

Notice of meeting and agenda

City of Edinburgh Council

10.00 am Thursday, 11th March, 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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.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 4 February 2021 – submitted for approval as a correct record | 13 - 60 |
| 4.2 | The City of Edinburgh Council of 18 February 2021 – submitted for approval as a correct record | 61 - 188 |

5. Leader's Report

- | | | |
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| 5.1 | Leader's report | 189 - 190 |
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6. Appointments

- 6.1 If any

7. Reports

7.1	Review of Political Management Arrangements March 2021 – Report by the Chief Executive	191 - 226
7.2	Outcome of the Statutory Consultation Process on the Proposal to Realign the Catchment Areas of Queensferry Primary School and Echline Primary School – Report by the Chief Executive	227 - 256
7.3	Update on the Re-opening of Public Conveniences - referral from the Policy and Sustainability Committee	257 - 268
7.4	Annual Treasury Management Strategy 2021/22 - referral from the Finance and Resources Committee	269 - 302
7.5	Sustainable Capital Strategy 2021-31 - Annual Report - referral from the Finance and Resources Committee	303 - 332

8. Motions

- 8.1 By Councillor Whyte - Princess Alexandra Eye Pavilion
- Council**
- 1) Notes with concern that the Scottish Government has withdrawn the funding promised in 2018 to provide a replacement for the Princess Alexandra Eye Pavilion in Edinburgh;
 - 2) Notes that the current building is over 50 years old and has been deemed “not fit for purpose” by NHS Lothian and that this has implications for the care received by patients in Edinburgh and the Lothians;
 - 3) Understands that waiting times for routine treatments, such as for glaucoma, and removal of cataracts can be extremely long and notes that NHS Lothian has been consistently underfunded by the NRAC funding model over many years;

- 4) Agrees that the Council should work with our partners in NHS Lothian to restore the promised funding to retain these vital services in Scotland's capital giving access and equity to residents in Edinburgh and across all the Lothians rather than see them "dispersed" to West Lothian.
- 5) Instructs the Council Leader to write to the Cabinet Secretary for Health demanding reinstatement of this cut in infrastructure funding for NHS Lothian and seeking that our partner NHS Board is fully and fairly funded in future."

8.2 By Councillor Cameron – Princess Alexandra Eye Pavilion

"Council notes:

Since opening in 1969, the Princess Alexandra Eye Pavilion (PAEP) has delivered eye health care and treatment services to countless patients, of all ages, from across Edinburgh, the Lothians and South East Scotland; and is a world-renowned centre of excellence in this field.

The facility was deemed 'unfit for purpose' in 2015, and in 2018, the Scottish Government committed to fund a new eye hospital to replace the Princess Alexandra Eye Pavilion to continue the high standard of ophthalmology services to people from Edinburgh, the Lothians and South East Scotland;

The widespread and growing public concern about the loss of the Princess Alexandra Eye Pavilion from Edinburgh; and the lack of available, affordable and fully accessible travel options which provide timeous access to services, currently provided by the PAEP, in facilities located out with Edinburgh. Notes recent comments by the Cabinet Secretary on this issue.

Council therefore calls for the Council Leader to write to the Cabinet Secretary for Health and Sport requesting an urgent meeting on the replacement of the Princess Alexandra Eye Pavilion; so as to ensure the people of Edinburgh, Lothians and South East Scotland can continue to have access to eye healthcare, hospital and treatment services in a facility located within Edinburgh."

8.3 By Councillor Cameron - United Nations Anti-Racism Day
#worldagainstracism Day of Action - Saturday 20th March 2021

“Council notes:

That Saturday 20 March 2021 is the UN Day Against Racism, with events taking place in cities, communities and countries via online rallies around the world.

That people will come together across the globe, united against racism, Islamophobia, antisemitism and fascism; and stand in solidarity with our residents, and people across the world to convey a powerful, global message of zero tolerance to racism.

The City of Edinburgh Council confirms support for the UN Day Against Racism 2021 and its aims and reaffirms that this reflects the will of Council, from June 2020 and agrees to fly the UN flag on March 20th 2021.”

8.4 By Councillor Watt - Uber - UK Supreme Court Decision

“Welcomes the recent Supreme Court Decision confirming that Uber drivers are workers and should be paid the minimum wage and receive holiday pay.

Notes the potential impact of this decision for workers in sectors within the Capital.

Requests a report within three cycles to the Housing, Homelessness and Fair Work Committee to further explore and update members on any impacts of the Court’s decision in relation to fair work.”

8.5 By Councillor Jim Campbell – Mobility as a Service

“Council:

Recognises the role Edinburgh plays as a centre of data driven innovation and the existing strengths and ambitions the City has in data analytics and human behaviour.

Notes that innovation will be vital to the success of Edinburgh and the Scottish economy as we move out of the acute phase of the Coronavirus Pandemic.

Notes that Mobility as a Service could be a significant disrupting force in the near future; albeit it is reliant on some underlying emerging technologies coming to maturity, such as the electrification of transport, the development of intelligent streets and the emergence of automatic and autonomous vehicle control. Recognises the value of public transport to Edinburgh but accepts that mass transport solutions may see a reduction in the level of public patronage on which they depend.

Agrees that, in light of recent announcements from HM Treasury, the Executive Director of Place should explore with all Edinburgh City Region Deal Partners the appetite for undertaking a feasibility study to investigate the use of emerging transport technologies within a defined city network to facilitate Mobility as a Service solutions for individuals or small groups at an affordable price.

The study would:

- consider how data for intelligent streets could improve efficiency and reduce the impact of movements around the city;
- examine the opportunities and challenges that electrification and autonomous vehicle technology (augmented by intelligent streets) might create for public transport;
- Set out the legal, operational, data and power requirements necessary to support such a system;
- Gauge the appetite of commercial partners to see Edinburgh as a useful location to undertake such innovative development;
- detail the full economic and social case for such a system in a city of Edinburgh's size.

The Executive Director is asked to report on the interest in undertaking such a feasibility study amongst City Region Deal Partners within four cycles.”

9. Congratulatory Motions

9.1 By the Lord Provost - Retirement of Ella Simpson, Director of Edinburgh Voluntary Organisations Council (EVOC)

“Council notes that:

- a) Ella Simpson has been a leading contributor to the City’s community fabric, with 45 years of volunteering, and 30 years of employment with several leading charities.
- b) Ella’s career began with Edinvar in 1991, demonstrating a commitment to truly person-centred care, and in 2002 she became Director of Edinburgh Young Carers’ Project working to integrate carers into mainstream services.
- c) In 2003, Ella became Chief Executive Officer at The Rock Trust, and focussed upon embedding a culture of improvement and consistent advocacy for young people across Edinburgh.
- d) In September 2009, Ella became Director of EVOC, working to; (i) steer the organisation through a period of substantial change, (ii) grow involvement of the City’s third sector in partnership, cross-sector and strategic working, (iii) advocating the benefits of working with city charities, (iv) achieving tangible change for our most vulnerable citizens, and (v) celebrating 150 years of EVOC and its extraordinary impact across our communities of interest and place.
- e) Ella leaves her Director’s post with EVOC and her place on our strategic partnerships with a strong legacy of a vibrant third sector, cooperative working, and the continuing need to focus upon addressing inequalities in our city. Key partnerships and initiatives that have benefitted from Ella’s input, include; Edinburgh Partnership, Compact Partnership, Edinburgh Health and Social Care Partnership, Edinburgh Thrive and Edinburgh 2050 City Vision.
- f) Throughout her volunteering and career, and in particular 12 years with EVOC, Ella has been a robust and honest and independent voice for the social and economic importance of the third sector in Edinburgh, helping to raise the profile of the sector in the City and beyond, and in working to help communities-in-need at local, national and

international settings.

- g) Ella will enjoy her well-deserved retirement with her family and the wider community in East Lothian.

In acknowledging the long-standing and substantial contribution of Ella Simpson to the social, community and charitable fabric of Edinburgh, the City of Edinburgh Council is asked to congratulate Ella Simpson on her achievements and invites the Lord Provost to mark her contribution in an appropriate way.”

10. Questions

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| 10.1 | By Councillor Rust - Spaces for People – for answer by the Convener of the Transport and Environment Committee | 333 - 334 |
| 10.2 | By Councillor Lang - Roads and Footways Capital Investment – for answer by the Convener of the Transport and Environment Committee | 335 - 336 |
| 10.3 | By Councillor Lang - Garden Waste Collection Charge – for answer by the Convener of the Transport and Environment Committee | 337 - 338 |
| 10.4 | By Councillor Rust - Spaces for People - Consultation Deadline – for answer by the Convener of the Transport and Environment Committee | 339 - 340 |
| 10.5 | By Councillor Rust - Spaces for People - Legal Advice – for answer by the Convener of the Transport and Environment Committee | 341 - 342 |
| 10.6 | By Councillor Johnston - Spaces for People - Council Website – for answer by the Convener of the Transport and Environment | 343 - 344 |

Committee

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| 10.7 | By Councillor Rose - South Suburban Railway - Passenger Services – for answer by the Convener of the Transport and Environment Committee | 345 - 346 |
| 10.8 | By Councillor Jim Campbell - Plan to Build 20,000 Affordable Homes by 2021 – for answer by the Convener of the Housing, Homelessness and Fair Work Committee | 347 - 348 |
| 10.9 | By Councillor Mitchell - Spaces for People - Queensferry Road/A90 Comments – for answer by the Convener of the Transport and Environment Committee | 349 - 350 |
| 10.10 | By Councillor Webber - City Wide Road Repair Issues – for answer by the Convener of the Transport and Environment Committee | 351 - 352 |
| 10.11 | By Councillor Webber - Spaces for People (Street Schemes) Consultation – for answer by the Convener of the Transport and Environment Committee | 353 - 354 |
| 10.12 | By Councillor Corbett - Additional Funding from the Scottish Government – for answer by the Convener of the Finance and Resources Committee | 355 - 356 |
| 10.13 | By Councillor Webber - Sites of "Historical Racial Injustice" Dossier – for answer by the Leader of the Council | 357 - 358 |

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| 10.14 | By Councillor Staniforth - Walking/Cycling Route along the Old Powderhall Railway – for answer by the Convener of the Transport and Environment Committee | 359 - 360 |
| 10.15 | By Councillor Rust - Retaining Spaces for People Survey - Residents and Businesses – for answer by the Convener of the Transport and Environment Committee | 361 - 362 |
| 10.16 | By Councillor Johnston - Tram Extension to Newhaven – for answer by the Convener of the Transport and Environment Committee | 363 - 364 |
| 10.17 | By Councillor Whyte - Formal Annual Appraisal Process – for answer by the Leader of the Council | 365 - 366 |

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 4 February 2021

Present:-

LORD PROVOST

The Right Honourable Frank Ross

COUNCILLORS

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

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

1 Minutes

Decision

To approve the minute of the Council of 10 December 2020 as a correct record.

2 Leader's Report

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

- Edinburgh's current Covid position
- Tribute to NHS and Council staff for work over the past year
- LGBT history month

The following questions/comments were made:

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|-----------------------|---|---|
| Councillor Whyte | - | Brexit Working Group – update on actions |
| Councillor Staniforth | - | Staff at Special Schools – vaccine prioritisation |
| Councillor Aldridge | - | Thanks to workers across the City |
| | - | Welcome LGBT history week |
| | - | Scottish Government proposals – Council Tax freeze 2021/22 |
| Councillor Day | - | Commend Executive Director of Resources on his Chartered Companion 2020 accolade |
| | - | Scottish Government draft budget – Council Tax freeze |
| Councillor Gardiner | - | Welcome Scottish Government investment in the school estate |
| Councillor Johnston | - | Council Tax freeze |
| Councillor Miller | - | Welcoming news that 20mph speed limits have reduced vehicle accidents in Edinburgh – support to expand 20mph zones in other areas |
| Councillor Lang | - | Controlled parking in Gorgie/Road closure in Portobello – Council consultation responses |
| Councillor Munro | - | COSLA vote on Council funding |

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|--------------------------|---|--|
| Councillor Dickie | - | Welcome announcement of phased return to school |
| Councillor Laidlaw | - | Effects of Covid on sole traders – Clarification on the eligibility for funding from the business temporary closure fund |
| Councillor Barrie | - | Healthy, active and sustainable future – dedicated traffic lanes |
| Councillor Wilson | - | Congratulations to James Carlyle for his work in the city |
| Councillor Kate Campbell | - | Discretionary funds for businesses – thanks to staff, stakeholders, partners and Scottish Government |
| Councillor Bruce | - | Discretionary business support fund - applications |
| Councillor Louise Young | - | Anticipated phased return to schools – outstanding spaces for people projects |
| | - | Offer of vaccination for teachers |
| Councillor Rae | - | COSLA recommitment to 1% to participatory budgeting – Congratulations to Leith Chooses project |
| Councillor Fullerton | - | Thanks to Licensing officers for their work in processing the support grants for taxi and private hire car drivers |
| Councillor Webber | - | Thanks to military personnel for help with vaccination process in Edinburgh |

3 Councillors' Code of Conduct Consultation

Details were provided on the Council's proposed response to the Scottish Government's consultation on the Councillors' Code of Conduct.

Motion

- 1) To note the closing date for responses to the Scottish Government's consultation on the Councillors' Code of Conduct was 8 February 2021.

- 2) To agree that the Council would not support proposals set out under Section 5: Declarations of Interest of the consultation document.
- 3) To note that an important element of the Code of Conduct was how it was enforced and that any review of the Code was incomplete unless the processes and effectiveness of the Ethical Standards Commissioner for Scotland and the Standards Commissions in implementing the Code were also reviewed.
- 4) To note that the current process could 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.
- 5) To request that the Council Leader write to the Cabinet Secretary for Communities and Local Government to express the Council's concern that effective protection did 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.
- 6) To agree the Council's response to the consultation as detailed in Appendix 1 to the report by the Chief Executive but add 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 McVey, seconded by Councillor Day

Amendment 1

- 1) To note the closing date for responses to the Scottish Government's consultation on the Councillors' Code of Conduct was 8 February 2021.
- 2) To agree that the Council would not support proposals set out under Section 5: Declarations of Interest of the consultation document.

- 3) To agree to add the following points to the Council's response to the Consultation on the Councillors Code of Conduct 2020 as detailed in Appendix 1 to the report by the Chief Executive:

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 McLellan, seconded by Councillor Mowat

Amendment 2

- 1) To note the closing date for responses to the Scottish Government's consultation on the Councillors' Code of Conduct was 8 February 2021.
- 2) To agree that the Council would not support proposals set out under Section 5: Declarations of Interest of the consultation document.
- 3) To agree the proposed Council response to the consultation at Appendix 1 to the report by the Chief Executive, 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 Councillor Barrie, seconded by Councillor Bridgman

Voting

For the Motion	-	36 votes
For Amendment 1	-	23 votes
For Amendment 2	-	2 votes

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

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

For Amendment 2: Councillors Barrie and Bridgman.)

Decision

To approve the motion by Councillor McVey.

(Reference – report by the Chief Executive, submitted)

4 Senior Councillor Remuneration January 2021

The Council had agreed senior Councillor remuneration to Councillor Staniforth as co-leader of the Green Group with effect from 29 July 2020. Details were provided on a proposal that this be allocated to Councillor Main to take effect from 29 January 2021.

Decision

To agree to transfer the Senior Councillor Allowance relating to the Green Group Leader from Councillor Staniforth to Councillor Main with effect from 29 January 2021.

(References – Act of Council No 4 of 28 July 2020; report by the Chief Executive, submitted.).

5 Council Diary 2021-22

The draft Council diary for 2021-2022 was presented together with proposed dates for recess periods and Council meetings from August 2021 to August 2022.

Decision

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

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

6 The Designation of New Polling Places as a result of a Statutory Review of Polling Places and Polling Districts – Report by the Chief Executive

In response to a motion by Councillor Lang and following the completion of a statutory review as per Section 18(c) of the Representation of the People Act 1983, approval was sought for proposed changes to UK Parliamentary polling places within the City of Edinburgh local government area.

Motion

- 1) To agree to the amendments to current polling arrangements as outlined in Appendix 1 to the report by the Chief Executive.

- 2) To note that there were no significant changes to current polling district boundaries.
- 3) To note that the Chief Executive had 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.
- 4) To note that the Electoral Registration Officer (ERO) would make any necessary amendments to the Register of Electors.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To agree to the amendments to current polling arrangements as outlined in Appendix 1 to the report by the Chief Executive.
- 2) To note that there were no significant changes to current polling district boundaries.
- 3) To note that the Chief Executive had 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.
- 4) To note that the Electoral Registration Officer (ERO) would make any necessary amendments to the Register of Electors.
- 5) While welcoming the reduction in number of schools designated, to note that 25 schools were still assigned as polling places; to recognise that, since March 2020, schools had 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; to further note that voting over multiple days for the Scottish Parliament election had 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 Corbett, seconded by Councillor Burgess

Amendment 2

To add at the end of Paragraph 1 of the motion by Councillor McVey:

“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 Lang, seconded by Councillor Louise Young

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 McVey:

- 1) To agree to the amendments to current polling arrangements as outlined in Appendix 1 to the report by the Chief Executive 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.
- 2) To note that there were no significant changes to current polling district boundaries.
- 3) To note that the Chief Executive had 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.
- 4) To note that the Electoral Registration Officer (ERO) would make any necessary amendments to the Register of Electors.
- 5) While welcoming the reduction in number of schools designated, to note that 25 schools were still assigned as polling places; to recognise that, since March 2020, schools had 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; to further note that voting over multiple days for the Scottish Parliament election had not been ruled out; and therefore:
 - Mandates continuing efforts to ensure schools are not closed for election purposes for the Scottish election where possible;

- Explicitly commits not to close schools for polling place use should the option of multiple voting days be put in place nationally unless absolutely necessary; 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

(References – Act of Council No 20 of 21 November 2019: report by the Chief Executive, submitted.)

7 Rolling Actions Log – May 2015 to December 2020

Details were provided on the outstanding actions arising from decisions taken by the Council from May 2015 to December 2020.

Decision

- 1) To agree to close the following actions:

Action 1 - Private Business – Motion by Councillor Lang

Action 2 – Elected Member Champions

Action 6 - Claim for an Award of Expenses in the Appeal PPA-230-2207 – Motion by Councillor Mowat

Action 7 -Office of Lord Provost: Year Three Report 2019/20

Action 8 - Signage for Scotland's Largest Historical Mural– Motion by Councillor Arthur

Action 9 - Engagement with Employees– Motion by Councillor Rust

Action 10 -Revenue Budget 2020/21 Update – referral from the Policy and Sustainability Committee

Action 12 - Public Health - Motion by Councillor Jim Campbell

Action 13 - Flooding – Motion by Councillor Corbett

Action 15(a) and (b) - Whistleblowing Culture– Motion by Councillor Whyte

Action 16 - Child Protection – Motion by Councillor Dickie

Action 17 - Edinburgh International Activity – Motion by the Lord Provost

Action 18 - Public Health Emergency Measures – Emergency Motion by Councillor Doggart

- 2) **Action 5 - Climate Change Impact and Management - Motion by Councillor Macinnes** - To agree that a report would be submitted to the Council as previously requested.
- 3) To otherwise note the Rolling Actions Log.

(Reference: Rolling Actions Log, submitted)

8 Operational Governance: Annual Review of Contract Standing Orders

Details were provided of proposed changes to the Council's Contract Standing Orders following their annual review.

Decision

- 1) To approve the proposed revisions to the Contract Standing Orders, as summarised in Appendix 1 to the report by the Executive Director of Resources.
- 2) To approve the adoption of the revised Contract Standing Orders, attached as Appendix 2 to the report.
- 3) To note that there would continue to be an annual review of the Contract Standing Orders to ensure that they were operating effectively and provided a robust framework for Council purchasing and contract management activities

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

9 Edinburgh Child Protection Committee – Annual Report 2019-20

In response to a motion by Councillor Dickie, the Education, Children and Families Committee had considered the Edinburgh Child Protection Committee Annual Report 2019-20, which summarised the work of this multi-agency strategic partnership within the past year and referred it to the Council for information.

Decision

- 1) To note the Edinburgh Child Protection Committee Annual Report 2019-20.

- 2) To note the positive contribution made by services across the City in keeping children safe.

(References – Education, Children and Families Committee of 15 December 2020 (item 12); Act of Council No 14 of 15 October 2020; report by the Chief Executive, submitted)

10 Allocation Policy - Motion by Councillor Kate Campbell

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

“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.”

Motion

To approve the motion by Councillor Kate Campbell.

- moved by Councillor Kate Campbell, seconded by Councillor Watt

Amendment

To agree the motion by Councillor Kate Campbell and to add a new point 1 as follows, 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 McLellan

Voting

The voting was as follows:

For the motion	-	43 votes
For the amendment	-	17 votes

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

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

Decision

To approve the motion by Councillor Kate Campbell

Declaration of Interests

Councillor Corbett declared a financial interest as an employee of Shelter Scotland and left the meeting during the Council's consideration of the above item.

