

Notice of meeting and agenda

City of Edinburgh Council

10.00 am Thursday, 4th February, 2021

Virtual Meeting - via Microsoft Teams

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

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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

Contacts

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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 10 December 2020 – submitted for approval as a correct record 11 - 88

5. Leader's Report

- 5.1 Leader's report 89 - 90

6. Appointments

- 6.1 If any

7. Reports

- 7.1 Councillors' Code of Conduct Consultation – Report by the Chief Executive 91 - 106

7.2	Senior Councillor Remuneration January 2021 – Report by the Chief Executive	107 - 110
7.3	Council Diary 2021-22 – Report by the Chief Executive	111 - 124
7.4	The Designation of New Polling Places as a result of a Statutory Review of Polling Places and Polling Districts – Report by the Chief Executive	125 - 150
7.5	Rolling Actions Log - May 2015 to December 2020	151 - 166
7.6	Operational Governance: Annual Review of Contract Standing Orders – Report by the Executive Director of Resources	167 - 200
7.7	Edinburgh Child Protection Committee – Annual Report 2019-20 – Report by the Chief Executive	201 - 226

8. Motions

8.1 By Councillor Kate Campbell - Allocation Policy

“Notes that a report on Allocations policy is due to the next Housing Homelessness and Fair work committee and agrees the report will include:

- 1) An analysis of the Scottish Housing Regulator requirements on allocations and our compliance with those policies.
- 2) A detailed appraisal of how homes are allocated to people with specific housing needs and particularly how accessible homes are allocated to ensure that they are allocated to those who have accessibility requirements.
- 3) An analysis of our policies around exceptional need and how we are meeting the housing needs of exceptionally vulnerable groups, including but not limited to how we meet our own policies on housing for people who have experienced domestic abuse and care experienced young people.
- 4) Identify areas where vulnerable people may be experiencing additional barriers to access to housing or where processes could be improved to ensure outcomes

are met.

- 5) Identify additional actions that we could take to ensure that those barriers are reduced and that there are pathways for people who are at risk, including processes around management transfers.
- 6) Requests officers examine the case for a robust escalation route for cases of exceptional need, including multi-agency and interdepartmental working to ensure that checks and balances are in place, and that we remain transparent and fair in our allocations policy, but that where there is urgent need because of risk of harm we have a process for ensuring that housing needs are met.”

8.2 By Councillor Dickie - Year of Childhood

“Council:

Welcomes, the Children’s Parliament ‘Year of Childhood 2021’ to celebrate the forthcoming United Nations Convention of the Rights of the Child into Scots law, and their own 25th birthday.

Commends, the work of the Children’s Parliament to progress the rights of children, recognising them as citizens in their own right, and working to ensure their human rights and voice are embedded across all aspects of our society.

Further commends, their ‘What Kind of Edinburgh?’ partnership work in 2019 to influence children’s services, and acknowledges how it has now shaped the 3Bs of our new Children’s Services Plan.

Celebrates the Scottish Parliament’s unanimous agreement to the general principles of the UNCRC Bill at Stage One, and notes the Deputy First Minister’s expectation that readiness for commencement of the Bill should be a priority for all public authorities.

Recognises, the ongoing hard work and increasingly collaborative approach of our own services and partners to deliver for children, including our new Corporate Parenting Plan, Children’s Services Plan and our second Child Poverty Action Plan.

Further recognises, the outcomes of last year's governance review of Children's Services, particularly the importance of a whole system approach to the involvement and participation of children, and the creation of an independent 'One Edinburgh', children and young people's board.

Council therefore,

Acknowledges 2021 as a year to maximise on the right and participation of children, and our delivery with and for them.

Agrees that this needs holistic commitment by Council and partner organisations.

Requests that the Chief Executive works with all Council Directors to establish how the impact of children's rights, particularly the rights of care experienced children as Corporate Parents, and children experiencing poverty are considered in relevant decisions as the Council drives its agenda forward of reducing poverty, becoming more sustainable and improving wellbeing for all citizens.

Agrees that the Chief Executive report to Full Council in two cycles on the readiness of the Council for the commencement of the UNCRC Bill; progress with 'One Edinburgh'; and, building on 'What Kind of Edinburgh?' work, the assigning of children Ambassadors across all Council services.

Agrees that a further report comes to the first Full Council in 2022, highlighting the impact of the UNCRC on Council wide services delivering for children in Edinburgh."

8.3 By Councillor Miller – Winter Weather Response

"Council:

- 1) Thanks the dedication and hard work of all officers and volunteers who contributed to the gritting and de-icing of roads, pavements and cycle paths during the recent wintery weather;
- 2) Notes that with higher than usual levels of walking, wheeling and cycling there was increased focus on the need to prioritise pavements and cycle paths for treatment, a view long held by the Greens on the basis of equalities;

- 3) On behalf of residents who have contacted the Green group with reports of slips, falls and injuries, and those prevented from leaving home completely until the thaw, calls for the upcoming review of winter weather surface treatment at the Transport and Environment Committee to:
 - a) Identify ways to prioritise the treatment of infrastructure for pedestrians and cyclists, in line with the transport hierarchy and with a focus on equalities
 - b) Evaluate innovations in technology that would increase coverage and efficiency of treatment for pavements and cycle paths, including but not limited to the types of de-icer suitable for pavements and cycle paths, vehicles and equipment, and grit bin sensors
 - c) Review the network of snow wardens and consider how best to support neighbourhood communication.”

9. Congratulatory Motions

9.1 By Councillor Doran – Thank You James Carlyle

“Council notes that James Carlyle, the Inch Plant Nursery Manager retired in December 2020.

Jim began work with Edinburgh Council at the age of 16 in 1976 and has served 10 Lord Provosts.

Council notes with many thanks the enormous contribution Jim has made to the City’s green spaces, the famous Princes Street clock and the many other events held by the Lord Provosts and the Council.

Council asks the Lord Provost to write to Jim to thank him from all of us for his huge contribution to the City.”

10. Questions

10.1 By Councillor Laidlaw - Head Teacher Interview Questions – for 227 - 228

answer by the Convener of the Education, Children and Families Committee

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|-------------|--|-----------|
| 10.2 | By Councillor Jim Campbell - Communal Bin Uplifts – for answer by the Convener of the Transport and Environment Committee | 229 - 230 |
| 10.3 | By Councillor Webber - Spaces for People Complaints – for answer by the Convener of the Transport and Environment Committee | 231 - 232 |
| 10.4 | By Councillor Webber - Working from Home: Staff, Assessments and their Workstation Suitability – for answer by the Convener of the Finance and Resources Committee | 233 - 234 |
| 10.5 | By Councillor Webber - Non-Essential Housing Repairs – for answer by the Convener of the Housing, Homelessness and Fair Work Committee | 235 - 236 |
| 10.6 | By Councillor Lang - Grit Bins – for answer by the Convener of the Transport and Environment Committee | 237 - 238 |
| 10.7 | By Councillor Lang - Parking on Almondhill Road – for answer by the Convener of the Transport and Environment Committee | 239 - 240 |
| 10.8 | By Councillor Staniforth - Impact of Brexit on the Economy of Edinburgh – for answer by the Convener of the Housing, Homelessness and Fair Work Committee | 241 - 242 |
| 10.9 | By Councillor Main - Edinburgh Drug Deaths and Funding – for | 243 - 244 |

Questions and Answers

Motions and Amendments

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.

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

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Minutes

The City of Edinburgh Council

Edinburgh, Thursday 10 December 2020

Present:-

LORD PROVOST

The Right Honourable Frank Ross

COUNCILLORS

Robert C Aldridge
Scott Arthur
Gavin Barrie
Eleanor Bird
Chas Booth
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
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
Lewis Ritchie
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 Supporting Our City Centre - Motion by Councillor Mowat

(a) Deputation – Unite the Union Edinburgh Cab Branch

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

The deputation fully supported the motion by Councillor Mowat for supporting the city centre as the pandemic and the restrictions had had a detrimental effect upon it. They indicated that although free parking may bring some more customers into the city centre, one issue this would cause would be the public parking in taxi ranks, as they already did this on a Sunday, when it was currently free parking.

The deputation also felt that it was imperative that Council protected and supported local traders, businesses and all those who relied on them so they could once again thrive and flourish when they reopened and got back to normal. They indicated that one solution to help the taxi trade would be to use taxis to transport PPE and now that the vaccine had arrived in Scotland, they felt that they were the easiest and quickest transport provider to get this around the town to clinics and care homes.

(b) Deputation – Keith Falconer and Whizz-Kidz

A written deputation was presented on behalf of Keith Falconer and Whizz Kidz.

The deputation welcomed the motion by Councillor Mowat calling for support of City Centre businesses and the appropriate measures suggested to encourage local residents to access shops safely and with proper facilities in place. They asked the Council to ensure that any measures put in place to facilitate local residents' access to shops also include those with disabilities.

The deputation asked the Council to work with disabled people to include sufficient disabled parking bays, improved dropped kerbs and access to appropriate toilet facilities and changing places in any plans to encourage local residents to access shops.

(c) Motion by Councillor Mowat

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

“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.”

Motion

To approve the motion by Councillor Mowat.

- moved by Councillor Mowat, seconded by Councillor Douglas

Amendment 1

Deletes all of the motion by Council Mowat and replace with:

Notes with concern, the serious impact which COVID19 has had, and continues to have, upon on the footfall, vibrancy, operating and trading conditions for shops, hospitality businesses, cultural attractions within Edinburgh’s City Centre, and their respective supply chain businesses.

Notes and appreciates all measures taken by Edinburgh businesses to innovate, adapt and adhere to current and changes to Scottish Government restrictions in place, ensuring their businesses are safe environments for customers and staff.

Notes that during the past 10 years, Essential Edinburgh BID levy payers have generated circa £9 million which has been invested in making improvements to, creating events, campaigns and initiatives to promote Edinburgh’s City Centre.

Notes funding of £290,000 has been allocated to support the City Centre specifically through the Towns and Business Improvement Districts Resilience and Recovery Fund, and further notes that to date in excess of £123m has been paid to support over 12000 businesses across the City, helping many City Centre businesses.

Notes that www.edinburgh.org and its associated Social Media Channels, as well as the part Council funded Forever Edinburgh campaign specifically is promoting City Centre traders and as a destination.

Notes the Council Leader and officers meet business leaders weekly, with regular check-ins from cross-industry groups including Essential Edinburgh, Edinburgh Chamber of Commerce, Federation of Small Business, Edinburgh Hotelier Association and other key industry reps.

Notes the Council Leader and Chief Executive meet the Scottish Government weekly and have made consistent representations to ensure Edinburgh was allocated the lowest possible level of restrictions while keeping communities safe- and have made direct representations on the make-up of Level 3 while Edinburgh was in this level to try push for changes to better support business operations while keeping communities safe.

Notes actions to support businesses have been taken up by the Council's Business Gateway service which provides 1to1 advisory support, funding guidance, webinars and online tutorials, DigitalBoost upskilling and access to market research data.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 2

1) To re-word point b) of the motion by Councillor Mowat as follows:

“...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 has relied on Scottish Government Business Improvement Districts COVID-19 Resilience Funds (receiving £190,000 for the period April to October 2020, and £100,000 for the period October 2020 to March 2021)”

2) To delete the following points:

“- 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;”

3) To replace the points deleted with:

“- Encouraging people to make use of expanded space for walking, wheeling and cycling through Spaces for People changes in the city centre, noting the higher spend from active travel customers”

- moved by Councillor Miller, seconded by Councillor Corbett

Amendment 3

To delete all in the motion by Councillor Mowat after the words ‘support so does your city centre.’

- moved by Councillor Aldridge, seconded by Councillor Osler

In accordance with Standing Order 22(12), the motion was adjusted, Amendments 1 and 2 were adjusted and accepted as addendums to the motion and Amendment 3 was accepted as an amendment to the motion.

Decision

To approve the following adjusted motion by Councillor Mowat:

- 1) To note with concern, the serious impact which COVID19 had had, and continued to have, upon on the footfall, vibrancy, operating and trading conditions for shops, hospitality businesses, cultural attractions within Edinburgh's City Centre, and their respective supply chain businesses.
- 2) To note and appreciates all measures taken by Edinburgh businesses to innovate, adapt and adhere to current and changes to Scottish Government restrictions in place, ensuring their businesses were safe environments for customers and staff.
- 3) To note that during the past 10 years, Essential Edinburgh BID levy payers had generated circa £9 million which had been invested in making improvements to, creating events, campaigns and initiatives to promote Edinburgh's City Centre.
- 4) To note funding of £290,000 had been allocated to support the City Centre specifically through the Towns and Business Improvement Districts Resilience and Recovery Fund, and further note that to date in excess of £123m had been paid to support over 12000 businesses across the City, helping many City Centre businesses.
- 5) To note that www.edinburgh.org and its associated Social Media Channels, as well as the part Council funded Forever Edinburgh campaign specifically was promoting City Centre traders and as a destination.
- 6) To note the Council Leader and officers met business leaders weekly, with regular check-ins from cross-industry groups including Essential Edinburgh, Edinburgh Chamber of Commerce, Federation of Small Business, Edinburgh Hotelier Association and other key industry reps.
- 7) To note the Council Leader and Chief Executive met the Scottish Government weekly and had made consistent representations to ensure Edinburgh was allocated the lowest possible level of restrictions while keeping communities safe- and had made direct representations on the make-up of Level 3 while Edinburgh was in this level to try push for changes to better support business operations while keeping communities safe.
- 8) To note actions to support businesses had been taken up by the Council's Business Gateway service which provided 1to1 advisory support, funding guidance, webinars and online tutorials, DigitalBoost upskilling and access to market research data.

- 9) To encourage people to make use of expanded space for walking, wheeling and cycling through Spaces for People changes in the city centre, noting the higher spend from active travel customers.
- 10) Therefore to call 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.

2 Public Sector Pay Freeze – Motion by Councillor McVey

(a) Deputation from the Joint Trade Unions of City of Edinburgh Council SJC Trade Unions; UNISON, GMB and Unite the Union

A written deputation was presented on behalf of the Joint Trade Unions of City of Edinburgh Council SJC Trade Unions; UNISON, GMB and Unite the Union.

The deputation welcomed the motion by Councillor McVey. They indicated that Council staff, in all services, had been providing essential, preventative and lifesaving services throughout the pandemic without a break. Many of them had worked beyond their normal hours and in difficult circumstances to continue with the provision of essential services in the communities in which they lived, worked, and served.

The deputation asked the Council to be committed to ensuring that the value of any past or future pay award was not undermined by internal processes that diminished the Pay and Benefits of the staff that they claimed to support, and that they treat any such proposals as being unfair and inappropriate and act accordingly.

(b) Motion by Councillor McVey

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

“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, 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.”

Motion

To approve the motion by Councillor McVey.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

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

- 1) To recognise the "economic emergency" caused by Covid-19 has only just begun, impacting all sectors of the UK economy, including the culture, hospitality and retail sectors in our capital city.
- 2) To salute the heroism of frontline employees, and efforts of all employees, volunteers and residents across the city during this unprecedented challenging year, including our own hardworking Council staff.
- 3) To accept that pausing headline pay awards next year for some workforces will allow the UK Government to protect public sector jobs and investment in public services to respond to spending pressures from Covid-19 and also avoid further expansion of the gap between public and private sector pay award.
- 4) To request the Leader and Depute Leader write to the Rt. Hon. Rishi Sunak MP, Chancellor of the Exchequer welcoming:
 - (a) the furlough scheme introduced and extended by the UK Government;
 - (b) the announcement by the UK Government of a 2.2% increase to the national living wage, making it one of the highest in the world;
 - (c) the UK Government's funding to aid the global search for a vaccine, funding more international research than any other country of comparable size; and

- (d) the nearly £10 billion provided by the UK Government for the Scottish Budget to tackle the pandemic.

- moved by Councillor Rust, seconded by Councillor Mitchell

In accordance with Standing Order 22(12), paragraphs 1 and 2 of the amendment were accepted as an addendum to the motion.

Voting

The voting was as follows:

For the motion (as adjusted)	-	42 votes
For the amendment	-	18 votes

(For the motion (as adjusted): The Lord Provost, Councillors Aldridge, Arthur, Barrie, Bird, Booth, Burgess, Cameron, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gloyer, Gordon, 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, Ritchie, Rose, Rust, Smith, Webber and Whyte.)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To condemn that the UK Government was 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.
- 2) To note the role of public service workers had been critical in responding to and helping both Scotland and Edinburgh manage the impact of Covid-19 and considered that without the hard work of public servants, especially front line workers, such as cleaners and care assistants, the Council would not have been able to protect the city and support vulnerable people to the extent that it had through this crisis.
- 3) To recognise that the economic impact of Covid-19 went far beyond the public sector, but agree the specific contribution of public sector employees should be recognised and appropriately rewarded.

- 4) To recognise that the Council Leader and 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 were agreed between employers and trade unions.
- 5) To recognise the "economic emergency" caused by Covid-19 had only just begun, impacting all sectors of the UK economy, including the culture, hospitality and retail sectors in the capital city.
- 6) To salute the heroism of frontline employees, and efforts of all employees, volunteers and residents across the city during this unprecedented challenging year, including the Council's own hardworking staff.

3 Minutes

Decision

To approve the minute of the Council of 19 November 2020 as a correct record.

4 Questions

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

5 Leader's Report

The Leader presented his report to the Council. He commented on:

- Welcome to Councillor Ethan Young
- Thanks to those who organised the recent by-election
- Edinburgh's COVID level status
- Thanks to work of officers over the past months
- Break over the festive season

The following questions/comments were made:

- | | | |
|-----------------------|---|---|
| Councillor Whyte | - | Edinburgh's COVID level status – threshold numbers |
| Councillor Staniforth | - | Pensions Committee – decision to refuse to consider divestment from investment in fossil fuel companies |

- | | |
|-------------------------|---|
| Councillor Aldridge | - Thanks to staff for work in recent months |
| | - Thanks to Councillor McVey for circulation of letter regarding tier levels – addition of additional risks |
| Councillor Day | - Congratulations to Councillors Douglas and Webber on selection as Scottish Parliament candidates |
| | - Edinburgh’s COVID level status - disappointment |
| Councillor Fullerton | - Bank branch closures in Edinburgh |
| Councillor Johnston | - Hospitality in Edinburgh – Tourist tax |
| Councillor Main | - Thanks to staff for commitment over recent months |
| | - 2019 suicide figures – access to mental health services |
| Councillor Louise Young | - EIS – request for distance learning for last 2 days of this school term |
| Councillor Munro | - Edinburgh’s COVID restriction level – funding from Scottish Government |
| Councillor Gardiner | - Impact on economy of Brexit – moving forward as an independent Scotland |
| Councillor Webber | - Accounts Commission Best Value Audit report – reconsideration of plans following objections |
| Councillor Barrie | - Thanks to all staff |
| | - Accounts Commission Best Value Audit report - recommendations |
| Councillor Howie | - Easing of restrictions over the festive period |
| Councillor Lang | - Economic consequences of keeping Edinburgh in Level 3 and economic consequences of leaving the EU in 3 weeks time |

6 Appointment to Committees etc

Decision

- 1) To appoint Councillor Ethan Young in place of Councillor Munn on the Planning Committee and the Development Management Sub-Committee and relevant Local Review Body.
- 2) To appoint Councillor Ethan Young in place of Councillor Fullerton on the Culture and Communities Committee.

7 Review of Political Management Arrangements December 2020

At their meeting on 25 August 2020, the Council had agreed Interim Procedural Standing Orders to allow Council business to continue to be carried out for the period 1 September 2020 to 31 December 2020.

Details were provided on the proposed political management arrangements to carry out Council business going forward.

Motion

- 1) To agree all formal meetings of the Council, including Council, executive committees and other committees should continue to take place virtually until restrictions were lessened to a degree that the Council could operate 90% attendance within the Main Council Chamber.
- 2) To note the work being progressed to improve the experience of virtual meetings for Councillors including electronic voting.
- 3) To suspend Procedural Standing Orders until 31 March 2021 and to agree the Interim Standing Orders set out in Appendix 2 to the report by the Chief Executive, to take effect from 14 December 2020, with the following additional changes:
 - a) To agree to change the order of business as set out point 9 of the interim standing orders in Appendix 2 to put Council Questions as the last item of business. This is in order to maximise the front loading of decision time for Council while retaining the accountability of the administration though Leaders' questions.
 - b) To agree to add a point 22.15 of the interim standing orders in Appendix 2 to read "Individual agenda items, (excluding the budget and quasi-judicial items) will be subject to a 40-minute time limit, unless

specifically agreed by committee at the order of business by a straightforward majority vote if required. This will include time for any questions to officers', proposing and seconding speeches and general debate but not including time to conduct voting. In the event of no express agreement by committee, the Convenor will have the discretion to allow proceedings to continue but should explain why they are doing so."

- c) To agree to add a sentence at the start of the interim standing orders in Appendix 2 to read: "Members are responsible for acting in accordance with the Members' code of conduct at Council meetings."
 - d) To agree to amend the proportion required under standing order 31.1 of the interim standing orders in Appendix 2 from "not less than one quarter" to "not less than one third".
 - e) To delegate to the Chief Executive to explore the introduction of a simpler pro-forma online process of submitting deputations to make it clearer for groups to follow and easier for committees and Council to digest the information of the deputation.
- 4) To agree that the Policy and Sustainability Committee would revert to an 8-weekly cycle.
 - 5) To agree Elected Member Champions report to their corresponding executive committee on an annual basis via the business bulletin.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 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 were lessened to a degree that the Council could operate 90% attendance within the Main Council Chamber.
- 2) To note the work being progressed to improve the experience of virtual meetings for Councillors including electronic voting.
- 3) To suspend Procedural Standing Orders until 31 March 2021 and to agree the Interim Standing Orders set out in Appendix 2 to the report by the Chief Executive, to take effect from 14 December 2020, subject to the following changes to the Standing Orders set out in Appendix 2, renumbering as required:
 - a) To remove clause 25 End of Session Decisions (report item 4.19.5).

- b) To add “and with a clear public audit trail from vote to Member” at the end of 24.1
- 4) To believe that these changes should help to promote brevity. Encourage all Members to consider if further training would help them become more effective at contributing or convening virtual meetings. Promote an open dialogue between Members and Officers as a way of spurring continuous improvement in that regard.
- 5) To agree that a small representative group of Member and relevant officers meet to review Standing Orders before March 2021, with the clear objective of reaching an enduring consensus, and that a super majority should be required thereafter to make any permanent changes.
- 6) To agree that the Policy and Sustainability Committee would revert to an 8-weekly cycle.
- 7) To agree Elected Member Champions report to their corresponding executive committee on an annual basis via the business bulletin.

- moved by Councillor Jim Campbell, seconded by Councillor Whyte

Amendment 2

- 1) To agree all formal meetings of the Council, including Council, executive committees and other committees should continue to take place virtually until restrictions were lessened to a degree that the Council could operate 90% attendance within the Main Council Chamber.
- 2) To note the work being progressed to improve the experience of virtual meetings for Councillors including electronic voting.
- 3) To suspend Procedural Standing Orders until 31 March 2021 and to agree the Interim Standing Orders set out in Appendix 2 to the report by the Chief Executive, to take effect from 14 December 2020, with the exception of new Standing Order 25, and renumber accordingly.
- 4) To agree that the Policy and Sustainability Committee would revert to an 8-weekly cycle.
- 5) To agree Elected Member Champions report to their corresponding executive committee on an annual basis via the business bulletin.

- moved by Councillor Lang, seconded by Councillor Aldridge

In accordance with Standing Order 21(12), 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, Gloyer, Lang, Osler, Ritchie, Neil Ross and Louise Young,)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To agree all formal meetings of the Council, including Council, executive committees and other committees should continue to take place virtually until restrictions were lessened to a degree that the Council could operate 90% attendance within the Main Council Chamber.
- 2) To note the work being progressed to improve the experience of virtual meetings for Councillors including electronic voting.
- 3) To suspend Procedural Standing Orders until 31 March 2021 and to agree the Interim Standing Orders set out in Appendix 2 to the report by the Chief Executive, to take effect from 14 December 2020, with the following additional changes:
 - a) To agree to change the order of business as set out point 9 of the interim standing orders in Appendix 2 to put Council Questions as the last item of business. This is in order to maximise the front loading of decision time for Council while retaining the accountability of the administration though Leaders' questions.
 - b) To agree to add a point 22.15 of the interim standing orders in Appendix 2 to read "Individual agenda items, (excluding the budget and quasi-judicial items) will be subject to a 40-minute time limit, unless

specifically agreed by committee at the order of business by a straightforward majority vote if required. This will include time for any questions to officers', proposing and seconding speeches and general debate but not including time to conduct voting. In the event of no express agreement by committee, the Convenor will have the discretion to allow proceedings to continue but should explain why they are doing so."

- c) To agree to add a sentence at the start of the interim standing orders in Appendix 2 to read: "Members are responsible for acting in accordance with the Members' code of conduct at Council meetings."
 - d) To agree to amend the proportion required under standing order 31.1 of the interim standing orders in Appendix 2 from "not less than one quarter" to "not less than one third".
 - e) To delegate to the Chief Executive to explore the introduction of a simpler pro-forma online process of submitting deputations to make it clearer for groups to follow and easier for committees and Council to digest the information of the deputation.
 - f) To add "and with a clear public audit trail from vote to Member" at the end of 24.1
- 4) To agree that the Policy and Sustainability Committee would revert to an 8-weekly cycle.
 - 5) To agree Elected Member Champions report to their corresponding executive committee on an annual basis via the business bulletin.
 - 6) To believe that these changes should help to promote brevity. Encourage all Members to consider if further training would help them become more effective at contributing or convening virtual meetings. Promote an open dialogue between Members and Officers as a way of spurring continuous improvement in that regard.
 - 7) To agree that a small representative group of Member and relevant officers meet to review Standing Orders before March 2021, with the clear objective of reaching an enduring consensus.

(Reference – Act of Council No 5 of 25 August 2020; report by the Chief Executive, submitted.)

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

The Finance and Resources Committee had referred a report which provided an update on Treasury Management Activity undertaken in the first half of 2020/21, to the Council, for approval of the Treasury Management Strategy.

Decision

- 1) To approve the Treasury Management Strategy.
- 2) To refer the report to the Governance, Risk and Best Value Committee for scrutiny.

(References – Finance and Resources Committee of 3 December 2020 (item 6); referral from the Finance and Resources Committee, submitted.)

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

The Policy and Sustainability Committee had referred 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 to the Council for information.

Motion

To note the report by the Chief Executive.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To note the findings of the Best Value Assurance Audit Report and the Accounts Commission’s Findings which highlighted a large number of significant failings including:
 - The council “does not have adequate public performance reporting arrangements”
 - The council “does not have a structured approach to continuous improvement”
 - residents’ satisfaction rates “with many services have declined”

- Progress reports to elected members on its Change Portfolio – which includes transformation projects – “do not set out details of the savings expected or achieved”
 - “it does not have a longer-term financial plan to address its significant revenue budget challenges”
 - the Council’s Workforce Plan – vital to controlling cost and prioritising staff resource in the right areas – “has become less detailed than the 2016 version”
 - “staff are not always positive about their leadership”
 - while the report suggests improving KPIs the benchmarking reported at Exhibit 6 still shows a worse position than in 2014/15 and 2015/16
 - The Edinburgh Integration Joint Board “not yet developed the detailed plans needed to address significant financial pressures”
 - The Business Plan intended to implement the Coalition’s 52 Council Commitments “does not provide a clear focus for the council”, many of commitments “are not easily measured and they are not prioritised” and the Change Strategy to implement the Business Plan “does not include the 52 commitments or set out specific actions to deliver them”.
 - “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.”
 - There is a “lack of involvement of some members in decision-making”
- 2) To recognise that these findings often contradicted the Council’s self-assessment which was little surprise given that it was undertaken without seeking widespread input and did not include the views of all elected members. Even overall positive statements like “The council has ambitious plans for the future of Edinburgh” were heavily caveated with “but its priorities are not clearly articulated” and exposed the Administration’s approach which relied on publishing glossy strategic documentation but routinely omitted implementation plans, performance plans and funding details.
- 3) To note that these significant failings were a direct result of political decisions taken by the current coalition Administration to reject repeated calls by the Conservative Group for an improved Council Performance Framework and a new culture of continuous improvement.

- 4) To therefore agree that, notwithstanding the Chief Executive's intention to address the improvement actions arising from the report in the refreshed Council Business Plan, these issues and the areas of Council service where performance improvement was required needed an additional and specific reporting mechanism and progress tracker.
- 5) To instruct the Chief Executive to incorporate the improvement actions into the development of a revised Council Performance Framework so that it met the aspirations in the recommendations of the Report.
- 6) To further instruct that a specific Best Value Improvement Plan be created to monitor progress on the totality of the recommendations in the report, including those to the Edinburgh Partnership

- moved by Councillor Whyte, seconded by Councillor Doggart

Amendment 2

- 1) To note the report by the Chief Executive.
- 2) To also note the decision of the Policy and Sustainability Committee at its meeting on 1st December 2020 and the scrutiny and consideration of the report by Governance, Risk and Best Value Committee on 8th December.
- 3) To further note:
 - a) Policy and Sustainability Committee requested 'further consideration of genuine local community empowerment'
 - b) The Audit findings concluded that Community engagement is not embedded in the council's culture; the Council and its partners have not yet established effective community planning governance arrangements.
 - c) There is concern within communities across Edinburgh and the Council that communities are not supported to engage effectively with community planning or development of Council services.
- 4) To therefore request that the 'further consideration', includes development with the community, stakeholders and members, of a community engagement and communications plan for Council and proposals for effective support for community planning arrangements.

- moved by Councillor Main, seconded by Councillor Miller

In accordance with Standing Order 21(12), Paragraph 5 of Amendment 1 and the whole of Amendment 2 were accepted as addendums to the motion.

Voting

The voting was as follows:

For the Motion (as adjusted)	-	43 votes
For Amendment 1	-	17 votes

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

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the report by the Chief Executive.
- 2) To also note the decision of the Policy and Sustainability Committee at its meeting on 1st December 2020 and the scrutiny and consideration of the report by Governance, Risk and Best Value Committee on 8th December.
- 3) To further note:
 - a) Policy and Sustainability Committee requested 'further consideration of genuine local community empowerment'
 - b) The Audit findings concluded that Community engagement was not embedded in the council's culture; the Council and its partners had not yet established effective community planning governance arrangements.
 - c) There was concern within communities across Edinburgh and the Council that communities were not supported to engage effectively with community planning or development of Council services.
- 4) To therefore request that the 'further consideration', included development with the community, stakeholders and members, of a community engagement and communications plan for Council and proposals for effective support for community planning arrangements.

- 5) To instruct the Chief Executive to incorporate the improvement actions into the development of a revised Council Performance Framework so that it met the aspirations in the recommendations of the Report.

(References – Policy and Sustainability Committee of 1 December 2020 (item 9); referral from the Policy and Sustainability Committee, submitted.)

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 and Edinburgh Leisure.

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

Councillors Bruce, Dixon, Osler and Staniforth declared a non-financial interest in the above item as members of Edinburgh Leisure.

10 Controlled Parking Zones and Carers - Motion by Councillor Lang

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

“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.
- 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"

Motion

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.
- 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, unpaid carers can also 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

- moved by Councillor Lang, seconded by Councillor Neil Ross

Amendment 1

- 1) To amend the first paragraph of the motion by Councillor Lang to:

Council:

- 1) recognises the immense and valued contribution of carers across Edinburgh and the particular pressures they have faced this year as a result of the spread of COVID-19.
- 2) To amend Point 2 in the motion to include:
 - 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 through the purchase of exemption permits for limited use, 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) To delete point 3 in the motion and replace with:
 - 3) Recognises the understandable desire expressed in the original motion to acknowledge this valued contribution to the city's well-being by carers through exemption from parking fees, similar to that currently provided to some GP staff, for example.
- 4) To retain point 4 of the motion.
- 5) To amend point 5 of the motion to include:

Therefore seeks a report to the Transport and Environment Committee within three cycles which will examine the feasibility of implementing support to carers by

- (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.
- (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.

- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 2

To add the following additional points to paragraph 5 of Councillor Lang's motion:

- (c) ensuring that paid carers and volunteers who are working for companies in partnership with Edinburgh are always reimbursed in full for travel expenses, that assessments for care include travel expenses and that carers grant funding can cover additional travel expenses if needed
- (d) exploring how the Council can best support those carers, particularly those receiving benefits including carers allowance, to ensure they are able to make best sustainable travel choices for their health and wellbeing

- moved by Councillor Miller, seconded by Councillor Main

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

Decision

To approve the following adjusted motion by Councillor Lang:

- 1) To recognise the immense and valued contribution of carers across Edinburgh and the particular pressures they had faced this year as a result of the spread of COVID-19
- 2) To note the Council's Essential User Parking Permit Scheme allowed some healthcare professionals to be exempt from day-to-day charges in controlled parking zones through the purchase of exemption permits for limited use, but was not available to carers registered with the Scottish Social Services Council and unregistered home care workers and personal assistants who provided a large proportion of social and personal care at home Edinburgh, often through the Council's direct payments scheme.
- 3) To note that, unpaid carers could also incur substantial parking costs when caring for vulnerable loved ones who stayed within CPZ areas.
- 4) To recognise that the much needed expansion of controlled parking across the city meant this issue was likely to become greater in the years ahead.
- 5) To therefore seek a report to the Transport and Environment Committee within three cycles which would examine the feasibility of implementing support to carers by

- (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.
- (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.

11 Wardie Bay Beachwatch - Motion by Councillor Bird

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

“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/sepainclude-wardie-bay-edinburgh-in-scotland-s-list-of-designatedbathing-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.”

- moved by Councillor Bird, seconded by Councillor Day

Decision

To approve the motion by Councillor Bird.

12 Edinburgh's Farmers Market Turning 20 in 2020 - Motion by Councillor Lezley Marion Cameron

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

“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.”

- moved by Councillor Lezley Marion Cameron, seconded by Councillor Gordon

Decision

To approve the motion by Councillor Lezley Marion Cameron.

13 Former Royal High School - Motion by Councillor Corbett

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

“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.”

Motion

To approve the motion by Councillor Corbett.

- moved by Councillor Corbett, seconded by Councillor Miller

Amendment

- 1) To accept paragraphs 1, 2 and 3 of the motion by Councillor Corbett.
- 2) To delete paragraphs 4, 5 and 6 and replace with:
 - “4) Therefore agrees to receive a report to the January meeting of the Finance and Resources Committee that considers the options available to the Council in terms of progressing a viable future use of this important building. As part of the report consideration should be given to a) ensuring future options for the building that would allow for public access b) any short term uses of the building.”

- moved by Councillor Munn, seconded by Councillor Griffiths

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

Decision

To approve the following adjusted motion by Councillor Corbett:

- 1) To note that the former Royal High School building was 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 had lacked a permanent use since then.
- 2) To note 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) To note 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) Therefore to agree to receive a report to the January meeting of the Finance and Resources Committee that considered the options available to the Council in terms of progressing a viable future use of this important building. As part of the report consideration should be given to a) ensuring future options for the building that would allow for public access b) any short term uses of the building.

14 Great British Bake Off - Peter is our Star Baker – Motion by Councillor Webber

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

“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.”

Motion

To approve the motion by Councillor Webber.

- moved by Councillor Webber, seconded by Councillor Bruce

Amendment

To add to the motion by Councillor Webber:

“In acknowledgement of this significant achievement and with the approval of the Incorporated Trades of Edinburgh the Lord Provost further agrees to bestow the Honorary title of Burgess of the City of Edinburgh in recognition, not only of his contribution to the Baking trade, but also to the wellbeing and reputation of City.

The title of Burgess is Freedom of the City as related to the Incorporated Trades and Merchants. It is normally proposed by the Burgess Association but in exceptional cases can be awarded by the Council. This would open the door for Peter to also receive Honorary membership of the Incorporation of Baxters (Bakers) of the City of Edinburgh.”

- moved by Councillor Wilson, seconded by the Lord Provost

In accordance with Standing order 22(12) the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Webber:

- 1) To note that this was an iconic British programme that had brought much needed levity to our mundane lockdown lives on Tuesday evenings.
- 2) To agree that should we ever be able to host receptions in the City Chambers then the Lord Provost look to invite Peter and his family to celebrate in style with us.
- 3) To agree that the Council 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.
- 4) To recognise that Peter had kept this secret for quite some time and hope his flatmates were now tucking into award winning baking.
- 5) In acknowledgement of this significant achievement and with the approval of the Incorporated Trades of Edinburgh the Lord Provost further agree to bestow the Honorary title of Burgess of the City of Edinburgh in recognition, not only of his contribution to the Baking trade, but also to the wellbeing and reputation of City.

The title of Burgess is Freedom of the City as related to the Incorporated Trades and Merchants. It is normally proposed by the Burgess Association but in exceptional cases can be awarded by the Council. This would open the door for Peter to also receive Honorary membership of the Incorporation of Baxters (Bakers) of the City of Edinburgh.

Declaration of Interests

Councillor Arthur declared a non-financial interest in the above item as the father of the recipient was a work colleague.

