

Notice of meeting and agenda

City of Edinburgh Council

10.00 am Thursday, 10th December, 2020

Virtual Meeting - via Microsoft Teams

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

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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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1. Order of business

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

2. Declaration of interests

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

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 The City of Edinburgh Council of 19 November 2020 – submitted for approval as a correct record 15 - 114

5. Questions

- 5.1 By Councillor Lang - Compensation Claims – for answer by the Convener of the Transport and Environment Committee 115 - 116
- 5.2 By Councillor Lang - Traffic Lights – for answer by the Convener of the Transport and Environment Committee 117 - 118
- 5.3 By Councillor Booth - 15 Minute City – for answer by the Convener of the Planning Committee 119 - 120

5.4	By Councillor Booth - Private Sector Rent – for answer by the Convener of the Housing, Homelessness and Fair Work Committee	121 - 122
5.5	By Councillor Burgess - Staff Action on Climate Emergency – for answer by the Leader of the Council	123 - 124
5.6	By Councillor Neil Ross - Electric Vehicle Charging Points – for answer by the Convener of the Transport and Environment Committee	125 - 126
5.7	By Councillor Webber - Spaces for People Continuous Improvement – for answer by the Convener of the Transport and Environment Committee	127 - 128
5.8	By Councillor Webber - Electric Vehicle Infrastructure Network – for answer by the Convener of the Transport and Environment Committee	129 - 130
5.9	By Councillor Rust - Edinburgh Tram Inquiry – for answer by the Leader of the Council	131 - 132
5.10	By Councillor Rust – Nurseries – for answer by the Convener of the Education, Children and Families Committee	133 - 134
5.11	By Councillor Laidlaw - Electric Vehicle Charging Infrastructure – for answer by the Convener of the Transport and Environment Committee	135 - 136

5.12	By Councillor Howie - Care Home Admissions – for answer by the Leader of the Council	137 - 138
5.13	By Councillor Booth - Gaelic Medium Education – for answer by the Convener of the Education, Children and Families Committee	139 - 142

6. Leader's Report

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7. Appointments

7.1	If any	
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8. Reports

8.1	Review of Political Management Arrangements December 2020 – Report by the Chief Executive	147 - 176
8.2	Treasury Management: Mid-Term Report 2020-21 - referral from the Finance and Resources Committee	177 - 194
8.3	Best Value Assurance Audit - referral from the Policy and Sustainability Committee	195 - 260

9. Motions

9.1	By Councillor Lang - Controlled Parking Zones and Carers "Council: 1) recognises the immense contribution of carers across Edinburgh and the particular pressures they have faced this year as a result of the spread of COVID-19.	
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- 2) notes the Council's Essential User Parking Permit Scheme allows some healthcare professionals to be exempt from day-to-day charges in controlled parking zones, but is not available to carers registered with the Scottish Social Services Council and unregistered home care workers and personal assistants who provide a large proportion of social and personal care at home Edinburgh, often through the Council's direct payments scheme.
- 3) notes that, in addition, no support arrangements are in place for unpaid carers which means these vital and dedicated individuals can incur substantial parking costs when caring for vulnerable loved ones who stay within CPZ areas.
- 4) recognises that the much needed expansion of controlled parking across the city means this issue is likely to become greater in the years ahead.
- 5) therefore seeks a report to the Transport and Environment Committee within three cycles on
 - (a) widening the Essential User Parking Permit Scheme to cover paid carers registered with the Scottish Social Services Council and unregistered home care workers and personal assistants and
 - (b) exempting those in receipt of carer's allowance from paying pay and display parking charges within controlled parking zones when carrying out their caring responsibilities."

9.2 By Councillor Bird - Wardie Bay Beachwatch

"Council

Thanks Wardie Bay Beachwatch and all the volunteers from across the area and beyond, that have helped to maintain this invaluable local asset and monitor levels of waste and debris for the Marine Conservation Society.

Recognises the valuable ecosystem services of Wardie Bay and the important role of biodiversity at this site.

Notes that the recent application for bathing water status for

Wardie Bay, based on the noticeable increase in numbers of visitors and wild swimmers (particularly since the beginning of the pandemic), was refused.

Recognises the efforts of Wardie Bay Beachwatch, alongside other stakeholders, to submit an appeal to this decision and garner public support through an online petition which is, at time of writing, at 1384 signatures - <https://www.change.org/p/sepa-include-wardie-bay-edinburgh-in-scotland-s-list-of-designated-bathing-waters-a44504df-b0a6-4452-a6b2-2f4e3ff4c6bb?redirect=false>.

Appreciates the complexity of the mixed ownership of the beach but also recognises the opportunity for the Council to show leadership in this much loved urban blue space.

Agrees that the 'Vision for Water Management' and 'Edinburgh Coastline - update' reports to the November Transport and Environment Committee, outline some of the work that is already underway in the Council to protect and improve Edinburgh's coastal communities.

Requests, however, that a report is brought back to Transport and Environment Committee in two cycles, outlining specific measures that the Council could consider to match the investment of the local community and support their calls for a cleaner, safer beach for the people and wildlife that benefit from it."

9.3 By Councillor Lezley Marion Cameron - Edinburgh Farmers Market Turning 20 in 2020

"Council notes:

In July 1999, following a request from the then Convener of the Economic Development Committee, officers commenced work on the feasibility for, and viability of establishing an Edinburgh's Farmers Market.

In February 2000, the Economic Development Committee; Environmental Services Committee; and General Purposes Committee all respectively agreed to the establishment of an Edinburgh Farmers Market, initially on a pilot basis.

The Edinburgh Farmers Market, located at Castle Terrace,

quickly became, and continues to be, a busy and popular way for Edinburgh residents and visitors to buy fresh food and vegetables directly from local suppliers.

In August 2020, the Farmers Market Cooperative Committee (of market stall holders) took over the running of the weekly market from Essential Edinburgh.

Council:

Congratulates the Edinburgh Farmers Market on reaching its 20th Year Anniversary in 2020;

Welcomes the transition of the Edinburgh Farmers Market into a Cooperative Business Model;

Welcomes the role Edinburgh Farmers' Market plays in supporting the strategic aims of the Edible Edinburgh Partnership, which works to promote healthy, local, sustainable food as part of delivering economic and environmental benefits for our citizens; and

Asks the Lord Provost to express and convey the congratulations on behalf of the Council to the Farmers Market Cooperative Committee in an appropriate and fitting manner.”

9.4 By Councillor Corbett - Former Royal High School

“Council

- 1) Notes that the former Royal High School building is one of the world's most significant examples of Greek Revival neo-classical buildings in the world, but that it was vacated in 1968 when the school moved to Barnton and has lacked a permanent use since then;
- 2) Notes that the city council granted Duddingston House Properties a 125-year ground lease on the building following an open competition in 2010, but that this lease was conditional on DHP securing planning and listed building consent for their proposals;
- 3) Notes that the planning application by Duddingston House Properties and Urbanist Hotels for the former Royal High School was rejected unanimously by the council's development management sub-committee in 2017 and the

appeal to Scottish Ministers was dismissed on 27 October 2020: as contrary to the Local Development Plan overall, contrary to 11 LDP policies and “that the Proposed Development would not preserve the former Royal High School listed building or its setting and would neither preserve nor enhance the character and appearance of the Edinburgh New Town Conservation Area;”

- 4) Notes that the Cockburn Association, Edinburgh's Civic Trust, has called on the council to sever its contractual relationship with the hotel developers to allow proposals from St Mary's Music School and the Royal High School Preservation Trust to advance;
- 5) Therefore agrees to a report to Finance and Resources Committee by the end of January 2021 outlining the contractual relationship with the current developer and setting out options for moving forward with a viable and acceptable use for the building; including ending the contractual relationship with the current developer; and alternative building uses and development pathways.
- 6) Agrees further to review options for a viable “meantime” use which could also address some of the short-term maintenance and security issues for the building.”

9.5 By Councillor Webber - Great British Bake Off - Peter is our Star Baker

“Council

This is an iconic British programme that has brought much needed levity to our mundane lockdown lives on Tuesday evenings.

Should we ever be able to host receptions in the City Chambers then can the Lord Provost look to invite Peter and his family to celebrate in style with us.

Wishes to send a “telegram” from the Lord Provost to Mr Peter Sawkins, an Accountancy student at the University of Edinburgh, and ex-pupil and Head Boy from Currie Community High School to congratulate him on his sumptuous success at becoming, not only the youngest ever winner of the Great British Bake Off, but

also the first Scottish winner.

Recognises that Peter has kept this secret for quite some time and hope his flatmates are now tucking into award winning baking.”

9.6 By Councillor Mowat - Supporting our City Centre

“Council:

Recognises:

- a) that the Scottish Government’s Protection Levels Framework has been agreed to continue to suppress the virus, but notes that this has caused significant hardship to the businesses operating in the City Centre;
- b) that the Shop Local campaign is welcome, but the funding excludes areas with a Business Improvement District in place which means that there is no support for the Essential Edinburgh area which encompasses the major shopping streets in the City centre which are significant employers; and
- c) that whilst the city remains in Level 3 of the Strategic framework and surrounded by local authorities in differing levels, no one should be coming in to or leaving the city except for essential purposes;

Therefore calls for an urgent meeting of appropriate officers to consider immediate short term measures that could be put in place to support the message that this year Edinburgh City Centre belongs to us – the residents of Edinburgh -- and just as your local high street needs your support so does your city centre; which could include:

- re-instating any parking bays in the city centre that have been removed for any reason;
- first hour free parking – to recognise that whilst the city remains in Level 3 public transport for non-essential journeys is not encouraged or designate saving the city centre as essential;
- a communications campaign reminding people that the city centre and its shops need us as they have no one else and

that the businesses and those who work in them are relying on the people of Edinburgh to get them through to the other side of the pandemic;

- whether on street stand-alone public toilets can be provided quickly so that resident who want to enjoy the city without the visitors are confident this provision is in place if they choose to venture in;

and any other ideas to encourage people to safely visit the businesses that remain open and which we wish to support.”

9.7 By Councillor Mowat - Cardboard Recycling

“Council recognises that the instruction to work from home where possible has changed where waste is generated and that there is increased waste being produced from people’s homes which is further increased by deliveries which generate packaging that needs to be disposed of;

that many residents want to do the right thing and dispose of their packaging waste separately from general waste, which is to be applauded, however the increased volume of waste is creating problems especially in areas with communal bins where there is an insufficient supply of packaging containers, as identified in the project to review and enhance communal bin provision;

recognising that what is already a problem is likely to get worse in the coming weeks as people prepare for Christmas; and calls for an immediate cross-party meeting with officers to come up with quick, easily implemented, low-cost solutions to this problem to keep the streets clean and maximise the income the Council can make from collecting as much cardboard as possible which can then be recycled.”

9.8 By Councillor Mowat - Reasons for Exclusion

“Council is concerned that the forms required to be completed by schools when excluding a pupil require the use of a drop down menu provided by SEEMIS to complete the reason for the exclusion of the child and that some of the categories appear to assign criminal behaviour to the child, which will remain on the

child's record for their school career and calls for a report to the Education Children and Families Committee detailing these categories, how they are set and whether the Council has the authority to alter the reasons or whether an approach would need to be made to the Scottish Government to alter them."

9.9 By Councillor Laidlaw - Funding of Flu Vaccine by Head Teachers for Staff

"Council:

Notes that in previous winter terms, Headteachers were permitted to use school funds to cover winter flu jabs and a number had planned and budgeted this vaccination for staff in 2020, especially as a means to help reduce absences and co-infection with COVID; noting that supply teachers are in particularly short supply due to the pressures of the pandemic.

Notes that the private provision of flu vaccination can be done quickly and at relatively low cost (circa £12-15 per head).

Notes that a new Directive from City of Edinburgh Council advised Headteachers that they were no longer to use discretionary school funds to pay for flu vaccines for staff.

Notes that this new Directive has led some Headteachers to request that vaccination funds are covered by Parent Councils.

Notes that, given the pandemic, greater numbers of people have been offered the flu vaccine by government and all those offered the vaccine are being urged to take up the offer to protect themselves and others and help the NHS avoid additional pressure over the winter period.

Notes that ordering by private providers of flu vaccination is done many months in advance of the flu season and thus schools choosing to spend discretionary funds on flu jabs for staff will not be impacting on supplies provided to vulnerable groups free of charge.

Requests that City of Edinburgh Council rescinds the directive to headteachers asking them not to spend discretionary funds on flu vaccinations and allows them to make a decision based on their perceived need and with the goal to protect staff and prevent

absences in this challenging year.”

9.10 By Councillor Booth - Accessibility of New Buildings

“Council:

- 1) Notes that in terms of newly built council homes, current policy is that a minimum of 10% should be fully wheelchair accessible, potentially leaving the remaining 90% inaccessible, thereby potentially excluding many disabled people, particularly wheelchair users. This can result in reduced contact and increased isolation for many disabled people since they are unable to visit the homes of family, friends and others;
- 2) Notes that many buildings can be made at least partially and more easily accessible for disabled people, including wheelchair users by, for example, alterations to the minimum standards for width/sizes of front doors as well as all ground floor room doors, thereby enabling disabled people to enter the accommodation and move around the ground floor. Being able to reach the front door of the accommodation via ramping would be a further important factor in facilitating greater access.
- 3) Recognises that investing in increased ease of access for more council homes may in some instances reduce the demand for full adaption at a later date, and thereby lead to a reduction or at least a check on the council's adaptations budget;
- 4) Requests a report to Housing, Homelessness and Fair Work Committee within 2 cycles examining accessibility in the council's new build council homes and examining the scope to extend the 10% target and ensure that more of the council's new build homes are at least partially accessible to more people;
- 5) Requests a further report to Planning Committee within 2 cycles examining a) compliance with building regulations on accessibility, in particular on step-free access to ground floor properties, and b) examining the potential to ensure greater compliance with building regulations on accessibility and c) examining the potential to use the

planning system to demand greater accessibility from developers.”

9.11 By Councillor McVey - Public Sector Pay Freeze

“Council condemns the UK Government is proposing a public sector pay freeze for the vast majority of employees and a below inflation rise for even the lowest paid employees as a part of the Chancellor’s Comprehensive Spending Review.

Council notes the role of public service workers has been critical in responding to and helping both Scotland and Edinburgh manage the impact of Covid-19 and considers that without the hard work of public servants, especially front line workers, such as cleaners and care assistants, waste and cleansing teams, we would not have been able to protect the city and support vulnerable people to the extent that we have through this crisis.

Council recognises that the economic impact of Covid-19 goes far beyond the public sector, but agrees the specific contribution of public sector employees should be recognised and appropriately rewarded.

Requests that the Council Leader & Depute Leader write to the UK and Scottish Governments to make clear that public sector workers should be paid fairly and appropriately by fully funding any future pay increases that are agreed between employers and trade unions.”

Andrew Kerr

Chief Executive

Information about the City of Edinburgh Council

The City of Edinburgh Council consists of 63 Councillors and is elected under proportional representation. The City of Edinburgh Council usually meets once a month and the Lord Provost is the Convener when it meets.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Gavin King, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4239, email gavin.king@edinburgh.gov.uk.

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Minutes

The City of Edinburgh Council

Edinburgh, Thursday 19 November 2020

Present:-

LORD PROVOST

The Right Honourable Frank Ross

COUNCILLORS

Robert C Aldridge
Scott Arthur
Gavin Barrie
Eleanor Bird
Chas Booth
Claire Bridgman
Mark A Brown
Graeme Bruce
Steve Burgess
Lezley Marion Cameron
Jim Campbell
Kate Campbell
Mary Campbell
Maureen M Child
Nick Cook
Gavin Corbett
Cammy Day
Alison Dickie
Denis C Dixon
Phil Duggart
Karen Doran
Scott Douglas
Catherine Fullerton
Neil Gardiner
Gillian Gloyer
George Gordon
Ashley Graczyk
Joan Griffiths
Ricky Henderson
Derek Howie
Graham J Hutchison

Andrew Johnston
David Key
Callum Laidlaw
Kevin Lang
Lesley Macinnes
Melanie Main
John McLellan
Amy McNeese-Mechan
Adam McVey
Claire Miller
Max Mitchell
Joanna Mowat
Rob Munn
Gordon J Munro
Hal Osler
Ian Perry
Susan Rae
Alasdair Rankin
Cameron Rose
Neil Ross
Jason Rust
Stephanie Smith
Alex Staniforth
Mandy Watt
Susan Webber
Iain Whyte
Donald Wilson
Norman J Work
Ethan Young
Louise Young

1 Minutes

Decision

To approve the minute of the Council of 15 October 2020 as a correct record.

2 Community Centres and Libraries reopening (update) - referral from the Policy and Sustainability Committee

a) Deputation - Goodtrees Neighbourhood Centre

A written deputation was presented on behalf of Goodtrees Neighbourhood Centre.

The deputation indicated that whilst they were aware of the complexities that reopening youth work centres could bring, they felt that there should be some movement and resources allocated by The City of Edinburgh Council to help make it possible for a small number of centres across the capital to operate Youth Work services.

b) Deputation – Gilmerton and Inch Community Council

A written deputation was presented on behalf of Gilmerton and Inch Community Council.

The deputation indicated that they had received several enquiries as to when the libraries and community centres within their area were to re-open and whilst they understood that the chance of contamination must be controlled, they felt that the benefit of reopening these facilities far outweighed the risk.

They understood that that the set up within the library would be different but stressed that knowing that they were open would make such a difference to so many.

c) Referral from the Policy and Sustainability Committee

The Policy and Sustainability Committee had referred a report which outlined the present adaptation and renewal arrangements in community centres and libraries, including performance data for libraries and approved use of centres, to the Council for approval of the additional cost of £200k being made available from Council reserves.

Motion

To approve the additional cost of £200k being made available from Council reserves.

- moved by Councillor Wilson, seconded by Councillor McNeese-Mechan

Amendment

- 1) To approve the additional cost of £200k being made available from Council reserves.
- 2) To recognise the huge logistical challenges firstly of re-opening Council run facilities and then keeping them running during Covid-19 and thanks all staff for all their hard work in achieving this, and for their continued support.
- 3) To recognise the importance of keeping schools open and therefore the prioritisation of existing Facilities Management resources for this purpose.
- 4) To accept that such prioritisation of Facilities Management for schools has hugely impacted on Facilities Management resources available for other CEC buildings, including Community Centres and Libraries.
- 5) To ask therefore that:
 - this additional cost of £200k, and
 - any additional costs required to ensure timely re-opening of all remaining Libraries and Community Centres,

are added to Council claims to Scottish Government for recompense for the additional costs of Covid to be made in negotiations via COSLA.

- moved by Councillor Osler, seconded by Councillor Neil Ross

In accordance with Standing Order 21(12), the amendment as accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Wilson:

- 1) To approve the additional cost of £200k being made available from Council reserves.
- 2) To recognise the huge logistical challenges firstly of re-opening Council run facilities and then keeping them running during Covid-19 and thanks all staff for all their hard work in achieving this, and for their continued support.

- 3) To recognise the importance of keeping schools open and therefore the prioritisation of existing Facilities Management resources for this purpose.
- 4) To accept that such prioritisation of Facilities Management for schools has hugely impacted on Facilities Management resources available for other CEC buildings, including Community Centres and Libraries.
- 5) To ask therefore that:
 - this additional cost of £200k, and
 - any additional costs required to ensure timely re-opening of all remaining Libraries and Community Centres,

are added to Council claims to Scottish Government for recompense for the additional costs of Covid to be made in negotiations via COSLA.

(References – Policy and Sustainability Committee of 10 November 2020 (item 11); referral from the Policy and Sustainability Committee, submitted.)

3 Spaces for People Update – November 2020 – referral from the Transport and Environment Committee

(a) Deputation – Edinburgh Private Hire Association

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

The deputation asked that consideration be made at this stage to amend the proposal to allow private hire cars the same access as the Taxi trade to the specific areas detailed in the deputation submission.

(b) Deputation – Better Broughton

A written deputation was presented on behalf of Better Broughton

The deputation was pleased to see that the recommendations for further “Spaces for People” measures, included, as a top priority, the provision of wider pavements and an uphill cycle lane in Broughton Street, along with pedestrian improvements to the Broughton Street roundabout. They believed that the proposals had widespread support in the local community, and would also benefit those who used Broughton Street to walk or cycle from the north of Edinburgh to the City Centre.

(c) Deputation – Leith Links Community Council

A written deputation was presented on behalf of Leith Links Community Council.

The deputation asked that the Community Council and Edinburgh City Council engage with the local community and work towards a vision for a neighbourhood built for everyone, of all ages and abilities, to be able to move around in an as safe, healthy and green way possible.

(d) Referral from the Transport and Environment Committee

The Transport and Environment Committee had referred a report on the Spaces for People Update which provided an update on the schemes implemented by a Temporary Traffic Regulation Order (TTRO), under delegated authority with recommendations on continuation or changes (as appropriate), to the Council for consideration of the Committee's recommendations.

Motion

- 1) To note the update on the Spaces for People programme.
- 2) To approve the specific scheme changes noted in paragraph 4.5 of the report by the Executive Director of Place.
- 3) To approve the new schemes as outlined in paragraphs 4.7, 4.8 – 4.11 and Appendix 2 of the report for:
 - 3.1 South Bridge – Town Centre Measures;
 - 3.2 Lanark Road, Longstone Road and Inglis Green Road;
 - 3.3 A1 and A90; and 1.1.3.4 Greenbank to Meadows.
- 4) To approve the recommendations included in Appendix 1 of the report.
- 5) To note the schedule of proposed measures near schools (Appendix 3 of the report).
- 6) To note the high level and detailed reports on Commonplace (Appendix 4 of the report) and approve the recommended schemes arising from the suggestions made (paragraph 4.36 and Appendix 1 of the report).
- 7) To note that since receiving legal advice regarding the East Craigs proposals, officers had carefully looked at every new Spaces for People scheme to ensure they were proportionate and go no further than was required to address the public health dangers posed by the pandemic.

To also note that the Spaces for People projects pursued to date had been assessed on this basis and complied with both the legal advice given and the guidance provided by the Scottish Government as a basis for this temporary national scheme.

- 8) To note significant resident concern that had arisen around the Braid Road closure and its effect elsewhere in surrounding streets. To note its interlinked nature with Comiston Road, Braidburn Terrace and the proposed Greenbank to Meadows Quiet Route. To agree that this specific scheme should continue to be monitored closely and that a short report would come to the January 2021 Transport and Environment Committee detailing a proposed way forward on this route. To agree that a briefing note be circulated to Transport and Environment Committee members and relevant ward councillors in mid-December 2020 providing more detailed monitoring info on traffic volumes, public transport journey times and air pollution levels.
- 9) To welcome the schedule of proposed measures near schools and agree that changes still to be implemented should be considered a priority under the Spaces for People programme.
- 10) To note the high level and detailed reports on Commonplace and approve the recommended schemes arising from the suggestions made.
- 11) To acknowledge the elements of the report relating to the removal of unnecessary barriers and street clutter; believe there was an opportunity for 'quick wins' which should be given greater priority and agree to receive an update report to the Transport and Environment Committee on progress made in two cycles.

- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 1

- 1) To note the update on the Spaces for People programme.
- 2) To approve the specific scheme changes noted in paragraph 4.5 of the report by the Executive Director of Place.
- 3) To approve the new schemes as outlined in the report subject to
 - a) South Bridge – Town Centre Measures: permit further discussion on positioning of bus stops;
 - b) Greenbank to Meadows Quiet Route: permit short online consultation with affected residents.

- 4) To recommend that given the scale and complexity of the schemes for Lanark Road, Longstone and Inglis Green Road; the A1 and A90 that these are all paused and presented to TEC in one cycle after detailed designs and feedback are shared with, and further validated by, local elected members, interest groups, businesses, transport providers and residents.
- 5) To recommend the following suggestion from New Town and Broughton Community Council for London Road be considered as alternative option; Re-route the planned active travel along Montrose Terrace and onto Regent Road to avoid London Road roundabout, avoiding Picardy Place whilst the tram works are in place.
- 6) To approve the revised recommendations presented which includes but is not limited to; the immediate re-opening of Braid Road, Links Gardens, Silverknowes Road (North) and a further extended review and consultation along the schemes in Tollcross, Bruntsfield and Morningside given the specific issues highlighted by businesses.
- 7) To recommend that officers re-examine the Silverknowes Parkway element of Pennywell Road schemes to address issues raised by households in relation to access and deliveries.
- 8) To note the schedule of proposed measures for schools (Appendix 3 in the report) and look to accelerate and prioritise these and changes still to be implemented or assessed should be considered urgently.
- 9) To note disappointment that no measures near schools are presented for Holy Cross Primary, despite many requests from the Parent Council, the School and Ward Members.
- 10) To recognise the importance of removal of unnecessary barriers and street clutter and that their removal should be given greater priority and requests an update report on progress made within two cycles (Transport & Environment Committee)
- 11) To note the high-level reports from Commonplace (Appendix 4 of the report) and approve the recommended schemes arising from the suggestions made as follows.
- 12) To note the high-level reports from Commonplace data confirmed that measures to support and enhance walking should be prioritised over all other as these have by far higher support and endorsement than other measures

Project List / Recommendation and Estimated Cost

(Scheme delivery dependent on installation costs and budget)

Location	Intervention (Proposed/Actual)	Review Outcome/Update
CITY CENTRE		
South Bridge – Town Centre measures	Footway widening & cycle lanes	Proposed scheme developed for Committee approval (Appendix 2A)
Waverley Bridge	Closure	Review complete – recommendation to continue with improvements
Forest Road	Cycle segregation	Review complete – recommendation to continue with no changes
George IV Bridge	Cycle segregation	Review complete – recommendation to continue with no changes
The Mound	Cycle segregation	Review complete – recommendation to continue with no changes
Princes Street East End	Bus gate	Review complete – recommendation to continue with no changes
Victoria Street	Part time closure	Review complete – recommendation to revise to pedestrian zone to open from George IV Bridge. Revised scheme recommended for approval.
Cockburn Street	Part time closure	Continue review to explore taking access from Market Street to facilitate access for residents and traders – to report back in one cycle
Cowgate	N/A	No scheme proposed. (Budget to be reallocated to South Bridge proposals).
Chamber Street	Temporary signals at George IV Bridge Junction	Incorporated into South Bridge scheme for Committee approval.

TOWN CENTRES		
Queensferry High Street	Pedestrian space	Scheme under review with local stakeholders. Installation expected in November 20
Great Junction Street	Pedestrian space (remove)	Review complete - recommendation to remove the interventions following review and feedback from Lothian Buses.
Stockbridge	Pedestrian space	Programmed for implementation on 5/11/2020 following completion of SGN works
Gorgie / Dalry Road	Pedestrian space	Review complete – recommendation to continue with no changes
Bruntsfield	Pedestrian space	Recommend further detailed review given specific feedback from businesses

Tollcross		Recommend further detailed review given specific feedback from businesses
Morningside	Pedestrian space	Recommend further detailed review given specific feedback from businesses
Portobello	Pedestrian space	Review complete – recommendation to continue with no changes
Corstorphine	Pedestrian space	Review complete – recommendation to continue with no changes
Newington Corridor	N/A	Assessment concluded that it was not possible to introduce measures due to the road width
The Shore	Subject consideration and engagement	Proposals for this location will be considered as part of consideration of local area interventions for Leith (see below) with full consultation and outside of SFP given legal position in relation to LTN introduction

TRAVELLING SAFELY		Scheme list under review wrt available budget
Telford Road	Cycle segregation	Proposals withdrawn due to significant impact on public transport, delays and need for costly junction changes anticipated
Fountainbridge Dundee St	Cycle segregation	Scheme programmed for implementation.
Ferry Road	Cycle segregation	Review complete – recommendation to continue with installation of segregation units programmed
Melville Drive	Cycle segregation	Scheme on hold. There are alternative routes available if further funding is made available.
Teviot Place / Potterow	Cycle segregation	Scheme programmed
Buccleuch St / Causewayside	Cycle segregation	Scheme implemented. To be reviewed after two months
Crewe Toll Roundabout	Cycle segregation (Further consideration at DRG – traffic modelling)	The scheme design is to be reviewed following modelling. A Stage 2 Road Safety Audit has been completed and will feed into the design review – share ASAP with elected members
Meadowplace Road	Cycle segregation	Scheme on hold. Interventions possible if further funding is made available
Duddingston Road	Cycle segregation	Pause and due to residents concerns ie parking suspensions/local consultation required.
Wester Hailes Road	Cycle segregation (Alternative plans to be developed)	Remove scheme from Programme
Craigmillar Park corridor	Cycle segregation	Scheme programmed for implementation
Gilmerton Road	Cycle segregation	Scheme programmed for implementation
Kingston Avenue closure and	Road closure	Scheme currently on hold

connection to Gilmerton Rd via Ravenswood Ave		
Crewe Road South	Cycle segregation (segregator units to be installed)	Review complete - installation of segregation units completed. No further changes proposed
Old Dalkeith Road	Cycle segregation (segregator units to be installed)	Review complete – recommendation to reduce segregation to maintain road width for buses and emergency vehicles. Installation of segregation units (where possible) complete
Comiston Road	Cycle segregation	Review complete – proposed to continue to monitor. Further review planned for December 2020. Installation of segregation units complete. Review with community and take account of network impact – LB included
Inglis Green Rd	Cycle segregation	Postpone Scheme and consult fully (Appendix 2B)
Pennywell Road	Cycle segregation	Review programmed December 2020, Installation of segregation units complete : REVIEW Access Issues
Mayfield Road	Cycle segregation	Scheme programmed for implementation
Quiet Corridor - Meadows / Greenbank	Various closures	Options included in Committee Report for approval (Appendix 2C)
A90 Queensferry Road	Bus Lanes and cycle segregation	Scheme to be reviewed independently of this report – full plans must be available and enhanced consultation where possible
A1 Corridor	Bus Lanes and cycle segregation	Scheme to be reviewed independently of this report – full plans must be available and enhanced consultation where possible
Slateford Road (A70)	Cycle segregation	Postpone design
Lanark Road	Cycle segregation	Scheme to be reviewed independently of this report – full plans must be available and enhanced consultation
Longstone Road	Cycle segregation	Scheme to be reviewed independently of this report – full plans must be available and enhanced consultation
Murrayburn Road (short section at Longstone)	Cycle segregation	Proposals included for Committee approval (Appendix 2B)
Orchard Brae Roundabout	Road markings	Scheme programmed for implementation

LOCAL AREA INTERVENTIONS		
East Craigs	Proposed closures &	Options to be considered under separate

	part-time bus gate	report -
Drum Brae North	Cycle segregation	Options to be considered under separate report on East Craigs
Leith	TBA	Design under development
Corstorphine South (Featherhall)	Filtered permeability	Scheme to be developed using funding from Neighbourhood Environment Programme (NEPs) rather than Spaces for People (the estimated cost is £50,000)

SPACES FOR EXERCISE		
Braid Road	Road closure	Review undertaken – recommendation to reopen immediately
Links Gardens	Road closure	Review undertaken – recommendation to reopen immediately
Cammo Walk	Road closure	Review complete - recommendation to modify and reopen south Cammo car park included in this Committee report
Warriston Road	Road closure	Review undertaken – Recommendation to remove this scheme included in this Committee report
Stanley Street/ Hope Street	Road closure	Review complete – recommendation to continue with improvements to temporary signage
Braidburn Terrace	One-way road closure	Continuation of temporary one-way arrangement considered appropriate with Braid Road closure
Silverknowes Road (North section)	Road Closure	Review undertaken - revision proposed for approval in this report Should be re-opened immediately
Silverknowes Road (South section)	Alternative on-street proposal to be developed	Following notification response - progress alternative detailed design
Granton Square / Gypsy Brae	Cycle segregation	Local engagement ongoing - scheme under development.
Seafield Street	Cycle segregation	Review programmed for December 2020.
Kings Place	Link between Proms	Temporary measures installed - Review programmed December 2020
Maybury Road	Temporary traffic lights	Review complete – recommendation to continue with no changes (note traffic lights are now 'live' but further North and another set are due to be in situ nearer Queensferry Road imminently)
Arboretum Place	Crossing point	Temporary measures installed - Review programmed December 2020
Carrington Road	Road closure	Currently on hold

Public Proposals – Commonplace Consultation	Various	Recommend approval to progress detailed designs:
Broughton Street	Pavement widening and uphill cycle lane	To approve subject to consultation with local community: develop short / medium term proposals in order to recognise impact changes in traffic management to facilitate tram construction
Broughton St Roundabout	Improvements for pedestrian crossings	For Approval
Restalrig Road South (Smoky Brae)	Pavement widening and uphill cycle lane. Road layout TBA	For Approval
Starbank Road	Pavement widening with give & go traffic management	To approve to detailed design work, subject to traffic modelling being completed to understand the impact on people moving along or living on Starbank Road, East Trinity Road and Ferry Road.
Fillyside Road - Crossing	Installation of a pedestrian/cyclist crossing point (Island – TBA)	For Approval
Fillyside Road	Pavement widening	For Approval
West End of Princes Street	Footpath widening at Johnny Walker site	No short term changes possible
Musselburgh boundary to Portobello (Edinburgh section)	Cycle segregation from CEC boundary in to Portobello	For Approval
Duddingston Road West	Cycle segregation	Assessment completed but considered not feasible due to road width
Portobello Promenade	Improved signage and minor interventions to reduce speed of cyclists	For Approval Additional/improved signage to be considered
Removal of Street Clutter	Working in partnership with Living Streets to remove street clutter	Proposed to package as a single, city wide scheme (excluding city centre) : progress report to TEC in Jan 2021
Greenbank Drive and Glenlockhart Road	Reduce speed limit to 20mph	Speed limit reduction to be considered by the Road Safety team

Schools	Various measures	See Appendix 3.
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Note: Information contained in this list will be subject to change with the potential for estimated costs to be revised during the detailed design phase. Actual costs are tracked during the procurement and installation phases.

Each project (excluding minor interventions at schools for example) is considered by a Design Review Group (peer review), subject to internal approval and shared with the agreed Notification Stakeholder Group.

On completion of all these stages the projects are considered by the Corporate Incident Management Team (CIMT) or Committee prior to implementation.

- moved by Councillor Webber, seconded by Councillor Whyte

Amendment 2

- 1) To note this update on the Spaces for People programme.
- 2) To approve the specific scheme changes noted in paragraph 4.5 of the report by the Executive Director of Place.
- 3) To approve the new schemes as outlined in paragraphs 4.7, 4.8 – 4.11 and Appendix 2 of the Executive Director's report for:
 - 3.1 South Bridge – Town Centre Measures
 - 3.2 Lanark Road, Longstone Road and Inglis Green Road
 - 3.3 A1 and A90
 - 3.4 Greenbank to Meadows
- 4) To approve the recommendations included in Appendix 1 of the Executive Director's report.
- 5) To note the schedule of proposed measures near schools (Appendix 3 of the Executive Director's report) and deliver these as quickly as possible.
- 6) To note the high level and detailed reports on Commonplace (Appendix 4 of the Executive Director's report) and approve the recommended schemes arising from the suggestions made (paragraph 4.36 and Appendix 1 of the report)
- 7) To note the issues of street clutter and unnecessary barriers and guardrails, and agree to receive an update on removal of these items to the Transport and Environment Committee within two cycles.

- moved by Councillor Miller, seconded by Councillor Corbett

Amendment 3

- 1) To note the update on the Spaces for People programme.

- 2) To approve the specific scheme changes as noted in paragraph 4.5 and appendix 1 of the committee report, with the exception of the following:
 - a) believes there is insufficient justification for the continued closure of Silverknowes Road and therefore agrees to reopen this road with further work undertaken to establish cycleways on the route and options for safe crossing points at the north and south ends of the road.
 - b) agrees that officers re-examine the Silverknowes Parkway element of the Pennywell Road scheme to address issues with access and deliveries for households on Silverknowes Parkway.
 - c) believes there is insufficient justification for the continued closure of Braid Road, therefore agrees to reopen this road as well as install the planned improvements and appropriate traffic calming measures.
 - d) agrees the Orchard Brae roundabout be considered a priority project for implementation by the end of 2020.
- 3) To agree to continue consideration of the South Bridge - Town Centres scheme for one cycle pending further discussion on the positioning of bus stops.
- 4) To recognise the changes made to the Greenbank to Meadows quiet route and agrees to continue consideration to allow for a short online consultation with affected residents.
- 5) To agree to proceed with the A90 scheme (subject to further consideration of changes to the phasing of traffic lights at the Burnshot junction to control peak time traffic flow) and the A1 scheme

- moved by Councillor Lang, seconded by Councillor Young

Amendment 4

To note the written deputation form the Private Hire Association to the Transport Environment Committee on 12 the November (see Item 3.10 here <https://democracy.edinburgh.gov.uk/documents/b17338/Deputations%2012th-Nov-2020%2010.00%20Transport%20and%20Environment%20Committee.pdf?T=9>) which amongst other matters made reference to the following;

- No consultation regarding the Spaces for People proposals have taken place with the Private Hire Car (PHC) trade.
- Both taxis and PHC predominantly working on a pre-booked basis

- That by and large the PHC trade support the aims of Spaces for People
- PHC have a large number of both Hybrid and Electrically powered vehicles
- That PHC are licensed for public transport by City of Edinburgh Council (CEC)
- City of Edinburgh Council use PHC's by contract for both school and social work journeys
- Pre COVID demand was such that PHC made circa seven million journeys in the city
- Key workers have been able to use PHC's throughout the pandemic
- PHC's are an integral part of the city's Public Transport Network
- People with mobility issues who cannot manage access to hackney type vehicles use PHC's
- PHC's are by CEC regulation clearly marked, nearside, offside, front and back as Private Hire Vehicles.

To therefore recognise that it would be inequitable to not allow licensed PHC vehicles access through the bus gates proposed in the report when other CEC licensed public transport vehicles were allowed this privilege.

To further recognise that to deny such access on the basis of what other non-licensed vehicles might do was wrong thinking and the PHC trade should not be penalized on the basis of what other drivers might do.

To therefore resolve that where bus gates were instigated using emergency measures licensed PHC vehicles would enjoy the same privileges as other CEC licensed public transport vehicles.

- moved by Councillor Barrie, seconded by Councillor Bridgman

In accordance with Standing Order 22(12), Amendment 4 was accepted as an addendum to Amendment 1.

Motion that the matter now be decided

During discussion of the above item, Councillor Fullerton requested in terms of Standing Order 23(1), that that the matter now be decided.

- moved by Councillor Fullerton, seconded by Councillor Child

Voting

For the motion that the matter now be decided - 36 votes
Against the motion that the matter now be decided - 25 votes

(For the motion that the matter now be decided: The Lord Provost, Councillors Arthur, Bird, Booth, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Perry, Rae, Staniforth, Watt, Wilson, Work and Ethan Young.

Against the motion that the matter now be decided: Councillors Aldridge, Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Hutchison, Johnston, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Louise Young.)

Decision

To approve the motion that the matter now be decided.

Voting

First Vote

The voting was as follows

For the motion - 27 votes
For Amendment 1 (as adjusted) - 19 votes
For Amendment 2 - 9 votes
For Amendment 3 - 6 votes

(For the Motion: The Lord Provost, Councillors Arthur, Bird, Cameron, Kate Campbell, Child, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Key, Macinnes, McNeese-Mechan, McVey, Munn, Munro, Perry, Watt, Wilson, Work and Ethan Young.

For Amendment 1 (as adjusted): Councillors Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.

For Amendment 2: Councillors Booth, Burgess, Mary Campbell, Corbett, Howie, Main, Miller, Rae and Staniforth.

For Amendment 3: Councillors Aldridge, Gloyer, Lang, Osler, Neil Ross and Louise Young.)

There being no overall majority, Amendment 3 fell, and a second vote was taken between the Motion and Amendments 1 (as adjusted) and 2.

Second Vote

For the Motion	-	27 votes
For Amendment 1 (as adjusted)	-	25 votes
For Amendment 2	-	9 votes

For the Motion: The Lord Provost, Councillors Arthur, Bird, Cameron, Kate Campbell, Child, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Key, Macinnes, McNeese-Mechan, McVey, Munn, Munro, Perry, Watt, Wilson, Work and Ethan Young.

For Amendment 1 (as adjusted): Councillors Aldridge, Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Hutchison, Johnston, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Louise Young.

For Amendment 2: Councillors Booth, Burgess, Mary Campbell, Corbett, Howie, Main, Miller, Rae and Staniforth.)

There being no overall majority, Amendment 2 fell, and a third vote was taken between the Motion and Amendment 1 (as adjusted).

Vote 3

For the motion	-	36 votes
For Amendment 1 (as adjusted)	-	25 votes

For the Motion: The Lord Provost, Councillors Arthur, Bird, Booth, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Macinnes, McNeese-Mechan, McVey, Main, Miller, Munn, Munro, Perry, Rae, Staniforth, Watt, Wilson, Work and Ethan Young.

For Amendment 1 (as adjusted): Councillors Aldridge, Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Hutchison, Johnston, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Louise Young.)

Decision

To approve the motion by Councillor Macinnes.

(References – Transport and Environment Committee of 12 November 2020 (item 10); referral from the Transport and Environment Committee, submitted.)

Declaration of Interests

Councillor Arthur declared a non-financial interest in the above item as a work colleague of persons involved in the proposals in this item and as a member of Spokes.

Councillors Corbett, Key, Main, Miller, Osler declared a non-financial interest in the above item as members of Spokes.

4 Spaces for People – East Craigs Low Traffic Neighbourhood - referral from Transport and Environment committee

(a) Deputation – Get Edinburgh Moving

A written deputation was presented on behalf of Get Edinburgh Moving.

The deputation felt that a full public consultation should be held prior to any work commencing to implement the ETRO. This stressed that consultation should be managed to ensure the view of local, directly affected residents were taken into account first and foremost – not individuals or lobby groups from outside the directly affected area.

(b) Deputation – Corstorphine Community Council

A written deputation was presented on behalf of Corstorphine Community Council

The deputation indicated that they had received correspondence from local residents around issues of a perceived lack of democratic accountability and transparency to specific assertions about the proposed LTN such as the area is already a low traffic neighbourhood; an increase in pollution levels due to the rerouting of traffic; safety concerns for schoolchildren due to the rerouting of traffic; the proposed LTN does nothing to reduce traffic but simply concentrates it into certain streets; the proposed LTN forces people to make longer journeys and increases air pollution and more.

The deputation asked that in their role as a community representative body, a wish to have written clarification around the consultation processes and timescales, so that they might plan the necessary meetings and other communications between themselves and the community.

(c) Deputation – Low Traffic Corstorphine

A written deputation was presented on behalf of Low Traffic Corstorphine.

The deputation indicated their support for the Spaces for People proposals to increase safety around Craigmount High School and provide protected cycling infrastructure along the busy main road of Drum Brae North. They expressed disappointment at the decision to pursue option 2b, rather than option 2a as a solution and noted that bold and progressive actions to support social distancing and active travel were being consistently eroded away. The deputation hoped that additional measures would be brought forth in the future to support and enable more walking, cycling and wheeling for the school run.

(d) Deputation – Drum Brae Community Council

A written deputation was presented on behalf of Drum Brae Community Council

The deputation stressed that since this matter first arose and during the time since, they had been attempting to engage with the Council on the matter but felt that so far it had steadfastly omitted to meet its statutory requirements in allowing the impacted Community Councils to participate.

The deputation indicated that due to that lack of response, they had reached a position where they had had to submit a Community Participation Request submission.

(e) Referral from the Transport and Environment Committee

The Transport and Environment Committee had referred a report setting out options for improving conditions for walking and cycling in the East Craigs area in response to COVID-19 following discussions at the Policy and Strategy Committee (20 August 2020), the Transport and Environment Committee (1 October 2020) and the City of Edinburgh Council's meeting (15 October 2020) to Council for approval of the Committee's recommendations.

Motion

- 1) To note the background to the Spaces for People programme, and particularly the proposed introduction of a Low Traffic Neighbourhood (LTN) in East Craigs.
- 2) To note the options to improve conditions for walking and cycling in the East Craigs area.

- 3) To approve option 2b for implementation by Temporary Traffic Regulation Order (TTRO) as part of the Council's Spaces for People programme as set out in paragraphs 4.12 – 4.13 of the report by the Executive Director of Place.
- 4) To approve commencement of an experimental traffic order and to propose a full public consultation prior to the decision by a later Transport and Environment Committee, (date to be confirmed), as part of the process for the introduction of a LTN in East Craigs as set out in paragraphs 4.23 - 4.30 of the Executive Director's report.

- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 1

To delete all of the motion by Councillor Macinnes and replace with:

- 1) To note the background to the Spaces for People programme, and particularly the proposed introduction of the Low Traffic Neighbourhood (LTN) in East Craigs.
- 2) To note the legal opinion provided to both the Get Edinburgh Moving community group and the Council indicated, that using the emergency legislation and the SfP programme to progress an LTN was not a proportionate or appropriate action.
- 3) To recognise that option 2b presented for implementation by Temporary Traffic Regulation Order was yet to be presented to the stakeholder list and undergo the standard approved 5 day accelerated consultation and as such continued to raise concerns within the community.
- 4) To recognise the subtle but vital differences in the verbal amendment made at Transport and Environment Committee and that presented in the revised Motion (as stated in point 4) in relation to the timing of the consultation.
- 5) To note this disparity continued to be cause of concern across the wider East Craigs area.
- 6) To agree therefore that Option 3 presented in the original report continued to be the only democratically acceptable option available.
- 7) To agree that no part of the programme would be progressed unless or until a redesign was in place that gained local support and therefore request a full, comprehensive consultation with the local community.

- 8) To agree with proposals to introduce measures to address the footway pinch points around Craigmount High School and that these be carried out under the schedule of proposed measures for schools.