11 Year of Childhood – Motion by Councillor Dickie

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

“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."

- moved by Councillor Dickie, seconded by Councillor Perry

Decision

To approve the motion by Councillor Dickie.

12 Winter Weather Response – Motion by Councillor Miller

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

"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."

Motion

To approve the motion by Councillor Miller.

- moved by Councillor Miller, seconded by Councillor Corbett

Amendment 1

- 1) To agree point 1 of the motion by Councillor Miller.
- 2) To delete points 2 and 3 of the motion and replace 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 equipmen
 - 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 Webber, seconded by Councillor Rust

Amendment 2

- 1) To delete paragraph 2 of the motion by Councillor Miller 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”.
- 2) To delete the first three lines of paragraph 3 of the motion and insert:

“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,”
- 3) To insert at the end of 3c) of the motion:

“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 Lang, seconded by Councillor Osler

In accordance with Standing Order 22(12), Paragraph 3(d) of Amendment 1 and paragraph 3) of Amendment 2 were accepted as addendums to the motion.

Voting

The voting was as follows:

For the motion (as adjusted)	-	35 votes
For Amendment 1	-	19 votes
For Amendment 2	-	6 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, Graczyk, Griffiths, Henderson, Key, Macinnes, Main, McNeese-Mechan, McVey, Miller, Munn, Munro, Perry, Rae, Staniforth, Watt, Wilson, Work and Ethan Young.

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

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

Decision

To approve the following adjusted motion by Councillor Miller:

- 1) To thank 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) To note 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 had contacted the Green group with reports of slips, falls and injuries, and those prevented from leaving home completely until the thaw, to call 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 including improved online information on the expected timescales for refilling grit bins and more timely updates on when bins have been refilled.
 - d) Review grit bin location and replenishment.

13 Thank You James Carlyle – Motion by Councillor Doran

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

“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."

- moved by the Lord Provost, seconded by Councillor Griffiths

Decision

To approve the motion by Councillor Doran.

14 Questions

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

Appendix 1

(As referred to in Act of Council No 14 of 4 February 2021)

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.

Supplementary Question Thank you Lord Provost and I thank the Convener for his answers, just a quick supplementary. Whilst the answer provided does give the context for setting a question that suggests that exams are an outdated form of assessment doesn't really answer my core question, so does the Convener agree with me that asking such a question of head teachers in an interview with a recommended response in the assessment guide that exams are not fit for purpose is inappropriate, likely to give the head teachers the impression that this is a policy decision of the council despite this being something that we have not debated, we have not agreed and which contradicts the position of the Scottish Government?

Supplementary Answer Yes I understand where you're coming from and it might be seen as a provocative question but given the debate that's been conducted just now because of the cancellation of exams in the last term because of the pandemic, there's a lot of debate within education circles about what is the best way to assess pupils ability and that's being carried on in the Council, in the academic world and in the Scottish Government and hopefully, I'm hopeful that at some point there may be a formal review of how to assess pupils ability where we can all take part in that debate, it's a very live debate at the moment and if we do get a consultation document then head teachers would be expected to participate, so in that sense it's a very live issue and it's a very pertinent question.

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.

**Supplementary
Question**

Thank you Lord Provost and I thank the Convener for her answer, I'm sure the Convener will have spotted this is in relation to a constituent in the Forth Ward who has been quite vociferous on the issue. Can I just ask for some small clarification, do we keep any records of the extent to which this is raised by constituents as a problem, I do take the

broad thrust of the Convener's answer but I'm just wondering if we have any information and if this is a common problem or not?

**Supplementary
Answer**

Thank you Councillor Campbell I would have to revert back to the service department to know exactly what records are kept on this but I must say in my time as Convener in almost 4 years now, this is the first level of complaint of this nature. I have enormous sympathy with residents who find noise intrusion a problem, but it is one of the difficulties in trying to manage the efficient running of a waste service that requires us to go forward on the kind of actions that we take. It should be noted in my written answer that because of the short duration, the frequency of these kind of street interventions that we've got around waste collections, the general experience from previous investigations indicate that they actually don't constitute a noise nuisance and therefore don't breach the legislation, thank you.

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.

Supplementary Question

Thank you Lord Provost. Yes there was much coverage in the press obviously around the fact that there were only 2 formal complaints but there's also I would interpret some recognition that perhaps the officers are indeed stretched given that there are an excess of 5,000 items of correspondence coming in to the team that are managing this and given also that we have that try and modify approach, I'm hoping that there might be some real nuggets of information in those 5,000 items that might assist the many complaints that are facing, so at what point do we expect these 5,000 items of correspondence to be addressed or should we be looking to get all the outstanding issues registered as formal complaints given the answer to number 1, thanks Convener?

Supplementary Answer

Thank you. Undoubtedly the Spaces for People projects have elicited an enormous amount of correspondence in from residents although I would note that on the notifications that went out to stakeholders it was quite clear in those statements there would be difficulty in the team addressing every single piece of correspondence that would come in, so that's been made clear right from the very start. There are inevitably difficulties in dealing with this number of pieces of correspondence, I would hasten to add though, that I'd like it to be made absolutely clear that not all of these are complaints, we've also had people who have come forward with useful suggestions, indications of where we could go further for example or simply, thanks for us taking action around a particular hotspot that they have felt as a resident needed to be actioned, so not all of those 5,000 correspondence pieces are in fact complaints and I want to make that very very clear. In terms of how we go forward on this, as you know the team is trying very hard to deliver a massive amount across the city for all the reasons of the original objectives of the project and we will be dealing with

those as quickly as we can, you'll note also from answer 2 that those who are being classified as complaints are going through the process of being categorised and try to be responded to according to the Council complaints procedure and that's what we'll be relying on in this particular situation as well, as one would expect, thank you.

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.

Supplementary Question Thank you. I brought this question because I did one of those self assessments myself and some key things were found lacking in my kit so I suppose, and I was also very aware of how long it took for them to be resolved, in fact I'm actually fortunate enough to be in a position where I can supplement and buy product to make my little home office environment effective. So that answer to point 2 where you're saying you're not keeping a track of this, we have a duty of care to our employees and as we move forward and for all intents and purposes we may well be looking at home working for some of our members of staff for quite some time, I really think we need to be getting a bit cannier with this, and we need to know what's going on and the limitations, I've got an officer myself where I see that they're working in their bedroom, so can we have some commitment to really demonstrate our duty of care for our employees and staff that are now forced or having to work from home?

Supplementary Answer I thank Councillor Webber for her question and it's something that I think all members will be aware of given their own personal working from home situation. It's something I've been in dialogue with the Director with, not least since you submitted your question, and it's something that I followed up, trying to anticipate if there would be a supplementary because I expected one, and it is something that I would want all staff who are working from home to make sure that they have carried out the self-assessment, that they perhaps retake the self-assessment and I know that reminders go out from managers regularly, there's information via Newsbeat and through the intranet, there's also guidance on the Orb that staff can look at, but it's something that does concern me, like Councillor Webber, I've made my own home office here, I was lucky enough to have an old desk and I've acquired a decent chair but I know before that it was quite uncomfortable at times trying

to do work in that home situation. So my appeal to staff is make sure you've done the assessment and my appeal to officers is we should redouble our efforts to make sure that staff are assisted in any way that's necessary to allow them to carry out their work at home safely.

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.

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.

Supplementary Question

Can I thank the Convener for the answers that she's provided. The last answer confirms that there are no performance targets in place, so can I ask her to clarify, what does she think is the maximum reasonable time for someone to wait to have their grit bin refilled?

Supplementary Answer

Thank you for the supplementary Councillor Lang. I think this is almost an impossible question to answer, if I had my way then the minute we got a request in from any resident in any part of the city, within the hour we'd be out with a filled grit bin but given the fact we've got 3,000 grit bins across the city, we also sometimes get requests in for grit bins that are not ours to replenish because they sit either in developments or they sit in private land. it would be almost impossible for us to achieve that. So in terms of the length of time, in order to refill all of our grit bins if we were going out on a replenish it would take 10 squads of the teams that go out seven days in order to get round all of them. These are the kind of things that were dealing with alongside very uncertain weather conditions, so it's a rolling programme that we've got of trying to replenish those, trying to respond to individual requests with making sure that every grit bin that is complained about, that it's neighbouring ones are also done in order to improve levels of efficiency around delivering grit bins, so it is an almost impossible question for us to answer. We could find a performance measurement, it might be a possibility, but it would take a lot more work than just a straightforward answer from me on that to find something that is truly useful and can benefit the city. In the meantime our winter teams are working very hard to fulfil those individual requests and the general requirements of gritting across the city, thank you.

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.

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 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 identify 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.

**Supplementary
Question**

Thank you Lord Provost. The answer to this question shows that although Council officers have worked very hard to make sure the direct effects of Brexit on the council are minimised, the direct effects on the city look pretty appalling and universally negative, not to mention that this question doesn't go into the effect some personal people, such as musicians who are going to find it prohibitively expensive to tour in the EU now. So with all this negativity does the Convener feel there is anything that could be done to mitigate it?

**Supplementary
Answer**

Just to thank Councillor Staniforth for his question. I think although we don't have any Edinburgh specific data yet, I think from the data we are getting across Scotland, we can see that there is some likely impacts on our economy, things like market access, impacts on export and advanced manufacturing, the loss of freedom of movement, the impact on workforce and skills, the subsequent impact of that on many industries not least construction. I think some of these have been masked by the pandemic so far but it's clear that there will be long term structural damage to our economy and the best estimates are around 4% of GDP and this underlines the need for us to continue long-term monitoring and get an understanding of where the issues are arising across our economy. I think the key things that we can do immediately are let our EU nationals know that they are welcome, that they're valued contributors to our city, our economy and our civic life, that we can invest in skills and I think through our economy strategy and working with partners such as the Chamber of Commerce and the FSB and many others to really understand those impacts as they happen and to look at the levers we have and make sure that we are using them and that will be key to part of our economy strategy alongside obviously building back from the pandemic. We also have to be clear about the levers that we don't have, and frankly if we can have a down to the

wire Brexit during the pandemic at the start of a second wave then I cannot see any rational reason why we shouldn't be, as part of this, making the case vociferously for granting the people of Edinburgh three quarters of whom voted to remain in the EU, that they should have their democratic right to choose independence for Scotland and return to the heart of Europe.

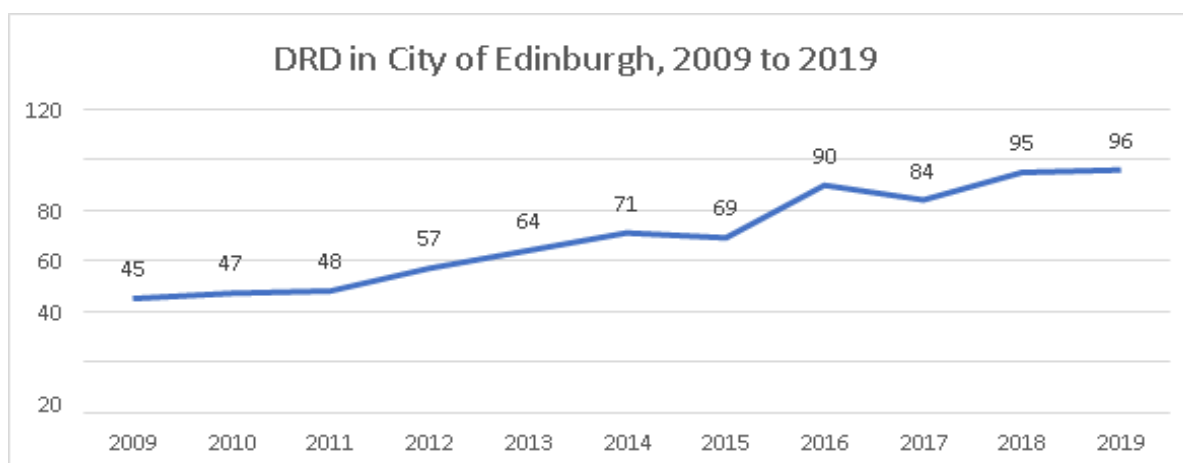
QUESTION NO 9

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.

Supplementary Question Thank you Lord Provost. Firstly Lord Provost, I note that the answers to the second and third question actually say that the information is not available and they're unable to answer those questions right now but it's being worked on, so I wonder Lord Provost how you would wish to take that forward and when the full answers are available how they will be put into the public domain?

Comments by the Lord Provost Is that your supplementary for the Vice-Chair because it sounds like it Councillor Main – it's not a question that I can answer but if you wish to ask that supplementary to the Vice-Chair I think it would be more appropriate

Supplementary Question continued I would prefer to ask a supplementary on the first question which is in fact answered, thank you Lord Provost.

Unlike some other parts of Scotland where the drug deaths have risen steeply, the table shows that in Edinburgh they've remained fairly stable, but I'm sure we'd all agree that one death is one death too many and in Edinburgh's case 97 deaths. For clarity Lord Provost, can I ask is it right that this trend is likely to be temporary, not least because of the covid effect on our health and wellbeing, reduction in the rehab capacity during covid and resulting significant rise in waiting lists?

**Supplementary
Answer**

Thanks Lord Provost and thanks to Councillor Main for her question. The trajectory of drug related deaths is a grim one and I think we will need to work with our partners to reduce the numbers of drug related deaths. I do welcome the increased focus across Scotland as a whole which I hope will lead to dealing with the increase in drug deaths so that we can prevent more tragedies in the future. In terms of the other question about circulating information, if that information becomes available to us relatively soon then I'm happy for that to be circulated as widely as possible, thank you.

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Minutes

The City of Edinburgh Council

Edinburgh, Thursday, 18 February 2021

Present:-

LORD PROVOST

The Right Honourable Frank Ross

COUNCILLORS

Robert C Aldridge
Scott Arthur
Gavin Barrie
Eleanor Bird
Chas Booth
Claire Bridgman
Mark A Brown
Graeme Bruce
Steve Burgess
Lezley Marion Cameron
Jim Campbell
Kate Campbell
Mary Campbell
Maureen M Child
Nick Cook
Gavin Corbett
Cammy Day
Alison Dickie
Denis C Dixon
Phil Doggart
Karen Doran
Scott Douglas
Catherine Fullerton
Neil Gardiner
Gillian Gloyer
George Gordon
Ashley Graczyk
Joan Griffiths
Ricky Henderson
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
Robb Munn
Gordon J Munro
Hal Osler
Ian Perry
Susan Rae
Alasdair Rankin
Cameron Rose
Neil Ross
Jason Rust
Stephanie Smith
Alex Staniforth
Mandy Watt
Susan Webber
Iain Whyte
Donal Wilson
Norman Work
Ethan Young
Louise Young

1. Order of Business – Housing Revenue Account Budget – Composite Motion - Matter of Urgency

The Lord Provost ruled in terms of Standing Order 22.3(d), that the emergency composite motion submitted in regard to the HRA Budget, notice of which had been given at the start of the meeting, be not considered as a matter of urgency and that the item not be considered separately.

Council Jim Campbell requested in terms of Standing Order 22.6 to agree that there were exceptional circumstances, that the requirements of this Standing Order be ignored and that a vote be taken for or against accepting the emergency composite motion and considering the HRA Budget as a separate item.

Voting

Voting was as follows:

For the motion to ignore Standing Order 22.6 and accept the composite motion and consider the HRA Budget as a separate item - 36 votes

Against the motion to ignore Standing Order 22.6 to accept the composite motion and consider the HRA Budget as a separate item -- 24 votes

(For the motion: Councillors Aldridge, Arthur, Barrie, Booth, Bridgman, Brown, Bruce, Burgess, Cameron, Jim Campbell, Mary Campbell, Cook, Corbett, Doggart, Douglas, Gloyer, Graczyk, Hutchison, Johnston, Laidlaw, Lang, Main, McLellan, Miller, Mitchell, Mowat, Osler, Rae, Rose, Neil Ross, Rust, Smith, Staniforth, Webber, Whyte and Louise Young.

Against the motion: The Lord Provost, Councillors Bird, Kate Campbell, Child, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Griffiths, Henderson, Key, Macinnes, McNeese-Mechan, McVey, Munn, Munro, Perry, Rankin, Watt, Wilson, Work and Ethan Young,)

Decision

To approve the motion to accept the composite motion and consider the HRA Budget as a separate item.

2. Adjournment

At this point in the proceedings the Council agreed to adjourn to allow consideration of the composite motion to take place.

3. Deputations

The Council agreed to accept the following written deputations on the Revenue and Capital budgets:

a) **Another Edinburgh is Possible**

The deputation indicated that since 2012/13, the Council budget cuts had amounted to £320 million. They felt that year on year of so-called 'savings' had resulted in a hollowing out of jobs and services to Edinburgh residents.

The deputation summarised the key findings of a survey that they had carried out amongst Edinburgh residents and service users to ask them directly about their experiences of current Council service provision and the services they would like to see in the future.

In particular the deputation asked the Council to consider:

- the in-housing of Edinburgh's public services;
- improved Council communications with Edinburgh residents;
- a re-ordering of Council priorities; and
- Edinburgh transport being integrated, publicly owned and resourced.

b) **Edinburgh Tenants Federation**

The deputation asked the Council to consider freezing rather than increasing rents paid by City of Edinburgh Council (CEC) tenants in 2021/22 as they felt that the last year, had been like no other in terms of the financial pressures tenants and other people had endured as a result of the COVID 19 pandemic.

The deputation felt that that many tenants would simply not be able to afford the 2% rent increase and 4.79% Council Tax increase that the Council was proposing. The urged the Council to try to recoup the rent arrears from tenants which had built up during the pandemic rather than increase the rents.

The deputation urged the council to take on their views and concerns.

c) **Edinburgh TUC**

The deputation asked the Council to allocate more resources to dealing with child poverty in schools by devoting £14.2m unallocated resources to firstly commissioning an assessment of the needs of each school in Edinburgh in consultation with staff and parents and then going as far as possible to meet these needs.

The deputation believed that dealing with child poverty in schools was a top

priority of not only the trade union movement but also the people of Edinburgh.

d) **Edinburgh EIS**

The deputation expressed concern at the budget situation in Edinburgh's schools. They felt that the cumulative impact of years of cuts means that schools had insufficient funds to meet even basic requirements.

They listed the main issues facing schools as:

- devolved school management budgets;
- nursery teacher cuts;
- instrumental music cuts;
- Covid recovery.

e) **Unite the Union CEC Branch**

The deputation felt that while the budget acknowledged the Scottish Joint Council's pay proposal for this year it only accounted for an award of 3% and that the consolidation of the Scottish Local Government Living Wage offered an opportunity to show the providers of essential services just how valued they were and should be used as such. They indicated that the recent Scottish Government announcement of a £500 reward to many public sector workers was welcomed by all but questioned in the context of why only certain workers would receive this gratitude from the Scottish Government.

The deputation stressed that although the business plan discussed the principle of spend to save, the Council needed to look at the impact of staffing cuts and recognise that staff were the most important resource in the Council, and should be invested in. They urged the Council to award staff for the essential work that they did and protect staff, as the business plan set out to do for citizens, from poverty and unemployment.

f) **UNISON City of Edinburgh Branch**

The deputation welcomed the Scottish Government's previous announcement of "a package of financial flexibilities and extra funding for councils to address the financial pressures caused by the coronavirus (COVID-19) pandemic over the next two years". and the proposed extra funding mentioned by the Scottish finance minister, however they felt that what had been offered would do very little to solve the financial problems for local government.

The deputation indicated that COVID-19 had shown that local government and other public sector workers across a variety of organisations had risen to the challenge in the most courageous and dedicated ways such as looking after and caring for our most vulnerable adults, young people, and children, emptying our bins and keeping our streets clean, providing services from the cradle to the grave. They felt that all these workers need to be recognised and

rewarded for the contribution that they had made throughout the pandemic and beyond.

The deputation urged the Council and its leadership to call on the Scottish Government and United Kingdom Governments to increase their funding for local government.

4. Housing Revenue Account (HRA) Budget Strategy (2021-2031)

The Council was invited to consider the Housing Revenue Account (HRA) Budget Strategy (2021-2031).

Motion

- 1) To agree the draft five-year capital investment programme, and the rent levels for 2021/22 set out in Appendices 2, 3 and 4 of the report by the Executive Director of Place.
- 2) To call for a report to the Housing, Homelessness and Fair Work Committee in one cycle on the impact of the budget decision on the HRA business plan and the capital programme.

- moved by Councillor Kate Campbell, seconded by Councillor Watt (on behalf of the Coalition)

Amendment

Recognising that the Housing Revenue Account is a discrete and ring-fenced component of the budget, the Conservative, Green and Liberal Democrat Groups have agreed the following composite motion to replace the relevant parts of their budget motions:

Council:

- 1) Notes that over the last year there has been a delay in capital programmes and a reduction in repairs and maintenance activity in council housing.
- 2) Notes that council rents in Edinburgh are the highest in Scotland by some way, 30% above the Scottish average; and that, notwithstanding the availability of housing benefit and universal credit to cover rent rises for half of tenants, for those at the margin, a rent rise of £100 a year on low and fragile incomes is significant.
- 3) Agrees that, in view of the ongoing negative impact of the pandemic and the economic recession, to agree to freeze council house rents for one year only.
- 4) Welcomes the necessary investment in external fabric and communal areas of blocks where the Council is a majority owner within the draft HRA five-year Capital Investment Programme.

