

Notice of meeting and agenda

Finance and Resources Committee

10.00am, Thursday, 24th September, 2020

Virtual Meeting - via Microsoft Teams

This is a public meeting and members of the public are welcome to watch the live webcast.

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 Any items under “Private Business” will not be published, although the decisions will be recorded in the minute.

Contacts

Email: rachel.gentleman@edinburgh.gov.uk / sarah.stirling@edinburgh.gov.uk

Tel: 0131 529 4107 / 0131 529 3009

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 Finance and Resources Committee of 27 August 2020 – submitted for approval as a correct record 7 - 16

5. Forward Planning

- 5.1 Finance and Resources Committee Work Programme 17 - 24
- 5.2 Finance and Resources Committee Rolling Actions Log 25 - 34

6. Business Bulletin

- 6.1 None.

7. Executive decisions

- 7.1 Revenue Budget 2020/21 – Progress Update – Report by the Executive Director of Resources 35 - 46
- 7.2 Edinburgh Leisure - Request for Additional Funding Support, 2020/21 – Report by the Executive Director for Communities and Families 47 - 54

7.3	Commercial and Procurement Annual Report - 2020 – Report by the Executive Director of Resources	55 - 104
7.4	Update on the Implementation of the Construction Charter – Report by the Executive Director of Resources	105 - 112
7.5	Workforce Dashboard - July 2020 – Report by the Executive Director of Resources	113 - 124
7.6	Award of Contract for Young Carer Services – Report by the Executive Director for Communities and Families	125 - 134

8. Routine decisions

8.1	Contract Awards and Procurement Programme (Period 1 January to 30 June 2020) – Report by the Executive Director of Resources	135 - 162
------------	--	-----------

9. Motions

9.1	None.
------------	-------

Laurence Rockey

Head of Strategy and Communications

Committee Members

Councillor Rob Munn (Convener), Councillor Joan Griffiths (Vice-Convener), Councillor Alasdair Rankin, Councillor Chas Booth, Councillor Graeme Bruce, Councillor Gavin Corbett, Councillor George Gordon, Councillor Graham Hutchison, Councillor Andrew Johnston, Councillor Neil Ross and Councillor Mandy Watt

Information about the Finance and Resources Committee

The Finance and Resources Committee consists of 11 Councillors and is appointed by the City of Edinburgh Council. The meeting will be held by 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 Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4107 / 0131 529 3009, email rachel.gentleman@edinburgh.gov.uk / sarah.stirling@edinburgh.gov.uk

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

Webcasting of Council meetings

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

The Council is a Data Controller under current Data Protection legislation. We broadcast Council meetings to fulfil our public task obligation to enable members of the public to observe the democratic process. Data collected during this webcast will be retained in accordance with the Council's published policy including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site.

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

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

Minutes

Finance and Resources Committee

10.00am, Thursday 27 August 2020

Present:

Councillors Munn (Convener), Griffiths (Vice-Convener), Booth, Bruce, Corbett, Hutchison, Johnston, Munn, Frank Ross (substituting for Councillor Rankin), Neil Ross and Watt (substituting for Councillor Child).

1. Work Programme

The Finance and Resources Committee Work Programme as at 17 August 2020 was submitted.

Decision

To note the Work Programme.

(Reference – Work Programme 27 August 2020, submitted.)

2. Rolling Actions Log

The Finance and Resources Committee Rolling Actions Log as at 27 August 2020 was submitted.

Decision

1) To agree to close the following actions:

- Action 1 – Provisions of Registrar Services
- Action 2 – Asset Management Strategy Transformation Programme
- Action 4 – Business Bulletin – Review of Janitorial Services in Community Centres and Schools
- Action 5(1) - To agree that the Executive Director of Place would provide further information regarding Place Management Savings.
- Action 6 – Revenue Maximisation Project Report
- Action 7 – Contract Award and Procurement Programme (Period 1 January to 30 June 2019)
- Action 8 (1) – Corstorphine Community Centre
- Action 9 (1&2) – Capital Monitoring 2019/20 – Month Eight Position
- Action 10 – Accounts Commission: Local Government in Scotland – Financial Overview 2018/19
- Action 11 – Annual Report – Debt Write-off

- Action 12 - Mixed Tenure Improvement Service Pilot
- Action 13 – Community Centres - Condition Review and Corstorphine Community Centre
- Action 14 - Asset Management Strategy Transformation Programme – Update
- Action 15 (1&2) - Asset Management Works Programme – 2019/20 Update
- Action 16 - Health and Safety Performance in 2019
- Action 18 - Waiver for Extension of Managed Print Service
- Action 21 (1&2) – Marketing Edinburgh

2) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log 27 August 2020, submitted.)

3. Revenue Monitoring 2019/20 - Outturn Report

The Committee considered a report which set out the provisional 2019/20 revenue outturn position for the Council based on the unaudited annual accounts. The position showed an overall overspend of £5.231m, the first such overspend in thirteen years, and this sum would therefore require to be met by means of a corresponding drawdown from reserves.

Decision

- 1) To note that the provisional outturn position showed an overall overspend of £5.231m, the first such overspend in thirteen years, and that this sum would therefore require to be met by means of a corresponding drawdown from reserves.
- 2) To note the contributions to and from the General Fund in 2019/20 as detailed in the report.
- 3) To note that the Housing Revenue Account was balanced after making a contribution of £7.477m towards in-year capital investment.
- 4) To note that the Common Good Annual Performance Report would be considered at a future meeting of the Finance and Resources Committee, alongside further details of projects currently supported through the Spend to Save Fund and opportunities for further investment.
- 5) To refer the report to the Governance, Risk and Best Value Committee as part of its workplan.
- 6) To agree that a comparable report to the Communities and Families Directorate commentary in Appendix 3 to the report would be submitted to the Finance and Resources Committee detailing the Place Directorate overspend.
- 7) To agree that a briefing note would be circulated on training delivered by Project Managers to permanent staff which continued to develop.

- 8) To note that the report which would be submitted to the Committee to respond to the Council motion of 28 July would also include an annual review of the Spend to Save programme.

(References – Act of Council No. 7, 28 July 2020; report by the Executive Director of Resources, submitted.)

4. Treasury Management: Annual Report 2019/20

An update was provided on Treasury Management activity in 2019/20.

Decision

- 1) To note the Annual Report on Treasury Management for 2019/20.
- 2) To refer the report to the Governance, Risk and Best Value Committee for scrutiny.
- 3) To agree to circulate a briefing note with details of lending to Scottish Local Authorities and English Local Authorities.

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

5. Finance Policies - Assurance Statement

An update was provided on the most recent year's review of policies that fell within the remit of the Head of Finance in his capacity as the Council's Section 95 Chief Financial Officer.

Decision

To note and be assured that the Finance policies detailed in this report had been reviewed and were considered to remain current, relevant and fit-for purpose.

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

6. Revenue Budget 2020/21 - Month Three Position

Following earlier assessments considered by the Leadership Advisory Panel and Policy and Sustainability Committee on 23 April, 28 May, 25 June and 23 July, the Committee was updated on the estimated cost and income implications of the coronavirus pandemic on the Council and its Arm's-Length External Organisations' (ALEOs') activities.

Decision

- 1) To 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.
- 2) To note the significant remaining projected in-year shortfall and associated risks linked to further service disruption and/or slower-than-assumed recovery.
- 3) To note that updates on expenditure and income impacts, and the confirmed and potential means to address them, would continue to be reported to elected

members on a regular basis, with a further update to be considered by the Finance and Resources Committee on 29 October.

- 4) To note that further representations would be made through COSLA regarding the need for both pass-through of Barnett Consequentials resulting from the provision of relevant additional funding in England and consideration by the UK and Scottish Governments of appropriate financial flexibilities.
- 5) To note, nonetheless, that there remained a significant risk around receiving additional funding or flexibilities sufficient to address the remaining deficit, particularly in the event of any further lockdown, and thus further actions on service prioritisation were urgently required.
- 6) To note the Convener would engage with the Cabinet Secretary for Finance in the Scottish Government regarding the Council's overall projected shortfall.

(References – Policy and Sustainability Committee, 23 July 2020 (item 9); report by the Executive Director of Resources, submitted.)

7. Edinburgh Integration Joint Board – Contract Living Wage Uplift

Details were provided on the Edinburgh Integration Joint Board's proposed approach to implementation of contract uplifts for 2020/21 including proposals relating to the national agreement on Fair Work and the Living Wage in Adult Social Care.

Decision

- 1) To note the Direction from the Edinburgh Integration Joint Board (EIJB) to uplift contracts by 3.3% with effect from April 2020.
- 2) To approve the uplift of contracts in accordance with the Direction from the EIJB.
- 3) To note that the EIJB would reflect the estimated £3.4m cost pressure in 2020/21 in the Health and Social Care mobilisation plan financial returns to the Scottish Government and that the EIJB Chief Officer and Chief Finance Officer would continue to work with partners to identify how this will be addressed with an update to be reported to the EIJB and partners in October.
- 4) To refer the report to Council as any shortfall in funding could result in a call on Council resources of up to the £3.4m estimated cost.
- 5) To request that a relevant officer would attend Committee meetings when there were reports relating to bodies such as the Edinburgh Integration Joint Board on the agenda.

(References – Edinburgh Integration Joint Board 24 August 2020; report by the Executive Director of Resources, submitted.)

Declarations of interest

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

8. Resources Directorate - Revenue Budget Monitoring 2020/21 – Month Three position

Details were provided of the projected three-month revenue monitoring position for the Resources Directorate, based on actual expenditure and income to the end of June 2020 and expenditure and income projections for the remainder of the financial year.

Decision

- 1) To note the Resources Directorate was forecasting a budget pressure of £0.151m for 2020/21.
- 2) To note the Executive Director and Heads of Service were continuing to progress identification of additional savings measures to offset this budget pressure to achieve outturn expenditure in line with the approved revenue budget for 2020/21.
- 3) To note the ongoing risks to the achievement of a balanced revenue budget projection for the Directorate.

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

9. Chief Executive's Services - Revenue Budget Monitoring 2020/21 - Month Three position

Details were provided of the projected three-month revenue budget monitoring position for the Chief Executive's Services, based on actual expenditure and income to the end of June 2020 and expenditure and income projections for the remainder of the financial year.

Decision

To note the forecast outturn would be in line with the approved revenue budget for Chief Executive's services for 2020/21 .

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

10. 2020-30 Capital Budget Strategy – 2020-21 Period 3 Monitoring and Revised Budget Update

The Committee considered a report providing capital expenditure and funding forecasts for 2020/21, providing explanations for variances.

Decision

- 1) To note the Capital monitoring position for the General Fund and Housing Revenue Account (HRA) at month three 2020-21.
- 2) To note the proposed use of £4.242m contingency funding for North Bridge Refurbishment, subject to approval by Council.
- 3) To refer the report to the Governance Risk and Best Value Committee as part of its work programme.

- 4) To agree to circulate the briefing note previously circulated to Policy and Sustainability Committee members on the North Bridge Refurbishment.

(References – Policy and Sustainability Committee 25 June 2020 (item 7); report by the Executive Director of Resources, submitted.)

11. Workforce Insight and Controls - Annual Report

A summary of workforce insights for the core and flexible (agency and overtime) workforce, absence, and transformation/redeployment for the 2019/20 financial year was provided.

Decision

- 1) To note the workforce trends over the period April 2019 to March 2020.
- 2) To refer the report to Governance, Risk and Best Value Committee as part of its work programme.

(References – Finance and Resources Committee 23 May 2019 (item 7); report by the Executive Director of Resources, submitted.)

12. Workforce Dashboard

The Committee considered a report which provided a summary of workforce metrics for the core and flexible workforce, absence, transformation/redeployment, risk, and performance, as detailed on the Finance and Resources Committee Workforce Dashboard, for the period of June 2020.

Decision

- 1) To note the workforce information contained in the dashboard.
- 2) To agree that a briefing note would be circulated with details on the reduced number of Trainees and Apprentices.

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

13. Contract Extension for Stair Cleaning services to Domestic Properties 2016-2020

An update was provided on the procurement process relating to a new stair cleaning contract and approval was sought to extend the current contract, via a waiver of CSOs, with ISS Facility Services Limited for a six-month period from 1 November 2020 to 30 April 2021. The value of the waiver would be in the region of £500,000.

Decision

- 1) To approve an extension to the ISS Facility Services Limited contract for provision of stair cleaning services, via a waiver of Contract Standing Orders (CSOs). This extension would be for a period of six months, until 30 April 2021, allowing time for the procurement process to be finalised and a new contract put in place.

- 2) To agree that a briefing note would be circulated with details on the approach to be taken when private owners opted out of the service.

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

14. Home Energy Efficiency Programme – Enabling Support

Approval was sought to award £407,000 of HEEPS:ABS funding to Changeworks Resources for Life Ltd (Changeworks) to deliver the Home Energy Efficiency Programme for Scotland: Area Based Scheme (HEEPS:ABS) in Edinburgh. As Changeworks had an existing Service Level Agreement (SLA) with the Council to cover these responsibilities, approval was also sought to increase the financial value of the arrangement through a waiver of the Council's Contract Standing Orders.

Decision

- 1) To note the funding allocation of £3,579,954 for the Home Energy Efficiency Programme Scotland: Area Based Scheme (HEEPS:ABS).
- 2) To agree to award £407,000 from this funding to Changeworks Resources for Life Ltd (Changeworks) through a waiver of the Council's Contract Standing Orders to enable delivery of the 2020/21 scheme in Edinburgh.
- 3) To agree that the award could be added to the existing Service Level Agreement (SLA) between the Council and Changeworks for supporting delivery of housing energy projects in the city.
- 4) To note that a full procurement exercise would shortly be commenced to appoint a new Energy Projects Delivery Partner in early 2021.

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

15. Contract Extensions for Domestic Abuse Contracts

Approval was sought to extend the Council's current domestic abuse contracts for 12 months from 1 April 2021 to 31 March 2022. The contracts had an annual value of £1,076,806.24 and were provided by three Service Providers – Edinburgh Women's Aid, Four Square Scotland and Shakti Women's Aid.

Decision

- 1) To approve the request to extend current domestic abuse contracts due to the impact of Covid19, from 1 April 2021 to 31 March 2022.
- 2) To agree to provide a briefing note on which of these services maintained their services throughout Covid-19, how many of their staff that worked on these contracts were furloughed and how they planned to use any savings to increase the level of service in the recovery phase to take in to account the increasing pressure.

(References – Finance and Resources Committee 28 September 2017 (item 18); report by the Executive Director for Communities and Families, submitted.)

16. Appointments to Working Groups 2020/21

The Committee was invited to appoint the membership of the Joint Consultative Group, Elected Member ICT and Digital Sounding Board and the Council Health and Safety Consultation Forum.

Decision

- 1) To note that Cllr Munn had replaced Cllr Rankin on the Joint Consultative Group and the Council Health and Safety Consultation Forum.
- 2) To agree that political groups would inform Committee Services of their appointments to positions on working groups.
- 3) To appoint the membership of the Council Health and Safety Consultation Forum in Appendix 3 to the report.
- 4) To postpone the re-appointment of the Property Sub-Committee until such time as a meeting of the Sub-Committee is deemed necessary.
- 5) To approve the remits of the Joint Consultative Group, Elected Member ICT and Digital Sounding Board, and the Council Health and Safety Consultation Forum 2019/20 as set out in appendices 1 to 3 of the report.

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

17. 21 Cockburn Street, Edinburgh – Proposed Lease Extension

Approval was sought for a 10-year lease extension to Lisardo's Ltd at 21 Cockburn Street, Edinburgh.

Decision

To approve a 10-year lease extension to Lisardo's Ltd at 21 Cockburn Street, 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.)

18. Voice Services (Mobile and Fixed Lines) 2017 Direct Award: 24 Month Extension

Approval was sought to extend the Direct Award to Telefonica UK Ltd, under Crown Commercial Services Network Services Framework RM1045, Lot 10-O2-SSO12-LG, for the continued supply of Mobile Services: Voice and Data connection, (Sim), and Fixed Services: PSTN lines, ISDN2 and ISDN30.

Decision

- 1) To extend the Direct Award to Telefonica UK Ltd, under Crown Commercial Services Network Services Framework RM1045, Lot 10-O2-SSO12-LG, for the continued supply of Mobile Services: Voice and Data connection, (Sim), and Fixed Services: PSTN lines, ISDN2 and ISDN30.

2) To exercise the optional 24-month extension, as stated in the original direct award to Telefonica UK Ltd, which was signed in October 2017 and awarded for an initial 36 months. For the following:

- Network Services

- i - Sim only mobile provision,

- ii - Fixed Line comprising PSTN, ISDN2 and ISDN30, with no commitment on volume or spend.

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

19. City of Edinburgh Council and CGI IT UK Limited - Contract Proposals

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

Approval was sought for an extension to the Council's current partnership agreement with CGI IT UK Limited for the delivery of ICT and Transformation Services.

Decision

To approve the proposed 6 year extension to the current contract with CGI, and the associated principles for a Contract Amendment Note, leading to an extended contract period running to 31st March 2029.

Note: the full decision is contained in the Confidential Schedule, signed by the Convener, with reference to this minute.

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

This page is intentionally left blank

Work Programme

Finance and Resources Committee

24 September 2020

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Progress updates	Council Commitments
1.	Dry Mix Recycling Procurement Report	October 2020		Executive Director of Place Lead Officer: Lesley Sugden 0131 469 5764 lesley.sugden@edinburgh.gov.uk		
2.	Western Harbour	October 2020		Executive Director of Place Lead Officer: Elaine Scott 0131 529 6789 elaine.scott@edinburgh.gov.uk		
3.	Disposal of Telford North	October 2020		Executive Director of Place Lead Officer: Lisa Mallon 0131 529 6291 lisa.mallon@edinburgh.gov.uk		

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Progress updates	Council Commitments
4.	Capital Framework (Procurement)	October 2020		Executive Director of Place Lead Officer: Graeme Reid 0131 529 5904 graeme.reid@edinburgh.gov.uk		
5.	Policies Assurance Statement - Legal and Risk	October 2020		Executive Director of Resources Lead Officer: Nick Smith 0131 529 4377 nick.smith@edinburgh.gov.uk		
6.	Enterprise Risk Management Policy	October 2020		Executive Director of Resources Lead Officer: Nick Smith 0131 529 4377 nick.smith@edinburgh.gov.uk		
7.	Risk Appetite Statement	October 2020		Executive Director of Resources Lead Officer: Nick Smith 0131 529 4377 nick.smith@edinburgh.gov.uk		
8.	Revenue Budget 2020/21 – Month Five Position	October 2020		Executive Director of Resources Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk		

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Progress updates	Council Commitments
9.	Change Strategy 2021/24 – progress update (joint report with Chief Executive)	October 2020		Executive Director of Resources Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk		
10.	Capital Budget 2020/21 – Month Five Position	October 2020		Executive Director of Resources Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk		
11.	Capital Budget Strategy 2020/30 – update	October 2020		Executive Director of Resources Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk		
12.	Resources Directorate – revenue budget monitoring 2020/21 – month five position	October 2020		Executive Director of Resources Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk		

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Progress updates	Council Commitments
13.	Chief Executive's Services - revenue budget monitoring 2020/21 – month five position	October 2020		Executive Director of Resources Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk		
14.	Sirius Building, Clocktower, Edinburgh – Proposed New Lease	October 2020		Executive Director of Resources Lead Officer: Mark Bulloch 0131 529 5991 mark.bulloch@edinburgh.gov.uk		
15.	26 Cultins Road, Edinburgh – Proposed Lease Extension	October 2020		Executive Director of Resources Lead Officer: Mark Bulloch 0131 529 5991 mark.bulloch@edinburgh.gov.uk		
16.	Miscellaneous Debts Write Off – 6 monthly operational update (B Agenda)	October 2020		Executive Director of Resources Lead Officer: Nicola Harvey 0131 469 5016 nicola.harvey@edinburgh.gov.uk		
17.	Annual Fraud Prevention and Detection – Annual Report	October 2020		Executive Director of Resources Lead Officer: Nicola Harvey 0131 469 5016 nicola.harvey@edinburgh.gov.uk		

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Progress updates	Council Commitments
18.	Digital and Smart City Strategy	October 2020		Executive Director of Resources Lead Officer: Nicola Harvey 0131 469 5016 nicola.harvey@edinburgh.gov.uk		
19.	Award of the Contract for Professional Services Framework.	October 2020		Executive Director of Resources Lead Officer: Iain Strachan 0131 529 4930 iain.strachan@edinburgh.gov.uk		
20.	1st Floor, Ratho Park (Phase 3), Edinburgh – Proposed New Lease	October 2020		Executive Director of Resources Lead Officer: Graeme McGartland 0131 529 5956 graeme.mcgartland@edinburgh.gov.uk		
21.	Investments Portfolio - Update Report	October 2020		Executive Director of Resources Lead Officer: Graeme McGartland 0131 529 5956 graeme.mcgartland@edinburgh.gov.uk		
22.	Trinity Apse Edinburgh - Proposed New Lease	October 2020		Executive Director of Resources Lead Officer: Alan Simpson 0131 529 6693 alan.simpson2@edinburgh.gov.uk		

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Progress updates	Council Commitments
23.	Extension to Existing Contractor Works Framework (CT0145).	October 2020		Executive Director of Resources Lead Officer: Peter Watton 0131 529 5962 peter.watton@edinburgh.gov.uk		
24.	Audited Annual Accounts	November 2020		Executive Director of Resources Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk		
25.	Digital Learning Officer	December 2020		Executive Director for Communities and Families		
26.	Corporate Health and Safety Strategy and Plan 2020-22	December 2020		Executive Director of Resources Lead Officer: Robert Allan 0131 469 3761 robert.allan@edinburgh.gov.uk		
27.	Light Fleet	December 2020		Executive Director of Place Lead Officer: Scott Millar 0131 347 1902 scott.millar@edinburgh.gov.uk		
28.	Fostering Framework	December 2020		Executive Director for Communities and Families Lead Officer: Scott Dunbar 0131 469 3123		

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Progress updates	Council Commitments
				scott.dunbar@edinburgh.gov.uk		

This page is intentionally left blank

Rolling Actions Log

Finance and Resources Committee

24 September 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	01.02.19	Feedback on the Change Strategy and Budget Proposals 2018	To request that details of best practice and the methodology which sat behind the respondents to the engagement document be provided in future reports.	Chief Executive	August 2019		<p>Update Jan 2020</p> <p>Following the decision on the budget by Council, a paper will be produced which outlines how the Council intends engage with citizens on the further development and implementation of year two and three budget proposals. This paper will cover why the Council is adopting this engagement approach with good practice comparators.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Additional information about the process behind each engagement method was included in the report on engagement which was considered at Full Council on 21 February 2019. A report will also be going to the Corporate, Policy and Strategy Committee seeking approval for proposals for ongoing engagement on the Council's change and budget processes. This report will provide information on best practice in this area.
2	05.03.20	Fleet Renewal Programme	To agree to circulate a briefing note to members on the impact of vehicle reduction on the mobile library service and to give	Executive Director of Place	End September 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			assurances that changes to the service would be brought back as a report to committee.				
3	05.03.20	Contract Award and Procurement Programme (Period 1 July to 31 December 2019)	A further report will be submitted to the Committee in approximately six months' time.	Executive Director of Resources	September 2020		Recommended for closure – report on agenda for this meeting
4	05.03.20	Marketing Edinburgh – report by the Chief Executive	1) To come back with the figure of outstanding income.	Executive Director of Place			Recommended for Closure Further reports on the financial arrangements for Marketing Edinburgh have subsequently been submitted to Council Committees, superseding this action.
			2) To agree to circulate to members the business plan	Executive Director of Place			Recommended for Closure

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			subject to agreement from the Board of Marketing Edinburgh.				Since Committee considered this item, COVID-19 has had a significant impact on the proposed Marketing Edinburgh Business Plan. Subsequent reports to Council Committees have explained these impacts and therefore this action has been superseded.
5	27.08.20	Revenue Monitoring 2019/20 - Outturn Report	1) To agree that a comparable report to Communities and Families commentary in Appendix 3 would be come to Finance and Resources Committee detailing the Place	Executive Director of Place			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			directorates overspend				
			2) To agree a briefing note would be circulated on training delivered by Project Managers to permanent staff continues to develop.	Executive Director of Place			
			3) To note that the report which would be submitted to the Committee to respond to the Council motion of 28 July would also include an annual review of the Spend to	Executive Director of Resources	September 2020	September 2020	Recommended for closure – update is included in the Revenue Budget Report

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Save programme.				
6	27.08.20	Treasury Management: Annual Report 2019/20	To agree to circulate a briefing note with details of lending to Scottish Local Authorities and English Local Authorities.	Executive Director of Resources	September 2020	September 2020	Recommended for closure – Briefing note has been circulated 09/09/2020
7	27.08.20	Finance Policies - Assurance Statement	1) To 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 a regular basis, with a further update to be considered by the Finance and Resources	Executive Director of Resources	October 2020		<u>September Update</u> Report on schedule for October meeting of Committee

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Committee on 29 October;				
			2) To note the Convener would engage with the Cabinet Secretary for Finance in the Scottish Government regarding the Council's overall projected shortfall.	Convener			
8	27.08.20	2020-30 Capital Budget Strategy – 2020-21 Period 3 Monitoring and Revised Budget Update	To agree to circulate the briefing note previously circulated to Policy and Sustainability Committee on the North Bridge Refurbishment.	Executive Director of Place			
9	27.08.20	Workforce Dashboard - June 2020	To agree that a briefing note would be circulated with details	Executive Director of Resources/			<u>September Update</u> Briefing is being prepared and will be

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			on the reduced number of Trainees and Apprentices.	Executive Director of Place			circulated during September 2020
10	27.08.20	Contract Extension for Stair Cleaning Services to Domestic Properties 2016-2020	To agree that a briefing note would be circulated with details on when private owners opted out of the service.	Executive Director of Place			
11	27.08.20	Contract Extensions for Domestic Abuse Contracts	To agree to provide a briefing note on which of these services maintained their services throughout Covid-19, how many of their staff that worked on these contracts were furloughed and how they plan to use any savings to increase the level of service in the recovery phase to take in to account the increasing pressure.	Executive Director for Communities and Families	August 2020	August 2020	Recommended for Closure Briefing note circulated 28 August 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	27.08.20	City of Edinburgh Council and CGI IT UK Limited - Contract Proposals (B Agenda)	To agree that benchmarking would be added in to the community benefits (Appendix 2 of the report).	Executive Director of Resources			Recommend for Closure Update circulated to members on 9 September 2020.

This page is intentionally left blank

Finance and Resources Committee

10.00am, Thursday, 24 September 2020

Revenue Budget 2020/21 – progress update

Item Number	
Executive/routine	Executive
Wards	All
Council Commitments	

1. Recommendations

- 1.1 Members of the Finance and Resources Committee are recommended to note:
- 1.1.1 the interim update on the Council’s revenue budget framework, with the residual in-year funding gap reducing to £12.2m;
 - 1.1.2 the progress in both developing a Scotland-wide income compensation scheme and exploring further financial flexibilities that may offer opportunities to manage the in-year costs of the pandemic over a longer time period;
 - 1.1.3 the commentaries provided in respect of each of the Council’s Arm’s-Length External Organisations, the combined effect of which is a loss of income, or need for additional support, to the Council for the period to March 2021 of £27m, including the confirmed loss of the Lothian Buses dividend in 2019/20;
 - 1.1.4 the additional details provided on use of the Council’s Spend to Save fund during 2019/20 and related opportunities to support a Green Recovery; and,
 - 1.1.5 that a further update, including measures to achieve in-year financial balance, will be presented to the Committee’s next meeting on 29 October 2020.

Stephen S. Moir
Executive Director of Resources

Contact: Hugh Dunn, Head of Finance,
Finance Division, Resources Directorate
E-mail: hugh.dunn@edinburgh.gov.uk | Tel: 0131 469 3150

Revenue Budget 2020/21 – progress update

2. Executive Summary

- 2.1 The report provides an interim update on the Council's 2020/21 revenue budget, with a particular focus on the Council's Arm's-Length External Organisations (ALEOs), pointing to a reduction of £5m in the anticipated in-year funding gap to £12.2m. Progress in developing a Scotland-wide income compensation scheme and exploring other potential financial flexibilities is also outlined.
- 2.2 The report additionally provides requested details on the recent and potential use of the Council's Spend to Save fund to support a Green Recovery.

3. Background

- 3.1 On 27 August 2020, members of the Committee considered an update on the Council's 2020/21 revenue budget, indicating a remaining £17.2m shortfall between net cost pressures across the Council and its Arm's-Length External Organisations and confirmed or anticipated sources of funding. Whilst a full update, including measures to achieve in-year financial balance, will be presented to the next meeting of the Finance and Resources Committee on 29 October, this interim report apprises members of changes emerging since the end of August.
- 3.2 Included within the £89.6m of net expenditure pressures set out within the 27 August report were £31m relating to the Council's ALEOs. Although a confidential briefing had previously been circulated to members of the Policy and Sustainability and Finance and Resources Committees, on 25 August 2020 the City of Edinburgh Council agreed a composite motion requesting that a further update be brought to today's meeting, setting out the current assessment of the pandemic on its ALEOs, with, wherever possible, relevant detail being included, and discussed, as part of the Committee's main agenda. Representatives of the ALEOs concerned will also be in attendance.
- 3.3 At the last meeting of the Finance and Resources Committee, members also noted that further details would be provided to this meeting on projects supported through the Council's Spend to Save fund during 2019/20. In addition, following agreement by Council on 28 July 2020 of a Green Group addendum on the potential role of Spend to Save and other energy efficiency-related funding in supporting a Green

Recovery, the report provides details of revenue funding sources available and the associated conditions of use.

4. Main report

Changes in net expenditure pressures

- 4.1 At the Committee's last meeting, members approved the extension until 2029 of the Council's current partnership agreement with CGI for the delivery of ICT and Transformation services. This extension will deliver cashable savings of £12m over the term of the extended contract, as well as £2.1m of savings in subsequent inflation-based uplifts and other changes. Calculated on a pro-rated basis, while the attendant detail is being finalised, £0.95m of this saving is anticipated to be available to offset wider Council pressures in 2020/21.
- 4.2 The majority of the remainder of this report focuses on the financial impacts of the pandemic on the Council's ALEOs, with the detail set out in Paragraphs 4.9 to 4.24. While a number of assumptions remain unchanged from those considered by the Finance and Resources Committee on 27 August, the estimated in-year support requirement for both Edinburgh Leisure and Edinburgh Trams has reduced by £2m to £6m, revising the £31m previous ALEO-wide estimate to £27m.
- 4.3 Taken together, the above-mentioned changes result in a further decrease, at this stage, of the in-year shortfall to £12.2m¹. Executive Directors continue to examine means of reducing this gap further, including identifying savings arising, where relevant, from continuing suspension or delays in the resumption of budgeted activity levels. Whilst, at a more general level, it is inherently difficult to forecast with accuracy given the unprecedented nature of current events, the potential for material movements in net pressures in such areas as parking charges, property rental income and homelessness services remains and a more detailed update, along with potential measures to achieve financial balance, will therefore be presented to the Committee's next meeting on 29 October.

Sources of funding

- 4.4 The report to the Committee's previous meeting referenced on-going work around the development of an income compensation scheme for councils in Scotland. Although based upon similar principles to the equivalent scheme in England, at their meeting on 28 August, COSLA Leaders agreed to request that a Scottish scheme, currently under discussion with the Scottish Government, additionally seek to address losses of income through ALEOs. Information received from councils, including the Council's submission, has been anonymised and aggregated and will now form the basis of the scheme's detailed development.
- 4.5 Whilst, given the Council's particular reliance on income, any scheme seeking to address direct and indirect (i.e. through ALEOs) income shortfalls is to be welcomed, it should be emphasised that the quantum of funding available is

¹ The £12.2m also reflects £3m of as-yet unmitigated pressures within the Place Directorate.

likely to be considerably lower than the actual income losses incurred and, as such, provide only partial mitigation. At their August meeting, COSLA Leaders also agreed that, rather than being used to supplement the available level of resource for an income compensation scheme, the £49m of Barnett Consequentials announced on 23 July should instead be allocated on the basis of councils' respective shares of Grant-Aided Expenditure (GAE) and Special Islands Needs Allowance (SINA). Although, as of the time of writing, the Council's precise allocation remains to be confirmed, based on previous comparable announcements, a sum of around £3.832m is anticipated. This share is consistent with assumptions contained within the update to the Committee on 27 August, with the potential for an upside relative to current assumptions should the remaining sum available (estimated at £90m) be allocated in proportion to actual income losses suffered.

Financial flexibilities

- 4.6 On 23 July, members of the Policy and Sustainability Committee agreed a motion seeking a two-year waiver on the interest element of councils' existing Public Works Loan Board (PWLB) borrowing and the Council Leader subsequently wrote to the Chancellor on this basis. Although no specific response has yet been received, it is understood that similar requests around deferrals of loan principal and interest made through COSLA have not been successful, with the Chancellor considering such moves unnecessary and focusing, instead, on the provision of additional grant funding support.
- 4.7 While the measures concerned do not require express UK Government approval, COSLA Leaders have also agreed to progress, jointly with the Scottish Government, an approach to the UK Government on four specific other financial flexibilities, including aligning, in accounting terms, PPP capital and interest payments more closely to the related asset life, that could be made available to councils in Scotland. Subject to confirmation of their permissibility, officers will continue to model their potential applicability to the Council, with an update then provided to the Committee's meeting on 29 October.

Audit Scotland publication: COVID-19 – Implications for public finances in Scotland

- 4.8 Members of the Committee may also find the [above briefing](#), outlining the UK and Scottish Governments' fiscal response, emerging risks and the public audit response to the pandemic, to be of interest.

