

Notice of meeting and agenda

Policy and Sustainability Committee

10.00 am Thursday, 23rd 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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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1. Order of Business

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

2. Declaration of Interests

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

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 Minute of the Policy and Sustainability Committee of 9 July 2020 – submitted for approval as a correct record 9 - 34

5. Forward Planning

- 5.1 Policy and Sustainability Committee – Work Programme 35 - 38
- 5.2 Policy and Sustainability Committee - Rolling Actions Log 39 - 86

6. Executive Decisions

- 6.1 Adaptation and Renewal Report – Report by the Chief Executive 87 - 108
- 6.2 Engagement Through Adaptation and Renewal – Report by the Chief Executive 109 - 146

6.3	Council Response to Edinburgh Climate Commission and Sustainability Programme Update – Report by the Chief Executive	147 - 162
6.4	Risk Management: Managing Risk Through Covid-19 – Report by the Executive Director of Resources	163 - 170
6.5	Schools Re-Opening Update – Report by the Executive Director for Communities and Families	171 - 258
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6.7	Response to Motion on Black Lives Matter – Report by the Chief Executive	275 - 310
6.8	Trams to Newhaven: Developed Design and Commencement of Statutory Procedures for Traffic Regulation Orders – Report by the Executive Director of Place	311 - 316
6.9	Regeneration Capital Grant Fund - Update on Pipeline Projects – Report by the Executive Director of Place	317 - 324
6.10	Supporting Local Businesses in Edinburgh – Report by the Executive Director of Place	To Follow
6.11	Spaces for People - Additional Contract Waiver for Material Orders and Contract Services – Report by the Executive Director of Place	325 - 332
6.12	Public Realm CCTV Update – Report by the Executive Director for Communities and Families	333 - 338

7. Routine Decisions

7.1	Broomhouse Workspace - Edinburgh Northwest Foodbank - Lease Restructure – Report by the Executive Director of Resources	339 - 344
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8. Motions

8.1 Motion by the Lord Provost – 20mph Limit Enforcement

“Committee notes:

That the citywide introduction of lower speed limits including 20mph has been generally well accepted and resulted in safer roads.

That during the Coronavirus lockdown there has been a significant and welcome reduction in traffic volumes across the city.

That during this period the quieter City roads have encouraged some drivers to exceed these speed limits.

The Council have introduced and are continuing to introduce measures to improve space for safe physical distancing and pedestrian and cycling safety through the Spaces for People initiative.

There have recently been notable road traffic collisions where excess speed may have been a contributing factor.

Requests that the Council Leader should write to the Chief Superintendent, Police Scotland, requesting that they increase the enforcement of speed limits, specifically the 20mph limit, across the City”.

8.2 Motion by Councillor Macinnes – Spaces for People Initiative

“Committee:

Welcomes the continued work to deliver the Spaces for People initiative designed to deliver better conditions for safe social distancing as Edinburgh moves towards recovery from the international pandemic, including economic recovery.

Recognises that there is growing concern among some business owners, particularly in our local high streets across the capital, that removal of car parking spaces will have a detrimental impact on the number of customers accessing their businesses.

Acknowledges that there is a growing body of evidence, from UK

and international examples, that implementation of such schemes often meet with great concern but that in practice can lead to better trading conditions for many businesses.

Requests a report, within two cycles, which describes that evidence and indicates its relevance to both the Spaces for People initiative and existing transport policy in the city”.

8.3 Motion by Councillor Watt – Public Works Loan Board Interest

“Committee –

Notes that the Bank of England has purchased £745 billion of government bonds since 2009, effectively giving the UK government interest free finance and that the Bank of England has recently issued Treasury Bonds with negative yields (negative rates of interest);

Further notes that the UK Government could pass on to Councils, some of the benefits of these zero interest rates, by waiving the interest on existing loans from the PWLB (Public Works Loan Board) which Councils have used for essential infrastructure investment. For Edinburgh, this would represent a saving of £32 million each year to the general fund, which could be used to protect services and jobs during these unprecedented times; additionally, there could be a £15 million per year saving to the HRA account, allowing increased investment in Council housing stock which would create jobs and other benefits for the economy and for Edinburgh’s citizens.

Committee therefore asks that:

1. The Council Leader writes to COSLA, emphasising the potential savings for Edinburgh Council from the interest on PWLB loans being waived for at least two years and asks COSLA to pursue a two year waiver with the UK Government;
2. The Council leader writes to the UK Chancellor of the Exchequer to raise this proposal; and that
3. The Chief Financial Officer writes to the Permanent Secretary of HM Treasury, requesting that interest on existing PWLB loans be waived for at least two years.

Laurence Rockey

Head of Strategy and Communications

Committee Members

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 meeting will be held by Microsoft Teams and will be webcast live for viewing by members of the public.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Veronica MacMillan, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4283 / 0131 529 3009, email veronica.macmillan@edinburgh.gov.uk / sarah.stirling@edinburgh.gov.uk.

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Minutes

Policy and Sustainability Committee

10.00 am, Thursday 9 July 2020

Present

Councillors McVey (Convener), Day (Vice-Convener), Aldridge, Arthur (substituting for Councillor Perry – item 12), Burgess (substituting for Councillor Main – items 1 - 7), Kate Campbell, Gardiner, Gloyer, Hutchison, Macinnes, McLellan, Mitchell (substituting for Councillor Hutchison – item 11), Osler (substituting for Councillor Gloyer – items 8 - 18), Perry, Rankin, Rust (substituting for Councillor Cook), Staniforth, Webber, Whyte and Wilson

Added Members for Education items:

Religious Representative

Fiona Beveridge

Parent Representative

Alexander Ramage

1. Minutes

Decision

To approve the minute of the Policy and Sustainability Committee of 25 June 2020 as a correct record.

2. Policy and Sustainability Committee Work Programme

The Policy and Sustainability Committee Work Programme for 9 July 2020 was presented.

Decision

- 1) To note that that the reports on Waverley Masterplan, City Mobility Plan and Water Management Strategy had been deferred from the meeting on 23 July 2020 to 6 August 2020.
- 2) To note that the report on the Local Development Plan would be submitted to a meeting of the Planning Committee proposed for 12 August 2020.
- 3) To otherwise note the work programme.

(Reference – Work Programme 9 July 2020, submitted.)

3. Policy and Sustainability Committee Rolling Actions Log

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

Decision

- 1) To agree to close the following actions:
 - **Action 10** – City of Edinburgh Council – Motion by Councillor Cameron – Small Business Saturday
 - **Action 17** – Neighbourhood Alliance Grant Funding Payment
 - **Action 20** – COVID-19 – Update
 - **Action 22(5)** – Decisions Taken under Delegated Power and Operational Decision Making - Covid-19
 - **Action 23(1)** – Revenue Budget 2020/21 Update
- 2) To otherwise note the Rolling Actions Log.
(Reference – Rolling Actions Log, submitted.)

4. Edinburgh Climate Commission

a) Presentation by Edinburgh Climate Commission

Sam Gardner, Jamie Brogan and Kaisie Rayner of the Edinburgh Climate Commission were in attendance and presented the Commission's recommendations for a green economic recovery. They set out the key messages in the report together with the priorities for 2020 and indicated that it was an ambitious programme which would require a great deal of work over the coming months.

They outlined the principles that had embedded the work of the Commission which they felt should guide the action going forward. They presented the Commission's recommendations and welcomed engagement with Councillors over the summer.

b) Report by the Chief Executive

Details were provided on the publication of the Edinburgh Climate Commission's recommendations for a green economic recovery. The work by the Commission had 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.

Decision

- 1) To note the presentation to Committee by the Chair of the Edinburgh Climate Commission on its recommendations for a green economic recovery in Edinburgh.

- 2) To agree that the Commission's report would be submitted to the Adaptation and Renewal All Party Oversight Group (APOG), and that an initial response from the Council would be brought to Committee on 23 July 2020.
- 3) To note that the Chair of the Commission had offered to attend future political group meetings as appropriate, to discuss the recommendations in more depth.

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

5. Homelessness Services – Use of Temporary Accommodation

Details were provided on the additional temporary accommodation that the Council had been required to secure since the beginning of lockdown 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. Some of this additional accommodation had been part funded by the Scottish Government but there had been no confirmation that this funding would extend beyond 30 June 2020.

Motion

- 1) To note the increased use of temporary accommodation during the Covid-19 pandemic.
- 2) To note the increased cost of temporary accommodation during the Covid-19 pandemic.
- 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.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

To add to the motion by Councillor McVey:

- 4) Requests that the further report includes a detailed breakdown of the additional costs of providing Temporary Accommodation as part of the public health response to Covid-19 crisis along with the proposed exit strategy agreed with partners, financial support available from the Scottish Government post 30 June and any forward plan the Council is making for estimated costs post any additional funding.
- 5) That these estimated additional costs are communicated to the Scottish Government directly and via COSLA without delay in order that full funding can be sought.

- moved by Councillor Whyte, seconded by Councillor Webber

Amendment 2

- 1) In the motion by Councillor McVey, to renumber existing 3) as 4), and insert a new 3) as follows:

agrees that option 4.7.1, of immediately stopping provision of temporary accommodation post-covid, is not an acceptable option, and therefore agrees to rule it out, and that any options which come forward at a later date should explore the extent and the timetable for ongoing support;

2) To insert at the end of (renumbered) 4):

and agrees that this report will also set out a detailed and costed plan to target short stay holiday accommodation for conversion into homes, including for use as temporary accommodation for homeless people.

- moved by Councillor Staniforth, seconded by Councillor Aldridge

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the increased use of temporary accommodation during the Covid-19 pandemic.
- 2) To note the increased cost of temporary accommodation during the Covid-19 pandemic.
- 3) To agree that option 4.7.1, of immediately stopping provision of temporary accommodation post-covid, was not an acceptable option, and therefore to agree to rule it out, accepting this would require additional identified resources and would take legal advice in regard to achieving this aim, and that any options which came forward at a later date should explore the extent and the timetable for ongoing support.
- 4) 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 and agree that this report would also set out a detailed and costed plan to target short stay holiday accommodation for conversion into homes, including for use as temporary accommodation for homeless people.
- 5) To request that the further report include a detailed breakdown of the additional costs of providing Temporary Accommodation as part of the public health response to Covid-19 crisis along with the proposed exit strategy agreed with partners, financial support available from the Scottish Government post 30 June and any forward plan the Council was making for estimated costs post any additional funding.
- 6) That these estimated additional costs be communicated to the Scottish Government directly and via COSLA without delay in order that full funding could be sought.

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

6. Community Centres Re-opening

a) Deputation – Jack Kane Centre Management Committee

A written deputation was presented on behalf of Jack Kane Centre Management Committee.

The deputation expressed concern that the report to the Committee at no point highlighted the many wonderful aspects of the fruitful partnership that the charity had with the CEC and felt that it painted a rather bleak picture. They felt that it failed to:

1. Highlight the income generation whereby over numerous years totals over £2 million has been raised
2. Celebrate the social and economic benefits to the wider learning community including schools
3. Focus on the economic investment this charity has carried out in upgrading the internals and the fabric of the building
4. Draw attention to our centres work being viewed as models of excellence within CEC reports
5. Underline that this partnership ensures that we share and invest in a joint asset which assists the CEC to carry out its objectives to the constituents of the City of Edinburgh.

The deputation asked for controlled access for a small number of staff to deploy charitable and essential resources. The benefits of this controlled and restricted access would mean that they could enhance their service delivery to some vulnerable children and families, whilst laying plans to offer a summer road map whereby referred/nominated children and young people might have increased learning provision which would undoubtedly assist with their transition back to school or further career pathways.

b) Report by the Executive Director for Communities and Families

Details were provided of 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 together with proposals for the next steps.

Motion

- 1) To note the challenges involved in reopening community centres.
- 2) To approve the activity that sought to engage with community centre Management Committees.
- 3) To 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.

- 4) To agree that further details on the reopening of community centres be included in the wider action plans which would emerge from the Adaptation and Renewal workstream on Operations and Services.
- 5) To recognise the significant work carried out by community groups across the Capital supporting young, vulnerable and elderly people and, for example, enabling food distribution. To recognise too that for some community groups having access to a community centre building was important, for example to:
 - a) check the condition of buildings that may be in need of repair, allow access to other services for example police officers; where there had been incidents of criminal damage or antisocial behaviour
 - b) access equipment and items which were in storage but may be needed to resume activity external to the centres but in line with Scottish Government Guidance;
 - c) use outdoor spaces to carry out activities to support their communities within Scottish Government guidance, for example in community gardens;
 - d) note that many community centres had created their own policy and procedure documents in relation to health and safety, cleaning regimes and designation of a responsible person, and that they were willing to take on responsibility for these functions themselves to ensure that limited access was in line with public health requirements;
 - e) request that officers continue to consider requests for access, including to enable use of outdoor space, and put in place a process for requests to be considered and actioned, including clarity on the legal responsibility for ensuring that health and safety processes were followed.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) Thanks the Community Centre Management Teams (CCMTs) and volunteers across the city for their work throughout Covid-19 in delivering much needed services to their communities, without being able to access their Community Centres.
- 2) Notes that Community Centres have been closed through the Covid-19 Pandemic, and that the alternative arrangement put in place by the Council for Community Centre Management Teams to deliver much needed community services, such as food parcels, have in some cases been unsatisfactory, leading in some cases to vandalism and theft of property used in the delivery of these voluntary services.
- 3) Notes implications for staff resources of preparing to and reopen community centres as outlined in the report, that some community centres are able and willing to take on some or all of this work and that restricted opening of Community Centres may be acceptable and helpful to CCMTs.

- 4) Notes that no information has been forthcoming as to which if any community centres are being considered as additional accommodation for schools as part of a contingency plan for 50% capacity planning.
- 5) Agrees that officers will work with the Community Centre Management Teams of the Jack Kane, Sandy's - in Craigmillar and Magdalene Community Centres to provide access their community centres in July on an agreed restricted basis to support community projects, and requests a further report be brought in August with options for opening other community centres including opening dates.

- moved by Councillor Staniforth, seconded by Councillor Main

Amendment 2

- 1) To note the challenges involved in reopening community centres.
- 2) To approve the activity that sought to engage with community centre Management Committees with a view to enabling them to offer a full or partial service in line with their wishes.
- 3) To 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.
- 4) To agree that further details on the reopening of community centres be included in the wider action plans which would emerge from the Adaptation and Renewal workstream on Operations and Services.

- moved by Councillor Aldridge, seconded by Councillor Gloyer

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the challenges involved in reopening community centres.
- 2) To approve the activity that sought to engage with community centre Management Committees with a view to enabling them to offer a full or partial service in line with their wishes subject to public health and legal requirements being met and notwithstanding any need for space to ensure pupils' return to school.
- 3) To 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.
- 4) To agree that further details on the reopening of community centres be included in the wider action plans which would emerge from the Adaptation and Renewal workstream on Operations and Services.
- 5) To recognise the significant work carried out by community groups across the Capital supporting young, vulnerable and elderly people and, for example,

enabling food distribution. To recognise too that for some community groups having access to a community centre building was important, for example to:

- a) check the condition of buildings that may be in need of repair, allow access to other services for example police officers where there had been incidents of criminal damage or antisocial behaviour;
 - b) access equipment and items which were in storage but may be needed to resume activity external to the centres but in line with Scottish Government Guidance;
 - c) use outdoor spaces to carry out activities to support their communities within Scottish Government guidance, for example in community gardens;
 - d) note that many community centres had created their own policy and procedure documents in relation to health and safety, cleaning regimes and designation of a responsible person, and that they were willing to take on responsibility for these functions themselves to ensure that limited access was in line with public health requirements;
 - e) request that officers continue to consider requests for access, including to enable use of outdoor space, and put in place a process for requests to be considered and actioned, including clarity on the legal responsibility for ensuring that health and safety processes were followed.
- 6) To thank the Community Centre Management Teams (CCMTs) and volunteers across the city for their work throughout Covid-19 in delivering much needed services to their communities, without being able to access their Community Centres.
 - 7) To note that Community Centres had been closed through the Covid-19 Pandemic, and that the alternative arrangement put in place by the Council for Community Centre Management Teams to deliver much needed community services, such as food parcels, had in some cases been unsatisfactory, leading in some cases to vandalism and theft of property used in the delivery of these voluntary services.
 - 8) To note the implications for staff resources of preparing to and reopen community centres as outlined in the report by the Executive Director of Communities and Families, that some community centres were able and willing to take on some or all of this work and that restricted opening of Community Centres might be acceptable and helpful to CCMTs.
 - 9) To note that no information had been forthcoming as to which if any community centres were being considered as additional accommodation for schools as part of a contingency plan for 50% capacity planning.
 - 10) To agree that officers would work with the Community Centre Management Teams of the Jack Kane, Sandy's - in Craigmillar and Magdalene Community Centres to provide access their community centres in July, subject to public health and legal requirements being met and notwithstanding any needs for

space to ensure pupils' return to school, on an agreed restricted basis to support community projects, and request a further report be brought in August with options for opening other community centres including opening dates.

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

7. Schools Re-opening Update

In response to a motion by Councillor Burgess, an update was provided on 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 set out the phased lifting of restrictions. The update set out the steps the Council had taken since 25 June 2020 to reopen schools from 10 August 2020.

Motion

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

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note the updates for schools re-opening on the 10 August 2020 that would be included in the revised Schools Re-Opening Delivery Phasing Plan which would come to Committee on 23 July 2020.
- 2) To recognise the importance of Out of School/After-School/Breakfast Clubs and other activities that supported young people and their families before or after school, making use of school buildings.
- 3) To understand that these activities would take time to organise, but that it would be highly desirable for them to be available for an assumed return to full time education on 12 August.
- 4) To ask that the Executive Director of Communities and Families set out a clear plan for school lets to support this, and also to review the impact on Early Years settings whose facilities might be required for the 50% contingency planning as soon as possible, and report to Committee on these matters on 23 July 2020.

- moved by Councillor Whyte, seconded by Councillor Webber

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

- 2) To recognise the importance of Out of School/After-School/Breakfast Clubs and other activities that supported young people and their families before or after school, making use of school buildings.
- 3) To understand that these activities would take time to organise, but that it would be highly desirable for them to be available for an assumed return to full time education on 12 August.
- 4) To note that the Executive Director of Communities and Families would set out a clear plan for school lets to support this, and also to review the impact on Early Years settings whose facilities might be required for the 50% contingency planning as soon as possible, and report to Committee on these matters on 23 July 2020.

(References – Policy and Sustainability Committee of 25 June 2020 (item 5); Act of Council No 20 of 30 June 2020; report by the Executive Director for Communities and Families, submitted.)

8. Tourism and Hospitality Sector Recovery Plan – Follow Up

An update was provided on the Council’s proposed recovery plan which had been developed to support the tourism and hospitality sector.

Motion

- 1) To approve the transfer of all current staff, assets and liabilities from Marketing Edinburgh Limited to the Council, noting the costs as outlined at paragraph 6.1 of the report by the Executive Director of Place.
- 2) To agree to make a one-off contribution of £55,000 to the tourism and hospitality sector recovery plan, subject to confirmation that the plan activities were aligned to the Council’s priority of net zero carbon by 2030.
- 3) To note the importance of Business tourism to the City’s hospitality sector and the importance of business tourism in helping many of Edinburgh’s sectors access the global market
 - a) To note this would require additional engagement with industry and key partners to fully develop a long-term approach and agree that this should be reported back to Policy and Sustainability Committee, including how the organisational structure would operate throughout the City.
 - b) To agree to work with industry and Scottish Government to secure additional resources for the campaign and provide Council resource if required beyond agreement on any additional resources secured.
 - c) To agree that Council efforts to support the campaign and other industry efforts would promote businesses who operated best practise as living wage employers. Council recognises the importance of hospitality businesses in driving footfall to our local high streets and the support this gives to all businesses across the city and seeks to promote spend in local businesses across all areas of the capital throughout the campaign.

- d) To welcome the reopening of many hospitality businesses in the City and further welcome the opening of many privately run facilities for the City's benefit, including toilets accessible to the public and note the approach taken by the Licensing Board to ensure establishments opening outside areas followed Scottish Government Guidance relating to toilet provision on-site for customers. To encourage business to sign up to the Community Toilet Scheme and work with Officers to promote use.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To agree to make a one-off contribution of £55,000 to the tourism and hospitality sector recovery plan, subject to confirmation that the plan activities were aligned to the Council's priority of net zero carbon by 2030.
- 2) To agree to the transfer of all current staff, assets and liabilities from Marketing Edinburgh Limited to the Council, noting the costs as outlined at paragraph 6.1 of the report by the Executive Director of Place, subject to the following conditions:
 - a) Transfer would take place only after a further report was brought to the Policy and Sustainability Committee in two cycles to detail the liabilities from Marketing Edinburgh Limited which the Council would be accepting.
 - b) Transfer would take place only after the outstanding accounts for Marketing Edinburgh Ltd due on 21 December 2019 were filed with Companies House and provided to the Policy and Sustainability Committee for scrutiny

- moved by Councillor McLellan, seconded by Councillor Whyte.

Amendment 2

- 1) To approve the transfer of all current staff, assets and liabilities from Marketing Edinburgh Limited to the Council, noting the costs as outlined at paragraph 6.1 of the report by the Executive Director of Place.
- 2) To amend recommendation 1.1.2 to read:

“To agree to support the tourism and hospitality sector recovery plan as part of the Adaption and Renewal programme, subject to confirmation that the plan activities are aligned to the Council's priority of net zero carbon by 2030 and a focus on fair work in the recovery.”

- moved by Councillor Main, seconded by Councillor Staniforth

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

Voting

The voting was as follows:

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

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

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

Decision

The approve the following adjusted motion by Councillor McVey:

- 1) To approve the transfer of all current staff, assets and liabilities from Marketing Edinburgh Limited to the Council, noting the costs as outlined at paragraph 6.1 of the report by the Executive Director of Place.
- 2) To agree to support the tourism and hospitality sector recovery plan as part of the Adaption and Renewal programme, subject to confirmation that the plan activities were aligned to the Council's priority of net zero carbon by 2030 and a focus on fair work in the recovery.
- 3) To note the importance of Business tourism to the City's hospitality sector and the importance of business tourism in helping many of Edinburgh's sectors access the global market
 - a) To note this would require additional engagement with industry and key partners to fully develop a long-term approach and agree that this should be reported back to Policy and Sustainability Committee, including how the organisational structure would operate throughout the City.
 - b) To agree to work with industry and Scottish Government to secure additional resources for the campaign and provide Council resource if required beyond agreement on any additional resources secured.
 - c) To agree that Council efforts to support the campaign and other industry efforts would promote businesses who operated best practise as living wage employers. Council recognises the importance of hospitality businesses in driving footfall to our local high streets and the support this gives to all businesses across the city and seeks to promote spend in local businesses across all areas of the capital throughout the campaign.
 - d) To welcome the reopening of many hospitality businesses in the City and further welcome the opening of many privately run facilities for the City's benefit, including toilets accessible to the public and note the approach taken by the Licensing Board to ensure establishments opening outside areas followed Scottish Government Guidance relating to toilet provision on-site for customers. To encourage business to sign up to the Community Toilet Scheme and work with Officers to promote use.

(References – Policy and Sustainability Committee of 11 June 2020 (item 12): report by the Executive Director of Place, submitted.)

Declaration of Interests

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

9. Cameron Toll to Edinburgh BioQuarter Active Travel Route

Details were provided on 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 together with a summary of the changes made to the proposed design in response to consultation feedback and the programme for the delivery of the project.

Motion

- 1) To note the content of the public consultation report as detailed in Appendix 1 to the report by the Executive Director of Place, that had been produced by Sweco.
- 2) To approve the design changes that had been made in response to feedback from the consultation exercise.
- 3) To note the anticipated programme and key milestones for the delivery of the project, as detailed in Section 5 of the report.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To note the content of the public consultation report as detailed in Appendix 1 to the report by the Executive Director of Place, that had been produced by Sweco.
- 2) To approve the design changes that had been made in response to feedback from the consultation exercise.
- 3) To note the anticipated programme and key milestones for the delivery of the project, as detailed in Section 5 of the report.
- 4) To agree that the active travel route from south Edinburgh to the bio-quarter, which was already well used, be temporarily segregated as soon as possible with a view to a permanent link.
- 5) To uphold transport hierarchy and reject design changes that sacrificed provision for bikes in order to protect travel times for motorised vehicles.
- 6) To call for the Spaces for People temporary infrastructure to be modified where possible to reflect the layout of the permanent designs agreed by council, and to use this to test the permanent designs.

- moved by Councillor Main, seconded by Councillor Staniforth

Amendment 2

- 1) To note the content of the public consultation report as detailed in Appendix 1 to the report by the Executive Director of Place, that had been produced by Sweco.

- 2) To approve the design changes that had been made in response to feedback from the consultation exercise.
- 3) To note the anticipated programme and key milestones for the delivery of the project, as detailed in Section 5 of the report.

- moved by Councillor Whyte, seconded by Councillor Webber

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

Voting

The voting was as follows:

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

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

For Amendment 1: Councillors Aldridge, Hutchison, McLellan, Osler, Rust, Webber and Whyte.)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the content of the public consultation report as detailed in Appendix 1 to the report by the Executive Director of Place, that had been produced by Sweco.
- 2) To approve the design changes that had been made in response to feedback from the consultation exercise.
- 3) To note the anticipated programme and key milestones for the delivery of the project, as detailed in Section 5 of the report.
- 4) To note that the active travel route from south Edinburgh to the bio-quarter, which was already well used, was being temporarily segregated as soon as possible with a view to a permanent link.
- 5) To uphold transport hierarchy and reject design changes that sacrificed provision for bikes in order to protect travel times for motorised vehicles.
- 6) To call for the Spaces for People temporary infrastructure to be modified where possible to reflect the layout of the permanent designs agreed by council, and to use this to test the permanent designs.

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

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

Decision

To note that the report had been withdrawn.

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

11. Re-opening of Public Conveniences

a) Deputation – Colinton Amenity Association

A written deputation was presented on behalf of Colinton Amenity Association.

The deputation asked that the public toilets in Colinton Road be opened at the earliest opportunity as they felt that although the pressure of use on these facilities might not be quite as much as those quoted in the media at various Edinburgh 'hotspots' where extremely large numbers of people had been congregating, their use was significant locally and demand for them had been increasing week-on-week as local shops opened up and tourist attractions received greater footfall as travel restrictions were lifted.

They urged the Committee that in considering how such facilities could be reopened, to apportion sufficient credit to a likely public response to help keep such facilities clean, and to worry a little less about cost implications when discussing such important, even crucial public facilities.

b) Deputation – Colinton Community Council

A written deputation was presented on behalf of Colinton Community Council.

The deputation expressed deep concern that while other public toilets were being reopened in the City, Colinton's had been omitted from the current list. They believed that many of the good reasons given for reopening toilets elsewhere also applied in Colinton.

The deputation felt that providing local temporary signage asking people to wipe down the facilities, door handles etc before and after use with sanitisers provided for the purpose with potentially 4 visits a day by an attendant to restock and "deep clean" could offer an acceptable but much cheaper alternative, which could be employed throughout the City.

c) Deputation – Colinton Garden Club

A written deputation was presented on behalf of Colinton Garden Club.

The deputation asked the Committee to reconsider their decision and include the toilet facilities at Colinton with the others which were being reopened across the City. They felt that the toilets were new, state of the art and used by a large number of people, especially bus drivers, tradesmen and the many walking groups that come through the village together with local residents.

d) Deputation – Colinton Tunnel SCIO

A written deputation was presented on behalf of Colinton Tunnel SCIO.

The deputation supported of the re-opening of the public toilets at Bridge Road, Colinton, as a priority in the first phase of re-openings of public conveniences. They indicated that the toilets in Colinton were relatively newly built and of a modern design which should facilitate the more frequent cleaning/sanitising that

would be required to ensure public safety during the current COVID-19 pandemic.

The deputation stressed that the COVID-19 outbreak and associated limitations had contributed to the increasing numbers of people who were walking and cycling along the Water of Leith Walkway for exercise and leisure, as well as the number of families who were using the adjacent Spylaw Park and that there were no publicly accessible toilets along the Walkway, except those in Colinton, between Balerno and Stockbridge which was considerable distance.

e) Report by the Executive Director of Place

In response to a motion by Councillor Laidlaw, details were provided of considerations which needed to be taken into account for reopening public conveniences together with recommendations for limited, phased reopening in areas of high footfall, especially in parks and at the seafront.

Motion

- 1) To note the public health guidance which had been issued by the Scottish Government in respect of the reopening of public conveniences.
- 2) To note the operational risks and arrangements to mitigate these which were being put in place for Council owned public conveniences.
- 3) To agree the limited reopening of Council owned public conveniences as set out in paragraphs 4.6 and 4.7 of the report by the Executive Director of Place.
- 4) To agree that all other public conveniences would remain closed.
- 5) To note that a review of operations following reopening would be presented to the appropriate Committee in October 2020.
- 6) To note the information currently available on the reopening of bars and restaurants as outlined in paragraphs 4.29 – 4.33 of the report.
- 7) To note that there were not currently any national representative groups for local authorities to discuss such matters but that officers had been engaging with counterparts in other authorities in developing the plans.
- 8) To agree that Edinburgh should be represented if a national group was established.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To note the public health guidance which had been issued by the Scottish Government in respect of the reopening of public conveniences.
- 2) To note the operational risks and arrangements to mitigate these which were being put in place for Council owned public conveniences.
- 3) To agree the limited reopening of Council owned public conveniences as set out in paragraphs 4.6, in addition to those in Hamilton Place, Stockbridge, Colinton

Road, Colinton and Harlaw Visitor Centre, Balerno, and 4.7 of the report by the Executive Director of Place.

- 4) To agree that all other public conveniences would remain closed.
- 5) To note that a review of operations following reopening would be presented to the appropriate Committee in October 2020.
- 6) To note the information currently available on the reopening of bars and restaurants as outlined in paragraphs 4.29 – 4.33 of the report.
- 7) To note that there were not currently any national representative groups for local authorities to discuss such matters but that officers had been engaging with counterparts in other authorities in developing the plans.
- 8) To agree that Edinburgh should be represented if a national group was established.

- moved by Councillor Mitchell, seconded by Councillor Rust

Amendment 2

- 1) To note the public health guidance which had been issued by the Scottish Government in respect of the reopening of public conveniences.
- 2) To note the operational risks and arrangements to mitigate these which were being put in place for Council owned public conveniences.
- 3) To note that with regard to Portobello Promenade Bath Street, though slightly further from the seafront, was more central than Pipe Lane. Further note that during a summer in which 'staycations' were not merely likely to be the more popular choice they might be the only choice Portobello beach was likely to prove a busier destination than it ever had been before, especially for families with children who might not be able to access facilities in bars etc. and would require facilities to be as close by as possible. Though committee acknowledges the extra expense it was considered necessary to maintain a clean, hygienic beach front and 'blue belt' area.
- 4) To therefore approve the limited reopening of Council owned public conveniences as set out in in paragraphs 4.6 and 4.7 of the report by the Executive Director of Place as well as the re-opening of the Bath Street public conveniences.
- 5) To agree that all other public conveniences would remain closed but that re-opening of those conveniences would be considered in the review referred to in 6).
- 6) To agree that a review of operations following reopening would be presented to the appropriate Committee in September 2020
- 7) To note the information currently available on the reopening of bars and restaurants as outlined in paragraphs 4.29 – 4.33 of the report.

- 8) To note that there were not currently any national representative groups for local authorities to discuss such matters but that officers had been engaging with counterparts in other authorities in developing the plans.
- 9) To agree that Edinburgh should be represented if a national group was established.

- moved by Councillor Staniforth, seconded by Councillor Main

Amendment 3

- 1) To add in paragraph 3) of the motion by Councillor McVey after “public conveniences”, “at this time”.
- 2) To replace Paragraph 4) of the motion with:
“Remains dissatisfied with the rationale for keeping all other public conveniences closed and requests a further report in two cycles, describing what measures and investment would be required in order to allow these important public facilities to be opened as a priority.”

- moved by Councillor Osler, seconded by Councillor Aldridge

In accordance with Standing Order 19(12), Amendment 3 was accepted as an amendment to the motion.

Voting

The voting was as follows:

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

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

For Amendment 1: Councillors McLellan, Mitchell, Rust, Webber and Whyte.

For Amendment 2: Councillors Main and Staniforth.)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the public health guidance which had been issued by the Scottish Government in respect of the reopening of public conveniences.
- 2) To note the operational risks and arrangements to mitigate these which were being put in place for Council owned public conveniences.
- 3) To agree the limited reopening of Council owned public conveniences at this time as set out in paragraphs 4.6 and 4.7 of the report by the Executive Director of Place.
- 4) To remain dissatisfied with the rationale for keeping all other public conveniences closed and request a further report in two cycles, describing what

measures and investment would be required in order to allow these important public facilities to be opened as a priority.

- 5) To note that a review of operations following reopening would be presented to the appropriate Committee in October 2020.
- 6) To note the information currently available on the reopening of bars and restaurants as outlined in paragraphs 4.29 – 4.33 of the report.
- 7) To note that there were not currently any national representative groups for local authorities to discuss such matters but that officers had been engaging with counterparts in other authorities in developing the plans.
- 8) To agree that Edinburgh should be represented if a national group was established.

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

Declaration of Interests

Councillor Rust declared a non-financial interest in the above item as a member of Oxfangs Neighbourhood Council.

12. Transport Infrastructure Investment – Capital Delivery Priorities for 2020/21

Approval was sought for the allocation of the Transport Infrastructure Capital budgets and programme of works for 2020/21 which included carriageways, footways, street lighting and traffic signals and structures. The budget allocation and lists of maintenance schemes detailed aimed to ensure that the condition of roads and footways improved, whilst fulfilling the objective that the prioritisation reflected and supported the Council's Local Transport Strategy objectives and, in particular, the Active Travel Action Plan.

Motion

- 1) To note the breakdown of the allocation of the capital budget for 2020/21 shown in Appendix 1 to the report by the Executive Director of Place.
- 2) To approve the programme of proposed works for 2020/21, as detailed in section three, and Appendices 5, and 6 of the report.
- 3) To note the use of external consultants to carry out Principal Bridge Inspections and design work as detailed in Paragraphs 4.41 - 4.48 of the report.
- 4) To note that a report on the options for future infrastructure investment would be presented to the appropriate Committee in the autumn.
- 5) To note that there was a significantly increased public appetite for safe, high quality active travel as citizens adapted their lives in response to the climate emergency and Covid-19.
- 6) To note the Council's commitment to spend 10% of the Transport budget to improve walking and cycling facilities throughout Edinburgh and note this had

unlocked and enabled many projects that a lack of funding would otherwise have prevented.

- 7) To agree that a formal evaluative framework be developed within 4) above, to further prioritise active travel investment to help accelerate change even further – this would reflect CEC’s ambition for all of Edinburgh to be a healthier and more sustainable city which was underpinned by an inclusive economy.
- 8) To agree to review within 4) above, the scale and breadth of Edinburgh’s investment in active travel to understand if it was sufficient to underpin Edinburgh’s Climate Change and Wellbeing goals.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To note the breakdown of the allocation of the capital budget for 2020/21 shown in Appendix 1 to the report by the Executive Director of Place.
- 2) To approve the programme of proposed works for 2020/21, as detailed in section three, and Appendices 5, and 6 of the report.
- 3) To note the use of external consultants to carry out Principal Bridge Inspections and design work as detailed in Paragraphs 4.41 - 4.48 of the report.
- 4) To note that a report on the options for future infrastructure investment would be presented to the appropriate Committee in the autumn.
- 5) To note that Edinburgh Street Design Guidance was not applied in all projects in the last year, note the commitment in paragraph 4.49 to apply the Guidance in the 2020/21 programme, and call for any exceptions to this commitment to be approved by the appropriate committee in advance.
- 6) To note the continued commitment to allocate 10% of the budget to cycling improvements at paragraphs 4.38 and 4.39 of the report, however to note the lack of any specific capital allocation to cycling improvements in Appendix 1 and the absence of cycling improvements in Appendix 5 of the report. Therefore to call for the programme to be revised to re-allocate 10% of capital from “Budget for Carriageway Works £4.233m” to cycling improvements.

- moved by Councillor Main, seconded by Councillor Staniforth

Amendment 2

- 1) To note the breakdown of the allocation of the capital budget for 2020/21 shown in Appendix 1 to the report by the Executive Director of Place.
- 2) To approve the programme of proposed works for 2020/21, as detailed in section three, and Appendices 5, and 6 of the report.
- 3) To note the use of external consultants to carry out Principal Bridge Inspections and design work as detailed in Paragraphs 4.41 - 4.48 of the report.
- 4) To note that a report on the options for future infrastructure investment would be presented to the appropriate Committee in the autumn.

- 5) To recognise the impact of COVID, which had resulted in this report being presented four months into the financial year and agree that, in light of this and previous concerns over the delivery of the 2019/20 capital plan, for an update report on the delivery of projects listed in Appendix 5 of the report should be brought to the first meeting of the Transport and Environment Committee in 2021.
- 6) To note the capital projects listed in Appendix 5 and 6 of the March 2019 report 'Transport Infrastructure Investment – Capital Delivery Priorities for 2019/20' which (i) were not delivered as scheduled and (ii) were not referenced in this new report, and therefore agree that a members' briefing be issued within four weeks, itemising these projects and current plans.

- moved by Councillor Aldridge, seconded by Councillor Osler

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

Voting

The voting was as follows:

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

(For the Motion (as adjusted): Councillors McVey (Convener), Aldridge, Arthur, Kate Campbell, Day, Gardiner, Hutchison, Macinnes, McLellan, Osler, Rankin, Rust, Webber, Whyte and Wilson.

For Amendment 1: Councillors Main and Staniforth.)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the breakdown of the allocation of the capital budget for 2020/21 shown in Appendix 1 to the report by the Executive Director of Place.
- 2) To approve the programme of proposed works for 2020/21, as detailed in section three, and Appendices 5, and 6 of the report.
- 3) To note the use of external consultants to carry out Principal Bridge Inspections and design work as detailed in Paragraphs 4.41 - 4.48 of the report.
- 4) To note that a report on the options for future infrastructure investment would be presented to the appropriate Committee in the autumn.
- 5) To note that there was a significantly increased public appetite for safe, high quality active travel as citizens adapted their lives in response to the climate emergency and Covid-19.
- 6) To note the Council's commitment to spend 10% of the Transport budget to improve walking and cycling facilities throughout Edinburgh and note this had unlocked and enabled many projects that a lack of funding would otherwise have prevented.

- 7) To agree that a formal evaluative framework be developed within 4) above, to further prioritise active travel investment to help accelerate change even further – this would reflect CEC’s ambition for all of Edinburgh to be a healthier and more sustainable city which was underpinned by an inclusive economy.
- 8) To agree to review within 4) above, the scale and breadth of Edinburgh’s investment in active travel to understand if it was sufficient to underpin Edinburgh’s Climate Change and Wellbeing goals.
- 9) To recognise the impact of COVID, which had resulted in this report being presented four months into the financial year and agree that, in light of this and previous concerns over the delivery of the 2019/20 capital plan, for an update report on the delivery of projects listed in Appendix 5 of the report should be brought to the first meeting of the Transport and Environment Committee in 2021.
- 10) To note the capital projects listed in Appendix 5 and 6 of the March 2019 report ‘Transport Infrastructure Investment – Capital Delivery Priorities for 2019/20’ which (i) were not delivered as scheduled and (ii) were not referenced in this new report, and therefore agree that a members’ briefing be issued within four weeks, itemising these projects and current plans.
- 11) To agree to a members briefing on the current position on the roll out of the Energy Efficient Street Lighting Programme, including heritage lighting renewals which have not been able to be upgraded previously.

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

Declaration of Interests

Councillor Arthur declared a non-financial interest in the above item as a member of Spokes.

13. Reform of Transport Arm’s Length External Organisations

Details were provided on the current arrangements in place for the governance of the Council’s Transport ALEOs together with options for reform of these companies which proposed swift engagement with each of the Transport ALEOs, the minority shareholders and the recognised trade unions in each of the organisations.

Motion

- 1) To 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).
- 2) To 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.
- 3) To approve engagement on the preferred option as outlined at paragraph 5.1 of the report by the Executive Director of Place with each of the Transport ALEOs,

the minority shareholders and the recognised trade unions in each of the organisations on the reforms proposed.

- 4) To agree to a report in two cycles on the recommended approach to reform of the Transport ALEOs.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

To add to the end of paragraph 4) of the motion by Councillor McVey:

“which will include an evaluation of the impact of the proposed integration on delivery of 2030 Carbon Neutral Edinburgh Targets and on equalities (the initial equalities impact assessment).”

- moved by Councillor Main, seconded by Councillor Staniforth

Amendment 2

To add to the motion by Councillor McVey:

- 1) At the end of 4) – “and a timetable for the creation of a new plan for public transport as covered in paragraph 4.21 of the report”.

- 2) To add new:

“Agrees that the plan for public transport must consider the contribution of rail services as well as bus and tram.”

- moved by Councillor Aldridge, seconded by Councillor Osler

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To 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).
- 2) To 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.
- 3) To approve engagement on the preferred option as outlined at paragraph 5.1 of the report by the Executive Director of Place with each of the Transport ALEOs, the minority shareholders and the recognised trade unions in each of the organisations on the reforms proposed.
- 4) To agree to a report in two cycles on the recommended approach to reform of the Transport ALEOs, which would include an evaluation of the impact of the proposed integration on delivery of 2030 Carbon Neutral Edinburgh Targets and on equalities (the initial equalities impact assessment) and a timetable for the

creation of a new plan for public transport as covered in paragraph 4.21 of the report.

- 5) To agree that the plan for public transport must consider the contribution of rail services as well as bus and tram.

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

Declaration of Interests

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

14. Waiver extension - Salary Sacrifice Car Benefit Scheme

Approval was sought for the 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.

Motion

- 1) To approve 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.
- 2) To note that this was a salary sacrifice scheme and that therefore the costs were recovered from employees' salaries.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To approve 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.
- 2) To agree that with immediate effect new applications to the Salary Sacrifice Car Benefit scheme may be for hybrid and electric cars only.
- 3) To call for a report to Committee to agree policy and procedures to ensure that the new contract supports and is in-line with the 2030 Carbon Neutral Edinburgh Strategy.
- 4) To note that this was a salary sacrifice scheme and that therefore the costs were recovered from employees' salaries.

- moved by Councillor Main, seconded by Councillor Staniforth

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 approve 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.
- 2) To note that this was a salary sacrifice scheme and that therefore the costs were recovered from employees' salaries.
- 3) To agree the procurement report in November 2020 would include policy and procedures to ensure that the new contract supports and was in-line with the 2030 Carbon Neutral Edinburgh Strategy.

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

15. Award of Security Services Contract

Approval was sought 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.

Decision

- 1) To approve the award of a contract for Security Services to G4S Secure Solutions (UK) Limited.
- 2) To approve 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.

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

16. COVID-19 Impact on Council Procurement Activity

Details were provided on the impact the COVID-19 pandemic had had on the Council's procurement activity and the actions and control measures which had been taken to support existing and new contracting requirements, and in turn mitigated the associated risk to Council services and other project initiatives.

Decision

To note the impact the COVID-19 pandemic had had on the Council's procurement activity, and the actions and control measures which had been taken to support existing and new contracting requirements, and in turn mitigated the associated risk to Council services and other project initiatives.

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

17 Framework Adoption and Contract Awards for the Supply of Natural Gas and Supply of Water and Waste Water Services

Details were provided on the contract awards for the Supply of Natural Gas and the Supply of Water and Waste Water Services.

Decision

- 1) To note that, through national agency agreements, both for Natural Gas and for the supply of Water and Waste Water Services which the Council was a party to, the Scottish Government would, on behalf of the Council, award contracts to Total Gas and Power Ltd for the supply of natural gas and Scottish Water Business Stream Ltd for the supply of water and waste water services.
- 2) To approve the provision of delegated authority for the Executive Director of Resources, in consultation with the Convener and Vice Convener of the Finance and Resources Committee, to approve further Contract Awards from the Scottish Government national framework agreements where an agency agreement was in place (Gas, Water and Electricity).

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

18 New Mart Road, Edinburgh- Proposed New Lease Restructure

Approval was sought for ESP Electricity Limited to enter a ground lease for an area of land at New Mar Road for a new substation

Decision

To approve a 99 year ground lease to ESP Electricity Ltd at New Mart Road, Edinburgh, on the terms outlined in the report and on other terms and conditions to be agreed by the Executive Director of Resources.

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

Work Programme – Upcoming Reports

Policy and Sustainability Committee

23 July 2020

Report Title	Directorate	Lead Officer
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
Accounts Commission: Local Government in Scotland Overview 2020	Resources	Hugh Dunn
Disposal of 15a Pennywell Court - Community Asset Transfer	Resources	Brian Paton
Matter of Interest Report on the EIJB	EHSCP	Judith Proctor
Local Police Plan	C&F (Safer and Stronger)	TBC

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Agenda Item 5.1

Report Title	Directorate	Lead Officer
Funded Officers Report	C&F (Safer and Stronger)	Jon Ferrer
Choices for City Plan 2030 – Consultation Key Findings and Next Steps NB: It is intended for this item to go to the Planning Committee once a meeting date has been agreed.	Place	Iain McFarlane
Water Management Strategy	Place	Julie Waldron
Waverley Masterplan Update	Place	Will Garrett
Roseburn to Union Canal Active Travel Route and Greenspace Improvement	Place	Andrew Easson / Barry Clarke
Updated Pedestrian Crossing Prioritisation 2020/21	Place	Andrew Easson
Re-opening of Public Conveniences	Place	Karen Reeves
Reform of Transport ALEOs	Place	Alison Coburn
Creating Safe Spaces for Walking and Cycling - Schemes approved by TTRO under delegated authority	Place	TBC
20 AUGUST 2020		

Report Title	Directorate	Lead Officer
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
Equalities Working Group	CE	Paula McLeay
Liberton Primary School	C&F	TBC
Homelessness Services - Use of Temporary Accommodation	C&F	TBC
Community Centres Re-opening	C&F	TBC
Revenue Budget Update, 2020/21	Resources	Hugh Dunn
Revenue Monitoring Outturn, 2019/20	Resources	Hugh Dunn
Capital Monitoring Outturn, 2019/20	Resources	Hugh Dunn

Report Title	Directorate	Lead Officer
Finance Policies Assurance, 2020/21	Resources	Hugh Dunn
Capital Budget Update 2020/21	Resources	Hugh Dunn
Treasury Management Annual Report	Resources	Hugh Dunn
Disposal of Victoria Primary School Newhaven - Community Asset Transfer	Resources	Brian Paton
Disposal of St Oswald's Hall Montpelier Park - Community Asset Transfer	Resources	Brian Paton
Dry Mix Recycling Procurement Report	Place	Andy Williams
Award of Contract – Energy Projects Delivery Partner	Place	Lisa Mallon
Fireworks and Fireworks Legislation	Place	Andrew Mitchell

Rolling Actions Log

Policy and Sustainability Committee

23 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		<p>Update 9 July 2020</p> <p>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.</p> <p>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.</p>

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Agenda Item 5.2

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<u>Update 25 June 2020</u> 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		<u>Update – 11 June 2020</u> Brexit Working Group was paused due to covid-19 and needs clarification on whether to restart the group.
Page 41	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	20 August 2020		<u>19 June 2020</u> 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	<p>1) Calls for research and analysis on the current economy and the economic challenges for Edinburgh as a result of this target.</p> <p>2) Agrees that this research and analysis will inform a review of the Edinburgh Economy Strategy in order to develop an outcome based strategy for Edinburgh to meet these commitments, taking into account jobs that will emerge from the need to meet the net zero carbon target, sectoral analysis of carbon footprint and the</p>	Executive Director of Place	October 2020		On 14 May 2020 the Committee agreed that the research referenced would be broadened to include challenges as a result of the Covid-19 pandemic and that this would be submitted to the Policy and Sustainability Committee

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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	<p>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</p> <p>2) To agree that a report would be brought back to Committee on completion of the West Edinburgh study on inclusive and sustainable growth.</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p>	<p>October 2020</p> <p>October 2020</p>		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
8	21.11.19	<p>City of Edinburgh Council - Motions by Councillors Staniforth and Gordon - Fireworks and Fireworks Legislation</p> <p>(Minute of 21 November 2019)</p>	<p>To agree for a report to Policy and Sustainability Committee in three cycles that addresses how the Council can:</p> <ul style="list-style-type: none"> • 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	<p>City of Edinburgh Council – Motion by Councillor Jim Campbell – Edinburgh’s Winter Festivals</p> <p>(Minute of 21 November 2019)</p>	<p>(a) To arrange an open book audit for this year, and the previous four years, with the final report before the 2020 summer recess at the latest.</p> <p>(b) To review which, if any, contract terms or conditions might apply should a counterpart bring the Council into substantial public disrepute.</p> <p>(c) To identify if, or how, the contract made clear that all permissions must be in place in a timely way, removing any possible ambiguity between the Council acting as contract originator and as an authority with statutory powers.</p> <p>(d) To agree that (b) and (c)</p>	Executive Director of Place	September 2020		<u>On 14 May 2020</u> , the Committee accepted a delay for this action but agreed that an update would be provided on when the audit would be completed.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			above should be reported to the Policy and Sustainability Committee in two cycles accepting that (a) may be an interim analysis at that time.				
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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>sufficient capacity. In each of the other 25 schools there are no alternative venues. The next stage is public consultation. It is intended to report finally around August/September to allow these arrangements to be used for the publication of the new register on 1 December. Before that the proposals are being shared informally with 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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							days to minimise overall disruption
11	(a) 26.11.19	Edinburgh Poverty Commission Progress Update	To agree that a further report on full Council responses to the Edinburgh Poverty Commission would be considered by Committee following publication of final findings in March 2020.	Chief Executive	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	Chief Executive	September 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Commission's final report.				
12	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		Report on the agenda for this meeting
	09.07.20	Edinburgh Climate Commission	To agree that the Commission's report would be submitted to the Adaptation and Renewal All Party Oversight Group (APOG), and that an initial response from the Council would be brought to Committee on the 23 July.	Chief Executive	23 July 2020		Report on the agenda for this meeting
13	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	Executive Director of Resources / Executive Director of Place	September 2020		<u>Update – 11 June 2020</u> Following discussion with Councillor Main it has been agreed that this report will be deferred to

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 50			<p>review and provide fit for purpose recycling services in each of our schools to be completed before the start of the 2020/21 academic year within policy and current budgets, and reporting any financial challenges in doing so to the report requested.</p> <p>b) A report to the Policy and Sustainability Committee outlining the service provided for each school at the start of the 2020/21 Academic Year and including plans for a Carbon Neutral Edinburgh 2030.</p>				September 2020, to enable the relevant service areas to prioritise work to support schools re-opening and to incorporate lessons learned arising from the Covid-19 lockdown period.
	14	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	Executive Director of Place	October 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Edinburgh's results with cities that charged for the use of public space for filming in order to make recommendations on future Council policy in this area.				
15	12.03.20	City of Edinburgh Council – Motion by Councillor Watt – International Women's Day	<p>To agree that the equalities working group should:</p> <ul style="list-style-type: none"> 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 policies could be further developed; and c) make any recommendations for change to the Policy and Sustainability Committee 	Executive Director for Communities and Families	6 August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			within three cycles.				
16	Leadership Advisory Panel - 31 March 2020	Neighbourhood Alliance - Grant Funding Payment	<p>1) To agree that the SLA would be circulated to the members of the LAP.</p> <p>2) To agree that a report would be taken to the Housing, Homelessness and Fair Work Committee detailing how long grant funding continue for and the exit strategy.</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p>	<p>End of June 2020</p> <p>September 2020</p>	<p>26 June 2020</p>	CLOSED
17	Leadership Advisory Panel - 23 April 2020	Consultation Planning Report	<p>1) To note that a further report would be provided setting out the forward plan for consultations in due course.</p> <p>2) To further note the Festival and Events All Party Oversight Group (APOG) had not yet met</p>	<p>Chief Executive</p> <p>Executive Director of Place Lead Officer: Paul Lawrence</p>	<p>23 July 2020</p> <p>28 May 20</p>	<p></p> <p>28 May 2020</p>	<p>Report on the agenda for this meeting</p> <p>CLOSED</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 53			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.	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 advance of the Policy	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 54			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	Ongoing		<p><u>Update – 11 June 2020</u></p> <p>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.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
18	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.				
19	14.05.20	Creating Safe Spaces for Walking and Cycling	To agree to add the action that 'all schemes approved by a TTRO under delegated authority should be reported to the committee on a two-monthly cycle or in the event of a significant change in national movement restrictions or social distancing guidance, with a recommendation to continue or discontinue each scheme', as was agreed at the Policy and Sustainability Committee of 14 May 2020.	Executive Director of Place	6 August 2020		
	28.05.20	Rolling Actions Log					
20	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,	Chief Executive	9 July 2020	9 July 2020	Recommended for Closure Report to Committee on 9 July 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 57			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.				
			2) To agree to an interim members' briefing on the progress of 1) above.	Executive Director for Communities and Families	End September 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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
28			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	End of July 2020		Update 23 July 2020 Briefing note to be issued to Committee members by the end of July 2020
			5) To note that decision D50 would be clarified in the next report.	Chief Executive	25 June 2020	25 June 2020	CLOSED
28	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	CLOSED
			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 – 23 July An update has been provided as part of the Revenue Budget Report to Committee on the 23rd July and a further update will

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							follow on the 20th August.
22	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		
23	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	23 July 2020		Report on the agenda for this meeting
24	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	Executive Director of Place	9 July 2020	9 July 2020	Recommended for Closure Report to Committee on 9 July 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 60	09.07.20	Tourism and Hospitality Sector Recovery Plan – Follow Up	<p>model as outlined in option 4, including further detail of Scottish Government and industry resources</p> <p>Notes the importance of Business tourism to the City's hospitality sector and the importance of business tourism in helping many of Edinburgh's sectors access the global market;</p> <p>Notes this would require additional engagement with industry and key partners to fully develop a long-term approach and agree that this should be reported back to the Policy and Sustainability Committee, including how the organisational structure will operate throughout the City.</p>	Executive Director of Place	End 2020		
	25	11.06.20	Scottish Government Town Centre Fund	1) Asks for a further report in two cycles updating committee on progress of	Executive Director of Place	23 July 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 61		Update and Regeneration Capital Grant Fund Applications	<p>the 2019/20 RCGF projects:</p> <ul style="list-style-type: none"> - Business space project at E2 Fountainbridge; - Portobello Town Hall; - Industrial Estate Development at Russell Road; - Pennywell Culture and Learning Hub <p>2) To agree a report would come back to Committee in two cycles that includes proposals on North Edinburgh Arts</p>	Executive Director of Place	23 July 202		Report on the agenda for this meeting
	26	11.06.20	<p>Black Lives Matter – Motion by Councillor Day</p> <p>(see minute of 11 June 2020)</p>	<p>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</p>	<p>Executive Director of Resources Lead Officer: Katy Miller 0131 469 5522 katy.miller@edin</p>	23 July 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 62			setting out current staff training provision around equality and unconscious bias and any proposals to strengthen such arrangements	burgh.gov.uk			
			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	Executive Director for Communities and Families	23 July 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 63			<p>three cycles to enhance diversity and inclusion in Edinburgh's schools, that included actions identified in recent committee papers, (Preventing and Responding to Bullying and Prejudice among Children and Young People October 2019 and Promoting Equality, October 2020) and include actions to ensure that BME history and culture were included in all phases of secondary school education, across all disciplines in Edinburgh schools, and that the Leader of the Council write to the Private schools in Edinburgh asking them to demonstrate that they</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 64			were doing the same.				
			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	Chief Executive	23 July 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			to rectify the glorification of slavery and colonialism which these commemorations represent to many people.				
27	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. 2) To agree that the report should set out the work to date on an exit strategy and transition	Executive Director for Communities and Families	September 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 66			<p>post lock down to find positive solutions for people moving on from accommodation provided as a public health response to the Covid 19 pandemic. This should include an update report on the work to increase the number of PSL properties available to use as temporary accommodation.</p>				
			<p>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</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 67			which was likely otherwise to remain unoccupied). It should also consider work with third sector partners and how contracting could be used to secure further accommodation so that all options would be examined to ensure that suitable accommodation was available for people when their current accommodation ceased to be available.				
	28	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	Executive Director of Place	23 July 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 68			to Morningside, Bruntsfield, Stockbridge 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.				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
29	11.06.20	Public Lavatories- motion by Councillor Laidlaw (see minute of 11 June 2020)	<p>Committee asks officers to report within 2 cycles at the latest to the Policy and Sustainability Committee with a plan for limited reopening of public toilets in key pressure point areas such as parks and the seafront, for Phase 2 of the lockdown easing to include assessment of the following:</p> <p>a) Assessments of the layout of each property to establish social distancing e.g. cubicle use only, maximum capacity.</p> <p>b) Ensuring queue control consistent with social distancing advice outside of the property.</p> <p>c) Enhanced cleaning methods, storage and disposal of waste</p>	Executive Director of Place	9 July 2020	9 July 2020	<p>Recommended for Closure</p> <p>Report to Committee on 9 July 2020</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 70			material.				
			d) Provision of sanitising materials within facilities e.g. seat cleaner.				
			e) Risk assessments and Safe working practices.				
			f) The value of working in tandem with neighbouring local authorities, as with other aspects of lockdown easing, to work on a consistent basis as regards conditions of access and timing of re-opening.				
			g) Recognising that the issues arising from the way some licensed premises are currently conducting off-sales and the Licensing Board's commitment to consider				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 71			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.				
	30	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	Chief Officer, Edinburgh Health and Social Care Partnership	August 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 72			<p>information was available, containing, but not limited to, the following:</p> <ul style="list-style-type: none"> 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; <p>An explanation for the disproportionately high number of Edinburgh Covid-19 deaths in relation to the number of non-Covid-19 deaths;</p> <p>Understanding why the number of Edinburgh care homes showing a suspected case of Covid-</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 73			<p>19 deaths continued to increase;</p> <p>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</p> <p>f) The issues raised with the Edinburgh IJB and NHS Lothian about minimising the impact of future outbreaks across Edinburgh.</p>				
31	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	Executive Director for Communities and Families	23 July 2020		Report on the agenda for this meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>2) 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:</p> <ul style="list-style-type: none"> • 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 	Executive Director for Communities and Families	23 July 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 75			<p>closure plans should a school or centre be connected to a virus outbreak;</p> <ul style="list-style-type: none"> • 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 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 76			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.				
	09.07.20	Schools Re-opening Update	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	9 July 2020	Recommended for Closure Report to Committee on 9 July 2020
	09.07.20	Schools Re-opening Update	To recognise the importance of Out of School/After-	Executive Director for	23 July 2020		Report on the agenda for this meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 77			<p>School/Breakfast Clubs and other activities that support young people and their families before or after school, making use of the buildings.</p> <p>Understands that these activities will take time to organise, but that it would be highly desirable for them to be available for an assumed return to full time education on 12 August.</p> <p>To note that the Executive Director for Communities and Families would set out a clear plan for school lets to support this, and also review the impact on early years settings whose facilities may be required for the 50% contingency planning as soon as possible, and report to Committee on these matters on 23 July 2020</p>	Communities and Families			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
32	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		
33	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	End July 2020		
34	30.06.20 (City of Edinburgh Council)	City of Edinburgh Council – Motion by Councillor Cameron -Impact of Covid-19 on Equalities in Edinburgh	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 2022, to highlight the	Chief Executive	20 August 2020		<u>Update – 23 July 2020</u> How the Council will address and improve its approach to equalities in the aftermath of COVID-

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		(see minute of 30 June 2020)	actions taken.				19 and through the recovery planning for the council and the city will be considered and addressed as part of the next update of the Adaptation and Renewal Programme
35 Page 79	30.06.20 (City of Edinburgh Council)	City of Edinburgh Council – Motion by Councillor Rust – Engagement with Employees (see minute of 30 June 2020)	To provide Members with a briefing detailing the range of tools and opportunities for Employee engagement.	Executive Director of Resources	August 2020		
36	30 June 2020 (City of Edinburgh Council)	City of Edinburgh Council – Motion by Councillor Lezley Marion Cameron – Liberton Primary School	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	Executive Director for Communities and Families	20 August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		(see minute of 30 June 2020)	meets 2020 guidelines for class sizes and communal areas; and which also creates the necessary additional space to accommodate continually rising school rolls.				
37	30.06.20 (City of Edinburgh Council)	City of Edinburgh Council – Motion by Councillor Burgess – New School Session 2020-21 (see minute of 30 June 2020)	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	9 July 2020	Recommended for Closure Report to Committee on 9 July 2020
38	09.07.20	Homelessness Services - Use of Temporary Accommodation	1) 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 and agree that this report	Executive Director for Communities and Families	End August		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 81			<p>would also set out a detailed and costed plan to target short stay holiday accommodation for conversion into homes, including for use as temporary accommodation for homeless people.</p> <p>2) To request that the further report include a detailed breakdown of the additional costs of providing Temporary Accommodation as part of the public health response to Covid-19 crisis along with the proposed exit strategy agreed with partners, financial support available from the Scottish Government post 30 June and any forward plan the Council was making for</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			estimated costs post any additional funding.				
39	09.07.20	Community Centres Re-opening	To agree that officers would work with the Community Centre Management Teams of the Jack Kane, Sandy's - in Craigmillar and Magdalene Community Centres to provide access their community centres in July, subject to public health and legal requirements being met and notwithstanding any needs for space to ensure pupils' return to school, on an agreed restricted basis to support community projects, and request a further report be brought in August with options for opening other community centres including opening dates.	Executive Director for Communities and Families	August 2020		
40	09.07.20	Re-opening of Public	1) To remain dissatisfied with the rationale for keeping all other public	Executive Director of Place	6 August 2020		There was also a request for some data to be circulated – this

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 83		Conveniences	<p>conveniences closed and to request a further report in two cycles, describing what measures and investment would be required in order to allow these important public facilities to be opened as a priority.</p> <p>2) To note that a review of operations following reopening would be presented to the appropriate Committee in October 2020</p>	Executive Director of Place	October 2020		will be included in the report on 6 August in order to keep in context,
	41	09.07.20	Transport Infrastructure Investment – Capital Delivery Priorities for 2020/21	1) To note the capital projects listed in appendix 5 and 6 of the March 2019 report ‘Transport Infrastructure Investment – Capital Delivery Priorities for 2019/20’ which (i) were not delivered as	Executive Director of Place	August 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
Page 84			<p>scheduled and (ii) were not referenced in this new report, and therefore agree that a members' briefing be issued within four weeks, itemising these projects and current plans</p> <p>2) To agree to a members briefing on the current position on the roll out of the Energy Efficient Street Lighting Programme, including heritage lighting renewals which have not been able to be upgraded previously.</p>	Executive Director of Place			
	42	09.07.20	Reform of Transport Arm's Length External Organisations	To agree to receive a report in two cycles on the recommended approach to reform of the Transport ALEO which will include an evaluation of the impact of the	Executive Director of Place	6 August 2020	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			proposed integration on delivery of 2030 Carbon Neutral Edinburgh targets and on equalities (the initial equalities impact assessment) and a timetable for the creation of a new plan for public transport as covered in 4.21 of the report by the Executive Director of Place.				