- 5) Agrees acceleration of £1.86m of investment to deliver improvements to internal common stairwells through a prioritised programme of refurbishment across 180 blocks.
- 6) Approves additional resource of 2 surveyors and 1 case officer for the Mixed Tenure Improvement Service (MTIS) to accelerate property surveys and work with owners to bring forward works to the value of £4m.
- 7) Agrees to manage this exceptional rent freeze and essential accelerated fabric investment through HRA contingency funding and HRA reserves during 2021/22 with the position being subject to annual review of the budget strategy with updated assessments of delivery of the Capital Investment Programme and Investment Strategy to be considered.

Council approves the recommendations by the Executive Director of Place in the Housing Revenue Account Budget Strategy for 2021/31 and the outline 10-year HRA capital programme 2021-31, subject to agreement that there be no rent rise in 2021/22; implementation of the amendments set out in paragraphs 4-6; and any revisions needed to the capital programme as a result.

- moved by Councillor Hutchison, seconded by Councillor Corbett (on behalf of the Conservative, Green and Liberal Democrat Groups)

Voting

The voting was as follows:

For the motion	-	27 votes
For the amendment	-	34 votes

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

For the amendment: Councillors Aldridge, Barrie, Booth, Bridgman, Brown, Bruce, Burgess, Jim Campbell, Mary Campbell, Cook, Corbett, Daggart, Douglas, Gloyer, Graczyk, Hutchison, Johnston, Laidlaw, Lang, Main, McLellan, Miller, Mitchell, Mowat, Osler, Rae, Rose, Neil Ross, Rust, Smith, Staniforth, Webber, Whyte and Louise Young.)

Decision

To approve the amendment by Councillor Hutchison.

(Reference: Housing Revenue Account (HRA) Budget Strategy (2021-2031) – referral from the Finance and Resources Committee

5. Revenue and Capital Budgets

The Council was invited to consider:

- a) a report on the progress on the Council Business Plan and Budget 2021/26 which outlined that the Council continued to operate in a climate of unprecedented uncertainty, the enduring impacts of which remained unknown. These impacts had required a wholesale review of current revenue budget framework assumptions, including anticipated on-going increases in expenditure and reductions in income, as well as re-assessing the management of service pressures and delivery of savings assumed in setting an indicative three-year balanced budget;
- b) a report on the provisional outcome of the Local Government Finance Settlement and its resulting impact on existing financial planning assumptions as part of setting the Council's Revenue Budget for 2021/22 and Sustainable Capital Budget Strategy 2021-2031;
- c) a report which outlined the risks inherent in the revenue and capital budget framework and the range of measures and provisions established to mitigate these;
- d) a report on budget insights 2020 which summarised the response to the Council's engagement on budget priorities for 2021/22 and beyond and included relevant supporting material from other engagement activity on priorities and life experiences during the Covid-19 pandemic;
- e) a report which set out the high-level objectives of the City of Edinburgh Council Corporate Parenting Plan for 2020-2022;
- f) a report on the Sustainable Capital Budget Strategy 2021-2031 which detailed priorities for Council capital investment, in alignment with the new Council Business Plan, over the medium to long-term together with a plan which set out to address how these could be funded;
- g) a report which provided a summary of the main equality, rights, sustainability, environmental and economic impacts of the 2021/2022 budget proposals together with recommendations for mitigating potential negative impacts alongside an assessment of cumulative impacts;

Motion

As detailed in Appendix 1 to this minute.

- moved by Councillor Munn, seconded by Councillor Child (on behalf of the Coalition).

Amendment 1

As detailed in Appendix 2 to this minute.

- moved by Councillor Hutchison, seconded by Councillor Johnston (on behalf of the Conservative Group).

Amendment 2

As detailed in Appendix 3 to this minute.

- moved by Councillor Corbett, seconded by Councillor Miller (on behalf of the Green Group).

Amendment 3

As detailed in Appendix 4 to this minute.

- moved by Councillor Neil Ross, seconded by Councillor Aldridge (on behalf of the Liberal Democrat Group).

Voting

First Vote

The voting was as follows:

For the Motion	-	27 votes
For Amendment 1	-	17 votes
For Amendment 2	-	9 votes
For Amendment 3	-	7 votes

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

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

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

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

Abstentions: Councillor Munro.)

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

Voting

Second Vote

The voting was as follows:

For the Motion	-	27 votes
For Amendment 1	-	17 votes
For Amendment 2	-	9 votes

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

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

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

Abstentions: Councillors Aldridge, Bridgman, Gloyer, Lang, Munro, Osler, Neil Ross and Louise Young.)

Decision

To approve the motion by Councillor Munn.

(References:

Council Business Plan and Budget 2021/26 - referral from the Finance and Resources Committee

Local Government Finance Settlement 2021/22 – report by the Executive Director of Resources

Council Business Plan and Budget 2021/26 - Risks and Reserves - referral from the Finance and Resources Committee

Budget Insights 2020 – referral from the Finance and Resources Committee

Corporate Parenting Action Plan 2020/22 – referral from the Finance and Resources Committee

Sustainable Capital Budget Strategy 2021-2031 - referral from the Finance and Resources Committee

Declaration of Interests

Councillors Arthur, Bird, Brown and Gordon declared a non-financial interest in the above item as members of Spartan Community Football Academy.

Appendix 1

(As referred to in Act of Council No 5 of 18 February 2021

REVENUE BUDGET 2021/26

SUSTAINABLE CAPITAL BUDGET STRATEGY 2021/31

COALITION MOTION

1. Introduction

Last year, we set out a plan for a three-year balanced budget. Thanks to the hard work in setting out longer-term decisions, our Council was in a strong financial position to face the enormous challenges of the past year. To be able to present a balanced budget today is a testament to the dedication, commitment and resilience of our staff, our services and our city. As the COVID crisis hit, our council staff, residents and businesses were able to provide the level of support needed across our communities.

Colleagues from across the Council came together and found new ways of working to maintain support for the most vulnerable and to keep our day-to-day services running. Our staff across many of the 700+ services have been at the frontline of Edinburgh's response to the COVID-19 pandemic and have paved the way for our recovery. Our thanks and gratitude go out to each and every one of them.

Our gratitude goes also to everyone in Edinburgh. We have seen communities come together through the hardest of times and they have shown all of what is best about our city. Without the efforts of the people of Edinburgh, the financial, social and life cost to our Capital would have been far higher. We have experienced enormous disruption to our lives and tragic loss but our spirit as a city remains strong. There is now light at the end of the tunnel. The collective efforts, sacrifices, ingenuity and determination of our residents, businesses and public servants, including our NHS Lothian staff, have saved many, many lives and allowed our city to move quickly into recovery when possible.

Over the last year, we have stayed true to our commitments to support the most vulnerable, to tackle poverty and to promote the wellbeing of citizens across the city. COVID has been the worst experience of most of our lives, but it hasn't been an excuse for us to give up on our ambition for this amazing Capital City. As we recover, we must maintain focus on the changes we need; it was important before, it is essential now.

2. Financial Context

Increased spending due to additional support needed in our communities during COVID and a reduction in income over the last year has seen additional pressures of

around £85m. Despite this, we are projecting a balanced budget for this financial year. Significant savings have been made, Scottish Government funding has been made available and we have allocated some of our reserves to deal with the financial pressures.

On Thursday 28 January, the Scottish Government Cabinet Secretary for Finance announced the draft Scottish Budget. We note that while Edinburgh's core revenue settlement for 2021/22 is slightly up against previous years, this does not fully take account of Edinburgh's growth or the increasing demand for services linked to demographic changes. Due to the timing of this statement and the delayed UK Government budget announcement, there is the potential for our revenue settlement to change between the setting of our Budget and the start of the coming financial year. Any positive uplifts would be prudently allocated in line with the Council's priorities of reducing poverty, tackling climate change, improving the wellbeing of our residents and helping to prioritise support for Edinburgh's Integration Joint Board to meet the challenges of delivering the right care, in the right place, at the right time. In acknowledging the dramatic impact of extreme weather on the condition of pavements, cycleways and roads, we will also look to prioritise investment for repairs in the transport network as additional money becomes available.

There is, however, already some additional funding available, above the overall balanced position outlined in the revenue monitoring report to the Finance and Resources Committee on 2 February 2021. Our priority areas for this investment are:

- £0.150m to freeze fees and charges of school meals, care at home services and library reservation charges and fines;
- £0.400m in 2021/22 to expand support and advice to help people at risk of homelessness and support those experiencing homelessness into secure tenancies;
- £1.050m to manage crisis needs, increase funding for direct payments in light of COVID, support food security in the City, embed advice across schools and GP surgeries and expand programmes like Discover!, all to help put millions of pounds extra in the pockets of families who need it the most;
- £0.500m to support our climate obligations and further decarbonisation of the Council's estate;
- £0.300m to support delivery measures of the sustainability plan which will be published in the summer;
- £0.750m to support enhanced green spaces, with additional investments in parks, playparks, food growing and exploring new urban forests, with £0.250m of those monies to support borrowing for capital investment;
- £0.250m into setting up a short-term let licensing and enforcement system to move quickly in dealing with the problem;

- £2.000m extra to accelerate the 1-to-1 digital strategy to help all our school pupils get the equipment they need for their studies;
- £0.110m to strengthen and support our role as corporate parents by expanding the support team;
- £0.175m to support expansion of Edinburgh Guarantee for all in light of the impact COVID has had on jobs;
- £0.500m investment to take forward Smart City initiatives; and
- £0.052m to extend the role of the Gaelic Development Officer for one year beyond the end of Scottish Government funding.

Further to this, we are prudently allocating £2.763m to the Council's unallocated reserves to plan for the future.

We are hopeful that decisions made in the Scottish Parliament result in a revenue settlement that allows us to invest further in vital services and infrastructure. We have made, and will continue to make, a robust case for fair and full funding for Edinburgh, a case that is ultimately in both the city's and Scotland's interest.

The Council agrees to freeze the Council Tax and accept the Scottish Government's uplift to help cover this. However we note this level of uplift does not fully fund the amount proposed in the draft budget and representations will be made by the Council Leader and through COSLA to the Cabinet Secretary that the Council Tax freeze should be fully funded and request this uplift is baselined in the block grant.

The Council welcomes the additional resources for NHS Lothian mental health services in the Scottish Government budget. The Council will continue to work with NHS Lothian and Edinburgh Integration Joint Board partners to help ensure our residents get the support they need and, along with Council-funded programmes like Discover!, this will help improve the wellbeing in our communities.

The budget assumes that the Council will utilise the financial flexibility whereby payment of the principal element of the planned loans fund repayment in 2021/22 will be deferred until 2022/23, with the resulting in-year estimated savings of £34m used to create a COVID-mitigation reserve. We continue to make the case, however, for the PPP-based flexibility to be applied on an annuity basis which would optimise the level of retrospective benefit whilst delivering savings to the revenue account over the medium term of the contractual agreements concerned.

3. Our Future Council, Our Future City

Last year Council approved a three-year balanced budget and our change strategy, this year we're presenting a balanced position for 2021/2022, a five-year revenue forecast projection and a ten-year capital budget strategy. Our work over the last two years has put us in a robust and resilient position and provided a strong platform but

the effects of the COVID pandemic have meant a number of short-term financial decisions were required to get through the challenges and help build a sustainable recovery. This year we need to build a strong foundation for taking the City forward whilst empowering citizens to guide the delivery of Edinburgh's priorities in the years ahead.

How we propose to do this is laid out in the Council's proposed new Business Plan: *Our Future Council, Our Future City*.

Delivering the change our City needs would not be possible without the hard work and dedication of our Council staff.

Our budget therefore:

- maintains our political commitment of no compulsory redundancies, mirroring the approach incorporated in the Scottish Public Sector Pay Policy; and
- retains a presumption of Council services being provided in-house, except where a strong and sensible approach to commissioning services from the community, voluntary or private sector can be proven.

4. Our Aims

We will continue to take action to tackle climate change and work for a fairer, more inclusive Edinburgh by empowering citizens and communities to help shape the future of this City. We want everyone who lives here to have enough money to live on, opportunities to work and learn, and a safe place to live.

Last year the Edinburgh Poverty Commission completed the most comprehensive inquiry into the realities, causes and solutions to poverty ever conducted in a UK local authority. The Commission concluded that poverty in Edinburgh is real and damaging. Even before the pandemic, almost 80,000 people in Edinburgh were living in poverty, including 1 in 5 of our children growing up in the Capital. In a city such as Edinburgh, this level of poverty is unacceptable, people need housing and food security. We are proud to answer the Commission's call to action and accept the challenge of eradicating poverty in the city within this decade.

Meeting this challenge will mean lifting thousands of people out of poverty each year and with the effects of COVID expected to result in the biggest year-on-year increase in poverty we've seen since the late 1980s, investing to end poverty is the right thing to do. It is even more urgent now than it ever has been.

5. Our Commitments

This Business Plan and budget allows us to build on the delivery of our key priorities and balances dealing with the significant short-term challenges while refusing to give up on our ambition for Edinburgh.

This Business Plan and budget brings us closer to our commitment to ending poverty in Edinburgh by 2030 and becoming a net-zero carbon Capital City by 2030. The investment in our young people aims to raise attainment across the city and to help close the poverty-related attainment gap and by strengthening our role as a Corporate Parent to children and young people in our care, we will better meet our obligations to those young people. The promotion of fair work and the living wage continues by incorporating the Scottish Local Government Living Wage into our pay structures and by working closely with our staff and Trade Union partners, is essential to build a stronger, more inclusive economy post COVID.

Our preventative approach to homelessness will help those in need at the earliest possible opportunity. Our programme to build 20,000 new affordable homes will also deal with our long-term housing issues. We will continue to make Edinburgh's case for more national funding for housing to realise our ambition to ensure housing to those most in need.

As many people in Edinburgh get around by active travel as by car and we will continue to invest in making our city better connected and shift that balance even further towards sustainable transport. We will ensure that support and services are available to communities within their local area by promoting a "20-minute neighbourhood" model and use place plans where required to help deliver change. And we will continue to support job and business recovery from COVID, building on the £123m in support grants we have already distributed.

6. Conclusions

The Council notes the following reports from the Executive Directors of Resources, Place and the Chief Executive:

4.1 Revenue Budget 2021/26

- (a) Council Business Plan and Budget 2021/26 – referral from the Finance and Resources Committee
- (b) Local Government Finance Settlement 2021/22 – report by the Executive Director of Resources
- (c) Council Business Plan and Budget 2021/26: Risks and Reserves – referral from the Finance and Resources Committee
- (d) Budget Insights 2020 – referral from the Finance and Resources Committee
- (e) Corporate Parenting Action Plan 2020/22 – referral from the Finance and Resources Committee

4.3 Sustainable Capital Budget Strategy 2021-2031 – referral from the Finance and Resources Committee

4.4 Council Revenue Budget Framework 2021/22 – Integrated Impact Assessments – report by the Chief Executive

Council therefore approves:

- The Revenue Budget 2021/22 as set out in the reports, as amended by the changes/allocations included in Appendix 1 to Annex 1;
- A band 'D' Council Tax in 2021/22 of £1,338.59;
- The Council Tax and Rating resolution set out in Annex 2 to this motion;
- The 2021/31 Capital Budget Strategy as set out in the report by the Executive Director of Resources, as amended by the changes shown in Annex 3;
- The schedule of charges for Council services as set out in Annex 4 to this motion; and
- The prudential indicators as set out in Annex 5 to this motion.

REVENUE BUDGET 2021/22 – 2025/26

ANNEX 1 TO THE COALITION MOTION

	2021/22		2022/23		2023/24		2024/25		2025/26	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure to be Funded										
- Resource Allocation Totals		1,072,218								
- Add: Expenditure funded through Ring Fenced Grants		61,959								
			1,134,177							
- General Revenue Funding and Non Domestic Rates		(769,893)								
- Ring Fenced Funding		(61,959)								
			(831,852)							
To be Funded by Council Tax		302,325	339,215	376,358	416,090	459,458				
Council Tax at Band D		£1,338.59	£1,402.71	£1,444.79	£1,488.13	£1,532.77				
Increase on Previous Year		£ -	£ 64.12	£ 42.08	£ 43.34	£ 44.64				
- Percentage Increase		0.00%	4.79%	3.00%	3.00%	3.00%				
Funding Requirement		302,325	339,215	376,358	416,090	459,458				
Council Tax Income		311,325	328,323	339,179	351,186	363,619				
		311,325	328,323	339,179	351,186	363,619				
Funding (Excess) / Shortfall at Council Tax increase above as reported to Council, February 2021		(9,000)	11,601	37,179	64,904	95,839				
Service Investment (see Appendix 1)	6,087		3,579	2,360	2,360	2,360				
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	150		150	150	150	150				
Less: Additional Savings (see Appendix 1)	-		-	-	-	-				
		6,237	3,729	2,510	2,510	2,510				2,510
Contributions to / (from) reserves (itemise)										
Transfer to General Reserve	2,763									
		2,763	-	-	-	-				
Balance of Available Resources		-	15,330	39,689	67,414	98,349				

REVENUE BUDGET 2021/22 – 2025/26
APPENDIX 1 TO ANNEX 1 OF THE COALITION MOTION

	2021/22	2022/23	2023/24	2024/25	2025/26
SERVICE INVESTMENT	£000	£000	£000	£000	£000
Homelessness support and advice	400	194	(594)		
Maximising income and meeting crisis needs	1,050	(1,050)			
Estate decarbonisation	500	(500)			
Sustainability	300	(300)			
Parks and greenspace investment	750	(500)			
Short-term lets regulation	250	(125)	(125)		
1-to-1 Digital Learning	2,000				
Corporate Parenting	110				
Edinburgh Guarantee for All	175	(175)			
Smart City Operations Centre Phase 1	500		(500)		
Gaelic Development Officer	52	(52)			
TOTAL SERVICE INVESTMENT	6,087	(2,508)	(1,219)	0	0
PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2021/26					
Discretionary fees and charges	150				
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK	150	0	0	0	0
ADDITIONAL SAVINGS	£000	£000	£000	£000	£000
TOTAL ADDITIONAL SAVINGS	0	0	0	0	0

COUNCIL TAX/RATING RESOLUTION ANNEX 2 TO THE COALITION MOTION

To recommend that in respect of the year to 31st March, 2022:

1. GENERAL FUND

Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;

Council Tax - estimated expenditure from Council Tax of £311.325m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act, as amended by The Council Tax (Substitution of Proportion) (Scotland) Order 2016, as follows:

Band	Council Tax £	Band	Council Tax £
A	892.39	E	1,758.76
B	1,041.13	F	2,175.21
C	1,189.86	G	2,621.41
D	1,338.59	H	3,279.55

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Executive Director of Resources by	9 July 2021
Hearing of Appeals by the Rating Authority	17 September 2021

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Executive Director of Resources	Within six weeks of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment) (Scotland) Act 1984
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Hearing of Appeals by the Rating Authority	Periodically
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3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows necessary sums to meet the above capital expenditure.

**PROPOSED CHARGES 2021/22
ANNEX 4 TO COALITION MOTION**

Amended Rates applicable from 1st April / 1st August / 1 October									
VAT to be added where appropriate									
The schedule does not include the following, which are subject to further review:									
parking permits, where a new seven-tier pricing structure is to be implemented in early 2021 and which is currently proceeding through the statutory traffic order process. It is not possible to increase prices until the new structure is fully implemented									
licensing, where work is on-going to determine the impact on income collection and reserves as a result of COVID-19. This review will help inform what action will be needed in respect of licence fee levels for 2021/22									
Community access to schools charges remain subject to confirmation by Edinburgh Leisure (EL). The proposed charges also reflect, where applicable, harmonisation with EL rates.									
It is the intention of the Place Directorate to bring forward charges necessary to deliver the proposals set out in the budget motion when the outcomes of current consultations are known. This relates in particular to, but not limited to the delivery of the Development and Business Services operating model proposal. This includes the consultation undertaken by the Scottish Government in respect of the Planning function of which the outcomes are pending. Changes to charges will be brought forward to relevant executive Committees at the earliest opportunity.									