Impact of the pandemic on the Council's ALEOs

- 4.9 The £31m referenced within the report to the Finance and Resources Committee on 27 August was comprised as shown below. Given the number of expenditure and income variables involved, relevant public health guidance and emerging sources of funding, however, the position is subject to regular review and the following sections of the report examine the latest position in respect of each ALEO in turn, as to how they may impact on the Council.

	£m
Lothian Buses	12
Edinburgh Leisure	8
Edinburgh Trams	8
Contingency for continuing support, October to March	3
	31

Lothian Buses

- 4.10 The projection above assumed the full loss to the Council of the planned £6m dividend payable in respect of Lothian Buses' 2019 and 2020 financial years (reflected respectively within the Council's 2019/20 and 2020/21 accounts). This planning assumption remains unchanged at this time.
- 4.11 At the height of the lockdown, passenger numbers reduced by around 90% in line with guidance on critical service worker-only travel. Financial support was, however, provided for around 1,900 staff through the Coronavirus Job Retention Scheme (CJRS). In recognition of the impact reduced demand placed on the viability of local services for key workers, the Scottish Government, through Transport Scotland, additionally agreed to maintain concessionary travel reimbursement and Bus Service Operator Grant payments at the levels forecast prior to the impact of COVID-19. Despite this support, for the period to the end of June, the company was incurring a significant operating loss every four-week period. Since that time, passenger volumes have gradually increased as service coverage has been extended, although remain some 60% below normal levels, alongside increases in variable costs of operation.
- 4.12 As with all of the Council's ALEOs, a key determinant of the extent of any additional required support from the Council going forward is therefore the speed at which income levels recover as furloughing support is phased out. This, in turn, is influenced by public health advice, attitudes to use of public transport and the Scottish Government's routemap.
- 4.13 Given these dependencies, agreement has previously been reached with the Scottish Government to provide specific financial support, addressing residual net losses incurred in the eight-week period until mid-August during which network capacity was significantly increased but with continuing social distancing in place. Further support, on a similar basis, has now additionally been agreed until the beginning of November. There is, nonetheless, the potential for net calls upon the Council beyond this period and members will be kept apprised of additional details as these become available.

Edinburgh Leisure

- 4.14 The financial impacts on Edinburgh Leisure will similarly be influenced by the timing of the Scottish Government's routemap and the nature of the associated required hygiene and social distancing measures. A comprehensive update is included elsewhere on this meeting's agenda, pointing to an overall in-year requirement of

up to £6m, a reduction of some £2m on the position reported to the Committee's previous meeting. It should be noted that a need for additional support in 2021/22 above the annual contracted payment is likely.

Edinburgh Trams

- 4.15 As with Lothian Buses, Edinburgh Trams has played a crucial role in providing essential capacity and connectivity both during, and as part of the emergence from, lockdown. At the height of the pandemic, revenue reduced by some 98% compared to business plan projections and even as of the end of July, income remained at only 15% of expected levels. Following the re-introduction of more frequent services with effect from 24 August and greater on-board ticket examination, revenue levels have increased but still remain around 75% below budgeted levels.
- 4.16 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 supporting Scotland's recovery from the pandemic. The precise level of funding to be provided to Edinburgh Trams will take account of actual costs incurred, fare revenue received and existing support available through the CJRS but is estimated at up to £4m.
- 4.17 Discussions are continuing with Transport Scotland concerning required financial support beyond this period given on-going social distancing, home-working, remote learning across much of the further and higher education sector and continuing low city-centre footfall. In this regard, members may be aware of the UK Government's announcement on 8 August of the provision of additional financial support of up to £37.4m to five tram and light rail operations in England, an announcement expected to give rise to Barnett Consequentials. At this stage, however, the Council's projections assume a net call, comprising unpaid invoices, of £6m (a reduction of £2m from the projected position reported to the Committee on 27 August), based on in-year cashflow and projected passenger volumes for the remainder of the year.
- 4.18 Looking to future years, while projections are inherently speculative given the range of factors outside ET's direct control, in the absence of an effective vaccine, reduced patronage levels may continue at least into the medium-term, if not beyond with implications on cashflow and ability to pay invoices from the Council.

Edinburgh International Conference Centre (EICC) and Capital Theatres (CT)

- 4.19 Discussions are also continuing with the respective Boards of the EICC and CT concerning required financial support. The nature of each company's venues and operations (particularly observance of social distancing requirements) makes resumption of operations inherently more difficult.
- 4.20 The EICC and the company's administrative offices have been closed since 18 March. In order to secure the longer-term viability of the company, the majority of staff were placed on furlough leave in April and May, with these arrangements still in place pending a phased re-opening of the building from late September. The company has also sought to maximise in-year rental income through enforcement

of cancellation fees where applicable whilst encouraging, wherever possible, rescheduling of events in 2021 and 2022.

- 4.21 As Scotland's largest theatre charity, the pandemic has also hit CT hard, with a 90% reduction in its income since March due to lost ticket sales and trading income. As of late August, almost 53,000 tickets with a value of over £2.5m had been refunded, with the postponement of the 2020 pantomime resulting in a further income loss of £2.3m. Support has, however, been provided through the CJRS, with the majority of staff continuing to be furloughed.
- 4.22 At this stage, it is being assumed that each company will make use of general and earmarked reserves to offset the main income impacts and thus there will be no direct additional call upon the Council. However, the funds available to CT for the refurbishments of the King's Theatre will be severely depleted. In late August 2020, CT received £0.168m from the National Lottery Heritage Fund to support its three venues – the Festival Theatre, King's Theatre and The Studio – maintaining its buildings in a safe condition and meeting other essential utilities and insurance costs. It will, in addition, continue to examine all potential opportunities for support through the £97m of funds made available by the Scottish Government to enable the survival and continuing viability of arts venues in Scotland.

Transport for Edinburgh (TfE)

- 4.23 TfE has been directed to continue to operate by drawing upon its reserves. Since 1 April 2020, this has resulted in its reserves being depleted by £0.142m to cover expenditure. Furloughing has, however, been utilised where possible and other cost savings delivered. TfE income has furthermore reduced and is expected to be no more than £0.060m for 2020. Liabilities of some £0.120m will be met by other, largely Scottish Government, grants to support on-going project delivery.

Contingency for continuing support, October to March

- 4.24 In light of the remaining uncertainty outlined in the preceding sections and the potential for further national or more localised lockdowns in the event of a resurgence of the virus, a £3m contingency has also been included at this stage. The level and nature of this contingency will continue to be reviewed as the resumption of services, and related demand, are confirmed.

Spend to Save annual report, 2019/20

- 4.25 In considering the report on the Council's revenue outturn at the meeting of the Finance and Resources Committee on 27 August, it was noted that a summary of activity supported through the fund would be reported to this meeting, with these details included in **Appendix 1**.

Potential funding sources to support "Green Recovery"

- 4.26 In addition, following agreement by Council on 28 July 2020 of an addendum on the potential role of Spend to Save and other energy efficiency-related funding in supporting a Green Recovery, details of revenue funding sources available and the associated conditions of use are included in **Appendix 2**.

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 Executive Directors have brought forward measures to offset savings delivery shortfalls and residual service pressures, with a £3m residual pressure remaining in Place. The impact of these measures, alongside any further available non-service savings, will continue to be regularly reported to elected members. Measures to close the gap further, with the aim of achieving in-year balance, will be brought to the Finance and Resources Committee on 29 October.
- 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 notes a number 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. A report on this latter aspect will be brought to the next meeting of the Committee.
- 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 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 – period three position](#), Finance and Resources Committee, 27 August 2020
- 8.2 [Revenue Monitoring 2019/20 – outturn report](#), Finance and Resources Committee, 27 August 2020
- 8.3 [Finance Update](#), Edinburgh Integration Joint Board, 24 August 2020
- 8.4 [Fair Work and the Living Wage in Adult Social Care](#), Edinburgh Integration Joint Board, 24 August 2020
- 8.5 [Revenue Budget 2020/21 Update](#), Policy and Sustainability Committee, 23 July 2020
- 8.6 [Revenue Budget 2020/21 Update](#), Policy and Sustainability Committee, 25 June 2020
- 8.7 [Revenue Budget 2020/21 Update](#), Policy and Sustainability Committee, 28 May 2020

9. Appendices

One - Spend to Save Fund Annual Review, 2019/20

Two - Potential upfront revenue funding sources to support a “Green Recovery”

Spend to Save Fund Annual Review, 2019/20

As with most aspects of Council activity, supported schemes have latterly been affected by the COVID-19 pandemic and this has, to an extent, slowed their progress.

While, given the timing of their approval, the projects concerned are also at varying stages of completion, progress on supported initiatives in the period to 31 March 2020 was as follows:

LED in public spaces (£0.300m approved in June 2018)

Three specific projects totalling £0.028m were completed through the Spend to Save fund during the year, being internal lighting upgrades in Inch View Care Home and the City Chambers and an aisle lighting upgrade in the Usher Hall.

The Energy and Sustainability Team also has access to reinvested SALIX funding from the earlier RE:FIT scheme, the payback conditions of which are, in some cases, better aligned to the savings profiles of energy efficiency projects. As a result, some £0.2m of projects were additionally supported through this route in 2019/20.

Usher Hall Public Address System (£0.080m approved in June 2018)

Initial on-site testing of systems was provided by suppliers during Spring 2019, with further tests then undertaken in Autumn 2019 and revised bids requested. Subsequent progress has, however, been delayed by COVID-19 restrictions.

Usher Hall Marketing Poster Boards (£0.120m approved in June 2018)

The scheme requires planning approval which has been sought and this has delayed implementation somewhat. Progress has latterly furthermore been delayed by necessary prioritisation of other COVID-related activity.

Lagganlia Snow Sports (£0.040m approved in August 2018)

The Lagganlia Snowsports Base went to tender in late 2019 and returns were received in January 2020. A preferred contractor was appointed to secure a best-value design. Due to the pandemic resulting in the temporary closure of the centre and potentially affecting future income generation opportunities, however, this process remains live.

Subject to the above caveats, overall project costs will be met from the remaining Boyd Anderson fund balance of £101,000 and the above Spend to Save allocation, with the balance being met from the Outdoor Learning earmarked reserve.

Leith Academy 3G pitch (£0.197m approved in May 2019)

The pitch is now in place and available for pupils to use but there is currently no community access until the Council decides to re-open schools for use outside core school provision. The associated repayments schedule will be reviewed accordingly.

Overall fund movement

In addition to the above expenditure calls on the Fund, repayments were received from a number of previously-supported schemes during the year, including the Edinburgh International Climbing Arena, Craiglockhart Tennis Courts and RE:FIT projects, resulting in a year-end balance of £2.736m.

Potential upfront revenue funding sources to support a “Green Recovery”

Spend to Save

The Council’s Spend to Save fund was established to provide upfront revenue investment to support the taking forward of projects that will deliver savings in subsequent years. This investment is then repaid according to savings profiles agreed upon approval of the project concerned, allowing the fund to support eligible schemes on an on-going basis.

Applications for use of spend to save funding should meet three main criteria:

- (i) the expenditure should be one-off (i.e. non-recurring) in nature;
- (ii) the nature and value of the investment should be clearly shown, along with an indication of how it contributes to delivery of one or more of the Coalition’s commitments or Council strategic outcomes;
- (iii) the benefits of the investment, both financial and (where applicable) non-financial should be clearly shown, along with an indication of the anticipated savings expressed in current-day prices. In general terms, the resulting payback period should be no longer than five years, although equally as important is the robustness of the underlying business case.

As of 31 March, the overall Spend to Save fund balance stood at £2.736m. Based on the net impact of planned drawdowns and repayments, up to £2m could potentially be made available over the coming months to support eligible projects, including those supporting a Green Recovery.

SALIX

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 ten of the Council’s schools and operational buildings.

Resultant savings from the RE:FIT projects are reinvested in the SALIX fund, allowing further qualifying projects to be undertaken. Since the fund’s inception, a number of subsequent projects have been supported, including an upgrade of the screens within the Council’s CCTV Monitoring Facility, Waverley Court BEMS improvement works and full lighting upgrades within Edinburgh Bus Station, the Assembly Rooms, Waverley Court and Bankhead Depot. In 2019/20, £0.217m of projects were supported through reinvested SALIX savings, with an intention to achieve a similar figure or higher this year. As such, the potential for this funding to act as an *additional* source is limited.

There is a potential option for the Council to expand the amount of funding available through match-funding with the Scottish Government to create a larger fund. However, any funding, assuming it could be identified given the pressures on both the revenue and capital budgets, would be bound by the fund criteria (whereby at least 75% of the resulting savings must be

paid back into the fund to support subsequent eligible schemes) and consideration would also need to be given to how the Council would resource the scaling-up of spend, given existing commitments. Consideration is, however, being given to how SALIX investment might be better aligned with the Asset Management Works programme.

Other revenue funding sources

Given the tightness and as-yet unbalanced nature of the revenue budget framework, further opportunities for revenue-based investment are limited. In view of the extent of reliance on the use of reserves in addressing the projected shortfall in the current year, the remaining reserves are either statutorily ring-fenced or already earmarked for other purposes and, as such, this approach is not recommended.

Within the capital programme, anticipated increases in costs of scheme completion and substantial additional spend linked to the Council's net-zero carbon target will place further strain on a ten-year programme that is already unbalanced. On this basis, as with the revenue budget, financial sustainability is unlikely to be achieved without a wholesale review and prioritisation of the Council's activity, with reduction or cessation of services required to allow for increased investment in preventative activity and retained commitments.

Finance and Resources Committee

10.00am, Thursday, 24 September 2020

Edinburgh Leisure – request for additional funding support, 2020/21

Executive/routine Wards Council Commitments	Executive All
---	------------------

1. Recommendations

- 1.1 Members of the Finance and Resources Committee are asked to agree:
- 1.1.1 additional contract payments up to the value of £6m in 2020/21 to enable Edinburgh Leisure to continue to operate and re-open venues and services which contribute to the health and well-being of Edinburgh’s citizens;
 - 1.1.2 that, subject to onward ratification by Council, the additional payment be added to the existing annual funding agreement between Edinburgh Leisure and the Council;
 - 1.1.3 that payments up to the approved limit be released by the Head of Finance, subject to demonstrated need through discussions at monthly monitoring meetings; and
 - 1.1.4 to receive a further progress report at the Committee’s December meeting.

Alistair Gaw

Executive Director of Communities and Families

Contact: David Bruce, Senior Education Manager (Community Services)

E-mail: david.bruce@edinburgh.gov.uk | Tel: 0131 469 3795

Contact: Hugh Dunn, Head of Finance, Resources

E-mail: hugh.dunn@edinburgh.gov.uk | Tel: 0131 469 3150

Edinburgh Leisure – request for additional funding support, 2020/21

2. Executive Summary

- 2.1 This report seeks approval to increase the contract payments to Edinburgh Leisure (EL) in 2020/21 by up to £6m to safeguard the on-going operation of the charity and to support the safe re-opening of venues and services in line with Scottish Government guidance.

3. Background

- 3.1 EL venues and services closed to the public at the end of the day on 19 March 2020. The financial impact of COVID-19 to EL in March 2020 was circa £0.650m.
- 3.2 On 31 March 2020, the Council approved the 2020/21 annual funding payment of £7,107,661 to EL and also issued a “letter of support”.
- 3.3 EL has been working hard to minimise expenditure and as of 1 April, just over 1,000 employees were furloughed under the UK Government’s Coronavirus Job Retention Scheme (CJRS), with 41 employees still working. The number of staff working has subsequently increased as lockdown restrictions on outdoor activities have been relaxed and, more recently, in preparation for the re-opening of indoor venues and services.
- 3.4 Monthly meetings take place with EL to review its financial monitoring information, cashflow projections and financial estimates associated with re-opening venues.
- 3.5 As of the time of writing, EL’s golf courses and outdoor tennis courts at the Meadows and Craiglockhart have re-opened, along with a number of outdoor pitch venues on a reduced-hours and restricted-access basis. Work is now taking place to re-open indoor venues from 14 September on a phased basis (all subject to the relevant public health guidance).
- 3.6 EL’s updated cash forecast indicates that cash support will be required by the end of October and EL has updated the estimate of the financial impact of COVID-19 on the charity in 2020/21.

4. Main report

- 4.1 The importance of physical and mental health and the contribution physical activity makes to individual and community health and well-being has been brought into sharp focus by COVID-19. The relationship between poor health, inequalities and deaths from coronavirus has been identified, as has the disproportionate impact of the pandemic on individuals and families from more deprived backgrounds. While EL has an important role to play in the city's recovery, financial support is required to ensure the sustainability of its venues and services.
- 4.2 The majority of EL employees were furloughed on 1 April 2020 (the position as of the time of writing is 136 people working normal hours, 47 people working on flexible-furlough arrangements and 827 on furlough). There is a tapering of the furlough scheme in September and October, with a larger proportion of employee costs reverting to EL. The CJRS ends on 31 October 2020.
- 4.3 A priority throughout lockdown has been to ensure the venues in the EL portfolio are secure and maintained to avoid problems and unnecessary delays on re-opening. Work has also been on-going to encourage and support customers to stay active via content on EL's website, social media and email updates. All memberships were frozen at the point of closure, although some members opted to support EL and it receives around £0.045m per month in donations.
- 4.4 The Council approved EL's 2020/21 annual funding payment of £7,107,661 on 31 March 2020 and on 19 May issued a "letter of support". The EL Board, on the advice of its external auditors, took the decision in June to delay finalisation of the 2019/20 annual accounts because of concerns around the charity's status as a going concern.
- 4.5 Although most venues remain closed, EL continues to incur a range of operating costs, albeit at reduced rates e.g. staffing, energy, insurance and licences. There are also costs associated with reactive and planned maintenance work to the venues.
- 4.6 Venues have been re-opening in response to the Scottish Government Routemap and the associated guidance. The four 18-hole courses opened on 4 June and the two 9-hole courses on 1 July. The Meadows tennis courts opened on 29 May and the outdoor tennis courts at Craiglockhart opened on 15 July. Pitch venues currently in use on a restricted-access basis from 24 August include Meggetland, Saughton, Jack Kane Centre, Duddingston, Gyle, Campbell Park, Roseburn, Colinton Mains and Inverleith (the last-mentioned four venues on a key holder basis).
- 4.7 With restrictions on indoor venues being eased, EL is now planning for the re-opening of indoor venues, however this will be done on a phased basis. A re-opening date of 14 September has been confirmed for the following venues: the Royal Commonwealth Pool, Craiglockhart Leisure and Tennis Centre, Drumbrae Leisure Centre, Ainslie Park Leisure Centre, Gracemount Leisure Centre and Leith Victoria Swim Centre. Further details are available on the EL website: <https://www.edinburghleisure.co.uk/fitness-at-home/reopening-plans>.

- 4.8 Venues will also open with a restricted activity programme i.e. gym, lane swimming, fitness classes, badminton, indoor tennis (and charging for outdoor tennis at Craiglockhart), squash and club bookings, with other activities re-introduced on an incremental basis (subject to restrictions being lifted). Physical distancing requirements are a critical factor in determining what activities can take place and in what venues and the maximum numbers in activity areas and staffing levels have been amended to reflect the reduced activity programme. Changes have also been made to opening hours, although this was something EL was planning to do pre-COVID in response to customer usage patterns. A number of changes are being introduced to ensure a safe environment for customers and employees, for example all activities will be bookable and there will be no cash transactions. The charity continues to explore opportunities to do things differently to help with the financial challenges now and in the future.
- 4.9 The Council also holds regular meetings with EL colleagues to review financial performance, cashflow projections and the financial implications of re-opening venues. Reduced capacity, customer reaction and competitor activity are some of the many factors that will impact on usage and income and a number of assumptions have had to be made when preparing revised income targets. Actual performance could therefore vary significantly from the financial estimates and EL has advised of the need to respond quickly to usage and income performance.
- 4.10 An initial estimate identified the financial impact of COVID-19 on EL as £8m and this figure has been incorporated within the ALEO-specific projections reported to elected members and included within Members' Briefings. This figure has now been updated and reduced to around £6m because of the longer duration of venue closures and the CJRS Bonus Scheme (where income of around £0.6m is anticipated). EL has also identified that cash support will be required by the end of October 2020.
- 4.11 EL is a member of Community Leisure UK (the membership association for leisure and cultural trusts) and the association continues to lobby the Scottish and UK Government for financial support for public leisure services. EL is also pursuing an insurance claim and in July was advised by its insurers, Aviva, that the outcome of the Financial Conduct Authority's (FCA) legal challenge on business interruption insurance to the insurance industry would apply to EL's case. On 15 September, the High Court issued its judgement, ruling that most, but not all, disease clauses in the representative sample of policy wordings used by insurers provide relevant cover. While it is anticipated that the ruling may be appealed by the insurance companies concerned, subject to confirmation of its applicability to EL's specific policy coverage, this would reduce the level of support required from the Council.
- 4.12 EL also manages community access to the sports facilities in twenty-one of the City's twenty-three high schools however a different financial arrangement is in place for the school estate, with the net income being remitted to the Council. At this point, it is envisaged that the earliest community access to the school estate would restart is October 2020.

5. Next Steps

- 5.1 Subject to approval by members of the Committee, the report and accompanying recommendations will be referred to Council for ratification.
- 5.2 Monthly monitoring meetings with key EL personnel will continue to ensure that financial support provided strikes an appropriate balance between securing on-going service provision and delivering best value to the Council.
- 5.3 As part of the Council's 2020/23 revenue budget framework, Council approved two specific change proposals affecting EL. One of these relates to an assumed slight reduction in the level of annual service payment for each of the next two years. The other concerns a wider strategic review of the Council's relationship with EL to ensure that a sustainable operating model is in place going forward, maximising benefits to citizens whilst recognising the need to secure best value. Although the immediate focus, as with the Council, is understandably on the safe re-opening of facilities, this process of service resumption therefore needs to be considered within this broader context.

6. Financial impact

- 6.1 EL's financial performance after four months is a deficit of £0.350m, some £0.354m behind the (pre-COVID) budgeted £0.004m surplus. Together with the £0.650m impact in March, this brings EL's total COVID impact thus far to £1m. Although costs have been tightly controlled and the CJRS hugely helpful, it has not been possible to offset completely an almost-total loss of income for six months.
- 6.2 The cash position is currently positive, with liquidity assured through to the end of September. The updated forecast, however, indicates that cash support will be required by the end of October.
- 6.3 The updated financial projection for 2020/21 now shows the potential impact of COVID as around £6m arising from detailed calculations, summarised as follows:

	£m
March 2020 (before CJRS was claimable)	0.650
During closure	0.500
In September during phased re-opening	0.600
Average monthly Oct - Mar c.£0.8m (see below)	4.850
CJRS bonus estimate	(0.600)
Total projected impact	6.000

- 6.4 As venues re-open, most costs will return, but income levels will be substantially lower than pre-COVID levels due to physical distancing/reduced capacity. The early experience of English leisure trusts (who have been permitted to re-open from 25 July) has been taken into account and detailed calculations have been carried out to inform estimates of potential income. The calculations assume some recovery after re-opening, but a return to 100% of pre-COVID levels is assumed not to be the case during this financial year. Membership income is assumed to be

60% of pre-COVID levels on re-opening, building to 80% by the year-end, with casual (pay and play) use moving from 50% to 70% over the reporting period. EL's next-largest income line, coaching, is assumed to operate at break-even levels during the remainder of this financial year, whilst catering and soft play are assumed to be severely curtailed at 30%, growing to 40% by the year-end.

- 6.5 The result of the above assumptions is that monthly income levels which were budgeted (pre-COVID) at c.£1.9m for the last six months are forecast to be c.£1.1m on average, hence the c.£0.800m average deficit. As noted previously, every effort will be made to manage costs, particularly through the dynamic redeployment of staff and careful adjustment of venue opening hours, but the relatively high proportion of fixed costs to operate venues safely presents an exposure to reduced income in this unprecedented environment.
- 6.6 It is hoped that the £6m shortfall can be reduced by a combination of insurance income (as noted at Paragraph 4.11 above) and/or support from central government (lobbying continuing through a number of routes). The ability to reduce this figure further by keeping a number of venues closed is not a viable option given the ending of CJRS at the end of October and the fact that reduced capacities in venues will mean that citizens of Edinburgh will demand the widest-possible provision of venues. Long-term mothballing of facilities will still incur costs and therefore re-opening, for example, the Victorian Swim Centres at Portobello, Glenogle, Dalry and Warrender, even with physical distancing, will only come at a modest subsidy in the context of the overall £6m projection.
- 6.7 A number of assumptions have had to be made on levels of usage and therefore income projections for venues. This is an area of risk for the charity, as is the risk of further reductions in income because of further local and national lockdowns due to a resurgence of the virus. Another area of risk is COVID-19 related staff absences and the impact this will have on the availability of staff and the associated financial consequences when venues begin to re-open on 14 September. EL has robust systems in place to monitor staff absence (in normal circumstances less than 4%) and new COVID-19 self-isolation policies have been created.
- 6.8 There is also an increase in expenditure to comply with Government guidance and to ensure a clean and safe environment, for example the purchase of foggers, hand sanitisers, cleaning materials, poolside rescue equipment, swipe card readers, protective screens and marketing materials. All items being purchased as a direct result of COVID-19 are being coded separately for ease of identification if required.
- 6.9 From the Council's perspective, provision for EL of £8m has been included in the overall assumed level of COVID-related support or income losses for its ALEOs intimated in previous monitoring reports. This sum will be revised to £6m, reducing the overall level of anticipated ALEO support to £29m and thus the overall in-year shortfall accordingly.

7. Stakeholder/Community Impact

- 7.1 Making a positive impact on the health and well-being of Edinburgh citizens is at the heart of what EL does. As a charity, EL is uniquely placed to draw upon its

expertise and provide access to leisure centres and services across the city. EL attracts over four million annual visits and the charity's Active Communities initiative has a proven track record in successfully delivering impact through a range of targeted programmes, using physical activity and sport to help people lead healthier, happier and more active lives.

- 7.2 There are 20 distinct Active Communities projects that focus on prevention, early intervention, combating the effects of inactivity and tackling inequalities. Each year, targeted support is provided to circa 10,000 people who face the greatest barriers to being active, such as women and girls, people living with health conditions, disabled people, older adults, minority ethnic groups and those from low-income and disadvantaged backgrounds.
- 7.3 Before lockdown, 161 Active Communities classes were delivered each week such as falls prevention, long-term conditions, ageing well, weight management and mental health. The classes also provide opportunities for people to connect socially to tackle loneliness and social isolation.
- 7.4 EL receives around 400 referrals every month from a range of health and social care professionals, which evidences the demand for its support in Edinburgh's local communities and health/social care settings. EL also works with over 200 sports clubs throughout the city.

8. Background reading/external references

- 8.1 [Service payment to Edinburgh Leisure – 2020/21](#), Leadership Advisory Panel, 31 March 2020

9. Appendices

- 9.1 None

This page is intentionally left blank

Finance and Resources Committee

10.00am, Thursday, 24 September 2020

Commercial and Procurement Annual Report - 2020

Executive/Routine	Executive
Wards	All
Council Commitments	2,3 and 7

1. Recommendations

- 1.1 It is recommended that the Committee notes the contents of this report and approves the publication of the Commercial and Procurement Annual Report 2020.

Stephen S. Moir

Executive Director of Resources

Contact: Iain Strachan, Chief Procurement Officer,

Finance Division, Resources Directorate

E-mail: Iain.Strachan@edinburgh.gov.uk | Tel: 0131 529 4930

Commercial and Procurement Annual Report 2020

2. Executive Summary

- 2.1 The Commercial and Procurement Strategy 2016-2020 (the Strategy) was approved by Committee on [1 December 2016](#). The Commercial and Procurement Annual Report provides the Committee with an update on the activity and outcomes that have been delivered through the Strategy from 1 April 2019 to 31 March 2020.
- 2.2 This report also discharges the Council's duties in terms of the Procurement Reform (Scotland) Act 2014, to prepare an annual report on its regulated procurement activities.

3. Background

- 3.1 The Council is obliged, under Section 18 of the Procurement Reform (Scotland) Act 2014, to prepare an annual report on its regulated procurement activities as soon as reasonably practicable after the end of each financial year.
- 3.2 The monitoring and reporting requirements for this annual report follow the guidance provided by the Scottish Government, which includes a requirement to capture data which will support its overarching report on public procurement activity across Scotland.
- 3.3 In terms of this guidance, the Council's annual report must, as a minimum, include:
 - A summary of regulated procurements completed during the reporting period;
 - A review of whether those procurements complied with the Council's procurement strategy;
 - To the extent that any of those procurements did not comply, a statement on how the Council intends to ensure that future regulated procurements do comply;
 - A summary of community benefits fulfilled during the reporting period;
 - A summary of steps taken to facilitate involvement of supported businesses; and
 - A summary of regulated procurements the Council expects to commence in the next two financial years.

- 3.4 The report must be published and available on the internet and details of the publication of the report must be provided to the Scottish Government.

4. Main report

- 4.1 The activity included in the Commercial and Procurement Annual Report is, further to the Council's statutory reporting obligations, focussed on the 245 regulated contracts concluded by the Council in the year to 31 March 2020. These contracts had an aggregate estimated value of approximately £332m. By "regulated" the report means those contracts with a value of greater than £50,000 for goods and services and greater than £2m for works, in accordance with the terminology and thresholds as set by the relevant Scottish procurement regulations. There were over 400 other contracts awarded in this reporting period which were below the above thresholds, and so are not the subject of the same level of detail in this report.
- 4.2 The award of all contracts, whether above or below these thresholds, are subject to the Council's standard procurement processes, including the application of the Council's [Contract Standing Orders](#). In terms of the Contract Standing Orders the award of certain contracts must be approved by the Finance and Resources Committee, depending upon value. However, to ensure regular monitoring of all contracts, there is 6 monthly reporting to the Committee on all contracts awarded.
- 4.3 The Council's spend with third party suppliers in 2019/20 was approximately £684m. This figure is a 7.7% increase on 2018/19, where the figure was approximately £635m. A review of the Council's spend profile indicates that an increase in construction spend was the main reason for the overall increase. This is reflected in the Council's investment in asset upgrading, new build nurseries and schools in 2019/20, with nine of the organisations in the Council's top 20 suppliers (by value of spend) being in the construction sector. A summary breakdown of the spend by key supplier sectors is included in the report. It is to be noted that Small and Medium Enterprise (SME) spend is 52% of total core spend, being those suppliers the Council has spent more than £1,000 with. The level of SME spend is an increase on the 47% reported for 2018/19.
- 4.4 The [Local Government Benchmarking Framework](#) figures for 2018/19 recorded the Council's 42% percentage of procurement spend with local enterprises as being the highest of those solely located on the mainland, well above the average of 28.7%, and the 5th highest of all Scottish local authorities. It is to be anticipated that the Council will be in a similar position when the figures for 2019/20 are released, but with a slightly lower figure at 39%. It is also to be noted that with the Council's higher spend on major construction projects, there will sometimes only be larger national companies that are able to bid, albeit the Council would still look to assist local SMEs securing suitable places elsewhere on the supply chain.
- 4.5 Fair Work practices is very important to the Council, and 70% of suppliers awarded contracts in 2019/20 state they pay the Real Living Wage. This is the same figure as for 2018/19.