- moved by Councillor Webber, seconded by Councillor Brown

Amendment 2

To delete all of the motion by Councillor Macinnes and replace with:

- 1) To regret the flawed processes and previous poor decisions on implementing the East Craigs Low Traffic Neighbourhood and recognise the damage this had caused to the relationship between the Council and the people of East Craigs, North Gyle and Craigmount.
- 2) To congratulate the campaigning efforts of those in the community, who simply asked for the Council to consult properly before any decisions were taken, and believe the contents of the Transport and Environment Committee report vindicated those efforts over the last three months.
- 3) To agree that no experimental traffic regulation order should be progressed on the LTN until (a) a full public consultation had been undertaken and (b) the Transport and Environment Committee had been provided with the results of that consultation and given an opportunity to consider the appropriate next steps.
- 4) To agree to proceed with option 2b as set out in the committee report meantime in order to address concerns around social distancing and traffic speeds immediately outside Craigmount High School.

- moved by Councillor Lang, seconded by Councillor Aldridge

Voting

The voting was as follows:

For the Motion	-	36 votes
For Amendment 1	-	19 votes
For Amendment 2	-	6 votes

(For the Motion: The Lord Provost, Councillors Arthur, Bird, Booth, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Perry, Rae, Staniforth, Watt, Wilson, Work and Ethan Young.

For Amendment 1: Councillors Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.

For Amendment 2: Councillors Aldridge, Gloyer, Lang, Osler, Neil Ross and Louise Young.)

Decision

To approve the motion by Councillor Macinnes.

(References – Transport and Environment Committee of 12 November 2020 (item 11); referral from the Transport and Environment Committee, submitted.)

Declaration of Interests

Councillors Arthur, Key and Osler declared a non-financial interest in the above item as members of Spokes.

5 Small Business Saturday 2020– Motion by Councillor Lezley Marion Cameron

(a) Deputation – Unite the Union Edinburgh Cab Branch

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

The deputation welcomed the motion by Councillor Cameron regarding business support to small businesses and asked the Council to also support this so that small businesses could get the help they needed to survive this pandemic and hopefully flourish again in the future and also still be of service to the communities, the charities they helped and be the ambassadors of this beautiful City.

(b) Deputation – Edinburgh Private Hire Association

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

The deputation indicated that they wished to take the opportunity to support Councillor Cameron's motion regarding the Business support initiatives from the City of Edinburgh Council.

(c) Deputation – Edinburgh DJ Ltd

A written deputation was presented on behalf of Edinburgh DJ Ltd.

The deputation indicated that due to the restrictions they were no longer able to operate the most crucial part of their business which was equipment rental (hire) to all sizes of events across Scotland. The restrictions including the no music policy have all but wiped out their regular customers.

The deputation felt that the Council could do more to support businesses by generating grants and distributing them on an even and fair basis rather than creating a system which was hard to understand. They also felt that various types of events including drive in movies and large open-air events, areas where people had large seated areas outside etc where people are able to remain far apart should be considered for approval.

(d) Deputation – Dr Bells

A written deputation was presented on behalf of Dr Bells.

The deputation felt that the Council could do more to support businesses by interpreting the rules in a more even-handed manner. It appeared to them that the Council wished to deny as many applications as possible on technicalities. and indicated that these decisions would lead to many redundancies and businesses closing, and as the Scottish Government had supplied the funding to the councils, councils should now be forced to distribute these funds fairly.

(e) Deputation – Corstorphine Business

A written deputation was presented on behalf of Corstorphine Business.

The deputation outlined support which would be helpful to Corstorphine Business particularly in their early stage of development, and the Council's current work on Shop Local.

(f) Deputation – Edinburgh Farmers Market Cooperative

A written deputation was presented on behalf of Edinburgh Farmers Market Cooperative.

The deputation indicated that footfall had drastically reduced this year, due to the impact of COVID-19, with many customers self isolating and visitor numbers so much reduced. Following on from this, operational arrangements had been altered to ensure that the layout of the market gave space for social distancing of staff, customers and stallholders and was a safe place to work and shop which had involved extra costs

The deputation asked the Council to support the 40+ Scottish independent businesses selling at the market and the 30+ part-time staff employed by the market and businesses at the market by granting their appeal to reduce or waive the Market Operators Licence fee.

(g) Deputation – All Wrapped Up Scotland

A written deputation was presented on behalf of All Wrapped Up Scotland.

The deputation asked the Council to consider grants being made available as happened for the arts, nightclubs etc which would help safeguard so many small businesses and strongly disagreed with the chancellor that an industry with over 400,000 people bringing in £14.7 billion was not unviable.

(h) Motion by Councillor Lezley Marion Cameron

The following motion by Councillor Lezley Marion Cameron was submitted in terms of Standing Order 17:

“Council notes that Small Business Saturday 2020 takes place on 5th December, and that the day-to-day environment within which businesses operate has changed vastly due to Government restrictions and efforts to minimise and mitigate the risks and impact of COVID-19 on Public Health.

Council notes the impact of COVID-19 on key industry sectors of our economy, including hospitality, entertainment, the arts and creative sectors, our festivals, leisure, culture and attractions.

Council notes that from 1 January 2021, businesses will be required to comply with new rules following the UK leaving the EU Single Market and Customs Union. Council recognises that we must work to support businesses when they come into effect on 1 January 2021.

Council further notes challenges which Edinburgh businesses are continuing to face; and welcomes the investment and changes to operational arrangements made by Edinburgh business owners to comply with COVID-19 restrictions and to keep patrons, customers and employees safe.

Council recognises the work undertaken to support businesses through business support, through work within the regulatory department to make it easier for businesses to adapt as we move through different restriction levels and the work done to distribute grants which has been of vital importance to businesses throughout the pandemic.

Council also notes that work has also begun on the new Economy Strategy which will build on previous strategies with a focus on good growth, wellbeing,

sustainability and tackling poverty and inequality, but which will also need to adapt significantly to reflect the twin challenges of Brexit and the Coronavirus.

Council therefore calls for a report in one cycle to the Housing, Homelessness and Fair Work Committee to set out the work that is being done on the Edinburgh Guarantee, in partnership with businesses across the city.

Council calls for a further report, in one cycle, to the Housing Homelessness and Fair Work Committee that gives a detailed update, on business support that has been paid to Edinburgh businesses including insights and feedback received on the efficiency of the process.”

- moved by Councillor Lezley Marion Cameron, seconded by Councillor Kate Campbell

Decision

To approve the motion by Councillor Lezley Marion Campbell.

Declaration of Interests

Councillor Cameron declared a non-financial interest in the above item as a member of EICC, EDI and CEC Holdings and a Director of the Edinburgh Community Solar Cooperative (ECSC).

Councillor Gordon declared a non-financial interest in the above item as Chair of EICC and a member of Capital City Partnership.

Councillor Smith declared a non-financial interest in the above item as a member of EICC and Capital City Partnership.

Councillor Watt declared a non-financial interest in the above item as a member Capital City Partnership.

4 Appointments to Committees etc

On 28 May 2020, the Policy and Sustainability Committee, under interim political management arrangements, appointed members to executive committees, other committees, joint boards and outside bodies, etc for 2020/21. Councillor Neil Ross had tendered his resignation as a member of the Governance, Risk and Best Value Committee and the Council was asked to appoint Councillor Gloyer in his place.

Decision

- 1) To appoint Councillor Gloyer in place of Councillor Neil Ross on the Governance, Risk and Best Value Committee.

- 2) To note that members of the Liberal Democrat Group would be attending Governance, Risk and Best Value Committee on rotation and would advise Committee Services accordingly, but that Councillor Gloyer would be the main named contact.

(References – Policy and Sustainability Committee of 28 May 2020 (item 16); report by the Chief Executive, submitted.)

5 Committee Terms of Reference and Delegated Functions

As a result of an internal audit into the school admissions, and appeals process and Section 27 of the Planning (Scotland) Act 2019, details were provided on two proposed amendments to the Council’s Committee Terms of Reference and Delegated Functions.

Motion

To repeal the existing Committee Terms of Reference and Delegated Functions and approve in its place Appendix 1 of the report by the Chief Executive, such repeal and approval to take effect from 20 November 2020.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

Council:

Recognises that current committee memberships are not reflective of the political make-up of the Council.

Acknowledges that this anomaly contravenes the principles of fairness and proportionality and is profoundly undemocratic.

Agrees to amend the Committee Terms of reference as follows:

- 3.1 Deletes ‘unless expressly agreed otherwise at a meeting of the full Council’ and amends the remaining wording to read ‘Committee membership will be proportionate according to the elected member representation of political groups, except where a committee comprises a single representative from each political group, in which case the total number of elected members on that committee will be equal to the number of political groups represented on the Council at any one time.’

Council therefore calls for a report to be presented in one cycle setting out how this can be enacted.

- moved by Councillor Hutchison, seconded by Councillor Mowat

Voting

The voting was as follow:

For the motion - 36 votes
For the amendment - 25 votes

(For the Motion: The Lord Provost, Councillors Arthur, Bird, Booth, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Perry, Rae, Staniforth, Watt, Wilson, Work and Ethan Young.

For the amendment: Councillors Aldridge, Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Hutchison, Johnston, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Louise Young.)

Decision

To approve the motion by Councillor McVey.

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

6 Public Holidays 2021-2027

Details were provided of the dates of public holiday from 2021 to 2027 and advising of a clash of the Spring holiday date with Easter Monday in the years 2022 and 2025.

Motion

- 1) To note the Public Holiday dates in Edinburgh for the period 2021 to 2027 as attached at Appendix 1 to the report by the Chief Executive.
- 2) To agree that a further report would be brought back to Council to consider the Edinburgh Spring Holiday in 2022.
- 3) To agree the Spring Holiday in 2025 shall be Monday 14 April 2025.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

To approve the report subject to the 2022 dates being updated to include the late May Spring Bank holiday being moved to Thursday 2 June 2022 and the extra Bank Holiday taking place on 3 June 2022 to mark Her Majesty the Queen's Platinum Jubilee.

- moved by Councillor Cook, seconded by Councillor Bruce

Voting

The voting was as follow:

For the motion	-	44 votes
For the amendment	-	17 votes

(For the motion: The Lord Provost, Councillors Aldridge, Arthur, Barrie, Bird, Booth, Bridgman, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gloyer, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Lang, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Osler, Perry, Rae, Neil Ross, Staniforth, Watt, Wilson, Work, Ethan Young and Louise Young.

For the amendment: Councillors Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.)

Decision

To approve the motion by Councillor McVey.

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

7 By-election - No14 Craigentenny-Duddingston Ward

Decision

To note that Ethan Young, (Scottish National Party) had been elected as a councillor for No 14 Craigentenny/Duddingston Ward.

(Reference – report by the Chief Executive, submitted)

8 Edinburgh International Group Update

In response to a motion by the Lord Provost, details were provided on the progress in re-establishing the Edinburgh International Group.

Decision

1) To note that the Edinburgh International Group reconvened in October 2020.

- 2) To note that partners agreed to the development of a forward schedule of regular meetings to support ongoing collaboration, and the refresh of the Edinburgh International framework by June 2021.

(References – Act of Council No 16 of 15 October 2020; report by the Chief Executive, submitted.)

9 City of Edinburgh Council – 2019-20 Annual Audit Report to the Council and the Controller of Audit – referral from the Finance and Resources Committee

The Finance and Resources Committee had referred a report on the principal findings arising from the Council's 2019/20 external audit to the Council for information.

Motion

To note the report by the Finance and Resources Committee.

- moved by Councillor Munn, seconded by Councillor Griffiths

Amendment

- 1) To note that, following the audit process, it was anticipated that an unqualified audit opinion would be issued on the Council's annual accounts for 2019/20.
- 2) To note that, following approval by the Finance and Resources Committee, the audited annual accounts would be signed and submitted to the external auditor.
- 3) To note the areas of strength identified within the wider scope audit work and that progress in the delivery of the remaining improvement actions set out in Appendix 5 of the auditor's report would be reported to the Committee during the coming year.
- 4) To note that, once approved, a summarised version of the annual accounts would also be published on the Council's website by 30 November 2020.
- 5) To note the concerns raised by the external auditor that the Council was only able to deliver 77% of approved savings in 2019/20.
- 6) To regret that despite previous warnings from the external auditors in this regard, the Council was still deemed to have no long-term financial strategy.
- 7) To note with concern the opinion of the external auditors that the Council's reserves were at the lower range of what they would deem to be prudent.

- 8) To request a report from the Head of Finance in two cycles setting out a strategy for the rebuilding of the Council's reserves.

- moved by Councillor Hutchison, seconded by Councillor Doggart

Voting

The voting was as follow:

For the motion	-	39 votes
For the amendment	-	23 votes

(For the motion: The Lord Provost, Councillors Arthur, Barrie, Bird, Booth, Bridgman, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Perry, Rae, Rankin, Staniforth, Watt, Wilson, Work and Ethan Young.

For the amendment: Councillors Aldridge, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Hutchison, Johnston, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Louise Young.)

Decision

To approve the motion by Councillor Munn.

(Reference – Finance and Resources Committee of 5 November 2020 (item 1); referral from the Finance and Resources Committee, submitted.)

10 Revenue Budget 2020-23 - 2020-21 Month Five Position and Framework Assumptions Update - referral from the Finance and Resources Committee

The Finance and Resources Committee had referred a report seeking approval of the use in 2020/21 of up to £0.6m from the Council's earmarked reserves to meet costs associated with the independent review of the Council's whistleblowing arrangements and culture to Council for consideration.

Motion

To approve the use in 2020/21 of up to £0.6m from the Council's earmarked reserves to meet costs associated with the independent review of the Council's whistleblowing arrangements and culture.

- moved by Councillor Munn, seconded by Councillor Griffiths

Amendment

- 1) In relation to paragraph 1.1.7 of the recommendations and paragraph 4.34 of the report by the Executive Director of Resources, to note that the council was agreeing to not more than £600k for the costs, to be taken from reserves, and that any costs in excess of £600k would need to be reported to and agreed by Finance and Resources Committee, subject to approval of Council, prior to any further commitment being made.
- 2) To note that at Finance and Resources Committee, members expressed concern about a potential escalation of costs well beyond £600k and agreed that the next meeting of Finance and Resources Committee would be presented with details on the cost of the independent review and a breakdown of charges; and that thereafter an update would be provided to each committee meeting on the financial impact of the independent inquiry.
- 3) To agree that the terms of reference and programme of work agreed by the review should be mindful of reasonable expectations of best value and proportionality of cost.

- moved by Councillor Corbett, seconded by Councillor

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

Decision

To approve the following adjusted motion by Councillor Munn:

- 1) To approve the use in 2020/21 of up to £0.6m from the Council's earmarked reserves to meet costs associated with the independent review of the Council's whistleblowing arrangements and culture.
- 2) In relation to paragraph 1.1.7 of the recommendations and paragraph 4.34 of the report by the Executive Director of Resources, to note that the council was agreeing to not more than £600k for the costs, to be taken from reserves, and that any costs in excess of £600k would need to be reported to and agreed by Finance and Resources Committee, subject to approval of Council, prior to any further commitment being made.
- 3) To note that at Finance and Resources Committee, members expressed concern about a potential escalation of costs well beyond £600k and agreed that the next meeting of Finance and Resources Committee would be presented with details on the cost of the independent review and a breakdown of charges; and that thereafter an update would be provided to each committee meeting on the financial impact of the independent inquiry.

- 4) To agree that the terms of reference and programme of work agreed by the review should be mindful of reasonable expectations of best value and proportionality of cost.

(References – Finance and Resources Committee of 29 October 2020 (item 5); referral from the Finance and Resources Committee, submitted.)

11 Town Centre Fund - Additional Allocations - referral from the Housing, Homelessness and Fair Work Committee

The Housing, Homelessness and Fair Work Committee had referred an update report on the Town Centre Fund – Additional Allocations to Council for consideration.

Motion

- 1) To agree the allocation of the additional £0.954m of the additional Town Centre Fund money.
- 2) To agree the reallocation of £0.500m from the South Queensferry public realm project
- 3) To note the agreed strategic statement: “The Council will direct investment in Edinburgh’s town centres and local centres to projects that strengthen and reinforce their roles as set out in the Edinburgh Local Development Plan; contribute to inclusive growth; and enhance their resilience and sustainability in the face of change.”
- 4) To recognise the importance of outdoor public space especially in the current circumstances.
- 5) To further recognise the importance of investing in regeneration areas and the coalition commitment to tackling poverty and inequality.
- 6) To allocate to the projects as set out in the table below:

Gracemount public realm - £100k	100,000.00
Craigmillar town centre - £170k	170,000.00
Westside Plaza Phase 3	300,000.00
Granton Station	747,000.00
Pentlands Community Space	75,000.00
Pennywell Hub	62,000.00
TOTAL	£1,454,000.00

- 7) To agree that if it became apparent that any projects would not be able to achieve the funding timescales set out in 3.1 of the report, funding should be

reallocated by the Executive Director of Place in consultation with the Convener and Vice Convener of Housing, Homelessness and Fair Work Committee.

- moved by Councillor Kate Campbell, seconded by Councillor Watt

Amendment 1

Council

- 1) To agree the allocation of the additional £0.954m of the additional Town Centre Fund money.
- 2) To agree the reallocation of £0.500m from the South Queensferry public realm project.
- 3) To agree to fund the following:
 - a) Bruntsfield St Oswald's (£0.55m)
 - b) The Corstorphine Community Centre (£0.75m)
 - c) Pentlands Community Space (£0.15m)
- 4) To agree that if it became apparent that any projects would not be able to achieve the funding timescales set out in 3.1 of the report by the Executive Director of Place, funding shall be reallocated by the Executive Director of Place in consultation with the Convener and Vice-Convener of Housing, Homelessness and Fair Work Committee.

- moved by Councillor McLellan, seconded by Councillor Jim Campbell

Amendment 2

As per recommendation 1.1.3 of the report to Housing, Homelessness and Fair Work Committee on 5 November 2020 which calls for members to select projects from the shortlist in Appendix 1, allocates the funding as per the table below, recognising the case for funding to be targeted on those projects in communities which experience the greatest disadvantage:

Project	Funding allocated (£m)	As a percentage of funding requested
Craigmillar town centre	0.170	100%
Gracemount public realm	0.100	100%
Granton station	0.759	89%
Pennywell hub	0.125	100%
Westside plaza phase 3	0.300	100%

- moved by Councillor Miller, seconded by Councillor Booth

Amendment 3

- 1) To agree the allocation of the additional £0.954m of the additional Town Centre Fund money.
- 2) To agree the reallocation of £0.500m from the South Queensferry public realm project.
- 3) To agree to allocate funding to cover 100% of the stated costs for:
 - a) Bruntsfield St Oswald's
 - b) The Corstorphine Community Centre
 - c) Pennywell Hub
- 4) To agree that if it became apparent that any projects would not be able to achieve the funding timescales set out in 3.1 of the report by the Executive Director of Place, funding shall be reallocated by the Executive Director of Place in consultation with the Convener and Vice-Convener of Housing, Homelessness and Fair Work Committee

- moved by Councillor Lang, seconded by Councillor Aldridge

Voting

First Vote

The voting was as follows

For the motion	-	26 votes
For Amendment 1	-	17 votes
For Amendment 2	-	10 votes
For Amendment 3	-	8 votes

(For the Motion: Councillors Arthur, Bird, Cameron, Kate Campbell, Child, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Griffiths, Henderson, Key, Macinnes, McNeese-Mechan, McVey, Munn, Munro, Perry, Rankin, Watt, Wilson, Work and Ethan Young.

For Amendment 1: Councillors Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.

For Amendment 2: Councillors Booth, Burgess, Mary Campbell, Corbett, Graczyk, Howie, Main, Miller, Rae and Staniforth.

For Amendment 3: Councillors Aldridge, Barrie, Bridgman, Gloyer, Lang, Osler, Neil Ross and Louise Young.

Abstentions: The Lord Provost.)

There being no overall majority, Amendment 3 fell, and a second vote was taken between the Motion and Amendments 1 and 2.

Second Vote

For the Motion	-	26 votes
For Amendment 1	-	25 votes
For Amendment 2	-	10 votes

(For the Motion: Councillors Arthur, Bird, Cameron, Kate Campbell, Child, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Griffiths, Henderson, Key, Macinnes, McNeese-Mechan, McVey, Munn, Munro, Perry, Rankin, Watt, Wilson, Work and Ethan Young.

For Amendment 1: Councillors Aldridge, Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Hutchison, Johnston, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Louise Young.

For Amendment 2: Councillors Booth, Burgess, Mary Campbell, Corbett, Graczyk, Howie, Main, Miller, Rae and Staniforth.

Abstentions: The Lord Provost.)

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

Third Vote

For the motion	-	36 votes
For Amendment 1	-	25 votes

(For the Motion: Councillors Arthur, Bird, Booth, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Perry, Rae, Rankin, Staniforth, Watt, Wilson, Work and Ethan Young.

For Amendment 1: Councillors Aldridge, Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Daggart, Douglas, Gloyer, Hutchison, Johnston, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Louise Young.

Abstentions: The Lord Provost.)

Decision

To approve the motion by Councillor Kate Campbell.

(References – Housing, Homelessness and Fair Work Committee of 5 November 2020; referral from the Housing, Homelessness and Fair Work Committee, submitted.)

Declaration of Interests

The Lord Provost declared a non-financial interest in the above item as a trustee of Corstorphine Community Centre.

Councillor Douglas declared a non-financial interest in the above item as a member of Corstorphine Community Centre.

Councillor Lang declared a non-financial interest in the above item as a family member was a member of the board of North Edinburgh Arts

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

13 Trams to Newhaven – COVID-19 Final Business Case Refresh - referral from Transport and Environment committee

The Transport and Environment Committee had referred a report detailing the Trams to Newhaven – COVID-19 Final Business Case Refresh for the project to Council for approval.

Motion

- 1) To note the analysis set out in the report by the Executive Director of Place.
- 2) To note that under all scenarios presented, the economic case for the project remained positive with a benefit to cost ratio above 1.
- 3) To note that the impact of COVID-19 on financing costs was uncertain and that the future call on reserves could range from £0m to £93m, but that reserves would be replenished over the longer-term.

- 4) To approve the potential use of reserves of up to £93m noted at paragraph 3).
- 5) To note that in all but one scenario project cancellation had a higher cost to the Council than continuing with the project.
- 6) To note that should the Council decide to cancel the project, there would be a £32m call on reserves in the current financial year under all scenarios, this would need to be funded through the cancellation and/or delay of projects in the Council's capital programme.
- 7) To note the total cost of cancellation was calculated at £107.4m compared with £207.3 to build the line and that this £107.4m would be incurred with none of the benefits set out in the Final Business Case (FBC) being realised.
- 8) To note that since the Trams to Newhaven FBC was approved, the emerging policies and strategies only strengthen the case for high capacity, high quality public transport in the city.
- 9) To note that the emerging policies and strategies would, other things being equal, lead to the development of a transport network where tram would expect to attract higher levels of demand compared to the assumptions made at the time of the FBC.
- 10) To approve continuing with the construction of the Trams to Newhaven project which was still projected to be within the budget of £207.3m as set out in the Final Business Case for the project and approved by Council.

- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 1

To delete all of the motion by Councillor Macinnes and replace with:

- 1) To note the report by the Executive Director of Place.
- 2) To express concern that the report set out a choice between an unaffordable cancellation at an immediate cost to the taxpayer of £32m plus sunk costs OR an unaffordable risk of a strain on Council reserves in the near future of £93m. All of this based on a set of assumptions that could prove to be optimistic given potential long-term travel pattern changes from a new work from home culture.
- 3) To condemn the actions of the SNP/Labour Administration and its allies for endangering the Council's finances and future services by accepting the 2019 Business Plan given its reliance on future fare revenue, inflated project costs and timescales and failure to take full account of the risks to fare revenue.

- 4) To therefore agree to instruct the Chief Executive to provide a report as a matter of urgency setting out:
- a demonstrable plan as to how ringfenced Reserves can be set aside to cover the £93m deficit identified in the report
 - how this funding can be accommodated in a properly structured and long-awaited long-term financial plan as repeatedly called for by the Council's external auditors.
 - the opportunity costs of building up and using Reserves to support this project including any service withdrawals or redesigns necessary
 - how, given the parlous state of Council reserves in the current financial year, the Council can be insulated from current and future risk of bankruptcy
 - a transparent breakdown within the tram project of cost savings and overspends identified to date against the original business plan
 - actions being undertaken to enable value engineering and acceleration of the project timeline to reduce cost and mitigate risk
 - a full analysis of the revenue impacts across bus and trams as was provided in the original business case (but is missing in this update) given(i) the Council's proposed merger of its Transport ALEOs (ii) the direct impact future tram fare revenue will have on bus revenue and services (iii) and the risks to future tram income which apply equally to bus income and dividends payable from Lothian Buses to CEC placing an even greater strain on Council budgets over and above the £93m risk outlined in the report.
- 5) To further instruct the Chief Executive to seek financial assistance from Scottish Government to support both construction and loan charge costs of this project so that Edinburgh receives a fairer share of Scotland wide infrastructure spending in line with its place as Scotland's capital city.

- moved by Councillor Whyte, seconded by Councillor Webber

Amendment 2

- 1) To note the analysis set out in the report by the Executive Director of Place.
- 2) To note that under all scenarios presented, the economic case for the project remained positive with a benefit to cost ratio above 1.

- 3) To note that the impact of COVID-19 on financing costs was uncertain and that the future call on reserves could range from £0m to £93m, but that reserves would be replenished over the longer-term.
- 4) To approve the potential use of reserves of up to £93m noted at paragraph 3).
- 5) To note that in all but one scenario project cancellation had a higher cost to the Council than continuing with the project.
- 6) To note that should the Council decide to cancel the project, there would be a £32m call on reserves in the current financial year under all scenarios, this would need to be funded through the cancellation and/or delay of projects in the Council's capital programme.
- 7) To note the total cost of cancellation was calculated at £107.4m compared with £207.3 to build the line and that this £107.4m would be incurred with none of the benefits set out in the Final Business Case (FBC) being realised.
- 8) To note that since the Trams to Newhaven FBC was approved, the emerging policies and strategies only strengthen the case for high capacity, high quality public transport in the city.
- 9) To note that the emerging policies and strategies would, other things being equal, lead to the development of a transport network where tram would expect to attract higher levels of demand compared to the assumptions made at the time of the FBC.
- 10) To approve continuing with the construction of the Trams to Newhaven project which was still projected to be within the budget of £207.3m as set out in the Final Business Case for the project and approved by Council.
- 11) To therefore agree to instruct the Chief Executive to provide a report as a matter of urgency setting out:
 - a demonstrable plan as to how ringfenced Reserves can be set aside to cover the £93m deficit identified in the report
 - how this funding can be accommodated in a properly structured and long-awaited long-term financial plan as repeatedly called for by the Council's external auditors.
 - the opportunity costs of building up and using Reserves to support this project including any service withdrawals or redesigns necessary
 - how, given the parlous state of Council reserves in the current financial year, the Council can be insulated from current and future risk of bankruptcy

- a transparent breakdown within the tram project of cost savings and overspends identified to date against the original business plan
- actions being undertaken to enable value engineering and acceleration of the project timeline to reduce cost and mitigate risk
- a full analysis of the revenue impacts across bus and trams as was provided in the original business case (but is missing in this update) given(i) the Council's proposed merger of its Transport ALEOs (ii) the direct impact future tram fare revenue will have on bus revenue and services (iii) and the risks to future tram income which apply equally to bus income and dividends payable from Lothian Buses to CEC placing an even greater strain on Council budgets over and above the £93m risk outlined in the report.

12) To further instruct the Chief Executive to seek financial assistance from Scottish Government to support both construction and loan charge costs of this project so that Edinburgh receives a fairer share of Scotland wide infrastructure spending in line with its place as Scotland's capital city

- moved by Councillor Lang, seconded by Councillor Neil Ross

In accordance with Standing Order 21(12), paragraph 5 of Amendment 1 was adjusted and accepted as an addendum to the motion.

Voting

The voting was as follows:

For the Motion (as adjusted)	-	35 votes
For Amendment 1	-	17 votes
For Amendment 2	-	8 votes

(For the Motion (as adjusted): The Lord Provost, Councillors Arthur, Bird, Booth, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Griffiths, Henderson, Howie, Key, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Perry, Rae, Staniforth, Watt, Wilson, Work and Ethan Young.

For Amendment 1: Councillors Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte

For Amendment 2: Councillors Aldridge, Barrie, Bridgman, Gloyer, Lang, Osler, Neil Ross and Louise Young.)

Decision

To approve the following adjusted motion by Councillor Macinnes:

- 1) To note the analysis set out in the report by the Executive Director of Place.
- 2) To note that under all scenarios presented, the economic case for the project remained positive with a benefit to cost ratio above 1.
- 3) To note that the impact of COVID-19 on financing costs was uncertain and that the future call on reserves could range from £0m to £93m, but that reserves would be replenished over the longer-term.
- 4) To approve the potential use of reserves of up to £93m noted at paragraph 3).
- 5) To note that in all but one scenario project cancellation had a higher cost to the Council than continuing with the project.
- 6) To note that should the Council decide to cancel the project, there would be a £32m call on reserves in the current financial year under all scenarios, this would need to be funded through the cancellation and/or delay of projects in the Council's capital programme.
- 7) To note the total cost of cancellation was calculated at £107.4m compared with £207.3 to build the line and that this £107.4m would be incurred with none of the benefits set out in the Final Business Case (FBC) being realised.
- 8) To note that since the Trams to Newhaven FBC was approved, the emerging policies and strategies only strengthen the case for high capacity, high quality public transport in the city.
- 9) To note that the emerging policies and strategies would, other things being equal, lead to the development of a transport network where tram would expect to attract higher levels of demand compared to the assumptions made at the time of the FBC.
- 10) To approve continuing with the construction of the Trams to Newhaven project which was still projected to be within the budget of £207.3m as set out in the Final Business Case for the project and approved by Council.
- 11) To note that construction costs associated with COVID were being captured in the event of any specific support available. Request the Council Leader write to the Scottish Government again to highlight the issue of capital pressure on construction projects across Council projects, including tram and seeking consideration of specific financial assistance from Scottish Government to help mitigate this. To agree the Leader also write again to the UK Government

to request support on loan charge costs in recognition that most of the borrowing supporting the Council's capital projects are through the public loans works board.

(References – Transport and Environment Committee of 12 November 2020 (item 6); referral from the Transport and Environment Committee, submitted.)

Declaration of Interests

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

Councillors Doran, Laidlaw and Miller declared a non-financial interest in the above item as members of Transport for Edinburgh.

15 Regulation of Fireworks - Motion by Councillor Lang

The following motion by Councillor Lang was submitted in terms of Standing Order 17:

“Council:

- 1) recognises that whilst the majority of people use fireworks in a safe and responsible manner, the reckless misuse of fireworks by a minority has continued to caused damage and distress in a number of local communities.
- 2) expresses its sincere thanks to the emergency services who tended to a number of serious incidents in the city earlier this month because of the misuse of fireworks.
- 3) notes that 94% of those who responded to the 2019 Scottish Government consultation on the regulation of fireworks agreed there should be more control over the sale of fireworks and 92% were in favour of greater control on the use of fireworks.
- 4) welcomes the recent report from the Fireworks Review Group and the 11 recommendations submitted to the Scottish Government, including the creation of no firework zones, limitations on the days and times that fireworks can be set off, and measures to tackle proxy-purchasing of fireworks by those under the age of 18.
- 5) agrees that the Leader of the Council write to the Minister for Community Safety to express the Council's support for additional measures to address the misuse of fireworks and to ask that such measures are put in place in time for November 2021.

Motion

To approve the motion by Councillor Lang

- moved by Councillor Lang, seconded by Councillor Young

Amendment 1

To replace Paragraph 5 of the motion by Councillor Lang with:

5) Council:

“Notes the Leader wrote to both the UK and Scottish Governments in 2018. Since then there has been some progress in the Scottish Parliament with publication in early November 2020 of recommendations from the Independent Firework Review Group and the outcome of the Scottish Government’s consultation in 2019 but regrets that the Westminster Government have taken no substantive action since. Agrees that the Leader will write again to the UK Government to support calls to change the sale of fireworks legislation which is required to make progress. Also agree the Leader will write to the Scottish Government to request a timeline on action points from the review.

Agrees that City of Edinburgh Council with partners (Fire/Police Scotland) will provide firework safety information on appropriate web/social media platforms”.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 2

1) To insert after point 1 of the motion by Councillor Lang:

“Recognises that fireworks are particularly hazardous for many of our disabled citizens, including those who cannot move out of the way quickly and their assistance animals, such as guide dogs, which may become frightened and consequently distracted from their work by fireworks, putting their owners at risk; further recognises distress caused to both pets and wild animals by fireworks, which causes stress, harm and sometimes death.”

2) To insert after Point 5 of the motion:

“Agrees that in the same correspondence the Council Leader will offer council backing for Scottish ministers in their dialogue with UK ministers to act promptly in relation to reform of those aspects of reserved legislation on sale and supply of fireworks which would support the Fireworks Review Group’s aim of making use of fireworks safer and more responsible.”

- moved by Councillor Howie, seconded by Councillor Staniforth

In accordance with Standing Order 21(12), the whole of Amendment 1 and paragraph 1 of Amendment 2 were accepted as amendments to the motion.

Decision

To approve the following adjusted motion by Councillor Lang:

- 1) To recognise that whilst the majority of people used fireworks in a safe and responsible manner, the reckless misuse of fireworks by a minority had continued to cause damage and distress in a number of local communities.
- 2) To recognise that fireworks were particularly hazardous for many of our disabled citizens, including those who could not move out of the way quickly and their assistance animals, such as guide dogs, which may become frightened and consequently distracted from their work by fireworks, putting their owners at risk; further recognise distress caused to both pets and wild animals by fireworks, which causes stress, harm and sometimes death.
- 3) To express the Council's sincere thanks to the emergency services who tended to a number of serious incidents in the city earlier this month because of the misuse of fireworks.
- 4) To note that 94% of those who responded to the 2019 Scottish Government consultation on the regulation of fireworks agreed there should be more control over the sale of fireworks and 92% were in favour of greater control on the use of fireworks.
- 5) To welcome the recent report from the Fireworks Review Group and the 11 recommendations submitted to the Scottish Government, including the creation of no firework zones, limitations on the days and times that fireworks could be set off, and measures to tackle proxy-purchasing of fireworks by those under the age of 18.
- 6) To note the Leader wrote to both the UK and Scottish Governments in 2018. Since then there had been some progress in the Scottish Parliament with publication in early November 2020 of recommendations from the Independent Firework Review Group and the outcome of the Scottish Government's consultation in 2019 but regret that the Westminster Government had taken no substantive action since. Agree that the Leader would write again to the UK Government to support calls to change the sale of fireworks legislation which was required to make progress. Also agree the Leader would write to the Scottish Government to request a timeline on action points from the review.

- 7) To agree that City of Edinburgh Council with partners (Fire/Police Scotland) would provide firework safety information on appropriate web/social media platforms.

16 Additional Costs Arising from The Short Term Lets Legislation - Motion by Councillor Neil Ross

The following motion by Councillor Neil Ross was submitted in terms of Standing Order 17:

“Council:

- Welcomes the intention of the Scottish Government, following a second consultation which closed on 16 October 2020, to publish legislation in December to give local authorities powers to license short-term lets and introduce control areas.
- Notes that the Control Area Regulations, as defined in the Consultation Paper, would allow planning authorities to designate all or part(s) of their area as a control area.
- Notes that within such a designated area, the use of a dwelling house for short term letting, in a property where the host does not normally live, would always be deemed to involve a material change of use and to require planning permission.
- Notes that there are over 6,500 active listings of entire properties for short term letting in Edinburgh.
- Recognises that, should this legislation be introduced next year, the Council’s Planning and Licensing Departments are likely to receive a significant number of applications from short term let landlords.
- Therefore, given the current pressures on the Council’s finances, requests a report to the Finance and Resources Committee within two cycles to quantify the likely costs to process these applications, which may be received as a result of this new legislation, and to outline the options for funding.”

Motion

Council:

- Welcomes the intention of the Scottish Government, following a second consultation which closed on 16 October 2020, to publish legislation in December to give local authorities powers to license short-term lets and introduce control areas.

- Notes that the Control Area Regulations, as defined in the Consultation Paper, would allow planning authorities to designate all or part(s) of their area as a control area.
- Notes that within such a designated area, the use of a dwelling house for short term letting, in a property where the host does not normally live, would always be deemed to involve a material change of use and to require planning permission.
- Notes that there are over 6,500 active listings of entire properties for short term letting in Edinburgh.
- Recognises that, should this legislation be introduced next year, the Council's Planning and Licensing Departments are likely to receive a significant number of applications from short term let landlords
- Therefore, given the current pressures on the Council's finances, requests a report to the Policy and Sustainability Committee within two cycles to quantify the likely costs to process these applications, which may be received as a result of this new legislation, and to outline the options for funding.

- moved by Councillor Neil Ross, seconded by Councillor Osler

Amendment 1

To accept paragraphs 1-5 of the motion by Councillor Neil Ross and replace paragraph 6 with;

“Notes that costs from any licensing and planning system would normally be expected to be contained within the income received from applications received.

Therefore, given the current pressures on the Council's finances, agrees the report to the Policy & Sustainability Committee, with the timeline for this being set out in the report to December 2020 Policy and Sustainability Committee on the Council's response to the Scottish Government's consultation. The future report will include information that sets out an assessment of whether the likely costs to the planning and licensing system, which may be received as a result of this new legislation, can be contained within the respective budget and if not the likely revenue impact for the council's budget in year 2021/22.

- moved by Councillor McVey, seconded by Councillor Watt

Amendment 2

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

- 1) Notes that planning and licensing regimes are both fee-based, and that fees should be set in a way which covers the cost of the application process; further notes that there is likely to be a significant additional cost of inspection and enforcement, and that enforcement action costs should be estimated for the purposes of this report; Notes the costs arising from processing licence applications would normally be expected to be contained within the income from application fees and that planning application fee rates are set nationally by the Scottish Government. They are currently under review. Licence fee rates for short term lets are expected to be determined locally by the licensing authority and set on a cost recovery basis for the licensing system.
- 2) Welcomes control areas for planning purposes, notes that a policy in the Local Development Plan / City Plan to prevent loss of homes to alternative uses would provide clarity on the determination of any such change of use applications; welcomes the intention, set out in the Choices for City Plan consultation earlier in the year, to consult on designating a Short Term Let Control area in the city, and on introducing a new policy on loss of homes to alternative uses; notes that 87% of respondents to the consultation supported control areas while 88% supported a new policy on loss of homes, expects that officers will take due consideration of this support in the forthcoming City Plan, and agrees that a members briefing will be circulated setting out the actions being taken to support acceleration of the wider roll-out of short term let control areas once the legislation is passed and on options for limiting loss of homes to alternative uses, prior to the adoption of the new City Plan.

- moved by Councillor Booth, seconded by Councillor Miller

In accordance with Standing Order 21(12), the final sentence of Amendment 1 and paragraph 1 of Amendment 2 were accepted as addendums to the motion.

In accordance with Standing Order 21(12), Amendment 2 was accepted as an addendum to Amendment 1.

Voting

The voting was as follows:

For the Motion (as adjusted)	-	25 votes
For Amendment 1 (as adjusted)	-	36 votes

(For the Motion (as adjusted): Councillors Aldridge, Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Hutchison, Johnston, Laidlaw, Lang,

McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Louise Young.

For Amendment 1 (as adjusted): The Lord Provost, Councillors Arthur, Bird, Booth, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Perry, Rae, Rankin, Staniforth, Watt, Wilson, Work and Ethan Young.)

Decision

To approve the following adjusted Amendment 1 by Councillor McVey:

- 1) To welcome the intention of the Scottish Government, following a second consultation which closed on 16 October 2020, to publish legislation in December to give local authorities powers to license short-term lets and introduce control areas.
- 2) To note that the Control Area Regulations, as defined in the Consultation Paper, would allow planning authorities to designate all or part(s) of their area as a control area.
- 3) To note that within such a designated area, the use of a dwelling house for short term letting, in a property where the host did not normally live, would always be deemed to involve a material change of use and to require planning permission.
- 4) To note that there were over 6,500 active listings of entire properties for short term letting in Edinburgh.
- 5) To recognise that, should this legislation be introduced next year, the Council's Planning and Licensing Departments were likely to receive a significant number of applications from short term let landlords.
- 6) To note that costs from any licensing and planning system would normally be expected to be contained within the income received from applications received.
- 7) Therefore, given the current pressures on the Council's finances, agree the report to the Policy and Sustainability Committee, with the timeline for this being set out in the report to December 2020 Policy and Sustainability Committee on the Council's response to the Scottish Government's consultation. The future report would include information that set out an assessment of whether the likely costs to the planning and licensing system, which may be received as a result of this new legislation, could be contained

within the respective budget and if not the likely revenue impact for the council's budget in year 2021/22.

- 8) To note that planning and licensing regimes were both fee-based, and that fees should be set in a way which covered the cost of the application process; further note that there was likely to be a significant additional cost of inspection and enforcement, and that enforcement action costs should be estimated for the purposes of this report; Notes the costs arising from processing licence applications would normally be expected to be contained within the income from application fees and that planning application fee rates were set nationally by the Scottish Government. They were currently under review. Licence fee rates for short term lets were expected to be determined locally by the licensing authority and set on a cost recovery basis for the licensing system.
- 9) To welcome control areas for planning purposes, note that a policy in the Local Development Plan / City Plan to prevent loss of homes to alternative uses would provide clarity on the determination of any such change of use applications; welcome the intention, set out in the Choices for City Plan consultation earlier in the year, to consult on designating a Short Term Let Control area in the city, and on introducing a new policy on loss of homes to alternative uses; note that 87% of respondents to the consultation supported control areas while 88% supported a new policy on loss of homes, expect that officers would take due consideration of this support in the forthcoming City Plan, and agree that a members briefing would be circulated setting out the actions being taken to support acceleration of the wider roll-out of short term let control areas once the legislation was passed and on options for limiting loss of homes to alternative uses, prior to the adoption of the new City Plan.

17 Extension of Visitor Parking Permits - Motion by Councillor Neil Ross

The following motion by Councillor Neil Ross was submitted in terms of Standing Order 17:

“Council:

- Notes that the Council issues visitor parking permits in books of 10 and will exchange or refund only complete books of unused out of date permits.
- Notes that many residents hold a stock of visitor parking permits to be handed out to family, friends, carers and other visitors.
- Notes that, as a result of the restrictions during lockdown and the more recent restrictions on meeting other people, many of these permits remain unused

- Where the permits expire at the end of 2020, in order to avoid books of 2020 permits being posted into the Council in 2021 in order to be exchanged for books of 2021 permits, agrees that their validity should be extended to 31 December 2021.

- moved by Councillor Neil Ross, seconded by Councillor Osler

Decision

To approve the motion by Councillor Neil Ross

18 Celebrating the Rainbow Box Foundation – Motion by By Councillor Johnston

The following motion by Councillor Johnston was submitted in terms of Standing Order 17:

“Council

- 1) Recognises the fantastic work of the Rainbow Box campaign, which now provides personal items, toiletries and iPads to over 60 wards across ten hospitals across the Lothians, for those suffering from Covid-19.
- 2) Further recognises the work of Staff Nurse Alison Williams, who founded the campaign in March of this year, and who has since been awarded the British Empire Medal and asks the Lord Provost to further recognise on behalf of the Council.
- 3) Requests that the Chief Officer of the Health and Social Care Partnership explore how the campaign can be further supported, with specific reference to volunteers.”

- moved by Councillor Johnston, seconded by Councillor Doggart

Decision

To approve the motion by Councillor Johnston.

19 Non-Disclosure Agreements - Motion by Councillor Rose

The following motion by Councillor Rose was submitted in terms of Standing Order 17:

“Council:

Instructs the Monitoring Officer to produce a report in one cycle of Council setting out:

- 1) How individuals shall be assured that City of Edinburgh Council or any subsidiary organisations will not enforce any Non-Disclosure Agreements regarding any information shared with the Independent Inquiries launched by Council.
- 2) The mechanism to alert Council should the Independent Inquiry take an interest in an area where the City of Edinburgh Council may be inhibited by Non-Disclosure Agreements.”

Motion

To approve the motion by Councillor Rose.

- moved by Councillor Rose, seconded by Councillor Jim Campbell

Amendment

To delete al of Councillor Rose’s motion and replace with:

“Council notes the independent investigations currently underway, now led by the Independent Chair, Susanne Tanner QC, and that this investigation is fully empowered to raise the use or relevance of non-disclosure agreements, if, in the opinion of the Chair, it is determined that such matters are of relevance to the terms of reference.

Council agrees that any existing non-disclosure agreement does not prevent any individual, or organisation, speaking to the independent investigation team on any matter and Council should further note that any non-disclosure agreement cannot prevent employees from making protected disclosures under whistleblowing legislation, regardless of any confidentiality provisions”.

- moved by Councillor McVey, seconded by Councillor Day

In accordance with Standing Order 22(12) the amendment was accepted as an addendum at the start of the motion.

Voting

The voting was as follows:

For the motion (as adjusted)	-	17 votes
For the amendment	-	44 votes

(For the motion (as adjusted): Councillors Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.

For the amendment: The Lord Provost, Councillors Aldridge, Arthur, Barrie, Bird, Booth, Bridgman, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gloyer, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Lang, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Osler, Perry, Rae, Rose, Rankin, Staniforth, Watt, Wilson, Work, Ethan Young and Louise Young.)

Decision

To approve the amendment by Councillor McVey.

20 Questions

Decision

To agree that any Supplementary Questions should be submitted to the Lord Provost and that they be posted with their answer on the Council's website.

The questions put by members to this meeting, written answers and supplementary questions and answers are contained in Appendix 1 to this minute.

21 Leader's Report

Decision

To note the report.

(Reference – report by the Leader of the Council, submitted)

Appendix 1

(As referred to in Act of Council No 20 of 19 November 2020)

QUESTION NO 1

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 19 November 2020

Question

Can the Convener list the road safety projects in which the design, tendering or implementation has been delayed as a result of officer resource being diverted to Spaces for People projects?