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Policy and Sustainability Committee

10.00am, Thursday, 23 July 2020

Adaptation and Renewal Programme Update

Executive/routine

Wards

Council Commitments

1. Recommendations

- 1.1 Note the COVID-19 Response Dashboard outlined at Appendix 1.
- 1.2 Note the decisions taken to date under urgency provisions from 15 June 2020 to 15 July 2020 outlined at Appendix 2.
- 1.3 Note the overall programme update.

Andrew Kerr

Chief Executive

Contact: **Laurence Rockey**, Head of Strategy and Communications

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Policy and Sustainability Committee

Adaptation and Renewal Programme Update

2. Executive Summary

- 2.1 As agreed at the Policy and Sustainability Committee on 28 May 2020, the Adaptation and Renewal Programme would provide regular committee updates. This report is the third report to Committee on progress and covers decisions taken in period 15 June to 15 July 2020, the latest COVID-19 Dashboard and a general programme update.

3. Background

Adaptation and Renewal Programme

- 3.1 The Council continues to respond to the COVID-19 global pandemic, while developing and implementing renewed service delivery and implementing new initiatives. This is to ensure the Council continues to manage the pandemic across the city working with a wide range of partners and is prepared for further outbreaks.
- 3.2 The transmission rate across Scotland has significantly reduced and has enabled the entering of phase 3 of the Scottish Governments Route map, planning out of lockdown on Thursday 9 July 2020.
- 3.3 As agreed at Policy and Sustainability Committee on 28 May, the programme structure has been put in place to guide decision making and ensure future implementation of recommendations. The Adaptation and Renewal Programme consists of five officer working groups which report into a single programme board at CLT, currently weekly.
- 3.4 A political All-Party Oversight Group (APOG) supports the co-ordinated approach; providing additional scrutiny and oversight of the Programme; and feedback and contributes to the development of options for Committee. The next meeting is to be held on Thursday 30 July 2020.
- 3.5 With a move to the third phase of Scottish Government's Route map there has been increased activity on the re-opening of the city and resulting Council services. A detailed members brief was circulated on 10 July and is included at Appendix 3.

4. Main report

COVID-19 Dashboard

- 4.1 The COVID-19 dashboard (Appendix 1) provides the latest position with regard to key data relating to the pandemic. Following work between officers in Strategy and Communications and Transport, traffic flow data has been added based on the Scoot System. The data on the Business grant scheme has now been removed from the dashboard as the scheme is now closed.

Officers will continue to refine the dashboard to ensure it is as up to date and provides maximum insight.

Decisions taken from 15 June to 15 July

- 4.2 A full list of decisions taken by Officers from 15 June to 15 July 2020 is outlined at Appendix 2. Recommendations requiring a decision from the Chief Executive and CLT have the opportunity to be discussed 3 times a week, maintaining an agile response while ensuring governance and control is maintained.

Service Resumption and Officer Working Group Updates

- 4.3 With Scotland entering phase three of the lifting of restrictions within the Scottish Governments Route Map on Thursday 9 July, there is a need to ensure the pace of resumption of Council services is balanced and phased based on guidance from Scottish Government, Public Health Scotland to keep colleagues and citizens safe but also to acknowledge the financial position and the potential consequences moving forward.
- 4.4 As we move into the “Near” phase of the programme covering the months of July to the end of September, there are some key decisions facing the Council. The intention of the **Service Operations Working Group** is to prioritise these decisions, and this will mean the phased return of service delivery to allow Council resources to be focused where most needed.
- 4.5 The Council has maintained many essential services across a wide range of areas despite the challenging circumstances. Many of these services have moved to socially distanced and often digital forms of delivery. Additionally, many more services have already developed or are in the process of developing plans of how-to stand-up service activities safely, affected by COVID-19.
- 4.6 The working group provides cross-council co-ordination to enable a phased and prioritised plan for service resumption and adaptation where appropriate. A robust data gathering exercise will allow the group to prioritise the return of services based on a number of factors including the financial impact of operating in a post COVID-19 environment. Any urgent service resumption will also be considered through this working group and presented to CLT.
- 4.7 While the programme plan will be guided by the Scottish Government Route map, there are other factors that will be considered around prioritisation and planning to ensure that the organisation:
- continues to protect the health and safety of our colleagues and citizens
 - have the capacity to ensure that our buildings are safe, staff are supported, technology/ICT is provided where required
 - the financial sustainability of the organisation is protected, and we understand the financial impact of COVID-19 for the organisation as a whole
 - recognise the challenges, as well as the opportunities, COVID-19 has brought to think about how the organisation can adapt and support our long-term strategic priorities of Poverty, Sustainability and Wellbeing and contribute to the City Vision 2050.

- 4.8 A cross-council expertise has been sought with input from a range of services including Finance, Health and Safety, Property and Facilities Management, HR, Strategy & Communications, Resilience, ICT and Risk to ensure that a strategic and joint-up approach to service adaptation and resumption is recommended.
- 4.9 The data gathered through the exercise will provide the foundation that will inform planning around service adaptation and resumption and will be reviewed in conjunction with wider intelligence and strategic direction.
- 4.10 As part of the overall Adaptation and Renewal programme, this group will prepare a more comprehensive timeline for service recommencement which will require previous approaches to service delivery to be challenged and the embracing of opportunities for reform where possible.
- 4.11 Further reports on this agenda which should be considered in line with this approach are the financial context, the risk approach and the engagement strategy. A separate report on the delivery of the return to full time education is also detailed and remains the key priority for the organisation until delivered on Wednesday 12 August.
- 4.12 The Service Operations Working Group are also taking forward the assessment of re-opening of specific Community Centres and more Public Conveniences and once all the guidance has been considered and recommendations agreed, this will then be reported to Committee.

Public Health Advisory Working Group

- 4.13 This Officer Working Group brings together CEC, NHS Lothian and the Edinburgh Health and Social Care Partnership (EHSCP) colleagues to ensure the effective communication and implementation of national advice concerning public health. The group will seek every appropriate opportunity to work across the region with other Local Authorities.
- 4.14 Members are asked to note that the EHSCP are developing their 'return to transformation' programme. This intends to build upon their existing transformation programme, but efforts will be made to align programme timescales and budgetary decisions where possible. An update on the development of this programme will be provided to this Committee, as part of the agreed 'matters of interest report'.
- 4.15 The default position will be to follow all Scottish Government and Health Protection Scotland guidance when resuming any services as per the Route map. The role of the Working Group is to interpret and ensure the practical application of the national advice in the Edinburgh context working closely with the Service Operations processes.
- 4.16 A framework for decision making is under development which will outline the key strategic and operational principles which will need to continue to be followed to ensure alignment to Phase 3 of the Scottish Governments Route map. This will ensure alignment to all of the Service Operations processes for resumption and provide a clear steer. For example, working from home remains the default position if colleagues are able to throughout Phase 3.
- 4.17 The group will continue to support the Test and Protect roll out and will ensure the links to the other working groups are made when appropriate.

Change, People and Finance Working Group

- 4.18 The Change, People and Finance Programme has progressed quickly from mobilisation to delivery since the previous update to Committee a month ago. Progress updates for each of the four in scope workstreams are detailed below.
- 4.19 **Change Strategy & Finance** - work continues to agree the basis of a revised and balanced revenue budget for 2020/21 and an updated ten-year capital budget strategy by October 2020. In parallel the Council's Change Strategy will be refreshed to reflect changes in the Council's operating environment and priorities.
- 4.20 **Digital & Smart Cities** – the maximum ERDF funding was secured, and draft Digital & Smart City strategy endorsed by CLT on 8 July. The strategy will be further refined however with detailed planning and delivery of key priorities underway, including:
- (i) implementation of the Smart City Operation Centre to support the management of the city in the most effective way providing a mission of better for citizen at best value. Work is progressing on extending existing capability and delivery of new capability including; (i) waste and housing sensors which will allow services to be proactively managed (ii) smart infrastructure and buildings via IOT connected networking and (iii) CCTV and Traffic Management solutions.
 - (ii) Progress of short, medium- and long-term Digital Learning approach in conjunction with Communities & Families.
 - (iii) Evaluation of current IT estate and development of proposals to drive further efficiencies.
 - (iv) Connectivity including Fibre and 5G
- 4.21 **People and Culture** - the following outputs have been delivered;
- (i) Colleague Wellbeing Survey in response to COVID-19;
 - (ii) evaluation of both the People Strategy 2017-20 and Learning and Development 2019/20. Work is currently being progressed to develop the next People Strategy and investment priorities for Learning and Development in 2020/21;
 - (iii) options for addressing the requirement for consolidation of Scottish Local Government Living Wage by April 2021 are in development and
 - (iv) an approach to developing a Purpose Led Organisation has been agreed and colleague engagement sessions are underway.
- 4.22 **Political and Operational Governance** activities are progressing, and Elected Members have received a survey seeking input to inform the design of future political management arrangements. Councillor views will feed into the work that is also progressing in preparation for a report to Committee in August on the Council's governance arrangements.
- 4.23 The groups outputs are progressing well with no escalations to report at this stage. Programme management governance and standards are fully embedded, and resource secured to progress delivery activities. A draft Communication and Engagement Plan is in development and scheduled for

approval by the end of July. Although its focus will be specific to the Change, People and Finance outputs it will align with the wider Adaption and Renewal Programme's communication and engagement activities to ensure consistency of message.

Life Chances Officer Working Group

- 4.24 The Life Chances Programme is now fully mobilised and programme governance arrangements are in place including weekly Officer Working Group meetings to support tracking the delivery of the project's outputs. The COVID-19 Immediate Support project is fully scoped and the Poverty and Prevention, Digital Learning and Teaching and Edinburgh Learns for Life project's scopes are nearing finalisation.
- 4.25 Programme Governance is progressing well with project standards including the programme plan, RAID log, benefits map and the communication and engagement plan under development. The status of each of the Life Chances workstreams are detailed below:
- **COVID-19 Immediate Support** - Project is operational and will subsume much of the activity of the COVID-19 Vulnerable and Volunteering emergency response work, including ongoing support for Shielded and other Vulnerable individuals and groups, Test and Protect activities, digital inclusion; homelessness support, and the 'Connecting Scotland' initiative.
 - **Digital Learning & Teaching** - the team are responding to immediate device provision to schools and procurement of a mobile device management solution. Digital tools to support learning are also being finalised. £1M of funding from the Scottish Government is being secured to procure devices and support WiFi connectivity for vulnerable students.
 - **Poverty & Prevention** - Poverty & Prevention workstreams merged into one. Immediate priority will be delivery of a new Council prevention strategy and delivery plan aligned to the findings of the Edinburgh Poverty Commission.
 - **Edinburgh Learns 4 Life** – the workstreams operational, scoping document is in its final stages. The work is progressing around using Granton Learning Estate as a prototype for the workstream.

Sustainable Economic Recovery Officer Working Group

- 4.26 The Economic Recovery Officer Working Group seeks to ensure Edinburgh's economy survives the time of COVID-19 and adapts, so that people, businesses and communities can thrive in the future. The programme continues to work closely with the Scottish Government, Third Sector and business communities in responding to economic circumstances facing the city.
- 4.27 Due to the size and complexity of the remit, the programme has been divided into the following workstreams to deliver the Economic Recovery vision.
- Sustainable Economy Recovery
- Investment and Development
 - Employability
 - Business support and Resilience

- Our Future Cultural Capital
 - Innovation
- 4.28 Work is continuing by workstream leads to finalise outline scoping documents with focus of delivery on the following priority outputs:
- Create a safe and sustainable environment for offices, shops, education institutions, and transport providers to work within; and to increasingly adopt the principles of a circular economy.
 - Accelerate the building of affordable homes across the city, and sustainable regeneration at strategic locations like Granton, Fountainbridge and with our partners at the Bio Quarter.
 - Design and deliver a successor to the Edinburgh Guarantee, working with partners to offer short- and longer-term training and employment in the growth sectors of the future, with the background of the sustained ambition to be the data capital of Europe
 - Work with the organisations that make Edinburgh a global cultural capital to re-think their programmes & ways of working to adapt to a changed operating environment; and work with the tourism and hospitality sector on immediate and medium-term recovery planning.
- 4.29 A detailed programme plan is under development with work underway to scope key deliverables for the for each workstream are approved.

Programme Overview

- 4.30 Programme Management Office (PMO) are working with the Risk Team to bring together a comprehensive Risk register for the programme, similar to the one coordinated for the COVID-19 response. A separate report is submitted on COVID risk management elsewhere on the agenda and detailed work at officer level is underway between the PMO and Legal and Risk to ensure risk management is at the heart of the programme.
- 4.31 The Gateway review process for the programme is under development with the Improvement Service having agreed in principle to work with us at each Gateway, to provide independent scrutiny and advice based on best practice from across Scotland. A detailed proposal is under development with a further update provided in the next programme update.
- 4.32 Strategic themes are moving forward with development of programme outcomes underway which were circulated at the first APOG meeting on 16 June. These will be refined, and further discussion will take place on these at the APOG on Thursday 30 July, before coming to Committee for approval.
- 4.33 The next meeting of the APOG will also discuss the approach to Sustainability which was at Committee on Thursday 9 July and how this will evolve.
- 4.34 Edinburgh Poverty Commission have published an interim report in May with findings on the impact of coronavirus on people in poverty in Edinburgh, and the immediate responses needed by the council and partners. The Commission is currently in the process of completing its work with the aim of publishing final recommendations in September this year. As part of that process, the Commission is currently working with citizen participants to

shape and finalise recommendations and actions with draft outputs expected to be available for sharing with CLT by late August.

- 4.35 As described in the Life Chances update above this working group is responsible for development of a Council action plan in response to the recommendations made by the Poverty Commission. This work is being taken forward through a Poverty and Prevention workstream which will focus on developing actions to improve the material circumstances of people on low income in Edinburgh, alongside system and cultural changes needed to prevent hardship and improve wellbeing.

Resilience Planning

- 4.36 A report on 'Concurrent Risks Resilience Planning' was considered at CLT on 8 July 2020 which, given the potential of significant future incidents (for example, further waves and / or local lockdown due to Covid-19, severe weather and impacts of a No-Deal Brexit), recommended that the approaches to resilience planning and its associated processes are modified to enable more efficient protocols and a more agile response to disruptions, including concurrent incidents.
- 4.37 A full report on this approach and how it will enhance the council's adaptiveness will be submitted to the Policy and Sustainability Committee in the month of August.

5. Next Steps

- 5.1 Detailed workstream timelines are currently being developed for each of the Officer Working Groups in the Adaptation and Renewal Programme with the Service Operations Working Group working with the PMO to develop the phased resumption timeline. The fourth update to the Policy and Sustainability Committee will focus on the development of the phased timeline.

6. Financial impact

- 6.1 The financial implications of COVID-19 on the Council in both the short and long term are anticipated to be very significant. A report setting out the latest position is included elsewhere on the agenda.

7. Stakeholder/Community Impact

- 7.1 A full engagement plan is discussed in a separate agenda item at this Committee. The "Engagement through Adaptation and Renewal" report summaries the Council's approach to engagement and consultation through COVID-19 Adaptation and Renewal period, including key projects and the Council climate engagement plan.
- 7.2 A report on the cumulative Integrated Impact Assessment of COVID-19 response decisions was included in the last update to Committee. As programme outputs develop the processes in place for assessing the impact of change across the relevant areas will continue to be followed and reported when appropriate.

8. Background reading/external references

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

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

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

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

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

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

Adaptation and Renewal Programme Update, Policy and Sustainability Committee, 25 June 2020

<https://democracy.edinburgh.gov.uk/documents/s24555/Item%206.1%20-%20Adaptation%20and%20Renewal%20Programme%20Update%20v2.pdf>

Revenue Budget 2020/21 Update, Policy and Sustainability Committee, 25 June 2020

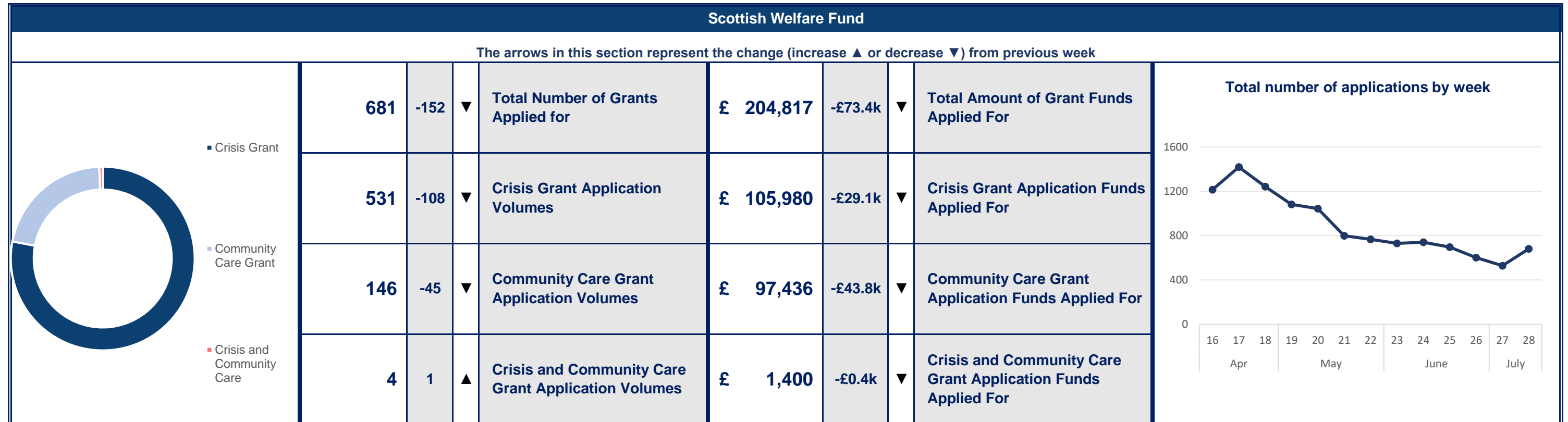
<https://democracy.edinburgh.gov.uk/documents/s24506/Item%206.3%20-%20Revenue%20Budget%202020-21%20Update.pdf>

9. Appendices

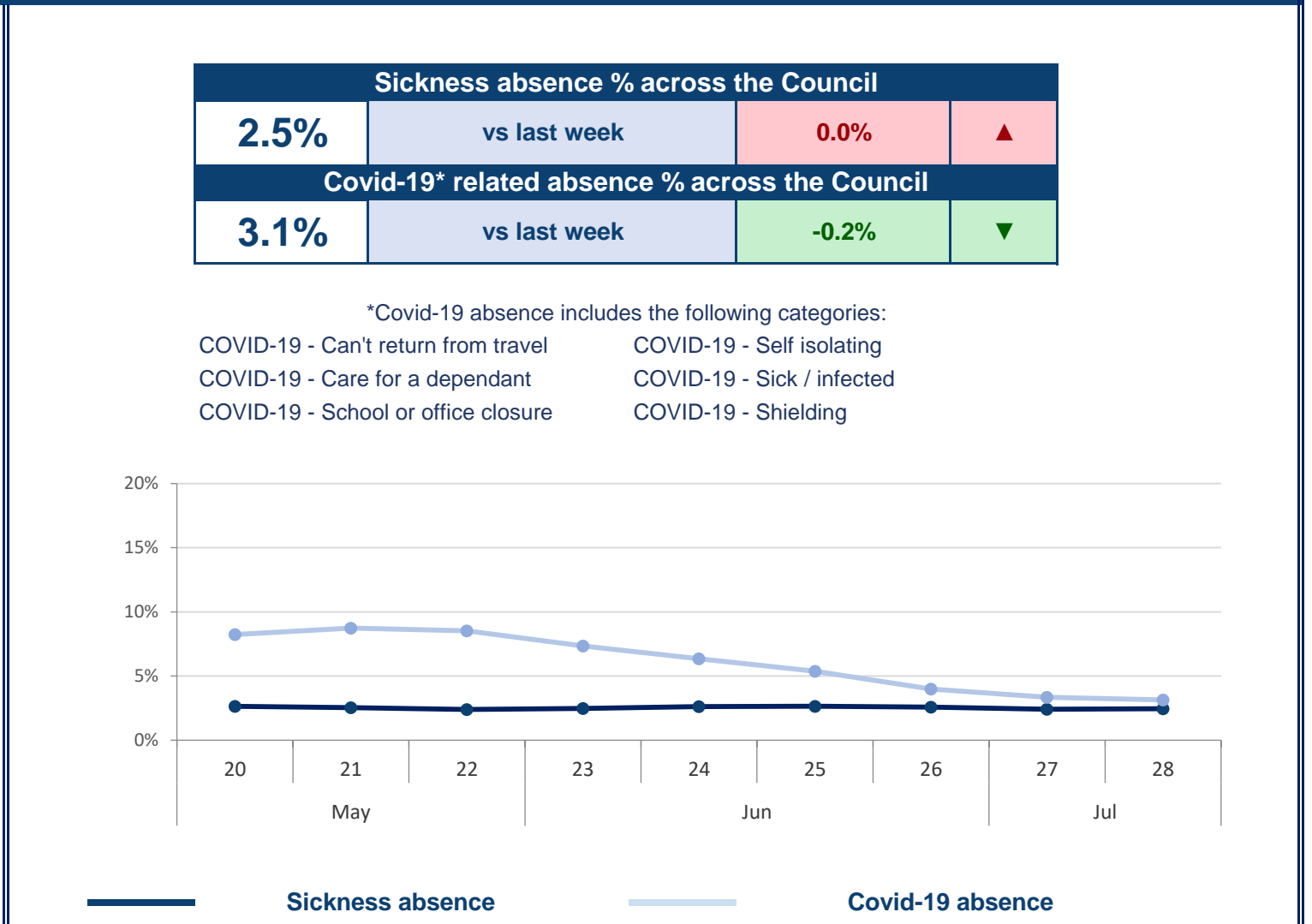
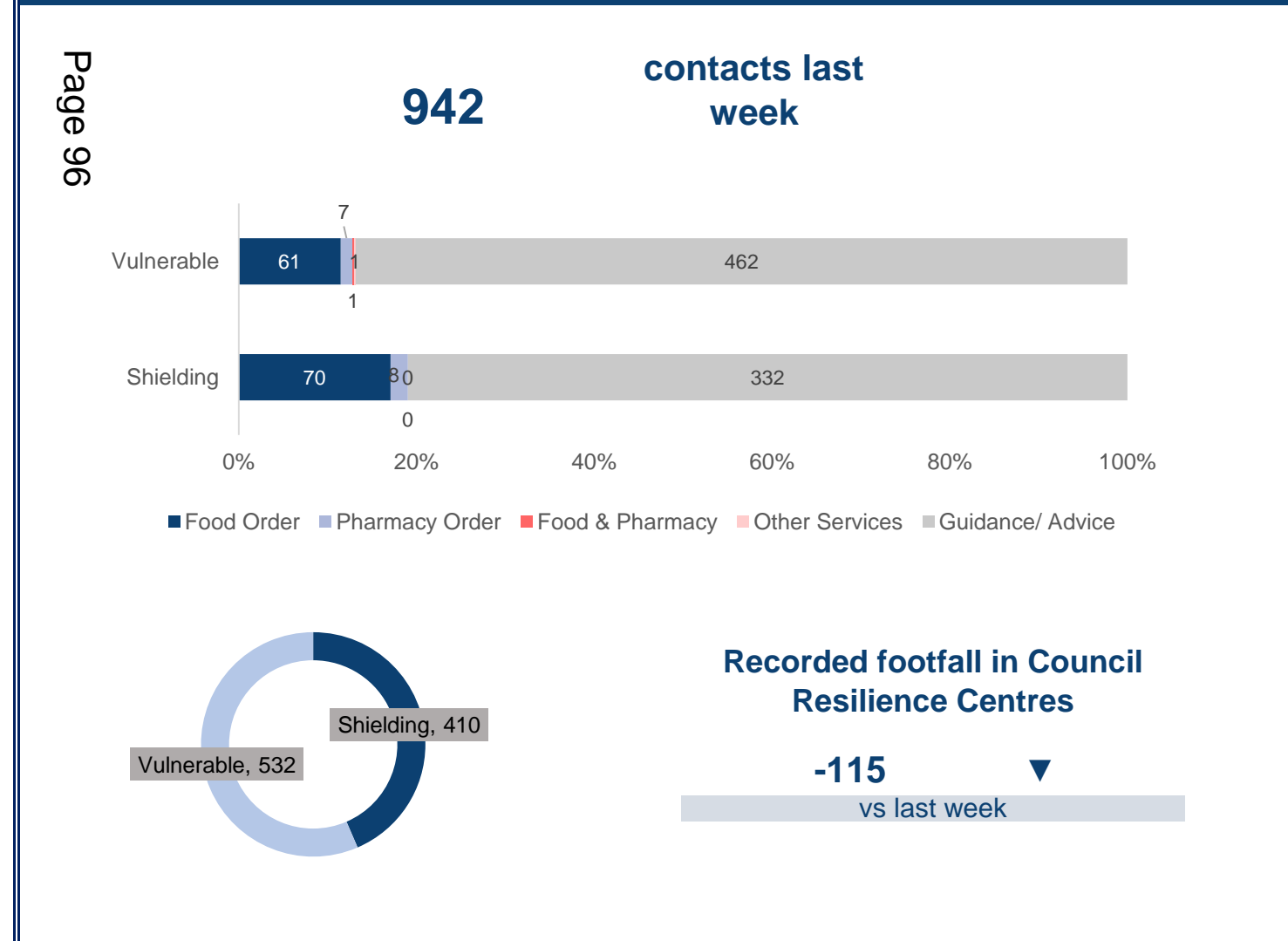
Appendix 1 - COVID-19 Response Dashboard

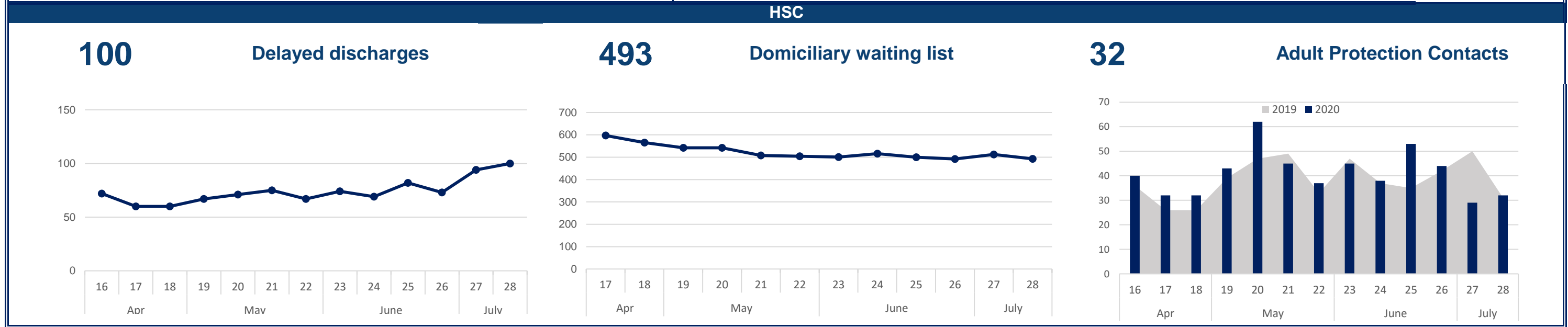
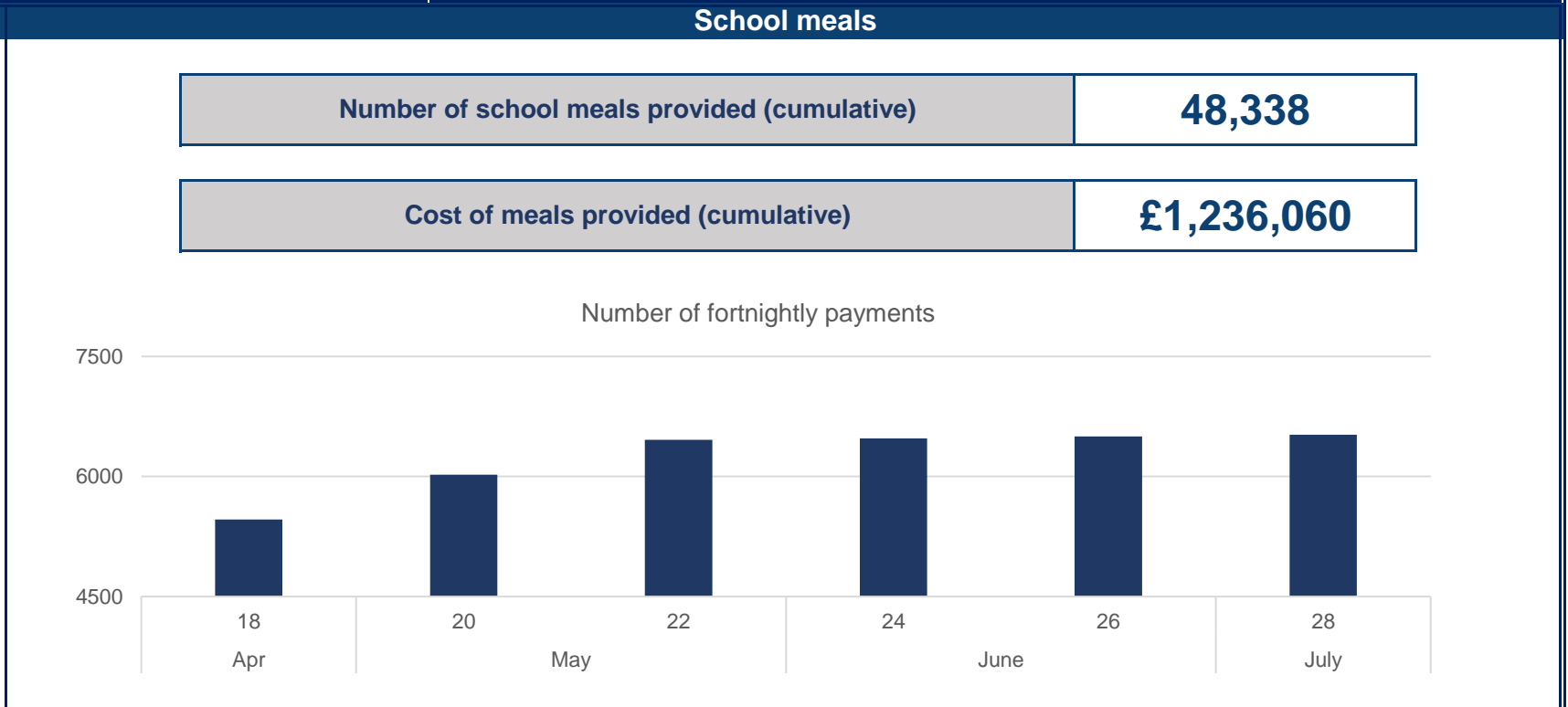
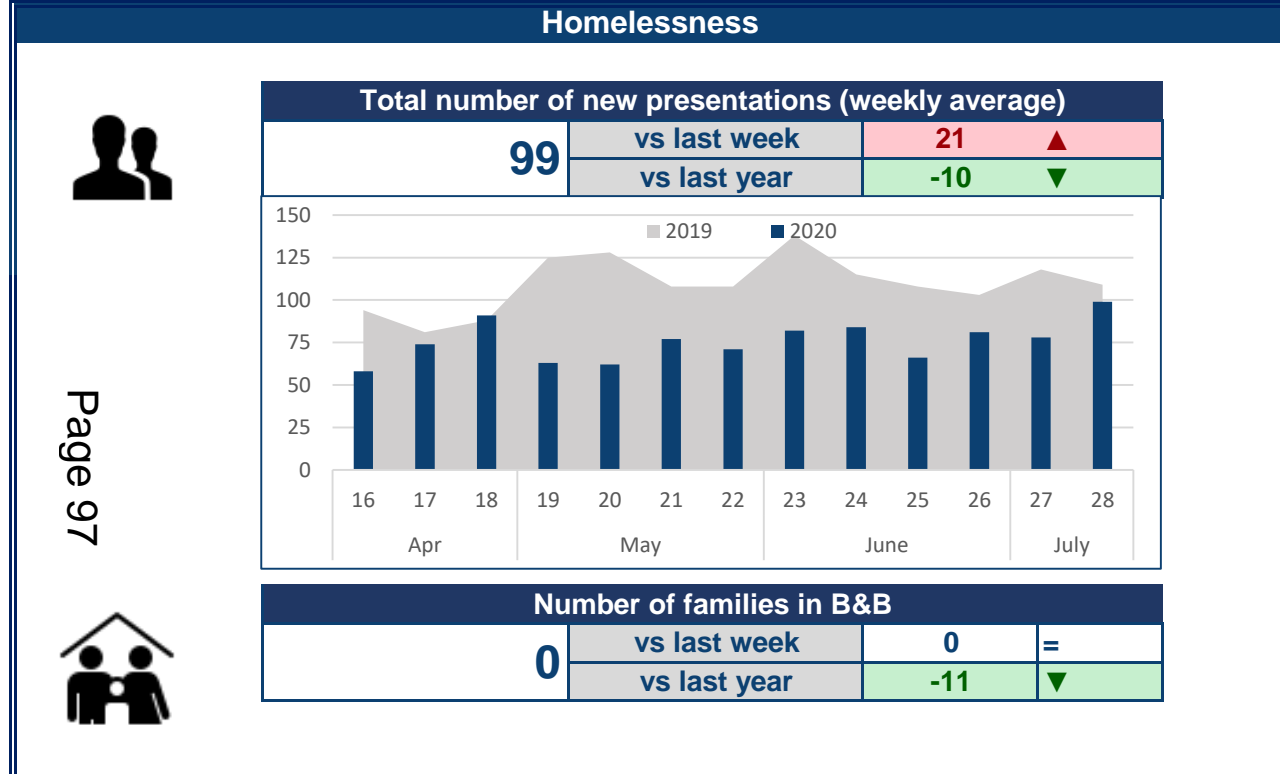
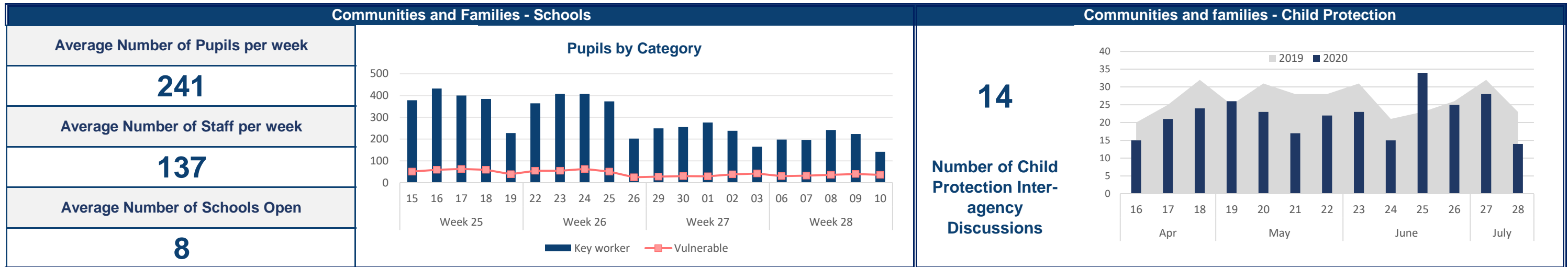
Appendix 2 - Decisions taken from 15 June to 15 July 2020

Appendix 3 - Elected Members Briefing 11 July



Contacts - Local Assistance Team and Contact Resilience Centres HR





Covid-19

18,368

cases tested positive in **Scotland**

2,490

patients who tested positive have died in **Scotland**

3,166

cases tested positive in **NHS Lothian**

301

patients who tested positive have died in **NHS Lothian**

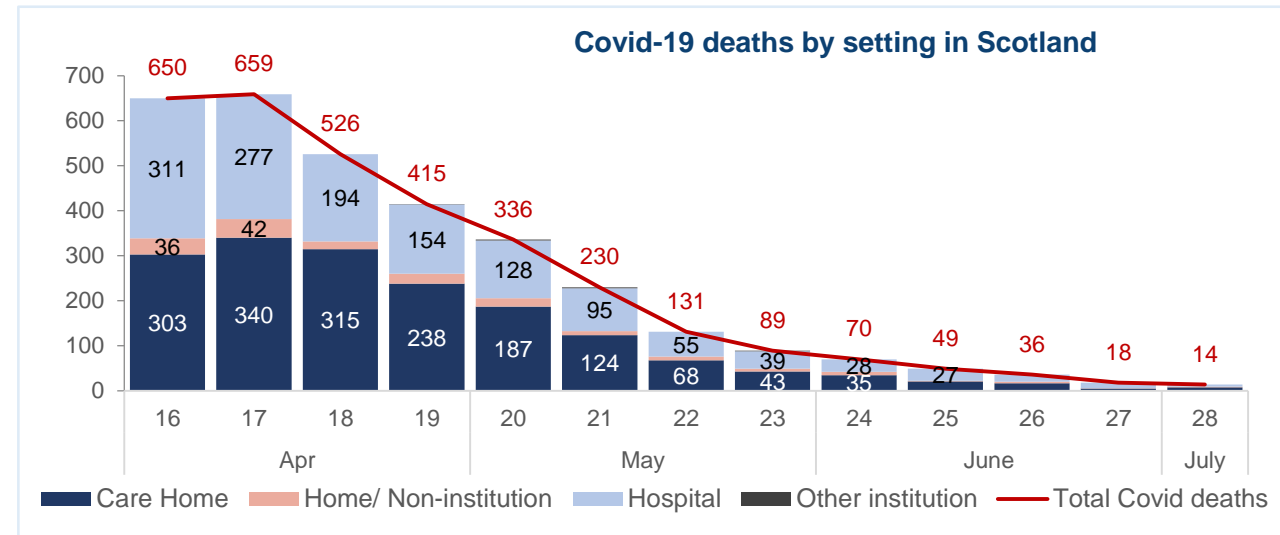
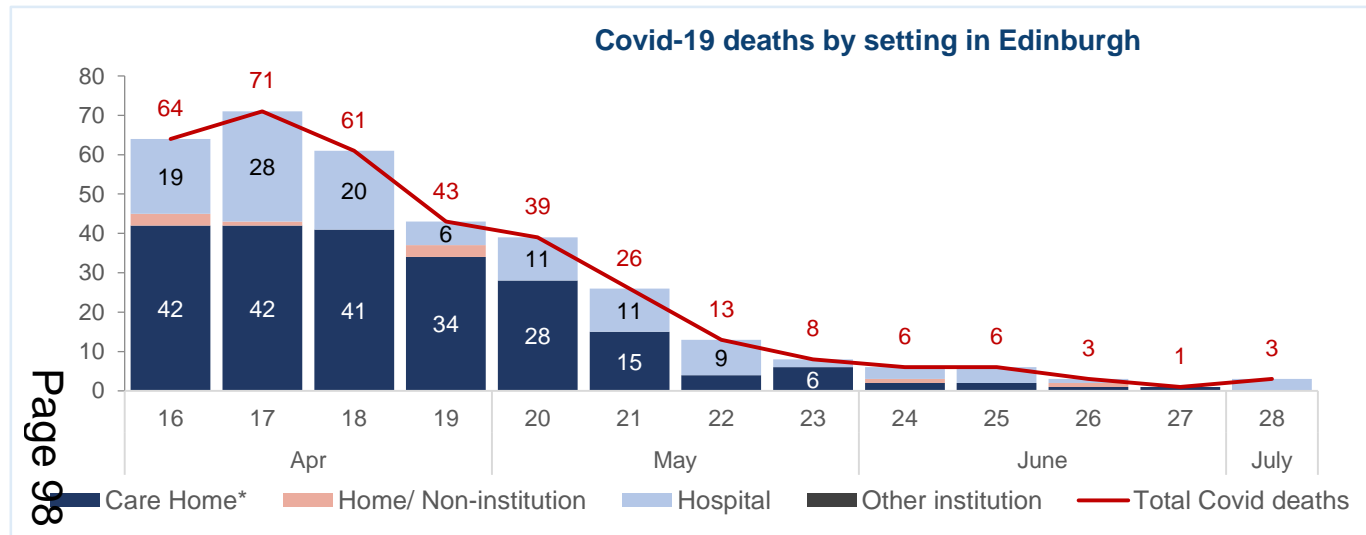
1,798

cases tested positive in **Edinburgh**

Source: Scottish Government

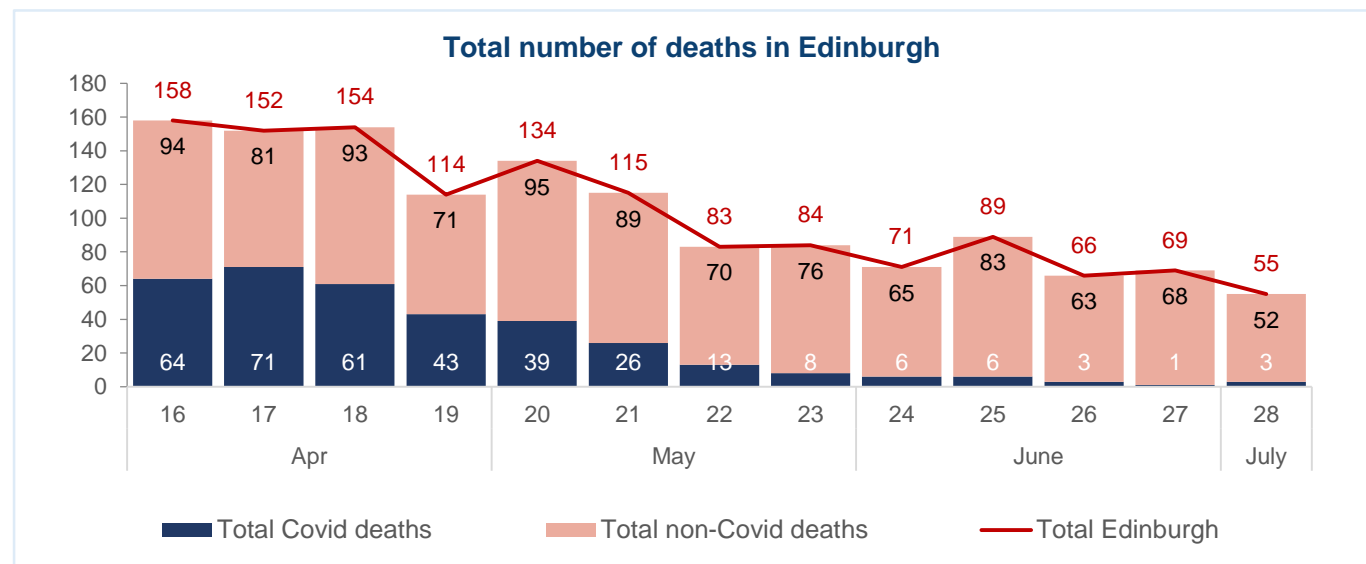
Last update: 15/07/2020

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

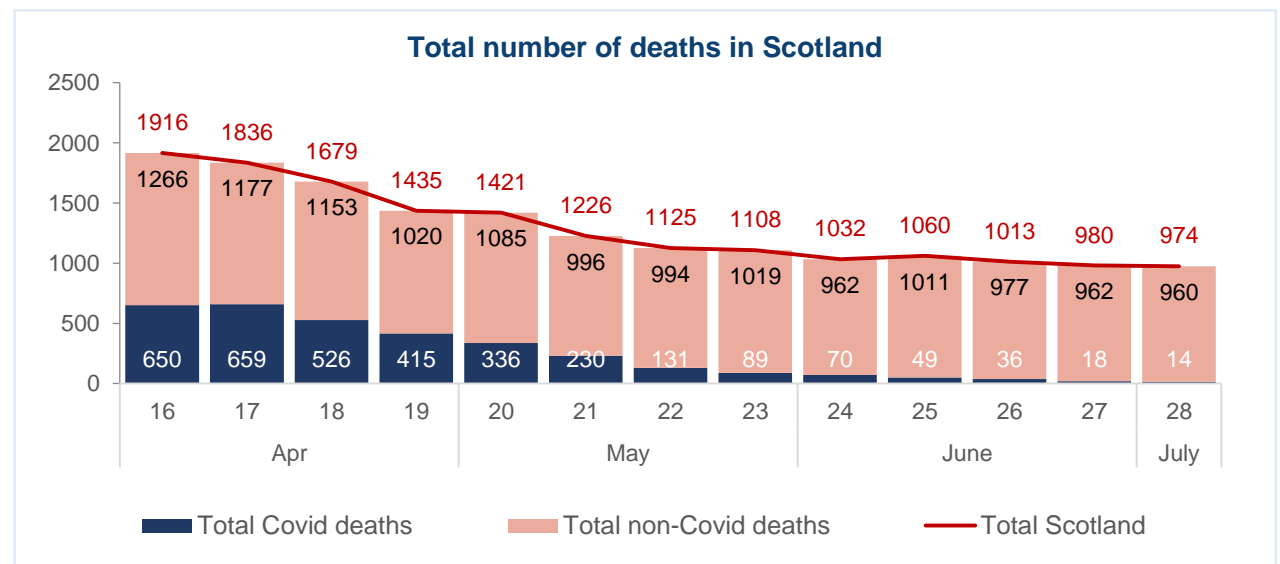


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Values shown for figures over 5



Values shown for figures over 25



Source: National Records of Scotland (NRS)

Traffic Level - Weekly comparator



Source: Arterial Route SCOOT Detector



6 traffic signal sites:

- Queensferry Road / Clermiston Road North
- London Road / Meadowbank Terrace
- Ferry Road / East Fettes Avenue
- Morningside Station
- Dalkeith Road / Blasket Avenue
- Salamander Street / Seafield Place

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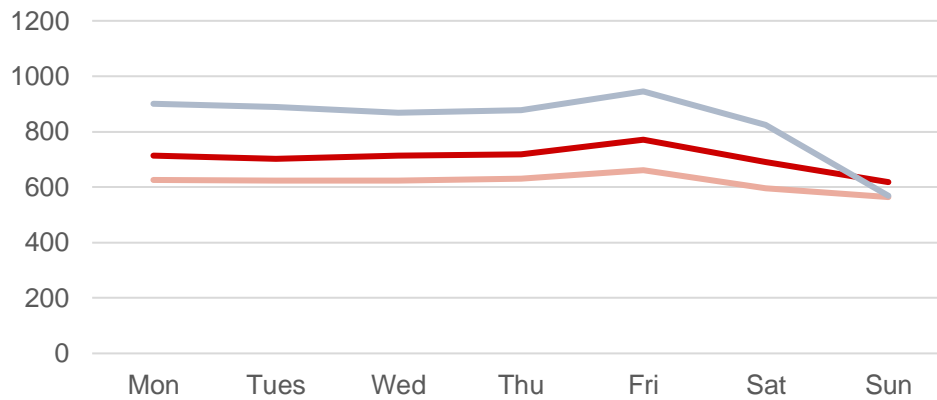
2019 - Week 28 commencing on 01/07/19

2019 Inbound
2019 Outbound

2020 - Week 28 commencing on 06/07/20

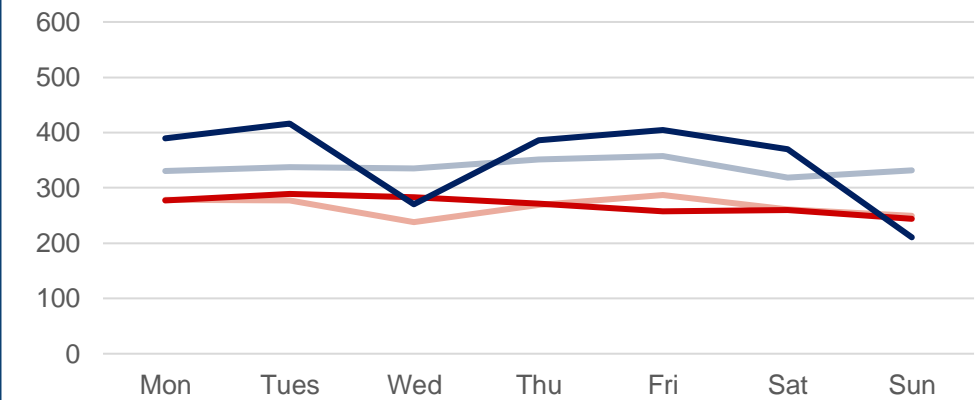
2020 Inbound
2020 Outbound

Queensferry Rd / Clermiston Rd
Vehicles per hour (daily mean) *

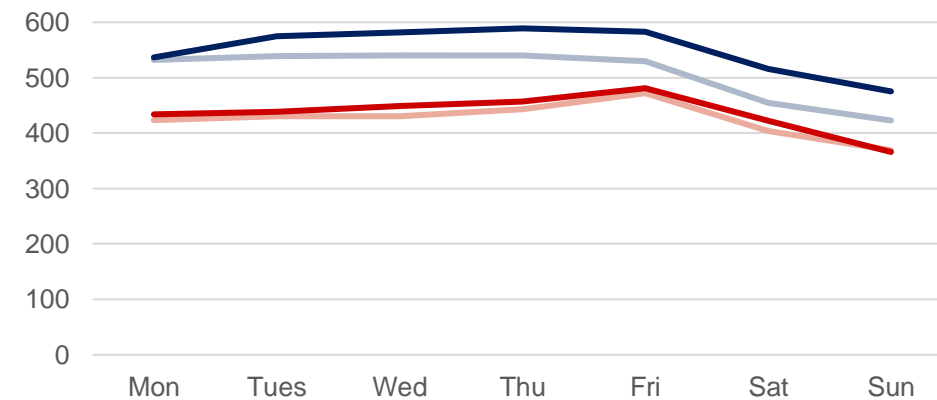


* No 2019 inbound data for Queensferry Rd / Clermiston Rd

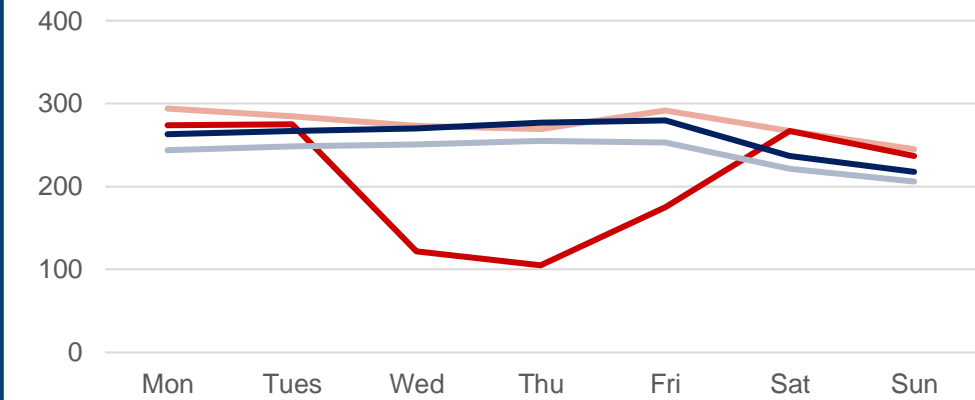
London Road / Meadowbank Terrace
Vehicles per hour (daily mean)



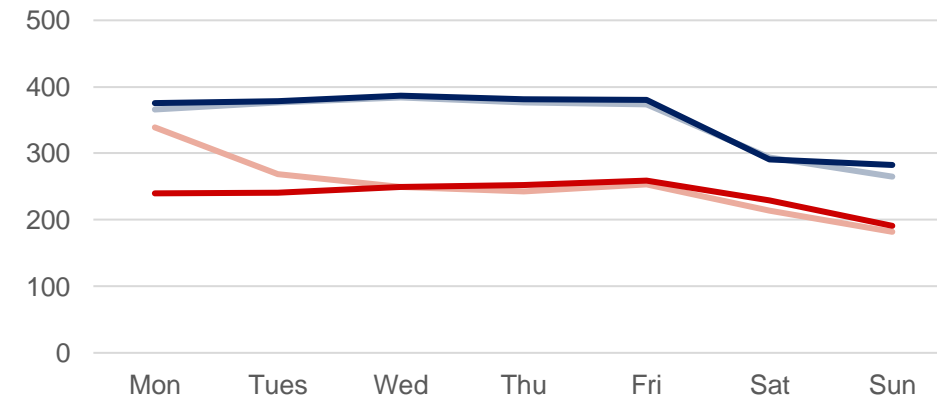
Ferry Road/ East Fettes Avenue
Vehicles per hour (daily mean)



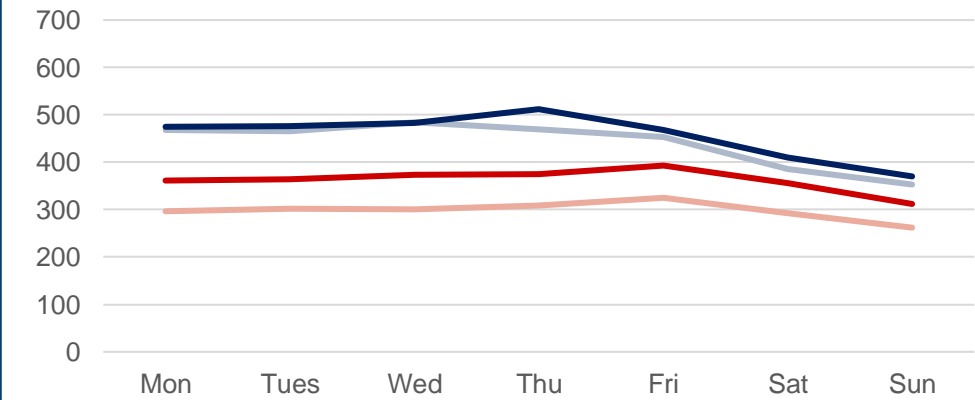
Morningside Station
Vehicles per hour (daily mean)



Dalkeith Road/ Blasket Avenue
Vehicles per hour (daily mean)



Salamander Street/ Seafield Place
Vehicles per hour (daily mean)



Traffic Level - Annual comparator

2019 and 2020 Traffic Levels shown at Daily Peak in each month



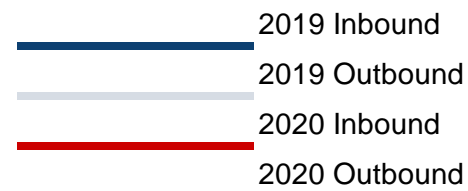
Source: Arterial Route SCOOT Detector



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6 traffic signal sites:

- Queensferry Road / Clermiston Road North
- London Road / Meadowbank Terrace
- Ferry Road / East Fettes Avenue
- Morningside Station
- Dalkeith Road / Blacket Avenue
- Salamander Street / Seafiel Place



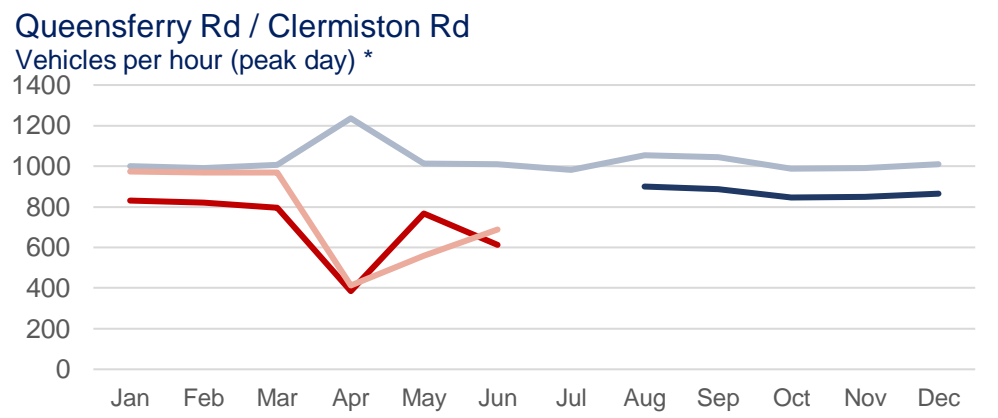
16/3/20 - Non-Essential Travel guidance

23/3/20 - Effective Lockdown

29/5/20 - Move to Phase 1 of easing lockdown

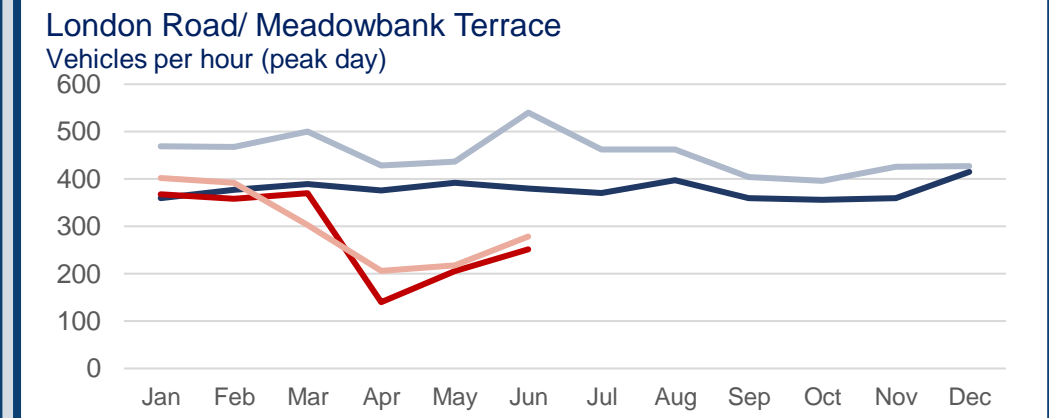
19/6/20 - Move to Phase 2 of easing lockdown