15 Cardboard Recycling – Motion by Councillor Mowat

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

“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.”

- moved by Councillor Mowat, seconded by Councillor Smith

Amendment 1

To accept paragraph 1 of the motion by Councillor Mowat and replace paragraphs 2 and 3 with:

Recognises that the additional household waste and packaging materials generated by changing work patterns and the upcoming Christmas period can or are likely to cause pressures on communal bin capacity.

Welcomes efforts by residents to dispose of their waste correctly including flattening of cardboard boxes and similar packaging.

Recognises that the Waste department has anticipated this and made considerable efforts to mitigate these differences across this festive period including:

- Suspending garden waste collections to allow additional resource to be redirected to communal bin collection.
- Applying that additional resource to communal bin collection for the two weeks prior to Christmas and for some of that additional capacity to continue in the weeks post- Christmas Day.

- Applying the balance of redirected resource to Christmas tree street collections.
- Creation of a comprehensive multi-media campaign (social media, radio, outdoor and lamp wraps etc) to be launched on Monday which encourages residents to embrace ways of reducing waste and to 'go green' this Christmas.

Recognises that any other feasible option would include creating additional collection routes which would produce significant budget pressures on the Waste service.

- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 2

To add to the motion by Councillor Mowat:

“To note that recycling is at the lower end of the waste hierarchy and agrees that the discussions should include how best to encourage people to shop local, to support local traders and businesses, which will reduce surplus packaging, and to actively choose lower packaging options; further notes and commends many of the “Share” platforms in neighbourhoods throughout the city and applauds their role in re-using and re-purposing items, diverting them from waste streams.”

- moved by Councillor Corbett, seconded by Councillor Miller

In accordance with Standing Order 22(12), Amendment 1 was adjusted and accepted as an addendum to the motion, and Amendment 2 was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Mowat:

- 1) To recognise that the instruction to work from home where possible had changed where waste was generated and that there was increased waste being produced from people's homes which was further increased by deliveries which generated packaging that needed to be disposed of.
- 2) To note that many residents wanted to do the right thing and dispose of their packaging waste separately from general waste, which was to be applauded, however the increased volume of waste was creating problems especially in areas with communal bins where there was an insufficient supply of packaging containers, as identified in the project to review and enhance communal bin provision.

- 3) To recognise that the additional household waste and packaging materials generated by changing work patterns and the upcoming Christmas period could or were likely to cause pressures on communal bin capacity.
- 4) To welcome efforts by residents to dispose of their waste correctly including flattening of cardboard boxes and similar packaging.
- 5) To recognise that the Waste department had anticipated this and made considerable efforts to mitigate these differences across this festive period including:
 - Suspending garden waste collections to allow additional resource to be redirected to communal bin collection.
 - Applying that additional resource to communal bin collection for the two weeks prior to Christmas and for some of that additional capacity to continue in the weeks post- Christmas Day.
 - Applying the balance of redirected resource to Christmas tree street collections.
 - Creation of a comprehensive multi-media campaign (social media, radio, outdoor and lamp wraps etc) to be launched on Monday which encourages residents to embrace ways of reducing waste and to 'go green' this Christmas.
- 6) To recognise that any other feasible option would include creating additional collection routes which would produce significant budget pressures on the Waste service.

16 Reasons for Exclusion – Motion by Councillor Mowat

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

“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.”

- moved by Councillor Mowat, seconded by Councillor Laidlaw

Decision

To approve the motion by Councillor Mowat.

17 Funding of Flu Vaccine by Head Teachers for Staff– Motion by Councillor Laidlaw

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

“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.”

Motion

To approve the motion by Councillor Laidlaw.

- moved by Councillor Laidlaw, seconded by Councillor Webber

Amendment

Council agrees to remit the motion to the Education, Children and Families Committee to allow proper investigation and discussion with officers to agree the way forward.

- moved by Councillor Perry seconded by Councillor Dickie

Decision

To remit the motion to the Education, Children and Families Committee to allow proper investigation and discussion with officers to agree the way forward.

18 Accessibility of New Buildings – Motion by Councillor Booth

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

“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.”

Motion

To approve the motion by Councillor Booth.

- moved by Councillor Booth, seconded by Councillor Howie

Amendment 1

- 1) To delete points 1, 3, 4 and 5 of the motion by Councillor Booth and replace with:
 - ”1) Notes that for new build council homes current policy is that a minimum of 10% should be fully wheelchair accessible and that all homes are built to the Housing for Varying Need (HFVN) standard making ground floor properties accessible for wheelchair users including doorways that are wide enough to accommodate a wheel chair, level entry access, space for a wheelchair turning manoeuvre in both the kitchen and at least one bathroom and a wheel chair accessible path through property. The 10% that are fully wheelchair accessible include further specialist adaptations and where feasible plans are discussed with relevant professionals including Occupational Therapists during the design process to allow additional specialist adaptations for example lowered work surfaces, wet floor shower room or stair lifts. Further notes that a study has been commissioned into future need and demand for wheelchair accessible housing to feed into the updated Housing Needs & Demand Assessment for the city region and target setting as part of the SHIP process.
 - 3) Recognises that by building to the HVN standard and investing in increased ease of access for all ground floor new build council homes the demand for full adaption at a later date is reduced, leading to a reduction on pressure on the council's adaptations budget;
 - 4) Notes that the commitment to delivering accessible homes was increased from 3000 to 4500 and that the Strategic Housing Investment Plan (SHIP) report, which will be at the next Housing, Homelessness and Fair Work Committee, will contain a detailed update on the council's strategy for maximising delivery of new build accessible housing as part of the council's new build programme. Agrees that this

report should include information on the current and anticipated future demand for accessible housing and a plan for how the council will this.

- 5) Requests a report to Planning Committee on 3rd February (1 cycle) setting out how accessibility is considered through Building Standards and the planning system and how compliance with the Building Regulations is ensured.
- 2) Notes: the matter of accessibility has been the subject of a City Plan Leadership Forum meeting. This issue will be considered as part of a policy approach to the proposed City Plan 2030 and will be set within the context of the legislative powers of the planning system. This matter will be addressed, in some measure, as part of the proposed City Plan and presentation to Planning Committee on 24 February 2021 (2 cycles).

- moved by Councillor Kate Campbell, seconded by Councillor Child

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

Decision

To approve the following adjusted motion by Councillor Booth:

- 1) To note that for new build council homes current policy was that a minimum of 10% should be fully wheelchair accessible and that all homes were built to the Housing for Varying Need (HFVN) standard making ground floor properties accessible for wheelchair users including doorways that were wide enough to accommodate a wheel chair, level entry access, space for a wheelchair turning manoeuvre in both the kitchen and at least one bathroom and a wheelchair accessible path through property. The 10% that were fully wheelchair accessible included further specialist adaptations and where feasible plans were discussed with relevant professionals including Occupational Therapists during the design process to allow additional specialist adaptations for example lowered work surfaces, wet floor shower room or stair lifts. Further note that a study had been commissioned into future need and demand for wheelchair accessible housing to feed into the updated Housing Needs and Demand Assessment for the city region and target setting as part of the SHIP process.
- 2) To note that many buildings could 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) To recognise that by building to the HVN standard and investing in increased ease of access for all ground floor new build council homes the demand for full adaption at a later date was reduced, leading to a reduction on pressure on the council's adaptations budget;
- 4) To note that the commitment to delivering accessible homes was increased from 3000 to 4500 and that the Strategic Housing Investment Plan (SHIP) report, which would be at the next Housing, Homelessness and Fair Work Committee, would contain a detailed update on the council's strategy for maximising delivery of new build accessible housing as part of the council's new build programme. To agree that this report should include information on the current and anticipated future demand for accessible housing and a plan for how the council would this.
- 5) To request a report to the Planning Committee on 3rd February 2021 (1 cycle) setting out how accessibility was considered through Building Standards and the planning system and how compliance with the Building Regulations was ensured.
- 6) To note the matter of accessibility had been the subject of a City Plan Leadership Forum meeting. This issue would be considered as part of a policy approach to the proposed City Plan 2030 and would be set within the context of the legislative powers of the planning system. This matter would be addressed, in some measure, as part of the proposed City Plan and presentation to Planning Committee on 24 February 2021 (2 cycles).

19 Edinburgh's COVID Restriction Level - Emergency Motion by Councillor McVey

The Lord Provost ruled that the following item, notice of which had been given at the start of the meeting, be considered as a matter of urgency to allow the Council to give early consideration to this matter.

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

“Council commends residents and businesses (including the hospitality sector) who, through their hard work and adherence to guidance have driven Edinburgh's COVID transmission case numbers to within level 2 rates- along with all other indicators of the framework.

Council notes that the Leader and Chief Executive have met with public health officials and The Deputy First Minister weekly and have consistently made Edinburgh's case for the least restrictive level, within the context of public health's recommendations - putting the protection of residents as the first priority.

Further notes following regular engagement with businesses and trade bodies in the City, the Leader has also made the case for changes to support the specific circumstances of Edinburgh's businesses, wider society and economy.

Council seriously regrets that despite robust representations from Edinburgh Council to the Cabinet and public health advice supporting a case to reduce Edinburgh's level of restrictions to level 2, this has not happened.

Council notes a letter from the Scottish Government, requested by the Council Leader, giving an explanation of the Cabinet's decision will be published on the Council's website and emailed to members when received.

Council agrees to continue to lobby the Scottish Government and at next scheduled meeting insist the government follow scientific evidence and advice that indicates that Edinburgh have been consistently in Tier 2

Council also agrees, if the recommendation is to keep Edinburgh in level 3, approach the Scottish Government and requests they allocate an appropriate level of funding to help deal with the unique circumstances facing the Edinburgh economy which will to help protect as many jobs as possible."

- moved by Councillor McVey, seconded by Councillor Day

Decision

To approve the motion by Councillor McVey.

Appendix 1

(As referred to in Act of Council No 4 of 10 December 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 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) Table 1 below shows the number of individual compensation claims in the last three calendar years, broken down by ward.
- Question** (2) How many of these claims resulted in a financial payout by the Council, broken down by ward?
- Answer** (2) The final column of Table 1 shows the number of claims paid
- Question** (3) What was the total cost of compensation payments for successful claims in each of the last three years?
- Answer** (3) Table 2 shows the total cost of compensation claims in the last three calendar years, broken down by ward. Please note that there may be further claims for 2019 and 2020 still to be received.

Table 1 – Individual compensation claims in the last three years, by ward:

Grand Total	2018	2019	2020	Total	Claims Paid
Ward 1	81	33	37	151	24
Ward 2	77	19	47	143	42
Ward 3	21	3	4	28	3
Ward 4	21	11	3	35	2
Ward 5	21	24	11	56	7
Ward 6	18	6	4	28	10
Ward 7	23	37	41	101	20
Ward 8	9	7	10	26	6
Ward 9	7	11	10	28	5
Ward10	25	11	15	51	7
Ward11	108	61	34	203	25
Ward12	15	9	2	26	3
Ward13	22	21	16	59	14
Ward14	25	8	12	45	7
Ward15	25	21	8	54	9
Ward16	16	17	5	38	6
Ward17	19	19	5	43	4
Grand Total	533	318	264	1,115	194

Table 2 - Total cost of compensation payments, by ward:

Grand Total	2018	2019	2020	Total
Ward 1	£4,355			£4,355
Ward 2	£7,229	£359	£1,165	£8,753
Ward 3	£416		£75	£491
Ward 4	£4,405			£4,405
Ward 5	£3,569	£2,847		£6,416
Ward 6	£21,062			£21,062
Ward 7	£6,779	£715	£1,046	£8,540
Ward 8	£320	£504	£216	£1,040
Ward 9	£150	£308	£120	£578
Ward10	£9,941		£120	£10,061
Ward11	£17,007	£6,475		£23,482
Ward12	£6,717	£108		£6,825
Ward13	£1,814	£6,489	£1,539	£9,842
Ward14	£6,639			£6,639
Ward15	£14,288	£269	£301	£14,858
Ward16	£325	£645		£970
Ward17	£1,750	£1,997		£3,747
Grand Total	£106,765	£20,715	£4,583	£132,063

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

The criteria for installation of traffic signals at junctions are set out by the Scottish Executive in Technical Memorandum "*SH6/73 Criteria for Traffic Light Signals at Junctions*".

Principally, these are:

- (a) traffic volumes;
- (b) pedestrian demand; and
- (c) site accident record.

The memorandum also states that "Traffic flow alone cannot be used to justify control".

If accident investigation and prevention have not identified any reason to install traffic signals on the basis of the number/severity of accidents, then traffic and pedestrian surveys would have to be commissioned to determine if either of the other two criteria have been met.

In addition, other signalised junctions can be installed for new developments as part of Section 75 agreements. These are paid for by the developer. The installation of traffic signals at junctions within new developments are subject to criteria detailed above.

The Council has approved criteria to assess whether or not the installation of a puffin/toucan crossing would be justified under the pedestrian crossing improvements programme. However, this programme is only for stand-alone crossing facilities and does not apply to providing new signals at junctions.

**Supplementary
Question**

Thank you to the Convener for the information that was provided, it was very helpful. Can the Convener just clarify that like pedestrian crossings and school crossings, councillors can request a formal assessment of a junction to see whether it does meet the criteria set out, that she set out in her answer?

**Supplementary
Answer**

I thank you Councillor Lang just before I get on to answering you though, I wonder if I might take a short moment, the kind of questions that I get asked at this Council reflect a lot of the core functions that are delivered by this Council and so I wanted to just take a moment as we get towards the end of this extraordinary indeed exhausting and testing year for everyone to say a thank you to those of us in the council, our colleagues in the Council who have been delivering some of those core services and to everybody who has helped us to deliver what the city needs in both normal and as we've seen increasingly abnormal circumstances. In my own area of responsibility I've witnessed staff going well beyond their normal to keep this city operating under extremely difficult circumstances and so, for example, the enormous effort, the flexibility and indeed the care that has been displayed by for example our waste and cleansing crews, road and maintenances teams and all of the officer teams who support those functions has been quite exemplary, I think it will have made an enormous difference to households and to businesses across the city. I also, as was mentioned earlier I think by Councillor Mowat if I remember correctly, I also want to thank all those at Lothian Bus and Edinburgh Tram who have worked so hard to keep public transport safe and moving in the city during these very difficult months.

To shift back now to the job that I'm supposed to be doing which is to answer Councillor Lang's request, clearly there is obviously a role for councillors to be able to request an assessment in those particular sets of circumstances, I hope that councillors would accept that we don't want to have a whole flurry of these formalised assessments coming forward for specific locations, so I hope that they would accept some degree of initial assessment of the need before

moving to any formal assessment which would then allow officers to devote their resources effectively, so in other words, it's open for raising and we can negotiate on whether or not we go to full formal assessment on some of those cases, thank you.

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

- a) Concepts of 15-minute and 20-minute neighbourhoods are based around urban planning ideas of localism and mixed-use areas with ease of access to services. These concepts have become particularly relevant since the outbreak of COVID-19.

'Choices for City Plan 2030' Main Issues Report (MIR) consultation document on the future for the City included two key choices: *'a sustainable city which supports everyone's physical and mental wellbeing'* and *'a city where you don't need to own a car to move around'*. These support the aspiration for inclusive, walkable and active travel enabled neighbourhoods, with access to good quality homes, open space, community infrastructure, schools, employment and local shopping. Choices for City Plan 2030 articulated a preferred strategy for high-density mixed-use development on brownfield land, supporting this type of neighbourhood in Edinburgh. The city has been mapped in terms of 10-minute walk access to key services and facilities. This analysis shows that many areas currently have a high level of access. The areas where this is not the case tend to be lower density, post Victorian era suburbs. Consideration is being given to policies which would support services in these areas, where opportunities arise.

These matters will be addressed in the policy

consideration for the proposed City Plan 2030 which will be presented to Planning Committee on 24 February 2021.

- b) The Scottish Government's Programme for Government and recently published Position Statement on National Planning Framework 4 both refer to and support the 20-minute neighbourhood concept. Currently there is no adopted national, regional or local planning policy that requires the concept to be part of the design of a development.

Development Management decisions which have required mixed use development with active commercial street frontages support localities. For example, shopfront units can be occupied by a range of business users including shops, cafes, hairdressers, plumbers, electricians and digital businesses. CEC promotes active travel connectivity through planning policies, which improve connectivity within in neighbourhoods and across neighbourhoods. Development Management will continue to promote, encourage and achieve this type of development in appropriate locations.

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) The evidence required for a Rent Pressure Zone (RPZ) application was detailed in a [report](#) to the Housing and Economy Committee on 1 November 2018. The report noted that the timescale to collect robust actual rent data, required for any RPZ application, is likely to be three to five years, once robust data collection systems and standardised reporting were in place across local authorities. The timelines are unable to be compressed because the evidence on rent increase had to be related to in-tenancy rent increase of Scottish Private Residential Tenancy that came into force on 1 December 2017.

Since the report in 2018, Council officials continue to work with other local authorities, Scottish Government and third sector partners to develop a compliant methodology for gathering robust evidence required for an RPZ application.

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) The guidance for RPZs states that Councils can apply to Scottish Ministers to have an area designated as an RPZ if they can prove that:
- rents payable within the proposed RPZ are rising by too much;
 - the rent rises within the proposed RPZ are causing undue hardship to tenants; and
 - the local authority within whose area the proposed zone lies is coming under increasing pressure to provide housing or subsidise the cost of housing as a consequence of the rent rises within the proposed zone.

While the collection of private rents data at point of Landlord Registration and annually thereafter would help to provide evidence for rents rising by too much, other information would be required, for example, household income is likely to be required to demonstrate tenants' undue hardship caused by rent rises.

- 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) While the Convener believes that local authorities are best placed to take action to address excessive rent rises in their areas, this needs to be supported by relevant legislation which must come from the Scottish Parliament. It is important to have a standardised approach to data collection and reporting across Scotland, which could be best facilitated by Scottish Government.

- 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) At every meeting relating to housing or homelessness with either Scottish Government officials or ministers the Convener raises the issue of high private rents in Edinburgh.

The Convenor most recently met with the Head of the Homelessness Division on 16 October 2020, where the pressure on housing, both in terms of social housing stock and the cost of homes in the PRS were discussed in the context of forthcoming legislative changes to local connection and unsuitable accommodation orders.

The [Edinburgh Rapid Rehousing Transition Plan](#) (RRTP), which was submitted to the Scottish Government after it was approved by Housing, Homelessness and Fair Work Committee on 18 September 2020 contains actions and policies the council is taking forward to tackle high private rents. These include actions to address the imbalance between supply and demand by building affordable housing and implementing new powers on short term lets as they become available.

Discussions with the Scottish Government focus on delivery and partnership working to achieve outcomes as set out in the RRTP.

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) Yes. A communication strategy is being developed

Supplementary Question Thank you Lord Provost, I do have a supplementary on this one, I thank the Convener for her answer on the issue of excessive private sector rents. Can she clarify, it would appear from her answer that she accepts that the current framework for establishing a rent pressure zone is not fit for purpose since despite rent rises of over 40% in the last decade we haven't been able to install a rent pressure zone, what representations will she make to the Scottish Government to ensure that councils can take effective action to tackle these excessive rent rises?.

**Supplementary
Answer**

Thank you and to thank Councillor Booth for his question. I don't think I said that they're not fit for purpose I think and this is something that we looked at in reports that came to Committee, the time frames are long, and part of the reason that the time frames are long is because the new Scottish Private Residential Tenancies came in which are much better tenancies but further data has to be collected on rent rises for people within those tenancies and that has created a timeframe which I think is very challenging for Edinburgh because I think we acknowledge in every aspect almost of policy that we looked at in Housing, Homelessness and Fair Work, that high private rents are absolutely at the core of so many of the challenges that we face and I do think that we need to, as a Committee, actually because I think the strongest representations that we make are the ones that we make together but I do think this is something that we need to look at as a Committee, and to bring this back. If you look at the time frames we should be coming into the third year which is when we thought that we might be able to implement, so I think it's a good time actually to bring a report back to Committee and to look at where we are and to look at how we can address this further so this is something I'm very very happy to engage with as a committee and then to engage with the Scottish Government because that is absolutely where we need changes to be made.

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) New pages on sustainability have been created on the Council's staff intranet which detail Council net zero 2030 ambitions and highlight ways in which staff can contribute to sustainability targets in both their professional and personal lives. This includes links to and further information on:

- Mainstreaming sustainability within core Council business, for example through procurement and Integrated Impact Assessments
- Active and sustainable travel promotion and support, including the cycle to work scheme, bicycle mileage scheme, EV car hire scheme and encouraging use of EV fleet cars
- Promotion of Edinburgh Talks Climate, the Council-run on-line dialogue targeted to citizens and staff to help stimulate debate about climate change and encourage people to make real changes to their everyday lives

Areas being considered for development in 2021, subject to available capacity/resources include:

- Developing sustainability modules for staff training to be provided through the Council's on-line learning and development platform, CECIL
- Establishment of workplace sustainability champions within each service area

- Staff sustainability survey (to gauge and raise levels of awareness and inform future staff communication campaigns on sustainability)
- Further awareness-raising communications through a range of internal channels including the Orb, global staff newsletter, managers' newsletter, Senior Staff vlogs

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

Answer (2) Sustainability Programme Board meetings were suspended following lockdown in March 2020 as part of senior staff capacity being diverted to Covid crisis response planning initially, and subsequently to adaptation and renewal (A&R) work. The A&R Programme also considers sustainability issues, particularly in relation to supporting a fair and green recovery from Covid. However, as the A&R programme bedded in, the Council also looked to re-establish the dedicated Sustainability Programme Board. It met on the 16th November 2020 and a programme of meetings is being scheduled for 2021.

Supplementary Question Thanks very much for the answer to the question on raising staff awareness on the climate emergency. I'm wondering if the leader recognises that the existing engagement with staff on the climate emergency is fairly passive in that it requires staff to be proactive in seeking out actions they can take whereas in the second part of the answer the proposed engagement for next year is far more directly engaging and therefore would he support that programme of more direct engagement being taken forward and indeed extended to councillors as well as staff where appropriate, thank you?

Supplementary Answer Can I thank Councillor Burgess for the supplementary. Absolutely, it's going to be important for all of us to embed this in our thinking as well as, and we said many times, carbon reduction and sustainability are the two lenses that we are viewing our Council services and indeed our wider city through more or more. The direct approaches to embed carbon reduction and sustainability across our Council

services and operations will ramp up and will ramp up going forward in future years, I'm expecting 2022 to have more actions than 2021, but I'm expecting 2021 to have more actions than 2020, so the nature of this will be very much a growing piece of engagement where more and more people will understand increasingly how they can take action to resolve them, so absolutely happy to support it and indeed what I've said is absolutely applicable to councillors as well and hopefully that's reflected in our policy making and decisions we're taking at every level, thank you.

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) As part of the city's sustainability plans, trialling street lighting columns for Electric Vehicle Charging may be included in future phases of the roll-out of EV infrastructure in the city which will require further engagement between Council officers and with the marketplace. However, the following considerations also need to be taken into account in considering the use of street lighting columns:

- Only street lighting columns located at the front of the footpath are suitable to avoid the hazards associated with trailing cables;
- Street lighting columns are traditionally located at the rear of the footpath to limit the likelihood of vehicle damage;
- Concrete columns (of which Edinburgh has over 17,000) are not suitable for vehicle charging points;
- Parking arrangements adjacent to the vehicle charging point will need to be considered, especially within the Controlled Parking Zones; and

- Where a street lighting column is fed from a Scottish Power feeder or a street lighting network, with a direct feed from Scottish Power being preferred, liaison with Scottish Power (the Council's Distribution Network Operator) will be required:
 - as there may be a need for a new power supply (depending on the capacity of the charging unit); and
 - under the specification for public lighting supplies there can be no more than a 3% drop in voltage, which may limit the number of charging units in a street.

Question (2) If so, when are proposals expected to be brought forward?

Answer (2) The earliest officers expect to bring forward any proposals on this will be quarter three of 2021.

Supplementary Question Thanks Lord Provost and thank you to the Convener for her answers. I must say I'm pleased to hear that proposals for EV charging from street lighting columns might come forward in August or thereby next year but given the council's commitment to achieving net zero by 2030 and that other councils are I think rolling out this technology, can the Convener please explain why after almost two years Edinburgh appears to have made no progress with this?

Supplementary Answer Thank you Councillor Ross. I should just clarify that what will come forward will be consideration of the issue about brown street lighting, it is by no means a tried and tested method for every city, a lot depends on the street design that we have, the particular features of our environment that would allow it to be effective or not, and it's also got significant implications for our electricity supply, and so all of these facts are noted in the final part of the written answer and it's for those reasons alone that we have to be very careful about how we go forward with it. I also have some not inconsiderable concerns about the risks attached to both accessibility and safety issues to having trailing connections a present on on-street parking and the issue around street lighting, particularly the location of the street lights, the

columns themselves and how drivers would then relate to them is a situation I would not want to have developed without some forethought in an attempt to contain it. As you know the whole issue around the electric vehicle infrastructure that we're looking at has taken some time to move forward, we've got as is noted in a later answer, we've got some extension of funding processes from the Scottish Government for some of the other work that we're doing around this area and that's reflective of the fact that this is untested ground for us and we're attempting to make the right move in the right way to provide the right infrastructure that's why it's taking some period of time to bring this forward, thank you.

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) There has been significant correspondence received on the Spaces for People programme since its inception. This means that the feedback has been considered as part of the initial implementation plans or in the review of each scheme (in a similar way to responses received for Traffic Regulation orders).

In two instances, formal complaints have been received and investigated through the Council's complaints process.

Complaints received related to the closure of Braid Road and access to Cockburn Street during periods of the part-time closure. Both complaints have been completed under the first stage of the procedure.

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) Each scheme formally reviewed every two months. The outcome of these reviews and any proposed changes are reported to the Transport and Environment Committee (the last report was on [12 November 2020](#)). All modifications are contained in the scheme budget.

Question (3) What measures are in place to keep the segregated lanes safe for all?

Answer (3) Following installation, measures are inspected to ensure that they are in accordance with the plan and that there are no immediate safety concerns.

A schedule of weekly road asset inspections has been introduced to ensure that the schemes are appropriately maintained. Any damage, missing infrastructure or other defects are then followed up with the appropriate contractor for repair.

Question (4) How often are lanes inspected?

Answer (4) Following installation, a schedule of weekly inspections is carried out.

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) There are no logistical issues with maintaining the integrity, quality and safety of each scheme.

However, the programme has stock of replacement cycle lane defenders (CLD) and bollards that can be used to replace any missing or damaged assets.

The cost of inspection, maintenance cleansing and removal has been reserved within the £5.25m Spaces for People budget (Each individual project has a nominal 7.5% install cost reserve for maintenance during the period of the project).

Supplementary Question

Thank you Convener for your answers. I suppose I'm going to ask a bit of a question regarding your answer to my second question because I am aware of that report that was presented at Transport and Environment Committee and maybe I need to make my question a bit more specific, I was looking for specifics in terms of the modifications and changes that weren't in that report. I suppose for example, the removal of the disabled parking bay that was so contentious on Comiston Road, that's the sort of thing, so I'm wondering would it be possible to have something so I could see that level of detail, to see the modifications that have taken place, thank you?

**Supplementary
Answer**

Some of that level of detail is most easily accessible for any councillor by direct contact with the spaces for people team, there is a continuing programme of reviews coming forward every two months and it's in those that we're looking at as a Committee, we're scrutinising what's coming forward and it's there that is probably the best arena for discussion around some of the specifics attached to this. I'm sure that officers will be able to give you more background on that specific case that you've highlighted there without any great difficulty, thank you.

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) City of Edinburgh Council was awarded £2.2m from Transport Scotland through the “Switched on Towns and Cities Fund”. Due to the impact of COVID-19, the funding period has been extended to April 2022.

A procurement plan has been developed, for engagement with the market in early 2021. A communications strategy has also been developed for implementation from early 2021. The implementation of Phase 1 of this programme is expected to be completed by 31 March 2022.

The table and map below show the implementation plan for Phase 1.

Implementation	kW and time	Location	Primary Users	Implementation Time
25 slow chargers	7kW 6-8 hours	Ingliston and Hermiston Park and Ride sites	Visitors and commuters	Stage 1 26 weeks delivery

				NB: Ingliston will include three rapid chargers and both sites require the construction of electrical substations.
9 rapid chargers	50kW 25 minutes	Various Sites	Taxi/Private Hire and general use	Stage 2 8 weeks delivery
32 fast chargers	22kW 2-4 hours	Various Sites	Residents	Stage 3 8 weeks delivery

These are broken down by site below:

Location	Infrastructure Planned	Number of Charging Points	Primary Users	Electrical Connection Cost
India Street / Circus Gardens	Rapid 50kW	2 (4 charging bays)	Taxi and general use	£50,000
Fettes Avenue	Rapid 50kW	2 (4 charging bays)	Taxi and general use	£28,000
East London Street	Rapid 50kW	2 (4 charging bays)	Taxi and general use	£18,000
Ingliston Park and Ride	Rapid 50kW	3 (6 charging bays)	Taxi and general use	£50,000
Heriot Row	Fast 22kW AC/DC mix	4 (8 charging bays)	Residents	£32,000
Kings Road	Fast 22kW AC/DC mix	4 (8 charging bays)	Residents	£35,000
Sheriff Brae	Fast 22kW AC/DC mix	4 (8 charging bays)	Residents	£15,000
Comely Bank Avenue	Fast 22kW AC/DC mix	4 (8 charging bays)	Residents	£17,000
Montgomery Street	Fast 22kW AC/DC mix	4 (8 charging bays)	Residents	£18,000
Thirlestane Road	Fast 22kW AC/DC mix	4 (8 charging bays)	Residents	£50,000

Stewart Terrace	Fast 22kW AC/DC mix	4 (8 charging bays)	Residents	£18,000
Maxwell Street	Fast 22kW AC/DC mix	4 (8 charging bays)	Residents	£18,000
Ingliston P&R	Slow 7kW AC	15 (30 charging bays)	Visitors and commuters	£50,000
Hermiston P&R	Slow 7kW AC	10 (20 charging bays)	Visitors and commuters	£25,000



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) The cost of the electrical connection work will be £424,000 (excluding VAT). This includes the construction of the two electrical substations required at the Park and Ride sites.

The electrical connection costs are shown above.

It is not possible to provide a breakdown of the cost per installation/hub until the procurement process has been completed.

Supplementary Question

Thank you Lord Provost and yes I do have a supplementary on this and it's a bit of a lesson for me today I suppose on how you frame a question to get more of what you're looking for. When it says information in time in my answer one where I've asked for that, I wasn't looking for 26 weeks delivery for example, I was looking for when can we expect it to be delivered, a date in time, so I suppose if I drill down on that one around the nine rapid charges which are so key to us in terms of that electric vehicle infrastructure, it says eight weeks delivery, from when until when can we expect that to be completed?

Supplementary Answer

Those are specific dates which I cannot give you today because I don't have all of them to hand you'll see the several categories here and different stages but I'll ensure the officers give you a more detailed response to your particular question emerged today, thank you.

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) The project team have not engaged with The Edinburgh Tram Inquiry. The Inquiry relates to the first phase of tram construction and the project does not fall within the Inquiry's Terms of Reference. The project team have reviewed evidence given to the Inquiry to inform the lessons learned summarised at paragraphs 2.23 to 2.25 of the Final Business Case. In addition, the project team engaged with Professor Bent Flyvbjerg of the Said Business School at the University of Oxford to inform its assessment of Optimism Bias in the Final Business Case, having taken account of expert evidence given by him to The Edinburgh Tram Inquiry.

To my knowledge, I do not believe that there has been any direct engagement with the Tram inquiry by the Administration.

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) No update has been received from the Inquiry on progress or on when it will publicly report. The Inquiry was commissioned by the Scottish Government and it is they who would receive any such progress updates.

**Supplementary
Question**

Thank you Lord Provost and I thank the Council Leader for his answer. I'm aware as the Council Leader states, that the tram report was commissioned by the Scottish Government but that with Council support and of course the subject of the inquiry was a Council led project, so my supplementary is, given the inquiry to establish why the Edinburgh Tram project incurred delays, cost more than originally budgeted and through reductions and scope delivered significantly less than projected and given it's been running for a good number of years and apparently it cost around £12m, will he as Council Leader contact, be it Scottish Government or the inquiry Lord Hardie himself, to ask what time scale we are looking at for publication of the report, completion of the inquiry and I'm well aware I could write myself but I think as council leader it would have rather more weight and given the public furore and the amount of taxpayers' cash expended I think a degree of interest in our part would be appreciated by residents, thank you.

**Supplementary
Answer**

Can I thank Councillor Rust for the supplementary question and can I just say I entirely agree, a timeline would be incredibly helpful. It's worth saying there have been some more informal approaches to the inquiry and from a conversation I had with a previous Transport Minister there have been more formal requests as well and they have not been met, I think it would be fair to say with an answer which would give any indication of what was being asked, the answer seems to follow the tone of, it will be ready when it's ready rather than anything more substantive. I'm happy to try and do anything else but I would say I'm a little bit sceptical based on previous responses that I know have been made that will get much further forward, but happy to do so.

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) The budget for LA settings is not allocated on an hourly basis. For funded only settings the budget is allocated based on the registered capacity.

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) Scotland Excel is the Centre of Procurement Expertise for the local government sector. They are a not for profit organisation and were commissioned by the Scottish Government to develop a suite of supporting operational guidance and information for the early years expansion, including setting sustainable rates for the delivery of funded early learning and childcare.

The organisation has significant experience in developing sustainable rate processes through our work on the National Care Home Calculator. Scotland Excel are not directly involved in procuring local Early Learning and Childcare services, therefore there is a degree of autonomy to the process and outcome; and

Scotland Excel understands how the sustainable rate process can be developed and managed appropriately, and compliantly, in line with procurement or contract requirements.

- 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) The Scottish Government Guidance on setting sustainable rates for funded providers includes a survey of costs as an approach to gather information to establish a sustainable rate. Information gathered by Scotland Excel in the survey of costs will not be seen by CEC.
- 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) This was considered along with other process outlined in the Scottish Government guidance on setting a sustainable rate for funded hours. However, only the survey of costs or survey of prices approaches allow all our partners to contribute to the process if they wish to do so.
- 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) We have a contractual agreement with Scotland Excel to carry out the survey of costs on behalf of CEC. Once we receive the outcome, the findings will be shared with the Education, Children and Families Committee for consideration and be available to the public.
- 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) See answer to question 5. We have not advised partners that they will need to access information via FOI requests. There was some concern from partners that rival businesses could access the information they share with Scot Excel through the FOI process. This is not the case.

Supplementary Question Thank you Lord Provost and I thank the Convener for his answer. I understand from partner providers that the response to question six is erroneous as the FOI point was stated at partner meeting but I can follow that up with the Convener separately along with various other issues in connection with Scotland Excel but my supplementary relates to the answer to question one which seems to be I think a little bit about a play on words, the question was not about on what basis the budget is allocated it was a request for the actual hourly cost in local authority settings, however as it's been confirmed in the answer that the budget per setting on a registered capacity basis is available or known it should be relatively straightforward for the council to convert that to a budgeted hourly rate which is what has been asked for, so on the basis that the actual costs are known, recorded, maintained for each setting, an actual cost hourly rate should also be available. Could this please be supplied as requested both through the addendum in March and through the written question, thank you.

Supplementary Answer There's a lot of detail in that question thanks to Jason, so I'll need to look into that and if it's possible it will be done.

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) The Council has not applied for grant funding from the Energy Saving Trust’s On-street Residential Chargepoint Scheme.

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

Answer (2) N/A

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

Answer (3) The Energy Savings Trust ‘On-street Residential ChargePoint Scheme’ funding is only available in the current financial year (2020/21) and must be fully utilised to pay for installation of chargers only.

The Council’s focus is currently on developing the Electric Vehicle (EV) network in the city for delivery of Phase One of the EV On Street Charger Project. As the necessary electrical infrastructure, supporting civil engineering and Traffic Regulation Order work is not at the delivery stage it was not appropriate for the Council to apply for and install the necessary new chargers in the current financial year.

The work which is being progressed to improve the electrical network will enable the Council to apply for similar funding should this become available in future years.

**Supplementary
Question**

Thank you Lord Provost, I thank the Convener for the answer. Given the news that conventional engine cars will be phased out 10 years ahead of the previous schedule by the UK Government, does the Convener feel there is a need to accelerate the easy charging infrastructure project in Edinburgh to meet the likely increase in demand or face Edinburgh being left behind, particularly as it seems that the one referred to in my answer that grant funding is being accessed by other cities in Scotland like Stirling and indeed East Lothian, thank you?