Answer

The Council has prioritised resources towards the delivery of the Spaces for People programme, to ensure that people can walk, wheel and cycle safely during the global COVID-19 pandemic. This includes improvements to road safety to the city's 140 or so schools.

A report is being prepared for the Transport & Environment Committee on 28 January 2021 on the prioritisation and delivery of the road safety programme. This report will include further information on planned projects.

Supplementary Question

The Convener did not answer my question. I asked for a list of road safety projects that have been delayed. Can the Convener provide this factual information or explain why it cannot be provided now?

Supplementary Answer

As was noted in the written answer a full report will be forthcoming at the next Transport and Environment Committee. The analysis has not been carried out as this would require a review of several programmes and would need to be cross referenced with projects carried out or underway in the Spaces for People programme. Some projects all or in part have been taken forward in advance of timescales, some are on track and others have been delayed which means they need to be amended. This process would require data collection, analysis, review and

management oversight and consultation with members. Officers are undertaking a full review and the report will be open to detailed scrutiny in January, when Councillors will be able to ask for specific explanations.

QUESTION NO 2

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 19 November 2020

Further to the answer provided in response to question 5.5 at the 15 October 2020 meeting of the Council:

- Question** (1) Has the Convener been able to obtain an installation date for the speed table?
- Answer** (1) The final design and delivery of this feature will now be included and budgeted in the Queensferry High Street Town Centre project. Installation will be programmed with proposed early enabling works expected to commence Spring/Summer 2021.
- Question** (2) Has the Convener been able to obtain an explanation for the delays to the installation timetable?
- Answer** (2) Following the Transport Service restructure many staff have been deployed on a temporary basis to other critical teams or the Spaces for People pandemic recovery programme. Unfortunately, this situation has created the recent delay.
- Supplementary Question** Given officials initially agreed to carry out this work “in the first weeks of the 2019” school summer holidays, can the Convener clarify if she considers this latest delay to spring 2021 to be acceptable?
- Supplementary Answer** This is a topic that has been raised and responded to before at council questions. I have expressed my considerable concern to the service about the delay in implementing the speed table. I fully recognise the frustrations for the local community. However, acknowledging the fundamental impact of COVID-19 on all Council services, I recognise the the reasons why this has not been completed this year. I will expect officers to take a proactive approach to informing local ward councillors of the different stages towards the expected start dates of spring/summer 2021.

QUESTION NO 3

**By Councillor Lang for answer by the
Convener of the Housing,
Homelessness and Fair Work
Committee at a meeting of the
Council on 19 November 2020**

Question (1) Can the Convener confirm the criteria currently being used to determine whether a repair in a Council tenant property is considered an emergency?

Answer (1) Emergency repairs include un-containable leaks, blocked toilets, loss of heating and or hot water, loss of electricity, smashed window or property unsecure and smoke alarm repairs. The service aims to carry out emergency repairs within 4 hours of them being reported.

Question (2) In light of the ongoing COVID-19 restrictions, what is the current position with respect to addressing non-emergency repairs which have been reported by Council housing tenants?

Answer (2) From 5 October 2020 the service has been taking appointments for non-emergency repairs.

This includes all repairs with the exception of two person visits to avoid close contact with our operatives whilst carrying out repairs within our tenant's home. The Council's website will be updated when the service is able to offer this appointment.

Questions (3) How many non-emergency Council housing repairs are currently outstanding and how does this compare to pre-COVID levels?

Answer (3) There are a number of non-emergency repairs that are scheduled to take place in the coming days/weeks. Each of these have an agreed booked appointment slot with the tenant. Our current schedule does not exceed 4 weeks as per our recovery+ plan. This does exceed pre COVID timescales as non-emergency appointments were generally achieved within 10 days.

**Supplementary
Question**

My third question has not been answered. I asked how many non-emergency repairs are outstanding and the response provided said “a number of repairs are to be carried out”. I ask again; how many such repairs are outstanding and what was the relevant number before COVID-19?

**Supplementary
Answer**

There are currently 2547 appointments scheduled to be carried out over the next five-week period. All tenants receive a text reminder the day before the appointment.

QUESTION NO 4

**By Councillor Staniforth for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 19 November 2020**

Residents of both Craigentenny and Duddingston ward and Portobello and Craigmillar ward have raised the issue of vehicles parking in front of the shared cycle/walking route at the Seafield end of Portobello promenade thus blocking access.

Question (1) Are there any plans to address this issue?

Answer (1) Yes. Officers are aware of this issue and are currently working on a design to improve the access to the Promenade at Seafield Road East, using bollards to restrict regular vehicle parking whilst maintaining emergency and planned vehicle access.

Question (2) If 'yes', when can we expect to see those measures introduced?

Answer (2) We are planning to deliver these measures early in 2021.

QUESTION NO 5

By Councillor Howie for answer by the Convener of the Housing, Homelessness and Fair Work Committee at a meeting of the Council on 19 November 2020

Question (1) What is the current criteria for the allocation of sheltered housing?

Answer (1) The Council letting policy sets out that that preference is given to households over 55 or where a member of the household has a need for this type of accommodation such as a younger person who has a life-long or progressive medical condition or who needs more accessible housing due to restricted mobility.

Sheltered housing is therefore targeted towards people who have been awarded a Gold priority for bidding for homes through a Choice based letting system, who have mobility needs that can be met in this type of accommodation.

Where no households meet the criteria and have made a bid for the property or the properties but do not meet the needs of people with gold priority the homes will be offered to older households or households where there is a current or future need for this accommodation.

Question (2) How many sheltered housing tenancies have been allocated to applicants who require partially or fully adapted accommodation in the last 5 years?

Answer (2) The terms “partially” or “fully adapted” housing are not used in the description and letting of Council homes. Prospective tenants are advised if a home has a wet floor shower or if the homes is fully wheelchair accessible.

In the last 5 years there have been 705 new lets in Council Sheltered Accommodation. Of these lets 314 went to households awarded a gold priority due to mobility reasons. This included 176 homes which were fully wheelchair accessible.

When a tenant is allocated a home an assessment of any requirement for adaptation is made and adaptations carried out in line with the tenants needs. Where a sitting tenants' needs change and there is an assessed need for further adaptations those adaptations will be made. For example 28 major adaptations in sheltered housing were carried out in 2018/19.

Questions (3) How many sheltered housing tenancies have been allocated to applicants who do not require partially or fully adapted accommodation in the last 5 years?

Answer (3) The remaining 391 new lets in Council Sheltered Accommodation not allocated to households with a gold priority are as shown in the table below.

Silver Priority applicants – This priority is awarded based on housing need and includes homeless households and households downsizing to smaller accommodation	210
Waiting time – this will mainly be older households with long waiting time who have a need for this type of accommodation	181

Supplementary Question

Thank you to the Convener for her answer.

Notes that the Convener confirms allocation of sheltered housing for those who need it and those who don't. Is there a plan to review the allocation of sheltered housing, taking into account demographic changes and pressure on hospital beds in relation to delayed discharges?

**Supplementary
Answer**

Sheltered housing is currently managed through the Council's existing Letting Policy, which means that any properties available for let are advertised and allocated in line with this policy. While sheltered properties are currently advertised with a preference for households aged 55 or over, they will also be offered to people who are younger, but are assessed as needing the adaptations.

While there are no plans to review the Letting Policy at the moment, we continue to monitor housing need, supply and demand. The Council has committed to letting 70% of its homes to homeless households and in 2019/20 13% of homes were allocated to people with gold priority.

Housing and Health and Social Care colleagues have been and continue to work together to identify shared priorities and outcomes for people with assessed housing need. We are keen to align suitable housing with appropriate care and support for a variety of client groups, to ensure that service users' needs are met in the right way.

The Home Accessibility Referral Team assesses people with mobility issues to ensure that they get priority when they bid for social housing. This includes sheltered housing.

In terms of delayed discharge, HART has a Housing Outreach Officer who works with colleagues from NHS Lothian to ensure that people delayed in hospital as the property from which they were admitted no longer meets their mobility needs are awarded urgent gold priority. While some of the people delayed in hospital choose to go in to sheltered housing (and they have the highest level of priority to do so), the majority choose mainstream housing that meets their needs (potentially with adaptations). Many patients are younger, so sheltered housing is not something they would consider.

QUESTION NO 6

**By Councillor Rust for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 19 November 2020**

Spaces for People Proposals for Lanark Road/Inglis Green
Road

Can the Convener confirm

Question (1) How many comments were received in total regarding the scheme?

Answer (1) During the notification period a total of 343 comments were received.

Question (2) How many comments were:

(a) from individuals and

(b) from organisations

Answer (2) a) 329 responses were received from individuals.

b) 14 responses were received from organisations (including those responses received from elected members).

Questions (3) How many were:

(a) for/supportive of the proposals;

(b) against/objections to the proposals;

(c) neutral

Answer (3) Of the responses from individuals, 19 were supportive, 300 were against the proposals, and 10 were neutral.

Of the responses from organisations, four were supportive, seven were against and three were neutral.

**Supplementary
Question**

The feedback assessment provided to councillors on Lanark Road states: "Public. Over 300 emails received both in favour and against". We see from the answer that 300 (92%) were in fact against and 19 (<6%) were supportive. In light of the Convener's answer does she genuinely consider that the feedback to elected members by the department accurately and properly represented the position?

**Supplementary
Answer**

Notification was sent to all ward councillors, transport spokespeople, emergency services, Living Streets, Spokes, RNIB, Edinburgh Access Panel and relevant Community Councils on 25 September 2020.

QUESTION NO 7

**By Councillor Rust for answer by the
Convener of the Finance and
Resources Committee at a meeting
of the Council on 19 November 2020**

Can the Convener confirm

- Question** (1) Following the announcement by the Chancellor of the Exchequer in respect of the extension of the scheme to end March what discussions have taken place regarding placing of CEC employees on furlough?
- Answer** (1) Council service areas that had previously furloughed employees/workers were asked to consider whether they had any categories of employees/workers who remained eligible to be furloughed under the extended Scheme. Meetings have been held between Finance, HR and officers from the respective service areas to discuss current service requirements and assess if any further furlough application should be considered.
- Question** (2) How many CEC employees are currently furloughed?
- Answer** (2) 36 Council employees are currently furloughed, all of whom work in the Council's Outdoor Education facilities.
- Questions** (3) What sum has been received from UK Treasury in furlough payments?
- Answer** (3) The Council has received £0.449m income in respect of claims to 31st August 2020 under the Coronavirus Job Retention Scheme. It is anticipated that further payments totalling c. £0.160m will be received in respect of claims for the period 1st September to 31st October.
- Questions** (4) Is it CEC's intention to furlough further employees?
- Answer** (4) As stated in response to question 1, this is still under active consideration by service areas, Finance and HR. Any further furlough application will be reported to the Finance and Resources Committee as a part of the Revenue Budget Monitoring Report.

Questions (5) How many CEC staff are currently redeployed in areas of work, which is not their usual area of work and what teams are involved?

Answer (5) This information is not held corporately by the Council, because the redeployment of staff is managed at a local level in service areas.

Supplementary Question In relation to the answer to point 5, am I correct in saying the answer is that the Council does not know where its staff are redeployed and what they are doing?

Supplementary Answer Human Resources holds a central record of employees impacted by Covid-19 e.g. infected, self-isolating, or unable to work from home, etc. The repurposing or redeployment of staff in response to Covid-19 and service renewal requirements is managed dynamically by individual service areas. It is therefore a service responsibility to manage their staffing and to determine where staff need deployed to address resource gaps and ensure essential services are maintained. Therefore, at a Council level, Human Resources does not hold this information.

QUESTION NO 8

By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 19 November 2020

A number of Spaces for People (SfP) schools measures have been implemented or are in plan for primary schools.

Question

(1) Please provide information on what these measures are and whether they are live or pending etc. as follows:

(a) (live) schools which have SfP measures already in place and a brief explanation of the measures (e.g. pavement widening) as well as the date it was implemented

(b) (agreed) schools which have agreed SfP measures which are not yet installed, with a brief description of what the measure is, and the date for implementation

(c) (pending) schools which have proposed SfP measures which are not yet out for ward councillor consultation, with a brief description of what the proposed measure is likely to be, and a proposed date if known

(d) (outstanding) schools which require SfP measures but they have not been designed yet.

(e) (none) schools which do not require any SfP measures

This can be provided as 4 lists, or one consolidated list showing the category, description, date.

Answer

(1) (a) The implementation date is not readily available. All schools in the list below have been assessed as part of SfP and even the one-way systems have been marked out using vinyl arrows. However, we have only noted those with physical Traffic Management as being live, and those that had a 'light touch' with no notification as none.

(b) Noted below.

(c) This is a work in progress and will continue to be communicated as the assessments are progressed.

(d) This is a work in progress and will continue to be communicated as the assessments are progressed.

(e) This is as noted above.

School	Proposal	Status
Murrayburn Primary School	Road Closure and Footpath Widening with Double Yellow Lines (DYLs) at junctions	Live
Gylemuir Primary School	One-way school gate system to be arranged with school, as well as a park smart campaign. Temporary path installed.	Live
Carrick Knowe Primary School	Letter drop residents to cut back all vegetation on Lampacre Road. Close roads at school frontage.	Agreed, install by 30/11
Broomhouse Primary School	One way school gate system to be arranged with school and liaise with St David's Church to use as Park and Stride.	None
Forrester High School	Segregated Cycle Lanes (linking in with Meadow Place Road)	Spaces for People – Travelling Safely team progressing this.
Trinity Primary School	One way school gate system to be arranged with school.	None

Wardie Primary School	Arrange opening other gates with school for one way system at pick up and drop off time. Close access lane to traffic.	None
Victoria Primary School	Run a Park Smart campaign, ensure both gates are open for access into school, implement footpath widening and close road to traffic.	Live
Trinity Academy	No measures as permanent 20mph on Craighall Road is at TRO stage	None
Bruntsfield Primary School	Road closures.	Live
Buckstone Primary School	Run a Park Smart campaign, ensure both gates are open for access into school and agree a one way system at the gates.	Pending
South Morningside Primary School	Liaise with school to set up a walking bus, encourage Waitrose for use as a Park and Stride site. Road closure on Canaan Lane.	Live
Boroughmuir High School	Proposing to extend NE footway of Viewforth	Live
Sciennes Primary	Footway widening at gates. Will also arrange for diversion signs to be relocated from footways. Road closure installed along frontage.	Live

Tollcross Primary	Liaise with school on making gates one way and utilise car park gate also, restricting entry times for teachers. Permanent scheme delivering footpath widening here.	None
Preston Street Primary	Liaise with school on one way gate system, lane closure on Dalkeith Road and widen footways.	Live
James Gillespie's Primary and High Schools	Liaise with schools on creating in/out gate system. Implement pavement widening temporarily.	Live
Royal Mile Primary School	No measures possible due to surrounding infrastructure	None
Taobh na Pairce	Encourage parents to use side gate as more space	None
Canal View Primary	Use Westside Plaza as a Park and Stride site, have teachers at the vehicle access to stop vehicles entering the school car park at the start and end of the day to ensure social distancing, restrict entry times for teachers.	None
Clovenstone Primary	Arrange one way gates with school	None
Sighthill Primary	Ensure paths surrounding the school are clear of vegetation. Liaise with school top open main gate to create a one way in/out system that will be delineated with cones/	None

	barriers.	
Wester Hailes Education Centre	Run 'paths for all' campaign	None
Corstorphine Primary School	Road closures and footway build out	Live
East Craig's Primary School	Arrange one way gates with school.	None
Fox Covert Primary School/ St Andrews	Arrange a one way gate system with school, organise park and stride from Drum Brae Hub	None
Hillwood Primary School	Arrange one way gate system	None
Roseburn Primary School	Arrange one way gate with school.	None
Craigmount High School	Measures to be proposed as part of East Craigs Spaces for People programme	None
Dean Park Primary	Liaise with school on gate management system at entry/ exit times.	None
Ratho Primary School	Liaise with Bridge Inn as a Park and Stride site, arrange pick up/ drop off with the school recommending parents leave their children before they get to the school gate, if this is not possible, the vehicle access should be utilised as an exit point for parents, this would restrict entry times for teachers.	Agreed – Dates TBC as still to go to CIMT

Balerno High School	TTRO for DYL's to prevent drop off happening in cycle lane on Bridge Road along school frontage.	Agreed – Dates TBC as still to go to CIMT
Queensferry Primary School	Arrange one way gate system with the school, TTRO at school frontage to prevent parking	Live
Kirkliston Primary School	One way gate system, restrict teachers access times to car park. Encourage Park and Stride. Temporary Path installed	Live
Echline Primary School	One way gate system, restrict teachers access times to car park, TTRO at school frontage to prevent parking.	Live
Dalmeny Primary	Liaise with the school on setting up a walking bus to reduce number of parents at the school.	None
Queensferry High School	Permanent measure already in the pipeline. Lining work complete in school grounds to mark a temporary path.	None
Blackhall Primary School	Arrange vegetation to be cut back on approach to school. Mark 2m spacing on footpath at school gates. Investigate segregating cycle lanes on Craigcrook Road.	Outstanding
Clermiston Primary School	Mark 2m spacing at school gates, remove guardrail in Parkgrove Place.	None

Davidsons Mains Primary School	No waiting TTRO between the school and the Turtle Dove café to keep cycleway clear and maximise footway width. Arrange park and stride with school, continue to promote the cycle train and WOW. Install prohibition of vehicles and footway widening.	Agreed – Dates TBC as still to go to CIMT
Cramond Primary School	Mark 2m spacing at the school gate	None
The Royal High School	Liaise with school on one way system. Widen footway by 2m on south side of Barnton Avenue.	Live
Balgreen Primary School	Liaise with school on one way system. Have requested additional DYL's.	None
Craiglockhart Primary School	Liaise with school on one way system. Widen footways around school and remove guardrail. Introduce parking restrictions to clear towpath entrance.	None – measures were installed but removed at request of head teacher.
Dalry Primary School	Liaise with school on one way system. Widen footways around school.	Live
Stenhouse Primary School	Liaise with school on one way system. Close Saughton Mains Drive at frontage of school to create more space for pedestrians.	None
Tynecastle High School	Liaise with school on one way system.	None

Craigour Park School	Encourage Park and Stride. They are having issues. They would like pavement widening and removal of parking or road closure to enable this.	None
Gilmerton Primary School	Additional enforcement from Police Scotland to enforce school streets.	None
Liberton Primary School	Road closure at school frontage, investigate new temporary footway to rear of school.	Pending
Prestonfield Primary School	Widen footway along frontage of school, introduce TTRO to prevent parking opposite school. Liaise with school on one way gate system. Close road along school frontage.	Agreed, install by 30/11
Liberton High School	Remove guardrail at Mount Vernon entrance.	Live
Leith Primary School	Liaise with school on one way system and marking out footway. Request enforcement from Police Scotland on School Streets.	None
Craigentinny Primary School	Liaise with school on one way system and marking out footway. Widen footway along frontage and revoke parking.	Widening is live, one way agreed, install one way by 30/11
Hermitage Park Primary	Widen footway at front of school, remove guardrail. Liaise with school on walking and cycling promotion	Live

Lorne Primary School	Liaise with school on one way system and marking out footway. Contact School with regards to a park smart campaign as soon as possible. Build out footway and revoke parking at frontage	Live
Leith Academy	Contact school to ensure all access gates are being used.	None
Towerbank Primary School	Contact school to see if they require arrows. Request additional School Streets enforcement with Police Scotland.	None
Duddingston Primary	Request additional School Streets enforcement with Police Scotland, communicate Park and Stride with Parents. Spaces for People installing segregated cycle facilities on Duddingston Road	None
Brunstane Primary School	Liaise with school on Park and Stride at The Range. Contact Head Teacher with regards to removing railings in school Close Magdalene Gardens and Magdalene Drive along frontage of the school.	Closure in place. TTRO for DYL's is live. Plans to introduce closure on the bend outside the school is pending.
Parsons Green Primary School	Liaise with school for requirement of footway arrows and implementation of Walk Once a Week. Closure on Paisley Drive.	Live

Royal High Primary School	Liaise with school on any additional support/ arrows they need.	None
Portobello High School	Stanley Street closed under Spaces for People for active travel/ physical distancing. Mark to contact head over concerns in the car park.	None
Craigroyston Primary School	Liaise with school on one way gates and to see if closure of Muirhouse Place West would be beneficial.	Pending
Pirniehall Primary School		Outstanding
Forthview Primary School		Outstanding
Craigroyston Primary School	Liaise with school on one way gates	Outstanding
St Josephs RC Primary School	Liaise with school on one way gates	None
Castleview Primary School	Extend Footway by 1 metre along school frontage, remove guardrail and introduce DYL's from Greendykes Road along the school frontage.	Outstanding
Newcraighall Primary School	Liaise with school on Park and Stride.	None
Castlebrae Community High School	Introduce parking restrictions to keep junction clear.	Agreed, install by 30/11
St John Vianney's RC School	Close road along frontage of school, maintain access for residents and waste	Agreed, install by 30/11
St Catherine's RC Primary School	Close road along frontage of school, maintain access for residents and waste	Agreed, install by 30/11

St Marys RC Primary School	Mark out footprints etc around school and in playground	None
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QUESTION NO 9

**By Councillor Young for answer by
the Convener of the Education,
Children and Families Committee at a
meeting of the Council on 19
November 2020**

Question

- (1)** Ward councillors have appreciated the timely updates on new covid cases in schools and whether this has resulted in individual or full class isolations. Mindful of the concerns around remote learning and digital engagement can the Convenor please advise the following:
- (a) If an individual pupil is off school, after how many days would they be offered remote learning?
- (b) Pupils offered remote learning – will this always be possible digitally or have there been circumstances where this has not been possible and what has been made available instead?
- (c) If a full class is required to isolate, is remote learning available from the first day of isolation, and if not, how soon after?
- (d) Classes receiving remote learning – is this provided digitally and it is ‘real time viewing a teacher’ or pre-recorded or written assignments only (or other)?

Answer

- (1)** (a) At present, this will vary across the school estate. The QICS has issued a Digital/Remote learning survey to all schools with a completion date of 18th November. The purpose of this is to allow us to gather information about the extent to which schools are able to accommodate digital needs of learners within their current digital estate in the event of pupils requiring to self-isolate or the event of periods of home learning or blended (connected) learning (remote learning). Schools who evaluate as having low confidence levels in (a) continuity of learning provision and (b) the engagement of pupils in remote learning tasks set

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will be provided with proportionate support from the Quality Improvement Service and Digital Officers within the Closing the Gap workforce.

(b) Schools have gathered data, during school closures, and since pupils returned to school in August to identify young people who are not currently able to access remote learning digitally. Schools are committed to ensuring that these young people are provided with alternative resources e.g. learning packs which provide textbooks, reading materials, paper versions of tasks set, in line with learning set digitally to other members of the class. Schools work hard to ensure that these packs reach young people timeously and try to ensure that assessment arrangements are in place to provide feedback to young people about their progress in learning. This would usually take place over the 'phone speaking directly with young people and their parents/carers.

(c) As stated above, this will vary across the school estate. However, initial consultations with Primary Head Teachers has indicated that this is implemented from the first day of self-isolation where young people are able to access their learning digitally and with greater independence. This would be done through Teams, school websites or other digital platforms, accessing locally and nationally produced resources e.g. Edinburgh Learns Learning grids, which have been produced for all sectors. and National resources such as Clickview. This is more likely to be consistent across P5-7 year groups. Where digital access is not enabled school staff, such as home link officers, are delivering learning packs to young people.

Arrangements are in place to ensure regular Health & Wellbeing check-ins between teachers, and the young people in their classes, together with planned opportunities to share assessment information, including specific feedback to support young people to continue to progress with their learning, despite Covid-related absences.

(d) In June, 2020, a pilot was undertaken to enable the “two-way video” facility to facilitate synchronous digital learning. This included 2 Primary Schools, 1 Secondary School, Special Schools, and individual young people, with complex additional needs, within mainstream settings. This was done in full consultation with Head Teachers and the Teachers’ Panel members (EIS) and colleagues working within Child Protection, to fully risk assess the process to ensure the safety, and protection, of pupils and staff. A Responsible User Protocol, Staff Guidance and Quick Start Guides for learners, parents & carers have been created. Senior leaders have been asked to share these protocols with their communities, to inform their decisions about readiness to enable this aspect of their Digital strategy to support remote learning. Engagement is being tracked by the Digital Team and the Digital Technologies QIEO.

Pupils may also access asynchronous digital learning where schools are providing access to recorded learning sessions and tasks and, as stated in the responses above, are setting learners tasks for completion and submission to / discussion with their teachers to provide ongoing assessment and feedback.

Question (2) From these early examples over the last couple of months, have any lessons been learned that will change how remote learning is provided?

Answer (2) Initial consultation with Head Teachers has provided examples of effective practice already developed:-

Clarity for staff needed regarding the learning to be set to ensure equity of provision for all learners e.g. Literacy, Numeracy, Health & Wellbeing tasks set each day, with learning differentiated. Learning should provide continuity, and context, clearly connected to in-school learning, whilst acknowledging that some pedagogical approaches have been impacted by infection control measures e.g. play-based approaches. Policy detailing the arrangements for assessment of learners’ progress, and provision of feedback, which is clearly understood by learners, parents & carers.

Head Teachers also report examples of the impact of school closures on learners, which has informed their ongoing contingency planning for remote learning:-

Assessments in Literacy and Numeracy, for the most part, indicate that younger learners (particularly P1/2) have more gaps in their learning. Health & Wellbeing Assessments also evidence that developmental aspects of learning are impacted more significantly for younger groups of learners e.g. the ability to share, cooperate and collaborate in learning, potentially due to reduced social interaction.

Older pupils have less gaps in learning as they are able to access learning more independently and accessing digital platforms more confidently. In a few cases, some of these learners are exceeding expected levels of attainment.

Where pupils have experienced curricular pathways which provide opportunities for consolidation (overlearning) there is evidence of greater retention and progress. This is most prevalent in older pupils.

Pupils' engagement in learning has evidenced challenges in equity of Digital provision. It is also essential that, where access to Digital Devices is in place, pupils are taught the skills of using these devices effectively whilst in school so they can use these confidently if learning at home.

The data gathered from the aforementioned Digital/Remote Learning survey will be analysed to support schools where there are gaps in their remote learning provision, inclusion a deficit in the provision of digital devices.

Blended (connected) Learning guidance is being reviewed, informed by this survey and by ongoing consultation with Head Teachers. This will provide practical solutions to schools to support the wide range of scenarios which necessitates remote learning, and provide greater consistency about the expectation across all schools regarding their remote learning provision e.g. how quickly should learners be provided with remote learning following as a result of the need to self-isolate, curricular range and frequency of tasks set, arrangements for assessment of learning including the provision of feedback.

Question (3) Do all pupils now have access to a digital device (either their own or CEC-provided) and if not, when will this be resolved?

Answer (3) Devices have been allocated based on SIMD 1/2 data, with deployment primarily on specific secondary schools where that allocation would be broadly sufficient to deliver a 1:1 approach to a school's S3 cohort, making adjustments to ensure coverage where necessary. Where the SIMD profile leans more to the upper deciles, schools will receive a proportionately smaller allocation of devices that they can use to supplement their own device stock and use as appropriate. In total this accounts for around 2100 devices. We are currently taking this forward with 10 secondary schools. The device framework supplier has been instructed to deploy devices directly to those schools first, as they begin preparing staff, pupils and parents for a 1:1 deployment to the designated cohort, with our support. The Digital/Remote Learning survey data will be used to deploy the remaining 500 devices to support schools with this and any other unexpected COVID-related circumstances. Funding has also been reserved to pay for connectivity as that need arises. Schools continue to invest in digital devices making use of their DSM budget and Pupil Equity Funding.

In summary, the rollout has started in identified secondary schools, and should be complete within the next 2/3 weeks. The reserved devices are available for any school to requisition should they have any contingency issue. When the need to reserve centrally passes, the remaining devices will be issued on the basis of the current stocks held by schools. No learner who needs a device for contingency learning will be deprived of a device unless the whole city goes into lockdown

QUESTION NO 10

By Councillor Young for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 19 November 2020

PE in schools

Question (1) Are primary schools allowed to hold PE classes indoors as it stands today? If not, when is guidance expected to change (or is it related to the Tier system)?

Answer (1) Yes. Local CEC guidance fully reflects and is aligned with national guidance. Local guidance includes national advice below as regards the Tier system.

The key national document is here:

<https://education.gov.scot/media/ohyofihd/pe-guidelines-02-11-20.pdf>. There have been 7 versions of this guidance released between August- November 2020, with the latest on 2nd November which stated:

“From 2 November 2020, if staff complete risk assessments that reflect the most current advice (all risk assessments should be proportionate to the relevant protection level of the local area), and mitigations are in place, physical education can take place both indoors and outdoors as follows:

Levels 0-3 Primary Indoors: Children can participate in contact and non-contact activities. Primary Outdoors: Children can participate in contact and non-contact activities.

Levels 0-3 Secondary Indoors: Young people can participate in contact and non-contact activities. Secondary Outdoors: Young people can participate in contact and non-contact activities.

Level 4 – Children and young people within school settings can only participate in activities that are non-contact and outdoors.

- Question** (2) If the weather is such that children should not be outdoors, what is the guidance to schools on providing an alternative indoor option?
- Answer** (2) A working group of senior officers and practitioners, including PE specialists from primary and secondary sectors, Health and Safety and Facilities Management, has produced a local CEC PE Guidance document. This is updated in line with national guidance (currently V4) and has been made available to all schools on the SORT portal and via weekly Risk Matters bulletin. It will continue to be updated in line with any national guidance. Advice is provided on groupings, face coverings, mitigation of risk, ventilation, equipment use, cleaning and infection control. Two exemplar risk assessment templates have also been provided, one for PE overall (including indoor PE) and one for Changing Room use.

QUESTION NO 11

By Councillor Young for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 19 November 2020

Extracurricular activities

Prior to the October break, councillors and parents were assured that outdoors sports would start being reintroduced after the holiday.

Question (1) How many schools are offering their facilities to community-led or privately-run sports groups and when this start?

Answer (1) Community access to sports facilities at all secondary schools has been in place from w/b 16th November 2020. Phase I restart began from w/b 2nd November across 7 schools including Queensferry HS, Balerno HS, Forrester HS, St Augustine's HS, Broughton HS, Portobello HS and Leith Academy due to their historically higher footfall. Community access at Castlebrae HS, Drummond HS and Trinity Academy has not re-commenced due to low demand for use post-lockdown.

Question (2) How many community-led and privately-run sports groups have asked for access to school outdoor facilities but this has not yet been granted?

Answer (2) All community access requests have been facilitated where possible and no lets have been refused. Customers who have not been able to get their first choice day/time eg: because of new staggered timing; spaces closed due to maintenance works or classroom usage have been offered alternative spaces and/or times. We have no way of tracking every instance of this, but ultimately we accommodate every customer somewhere/sometime.

Question (3) Where access is still not yet permitted, what are the reasons for the delay and when will access resume?

Answer (3) Reasons for denying requests include – sport spaces being over-subscribed, used for other purposes e.g. class rooms, non-compliance e.g. ventilation or out of action due to maintenance/repair reasons.

QUESTION NO 12

**By Councillor Rose for answer by the
Convener of the Finance and
Resources Committee at a meeting
of the Council on 19 November 2020**

Non-Disclosure Agreements

Question (1) Can the Convener advise of the total number and spend on Non-disclosure or settlement agreements of any type, from May 2013 to the present?

Answer (1) The request relates to non-disclosure or settlement agreements of any kind, which includes a very wide scope of information across the Council.

Examples of non-disclosure or settlement agreements include: commercial settlements; employment-related settlements; settlements relating to allegations of abuse; personal injury settlements. The Council also settles some insured claims (primarily in relation to roads defects) which fall within its insurance excess cap.

There is no single source for officers to interrogate and therefore unfortunately we are unable to provide the detailed information requested. To answer the question would require a solicitor to assess not less than 6,300 files in Legal Services alone in the period between May 2013 and present day, November 2020, which may, or may not, contain information relevant to the question raised. The cost to the Council of officers locating, retrieving and providing the information would be substantial, involving hundreds of hours of work to collate. The request is also likely to extend to Insurance Services and to all other Directorates who may directly hold contract engagement details on behalf of their own service.

Non-disclosure or settlement agreements are generally entered into by the Council in the interests of protecting the public purse. Given the breadth and nature of its services, the Council is litigated against on a regular basis. It is often in the Council's best financial interest that a matter is settled

out of court and that such settlements would also be subject to the agreement of the individual who may raise such a claim, where they will often have the benefit of independent legal advice, prior to agreeing any such resolution.

Any non-disclosure or settlement agreements of a sensitive or high value nature are subject to appropriate professional legal advice in relation to the terms of settlement, including the appropriate level of financial settlement. Advice is also taken in relation to related non-disclosure agreements, which might form part of certain types of settlement agreement and are often confidential both ways to protect both the Council and any claimant. Settlement agreements in the context of employment matters require the employee to take independent legal advice and such agreements cannot prevent employees from making protected disclosures regardless of any confidentiality provisions.

**Supplementary
Question**

Thanks for the answer. Of course I understand the volume of work indicated in the answer would be unreasonable. On 2.5.19 I asked a question about NDAs in relation to staff, and received a helpful answer. Will the Convener agree to have it updated to the present, and to include numbers and costs for personal abuse (or personal detriment), as referred to in the Answer, over the same period as the original question (now extended)? This narrows the scope enormously.

**Supplementary
Answer**

The updated clarification helpfully narrows the scope of the information sought and relevant officers will now assimilate such information available for the purpose of a response.

QUESTION NO 13

**By Councillor Jim Campbell for
answer by the Convener of the
Transport and Environment
Committee at a meeting of the
Council on 19 November 2020**

Spaces for People Adaption Work

Recently, the plastic batons segregating the cycle way on Ferry Road have been replaced by “segregation units.”

- Question** (1) What are the reasons for replacing the batons with segregation units?
- Answer** (1) The ‘batons’ were always a temporary intervention in lieu of the segregation units being available to replace them. This was set out in the notification on the project.
- Question** (2) Why were segregation units not installed in the first place?
- Answer** (2) There was quite a long lead in time for production and delivery of the segregation units from the supplier. This was due to the considerable nationwide demands for equipment of this kind, a fact which has been notified before at Full Council. The batons allowed for the project to be implemented, as part of the Council’s response to the COVID-19 pandemic, much sooner than would otherwise have been possible.
- Question** (3) How many Spaces for People schemes have been subject to adaption work such as this since the initial installation?
- Answer** (3) Both pre and post implementation the majority of the measures will have some form of adaptation throughout their existence to take on board feedback received, reviews and government guidance.
- Question** (4) What is the total cost of adaption work?
- Answer** (4) The total cost of installing and removing all ‘batons’ (Orange cylinders) on the travelling safely schemes was: £31,699.70.

QUESTION NO 14

**By Councillor Jim Campbell for
answer by the Depute Leader of the
Council at a meeting of the Council
on 19 November 2020**

Coronavirus Measures and Powers

In proposing an amendment to a Conservative Emergency Motion on Public Health Measures last Council, the Leader made clear his view that Local Government should limit itself to following the Coronavirus measures and advice put in place by National Government.

“ . . . if you're looking for the information to help you explain these measures of guidance . . . that comes from listening to what the Government is saying, and I think, meeting our obligations and responsibility as local people to not undermine those, and try and explain those and echo some of those messages from the Government . . . there's one singer and one song when it comes to this . . . “

[Cllr McVey, 7:29:30 on the webcast]”

Question

Would the Depute Leader agree that Local Government in the UK should simply follow the advice and measures of National Governments?

Answer

Local government are required to follow the legislation as set out below. Decisions from this legislation should of course take account of the Public Health Advice, and the impact on the economy of the city in arriving at any response to our governments decisions.

The applicable legislation is **The Health Protection (Coronavirus) (Restrictions and Requirements) (Local Levels) (Scotland) Regulations 2020**, (“the Regulations”), [here](#).

These Regulations came into force on 2 November 2020. The Scottish Ministers made the Regulations in exercise of the power conferred by paragraph 1(1) of Schedule 19 of the Coronavirus Act 2020, that is:

1)The Scottish Ministers may by regulations make provision for the purpose of preventing, protecting against, controlling

or providing a public health response to the incidence or spread of infection or contamination in Scotland (whether from risks originating there or elsewhere).

QUESTION NO 15

**By Councillor Rust for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 19 November 2020**

Spaces for People Expenditure to date

Question **(1)** Can a full breakdown of Spaces for People expenditure (incurred and scheduled) be provided please, broken down by project.

Answer **(1)** See table below

The current forecast programme expenditure sits at £5.5M, including contingency and a substantial allowance for scheme maintenance and removal. The project team have successfully gained additional 'Spaces for People' and 'Places for Everyone' funding from Sustrans to increase the overall project budget by £1.95m, taking the total budget to £6.95m. This increased budget will fully fund the proposed scheme list, allow us to make enhancements to schemes where possible, broaden the scope of surfacing improvements and further increase the removal of street clutter.

If changes to the budget or programme are required, then this would be reverted to the Transport and Environment Committee in January for approval.

Question **(2)** Can a breakdown of expenditure (incurred and scheduled) be provided, showing the expenditure with a view to making improvements to benefit:

(a) Pedestrians

(b) Cyclists

(c) Safe Travel to Schools

- Answer** (2) (a) (b) It is not possible to give a clear breakdown of these costs as all interventions have been designed to make it easier and safer for people to move around our streets, These changes to our pavements, pathways and roads create space for everyone, whether they are
- walking
 - cycling
 - using a wheelchair or other mobility equipment
 - using a pram.
- (c) £150,000 has been allocated to interventions specifically relating to schools. £20,625.49 has been spent up to this point.
- Question** (3) How much has been spent implementing floating bus stops and implementing disabled parking bays?
- Answer** (3) Floating bus stops - £16k.
Disabled bays - £74.80 which includes removal.
- Question** (4) Given the supply line for the Cycle Lane Defenders meant they could not be installed initially at Comiston Road for example, as the supplier ran out, and more had to be produced to meet demand, what additional costs were incurred in material and time by the temporary cones and other measures prior to the further “temporary” measures?
- Answer** (4) The Creating Safe Spaces for Walking and Cycling report that was approved by the Policy and Sustainability Committee in May refers to the implementation of SfP measures that were dependent on funding and/or availability of materials and contractors. Due to the current circumstances there has been a high demand for the materials being used to create spaces nationwide. This includes the segregation units and as a result of the urgent nature of the measures, when required, a three-phase approach was taken. The three phases where 1) traffic cones then 2) traffic cylinders and finally 3) segregation

units. There were no additional costs as these were planned costs to mitigate supply issues. The majority of the measures will have some form of adaptation through their existence to take on board feedback received, reviews and government guidance.

Supplementary Question

It strikes me from the answer that approximately £20,000 has been spent on safe travel to schools (or interventions relating to school as it is phrased) and yet in a previous answer to my colleague Councillor Jim Campbell, about £32,000 had been spent on installing and removing orange cylinders and batons as part of Spaces for People schemes. If accurate, is the Convener concerned by that limited level of expenditure on school travel measures at this time as stated in her answer and the contrast with spend on “temporary” orange batons which are now removed?

Supplementary Answer

Costs associated with interventions related to schools have been kept to a minimum because there is limited requirement for cycle segregation units or cylinders and more requirement for parking restrictions and road closures. As a result the materials used are more readily available and easier to install thus reducing the costs of the measures. It therefore seems inappropriate and unnecessary to compare levels of spending between projects of a different nature when successful outcomes are of primary concern.

Scheme	Status On / Off	Cost Projection	Maintenance Projection	Actual Cost to Date	Status
South Bridge	Awaiting decision	£117,683.55	£12,033.17	£1,369.75	Underway
Waverley Bridge	On	£13,305.46	£371.80	£7,585.46	Underway
Forest Road	On	£52,695.78	£3,839.33	£33,863.78	Underway
George IV Bridge	On	£138,179.63	£5,687.06	£118,389.63	Installed
The Mound	On	£148,331.72	£2,669.17	£148,088.37	Installed
Princes Street East End	On	£100,375.96	£2,469.90	£95,282.23	Underway
Victoria Street	On	£18,501.01	£371.80	£16,781.01	Installed
Cockburn Street	On	£13,638.45	£371.80	£12,716.00	Installed
Chamber St / George IV	On	£136,000.00	£5,032.00	£1,493.45	Underway
Non-allocated Expenditure	On	£6,729.45	£0.00	£6,402.17	

Scheme	Status On / Off	Cost Projection	Maintenance Projection	Actual Cost to Date	Status
City Centre Phase 1		£745,441.01	£32,846.03	£441,971.85	
Queensferry High St	On	£30,000.00	£1,024.55	£0.00	
Great Junction St	On	£14,957.64	£307.51	£2,840.50	Underway
Stockbridge	On	£48,494.40	£3,784.70	£3,126.50	Underway
Portobello High Street	On	£30,132.72	£1,965.44	£2,598.50	Underway
Newington	Off	£0.00	£0.00	£0.00	
Gorgie / Dalry Road	On	£43,812.35	£3,433.65	£42,721.29	Installed
Corstorphine	On	£43,060.40	£2,953.17	£3,243.50	Underway
Bruntsfield	On	£31,983.48	£2,389.81	£29,998.69	Installed
Tolcross	On	£31,761.69	£1,652.80	£29,898.08	Installed
Morningside	On	£63,081.17	£4,229.95	£56,188.81	Installed
Haymarket Terrace	Off	£0.00	£0.00	£0.00	
Easter Road	Off	£0.00	£0.00	£0.00	
Shopping Streets		£337,283.85	£21,741.58	£170,615.87	
Telford Road	Off	£0.00	£0.00	£0.00	
Carrington Road	On	£0.00	£0.00	£0.00	
Fountainbridge Dundee	On	£61,858.64	£4,980.14	£0.00	
Ferry Road	On	£106,284.88	£8,168.73	£100,146.32	Installed
Melville Drive	Off	£0.00	£0.00	£0.00	
Teviot Pl / Potterrow	On	£6,952.32	£257.24	£0.00	
Buccleuch St / Causewayside	On	£46,185.52	£3,537.28	£37,378.44	Underway
Crewe Toll Roundabout	On	£28,995.00	£1,880.20	£0.00	
Meadowplace Road	Off	£0.00	£0.00	£0.00	
Duddingston Road	On	£48,320.48	£3,805.36	£0.00	
Wester Hailes Road	Off	£0.00	£0.00	£0.00	
Craigmillar Park / Liberton	On	£110,058.80	£7,851.87	£0.00	
Gilmerton Road	On	£42,695.68	£3,717.04	£0.00	
Crewe Road South	On	£88,222.63	£5,116.01	£85,216.63	Installed
Old Dalkeith Road	On	£78,008.98	£3,056.52	£75,002.98	Installed
Comiston Road	On	£139,839.05	£10,466.80	£113,207.61	Underway
Ingils Green Road	Off	£0.00	£0.00	£0.00	
Pennywell Road	On	£119,757.32	£8,785.73	£111,788.32	Installed
Mayfield Road	On	£29,715.11	£2,380.00	£0.00	
QC - Meadows / Greenbank	On	£43,680.00	£2,751.46	£0.00	
Queensferry Road 1a	Awaiting decision	£75,261.00	£4,965.51	£0.00	
A1 Corridor	Awaiting decision	£93,692.00	£6,662.40	£0.00	
Slateford Road (A70), Lanark Rd, Longstone Rd & Murrayburn Rd	On	£252,774.00	£19,092.74	£0.00	

Scheme	Status On / Off	Cost Projection	Maintenance Projection	Actual Cost to Date	Status
Orchard Brae	On	£13,330.00	£851.91	£0.00	
Non-allocated Expenditure	On	£5,992.61	£0.00	£0.00	
Phase 1b Bus Lanes	Off	£0.00	£0.00	£0.00	
West Coates	Off	£0.00	£0.00	£0.00	
Arterial Routes		£1,391,624.02	£98,326.94	£522,740.30	
East Craigs	Awaiting decision	£55,598.00	£4,878.09	£0.00	
Drum Brae North	On	£36,419.00	£2,896.50	£0.00	
Leith Connections	On	£42,880.00	£4,087.20	£0.00	
Non-allocated Expenditure	On	£2,536.00	£0.00	£0.00	
Low Traffic Neighbourhoods		£137,433.00	£11,861.79	£0.00	
Braid Road	On	£2,000.00	£0.00	£0.00	
Links Garden	On	£2,000.00	£0.00	£0.00	
Cammo Walk	On	£1,700.00	£0.00	£1,700.00	Installed
Warriston Road	On	£2,000.00	£0.00	£0.00	
Stanley Street/Hope Street	On	£2,000.00	£0.00	£0.00	
Braidburn Terrace	On	£2,000.00	£0.00	£0.00	
Silverknowes Road (South)	On	£33,318.00	£2,464.65	£0.00	
Silverknowes Road (North)	On	£27,900.00	£2,306.09	£0.00	
Granton Sq / Gypsy Brae	On	£77,463.92	£5,981.42	£0.00	
Braid Hills Drive	Off	£0.00	£0.00	£0.00	
Seafield Street	On	£2,174.00	£78.10	£1,467.00	Installed
Kings Place	On	£17,177.00	£929.50	£877.00	Underway
Arboretum Place	On	£12,431.46	£729.55	£1,766.10	Underway
Maybury Rd Temp. Crossing	On	£55,883.63	£1,950.00	£22,975.84	Underway
Spaces for Exercise		£238,048.01	£14,439.31	£28,785.94	
Broughton Street	Awaiting decision	£49,428.24	£4,939.08	£0.00	
Broughton St Roundabout	Awaiting decision	£50,624.20	£3,817.03	£0.00	
Restalrig Rd South - Opt. 2	On	£6,920.00	£416.20	£0.00	
West End of Princes Street	On	£3,763.00	£316.92	£0.00	
Musselburgh to Portobello Opt. 1 Edinburgh section	On	£55,399.20	£5,601.98	£0.00	
Duddingston Road West	Off	£0.00	£0.00	£0.00	

Scheme	Status On / Off	Cost Projection	Maintenance Projection	Actual Cost to Date	Status
Fillyside Road - Crossing	On	£30,000.00	£1,950.00	£0.00	
Fillyside Road	On	£4,584.36	£411.93	£0.00	
Glenlockhart Drive	On	£2,798.00	£103.53	£0.00	
Starbank Road	On	£12,608.40	£1,128.81	£0.00	
Commonplace Interventions		£216,125.40	£18,685.48	£0.00	
Schools		£150,000.00		£20,625.49	
Sub-total			£3,413,856.42	£1,184,739.45	
Consultancy Support			£300,000.00	£118,478.78	
Internal Management Costs			£750,000.00	£504,759.07	
Segregation units for maintenance and schemes to be developed			£171,292.00	£0.00	
Monitoring & Evaluation			£175,000.00	£86,410.00	
Removal Allowance			£450,000.00	£0.00	
Street Cleaning Over Winter Period 20/21/22			£50,000.00	£0.00	
Removal of Street Clutter			£50,000.00	£0.00	
Uncertainty - installation, maintenance, removal			£196,005.10	£0.00	
TOTAL PROJECTION			£5,556,153.52	£1,894,387.30	

QUESTION NO 16

By Councillor Booth for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 19 November 2020

Question (1) What assessments have been done of the likely average walking/cycling time for pupils at each of the four options for GME secondary, compared to James Gillespies High School and the temporary Darroch site?

