvements

4.38   The Council has a commitment to allocate a percentage of the Transport revenue and capital budgets to improve cycling facilities throughout Edinburgh. This was introduced in 2012/13, when 5% was allocated with a commitment to increase this by 1% each year, up to 10%. 10% of capital budgets will be allocated for cycling related improvements in 2020/21.

4.39 The 10% budget commitment will enable the Council to deliver new cycling infrastructure, including the creation of links between existing off-road routes and upgrading the facilities that are available on-road.

Bridges

4.40 There are 352 bridges and road structures in the city with a span greater than 1.5m. This includes road bridges, foot bridges, underpasses, tunnels and gantries on the road network. The bridges and road structures receive a General Inspection (GI) over a two-year cycle. This is a visual inspection from ground level of parts of the bridge that are readily accessible.

4.41 In addition to the GI, a Principal Bridge Inspection (PBI) is required to be undertaken at six-year intervals which entails the inspecting engineer being within touching distance of every part of the bridge. There may also be the need for intrusive inspections including testing of materials and specialist support such as divers to inspect parts of the structure.

4.42 Recently, additional funding was made available which allowed a Risk Based PBI Programme to be introduced, which can reduce the PBI interval for some structures from six to twelve years. A total of 142 bridges were prioritised in 2016/2017 over a six-year period. After three years 77 inspections have been completed. Following this initial programme, the rest of the structure stock will require a Principal Inspection to be undertaken.

4.43 From the GIs and PBIs, bridges are given scores based on their condition and individual parts of the structure that require to be repaired are highlighted. These scores are used to develop the programme of work, together with other factors such as volume of use, location, relationship with other parties and other work in the vicinity.

4.44 The scores for all bridges are totalled and averaged and this helps provide an indication of the condition of the Bridge Stock.

4.45 There are 68km of retaining walls with a retained height over 1.5m associated with the road network. A total of 866 walls were inspected in 2018, and condition scores have been calculated in a similar manner to the bridges. An inspection and repair programme is being developed.

4.46 Over the past twenty years an assessment programme was undertaken to establish the load carrying capacity of the bridge stock, identifying bridges that require strengthening or where interim control measures were required. The results of the assessments are required to be reviewed, particularly where the loading regime has changed, or structural deterioration has reduced the structural capacity. Accordingly, a programme of Structural Reviews will be produced in 2020/2021 to prioritise the structures that should be reviewed.

4.47 The projects being delivered in 2020/21 are: Balerno Bridge refurbishment, low height bridge signage, Cramond Brig investigations and structures preventative maintenance.

Street Design Guidance

4.48 This Committee approved Edinburgh's new [Street Design Guidance](#) at its meeting on [25 August 2015](#). This Guidance sets out the City of Edinburgh Council's design expectations and aspirations for streets within the Council area.

4.49 The guidance will be embedded in the design process for all carriageway and footway schemes detailed in this report.

4.50 Implementation of the ESDG through renewals projects will often entail extending footway areas. These extensions will usually be modest in scale and typically benefit pedestrians and/or cyclists by, for example:

4.50.1 reducing crossing distances and vehicle turning speeds; or

4.50.2 providing formalised loading and parking areas, enabling clearer and safer on-road cycle lanes.

4.51 In some circumstances small areas of footway may also be converted to either carriageway, cycle lane or cycleway to improve conditions for cycling or buses.

4.52 Cumulatively, these changes can create significant change and benefit over time, helping to create streets that work better for everyone. Most of the changes have little or no negative implication for any road user.

4.53 Practice has varied as to whether such changes are taken through a formal Redetermination process. When minor changes are, it introduces a significant delay into the design and construction process without good reason. Small but worthwhile changes are often not made in order to avoid these delays. Typically, there is no material impact on the capacity of streets for vehicle movement or parking; furthermore, objections are extremely rare.

Consultation

4.54 It is important to carry out consultation on capital renewal schemes to ensure that the correct design approach is implemented, and the correct solution is achieved on the ground.

4.55 Consultation will take place on the 2020/21 capital renewal schemes that have been selected for investment with Living Streets, Spokes, Lothian Buses and Edinburgh World Heritage. It is proposed to continue this consultation throughout the year.

4.56 Internal consultation will also take place with Active Travel, Road Safety, Public Transport and Locality Roads Teams.

Capital Delivery

4.57 It is clear that the Covid-19 situation has had, and will continue to have, an effect on delivery of capital renewal schemes.

4.58 It is the aim of the design and delivery teams to deliver all of the schemes listed in this report in 2020/21. However, this may not be possible due to unforeseen circumstances when more work is started on the network.

4.59   Any scheme that is not delivered in 2020/21 will be re-prioritised for delivery in a future financial year.

5.   Next Steps

5.1   The capital investment programme will continue to be reviewed regularly to ensure that any adjustment is made to the programme as soon as possible.

5.2   The assessment of the condition of the city's roads is measured annually by the Scottish Road Condition Measurement Survey (SRCMS). This survey shows the percentage of roads that should be considered for maintenance intervention. Edinburgh's Road Condition Index (RCI) has improved from 42.3% in 2005/6 to 33.5% in 2017/19. This is an improvement from 36.4% in 2016/18. A continual gradual improvement in Edinburgh's RCI will be a measure of the success the Council's road maintenance policies.

5.3   A report on the options for future infrastructure investment will be presented to the appropriate Committee in the autumn.

6.   Financial impact

6.1   The cost of improvement works, listed in Appendix 1, will be funded from the approved capital allocation for roads and footway investment.

6.2   The report outlines total expenditure plans of £15.006m for infrastructure investment. If this expenditure were to be funded fully by borrowing, the overall loan charges associated with this expenditure over a 20-year period would be a principal amount of £15.006m and interest of £12.749m, resulting in a total cost of £27.755m based on a loans fund interest rate of 4.386%. This represents an annual cost of £0.925m.

6.3   The slippage and acceleration from 2019/20 will be included in the Revised Capital Budget which will be subject to external audit.

6.4   The loan charges outlined above are allowed for within the current long-term financial plan. However, this will be subject to the review of the Capital and Revenue Budget positions in October 2020.

6.5   It should be noted that the Council's Capital Investment Programme is funded through a combination of General Capital Grant from the Scottish Government, Developers and Third-Party Contributions, capital receipts and borrowing. The borrowing required is carried out in line with the Council's approved Treasury Management Strategy and is provided for on an overall programme basis rather than for individual capital projects.

6.6   The loan charge estimates above are based on the assumption of borrowing in full for this capital project.

6.7   The reconsideration of the Council's capital budget may have an impact on the Transport Infrastructure Investment programme. This will be included in the

options for future investment report which will be presented to the appropriate Committee in the autumn.

7.   Stakeholder/Community Impact

7.1   There are no significant compliance, governance or regulatory implications expected as a result of approving the recommendations is this report.

7.2   The investment in the city's roads, footways, gullies and street lighting improves the accessibility and safety of the road and footway network and therefore has a positive impact for all users, particularly older people and those with a disability.

7.3   There are no significant sustainability implications expected as a result of approving the recommendations is this report.

8.   Background reading/external references

8.1   Carriageway and Footway Investment Strategy 2016

9.   Appendices

Appendix 1   Capital Budget Allocation

Appendix 2   Road Condition Index

Appendix 3   Full Investment Strategy – Annual Options Report

Appendix 4   SRMCS Defect Criteria for Treatment Types

Appendix 5   Proposed Capital Delivery Programme – April 2020 – March 2021

Appendix 6   Proposed Capital Street Lighting Programme – April 2020 – March 2021

Capital Budget Allocation

Current and Predicted Capital Allocation

	2019/20	2020/21	2021/22
£m	17.085	15.006	14.585

Proposed Budget Allocation for 2018/19

Carriageways & Footways	£m
Budget for Carriageway Works	4.233
Budget for Setted Carriageways	1.000
Budget for Footway Works	1.514
Budget for Local Footways	0.300
Active Travel & Public Realm	1.430
TOTAL	-8.477

Street Lighting & Traffic Signals	£m
Street Lighting	1.449
Traffic Signals	0.100
TOTAL	-1.549

Road Structures	£m
	0.800
TOTAL	-0.800

Other Asset Management	£m
Asset replacement[1]	0.300
TOTAL	-0.300

Road Operations	£m
Drop crossings	0.080
Drainage improvements	0.200
Bus Stop Maintenance	0.500
Surface Enhancements	0.500
TOTAL	-1.280

Miscellaneous	£m
Budget for Inspection, Design & Supervision costs, including TTRO's	2.000
NEP - (£50,000 per Partnership)	0.600
TOTAL	-2.600

TOTAL SPEND	*-15.006*

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[1] Other asset replacement within schemes i.e. footway schemes involving street lighting replacement of columns over 30 years old, street furniture, sign renewal etc.

Road Condition Index

The current RCI percentages for Edinburgh's carriageway network are:

Category	U-R	Length (m)	Width (m)	Area (sqm)	Red RCI %	Red Area (sqm)	Amber 1 RCI %	Amber 1 Area (sqm)	Amber 2 RCI %	Amber 2 Area (sqm)	Green RCI %	Green Area (sqm)
Principal (A) Roads	Urban	126800	10.6	1344080	6.29	84543	6.11	82123	18.15	243951	69.45	933464
	Rural	28800	9.6	276480	2.20	6083	2.17	6000	18.24	50430	77.39	213968
Classified (B) Roads	Urban	41200	9.9	407880	4.25	17335	5.69	23208	16.84	68687	73.22	298650
	Rural	11900	8.8	104720	2.83	2964	1.72	1801	11.77	12326	83.68	87630
Classified (C) Roads	Urban	77700	9.7	753690	5.93	44694	5.59	42131	18.72	141091	69.76	525774
	Rural	42400	6.6	279840	3.57	9990	3.87	10830	16.70	46733	75.86	212287
Unclassified Roads	Urban	1072000	7.2	7718400	6.66	514045	7.35	567302	20.81	1606199	65.18	5030853
	Rural	44600	4.7	209620	9.94	20836	6.93	14527	24.94	52279	58.19	121978

Overall Road Condition Index: 33.5%

Full Investment Strategy - Annual Options Report

Next 4 years spend based on projected carriageway allocation.