**Supplementary
Answer**

Thank you for your supplementary Councillor Laidlaw. I certainly believe that there is a need for fast movement towards this particular area but I also think that the answer provided gives a really useful reason as to why that particular funding has not yet applied for and I hope that will be read in detail. In terms of the broader point that you are making about whether or not we risk being left behind, I think it's worthwhile making what is I think is a relevant point for a City of this nature, which is that electric vehicles are an incredibly useful technological step forward that helps us meet those targets that we're aiming for but it's particularly helpful in terms of for example gaining of fleets, whether you're talking about the CEC fleet, Lothian Bus, taxi fleets, any number of business oriented fleets, in other words the vehicles that are doing the high mileage. I'm less convinced of the need to completely push everybody who is currently using a car on to electric cars, I can see that there is absolute validity and it's important we get that infrastructure in place, but I don't want it to become a substitute for also looking at ways to reduce the amount of car use inside Edinburgh, a city of this size is drowning in cars and we need to find a way to prevent that wholesale shift from petrol and diesel simply being replicated in the number of electric vehicles that we've got on the road and so I think that's a useful bit of background piece because it does not help us to address the issues around congestion, there are also issues around emissions attached to electric vehicles which are only just beginning to be explored and understood and so while I absolutely support the development of EB infrastructure in this city for both fleet and private use, I don't

want it to become a substitute for us failing as a city to address the issue of over use of cars inside the city and a lack of movement towards more sustainable transport methods ie public transport and walking, cycling and wheeling. So I believe that what we're doing is correct, we're moving in the right direction on it, I'd like a bit more speed in certain parts of it but I believe that all of the efforts we're putting right now will help us meet those targets.

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

There are no records of any individuals transferred from hospital to a care home without the individual's consent, legal authority or family support over twelve months.

**Supplementary
Question**

Thank you and thank you to the Council Leader for his answer. I wonder if I can seek clarification, the Council Leader refers in his response to nothing having appeared in the records, but nothing would appear in the records on this matter since if this sort of thing was going on it would not be recorded. It was certainly happening elsewhere within Lothian Health Board area, in fact there's reports in Midlothian, also in Glasgow and Clyde I'm aware there's an investigation by EHRC over the past while to include this year and previous times. So I wonder if the Council Leader can clarify the response he has given, thank you?

**Supplementary
Answer**

Yes I'm happy to do so Lord Provost and thanks Councillor Howie for the question. The Health and Social Care officials were very very definitive in their answer and I'm afraid the wording was my choice because I wasn't, having not been hugely close to the detail perhaps Councillor Henderson may have given a more definitive position, I was a little bit uneasy about giving the answer as definitively as it was reported to me but it was reported to me very very clearly from the officers that this has not happened in Edinburgh it was incredibly clear and incredibly definitive, the wording that appears in the answer is my choice based on that information but also of course based on a slight caveat in that I'm not as close to the details as the officers but if

Councillor Howie writes to the relevant Director I'm sure she'll be able to give a very very definitive answer just as she gave me.

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) This question requires a considerable amount of analysis to be undertaken and will be answered in the GME informal consultation outcomes report which is expected to be complete in January 2021.
- 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) This question requires a considerable amount of analysis to be undertaken and will be answered (as much as is possible with the data available to officers) in the GME informal consultation outcomes report which is expected to be complete in January 2021.
- 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) This question will be answered in the GME informal consultation outcomes report which is expected to be complete in January 2021.

- Question** (4) Further to the answer to question 5, please can you supply this information broken down by school year?
- Answer** (4) This question will be answered in the GME informal consultation outcomes report which is expected to be complete in January 2021.
- 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) See answer at the end of questions.
- 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) See answer at the end of questions.
- 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) See answer at the end of questions.
- 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) See answer at the end of questions.
- 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) See answer at the end of questions.
- 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) See answer at the end of questions.
- 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) Support from other schools refers to mechanisms already embedded in practice in Edinburgh secondary schools to provide consortia models, which allow pupils to access the broadest possible curriculum choice, usually in the senior phase. Where a school is unable, due to staffing or low demand from pupils, to offer exam courses in a particular subject, pupils can opt to join classes at another neighbourhood school, through planned collaborative agreements. Coordinated space is built into city-wide timetabling to accommodate this, usually on Tuesday and Thursday afternoons. Pupils are provided with travel support when this is necessary to ensure they can travel to the alternative school within the timeslots for travel that are made available. Pupils are also able to access courses offered by Edinburgh College in the same way. Increasingly sophisticated and strengthened digital practice will allow for further broadening of the curriculum for our learners.
- Which subjects are involved and the amount of time pupils spend in other schools will depend on pupils' subject choice and staffing levels. At present in GME, we are able to offer

Gaelic up to Advanced Higher. History is offered up to N5, with the final exam in English, with the hope being to transition History fully to Gaelic by the time the move to Darroch is made. Modern Studies at N5 will be offered as a course choice this year, following the same model as history, with teaching in Gaelic and final exam in English, with a view to full transition to Gaelic by the time pupils move to Darroch. The GME CL is looking at development of additional curricular areas. We would seek to maximise access to any additional GME teaching our own team are not able to offer, and to minimise disruption, through use of digital resource such as Esgoil.

Supplementary Question

Thank you Lord Provost and I thank the Convener for his answers and although for the second month running he hasn't answered the majority of my questions I am grateful for his commitment to ensure that they are answered within the next month, I would ask that these are please circulated by e-mail and also published on the Council website. I am seeking clarification on the point about the move to Darroch, many Gaelic parents have asked this question and despite it being raised at both consultation events has still not been answered, please can the Convener clarify when the Gaelic Medium Education cohort moves to Darroch where will the non-Gaelic Medium Education classes be taught?

Supplementary Answer

Thank you very much for your supplementary question and I will ensure that the answers to the questions we haven't answered will be circulated and will go on the website, most of these questions were raised at the meeting and there's over 100 questions that we're trying to answer and that's caused the delay. When Darroch is opened it will be part of James Gillespie's Annexe so it will still be part of James Gillespie's and the subjects will therefore be taught in James Gillespie's. The reason for putting in the question about the other surrounding schools was in answer to a question I'd received which said roughly ,what happens if James Gillespie's curriculum classes are full as the roll in James Gillespie's increases before we open the new school in Liberton, and I said in answer to that question, if there was

no space in Gillespie's there is space in other schools surrounding there where pupils could get the subjects that they requested. I don't envisage that happening because I think there'll still be spaces with James Gillespie's curriculum in the site at James Gillespie's but as a comfort I suppose what I said was if that couldn't happen there are other schools which could provide the subjects.



Let's get through this together

As Scotland's [COVID vaccination programme](#) continues, tens of thousands of vulnerable residents, frontline workers and people over 80 will have now received their first vaccine dose. Monday (1 February) sees the opening of the region's first mass vaccination centre at the EICC. Together with others set to open across the Lothians, the venue will be central to the roll-out of vaccinations to the broader population and, eventually, to helping us all return to some sense of normality.

Of course, we must continue to work together and stick to the rules to beat this virus – many of the restrictions in place will remain with us for some time yet. I know our residents and businesses have sacrificed a lot to observe the guidance, and I'd like to thank them for helping to limit transmissions and protect our community. I'd also like to thank all the parents and carers juggling work with homeschooling just now, and I'm sure our teachers will feel an elevated respect for their profession when our young people return to school.

We're doing everything we can to deliver Council services with minimum disruption, including providing free school meals and supporting businesses to adjust to changes. If we can keep up this collective effort, I know we can get through this together.

Our city's resilience was highlighted recently with the publication of a [Good Growth report](#) by PwC and think-tank Demos. Their analysis demonstrated Edinburgh's economy as faring the best out of the UK's cities during the pandemic, pointing to our mix of sectors and relatively low case rate.

Planning for a greener, fairer Edinburgh

This week we published a [new three-year Business Plan](#) based on our key priorities of tackling poverty and inequality, boosting sustainability and enhancing wellbeing for all citizens.

The Business Plan aligns to a proposed four-year budget framework that we'll debate as a Council on 18 February, along with a proposed one-year balanced budget for 2021/22. We'll be carefully assessing how the Local Government Financial Settlement will affect our draft budget and the Finance and Resources Committee will receive an update from officers on Tuesday (2 February) once the full details of Edinburgh's allocation are known.

We know there are some tough decisions ahead of us, but guided by the priorities our residents have told us they value most and by the [aims set out in the Edinburgh Community Plan](#), we'll make sure we put the best interests of our communities, our places and the planet at the heart of everything we do.

Looking forward to a healthy, active and sustainable future

Lockdown has demonstrated a real appetite – and need – to get outside and walk, cycle or wheel every day, whether it's to take a breath of fresh air or to make an essential journey to work or to care for someone. We've responded to this through our [Spaces for People programme](#), installing or developing designs for 39km of pop-up cycle lanes, widening footpaths in 11 shopping streets and introducing safety measures at 54 schools to help people get around safely while physically distancing.

The team is still hard at work progressing more schemes to address pinch points, including measures based on your suggestions through our [Commonplace consultation](#). In the coming weeks, we'll be introducing segregated cycle lanes and lowering speed limits on Lanark Road and Longstone Road to provide a much-needed safe cycling and walking route, while helping to relieve congestion on the Union Canal towpath and Water of Leith Walkway – together with many more changes, such as the addition of protected cycle lanes and pedestrian improvements on Minto Street. We've made every effort to listen to residents and businesses throughout this process, amending designs as and when required.

We're now thinking about how some of these measures could deliver benefits beyond the end of the pandemic. We'll soon be launching a consultation to find out which Spaces for People improvements people have gained the most from, and where they would like to see changes retained – helping us towards a healthier, more active and environmentally friendly future for the city.

Two new Local Nature Reserves for Edinburgh

Our public parks and greenspaces have proven to be real havens for us all this past year – and it's vital we preserve them for future generations to enjoy too. It's brilliant news, then, that Wester Craiglockhart Hill and Little France Park are both set to become Local Nature Reserves after [plans were approved](#) this week.

Covering over 55 hectares of unspoilt land in the Capital, the two sites have been recognised as areas of high natural heritage interest. Not only will they be protected, they will be managed and improved with the conservation of nature as a priority. Their new status ensures that the land, wildlife habitats and eco-systems are looked after for everyone to enjoy for many years to come.

New chapter for the Book Festival

This week the [Edinburgh International Book Festival](#) announced that, from August, the festival will be held at the University of Edinburgh's Edinburgh College of Art on Lauriston Place, bringing to an end the festival's 37-year residency in Charlotte Square.

As the world's first City of Literature, we know how much Edinburgh's booklovers and visitors from across the globe enjoy the festival each year. Its new home at the art college provides excellent studio and theatre facilities for both online broadcasting and potential events with a physically distanced audience. Full programme details are due to be announced in June.

Culture and the arts are in Edinburgh's DNA but 2020 was extremely tough for our festivals and events sector. We pledged our support, particularly through our funding programmes, to the retention and, as far as possible, stability of the sector and we continue to work with all our event and cultural partners with the shared aim of securing their future and to see their return as safely and as quickly as possible.

Old Royal High School, new opportunities

Earlier this month, our Finance and Resources Committee unanimously agreed to remarket the Old Royal High School, enabling us to identify the best value option for the city and our residents. I'm pleased we now have a way ahead and, with a report on next steps due back to committee in May, we can begin the process of giving this iconic building a new lease of life.

Addressing the problem of short term lets

Last month I updated you on the introduction of regulation for short term lets following our successful campaign on this major issue for the Capital. And I'm delighted that, subject to Parliamentary approval, new legislation for a licensing regime and control zones will be introduced on 1 April.

I'm very clear that this is the best way forward. Planning enforcement is lengthy and time consuming but it's still great news that we've had [four appeals upheld by the Scottish Government](#) this month. This means that four more properties will now remain as residential homes in the future. Short term lets have reduced the city's housing stock and caused a range of issues in our communities so this can only be a good thing for our residents.

Earlier this week, it was reported that a [downturn in rental prices in Edinburgh](#) was in part down to the conversion of many short term let properties moving back to long term lets, making rents more affordable. This demonstrates our Council's policies are the right ones for the people of Edinburgh.

Winter weather responders

When temperatures drop, our roads team works extremely hard – often around the clock – gritting the city's 1,445km of [priority pavements, cycle lanes and roads](#) leading to key services like hospitals and police stations, as well as bus routes.

This effort can be in the face of freezing rain, snow or sustained sub-zero temperatures meaning a non-stop battle with the elements just to keep these essential routes open and safe, before local streets can be treated. As well as our fleet of lorries and 16 new mini tractors, the team has been making use of three additional tractors to help treat the many new cycleways and widened pavements introduced through Spaces for People.

So, it's a big thank you to our roads team – and to the paid volunteers who provide extra help treating the city's streets where needed. I'd also like to thank those residents who kept their own street clear – they've made all the difference this winter.

I want to end by acknowledging the huge effort and commitment being shown by our colleagues right across the Council. From the waste operatives collecting Christmas trees and the homecare workers visiting those in need, to the schools transport support teams helping to deliver vaccines to care homes, and the teachers supporting vulnerable children and the children of key workers – I'm so grateful for their hard work in keeping our Capital going.

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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City of Edinburgh Council

10:00am, Thursday, 4 February 2021

Councillors' Code of Conduct Consultation

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 To note the closing date for responses to the Scottish Government's consultation on the Councillors' Code of Conduct is 8 February 2021.
- 1.2 To agree that the Council will not support proposals set out under Section 5: Declarations of Interest of the consultation document.
- 1.3 To agree the proposed Council response to the consultation at Appendix 1.

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

Councillors' Code of Conduct Consultation

2. Executive Summary

- 2.1 The report sets out a proposed Council response to the Scottish Government's consultation on the Councillors' Code of Conduct.

3. Background

- 3.1 Section 1 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 requires the Scottish Ministers to issue a Code of Conduct for Councillors (the Code).
- 3.2 The current version of the Code was originally issued in 2010 following a limited review of the Code that the Scottish Government carried out in 2009. A further amendment was published in 2018 which addressed the specific issue of councillors' membership on regional transport partnerships.
- 3.3 The aim of the Code is to set out clearly and openly the standards that councillors must comply with when carrying out their council duties. All local authority councillors in Scotland are obliged to comply with the Code and with any guidance on the Code issued by the Standards Commission for Scotland.
- 3.4 The Scottish Government considered that many developments have occurred over the last ten years since the Code was last substantially reviewed and that it was important to take account of such changes and to provide users with the opportunity to comment on the Code as part of a new review.
- 3.5 The key purpose of the review is to make the Code easier to understand and to take account of developments in our society such as the role of social media. There is also an aim to strengthen the Code to reinforce the importance of behaving in a respectful manner and to make it clear that bullying and harassment is completely unacceptable and will not be tolerated.
- 3.6 Any updated Code would have to be laid before and approved by a resolution of the Scottish Parliament.
- 3.7 Following consideration of the consultation documentation, officers have drafted a proposed response for consideration as the City of Edinburgh Council's response, attached at Appendix 1.

4. Main report

- 4.1 The Scottish Government has worked closely with representatives of Local Authorities, through the Society of Local Authority Lawyers & Administrators (SOLAR) in developing the proposals set out in the consultation paper.
- 4.2 The key proposed changes to note are:
- 4.2.1 A general rewrite changing the Code to the first person and adopting plain English wherever possible;
 - 4.2.2 A greater emphasis on addressing discrimination and unacceptable behaviour;
 - 4.2.3 Stronger rules around accepting gifts;
 - 4.2.4 A substantial rewrite of Section 5, establishing three clear and distinct stages to determine a declaration – Connection – Interest – Participation;
 - 4.2.5 Significantly liberalises the guidance/rules around being a council-appointed representative on an outside body;
 - 4.2.6 Makes clearer the rules around access and lobbying;
 - 4.2.7 Section 7 has been substantially reworked in order to provide a more generic approach that can cover all types of applications and decisions, and not be so heavily focussed on planning matters.
- 4.3 Officers are supportive of many of the proposed changes; specifically, to make the code simpler and more user friendly with the use of the first person and plain English, the strengthened wording around the use of social media, strengthening of key areas including key principles and bullying and harassment, and further clarity around access and lobbying.
- 4.4 Throughout the response officers have also proposed clarification on several points including Section 3.7: *I will not undermine any individual employee or group of employees, or raise concerns about their performance, conduct or capability in public.* Officers are supportive of the principle that the performance, conduct or capability of individual officers or groups of officers should not be criticised in public however, as part of their scrutiny role, we recognise the importance of councillors scrutinising and raising concerns around service performance. Concerns around how a department, service or team is performing can be legitimately raised within a public setting (Council or committee) without raising issues of conduct and capability.
- 4.5 Further, there are two areas flagged within the response that cause notable concern:
- 4.5.1 Section 3 - General Conduct, Gifts and Hospitality
The intention of this section is to clarify that councillors will no longer be allowed to accept gifts and hospitality that members of the public would

otherwise have to pay for. The current wording (and layout) is confusing and officers consider that it potentially contradicts sections of the explanatory note. Moreover, officers are concerned that the current wording may restrict councillors in carrying out their role. The current Code states that councillors can accept hospitality that would normally be associated with their duties as a councillor. This, for example, would allow the Convener of Culture and Communities to attend a cultural event which would normally require payment. This seems reasonable and is retained in the revised Code. However, the explanatory note states that councillors would no longer be permitted to accept hospitality that the public would pay for such as the theatre or sporting event. This would therefore restrict councillors in Edinburgh from attending important cultural and festival events that the Council supports. It is also unclear what this would mean for councillors who are also non-executive directors of cultural companies such as Capital City Theatres Trust. This section would benefit from being further clarified and amended to allow for councillors to attend events such as those noted in the example above.

4.5.2 There is also a question on what the benefits are of not including a gifts and hospitality register in the revised Code. This seems to provide little benefit to the councillor, Council or the public at the risk of undermining confidence in a public body or individual. Officers believe the current practice of recording gifts and hospitality should remain.

4.5.3 Section 5 – Declarations of Interest

The intention of this section is to create a three staged process in relation to Councillors' making a declaration - Connection – Interest – Participation. Firstly, a councillor should consider if they have a connection and then apply the objective test at stage 2 (interest). Therefore, based on the proposals a councillor could have a connection but not declare the interest. A connection can be stated publicly if the councillor wishes to do so for transparency reasons.

4.5.4 Where officers have a concern is that the draft proposal also lists 'Being a member of a body to which I have been appointed or nominated by the Council as a Councillor representative' as an exemption where no declaration would be required. Currently, a councillor is permitted to take part and vote (in all but quasi-judicial matters) as long as they also declared the interest and only for organisations that had been set up for the purposes of providing a Council service and where the Council had a contract with the organisation. This for example covers all the Council's ALEOs and seems an appropriate and proportionate rule.

4.5.5 Under the new proposed wording councillors would not be required to declare any interest and could take part in consideration of the item for any organisation that the Council had appointed them to. This Council has a large number of councillors who sit on outside bodies for a variety of reasons, sometimes historic and sometimes required by the relevant organisation's

articles of association. This means that there will be instances where conflicts of interest could be perceived to exist and there being no requirement to declare an interest could undermine public confidence in the Council's decision making and of the integrity of individual councillors and the Council. For example, under the revised Code councillors could take part in a decision to provide grant funding to an organisation that they are a director of without declaring any interest whatsoever. This could significantly undermine the grant process and undermine confidence in the impartiality of the Council and councillor. It is unclear what the benefits are of taking such a liberalised approach for either the Council, councillors or the public and officers suggest this is amended. Officers believe that the current system, whereby declarations are made but a councillor can still vote, is a far clearer process which ensures transparency at the point of decision and should be retained.

5. Next Steps

- 5.1 If approved, the response will be submitted to the Scottish Government. Any updated Code would have to be laid before and approved by a resolution of the Scottish Parliament.

6. Financial impact

- 6.1 There are no direct financial impacts of this report.

7. Stakeholder/Community Impact

- 7.1 Key officers have been consulted on the proposed response. A presentation on the consultation was offered to all political groups.

8. Background reading/external references

- 8.1 [Councillors' Code of Conduct: Consultation 2020](#)

9. Appendices

- 9.1 Appendix 1 - Proposed City of Edinburgh Council consultation response

Councillors' Code of Conduct Revision



RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

To find out how we handle your personal data, please see our privacy policy:
<https://www.gov.scot/privacy/>

Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

The City of Edinburgh Council

Phone number

0131 529 3996

Address

4 East Market Street
Edinburgh

Postcode

EH8 8BG

Email

Hayley.barnett@edinburgh.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
 Publish response only (without name)
 Do not publish response

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again

in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Yes

No

Councillors' Code of Conduct Revision

Consultation questions

We are specifically seeking your views on the amendments that have been made to the Code, which are highlighted in the accompanying draft document. However, your views on any aspect of the revised Code are welcome.

We ask for your comments on the changes made in each section of the Code. If you wish to comment on a specific provision, rather than on a section as a whole, please provide a reference to that provision(s) as part of your response i.e. (Provision 3.10).

1. Do you agree that there is a need to revise the Councillors' Code of Conduct?

Yes No

Please provide information to support your response:

Yes. The Code has not been significantly reviewed since 2010 and this provides an opportunity to update the Code to make it more user-friendly for councillors and the public. The use of the first person and plain English is welcomed.

The proposed removal of guidance, explanatory and background information from the existing Code is welcome to make the Code more user-friendly, however it should be included in the Standards Commission's guidance on the revised Code. We support the use of case examples within this guidance and within support and training materials provided by the Standards Commission.

A review also provides an opportunity to take account of developments in our society such as the role of social media and strengthen key areas including bullying and harassment.

2. Do you have any comments on the changes proposed for Section 1: Introduction to the Code of Conduct?

Yes No

Please provide your comment:

CEC welcomes the changes in this section. The 'My Responsibilities' section clearly sets out councillors' responsibilities and distinguishes responsibilities from background/introductory information as set out in the current version.

We also welcome that the statement outlining when the Code applies has been moved to this section. This clearly demonstrates that all provisions in the Code, and not just the rules of good conduct in Section 3, apply in the circumstances outlined.

We suggest that paragraph 1.6 should be made subject to paragraph 1.5.

We also suggest the wording of 1.8, sentence 2 is reconsidered. The paragraph would benefit from further context (as set out in 1.1 of the current code) to provide clarity for Councillors.

As set out in paragraph 1.9, the Code itself and associated guidance cannot provide for all circumstances, we would support the use of case examples within this guidance and within support and training materials provided by the Standards Commission to support councillors in their understanding of the Code.

3. Do you have any comments on the changes proposed for Section 2: Key Principles of the Code of Conduct?

Yes No

Please provide your comment:

CEC supports the inclusion and wording of the key principles of the Code of Conduct, as set out in the consultation.

4. Do you have any comments on the changes proposed for Section 3: General Conduct?

Yes No

Please provide your comment:

CEC supports the intention to strengthen this section of the Code. The wording proposed is an improvement of the current content. We have made comments below to further strengthen the proposed wording.

Respect and Courtesy

3.1 CEC welcomes the expansion of this provision but should read *I will treat everyone with courtesy and respect. This includes in person, in writing, at meetings, when I am representing the Council and when I am online and/or using social media.*

The context set out in the explanatory note is helpful and should be included in supporting guidance.

3.2 This provision may benefit from being simplified to: I will advance equality of opportunity; not discriminate unlawfully and will seek to foster good relations between different people.

3.3 We would suggest this provision is framed positively. For example, I will consider the impact on others whilst engaging in political debate.

We would also suggest a minor amendment: *I will not engage in any conduct that could reasonably amount to bullying or harassment (including sexual harassment). I accept that such conduct is completely unacceptable and will be considered to be a breach of this Code.*

3.4 This paragraph is a fundamental addition to strengthen this section. However, we feel it requires to be re-drafted. Specifically, the second sentence should be reworded to plain English and be included as a separate paragraph.

3.5 The word *utilise* could be replaced with *use* to simplify language further.

3.7 CEC is supportive of the principle that the performance, conduct or capability of individual officers or groups of officers should not be criticised in public however, as part of their scrutiny role, we recognise the importance of councillors scrutinising and raising concerns around service performance. Concerns around how a department, service or team is performing can be legitimately raised within a public setting (Council or committee) without raising issues of conduct and capability.

Gifts & Hospitality

We suggest a full re-draft of this section. The current wording (and layout) is confusing and contradicts sections of the explanatory note. For example:

3.19 I will refuse any hospitality offered other than that which would normally be associated with my duties as a councillor. Explanatory note: 'Councillors will no longer be allowed to accept gifts and hospitality that members of the public would otherwise have to pay.....'

Specific comments:

3.12 should also contain the further detail set out in 3.13

There is repetition in 3.13 and 3.14

3.17 Guidance should include a description and examples of minor items

3.18 'Hand it over' should be replaced with a more appropriate term

3.20 the reference should be to the Proper Officer and not the Monitoring Officer (The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003)

The section now does not contain reference to spouse or cohabitee. We suggest this is reinstated.

There is also a question on what the benefits are of not including a gifts and hospitality register in the revised Code. This seems to provide little benefit to the councillor, Council or the public at the risk of undermining confidence in a public body or individual. CEC believes the current practice of recording gifts and hospitality should remain.

Producing reports to Council on this matter creates additional bureaucracy and additional time pressures on meetings.

Confidentiality

CEC is supportive of the further clarity provided concerning the obligation to keep certain information confidential and the clarity that the provisions apply to all to all confidential information, not just information deemed to be confidential by statute.

CEC also welcomes the clarity for councillors' that the onus is on the councillor to check whether they have consent to disclose such information and that they cannot assume it can be disclosed if they are unable to obtain such consent.

Dealings with and Responsibilities to the Council

3.24/3.25 CEC recognises the legal restrictions placed on councillors under The Local Government Act, 1986 in relation to the use of Council resources (and reflection of this within the Code). The legislation does not take into account the way society now uses technology e.g. the use of a mobile phone for business and personal use and the challenges this places on Councillors.

3.29 This provision should read two months or more for clarity.

5. Do you have any comments on the changes proposed for Section 4: Registration of Interests?

Yes No

Please provide your comment:

CEC is supportive of the draft wording of Section 4 with the exclusion of 4.20. The current wording is not clear, if £25,000 is the total cumulative shareholding or only related to the declared interest. The current wording or draft wording for the model Code provides more clarity.

Category Six: Interest in Shares and Securities

4.21 You have a registrable interest where you have an interest in shares comprised in the share capital of a company or other body and the nominal value of the shares is: (i) greater than 1% of the issued share capital of the company or other body; or (ii) greater than £25,000.

Draft Model Code, 2020

4.19 I have a registerable interest where I:

(a) own or have an interest in more than 1% of the issued share capital of the company or other body; or

(b) where the nominal value of any shares and securities I own or have an interest in is greater than £25,000.

Again, the reference in 4.19 should be to the Proper Officer and not the Monitoring Officer. (The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003)

6. Do you have any comments on the changes proposed for Section 5: Declaration of Interests?

Yes No

Please provide your comment:

CEC does not support the amendments set out in Section 5. The proposed amendments potentially allow for errors to be made, or the provisions to be misused with negative practical and perception consequences.

Specifically, CEC believes councillors should still declare an interest when being a member of a body to which they have been appointed or nominated by the Council as a Councillor representative.

Currently, a councillor is permitted to take part and vote (in all but quasi-judicial matters) as long as they also declared the interest and only for organisations that had been set up for the purposes of providing a Council service and where the Council had a contract with the organisation. This, for example, covers all of the City of Edinburgh's Council ALEOs and seems an appropriate and proportionate rule.

Under the new proposed wording councillors would not be required to declare any interest and could take part in consideration of the item for any organisation that the Council had appointed them to. CEC has a large number of councillors who sit on outside bodies for a variety of reasons, sometimes historic and sometimes required by the relevant organisation's articles of association. This means that there will be instances where conflicts of interest could be perceived to exist and there being no requirement to declare an interest could undermine public confidence in the Council's decision making and of the integrity of individual councillors and the Council. For example, under the revised Code councillors could take part in a decision to provide grant funding to an organisation that they are a director of without declaring any interest whatsoever. This could significantly undermine the grant process and undermine confidence in the impartiality of the Council. Although grant funding is noted within the explanatory note, the content of current proposals and any guidance would be unlikely negate the perception and practical consequences.

It is unclear what the benefits are of taking such a liberalised approach for either the Council, councillors or the public and officers suggest this is amended. Specifically, removing the need for declarations to be made at the point of decision (and placing reliance on the public to access the register of interest) creates obstacles to transparent decision making. CEC believe that the current system, whereby declarations are made but a councillor can still vote, is a far clearer process which ensures transparency at the point of decision and should be retained.

If the Connection – Interest – Participation approach is pursued, the Code should clarify that a connection must include the councillor's consideration of their being a *reasonable perception* of a connection.

Supporting guidance should also make clear the meaning of 'leaving the room' in an online meeting e.g. disconnecting from the meeting or simply turning camera and sound off.

7. Do you have any comments on the changes proposed for Section 6: Lobbying and Access?

Yes No

Please provide your comment:

CEC welcomes the changes in this section. This section provides Councillors with additional clarity and examples of different types of lobbying that may take place.

6.5 (d) should be added - *meet with the individual or organisation and not publicly support their position but will thereafter declare an interest and take no part in the decision-making on the matter.*

6.6 requires to be amended to clarify that the paragraph relates to quasi-judicial matters.

8. Do you agree to the changes proposed for Section 7: Taking Decisions on Quasi-Judicial or Regulatory Applications?

Yes No

Please provide your comment:

CEC is supportive of the changes made within this section to more generic approach that can cover all types of applications and decisions.

7.3 is helpful to set out the types of decisions involved in quasi-judicial or regulatory matters. A further explanation of quasi-judicial would assist the public to understand the decisions this section relates to. The section would benefit from moving 7.3 to the start of section 7.

7.4 and 7.5 are particularly welcome as it has reduced a lengthier narrative into simplified wording to promote better understanding and adherence to the provisions of the Code.

7.8 We would suggest the following redraft to strengthen the provision

I Will Not:

a) do anything or be motivated to do anything that is connected or linked in any way with my personal involvement in ~~a policy or strategic~~ any matter;

9. Overall, how clear do you find the proposed revised Code?

Very clear
 Mostly clear

- Sometimes unclear
 Very unclear

Please tell us where you think the clarity of the Code could be improved, and how:

Section 3 - General Conduct, Gifts and Hospitality

This section should receive a full re-draft. The current wording (and layout) is confusing and contradicts sections of the explanatory note. Fundamentally, there is a concern that the current wording may restrict councillors in carrying out their role.

CEC believes the current practice of recording gifts and hospitality should remain.

Section 5 – Declarations of Interest

CEC does not support the amendments set out in Section 5. The proposed amendments potentially allow for errors to be made, or the provisions to be misused with negative practical consequences.

Specifically, CEC believes councillors should still declare an interest when being a member of a body to which they have been appointed or nominated by the Council as a councillor representative.

10. Do you have any other comments or suggestions about any aspect of the revised Code?

European Convention on Human Rights, Article 10

Has full consideration been given to how the Code aligns with the European Convention on Human Rights, specifically Article 10 (freedom of expression)?

There are a number of typographical errors within the current draft.

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The City of Edinburgh Council

10.00am, Thursday 4 February 2021

Senior Councillor Remuneration January 2021

Item number	
Executive/routine	
Wards	All
Council Commitments	

1. Recommendation

- 1.1 To agree that Councillor Main receive the Group Leader's Senior Councillor Remuneration with effect from 29 January 2021.

Andrew Kerr

Chief Executive

Contact: Louise Williamson, Committee Services, Strategy and Communities Division, Chief Executive's Service, Email: louise.p.williamson@edinburgh.gov.uk | Tel: 0131 529 4264

Senior Councillor Remuneration January 2021

2. Executive Summary

- 2.1 To authorise the payment of a senior councillor allowance to Councillor Main.

3. Background

- 3.1 On 6 February 2020 the Council agreed to pay Councillor Main the Group Leader's Senior Councillor Allowance which is allocated to the Green Group
- 3.2 On 28 July 2020 the Council agreed to change this and pay Councillor Staniforth the Group Leader's Senior Councillor Allowance which is allocated to the Green Group to take effect from 29 July 2020.

4. Main Report

- 4.1 The Green Group appointed Councillors Main and Staniforth as co-conveners. On 28 July 2020 the Council agreed to pay the Group Leader's Senior Councillor Allowance to Councillor Staniforth. The Council is now asked to change this to Councillor Main to take effect from 29 January 2021.

5. Next Steps

- 5.1 Not applicable.

6. Financial impact

- 6.1 This allowance is contained within the Council's budget for councillor remuneration.

7. Stakeholder/Community Impact

- 7.1 None

8. Background reading/external references

8.1 [Act of Council No 3 of 6 February 2020.](#)

8.2 [Act of Council No 4 of 28 July 2020.](#)

9. Appendices

None.

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The City of Edinburgh Council

10.00am, Thursday 4 February 2021

Council Diary 2021/22

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 To agree the Council Diary for August 2021 to August 2022 as set out in appendix 1, and authorise the Chief Executive to make minor adjustments, as necessary.
- 1.2 To note the Council meeting dates and recess periods for August 2022 to August 2023 will be considered by Council in June 2021.

Andrew Kerr

Chief Executive

Contact: Hayley Barnett, Corporate Governance Manager

Strategy and Communications, Chief Executive's Service

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

Council Diary 2021/22

2. Executive Summary

- 2.1 This report proposes meeting dates for all Council and Committee meetings from August 2021 to August 2022.

3. Background

- 3.1 Standing Order 4.2 states that committees will hold such meetings as the Council prescribes.

4. Main report

- 4.1 Under the current political management arrangements, there are six Executive Committees and a number of statutory and other committees and sub-committees. The diary at appendix 1 includes dates of meetings of each of these committees, Council meetings and recess periods
- 4.2 The proposed dates follow the normal Council cycle and also take into account the Policy and Sustainability Committee decision of May 2019 in relation to family friendly scheduling. Specifically; that Council recess periods broadly matched Council school holiday periods other than during the summer period, to schedule an additional recess week during summer school holiday periods; and to fully align Easter recess with school holidays.
- 4.3 In some cases, dates are subject to confirmation by the parent board/committee (e.g. Edinburgh and South East of Scotland City Region Deal Joint Committee; Integration Joint Board; Lothian Valuation Joint Board; Licensing Board). Where known these dates have been marked as provisional.
- 4.4 Special Meetings (and minor changes to cycle patterns) have been included where requested by directorates to meet required timescales e.g. to set the Council budget, review annual performance.
- 4.5 The Scottish Local Government Election will take place on 5 May 2022. As a result, there will be an additional Local Government Election recess, running from the Full Council meeting on 28 April 2022 to the week commencing 6 June 2022. In

accordance with Standing Order 3.4, there will be no executive committee meetings throughout this recess period. A Full Council meeting has been scheduled for 19 May 2022 to make appointments and discuss any urgent business, with an additional meeting – if required – scheduled for the following week on 26 May, as set out in Standing Orders.

- 4.6 It is normal practice for the Council to agree the timing of recess periods and Council meetings a year in advance. In previous years, this annual report would include proposed dates for recess periods, aligned with school term dates, and Council meetings for the following year. Due to ongoing pressures of the Covid-19 emergency, the consultation process to agree school term dates is ongoing. The Education, Children and Families Committee will consider the findings of the consultation and agree school term dates 2022/2023- 2024/2025 at its meeting on 18 May 2021. The 2022-2023 Council meeting dates and recess periods will then be brought to Council in June 2021 for approval.

5. Next Steps

- 5.1 The meeting schedule will be implemented from August 2021.

6. Financial impact

- 6.1 None.

7. Stakeholder/Community Impact

- 7.1 Consultation was undertaken with conveners, group leaders and directors as appropriate.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 Proposed Council full diary 2021/22

(Summer Recess until w/c 2 August 2021)					
Licensing Sub-Committee – 19 July 2021 / Development Management Sub-Committee 28 July 2021					
Wk1	Mon	2	August	a.m.	
				p.m.	
	Tue	3	August	a.m.	POLICY AND SUSTAINABILITY COMMITTEE
				p.m.	
	Wed	4	August	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
				p.m.	Planning Committee
	Thu	5	August	a.m.	
				p.m.	
	Fri	6	August	a.m.	
				p.m.	
Wk 2	Mon	9	August	a.m.	
				p.m.	
	Tue	10	August	a.m.	Governance, Risk and Best Value Committee
				p.m.	Joint Consultative Group
	Wed	11	August	a.m.	Development Management Sub-Committee
				p.m.	
		Thu	12	August	a.m.
				p.m.	
	Fri	13	August	a.m.	
				p.m.	
Wk 3	Mon	16	August	a.m.	
				p.m.	
	Tue	17	August	a.m.	Edinburgh Integration Joint Board
				p.m.	
	Wed	18	August	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)
				p.m.	Development Management Sub-Committee Site Visits
	Thu	19	August	a.m.	
				p.m.	
	Fri	20	August	a.m.	
				p.m.	
Wk 4	Mon	23	August	a.m.	Regulatory Committee
				p.m.	Licensing Sub-Committee
	Tue	24	August	a.m.	Licensing Sub-Committee
				p.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
	Wed	25	August	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	26	August	a.m.	CITY OF EDINBURGH COUNCIL
				p.m.	
	Fri	27	August	a.m.	
				p.m.	