Answer (1) Secondary GME has a city wide catchment area. In line with policy any pupil living more than 3 miles from any secondary GME school would receive transport support, usually in the form of a bus pass. As such it is only expected that those living within 3 miles of any option would walk or cycle to school. No further detailed assessment on walking and cycling has been carried out.

Question (2) How compatible are each of the four options for GME secondary, compared to James Gillespies High School and the temporary Darroch site, with the '15 minute city' agenda?

Answer (2) Secondary school catchment areas in the city are of a scale that they would not be considered as one of the services which should be available within a 15 min or 20 min city concept. In line with policy pupils are expected to walk or cycle up to 3 miles to reach their catchment secondary schools (which takes much longer than 15 mins to walk). Beyond 3 miles travel support is provided.

Question (3) What is the estimated average public transport travel time for the current P1-3 years at Bun-sgoil Taobh na Pairce to each of the four options for GME secondary, compared to James Gillespies High School and the temporary Darroch site?

Answer (3) It was not possible to provide the information in time for the Full Council meeting.

Question (4) What is the estimated average public transport travel time from a likely city-wide catchment of each of the four options for GME secondary, compared to James Gillespies High School and to the temporary Darroch site?

Answer (4) It was not possible to provide the information in time for the Full Council meeting.

Question (5) What proportion of the current school role at Taobh na Pairce live within the following distances of each of the four options for GME secondary, James Gillespies High School, and the temporary Darroch site, broken down by school year:

(a) less than 1km

(b) between 1km and 3km

(c) greater than 3km

Answer (5) It was not possible to provide the information in time for the Full Council meeting.

Question (6) The current informal consultation on GME secondary states that, in the short term, "Darroch would be the Gaelic Secondary with curriculum support from the surrounding Secondary Schools" (p.17).

(a) Which surrounding schools are being considered for curriculum support?

(b) Would a statutory consultation be required to change the curriculum support away from James Gillespies High School?

(c) What is the anticipated pupil capacity of Darroch during this period?

(d) When does the council expect that Darroch will exceed the capacity outlined in answer to c) above?

Answer

- (6) (a) Support from surrounding schools will depend on capacity available in different subject areas, if pupils are to join classes physically. Closest schools are Tynecastle, Boroughmuir and St. Thomas'. Boroughmuir already has capacity issues. Use of digital resource and Esgoil will enable ease of access to a wide range of subjects and levels.
- (b) No. Curriculum support means taking subjects in another school if they have availability. This practice already happens.
- (c) The overall capacity of James Gillespie's High School is estimated to be 1850 once the Darroch Annexe is operational although further work on timetabling and use of the facility requires to be completed with the school to finalise
- (d) The current school roll projections suggest this will be exceeded in 2025.

Supplementary Question

Please could I ask that the three questions which have not been answered (3, 4 and 5) are answered by email to all councillors before Wednesday 25th November, when the first parent consultation event on this subject takes place?

Supplementary Answer

All answers are approximate and based on the level of analysis it was able to carry out in the limited time available.

Answer to question 3.

What is the estimated average public transport travel time for the current P1-3 years at Bun-sgoil Taobh na Pairce to each of the four options for GME secondary, compared to James Gillespie's High School and the temporary Darroch site?

James Gillespie's - 30 minutes
Darroch - 27 minutes
Castlebrae - 40 minutes
Granton - 26 minutes
Liberton - 39 minutes
WHEC - 45 minutes

Answer to question 4.

What is the estimated average public transport travel time from a likely city-wide catchment of each of the four options for GME secondary, compared to James Gillespie's High School and to the temporary Darroch site?

- James Gillespie's - 28 minutes
- Darroch - 25 minutes
- Castlebrae - 38 minutes
- Granton - 27 minutes
- Liberton - 37 minutes
- WHEC - 43 minutes

Answer to question 5.

What proportion of the current school roll at Taobh na Pairce live within the following distances of each of the four options for GME secondary, James Gillespie's High School, and the temporary Darroch site, broken down by school year:

- (a) less than 1km
- (b) between 1km and 3km
- (c) greater than 3km

	1k	1-3k	Over 3k
James Gillespie's	2.9%	10.5%	86.6%
Darroch	3.3%	13.9%	82.8%
Castlebrae	0.7%	11.2%	88.0%
Granton	4.1%	8.1%	87.8%
Liberton	3.3%	3.1%	93.5%
WHEC	0.0%	2.4%	97.6%

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QUESTION NO 1

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 10 December 2020

Question (1) How many individual compensation claims were received in each of the last three years as a result of alleged personal injury or vehicle damage as a result of the condition of Council adopted roads and pavements, broken down by ward?

Answer (1)

Question (2) How many of these claims resulted in a financial payout by the Council, broken down by ward?

Answer (2)

Question (3) What was the total cost of compensation payments for successful claims in each of the last three years?

Answer (3)

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QUESTION NO 2

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 10 December 2020

Question

What criteria is used by the Council to determine whether new traffic lights are required to control the flow of traffic at a road junction?

Answer

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QUESTION NO 3

**By Councillor Booth for answer by
the Convener of the Planning
Committee at a meeting of the
Council on 10 December 2020**

Question

How will the '15 minute city' approach be used to inform

- a) the forthcoming City Plan, and
- b) ongoing development management?

Answer

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QUESTION NO 4

By Councillor Booth for answer by the Convener of the Housing, Homelessness and Fair Work Committee at a meeting of the Council on 10 December 2020

Following the recent publication of the Scottish Government's 'Private Sector Rent Statistics', which show that private sector rents in the Lothians are the most expensive in Scotland, and have risen by 45.9% for a 2-bed property in the period 2010 to 2020, while the consumer price index for the same period has risen by 21.5%, please could the Convener respond to the following questions:

- Question** (1) Does the Convener consider that the evidence required in order for the council to apply for a rent pressure zone is deliverable?
- Answer** (1)
- Question** (2) Does the Convener consider that, if the council were to have the power to require landlords to declare the rents they charge at point of landlord registration and annually thereafter, this would provide sufficient evidence to allow for an RPZ to be applied for?
- Answer** (2)
- Question** (3) Does the Convener consider that the power to take action to address excessive rent rises should lie with local authorities, or with the Scottish Government?
- Answer** (3)
- Question** (4) When did the Convener last meet with Scottish Government officials or ministers to discuss action to tackle rising private sector rents, and what was the conclusion of that discussion?
- Answer** (4)
- Question** (5) Would the council consider publicising the Rent Service Scotland process for challenging excessive private sector rents, to private sector tenants in Edinburgh?

Answer

(5)

QUESTION NO 5

By Councillor Burgess for answer by the Leader of the Council at a meeting of the Council on 10 December 2020

Question **(1)** What actions are being taken to raise Council staff awareness of the Climate Emergency and to support staff in contributing to reducing carbon emissions?

Answer **(1)**

Question **(2)** Why and when was the Council's senior staff Sustainability Programme Board suspended and when will it be re-established?

Answer **(2)**

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QUESTION NO 6

**By Councillor Neil Ross for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 10 December 2020**

Using street lighting columns for electric vehicle charging was first considered by the Council in a report submitted to the Transport and Environment Committee on 5 March 2019. The report identified that non-concrete street lighting columns located at the roadside of the footpath might be suitable for vehicle charging points with, preferably, a direct power feed from Scottish Power.

Although the Council is aiming to install EV charging points at a number of locations around the city, many residents without off street parking would greatly appreciate the convenience of on street charging outside their homes.

- | | |
|-----------------|--|
| Question | (1) Given successful implementation in other cities, will further consideration be given to using street lighting columns as part of the expansion of EV infrastructure in Edinburgh? |
| Answer | (1) |
| Question | (2) If so, when are proposals expected to be brought forward? |
| Answer | (2) |

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QUESTION NO 7

By Councillor Webber for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 10 December 2020

Spaces for People: Continuous Improvement

For existing schemes up to and including those agreed at Full Council on 19th November 2020, following implementation date, can the Convener provide further detail regarding:

- | | |
|-----------------|---|
| Question | (1) The feedback and number of complaints received relating to each scheme? |
| Answer | (1) |
| Question | (2) A list of modifications that have been made or a scheduled to be made and why for each scheme and provide the cost of doing so? |
| Answer | (2) |
| Question | (3) What measures are in place to keep the segregated lanes safe for all? |
| Answer | (3) |
| Question | (4) How often are lanes inspected? |
| Answer | (4) |
| Question | (5) Any logistical issues with maintaining the integrity, quality and safety of each scheme (eg missing bollards and length of time to replace them) and the cost of doing so for each scheme? |
| Answer | (5) |

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QUESTION NO 8

By Councillor Webber for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 10 December 2020

Electric Vehicle Infrastructure Network

In CEC was awarded almost £2.5m in 2018 to complete their network of chargers by December 2020:

<https://www.transport.gov.scot/our-approach/environment/carbon-reduction-on-roads/switched-on-towns-and-cities-challenge-fund/winners-201819-switched-on-towns-and-cities-challenge-fund/>

The press release stated that the project will have an installation period running from January 2020 to December 2020, representing phase I of the City Council's EV charge point deployment.

Question (1) Can the Convener please provide a detailed update on progress and map of the 134 electric vehicle (EV) charging bays located within the 14 hubs across the city?

Answer (1)

Question (2) Can the Convener provide a detailed breakdown of the cost per installation/hub and detail the budget that is still to be allocated, and confirm to which installation this is linked?

Answer (2)

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QUESTION NO 9

By Councillor Rust for answer by the Leader of the Council at a meeting of the Council on 10 December 2020

Question (1) What engagement has there been over 2019/2020 with The Edinburgh Tram Inquiry led by Lord Hardie:

(a) By the CEC team responsible for the tram extension?

(b) By the Leader, Transport and Environment Convener or other members of his Administration?

Answer (1)

Question (2) When was the last update received from the Inquiry by the Leader in terms of its progress and when it would publicly report?

Answer (2)

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QUESTION NO 10

By Councillor Rust for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 10 December 2020

Nurseries

- Question** (1) The addendum to Item 7.6 passed by the Education Children & Families Committee on 4 March 2020 stated, “Committee requests to know the amount allocated to each child (on an hourly basis) in Local Authority nurseries”. This information has not been presented to date. Please can it now be presented.
- Answer** (1)
- Question** (2) The addendum welcomed the “independent review” of rates of Partner providers anticipated to start in August 2020. This review has commenced, and CEC has commissioned Scotland Excel to undertake the project – Scotland Excel is funded by Scotland’s 32 local authorities. Please advise how this constitutes an independent review.
- Answer** (2)
- Question** (3) The current approach will involve over 100 Partner providers providing a large amount of detailed and confidential information. Is CEC concerned that this complicated approach runs the risk of Scotland Excel receiving very low engagement and responses which when aggregated will not produce a proper outcome?
- Answer** (3)
- Question** (4) Has any consideration been given by CEC to the formation of an internal working group with representatives from each sector (large & small Partner Providers, Independent schools, Childminders, Charities, Playgroups) working with Scotland Excel?
- Answer** (4)

Question (5) Partner Providers have been advised by Scotland Excel that CEC will not allow them to discuss their recommendations/report with Partner Providers before (or after) submission to CEC. Is there not a case for having the results of the exercise transparent and shared with the Partner Providers prior to submission to CEC?

Answer (5)

Question (6) Why have Partner Providers been advised by CEC that the recommendations of Scotland Excel will not be shared with them at any stage of the process and that they can access some information via FOI requests?

Answer (6)

QUESTION NO 11

By Councillor Laidlaw for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 10 December 2020

Question (1) Given the need for Edinburgh to substantially increase its provision of on-street electric vehicle charging – in light of both rising consumer demand and the recent announcement by the U.K. Government that the ban on conventional petrol and diesel engine cars will be moved forward from 2040 to 2030 – can the Convener confirm if Edinburgh has applied for grant funding from the Energy Saving Trust’s On-street Residential Chargepoint Scheme?

Answer (1)

Question (2) If so, can she provide details of what has been applied for?

Answer (2)

Question (3) If not, can she explain the reasons why not?

Answer (3)

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QUESTION NO 12

**By Councillor Howie for answer by
the Leader of the Council at a
meeting of the Council on 10
December 2020**

Question

Bearing in mind there is council involvement in all care home admissions, how many Edinburgh citizens/patients have been transferred from hospital to a care home without the individual's consent, legal authority or family support (such as a Power of Attorney or Guardianship Order) for each calendar month over the past twelve months?

Answer

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QUESTION NO 13

By Councillor Booth for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 10 December 2020

The following questions concerning the council's current consultation on Gaelic Medium Education at secondary level are all supplementary to my questions on the same topic asked at the November meeting of council.

Question (1) Further to the answer to question 1, what proportion of the current school roll at Taobh na Pairce live within 3 miles of each of the four options for GME secondary as well as Darroch and JGHS, broken down by school year?

Answer (1)

Question (2) Further to the answer to question 2, what proportion of the current Sgoil-araich and P1-4 at Taobh na Pairce currently live within a) 15 minutes' walk; b) 15 minutes' cycle of each of the four options, plus Darroch and JGHS?

Answer (2)

Question (3) Further to the answer to questions 3 and 4, how were these answers calculated, and did it assume travel at rush hour or outside of rush hour, in pre-covid or post-covid travel conditions?

Answer (3)

Question (4) Further to the answer to question 5, please can you supply this information broken down by school year?

Answer (4)

Question (5) Further to the answer to question 6, parts a) and b), please can you clarify that the intention is to withdraw curriculum support from JGHS as soon as Darroch opens in 2022? Why is that?

Answer (5)

Question (6) Further to the answer to question 6, parts a) and b), please can you clarify which subjects will be taught using curriculum support outside Darroch; when this will start, and which school years this will affect, and how many school pupils might be expected to attend curriculum support outside Darroch in a week? Will this be all subjects which cannot be taught in Gaelic, or is some other criteria used, and if so, what criteria? How is it expected that educational outcomes for GME pupils will be improved by this arrangement?

Answer (6)

Question (7) Further to the answer to question 6, parts a) and b), please can you outline what mode of travel is assumed for pupils travelling to a) Tynecastle, b) Boroughmuir, c) St Thomas' and d) JGHS for curriculum support, and in each case please give the estimated travel time;

Answer (7)

Question (8) Further to the answer to question 6, parts a) and b), when will the council publish, as referenced in the approved Gaelic Language Plan 2018 -2022, the long-term plan to ensure the quality and sustainable expansion of secondary GME which will support the increasing numbers of pupils from Taobh Na Pàirce and any future GME primary school, as they move into S1 and beyond, which was due for completion in 2020?

Answer (8)

Question (9) Further to the answer to question 6, part b), please can you clarify how many pupils in each of the city's secondary schools currently receive curriculum support in another school, and in each case identify what proportion of the school roll that represents?

Answer (9)

Question (10) Further to the answer to question 6, part b), please can you clarify what the mode of travel and travel time is for each secondary school which currently sends pupils to other secondary schools for curriculum support?

Answer (10)

Question (11) Further to the answer to question 6, parts c) and d), please can you clarify why a different answer was given to these questions at the parent consultation event on Wednesday 25 November? Which answer is correct?

Answer (11)

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Stick with it this Christmas

First of all, I'd like to thank every household and business across Edinburgh for sticking to the rules so carefully over recent months. It's down to you all that we're seeing Covid-19 case numbers coming down in the Capital. In recognition of this improving picture, I'm continuing to work closely with the Scottish Government to look at ways of easing restrictions here – helping to support businesses, in particular the hard-hit hospitality industry, through this challenging time.

There's no doubt that this Christmas will be vastly different from normal. I know we're all desperate to see loved ones and to spend time with friends during this time and that the [easing of restrictions](#) to allow 'bubbles' of three households will be good news for many. But we must not forget the ongoing threat from this virus. If you're spending time in another household over the period, it's essential that you observe the guidance, keep a safe distance from one another, wash your hands and use hand sanitiser regularly and avoid hugs. This will be hard – but it will help keep us safe.

Despite the brilliant news of the rollout of a vaccine, starting in just a few days with our frontline health workers, please keep following the rules: wear a mask, get tested when you've got symptoms and avoid other people's houses. We'll work closely with NHS Lothian to help facilitate the rollout as quickly and efficiently as possible and do everything we can to help communicate details to residents as plans are finalised.

There's light on the horizon, so let's keep following guidance, looking after each other and stay the course. We'll get through this together.

Rallying round our high streets

As well as looking after ourselves and each other to help us get through these difficult times, we've all got a responsibility to rally round our city centre and local high streets, giving something back to the shops and businesses who have worked so hard to support us during this pandemic.

Roddy Smith of Essential Edinburgh said this week that, when we emerge from the other side of this pandemic, we'll need "both bustling local communities and a vibrant city centre", and I couldn't agree more.

Shops right across the city, from Princes Street to Portobello High Street, Corstorphine Road to Queensferry High Street have pulled out all the stops to ensure they can welcome customers safely and there's an amazing range of cafés and places to eat.

As well as continuing to promote the City Centre through channels like Edinburgh.org, #foreveredinburgh, on events pages and city guides, and across our social media channels, we're running a year-long [#ShopHereThisYear campaign](#) to celebrate the quality independent retailers, eateries and shopping experiences that are the heartbeat of our communities, create local jobs and feed into local supply chains. We're encouraging everyone to share their love for their favourite places to eat and shop across the city on social media.

The campaign also coincides with [Small Business Saturday](#) this weekend (5 December), which is a great opportunity for businesses across the city to showcase their passion for their products and services. We're so lucky in Edinburgh to have a brilliant mix of businesses that all contribute to making the Capital such a great place to live.

More work needed to fulfil our potential

The [Accounts Commission's latest Best Value report on the Council](#) was published last month and I'm pleased to say there's a lot to take heart from, with positive recognition of our ambition and leadership in pushing forward our vision of a fairer, more sustainable Capital. Earlier this year we were named one of the [most forward-thinking cities in Europe](#), and we're determined to continue in that vein.

The Commission also points up [areas where we need to do more](#) and work harder and we're grateful for their insight and recommendations. We'll take all the findings on board to help us build more empowered and engaged services in our communities. Our new Council Business Plan (in early 2021) will focus on achieving our long term aims for Edinburgh – and for the benefit of all residents.

Your views help shape our priorities

The ambitions we've set for this city and for which the Accounts Commission gave us credit were established using direct feedback from the citizens we're here to serve – and [we need to hear from Edinburgh's residents again](#) as we embark on setting a budget for the next three years.

We're running a survey just now on our [Consultation Hub](#) to find out how the impact of tackling the pandemic on our core services has affected people's lives, which services they've missed especially and what residents want us to prioritise as we move forward through and out of this unprecedented crisis.

More than 1,200 people have already had their say. The [survey](#) runs until 10 December. By taking just a few minutes of your time to make your voice heard, you'll be helping shape the services we deliver for several years to come.

Controlling short-term lets

We've been leading calls for new legislation to help tackle the problem of multiplying short-term lets, which have blighted so many of our communities over recent years. So, I'm delighted that Parliament is expected to consider legislation ahead of the Christmas recess, including control areas and a new licensing regime to help local authorities manage the issue.

This follows a consultation by the Scottish Government in the autumn, to which we've just [published our response](#). If these powers are introduced as expected in the spring, we're working on how they can help us control the number of short-term lets in the city through a combination of planning and licensing policies.

It's so important that we act decisively and swiftly on this. In recent years, short-term lets have reduced Edinburgh's housing stock, hollowed out our communities, driven up rents and impinged on residents' quality of life through noise, antisocial behaviour and putting pressure on resources like litter and waste.

Control areas will enable us to limit the number – something that we're very keen to do and it's clear our citizens feel the same. Our 'Choices' consultation for our next local development plan – 'City Plan 2030' – showed overwhelming support for this.

Ten-year plan to end poverty in Edinburgh

As Scotland's Capital city we need to be at the forefront of change for the better and that's exactly what we're doing with our ambitious ten-year plan to eradicate poverty in the city by 2030.

The proposals contained in our [End Poverty in Edinburgh Delivery Plan 2020-2030](#) report were approved last month and outline a series of key actions that need to be taken by us and our partners over the next decade. The comprehensive plan has been drawn up in response to the [final report of the Edinburgh Poverty Commission](#), which acted as a call to action, especially in the midst of the pandemic that has sadly hit those on the lowest incomes hardest.

Preventing poverty through people-focused and 'poverty-proofed' council services, helping households maximise their incomes, establishing Edinburgh as a Living Wage City and pressing the UK and Scottish Governments for changes to housing investment and social security policy are among the priority actions outlined in the plan.

We're the first local authority in the UK to set a target date to end poverty and it's going to take a 'Team Edinburgh' approach with all our partners across the Capital working as one. The year ahead is critical: we must pull together and make a start on the long-term work we must do to eradicate poverty in this city.

Sir Geoff Palmer leading review of historical legacy

Last month we appointed eminent professor and human rights activist Sir Geoff Palmer to chair the new independent [Edinburgh Slavery and Colonialism Legacy Review Group](#).

Sir Geoff brings a wealth of experience, knowledge and leadership to the post and is currently recruiting further members to the group. Together they will consider any features within the Council boundary that commemorate those with close links to slavery and colonialism including, but not limited to, public statues and monuments, street or building names. The group will ultimately make recommendations to Council about the short and long-term measures we might take to redress this history.

We have a responsibility to face up to our city's past – celebrating the good and acknowledging the bad. Our history must be honest so we can best understand its impact on modern-day Edinburgh. This review is about the story of our Capital – it's not just about statues, it's about people living here now and the place that they call home.

Reaching out to the bereaved this Christmas

Losing a loved one is always extremely hard but it's been particularly difficult and distressing for anyone who's been bereaved this year with Covid-19 measures restricting funeral services.

At our Mortonhall Crematorium, the team are doing great work this Christmas to reach out and support those who have lost someone dear to them with their [annual memorial service](#), which is being held online at 1pm on Sunday (6 December). If you would like the name of a loved one included in the service and a candle lit to remember them, please email calan2021@gmail.com.

This year more than ever you may also feel you'd like to [leave a message on our annual Christmas Tree of Remembrance](#) for your loved one. We're providing this digitally in 2020 to keep everyone safe, in line with government guidance. It's a lovely way to record a personal tribute in memory of someone you love.

Wishing you all the best for 2021

This is my last Leader's Report of 2020 and I want to take the opportunity to say a very special thank you to all the frontline (and other) colleagues who've gone above and beyond to keep essential services running during exceptionally difficult times this year – I have never been prouder of our Council officer colleagues and the impact they are having to support our residents.

As a city, we've shown grit, community spirit and resilience through everything this year has thrown at us. Thankfully, the rollout of a vaccine means there's cause for optimism about when our Capital can get back to a much closer version of normal.

This renewed optimism will give all of us a desperately welcome boost as 2021 arrives. For our part, we'll be pressing on with our core priorities to bring about lasting, positive change for Edinburgh – tackling climate change and poverty, investing in thousands of new affordable homes for our residents, progressing Trams to Newhaven and other sustainable transport choices, building new schools to give our children the best possible start in life and much, much more. All while focusing on getting the basics right. There's a power of work to be done and we're ready to embrace the challenge.

I wish you all a happy and restful festive period and a much better 2021!

Get involved

Keep up to date with all council news via our [news section online](#). You can watch live council and committee meetings via our [webcast](#) service and join the debate on Twitter using #edinwebcast. If you wish to unsubscribe, please [email](#) us.

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The City of Edinburgh Council

10:00am, Thursday 10 December 2020

Review of Political Management Arrangements December 2020

Executive/Routine Wards Council Commitments	Executive
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1. Recommendations

- 1.1 To agree all formal meetings of the Council, including Council, executive committees and other committees should continue to take place virtually until restrictions are lessened to a degree that we can operate 90% attendance within the Main Council Chamber.
- 1.2 To note the work being progressed to improve the experience of virtual meetings for Councillors including electronic voting.
- 1.3 To suspend Procedural Standing Orders until 31 March 2021 and to agree the Interim Standing Orders set out in appendix two to take effect from 14 December 2020.
- 1.4 To agree that the Policy and Sustainability Committee would revert to an 8-weekly cycle.
- 1.5 To agree Elected Member Champions report to their corresponding executive committee on an annual basis via the business bulletin.

Andrew Kerr

Chief Executive

Contact: Hayley Barnett, Corporate Governance Manager

Strategy and Communications Division, Chief Executive's Service

E-mail: Hayley.barnett@edinburgh.gov.uk | Tel: 0131 529 3996

Review of Political Management Arrangements December 2020

2. Executive Summary

- 2.1 This report sets out the political management arrangements to carry out Council business going forward.

3. Background

- 3.1 In response to the Covid-19 emergency; specifically, to establish quick and agile decision making, manage the pressure on staff, and prioritise frontline services; interim political management arrangements were implemented.
- 3.2 In April 2020, the Leadership Advisory Panel (LAP) agreed the political management arrangements for the period to 1 September 2020. The Policy and Sustainability Committee then reviewed and agreed further arrangements that are due to end on 31 Dec 2020.
- 3.3 In determining the Council's interim political management arrangements over this period, the following requirements and considerations were taken into account: the constraints and demands of the emergency situation; the requirement to consider strategic and/or non-urgent business; the need for increased political oversight and scrutiny; and, the constraints of the interim arrangements.
- 3.4 The External Auditor's 2019/20 Annual Report to the Council and the Controller of Audit found that Edinburgh responded promptly and effectively in its political management arrangements to the Covid-19 crisis.

4. Main report

- 4.1 Following the last review of political management arrangements in August 2020, all executive committees have now recommenced as well as a number of other committees and key working groups. The business of the Council is

being successfully carried out via virtual meetings. Although meetings are lengthy and consideration must be given to whether this can be shortened, there is confidence that the Council is fulfilling its duties.

- 4.2 Currently, the Policy and Sustainability Committee meets on a four-weekly cycle. Executive Committees have been successfully re-established, it is therefore recommended that Policy and Sustainability Committee reverts to its 8-weekly cycle.
- 4.3 No further significant political management arrangement changes are proposed.

Virtual Meetings

- 4.4 As noted above, virtual meetings have been successfully used throughout this period.
- 4.5 Councillors will also be aware of Scotland's Strategic Framework and Edinburgh's latest protection level within the framework. Over the coming months Edinburgh's protection level is likely to change (possibly up or down) and the detail of restrictions within each level may also be subject to change.
- 4.6 A blended meeting arrangement whereby remote participants can take part in a physical Council or committee meeting has been investigated as a possible way to restart meetings in a way that meets current regulations and guidance and allows for vulnerable councillors and officers to continue isolating and physical distancing.
- 4.7 The implementation of a blended meeting arrangement has been discussed at local and national level. It has been proffered that this could represent a number of benefits. These include
 - 4.7.1 Allowing movement towards pre-Covid normality whilst protecting councillors and officers that are vulnerable or isolating;
 - 4.7.2 Various procedural benefits to holding meetings in person, including streamlined votes;
 - 4.7.3 Reduces the risk of the technical issues that can arise when relying on local internet connections and ICT equipment.
- 4.8 Blended meetings do offer a route to restart physical meetings and officers have taken steps to prepare for a move to blended meetings. Property and Facilities Management have carried out a significant amount of work to develop a strategy around the reoccupation of the City Chambers that includes the risk assessment of capacity levels for meeting rooms. Technological improvements including additional hardware and cabling are currently being upgraded with the Council Chamber and Dean of Guild to support the robust and secure use of video conferencing facilities.

- 4.9 The reduction in capacity caused by current regulations suggests that 16 elected members could safely attend meetings in the Main Council Chamber. This threshold means that the only option available for Council at this stage is a blended model whereby a small number of elected members attend City Chambers and the remainder access remotely.
- 4.10 Further points of consideration:
- 4.10.1 A blended approach could create a two-tier meeting whereby those in the meeting room would potentially be at an advantage to those attending by remote link.
 - 4.10.2 It is unlikely members of the public would be able to attend physical meetings due to ongoing regulations. The viewing experience for members of the public would be worsened by the move to blended meetings. A meeting where all participants are remote is better from this perspective.
 - 4.10.3 A blended meeting will make procedural matters more complicated. (i.e. roll-call votes, meeting register and management of order of speakers will present difficulties)
 - 4.10.4 Resource capacity - as a rule a move to blended meetings may, at least in the short-term, require a doubling up of meeting support capacity. This is to manage the complications of the AV and webcasting elements and the additional committee services resource to manage procedural matters in both spheres.
- 4.11 Currently, virtual meetings, although often long, are being used successfully by the Council to fulfil its duties. Going forward, blended meetings are a route to restart physical meetings, however current restrictions mean a minority of Councillors would be able to physically attend the meeting. This would be difficult to facilitate and would not achieve the goal of moving towards normality or improving procedural matters. Taking this and the points set up on paragraph 4.10 into account, it is recommended that all formal meetings of the Council, including Council, executive committees and other committees should continue to take place virtually using MS Teams until restrictions are lessened to a degree that we can operate 90% attendance within the Main Council Chamber. The level of 90% is recommended to ensure the majority of Councillors can attend physical meetings and the issues set out in 4.10 are avoided. If the level was to be set lower than 90%, meetings would be extremely challenging to manage (for the Convener and officers) and would be resource intensive to support.
- 4.12 It is envisaged that at the point when guidance changes to allow to physical meetings to recommence safely, some Councillors or deputations may still require for health reasons to attend meetings remotely. The Chamber will

therefore be adapted to accommodate a small number of remote attendees who may be medically vulnerable or isolating.

Improvements to Virtual Meetings

- 4.13 Virtual meetings do bring added time pressures with meetings lasting longer than physical meetings. Specifically, the need to carry out roll call votes adds additional time. We are currently exploring and testing options to implement electronic voting e.g. MSForms Poll. If testing with officers proves effective, a further test with all members would be required before implementation.
- 4.14 There is the possibility that overly long meetings could impact on physical and mental health as well as the quality of decision making and contradicts guidance from the Health and Safety Executive in respect of display screen equipment use. Video conferencing can also cause additional challenges for those with sensory sensitives such as migraines. A Working from Home colleague guide has been developed by the Council and has been circulated to elected members. This includes tips on well-being advice and the use of screens within the home.
- 4.15 Due to the continuing pressure on staffing and the issues detailed in paragraph 4.10, business should continue to be kept to a manageable level and focus on key services. It will continue to be the responsibility of executive directors to work with the respective conveners and vice-conveners to ensure agendas are of a manageable length. Conveners should also continue to endeavour to keep business to around three hours to manage the pressure on resources for both elected members and officers but acknowledging that this may not always be possible and to provide for sufficient breaks during the meeting. The statistics appended to this report provide a breakdown of the average time of executive committee meetings.

Improvements to Committee Reporting

- 4.16 Over the past two years a number of actions have been implemented to improve committee reporting, as requested by Governance, Risk and Best Value. Improvements include the introduction of workplans to replace key decision forward plans; a new report template and guidance was introduced with the aim of reducing the length of reports while maintaining sufficient financial, governance and statutory information; and, introduction of the committee management system (moderngov).
- 4.17 These steps have led to a minor decrease in the number of reports and length in most Executive Committees, but Edinburgh's level of reports still remains high compared to counterpart Local Authorities. Figures are included at Appendix 1.
- 4.18 Discussions are currently progressing in relation to phase 2 of the moderngov rollout and further improvements to the committee management system. This does require significant officer resource to develop, implement and support a

system specifically designed for City of Edinburgh Council. This will continue but current resource pressures have resulted in other key areas of work taking priority.

Standing Orders

- 4.19 Amended interim Standing Orders are appended to this report setting out a number of procedural changes.
- 4.19.1 Deputations - it is proposed that deputations remain in written format whilst meetings are taking place virtually. Verbal deputations would be reintroduced when physical meetings return, in adherence to public health guidance.
- 4.19.2 As noted above (4.13), officers are currently exploring options to carry out electronic voting. The Standing Orders have been amended to accommodate a move to electronic voting, if testing is successful.
- 4.19.3 Order of Business, Section 10 – Congratulatory Motions. An additional section has been added to allow motions of congratulations to be formally recognised at Council meetings. This section will be considered in totality, proposed by the Lord Provost and seconded by the Deputy Lord Provost.
- 4.19.4 Debate – It is proposed that if a motion is moved and seconded and no amendments are put forward, no other speaker may speak on this item of business. The intention of this proposal is to manage the length of meetings without restricting debate.
- 4.19.5 End of Session Decisions - If a Council meeting continues to 5pm, unless Council expressly agrees otherwise, it is proposed to introduce a decision only time. Within this period motions and amendments will be moved and seconded formally with no debate, before a vote is then taken for the remaining items of business.
- 4.19.6 Breaks (4.15) – a ten-minute break every two hours has been proposed to ensure Councillors and officers have an opportunity to move away from a screen.

Working Groups

- 4.20 Each Executive Committee is required to reappoint its working groups on an annual basis. Using the process each Executive Committee was asked to review each Working Group to ensure it was still required and fit for purpose. This process has reduced the number of working groups to 30.
- 4.21 Given the continuing impact of the Covid-19 emergency and resource pressures that remain, it is recommended that the same parameters currently in place for working groups remain. Specifically, working groups only meet during this period if:

- 4.21.1 there is officer capacity and resource available (which would be determined by the Executive Director of the service area concerned);
- 4.21.2 it is required for specific actions to progress;
- 4.21.3 they take place virtually.

Elected Member Champions

- 4.22 The Council has elected member champions for the following roles active travel, built environment and sustainability, canal, carers, child poverty, equalities, festivals, Gaelic, homelessness, small business, veterans, volunteering and young people (list to be confirmed).
- 4.23 In 2017, the role of a Champion was set out to: act as an ambassador for their specified area, which includes taking responsibility for maintaining and raising the profile of their area; support the work of the committee convenors through working in a collaborative role and feeding into the decision-making role of the relevant convenors; contribute to the development of policy in Edinburgh of their area and providing leadership and guidance when required; act as a local expert and advocate working with and engaging with communities across the city; and, ensure focus is maintained on achieving the desired objectives and outcomes of their area.
- 4.24 In 2018, in response to a Council Question, a detailed survey was carried with Champions to identify the specific activity carried out and their value and impact. All but one Champion expressed some benefits to their role.
- 4.25 Officer workload and lack of capacity has not allowed for further assessment exercises to be carried out and brought back to Council. Going forward workload pressures are unlikely to reduce.
- 4.26 To ensure Champions have an opportunity to report on the work they have carried out, it is proposed that each Champion reports to their corresponding executive committee on an annual basis via the business bulletin. A list of current Champions and corresponding executive committees is attached at Appendix 3.

5. Next Steps

- 5.1 If approved, arrangements would be put in place to implement the interim political management arrangements outlined above. Officers would continue to review practical solutions to improve the experience of virtual meetings for Councillors and move towards physical meetings taking into account evolving Scottish Government and public health guidance.

6. Financial impact

- 6.1 Political management arrangements over this period would be contained within existing revenue budgets.

7. Stakeholder/Community Impact

- 7.1 The governance arrangements of the Council require to be robust to provide adequate assurance on its delivery of services. This is heightened by an emergency, but it is imperative that a balance is struck so that an overly resource intensive governance structure does not impact negatively on service delivery.

8. Background reading/external references

- 8.1 [Interim Political Management Arrangements 2020 – Leadership Advisory Panel of 23 April 2020](#)
- 8.2 [Governance, Risk and Best Value Committee Arrangements and Remote Council Meetings – Policy and Sustainability Committee of 28 May 2020](#)
- 8.3 [Review of Political Management Arrangements 2020 – Policy and Sustainability Committee of 6 August 2020](#)
- 8.4 [Elected Member Champions – The City of Edinburgh Council – 20 September 2018](#)
- 8.5 [Reports presented to Council and Committees – Motion by Councillor Daggart – 31/05/2018](#)
[Committee Reporting – Governance, Risk and Best Value – 28/08/2019](#)

9. Appendices

- 9.1 Appendix 1 – Statistics
- 9.2 Appendix 2 – Standing Orders
- 9.3 Appendix 3 – List of Champions and corresponding Executive Committees

Appendix 1 – Committee Statistics

Policy and Sustainability and Governance, Risk and Best Value Committee Comparison Statistics January 2019 - November 2020

January 2019 - June 2019	GRBV	P&S	August 2019 - Dec 2019	GRBV	P&S
Avg Number of Reports	9.6	17	Avg Number of Reports	10	12.75
Avg Total Length of Reports	309.2	240.5	Avg Total Length of Reports	277	196.75
Avg Length	02:53:10	02:27:41	Avg Length	02:44:36	02:51:53

January - February 2020	GRBV	P&S	March 2020 – July 2020	GRBV	P&S
Avg Number of Reports	7	12	Avg Number of Reports	5.5	15
Avg Total Length of Reports	175	202	Avg Total Length of Reports	143.5	214.4
Avg Length	1:49:48	03:36:03	Avg Length	03:03:40	5:51:02

August 2020 – November 2020	GRBV	P&S
Avg Number of Reports	7.33	11.8
Avg Total Length of Reports	313.67	285.2
Avg Length	3:27:39	5:31:49

Executive Committee Average Length January 2019 – November 2020

January 2019 - June 2019	Average Length	August 2019 - March 2020	Average Length	January 2020 - February 2020	Average Length
City of Edinburgh Council	05:49:55	City of Edinburgh Council	04:59:00	City of Edinburgh Council	04:03:36
Culture and Communities Committee	02:21:33	Culture and Communities Committee	03:54:39	Culture and Communities Committee	03:07:37
Education, Children and Families Committee	02:01:17	Education, Children and Families Committee	03:29:48	-	-
Finance and Resources Committee	04:42:30	Finance and Resources Committee	02:39:12	Finance and Resources Committee	01:52:18
Housing & Economy Committee	03:36:57	Housing, Homelessness and Fair Work Committee	02:03:06	Housing, Homelessness and Fair Work Committee	01:47:09
Corporate, Policy and Strategy Committee	02:27:41	Policy and Sustainability Committee	02:51:53	Policy and Sustainability Committee	03:36:03
Transport and Environment Committee	05:27:37	Transport and Environment Committee	04:41:08	Transport and Environment Committee	04:31:02

March 2020 – July 2020	Average Length	August 2020 – November 2020	Average Length
City of Edinburgh Council	03:13:49	City of Edinburgh Council	7:21:29
Culture and Communities Committee	-	Culture and Communities Committee	2:09:56
Education, Children and Families Committee	05:28:10	Education, Children and Families Committee	3:56:02
Finance and Resources Committee	02:57:52	Finance and Resources Committee	2:39:52
Housing, Homelessness and Fair Work Committee	-	Housing, Homelessness and Fair Work Committee	1:37:10
Leadership Advisory Panel	02:38:13	Leadership Advisory Panel	-
Policy and Sustainability Committee	05:51:02	Policy and Sustainability Committee	5:31:49
Transport and Environment Committee	-	Transport and Environment Committee	4:23:46

Local Authority Report Level Comparison

Total number of reports	2015	2016	2017	2018 (first 6 months)	2018 (last 6 months)	2019 (first 6 months)	2019 (last 6 months)	2020 (first 6 months)	2020 (last 6 months)
Edinburgh	970	859	653	460 (543 with locality committees)	421 (523 with locality committees)	369	368	233	246
Aberdeen	500 - 650	607	442	n/a	n/a	394		135	138
Dundee	500 - 650	417	447	n/a	n/a	375		78	54
Glasgow	682	596 (875 if area partnerships included)	465 (777 if area partnerships included)	n/a	n/a	652 (excluding area partnerships)		200 (excluding area partnerships)	142 (excluding area partnerships)

Appendix 2

CITY OF EDINBURGH COUNCIL

PROCEDURAL STANDING ORDERS

FOR COUNCIL

AND COMMITTEE MEETINGS

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STANDING ORDERS

These standing orders (“**Standing Orders**”) apply from ~~1 September 2020~~ ~~1 January~~ 14 December 2020 and regulate the conduct of business at meetings of the City of Edinburgh Council (“**Council**”) and the committees or sub-committees of the Council (“**Committees**”).

1. **First meeting of the Council after an election**

- 1.1 In an election year, the Council will hold a meeting at 10 am, no later than the third Thursday after the day of the ordinary election of Councillors.
- 1.2 At this meeting or at any adjournment of it, the Council will
 - (a) appoint the Lord Provost;
 - (b) seek to appoint the Depute Convener, the Leader and Depute Leader of the Council, the members of the committees of the Council and their conveners and any vice-conveners, the members of the joint committees and joint boards, the members of the Licensing Board and such representatives to other bodies as the Council may decide to appoint; and
 - (c) deal with any urgent competent business.

2. **Lord Provost and Depute Convener – term of office**

- 2.1 The Council may at any time agree to remove the Lord Provost and Depute Convener from office, with immediate effect, provided that not less than three quarters of the members of the Council present and voting so decide.

3. **Ordinary and special meetings**

- 3.1 If circumstances allow, a meeting of the Council will be held at 10 am on every fourth Thursday.
- 3.2 In a non-election year the Council, at its first ordinary meeting in May will; appoint the Leader and Depute Leader, the members of the committees of the Council and their conveners and any vice-conveners and the members of the joint committees and joint boards.
- 3.3 The Lord Provost may in exceptional circumstances alter the arrangements for ordinary meetings or authorise a special meeting to be called. A special meeting may also be called at any time by written request to the Clerk specifying the business to be transacted and signed by at least one quarter of the members of the Council. The Clerk will arrange for the special meeting to be held within 14 days of receipt of the request. The right to call a meeting does not apply to Committees.
- 3.4 The Council may recess for periods to be determined by the Clerk after consultation with the Lord Provost and the Leader of the Council. During any recess no meetings of the Council, Executive Committees or the Governance, Risk and Best Value Committee will be held.

4. **Notice of Meetings**

4.1 At least 3 clear days before a meeting of the Council or its Committees:

- (a) the Clerk will publish a notice of the time and place of the intended meeting. If the meeting is called by members of the Council, the signed request will accompany the notice; and
- (b) a summons to attend the meeting containing the agenda of business will be sent to every Council member by email or to an alternative address nominated by them. If a summons is not sent to any member, the meeting will still be validly called only if good reason is shown for failure to send such a summons.

4.2 A Committee will hold such meetings as the Council may prescribe, but the Clerk will call additional meetings of a Committee at any time on being required to do so by the Committee concerned, or at the request of the Convener. Meetings will be called at least six days before the meeting date in accordance with the statutory requirements

4.3 The Clerk will call a special meeting to be held within eight days of receiving a written request specifying the business to be transacted and signed by at least one quarter of the members of the Committee concerned.

4.4 Any summons issued under Standing Order 4.1 must give a note of the agenda of business and the proposed order for dealing with business at the meeting.

4.5 No business other than that set out in the notice of meeting may be dealt with unless it is brought before the Council or Committee as a matter of urgency. The Lord Provost or Convener must rule that it is a matter of urgency and give the reasons for the ruling to be noted in the minutes. The item must be made known at the start of the meeting when the order of business is decided. If the Lord Provost or Convener rules that the matter is not urgent, it will be included as an item for the next ordinary meeting of the Council or next scheduled committee meeting, unless dealt with earlier.

5. **Quorum**

5.1 The quorum of the Council is sixteen. No business may be transacted at any meeting unless a quorum is present. If fewer than sixteen members are present ten minutes after the appointed time for the start of the meeting a division will be announced. If after a further period of three minutes there are still fewer than sixteen members present, the meeting will be adjourned until such date and time as the Lord Provost decides.

5.2 If at any time during a Council meeting a question arises on whether there is a quorum, the Lord Provost will instruct a count of the members who are present. If a quorum is not present, the meeting will be adjourned until such date and time as the Lord Provost decides.

5.3 Subject to law the quorum of a Committee will be one third of the number of voting members of the Committee (see Committee terms of reference for specific numbers) provided that in no case will any business be transacted unless at least two voting members are present.

5.4 If fewer members are present five minutes after the time appointed for the start of a Committee meeting than are needed to constitute a quorum the meeting will be adjourned until such date and time as the Convener decides. After a meeting has started, if the number of members present falls below the quorum the meeting will be adjourned immediately until such date and time as the Convener decides.

5.5 A member who has declared an interest in an item of business and has left the meeting may not be counted in the quorum for that item of business. If less than a quorum of the Council or Committee is entitled to vote on an item due to declaration of interests that item cannot be dealt with at the meeting.