Year 1	£4,569,000		
Category	Red	Amber 1	Amber 2
A Road (Urban)	£350,000	£372,000	£540,000
A Road (Rural)	£10,000	£22,000	£200,000
B Road (Urban)	£146,000	£22,000	£147,000
B Road (Rural)	£10,000	£10,000	£40,000
C Road (Urban)	£134,000	£45,000	£263,000
C Road (Rural)	£10,000	£11,000	£111,000
U Road (Urban)	£550,000	£403,000	£1,000,000
U Road (Rural)	£80,000	£18,000	£75,000
Treatment Totals	£1,290,000	£903,000	£2,376,000

Year 2	£5,282,000		
Category	Red	Amber 1	Amber 2
A Road (Urban)	£50,000	£372,000	£640,000
A Road (Rural)	£10,000	£22,000	£200,000
B Road (Urban)	£46,000	£22,000	£147,000
B Road (Rural)	£10,000	£10,000	£40,000
C Road (Urban)	£30,000	£45,000	£263,000
C Road (Rural)	£10,000	£11,000	£111,000
U Road (Urban)	£550,000	£574,000	£1,946,000
U Road (Rural)	£80,000	£18,000	£75,000
Treatment Totals	£786,000	£1,074,000	£3,422,000

Year 3	£5,282,000		
Category	Red	Amber 1	Amber 2
A Road (Urban)	£50,000	£372,000	£640,000
A Road (Rural)	£10,000	£22,000	£200,000
B Road (Urban)	£46,000	£22,000	£147,000
B Road (Rural)	£10,000	£10,000	£40,000
C Road (Urban)	£30,000	£45,000	£263,000
C Road (Rural)	£10,000	£11,000	£111,000
U Road (Urban)	£550,000	£574,000	£1,946,000
U Road (Rural)	£80,000	£18,000	£75,000
Treatment Totals	£786,000	£1,074,000	£3,422,000

Year 4	£5,282,000		
Category	Red	Amber 1	Amber 2
A Road (Urban)	£50,000	£372,000	£640,000
A Road (Rural)	£10,000	£22,000	£200,000
B Road (Urban)	£46,000	£22,000	£147,000
B Road (Rural)	£10,000	£10,000	£40,000
C Road (Urban)	£30,000	£45,000	£263,000
C Road (Rural)	£10,000	£11,000	£111,000
U Road (Urban)	£550,000	£574,000	£1,946,000
U Road (Rural)	£80,000	£18,000	£75,000
Treatment Totals	£786,000	£1,074,000	£3,422,000

SRMCS Defect Criteria for Treatment Types

Criteria to be used when selecting the appropriate treatment type on Edinburgh Carriageway Network:

Criteria No:	Strengthening Defect	A Roads Upper	A Roads Lower	B Roads Upper	B Roads Lower	C Roads Upper	C Roads Lower	U Roads Upper	U Roads Lower
1	Rut Depth (mm)	Max	8	Max	10	NA	NA	NA	NA
2	Rut Depth %>10mm	NA	NA	NA	NA	100%	40%	100%	50%
3	LPV (3m) (mm^2)	Max	10	Max	10	NA	NA	NA	NA
4	LPV (3m) (mm^2) (%>10mm2)	NA	NA	NA	NA	100%	40%	100%	50%
5	Cracking (>4)	100%	30%	100%	40%	NA	NA	NA	NA

Criteria No:	Resurfacing Defect	A Roads Upper	A Roads Lower	B Roads Upper	B Roads Lower	C Roads Upper	C Roads Lower	U Roads Upper	U Roads Lower
1	Rut Depth (mm)	8	4	10	7	NA	NA	NA	NA
2	Rut Depth %>8mm	NA	NA	NA	NA	100%	40%	100%	50%
3	LPV (3m) (mm^2)	10	6	10	8	NA	NA	NA	NA
4	LPV (3m) (mm^2) (%>8mm2)	NA	NA	NA	NA	100%	40%	100%	50%
5	Cracking (>4)	30%	10%	40%	20%	100%	40%	100%	40%

Criteria No:	Surface Dressing Defect	A Roads Upper	A Roads Lower	B Roads Upper	B Roads Lower	C Roads Upper	C Roads Lower	U Roads Upper	U Roads Lower
1	Texture Depth (mm)	0.5	0	0.5	0	0.5	0	0.3	0
2	High Texture (mm)		1.5		1.5		1.5		1.5
3	Rutting / LPV (3m)	NA	NA	NA	NA	NA	NA	25%	0%
4	Cracking (>1)	100%	50%	100%	50%	100%	20%	100%	20%

Proposed Capital Delivery Programme

April 2020 – March 2021

Street	Surfacing Method	Ward Number	Ward	Area (sqm)
Bo'ness Road	Surface Treatment	1	Almond	9235
Broomhouse Road	Surface Treatment	7	Sighthill/Gorgie	5105
Clermiston Road	Surface Treatment	6	Costorphine/Murrayf'd	8120
Frogston Road East	Surface Treatment	8	Colinton/Fairmilehead	9340
Frogston Road West	Surface Treatment	8	Colinton/Fairmilehead	13000
Kilgraston Road	Surface Treatment	15	Southside/Newington	3400
Mayfield Road	Surface Treatment	15	Southside/Newington	16870
New Liston Road	Surface Treatment	1	Almond	1665
Oxgangs Road North	Surface Treatment	8	Colinton/Fairmilehead	7310
Scotstoun Avenue	Surface Treatment	1	Almond	3810
Seafield Road East	Surface Treatment	14	Craigentinny/Dudd'n	9570
Stenhouse Drive	Surface Treatment	7	Sighthill/Gorgie	6445
Stirling Road	Surface Treatment	4	Forth	6425
The Loan	Surface Treatment	1	Almond	3820
Baird Road, Ratho	Surface Treatment	2	Pentland Hills	1150
Balgreen Avenue	Surface Treatment	6	Costorphine/Murrayf'd	TBC
Barnton Grove	Surface Treatment	1	Almond	TBC
Barnton Park Avenue	Surface Treatment	1	Almond	TBC
Barnton Park Crescent	Surface Treatment	1	Almond	TBC
Barnton Park Dell	Surface Treatment	1	Almond	TBC
Barnton Park Drive	Surface Treatment	1	Almond	TBC
Barnton Park Gardens	Surface Treatment	1	Almond	TBC
Barnton Park Grove	Surface Treatment	1	Almond	TBC
Barnton Park Place	Surface Treatment	1	Almond	TBC
Barnton Park View	Surface Treatment	1	Almond	TBC
Barnton Park Wood	Surface Treatment	1	Almond	TBC
Bellevue Crescent	Surface Treatment	11	City Centre	2500
Bo'ness Road	Surface Treatment	1	Almond	9235
Broomhouse Road	Surface Treatment	7	Sighthill/Gorgie	TBC
Buccleuch Street	Surface Treatment	15	Southside/Newington	TBC
Calder Drive	Surface Treatment	2	Pentland Hills	TBC
Calder Place	Surface Treatment	2	Pentland Hills	TBC
Caledonian Crescent	Surface Treatment	7	Sighthill/Gorgie	2665
Caledonian Place	Surface Treatment	7	Sighthill/Gorgie	1215
Caledonian Road	Surface Treatment	7	Sighthill/Gorgie	1090
Church Hill Place	Surface Treatment	10	Meadows/Morningside	TBC
Clovenstone Drive	Surface Treatment	2	Pentland Hills	TBC
Clovenstone Gardens	Surface Treatment	2	Pentland Hills	TBC
Coillesdene Drive	Surface Treatment	17	Portobello/Craigmillar	2100
Colinton Road	Surface Treatment	10	Meadows/Morningside	4000
Craigleith Hill	Surface Treatment	5	Inverleith	TBC
Craigleith Hill Crescent	Surface Treatment	5	Inverleith	TBC
Craigleith Hill Gardens	Surface Treatment	5	Inverleith	TBC
Craigleith Hill Green	Surface Treatment	5	Inverleith	TBC

Street	Surfacing Method	Ward Number	Ward	Area (sqm)
Craigleith Hill Grove	Surface Treatment	5	Inverleith	TBC
Craigleith Hill Loan	Surface Treatment	5	Inverleith	TBC
Craigleith Hill Park	Surface Treatment	5	Inverleith	TBC
Craigleith Hill Row	Surface Treatment	5	Inverleith	TBC
East Trinity Road	Surface Treatment	4	Forth	TBC
Ferry Road	Surface Treatment	4	Forth	TBC
Firrhill Crescent	Surface Treatment	8	Colinton/Fairmilehead	TBC
Gilmerton Dykes Avenue	Surface Treatment	16	Liberton/Gilmerton	TBC
Gilmerton Dykes Drive	Surface Treatment	16	Liberton/Gilmerton	TBC
Gilmerton Dykes Loan	Surface Treatment	16	Liberton/Gilmerton	TBC
Hawkhill Avenue	Surface Treatment	12	Leith Walk	TBC
Hillwood Crescent	Surface Treatment	1	Almond	TBC
Hillwood Gardens	Surface Treatment	1	Almond	TBC
Hillwood Road	Surface Treatment	1	Almond	TBC
Hillwood Terrace	Surface Treatment	1	Almond	TBC
Marionville Avenue	Surface Treatment	14	Craigentinny/Dudd'n	4040
Moredun Park Road	Surface Treatment	16	Liberton/Gilmerton	TBC
Mountcastle Drive South	Surface Treatment	17	Portobello/Craigmillar	5320
Riccarton Avenue	Surface Treatment	2	Pentland Hills	2210
Southhouse Gardens	Surface Treatment	16	Liberton/Gilmerton	200
Templeland Road	Surface Treatment	6	Costorphine/Murrayf'd	3110
Tyler's Acre Road	Surface Treatment	6	Costorphine/Murrayf'd	TBC
William Black Place	Surface Treatment	1	Almond	TBC
Queensferry Street	Carriageway Strengthening	11	City Centre	4811
Haymarket Terrace	Carriageway Strengthening	11	City Centre	11835
Longstone Road	Carriageway Strengthening	7	Sighthill/Gorgie	2788
Balgreen Road	Carriageway Strengthening	7	Sighthill/Gorgie	553
Southfield Loan	Carriageway Strengthening	17	Portobello/Craigmillar	1541
Dumbryden Gardens	Carriageway Strengthening	2	Pentland Hills	2897
Murrayburn Gardens	Carriageway Strengthening	2	Pentland Hills	8556
Gilmerton Dykes Street	Carriageway Resurfacing	16	Liberton/Gilmerton	3114
Oxgangs Park & Rise	Carriageway Resurfacing	8	Colinton/Fairmilehead	2301
Queensferry High Street	Carriageway Sets	1	Almond	TBC