Key dates

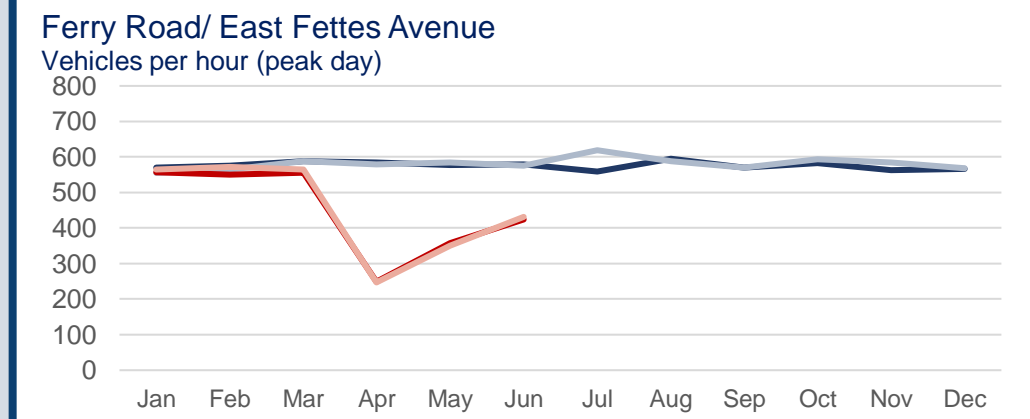


* No Mar-Jul 2019 inbound data for Queensferry Rd / Clermiston Rd

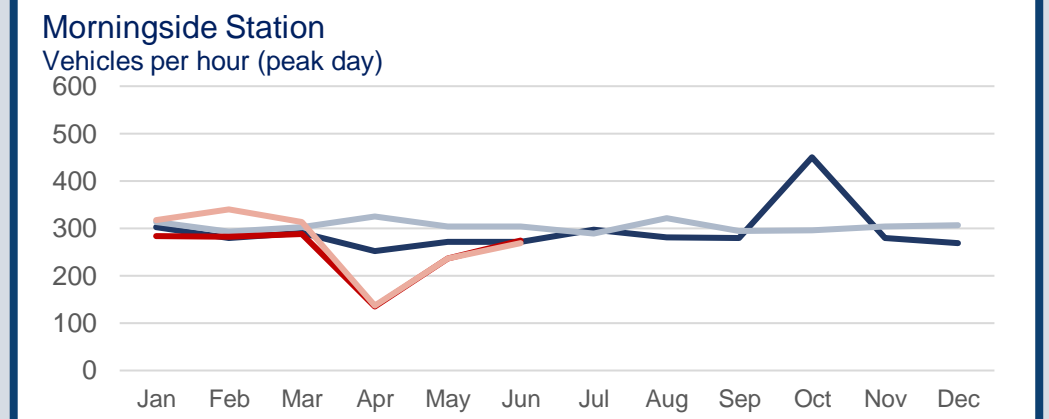
2019	Jun	Peak around 1000 vehicles per hour
2020	Jun	Peak around 700 vehicles per hour



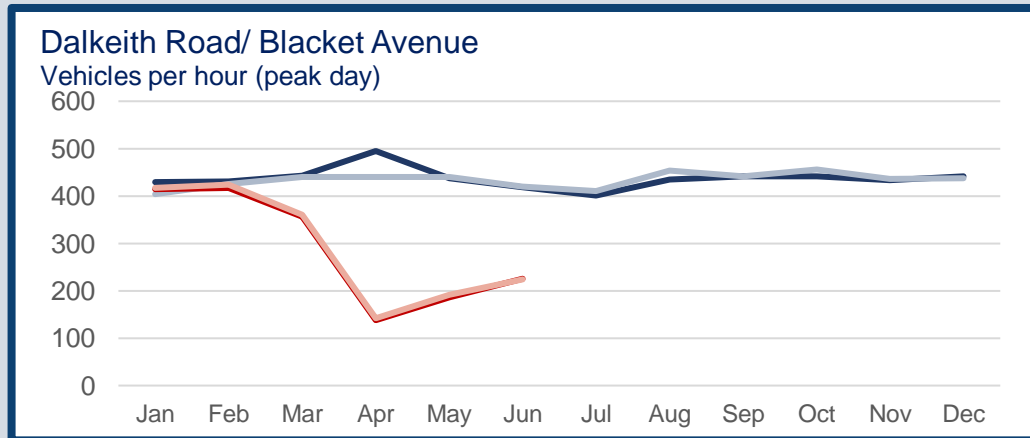
2019	Jun	Peak around 500 vehicles per hour
2020	Jun	Peak around 300 vehicles per hour



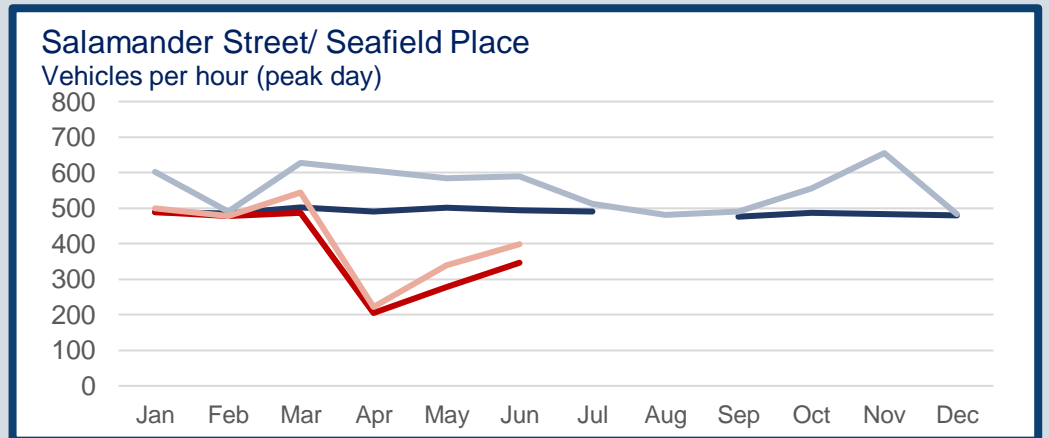
2019	Jun	Peak around 550 vehicles per hour
2020	Jun	Peak around 450 vehicles per hour



2019	Jun	Peak around 300 vehicles per hour
2020	Jun	Peak around 250 vehicles per hour



2019	Jun	Peak around 400 vehicles per hour
2020	Jun	Peak around 250 vehicles per hour



No data available for August 2019 - Inbound

2019	Jun	Peak around 550 vehicles per hour
2020	Jun	Peak around 400 vehicles per hour

Ref.	APPENDIX 2 - Approved Decisions during COVID-19 Response	Date
D120	Agreed to pay EVOC to end of this week (w/e19/06) with an exit strategy to be considered at CLT on Wednesday (17/06).	15/06/2020
D121	Agreed to recommence debt recovery action from July, as set out in briefing note. Briefing to be circulated to members on this this decision.	15/06/2020
D122	Approved report recommendations in COVID-19 – Commercial Property Investment Portfolio Update Report.	15/06/2020
D123	To pay for free school meals until 1 July as directed & to check what other local authorities are doing.	15/06/2020
D124	Agreed to proceed with Spaces for People Project as set out in report.	15/06/2020
D125	To proceed with the purchase of face coverings for all staff (at cost of £40k for 20,000 coverings to be contained within existing budgets).	19/06/2020
D126	Spaces for People Project Approval (note: not proceeding with South Bridge and George IV Bridge at this time.)	19/06/2020
D127	Approved the approach in streamlined Permissions for Business Using Outdoor Space as detailed in the briefing note.	19/06/2020
D128	Approved the next steps in Implication of the Government's Phase 2 COVID-19 route map for public parks and green spaces.	19/06/2020
D129	Garden Aid – to apply discount for the missed grass cuts at cost of approx. £12k from existing budget.	19/06/2020
D130	To make a further payment to EVOC of £40,000 for 22 June – 29 June for food distribution to be continues to the most vulnerable.	19/06/2020
D131	To suspend the £50k Grant Application process indefinitely.	22/06/2020
D132	Early Years partner providers – Critical childcare payments May 2020 - Approved the May payments to partner providers in line with the process previously agreed by CIMT on 02/04/20.	24/06/2020
D133	Agreed approach to considering supplier requests for contractual relief.	26/06/2020
D134	Spaces for People: Maybury Road approved for proceeding.	26/06/2020
D135	Council Resilience Centres – approved proposal in report for extending some of the provision of services, as per the SG route map and on a need's bases for citizens.	26/06/2020
D136	Food Fund and Free School Meals Funding – agreed recommendations – note that new FSM applications would not be backdated to March 2020.	26/06/2020
D137	Customer - Customer Contact & Transactions – approved proposal in report to allow some more of the Contact Centre Team to resume operations from Waverley Court to ensure continued essential service delivery.	26/06/2020

D138	South Queensferry Registration Office – proposal for birth registrations to be completed here by appointment only, this was approved.	26/06/2020
D139	Financial impact of parking suspensions – agreed in principle with losses to be minimised through design and to review mid-summer.	29/06/2020
D140	Agreed to not apply 3.3% uplift to Homelessness Third Sector Providers.	29/06/2020
D141	Allow East Princes Street Gardens to be used for queuing for trains on the condition that there is no cost to the Council and to be used only when necessary.	03/07/2020
D142	Approved the re-opening of Bonaly Upper car park in principle and to take to Service Operations Group on Wednesday 08/20 for checking with wider services.	03/07/2020
D143	Agreed to issue the large employers survey to gain feedback across the city.	03/07/2020
D144	To allow specific out of hours staff (e.g. social care, contact centre) to use the back entrance to access Waverley Court from the car park, providing they continue to sign in and out at reception.	06/07/2020
D145	Spaces for People project – Cockburn Street and Victoria Street to proceed.	06/07/2020
D146	Filming for fundraising campaign on Calton Hill was approved, it is a confidential and private filming event which aims to raise funds for “NHS Charities Together”.	10/07/2020
D147	Agreed to acceptance of new Queensferry High School and handover can go ahead with final payment once handover complete.	10/07/2020
D148	Supplier Relief – Stair Cleaning Service – to approve the June 2020 payment to the contractor.	13/07/2020
D149	Early Years partner providers – critical childcare payments to be made for June 2020.	13/07/2020
D150	To agree to proceed with electrostatic cleaning for schools at cost of approx. £60k, subject to consideration by the Public Health Advisory Group.	13/07/2020
D151	Family Viewings to be allowed at Edinburgh City Mortuary.	13/07/2020
D152	Taxi Licensing – to recommence services at Taxi Examination Centre at Murrayburn, note that this location may be subject to change at a later date.	13/07/2020
D153	Lauriston Castle Café Concession - approved to reopen the café concession with a new operator in the Gardens of the Castle.	13/07/2020
D154	Application from the Edinburgh Art Festival to host an open-air art installation in The Meadows during August 2020, approved as deemed acceptable by Parks.	13/07/2020
D155	Gridley Street Office re-opening proposal approved with desks in CRCs where needed, to be agreed with Locality Manager.	15/07/2020
D156	Visits by Police to those Shielding which the Council have received no communications from was agreed, to double check welfare of these citizens.	15/07/2020

Appendix 3: Elected Members Briefing

Scottish Government COVID-19 Route map

Phased Approach to Service Resumption/Adaptation

Introduction

The Scottish Government route map gives details of a **gradual four phase move out** of lockdown and returning to “some semblance of normality”. The Council Adaptation and Renewal Programme in particular the Service Operations Officer Working Group, will structure and prioritise the Councils service delivery return and adaptation through a phased approach.

On 18 June, the First Minister (FM) announced the move into **Phase 2 of the route map** and laid out the timescales for the gradual scaling up of the re-opening society. The core message has changed to “Stay Safe, Protect Others, Save Lives.” Then on 24 June, the First Minister announced the remaining **indicative dates** of lifting restrictions within Phase 2 with some dates for planning of Phase 3. Confirmation of **Phase 3** was announced on Thursday 9 July.

With a combination of challenges from significant public health considerations, appropriate level of staff resource, financial implications and the prioritisation the Scottish Government has placed on Education, the Council will need to balance the pace of resumption/adaptation of all service delivery. A phased approach and timeline will be developed and set out based on the challenges set out above.

Main report

Adaptation and Renewal Programme

Scotland has just entered **phase three** of the lifting of restrictions with a number of indicative dates announced.

As we move into the “**Near**” **phase** of the programme covering the months of **July to September**, there are a number of priorities this phase will need to tackle, and this will mean the phased return of service delivery to allow Council resources to be focused where most needed.

Phase two return of service

Over the course of June into July, the Council has successfully focused resource and stood back up services in a structured way, following the guidance which the route map sets out. The current position announced on 2 July on physical distancing remains at 2m’s for the rest of phase 2, with the potential to relax in some settings to 1m in phase 3, further guidance will be made available on the mitigations required.

An overview of increased service provision since phase 2 began is detailed below:

- **Car parks at beauty spots and city parks:** On 28 May 2020 the Scottish Government published new rules on exercise and activity. Following the issuing of the guidance, Council officers met with Police Scotland officers to agree the most suitable course of action and coordinate the management of an anticipated immediate increased demand for people to visit beach and countryside spots. A phased approach to re-opening car parks and beauty spots across the city has been implemented.

- **Household Waste and Recycling centres** have been re-opened through an appointment only system which has been working extremely effectively since Monday 1 June.
- **Council Construction sites:** On 11 June the First Minister announced that ‘non-essential’ construction sites are permitted to become operational again. Across the Capital Projects Team, Housing and Roads and Transport, the Council has approximately 110 construction sites under contract. Service areas are continuing to work closely with contractors to support sites re-opening in a safe manner.
- **Outdoor play and exercise:** Our 168 Play Parks, 53 sports courts, skate parks, bike tracks, outdoor gyms and games areas have re-opened with physical distancing and hand-hygiene being encouraged through updated signage on-site and updated communications. All facilities passed a pre-opening Health & Safety assessment by the Workshops team within Place Management. The only exception to this is pitches booked for contact sport, but these will be available once guidance allows and booked through Edinburgh Leisure.
- **Gatherings and occasions:** Outdoor marriages & civil partnerships are now allowed with minimal attendees. Although we will maintain the current CEC position that no event applications for Parks will be processed, we anticipate increased demand for outdoor wedding and civil partnership ceremonies. The Registrar Service is now conducting Weddings outdoors where it is safe to do so. Birth registrations are now possible again with access to the Registrars service for this being made available, within the South Queensferry Registrar’s office being re-opened on a limited basis to allow the service to do so.
- **Outdoor markets and street access retail** are able to reopen with guidance being provided to enable this from a single point of contact within the Council.
- **Outdoor cafes, restaurants and beer gardens as of Monday 6 July** will be allowed to re-open safely, with agreed physical distancing and hygiene measures. The vast majority of these licensed premises will have had to demonstrate they had adequate toilet facilities when they were granted their licences, so this will improve the public health concerns around the lack of toilet facilities at available at present to the public. A ‘one-stop shop’ approach has been developed within the Place directorate where businesses can contact the Licensing service to apply for outdoor seating permits, colleagues from the Roads network team have been aligned to support this approach.

The current date for reopening the inside space within these premises is 15 July 2020 in line with the Tourism re-opening date aligned to phase 3 of the route map.

Public Conveniences

With the increased demand for leisure time in parks and outdoors spaces and the relaxing of the 5-mile travel guidance (Friday 3 July), the pressure to reopen public conveniences is understandable. The current public conveniences infrastructure makes it very difficult to reopen these establishments without significant public health concerns and it is not possible to remove the risk of COVID-19 transmission completely.

However due to the significant public and political concern expressed about the closure of public conveniences across the city a review of the public conveniences in the city’s premier parks and seaside locations has been undertaken. This has concluded that the following facilities, with additional measures in place to address the risks identified (see risk and mitigations section below), should be prioritised for reopening:

- Pipe Lane in Portobello;
- Hope Park in the Meadows;
- Ross Bandstand in Princes Street Gardens;

- the Courtyard at Saughton Park;
- Bruntsfield Links;
- Hawes Pier, South Queensferry; and
- Cramond.

A Committee report was discussed at the Policy and Sustainability Committee on Thursday 9 July, which approved the re-opening of those toilets listed above from Monday 13 July. A report to Committee within 2 cycles will be brought on extending the provision but this would not be without additional cost due to the staffing levels required to maintain public safety as far as possible. The financial pressures involved, and the need to ensure that public health is prioritised, mean that it is not possible to reopen all of the public conveniences across the city.

Phase 3 Considerations and Prioritisation of Resource

Returning to the provision of full time Education and implications for other services

It has become clear over the month of June, that the Scottish Government are now prioritising a full time return to education for all children across Scotland and for Edinburgh the return date for pupils is **Wednesday 12 August**. In order to ensure this can happen in the way Scottish Government intend, the supporting functions across the organisation will need to prioritise their resources to achieve a safe re-opening for all pupils across Edinburgh by this date. This includes increased Facilities Management support both from technicians and cleaners and transport resources, making the opening of other parts of the operational estate less of a priority in the next 3 months.

In order to ensure both the current plan for full time return of pupils and the contingency plan of 50% remain feasible and deliverable, a full review of the Councils operational estate surrounding schools has been undertaken and 47 buildings had been identified as essential to the school contingency plan, a number of which are libraries and community centres. This will mean a hold on the majority of libraries and community centres re-opening until the full implications of the school planning is known, so unlikely to happen before the schools re-open.

However, to enable re-opening at the appropriate time Council officers will begin 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. Colleagues from Lifelong Learning and Facilities Management have been in dialogue with various management committees to arrange for limited, and safe, access to buildings to remove equipment or items that will allow them to deliver services out with the building itself in line with current guidance.

This would build on the work undertaken to produce the Community Centre Handbook (July 2018) which was developed to support all 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.

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 during the school holidays. Planning sessions could be put in place after the summer school holiday period ends.

Office Working

In line with the SG route map and the school's estate taking priority, office accommodation is only being expanded during the **July - September phase** of planning where critical for supporting service delivery. The default of home working will continue for colleagues to allow

time for the schools to get back and to ease the pressure on the transport system. Colleagues within the Council have already had communications to say that we do not anticipate any significant change in the numbers of staff returning to our offices until at least the 14th of October. This is in line with many other large employers in the city. Whilst in phase 3 of the route map transport providers are to return to full services, the capacity will be limited due to physical distancing requirements. The Customer team will look to move one quarter of the **Contact Centre team back to Waverley Court** using a phased approach over July and August. This will ensure that as calls step up there is enough capacity across our remote and office contact platforms to deal with and support all enquiries. The general enquiry line has not seen any reduction in calls during the COVID period v 2019, and we anticipate call volumes will continue to increase the more services which are opened up.

Council Resilience Centres

The 5 centres in the locations detailed below will expand service delivery to include Council tenancy lettings advice and processing and follow up benefits/money and debt advice. The CRCs, once set out appropriately with assistance from Estate and FM colleagues, will provide more space for face to face contact with clients including Health & Social Care for meetings with vulnerable individuals and Communities & Families 's to support contact arrangements for children and families.

The locations are as follows:

- Wester Hailes - South West Locality Office
- West Pilton Gardens – North West Locality Office
- Captain's Road - South East Locality Office
- Craigmillar - North East Locality Office
- Leith - Criminal Justice/ Social Work Centre

Culture Offer

The Scottish Government has published Guidelines for the re-opening of museums, galleries and monuments which indicates services could be resumed from as early as 15 July. This poses a significant challenge at present as resources are focused on managing the return of schools, as set out above. Currently a number of culture colleagues are furloughed as part of the UK Government scheme and bringing the workforce back right away may not be cost effective. It would not be cost effective for venues such as the Usher Hall or Assembly Rooms to re-open given the reduced capacity which would need to be applied and the increased costs of operating within current public health guidance. The focus in the first instance will be on a phased return of the City Art Centre. Further work will be undertaken to understand how a balance can be achieved between the safe but viable operation of our key culture offerings as further Government Guidance is issued.

Next Steps

The **Service Operations Officer Working Group** which forms one of the 5 interlinked workstreams of the programme, are currently in the process of reviewing all service delivery within the Council. A robust data gathering exercise will allow the group to prioritise the return of services based on a number of factors including the financial impact of operating in a post COVID-19 environment.

While the programme will be guided by the Scottish Government Route Map, there are other factors that will be considered around prioritisation and planning to ensure that the organisation:

- continues to protect the health and safety of our colleagues and citizens

- we have the capacity to ensure that our buildings are safe, staff are supported, technology/ICT is provided where required etc.
- the financial sustainability of the organisation is protected, and we understand the financial impact of COVID-19 for the organisation as a whole
- we recognise the challenges, as well as the opportunities, COVID-19 has brought to think about how the organisation can adapt and support our long-term strategic priorities (Poverty, Sustainability and wellbeing) and the City Vision 2050.

A cross-council approach has been taken with input from a range of services including Finance, Health and Safety, Property, HR, Strategy & Insight, Resilience, ICT and Risk to ensure that a strategic and joint-up approach to service adaptation and resumption.

The data gathering exercise will provide intelligence on how services have adopted new ways of working to sustain service levels and opportunities for longer term reform. The data gathered through the exercise will provide the foundation that will inform planning around services adaptation and resumption and will be reviewed in conjunction with wider intelligence. The partial or full recommencement of services is managed through this group and there is a process to ensure that critical service needs are accommodated, but on a coordinated basis.

As part of the overall Adaptation and Renewal programme, this group will prepare a more comprehensive timeline for service recommencement which will require previous approaches to service delivery to be challenged and the embracing of opportunities for reform where possible.

Key Dates

While there have been no specific dates set out for each of the four phases of the route map, some specific dates have been announced

- **Monday 13 July** - Organised outdoor activities for under 18's allowed, face to face youth work can restart and all non-essential shops can reopen.
- **Wednesday 15 July** - All Childcare providers can re-open. The Tourism industry can re-open with all holiday accommodation and indoor hospitality permitted. Easing of restrictions to funerals, marriage ceremonies and civil partnership registers.
- **Friday 31 July** - Reviewed Shielding period ends.
- **Wednesday 12 August** – All Schools to reopen full time for children (conditional upon ongoing scientific and health advice). *“This date may fall in Phase 3 or Phase 4, depending on broader progress. The blended model of schooling remains a contingency plan.”*
- **End of September** - Current Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 act runs out unless extended
- **Monday 14 October** - Default position of Working from Home for those who can, will remain in place until at least this date and the start of the October School holidays

References

<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-3-update/>

Overview of Phase 3 Dates

Changes from Monday 13 July

- Non-essential shops inside shopping centres will be able to reopen
- Children and young people will also be allowed to play organised outdoor contact sports
- Dentists will be able to see patients for some routine treatments, and optometrists can begin to scale up work
- A woman can have a designated person accompany them to ante and post-natal appointments
- In addition to their birth partner, they can designate one other person to attend the birth and make ante and post-natal ward visits regardless of living arrangements -no longer need to stay physically distant from each other, indoors or outdoors.

Changes from Wednesday 15 July

- Indoor hospitality in pubs and restaurants will return on a limited basis and subject to several conditions.
- All holiday accommodation permitted (following relevant guidance)
- Museums, galleries, cinemas, monuments, libraries can reopen -with physical distancing and other measures
- All childcare providers can open subject to individual provider arrangements
- Hairdressers and barbers can reopen -with enhanced hygiene measures -guidance will be published later this week
- Places of worship can also reopen for communal prayer, congregational services and contemplation but with numbers strictly limited and two metre physical distancing required
- Restrictions on attendance at services and ceremonies for funerals, weddings and civil partnerships will be eased
- Associated gatherings –such as wakes or receptions -must continue to follow the limits on household gatherings and hospitality.

Changes to take effect from 22 July

- Personal retail services which have not yet reopened –for example beauticians and nail salons –will be able to reopen with enhanced hygiene measures in place.
- Universities and colleges can implement a phased return to on-campus learning, as part of a blended model with remote teaching.
- Motorcycle instruction -and theory and hazard tests -can also resume from that date but driving lessons and tests in cars will have to wait longer

Activities not restarting before 31 July

- Reopening of non-essential offices and call centres, resumption of outdoor live events, reopening of indoor entertainment venues such as theatres, music venues and bingo halls; opening of indoor gyms, and resumption of non-professional adult outdoor contact sport.

Policy and Sustainability Committee

10am, Thursday, 23 July 2020

Engagement Through Adaptation and Renewal

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 Committee are recommended to approve:
 - 1.1.1 Three phases of engagement activity on lessons learned from covid-19, ensuring alignment of our renewal programme with the City Vision, and effectively implementing change (including engagement on budget). These are subject to funding being secured from partners and other external sources.
 - 1.1.2 That officers consider the resumption of non-essential consultation activity as part of the Adaptation and Renewal programme and provide an update to committee on next steps in September.
- 1.2 Committee is recommended to:
 - 1.2.1 Note the Council is committed to an ongoing conversation and engagement with citizens on climate action and as such continues to develop its wider climate engagement plans and;
 - 1.2.2 Agree the launch of the Edinburgh Talks Climate Dialogue site on 27 July.
 - 1.2.3 Note the first engagement event with civic society was due to take place in March but will take place in August while outputs from the Climate Survey and the first Edinburgh Youth Summit on Climate will be circulated to elected members through the business bulletin.
 - 1.2.4 Note the options appraisal on deliberative engagement including citizens assemblies provided in the annex.
 - 1.2.5 Agree that the Council continues with its current plans to deliver multiple city wide opportunities for citizen consultation and engagement, but

reconsiders the proposals for further engagement infrastructure once the Poverty Commission publishes its final recommendations.

- 1.2.6 Note that in the meantime, there is significant learning from national and other climate assemblies which will inform Council thinking

Andrew Kerr

Chief Executive

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Engaging Through Adaptation and Renewal

2. Executive Summary

- 2.1 This report summarises the Council’s approach to engagement and consultation through the Covid-19 adaptation and renewal period, including the council climate engagement plan which is due to continue, subject to the agreement of committee, with the launch of the Edinburgh Talks Climate Dialogue site on 27 July.

3. Background

- 3.1 The Consultation Planning Report to the Leadership Advisory Panel on 23 April 2020 introduced necessary restrictions on engagement and consultation during the pandemic’s peak, while services were under most pressure and citizen activities were most limited.
- 3.2 The Council has continued to engage where practical with residents, colleagues and businesses, especially where such engagement has been essential to inform the response to the pandemic, such as through a survey of large employers or targeted engagement with the business community.
- 3.3 The 2050 Edinburgh City Vision Report to the Policy and Sustainability Committee on 11 June 2020 set out the long-term vision where “Edinburgh residents told us that they wanted their city to be fair, pioneering, welcoming and thriving – a city that belongs to all of us, and where we all belong.”
- 3.4 In addition, a series of national level large-scale engagement activity and a parliamentary enquiry has also taken place over recent months. The work of the Equalities and Human Rights Committee, the Big Climate Conversation, Scotland’s Advisory Group on Economic Recovery, and others also have messages that will be utilised to inform local planning for the renewal of the city.
- 3.5 The Council has also recently conducted significant city consultations on key areas of policy such as city centre transformation, the local development plan and the city mobility plan. These combined with the national insights highlighted above will continue to inform the adaptation and renewal programme planning.
- 3.6 The Policy and Sustainability Committee’s motion on Black Lives Matter further required the Council to ensure “the resident engagement plan for the Council’s

Adaptation and Renewal programme was designed to hear the voices, concerns and interests of all citizens including BAME residents to ensure Edinburgh was a city for all and that no-one was either excluded or left behind.”

- 3.7 This report therefore focuses on those areas which relate to local action, the decisions which immediately face Edinburgh, and ensuring progress on the city’s agreed and essential long-term priorities.
- 3.8 On 20 February Council considered and agreed the broad approach to Climate Change engagement including proposals for the Edinburgh Talks Climate Site.
- 3.9 In addition, officers were asked to undertake an options appraisal for considering a citizen’s assembly on climate issues. This report considers this and seeks committee agreement to the next steps of the Edinburgh Talks Climate engagement plan.

4. Main report

Adaptation and Renewal engagement

- 4.1 As Scotland’s success in tackling the Covid-19 outbreak enables a relaxation of social distancing, more engagement activity is possible without risking the safety of citizens and colleagues.
- 4.2 Additionally, due to the likelihood of an extended period where some social distancing and other restrictions will be necessary, the Council must find ways to continue to involve citizens in decision-making to:
 - 4.2.1 Ensure the Adaptation and Renewal Programme makes City Vision real by continuing a conversation about how we deliver the Edinburgh residents want;
 - 4.2.2 Better understand the attitudes and experiences of residents that will inform Adaptation and Renewal delivery;
 - 4.2.3 Ensure people have a voice in any major change programme proposals; and
 - 4.2.4 Gather local information for Edinburgh which may not be supplied by national sources due to disruption caused by Covid-19.
- 4.3 In delivering engagement related to the renewal of the city, the Council will ensure that activity:
 - 4.3.1 Aligns generally to the Council’s expected stages of recovery and the expected timeline of Scottish Government’s recovery plan;
 - 4.3.2 Is phased to ensure citizen and colleague safety by utilising online, by telephone, and face-to-face with additional safety measures; and
 - 4.3.3 Takes account of restrictions on consultation activity expected to continue until September 2020.

4.4 Committee approval is requested here on three specific projects outlined below. The Council is exploring opportunities to co-fund all of this activity with partner organisations. A more limited exercise may be necessary if it is not possible to secure a co-funded model, however early indications from partners are very positive. Further committee updates will be provided as appropriate.

Engaging at the right time

4.5 An open online survey with online advertising support and paid focus groups with residents, dealing with:

- Experience of Edinburgh during Covid-19, in particular managing caring responsibilities;
- Understanding travel and creating safe and effective solutions to get the city moving; and
- Getting people back to work and new attitudes to work under Covid-19.

Engaging on the long term

4.6 A telephone-based Edinburgh People Survey of 1,000 residents is suggested as it eliminates the risk of fieldwork disruption caused by Covid-19.

4.7 A quantitative survey is especially critical for 2020 as national surveys (e.g. the Scottish Household Survey, the Scottish Health Survey) have been disrupted by the pandemic and risk either not being completed at all or being invalid due to very long lapse in fieldwork.

4.8 This survey would include actionable feedback from citizens in specific areas of interest however, officers will seek to preserve core longitudinal comparisons of citizens views and will engage with elected members should funding issues make this difficult to sustain.

4.9 The survey is intended to focus on:

- Changing social, leisure and work habits and how these should impact on service design;
- Providing whole population estimates for behaviours and experiences identified by earlier focus groups; and
- Identifying continuing issues associated with Covid-19.

Implementing effectively

4.10 A series of workshops with residents looking at budget, Adaptation and Renewal planning, and sustainability and poverty priorities. These would operate with an updated version of the Council's budget challenge exercise.

4.11 The Council is investigating the possibility of this work being undertaken through Climate-KIC resourcing as the programme design partner have undertaken similar exercises in other partner cities.

Resumption of non-essential consultation

- 4.12 Resumption of non-essential consultation activity is being considered as part of the adaptation and renewal programme and will come back to Committee in September with a refreshed Consultation Policy brought for consideration and approval by committee before the end of the year.

Edinburgh Talks Climate Engagement Plan

- 4.13 The public engagement element of the city's discussion about sustainability and the 2030 carbon neutral target operates under the brand 'Edinburgh Talks Climate.' The intention is that this brand creates a positive space where partners and citizens can engage in discussion about local climate-related issues. The Council's intention to actively listen to citizens views while facilitating and encouraging others to debate, engage around and make positive sustainable behaviour choices in their own lives.
- 4.14 Edinburgh Talks Climate has successfully completed two significant engagement items in Phase One – the Edinburgh Talks Climate Survey and Edinburgh's first Youth Summit on Climate Change. Committee has previously been updated on the emerging results of the Climate Survey. A final summary of the output from these activities will be provided to elected members by business bulletin and will continue to inform the council's sustainability programme plans. However, a short overview of the youth summit is provided below.

Youth Summit on Climate Change

- 4.15 Edinburgh's first Youth Summit on Climate Change took place on 28 February 2020 at Dynamic Earth. The event was approximately three times oversubscribed with interest from schools and took place with a capacity attendance of 140, composed mostly of lower secondary pupils.
- 4.16 The event was co-produced and co-hosted with young activists who were either members of Scottish Youth Climate Strike and/or the Scottish Youth Parliament, and was opened by Cllr Adam McVey, the Leader of the Council, and Cllr Eleanor Bird, the Council's Young People's Champion.
- 4.17 The Summit was also attended by 15 organisations, including national and international bodies (e.g. WWF, SEPA, Scottish Forestry, Historic Environment Scotland), local and community organisations (e.g. Remode Collective, Leith Community Crops in Pots), and teams requested to attend from the Council, including Governance and Democracy.
- 4.18 Activists and attendees were very positive about the event:
- 97% agreed it was a good way to engage with young people about the climate emergency, 0% disagreed;
 - 90% felt they were able to share their concerns, issues and priorities regarding climate change, 6% disagreed; and
 - 82% felt they knew more about climate change as a result, 2% disagreed.
- 4.19 Outputs from the Summit are being co-produced with the young activists.

4.20 Reflecting the enormous interest from young people and schools, further youth summit events were planned initially for April 2020, then for the autumn. The Council had adopted a watching brief and will look to plan and deliver further engagement involving schools, integrated with the curriculum, when it is safe to do so.

Edinburgh Talks Climate Engagement Plan – Phase Two

4.21 Phase Two of The Edinburgh Talks Climate Engagement Plan seeks to create more and better conversations about local sustainability and climate issues. A report detailed the proposed approach in February but plans to launch phase two in March were put on hold as a result of COVID 19. We are now proposing to proceed with the plan and Committee is asked the launch of the Edinburgh Talks Climate Dialogue site on 27 July.

Edinburgh Talks Climate Dialogue

4.22 With the assistance of Climate-KIC funding, the Council has developed an Edinburgh Talks Climate Dialogue site where citizens can engage in a variety of media forms to share ideas and experiences; read about others' ideas, discuss and rate them; and learn about additional contacts and resources so they can take personal action. Dialogue has been used previously by the Council to assist with the development of locality improvement plans and as part of budget engagement.

4.23 The material that has been produced will have a phased release plan that will build engagement over time and give participants more reason to return to the site. Initially the site will be launched with two themes (energy use and sustainable travel) and these will be augmented with additional media, and further themes, over an initial 8-week planned launch period.

4.24 The results of the Edinburgh Talks Climate Survey and the outputs of the Edinburgh Youth Summit on Climate will also be shared to Dialogue as part of this launch period.

4.25 In addition to these uses of the Dialogue site, the Council will invite partner organisations to host climate-related conversations on the same platform, enabling easier discovery by residents and economies of scale associated with marketing and promotional activity from partners.

4.26 In addition, the Council's Parks and Green Space Service will augment their engagement plans on the future use of parks through the Dialogue site.

4.27 Committee is asked to approve 27 July 2020 as launch day for the site.

Civil society engagement on climate

4.28 Edinburgh civil society – including its various activist, community, and professional membership organisations as well as the third sector – has long played a leading role in raising awareness of climate change as an issue and prompting local and national government action.

4.29 An event, co-hosted by the Council and Transition Edinburgh had been planned just as lockdown was announced and had to be postponed. Following the establishment

of the Edinburgh Climate Commission, it was decided that the event should be co-hosted by Transition Edinburgh, the Commission and the Council with the aim of forming better links with and across civil society and enabling better conversations between civil society, the Commission and the Council. The event will now take place virtually in August 2020.

Options for deliberative engagement on climate including a citizen's assembly

- 4.30 The Council has previously received deputations and other submissions advocating for deliberative approaches to dealing with climate change such as a citizen's assembly. Scottish Government are currently running a citizen's assembly with the support of The Democratic Society and this approach has also been employed by the city of Leeds in their climate engagement.
- 4.31 While the format of deliberative engagement can vary significantly, the term is a catch-all which covers both citizen panels and larger citizen assemblies. Deliberative engagement techniques are helpful when resolving complex, entrenched or 'wicked' problems, and for issues where there is often no political consensus.
- 4.32 The Council's Climate-KIC-funded partner the Democratic Society has produced an options paper (included as Appendix One) which discusses the various forms of deliberative engagement and provides indicative timelines and costs for an Edinburgh citizen panel and citizen assembly.
- 4.33 Whether or not one of the options outlines is appropriate depends largely on what the engagement exercise is seeking to achieve.
- 4.34 Edinburgh residents have already endorsed radical change as essential, and shown support for sustainability in its widest sense, greening the future of the city and the carbon target so the benefits of further general discussion are limited.
- 4.35 In addition, as outlined above, the Council has already embarked on (and invested resources in) a significant programme of engaging the whole city in behavioural change and policy discussions around climate action.
- 4.36 Looking across the added value of a citizen's assembly and recognising that resources are significantly under pressure at present, it is proposed that the Council focuses its resources on the significant engagement activity already underway. It may be that in future a specific large scale project or 'wicked issue' could benefit from a jury or a panel and the Council will keep the options available to us under review. It is also recognised that the Poverty Commission is expected to raise these issues within its final report and officers will review this decision at that point to enable a wider discussion about the purpose and viability of a citizen's assembly

Engaging with residents with protected characteristics

- 4.37 In the design of all engagement and consultation activities, the Council is mindful of the need to ensure participation with regard to the characteristics that are protected by law. Because of the recent focus provided by the Black Lives Matter movement, it is appropriate to note that the City of Edinburgh is the most ethnically diverse local

authority in Scotland and it is also appropriate that this is reflected in the engagement and research work we undertake. Specifically, the Council:

- Has purposive samples for focus groups and workshops – we ensure that residents with protected characteristics are represented in discussions;
- Remunerates participants fairly for their participation in focus groups and workshops. Financial barriers to participation are real and can affect people of all backgrounds but are more likely to materially impact residents with disabilities, and migrants;
- Promotes its open engagements through existing networks which includes representative and community organisations for residents with protected characteristics; and
- Normally sets quotas for face-to-face surveys to ensure between 10% and 15% of participants are from 'non-white and non-British' backgrounds. Using telephone surveys, the Council will ensure data is appropriately weighted so that BAME residents are fairly represented.

4.38 A separate report in response to the motion regarding Black Lives Matter is also on the agenda.

5. Next Steps

5.1 The outputs from the Youth Summit on Climate will be circulated to members through the business bulletin. These results will also be shared publicly through the Edinburgh Talks Climate Dialogue app following circulation to members, which the Council will publicise through social media and a press release.

5.2 To provide a suitable bookend to the first Youth Summit on Climate, a meeting will be agreed and arranged between the young people who have co-produced the summit and a cross-party group of elected members to discuss the issues arising from the Summit and exchange views on climate issues. The timing and format of this meeting will be influenced by Covid-19 recovery phases to ensure the safety of all participants.

5.3 The various engagement activities outlines in this report will be taken forward, including the launch of Edinburgh Talks Climate

6. Financial impact

6.1 The projects outlined in this report have a total cost implication of £57,500+VAT. The Council is working with partners to defray these costs. Co-funding of these projects is necessary to enable them to take place. If funding is not secured, officers will bring a further report to the A and R elected member oversight group and thereafter to committee.

- 6.2 The operation of Edinburgh Talks Climate Dialogue, and the production of media associated with this, were funded by Climate-KIC.

7. Stakeholder/Community Impact

- 7.1 This work aims to gather information about climate-related and social issues as part of engagement activity, some of which will be specifically about climate.
- 7.2 This work is designed taking into account the need to represent all people with protected characteristics and those affected by poverty in the Council's engagement work.

8. Background reading/external references

- 8.1 [Consultation Planning Report](#) to Leadership Advisory Panel, 23 April 2020.
- 8.2 [Adaptation and Renewal Programme](#) report to Policy and Sustainability Committee, 28 May 2020.
- 8.3 [2050 Edinburgh City Vision](#) report to Policy and Sustainability Committee, 11 June 2020.

9. Appendices

Appendix One – Democratic Society paper on deliberative climate engagement options

Edinburgh Climate Engagement

Outline of document

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Introduction

The Democratic Society is an EIT Climate-KIC Health Clean Cities Deep Demonstration project design partner. As part of this project, The Democratic Society has provided advice to City of Edinburgh Council about public engagement and climate action. This short report is a summary of that advice.

The Democratic Society is Europe's leading international democracy organisation, supporting our cities and citizens to ensure that radical climate transformation is a democratic, not just a technocratic process. Through democratic design, organisational development and practical participation exercises, these cities are building long-term citizen participation in all the decisions, plans and projects that affect them.

Recently, the City of Edinburgh has expressed interest in a deliberative and co-production process to guide its COVID-19 response.

Within the EIT CKIC project, the following four primary lead 'test of change' have been identified, with each 'test of change' consisting of several components.

1. **Whole Community Retrofit**, including eV, PV infrastructure
2. Shaping the £1.3Billion redevelopment of north Edinburgh – **Granton Waterfront - into a thriving, resilient, net zero community**
3. **Shortening local value chains** through circular economy / resource reduction / logistics to build resilience
4. **Developing a future transport infrastructure in the city** through City Wide EV infrastructure investment and a wide strategy to respond to the post COVID impact on multi modal transport plans.

This document aims at providing an overview of the most relevant public engagements the city of Edinburgh has carried out, targeting at potential challenges in society that could be addressed by a deliberative process. It will provide an overview of deliberative options and take a deeper look at some methods in focus.

Within the EIT CKIC Deep Demonstration project, the City Council of Edinburgh and Democratic Society (Demsoc) are continuing their collaborating on citizens participation over the course of 2020. Demsoc is committed to extend the collaboration post-2020, however, concrete details depend on the nature of the Deep Demonstration project and its available funding starting 2021.

Public engagement in climate action in Edinburgh

84% of the Scottish Public are concerned about climate change, with the majority also recognising that we are already feeling the effects of climate change¹. 70% of the Scottish public support the target for net neutral carbon emissions by 2045, or earlier (45%)¹.

Initiatives such as **Edinburgh Talks Climate** and the Scottish Government's **Big Climate Conversation**² have supported conversations about climate change in the context of people's everyday lives, including their homes, communities, workplaces, and schools.

The *Edinburgh Talks Climate* survey, which ran until 31 May 2020, asked residents about their views of and attitudes to the climate emergency, with responses online and at public drop-in events. An *Edinburgh Talks Climate* website will be launched at the end of July.

During *The Big Climate Conversation*, people across Scotland expressed an interest in action from government on systems change, including:

- Ensuring pricing signals support positive behaviours, e.g. by subsidising public transport or electric vehicles.
- Increasing investment in infrastructure, e.g. in public transport or renewable energy.
- Policy and legislation, for example on building insulation standards.
- Public information to help people make individual changes and to build support for transition to net-zero emissions.

In February 2020, **Edinburgh Climate Commission**³ was established to bring together key organisations and actors from across the city and from the private, public and third sectors. The Commission will aim to catalyse action, challenge decision makers in the city, and convene stakeholders critical to the accelerated response in order to meet ambitions for the 2030 target. It is co-sponsored by the Edinburgh Centre for Carbon Innovation at the University of Edinburgh and City of Edinburgh Council.

Engagement for climate action is complex. It operates at the intersection of individual behaviour, social norms, policy and the physical environment. How people experience climate action does not fit neatly into departmental planning and engagement cycles. Edinburgh City Council has rightly recognised this with the **Edinburgh Talks Climate** consultation.

¹ Ipsos Mori (2020) Public and MSPs' attitudes to the climate emergency - Scotland

² <https://www.gov.scot/news/the-big-climate-conversation/>

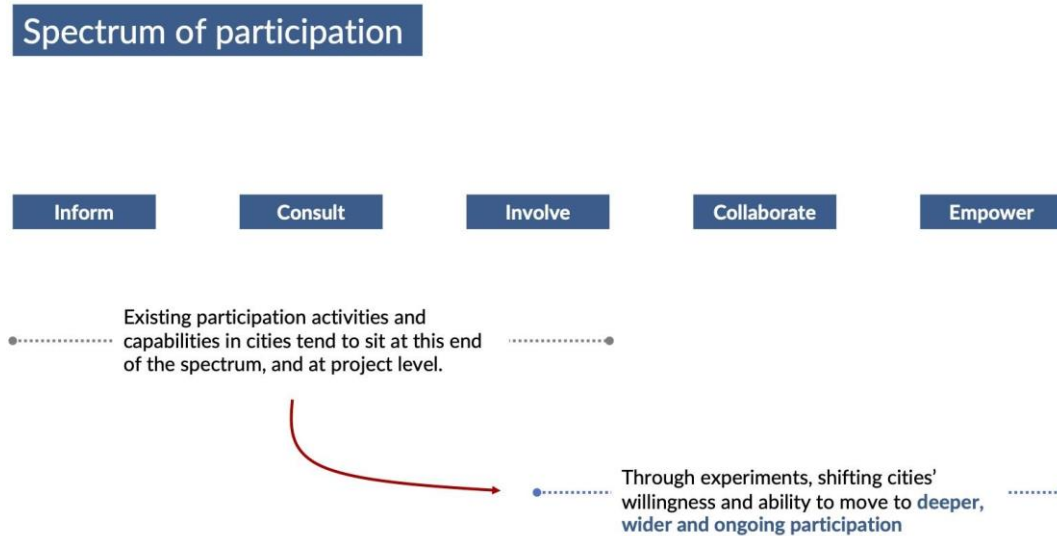
³ <https://www.edinburghclimate.org.uk/>

Meeting the carbon-neutral target requires significant changes to how we live. There are trade-offs at individual and community levels. The changes needed can only be made if they have legitimacy with the people. Importantly, not all of the solutions that are needed exist yet and technical advancement alone will not be enough. It will require co-production to create and adopt solutions with people, families and communities to create the social and technical solutions needed to reach the goal.

Deliberative Democracy and the climate emergency

What has emerged from discussion with the Policy and Insight team as part of the Deep Demonstration project is a need for engagement that works to solve the complex challenges and trade-offs in the context of Edinburgh, to situate and personalise the trade-offs in neighbourhoods, and with particular populations.

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Source: International Association of Public Participation - Spectrum of Participation

There's a range of different tools, methods and approaches that could be deployed to enable stakeholders, including everyone that lives, works and studies across Edinburgh, to give their input on the issues, to learn and consider the trade-offs, to assess the impact of different decisions, and ultimately to be involved in making and shaping decisions. In order to do this we need to move beyond simply informing and consultation, but towards involving, collaborating and, ultimately, empowering participation.

This requires a programme of intentionally designed and interconnected opportunities for participation, as well as the space for learning and experimentation within the council. However, in order to design this programme and to know what methods and approaches would be most appropriate, we first need to define the problems.

There is a wealth of learning from recent deliberative processes to draw on, both within the city and from elsewhere. Many of the issues and conclusions about energy saving, energy generation, mobility and biodiversity are applicable across cities. We recommend that Edinburgh builds on, rather than replicates, this work to be able to address Edinburgh-specific challenges and use tools that address these challenges adequately.

Page 123 Defining the challenges

In order to start designing a deliberative or participatory process, you need to consider a range of questions related to the purpose and outcome; context and situation; people; learning and content; parameters of the process, and decision making. We recommend exploring these questions through a combination of preliminary research and a synthesis workshop.

For example, before selecting methods and approaches, we would expect to know at least the following:

- What is the goal? (this could include addressing a problem you have defined)
- What do you *want* to do? Where are the 'red lines'?
- What will happen to the recommendations/decisions from this process?
- Who will have the final say over decisions? E.g. Everyone involved, political institution, managers?
- What is the reason for participation? E.g. complex problem, effective implementation, improved design and delivery, increased trust and legitimacy, developed confidence and ambition, enabling of others.

It is also advisable to think about the outcomes at an early stage:

- What does success look like? (this could include that the public were meaningfully involved and have buy in to a decision)
- What do you want to achieve with the participation? (E.g. a co-produced plan, give people a say, give people control?)

- What do you want at the end that you don't have now?
- Where do you want to be at the end of the process?
- What legacy would you like to leave behind from this work?

If you don't know the goal and problems you are trying to solve through your process, then you will need to take additional steps. This in itself is a process involving key stakeholders in going wide to explore issues and context, in order to hone in on what you're really trying to address.

Defining the context in Edinburgh

As outlined above, one critical first step in the deliberation process is to outline the goal of the engagement activities. This can entail a challenge the City Council might be facing in addressing climate change sufficiently, or taking a specific decision on an issue that might heavily impact the individual life of its citizens.

Edinburgh ran a citizen consultation process from 20/11/2019 to 31/05/2020 as part of the **Edinburgh Talks Climate** initiative. Over 1,500 people participated in the initiative and took part in the citizens survey. While the survey⁴ and its results represent a cohort of the citizens of Edinburgh, it can also provide us with insights into questions and long-term challenges that need to be addressed to be able to tackle the climate emergency Edinburgh is facing.

The participants that took part in the survey highlighted their interest in climate action and taking individual action in reducing the negative impact on the climate. Furthermore, the majority agreed strongly that climate change has an impact on them personally. However, the survey also highlighted some potential personal or cultural barriers that are interesting to highlight. Some contested replies from participants arose around the following issues:

- **Food consumption:** Over 30 percent indicated that they are not taking steps to eat less dairy products. 5% won't order fewer takeaways and delivered food.
- **Meat consumption/vegetarian diet:** Over 50 percent of participants indicated that they are not willing to switch to a vegetarian diet, while 27% of participants do so already.
- **Mobility:** 21% will not, or would but barriers prevent them, take fewer flights.

⁴ Edinburgh Talks Climate Citizen Survey: Summary report

Mapping opportunities

Edinburgh Council is currently planning its COVID-19 recovery, providing the city with an opportunity to address the climate emergency through a thoughtful and sustainable recovery process. Within the EIT CKIC Deep Demonstration, the City of Edinburgh aims at addressing the social, economic and financial systemic challenges of the city. While we know the sectors that are high emitters of carbon emissions, imposing sustainable societal change, especially in the private sphere of individuals, is only possible in close collaboration with citizens themselves. The following opportunities for carbon emissions reductions can be addresses through a deliberative process within Edinburgh:

- A. Within the EIT CKIC Deep Demonstration's thematic area around circular economy and shortening value chains, it would be interesting to address how the citizens of Edinburgh envision their **food production and consumption**. Can agricultural value chains be shortened, while ensuring sustainable, healthy and carbon neutral food production? How can the cultural barriers around consumption be addressed, especially around meat consumption? How do the citizens of Edinburgh envision living in a way that addresses the climate challenges we are facing? What are some of the trade-offs?
- B. Another relevant topic within Edinburgh that has much potential concerns the collective redevelopment of the **Granton Waterfront** into a carbon neutral community. The Granton development will have an impact on the city, but brings with it many opportunities to bring together the city and its residents to think about how to address issues of housing, mobility and others collectively. By introducing a deliberative process to the redevelopment of Granton, citizens can work with city partners to participate in shaping the future of their communities, making them more inclusive for all.
- C. **Business mobility and community mobility** are relevant sectors to reduce emission levels in a city. COVID-19 set out new challenges to communities on how to ensure safe movement within a city. It also provides new opportunities to reduce and avoid emissions due to mobility. Increasing community work spaces or working from home options are considered across cities in Europe to reduce emission levels. How does a climate friendly community and business mobility look like that ensures exchange between people? Where and how do we want to work? These or other questions can be answered through a deliberative process.

The next chapters provide an overview of potential methods that can be used to address these societal questions together with the citizens of Edinburgh. A specific method can be identified once the challenge to be addressed is agreed upon.

Participation method examples

While it is necessary to narrow down the question which will be addressed in order to make a decision on the participation method, the table below aims to provide an initial overview of the key aspects of a variety of participation methods. In the following chapters, some of these methods will be looked at in more depth.

	What is it?	Use it to...	Framing of question	Complexity of issue or question	Relationship with people	Depth of participation	Cost to run
Crowdsourcing	A way to gather many ideas from many people to address a given challenge	Generate new possibilities and harness wisdom of the crowd	Usually challenge-based (e.g. How might we...?)	Various; level will affect quality of ideas and effort to sensemaking	One-way, one-off Unlimited number of people can join	Low if stand-alone Can be integrated with other methods to increase depth	Requires digital platform and sensemaking of ideas collected Low time commitment by participants
Citizens Jury or Citizens Panel	A deliberative mini-public where a representative sample of the community learns about and deliberates on a given topic	Generate recommendations that are supported by different types of people Engage people to explore complexity and trade-offs	Broad and open-ended theme, allowing participants to engage with topic and shape direction of deliberations	High; suitable for highly complex policy areas or highly polarising issues	Two-way, multiple engagements over a number of days Smaller number (10-40 people) can join	Medium engagement on topic of the jury/panel Depth enhanced by accountability for implementing the recommendations	Requires support team and facilitation team Medium time commitment by participants (1-5 days)

Citizens Assembly	A deliberative mini-public where a representative sample of the community learns about and deliberates on a given topic	Generate recommendations that are supported by different types of people Engage people to explore complexity and trade-offs	Broad and open-ended theme, allowing participants to engage with topic and shape direction of deliberations	High; suitable for highly complex policy areas or highly polarising issues Often used for constitutional or institutional questions	Two-way, multiple engagements over a number of weeks/months Medium number (40-120 people) can join	Medium to high engagement on topic of the assembly Depth enhanced by accountability for implementing the recommendations	Requires extensive support team and facilitation team High time commitment by participants (10+ days)
Participatory Budgeting	A deliberative decision-making process to allocate public resources in a given place or space	Engage people to prioritise the allocation of public resources in line with community needs and values	Varied; usually a fixed envelope of funding and a purpose for the funding (e.g. district regeneration, funding for voluntary sector organisations)	Moderate; suitable for moderately complex policy areas and moderately polarising issues Situated within a place	Two-way, multiple engagements over a number of days Small to medium number (10-100 people) can join	Medium to high engagement Accountability for implementing the recommendations	Requires support team and facilitation team Medium time commitment by participants (1-5 days)
E-Panel	A way to regularly consult with a medium to large number of people using online tools	Gather views on a given question or proposal from a wide variety of people	Focused; usually designed as a questionnaire or survey	Low to moderate; most suited for topics requiring limited learning by participants	One-way, multiple engagements over months/years Medium to large number of people can join	Low; depth enhanced by ongoing use and accountability for implementing the results	Low to medium; higher set-up costs for platform and panel (including incentives); costs per engagement are lower Low time commitment by participants

Future Workshop	A way to collaborate with small groups of people to imagine and co-create preferred future/s	Empower people to develop solutions for their communities	Usually problem-based; starts with a critique and exploration of the current situation	Various; level will affect number and duration of workshops	Collaborative; two-way, multiple engagements Smaller number of people can join	Deep; co-creation, with participants empowered to be part of implementing solutions	Requires facilitation team to design and support collaboration process Low to medium time commitment by participants
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Methods in focus: dual approach to government as an enabler

A dual engagement approach for ongoing engagement with citizens in Edinburgh can be beneficial to collectively outline climate challenges that communities are facing and want to address. The second phase of the outlined methods in focus has the goal to co-produce system change, addressing the identified challenges. It allows citizens and the City to engage in a long-term discussion on how to create a resilient and just response to climate change. The City can enable climate action with targeted resources and citizens themselves can be empowered to take an active role in shaping their future in Edinburgh.

Phase 1: Community-led action research⁵

In this first phase, focusing on Community-led Action Research (CAR) will allow for communities to identify important issues, as well as possibilities to tackle said issues. CAR is a method which has been used increasingly in Scotland in recent years. It entails two key aspects. On the one hand, decisions about the research as a whole are made by the community. On the other, the focus is on action, implying that the research not only aims to identify the issues most prevalent in the community, but is carried out with the explicit goal of bringing about change on those issues. While communities should receive an important degree of autonomy, government can play an important enabling role.

⁵ This information is drawn from the following two resources: '[Knowledge is Power - equalising power relationships through community-led action research](#) (Scottish Community Development Center)' and '[Community action guide on Community-Led Research](#) (International Accountability Project)'

How it could work:

- It is important for CAR to build upon community-led work and citizen science which is already taking place. As such, an initial step would include mapping which initiatives are already taking place.
- Communities should be able to choose the topics to be investigated. As such, a call for research topics could be made. This could be followed by the assembly of a community-led research team around identified topics. The research team would maintain an important amount of autonomy to set the direction of the research within said topic.
- The City has an important role to play as enabler of the process, by providing training of community researchers and organizations on design of and subsequently carrying out a research plan.
- Furthermore, the City can support by facilitating the process and providing help with the analysis of results. It could also play a role in ensuring the validity of the results.
- Collecting results and determining which identified issues to address within Phase 2 and which issues to be addressed via a different approach. It is important to assure that all identified issues are addressed.

Resourcing:

- A variety of research topics might be included in this phase. As such, resources needed will depend on the number of topics to be researched.
- Resources needed for training and support of community researchers.
- Funding needed in order to enable community organizations and community researchers to carry out the research project.

Benefits:

- Research processes can help community members to better understand the issues present within their communities.
- Findings benefit from including the lived experiences of community members and as such may not have been found by other types of researchers.
- Research processes can help build capacity within the community, increase engagement in community life, strengthen solidarity and consequently, enable community-led action on identified issues.

Risks:

- Research is to be carried out by community members and community organizations, who are experts on the communities themselves. However, an important amount of support regarding the planning and carrying out of the research will be crucial if this knowledge is not yet present amongst community researchers. This will be needed in order to assure the validity of the research results.
- CAR is all too often still considered to produce anecdotal evidence. As such, attention needs to be paid that results are able to influence decision making.

Phase 2: Co-producing system change

Having identified opportunities for community-led intervention through Phase 1 - Community-led action research, the City will take on the role of an enabler of these opportunities in Phase 2. Recognising that the City itself does not control the entirety of the system, and that creating the necessary and sufficient conditions for change requires changes in behaviour by businesses, civil society and residents themselves, the City will support the formation of groups of community actors to move from identifying opportunities to co-creating possible interventions in their respective thematic/challenge areas and locations.

These groups could be formed from the CAR group participants from Phase 1, but should also be opened up to other participants, based on interest and need for their involvement (e.g. specific actors or stakeholders).

How it could work:

- Groups convene around particular opportunity areas where there is a clear opportunity for collective intervention by actors in the system, and a willingness on the part of these actors to lead the process
- The City supports the co-creation process by providing them with guidance on methods and tools, and resources such as technical expertise, meeting spaces, regulatory relief (where required) and potentially seed funding.
- As participants in the process, rather than owners of the process, the City makes available to the community-led working groups the breadth of its resources. Power is shared, as the processes are owned, governed and run by the community groups.
- The City may wish to support through measurement and evaluation, or by providing guidance on how to set up prototypes and pilots and understand their impact.
- The process could culminate in a pitch or investment event, where the City and other financing partners invest in the interventions to scale them.

This approach is best suited for topic areas where the Edinburgh City Council or the Scottish Government are not the primary actors in the system. For instance, this approach could be well suited to topics such as recycling, food systems and the future of work, where the role of government actors is less significant than in a topic such as mobility.

Examples of topic areas: Food systems for the hospitality and catering industry in an area, green logistics for local businesses and residents, improving energy efficiency in a neighbourhood, circular economy and recycling. Could be led by schools and universities, local business associations, neighbourhood groups.

Resourcing:

- This approach is scalable, depending on whether the City wants to design a targeted approach that engages on a specific theme to one that is more open and explores a range of different themes
- Headcount required to manage the process and provide support to the group
- Resources required to provide technical expertise to the group from within the City's portfolio
- Resources such as meeting rooms to host conversations
- Seed funding or commitment from partners to provide small amounts to test and eventually scale ideas
- Support with expertise on business/operating models and sustainability/scaling of ideas

Benefits:

- The approach builds community ownership of climate action, rather than relying on the City to be the primary agent of change.
- If done well, participants in the process may choose to remain involved in the ongoing implementation, including potential co-delivery and governance
- Scalable and repeatable process to set up climate action infrastructure within the City
- Networked model, driving climate transition through collective action
- Opportunity to focus on groups/actors who are less comfortable/able to engage through City-owned/driven channels
- Opportunity to connect into deliberative processes, such as a citizens jury

Risks:

- While the City is less involved in the delivery of the work at the citizen level, this approach still requires investment from the City to set the appropriate conditions of success for the process e.g. convening of process, supporting with guidance, coordination of requests, buy-in from other City actors to make resources available to the groups.
- The City as an equal actor in the process, rather than the decision-maker or implementer, is a cultural change to traditional ways of working.
- Will need to support and actively enable a wide range of voices and actors to participate in the process to avoid being captured by interest groups

Examples of co-producing system change

Pier-71 is accelerating maritime innovation in Singapore. It brings together a vibrant ecosystem of innovative thinkers, maritime veterans and experts, technology, entrepreneurial know-how and investment opportunities: <https://www.pier71.sg>

Methods in focus: citizens' assemblies

Citizen's Assemblies have been used as one method to explore the complexity of climate change and action in cities and countries across Europe including Assemblies for Oxford, Camden, France and the Climate Assembly UK. We have recently produced a handbook for local authorities on *how to run a citizens' assembly* as part of the Innovation in Democracy programme, which is available for download:

<https://www.demsoc.org/2020/06/30/how-to-run-a-citizens-assembly-handbook-from-the-innovation-in-democracy-programme/>

Key questions to ask before creating a citizen assembly

1. What is the decision that needs to be made?
2. Who has (and should have) the authority to make it?
3. What evidence is being relied on to make it?
4. How does the decision maker remain accountable for the outcomes?
5. How do we increasingly create and formalise roles for citizens here?
6. How to equip citizens and administrations to work together differently?