6. **Lord Provost - Council Meetings**

6.1 The Lord Provost will chair any Council meeting when he or she is present. When the Lord Provost is absent from a Council meeting, the Depute Convener will chair the meeting. When the Lord Provost and Depute Convener are absent, another member of the Council, chosen by the members present, will chair the meeting.

7. **Convener - Committees**

7.1 The Convener will chair any meeting of a Committee when he or she is present. When the Convener is absent from a Committee meeting the Vice-Convener, if appointed, will chair the meeting. When the Convener and Vice-Convener are absent, another member chosen by the members present will chair the meeting.

8. **Lord Provost and Convener- Duties**

8.1 The duties of the Lord Provost or Convener of the meeting, in accordance with these Standing Orders, will include:

- (a) Deciding on all matters of protocol, decorum, order, competency and relevancy;
- (b) Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination he/she may be advised by the Clerk;
- (c) Deciding priority between two or more members wishing to speak;
- (d) Ensuring that a fair opportunity is given to all members to express their views on any item of business;
- (e) Preserving order within the meeting;
- (f) Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Lord Provost or Chair's opinion, impeding the business of the meeting;
- (g) In the event of disorder arising, adjourning the meeting to a time and date the Lord Provost or Convener will fix then or later. In leaving the meeting, the Lord Provost or Convener in such circumstances, will without further procedure, have formally adjourned the meeting;
- (h) Signing the minutes of the previous meeting;

8.2 The decision of the Lord Provost or Convener in relation to all questions regarding Standing Orders is final, but in reaching these decisions advice may be sought from the Clerk.

9. **Order of Business**

9.1 **Full Council** – the business of Council at ordinary meetings will take place in the following order:

- (a) Order of Business
- (b) Declaration of Interests
- (c) Deputations
- (d) Minutes
- (e) Council Questions
- (f) Leader's Report
- (g) Appointments

(h) Reports

~~(h)~~(i) Motions

(j) Congratulatory Motions

9.2 At a meeting of the Council or a Committee a ten-minute break will be taken after every two hours of business or at the end of the current item of business, at the discretion of the Lord Provost or Convener.

10. **Power to vary order of business**

10.1 The Council or Committee may at any meeting vary the order of business to give precedence to any item on the agenda:

- (a) at the discretion of the Lord Provost or Convener; or
- (b) on a motion duly moved and seconded and voted on electronically or by a roll call.

11. **Declaration of Interests**

11.1 Where a member declares an interest in accordance with the Councillors' Code of Conduct and leaves the meeting, the fact will be recorded in the minutes of the meeting.

12. **Deputations**

- 12.1 The Council or any Committee can hear deputations on any matter that is included in its power, duties or delegation. For this interim period a deputation should take the form of a written submission.
- 12.2 Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm, ~~on the day~~ two working days before the meeting concerned. The Lord Provost or Convener has discretion to waive both these requirements.
- 12.3 The Clerk will submit the application to the Council or relevant Committee. An application for a deputation will only be submitted if it relates to an item of business on the agenda for that meeting or if the Lord Provost or Convener decides that there is sufficient reason for the meeting to consider it.
- 12.4 When the Council or Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation.
- 12.5 Standing Order 12 does not apply to meetings of the Licensing Sub-Committee, the Development Management Sub-Committee, or the City of Edinburgh Planning Local Review Body, nor to any subsequent consideration of the quasi-judicial matter, or to any other quasi-judicial items considered by the Council or its committees.
13. **Minutes**
- 13.1 The Clerk will minute all Council and Committee meetings. The minutes will record the names of the members who attended the meeting and record, in the event of a vote, how each individual member voted. They will be circulated among members of the Council or Committee at least three clear working days before its next meeting for approval. If they are approved as a correct record of proceedings of the meeting, the Lord Provost or Convener of the meeting will sign them.
14. **Reports to Council and Executive Committees**
- 14.1 Reports to the Council and its Executive Committees will be submitted in accordance with the relevant remits and delegated functions set out in the Council's Committee Terms of Reference and Delegated Functions. Any report which may be of interest to another Executive Committee will be included in that Committee's Business Bulletin by way of an electronic link and may also be issued by email to elected members if requested.
15. **Council Questions**
- 15.1 At any Council meeting, a member may put a question to the Lord Provost or to any Convener or Vice-Convener with relevant responsibility about any relevant or competent business. The question must be given in by email or in writing to the Clerk by noon on the seventh working day before the meeting. The Lord Provost or Convener may specify that a particular question will be answered by another Convener or Vice-Convener, with that member's consent.

15.2 A member may put a question to a Convener or Vice-Convener at a Council meeting about any matter that is on the summons for that meeting. He/she must give the question orally or in writing to the Clerk by 10am on the day before the meeting.

15.3 After a question has been answered the questioner may ask a supplementary question, if necessary, to seek clarification of the answer given. The total time for asking a supplementary question and replying to it will not be more than 5 minutes. The total time for all such questions and answers will not be more than 40 minutes.

15.4 No discussion will be allowed on any question or answer.

16. **Leader's Report and Questions**

16.1 At a meeting, a member may put one or more oral questions to the Leader in connection with the Leader's Report. The Leader may invite a Convener or Vice-Convener to respond on his/her behalf. The total time allowed for such questions and answers will not be more than 40 minutes.

16.2 No discussion will be allowed on any question or answer.

17. **Notices of Motion**

17.1 Every formal notice of motion will be in writing and signed off by the member giving the notice. The notice must be delivered to the Clerk by noon on the seventh working day before the meeting. Those not received within this timescale, will not be included in the summons calling the meeting.

17.2 Late formal notices of motion may be submitted to the Council or Committee at the appropriate time in the meeting, in terms of Standing Order 4.4 if:

- (a) They have been delivered to the Clerk before the start of the meeting;
- (b) They are considered by the Lord Provost or Convener to be competent, relevant and urgent; and
- (c) They have been circulated to members before the meeting commences or read by the Clerk to the meeting at the appropriate time in the meeting.

17.3 Late motions which are not accepted as urgent by the Lord Provost or Convener, will be considered at the next ordinary meeting.

17.4 Every formal motion submitted, in terms of Standing Orders 17.1 and 17.2, will require to be moved and seconded formally. If such a motion is not moved and seconded formally it will fall and this will be recorded in the minutes.

18. **Public Meetings and Private Items**

18.1 Meetings of the Council are generally open to the public but the Local Government (Scotland) Act 1973 does allow the Council to hear matters in private if they meet the description of confidential information as defined in the Act or by resolution if the Council agrees that if the meeting was held in public, then exempt information as defined in Schedule 7(A) of the Act would be disclosed.

18.2 Being open to the public requires that the public should be able to observe meetings and should have access to all agendas and reports that are not ruled private under the Act. To ensure access, the Council will endeavour to webcast all appropriate meetings that are open to the public.

19. **Order of Debates**

19.1 A member who wishes to speak, when called on, will address the Lord Provost or Convener. The member will speak directly on the motion or amendment that is being proposed, seconded or discussed, or on a question of order. No member can speak more than once on any subject that is being discussed, except for a point of order or, with the permission of the Lord Provost or Convener, to give an explanation. The person proposing the motion has a right of reply.

20. **Length of Speeches**

20.1 Except with the Lord Provost or Convener's permission the proposer and seconder of a motion or an amendment must not speak for more than five minutes, and all other speakers for not more than three minutes. The proposer of the original motion may speak for up to five minutes in reply, and the reply must not introduce any new matter into the debate. After that, the discussion will finish and the Lord Provost or Convener will direct that a vote be taken.

21. **Motion for Adjournment**

21.1 A motion to adjourn the meeting may be put at any time, except if a member is speaking, and will have precedence over all other motions. It must be moved and seconded without discussion and must at once be put by the Lord Provost or Convener in the form of 'adjourn' or 'not adjourn.'

21.2 A second or subsequent motion to adjourn may not be made within half an hour unless it is moved by the Lord Provost or Convener when it will be dealt with as in Standing Order 21.1.

22. **Debate**

22.1 A member wishing to speak will rise and address the Lord Provost or Convener. He/she will speak only on the matter under consideration or on a question of order.

22.2 A member proposing to submit a motion or amendment on any subject under discussion will before addressing the meeting state the terms of the motion or amendment. If he/she fails to do so the Lord Provost or Convener will ask him/her to state the terms. Every motion or amendment must be moved and seconded and will, when required by the Lord Provost or Convener, be put in writing and submitted electronically to the Clerk. Members will be only permitted to move or second one motion/amendment for each item of business.

22.3 That any motion or amendment, to any subject under discussion be provided to the clerk no later than 2pm on the working day before the meeting unless the motion or amendment:

- a) Moves the recommendations of the report; or

- b) Calls for a continuation of consideration of the item to a future meeting;
or
 - c) Moves no action; or
 - d) Has been ruled urgent by the Lord Provost or Convener; or
 - e) Can be submitted verbally at the meeting and with the consent of the Lord Provost or Convener.
- 22.4 Clause 22.3 will not apply to any agenda items where the final report or reports were not issued alongside the notice of the meeting.
- 22.5 Minor changes to motions and amendments are permitted but these should be able to be verbally altered at the meeting.
- 22.6 The Council or Committee can agree that in exceptional circumstances the requirements of this standing order can be ignored.
- 22.7 The mover and seconder of any motion or amendment or adjustment thereof may speak in support of the motion or amendment for not more than five minutes. No other speaker may speak for more than three minutes or more than once in the same discussion except to call attention to a point of order.
- 22.8 Notwithstanding the provisions in Standing Order 22.7, if an individual member is named by another speaker during debate, that member will be permitted to speak, even if having already spoken, but only in response to the specific reference made and only to correct any apparent or actual misrepresentation.
- 22.9 The mover of the original motion will have the right to speak for a further five minutes in reply to the debate after which the discussion will be closed. The mover of the motion must, in his/her reply, strictly confine himself/herself to answering previous speakers and not introducing any new matter. No member will be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings. The motion and amendment(s) will then be voted on by members.
- 22.10 The limits of time specified in Standing Orders 22.7 and 22.4 to 22.9 may be exceeded with the consent of the majority of members present and the Lord Provost or Convener may determine, without taking a vote, whether such consent has been obtained.
- 22.11 When a motion and two or more amendments are before the meeting, the Lord Provost or Convener will decide the order and manner for putting the motion and amendments to the meeting. The Lord Provost or Convener (or nominee) will have the right to move a minute or report, as the original motion, with all alternative proposals considered as amendments.
- 22.12 The mover of the motion or amendment may agree to add all or part of an amendment moved and seconded by other members, provided that:
- (a) His/her seconder consents;
 - (b) The mover and seconder of the other amendment consents; and

- (c) The agreement takes place before the mover of the motion has replied.
- 22.13 The mover of an amendment, which is not seconded, may have his/her dissent to the decision of the Council or Committee recorded in the minute.
- 22.14 If a motion is moved and seconded and no amendments are put forward, ~~the Lord Provost or Convener will have discretion to determine whether further contributions will be permitted.~~ no other speaker may speak on this item of business except to call attention to a point of order.
23. **Closure of Debate**
- 23.1 Any member who has not spoken on the question before the meeting may propose 'that the matter now be decided'. If this is seconded and the Lord Provost or Convener thinks the question has been discussed enough, he or she will order that a vote on the motion be taken, without amendment or discussion. If the motion that the matter now be decided is carried, the proposer of the original motion will have a right to reply, and the question itself will then be put to the meeting. If the motion that the matter be now decided is not carried, a similar motion may be made after every two further members have spoken.
24. **Voting**
- 24.1 All votes will be taken by roll call vote or by electronic voting.
- 24.2 The minutes will record how each individual member voted.
- 24.3 When a motion and amendment are before the Council or Committee the proposal receiving the support of a majority of members present and voting will be declared to be a decision of the Council or Committee.
- 24.4 When a motion and two or more amendments are before the Council or Committee and the adoption of one or more of the proposals would result in either the continuation of a decision or no action, a vote will firstly be taken on the proposal(s) involving continuation or no action as soon as the discussion is completed. This vote will be taken 'for or against' either continuation or no action. Any vote necessary on the remaining proposals will be taken in terms of Standing Order 24.1.
- 24.5 When a motion and two or more amendments, none of which involves continuation or no action, are before the Council or Committee, the vote will be taken on all proposals, each member having one vote. If a proposal receives the support of a majority of members voting it will be declared to be the decision of the Council or Committee. If none of the proposals receives the support of a majority of those voting, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. If there is an equal number of votes between the proposals with the fewest votes the Lord Provost will have a casting vote to determine which proposal should be dropped. If the Lord Provost does not exercise his/her casting vote, the decision will be by lot. This process of elimination will continue until one proposal has received majority support from those voting which will be declared the decision of the Council or Committee.

- 24.6 If there are equal numbers of votes, the Lord Provost or Convener will have a casting vote except where the vote relates to appointing a member of the Council to any particular office or committee. In this case, the decision will be by lot.
- 24.7 If a vote has been taken and a member immediately challenges the accuracy of the count, the Lord Provost or Convener will decide whether to have a recount. If there is a recount, the Lord Provost or Convener will decide how this should be taken.

25. End of Session Decisions

25.1 At 5pm on the day of the Council, unless the Council expressly agrees otherwise, motions and amendments will be moved and seconded formally with no debate, before a vote is then taken for each remaining item of business.

25-26. Appointments

25-126.1 When appointing a member of the Council or any person to office where the number of candidates is more than the number of vacancies, the person to be selected may be decided by ballot. In each case, members can vote for as many candidates as there are vacancies but in any vote, they may only vote once for any one candidate.

25-226.2 If only one vacancy is to be filled and one candidate has an absolute majority of the votes cast, that candidate will be declared appointed. If this is not the case, the name of the candidate with the fewest votes will be taken off the list of candidates. This process of elimination will continue until the number of remaining candidates equals the number of vacancies or one candidate has a majority and there is only one vacancy. That candidate or those candidates will be declared to be appointed.

25-326.3 If there is a vote between more than two candidates and there are an equal number of votes for candidates with fewest votes, there will be an extra vote by ballot of those candidates. The name of the candidate with the fewest votes will be taken off the list. If there are an equal number of votes between two candidates, the candidate to be taken off the list will be decided by lot.

25-426.4 Subject to law, appointments to outside bodies are for the life of the Council unless the person appointed resigns from the appointment or the outside body's constitution specifies a different time period.

26-27. Point of Order

26-127.1 Any member may raise a point of order at any time during a meeting. Any member who is addressing the meeting when a question of order is raised will resume his/her seat until the question has been decided by the Lord Provost or Convener. The member raising the point of order will advise which Standing Order he/she considers is being infringed and thereafter, without debate, await the Lord Provost or Convener's decision. No other member may speak to the point of order unless with the permission of the Lord Provost or Convener. The decision of the Lord Provost or Convener will be final and cannot be discussed.

27-28. Suspension of Standing Orders

[27.428.1](#) The Council may on a motion duly moved and seconded, and with the consent of two thirds of members voting, suspend any Standing Order specified in the motion. Any such motion may be submitted, without previous notice, and will be voted on electronically or by roll call without discussion.

[27.228.2](#) Standing Orders 2, 8, ~~25~~, 26, 27, 28 and ~~33-34~~ will not be capable of suspension.

[27.328.3](#) The Pensions Committee and Pensions Audit Sub-Committee, with external membership and participation are subject to their own Standing Orders approved by the Pensions Committee from time to time. In the absence of the aforementioned Standing Orders the City of Edinburgh Council Standing Orders will continue to apply to the Pensions Committee and Pensions Audit Sub-Committee.

[27.428.4](#) The Pension Board is a body constituted under the Public Services Pensions Act 2013 and the Local Government Pension Scheme (Governance) (Scotland) Regulations 2014 and with powers regulated by the United Kingdom Pensions Regulator. The constitution and operations of the Pensions Board will be determined in accordance with regulation and, where appropriate, considered and approved by the Pensions Boards and/or the Pensions Committee.

[28-29.](#) **Obstructive or offensive conduct by members**

[28.429.1](#) If any member at any meeting disregards the authority of the Lord Provost or Convener, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest or any part of the meeting. The motion will be put without discussion. If it is carried, the Clerk will act on any orders received from the Lord Provost or Convener to carry out the decision.

[29-30.](#) **Changing a Council decision**

[29.430.1](#) Subject to law, a decision of the Council cannot be changed by the Council within six months unless notice has been given of the proposed item in the summons for the meeting and:

- (a) the Lord Provost rules there has been a material change of circumstances; or
- (b) the Council agrees the decision was based on erroneous, incorrect or incomplete information.

[30-31.](#) **Referring a decision to Council**

[30.431.1](#) Subject to Standing Order ~~3031~~.2, where a decision is taken at the Executive Committees, Governance, Risk & Best Value Committee, or the Regulatory Committee, not less than one quarter of the members present may ask for it to be passed to Council as a recommendation.

[30.231.2](#) A decision will not be sent to the Council in terms of Standing Order ~~3031~~.1 where the Convener considers that a final decision must be made before the next meeting of the Council, in order to avoid material prejudice to the interests of the Council. The Convener will give clear reasons for this decision.

[34-32.](#) **Committee – non-member motion**

[31.132.1](#) Any member may raise with the relevant committee a matter of new business by submitting a motion in writing to the Clerk by noon on the seventh working day before the meeting. If accepted by the Convener the matter will be placed on the agenda of business for the next meeting. The member raising the matter will be entitled to appear at that meeting to move his/her motion, which will require to be seconded by another member, but may not vote unless he/she is a member of the Committee.

[31.232.2](#) Any member may raise an amendment to an item of business to a Committee they are not a member of. They will not though be permitted to move or second or speak to the amendment at the meeting.

[32.33.](#) **Ward or members with special interest**

[32.133.1](#) A member of the Council who is not a member of a particular committee may be invited by the Convener, or Vice-Convener to attend a meeting where there is under discussion any item in which that member has a local or other special interest. The member will be entitled to speak on that item but may not vote. This Standing Order does not apply to the Regulatory or the Planning Committee or any of their sub-committees.

[33.34.](#) **Freedom of the City**

[33.134.1](#) Any member of the Council who wishes to propose that the Freedom of the City be offered to any distinguished person will first consult the Lord Provost before submitting any motion to the Council.

[33.234.2](#) Any motion to give Freedom of the City will be stated in the notice of the meeting of the Council and will need to be passed by at least two thirds of members at the meeting.

[34.35.](#) **Variation and revocation of Standing Orders**

[34.135.1](#) Any motion to vary or revoke these Standing Orders will, when voted on, be approved by a majority of members of the Council present and voting. Any such motion must be by formal notice as provided in Standing Order 17.

[35.36.](#) **Review of Standing Orders**

[35.136.1](#) These Standing Orders will be in place until 31 ~~March~~ ~~December~~ 2021~~0~~ unless otherwise determined by the Council or appropriate Committee.

Appendix 3

THE CITY OF EDINBURGH COUNCIL

CHAMPIONS

Active Travel Champion	Councillor Child	Transport and Environment Committee
Built Environment and Sustainability Champion	Councillor Gordon	Policy and Sustainability Committee
Canal Champion	Councillor Corbett	Transport and Environment Committee
Carers Champion	Councillor Griffiths	Policy and Sustainability Committee
Child Poverty Champion	Councillor Day	Education, Children and Families Committee
Equalities Champion	Councillor Gordon	Policy and Sustainability Committee
Festivals Champions	Councillors Wilson and McNeese-Mechan	Culture and Communities Committee
Gaelic Champion	Councillor Dickie	Education, Children and Families
Homelessness Champion	Councillor Kate Campbell	Housing, Homelessness and Fair Work Committee
Small Business Champion	Councillor Cameron	Housing, Homelessness and Fair Work Committee
Veterans Champion	Lord Provost	Policy and Sustainability Committee
Volunteering Ambassador	Lord Provost	Housing, Homelessness and Fair Work Committee
Young People's Champion	Councillor Bird	Education, Children and Families Committee

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The City of Edinburgh Council

10.00am, Thursday 10 December 2020

Treasury Management: Mid-Term Report 2020/21 – referral from the Finance and Resources Committee

Executive/routine
Wards
Council Commitments

1. For Decision/Action

- 1.1 The Finance and Resources Committee has referred a report on Treasury Management activity undertaken in the first half of 2020/21 to the City of Edinburgh Council for approval.

Andrew Kerr

Chief Executive

Contact: Sarah Stirling, Committee Services

Email: sarah.stirling@edinburgh.gov.uk | Tel: 0131 529 3009

Referral Report

Treasury Management: Mid-Term Report 2020/21

2. Terms of Referral

- 2.1 On 3 December 2020, the Finance and Resources Committee considered a report by the Executive Director of Resources which provided an update on Treasury Management activity undertaken in the first half of 2020/21.
- 2.2 The Finance and Resources Committee agreed:
 - 2.2.1 To note the mid-term report on Treasury Management for 2020/21.
 - 2.2.2 To refer the report to City of Edinburgh Council for approval and subsequent remit by the City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny.

3. Background Reading/ External References

- 3.1 Minute of the Finance and Resources Committee of 3 December 2020.
- 3.2 Finance and Resources Committee – 3 December 2020 - Webcast

4. Appendices

Appendix 1 – report by the Executive Director of Resources

Finance and Resources Committee

10.00am, Thursday, 3rd December 2020

Treasury Management: Mid-Term Report 2020/21

Executive/routine Executive
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 notes the mid-term report on Treasury Management for 2020/21; and,
 - 1.1.2 refers the report to City of Edinburgh Council for approval and subsequent remit by the City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny.

Stephen S. Moir

Executive Director of Resources

Contact: Innes Edwards, Principal Treasury and Banking Manager,
Finance Division, Resources Directorate

E-mail: innes.edwards@edinburgh.gov.uk | Tel: 0131 469 6291

Treasury Management: Mid-Term Report 2020/21

2. Executive Summary

- 2.1 The purpose of this report is to give an update on Treasury Management activity undertaken in the first half of 2020/21.
- 2.2 In accordance with the Strategy set in March 2020 the Council drew down no borrowing during the first half of the financial year. The overall approach continues to generate significant short-term savings in Loans Charges for the Council.
- 2.3 The investment return for 2020/21 continues to show out-performance against the Fund's benchmark, although low in absolute terms, while maintaining the security of the investments as a priority.

3. Background

- 3.1 The Council has adopted the CIPFA Code of Practice on Treasury Management in the Public Sector, and under the code, the mid-term report has been prepared setting out activity undertaken.

4. Main report

4.1 UK Interest Rates

- 4.1.1 During the last six months of Economic uncertainty due to the COVID-19 pandemic, the Bank of England's (BoE) Monetary Policy Committee (MPC) made no change to monetary policy maintain UK Bank Rate at 0.1%. Brexit talks have intensified with the chances of a no-deal Brexit increasing due to the Government trying to pass the Internal Market Bill which could override the agreed Brexit deal.

4.2 Debt Management

- 4.2.1 The Council continued to fund its borrowing requirement by reducing its investments. Pre-arranged borrowing of £60m is due to be advanced to the Council at the beginning of October. Appendix 1 outlines the debt management activity during the period.
- 4.2.2 The Chancellor announced at his March 2020 Budget statement that borrowing for the Housing Revenue Account (HRA) would revert to 0.80% above equivalent gilt yields, 1% less than the newly increased borrowing rate and there would be a specific infrastructure rate at 0.60% above gilts, this would require separate application. There was also a consultation launched named “Future Lending Terms” which closed in July with the outcome expected late this year or early 2021.

4.3 Investment Out-turn

- 4.3.1 The Council’s cash balances are pooled and invested via the Treasury Cash Fund subject to the limits set out in the Treasury Management Policy Statement. Appendix 2 provides detail on Council’s investments.
- 4.3.2 As can also be seen in Appendix 2 Treasury Cash Fund performance continues to out-perform its benchmark although investment returns remain low.

5. Next Steps

- 5.1 The Treasury team will continue to operate its Treasury Cash Fund with the aim of out-performing its benchmark of 7-day London Interbank Bid Rate (LIBID) and manage the Council’s debt portfolio to minimise the cost to the Council while mitigating risk.

6. Financial impact

- 6.1 The Treasury Cash Fund has generated significant additional income for the Council.

7. Stakeholder/Community Impact

- 7.1 There are no adverse stakeholder/community impacts arising from this report.

8. Background reading/external references

- 8.1 None

9. Appendices

- 9.1 Appendix 1 – Debt Management Summary
- 9.2 Appendix 2 - Investment Outturn
- 9.3 Appendix 3 - Debt outstanding 30th September 2020

Debt Management Activity

Debt Management Strategy for 2020/21 as outlined in the Strategy Report was:

To address the borrowing requirement it is intended, subject to appropriate rates being available, to:

- *Fund the 2020/21 requirement by reducing cash deposits further;*
- *Borrow for each tranche of LLP housing subject to meeting the viability test for the tranche;*
- *Seek to mitigate risk on major projects as the requirement becomes more certain.*

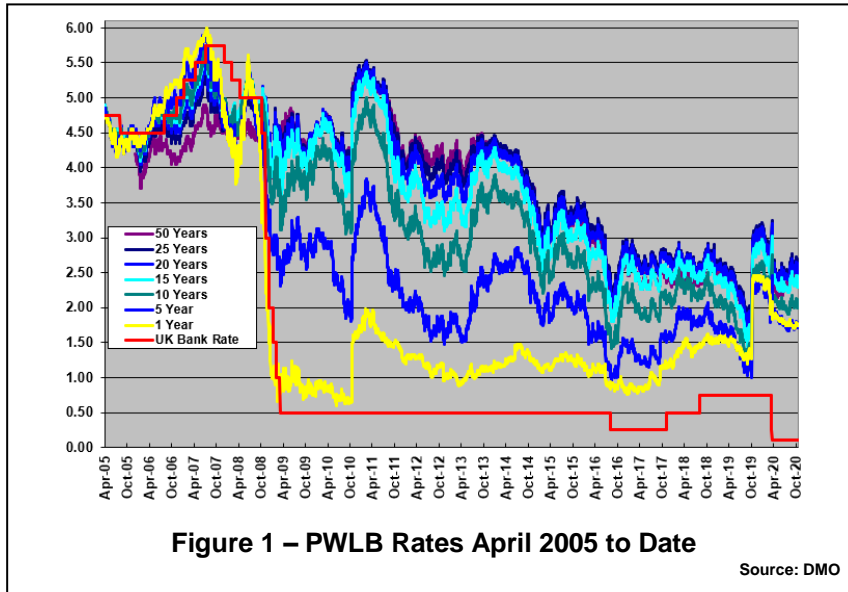
Although the strategy to reduce cash further has been followed through, the global pandemic has resulted in significantly lower capital expenditure than had been anticipated with further uncertainty over future expenditure. The only LLP settlement so far post-lockdown was therefore also funded by reducing cash deposits rather than matching the loan to the LLP with PWLB borrowing.

Figure 1 below shows the PWLB borrowing rates since April 2005. Our Treasury Advisors, Arlingclose issued the following update with regards financial markets and gilt yields:

Equity markets continued their recovery, with the Dow Jones climbing to not far off its pre-crisis peak, albeit that performance being driven by a handful of technology stocks including Apple and Microsoft, with the former up 75% in 2020. The FTSE 100 and 250 have made up around half of their losses at the height of the pandemic in March. Central bank and government stimulus packages continue to support asset prices, but volatility remains.

Ultra-low interest rates and the flight to quality continued, keeping gilts yields low but volatile over the period with the yield on some short-dated UK government bonds remaining negative. The 5-year UK benchmark gilt yield started and ended the June–September period at -0.06% (with much volatility in between). The 10-year gilt yield also bounced around, starting at 0.21% and ending at 0.23% over the same period, while the 20-year rose from 0.56% to 0.74%. 1-month, 3-month and 12-month bid rates averaged 0.02%, 0.06% and 0.23% respectively over the period.

At the end of September, the yield on 2-year US treasuries was around 0.13% while that on 10-year treasuries was 0.69%. German bund yields remain negative across most maturities.



Due to the impact of COVID-19 restrictions the capital programme remains under review and a further update will be provided to the Finance and Resources Committee in January 2021. COVID has impacted a number of projects including the Tram extension, although work has now re-commenced. No new PWLB borrowing has been taken during 2020/21. Table 1 below which shows the outturn for 2019/20 along with the Council’s borrowing requirement over the current and next three years.

Capital Funding v. External Debt	2019/20 Outturn £'000	2020/21 Estimate £'000	2021/22 Estimate £'000	2022/23 Estimate £'000	2023/24 Estimate £'000
Debt b/fd	1,198,460	1,306,373	1,355,159	1,331,510	1,332,097
Cumulative Capital Expenditure b/fd	1,355,900	1,378,055	1,505,993	1,893,723	2,088,798
Over/underborrowed b/fd	-157,440	-71,681	-150,834	-562,213	-756,701
GF Capital Financed by borrowing	17,906	86,565	237,890	53,750	37,178
Tram Capital Financed by borrowing	25,187	50,433	69,758	37,008	9,356
Lending to LLPs	28,138	28,184	49,491	52,040	40,575
HRA Capital Financed by borrowing	38,403	23,541	91,213	117,169	182,919
less scheduled repayments by GF	-66,229	-42,492	-41,172	-43,108	-44,093
less scheduled repayments by Tram	0	0	0	0	-3,404
less scheduled repayments by LLPs*	-38	-260	-896	-1,299	-2,038
less scheduled repayments by HRA	-20,695	-17,489	-17,998	-19,896	-22,492
less scheduled repayments by Joint Boards	-517	-544	-556	-589	-623
Underlying Need to Borrow	22,155	127,938	387,730	195,075	197,378
plus total maturing debt	98,750	58,589	52,062	51,453	40,824
Total Borrowing Requirement	120,904	186,526	439,793	246,528	238,201
Cummulative Borrowing Requirement	120,904	307,431	747,223	993,751	1,231,953
Committed Market Borrowing		60,000			
Planned PWLB or short borrowing for year	206,663	47,374	28,413	52,040	40,575
Debt at end of the year	1,306,373	1,355,159	1,331,510	1,332,097	1,331,848
Cumulative Capital Expenditure	1,378,055	1,505,993	1,893,723	2,088,798	2,286,176
Cumulative Over/Under Borrowed	-71,681	-150,834	-562,213	-756,701	-954,328

Table 1 – Summary of Capital Advances v External Debt

Although the projection for the current year has been reduced substantially, the Council still has a significant borrowing requirement to fund in the medium term.

It is intended to continue the strategy of using investments to temporarily fund the Council's ongoing borrowing requirement in the short term. However, work will continue to investigate funding sources other than the PWLB which could be used to manage the Council's interest rate risk.

Edinburgh Living LLP's will continue to be considered on a tranche by tranche basis.

Investment Outturn

The Council’s cash balances are pooled and invested via the Treasury Cash Fund subject to the limits set out in the Treasury Management Policy Statement. Figure 2 below shows the daily investment in the Cash Fund since April 2009. The Treasury Management strategy is to ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks. The Cash Fund’s Investment Strategy continues to be based around the security of the investments.

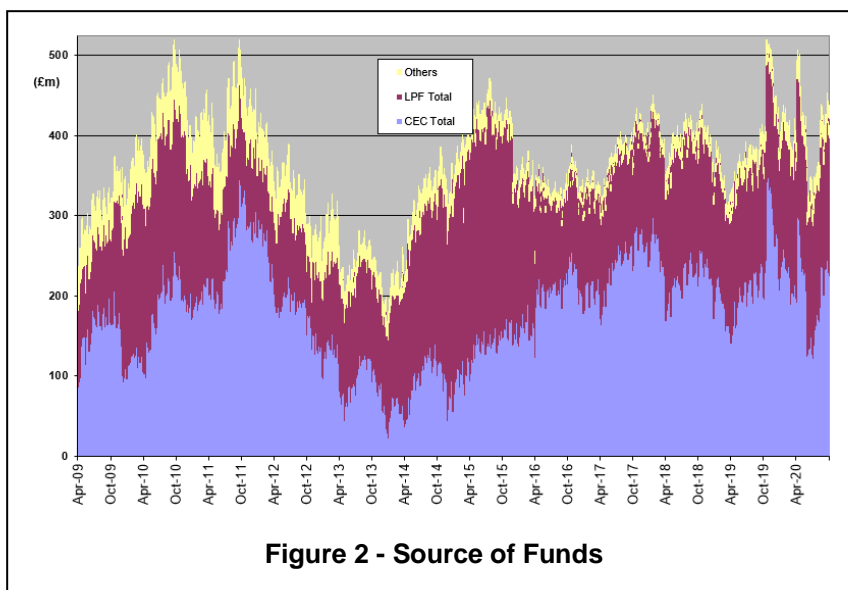


Figure 3 shows the rates achieved in the Friday auctions of UK Treasury Bills. Treasury Bill yields have reduced to close to and below zero. Local Authority and rates achieved on call with Banks and Money Market Funds have also reduced towards zero.

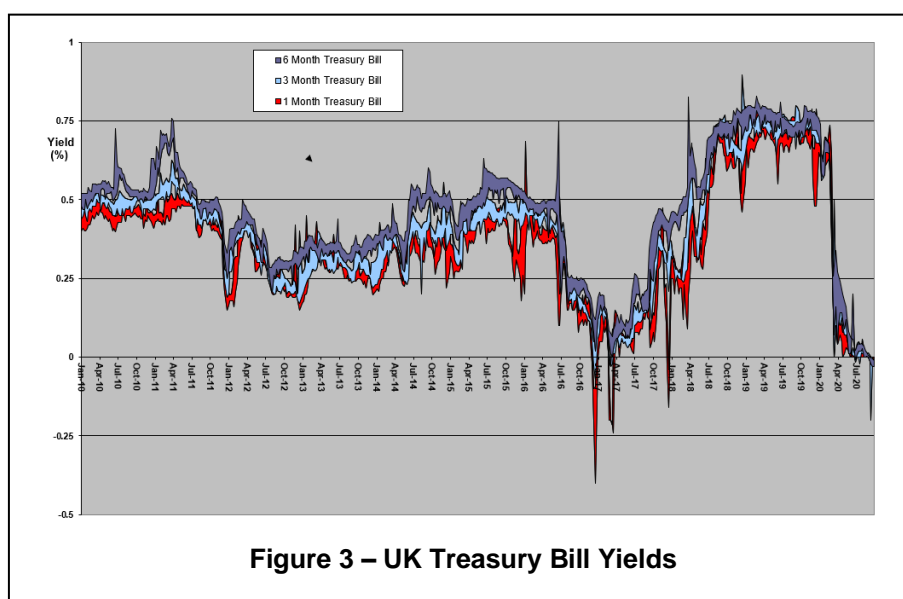
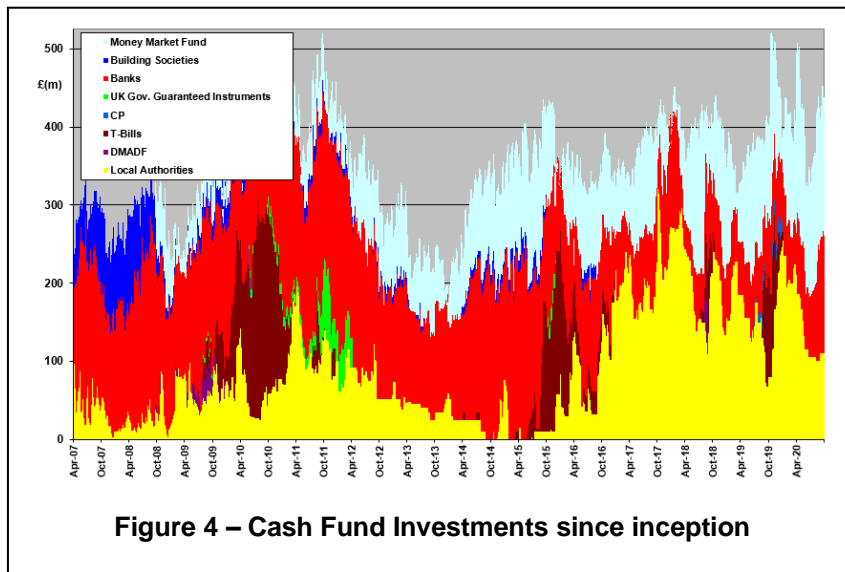
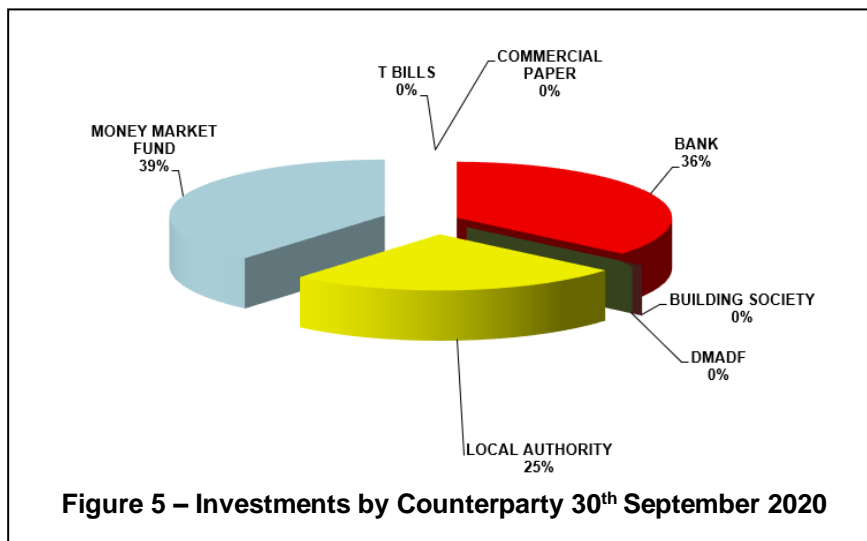


Figure 4 shows in detail the distribution on Cash Fund investments since inception in 2007. This shows the increased investment within Banks and Money Market Funds due to maturing Local Authority deposits and increased cash holdings.

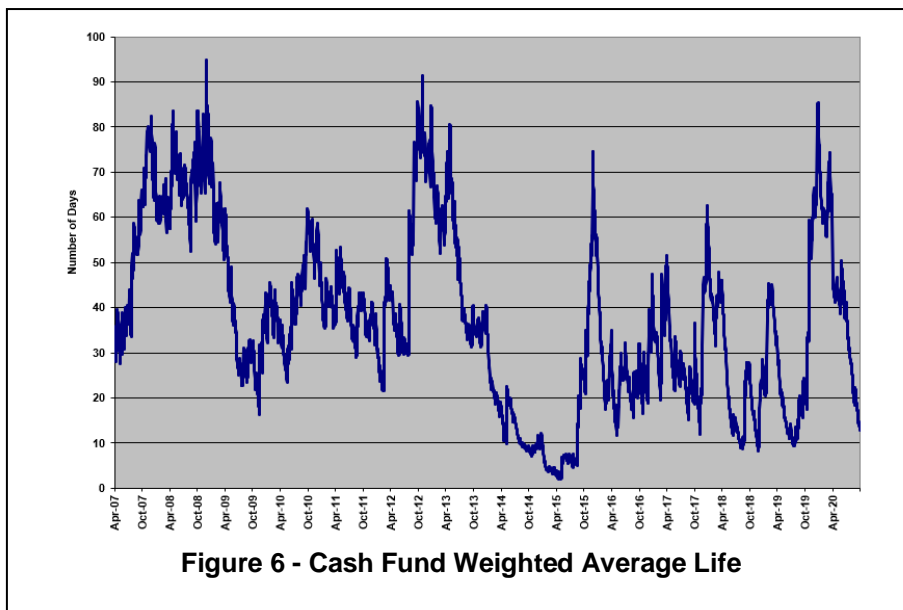


As can be seen in Figure 5, 25% of the fund was invested in Local Authority deposits with 9 different authorities, 36% was invested with Banks in call accounts split between instant access and a 31-day notice account with HSBC and 39% was on invested via Money Market Funds.



The strategy is to seek Local Authority and UK Treasury Bill trades which add value to relative MMF/Bank rates and make a positive performance contribution. With Gilt Yields and UK Bank Rate being extremely low many Local Authorities have taken advantage of the opportunity to lock out the low interest rates on offer. The resultant liquidity has reduced inter Local Authority market rates further.

As can be seen in Figure 6 the weighted average life of the fund decreased slightly to just under 13 days at the end of September. This is mainly due to maturing Local Authority deposits and increased cash holdings being reinvested within instant access accounts.



Cash Fund performance

The annualised rate of return for the Cash Fund for the six months to September 2020 was 0.41% against a benchmark of -0.05%. Figure 7 below shows the daily investment performance of the cash Fund against its benchmark since April 2011. As can be seen, Cash Fund performance has remained substantially above the benchmark. The decision to add duration to the portfolio in December 2019 and again in March 2020 with Local Authority fixed deposits continues to contribute to the significant outperformance of the cash fund. Some call accounts have given notice to reduce rates further and Money Market Funds rates also continue to reduce.

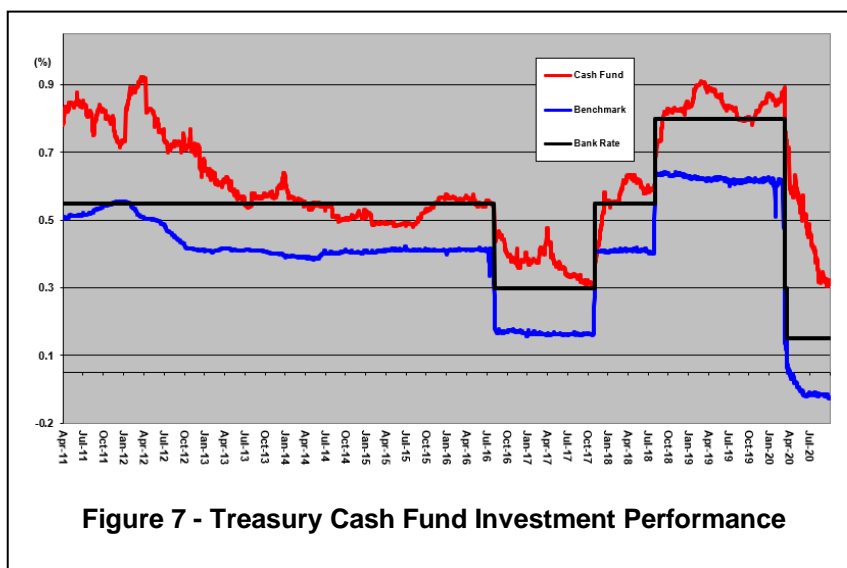
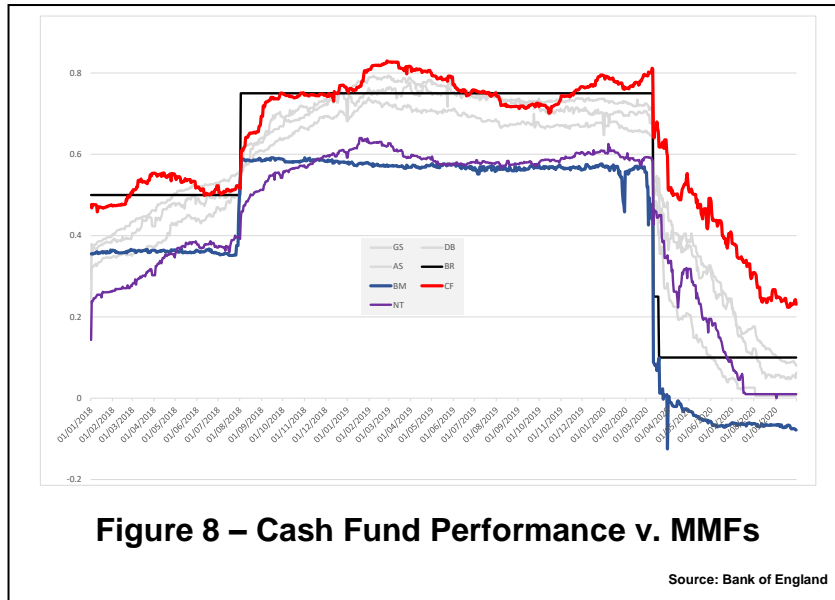


Figure 8 below compares the Cash Fund performance against that of the private sector equivalent, Money Market Funds. This shows the Cash Fund out performance against the three Money Market Funds which the Cash Fund uses along with the Northern Trust Short Term Investment Fund which would be the default option for Lothian Pension Fund’s cash investment if they did not use the Cash Fund approach.



This shows that the Cash Fund approach and the strategy to add duration has added significant value and stands up to peer group review against the private sector, although still relatively low in absolute cash terms.