Street	Surfacing Method	Ward Number	Ward	Area (sqm)
Bailie Grove	Footway Surface Treatment	17	Portobello/Craigmillar	376
Baird Road	Footway Surface Treatment	2	Pentland Hills	508
Barony Terrace	Footway Surface Treatment	6	Costorphine/Murrayf'd	1029
Belford Gardens	Footway Surface Treatment	5	Inverleith	1267
Blackford Hill View	Footway Surface Treatment	15	Southside/Newington	805
Buckstone Circle	Footway Surface Treatment	8	Colinton/Fairmilehead	1299
Buckstone Close	Footway Surface Treatment	8	Colinton/Fairmilehead	304
Buckstone Court	Footway Surface Treatment	8	Colinton/Fairmilehead	639
Buckstone Crook	Footway Surface Treatment	8	Colinton/Fairmilehead	288
Buckstone Gate	Footway Surface Treatment	8	Colinton/Fairmilehead	492
Buckstone Green	Footway Surface Treatment	8	Colinton/Fairmilehead	267
Buckstone Hill	Footway Surface Treatment	8	Colinton/Fairmilehead	44
Buckstone Howe	Footway Surface Treatment	8	Colinton/Fairmilehead	249
Buckstone Lea	Footway Surface Treatment	8	Colinton/Fairmilehead	805
Buckstone Loan East	Footway Surface Treatment	8	Colinton/Fairmilehead	1347
Buckstone Neuk	Footway Surface Treatment	8	Colinton/Fairmilehead	162
Buckstone Place	Footway Surface Treatment	8	Colinton/Fairmilehead	409
Buckstone Rise	Footway Surface Treatment	8	Colinton/Fairmilehead	380
Buckstone Shaw	Footway Surface Treatment	8	Colinton/Fairmilehead	527
Buckstone Way	Footway Surface Treatment	8	Colinton/Fairmilehead	36
Christian Crescent	Footway Surface Treatment	17	Portobello/Craigmillar	1826
Clermiston Gardens	Footway Surface Treatment	3	Drum Brae / Gyle	659
Clermiston Grove	Footway Surface Treatment	3	Drum Brae / Gyle	1119
Craigleith Drive	Footway Surface Treatment	5	Inverleith	875
Davidson Park	Footway Surface Treatment	5	Inverleith	256
Dolphin Road	Footway Surface Treatment	2	Pentland Hills	1812
Drylaw Crescent	Footway Surface Treatment	5	Inverleith	925
Easter Drylaw Grove	Footway Surface Treatment	5	Inverleith	263
Gardiner Road	Footway Surface Treatment	5	Inverleith	1252
Lennel Avenue	Footway Surface Treatment	6	Costorphine/Murrayf'd	1022
Longstone Avenue	Footway Surface Treatment	7	Sighthill/Gorgie	369
Mountcastle Gardens	Footway Surface Treatment	14	Craigentinny/Dudd'n	873
Orchard Brae Gardens	Footway Surface Treatment	5	Inverleith	1747
Orchardhead Road	Footway Surface Treatment	16	Liberton/Gilmerton	1710
Oswald Road	Footway Surface Treatment	15	Southside/Newington	523
Pentland Terrace	Footway Surface Treatment	8	Colinton/Fairmilehead	352
Pilton Place	Footway Surface Treatment	4	Forth	885
Ross Place	Footway Surface Treatment	15	Southside/Newington	229
Rutherford Drive	Footway Surface Treatment	16	Liberton/Gilmerton	881
Silverknowes Loan	Footway Surface Treatment	1	Almond	448
South Gyle Road	Footway Surface Treatment	3	Drum Brae / Gyle	694
Swanston Road	Footway Surface Treatment	8	Colinton/Fairmilehead	378
Ulster Crescent	Footway Surface Treatment	14	Craigentinny/Dudd'n	950
Victor Park Terrace	Footway Surface Treatment	6	Corstorphine/Murrayf'd	762
Bellevue Road	Footway Resurfacing	12	Leith Walk	461
East Claremont Street	Footway Resurfacing	12	Leith Walk	1400
Derby Street	Footway Resurfacing	4	Forth	320
Newhaven Road	Footway Resurfacing	4	Forth	200
Park Road	Footway Resurfacing	4	Forth	200
New Mart Road	Footway Resurfacing	9	Fountainbridge/C'hart	735

Polwarth Gardens	Footway Resurfacing	9	Fountainbridge/C'hart	201
Stewart Terrace	Footway Resurfacing	7	Sighthill/Gorgie	771
Watson Crescent	Footway Resurfacing	9	Fountainbridge/C'hart	1649

<u>Proposed Capital Street Lighting Programme</u>

<u>April 2020 – March 2021</u>

Locality	Location	Comments
City-Wide	Various	Structural Test-failed Column Renewals
City-Wide	Various	Cable Renewals
City-Wide	Various	Illuminated Bollards & Signs Renewals
City-Wide	High Street Closes, Scotland Street, Great Stuart Street, Douglas Crescent	Heritage Lighting Renewals
City-Wide	Various	Cabinet, Wall-box & Pillar Renewals

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Policy and Sustainability Committee

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10.00am, Thursday, 9 July 2020

Reform of Transport Arm's Length External Organisations

Executive/routine	**Executive**
Wards	**All**
Council Commitments	[21](#)

1. Recommendations

1.1 Policy and Sustainability Committee is asked to:

1.1.1 note the options for reform of the Council's wholly and partly owned Transport Arm's Length External Organisations (Transport for Edinburgh Limited, Edinburgh Trams Limited and Lothian Buses Limited) (the Transport ALEO's);

1.1.2 note the pre-approved budget saving to implement a reduction in the overall operating costs of the Transport for Edinburgh Group of £0.4m and the current financial position of the Council;

1.1.3 approve engagement on the preferred option as outlined at paragraph 5.1 with each of the Transport ALEOs, the minority shareholders and the recognised trade unions in each of the organisations on the reforms proposed; and

1.1.4 agree to receive a report in two cycles on the recommended approach to reform of the Transport ALEOs.

Paul Lawrence

Executive Director of Place

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EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Report

Reform of Transport Arm's Length External Organisations

2. Executive Summary

2.1 This report sets out the current arrangements in place for the governance of the Council's Transport ALEOs and sets out options for reform of these companies. The report proposes swift engagement with each of the Transport ALEOs, the minority shareholders and the recognised trade unions in each of the organisations.

3. Background

3.1 The Council is the majority or full owner of the most used public transport services in Edinburgh.

3.2 The current arrangements were set out in a report to Council of 31 January 2013.

3.3 Prior to commencement of tram operations in 2014 the decision was taken by the Council to create a group company structure for the delivery of an integrated transport system in Edinburgh and the surrounding area. This structure was, in part, established to ensure compliance with competition and procurement law and to provide a model to enable maximum integration.

3.4 The current group structure comprises Transport for Edinburgh Limited as parent company (wholly owned by City of Edinburgh Council), with a wholly owned subsidiary Edinburgh Trams Limited, and a 91% ownership of Lothian Buses Limited and its subsidiary companies (the rest of Lothian Buses is owned by East, Mid, and West Lothian Councils). The structure is set out below:
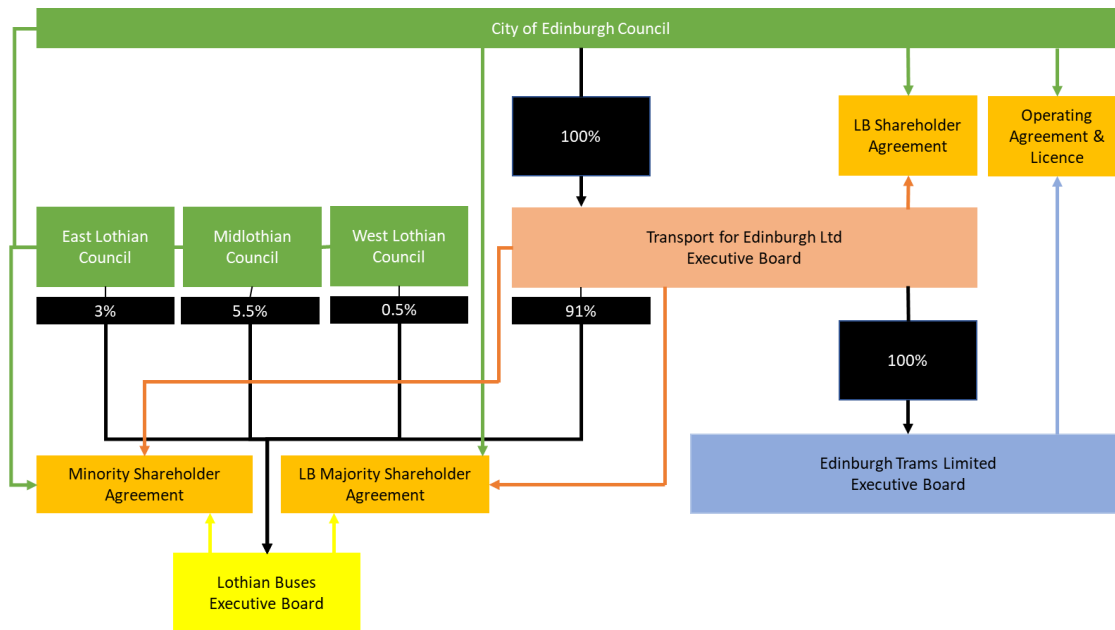
3.5 These arrangements have delivered high quality public transport in the city, but inefficiencies within the operating model have led to challenges regarding collaboration and integration across and between them.

3.6 Since the existing structure was put in place the tram operation has matured and the transport and mobility needs of the city and region also continue to change.

3.7 There are a number of drivers of this change:

3.7.1 The city continues to change and grow, and, with that, grows the requirement for a flexible, efficient and integrated public transport network. By 2041 Edinburgh's population is forecast to grow by a further 15%, taking the number of people living in the capital to nearly 583,000.