- 4.6 The report addresses the Council's statutory duties and its compliance with the objectives contained in the Commercial and Procurement Strategy. Most of the objectives in the Strategy are assessed as having been met, with only a small number not yet met fully. Some specific achievements of the Council's Commercial and Procurement Services (CPS), which have further secured these are objectives, are referred to below, at paragraph 4.10.
- 4.7 As noted above, a new [Sustainable Procurement Strategy](#) was approved on [5 March 2020](#), and the Council is now progressing the 7 key strategic objectives contained within that. The Strategy places sustainability at the heart of the Council's procurement programme for the next five years, to ensure that the Council's considerable spending power is used to promote those economic, environmental and social outcomes that support growth, and simultaneously assist the Council in addressing the challenges that the city is facing.
- 4.8 Community benefits are identified on a project by project basis and are embedded in the Council's processes and procedures. The overall volume of contracts where community benefits have been sought was 50, a small decrease when compared to the 54 contracts in 2018/19 (but still higher than 2017/18). This decrease is a result of the high level of 'call-off' contracts, where community benefit commitments were secured at the Framework Agreement award stage and the delivery of these reported in relation to cumulative supplier delivery rather than individual call-off level. Some notable examples of community benefits delivery in 2019/20 are included in the report, such as those delivered through the Council's North Sighthill regeneration project, where community benefits have supported over 60 community organisations through engagement and the distribution of £50,000 of funding via the One City Trust initiative.
- 4.9 The relevant Scottish procurement regulations place specific requirements on the Council, for major contracts which have an estimated value above £4m, to consider whether to impose community benefit obligations. All 18 contracts the Council awarded above that threshold in 2019/20 included community benefit requirements. In addition, there were an additional 32 contracts in this period where the Council included community benefits obligations. Community benefits delivered in the reporting period range from apprenticeships, training, work experience and recruitment, to mentoring and community engagement. The delivery and reporting of community benefits is expected to improve moving forward, with the further embedding of the Council's contract management framework. The Council also continues to work with City Region Deal partners to adopt a uniform approach to community benefits on all City Region Deal projects.
- 4.10 The Council's Commercial and Procurement Services support all procurement activity across the Council, and lead on securing compliance with the Strategy. It is worth highlighting some of the team's more notable achievements in 2019/20, which include:
- 4.10.1 Confirmation of an increase in the Council's Procurement and Commercial Improvement Programme (PCIP) score to 87%, against a local authority

average of 70%, this having been independently assessed by Scotland Excel on behalf of the Scottish Government;

- 4.10.2 Running two focused meet the buyer events. One was an event for fair trade suppliers, during Fair Trade Fortnight, in February 2020, attended by over 120. The second was for suppliers in a number of sectors to meet purchasing managers in different Council service areas, in May 2019, attended by over 200;
- 4.10.3 The Council making the final in four 'GO Awards' categories in October 2019, which recognises excellence in public procurement, winning one for Market Development, recognising the work done by CPS and the homelessness team in Safer and Stronger Communities on a Shared Housing Framework, and receiving a Highly Commended recognition in the Procurement Team of the Year category;
- 4.10.4 Commercial procurement savings of over £42m having been tracked and delivered in year, being an increase on the £38.5m delivered in the previous Financial Year, and the highest since the Council started recording this information in 2013/14. In addition, new forecast savings of over £14m have been identified from contracts awarded in the reporting period to be tracked over future years, being an increase on the £12m identified in 2018/19;
- 4.10.5 Updated Contract Standing Orders being submitted and approved by full Council in [June 2019](#), part an ongoing review which helps support the Council's overall governance around such spend, and the securing of Best Value;
- 4.10.6 The learning and development programme undertaken by CPS staff maintaining a high level (90%) of specialist procurement staff holding or working towards Chartered Institute of Procurement and Supply (CIPS) professional qualifications and continuing professional development opportunities;
- 4.10.7 The work of the Council's Contract and Grant Management Team now being further embedded, building upon the Council wide contract management framework, online training being available, and regular contract managers/grant managers forums being held, alongside specific operational work and support to divisions/directorates, this is an area that will be promoted further across the Council in 2020/21; and
- 4.10.8 Additional external assessment having been undertaken by CIPFA to benchmark the procurement team against a wider selection from the UK public sector in December 2019, against the previous financial year. The outcomes noted that the total net cost of the central team as a percentage of the net revenue budget was 0.22% (the average from those assessed was 0.27%) the return on investment, however, was 21.39:1 compared to the average 6.07:1.
- 4.11 The Council's procurement activity also provides support to the adoption and promotion of a number of policy and other strategic initiatives the Council is taking forward, subject to the relevant Scottish procurement regulations and certain limitations they impose. Examples include the Council's 2030 carbon-neutral city target and the Council's Charters in respect of Construction and Modern Slavery,

alongside other initiatives such as the Council's Fair Trade Policy. The commitments pledged in the Construction and Modern Slavery Charters resulted in specific actions where it was agreed that updates would be reported back to Committee.

- 4.12 In respect of the Construction Charter, these commitments were adopted in [August 2018](#) at the Finance and Resources Committee. An update on actions taken to support this is the subject of a separate report on the agenda.
- 4.13 The Charter Against Modern Slavery was adopted and Council commitments approved in [October 2018](#) at the Corporate Policy and Strategy Committee. In 2019/20, and building upon work in the previous year, further action has been undertaken by Commercial and Procurement Services as follows: -
- 4.13.1 [Staff Training](#) – the whole of CPS continues to develop its awareness of the issues relating to human trafficking and modern slavery. Building on training delivered the previous year, two staff members attended a bi-annual multi agency awareness course on the topic, and another staff member attended a Modern Slavery and Human Trafficking in the Supply Chain seminar delivered by the Chartered Institute of Procurement and Supply in February 2020, and shared the findings with the wider CPS team. The whole CPS team will receive additional awareness training later in 2020;
- 4.13.2 [Charter Champion](#) - A staff member with a particular interest has been leading on CPS activity in connection with the Charter, as the team's Modern Slavery Charter Champion. They ensure the team is kept aware of the issues and updated on any news relating to human trafficking and exploitation, including circulation of the Scottish Government's quarterly newsletter [Human Trafficking and Exploitation](#);
- 4.13.3 [Suppliers](#) – CPS has reviewed the Council's top ten suppliers by value to ensure that they have modern slavery statements in place, where required by the relevant legislation. This review will be extended in 2020. The [suppliers pages](#) on the Council's website have also been updated to reflect the Council's ongoing commitments to the Charter, as have the forms that new suppliers are required to complete so they can be registered on the Council's payments system;
- 4.13.4 The Council has been informed by this increased knowledge and awareness. It must be recognised that this important issue is one that requires ongoing monitoring, however since the Charter was adopted there have been no concerns raised over the potential involvement of modern slavery in the Council's supply chain.
- 4.14 The effect of the COVID-19 pandemic only started to be felt by the Council and its suppliers late in 2019/20. However, before the end of the financial year the Council had already taken a number of actions to mitigate the effect it was having on the Council's purchasing activity, including the approval (now rescinded) of temporary changes to the Council's Contract Standing Orders on [31 March 2020](#). Of more note

was the establishment of a centralised managed store facility, to oversee the purchase and distribution of personal protective equipment (PPE) to Council services, to help ensure the Council's most vulnerable citizens could continue to receive vital services and do so in a way that kept both service users and Council staff safe. As at 9 August 2020, this facility had issued 3.8m items of PPE, with another 1.7m in stock and 1.5m on order. This centralised approach to procurement also helped secure value for money and compliance with the relevant regulations. On [9 July 2020](#) the Policy & Sustainability Committee also considered a report which outlined in more detail the impact COVID-19 was having, and would likely continue to have, on the Council's procurement activity, and the action being taken to mitigate that.

5. Next Steps

- 5.1 The annual report will, subject to the decision of Committee, be reported to the Scottish Government and published on the Council's website.
- 5.2 Work to take forward delivery of the new Strategy is being progressed, alongside CPS's involvement in the Council's Adaptation and Renewal Programme. In the usual way, performance against the Strategy will be reported annually to the Committee. The Committee will also continue to receive its regular reports on the Council's contracting activity.
- 5.3 It should be noted that through annual review, the Strategy is not fixed, and will naturally evolve and adapt to fit further regulatory changes, and more importantly actively support the promotion of new and developing local and national priorities. By way of example, the strategic objectives to make procurement spend more accessible to local small business and the third sector and improve Fair Work practices adopted by suppliers are aligned to the work of the Poverty Commission and the Sustainable Economic Recovery workstream of the Adaptation and Renewal Programme. Likewise, the strategic objective of contributing to the Council's 2030 carbon-neutral city target will support the work of the [Edinburgh Climate Commission](#).

6. Financial impact

- 6.1 There is no direct financial impact from the approval of this report. However, implementation of the Strategy should deliver financial and non-financial benefits to the Council, as well as the city and its businesses.

7. Stakeholder/Community Impact

- 7.1 As noted above, the new Strategy identifies seven key strategic procurement objectives that will be promoted through the Council's procurement activity. These


objectives are aligned to the Council's priorities, and if delivered will have a positive impact upon the city, its citizens and its businesses. In particular, as noted above, the new Strategy aims to make the Council's external spend more accessible to local small businesses and third sector, to improve Fair Work practices adopted by Council suppliers and to increase the community benefits delivered by Council suppliers. The new Strategy also aims to contribute to the Council's 2030 carbon-neutral city target.

8. Background reading/external references

- 8.1 [Commercial and Procurement Report 2018](#)
- 8.2 [Commercial and Procurement Annual Report 2019](#)

9. Appendices

- 9.1 Appendix 1 – Commercial and Procurement Strategy Annual Report 2019/20



Commercial and Procurement Strategy Annual Report March 2020

Commercial and Procurement Strategy – Annual Report

Year ended 31 March 2020

Contents

1. Context.....	2
2. Regulated Procurements Completed.....	4
3. Review of Procurement Compliance with Strategy	8
4. Community Benefits Summary	9
5. Supported Businesses.....	10
6. Future Regulated Procurements.....	11
7. Finance	12
Annex 1 – Regulated Procurements	15
Annex 2 – Compliance with Procurement Strategy.....	26
Annex 3 – Future Procurement Activity.....	37
Glossary	40

1. Context

- 1.1 The Commercial and Procurement Strategy published in [December 2016](#) included the commitment to provide an Annual Report on procurement outcomes achieved following the end of each Financial Year (FY). This is the final report on the strategy which was replaced on 1 April 2020 by the [Council's Sustainable Procurement Strategy \(2020-2025\)](#). This report relates to the 2019/20 FY, as such references to the strategy are to the previous strategy, unless otherwise indicated.
- 1.2 The strategy set out a framework designed to enable the Council to continue its journey of change and innovation through:
- Focusing procurement activity on delivering improvements for the people and communities of Edinburgh;
 - Building capacity and skills within the Council to improve commissioning and procurement activity;
 - Increasing the level of collaboration internally and externally;
 - Engaging proactively with providers to ensure maximum value and innovation;
 - Working cooperatively to support the local economy; and
 - Promoting sustainability and fair working practices through procurement.
- 1.3 The Council's public reporting obligations under the Procurement Reform (Scotland) Act 2014 are included in this report (incorporating the period 1 April 2019 to 31 March 2020), detailing the scope of regulated procurement activity in accordance with the strategy, set out as follows:
- A summary of regulated procurements completed during the reporting period;
 - A review of compliance with the Council's Commercial and Procurement Strategy;
 - A statement on how compliance was achieved, monitored and reported for any regulated procurements that did not comply with the Council's Commercial and Procurement Strategy;
 - Community benefits fulfilled during the reporting period;
 - Steps taken to facilitate involvement of supported businesses; and
 - Future expected regulated procurements in the next two financial years.
- 1.4 Major contracts concluded in the reporting period include the Edinburgh Tram York Place to Newhaven construction contracts. Whilst these are excluded from the 'regulated' obligations of the Annual Report, as they were procured in accordance with the Utilities Contracts (Scotland) Regulations 2016, the Council included sustainable outcomes in these contracts in line with the strategy, including commitments to fair work practices and community benefits.

- 1.5 Other contracts of note concluded in the year have included the Private Sector Leasing and Accommodation and Support Service for homelessness services, new build primary schools (including Broomhills and Morningside), the Education and Health & Social Care Transport Framework and the Legal Services Framework.
- 1.6 In addition to contracting activity, the Council supported the promotion of Fair Trade goods during Fairtrade Fortnight in February 2020, by hosting a successful event with 12 stalls of Fair Trade suppliers and around 130 attendees at Waverley Court. In addition, in May 2019 the Council hosted a “Meet the Real Buyer” event at Waverley Court, attended by over 200 suppliers and a variety of service areas. More information on these events is given later in this report.
- 1.7 The diversity of the services, goods and works procured by the Council requires strong commercial and procurement knowledge and skills, as well as professional support to service areas through clear controls and guidance. The Council has continued investment in learning and development, supporting new trainees and other staff in Commercial and Procurement Services to acquire relevant training and qualifications and having an updated set of Contract Standing Orders approved in [June 2019](#) to ensure the Council’s purchasing activity is subject to suitable controls reflecting the current policy and legislative framework. Training has also been delivered to service areas on procurement processes and the [Contract Standing Orders](#). Staff from Commercial and Procurement Services have also delivered training to suppliers, supporting the [Supplier Development Programme](#), which the Council is an active member of.
- 1.8 At the end of 2019 the Council consulted and engaged, both internally and with external partners, on a review of the strategy. This statutory consultation was informed by the Council’s strategic commitments, and also by the developing local and national policy framework that now gives greater recognition to the important role that public sector procurement has in assisting the Council deliver its key outcomes.
- 1.9 A new [Sustainable Procurement Strategy](#) was approved on [5 March 2020](#). This new strategy takes account of the above, in addition to the financial challenge facing all local authorities, and identifies seven key strategic procurement objectives that will be promoted:
- Making procurement spend more accessible to local small business and the third sector;
 - Improving Fair Work practices adopted by suppliers;
 - Increasing community benefits delivered by suppliers;

- Contributing to the Council's 2030 carbon-neutral city target;
- Delivering savings and Best Value outcomes;
- Ensuring legal compliance and robust and transparent governance; and
- Promoting innovative and best practice solutions.

1.7 The Sustainable Procurement Strategy will be for the next five years, and applies from 1 April 2020. As before, the new strategy will be subject to annual reviews.

1.8 The COVID-19 pandemic is presenting a number of new and unexpected challenges to the Council and its suppliers. The majority of the procurement related activity which has been undertaken by the Council in response to the outbreak took place following the end of the FY 2019/20, and so is not the subject of this report. However, during the reporting period a number of actions were taken, including the approval of temporary changes to the Council's Contract Standing Orders on [31 March 2020](#), these changes having since been rescinded. More notable was the establishment on 23 March of a centralised managed store facility, to oversee the purchase and distribution of personal protective equipment (PPE) to Council services, to help ensure the Council's most vulnerable citizens could continue to receive vital services and do so in a way that kept both the service user and the Council staff safe. As at 9 August 2020, this facility had issued 3.8m items of PPE, with another 1.7m in stock and 1.5m on order. This centralised approach to procurement also helped secure value for money and compliance with the relevant regulations. On [9 July 2020](#) the Policy & Sustainability Committee considered a report which outlined in more detail the impact COVID-19 was having, and would likely continue to have, on the Council's procurement activity, and the action being taken to mitigate that.

2. Regulated Procurements Completed

2.1 Regulated procurements cover contracts with a value of £50,000 for goods/services and £2 million for works, which commenced on or after 18 April 2016. Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: "a summary of the regulated procurements that have been completed during the year covered by the report". Completed contracts are those where the award notice has been published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.

2.2 The Council maintains and publishes on its external website a record of contracts awarded. This 'Contract Register' provides information on current contracts and is updated on a regular basis to remove expired contracts and include new awards as appropriate. The register can be accessed on the Council's website [here](#).

2.3 In addition to maintaining a public register, the Council reports to the Finance and Resources Committee on new contracts with a value above £1m as a minimum, or where such reporting is otherwise required. To ensure regular monitoring of all contracts a further six-monthly report on contracts awarded through competitive and non-competitive actions is reported to the Finance and Resources Committee; all public reports to the Committee are available on the Council's website. For contracts relating to the Lothian Pension Fund similar reporting is submitted to the Pensions Committee.

2.4 The summary of regulated procurements completed in the relevant period is provided as [Annex 1](#). These include procurements for goods, services and works, the total volumes and values are in Table 1. The regulated contracts include new projects, re-lets of recurring contracts and new contract extensions awarded in the period.

Table 1

Contract Type	Volume of New Contracts Awarded	Total Estimated Value of Contracts
Goods	34	£41,537,229
Services	204	£198,120,396
Works*	7	£92,171,670
Total	245	£331,879,295

- Excludes two Edinburgh York Place to Newhaven tram extension works contracts with a total value of £127,935,618, procured using the Scottish utilities regulations, contract details included in Annex 1.

2.5 There were over 400 additional contracts awarded in the period which are below the regulated threshold and not the subject of this report. These contracts are, however, included in the Contract Register along with other lower value contracts awarded by the Council.

2.6 Collaboration opportunities with other public bodies can ensure greater efficiencies, where appropriate, and are included in the regulated and non-regulated contracts awarded. The key collaboration is with centres of expertise such as Scotland Excel, Scottish Procurement and Crown Commercial Services.

2.7 Examples of this include: -

- The Council engaged with East, West, and Midlothian Councils as well as Scottish Borders, South East Scotland Transport Partnership, Fife and Stirling Councils and Edinburgh Leisure on a range of contracting opportunities including the Bus station and bus tracker system, Transport and Traffic Management, Tree Planting, Legal Services, Forestry, Stairlifts and Banking Services.
- Scotland Excel – in the last year the Council has utilised 46 of the 71 framework agreements that it can participate in through its membership of Scotland Excel. Some of the new Frameworks adopted for

participation in the 2019/20 FY include Vehicle Parts, Fresh Meats, Cooked Meats and Fresh Fish, Bitumen Products, Security Services and Roads Maintenance Materials.

- Crown Commercial Services, ESPO, YPO and SCAPE frameworks have also been utilised to support Council procurements during the period including those relating to Electric Vehicles, Aids for Daily Living, Catering Equipment and various construction projects.

2.8 Where appropriate the Council has used alternative sourcing opportunities to ensure the requirement for the Council to secure Best Value has been met. These included projects where there were economic or technical issues that may have detrimentally impacted on service delivery if a new tender was sought e.g. using existing suppliers to maintain equipment originally provided by that specific supplier rather than seeking to replace equipment.

2.9 Contracts for the Edinburgh Health and Social Care Partnership and Children Services included the direct award of contracts in accordance with the statutory guidance for care and support, ensuring the needs of individuals were paramount and secured the quality outcomes desired.

2.10 These instances described above are deemed to fall under the term 'non-competitive action', i.e. an award without a competitive procurement process. In line with the Council's [Contract Standing Orders](#) (CSOs), there is provision to waive the standard process where it is in the Council's best interests, having regard to various factors including (i) the obligation to secure Best Value, (ii) legal compliance and any potential risk of successful legal challenge, (iii) the principles of transparency, equal treatment, non-discrimination and proportionality and (iv) impact upon service users. A record of such instances (termed 'waivers' in the CSOs) is maintained and reported to the Finance and Resource Committee on a bi-annual basis.

2.11 The social and other care services continued to adopt a co-production approach to shape the requirements. Examples in the reporting period include work with the Edinburgh Wellbeing PSP for Mental Health Services, and Homelessness Accommodation and Support Services.

2.12 Other activity in support of sustainability through procurement included the Council's support for Fair Trade Fortnight in February 2020. An event was hosted by Commercial and Procurement Services in Waverley Court supported by 12 fair trade stall holders, providing a range of fair trade items such as football and rugby balls, sustainably source school uniforms, textiles, chocolate and coffee. Attendance included the Lord Provost, Scottish Minister for Europe and International Development Jenny Gilruth MSP and 130 others.



2.13 The feedback from those attending was very positive, with stall holders receiving lots of orders and a key supplier of workplace clothing agreeing to offer a fair trade promotion of their uniform range.

2.14 Earlier in the FY, in May 2019, Commercial and Procurement Services hosted a local 'Meet the Real Buyer' event in Waverley Court. This provided an opportunity for local suppliers to meet directly with service areas to understand their needs and future opportunities. There were 220 attendees, engaging with various divisions including, Parks and Greenspace, Transport Infrastructure, Property and FM, Children's services and Health and Social Care. The event included workshops for those new to public procurement, delivered by the Council and an introduction to Public Contracts Scotland delivered by the [Supplier Development Programme](#) and offering insights and tips to help get the best outcomes, as well as a number of breakout sessions on key topics such as community benefits.



3. Review of Procurement Compliance with Strategy

3.1 Despite being adopted in 2016, the objectives in the strategy are still aligned with the Council's current strategic outcomes, and also incorporate the general duties of the Act in seeking to:

- Deliver Savings and Best Value;
- Improve Processes and Policies; and
- Increase Expertise, Capacity and Effectiveness.

3.2 The steps taken to achieve these objectives and progress made in the reporting period are detailed at [Annex 2](#) along with an assessment of the level of compliance which was achieved. As noted above, this report is in respect of the Council's previous procurement strategy, with the new strategy being reported on next year.

3.3 The savings that have been monitored and delivered through commercial and procurement activities have continued with over £42m in tracked outcomes in 2019/20. New projects tendered in the reporting period identified future commercial savings opportunities of £14m of which £12.6m are from regulated contracts in addition to those being tracked in the new financial year. This is an increase of £2m, on the £12m figure reported in 2018/19.

3.4 The Real Living Wage findings are summarised in the table below. The Council awarded over 92 'call-off' contract awards in 2019/20 in relation to Frameworks, approximately 60 were not subject to statutory procurement requirements, therefore data is not held for every contractor. Despite this, 70% of suppliers awarded contracts state they pay the Real Living Wage rate or above, the same figure as for 2018/19. Living Wage Foundation Accreditation rates remain low at 8%. Accreditation cannot be mandated by the Council, and there is a charge for registration which may deter some organisations.

Table 2

Contracts Concluded with 'unique' suppliers*	Suppliers Committed to paying Living Wage	Accredited Living Wage employers
296	208	24

*counts a supplier once

3.5 The Procurement and Commercial Improvement Programme (PCIP) assessment, externally carried out by Scotland Excel on behalf of the Scottish Government, was last assessed in March 2019. The Council was formally advised of its scores in June 2019, which rated the Council's procurement performance, policies and procedures at an overall score of 87%, the Council's performance being in the highest banding and above the local authority average of 70%.

3.6 The Council made the final in four 'GO Awards' categories in October 2019, which recognises excellence in public procurement, winning one for Market Development, recognising the work done by the Council's homelessness and procurement teams on a Shared Housing Framework, and receiving a Highly Commended recognition in the Procurement Team of the Year category.

4. Community Benefits Summary

- 4.1 Within its processes and procedures, the Council has embedded the requirement for community benefits to be considered and where appropriate sought and delivered for each procurement.
- 4.2 The Procurement Reform (Scotland) Act 2014 places specific requirements in major contracts with an estimated value of £4m and above, for the Council to consider whether to impose the requirement as part of the procurement and include details in the contract notice summarising what it will include. Of the 18 Council contracts that were above the £4m threshold all 18 were awarded with community benefit requirements imposed.
- 4.3 Community benefits delivered in the reporting period range from training, work experience and recruitment, to mentoring and community engagement. The overall volume of contracts where community benefits have been sought was 50, a small decrease when compared to the 54 contracts in 2018/19 (but still higher than in 2017/18). However, there were over 50 'call-off' contracts awarded whereby the community benefit requirements were covered at the Framework award stage and contractors continue to update delivery of these against the Frameworks on an annual basis where they have supplied services or works in the relevant period. There were also a number of awards made for 'light touch' contracts or contract extensions where the nature of the requirement led to additional benefits not being considered appropriate. We continue to seek community benefits and impose the requirement when appropriate. In addition, the new strategy has a commitment to a default weighting of 10% for community benefits in the qualitative evaluation of all tenders going forward, higher or lower where appropriate.
- 4.4 The community benefits fulfilled in the last year have provided a mix of student and school placements with professional service suppliers as well as supporting local business through the hire of venues, print services, catering and cleaning. Some specific examples are worth highlighting, to illustrate the benefits that can be achieved working with communities on Council contracts.
- 4.5 Through the street lighting contract Amey have supported local charities with volunteers supplying 1,000 LED lightbulbs, and donating four new street lighting units to the Oxfangs Neighbourhood Centre. Other initiatives included decorating a flat for homelessness provision via the Rock Trust, providing support for the Council's Project Search, and purchasing catering from the social enterprise Social Bite.

- 4.6 Through the North Bridge Refurbishment project Balfour Beatty have (i) delivered volunteering support to the Edinburgh Dog and Cat Home, removing graffiti over a 2-day period, (ii) provided 9 work experience placements to ex-offenders over the year, with 5 moving into permanent roles with sub-contractors and, 2 summer interns, (iii) provided training for their own staff and sub-contractors in the supply chain on mental health first aid, wellbeing and fairness development, (iv) organised 2 volunteer days on the North Bridge refurbishment raising £137,775 with Barnardos, (v) held toolbox talks with Cyrenians to raise awareness of homelessness and (vi) issued regular newsletter updates for the community to understand what works are underway and how they engage with the community.
- 4.7 There has been fantastic recognition for the community benefits delivered on the Council's North Sighthill Regeneration project. The Council's housing contractor Engie won the Residential category at the inaugural [RICS Social Impact Awards in 2020](#), for the community benefits that were delivered as part of this important Council regeneration project. The community benefits delivered here have supported over 60 community organisations through engagement and the distribution of £50,000 of funding via the One City Trust initiative. In addition, they have promoted the role of females in the construction industry through recruitment of a female apprentice site administrator, and more generally the hosting of over 200 young people on site visits, demonstrations, STEM Teacher work placements and work placements for local schools, colleges and universities.



5. Supported Businesses

- 5.1 The Council recognises the important role of businesses that support social and professional integration of disabled or disadvantaged persons (termed 'Supported Businesses') and has continued to reserve contracts where appropriate to ensure the stepping stone into mainstream employment for disabled or disadvantaged persons provided by these businesses continues.

- 5.2 The Council continues to call-off from the Scottish Government Framework for Supported Factories and Businesses and local supported business such as the Grassmarket Community Project, a social enterprise providing bespoke furniture.
- 5.3 The Council's property team has worked closely with North Lanarkshire Industries over the last four years to design a bespoke furniture range for Early Years which is now being used across the wider school estate and by other authorities.
- 5.4 Total actual spend with Supported Businesses in the reporting period is shown in Table 3. The spend shows a decrease on 2018/19, when £236,505 was spent with 9 organisations. The Council will continue to explore and increase the use of Supported Business. It is expected that the main reason for the reduction in last year is due to the timing of project completions with a lower demand for new furniture, this being one of the key products generated by these businesses.

Table 3

North Lanarkshire Industries	£19,781
Dovetail Enterprises	£29
EESL Ltd	£385
Matrix Fife	£67,630
St Judes Laundry	£16,025
Grassmarket Community Project	£36,515
The Lady Haigs Poppy Factory	£2,120
Total	£142,485

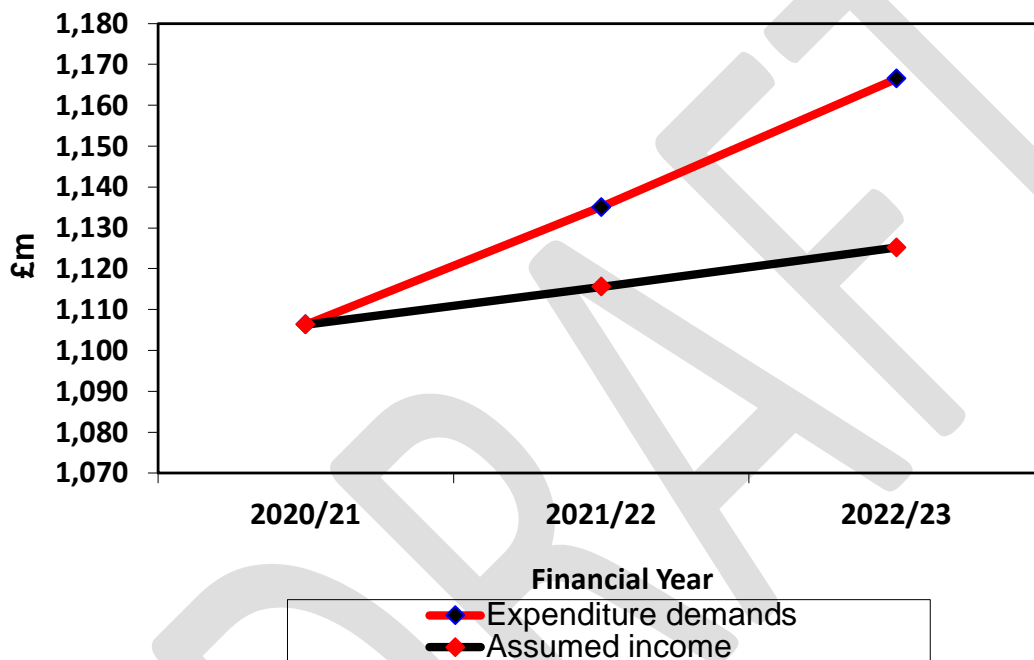
6. Future Regulated Procurements

- 6.1 Over the next two years the Council will have a mix of recurring requirements and one-off projects to take to the market. This will include major redevelopment projects including Meadowbank, Powderhall, Silverlea and Coatfield Lane, as well as Active Travel programmes. A number of existing contracts will also be replaced including Housing repairs and maintenance, trade materials managed services, shared repairs, care and support services, employment support and agency recruitment.
- 6.2 A summary of regulated procurements anticipated in the next two years is provided in [Annex 3](#).
- 6.3 There are also a number of notable contracts that are already out to market, including the Fountain Quay regeneration project, the Housing asset management framework, the Professional Services framework and the Council's corporate asset management services framework.

7. Finance

Financial Outlook

- 7.1 As in previous years, the Council continues to face significant financial challenges resulting from a combination of increases in service demand, inflationary pressures, legislative reform and heightened citizen expectations. These factors are set against a backdrop of reducing core Government grant income that is not keeping pace.
- 7.2 The chart below shows the gap between projected expenditure demands and available funding, inclusive of planned increases in Council Tax.



- 7.3 Despite these undoubted challenges, on [20 February 2020](#), the Council approved a balanced budget for 2020/21 and indicative balanced budgets for the following two years, based on current grant funding and other financial planning assumptions. The approved budget for 2020/21 is predicated on the delivery of some £35m of savings, as well as management of all service pressures and delivery of a balanced budget by the Edinburgh Integration Joint Board.
- 7.4 Since the budget was set, however, the Council has been severely affected by the impacts of the COVID-19 pandemic, resulting in increased expenditure demands and, in particular, large reductions in income. Loss of the Lothian Buses dividend and reductions in parking income in March 2020 resulted in a provisional 2019/20 overspend of £5.231m, the first time expenditure has exceeded budgeted levels in thirteen years. A progress update considered by the Finance and Resources Committee on [27 August 2020](#) highlighted a remaining in-year funding gap of some £17m. The report recommended a further tightening of financial controls, but it is highly likely that identification of

mitigating actions will need to go beyond incremental efficiencies and consider more fundamental prioritisation of existing services if financial sustainability is to be maintained.

- 7.5 Initial assessment of the planning assumptions and savings approved for delivery in 2021/22 and 2022/23 has also identified a number where delivery now looks to be in doubt, including receipt of the Lothian Buses dividend and the assumed levels of increase in Council Tax and other fees and charges.

Council savings

- 7.6 Commercial savings targets which include efficiency savings, value for money and non-cash savings continue to be achieved by the Council. In 2019/20 the delivered savings through existing and new commercial projects achieved £42m against a forecast of £39m. This is an increase on the £38.5m delivered in 2018/19.

Council expenditure with third parties

- 7.7 In 2019/20 the Council expenditure with third parties was £683,978,341.
- 7.8 The third party spend has increased by 7.7% up £49,141,453 on last year (£634,836,888 in 2018/19). Construction spend has increased from £81.7m in 2018/19 to £84.2m in 2019/20. Nine of the suppliers in the top 20 category summary tabled below are in the construction sector, as a result of the Council's investment in asset upgrading, new build nurseries and schools and the tram extension project.
- 7.9 It is important to understand the Council's supplier base in more detail. In terms of the use of local suppliers, the Council's third party spend included a total of 4,627 suppliers, of which 713 were classified as local, accounting for 39% of the total supplier spend (excluding spend through purchase card), this being a slight reduction on 2018/19 (but still higher than 2017/18), where 42% of suppliers were local. In terms of SMEs, however, the Council had 2,038 SME suppliers accounting for 52% of total core spend of £657,674,881 (core spend being suppliers we have spent over £1k with), this being an increase on 2018/19, where that SME figure was 47%. These percentages are influenced by high and increasing spend on construction work, where for those larger projects it is more likely that only larger national contractors will be able to bid, albeit the Council will still seek to ensure suitable opportunities for local SMEs elsewhere in the supply chain.
- 7.10 By way of the most recent comparative data on the use of local suppliers, the [Local Government Benchmarking Framework](#) figures for 2018/19 recorded the Council's 42% percentage of procurement spend with local enterprises as being the highest of those solely located on the mainland, well above the average of 28.7%, and the 5th highest of all Scottish local authorities. The comparative figures for FY 2019/20 are not yet available.

7.11 In addition, of the 296 suppliers awarded a new regulated contract or a place on a Council framework agreement in the 2019/20, 218 (or 74%) were SME and 34 (or 11%) were 3rd sector organisations.

7.12 The supplier spend categories cover around 30 different description types (e.g. construction, professional services and so on) a summary of category spend with the Council's top 20 suppliers is presented below in Figure 1 and remains largely unchanged from last year in Figure 2.