Wk 5	Mon	30	August	a.m.	Licensing Board
				p.m.	
	Tue	31	August	a.m.	
				p.m.	
	Wed	1	September	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
				p.m.	Planning Committee Workshop
	Thu	2	September	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE
			p.m.		
Fri	3	September	a.m.	Edinburgh and South East of Scotland City Regional Deal Joint Committee	
			p.m.		
Wk 6	Mon	6	September	a.m.	Lothian Valuation Joint Board
				p.m.	
	Tue	7	September	a.m.	
				p.m.	
	Wed	8	September	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	9	September	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
			p.m.		
Fri	10	September	a.m.		
			p.m.		
Wk 7	Mon	13	September	a.m.	
				p.m.	
	Tue	14	September	a.m.	CULTURE AND COMMUNITIES COMMITTEE Edinburgh Integration Joint Board
				p.m.	
	Wed	15	September	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)
				p.m.	Development Management Sub-Committee Site Visits
	Thu	16	September	a.m.	
			p.m.		
Fri	17	September	a.m.		
			p.m.		
Wk 8	Mon	20	September	a.m.	
				p.m.	Licensing Sub-Committee
	Tue	21	September	a.m.	Licensing Sub-Committee Governance, Risk and Best Value Committee
				p.m.	
	Wed	22	September	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	23	September	a.m.	CITY OF EDINBURGH COUNCIL
			p.m.		
Fri	24	September	a.m.		
			p.m.		

Wk 1	Mon	27	September	a.m.	Licensing Board
				p.m.	Pensions Audit Sub-Committee
	Tue	28	September	a.m.	POLICY AND SUSTAINABILITY COMMITTEE
				p.m.	
	Wed	29	September	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
				p.m.	Planning Committee Pensions Committee
	Th	30	September	a.m.	
			p.m.		
Wk 2	Fri	1	October	a.m.	
				p.m.	
	Mon	4	October	a.m.	
				p.m.	
	Tue	5	October	a.m.	
				p.m.	
	Wed	6	October	a.m.	Development Management Sub-Committee
			p.m.		
Wk 3	Th	7	October	a.m.	FINANCE AND RESOURCES COMMITTEE
				p.m.	
	Fri	8	October	a.m.	
				p.m.	
	Mon	11	October	a.m.	
				p.m.	Licensing Sub-Committee
	Tue	12	October	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
			p.m.	Governance, Risk and Best Value Committee (Special Meeting)	
Wk 4	Wed	13	October	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)
				p.m.	Development Management Sub-Committee Site Visits
	Th	14	October	a.m.	FINANCE AND RESOURCES COMMITTEE (SPECIAL MEETING)
				p.m.	
	Fri	15	October	a.m.	
				p.m.	
					<i>(October School Week Recess until w/c 25 October 2021)</i>
Wk 4	Mon	25	October	a.m.	Licensing Board
				p.m.	
	Tue	26	October	a.m.	Edinburgh Integration Joint Board Licensing Sub-Committee
				p.m.	
	Wed	27	October	a.m.	Development Management Sub-Committee
				p.m.	
	Th	28	October	a.m.	CITY OF EDINBURGH COUNCIL
			p.m.		
Wk 4	Fri	29	October	a.m.	
				p.m.	

Wk 5	Mon	1	November	a.m.	Regulatory Committee
				p.m.	
	Tue	2	November	a.m.	
				p.m.	
	Wed	3	November	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
				p.m.	Planning Committee Workshop
	Thu	4	November	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE
			p.m.		
Wk 6	Fri	5	November	a.m.	
				p.m.	
	Mon	8	November	a.m.	Lothian Valuation Joint Board
				p.m.	
	Tue	9	November	a.m.	Governance, Risk and Best Value Committee
				p.m.	
Wk 7	Wed	10	November	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	11	November	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
				p.m.	
	Fri	12	November	a.m.	
				p.m.	
Wk 8	Mon	15	November	a.m.	
				p.m.	
	Tue	16	November	a.m.	CULTURE AND COMMUNITIES COMMITTEE
				p.m.	Joint Consultative Group
	Wed	17	November	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)
				p.m.	Development Management Sub-Committee Site Visits
Wk 8	Thu	18	November	a.m.	
				p.m.	
	Fri	19	November	a.m.	
				p.m.	
	Mon	22	November	a.m.	
				p.m.	Licensing Sub-Committee
	Tue	23	November	a.m.	Licensing Sub-Committee
			p.m.		
Wed	24	November	a.m.	Development Management Sub-Committee	
			p.m.		
Thu	25	November	a.m.	CITY OF EDINBURGH COUNCIL	
			p.m.		
Fri	26	November	a.m.		
			p.m.		

Wk 1	Mon	29	November	a.m.	Licensing Board
				p.m.	
	Tue	30	November	a.m.	POLICY AND SUSTAINABILITY COMMITTEE
				p.m.	
	Wed	1	December	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
				p.m.	Planning Committee
	Thu	2	December	a.m.	
			p.m.		
Wk 2	Fri	3	December	a.m.	Edinburgh and South East of Scotland City Regional Deal Joint Committee
				p.m.	
	Mon	6	December	a.m.	
				p.m.	
	Tue	7	December	a.m.	Edinburgh Integration Joint Board
				p.m.	Pensions Audit Sub-Committee
	Wed	8	December	a.m.	Development Management Sub-Committee
			p.m.	Pensions Committee	
Wk 3	Thu	9	December	a.m.	FINANCE AND RESOURCES COMMITTEE
				p.m.	
	Fri	10	December	a.m.	
				p.m.	
	Mon	13	December	a.m.	
				p.m.	
	Tue	14	December	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
			p.m.		
Wk 3	Wed	15	December	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)
				p.m.	Development Management Sub-Committee Site Visits
	Thu	16	December	a.m.	CITY OF EDINBURGH COUNCIL
				p.m.	
	Fri	17	December	a.m.	
				p.m.	

(Christmas and New Year Recess until w/c 10 January 2022)

Wk 4	Mon	10	January	a.m.	Regulatory Committee
				p.m.	Licensing Sub-Committee
	Tue	11	January	a.m.	Licensing Sub-Committee
				p.m.	
	Wed	12	January	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	13	January	a.m.	
				p.m.	
Wk 5	Fri	14	January	a.m.	
				p.m.	
	Mon	17	January	a.m.	
				p.m.	
	Tue	18	January	a.m.	Governance, Risk and Best Value Committee
				p.m.	
	Wed	19	January	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
				p.m.	Development Management Sub-Committee Site Visits
Wk 6	Thu	20	January	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE
				p.m.	
	Fri	21	January	a.m.	
				p.m.	
	Mon	24	January	a.m.	
				p.m.	
	Tue	25	January	a.m.	
				p.m.	Joint Consultative Group
Wk 7	Wed	26	January	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	27	January	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
				p.m.	
	Fri	28	January	a.m.	
				p.m.	

Wk 7	Mon	31	January	a.m.	Lothian Valuation Joint Board <i>Licensing Board</i>
				p.m.	
	Tue	1	February	a.m.	CULTURE AND COMMUNITIES COMMITTEE
				p.m.	
	Wed	2	February	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)
				p.m.	Planning Committee Workshop
	Thu	3	February	a.m.	FINANCE AND RESOURCES COMMITTEE (SPECIAL MEETING)
				p.m.	
Wk 8	Fri	4	February	a.m.	
				p.m.	
	Mon	7	February	a.m.	
				p.m.	Licensing Sub-Committee
	Tue	8	February	a.m.	Licensing Sub-Committee
				p.m.	
	Wed	9	February	a.m.	Development Management Sub-Committee
			p.m.		
Thu	10	February	a.m.	CITY OF EDINBURGH COUNCIL	
			p.m.		
Fri	11	February	a.m.		
			p.m.		
<i>(February Recess until w/c 21 February 2022)</i>					
Wk 1	Mon	21	February	a.m.	
				p.m.	
	Tue	22	February	a.m.	POLICY AND SUSTAINABILITY COMMITTEE
				p.m.	
	Wed	23	February	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
				p.m.	Planning Committee
	Thu	24	February	a.m.	CITY OF EDINBURGH COUNCIL (BUDGET)
			p.m.		
Fri	25	February	a.m.		
			p.m.		
Wk 2	Mon	28	February	a.m.	Licensing Board
				p.m.	
	Tue	1	March	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
				p.m.	
	Wed	2	March	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	3	March	a.m.	FINANCE AND RESOURCES COMMITTEE
			p.m.		
Fri	4	March	a.m.	Edinburgh and South East of Scotland City Regional Deal Joint Committee	
			p.m.		

Wk 3	Mon	7	March	a.m.	
				p.m.	
	Tue	8	March	a.m.	Governance, Risk and Best Value Committee
				p.m.	Joint Consultative Group
	Wed	9	March	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)
				p.m.	Planning Committee Workshop
Wk 4	Thu	10	March	a.m.	
				p.m.	
	Fri	11	March	a.m.	
				p.m.	
	Mon	14	March	a.m.	Regulatory Committee
				p.m.	Licensing Sub-Committee
Wk 5	Tue	15	March	a.m.	Licensing Sub-Committee
				p.m.	
	Wed	16	March	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	17	March	a.m.	CITY OF EDINBURGH COUNCIL
				p.m.	
Wk 6	Fri	18	March	a.m.	
				p.m.	
	Mon	21	March	a.m.	
				p.m.	
	Tue	22	March	a.m.	
				p.m.	Pensions Committee
Wk 7	Wed	23	March	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
				p.m.	Development Management Sub-Committee Site Visits
	Thu	24	March	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE
				p.m.	
	Fri	25	March	a.m.	
				p.m.	
Wk 8	Mon	28	March	a.m.	Licensing Board
				p.m.	
	Tue	29	March	a.m.	POLICY AND SUSTAINABILITY COMMITTEE
				p.m.	
	Wed	30	March	a.m.	Development Management Sub-Committee
				p.m.	
Wk 9	Thu	31	March	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
				p.m.	
	Fri	1	April	a.m.	
			p.m.		

<i>(Easter Recess until w/c 25 April 2022)</i>					
Wk 7	Mon	25	April	a.m.	Licensing Board Lothian Valuation Joint Board
				p.m.	
	Tue	26	April	a.m.	CULTURE AND COMMUNITIES COMMITTEE
				p.m.	
	Wed	27	April	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)
				p.m.	Development Management Sub-Committee Site Visits
	Thu	28	April	a.m.	CITY OF EDINBURGH COUNCIL
				p.m.	
<i>(Scottish Local Government Election Recess until w/c 6 June 2022)</i>					
	Thu	19	May		CITY OF EDINBURGH COUNCIL
	Thu	26	May		CITY OF EDINBURGH COUNCIL (IF REQUIRED)
Wk 1	Mon	6	June	a.m.	
				p.m.	
	Tue	7	June	a.m.	POLICY AND SUSTAINABILITY COMMITTEE
				p.m.	
	Wed	8	June	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
				p.m.	Planning Committee
		Thu	9	June	a.m.
				p.m.	
	Fri	10	June	a.m.	Edinburgh and South East of Scotland City Regional Deal Joint Committee
				p.m.	
Wk 2	Mon	13	June	a.m.	Lothian Valuation Joint Board
				p.m.	
	Tue	14	June	a.m.	Governance, Risk and Best Value Committee
				p.m.	Joint Consultative Group
	Wed	15	June	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	16	June	a.m.	FINANCE AND RESOURCES COMMITTEE
				p.m.	
	Fri	17	June	a.m.	
				p.m.	
Wk 3	Mon	20	June	a.m.	
				p.m.	Licensing Sub-Committee
	Tue	21	June	a.m.	EDUCATION, CHILDREN AND FAMILIES COMMITTEE
				p.m.	
	Wed	22	June	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)
				p.m.	Development Management Sub-Committee Site Visits
	Thu	23	June	a.m.	
				p.m.	
	Fri	24	June	a.m.	
				p.m.	
Wk 4	Mon	27	June	a.m.	Regulatory Committee Licensing Board
				p.m.	
	Tues	28	June	a.m.	Licensing Sub-Committee
				p.m.	Pensions Audit Sub-Committee
	Wed	29	June	a.m.	Development Management Sub-Committee
				p.m.	Pensions Committee
	Thu	30	June	a.m.	CITY OF EDINBURGH COUNCIL
				p.m.	
	Fri	1	July	a.m.	
				p.m.	
<i>(Summer Recess until w/c 1 August 2022)</i>					

<i>Licensing Sub-Committee – 18 July 2022</i>					
Wk 5	Mon	1	August	a.m.	Licensing Board
				p.m.	
	Tue	2	August	a.m.	
				p.m.	
	Wed	3	August	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	4	August	a.m.	HOUSING, HOMELESSNESS AND FAIR WORK COMMITTEE
			p.m.		
Wk 6	Fri	5	August	a.m.	
				p.m.	
	Mon	8	August	a.m.	
				p.m.	
	Tue	9	August	a.m.	
				p.m.	Joint Consultative Group
	Wed	10	August	a.m.	The City of Edinburgh Planning Local Review Body (Panel 2)
			p.m.	Development Management Sub-Committee Site Visits	
Wk 7	Thu	11	August	a.m.	
				p.m.	
	Fri	12	August	a.m.	
				p.m.	
	Mon	15	August	a.m.	
				p.m.	
	Tue	16	August	a.m.	CULTURE AND COMMUNITIES COMMITTEE
			p.m.		
Wk 8	Wed	17	August	a.m.	Development Management Sub-Committee
				p.m.	
	Thu	18	August	a.m.	TRANSPORT AND ENVIRONMENT COMMITTEE
				p.m.	
	Fri	19	August	a.m.	
				p.m.	
	Mon	22	August	a.m.	
			p.m.	Licensing Sub-Committee	
Tue	23	August	a.m.	Licensing Sub-Committee	
			p.m.		
Wed	24	August	a.m.	The City of Edinburgh Planning Local Review Body (Panel 1)	
			p.m.	Development Management Sub-Committee Site Visits	
Thu	25	August	a.m.	CITY OF EDINBURGH COUNCIL	
			p.m.		
Fri	26	August	a.m.		
			p.m.		

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City of Edinburgh Council

10am, Thursday, 4 February 2021

The Designation of New Polling Places as a result of a Statutory Review of Polling Places and Polling Districts

Executive/routine

Wards

Council Commitments

All

[Delivering an economy for all](#)

[Building for a future Edinburgh](#)

[Delivering a sustainable future](#)

[Delivering for our children and families](#)

[Delivering a healthier city for all ages](#)

[Delivering a Council that works for all](#)

1. Recommendations

1.1 It is recommended that the Council:

1.1.1 Agree to the amendments to current polling arrangements as outlined in Appendix 1;

1.1.2 Note that there are no significant changes to current polling district boundaries;

1.1.3 Note that the Chief Executive has delegated authority to make one-off minor amendments to outlined polling arrangements for the 2021 Scottish Parliament Election should the availability of venues be impacted at short notice by Coronavirus; and

1.1.4 Note that the Electoral Registration Officer (ERO) will make any necessary amendments to the Register of Electors.

Andrew Kerr

Chief Executive and Returning Officer

Contact: Chris Highcock, Elections and Member Services Manager

E-mail: chris.highcock@edinburgh.gov.uk | Tel: 0131 469 3126

The Designation of New Polling Places as a result of a Statutory Review of Polling Places and Polling Districts

2. Executive Summary

- 2.1 This report seeks the Council's approval for the proposed changes to UK Parliamentary polling places within the City of Edinburgh local government area following the completion of a statutory review as per Section 18(c) of the Representation of the People Act 1983.

3. Background

- 3.1 Section 18(c) of the Representation of the People Act 1983, as amended places a duty on local authorities to review the UK parliamentary polling districts, polling places and polling stations in their area on a regular basis with an initial review to be carried out between 1 October 2013 and 31 January 2015 and subsequent reviews to be undertaken within a period of 16 months commencing on 1 October every fifth year thereafter.
- 3.2 The location of proposed polling districts and polling places is the responsibility of the City of Edinburgh Council and the location of polling stations within polling places is the responsibility of the Returning Officer. However, for the purposes of this review, all aspects of the process have been undertaken jointly.
- 3.3 The scope of this review does not cover parliamentary or local government boundaries as these are the responsibility of the Boundary Commission and Local Government Boundary Commission for Scotland respectively.
- 3.4 A full review of polling arrangements for Edinburgh was completed in 2013 with polling arrangements agreed by Council on 12 December 2013. There was an interim review in 2016 as a result of the City of Edinburgh (Electoral Arrangements) Order 2016 which increased the number of councillors in the city and modified some ward boundaries.
- 3.5 A review for Edinburgh should have been completed between 1 October 2018 and 31 January 2020. The intention was to complete the review within the second half of 2019, with revised arrangements being agreed by Council in December 2019. There were two major unscheduled electoral events in 2019, the European Parliamentary Elections and the UK Parliamentary General Election the delivery of

which meant that there was not sufficient capacity or opportunity to complete the review to schedule. The review was therefore initiated in February 20

4. Main report

- 4.1 The aim of the review is to ensure all electors in the City of Edinburgh have as reasonable facilities for voting as practicable and to ensure that so far as is reasonable and practicable, the accessibility needs of electors who are disabled have been considered when designating polling places.
- 4.2 Local authorities have a duty to divide their area into polling districts and to designate a polling place for each district. The aim is to ensure the optimal facilities for voting in terms of location, accessibility and capacity of the building, to support turnout in electoral events. Arrangements should support participation in the political process.
- 4.3 Council on 21 November 2019 agreed a motion that required this review to consider the current use of schools as polling places as well as the opportunities to reduce or eliminate their use in time for the 2021 Scottish Parliament and 2022 local government elections.
- 4.4 The public consultation phase of the review commenced on Tuesday 7 July 2020 and concluded on Tuesday 4 August 2020. The consultation document was published on the City of Edinburgh Council website on the consultation Hub. Representations were welcomed from all interested parties, including any person or body with expertise in access for persons with any type of disability.
- 4.5 In addition, as part of the consultation process the Returning Officer issued the consultation document to a wide range of consultees including Elected Members, MP's, MSP's, Community Councils, local disability groups and parent councils in schools. Consultees were asked to comment on the existing polling scheme and on the draft proposals which were detailed in the consultation document.
- 4.6 99 comments were received through the Consultation Hub and directly by email. These have been reviewed and their suggestions considered in the proposals.
- 4.7 A polling district is defined as the geographical area created by the sub-division of a constituency or ward into smaller parts. In Scotland, each electoral area must be divided into two or more polling districts unless there are deemed to be special circumstances.
- 4.8 There have been no significant changes in polling districts electorates in the years since the last review and none are anticipated in the next five years. Major residential development or the cumulative effect of smaller developments is normally the most significant factor affecting the size of the electorate in a particular area. However, what development there has been in recent years has not significantly affected any polling districts as yet, although developments in future years will have an impact requiring further review.

- 4.9 It is considered that the current polling districts in the City of Edinburgh are generally reflective of the needs of voters in the local government area and therefore no amendments to the current boundaries are being proposed.
- 4.10 In conducting the review, members of the Election team visited a number of existing and proposed venues. They completed accessibility checklists which were subsequently submitted to the Returning Officer for consideration when drafting the final proposals contained in this report.
- 4.11 This review considered a range of data including:
- Experience of the current polling arrangements in recent electoral events;
 - Feedback from polling staff;
 - Comments and complaints from voters;
 - Advice from the ERO with respect to anticipated changes in the electorate;
 - Proposed housing developments in the City from the Housing Land Audit & Completions Programme 2019;
 - The request to review and minimise the use of schools as requested by the 21 November 2019 motion to Council;
 - Potential need for new school buildings; and
 - Cost of polling place hire.
- 4.12 Alternatives were considered for each of the primary schools that are currently used as polling places to take account of the 21 November 2019 Council Motion. The proposals are shown in Appendix 1. A number of changes are proposed including moving polling places out of 10 of the 35 primary schools that are currently used. Where any change is proposed it has been intended to improve the location, accessibility or capacity of the polling facilities. A number of schools are retained where there are no suitable alternative premises in the area.
- 4.13 As a result of the Coronavirus conditions the election team are having to review all polling facilities to ensure that polling can be undertaken safely, using guidance from the Electoral Management Board for Scotland and the Electoral Commission. As a result of this review there may be further changes required which will be reported to Council.
- 4.14 The Returning Officer will continue to keep the use of schools as polling places under review and will make further recommendations as and when alternative venues are identified.
- 4.15 The Returning Officer's final recommendations for the designation of Polling Districts and Polling Places in the City of Edinburgh are contained in Appendix 1
- 4.16 The outcome of this review, along with the original Notice of Review, the consultation documents and all correspondence and representations received will be made available on the Council's website as required by Schedule A1 of the Representation of the People Act 1983.

- 4.17 Following the conclusion of this review, certain persons have a right to make representations to the Electoral Commission regarding the designation of polling districts and polling places. The Commission will only consider representations on the following grounds:
- The local authority has failed to meet the reasonable requirements of the electors in the constituency, or a body of them; or
 - The local authority has failed to take sufficient account of accessibility for disabled persons of a polling station within a designated polling place.
- 4.18 Representations based on any other premise will not be considered. Full details of the Appeals Process are contained in Appendix 2.

5. Next Steps

- 5.1 If Council approves the proposals in Appendix 1 then these will be the designated polling places to be used in elections until the next formal review. Decision is needed by the end of February to allow the ERO to produce poll cards in support of the scheduled Scottish Parliament Election on 6 May 2021.
- 5.2 In preparation for the Scottish Parliament Election and in recognition of the pressures resulting from the current Coronavirus pandemic the Election Team are continuing to review all polling facilities to ensure that they have the capacity to accommodate the required polling stations given the additional hygiene and physical distancing required. This is being reviewed in the context of guidance from the Electoral Management Board for Scotland, the Electoral Commission and Public Health Scotland.
- 5.3 It is anticipated that in order to minimise the potential for queues at polling places due to the limited capacity as a result of Covid restrictions there may be a direction from the Convener of the EMB to limit the number of voters allocated to each station. This may require a review of facilities in some cases.
- 5.4 Council is asked to note that the Chief Executive has delegated authority to make one-off minor amendments to the outlined polling arrangements for the 2021 Scottish Parliament Election should the availability of venues be impacted at short notice by Coronavirus. This will allow changes to be made quickly given the anticipated pressures that may be faced.

6. Financial impact

- 6.1 There may be a small increase in hire costs for venues resulting from the proposals contained in this report. This is especially the case where we are moving out of schools. However, it should be noted that these costs are met by the Scottish Government or UK Government for all Parliamentary elections and the Council are only required to meet these costs for local government elections.

7. Background reading/external references

7.1 The background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) which were relied on to any material extent in preparing the above report are:

7.1.1 [Schedule A1 of the Representation of the People Act 1983](#).

7.1.2 [Electoral Commission Guidance – Reviews of polling districts, polling places and polling stations](#)

7.1.3 [Motion by Councillor Lang to Council 21 November 2019 - By Councillor Lang - Use of Schools as Polling Places](#)

8. Appendices

Appendix 1 City of Edinburgh Council Polling Scheme. Returning Officer's comments and proposed amendments

Appendix 2 Appeals Process

Appendix 3 Notice of Review

Appendix 1 – City of Edinburgh Council Polling Scheme. Returning Officer’s comments and proposed amendments

Ward 1 Almond

Polling places for the 2019 United Kingdom General Election were as follows.

1	Almond	West	WW01A:	Echline Primary School
1	Almond	West	WW01B:	Queensferry Primary School
1	Almond	West	WW01C:	Dalmeny Parish Church Hall
1	Almond	West	WW01D:	Kirkliston Community Centre
1	Almond	West	WW01E:	Cramond Primary School
1	Almond	West	WW01F:	Holy Cross Episcopal Church Hall
1	Almond	West	WW01G:	Hillwood Primary School
1	Almond	West	WW01H:	Muirhouse Millennium Centre
1	Almond	West	WW01I:	North Edinburgh Arts Centre

Current- 4 schools

Following this review we propose the following.

1	Almond	West	WW01A:	Echline Primary School
1	Almond	West	WW01B:	Queensferry Community Education Centre
1	Almond	West	WW01C:	Dalmeny Parish Church Hall
1	Almond	West	WW01D:	Kirkliston Community Centre
1	Almond	West	WW01E:	Cramond Primary School
1	Almond	West	WW01E	Mobile Polling Place No 2
1	Almond	West	WW01F:	Holy Cross Episcopal Church Hall
1	Almond	West	WW01G:	Hillwood Primary School
1	Almond	West	WW01H:	Muirhouse Millennium Centre
1	Almond	West	WW01I:	North Edinburgh Arts Centre

Proposed – 3 schools

Notes

Queensferry Primary School has been omitted and replaced by Queensferry Community Education Centre due to it being a good replacement polling place able to release a school. It should be noted that it is likely an additional polling place will need to be found to serve Queensferry in coming years due to the potential increase in housing numbers.

An alternative was sought for Cramond Primary School due to the polling place reaching capacity, complaints from parents and the requirement to investigate a school replacement. Unfortunately no suitable alternatives were found. The use of a mobile polling place will serve the Cammo area due to the excessive travel required to the existing polling place and it will ease congestion at Cramond Primary School.

Returning Officer Comments

The Returning Officer agrees with the proposals to amend the polling places as noted above.

Ward 2 Pentland Hills

Polling places for the 2019 United Kingdom General Election were as follows.

2	Pentland Hills	South West	SWP02B:	Heriot-Watt University
2	Pentland Hills	South West	SWP02C:	Juniper Green Parish Church Hall
2	Pentland Hills	South West	SWP02D:	Clovenstone Community Centre
2	Pentland Hills	South West	SWP02F:	Gibson Craig Halls
2	Pentland Hills	South West	SWP02G:	Currie Library
2	Pentland Hills	South West	SWP02H:	Balerno Parish Church, St Joseph's Centre
2	Pentland Hills	South West	SWP02I:	Sighthill Primary School
2	Pentland Hills	South West	SWP02J:	The Bridge Community Café, Holy Trinity Church
2	Pentland Hills	West	WP02A:	Ratho Community Centre

Current– 1 school

Following this review we propose the following.

2	Pentland Hills	South West	SWP02B:	Heriot-Watt University
2	Pentland Hills	South West	SWP02C:	Juniper Green Parish Church Hall
2	Pentland Hills	South West	SWP02D:	Clovenstone Community Centre
2	Pentland Hills	South West	SWP02F:	Gibson Craig Halls
2	Pentland Hills	South West	SWP02G:	Currie Library
2	Pentland Hills	South West	SWP02H:	Balerno Parish Church, St Joseph's Centre
2	Pentland Hills	South West	SWP02I:	Sighthill Primary School
2	Pentland Hills	South West	SWP02J:	The Bridge Community Café, Holy Trinity Church
2	Pentland Hills	West	WP02A:	Ratho Community Centre

Proposed 1 school – no alternative can be found for Sighthill Primary School.

Notes

There are no changes proposed to the arrangements for Ward 2. No suitable alternative can be found for Sighthill Primary School.

Returning Officer Comments

The Returning Officer agrees with the proposals noting that no amendments are proposed.

Ward 3 Drum Brae/ Gyle

Polling places for the 2019 United Kingdom General Election were as follows.

3	Drum Brae/ Gyle	South West	SWW03G:	Lothian Valuation Joint Board Office
3	Drum Brae/ Gyle	South West	SWW03H:	Mobile Polling Station No 1
3	Drum Brae/ Gyle	West	WW03A:	East Craigs Church Centre
3	Drum Brae/ Gyle	West	WW03B:	Munro Community Centre
3	Drum Brae/ Gyle	West	WW03C:	Rannoch Community Education Centre
3	Drum Brae/ Gyle	West	WW03D:	Fox Covert Primary School
3	Drum Brae/ Gyle	West	WW03E:	Craigsbank Church Hall
3	Drum Brae/ Gyle	West	WW03F: WW06K:	Gylemuir Primary School

Current 2 schools

Following this review we propose the following.

3	Drum Brae/ Gyle	South West	SWW03G:	Lothian Valuation Joint Board Office
3	Drum Brae/ Gyle	South West	SWW03H:	Mobile Polling Station No 1
3	Drum Brae/ Gyle	West	WW03A:	East Craigs Church Centre
3	Drum Brae/ Gyle	West	WW03B:	Munro Community Centre
3	Drum Brae/ Gyle	West	WW03C:	Rannoch Community Education Centre
3	Drum Brae/ Gyle	West	WW03D:	Fox Covert Primary School
3	Drum Brae/ Gyle	West	WW03E:	Craigsbank Church Hall
3	Drum Brae/ Gyle	West	WW03F: WW06K:	Gylemuir Primary School

Proposed 2 schools

Notes

There are no changes proposed to the arrangements for Ward 2. No suitable alternatives could be found for Gylemuir Primary School or Fox Covert Primary School

Returning Officer Comments

The Returning Officer agrees with the proposals noting that no amendments are proposed.

Ward 4 Forth

Polling places for the 2019 United Kingdom General Election were as follows.

4	Forth	North & Leith	NN04C:	West Pilton Neighbourhood Centre
4	Forth	North & Leith	NN04D:	Prentice Centre
4	Forth	North & Leith	NN04E:	Royston Wardieburn Community Centre
4	Forth	North & Leith	NN04F:	Granton Primary School, New Annexe
4	Forth	North & Leith	NN04G:	Wardie Residents Club
4	Forth	North & Leith	NN04H:	Inverleith St. Serf's Church
4	Forth	North & Leith	NN04I: NN13A:	Victoria Primary School
4	Forth	North & Leith	NN04J:	Trinity Primary School

Current 3 schools

Following this review we propose the following.

4	Forth	North & Leith	NN04C:	West Pilton Neighbourhood Centre
4	Forth	North & Leith	NN04D:	Prentice Centre
4	Forth	North & Leith	NN04E:/ NN04F:	Royston Wardieburn Community Centre
4	Forth	North & Leith	NN04G:	Wardie Residents Club
4	Forth	North & Leith	NN04H:	Inverleith St. Serf's Church
4	Forth	North & Leith	NN04I: NN13A:	Victoria Primary School
4	Forth	North & Leith	NN04J:	Trinity Primary School

Proposed 2 schools

Notes

The only proposed change within Ward 4 involves the replacement of Granton Primary School with Royston Wardieburn Community Centre. This has been driven by the request to find alternatives to schools and there have been a number of complaints regarding the location of the district polling place given many of the electorate currently walk past Royston Wardieburn to cast their vote. The merging of the districts will produce a large polling district however the centre is centrally located, and the facility can comfortably host additional polling stations as required.

Returning Officer Comments

The Returning Officer agrees with the amendments that are proposed.

Ward 5 Inverleith

Polling places for the 2019 United Kingdom General Election were as follows.

5	Inverleith	North & Leith	NC05D:	Fet-Lor
5	Inverleith	North & Leith	NC05G:	St. Stephen's Comely Bank Church
5	Inverleith	North & Leith	NC05H:	Stockbridge Library
5	Inverleith	North & Leith	NC05I:	Broughton St. Mary's Parish Church
5	Inverleith	North & Leith	NC05J:	Bristo Baptist Church Hall
5	Inverleith	North & Leith	NN05F:	St. James' Episcopal Church Hall
5	Inverleith	North & Leith	NW05E:	Blackhall St. Columba's Church Hall
5	Inverleith	West	WW05A:	Blackhall Library
5	Inverleith	West	WW05B:	Blackhall Primary School
5	Inverleith	West	WW05C:	Drylaw Neighbourhood Centre

Current 1 primary school

Following this review we propose the following.

5	Inverleith	North & Leith	NC05D:	Fet-Lor
5	Inverleith	North & Leith	NC05G:	St. Stephen's Comely Bank Church
5	Inverleith	North & Leith	NC05H:	Stockbridge Library
5	Inverleith	North & Leith	NC05I:	Bellevue Chapel
5	Inverleith	North & Leith	NC05J:	Bristo Baptist Church Hall
5	Inverleith	North & Leith	NN05F:	St. James' Episcopal Church Hall
5	Inverleith	North & Leith	NW05E:	Blackhall St. Columba's Church Hall
5	Inverleith	West	WW05A:	Blackhall Library
5	Inverleith	West	WW05B:	Blackhall Primary School
5	Inverleith	West	WW05C:	Drylaw Neighbourhood Centre

Proposed 1 school

Notes

The only proposed change within Ward 5 involves the reinstatement of Bellevue Chapel as a polling place following its refurbishment. Bellevue Chapel has been used for polling many times previously. No alternative has been identified for Blackhall Primary School.

Returning Officer Comments

The Returning Officer agrees with the amendments that are proposed.

Ward 6 Corstorphine/ Murrayfield

Polling places for the 2019 United Kingdom General Election were as follows.

6	Corstorphine/ Murrayfield	North & Leith	NC06L:	Holiday Inn Edinburgh City West
6	Corstorphine/ Murrayfield	West	WC05L: WC06C:	Holiday Inn Edinburgh City West
6	Corstorphine/ Murrayfield	West	WC06D:	Murrayfield Parish Church Centre
6	Corstorphine/ Murrayfield	West	WC06G:	Saughton Crescent Scout Hall (also known as 150th Craigalmond Scout Hall)
6	Corstorphine/ Murrayfield	West	WC06H:	Roseburn Primary School
6	Corstorphine/ Murrayfield	West	WW06A:	Corstorphine St. Ninian's Church Hall
6	Corstorphine/ Murrayfield	West	WW06B:	St. Anne's Parish Church Hall
6	Corstorphine/ Murrayfield	West	WW06E:	10th Craigalmond Scout Hall
6	Corstorphine/ Murrayfield	West	WW06F:	Carrick Knowe Primary School
6	Corstorphine/ Murrayfield	West	WW06I:	Carrick Knowe Parish Church Hall

Current – 2 schools

Following this review we propose the following.

6	Corstorphine/ Murrayfield	North & Leith	NC06L:	Holiday Inn Edinburgh City West
6	Corstorphine/ Murrayfield	West	WC05L: WC06C:	Holiday Inn Edinburgh City West
6	Corstorphine/ Murrayfield	West	WC06D:	Murrayfield Parish Church Centre
6	Corstorphine/ Murrayfield	West	WC06G:	Saughton Crescent Scout Hall (also known as 150th Craigalmond Scout Hall)
6	Corstorphine/ Murrayfield	West	WC06H:	Roseburn Primary School
6	Corstorphine/ Murrayfield	West	WW06A:	Corstorphine St. Ninian's Church Hall
6	Corstorphine/ Murrayfield	West	WW06B:	St. Anne's Parish Church Hall
6	Corstorphine/ Murrayfield	West	WW06E:	10th Craigalmond Scout Hall
6	Corstorphine/ Murrayfield	West	WW06F:	Corstorphine Library
6	Corstorphine/ Murrayfield	West	WW06I:	Carrick Knowe Parish Church Hall

Proposed 1 school

Notes

It is proposed that Carrick Knowe Primary School is replaced with Corstorphine Library. The library is out of the polling district however but falls only slightly outside of the polling district and is well located to serve the electorate. No suitable alternative could be found for Roseburn Primary School

Returning Officer Comments

The Returning Officer agrees with the amendments that are proposed.

Ward 7 Sighthill/ Gorgie

Polling places for the 2019 United Kingdom General Election were as follows.

7	Sighthill/ Gorgie	South West	SWC07D:	Gorgie War Memorial Hall
7	Sighthill/ Gorgie	South West	SWC07E:	Gorgie Dalry Stenhouse Church
7	Sighthill/ Gorgie	South West	SWC07F:	Dalry Primary School
7	Sighthill/ Gorgie	South West	SWP07A:	St. David's Church Hall
7	Sighthill/ Gorgie	South West	SWP07H:	Murrayburn Primary School
7	Sighthill/ Gorgie	South West	SWP07J:	Stenhouse Primary School
7	Sighthill/ Gorgie	South West	SWP07N:	Longstone Primary School
7	Sighthill/ Gorgie	West	WP07B:	Carrickvale Community Education Centre

Current 3 schools

Following this review we propose the following.

7	Sighthill/ Gorgie	South West	SWC07D:	Gorgie War Memorial Hall
7	Sighthill/ Gorgie	South West	SWC07E:	Gorgie Dalry Stenhouse Church
7	Sighthill/ Gorgie	South West	SWC07F:	Dalry Primary School
7	Sighthill/ Gorgie	South West	SWP07A:	St. David's Church Hall
7	Sighthill/ Gorgie	South West	SWP07H:	Murrayburn Primary School
7	Sighthill/ Gorgie	South West	SWP07J:	Stenhouse Primary School
7	Sighthill/ Gorgie	South West	SWP07N:	Longstone Primary School
7	Sighthill/ Gorgie	West	WP07B:	Carrickvale Community Education Centre

Proposed 3 schools

Notes

There are no changes proposed to the arrangements for Ward 7. No suitable alternatives could be found for Murrayburn, Stenhouse or Longstone Primary Schools.

Returning Officer Comments

The Returning Officer agrees with the proposals noting that no amendments are proposed.

Ward 8 Colinton/ Fairmilehead

Polling places for the 2019 United Kingdom General Election were as follows.