3.7.2 Edinburgh, like all other cities, will be subject to significant change in employment, leisure, and wider activity in the wake of the COVID-19 pandemic, and new approaches to public transport will be central to the overall adaptation and renewal process.

3.7.3 The operational delivery success of the transport companies is key to the delivery of wider Council mobility and sustainability objectives. Efficient and effective public transport is a key driver of success of the City Mobility Plan (CMP) and Edinburgh City Centre Transformation (ECCT). These policy drivers are discussed in more detail at section 4 below.

3.7.4 National policy is being updated with ambition for a close interface between transport services and wider policy objectives clearly demonstrated at a national level. This is reflected in the new National Transport Strategy and the Strategic Transport Project Review 2 (STRP2).

3.7.5 The need to improve the network of service provision across and into the city needs to make it easier and more attractive for people to choose public transport services rather than travel by car.

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3.8   The current structure of ownership - a shareholding parent company with two operating companies, all of whom are responsible for delivery of different aspects of transport operations present challenges to the delivery of existing and emerging transport policy objectives.

3.9   It should be noted that integration of the transport network was an objective of the present structure when it was put in place. The Transport for Edinburgh Strategy for Delivery notes the requirement for integration, but in the period since the Strategy was adopted delivery of the required integration has proved challenging. This is a result of the complexity of current structures.

3.10   In light of the challenges outlined, coupled with the future projected change and growth of the city (and the public transport network), and the urgent need to maximise efficiency and effectiveness in future delivery, a rapid re-structuring of the city's transport companies is proposed.

4.   Main report

4.1   The Council should ensure that the public transport companies under its full or part ownership are structured to support the sustainable long-term growth of the city and the city region, to meet wider policy objectives and to provide the best service for the travelling public.

4.2   This will always require a careful balance of public service outcomes with ongoing commercial imperatives. This balance can be ensured through delivery of public transport that is efficient, integrated and sufficiently flexible to align delivery with local, regional and national transport policies as they evolve.

4.3   Public transport companies have a key role to play in the ambition to reach net zero carbon by 2030, through the delivery of a number of strategic programmes such as the CMP, ECCT, Trams to Newhaven and the emerging Regional Growth Framework and Spatial Strategy.

4.4   In the wake of the COVID-19 Pandemic, these matters have grown in importance, given that many aspects of day to day life in the city are subject to short, medium and long term change. Public transport provision needs to adapt to a changed world.

4.5   The increasing importance of integrating transport systems at the regional level is also a key issue, and any reform process needs to take account of the sustained importance of partnership working at the regional level.

Objectives for Future Public Transport Provision

4.6   Taking account of the policy ambitions of the Council in reframing transport choices and road usage in the city (as set out in Appendix 1), the following objectives have been identified for creating an integrated public transport network for the future.

4.6.1   Delivery of public transport that takes account of wider public policy drivers, particularly in delivering anti-poverty and pro-sustainability strategies;

4.6.2 The continued development of high quality public transport services across the Lothians, catering for the needs of all passengers;

4.6.3 The efficient mobility of the passenger is the overriding factor in infrastructure and investment decisions, enabling increased movement between modes;

4.6.4 Efficiency and value for money must be optimised;

4.6.5 Strategic planning across public transport in Edinburgh should anticipate and respond to future development and demographic needs;

4.6.6 Public transport arrangements must be fit for the post COVID- 19 operating environment;

4.6.7 Dividend performance is a key issue and must be factored into any new arrangements; and

4.6.8 Any reform should enable and maximise collaboration between public transport delivery and local, regional and national policy.

Financial Arrangements

4.7 On 20 February 2020, the Council approved its budget strategy for the revenue budget 2020/23 and recognised a pre-approved saving from 2019/20 for a reduction in the overall operating costs of the Transport for Edinburgh Group of £0.4m.

4.8 On 30 June 2020, the Council considered an update on the Council's revenue budget for 2020/21 which shows the financial impacts of COVID-19 on the Council and its ALEOs. A more detailed update on the impact of COVID-19 on the Council's ALEOs will be presented to Committee on 23 July 2020.

Options for Future Public Transport Provision through the Council's Transport ALEOs

4.9 In light of the objectives set out in the report above, there are three options for the future of public transport provision through the Council's Transport ALEOs:

4.9.1 *Do nothing* – this would leave the existing corporate structure and corporate agreements in place. It would look to improve existing relationships among the transport companies and the Council (s) to deliver change.

4.9.2 *Adaptation of existing model* – this would mean retaining the existing corporate structure or significant parts of it but reviewing the Shareholder Agreements and other company governance documentation with a view to promoting the transport policies of the Council (s) and driving greater integration and efficiency.

4.9.3 *Creation of a single company model* – this would mean having a single company to deliver an integrated transport system. Strategic direction would be provided to that company by the owners, who would also exercise shareholder powers to ensure accountability.

4.10 In addition, given the financial position of the Council, cost effectiveness must be an important determinant of any proposals for change. If savings can be made for the public purse while improved services are delivered, this should be a

consideration in the assessment of options. Therefore, a key input of the new structure is the ability to optimise efficiency and to hold the transport arm's length company (or companies) to account for spending and financial performance.

4.11 The impact of COVID 19 in the short term and possible future impact makes optimisation of efficiency more crucial. Close working between the Council and public transport delivery will maximise the role that public transport can play in COVID-19 recovery and help to deliver modal shift.

4.12 Each option, assessed against stated objectives can be summarised as follows:

4.12.1 *Do nothing* – The existing structure was implemented to enable integration and to comply with procurement and competition guidelines. It currently delivers high quality services and could continue to do so. However, the structure encourages an environment where the transport companies are partly competing in the same market and it is anticipated that this will increase over time. The current structure can result in competing priorities and introduces complexity which result in challenges to strategic planning across public transport in Edinburgh. Further, the current structure does not maximise operational savings from grouping business delivery functions. Therefore, the do nothing scenario is not favoured.

4.12.2 *Adaptation of existing model* - Amendments to the existing corporate governance documentation, coupled with revised management practice and a fresh ethos could potentially help deliver the stated objectives. However, retaining three companies with different management teams and boards means continuing competing priorities which make delivery of wider transport outcomes challenging. Each of the three companies also has a separate relationship with the Council in terms of delivery of transport infrastructure and policy which adds complexity. This means that this scenario is unlikely to resolve current barriers to strategic planning across public transport in Edinburgh, and nor does it maximise collaboration to deliver local and regional policy objectives. It also does not maximise efficiency and value for money. Therefore, it is considered that more fundamental change is required.

4.12.3 *Creation of a single company model* – This option would put integration and improving outcomes for the travelling public at the heart of public transport delivery and would see an end to the competition between tram and bus at a local level. It would also maximise operational savings. This structure allows for the least complex method of delivery with only one interface between the Council (s) and the public transport company which would achieve the collaboration needed to deliver local and regional transport policy.

Preferred Approach

4.13 The city has set out an ambitious agenda of change – to be carbon neutral by 2030; tackling poverty, inequality and exclusion; being a city and regional economy that benefits everyone; and to be the data capital of Europe.

4.14 The way in which people move about the city in the future and, in particular, how they access and use public transport will need to adapt and change.

4.15 From the options above, it is the view of officers that the current system of separate companies for each mode of transport (bus and tram) should be transformed into a single integrated public transport company that is focused on meeting the needs of passengers and on increasing public transport use but with no negative impact on the front line operational staff.

4.16 Under the proposed new arrangement, services would retain separate branded operating functions for bus and tram. This approach would respect the vitally important brand identity of bus and tram whilst delivering an integrated set of back office functions and, potentially, proposals for senior management efficiencies.

4.17 This would require a new shareholder agreement to be put in place between the owners and the company. This agreement would set out all relevant policy outcomes expected to be delivered by the company, but crucially, would see the company responsible for all operational aspects of bus, tram, and cycle delivery. It would support delivery of a truly integrated approach for the first time

4.18 Such an approach would need changed arrangements on the shareholder side to ensure good governance was maintained, policy objectives were being delivered, and dividend performance sustained. This would include transparent oversight at both Elected Member and officer level, both by City of Edinburgh Council and also by the other shareholding Councils.

4.19 It should be noted, however, that Lothian Buses is not wholly owned by City of Edinburgh Council and so a new company structure would need to be developed in consultation with the minority shareholders. The needs of the partner councils, both from a transport policy and financial performance perspective, would need to be fully addressed. The issue of ensuring separate accounting for and continuity of the 9% shareholding in Lothian Buses by the three minority shareholders will require resolution. A mechanism to deliver this outcome will need to be carefully considered and discussed with the partner Councils.

4.20 Any plan for change will need to take into account the HR policies of each company and best practice in industrial relations. The details of such processes will be developed as part of the implementation plans.

A new Plan for Public Transport

4.21 Alongside the creation of a single, integrated company, a comprehensive new public transport strategy is required to provide the framework and direction for the company, focused on addressing the current issues affecting the city. These issues include:

4.21.1 Tackling congestion in the city centre, particularly the number of buses traversing Princes Street and other key corridors;

4.21.2 Dealing with the constraints of the current bus network which mean that passenger numbers cannot significantly increase.

4.21.3 Recognising that the current bus network is 100 years old and while this has served the city well in the past it now needs to be recast and modernised

using best practise and external expertise as is being done in other cities such as Dublin.

4.22 Redesigning the bus network is an opportunity to review the evidence for public transport demand, and to design a network that meets those demands most efficiently. Ultimately, the goal is to provide a network designed around the needs of Edinburgh today and tomorrow, rather than one based on the past.

4.23 Like most European cities, Edinburgh presents features that make public transport essential, and require that it be highly efficient:

4.23.1 Severe road space limitations. Across most of Edinburgh, especially in the older core, the road-width is fixed and will never be wider.

4.23.2 Intensification of land use. In response to growing demands for housing and commercial space. More and more people are living within and around the city.

4.24 These two factors combined mean that more and more people are trying to use a fixed amount of road space. If they are all in their cars, they simply do not fit in the space available. The result is congestion, which cuts people off from opportunity and strangles economic growth.

4.25 The only alternative to congestion is for a larger share of the public to rely on public transport and other alternative modes. This requires services that most efficiently respond to the city's changing needs, as well as bus priority to give buses priority over cars that reflect the vastly larger numbers of people on each bus.