Debt outstanding 30th September 2020

Market Debt (non LOBO)

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
M	30/06/2005	30/06/2065	5,000,000.00	4.4	220,000.00
M	07/07/2005	07/07/2065	5,000,000.00	4.4	220,000.00
M	21/12/2005	21/12/2065	5,000,000.00	4.99	249,500.00
M	28/12/2005	24/12/2065	12,500,000.00	4.99	623,750.00
M	14/03/2006	15/03/2066	15,000,000.00	5	750,000.00
M	18/08/2006	18/08/2066	10,000,000.00	5.25	525,000.00
M	01/02/2008	01/02/2078	10,000,000.00	3.95	395,000.00
			62,500,000.00		

Market Debt (LOBO)

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
M	12/11/1998	13/11/2028	3,000,000.00	4.75	142,500.00
M	15/12/2003	15/12/2053	10,000,000.00	5.25	525,000.00
M	18/02/2004	18/02/2054	10,000,000.00	4.54	454,000.00
M	28/04/2005	28/04/2055	12,900,000.00	4.75	612,750.00
M	01/07/2005	01/07/2065	10,000,000.00	3.86	386,000.00
M	24/08/2005	24/08/2065	5,000,000.00	4.4	220,000.00
M	07/09/2005	07/09/2065	10,000,000.00	4.99	499,000.00
M	13/09/2005	14/09/2065	5,000,000.00	3.95	197,500.00
M	03/10/2005	05/10/2065	5,000,000.00	4.375	218,750.00
M	23/12/2005	23/12/2065	10,000,000.00	4.75	475,000.00
M	06/03/2006	04/03/2066	5,000,000.00	4.625	231,250.00
M	17/03/2006	17/03/2066	10,000,000.00	5.25	525,000.00
M	03/04/2006	01/04/2066	10,000,000.00	4.875	487,500.00
M	03/04/2006	01/04/2066	10,000,000.00	4.875	487,500.00
M	03/04/2006	01/04/2066	10,000,000.00	4.875	487,500.00
M	07/04/2006	07/04/2066	10,000,000.00	4.75	475,000.00
M	05/06/2006	07/06/2066	20,000,000.00	5.25	1,050,000.00
M	05/06/2006	07/06/2066	16,500,000.00	5.25	866,250.00
			172,400,000.00		

PWLB

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
M	09/12/1994	15/11/2020	5,000,000.00	8.625	431,250.00
A	10/05/2010	10/05/2021	527,379.15	3.09	28,179.23
M	21/10/1994	15/05/2021	10,000,000.00	8.625	862,500.00
M	10/03/1995	15/05/2021	11,900,000.00	8.75	1,041,250.00
M	12/06/1995	15/05/2021	10,000,000.00	8	800,000.00
M	02/06/2010	02/06/2021	5,000,000.00	3.89	194,500.00
M	16/08/1994	03/08/2021	2,997,451.21	8.5	254,783.35
M	28/04/1994	25/09/2021	5,000,000.00	8.125	406,250.00
M	23/04/2009	23/04/2022	5,000,000.00	3.76	188,000.00
M	12/06/1995	15/05/2022	10,200,000.00	8	816,000.00
M	14/06/2010	14/06/2022	10,000,000.00	3.95	395,000.00
M	31/03/1995	25/09/2022	6,206,000.00	8.625	535,267.50
M	16/02/1995	03/02/2023	2,997,451.21	8.625	258,530.17
M	24/04/1995	25/03/2023	10,000,000.00	8.5	850,000.00
M	05/12/1995	15/05/2023	5,200,000.00	8	416,000.00
M	20/09/1993	14/09/2023	2,997,451.21	7.875	236,049.28
M	20/09/1993	14/09/2023	584,502.98	7.875	46,029.61
M	08/05/1996	25/09/2023	10,000,000.00	8.375	837,500.00
M	13/10/2009	13/10/2023	5,000,000.00	3.87	193,500.00
M	05/12/1995	15/11/2023	10,000,000.00	8	800,000.00
M	10/05/2010	10/05/2024	10,000,000.00	4.32	432,000.00
M	28/09/1995	28/09/2024	2,895,506.10	8.25	238,879.25
M	14/05/2012	14/11/2024	10,000,000.00	3.36	336,000.00
A	14/12/2009	14/12/2024	3,588,853.81	3.66	151,204.84
M	17/10/1996	25/03/2025	10,000,000.00	7.875	787,500.00
M	10/05/2010	10/05/2025	5,000,000.00	4.37	218,500.00
M	16/11/2012	16/05/2025	20,000,000.00	2.88	576,000.00
M	13/02/1997	18/05/2025	10,000,000.00	7.375	737,500.00
M	20/02/1997	15/11/2025	20,000,000.00	7.375	1,475,000.00
A	01/12/2009	01/12/2025	6,155,766.94	3.64	251,283.27
M	21/12/1995	21/12/2025	2,397,960.97	7.875	188,839.43
M	21/05/1997	15/05/2026	10,000,000.00	7.125	712,500.00
M	28/05/1997	15/05/2026	10,000,000.00	7.25	725,000.00
M	29/08/1997	15/11/2026	5,000,000.00	7	350,000.00
M	24/06/1997	15/11/2026	5,328,077.00	7.125	379,625.49
M	07/08/1997	15/11/2026	15,000,000.00	6.875	1,031,250.00
M	13/10/1997	25/03/2027	10,000,000.00	6.375	637,500.00
M	22/10/1997	25/03/2027	5,000,000.00	6.5	325,000.00
M	13/11/1997	15/05/2027	3,649,966.00	6.5	237,247.79
M	17/11/1997	15/05/2027	5,000,000.00	6.5	325,000.00
M	13/12/2012	13/06/2027	20,000,000.00	3.18	636,000.00
M	12/03/1998	15/11/2027	8,677,693.00	5.875	509,814.46

M	06/09/2010	06/09/2028	10,000,000.00	3.85	385,000.00
M	14/07/2011	14/07/2029	10,000,000.00	4.9	490,000.00
E	14/07/1950	03/03/2030	2,401.26	3	77.73
M	14/07/2011	14/07/2030	10,000,000.00	4.93	493,000.00
E	15/06/1951	15/05/2031	2,577.88	3	82.61
M	06/09/2010	06/09/2031	20,000,000.00	3.95	790,000.00
M	15/12/2011	15/06/2032	10,000,000.00	3.98	398,000.00
M	15/09/2011	15/09/2036	10,000,000.00	4.47	447,000.00
M	22/09/2011	22/09/2036	10,000,000.00	4.49	449,000.00
M	10/12/2007	10/12/2037	10,000,000.00	4.49	449,000.00
M	08/09/2011	08/09/2038	10,000,000.00	4.67	467,000.00
M	15/09/2011	15/09/2039	10,000,000.00	4.52	452,000.00
M	06/10/2011	06/10/2043	20,000,000.00	4.35	870,000.00
M	09/08/2011	09/02/2046	20,000,000.00	4.8	960,000.00
M	23/01/2006	23/07/2046	10,000,000.00	3.7	370,000.00
M	23/01/2006	23/07/2046	10,000,000.00	3.7	370,000.00
M	19/05/2006	19/11/2046	10,000,000.00	4.25	425,000.00
M	07/01/2008	07/01/2048	5,000,000.00	4.4	220,000.00
A	24/03/2020	24/03/2050	14,805,473.94	1.64	244,404.89
A	26/03/2020	26/03/2050	4,933,603.76	1.49	74,005.35
M	27/01/2006	27/07/2051	1,250,000.00	3.7	46,250.00
M	16/01/2007	16/07/2052	40,000,000.00	4.25	1,700,000.00
M	30/01/2007	30/07/2052	10,000,000.00	4.35	435,000.00
M	13/02/2007	13/08/2052	20,000,000.00	4.35	870,000.00
M	20/02/2007	20/08/2052	70,000,000.00	4.35	3,045,000.00
M	22/02/2007	22/08/2052	50,000,000.00	4.35	2,175,000.00
M	08/03/2007	08/09/2052	5,000,000.00	4.25	212,500.00
M	30/05/2007	30/11/2052	10,000,000.00	4.6	460,000.00
M	11/06/2007	11/12/2052	15,000,000.00	4.7	705,000.00
M	12/06/2007	12/12/2052	25,000,000.00	4.75	1,187,500.00
M	05/07/2007	05/01/2053	12,000,000.00	4.8	576,000.00
M	25/07/2007	25/01/2053	5,000,000.00	4.65	232,500.00
M	10/08/2007	10/02/2053	5,000,000.00	4.55	227,500.00
M	24/08/2007	24/02/2053	7,500,000.00	4.5	337,500.00
M	13/09/2007	13/03/2053	5,000,000.00	4.5	225,000.00
A	14/10/2019	10/04/2053	108,978,025.06	2.69	2,945,254.44
M	12/10/2007	12/04/2053	5,000,000.00	4.6	230,000.00
M	05/11/2007	05/05/2057	5,000,000.00	4.6	230,000.00
M	15/08/2008	15/02/2058	5,000,000.00	4.39	219,500.00
A	25/01/2019	25/01/2059	2,675,479.89	2.65	71,689.03
A	11/06/2019	11/06/2059	1,264,146.87	2.23	28,528.41
A	01/10/2019	01/10/2059	1,331,864.38	1.74	23,276.17
A	02/10/2019	02/10/2059	39,656,431.89	1.8	716,907.89
A	05/11/2019	05/11/2059	7,096,078.22	2.96	210,742.68
A	28/11/2019	28/11/2059	1,297,861.13	3.03	39,453.89
A	02/12/2019	02/12/2059	2,794,091.89	3.03	84,938.05
A	20/01/2020	20/01/2060	1,982,708.34	1.77	35,246.97

A	20/01/2020	20/01/2060	455,294.78	2.97	13,567.14
M	04/10/2019	04/04/2060	40,000,000.00	1.69	676,000.00
M	02/12/2011	02/12/2061	5,000,000.00	3.98	199,000.00
M	26/03/2020	26/03/2070	10,000,000.00	1.29	129,000.00
			1,049,330,098.87		

SALIX INTEREST FREE

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
Z	07/01/2015	01/09/2021	78,957.14	0.00	0.00
Z	31/03/2015	01/04/2023	540,869.22	0.00	0.00
Z	22/09/2015	01/10/2023	153,859.79	0.00	0.00
Z	29/03/2019	01/04/2029	125,980.74	0.00	0.00
			899,666.89		

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City of Edinburgh Council

10.00am, Thursday 10 December 2020

Best Value Assurance Audit – referral from the Policy and Sustainability Committee

Executive/routine Wards Council Commitments	Executive
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1. For Decision/Action

The Policy and Sustainability Committee has referred a report on the Best Value Assurance Audit to the City of Edinburgh Council for information.

Andrew Kerr

Chief Executive

Contact: Jamie Macrae, Committee Services

Email: jamie.macrae@edinburgh.gov.uk | Tel: 0131 553 8242

Referral Report

Best Value Assurance Audit

2. Terms of Referral

- 2.1 On 1 December 2020, the Policy and Sustainability Committee considered a report which detailed the findings of the City of Edinburgh Council's Best Value Assurance Audit and set out the approach to fully review and respond with a joined up, comprehensive approach to the findings.
- 2.2 The report was referred to both the Governance, Risk and Best Value Committee and the Council for further scrutiny and information.
- 2.4 The Policy and Sustainability Committee agreed:

Motion

- 1) To note the findings of the Best Value Assurance Audit Report.
 - 2) To note the Accounts Commission's Findings, attached at appendix one of the report.
 - 3) To note that the improvement actions arising from the report would be addressed in the refreshed Council's Business Plan.
 - 4) To refer the report to the Governance, Risk and Best Value Committee and Council for further scrutiny and information.
- . - moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To note the findings of the Best Value Assurance Audit Report.
 - 2) To note the Accounts Commission's Findings, attached at appendix one of the report.
 - 3) To note that the improvement actions arising from the report would be addressed in the refreshed Council's Business Plan and specifically request further consideration of genuine local community empowerment including, for example, through reintroduction of a reformed locality committee system.
 - 4) To refer the report to the Governance, Risk and Best Value Committee and Council for further scrutiny and information.
- moved by Councillor Aldridge, seconded by Councillor Gloyer

In accordance with Standing Order 22(12), the amendment was adjusted and accepted as an addendum to the motion.

Amendment 2

To approve the motion by Councillor McVey as originally proposed.

- moved by Councillor Whyte, seconded by Councillor Hutchison

Voting

For the Motion (as adjusted) - 12 votes

For Amendment 2 (the motion as originally proposed) - 5 votes

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

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the findings of the Best Value Assurance Audit Report.
- 2) To note the Accounts Commission's Findings, attached at appendix one of the report.
- 3) To note that the improvement actions arising from the report would be addressed in the refreshed Council's Business Plan and specifically request further consideration of genuine local community empowerment.
- 4) To refer the report to the Governance, Risk and Best Value Committee and Council for further scrutiny and information.

3. Background Reading/ External References

Policy and Sustainability Committee of 1 December 2020 – [webcast](#)

4. Appendices

Appendix 1 – report by the Chief Executive

Appendix 2 – Best Value Assurance Audit – Supplementary Paper

Policy and Sustainability Committee

10.00am, Tuesday 1 December 2020

Best Value Assurance Audit

Executive/routine Wards Council Commitments	Executive
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1. Recommendations

The Committee is recommended to:

- 1.1 Note the findings of the Best Value Assurance Audit Report;
- 1.2 Note the Accounts Commission's Findings, attached at appendix one.
- 1.3 Note that the improvement actions arising from the report will be addressed in the refresh Council's Business Plan; and,
- 1.4 Refer this report to the Governance, Risk and Best Value Committee and Council for further scrutiny and information.

Andrew Kerr

Chief Executive

Contact: Hayley Barnett, Corporate Governance Manager,
Strategy and Communications Division, Chief Executive's Service

E-mail: Hayley.barnett@edinburgh.gov.uk | Tel: 0131 529 3996

Best Value Assurance Audit

2. Executive Summary

- 2.1 This report details the findings of the City of Edinburgh Council's Best Value Assurance Audit and sets out the approach to fully review and respond with a joined up, comprehensive approach to the findings.

3. Background

- 3.1 The statutory duty of Best Value was introduced in the Local Government in Scotland Act 2003.
- 3.2 The Council's first Best Value Audit report was published in February 2007, followed by a second in May 2013. Two further progress reports were requested by the Accounts Commission in 2014 and 2016.
- 3.3 In October 2016, Audit Scotland implemented a new approach to auditing Best Value in Scottish councils. The audit of Best Value became a continuous process that forms part of the annual audit process of every council. Findings are reported each year through the Annual Audit Report. In addition, the Controller of Audit presents a Best Value Assurance Report to the Accounts Commission at least once during a five-year cycle. This is the first assurance report on The City of Edinburgh Council in this cycle.
- 3.4 The audit work was carried out by a team from Audit Scotland and Azets (formally Scott Moncrieff), as Edinburgh's external auditor. The audit team conducted initial work to identify risks and council initiatives to build into the scope of the audit. This included a review of previous audit and inspection reports and intelligence, review of key council documents and initial meetings with senior officers.
- 3.5 In advance of the audit, officers also carried out a detailed self-assessment exercise that was shared with the audit team.
- 3.6 The Best Value Assurance Report was considered by the Accounts Commission on 12 November 2020. The Accounts Commission accepted the Controller of Audit's report and endorsed his recommendations. The final report was published by the Accounts Commission on 26th November 2020.

4. Main report

- 4.1 The detailed audit work was largely undertaken in February and March 2020 and therefore pre-dates the Covid-19 global pandemic. Where appropriate, the findings have subsequently been updated to reflect the impact of the pandemic and the council's response to it.
- 4.2 The audit work included: interviews with elected members and senior officers; observing council and committee meetings; reviewing documents and analysing data, including Local Government Benchmarking Framework (LGBF) data; interviewing a sample of the council's partners such as Police Scotland, third sector and community representatives, and the business community; and, holding a focus group with members of staff.
- 4.3 The areas of audit focus were:
- **The council's vision and strategic direction.** This included assessing how well the leadership of the council work together to deliver its priorities. They also assessed standards of conduct and behaviour of members and officers and understandings of role and responsibilities. (Findings are presented in Part 1).
 - **Performance and outcomes, including public performance reporting.** This included an overall assessment of outcomes and performance management and the council's reporting on these, including to the public. (Findings are presented in Part 2).
 - **Effective use of resources.** The audit assessed how effectively the council plans its use of resources, including digital and information management, financial planning and workforce planning. (Findings are presented in Part 3).
 - **Partnership working and community engagement.** The audit assessed how the council collaborates with partners to develop and deliver services and drive economic and cultural improvements. They also considered how community engagement and empowerment affect the council's activities and delivery of services. (Findings are presented in Part 4).
 - **Continuous Improvement.** The audit team reviewed the council's self-assessment and continuous improvement arrangements, such as developing new and more effective ways in which to provide local services. They also assessed the overall pace and depth of change. (Findings are presented in Part 5).
- 4.4 The report highlights a number of key achievements and areas for the Council to improve since the 2016 Best Value Audit and reflects on this as mixed progress.
- 4.5 The key achievements include:
- 4.5.1 The Council's ambitious plans for the City. Specifically, referencing the Council's Sustainability Programme, approach to tackling poverty, major housing and community regeneration projects in Fountainbridge, Meadowbank and at Granton Waterfront; retail, hospitality and cultural

developments, such as the St James Quarter; and extending the tram network;

4.5.2 The Council's long track record of maintaining revenue expenditure within budget;

4.5.3 Aspects of leadership and service performance. Specifically, refencing improved performance across many of KPIs – schools and education, waste and cleansing and time taken to process benefit and grant claims;

4.5.4 Improvements in asset management, procurement and risk management.

4.6 The report also notes areas where further progress is required:

4.6.1 To align strategic priorities;

4.6.2 The implementation of effective community planning governance arrangements, the pace of change within the CPP and community empowerment;

4.6.3 The Council's approach to self-assessment, continuous improvement and public performance reporting; and,

4.6.4 Long-term financial planning and workforce planning.

Accounts Commission Findings

4.7 The Accounts Commission accepted the Controller of Audit's report and endorsed his recommendations. The Commission's findings are attached at Appendix 1.

Response to the Audit

4.8 A key recommendation set out within the Best Value report is the need for the Council to align its strategic priorities within the framework of long-term financial planning. At officer level, the Adaption and Renewal programme continues to oversee and coordinate how the Council changes to address longer-term ambitions and challenges around poverty, sustainability and wellbeing; continues to provide the services city residents depend on, particularly those in most need; and how we respond to budget challenges. Plans for the future of this work will be set out in a new three-year Council Business Plan and People Strategy/Workforce Plan in February 2021. This work will align with the development of a refreshed 3-year revenue budget framework and 10-year capital budget strategy.

4.9 To ensure a comprehensive and holistic approach, areas for improvement highlighted in the report will be advanced as part of the development of the Council Business Plan and specific and measurable improvement actions reported through a new performance management framework which will be developed following the agreement of the Plan.

Process

4.10 The Policy and Sustainability Committee (1 December) and Governance, Risk and Best Value Committee (8 December) meetings provide elected members with the opportunity to receive the report and question officers, as well as providing feedback on areas for improvement that members want prioritised and progressed.

This will feed into the development of the refresh Council Business Plan and shape the approach to address the findings from the audit.

- 4.11 Legislation requires that the Best Value Assurance Audit report is received and considered by Council (10 December).
- 4.12 February 2021 – The new Council Business Plan including the response to the Best Value Assurance Audit recommendations for improvement will be presented to elected members through the Policy and Sustainability Committee and Council.

5. Next Steps

- 5.1 As noted above, the report will also be considered by the Governance, Risk and Best Value Committee for further scrutiny. Legislation requires the report is then considered by Council.
- 5.2 Officers will consider the detailed findings from the report and take into account the feedback from elected members to develop a comprehensive improvement plan which is integrated as part of the refreshed Council Business Plan.

6. Financial impact

- 6.1 There is no direct financial impact resulting from the Best Value Assurance Audit. All improvement actions will be developed and costed through the development of the Council Business Plan and support revenue and capital budget setting process.

7. Stakeholder/Community Impact

- 7.1 Key stakeholders have been consulted and interviewed during the Best Value Assurance Audit including: Elected Members; Council Leadership Team; and Managers and Staff. Wider Community Engagement will take place as part of the development of the Business Plan.

8. Background reading/external references

- 8.1 [The Best Value Audit Report 2016](#)
- 8.2 [The Best Value Audit Report 2014](#)

9. Appendices

- 9.1 Appendix 1 – The City of Edinburgh Council: Accounts Commission's Findings
- 9.2 Appendix 2 – The City of Edinburgh Council Best Value Assurance Audit Report

Appendix 1: The City of Edinburgh Council: Accounts Commission's Findings

ACCOUNTS COMMISSION

AUDITING BEST VALUE: CITY OF EDINBURGH COUNCIL

NOVEMBER 2020

FINDINGS

The Commission accepts the Controller of Audit's report on Best Value in the City of Edinburgh Council and we endorse his recommendations.

The City of Edinburgh Council is an ambitious council that needs to do more to maximise its potential. More momentum is needed to demonstrate and embed a culture of continuous improvement. It has made mixed progress since our 2016 Best Value report although we are pleased that services continue to perform relatively well. We commend the Council in the leadership it has shown in making strategic decisions, but we encourage all elected members to consider together how they can better address their shared Best Value responsibilities.

The Council needs to better articulate and deliver its ambition. We underline the Controller's recommendations to provide clearer priorities and direction (notably through its Adaptation and Renewal Programme) and to ensure better reporting of performance against objectives (particularly to elected members and the public).

Much of the work for this audit was undertaken before the Covid-19 pandemic. While the Commission is of the firm view that the principles of sound financial management, good governance, public accountability and transparency remain vital for councils, the report does not consider the additional and sizeable pressure that Covid-19 has placed on the Council, especially on its finances. We are of the strong view, therefore, that while the Council has had a good record in managing its finances, it needs a longer-term financial plan to show how it will address such future pressures. This also needs to be supported with more effective workforce planning, an area where the Council's progress since our previous report has not been satisfactory.

The Commission is concerned about the exacerbating effect of Covid-19 on inequalities experienced by some communities. In Edinburgh's case – a prosperous city with a relatively strong economy - we commend the Council in its commitment to reducing inequalities, most recently seen in the work of the Edinburgh Poverty Commission. We encourage the Council to continue its leadership in this area and progress its commitments.

In doing so, we urge the Council to build upon some good practice with its partners in engaging with communities by better reflecting in its approach how it will empower communities in improving community outcomes and public services.

We encourage the Council to address and, to demonstrate momentum, to report progress against these findings and the Controller of Audit's recommendations at an early stage. We will maintain our interest to this end with the Controller monitoring and reporting progress through the annual audit.

The City of Edinburgh Council

Best Value Assurance Report

ACCOUNTS COMMISSION 

Prepared for the Accounts Commission by the Controller of Audit
November 2020

The Accounts Commission

The Accounts Commission is the public spending watchdog for local government. We hold councils in Scotland to account and help them improve. We operate impartially and independently of councils and of the Scottish Government, and we meet and report in public.

We expect councils to achieve the highest standards of governance and financial stewardship, and value for money in how they use their resources and provide their services

Our work includes:

- securing and acting upon the external audit of Scotland's councils and various joint boards and committees
- assessing the performance of councils in relation to Best Value and community planning
- carrying out national performance audits to help councils improve their services
- requiring councils to publish information to help the public assess their performance.

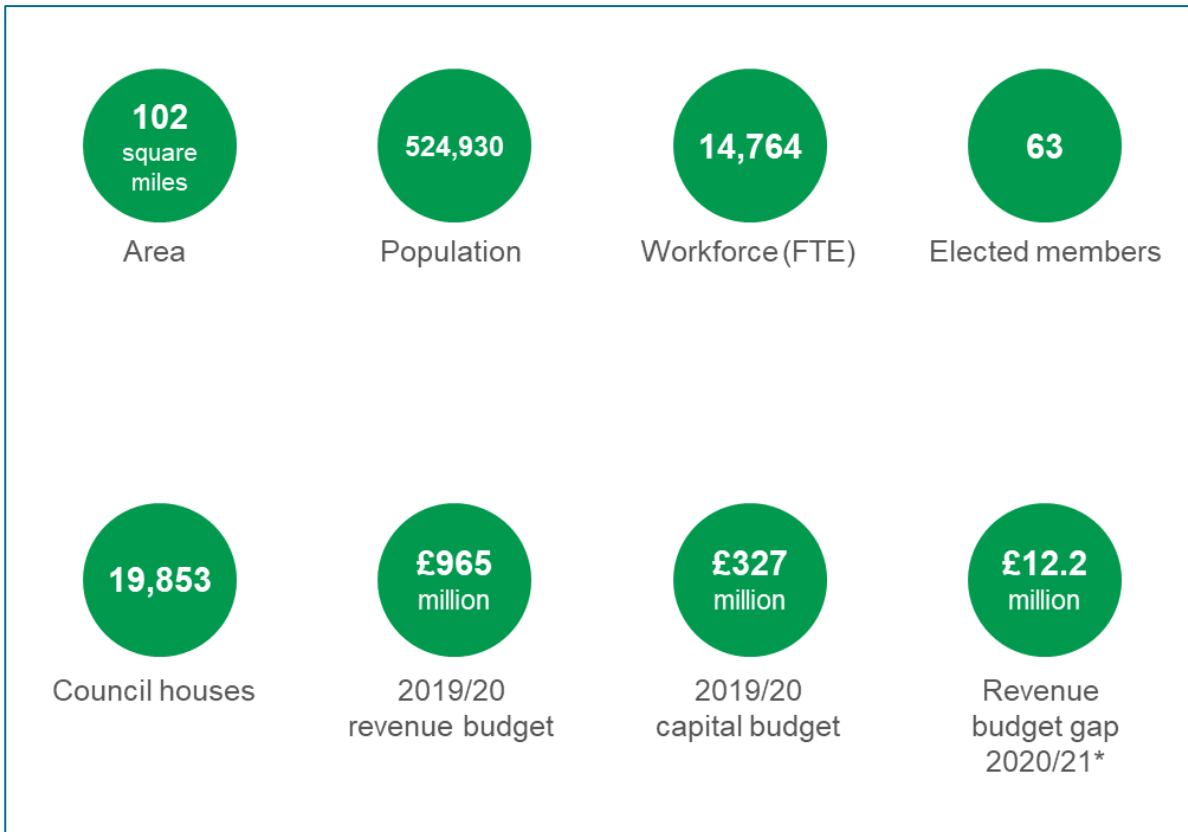
You can find out more about the work of the Accounts Commission on our website: www.audit-scotland.gov.uk/about-us/accounts-commission

Audit Scotland is a statutory body set up in April 2000 under the Public Finance and Accountability (Scotland) Act 2000. We help the Auditor General for Scotland and the Accounts Commission check that organisations spending public money use it properly, efficiently and effectively.

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Key facts



* The council's revenue budget gap was correct as at 24 September 2020.

Audit approach

1. The statutory duty of Best Value was introduced in the Local Government in Scotland Act 2003. The audit of Best Value is a continuous process that forms part of the annual audit of every council. Findings are reported each year through the Annual Audit Report. In addition, the Controller of Audit will present a Best Value Assurance Report to the Accounts Commission at least once during the five-year audit appointment for each council. This is the first assurance report on The City of Edinburgh Council. We have set out the dates of previous Best Value reports in the Appendix (Best Value audit timeline).
2. This report seeks to provide the Commission with assurance on the council's statutory duty to deliver Best Value, with a particular focus on the Commission's Strategic Audit Priorities. We are looking for councils to demonstrate Best Value by showing continuous improvement in how they deliver services. The pace and depth of this improvement is key to how well councils meet their priorities in the future.
3. Our audit approach is proportionate and risk based and so is reflective of the context, risks and performance of the individual council. It also draws on the intelligence from audit and scrutiny work carried out in previous years. In keeping with this approach, we conducted some initial work to identify risks and council initiatives to build into the scope of our audit. This included a review of previous audit and inspection reports and intelligence, review of key council documents, initial meetings with senior officers and reflection on our wider public sector knowledge and experience. Key areas of focus for our audit included [\(Exhibit 1\)](#):

Exhibit 1

Key areas of focus for our audit



The council's vision and strategic direction

This included assessing how well the leaders of the council work together to deliver its priorities. We also assessed standards of conduct and behaviour of members and officers and their understanding of their role and responsibilities. Our findings are in Part 1.



Performance and outcomes, including public performance reporting

This included an overall assessment of outcomes and performance management and the council's reporting on these, including to the public. Our findings on this are in Part 2.



Effective use of resources

We assessed how effectively the council plans its use of resources, including digital and information management, financial planning and workforce planning. Our findings on this are in Part 3.



Partnership working and community engagement

We assessed how the council collaborates with partners to develop and deliver services and drive economic and cultural improvements. We also considered how community engagement and empowerment affect the council's activities and delivery of services. Our findings on this are in Part 4.



Continuous Improvement

We reviewed the council's self-assessment and continuous improvement arrangements, such as developing new and more effective ways in which to provide local services. We also assessed the overall pace and depth of change. Our findings on this are in Part 5.

Source: Audit Scotland

4. The detailed audit work for this report was largely undertaken in February and March 2020 and therefore pre-dates the Covid-19 global pandemic. Where appropriate, our findings have subsequently been updated to reflect the impact of the pandemic and the council's response to it. Our audit work included:
 - interviews with elected members and senior officers
 - observing council and committee meetings
 - reviewing documents and analysing data, including Local Government Benchmarking Framework (LGBF) data
 - interviewing a sample of the council's partners such as Police Scotland, third sector and community representatives, and the business community
 - holding a focus group with members of staff.
5. The council's auditors will continue to audit Best Value over the course of the audit appointment. This will include a follow-up on the findings from this report as well as more detailed audit work on other Best Value characteristics as appropriate.
6. We gratefully acknowledge the cooperation and assistance provided to the audit team by all elected members and officers contacted during the audit.

Key messages

- 1.** The City of Edinburgh Council has made mixed progress since its 2016 Best Value report. While it has maintained and improved aspects of leadership and service performance, its pace of change in community planning and empowerment, continuous improvement and public reporting has been slow. The council's new workforce plan is not as detailed as its 2016 plan.
- 2.** The council has ambitious plans for the city and its surrounding areas. These are not set out in an overarching strategic plan and the council acknowledges that it needs to articulate more clearly its priorities. It intends to use the newly developed 2050 City Vision and the council's Adaptation and Renewal Programme to provide clearer direction.
- 3.** The council's political composition – a minority coalition – makes business and decision-making challenging and is particularly resource-intensive for officers. Despite these challenges, there are examples of cross-party working. The council has also shown good leadership through its projects to address poverty and sustainability and by making difficult decisions, such as approving plans for Phase 2 of the tram network. The council's senior management team has also driven improvements in asset management, procurement, and risk management.
- 4.** The council has a long track record of maintaining revenue expenditure within budget. Over the last five years, the council has made annual savings of between £35 million and £75 million. But it has had to rely on unplanned savings and, in 2019/20 and 2020/21, on reserves to meet funding gaps. This is not sustainable, particularly as it manages the effects of Covid-19. While the council agreed a three-year revenue budget and a ten-year capital budget strategy in early 2020, it does not have a longer-term financial plan to address its significant revenue budget challenges.
- 5.** Over the last five years, the council has improved its performance across many of its KPIs. It performs in the top half of councils for around half of the national benchmarking indicators and it performs well relative to other big cities in Scotland. The council has recently improved its performance reporting to elected members, but its public performance reporting information is limited.
- 6.** In 2017, the council reported that its Transformation Programme was on track to deliver most of its planned £70.5 million recurring annual savings. It did not produce a final report to confirm whether it achieved this target. Progress reports to elected members on its

Change Portfolio – which includes transformation projects – do not set out details of the savings expected or achieved.

7. While there are examples of the council working well with its partners, the Community Planning Partnership has made slow progress. The council consults extensively with residents and stakeholders, mainly using traditional surveys. There are examples of innovative and participative community engagement, but community empowerment is not yet embedded in the council's culture.
8. There are examples of the council using self-assessment, performance information and feedback to identify improvements. But the council does not have a structured approach to continuous improvement and corporate self-assessments could more clearly highlight areas for improvement.
9. The council's Adaptation and Renewal Programme, developed in response to Covid-19, provides the opportunity to deliver broader change.

Part 1

Does the council have clear strategic direction?



The council has ambitious plans for the future of Edinburgh, but its priorities are not clearly articulated in an overarching, strategic plan.

The council's political composition is challenging; relationships between members are strained, decision making can be difficult, and it is resource intensive for officers. Despite these challenges, the council has shown good leadership by making some difficult decisions. The council is refreshing its member/officer protocol to help clarify roles and responsibilities.

The local context

7. The City of Edinburgh Council covers a predominantly urban area of around 102 square miles and a population of just under 525,000. It is the second largest council in Scotland by population and is the tenth largest by area. Between 2000 and 2009, Edinburgh's population grew by 3.6 per cent, which was about the Scottish average. Since 2010, Edinburgh has had the second fastest growing population in Scotland, mainly due to overseas migration. Over this period, the number of people living in the city has grown by 11.7 per cent, compared with a Scottish average of 3.8 per cent. Between 2018 and 2043, Edinburgh's population is forecast to grow by a further 13.1 per cent, to just over 586,000. Its over 75 population is expected to rise by 74.9 per cent, placing additional pressure on health and social care services.
8. As the capital city, Edinburgh has strengths and challenges not faced by other Scottish councils. Edinburgh is a prosperous city: it has one of the strongest, most diverse economies in the UK, with high average incomes and high productivity levels. Prior to the Covid-19 pandemic, Edinburgh had the lowest rate of unemployment and the highest proportion of workers in highly skilled jobs, compared to other major UK cities (excluding London).
9. Edinburgh has a growing business base, with around 20,000 businesses, and is one of the biggest financial centres in the UK, outside London. It is also home to many public bodies, including the Scottish Parliament and the Scottish Government, and to five universities, with over 62,000 students. It hosts several international festivals and is the second most visited city in the UK. Over two million foreign tourists visit every year, supporting over 30,000 jobs and worth over £1.6 billion to the Scottish economy.
10. Not all residents have benefited from the city's success and there are pockets of severe deprivation in the city: nearly one in four of Edinburgh's children live in poverty, which is similar to the national average, and this increases to just over one in three in the most deprived areas. Although the city boasts the highest average incomes in Scotland, 16 per cent of workers earn less than the Real Living Wage and 46,000 residents are income deprived. In addition, high childcare costs have contributed to gender inequalities in the city's workforce, with median pay rates for women 13 per cent lower than for men. Furthermore,

the popularity of the city has made Edinburgh the least affordable place in Scotland to buy a home. Around 25 per cent of households live in private rented accommodation, the highest rate in Scotland.

11. Edinburgh's World Heritage status, buoyant economy and worldwide reputation for culture have led to the city often being voted as one of the best places in the world to live, work and visit. But high visitor numbers, along with a growing population, place pressure on the city's infrastructure and environment, and on council services, such as housing, education and transport.

The council has ambitious plans for Edinburgh, but its vision and priorities are not articulated in an overarching, strategic plan

12. The council aspires for Edinburgh to be a thriving, carbon neutral city, with reduced poverty and inequalities. The council has invested to regenerate areas of the city, such as Craigmillar, and has ambitious plans to make further improvements to help meet its aspirations. These include: major housing and community regeneration projects in Fountainbridge, Meadowbank and at Granton Waterfront; retail, hospitality and cultural developments, such as the St James Quarter; and extending its tram network. The council also has a comprehensive sustainability programme, **recognised by the European Institute of Innovation and Technology**, to respond to the climate change emergency ([Case study 1, page 12](#)).
13. In 2016, the council and other public, private and third sector partners started work on a long-term vision for the city. In June 2018, the steering group responsible for its development, presented the council with a draft vision, based on feedback from over 10,000 residents and stakeholders. The steering group determined that more extensive public engagement was required, and the council agreed to provide £100,000 towards the £500,000 cost of funding a large-scale public awareness campaign. By mid-2019, almost 32,000 people had fed into the development of the final 2050 City Vision.
14. In June 2020, the council's Policy and Sustainability Committee endorsed the 2050 City Vision. It is a one-page document, with no supporting information or performance measures to monitor its success. Its four principles (Welcoming, Thriving, Fair and Pioneering), differ only slightly from the draft version.
15. In the absence of the 2050 City Vision, the council has been operating with three main strategic documents:
 - Programme for the Capital – Business Plan 2017-22, which the council approved in August 2017.
 - Change Strategy 2019-23, which the council approved in February 2019.
 - Edinburgh Partnership Community Plan 2018-28.
16. The council's Business Plan sets out its intentions over the five-year period of the administration. It was developed by a small group of members of the SNP/Labour administration and is an amalgamation of the two parties' manifesto commitments. It was not subject to wider scrutiny before being presented to the council. The Business Plan does not provide a clear focus for the council: it contains a large number of commitments (52), many of which are not easily measured, and they are not prioritised. The purpose of the Change Strategy was to set out how the council would implement its Business Plan. But it does not include the 52 commitments or set out specific actions to deliver them.

The City of Edinburgh Council is one of 15 European cities, and the only city in the UK, to be selected as a Healthy Clean Cities Deep Demonstration (HCCDD) site, in recognition of its sustainability ambitions. As an HCCDD site, the council works with the European Institute of Innovation and Technology's Climate Knowledge Innovation Community, to stimulate ideas and actions to tackle climate change.

Case study 1

The City of Edinburgh Council's sustainability programme

The City of Edinburgh was one of the first councils in Scotland to set an ambitious target of becoming carbon neutral by 2030, fifteen years before the Scottish Government's legally binding target. The council has established a new All-Party Oversight Group on Sustainability and Climate Emergency and a Sustainability and Climate Emergency Programme Board. It has also convened a new green infrastructure group and a sustainability steering group to support schools. The council plans to publish its 2030 City Sustainability Strategy in October 2021.

The council is driving its net zero target through a number of policies and plans, including:

- introducing a **Low Emission Zone** and considering a **Workplace Parking Levy**, to reduce pollution in the city centre
- the Strategic Housing Investment Plan, investing £2.5 billion in sustainable new homes and improving the energy efficiency of its council housing estate
- the Local Development Plan (City Plan 2030), the council's sustainable approach to city development
- the City Tourism Strategy, which focuses on managing sustainable growth
- the City Mobility Plan and the City Centre Transformation Strategy, which both include plans for improved options for public transport, cycling and walking

The council co-sponsors the Edinburgh Climate Commission with Edinburgh Centre for Carbon Innovation. The Leader of the council is Vice Chair and the Chief Executive is a Commissioner. The Commission held its first meeting at the end of March 2020 and published its initial recommendation for a Green Recovery in September 2020.

Source: Audit Scotland

Low Emission Zones (LEZs)

reduce pollution levels and improve air quality by stopping the most polluting vehicles entering a specific area. Only the cleanest vehicles can travel in a LEZ and penalty charges apply to vehicles that don't meet these standards.

The Workplace Parking Levy

is an annual charge on businesses in the council area for every parking space they provide for workers. Its aim is to encourage employees to walk, cycle or take public transport to work.

17. Although the overall ambitions in the documents are coherent, they set out different themes, priorities and aims ([Exhibit 2, page 13](#)). The council recognises that it should have a single, strategic document to more clearly set out its priorities ([paragraph 20](#)).

Exhibit 2

The City of Edinburgh Council's strategic documents



Source: Audit Scotland

18. As set out in the Community Empowerment (Scotland) Act 2015, we would expect the Community Plan to be the main joint planning document for the council and its partners. The council should also set out, in a clear plan, its role in helping the Edinburgh Partnership achieve its ambitions and priorities for the city. The council acknowledges that the Edinburgh Partnership's Community Plan is not its main strategic planning document. Although its Business Plan and Change Strategy make little reference to the Community Plan, there are consistent themes across the three documents, including actions to tackle poverty and increase affordable housing.

The council has developed an Adaptation and Renewal Programme in response to Covid-19

19. The council has developed an Adaptation and Renewal Programme, in response to the Covid-19 pandemic. The programme sets out how the council plans to: protect its staff and services; help rebuild Edinburgh's economy; and support vulnerable residents. It consists of five interlinked programmes of work, each led by a member of the council's senior management team.
20. While it was still in development at the time of our audit, the council anticipates that its Adaptation and Renewal Programme will require radical changes to its internal structures and ways of working. The council also expects the pace of change to require new governance arrangements. The council plans to amalgamate its Business Plan and Change Strategy into one strategic document, aligned to the 2050 City Vision, with the aim of providing clearer direction and priorities for the organisation.

The council's political composition contributes to strained relationships, and decision-making can be difficult and resource intensive

21. Our Best Value reports in 2014 and 2016 highlighted that council members and officers showed good leadership, worked well together, and had a shared vision for both the city and the council. Since then, there has been a change in the administration and a significant change in elected members; over half of the members elected in 2017 had not been in the council in the previous term.
22. After both the 2012 and 2017 elections, the SNP and Labour formed a coalition. In 2012, the coalition held a majority with 38 out of 58 seats. After the 2017 elections, the coalition held only 31 out of 63 seats, making it a minority administration. Some administration members have since left their parties, reducing the coalition's seats to 26 ([Exhibit 3](#)). The Conservative party is now the largest party and the administration requires the support of other elected members to secure a majority vote on decisions.

Exhibit 3

The City of Edinburgh Council's political composition

The current administration comprises a minority coalition of SNP and Labour councillors

Political party	Seats
SNP	15
Conservative	17
Labour	11
Scottish Greens	8
Liberal Democrats	6
Edinburgh Party of Independent Councillors (EPIC)	3
Independent	2
Vacancy	1
Total	63

Source: The City of Edinburgh Council

23. There are tensions between elected members, which manifest in inappropriate language and tone being used in council debate, in the lack of involvement of some members in decision-making, and in media reports on member disagreements. At the end of 2017, the council, in response to a motion from an elected member, reviewed its arrangements for members to report inappropriate behaviour by other members. Following this, the council offered elected members training in both team dynamics and mediation.
24. In October 2019, another elected member lodged a motion on respectful political debate. Members acknowledged the increasing importance of being respectful in their own business, despite the wider political climate, and noted that debate should be political, not personal.
25. Our interviews with a sample of members and observations of council meetings suggest that the above actions have made little difference and relationships

between some members are still very strained. While political debate is a normal part of council business, operating within this environment is challenging for members and officers. Although council business proceeds, it is more difficult to make decisions. The minority administration must work with other political parties to gain support on each individual policy or issue. This means that officers often spend a lot of time preparing tailored briefings for different political groups, to help elected members reach agreement. It is important, particularly given the council's political composition, that all elected members work well together in order to make decisions.

Several elected members did not attend important training on effective scrutiny and local government finances

- 26.** The council provides induction and refresher training for councillors, which includes some mandatory training courses. In 2017, members' attendance at training courses was mixed: four members did not attend the compulsory training on councillors' code of conduct; at least one-third of new members missed sessions on effective scrutiny and conduct at meetings; and over half missed the training sessions on local government finances.
- 27.** As part of the 2017 induction process, the council took action to encourage members' attendance on mandatory and other important training courses. For example, the council:
- organised multiple training sessions on mandatory subjects at different times of the day to make them as accessible as possible
 - ran small group or individual briefing sessions for those who could not attend the group training
 - advised members on which subjects were mandatory or highly recommended
 - sent electronic diary invitations to members
 - encouraged members to attend the Standards Commission's Code of Conduct Roadshow event at the end of 2017.
- 28.** The council also ran a refresher training session on the Code of Conduct for administration members in 2019 and provides a rolling programme of mandatory training for any new councillors or Edinburgh Integration Joint Board (EIJB) members. The council will only allow members who have attended mandatory training to sit on quasi-judicial committees.

The council is reviewing its member/officer protocol to help clarify roles and responsibilities

- 29.** Relationships between the chief executive and the council leader and deputy leader are constructive. Relationships between members and officers are generally positive but a number of members feel that officers do not share enough information with them. The council's 2018/19 Annual Audit Report recommended that the council review its arrangements for sharing information between councillors and the Corporate Leadership Team (CLT).
- 30.** The council is currently reviewing its member/officer protocol. The review included a discussion and survey of a small number of elected members, facilitated by the Improvement Service. The review identified areas for improvement, including access to information and clarity of roles and

responsibilities. Covid-19 has delayed work on the review. The council also now intends to take account of the Scottish Government's planned review of the Code of Conduct for Councillors, which has been delayed by Covid-19.

31. In October 2020, in response to a motion from an elected member on the council's whistleblowing culture, the Policy and Sustainability Committee agreed that an independent assessment of council culture and relevant processes should be undertaken. An independent Chair of the investigation is in the process of being appointed, following which the terms of reference will be determined in consultation with the Group Leaders and Chief Executive

Despite political tensions, the council progresses business and has made important decisions

32. The council has been able to make important decisions despite its difficult political environment. For example, despite the well-publicised issues surrounding the Edinburgh trams project, elected members made the decision to extend the tram line to the north of the city. Other examples of important decision-making include:

- initiating and progressing plans for a transient visitor levy (tourist tax)
- working with a range of partners to progress the region's City Deal ([paragraphs 130-134](#))
- agreeing how to respond to the Covid-19 challenges.

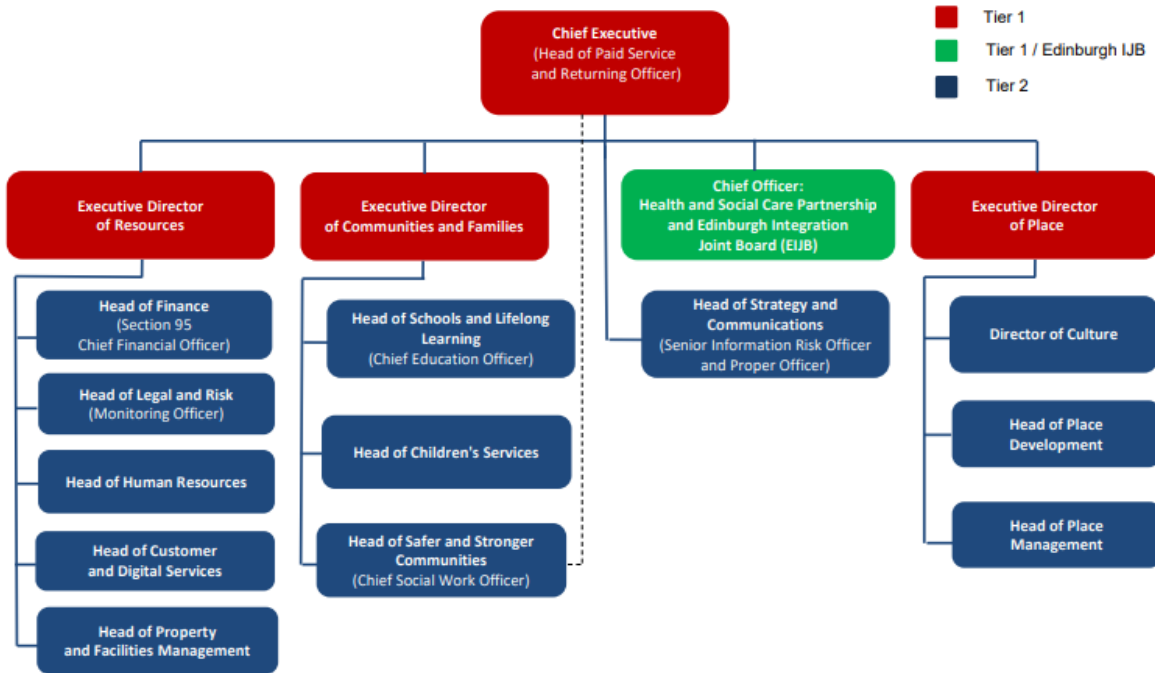
33. The council has also demonstrated good leadership when dealing with difficult situations. For example, the Controller of Audit's statutory report on the council's handling of construction issues relating to Edinburgh schools found that, while there had been serious faults in the procurement, design and construction processes, the council responded quickly and effectively, and that the council had been proactive in sharing lessons learned with others.