Figure 1 2019-20

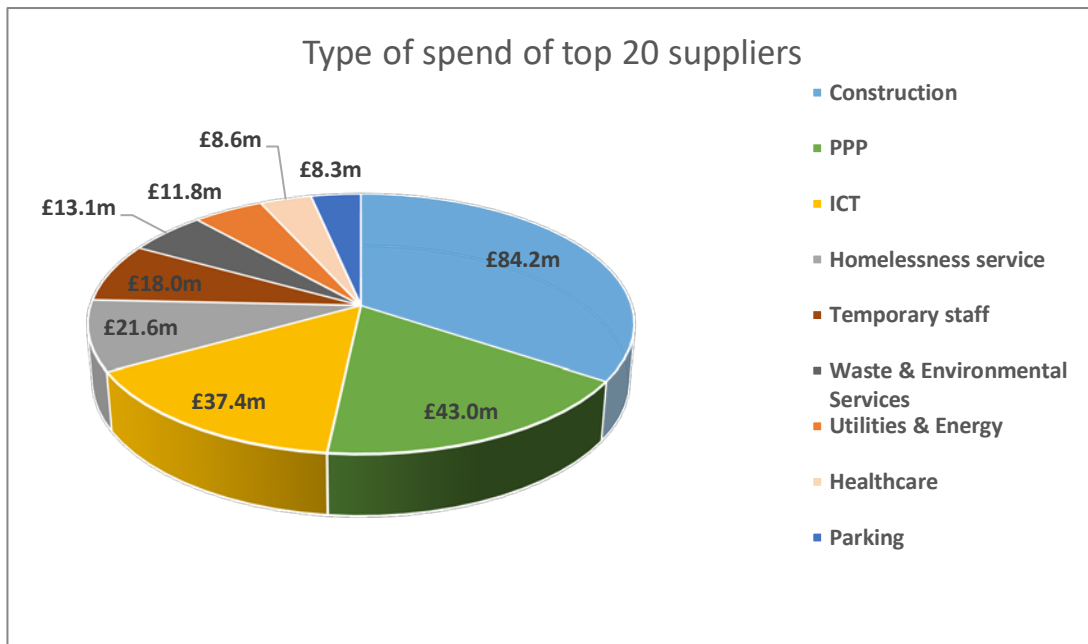
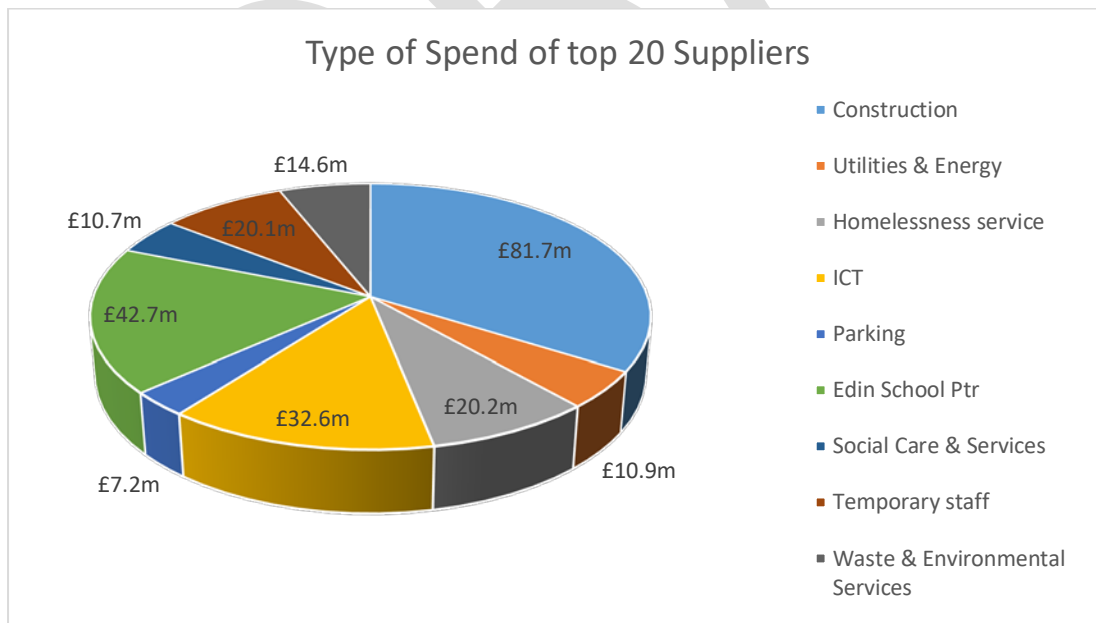


Figure 2 2018-19



Annex 1 – Regulated Procurements

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
GOODS CONTRACTS AWARDED - 34					
24/04/2019	Finning (UK) Ltd	Hire of Loading Equipment for Waste Transfer Stations	£180,000	15/04/2019	15/10/2021
25/04/2019	Killgerm Chemicals Ltd	Call-off, SXL, Pest Control Products	£55,000	25/04/2019	30/11/2019
29/04/2019	Inchcape Fleet Solutions Ltd	Call-off, CCS, Lease of Electric Vehicles	£109,174	29/04/2019	28/03/2022
06/06/2019	Salon Services Limited	Call-off, Salon Equipment and Furniture	£1,000,000	10/06/2019	09/06/2022
12/06/2019	Chainsaw Sculpture Ltd	Chainsaw Sculptures for South Edinburgh Parks	£60,000	01/07/2019	01/07/2021
20/06/2019	Finning (UK) Ltd	High Lift Loading Shovels	£120,000	13/07/2019	13/12/2021
25/06/2019	Thomas Sherriff & Co Ltd	Call-off, SXL, Snow Clearance Mini Tractors	£471,619	01/07/2019	01/07/2024
25/06/2019	Jarvie Plant Ltd	Call-off, SXL, Plant Hire	£117,994	08/07/2019	07/07/2020
25/06/2019	Jarvie Plant Ltd	Call-off, SXL, Plant Hire	£72,500	08/07/2019	07/07/2020
25/06/2019	Jarvie Plant Ltd	Call-off, SXL, Plant Hire	£64,377	08/07/2019	07/07/2020
25/06/2019	Ashtead Plant Hire Co Ltd	Call-off, SXL, Plant Hire	£52,272	08/07/2019	07/07/2020
15/08/2019	Travis Perkins Trading Company Ltd	Supply of materials and managed services	£8,000,000	01/04/2020	31/03/2022
29/08/2019	EDF Energy Customers Plc	Electricity supplies	£22,301,000	01/04/2019	31/03/2021
13/09/2019	Daimler Fleet Management UK Limited	Call-off, Halton Housing Framework, Lease of Electric vehicles	£198,535	13/09/2019	12/09/2022
18/09/2019	John Winstanley & Company Ltd	Supply of baby and toddler equipment	£50,000	01/10/2019	30/09/2020
01/10/2019	Car Hire (Days of Swansea) Ltd t/a Days Fleet	Call-off, CAP/HHT lease of electric Vehicles	£56,516	01/10/2019	30/09/2022
16/10/2019	Redpath Tyres Ltd	Call-off, SXL, Tyres for Vehicles and Plant	£424,000	01/10/2019	30/10/2021
28/10/2019	Whale Tankers Ltd	Gully Vehicles for Road Services	£515,877	31/10/2019	10/10/2025
01/11/2019	SHE Software Ltd	Call-off, Incident Reporting software	£133,833	01/11/2019	31/10/2021
15/11/2019	The Aluminium Lighting Company Ltd, Mallatite Ltd, Light & Energy Distribution Limited	Framework for Supply of Aluminium Street Lighting Columns	£800,000	01/12/2019	30/11/2021
15/11/2019	Aero Healthcare Ltd	Call-off, SXL, First Aid Materials and Associated Products	£368,615	19/11/2019	30/09/2021
19/11/2019	Johnston Sweepers Ltd	Call-off, SXL, Electric Sweeper	£2,657,788	20/01/2020	19/01/2025
27/11/2019	G Anderson & Sons Fruit Merchant	Framework for Supply of Fresh Fruit, Vegetables, Bakery Products and Eggs	£128,507	02/12/2019	01/12/2022
11/12/2019	Lookers Plc	Call-off, 32 Electric Vehicles	£297,146	01/01/2020	01/01/2025
11/12/2019	Park's Motor Group	Call-off, 20 Electric Vans	£368,615	01/01/2020	01/01/2025
11/12/2019	Daimler Fleet Management UK Limited	Call-off, Halton Housing Framework, Lease of Vehicles	£155,077	01/01/2020	01/01/2025
24/12/2019	JHM Butt & Co Ltd	Supply and Installation Of Fleet Workshop Equipment	£155,671	24/12/2019	24/12/2020

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
23/01/2020	Car Hire (Days of Swansea) Ltd t/a Days Fleet	Call-off, CAP/HHT lease of electric Vehicles	£55,384	23/01/2020	22/01/2023
03/02/2020	Mallatite Ltd	Call-off, SXL, Pedestrian Barriers	£299,988	04/02/2020	01/10/2020
12/02/2020	Collaborate & Innovate Ltd	Children's outdoor equipment and supplies	£120,000	01/01/2020	31/03/2021
17/02/2020	Now Wireless Limited	Wireless Routers	£50,880	01/04/2019	31/03/2020
13/03/2020	Daimler Fleet Management UK Limited	Call-off, Halton Housing Framework, Lease electric vehicles	£153,702	20/04/2020	20/04/2023
18/03/2020	Bethany Christian Trust	Supply of furnishings and support services	£1,540,000	01/04/2020	31/03/2025
30/03/2020	Lothian Daf	Road Marking Vehicles	£261,327	30/03/2020	29/03/2025
SERVICES CONTRACTS AWARDED – 204					
01/04/2019	Air Monitors Ltd	Service and Maintenance of Air Quality Equipment	£73,150	01/04/2019	31/03/2021
01/04/2019	Sacro	Provision of transport services	£128,676	01/04/2019	31/03/2020
02/04/2019	Hydro-Logic Services (International) Limited, ID Systems UK Limited	Reservoir & River Telemetry Services	£80,861	07/04/2019	06/04/2021
04/04/2019	Lothian Shopmobility	Loan of Manual and Powered Wheelchairs	£78,207	01/04/2019	31/03/2020
09/04/2019	Barnardos Scotland	Provision of Young People Care Services	£891,982	01/08/2019	31/07/2022
09/04/2019	Sweco UK Holding Limited	Wave Garden Bridge - Pre-construction Services	£119,580	09/04/2019	09/04/2020
15/04/2019	E.D.P. Health, Safety and Environment Consultants Limited	Provision of Qualified Asbestos Support Services	£55,860	01/04/2019	31/10/2019
16/04/2019	Action for Children Services Limited	Provision of Young Peoples Services	£624,954	01/08/2019	31/07/2022
17/04/2019	OLM Systems Limited t/a Partners for Change	Implementation of Three Conversations Model	£80,000	17/04/2019	16/04/2020
23/04/2019	Rock Trust	Homelessness Prevention Services	£161,824	01/04/2019	31/03/2022
25/04/2019	Mott MacDonald Limited	Bridges Consultancy Support	£63,770	29/04/2019	27/09/2019
26/04/2019	Nottingham Rehab Ltd	Aids for Daily Living Services	£2,268,000	01/06/2019	31/05/2021
01/05/2019	Ove Arup and Partners Scotland Ltd	Water of Leith Phase 2 - River Model Update	£89,000	01/05/2019	01/11/2019
03/05/2019	St. Vincent's Health and Public Sector Consulting Limited	CAFM Implementation Support	£125,000	01/05/2019	31/03/2020
06/05/2019	Lothian Buses PLC	Supported bus services	£200,000	01/04/2019	31/12/2019
06/05/2019	JMT Care Services Ltd	Foster care support for severely disabled children	£200,000	01/04/2019	31/03/2020
06/05/2019	Lothian Buses PLC	Supported bus services	£182,000	01/04/2019	31/12/2019
06/05/2019	Edinburgh Coach Lines Ltd	Supported bus services	£152,000	01/04/2019	31/12/2019
06/05/2019	Lothian Buses PLC	Supported bus services	£117,000	01/04/2019	31/12/2019
06/05/2019	Lothian Buses PLC	Supported bus services	£71,000	01/04/2019	31/12/2019
06/05/2019	Waverley Travel	Supported bus services	£56,000	01/04/2019	31/12/2019
07/05/2019	ABM Facility Services Scotland Limited	Cleaning Services for Cultural Performance, Conferencing and Events Venues	£762,544	03/06/2019	02/06/2021

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
16/05/2019	SPIE Scotshield Ltd	Maintaining and installing CCTV hardware - interim extension	£140,000	01/04/2019	30/09/2019
21/05/2019	NHS Lothian - Lothian Health Board	Blue Badge Assessment Service	£721,311	01/04/2019	31/03/2024
27/05/2019	Virgin Media Business Ltd	Data Circuit to Saughton House	£58,000	08/04/2016	07/04/2020
27/05/2019	SPIE Scotshield Ltd	Maintenance and repair of public space CCTV cameras, CCTV Control Room, Monitoring and Transmission	£75,400	01/10/2019	30/09/2020
27/05/2019	BT Redcare	Maintenance of Fibre Optic cables	£157,806	01/07/2019	30/06/2020
28/05/2019	Vigilant Security (Scotland) Ltd	Transport Marshals	£86,920	07/06/2019	06/01/2020
30/05/2019	Bethany Christian Trust, Crossreach SP, Dunedin Canmore Housing Ltd, Four Square Scotland, Hillcrest Futures, Rock Trust, Rowan Alba Ltd, Salvation Army Hostels, Scottish Veterans Residences, Streetwork UK Ltd, Ypeople	Open Framework for Homelessness Accommodation with Support for Adults and Young People	£17,564,828	17/06/2019	16/06/2022
03/06/2019	Benchmark4 LLP	Temporary Accommodation Units	£429,970	03/06/2019	02/06/2020
05/06/2019	Hermes Equity Ownership Services Limited	Voting and Engagement Services	£246,000	01/07/2019	30/06/2021
05/06/2019	British Telecommunications PLC	Telephone Lines	£164,000	01/04/2019	31/03/2020
06/06/2019	Turner & Townsend Consulting Limited	Consultancy Services Active Travel	£361,300	06/06/2019	31/12/2019
06/06/2019	Turner & Townsend Consulting Limited	Project Management Services	£90,600	06/06/2019	30/06/2019
07/06/2019	Openreach	Private Traffic Signal Controls	£91,353	01/04/2019	31/03/2020
10/06/2019	1212 Taxis, AAA Coaches Ltd, Abbot Travel Ltd, A C Taxis Aerial ABW Cabs Ltd, Allan's Coaches, All The Fours Inc, Avalon Scotland Ltd, B and G Taxis, Blue Bus Ltd, Bodyshop Edinburgh T/A Coach Hire Edinburgh, Carr Private Hire Ltd, C C Taxis Ltd, Central Radio Taxis Tollcross Ltd, Charlie Irons Coaches Ltd, Chauffeur Cars Scotland, Chauffeur Drive Scotland Ltd, Cherry Private Hire, City Cabs Edinburgh Ltd, City Circle UK Ltd, Coulman Coaches & Chauffeur Drive, D&C's Taxis, DG	Education and Health & Social Care Transport Framework Agreement	£32,000,000	03/07/2019	02/07/2022

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
	Transport, Duddingston Transport Ltd, E & M Horsburgh Ltd, E and R Taxis, Edinburgh City Private Hire Ltd, Edinburgh Coach Lines Ltd, Edinburgh Taxis Limited, Festival Travel (Scotland) Ltd, G and E Taxis Ltd, G & R Taxis, Garrith Graham. GT Private Hire GT Travel, H and M Ferguson Ltd, Hannings Ltd, Ian Mycko, James Kennedy t/a J&K Private Hire, J.J.C. Taxis Ltd, JTS Cars, Kinnaird Transport Services Ltd, L & M Taxis, LA Travel, M and D Private Hire, Masoka Ltd, Midland Bluebird Ltd / First Scotland East Ltd, Midlothian Private Hire, Nancy McElhone, P & S Transport, Prentice Westwood Ltd Prorace Scotland Ltd Ratho Coaches Limited S & M Pickering Salmond's Mini - Coach Hire Ltd, SD Travel Scotland Ltd Seven Sevens Cars Ltd Shandon Travel Ltd Soave Minibus Hire Steven Kane Taxi Service Transport Innovation Ltd W&K Scott Ltd t/a Alba Coaches, WD Taxis, Westcroft Travel Ltd, WMD Private Hire				
11/06/2019	Primecare Health Ltd	Care services	£122,500	03/06/2019	30/09/2019
11/06/2019	Will Rudd Davidson Edinburgh Ltd	Call-off, Structural Engineering Services	£408,552	11/06/2019	10/06/2020
14/06/2019	BHL Consultancy Ltd	Specialist Paint/Steelwork Inspector	£72,960	21/06/2019	30/10/2020
14/06/2019	Faithful and Gould	Call-off, Surveying Services Castlebrae High School	£84,750	14/06/2019	06/08/2021
17/06/2019	Capability Scotland	Care Services	£223,514	21/06/2019	20/06/2022
17/06/2019	John McGeady Ltd, Markon Ltd, Willsweep Ltd, E and J Douglas and Sons, NWH Construction Services Ltd, William Hamilton & Sons (Contractors) Limited, A Williamson Haulage Ltd, Galt Transport Ltd, Jarvie	Framework Agreement for the Hire of Plant with Operator	£1,107,746	01/07/2019	30/06/2021

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
	Plant Ltd, RD Anderson Haulage Ltd, D R Plant Hire Ratho Ltd, Hillhouse Quarry Company				
18/06/2019	Jontek Ltd	Maintenance of Alarm	£120,000	01/04/2019	31/03/2020
20/06/2019	Interserve FS (UK) Limited	Cleaning Services	£55,000	01/11/2018	30/11/2020
20/06/2019	Will Rudd Davidson Edinburgh Ltd	Call-off, emergency inspections	£50,000	20/06/2019	20/06/2023
25/06/2019	Primecare Health Ltd	Care services	£640,968	21/06/2019	20/06/2020
25/06/2019	Idox Plc	Election Count Software	£122,246	10/04/2019	31/08/2019
25/06/2019	Edinburgh Showtec Ltd	Cultural Show Crews	£116,360	01/05/2019	30/04/2020
27/06/2019	Scotland Yard Adventure Centre Ltd t/a The Yard	HR Function and Staff Support for Holiday Activity Programme	£618,598	01/07/2019	29/06/2020
30/06/2019	Edinburgh Voluntary Organisations	Support services	£154,300	01/04/2019	31/03/2020
02/07/2019	Link Asset Services	Professional services	£50,000	01/07/2019	31/12/2019
02/07/2019	Class One Traffic Management Ltd, Contraflow Ltd, Signsafe Traffic Ltd	Framework, Transport Traffic Management Measures	£387,097	01/08/2019	31/07/2021
17/07/2019	Newfuture.me	Outplacement Services	£68,980	12/08/2019	11/08/2022
18/07/2019	Allpay Limited	Pre Loaded Cards	£65,568	29/11/2018	28/11/2020
19/07/2019	G4S Secure Solutions (UK) Limited	Security services	£52,226	28/07/2019	01/09/2019
19/07/2019	David Narro Associates Ltd	Call off, professional services	£77,875	19/07/2019	18/07/2020
21/07/2019	Saheliya	Outreach and Advisory services	£50,729	04/11/2019	31/03/2020
24/07/2019	Harrison Stevens Limited	Design Services	£84,900	24/07/2019	23/07/2020
25/07/2019	African Connections CIC	Multi Cultural Event	£90,000	29/07/2019	28/07/2020
25/07/2019	Currie & Brown UK Limited	Professional Services	£102,341	26/07/2019	31/05/2021
26/07/2019	Corgi Technical Services Limited	Gas Auditing Services	£118,534	01/08/2019	31/12/2020
26/07/2019	Bethany Christian Trust	Homelessness services	£121,673	01/10/2019	31/03/2020
30/07/2019	Community Integrated Care	Specialist Care services	£892,866	02/08/2019	01/08/2021
31/07/2019	Penumbra	Mental Health and Wellbeing Services	£264,584	01/11/2019	31/03/2020
31/07/2019	Health in Mind	Mental Health and Wellbeing Services	£141,667	01/11/2019	31/03/2020
31/07/2019	Scottish Association for Mental Health	Mental Health and Wellbeing Services	£74,583	01/11/2019	31/03/2020
31/07/2019	Support In Mind Scotland	Mental Health and Wellbeing Services	£68,333	01/11/2019	31/03/2020
31/07/2019	Barony Housing Association Ltd	Mental Health and Wellbeing Services	£62,917	01/11/2019	31/03/2020
31/07/2019	Living Well North Edinburgh	Mental Health and Wellbeing Services	£50,417	01/11/2019	31/03/2020
31/07/2019	3A Solutions Ltd, Akbar Properties, Cameron Guest House Group, Edinburgh Apartments, Edinburgh Thistle Guest House, H3 Property Scotland Ltd, Imperial Portfolios Limited, Josephs Accommodations	Framework Agreement, Homelessness Accommodation	£5,000,000	01/08/2019	31/07/2022

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
	Ltd, Leamington House, Mears Housing Management Limited, S & S Apartments, Umran Akbar, Zara Apartments				
01/08/2019	Cushman & Wakefield Debenham Tie Leung Limited	Professional services	£72,000	01/09/2019	31/01/2020
05/08/2019	Richmond Fellowship Scotland	Care Services	£68,000	08/08/2019	08/08/2019
05/08/2019	Will Rudd Davidson Edinburgh Ltd	Call-off, Structural Engineering Services	£95,760	04/08/2020	04/08/2020
05/08/2019	Doig & Smith Limited	Call-off, Quantity Surveying Services	£54,600	04/08/2020	04/08/2020
05/08/2019	CBRE Limited	Valuation services	£286,500	01/10/2022	01/10/2022
05/08/2019	Girbau UK Limited	Rental and Maintenance of Laundry Equipment	£195,120	08/09/2019	08/09/2019
06/08/2019	Blackwood Partnership Limited	M&E Engineering Services	£490,262	05/08/2020	05/08/2020
06/08/2019	Doig & Smith Limited	Quantity Surveying Services	£233,458	05/08/2020	05/08/2020
06/08/2019	Holmes Miller Limited	Architectural Services	£217,282	05/08/2020	05/08/2020
06/08/2019	Doig & Smith Limited	Call-off, Professional Services	£107,840	06/08/2019	05/08/2020
06/08/2019	Will Rudd Davidson Edinburgh Ltd	Call-off, Professional Services	£85,373	06/08/2019	05/08/2020
06/08/2019	Blackwood Partnership Limited	Call-off, Professional Services	£56,616	06/08/2019	05/08/2020
06/08/2019	Anderson Bell Christie Limited	Call-off, Professional Services	£56,100	06/08/2019	05/08/2020
07/08/2019	Corporate Travel Management (North of England) Ltd	Call-off, SP, Travel and Venue Solutions	£450,000	17/09/2019	28/02/2021
12/08/2019	Coulters Legal LLP	Legal Services	£50,000	01/11/2018	31/03/2020
14/08/2019	Scottish Nursing Guild	Agency - Mental health support workers	£200,000	01/09/2019	31/08/2024
15/08/2019	TD Tree & Land Services Limited, Active Treescape Ltd, LJX Ltd, Ayrshire Tree Surgeons Ltd	Forestry and Arboricultural Framework	£273,040	01/09/2019	31/08/2023
19/08/2019	Siemens Mobility Ltd	Maintenance of traffic management systems	£4,500,000	01/09/2019	31/08/2023
20/08/2019	Community Integrated Care	Specialist Care Services	£649,848	30/08/2019	29/08/2020
21/08/2019	IMG Artists UK Ltd	Musicians Playing at Cultural Venues	£150,000	01/09/2019	29/02/2020
29/08/2019	National Youth Choir of Scotland	Music Training for schools	£57,750	12/08/2019	30/06/2020
09/09/2019	Capita Business Services Ltd, Civica UK Limited, Liberata UK Limited	Data Processing Services Framework	£664,640	09/09/2019	08/09/2021
19/09/2019	Fuellink Systems Ltd	Web based fuel management system	£85,979	16/09/2019	15/09/2024
20/09/2019	Jones Lang Lasalle Limited	External Property Manager for Lothian Pension Fund	£1,897,290	01/10/2019	30/09/2022
20/09/2019	Standard Life Investments Ltd	Property Investment Management Services for Lothian Pension Fund	£450,000	01/07/2019	31/12/2019

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
21/09/2019	South London and Maudsley NHS Foundation Trust	Care Support for Families	£53,650	01/04/2019	31/03/2020
23/09/2019	Ross Quality Control Limited	Call-off, Clerk of Works services	£71,318	23/09/2019	30/04/2021
23/09/2019	Northern Trust Corporation	Master Custody Agreement	£840,000	01/03/2020	28/02/2022
23/09/2019	QBE EO	Insurance services	£575,000	15/11/2019	15/11/2022
23/09/2019	QBE EO	Insurance services	£541,015	15/11/2019	15/11/2022
25/09/2019	Stantec UK Limited	Consultancy services	£139,184	01/09/2019	31/05/2020
25/09/2019	Playsafety Ltd	Call-off, SXL, playground inspections	£90,000	23/09/2019	22/09/2020
27/09/2019	Action For Children	Specialist care for Children	£267,635	01/04/2019	31/03/2020
27/09/2019	Distribution Unlimited	Mail Distribution	£55,000	05/08/2019	15/04/2021
30/09/2019	Sacro	Wellbeing Services for Black Asian Minority Ethnic (BAME) Women	£896,884	01/04/2020	31/03/2025
30/09/2019	Certas Energy Ltd t/a Scottish Fuels	Call Off, SP, Liquid Fuels	£7,800,000	14/10/2019	31/03/2022
30/09/2019	RIX Petroleum (Scotland) Limited	Call Off, SP, Liquid Fuels	£137,500	14/10/2019	31/03/2022
01/10/2019	Cyrenians	Residential care placements	£161,615	01/10/2019	30/06/2020
01/10/2019	E.D.P. Health, Safety and Environment Consultants Limited	Call-off, SXL Asbestos Surveys	£57,200	07/10/2019	06/03/2020
01/10/2019	City Health Clinic Limited	Driver Medicals for Taxis and Private Hire	£448,000	01/10/2019	30/09/2022
03/10/2019	Levensat Ltd	Uplift, treatment and disposal of Mechanical Street Sweepings and Gully Waste	£842,037	01/12/2019	30/11/2022
04/10/2019	Hays Specialist Recruitment Ltd	Short-Term Temp Staff for Care	£50,000	07/10/2019	06/10/2020
06/10/2019	Turner & Townsend Project Management Limited	Call-off, SXL, Project and Commercial Management Services	£6,799,000	06/10/2019	31/05/2023
07/10/2019	Crawford & Company Adjusters (UK) Limited	Provision of loss adjusting services	£131,685	07/10/2019	06/10/2022
07/10/2019	Summers-Inman Construction And Property Consultants LLP	Call-off, Professional Services, Building Surveying	£100,000	07/10/2019	31/03/2020
10/10/2019	Prism UK Medical Limited, Closomat Ltd	Supply & Maintenance of Stairlifts, Ceiling Track Hoists & Bidet Toilets Framework	£584,918	01/11/2019	31/10/2021
10/10/2019	Anturas Consulting Limited	Project Assurance Services	£776,337	01/11/2019	31/03/2023
10/10/2019	Atkins Limited	Call-off, SXL, engineering services	£1,195,000	14/10/2019	31/07/2020
11/10/2019	Firm of James Lawrie	Road gritting and snow clearance	£50,425	01/11/2019	31/10/2021
18/10/2019	Aecom Limited	Call-off, Flood Study	£51,241	28/10/2019	27/03/2020
23/10/2019	Aecom Limited	Call-off, Professional Services	£710,939	31/10/2019	31/10/2020
28/10/2019	Addleshaw Goddard LLP	Call-off, National LGPS framework, legal services	£216,000	22/10/2019	21/10/2022
29/10/2019	Currie & Brown UK Limited	Call-off, Professional Services, Quantity Surveying	£100,000	08/11/2019	07/11/2020

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
05/11/2019	Summers-Inman Construction and Property Consultants LLP	Provision of the services of a building surveyor	£50,000	25/09/2019	31/03/2020
06/11/2019	Change, Grow, Live	Offender Recovery Service	£429,999	01/04/2020	30/09/2020
14/11/2019	Faithful and Gould	Call-off, Design services	£1,142,050	14/11/2019	15/08/2022
18/11/2019	Aecom Limited	Call-off, Professional Services	£89,825	01/12/2019	01/12/2020
19/11/2019	Doig & Smith Limited	Call-off, Professional Services	£60,000	19/11/2019	18/11/2020
20/11/2019	Ennova Law	Legal services	£50,000	01/04/2019	31/01/2020
20/11/2019	Primecare Health Ltd	Care and Support	£130,000	01/10/2019	31/03/2020
21/11/2019	Lothian Buses PLC	Supported Bus Routes	£165,500	01/01/2020	01/04/2020
21/11/2019	Edinburgh Coach Lines Ltd	Supported Bus Routes	£50,500	01/01/2020	01/04/2020
25/11/2019	Balfour Beatty Civil Engineering Ltd	Call-off, SCAPE, Professional services	£226,541	25/11/2019	31/08/2020
02/12/2019	Doig & Smith Limited	Call-off, Professional Services	£60,000	02/12/2019	01/12/2020
04/12/2019	21st Century Passenger System Limited	Installation of new Bus station CMS and bustracker	£4,768,704	23/12/2019	22/12/2024
06/12/2019	Jacobs UK Ltd	Traffic Modelling and Transport Planning	£4,000,000	16/12/2019	15/12/2022
06/12/2019	Anderson Strathern LLP, Brodies LLP, Clyde & Co (Scotland) LLP, CMS Cameron McKenna Nabarro Olswang LLP, Harper MacLeod LLP, Morton Fraser Solicitors, Shepherd & Wedderburn LLP	Legal Services Framework Agreement	£12,000,000	21/12/2019	20/12/2021
06/12/2019	Action For Children	Children's Care service	£308,533	01/04/2019	31/03/2020
10/12/2019	Idox Plc	Voting papers	£151,924	06/11/2019	31/03/2020
12/12/2019	Collective Architecture Limited	Call-off, Professional Architectural Services	£155,827	16/12/2019	15/12/2020
12/12/2019	Framework - TD Tree & Land Services Limited, P1 Solutions Ltd, Glendale Grounds Management Ltd	Tree Planting and Watering Framework Agreement	£400,000	06/01/2020	05/01/2024
12/12/2019	Freight Transport Association Ltd	Tachograph Equipment & Software	£75,976	01/04/2020	31/03/2024
12/12/2019	J Sives Surfacing Ltd	External Soft and Hard Landscaping	£69,697	12/01/2020	01/06/2020
16/12/2019	Spirit Media Scotland Limited	Call-off, SP, Media Planning, Buying and Associated Services	£800,000	06/01/2020	05/01/2024
17/12/2019	High Trees Limited	Residential Care and Education	£672,500	17/12/2019	16/12/2021
19/12/2019	GHPC Group Ltd	Call-off, Clerk of Works Services	£161,040	06/01/2020	06/08/2020
19/12/2019	Will Rudd Davidson Edinburgh Ltd	Call-off, Professional Services, Engineering	£52,500	19/12/2019	18/12/2020
19/12/2019	Coulters Legal LLP	Minor Element of Legal Services Framework	£97,572	20/01/2020	30/09/2020
20/12/2019	Blackwood Partnership Limited	Professional Services Lot 6 -M&E Engineering	£140,700	20/12/2019	19/12/2020
20/12/2019	Royal Bank of Scotland PLC	Core Banking Services	£783,029	01/01/2020	31/12/2023

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
22/12/2019	AHR Architects Limited	Professional Services Lot 9 - Multi Discipline Design Team	£187,550	07/01/2020	06/01/2021
27/12/2019	APS Group Scotland Ltd	Publishing, Print, Design and Associated Services	£100,000	23/12/2019	30/09/2023
31/12/2019	Xerox UK Ltd	Multi - Functional Devices	£220,000	01/03/2020	30/04/2020
08/01/2020	GTG Training Ltd	Driver Training	£90,000	13/01/2020	12/01/2022
14/01/2020	Forde Training Services Limited	Call-off, Plant Training	£60,000	20/01/2020	19/01/2022
16/01/2020	Enva Scotland Limited	Haulage Solutions	£124,000	28/12/2019	31/03/2020
16/01/2020	NWH Construction Services Ltd	Haulage Solutions	£84,000	28/12/2019	31/03/2020
20/01/2020	Holmes Miller Limited	Call-off, Professional Architectural Services	£79,635	21/01/2020	20/01/2021
23/01/2020	Scottish Nursing Guild	Temporary Staff Resources	£56,000	01/01/2020	31/12/2020
29/01/2020	IMG Artists UK Ltd	Artists Agents for Cultural Venues	£92,000	01/02/2020	31/07/2020
31/01/2020	Kee Consultancy Limited, Claar Psychology	Framework for Independent Psychological Assessments	£400,000	12/02/2020	11/02/2024
31/01/2020	Will Rudd Davidson Edinburgh Ltd	Call-off, Professional Engineering Services	£634,923	03/02/2020	02/02/2021
31/01/2020	Will Rudd Davidson Edinburgh Ltd	Call-off, Professional Engineering Services	£318,820	03/02/2020	02/02/2021
03/02/2020	Sumdog Ltd	Mathematics development resource for schools	£70,000	01/01/2020	31/03/2021
03/02/2020	Integrated Skills (UK) Limited	Waste Routing Software	£50,000	01/02/2020	31/03/2023
05/02/2020	Stepping Stones North Edinburgh	Early Intervention Services	£50,000	01/04/2020	31/03/2021
05/02/2020	Valtech Limited	Blue Badge Digital Services and Associated Services	£60,000	05/02/2020	04/02/2022
12/02/2020	Lothian Centre for Inclusive Living	Independent Living Support Services	£234,000	01/01/2020	31/12/2020
13/02/2020	Changeworks Resources for Life Ltd	Energy Advice Services	£163,734	15/02/2019	31/03/2020
17/02/2020	GL Education Group Ltd	Assessment Data Provider for Schools	£132,500	01/01/2020	31/03/2021
17/02/2020	Volunteer Centre Edinburgh	Maintain Volunteer Database	£74,233	01/04/2020	31/03/2021
19/02/2020	Community Help and Advice Initiative	Advice and Information Services	£196,176	02/06/2019	31/03/2022
19/02/2020	Horizons Residential Care Limited	Secure Care Accommodation	£78,750	05/11/2019	31/03/2020
26/02/2020	SSE Telecommunications Limited	Designs and Construction for Diversions of utilities	£125,760	10/02/2020	31/03/2023
26/02/2020	Link Group (GB)	Private Sector leasing homelessness service	£52,277,000	01/04/2020	31/03/2025
27/02/2020	Holmes Miller Limited	Call-off, Professional Architectural Services	£110,925	27/02/2020	26/02/2021
28/02/2020	Anderson Bell Christie Limited	Call-off, Professional Architectural Services	£864,154	03/03/2020	02/03/2021
28/02/2020	Currie & Brown UK Limited	Call-off, Project Management Services	£576,800	28/02/2020	27/02/2021
02/03/2020	E.D.P. Health, Safety and Environment Consultants Limited	Call-off, SXL, Asbestos Surveys and Support Services	£86,100	03/02/2020	30/06/2020