4.26 This new Public Transport Plan will be a key deliverable from the City Mobility Plan and will be taken forward urgently alongside the transformation of current company structures. The outputs of the plan will be a key part of the Shareholder Agreement and Business Plan of the new, unified company.

5. Next Steps

5.1 Given the positive opportunity for reform, the seriousness of the financial position facing the Council, and the impact of COVID-19 on the Transport ALEOs, it is recommended that engagement with the Transport ALEOs, the minority shareholders and the recognised trade unions of the companies, commence immediately with a report back to Committee in two cycles on the feedback received and a final proposals for change.

5.2 A detailed delivery plan and a full risk assessment will be developed once the final decision on the preferred approach is taken. Appropriate further legal and financial advice will be sought throughout implementation.

6. Financial impact

6.1 A reduction in the operating costs of the Transport for Edinburgh group was approved by Council in 2019/20 for implementation in 2020/21.

6.2 A small funding allocation has been made in the Place directorate budget to develop the implementation plan for the preferred approach, once approved.

6.3 Cost savings would be expected from any reform process. These savings, cost and resource implications of implementing a single company will be assessed as part of the implementation of any proposed changes.

7. Stakeholder/Community Impact

7.1 As set out in the report, the proposals will require appropriate engagement with Transport ALEO boards and their executive management teams. Full engagement will be required with them and the appropriate Trade Unions concerning any proposals.

7.2 The minority shareholders of Lothian Buses Limited will be fully involved in the forthcoming engagement and, if approved, in developing the plans for future public transport integration.

7.3 In addition, the proposals will have implications for the customers of the operational companies, who may see changes across ticketing and modal choice. In order to maximise the benefits of these changes, engagement will be required as delivery of public transport evolves in line with policy delivery. Such consultation would take place alongside development of policy at Council level.

7.4 It is anticipated that the proposed changes will have a positive impact on carbon, climate change or sustainable development impacts as a result of these proposals. Close working with delivery of other Council policies, in particular the draft CMP, will be required to ensure that the benefits arising from a new company structure are maximised.

8. Background reading/external references

8.1 None.

9. Appendices

9.1 Appendix 1 – Summary of the Policy Context and Options for Future Delivery.

Appendix 1 – Summary of Policy Context and Options for Future Delivery

Policy Context

City Mobility Plan (CMP)

The draft CMP sets out the requirement for new approaches to public transport routing as a key feature of an improved transport system. Modal shift to public transport is central to reducing congestion and the impact of cars, and therefore a public transport system which is integrated, fast, convenient and affordable is an essential component of the CMP.

It also highlights at present, unrealised opportunities for greater integration within our public transport and active travel network. A more innovative approach to integrated pricing and ticketing with integrated routing would create a better public transport experience. This must be a key feature of any reform process.

The CMP recognises that better alignment of strategic business planning and operational management of the transport companies with the city's transport travel policy and programmes should be accelerated if transformational change is to be achieved.

Further, a key risk to delivery of the CMP is that the major city public transport providers currently work in competition with each other. A collaborative and integrated approach is the imperative for such transformational change.

Edinburgh City Centre Transformation (ECCT)

The delivery of the ECCT plan is dependent upon modal shift away from car, to allow road capacity to be realigned in favour of public realm and to encourage active travel. ECCT also proposes a 'to, not through' approach in order to address bus domination of certain parts of the city centre.

Currently the majority of bus routes pass through a small number of city centre roads, impacting upon the environment and inhibiting growth of active travel facilities as road capacity struggles to cope with bus numbers on a limited road network.

In addition, further integration with the existing tram line will help to reduce bus congestion in the city centre. A closer relationship at the operational level between the public transport companies and the Council will be critical for successful delivery of the vision of ECCT.

Regional Integration

Developing the CMP has demonstrated the vital relationship between transport systems within the city and across the wider region. Currently, Lothian Buses play a key role in East, Mid and West Lothian, and analysis through the STRP2 process is demonstrating the importance of further integrated solutions.

Any proposals for reform need to ensure the potential for greater regional connectivity from the outset. This makes the role and views of the minority shareholders in Lothian Buses particularly important in setting the policy outcomes.

The current structure with three separate boards presents challenges to an overall integrated approach.

Policy and Sustainability Committee

10.00am, Thursday, 9th July 2020

Waiver extension - Salary Sacrifice Car Benefit Scheme

Executive/routine	Executive
Wards	
Council Commitments	

1.   Recommendations

1.1   It is recommended that the Policy and Sustainability Committee:

1.1.1   Approves an increase in the value of a previously approved waiver of the Contract Standing Orders by £450,000, to a revised maximum value £650,000, to enable payments to continue to Northumbria Healthcare NHS Foundation Trust for the provision of the Council's Salary Sacrifice Car Benefit Scheme; and,

1.1.2   Notes that this is a salary sacrifice scheme and that therefore the costs are recovered from employees' salaries.

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Report

Waiver extension - Salary Sacrifice Car Benefit Scheme

2.   Executive Summary

2.1   It is recommended that the Policy and Sustainability Committee approves an increase in the value of a previously approved waiver to the Contract Standing Orders by the value of £450,000, to a revised maximum value of £650,000, to allow payments to continue to Northumbria Healthcare NHS Foundation Trust for the Salary Sacrifice Car Benefit Scheme.

2.2   A waiver, in accordance with the Scheme of Delegation, to the Contract Standing Orders was previously approved in respect of the Council's Salary Sacrifice Car Benefit Scheme until December 2020. However, as the £200,000 value has already been reached no further invoices can be paid until the waiver value is increased. This increase is required to enable the continuation of the scheme and ensure payments are made in line with the Council's contractual obligations to the supplier.

2.3   The total revised value of this waiver would, if approved, be £650,000, which would expire in December 2020. A procurement process is currently underway to award a new scheme which will commence in December 2020.

3.   Background

3.1   The Council has had a contract with Northumbria Healthcare NHS Foundation Trust to operate a Salary Sacrifice Car Scheme as a benefit to employees. This contract was put in place in 2015 and ended 10 March 2020. The contract is currently extended using a waiver until 30 November 2020 while a procurement process for a new scheme is concluded.

3.2   The waiver value of £200,000 has already been reached. In order to meet obligations under the contract arising from the waiver, the Council requires the financial limit of the waiver to be increased to enable continued payment of vehicle rental and associated invoices.

4.   Main report

4.1   Through the Salary Sacrifice Car Benefit Scheme, Council employees have the opportunity to enter into a lease agreement where the car is hired directly from Northumbria Healthcare NHS Foundation Trust for an agreed period and for rental costs. During the lease hire period the vehicle remains the property of Northumbria Healthcare NHS Foundation Trust. The Council is responsible for paying the annual car lease charge and deducts this from the individual employee's salary in 12 equal instalments. Any additional invoices at the end of the contract, such as in respect to excess mileage, are also recharged directly to the employee.

4.2   Individual lease contracts are generally three years in duration. As employees have the opportunity to enter contracts under this agreement until November 2020, some contracts will continue until November 2023.

4.3   Currently a procurement process is underway to move to a new scheme starting in December 2020.

5.   Next Steps

5.1   Subject to the approval of the Committee the value of the current extension waiver will be increased in value by £450,000, to a maximum of £650,000, until a new contract is in place in December 2020.

6.   Financial impact

6.1   On average, the Council pays around £61,000 per month in rental invoices to the scheme provider. On that basis, Human Resources proposes that the waiver limit increased by a further £450,000, to a maximum value of £650,000, to cover the period between now and December 2020.

6.2   It is likely that the actual invoicing cost will be below the £650,000 total as current lease contracts come to an end and new lease contracts will commence with the new provider from December 2020 onwards.

6.3   It should be noted that this is a salary sacrifice scheme, the costs are fully recovered from employees' salaries. Through the scheme, the Council also saves on Employer's National Insurance Contributions.

6.4   As such, there is no direct financial implication for the Council arising from this scheme.

7. Stakeholder/Community Impact

7.1 The Scheme will continue to operate under the terms and conditions of the original contract.

8. Background reading/external references

8.1 N/A

9. Appendices

9.1 N/A

Policy and Sustainability Committee

10.00am, Thursday, 9 July 2020

Award of Security Services Contract

Item no	
Executive	Executive
Wards All	City wide
Council Commitments	

1. Recommendations

1.1 It is recommended that the Policy and Sustainability Committee:

1.1.1 Approves the award of a contract for Security Services to G4S Secure Solutions (UK) Limited; and,

1.1.2 Approves the commencement of the contract on 1 October 2020 for an initial period of two years, with two further optional 12-month extensions, at an estimated total value of £7,025,602.

Stephen S. Moir

Executive Director of Resources

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Report

Award of Security Services Contract

2. Executive Summary

2.1 This report seeks approval to award a contract for Security Services to G4S Secure Solutions (UK) Limited to commence on 1 October 2020 for an initial period of two years, with two further optional 12 month extensions, at a total estimated value of £7,025,602.

3. Background

3.1 The Council has a requirement for Security Services across the operational estate which has historically been awarded as three individual contracts managed by separate directorates:

3.1.1 Facilities Management (FM), in the Resources Directorate is responsible for manned guarding which encompasses; corporate buildings, depots, local area offices, bus station and libraries;

3.1.2 Culture, in the Place Directorate, has the responsibility for event and performance security services at the cultural venues which include, The Assembly Rooms, The Usher Hall, Ross Band Stand and Churchill Theatre; and

3.1.3 Safer and Stronger Communities, in the Communities and Families Directorate, is responsible for transport marshals who supervise three taxi ranks on Friday and Saturday evenings and additional locations during festive periods.

3.2 The current contracts, originally awarded by three mini competitions from Scotland Excel (SXL) Security Services and Equipment framework 08-14, were aligned to expire on 30 June 2020.

3.3 Due to a delay in the procurement process, as a result of the COVID-19 Pandemic, the manned guarding element has been extended to 30 September 2020 until the completion of the re-tendering process. This was approved under urgency provision by Waiver of the Contract Standing Orders, on 4 May 2020, and was noted at the meeting of the Policy and Sustainability Committee on 28 May 2020.

Policy and Sustainability Committee - 9 July 2020

4. Main report

4.1 Commercial and Procurement Services (CPS) has carried out consultation with all service areas to facilitate a consolidated approach to market and make the Council a more attractive customer to the security industry through economy of scale.