The council has strengthened its senior management team, but staff are not always positive about their leadership

34. Our 2016 Best Value report identified a risk to the council's management capacity. This was due to a significant number of changes in personnel and a reduction in the number of executive posts from seven to five. Since 2016, the council has made no changes to its Tier 1 executive posts but has made several new appointments and changes to Tier 2 management.¹ The council's current senior management structure is set out in [Exhibit 4 \(page 17\)](#).

¹ The Edinburgh Integration Joint Board appointed a new Chief Officer in 2018

Exhibit 4 The City of Edinburgh Council's senior management team



Source: The City of Edinburgh Council

35. The council's CLT comprises the chief executive, three executive directors and the Chief Officer of the **Edinburgh Integration Joint Board (EIJB)**. The CLT also includes the head of finance and the head of strategy and communications. CLT members work well together. The council is planning to review CLT roles and responsibilities as part its Adaptation and Renewal Programme.
36. There is a gender imbalance in the CLT, with only one female member (the Chief Officer of the EIJB). There is a better balance in the council's Wider Leadership Team and the council is taking steps to increase diversity across the organisation. For example:
- in October 2019, it approved a Diversity and Inclusion Strategy, which sets out actions to develop an inclusive workplace and help close the gender pay gap
 - it launched various colleague networks in August 2019, including a network to support and empower women
 - it launched an Inspiring Talent programme for middle managers in 2019, with an emphasis on providing opportunities for women. Currently, ten of the 15 delegates are female.
37. The council has strengthened its senior management team by bringing in experience from outside the organisation. But it recognises that it has not been good at developing its own staff. It has recently created a new talent management programme and a new leadership framework. This includes new

Edinburgh Integration Joint Board (EIJB)

The EIJB is an independent public body, set up to plan and deliver most community health and social care services for adults and some hospital based services.

The Chief Officer is jointly accountable to the City of Edinburgh Council and Lothian Health Board.

training and a digital platform providing access to learning and development material.

38. Council staff have mixed views on council leadership. The most recent staff survey (2018), completed by around a quarter of employees, showed that staff were positive about line management. But scores were less positive in relation to heads of service and executive directors. Fewer than a third of employees felt:

- senior staff were sufficiently visible
- confident in senior staff's decision-making
- senior staff had a clear vision for the council.

Paragraphs 147 to 149 set out the council's response to the staff survey.

The council refreshed its committee structure in 2019 to help improve scrutiny

39. The City of Edinburgh Council operates a committee system. In August 2019, it implemented a new political management system to rebalance workloads and improve scrutiny across its six executive committees. The executive committees are decision-making forums for matters that fall within their remit. They are responsible for monitoring performance and developing policy for their service areas.

40. As part of the 2019 restructure, the council gave its Policy and Sustainability Committee a stronger, cross-cutting role. It is now responsible for scrutinising council-wide performance and advising the council on key priorities and strategic objectives. The council's other main scrutiny committee, the Governance, Risk and Best Value (GRBV) Committee, is responsible for scrutinising the council's financial performance, risk management, and considering internal and external audit reports.

41. Executive committees can create All Party Oversight Groups (APOGs), to provide additional scrutiny on specific projects. APOG membership is drawn from the members of the parent committee. They are not decision-making forums, but they provide an opportunity for members to discuss the progress of projects, raise any concerns or make suggestions. APOGs have been created on a range of topics and projects, such as Brexit, Adaptation and Renewal, homelessness and the tram extension.

42. Council business is transparent, with all decisions being made in public, unless they are commercially sensitive. Full council meetings and executive committee meetings are streamed online, and all papers are available before meetings. The EIJB also streams its meetings and makes papers available online.

Part 2

How well is the council performing?



The council has improved its performance across many service areas, including education and waste management. Edinburgh performs in the top half of councils for around half of the national benchmarking indicators. It also performs well relative to other big cities in Scotland.

Performance reports to members set out progress against the council's 52 commitments and 84 KPIs. The council has recently improved elected member reports to include reasons for under-performance and planned responses.

There are examples of the council identifying and acting on poor performance, but progress reports lack detail on the impact of the council's actions.

The council's 2018 People Survey found that Edinburgh residents enjoy living in the city and are highly satisfied with some services, including parks and public transport. However, residents' satisfaction rates have declined overall since 2017.

The council met over half of its key performance indicator targets in 2019/20, and its performance improved against 50

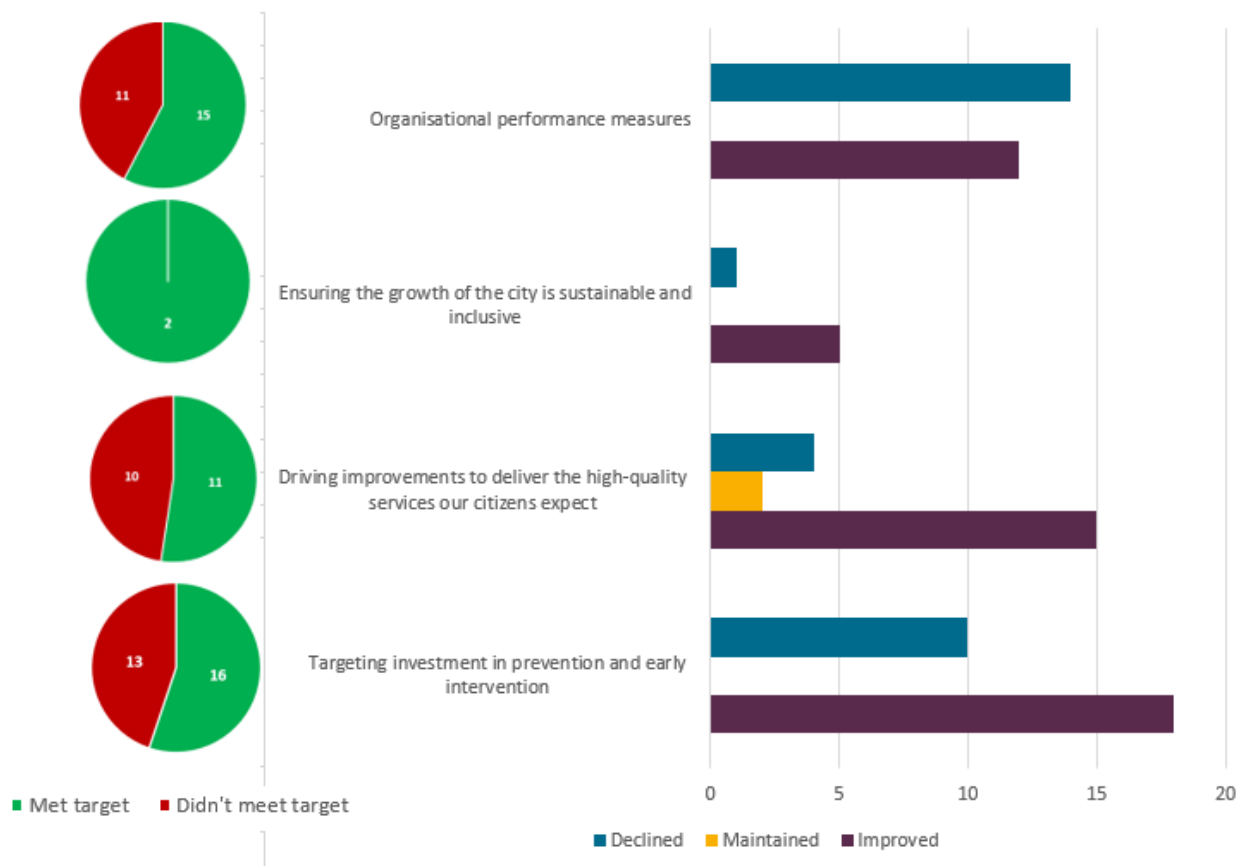
43. The council's 2019/20 annual performance report includes 84 key performance indicators (KPIs), categorised under the three themes of its Change Strategy ([Exhibit 2, page 13](#)), along with a group of organisational indicators. The council performed better against its sustainable and inclusive growth theme, compared to the other themes ([Exhibit 5, page 20](#)). It met its targets for 44 out of the 78 indicators which had targets, and improved or maintained performance against 52, compared with the previous year. Areas of improved performance include:

- school education - the council improved or maintained its performance on the previous year against all five of its attainment and destination indicators and met all its targets (note that the latest available data is for the 2018/19 academic year)
- waste and cleansing – the number of reported missed domestic and communal bin collections decreased significantly in 2019/20
- the time taken to process benefit and grant claims – the council met its targets for four of the five indicators and maintained or improved performance for all five.

44. The council's annual performance report contains nine adult social care indicators. Performance against these indicators is the responsibility of the Edinburgh Integration Joint Board (Part 4). In 2019/20, Edinburgh's performance declined against five of the nine indicators, after showing improvements in many indicators in 2018/19. Areas of declining performance include the number of people waiting for care packages and the number of people with an overdue review.

Exhibit 5 Council performance against its KPIs by theme, 2019/20

The council's performance improved on more indicators than it declined on in all three Change Strategy themes



Note: Three indicators are excluded from the Exhibit due to having no trend data and six due to having no target. 2018/19 data has been used for some indicators, where 2019/20 data are not yet available.

Source: Audit Scotland using Edinburgh Council Annual Performance data 2019/20

National benchmarking data shows that since 2014/15, Edinburgh has improved its performance for around two-thirds of indicators

45. The Improvement Service's Local Government Benchmarking Framework (LGBF) brings together a wide range of information about how all Scottish councils perform in delivering services, including residents' satisfaction. It contains 79 cost and performance indicators across all council services and allows councils to monitor their performance consistently over time. The council's annual LGBF report to members sets out its current performance against the 79 indicators and compares this to the previous year. The council's

analysis shows that between 2017/18 and 2018/19, it improved its performance in 41 indicators and declined in 38.

46. We have analysed Edinburgh's performance over a five-year period, against 51 LGBF indicators that mainly measure performance and outcomes rather than cost. Between 2014/15 and 2018/19, the council's performance can be summarised as follows:

- The council improved against 33 indicators (65 per cent of the total), including many education and children's services indicators. Educational attainment indicators, including for children living in the most deprived areas, increased by between two and six percentage points
- The council's performance declined against 16 indicators (31 per cent of the total), including some economic development indicators. For example, the percentage of unemployed people helped into employment by council programmes declined, from 12 per cent to seven per cent.

Edinburgh performs better than other councils in around half of national benchmarking indicators

47. The LGBF allows councils to compare their performance with that of other councils and with the Scottish average. Relative performance is assessed by dividing performance into four quartiles. Quartile one contains the best performing councils and quartile four contains the poorest-performing councils. In the last five years, the council's overall performance relative to the other 31 councils has fluctuated ([Exhibit 6, page 22](#)).

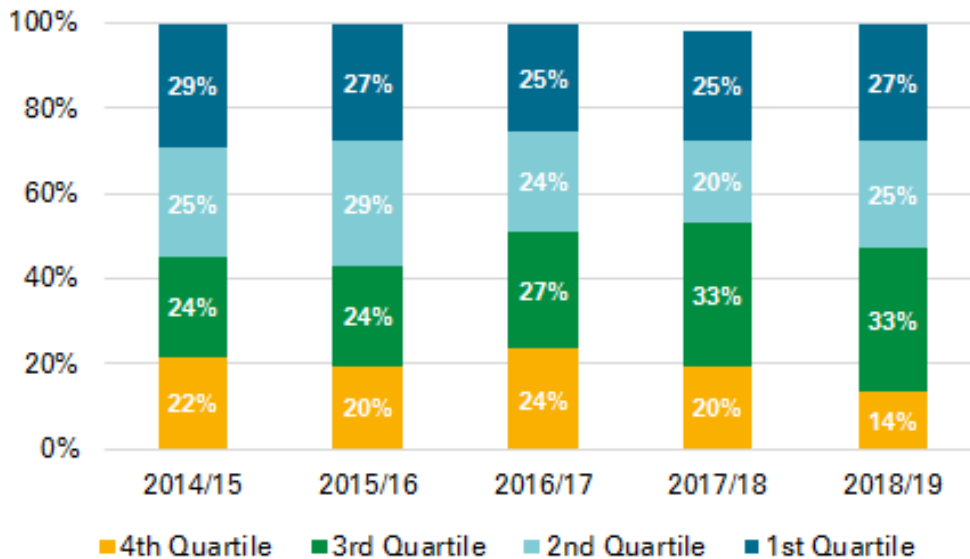
48. In 2014/15, 54 per cent of the council's indicators were in the top two quartiles, that is, performing better than half of Scottish councils. By 2018/19, this had reduced slightly to 52 per cent of indicators. Over this period:

- relative performance improved for pupils entering positive post-school destinations and for indicators related to the collection of council tax
- relative performance declined against three of the nine economic development indicators.

Exhibit 6

The City of Edinburgh Council's performance relative to other councils, 2014/15 to 2018/19

The percentage of indicators in which the council is performing in the top half of all councils fluctuated between 54 per cent in 2014/15 and 52 per cent in 2018/19



Note: Measuring council performance involves considering how all councils are performing, from lowest to highest for each indicator. From this it is possible to see how one council compares with all councils. Performance relative to other councils is divided into four equal bands, or quartiles. The first quartile contains the best-performing councils for that indicator and the fourth quartile the lowest performing councils.

The analysis is based on 51, mainly outcomes-based, indicators which were reported every year within the four-year period. The analysis excludes satisfaction or cost-based indicators where high or low cost cannot be easily determined as positive or negative. Percentages for 2017/18 do not total 100 per cent as data was not provided for one indicator.

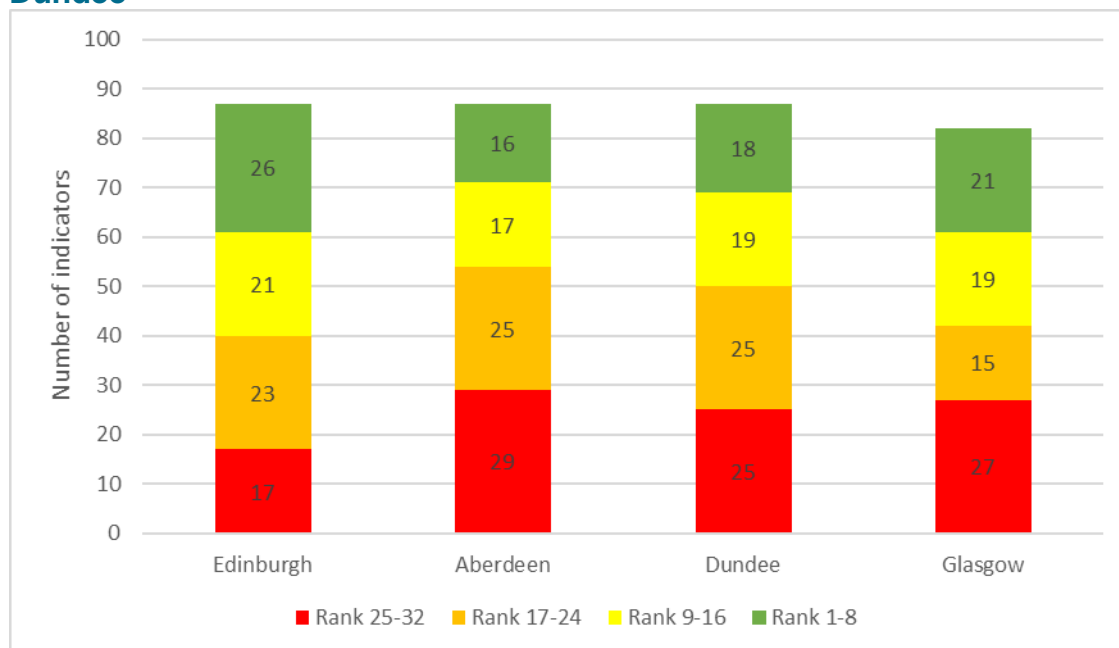
Source: Audit Scotland; Local Government Benchmarking Framework, Improvement Service, 2018/19

Edinburgh performs well against comparable Scottish cities

49. The council's LGBF report to members contains detailed trend analysis of the council's performance compared to Scotland's three other largest cities: Glasgow, Aberdeen and Dundee. In 2018/19 Edinburgh had more indicators in the top quartile than the other three cities and the fewest in the bottom quartile ([Exhibit 7, page 23](#)). Edinburgh's analysis shows that it performs well against the comparator cities in Children's Services and Culture and Leisure and performs less well in Environmental Services and in Adult Social Care.

Exhibit 7

The City of Edinburgh Council's performance relative to Glasgow, Aberdeen and Dundee



Note: Glasgow City Council has fewer indicators than the other three cities (82 compared to 87). This is because it does not submit data for the five 'housing services' indicators in the LGBF as it does not have any housing stock.

Source: City of Edinburgh Council

The council is taking steps to reduce poverty in the city

50. The council's 2050 City Vision, Change Strategy and Business Plan set out its ambitions for a fair and inclusive city ([Exhibit 2, page 13](#)). The council recognises that there is a stark difference in the wealth and opportunities experienced by its residents. Its 2018 economic strategy includes actions for the council to help reduce inequalities. These include increasing access to affordable housing, tackling barriers to employment, and supporting people into better paid jobs. The strategy sets out the council's intention to launch a poverty commission to generate new ideas and initiatives to tackle the deep-rooted causes of poverty ([Case study 2](#)). The strategy notes this idea has been successful for other UK councils.
51. The council has further demonstrated its commitment to tackle poverty and inequality through, for example, prioritising how to address poverty as part of its 2020-23 budget-setting process, creating career opportunities for disadvantaged individuals through the City Deal, and developing a 'life chances' workstream as part of its Adaptation and Renewal programme.
52. The council's annual performance report includes a small number of KPIs related to reducing poverty and inequality. Two KPIs have trend data: the number of households with no adult in employment and the number of employers accredited as Living Wage Foundation employers. The council improved its performance in both indicators in 2019/20.

Case study 2

Edinburgh Poverty Commission

The council set up the Edinburgh Poverty Commission in 2018. It is an independent working group, comprised of 12 members and chaired by an associate director of the Joseph Rowntree Foundation. Working with people who have experienced poverty, the commission's task is to recommend how the council and its partners can develop policies and services to reduce poverty. By summer 2020, the commission had:

- held over 100 evidence sessions to meet residents, service providers, community groups, and researchers.
- heard from over 70 community groups, public and third sector organisations, and other stakeholders
- received over 1,000 submissions to online calls for evidence and surveys.

The commission carried out additional work looking at the impact of the virus on poverty and published an interim report in May 2020. The report recommends that the council and its partners continue to support people for as long as possible after the lockdown period.

The commission published its final report in September 2020, setting out seven areas of action for the council, the Scottish Government and other partners. Specific actions for the council to help tackle poverty include: simplifying and improving how people access support; working with young people to improve attainment; and accelerating digital inclusion. The council has committed to implementing the commission's actions and will report progress to its Policy and Sustainability Committee.

Source: Poverty and Coronavirus in Edinburgh Interim report; Edinburgh Poverty Commission, A Just Capital: Actions to End Poverty in Edinburgh, Edinburgh Poverty Commission; The City of Edinburgh Council Policy and Sustainability committee reports

External scrutiny assessments identified positive examples of work being done and some areas for improvement

- 53.** In June 2019, the Care Inspectorate reviewed services for children in need of care and protection, which are delivered by the **Edinburgh Children's Partnership**. Its inspection report noted the positive work being carried out to protect children at risk of harm and ensure the increased wellbeing and resilience among young people and their families. Partnership initiatives have led to more children being looked after in a community setting. The inspection also identified some areas for improvement, such as making better use of data to evaluate services and to demonstrate the impact of the Partnership's work. The Care Inspectorate requested that the Partnership develop an improvement plan in response to its findings. The Partnership took longer to do this than the Care Inspectorate expected.
- 54.** Education Scotland carried out an inspection on Community Learning and Development (CLD) services in 2017 and carried out two follow-up visits in 2018. The most recent follow-up report found that the council had a clearer sense of direction, and that governance was continuing to improve. It stated that the Edinburgh Community Learning and Development Partnership had become more outward looking and had been engaging with other councils to learn about their practices. However, Education Scotland noted that, although partners were working well together to deliver improvements, the CLD plan lacked measurable outcomes.

The **Edinburgh Children's Partnership** directs the planning, development and delivery of children and young people's services on behalf of the Edinburgh Community Planning Partnership. Membership includes the council, the voluntary sector, NHS Lothian and the police.

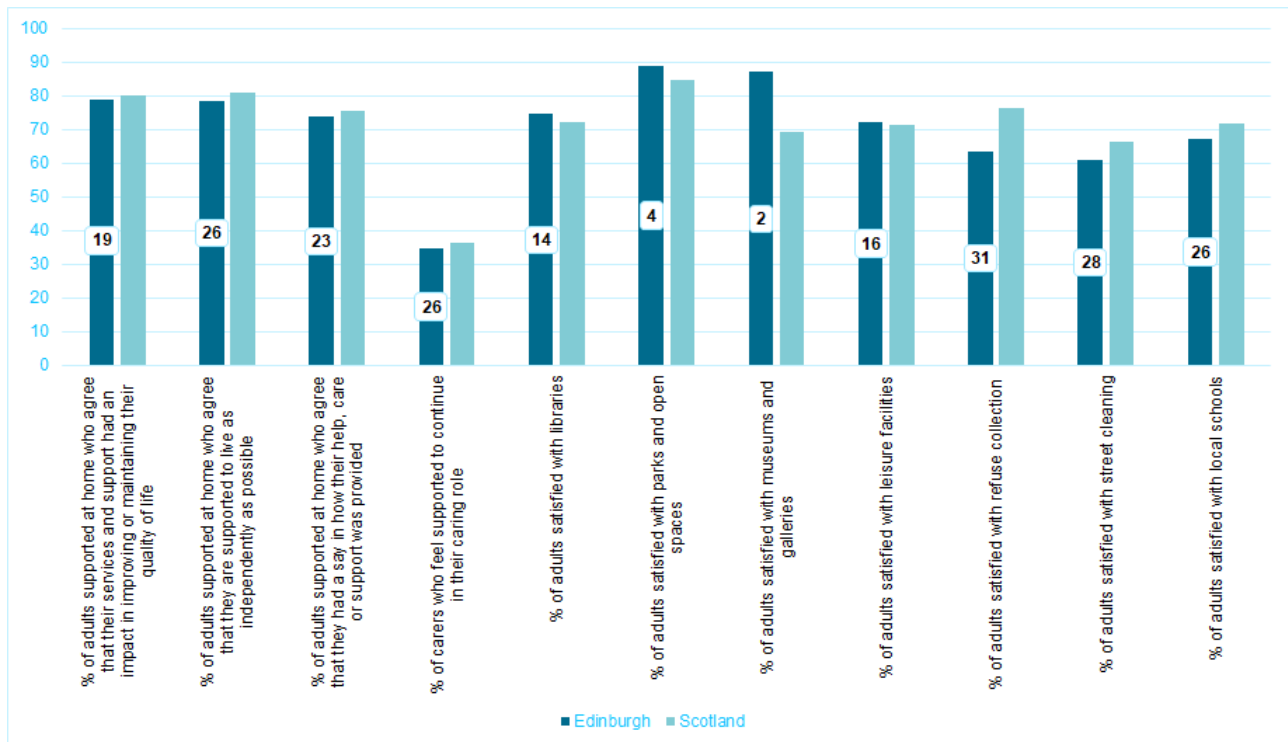
Most residents are satisfied with Edinburgh as a place to live, but satisfaction rates with many services have declined

- 55.** The council asks around 5,000 residents for their views on its services in its annual Edinburgh People Survey ([paragraph 151](#), provides further information on how the council uses the results). This is the largest face-to-face survey carried out by any UK council. The latest report, from 2018, found that 95 per cent of respondents were satisfied with Edinburgh as a place to live. But it also found that residents' satisfaction with many council services had declined. Satisfaction was high (above 80 per cent) for parks, libraries, street lighting and public transport. But it was much lower for roads and for maintenance of pavements and footpaths, at 42 per cent and 47 per cent respectively.
- 56.** Sixty-five per cent of respondents were satisfied with how the council was managing the city. This is lower than in previous years and is similar to the trend reported by other UK councils. Residents' satisfaction with specific aspects of the council's management of the city are as follows:
- 35 per cent of residents thought that the council provided value for money.
 - 51 per cent agreed that the council keeps them informed about the services it provides.
 - 39 per cent agreed that the council keeps them informed about its spending and saving proposals.
- 57.** The LGBF also includes several indicators relating to service user satisfaction. Performance has declined against all satisfaction indicators in the last five years, which is the same trend seen in many other councils across Scotland. In 2018/19, Edinburgh performed better than the Scottish average for the percentage of people satisfied with culture and leisure facilities, particularly those satisfied with museums and galleries ([Exhibit 8](#)). This is similar to the higher scoring areas in the council's People Survey. The council performed less well against the other indicators. The council was ranked particularly low on satisfaction with refuse collection and street cleaning ([paragraph 43](#) and [Case study 3](#) set out details on more recent improvements to the council's waste and cleansing service).

Exhibit 8

The City of Edinburgh Council's performance against LGBF satisfaction indicators compared with Scotland level performance, 2019

Edinburgh was ranked in the bottom quartile of councils for five of 11 indicators, and in the bottom half for a further three.



Note: The first four indicators are taken from the health and care experience survey and are based on 2017/18 data.

Source: Audit Scotland; Local Government Benchmarking Framework, Improvement Service, 2018/19

Performance reports to the council's leadership team allow it to identify where improvements are required

- 58.** The council's performance team produces service-level reports on performance indicators, trends and performance against targets. These are discussed at service team and senior manager level. Where required, actions are agreed to address any performance issues. The CLT reviews quarterly performance scorecards for each of the four directorates. These include explanations and information on actions being taken to address performance issues. Where there are more significant concerns, or where CLT wishes to better understand performance, it can request additional 'deep dive' reports.
- 59.** For example, in 2017, the CLT identified that the council had relatively high sickness absence levels and requested additional information. The council's Human Resources team produced dashboards to provide detailed information on absence by service, length and type. Senior management held quarterly challenge panels to discuss absence levels and management's response. LGBF data shows that sickness absence among non-teachers, which had previously been increasing, fell from an average of 12.3 days in 2017/18 to 11.6 days in 2018/19.

The council has recently addressed weaknesses in its performance reporting to elected members

- 60.** The council's annual performance report to elected members sets out progress against the KPIs in its Change Strategy. Elected members also receive six-monthly updates on the 52 Business Plan commitments and annual updates on the LGBF. The current reporting arrangements do not provide members with an overall assessment of the council's progress: members review separate reports on the Business Plan and Change Strategy, and the commitments and KPIs contained in the documents are not prioritised.
- 61.** We identified several weaknesses in the council's 2018/19 performance reports to members. The council improved the 2019/20 performance reports that it presented to members in August 2020. For example:
- the 2018/19 annual performance report did not provide a summary of the number of KPIs that met or missed their target. It made no distinction between indicators that met target and those that improved but still missed target. The narrative focused on KPIs in which performance had improved, and most areas of declining performance were not mentioned. The 2019/20 report addresses these issues: it provides members with a much clearer picture of progress and how the council plans to address underperformance
 - the council's 2017/18 LGBF performance report lacked information on why there had been a decline in performance in some service areas. It also lacked detail on the council's plans to address this. The council improved its 2018/19 LGBF report by including some explanations for, and actions to address, poorer performance. The report still lacks information on longer term performance trends and only focusses on comparing performance to the previous year.
- 62.** The council also updated its Business Plan reports in response to an elected member amendment. The council now classifies the 52 commitments into four categories (2019/20 performance is in brackets):
- fully achieved (8 commitments)
 - partially achieved (40)
 - not yet achieved (3)
 - will not be achieved (1)
- 63.** The August 2020 progress report on the Business Plan (the Coalition Commitment Progress Update) includes a summary of overall progress (unlike earlier versions) and provides more information on why the council has assessed commitments to be on track. But some weaknesses remain: 20 (out of 52) commitments do not have any performance measures to monitor progress and some indicators will not provide a good proxy for the associated commitments. Furthermore, where indicators are used, several have a target of an increasing or decreasing trend, rather than a specific figure.
- 64.** The council is aware that it needs to improve its target setting and, in 2019/20, more KPIs had a specific target. The council plans to make further improvements when it develops a new performance management framework, as part of its Adaptation and Renewal Programme ([paragraph 20](#)).

Improvement plans provided to council committees lack the necessary detail to effectively assess progress

65. Council committees have requested improvement plans to address performance issues for waste and cleansing (Case study 3); housing; and roads services. Although these include some measures of success, most of the planned outcomes had no associated performance measures. This meant that the council was not reporting progress to members against those outcomes. For example, the roads services improvement plan identified 32 anticipated outcomes. Progress updates reported performance against four measures, including the roads condition index and improved performance in specific categories of repairs. However, most outcomes, including improved customer feedback and improved productivity within the service, had no performance measures reported on.

Although the council has made some recent improvements to its public performance reporting, information is still limited

66. The council does not have adequate public performance reporting arrangements. Although it has made some recent improvements, information on the council's performance reporting web page is limited. For example:

- it does not include progress reports on the council's 52 commitments
- although there is an external link to detailed LGBF data, there is no summary of Edinburgh's performance

67. In addition, until recently, the most recent annual performance report on its performance reporting webpage was from 2017. The public was able to access more recent performance reports, but only by searching for them in the relevant council and committee papers. In September 2020, the council published its 2017/18, 2018/19 and 2019/20 performance reports on its dedicated web page, making them more accessible to the public.

Part 3

Is the council using its resources effectively?



The council has a long track record of maintaining revenue expenditure within budget. Over the last five years, the council has made annual savings of between £35 million and £75 million. But it has had to rely on unplanned savings and, in 2019/20 and 2020/21, on reserves to meet funding gaps. This is not sustainable, particularly as it manages the effects of Covid-19.

While the council agreed a three-year revenue budget and a ten-year capital budget strategy in early 2020, it does not have a longer-term financial plan to address its significant revenue budget challenges

The council reported in 2017 that its Transformation Programme was on track to achieve most of its planned £70.5 million recurring annual savings. It did not produce a final report to confirm whether it achieved its savings target.

The council does not have a well-developed workforce plan at a service or team level. This makes it difficult for the council to identify whether it has the correct workforce skills, numbers or structure to effectively deliver its services.

The council has improved in its approach to asset management, procurement and risk management.

The council has used unplanned savings and, more recently, reserves to balance its budget

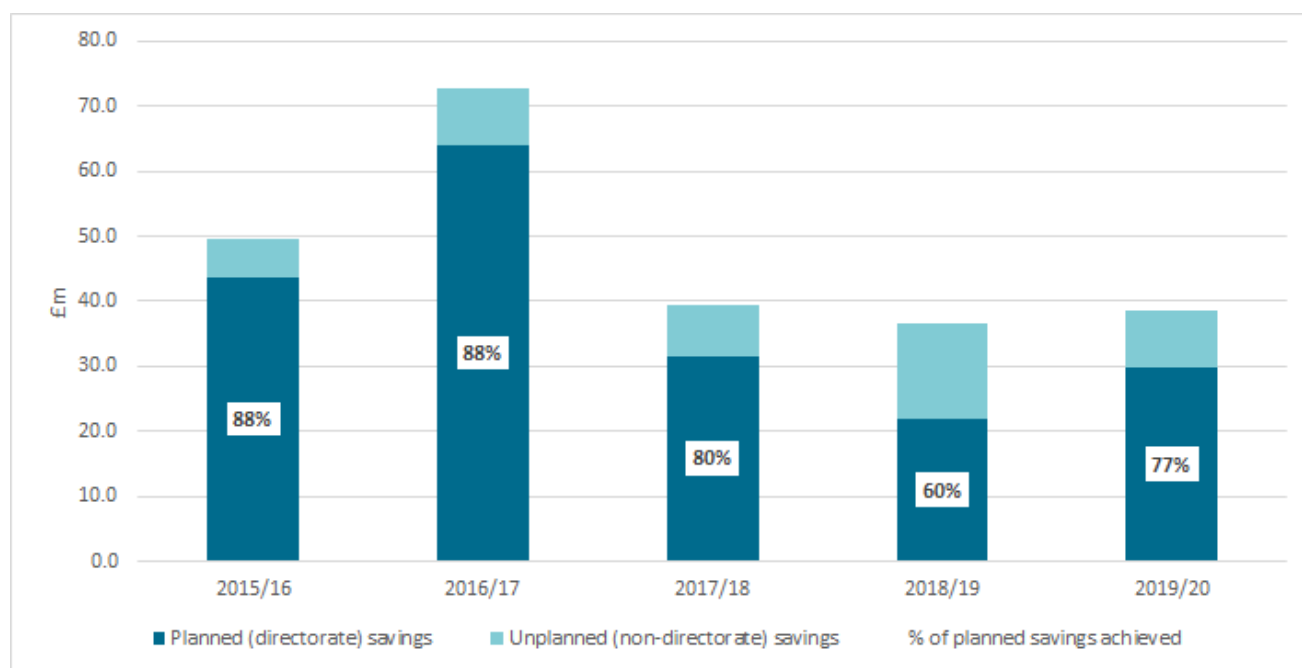
Despite not meeting its planned directorate savings targets, the council has made annual savings of between £35 million and £75 million in the last five years

68. The council has maintained expenditure within budget for the 12 years to 2018/19. Over the last five years, the council has made annual savings of between £35 million and £75 million ([Exhibit 9, page 29](#)). In this period, the council has not met its planned directorate (service delivery) savings targets. Its use of unplanned savings (ie, non-directorate savings such as loans fund charges) has been crucial in delivering an overall balanced position for the council.

- 69.** The council reported a net overspend of £4.9 million for 2019/20. A planned, favourable outturn position was impacted by £8.4 million of Covid-19-related expenditure. The most significant impact was the loss of a £6 million anticipated dividend from Lothian Buses ([paragraph 126](#)) and a reduction in parking income.
- 70.** The council has effective processes in place for monitoring and challenging budgets. If a service forecasts that it cannot deliver within financial constraints, the chief executive can challenge officers to deliver a balanced outturn position. The CLT monitors directorate and corporate service savings on a regular basis. The council provides executive committees with RAG (Red, Amber or Green) assessment reports to indicate whether savings plans will be delivered. These include explanations of variance and members challenge officers if more detail is required. Despite these arrangements and, as noted above, directorates have not delivered all agreed savings plans.

Exhibit 9

Level of planned and unplanned savings achieved, 2015/16 to 2019/20



Source: The City of Edinburgh Council revenue budget reports

The council's use of general fund reserves is not sustainable

- 71.** The council reviews its reserves policy on an annual basis, taking into account its known commitments. Earmarked General Fund Reserves are used for known future expenditure requirements. Unearmarked General Fund Reserves are held to cover unforeseen circumstances. The council can use some of the earmarked reserves flexibly if policies or commitments change. The Accounts Commission's 2019 Local Government Overview noted that, in the last five years, councils across Scotland have increasingly drawn on reserves to address funding gaps. In 2019/20, due to the additional costs of Covid-19 ([paragraphs 76-77](#)), the council had to make an unplanned use of £13 million from its earmarked reserves to address its year-end deficit on the general fund. In 2020/21, the council expects to make a significant call on its earmarked

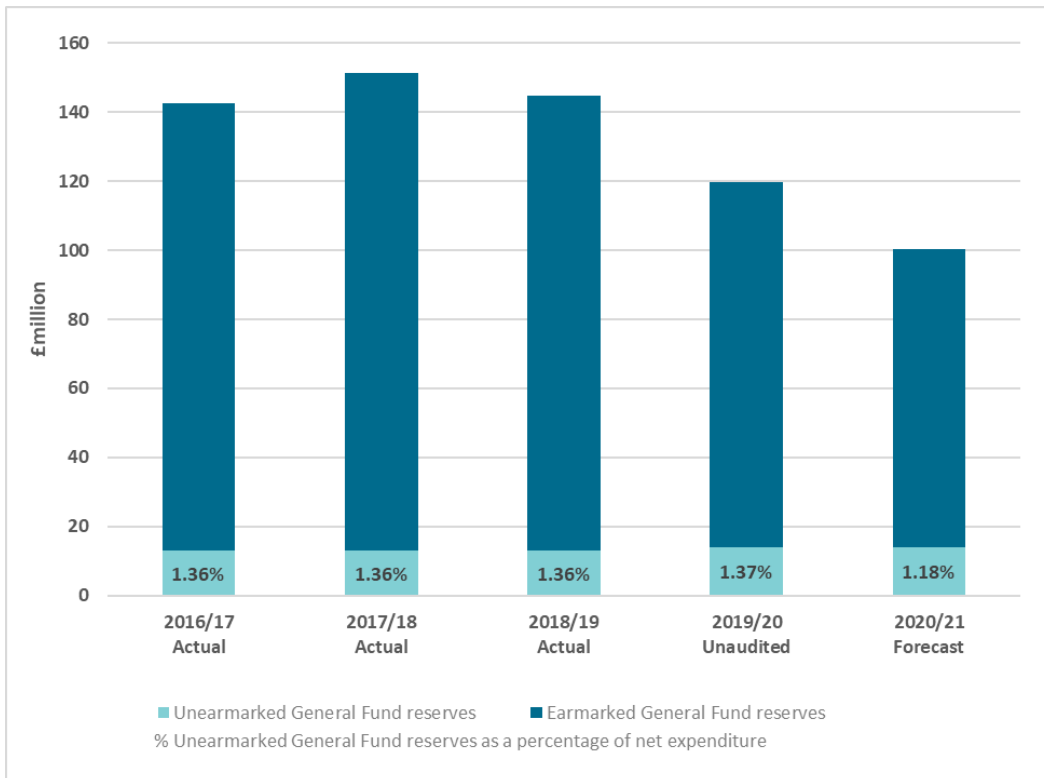
reserves to achieve a balanced budget. This means that the reserves can no longer be used for the council's original intended purpose.

- 72.** Like many other councils, Edinburgh's overall General Fund Reserve has decreased over the last three years and is forecast to decrease further in 2020/21 ([Exhibit 10](#)). This will leave the council exposed to unforeseen events or budgetary pressures. Those earmarked reserves that are left at March 2021 will be required to meet already known commitments.

Exhibit 10

The City of Edinburgh Council reserves, 2016/17 to 2020/21

The level of reserves has declined since 2017/18.



Note: The £25 million reduction in total general fund reserves between 2018/19 and 2019/20 is largely due to the council's planned use of £14.3 million from its earmarked 'council tax discount fund' to pay for social housing

Source: The City of Edinburgh accounts and revenue budget forecasts

- 73.** The Accounts Commission's Local Government Overview Report states that councils typically set their unearmarked reserves at between one per cent and four per cent of net expenditure. The City of Edinburgh Council chooses to earmark a high level of reserves for specific purposes and therefore its level of unearmarked reserves is 1.37 per cent of expenditure. The council has held between £13 million and £14 million in unearmarked reserves for the last four years. It is unlikely that this will be sufficient to deal with its future financial challenges. The council estimates that, if there was to be a second Covid-19 lockdown, the additional associated costs would be, on average, around £10 million a month. If the reserve levels continue to decline, the council would be

limited as to how it could respond to a significant unexpected event without making changes to its services.

The council does not have a long-term financial plan

- 74.** As is the case with other councils, delays in the announcement of UK and Scottish Government budgets made it challenging for the council to set its own budget for 2020/21. Despite this, the council reached agreement on the budget in February 2020, before the Covid-19 outbreak. The council agreed a balanced three-year revenue budget, and a ten-year capital budget strategy. Although this is a positive step, a three-year revenue budget is at the lower end of what Audit Scotland would consider as adequate medium-term financial planning. The council has considered and updated its revenue and capital budgets in response to Covid-19.
- 75.** The council has implemented a range of approaches to engage with the public and its staff to help develop its budget. In 2019/20, the council used an innovative approach to help residents understand the implications of savings proposals. This involved providing illustrative examples of how changes in service budgets would impact on services. Citizens were able to adjust the available budget to see how increased spending in one area would impact on other priorities.

Covid-19 costs of around £86 million will add to the council's financial challenges

- 76.** In May 2020, the council presented a report on its revised 2020/21 Revenue Budget to the Policy and Sustainability Committee. The report set out £101.5 million of additional net expenditure pressures, which included £86 million of Covid-19-related costs. The council identified around £45 million from savings, reserves and government funding for Covid-19, to offset this additional expenditure, but it still predicted a £56.5 million shortfall in its 2020/21 budget.
- 77.** The council has revised its position on a monthly basis. As at September 2020, the council's net expenditure pressure for 2020/21 was £85.6 million. It expects most of this to be offset by known and anticipated Scottish Government funding, directorate savings and the unplanned use of earmarked reserves. The council estimates that its remaining 2020/21 budget shortfall will be £12.2 million. In the years 2020/21 to 2023/24, the council anticipates its cumulative budget shortfall will be £70 million.
- 78.** The council recognised the need for greater scrutiny during the uncertain period of Covid-19 and implemented additional monitoring by members and officers. We welcome this approach. To date, the council has mainly focused on the short-term response to operational and financial challenges. It has acknowledged that it needs to continually monitor the three-year budget and ten-year capital budget strategy, which were agreed in March 2020, to take full account of the changes in circumstances.

The council reported in 2017 that it was on track to achieve most of its transformation savings. It has not reported whether it achieved its £70.5 million savings target

- 79.** Our 2014 and 2016 Best Value reports raised concerns about the council's financial position. The 2016 report noted that the council had developed a Transformation Programme to consolidate various strands of improvement activity and to help deliver required savings. The Transformation Programme aimed to achieve £77 million of recurring annual savings by 2020/21 (this was

later revised down to £70.5 million). The council identified that most of these savings (£64 million) were to be achieved through organisational reviews and staff reductions.

- 80.** Between the end of 2015 and the start of 2017, the council regularly reported progress against its transformation savings to the Finance and Resources Committee. The council's last update on the Transformation Programme, in February 2017, reported that the council was on track to deliver £53.7 million of savings. It also noted that, subject to some project changes, it could achieve a further £16.4 million of savings. The council did not produce a final report on its Transformation Programme to confirm whether it achieved its savings target.
- 81.** The council reports that between October 2015 and June 2019, approximately 1,078 staff (FTE) left the organisation through voluntary redundancy or early release schemes. The council funded the one-off costs (£46.7 million) through its earmarked reserves. The council reported that the associated savings from the staff release schemes, as at August 2019, were £41.3 million a year.

The council has made digital improvements, but it does not yet have a well-developed digital strategy

- 82.** While not a formal part of the Transformation Programme, the council identified that effective Information and Communication Technology (ICT) services were key in helping it to achieve significant staff reductions. In April 2016, the council appointed an external company – CGI - to provide its ICT services. The council anticipated that the contract would save over £6 million a year over the first seven years (£45 million in total). So far, the expected savings have been delivered, but in the first two years, the contract did not deliver the expected transformational outcomes and benefits.
- 83.** The council worked with CGI to improve governance and develop a better partnership approach. Better conditions now exist for the successful delivery of projects and it is more likely that the council will achieve expected efficiencies and transformation. Digital improvements to date include a new website and a new intranet.
- 84.** The council is also delivering initiatives to digitise service delivery as well as improve customer and staff experience. It launched a new Customer Relationship Management system in 2019 which allows residents to report issues or make requests online. Other digital service improvements include automating landlord registration and launching an online revenue and benefits system to allow people to check benefit claims and pay bills. The council's approach to date has been to automate, where possible, activities that are known to be time intensive for staff.
- 85.** The council has been digitising its services without a digital strategy to inform its decisions and how it will enhance the digital skills of staff. Although it has made digital improvements, it has not had a digital strategy to set out how digitalisation will help the council to achieve its required savings, make service efficiencies and improve customer and staff experience. The council recently prepared a digital strategy which was approved by the Policy and Sustainability Committee in October 2020.

The council's new workforce plan does not yet contain sufficient detail at service and team levels

- 86.** The council's workforce strategy for 2017-20 provides a vision for the development of its workforce and is focused on developing staff and building leadership capacity. This is not, however, supported by detailed service-level

plans that quantify future workforce needs. Changes to staff resource, when required, have been made on an ad hoc basis. Each change was set out in a Project Initiation Document, but this was not clearly aligned to the workforce strategy. Although its HR department had oversight of the individual changes made, the council did not have a strategic approach to workforce changes.

- 87.** The council is in the process of developing a new workforce plan for 2020-23. The new workforce plan considers overall staff cost and how this is allocated across five service areas. A high-level overview of the main priorities is included, but the council needs to further develop the plan at service and team levels. This will help the council to monitor progress and allow it to assess whether the objectives have been achieved. The council has not yet developed the detailed service workplans that are required for effective workforce planning. It intends to review its service operations and people strategy as part of its Adaptation and Renewal Programme.
- 88.** The council reports workforce data to the Finance and Resource Committee on a quarterly basis. The analysis considers staff numbers and costs. It focuses primarily on trends and lacks reference back to targets noted within the workforce plan. The reports make some reference to the workforce-related outcomes of organisational change, including impact on staff numbers, but they do not state whether changes are achieving the planned outcome.