8	Colinton/ Fairmilehead	South	SP08D:	Buckstone Primary School
8	Colinton/ Fairmilehead	South	SP08G:	Fairmilehead Parish Church Hall
8	Colinton/ Fairmilehead	South West	SWP08A:	St. Cuthbert's Episcopal Church Hall
8	Colinton/ Fairmilehead	South West	SWP08B: SWS08H	St. John's Colinton Mains Church
8	Colinton/ Fairmilehead	South West	SWP08C:	Pentland Primary School
8	Colinton/ Fairmilehead	South West	SWP08E:	Dreghorn Loan Church Hall
8	Colinton/ Fairmilehead	South West	SWP08F:	Pentland Community Centre

Current 2 schools

Following this review we propose the following.

8	Colinton/ Fairmilehead	South	SP08D:	Buckstone Primary School
8	Colinton/ Fairmilehead	South	SP08G:	Fairmilehead Parish Church Hall
8	Colinton/ Fairmilehead	South West	SWP08A:	St. Cuthbert's Episcopal Church Hall
8	Colinton/ Fairmilehead	South West	SWP08B: SWS08H	St. John's Colinton Mains Church
8	Colinton/ Fairmilehead	South West	SWP08C:	Oxgangs Library
8	Colinton/ Fairmilehead	South West	SWP08E:	Dreghorn Loan Church Hall
8	Colinton/ Fairmilehead	South West	SWP08F:	Pentland Community Centre

Proposed 1 school

Notes

The only proposed change within ward 8 is the replacement of Pentland Primary School with Oxgangs Library. The library is situated out with the polling district boundary however the district is small and the additional travel distance is minimal. Again this is proposed to secure an alternative to a primary school. No alternative could be identified for Buckstone Primary School.

Returning Officer Comments

The Returning Officer agrees with the amendments that are proposed.

Ward 9 Fountainbridge/ Craiglockhart

Polling places for the 2019 United Kingdom General Election were as follows.

9	Fountainbridge/ Craiglockhart	South West	SWC09D: SWC11F:	Tollcross Primary School
9	Fountainbridge/ Craiglockhart	South West	SWP09I:	Kingsknowe Golf Club
9	Fountainbridge/ Craiglockhart	South West	SWS09A:	St. Cuthbert's Primary School
9	Fountainbridge/ Craiglockhart	South West	SWS09B:	Craiglockhart Primary School
9	Fountainbridge/ Craiglockhart	South West	SWS09C:	Fountainbridge Library
9	Fountainbridge/ Craiglockhart	South West	SWS09E:	Boroughmuir Rugby & Community Sports Club
9	Fountainbridge/ Craiglockhart	South West	SWS09G:	Craiglockhart Parish Church Hall

Current 3 schools

Following this review we propose the following.

9	Fountainbridge/ Craiglockhart	South West	SWC09D: SWC11F:	Tollcross Community Centre
9	Fountainbridge/ Craiglockhart	South West	SWP09I:	Kingsknowe Golf Club
9	Fountainbridge/ Craiglockhart	South West	SWS09A:	St. Cuthbert's Church Hall
9	Fountainbridge/ Craiglockhart	South West	SWS09B:	Craiglockhart Primary School
9	Fountainbridge/ Craiglockhart	South West	SWS09C:	Fountainbridge Library
9	Fountainbridge/ Craiglockhart	South West	SWS09E:	Boroughmuir Rugby & Community Sports Club
9	Fountainbridge/ Craiglockhart	South West	SWS09G:	Craiglockhart Parish Church Hall

Proposed 1 schools

Notes

The proposed change From Tollcross Primary School to Tollcross Community Centre is a minimal change as the community centre has been used many times previously serving the same electorate. The school and community centre being part of the same complex.

The second proposal would see the electorate return to St Cuthbert's Church Hall releasing St Cuthbert's Primary School. This has been used many times previously and was only recently replaced by the school. No alternative has been found to Craiglockhart Primary School.

Returning Officer Comments

The Returning Officer agrees with the amendments that are proposed.

Ward 10 Meadows/ Morningside

Polling places for the 2019 United Kingdom General Election were as follows.

10	Meadows/ Morningside	South	SP10K:	St. Fillan's Church Hall
10	Meadows/ Morningside	South	SS10B:	Polwarth Parish Church Hall
10	Meadows/ Morningside	South	SS10C:	Morningside United Church Hall
10	Meadows/ Morningside	South	SS10F:	Church Hill Theatre - Studio
10	Meadows/ Morningside	South	SS10G:	James Gillespie's Primary School
10	Meadows/ Morningside	South	SS10H:	South Morningside Primary School
10	Meadows/ Morningside	South	SS10I:	Morningside Parish Church Halls
10	Meadows/ Morningside	South	SS10J: SS09H:	Greenbank Church Hall
10	Meadows/ Morningside	South West	SWC10D:	Barclay Viewforth Church
10	Meadows/ Morningside	South West	SWS10A:	Church of Jesus Christ of Latter Day Saints

Current – 2 schools

Following this review we propose the following.

10	Meadows/ Morningside	South	SP10K:	St. Fillan's Church Hall
10	Meadows/ Morningside	South	SS10B:	Polwarth Parish Church Hall
10	Meadows/ Morningside	South	SS10C:	Morningside United Church Hall
10	Meadows/ Morningside	South	SS10F:	Church Hill Theatre - Studio
10	Meadows/ Morningside	South	SS10G:	James Gillespie's Primary School
10	Meadows/ Morningside	South	SS10I: SS10H	Morningside Parish Church Halls
10	Meadows/ Morningside	South	SS10J: SS09H:	Greenbank Church Hall
10	Meadows/ Morningside	South West	SWC10D:	Barclay Viewforth Church
10	Meadows/ Morningside	South West	SWS10A:	Church of Jesus Christ of Latter Day Saints

Proposed 1 school

Notes

The proposed change from South Morningside Primary School to Morningside Parish Church Halls comes as a result of finding a school alternative and receiving numerous complaints from parents regarding the continued use of the school. Although this new district would be very large the electorate can be accommodated within the church, although additional minor district adjustments may be required with some of the electorate required to vote at Church Hill Theatre and Greenbank Church Hall.

Returning Officer Comments.

The Returning Officer agrees with the amendments that are proposed.

Ward 11 City Centre

Polling places for the 2019 United Kingdom General Election were as follows.

11	City Centre	East	EC11G:	Lauriston Halls
11	City Centre	East	EC11H:	City Chambers
11	City Centre	East	EC11J: EE11K:	Waverley Court, City of Edinburgh Council HQ
11	City Centre	East	EC11L: EC10E:	Novotel Edinburgh Centre
11	City Centre	East	EC11M:	Braidwood Community Centre
11	City Centre	North & Leith	NC11A:	Assembly Rooms
11	City Centre	North & Leith	NC11B: NC11C:	Cafe Camino
11	City Centre	North & Leith	NC11E:	Walpole Hall
11	City Centre	West	WC11D:	Apex Haymarket Hotel

Current – 0 schools

Following this review we propose the following.

11	City Centre	East	EC11G:	Lauriston Halls
11	City Centre	East	EC11H:	City Chambers
11	City Centre	East	EC11J: EE11K:	Waverley Court, City of Edinburgh Council HQ
11	City Centre	East	EC11L: EC10E:	Novotel Edinburgh Centre
11	City Centre	East	EC11M:	Braidwood Community Centre
11	City Centre	North & Leith	NC11A:	Assembly Rooms
11	City Centre	North & Leith	NC11B: NC11C:	Cafe Camino
11	City Centre	North & Leith	NC11E:	Walpole Hall
11	City Centre	West	WC11D:	Apex Haymarket Hotel

Proposed 0 schools

Notes

There are no changes proposed to the arrangements for Ward 11. .

Returning Officer Comments

The Returning Officer agrees with the proposals noting that no amendments are proposed.

Ward 12 Leith Walk

Polling places for the 2019 United Kingdom General Election were as follows.

12	Leith Walk	East	EN12G:	Pilmeny Youth Centre
12	Leith Walk	East	EN12H: EN14K: EN12 K	Norton Park Conference Centre
12	Leith Walk	North & Leith	NN12A:	Holy Cross R.C. Primary School
12	Leith Walk	North & Leith	NN12B:	Ebenezer United Free Church Hall
12	Leith Walk	North & Leith	NN12C:	Royal Navy & Royal Marine Association & Club
12	Leith Walk	North & Leith	NN12D:	Broughton Nursery
12	Leith Walk	North & Leith	NN12E:	Pilrig St Paul's Church Hall
12	Leith Walk	North & Leith	NN12F:	Lorne Primary School
12	Leith Walk	North & Leith	NN12I:	McDonald Road Library
12	Leith Walk	North & Leith	NN12J:	Leith Walk Primary School

Current – 3 schools

Following this review we propose the following.

12	Leith Walk	East	EN12G:	Pilmeny Youth Centre
12	Leith Walk	East	EN12H: EN14K: EN12 K	Norton Park Conference Centre
12	Leith Walk	North & Leith	NN12A:	Leith & District Boys Brigade
12	Leith Walk	North & Leith	NN12B:	Ebenezer United Free Church Hall
12	Leith Walk	North & Leith	NN12C:	Royal Navy & Royal Marine Association & Club
12	Leith Walk	North & Leith	NN12D:	Broughton Nursery
12	Leith Walk	North & Leith	NN12E:	Pilrig St Paul's Church Hall
12	Leith Walk	North & Leith	NN12F:	Out of The Blue
12	Leith Walk	North & Leith	NN12I:	McDonald Road Library
12	Leith Walk	North & Leith	NN12J:	Leith Walk Primary School

Proposed – 1 school

Notes

The proposal to move from Holy Cross RC Primary School to the Leith & District Boys Brigade is geographically a very short move but the new venue is now within the polling district and is a viable alternative to a primary school.

The proposed move from Lorne Primary School to Out of the Blue is again a viable proposal to find an alternative to a primary school. The location of Out of the Blue is within Dalmeny Street which is central to the polling district.

Returning Officer Comments.

The Returning Officer agrees with the amendments that are proposed.

Ward 13 Leith

Polling places for the 2019 United Kingdom General Election were as follows.

13	Leith	East	EN13E:	Hermitage Park Primary School
13	Leith	North & Leith	NN13B:	North Leith Parish Church Hall
13	Leith	North & Leith	NN13C:	St. Mary's (Leith) R.C. Primary School
13	Leith	North & Leith	NN13D:	South Leith Parish Church Halls

Current – 2 schools

Following this review, we propose the following.

13	Leith	East	EN13E:	Hermitage Park Primary School
13	Leith	North & Leith	NN13B:	North Leith Parish Church Hall
13	Leith	North & Leith	NN13C:	St. Mary's (Leith) R.C. Primary School
13	Leith	North & Leith	NN13D:	South Leith Parish Church Halls

Proposed 2 schools

Notes

There are no changes proposed to the arrangements for Ward 13. No suitable alternatives could be found for Hermitage Park or St Mary's RC Primary Schools.

Returning Officer Comments

The Returning Officer agrees with the proposals noting that no amendments are proposed.

Ward 14 Craigentinny/ Duddingston

Polling places for the 2019 United Kingdom General Election were as follows.

14	Craigentinny/ Duddingston	East	EE14A:	St. Ninian's R.C. Church Hall
14	Craigentinny/ Duddingston	East	EE14B:	Craigentinny Community Centre
14	Craigentinny/ Duddingston	East	EE14C:	Wilson Memorial United Free Church of Scotland
14	Craigentinny/ Duddingston	East	EE14D: EN14L:	Abbeyhill Primary School
14	Craigentinny/ Duddingston	East	EE14F:	Willowbrae Parish Church
14	Craigentinny/ Duddingston	East	EE14G:	Northfield/Willowbrae Community Centre
14	Craigentinny/ Duddingston	East	EE14H:	Parsons Green Nursery School
14	Craigentinny/ Duddingston	East	EE14M:	Restalrig Lochend Community Hub

Current 2 schools

Following this review we propose the following.

14	Craigentinny/ Duddingston	East	EE14A:	St. Ninian's R.C. Church Hall
14	Craigentinny/ Duddingston	East	EE14B:	Craigentinny Community Centre
14	Craigentinny/ Duddingston	East	EE14C:	Wilson Memorial United Free Church of Scotland
14	Craigentinny/ Duddingston	East	EE14D: EN14L:	Meadowbank Church
14	Craigentinny/ Duddingston	East	EE14F:	Willowbrae Parish Church
14	Craigentinny/ Duddingston	East	EE14G:	Northfield/Willowbrae Community Centre
14	Craigentinny/ Duddingston	East	EE14H:	Parsons Green Nursery School
14	Craigentinny/ Duddingston	East	EE14M:	Restalrig Lochend Community Hub

Proposed 1 school

Notes

The only proposed change within Ward 14 involves moving from Abbeyhill Primary School to Meadowbank Church. The location of the church is more central to the polling district and the church has been used many times prior to the 2016 polling review.

Returning Officer Comments

The Returning Officer agrees with the amendments that are proposed.

Ward 15 Southside/ Newington

Polling places for the 2019 United Kingdom General Election were as follows.

15	Southside/ Newington	East	EC15A:	Southside Community Centre
15	Southside/ Newington	East	EC15C:	Nelson Hall Community Centre
15	Southside/ Newington	East	ES15H:	Cameron House Community Education Centre
15	Southside/ Newington	South	SS15D:	St. Catherine's Argyle Church
15	Southside/ Newington	South	SS15F:	Marchmont St. Giles' Parish Church
15	Southside/ Newington	South	SS15G:	Mayfield Salisbury Church Hall
15	Southside/ Newington	South	SS15I:	Reid Memorial Church Hall
15	Southside/ Newington	South	SS15J:	Liberton Primary School
16	Liberton/ Gilmerton	South	SE16D: SE17L:	Goodtrees Neighbourhood Centre

Current – 1 school

Following this review we propose the following.

15	Southside/ Newington	East	EC15A:	Southside Community Centre
15	Southside/ Newington	East	EC15C:	Nelson Hall Community Centre
15	Southside/ Newington	East	ES15H:	Cameron House Community Education Centre
15	Southside/ Newington	South	SS15D:	St. Catherine's Argyle Church
15	Southside/ Newington	South	SS15F:	Marchmont St. Giles' Parish Church
15	Southside/ Newington	South	SS15G:	Mayfield Salisbury Church Hall
15	Southside/ Newington	South	SS15I:	Reid Memorial Church Hall
15	Southside/ Newington	South	SS15J:	Liberton Primary School
16	Liberton/ Gilmerton	South	SE16D: SE17L:	Goodtrees Neighbourhood Centre

Proposed – 1 school

Notes

There are no changes proposed to the arrangements for Ward 15. No suitable alternatives could be found for Liberton Primary School.

Returning Officer Comments

The Returning Officer agrees with the proposals noting that no amendments are proposed.

Ward 16 Liberton/ Gilmerton

Polling places for the 2019 United Kingdom General Election were as follows.

16	Liberton/ Gilmerton	South	SE16D: SE17L:	Goodtrees Neighbourhood Centre
16	Liberton/ Gilmerton	South	SE16F:	Alnwickhill Road Army Reserve Centre
16	Liberton/ Gilmerton	South	SE16G:	South Neighbourhood Office
16	Liberton/ Gilmerton	South	SE16H: SS16E:	Liberton Kirk Halls
16	Liberton/ Gilmerton	South	SE16I:	Liberton Northfield Church Hall
16	Liberton/ Gilmerton	South	SE16J:	Valley Park Community Centre
16	Liberton/ Gilmerton	South	SE16K:	Gilmerton Community Centre
16	Liberton/ Gilmerton	South	SS16A:	St. John Vianney R.C. Primary School
16	Liberton/ Gilmerton	South	SS16B:	St. Gregory's R.C. Church Hall

Current – 1 school

Following this review we propose the following.

16	Liberton/ Gilmerton	South	SE16D: SE17L:	Goodtrees Neighbourhood Centre
16	Liberton/ Gilmerton	South	SE16F:	Alnwickhill Road Army Reserve Centre
16	Liberton/ Gilmerton	South	SE16G:	Gracemount Leisure Centre
16	Liberton/ Gilmerton	South	SE16H: SS16E:	Liberton Kirk Halls
16	Liberton/ Gilmerton	South	SE16I:	Liberton Northfield Church Hall
16	Liberton/ Gilmerton	South	SE16J:	Valley Park Community Centre
16	Liberton/ Gilmerton	South	SE16K:	Gilmerton Community Centre
16	Liberton/ Gilmerton	South	SS16A:	St. John Vianney R.C. Primary School
16	Liberton/ Gilmerton	South	SS16B:	St. Gregory's R.C. Church Hall

Proposed 1 school

Notes

The use of the South Neighbourhood Office has provided a number of challenges recently due to the office's other uses and library the operation of the library. The layout of polling stations within the office is in addition very complicated therefore it is proposed to move back to the leisure centre which has hosted polling many times previously.

No alternative has been found for St. John Vianney R.C. Primary School

Returning Officer Comments

The Returning Officer agrees with the amendments that are proposed.

Ward 17 Portobello/ Craigmillar

Polling places for the 2019 United Kingdom General Election were as follows.

17	Portobello/ Craigmillar	East	EE17A:	Portobello Community Centre
17	Portobello/ Craigmillar	East	EE17B:	St. John's R.C. Primary School
17	Portobello/ Craigmillar	East	EE17C:	Portobello and Joppa Parish Church
17	Portobello/ Craigmillar	East	EE17D:	Bingham Community Centre
17	Portobello/ Craigmillar	East	EE17E:	Brunstane Primary School
17	Portobello/ Craigmillar	East	EE17G: ES17M: EE16L:	East Neighbourhood Centre
17	Portobello/ Craigmillar	East	EE17J:	Hays Business Centre
17	Portobello/ Craigmillar	East	EE17K:	Newcraighall Primary School

Current – 3 schools

Following this review we propose the following.

17	Portobello/ Craigmillar	East	EE17A:	Portobello Community Centre
17	Portobello/ Craigmillar	East	EE17B:	St. John's R.C. Primary School
17	Portobello/ Craigmillar	East	EE17C:	Portobello and Joppa Parish Church
17	Portobello/ Craigmillar	East	EE17D:	Bingham Community Centre
17	Portobello/ Craigmillar	East	EE17E:	Brunstane Primary School
17	Portobello/ Craigmillar	East	EE17G: ES17M: EE16L:	East Neighbourhood Centre
17	Portobello/ Craigmillar	East	EE17J:	Hays Business Centre
17	Portobello/ Craigmillar	East	EE17K:	Newcraighall Primary School

Proposed 3 schools

Notes

There are no changes proposed to the arrangements for Ward 17. No suitable alternatives could be found for St. John's R.C. Primary School, Brunstane Primary School or Newcraighall Primary School

Returning Officer Comments

The Returning Officer agrees with the proposals noting that no amendments are proposed.

Appendix 2

Appeals Process

Following the conclusion of the Council's review certain persons have a right to make representations to the Electoral Commission and this section sets out the Appeals Process which requires to be followed.

Who is entitled to make a representation to the Commission?

- Thirty or more registered electors in each constituency (although electors registered anonymously cannot make a representation);
- A person (except the Returning Officer) who made representations to the local authority when the review was being undertaken;
- Any person who is not an elector in a constituency in the authority's area but who the Commission thinks has sufficient interest in the accessibility of disabled persons to polling places in the area or has particular expertise in relation to the access to premises or facilities of disabled persons.

In addition, the Returning Officer may make observations on any representations made to the Commission.

Format for all representations:

All representations made to the Commission must be made in writing either by post, e-mail or fax. The representation must be as specific as possible and should clearly state the manner in which it is alleged that the Council has failed to properly conduct the review. There are only two grounds on which a representation may be made. These are:

- (a) The local authority has failed to meet the reasonable requirements of the electors in the constituency
- (b) The local authority has failed to take sufficient account of accessibility to disabled persons of the polling station(s) within a polling place

Representations based on any other premise will not be considered.

The representation should include the location and any other relevant information regarding the polling place at issue, stating specifically why it is inaccessible or does not meet the reasonable requirements of the electors.

A representation may also include for consideration specific proposals for changing the place that has been designated as the polling place.

Decision making process of the Commission

Upon receipt of a representation, the Commission will request all relevant documentation from the Council and will show the Council the representation.

The Returning Officer is entitled to make observations on the representation submitted to the Commission and should give a report on the probable polling stations which would likely be used should the representation be successful.

The documentation from the Council, the observations of the Returning Officer and any other relevant information will be taken into consideration, in conjunction with the representation.

The Commission may seek advice from persons with expertise on accessibility issues when making its decision.

The Commission will set out in writing its conclusions and reasons for its decision. The Commission's decision will be issued to the person(s) who made the representation, the Council and the Returning Officer. The decision and related documents will also be published on the Commission's website and the Angus Council website.

The Commission may direct the Council to consider any alterations to the polling places that it deems necessary under the review. After two months, if the Council has failed to make the alterations the Commission can itself make the alterations as if the Council had implemented them.

Please send any representations to:

Legal Counsel
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ
Tel: 020 7271 0500
Fax: 020 7271 0505
Email: appeals@electoralcommission.org.uk

NOTICE OF REVIEW OF POLLING DISTRICTS AND POLLING PLACES

In accordance with The Electoral Registration and Administration Act 2013, the City of Edinburgh Council is conducting a review of polling districts and polling places.

The review is intended to take account of experience and feedback from recent elections and any recent changes in circumstances. Polling places must be well located and accessible to all electors, including those with a disability, so far as practicable.

Representations on the proposals are invited from elected representatives, political parties, electors within the City of Edinburgh Council area and persons or organisations with particular expertise in respect of access to premises for people with different forms of disability. Those making submissions are welcome to propose alternative venues for polling if they have concerns about current and proposed provision.

Representations should be made in writing (by e-mail) to the address below. The deadline for receipt of representations is **Tuesday 4 August 2020**. Any representations received will be posted on the City of Edinburgh Council website and available for public inspection. After this deadline, and consideration of all representations received, a report containing the final proposals for polling districts and polling places will be submitted for consideration at a meeting of the City of Edinburgh Council.

Chris Highcock
Depute Returning Officer and Elections Manager
The City of Edinburgh Council
City of Edinburgh Council Elections Office
Level 5, City Chambers
249 High Street
Edinburgh EH1 1YJ

Tel 0131 469 3126
elections@edinburgh.gov.uk

Tuesday 7 July 2020

Rolling Actions Log

The City of Edinburgh Council

May 2015 to December 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	31-05-18	Private Business – Motion by Councillor Lang (Agenda of 31 May 2018)	Recognises the need for confidential matters to be handled in a consistent manner by elected members but notes there are currently no formal provisions for when the confidentiality around specific matters is lifted and matters can be shared and discussed publicly. Requests that council officers use the planned report on political management arrangements at the 28 June Council meeting to include proposals to either	Chief Executive	February 2021		Recommended for Closure Report on the agenda for this meeting <u>Update – July 2020</u> Scottish Government are consulting on changes to the Code of Conduct and it is suggested that changes to the protocol await this

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			amend standing orders or issue formal guidance to address this issue.				piece of work
2	20-09-18	Elected Member Champions	To agree to a monitoring report on work carried out in one year's time.	Chief Executive	December 2020	December 2020	<p>Recommended for Closure</p> <p>Report to Council on 10 December 2020</p> <p><u>Update July 2020</u></p> <p>This monitoring report has been delayed due to the Covid-19 pandemic</p>
3	(a) 02-05-19	Review of Appointments to Committees, Boards and Joint Boards for 2019-2020	To continue for a further report to the next meeting on the legal opinion of agreeing changes to the Added Members for Education Matters on the Education, Children and Families Committee as	Chief Executive		30 May 2019	CLOSED

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>follows –</p> <p>(a) To add an additional parent representative.</p> <p>(b) To add a senior pupil representative.</p> <p>(c) To make all Added Members for Education Matters non-voting members.</p>				
	(b) 30-05-19	Added Members and Voting Rights on the Education, Children and Families Committee – Legal Opinion	<p>1) To delay the determination of whether to add members and whether or not to remove voting rights of added members to the August sitting of Council, to allow time for review of similar proposals being implemented by Perth and Kinross Council.</p> <p>2) To ask officers to</p>	Chief Executive	Ongoing		See Rolling Action 4 below

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			update the report for the Meeting Papers of the August Council to include information on the outcomes of changes to voting rights of added members on the Education and Lifelong Learning Committee of Perth and Kinross Council.				
4	22.08.19	Added Members and Voting Rights on the Education, Children and Families Committee	1) To agree to continue the report and to organise a series of meetings with the Faith Community to examine their present relationship with the Council and explore how the engagement on the voting rights of the Religious Representatives could be modernised.	Executive Director for Communities and Families	Ongoing		<u>Update July 2020</u> Work on this was suspended as a result of the COVID emergency. As conditions change the work will resume. The Executive Director is currently discussing the

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>2) To include consultation with young people and the parent community.</p> <p>3) To agree that the report be submitted to the meeting of the Council in November 2019.</p>				timetable for resumption with the Convener and Vice Convener of the Education, Children and Families Committee
5	22.08.19	Climate Change Impact and Management - Motion by Councillor Macinnes	Requests a report to Council which indicates clearly the work already being undertaken and needed across the Council to meet heightened demands caused by extreme weather and future considerations, within 3 cycles.	Executive Director of Place	February 2021		<p><u>Update - 4 February 2021</u></p> <p>A briefing note on this will be circulated to Transport and Environment Committee in February 2021, providing an update on progress so far.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	24.10.19	Claim for an Award of Expenses in the Appeal PPA-230-2207 – Motion by Councillor Mowat	Considers this an extremely serious finding against the Council and calls for a report detailing planning appeals for major sites which have been allowed; and for an independent review of these decisions to determine whether the Council's approach to determining these sites aligns with national and local policy.	Executive Director of Resources	August 2020	2 September 2020	Recommended for closure A report was considered at the Planning Committee on 2 September 2020
7	30.06.20	Office of Lord Provost: Year Three Report 2019/20	1) To endorse the way forward in terms of morale boosting and reinstatement of the civic life of the city, as set out in paragraphs 4.32 to 4.34 of the report by the Chief Executive, recognising as we emerge from the	Chief Executive	25 August 2020	25 August 2020	Recommended for Closure Report submitted to Council on 25 August 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Covid-19 pandemic the importance of civic leadership and community at this time, alongside economic recovery, and therefore to call for a further detailed report in two cycles on proposed methods of civic engagement by the Lord Provost, Depute Convener and Bailies, to ensure as complete a civic presence as possible. The report to include the potential and appropriateness of undertaking events by virtual methods; other new ways of engaging; reference to government and</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>other guidelines; and any budget impacts for the Office of Lord Provost, enabling the continued support of civic life in the capital city while Covid-19 regulations applied.</p> <p>2) To welcome the opportunity to shape the future programme of Royal Visits to the Edinburgh community by Senior Members of the Household.</p> <p>3) To include how virtual ceremonies could be delivered and how the Depute Convener and Bailies could assist</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			with these new approaches.				
8	30.06.20	Signage for Scotland's Largest Historical Mural – Motion by Councillor Arthur	Asks that the Traffic Signs Team brings forward a plan within two cycles to improve signage in the Colinton Area for those trying to find the Colinton Tunnel Mural and National Cycle Network Route 75	Executive Director of Place	25 August 2020		Recommended for Closure Two signs have been installed directing people to the tunnel.
9	30.06.20	Engagement with Employees – Motion by Councillor Rust	To provide a Members briefing detailing the range of tools and opportunities for Employee engagement	Executive Director of Resources	August 2020	19 August 2020	Recommended for closure A briefing was circulated to members on 19 August 2020
10	28.07.20	Revenue Budget 2020/21 Update – referral from the Policy and Sustainability Committee	To note that, notwithstanding significant pressures on the core revenue budget, there remained opportunities to allocate funds which were earmarked for energy	Executive Director of Resources	September 2020	24 September 2020	Recommended for closure Commentary on the level of available funding and associated conditions of use

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			efficiency and spend to save initiatives which could be used to facilitate a Green Recovery and that a briefing note should be provided to all groups on the resources available and conditions of use within two cycles.				was included in Appendix 2 of the " Revenue Budget 2020/21 – progress update " report considered by the Finance and Resources Committee on 24 September 2020.
11	28.07.20	1140 Hours Provision of Early Learning and Childcare – Motion by Councillor Laidlaw	To ask the Executive Director for Communities and Families to report back within one cycle as to what provision could be made available to the families of Edinburgh and the costs and feasibility of providing the following options: <ul style="list-style-type: none"> • Full 1140 hours provision as envisaged • A phased scale-up across the 2020-21 	Executive Director for Communities and Families	March 2021		<u>Update – 4 February 2021</u> An update report was submitted to the Education, Children and Families Committee on 13 October 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>academic year rising from 870 hours to 1140 hours</p> <ul style="list-style-type: none"> • Provision of 1140 hours to the children of key workers • The new timetable for the delivery of the new early year's facilities planned for August 2020 but delayed by the pandemic <p>This report to include how the use of outdoor spaces particularly forest kindergartens could be maximised for early learning and childcare as part of the 1140 hours provision</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	25.08 20	Public Health - Motion by Councillor Jim Campbell	To agree that a Members briefing should be issued setting out the powers the Council had to act on public health guidance and the process for partnership working to implement guidance set nationally or for Edinburgh specifically	Executive Director of Place	9 November 2020		Recommended for Closure The briefing note on Local Authority powers in the event of a local lockdown was circulated to Elected Members, on 9 November 2020.
13	25.08.20	Flooding – Motion by Councillor Corbett	To agree to a report within three cycles, including dialogue with Scottish Water, on what steps could be taken to mitigate the scale of flooding in the future.	Executive Director of Place	19 November 2020		Recommended for Closure This was included in the Vision for Water Management report considered by Transport and Environment Committee in November 2020.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	17.09.20	Community Councils - Motion by Councillor Rae	To further agree to provide a report on funding for Community Councils detailing awards of grant for 2019/20 and 2020/21 with explanations of any alterations in the grants awarded and how support for Community Councils and other statutory voluntary bodies will be provided going forward including what advice will be given about meetings in person and online. Report should also explore joining remote meetings by phone	Chief Executive/ Executive Director of Resources	March 2020 (Culture and Communities Committee)		<u>Update – 4 February 2020</u> A briefing was circulated to Members in November 2020 providing further details on joining Microsoft Teams meetings via phone and a report on Community Councils is scheduled for the March meeting of the Culture and Communities Committee
15	(a) 17.09.20	Whistleblowing Culture– Motion by Councillor Whyte	Refers the Conservative motion onto Policy and Sustainability Committee for further discussion on 6 October 2020 to allow any relevant information	Chief Executive	15 October 2020		Recommended for Closure Report to Council on 15 October

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			relating to the process and timeline of investigations to be presented by officers to the contents of the motion and then brought back to Council on 15 October 2020 for a full discussion				2020
	(b) 15 10 20		That the Chief Executive provide a briefing on other Councils who have adopted this Council's best practice in respect of Whistleblowing and the use of Safecall and how they have taken that forward, together with details of Safecall's current reporting structure.	Chief Executive			Recommended for Closure A briefing was circulated to members on 3 November 2020.
16	15.10.20	Child Protection – Motion by Councillor Dickie	That the Annual Child Protection Committee Report be submitted to Full Council, in one cycle, to ensure the widest commitment to open dialogue and the protection	Chief Executive (Executive Director for Communities and Families)	4 February 2020		Recommended for Closure Report on the agenda for this meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			of children – and every year thereafter.				
17	15.10.20	Edinburgh International Activity – Motion by the Lord Provost	Instructs the Chief Executive to report, in one cycle, on progress to establish this group and on the detail of any meetings which have taken place.	Chief Executive	19 November 2020		Recommended for Closure Report submitted to Council on 19 November 2020
18	15.10.20	Public Health Emergency Measures – Emergency Motion by Councillor Duggart	1) To agree that a Members briefing should be issued setting out the powers the Council had to act on public health guidance and the process for partnership working to implement guidance set nationally or for Edinburgh specifically.	Chief Officer, Edinburgh Health and Social Care Partnership		November 2022	Recommended for Closure A briefing was circulated to members on 9 November 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To also agree to add to that briefing any pertinent information in relation to point 1 relevant to the current extension of restrictions and requests this is sent to elected members in one cycle				
19	19.11.20	Public Holidays 2021-2027	To agree that a further report would be brought back to Council to consider the Edinburgh Spring Holiday in 2022	Chief Executive	March 2021		

City of Edinburgh Council

10.00am, Thursday, 4 February 2021

Operational Governance: Annual review of Contract Standing Orders

Executive Wards	Executive
Council Commitments	All
	2,3 and 7

1. Recommendations

- 1.1 The City of Edinburgh Council is recommended to:
- 1.2 approve the proposed revisions to the Contract Standing Orders, as summarised in Appendix 1 to this report;
- 1.3 approve the adoption of the revised Contract Standing Orders, attached as Appendix 2 to this report; and,
- 1.4 note that there will continue to be an annual review of the Contract Standing Orders to ensure that they are operating effectively and provide a robust framework for Council purchasing and contract management activities.

Stephen S. Moir

Executive Director of Resources

Contact: Iain Strachan, Chief Procurement Officer,

Finance Division, Resources Directorate

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

Operational Governance: Annual review of Contract Standing Orders

2. Executive Summary

- 2.1 The Council's Contract Standing Orders (CSOs) provide controls and regulation around all the Council's purchasing and contract management activity as well as promoting improved economic, environmental and social outcomes through the Council's considerable spending power. To enable continuous improvement and to reflect any changes to the Council's political commitments or policies the CSOs are reviewed annually. This report provides a summary of the proposed changes to the CSOs and seeks approval for the proposed changes to be implemented.

3. Background

- 3.1 The Council is required to have standing orders under the Local Government (Scotland) Act 1973. The CSOs provide controls and regulation around all the Council's purchasing and contract management activity and place requirements on Directorates to effectively plan and contract manage the resulting contracts. The CSOs are regularly reviewed and amended as required to support continuous improvement and reflect legislative changes.
- 3.2 A new five year [Sustainable Procurement Strategy](#) was approved on [5 March 2020](#), by the Finance and Resources Committee and the Council is now progressing the 7 key strategic objectives contained within that, those being:
- 3.2.1 Making procurement spend more accessible to local small business and the third sector;
 - 3.2.2 Improving Fair Work practices adopted by suppliers;
 - 3.2.3 Increasing community benefits delivered by suppliers;
 - 3.2.4 Contributing to the Council's 2030 carbon-neutral city target;
 - 3.2.5 Delivering savings and Best Value outcomes;
 - 3.2.6 Ensuring legal compliance and robust and transparent governance; and,
 - 3.2.7 Promoting innovative and best practice solutions.

- 3.3 The Strategy, supported by the CSOs, places sustainability at the heart of the Council's procurement programme, to ensure that the Council's considerable spending power is used to promote those economic, environmental and social outcomes that support growth, and will simultaneously assist the Council in addressing the challenges that the city is facing.

4. Main report

- 4.1 The CSOs are the subject of an annual review. This most recent review, delayed by the Covid-19 pandemic during 2020, has considered the operation of the current CSOs since they were amended in June 2019, and has identified a number of necessary changes required as a result of the UK having left the European Union (EU), and the approval of the Sustainable Procurement Strategy in March 2020. The proposed changes, along with other more minor revisions, are set out in Appendix 2 to this report. A brief explanation for the more material proposed amendments is given in the table set out in Appendix 1 to this report. No changes are proposed to the thresholds at which officers have delegated authority to take purchasing decisions.
- 4.2 In respect of the UK's withdrawal from the EU in January 2020, and the subsequent transition period having come to an end, the CSOs have been amended to reflect changes to the overarching legal framework, with the deletion of references to EU law, the EU Commission and EU procurement thresholds.
- 4.3 In respect of the Sustainable Procurement Strategy it should be noted that in the period since the Council's previous procurement strategy was adopted, in 2016, there have been notable developments in the local and national policy framework, that now more clearly recognises the important role that public sector procurement has in assisting the Council to deliver its key outcomes, and is in turn aligned to the Scottish Government's National Performance Framework. Specific Council examples include (i) the Council's ambitious target of becoming a net zero city by 2030, (ii) the Council's adoption of the Edinburgh Economy Strategy - Enabling Good Growth on [7 June 2018](#), (iii) the work of the Edinburgh Poverty Commission and [the Council's response to that](#) and (iv) the Council's adoption of the Construction Charter on [16 August 2018](#) and the Charter Against Modern Slavery on [2 October 2018](#). The Council's procurement activity also directly supports the delivery of Council services, and key Council projects and initiatives, such as the delivery of new housing and schools. These developments informed the new strategy, and it is important that these are also reflected in the CSOs and drawn to the attention of those undertaking purchasing activity on behalf of the Council.
- 4.4 In particular, building upon the promotion of fair working practices, the Scottish Government has introduced the Fair Work First commitment, which includes an emphasis on investment in skills and training, no inappropriate use of zero hours

contracts i.e. zero hours being used as a substitute for permanent contracts of employment, genuine workforce engagement and action to tackle the gender pay gap. The proposed changes to the CSOs include a specific reference to “Fair Work First” to highlight the importance of these principles, and the requirement that they are considered in all relevant procurement opportunities. In addition, payment of the real Living Wage is considered to be a significant indicator of an employer’s commitment to fair work practices, and one of the clearest ways that an employer can demonstrate that it takes a positive approach to its workforce. As such, a specific reference to the Real Living Wage is also proposed, for the same reasons.