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
10/03/2020	OLM Systems Limited t/a Partners for Change	Implementation of Three Conversations Model	£92,000	01/04/2020	31/03/2021
11/03/2020	Fife Council t/a Matrix Fife	Re-upholstery service on Specialist Postural Seating	£50,000	10/03/2020	30/09/2020
11/03/2020	St. Vincent's Health and Public Sector Consulting Limited	Facilities Management Software Implementation Support	£50,000	01/02/2020	30/04/2020
11/03/2020	Edinburgh Womens Aid Ltd	Domestic Abuse Services	£184,872	01/11/2020	31/03/2021
11/03/2020	Shakti Womens Aid	Domestic Abuse Services	£119,654	01/11/2020	31/03/2021
11/03/2020	Four Square Scotland	Domestic Abuse Services	£109,811	01/11/2020	31/03/2021
11/03/2020	Dynniq UK Ltd	Upgrade to traffic signal infrastructure	£136,794	01/04/2019	31/03/2020
11/03/2020	Calor Gas Ltd	Gas Supply for outdoor centres	£50,000	01/02/2020	31/03/2022
13/03/2020	RON Services Limited	Cleaning Services	£200,000	13/03/2020	14/03/2021
13/03/2020	Novoville Limited	CivTech 4.0 Software Programme	£93,525	23/03/2020	15/02/2021
17/03/2020	Northumbria Healthcare NHS	Salary Sacrifice Car Lease Scheme	£200,000	10/03/2020	30/11/2020
19/03/2020	JB Nursing & Staff Employment	Agency Staff for Care Homes	£175,000	18/03/2020	30/06/2020
19/03/2020	Forthland Lodge t/a Meallmore Ltd	Care Home service	£439,900	01/04/2020	31/03/2021
25/03/2020	Edinburgh Showtec Ltd	Supply of Show Crew for Cultural events	£180,000	01/05/2019	30/06/2020
25/03/2020	Hamilton Waste and Recycling Ltd	Bulky Waste services contract	£180,000	01/04/2020	31/03/2022
30/03/2020	We are BPR Ltd t/a We are Lean and Agile	Call-off, CCS, Intelligent Process Mapping Tool	£53,240	01/04/2020	31/03/2021
30/03/2020	Northcare Manor t/a Northcare Scotland Ltd	Care Home Service	£3,106,377	30/03/2020	28/09/2020
30/03/2020	Manor Grange Care Home	Care Home Service	£782,857	30/03/2020	28/09/2020
30/03/2020	Trinity Craighall LLP	Care Home Service	£782,857	30/03/2020	28/09/2020
31/03/2020	Hamilton Waste and Recycling Ltd	Bulky Waste services contract	£237,600	01/01/2020	30/09/2020
31/03/2020	Hardies Property & Construction Consultants	QS Services	£115,000	01/03/2020	31/12/2023
31/03/2020	The Yard	Specialist Services for Children and Family/Carers	£105,215	06/04/2020	05/07/2020
WORKS CONTRACT AWARDED - 7					
31/05/2019	Central Building Contractors Glasgow Ltd	Call-off, Early Years Projects	£9,155,347	03/06/2019	31/05/2020
07/06/2019	Balfour Beatty Civil Engineering Ltd	Call-off, SCAPE, Bridge Construction	£2,984,495	01/05/2019	14/04/2020
18/07/2019	Morgan Sindall Construction & Infrastructure Ltd (GB)	Call-off, New build Primary school at Broomhills	£12,908,935	03/06/2019	31/07/2020
12/09/2019	McLaughlin and Harvey Limited	Call-off, Construction of St Crispin's School	£13,716,326	13/09/2019	29/01/2021
11/12/2019	Hub South East Scotland Limited	Call-off, School Castlebrae	£27,389,426	11/12/2019	06/08/2021
19/02/2020	Morgan Sindall Construction & Infrastructure Ltd (GB)	Call-off, New build primary school. Morningside.	£12,257,554	18/11/2019	29/03/2021

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
26/02/2020	Morgan Sindall Construction & Infrastructure Ltd (GB)	Call-off, Extension to Leith Victoria Primary School	£13,759,587	04/11/2019	01/03/2021
UTILITIES CONTRACTS – 2					
10/06/2019	Sacyr Farrans Neopul JV	Edinburgh Tram York Place to Newhaven Project - Infrastructure & Systems Contract	£105,915,618	10/06/2019	09/06/2022
10/06/2019	Morrison Utility Services Limited	Edinburgh Tram York Place to Newhaven Project - Swept Path Contract	£22,020,000	10/06/2019	09/06/2022

DRAFT

Annex 2 – Compliance with Procurement Strategy

Strategy objectives

1. Deliver Savings and Best Value (and we will do this by):		
Item	Our Progress	Status
Working together to identify opportunities and continuing to challenge the status quo	<ul style="list-style-type: none"> ➤ Adoption of a Business (Commercial) Partnering approach in relation to procurement matters, with a refresh of the monthly dashboard reporting to Directorate management teams; ➤ Close working with 'customers' across and external to the organisation to identify new and innovative solutions – challenging the existing, striving for improvement; ➤ Services considered on a cross-directorate (Council wide) basis to deliver holistic solutions; and ➤ Best Value efficiencies borne from within the Commercial and Procurement Services team and by Directorates, captured within the Commercial Pipeline tracker. 	Fully Complied
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 84</p> Focusing on the delivery of a service which delivers successful preventative care and early intervention through the localities model	<ul style="list-style-type: none"> ➤ Review and delivery of alternative service delivery models based around localities approach; ➤ Collective working, inclusive of Health and Social Care / Communities and Families integration with third party providers as one to deliver successful services; ➤ Shift in emphasis to preventative and early interventions and, where appropriate, delivery at a locality level; and ➤ Significant change impacted through co-production with service users and providers. 	Fully Complied
Improving contract and supplier relationship management across the Council to ensure optimum value and innovation from our contractual relationships	<ul style="list-style-type: none"> ➤ The Contract and Grants Management (CAGM) team oversee strategy and Council-wide best practice; ➤ Contract management framework has been created to be used by contract managers in all Council service areas. It is a toolkit for contract management activities throughout a contract's lifecycle and has a strong focus on supplier management and compliance; ➤ Contract management framework was co-produced with corporate teams across the Council (including Risk, Resilience, Information Governance, Health and Safety and Internal Audit) as well as contract managers; 	Partially Complied

1. Deliver Savings and Best Value (and we will do this by):

Item	Our Progress	Status
	<ul style="list-style-type: none"> ➤ The CAGM team support service areas identify operational efficiencies, reviewing the Council's top suppliers, securing better outcomes, best value and improved performance; ➤ Specific support given to services in planning to mitigate risk to supply chains from UK leaving the EU; ➤ The CAGM team work to ensure that key suppliers and contract managers develop partnership working relationships, proactively manage risks and take advantage of specific contractual opportunities to deliver innovation and efficiencies; and ➤ Contract Management Training has been developed and Contract Management Forums are ongoing focussing on sharing best practice and lessons learned, supplemented by CECIL training that also now available on contract management. 	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 88</p> <p>Applying a whole life costing approach which balances cost, quality and sustainability</p>	<ul style="list-style-type: none"> ➤ Whole life cost considered early at the time of strategy development, with evaluation focused on a balanced cost, quality and sustainability threshold; ➤ Focus shift from 'price only' evaluation, to Whole Life Costing procurement supporting the local economy; ➤ Whole Life costing included within procurement service templates, to be considered on every appropriate opportunity; and ➤ Continual monitoring on the use of whole-life costing within our tender approach, with Best Practice shared and recorded for future reference. 	Fully Complied
<p>Increasing market engagement and benchmarking to drive competitive tenders and to improve quality through best practice</p>	<ul style="list-style-type: none"> ➤ Regulated procurements embrace market engagement, research and benchmarking in order to maximise quality and value. Frequent working with business and third sector engagement organisations such as Scottish Care, Supplier Development Programme, Partnership for Procurement and Edinburgh Voluntary Organisations Council; ➤ Evaluation process establishes scale of commercial opportunity, complexity and political and/or social impact, with an outcome categorisation rating; ➤ Collaboration with other Local Authorities and/or public-sector partners, benchmarking undertaken to establish baseline and learn of best practice within the sector; and 	Fully Complied

1. Deliver Savings and Best Value (and we will do this by):

Item	Our Progress	Status
	<ul style="list-style-type: none"> ➤ Market engagement through Prior Information Notice on Public Contracts Scotland, advertising engagement and co-production events on the Edinburgh Compact website. 	
<p>Increasing collaboration through the City and Lothians as well as with other public-sector organisations</p>	<ul style="list-style-type: none"> ➤ Ongoing commitment and active contribution to Scotland Excel collaborative approach with all our Local Authority Partners and with Scottish Procurement; ➤ Focus on increased collaboration with other public-sector organisations with recent engagement with the South East transport partnership; and ➤ New collaborative contracts introduced with partners such as East, West and Midlothian, Fife, Stirling and Scottish Borders Councils as well as Edinburgh Leisure. 	<p>Fully Complied</p>
<p>Page 89 Maximising Community Benefits</p>	<ul style="list-style-type: none"> ➤ Community Benefits imposed in all contracts over £50,000 where appropriate for supplies, services and works; ➤ Development of model questions for contracts and frameworks to encourage appropriate and preferred benefits linked to our communities; ➤ Community Benefit requirements continue to provide a method of including social and economic matters in public contracts; ➤ Successful delivery of a number and range of different community benefits within period; and ➤ Community Benefits captured internally and reported to CPS senior management. ➤ The Council contract for North Sighthill regeneration was recognised by Royal Institute of Chartered Surveyors as Scotland Social Impact Residential Award winners, recognising the impact of community benefits in procurement. rics-awards-scotland-2020 	<p>Fully Complied</p>

2. Improve Processes and Policies by:

Item	Our Progress	Status
<p>Developing a light touch procurement regime for health and social care services which will deliver the best service outcomes for the available budget.</p>	<ul style="list-style-type: none"> ➤ The 'light touch' procurement regime used extensively to deliver better outcomes, including more use of negotiation to facilitate open conversations to achieve the best and sustainable outcomes for - service users and providers of services. There has been significant resources dedicated to co-production and service redesign with third sector partners e.g. Mental Health, Carer Services, Day Services and Homelessness Services; ➤ Approach ensured continuity of care for those already in receipt of services using 'direct award' in specific circumstances; and ➤ Innovative processes (based upon Dynamic Purchasing Systems), to provide the flexibility and access to capacity to deliver in primarily, homeless accommodation services. Building on our experience from initial procurements using this method further procurements are underway. 	<p>Fully Complied</p>
<p>Working closely with service areas commissioning activities to fully comply with the Procurement (Scotland) Regulations 2015, Procurement Reform (Scotland) Act 2014, Procurement 2016 and Statutory Guidance by embedding requirements in our procurement handbook and standard procurement documentation</p>	<ul style="list-style-type: none"> ➤ Regulations and statutory guidance embedded into the Contract Standing Orders and reviewed on an annual or as required basis; ➤ Contract Standing Orders have provided the policy to amend and improve processes and procedures utilised to support compliance of commissioning for goods, works and services required; ➤ Regulated procurements tendered via PCS website; ➤ Case Law under the new regulations is reviewed to incorporate good practice and learning into own processes and documentation; ➤ Council Procurement Handbook updated to reflect guidance changes; and ➤ Procurement documentation reviewed and amended to reflect changes in legislation and Contract Standing Orders 	<p>Fully Complied</p>
<p>Making sustainable procurement business as usual, and incorporating community benefits in all appropriate contracts with values of £50,000 and above</p>	<ul style="list-style-type: none"> ➤ Council's Sustainable Procurement Policy Outcomes commit to maximising social and economic benefits from all procurement activity; ➤ Procurement document suite incorporates prompts to aid inclusion of social, economic and environmental benefits to support our policy and Council strategic aims; 	<p>Fully Complied</p>

2. Improve Processes and Policies by:

Item	Our Progress	Status
	<ul style="list-style-type: none"> ➤ Sustainable procurement is pivotal in our procurement handbook and CSOs which is part of our induction process for staff and annual policy awareness compliance checks; ➤ As above, community benefits imposed in contracts over £50,000 where appropriate; and ➤ Procurement training provided to staff to support their learning and understanding of their influence. 	Fully Complied
<p>Applying Fair Work requirements to procurements and encouraging the adoption of these and promotion of the Living Wage</p>	<ul style="list-style-type: none"> ➤ New Fair Work Best Practice Guidance launched by Scottish Government in June 2018 used to refresh procurement staff awareness on this statutory duty and engagement in Fair Work convention working groups to enhance knowledge and best practice; ➤ Relevance of Fair Work Practices is considered for all regulated procurements; ➤ Key aspect considered in the procurement journey ensuring this is adequately addressed where appropriate; ➤ Embedded in the relevant procurement documentation templates inclusive of the Procurement Plan, Invitation to Tender, Evaluation Questions and the Terms and Conditions; and ➤ Processes developed to ensure compliance with legislative duty to consider sustainable procurement in every project and contract with robust Fair Work Practices embedded within. 	Fully Complied
<p>Supporting local businesses and SMEs through closer working with City Strategy and Economy and other partners, and by making our processes more streamlined and accessible</p>	<ul style="list-style-type: none"> ➤ Council has board representative and supports Supplier Development Programme Scotland to deliver their procurement training programme to SMEs. Close relationships with the Place Directorate; ➤ Meet the Buyer events attended each year and hosting of contract specific events to ensure potential SMEs and the Council deliver best value through a better understanding of project and procurement process. Fair Trade targeted event held to support local SMEs supplying these products; ➤ Contract Standing Orders include the provision to support the use of local SMEs for purchasing under £50,000. At least one SME from the City of Edinburgh or a significant employer within the City of Edinburgh shall be invited to tender in any process for purchases/ contracts of an estimated value of £50,000 or less; ➤ 'Light Touch' frameworks specifically designed to attract bids from SME and Micro Businesses by reducing the administrative and financial burden of putting a bid in, e.g. Learning and Development Framework and Option 2 and 3 for Children's Services. 	Fully Complied

2. Improve Processes and Policies by:

Item	Our Progress	Status
	<ul style="list-style-type: none"> ➤ Contracts lotted appropriately to support SMEs bid for goods, services and works aligned to their business model and to support our local supply chain deliver best value for the council; and ➤ Collaborative bids supported and training is provided where the market indicates this would be preferred to ensure a valued and compliant bid is secured. 	Fully Complied
<p>Working closely with the third sector and supported businesses to deliver better outcomes for service users and our communities</p>	<ul style="list-style-type: none"> ➤ Consideration to involvement of third sector supported businesses in Regulated Procurements is included at the early strategy stage of a project; ➤ Regular meetings with Edinburgh Voluntary Organisations Council (EVOC) as one of our third sector representations; ➤ Third Sector Organisations have been commissioned to support co-production and strategies, for example, Day Care Services in conjunction with the Council ➤ Usage of existing supported businesses such as North Lanarkshire Industries, Dovetail Enterprises, EESL Ltd, Matrix Fife and St Jude's Laundry and promotion of these sectors across the Council; and 	Fully Complied
<p>Promoting compliance by contractors and sub-contractors with the Health and Safety legislation</p>	<ul style="list-style-type: none"> ➤ Working closely with Health and Safety professionals the CAGM team introduced the Contract Handover and Management Report (CHMR) which details processes for monitoring risks, health and safety, financial standing, Business Continuity; ➤ The CMHR advises suppliers and contract managers that health and safety requirements for contracts should be determined during the procurement process and details the necessary monitoring required during a contract's lifecycle; ➤ The CMHR further ensures that suppliers and contract managers are aware of their roles and responsibilities by ensuring that details of Health and Safety information provided to suppliers and the Council prior to commencement, during the contract, assurance and all incident reporting is properly logged and recorded; ➤ Guidance is in place to assist managers plan and commission construction related property alteration or refurbishment works to ensure works comply with relevant Health and Safety legislation, procurement requirements, building standards and Council processes; 	Fully Complied

2. Improve Processes and Policies by:

Item	Our Progress	Status
	<ul style="list-style-type: none"> ➤ A works planning checklist is in place with prompt to risk assessments, responsibilities, relevant policy and contact details of responsible parties; ➤ Assessment and monitoring carried out by relevant departments, procurement process includes reference to Health and Safety where applicable; and ➤ The Council Health and Safety Policy sets out contract owner's responsibilities for managing contractors. 	
<p>Promoting the highest standards of animal welfare and encouraging the procurement of fairly and ethically traded goods and services</p>	<ul style="list-style-type: none"> ➤ Edible Edinburgh Sustainable Food City Plan is referenced in our procurement documents when buying foods; ➤ References through User Intelligence Groups that feed into Scotland Excel frameworks through which the majority of our goods and food supplies are purchased; and ➤ Fair trade promotion in the Council, hosted event within Waverley Court to raise awareness of the products available. 	Fully Complied
<p>Continuing to improve compliance using our Purchase to Pay (P2P) processes to maximise the controls available.</p>	<ul style="list-style-type: none"> ➤ Purchase to Pay (P2P) process continues to be strictly controlled by both Commercial & Procurement Services and Banking & Payment Services, ensuring payment to suppliers occurs in a timely fashion. Statistics in relation to purchase orders in Oracle are collated and communicated to Directorates across the Council. Purchase Card spend is now captured within monthly Management Information performance statistics, and communicated to Directorates accordingly; ➤ 'Vendor form' captures required information and now includes 'micro businesses', GDPR legislative compliance (relating to privacy statement) and secure transfer of sensitive data. ➤ A defined process is now in place with related template documentation to support Council-wide understanding and compliance with the Intermediaries Legislation (IR35). Roles and responsibilities with regard to HR, Service Areas and CPS identified. Non-compliance across the Council is feedback to the appropriate head of service; ➤ Enhancement of bank account change process, to ensure that when a supplier alters bank details on multiple occasions in short time period, a review of the financial stability of the supplier will be triggered. This process raises awareness of potential supplier instability and ensures up to date review of supplier financial evaluation is undertaken. 	Fully Complied

2. Improve Processes and Policies by:

Item	Our Progress	Status
	<ul style="list-style-type: none"> ➤ The Oracle e-Business suite (Oracle) has been updated to include a Contracted supplier and Waiver Store. These stores are directly linked to the Contract Register and Waiver Register. This improves visibility of contracted suppliers. Additional prompts are also being used to monitor and control spend level on a contract or agreement basis. 	
<p>Ensure as far as reasonably practicable that payments to contractors and down through the supply chain are made no later than 30 days after a valid invoice is presented</p>	<ul style="list-style-type: none"> ➤ Adoption of Standard Terms and Conditions for all regulated procurements to ensure the requirement for the Council to pay undisputed invoices within 30 days of receipt; ➤ All regulated procurements in period included terms and conditions regarding the prompt payment of Contractors making payment to their nominated sub-contractors; and ➤ 95% of invoices, met the KPI and were paid within 30 days during the reporting period. ➤ In view of 'Construction Policy Note 01/2019: Project Bank Accounts - Revised Thresholds and Procedures', roles and responsibilities identified and communicated across relevant Council Directorates to ensure adherence to new thresholds from March '19, as these requirements become more commonplace across the Council. 	<p>Fully Complied</p>

3. Increase Expertise, Capacity and Effectiveness by:		
Item	Our Progress	Status
<p>Promoting and supporting professional training opportunities through apprenticeships, trainee programme and continuing professional development options for wider specialist team including CIPS and learning opportunities offered via Scotland Excel</p>	<ul style="list-style-type: none"> ➤ Encouragement, mentoring and support to staff to embrace learning opportunities and undertake appropriate CIPS training, resulting in 91% of specialist procurement staff holding or working towards professional qualifications; ➤ Support to two procurement apprentices working on SVQ and up to five procurement trainees in specialist development with on the job and study opportunities provided; ➤ Staff study towards and attainment in CIPS Level 4 Diploma and Level 5 and 6 advanced Diploma; and 	<p>Fully Complied</p>

3. Increase Expertise, Capacity and Effectiveness by:

Item	Our Progress	Status
	<ul style="list-style-type: none"> ➤ CPD opportunities supported, including events on recent case law, CIPS modern slavery and human trafficking event and sustainability leading to more experienced staff attaining Chartered Status of CIPS membership. 	
<p>Developing practical delivery skills in Commercial and Procurement Services through training, secondments, work shadowing and mentoring activity</p>	<ul style="list-style-type: none"> ➤ Development and Implementation of Commercial Training Plan for staff, covering variety of different training opportunities e.g. refresh on savings methodologies, demand management, and procurement systems; ➤ Training events undertaken from external providers and legal experts, updates on case law, negotiations skills, or Police Scotland awareness on serious and organised crime risks to public procurement; ➤ Whole team update on Scottish Government competency framework for specialist procurement staff to identify further areas from improvement ➤ Providing work shadowing opportunities to staff new to commercial roles such as contract management. 	<p>Fully Complied</p>
<p>Page 95</p> <p>Promoting Commercial and Procurement Services across the Council to support compliance and improved commercial awareness by delivery of drop in sessions, alongside a library of learning events</p>	<ul style="list-style-type: none"> ➤ Variety of promotional, training and engagement sessions using internal website and drop in sessions; ➤ Regular Contract and Grants Managers' forums are learning opportunities with attendee driven agendas raising awareness of commercial performance, compliance; ➤ Bespoke Contract Management online learning has been developed to improve commercial awareness and improve supplier relationships/delivery of service; ➤ Contract Standing Order training events provided on a planned programme and ad hoc on demand to service areas; ➤ 'Quick Quote' training. learning and development programme extended to wider Council to support tender document development; ➤ Intranet regularly updated with library of support documentation and changes such as modifications to the Contract Standing Orders, Grants Standing Orders, Contract Management Framework and relevant policies and charters e.g. Construction Charter and community benefits; and ➤ Regular meetings Council wide to raise awareness of commercial performance, compliance and support future contract planning, e.g. Schools' Business Managers Forum, and Procurement Boards across a variety of Directorates within the Council. 	<p>Fully Complied</p>

3. Increase Expertise, Capacity and Effectiveness by:

Item	Our Progress	Status
<p>Engaging with other local authorities and other organisations which provide scope for knowledge transfer and efficiency through working together</p>	<ul style="list-style-type: none"> ➤ Regular engagement through Scottish Government Local Procurement Forum (SGLPF), Scotland excel user groups, Scottish Procurement policy forum; ➤ Sharing insight on contract management and other projects with local authority and other public-sector colleagues to support knowledge transfer and market insight; ➤ Staff engaged in Procurement People of Tomorrow events and attendance at the Annual Procurex event; and ➤ Sharing knowledge and best practice through engagement in performance improvement groups. 	<p>Fully Complied</p>
<p>Page 96</p> <p>Improving contract and supplier management practices across the Council</p>	<ul style="list-style-type: none"> ➤ The contract management framework provides guidance to contract managers around the measurement of benefits (financial and non-financial) and promotes regular monitoring of suppliers; ➤ Supplier performance is tracked and monitored by the relevant contract manager with innovations and lessons learned recorded in contract records and community benefits measured using our bespoke Cenefits system; ➤ The standard supplier agenda template includes a standing item on supplier innovation and developments encouraging ongoing dialogue focused on continuous improvement; ➤ Key performance indicators are used particularly on higher value and high risk contracts to motivate suppliers to perform and continually improve; ➤ Specific support given to services in planning to mitigate risk to supply chains from UK leaving the EU; ➤ The CAGM team work to ensure that key suppliers and contract managers develop partnership working relationships, proactively manage risks and take advantage of specific contractual opportunities to deliver innovation and efficiencies; Contract Management Training has been developed and Contract Management Forums are ongoing focussing on sharing best practice and lessons learned; ➤ Commercial and Procurement Services working in partnership with Directorates have facilitated the development of overarching contract/supplier management processes, information, advice and guidance; 	<p>Part Complied</p>

3. Increase Expertise, Capacity and Effectiveness by:

Item	Our Progress	Status
	<ul style="list-style-type: none"> ➤ Collaborative working and partnership relationships with service providers encouraged through adoption and application of standard practices/policies and best practice in contract management; and ➤ Development of relationships with major framework providers and counterpart teams in other local authorities, public sector and third sector organisations. Identifying best practice to deliver best value and drive continuous improvement across sectors. 	

Plan to Improve Future Compliance

While Procurement Strategy Compliance has been met across most objectives and our contract management actions have made further improvements in policy and process in the FY 2019/20, we consider there are additional improvements to be achieved through further embedding the contract management framework and we will continue work with divisions on this and the management of key risks, including the concurrent impact of the UK leaving the EU and the COVID-19 pandemic.

A review of the outcomes has shaped the future strategy objectives and action plans are in place to deliver compliance against new and refreshed objectives.

Annex 3 – Future Procurement Activity

New Procurements

Brief Contract Description	Contract Estimated Value	Expected Contract Notice Date	Expected Award Date	Expected Start Date
House Builder / Developer for Meadowbank	£ 50,000,000	01/10/2020	01/11/2021	01/01/2022
Powderhall Enabling Works (N & SHR).	£ 4,000,000	01/12/2020	01/05/2021	01/12/2021
Powderhall Construction (N & SHR)	£ 32,000,000	01/06/2021	01/12/2021	01/02/2022
Coatfield Lane Redevelopment	£ 6,000,000	01/06/2021	01/05/2022	01/10/2022
Meadows to George Street Active Travel Project	£ 15,000,000	01/11/2020	04/01/2021	11/01/2021
West Edinburgh Link Active Travel Project	£ 15,000,000	01/12/2020	08/02/2021	15/02/2021

Recurring Procurements

Brief Contract Description	Contract Estimated Value	Expected Contract Notice Date	Expected Award Date	Expected Start Date
Independent Living Support Services for Older People	£ 300,000,000	01/07/2021	01/06/2022	01/01/2023
Housing Support with Care at Home	£ 160,000,000	01/10/2020	01/04/2021	01/10/2021
Housing Property Framework R&M	£ 35,000,000	01/10/2020	01/08/2021	01/10/2021
Building Renovation trade materials, managed services	£ 50,000,000	20/09/2020	01/03/2021	01/04/2022
Nursing & Dementia Care Home Services - Castlegreen & North Merchiston	£ 22,000,000	01/02/2022	01/12/2022	01/05/2023
Edinburgh Shared Repairs Service	£ 20,000,000	10/10/2020	08/12/2020	01/04/2021
IP Video Surveillance System	£ 1,500,000	02/11/2020	01/06/2021	01/06/2021
Care- Night Cover	£ 8,000,000	20/01/2021	01/09/2021	01/10/2021

Brief Contract Description	Contract Estimated Value	Expected Contract Notice Date	Expected Award Date	Expected Start Date
Supported Employment Service	£ 8,000,000	11/01/2021	04/06/2021	01/09/2021
Edinburgh's Domestic Abuse Services	£ 7,000,000	01/04/2021	01/10/2021	01/03/2022
Clerk of Works Framework	£ 5,000,000	01/02/2021	01/10/2021	01/11/2021
Global Custody Services	£ 4,000,000	01/12/2020	01/10/2021	01/03/2022
Stair Cleaning Service	£ 4,000,000	01/10/2020	01/05/2021	01/08/2021
Winter Maintenance Contingency Framework Agreement for Snow and Ice Maintenance	£ 3,600,000	20/09/2020	01/10/2020	01/03/2021
Children and Young People affected by Parental Substance Abuse	£ 2,096,000	01/12/2020	01/10/2021	01/03/2022
Interpreting & Translation Framework	£ 1,485,000	01/12/2020	01/10/2021	01/03/2022
Care and Repair services	£ 1,250,000	01/11/2021	01/03/2021	01/04/2021
Edinburgh and Midlothian Offender Recovery Service (EMORS)	£ 1,000,000	01/09/2020	30/03/2021	01/04/2021
Agency, Fixed Term, Permanent Resource	£ 48,000,000	01/10/2020	01/03/2021	12/06/2021
Further and Higher Education Training	£ 1,000,000	01/12/2020	01/09/2021	01/10/2021
Provision of Merchant Services	£ 881,000	01/11/2020	01/02/2021	02/06/2021
Community development for people in recovery from drug and alcohol addiction	£ 1,400,000	01/10/2020	01/08/2021	01/10/2021
Internal Audit Services	£ 500,000	30/10/2020	01/02/2021	01/04/2021

Brief Contract Description	Contract Estimated Value	Expected Contract Notice Date	Expected Award Date	Expected Start Date
Large Format Printing and Exhibition Materials Framework	£ 400,000	30/08/2021	01/12/2021	01/04/2022
Service Alcohol Related Brain Disorder	£ 340,000	01/11/2020	01/02/2021	01/04/2021
Provision of Cash in Transit Services	£ 317,000	01/04/2021	01/12/2021	01/02/2022
Kennelling Services	£ 300,000	01/10/2020	01/02/2021	01/04/2021
Confidential Waste Recycling and Disposal	£ 250,000	01/04/2021	30/12/2021	01/04/2022
Masonry Repairs	£ 200,000	01/10/2020	30/03/2021	01/04/2021
External Audit Services	£ 150,000	02/12/2020	01/08/2021	01/10/2021
Active Travel Cycle and Pedestrian Counters	£ 150,000	01/10/2020	01/12/2020	15/12/2020
Customer Records Management System	£ 560,000	01/01/2021	01/05/2021	01/06/2021

Glossary

Term	Description
Best Value	The legal duty to secure continuous improvement in the performance of the Council's functions as set out in section 1 of the Local Government in Scotland Act 2003.
CIPS	The Chartered Institute of Procurement and Supply (CIPS) is the leading body representing the field of procurement and supply chain management.
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit.
Commercial Awareness	Evidence of commercial acumen. Awareness of the need for efficiency, cost-effectiveness, customer/stakeholder support, a knowledge of the sector and the services the organisation provides and will provide in the future, considering the strategic objectives, current economic climate etc. A track record of appropriate procurement skill and experience, evidence of on-going/continual training and development. (desirable and post/org specific) professional qualification/undertaking or willingness to undertake as appropriate.
Contract Management	The process of monitoring the performance of a supplier to contract.
Co-production	The real and meaningful involvement of the citizens of Edinburgh including future recipients of the service and key stakeholders and suppliers (both current and potential) in how and what community services and related goods and works are delivered with regard to the National Standards for Community Engagement.
Demand Management	To take costs out of an organisation by addressing the drivers for spend, aligning spend to business need and eliminating unnecessary consumption. Demand management examples: Challenging requirements that specify brand or other over specification.
Framework Agreement	An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.
Procurement strategy	Strategy for procurement within an organisation (can be called policy).
Small Medium Enterprise (SME)	The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.
Stakeholder	Any person or group who has a vested interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.
Supplier / Provider / Contractor	An entity who supplies goods or provides services or execution of works.
Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

**Supported
Business**

Either the organisation's main aim should be the social and professional integration of disabled or disadvantaged persons, or the contract should be performed within a sheltered employment programme.

DRAFT

Finance and Resources Committee

10.00am, Thursday 24 September 2020

Update on the implementation of the Construction Charter

Executive/Routine Wards Council Commitments	Routine All 2, 3 and 7
--	---------------------------------------

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee notes the ongoing work of the Council in promoting the Construction Charter Commitments.

Stephen S. Moir

Executive Director of Resources

Contact: Iain Strachan, Chief Procurement Officer,

Finance Division, Resources Directorate

E-mail: iain.strachan@edinburgh.gov.uk | Tel: 0131 529 4930

Finance and Resources Committee

Update on the implementation of the Construction Charter Commitments

2. Executive Summary

- 2.1 On 16 August 2018, the Council adopted the Construction Charter Commitments (“the Charter”), which set out the expectations the Council has for those contractors who undertake construction work on the Council’s behalf.
- 2.2 The Charter comprises 8 separate commitments to promote the adoption of fair work practices, and high standards in respect of workmanship, employment status, health and safety and apprenticeship training, amongst other matters.
- 2.3 This report provides an update to the Committee on the Council’s promotion of the commitments set out in the Charter.

3. Background

- 3.1 At the Finance and Resources Committee on 16 August 2018, the Committee agreed that the Council adopt the Charter. A link to the Committee report, and the Construction Charter Commitments themselves, can be found in Section 8 of this report.
- 3.2 As stated above, the Charter was intended to promote the adoption of fair work practices, and high standards in respect of workmanship, employment status, health and safety and apprenticeship training, amongst other matters.

4. Main report

- 4.1 The Council continues to invest significantly in the building of new assets and infrastructure, and major refurbishment and improvement works, right across the City. The Capital Investment Programme includes expected spend over the next five years of more than £2 billion.
- 4.2 Procurement legislation imposes an obligation on the Council to comply with the sustainable procurement duty, to improve the economic, social and environmental wellbeing of the authority’s area. Linked to this, the Council also complies with

Scottish Government guidance on addressing fair work practices in procurement, and where appropriate secures community benefits from contractors. As such, the promotion of the central principles of the Charter are already embedded in the Council's procurement processes, including its Contract Standing Orders.

- 4.3 Making sustainable procurement business as usual, together with those linked objectives as referred to in this report, is also a key element of the Council's [Sustainable Procurement Strategy](#) (the Strategy). The Strategy was adopted by the Council at the [5 March 2020](#) meeting of the Finance and Resources Committee. The Strategy has 7 key strategic procurement objectives, one of those being to improve fair work practices being adopted by suppliers. In securing this objective, one of the actions being undertaken by the Council is to ensure the application of the Charter to Council procurement activity.
- 4.4 The Council, through the Commercial and Procurement Services team, is also represented on the Fair Work Convention's review into fair work in the construction industry, this review being supported by the Scottish Government. The remit of the high level, short life working group is to inform, guide and support the work of the Fair Work Convention in relation to the construction industry and to make recommendations to address the challenges of implementation of the Fair Work Framework across public sector procurement in construction.
- 4.5 The Council's Annual Procurement Report for 2019/20 is considered elsewhere on the agenda for this meeting. However, that report details a number of related community benefits that were secured in the last financial year and which are of relevance, including the creation of apprenticeships, work placements and community engagement, as well as 70% of suppliers confirming that they pay a real living wage.
- 4.6 Since the Charter's adoption and considering that a number of the commitments were already the subject of established practice and legal obligations on the Council, the Council's Commercial and Procurement Services Team have been further promoting, and embedding, the Charter principles in ongoing activity.
- 4.7 An officer within Commercial and Procurement Services team has taken on the role of Construction Charter Champion, which is helping support the Council's ongoing commitment to the Charter and its underlying principles, including liaising with contract managers on major Council construction projects, to help monitor compliance. This officer delivered training on the Charter to the Commercial and Procurement Services team during 2019/20.
- 4.8 The Charter is included on the Supplier pages on the Council's [external website](#), to provide clarity and promotion of the manner in which the Council expects its contractors will operate. Council staff in those Divisions that most commonly deal with such matters, including Property and Facilities Management, Place Development and Place Management, have also been reminded of the Charter and its commitments, and asked to promote it to their contractors.