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Service	Area	Detail	Additional Detail	Unit of Charge	Charge	Charge	Effective From	% Increase
C&F	Outdoor Centres	Benmore Outdoor Centre	24 August - 2 October - Residential Course	Per Person	£315.00	£325.00	01 August 2021	3.17%
C&F	Outdoor Centres	Benmore Outdoor Centre	5 October - 27 November - Residential Course	Per Person	£310.00	£320.00	01 August 2021	3.23%
C&F	Outdoor Centres	Benmore Outdoor Centre	3 December - 29 January - Residential Course	Per Person	£260.00	£275.00	01 August 2021	5.77%
C&F	Outdoor Centres	Benmore Outdoor Centre	1 February - 26 March - Residential Course	Per Person	£310.00	£320.00	01 August 2021	3.23%
C&F	Outdoor Centres	Benmore Outdoor Centre	29 March to 31 July - Residential Course	Per Person	£315.00	£325.00	01 August 2021	3.17%
C&F	Outdoor Centres	Lagganlia Outdoor Centre	24 August - 2 October - Residential Course	Per Person	£315.00	£325.00	01 August 2021	3.17%

C&F	Outdoor Centres	Lagganlia Outdoor Centre	5 October - 27 November - Residential Course	Per Person	£310.00	£320.00	01 August 2021	3.23%
C&F	Outdoor Centres	Lagganlia Outdoor Centre	3 December - 29 January - Residential Course	Per Person	£260.00	£275.00	01 August 2021	5.77%
C&F	Outdoor Centres	Lagganlia Outdoor Centre	1 February - 26 March - Residential Course	Per Person	£310.00	£320.00	01 August 2021	3.23%
C&F	Outdoor Centres	Lagganlia Outdoor Centre	29 March to 31 July - Residential Course	Per Person	£315.00	£325.00	01 August 2021	3.17%
C&F	Outdoor Centres	Lagganlia - Ptarmigan - commercial	2 nights - weekend	6 people	£329.00	£339.00	01 April 2021	3.04%
C&F	Outdoor Centres	Lagganlia - Ptarmigan - commercial	4 nights - midweek	6 people	£499.00	£514.00	01 April 2021	3.01%
C&F	Outdoor Centres	Lagganlia - Ptarmigan - commercial	7 nights - week	6 people	£699.00	£720.00	01 April 2021	3.00%
C&F	Outdoor Centres	Lagganlia - Anderson - commercial	2 nights - weekend	10 people	£429.00	£442.00	01 April 2021	3.03%
C&F	Outdoor Centres	Lagganlia - Anderson - commercial	4 nights - midweek	10 people	£599.00	£617.00	01 April 2021	3.01%
C&F	Outdoor Centres	Lagganlia - Anderson - commercial	7 nights - week	10 people	£899.00	£926.00	01 April 2021	3.00%
C&F	Outdoor Centres	Lagganlia - Sgorans - commercial	2 nights - weekend	16 people	£729.00	£751.00	01 April 2021	3.02%
C&F	Outdoor Centres	Lagganlia - Sgorans - commercial	4 nights - midweek	16 people	£1,099.00	£1,132.00	01 April 2021	3.00%
C&F	Outdoor Centres	Lagganlia - Sgorans - commercial	7 nights - week	16 people	£1,599.00	£1,647.00	01 April 2021	3.00%
C&F	Outdoor Centres	Lagganlia - Caerketton - commercial	2 nights - weekend	17 people	£729.00	£751.00	01 April 2021	3.02%
C&F	Outdoor Centres	Lagganlia - Caerketton - commercial	4 nights - midweek	17 people	£1,099.00	£1,132.00	01 April 2021	3.00%
C&F	Outdoor Centres	Lagganlia - Caerketton - commercial	7 nights - week	17 people	£1,599.00	£1,647.00	01 April 2021	3.00%
C&F	Outdoor Centres	Lagganlia - Hillend - commercial	2 nights - weekend	18 people	£729.00	£751.00	01 April 2021	3.02%

C&F	Outdoor Centres	Lagganlia - Hillend - commercial	4 nights - midweek	18 people	£1,099.00	£1,132.00	01 April 2021	3.00%
C&F	Outdoor Centres	Lagganlia - Hillend - commercial	7 nights - week	18 people	£1,599.00	£1,647.00	01 April 2021	3.00%
C&F	Adult Education	Non-certificated courses (20 hours tuition)	Standard Fee		£78.50	£82.50	01 August 2021	5.10%
C&F	Adult Education	Non-certificated courses (20 hours tuition)	Concession Fee (students, 16/17 year olds, over 60's, retired and not in employment, people in receipt of Disability Allowance, PIP or Carer's Allowance)		£39.25	£41.25	01 August 2021	5.10%
C&F	Adult Education	Non-certificated courses (20 hours tuition)	Reduced Fee (in receipt of one of the following benefits: Incapacity Benefit, Income Support, Pension Credit, Housing Benefit, Working Tax Credit, Universal Credit, Income Based JSA, Council Tax Reduction Scheme, Employment Support Allowance, NASS Support)		£15.75	£16.50	01 August 2021	4.76%
C&F	Adult Education	Non-certificated courses (20 hours tuition)	Extra Resourced Courses		£86.50	£90.75	01 August 2021	4.91%
C&F	Community Access to (Secondary) Schools	3G Synthetic Pitch - Full Pitch	Standard	per hour	£108.00	£112.30	01 August 2021	3.98%
C&F	Community Access to (Secondary) Schools	3G Synthetic Pitch - Full Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£54.00	£56.15	01 August 2021	3.98%
C&F	Community Access to	3G Synthetic Pitch - Full	Commercial	per hour	£135.00	£140.40	01 August 2021	4.00%

	(Secondary) Schools	Pitch						
C&F	Community Access to (Secondary) Schools	3G Synthetic Pitch - Half Pitch	Standard	per hour	£54.00	£56.20	01 August 2021	4.07%
C&F	Community Access to (Secondary) Schools	3G Synthetic Pitch - Half Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£27.00	£28.10	01 August 2021	4.07%
C&F	Community Access to (Secondary) Schools	3G Synthetic Pitch - Half Pitch	Commercial	per hour	£67.50	£70.30	01 August 2021	4.15%
C&F	Community Access to (Secondary) Schools	3G Synthetic Pitch - Third Pitch	Standard	per hour	£35.50	£37.40	01 August 2021	5.35%
C&F	Community Access to (Secondary) Schools	3G Synthetic Pitch - Third Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£17.75	£18.70	01 August 2021	5.35%
C&F	Community Access to (Secondary) Schools	3G Synthetic Pitch - Third Pitch	Commercial	per hour	£44.50	£46.80	01 August 2021	5.17%
C&F	Community Access to (Secondary) Schools	2G Synthetic Pitch - Full Pitch	Standard	per hour	£73.00	£75.90	01 August 2021	3.97%
C&F	Community Access to (Secondary) Schools	2G Synthetic Pitch - Full Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£36.50	£37.95	01 August 2021	3.97%
C&F	Community Access to (Secondary) Schools	2G Synthetic Pitch - Full Pitch	Commercial	per hour	£91.00	£94.90	01 August 2021	4.29%
C&F	Community Access to (Secondary) Schools	2G Synthetic Pitch - Third Pitch	Standard	per hour	£25.00	£26.00	01 August 2021	4.00%
C&F	Community Access to (Secondary) Schools	2G Synthetic Pitch - Third Pitch	Commercial	per hour	£31.00	£32.50	01 August 2021	4.84%
C&F	Community Access to (Secondary) Schools	Sports Hall - 4 x Badminton Court	Standard	per hour	£56.00	£58.20	01 August 2021	3.93%
C&F	Community Access to (Secondary) Schools	Sports Hall - 4 x Badminton Court	Concession/Over 60 Retired/Youth Registration	per hour	£28.00	£29.10	01 August 2021	3.93%
C&F	Community Access to (Secondary) Schools	Sports Hall - 4 x Badminton Court	Commercial	per hour	£70.00	£72.80	01 August 2021	4.00%
C&F	Community Access to (Secondary) Schools	Large Gym - 1 x Badminton Court	Standard	per hour	£25.50	£26.50	01 August 2021	3.92%
C&F	Community Access to (Secondary) Schools	Large Gym - 1 x Badminton Court	Commercial	per hour	£32.00	£33.10	01 August 2021	3.44%
C&F	Community Access to	Badminton Court - per	Standard	per hour	£15.00	£15.60	01 August 2021	4.00%

	(Secondary) Schools	court							
C&F	Community Access to (Secondary) Schools	Badminton Court - per court	Commercial	per hour	£19.00	£19.50	01 August 2021	2.63%	
C&F	Community Access to (Secondary) Schools	Dance Studio - as above with mirrors	Standard	per hour	£27.00	£28.10	01 August 2021	4.07%	
C&F	Community Access to (Secondary) Schools	Dance Studio - as above with mirrors	Commercial	per hour	£33.50	£35.10	01 August 2021	4.78%	
C&F	Community Access to (Secondary) Schools	Dance Studio - Leith Academy	Standard	per hour	£12.35	£12.80	01 August 2021	3.64%	
C&F	Community Access to (Secondary) Schools	Dance Studio - Leith Academy	Commercial	per hour	£15.50	£16.00	01 August 2021	3.23%	
C&F	Community Access to Schools	Pool Hire - 15m x 4 lanes	Standard	per hour	£35.00	£36.40	01 August 2021	4.00%	
C&F	Community Access to Schools	Pool Hire - 15m x 4 lanes	Commercial	per hour	£56.00	£64.00	01 August 2021	14.29%	
C&F	Community Access to Schools	Pool Hire - 17m x 4 lanes	Standard	per hour	£40.00	£41.60	01 August 2021	4.00%	
C&F	Community Access to Schools	Pool Hire - 17m x 4 lanes	Commercial	per hour	£63.50	£72.50	01 August 2021	14.17%	
C&F	Community Access to Schools	Pool Hire - 25m x 4 lanes	Standard	per hour	£44.00	£45.80	01 August 2021	4.09%	
C&F	Community Access to Schools	Pool Hire - 25m x 4 lanes	Commercial	per hour	£71.00	£81.00	01 August 2021	14.08%	
C&F	Community Access to Schools	Pool Hire - 25m x 6 lanes	Standard	per hour	£66.00	£68.60	01 August 2021	3.94%	
C&F	Community Access to Schools	Pool Hire - 25m x 6 lanes	Concession/Over 60 Retired/Youth Registration	per hour	£33.00	£34.30	01 August 2021	3.94%	
C&F	Community Access to Schools	Pool Hire - 25m x 6 lanes	Commercial	per hour	£106.50	£121.50	01 August 2021	14.08%	
C&F	Community Access to Schools	Pool Hire - 25m x 1 lane	Standard	per hour per lane	£11.00	£11.40	01 August 2021	3.64%	
C&F	Community Access to Schools	Pool Hire - 25m x 1 lane	Concession/Over 60 Retired/Youth Registration	per hour per lane	£5.50	£5.70	01 August 2021	3.64%	
C&F	Community Access to Schools	Pool Hire - 25m x 1 lane	Commercial	per hour per lane	£17.75	£20.25	01 August 2021	14.08%	
C&F	Community Access to	Small room / Classroom -	Standard	per hour	£13.00	£13.50	01 August 2021	3.85%	

	(Secondary) Schools	up to 100m2						
C&F	Community Access to (Secondary) Schools	Small room / Classroom - up to 100m2	Commercial	per hour	£16.00	£16.90	01 August 2021	5.62%
C&F	Community Access to (Secondary) Schools	Medium room - up to 200m2	Standard	per hour	£25.50	£26.50	01 August 2021	3.92%
C&F	Community Access to (Secondary) Schools	Medium room - up to 200m2	Commercial	per hour	£32.00	£33.10	01 August 2021	3.44%
C&F	Community Access to (Secondary) Schools	Large room - up to 300m2	Standard	per hour	£33.00	£34.30	01 August 2021	3.94%
C&F	Community Access to (Secondary) Schools	Large room - up to 300m2	Commercial	per hour	£41.00	£42.90	01 August 2021	4.63%
C&F	Community Access to (Secondary) Schools	Extra Large room - 300m2 +	Standard	per hour	£42.00	£43.70	01 August 2021	4.05%
C&F	Community Access to (Secondary) Schools	Extra Large room - 300m2 +	Commercial	per hour	£52.50	£54.60	01 August 2021	4.00%
C&F	Community Access to (Secondary) Schools	MUGA Pitch	Standard	per hour	£30.00	£31.20	01 August 2021	4.00%
C&F	Community Access to (Secondary) Schools	MUGA Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£15.20	£15.60	01 August 2021	2.63%
C&F	Community Access to (Secondary) Schools	MUGA Pitch	Commercial	per hour	£37.50	£39.00	01 August 2021	4.00%
C&F	Community Access to (Secondary) Schools	Match Fees 3G Synthetic Pitch - Full Pitch	Club League/Cup Fixtures/Standard	per match	£77.00	£80.10	01 August 2021	4.03%
C&F	Community Access to (Secondary) Schools	Match Fees 3G Synthetic Pitch - Full Pitch	Concession/Over 60 Retired/Youth Registration	per match	£38.50	£40.05	01 August 2021	4.03%
C&F	Community Access to (Secondary) Schools	Match Fees 3G Synthetic Pitch - Full Pitch	Commercial/Others	per match	£96.00	£100.10	01 August 2021	4.27%
C&F	Community Access to (Secondary) Schools	Grass Pitch - per Game	Standard	two hours	£55.00	£57.20	01 August 2021	4.00%
C&F	Community Access to (Secondary) Schools	Grass Pitch - per Game	Concession/Over 60 Retired/Youth Registration	two hours	£27.50	£28.60	01 August 2021	4.00%
C&F	Community Access to (Secondary) Schools	Grass Pitch - per Game	Commercial	two hours	£69.00	£71.50	01 August 2021	3.62%

C&F	Community Access to (Secondary) Schools	Swimming Lessons - Craigroyston	Concession/Over 60 Retired/Youth Registration	per 25 mins	£5.50	£5.70	01 August 2021	3.64%
C&F	Community Access to (Secondary) Schools	Swimming Lessons - (Adult)	Standard	per 50 mins	£7.79	£8.10	01 August 2021	3.98%
C&F	Community Access to (Secondary) Schools	Swimming Lessons - (Junior)	Concession/Over 60 Retired/Youth Registration	per 50 mins	£7.13	£7.40	01 August 2021	3.79%
C&F	Community Access to (Secondary) Schools	Adult Education Classes - Yoga	Standard	per hour	£4.80	£5.00	01 August 2021	4.17%
C&F	Community Access to (Secondary) Schools	Adult Education Classes - Yoga	Concession/Over 60 Retired/Youth Registration	per hour	£2.40	£2.50	01 August 2021	4.17%
C&F	Community Access to (Secondary) Schools	Adult Education Classes - Yoga	Standard	per 1.5 hour	£7.10	£7.40	01 August 2021	4.23%
C&F	Community Access to (Secondary) Schools	Adult Education Classes - Yoga	Concession/Over 60 Retired/Youth Registration	per 1.5 hour	£3.55	£3.70	01 August 2021	4.23%
C&F	Community Access to (Secondary) Schools	Adult Education Classes - Pilates	Standard	per hour	£4.80	£5.00	01 August 2021	4.17%
C&F	Community Access to (Secondary) Schools	Adult Education Classes - Pilates	Concession/Over 60 Retired/Youth Registration	per hour	£2.40	£2.50	01 August 2021	4.17%
C&F	Community Access to (Secondary) Schools	Adult Education Classes - Zumba	Standard	per hour	£4.80	£5.00	01 August 2021	4.17%
C&F	Community Access to (Secondary) Schools	Adult Education Classes - Zumba	Concession/Over 60 Retired/Youth Registration	per hour	£2.40	£2.50	01 August 2021	4.17%
C&F	Community Access to (Secondary) Schools	Grass Pitch for Training	Standard	per hour	£38.50	£40.00	01 August 2021	3.90%
C&F	Community Access to (Secondary) Schools	Grass Pitch for Training	Concession/Over 60 Retired/Youth Registration	per hour	£19.25	£20.00	01 August 2021	3.90%
C&F	Community Access to (Secondary) Schools	Grass Pitch for Training - Forrester HS Rugby Training Area	Standard	per hour	£19.50	£20.30	01 August 2021	4.10%
C&F	Community Access to (Secondary) Schools	Grass Pitch for Training - Forrester HS Rugby	Concession/Over 60 Retired/Youth	per hour	£9.75	£10.15	01 August 2021	4.10%

		Training Area	Registration					
C&F	Community Access to (Secondary) Schools	Grass Pitch for Training - Forrester HS Rugby Training Area	Commercial	per hour	£24.50	£25.40	01 August 2021	3.67%
C&F	Community Access to (Secondary) Schools	Public Swimming - Craigroyston	Standard	per hour	£4.70	£4.90	01 August 2021	4.26%
C&F	Community Access to (Secondary) Schools	Public Swimming - Craigroyston	Concession/Over 60 Retired/Youth Registration	per hour	£2.35	£2.40	01 August 2021	2.13%
C&F	Community Access to (Secondary) Schools	Public Swimming - Balerno	Standard	per hour	£4.70	£4.90	01 August 2021	4.26%
C&F	Community Access to (Secondary) Schools	Public Swimming - Balerno	Concession/Over 60 Retired/Youth Registration	per hour	£2.35	£2.40	01 August 2021	2.13%
C&F	Community Access to (Secondary) Schools	Public Badminton - Balerno	Standard	per hour	£3.80	£4.00	01 August 2021	5.26%
C&F	Community Access to (Secondary) Schools	Non-core charge	Standard	per hour	£50.00	£52.50	01 April 2021	5.00%
C&F	Community Access to (Secondary) Schools	Public Badminton - Balerno	Concession/Over 60 Retired/Youth Registration	per hour	£1.90	£2.00	01 April 2021	5.26%
C&F	Letting Charges	3G Synthetic Pitch - Full Pitch	Standard	per hour	£108.00	£112.30	01 August 2021	3.98%
C&F	Letting Charges	3G Synthetic Pitch - Full Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£54.00	£56.15	01 August 2021	3.98%
C&F	Letting Charges	3G Synthetic Pitch - Full Pitch	Commercial	per hour	£135.00	£140.40	01 August 2021	4.00%
C&F	Letting Charges	3G Synthetic Pitch - Two Thirds Pitch	Standard	per hour	£72.00	£74.80	01 August 2021	3.89%
C&F	Letting Charges	3G Synthetic Pitch - Two Thirds Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£36.00	£37.40	01 August 2021	3.89%
C&F	Letting Charges	3G Synthetic Pitch - Two Thirds Pitch	Commercial	per hour	£90.00	£93.60	01 August 2021	4.00%
C&F	Letting Charges	3G Synthetic Pitch - Half Pitch	Standard	per hour	£54.00	£56.20	01 August 2021	4.07%

C&F	Letting Charges	3G Synthetic Pitch - Half Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£27.00	£28.10	01 August 2021	4.07%
C&F	Letting Charges	3G Synthetic Pitch - Half Pitch	Commercial	per hour	£67.50	£70.30	01 August 2021	4.15%
C&F	Letting Charges	3G Synthetic Pitch - Third Pitch	Standard	per hour	£35.50	£37.40	01 August 2021	5.35%
C&F	Letting Charges	3G Synthetic Pitch - Third Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£17.75	£18.70	01 August 2021	5.35%
C&F	Letting Charges	3G Synthetic Pitch - Third Pitch	Commercial	per hour	£44.50	£46.80	01 August 2021	5.17%
C&F	Letting Charges	2G Synthetic Pitch - Full Pitch	Standard	per hour	£73.00	£75.90	01 August 2021	3.97%
C&F	Letting Charges	2G Synthetic Pitch - Full Pitch	Concession/Over 60 Retired/Youth Registration	per hour	£36.50	£37.95	01 August 2021	3.97%
C&F	Letting Charges	2G Synthetic Pitch - Full Pitch	Commercial	per hour	£91.00	£94.90	01 August 2021	4.29%
C&F	Letting Charges	2G Synthetic Pitch - Third Pitch	Standard	per hour	£25.00	£26.00	01 August 2021	4.00%
C&F	Letting Charges	2G Synthetic Pitch - Third Pitch	Commercial	per hour	£31.00	£32.50	01 August 2021	4.84%
C&F	Letting Charges	Large Gym - 1 x Badminton Court	Standard	per hour	£25.50	£26.50	01 August 2021	3.92%
C&F	Letting Charges	Large Gym - 1 x Badminton Court	Concession/Over 60 Retired/Youth Registration	per hour	£12.75	£13.25	01 August 2021	3.92%
C&F	Letting Charges	Large Gym - 1 x Badminton Court	Concession/Over 60 Retired/Youth Registration	up to two hours	£18.75	£26.50	01 August 2021	41.33%
C&F	Letting Charges	Large Gym - 1 x Badminton Court	Concession/Over 60 Retired/Youth Registration	up to three hours	£24.75	£39.75	01 August 2021	60.61%
C&F	Letting Charges	Large Gym - 1 x Badminton Court	Commercial	per hour	£32.00	£33.10	01 August 2021	3.44%
C&F	Letting Charges	Small room / Classroom - up to 100m2	Standard	per hour	£13.00	£13.50	01 August 2021	3.85%