4.2 The requirement of this procurement exercise was to identify a service provider who has the capacity and capability to provide all security services to the Council.

4.3 The Scotland Excel (SXL) framework was awarded in December 2019.

4.4 On 31 January 2020, CPS published an Invitation to Quick Quote on Public Contracts Scotland (PCS), to the four service providers named on lot three of the SXL Security Services and Cash Collection framework 07-19, with a tender submission deadline of 3 March 2020. Tender responses were received from all four providers and the consensus evaluation date was arranged for 16 March 2020, which was subsequently delayed, until 12 May 2020, as a result of the COVID-19 pandemic.

4.5 To identify providers offering Best Value the tender evaluation included an emphasis on quality as well as price and submissions were assessed on the basis of most economically advantageous tender.

4.6 A cost/quality ratio of 40%/60% was applied to encourage competitive hourly rates and to ensure that the quality was of a high standard. To further protect the quality element, a minimum quality threshold of 60% was applied, with the Council having discretion to disqualify tenderers who did not achieve this threshold.

4.7 A summary of the tender process is attached at Appendix 1 and the recommendation for award of contract is based upon the completed evaluation scores for the tenders as detailed below:

Tenderer	Price score % (out of 40)	Quality Score % (out of 60)	Combined Score % (out of 100)
G4S Secure Solutions (UK) Limited	35.27	56.25	91.52
Tenderer B	35.15	55.50	90.65
Tenderer C	34.26	47.25	81.51
Tenderer D	40.00	36.00	76.00

4.8 The contract will be managed by the Council's Security Manager, within Property and Facilities Management, in accordance with our Contract Management arrangements, who will track benefits and monitor Key Performance Indicators (KPI).

4.9 It is anticipated that the contract will commence on 1 October 2020 for an initial two year period with two further optional 12 month extensions.

5. Next Steps

5.1 Subject to approval, the services will commence on 1 October 2020 and will allow the Council to meet its obligations in regard to the provision of Security Services.

5.2 A transition period is required between the incumbent contractor and G4S Secure Solutions (UK) Limited following the contract award as there are Transfer of Undertakings (Protection of Employment) (TUPE) considerations for this contract. This would be for the outgoing and incoming contractors to deal with and ensure staff rights were protected under the relevant legislation.

5.3 Contract and Grants Management team will engage with the Council's Security Manager, to support implementation and contract management delivery throughout the contract lifecycle. All efficiencies identified in the procurement process should be delivered by the service area through proactive service provider engagement, monitoring of management information, application of KPI's and tracking of relevant budgets.

6. Financial impact

6.1 The contract value is estimated at £7,025,602 over the contract period.

6.2 The contract pricing is fixed for the first year from contract start date, thereafter any price increases will require to be supported with documentary evidence and will be validated against changes in market pricing, tracked in accordance with Scotland Excel's indexation model.

6.3 Fair Work criteria confirmed that employees of G4S Secure Solutions (UK) Limited will be paid the real living wage. Rates influenced by by the Scottish Living Wage (as set by the Living Wage Foundation) or National Living Wage (The UK minimum wage) will be increased annually to reflect any changes to the National Living Wage and Scottish Living Wage. The terms differentiate between wage increases and operational costs will be subject to Scotland Excel established price variance procedure.

6.4 The estimated cost savings, based upon a comparison of the bid from G4S Secure Solutions (UK) Limited against an average of the other bids, are £254,421 over the life of the contact and potential extension periods.

6.5 The financial impact on the main service user of the contract, Property and Facilties Management, when compared to FY 2019/20 spend, will result in an unbudgeted increase of £107,760 per annum. There is no material impact anticipated on the budgeted spend that Culture or Safer and Stronger Communities have for such security services.

6.6 The costs associated with procuring this contract are estimated to be between £20,000 and £30,000.

7. Stakeholder/Community Impact

7.1 Consultation and engagement have been undertaken in the form of a supply market awareness event and with all internal service users.

7.2 There are no impacts on carbon, adaption to climate change and sustainable development arising directly from this report.

7.3 The Council's Sustainable Procurement Strategy was considered and applied through the request of community benefits. The service provider will be required to deliver community benefits in line with the value of the contract; which will include a new employee, from a priority group, who has been unemployed for a minimum of twelve months. Community benefits will be monitored throughout the life of the contract by the Facilities Management Security Manager.

7.4 The contract recommended for award is compliant with procurement regulations and the Contract Standing Orders. The risk of legal challenge relating to contractual arrangements for the provisions of this service is thereby reduced.

8. Background reading/external references

8.1 Not applicable.

9. Appendices

9.1 Appendix 1 – Summary of Tendering and Tender Evaluation Process

Appendix 1 – Summary of Tendering and Tender Evaluation Process

Contract	Security Services Contract	
Contract Period	1 October 2020 – 30 September 2022 with two optional twelve-month extensions (2 + 1 + 1)	
Estimated Contract Value (including extensions)	£7,025,602	
Procurement Route Chosen	Mini competition from Scotland Excel Security Services and Cash Collection Framework Reference 07-19.	
Tenders Returned	4	
Name of Recommended Service Provider	G4S Secure Solutions (UK) Limited	
Price / Quality Split	**60 % Quality**	**40 % Cost**
	To encourage competitive fixed hourly rates a cost ratio of 40% has been established. It is essential that the quality is of a high standard, therefore the driving factor is quality, to further protect this element a minimum quality threshold of 60% was applied. Events Stewarding Scenario - 20% Manned Guarding - Capital Works Scenario - 20% Manned Guarding - National Events Scenario - 15% Taxi Marshals Scenario - 15% Performance Management - 15% Marine Security - 10% Business Continuity - 5% Community Benefits - Non-Scoring (Dealt with under Scotland Excel framework selection) Fair Work Management - Non-Scoring (Dealt with under Scotland Excel framework selection)	
Evaluation Team	Three Council Officers from; Facilities Management, Cultural Venues and Safer and Stronger Communities.	

Policy and Sustainability Committee

10.00am, Thursday 9 July 2020

COVID-19 Impact on Council Procurement Activity

Executive/routine	Routine
Wards	All
Council Commitments	2,3 and 7

1. Recommendations

1.1 It is recommended that the Policy and Sustainability Committee notes the impact the COVID-19 pandemic has had on the Council's procurement activity, and the actions and control measures which have been taken to support existing and new contracting requirements, and in turn mitigate the associated risk to Council services and other project initiatives.

Stephen S. Moir

Executive Director of Resources

Contact: Iain Strachan, Chief Procurement Officer,

Finance Division, Resources Directorate

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Policy and Sustainability Committee

Covid-19 Impact on Council Procurement

2.   Executive Summary

2.1   This report seeks to provide awareness of the impact the COVID-19 pandemic has had on the Council's procurement activity and the actions and control measures which have been taken to support existing and new contracting requirements, and in turn mitigate the associated risk to Council services and other project initiatives.

2.2   The pandemic is presenting a number of new challenges to the Council and its suppliers. The Council's Commercial and Procurement Service is working closely with service areas to support them through this next period. It is, however, likely to result in an increase in Committee or delegated officer approvals being sought to waive the Contract Standing Orders. As ever, such approvals will be constructively challenged and subject to robust scrutiny, to ensure such actions are in the Council's best interests and secure Best Value.

3.   Background

3.1   The Council's Commercial and Procurement Service (CPS) supports all procurement and contract management activity across the Council, to ensure the Council's purchasing requirements are met, and the associated internal and external regulatory controls complied with, including the Council's Contract Standing Orders (CSOs).

3.2   The Council has a clear strategic vision for its procurement activity. 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.

3.2   In recognising the unprecedented impact of the COVID-19 outbreak on all service areas a request for temporary amendments to the CSOs was approved by the Leadership Advisory Panel on 31 March 2020.

3.3   That report noted the huge global impact that COVID-19 was, and still is, having. This impact is felt not only in public health terms, but also financially, affecting all economies and their financial markets. The report addressed some of the risks associated with existing suppliers potentially being unable to fulfil contractual

commitments and the ongoing procurements that required review and would likely result in a need for the Council to consider further extending or varying existing contracts which were otherwise shortly due to expire.

3.4   The Scottish Government has issued four Scottish Procurement Policy Notes (SPPNs) that relate to the impact of the COVID outbreak, and six Construction Policy Notes (CPNs). In particular, the SPPNs address alternative procurement procedures that contracting authorities might adopt to meet urgent purchasing demands, guidance for contracting authorities on considering contractual relief that might be granted to suppliers during the outbreak and how to make best use of procurement resources during the outbreak.

4.   Main report

4.1   The COVID-19 pandemic has, as anticipated, had a significant impact on the Council's procurement activity, with few projects having been unaffected by delay.

4.2   An immediate status review of all 217 then active procurement projects was implemented at the end of March. CPS prioritised those where tenders were about to be published, were out to market or had been returned but not yet evaluated/awarded. CPS itself has largely been able to continue working as before, with all staff working from home.

4.3   The actions included:

4.3.1   Working with service areas to identify essential procurements that support key worker delivery and ensuring those were prioritised for completion;

4.3.2   Contacting suppliers, to ensure they were aware of business supports available from the Scottish and UK Governments, and asking them to get in touch with their normal Council contacts to discuss any particular areas of concern in more detail and encouraging contract managers to likewise remain in close contact with their suppliers.

4.3.3   Suspending all tender publishing and then revisiting whether, in light of COVID-19 restrictions, the requirement was still required, and the supply market was able to respond;

4.3.4   Reviewing all published tenders and deciding whether to continue as planned, extending the tender period and addressing additional COVID-19 related business resilience requirements or cancelling the tender;

4.3.5   Reviewing all tenders that were in the evaluation stage, to identify tender validity dates and the time available to decide on potential contract awards, and agreeing with the service area whether to award having taken account of COVID-19 related considerations or to extend the time for an award; and

4.3.6   Issuing guidance to CPS staff on the application of revised procurement procedures to take account of COVID-19, and recently issued Government guidance.

4.4	The impact of the delays which have been experienced, however, is variable depending on the stage of the tender process, and the goods/services being sought.