- 4.9 In general terms, it is to be noted that there are certain aspects of the Charter where the Council's approach is relevant to more than 1 commitment within it. However, an update on the Council's compliance with the Charter commitments is provided as follows:

Commitment 1: High Working Standards

- 4.10 This commitment covers a number of aspects around contractors' approach to employment status, health and safety, standards of works and apprenticeship training, amongst other matters. As the Committee will be aware, in procurement exercises, the Council continues to set selection and award criteria that recognise and encourage fair work practices. This covers matters such as whether a contractor pays a living wage and its approach to the promotion of health and wellbeing, and inclusion within the workplace. Tender submissions are assessed and scored in line with the weighting percentages set for the tender in question. Whilst there are standard terms and conditions for all Council contracts, commitments given as part of a tender submission would also form part of the formal contract awarded to the winning tenderer. Commercial and Procurement Services keep the Council's approach to such matters under review, to ensure it maximises the outcomes that can be delivered but does so in a proportionate manner that still secures value for money and is compliant with the relevant regulations.

Commitment 2: HMRC Compliance

- 4.11 This commitment encourages HMRC compliance by contractors. The Council's standard contract terms and conditions provide that contractors must comply with all relevant legislative requirements. In addition, the Supplier page on the Council's external website also makes it clear that contractors and subcontractors within the construction industry must be registered with HMRC's Construction Industry Scheme before they can be paid by the Council. The Council has also improved its procedures around the application of the IR35 regulations.

Commitment 3: Health and Safety

- 4.12 This commitment highlights that the health and safety of workers on all the Council's construction projects is paramount. Through its tender selection and award criteria process referred to above, the Council ensures the contractors are able to meet the required standards in relation to health and safety. Where appropriate, this assessment reviews the volume of any health and safety breaches, as well as the number of reportable instances and near misses. Contractors' performance in relation to health and safety and related legislative compliance would also be monitored closely by project managers through the Council's contract management framework. This is of particular relevance with the COVID-19 pandemic, and Council staff have worked closely with contractors to ensure sites have been adapted to provide safe working arrangements, including social distancing measures, in line with Scottish Government guidance, and industry best practice.

Commitment 4: Excellence in Skills and Training

- 4.13 The commitment relates to the promotion of construction industry skills and training, and the expectation that contractors will engage in this, to ensure the highest possible standards in Council projects. As covered elsewhere, this is something that would be overseen by the Council's tender assessment and selection process. In particular, mandatory criteria can be set to ensure that the Council is using contractors who promote excellence in skills and trainings, which would be evidenced by the holding of certain relevant specialist qualifications. The Council also works with its contractors to identify appropriate training programmes and secure the use of community benefits in all regulated procurements. Through community benefits proposals, the Council has secured apprenticeships, training opportunities and work placements for disadvantaged and long term unemployed people.

Commitment 5: Trade Union Recognition

- 4.14 The Council cannot mandate its contractors to engage with trade unions in a particular way. Further, some contractors may not recognise trade unions, or if they do will have their own local/national agreements in place. However, it is to be expected that the benefits that trade unions can bring to the construction workplace will be separately promoted through the Council's wider approach to tender assessment, and the sustainable procurement duty, as summarised elsewhere in this report. As an organisation, the Council has in place agreed and established mechanisms for consultation and negotiation with its recognised trade unions. This is underpinned by the agreed Working Together Protocol which has been in place since July 2014, and which sets out the way that we will work together to achieve our shared interests. There are also a number of formal meetings which are in place at an organisational and Directorate level, at which relevant matters are raised and discussed, these include the Council Health and Safety Forum, the Directorate Joint Consultative Groups and Joint Consultation Committees and Partnership at Work. If the trade unions had concerns over the manner in which the Council's contractors were complying with the Charter, then these could be raised via these arrangements. It is understood that since the Charter's adoption no concerns have been raised.

Commitment 6: Recruitment

- 4.15 This commitment promotes the adoption of fair and transparent recruitment practices by contractors. Again, this is something that would be promoted and overseen by the Council's tender assessment and selection process.

Commitment 7: Blacklisting

- 4.16 This commitment makes it clear that the Council considers blacklisting to be unacceptable. Blacklisting is prohibited by the Employment Relations Act 1999 (Blacklists) Regulations 2010. In line with procurement legislation, all tenderers are required to provide information on any blacklisting activity within their organisation. If a contractor was to admit to any such activity during a tender process, the Council

would have the ability to reject its bid. In the period since the Charter was adopted there have been no known instances of Council contractors having been found to have breached the blacklisting regulations.

Commitment 8: Government Buying Standards

- 4.17 This commitment requires all relevant construction contracts to comply with Government buying standards. Council contracts require contractors to ensure they comply with all relevant legal obligations and hold a BSEN ISO 9001 (or equivalent) accreditation, or else satisfy the Council that relevant arrangements are in place. This accreditation relates to quality management and ensures that the contractor's workforce is sufficiently skilled and that it has established satisfactory training arrangements.

5. Next Steps

- 5.1 The Council will continue to promote the Charter to its contractors, and further embed its principles into the Council's procurement procedures, subject to compliance with the relevant legislative framework. To date, the Council has not had to take any specific action to deal with allegations of non-compliance in respect of the Charter.

6. Financial impact

- 6.1 There is no direct financial impact associated with this report. As reported at the time of the adoption of the Charter, there will, however, be indirect costs associated with the ongoing promotion and monitoring of the Charter, especially if concerns were raised over compliance by Council contractors.

7. Stakeholder/Community Impact

- 7.1 The Charter should help secure positive impacts on the employees of those contractors who are working on the Council's construction projects, by ensuring they experience fair work practices, ongoing training and development and have the ability to access support through trade unions and trade bodies.
- 7.2 The Charter should also help secure positive impacts on those staff members and members of the public who are affected by Council construction projects, including through increased vigilance around health and safety.
- 7.3 The trade unions were consulted at the time of the adoption of the Charter, and they will be able to provide ongoing feedback on it through the normal Council engagement framework.

8. Background reading/external references

- 8.1 [Item 7.15 - Construction Charter – Reports, 419.63 KB.](#)
- 8.2 [Finance & Resources Committee, Update on Implementation of Construction Charter, 15 August 2019](#)
- 8.3 [Finance & Resources Committee, Sustainable Procurement Strategy, 5 March 2020](#)

9. Appendices

- 9.1 None.

This page is intentionally left blank

Finance and Resources Committee

10.00am, Thursday 24 September 2020

Workforce Dashboard – July 2020

Item number

Executive/Routine

Executive

Wards

Council Commitments

1. Recommendations

1.1 To review and note the workforce information contained in the dashboard.

Stephen S. Moir

Executive Director of Resources

Contact: Katy Miller, Head of Human Resources,
Human Resources Division, Resources Directorate

E-mail: katy.miller@edinburgh.gov.uk | Tel: 0131 469 5522

Workforce Dashboard

2. Executive Summary

- 2.1 This report provides a summary of workforce metrics for the core and flexible workforce, absence, transformation/redeployment, risk, and performance, as detailed on the Finance and Resources Committee Workforce Dashboard, for the period of July 2020.

3. Background

- 3.1 The dashboard reporting period is July 2020. Comparison is made to the previous dashboard reporting period, June 2020.

4. Main report

- 4.1 The attached dashboard (Appendix 1) provides workforce information on:
- the number of Full Time Equivalent (FTE) staff employed by the Council, the type of contract they are employed through and the turnover of new starts and leavers;
 - trends on absence rates, including the top five reasons for short and long-term absence;
 - the cost of the pay bill, including the cost associated with new starters and leavers;
 - insight relating to our performance framework (launched April 2017) including the percentage of annual conversations carried out.
 - the number of VERA/VR leavers and associated cumulative budget savings; and
 - the number of redeployees and associated costs.
 - Learning and Development digital and face to face satisfaction rates and event numbers.

Core Workforce

- 4.2 All Figures referred to are contained in Appendix 3.
- 4.3 Our core workforce decreased this period by 226 FTE to 14,353 FTE, and the basic salary pay bill decreased £4.8m to £449.2m. Workforce FTE and pay bill trends are shown in **Figures 1 and 2**.
- 4.4 **Figure 3** shows the change in FTE for the Local Government Employee (LGE), Teaching, Chief Official and Craft Apprentice groups between June 2020 and July 2020. The LGE group decreased by 47 FTE and the Teaching group decreased by 179 FTE in the period.
- 4.5 **Figure 4** shows the change in Directorate FTE between June 2020 and July 2020. There was a notable reduction of 216 FTE in Children and Families.
- 4.6 Permanent contracts increased by 106 FTE, Fixed Term Contracts (FTCs) decreased by 271 FTE, acting up and secondment contracts decreased by 53 FTE and apprentice/trainee contracts decreased by 8 FTE.
- 4.7 The annual cost of permanent contracts increased by £2.6m and FTCs decreased by £7.2m. The cost of acting up and secondment arrangements decreased by £0.1m, and the cost of apprentices/trainees decreased by £141K.
- 4.8 The cost of organisation new starts was £528K and the cost of leavers was £742K.
- 4.9 The spend on Working Time Payments (WTPs) decreased by £15K to £725K.
- 4.10 **Figure 5** shows longer term Local Government Employee workforce change, between June 2015 and June 2020 (i.e. before and after Transformation).

Flexible Workforce

- 4.11 In the period, this workforce was equivalent to approximately 1,095 FTE. The associated costs for this period decreased by £0.4m to £3m. (**Figure 6**).
- 4.12 The spend on the agency workforce increased by £396K and cost the organisation £1.87m in the period. Of the total spend, 90% is attributable to the primary and secondary agency suppliers, whilst 10% relates to off-contract spend. The agency workforce this period was the equivalent of 638 FTE, with an average monthly workforce of 544 FTE (12-month average).
- 4.13 The agency cost trend is shown in **Figure 7**. Note that month on month agency cost fluctuation can be linked to the nature of the billing process.
- 4.14 The casual/supply workforce spend increased by £19K this period to £869K. The casual/supply workforce this period was the equivalent of 417 FTE, with an average monthly workforce of 259 FTE (12-month average). The casual/supply cost trend is shown in **Figure 8**.
- 4.15 The total cost of overtime this period was £508K, down £127K since the previous period. A breakdown of the spend by overtime "type" is detailed in **Figures 9 and 10**. Around 59% of the spend was made at the enhanced overtime rate, 0.6% was paid at the public holiday rate, 12% was paid at plain time, and 16% related to call-out hours. The overtime/additional hours worked this period was the equivalent of

126 FTE, with an average monthly workforce of 214 FTE (12-month average, callout hours excluded from FTE reporting). The overtime cost trend is shown in **Figure 11**.

Displaced Workforce

- 4.16 The total number of employees on the redeployment register remains the same as last period.
- 4.17 Of the 29 employees currently displaced; 22 have been temporarily redeployed and 7 are not currently redeployed into a temporary solution but are carrying out meaningful work in their former service area.
- 4.18 The funding arrangements for the total displaced FTE is as follows; 16.2 FTE are corporately funded; 10 FTE are funded by their service and 1 FTE is funded externally.
- 4.19 As at July 2020, £583,164 of salary costs have been saved from redeployment costs as a result of colleagues securing alternative employment within or outwith the organisation.

Absence

- 4.22 In the period the monthly absence rate (reflecting days lost to absence in July 2020) decreased from 2.72% (June 2020) to 2.56% (see **Figures 12, 13 and 14**). These figures exclude COVID related absence.
- 4.23 The rolling absence rate for the organisation for the 18/19 year was 5.18%, reflecting 168K working days lost to absence in the period (approx. 748 FTE) (see Figures 15 and 16). The rolling absence rate for the organisation for the 19/20 year was 5.28%, reflecting 170K working days lost to absence in the period (approx. 756 FTE). Comparison of the 18/19 and 19/20 rolling rate demonstrates an overall increase in organisation absence in the last 12 months.

Learning and Development

Utilisation

- 4.24 The utilisation rate for July has increased by 9% since June and relates to a small number of learning events which were facilitated virtually using Microsoft Teams. This included medication champion training, mental health awareness, CALM theory and child protection training for Probationer teachers. Two of these sessions were facilitated virtually by our external training providers and the remainder facilitated in-house. (**Appendix 1**)

Digital Learning

- 4.25 The number of digital learning module unique launches decreased by 4,205 in July to 7,281. This is likely to be as a result of school holidays and summer annual leave.

5. Next Steps

- 5.1 To continue to monitor appropriate workforce data to evidence that the Council is on track to achieve targeted workforce controls and budget savings.

6. Financial impact

- 6.1 The achievement of agreed £38.9m savings through voluntary redundancy.
- 6.2 Salary costs for employees on redeployment (particularly those not redeployed).
- 6.3 Opportunity cost of lost working time due to sickness absence.
- 6.4 Agency, Overtime/Additional Hours expenditure.

7. Stakeholder/Community Impact

- 7.1 Stakeholder consultation and engagement, including senior management teams, Trade Unions and elected members, is ongoing.

8. Background reading/external references

- 8.1 Workforce Control Report and Dashboard to Finance and Resources Committee on 13 August 2020.

9. Appendices

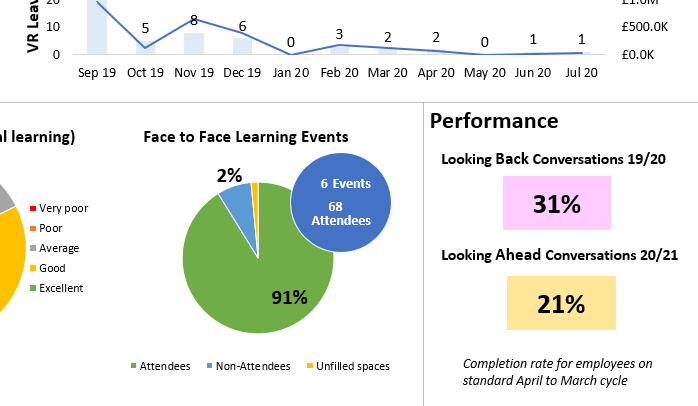
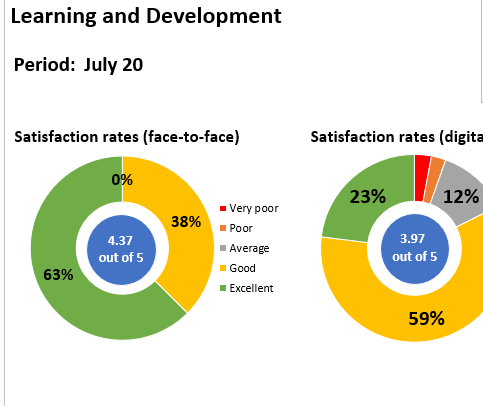
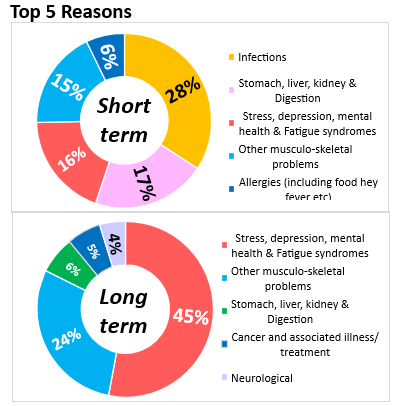
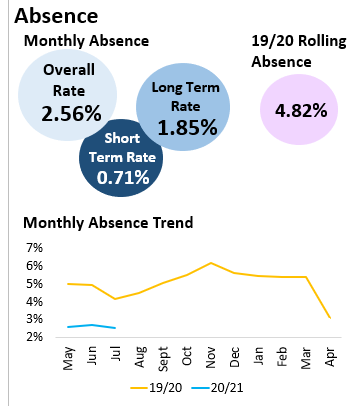
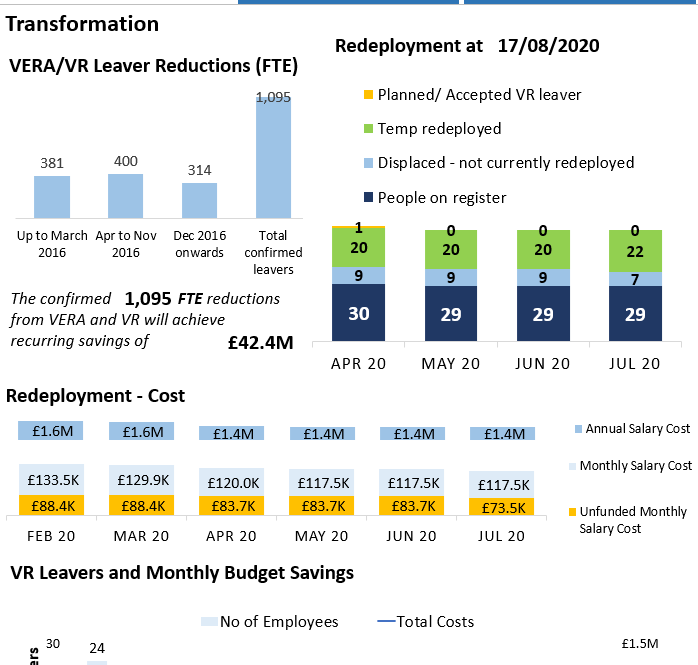
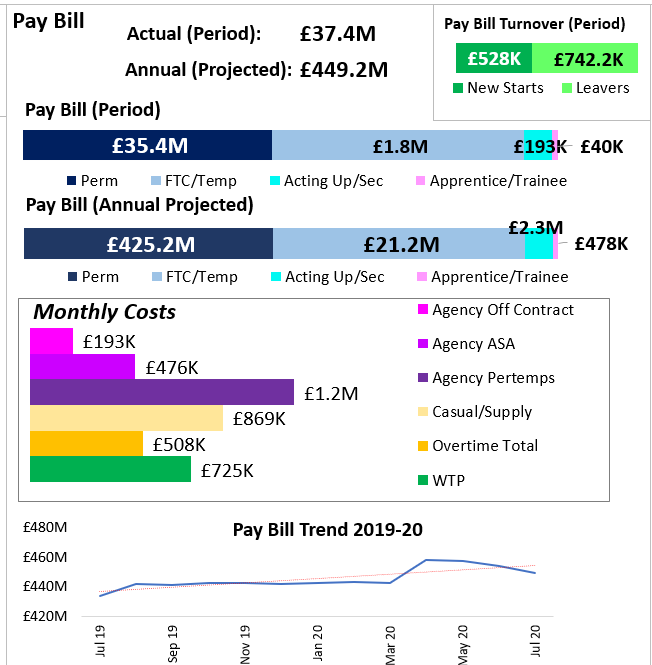
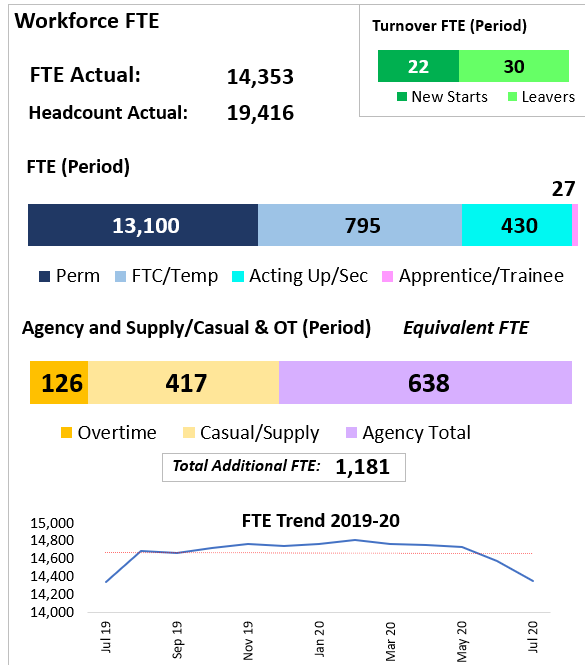
Appendix 1: Finance and Resources Committee Workforce Dashboard

Appendix 2: Finance and Resources Committee Workforce Dashboard Glossary

Appendix 3: Workforce Management Information and Trends

Appendix 1: Finance and Resources Committee Workforce Dashboard

Period: July 20 Issued: 30 Aug '20



Appendix 2: Finance and Resources Committee Workforce Dashboard

<p>Workforce FTE</p> <p>FTE Actual: <i>Sum of FTE for all staff on CEC payroll</i> <i>Count of total contracts/positions is not reported here</i></p> <p>Headcount Actual: <i>Total number of individual employees on CEC payroll</i></p> <p>FTE (Period) <i>Breakdown of FTE by contract type for all staff on CEC payroll. A snapshot taken on 25th of each month (post 2nd payroll calc to capture all contractual changes, leavers etc). New starts after 1st of month are removed and included in the next month's FTE analysis. This methodology enables better syncing of workforce FTE data and new start/leaver data.</i></p> <p>Additional FTE* (Period) <i>Breakdown of additional working hours utilisation for overtime represented as equivalent FTE. Agency cost and supply/casual cost converted to notional FTE value using average annual salary cost of £35/£25K per FTE.</i> <i>Overtime - actual units of time claimed/paid for additional hours (excludes call-out OT hours) at last transaction date. Data extracted at week 1 to capture late payments.</i> <i>Agency - cost of weekly invoicing from Pertemps, ASA and off-contract agencies for the last month. Data extracted after last weekly payroll in preceding month.</i> <i>Casual/supply - cost of hours claimed at last transaction date. Data extracted at week 1 to capture late payments.</i></p> <p><i>FTE calculated on the basis that a full-time Local Government Employee works 36 hours per week over 52.18 weeks (1878 hours). This calculation will be developed to take into account a 35 hour working week for Teacher contracts and any other conditions identified at consultation.</i></p> <p>FTE Trend <i>Archive data from previous S&I dashboard process.</i></p> <p>Turnover FTE (Period) <i>Organisation new starts and leavers in the month. Does not report on internal new appointments (e.g. additional contracts, promotion) or ended contracts for multi-position holders (where other positions are still live).</i></p>	<p>Pay Bill</p> <p>Actual (Period): <i>Sum of pro-rated basic salary for all staff on CEC payroll</i></p> <p>Annual (Projected): <i>Sum of pro-rated basic salary for all staff on CEC payroll*12</i></p> <p>Pay Bill (Period) <i>Breakdown of basic pay by contract type for all staff on CEC payroll. Same reporting conditions as for FTE.</i></p> <p>Pay Bill (Annual Projected) <i>Breakdown of basic pay by contract type for all staff on CEC payroll*12. Same reporting conditions as for FTE.</i> <i>For trends analysis it should be noted that workforce FTE/cost vs new start/leaver FTE/cost will never match exactly due to the "internal churn" of the existing staff population, e.g. changes to working hours, additional contracts).</i></p> <p>Monthly Costs <i>Actual cost of hours claimed for overtime, agency and casual/supply and payments made in period. Actual cost of transactions for all working time payments (variable, shifts, weekend, nights, disruption) at the last transaction date.</i></p> <p>Pay Bill Turnover (Period) <i>As FTE. Costings report on the annual basic salaries (pro-rated) for new start and leaver populations.</i></p> <p>Pay Bill Trend <i>Archive data from previous S&I dashboard process.</i></p>	<p>Transformation</p> <p>VERA/VR Leaver Reductions (FTE) <i>Data from Finance at week 4 of month.</i></p> <p>Redeployment - People <i>Headcount of staff on redeployment register with status surplus, temp redeployed, future dated VERA/VR leaver. Data extracted at 27th of month.</i></p> <p>Redeployment - Cost <i>Pro-rated basic salary data for staff on redeployment register.</i></p> <p>VR Leavers and Cumulative Budget Savings <i>Data from Finance at week 4 of month.</i></p>
<p>Absence</p> <p><i>All tables and graphs based on preceding 12 months absence data for all staff on CEC payroll.</i></p> <p><i>Data extracted at week 1 to capture late</i></p> <p><i>Trend data - archive data from previous S&I dashboard process.</i></p>	<p>Performance</p> <p>Looking Ahead Conversations <i>Total number of conversations where target date for completion has been reached (last day of preceding month). Data extracted at week 1 to capture late input. Different service areas have varying rolling dates for completion of GR1-4. Staff do not fall into scope for completion analysis until the last day of their target month for completion has passed.</i></p>	<p>Looking Back Conversations <i>Total number of conversations where target date for completion has been reached (last day of preceding month). Data extracted at week 1 to capture late input. For the standard cycle, all looking back meetings should have taken place by 31/03/18. Different service areas have varying rolling dates for completion of GR1-4. Staff do not fall into scope for completion analysis until the last day of their target month for completion has passed.</i></p>

Appendix 3: Workforce Management Information and Trends

Core Workforce: Management Information and Trends

Fig 1. FTE Trend

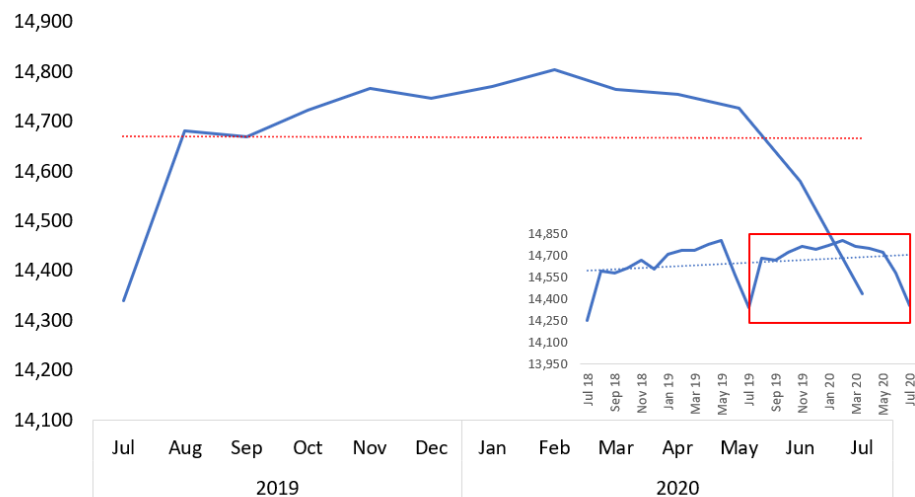


Fig 2. Pay Bill Trend

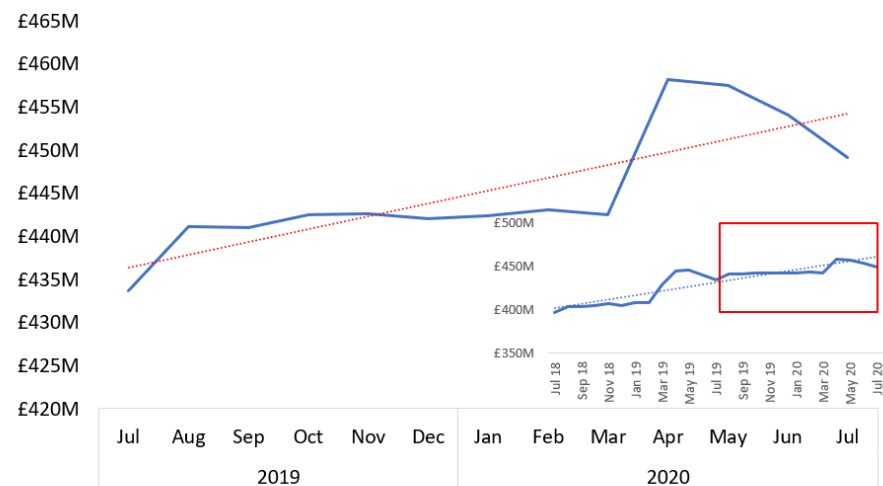


Fig. 3 Core Workforce Groups

Category/ Group	June 2020		July 2020		Change in FTE	Change in Headcount
	FTE	Headcount	FTE	Headcount		
Local Government Employee GR1-GR12 including Craft	10783	13636	10736	13582	-47	-54
Chief Official	19	19	19	19	0	0
Craft Apprentice	19	19	19	19	0	0
Teaching Total	3759	4767	3581	4762	-179	-5
Council Total	14580	18441	14354	18382	-225	-59

Fig. 4 Core Workforce FTE by Directorate

Directorate	June 2020		July 2020		Change in FTE	Change in Headcount
	FTE	Headcount	FTE	Headcount		
Strategy & Comms	142	155	144	144	2	-11
C&F	7807	10290	7591	10412	-216	122
EH&SCP	2129	2434	2122	2400	-7	-34
Place	2315	2737	2319	2564	4	-173
Resources	2162	2800	2154	2841	-8	41
Displaced	23	23	23	23	0	0
Council Total	14579	18439	14353	18384	-225	-55

Appendix 3: Workforce Management Information and Trends (continued)

Core Workforce: Management Information and Trends

Fig 5. Local Government Employee Workforce Change June 2015 to Current Period

Category/ Group	Grade	June 2015		June 2017		June 2018		June 2019		July 2020		June 15 to July 20	
		FTE	Basic Salary Cost	FTE	Basic Salary Cost	FTE	Basic Salary Cost	FTE	Basic Salary Cost	FTE	Basic Salary Cost	Change in LGE FTE	Change in LGE Basic Salary Cost
<i>Front Line Staff</i>	GR1	624	£8.1M	638	£8.4M	595	£8.1M	576	£8.3M	240	£3.6M	-384	-£4.5M
	GR2	244	£3.4M	198	£2.9M	170	£2.5M	167	£2.6M	497	£7.8M	252	£4.4M
	GR3	2374	£38.2M	2124	£34.9M	2089	£35.1M	1965	£34.9M	1958	£35.9M	-416	-£2.3M
	GR4	2479	£45.8M	2567	£48.1M	2444	£46.8M	2549	£52.0M	2435	£51.5M	-44	£5.7M
<i>Front Line Manager/ Specialist</i>	GR5	1808	£40.6M	1563	£35.2M	1545	£35.3M	1634	£39.6M	1693	£42.3M	-115	£1.7M
	GR6	1421	£37.1M	1337	£35.9M	1397	£38.0M	1444	£41.8M	1411	£42.3M	-10	£5.2M
	GR7	1520	£48.0M	1296	£42.1M	1294	£42.4M	1294	£45.2M	1312	£47.2M	-208	-£0.8M
	GR8	776	£29.2M	652	£25.1M	689	£26.7M	700	£29.0M	713	£30.4M	-63	£1.2M
<i>Managers</i>	GR9	359	£15.9M	280	£12.9M	281	£13.0M	279	£13.9M	275	£14.1M	-83	-£1.8M
	GR10	118	£6.3M	123	£6.5M	117	£6.4M	120	£7.0M	127	£7.7M	9	£1.3M
	GR11	47	£3.0M	36	£2.3M	36	£2.4M	38	£2.7M	33	£2.4M	-13	-£0.5M
	GR12	31	£2.2M	33	£2.4M	38	£2.8M	42	£3.3M	41	£3.4M	10	£1.2M
Total		11801	£277.8M	10849	£256.8M	10694	£259.4M	10808	£280.5M	10736	£288.6M	-1066	£10.8M

Appendix 3: Workforce Management Information and Trends (continued)

Flexible Workforce: Management Information and Trends

Fig. 6 Flexible Workforce in Period

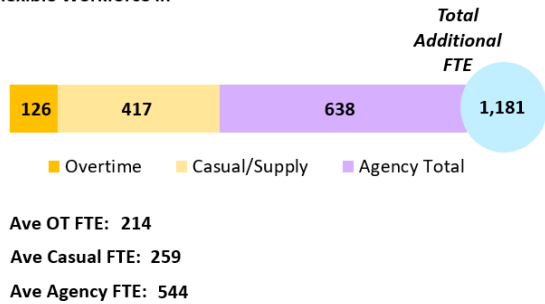


Fig. 7 Agency Trend

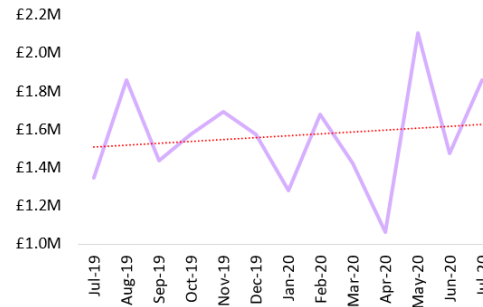


Fig. 8 Casual Trend

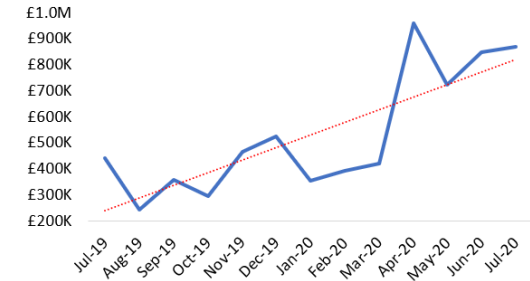


Fig. 9 Overtime by Type in Period

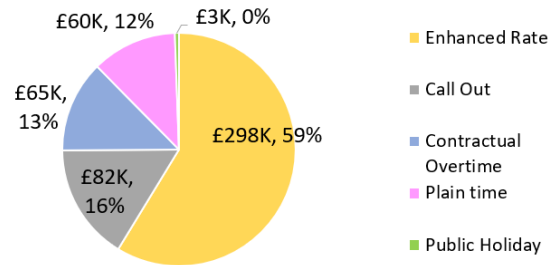


Fig. 10 Overtime by Type in Period - By Directorate

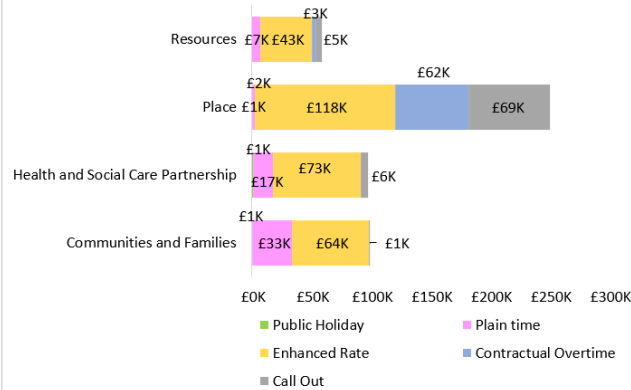
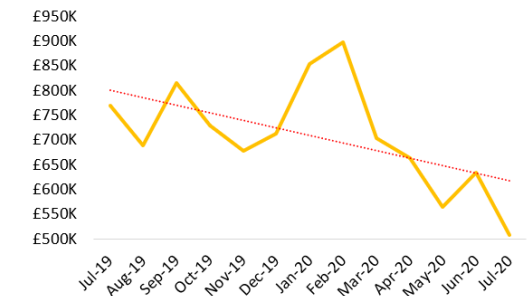