The format of a citizens' assembly

Citizens' assemblies generally address significant strategic questions. The format lasts over several weekends to allow deep reflection and learning on the issues. They are well suited for strategy setting and answering some of the most difficult questions. Examples of questions for which citizen assemblies have been used include health service funding and nuclear waste disposal (Australia); the future of Scotland (UK); constitutional reform (Ireland) and a town centre redevelopment (UK). Citizen assemblies are not well-suited to smaller questions, or issues where there is already significant consensus, where the investment of time and resources that they require is excessive for the benefit they bring.

The design will develop across several phases–

- An initiation phase, in which we will secure the right remit and put in place good base relationships, starting with an inception meeting with internal stakeholders
- A co-design phase, where intensive design and planning work takes place
- A running phase, where the design is implemented but flexes and develops over the course of the meetings
- A review phase where the outputs and learning are assessed.

The design, development and delivery of the assembly will be a collaborative process involving city staff and partners. In general, an Assembly goes through three stages with its participants–

- **learning** – members learn from each other and external informants and advocates. In addition, written and visual materials could be shared with participants during the process to support and embed this learning;
- **deliberation** – members carefully consider what they have learnt, recognising the perspectives of others, and begin to consider the hard choices and trade-offs that must be made; and
- **decision making** – members develop recommendations and/or make decisions on what they think should be done.

This process will take place across the course of the Assembly – with the earlier sessions being dedicated more to learning, and the latter sessions more to decision-making – but also within each Assembly meeting.

Assembly size and duration

Given the subject matter and the recruitment from a borough population, we are recommending an assembly of about 40-50 participants held over 32 hours. This would provide a sufficient number of participants to work on the subject but will help to make recruitment manageable.

In terms of the days, this could be done either as two weekends, or it may be better for recruitment and participants to hold these on only one day of the weekend over a longer duration. This will be discussed with the client as the question and design is refined.

Timeline

This is the implementation plan for your four-day citizens’ assembly. However, the exact time required for the assembly will be linked to the question, the sampling framework and any formal decision-making timelines.

Activity	Month 1-2	Month 3	Month 4	Month 5	Month 6
Inception meeting and background research (initiation)	█				
Development of communication strategy (initiation)	█	█			
Stakeholder engagement (initiation)	█	█			
Process design workshops (initiation)	█	█			
Advisory group (initiation)	█	█	█	█	
Process designs finalized with the council (design)		█			
Development of materials for citizens’ assemblies (design)		█	█	█	
Participant recruitment and liaison (delivery)		█	█		
Development of citizens’ assembly facilitation plans (delivery)		█	█		
Delivery of citizens’ assemblies (delivery)			█	█	
Final report (review)					█
Progress and monitoring (review)	█	█	█	█	█

Considerations

- Approach participation design as tailored and targeted to the need of specific climate challenges in Edinburgh, within the realm of the COVID-19 response. Align efforts with the EIT CKIC Healthy, Clean Cities Deep Demonstrations ‘test of change’ areas.
- Develop place-based approaches and be willing to innovate and adjust methods to your settings.
- Ensure that the engagement has integrity and participants know the purpose of it– it will ideally shape decision-making – and influence behaviour change and policy.
- City-wide deliberative processes should be held on issues that are cross-cutting, policy decisions with trade-offs. Participants can participate in informed deliberation and be asked to create practical recommendations.
- It is best done where there is scope for the assembly, panel or jury to meaningfully shape decisions. For example, this may take the form of recommendations directly to Counsellors with a high chance of implementation where possible to do so.
- Ensure that deliberation processes are inclusive to different communities within the city. Efforts to include especially under-represented and marginalised communities will ensure inclusive outcomes and wider buy-in.

Online or offline

Generally, citizen assemblies are undertaken in person. We recognise that COVID-19 presents a significant challenge for holding this citizens’ assembly, with uncertainties around what lockdown and social distancing measures will be in place during its course. An online option or mixed methods between in person and online meetings might have to be considered ensuring the safety and health of participants. Lessons learned from online deliberation processes are beneficial to inform the design of an online assembly.

Costing estimates

To run a successful citizens’ assembly, you will need to invest sufficient time and money. Citizens’ assemblies can be more expensive and time consuming than many other methods, but they compensate for this in their depth and rigour. There are a number of variables that make an assembly more or less resource intensive (the size, length, geographical scope and venue choices to name a few factors), so it’s hard to state a precise cost.

Assembly processes can be held online, offline, or blended. It should not be assumed that any approach will cost significantly less. With online, for example, you will need to increase the amount of time dedicated to participant liaison and support (e.g. more direct communication, a series of technical inductions, provision of equipment and software).

The estimate presented below is based on an indicative budget for a local citizens' assembly involving an independent design and facilitation team, consisting of approximately 50 participants for 32 hours of learning, deliberation and decision-making.⁶ A typical ballpark is £75-85k. If you are able to commit significantly less time or money than we recommend, you could consider running a smaller similar process (citizens' juries generally involve between 12 and 25 participants) or focusing on another form of public engagement.

Recruitment costs	£10,000 - £15,000	<ul style="list-style-type: none"> • Development of the invitation, mail out to randomly selected households and stratification of respondents
Participant costs	£15,000 – £17,000	<ul style="list-style-type: none"> • A gift (approx. £60-75 per day) for participants • Reasonable travel expenses and childcare
Witness / expert costs	£500 – £1,500	<ul style="list-style-type: none"> • Reasonable expenses for those invited to speak • Reasonable expenses for advisory group members
Preparation and design	£15,000 – £25,000	<ul style="list-style-type: none"> • Internal kick-off meetings • Designing the process (including the final question) • Liaison with an advisory group • Stakeholder engagement • Background research • Developing materials and liaison with participants <p>Note: This does NOT include costs for preliminary research (including community led) and more intensive engagement processes that lead to decisions about the topic</p>
Assembly meetings	£20,000 – £30,000	<ul style="list-style-type: none"> • Lead facilitation • Small-group facilitation • Support staff • Travel, accommodation, subsistence • Live Streaming
Reporting	£3,000 - £5,000	<ul style="list-style-type: none"> • Writing up of report of recommendations • A presentation of key findings

⁶ This information is drawn from the IIDP citizens' assembly handbook, Demsoc resources and FAQs developed by Involve (available online <https://www.demsoc.org/2020/06/30/how-to-run-a-citizens-assembly-handbook-from-the-innovation-in-democracy-programme;> <https://www.involve.org.uk/resources/knowledge-base/how-do-i-setup-citizens-assembly/frequently-asked-questions>)

Participant liaison	£1,000 - £3,000	<ul style="list-style-type: none"> Ongoing communication with members throughout the process (higher for online processes)
TOTAL	£64,500 - £71,500	

NB - Venue and catering costs are excluded as our expectation is that these will be covered by the City. This also includes costs to ensure accessibility and equitable access. For example; venue adaptations, translators, child care or other caring expenses.

Examples of Climate Assemblies

What	Format	Conclusions and recommendations
Climate Assembly UK Jan 2020 What the UK should do to achieve net-zero greenhouse gas emissions by 2050 and how it should do it.	110 citizens drawn from all four nations of the United Kingdom, selected to be a representative cross-section of who we are as a country: in age, ethnicity, education, gender, living in cities, towns or the country, and reflecting the full range of opinions about the climate emergency from indifferent to very concerned. Scope: Reducing energy emissions: how we travel, in the home, what we buy, and land use, food and farming.	TBC

What	Format	Conclusions and recommendations
Oxford Citizens Assembly on Climate Change Sept – Oct 2019 Question: “The UK Government has legislation to reach ‘net zero’ carbon by 2050. Should Oxford be more proactive and seek to achieve ‘net zero’ sooner than 2050 and what trade-offs are we prepared to make?”	Two full weekends 50 Assembly participants were recruited through a stratified random process, creating a ‘mini-public’ broadly representative of the demographics of the city’s population. Feedback and recommendations compiled into a full report to the City Council. It was presented to Cabinet in and Full Council for response to inform the City Council’s future sustainability strategy. Scope: How do we use less energy? Buildings and transport. How do we make more energy? Energy systems and renewables. How do we improve environmental quality on the journey to net zero? Waste and emissions offsetting Biodiversity was considered within each of these subject areas.	Report The majority of Assembly Members (47:7) felt that Oxford should aim to achieve net zero sooner than 2050. There was little consensus on when Oxford should aim to reach ‘net zero’ instead. There was not a clear consensus on what Oxford should focus on first. Suggestions included ‘quick wins’ like transport improvements. Others felt the immediate priority should be green space and conserving biodiversity, for example, banning the cutting down of trees. Overall, it was felt that the council should ensure that policy making is holistic and comprehensive and work with central government to drive change. Engaging with the wider public and relevant stakeholders would be integral to this.

What	Format	Conclusions and recommendations
<p>Camden Citizen's Assembly on Climate Change</p> <p>July 2019</p> <p>To create a proposed action plan for how Camden should address the climate crisis at the level of the Home, Neighbourhood and Council.</p>	<p>50 randomly selected residents from Camden. Two evening sessions and one Saturday to hear evidence, deliberate and make recommendations to the council and the wider community.</p> <p>Recommended actions were presented to a full council meeting and set the direction of a new Climate Action Plan for Camden in 2020.</p> <p>Scope: Recommendations spanned energy generation and use, green space, transport, housing and mobilization.</p>	<p>Home</p> <ol style="list-style-type: none"> 1. Encourage low carbon dietary choices 2. Make all new homes carbon zero 3. Create more green space on residential streets 4. Fit solar panels on as many homes as possible 5. Campaign to make CO2 reduction fun <p>Neighbourhood</p> <ol style="list-style-type: none"> 6. Plant more trees and create more allotments 7. Pilot a community energy heating scheme 8. Install more segregated cycle lanes 9. Promote and trial car free zones and days 10. Enable electric transport with infrastructure and incentives 11. Developers to fund energy efficient retrofits of old buildings <p>Council</p> <ol style="list-style-type: none"> 12. Establish a Climate Emergency scrutiny panel made up of experts and residents 13. Make all council properties fossil fuel free 14. Improve council communications and engagement on the climate crisis 15. Mobilise existing community groups to work on tackling the climate crisis 16. Green the council's operations 17. Plant trees and retain public spaces

Methods in focus: citizens' jury

About the process

As part of the EIT CKIC HCC process, this document provides an initial understanding to a citizens' jury approach that the city of Edinburgh could engage its citizens in. The citizens' jury will give residents, with no assumed prior experience or exposure to policy making, the responsibility to consider trade-offs and balance competing demands. This process - and the opportunity to learn about an issue to a depth everyday life would rarely afford - has a number of benefits:

- Citizens get to see for themselves that decision making is more complex and nuanced than the image it often has
- By working together, the jury develops an understanding of where consensus lies on a particular issue.
- This gives individuals involved in the process a much better sense of how individuals are able to balance and compromise their own views or aspirations for an issue when working with others
- Indeed, jury members' views of the issue often change as a result of being part of a jury.
- This, in turn, helps to inform decision makers about how residents can receive policy making choices - as they see residents are capable of making difficult trade-offs and reaching consensus.

By working with citizen participants, councillors and officers throughout the delivery phase in particular, we will capture this learning and help you to find ways to transmit it both publicly and within your organisation.

A group of citizens' jury members who may wish to be involved afterwards

Jury members often report a greater willingness to become involved in other participatory exercises after taking part in the jury. As part of our work with the members of the citizens' jury we will deliver a list of members who wish to be contacted and take part in other participatory exercises after the process is complete.

What is needed

Any deliberative process method must be tailored to local need and context, including the critical question, the decision-making process and other factors such as available budget. We therefore would need to work with you to adapt, shape and tailor this model to the specific needs

- A project team will function as a **co-ordinating group**, responsible for overseeing the process of random selection and engaging with experts, wider stakeholders and any additional facilitators.
- An **advisory panel**. The advisory panel advises and supports the selection of the expert/stakeholder panel, providing challenge and additional knowledge to this critical element. It also ensures that the background material and evidence presented to the citizens is balanced. This panel would need to include academics and practitioners relating to the topic of discussion.
- Working with **experts**, participants will hear evidence, both technical and lived experience. Experts providing evidence during the citizens' jury will be selected by the advisory panel. During the process of the jury, participants can request further evidence or a particular expert as they feel they require.
- The citizen's jury will be led by our expert **facilitator team**, who will be responsible for ensuring effective and equitable processes. This facilitation team will ensure that the deliberation is not dominated by a vocal few and that everyone has a chance to speak.
- They will be supported by a broader team of deliberation experts, such as Demsoc, and, where appropriate, officials from the council.
- Through stakeholder mapping we suggest to hold an engagement session with a **stakeholder group**. This would be formed to provide a space for concerned citizens who are actively engaged around this topic - also acting as a forum for use as promotion, and awareness of the citizens' jury happening locally, building community awareness and trust.

Participant recruitment

Robust recruitment is essential to the legitimacy of a citizens' jury. The method of random stratified-sampling is advised to ensure participants are demographically representative of the local population. Edinburgh demographic profile data will be a key source for the sampling framework. Additionally, based on the question that the jury will focus on, it may be that additional categories for stakeholders are required, for example business. There are a variety of ways in which the voices and views of young people can be included, such as carrying out wider engagement and young people presenting the findings as experts. We would use the design and scoping phase to define your specific sample.

Usually, it takes several weeks to carry out the sortition process (including stratification) and create a body of representative, randomly selected citizens ready to make decisions in a way that is legitimate, fair and inclusive. We would recommend that this is conducted by a specialised organisation. We can support this process and would be able to liaise directly with the organisation of your choice if this was your preference.

We would hold a design workshop with key stakeholders from both the Council and local communities to scope out design elements and ensure widespread understanding and ownership. It is key to facilitate this design stage and ensure the essential principles are upheld, ethics and stages of a citizens' jury are achieved. The key stages of a deliberative process are:

1. Learning
2. Deliberation
3. Decision making/production of recommendations

The proposed approach

A Citizen's Jury or similar small-scale deliberative process, with e.g. 10-15 participants, would be suitable based on:

- Being innovative
- Being appropriate for discussions on complex issues of which the general public has low awareness
- Being relatively small scale and suitable for a test run

The topic needs to be agreed. It should be sufficiently wide and open to change so that the citizens can have a meaningful deliberation. Key decision-makers also need to be on board.

Draft timeline for a citizens' jury

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
Steering group							
Process agreement							
Participant recruitment							
Learning							
Deliberation							
Recommendations							
Report							
Evaluation							

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Key milestones

- Inception meeting and background research (initiation)
- Development of communication strategy (initiation)
- Stakeholder engagement (initiation)
- Process design workshops (initiation)
- Advisory group (initiation)
- Process designs finalized with the council (design)
- Development of materials for citizens' jury (design)
- Participant recruitment and liaison (delivery)
- Development of citizens' jury facilitation plans (delivery)
- Delivery of citizens' jury (delivery)
- Final report (review)
- Progress and monitoring (review)

Cost estimates

Depending on the size and length of a citizens' jury, as well as resources provided to the participants the costs would vary. Based on other projects, we roughly estimate that a citizens' jury with 20 participants over the course of four days could entail financial resource needs of roughly GBP 60,000.

Recruitment costs	£5,000	<ul style="list-style-type: none"> ● Invitation design and package, random selection and stratification, registration as well as initial and detailed onboarding
Participant costs	£6,400	<ul style="list-style-type: none"> ● A gift (approx. £60-75 per day) for participants ● Reasonable travel expenses and childcare
Witness / expert costs	£700	<ul style="list-style-type: none"> ● Reasonable expenses for those invited to speak ● Reasonable expenses for advisory group members
Weekend staff costs	£17,150	<ul style="list-style-type: none"> ● Facilitation of jury (officer) ● Facilitation of jury (lead) ● Logistics (support) ● Event management (officer) ● Travel ● Accommodation and food
Design and delivery staff costs	£26,950	<ul style="list-style-type: none"> ● Lead ● Officer ● Comms Consultant ● Project Support
TOTAL	£56,700	

NB - Venue and catering costs are excluded as our expectation is that these will be covered by the City. This also includes costs to ensure accessibility and equitable access. For example; venue adaptations, translators, child care or other caring expenses.

Example of Citizens' Jury

What	Format	Conclusions and recommendations
<p>Leeds Climate Change Citizens' Jury</p> <p>Conclusions January 2019</p> <p>Question: 'What should Leeds do about the emergency of climate change?'</p>	<p>30 hours over eight evenings with a broadly representative group of some 25 members of the public who are randomly chosen. Recommendations written by the jurors presented formally to Leeds City Council's Climate Emergency Advisory Committee in January 2019, which can make formal recommendations to Leeds City Council's executive board.</p> <p>Scope: Transport, Housing, mobilization and education, recycling, power and policy, finance and investment.</p>	<p>Report</p> <p>Combined statement from participants:</p> <p>"We have concluded that we are at a crisis point. We believe our recommendations can make Leeds a better place to live as well as addressing climate change.</p> <p>We don't have all the answers but we hope that our recommendations will go some way towards tackling the problem.</p> <p>Leeds led the world in the industrial revolution - we believe the city can now lead an environmental revolution'</p> <p>There were 12 recommendations ranked by the level of support in the jury. The top four were:</p> <p>A: We recommend that extensive positive action is taken to make the use of private cars a last resort for transportation. As a priority, bus provision (starting with First Bus) should be taken back within public control.</p> <p>B: All existing housing must be made energy efficient – housing must be retrofitted. We recommend that Leeds City Council enables communities to come together and insulate their homes and transition to greener energy sources via locally organised social enterprises. This would encourage sharing skills and teaching people to be more green.</p> <p>C: Leeds act together: there needs to be a large-scale communication drive in Leeds.. Education in schools is central to this. We believe this needs clear, positive and practical messages which emphasise the necessity for individuals, community and organisational action at all levels.</p> <p>D: Funding/finance. We recommend exploring a variety of funding sources so that we are not over reliant on any single one, we can access finance readily and cheaply, and each source has a positive effect on people's behaviour.</p>

Recommendations

In this document, Democratic Society (Demsoc) has outlined interesting challenges that transpired out of the *Edinburgh Talks Climate* survey responses and the ongoing work within the EIT CKIC HCC Deep Demonstration. While it provides a good overview of possible avenues for engagement opportunities, further research and narrowing down of concrete challenges that the city and citizens of Edinburgh want to address collectively is needed. It is a crucial first step that will allow us to choose appropriate tools and methods addressing these challenges or questions.

The document includes specific methods in focus that could be applied to the context of Edinburgh, if they fit the specific challenges and context of Edinburgh. That section provides a general overview of three specific methods that could be applied to the city of Edinburgh. Further criteria, such as resource implications, the timeline or political opportunity to feed the results of the citizen engagement into ongoing policy making might determine the choice for a specific tool to use.

Democratic Society is committed to collaborate with the Council of Edinburgh to identify and concretise the challenge to be addressed with the citizens within the available resources of the EIT CKIC project. Furthermore, we are committed to continue the engagement after 2020 to carry out the chosen engagement option itself as well.

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Policy and Sustainability Committee

10am, Thursday 23 July 2020

Council response to Edinburgh Climate Commission and Sustainability Programme Update

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 The Committee is recommended to welcome the work of the Commission and the publication of their report 'Faster Forward Together' and agree that:
 - 1.1.1 Planning for a green recovery and the Council net zero by 2030 carbon target will be integrated into the Adaptation and Renewal Programme including all future significant operational or financial proposals that will form the basis of a new council business plan. An update on progress will be provided in October.
 - 1.1.2 The principle that public stimulus and investment decisions should positively contribute to the city carbon target
 - 1.1.3 The Council will seek out new and innovative funding models and work to overcome any cultural, operational or procedural barriers that may exist
 - 1.1.4 The Leader of the Council writes to Scottish Government seeking to ensure that our respective green recovery plans are aligned and that mutual opportunities for progress are identified.
- 1.2 The Committee is further recommended to
 - 1.2.1 Note the impact of the pandemic on the risks and opportunities facing the city as it seeks to deliver its carbon ambitions and the work underway to map the city's new risk profile.
 - 1.2.2 Note the seven key areas of Council action which tackle the city's emissions.
 - 1.2.3 Agree the four 'test of change innovations' which will be the initial focus for the sustainability programme.
 - 1.2.4 Note the progress on the Carbon Scenario Tool as a means of informing decisions made by the Council alongside the economic business case

- 1.2.5 Note the resource update and the collaboration between financial experts from the Climate Commission, the Climate KIC programme and Council officers to explore new finance models to support delivery of the Council's ambitious net zero carbon target.
- 1.2.6 Agree that a summary of the sustainability programme activity and progress towards the carbon target will be provided before the start of the new financial year.

Andrew Kerr

Chief Executive

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Council response to Edinburgh Climate Commission and Sustainability Programme Update

2. Executive Summary

- 2.1 The Council's recent commitment to achieve net zero carbon by 2030 and declaration of a Climate Emergency has placed sustainability and climate change at the centre of strategic and policy discussions. This has also raised the profile of Edinburgh as one of the most ambitious cities seeking to tackle climate change to deliver a more sustainable and inclusive city. As a result of the pandemic the Council is now planning for its renewal and recovery and must consider how this is achieved while prioritising sustainability and anti-poverty outcomes.
- 2.2 This paper provides an initial response to the Edinburgh Climate Commission's recent publication calling for all city leaders and businesses to commit to a green economic recovery and recommends the Council endorses four of the cross cutting strategic recommendations in the report.
- 2.3 The more detailed recommendations from the Commission will be considered by the Adaptation and Renewal Elected Member Working Group on the 30 July and addressed by the 4 officer working groups. The carbon target and a green recovery will, subject to agreement by committee, thereafter be integrated into all significant operational or financial proposals that will be brought forward over the next 3 months as a result of this work. This will include a refreshed economy strategy and a new council business plan due next year. An update on the outcome of this activity will be provided as part of the Adaptation and Renewal Programme report to committee in October.
- 2.4 In the meantime, the Council continues to take steps to mainstream the carbon target into its activity. This report provides an over view of the significant activity underway across the Council to align strategy, policy and investment decisions to deliver net zero carbon emissions by 2030.
- 2.5 While this activity continues at pace, the pandemic has changed the context, risks and opportunities for taking forward the Council commitment to be net zero by 2030. Work is underway to understand this in more detail.
- 2.6 The corporate sustainability programme has also continued to make progress during this time and is on track with its European funding deliverables, however, the priorities of the programme and some key deliverables moving forward have had to

be adjusted to take account of impact of the pandemic on the city. The report provides an update on progress and seeks agreement to the four areas of innovation and development proposed.

- 2.7 Finally, the report updates on activity to improve the underlying evidence base, data monitoring and economic profile of the Council's climate actions and updates members on the resource and financial issues relevant to the programme.

3. Background

- 3.1 On 14 May 2019, the Council's Corporate Policy and Strategy Committee approved the Council's approach to sustainability including working towards a net zero carbon by 2030.
- 3.2 On 16 January 2020, the Transport and Environment Committee of the Council approved consultation on a new city mobility plan. The plan aims to decarbonise the transport system by 2030. The results of that consultation and the revised mobility strategy will be brought forward to committee by the end of the year.
- 3.3 On 20 January 2020 the Housing, Homelessness and Fair Work Committee approved the approach to achieving zero carbon by 2030 in Council housing. On 20 February 2020, Council approved the largest ever capital investment programme. The HRA Budget Strategy set out an ambitious £2.5 billion investment programme over ten years in building and improving Council homes to deliver Council commitments on affordable housing and net zero carbon.
- 3.4 On 22 January 2020 the Planning Committee of the Council approved Choices, the main issues report for the new City Plan, for publication and consultation. The consultation includes the proposal that all new development should be zero carbon.
- 3.5 On 20 February 2020 the Council also agreed that sustainability, poverty and wellbeing are the three strategic policy objectives for the council which shape its strategic and operational activity as well as the Council budget.
- 3.6 In June the corporate sustainability programme successfully passed its European Funding stage gates although some timescales for future work have had to be reviewed.
- 3.7 During the pandemic a number of actions that have a direct impact on carbon have been taken forward including the transfer of more road space to walking and cycling and investment.
- 3.8 On 9 July the Edinburgh Climate Commission published its first report 'Forward, Faster, Together: Recommendations for a Green Economic Recovery in Edinburgh'
- 3.9 The Commission report recommends that the Council adopts a green recovery as the city rebuilds following the coronavirus pandemic and makes 10 recommendations supported by a number of proposed action for delivering on this commitment.

- 3.10 The Commission report states that everyone in the city has a part to play in addressing the climate emergency. Delivery requires collective actions requires collective action across city stakeholders; local and national government must lead, communities must be enabled to respond, businesses supported to change working practices and people encouraged to change behaviours. [The full report can be access here and the summary of recommendations found on page 18](#)

4. Main report

Responding to the Commission Recommendations

- 4.1 The Policy and Sustainability Committee agreed on 25 June that it would take account of the recommendations made by the Edinburgh Climate Commission. The Commission report 'Further, Faster, Together: recommendations for a green economic recovery in Edinburgh' has now been published in full.
- 4.2 The Commission defines a green recovery as one that delivers for the long term, catalyses job creation into growth industries, empowers citizens, improves public health and drives innovation while at the same time removing our contribution to the climate emergency. The Commission, in its report and during evidence to committee, described the economic and wider data that evidences that a green recovery is the best form of recovery for the economy – gaining higher returns on investment, supporting job creation and ensuring the resilience of the city and its businesses.
- 4.3 The Commission report makes a number of recommendations directed at the Council and which have an overarching and strategic importance to the Council's recovery planning. These are dealt with below and it is recommended that the remaining recommendations are addressed as part of the Adaptation and Recovery programme.
- 4.3.1 The Commission recommendation was that both the Scottish Government and the Council formally commit to planning a green economic recovery from the pandemic. The purpose being to provide leadership and direction to the wider recovery planning in the city and to ensure that the decisions made by both layers of Government positively contribute to this commitment. The Committee is invited to agree this recommendation.
- 4.3.2 The Commission recommended that any public stimulus or organisational investment decisions be conditional on taking positive climate action. This was to ensure that investments supported by the public pound, contribute to a net zero future rather than returning to the status quo or creating negative consequences that compromise the carbon target. The Committee is invited to agree the principle that public stimulus and investment decisions should positively contribute to climate action and the city carbon target.
- 4.3.3 The Commission recognised that in many areas of work the Council was already moving in the right direction – for example, City Centre

Transformation, the City Mobility Plan and the regeneration of Granton. In this context the Commission recommended that the Council accelerate and enhance projects that contribute to the carbon target to reflect the scale and urgency of the climate challenge. The committee is invited to agree that the Adaptation and Renewal programme prioritises budget and resources on accelerating and enhancing its projects and programmes that contribute to carbon emission reductions.

- 4.3.4 Finally, the Commission recommends that the city is bold and innovative in seeking out new funding models to support the green recovery and climate action. While the exact nature of this needs to be more fully explored, the committee is invited to endorse the principle that the Council should be open to new mixed models of financing change and that it should actively seek to overcome any cultural, operational or procedural barriers that may exist.

Mainstreaming the net zero carbon target post covid

- 4.4 The Council set three strategic themes in February 2020, sustainability, anti - poverty and well being. Officers are working to fully map and evaluate the emerging risks and opportunities to these themes arising from COVID-19 and the anticipated impacts on the city, however, as an example:
- 4.4.1 Public transport capacity reduced significantly in response to the early stages of COVID-19 and short term demand for services is likely to be low until passengers have confidence to travel. Already one of the UK cities worst affected by congestion, there is a concern that more car journeys will lead to greater congestion.
- 4.4.2 While the full impact of the expected recession may not be felt for a number of months, significant additional job losses are expected. The ability of the economy to create new replacement jobs will depend a great deal on how resilient local businesses and communities are to creating new opportunities, organisations and businesses at a local level.
- 4.4.3 The breakdown in global supply chains has presented a number of challenges but the impact on food security has been widely recognised. Food security and food growing will require a greater focus than previously planned.
- 4.4.4 With the threat of COVID-19, protecting people, and the communities they live in from harm is increasingly important and a renewed focus on physical, mental and emotional health has emerged. The importance of open, safe and accessible green space has been underlined, particularly for more disadvantaged communities, and to ensure space is available for all for exercise, recreation and food production,
- 4.5 The Council's COVID-19 response and the Adaptation and Renewal Programme have already taken action to address some of these risks while the wider work of the council to mainstream sustainability and the carbon target into council activity has continued. These are detailed below but moving forward, and in recognition of

the Commission recommendations, if agreed by committee, the Adaptation and Renewal Programme will ensure that its work to plan for the City's renewal takes forward a green recovery across all four officer working groups.

- 4.6 In committing to a green recovery, each officer working group will reflect on how their work and proposals can positively contribute to green growth and the delivery of the net zero carbon target.
- 4.7 Each group will also be responsible for the delivery of those actions already agreed by the Council in its Short Window Improvement Plan (SWIP). Progress on SWIP deliverables was due to be reported to committee in June but progress and focus on the 37 actions contained in the SWIP has understandably been affected by the pandemic and its impact on Council capacity to prioritise all actions while managing and responding to the crisis.
- 4.8 All future reporting on the Adaptation and Renewal programme will reflect how the green economic recovery and carbon target are being taken forward by the Council and what, if any, implications there might be to other projects, policies or council finances. The commitment to a green recovery and the carbon target will be mainstreamed into all significant operational or financial proposals that will be brought forward in the autumn. This includes plans for a refreshed economy strategy and a new council business plan.
- 4.9 In the meantime, the Council is not standing still and much has been done to embed the net zero ambition into strategy, policy and investment plans.

Key Council action to deliver a net zero city by 2030

Decarbonising transport in Edinburgh

- 4.10 The Council has committed to an ambitious 10 year mobility plan with a strategy to decarbonise transport in Edinburgh, enabling citizens and goods to move around the city easily and efficiently through an accessible, equitable and integrated low or no carbon transport system. Immediate action includes extending the tram network to Newhaven, establishing a Low Emission Zone (LEZ), and transforming the carbon footprint of public transport. In addition, the Council will continue to deliver an ambitious active travel programme across the city to encourage modal shift away from the private car wherever possible.
- 4.11 As part of this approach, the Council is consulting on the consolidation of the publicly owned transport companies. One of the objectives of this is to ensure strategic coordination of public transport planning and better connectivity between modes of public transport. In addition, the Council will work with any new future body to ensure that their strategic priorities are aligned to the Council's net zero target.
- 4.12 Medium and longer term objectives will be develop business cases for extension of the tram network with north-south routes and potential routes in west Edinburgh, with the extended network being linked with revised routing of bus services to ensure new development and existing poorly served areas of the city are connected up.

- 4.13 Supporting modal shift from car to low-carbon public transport, and from public transport to cycling, walking and other forms of active travel, is key to achieving a carbon-neutral city and can also secure public health benefits for citizens. Through its City Centre Transformation strategy, the City Mobility Plan and City Plan 2030 (the next Local Development Plan), the Council, including with developer cooperation, will undertake infrastructure improvements to deliver a walkable city with a network of car-free streets and expanded safe active travel routes.
- 4.14 As part of its response to COVID-19, the Council is already significantly increasing the physical space within the city set aside for pedestrians and cyclists. The Council's *Spaces for People* programme sets out a phased approach to rapidly increasing the number and size of pedestrian walkways and cycle paths. As well as enabling safe movement and neighbourhood access this will secure air quality and public health benefits, in addition to contributing the city's carbon target.
- 4.15 Alongside investing in and promoting sustainable modes of transport around the city, the Council will develop a business case and funding model for investing in an appropriate level of city-wide electric vehicle infrastructure. This will ensure that a more sustainable option exists for those who have no other option than to use cars, private taxis and other electric vehicles. It will also support the wider electrification of goods and services vehicles which may be required where other sustainable modes aren't appropriate.

City Development

- 4.16 Choices for City Plan 2030 sets out that the next local development plan for the city mainstreams and prioritises climate action and the zero carbon 2030 target through its proposed approach. Subject to the outcome of consultation on it, the Council's objectives for this 10 year plan are to ensure that Edinburgh develops as a sustainable city which: supports everyone's physical and mental well being; where everyone lives in a home which they can afford; where people don't need to own a car to move around; and where everyone shares in the city's economic success.
- 4.17 The Choices document specifically seeks to address climate change and reduce carbon emissions by proposing:
- 4.17.1 Establishing a city-wide green network to connect our places, parks and greenspaces together as part of a multi-functional, local, city-wide, regional, and national green network.
 - 4.17.2 Requiring all new buildings and refurbishments to meet the zero carbon / platinum standards as set out in the current Scottish building regulations and for all new developments to demonstrate how their design will incorporate measures to tackle and adapt to climate change.
 - 4.17.3 Promoting higher density, mixed use neighbourhoods to allow for local access to services and jobs and reduce the need to travel;
 - 4.17.4 Supporting the outcomes of the City Mobility Plan;

- 4.17.5 Maximising development around existing infrastructure and therefore minimising the need for new service infrastructure (and the embedded carbon costs involved in both buildings and travel).
- 4.17.6 Supporting Local Place Plans to help the city achieve thriving and resilient places and support community ambitions.

Investment in Sustainable Urban Regeneration

- 4.18 The Council has invested in a major £1.3 billion redevelopment of North Edinburgh which will deliver low carbon communities at the Granton Waterfront and into West Edinburgh. The planning guidance for the development seeks to secure carbon reduction and other co-benefits by creating a framework for place-making, building with nature, supporting active travel and securing public health improvements by creating communities where employment and leisure opportunities, services and community facilities are within a short journey by sustainable transport mode. The development is set to be one of the best examples of low-carbon urban development in Europe.
- 4.19 This is part of a wider programme of investment in the development of the city which includes other live projects including, Fountainbridge, Meadowbank and Powderhall. These developments will collectively bring forward approximately 1000 homes as well as new workspace, community facilities and high quality public realm. They are all now being brought forward with the ambition of being carbon neutral and with potential to support carbon reduction on neighbouring sites.
- 4.20 The Council is also, in partnership with Scottish Enterprise, University of Edinburgh and NHS Lothian, working to accelerate the delivery of the BioQuarter. The ambition is to deliver a world beating life sciences quarter that provides healthcare, medical teaching, research and development facilities and commercial space. In addition the development will include housing and community facilities. Again the stated ambition of the partnership is for the BioQuarter to be carbon neutral. Work is currently under way to begin the process of procuring a development partner.
- 4.21 There is now a significant amount of development activity in the city that is focussed on achieving carbon neutral status. The examples mentioned above represent several billion pounds of investment programmed in the city over the next ten years.

Council Housing

- 4.22 As a large social landlord in the city with over 19,500 homes and ambitions to build a further 10,000 new homes the Council can lead by example in delivering high quality, sustainable homes at a price that is affordable to the Council and its customers.
- 4.23 Across the existing and new build housing estate, significant investment has already been made in both building homes to very high energy efficiency standard and retrofitting existing homes to improve their energy performance and help to tackle fuel poverty. Capital investment has more than doubled over the last five years and is expected to more than quadruple over the next five years.

- 4.24 The housing service's ambitious £2.5 billion investment strategy to deliver new homes, invest significantly in existing stock and transform services for customers, was outlined in the latest Housing Revenue Account (HRA) Budget Strategy, which was approved by Council in February 2020.
- 4.25 All new Council homes currently in design development will achieve net zero carbon. This presents a number of opportunities for funding new technologies, to foster collaboration and learning with both the private and academic sectors and to trial innovative low carbon technology pilots. As an example, funding has recently been secured for a cross partner project focused on developing offsite construction with a pipeline for delivery through the Council's housebuilding programme and City Region partners.

Housing and estate retrofit

- 4.26 An ambitious new approach to advanced whole house retrofit is being developed across the Council's existing homes. This new strategic approach will embed an advanced retrofit standard (such as EnerPHit) which combines energy efficiency with building improvement and robust asset management to deliver health, comfort and affordability to tenants and long-term savings to the Council.
- 4.27 This approach will radically change how building retrofit is delivered with fabric first and low energy demand siting at the heart of this new approach to achieve significant carbon savings but also incorporating wider building improvements. It will also champion a long-term holistic approach to asset management and energy efficiency with both aligned at the design stage to achieve a consistent approach for the improvement of homes and to embed future maintenance savings. The Council is working with Renfrewshire Council to jointly develop a number of design principles to help inform the future advanced whole house retrofit approach. Also, a number of pilot projects are in development to test advance retrofit approaches such as EnerPHit and other renewable / low carbon technologies such as combined solar PV and battery storage.
- 4.28 Property and Facilities Management are also in the process of securing funding for a feasibility study into the deep energy retrofit of Council buildings. The feasibility study will seek to establish the parameters under which a deep energy retrofit delivers best value. This will help inform the Council's future approach to property investment as well as advancing in-house Council knowledge of deep energy retrofit. By leading on the investigation of innovative and rigorous best practice energy efficiency solutions the Council can demonstrate further opportunities for carbon reduction across its estate and set a positive example for both Edinburgh and more widely.

Ongoing sustainability programme development and future actions

- 4.29 The corporate sustainability programme has three specific tasks. Firstly, to support the mainstreaming of Climate Action throughout the work of the council and enable collective oversight and monitoring of the Councils cumulative impact on its own and the wider city carbon emissions. The report summarises the mainstreaming and

collective approach of the council to act now on its net zero city ambition and updates on development of an evidence base to assess progress.

- 4.30 The sustainability programme also provides corporate capacity and skills to support and drive impactful areas of change, improvement and innovation. In this context it is worth highlighting that the council role in heat and energy generation is underdeveloped and requires further and significant consideration. Officers are in early discussions with Edinburgh University to seek out shared opportunities associated with the retrofit of our respective estates but more needs to be done to ensure that the city plans in this area mirror the level of ambition in other Council plans.
- 4.31 Similarly, it is widely recognised that the city has a significant amount of green space but that it is not widely accessed or aligned either to improving city wide public health or our net zero commitment – including how it might be used proactively in respect of heat and energy generation. There is a need to review the Council approach to green and open space that officers will take forward in the sustainability programme plan.
- 4.32 In addition, alongside our Climate KIC deep demonstrator partners, officers have identified a series of action areas that require additional investment, expertise, specialist input or technological innovation to maximise delivery of carbon reductions and other co-benefits. These action areas have been designed as ‘tests of change’ that will allow rapid learning which can be scaled up to support Edinburgh in meeting its net zero target by 2030.
- 4.33 The tests of change below have been designed to utilise existing or planned public finance investment in infrastructure as the basis for developing blended finance proposals which secure additional investment to support innovation, experimentation and acceleration of progress towards the city’s 2030 carbon target. Tests of change will be implemented in the next 5 to 10 years, with 2020 and 2021 activity focusing on establishing capacity across the Council through recruitment of C-KIC funded posts; scoping specialist input required; understanding costs, including of failure demand; developing a capital investment profile; and identifying potential funding sources.
- 4.34 The 4 tests of change being developed are:
- 4.34.1 **Community Retrofit** - Buildings where the Council owns a minority number of units present significant challenges for retrofitting, due to the requirement for commitment and finance from owners of the remaining units, which significantly impacts on the city’s ability to reduce the emissions arising from heating and powering domestic properties.
 - 4.34.2 This planned test of change would look to develop and support a mixed tenure model of community retrofit in combination with the Council’s programme for CEC homes. It will explore the most technically effective retrofit measures for challenging building types situated within communities with high levels of mixed-tenure shared buildings. It will also seek to enhance the participation and decision-making processes of owners and

occupiers in mixed tenure settings for individual building, street level and whole community retrofit interventions. The test of change will further explore ways to incentivize property owners to increase investment in their property or find alternative sources of finance to fund the work and include testing the business, financial and social engagement models for delivering whole community energy retrofit, including buildings, infrastructure (EV, PV solar, utilities, road and green spaces) and associated 'place-making'.

- 4.34.3 **The Granton Development** - There is a correlation between poor quality living space and health issues (physical, mental, wellbeing). Current approaches to urban development and regeneration do not deliberately design for preventative health and community wellbeing. This test of change will explore how the built environment (housing, urban spaces, private spaces) can become a piece of health infrastructure for Edinburgh by seeking to realize additional health and wellbeing benefits within the £1.3 billion North Edinburgh development at the Granton Waterfront and beyond.
- 4.34.4 The programme will explore models of housing, urban planning and natural spaces that: rely on local sustainable supply chains; build resilient communities through civic participation and ownership; and explore new and more agile regulatory processes to maximise the potential of public land to deliver public health outcomes and manage social and system risks. This will include testing the '15 minute neighbourhood/city' model which seeks to create communities where public services, amenities, employment and leisure opportunities are within 15 minutes travel by foot or other sustainable transport mode.
- 4.34.5 **Citywide EV infrastructure** - The City Mobility Plan aims to secure a Carbon Neutral future for city transport, with significant investment in active travel, disincentivisation of car travel and investment in Public Transport. The Council is also investing in electrification of its fleet, as are other public sector partners. This, coupled with a slow but increasing transition to electric vehicles among taxis, private hire cars, public transport and private vehicles will see an increasing demand for a fit-for-purpose EV charging infrastructure within the city. As lockdown eases, there is a risk that car use will increase due to perceived risks of public transport.
- 4.34.6 This test of change will seek to ensure that car use contributes positively to the carbon neutral target as far as possible by mapping, designing and providing a business case and funding model for the roll out of a modern city wide EV infrastructure. The programme will also establish partnerships with large employers to explore new models of organizational working and asset management plans across the city post-Covid, to produce a transport planning response to a new 'city life cycle' as working patterns and commuter behavior changes post-Covid.
- 4.34.7 **Circular low carbon economy** - Edinburgh's economy is strongly dependent on services (professional ,financial, business, education, tourism and hospitality) with supply chains and benefits realization often extending

well beyond the city and region, resulting in waste, carbon emissions and missed opportunities to retain financial and other benefits within a more resilient local economy.

- 4.34.8 This test of change will explore new and more agile regulatory processes and ways of working with businesses to develop and incentivize shortening of supply chains and adoption of circular economy principles. This will include exploring opportunities for regional infrastructure development, local production chains, local skills development, and new ownership models in key sectors such as food, tourism and hospitality, to support resilience and growth as part of a more circular economy.
- 4.35 Finally, Council officers are working closely with the Climate Commission secretariat to support city wide action and collaboration towards the 2030 target. The team have also sought out bilateral relationships in particular with the university and key business leaders. The Chief Executive had to be cancel a series of meetings with city leaders due to COVID19 but officers are working to re-establish these through August.
- 4.36 The planned work with the Commission, City partners and European partners will underpin the development of the City Sustainability Strategy 2030. The timescales for producing this strategy have necessarily been delayed given that engagement with city partners had to be postponed while the council and the city responded to the pandemic. It is now expected that the Council will work with the Commission to publish the strategy in October 2021. However, work to progress the sustainability programme will continue as described above while the longer-term strategy is developed.
- 4.37 It is worth noting that the Scottish Cities Alliance have also made the low carbon economy a joint priority and officers are working with the secretariat and the Scottish Government to scope opportunities and asks.

Carbon Scenario Tool and developing the emissions evidence base

- 4.38 The research by the University of Edinburgh and the University of Leeds alongside council data which is used to report against our climate duties, provide a strong base of evidence and information on the City's carbon emissions that can be used to evidence progress and Council performance. However, this data only provides a retrospective analysis of performance and impact and at best can only be used to provide a trajectory and broad analysis as to how 'on track' the Council and the City are to reaching the 2030 carbon target.
- 4.39 As part of the Council sustainability programme, carbon data experts from the Edinburgh Centre for Carbon Innovation have been working with council officers from various parts of the organisation to develop a carbon scenario tool. This tool is in the final stages of development and would allow officers and elected members to evaluate the projected carbon emissions impact of projects, proposals and programmes of activity. Work is currently underway to stress test necessary assumptions within the calculator and to explore how wider co-benefits such as public health impact can be evaluated and qualified as part of the final product.

4.40 Officers would look to invite some independent evaluation of the tool and its use in council decision making before recommending its adoption as part of the sustainability impact assurance offered to elected members and wider city partners. Ultimately this tool would provide transparency around the carbon impact of Council plans and decisions but would also allow real time monitoring of Council performance in relation to the carbon target.

Resources

- 4.41 Members are aware that the corporate sustainability programme has been established with support from Climate KIC. Climate KIC were only able to confirm the funding agreement in February which slowed recruitment of the sustainability programme team. This was exacerbated by lockdown but recruitment is now underway and the team is expected to be fully in place by September. Despite this delay in resources and capacity, all deliverables have been met in the most recent funding stage gate however, officers are still working through the implication of these delays on future programme timescales.
- 4.42 The implications of Brexit on future years funding are still unknown. Having said that, the partnership with Climate KIC is strong and the programme deliverables are significant and the team continues to plan for the programme on the basis that Edinburgh has entered into a 5 year strategic funding relationship with Climate KIC. Officers will keep elected members updated.
- 4.43 The tests of change and the wider work of the sustainability programme are being supported by capacity from Climate KIC design partners. These partners are providing their support, skills, capacity and knowledge free as part of the programme to help the city to work towards its carbon target. This includes financial expertise to support and source opportunities for new models of funding for programme and the wider council activity.
- 4.44 A round table of Climate KIC, Commission and Council finance experts and project leads is planned for August to explore funding opportunities for further accelerating projects and programmes that deliver against the carbon target.

5. Next Steps

- 5.1 Edinburgh Climate Commission recommendations to be reviewed by the Adaptation and Renewal APOG on 30 July
- 5.2 Launch the Edinburgh Talks Climate engagement site 27 July (subject to committee approval in a separate report)
- 5.3 August round table on financing change
- 5.4 July and August – begin development of the tests of change projects
- 5.5 August – Chief Executive to host a series of engagements with key city leaders as a means of beginning development of the City Sustainability 2030 Strategy

- 5.6 October committee update on the mainstreaming of the carbon target and the Commission recommendations in the Adaptation and Renewal Programme, future operational change and budget proposals as well as a stock take on delivery of the SWIP
- 5.7 Submit a new funding proposal to Climate KIC at the end of October.

6. Financial impact

- 6.1 There are no new financial implications from this report
- 6.2 Any proposals brought forward as part of the Adaptation and Renewal programme will be financially assessed
- 6.3 Any financial proposals brought forward in the Autumn review of the Council budget and in future budget planning for the Council will reflect the net zero commitment
- 6.4 A workshop has been arranged with key financial experts in the city to consider financial innovations and new funding models to support change

7. Stakeholder/Community Impact

- 7.1 There are no impacts resulting from this report.
- 7.2 Community engagement and consultation on climate action is addressed in a separate report to the Policy and Sustainability committee on 23 July.

8. Background reading/external references

- 8.1 Edinburgh Climate Commission – [Recommendations for a Green Recovery](#)
- 8.2 Policy and Sustainability Committee 9 July 2020 – [Edinburgh Climate Commission](#)

9. Appendices

None

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Policy and Sustainability Committee

10.00am, Thursday 23 July 2020

Risk Management: Managing Risk Through Covid-19

Item number	
Executive/routine	Executive
Wards	
Council Commitments	

1. Recommendations

It is recommended that the Committee notes:

- 1.1 the original and current risk assessment ratings for the Covid-19 strategic for the Council;
- 1.2 that it is not possible to fully mitigate risks in an ongoing resilience situation given the rapidly changing risk environment associated with the ongoing emergency that is being managed;
- 1.3 that the full population of original Adaptation and Renewal Programme (Programme) risks are currently being identified; assessed; and recorded, with appropriate controls and actions being designed to manage and mitigate these risks.

Stephen S. Moir

Executive Director of Resources

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Risk management: Managing Risk Through Covid-19

2. Executive Summary

- 2.1 The purpose of this paper is to provide the Committee with an update upon:
- 2.2 the original and current risk assessment profiles associated with the new population of nine strategic risks currently being managed across the Council; and
- 2.3 progress with identification; assessment; recording; and ongoing management of Programme risks.

3. Background

Covid-19 Risk Management Plan (RMP)

- 3.1 The Council's three key Covid-19 objectives are detailed in the Covid-19 response update paper that was presented to the Policy and Sustainability Committee on 14 May 2020. These are to seek to ensure that the Council:
 - i) protects the most vulnerable in our City;
 - ii) minimises the risks to our colleagues; and,
 - iii) continues to provide services in challenging circumstances
- 3.2 In order to achieve these objectives, it is important that the unique risks associated with the pandemic are identified; assessed; recorded; and effectively managed.
- 3.3 On 3 April, the Council's Incident Management Team (CIMT) agreed on the approach to be applied to the ongoing management, assessment, and recording of new and emerging Covid-19 risks and associated mitigating actions in a risk management plan (RMP).
- 3.4 The initial Covid-19 baseline RMP was presented to CIMT on Friday 10 April for review and feedback, and continues to be updated to reflect any new and emerging Covid-19 risks together with relevant mitigating actions. The RMP is discussed at the weekly Risk Forum and reviewed fortnightly at the CIMT.
- 3.5 A workshop will be held with members of Policy and Strategy Committee to discuss the risk methodology applied and to provide some further detail on key risks.

Covid-19 RMP risk assessment methodology

- 3.6 It is important to note that the Covid-19 risks included in the RMP were initially assessed on an “original” risk (i.e. pre-implementation of controls) basis as it is not possible to fully evaluate the effectiveness of mitigating actions in a dynamic resilience environment.
- 3.7 The RMP comprises a hierarchy of nine strategic or high level Covid-19 risks that are currently underpinned by 75 sub risks.
- 3.8 The original risk rating for each risk has been assessed based on the likelihood that the risk would crystallise and its potential impact on the Council, with an assessment of either Critical; High; Medium; or Low allocated to each sub risk.
- 3.9 Sub risk rating assessments have then been consolidated to provide a risk assessment for each of the nine strategic risks. Further information on the risk assessment methodology applied is included at Appendix 1.

Covid-19 RMP current risk assessment

- 3.10 Following implementation and a move towards stabilisation of the Council’s resilience activities, and recognising that the Covid-19 risks recorded in the RMP are likely to impact the Council for the foreseeable future, an assessment of current risk (the current level of risk with controls in place) has now been performed. This assessment is based on management’s confirmation that identified mitigating actions have been implemented and sustained.
- 3.11 It is important to note that this confirmation has not yet been independently validated, however, a number of Covid-19 Internal Audit reviews are planned for completion between July and September 2020 that will confirm whether processes implemented to manage a number of the Covid-19 risks included in the RMP are appropriately designed.
- 3.12 The same methodology (as described at 3.5 to 3.8 above) has been applied to determine Covid-19 current risk assessment ratings by assessing the likelihood that the risk would crystallise and its potential impact on the Council following implementation of mitigating actions.
- 3.13 It is expected that the current Covid-19 RMP will continue to be used until the unique risks associated with the pandemic no longer adversely impact the health and wellbeing of citizens and Council employees, and ongoing delivery of Council services.

Adaptation and renewal risk management plan (RMP)

- 3.14 A similar approach has been developed to support the ongoing management, assessment, and recording of new and emerging Programme risks that are also discussed and reviewed fortnightly at CIMT.

- 3.15 The Programme RMP comprises a hierarchy of four strategic or high level risks that are currently underpinned by a number of sub risks.
- 3.16 Recognising that the Programme has only recently been established, risks are being assessed on an original risk (pre implementation of controls) basis as mitigating controls are currently being designed and implemented.

4. Main report

Covid-19 RMP

- 4.1 The baseline Covid-19 RMP presented to CIMT on 10 April 2020 included a total of nine strategic or high level Covid-19 risks, underpinned by 55 sub risks.
- 4.2 As at 29 June 2020, no new strategic or high level Covid-19 risks had been identified, however, a further 20 sub risks have been identified; assessed; and recorded during the course of the pandemic. Where relevant original strategic risk ratings have been reassessed and updated to reflect the inclusion of the new sub risks.
- 4.3 The original and current risk assessment ratings for each of the Covid-19 strategic risks are detailed below. This assessment demonstrates that actions implemented by management have been effective in mitigating eight of the nine strategic risks.

Covid-19 Strategic Risks	Original Risk	Current Risk
1. Health and Safety of Citizens and Service Users	Critical	High
2. Council response and governance	High	Medium
3. Health and availability of employees to deliver critical services	Critical	High
4. Council premises and physical security	Critical	Medium
5. Supply chain risk	Critical	Medium
6. Technology and information	Critical	Medium
7. Financial and economic risk	Critical	Critical
8. Fraud and Serious Organised Crime Risk	Medium	Low
9. Legal and Commercial Risk	Medium	Low

- 4.4 It is important to note that it is not possible to fully mitigate or eliminate risks in an ongoing resilience situation, given the rapidly changing risk environment associated with the emergency that is being managed, in this case the global Covid-19 pandemic.
- 4.5 It is also important to note that the Covid-19 current risk assessments detailed above may be subject to further change, for example, an increase in response to further waves or peaks of the virus or to new UK and Scottish Government

legislation and guidance; or a decrease in response to identification and implementation of new mitigating actions.

- 4.6 The financial and economic current risk “Critical” rating remains unchanged from the original risk assessment. This reflects the fact that despite implementation of rigorous financial monitoring controls, there are a number of risks that the Council cannot influence that will almost certainly adversely impact on the Council’s financial position and its ability to deliver a balance budget in line with statutory requirements. These include the inability to confirm the full extent of the current and future financial and economic impacts of the pandemic on the Council and the city; and whether sufficient additional funding or savings can be identified to cover all additional Covid-19 costs incurred or income lost by the Council.

Adaptation and Renewal RMP

- 4.7 Risk management has supported the Programme and its five workstream leads with the design of a framework to enable the identification, assessment, and recording of Programme risks, and the following four strategic Programme risks have been identified:
- Programme and workstream governance
 - Stakeholder engagement and communication
 - Service / system design and implementation
 - Project delivery
- 4.8 Original risk assessments for these Programme risks have not yet been fully completed as the Programme and its workstreams are currently defining their governance; engagement and communication; service design solutions; and project delivery arrangements, together with relevant actions to ensure that the original risks are effectively managed and mitigated.
- 4.9 It is expected that as the Programme progresses, Original; Current; and Target (the acceptable level of risk that we are aiming for) risks will be identified, assessed and recorded for each workstream and consolidated and reported at Programme level.
- 4.10 The Programme team will maintain the risk register for the Programme and Programme risks will be discussed at the Programme Board, and relevant risks will be escalated and recorded as appropriate in the Corporate Leadership Team Risk Register that is presented quarterly to the Governance, Risk, and Best Value Committee for review and scrutiny.
- 4.11 Risk Management will continue to provide ongoing support guidance and constructive challenge to the Programme Management Office and workstream leads in relation to the ongoing identification; assessment; and recording of Programme risks.

5. Next Steps

- 5.1 Covid-19 risks will continue to be identified; assessed (on an original and current risk assessment basis); recorded together with appropriate mitigating actions and presented fortnightly to CIMT.
- 5.2 Programme risks will continue to be identified; assessed; recorded; managed; and reported in line with the process outlined above.

6. Financial impact

- 6.1 There is no direct financial impact arising from this report but good risk management should have a positive impact on Council finances.

7. Stakeholder/Community Impact

- 7.1 Provision of assurance that both Covid-19 and Programme risks are being identified; assessed; recorded and managed.

8. Background reading/external references

- 8.1 [Covid-19 Response Update](#)

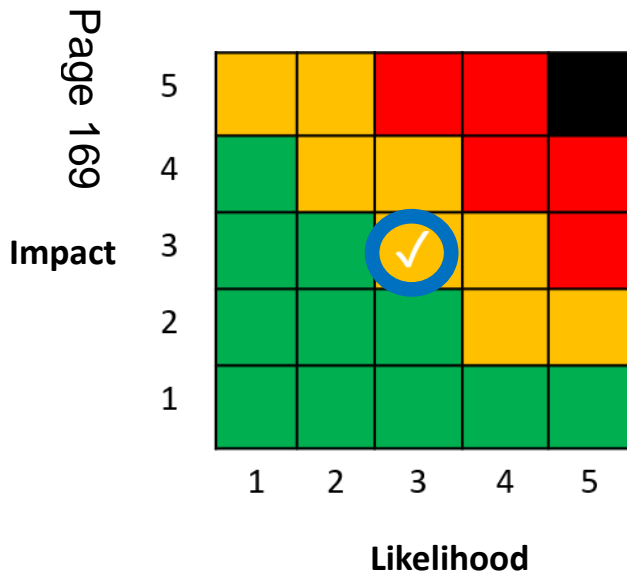
9. Appendices

- 9.1 Appendix 1 – Covid-19 risk assessment methodology

Appendix 1 – Covid-19 Sub Risk Assessment Methodology

1. Sub risks are assessed based on their impact and likelihood, using the process illustrated below to determine a risk assessment rating.

	1	2	3	4	5
Impact	Limited	Minor	Moderate	Major	Extreme
Likelihood	Remote	Possible	Reasonable	Likely	Almost certain



Risk Assessment Ratings	
	Critical – immediate action required
	High – action required within three business days
	Medium – action required within one business week
	Low – no immediate action required / action required post Covid-19

2. Sub risks are then consolidated to determine a risk assessment rating for the strategic risks that they underpin

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Policy & Sustainability Committee

10am, Thursday, 23 July 2020

Schools Re-opening Update

Executive/routine
Wards
Council Commitments

1. Recommendations

The Policy and Sustainability Committee is asked to:

- 1.1 Note the contents of this report.
- 1.2 Agree a further update will be provided for the next committee meeting on 6th August 2020.

Alistair Gaw

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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 reports was taken to Committee on the 25th June and 9th July 2020, to reopen schools from 10 August 2020. The report and plan has been amended following the Deputy First Minister's (DFM) briefing on 16th July and further iterations of this report and plan will be submitted in line with anticipated future guidance.

3. Background

- 3.1 This report follows the statement of the Deputy First Minister on 23 June which determined that the implementation of Phase 4 rather than Phase 3, was now the objective for the return to school in August.
- 3.2 Appended to this report is the updated Schools Re-opening Delivery Phasing Plan.

4. Main report

The Local Authority Delivery Plan (v4) sets out the City of Edinburgh Council's planning for a 100% attendance model, whilst also continuing to develop and prepare for a 50% contingency model. As requested at the last P&S Committee, the plan details:

- 4.1 Communications to parents/ carers, on a minimum of a fortnightly frequency, taking two formats;
- Updates to FAQs, with text messages to parents with links alerting them of updates
 - Stakeholder discussion forums based on geographic localities, based on the following themes; Health and Safety, Wellbeing and Resilience, Teaching, learning and Assessment, Equity and Inclusion.

- 4.2 There are no additional hygiene measures that need to be implemented in order to move immediately to Phase 4 rather than Phase 3, as hygiene measures remain constant in each model. The difference in cost can be found in the financial information section of the document, under cleaning 100% and 50% models. There is also additional details on the hygiene measures being undertaken including Electrostatic Cleaning/ Fogging.
- 4.3 The plan provides a summary of responsive closure plans should a school or centre be connected to a virus outbreak.
- 4.4 The plan includes shielding information in regard to; online provision that can be made available to shielding children; children who live with a parent falling into the shielding category and the percentage of teaching staff falling into the shielding category or living in shielding households (there is now a presumption shielding will cease on 1st August 2020).
- 4.5 Actions currently being undertaken to fill any gaps in teaching provision and the associated costs are outlined in the plan
- 4.6 Further development of the 50% contingency model which evaluates potential properties available to provide extra classroom capacity including buildings beyond the school estate.

The option of hubs in localities to mitigate any inconsistencies in school capacities is also being explored and costed in conjunction with the above.

The contingency model comes with the acceptance that the repurposed buildings will not be available for their “normal” usage if required for schools.

Officers are communicating with stakeholders who have an interest in the contingency buildings – e.g. Community Centre Management Committees, Out of School Care Providers, staff.

5. Next Steps

- 5.1 We will continue discussions with Scottish Government on the costings for both 100% return and 50% contingency model, including the impact on other Council budgets should the council not be supported by an extra uplift in funding.
- 5.2 The Phased Delivery Plan will be kept under review and continue to be amended in line with Scottish Government and Public Health guidance.
- 5.3 Continue to develop additional Catch-Up Learning opportunities.
- 5.4 Representation has been made to the Scottish Government to clarify what testing will be made available in schools, particularly for teachers and other staff. A national response is expected in the coming weeks.
- 5.5 Design and undertake a survey for all stakeholders to discover mental welfare status prior to school return, and make and necessary adaptations.

6. Financial impact

- 6.1 The revised financial impact of opening schools at 100% and at 50% is detailed in the report.

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 throughout June and are being arranged for July and early August.