The council has improved its procurement processes

- 89.** The council has significantly improved its approach to procurement since 2016:
- In 2018/19, the council achieved an 87 per cent score against the Procurement and Commercial Improvement Programme, which is the nationally agreed assessment tool. This is well above the national average (70 per cent) and puts the council in the highest banding
 - In accordance with the Procurement Reform (Scotland) Act 2014, the council publishes an annual report on its procurement. This reviews whether its procurement complies with its procurement strategy and highlights any areas for future development. The 2019/20 annual report assessed the council's compliance with its 2016-2020 procurement strategy. It found that while the council complied with most procurement objectives, it could achieve additional improvements by further embedding its contract management framework.
 - In March 2020, it approved a new Sustainable Procurement Strategy, covering the period 2020-25.
- 90.** The council's partnership with EY has delivered the planned procurement savings of £150 million over a five-year period, at a cost of £5 million. As part of the partnership arrangement, the council arranged training for its procurement team to enable benefits in the longer term.
- 91.** In 2020, external audit reviewed the council's arrangements for preventing and detecting fraud in procurement. The review concluded that the council's arrangements were satisfactory and that its tendering process was consistent with legislative requirements. The review also found that procurement arrangements were compliant with the council's Contract Standing Orders and with the key principles of transparency, equal treatment, non-discrimination and proportionality.

The council is taking steps to address the poor condition of some of its estate

- 92.** In 2015, the council approved its asset management strategy covering the period to 2019. This was one of the main components of the council's Transformation Programme. The council reported in March 2020 that it had already achieved its 2020/21 target of £6.2 million of recurrent property costs savings. The council approved a new ten-year capital budget strategy in 2019/20. The council and its partners have recently established a Land/Asset Commission to take forward opportunities for joined-up service delivery and estates rationalisation. The council has not yet developed a new asset management strategy to reflect the new priorities.
- 93.** The council undertook a comprehensive condition survey of its entire operational estate in 2017. This identified significant under-investment in council properties and a backlog of maintenance issues. In January 2018, the council approved a five-year Asset Management Works Programme to upgrade the estate following this assessment. The council agreed a budget of £193 million over five years to address the issues. By March 2020 the council had spent over £60 million on operational properties classified as in either poor or bad condition, focusing mainly on primary schools. Remaining work in the programme is included within the ten-year capital budget strategy.

The council has improved its risk management framework

- 94.** The council has reviewed and updated its risk management framework. It has established a 'three lines of defence' model:
- The 'first line' is the team responsible for consistent application of the risk management framework.
 - The 'second line' is the team responsible for establishing and communicating an appropriate organisational risk management and governance framework and a risk appetite statement framework.
 - The 'third line' provides independent assurance (for example, Internal Audit) on the controls established to manage risks.
- 95.** The council has restructured the team responsible for risk management. It has increased oversight by the head of legal and risk and the chief internal auditor, along with transferring more responsibility for risk management from the second to the first line of defence.
- 96.** Although corporate risks are identified and managed effectively, the council accepts that capacity and knowledge at lower levels of the organisation are limited, meaning that not all risks may be clearly identified and/or addressed. Relevant risk management training has been provided to those within the second and third lines of defence. The council plans to deliver training to relevant staff within the first line of defence.

Part 4

Is the council working well with its partners?



The council has established close working relationships with a range of partners, including the Edinburgh Integration Joint Board and City Deal partners, to deliver its priorities.

The pace of change in establishing effective community planning governance arrangements has been slow and there is limited evidence to demonstrate the impact of partnership working on outcomes.

Community empowerment is not embedded in the council's culture.

The Edinburgh Integration Joint Board faces significant financial challenges.

The council has established close working relationships with a range of partners

- 97.** The council works with many partners including NHS Lothian, Police Scotland, universities, businesses, third-sector organisations and neighbouring councils, across a wide range of partnerships and forums. These include, among others, the Community Planning Partnership, known as the Edinburgh Partnership, the Health and Social Care Partnership, the Edinburgh and South East Scotland City Region Deal Joint Committee, and the Alcohol and Drug Partnership.
- 98.** These partnerships share similar ambitions of reducing poverty and inequality in Edinburgh through sustainable and inclusive economic growth. Some partnerships (such as the Edinburgh Partnership, the Alcohol and Drug Partnership, and the Children's Partnership) are reviewing their governance arrangements to clarify their roles in the complex partnership landscape and establish who leads on specific workstreams.

The council and its partners have not yet established effective community planning governance arrangements

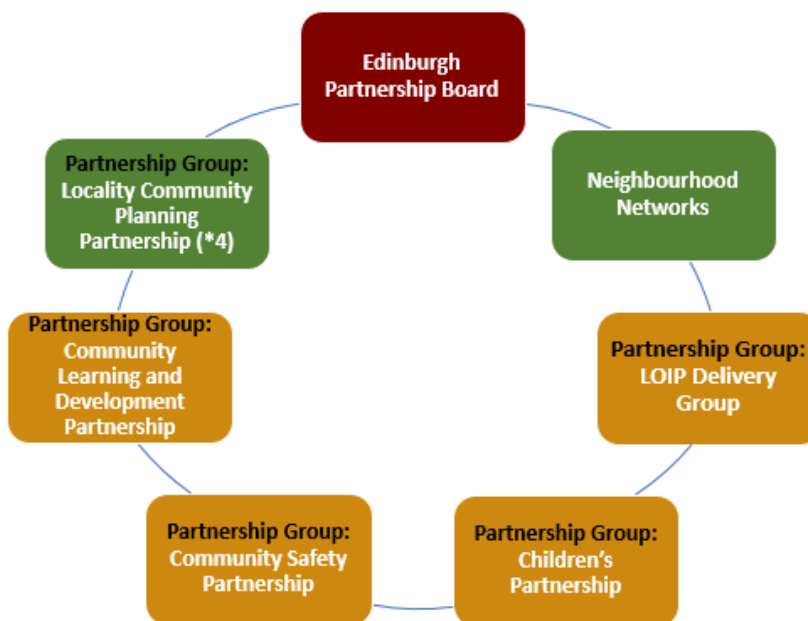
- 99.** The City of Edinburgh Council has a lead role in the Edinburgh Partnership. The Partnership includes statutory partners such as NHS Lothian, Scottish Enterprise, Police Scotland and the Scottish Fire and Rescue Service. It also involves a range of other public, private and third sector partners. The Edinburgh Partnership has reviewed its governance arrangements twice in the last six years to improve ways of working. The most recent review in 2019 sought to address acknowledged problems, with a view to:

- streamlining and simplifying how partners work together
- providing a shared understanding and clarity of purpose
- strengthening partnership working
- providing greater accountability and transparency
- strengthening community influence and participation, for example in decision-making on the use of devolved funds such as the Community Grants Fund.

100. Following ten months of consultation with stakeholders (see [Exhibit 12, page 38](#)), the Edinburgh Partnership agreed a new governance framework in April 2019, introducing four Local Community Planning Partnerships, 13 neighbourhood networks, and the Local Outcome Improvement Plan (LOIP) Delivery Group ([Exhibit 11](#)).

Exhibit 11

The Edinburgh Partnership Governance Structure and Membership



Source: Edinburgh Partnership Board Papers

101. The Edinburgh Partnership proposed that the neighbourhood networks would replace the neighbourhood partnerships and include a wider range of local community groups. However, some partners and community representatives have highlighted to the council that they are unclear on how neighbourhood networks are to operate across the four localities.

102. We observed and heard community council representatives expressing a need for greater clarity on how community councils should engage with the Local Community Planning Partnerships. While one of the aims of the restructure is to increase community influence, meetings of the Edinburgh Partnership Board, the LOIP Delivery Group, and the Locality Community Planning Partnerships are not streamed online for communities to view. It is too early to say how successful the new structures will be in supporting the Partnership to deliver the LOIP outcomes.

The Edinburgh Partnership has struggled to develop effective Locality Improvement Plans

103. The Community Empowerment (Scotland) Act 2015 (the Act) requires a CPP to produce the following plans:

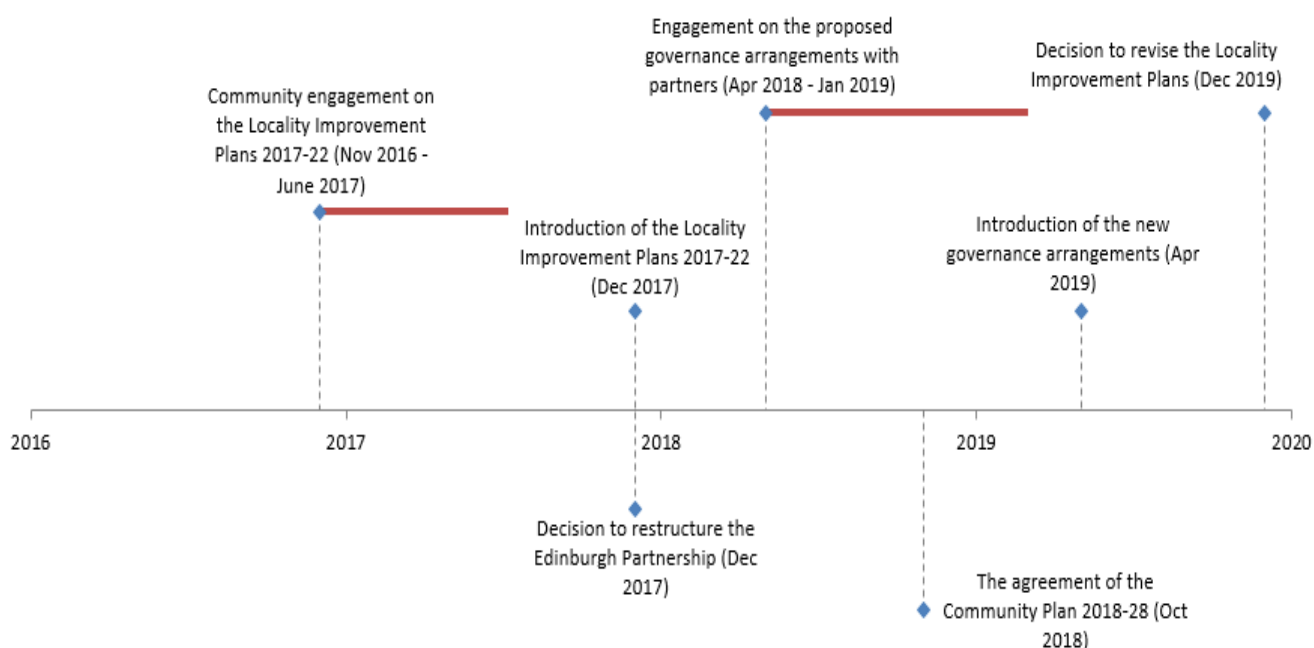
- A Community Plan for the whole council area
- A Locality or Neighbourhood Plan for each locality it has identified as experiencing significantly poorer outcomes.

104. Following a period of extensive engagement with communities and public and voluntary sector partners, the Edinburgh Partnership approved Locality Improvement Plans 2017-22 in December 2017 ([Exhibit 12, page 38](#)). Partners subsequently concluded that these were lacking in suitable performance measures, unfit for purpose, and hindering joint working. The plans also set out actions from respective partners rather than actions to be delivered as a partnership. A progress review by the board in December 2019 highlighted the need to refocus the plans on actions that could make a significant impact on tackling poverty and inequality through a partnership approach.

105. The Partnership developed the Locality Improvement Plans prior to agreeing its vision and priorities, which are set out in the Community Plan 2018-28. To develop the Plan, the Partnership engaged with its statutory partners, and used the community feedback informing the Locality Improvement Plans from 2017.

106. The Partnership is now developing new progress management and reporting arrangements along with new Locality Improvement Plans. They will include the priorities that can only be addressed through partnership working, are thorny issues, and which tackle poverty and inequality. Locality data profiles will form the basis of these plans. The partnership was due to finalise the plans by June 2020, but this has been delayed by Covid-19. The partnership expects to agree a revised date at its Board meeting in December 2020.

Exhibit 12 Edinburgh Partnership – Timeline of key events



Note: red line indicates duration.

Source: Audit Scotland and Edinburgh Partnership Board papers

The Edinburgh Partnership has made mixed progress against its Community Plan outcomes, and there are weaknesses in performance reporting

107. The Edinburgh Partnership made mixed progress against its 2015-18 Community Plan. The progress report of December 2018 shows that the Partnership met ten of its 17 KPI targets, excluding four data only KPIs ([Exhibit 13](#)).

Exhibit 13 Edinburgh Partnership's progress against its 2015-18 Community Plan

Outcome	KPI met target	KPI just missed target	KPI missed target	KPI data only (no target)
Edinburgh's economy delivers increased investment, jobs and opportunities for all	3	0	0	0
Edinburgh's citizens experience improved health and wellbeing with reduced inequalities in health	1	2	1	0

Edinburgh's children and young people enjoy their childhood and fulfil their potential	2	3	0	0
Edinburgh's communities are safer and have improved physical and social fabric	4	1	0	4
Total:	10	6	1	4

Source: The Community Plan 2015-18 Final Progress Report, December 2018, Edinburgh Partnership

108. Progress reports to the Partnership Board lack information on performance targets, specified leads for planned actions, and target delivery dates. The final progress report on its 2015-18 Community Plan (dated December 2018) did not set out the KPI targets and stated only if targets had been achieved, just missed or missed. The report did not describe what actions the Partnership had taken to achieve its outcomes. The Partnership's progress report at March 2020 includes performance information for only four of the 17 indicators in the current Community Plan.

The Partnership's performance against Community Planning Outcomes Profile indicators improved between 2013/14 and 2017/18

109. The Improvement Service's Community Planning Outcomes Profile (CPOP) is a collection of 18 measures to help assess whether residents' lives are improving. Performance against CPOP indicators is positive, with the Partnership demonstrating improvement against 15 of the 18 measures between 2013/14 and 2017/18. This included measures of child poverty, employment and carbon emissions. Performance was maintained for educational attainment and declined slightly for unplanned hospital attendances and wellbeing.

The council consults extensively with residents and has used some innovative engagement approaches

110. The council relies heavily on consultation responses to inform its decisions and to develop plans and strategies. The total number of consultation responses has increased considerably, from 8,000 in 2016/17 to 25,000 in 2018/19. The council's website only includes some consultation results and limited information on actions taken to address issues. The council recognises the need to provide timely feedback about consultation responses and any subsequent actions. It has developed a draft consultation policy, but Covid-19 has delayed its implementation.

111. The council has used other community engagement methods, such as workshops, information displays, focus groups and digital tools. It engaged with communities early in the development of its City Plan 2030 and developed on-line budget simulation tools and used game-based approaches to facilitate discussion about its budget proposals. It is also expanding its use of digital mapping tools to enable residents to provide feedback. The council is a key partner on the Edinburgh Climate Commission ([Case study 1](#)), and the Edinburgh Poverty Commission ([Case study 2](#)), both of which have used a wide range of methods to engage with citizens and stakeholders, including developing a citizen group and co-producing a youth summit on climate change with young people.

112. In partnership with NHS Lothian, the Children's Partnership, the Children's Parliament and Young Edinburgh Action, the council engaged with children and young people through the "What Kind of Edinburgh?" project, which enabled

children and young people to give their views about the planning and delivery of services. The council and its partners further developed this approach by establishing the Children and Young People Participation Group to influence the priorities set out in the Children's Services Plan 2020-23.

Community engagement is not embedded in the council's day-to-day work

- 113.** The council's Business Plan and Change Strategy set out its aspiration to empower citizens and colleagues. Community empowerment is also a key theme in the Edinburgh Partnership's Community Plan ([Exhibit 2, page 12](#)). The council recognises that the pace of change in improving community engagement has been slow. Community engagement is not embedded in the council's day-to-day work and is not yet an integral part of service improvement and delivery.
- 114.** Neither the Edinburgh Partnership nor the council has a community engagement strategy in place. The council and its partners are currently developing one with the involvement of the Checkpoint Citizen Focus Group. Set up in November 2019, the group includes a dozen community representatives. Covid-19 has delayed its introduction.
- 115.** There is limited evidence of the council engaging with hard-to-reach, migrant, and minority groups. Citizens have not always been engaged early enough and meaningfully enough to influence the council's decision-making. In our fieldwork interviews, community groups and third-sector organisations told us that the council and its partners could improve community engagement by adopting an early intervention/prevention and human rights-based approach, and by working more closely with active community groups and third sector organisations to better understand local needs and support communities.

The council's implementation of the Community Empowerment Act has had little impact on communities to date

- 116.** The Community Empowerment Act 2015 (the Act) makes it easier for communities to take ownership of land and buildings, in a process known as asset transfer. The City of Edinburgh Council has introduced an asset transfer policy outlining the principles and stages of the process. Since the Act came into force in October 2015, there have been 93 expressions of interest in asset transfers, with 19 requests submitted to the council. As at the end of August 2020, two asset transfers had been approved, one of which had been completed before the introduction of the Act. A further six have since been approved by the Council and are awaiting legal completion. Expressions of interest for three of these were submitted in 2016 and 2017.
- 117.** One of the two community groups that were successful in completing an asset transfer told us that the process took almost two years because the legal process was lengthy. Edinburgh is one of the few councils that requires community groups to pay the legal fees associated with an asset transfer. The council has not developed a process to balance the financial return for asset transfers with the long-term community and social benefits. The council has not collected feedback from community groups on the asset transfer process.
- 118.** The council considers that the low number of successful asset transfers can be explained by the following:
- Community groups lack the skills and funding to complete asset transfers.

- Community groups are put off by the timescales and work involved in complying with the requirements.
- The priorities of those interested in taking on the asset and the local community are in competition.
- Properties suitable for community use are lacking.

119. The Act also allows residents to influence council decisions through a formal participation request. Across Scotland, councils received a total of 45 participation requests between 2017/18 and 2018/19. Of these, councils accepted 26, 14 were refused, one was pending, and four were invalid.² The City of Edinburgh council has received five participation requests, of which two were accepted, one declined, one placed on hold, and one is still ongoing. Examples of Edinburgh's participation requests include a community group wanting to influence the proposed sale of a local site, and a community council wanting to influence local traffic management arrangements.

120. The council has begun to roll out participatory budgeting in some areas, which gives local people a greater say in how the council spends some of its funds. The council has a framework for considering participatory budgeting options. Since 2015, the council has allocated an estimated £1.6 million to communities through participatory budgeting. Local participatory budgeting has taken place in Leith (Leith Chooses) and Portobello and Craigmillar (Portobello and Craigmillar You Decide). The council finds replicating the approach across the whole council challenging due to resource implications. To address this, council officers are working on costed proposals to implement the participatory budgeting approach across all four localities.

The Edinburgh Integration Joint Board has not yet developed the detailed plans needed to address significant financial pressures

121. The council and NHS Lothian established the EIJB to plan and deliver health and social care services. The Edinburgh Health and Social Care Partnership (EHSCP) is responsible for the operational delivery of the EIJB's strategy. The EHSCP has oversight of the planning and delivery of adult social care services, community health and those hospital-based services that are delegated under the Integration Scheme.³

122. The EIJB faces significant financial pressures, both immediate and in the medium to longer term, as a result of increasing demand for services. Although the EIJB has been able to demonstrate effective, short-term financial planning, it has not yet developed a medium- or long-term financial plan. In 2019/20, the EIJB's expenditure was £762 million. It balanced its budget for the first time and delivered its savings plan, without relying on non-recurrent funding from partners. The unaudited accounts for 2019/20 show a planned deficit of £6.5 million, which the EIJB addressed by using its reserves. This approach is not sustainable. Current plans show a funding gap of £4 million in 2020/21. Forecasts for 2021/22 and 2022/23 show funding gaps of £12 million and £15 million respectively. Covid-19 has significantly impacted the delivery of the

² Participation Requests: Evaluation of Part 3 of the Community Empowerment (Scotland) Act 2015, Scottish Government, April 2020.

³ Services for which the EIJB is responsible include: Adult social work services; community dentistry, pharmacy and ophthalmology; health and social care services for older people, adults with disabilities, adults with mental health issues and unpaid carers; palliative care; primary care (GP); substance misuse; and unscheduled hospital admissions.

EIJB Transformation Programme and pace of change has been slower than planned. A rephased plan was agreed in July 2020.

The EIJB is addressing identified governance and performance issues

123. The Good Governance Institute assessed the EIJB's governance arrangements in 2018/19. It made 18 recommendations and, in May 2019, the IJB developed an improvement plan. Progress against performance measures is reported to every meeting of the board. In June 2019, the board approved a new committee structure including the establishment of the Performance and Delivery Committee. Every two months, the committee considers a performance report, which includes trend analysis and 'deep dives' into specific areas identified in advance.

124. The most recent EIJB annual performance report (for 2019/20) sets out its performance against 19 national performance and satisfaction indicators:

- Performance declined against the nine satisfaction indicators in 2017/18 (the most recent available data). Although this is consistent with national trends, Edinburgh performed less well than the Scottish average against six of the nine indicators and was ranked in the bottom half of all IJBs for all nine indicators.⁴
- Performance was better on the ten indicators that are used to demonstrate the shift in the balance of care. Performance on most of the indicators fluctuated between 2014/15 and 2019/20, but the most recent report (between 2018/19 and the 2019 calendar year) shows that EIJB improved its performance against five of the indicators. Performance remained worse than the Scottish average in half of the indicators overall.

The council's ALEOs face particular challenges as a result of Covid-19

125. The City of Edinburgh Council uses a range of **ALEOs** to provide services to residents. Each ALEO is structured differently, in terms of ownership and influence exerted by the council.

126. The largest ALEO is Transport for Edinburgh Limited, which incorporates the activities of Lothian Buses Limited and Edinburgh Trams Limited. In 2019, its turnover was £180 million. The ALEO is important for the council's finances as it pays the council an annual dividend (worth £6 million in 2018/19). As a result of Covid-19, no dividend will be issued in 2019/20 and potentially beyond this. The council is considering how to address this loss as part of its broader discussions on its budget.

127. The council's ALEOs have generally operated successfully. But Covid-19 has brought challenges, particularly for those which provide leisure services, cultural venues and transport. The council anticipates significant implications for its income. The council's estimate, as at September 2020, of lost income and other required financial support is £27 million. Services will continue to be affected for some time by social distancing requirements, public attitudes and market capacity. These factors will all affect future income forecasts.

Arm's Length External Organisations (ALEOs)

ALEOs are companies, trusts and other bodies that are separate from the council but are subject to council control or influence. This means that the council might have a representative on the ALEO's board or that it is the main funder or shareholder of the ALEO.

⁴ Note this data is taken from the Scottish Government's national health and care experience survey which is conducted every two years. The most recent data is for 2017/18

128. The council regularly reviews its ALEOs to ensure that the operating models remain fit for purpose and that there is proper and effective oversight of ALEOs' activities. In 2017, the council agreed to reduce the number of its property ALEOs and to change to in-house management of certain activities and assets undertaken by the EDI Group (which carries out property development). The council agreed a transition strategy; this is progressing in line with the closure timetable that will be complete by 2023.

129. In February 2020, the council changed the scrutiny arrangements for its ALEOs to provide greater clarity and avoid duplication:

- The council's executive committees will scrutinise the future direction of each ALEO, service performance, including progress against service level agreements, and any emerging issues
- The GRBV Committee will scrutinise the ALEOs' financial performance, including the annual accounts, and any risks affecting the council or any individual ALEO.

The council had planned a wider review of its ALEOs during 2019/20 but this was delayed by Covid-19.

The council is working well with partners on the Edinburgh and South East City Region Deal

130. In August 2018, the council, along with various public, private and third sector partners, signed the Edinburgh and South East **City Region Deal**. The partners, along with the UK and Scottish Governments, have committed a total of £1.3 billion, over 15 years, to a range of projects to help improve the region's economic performance ([Exhibit 14](#)). Of this total, The City of Edinburgh Council has committed £269 million to three projects: West Edinburgh Public Transport; the Dunard Centre (concert hall); and a new housing company.

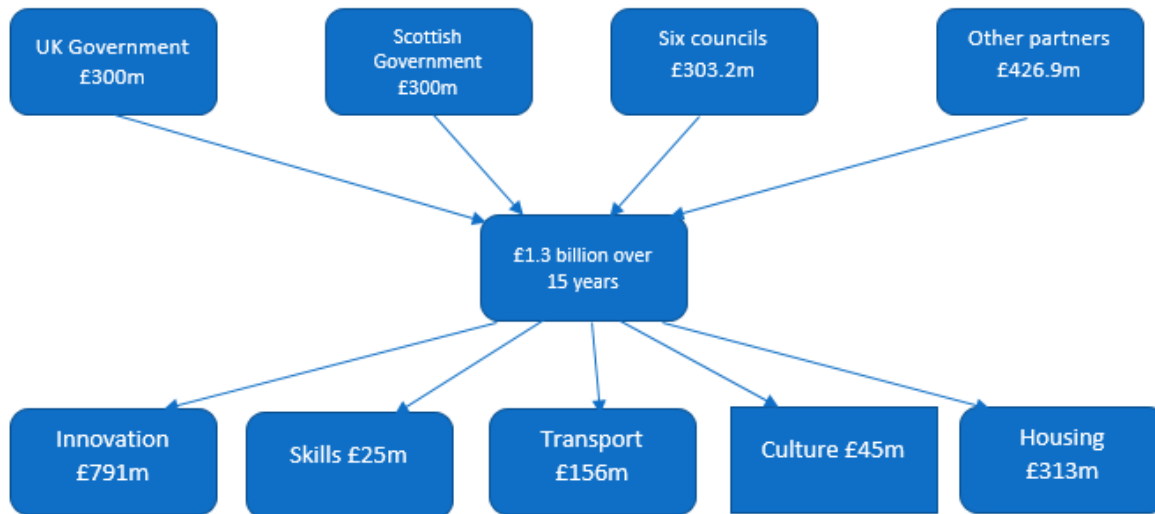
131. In 2018, partners estimated that the Deal would attract £141 million of private sector investment and create 23,368 permanent jobs. Partners will monitor progress against these targets through the Deal's Benefits Realisation Plan (BRP), which the Joint Committee ([paragraph 132](#)) approved in August 2020. The BRP will also track progress against other outcomes, such as reducing inequalities, which are included in project business cases. The Deal partners are working to improve community engagement in shaping the proposed business cases.

City Region Deals

City Region Deals involve the UK and Scottish governments giving additional funding and powers to cities and the associated regions to promote economic growth. Individual deal partners decide where to target funding based on local needs. The Edinburgh and South East Region Deal was the second deal to be agreed in Scotland.

Exhibit 14

The Edinburgh and South East City Region Deal funding and planned investment



Source: Audit Scotland

- 132.** The City of Edinburgh Council has played a lead role in the City Region Deal governance structure. In the first two years of the deal, it chaired the Joint Committee, which is the ultimate decision-making body for the Deal, and the Executive Board, which oversees a programme management office to administer the Deal. The council was also the accountable body for the City Region Deal finances. In September 2020, East Lothian Council took over as the lead authority for the Deal.
- 133.** As at August 2020, the Joint Committee had approved £736.5 million of spending through the business case process (55 per cent of the £1.3 billion deal fund). By the end of 2019/20, City Deal partners had spent £103.2 million across 24 projects. The Joint Committee has allocated a further £47 million for 2020/21.
- 134.** The August 2020 progress report shows that the overall progress of the deal is amber. Two of the council's projects are progressing as planned. There are delays to its concert hall project after plans had to be scaled back and re-submitted following a challenge by developers on an adjacent site. As part of the City Deal's Integrated Regional Employability and Skills programme, partners launched a Covid-19 Jobs Support Portal. The portal has been used by over 300 employers with almost 800 job vacancies advertised since the start of the pandemic.

Part 5

Is the council demonstrating continuous improvement?



The council has made mixed progress since its previous Best Value report in 2016. While it has improved aspects of leadership and service performance, its pace of improvement in other areas, such as community planning and public reporting, has been slow.

The council does not have a strategic approach to continuous improvement to demonstrate all aspects of Best Value.

Historically, the council has been slow to respond to scrutiny and audit findings. It has taken action to address this and there are some early signs of improvement.

The council seeks feedback from staff and residents. But it does not clearly demonstrate how it uses this feedback to improve services and outcomes for the people of Edinburgh.

The council has made mixed progress since its 2016 Best Value report

135. In our 2016 Best Value report, the Accounts Commission commented on Edinburgh's substantial progress with planning and delivering financial savings. It recommended that the council monitor the success of its service and workforce changes, to demonstrate that decisions represent Best Value. Since 2016, the council has improved aspects of its leadership, (Part 1), and shown improvement in some service areas, such as education and waste management (Part 2). But its performance in other areas, such as workforce planning, has deteriorated. Exhibit 15 compares previous Best Value judgements with our findings from this audit.

Exhibit 15

Comparison of Best Value judgements

A comparison of Controller of Audit judgements from 2016 and 2020 shows that further progress has been slow.

<p>Leadership</p> <p>Elected members and officers have continued to develop a shared vision for the council and the city it serves, despite continuing changes at senior manager level.</p>	<p>The council's business plan was developed by a small group of administration members and was not subject to wider scrutiny before being presented to the council.</p> <p>The council's political composition is challenging; relationships between members are strained and decision making is difficult. Despite this, the council has shown good leadership through its projects to address poverty and sustainability and by making difficult decisions, such as approving plans for Phase 2 of the tram network. Council management also has driven improvements in asset management, procurement, and risk management</p> <p>The council has strengthened and stabilised its senior management team, but staff are not always positive about its leadership.</p>
<p>Financial position</p> <p>While it continues to face growing financial pressures and uncertainty, the council has made substantial progress in planning and delivering financial savings.</p>	<p>The council has a long track record of maintaining revenue expenditure within budget. Over the last five years, the council has made annual savings of between £35 million and £75 million, but it has had to rely on unplanned savings and, in 2019/20 and 2020/21, on reserves, to meet its funding gap. This is not sustainable, particularly as it manages the effects of Covid-19.</p> <p>While the council agreed a three-year revenue budget and a 10-year capital budget strategy in early 2020, it does not have a longer-term financial plan to address its significant revenue budget challenges</p>
<p>Transformation</p> <p>The council's various improvement projects have been consolidated into a single transformation programme. This has still to be fully implemented, but it is now starting to</p>	<p>The council expected its Transformation Programme to deliver over £70 million of recurring annual savings. In 2017, it reported that it was on track to deliver most of these</p>

reshape the council's services and deliver savings.

savings. It did not produce a final report setting out whether it achieved its savings target.

Workforce

The council now has a workforce strategy, supported by more detailed plans, setting out the size and shape of its future workforce needs. It is now starting to achieve the reductions set out in these plans.

The council's progress in relation to workforce planning has deteriorated; although it is developing a new workforce plan for 2020-23, it currently lacks detail at a service and team level

The council identifies transformational change and efficiencies through its Change Portfolio, but progress reports to elected members do not provide savings information

- 136.** Since 2012, the council has carried out a range of transformation activity to help make required savings and improve its services. In 2015, it consolidated this activity into a Transformation Programme (Part 3) with the aim of delivering over £70 million of recurring annual savings. The council has not reported whether it achieved this target.
- 137.** In February 2017, the council reported that it had completed most of its Transformation Programme activity and that any remaining elements would be subsumed into a Change Portfolio, overseen by the CLT. The purpose of the Change Portfolio was to identify and deliver projects to further transform services and realise additional savings. Since February 2018, the council has reported progress to the Change Board (the CLT) every month and to the GRBV Committee every six months. The most recent report to the GRBV committee, in December 2019, indicated that, of the 53 live Change Portfolio projects: two had been delivered; 16 were on track; 30 were experiencing minor problems or delays; and five were experiencing significant problems or delays.
- 138.** The council's progress reports to the CLT contain detailed information on the financial and non-financial benefits of each change project and a summary of the overall investment in, and savings achieved from, the Change Portfolio. The council's progress reports to the GRBV Committee do not provide any information on the savings expected, or delivered, from the 53 projects. The council includes a 'Change Proposals' savings update as part of its quarterly budget reports to the Finance and Resources Committee. But the 'Change Proposals' differ to the 53 projects included in the GRBV committee reports.

The council uses several methods of self-assessment but does not have a strategic approach to continuous improvement

- 139.** The council uses a range of tools to monitor performance and identify areas for improvement, primarily at service level. These include LGBF analysis; service reviews; and the 'How Good is our school?' and the Public Library Quality Matrix self-evaluation frameworks. The council undertakes service improvement activity mainly in response to poor performance, or through savings or transformation initiatives. The council acknowledges that it lacks a formal strategic framework to promote a culture of self-awareness and to ensure that continuous improvement is embedded throughout the organisation.

There is some evidence of the council using external benchmarking or advice to improve its processes or performance

140. The council uses benchmarking tools to compare its performance with that of other councils:

- LGBF data to compare its performance with that of the three other big cities in Scotland (Glasgow, Aberdeen and Dundee)
- Association for Public Service Excellence benchmarking for several services, including waste and roads
- Chartered Institute of Public Finance and Accounting corporate service benchmarking, which mainly considers cost of service provision.

141. Given the council's unique position as the capital city, it is important that it looks beyond Scotland to learn and share good practice. There are examples of the council doing this: for example, it learned from cities such as New York, Stockholm and Sydney when developing the City Vision. It also brought in advisers from Manchester who had experience of delivering successful tram developments. But there is limited other evidence that the council has looked beyond Scotland to change its processes or improve performance.

The council has made some improvements to its services and processes

142. There are examples of the council understanding where improvements are required and taking action in response to poor performance, such as developing service improvement plans at the request of a committee (Part 2). [Case study 3](#) sets out further detail on the council's waste services improvement plan. Its improvement plans for roads services and housing are more recent, but data suggests that there are initial signs of improvement. The council has also taken action to address the issues with its ICT contract and the poor condition of its estate. And it has improved its risk management, and procurement processes (Part 3).

Case Study 3

The council's Waste and Cleansing Improvement Plan

In November 2016, the council produced a Waste and Cleansing Service Improvement Plan. This was in response to the Transport and Environment Committee's concerns regarding the level of complaints about street cleanliness and waste collection. The improvement plan included an extensive list of actions to help address:

- missed or delayed bin collections
- fly-tipping and street cleaning
- customer service
- communication and behaviour change

The council provided the committee with regular progress reports and in March 2018 it produced its final update on the plan, which noted that missed bin complaints and street cleaning enquiries had fallen.

Later in 2018, the council made changes to its waste collection service, including changing from a five day a week collection to four days a week, and introducing more efficient routes. The changes prompted a further spike in missed bin complaints. The Transport and Environment Committee received regular reports on performance, and on the actions being taken to address the problems. Since then the number of missed bin reports has fallen again, with 2019/20 KPI data showing that missed domestic bin collections fell by 47 per cent compared with the previous year.

Source: Waste and cleansing improvement plan, reports to committee and KPIs

Recent council self-assessments did not identify some of the improvement areas highlighted by this audit

- 143.** At the end of 2019, in preparation for this audit, the council carried out a self-assessment against Best Value themes to support continuous improvement. Out of 36 questions, the council assessed itself as strong for eight of these, satisfactory for 26 and weak for two. Its two identified areas of weakness were workforce planning and its use of options appraisal. The council's eight self-assessed areas of strong performance included: understanding its challenges; governance, City Deal and City Vision progress; procurement; and members' engagement in financial planning. However, our audit work has identified some weaknesses in three of the areas that the council identified as strong: effective leadership; financial planning; and partnership working (Parts 1, 3 and 4).
- 144.** We found other examples of the council's self-assessment conclusions which differed slightly from our audit findings. For instance, Parts 1, 2 and 4 of this report highlight some improvement areas for the council in relation to the council's vision, business planning, leadership, transparency and reporting, and engagement with citizens and service users. But the council's 2019 corporate governance self-assessment rates its performance as good in these areas.

The council has been slow to respond to scrutiny but there are early signs of improvement

- 145.** Management's response to audit and inspection recommendations has been slow in recent years. Elected members, through the GRBV committee, have been pressing management to respond more quickly and effectively to audit recommendations, and there is evidence of recent improvement. In June 2018, directorates agreed to review all agreed management actions that were more than three months overdue (including historic reopened findings) to assess whether alternative actions could be implemented to address the identified risks. This reduced the number of overdue actions from 63 (68 per cent of all findings) in July 2018 to 42 (49 per cent of all findings) in March 2020. Ensuring that management actions are completed on time is now an agreed priority for all directorates.
- 146.** In May 2017, the Care Inspectorate highlighted significant weaknesses in the planning and delivery of older people's services across the city. A follow-up inspection in June 2018 showed limited progress and found the health and social care partnership's approach to be reactive, short term and focused on individual recommendations rather than on an overall programme of improvement.

The council has acted in response to staff feedback, but it does not monitor the impact of its actions across the organisation

- 147.** The council's most recent staff survey, conducted in 2018, identified areas for improvement for individual directorates, services and the council. In response to the feedback, the CLT committed to developing action plans to improve staff's experience of working for the council.
- 148.** Executive Directors led the development of individual directorate action plans. To feed into these, directors and managers gathered staff feedback on specific improvement areas using a variety of methods, including open engagement sessions, team meetings, site visits and emails. The council established a short-life working group to coordinate the approach and aid learning across all directorates. Using the feedback gathered from individual directorates, the working group also developed action plans for council-wide areas for improvement, which included leadership, communication, and learning and development.
- 149.** In May 2019, the council provided the Policy and Sustainability Committee with an update on its directorate and corporate action plans. Actions taken included improving leadership's visibility through meetings and emails, improving staff training, and refreshing the council's internal communication strategy. The report stated that individual directorates would monitor progress against the actions plans. Neither the Policy and Sustainability Committee nor the GRBV committee requested further updates.

The council has agreed to review its overall whistleblowing culture

- 150.** The council recognises the importance of having an appropriate mechanism for staff to report instances of wrongdoing or malpractice. In May 2014, the council introduced a new whistleblowing policy and a whistleblowing hotline for its staff. In 2019, in response to discussions with elected members, the council considered, and subsequently implemented, improvements to its whistleblowing procedures. In September 2020, the sudden death of a council employee prompted a motion and debate at a meeting of the full council. At that meeting, the whole council agreed that there should be an independent review of the council's overall whistleblowing culture and relevant processes, to provide assurance that its approach to, and procedures for, dealing with whistleblowing, corruption and criminal wrongdoing were appropriate and fit for purpose. The council agreed to refer the issue to the Policy and Sustainability Committee in the first instance. At its meeting on 15 October, the council considered a paper from the Policy and Sustainability Committee and agreed that the review should proceed and that the exact terms and timescale should be determined by the independent person appointed to lead the review.

The council consults extensively with its residents, but it does not demonstrate how it uses their feedback to improve services

- 151.** The council engaged with over 30,000 people when developing its City Vision (Part 1). This was one of the biggest consultation exercises carried out by a council in the UK or Europe. The council also consults with its residents when developing strategies and making decisions on major projects. It currently publishes limited information on how it uses consultation feedback, but it is taking steps to improve this (Part 4).,
- 152.** The council collates the views of over 5,000 residents through its annual Edinburgh People Survey (Part 2). The main purpose of the survey is to track residents' perceptions of services and to detect any early signs of dissatisfaction before they become problematic. The survey is not intended to

be used to support service redesign. Survey results are reported to the CLT and to senior management teams and the Policy and Sustainability Committee notes the results. Some services, such as waste and culture, use the results to target improvements, but we saw no evidence of the council producing any action plans or any committees requesting that the council responds to the results.

Recommendations

The council needs to quickly increase the pace of improvement to help it demonstrate that it is achieving Best Value. We make the following recommendations to help the council address the improvement areas identified in this report:



As part of its Adaptation and Renewal Programme, the council should:

- quickly amalgamate its Business Plan and Change Strategy, to provide clearer priorities and direction for the council (paragraph 20)
- prepare sustainable medium and long-term financial plans, and detailed workforce plans, to support its strategic priorities (paragraphs 74 and 86-88)

The council should implement a strategic approach to self-evaluation and continuous improvement. This should include better demonstrating how it responds to feedback and scrutiny findings (paragraph 139, 143-144, 151-152).

To help them carry out their best value responsibilities, elected members should take advantage of the learning and development opportunities provided by the council (paragraphs 26-28).

The council should further improve its performance reporting by:

- making better use of performance measures and targets, particularly to demonstrate the impact of improvement work (paragraph 65)
- publishing easily accessible, up-to-date performance information on its website (paragraphs 66-67).

In order to make community engagement an integral part of service improvement and delivery, the council should:

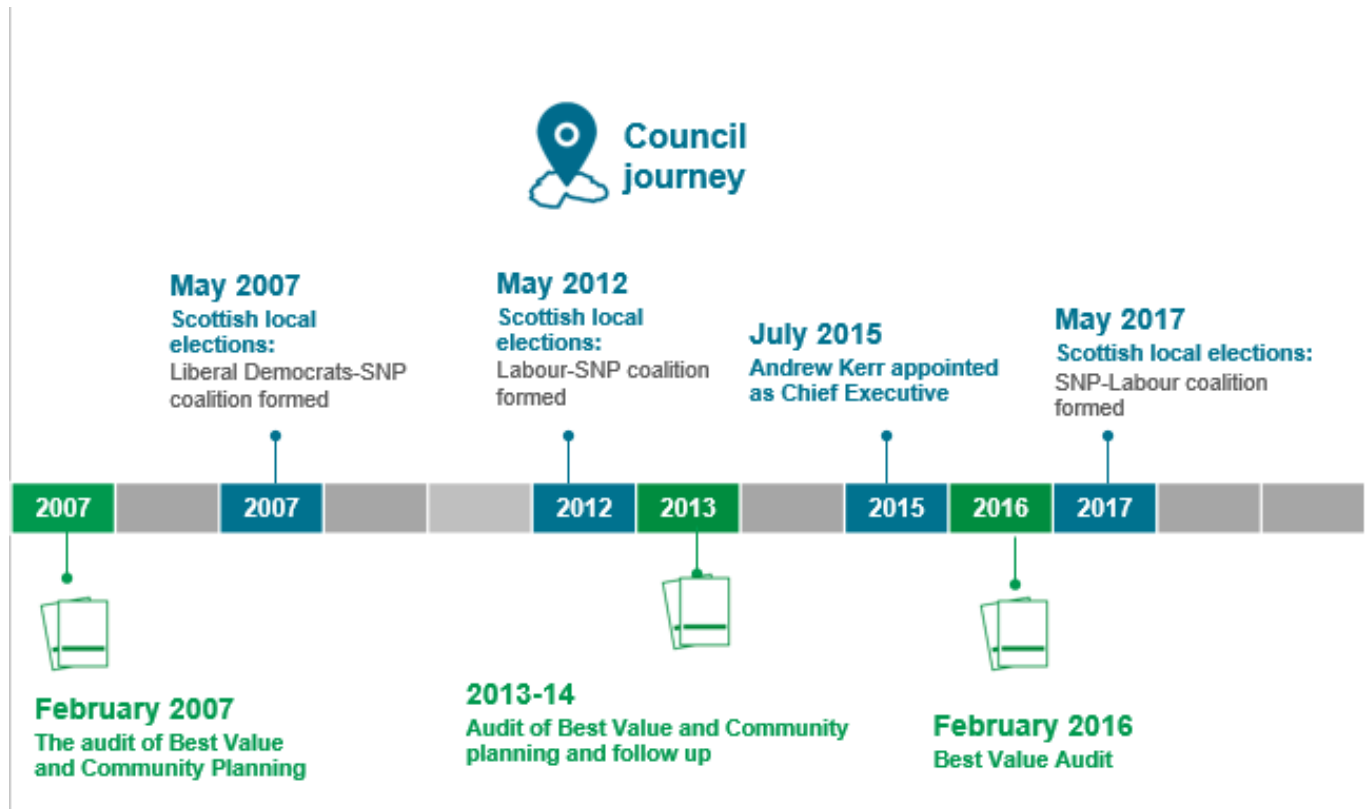
- embed the lessons from effective community engagement activity and clearly communicate the results of, and the council's response to, community consultation (paragraph 110)
- support community groups to complete asset transfers (paragraphs 113-115)

The council should work with the Edinburgh Partnership Board to:

- implement its new governance arrangements, effectively involve community representatives and deliver improved outcomes for communities (paragraphs 101-108)
 - produce progress reports with clear targets, accountable leads and links between the actions taken and the impact on performance (paragraph 108).
-

Appendix

Best Value audit timeline



The City of Edinburgh Council

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City of Edinburgh Council

10am, Thursday, 10 December 2020

Best Value Assurance Audit – Supplementary Paper

Executive/routine
Wards
Council Commitments

1. For Decision/Action

- 1.1 Council is requested to consider the recommendations in relation to the Best Value Assurance Audit.

Andrew Kerr

Chief Executive

Contact: Martin Scott / Natalie Le Couteur, Committee Services

E-mail: martin.scott@edinburgh.gov.uk / Natalie.le.couteur@edinburgh.gov.uk

Best Value Assurance Audit– Supplementary Paper

2. Consideration at Governance, Risk and Best Value Committee

- 2.1 On the 8 December 2020 the Governance, Risk and Best Value Committee considered a report which detailed the findings of the City of Edinburgh Council's Best Value Assurance Audit and set out the approach to fully review and respond with a joined up, comprehensive approach to the findings.
- 2.2 The Governance, Risk and Best Value Committee agreed:
 - 2.2.1 To note the report.
 - 2.2.2 To recommend that when the refreshed Council Business Plan was brought forward this should clearly state what current plans it replaced and how progress against the Plan would be measured and reported to Council so that Council governance was clear.
 - 2.2.3 To recommend that the further consideration of genuine local community empowerment was reported back to Committee with details on how this would be put in place with a clear process and timescale that can progress can be measured against.

3. Background Reading/ External References

- 3.1 [Governance, Risk and Best Value Committee – 8 December 2020– Webcast](#)

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