C&F	Letting Charges	Small room / Classroom - up to 100m3	Concession/Over 60 Retired/Youth Registration	per hour	£6.50	£6.75	01 August 2021	3.85%
C&F	Letting Charges	Small room / Classroom - up to 100m4	Commercial	per hour	£16.00	£16.90	01 August 2021	5.62%
C&F	Letting Charges	Medium room - up to 200m2	Standard	per hour	£25.50	£26.50	01 August 2021	3.92%
C&F	Letting Charges	Medium room - up to 200m2	Concession/Over 60 Retired/Youth Registration	per hour	£12.75	£13.25	01 August 2021	3.92%
C&F	Letting Charges	Medium room - up to 200m2	Concession/Over 60 Retired/Youth Registration	up to two hours	£18.75	£20.50	01 August 2021	9.33%
C&F	Letting Charges	Medium room - up to 200m2	Concession/Over 60 Retired/Youth Registration	up to three hours	£24.75	£27.50	01 August 2021	11.11%
C&F	Letting Charges	Medium room - up to 200m2	Commercial	per hour	£32.00	£33.10	01 August 2021	3.44%
C&F	Letting Charges	Match Fees 3G Synthetic Pitch - Full Pitch	Club League/Cup Fixtures/Standard	per match	£77.00	£80.10	01 August 2021	4.03%
C&F	Letting Charges	Match Fees 3G Synthetic Pitch - Full Pitch	Concession/Over 60 Retired/Youth Registration	per match	£38.50	£40.10	01 August 2021	4.16%
C&F	Letting Charges	Match Fees 3G Synthetic Pitch - Full Pitch	Commercial/Others	per match	£96.00	£100.10	01 August 2021	4.27%
C&F	Letting Charges	Grass Pitch - per Game	Standard	two hours	£55.00	£57.20	01 August 2021	4.00%
C&F	Letting Charges	Grass Pitch - per Game	Concession/Over 60 Retired/Youth Registration	two hours	£27.50	£28.60	01 August 2021	4.00%
C&F	Letting Charges	Grass Pitch - per Game	Commercial	two hours	£69.00	£71.50	01 August 2021	3.62%
C&F	Letting Charges	Pool Hire - 12m x 4 lanes	Standard	per hour	£33.40	£34.70	01 April 2021	3.89%
C&F	Letting Charges	Pool Hire - 12m x 4 lanes	Commercial	per hour	£47.96	£48.00	01 April 2021	0.08%
C&F	Letting Charges	WHEC -Swimming - Course	Standard	30 mins	£9.00	£9.50	01 April 2021	5.56%
C&F	Letting Charges	WHEC -Dive - Course	Standard	30 mins	£9.00	£9.50	01 April 2021	5.56%
C&F	Letting Charges	WHEC -Dive Adult - Course	Standard	1 hour	£9.00	£9.50	01 April 2021	5.56%

C&F	Letting Charges	WHEC -Ultimate Abs - Course	Standard	45 mins	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Aerobic Aqua - Course	Standard	45 mins	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Fitness 50+ - Course	Standard	55 mins	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Badminton - Course	Standard	55 mins	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Aerobic Aqua 50+ - Course	Standard	55 mins	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Body Conditioning / LBT - Course	Standard	1 hour	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Zumba - Course	Standard	1 hour	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Karate - Course	Standard	1 hour	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Yoga - Course	Standard	1.5 hours	£7.25	£7.60	01 April 2021	4.83%
C&F	Letting Charges	WHEC -Circuits - Course	Standard	1.5 hours	£7.25	£7.60	01 April 2021	4.83%
C&F	Letting Charges	WHEC -Boxfit - Course	Standard	1 hour	£5.60	£5.90	01 April 2021	5.36%
C&F	Letting Charges	WHEC -Kick & Step - Course	Standard	1 hour	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Pilates - Course	Standard	1hour	£6.40	£6.70	01 April 2021	4.69%
C&F	Letting Charges	WHEC -Spinning - Course	Standard	45 mins	£5.75	£6.00	01 April 2021	4.35%
C&F	Letting Charges	WHEC -Bounce - Course	Standard	45 mins	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Core Fitness	Standard	1 hour	£3.90	£4.10	01 April 2021	5.13%
C&F	Letting Charges	WHEC -Swimming - Course	Concession	30 mins	£4.50	£4.70	01 April 2021	4.44%
C&F	Letting Charges	WHEC -Dive - Course	Concession	30 mins	£4.50	£4.70	01 April 2021	4.44%
C&F	Letting Charges	WHEC -Dive - Course	Concession	45 mins	£5.60	£5.90	01 April 2021	5.36%
C&F	Letting Charges	WHEC -Dive Adult - Course	Concession	1 hour	£5.35	£5.60	01 April 2021	4.67%
C&F	Letting Charges	WHEC -Dive - Course	Concession	1.5 hours	£9.00	£9.50	01 April 2021	5.56%
C&F	Letting Charges	WHEC -Gymnastics - Course	Concession	1 hour	£4.10	£4.30	01 April 2021	4.88%
C&F	Letting Charges	WHEC -Badminton and Basketball - Course	Concession	1 hour	£4.10	£4.30	01 April 2021	4.88%
C&F	Letting Charges	WHEC -Trampolining -	Concession	1 hour	£4.70	£4.90	01 April 2021	4.26%

		Course							
C&F	Letting Charges	WHEC -Soccer Skills - Course	Concession	1 hour	£4.10	£4.30	01 April 2021	4.88%	
C&F	Letting Charges	WHEC -Karate - Course	Concession	1 hour	£4.10	£4.30	01 April 2021	4.88%	
C&F	Letting Charges	WHEC -Ultimate Abs - Course	Concession	45 mins	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Aerobic Aqua - Course	Concession	45 mins	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Fitness 50+ - Course	Concession	55 mins	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Badminton - Course	Concession	55 mins	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Aerobic Aqua 50+ - Course	Concession	55 mins	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Body Conditioning / LBT - Course	Concession	1 hour	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Zumba - Course	Concession	1 hour	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Yoga - Course	Concession	1.5 hours	£4.50	£4.70	01 April 2021	4.44%	
C&F	Letting Charges	WHEC -Circuits - Course	Concession	1.5 hours	£4.50	£4.70	01 April 2021	4.44%	
C&F	Letting Charges	WHEC -Core Cardio - Course	Concession	1.5 hours	£3.60	£3.80	01 April 2021	5.56%	
C&F	Letting Charges	WHEC -Core Cardio Community Hall - Course	Concession	1 hour	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Boxfit - Course	Concession	1 hour	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Kick & Step - Course	Concession	1 hour	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Pilates - Course	Concession	1hour	£4.00	£4.20	01 April 2021	5.00%	
C&F	Letting Charges	WHEC -Spinning - Course	Concession	45 mins	£3.65	£3.80	01 April 2021	4.11%	
C&F	Letting Charges	WHEC -Bounce - Course	Concession	45 mins	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Core Fitness	Concession	1 hour	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Core Teen Fitness - Course	Concession	1 hour	£3.40	£3.60	01 April 2021	5.88%	
C&F	Letting Charges	WHEC -Swimming - Casual	Standard	40-60 mins	£4.40	£4.60	01 April 2021	4.55%	
C&F	Letting Charges	WHEC -Family Swim -	Standard	per item	£11.30	£11.90	01 April 2021	5.31%	

		Casual							
C&F	Letting Charges	WHEC -Discount Swim - Casual	Standard	per item	£1.90	£2.00	01 April 2021	5.26%	
C&F	Letting Charges	WHEC -Season Ticket - Casual	Standard	1 month	£36.50	£38.30	01 April 2021	4.93%	
C&F	Letting Charges	WHEC -Badminton Court - Casual	Standard	45 mins	£9.45	£9.90	01 April 2021	4.76%	
C&F	Letting Charges	WHEC -Badminton Court - Casual	Standard	60 mins	£11.75	£12.30	01 April 2021	4.68%	
C&F	Letting Charges	WHEC -Fitness Class - Casual	Standard	90 mins	£7.25	£7.60	01 April 2021	4.83%	
C&F	Letting Charges	WHEC -Fitness Class - Casual	Standard	60 mins	£5.60	£5.90	01 April 2021	5.36%	
C&F	Letting Charges	WHEC -Fitness Class - Casual	Standard	45 mins	£5.60	£5.90	01 April 2021	5.36%	
C&F	Letting Charges	WHEC -Soft Play - Casual	Standard	30/60 mins	£1.40	£1.50	01 April 2021	7.14%	
C&F	Letting Charges	WHEC -Squash - Casual	Standard	40 mins	£11.00	£11.60	01 April 2021	5.45%	
C&F	Letting Charges	WHEC -Table Tennis - Casual	Standard	60 mins	£6.60	£6.90	01 April 2021	4.55%	
C&F	Letting Charges	WHEC -Users Card - Casual	Standard	per item	£13.75	£14.40	01 April 2021	4.73%	
C&F	Letting Charges	WHEC -Replacement card - Casual	Standard	per item	£5.60	£5.90	01 April 2021	5.36%	
C&F	Letting Charges	WHEC -Badminton Racquet - Casual	Standard	per item	£2.85	£3.00	01 April 2021	5.26%	
C&F	Letting Charges	WHEC -Squash Racquet - Casual	Standard	per item	£2.85	£3.00	01 April 2021	5.26%	
C&F	Letting Charges	WHEC -Table Tennis Bat - Casual	Standard	per item	£2.85	£3.00	01 April 2021	5.26%	
C&F	Letting Charges	WHEC -Swim Aid Armbands - Casual	Standard	per item	£2.85	£3.00	01 April 2021	5.26%	
C&F	Letting Charges	WHEC -Swim Aid Ring - Casual	Standard	per item	£1.80	£1.90	01 April 2021	5.56%	
C&F	Letting Charges	WHEC -Badminton Racquet - Casual	Standard	per item	£5.60	£5.90	01 April 2021	5.36%	
C&F	Letting Charges	WHEC -Squash Racquet - Casual	Standard	per item	£5.60	£5.90	01 April 2021	5.36%	

C&F	Letting Charges	WHEC -Armbands - Casual	Standard	per item	£3.40	£3.60	01 April 2021	5.88%
C&F	Letting Charges	WHEC -Table Tennis Bat - Casual	Standard	per item	£3.40	£3.60	01 April 2021	5.88%
C&F	Letting Charges	WHEC -Individual Lesson - Casual	Standard	30 mins	£9.00	£9.50	01 April 2021	5.56%
C&F	Letting Charges	WHEC -Weekly ticket - Casual	Standard	1 / 2 child	£60.70	£63.70	01 April 2021	4.94%
C&F	Letting Charges	WHEC -Membership 1*	Standard	Monthly D/D	£18.00	£18.90	01 April 2021	5.00%
C&F	Letting Charges	WHEC -Membership 2*	Standard	Monthly D/D	£20.00	£21.00	01 April 2021	5.00%
C&F	Letting Charges	WHEC -Membership 3*	Standard	Monthly D/D	£22.00	£23.10	01 April 2021	5.00%
C&F	Letting Charges	WHEC -Swimming - Casual	Concession	40-60 mins	£2.20	£2.30	01 April 2021	4.55%
C&F	Letting Charges	WHEC -Discount Swim - Casual	Concession	per item	£1.90	£2.00	01 April 2021	5.26%
C&F	Letting Charges	WHEC -Season Ticket - Casual	Concession	1 month	£18.20	£19.10	01 April 2021	4.95%
C&F	Letting Charges	WHEC -Badminton Court - Casual	Concession	45 mins	£4.70	£4.90	01 April 2021	4.26%
C&F	Letting Charges	WHEC -Badminton Court - Casual	Concession	60 mins	£5.90	£6.20	01 April 2021	5.08%
C&F	Letting Charges	WHEC -Fitness Class - Casual	Concession	90 mins	£4.30	£4.50	01 April 2021	4.65%
C&F	Letting Charges	WHEC -Fitness Class - Casual	Concession	60 mins	£3.40	£3.60	01 April 2021	5.88%
C&F	Letting Charges	WHEC -Fitness Class - Casual	Concession	45 mins	£3.40	£3.60	01 April 2021	5.88%
C&F	Letting Charges	WHEC -Soft Play - Casual	Concession	30/60 mins	£2.50	£2.60	01 April 2021	4.00%
C&F	Letting Charges	WHEC -Squash - Casual	Concession	40 mins	£5.50	£5.80	01 April 2021	5.45%
C&F	Letting Charges	WHEC -Table Tennis - Casual	Concession	60 mins	£3.40	£3.60	01 April 2021	5.88%
C&F	Letting Charges	WHEC -Users Card - Casual	Concession	per item	£6.95	£7.30	01 April 2021	5.04%
C&F	Letting Charges	WHEC -Replacement card - Casual	Concession	per item	£5.60	£5.90	01 April 2021	5.36%
C&F	Letting Charges	WHEC -Concession -	Concession	per item	£6.95	£7.30	01 April 2021	5.04%

		Casual							
C&F	Letting Charges	WHEC -Deposit - Casual	Concession	per item	£44.00	£46.20	01 April 2021	5.00%	
C&F	Letting Charges	WHEC -Activity Session - Casual	Concession	2 hours	£4.95	£5.20	01 April 2021	5.05%	
C&F	Letting Charges	WHEC -Supervision Sessions - Casual	Concession	1 or 2 hrs	£2.40	£2.50	01 April 2021	4.17%	
C&F	Letting Charges	WHEC -Weekly ticket - Casual	Concession	1 / 2 child	£51.50	£54.10	01 April 2021	5.05%	
C&F	Letting Charges	WHEC -Swim / Dive Lesson - Casual	Concession	30 mins	£4.50	£4.70	01 April 2021	4.44%	
C&F	Letting Charges	WHEC -Individual Lesson - Casual	Concession	30 mins	£29.50	£31.00	01 April 2021	5.08%	
C&F	Letting Charges	WHEC -Birthday Parties - Casual	Concession	120 mins	£99.00	£104.00	01 April 2021	5.05%	
C&F	Residential Services	Young People's Centres		Weekly	£2,535.75	£2,985.00	01 April 2021	17.72%	
C&F	Residential Services	Close Support Units		Weekly	£3,901.75	£4,097.00	01 April 2021	5.00%	
C&F	Residential Services	Edinburgh Secure Services	Secure Units	Weekly	£6,446.30	£6,640.00	01 April 2021	3.00%	
C&F	Residential Services	Edinburgh Secure Services	Close Support Units	Weekly	£5,561.00	£5,728.00	01 April 2021	3.00%	
C&F	Residential Services	Seaview Special Needs Centre - 4 staff to 7 children	Standard	Weekly	£521.90	£548.00	01 April 2021	5.00%	
C&F	Residential Services	Seaview Special Needs Centre - 4 staff to 3 children	1:1 for some of the time	Weekly	£695.50	£730.30	01 April 2021	5.00%	
C&F	Residential Services	Seaview Special Needs Centre - 3 staff to 2 children	2:1 for some of the time	Weekly	£782.85	£822.00	01 April 2021	5.00%	
C&F	Residential Services	Seaview Special Needs Centre - 1 staff to 1 child	1:1 at all times	Weekly	£1,043.80	£1,096.00	01 April 2021	5.00%	
C&F	Letting Charges	Cleaning Fee - Can be requested by customer. CEC can also impose cleaning charges where it deems necessary for the	Standard	Per Hour	£19.60	£20.85	01 April 2021	6.38%	

		let to continue						
C&F	Letting Charges	Cleaning Fee - Can be requested by customer. CEC can also impose cleaning charges where it deems necessary for the let to continue	Concession	Per Hour	£19.60	£20.85	01 April 2021	6.38%
C&F	Letting Charges	Cleaning Fee - For cleaning that incurs additional FM charges.	Commercial	Per Hour	£19.60	£20.85	01 April 2021	6.38%
C&F	Letting Charges	Facilities Technician Fee - Can be requested by customer.	Standard	Per Hour		£22.40	01 April 2021	n/a
C&F	Letting Charges	Facilities Technician Fee - Can be requested by customer.	Concession	Per Hour		£22.40	01 April 2021	n/a
C&F	Letting Charges	Facilities Technician Fee - For cleaning that incurs additional FT charges.	Commercial	Per Hour		£22.40	01 April 2021	n/a
C&F	Special Schools	Braidburn	Annual Charge	per year	£31,170.00	£32,110.00	01 April 2021	3.02%
C&F	Special Schools	Gorgie Mills	Annual Charge	per year	£27,620.00	£28,450.00	01 April 2021	3.01%
C&F	Special Schools	Kaimes	Annual Charge	per year	£23,290.00	£23,990.00	01 April 2021	3.01%
C&F	Special Schools	Oaklands	Annual Charge	per year	£37,030.00	£38,140.00	01 April 2021	3.00%
C&F	Special Schools	Pilrig Park	Annual Charge	per year	£17,220.00	£17,740.00	01 April 2021	3.02%
C&F	Special Schools	Prospect Bank	Annual Charge	per year	£22,580.00	£23,260.00	01 April 2021	3.01%
C&F	Special Schools	Redhall	Annual Charge	per year	£22,280.00	£22,950.00	01 April 2021	3.01%
C&F	Special Schools	Rowanfield	Annual Charge	per year	£31,460.00	£32,410.00	01 April 2021	3.02%

C&F	Special Schools	St Crispins	Annual Charge	per year	£38,080.00	£39,230.00	01 April 2021	3.02%
C&F	Special Schools	Woodlands	Annual Charge	per year	£18,720.00	£19,290.00	01 April 2021	3.04%
C&F	Special Schools	Language Unit / Class	Annual Charge	per year	£18,400.00	£18,960.00	01 April 2021	3.04%
C&F	Special Schools	Wellbeing Hub / Enhanced Support Base	Annual Charge	per year		£10,600.00	01 April 2021	n/a
C&F	Hospital and Outreach Teaching	1 -1 Hospital Teaching		per hour	£85.14	£87.70	01 April 2021	3.01%
C&F	Hospital and Outreach Teaching	Small class outreach teaching		per hour	£34.07	£35.10	01 April 2021	3.04%
C&F	Fostering mainstream	Age 0 - 4		per week	£398.52	£410.47	01 April 2021	3.00%
C&F	Fostering mainstream	Age 5 - 10		per week	£425.68	£438.45	01 April 2021	3.00%
C&F	Fostering mainstream	Age 11		per week	£462.82	£476.70	01 April 2021	3.00%
C&F	Fostering mainstream	Age 12 - 13		per week	£533.30	£549.30	01 April 2021	3.00%
C&F	Fostering mainstream	Age 14 - 15		per week	£538.61	£554.77	01 April 2021	3.00%
C&F	Fostering mainstream	Age 16+		per week	£577.47	£594.79	01 April 2021	3.00%
C&F	Fostering specialist	Age 0 - 4		per week	£801.01	£825.04	01 April 2021	3.00%
C&F	Fostering specialist	Age 5 - 10		per week	£828.17	£853.02	01 April 2021	3.00%
C&F	Fostering specialist	Age 11 - 13		per week	£865.32	£891.28	01 April 2021	3.00%
C&F	Fostering specialist	Age 14 - 15		per week	£870.63	£896.75	01 April 2021	3.00%
C&F	Fostering specialist	Age 16+		per week	£909.48	£936.76	01 April 2021	3.00%
C&F	Inter-Country Adoption	Charge to prospective adopters to undertake necessary services			£9,184.00	£9,459.52	01 April 2021	3.00%
C&F	Portobello Town Hall	Conferences / Meetings / Rehearsals - Commercial		per Hour	£68.15 - £77.40	£71.55 - £81.25	01 April 2021	c5%
C&F	Portobello Town Hall	Conferences / Meetings / Rehearsals - Community		per Hour	£35.25 - £44.50	£37 - £46.75	01 April 2021	c5%
C&F	Portobello Town Hall	Catered Functions - Commercial		per block	£647.85 - £706.15	£680.25 - £741.45	01 April 2021	c5%
C&F	Portobello Town Hall	Catered Functions - Community		per block	£434 - £512	£455.70 - £537.60	01 April 2021	c5%