8. Appendices

- 8.1 Appendix 1 – Updated Delivery Plan (v4) (attached)

LOCAL DELIVERY PHASING PLAN

Version 4.0
16th July 2020

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Section One – Introduction

The City of Edinburgh Council has developed a Local Authority Delivery Phasing Plan as required by the Scottish Government in response to the COVID-19 pandemic. This plan assumes that levels of transmission of the virus remains suppressed to very low levels and is no longer considered a significant threat to public health, but society remains safety conscious by August 2020 (Phase 4). The plan sets out the steps the Council will take to reopen and reconnect schools; directed by the latest guidance issued by Scottish Government and Public Health Scotland.

This plan takes into consideration the latest advice published on 16th July, (Appendix 8), However this plan remains iterative and will continue to be amended on the basis of new guidance and public health advice.

The plan is to have ALL children back in schools on a full-time basis, from August 12th. However, given the constant changing environment of Covid19 a contingency plan to allow a blended learning model to be delivered is continuing to be developed.

There are 4 scenarios considered in this paper (all models include increased hygiene measures).

- 1) 100% attendance with no physical distancing and no/ limited social distancing in place. (Intended Likely Proposition)
- 2) 100% attendance with no physical distancing but with clear social distancing measures in place. (English and Welsh Proposition)
- 3) Contingency Plan -50% attendance with 2-metre physical distancing and social distancing in place (Current Position)
- 4) Contingency Plan- 50% attendance with 1-metre physical distancing and social distancing in place (Northern Irish Proposition)

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



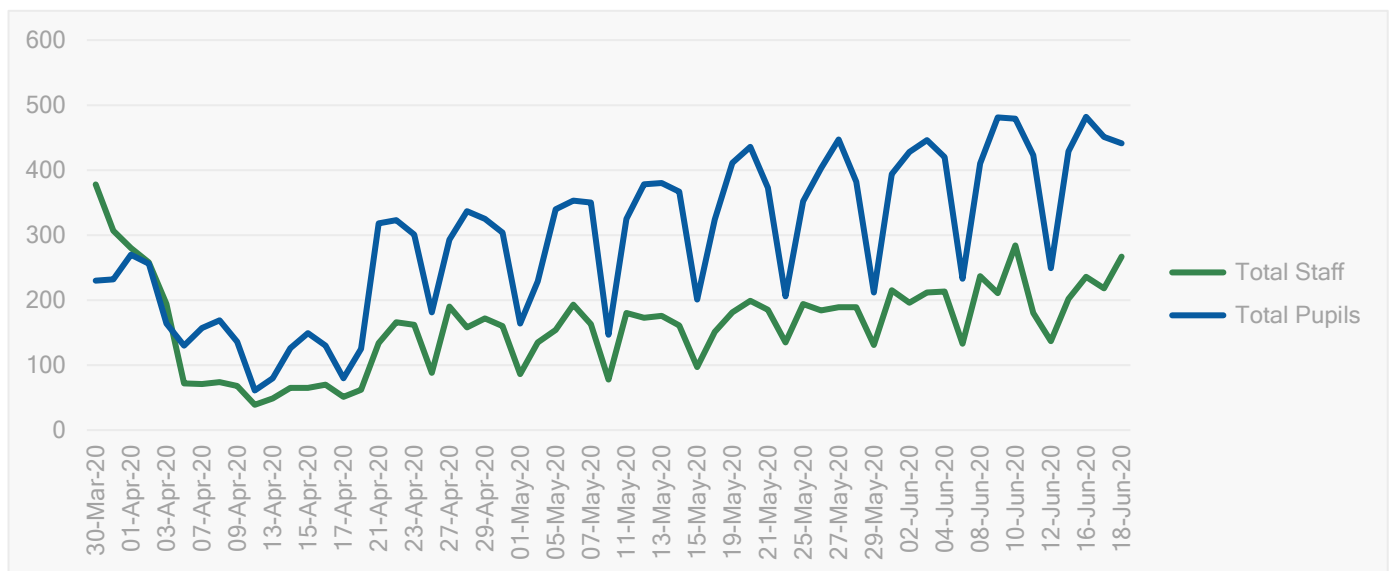
Section Two – Position Final Term 2019/2020

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

2.1 Establishment of Hubs

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

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



2.2 Provision to Vulnerable Children

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

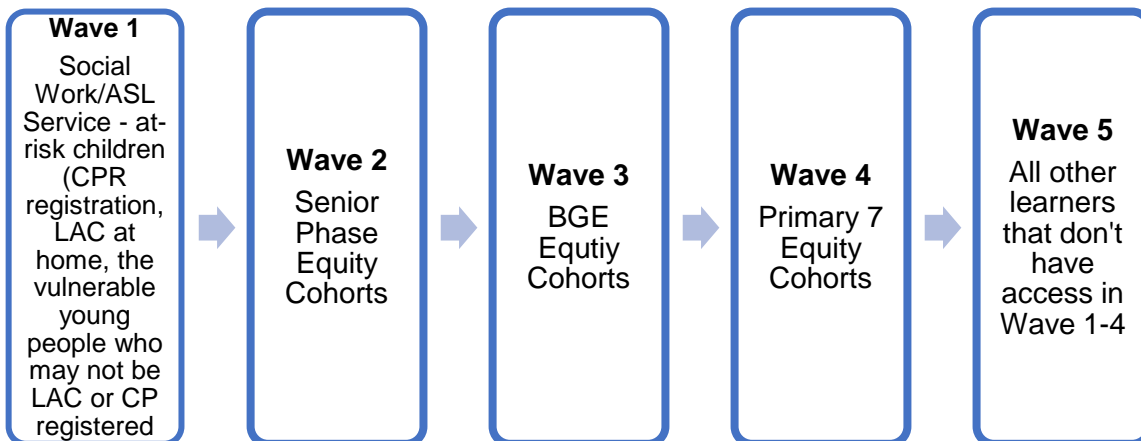
2.3 Commencement of Digital Learning

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

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

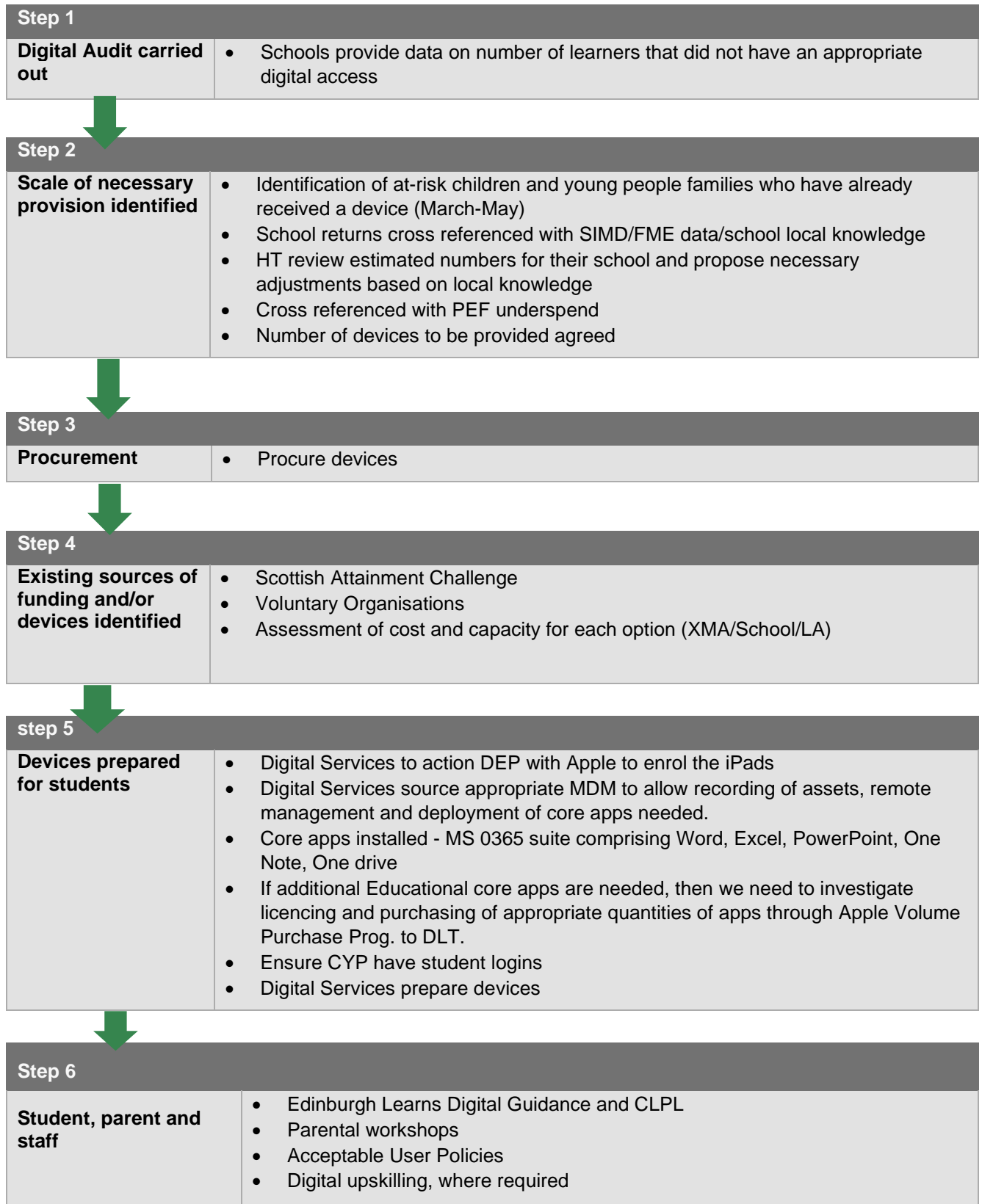
Before lockdown, we had 3,000 Teams sites across learning and teaching. Today we have nearly 13,000 Teams.

The City of Edinburgh Council's Digital Connectivity flowchart outlines the steps we are taking to support access to digital devices during this time, ensuring the most vulnerable children and young people are not disadvantaged.

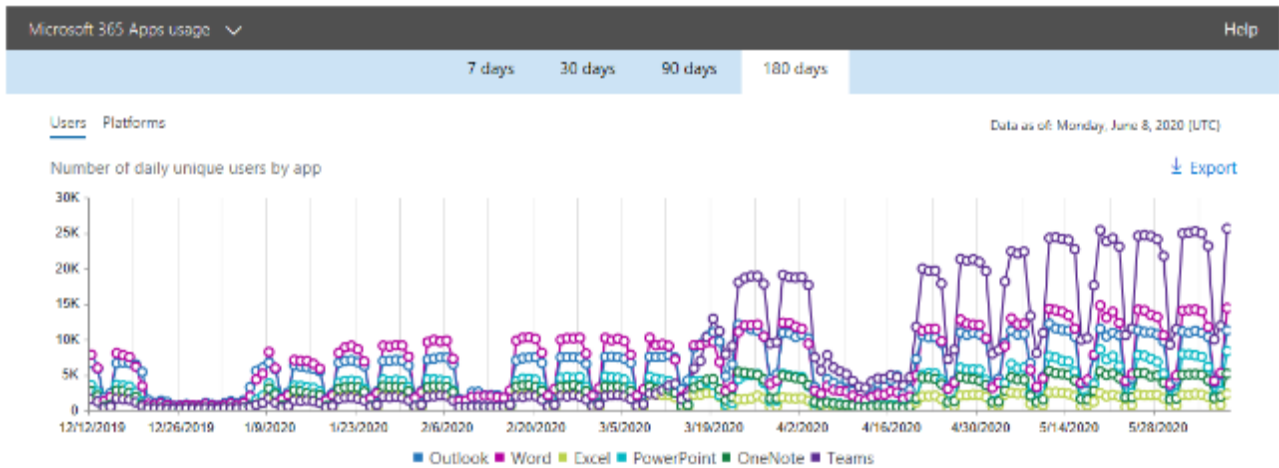


There are currently over 20,000 devices with families in the city with the final devices for Wave 2 (above) scheduled to be delivered over the Summer Break. The aim is to ensure each child has access to their own device, audits are underway to identify gaps.





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



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



Section Three – Phased Plans 19/2020

3.1 Scottish Government Phases for Easing of Lockdown

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

3.2 Local Authority Phased Delivery Plan Overview

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

Key Principles

- Maximises face to face teaching time
- Considers scientific and medical advice
- Wellbeing of staff and pupils carefully considered
- Simple accessible risk assessments of individual facilities
- Implements public health measures and increased hygiene measures
- Provides high quality in-person learning
- Flexibility to move back to blended learning if needed.
- Clear communication with pupils, parents and staff to ensure confidence

3.3 Local Delivery Plan, Phase One

8 June – 26 June 2020

The first phase of the return to schools following COVID19 closures was the ability for staff to return to school to allow schools to plan effectively and meet the requirements required for Term One. The table below shows the plan as it happened:

Staff Attendance	Staff made phased return to buildings w/b 8 June
Learner Attendance	Existing registered children of key workers and vulnerable pupils Some pupils were invited to attend enhanced transition days.
Key Worker Children and Vulnerable Pupils	The existing hubs continued to operate with the same attendees Pupils from Special Schools that has attended hubs returned to their own schools
Home Learning	Early years staff continued to maintain contact with families and encourage engagement with tasks Teachers continued to deliver home learning in all other settings. Head Teachers supported staff to balance home learning with commitments to undertake duties at school buildings.
Transitions	Pupils requiring enhanced transitions – took place w/c 22 June

Transport	Where required and agreed, transport continued to be provided for pupils to attend hubs/ schools
Catering	Continuation of existing school meal provision available at operating hubs.
Cleaning	Maintain existing cleaning routines in centres that have been operating as hubs. From 1 st June, pre-clean, followed by regular scheduled cleaning routines in establishments that have been closed
IT and Technology	Where staff can more effectively deliver online learning by attending school – they could do so.
Inclusion and Wellbeing	Children’s needs placed at heart of all decision-making process in plans to reopen. Supporting all vulnerable children and those whom vulnerabilities have emerged during lockdown
Communications	Council communications team provided advice and guidance on all aspect of comms. CMT approved all communications Schools developed regular communication with parents on model offered

3.4 Local Delivery Plan, Phase Two

29 June – 7 August 2020

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

Delivery Phase Two	Early Years Settings	Holiday Hubs	Holiday Hubs – Special Schools
	Young children eligible for attendance at nurseries and childcare centres at operate over the summer. Parents will be notified regarding eligibility.	In line with national guidance, provision will be made for eligible pupils identified as being vulnerable and in need of access to care provision. Certain classifications of key worker will be able to use hub provision for their children	One hub in place in one special school for children with additional support needs that we are staffing. This is for keyworkers plus children with additional support needs from families under stress.

		Should operational capacity allow, provision may also be made for children who would typically have attended PEF Summer Clubs.	<p>Forest school provision with one to one staff ratio for a small number of children who have vulnerabilities</p> <p>We have commissioned 3 third sector agencies to run small hubs in our premises for children with additional support needs from families under stress.</p> <p>We have commissioned 2 third sector agencies to run hubs in their premises for children with additional support needs from families under stress</p> <p>We have commissioned another third sector agency to run sessions for children with additional support needs and their families from families under stress</p>
Staff Attendance	Early years staff teams attending at designated childcare centres, which will operate during the summer break.	Broad team of staff drawn from the Quality Improvement Team, Early Years and Lifelong Learning will be allocated to area hubs that will provide summer activities/care.	Team of staff drawn from special schools and the ASL service will be allocated to Braidburn School Hub and Forest Schools provision and third sector partners
Key Workers and Vulnerable Pupils	Early years settings will continue to offer places, by agreement, for children of key workers and those assessed to be vulnerable	The initial priority for attendance at Summer Hubs will be vulnerable pupils. Agreed classifications of key worker will also be able to	See above.

		access provision on a needs basis.	
Transport	By prior agreement, transport may be provided where it is critical to attendance to do so.		
Catering		A limited meal service will be provided to children attending hubs.	
Cleaning	Existing robust building cleaning routines will be maintained in centres that are open to children. Additional guidance will be provided to centres regarding the cleaning of toys and equipment.	Cleaning routines will depend on the exact use of each building during the summer, but existing robust cleaning routines will be in place where buildings are in use.	
Other Infrastructure	Arrangements need to be made for continuing access to buildings and the maintenance of heating and utility services.		

3.4.1 Summer “ Discover!” Programme

Discover! Online has been developed in response to Covid-19 to allow qualifying vulnerable families to continue to access food provision and fun learning activities remotely during the summer holidays and beyond. The aims of the Discover! online programme remain the same:

- reduce food anxiety and financial stress over school holidays
- help reduce the poverty related attainment/achievement gap;
- reduce social isolation, and promote healthy eating

Discover! Online has been developed and delivered through a strong partnership between CEC Lifelong Learning and Edinburgh Community Food (ECF). Other significant contributions to the online programme of activities have been made by Active Schools, The Royal Observatory Visitor Centre and Edinburgh Zoo, as well as sessions delivered online by previous *Discover!* programme storytellers, artists and dance and relaxation specialists.

The core elements of *Discover! Online* are:

Discover in a Box: A weekly box delivery, packed by Edinburgh Community Food and Schools/ Life Long Learning staff and delivered by CEC fleet services. Each box is themed around a country. The box contains fresh food ingredients and resources (supplied by ECF), art materials, information on support services, healthy eating etc and an Active Schools pack with the first box delivery. These resources allow families to take part in the Edinburgh Discover Facebook group activities.

Edinburgh Discover Facebook Group: this is the family facing part of *Discover! Online* where content is shared with and between families. This includes Live and pre-recorded activity sessions, links to other local and citywide services and resources and family posts.

There are around 150 families who are now members of the Edinburgh Discover Facebook Group. Families regularly share posts of their children cooking and enjoying the meals provided, art work and provide support to each other. Some amazing comments from families have been received, such as those featured below:

'my son never eats or even wants to leave his room nowadays....pre-teen life. But today he helped make our fajitas with all the veg included and is currently loving his fajitas and said the peppers and onions were really nice....buzzing that getting him into the kitchen cooking his own meal has encouraged him to try foods he wouldn't normally dream of. Thanks Discover!'

'You are brilliant Discover for getting us all motivated , lockdown was beginning to drag us down- now we have a new lease of life.'

'Received my amazing box. Full of art stuff, sciences stuff, yummy food and equipment. Recipes and lots of activities to do! You are amazing Discover! Can't wait to start the fun! Thank you so much 😊'

Discover! is also beginning to share the Summer Reading Challenge, home learning literacy and other catch up learning resources and links with the **Discover!** Facebook Group – each family in the group was recommended to **Discover!** as a family living in poverty and where the cost of school holidays and learning loss meant the children were falling behind in their learning.



3.5 Local Delivery Plan, Phase Three

10 August onwards

The third phase of delivery involves the systematic return of pupils to school buildings in a safe and controlled manner. As far as possible pupils will remain within the same groups throughout the school day.

Delivery Phase Three		Primary Settings	Secondary Settings	Special Schools
Staff Attendance	All staff return on 10 August – 2 days training, whilst the shielding and vulnerable grouping are still in place, there will be an impact on the number of teaching/ support staff available. This gap will be filled by NQTs and Supply Teachers.			
Pupil Attendance	<p>Operational Maximum whilst maintaining peer groups.</p> <p>Places allocated on rotational basis. Attendance focuses on entitlement for all children to receive 600 hours of ELC provision, and in family groups.</p> <p>As long as it's required, Test and Protect measures will be followed for the school population.</p>	<p>Full Attendance based on no physical distancing between pupils.</p> <p>Adherence to Scottish Government guidelines in regard to maintaining separate groups/clusters within schools</p> <p>As long as it's required, Test and Protect measures will be followed for the school population.</p>		<p>Full attendance in Special schools</p> <p>Pupils will be placed in appropriate groups</p> <p>As long as it's required, Test and Protect measures will be followed for the school population.</p>
Key Worker Children and Vulnerable Pupils	There will no longer be a need for additional Key Worker/ Vulnerable care			
Home Learning for periods of self isolation/ and or any school closures	<p>When children are not able to attend school, staff may provide engagements activities to undertake at home, with a focus on creativity and active play</p>	<p>Direct teaching in schools will sit aside home learning that follows up on core in-school teaching.</p> <p>Where schools are closed this would revert back to a full digital learning model.</p> <p>Resources developed for home learning should be retained and used where it can support</p>		<p>In-home learning activities will be extension activities that link to the in-school experience</p>

		children with interrupted learning or who have difficulty attending school.	
Catering	Meal provision for eligible children attending nurse	Provision of a limited menu packed lunch menu (Soup/sandwich) for children attending schools. As kitchens return to normal operation, menu choices will be reinstated, and hot meals will be provided more widely Where registered for free school meals, and when pupils are not attending at school (through self-isolation or school closure) an equivalent monetary payment will be made to parents.	
Transport		Assumption that there is no physical distancing or any elements of social distancing on transport. If prevalence of the virus increases, distancing may be required and use of face coverings introduced.	
Curriculum	Heavily play based and focus strongly on outdoor learning and play	Clear adherence to school values will remain and pupil participation encouraged. The focus of the curriculum in the lower primary years should be strongly play and experience based and balanced with high quality direct teaching in key areas of Literacy, Numeracy and Health & Wellbeing. In upper primary years, the curriculum will focus on	Where possible, timetable harmonisation will be used to increase the breadth and capacity of teaching across schools Extended and embedded use of digital learning will continue – as risk mitigation for future outbreaks or lockdown Outdoor learning opportunities will be maximised. The curriculum will focus on health and wellbeing, literacy and communication and numeracy. This will be built around the skills framework within each school schools with time Outdoor learning opportunities will be a key feature of the school day where this can be achieved within school grounds.

		<p>focused quality teaching experiences in the core areas of Literacy, Numeracy and Health & Wellbeing.</p> <p>Outdoor learning opportunities will be a key feature</p>		
Cleaning	<p>Existing robust daily building cleaning routines will be maintained in all educational settings</p> <p>Electrostatic / Fogging infection control cleaning deployed as BAU</p>			
IT and Technology	<p>Audit current availability of staff. Identify gaps for purchase of devices and opportunities for CLPL. Create a strategy paper for EY.</p>	<p>Audit of devices to ensure suffice for needs, and flag any issues, further devices needed.</p> <p>Ensure a robust support infrastructure is in place.</p> <p>Start delivery of the longer-term solution for digital devices for learners and teachers</p> <p>As attendance increases and the need to participate in blended learning is reduced, school will gradually call back in IT equipment that has been loaned to learners and families and this will be returned to its original base.</p> <p>There may be need for some long-term access to IT for children requiring shielding for an extended period.</p> <p>A bank of computers should be retained for distribution to children needing to isolate under Test and Protect arrangements, if they require it.</p>		
Communications	<p>Robust communications will remain in place with parents/carers informed in a timely manner of any changes</p>			

Section Four – Critical pre-opening requirements

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

4.1 Ongoing Digital Learning

Digital Learning remains a key element in the 100% return model, for the reasons below

- Almost all learning content during lockdown was delivered online. Office 365 was the default platform in secondary schools, while many primary schools used Learning Journals.
- Digital Learning mitigates the risk that should any school be closed down, either through localised outbreak or through a second wave, learning continues seamlessly.
- Test and Protect may see various numbers of children (and teaching/ support staff) placed in self-isolation for numerous periods throughout the term/ academic year. Digital Learning will allow the continuation of home learning during these self-isolation periods.
- The Digital Learning is a crucial aspect of the Blended Learning model, that is outlined in the contingency plan.
- Digital Learning is a core part of any 21st Century education service vision and was clearly mapped out as part of the Edinburgh Learns vision and Learning Strategy vision

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

4.2 Completion of Risk Assessments

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

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

4.3 Readiness of Buildings

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

A crucial part of planning for the return of pupils in August is to safely access schools. Road Traffic colleagues are assessing every school; making required changes where possible to allow the best access, this can include but not limited to; temporary widening of pavements, temporary traffic restriction orders, and identifying parks and stride opportunities. This will likely be coupled with staggering opening hours, on a school by school basis, to allow for the continuing physical distancing will still be in place between adults.

In terms of the contingency plan, a key element of building preparation was confirming the operating capacity that can be achieved in each building whilst maintaining the current 2 metre physical distancing requirement for staff and ultimately pupils. (Outlined in Appendix 7 to follow).

4.4 Continuation of Hubs

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

4.5 Readiness to Adapt to Change

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

As part of School Renewal Planning, all schools will be asked to maintain up to date Risk Assessments and plans to ensure continuity for every theme:

- Health and Safety; Wellbeing and Resilience; Teaching, (Blended) Learning and Assessment; Inclusion, Equality and Equity

Should schools be required to close down sporadically, we will monitor and engage with them on an individual basis to ensure that their Blended Learning Plans allow for smooth uninterrupted learning, with the maximum amount of face-to-face learning possible. Quality Improvement Education Officers will liaise closely with Headteachers and report to the Senior Education Manager. The quality of Blended Learning provided will be kept under review, assessed against the strategic framework set out in the School Renewal Planning section.

4.6 Preparation for further School Closures

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

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

- Schools would use the school closure risk assessment and the closure would be managed in the usual way between the authority (Schools and Lifelong SLT) and the school in respect of closure decision making, if the closure is related to Covid19 Health Protection Lothian would also be involved.
- At the SORT briefings we have asked colleagues to consider closure scenarios.
- Vulnerable and key worker children remaining in hubs.

4.7 Workforce Planning

A recent survey of staff gave an indication of the number of absences that can be expected for the August return. These include shielded individuals, those living in shielded households and those classes as clinically vulnerable. This amounted to around 12% of the teaching/ support workforce.

Whilst it looks like shielding will cease on 31st July, our staffing plans continue to portray the worst case scenario, and allowed for a 15% absence in teaching/ support staff which will also cover self-isolation periods of staff.

Another consideration in workforce planning is closing the attainment gap that has increased for certain pupils during lockdown. The Scottish Government has announced £100m national funding to help bridge that gap by employing extra teaching staff to support the service.

City of Edinburgh Council have considered the survey results and the need for “Catch Up” learning and estimated the shortfall required to deliver the 100% model to be around **900** teaching/ support staff.

There are currently the just over **1,250** teaching/ support staff on the supply register and have been advertising to boost these numbers since March, (to date circa 350 applications have been received). There is also a group of just over 100 Newly Qualified Teachers (NQTs) that can be called upon.

4.8 Communications

Throughout the pandemic period City of Edinburgh Council have regularly engaged with the wider stakeholder community; unions, parents, teachers etc. This will continue throughout the entire pandemic to ensure a collaborative approach is reached.

Fortnightly communications have been agreed as a minimum interval of interaction between City of Edinburgh Council and parents. Parents will receive text alerts to inform them that there is new information on the Council website.

Parent Council Network discussion forums have been set up to help parents prepare for changes to school, these will be held virtually on a locality basis and cover the following topics, Health and Safety, Mental Wellbeing, and Equality and Inclusion.

4.9 Out of School Care

As of 15th July Childcare facilities are able to re-open, however City of Edinburgh Council will not be opening any council properties for 3rd party childcare during the summer holiday period. This is to allow the Council to undertake the preparations of buildings prior to the school return in August.

When schools return on 12th August, 3rd Party providers of childcare solutions will be able to operate in a wrap/round care function (Breakfast and Afterschool clubs) in council premises as long as the appropriate procedures are in place.

Appropriate risk assessments need to be completed by 3rd Party, alongside a summary of the services they wish to resume/ undertake. These documents will be taken to the Operations Board for approval prior to final approval by Council Leadership Team. These forms and risk assessments are currently being drafted and should be issued in final format to 3rd parties in the near future.

If for any reason, a 3rd Party, is not able to return to their previous premises (repurposing/ availability/ building readiness) the Council will endeavour offer an alternative interim premises.

City of Edinburgh council are committed to do all it can to support the re-opening of all youth work programmes, in a safe and sustainable manner. The Council is mindful that children and young people need holistic support and these highly valued programmes are key to the wider wellbeing and education of our youth.

Section 5 – Hygiene, Health and Safety

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

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

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

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

5.1 Test and Protect

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

Enabling everyone to adhere to increased hygiene measures such as hand and respiratory hygiene measures will be key to minimising the risk of spread and the disruption to delivery of educational services such periods of isolation would cause.

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

5.2 Who can attend school?

School will only be open to staff and pupils who are not shielding, self-isolating and show no symptoms of Covid-19.

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

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

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

5.3 Cleaning

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

Various alternative options have been investigated for consideration. Each option has been risk rated with the requirement to engage a solution for Schools returning in Aug-2020.

Our chosen option is to utilise medical grade electrostatic spraying technology and a patented chemical which is significantly more effective than regular cleaning as it kills the virus and eliminates human error with missed areas through manual cleaning i.e. Walls, ceilings, under chairs and tables etc. regular cleaning should be maintained to help prevent the spread of the viruses. Regular cleaning only kills approximately 11% of pathogens. The medical grade technology and patented chemicals kill 99.99% of pathogens, has a residual value of up to 1 month and is used within the NHS.

There are advantages in respect of selecting electro-static cleaning over the day ranger option, cost and time savings. The cost of day rangers is £100,000 per month, there are also issues in respect of a low workforce supply in respect of cleaning staff. Recruiting and training these staff to prepare for schools reopening in August would take some time.

CEC Scientific Services have been consulted in relation to the use of this product, they have provided assurance it is safe to use and has already been used in Holy Cross Nursery and Seafield Waste and Cleansing unit (March 2020) as well as the Ross Band Stand Fountain.

In addition, products will be provided for desk cleaning/the cleaning of devices.

5.4 Ventilation in buildings and the use of outdoor space

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



5.5 PPE

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

Medical Care eg feeding/ nappy changing, if staff member is within 2-metres (or revised physical distance measure) for a period of ten minutes or more

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

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

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

Working with children with exceptional healthcare needs

Direct care of a child showing symptoms of Covid-19, whilst waiting on an adult to collect child and not possible to maintain a 2 metre distance (or any revised physical distance measure).

5.6 Handwashing

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

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

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

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



5.7 Risk Assessment Process

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

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

In the new school year a SORT video will be issued to all school staff at in-service. SORT debriefs and workshops will be ongoing in response to the risk context.

5.8 Access to Toilets

Under 100% return with no physical or social distancing access to toilets would be as they were in a pre-covid world, with extra emphasis on hygiene and hand washing.

Under 100% return with social distancing measures in place, toilets will need to be allocated to groups and clear visuals showing which toilets are allocated to each group will be required.

Under both models all toilets will feature graphics emphasising the importance of handwashing routines, and notes that the youngest children may need handwashing supervised.

Cleaning of toilets will follow HPS guidance and ASSIST FM guidance (FM functions across all local authorities in Scotland).

Section 6 – Practical Measures to support Physical and Social Distancing

Under the 100% plan, the intention is for no physical distancing to be imposed between children, whilst assuming that there is still physical distancing requirements between adults, at 2 metres.

Current advice (that has still to be converted to guidance), whilst no physical distancing is advised between children and youths, there is still a request to introduce measures to reduce social interaction between groups of pupils. At the time of writing English Schools are to be socially distanced in the form of year groupings for secondary and classroom bubbles for primary. Guidance is still to be issued for Scotland

To minimise infection and transmission risks of Covid19 establishments need to maintain separation between adults and where possible decrease interaction between groups of pupils

6.1 Maintaining Separation Between Adults (Physical Distancing)

All staff within schools will be required to abide by the physical distancing measures in place wherever possible (currently 2 metres). Staff areas will be set up to conform to these measures and appropriate signage will be prominent in all staff areas.

6.2 Decreasing Interaction (Social Distancing)

Every effort is being made to limit the number of unnecessary movement of pupils within the school in order to limit any potential spread of infection.

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

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

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

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

All access to buildings will be strictly controlled.

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

6.3 Dining Arrangements

There are three proposed menu models covering each educational setting; Early Years settings, Primary, Secondary and Special schools. All models are designed to ensure a high-quality catering service can be provide in a safe manner whilst also ensuring the service can provide a nutritionally balanced offer to all pupils. Meals would be ordered online in advance, and

contactless payment via Parent Pay will be the method of choice for those not in receipt of universal free meals.

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

6.3.1 Early Years

A single choice hot main course will be provided to all EY settings who request this – this will be based around the regular primary menu. Catering supervisors will discuss with settings at a local level to best identify this service model. It is expected that because of the educational model in EY settings pupils will eat together in their groupings. In schools with EY settings a single choice hot option may be provided to EY pupils, this should be discussed and agreed with the catering manager on site

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

Meals and snacks are free for children in EY settings.

6.3.2 Primary

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

The packed lunch menu is now available on Parent Pay to book and will run from August to October, with the intention to return to the standard menu at the end of the October break.

The menu and allergen info has now been posted on the council website showing parents the offer available to pupils (please note PPP schools will follow the same menu)–

<https://www.edinburgh.gov.uk/downloads/download/12852/primary-school-lunch-menus-with-nutrition-and-allergen-information>

All meals would be served in disposable packaging with disposable cutlery, so any contamination risk is minimised – the use of shared water or milk jugs should be discouraged at this time as any reusable option could potentially increase the contamination risk with equipment and cutlery returning to kitchen. At this time salad bars and fruit bars will not be used.

Kitchens will be undertaking additional cleaning protocols and will be ensuring staffing work in designated areas to minimise any contamination.

Pupils will be encouraged to wash hands on entry and exit to the dining halls.

Consideration of service adaptations and flow to be marked out clearly for pupils and staff with floor and wall signage to be made available in the dining hall consider propping doors open where allowed to increase ventilation

Staggered lunch may be required to ensure a smooth service and avoid overcrowding in dining halls, and maintain social distancing within groups, this will require time between to clean and sanitise the dining hall tables, especially as staff are minimising contact with pupils.

Consider other areas for lunch that the school may not be using such as gym halls or outdoor space (if weather allows).

6.3.3 Secondary

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

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

Service considerations

- Service flow to be clearly marked and signage clearly available. The school should work with catering supervisor to facilitate this and provide hand sanitiser stations at the entrance to the canteen for use by pupils
- When at service points when pupils paying using fingerprint or pin number catering staff member to step back from till point. Anti- bac wipes will be provided for use at pre-order kiosks, till points and readers. Catering staff will also increase the frequency of contact point disinfection.
- Pop up service points could be created to enable additional pick up for pre order service and could be allocated by year group to control queues.
- Seating in other areas of school could create reduced requirement for sittings. i.e. dining in class
- Sittings require sanitising of table between pupils. In some schools where dining service is limited a class drop or mobile pick up point for meals may need to be created to ensure a manageable number of pupils are in the dining hall at one time. Schools may wish to adopt a staggered lunch collection time based on year groups to manage social distancing and avoid the risk to many pupils leaving the building to pick up meals elsewhere
- In some schools the use of Perspex screens in service points or tills may need to be used
- Morning breaks/Breakfast – important services in secondary schools as this could possibly be the first meal of the day.

AM Service

Please note some schools may choose not to offer an AM service during the first few weeks of term, please discuss at a local level

- Time constraints of morning break make the service challenging but the key point to establish is to keep the products limited to improve speed of service. (relaxation of new food standards)
- Morning break service needs to be fully pre-packaged.

6.3.4 Special Schools

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

Delivery to classrooms to maintain social groupings or staggered lunch sittings in dining hall. Staggered lunches will be the norm to allow handwashing for children, groupings to remain socially distant and allow time to clean and sanitise the dining hall tables/classroom before and after lunch.

6.4 Transport

The latest advice treats school transportation as an extension of the school estate, and therefore requires no physical distancing on dedicated school transportation. Flexibility based in transmission levels in local community is required; this could result in introduction of face coverings and/ or physical distancing if prevalence increases.

Important mitigations include: hygiene, ventilation, improved cleaning regimes including regular and thorough cleaning of surfaces, and regular handwashing. Hand sanitising should be required for everyone on every entry to dedicated school transport.

Communication to parents in regard to transportation arrangements will not be made until after the First Minister or Deputy First minister advise of final guidance on 30th July.

6.4.1 Public Transport.

Where public transport (including buses, taxi, trams, subway, trains, ferries and air) is required for school-aged children to attend school, the general advice and guidance from the Scottish Government and Transport Scotland should be followed. This currently includes the mandatory use of face coverings and physical distancing where possible

Children traveling to school using the Scholar Pass on Lothian Buses are now allowed to travel between 7am and 8pm to allow for flexibility in school opening hours.

The Safe Spaces for People Programme is designed to provide increased opportunities for pupils, parents and staff to walk, cycle or wheel to school. As such, the increased levels of safety and security provide pupils with access to Safe Routes to school without depending on the use of coaches. For example, 2 coaches were previously commission to transport children from Leith to Holyrood High School on the grounds of safety. The implementation of Safe Spaces for People Programme will mean that pupils will be able to walk, cycle or wheel to school while reducing the volume of coaches at the school site



Section 7 – School Renewal Planning

7.1 The Themes



All schools are developing School Renewal Plans with health, safety, wellbeing and resilience as the solid foundations from which all other work is based.

All School Renewal Planning is developed from a clear Needs Analysis Audit and Action Plan for each of 5 Key Themes. It takes place in two phases (by June 2020 and by September 2020) and is supported by the collegiate Working Time Agreement in the second phase.

Phase 1 of Renewal planning, to support the return to school, will focus on themes 1 & 2:

- Health and Safety and
- Transitions

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

- Wellbeing and Resilience
- Teaching, (Blended Learning) and Assessment
- Equity, Inclusion and Equalities

7.2 Theme 1, Health and Safety

See School COVID Operational Risk Toolkit and Risk Assessment (Appendix 1)
Refer to Section 5 for all enhanced Hygiene Measures

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

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

All school staff will have to confirm they are familiar with Test and Protect strategy. Staff who develop symptoms of Covid-19 must stay at home, self-isolate and complete the appropriate form.

In terms of access to testing for staff - The Scottish Government testing programme has been extended and is available to all key workers who develop symptoms and need to self-isolate, or to any members of their household who are symptomatic. This programme covers all Local Government key workers and operates separately from the existing NHS testing programme, which supports testing for colleagues in health and social care. You can read [further information about testing](#) on our website, including [guidance on how to do a referral](#), regardless of the test route.

Staff should be aware that they may be asked to self-isolate on more than one occasion.

Testing is only effective if it's done within 48 to 72 hours of symptoms developing. So a referral needs to be made as soon as the individual becomes symptomatic or it won't work, and the referral won't be accepted.

School leadership teams will aim to minimise the operational impact of individual or groups of staff being required to self-isolate and will have business continuity plans to mitigate the risk

7.3 Theme 2, Transitions

All schools planned and delivered virtual transitions for learners. Enhanced, onsite transitions were available for learners with specific additional support needs. *See appendix 4 for details.*



7.4 Theme 3, Wellbeing and Resilience of the Learning Community

It is assumed that all schools and settings will adopt nurture principles, as detailed in Appendix 2.

A health and development framework has been developed to support the needs of staff, pupils and families, ensuring appropriate support mechanisms are in place for all. In line with School Renewal Planning Theme 3, support all schools to conduct a Needs Analysis of Wellbeing and Resilience of learners and staff

Further reading can be found in the following links:

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

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

7.4.1 Health and Wellbeing of Pupils

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

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

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

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

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

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

- **Support our learners to build resilience** – the four contexts for learning should support children/young people to build resilience.

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

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

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

Supporting children and young people with additional support needs

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

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

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

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

The ASL service developed the checklist and briefing on inclusive practice renewal in June (Appendix Six) and all schools were briefed prior to the end of term on how to ensure that their preparations were focussed on supporting children and young people with additional support needs who make up around 30% of the school population. When school staff return and have any concerns about a particular pupil the child's school will be in touch with parents/carers directly to discuss how best to support their return to school. The ASL Service and Psychological Services will work with schools to plan supports for children with more complex needs, involving third-sector partners as required. Parents will be included in the planning process for their child. It is essential that all planning includes parents and is led by the child's school.

7.4.2 Health and Wellbeing of Staff

In School Renewal Plan for Theme 3: Wellbeing and Resilience, planning will be detailed for the whole school community and will be supported by the Working Time Agreement.

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

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

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

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

7.5 Theme 4, Teaching Learning and Assessment

Although it is anticipated that schools will return to pre-lockdown arrangements, the need for contingency planning remains. All schools are continuing to prepare their plans for Blended Learning. These are influenced by how much digital learning is already embedded in practice, with a view to continuing to develop this, regardless of the attendance model in place.

All schools have identified a senior leader with responsibility for Digital Learning. This person will link with the QIEO (Digital) in a dynamic and practical series of workshops and conferences over the session. This will ensure that digital learning continues to develop strategically, and will be used to underpin all learning and teaching.

Particular consideration is being given to safeguarding and ensuring that learners who do not have digital access or devices are not disadvantaged. Blended Learning Plans take account of traditional and Outdoor Learning.

7.5.1 Adaption to School Return

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

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

Secondary pupils will continue to study all curriculum areas although timetables will be amended to minimise the different groups of people taught in one day, and practical subjects may be limited at the beginning of term. Outdoor learning will be utilised whenever possible.

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

7.5.2 Raising Attainment and Achievement

Broad General Education

Predictions about pupils' attainment levels up until March 2020 were used to estimate attainment prior to lockdown. Progress through Curriculum for Excellence levels since that point will be established as soon as possible when learners return to school. The school tracking systems should be updated as a matter of priority. The local authority will require updated predictions on progress by November 2020. Schools will be required to draft plans to show how any gaps in learning will be addressed. This will include short, medium and long term targets.

Senior Phase

Learners at this stage of their education will be particularly anxious about the impact of coronavirus. Estimated grades for exams in Session 19/20 may or may not lead to additional anxiety. Schools will be asked to detail how they will identify and support learners who are most negatively impacted by the pandemic. There is an expectation that supported study sessions will be organized at school level.

7.5.3 Children unable to attend school

If shielding is still in operation in August, online provision will be made available to children who are shielded or are living in a household falling into the shielding category that prevents them from attending school for long periods of time.

This provision is likely to be provided by teaching staff that themselves are shielding or in a self-isolation period.

The exact delivery models are still being worked on, and ideally will be replicated for all children who have been asked to self-isolate.

This model will also become the default model for any school closure.

7.6 Theme 5, Equity, Equality and Inclusion

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

7.6.1 Ensuring Equity

The social and economic impact of Covid-19 and the resulting school closures have seen an increased number of families experiencing poverty-related barriers and a huge variance in the engagement of families and learners with the home learning model. This has further magnified the need for the management of resources to support equity to include best value principles, and to ensure that approaches and interventions impact positively upon the outcomes for children and young people affected by poverty.

The current pandemic has led to an increase in the number of families undergoing financial difficulties. To quantify this increase, the correspondence received by City of Edinburgh council in relation to free School Meals on the first week in April was 302, in comparison to 30 for the same

week the previous year. It is important to ensure that these families are able to access financial inclusion services.

Free school meal financial equivalents will continue to be given to families throughout the Summer Break.

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

7.6.2 Closing the Attainment Gap

The local authority has asked schools to plan how to meet key short, medium and long term outcomes. This includes how they will support equity cohorts through the delivery of targeted catch up provision to close the poverty related attainment gap. This is in line with the information in the PEF National Guidance (May 2020) about ways in which schools are empowered to make key decisions in relation to spend on staffing, ICT, and working with partners.

Within their plans for equity, schools refer to 5 Key Areas (Attainment, Attendance, Inclusion, Participation and Engagement) in order to ensure that improved outcomes and impact for those affected by poverty post-COVID-19 are targeted and measurable.

Local Authority Level

Two workstreams are underway:

- short term – identifying non-engaging families and scoping how to begin immediate catch up work – this includes support for school refusal, as well as literacy/numeracy support within Summer Hubs
- long term – best use of additional staffing to close the gap

During the Summer we are focusing on the short-term model; ascertaining how many children would be able to attend catch up sessions in the summer hubs, what the main areas of concern are (numeracy, literacy, wellbeing – or all three).

Staffing of these catch-up hubs could be staffed by paying the recently qualified probationary teachers as supply teachers. Factors such as the skill required in engaging reluctant learners is a key factor. This may mean that directly using newly qualified staff would not be possible and that we should use them to backfill experienced staff.

School level

Short Term (start of session 2020-21):

- The Senior Leadership Team and all teaching staff use data and other evidence effectively in order to identify the poverty related attainment gap post-COVID 19 across the school and for individual cohorts and areas of the curriculum, including instances where the lack of digital access has been an additional barrier for learners and families.
- Ensure that the planning of effective interventions and approaches, including catch up provision, is based on data and evidence.

Medium Term (during session 2020-21):

- Implementation and ongoing evaluation of interventions and approaches, including catch up provision, through managing resources to support equity of access to learning, attainment and achievement post-COVID 19, particularly for those affected by poverty.

Long Term (end of session 2020-21):

- Reduction in the poverty related attainment gap in literacy and numeracy as follows
 - [Table for Primary Table for Secondary](#)

Section 8– What will this look like in each sector?

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

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

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

All educational establishments are aiming to return at 100% model from 12th August, however this is subject to ongoing union consultations. There is an appetite to allow the first three days of week one to be an Induction period, with smaller groups in attendance, with the full model resuming on 17th August.

8.1 Early Years

The use of outdoor space such as forest schools will play a pivotal part in how Early Years Learning is delivered.

Staff and children will form "groups" with a maximum ratio of 1 adult to 8 infants. Groups will remain in one area of the Building and have no interaction with other groups.

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

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

In all LA establishments, children will attend for 2 days a week (Mon/Tues or Wed/Thurs) for between 6-8 hours per day, based on capacity of settings to have 1 adult to 8 children (aged 3-5) and 1:5 for 2-year olds and 1:3 for babies. In LA settings this would enable all children to achieve their entitlement of 600 hours Early Learning and Childcare.

Once COVID 19 restrictions are lifted we will resume delivery of 1140 where we have already started and where demand does not exceed capacity.

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

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

8.2 Primary Schools

Children in primary schools will attend schools and ideally remain in social groups. The groups won't be mixed up and will remain consistent across the term. Groups will be supported by consistent teaching and support staff.

8.3 Secondary Schools

This plan will uphold the principles and expectations outlined in the national Strategic Framework and the Edinburgh Learns phasing delivery plan ensuring excellence in equity and attainment as set out in the NIF priorities.

Whilst physical distancing has been removed in the effort to achieve 100% attendance, there will still be an effort to reduce social interactions between pupils. Whilst guidance has still to be delivered in this respect from Scottish Government, schools are already planning how this can be achieved. A number of measures under consideration are:

- Children/ Young adults remaining in same rooms where practicable and teachers move between classes.
- “big blocks” of learning for example a six-period day could become a three-period day
- Interdisciplinary learning within and across curriculum areas where appropriate.
- Planning for practical and non-practical subjects eg PE, Chemistry, Domestic Science etc.

Children with Additional Support Needs:

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

8.4 Special Schools

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

Social Groupings will be organised by each school and formed according to the needs of the child/children.

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

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

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

Section 9 – Contingency Model

The Scottish Government will take decisions based on scientific evidence and this plan has been prepared with the expectation as per Scottish Government guidance for Phase 4, where the virus remains suppressed to very low levels and is no longer considered a significant threat to public health, but society remains safety conscious.

However, should the scientific evidence not support a 100% return in August. City of Edinburgh Council have developed a contingency plan that allows a phased re-opening of schools at 50% attendance under physical distancing rules. This contingency plan also allows the continued development of the digital learning model that will allow a seamless transition to At-Home learning should a local “lockdown” of a school or a community be necessary.

The Contingency Plan recognises the importance of face to face teaching time has been the underlying priority in developing these plans and has been maximised in each model whilst still ensuring Health and Safety requirements are adhered to.

The 50% attendance, model takes into account the current 2-metre physical distancing, and a secondary scenario where the physical distancing measures are reduced to 1-metre. Whilst there are multiple scenarios possible, by planning for these two scenarios City of Edinburgh Council feel this gives the flexibility to adapt the model with minimum impact on cost and curriculum.

9.1 Phase Three – New School Term

10 August onwards

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

Delivery Phase Three	Early Years Settings	Primary Settings	Secondary Settings	Special Schools
Staff Attendance	All staff return on 10 August – 2 days training			
Pupil Attendance	Operational Maximum whilst maintaining bubble groups. Places allocated on rotational basis. Attendance focuses on entitlement for all children to receive 600 hours of ELC provision, and in family groups.	Primary school determine maximum pupil attendance whilst maintaining physical distancing Pupils attend on a rotational basis across four days of the week with	Secondary schools will use all facilities available to them and the availability of support services such as transportation to determine max attendance achievable. Pupils attend on a rotational	Special schools will use all facilities available to them within school grounds Attendance will be in social bubbles Pupils will attend two days per week or four days per fortnight with Fridays as home learning only

		<p>Fridays as home learning only.</p> <p>Attendance focuses on family groups</p>	<p>basis across four days of the week with Fridays as home learning only.</p> <p>Attendance focuses on family groups</p>	
Key Worker Children and Vulnerable Pupils	When devising attendance, first priority will be given to vulnerable pupils and children of key workers when they have no other care.			
Home Learning	When children are not in attendance, staff may provide engagements activities to undertake at home, with a focus on creativity and active play	Blended learning will be the norm for all pupils. Direct teaching in schools will sit aside home learning that follows up on core in-school teaching.	In-home learning activities will be extension activities that link to the in-school experience	
Catering	Meal provision for eligible children attending nurse	<p>Provision of a limited menu packed lunch menu (Soup/sandwich) for children attending schools. Meals may be hot or cold depending on the capacity and operation of kitchens and service areas at individual schools.</p> <p>School management will work with catering staff to agree arrangements for lunch service depending on the serving facilities at each school. For some settings that may mean staggered lunches in classrooms or using different areas for dining.</p> <p>Where registered for free school meals, and when pupils are not attending at school, an equivalent monetary payment will be made to parents.</p>		
Transport		<p>Note this level of planning in ongoing from June:</p> <p>Liaison and planning with bus operators to agree maximum transport capacity on vehicles whilst maintaining social distancing.(See Appendix 5)</p> <p>Exploration of most efficient transport model to maximise school attendance (year-groups, geographical, families etc).</p> <p>If risk assessments dictate, masks will be provided to children travelling on school buses. This can be enforced in the school bus user agreement.</p> <p>Travel numbers can be maximised by transporting family groups, where possible.</p>		

		<p>Consultations with parents about them providing transport, where they can so buses can be prioritised for those with no option.</p> <p>Planning with schools to ensure transport operations correlate with the planned school day</p>		
Curriculum	<p>Heavily play based and focus strongly on outdoor learning and play</p>	<p>All schools required to review Curriculum Rationale (BGE) as part of Blended Learning Planning.</p> <p>Clear adherence to school values will remain and pupil participation encouraged.</p> <p>The focus of the in-school curriculum in the lower primary years should be strongly play and experience based and balanced with high quality direct teaching in key areas of Literacy, Numeracy and Health & Wellbeing.</p> <p>In upper primary years, the in-school curriculum will focus on focused quality teaching experiences in</p>	<p>All schools required to review Curriculum Rationale as part of Blended Learning Planning.</p> <p>Where possible, timetable harmonisation will be used to increase the breadth and capacity of teaching across schools</p> <p>Careful tracking of learning is needed to ensure that the teaching experience of pupils attending on different days remains consistent.</p> <p>Schools will maximise the use of the e-learning curriculum offer as well as direct teaching in school.</p> <p>Blended learning will be the norm for pupils with direct reaching on certain days alongside home learning and</p>	<p>The curriculum will focus on health and wellbeing, literacy and communication and numeracy. This will be built around the skills framework within each school. For all pupils, there will be a blended curriculum that will balance direct teaching in schools with time learning at home.</p> <p>Outdoor learning opportunities will be a key feature of the school day where this can be achieved within school grounds.</p>

		<p>the core areas of Literacy, Numeracy and Health & Wellbeing.</p> <p>For all pupils, there will be a blended curriculum that will balance direct teaching in schools with time learning at home.</p> <p>Outdoor learning opportunities will be maximised</p>	<p>engagement with online e-learning content.</p> <p>Outdoor learning opportunities will be maximised</p>	
Cleaning	<p>Existing robust daily building cleaning routines will be maintained in all educational settings</p> <p>Day Rangers conducting daytime cleaning routines when children are in attendance will be present from August</p>			
IT and Technology	<p>Audit current availability of staff. Identify gaps for purchase of devices and opportunities for CLPL. Create a strategy paper for EY.</p>	<p>Audit of devices to ensure suffice for needs, and flag any issues, further devices needed.</p> <p>Ensure a robust support infrastructure is in place.</p> <p>Start delivery of the longer term solution for digital devices for learners and teachers</p>		
Inclusion and Wellbeing	<p>Any existing or newly- identified needs will be supported in line with the Early Years Staged Intervention Framework.</p> <p>Wellbeing/mental health support will be provided, as required to any young children affected during the crisis by bereavement, emotional distress</p>	<p>Data regarding vulnerable pupils gathered during the lockdown will be shared with schools and assimilated into the Staged Intervention process. Support plans will be initiated or revised accordingly.</p> <p>Mental health and wellbeing support will be available through the Educational Psychology Service and other services.</p> <p>Schools will recognise that the period of closure will have affect pupils' support needs in different ways and Child's Plans or IEPs will need to be reviewed and updated to reflect this.</p>		

	or any other concerns	
Communications	Establishments to develop a communication plan for the provisions of clear and consistent information in regard to attendance and blended learning arrangements. This will include clear information on establishment attendance days.	
SEEMiS and Attendance Tracking	Agreement to be reached about the implementation or delay of SEEMiS nursery attendance module. A system is to be in place to record and track the attendance of nursery children each day.	<p>Arrangements made to re-open schools on SEEMiS to allow conventional recording of attendance.</p> <p>Guidance provided on recording and coding attendance/absence during the phasing period.</p>

9.2 Phase Four – Long-Term Delivery

Timescale to be Confirmed

Planning a fourth phase of delivery scopes how schools will move from a 50% model to 100% attendance.

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

Delivery Phase Four	Early Years Settings	Primary Settings	Secondary Settings	Special Schools
Staff Attendance	All staff able to attend work including lessening of restrictions around notifiable health conditions and shielding requirements.			
Pupil Attendance	When assessments indicate that it is safe to do so and social distancing requirements are amended or relaxed, Numbers of children attending in nursery settings can be increased.	<p>When assessments indicate that it is safe to do so and social distancing requirements are amended or relaxed, Numbers of children attending school settings can be increased.</p> <p>As attendance increases, the balance of blended learning will be adjusted accordingly.</p> <p>As long as it's required, Test and Protect measures will be followed for the school population.</p>		
Key Workers and Vulnerable Pupils	<p>The need for dedicated provision for children of key workers will be reduced as attendance regularises.</p> <p>Educational centres will continue to support vulnerable pupils and their needs will be integrated into regular provision.</p>			

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

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

9.3 Increasing Separation

The number of children and young people who can attend in-school learning is determined by the overall floor capacity.

50% at 2-metre distancing

The agreed metric of 4.7 square metres was used to help determine the maximum capacity of all spaces in establishments to comply with 2-metre distancing rules. This metric allows for circulation space in addition to the need to adhere to the 2m physical distancing rules.

Support was given to schools where there were particular issues in regard to physical distancing, in the form of a team of architects, estate planners and interior designers, to ensure capacity was maximised whilst adhering to guidance.

There is a significant variation of capacity in Primary and Secondary schools across the city, we have identified 22 schools that would require additional classroom capacity to accommodate 50% of pupils. An initial desktop analysis suggested 47 properties would be required for the contingency. More detailed assessment involving input from locality managers is ongoing with a focus on reducing the number of buildings required wherever possible. It is expected that an updated building contingency plan will be available week commencing 20. (This will be added as Appendix 7)

There is a cost to repurpose these buildings into a classroom environment, and a lead time of up to 6 weeks to ensure all adaptations are made and meet all Health and safety guidelines and are fit for purpose.

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

50% at 1-metre distancing

The reduced distance of 1 metre physical distance does not automatically double the capacity of each classroom.

The agreed metric of 2.3sqm was used to square metres was used to help determine the maximum capacity of all spaces in establishments to comply with 1-metre distancing rules. This metric allows for circulation space in addition to the need to adhere to the 1m physical distancing rules.

By reducing the physical distancing to 1-metre, there are no schools who require extra classroom capacity, resulting in no need to repurpose buildings. However, to offer a full curriculum there may be a preference for some schools to seek alternative accommodation.

9.4 At Home Learning

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

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

9.5 What is Blended Learning

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

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

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

Blended Learning in our context

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

Four Guiding Principles

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

What are the benefits of using a Blended Learning Model?

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

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

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

Blended Learning and the Four Guiding Principles

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

EDINBURGH LEARNS BLENDED LEARNING

4 PRINCIPLES FOR EFFECTIVE TEACHING & LEARNING

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

INTRODUCTION

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

1 PLAN

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

3 GUIDE

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

2 SHARE

- ◆ Share the big picture with learners. Refer to it regularly to allow them to see how their current learning fits in to the longer term plan.
- ◆ Share clear [learning intentions and success criteria](#) with learners to allow them to [self regulate](#).
- ◆ Be clear on the format of how the learning will take place e.g. over the week, at home, in school etc.

4 REVIEW

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

2

9.6 How will this look in each sector?

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

Classrooms will be redesigned to ensure there are 2m gaps between people (adults and pupils) in all directions, (this requires an allocation of 4 square metres per person) or 1m between people (adults and pupils) in all directions, (this requires an allocation of 2 square metres per person).

In addition, it is necessary to allow some space for circulation around the room – normally calculated at 10-20% of total available floorspace. The revised capacities of classrooms have therefore been calculated based on an allowance of 4.7sq m / 2.35 sq m per person in each room or teaching space.

The City of Edinburgh Council strives to maximise the proportion of In-School learning. All children will start the year with an induction to ensure that everyone fully understands the new arrangements in schools to observe physical distancing.

Under 2-metre physical distancing - Many schools will be able to offer at least 50% of the school roll on two full days per week from Monday 24th August 2020, where there are no additional accommodation requirements (a small number of schools may be able to offer even more in-school time). For schools that require additional accommodation, the Council also aims to provide for 50% of the school roll to attend In-School learning two days per week from Monday 14th September.

Under 1-metre physical distancing all pupils will be able to attend two full days per week in every school. Headteachers will confirm specific details for their school as soon as possible to enable parents/ carers to plan ahead.

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

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

9.7 Early Years

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

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

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

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

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

Childminders will provide childcare for families as per current guidance.

9.8 Primary Schools

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



Primary Model

The **Universal Offer** irrespective of physical distancing measures in place, all schools will offer 33% attendance for the first two weeks, to allow induction for pupils from Wednesday 12th August.

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

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

Under 2 metre physical distancing, where schools can accommodate 50% of children without additional accommodation being required this will be introduced in Monday 24th August 2020.

In circumstances where additional accommodation is required, the Council aims to provide for 50% of the school roll to attend In-School learning two days per week from Monday 14th September

Under 1-metre physical distancing all pupils with move to 50% model on 24th August.

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

Model for schools that require additional accommodation under 2 metre physical distancing

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

Example model for schools that do not require additional accommodation under 2 metre physical distancing (and all schools under 1-metre physical distancing)

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

w/c 31/08	Group B (+C2)	Hub	Group B (+C2)	Hub	Group A (+C1)	Hub	Group A (+C1)	Hub		Hub

9.9 Secondary Schools

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

Impact on Timetable:

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

Children with Additional Support Needs:

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

Secondary Model

The **Universal Offer** irrespective of physical distancing measures in place, all schools will offer 33% attendance for the first two weeks, to allow induction for pupils from Wednesday 12th August.

Under 2- metre physical distancing, schools that can accommodate 50% of the school roll without additional accommodation will do so from Monday 24th August 2020. Under 1-metre physical distancing all schools will be able to accommodate 50% of the school roll on the same date.

Where schools require additional accommodation to enable 50% of the school roll to attend two days per week, our aim is to do so from Monday 14th September 2020.

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

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

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

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

See sample pattern of attendance for Groups ABC below. Also note that as we move through recovery phases, timings of school days could change to include in-school provision on Friday mornings. However, this will be determined on a school by school basis.

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

Example 1

Secondary Model for schools that require additional accommodation under 2-metre physical distancing

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

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

w/c 21/09	Group B (+C2)	Hub	Group B (+c2)	Hub	Group A (+c1)	Hub	Group A (+c1)	Hub		Hub
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Example 2

Secondary Model Schools that do not require additional accommodation under 2 metre physical distancing and all schools under 1-metre distancing,

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

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

9.10 Special Schools

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

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

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

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

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

The model of attendance is based on 50% capacity.

Universal Offer – regardless of 2 metre or 1 metre distancing -each child will attend two full days per week either on a Monday/ Tuesdays or Wednesday/ Thursdays for each bubble group. In one school where the healthcare needs of the children are particularly complex, attendance will be based on 4 consecutive days every fortnight, to best meet their needs.