- 4.5 The Strategy is designed to guide all procurement and contract management spending and savings decisions the Council makes between now and 2025, and its explicit incorporation into the CSOs will further reinforce the requirement that procurement activity at all stages must take account of and act on opportunities to deliver these objectives. Performance against the action plan that accompanies the Strategy will be reported annually to the Finance and Resources Committee. The first report on progress with the new Strategy will be in August 2021.
- 4.6 It is to be noted that the Strategy includes the Council’s objective of being carbon-neutral by 2030, which was the terminology adopted at that time. The Council’s objective is now to be a net-zero city by 2030. As such, when the Strategy is reviewed later in 2021, as part of the annual reporting referred to above, these references will be updated for consistency with the wider corporate objectives.

5. Next Steps

- 5.1 The changes to the CSOs, once approved, will be highlighted to Council officers by publication on the Orb and a series of online awareness raising events and training delivered by the Commercial and Procurement Services Team.

6. Financial impact

- 6.1 There are no direct financial impacts as a result of this report. By maintaining proportionate procurement and contract management controls, it is anticipated the CSOs will continue to support the delivery of planned Council savings targets and the delivery of the wider non-financial benefits through the Council’s procurement activity.

7. Stakeholder/Community Impact

- 7.1 The CSOs were prepared following feedback from and consultation with Council Directorates and Divisions and a wide range of officers involved in procuring and commissioning across all parts of the Council throughout the year.

- 7.2 As noted above, by further embedding the Council’s strategic procurement objectives, the proposed changes to the CSOs will have a positive impact on the city, its citizens and its businesses by improving the economic, social and environmental outcomes that can be delivered through public sector procurement. This will be achieved through the encouragement of improved working practices, pay and conditions, by making procurement spend more accessible to local small businesses and the third sector, by increasing community benefits delivered through Council contracts and by delivering carbon reduction measures and improved environmental practices.

8. Background reading/external references

- 8.1 [Review of Political Management Arrangements 2018 - Report to City of Edinburgh Council 28 June 2018](#)
- 8.2 [Operational Governance: Review of Contract Standing Orders - Report to City of Edinburgh Council of 27 June 2019](#)
- 8.3 [Commercial and Procurement Annual Report 2020 - Report to Finance & Resources Committee of 24 September 2020](#)

9. Appendices

- 9.1 Appendix 1 – Summary Table of Material Changes to Contract Standing Orders
- 9.2 Appendix 2 – Revised Contract Standing Orders

Appendix 1 - Summary Table of Material Changes to Contract Standing Orders

Standing Order No.	Change	Explanation for the Change
1.1 Extent and Interpretation	Deletion of references to the European Union and European Commission.	To reflect the UK's withdrawal from the European Union under the European Union (Withdrawal) Act 2018.
1.2. Definitions and Interpretation	<p>A new definition, 'Fair Work First' has been included.</p> <p>Deletion of references to the European Union, EU and European Commission.</p> <p>A definition of 'Real Living Wage' has been included</p> <p>A definition of the "Sustainable Procurement Strategy" has been added.</p>	<p>The Scottish Government has built upon its commitment to encourage Fair Work practices amongst employers. The Fair Work First commitment also covers investment in skills and training and action to tackle the gender pay gap in addition to genuine workforce engagement, including with trade unions, payment of the real Living Wage and no inappropriate use of zero hours contracts.</p> <p>As explained in 1.1 above.</p> <p>To clarify the distinction between the real Living Wage as recommended by the Living Wage Foundation, which is voluntary on the part of employers, and the national Living Wage which is the minimum rate employers are allowed to pay employees aged 25 or over for each hour worked.</p> <p>The Sustainable Procurement Strategy is specifically included so there is clarity on the key strategic procurement objectives the Council has set, and what must be</p>

	A definition of Strategic Procurement Objectives has been added.	<p>considered in undertaking new procurement exercises.</p> <p>The seven key strategic procurement objectives that the Council has agreed to promote, namely (i) making procurement spend more accessible to local small businesses and the third sector, (ii) improving fair work practices adopted by suppliers, (iii) increasing community benefits delivered by suppliers, (iv) contributing to the Council's 2030 carbon-neutral city target, (v) delivering savings and Best Value outcomes, (vi) ensuring legal compliance and robust and transparent governance) and (vii) promoting innovative and best practice solutions.</p>
1.3 General Principles	Reference to Sustainable Procurement Strategy has been added.	The Procurement Requirement Form is the initial instruction to Commercial and Procurement Services to consider the options prior to a procurement exercise being undertaken. The purpose of including reference to the Sustainable Procurement Strategy and the Strategic Procurement Objectives is to ensure they are considered and prioritised at the outset prior to any decisions being made as to how or what, and even whether, goods, services or works are bought.
Schedule	Requirement for Digital Services approval for any proposed ICT related purchase, regardless of value.	In order to mitigate risk to the Council and service users, including around data protection and cyber security, the purchase of any form of ICT device or digital service, software or hardware shall require

		the prior approval of the Council's Digital Services.
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CONTRACT STANDING ORDERS

27 4 February ~~June~~ 2021~~19~~

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Introduction

These Contract Standing Orders of the City of Edinburgh Council (“Council”) apply from ~~4 February 2021 27 June 2019~~ and apply (with certain exceptions) to all contracts made by or on behalf of the Council for the procurement of the execution of works, the supply of goods and materials to the Council, and/or for the provision of services.

1 Preliminary

1.1 Extent and interpretation

- 1.1.1 The Council makes these Standing Orders in terms of section 81 of the Local Government (Scotland) Act 1973.
- 1.1.2 These Standing Orders must be interpreted in accordance with the key principles of transparency, equal treatment, non-discrimination and proportionality.
- 1.1.3 These Standing Orders apply from ~~4 February 2021 27 June 2019~~ and apply, subject to the provisions of Standing Order 1.1.5 and 1.1.6, to all contracts made by or on behalf of the Council for the procurement of the execution of works, the supply of goods and materials to the Council, and/or for the provision of services (including consultancy services).
- 1.1.4 To the extent relevant these Standing Orders are subject to the overriding provisions of ~~European Union (EU)~~, United Kingdom (UK), or Scottish legislation. They are also, to the extent relevant, subject to any ~~EU Commission~~, UK government or Scottish ~~Government Executive~~ guidance on public procurement that may be issued from time to time.
- 1.1.5 These Standing Orders do not apply to any of the following:
 - 1.1.5.1 contracts of employment;
 - 1.1.5.2 contracts solely relating to the lease, purchase or disposal of heritable property;
 - 1.1.5.3 the allocation of direct payments or personal budgets under options 1, 2 or 4 of the Social Care (Self Directed Support) (Scotland) Act 2013;
 - 1.1.5.4 appointed guardians or legal services designated by a court of tribunal, any persons appointed under The Curators ad Litem and Reporting Officers (Panels) Scotland Regulations 2001 and the appointment of board members required by statute;
 - 1.1.5.5 contracts with statutory or public bodies on the basis of an exclusive right enjoyed by law; and
 - 1.1.5.6 those contracts excluded by the 2015 or 2016 Regulations for example arbitration or conciliation services.

- 1.1.6 These Standing Orders shall apply only as follows to contracts made on behalf of the Lothian Pension Fund for which the Council is the administering authority:
- 1.1.6.1 In Standing Order 1.1.references to the Procurement Handbook and the Contract Management Manual shall be construed accordingly; Standing Order 2.1 shall not apply, Standing Order 2.9 to (and including) 2.13 shall apply only where it is appropriate in the circumstances, Standing Order 2.16 shall not apply, Standing Orders 4.2 and 4.3 shall apply only where it is appropriate in the circumstances, Standing Orders 11 and 12 shall not apply; and
- 1.1.6.2 The procedures set out in the Schedule shall apply but only to the extent required by the Act, the 2015 Regulations or the 2016 Regulations, **and** the corresponding approvals required shall apply for such proposed contracts.
- 1.1.7 These Standing Orders must be read in conjunction with, and all Council staff must comply with, the Scheme of Delegation to Officers, the Council’s Financial Regulations, the Procurement Handbook and the Contract Management Manual. Where there is any discrepancy, these Standing Orders shall take precedence.
- 1.1.8 Failure to comply with these Standing Orders when making purchases or seeking offers may result in disciplinary action.
- 1.1.9 Any query regarding the application or interpretation of these Standing Orders should be made in the first instance to the Chief Procurement Officer acting on behalf of the Executive Director of Resources.

1.2 Definitions and interpretation

- 1.2.1 “Act” means the Procurement Reform (Scotland) Act 2014;
- 1.2.2 “Best Value” means the legal duty to secure continuous improvement in the performance of the Council’s functions as set out in section 1 of the Local Government in Scotland Act 2003 as follows:-
- “1 Local authorities' duty to secure best value**
- (1) It is the duty of a local authority to make arrangements which secure best value.
- (2) Best value is continuous improvement in the performance of the authority's functions.
- (3) In securing best value, the local authority shall maintain an appropriate balance among—
- (a) the quality of its performance of its functions;
- (b) the cost to the authority of that performance; and
- (c) the cost to persons of any service provided by it for them on a wholly or partly rechargeable basis.
- (4) In maintaining that balance, the local authority shall have regard to—

- (a) efficiency;
 - (b) effectiveness;
 - (c) economy; and
 - (d) the need to meet the equal opportunity requirements.
- (5) The local authority shall discharge its duties under this section in a way which contributes to the achievement of sustainable development.
- (6) In measuring the improvement of the performance of a local authority's functions for the purposes of this section, regard shall be had to the extent to which the outcomes of that performance have improved.
- (7) In this section, "equal opportunity requirements" has the same meaning as in Section L2 of Part II of Schedule 5 to the Scotland Act 1998 (c.46)";

1.2.3 "CLT" means the Corporate Leadership Team;

1.2.4 "Consultant" means a specialist who charges a fee for providing advice or services such as but not limited to business or project management, human resources, environment, communication, information technology, property and estates and financial services, but excluding (i) agency, secondments and temporary workers, (ii) professional services provided by solicitors, counsel and actuaries, and (iii) technical or specialist services required for works contracts or proposed works contracts such as quantity surveyors, cost consultants, design engineers and architects;

1.2.5 "Contract Manager" means the nominated Contract Manager for a specific contract who is responsible for dealing with supplier performance and contractual matters on a day to day basis;

1.2.6 "Co-production" means the real and meaningful involvement of the citizens of Edinburgh including future recipients of the services and key stakeholders and suppliers (both current and potential) in how and what community services and related goods and works are delivered with regard to the National Standards for Community Engagement;

1.2.7 "Executive Director" means the relevant Executive Director (or in the case of the Edinburgh Integration Joint Board the Chief Officer) of the procuring service area Directorate/Division or for the purpose of exercising any powers set out in these Standing Orders the Chief Executive of the Council or, in the case of cross-directorate purchasing or absence of the relevant Executive Director or the Chief Executive, such Head of Service as that Executive Director has nominated in accordance with the Scheme of Delegation, the Executive Director of Resources or such Executive Director as the Chief Executive may nominate;

1.2.7.1.2.8 "Fair Work First" means, as promoted by the Scottish Government, the commitment by employers to investment in skills and training, no inappropriate use of zero hours contracts, action to tackle the gender pay gap, genuine workforce engagement, including with trade unions, and payment of the Real Living Wage;

1.2.81.2.9 "Procurement EU Thresholds" means the prescribed threshold values set by the EU Commission for the supply of goods, services, works, Social and other Specific Services or concession contracts as they may be amended from time to time under the 2015 Regulations;

4.2.91.2.10 “Framework” means an arrangement under which the terms and conditions are agreed, but where there is normally no commitment to subsequently place orders or call off contracts;

4.2.101.2.11 “Head of Service” means the relevant Head of Service of the procuring Division (or in the case of the Edinburgh Integration Joint Board the direct reports to the Chief Officer) or in the case of the absence of the relevant Head of Service such other Head of Service that the Executive Director may nominate;

4.2.111.2.12 “Legislative Exemptions” means an exemption from the application of procurement rules under EU law the relevant legislative provisions and principles developed through case law and other means, as is relevant;

4.2.121.2.13 “Procurement Handbook” means the procurement handbook issued by the Executive Director of Resources, setting out the detailed requirements for the conduct of procurement activity within the Council (as amended from time to time) and as updated by the Scottish Government’s Procurement Journey;

4.2.131.2.14 “Contract Management Manual” means the contract management manual issued by the Executive Director of Resources, setting out the detailed requirements for the conduct of contract management activity within the Council (as amended from time to time);

4.2.141.2.15 “Procurement Requirement Form” means a document setting out as a minimum: -

1.2.153.1 what is the Council's requirement for the goods, works or services and why do we need it?

1.2.153.2 what are all the available options, including internal provision, which is the best and why?

1.2.153.3 can and should the Council afford it?

1.2.153.4 what are the proposed supplier management arrangements and who is the nominated Contract Manager as required by Contract Standing Orders?

1.2.153.5 how do we track, measure and account for the benefits?

1.2.16 “Project Manager” means the nominated Project Manager for a specific contract who is responsible for dealing with the contractor’s performance and contractual matters on a day to day basis;

4.2.151.2.17 “Real Living Wage” means the hourly rate of pay which is independently calculated each year and overseen by the Living Wage Foundation and announced during Living Wage week in October/November each year;

~~1.2.16~~1.2.18 “2015 Regulations” means the Public Contracts (Scotland) Regulations 2015 or successor legislation (as amended from time to time);

~~1.2.17~~1.2.19 “2016 Regulations” means the Procurement (Scotland) Regulations 2016 or successor legislation (as amended from time to time);

~~1.2.18~~1.2.20 “Regulated procurement” means a procedure to award a regulated contract being a public contract which is equal to or greater than £50,000 ~~(other than works or health or social care contracts)~~ or £2million for works contracts;

~~1.2.19~~1.2.21 “Schedule” means the schedule to these Standing Orders;

~~1.2.20~~1.2.22 “Social and other Specific Services” means a public contract or framework for social and other specific services as defined by the 2015 Regulations including:-

1.2.220.1 Health, social and related services

1.2.220.2 Administrative social, educational, healthcare and cultural services

1.2.220.3 Other community, social and personal services

1.2.220.4 Legal services

1.2.220.5 Investigation and security services

1.2.220.6 Postal services

1.2.23 “Standing Orders” means these standing orders including the Schedule and “Standing Order” shall be interpreted accordingly;

~~1.2.21~~ “Strategic Procurement Objectives” means the seven key strategic procurement objectives that the Council has agreed to promote, namely (i) making procurement spend more accessible to local small businesses and the third sector, (ii) improving fair work practices adopted by suppliers, (iii) increasing community benefits delivered by suppliers, (iv) contributing to the Council’s 2030 carbon-neutral city target, (v) delivering savings and Best Value outcomes, (vi) ensuring legal compliance and robust and transparent governance) and (vii) promoting innovative and best practice solutions;

1.2.24 And,

1.2.25 “Sustainable Procurement Strategy” means the Council’s five-year Sustainable Procurement Strategy (March 2020- March 2025) published as a requirement of the Procurement Reform (Scotland) Act 2014 and as amended from time to time, which includes the Strategic Procurement Objectives.

1.3 General Principles

- 1.3.1 The relevant officer with responsibility for commissioning and/or procuring shall, prior to commencing any procurement process, ensure that an appropriate Procurement Requirement Form that meets the strategic and service objectives of the Council is completed in order to ensure (i) that Best Value is achieved, (ii) that the proposal # supports the delivery of the Sustainable Procurement Strategy and the promotion of the Sustainable Procurement Objectives, (iii) ~~complies with relevant sustainable development~~ that the proposal complies with the Council's and equality and sustainability duties and (iv) that Co-production with key stakeholders is planned as appropriate and proportionate to the nature of the proposed contract.
- 1.3.2 The Procurement Requirement Form shall include consulting with other Council service areas to ensure that where there is a need for the same or similar services that they are jointly procured where appropriate. Where the approximate value of any proposed procurement is likely to exceed £1 million (or £50,000 in the case of consultancy spend) the relevant Procurement Requirement Form shall require the approval of the relevant Executive Director prior to proceeding to procurement.
- 1.3.3 All potential contracts above the Procurement EU T thresholds and Regulated procurements must comply with the general principles of equal treatment, non-discrimination, transparency and proportionality. Procurements must not be designed with the intention of unduly favouring or disadvantaging any potential tenderer.
- 1.3.4 Throughout the life of a contract the contract should:-
- a. comply with the minimum standards set out in the Procurement Handbook and the Contract Management Manual and
 - b. be managed by the Contract Manager or as appropriate the Project Manager in respect of
 - i. performance;
 - ii. compliance with the specification and other terms of the contract;
 - iii. cost and benefits;
 - iv. Best Value requirements;
 - v. equality requirements;
 - ~~v.~~ vi. compliance with the Sustainable Procurement Strategy;
 - ~~vi-vii.~~ vii. delivery and risk management; and
 - ~~vii-viii.~~ viii. continuous improvement and Co-production principles.

- 1.3.5 All procedures for initiating procurement, developing procurement plans, inviting and receiving tenders, approval of contracts, and all contractual arrangements entered into, shall support the delivery of the Council's Sustainable Procurement Strategy and the promotion of the Sustainable Procurement Objectives. This shall include compliancey with the Council's equality and sustainability requirementsduties and so far as practicable making procurement spend more accessible to local small businesses and the third sector, contributing to the Council's 2030 carbon-neutral city target, ~~shall encouraging fair working practices and promoting Fair Work First principles,~~ payment of the Real Living Wage and increasing community benefits delivered by supplierswhere appropriate, ~~contractual or procurement arrangements shall include the use of community benefit clauses.~~
- 1.3.6 All expenditure must comply with the Council's Financial Regulations.
- 1.3.7 Grants while not subject to the full application of the procurement regulations should be allocated in consultation with the Chief Procurement Officer and are subject to the requirement to
- a. secure Best Value;
 - b. comply with the Council's Grant Standing Orders;
 - c. comply with the Council's Finance Rules; and,
 - d. adhere to the Compact values of in particular fairness, transparency, equality of treatment and mutual respect.

2 Procedures

- 2.1 In addition to the obligations in Standing Order 1.3, before commencing a tendering procedure or making a purchase where no contract exists the relevant Executive Director must consult with the Chief Procurement Officer to establish whether:
- 2.1.1 The Council has an existing contract for the same or similar requirement which may fulfill their requirements and provide Best Value; or
 - 2.1.2 there is any existing internal provision or other resources which could be used.
- 2.2 The procedure for the award of any contract shall depend upon the estimated aggregated value of that contract. Regulatory duties~~The EU rules~~ on aggregation of contracts shall apply and the artificial splitting of purchase orders or requirements to avoid the application of these Standing Orders is not permitted.
- 2.3 Subject to Standing Order 9 and 1.1.6, or where otherwise legally permitted in respect of proposed contracts which exceed the Regulated procurement

~~thresholds or the Procurement EU~~ Thresholds, the minimum associated tendering procedures that must be applied are detailed in the Schedule.

- 2.4 For a procedure other than competitive tendering e.g. the negotiated procedure without prior advertisement, advice must be sought from the Head of Legal and Risk and/or Chief Procurement Officer.
- 2.5 Health, social care and community services shall be procured in accordance with the Act, the 2015 Regulations, the 2016 Regulations, the Procurement of Care and Support Services 2016 (Best Practice), any statutory guidance issued under the Act and the principles of Co-production.
- 2.6 For all purchases in excess of £50,000 for the supply of goods and services and £2million for works the sustainable procurement duty introduced by the Act requires that before buying anything the Council must think about how it can improve the social, environmental and economic wellbeing of the area in which it operates with a particular focus on inequality and then act in a way that secures these improvements and supports the delivery of the Sustainable Procurement Strategy and the promotion of the Sustainable Procurement Objectives.
- 2.7 In accordance with its sustainable procurement duty and the Sustainable Procurement Strategy the Council must consider how its procurement processes can facilitate the involvement of Small or Medium Enterprises (SMEs), third sector bodies and supported businesses and how innovation can be promoted. For contracts over the ~~EU Procurement T~~hresholds a contract may be awarded in the form of separate lots and where the decision is not to award in the form of separate lots this should be explained in the procurement documents.
- 2.8 The Council may reserve the right to participate in a tendering procedure to providers operating supported businesses, supported employment programmes or supported factories where more than 30% of the workers are disabled or disadvantaged persons in accordance with the 2015 Regulations. Where this right is exercised by the Council the contract award procedures provided by the Regulations and Act shall be followed.
- 2.9 Where legally permissible the Council shall seek to ensure that for purchases or contracts of an estimated value of £50,000 or less that at least one SME from the City of Edinburgh or an SME who is a significant employer within the City of Edinburgh is invited to tender in any process. For future repeat procurements for similar goods, services or works the Council shall seek to ensure that at least one new SME from the City of Edinburgh or a new significant employer within the City of Edinburgh is invited to tender in any process.
- 2.10 Direct purchasing below £5,000 where the purchase cannot be secured from an existing contracted supplier without competitive tendering is permissible subject to the Council's duty to secure Best Value. Best Value will normally be secured by seeking 3 quotes and/or evidence of firm fixed prices where possible and is required for all purchases above £3,000.
- 2.11 Direct purchasing above £5,000 without seeking more than one quote is permissible only in those circumstances that would be permitted by the Act, the

2015 Regulations, the 2016 Regulations or in accordance with Standing Order 9.

- 2.12 The Chief Procurement Officer shall be consulted as appropriate in respect of tendering arrangements for any proposed contracts with an estimated value of less than £25,000 including individual call off contracts and direct awards under Frameworks.
- 2.13 The Chief Procurement Officer may seek advice and escalate such risks as considered appropriate to the Head of Legal and Risk who shall advise as to the appropriate action.
- 2.14 The Chief Procurement Officer shall advise on and make all tendering arrangements for any proposed contracts with an estimated value in excess of £25,000 including individual call off contracts and direct awards under Frameworks.
- 2.15 If an unsuccessful tenderer brings a written or formal challenge against the Council in relation to a tender exercise or questions the integrity of the tender process, the recipient of the notice of challenge or query must inform the Chief Procurement Officer. The Chief Procurement Officer must inform the Head of Legal and Risk as to potential legal challenges.
- 2.16 Parent Teacher Association monies may be subject to the application of the procurement regulations where the contract is entered into by the Council. The prior consent of the Council must be obtained where the expenditure of Parent Teacher Association monies will result in alterations to Council land or buildings or require equipment to be fixed to Council land or buildings, or have health or safety or ICT implications or maintenance obligations.

3 The Role and Responsibilities of Executive Directors

- 3.1 Each Executive Director retains responsibility for selecting and appointing contractors, providers, suppliers or Consultants for their Directorate ~~,and but~~ shall seek guidance, as appropriate, from the Chief Procurement Officer. The Chief Procurement Officer shall be consulted at the earliest opportunity to ensure that all purchasing arrangements are made in compliance with these Standing Orders.
- 3.2 Each Executive Director has responsibility for all contracts tendered and let by their Directorate and is accountable to the Council for the performance of their duties in relation to contract letting and management, which are:
 - 3.2.1 to ensure compliance with these Standing Orders, the Procurement Handbook and the Contract Management Manual;
 - 3.2.2 to ensure no contract is entered into by the Council without seeking advice, where appropriate, from the Chief Procurement Officer and Head of Legal and Risk and having proper regard to such advice;
 - 3.2.3 to ensure that appropriate contract security (for example guarantees or performance bonds) is obtained where required or considered prudent;

- 3.2.4 to prepare and approve where required by these Standing Orders an appropriate Procurement Requirement Form for each proposed purchase or contract;
- 3.2.5 to prepare, in consultation with the Chief Procurement Officer, appropriate contract and tender documents which clearly specify the scope, quality and quantity of the works, goods or services;
- 3.2.6 to check whether there is any existing Council or other collaborative framework that can appropriately be used to achieve Best Value for the Council before undergoing a further competitive tender process;
- 3.2.7 to keep all bids confidential subject to any legal requirements;
- 3.2.8 to take appropriate measures to prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid distortion of competition and to ensure equal treatment of tenderers and to maintain written records of the measures taken and any conflicts arising;
- 3.2.9 to ensure that any evaluation panel is suitably qualified and trained to assess tenders;
- 3.2.10 to ensure no supplier is requested by the Council to provide goods, services or works without first having a valid purchase order in place;
- 3.2.11 to enter all purchase order information onto the relevant Council financial system prior to the service or goods being delivered;
- 3.2.12 to ensure that for contracts of a value greater than £5,000 for goods, and services and £10,000 for works, the contract register record is updated within 5 working days following issue of contract award and in any event prior to start date of contract;
- 3.2.13 to arrange for the publication of a contract award notice on Public Contracts Scotland for Regulated procurements including call offs from frameworks where the value (including aggregate values) exceeds £50,000 (~~other than works or health and social care contracts~~) or £2million for works as required by the Regulations
- 3.2.14 to ensure all relevant staff putting in place a contract have read and understood and are familiar with these Standing Orders, the Procurement Handbook, the Contract Management Manual or other guidance issued in respect of these Standing Orders;
- 3.2.15 to conduct a timely Integrated Impact Rights Assessment and/or privacy impact assessment as appropriate;
- 3.2.16 to ensure contracts are awarded, any necessary checks such as IR35 or Disclosure Scotland checks are carried out and any appropriate contract security documents are signed before the supply of goods, works, services provision commences;
- 3.2.17 to put in place arrangements for efficient contract and supplier management including the identification of a Contract Manager or

Project Manager and management of benefits and performance, for the entire duration of the contract or Framework. For Frameworks or contracts used by more than one Directorate the arrangements for contract and supplier management shall be made by the Executive Director for the Directorate with the largest spend or anticipated spend in respect of the same and pending such decision being made the contract management arrangements shall be made by the Executive Director for the Directorate submitting the Procurement Requirement Form;

- 3.2.18 to retain a copy of the contract and keep proper records of all contracts and tenders, including minutes of tender evaluation panels and other meetings;
- 3.2.19 to take immediate action in the event of a breach of these Standing Orders or non-compliance with the Procurement Handbook or the Contract Management Manual within his/her directorate;
- 3.2.20 to consult with Elected Members on matters reasonably considered politically, reputationally or financially sensitive in relation to proposed procurement activity and to brief Elected Members as appropriate at the Procurement Requirement Form stage of such procurements; and,
- 3.2.21 to make appropriate arrangements for the opening of tenders and their secure retention to protect the integrity of the procurement process.

4 Tender Documents

- 4.1 The tender documents shall clearly set out the proposed method of evaluation as well as the scope, timing, quality and quantity of the works, services and supply of goods required by the Council.
- 4.2 The Head of Legal and Risk will be consulted on conditions of contract for particularly significant or complex projects or contracts.
- 4.3 The Council's conditions of contract shall be used for all purchases over £5,000 unless the Head of Legal and Risk has advised that this is not required.

5 Evaluation of Tenders and Quotes

- 5.1 Tenders and quotes shall be evaluated on the basis of most economically advantageous and the best price-quality ratio. The award of a contract on the basis of lowest cost alone shall be limited to low value and straightforward requirements which are below the Procurement threshold values and only with the prior agreement of the Chief Procurement Officer. ~~will only be permitted for goods and services contracts below £50,000, works contracts below £2million or under Frameworks awarded prior to 18 April 2016.~~
- 5.2 Tenders and quotes received after the closing date and time stipulated for return of tenders, or tenders which are incomplete or in an incorrect format will not be opened or considered unless the Council, acting proportionately, decides that there are circumstances which allow it to exercise discretion in allowing consideration of the tender. The Chief Procurement Officer must be

consulted if tenders which are submitted late, incomplete or in an incorrect format are to be evaluated.

- 5.3 Tenders shall be evaluated by a tender evaluation panel which should comprise officers having sufficient knowledge and technical ability to enable them to evaluate detailed tenders appropriately. The evaluation process shall follow any guidance issued by the Chief Procurement Officer and be fully and appropriately documented.
- 5.4 Where a proposed purchase or tender involves the use, adoption or purchase of any form of Information and Communications Technology (ICT) device or digital service, software or hardware then the approval of the Council's Digital Services must be sought at the Procurement Requirement Form stage and any purchase for any value (including those for nil value) must be undertaken in collaboration and with the approval of the Council's Digital Services. The Council's existing Strategic ICT and Transformation contract should be used for any Council requirements unless it is unsuitable or will not provide Best Value.

6 Acceptance and Award of Contracts

- 6.1 Following the conclusion of the procedure for awarding contracts set out in these Standing Orders and, where applicable, the expiry of the mandatory standstill period, the resulting contract between the Council and successful tenderer shall follow the approval process detailed in the Schedule. The signing of the contract document or letter of acceptance shall be in accordance with the Scheme of Delegation.

7 Eligibility to tender and termination, variation or suspension of a contract

- 7.1 The relevant Executive Director, having due regard to legal advice from the Head of Legal and Risk, may treat a potential tenderer as ineligible to tender where there are reasonable grounds to conclude that the contractor or potential tenderer:
 - 7.1.1 has committed an act of grave misconduct in the course of their business or profession; or,
 - 7.1.2 has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract which led to early termination of that prior contract, damages or other comparable sanctions, subject to consideration by the Council of any measures taken to demonstrate reliability; or,
 - 7.1.3 falls within one or more of the other grounds set out in the 2015 Regulations; or,
 - 7.1.4 has compiled, used, sold or supplied a prohibited list which:
 - i. contained details of persons who are or have been members of trade unions or persons who are taking part or have taken part in the activities of trade unions, and,

- ii. was compiled with a view to being used by employers or employment agencies for the purposes of discrimination in relation to recruitment or in relation to the treatment of workers, within the meaning of the Employment Relations Act of 1999 (Blacklists) Regulations 2010.

- 7.2 The relevant Executive Director may terminate, suspend or vary a contract, in accordance with the express or implied terms of the contract and may also take such further action with regard to any contract as the Council is legally entitled to take.
- 7.3 The relevant Executive Director will notify the Head of Finance and Chief Procurement Officer without delay of any actions taken in accordance with Standing Order 7.1 to 7.2.

8 Electronic Procurement

- 8.1 Requests for quotations and invitations to tender shall be issued and/or received by electronic means.

9 Waiver of Contract Standing Orders or Legislative Exemptions

- 9.1 The requirement to comply with any provision of these Standing Orders may be waived in accordance with the waiver approval process detailed in the Schedule if on considering a written report by an appropriate officer the waiver is considered to be in the Council's best interests having regard to

- 9.1.1 Best Value;

- 9.1.2 any potential risk of successful legal challenge;

- 9.1.3 the principles of transparency, equal treatment, non-discrimination and proportionality; ~~and~~

- 9.1.4 any impact upon services users; ~~and,~~

- 9.1.5 the Sustainable Procurement Strategy.

- 9.2 A record of the decision approving a waiver must be kept by the relevant Executive Director and a copy of such approved waiver provided to the Chief Procurement Officer who shall where appropriate make an entry in the contract register and any other appropriate register.
- 9.3 Where approval for a waiver of these Standing Orders has not been obtained in advance the reason for this must be contained in the waiver or Committee report.
- 9.4 Where a waiver, committee approval or procedure permitted by this Standing Order 9 allows the direct award of a contract which exceeds £50,000 then a contract award notice must be recorded on the Public Contracts Scotland portal and the relevant Executive Director must notify Commercial and Procurement Services of the details to allow entry on the contract register and any other

appropriate register,

- 9.5 Where these Standing Orders have been waived in accordance with this Standing Order 9 the relevant Executive Director shall put in place a written contract for that requirement without delay, inform the Chief Procurement Officer and ensure appropriate plans are made for tendering the requirement where appropriate.
- 9.6 The requirement to waive these Standing Orders is not required where:
- 9.6.1 a procedure or specific situation other than the open or restricted procedure is permitted by the 2015 Regulations, 2016 Regulations, the Act, ~~other legislation~~~~EU law~~ or relevant case law. In deciding whether the use of another procedure or specific situation is permitted the relevant Head of Service or Executive Director shall seek advice from the Chief Procurement Officer and/or Head of Legal and Risk;
 - 9.6.2 the circumstances of the proposed contract are covered by legislative exemptions, for example certain research and development services;
 - 9.6.3 contracts with another public body for the purposes of ensuring co-operation with the aim of providing public services; or
 - 9.6.4 a tender process or contract negotiations are currently in progress and contact award and contract commencement is anticipated within four months.

10 Contract extensions or variations

- 10.1 Subject to 10.2, an Executive Director (or where the value or consequent change in price does not exceed £25,000, the relevant Head of Service) may authorise an extension to a contract, or any other variation including a consequent change in price, provided such extension or variation has been provided for in the initial procurement documents which may include price revision clauses or options, is not contrary to the Act, the 2015 or 2016 Regulations or the Council's ~~legal~~~~EU~~-obligations.
- 10.2 An Executive Director or Head of Service shall not extend or vary a contract if such extension or variation is not expressly permitted by the contract without seeking advice from the Head of Legal and Risk or the Chief Procurement Officer.
- 10.3 The ~~regulatory~~~~EU~~ rules on aggregation of contracts shall apply.

11 Consultants

- 11.1 Consultants shall only be appointed where the service cannot be provided by Council staff due to a lack of expertise or capacity.
- 11.2 The cost of appointing a Consultant shall be contained within the budget of the service or project for which the Consultant is to be appointed.
- 11.3 Executive Directors shall ensure a clear specification identifying the required

outcomes shall be in place at the time of appointing the Consultant.

- 11.4 Executive Directors shall ensure that appropriate monitoring arrangements, such as gateway reviews, are in place prior to a Consultant's appointment in order that payments to the consultant are only made in accordance with the satisfactory achievement of measurable outcomes.
- 11.5 Where a Consultant is to be appointed and the services are:
- 11.5.1 of a financial nature the Head of Finance must be consulted on the scope and specification of the services prior to appointment.
 - 11.5.2 of a legal nature the Head of Legal and Risk must be consulted on the scope and specification of the services prior to appointment.
 - 11.5.3 of an ICT or Digital Services nature, the Head of Customer and Digital Services must be consulted on the scope and specification of the services prior to appointment.

For all other appointments the relevant Executive Director shall approve the scope and specification where the services (or series of related services) are anticipated to be provided at an aggregate cost of up to £50,000.

- 11.6 Where Consultants are appointed, Executive Directors shall ensure that where appropriate, Council staff fill key project roles and work closely with Consultants to maximise the potential for transfer of skills and knowledge to Council staff.
- 11.7 Executive Directors shall maintain up-to-date records on the consultancy spend within their Directorate and shall include consultancy spend as a line in the aAnnual consultants' report for the Finance and Resources Committee each financial year.
- 11.8 Subject to 11.9 the appointment of a Consultant where the services (or series of related services) are anticipated to be provided at an aggregate cost of £50,000 or more shall follow the approval process detailed in the Schedule.
- 11.9 Further approval shall not be required for services that are essential to the completion of a Pre-Approved Council Project. A Pre-Approved Council Project is a project for which there is:
- 11.9.1 approved revenue or capital expenditure in accordance with the Council's Financial Regulations; and
 - 11.9.2 for projects that have a Council or appropriate committee report approving the recommendation to commence the project which includes an explicit reference to the requirement for consultants in the delivery of that project.
- 11.10 Committee approval shall not be required for the appointment of a Consultant employed in the delivery of a works contract where the value of that works contract is below the Committee reporting requirements as set out in the Contract Standing Orders for services or works. Any such appointment shall require the prior approval of the relevant Executive Director and the Chief Procurement Officer and details of any such

appointments shall be included in a regular update report to CLT for noting.

- 11.11 In the event that the requirements of 11.9.2 are not met and the use of a Consultant is required as a matter of urgency the urgency provisions set out in provision 4 of the Council's Committee Terms of Reference and Delegated Functions and the Waiver provisions contained in Contract Standing Order 9 where appropriate should be followed.
- 11.12 An Executive Director shall not appoint a former employee who has been granted early retirement or been given a redundancy or severance package ("former employee") as a consultant unless:
- 11.12.1 a minimum of 1 year has elapsed since the former employee ceased to be employed by the Council; or,
 - 11.12.2 subject to consultation with the Chief Executive, the Executive Director concerned is satisfied that there is a clear and robust justification for the appointment of the former employee as a consultant.

12 National Frameworks

- 12.1 In order to purchase without delay from National Frameworks which comply with the relevant procurement legislation such as those put in place by Scotland Excel, Scottish Procurement, Yorkshire Purchasing Organisation (YPO), Crown Commercial Services (CCS) or the East Shires Purchasing Organisation (ESPO) the Council may make use of the Framework subject to reporting the initial adoption of such Frameworks in a six-monthly report to the Finance and Resources Committee.
- 12.2 Individual call-off contacts placed under Council or National Frameworks shall be subject to the approvals thresholds as detailed in the Schedule. For the avoidance of doubt, where the value of individual call-offs exceed these thresholds then approval or delegated authority must be sought from the Finance and Resources Committee (or as otherwise required under in these Standing Orders).