4.5	Often the Council will have a contractual right to extend an existing contract. However, that is not always the case, and there are occasions when such a proposed extension would instead need to be dealt with through the waiver provisions within the CSOs. Depending of the value of the extension it might need to be submitted to Committee for review and, if appropriate, approval.

4.6	The Finance and Resource Committee currently receives a 6-monthly report on all waivers approved in the previous 6 months through Committee and delegated authority, as well as other contracts which have been awarded under delegated authority. The last report was considered at the Committee on 5 March 2020. The next such report will be brought forward following the Summer recess

4.7	As noted in the report to the Leadership Advisory Panel, it is expected that the Council will likely need to make increased use of this waiver process in the coming months. Such waivers are each evaluated on their own merits and approval given only if fully justifiable after there has been an assessment of all relevant considerations, including the need to secure Best Value. Such circumstances continue to be tightly controlled and robustly scrutinised and will continued to be reported to Committee through the regular 6 monthly Committee reporting.

4.8	There were 464 CSOs waivers approved in 2019/20, having a total value of approximately £32m. This may appear high, but the vast majority (78%) have a value of less than £50,000, and the use of waivers must also be seen in the context of the Council's spend with third party suppliers, which in 2018/19 was approximately £634.8m. In addition, there are a number of reasons why a waiver of CSOs and the decision to award a contract without competition or extend a contract beyond the original term is justified and secures Best Value for the Council, once that overall assessment is made, including the contract value, the nature of the service in question and any associated risks.

4.9	CPS regularly provide Directorates with a list of ongoing procurement exercises, expiring contracts and waivers for their review and to highlight any particular risks and issues. This enables Executive Directors and Heads of Service to fulfil their responsibilities for all contracts tendered and subsequently awarded by their Directorates/Divisions. Commercial Partners within CPS also work alongside divisional management and procurement delivery teams, as business partners, to support relationship management and to assist the contract planning process.

4.10	Over the next quarter it is anticipated that the Council will have a number of new issues to consider in its procurement activity, including the following:

4.10.1 Supply chain pressures, including longer lead times for supplies due to reduced global manufacturing during respective 'lock-down' measures, and insolvencies resulting from the economic slowdown;

4.10.2 A need for the Council to respond to the pandemic by making urgent purchases not previously envisaged, given the rapidly changing operational environment;

4.10.3 The practical impact of suppliers delivering contracts with 'social distancing' and other restrictions, for example where they have staff on furlough or otherwise unable to work due to illness or having to shield, also considering that there might be further future periods of 'lockdown';

4.10.4 Contract specifications no longer being capable of delivery, necessitating review and a reconsideration of associated tender evaluation criteria, which may itself require additional co-production with stakeholders or additional external technical support;

4.10.5 The capacity and financial stability of suppliers to deliver contracts once awarded, and how best to mitigate the risks associated with that;

4.10.6 The capacity of potential suppliers to undertake a tender exercise, including with staff having been furloughed and the risk of business insolvency given the impact the pandemic is having on the economy;

4.10.7 Linked to the above, limited market capacity to respond to the Council's contract opportunities amongst all other tenders that may be issued, not only by the Council but right across the public and private sectors;

4.10.8 The capacity of Council staff to commit the time to a tender process, given the impact of the pandemic, including staff absences and the need to focus on other more urgent COVID-19 related activities; and

4.10.9 Supporting market engagement will also require new approaches e.g. video-conferencing, skype and the like, with established procurement procedures having to be adjusted in a proportionate manner, to reduce the burden on suppliers and Council staff, but at the same time ensuring compliance with the relevant regulations.

4.11 The impact of COVID-19 on the Council's procurement activities has been significant and will continue to be so. As outlined above, CPS is continuing to support all Directorates in their purchasing activity. In doing so it will also be important that there is a suitable prioritisation of projects, right across all service areas, so that the Council can ensure the best use of officer time and resources, as well as that of the market. There will also be a need for suitable market engagement to seek to mitigate the issues summarised above.

5. Next Steps

5.1 As the Council takes forward the Adaption and Renewal Programme, CPS will continue to work closely with service areas to support the Programme and the Council's new and changing supplier requirements, as well as more normal business as usual purchasing.

5.2 CPS will also take forward its own action plan to deliver the Strategy, and the strategic outcomes contained within it. Delivery against the Strategy will continue to be reported annually to Committee.

6. Financial impact

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.

6.2 It is to be noted that in 2018/19 procurement savings of £38.5m were tracked and delivered in year, with the Council expected to have delivered a similar amount in 2019/20 once the figures are finalised. These are in addition to the £150m of savings secured from 2013/14 through to 2018/19.

7. Stakeholder/Community Impact

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

8.1 2019 Annual Procurement Report

9. Appendices

9.1 Not applicable.

Policy and Sustainability Committee

10.00am, Thursday, 9 July 2020

Framework Adoption and Contract Awards for the Supply of Natural Gas and Supply of Water and Waste Water Services

Executive/routine	Routine
Wards	
Council Commitments	

1. Recommendations

1.1. That Committee:

1.1.1 Notes that, through national agency agreements, both for Natural Gas and for the supply of Water and Waste Water Services which the Council is a party to, the Scottish Government will, on behalf of the Council, award contracts to Total Gas & Power Ltd for the supply of natural gas and Scottish Water Business Stream Ltd for the supply of water and waste water services; and,

1.1.2 Approves the provision of delegated authority for the Executive Director of Resources, in consultation with the Convenor and Vice Convenor of the Finance and Resources Committee, to approve further Contract Awards from the Scottish Government national framework agreements where an agency agreement is in place (Gas, Water and Electricity).

Stephen S. Moir

Executive Director of Resources

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Report

Framework Adoption and Contract Awards for the Supply of Natural Gas and Supply of Water and Waste Water Services

2. Executive Summary

2.1 The Supply of Natural Gas call-off contract will initially be awarded by the Scottish Government to Total Gas & Power Ltd, on the Council's behalf, for a period of 2 years from 1 April 2020 to 31 March 2022 with an estimated value of £7.6m. The Scottish Government can extend the framework for a further 3 x 12-month periods – up to 31 March 2025.

2.2 The Supply of Water and Waste Water Services will initially be awarded by the Scottish Government to Scottish Water Business Stream Ltd, on the Council's behalf, for a period of 3 years from 1 April 2020 and will run until 31 March 2023 with an estimated value of £6.9m, with the option for a further 1 x 12-month period – up to 31 March 2024.

2.3 Cost avoidance savings calculated by the Scottish Government for The Supply of Natural Gas are estimated at 0.1693%, which forecasts a cost avoidance of £243k per annum, £486k over the two-year period for the Council.

2.4 Cost avoidance savings calculated by the Scottish Government for The Supply of Water and Waste Water Services are estimated at 27.48%, which forecasts a cost avoidance of £871k per annum, £2,613m over the three-year period for the Council.

2.5 The Agency Agreements between the Council and the Scottish Government for utilities (Gas, Electricity and Water framework agreements) have no set end date and therefore will run until the Council seeks to terminate the agreement. A 12-month notice period would be required to terminate the Gas or Electricity Agreements, with a 3-month period required for Water and Waste Water Services.

3. Background

3.1 The Council has Agency Agreements in place with the Scottish Government for Gas, Electricity and Water and Waste Water Services allowing the Scottish

Government to procure these utilities on the Council's behalf and on the behalf of all participating public sector organisations.

3.2   A new framework for the Supply of Gas to the Scottish Public Sector was awarded, on 1 April 2019, by the Scottish Government to Total Gas and Power Ltd for a period of three years with the option to extend for three 12-month periods to 31 March 2025 at the sole discretion of the Scottish Government.

3.3   During the first year of the framework it is available to the Scottish Government only to enable forward buying of gas. The framework became available for public sector call-off on 1 April 2020.

3.4   A new framework for the Supply of Water and Waste Water Services to the Scottish Public Sector was awarded, on 24 January 2020, by the Scottish Government to Scottish Water Business Stream Ltd for a period of three years from 1 April 2020 to 31 March 2023 with the option to extend for a further 12-month periods to 31 March 2024 at the sole discretion of the Scottish Government.

4.   Main report

4.1   The Scottish Government followed a robust tendering process in accordance with Public Contracts (Scotland) Regulations 2015 to award both new framework agreements, with Total Gas & Power Ltd being the successful bidder for gas and Scottish Water Business Stream Ltd for water and waste water services.

4.2   The Scottish Government utilised the first year of the Gas framework for wholesale trading using a flexible purchasing model to ensure that advantageous rates are available to the Scottish Public Sector at contract start. Pre-purchase of energy continues throughout the life of the framework via a robust process and is overseen by a Risk Management Committee (comprising of representatives from Central Government, Local Authorities, NHS etc), adhering to strict rules of exposure limits and their risk management strategy. The flexible purchasing model smooths out the peaks and troughs of market fluctuations and avoids payment of a 'risk -premium' to suppliers, whilst improving budget predictability, in order to keep cost down.

4.3   As per the Agency Agreement between the Scottish Ministers and the Council, the Scottish Government carried out the tendering of gas and water and waste water services on the Council's behalf.

4.4   The Scottish Government will award contracts on behalf of the Council for gas for a 2-year period (from 1 April 2020 to 31 March 2022) and for water and waste water services for a period of 3 years (from 1 April 2020 to 31 March 2023).

4.5   As the Council has Agency Agreements in place, until such time as the agreements are deemed to no longer offer best value, it is requested that the Committee delegate authority to the Executive Director of Resources, in consultation with the Convenor and Vice Convenor of the Finance and Resources Committee, for approvals on the Gas, Electricity and Water and Waste Water Services framework

agreements, reporting to Committee if/when the Council wishes to issue the appropriate termination notices on the Agency Agreements.

5. Next Steps

5.1 The new contract pricing will take effect for both contracts on 1 April 2020 for sites within the Council estate currently registered with Total Gas & Power Ltd for gas supply and Scottish Water Business Stream Ltd for water and waste water services. Whilst the majority of non-domestic supplies are already on contract, any new sites requiring transfer will be processed for registration and access to the contract rates.

6. Financial impact

Gas:

6.1 The cost of gas is determined by wholesale costs of gas (which is determined by market demand and availability) as well as infrastructure charges relating to distribution. Due to a comparative drop in the cost paid for wholesale gas for 2020/21 and forecasts for 2021/22, gas charges for year 1 and year 2 of this contract are currently forecast to remain consistent with 2019/20 charges.