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

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

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

9.11 Childcare Implications

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

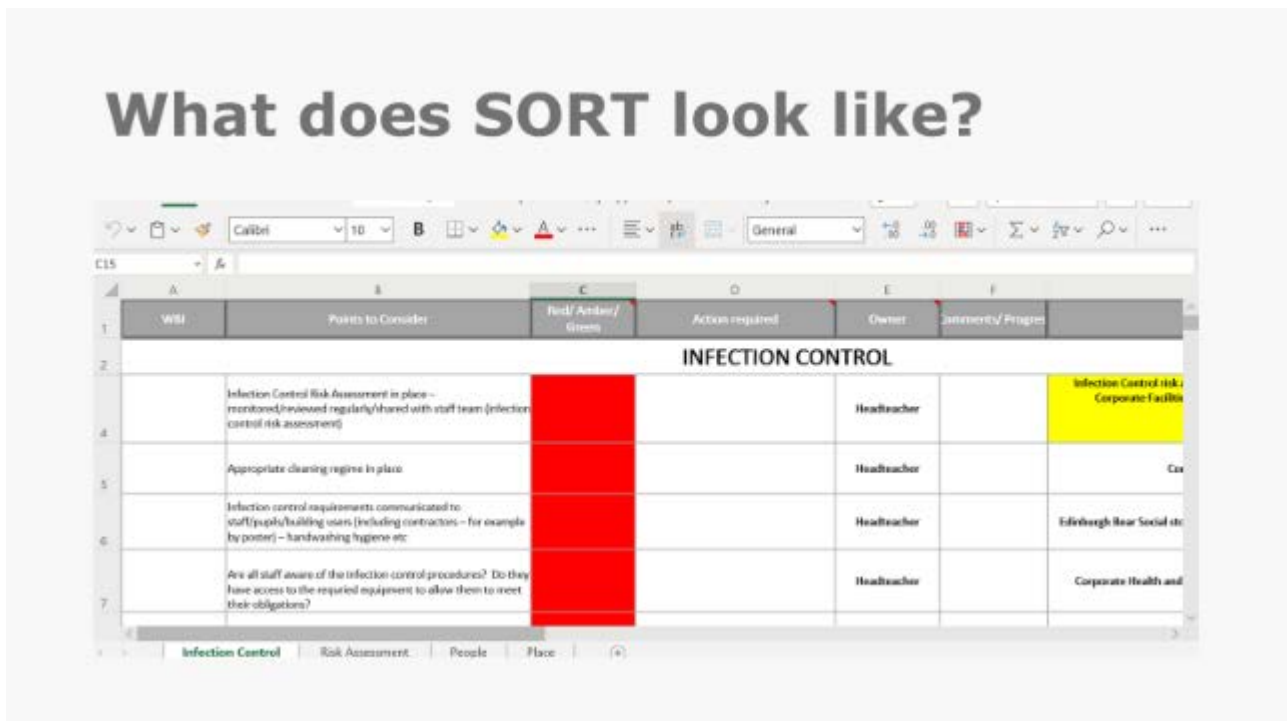
Appendix One – Schools Operations Risk Toolkit

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

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

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

We also have a formal risk escalation process for SORT.



School Operations Risk Toolkit Renewal Planning

SCHOOL NAME

Renewal Plan Sample: School Operational Risk Toolkit (SORT)

Renewal Theme 1	Health and Safety	Overall Responsibility	HT
Outcomes	<ul style="list-style-type: none"> By June 2020 school leaders and management teams will have a robust mechanism for the first phase of reopening schools in accordance with the Scottish Government's Strategic Framework for Reopening Schools, Early Learning and Childcare provision in Scotland and the COVID-19 Framework for Decision Making. By June 2020, school will have health and safety measures in place in order to operate safely and confidently, so all pupils can access learning for session 2020/21 		
NIF Priority:	<ul style="list-style-type: none"> Closing the attainment gap between the most and least disadvantaged children and young people Improvement in children and young people's health and wellbeing 		
Care Inspectorate Themes	<ul style="list-style-type: none"> Quality of care and support Quality of environment Quality of staffing Quality of management and leadership 		
Os/Themes	<ul style="list-style-type: none"> Os 1.1 Analysis and evaluation of intelligence and data Os 1.4 Leadership and management of staff (all themes) Os 1.5 Management of resources and environment for learning Os 2.1 Safeguarding and child protection (all themes) Os 2.3 Learning and engagement Os 2.4 Removal of potential barriers to learning Os 2.7 Transitions (all themes) Os 3.1 Ensuring wellbeing, equality and inclusion (all themes) Os 3.2 Equity for all learners Os 3.3 Creativity skills Os 5.5 Digital Innovation Os 5.5 Digital literacy 		

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School Operations Risk Toolkit Renewal Planning

Tasks	By Whom	Resources	Time	Progress & Impact
<ul style="list-style-type: none"> Schools should set up a H and S working group, if not already in place 	<ul style="list-style-type: none"> HT BM Staffing representatives, teaching and non-teaching 			
<ul style="list-style-type: none"> School leaders should be aware of the essential national and local advice and legislative requirements for reopening schools. 	<ul style="list-style-type: none"> School Leaders Corporate Facilities Management Corporate Procurement Corporate Health and Safety 	<ul style="list-style-type: none"> Link to national advice Link to School Operations Sheets 305 sheets 	<ul style="list-style-type: none"> From now Ongoing as advice is updated and shared 	
<ul style="list-style-type: none"> Take cognisance of the roles and responsibilities of School Leaders and others in relation to Infection Control and action in collaboration with other services in order to open safely. 	<ul style="list-style-type: none"> School Leaders All staff Corporate Facilities Management Corporate Procurement Corporate Health and Safety 	<ul style="list-style-type: none"> Link to SORT – Infection Control spreadsheet ICS Infection Control 	<ul style="list-style-type: none"> By June 2020 	
<ul style="list-style-type: none"> Take cognisance of the roles and responsibilities of School Leaders and others in relation to Risk Assessment and action in collaboration with other services in order to open safely. 	<ul style="list-style-type: none"> School Leaders All staff Corporate Facilities Management Corporate Procurement Corporate Health and Safety 	<ul style="list-style-type: none"> Link to SORT – Risk Assessment spreadsheet SOS Risk Assessment 	<ul style="list-style-type: none"> By June 2020 	
<ul style="list-style-type: none"> Audit the needs and requirements of the school's cohort (staffing, pupils, parents) so that school can identify its priorities for accessing a new model for learning 	<ul style="list-style-type: none"> All staff Pupils Parents 	<ul style="list-style-type: none"> Link to SORT – Needs spreadsheet 		
<ul style="list-style-type: none"> Audit the needs and requirements within learning environments so that specific requirements are put in place that provide quality learning and teaching 	<ul style="list-style-type: none"> All staff Pupils 	<ul style="list-style-type: none"> Link to SORT – Place spreadsheet 		

SORT Includes the following themes



Infection Control



Risk Assessment



People



Place

Appendix Two – Nurture, Adapt, Renew

Nurture, Adapt and Renew

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

Learning is understood developmentally

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

The school offers a secure base

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

Nurture is important for wellbeing

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

Language is a vital means of communication

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

All behaviour is communication

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

The importance of transitions

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

Our wellbeing affects the wellbeing of children

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

Compassionate understanding and practice offer the best conditions for child development

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

Aicha Reid CPsychol

Depute Principal Educational Psychologist

May 2020

Appendix Three– Financial Implications

Financial Implications

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

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

	50%	100%	
Description	£m	£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	Additional cleaning, net impact on school meals income and health and safety measures
Facilities Management (50% model only)	4.6	0.0	Additional cleaning, school meals and health and safety measures for 47 additional premises
Home to school transport	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	

Appendix Four – Transitions

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

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



4.1 Early Years and Primary School Transitions

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

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

4.2 Secondary Transitions

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

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

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

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

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



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

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

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

8.3 Transitions Special Schools

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

8.4 Preparing to Leave School

As a local authority we are acutely aware that the transition from High School to the next stage of learning and/or work is a milestone for every young person. Our Edinburgh Learns Pathways strategy incorporates a robust 16+ process to identify, track and monitor post-16

engagement/destinations. This year COVID19 has made this even more challenging. The number of job and training opportunities available are fewer than anticipated a few months ago. Through our partnership work with Skills Development Scotland and the regional DYW Employer-led Board, we keep abreast of labour market intelligence. Many industries that employ and develop our young people are affected: hospitality, retail, tourism, construction and creative industries to name a few. Pathways involving Further and Higher Education have also been affected.

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

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

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

Our Universal response:

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

Appendix Five – Example School Renewal Plan

SCHOOL NAME

Renewal Plan

Aspect	Equity and Inclusion	Overall Responsibility	Alison Humphreys (Equity) and Anna Gray (Inclusion)
Outcomes	<p>Short Term:</p> <ul style="list-style-type: none"> The Senior Leadership Team and all teaching staff use data and other evidence effectively in order to identify the poverty related attainment gap post-COVID 19 across the school and for individual cohorts and areas of the curriculum, including instances where the lack of digital access has been an additional barrier for learners. Ensure that the planning of effective interventions and approaches is based on data and evidence. <p>Medium Term:</p> <ul style="list-style-type: none"> Implementation and ongoing evaluation of interventions through managing resources to support equity of access for all to learning, attainment and achievement post-COVID 19, particularly for those affected by poverty. <p>Long Term:</p>		

	<ul style="list-style-type: none"> • PRIMARY: Reduction in the poverty related attainment gap in literacy and numeracy as follows <i>(the tables below are merely examples and entirely optional – schools will create their own measurable long term outcomes/aims, based on the gaps identified in short term outcome):</i> Table for Primary <p>Long Term:</p> <ul style="list-style-type: none"> • SECONDARY: Reduction in the poverty related attainment gap in literacy and numeracy as follows <i>(the tables below are merely examples and entirely optional – schools will create their own measurable long term outcomes/aims, based on the gaps identified in short term outcome and/or use attainment vs deprivation measures or positive, sustained destination targets for equity groups):</i> Table for Secondary
<p>NIF Priority :-</p> <ul style="list-style-type: none"> • Improvement in attainment, particularly in literacy and numeracy • Closing the attainment gap between the most and least disadvantaged children and young people 	<p>QIs/Themes</p> <p>QI 1.1 Analysis and evaluation of intelligence and data</p> <p>QI 1.3 Strategic planning for continuous improvement</p> <p>QI 1.5 Management of resources to support equity</p> <p>QI 2.3 Learning and engagement</p> <p>QI 2.3 Quality of teaching</p> <p>QI 2.5 Engaging families in learning</p> <p>QI 3.2 Attainment in literacy and numeracy</p> <p>QI 3.2 Overall quality of learners' achievement</p>

Tasks	By Whom	Resources	Time	Progress & Impact
<p>1a. Provide opportunities for staff engagement in the effective use of data in identifying the poverty related attainment gap post-COVID-19</p> <p>1b. Set measurable outcomes which relate to improvements in attainment or achievement for those learners in SIMD quintile 1 and the closing of the gap between those in SIMD quintile 1 and those in quintiles 2-5</p>	•	<ul style="list-style-type: none"> • Post-COVID-19 attainment and achievement data at class and whole school level, based on a range of evidence collected in a sensitive way (Scottish Government Guidance 05/06/20). • Tracking and monitoring systems with functions for filtering by SIMD to determine the gap (such as EdICT or school-based systems). • NIH excellence and equity datatoolkit • Professional dialogue with staff using the baseline data to inform the measurable targets. • CEC Pupil Equity Funding: Plan 2020-21 - School Template 	•	•
2. Continue to update existing audit information regarding inequity of digital access and take action appropriately as part of the blended learning model.	•	<ul style="list-style-type: none"> • Table on pg 10 and paragraph on pg 15 of (Excellence and Equity During the COVID-19 Pandemic – A Strategic Framework for Reopening Schools, Early Learning and Childcare Provision in Scotland) • School Data from Digital Access Audit 		•
3. Strategically plan interventions taking account of post-COVID-19 evidence and data gathered for those affected by poverty.	•	<ul style="list-style-type: none"> • PEF National Guidance 2020-21 • PEF City of Edinburgh Council Guidance 2020-21 • Pupil Equity Funding: Plan 2020-21 - School Template 	•	•

		<ul style="list-style-type: none"> • Equity Self-Evaluation Resource (Education Scotland) • Interventions for Equity Diagram • Dan Nicholls (2020) Urgent Action Required. Addressing disadvantage • EEF Impact of School Closures on the Attainment Gap June 2020 and • Scotgov support-for-continuity-in-learning June 2020 		
4. Planning the financial management of resources to support equity.	•	<ul style="list-style-type: none"> • QI 1.5 CEC Self-evaluation Report • QI 1.5 CLPL for HTs and BMs (available from January 2021) • CEC Pupil Equity Funding: Plan 2020-21 - School Template • Challenge questions from HGIOS?4 QI 1.5 • Improving School Empowerment through Self-Evaluation: A Framework for Local Authorities 	•	•
5. Identification of learners affected by poverty post-COVID-19 who may also experience disadvantage for other reasons eg Equity cohorts.	•	<ul style="list-style-type: none"> • Supporting Care Experienced Children and Young People through Covid 19 and its aftermath • Care Experienced Children and Young People 2020 – Self-evaluation toolkit for schools • https://education.gov.scot/improvement/learning-resources/supporting-young-carers-in-education-during-covid-19/ • Equalities Resources 	•	•
6a. Establish or build upon existing family learning	•	<ul style="list-style-type: none"> • Engaging Parents and Families: A Toolkit for Practitioners (Family Learning) 	•	•

<p>programmes- adapt to a COVID context</p> <p>6b. Involve all stakeholders fully in self-evaluation to analyse impact of COVID 19.</p>		<ul style="list-style-type: none"> • 'How to' video clips created for parents to help them build skills and confidence in accessing digital learning platforms such as Teams. • Post-COVID data gathered by the school to identify families facing hardship and poverty for the first time, who may find it difficult to access the support they need due to the unfamiliarity of support systems and being previously unknown to professionals. • Scottish Attainment Challenge and Partnerships with the Third Sector • EEF working-with-parents-to-support-childrens-learning 		
<p>7. Ensure that sensitive action taken at all levels to remove unintended barriers (including financial) to participation, engagement and access to wider learning opportunities, in light of the increase in the number of families affected by poverty post-COVID 19.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • CEC 1 in 5 Top Tips for Schools • CEC Raising Awareness of Child Poverty document • Leadership for Equity CLPL (School Leaders, Class Teachers, PSAs/PSOs – available later in session 2020/21) • https://cpag.org.uk/scotland/CoSD/evaluation • National Improvement Hub – Stirling Outcomes and Measures Toolkit 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>8. Include regular tracking dialogue meetings with all relevant staff as an aspect of the Quality Assurance calendar.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • WTA 20-21: Negotiating Committee to agree • Quality Assurance Calendar • Collegiate Calendar 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>9. Inclusion</p> <p>9a. Identify learners with specific learning difficulties who require</p>	<ul style="list-style-type: none"> • SfL staff with support from ASL Service 	<ul style="list-style-type: none"> • Learning at home pathways to support • AR&R Guidance to Support Inclusion During Covid-19 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

<p>Individualised Educational Programmes or CSPs; review and update targets.</p> <p>Monitor learners who may require/have previously required SfL support at pathway 2 to facilitate early intervention and planning to address any emerging difficulties accessing learning.</p> <p>9b. Termly review of progress towards IEP or CSP targets as part of multi-agency planning process.</p>	<p>colleagues as required</p>	<ul style="list-style-type: none"> • https://education.gov.scot/parentzone/learning-at-home/covid19/supporting-children-with-additional-support-needs/ • https://www.callscotland.org.uk/home/ • https://www.gov.scot/publications/coronavirus-covid-19-support-for-continuity-in-learning/ • Planning for Learning part 3: Individualised educational programmes (IEPs) • https://education.gov.scot/parentzone/Documents/CfEbriefing13.pdf 		
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Appendix Six – Inclusive Practice Renewal Planning Checklist

Adaptation and Renewal Checklist of Inclusion Supports During Covid-19


Please note your ASL Service Leader and EP are there to support and advise you. Please arrange a suitable time to meet with them to discuss their role with the school in relation to adaptations and renewal. Consideration should be given to EAL and wider needs.


Health and Safety		✓
Environment Page 245	<ul style="list-style-type: none"> • Consideration should be given to setting up a temporary Enhanced Support room. This will be for a small cohort of children or young people with more complex needs who require additional levels of support to safely reintegrate. There should be no more than 6 children accessing this at a time and fewer if required to comply with physical distancing requirements. The base could be overseen by the school SfL Team Lead and Support for Learning team. 	
	<ul style="list-style-type: none"> • Child friendly signage to support the new normal is crucial. ASL Service are developing boardmaker signage to support this. These will be ready soon. Please see recommended signage below: <ul style="list-style-type: none"> ○ Child friendly signage in each classroom and around school as visual reminder of infection control measures and respiratory hygiene and to support understanding of new systems and organisation/access to areas: ○ One-way systems – use of footprints/ arrows on floor will support children to understand and comply with this ○ 2m distance marked out in corridors ○ Boardmaker signage in each classroom as visual reminder of infection control measures and respiratory hygiene, to include start/end of day 	

	<p>routines/lining up/ movement around school, what to do if feeling unwell (keep low key)</p> <ul style="list-style-type: none"> ○ Numbers of individuals allowed in specific areas at any one time to be displayed clearly in each area ○ Playground rules – Boardmaker visuals to show rules ○ Social distancing – visuals to show OK/Not OK ○ Changes in staffing – staff pictures ○ Toilet use – visuals to show safe toilet use 	
<p>Risk Assessments</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 246</p>	<ul style="list-style-type: none"> • It is recognised that many children we support will not manage social distancing and therefore measures recommended by SG in such situations include: <ul style="list-style-type: none"> . Enhanced hand hygiene and cleaning practices. . Caring for children in small groups. . Minimising contact between those groups. . Maximising use of outdoor spaces. . Physical distancing between adults in the setting, including parents at drop-off and pick-up times 	
<p>Health Care Planning</p>	<ul style="list-style-type: none"> • Changes to law as a result of Covid-19 mean that authorities should ‘make the best endeavour’ to meet need. Consider how you do this for children with HCPs with support from wider partners if needed. 	

Health and Wellbeing		✓
Vulnerable Children Page 247	<ul style="list-style-type: none"> Priority of access to schools is to be given to our most vulnerable. This includes: <i>Children who may be provided with access to day care services under section 2 of the Children (Scotland) Act 1995/6.</i> <p><i>Ie</i></p> <ul style="list-style-type: none"> (a) for a particular child; (b) if provided with a view to safeguarding or promoting his or her welfare, for his or her family; or (c) if provided with such a view, for any other member of his or her family 	
	<ul style="list-style-type: none"> If children can integrate safely in their normal classes, they should do this and class teaching should be adapted to enable this for the majority. 	
	<ul style="list-style-type: none"> If a support base is available and appropriate, children should be timetabled to attend different areas of the base to maximise use through zoning of the rooms/use of outdoors. 	
	<ul style="list-style-type: none"> Assessment of Needs undertaken for vulnerable pupils either those with health care needs or as described above, with use of risk and resilience matrix to support planning to meet wellbeing needs 	
	<ul style="list-style-type: none"> Consider particular <i>key adult</i> focus on pupils who are anxious about returning/whose parents are anxious about sending them to school and the context for this including protected characteristics such as race/LGBTI+/disability 	

	<ul style="list-style-type: none"> • Embedding of equality matters across our blended curriculum offer and consideration of support for this in a home- learning context eg racism/LGBT+/disability 	
Teaching and Learning		✓
Pathway 1 and 2	<p>NB Advice and consultation will continue at pathway 1 and 2 including EAL supports, support for learning and literacy and dyslexia supports.</p> <p><i>Please discuss needs with your ASL Service leader and/or educational Psychologist.</i></p>	
Pathway 3 supports	<ul style="list-style-type: none"> • A range of supports will continue to be available: <ul style="list-style-type: none"> ○ ASL Area Teams supporting children at risk of exclusion or out of school. Please discuss needs with your ASL Service Leader. We are keen to explore what we can do locally for schools/clusters within the limits such as staffing/ limiting spread of Covid-19. ○ ASL Early Years support for families and children struggling to be included in early years settings (contact ASAP) ○ Enhanced Transition Supports for vulnerable children (Contact your ASL SL) ○ Psychological Services consultation, assessment and intervention (contact your EP). ○ Forest Schools for Care Experienced Children (contact Fiona Calder) ○ Bush Craft (contact ASAP) ○ Growing Youth (S2-4) (Contact ASL SL) ○ Bikeability (contact ASAP) ○ Spartans (S3/4) (contact ASAP) ○ ASL Locality Hubs (contact ASL SLs) ○ Urban Nature (contact Fran Platt) ○ Support for deaf and blind children (Contact ASAP) 	

	<ul style="list-style-type: none"> ○ Support for children too ill to attend school/in hospital (contact Edinburgh Secure HT) ○ Edinburgh Together (contact ASAP): <ul style="list-style-type: none"> ▪ Support up to P3 Children 1st ▪ Support P3-S2 Barnardo's ▪ Support S3-4 (Canongate Youth) ○ Support for bilingual families who have children with wider complex needs (Contact ASL SL) ○ Virtual Learning Environments - VLE 	
Digital Learning Page 249	<p>We are confident in our blended provision of supports for children with ASN including appropriately differentiated digital learning.</p> <p>http://www.autismtoolbox.co.uk/resources</p> <p>https://www.thirdspace.scot/nait/digitallearning</p> <p> ASL Online learning suggestions 2020.docx</p>	
Learning at home	<p>We are confident in our blended provision of supports for children with ASN including appropriately differentiated home learning opportunities supported by school staff where possible.</p> <p>Useful resources can be found here on our Inclusion Hub.</p> <p>Collated useful resources can be found in this link: stuckathomeactivities</p> <p>English as an Additional Language resources for home learning</p>	

	<p>Coronavirus (COVID-19): framework to support gypsy/traveller communities. Further, STEP have created an area on its website with resources designed specifically for G/T families, to support them through the crisis - see https://step-families.co.uk/</p> <p> Learning at home pathways to support V3.docx</p> <p>Special schools also have a lot of online learning to access on their school websites.</p>	
Equity		✓
Page 250	<ul style="list-style-type: none"> • Access to digital technology to support remote learning – PEF can be used to support this. Speak to QIEO if you are not in a position to support home digital learning 	
	<ul style="list-style-type: none"> • Access to FSM entitlements 	
	<ul style="list-style-type: none"> • Access to clothing to support outdoor learning 	
	<ul style="list-style-type: none"> • Support for home learning – reviewing completed work 	
Transitions		✓
	<p>Early Years</p> <p>Enhanced transition plans should be considered as part of the transition planning process and agreed by the team around the child. Virtual CPMs have been helping in the collation of these plans.</p> <p>Staff who know the children can help create an 'All About Me' booklet for the new staff to help with getting to know the child and his/her needs. Due to the limited time and long summer break, enhanced transition visits to school settings in June for new P1 children will in the main be inappropriate. It would be more meaningful to have these as part of their August transition planning. An 'I am going to school'</p>	

photobook can be compiled by each setting to show how different areas of the school look.

Resources mentioned above can be found here:

 [EY Enhanced Transition Toolkit.zip](#)

Primary-Secondary

Transition tools can be found in the following links to support enhanced transitions for key children.

 [Enhanced Transition Toolkit.zip](#)

School Leavers

- The Association for Real Change (ARC) have adapted their Principles into Practice guidance (to support young people transitioning into positive destinations), in the light of COVID -19. Here is the link:

<https://scottishtransitions.org.uk/7-principles-of-good-transitions/principles-into-practice/>

EAL

[Inclusion Hub \(EAL\) - Transition](#)

General

	National Autism Implementation Team Scotland (NAIT) have produced transition guidance and supports for autistic learners of all ages: https://www.thirdspace.scot/nait/covid-19-return-to-school/ https://education.gov.scot/improvement/learning-resources/transitions/#Transitions-ASN	
	Please refer to the Transition Improvement Plan for more info: transitionsip	
Staff CLPL		✓
Online ASL Learning Page 252	The following is a list of suggested online learning for all new staff or staff keen to develop their additional support for learning knowledge and expertise. This will be added to over the course of next session. ASL Online learning suggestions May 2020.docx <u>Worth a read if you can:</u> https://www.ssatuk.co.uk/blog/a-recovery-curriculum-loss-and-life-for-our-children-and-schools-post-pandemic/	
Partnership Working		✓
Will individual risk assessments and discussion with parents/carers have taken place and been agreed by the date when extended opening begins, to ensure that any provision required by a child in order to attend school issafely in place?		
Where LAs cannot, despite 'best endeavours' provide the support listed in a Health Care plan can pupil safety in school be guaranteed? Eg behaviour support.		

Will there be clear guidelines on entry to school about the procedures in place for essential visitors from external agencies visiting pupils at the school (eg educational psychologists, child and adult mental health services (CAMHS), ASL Service etc)?	
Will visitors working closely with pupils be offered PPE where necessary?	

Appendix Seven – Contingency Building Plan

To follow.

Appendix Eight – Scot Govt Advice on 16th July – School Transportation and Physical Distancing in Schools

ADVICE FROM THE COVID-19 ADVISORY SUB-GROUP ON EDUCATION AND CHILDREN'S ISSUES 16 July 2020

School transport

The best and safest way to re-open schools is in the context of low community transmission and with a clear strategy towards driving case numbers continually towards zero. Given Scotland's current low prevalence, the advice given here on school transport is appropriate. If the further unlocking of restrictions, including indoor settings and tourism, results in an increase in cases in late July and into August, there will need to be flexibility in the use of this advice and variation among areas depending on transmission in their local community. This could mean that distancing may be required, and the use of face coverings introduced in school transport if prevalence increases. However the overall objective is to continue to push incidence and prevalence down across Scotland and to re-establish school transport as normally and fully as Covid-19 prevalence makes possible. Flexibility is necessary within local areas to make the best decisions based on local data on community transmission.

Key messages

- As far as it is safe to do so, children and their parents/carers should be encouraged to travel to school on foot, bike or scooter.
- Dedicated school transport should be regarded as an extension of the school estate and physical distancing measures between pupils are not necessary (subject to continued low levels of infection within Scotland). We recognise that school transport will involve mixed age groups of pupils, but still consider the risk of transmission to be acceptably low when mitigations are in place.
- Important mitigations include: hygiene, ventilation, improved cleaning regimes including regular and thorough cleaning of surfaces, and regular handwashing. Hand sanitising should be required for everyone on every entry to dedicated school transport.

- Where public transport (including buses, taxi, trams, subway, trains, ferries and air) is required for school-aged children to attend school, the general advice and guidance from the Scottish Government and Transport Scotland should be followed. This currently includes the mandatory use of face coverings and physical distancing where possible.
- Drivers and staff on public transport, and to a lesser extent on school transport, are at relatively higher risk of exposure and particular attention should be paid to ensuring that they are protected from airborne and surface transmission.
- Local authorities should continue to work with public transport providers to increase capacity as far as is reasonably possible and consider the introduction of staggered start/finish times.
 - The advice that follows is contingent on there being low levels of infection in the Scottish population and on systems being in place for close monitoring, rapid testing and tracing of suspected cases.
- Measures put in place as precautions may become more relaxed as the prevalence and incidence of Covid-19 in Scotland reduce. Conversely, measures may need to be strengthened or reintroduced if there is evidence of a resurgence, or in the light of localised outbreaks. Where other relevant new evidence has implications for this advice, it will also need to be taken into account.
- This advice is based on a balance of evidence, bringing evidence specifically about Covid-19 together with evidence relating to the wider wellbeing of children and benefits of education.

ADVICE FROM THE COVID-19 ADVISORY SUB-GROUP ON EDUCATION AND CHILDREN'S ISSUES 16 July 2020

Physical distancing in schools

The best and safest way to re-open schools is in the context of low community transmission and with a clear strategy towards driving case numbers continually towards zero. Given Scotland's current low prevalence, the advice given here on physical distancing in schools is appropriate. If the further unlocking of restrictions, including indoor settings and tourism, results in an increase in cases in late July and into August, there will need to be flexibility in the use of this advice and variation among areas depending on transmission in their local community. This could mean that distancing and greater use of face coverings may be required if prevalence increases. However, the overall objective is to continue to push incidence and prevalence down across Scotland and to re-open schools as normally and fully as Covid-19 prevalence makes possible. Flexibility is necessary within local areas to make the best decisions based on local data on community transmission.

Key messages

Subject to continued suppression of the virus, and to surveillance and mitigations being in place, the balance of the evidence suggests that no distancing should be required between children in primary schools. The evidence is less clear for older pupils but at present we support the same approach being taken in secondary schools on the basis of the balance of known risks, the effectiveness of mitigations and the benefits to young people of being able to attend school.

- Two metre distancing should remain in place wherever possible between adults, and between adults and children who are not from the same household.
- Face coverings are not required for most children (those clinically advised to wear a covering would be an exception). Adults in schools do not need to wear face coverings as long as they can retain two metre distancing. Where adults cannot keep two metre distance, are interacting face-to-face and for about 15 minutes or more, face coverings should be worn.
- No additional general protections are proposed for particular categories of children or staff, such as those with underlying health conditions. Instead, requirements should be put in place to reflect individual circumstances in line with any specific clinical advice.
- The concerns within BAME communities must be recognised and individual requests for additional protections should be supported where possible. Care should be taken to ensure that BAME staff, pupils and families are involved in decisions about additional protections.

- Teachers should be provided with support and back-up in how to assess and meet the needs of children who have experienced neglect during the period of school closures.
- A package of measures must be put in place to reduce the risk of transmission of the virus:
 - There should be an increased emphasis on hand hygiene and surface cleaning.
 - Hand washing/sanitising should be required for everyone on every entry to the school.
 - As close as possible to zero tolerance of symptoms should be in place, and strict compliance with the Test and Protect system.
 - In both primary and secondary settings, the preference should be to avoid large gatherings and crowded spaces and, as much as possible, to keep pupils within the same groups for the duration of the school day.
 - Sharing of equipment/utensils/toys/books should be minimised; and smaller groups and more outdoor activities put in place.
 - Movement between schools - of children, and of temporary/ supply/peripatetic staff etc. - should be kept to an absolute minimum.
- Co-ordination with wider easing is vital, and the approach needs to feel coherent to children and adults. The sub-group emphasises that connectivity with transport issues will be critical.

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Policy and Sustainability Committee

10.00am, Thursday, 23 July 2020

Revenue Budget 2020/21 Update

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 Members of the Policy and Sustainability Committee are asked to:
- 1.1.1 note the further update of the estimated expenditure and income impacts of the COVID-19 pandemic on the Council and its ALEOs' activities and the potential sources of funding identified to address them;
 - 1.1.2 note the significant remaining projected in-year shortfall and associated risks linked to further service disruption and/or slower-than-assumed recovery;
 - 1.1.3 note that updates on expenditure and income impacts, and the confirmed and potential means to address them, will continue to be reported to elected members on an at-least monthly basis until greater certainty is obtained in these areas;
 - 1.1.4 note that further representations will be made through COSLA regarding the need for full pass-through of Barnett Consequentials resulting from the provision of relevant additional funding in England;
 - 1.1.5 note, nonetheless, that there remains a significant risk around receiving additional funding sufficient to address the remaining deficit, particularly in the event of any further lockdown, and thus further actions on service prioritisation are urgently required; and
 - 1.1.6 approve, subject to onward ratification by Council on 28 July, the use of up to £0.295m from the former Central Energy Efficiency Fund (CEEF) to enable investment in key energy efficiency initiatives.

Stephen S. Moir

Executive Director of Resources

Contact: Hugh Dunn, Head of Finance

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Revenue Budget 2020/21 Update

2. Executive Summary

- 2.1 Following earlier assessments considered by the Leadership Advisory Panel and Policy and Sustainability Committee on 23 April, 28 May and 25 June, the report updates members on the estimated cost and income implications of the coronavirus pandemic on the Council and its Arm's-Length External Organisations' (ALEOs') activities.
- 2.2 The report sets out the potential for the overall shortfall between net costs and available funding to reduce from the previously-reported £29.9m to £19.7m, albeit this is dependent upon both confirmation of the implications for local government in Scotland, and in turn the Council, of a number of recently-announced funding streams by the UK Government and full funding of the schools re-opening programme. Given the potential for this gap to increase further based on the pace of the city's recovery, however, action remains urgently required, with the enduring impacts also requiring a re-assessment of both the content and affordability of the 2020/23 revenue budget framework and ten-year capital budget strategy.

Additional net expenditure pressures:	£m	£m
Estimated COVID-19-specific expenditure and income		87.9
Net residual pressures/anticipated shortfalls in savings delivery		3.0
		90.9
Available funding:		
Confirmed COVID-19 related funding	(19.8)	
2020/21 budget - unallocated additional monies	(4.8)	
Use of earmarked reserves	(19.6)	
Further timing-related and corporate savings	(16.2)	
Potential further funding outlined in report	(10.8)	
	(71.2)	
Remaining shortfall		19.7

3. Background

- 3.1 On 20 February 2020, Council approved a balanced revenue budget for 2020/21 and indicative balanced budgets for the following two years, based on assumptions around future grant funding levels. The approved 2020/21 budget is underpinned by the assumed delivery of £34.9m of savings, as well as the management of around £15m of residual pressures once account is taken of the additional investment included within the budget framework.
- 3.2 Since the Council approved its budget, however, its activities have been subject to massive disruption and/or modification given the continuing impacts of the COVID-19 pandemic. Given the scale of these impacts, members have therefore already considered a series of revenue budget monitoring forecasts early in the financial year, with the most recent of these reported to the Policy and Sustainability Committee on 25 June.
- 3.3 As the nature of the city's planned recovery becomes clearer, these cost estimates continue to be refined. Recent days have also seen a number of announcements of additional resources at both UK-wide and Scotland level, at least some of which have the potential to result in the provision of further funding to the Council and its ALEOs. Ensuing behavioural change, including attitudes to using public transport and leisure facilities and visiting city-centre attractions, however, remains much more difficult to predict and thus all current- and future-year estimates remain subject to considerable potential variation. In addition, there remains the very real possibility of subsequent waves of infection.
- 3.4 As of the last assessment reported to the Policy and Sustainability Committee on 25 June, an overall shortfall of at least £29.9m between (i) the direct expenditure and income impacts of the pandemic, alongside net residual pressures and anticipated shortfalls in savings delivery and (ii) confirmed or potential external and internal funding, was estimated, based on a six-month disruption scenario.
- 3.5 Given this significant remaining shortfall, members of the Committee agreed to refer to Council for approval earmarking the remaining £4.830m of unallocated funding provided as part of the 2020/21 Scottish Budget's Stage One Parliamentary consideration to address these expenditure and income pressures. In addition, members agreed that any subsequent expenditure requests be considered only in cases where a specific funding source has been identified and expressly brought to the Policy and Sustainability Committee for scrutiny and political decision-making. Both of these recommendations were subsequently ratified by Council.

4. Main report

Estimated COVID-19-specific expenditure and income impacts – Council

- 4.1 Since the Committee's last meeting, modelling of the anticipated expenditure and income impacts of the pandemic within service areas has continued, with the results of this updated analysis shown in **Appendix 1**. This modelling is now fully based on a six-month disruption scenario, although in some cases behavioural and other changes are assessed to result in longer-lasting likely impacts. Compared on a

like-for-like basis, the net estimated cost has increased by some £7.5m to £56.9m, with the main changes since the Committee's last report being:

- (i) an increase of £2.8m in the full-year estimate for **temporary accommodation** costs on the assumption that rough sleepers and those with no recourse to public funds continue to be supported for the remainder of the financial year, with a more detailed report to be considered by the Policy and Sustainability Committee by the end of August. It is anticipated that an element of offsetting funding may, however, be received via Barnett Formula Consequentials following the recent announcement of the provision of additional resources in England. As agreed by the Policy and Sustainability Committee on 9 July, the Council will make representations to the Scottish Government, via COSLA, for these extraordinary pressures (created by responding proactively to the pandemic) to be fully addressed;
- (ii) an increase of £1.6m linked to the continuing provision of both **free school meal payments** to eligible families throughout the summer holiday period and **food distribution to vulnerable groups**, including those self-isolating as part of the Test and Protect scheme, until the end of September. Relevant expenditure is being fully funded by means of ringfenced grant by the Scottish Government;
- (iii) an assumed additional spend of £1m by the end of the year on **Personal Protective Equipment (PPE)** given continuing enhanced hygiene regimes;
- (iv) an assumed increase in the full-year loss of **parking income** of £3m (to some £15.4m in total), based on estimated reductions in demand over the period from October to March; and
- (v) a reduction of £1.9m in the assumed pressure in respect of loss of **licensing income**, with the assumption that this be met from relevant ringfenced reserves.

4.2 The remaining net increase of £1m comprises a number of smaller items, including the loss of bus station and other catering income newly incorporated into these forecasts.

4.3 The sums presented above do not include costs associated with either Health and Social Care or schools re-opening, commentary on which is provided later in the report.

Estimated COVID-19-specific expenditure and income impacts – ALEOs

4.4 As with the Council's direct services, detailed modelling work has continued within its arm's-length bodies where, given their reliance on income, the impacts of the pandemic have been particularly acutely felt. In assessing these impacts, due account requires to be taken of sources of external support, particularly for the furloughing of staff through the Coronavirus Job Retention Scheme (CJRS), and internally-available reserves. Taken as a whole, the updated assessment indicates a potential net call on the Council (either in terms of income foregone or support to be provided) of £31m, a reduction of £5.3m from the position reported in June.

- 4.5 For reasons of commercial sensitivity, specific net pressures for each organisation have not been provided below. Factors influencing the overall level of required provision, however, include the following:
- (i) following detailed discussions, the Scottish Government has confirmed the provision of up to £9m of emergency funding to **Edinburgh Trams** and Glasgow Subway, covering the period from July to September, in recognition of the organisations' crucial role in providing essential capacity and connectivity as part of the two cities' emergence from lockdown. The precise level of funding to be provided will take account of actual costs incurred, fare revenue received and existing support available through the CJRS. At this stage, however, no funding has been received, nor support beyond this initial period confirmed;
 - (ii) provisional agreement has also been reached with the Scottish Government to provide financial support to **Lothian Buses**, similarly addressing residual net losses incurred in an eight-week period during which network capacity will be significantly increased but with continuing social distancing in place;
 - (iii) members may be aware that on 5 July, the UK Government announced a package of support aimed towards preventing closure of cultural venues, resulting in the provision of £97m of additional funding to Scotland through Barnett Consequentials. This support complements the earlier separate creation of a £10m fund by the Scottish Government. The Scottish Government has confirmed that the additional resources will be passed on in full to the arts and heritage sector. While eligibility criteria for the fund remain to be confirmed, there may be an opportunity for **Capital Theatres** to receive some financial support. This would be particularly welcome given that the nature of its venues' design makes social distancing very difficult, if not impossible, to achieve, meaning that it is likely to be amongst the last classes of building to re-open, potentially not until the end of the year or beyond. Any opportunities for additional support to Council venues will also be explored;
 - (iv) the financial impacts on **Edinburgh Leisure** will be influenced by the timing of the Scottish Government's routemap and the nature of the associated required hygiene and social distancing measures. Even when restrictions are eased, however, services are likely to resume on a phased basis, with public attitudes, market capacity and competitor reaction all affecting future income forecasts, making financial forecasting particularly challenging. As staff return from furlough, funding deficits are likely to grow as costs increase whilst social distancing requirements constrain income; and
 - (v) the recovery of the business tourism market will be crucial to the **EICC**. The principal risk to the business from the pandemic is the cancellation of business, or the rescheduling of events to subsequent years, resulting in a significant loss of revenues with a corresponding reduction in operating profits for 2020. This is compounded by the uncertainty surrounding the medium-term impact of current restrictions, when they will be eased with

specific reference to the company's operations and what mitigating reliefs will be available (and for how long). As with all of the Council's ALEOs, the position is being actively monitored and appropriate mitigating actions taken as and where appropriate.

Net residual pressures/anticipated shortfalls in savings delivery

- 4.6 Executive Directors continue to develop relevant implementation plans to deliver the savings measures required to mitigate residual pressures and savings shortfalls within their respective service areas. While measures sufficient to address the majority of the £15.5m required have been identified, in view of the remaining overall shortfall, the Executive Director of Place and his Senior Management Team continue to consider potential options and will bring these, as appropriate, to elected members for consideration. In this regard, on 9 July, members of the Policy and Sustainability Committee approved engagement with each of the Council's Transport ALEOs (i.e. Lothian Buses and Edinburgh Trams), the minority shareholders and recognised trade unions on a proposed transition to a single company model. While this may result in the delivery of some in-year savings, at this stage, however, the planning assumption of requiring to address £3m of residual pressures remains unchanged.

Available confirmed funding

- 4.7 Previous reports have identified a range of confirmed external and proposed internal funding sources. These remain largely unchanged from the position reported to the Committee on 25 June and are summarised, for ease of reference, in **Appendix 2** (external) and **Appendix 3** (internal funding). The confirmed COVID-19-related funding total has, however, been updated to reflect the £1.589m of additional support received to allow continuation of the activities supported by the Food Fund as noted at 4.1 (ii).

Potential further funding

- 4.8 In addition to the confirmed sources noted in Appendix 2, there has been a recent further succession of UK-level announcements triggering favourable Barnett Consequentials for Scotland, with the potential for these to result in additional funding for local government. It should be emphasised, however, that discussions concerning the application of these funds remain at an early stage with, under devolution arrangements, the Scottish Government under no obligation to allocate them to the area of spend that triggered them.
- 4.9 As noted at 4.1 (i), on 24 June, the UK Government confirmed the provision of an additional £105m of funding to provide continuing support to rough sleepers once the worst effects of the pandemic have receded, with £85m of this funding triggering Barnett Consequentials for Scotland of an estimated £12m. Based on comparable existing funding streams, this gives the potential for up to £1.5m of additional resources to be provided to the Council, although the Scottish Government may choose to allocate at least some of the funding to provide complementary support in other sectors.

- 4.10 On 2 July, the UK Government then confirmed the provision of further un-ringfenced funding of £500m for local government in England, resulting in £50m of additional Barnett Consequentials for Scotland. If passed on to Local Government in full and allocated according to earlier needs-based formulae, this would result in the provision to the Council of £3.91m of additional funding.
- 4.11 At the same time, a new scheme will be introduced in England to reimburse councils for 75% of most lost sales, fees and charges income. Based on anticipated income in scope, this may result in the provision of up to £100m of additional Barnett Consequentials for Scotland, of which Edinburgh's share is likely to exceed its allocation under more generic needs-based distributions given the significance of income to its budget. At this stage, however, the implications for, and applicability of, any similar arrangements in Scotland remain to be confirmed. As noted above, the Scottish Government is furthermore not bound by decisions in England as to how it allocates these additional sums, although given that income-related losses account for almost 60% of the total COVID-related costs identified by councils in Scotland, the case seems strong. On this basis, an assumption of £5m of support is reflected in the total funding summarised at 4.14 below.
- 4.12 At its previous meeting, members of the Committee were advised of the Council's application to the UK Government's CJRS on 10 June, following receipt of clarification on eligibility for scheme support. As part of the Chancellor's Budget Statement on 8 July, it was announced that for each employee "returning" from furlough still in employment as of the end of January 2021, a payment of £1,000 would be made. There is, therefore, the potential for around £400,000 to be received, subject to confirmation of the scheme's full applicability to the Council.
- 4.13 In contrast to many of the announcements preceding it, the Chancellor's Budget Statement of itself resulted in a relatively modest additional level of Barnett Consequentials. The Autumn Budget is, however, likely to be more instructive in terms of future levels of public spending, at which point the appropriateness of the budget framework's existing grant funding assumptions will be re-assessed.

Updated overall position

- 4.14 The changes outlined in the preceding paragraphs result in a potential reduction in the funding gap from £29.9m to £19.7m. This does not, however, include any net cost associated with schools re-opening or the Edinburgh Integration Joint Board.

Additional net expenditure pressures:	£m	£m
Estimated COVID-19-specific expenditure and income		87.9
Net residual pressures/anticipated shortfalls in savings delivery		3.0
		90.9
Available funding:		
Confirmed COVID-19 related funding	(19.8)	
2020/21 budget - unallocated additional monies	(4.8)	
Use of earmarked reserves	(19.6)	
Further timing-related and corporate savings	(16.2)	
Potential further funding outlined in report	(10.8)	
	(71.2)	
Remaining shortfall		19.7

- 4.15 Initial modelling suggest each month's further lockdown would cost of the order of £10m per month. Greater insight into the precise cost impacts of service resumption will also be obtained as the detail of the Council's recovery plan and, in particular, the Service Operations work programme, becomes available. More generally, while the expenditure and income impacts in the preceding sections are best-estimates, there are clearly downside risks should the city's recovery be slower than assumed and a number of variant scenarios are therefore also being considered.

Schools re-opening

- 4.16 As members will be aware, a report on schools re-opening was considered by the Policy and Sustainability Committee on 9 July. Two broad scenarios have been modelled, based on 50% (i.e. "blended learning") and 100% assumed occupancy respectively. Under the 100% occupancy scenario, additional costs of some £20.2m are anticipated, with this sum rising to £33.6m under the 50% model. The Deputy First Minister is expected to confirm the Scottish Government's final plans on 30 July.
- 4.17 The Scottish Government has indicated that potential additional funding of up to £100m may be available for the 2020/21 *academic* year, of which the Council might expect to receive around £7m. Given apparent expectations that this sum be used first and foremost to support employment of additional probationary teachers (the full academic year cost estimate for which is some £5m) and other "catch-up" support, however, even after taking account of the maximum potential level of

flexibility in redirecting Early Years Expansion monies (£9m)¹, there is likely to be a significant shortfall without the provision of further funding. As agreed by the Policy and Sustainability Committee on 25 June, the additional cost implications of the “blended learning” model will be communicated to the Scottish Government.

Edinburgh Integration Joint Board (EIJB)

- 4.18 On 21 July, the EIJB considered a further update on its 2020/21 financial plan. The current iteration of the EIJB’s mobilisation plan, outlining its response to the pandemic (with a particular focus on reducing delayed discharges, thereby increasing hospital capacity to deal with COVID-19) indicates full-year expenditure of some £58.8m, although the majority of this sum relates to other community care costs. This estimate continues to be refined as the immediate and medium-term impacts of the pandemic become clearer and, as with the equivalent cost estimate collation exercise for other Council services co-ordinated through COSLA, the contents of the template have been the subject of peer review to promote enhanced robustness and consistency across authorities.
- 4.19 The plan also reflects the anticipated additional implementation cost of the 3.3% uplift to contract hourly rates to allow voluntary and independent social care providers to ensure that all social care support workers will have their pay increased to at least the Living Wage Foundation hourly rate of £9.30 from 6 April 2020. Confirmed funding to date leaves a shortfall of £3.5m compared to the amount required. Discussions with the Scottish Government on how the shortfall will be addressed are continuing.
- 4.20 The Chief Officer and her team also continue to develop the EIJB plan and associated savings and recovery programme necessary to deliver a balanced budget position for 2020/21. By use of one-off or non-recurring savings, there is the potential for in-year balance to be achieved but, based on current indications of available resources, longer-term sustainability will only be secured through major redesign and transformation, radical thinking and close working with stakeholders.

Other actions

- 4.21 Work is also continuing, through COSLA, to impress upon both the Scottish and UK Governments the magnitude of the financial impacts facing local authorities in Scotland. The initial full-year cost and income impacts as captured through the template completed by all authorities for this purpose point to an unfunded shortfall between estimated impacts and additional funding of some £504m. When expressed on a like-for-like basis, Edinburgh’s estimated shortfall is around £68m, emphasising its disproportionate exposure to losses of service (particularly parking and property rentals) and ALEO income. A further iteration of template completion will take place in August once further detail of the Scottish Government’s routemap becomes available.

¹ This level of funding available for redirection assumes (i) partner providers revert to contractual entitlement levels with effect from 12 August 2020 and (ii) additional funding for key worker provision ceases on 11 August 2020.

- 4.22 Given the range of potential funding sources outlined in Paragraphs 4.8 to 4.11, COSLA's Resources Spokesperson has sought early engagement with the Scottish Government on allocation of Barnett Consequentials resulting from each of these streams, alongside the Culture Fund noted at 4.5 (iii). Discussion will also cover the £230m Scotland-wide "Return to Work" package of measures announced on 16 June.
- 4.23 Recognising that the provision of the additional funding noted above is, of itself, unlikely to address in full the significant gaps outlined in the preceding sections, COSLA and Directors of Finance have now agreed a list of potential financial flexibilities which, while not addressing the underlying shortfall, would at least mitigate its in-year impact by spreading it over a number of years. These suggested measures include potential flexibilities around repayment of in-year deficits, deferrals of repayments of principal and/or interest on borrowing and capitalising (and thus repaying over a longer period or funding by means of General Capital Grant) elements of COVID-related expenditure. Subject to discussion with the Cabinet Secretary for Finance, it is proposed that a joint approach then be made to the UK Treasury.
- 4.24 It has furthermore been suggested that any underspend on the Business Grants scheme, rather than being returned to the Scottish and/or UK Government, instead be made available to local authorities to support flexible, place-based local economic recovery, a role they are ideally placed to lead on.
- 4.25 While, if successful, these measures may contribute favourably to the Council's stability in the immediate term, as emphasised above, they only reinforce the need for more difficult decisions to be taken going forward. In addition, increased reliance on contributions from earmarked reserves for reasons other than they were established is clearly not a sustainable approach over the medium to longer term and restricts the Council's subsequent ability to support economic recovery.
- 4.26 By means of illustration, the unbudgeted use of £13m of reserves in 2019/20 formed part of an in-year reduction of £25m from £145m to £120m. Mitigating actions identified thus far in the current year would see these reduce by around £20m in 2020/21. Should the currently-projected shortfall of £19.7m require to be addressed in full through application of reserves, these would reduce further to around £80m, with the remainder essentially comprising ringfenced sums of £42m, the workforce management reserve (to facilitate service transformation) of £15m, £10m of other earmarked reserves and unallocated general reserves of £13m. There is a risk that this sum increases further due to additional costs and/or losses of income being incurred, including any unfunded element of the schools re-opening programme. This approach is clearly not sustainable and emphasises the need for more fundamental and radical service transformation and prioritisation going forward, including as part of the on-going emergence from lockdown.
- 4.27 In acknowledging both pressures in the current-year and risks to the delivery of previously-approved savings in 2021/22 and 2022/23 (estimated at up to £55m, inclusive of savings being mitigated on a one-off basis in 2020/21), the five Adaptation and Renewal working groups will need to identify areas for

disinvestment, service reduction or reform in order to restore financial balance, maintain reserves at an appropriate level and provide for potential investment in key areas, although these are of necessity likely to be fewer in number.

Former Central Energy Efficiency Fund (CEEF)

- 4.28 From 2004 until 2016, the Council operated a £1.2m Central Energy Efficiency Fund (CEEF). This fund allowed the Council to invest in energy efficiency projects across its operational property estate on a “revolving loans fund” basis, whereby the fund balance was reimbursed from subsequent energy savings. When, in March 2016, the Scottish Government removed the associated conditions around the use of CEEF, the Council approved the transfer of the available balance of £0.8m to create a new SALIX fund which operates under similar terms. The Scottish Government match-funded the Council’s contribution to create a £1.6m ringfenced fund for Council use which was instrumental in taking forward the Re:fit programme across nine of the Council’s schools and operational buildings. Since closure of the CEEF fund, however, £0.295m has accumulated from repayments from supported energy efficiency projects. These funds have been ringfenced in line with the Scottish Government’s request that they be used to support future energy efficiency initiatives.
- 4.29 Approval is now sought to draw down up to £0.200m from the former CEEF funding to support key energy efficiency initiatives. In a report to the Finance and Resources Committee on 6 December 2019, the Executive Director of Resources asked members to consider providing funding for a feasibility study into the deep energy retrofit of Council buildings as part of the budget-setting process for 2020/21. While funding was not included in the approved budget, authority is now sought to use £0.100m of the remaining CEEF balance to carry out the deep energy retrofit feasibility study.
- 4.30 In addition, the Head of Property and Facilities Management (P&FM) intends to allocate an initial sum of £0.100m of the former CEEF monies to complement SALIX funding for the installation of solar photovoltaic (PV) panels on Council buildings. The remaining balance of CEEF monies will be retained to enable similar energy efficiency initiatives across the Council’s operational properties. Both of the above initiatives and any further allocation of the remaining funding will align with the strategies and objectives of the Asset Management Works Programme and will be overseen by the ISO 50001 Energy Management Team which is made up of key officers from P&FM.

5. Next Steps

- 5.1 The cost and income impacts of the Coronavirus pandemic will continue to be actively tracked and refined as additional clarity is received on the timing and nature of relaxation of current lockdown restrictions. These estimates will be shared with COSLA and form part of liaison and negotiation with the Scottish and UK Governments around the provision of corresponding funding.
- 5.2 As noted in the main report, Executive Directors have brought forward additional measures to offset savings delivery shortfalls and residual service pressures. The

impact of these measures, alongside any further available non-service savings, will continue to be regularly reported to elected members.

- 5.3 While a broad routemap for the recovery phase has been set out by the Scottish Government, the speed and nature of this process (including the potential for further lockdowns) remains, by its nature, unclear. A slower recovery is, however, likely to add further to the funding gap due to continuing income losses for a range of Council services and, in particular, its ALEOs.

6. Financial impact

- 6.1 The report sets out a range of significant expenditure pressures, both in respect of Council services and impacts on the activities of the Council's ALEOs. While a number of potential funding sources and other measures have been identified to address, at least in part, these shortfalls, it is likely that the affordability of the wider budget framework will require to be re-assessed, including the impacts of COVID-19 on the Council's capital investment programme. It is anticipated that a detailed report on this aspect will be brought to the Committee on 20 August.
- 6.2 Initial analysis of the underpinning assumptions and savings approved for delivery as part of the 2021/22 and 2022/23 revenue budget indicates a number of measures, delivery of which may now require to be reassessed. These include the assumed on-going receipt of the Lothian Buses dividend, application of an IJB savings target and future increases in Council Tax and other fees and charges levels.
- 6.3 These sums have the potential to increase further should in-year pressures (including greater demand in such areas as homelessness) and shortfalls in savings delivery not be managed on a sustainable basis in future years. In addition, due to the wider economic outlook and consequent increase in public expenditure and reduction in taxation revenues, there may be implications for future years' revenue funding settlements.

7. Stakeholder/Community Impact

- 7.1 The scale and coverage of the impacts linked to the pandemic will require extensive and continuing engagement with key stakeholders as the city enters the recovery phase.

8. Background reading/external references

- 8.1 [Revenue Budget 2020/21 Update](#), Policy and Sustainability Committee, 25 June
- 8.2 [Revenue Budget 2020/21 Update](#), Policy and Sustainability Committee, 28 May 2020
- 8.3 [2020/21 Financial Plan](#), Edinburgh Integration Joint Board, 28 April 2020
- 8.4 [Revenue Budget 2020/21 Update](#), Policy and Sustainability Committee, 23 April 2020
- 8.5 [Council's Change Strategy: Planning for Change and Delivering Services 2020/23](#) – Progress Update, Finance and Resources Committee, 14 February 2020
- 8.6 [Council Change Strategy 2020/23: Risks and Reserves](#), Finance and Resources Committee, 14 February 2020
- 8.7 [Coalition Budget Motion](#), City of Edinburgh Council, 20 February 2020
- 8.8 [Feasibility of Deep Energy Retrofit of Operational Council Buildings](#), Finance and Resources Committee, 6 December 2019

9. Appendices

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

Appendix 2 - External funding confirmed to date for non-Health and Social Care services

Appendix 3 - Revenue Budget Update, 2020/21 - Estimated Position

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

Appendix 1

The sums below are based on a broad period of three months' shutdown from April to June, with a gradual reinstatement of operations over the following three months to the end of September. In a number of cases, however, further expenditure pressures and/or income losses are expected and these are noted below. The figures do not include costs associated with the Health and Social Care Mobilisation Plan, nor those directly linked to schools re-opening which are considered within the main report.

Service Area	Potential Impact	Estimate per	Increase/	Revised
		P&S 25 June	(decrease)	estimate
		£m	£m	£m
Increases in expenditure				
Homelessness Services	Additional temporary accommodation costs required to observe social distancing. Impact of existing placements is now expected to continue, with a lack of move-on accommodation and anticipated increase in presentations.	2.915	2.800	5.715
School meals/community food advice and distribution	Net cost represents continuing payment for children eligible for free school meals which, following the receipt of additional ringfenced Scottish Government funding, will now be in place until 10 August. Remaining sum includes provision for income support measures and food distribution to vulnerable and/or at-risk groups (including those self-isolating as part of the Test and Protect scheme), ringfenced funding for which has now also been confirmed until the end of September.	1.651	1.589	3.240
Children's Services	Including additional agency, locum and overtime to cover internal staff absences; additional costs from external providers and/or need to identify alternative accommodation if children need to isolate; costs of additional placements due to illness and self-isolation; and emergency respite for children with disabilities. Updated projections are based on actual additional costs in Young People's Centres and Secure Units.	2.143	(0.948)	1.195
Resources - Customer	Represents additional staffing (including overtime) for benefit claim and business grants processing and vulnerable/shielding support customer contact.	0.424	0.169	0.593
Street lighting	Increased energy and prudential borrowing costs due to delay in roll-out of LED programme.	0.395	0.000	0.395
Waste and Cleansing	Additional refuse collection vehicles, fuel, external contractors, PPE, etc.	0.388	0.000	0.388
Additional security costs	Council Resilience Centres, Homelessness Accommodation and Temporary Mortuary	0.150	0.000	0.150
Public conveniences	Limited, phased reopening in areas of high footfall, especially in parks and at the seafront, as approved by the Policy and Sustainability Committee on 9 July. Costs are based on period until end of October.	0.000	0.144	0.144
Temporary mortuary hire	Including provision for additional direct staffing	0.110	0.000	0.110
Other incident-related costs	Including ICT, PPE, additional supply teacher and Registrar's Service staffing, payment to Volunteer Edinburgh and food packages until the end of June for shielded groups not eligible for support through the Food Fund. Updated projection includes £1m further potential PPE liability, based on maintenance of enhanced hygiene regimes.	1.560	1.000	2.560
Total increases in expenditure - Council (excluding Health and Social Care)		9.736	4.754	14.490
Reductions in income				
Parking Income - on-street	Loss of income from on-street car parking due to the suspension of city-wide parking charges, based on parking charge and enforcement reinstatement wef 22 June but with continuing shortfalls in income for most of the rest of the year due to reduced space availability and/or demand.	8.674	3.000	11.674
Rental income - Council-owned properties	Increased risk of non-recovery of rental income due to economic downturn, partly linked to reduced tourism. Due to likelihood of subsequent tenant insolvency and delays in re-letting, an 80% rental loss is assumed in each of the first three quarters. All opportunities will be examined, however, to utilise rental deferral rather than abatement wherever appropriate.	9.000	0.000	9.000
Council Tax (collection rate)	Reduced income due to ability to pay and consequent increase in bad debts, with overall full-year 2020/21 collection rate assumed to fall by 1% (actual in-year collection to the end of June was, by means of illustration, down some 1.2% on the equivalent position for 2019/20). An increase in uptake of CTRS is also apparent, additional funding for which will be made available by the Scottish Government. Impacts on collection rates will also be the subject of detailed national modelling.	3.100	0.000	3.100
Housing Property Services	Estimated reduction in sums chargeable to the Housing Revenue Account	2.945	0.000	2.945
Place (various)	Net loss of income - including pest control and scientific services, tables and chairs income, cruise liner berthing fees and museum and galleries donations, admissions and rents.	2.684	0.054	2.738
Parking Income - enforcement	Enforcement and bus lane cameras Penalty Charge Notice reductions	2.013	0.000	2.013
Roads	Reduction in staff salaries chargeable to the Capital Programme	1.820	0.000	1.820
Parking - residents' and other permits	Loss of income for residents', retailers', business and trade permit schemes and associated non-enforcement	1.675	0.000	1.675
Council Tax (base)	Reduction in Council Tax buoyancy due to temporary cessation of construction activities and subsequent economic slowdown.	1.550	0.000	1.550
Outdoor Centres	Loss of fees and charges income (assumes not recoverable from insurance)	1.361	0.000	1.361
Cultural venues	Loss of income - sales, rentals, admissions and rents	1.342	0.000	1.342
Parks and Greenspace	Losses of income including for events, trading stances, park leases, rechargeable tree works, nursery sales, timber sales and Edinburgh Leisure recharge. Increase reflects full assumed cancellation of events through to September.	0.789	0.207	0.996
Building Standards	Loss of warrant income as construction industry shuts down	0.858	0.000	0.858
Public transport	Loss of bus station income due to reduced departures, etc.	0.000	0.700	0.700
Planning	Reduction in planning applications submitted due to construction shutdown	0.625	0.000	0.625
Communities and Families (other)	Loss of income from adult education classes, libraries fees and charges, sports clubs and external funding	0.208	0.325	0.533
Other Catering	Net loss of income from cancellation of external events and internal catering	0.000	0.529	0.529
Licensing	Refunds/extensions for all licences, including cab, liquor and HMO (NB these costs are now expressed net after any potential contributions from earmarked reserves).	2.324	(1.882)	0.442
Community Access to Schools	The pressure has been assessed on the assumption that there will be no lets until October, resulting in no income. There are no staff costs as all relevant EL staff are furloughed and pay reduced to 80%. Figures are based on estimates provided by EL. The impact of furloughing staff for three months is likely to mean no bookings administration in place to process August onwards lets; when lets could start again is unknown at this stage.	0.285	0.050	0.335
Refunds/discounts for cancelled services - garden waste	Costs of extending current-year permits by further six weeks	0.113	0.000	0.113
Total reductions in income - Council (excluding Health and Social Care)		41.366	2.983	44.349
Savings in expenditure				
Energy	Savings in gas, electricity and water costs across corporate building estate based on indicative analysis by Energy Management Unit	(1.220)	0.000	(1.220)
Non-Domestic Rates	Savings relative to budget framework provision following effective freezing of NDR poundage for 2020/21	(0.500)	0.000	(0.500)
Libraries	Reductions in agency and overtime expenditure	0.000	(0.200)	(0.200)
Total savings in expenditure (excluding Health and Social Care)		(1.720)	(0.200)	(1.920)
Total net additional costs		49.382	7.537	56.919
Notes				

1. Potential Early Years pressures of £3.4m (primarily representing compensation for lost fee income for partner providers) is assumed to be funded from redirected expansion monies and/or provider staff costs met through the Coronavirus Job Retention Scheme.