Fig. 11 Overtime Trend



Appendix 3: Workforce Management Information & trends

Core Workforce: Management Information and Trends

Fig 12. Monthly Absence Rate

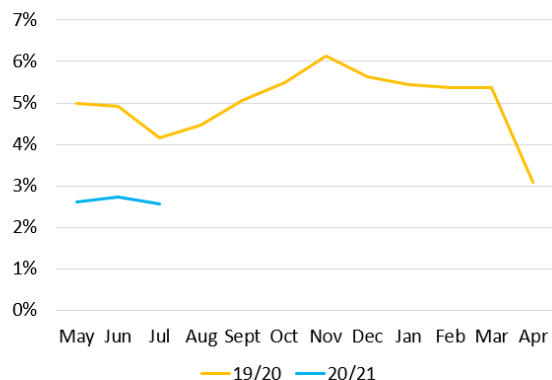


Fig 13. Monthly Days Lost

	Working Days Lost	
	19/20	20/21
May	13,862	7,236
Jun	13,139	7,222
Jul	11,395	7,005
Aug	12,275	
Sept	13,821	
Oct	15,101	
Nov	16,373	
Dec	15,524	
Jan	15,008	
Feb	13,938	
Mar	14,854	
Apr	8,570	

Fig 14. Monthly Absence Rate 19/20 - Directorates

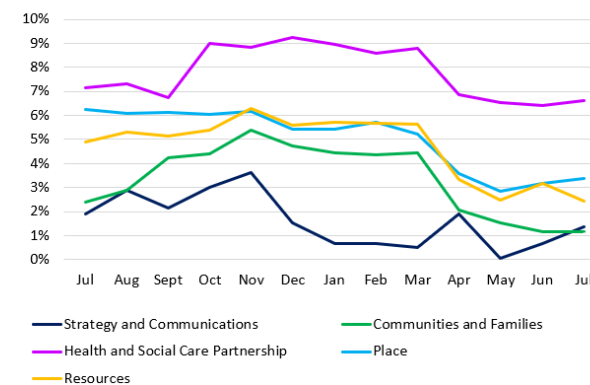
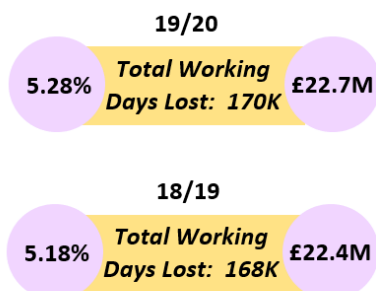


Fig 15. Rolling Absence Rate

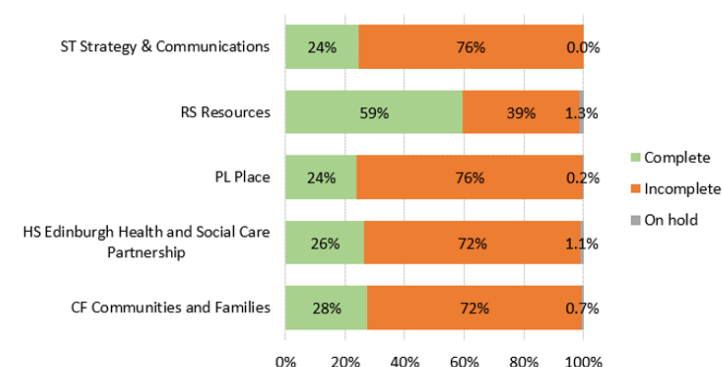


Working days lost to absence between April and March 18/19 + 19/20

Fig 16. Rolling Absence - Directorates

Directorate	Rate 18/19	Days Lost 18/19	Rate 19/20	Days Lost 19/20
Strategy and Communications	1.33%	0.4K	1.92%	0.6K
Communities and Families	3.76%	65K	4.05%	66K
Health and Social Care Partnership	8.51%	42K	8.48%	42K
Place	6.37%	33K	6.10%	32K
Resources	5.72%	28K	5.55%	28K

Fig 17. Looking Back 19/20 Conversation Completion July 20



This page is intentionally left blank

Finance and Resources Committee

10:00am, Thursday 24 September 2020

Award of Contract for Young Carer Services

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 The Finance and Resources Committee is asked to:
 - 1.1.1 Approve the award of a contract to Broomhouse t/a SPACE (lead), Edinburgh Young Carers and Capital Carers to provide Young Carer Support Services.
 - 1.1.2 Note the contract duration will be for 60 months (with the possible extension of a further 36 months) from 01 October 2020.
 - 1.1.3 Note the approximate maximum total value of the contract is £5,268,518 and the annual value varies throughout the term of the contract to incorporate annual increments based on the Scottish Government Funding.

Alistair Gaw

Executive Director for Communities and Families

Contact: Anna Gray, Quality Improvement Manager for Special Schools and ASLS

E-mail: Anna.gray@edinburgh.gov.uk | Tel: 0131 469 3960

Award of Contract for Young Carer Services

2. Executive Summary

- 2.1 The Carers (Scotland) Act 2016 places new duties on Local Authorities (detailed in Section 3). Additional funding to address these duties has been made available to local authorities.
- 2.2 Communities and Families and the Edinburgh Health and Social Care Partnership have worked in partnership to commission and procure a range of Carer Support Services. Whilst this has been a single procurement process, it was agreed that approval for the award of the Young Carer Support Service would be sought separately. Communities and Families wish to start the contract on 1st October 2020 whereas the Edinburgh Health and Social Care Partnership agreed to delay the start of the other new services to 1st January 2021.

3. Background

- 3.1 The Carers (Scotland) Act 2016 places a number of legal duties on local authorities and the NHS. Communities and Families along with The Edinburgh Health and Social Care Partnership has long recognised the value of Carers and the importance of the support required to ensure that Carers can continue their caring role, should they wish to do so. The Act incorporates the value of Carers into legislative duties.
- 3.2 Duties under the Act include:
 - 3.2.1 Widening of the definition of a Carer, to encompass a greater volume of Carers
 - 3.2.2 Preparation of Adult Carer Support Plans or Young Carer Statements for anyone identified as a Carer, or for any Carer who requests one
 - 3.2.3 Providing support to Carers that meet local eligibility criteria
 - 3.2.4 Involving Carers in Carer's Services
 - 3.2.5 Preparation of a Carers Strategy
 - 3.2.6 Establishing and maintaining information and advice services for Carers

- 3.3 The current landscape of support services to Carers in Edinburgh encompasses a mix of grants, statutory and commissioned services. In light of the increased funding from the Scottish Government, this mix of provision and funding was strategically reviewed by Edinburgh's Health and Social Care Partnership, to assess the impact that additional funding and legislative duties would have on commissioned and statutory services. It was perceived that new pathways and ways of working would be essential to ensure a joined-up approach that would improve the lives and outcomes for Carers and achieve the best value for those services.

4. Main report

- 4.1 On 28 January 2019 a Prior Information Notice (PIN) was published on Public Contracts Scotland (PCS) to invite providers, or those with an interest in Edinburgh Carer Supports, to attend a co-production event.
- 4.2 These events took place on 7 February and 1 March 2019, both of which were well attended by potential providers. The co-production was interactive and encouraged interested parties to discuss and generate ideas for improving supports for Carers. This also allowed for a question and answer session, facilitated discussions and a Power Point presentation, all of which were shared with providers who noted interest after the event.
- 4.3 There was also additional training provided by the Supplier Development Programme, EVOC and Partnership for Procurement. The aim of the training was to ensure that third sector organisations were tender ready and also to encourage partnership bids where possible.
- 4.4 On completion of co-production, and further development of the requirement, a contract opportunity was published via PCS for Edinburgh Carer Supports, under a competitive procedure with negotiation. This process was developed to ensure that providers received support to provide the highest possible quality of service for Edinburgh's Carers. As this is a social care type service, the tender was published in accordance with the Public Contracts (Scotland) Regulations 2015 with the Light Touch Regime applied.
- 4.5 The Contract was divided into 8 Lots according to the type of support and geographical presence required to deliver against [Edinburgh's Joint Carer Strategy](#). The increase in volume within the specification, sees a doubling of investment associated with Carer Support. The lot strategy was chosen to encourage smaller organisations to bid:

Lot	Title	Explanation
1	Identifying Carers,	This will include; working with businesses and employers to raise awareness of Carers, Carer Positive Employers Award, supporting Carers in the workplace and training to various stakeholders within

	Information and Advice	the City of Edinburgh and offering an accessible face to face and digital service of information and advice on topics relevant to Carers.
2	Carer Health and Wellbeing	The service provider will work in partnership with a range of carer organisations to provide and coordinate a range of health and wellbeing supports for adult Carers.
3	Short Breaks Programme	The service will provide a range of overnight, day and evening breaks for adult Carers
4	Short Breaks Fund	The service provider will manage a short breaks fund, providing all Carers, access to funds to be able to arrange flexible and creative breaks from caring.
5A	North East	The service shall provide personalised support for adult carer in the specific locality, who have requested support through one of the EHSCP partnership pathways (via GP or Social Care Direct) or have been identified by EHSCP staff.
5B	North West	
5C	South East	
5D	South West	
6	Young Adult Carers	The service will identify young adult Carers and provide information, advice and support. A young adult carer is someone who is 16 – 25 years old and no longer at school.
7	Young Carers Support	The service will; provide support to school staff across Edinburgh to develop a network of Young Carers Coordinators, ensure that Young Carer Statements are completed and provide appropriate, personalised support to young Carers.
8	Parent Carers	The service will offer specialist information and advice for adult parent Carers, offer and prepare adult carer support plans and support adult parent Carers to maintain their health and wellbeing.

- 4.6 All tenders received were evaluated based on most economically advantageous tender (MEAT), weighted 70:30 for quality and price. Due to the nature of the contract, the quality of the end service is of the utmost importance, as such 70% was allocated to quality and 30% to cost, keeping in line with the Council's requirement to achieve best value for money. Details of the evaluation criteria can be found in Appendix 1.
- 4.7 All providers were assessed as meeting the minimum quality threshold and the price was based on the annual cost of providing the service. Within the specifications

minimum volume thresholds had been set out. A Fair Work Practice statement was required from all providers. A breakdown of scoring can be found in Appendix 2.

- 4.8 Following the completion of the procurement process, the Edinburgh Integration Joint Board asked for the process to be put on hold to examine savings options. The budget for lot 7, Young Carers Support, was not part of this process and therefore Communities and Families seeks to make an award starting on 1st October as was originally envisaged. This will enable the authority to continue to meet its statutory obligations regarding Young Carers Statements.

5. Next Steps

- 5.1 Subject to approval, the services will commence from 01 October 2020, and will allow the Council to continue to meet its statutory obligations with regards to providing support services to Young Carers within the City of Edinburgh.

6. Financial impact

- 6.1 The potential total value of this award is £5,268,518 including the maximum period of extension. The variable annual value reflects the availability of Scottish Government funding which is confirmed for the initial period of contract.

2020-21	£535,648
2021-22	£650,255
2022-23	£670,233
2023-24	£680,578
2024-25	£680,242
2025-26	£680,304
2026-27	£680,432
2027-28	£690,824

- 6.2 The contract term of up to a possible 8 years provides long-term financial security for the providers and ensures the sustainability of support services to Young Carers. The aim of the specifications is for Schools staff and other Communities and Families staff

to work with providers, to ensure continuous improvement which needs to meet the increase in numbers and the requirements of Young Carers throughout the contract term.

- 6.3 The staffing costs associated with procuring this contract along with the other lots are estimated to be between £20,001 and £35,000.

7. Stakeholder/Community Impact

- 7.1 A large-scale market shaping exercise was undertaken to ensure the new funding from the Scottish Government and the current funding would be used to efficiently reach the greatest volume of Carers. Consultation with Carers and partner organisations was undertaken through different mechanisms such as; focus groups, online surveys, paper surveys, follow up meetings with Carers.
- 7.2 An additional co-production event was held on 13th September 2019 to help facilitate networking amongst potential providers, including smaller organisations, to provide organisations with more up to date information and for additional training to be provided. The event was attended by 14 different organisations.
- 7.3 A recurring theme throughout the market shaping exercises was concern from smaller providers in regard to their equity of access to tender. This was taken into consideration and mitigated as far as possible through use of a negotiated procedure and encouraging partnership bids.
- 7.4 The successful organisations have committed to provide Community Benefits throughout the lifetime of the Contract. This will be managed and monitored by the designated Contracts Officer.
- 7.5 No significant environmental impacts are expected to arise from this contract.
- 7.6 This success of these contracts will be measurable against Key Performance Indicators which are detailed within the specifications.
- 7.7 An Integrated Impact Assessment was completed, and all recommendations were addressed throughout the tendering process.
- 7.8 All providers have completed a COVID-19 business continuity plan, confirming how services will continue under new measures provided by the Scottish Government. These measures will continue to be monitored throughout the life time of the contracts, to ensure that Carer supports are continued in other agile formats, when required.
- 7.9 Variation clauses are included in the new service specifications, which not only acknowledges changes and impact of legislation on the services but allows for changes to be made to services (in agreement with providers) which will be of benefit to service users and improves outcomes.

8. Background reading/external references

- 8.1 Edinburgh Joint Carers' Strategy 2019-2022 <https://www.edinburghhsc.scot/wp-content/uploads/2020/06/Edinburgh-Joint-Carers-Strategy-2019-2022-FINAL.pdf>.
- 8.2 IIA Carers Act 2018 <https://www.edinburghhsc.scot/wp-content/uploads/2019/12/IIA-Carers-Act-2018.pdf>
- 8.3 Carers Investment IIA July 2020 <https://www.edinburghhsc.scot/wp-content/uploads/2020/07/15.-Carers-Investment-IIA-Report-20-07-21.pdf>
- 9.4 [Award of Contracts for Edinburgh Carer Supports](#) Policy and Sustainability Committee August 2020

9. Appendices

- 9.1 Appendix 1 Summary of Tendering and Tender Evaluation Processes
- 9.2 Appendix 2 Ranking

Appendix 1 – Summary of Tendering and Tender Evaluation Processes

Contract	CT2484	
Contract Period	96 months	
Estimated Total Contract Value (including extensions)	£5,268,518	
Procurement Route Chosen	Competitive Procedure with Negotiation	
Contracts to be Awarded	1 award to 1 lead provider in partnership with two other organisations.	
Price / Quality Split	Quality 70	Price 30
	Criteria	Weighting (%)
Evaluation Criterion and Weightings – LOT 7	Q1. Core Staff	20%
	Q2. School Support	15%
	Q3. Young Carers Statements	15%
	Q4. Support to Young Carers	10%
	Q5. Information and Advice Provision	10%
	Q6. Young Carers Fund	5%
	Q7. Transitions	10%
Evaluation Criterion and Weightings – ALL LOTS	Data Protection	5%
	Business Continuity	5%
	Community Benefits	5%

Appendix 2 – Ranking

Lot 7 – Young Carer Support

Supplier	Quality Score 70/100	Cost Score 30/100	100% of Tender to Final Score	Rank
Partnership between Broomhouse t/a SPACE (lead), Edinburgh Young Carers and Capital Carers.	58.98	30.00	88.98	1

This page is intentionally left blank

Finance and Resources Committee

10.00am, Thursday 24 September 2020

Contract Awards and Procurement Programme (Period 1 January to 30 June 2020)

Item number	
Executive/Routine	Routine
Wards	
Council Commitments	

1. Recommendations

- 1.1 It is recommended that the Committee notes the contents of this report and the contract awards made by officers under delegated authority, in accordance with the Contract Standing Orders. A further report will be submitted to the Committee in approximately six months' time.

Stephen S. Moir

Executive Director of Resources

Contact: Iain Strachan, Chief Procurement Officer,

Finance Division, Resources Directorate

E-mail: iain.strachan@edinburgh.gov.uk | Tel: 0131 529 4930

Contract Awards and Procurement Programme (Period 1 January to 30 June 2020)

2. Executive Summary

- 2.1 This report updates the Finance and Resources Committee on the scope of contracts awarded across the Council in the period 1 January to 30 June 2020. This provides visibility of contracts awarded by officers under delegated authority, including direct contract awards not openly tendered due to specific circumstances permitted in the relevant procurement regulations and those awarded following a waiver of the Council's Contract Standing Orders (CSOs). This report also seeks to provide the Committee with visibility of the forthcoming procurement programme in relation to expected higher value contracts across the Council.

3. Background

- 3.1 The Commercial and Procurement Services (CPS) team, within the Finance Division, is responsible for fostering commercial and procurement efficiency, enabling Best Value to be secured across the Council. In support of this approach CPS:
- supports Directorates to procure goods, works and services (with the focus primarily on contracts in the value of £25,000 and above); and,
 - provides governance, process and operational oversight for contracting and purchasing (including the Council's CSOs).
- 3.2 The commercial and procurement programme comprises significant volumes of both activities and stakeholders across the breadth of the Council. The scope of this function includes working with services in relation to:
- £684m of third party spend across the Council during 2019/20;
 - Management of the Council's Contract Register – 1,358 live contracts (at 30 June 2020); and
 - Approximately 5,970 suppliers, 1,170 requisitioners and 720 approvers on the Council's Oracle purchasing system (at 30 June 2020).

- 3.3 Directorates are responsible for ensuring that contract information is regularly updated on the Council's Contract Register (accessible through the Orb and publicly). CPS regularly provides a list of expiring contracts and waivers to Directorates for their review, to enable Executive Directors and Heads of Service to fulfil their responsibilities for all contracts tendered and subsequently awarded by their Directorates/Divisions. Commercial Partners within CPS work alongside divisional management and procurement delivery teams, as business partners, to support relationship management and to assist the contract planning process.
- 3.4 The Council's CSOs outline contract approval thresholds for goods, works and services, identifying both the level of award which can be undertaken and those with the authority to award.
- 3.5 In specific circumstances, direct awards can be undertaken, where it is not practically viable or in the Council's best interests to 'tender' the requirement.
- 3.6 A waiver of CSOs to allow a contract to be awarded or extended without competitive tendering may also be required in certain circumstances. Inevitably, there will always be a need for a select number of waivers, however each is evaluated on its own merits and approval given only if fully justifiable and in the best interests of the Council. Such circumstances continue to be tightly controlled and scrutinised and will continue to be reported to Committee through this report.
- 3.7 This report also provides insight into forthcoming procurement activity for expected higher value contracts across the Council.

4. Main report

- 4.1 This report updates the Finance and Resources Committee on the scope of contracts awarded by officers under delegated authority across the Council in the period 1 January to 30 June 2020 and provides visibility of the forthcoming procurement programme in relation to expected higher value contracts across the Council. Information is as recorded on the Council's Contract Register as at 6 July 2020.
- 4.2 It is noted that the COVID-19 pandemic has impacted on the Council's procurement activity during the period, actions and control measures have been undertaken to support existing and new contracting requirements, and in turn mitigate the associated risk to Council services and other project initiatives. Temporary changes to the CSOs were implemented as of 31 March 2020. The effect of these changes was to implement additional governance to contractual decisions such that no new major contractual commitments (above £500,000) be entered into by the Council other than where approved by the Chief Executive or the relevant Executive Director, and only following advice having been taken from the Head of Legal and Risk and the Chief Procurement Officer. These temporary changes remained in place to the end of the reporting period to which this report relates, subsequently rescinded following consideration by the Chief Executive, through the Council's Incident Management Team, on 27 July and in consultation with Council Leader and Deputy Leader.

- 4.3 The pandemic is continuing to present a number of new challenges to the Council and its suppliers. CPS is working closely with service areas to support them through this next period. It is however noted that in some cases there has been a requirement to seek approval to waive Contract Standing Orders in Committee or through delegated officer approval as a result of the pandemic. As ever, such approvals continue to be constructively challenged and subject to robust scrutiny, to ensure such actions are in the Council's best interests and secure Best Value.
- 4.4 The CSOs state that contracts above a threshold of £1m for supply of goods and services and £2m for works require approval from the Committee prior to award. A summary of contracts awarded by officers under delegated authority is presented in Table 1 below.

Table 1 Contracts Awarded under Delegated Authority

Directorate	Total Contract Value 1 January – 30 June 2020
Chief Executive's Service	£200,000
Communities and Families	£6,414,471
Health and Social Care	£6,059,248
Place	£8,721,549
Resources	£31,869,389
De Minimis Value Contracts (Under £25,000)	£717,105
	£53,981,762

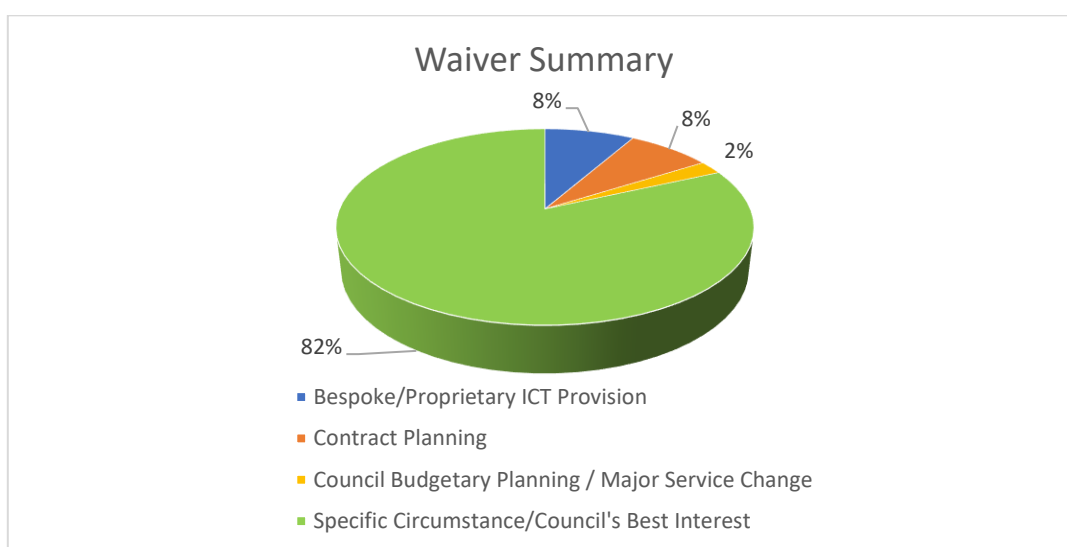
- 4.5 A full breakdown of contracts awarded by officers under delegated authority in this period is provided in Appendix 1. It is noted that given their de minimis value, contracts under the value of £25,000 have not been listed. For information, there were a total of 70 contracts awarded with a value of less than £25,000.
- 4.6 National Framework awards under Standing Order 12 of the CSOs are also included in Appendix 1. The title or description identifies where such a Framework has been utilised.
- 4.7 The report also offers insight in respect of those contracts awarded under waiver of the Council's CSOs, both under delegated authority and through Committee approval, these are summarised by Directorate in Table 2 overleaf.

Table 2 Contracts Awarded under the Waiver of Standing Orders

Directorate	Total Value of Waivers 1 January – 30 June 2020	
	Delegated Authority	Committee Approval
Chief Executive's Service	£7,200	-
Communities and Families	£3,200,987	£10,108,839
Health and Social Care	£1,350,565	£10,104,894
Place	£2,669,743	£4,174,925
Resources	£1,421,119	£25,200,000
Total	£8,649,614	£49,588,658

4.8 Appendices 2 and 3 provide the detail and financial value of contracts awarded under waiver of Council CSOs. It should be noted that in several cases the expected spend, as determined by the service area, may be below the value of the waiver granted.

4.9 To enable greater understanding of the background to waivers across the Council, CPS records relevant management information. The chart below details reasoning (based on the background and justification detail provided by the service area) for the waivers in period, noting that only a limited percentage (8%) primarily relate to contract planning, historically a concern of the Committee. The majority (82%) of waivers recorded relate to specific circumstances where services required at a certain point in time dictate that a direct award is in the Council's best interests. It is noted that a further 8% relate to bespoke/proprietary ICT, with the remainder relating to Council budgetary planning or major service change. Given the breadth of services delivered across the Council, the reasons for these are numerous and varied, with further detail of requirement for each waiver listed within Appendix 2.



- 4.10 With regard to the value of waivers, the majority continue to be of a relatively low to moderate value, with 14% of waivers below £10,000, 46% of waivers below £25,000 and 70% below £50,000. This is largely consistent with previous reporting periods.
- 4.11 CPS continues to monitor and challenge submitted waivers to ensure continuing compliance with the CSOs. The Waivers and Contract Register provides the required visibility of spend enabling CPS to highlight to Directorates where plans for procurement require to be put in place without delay.
- 4.12 To enable greater insight into the forthcoming procurement programme in relation to higher value contracts across the Council, the top seventeen (by value) is detailed within Appendix 4. It should be noted this is based on current knowledge and is subject to change as each individual procurement strand progresses.

5. Next Steps

- 5.1 A further report will be submitted to the Committee in approximately six months' time.

6. Financial impact

- 6.1 Through a robust procurement approach, proactive management of contract cycles, aggregating spend and carrying out competitive procurement where appropriate, this should continue to support commercial efficiency and achieve Best Value for Council contracts.

7. Stakeholder/Community Impact

- 7.1 Directorates have been consulted in relation to their expiring contracts, waivers and suppliers in preparation for the collation of this report. On an ongoing basis, the CSOs outline the appropriate measures of consultation and approval that must be sought from officers or committee for each waiver, dependent on expected value.
- 7.2 Due to the significant volumes of activity and numbers of stakeholders involved in purchasing and procuring goods, services and works, CPS relies on services to provide accurate information through their Contract Register entries and timely requests for procurement support. To mitigate against any risks in this area, data is reviewed for accuracy and reliability in consultation with services.
- 7.3 A waiver denotes a departure from the CSOs. There may be an increased risk if the Council has departed from European Union or Scottish procurement regulations. However, each waiver is scrutinised on its own merits in this context and requires appropriate checks and balances both within the Directorate concerned and corporately and is only approved if justifiable given the circumstances or permitted in accordance with the relevant legislative framework.
- 7.4 Co-production resource and timescales require to be factored in to overall timescales for services to re-procure contracts to ensure early planning and avoidance of waiver requirements.

7.5 There are no equalities or sustainability impacts directly arising as a result of this report.

8. Background reading/external references

8.1 [Contract Awards and Procurement Programme \(Period 1 July – 31 December 2019\)](#) – Report to Finance and Resources Committee, March 2020

9. Appendices

Appendix 1 – Contracts awarded under Delegated Authority

Appendix 2 – Contracts awarded under the Waiver of CSOs by Delegated Authority

Appendix 3 – Contracts awarded under the Waiver of CSOs by Committee approval

Appendix 4 – Procurement Programme – Anticipated High Value Procurements
Across the Council

Appendix 1 – Contracts awarded under Delegated Authority

The following relate to the period 1 January – 30 June 2020.

Supply of Goods and Service Contracts

Date	Directorate	Chief Executive's Service	
	Supplier	Contract Description	Value
21/04/2020	Safecall Limited	Whistleblowing hotline and associated services.	£200,000
			£200,000

Date	Directorate	Communities and Families	
	Supplier	Contract Description	Value
08/01/2020	GGI Development and Research LLP	Governance review of the Children's Services Partnership.	£25,000
31/01/2020	Framework – Multiple Supplier	Framework for Independent Psychological Assessments (Permanence planning and order applications).	£400,000
17/02/2020	Letombo Limited	Supported living services to a young person.	£90,000
28/02/2020	Scottish Catholic Educational Service	Provision of specialty materials for catholic schools.	£25,000
19/03/2020	Credo Care Ltd	Provision of services for a child in the care system.	£80,000
19/03/2020	JMT Care Services Ltd	Provision of services for a child in the care system.	£200,000
19/03/2020	Action For Children	Provision of services for a child in the care system.	£329,680
27/03/2020	Nivensknowe Boarding Kennels	Kennelling services for pets, service continuity.	£90,000
01/04/2020	Barnardo's Scotland	Short breaks for children with disabilities.	£443,000
16/04/2020	Malcolm Hollis LLP	BIM survey of Trinity Academy phase two.	£29,650
21/04/2020	Primecare Health Ltd	Specialist care for a young person.	£356,920
30/04/2020	W F Howes Ltd	Supply of audio and large print books of named authors.	£77,931
26/05/2020	The Action Group	Summer support programme for children and young people with disabilities.	£51,667
26/05/2020	Lothian Autistic Society	Summer support programme for children and young people with disabilities.	£52,023

26/05/2020	The Yard	Summer support programme for children and young people with disabilities.	£61,600
26/05/2020	Primecare Health Ltd	Summer support programme for children and young people with disabilities.	£47,000
26/05/2020	Capability Scotland	Summer support programme for children and young people with disabilities.	£55,000
17/06/2020	Framework – Multiple Supplier	Adoption of the Scotland Excel Framework for the supply of secure care services.	£4,000,000
			£6,414,471

Date	Directorate	Health and Social Care	
	Supplier	Contract Description	Value
19/03/2020	Forthland Lodge T/A Meallmore Ltd	Specialist care within Forthland Lodge for people with brain injury and illness.	£439,900
30/03/2020	Northcare Manor T/A Northcare Scotland Ltd	Additional capacity care home places (Safehaven) Northcare.	£3,106,377
30/03/2020	Trinity Craighall LLP	Additional capacity care home places (Safehaven) Trinity.	£782,857
30/03/2020	Manor Grange Care Home	Additional capacity care home places (Safehaven) Manor Grange.	£782,857
06/04/2020	Cairdean House	Additional capacity care home places (Safehaven) Cairdean House.	£516,686
06/04/2020	Lauder Lodge	Additional capacity care home places (Safehaven) Lauder Lodge.	£430,571
			£6,059,248

Date	Directorate	Place	Value
	Supplier	Contract Description	
08/01/2020	GTG Training Ltd	Driver training for staff to ensure higher level driver licence category for medium and large vehicles.	£90,000
08/01/2020	Turner & Townsend Project Management Limited	City Centre West to East Cycle Link Project Management support.	£38,000
09/01/2020	Framework – Multiple Supplier	Adoption of Scotland Excel Framework Agreement for Roads Maintenance Materials.	£500,000
09/01/2020	Framework - see Supplier Contract Line	Adoption of Scotland Excel Framework Agreement for Roads Bitumen Products.	£600,000
14/01/2020	Forde Training Services Limited	Plant equipment training to maintain and upskill Council employees' abilities to operate specialist equipment.	£60,000
14/01/2020	Forde Training Services Limited	Street Works Qualification Register training to ensure safe working in the delivery of highway maintenance works.	£35,000
15/01/2020	Currie & Brown UK Limited	Project Management services via Professional Services Framework (PSF) for Powderhall Early Years Centre and older persons housing.	£48,251
23/01/2020	Car Hire (Days of Swansea) Ltd T/A Days Fleet	Supply of five Renault Kangoo electric vehicles, third party funded.	£55,384
29/01/2020	IMG Artists UK Ltd	Artists agents for Cultural Venues.	£92,000
31/01/2020	Will Rudd Davidson Edinburgh Ltd	Structural engineering services for Moredunvale Regeneration via PSF.	£634,923
31/01/2020	Will Rudd Davidson Edinburgh Ltd	Site investigation for Moredunvale Regeneration via PSF.	£318,820
31/01/2020	Crown Paints Limited	Provision of paint packages for new tenants to assist with the cost of decoration to their homes.	£45,000
03/02/2020	Cleveland Containers Ltd	Shipping containers for Croft An Righ.	£45,450
03/02/2020	Mallatite Ltd	Pedestrian safety barriers via Scotland Excel Framework for Croft An Righ.	£299,988
05/02/2020	Valtech Limited	Blue Badge digital solution and associated services.	£60,000
24/02/2020	Aecom Limited	Structural Engineering Services via PSF for the Active Travel Plan 2020-2030.	£40,207
26/02/2020	SSE Telecommunications Limited	Design services and construction for diversions of utilities.	£125,760
26/02/2020	Colin Devenney Plant Hire	Structural repair works to sea defences at Granton, Silverknowes and Seafield.	£39,996

28/02/2020	Anderson Bell Christie Limited	Architectural Services via PSF for Moredunvale Regeneration.	£864,154
28/02/2020	AHR Architects Limited	Project development and delivery via PSF of NEP's Designs 2020 South West Locality.	£30,995
05/03/2020	Framework – Multiple Supplier	Adoption of Scotland Excel Framework Agreement for Vehicle Parts.	£900,000
06/03/2020	Aecom Limited	Structural Engineering services via PSF for 'Dropped Kerb Programme'.	£36,301
11/03/2020	Zayo Group UK Limited	Edinburgh Tram York Place to Newhaven.	£187,000
13/03/2020	Daimler Fleet Management UK Limited	Lease of twenty Nissan Leaf electric vehicles, part external funding.	£153,702
30/03/2020	Lothian Daf	Purchase of road marking vehicles.	£261,327
16/04/2020	Sustrans Ltd	Cycling initiative in schools, part funded.	£45,000
14/05/2020	Jacobs UK Ltd	Design and engineering support for Dundee Street and Fountainbridge cycle routes.	£204,231
15/05/2020	Vale Engineering (York) Limited	Purchase of quad bikes with weed spraying attachments.	£49,500
19/05/2020	Woodall Nicholson Limited	Purchase of electric low floor minibuses via YPO Framework.	£602,959
22/05/2020	Tracsis Traffic Data Limited	Traffic data collection during Covid-19 travel restrictions.	£75,975
08/06/2020	Systra Limited	City Centre West to East Cycle Link Monitoring Plan.	£314,724
11/06/2020	Collective Architecture Limited	Architectural services via PSF for Powderhall Stables refurbishment.	£80,000
11/06/2020	Currie & Brown UK Limited	Quantity Surveying services via PSF Powderhall Stables refurbishment.	£25,203
16/06/2020	Levenseat Ltd	Collection and disposal of waste tyres from the general public at the Household Waste and Recycling Centre.	£30,000
17/06/2020	Atkins Limited	Drainage and flooding design via the Scotland Excel Technical, Engineering and Consultancy Framework.	£32,530
			£7,022,380

Date	Directorate	Resources	
	Supplier	Contract Description	Value
14/01/2020	Doig & Smith Limited	Project Management services via PSF for Trinity Academy Phase 2.	£39,817
20/01/2020	Holmes Miller Limited	Architectural services via PSF for Trinity Academy Phase 2.	£79,635
05/02/2020	Symetri Limited	Subscription to support the use of AutoCAD design software.	£25,000
27/02/2020	Holmes Miller Limited	Architectural services via PSF for Echline Primary School 'rising rolls' and Early Years expansion.	£110,925
28/02/2020	Currie & Brown UK Limited	Project Management services via PSF for hard Facilities Management transformation.	£576,800
02/03/2020	E.D.P. Health, Safety and Environment Consultants Limited	Continuation of asbestos surveys and records update.	£86,100
13/03/2020	RON Services Limited	Cleaning services for exceptional circumstance.	£200,000
13/03/2020	Framework – Multiple Supplier	Steeplejacks and associated services.	£35,000
16/03/2020	Arco Ltd	Emergency purchase of PPE due to Covid-19 - masks, gloves and disposal bags.	£142,529
16/03/2020	Dawn Direct Ltd	Emergency purchase of PPE due to Covid-19 - gloves and aprons.	£26,216
16/03/2020	Gleann Mor Spirits Co Ltd	Emergency purchase of PPE due to Covid-19 - hand sanitiser.	£25,800
16/03/2020	Hutchison Technologies Ltd	Emergency purchase of PPE due to Covid-19 – masks.	£237,600
16/03/2020	Lion Safety Ltd	Emergency purchase of PPE due to Covid-19 - gloves, aprons, hand sanitiser & masks	£177,054
16/03/2020	SMI International Group Limited	Emergency purchase of PPE due to Covid-19 - hand sanitiser, wipes, aprons, masks and gloves.	£110,290
16/03/2020	Streamline Corporate Limited	Emergency purchase of PPE due to Covid-19 - visors and masks.	£66,600
08/04/2020	GHPC Group Ltd	Clerk of Works services via Framework, Meadowbank Sports Centre.	£122,904
01/05/2020	St. Vincent's Health and Public Sector Consulting Limited	Digital transformation services via Framework for Property and Facilities Management services.	£188,500
15/05/2020	Link Treasury Services Limited	Leasing advisor services.	£43,590
25/05/2020	Veolia ES UK Limited	Utility supplies for Seafield offices.	£40,000

22/06/2020	Sharp Business Systems UK PLC	Valley Park Community Centre educational furniture and fit out.	£34,015
			£2,368,375

Works Contracts

It is noted there were no works contracts awarded by the Chief Executive's Service, Health & Social Care or Communities and Families Directorates.