6.2 Based upon the Council's gas consumption, the 2-year contract is valued at approximately £7.6m.

6.3 Cost avoidance savings calculated by the Scottish Government for The Supply of Natural Gas are estimated at 0.1693%, which forecasts a cost avoidance of £243k per annum, £486k over the two-year period for the Council.

6.4 The savings methodologies used were based on the Scottish cross public sector benefits reporting guidance and calculations include; cost avoidance across flexible trading of wholesale gas, avoidance of paying commission to Third Part Intermediaries and favourable contract management fees.

6.5 Through the gas framework the Scottish Government have made cost avoidance savings by flexible trading of wholesale gas and the procurement process offered an aggregation of supplies and volumes that led to lower service cost fees for customers.

6.6 The billing rate for 1 April 2020 to 31 March 2021 has been fixed. Year 2 wholesale energy is still currently being traded and therefore is a forecast. It should be noted that figures are subject to change due to the nature of the commodity.

Water and Waste Water Services:

6.7 Based upon the Council's current usage of water and waste water services the 3-year contract is valued at approximately £6.9m. Cost avoidance savings calculated by the Scottish Government for The Supply of Water and Waste Water Services are

estimated at 27.48%, which forecasts a cost avoidance of £871k per annum, £2.613m over the three-year period for the Council.

6.8 The savings methodologies used were based on the Scottish cross public sector benefits reporting guidance and calculations include Price Versus Market Savings, Direct Price Based Savings and efficiency savings through added value services.

6.9 Utilisation of the Agency Agreements with the Scottish Ministers remain the best route to market for utility supplies through aggregated Public Sector spend and continues to offer best value to the Council.

6.10 The costs associated with procuring this contract are estimated to be up to £10,000.

7. Stakeholder/Community Impact

7.1 The Scottish Government consulted with a wide variety of stakeholders across the public sector to support increased Climate Change targets through the Scottish Governments Energy Strategy and have included the option to buy green gas.

7.2 Framework suppliers have indicated that they:

- Pay the Living Wage and are working toward Foundation accreditation;

- do not operate Zero Hours contracts; and

- are signed up to the Scottish Governments Scottish Business Pledge and currently meet or are working on the 9 Scottish Business Pledges.

7.3 Sustainability benefits achieved as a result of the framework include:

- a range of Energy Efficiency Services are available as additional services.

7.4 Community Benefits are available via the framework and engagement is set to begin in the coming months, Benefits will be recorded and measured using the Benefits system. The Community Benefits available via this framework are as follows:

- apprenticeship training programmes including apprentice schemes;

- engagement with Scottish companies for sub-contracting works & services; and

- funding towards community projects and supported education and training schemes.

8. Background reading/external references

8.1 Finance and Resources 20 March 2012, seeking approval for the Council to adopt The Scottish Government Agency Agreement - Item 18 Agency Framework Agreements for the Purchase and Supply of Electricity and Natural Gas on Behalf of the City of Edinburgh Council

8.2   Finance and Resources 20 March 2012 Minutes of approval (refer to No. 16) –
       [Minute 20 March 2012](#)

9.   Appendices

9.1   None.

Policy and Sustainability Committee

10.00am, Thursday, 9 July 2020

New Mart Road, Edinburgh- Proposed New Lease Restructure

Executive/routine	Routine
Wards	9 – Fountainbridge / Craiglockhart
Council Commitments	2

1. Recommendations

1.1 That Committee approves a 99 year ground lease to ESP Electricity Ltd at New Mart Road, Edinburgh, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

Stephen S. Moir

Executive Director of Resources

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Property and Facilities Management Division, Resources Directorate

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Report

New Mart Road, Edinburgh- Proposed New Lease Restructure

2.   Executive Summary

2.1   ESP Electricity Limited are seeking to enter a ground lease for an area of land at New Mar Road for a new substation. This report seeks approval to grant a new 99 year lease to ESP Electricity Ltd on the terms and conditions outlined in the report.

3.   Background

3.1   On 16 August 2018, the Finance and Resources Committee approved a 20-year ground lease with City Fibre Limited to deliver a full fibre network to nearly every home and business in Edinburgh. There is insufficient grid capacity in the area to support the new datacentre therefore a new substation is required.

3.2   ESP Electricity have identified a small area of land in New Mart Road as a suitable location for a substation. The area extends to 8 sq.m (86 sq.ft) or thereby and is shown outlined red on the attached plan.

4.   Main report

4.1   The following terms have been provisionally agreed:

- Subjects   8 sq m (or thereby) at New Mart Road, Edinburgh;

- Lease: 99 years from 1st August 2020 to 31st July 2119;

- Rent: £1.00 per annum (to be effective from 1 August 2020);

- Use: Substation

- Repairs: Full repairing and maintaining obligation;

- Other Terms: Lift and shift provision subject to wider redevelopment of the area if required;

- Costs: Tenant responsible for all Council's legal costs.

5. Next Steps

5.1 Subject to Committee approval, Legal Services will be instructed to progress with the essential documentation to achieve the proposed new ground lease at New Mart Road, Edinburgh.

6. Financial impact

6.1 There will be limited direct financial benefit to the Council from this lease however it will support the infrastructure investment which in turn will provide both social and economic opportunities for communities and businesses across Edinburgh.
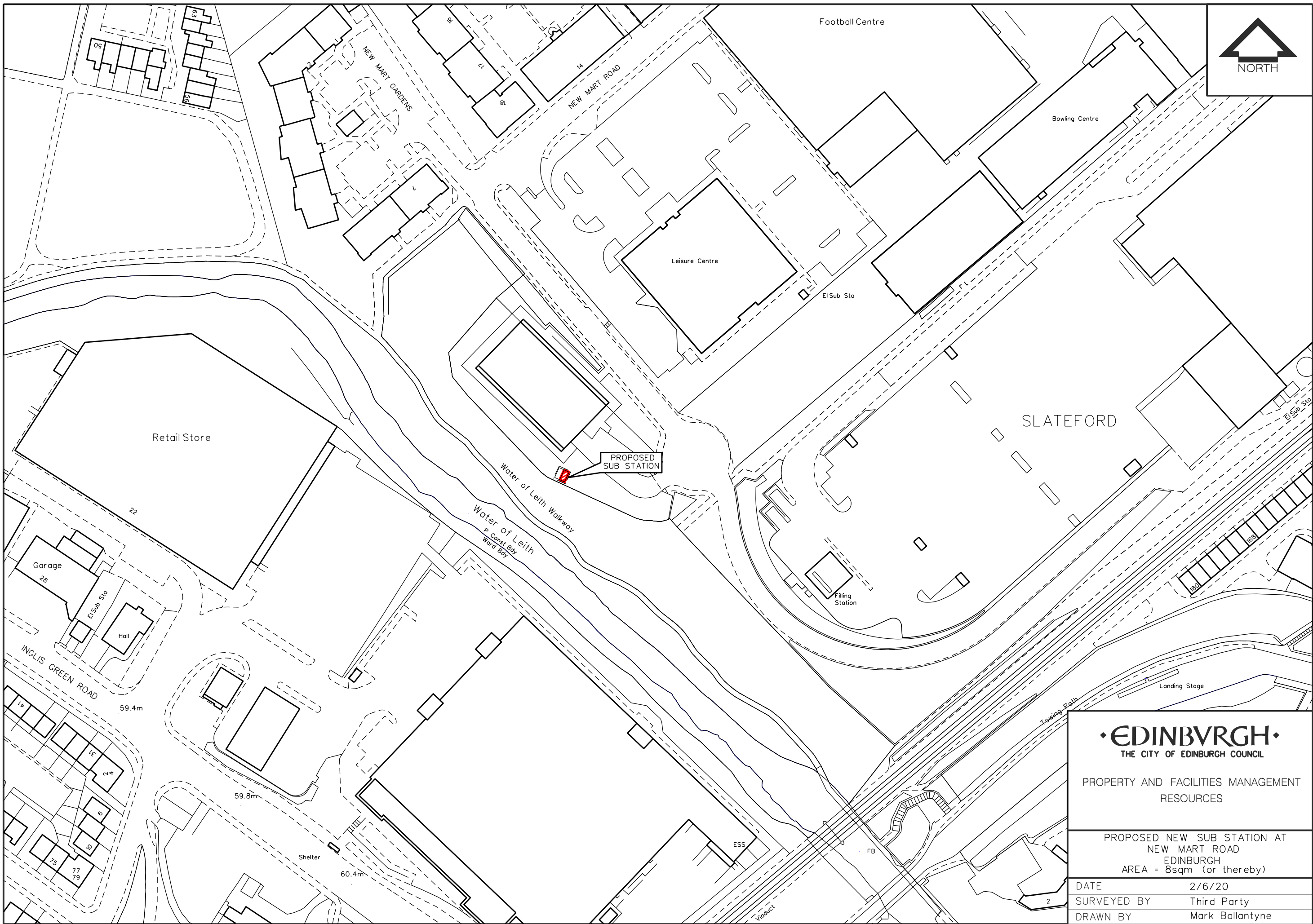
7. Stakeholder/Community Impact

Ward members have been made aware of the recommendations of the report.

8. Background reading/external references

8.1 N/A.

9. Appendices

9.1 Appendix 1 – Location Plan

Football Centre

NORTH

New Mart Gardens

NEW MART ROAD

Bowling Centre

Leisure Centre

El Sub Sta

SLATEFORD

El Sub Sta

Retail Store

Water of Leith Walkway

PROPOSED
SUB STATION

Water of Leith

Filling
Station

P Const Bdy
Ward Bdy

22

Garage
28

El Sub Sta

Hall

INGLIS GREEN ROAD

59.4m

Landing Stage

Towing Path

59.8m

ESS

FB

Shelter

60.4m

Viaduct

·EDINBVRGH·
THE CITY OF EDINBURGH COUNCIL

PROPERTY AND FACILITIES MANAGEMENT
RESOURCES

PROPOSED NEW SUB STATION AT
NEW MART ROAD
EDINBURGH
AREA = 8sqm (or thereby)

DATE	2/6/20
SURVEYED BY	Third Party
DRAWN BY	Mark Ballantyne
SCALE	1:1250 @ A3 SIZE
NEG. NO.	A3/1986b

SITE PLAN

SCALE 1:1250