	<i>Purpose and uses of fund</i>	Scotland-wide funding allocation £m	Edinburgh's allocation £m	Notes
Confirmed funding sources - Council-specific				
Hardship Fund	Barnett Consequentials of initial UK announcement to contribute to local authorities' own local resilience, support and hardship plans; non-ringfenced, no associated reporting and to be deployed as councils see fit.	50	3.910	This initial sum of funding was allocated with reference to councils' respective shares of Grant Aided Expenditure (GAE) plus Special Islands Needs Allowance (SINA), the most widely-used composite indicator of relative need, with Edinburgh's share being 7.82%.
Scottish Welfare Fund	Top-up of existing 2020/21 allocation to allow payment of additional Community Grants and Crisis Grants to those in immediate need, more than doubling the current level of the fund across Scotland; also includes sums to reflect relaxation of existing criteria to support those in "gig economy".	45	1.531	Only £22m of the Scotland-wide funding has been allocated to date, based on the current SIMD-related methodology; the remaining £23m will be targeted to areas of greatest need, with distribution arrangements to be agreed.
Further assistance	£155m of Barnett Consequentials resulting from further UK announcement to contribute to local authorities' own local resilience, support and hardship plans; non-ringfenced, no associated reporting and to be deployed as councils see fit. £0.6m has also been made available to meet the costs of additional registration service staffing over weekends.	156	12.179	As with the Hardship Fund above, this sum was allocated based on respective shares of GAE plus SINA. Funding for the registration service has been allocated on the basis of shares of the (population-derived) Registration of Births, Deaths and Marriages GAE distribution, with Edinburgh's share being 9.5%.
Total		251	17.620	
Confirmed funding sources to which councils will have part access				
Increased eligibility for Social Security Benefits and Council Tax Reduction Scheme	Supplementary funding to meet an anticipated increase in applications for the existing Council Tax Reduction Scheme (CTRS) and Scottish Social Security Benefits	50	TBC	The element of the Fund provided in respect of CTRS remains to be confirmed and will be based on actual expenditure relative to existing funding provision.
Food Fund	Support to organisations in the public, private and voluntary sectors to address issues of food insecurity, especially for older people, and families who may not be able to rely on free school meals.	98	3.240	Initial allocations to local authorities for £30m of the fund (£15m for continuity in each of (i) FSM payments and (ii) food for vulnerable groups) were announced in April, with Edinburgh's share being £1.651m. It has now been confirmed that additional Scotland-wide funding of £12.6m will be provided to allow continuing free school meal payments until 10 August, along with a further £15m to support food distribution for more vulnerable groups, including those self-isolating as part of the Test and Protect scheme, until the end of September. Edinburgh's allocation from this £27.6m of combined funding is £1.589m.
Coronavirus Job Retention Scheme (CJRS)	The CJRS is a furlough scheme introduced in response to the coronavirus pandemic. It provides grants to employers to pay 80% of a staff wage each month, up to a total of £2,500 per person per month.	n/a	0.500	On 10 June, the Council applied to HMRC to furlough some 430 staff roles in areas meeting the principal requirements of the CJRS. The staff for whom furloughing support has been sought are employed across the areas of outdoor education, corporate catering and the Council's cultural venues. The employees' participation is subject to on-going review. Accessing the scheme provides access to potential furlough income of more than £500,000 between June and, at the latest, October 2020.
Total Welfare and Well-Being Fund and additional Barnett Consequentials		398	21.360	NB Scottish Welfare Fund allocation of £1.5m predicated on the provision of additional support of similar amount.
Funds benefiting other sectors but administered by councils				
Business Support Fund	Targeted grants intended to help protect jobs, prevent business closure and promote economic recovery. These complement other measures in place to support business, including the CJRS.	1,342	127.5	While 80% of the expected initial business support funding was provided in early April, a balancing payment will be made later in the year such that expenditure incurred and funding received should result in no net cost to councils. Figures shown assume full take-up based on eligibility of £111.5m. Further Scotland-wide support of £220m was announced by the Cabinet Secretary for Finance on 15 April, including extensions to current Business Grant Scheme eligibility and further support to self-employed people and viable micro and SME businesses in distress. Of the £154m being distributed through Local Government, Edinburgh's share of this additional funding is £16m, subject to take-up.
NDR relief	100% relief in 2020/21 for retail, hospitality and tourism-based businesses	1,047	n/a	
Freezing of effective NDR poundage	Relief provided such that poundage maintained at 2019/20 levels	50	0.5	Freezing of the effective poundage rate delivers a £0.5m saving to the Council relative to budget framework assumptions.

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

	Full-year £m
Additional net expenditure pressures	
Estimated COVID-19-specific expenditure and income (per Appendix 1)	56.919
Approved savings/management of residual pressures - anticipated shortfall in delivery	3.000
Residual pressures	Position unchanged from that reported to Policy and Sustainability Committee on 25 June
ALEO support	31.000
	Please see main report for additional commentary
	90.919
Confirmed funding and savings:	
Confirmed COVID-19 related funding (per Appendix 2)	(19.829)
	NB Funding for Scottish Welfare Fund and Council Tax Reduction Scheme is assumed to be offset by corresponding expenditure.
2020/21 budget - unallocated additional monies	(4.830)
	Of the £7.43m provided, a £2m contribution to the EIJB was approved by Council on 30 June, up to £0.422m approved for Marketing Edinburgh in March and £0.178m part-year funding agreed for Communities and Families grant recipients at the Policy and Sustainability Committee on 28 May.
Use of earmarked reserves	(19.562)
	Comprising funds for specific investment (£5.9m), risk management contingency (£4m), Council Tax Reduction Scheme (£3m), dilapidations (£2.5m), Workforce Management (£1.5m), Transformation Fund (£1.35m), Unallocated General Fund (former-CSIF element) (£0.9m) and Council Priorities Fund (£0.4m).
Further timing-related and corporate savings	(16.150)
	Comprising Q4 2019/20 improvement in service outturns (£3m), slippage in backlog R&M programme (£3m), VERA/VR in-year provision - assumption that liabilities met fully from reserves (£2.5m), treasury management-related loans charge savings (£2.5m), Council Tax - increases in base (£2m), LDP revenue budget (£1.5m), Loans Fund Review - slippage in first year's additional related roads/infrastructure expenditure (£1m) and past service pension costs - reductions in expected required in-year level of provision (£0.65m).
	(60.371)
Potential further funding:	
UK Government announcement of additional investment in England, 2 July - general and income compensation scheme elements	(3.910)
	£50m additional Barnett Consequentials for Scotland - potential allocation to Edinburgh based on previous provision of Hardship Fund monies.
	(5.000)
	The UK Government has announced an income compensation scheme based on the assumption that sales, fees and charge income losses over and above 5% of expected revenue will be reimbursed at a rate of 75 pence in the pound. Based on in-scope income in England, this scheme could trigger around £100m of Barnett Consequentials for Scotland. A prudent assumption of a £5m allocation has been made pending confirmation of the scheme's applicability in Scotland.
UK Government announcement on additional homelessness funding, 24 June	(1.500)
	£105m of additional funding to provide continuing support to rough sleepers, for example by extending existing contracts with hotels, or starting new ones with other providers like universities or youth hostels. £85m of this sum is additional and will thus trigger Barnett Consequentials, estimated at around £12m for Scotland. Based on comparable existing funding streams, Edinburgh's anticipated share is around £1.5m.
UK Government Budget Statement, 8 July	(0.400)
	Subject to confirmation of eligibility criteria, the Council may be in receipt of £1,000 per employee returning from furlough in October 2020 and remaining in its employment in January 2021.
	(10.810)
Remaining shortfall	19.738

Policy and Sustainability Committee

10.00am, Thursday, 23 July 2020

Response to Motion – Black Lives Matter

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 In response to the Black Lives Motion approved on 11 June 2020, committee notes the content of the report in response to the following:
 - 1.1.1 the action plan to introduce best practice in the council's recruitment and employment practices
 - 1.1.2 the action plan to enhance diversity and inclusion in Edinburgh's schools
 - 1.1.3 the plan to review any features within the council boundary which commemorate those with close links to slavery and colonialism
- 1.2 That committee considers the approach underway across the Council and notes that further imbedding equalities will be a key aspect of adaptation and renewal with the aspiration for an ambitious approach to equalities and rights, and that this work will be overseen by the Equalities Working Group.
- 1.3 Agrees to delegate to the Group Leaders the appointment of a Chair of an Independent Review Group to consider and make recommendations on features within the Council boundary which commemorate those with close links to slavery.

Andrew Kerr

Chief Executive

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Response to Motion – Black Lives Matter

2. Executive Summary

- 2.1 This report responds to the motion at Policy and Sustainability Committee on 25 June 2020 on Black Lives Matters. As requested in the motion, action plans on recruitment and employment practices, enhancing diversity and inclusion in Edinburgh's schools and a review of features which commemorate those with links to slavery and colonialism are outlined below.
- 2.2 This report describes the approach being taken to strengthen the Council's approach to equalities and its impact and the commitment to develop a policy on Equalities, Diversity and Human Rights for consideration at a future committee.
- 2.3 The Black Lives Matter movement has brought further welcome attention to the structural exclusions that may be faced by people in all areas of life, including planning and decision-making in relation to vital services they receive from local government. The Council is committed to investigating, with communities and partners, where any such exclusions might exist in Edinburgh and will bring a meaningful proposal to committee in autumn 2020.

3. Background

- 3.1 Policy and Sustainability Committee approved a motion on 11 June 2020 to reaffirm Edinburgh Council's commitment to leadership of Scotland's capital city anchored in equality, inclusion, fairness, tolerance and diversity; to reaffirm there was no place for racism, prejudice, discrimination, intolerance and hate in Edinburgh; and that there should be no place for it anywhere against anyone and to reaffirm the commitment to ensure the Council treats all people equally and with fairness.
- 3.2 The intensity of focus on equalities and rights is evident from the Scottish Parliament's hearing on equalities impact of COVID-19 and the Scottish Government's proposals to implement human right into legislation, which would go well beyond current legal duties. There is also heightened general political and citizen awareness of institutionalised discrimination, the impact of everyday discrimination on people's wellbeing and opportunities and the impact of inequality on life chances and indeed life expectancy.

4. Main report

- 4.1 This report responds to calls for reports in response to the motion on Black Lives Matters at Policy and Sustainability Committee on 25 June 2020 on:
 - 4.1.1 Staff training provision around equality and unconscious bias and an action plan to introduce best practice in the council's recruitment and employment practices
 - 4.1.2 An action plan to enhance diversity and inclusion in Edinburgh's schools
 - 4.1.3 A review of features within Edinburgh commemorating those with links to slavery and colonialism
- 4.2 It also sets out the Council's ambition as part of its adaptation and renewal programme to drive significant progress on equalities and rights, with the aim of making tangible improvements to people's experiences and life chances, describing the work already underway and proposals for further strengthening the approach.
- 4.3 The actions described below are underpinned by a collaborative approach, involving people with lived experience among staff and wider citizens.

Recruitment and employment practices

- 4.4 Aligned to the Council's three strategic pillars of wellbeing, poverty and sustainability, the Council's Diversity and Inclusion Strategy sets out the Council's commitment to develop a truly inclusive culture and workplace which recognises values the contribution that a diverse workforce makes. A continuous learning approach is used to inform ongoing development of the strategy, for example, through evidence from focus groups and benchmarking. The Diversity and Inclusion Strategy will form part of the next People Strategy for 2020-2023.
- 4.5 The Diversity and Inclusion Strategy is underpinned by three building blocks, which are set out below along with key activities in each:
 - 4.5.1 **Developing our understanding:** there are two strands in train, the first to encourage staff to disclose their diversity information, starting in September 2020, which will enable benchmarking with other organisations; the second to introduce a way for colleagues to report any prejudice-based incidents, which will be centrally recorded and monitored.
 - 4.5.2 **Building an inclusive culture:** through the introduction of the annual Diversity and Inclusion calendar which highlights events such as Ramadan, Eid, Carers week, LGBT History and Pride months to colleagues across the organisation; and colleague networks, of which there are currently five (BAME, carers, disability, LGBT+ and women) with others being encouraged for armed forces and faith and belief.
 - 4.5.3 This culture-building strand is supported through a suite of training and learning resources, including a new unconscious bias e-learning module, launched in March 2020 and already accessed over 500 times. Finally, as a learning organisation, the Council is taking part in observing and learning from local authorities participating in the Equally Safe at Work employer-

accreditation pilot programme run by Close the Gap, to further inform thinking in relation to gender equality.

- 4.5.4 **Attracting and retaining a diverse workforce:** the recruitment and selection process approved by Committee in October 2019 included the explicit aim that no person experiences discrimination as part of our recruitment process. Managers were supported during the implementation of the policy with new guidance and e-learning and the ongoing requirement for all recruiting managers to 'pass' the e-learning module before any involvement in the recruitment process.
- 4.5.5 Recruitment materials, including content on MyJobScotland and job profiles, have had content revised so that it is more inclusive and will encourage a more diverse range of applicants. A virtual recruitment / awareness raising event is planned in partnership with the Council for Ethnic Minority and Voluntary Organisations (CEVCO) to promote 60 early years posts which are being recruited to in August / September 2020. Longer term action includes collaboration with Education Scotland, Moray House, Skills Development Scotland and Police Scotland to develop a longer-term pipeline of talent in critical roles.
- 4.6 Further details are available in Appendix 1.

Enhancing Diversity and Inclusion in Edinburgh's Schools

- 4.7 Communities and Families' Equality, Diversity and Inclusion Action Plan sets out ongoing and future work to ensure that the City of Edinburgh Council fulfils its obligation of equity and excellence for all learners, with particular reference to protected characteristics under the Equality Act 2010. It includes actions for specific protected characteristics including race equality. It has been reviewed and revised in the context of the Black Lives Matter movement and in response to allegations of racist conduct in a number of schools, which are being investigated. A detailed report, including the full action plan, is attached as appendix 2.
- 4.8 The Equality, Diversity and Inclusion Action Plan is structured around seven themes, four of which are particularly relevant to the motion on Black Lives Matter, and are summarised below (details on all seven are shown in the appendix).
- 4.9 **Representation, recruitment and retention:** a baseline analysis of employment data supports an action plan designed to increase the proportion of teaching staff from BAME backgrounds to the national target of 4%. Actions include raising senior leaders' awareness of bias and inequality in recruitment, retention and staff promotion; revised and strengthened and guidance for key staff on legal requirements for race equality, diversity and rights; actions to support existing BAME staff by raising awareness of existing network and through engagement and consultation; and, working with third sector organisations, to provide BAME role models for young people.
- 4.10 **Teaching and learning:** the database of resources to support delivery of an inclusive curriculum includes sections on black history and migration, and materials which share black voices, promote black stories and promote the principles of the

Black Lives Matter movement. Enhancement of resources will be informed by a formal audit of Black History and Culture across S1-3 and the senior phase. Professional learning will be made available on decolonising the curriculum (secondary schools) and creating an inclusive curriculum (primary).

- 4.11 **Health and Wellbeing:** anti-bullying and tackling racism will be a priority for schools in session 2020-21. Support to schools and establishments is ongoing to implement the revised procedure for 'Preventing and Responding to Bullying and Prejudice amongst Children and Young People', launched in October 2019, and schools have been advised to develop and implement their own youth-led policies by December 2020. Additional training for school leaders in managing and reporting bullying, prejudice-based incidents and hate crime has been postponed to autumn 2020 because of COVID-19. It will now include a specific focus on dealing with racist incidents.
- 4.12 BAME youth workers will work with BAME young people to create youth-led communications about tackling racist incidents. From session 2020-21, Intercultural Youth Scotland (IYS) will implement their 'Anti-racist and Pro-black Education and Ambassadorship' programme in at least 3 secondary schools (Liberton HS, Portobello HS and The Royal High School). The programme provides input to young people and staff on anti-racist education as well as mentoring a school Anti-Racist Ambassador to support a whole-school approach to dealing with racist incidents. The BAME youth work short-life group has identified examples of good and effective practice, and these will be shared in events and communications.
- 4.13 **Professional learning:** all school staff (teaching and non-teaching) and Council youth work staff will be required to undertake online professional learning modules on unconscious bias and equality and diversity in session 2020-21. Before the COVID-19 pandemic, planning was underway for a joint event with SCORE Scotland and Passion4Fusion (BAME youth work organisations) to bring together BAME and universal youth work providers to explore issues raised through Youth Talk, the BAME youth work short-life working group and the Youth Work Equalities survey. Planning for this event will resume in August 2020. The Equalities Steering Group will consider the overview of training, including content, delivery and quality assurance.

Review of features commemorate those with close links to slavery and colonialism

- 4.14 Policy and Sustainability Committee agreed on 11th June to erect a new plaque on the Melville Monument to explain Henry Dundas, 1st Viscount, Lord Melville's impact on society and to acknowledge his role in delaying the abolition of the slave trade. The new plaque will be erected on the monument following planning permission and listed building consent. It is anticipated that permissions will take between 6 and 8 weeks. The plaques have been commissioned and will be cast in bronze by local firm, Powderhall Bronze.
- 4.15 As an interim measure, two temporary signs were erected in St Andrew's Square on 11th July explaining that a new brass plaque is to be erected on the monument dedicated to the memory of more than half a million Africans whose enslavement was the consequence of Henry Dundas' actions.

- 4.16 Committee also agreed to establish an independent review group to consider any features within the council boundary which commemorate those with close links to slavery and to make recommendations to rectify the glorification of slavery and colonialism which these commemorations represent to many people and consider all options, including removal of statues.
- 4.17 Detailed discussions continue with the University of Edinburgh regarding the potential membership of the Review Group, but it is proposed it should be led by a member of the BAME community and will comprise, community leaders, cultural and arts as well as academics. Whilst we would delegate the chair to agree the membership of their group there would be an expected emphasis on having a very strong BAME representation.
- 4.18 It is proposed that the first step would be to appoint a Chair of the Review Group who then, following similar processes with the Poverty and Sustainability Commission, would appoint wider membership to the Group. It is recommended that officers would have initial conversations with potential chairs with a recommendation made to the Group Leaders to agree.
- 4.19 The Review Group will consult with the wider BAME community and be supported by an advisory group, which will gather relevant information on monuments, street signs and other structures and address matters such as governance, planning, conservation, and community consultation.
- 4.20 Following agreement, the first meeting of the review group, which is planned to take place in September, will consider the brief in detail, any resource requirements that may be necessary to carryout appropriate research and agree a meeting schedule and timetable to report back to Committee. Meanwhile, discussions are underway with the University of Edinburgh to ensure alignment with the work that the University is currently undertaking to interrogate its own role in slavery and colonialism.

Strengthening the Council's approach to equalities

- 4.21 The Council has reaffirmed its commitment to leadership of Scotland's capital city anchored in equality, inclusion, fairness, tolerance and diversity; to reaffirm there was no place for racism, prejudice, discrimination, intolerance and hate in Edinburgh; and that there should be no place for it anywhere against anyone and to reaffirm the commitment to ensure the Council treats all people equally and with fairness.
- 4.22 Evidence from data and lived experience, including the Poverty Commission's interim report on the impact of Covid-19, have signalled the need for a significantly more impactful approach to addressing the stark differences in outcomes between groups in the population. Initial proposals for an approach are presented below and span the Adaptation and Renewal Programme, the Equality, Diversity and Rights Framework and will require significant investment to train and develop staff and to support and embed a fundamental culture change.
- 4.23 **Equality, Diversity and Rights Framework 2021-25:** by late 2019, scoping work was underway in the Council develop a sharper, more focused and impactful

approach to developing the framework. This includes splitting the organisational approach to workforce and to citizens and developing a shared set of outcomes with bodies including NHS Lothian, the Edinburgh Health and Social Care Partnership and Midlothian and West Lothian Councils.

- 4.24 **Adaptation and Renewal Programme:** the intention is to provide a practical and shared partnership approach to equalities that can support the development of NHS, IJB and Council renewal programmes following Covid-19 emergency response. An initial roundtable discussion has been held between NHS, IJB and CEC colleagues. The aspiration is to:
- 4.24.1 create a cultural shift in our thinking and planning that enables equality to be mainstreamed into every core part of the services that we redesign and deliver.
 - 4.24.2 Make a tangible, positive difference in our Lothian citizens' experience of accessing public sector services which will be noticed most by those citizens who have been identified as being more disadvantaged before and during the pandemic as a result of sharing particular protected characteristics
 - 4.24.3 Co-design of programmes, working with these citizens may enable the biggest impact of all
- 4.25 The Council's Integrated Impact Assessment (IIA) is a mechanism to meet duties including the Equality Act 2010, Public Sector Equality Duty, human and children's rights conventions. It is how the Council considers the potential impact of proposals and decisions, with the objective of identifying and mitigating any adverse effects, and building on positives, and so will form a core part of the work of the Adaptation and Renewal groups. The application of this process needs to be strengthened so that the impact on equalities, human rights and sustainability become embedded as part of everyone's thinking. This will require significant training and support in addition to existing work on staff training and support described above.
- 4.26 The Council is committed to the representation of residents with protected characteristics in its engagement, consultation and research activity. We ensure this representation through:
- 4.26.1 Purposive recruiting for focus groups and workshops – making sure that people with protected characteristics are involved in discussions;
 - 4.26.2 Monitoring responses, setting quotas and weighting responses in quantitative surveys to ensure appropriate and proportionate representation;
 - 4.26.3 Using the Scottish Government's harmonised and core demographic questions to ensure comparability between activities;
 - 4.26.4 Raising awareness of engagement and consultation activity through existing networks which advocate for and represent people with protected characteristics in Edinburgh;
 - 4.26.5 Providing market-rate remuneration for participation in focus groups to remove the economic barriers to participation which may exist for residents

of any background, but are more likely to be a factor in households with multiple protected characteristics; and

4.26.6 Providing financial support to the Equalities and Rights Network (EaRN) to enable better involvement of people with protected characteristics in the decision-making processes of the city of Edinburgh Council.

4.27 Further work is needed to develop and refine these proposals and to develop an overarching policy framework for equalities and rights. To ensure political engagement the development of this work will be overseen by the Equalities Working Group.

5. Next Steps

- 5.1 Progress work as outlined in the Communities and Families Equality, Diversity and Inclusion Action Plan, ensuing alignment with Children's Partnership members.
- 5.2 Further development of the Council's approach to equalities and rights, supporting the development of an Equality and Rights Policy.
- 5.3 Test the proposed equality, diversity and rights outcomes within the organisation, through the Equalities Working Group.
- 5.4 Using the Adaptation and Renewal Members working Group to further discuss how equalities can be further embedded within the Adaptation and Renewal principles.
- 5.5 Scoping work to determine capacity requirements to support the revised framework and policy

6. Financial impact

- 6.1 There is no financial impact at this stage. Capacity and funding requirements will be considered as part of the next phase of developing the equalities framework and policy.
- 6.2 The provision of third sector specialist advice for those who have suffered or experienced racist incidents in schools is being examined. There are no indicative costs at time of writing. Independent specialist advice for the racist conduct investigations are also being prepared, though not yet finalised.

7. Stakeholder/Community Impact

- 7.1 The Council is committed to the representation of residents with protected characteristics in its engagement, consultation and research activity (see 1.33 above).
- 7.2 Staff networks and trade unions are involved in the development of the Diversity and Inclusion Strategy.

- 7.3 The Communities and Families Equalities Steering Group has representation from schools and relevant partner agencies.

8. Background reading/external references

- 8.1 [Included, Engaged and Involved \(Education Scotland\) 2018](#)
- 8.2 City of Edinburgh Council: [Included, Engaged and Involved - policy](#)
- 8.3 City of Edinburgh Council: [Preventing and Responding to Bullying and Prejudice Amongst Children and Young People - procedure](#)
- 8.4 City of Edinburgh Council: [Edinburgh Learns Framework for Inclusion](#)
- 8.5 City of Edinburgh Council: [Edinburgh Learns Framework for Health and Wellbeing](#)

9. Appendices

- 9.1 Appendix 1 – Diversity and Inclusion Strategy Update
- 9.2 Appendix 2 – Communities and Families – Promoting Equity

Appendix 1. Diversity and Inclusion Strategy Update

1. Executive Summary

- 1.1 On 11 June 2020, Committee approved a motion on Black Lives Matter, this motion included a request for a number of updates to be brought back to Committee and this reports specifically deals with the following;
- That an action plan is brought forward by the Chief Executive within three cycles to introduce best practice in the council's recruitment and employment practices, including, but not limited to, ensuring that equality, diversity and anti-discrimination training is introduced as standard for all staff; and
 - Calls for a report within three cycles setting out current staff training provision around equality and unconscious bias and any proposals to strengthen such arrangements.
- 1.2 The report also provides an update on progress made with the Diversity and Inclusion Strategy and action plan approved by this Committee on 1 October 2019.

2. Background

- 2.1 A new Diversity and Inclusion strategy and action plan, with a progress update, was reported to Finance and Resources Committee on 23 May 2019. The Strategy, together with the action plan, was subsequently approved by this Committee on 1 October 2019.
- 2.2 The Strategy and action plan were developed in conjunction with a focus group with representation from Elected Members, Trade Unions and our Colleague Networks, including colleagues in our BAME Network.
- 2.3 The strategy and accompanying action plan was also reviewed by the Employers Network for Equalities and Inclusion (ENEI) and incorporated best practice advice and ideas from other external organisations such as Close the Gap, CoSLA and other local authorities.

3. Main report

- 3.1 Aligned to our 3 strategic pillars of Wellbeing, Poverty and Sustainability, our Diversity and Inclusion Strategy sets out our commitment as an organisation to develop a truly inclusive culture and workplace. One which values and recognises the contribution that a diverse workforce makes.
- 3.2 In addition to our Diversity & Inclusion Strategy, the opportunity has been taken to benchmark our current organisational status in relation to Diversity and Inclusion by the ENEI (Employers Network for Equality & Inclusion) against 8 areas: Your workforce, Strategy and Plan, Leadership and Accountability; Attraction and

Recruitment; Training and Development; Other Employment Practices; Communications and Engagement; and Procurement.

- 3.3 This will result in further commitments, which will be detailed in an action plan and, which will be presented to Committee as part of our annual update in October 2020.
- 3.4 The Diversity and Inclusion strategy will also be a key theme in the 2020-2023 People Strategy (our next People chapter following our 2017-2020 People Strategy).
- 3.5 It was recognised by the Diversity & Inclusion focus group that the Council is on a journey to realise the commitments made in full and agreed that three building blocks will underpin our Strategy and Plan:

Strategic Themes	Developing our understanding	Building an inclusive culture	Attracting and retaining a diverse workforce
Building Blocks	Undertake external D&I benchmarking exercise	Use annual planner to increase visibility and highlight key dates	Review our policies and guidance to ensure best practice
	Campaign to raise awareness and increase rates of equalities data collection	Support and promote new and existing colleague networks	Consider ways to advertise and recruit that will increase workforce diversity
Ensure we meet our Equal Pay commitments			

Developing our understanding

- 3.6 One of the key building blocks to achieving our ambitions of attracting and retaining a diverse workforce that reflects the city is to develop a greater understanding of colleagues currently employed in the Council. A campaign to raise the importance of colleagues disclosing their diversity information will commence in September 2020 (Appendix 1).
- 3.7 The information requested will mirror the 2021 Census data definitions approved by the Scottish Government in May 2020, and it is expected that all local authorities will use this data set moving forward.
- 3.8 The decision to wait until the 2021 Census data set was finalised does mean the Council will be able to benchmark locally and nationally against other local authorities in the future.
- 3.9 To build a truly inclusive culture, the Council must be willing to face into and address unacceptable behaviour between colleagues. However, currently there is no mechanism for colleagues to report, or for the Council to record, prejudice-based incidents (outwith our current policies) within our organisation.
- 3.10 Therefore, from August 2020, the Council will put in place a way for colleagues to report any prejudice-based incidents, which will be centrally recorded.

- 3.11 A Council wide campaign proactively supported by the Trade Unions will market this initiative and will adopt a thematic approach to campaigning focused on each protected characteristic.

Building and inclusive culture

- 3.12 Since the introduction of the annual D&I calendar events such as Ramadan, Eid, Carers week, LGBT History and Pride months have been highlighted to colleagues across the Council. This is a key step in building an inclusive culture and has only been possible because of the incredible support from colleague networks, the collaborative work with Trades Union colleagues and colleagues willing to write personal stories to increase awareness of their lived experiences.
- 3.13 Personal storytelling/lived experiences has generated a lot of positive feedback and discussion and is something we will continue to promote.
- 3.14 In the last year, five colleague networks have either started or continued meeting and the Council is proud to have colleague networks for BAME, Carers, Disability, LGBT+ and Women.
- 3.15 The Council will continue to embed the current colleague networks across the organisation whilst, at the same time encouraging the development of other networks such as an armed forces network and a faith and belief colleague network.
- 3.16 To support colleagues to gain a better understanding of equality issues, and to challenge unconscious biases, we are committed to providing up learning for all colleagues.
- 3.17 A new Unconscious Bias e-learning module was launched at the end of March 2020 and has been accessed over 500 times by colleagues in the first 3 months.
- 3.18 This new module complements a suite of other learning currently available including modules on Equality and diversity; What is equality and diversity; Equality law basics; Direct and Indirect discrimination; Bullying and harassment; and Achieving equality and diversity.
- 3.19 As learning organisation, the Council has for the past year been part of a 'shadow group' observing and learning from local authorities participating in the Equally Safe At Work employer accreditation pilot programme run by Close the Gap. This work will further inform our thinking in relation to gender equality.

Attracting and retaining a diverse workforce

- 3.20 Policy and Guidance Development. On 1 October 2019 Committee approved a new Recruitment and Selection policy which includes the explicit aim that no person experiences discrimination as part of our recruitment process.
- 3.21 To support the embedding of the Recruitment and Selection policy, new guidance and e-learning offerings for recruiting managers were created. In line with the previous policy it is mandatory for all recruiting managers to 'pass' the e-learning module before they undertake any element of the recruitment process

- 3.22 A review of the content on MyJobScotland has been undertaken and this has resulted in a more inclusive approach to the language used aimed at encouraging a more diverse range of applicants.
- 3.23 We are continually reviewing our job profiles to ensure inclusive language and are looking at ways of attracting more diverse applicants to posts which are traditionally 'segregated occupations' including Twitter, LinkedIn and targeted campaigns on social media.
- 3.24 In addition to one off recruitment activities, the Council is looking at developing a longer-term pipeline of talent in critical roles. This includes working in partnership with Education Scotland, Moray House, Skills Development Scotland and Police Scotland to look at how it increases diversity in the education and youthwork workforce. The work is in its early stages but will involve, for example, collaboration with higher education providers to promote education and youthwork as career options for undecided students, awareness raising campaigns and active targeted recruitment strategies.
- 3.25 There is a virtual recruitment / awareness raising event planned in partnership with the Council for Ethnic Minority and Voluntary Organisations (CEVCO) to promote 60 early years posts which are being recruited to in August / September 2020.
- 3.26 In collaboration with Trade Union Equality Representatives, guidance was launched for managers in March 2020 in order that they can better support colleagues who are experiencing symptoms associated with the menopause.
- 3.27 Draft guidance for supporting colleagues who are transitioning has also been drafted and will be issued later this year.

4. Next steps

- 4.1 The focus group comprising Elected Members, Trade Unions, Network Colleagues and officers will continue to meet to support the implementation of the Diversity and Inclusion strategy and action plan.
- 4.2 In August and September 2020 two significant campaigns will commence, the first will encourage colleagues to report and record prejudice-based incidents through their line manager, the second will encourage all colleagues to update their diversity information.
- 4.3 An updated action plan will be produced and brought back to Committee in October 2020 as part of the annual update.
- 4.4 An updated Gender Pay Gap report will be brought back to Committee in October 2020.

5. Financial impact

- 5.1 Any associated costs will be contained within current budgets.

6. Stakeholder/Community Impact

- 6.1 The Diversity and Inclusion strategy and action plan was developed in collaboration with Elected Members, Trade Unions, Colleague Networks and other Council Officers.
- 6.2 The Council also seeks input from external partners such as the ENEI, Close the Gap and COSLA as appropriate.

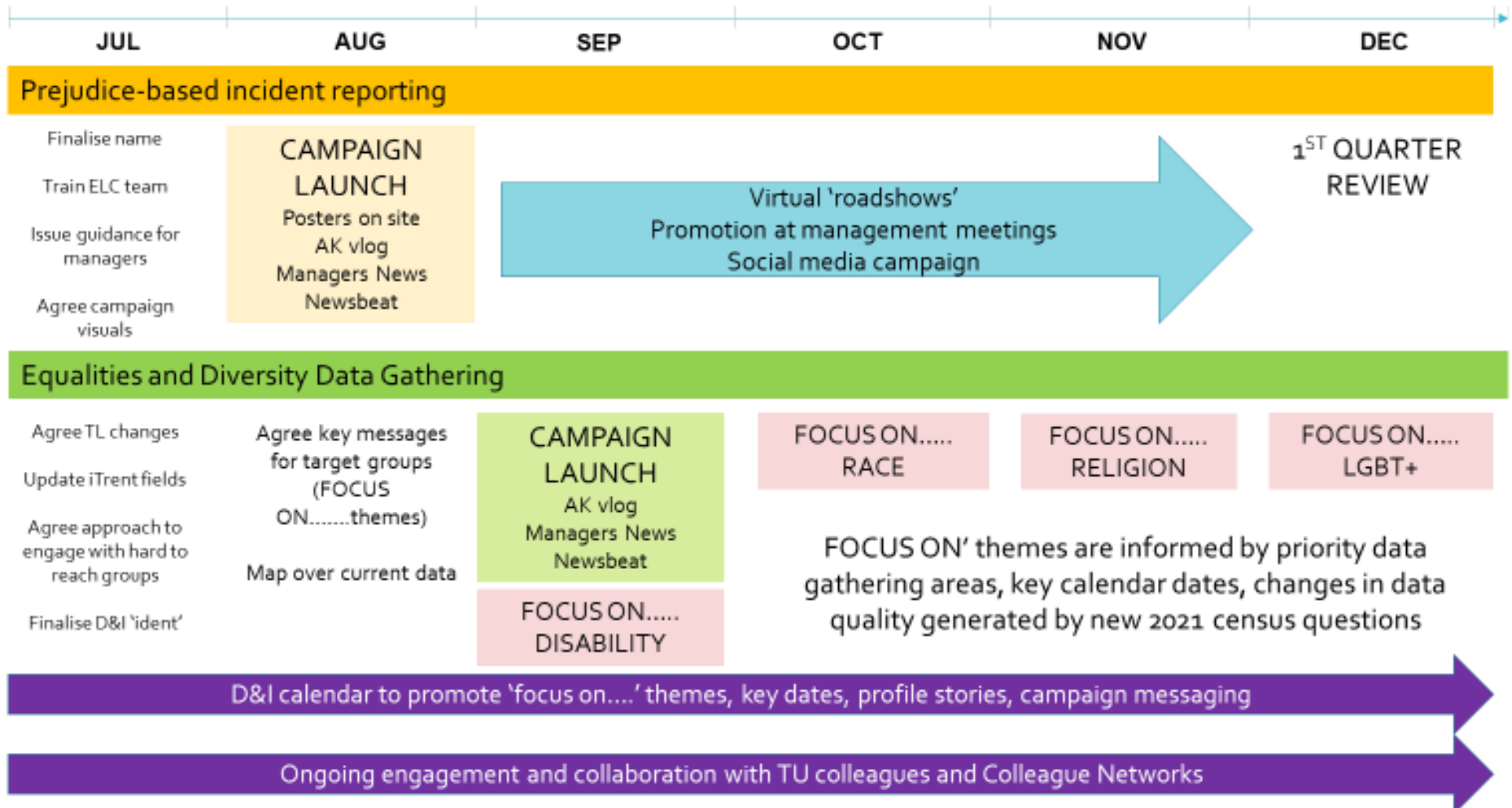
7. Background reading/external references

- 7.1 [Diversity and Inclusion Strategy and action plan – 1 October 2019](#)
- 7.2 [Recruitment and Selection Policy – 1 October 2019.](#)

8. Appendices

Appendix A – Diversity and Inclusion Action Plan Timeline (July – December 2020)

Diversity and Inclusion Action Plan – Timeline Update (Jul-Dec 2020)



Appendix 2. Promoting Equality

1. Executive Summary

- 1.1 All education establishments and services have a legal requirement under the Public Sector Equality Duty to:
 - 1.1.2 Eliminate unlawful discrimination, harassment and victimisation.
 - 1.1.3 Advance equality of opportunity between people who share a protected characteristic.
 - 1.1.4 Foster good relations between people who share a protected characteristic and those who do not.
- 1.2 We recognise that whilst there are examples of preventative, pro-active and responsive work relating to the above duty across our education establishments and services, there is a lack of awareness of discrimination and inequality, in particular the harmful and deep-rooted problem of interpersonal and systemic racism. We re-affirm our commitment to confronting and addressing racism and discrimination in all its forms.
- 1.3 The current report provides a summary of progress on the actions approved at the March 2020 Education Children and Families Committee and outlines an extended and necessarily ambitious set of actions to promote equality, diversity and inclusion, with a focus on tackling all forms of racism. This work will continue to involve primary, secondary and special schools, the ASL Service, Quality Improvement & Curriculum Service and Lifelong Learning (CLD).

2. Background

- 2.1 Previous reports on equalities and inclusion and measures to improve the opportunities, experiences and outcomes for children and young people have been presented to the Education, children and Families Committee, most recently the march 2020 report on Promoting Equality:
<https://democracy.edinburgh.gov.uk/documents/s14766/7.8%20Promoting%20Equality.pdf>
- 2.2 The COVID-19 pandemic necessarily saw a re-prioritisation of work across the Communities and Families department to meet the needs of the most vulnerable children, young people and families - many of whom have protected characteristics – during school closures. While this has temporarily affected the rate of progress on more strategic work, Equalities has remained at the centre of both our immediate response to COVID-19 and planning for Adaptation and Renewal. A core group of Council officers from the Communities and Families Equalities Steering Group has continued to meet during school closures, with a focus on the implications of COVID-19 for children and families with protected characteristics and other factors including poverty, and Black Lives Matter.
- 2.3 The Black Lives Matters movement which gathered momentum in the wake of the killing of George Floyd in the USA at the end of May 2020, has focused the attention of public sector organisations, including City of Edinburgh Council Communities and Families department, on the harmful and persistent issue of institutional racism. On 11th June, the Communities and Families Equalities Steering Group issued a statement outlining our position as Council staff (Appendix 1). It emphasises our recognition of the deep-rootedness of this problem, that we

have much more to do and our commitment to doing so; we know that what is required is action, not words.

- 2.4 We have received allegations of racist conduct in a number of schools. Following initial internal review it has been decided to appoint an independent advisor, with expertise in conducting such investigations and in relation to equalities legislation and practice. One report for each school will be prepared.
- 2.5 The investigations will be undertaken in accordance with the principles set down in stage 2 of the external complaints procedure, on the basis that appropriate support will be provided to complainants where evidence is ingathered. We are currently exploring an appropriate 3rd sector agency to provide support and act as intermediaries in the process.
- 2.6 As a second stage of independently and forensically considering all issues raised, a working group of senior Council officials and relevant stakeholders will consider the outcome of the investigations at each school, in order to identify the extent of institutional issues and to make appropriate recommendations.
- 2.7 The investigations will start as soon as possible and by no later than early August, with a view to finalising the first stage reports by mid-October. The second stage working group would then be convened in mid-October, with a view to reporting back by the end of this calendar year.
- 2.8 We have also received calls for the mural in Wardie Primary School which includes an image of a 'golliwog' to be removed. This will be considered as part of the wider review into Edinburgh's public statues, monuments, building and street names. We are aware of a petition to change the name of James Gillespie's High School. James Gillespie was an 18th century tobacco merchant in the city.
- 2.9 In the context outlined above, we have re-assessed priorities for our work on equality, diversity and inclusion in schools, services and youth work and written an extended plan of actions with a focus on tackling all forms of racism (Appendix 2). It should be noted that planning will give regard to balance and proportionate emphasis on discrete protected characteristics over a three-year planning period. This important work sits within the Council-wide Diversity and Inclusion Strategy and overlaps in some areas, e.g. Human Resources and cultural assets.

3. Main report

- 3.1 **Theme 1: Representation, recruitment and retention.** A detailed analysis of baseline employment data by position/role and ethnicity shows the current position and what is required to achieve the national target of 4% of teaching staff from BAME backgrounds by 2030 (Appendix 4). We have included in this analysis non-teaching school-based posts and other non-school-based posts which involve day-to-day contact with children and young people. The data shows that there is high representation of people from BAME backgrounds in PSA, Early Years Assistant and Development Officer roles, whilst there is low representation in all teaching roles except Probationers. It should be noted that there is a high level of non-disclosure of ethnicity and therefore it is likely that there is a higher representation of staff from minority ethnic backgrounds than the current data suggests. Improving equalities monitoring data is one of three strands in the Council-wide Diversity and Inclusion strategy.
- 3.2 Actions to address the under-representation of people of colour in all relevant roles are outlined in the plan. We consider that senior leaders have an essential role in providing strong leadership in this area. Planning is underway for an event aimed at raising senior leaders' (Schools and

Lifelong Learning) awareness of bias and inequity including in recruitment, retention and promotion of staff from diverse backgrounds. Guidance for probationer teachers and mentors on legal and statutory requirements for race equality, diversity and rights has been revised and strengthened. We will undertake an engagement and consultation process with staff from under-represented groups in autumn 2020. Further actions are to raise awareness of mentoring networks for under-represented groups and to identify ways to recognise and support aspiring minority ethnic teachers and youth workers. We recognise that increasing the number of BAME staff is a long-term objective and therefore working with BAME third sector organisations to increase representation and provide BAME role models for young people will be part of our interim strategy.

3.3 **Theme 2: Teaching and Learning.** We have developed a database of resources to support delivery of a curriculum which is inclusive and reflects and values the lived experiences of all children, young people and their families. It covers the protected characteristics of disability, gender, sexual orientation, gender re-assignment, race and religion and includes sections on black history and migration, as well as recommended books for children and young people which: promote positive images of disability; challenge gender stereotypes; teach about the fluidity of gender and the importance of acceptance; share black voices, promote black stories and promote the principles of the Black Lives Matter movement (see Appendix 5 for example pages).

3.4 In addition to promoting resources for teaching black history, language and culture across the curriculum, we will work with subject leaders to plan and carry out a formal audit of Black History and culture across S1-3 and the Senior Phase. In parallel, we will offer professional learning on decolonising the curriculum (secondary) and creating an inclusive curriculum (primary). As part of the national 1+2 Language Strategy, we are exploring options to support the teaching and learning of heritage languages. We will also promote the Language Ambassadors Programme and the Young Interpreters Scheme.

3.5 **Theme 3. Health and Wellbeing.** We have continued to support schools and establishments to implement the revised procedure for 'Preventing and Responding to Bullying and Prejudice amongst Children and Young People' which was launched in October 2019. Schools have been advised to draft and begin to implement their own youth-led policies by December 2020

3.6 Five out of the planned six anti-bullying training sessions for Equality Co-ordinators and Anti-bullying Champions were delivered by *respectme* prior to school closures. Additional training for school leaders in managing and reporting bullying, prejudice-based incidents and hate crime which was scheduled for May 2020 has been postponed to autumn 2020 due to COVID-19. It will now include a specific focus on dealing with racist incidents. Improved guidance for schools on setting up school Equalities Groups will be issued to schools for the start of session. The purpose of these groups is to ensure that learner participation drives policy and practice at school level. Anti-bullying and tackling racism will be a priority for schools in session 2020-21.

We will strengthen the section on procedures for reporting, investigation and follow-up of bullying incidents. Specifically, we will work with BAME young people to critically examine the policy. Their feedback will be used to offer better support to schools as they devise their own youth-led policies. BAME youth workers will also work with BAME young people to create youth-led communications about tackling racist incidents. Our intention is that this would be made available to all young people in the city and it would cover points such as, for example, 'what you should do if this happens to you or you witness this happening to someone else. It will also provide an escalation process and will explain what young people can expect from the adults that they report the incident to.

- 3.7 From session 2020-21, Intercultural Youth Scotland (IYS) will implement their 'Anti-racist and Pro-black Education and Ambassadorship' programme in at least 3 secondary schools (Liberton HS, Portobello HS and The Royal High School). This programme includes: delivering anti-racist education to young people in S1-4; staff training on anti-racist education; mentoring a school Anti-Racist Ambassador; supporting a whole-school approach to dealing with racist incidents.
- 3.8 Key findings from an analysis of an equalities survey of Council and third sector youth work providers include: under-representation of BAME staff in universal youth work provision (see 4.2); a need for race equality training. The survey also identified practice which has been successful in increasing participation of young people with protected characteristics and barriers to their participation. (Appendix 5) Youth work staff will be included in mandatory Unconscious Bias and Equalities training (see 4.9) and we will deliver specific training for anti-racist youth work. We will carry our further analysis of the survey, share the results with relevant partners and identify further actions.
- 3.9 Good practice identified through the BAME youth work short-life working group includes: Passion4Fusion and Muirhouse Youth Development Group (MYDG) working with a diverse group of young people to explore what makes a community inclusive and what makes a group welcoming and accepting (<https://youtu.be/EoS3NO4nPjY>); Multi-Cultural Family Base (MCFB) working with a number of universal youth work providers to run short-term groups that act as a bridge to engage children and young people in mainstream youth work services; ELREC (Edinburgh and Lothians Regional Equality Council) TRUE Colours programme working with S6 students at Drummond Community High School to organise a whole-school event on racism (October 2019) and to lead S1 students in sessions on racism and cyber-bullying (February 2020), as part of an SQA Leadership qualification. This and other good practice will be shared through events (see 4.11) and communications (see 4.14).
- 3.10 **Theme 4: Professional Learning.** Training is a cross-cutting theme and has been covered in part at sections 4.2, 4.4, 4.5 and 4.6. All school staff (teaching and non-teaching) and Council youth work staff will be required to undertake online professional learning modules on Unconscious Bias and Equality and Diversity in session 2020-21. Time will be allocated and, for teachers, this has been agreed with the teaching unions as part of the annual Working Time Agreement. A preliminary scoping exercise for whole-school Equalities training for school staff was completed in March 2020 (Appendix 7). This work will be remitted to Learning and Development team.
- 3.11 Schools participating in the IYS Education and Ambassadorship programme (see 4.6) will receive focused race equality training.
- 3.12 Pre-COVID, planning was underway for a joint event with SCORE Scotland and Passion4Fusion (BAME youth work organisations) to bring together BAME and universal youth work providers to explore issues raised through Youth Talk, the BAME youth work short-life working group and the Youth Work Equalities survey. We will resume planning in August 2020.
- 3.13 The Equalities Steering Group will consider the overview of training, including content, delivery and quality assurance.
- 3.14 **Theme 5: Adaptation and Renewal.** Equalities is a core principle across all Adaptation and Renewal themes and plans for schools.
- 3.15 **Theme 6: Communication.** We will develop a communications strategy for equality, diversity and inclusion to raise awareness, promote conversations and action amongst young people, parents, school and youth work staff and senior leaders.

- 3.16 **Theme 7: Self-Evaluation.** We have made some progress in establishing baseline data, e.g. detailed employment data. We will create and implement a schedule for regular review of Equalities data to measure progress and inform planning. Self-evaluation will be an ongoing theme in our work to ensure that equalities becomes deeply and intrinsically embedded in all processes. It will also be explored in more detail in Phase 3 of the Equalities Investigation (Appendix 3)

4. Next Steps

- 4.1 Progress work as outlined in the Equality, Diversity and Inclusion Action Plan (Appendix 2)
- 4.2 Discuss and ensure alignment with Children's Partnership members.

5. Financial impact

- 6.1 The provision of third sector specialist advice for those who have suffered or experienced racist incidents is being examined. There are no indicative costs at time of writing.
- Legal advice for the racist conduct investigations are also being prepared, though not yet finalised.

6. Stakeholder/Community Impact

- 6.1 The Communities and Families Equalities Steering Group has representation from schools and relevant partner agencies. It will continue to engage with stakeholders in a range of ways, for example by inviting presentations and consulting reference groups. Engagement with parents has taken place through Locality Parent Council meetings. The Equalities Steering Group will consider inviting parents to join, with the view to becoming an Equalities Board. Engagement with pupils will take place principally through school Equalities Steering Groups.

7. Background Reading / External References

- 7.1 [Included, Engaged and Involved \(Education Scotland\) 2018](#)
- 7.2 City of Edinburgh Council: [Included, Engaged and Involved - policy](#)
- 7.3 City of Edinburgh Council: [Preventing and Responding to Bullying and Prejudice Amongst Children and Young People - procedure](#)
- 7.4 City of Edinburgh Council: [Edinburgh Learns Framework for Inclusion](#)
- 7.5 City of Edinburgh Council: [Edinburgh Learns Framework for Health and Wellbeing](#)

8. Appendices

- 9.1 Appendix 1 Equalities statement
- 9.2 Appendix 2 Communities and Families, Equality, Diversity and Inclusion Action Plan 2020-21
- 9.3 Appendix 3 Employment Data
- 9.4 Appendix 4 Inclusive Curriculum database – example pages
- 9.5 Appendix 5 Youth Work and Equalities Survey: BAME summary
- 9.6 Appendix 6 Scoping Document: whole-school Equalities training

APPENDIX 1. Equalities Statement

Black Lives Matter

Recent events in the US, in particular the shocking death of George Floyd, and the global response are shining a light again on the harmful and persistent issue of institutionalised racism. We fully recognise that it is no less an issue in the UK and Scotland. We have witnessed similar tragedies, and recently the disproportionate effect of COVID-19 on people from Black, Asian and minority ethnic backgrounds.

We are heartened by the concern and support expressed by pupils, parents and staff from across our learning communities in recent days. We are all rightly asking what more we can and should do to support our Black, Asian and minority ethnic pupils and colleagues.

We re-affirm and strengthen our commitment to confronting and addressing racism and discrimination in all its forms through strong anti-racist leadership, teaching and youth work. Our recent engagement with BAME young people and partner organisations has shown that there is much more that we can do and we will continue to listen and learn. We have started by implementing a revised anti-bullying procedure supported by training for senior leaders and pupil Equalities groups and we are working to ensure that Black history and its role in our city is a core part of a decolonised and inclusive curriculum. We will increase training for all school staff and have set up a working group as part of a national commitment to increasing diversity in the teaching workforce.

We believe that our schools have a vital role to play in tackling racism and creating a city where all are treated with dignity and respect. We want **all** our children and young people to thrive and lead in a diverse and complex world. We do not underestimate the challenge of this deep-rooted problem. We are fully committed to making a difference, harnessing the compassion, energy and creativity of our children, young people, families and staff to make Edinburgh a city where there is no place for discrimination or injustice.

On behalf of,
The City of Edinburgh Council Equalities Steering Group (Education)

The above statement has been prepared to clearly state our position as staff working within Children and Families. You may find it useful to share and discuss with relevant members of your school community.

Kind regards

Lorna Sweeney

(Chair) Equalities Steering Group (Education)

Annemarie Procter
C&F Equalities Lead

Communities and Families

Equality, Diversity and Inclusion Action Plan

This plan sets out ongoing and future work to ensure that the City of Edinburgh Council fulfils its obligation of equity and excellence for all learners, with particular reference to protected characteristics under the Equality Act 2010 and other factors such as children who are non-binary, care experienced or Young Carers, and children who have English as an Additional Language or are affected by poverty. It includes actions for specific protected characteristics, with a particular emphasis on race equality, in the context of Black Lives Matter. Planning will give regard to balance and proportionate emphasis on discrete protected characteristics over a three-year planning period.

Theme	Tasks	Empowered System	Target date	Progress
1. Representation, recruitment and retention Diversity in the teaching, PSA and youth work workforce	<ul style="list-style-type: none"> include guidance for probationer teachers and mentors re. legal and statutory requirements for race equality and diversity, and rights raise awareness of bias and inequity: Head Teachers, CLD managers – Creative Conversation: Educating for Race Equality (Professional Learning) consultation with staff from groups of interest – experience in the workplace (teacher/PSA/youth workers) raise awareness of mentoring networks for under-represented groups (teacher/PSA/youth workers) identify ways to recognise and support aspiring minority ethnic teachers and youth workers 	Teachers & practitioners GTCS	August 2020	<ul style="list-style-type: none"> completed (update in Probationer's handbook)
		School leaders	November 2020	<ul style="list-style-type: none"> planning underway (LLL)
		Teachers & practitioners, youth workers	December 2020	
		Teachers & practitioners	November 2020	
		School leaders, youth work leaders	January 2021	
2. Teaching and Learning Inclusive curriculum BME / black history and culture included:	<ul style="list-style-type: none"> Deliver Professional Learning: <ul style="list-style-type: none"> Decolonising the Curriculum (secondary) Creating an inclusive curriculum (primary) 	School leaders, Teachers, Partners	Oct. 20 & Jan. 21 Jan. 21 & Mar. 21	

<ul style="list-style-type: none"> • in all phases of secondary school education across all disciplines • BME / black history and culture across all curricular areas in primary school education • through youth work 	<ul style="list-style-type: none"> • Create Inclusive Curriculum resource database • Carry out formal audit of Black History across BGE and Senior Phase • Identify ways to support the teaching and learning of Community/Heritage Languages as L3 (1+2 Language Strategy) • Language Ambassadors Programme and Young Interpreters Scheme: obtain baseline information and agree a target number of participating schools 	<p>Teachers & practitioners</p> <p>Teachers & Practitioners</p> <p>Local Authority</p> <p>Local Authority</p>	<p>August 2020</p> <p>November 2020</p> <p>August 2020</p> <p>November 2020</p>	<ul style="list-style-type: none"> • On target • On target
<p>3. Health and Wellbeing Anti-bullying. Implementation of revised procedure.</p>	<ul style="list-style-type: none"> • Engagement with Parent Council Locality groups • Professional Learning: Respect for All training for Equality Co-ordinators • Strengthen section of procedure on reporting, investigation and follow-up of incidents, with particular ref. to prejudice-based bullying and racist incidents. • Professional Learning: Follow-up training on recording, prejudiced-based bullying, dealing with racist incidents, hate crime • All schools establish/re-constitute pupil-led Equalities Groups • 3 secondary schools pilot IYS Race Ambassadors programme • Respect for All training for Parents-Carers • Professional Learning: Respect for All training for PSAs • Analyse recorded bullying incidents data by protected characteristics 	<p>Parents & Carers Partners</p> <p>Learners, Partners, Local Authority</p> <p>School leaders</p> <p>Learners</p> <p>Partners</p> <p>Parents & carers</p> <p>Support staff</p>	<p>February 2020</p> <p>March 2020</p> <p>August 2020</p> <p>December 2020</p> <p>December 2020</p> <p>Aug. 2020-June 2021</p> <p>December 2020</p> <p>June 2021</p> <p>Aug. 2020, Jan. & August 2021</p>	<ul style="list-style-type: none"> • Completed • 5 of 6 session delivered. 1 session to be rescheduled (COVID-19). • Planning underway • Guidance to support – due August 2020 • Initial participating schools: Liberton HS, Portobello HS, the Royal High School

<p>Youth Work</p> <p>Support for transgender young people</p>	<ul style="list-style-type: none"> • Carry out and analyse equalities survey of Council and third sector youth providers to inform actions. • Deliver training for anti-racist youth work • Revise Edinburgh guidance on supporting transgender young people after publication of revised national guidance (<i>publication delayed</i>) 	<p>Local Authority, School leaders</p> <p>Local Authority</p> <p>Youth workers, Partners Teachers & practitioners, Partners</p>	<p>March 2020</p> <p>March 2020</p> <p>August 2021 (<i>provisional</i>)</p>	<ul style="list-style-type: none"> • Completed
<p>4. Professional Learning See also Themes 1, 2 and 3.</p>	<ul style="list-style-type: none"> • core (required) Equalities training (online) for all school staff (leadership, teaching and non-teaching), CLD managers and youth workers • progress development of whole-school Equalities training (Learning & Development) • create database of recommended Equalities training (internal, third sector, other) 	<p>Teachers & practitioners</p> <p>Teachers, practitioners</p> <p>Partners</p>	<p>June 2021</p> <p>June 2021</p> <p>January 2021</p>	<ul style="list-style-type: none"> • Included in Working Time Agreement for teachers 2020-21
<p>5. Adaptation and Renewal Edinburgh Learns for Life</p>	<ul style="list-style-type: none"> • planning for all themes gives due regard to equality including socio-economic disadvantage, sustainability and human rights 	<p>Local Authority School leaders</p>	<p>June 2020 and ongoing</p>	<ul style="list-style-type: none"> • In progress
<p>6. Communication</p>	<ul style="list-style-type: none"> • Develop communication strategy <ul style="list-style-type: none"> ➤ For young people, by young people ➤ Monthly Director Report via SWAY ➤ ELATE (Edinburgh Learns Magazine) 	<p>Local Authority Learners</p>		<ul style="list-style-type: none"> •
<p>7. Self-evaluation</p>	<ul style="list-style-type: none"> • Create and implement a schedule for review of data by Equalities Steering group (incl. ownership) (e.g. attainment, bullying incidents, exclusions, pupil survey, employment) 	<p>Local Authority, School leaders, Partners</p>	<p>October 2020</p>	<ul style="list-style-type: none"> • In progress

**APPENDIX 3:
Teaching Posts**

Ethnicity	CL	DHT	HT	Probationer	PSL/SLL	PT	Teacher	Blank	Grand Total
Asian				6			36		42
Black				2			3		5
Declined/no info.	37	24	18	16	32	14	527		668
Mixed	1	1		1			16		19
Other							4		4
White - other	5	4	5	18	2	4	149		187
White – UK/Ire	163	172	111	171	175	128	2376		3296
(Blank)									
Grand total	206	201	134	214	209	146	3111		4221
Total BME	1	1	0	9	0	0	59		70
Ethnicity by %	%CL	%DHT	%HT	%Probationer	%PSL/SLL	%PT	%Teacher		%
Asian	0	0	0	3	0	0	1		1
Black	0	0	0	1	0	0	0		0
Declined / no info.	18	12	13	7	15	10	17		16
Mixed	0	0	0	0	0	0	1		0
Other	0	0	0	0	0	0	0		0
White – other	2	2	4	8	1	3	5		4
White – UK / Ire	79	86	83	80	84	88	76		78
(blank)	0	0	0	0	0	0	0		0
Total % BME	0	0	0	4	0	0	2		2
4% target figure = x staff	8	8	5	9	8	6	124		169
ADJUSTED Target (minus existing BME staff)	7	7	5	0	8	6	65		99

Non-teaching Posts

Non-teaching population by ethnicity																			
Count of Ethnicity - cleaned up	Column Labels																		
Row Labels	Adminstrator	AS Coordinators	Autism Dev Worker	BM	Breakfast Club	BSO	Dev Off	EYA	EYO	EYP	Group Worker	NN	PSA	Sc. Tech	Senior EYO	SSA	Youth Worker	(blank)	Grand Total
Asian				2				12	3	17		3	42	2	1	4			86
Black							2	1		3			6						12
Declined / no info	9	6	1	12	8		13	56	21	125		3	358	8	5	19		2	646
Mixed							3		2	4			9		1	1			20
Other								4		1			14	1					20
White - other	2		1	4	6	1	2	10	11	49		4	139	3	3	15			250
White - UK / Ire	95	19	3	104	47	8	58	86	148	460		2	64	1082	25	73	96	3	2373
(blank)																			
Grand Total	106	25	5	122	61	9	78	169	185	659	2	74	1650	39	83	135	5	0	3407
Total BME colleagues	0	0	0	2	0	0	5	17	5	25	0	3	71	3	2	5	0	0	138
Ethnicity by %	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
	Adminstrator	AS Coordinators	Autism Dev Worker	BM	Breakfast Club	BSO	Dev Off	EYA	EYO	EYP	Group Worker	NN	PSA	Sc. Tech	Senior EYO	SSA	Youth Worker	(blank)	Grand Total
Asian	0	0	0	2	0	0	0	7	2	3	0	4	3	5	1	3	0	0	3
Black	0	0	0	0	0	0	3	1	0	0	0	0	0	0	0	0	0	0	0
Declined / no info	8	24	20	10	13	0	17	33	11	19	0	4	22	21	6	14	40	0	19
Mixed	0	0	0	0	0	0	4	0	1	1	0	0	1	0	1	1	0	0	1
Other	0	0	0	0	0	0	0	2	0	0	0	0	1	3	0	0	0	0	1
White - other	2	0	20	3	10	11	3	6	6	7	0	5	8	8	4	11	0	0	7
White - UK / Ire	90	76	60	85	77	89	74	51	80	70	100	86	66	64	88	71	60	0	70
(blank)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total % BME colleagues	0	0	0	2	0	0	6	10	3	4	0	4	4	8	2	4	0	0	4
4% target figure = x staff	4	1	0	5	2	0	3	7	7	26	0	3	66	2	3	5	0	0	136
ADJUSTED Target (minus existing BME staff)	4	1	0	3	2	0	-2	-10	2	1	0	0	-5	-1	1	0	0	0	-2

Non-teaching Post Groups

Job Group	Original Title	Group includes these posts:
Administrator	School Administrator	
AS Coordinators	Active School Co-ordinators	
Autism Dev Worker	Autism Development Worker	
BM	Business Manager	
Breakfast Club	Breakfast Club Staff	BC Assistants and BC Supervisors
BSO	Behaviour Support Officers	
Dev Off	Development Officers	LLL Development Officers CLD Development Officers Outdoor Learning Development Officers Sports Development Officers
EYA	Early Years Assistants	
EYO	Early Years Officers	
EYP	Early Years Practitioners	
Group Worker	Group Worker	
NN	Nursery Nurse	
PSA	Pupil Support Assistants	Bilingual Support Assistants
Sc. Tech	Science Technicians	Senior Science Technicians
Senior EYO	Senior Early Years Officer	Senior Early Years Intervention Officers
SSA	School Support Assistants	
Youth Worker	Youth Worker	

APPENDIX 4. Example page from Inclusive Curriculum resource database

Gender

Name of resource	Web link	Publisher / Organisation	Age/Stage	More information
World's largest lesson: gender equality	https://worldslargestlesson.globalgoals.org/worlds-largest-lesson-2016-focus-on-goal-5-gender-equality/	World's Largest Lesson / UNICEF	Secondary	The survey project involves creating a gender equality ratio of your community decision makers and influencers and sharing this on an interactive map. We aim to create a snapshot of the world that shows what gender equality really looks like to children and young people #FromWhereIStand.
UNESCO Sustainable Development Goal 5 Resources	https://en.unesco.org/themes/education/sdgs/material/05	UNESCO	EY, Primary and Secondary	The UNESCO resource bank for teaching about gender equality at all ages/stages.
Challenging Gender Stereotype lesson plans	https://www.open.edu/openlearncreate/pluginfile.php/272873/mod_resource/content/1/Classroom%20Activities%20on%20gender%20stereotypes%20and%20equality.pdf	Robert Gordon's / opencreate	Secondary	4 classroom activities: warmup activity to raise awareness of gender stereotyping 'It's a girl thing or a boy thing?'; activity to allow young people to talk about their opinions and raise awareness of gender stereotyping 'Where do you stand?'; Gender Lens exercise and subject choices; Gender lightbulb exercise - invites students to reflect on a time when they were treated differently because of their gender.
What is inequality? Gender	https://www.actionaid.org.uk/school-resources/resource/what-is-inequality-gender	Action Aid	Upper Primary, S1-2	This resource is full of simple activities to get your pupils thinking about what gender inequality means and how it affects people's lives around the world. Includes the starter activity 'What is inequality?' and a case study of how ActionAid has helped women farmers in Sierra Leone.