C&F	Portobello Town Hall	Performances - Commercial		per block	£494 - £550.65	£518.7 - £578.20	01 April 2021	c5%
C&F	Portobello Town Hall	Performances - Community		per block	£335.85 - £405.15	£352.65 - £425.40	01 April 2021	c5%
C&F	Portobello Town Hall	Lesser Hall - Commercial		per Hour	£43.9 - £51.40	£46.1 - £53.95	01 April 2021	c5%
C&F	Portobello Town Hall	Lesser Hall - Community		per Hour	£20.20 - £26.60	£21.20 - £27.95	01 April 2021	c5%
C&F	Portobello Town Hall	Other Charges - Extra Hours outwith 4pm - 12am period	Before midnight	per Hour	£43.90	£46.10	01 April 2021	5.01%
C&F	Portobello Town Hall	Other Charges - Extra Hours outwith 4pm - 12am period	After midnight	per Hour	£60.00	£63.00	01 April 2021	5.00%
C&F	Portobello Town Hall	Other Charges	Late Fee		£77.95 - £127.60	£81.85 - £134	01 April 2021	c5%
C&F	Library Services	Capital Collection	Jpeg 72 dpi	per item	£5.11	£5.50	01 April 2021	7.63%
C&F	Library Services	Capital Collection	Tiff 300 dpi	per item	£26.04	£28.00	01 April 2021	7.53%
C&F	Library Services	Computer Print-Outs (black & white)	A4	per page	£0.30	£0.35	01 April 2021	16.67%
C&F	Library Services	Computer Print-Outs (colour)	A4	per page	£0.50	£0.55	01 April 2021	10.00%
C&F	Library Services	Replacement library card (free to under 16s)		per card	£2.50	£2.65	01 April 2021	6.00%
C&F	Library Services	Sale of Withdrawn Stock	Adult Hardback	per book	£1.50	£1.60	01 April 2021	6.67%
C&F	Library Services	Sale of Withdrawn Stock	Adult Paperback	per book	£1.00	£1.05	01 April 2021	5.00%
C&F	Library Services	Sale of Withdrawn Stock	Children's Books	per book	£0.50	£0.55	01 April 2021	10.00%
C&F	Library Services	Sale of Withdrawn Stock	Audio item	per item	£1.50	£1.60	01 April 2021	6.67%
C&F	Library Services	Cotton Bags		per bag	£3.50	£3.70	01 April 2021	5.71%
C&F	Library Services	Edinburgh Reads Events	Non Library Members	per event	£8.00	£9.00	01 April 2021	12.50%
C&F	Library Services	Edinburgh Reads Events	Library Members	per event	£6.00	£6.50	01 April 2021	8.33%
C&F	Library Services	Edinburgh Reads Events	Concession	per event	£4.00	£4.50	01 April 2021	12.50%
C&F	Library Services	Non Library Events - Room Hire of Ref Library		Per event	£250.00	£262.50	01 April 2021	5.00%

C&F	Library Services	Community Room Only Hire - Central, McDonald Rd & Stockbridge Libraries, Craigmillar & Drumbrae Library hubs	Community	3 hour block	£45.00	£50.00	01 April 2021	11.11%
C&F	Library Services	Community Room Only Hire - Central, McDonald Rd & Stockbridge Libraries, Craigmillar & Drumbrae Library hubs	Non-Community / Commercial	3 hour block	£140.00	£150.00	01 April 2021	7.14%
C&F	Library Services	Community Room Only Hire - Blackhall, Currie, Fountainbridge, Leith, Morningside, Muirhouse, Oxfangs, Piershill, Portobello, Westerhailes Libraries	Community	3 hour block	£35.00	£40.00	01 April 2021	14.29%
C&F	Library Services	Community Room Only Hire - Blackhall, Currie, Fountainbridge, Leith, Oxfangs, Piershill, Portobello, Stockbridge, Libraries	Non-Community / Commercial	3 hour block	£105.00	£115.00	01 April 2021	9.52%
C&F	Library Services	Central Library - Children's Library	Non-Community / Commercial	3 hour block	£140.00	£150.00	01 April 2021	7.14%
C&F	Library Services	Filming	Non-Community / Commercial	first hour	£200.00	£220.00	01 April 2021	10.00%
C&F	Library Services	Filming	Non-Community / Commercial	thereafter	£110.00	£115.50	01 April 2021	5.00%
C&F	HRA	Homeless Temporary Accommodation	Dispersed flats - Rent 0 APT	per week	£ 86.83	£ 88.57	01 April 2021	2.00%
C&F	HRA	Homeless Temporary Accommodation	Dispersed flats - Rent 1 APT	per week	£ 95.54	£ 97.45	01 April 2021	2.00%
C&F	HRA	Homeless Temporary Accommodation	Dispersed flats - Rent 2 APT	per week	£ 109.29	£ 111.48	01 April 2021	2.00%
C&F	HRA	Homeless Temporary Accommodation	Dispersed flats - Rent 3 APT	per week	£ 123.05	£ 125.51	01 April 2021	2.00%
C&F	HRA	Homeless Temporary	Dispersed flats -	per week	£	£	01 April 2021	2.00%

		Accommodation	Rent 4 APT		130.28	132.89		
C&F	HRA	Homeless Temporary Accommodation	Oxgangs - Rent (2 room Flat)	per week	£ 48.57	£ 49.54	01 April 2021	2.00%
C&F	HRA	Homeless Temporary Accommodation	Oxgangs - Rent (3 room Flat)	per week	£ 35.26	£ 35.97	01 April 2021	2.01%
C&F	HRA	Homeless Temporary Accommodation	Broomhouse - Rent	per week	£ 39.56	£ 40.35	01 April 2021	2.00%
C&F	HRA	Homeless Temporary Accommodation	Crewe Road Ground Floor - Rent	per week	£ 33.07	£ 33.73	01 April 2021	2.00%
C&F	HRA	Homeless Temporary Accommodation	Crewe Road - All other floors Rent	per week	£ 31.57	£ 32.20	01 April 2021	2.00%
C&F	HRA	Homeless Temporary Accommodation	West Pilton Park (Single Occupancy) - Rent	per week	£ 46.00	£ 46.92	01 April 2021	2.00%
C&F	HRA	Homeless Temporary Accommodation	Bingham	per week	£ 54.19	£ 55.28	01 April 2021	2.01%
C&F	HRA	Homeless Temporary Accommodation	Randolph Hostel - Rent	per week	£ 351.40	£ 358.43	01 April 2021	2.00%
Resources	School Meals	Primary Schools			£2.25	£2.35	01 August 2021	4.44%
Resources	School Meals	Non Pupil/Staff Meals	One Course		£2.70	£2.85	01 August 2021	5.56%
Resources	School Meals	Non Pupil/Staff Meals	Two Courses		£3.75	£3.95	01 August 2021	5.33%
Resources	Edinburgh Shared Repairs Service	Provision of debt information for conveyancing purposes. PEC	For property search tasks undertaken by conveyancing solicitors on behalf of property owners	Per request	£41.67	£50.00	01 April 2021	19.99%
Resources	Catering - Property and Facilities Management	City Chambers	Corkage Charges	Wine/Champagne/Prosecco/Cava (per bottle)	£6.60	£7.00	01 August 2021	6.06%
Resources	Catering - Property and Facilities Management	City Chambers	Corkage Charges	Lager/Beer (per bottle/can)	£1.10	£1.15	01 August 2021	4.55%

Resources	Catering - Property and Facilities Management	City Chambers	Beverages	Freshly Brewed Fairtrade Coffee Conscience Coffee and Tea (Decaf Coffee and Fruit, Herbal and Decaf Tea available)	£2.35	£2.45	01 August 2021	4.26%
Resources	Catering - Property and Facilities Management	City Chambers	Beverages	Freshly Brewed Fairtrade Coffee with Borders Biscuits	£3.25	£3.50	01 August 2021	7.69%
Resources	Catering - Property and Facilities Management	City Chambers	Beverages	Pack of Borders Biscuits	£0.80	£0.85	01 August 2021	6.25%
Resources	Catering - Property and Facilities Management	City Chambers	Beverages	1 litre Bottle of in house filtered water	£1.10	£1.15	01 August 2021	4.55%
Resources	Catering - Property and Facilities Management	City Chambers	A Taste of Scotland	Tunnock's Tea Cakes	£0.80	£0.85	01 August 2021	6.25%
Resources	Catering - Property and Facilities Management	City Chambers	A Taste of Scotland	Tunnock's Caramel Log	£0.80	£0.85	01 August 2021	6.25%
Resources	Catering - Property and Facilities Management	City Chambers	A Taste of Scotland	Chambers Homemade Shortbread	£0.80	£0.85	01 August 2021	6.25%
Resources	Catering - Property and Facilities Management	City Chambers	A Taste of Scotland	Freshly Baked Scone with Jam/Butter	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	A Taste of Scotland	Freshly Baked Danish Pastry	£1.10	£1.20	01 August 2021	9.09%
Resources	Catering - Property and Facilities Management	City Chambers	A Taste of Scotland	Platter of Prepared Fruit (min. 4 people) (GF)	£2.20	£2.50	01 August 2021	13.64%

Resources	Catering - Property and Facilities Management	City Chambers	Breakfast Service	Bacon or Sausages in a Roll (<i>GF available on request</i>)	£4.20	£4.50	01 August 2021	7.14%
Resources	Catering - Property and Facilities Management	City Chambers	Breakfast Service	Quorn Sausage Roll (<i>v</i>)	£4.20	£4.50	01 August 2021	7.14%
Resources	Catering - Property and Facilities Management	City Chambers	Lunch (<i>All lunches require a minimum of two people, unless stated</i>)	Simple Sandwich Lunch (Choice of Ham, Tuna Mayo, Egg Mayo, Cheese and Tomato, Roast Beef)	£3.35	£4.00	01 August 2021	19.40%
Resources	Catering - Property and Facilities Management	City Chambers	Lunch (<i>All lunches require a minimum of two people, unless stated</i>)	Soup and Crusty Bread (<i>minimum of four people</i>) (<i>GF</i>)	£4.40	£5.00	01 August 2021	13.64%
Resources	Catering - Property and Facilities Management	City Chambers	Lunch Menu 1 (<i>All lunches require a minimum of two people, unless stated</i>)	Selection of Sandwiches Fresh Fruit Platter Tea/Coffee/Fruit Juice	£6.95	£7.50	01 August 2021	7.91%
Resources	Catering - Property and Facilities Management	City Chambers	Lunch Menu 2 (<i>All lunches require a minimum of two people, unless stated</i>)	Soup of the Day and Crusty Roll Selection of Filled Rolls/Wraps Fresh Fruit Platter Tea/Coffee/Fruit Juice	£9.75	£10.00	01 August 2021	2.56%

Resources	Catering - Property and Facilities Management	City Chambers	Afternoon Tea (minimum of eight people)	Selection of Cocktail Sandwiches (GF) Assortment of French Patisserie (GF) / Danish Pastries Mini Scones and Jam and Butter Tea and Coffee	£12.00	£13.50	01 August 2021	12.50%
Resources	Catering - Property and Facilities Management	City Chambers	Afternoon Tea (minimum of eight people)	Selection of Cocktail Sandwiches (GF) Assortment of French Patisserie (GF) / Danish Pastries Mini Scones and Jam and Butter Tea and Coffee Add a little sparkle to your occasion with a glass of Prosecco	£17.99	£19.00	01 August 2021	5.61%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Meat - Buffet Steak Pies	£1.30	£1.50	01 August 2021	15.38%

Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Meat - Buffet Scotch Pies	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Meat - Sausage Rolls (GF)	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Meat - Haggis Bon Bons (GF)	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Meat - Sweet and Sour Chicken Rolls	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections	Meat - Mini Cottage Pies	£1.30	£1.50	01 August 2021	15.38%

			per guest.					
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Meat - Chicken Pakoras	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Meat - Chicken and Bacon Pies	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Meat - Garlic Chicken Goujons	£2.20	£2.35	01 August 2021	6.82%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Meat - Sandwiches (GF)	£2.20	£2.35	01 August 2021	6.82%

Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Vegetarian - Vegetarian Spring Roll	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Vegetarian - Vegetarian Samosa	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Vegetarian - Carrot and Coriander Goujons	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Vegetarian - Vegetable Satay	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections	Vegetarian - Mini Margarita Pizza (GF)	£1.30	£1.50	01 August 2021	15.38%

			per guest.					
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Vegetarian - Cherry Tomato and Mushroom Kebabs (GF)	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Vegetarian - Mushroom and Spinach Vol-au-Vents	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Vegetarian - Stuffed Sweet Peppers (GF)	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Vegetarian - Sweet Potato Wedges/Sour Cream Dip (GF)	£1.30	£1.50	01 August 2021	15.38%

Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Vegetarian - Sandwiches (GF)	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Fish - Spicy Tiger Prawns	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Fish - Smoked Salmon Bagel	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Fish - Seafood Dim Sum	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections	Fish - Oriental Crab Cakes	£1.30	£1.50	01 August 2021	15.38%

			per guest.					
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Fish - Japanese Prawn Rolls	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Fish - Thai Ginger and Fish Kebab (GF)	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Fish - Smoked Haddock and Cheddar Vol-au-Vent	£1.30	£1.50	01 August 2021	15.38%
Resources	Catering - Property and Facilities Management	City Chambers	Finger Buffet Selections (minimum order six guests) We suggest four/five selections per guest.	Fish - Mini Battered Fish and Mushy Peas	£2.20	£2.50	01 August 2021	13.64%

Resources	Catering - Property and Facilities Management	City Chambers	Hot Fork Buffet Suggestions (minimum order 10 people) All hot fork buffets are served with vegetables and potatoes where appropriate.	Meat Dish Seasonal	£9.90	£10.50	01 August 2021	6.06%
Resources	Catering - Property and Facilities Management	City Chambers	Hot Fork Buffet Suggestions (minimum order 10 people) All hot fork buffets are served with vegetables and potatoes where appropriate.	Vegetarian Dish Seasonal	£8.90	£9.00	01 August 2021	1.12%
Resources	Catering - Property and Facilities Management	City Chambers	Hot Fork Buffet Suggestions (minimum order 10 people) All hot fork buffets are served with vegetables and potatoes where appropriate.	Fish Dish Seasonal	£9.90	£10.50	01 August 2021	6.06%
Resources	Catering - Property and Facilities Management	City Chambers	Cold Fork Buffet Suggestions (minimum order 10 people)	Local and Seasonal Meat Dish Selection (please contact chef to discuss)	£8.90	£9.00	01 August 2021	1.12%

Resources	Catering - Property and Facilities Management	City Chambers	Cold Fork Buffet Suggestions (minimum order 10 people)	Local and Seasonal Vegetarian Dish Selection (please contact chef to discuss)	£7.90	£8.00	01 August 2021	1.27%
Resources	Catering - Property and Facilities Management	City Chambers	Cold Fork Buffet Suggestions (minimum order 10 people)	Local and Seasonal Fish Dish Selection (please contact chef to discuss)	£8.90	£9.00	01 August 2021	1.12%
Resources	Catering - Property and Facilities Management	City Chambers	Cold Fork Buffet Suggestions (minimum order 10 people)	Local and Seasonal Sides of the Day (please contact chef to discuss)	£3.30	£3.50	01 August 2021	6.06%
Resources	Catering - Property and Facilities Management	City Chambers	Cold Fork Buffet Suggestions (minimum order 10 people)	Desserts - Scottish Cheeseboard with Apple Chutney and Oatcakes (GF) (£1.00 supplement)	£8.50	£9.00	01 August 2021	5.88%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Sparkling, Non-Alcoholic - Bottle of Shloer	£5.50	£6.00	01 August 2021	9.09%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Bottled Beers/Drinks - Cider Bottle (Magners)	£4.85	£4.90	01 August 2021	1.03%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Bottled Beers/Drinks - 80" Bottle	£4.40	£4.50	01 August 2021	2.27%

Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Bottled Beers/Drinks - Peroni	£4.40	£4.50	01 August 2021	2.27%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Bottled Beers/Drinks - Budvar	£4.40	£4.50	01 August 2021	2.27%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Bottled Beers/Drinks - Tiger	£4.40	£4.50	01 August 2021	2.27%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Wines per Glass (250ml) - House White Wine	£4.75	£4.90	01 August 2021	3.16%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Wines per Glass (250ml) - House Red Wine	£4.75	£4.90	01 August 2021	3.16%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Wines per Glass (250ml) - Bottle of House Wine	£15.99	£16.00	01 August 2021	0.06%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Minerals and Soft Drinks - Splits	£2.20	£2.30	01 August 2021	4.55%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Minerals and Soft Drinks - Fruit Juice	£2.20	£2.30	01 August 2021	4.55%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Minerals and Soft Drinks - Can of Coca Cola/Diet	£2.20	£2.30	01 August 2021	4.55%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Minerals and Soft Drinks - Cordials/Dash	£1.10	£1.15	01 August 2021	4.55%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Bar Price List	Minerals and Soft Drinks - Can of Irn Bru/Diet	£2.20	£2.25	01 August 2021	2.27%

Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Wine List (All wines are subject to change)	Sparkling Wine and Champagne - Baron D'Arignac Brut Sparling, France	£24.00	£25.00	01 August 2021	4.17%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Wine List (All wines are subject to change)	Sparkling Wine and Champagne - La Delfina Prosecco, Italy	£22.99	£25.00	01 August 2021	8.74%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Wine List (All wines are subject to change)	Sparkling Wine and Champagne - Samur 1811 Rose Ackerman, France	£25.99	£29.00	01 August 2021	11.58%
Resources	Catering - Property and Facilities Management	City Chambers	City Chambers Wine List (All wines are subject to change)	Sparkling Wine and Champagne - Testulate Champagne Vintage 2010	£34.99	£36.00	01 August 2021	2.89%
Resources	Catering - Property and Facilities Management	City Chambers	Drinks Packages	Silver Package 1 glass of Cava/Red/White /Beer or Soft Drink (pre dinner drinks) 2 glasses of Fairtrade Wine (during dinner) 1 glass of Cava (toast)	£22.00	£24.00	01 August 2021	9.09%

Resources	Catering - Property and Facilities Management	City Chambers	Drinks Packages	Gold Package 2 glass of Prosecco/Red/White/Beer or Soft Drink (pre dinner drinks) 3 glasses of Fairtrade Wine (during dinner) 1 glass of Prosecco (toast)	£27.00	£29.00	01 August 2021	7.41%
H&SC	Care Homes	CEC Clovenstone	per week	£1,112.65	£1,159.68	01 April 2021	4.23%	
H&SC	Care Homes	CEC Fords Road	per week	£1,193.11	£1,244.46	01 April 2021	4.30%	
H&SC	Care Homes	CEC Jewel House	per week	£1,090.64	£1,136.95	01 April 2021	4.25%	
H&SC	Care Homes	CEC Cherryoak	per week	£1,644.11	£1,786.44	01 April 2021	8.66%	
H&SC	Care Homes	CEC Ferrylee	per week	£1,334.59	£1,392.98	01 April 2021	4.38%	
H&SC	Care Homes	CEC Marionville Residential	per week	£1,206.14	£1,250.24	01 April 2021	3.66%	
H&SC	Care Homes	CEC Marionville Nursing	per week	£1,367.89	£1,419.09	01 April 2021	3.74%	
H&SC	Care Homes	CEC Marionville Specialist Dementia	per week	£1,629.74	£1,692.42	01 April 2021	3.85%	
H&SC	Care Homes	CEC Inchview Residential	per week	£1,212.02	£1,253.51	01 April 2021	3.42%	
H&SC	Care Homes	CEC Inchview Nursing	per week	£1,374.72	£1,422.88	01 April 2021	3.50%	
H&SC	Care Homes	CEC Inchview Specialist Dementia	per week	£1,638.11	£1,697.06	01 April 2021	3.60%	
H&SC	Care Homes	CEC Drumbrae Residential	per week	£1,211.25	£1,252.71	01 April 2021	3.42%	
H&SC	Care Homes	CEC Drumbrae Nursing	per week	£1,373.82	£1,421.	01 April 2021	3.50%	

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H&SC	Care Homes	CEC Drumbrae Specialist Dementia		per week	£1,637.00	£1,695.93	01 April 2021	3.60%
H&SC	Care Homes	CEC Royston Residential		per week	£1,230.42	£1,276.25	01 April 2021	3.73%
H&SC	Care Homes	CEC Royston Nursing		per week	£1,396.08	£1,449.28	01 April 2021	3.81%
H&SC	Care Homes	CEC Royston Specialist Dementia		per week	£1,664.25	£1,729.38	01 April 2021	3.91%
H&SC	Care Homes	Four Seasons North Merchiston - Residential		per week	£853.18	£874.58	01 April 2021	2.51%
H&SC	Care Homes	Four Seasons North Merchiston - Nursing		per week	£958.19	£983.03	01 April 2021	2.59%
H&SC	Care Homes	Four Seasons North Merchiston - Specialist Dementia		per week	£1,128.19	£1,158.59	01 April 2021	2.69%
H&SC	Care Homes	Four Seasons Castlegreen - Nursing		per week	£992.23	£1,018.17	01 April 2021	2.61%
H&SC	Care Homes	Four Seasons Castlegreen - Specialist Dementia		per week	£1,169.85	£1,201.61	01 April 2021	2.72%
H&SC	Non HRA	Launderette Charges	Washing machine / dryer (Sheltered)		£1.17	£1.23	01 April 2021	5.00%
H&SC	Non HRA	Launderette Charges	Tumble Dryer (Sheltered)		£0.55	£0.58	01 April 2021	5.00%
H&SC	Non HRA	Guest Rooms - Sheltered Housing	Standard Charge	per night	£11.89	£12.48	01 April 2021	5.00%
H&SC	Non HRA	Guest Rooms - Sheltered Housing	Persons in receipt of state pension	per night	£11.89	£12.48	01 April 2021	5.00%
H&SC	Non HRA	Hire of Community Rooms	Full Day Hire		£27.44	£28.81	01 April 2021	5.00%
H&SC	Non HRA	Hire of Community Rooms	Morning Hire		£10.97	£11.52	01 April 2021	5.00%
H&SC	Non HRA	Hire of Community Rooms	Afternoon Hire		£10.97	£11.52	01 April 2021	5.00%
H&SC	Non HRA	Hire of Community Rooms	Evening Hire		£10.97	£11.52	01 April 2021	5.00%
H&SC	Non HRA	Hire of Community Rooms	Lunchtime Hire		£13.17	£13.83	01 April 2021	5.00%