Date	Directorate	Place	Value
	Supplier	Contract Description	
14/01/2020	Davidson Engineering (Scotland) Ltd	Twelve Closes Project - Custom design and installation of decorative metalwork for Chessels Court.	£30,000
21/01/2020	Lanes Group PLC	Birnies Court - relining four cast iron stacks, via Framework.	£103,035
04/02/2020	First Call Trade Services Limited	External lifting platform and associated landscaping, Ladywell Road, via Framework.	£27,000
02/03/2020	VolkerLaser Ltd	Concrete and masonry repairs to Newhaven Road South Bridge and Telford Road Bridge.	£228,860
02/03/2020	Maclay (Civil Engineering) Limited	Carriageway and footway reconstruction to Semple Street, Ponton Street, Lauriston Street and Fountainbridge.	£525,173
03/03/2020	Zenith Property Conservation Ltd	Essential maintenance and refurbishment works to Warriston road and railway bridges.	£198,437
13/03/2020	Locogen Energy Services Limited	Installation of energy efficiency equipment into houses, Kirkliston.	£586,664
			£1,699,169

Date	Directorate	Resources	Value
	Supplier	Contract Description	
23/01/2020	P1 Solutions Ltd	Sighthill Primary School, nursery landscaping via Contractor Works Framework (CWF).	£56,317
23/01/2020	P1 Solutions Ltd	Prestonfield Primary School, playground landscaping via CWF.	£62,301
23/01/2020	P1 Solutions Ltd	Dean Park Primary School, playground landscaping via CWF.	£69,051
23/01/2020	P1 Solutions Ltd	St Cuthbert's Primary School, playground landscaping via CWF.	£65,558
23/01/2020	P1 Solutions Ltd	Moffat Early Years Centre, playground landscaping via CWF.	£136,619
23/01/2020	P1 Solutions Ltd	Brunstane Primary School, playground landscaping via CWF.	£96,614
13/02/2020	Hub South East Scotland Limited	Fox Covert Primary School and St David's Primary School building extensions.	£1,010,949

18/02/2020	Ashwood Scotland Ltd	Holy Cross Primary School, asset management and refurbishment work via CWF.	£459,965
19/02/2020	Morgan Sindall Construction & Infrastructure Ltd	New South Edinburgh Primary School via CWF.	£12,257,553
26/02/2020	Morgan Sindall Construction & Infrastructure Ltd	Leith Victoria Primary School via CWF.	£13,759,587
18/03/2020	Maxi Construction Ltd	Craigentenny Primary School, asset management and refurbishment work via CWF.	£1,526,500
			£29,501,014

Appendix 2 – Contracts awarded under the Waiver of CSOs by Delegated Authority

The following relate to the period 1 January – 30 June 2020.

Waiver No.	Directorate	Chief Executive's Service	
	Supplier	Justification for waiver	Value
Waiver 2083	Bennetts Associates Architects	Feasibility study for an Architectural Centre in Edinburgh.	£7,200
			£7,200

Waiver No.	Directorate	Communities and Families	
	Supplier	Justification for waiver	Value
Waiver 2052	Xn Leisure Systems Ltd	Licensing and maintenance of information system software, proprietary rights.	£5,407
Waiver 2057	Muirhouse Youth Development Group	Support programme to pupils at risk of exclusion from mainstream education, longstanding community project.	£37,600
Waiver 2061	October Resolutions Ltd	ICT product currently in use in schools to support pupil timetabling and staff resource allocation, best interests.	£48,000
Waiver 2062	Twinkl Ltd	Provision of up to date classroom resources, linked to curriculum for excellence, sole supplier.	£35,000
Waiver 2063	Andrell Education Limited	Provision of interactive progression of resources to be used within teaching and learning, sole supplier.	£25,000
Waiver 2064	Teacher Centric Ltd	Product to support and enhance parental engagement with homework activities as set at school, sole supplier.	£25,000
Waiver 2065	Sumdog Ltd	Interactive materials for pupils to practice numeracy and mathematics development, sole supplier.	£70,000
Waiver 2066	Renaissance Learning UK Ltd	Curriculum delivery support for primary schools, no known alternative suppliers.	£25,000
Waiver 2067	Benholm Interior Planters	Historic gardening contract at Leith Academy.	£18,000
Waiver 2068	Jack Kane Community Centre	SAC / PEF funded programme of assessment and activities with existing community linked charity.	£6,400
Waiver 2070	Mercurytide Ltd	IT support for joininedinburgh.org website for Lifelong Learning, FY 19/20, proprietary rights.	£25,000
Waiver 2071	Local Planet Solutions Ltd	Software to migrate functionality and business process to Council's Northgate system, proprietary rights.	£19,600
Waiver 2074	Muddy Faces Ltd	Specific protective clothing for Early Learning activities, best interests.	£50,000

Waiver 2076	Collaborate & Innovate Ltd	Primary school equipment, sole supplier, benchmarked and shown to provide best value.	£120,000
Waiver 2078	Stepping Stones North Edinburgh	Extension to early intervention services to young parent families under 25 years, best interests.	£50,000
Waiver 2086	Humanutopia Limited	PEF funded support to close attainment gap at Firhill High School, best interests.	£7,920
Waiver 2088	GL Education Group Ltd	Assessment data for schools, sole supplier.	£132,500
Waiver 2089	Supermums Ltd	Short term provision of creche support relating to resettlement programme, externally funded.	£12,000
Waiver 2090	Columba 1400 Staffin Limited	SAC funded leadership programme for staff who deal with pupils at risk of not engaging with school.	£15,000
Waiver 2102	Notts Sport Limited	Sole supplier of specific children's safety surface for school playground, not available through Framework.	£49,999
Waiver 2103	Abacus Playgrounds Limited	Sole supplier of specific children's wet pour safety surface for school playground, not available through Framework.	£49,999
Waiver 2104	The Community Help and Advice Initiative - CHAI	Extension to existing advice and information services contract to allow procurement exercise to be undertaken.	£196,176
Waiver 2109	Faith Mission Bookshop	Meeting and conference facilities across the estate for Health & Social Care, best interests.	£35,000
Waiver 2111	Horizons Residential Care	Secure accommodation for young person after agreed placement broke down.	£78,750
Waiver 2123	Digital Angel Radio Communications Limited	Digital radio system contract extension to allow time for the procurement process and new contract put in place.	£12,098
Waiver 2124	Superlogo Limited	Dancewear for active schools, third party funding.	£36,000
Waiver 2126	Four Square Scotland	Extension to existing care and support contract to allow completion of tender exercise.	£109,811
Waiver 2127	Shakti Women's Aid	Extension to existing care and support contract to allow completion of tender exercise.	£119,654
Waiver 2128	Edinburgh Women's Aid Ltd	Extension to existing care and support contract to allow completion of tender exercise.	£184,872
Waiver 2132	Adapt Scotland Ltd	Therapeutic development programme for a specific looked after child.	£9,200
Waiver 2138	Calor Gas Ltd	Supply of gas to Council outdoor centres, supplier owns existing tanks in use at these facilities.	£50,000
Waiver 2139	Action For Children	Specialist programme for two young people, crisis support over the Easter holidays.	£7,000

Waiver 2145	Sacro	Support to recruit and manage volunteer drivers to provide transport to families of prisoners.	£10,723
Waiver 2147	The Yard	Specialist service for children with complex disabilities and respite to parents/carers during Covid-19 situation.	£105,215
Waiver 2151	Action For Children	Continuing care need for a young person out of education due to breakdown in placement.	£20,000
Waiver 2154	Montgomery Real Estate Ltd	Urgent access to property for homeless and those people in shared accommodation during Covid-19 pandemic.	£13,175
Waiver 2155	Mercurytide Ltd	Sole supplier of the joinedinburgh website, FY 20/21, ICT proprietary rights.	£25,000
Waiver 2158	The Action Group	Extension for support of children with additional support needs until open framework recommences next year.	£90,000
Waiver 2159	Primecare Health Ltd	Specialist service for children with complex disabilities and respite to parents/carers during Covid-19 situation.	£101,000
Waiver 2165	Old Waverley Hotel Limited T/A The Edinburgh Collection Limited	Room booking for people in shared accommodation who may require to self-isolate as a result of Covid-19.	£400,400
Waiver 2171	SSERC	Providing support for STEM education in all primary and secondary schools, sole supplier.	£53,328
Waiver 2186	Wireless CCTV Ltd	Extension of existing mobile CCTV airtime monitoring facility until upgrade of central monitoring system.	£12,998
Waiver 2187	Groupcall Ltd	ICT system for schools to book parents evening slots, sole supplier in Scotland.	£14,745
Waiver 2192	Humanutopia Limited	Equality training inclusive to all pupils and staff at Royal High School, best interests.	£13,200
Waiver 2199	Victim Support Scotland	Extension enabling completion of tendering exercise, delayed due to Covid-19, business continuity.	£13,964
Waiver 2205	St Margaret's Children & Family Care	Inter-agency fee for matching children registered for adoption and prospective adopters.	£32,620
Waiver 2207	Abilia Ltd	Purchase of voice output communication aids, best interests.	£10,000
Waiver 2208	Tobii Dynavox Limited	Purchase of voice output communication aids, best interests.	£15,000
Waiver 2209	Richmond's Hope Bereavement Project	To allow the service area to review the service model in light of Covid-19 restrictions, service continuity.	£48,350
Waiver 2218	The Gift Card Centre Limited	Food support for low income families in place of school meals due to Covid-19.	£80,000
Waiver 2220	Portakabin (Scotland) Limited	Additional landscaping works, relating to Portakabin relocation.	£56,882

Waiver 2221	Action For Children	Continuity of child placements, best interests.	£222,175
Waiver 2232	British Telecom Plc	Maintenance of Council's Central Monitoring Facility, proprietary rights.	£53,690
Waiver 2240	The Warm Welly Company	Protective clothing for outdoor all year learning-activities, best interests.	£20,000
Waiver 2243	ClickView Limited	Cloud-based access to a range of multimedia content for schools, sole supplier of particular product.	£48,536
Waiver 2251	Urban Nature	Specific outdoor teaching for children on an alternative curriculum with additional support needs, best interests.	£25,000
Waiver 2266	Glenrothes Taxi Centre Ltd	Taxi transport for service users with support needs in the Fife area due to lack of availability on Framework.	£49,000
			£3,200,987

Waiver No.	Directorate	Health and Social Care	Value
	Supplier	Justification for waiver	
Waiver 2058	Irwin Mitchell LLP	Legal support, previous care provider was unable to provide service users' supported accommodation need.	£16,080
Waiver 2075	Lothian Centre for Inclusive Living	Extension to allow time for development of a new strategy for self-directed support contracts in this area.	£234,000
Waiver 2082	Scottish Nursing Guild	Temporary staff to provide continuance of respite care until procurement exercise complete, service continuity.	£56,000
Waiver 2087	Reed Specialist Recruitment	Temporary kitchen and care staff for care homes, contracted suppliers unable to provide.	£20,000
Waiver 2096	Volunteer Edinburgh	Increase in fees relating to Volunteer Centre and management of related citywide database and service.	£74,233
Waiver 2107	Waytob Limited	Pilot exercise to trial disability accessibility app for users.	£45,000
Waiver 2116	Matrix Fife	Re-upholstery service on specialist postural seating, mitigating need to purchase new equipment.	£50,000
Waiver 2129	JB Nursing & Staff Employment	Agency to cover staff shortages as a result of self-isolation during the Covid-19 situation.	£175,000
Waiver 2140	Partners for Change T/A	Continuity of support for implementation and embedding of new service model, best interests.	£92,000
Waiver 2152	Geometric Results International Limited	Software licence renewal until March 2022 when service reviewed, ICT proprietary system.	£10,000

Waiver 2182	Irwin Mitchell LLP	Legal advice relating to care home placements, best interests.	£25,000
Waiver 2195	Upward Mobility Ltd	Contract extension for sole Edinburgh service suitable for disabled user needs.	£35,000
Waiver 2201	Edinburgh Development Group	Transition support project for school leavers, best interests.	£11,156
Waiver 2204	Reed Specialist Recruitment	Short term extension for care staff to support demand related to Covid-19 requirements.	£160,000
Waiver 2224	SPIE Scotshield Ltd	Short extension to telecare and warden call to allow procurement exercise to be undertaken, best interests.	£230,000
Waiver 2226	Jontek Ltd	Alarm Centre to monitor and respond to vulnerable service users, system proprietary rights.	£84,846
Waiver 2252	Muirhouse Medical Practice	Historic agreement for research and innovation services.	£32,250
			£1,350,565

Waiver No.	Directorate	Place	Value
	Supplier	Justification for waiver	
Waiver 2038	Systematic Instruments Ltd	Purchase of dietary fibre instrument for scientific services, proprietary rights, third party funded.	£37,600
Waiver 2039	Rocket Cafe	Cafe provision at the Assembly Rooms until such time as full procurement process is complete.	£20,000
Waiver 2053	KC Scaffolding Ltd	Continuation of scaffolding hire for Salvesen Steps and River Almond Walkway, best interests.	£30,000
Waiver 2054	Dovetail Foks	Accommodation for delegates at MIPIM 2020, via conference booking agency.	£12,000
Waiver 2055	NWH Construction Services Ltd / Enva Scotland Ltd	Short term extension to allow time for option appraisal regarding possibility of future in-house provision.	£210,000
Waiver 2056	Portakabin (Scotland) Limited	Continuation of portakabin hire at Russell Road depot until removed from site.	£40,000
Waiver 2059	Traffic Management & Safety Ltd	Risk-based approach to safety inspections training for transportation staff, best interests.	£22,000
Waiver 2069	Integrated Skills (UK) Limited	Additional training and system functionality to existing ICT waste routing software.	£50,000

Waiver 2072	SeatGeek Entertainment Ltd	Continuation of support contract for ticketing software at the Usher Hall, proprietary ICT system.	£40,000
Waiver 2073	K3 Retail Systems Group Limited	ICT system maintenance for retail system for cultural venues, proprietary rights.	£7,396
Waiver 2077	Changeworks Resources for Life Ltd	Local knowledge and unique experience in delivering energy advice services, best interests.	£163,734
Waiver 2079	Graffiti Removal Limited	Specifically designed heritage graffiti removal product for historic buildings and sandstone in Edinburgh.	£25,000
Waiver 2080	IOM Consulting Ltd	Specialist requirement to conduct independent complex occupational review, best interests.	£25,390
Waiver 2081	G4S Secure Solutions (UK) Limited	Short term extension until procurement process finalised and new contract put in place.	£10,000
Waiver 2085	Keysoft Solutions Limited	Training for staff on use of Autodesk Civil 3D design software application, best interests.	£7,500
Waiver 2094	Br Hallworth Ltd	Purchase of IT server to support traffic management as part of tram priority system, ICT proprietary.	£21,000
Waiver 2101	Now Wireless Limited	Purchase of ICT routers for installation at existing traffic signal sites, compatible with existing systems.	£50,880
Waiver 2105	Studioarc Design Consultants Ltd	Council support to partnership project aimed at site improvements along Cramond foreshore.	£7,000
Waiver 2106	Kerr's Removals	Storage and transfer of goods for homeless, best interests.	£7,500
Waiver 2108	Thames Valley Controls Ltd	Lift monitoring system for high-rise tower blocks, software aligned to lift manufacturer.	£45,170
Waiver 2110	Profile Security Services Limited	Short term continuation of existing port security service until new contract in place via SXL Framework.	£26,378
Waiver 2113	Sustrans Ltd	Trailer hire to support local businesses with deliveries during tram construction works.	£14,250
Waiver 2114	The Local Data Company Ltd	Benchmark business performance on local businesses during implementation of tram project, sole provider.	£15,600
Waiver 2115	Planning Aid for Scotland	Subscription to planning support service, enabling greater transparency in decision making, sole provider.	£25,000
Waiver 2122	Changeworks Recycling Ltd	Contract extension for disposal of confidential waste to allow tendering exercise to be completed.	£49,000
Waiver 2125	Mott MacDonald Limited	Continuing ICT software and technical support contract related to Council UTMC system, proprietary rights.	£24,999
Waiver 2130	Yespay International Limited	ICT ticketing payment processing solution for cultural venues, proprietary rights.	£10,000
Waiver 2131	Nithcree	HGV driver programme training for Council staff, majority of programme is third party funded.	£12,190

Waiver 2133	LEEC Ltd	Equipment for the crematorium at Mortonhall, requires to be compatible with existing.	£15,960
Waiver 2137	Dynniq UK Ltd	Purchase of traffic signal equipment, time constrained third party funding.	£136,794
Waiver 2141	Entec Solutions Ltd	Consultant to support contract management of the Millerhill waste facility, best interests.	£20,000
Waiver 2142	R & A Software Systems Ltd	Short term extension to Risk Tree software contract.	£7,320
Waiver 2143	Hamilton Waste and Recycling Ltd	Short term extension for processing of bulky waste until new contract procured through SXL Framework.	£237,600
Waiver 2144	Hamilton Waste and Recycling Ltd	Extension to existing mattress recycling contract, sole supplier in Scotland.	£180,000
Waiver 2146	Land Use Consultants Ltd	Continuation of existing work relating to land screening and habitat regulation appraisal, best interests.	£6,068
Waiver 2148	Edinburgh Showtec Ltd	Extension to existing agreements for crew to support shows whilst full procurement exercise undertaken.	£180,000
Waiver 2149	Hardies Property & Construction Consultants	Further quantity surveying services on Silverlea housing project for continuity, best interests.	£115,000
Waiver 2150	Vanliners Ltd	Fitting of handwashing facilities to vans that undertake housing repair services, due to Covid-19, limited supply.	£46,729
Waiver 2157	Story Contracting Limited	Specialist contractor for emergency works on bridge above operational railway to avoid structural damage.	£31,259
Waiver 2162	Utilita Energy Limited	Extension to utility contract for empty homes whilst tendering work is finalised, delayed due to COVID -19.	£13,750
Waiver 2163	IKM Consulting Ltd.	Water monitoring testing services for purchased land.	£15,442
Waiver 2164	T Wedderburn	Extension to existing services for Summer Streets Programme to allow procurement process to take place.	£10,000
Waiver 2166	Lift Maintenance Ltd (Kone) / Consult Lift Services	Extension to lift maintenance contract following delays to award of new contract due to Covid-19.	£81,400
Waiver 2167	The Social Marketing Gateway Limited	One-off project to identify trends and behaviours around active travel.	£50,000
Waiver 2173	LGC	Short term ISO training and accreditation prior to new framework provision being implemented.	£15,000
Waiver 2174	FAPAS	Short term ISO training and accreditation prior to new framework provision being implemented.	£24,000
Waiver 2181	3x1 Public Relations	Extension to existing marketing and PR for culture services whilst procurement process is undertaken.	£24,750

Waiver 2188	Cascade Software Limited	Specific software to review route of abnormal loads coming through the City.	£30,680
Waiver 2196	Ibcos Computers Ltd	Continuance of bespoke ICT software used by Fleet workshops to manage stores provision.	£5,000
Waiver 2202	RMG Scotland	Extension for factoring in Greendykes play park, best interests.	£12,000
Waiver 2211	BT Redcare	Communication links, CCTV Control Room and the Traffic Centre, Annandale Street, ICT proprietary.	£17,000
Waiver 2212	Coeval Limited	Extension to system contract to avoid collisions with low bridges, ICT proprietary.	£27,934
Waiver 2213	Bookspeed	Retail contract for stock for Cultural Venues, best interests.	£25,000
Waiver 2217	Pentagull Ltd	ICT booking system for Waste Recycling Centres to assist with COVID 19 restrictions, best interests.	£7,000
Waiver 2225	Ironside Farrar Ltd	Extension to Queensferry High Street design development as a result of delay and scope change.	£175,000
Waiver 2229	Lothian Shopmobility	Provision of manual and powered wheelchairs and scooters, to those who require mobility assistance.	£78,207
Waiver 2231	Mapita Oy	Specialist ICT platform for community engagement and creating map based questionnaires, best interests.	£7,135
Waiver 2238	Licence Check Limited	Extension to existing contract to allow completion of tender exercise, business continuity.	£11,000
Waiver 2244	Obitus	Extension of contract to supply music services to crematoriums, business continuity.	£25,000
Waiver 2245	W.D.M Limited	Short term extension to asset management system contract until system migration is complete, continuity.	£6,000
Waiver 2266	Urbis Schreder Ltd	Purchase of bespoke handrail lighting as agreed with Edinburgh World Heritage, part third party funded.	£22,128
			£2,669,743

Waiver No.	Directorate	Resources	
	Supplier	Justification for waiver	Value
Waiver 2037	GVA Grimley Ltd	Continuity of service, with regard to EICC Hotel Project consultancy advisory, best interests.	£15,885
Waiver 2084	Belfor UK Limited	Specialist cleaning and drying service as advised by insurance loss adjuster, Liberton Primary School.	£18,574
Waiver 2092	NHS Lothian - Lothian Health Board	Mandatory training on the administration of medicines for EHSC staff.	£17,768
Waiver 2098	University of Edinburgh	Hosting and support for a number of digital applications across the Council, prior to novation to CGI contract.	£36,462
Waiver 2117	Neopost Ltd	Franking machine for correspondence which cannot be provided via Royal Mail 'Print and Post' service.	£22,068
Waiver 2118	St. Vincent's Health and Public Sector Consulting Limited	Short term extension to existing contract supporting the tender of an AMS Service.	£50,000
Waiver 2120	Novoville Limited	Extension to provide specialist tenement web app information platform, part third party funded.	£93,525
Waiver 2121	Northumbria Healthcare NHS Foundation Trust	Extension to current arrangements for car salary sacrifice scheme while a new and more inclusive employee benefits arrangement is being procured.	£200,000
Waiver 2134	Wolters Kluwer UK Limited	Software platform to assist internal audit, sole supplier.	£30,000
Waiver 2136	We are BPR Ltd T/A We are Lean and Agile	Continuity of provider to support training of Council staff in process modelling and improvement.	£24,200
Waiver 2172	Brighter Graphics Limited	Technical support to existing ICT AutoCAD software, proprietary rights.	£7,410
Waiver 2175	Addleshaw Goddard LLP	Specific skillset and knowledge for legal advice, best interests.	£17,500
Waiver 2180	Crystalball	Licence for existing ICT software system to protect health and safety of staff, proprietary rights.	£5,000
Waiver 2183	Kayako Ltd	Extension to software contract to allow time for full procurement process and new contract to be put in place.	£49,750
Waiver 2191	Belfor UK Limited	Specialist services to support mitigation of loss following serious fire at WHEC.	£78,424
Waiver 2198	British Telecom plc	Extension with provider of existing telephone lines until change in supplier, via CGI or other, can be undertaken.	£130,000
Waiver 2233	M and A Landscaping	Short term extension to landscape contract, business continuity until new tender process undertaken.	£34,762
Waiver 2234	Spotless Commercial Cleaning Ltd	Short term extension to cleaning contract, business continuity until new tender process undertaken.	£37,000

Waiver 2242	Deaf Action	Continuation of service provision pending options appraisal on future arrangements for provision of BSL.	£30,000
Waiver 2246	FES Support Services Ltd	Extension to existing arrangement to allow AMS tender to conclude.	£70,000
Waiver 2247	Barclaycard Payment Solutions	Continuance of card payment provider until new technology needs for the Council are fully defined.	£146,000
Waiver 2249	CSL Dualcom Ltd	Ongoing support for security monitoring system, original supplier of equipment.	£30,000
Waiver 2250	NHS Lothian - Lothian Health Board	Pharmaceutical training by the NHS on the management and administration of medicines.	£18,296
Waiver 2253	Ashgrove Trading	Supply of self-adhesive vinyl to support service provision in view of shortage arising from Covid-19.	£20,000
Waiver 2254	Europoint	Supply of print services goods to support service provision in view of shortage arising from Covid-19.	£20,000
Waiver 2257	LearnPro, Thrive, Brightwave	Extension to licences for employee essential learning, procurement delayed due to Covid-19, best interests.	£40,000
Waiver 2258	SPIE Scotshield Ltd	Short term extension for CCTV repair, maintenance & installation, until covered by new 'Hard FM' contract.	£170,000
Waiver 2259	NBS Enterprise Ltd	Annual maintenance fee for industry standard building specification software.	£8,495
			£1,421,119

Appendix 3 – Contracts awarded under the Waiver of CSOs by Committee approval

The following relate to the period 1 January – 30 June 2020.

Waiver No.	Directorate	Communities and Families	
	Supplier	Justification for waiver	Value
Waiver 2239	Multiple Providers	New fibre contracts and maintenance continuation for the Public Realm CCTV service until completion of the procurement exercise for the digitalisation upgrade.	£653,200
Waiver 2256	Change, Grow, Live	Continuity of service for Edinburgh and Midlothian Offender Recovery Service whilst tendering process is finalised, third party funded.	£155,639
Waiver 2262	Multiple Providers	Spot contracts for temporary accommodation to supplement the current contracted provision to allow the Council to meet its statutory obligations to homeless families whilst responding to the Covid-19 pandemic.	£9,300,000
			£10,108,839

Waiver No.	Directorate	Health and Social Care	
	Supplier	Justification for waiver	Value
Waiver 2260	Wellbeing PSP contracts – Multiple providers.	Short term extension to current Wellbeing PSP contracts until completion of the tendering process for new contracts.	£1,055,000
Waiver 2272	Waverley Care	Continuity of care, Blood Borne Virus (BBV), care and treatment support service, providing time to review and evaluate new delivery and commissioning model.	£1,111,954
Waiver 2263	Multiple Providers	Extension to a number of HSC contracts delayed as result of Covid-19 pandemic, providers' ability to provide services in line with service and consequences for the Integration Joint Board's (IJB) budget.	£7,937,940
			£10,104,894

Waiver No.	Directorate	Place	Value
	Supplier	Justification for waiver	
Waiver 2176	Neil Williams Haulage (NWH) / Enva	Extension of contracts for the transfer of waste from Seafield and Bankhead transfer stations until such time as the procurement process is undertaken and a new contract in place.	£700,000
Waiver 2228	Turner & Townsend Project Management	The importance of delivering safe schemes for walking and cycling in the short, medium and long-term to respond to COVID 19 and to ensure momentum is maintained on the wider active travel programme.	£374,925
Waiver 2235	Arcadis Consulting	Consistency of approach with overall Programme Management Office oversight for Granton Waterfront Regeneration.	£350,000
Waiver 2255	BAM FM Ltd	Continuity of service to allow time for the market to adapt to the impact of COVID 19 and for a procurement exercise to be completed and new contract put in place.	£1,250,000
Waiver 2273	Suppliers TBC	Immediate requirement for temporary traffic management infrastructure relating to 'Spaces For People' programme implementation, insufficient time to undertake a full procurement exercise.	£1,500,000
			£4,174,925

Waiver No.	Directorate	Resources	Value
	Supplier	Justification for waiver	
Waiver 2190	Allander Security Ltd	Short term extension to security services contract to allow completion of procurement exercise and contract award, delayed as a result of Covid-19.	£800,000
Waiver 2248	Multiple Providers	Short term extension to Property Repair contracts until completion of the tendering process for new contracts.	£5,850,000
Waiver 2236	Xerox	Managed print, completion of tender, award of contract and subsequent transition including physical replacement of devices and associated services.	£800,000
Waiver 2200	Multiple Providers	Continuity of service for Professional Services Construction Framework to allow completion of the tender exercise to replace current framework, delayed due to Covid-19. All costs to be contained within existing budgets with no committed spend as a result of the proposed extension.	£17,750,000
			£25,200,000

Appendix 4 – Procurement Programme – Anticipated Regulated Procurements Across the Council

Note: the names of the projects are working titles only. The projects are at different stages of development and therefore subject to change.

Project / Requirement	Services/ Goods/ Works S/G/W	Directorate	Anticipated Value (Range)	Estimated Award Date
Professional Services Framework	S	Resources	£5m and above	Oct 2020
Fostering and Continuing Care Framework	S	C&F	£5m and above	Nov 2020
Asset Management/Hard FM – service for repairs and maintenance of Council facilities	S/W	Resources	£5m and above	Dec 2020
Domestic Abuse Services	S	HSC	£5m and above	Dec 2020
Liberton High School	W	C&F	£5m and above	Dec 2020
Bangholm Sports Block Trinity	W	C&F	£5m and above	Dec 2020
Stair Cleaning Services	S	Place	Below £5m	Jan 2021
Meadowbank Housing Development	W	Place	£5m and above	Jan 2021
Powderhall Development	W	Place	£5m and above	Mar 2021
Fountainbridge Development	W	Place	£5m and above	Mar 2021
Homelessness Services for people with multiple support needs	S	C&F	£5m and above	Mar 2021
Trade Materials and associated services	G/S	Place	£5m and above	Mar 2021
Housing Property Repairs & Maintenance Framework	W	Place	£5m and above	Mar 2021
Shared Repairs Service	W	Resources	£5m and above	Apr 2021
Contractor Works Framework	W	Resources	£5m and above	May 2021
Supported Accommodation	S	HSC	£5m and above	Jun 2021
Currie High School Construction	W	C&F	£5m and above	Oct 2021
Over 100 additional projects at early engagement stage	S/G/W	Various	From £25k and above	2020/21