Female Genital Mutilation	https://www.actionaid.org.uk/school-resources/resource/female-genital-mutilation-fgm-teaching-resources	Action Aid	Secondary	Created for Key Stage 3 and 4 citizenship and PSHE classes, these resources focus on dispelling myths around FGM. They also include the powerful stories of those who have been affected by FGM and those who are working to eradicate it.
Equal Rights - what gets in the way?	https://www.womankind.org.uk/docs/default-source/Fundraise-/lesson-plan.pdf	Womankind	Secondary	An introduction to women's rights for secondary schools. By the end of this lesson students will have considered some of the specific challenges to women's rights, why they exist and what can be done to effect change. They will listen to different opinions, discuss and collaborate
Outside the Box: Promoting Gender Equality and Tackling Sexual Harrassment in Schools	https://equaliteach.co.uk/for-schools/classroom-resources/outside-the-box/	Equaliteach	EY, Primary and Secondary	Outside the Box is a resource for those working with young people from Early Years through to Key Stage 5, supporting them to promote gender equality throughout their settings and tackle sexism and sexual harassment. The resource provides advice and techniques for educators, as well as practical lesson plans and activities.
Improving Gender Balance and Equalities 3-18	https://education.gov.scot/improvement/learning-resources/improving-gender-balance-3-18	Education Scotland	EY, Primary and Secondary	Improving Gender Balance and Equalities (IGBE) resources and research for practitioners to help: challenge gender stereotypes; address unconscious bias; improve gender balance in subject uptake and learner pathways; promote whole-establishment approaches to equality.
Exploring gender stereotypes in stories	https://www.tolerance.org/classroom-resources/tolerance-lessons/exploring-gender-stereotypes-in-stories	Tolerance.org	Primary	This lesson allows children to look at one or more picture books that counter gender stereotypes. After discussion of the book, children will engage in a creative writing activity geared to fostering individual identity and resisting social definitions of what and how a boy or girl "should" be.
Exploring gender stereotypes through role plays	https://www.tolerance.org/classroom-resources/tolerance-lessons/exploring-gender-stereotypes-through-role-plays	Tolerance.org	Primary	This lesson offers role plays and essential questions to guide students as they participate. Children have a chance to use creative, dramatic expression to consider not only the roots of gender stereotypes, but also their consequences and strategies for counteracting them.

Maya Angelou 'Still I Rise'	https://www.tolerance.org/classroom-resources/tolerance-lessons/maya-angelou	Tolerance.org	Upper Primary and Secondary	This lesson focuses on questions of identity as students read and analyze Angelou's inspirational poem "Still I Rise" and apply its message to their own lives. Students learn how Maya Angelou overcame hardship and discrimination to find her own voice and to influence others to believe in themselves and use their voices for positive change.
The Importance of Female Voices	https://www.tolerance.org/classroom-resources/tolerance-lessons/the-importance-of-female-voices	Tolerance.org	Upper Primary and Secondary	This lesson examines the gender discrepancy among Wikipedia contributors. Students create their own class wiki in order to discover why, despite Wikipedia's policy of openness, girls and women comprise only 13 percent of Wikipedia contributors.
Challenging Gender Stereotyping and Homophobia in Sports	https://www.tolerance.org/classroom-resources/tolerance-lessons/challenging-gender-stereotyping-and-homophobia-in-sports	Tolerance.org	Upper Primary and Secondary	This lesson discusses common characteristics and stereotypes that are associated with athletes.

APPENDIX 5. Youth Work and Equalities Survey: BAME – Summary

- 24 responses: 37% from universal provision; 13% targeted; 50% both. Of the targeted provision, only two of the responses target BAME young people.
- 726 BAME young people taking part, average of 32 per provider. Range is from 0 (two orgs) to 144. Of protected characteristic groups taking part in youth work, BAME young people represent the highest number in the response to this survey.
- **What has been successful in attracting participation of protected characteristic groups (not just BAME)?**
 - Close partnership working
 - Outreach
 - Concerted effort to target this group and make provision more inclusive
 - Staff who are supportive, and understand and are aware of the issues the groups face
 - Safe space
 - Strong links with, and good understanding of, the local community/community which is being supported
 - Working with schools and health organisations
 - Consistency and regular contact with other providers
- **What barriers prevent people (with protected characteristic groups, not just BAME) from accessing your services?**
 - Inconsistency (e.g. provision not available regularly)
 - Real or perceived concerns about safety
 - Ineffective partnership working or poor inclusive practice
 - Societal – some groups can dominate, making inclusion more difficult. Organisations need to be pro-active in tackling this.
 - Lack of awareness that the group exists or is open to all; poor promotion
 - Expensive bus fares or lack of transport
 - Lack of awareness that all young people are welcome
- **How many staff who support young people share these characteristics?**
 - BAME – 65. This ranges from 0 staff to 20. Of 22 respondents to this question, 5 had no BAME staff. The average is 3 staff.
- **Does your staff reflect the (protected characteristic) diversity of the young people the service is available to?**
 - Yes – 42%
 - No – 37.5%

However, in terms of BAME staff, generally this group is significantly under-represented in universal provision. There is a great deal to do in relation to creating more ethnically diverse youth work teams in universal provision.
- **How important is it that staff share these characteristics?**
 - Vital – 33%
 - Helpful – 63%
 - Not important – 4%

- **What training have staff received in relation to protected characteristics?**
 - Most organisations ensure that their staff receive equalities training. Few, though, mention BAME training specifically. This should, therefore, be a priority for development.
- **If we were to actively encourage more people from the groups to consider youth work as a career, which should we target?**
 - 87% said BAME, making it the highest ranking of those mentioned (slightly above people with disabilities, young carers and care experienced young people).

APPENDIX 6. Whole-School/Establishment Equalities Training – Scoping Document (revised June 2020)

This purpose of this document is to outline a model for delivery of whole-school/establishment Equalities training.

The training would build on required/mandatory online training in Unconscious Bias and Equality & Diversity to be completed by all staff in 2020-21 and would be designed to support schools to develop a whole-school approach to Equality, Diversity and Inclusion. Whilst the preferred mode of delivery is face-to-face, we recognise that this may not be possible due to physical distancing measures. The training can be designed for both face-to-face and online delivery. Training would be delivered on school in-service days only so that **all** staff (teaching, non-teaching – including wider support staff) could attend.

Schools

90 Primary schools; 23 Secondary Schools; 10 Special Schools and ESS; 17 stand-alone EY settings

Frequency: rolling 3-year programme

PRIMARY SCHOOLS

	Year 1	Year 2	Year 3
Day 1	8	8	8
Day 2	8	8	8
Day 3	7	7	7
Day 4	7	7	7

SECONDARY SCHOOLS

	Year 1	Year 2	Year 3
Day 1	2	2	2
Day 2	2	2	2
Day 3	2	2	2
Day 4	2	2	1

SPECIAL SCHOOLS – over 3 years

Some Special Schools may prefer to attend with a cluster school (primary or secondary)

	Year 1	Year 2	Year 3
Day 1	Braidburn	Pilrig Park	St. Crispin's
Day 2	Gorgie Mills	Prospect Bank	Woodlands
Day 3	Kaimes	Redhall	ESS
Day 4	Oaklands	Rowanfield	

EY Centres and Stand-Alone Nurseries – Locality-based training

	Year 1	Year 2	Year 3
Day 1	Cowgate Under 5s, Tollcross, Viewforth, Craigentenny	Moffat, Craigmillar, Greendykes, Gilmerton	Murrayburn, Sighthill, Hailesland, Stenhouse

Day 2	Craigroyston, Fort, Fox Covert, Granton, Queensferry		
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Training Team requirement

Offered on school in-service days only: August (Day 2); October (Day 3); January (Day 4); May (Day 5)

Primary	Secondary	Special Schools	EYCs
8 teams per in-service day if each team delivers 1 session / day 4 teams if each team deliver 2 sessions / day. 9am – 11am AM and 1.30pm – 3.30pm	2 teams per in-service day or 1 team if delivering 2 sessions / day. 9am – 11am and 1.30pm – 3.30pm.	1 team per in-service day	1 team, delivers twice in Year 1 and once in Years 2 and 3. Or this team does all EYCs in one school session.
Max. number of training teams: 11 Minimum number of training teams: 6			1 training team

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Policy and Sustainability Committee

10.00am, Thursday, 23 July 2020

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

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

- 1.1 It is recommended that the Committee:
 - 1.1.1 notes the developed design from the Final Business Case in March 2019, 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

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 Traffic Regulation Orders (TROs). This report briefly summarises the key changes, 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. The proposed drawings to be consulted upon can be found on the scheme's website (hyperlink from Appendix 2). Note the proposed TRO drawings are representative of the Traffic Orders only and are not the detailed design of road layout, signage and lining.
- 4.2 These drawings, except for three key changes, are the same as those that were consulted upon in 2018 and which formed part of the background information to consideration of the Final Business Case in March 2019.
- 4.3 The key change from the 2018 consultation is the inclusion of a Tram only section, as opposed to a Tram and Bus only section, along Constitution Street from the Foot of the Walk to Coatfield Lane. This has been changed to address tram safety concerns with the limited available road width space on Constitution Street at its southern end.
- 4.4 In response to comments raised, the prohibited right turn from Balfour Street onto Leith Walk has been removed, as the junction is now signalised and the movement can be made.
- 4.5 The final key change is that the Elm Row parking/loading restrictions have now been taken out of this proposed order. These restrictions are already covered by an existing "map based" traffic order which can be amended later if required. The moving restrictions in the Elm Row area however will still be included within this proposed order.
- 4.6 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.
- 4.7 There are two types of TRO proposed:
- 4.7.1 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
- 4.7.2 Moving Orders - These impose traffic restrictions such as public transport lanes, road closures and prohibition of turns.

The Statutory Process

- 4.8 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.
- 4.9 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.
- 4.10 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:
- 4.10.1 online publication of the Orders via the Council's Traffic Orders webpage;
 - 4.10.2 advertisement in local newspapers;
 - 4.10.3 notification to people on the project's mailing list;
 - 4.10.4 notification of the consultation on the project's website; and
 - 4.10.5 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

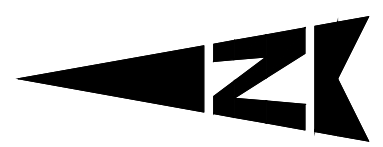
8.1 None.

9. Appendices

9.1 Appendix 1 - Scheme Route Plan.

9.2 Appendix 2 – [Detailed Drawings](#)

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LOCATION PLAN
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KEY:
TRAM RAIL ROUTE

Page 316

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Project Title
EDINBURGH TRAM
YORK PLACE TO NEWHAVEN

Drawing Title
TRAFFIC REGULATION ORDER
KEY PLAN

Scale	NTS	Originator	Checked	Approved	Authorised
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Policy and Sustainability Committee

10.00am, Thursday, 23 July 2020

Regeneration Capital Grant Fund – Update on Pipeline Projects

Executive/routine Wards	Executive 1 – Almond; 7 – Sighthill / Gorgie; 9 – Fountainbridge / Craiglockhart; 17 – Portobello / Craigmillar
Council Commitments	2 , 10

1. Recommendations

- 1.1 It is recommended that Committee:
 - 1.1.1 Notes the update provided on the four projects which were not recommended by officers for inclusion in the bids to the 2020/21 Scottish Government Regeneration Capital Grant Fund (RCGF) bid.
 - 1.1.2 Notes the progress made in developing a partnership with North Edinburgh Arts for the delivery of a community and neighbourhood hub to promote culture, arts, work and well-being.

Paul Lawrence

Executive Director of Place

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Regeneration Capital Grant Fund – future applications

2. Executive Summary

- 2.1 This report provides an update on progress with the Council's Pennywell Culture and Learning Hub, the E2 Workspace building at Fountainbridge, Portobello Town Hall, and Russell Road industrial estate projects as requested by Committee on 11 June 2020. These projects were not recommended by officers for consideration in the current round of the Regeneration Capital Grant Fund (RCGF) but remain in the pipeline for potential inclusion in future bids to this fund.
- 2.2 Council officers and North Edinburgh Arts have agreed an approach to the delivery of a community and neighbourhood hub to promote culture, arts, work and well-being.

3. Background

- 3.1 On [11 June 2020](#), the Policy and Sustainability Committee agreed to the Council putting seven projects forwards as candidates for the current round of the RCGF. Applications to the current round were made in advance of the deadline of 19 June 2020. A decision from the Scottish Government is expected in early 2021.
- 3.2 Committee requested an update on four projects which were not recommended for progression at this time. These were: Council's Pennywell Culture and Learning Hub, the E2 Workspace building at Fountainbridge, Portobello Town Hall, and Russell Road industrial estate.

4. Main report

- 4.1 Three of the four projects are potential Council led developments. These are Fountainbridge (E2) Workspace; Portobello Town Hall Refurbishment; and Russell Road Workspace project.
- 4.2 A fourth project was based on a proposal from North Edinburgh Arts to take forward the development of a new culture and learning hub at Pennywell. This included the development of a new building on the site of the current library and the refurbishment and redesign of the existing North Edinburgh Arts building.

Workspace at E2, Fountainbridge

- 4.3 A mixed-use development is being progressed by the Council at Fountainbridge on a site currently owned by the Council. The development as currently designed includes “E2”, a commercial building providing 9,827 sqm (net) of office space along with 1,639 sqm (net) of retail space on the lower floors.
- 4.4 “E2” would deliver scale-up workspace for technology companies. The project involves the regeneration of a longstanding brownfield gap site and would provide significant additional capacity for this important sector of the city’s economy and should facilitate the delivery of new jobs.
- 4.5 The procurement process for a development partner is currently live, and a partner should be selected before the end of the year. The development partner will be invited to set out their own proposals for the final designs of the E2 building and how it will be run.
- 4.6 As this process is not yet complete and proposals have not been finalised, it was not considered ready for potential submission to the RCGF programme. Officers will keep this project under consideration for future rounds of RCGF.

Portobello Town Hall

- 4.7 Portobello Town Hall is a category B listed town hall dating from the 1910s and is an asset currently owned by the Council. The building is currently in disrepair and in need of restorative investment. The project is included in the pipeline for consideration for future bids to the RCGF given the potential positive impact of restoring the Town Hall would have on Portobello town centre including the potential for new jobs and community use.
- 4.8 Officers are undertaking a marketing exercise to identify a long-lessee/partner for the building. Prospective tenants have been asked to specify the use the building would be put to (including provision for community or other public use) and any refurbishment and upgrading works to be carried out and how these would be likely to be funded.
- 4.9 As this process is not yet complete and proposals have not been finalised, it was not considered ready for potential submission to the RCGF programme. Officers will keep this project under consideration for future rounds of RCGF.

Future Development of Russell Road Site

- 4.10 Officers are considering options for development on the site of the current Russell Road Depot. This project is at an early scoping stage.
- 4.11 As proposals for the development of this site are under review it was not considered ready for potential submission to the RCGF programme. Officers will keep this project under consideration for future rounds of RCGF.

Pennywell Culture and Learning Hub

- 4.12 In October 2016 the Council agreed to take forward plans for the development of a new civic centre at the heart of Pennywell. The development included plans for new homes, retail and commercial space, the co-location of key services and high quality public realm. To enable this, the Council agreed to the transfer of a number of sites to the Housing Revenue Account (HRA) to facilitate the development of the civic centre with the condition that library facilities would be re-provisioned.
- 4.13 The delivery of the civic centre will complete one of the most significant urban regeneration projects in Scotland. Over £200 million of public and private sector investment has been committed to delivering Craigroyston High School, Pennywell All Care Centre and nearly 1,000 new homes. The project is recognised as a model of good practice in urban regeneration having won national awards for design, place making and community engagement.
- 4.14 Phase One of the development has been completed and includes homes and retail unit and the new square. Phase Two which includes homes, retail units, planting and public realm is under way. Phase Three will be on site next year and includes a further three retail units and an ambitious housing development for older people, community space and a shared courtyard and gardens.
- 4.15 Phase Four of the project includes the development a flexible-use, multi-purpose building on the site of the current library linked to adjoining early years centre and the current North Edinburgh Arts building to create a community culture and learning hub.
- 4.16 In April 2019, a number of potential partners for the multi-use building withdrew their interest. At that time North Edinburgh Arts indicated their interest in using space in the proposed development with a view to expanding their services. This interest was reflected in the June 2019 report on the Town Centre Fund which set out the potential for the development of a culture and learning hub involving the early years centre, the current North Edinburgh Arts building and the planned development of the current library site.
- 4.17 This initial approach was constrained by funding limitations. In late 2019 North Edinburgh Arts proposed an alternative approach to delivery which would include the transfer of the library site to them and the redesign and refurbishment of their existing building. North Edinburgh Arts estimated that this approach would cost an estimated £5 million and presented a funding plan which included the potential for a grant award from RCGF of £2 million. It was also envisaged that the Council provide a grant of £1.5 million to support the capital costs of this development and the rest of the funding being made up of various applications to trusts and other government agencies.
- 4.18 Officers did not recommend the inclusion of a bid to RCGF for this proposal because of concerns about the deliverability of the rest of the funding package and the impact this may have on delaying the delivery of the overall regeneration of the area. Officers have been in ongoing discussions with North Edinburgh Arts to

examine alternative approaches to the delivery of a culture and learning hub in the area.

- 4.19 Broad agreement has been reached between officers and North Edinburgh Arts which they believe provide the best possible outcome for the community including the delivery the Council's previously approved decisions and minimising funding and deliverability risks.
- 4.20 In summary the key elements of this agreement are:
- 4.20.1 To work together, through a partnership agreement, to deliver a community and neighbourhood hub which promotes culture, learning, work and well-being in and around the town centre.
- 4.20.2 The community and neighbourhood hub include the following:
- 4.20.2.1 The development of the town centre and MacMillan Square as a centre for culture learning and economic activity;
 - 4.20.2.2 The development of an early years centre to promote learning and development for children below school age and their families;
 - 4.20.2.3 A refurbished and redesigned North Edinburgh Arts centre promoting culture and arts in the community;
 - 4.20.2.4 A new feature legacy building to be developed on the library site proving a re-provisioned library, gallery, workspace and homes;
 - 4.20.2.5 Managed shared spaces that would include the courtyard between the early years centre and North Edinburgh Arts, shared entrance connecting the square to the early years centre, North Edinburgh Arts and the library and workspace.
- 4.20.3 The community and neighbourhood hub will be an important centre for people who live and work in Davidsons Mains, Drylaw, Granton,, Muirhouse, Pennywell, Pilton and Silverknowes as well as a resource to attract cultural and artistic events as an alternative to the concentration of these in the city centre.
- 4.21 To enable this North Edinburgh Arts and Council officers have agreed the following:
- 4.21.1 North Edinburgh Arts will have overall responsibility for the development, refurbishment and redesign of their current building. Officers will support the proposed transfer of the land North Edinburgh Arts currently leases from the Council, subject to conditions being agreed on future access for both North Edinburgh Arts and Council services. Officers intend to bring forward a report on the asset transfer to the Policy and Sustainability Committee on 6 August 2020. Council officers and North Edinburgh Arts are reviewing the application in order to clarify boundaries and align with the future ownership and management of the shared spaces between the early years centre, the new building on the current library site and the North Edinburgh Arts centre.
- 4.21.2 Council officers will support North Edinburgh Arts to devise a fundraising strategy for the development of the North Edinburgh Arts building which will

maximise funding from other agencies and trusts. This may include the inclusion of a bid to the next round of RCGF if other funds have not been secured by the end of the financial year 2020/21.

- 4.21.3 The Council will have overall responsibility for the development of the early years centre and the multi-purpose building on the site of the current library. Council officers have asked North Edinburgh Arts to withdraw its application for the transfer of the site of the current library. North Edinburgh Arts will submit revisions to their application and any transfer of assets will be subject to a separate agreement on the future ownership and management of shared space between the buildings.
- 4.21.4 North Edinburgh Arts and Council officers will agree a final design for the three buildings and shared spaces between them prior to submission of detailed planning permission in November 2020.
- 4.21.5 A partnership agreement will provide the framework for the development and future management of the buildings and the shared spaces.
- 4.21.6 The framework will include, but will not be limited to, consideration of the option of transferring ownership at a future date of the assets. Any proposals for the transfer of ownership at a future date would be subject to Council decisions.

5. Next Steps

- 5.1 Council officers will carry out a review the pipeline of projects by December 2020 for consideration of bids for the 2021/22 RCGF programme. Recommendations for applications for RCGF funding will be brought forward for Council approval prior to the submission of bids.
- 5.2 Council officers will finalise the partnership agreement with North Edinburgh Arts for the development of a community and neighbourhood hub promoting culture, the arts, work and well-being with both parties agreeing on the final design of the buildings and shared spaces prior to submission of detailed planning permission in November 2020.

6. Financial impact

- 6.1 There are no direct additional impacts on Council budgets associated with the Fountainbridge project, Portobello Town Hall, Russell Road industrial estate and Pennywell Culture and Learning Hub projects, arising from this report.

7. Stakeholder/Community Impact

- 7.1 Significant community engagement has been carried out around in relation to the Fountainbridge project. It is envisaged that the wider Fountainbridge development will incorporate an element of social enterprise space.
- 7.2 The Council is seeking to appoint a long lessee for Portobello Town Hall who would operate the building while making provision for community use.
- 7.3 The Russell Road industrial estate is located in a primarily commercial area and so there is limited community impact.
- 7.4 Significant community consultation has been undertaken around the Pennywell Culture and Learning Hub and a strategy for further engagement with the community will be included in the partnership agreement between North Edinburgh Arts and the Council.

8. Background reading/external references

- 8.1 [Town Centre Fund- Allocations Report, report to the Housing and Economy Committee, 6 June 2019](#)

9. Appendices

- 9.1 None

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Policy and Sustainability Committee

10.00am, Thursday, 23 July 2020

Spaces for People – Further Contract Waiver for Material Orders and Contract Services

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 The Policy and Sustainability Committee is asked to:
- 1.1.1 Note the purchase arrangements in place to support the installation of measures to create safe spaces for people to walk and cycle in the city, as part of the Spaces for People programme;
 - 1.1.2 Approve an extension to the Direct Awards via waiver of the Council's Contract Standing Orders (CSOs), approved by Committee on 11 June 2020, for the purchase of additional temporary traffic management infrastructure and to appoint installation contract services up to a total value of £4.1m;
 - 1.1.3 Note that existing arrangements for procurement frameworks will be used where possible however, if Direct Awards via waiver are required, these will be negotiated with current suppliers and framework contractors on a best value basis; and
 - 1.1.4 Note that this temporary traffic management infrastructure will be used in the city centre, town centres, cycle segregation, low traffic neighbourhoods, school routes and spaces for exercise to support urgent economic recovery and will enable the interventions to be delivered in line with the time critical project programme.

Paul Lawrence

Executive Director of Place

Dave Sinclair, Local Transport and Environment Manager

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Spaces for People – Additional Contract Waiver for Material Orders and Contract Services

2. Executive Summary

- 2.1 Policy and Sustainability Committee approved a waiver of the Council's Contract Standing Orders (CSOs) in June 2020 to enable the urgent purchase or hire of traffic management materials up to a value of £1.5m. This report seeks approval to place additional material orders for temporary traffic management infrastructure and installation contract services on a Direct Award basis, via a waiver of CSOs, for the second phase of the Spaces for People programme if it is not possible to utilise existing procurement frameworks. The total value of these Direct Awards is expected to be a maximum of £4.1m, an increase of £2.6m on the original award.

3. Background

- 3.1 On [14 May 2020](#) Policy and Sustainability Committee considered a report on Creating Safe Spaces for Walking and Cycling in the city, as a result of COVID-19.
- 3.2 The Council has been awarded £5 million of funding from the Scottish Government's Spaces for People initial programme fund of £10 million.
- 3.3 Edinburgh's Spaces for People programme aims to help ensure that people can safely and easily maintain physical distancing whilst accessing the parts of the city they need to for work and daily exercise. This includes introducing temporary measures to create safe spaces for walking and cycling.
- 3.4 As part of a programme update on [11 June 2020](#) Committee approved an initial waiver to the Council's CSOs by means of Direct Award of up to £1.5 million for the urgent purchase of the following traffic management materials:
- 3.4.1 bolt down kerb units for city centre and town centre schemes;
 - 3.4.2 bolt down segregation units for Phase 1 Arterial route cycleways;
 - 3.4.3 high visibility bollards unit for above;
 - 3.4.4 temporary bus stop platforms and ramps; and

3.4.5 timber planters for city centre closures and low traffic neighbourhood schemes.

- 3.5 In addition, an existing Framework Contract CT2676 Transport Traffic Management is currently in place for the provision of Roadworks (Chapter 8) traffic management services and professional design services. This contract is being used to for the provision of temporary roadworks signs, cones and barriers under the terms of Chapter 8 (normal roadworks equipment) to facilitate early programme delivery.
- 3.6 Suppliers from across the United Kingdom and Europe have been contacted to establish product specification, determine market rates and build a range of supplier options for the materials required for the Spaces for People programme. This urgent buying exercise has been undertaken with support from the Commercial and Procurement Services (CPS) team to build up a defined schedule of unit rates for supply, installation, maintenance and ultimately removal of temporary features.
- 3.7 The scope of the initial waiver was focused on the materials and services required to deliver the first phase of the Spaces for People programme in the city centre and town centres and included early estimates of the strategic route cycle segregation schemes.
- 3.8 The prioritised project programme and cost plan has now defined the overall scope of the programme in the context of the current budget allocation. The value of material and contract services is now expected to be in the region of £4.1m to deliver the full current programme.
- 3.9 The programme to date has included notification of many city centre, town centre and cycle segregation proposals including:

3.9.1 City centre plans:

- North Bridge;
- South Bridge;
- East Princes Street;
- Waverley Bridge closure;
- George IV Bridge;
- Bank Street/Mound;
- Forest Road;
- Victoria Street; and
- Cockburn Street.

3.9.2 Town centre plans:

- Gorgie/Dalry;
- Morningside and Bruntsfield;
- Tollcross;

- Newington;
- Queensferry;
- Corstorphine;
- Stockbridge;
- Portobello High Street; and
- Great Junction Street.

3.9.3 Cycle segregation:

- Ferry Road;
- Orchard Brae roundabout;
- Comiston Road;
- Wester Hailes Road;
- Meadow Place Road; and
- Dundee Street/Fountainbridge.

4. Main report

Spaces for People Programme

- 4.1 The City of Edinburgh Council, with support from Sustrans Scotland, is introducing temporary measures to protect public health, provide space for physical distancing, improve access to areas for exercise, create opportunities for active travel and support economic recovery in the city centre and town centres. These measures will make it safer for people to use our streets for essential journeys, shopping and exercise.
- 4.2 To date, the programme has committed the full £1.5 million approved on 11 June 2020 for traffic management materials.
- 4.3 A full prioritised programme and cost plan has now been defined, setting out the overall scope in the context of all the strategic themes and prioritised interventions and within the funding secured.
- 4.4 The programme includes interventions in the city centre, in town centres, for cycle segregation, in low traffic neighbourhoods, on school routes and to create spaces for exercise. The interventions include, for example, lane separation units, traffic bollards/cylinders, temporary bus boarders and planters etc.

Purchasing Arrangements

- 4.5 To fully deliver this programme, it is essential to purchase further essential traffic management products and to establish contract services.
- 4.6 However, due to unprecedented market conditions, the cost of materials and services required to deliver this programme have increased, and delivery dates for

material orders are extending. It is therefore not possible to go through a full procurement process to supply the required materials and services.

- 4.7 All material orders have and will continue to be benchmarked against costs from any National Framework Agreements already in place. If an existing National Agreement offers best value and a compliant route for goods in stock (and which can be delivered in line with the project programme), then an order will be placed via that Agreement.
- 4.8 Where a National Framework Agreement does not exist, is unable to supply the required materials or service or does not represent best value, a Direct Award, via waiver of the Council's CSOs, will be made.
- 4.9 Committee is therefore asked to approve the extension of the existing arrangement to enable further Direct Awards, via waiver to the CSOs, to be made. It is considered that given the market conditions, timescales required, specification and related volumes, there are only specific suppliers who can meet the requirements of the Council for these supplies/services.
- 4.10 The initial waiver of £1.5m was for the first phase of city centre, town centre and outline cycle segregation schemes and has been expended. Therefore, Committee is asked to approve the extension of the scope and value of direct awards to cover the procurement of materials and services for the whole programme. The full cost is expected to be £4.1m, a cost increase of £2.6m on the original value.
- 4.11 An estimate of the additional materials and contract services required is noted below.

Table 1 – Programme Material and Contract Service Requirements

Product description / Contract Service	Estimated Cost
Existing Waiver (Approved 11 June 2020)	£1.500m
Additional material/service orders (in addition to above)	
Contract installation services (Framework & New Contractors)	£0.500m
Material order: Bolt down kerbs / Cycle segregation units / Bollards	£1.000m
Temporary bus stop platforms and ramps	£1.000m
Planters	£0.100m
Total Material and Contract Costs	£4.1m

- 4.12 At the time of preparing this report detailed discussions are taking place with representatives from Sustrans and Transport Scotland to potentially realign expenditure from the Traveling Safely (cycle segregation schemes) element of the programme to existing Places for Everyone funding. In real terms this would increase the overall funding for the Spaces for People programme to £6.4m. The value of the direct awards outlined in this report have been updated to reflect this anticipated increase in funding.

5. Next Steps

- 5.1 The Spaces for People team, working with support from Commercial and Procurement Services, will continue to establish commercial contracts and contract extensions with material suppliers and existing Framework Contractors.
- 5.2 The project team will manage and track material and contract requirements making use of the master programme and established budget tracking arrangements. The delivery team will continue to negotiate and source appropriate products and services that reflect best value to reflect the Project programme and future pandemic situation.
- 5.3 Delivery for some materials can be achieved in two to four weeks, however, the supply timeline for critical kerb/segregation units will not commence until 20 August 2020 and will run for up six months.
- 5.4 Discussions will continue with Sustrans and Transport Scotland on the potential to utilise Places for Everyone funding for Travelling Safely materials.

6. Financial impact

- 6.1 The City of Edinburgh Council has been allocated £5m from the Scottish Government's Spaces for People programme.
- 6.2 Purchased orders have already been placed for the urgent purchase of traffic management materials up to a value of £1.5m.
- 6.3 Following completion of the detailed scope and delivery programme, the financial impact and estimate of material and contract costs over the next six months has shown that the additional estimated costs would be in the region of £4.1m. This is an increase of £2.6m from the original waiver value.
- 6.4 Expenditure will only be committed where funding has been secured. Discussions will continue with Sustrans and Transport Scotland on the potential to utilise Places for Everyone funding for elements of this programme.

7. Stakeholder/Community Impact

- 7.1 The approval of this urgent procurement exercise will allow the Spaces for People programme to deliver all aspects of the delivery phase of the programme (total budget to be confirmed) to provide appropriate space for distancing requirements,

allow our town centres to function safely, improve access to areas for exercise and create better facilities for active travel choices.

- 7.2 There are no known equalities impacts arising from this additional Direct Award material order or Framework contract extension. An [Integrated Impact Assessment](#) was prepared for the Spaces for People Programme.
- 7.3 There is a risk of legal challenge by suppliers who consider they could provide these supplies/services were they to be competitively tendered. As such, and through dialogue with Commercial and Procurement Services and Legal Services, steps will be taken to mitigate that risk, including by the publication of a Voluntary Ex Ante Transparency (VEAT) notice, and the associated standstill period being observed, in advance of the issue of any contract awards.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 None.

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Policy and Sustainability Committee Report

10:00am, Thursday, 23 July 2020

Public Realm CCTV Update

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 Committee approves the update of the multi-agency project board for the upgrade of the Public Realm CCTV service in Edinburgh.
- 1.2 To request an update on the Public Realm CCTV upgrade project progress in six months' time.

Alistair Gaw

Executive Director for Communities and Families

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Policy & Sustainability Committee Report

Public Realm CCTV Continuation of Service

2. Executive Summary

- 2.1 This report seeks to present an update to Committee on the progress made towards developing the Public Realm CCTV service in Edinburgh.

3. Background

- 3.1 The City of Edinburgh Council operates a CCTV camera estate across the public realm, housing blocks, the transport network, and Council buildings. Provision of CCTV services is non-statutory, and the service is provided to support public safety and security, including the prevention and detection of crime.
- 3.2 An internal audit review of CCTV infrastructure conducted in 2017/18, included a recommendation for the creation of a corporate plan for CCTV to ensure that all CCTV operations across the Council are managed efficiently, consistently, and are legislatively compliant.
- 3.3 Significant investment is required across the public realm CCTV estate to establish an effective and efficient service. The current analogue systems have surpassed the end of their serviceable life expectancy, particularly given the shift in technology from analogue to digital/internet protocol (IP).
- 3.4 The Public Realm CCTV upgrade requires to be future-proofed for any developments in the Smart City Operations Centre programme within the Council, to which the service area would be integrated.
- 3.5 The upgrade project successfully submitted a European Regional Development Fund (ERDF) bid as part of the 8th City Programme; Scottish Cities Alliance smart cities initiative. This bid revolves around the upgrade of public safety infrastructure, for developing a 'Smart City'. The proposal was approved, and the ERDF project will span across 2019-2022. The amount requested from ERDF is £356,000 (40%), with £534,000 (60%) being match funded from the capital budget allocation for the CCTV upgrade. This project is currently being aligned with the Smart City Operation Centre Programme.

4. Main report

European Regional Development Fund (ERDF)

- 4.1 Edinburgh was notified in February 2020 that there were additional leftover funds in the ERDF 8th City Programme smart cities initiative pot which could be applied for. Officers co-ordinated to submit several smart city project business case bids to the Programme Management Office. Two bids have since been successful in obtaining funding, one of which has been the CCTV Upgrade project, which has now doubled the external funding towards the project to £712,000 from the original £356,000 secured from the programme in 2019. The project will span across 2019-2022, with £1,068,000 being match funded from the capital budget allocation for the CCTV upgrade in order to secure the 40% contribution from the programme.
- 4.2 The ERDF CCTV upgrade project is underway, with market and stakeholder engagement completed, this has advised on key functionalities for a future system and increased awareness of industry leading technology.
- 4.3 External information exchange workshops and communications have taken place between Edinburgh and other local authorities which are all at different stages of upgrading their CCTV systems; such as Bristol City Council, Glasgow City Council, Dundee City Council, Perth City Council and North Lanarkshire Council. All listed local authorities have endeavoured to transition from analogue to digital systems, modernising their cameras and transmission networks whilst intending to implement video analytics to better manage their city. Dundee and Perth City Council have similarly utilised the ERDF 8th City Programme to support implementing their Public Realm CCTV Upgrade.
- 4.4 Furthermore, there has been crucial internal dialogue cross-departmentally regarding a future Edinburgh Smart City Operations Centre and which synergies across service areas would unlock value for the organisation.
- 4.5 Significant work has been undertaken to align several strands of 'smart city' work-streams spanning diverse groups of teams and departments towards infrastructure upgrade and integration. The intention of which will offer easier access to data and the ability to visualise and analyse that data to enable better decision-making, both for real-time management of the city and for longer term planning.
- 4.6 The internal and external engagement activity has clarified key output and benefit realisation targets for the Public Realm CCTV project. Two significant objectives of the project are to improve the resilience of the system to ensure no single point of failure and to reduce the steps required to handle public safety incidents in real-time and retrospectively by CCTV Operators in order to secure better outcomes for the city.
- 4.7 In relation to the programme, many integral ERDF reporting requirements have been submitted, notably, the Project Initiation Document (PID) which outlines the project plan, benefits realisation plan, project interfaces, risk management strategy

and much more. This marks a milestone in the progression of the project within the programme and ensures best practice.

4.8 Upcoming milestones within the project are outlined below:

Transmission Survey Implementation	August 2020
Prior Information Notice	September 2020
Finalise Specification	November 2020
Tender Returns	December 2020
Tender Evaluations	January 2021
Committee Approval	March 2021
Contract Award	April 2021

4.9 Furthermore, a 40%-part funded ERDF Project Manager has been recruited into the post to progress the upgrade project within the programme and ensure eligibility of financial claims.

Current Projects

Transmission Survey

- 4.10 The Transmission Survey intends to fulfil the requirement for a telecommunications service provider specialising in the transmission of CCTV video signals, to advise on the most effective means of transmitting high-bandwidth video data across the City of Edinburgh.
- 4.11 The intended output of this requirement will be the creation of a report for the most efficient transmission routes/architecture to save on running costs, reduce carbon footprint, reduce digitalisation costs and improve resiliency. This will inform the upcoming upgrade of CCTV public realm infrastructure.
- 4.12 The effective transmission routing report would then be able to contribute to more services than the proposed future public realm Video Surveillance System (VSS), with possible synergies between Housing Concierge, Traffic Control and other areas.
- 4.13 The Council undertook a Quick Quote process in accordance with the ERDF Aide Memoire and the tender was published in March 2020.
- 4.14 It is the intention that the contract will commence in July 2020 subject to any COVID-19 restrictions which may impact the start date. The intention is to claim 40% of this requirement against the ERDF monies.

Saughton Park

- 4.15 The Council has a requirement to install a CCTV system of 13 cameras at Saughton Park linked to the Central Monitoring Facility (CMF) at the City Chambers, to protect the £8 million refurbishment completed at the Park in 2019.
- 4.16 The project is of a technically specific nature, featuring a futureproofed CCTV system which could be integrated with the upcoming upgrade of Public Realm CCTV and particular certifications required to carry out civils works within the Park.
- 4.17 Preserving the condition of the park, minimising disruption to public use of the park along with safety and security was considered when writing the tender documentation and formed part of the tender responses and subsequent evaluation.
- 4.18 The tender opportunity was posted on Public Contracts Scotland via Quick Quote in January 2020 and supplementary responses from tenderers was requested and received regarding COVID-19 business continuity, following the Government legislation and guidelines in carrying out the work.
- 4.19 It is the intention that the contract will commence in July 2020 subject to any COVID-19 restrictions which may impact the start date.

West End Camera Installation

- 4.20 The Council awarded a contract in March 2020 for the installation of a new camera in the West End at Stafford Street.
- 4.21 The work was deemed essential during COVID-19 is due to be implemented July 2020 pending the permit approvals for civils works by the Trams Authority and Roads.

5. Next Steps

- 5.1 The continued implementation of the project plan and timeline for the upgrade of the Public Realm CCTV, in adherence to the ERDF 8th City Programme.
- 5.2 The contract award and implementation of the Transmission Survey by the successful Provider, to steer the technical specification for the larger upgrade.
- 5.3 The contract award and implementation of the Saughton Park CCTV system installation.
- 5.4 The installation of the new permanent camera in the West End on Stafford Street.
- 5.5 Continued cross-departmental co-ordination towards the development of the Smart City Operations Centre.

6. Financial impact

- 6.1 The successful ERDF bid has increased the external funding towards the Public Realm CCTV upgrade from £356,000 to £712,000. The additional funding bid has been approved by the Managing Authority and the project is due a formal match

funding letter to confirm the secured funds between the programme and the Council.

7. Stakeholder/Community Impact

- 7.1 The project board works closely with a range of internal and external stakeholders in all areas of service delivery and development.
- 7.2 A stakeholder engagement strategy is included in the completed Project Initiation Document which supports the project by outlining the stakeholder engagement aims and objectives, approach, stakeholder list and respective communications channel.
- 7.3 This project will bring a smart, integrated approach to city monitoring and management for Edinburgh. This capability will enable Edinburgh to develop a proactive rather than reactive management response to events and incidents in the city. The new system will be able to streamline workflow so that operators can manage public safety incidents and co-ordinate with key stakeholders such as Police Scotland more efficiently to secure better outcomes for the public.

8. Background reading/external references

- 8.1 Dundee City Council Public Realm CCTV Upgrade
- 8.2 Bristol City Council Smart City Strategy

9. Appendices

- 9.1 None

Policy and Sustainability Committee

10.00am, Thursday, 23 July 2020

Broomhouse Workspace, Edinburgh Northwest Foodbank- Proposed Lease Restructure

Executive/routine	Routine
Wards	7 – Sighthill / Gorgie
Council Commitments	<u>2</u>

1. Recommendations

- 1.1 That Committee approves new five-year leases on Units 12 and 15 Broomhouse Workspace to Edinburgh Northwest Foodbank 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

Contact: Mark Bulloch, Portfolio Manager – Investments

Property and Facilities Management Division, Resources Directorate

E-mail: mark.bulloch@edinburgh.gov.uk | Tel: 0131 529 5991

Broomhouse Workspace, Edinburgh Northwest Foodbank- Proposed Lease Restructure

2. Executive Summary

- 2.1 Edinburgh Northwest Foodbank currently occupy Unit 12, Broomhouse Workspace on a lease holding over on tacit relocation. The COVID-19 pandemic has increased demand for the foodbank services and the tenant has requested a new lease of their existing unit along with additional space. The report seeks approval to grant the new leases to Edinburgh Northwest Foodbank on the terms and conditions outlined in the report.

3. Background

- 3.1 The properties at Units 12 and 15 Broomhouse Workspace extend to 211 sq m (2,271 sq ft) and 90 sq m (969 sq ft) respectively as shown outlined in red on the attached plan.
- 3.2 Edinburgh Northwest Foodbank (ENF) currently occupy Unit 12 Broomhouse Workspace on an annual lease, which is currently holding over on tacit relocation (silent renewal) at a passing rent of £10,000 per annum.
- 3.3 ENF are part of the Trussell Trust network with a mission to provide emergency food supplies and support to people in crisis while working with communities and partner agencies to address the underlying causes of food poverty.
- 3.4 As a result of the lockdown and wider economic impact of the Covid-19 pandemic, ENF has seen a substantial increase in demand for their services. For example, for the period March - May 2020, demand has doubled when compared with the same period in 2019. Consequently, they have requested a new lease on their existing unit and are seeking to expand into additional space within the industrial estate.
- 3.5 Unit 15 is currently occupied by a construction company who have seen their business impacted by the current economic position. Their annual lease is again holding over on tacit relocation at a passing rent of £8,500 pa. Due to the wider impact of Covid-19 the tenant has asked to vacate.
- 3.6 ENF are seeking a 5-year lease of Unit 15 which would run co-terminus with the lease of Unit 12.

4. Main report

- 4.1 The proposed 5-year lease term for each unit is within the limits of delegated authority, however the rents provisionally proposed by ENF are not considered to at full market value and therefore Committee approval is required.
- 4.2 The following terms have been provisionally proposed:
- Subjects: Unit 12 and Unit 15, Broomhouse Workspace Edinburgh;
 - Lease: New lease for each unit from 1 August 2020 to 31 July 2025;
 - Rent: New rents have been agreed on each unit as follows:
 - Unit 12 £10,000 per annum (full market rent £18,000);
 - Unit 15 £5,000 per annum (full market rent £8,500);
 - Use: Storage and office;
 - Repairs: Tenant full repairing and maintaining obligation;
 - Other terms: As contained in the Council's standard full repairing and insuring lease;
 - Costs: Both parties to meet their own costs.

5. Next Steps

- 5.1 Following approval of the terms by the Policy and Sustainability Committee, a standard Council missive, due to the five year term, will be entered into for each unit.

6. Financial impact

- 6.1 The estimated full market for both units is £26,500 pa, however these are pre covid -19 market rates and a post covid market could be very different depending on the extent of the wider economic impact.
- 6.2 A rent of £15,000 per annum will be generated for the General Property Account. A combined rental of up to £26,500 per annum could be achievable on the open market with vacant possession however there would be void holding costs while the units were marketed.

7. Stakeholder/Community Impact

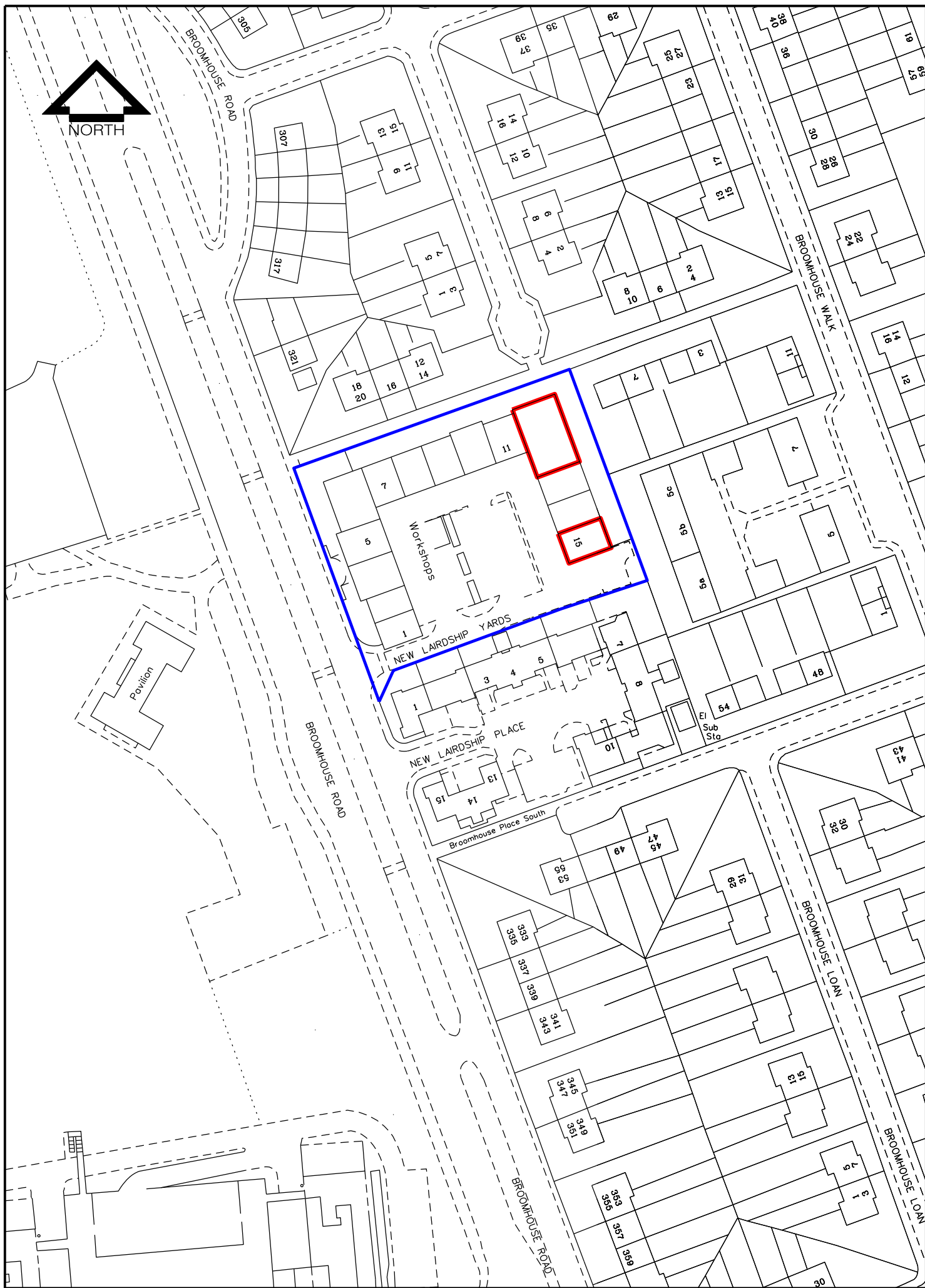
- 7.1 Ward members have been made aware of the recommendations of the report.

8. Background reading/external references

8.1 N/A.

9. Appendices

9.1 Appendix 1 – Location Plan



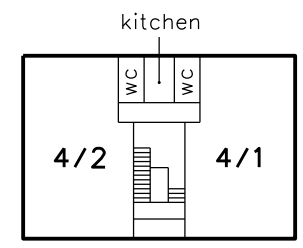
LOCATION PLAN

SCALE 1:1250



Broomhouse Path

BROOM HOUSE ROAD



FIRST FLOOR

• EDINBURGH • THE CITY OF EDINBURGH COUNCIL	
PROPERTY AND FACILITIES MANAGEMENT RESOURCES	
Units 12 & 15 Broomhouse Workspace New Lairdship Yards Broomhouse Road Edinburgh	
DATE	15/06/2020
SURVEYED BY	
DRAWN BY	FMcDonald
FILE NO.	17314
NEG. NO.	NT 1971/A3/186

SITE PLAN

SCALE 1:500

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Policy and Sustainability Committee

10.00am, Thursday, 23 July 2020

Award of Housing Consultancy Framework Agreement

Executive/routine	Routine
Wards	All
Council Commitments	1

1. Recommendations

- 1.1 It is recommended that the Policy and Sustainability Committee:
 - 1.1.1 approves the award of the Housing Consultancy Framework Agreement to three Service Providers; Arneil Johnston, Indigo House Group and ARK Consultancy Limited; and
 - 1.1.2 approves the commencement of the Framework Agreement on 1 September 2020 for an initial period of three years, with the option to extend for up to a further 12 months (undertaken at the sole discretion of the City of Edinburgh Council), at an estimated total value of £1,140,000.

Paul Lawrence

Executive Director of Place

Contact: Elaine Scott, Housing Services Manager

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Award of Housing Consultancy Framework Agreement

2. Executive Summary

- 2.1 This report seeks approval to award the Housing Consultancy Framework Agreement to Arneil Johnston, Indigo House Group and ARK Consultancy Limited, to commence on 1 September 2020 for an initial period of three years with the option to extend for up to a further 12 months (undertaken at the sole discretion of the City of Edinburgh Council), at an estimated total value of £1,140,000.

3. Background

- 3.1 The Council has an ambitious strategy to deliver new homes, invest significantly in existing stock and transform services for customers, which is outlined in the Housing Revenue Account (HRA) Budget Strategy. The HRA aims to deliver a £2.5 billion investment over ten years in building and improving Council homes to deliver Council commitments on affordable housing and net zero carbon by 2030 and is based on the following three priorities to:
- 3.2.1 expand and accelerate the development of affordable and low-cost housing;
 - 3.2.2 continue to modernise existing Council homes and neighbourhoods; and
 - 3.2.3 transform front line services to tenants to tackle inequality and reduce their cost of living.
- 3.2 To support this strategy, this Framework Agreement will provide access to housing consultancy services to carry out specialist studies to support the delivery of a range of projects being taken forward across the housing service. The Framework will be structured across five main areas, set out below:
- 3.2.1 Housing Strategy and Policy Development;
 - 3.2.2 Housing Asset and Property Management;
 - 3.2.3 Housing Financial Management and Business Planning;
 - 3.2.4 Customer Engagement; and
 - 3.2.5 Training and Procedure.

- 3.3 This specialist support with a focus on innovation and learning from best practice elsewhere. This support will be used as and when required and will provide information and support which the Council could not normally access, for example:
- 3.3.1 Data and modelling for assessing future housing need and demand;
 - 3.3.2 Knowledge and understanding of digital innovations to support housing service delivery, including developing a digital strategy for housing asset management;
 - 3.3.3 Developing innovative options for future regeneration and development and, for example, for temporary and sheltered accommodation. This will include developing innovative funding solutions;
 - 3.3.4 Providing benchmarking and best practice information;
 - 3.3.5 Supporting improvements to enable the Council to better understand tenant satisfaction and support the development of a new tenant satisfaction strategy; and
 - 3.3.6 Providing training for Council teams on tenant capacity building and tenant relationship customer service as well as business plan modelling.

4. Main report

- 4.1 A Prior Information Notice (PIN) was issued on 22 January 2020 on Public Contracts Scotland to inform the market of the opportunity and to understand the marketplace through a questionnaire. A total of 20 service providers expressed interest in this Framework at that time and nine service providers responded to the questionnaire.
- 4.2 Commercial and Procurement Services (CPS), in conjunction with the service area undertook a full Official Journal of the European Union (OJEU) tender exercise. On 20 March 2020, the Council published a Contract Notice under Open Procedure, as set out in the Public Contracts (Scotland) Regulations 2015, with a tender submission deadline of 15 May 2020. The requirement was published for an extended period of time to enable service providers who may have staff shortages during COVID-19 to respond.
- 4.3 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 service providers who did not achieve this threshold.
- 4.4 A total of 22 service providers expressed interest in the Contract Notice and tenders were received from nine service providers.
- 4.5 A summary of tendering and the tender evaluation process is attached at Appendix 1 and the outcome is at Appendix 2.
- 4.6 When utilising ranking, the Council will allocate business to the highest-ranking service provider first. If that service provider does not have capacity to take the business the next highest-ranking service provider will be offered the business and

so on. On occasion the Council may, at their sole discretion, choose to allocate business by undertaking a mini competition amongst all three service providers on the Framework.

5. Next Steps

- 5.1 Subject to approval, the Framework Agreement will commence on 1 September 2020 for an initial period of three years with the option to extend for up to a further 12 months (undertaken at the sole discretion of the Council).
- 5.2 The Housing Service will ensure that effective contract management is delivered throughout the lifecycle of the Framework Agreement.

6. Financial impact

- 6.1 The Framework Agreement value is estimated at £1,140,000 over the contract period.
- 6.2 To encourage competitive hourly rates a cost ratio of 40% was established and hourly rates will be fixed for the duration of the contract.
- 6.3 The total of the Pricing Schedule from Arneil Johnston is 16.78% below the average of all nine Pricing Schedule Submissions.
- 6.4 Based on the total anticipated Framework Agreement value of £1,140,000, this could lead to savings of approximately £191,292 over the contract period.
- 6.5 The costs associated with procuring this Framework Agreement are estimated to be between £10,000 and £20,000.

7. Stakeholder/Community Impact

- 7.1 Benchmarking information was sought from other Councils and resulted in several responses. Consultation and engagement with potential service providers was undertaken in the form of a questionnaire published on Public Contracts Scotland.
- 7.2 The recommended service providers have committed to the provision of Community Benefits. The benefits to be delivered will be agreed at contract commencement and monitored throughout the life of the contract by the contract manager. The recommended service providers on the Framework Agreement also answered the questions on Sustainability and Fair Works Practices satisfactorily.
- 7.3 All three recommended service providers confirmed that they intend to pay workers (including any agency or sub-contractor workers) the real Living Wage.
- 7.4 The Framework Agreement 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 None.

9. Appendices

Appendix 1 – Summary of Tendering and Tender Evaluation Process

Appendix 2 – Outcome Tender Evaluation Process

Appendix 1 – Summary of Tendering and Tender Evaluation Process

CT2538 - Housing Consultancy Framework Agreement	
Contract Period	1 September 2020 for an initial period of three years with the option to extend for up to a further 12 months (undertaken at the sole discretion of the Council)
Estimated Contract Value (including extensions)	£1,140,000
Procurement Route Chosen	Open Procedure
Tenders Returned	Nine
Name of Recommended Service Providers	Arneil Johnston Indigo House Group ARK Consultancy Limited
Cost / Quality Split	40/60
Questions	Q1 The Team (35%) Q2 Delivery of the Contract (30%) Q3 Contract Management (10%) Q4 Data Protection (5%) Q5 Community Benefits (5%) Q6 Business Continuity (5%) Q7 Sustainability (5%) Q8 Fair Work Practices (5%) Q9 Fair Work Management Information (N/A)
Evaluation Team	Council Officers from the Housing Service

Appendix 2 – Outcome Tender Evaluation Process

CT2538 - Housing Consultancy Framework Agreement			
Service Provider	Quality Score (60%)	Cost Score (40%)	Total Score (100%)
Arneil Johnston	54.00	35.96	89.96
Indigo House Group	43.50	39.64	83.14
ARK Consultancy Limited	48.75	33.06	81.81
Service Provider 4	50.25	30.87	81.12
Service Provider 5	44.25	36.15	80.40
Service Provider 6	36.00	40.00	76.00
Service Provider 7	37.50	37.71	75.21
Service Provider 8	42.00	27.25	69.25
Service Provider 9	46.50	14.46	60.96

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