		Rooms					
Place	Parking Charges - on street parking	George St, St Andrew Square, Charlotte Square, Queen St, Market St, Cockburn St	per Hour	£4.90	£5.30	01 April 2021	8.16%
Place	Parking Charges - on street parking	Stafford St and Melville St area, Morrison St to Shandwick Place, Old Town (including E Market St)	per Hour	£4.30	£4.60	01 April 2021	6.98%
Place	Parking Charges - on street parking	West End (Palmerston Place area), Moray Place, South Side/ Nicholson St, Tollcross/Fountainbridge, Heriot Row	per Hour	£3.70	£3.90	01 April 2021	5.41%
Place	Parking Charges - on street parking	New town – Northumberland St to St Stephen St and Royal Crescent	per Hour	£3.30	£3.50	01 April 2021	6.06%
Place	Parking Charges - on street parking	Bruntsfield, Sciennes, St Leonard's, Dumbiedykes, Stockbridge, Dean	per Hour	£2.80	£2.90	01 April 2021	3.57%
Place	Parking Charges - on street parking	Quality Bus Corridor	per Hour	£2.60	£2.70	01 April 2021	3.85%
Place	Parking Charges - on street parking	South Queensferry	per Hour	£0.70	£0.80	01 April 2021	14.29%
Place	Parking Charges	Extended Controlled Zone	per Hour	£2.40	£2.50	01 April 2021	4.17%
Place	Parking Charges - on street parking	9 hour parking	per Day	£6.00	£6.50	01 April 2021	8.33%
Place	Parking Charges - on street parking	Bus / Coach Parking	per Hour	£5.00	£5.50	01 April 2021	10.00%
Place	Bus Station	Departure Charges	Code A	£2.55	£2.60	01 April 2020	1.96%
Place	Bus Station	Departure Charges	Code B	£6.90	£7.25	01 April 2020	5.07%
Place	Bus Station	Departure Charges	Code C	£13.77	£14.50	01 April 2020	5.30%
Place	Bus Station	Departure Charges	Code F - per removal	£250.00	£265.00	01 April 2020	6.00%
Place	Bus Station	Departure Charges	Additional bus	£48.00	£50.00	01 April 2020	4.17%

			service less than 4hrs prior departure				
Place	Bus Station	Departure Charges	New or altered services (codes A and B) outwith Traffic Commissioner timescales but within 20 days of commencement	£50.00	£55.00	01 April 2020	10.00%
Place	Failure to switch off engine or break speed limit			£50.00	£53.00	01 April 2020	6.00%
Place	Parking / Layover	Codes A, B, C & D	Up to 2hrs 59 mins	£25.00	£26.00	01 April 2020	4.00%
Place	Parking / Layover	Codes A, B, C & D	Up to 3hrs 59 mins	£35.00	£37.00	01 April 2020	5.71%
Place	Parking / Layover	Codes A, B, C & D	Up to 4hrs 59 mins	£45.00	£48.00	01 April 2020	6.67%
Place	Parking / Layover	Codes A, B, C & D	Up to 5hrs 59 mins	£55.00	£59.00	01 April 2020	7.27%
Place	Parking / Layover	Codes A, B, C & D	Up to 6hrs 59 mins	£65.00	£70.00	01 April 2020	7.69%
Place	Parking / Layover	Codes A, B, C & D	Up to 7hrs 59 mins	£75.00	£81.00	01 April 2020	8.00%
Place	Parking / Layover	Codes A, B, C & D	Up to 8hrs 59 mins	£85.00	£92.00	01 April 2020	8.24%
Place	Parking / Layover	Codes A, B, C & D	Up to 9hrs 59 mins	£95.00	£103.00	01 April 2020	8.42%
Place	Parking / Layover	Codes A, B, C & D	Up to 10hrs 59 mins	£105.00	£114.00	01 April 2020	8.57%
Place	Parking / Layover	Codes A, B, C & D	Up to 11hrs 59 mins	£115.00	£125.00	01 April 2020	8.70%
Place	Parking / Layover	Codes A, B, C & D	Each hour over 12hrs	£10.00	£11.00	01 April 2020	10.00%
Place	Parking / Layover	Code A-B	30-59 minutes	£1.90	£1.95	01 April 2020	2.63%
Place	Parking / Layover	Code A-B	Up to 1hr 59 mins	£3.30	£3.35	01 April 2020	1.52%
Place	Parking / Layover	Code C-D	11-30 minutes	£8.50	£9.00	01 April 2020	5.88%
Place	Parking / Layover	Code C-D	30-59 minutes	£8.50	£9.00	01 April 2020	5.88%
Place	Parking / Layover	Code C-D	Up to 1hr 59 mins	£17.50	£18.00	01 April 2020	2.86%
Place	Parking / Layover	Fuel/oil spillages	per incident	£120.00	£125.00	01 April 2020	4.17%
Place	Road Services	Temporary traffic regulations order - < 5 days	per permit	£498.00	£520.00	01 April 2021	4.42%

Place	Road Services	Temporary traffic regulations order - > 5 days	per permit	£670.00	£700.00	01 April 2021	4.48%
Place	Transport	Traffic Signals Switch off/on	Mon - Fri - 0700-1730	£115.00	£120.00	01 April 2021	4.35%
Place	Transport	Traffic Signals Switch off/on	Mon - Fri - 1900-2000	£230.00	£240.00	01 April 2021	4.35%
Place	Transport	Traffic Signals Switch off/on	Sat-Sun - 0700-1900	£115.00	£120.00	01 April 2021	4.35%
Place	Transport	Traffic Signals Switch off/on	Public Holidays	£230.00	£240.00	01 April 2021	4.35%
Place	Transport	Traffic Signals Switch off/on	Emergency (24hrs a day)	£345.00	£360.00	01 April 2021	4.35%
Place	Transport	Traffic Signals Switch off/on	Additional hour price for delayed switch off/on	£115.00	£120.00	01 April 2021	4.35%
Place	Road Occupation Permits	Access Tower	Initial permit for first day	£73.00	£76.00	01 April 2021	4.11%
Place	Road Occupation Permits	Access Tower	Per additional day applied for	£18.00	£19.00	01 April 2021	5.56%
Place	Road Occupation Permits	Bus Shelter	Initial permit for up to 28 days	£163.00	£170.00	01 April 2021	4.29%
Place	Road Occupation Permits	Bus Shelter	Per additional period up to 28 days	£65.00	£68.00	01 April 2021	4.62%
Place	Road Occupation Permits	Cabin	Initial permit for up to 1 month	£163.00	£170.00	01 April 2021	4.29%
Place	Road Occupation Permits	Cabin	Per additional month applied for	£65.00	£68.00	01 April 2021	4.62%
Place	Road Occupation Permits	Container	Initial permit for up to 1 month	£163.00	£170.00	01 April 2021	4.29%
Place	Road Occupation Permits	Container	Per additional month applied for	£65.00	£68.00	01 April 2021	4.62%
Place	Road Occupation Permits	Crane	Initial permit for first day	£73.00	£76.00	01 April 2021	4.11%
Place	Road Occupation Permits	Crane	Per additional day applied for	£39.00	£42.00	01 April 2021	7.69%
Place	Road Occupation Permits	Crane - for erecting a	Initial permit for first	£107.00	£114.00	01 April 2021	6.54%

		Crane Tower	day				
Place	Road Occupation Permits	Crane - for erecting a Crane Tower	Per additional day applied for	£39.00	£42.00	01 April 2021	7.69%
Place	Road Occupation Permits	Excavation	per location	£270.00	£284.00	01 April 2021	5.19%
Place	Road Occupation Permits	Footway Crossing	per location	£121.00	£128.00	01 April 2021	5.79%
Place	Road Occupation Permits	Hoarding	Initial permit for up to 28 days	£246.00	£260.00	01 April 2021	5.69%
Place	Road Occupation Permits	Hoarding	Per additional period up to 28 days applied for	£130.00	£136.00	01 April 2021	4.62%
Place	Road Occupation Permits	Hoist	Initial permit for first day	£73.00	£76.00	01 April 2021	4.11%
Place	Road Occupation Permits	Hoist	Per additional day applied for	£18.00	£19.00	01 April 2021	5.56%
Place	Road Occupation Permits	Materials	Initial permit for up to 28 days	£163.00	£170.00	01 April 2021	4.29%
Place	Road Occupation Permits	Materials	Per additional period up to 28 days applied for	£73.00	£76.00	01 April 2021	4.11%
Place	Road Occupation Permits	Site Hut	Initial permit for up to 28 days	£163.00	£170.00	01 April 2021	4.29%
Place	Road Occupation Permits	Site Hut	Per additional period up to 28 days applied for	£73.00	£76.00	01 April 2021	4.11%
Place	Road Occupation Permits	Skip	Initial permit for up to one week	£30.00	£32.00	01 April 2021	6.67%
Place	Road Occupation Permits	Skip	Per additional week applied for	£24.00	£26.00	01 April 2021	8.33%
Place	Road Compliance (RCC)	Site or Desktop Meeting Charge	per meeting	£141.00	£150.00	01 April 2021	6.38%
Place	Road Occupation - Scaffolding	Site or Desktop Meeting Charge	per meeting	£141.00	£150.00	01 April 2021	6.38%
Place	Road Occupation - Scaffolding	Initial permit for up to 1 - 28 days	per permit	£154.00	£162.00	01 April 2021	5.19%
Place	Road Occupation - Scaffolding	Per additional 1 - 28 days applied for	per month	£87.00	£92.00	01 April 2021	5.75%

Place	Installation of ducts, pipes and cables in roads and/or pavements (Section 109)	by applicants other than public utilities (e.g. developers or their contractors)		per permit	£313.00	£330.00	01 April 2021	5.43%
Place	Access Protection Markings	New Marking		per marking	£125.00	£135.00	01 April 2021	8.00%
Place	Access Protection Markings	Repainted Marking		per marking	£84.00	£88.00	01 April 2021	4.76%
Place	Use of Street Lighting Columns	Housing Development Signs (temporary directional signs to new housing developments)		per development	£625.00	£660.00	01 April 2021	5.60%
Place	Parks	Film Charges	Filming over four hours or cast / crew of six or more	per hour - from	£140.00	£147.00	01 April 2021	5.00%
Place	Parks	Film Charges	Filming up to four hours or cast / crew of five or less	fee from	£56.00	£59.00	01 April 2021	5.36%
Place	Parks	Film Charges	Student filming and photography over four hours or over 5 crew	fee from	£56.00	£59.00	01 April 2021	5.36%
Place	Parks	Film Charges	Wedding Photography all Parks (Dependent on Numbers and Vehicles) per day - plus £25 per hour for out of hours access	per day - from	£85.00	£90.00	01 April 2021	5.88%
Place	Parks	Film Charges	Filming supervision provision	per hour per person		£60.00	01 April 2021	n/a
Place	Parks	Filming Charges	Drone filming permission in addition to a Public Safety Fee	per hour		£150.00	01 April 2021	n/a

Place	Parks	Film Charges	Filming in City Centre Cemeteries (Greyfriars Kirkyard, Calton Old and New Cemeteries and St Cuthbert's Churchyard)	Per hour - fee from	£260.00	£275.00	01 April 2021	5.77%
Place	Parks	Film Charges	Filming in Cemeteries outside the City Centre	Per hour - fee from	£130.00	£137.00	01 April 2021	5.38%
Place	Parks	Event Charges	Princes Street Gardens - Small Event	per day - from	£950.00	£1,000.00	01 April 2021	5.26%
Place	Parks	Event Charges	Princes Street Gardens - Small Event	per half day - from	£475.00	£498.00	01 April 2021	4.84%
Place	Parks	Event Charges	Princes Street Gardens - Standard Event	per day - from	£1,680.00	£1,770.00	01 April 2021	5.36%
Place	Parks	Event Charges	Princes Street Gardens - Standard Event	per half day - from	£840.00	£882.00	01 April 2021	5.00%
Place	Parks	Event Charges	Princes Street Gardens - Large Events	per day - from	£2,680.00	£2,820.00	01 April 2021	5.22%
Place	Parks	Event Charges	Princes Street Gardens - Large Events	per half day - from	£1,340.00	£1,407.00	01 April 2021	5.00%
Place	Parks	Event Charges	Events within the Ross Bandstand - vehicle access through the Gardens	per vehicle	£56.00	£59.00	01 April 2021	5.36%
Place	Parks	Event Charges	The Meadows and Bruntsfield Links - large event	per day - from	£790.00	£830.00	01 April 2021	5.06%

Place	Parks	Event Charges	The Meadows and Bruntsfield Links - small event	per day - from	£470.00	£494.00	01 April 2021	5.11%
Place	Parks	Event Charges	Calton Hill	per day - from	£460.00	£483.00	01 April 2021	5.00%
Place	Parks	Event Charges	Leith Links	per day - from	£420.00	£441.00	01 April 2021	5.00%
Place	Parks	Event Charges	Inverleith Park	per day - from	£550.00	£580.00	01 April 2021	5.45%
Place	Parks	Event Charges	Saughton Park - small event	per half day - from	£235.00	£248.00	01 April 2021	5.53%
Place	Parks	Event Charges	Saughton Park - small event	per day - from	£470.00	£495.00	01 April 2021	5.32%
Place	Parks	Event Charges	Saughton Park - large event	per half day - from	£395.00	£415.00	01 April 2021	5.06%
Place	Parks	Event Charges	Saughton Park - large event	per day - from	£790.00	£830.00	01 April 2021	5.06%
Place	Parks	Event Charges	Saughton Park - wedding ceremony without marquee	per day - from	£170.00	£180.00	01 April 2021	5.88%
Place	Parks	Event Charges	Saughton Park - wedding ceremony with marquee	per day - from	£470.00	£495.00	01 April 2021	5.32%
Place	Parks	Event Charges	Other city parks	per half day - from	£185.00	£195.00	01 April 2021	5.41%
Place	Parks	Event Charges	Other city parks	per day - from	£370.00	£390.00	01 April 2021	5.41%
Place	Parks	Event Charges	Wedding ceremonies in other parks - no marquees - dependent on size - per day	per day - from	£170.00	£179.00	01 April 2021	5.29%
Place	Parks	Event Charges	Lauriston Castle Grounds - small event	per half day - from	£235.00	£245.00	01 April 2021	4.26%
Place	Parks	Event Charges	Lauriston Castle Grounds - small event	per day - from	£470.00	£495.00	01 April 2021	5.32%
Place	Parks	Event Charges	Lauriston Castle Grounds - large event	per half day - from	£395.00	£415.00	01 April 2021	5.06%

Place	Parks	Event Charges	Lauriston Castle Grounds - large event	per day - from	£790.00	£830.00	01 April 2021	5.06%
Place	Parks	Event Charges	Wedding Ceremonies at Lauriston Castle Grounds - with Marquee	Full Day	£940.00	£990.00	01 April 2021	5.32%
Place	Parks	Event Charges	Wedding Ceremonies at Lauriston Castle Grounds - without Marquee	Full Day	£470.00	£495.00	01 April 2021	5.32%
Place	Parks	Event Charges	Calton Hill vehicle access fee from	per application	£105.00	£111.00	01 April 2021	5.71%
Place	Parks	Event Charges	Calton Hill additional out of hours access fee (minimum 1 hour)	per hour	£56.00	£60.00	01 April 2021	7.14%
Place	Parks	Event Charges	Calton Hill	per half day - from	£230.00	£242.00	01 April 2021	5.22%
Place	Parks	Event Charges	Inverleith Park	per half day - from	£275.00	£290.00	01 April 2021	5.45%
Place	Parks	Event Charges	Sighthill Park	per day - from		£441.00	01 April 2021	n/a
Place	Parks	Event Charges	Sighthill Park	per half day - from		£221.00	01 April 2021	n/a
Place	Parks	Event Charges	Leith Links	per half day - from	£210.00	£221.00	01 April 2021	5.24%
Place	Parks	Event charges	The Meadows and Bruntsfield Links - large event	per half day - from	£395.00	£415.00	01 April 2021	5.06%
Place	Parks	Event charges	The Meadows and Bruntsfield Links - small event	per half day - from	£235.00	£247.00	01 April 2021	5.11%
Place	Parks	Event Charges	Estates team lease preparation	per application - from		£80.00	01 April 2021	n/a
Place	Parks	Event Charges	Event supervision provision	per hour per person		£60.00	01 April 2021	n/a

Place	Parks	Room Hire Charges - Saughton Park	McHattie Room - Mon - Fri 08.30 - 17.00	per hour	£20.00	£21.00	01 April 2021	5.00%
Place	Parks	Room Hire Charges - Saughton Park	McHattie Room - Mon - Fri 08.30 - 17.00	4 hours	£70.00	£74.00	01 April 2021	5.71%
Place	Parks	Room Hire Charges - Saughton Park	McHattie Room - Mon - Fri 08.30 - 17.00	full day	£170.00	£179.00	01 April 2021	5.29%
Place	Parks	Room Hire Charges - Saughton Park	McHattie Room - Mon - Fri 17.00 - 22.00	per hour	£26.00	£28.00	01 April 2021	7.69%
Place	Parks	Room Hire Charges - Saughton Park	McHattie Room - Mon - Fri 17.00 - 22.00	4 hours	£103.00	£108.00	01 April 2021	4.85%
Place	Parks	Room Hire Charges - Saughton Park	McHattie Room - Sat / Sun 08.30 - 17.00	per hour	£34.00	£36.00	01 April 2021	5.88%
Place	Parks	Room Hire Charges - Saughton Park	McHattie Room - Sat / Sun 08.30 - 17.00	4 hours	£137.00	£144.00	01 April 2021	5.11%
Place	Parks	Room Hire Charges - Saughton Park	McHattie Room - Sat / Sun 08.30 - 17.00	full day	£247.00	£260.00	01 April 2021	5.26%
Place	Parks	Room Hire Charges - Saughton Park	Conservatory - Mon - Fri 08.30 - 17.00	per hour	£10.00	£11.00	01 April 2021	10.00%
Place	Parks	Room Hire Charges - Saughton Park	Conservatory - Mon - Fri 08.30 - 17.00	4 hours	£35.00	£37.00	01 April 2021	5.71%
Place	Parks	Room Hire Charges - Saughton Park	Conservatory - Mon - Fri 08.30 - 17.00	full day	£75.00	£79.00	01 April 2021	5.33%
Place	Parks	Room Hire Charges - Saughton Park	Conservatory - Mon - Fri 17.00 - 22.00	per hour	£26.00	£28.00	01 April 2021	7.69%
Place	Parks	Room Hire Charges - Saughton Park	Conservatory - Mon - Fri 17.00 - 22.00	4 hours	£70.00	£74.00	01 April 2021	5.71%
Place	Parks	Room Hire Charges - Saughton Park	Conservatory - Sat / Sun 08.30 - 17.00	per hour	£20.00	£21.00	01 April 2021	5.00%
Place	Parks	Room Hire Charges - Saughton Park	Conservatory - Sat / Sun 08.30 - 17.00	4 hours	£70.00	£74.00	01 April 2021	5.71%

Place	Parks	Room Hire Charges - Saughton Park	Conservatory - Sat / Sun 08.30 - 17.00	Full day	£150.00	£152.00	01 April 2021	1.33%
Place	Parks	Park Ranger overtime	Attendance out-with working hours	per hour	£56.00	£60.00	01 April 2021	7.14%
Place	Allotment Rentals	Full Plot		per Year	£125.00	£132.00	01 April 2021	5.60%
Place	Allotment Rentals	Half Plot		per Year	£63.00	£66.00	01 April 2021	4.76%
Place	Allotment Rentals	Elderly, Students and Unemployed - Full Plot		per Year	£63.00	£66.00	01 April 2021	4.76%
Place	Allotment Rentals	Elderly, Students and Unemployed - Half Plot		per Year	£32.00	£33.00	01 April 2021	3.13%
Place	Garden Aid	Grass cutting up to 50 m2		per Year	£75.00	£98.00	01 April 2021	30.67%
Place	Garden Aid	Grass cutting 51 to 100 m2		per Year	£100.00	£130.00	01 April 2021	30.00%
Place	Garden Aid	Grass cutting 101 - 150 m2		per Year	£125.00	£138.00	01 April 2021	10.40%
Place	Garden Aid	Grass cutting 151 - 200 m2		per Year	£140.00	£154.00	01 April 2021	10.00%
Place	Garden Aid	Grass cutting 201 - 300 m2		per Year	£150.00	£158.00	01 April 2021	5.33%
Place	Garden Aid	Grass cutting 301 - 400 m2		per Year	£160.00	£168.00	01 April 2021	5.00%
Place	Garden Aid	Grass cutting 401 - 500 m2		per Year	£175.00	£217.00	01 April 2021	24.00%
Place	Garden Aid	Grass cutting 501 - 600 m2		per Year		£225.00	01 April 2021	n/a
Place	Garden Aid	Grass cutting 701 - 601 m2		per Year		£231.00	01 April 2021	n/a
Place	Garden Aid	Grass cutting 701 - 800 m2		per Year		£238.00	01 April 2021	n/a
Place	Garden Aid	Grass cutting 801 - 900 m2		per Year		£244.00	01 April 2021	n/a
Place	Garden Aid	Grass cutting 901 - 1000 m2		per Year		£250.00	01 April 2021	n/a
Place	Garden Aid	Hedge trimming up to 50 m2 (max 1.8m high)		per Year	£55.00	£58.00	01 April 2021	5.45%
Place	Garden Aid	Hedge trimming 51 - 100 m2 (max 1.8m high)		per Year	£70.00	£74.00	01 April 2021	5.71%