13 Review of Standing Orders

- 13.1 These Standing Orders will be reviewed at least annually.

**Schedule
RELEVANT VALUES AND ASSOCIATED TENDERING PROCEDURE**

Total value for duration of contract or purchase (aggregation rules apply)*	Procedure	Approval of contractual obligation	Committee Approval
Up to £5,000	<p>Use existing local, national, Council framework or call- off contracts or</p> <p>Appropriate choice of provider documenting reasoning and quote <i>or</i></p> <p>Public Contracts Quick Quote facility.</p> <p>Best Value must be delivered 3 quotes, or 3 price comparisons will be required where possible for all purchases above £3,000</p>	<p>Executive Director, Head of Service or such other officer to whom the relevant Executive Director or Head of Service has appropriately delegated their powers to in consultation with Chief Procurement Officer as appropriate**</p>	<p>Not required</p>
£5,000 to £25,000 (including health or social care services)	<p>Use existing local, national, Council framework or call- off contracts or</p> <p>Seek a minimum of 3 quotes using Public Contracts Scotland “Quick Quote” facility or</p> <p>3 written/formal quotations – written description of requirements followed by written / electronic submission of quotes</p> <p>for Social and other Specific Services for Health or Social Care Services: Contracts to be awarded in accordance with the Procurement of Care and Support Services 2016 (Best Practice) and any statutory guidance issued under the Act</p>	<p>Executive Director, Head of Service or such other officer to whom the relevant Executive Director or Head of Service has appropriately delegated their powers to in consultation with Chief Procurement Officer as appropriate, and Head of Legal and Risk as appropriate**</p>	<p>Not required</p>

<p>£5,000 up to £50,000 for Consultancy spend****</p>	<p>Use existing local, national, Council framework or call-off contracts or</p> <p>Seek minimum of 3 quotes using Public Contracts Scotland "Quick Quote" facility up to a value of £50,000</p> <p>or</p> <p>written/formal quotations – written description of requirements followed by written / electronic submission of quotes up to a value of £50,000 unless otherwise agreed with Chief Procurement Officer</p> <p>or</p> <p>Invitation to tender following public advertisement - Public Contracts Scotland portal and where these are Regulated Procurements comply with the provisions for Regulated procurements as set out in the Act and the 2016 Regulations (generally above £50,000)</p>	<p>Executive Director, Head of Service or such other officer to whom the relevant Executive Director or Head of Service has appropriately delegated their powers to in consultation with Chief Procurement Officer and Head of Legal and Risk as appropriate up to £50,000.**</p>	<p>Not required</p>
<p>£50,000 and above for Consultancy spend****</p>	<p>Use existing local, national, Council framework or call-off contracts where they comply with the 2015 and 2016 Regulations as applicable, or-</p> <p>Invitation to tender following public advertisement - Public Contracts Scotland portal and where these are Regulated Procurements comply with the provisions for Regulated procurements required by the Act and the 2016 Regulations</p> <p>Or Public Contracts Quick Quote facility up to a value of £50,000.</p>	<p>Not applicable <u>subject to **</u></p>	<p>Approval to award sought from Finance and Resources Committee***-or Council where value exceeds £50,000</p>

<p>£25,000 and above for services and supplies (including health or social care services)</p>	<p>Where Best Value can be demonstrated use existing local, national, Council framework or call- off contracts where they comply with the 2015 and 2016 Regulations as applicable, or-</p> <p>Invitation to tender following public advertisement – using the Public Contracts Scotland portal and where these are Regulated Procurements comply with the provisions for Regulated procurements required by the Act and the 2016 Regulations</p> <p>or</p> <p>Public Contracts Quick Quote facility up to a value of £50,000.</p> <p>or</p> <p>for Social and other Specific Services for Health or Social Care Services- Contracts below <u>the Procurement EU</u> thresholds to be awarded in accordance with the Procurement of Care and Support Services 2016 (Best Practice) and any statutory guidance issued under the Act, Contracts above <u>the Procurement EU</u> thresholds follow the relevant light touch provisions in the Procurement Regulations</p>	<p>Executive Director or Head of Service (where delegated authority has been given) in consultation with Chief Procurement Officer (and Head of Legal and Risk as appropriate) up to £1million.**</p>	<p>Approval to award sought from Finance and Resources Committee**<u>-</u>or Council where value exceeds £1 million.</p>
<p>£25,000 and above for works</p>	<p>Use existing local, national, Council framework or call- off contracts where they comply with the 2015 and 2016 Regulations as applicable, or</p> <p>Public Contracts Quick Quote facility up to a value of</p>	<p>Executive Director or Head of Service (where delegated authority has been given) in consultation with Chief Procurement Officer (and</p>	<p>Approval to award sought from Finance and Resources Committee**<u>-</u>or Council where value exceeds £2 million.</p>

	<p>£2million, or</p> <p>Invitation to tender following public advertisement - Public Contracts Scotland portal and where these are Regulated Procurements comply with the provisions for Regulated procurements as set out in the Act and the 2016 Regulations</p>	<p>Head of Legal and Risk as appropriate) up to £500,000.</p> <p>Executive Director approval in consultation and Chief Procurement Officer (and Head of Legal and Risk as appropriate), between £500,000 and £2million.</p>	
<p>Above £50,000 for individual call off-contracts for services and supplies placed placed under National Frameworks subject to compliance with the relevant procurement legislation (excluding consultancy services)</p>	<p>In accordance with the call-off provisions specified for that National Framework.</p>	<p>Executive Director or Head of Service (where delegated authority has been given) in consultation with Chief Procurement Officer (and Head of Legal and Risk as appropriate) up to £1million**.</p>	<p>Approval to award sought from Finance and Resources Committee*** or Council where value exceeds £1 million.</p>
<p>Above £50,000 for individual call off-contracts for works placed under National Frameworks subject to compliance with the relevant procurement legislation (excluding consultancy services)</p>	<p>In accordance with the call-off provisions specified for that National Framework.</p>	<p>Executive Director or Head of Service (where delegated authority has been given) in consultation with Chief Procurement Officer (and Head of Legal and Risk as appropriate) up to £500,000**.</p> <p>Executive Director approval in consultation with the Chief Procurement Officer (and Head of Legal and Risk as appropriate), between £500,000 and £2million**.</p>	<p>Approval to award sought from Finance and Resources Committee*** or Council where value exceeds £2 million.</p>

<p>Above the Procurement EU Threshold for concession contracts</p>	<p>Publication of a Concession Notice in <u>the relevant register</u> OJEU and compliance with the requirements of the Concession Contracts (Scotland) Regulations 2016</p>	<p>Executive Director approval in consultation with the Chief Procurement Officer (and Head of Legal and Risk) as appropriate) up to £5million</p>	<p>Approval to award sought from Finance and Resources Committee*** or Council where the value exceeds £5 million</p>
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* the estimated value of the contract is the value of the total consideration (not including VAT) which the Council expects to be payable under or by virtue of the contract. Contracts must not be artificially disaggregated.

** The purchase (even for nil value) of any form of ICT device or digital service, software or hardware shall require the approval of the Council's Digital Services, in accordance with the provisions of the foregoing Standing Orders

*** Contracts for Lothian Pension Fund shall be subject to the approval of the Pensions Committee.

**** The provisions of 11.9 Consultants shall apply

WAIVER APPROVAL PROCEDURE

Total value for duration of Waiver (aggregation rules apply)*	Approval of waiver	Committee Approval
Up to £5,000	Not required**	Not required
Above £5,000 to £50,000	The relevant Executive Director or Head of Service to whom the relevant Executive Director has appropriately delegated their powers to and the Chief Procurement Officer **	Not required
Above £50,000 - £250,000 (£5,000 - £50,000 in the case of consultancy spend)	The relevant Executive Director, and the Executive Director of Resources (or the Chief Executive where the relevant Executive Director is the Executive Director of Resources)**	Not required
Above £250,000 (above £50,000 in the case of consultancy spend)****	**	Approval to waive sought from Finance and Resources Committee*** or Council as the Chief Executive considers appropriate

* the estimated value of the contract is the value of the total consideration (not including VAT) which the Council expects to be payable under or by virtue of the contract. Contracts must not be artificially disaggregated.

** The purchase (even for nil value) of any form of ICT device or digital service, software or hardware shall require the approval of the Council's Digital Services, in accordance with the provisions of the foregoing Standing Orders**

***Contracts for Lothian Pension Fund shall be subject to the approval of the Pensions Committee.

**** The provisions of 11.9 of the foregoing Standing Orders (Consultants) shall apply

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City of Edinburgh Council

10am, Thursday, 4 February 2021

Edinburgh Child Protection Committee – Annual Report 2019-20

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 This report was taken to Education, Children and Families on 15 December 2020. The below recommendations were approved:
 - 1.1.1 Note the content of the Edinburgh Child Protection Committee Annual Report 2019-20.
 - 1.1.2 Note the positive contribution made by services across the City in keeping children safe.
 - 1.1.3 Note that this report will also go to Full Council for information on 4 February 2021.

Andrew Kerr

Chief Executive

Contact: Jackie Irvine, Chief Social Work Officer and Head of Safer and Stronger Communities

E-mail: Jackie.Irvine@edinburgh.gov.uk | Tel: 0131 553 8520

Edinburgh Child Protection Committee – Annual Report 2019-20

2. Executive Summary

- 2.1 This report accompanies the Edinburgh Child Protection Committee Annual Report 2019-20 (see Appendix 1), which summarises the work of this multi-agency strategic partnership within the past year. It highlights the core business of the Child Protection Committee as well as areas of strength and good practice, alongside identified priority areas for the coming year.

3. Background

- 3.1 Following the motion put forward by Councillor Dickie at Full Council on 15 October 2020.

“Council therefore requests

- That the Council, as a whole, reaffirms its commitment to the protection of children in our city, and elected members to actively seeking assurance about their protection.*
- That the Annual Child Protection Committee Report be submitted to Full Council, in one cycle, to ensure the widest commitment to open dialogue and the protection of children – and every year thereafter.”*

- 3.2 It has been agreed that this report would be submitted to the Education, Children and Families Committee annually with a referral to Full Council thereafter.

- 3.3 The Scottish Government guidance “Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities” (2018) sets out the functions of child protection committees:

3.3.1 Continuous improvement

3.3.2 Public information, engagement and participation

3.3.3 Strategic planning and connections

3.3.4 Annual reporting

- 3.4 Following endorsement by the Chief Officers Group (Public Protection) on 29 July 2020, the Annual Report is presented to the Education, Children and Families Committee for information and to comment as necessary.

4. Main report

- 4.1 The Edinburgh Child Protection Committee is a multi-agency strategic partnership, including membership from the City of Edinburgh Council, Police Scotland, NHS Lothian as well as partners including the Edinburgh Voluntary Organisations Council (EVOC), Scottish Council of Independent Schools (SCIS) and Scottish Children's Reporter's Administration (SCRA). The Child Protection Committee's shared vision and commitment to continuous improvement was explicitly noted in June 2019 by the Care Inspectorate, in their report of a joint inspection of services for children and young people in need of care and protection.
- 4.2 Several key achievements are highlighted within the Annual Report, including:
- 4.2.1 Production of interim guidance for child protection in response to COVID 19 restrictions, covering issues such as the operation of key meetings and arrangements for direct contact with families.
 - 4.2.2 Embedding of the National Minimum Dataset for Child Protection Committees in Scotland. This has enabled the Committee to identify key trends and target assurance and scrutiny activity appropriately.
 - 4.2.3 Considered the findings and agreed improvement actions of audits around domestic abuse practice, specifically the pathway from initial referral to child protection investigation, and the operation of the Multi-Agency Risk Assessment Conference (MARAC) process in terms of its' impact on children.
 - 4.2.4 Implementation of staff briefings for the sharing of learning from Case Reviews with frontline staff.
 - 4.2.5 The development of an online interagency training calendar, both as e-modules and interactive sessions. This has allowed staff across the City to continue to access necessary learning opportunities around child protection despite all face-to-face training being suspended.
 - 4.2.6 Launch of the "All Of Us" campaign in partnership with NSPCC Scotland. Since March 2020, the campaign has moved primarily online, but has continued to deliver a range of events and input for families.
 - 4.2.7 Developed practice for engaging with families more directly, for example through the use of a survey and in-depth interviews gathering views on child protection processes during COVID 19 restrictions.

5. Next Steps

- 5.1 The Child Protection Committee Annual Report highlights several areas of work to be taken forward over the coming year across the range of strategic functions. These will be incorporated into the Child Protection Committee improvement plan, the next version of which will be considered by the Child Protection Committee in January 2021 and thereafter presented to the Chief Officers' Group.
- 5.2 Areas for development include:
 - 5.2.1 Review of local interagency protocols following publication of the revised National Guidance for Child Protection in Scotland (expected May 2021).
 - 5.2.2 Gathering qualitative feedback from service users to inform ongoing delivery of key processes.
 - 5.2.3 Continuing to improve our analysis of key trends within the National Minimum Dataset for Child Protection Committees in Scotland.
 - 5.2.4 Further development of the Knowledge Hub as a key forum for sharing information and promoting ongoing learning.

6. Financial impact

- 6.1 The Child Protection Committee is funded by an inter-agency tripartite budget, with contributions from City of Edinburgh Council, Police Scotland and NHS Lothian. All work referred to above and in the Appendix is resourced from within this budget. As such there is no additional financial impact identified.

7. Stakeholder/Community Impact

- 7.1 As noted in Appendix 1, the work of the Child Protection Committee is closely aligned with the Edinburgh Children's Partnership via the priorities within the Children's Services Plan. This ensures there is connectivity between the aspirations for children, young people and their families across these strategic forums.
- 7.2 The views of children, young people and their families are central to the continuous improvement of child protection services. Participation and Engagement, including with stakeholders, is one of the themes within the Child Protection Improvement Plan. The Child Protection Committee will continue to actively consult with stakeholders going forward.
- 7.3 The Annual Report is a publicly available document, published online via the City of Edinburgh Council website at the following link: [Edinburgh Child Protection Annual Report](#).
- 7.4 There are no health and safety, governance, compliance or regulatory implications.

7.5 There are no carbon impacts or impacts on climate change and sustainable development.

8. Background reading/external references

8.1 None.

9. Appendices

9.1 Appendix one - Edinburgh Child Protection Committee Annual Report 2019-20.



Edinburgh Child Protection Committee Annual Report 2019-20

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1. Introduction

Colleagues,

I am delighted to present the Edinburgh Child Protection Committee Annual Report for 2019 - 20. In my second year as Chair, I have had the continued privilege of working with colleagues across the multi-agency partnership to keep children safe.

This report outlines the work we have done in the last year to continually improve our services.

The Care Inspectorate (2019) recognised that “the child protection committee demonstrated a commitment to continuous improvement and was overseeing a range of self-evaluation activity”, as well as noting our strong learning culture in Edinburgh. We hope that this ethos and approach will be familiar to you all, and this report demonstrates how we have continued in this spirit despite the obvious challenges which have been presented to us all in recent months.

Of course, the impact of COVID 19 has been widespread; this pandemic has reshaped how we deliver services and its’ impact will be felt for some time to come. Over this time, the Child Protection Committee has continued to meet, albeit virtually, on a regular basis, to respond to necessary changes in society and consider how children may be impacted.

This annual report is structured around the functions of the Child Protection Committee, as laid out in Scottish Government guidance. It highlights our achievements to date, and what we intend to do in the coming year. I hope you find it an informative document reflecting the good work being done to keep children safe. We know that this requires collaboration and cooperation, qualities which I have seen throughout the multi-agency partnership and which provide strong foundations going forward.

Jackie Irvine

Chair – Edinburgh Child Protection Committee

Chief Social Work Officer

Head of Safer and Stronger Communities

2. Demographics

Between 1998 and 2019, the population of Edinburgh has increased by 17.6%. This is the 3rd highest percentage change out of the 32 council areas in Scotland and more than double the national figure. Edinburgh's population in 2019 is estimated at 524,930.

The population is projected to increase to 552,585 by 2028. This is an increase of 6.6% on the 2018 figure and is the 3rd highest of the council areas and compares to a projected increase of 1.8% for Scotland as a whole. Net migration (i.e. net migration within Scotland, from overseas and from the rest of the UK) is expected to account for most of this increase (5.4% compared to 1.2% due to natural change (more births than deaths)). The secondary school aged population is projected to increase by almost 24% by 2028 whilst over the same period the primary school aged population is projected to decrease by 10%.

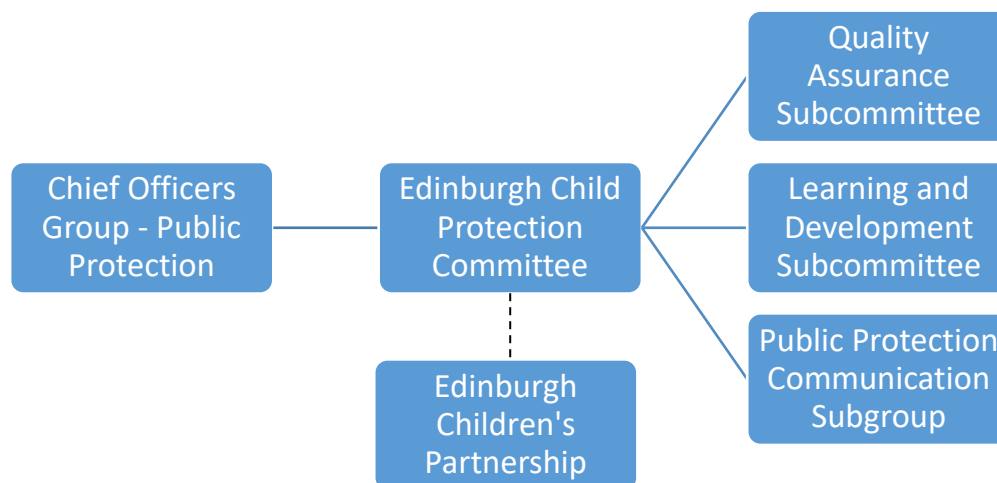
In 2019 of the 51,000 children and young people attending Edinburgh's local authority schools, 30% were Black, Asian and minority ethnic (BAME) pupils with this being an increase from 23% in 2014. One in five pupils do not have English as their main language and just under 40% of pupils are assessed as having an additional support need with 1,700 assessed as having a disability. One in ten children had a least one developmental concern recorded at their 27-30 month review with one in five children in Primary 1, around 900 pupils, at risk of being overweight or obese.

Whilst around a fifth of secondary school aged pupils attend independent schools, there was an estimated 22% of all children in Edinburgh living in poverty in 2019. This rate varies widely, with some areas recording child poverty rates as high as 35% and these rates rank among the highest levels of child poverty recorded in any local authority in Scotland.

The number of child welfare concern contacts in 2019/20, at 10,139, was 6% lower than the levels seen in the previous two years and the 1,205 inter-agency child protection discussions was in line with 2018/19. The number of children on the Child Protection Register has decreased over the last four years to historic low levels throughout 2019/20 with a monthly average of 120 and a figure of 115 in March 2020. Correspondingly there has been a decrease in the number of Child Protection Case Conferences with a total of 598 child/conference instances in 2019/20, a 24% decrease on the previous year.

The number of Looked After Children also continued the five year decreasing trend throughout 2019/20 with 1,189 children looked after in March 2020.

3. Child Protection Committee Structure and Functions - overview



The Edinburgh Child Protection Committee is a locally-based, inter-agency strategic partnership, responsible for the design, development, publication, distribution, dissemination, implementation and evaluation of child protection policy and practice across the public, private and wider third sectors in the City of Edinburgh area. Through our local structures and membership, we provide individual and collective leadership and direction for the management of child protection services.

The Committee is made up of senior representatives from across all key areas and partners concerned with the care and protection of children. Guidance issued by the Scottish Government requires every local authority area to have a Child Protection Committee.

Strong links exist between the Committee and the Edinburgh Children's Partnership (the Partnership) through the Edinburgh Children's Services Plan (2017-2020).

The vision for both the Committee and the Partnership is to ensure that all Edinburgh's children and young people enjoy their childhood and achieve their potential. To support us in achieving our vision, 5 strategic outcomes have been identified.

- Every child will have the best start in life.
- Children and young people's attendance, engagement and achievement will be improved and the poverty related attainment gap will be reduced.
- Every child and young person will have good wellbeing and achieve the best possible health.
- Equity amongst children and young people and their families will be advanced.

- Children and young people, their families and their communities will be empowered to improve their wellbeing.

In line with the GIRFEC well-being indicators, we aim to ensure children and young people are safe, healthy, active, nurtured, achieving, responsible, respected, and included. The Committee has a key role in achieving these aims along with the Children’s Partnership, recognising that the environment for some children in Edinburgh is more challenging, requiring additional measures to ensure children are protected from harm.

The governance of the Committee is the responsibility of the Edinburgh Public Protection Chief Officers’ Group. This group consists of high-level representation from City of Edinburgh Council, Police Scotland and NHS Lothian, meeting on a regular basis to provide scrutiny and oversight.

In 2019, the Scottish Government published the document “Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities”. This sets out the functions of the child protection committee, which are:

- continuous improvement
- public information, engagement and participation
- strategic planning and connections
- annual reporting on the work of the CPC

4. Continuous improvement

The Committee has a pivotal role in ensuring that services to protect children and young people are effective and continue to improve. This covers several areas:

i. Policies, Procedures and Guidance

The Committee:

- supports all agencies to have their own up to date policies and procedures in place
- regularly develops, disseminates, and reviews inter-agency policies and procedures
- ensures protocols are developed for key issues where agreement is required.

What we have done:

Throughout the last year, we have continued to support the operation of key inter-agency protocols such as those covering child sexual exploitation and female genital mutilation. Where relevant, multi-agency strategy meetings have taken place to share information, plan jointly and reduce risk.

We have ensured that all relevant multi-agency protocols are available to partner agencies as required.

Committee members are represented on the steering group to review the National Guidance for Child Protection in Scotland. This will include the facilitation of consultation on a local basis regarding proposed changes to this key national document.

Produced interim guidance for child protection in response to COVID 19 restrictions, covering issues such as the operation of key meetings and arrangements for direct contact with families.

What we will do next:

We will review our local inter-agency procedures to ensure these are in accordance with the revised National Guidance for Child Protection in Scotland (scheduled for 2020).

Carry out horizon scanning to identify emerging priorities within the field.

ii. Data and Evidence

The Committee retains an overview of management information from all key agencies relating to the protection of children and young people. The Committee:

- has an overview of information relating to children and young people with their names listed on the Child Protection Register
- receives regular management information reports, which include analysis of trends
- identifies and address the implications of these management reports
- ensures that management information informs the inter-agency child protection strategy and provides an oversight for the Public Protection Chief Officers Group (PPCOG).

What we have done:

This year, the Committee has embedded the National Minimum Dataset for Child Protection Committees in Scotland. This new framework supports benchmarking between local authority areas and ensures there is consistency of data gathered across the country.

Quarterly reporting using this dataset, supplemented by additional local performance information, is considered in detail by the Quality Assurance Subcommittee. This includes analysis and identification of trends, supported by the “prompt questions” contained within the dataset framework.

We have continued to analyse data in relation to children whose names are on the child protection register for over 18 months and have been reassured by the very low numbers of children requiring child protection plans for this length of time.

Submitted weekly data to the Scottish Government in response to COVID 19, allowing us to keep abreast of any emerging trends.

What we will do next:

We will continue to refine and improve our analysis of the data we collect, supported by the format of the National Minimum Dataset.

We will gather qualitative evidence on the impact of child protection practice upon families, through increased engagement with those who use our services.

We will continue to collate the weekly data as developed by the Scottish Government for the purposes of Covid 19, beyond lockdown as supported by the PPCOG, in order to note trends and demands arising as a result of Covid 19.

iii. Quality Assurance and Self-Evaluation

Whilst individual agencies have responsibility for the quality assurance of their own service, the Committee has responsibility for the development and implementation of inter-agency quality assurance mechanisms. The Committee:

- agrees, implements, and reviews multi-agency quality assurance mechanisms for inter-agency work, including auditing against the framework for standards
- ensures that the quality assurance mechanisms contribute directly to the continuous improvement of services to protect children and young people
- contributes to the preparation for the integrated system of inspection of children's services
- considers the findings and lessons from inspection on a national basis, in relation to practice in Edinburgh
- co-ordinates initial and significant case reviews as necessary
- reports on the outcome of the quality assurance processes and make recommendations to the Committee and the Chief Officers' Group.

The Quality Assurance Subcommittee is the central coordination point for this work in Edinburgh.

What we have done:

Commissioned and considered the findings of a further round of Multi-Agency Practice Evaluations, following their inclusion in the previous years' improvement plan. Several areas of positive practice were identified, which further demonstrated the strong working relationships which exist within the City. For example, in several cases the core group meeting process was found to be working well, enabling information to be shared and jointly assess on a regular basis to support the protection of children. This process also supported positive relationships with parents' as key partners to the child protection plan.

Considered the findings and agreed improvement actions of audits around domestic abuse practice, specifically the pathway from initial referral to child protection investigation, and the operation of the Multi-Agency Risk Assessment Conference (MARAC) process in terms of its' impact on children.

Initiated and maintained a rolling actions log, including all actions resulting from case reviews, quality assurance and evaluation activity which are overseen by the Committee. This enables more efficient tracking and reporting on the wide range of activity undertaken.

What we will do next:

In connection with work around data and evidence, we will continue to strengthen the analysis of information within the Quality Assurance Subcommittee and ensure this contributes to service improvement.

We will specifically be looking at the prevalence rates for unborn children being placed on the Child Protection Register and the conversion rate in respect of the Children's Hearing.

iv. Conducting Initial and Significant Case Reviews

Child Protection Committees, on behalf of the Chief Officers, are responsible for undertaking Initial Care Reviews (ICRs) and reporting / recommending a Significant Case Review (SCR) when the agreed criteria are met.

The Committee uses the learning from ICRs/SCRs to promote good practice, improve practice and contribute to improved outcomes for children and young people.

What we have done:

Introduced a combined, streamlined process for tracking and reporting ICR and SCR action plans.

Worked with partners in the Care Inspectorate to host a learning event around local and national learning from SCRs to multi-agency staff across Edinburgh.

Continued to liaise with and considered feedback from the Care Inspectorate, in their role as the central repository for SCR reports.

Implemented staff briefings for the sharing of learning from Case Reviews with frontline staff.

What we will do next:

Further develop the Child Protection Knowledge Hub to be more informative and effective.

Gather feedback on the use of staff briefings to further inform staff engagement and learning.

Continue to monitor the progress of the national Case Review Oversight Group and consider any local implications of this work.

5. Learning and Development

Child protection training and staff development must be undertaken at both single agency and inter-agency level, for those working with children and families. This is underpinned by the promotion of children's rights and GIRFEC principles.

Through the Learning and Development Sub Committee, the Child Protection Committee is responsible for promoting, commissioning, and assuring the quality and delivery of inter-agency training. The Committee:

- retains an overview of single agency child protection training and considers the implications of inter-agency training
- plans, reviews, and quality assure inter-agency training and learning and development activities
- implements and reviews annually, a programme for inter-agency child protection training
- ensures relevant and consistent inter-agency training is provided for practitioners, managers, non-statutory agencies, and Child Protection Committee members.

What we have done:

Responded to COVID 19 restrictions by moving a significant portion of our interagency training calendar online, both as e-modules and interactive sessions.

Hosted bespoke sessions to support the implementation of the Neglect Toolkit, including a session tailored for managers and supervisors.

Considered the learning from an independent evaluation of our training courses carried out by Dr Duncan Helm (University of Stirling).

What we will do next:

Continue to improve our processes for systematically evaluating the impact of our training programme.

Develop links across the public protection landscape to jointly plan and commission training with cross cutting relevance.

6. Public Information, Engagement and Participation

The Scottish Government guidance for child protection committees states that:

Keeping children and young people safe is everyone's job and the CPC must be able to demonstrate that its work is informed by the perspectives of children, young people and their families. CPCs will maintain an overview of levels of knowledge and confidence in child protection systems within their area and address issues as required within their Improvement / Business Plans. Each CPC will develop, implement and regularly review a communications strategy that includes:

- *raising awareness so that members of the public, including children and young people, know what child protection means and what to do if they have a concern for a child or young person*
- *explaining and promoting the role of services in protecting children and young people*
- *engaging with local communities to raise awareness of indicators of concern*
- *increasing understanding of the role that communities and all adults have in protecting children and young people*
- *involving children, young people and families in its design and delivery*
- *taking account of new and emerging risks*

(Protecting Children and Young People, Scottish Government, 2019)

Within Edinburgh, successful public protection campaigns - such as Speak Up, Speak Out – have been run on a joint basis to ensure that members of the community are alert to risks and know what to do about them.

A Public Protection Communication Subgroup, now meeting to develop campaigns as a working group, is the vehicle for ensuring there is a clear connection between the strategic priorities of the Committee and members of the wider community.

A priority for the Committee in 2019-20 has been to maximise visibility and connectivity with frontline staff and the community, which closely aligns with the functions described above.

What we have done:

Continued the promotion of key public protection messages, particularly throughout the period of COVID 19 restrictions. This has included the use of targeted online advertisements to reach our target audience.

Rolled out the “All Of Us” campaign in partnership with NSPCC Scotland. This campaign launched in January 2020 with four community events attended by hundreds of families. Since March, the campaign has moved primarily online, but has continued to link closely

with those supporting families directly to ensure key messages around support are available to all.

Begun engaging with families more directly, for example through the use of a survey gathering views on child protection processes and individual interviews under the remit of the child protection improvement plan.

What we will do next:

Present structured feedback from engagement with families to the Committee, to inform service development.

Evaluate the impact of the “All Of Us” campaign.

7. Strategic Planning and Connections¹

The Committee links into several multi-agency structures and ensures relationships are robust and productive. The Committee:

- identifies the key links with other bodies and ensure such links are strong and productive
- in conjunction with other bodies, identifies issues where joint working would be beneficial or duplication could be avoided and ensure that action is taken to address these issues
- implements and reviews the effectiveness of joint protocols linked to child protection.

Within Edinburgh, the Chief Officers Group for Public Protection is the key forum for collaboration at a strategic level, with close links to the Edinburgh Children's Partnership. This ensures there is a culture of collaboration threaded throughout the work of the Committee.

What we have done:

Engaged in national forums such as CPC Scotland, National Learning and Development Network and the Chief Officers leadership event.

Collaboration and dialogue with the Care Inspectorate and CELCIS, though membership and championing of the Learning Review Knowledge Hub.

Continued to promote interagency collaboration, including across local authority boundaries, for example through the continued investment in the eIRD system which has benefits across the public protection landscape on a Lothian-wide basis.

Committed funding, via the Public Protection budget, to support strategic objectives, such as the continued implementation of Safe and Together training to address domestic abuse.

¹ Scottish Government guidance states that:

CPCs must ensure strong and robust strategic planning links to wider integrated children's services planning arrangements in their local area in order to ensure that the need for support and protection of children and young people can be comprehensively met in well designed, effective and sustainable local services, programmes and initiatives.

CPCs must link effectively with other multi-agency partnerships and structures locally, regionally and nationally, including Chair and Lead officer participation in Child Protection Committees Scotland.

(Protecting Children and Young People, Scottish Government, 2019)

What we will do next:

Ongoing liaison with the Care Inspectorate via the link inspector, including collaboration on learning events and post-inspection planning.

Continue to contribute to key strategic forums such as CPC Scotland.

Work with colleagues across the Lothians to ensure our practice develops in line with the revised National Guidance.

8. Conclusion and next steps – Chief Officers

The Edinburgh Child Protection Committee Annual Report for 2019 – 20 is designed to demonstrate the key role of the Committee in ensuring the inter-agency response to the protection of Edinburgh’s children is cohesive, structured, and working towards continuous improvement. The report summarises some of our key achievements throughout the period under review.

We are clear, however, that we are on a journey of continuous learning and improvement and we still have work to do. We maintain close working relationships with agencies in the statutory, voluntary, and independent sectors and are determined to ensure we retain an outcome-focused approach to child protection matters.

As Chief Officers, we fully appreciate the challenge of ensuring Edinburgh’s children are safe as well as providing a platform from which all children in Edinburgh can reach their full potential. We have continued to make progress towards achieving our aims since the publication of the 2018 - 19 annual report. This annual report reflects on the successes and identifies our areas of further improvement. We extend our appreciation for the continuing efforts of all agencies in Edinburgh working together to protect children and young people. This work is challenging and complex, however, it is an area in which we are committed to achieving excellence.

We endorse the contents of the Child Protection Committee annual report for 2019 - 20.



Appendix A – Remits and Membership list of Committee Sub Group structure

Appendix B – Child Protection Register Statistics

Appendix A – Remit and Membership of Committee Sub Group structure

Edinburgh Child Protection Committee Quality Assurance Sub-Committee

Purpose

1. To operate a quality assurance framework that allows the Child Protection Committee to monitor the effectiveness of local child protection services.
2. To operate a performance reporting framework and a system for self-evaluation in support of the above.
3. To implement a system of regular multi-agency case file reviews.
4. To oversee significant case reviews, commissioned by the Child Protection Committee; and to consider appropriate recommendations to the Child Protection Committee.
5. To monitor the implementation of any recommendations arising from reviews agreed by the Child Protection Committee.
6. To develop multi-agency improvement plans in response to external inspection reports or internal assessment processes.
7. To monitor the progress of member agencies' implementation of agreed improvement plans

Membership

Membership will include representation from the following agencies/ services:

- NHS Lothian
- Police Scotland
- City of Edinburgh Council (Communities and Families)
- City of Edinburgh Council (Health and Social Care)
- City of Edinburgh Council (Safer and Stronger Communities)
- Scottish Children's Reporter Administration
- Edinburgh Voluntary Organisations Council

Input from the voluntary sector representative on the Child Protection Committee will be sought as appropriate. Officers from other services/agencies may be co-opted onto the sub-group as required, subject to the approval of the relevant agency.

Meetings

The sub-group will meet at a frequency determined by the requirements of the agreed tasks, but not normally less frequently than the Child Protection Committee.

Meetings will be minuted and will be reported to the Child Protection Committee.

Edinburgh Child Protection Committee Learning and Development Sub-Committee

Purpose

1. To develop a learning and development strategy that allows the Child Protection Committee to monitor the effectiveness of child protection training across the agencies.
2. To coordinate the training strategy within member agencies.
3. To develop a system for delivering multi-agency training and evaluating its effectiveness.
4. To oversee the training needs of the voluntary sector.
5. To develop multi-agency improvement plans in response to external inspection reports or internal assessment processes.
6. To monitor the progress of member agencies' implementation of agreed improvement plans.
7. To liaise with the other subgroups of the Child Protection Committee to avoid duplication of work.

Membership

Membership will include representation from the following agencies/services:

- NHS Lothian
- Police Scotland
- City of Edinburgh Council (Communities and Families)
- City of Edinburgh Council (Health and Social Care)
- City of Edinburgh Council (Safer and Stronger Communities)
- Edinburgh Voluntary Organisations Council

Meetings

The sub-group will meet at a frequency determined by the requirements of the agreed tasks, but not normally less frequently than the Child Protection Committee. Meetings will be minuted and will be reported to the Child Protection Committee.

Edinburgh Public Protection Committees Communications Sub-Group

Purpose

A planned and co-coordinated communications strategy is needed to:

1. raise public awareness of child protection issues and services
2. establish a system to share information and communicate effectively with and between agencies and staff at all levels to raise awareness of child protection
3. share best practice examples

Membership

Membership will include representation from the following agencies/ services:

- NHS Lothian
- Police Scotland
- City of Edinburgh Council (Communities and Families)
- City of Edinburgh Council (Health and Social Care)
- City of Edinburgh Council (Safer and Stronger Communities)
- Edinburgh Voluntary Organisations Council

Officers from other services/agencies may be co-opted onto the sub-group as required, subject to the approval of the relevant agency.

Meetings

The sub-group will meet at a frequency determined by the requirements of the agreed tasks. This will normally consist of monthly meetings.

Meetings will be minuted and will be reported to the Child Protection Committee.

Appendix B – Child Protection Register Statistics

	2019		2018		2017	2016
	Number	Rate Per 1,000 population	Number	Rate Per 1,000 population	Rate Per 1,000 population	Rate Per 1,000 population
Edinburgh	122	1.6	190	2.4	3.0	3.2
East Lothian	55	2.8	36	1.9	2.4	2.5
Midlothian	49	2.8	45	2.6	3.7	3.1
West Lothian	104	2.9	82	2.3	2.0	2.2
Scottish Borders	46	2.4	50	2.6	2.0	3.4
Aberdeen	119	3.4	68	1.9	2.3	3.5
Dundee	91	3.8	73	3.0	2.9	3.4
Scotland	2,599	2.8	2,668	2.9	2.8	3.0

Source:

Scottish Government

<https://www2.gov.scot/Topics/Statistics/Browse/Children/sourcesandsuitability/LAlevelCP>

Statistics at 31 July each year.

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QUESTION NO 1

By Councillor Laidlaw for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 4 February 2021

Question Does the Convener agree with the statement 'High school examinations are an out-of-date 19th and 20th century technology operating in a 21st century environment of teaching and learning'?

Answer

Question (2) Does he agree headteachers should 'seize the opportunity presented by the decision to cancel the exams to reshape assessment and moderation'

Answer (2)

Question (3) Does he agree with the statement 'issues of high-stakes end-loaded one-off exams in S4, S5 and S6 despite very low leaving rate in S4. Not fit for purpose'?

Answer (3)

Question (4) Does he feel these are appropriate as a question presented to headteachers in their final short-leet interviews.

Answer (4)

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QUESTION NO 2

**By Councillor Jim Campbell for
answer by the Convener of the
Transport and Environment
Committee at a meeting of the
Council on 4 February 2021**

Question

What comfort can the Convener provide that the emptying of communal waste bins between the hours of 06:00 and 22:00 seven days a week, as set out in policy approved by the Transport and Environment Committee, is consistent with Noise Pollution legislation and the Councils own policy on Noise?

Answer

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QUESTION NO 3

By Councillor Webber for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 4 February 2021

Given the recent Edinburgh Evening News Article of 13th January 2021 reported that the Council had only received 2 official complaints about the scheme since it was originated in May, 2020, can the Convener please clarify:

Question (1) What is the recognised complaints process for the public and Councillors to follow?

Answer (1)

Question (2) What records are maintained to evidence the complaints lodged, recorded and responded to?

Answer (2)

Question (3) How were complaints raised with Councillors which were forwarded to Spaces for People staff registered and recorded?

a) How were these complaints classified?

b) How many items of correspondence by email and letter have been received by officers in relation to concerns, issues, areas of improvement needed since the introduction of Spaces for People schemes?

Answer (3)

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QUESTION NO 4

By Councillor Webber for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 4 February 2021

On 27th November 2020 the “Colleague Guide to Working from Home” was circulated and within this there was a link to “Display Screen Guidance”, “Display Screen Equipment Assessment” and a “Workstation Assessment at home Flow Chart”.

Given that most of our employees have been working from home, in often challenging situations since March 2020, can the convener confirm:

- | | |
|-----------------|--|
| Question | (1) How many Workstation Assessments were carried out? |
| Answer | (1) |
| Question | (2) How many Display Screen Equipment Assessments were carried out? |
| Answer | (2) |
| Question | (3) What were high level recommendations from these assessments? |
| Answer | (3) |
| Question | (4) What equipment/solutions were provided to employees to ensure their working conditions at home met the Display Screen Guidance? |
| Answer | (4) |
| Question | (5) How long did staff need to wait until they were provided with the suitable equipment? |
| Answer | (5) |
| Question | (6) How many outstanding requests are there and what is the nature of these? |
| Answer | (6) |

Question (7) What has been the financial cost of the required modifications, equipment and health and wellbeing support to members of staff who have been working from home?

Answer (7)

QUESTION NO 5

By Councillor Webber for answer by the Convener of the Housing, Homelessness and Fair Work Committee at a meeting of the Council on 4 February 2021

Following the announcement of the lockdown on 4th January and the previous suspension of repairs on 26th December how many tenants have outstanding non-essential repairs to their council homes? And can they be broken down by:

Question (1) How many requests for repairs have been made since March 2020?

Answer (1)

Question (2) How many of these requests were deemed urgent?

Answer (2)

Question (3) How many of these requests have resulted in works on site?

Answer (3)

Question (4) Can you confirm the procedure for tenants to follow for repairs that are not deemed urgent?

Answer (4)

Question (5) Based on historic information, or other sources, what backlog of repair work do you anticipate has built up as a result of the pandemic?

Answer (5)

Question (6) What plans can you share for completing any outstanding work, and over what timescale?

Answer (6)

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QUESTION NO 6

**By Councillor Lang for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 4 February 2021**

Question (1) How many grit bin refill requests were made between 1 December 2020-15 January 2021, broken down by ward?

Answer (1)

Question (2) What was the average time taken to fulfil grit bin refill requests made between 1 December 2020-15 January 2021?

Answer (2)

Question (3) How many of the grit bin refill requests made between 1 December 2020-15 January 2021 were

- a) fulfilled within 7 days?
- b) fulfilled within 14 days?
- c) fulfilled within 21 days?
- d) still outstanding after 21 days?

Answer (3)

Question (4) What performance target exists for responding to grit bin refill requests?

Answer (4)

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QUESTION NO 7

**By Councillor Lang for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 4 February 2021**

Question

What is the current timetable for implementing new parking restrictions on Almondhill Road following the Council's consultation on TRO/19/88 in December 2019?

Answer

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QUESTION NO 8

**By Councillor Staniforth for answer
by the Convener of the Housing,
Homelessness and Fair Work
Committee at a meeting of the
Council on 4 February 2021**

Question

What is the estimated impact of Brexit on the economy of the city of Edinburgh?

Answer

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QUESTION NO 9

By Councillor Main for answer by the Vice Chair of the Edinburgh Integration Joint Board at a meeting of the Council on 4 February 2021

The Scottish Government recently announced additional funding over a five year period to tackle Scotland's disgraceful record on drug deaths.

Question (1) How many drug deaths and drug related deaths have there been in Edinburgh and what is the known about the profile of those deaths over the last 10 years?

Answer (1)

Question (2) Over the last 5 years what has been the total funding offered by the Scottish Government and what has been the actual spend by Edinburgh Council on support services on drug services?

Answer (2)

Question (3) What funding comparisons are available for those countries with lower drug deaths than Scotland?

Answer (3)

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Item no 10.1

QUESTION NO 1

By Councillor Laidlaw for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 4 February 2021

Question (1) Does the Convener agree with the statement ‘High school examinations are an out-of-date 19th and 20th century technology operating in a 21st century environment of teaching and learning’?

Answer (1) The statement is found on page 14 of the International Council of Education Advisers Second Formal Report of 2018-20 to the Scottish Government, published 17 December 2020. The ICEA report as a body to the Scottish Government, offering advice on Scotland’s education system. The first Higher examination diet in Scotland was in 1888 so it is entirely correct to refer to their usage since the 19th century to present day. The issue of whether high school examinations are “out-of-date” is the matter of much current debate.

Question (2) Does he agree headteachers should ‘seize the opportunity presented by the decision to cancel the exams to reshape assessment and moderation’

Answer (2) Following the decision to cancel all SQA examinations for session 2020-21, all Head Teachers are required to ensure that there are robust systems in place to allow teachers, learners, parents and carers to have confidence in grades which will be set by teachers themselves. High quality assessment and moderation lies at the heart of such confidence, and this applies to the Broad General Education (Early years to S3) as well as the Senior Phase (S4-S6). See for example the Education Scotland document “The Moderation Cycle” at <https://education.gov.scot/improvement/learning-resources/the-moderation-cycle/> . We expect Head Teachers to be aware that improving

practice and confidence in this area is an essential part of improving attainment for all of our learners. We therefore would expect Head Teachers to appreciate that the decision to cancel examinations does present them with an opportunity to support staff to improve in this area, and that this is an opportunity which they should take.

Question (3) Does he agree with the statement ‘issues of high-stakes end-loaded one-off exams in S4, S5 and S6 despite very low leaving rate in S4. Not fit for purpose’?

Answer (3) The statement is found in the “response” section of a document containing Head Teacher questions. The question in full is:

‘High school examinations are an out-of-date 19th and 20th century technology operating in a 21st century environment of teaching and learning’ (International Council of Education Advisors 2020)

How will you seize the opportunity presented by the decision to cancel the exams to reshape assessment and moderation in Trinity Academy?

The statement is given as a possible response. Again, there is much current debate about examination structures in Scottish education, with concerns of an overload of an assessment in the Senior Phase leading to stress for our learners. Concerns over a “two-term dash” to Highers in S5 remain, due to pupils sitting National 5 examinations in S4. We would expect our Head Teachers to have knowledge of the challenges facing Scottish education and to be able to question whether current arrangements are suitable or can be improved.

However, the statement was included for illustrative purposes and is not designed to be interpreted as the settled opinion of the council.

Question (4) Does he feel these are appropriate as a question presented to headteachers in their final short-leet interviews.

Answer (4) We expect our Head Teachers to be intellectually curious, willing to challenge the thinking of others (and themselves), and not be afraid to voice their own opinions. We also expect them to be aware of current developments in education, and to be able to express their views on them. The question was appropriate.

Item no 10.2

QUESTION NO 2

**By Councillor Jim Campbell for
answer by the Convener of the
Transport and Environment
Committee at a meeting of the
Council on 4 February 2021**

Question

What comfort can the Convener provide that the emptying of communal waste bins between the hours of 06:00 and 22:00 seven days a week, as set out in policy approved by the Transport and Environment Committee, is consistent with Noise Pollution legislation and the Councils own policy on Noise?

Answer

The Environmental Protection Act 1990 does not include specific time constraints on noise and any concern raised needs to be considered based on the facts of the case.

The waste collection service generally operates between the hours of 6am and 10pm (with a nightshift in the city centre) and, where collections commence before 7am or after 7pm these may result in complaints from residents about short term disturbance.

However, due to the short duration and frequency of these collections, experience has shown that they generally do not constitute a noise nuisance and therefore are not a breach of the legislation.

However, where complaints or enquiries are received from affected residents Environmental Health will, where appropriate, work with Waste and Cleansing teams to nevertheless explore whether steps can be taken to minimise any disturbance.

Item no 10.3

QUESTION NO 3

By Councillor Webber for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 4 February 2021

Given the recent Edinburgh Evening News Article of 13th January 2021 reported that the Council had only received 2 official complaints about the scheme since it was originated in May, 2020, can the Convener please clarify:

Question (1) What is the recognised complaints process for the public and Councillors to follow?

Answer (1) The Council's [Complaints Procedure](#) is described on the website.

Question (2) What records are maintained to evidence the complaints lodged, recorded and responded to?

Answer (2) All correspondence received in the Spaces for People mailbox has been categorised by theme and individual project and treated as objections (in a similar way to responses received for Traffic Regulation Orders).

Recently there have been a number of formal complaints received and these are being logged, acknowledged and dealt with at the appropriate stage of the Council's complaints process. However, due the number of complaints received recently it has not been possible to respond to all of the stage 1 complaints within the appropriate timeframe. These will, however, all be dealt with.

Question (3) How were complaints raised with Councillors which were forwarded to Spaces for People staff registered and recorded?

a) How were these complaints classified?

b) How many items of correspondence by email and letter have been received by officers in relation to concerns, issues, areas of improvement needed since the introduction of Spaces for People schemes?

Answer

- (3)** a) See Answer 2 above.
- b) There have been in excess of 5,000 items of correspondence of various types received by officers in respect of Spaces for People measures.

Item no 10.4

QUESTION NO 4

By Councillor Webber for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 4 February 2021

On 27th November 2020 the “Colleague Guide to Working from Home” was circulated and within this there was a link to “Display Screen Guidance”, “Display Screen Equipment Assessment” and a “Workstation Assessment at home Flow Chart”.

Given that most of our employees have been working from home, in often challenging situations since March 2020, can the convener confirm:

Question (1) How many Workstation Assessments were carried out?

Answer (1) See below.

Question (2) How many Display Screen Equipment Assessments were carried out?

Answer (2) **Q1 and Q2**

The Council’s assessment methodology follows the Health and Safety Executive (HSE) model inasmuch as workplace assessment and Display Screen Equipment (DSE) are interchangeable terms. DSE assessment is a self-assessment process. This approach means that overall numbers of completed DSE assessments are not collated or recorded centrally.

Question (3) What were high level recommendations from these assessments?

Answer (3) The high-level findings from DSE self-assessments generally related to the provision of equipment to enable individuals to work more effectively from home.

In a small number of more complex assessment outcomes this resulted in specialist equipment being supplied to home addresses and with the involvement of Occupational Health professional advice. An additional safeguard was also put in place if adjustments could not be made in response to DSE

self-assessments, or individual mental health and wellbeing issues, for line managers to seek to authorise a return to work. Such requests were carefully managed and have been very limited to date. Such access has also been reviewed regularly in light of changing public health guidance and associated restrictions.

- Question** (4) What equipment/solutions were provided to employees to ensure their working conditions at home met the Display Screen Guidance?
- Answer** (4) The individual needs of employees were met by the supply of equipment from the workplace to their home. The main items supplied included: chairs; desks; monitors; and, peripherals such as keyboards. The provision of such equipment has enabled employees to have adjustable seating, improved posture, correct desk height and distancing from monitors, etc.
- Question** (5) How long did staff need to wait until they were provided with the suitable equipment?
- Answer** (5) The timescale varied between individuals, given that this was wholly dependent upon the completion of the DSE self-assessment by employees, engagement with the line manager and the complexity of any identified requirements to be fulfilled. However, following identification of a need, a system was organised by Property and Facilities Management to enable rapid delivery or collection of equipment. A significant number of items were dispatched from Council premises in response to these assessments.
- Question** (6) How many outstanding requests are there and what is the nature of these?
- Answer** (6) There are no outstanding requests currently registered.
- Question** (7) What has been the financial cost of the required modifications, equipment and health and wellbeing support to members of staff who have been working from home?
- Answer** (7) These costs are not managed corporately, with any additional costs being contained within individual service budgets. However, the majority of the equipment supplied was existing office equipment and, consequently, additional costs have been minimised significantly.

Item no 10.5

QUESTION NO 5

By Councillor Webber for answer by the Convener of the Housing, Homelessness and Fair Work Committee at a meeting of the Council on 4 February 2021

Following the announcement of the lockdown on 4th January and the previous suspension of repairs on 26th December how many tenants have outstanding non-essential repairs to their council homes? And can they be broken down by:

Question (1) How many requests for repairs have been made since March 2020?

Answer (1) Since March 2020 there have been 51,947 repair requests were made. Of these, 38,004 were classed as essential repairs, 4,002 were requests for non-essential repairs between March and October when these could not be carried out, and 9,941 were for non-essential repairs raised between October and December 2020 when non-essential repairs could be carried out.

Question (2) How many of these requests were deemed urgent?

Answer (2) As set out above, 38,004 requests were considered essential.

Question (3) How many of these requests have resulted in works on site?

Answer (3) All of the 38,004 requests for essential repair have resulted in works on site. Not all of the 9,941 non-essential repairs booked will have resulted in works being carried out on site.

Question (4) Can you confirm the procedure for tenants to follow for repairs that are not deemed urgent?

Answer (4) For those tenants who had non-essential repairs cancelled as a result of the introduction of the level 4 restrictions from 26 December 2020, the Council will contact them when these repairs can be safely carried out. The tenant will be asked to contact Repairs Direct to book a new appointment.

When the Council is again able to carry out non-essential repairs, this will be communicated to all tenants through our

normal communication channels, providing details on how to contact Repairs Direct to request repairs

Question (5) Based on historic information, or other sources, what backlog of repair work do you anticipate has built up as a result of the pandemic?

Answer (5) We anticipate that around 80% of the 1,600 non-essential repairs which had to be cancelled will be requested over the initial four week period when work can begin again on non-essential repairs.

Following the reintroduction of non-essential repairs in October 2020 analysis showed that requests for repair appointments were lower than the same period the previous year with just under 2,600 compared to around 3,400 the previous year over a five week period from October to November.

Feedback points to a number of reasons for this lower demand including tenants, particularly those shielding, not requesting repairs unless absolutely essential.

Question (6) What plans can you share for completing any outstanding work, and over what timescale?

Answer (6) The service plans to reinstate non-essential repairs on a safe and phased basis when Scottish Government Guidance allows, and it is safe to do so.

In addition to continuing to prioritise essential repairs, those tenants that had non-essential repairs cancelled in January 2021 will be given priority for appointments.

All other non-essential repair appointments will be scheduled as soon as possible, while ensuring that the service is not overwhelmed.

However, based on experience from October 2020, it is anticipated that all appointments will be completed within four weeks of being reported.

There is some risk that demand could be higher than it was when non-essential repairs were reintroduced previously. To mitigate this the service has a framework of contractors who

can provide additional temporary capacity if required. In addition, the HRA Business Plan includes a number of contingencies to fund additional revenue expenditure and loss of income which could be utilised if required to support this approach.

Item no 10.6

QUESTION NO 6

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 4 February 2021

Question (1) How many grit bin refill requests were made between 1 December 2020-15 January 2021, broken down by ward?

Answer

(1)

WARD	NO. OF REFILL REQUESTS
01- ALMOND	291
02 - PENTLAND HILLS	306
03 - DRUM BRAE/GYLE	174
04 - FORTH	18
05 - INVERLEITH	84
06 - CORSTORPHINE/MURRAYFIELD	87
07 - SIGHTHILL/GORGIE	63
08 - COLINTON/FAIRMILEHEAD	337
09 - FOUNTAINBRIDGE/CRAIGLOCKHART	117
10 - MEADOWS MORNINGSIDE	88
11 - CITY CENTRE	13
12 - LEITH WALK	20
13 - LEITH	3
14 - CRAIGENTINNY/DUDDINGSTON	20
15 - SOUTHSIDE/NEWINGTON	57
16 - LIBERTON/GILMERTON	136
17 - PORTOBELLO/CRAIGMILLAR	35
NO CODE ALLOCATED	3
	1,852

Please note that, of the 1,852 requests received, only 896 were identified with a specific grit bin reference to allow the request to be formally recorded and tracked.

As well as the Council's Road Operations team, additional support to refill grit bins has been provided by other Council services (e.g. Street Cleansing and Parks, Greenspace and Cemeteries) since January 2021. Work completed by other services is recorded manually and therefore may not yet be included in the information provided below.

There are 3,000 grit bins around Edinburgh for which the

Council is responsible. Complaints or requests may also be received about grit bins that are the responsibility of others, including developers of newer housing developments.

Question (2) What was the average time taken to fulfil grit bin refill requests made between 1 December 2020-15 January 2021?

Answer (2) The average time taken to refill the 896 grit bins was eight days.

Question (3) How many of the grit bin refill requests made between 1 December 2020-15 January 2021 were

- a) fulfilled within 7 days?
- b) fulfilled within 14 days?
- c) fulfilled within 21 days?
- d) still outstanding after 21 days?

Answer (3) For the 896 requests:

- a) 460 (51%) were fulfilled within 7 days;
- b) 297 (757 cumulative or 84%) were fulfilled within 14 days;
- c) 121 (878 cumulative or 98%) were fulfilled within 21 days;
- d) 18 (896 cumulative) are still outstanding.

Question (4) What performance target exists for responding to grit bin refill requests?

Answer (4) There are no performance targets for responding to grit bin refill requests.

It is worth noting that in times of snow fall, ice or prolonged cold replenished grit bins can be emptied very quickly. In these instances it is far more efficient to undertake a full

replenishment of all bins rather than try to attend only the ones that have been reported, which could lead to residents feeding back that only one bin (that has been reported) being refilled when there are others that are empty in the same or neighbouring street.

Item no 10.7

QUESTION NO 7

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 4 February 2021

Question

What is the current timetable for implementing new parking restrictions on Almondhill Road following the Council's consultation on TRO/19/88 in December 2019?

Answer

TRO/19/88 related to the introduction of proposed double yellow lines on Kilmorey Place, Kirkliston.

Following issue of the first consultation letters comments were received from local elected members relating to the introduction of additional restrictions in Almondhill Road. After discussion with elected members it was agreed to withdraw the original TRO and to consult on a new plan for both Kilmorey Place and Almondhill Road.

This will be submitted in February 2021 and a new TRO process will commence as soon as possible after that.

Item no 10.8

QUESTION NO 8

**By Councillor Staniforth for answer
by the Convener of the Housing,
Homelessness and Fair Work
Committee at a meeting of the
Council on 4 February 2021**

Question

What is the estimated impact of Brexit on the economy of the city of Edinburgh?

Answer

There aren't any up to date forecasts of the economic impact of Brexit at a local authority level that take full account of the EU-UK Trade and Co-operation Agreement (TCA) approved and then ratified by the UK parliament on December 30 that I am aware of.

However, in November 2020, the Office for Budget Responsibility (OBR) published a range of forecasts outlining the potential impacts of Brexit on the UK economy under different scenarios. Under the assumption of a 'typical' free-trade agreement (FTA) with the EU and a smooth transition to these new trading arrangements, OBR estimates the economic impact of the UK leaving the EU as a 4% loss of GDP over the long term compared with remaining in the EU.

This estimate is in line with the average of projections published by other institutions, with drivers of long-term output loss associated and driven by changes to trading arrangements, to supply chains, to tourism and investment flows, to cost and availability of labour, and consequent productivity changes.

In this context, it is reasonable to assume that, along with Covid-19 and the associated economic recession, Brexit represents a significant change in the economic environment within which the city operates, though the precise changes in activity and jobs directly associated with Brexit in the city remain challenging to estimate with confidence.

Although Edinburgh has strength and resilience through its diverse economy, that also means that there are many aspects of Brexit that could impact on different areas of the economy. Key risks are:

Exports

Recent analysis from the Fraser of Allander Institute does note that cities such as Edinburgh may be less likely than other parts of the UK to be severely affected by export and trading related disruptions. However, sectors in Edinburgh with the highest proportion of output supported by EU exports include:

- some forms of manufacturing such as those related to computer/electronic,
- food and beverage,
- services for transport and storage

These collectively accounted for around 50,000 Edinburgh jobs in 2019.

Scottish Enterprise's *Fortnightly Insights* report noted that:

28% of Scottish exporters trading were exporting less than normal this week.

Trade with Northern Ireland (NI) has become much more difficult with challenges concentrated in food and drink businesses.

Many businesses fear rising costs – e.g. freight container use costs have quadrupled in recent months due to COVID-19 and Brexit.

Some of these costs are making certain business models unviable:

- businesses whose model involves goods crossing two borders (e.g. importing from China before selling to Europe) may have insufficient profit margins to absorb the double payment of import duty now required.
- businesses exporting directly to EU consumers report losing as much as a third of their customer

base overnight as new regulations (e.g. imposition of VAT, import tariffs) makes their products/services uncompetitive.

Market access issues are being reported in the new trading environment:

- A few businesses are currently unable to deliver to the EU as some couriers are not shipping because of the additional bureaucracy. Some EU-based hauliers have also stopped carrying goods to and from the UK.
- Some sales agents in Europe have indicated they are unwilling to take on additional UK work as they are not paid any additional fees to cover the extra bureaucracy and only get paid once orders have been delivered and paid for. This is particularly a problem for smaller businesses.

Construction

The Construction Leadership Council estimates that around 22% of all materials, products and components are sourced from abroad by UK construction businesses. Provided that rules of origin are satisfied in relation to the goods there will be no tariffs under the TCA. However, customs declarations need to be made when importing or exporting goods which could result in supply chain delays.

In addition the TCA does not provide for mutual recognition of products or standards in the same way as existed while the UK was in the EU. From 2022 businesses must make sure that any products or components they use, imported from the EU, have a third party conformity assessment by an approved body.

The end of free movement also creates an increased likelihood of a skills shortage which could have an impact on delivery timescales for construction projects, increase costs and could make some projects unaffordable.

Inward Investment

Also noted in Scottish Enterprise's *Fortnightly Insights* report:

- Evidence is also emerging that inward investors have a less positive outlook on the Scottish economy than indigenous businesses as they had greater, and growing, concern over the end of the transition period with the EU.

Financial Services

In 2019 Financial Services and Insurance accounted for 10.5% of jobs in Edinburgh. Many firms anticipated the end of passporting and have adjusted to mitigate the impact. However, the TCA has very limited provision for financial services, instead a joint declaration sets out that a Memorandum of Understanding (MOU) will be agreed by March 2021 alongside a commitment to further dialogue. While it is hoped that this will give a greater degree of certainty over the future agreements that will be in place, there is currently no clarity on how this dialogue will proceed, and what impact it may have on the EU's current equivalence framework.

The EU is also expected to, but not guaranteed to, grant the UK data adequacy. Until this is has been granted there is a risk to businesses that transfer personal data from the EU.

The exact nature and scale of the impact of Brexit on Edinburgh's economy will be difficult to estimate because of the ongoing impact of the pandemic. Analysis from the Fraser of Allander Institute identified the top three sectors where Scottish output fell the most due to the COVID-19 pandemic.

The change in sector GDP between February and September 2020 was -31% for the accommodation and food industry, -20% for other services (e.g. repair services, hairdressing and other beauty treatments) and -14% for transport and storage. Edinburgh has a higher share of jobs in these sectors with 14.9% jobs in Edinburgh versus 14.1% jobs in Scotland as recorded in 2019.

While we do not have precise data on the scale of the impact of Brexit on Edinburgh, from the data that is available we can estimate the sectors that are likely to be most impacted, and the nature of the challenges that will arise.

An assessment of these issues and appropriate responses will be considered during development of the refreshed Edinburgh Economy Strategy planned for publication this year, with reports due for consideration by the Policy and Sustainability Committee in April and June 2021.

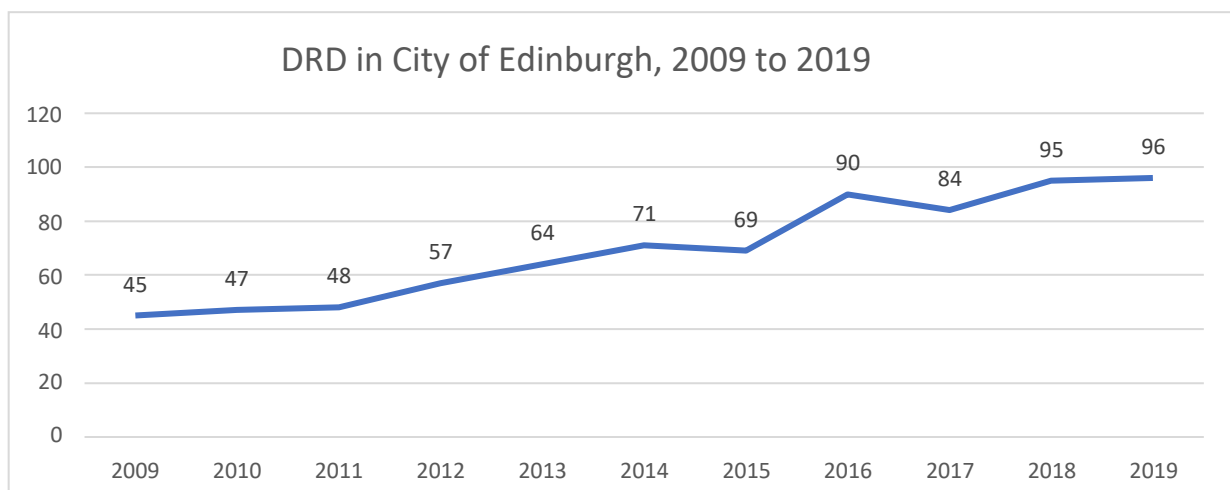
QUESTION NO 9

By Councillor Main for answer by the Vice Chair of the Edinburgh Integration Joint Board at a meeting of the Council on 4 February 2021

The Scottish Government recently announced additional funding over a five year period to tackle Scotland's disgraceful record on drug deaths.

Question (1) How many drug deaths and drug related deaths have there been in Edinburgh and what is the known about the profile of those deaths over the last 10 years?

Answer (1) The graph below provides the figures for drug related deaths since 2009. Local analysis indicates several trends which may be contributing to the increase: Increasing proportions of those who died had taken cocaine or other stimulants, either alongside other drug types or on their own. This is a particular risk factor for older drug users or those who have had long periods of substance use. Similarly, benzodiazepines were involved in a greater proportion of the deaths. There are some other changes in age range and gender profile.



Question (2) Over the last 5 years what has been the total funding offered by the Scottish Government and what has been the actual spend by Edinburgh Council on support services on drug services?

- Answer** (2) The funding provided for drug and alcohol services by the Scottish Government is allocated in the first instance to NHS Lothian. This money, in turn, forms part of the budget delegated to the Edinburgh Integration Joint Board who prioritise its application. As such it combines with other funding streams to give an overall budget for drug and alcohol services. Because of how the Council's element of this information is held in the financial ledger, further analysis is required to extract the overall spend on drug and alcohol services over the 5 year period requested
- Question** (3) What funding comparisons are available for those countries with lower drug deaths than Scotland?
- Answer** (3) The Partnership do not hold this information. Scottish Government have indicated they might be able to provide some information in relation to rehabilitation investment and further information is being sought.

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Amendment by the Coalition

City of Edinburgh Council

4 February 2021

Item 7.1 – Councillors’ Code of Conduct Consultation

Deletes 1.3 and replaces with:

1.3 - Notes that an important element of the Code of Conduct is how it is enforced and that any review of the Code is incomplete unless the processes and effectiveness of the Ethical Standards Commissioner for Scotland and the Standards Commissions in implementing the Code are also reviewed.

1.4 - Notes that the current process can be slow, drawn out and offer little protection for Councillors, and more importantly, Council staff and the public in relation to incidents and serious allegations including but not limited to violence, sexual harassment, and bullying and harassment.

1.5 - Requests that the Council Leader write to the Cabinet Secretary for Communities and Local Government to express the Council’s concern that effective protection does not exist through the current Ethical Standards Commissioner and Standards Commission’s approach and seek a review, explicitly of the effectiveness of its processes and decision making.

1.6 - Agrees the Council’s response to the consultation but adds to the response at questions 1:

“While the review to update the documents is helpful for the reasons above, the omission of a review of the effectiveness of the Ethical Standards Commissioner and Standards Commission itself means there is likely to remain a fundamental lack of confidence by many Councillors, Council staff and the public in issues being addressed swiftly and effectively. Following the conclusion of the review of the Councillors’ Code of Conduct (if not before), there should be a review of the Commission and the activities of the Commissioner to examine the effectiveness of decision making, culture and approach of these institutions. Until this review is

carried out, it is likely any changes to the Code itself will be meaningless in trying to provide effective protection for elected members, and most importantly, Council staff and the public.”

Moved by: Councillor Adam McVey

Seconded by: Councillor Cammy Day

Addendum by the Conservative Group

City of Edinburgh Council

4 February 2021

Item 7.1 – Councillor’s Code of Conduct Consultation

Council agrees to add the following points to the Council’s response to the Consultation on the Councillors Code of Conduct 2020:

Question 2:

1.9 This should include senior and experienced Councillors as persons from whom to seek advice in addition to senior Council employees.

Question 3:

Councillors are elected to their role by the public and serve the public first and foremost. The current proposals over emphasise the Councillor’s duty to the Council rather than to representing their constituents. As drafted, the code assumes the public interest and a Council’s interests are synonymous, but it is often demonstrated that this is not always the case.

The entity of “the Council” is made up of all the Councillors sitting together as a collective body – all decisions carried out by officers of the Council are on the behalf of this body via powers delegated away from it. It is therefore right, proper and necessary that Councillors will have to hold officers to account in public for their actions when these have not met the expectations of the Council or there is malpractice to uncover.

Section 2 gives insufficient weight to Paragraph 1 of Article 10 of the European Convention on Human Rights and could be open to challenge. The issue of free speech is no superficial issue; it is fundamental to a functioning democracy and is necessary to allow for full and open debate, scrutiny and exposure of wrongdoing and a re-drafting of this section is advisable.

In particular, Section 2:1, selflessness (“I have a duty to take decisions solely in terms of the public interest”) conflicts with the paragraphs on duty (I have a duty to act in the interests of the Council as a whole) and leadership (I have a duty to ... to maintain and strengthen the public’s trust and confidence in the integrity of the Council and its Councillors in conducting public business).

A clear exceptional public interest defence should be part of the code.

Question 4:

However, as above, a clear exceptional public interest defence is needed for paragraphs 3.21, 3.22 and 3.23

Moved by: Councillor John McLellan

Seconded by: Councillor Joanna Mowat

Amendment by the Edinburgh Party of Independent Councillors

City of Edinburgh Council

4 February 2021

Item 7.1 – Councillors’ Code of Conduct Consultation

Agrees 1.1 and 1.2.

Agrees 1.3, subject to the following:

Council welcomes the work of officers on this consultation but seeks to strengthen the code by including the following paragraph to the Council response, at question 4 of the consultation - Section 3 General Conduct.

At paragraph 3.2 of the draft Code of Conduct add:

‘I will not engage in any conduct or action that seeks to hinder another Councillor from carrying out their full duties in relation to their role.’

And renumber all consequent paragraphs appropriately.

Moved by Cllr Gavin Barrie

Seconded by Cllr

Addendum by the Coalition

City of Edinburgh Council

4 February 2021

Item 7.3 – Council Diary 2021-22

1.3 Council notes the impact of the pre-election period on the Council's ability to take significant decisions and therefore requests officers explore cancelling executive committees after 17th March 2022 Full Council as well as the Full Council meeting on 28th April 2022- for a final decision on this to be taken by Councillors at the Council Diary report presented to 10th February 2022 Full Council. Further requests that Directors plan accordingly to ensure any essential or strategically important decisions are taken in advance of that period.

Moved by: Councillor Adam McVey
Seconded by: Councillor Cammy Day

Addendum by the Green Group

City of Edinburgh Council

4 February 2021

Item 7.4 – The Designation of New Polling Places as a result of a Statutory Review of Polling Places and Polling Districts

ADD TO RECOMMENDATIONS

While welcoming the reduction in number of schools designated, notes that 25 schools are still assigned as polling places; recognises that, since March 2020, schools have been closed to most pupils for significant periods of time, for public health reasons, and that further closure in May 2021 for election purposes would be very unwelcome; further notes that voting over multiple days for the Scottish Parliament election has not been ruled out; and therefore:

- Mandates continuing efforts to ensure schools are not closed for election purposes for the Scottish election;
- Explicitly commits not to close schools for polling place use should the option of multiple voting days be put in place nationally; and
- In anticipation of a large increase in demand for postal votes to reduce pressure on polling places, welcomes all efforts to encourage voters to register for postal votes in a timely fashion.

Moved by: Councillor Gavin Corbett

Seconded by:

Amendment by the Scottish Liberal Democrat Group

City of Edinburgh Council

4 February 2021

Item 7.4 – The Designation of New Polling Places as a result of a Statutory Review of Polling Places and Polling Districts

At end of 1.1.1, insert;

“but agrees that, as soon as circumstances allow, officers should make arrangements for trialling the use of Cramond Kirk Halls as an alternative to Cramond Primary.”

Moved by Councillor Kevin Lang

Seconded by Councillor Louise Young

Addendum by the Conservative Group

City of Edinburgh Council

4 February 2021

Item 8.1 – By Councillor Kate Campbell – Allocation Policy

Council agrees the motion adding a new point 1, and renumber accordingly:

1. An analysis of the impact on allocation policy of a 16% reduction in the Scottish Government social and affordable housing budget while noting that: The Budget did not provide any detail about affordable housing funding beyond the next financial year, despite pressure from the housing sector for governmental commitment to a new long-term affordable housing programme.
 - This Council is clear on the need for such support in Edinburgh.
 - The government's current five-year £3bn Affordable Housing Supply Programme is set to come to an end in March.

Moved by: Councillor Jim Campbell

Seconded by: Councillor John McLellan

Amendment by the Conservative Group

City of Edinburgh Council

4 February 2021

Item 8.3 – By Councillor Miller – Winter Weather Response

Council agrees point 1.

Deletes points 2 and 3 and replaces with:

- 2) Observes that in order to encourage the uptake of active travel, increased mitigation against winter weather will be requires on our paths and pavements
- 3) On behalf of all Edinburgh residents calls for the forthcoming review of Winter Weather Surface Treatment at the Transport and Environment Committee to:
 - a) Recognise the importance of roads for emergency vehicles, public transport and the movement of goods, but also align this with the position of pedestrians and cyclists in the Urban Transport Hierarchy and their need for paths and pavements to be appropriately prioritised.
 - b) Evaluate how innovation and technology could help to increase coverage and efficiency of all surface treatment, including but not limited to the types of de-icer suitable for pavements and cycle paths, vehicles and equipment
 - c) Ask each Locality to review the need for a network of snow wardens and consider how best to support neighbourhood communication.
 - d) review Grit Bin location and replenishment
- 4) Observes similar motions and questions have previously been brought to Council by Conservative Group members, for example in November 2017, February 2018 and October 2020.

Moved by: Councillor Susan Webber

Seconded by: Councillor Jason Rust

Amendment by the Scottish Liberal Democrat Group

City of Edinburgh Council

4 February 2021

Item 8.3 – By Councillor Miller – Winter Weather Response

- Delete paragraph 2 and insert:

“2. nevertheless recognises the substantial concerns which have been raised with councillors of all parties regarding a) the limited gritting of footways and cycleways and b) the times residents have waited to get local grit bins refilled”.

- Delete the first three lines of paragraph 3 and insert:

“3. notes with concern the reports of slips, falls and injuries which added further pressure onto our NHS at this time of crisis, and that many other residents felt unable to leave their home because of treacherous conditions outside,”

- At end of c) insert:

“including improved online information on the expected timescales for refilling grit bins and more timely updates on when bins have been refilled.”

Moved by Councillor Kevin Lang

Seconded by Councillor Hal Osler

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