Place	Garden Aid	Hedge trimming 101 - 150 m2 (max 1.8m high)		per Year	£80.00	£84.00	01 April 2021	5.00%
Place	Garden Aid	Hedge trimming 151 - 200 m2 (max 1.8m high)		per Year	£80.00	£104.00	01 April 2021	30.00%
Place	Garden Aid	Hedge trimming 201 - 300 m2 (max 1.8m high)		per Year	£90.00	£117.00	01 April 2021	30.00%
Place	Garden Aid	Hedge trimming 301 - 400 m2 (max 1.8m high)		per Year	£100.00	£130.00	01 April 2021	30.00%
Place	Garden Aid	Hedge trimming 401 - 500m2 (max 1.8m high)		per Year		£143.00	01 April 2021	n/a
Place	Pest Control Charges	Wasps	Standard one level house, Rhone height or attic - No complication treatment	1 Visit	£48.12	£50.50	01 April 2021	4.94%
Place	Pest Control Charges	Wasps	Standard one level house, Rhone height or attic - No complication treatment	2nd nest on site	£24.50	£25.70	01 April 2021	4.91%
Place	Pest Control Charges	Wasps	Difficult access or time consuming nest treatments	1 Visit	£84.87	£89.10	01 April 2021	4.98%
Place	Pest Control Charges	Wasps	High ladder nest treatment charge (2 person visit)	1 Visit	£113.75	£119.40	01 April 2021	4.97%
Place	Pest Control Charges	Rats and Mice	Poison laid with advice	3 Programmed visits	£100.62	£105.60	01 April 2021	4.95%
Place	Pest Control Charges	Rats and Mice	Advice or poison being left in situ	Singular after 3 visits	£32.37	£34.00	01 April 2021	5.03%
Place	Pest Control Charges	Fleas	Floor spray with advice	1 Visit	£92.75	£97.40	01 April 2021	5.02%
Place	Pest Control Charges	Fleas	Soft furnishing treatment, at time of floor spraying	1 Visit	£34.13	£35.80	01 April 2021	4.91%
Place	Pest Control Charges	Bed Bugs	Survey prior, 1st visit full treatment 2nd visit floor	2 Visits	£135.63	£142.40	01 April 2021	4.99%

			treatment.					
Place	Pest Control Charges	Hide Beetles, Woodlice, Silverfish	Floor spray with advice. Dust at some locations.	1 Visit	£85.75	£90.00	01 April 2021	4.95%
Place	Pest Control Charges	Ants (Internal)	Internal spray only, include door entries	1 Visit	£49.00	£51.40	01 April 2021	4.89%
Place	Pest Control Charges	Ants (External)	External get treatment & dust vents	2 Visits	£73.50	£77.20	01 April 2021	5.03%
Place	Pest Control Charges	Cockroaches	Floor/Furnishing & service ducts, spray & dust. Behind white goods.	1 Visit	£135.63	£142.40	01 April 2021	4.99%
Place	Pest Control Charges	Cockroaches	Gel Treatments	2 Visits	£113.75	£119.40	01 April 2021	4.97%
Place	Pest Control Charges	Squirrels	Internal trapping only	5 Days	£169.75	£178.20	01 April 2021	4.98%
Place	Pest Control Charges	Moths, Carpet Beetles	Survey prior, 1st visit full treatment 2nd visit floor treatment.	2 Visits	£135.63	£142.40	01 April 2021	4.99%
Place	Pest Control Charges	Pest Control Survey - Advice Only	All pest control Issues, Insect & Rodents	1 Visit	£31.50	£33.00	01 April 2021	4.76%
Place	Pest Control Charges	Moles - Trapping			£166.25	£174.50	01 April 2021	4.96%
Place	Burial Charges	Burial Ground Fees	Purchase of Exclusive Right of Burial (incl certificate of Right of Burial)		£1,415.56	£1,470.00	01 April 2021	3.85%
Place	Burial Charges	Burial Ground Fees	Duplicate Certificate of Right of Burial		£92.66	£96.30	01 April 2021	3.93%
Place	Burial Charges	Burial Ground Fees	Transfer of Certificate of Right of Burial		£92.66	£96.30	01 April 2021	3.93%
Place	Burial Charges	Burial Ground Fees	Adult Interment		£1,235.40	£1,284.00	01 April 2021	3.93%
Place	Burial Charges	Burial Ground Fees	Adult Interment - Saturday		£1,555.00	£1,616.00	01 April 2021	3.92%

			Saturday			00		
Place	Burial Charges	Burial Ground Fees	Adult Interment - Sunday	Sunday / Public Holiday	£1,770.00	£1,799.00	01 April 2021	1.64%
Place	Burial Charges	Burial Ground Fees	Purchase of exclusive Right of Woodland Burial (including certificate)		£1,503.07	£1,562.00	01 April 2021	3.92%
Place	Burial Charges	Burial Ground Fees	Double Adult Interment	Monday to Friday	£1,863.40	£1,936.00	01 April 2021	3.90%
Place	Burial Charges	Burial Ground Fees	Double Adult Internment - Saturday	Saturday	£2,110.48	£2,193.00	01 April 2021	3.91%
Place	Burial Charges	Burial Ground Fees	Double Adult Internment - Sunday	Sunday	£2,439.92	£2,480.00	01 April 2021	1.64%
Place	Burial Charges	Burial Ground Fees	Test dig a grave for depth		£396.36	£412.00	01 April 2021	3.95%
Place	Burial Charges	Burial Ground Fees	Board for grave		£171.26	£178.00	01 April 2021	3.94%
Place	Burial Charges	Burial Ground Fees	Exhumation including Screening		£3,973.87	£4,170.00	01 April 2021	4.94%
Place	Burial Charges	Cremated Remains Charges	Purchase of Exclusive Right of Burial (incl certificate)		£833.90	£866.00	01 April 2021	3.85%
Place	Burial Charges	Cremated Remains Charges	Adult Interment		£262.52	£273.00	01 April 2021	3.99%
Place	Burial Charges	Cremated Remains Charges	Adult Interment - Saturday	Saturday	£375.77	£390.00	01 April 2021	3.79%
Place	Burial Charges	Cremated Remains Charges	Adult Interment - Sunday	Sunday / Public Holiday	£427.24	£434.00	01 April 2021	1.58%
Place	Burial Charges	Cremated Remains Charges	Double Adult Internment	Monday to Friday	£396.36	£412.00	01 April 2021	3.95%
Place	Burial Charges	Cremated Remains Charges	Double Adult Internment - Saturday	Saturday	£471.51	£490.00	01 April 2021	3.92%
Place	Burial Charges	Cremated Remains	Double Adult	Sunday	£561.08	£570.00	01 April 2021	1.59%

		Charges	Internment - Sunday				
Place	Burial Charges	Cremated Remains Charges	Exhumation	£533.28	£554.00	01 April 2021	3.89%
Place	Burial Charges	Monuments and Memorials	Burials - Provision of concrete foundation	£362.38	£376.00	01 April 2021	3.76%
Place	Burial Charges	Monuments and Memorials	Burials - Preparation where memorials require no foundation	£97.29	£101.00	01 April 2021	3.82%
Place	Burial Charges	Monuments and Memorials	Erecting a standard headstone	£129.72	£135.00	01 April 2021	4.07%
Place	Burial Charges	Monuments and Memorials	Rose Garden - Memorial Plaque for Babies	£59.71	£62.00	01 April 2021	3.83%
Place	Burial Charges	Monuments and Memorials	Refix Dowels	£135.12	£140.00	01 April 2021	3.61%
Place	Burial Charges	Monuments and Memorials	Refix Dowels and new foundation	£205.39	£213.00	01 April 2021	3.71%
Place	Cremation Charges	Mortonhall Crematorium	Adult Cremation	£806.10	£834.00	01 April 2021	3.46%
Place	Cremation Charges	Mortonhall Crematorium	Adult Cremation - No Service - Chapel	£516.81	£517.00	01 April 2021	0.04%
Place	Cremation Charges	Mortonhall Crematorium	Adult Cremation - No Service - Courtyard	£363.41	£364.00	01 April 2021	0.16%
Place	Cremation Charges	Mortonhall Crematorium	Adult Cremation Saturday	£959.00	£988.00	01 April 2021	3.02%
Place	Cremation Charges	Mortonhall Crematorium	Adult Cremation Sunday	£1,072.74	£1,090. 00	01 April 2021	1.61%
Place	Cremation Charges	Mortonhall Crematorium	Burial of cremated remains within the Garden of Remembrance with family in attendance	Monday to Friday £230.61	£238.00	01 April 2021	3.21%

Place	Cremation Charges	Mortonhall Crematorium	Burial of cremated remains within the Garden of Remembrance with family in attendance	Double	£345.91	£358.00	01 April 2021	3.49%
Place	Cremation Charges	Mortonhall Crematorium	Burial of cremated remains within the Garden of Remembrance with family in attendance	Saturday	£269.73	£279.00	01 April 2021	3.44%
Place	Cremation Charges	Mortonhall Crematorium	Burial of cremated remains within the Garden of Remembrance specific area - no attendance		£77.21	£80.00	01 April 2021	3.61%
Place	Cremation Charges	Mortonhall Crematorium	Council Civil Celebrant		£91.63	£96.00	01 April 2021	4.77%
Place	Cremation Charges	Mortonhall Crematorium	Organist hire per service including organ repair levy		£47.36	£49.00	01 April 2021	3.47%
Place	Cremation Charges	Mortonhall Crematorium	Webcast of service plus 28 day playback		£61.56	£63.72	01 April 2021	3.50%
Place	Cremation Charges	Mortonhall Crematorium	Photo tribute - single		£13.18	£13.64	01 April 2021	3.50%
Place	Cremation Charges	Mortonhall Crematorium	Photo tribute - up to 25		£39.58	£40.97	01 April 2021	3.50%
Place	Cremation Charges	Mortonhall Crematorium	Photo tribute - up to 25 with music		£65.94	£68.25	01 April 2021	3.50%
Place	Cremation Charges	Mortonhall Crematorium	Webcast of service (plus VAT)		£48.39	£50.08	01 April 2021	3.50%
Place	Cremation Charges	Mortonhall Crematorium	DVD of service (each) (plus VAT)		£45.71	£47.31	01 April 2021	3.50%
Place	Cremation Charges	Mortonhall Crematorium	Family supplied video checking		£18.99	£19.60	01 April 2021	3.19%

Place	Cremation Charges	Book of Remembrance	2 line entry		£78.07	£80.80	01 April 2021	3.50%
Place	Cremation Charges	Book of Remembrance	5 line entry		£118.39	£122.55	01 April 2021	3.51%
Place	Cremation Charges	Book of Remembrance	8 line entry		£158.72	£164.25	01 April 2021	3.49%
Place	Cremation Charges	Book of Remembrance	Badges/ Motifs		£82.36	£85.25	01 April 2021	3.51%
Place	Cremation Charges	Remembrance Cards	maximum 8 lines Card		£35.18	£36.40	01 April 2021	3.47%
Place	Cremation Charges	Miniature Book of Remembrance	maximum 8 lines miniature book		£97.80	£101.25	01 April 2021	3.52%
Place	Cremation Charges	Baby Book of Remembrance	5 line entry Baby Book		£31.74	£32.85	01 April 2021	3.50%
Place	Cremation Charges	Memorial Walkway Plaque	Memorial plaque with lettering	5 Year Lease	£308.85	£320.00	01 April 2021	3.61%
Place	Cremation Charges	Memorial Walkway Plaque	Memorial plaque with lettering	10 Year Lease	£463.28	£479.00	01 April 2021	3.39%
Place	Cremation Charges	Memorial Walkway Plaque	Renewal of Plaque lease		£216.20	£224.00	01 April 2021	3.61%
Place	Cremation Charges	Columbarium	Columbarium with lettering	5 Year Lease	£411.80	£426.00	01 April 2021	3.45%
Place	Cremation Charges	Columbarium	Columbarium with lettering	10 Year Lease	£617.70	£639.00	01 April 2021	3.45%
Place	Cremation Charges	Columbarium	Renewal of Columbarium lease		£288.26	£298.00	01 April 2021	3.38%
Place	Cremation Charges	Niche Wall	Niche Wall with lettering	5 Year Lease	£463.28	£479.00	01 April 2021	3.39%
Place	Cremation Charges	Niche Wall	Niche Wall with lettering	10 Year Lease	£694.91	£719.00	01 April 2021	3.47%
Place	Cremation Charges	Niche Wall	Renewal of Niche Wall lease		£324.29	£336.00	01 April 2021	3.61%
Place	Cremation Charges	Standard Rose	Standard Rose with lettering	5 Year Lease	£643.44	£666.00	01 April 2021	3.51%
Place	Cremation Charges	Standard Rose	Standard Rose with lettering	10 Year Lease	£900.81	£932.00	01 April 2021	3.46%
Place	Cremation Charges	Standard Rose	Standard Rose with lettering	20 Year Lease	£1,132.45	£1,172. 00	01 April 2021	3.49%
Place	Cremation Charges	Standard Rose	Standard Rose with lettering	Renewal of plaque lease	£308.85	£320.00	01 April 2021	3.61%

Place	Cremation Charges	Woodland Walkway	Woodland Walkway with lettering	5 Year Lease	£603.34	£625.00	01 April 2021	3.59%
Place	Cremation Charges	Woodland Walkway	Woodland Walkway with lettering	10 Year Lease	£996.61	£1,031.00	01 April 2021	3.45%
Place	Cremation Charges	Woodland Walkway	Woodland Walkway with lettering	20 Year Lease	£1,441.30	£1,492.00	01 April 2021	3.52%
Place	Cremation Charges	Woodland Walkway	Woodland Walkway with lettering	Renewal of plaque lease	£478.72	£495.00	01 April 2021	3.40%
Place	Cremation Charges	Woodland Walkway	New plaque with inscription		£236.79	£245.00	01 April 2021	3.47%
Place	Cremation Charges	Tree Memorial	Tree Memorial with lettering	5 Year Lease	£188.74	£195.00	01 April 2021	3.32%
Place	Cremation Charges	Tree Memorial	Tree Memorial with lettering	10 Year Lease	£283.11	£293.00	01 April 2021	3.49%
Place	Cremation Charges	Shared Granite Bench	Shared Granite Bench with lettering	5 Year Lease	£171.59	£178.00	01 April 2021	3.74%
Place	Cremation Charges	Shared Granite Bench	Shared Granite Bench with lettering	10 Year Lease	£257.38	£266.00	01 April 2021	3.35%
Place	Cremation Charges	Geneology Search	Geneology Search	Hourly Rate	£20.44	£21.50	01 April 2021	5.21%
Place	Mortuary	Defence Post Mortems			£609.00	£630.00	01 April 2021	3.45%
Place	Trade Waste Charges	Charge for providing second and subsequent garden waste bins			£37.00	£0.00	01 April 2021	-100.00%
Place	Trade Waste Charges	Charge for delivering bins to new developments		Per hour	£34.00	£36.00	01 April 2021	5.88%
Place	Trade Waste Charges	Larger capacity recycling bin - Delivery and Handling			£20.00	£0.00	01 April 2021	-100.00%
Place	Special Uplifts	Domestic Garden Waste		up to 28 bags	£37.00	£39.00	01 April 2021	5.41%
Place	Special Uplifts	Domestic rubble/building materials		up to 15 bags	£37.00	£39.00	01 April 2021	5.41%
Place	Garden Waste	Garden Waste - domestic collections			£25.00	£35.00	01 October 2021	40.00%
Place	HRA	Social Bedsit (house or flat)	Annual Rent Charge	per year	£4,112.22	£4,194.47	01 April 2021	2.00%
Place	HRA	1 bed flat- Social	Annual Rent Charge	per year	£4,582.89	£4,674.55	01 April 2021	2.00%

Place	HRA	1 bed house- Social	Annual Rent Charge	per year	£4,816.70	£4,913.03	01 April 2021	2.00%
Place	HRA	2 bed flat- Social	Annual Rent Charge	per year	£5,327.09	£5,433.64	01 April 2021	2.00%
Place	HRA	2 bed house- Social	Annual Rent Charge	per year	£5,561.92	£5,673.16	01 April 2021	2.00%
Place	HRA	3 bed flat- Social	Annual Rent Charge	per year	£6,071.81	£6,193.24	01 April 2021	2.00%
Place	HRA	3 bed house- Social	Annual Rent Charge	per year	£6,306.12	£6,432.24	01 April 2021	2.00%
Place	HRA	4+bed flat- Social	Annual Rent Charge	per year	£6,463.01	£6,592.27	01 April 2021	2.00%
Place	HRA	4 bed house- Social	Annual Rent Charge	per year	£6,697.84	£6,831.79	01 April 2021	2.00%
Place	HRA	1 bedroom flat Gracemount- MMR	Annual Rent Charge	per year	£6,208.31	£6,332.48	01 April 2021	2.00%
Place	HRA	1 bedroom flat Greendykes- MMR	Annual Rent Charge	per year	£5,873.72	£5,991.20	01 April 2021	2.00%
Place	HRA	1 bedroom flat Pennywell- MMR	Annual Rent Charge	per year	£6,008.79	£6,128.97	01 April 2021	2.00%
Place	HRA	2 bedroom flat Cakemuir- MMR	Annual Rent Charge	per year	£7,867.88	£8,025.24	01 April 2021	2.00%
Place	HRA	2 bedroom flat Gracemount- MMR	Annual Rent Charge	per year	£7,735.31	£7,890.02	01 April 2021	2.00%
Place	HRA	2 bedroom flat Greendykes- MMR	Annual Rent Charge	per year	£7,119.62	£7,262.02	01 April 2021	2.00%
Place	HRA	2 bedroom flat Pennywell- MMR	Annual Rent Charge	per year	£7,254.21	£7,399.29	01 April 2021	2.00%
Place	HRA	3 bedroom flat Cakemuir- MMR	Annual Rent Charge	per year	£8,583.77	£8,755.45	01 April 2021	2.00%
Place	HRA	3 bedroom flat Greendykes- MMR	Annual Rent Charge	per year	£9,493.52	£9,683.39	01 April 2021	2.00%
Place	HRA	3 bedroom house Cakemuir- MMR	Annual Rent Charge	per year	£8,815.50	£8,991.81	01 April 2021	2.00%
Place	HRA	3 bedroom house Greendykes- MMR	Annual Rent Charge	per year	£9,715.91	£9,910.23	01 April 2021	2.00%
Place	Non HRA	Travelling People's Site	per fortnight (prev wkly)	per fortnight	£189.43	£193.21	01 April 2021	2.00%

Place	Garage Rents	West		per year	£560.00	£588.00	01 April 2021	5.00%
Place	Garage Rents	South West - Charge 1		per year	£560.00	£588.00	01 April 2021	5.00%
Place	Garage Rents	South West - Charge 2		per year	£617.00	£647.85	01 April 2021	5.00%
Place	Garage Rents	City Centre		per year	£774.00	£812.70	01 April 2021	5.00%
Place	Garage Rents	North - Charge 1		per year	£560.00	£588.00	01 April 2021	5.00%
Place	Garage Rents	North - Charge 2		per year	£776.00	£814.80	01 April 2021	5.00%
Place	Garage Rents	East - Charge 1		per year	£560.00	£588.00	01 April 2021	5.00%
Place	Garage Rents	East - Charge 2		per year	£776.00	£814.80	01 April 2021	5.00%
Place	Garage Rents	South - Charge 1		per year	£617.00	£647.85	01 April 2021	5.00%
Place	Garage Rents	South - Charge 2		per year	£698.00	£732.90	01 April 2021	5.00%
Place	Garage Rents	South - Charge 3		per year	£776.00	£814.80	01 April 2021	5.00%
Place	Garage Rents	South - Charge 4		per year	£933.00	£979.65	01 April 2021	5.00%
Place	Garage Rents	Blue Badge Rate	Council Tenant	per year	£322.00	£338.10	01 April 2021	5.00%
Place	Garage Rents	Blue Badge Rate	Non Council Tenant	per year	£386.00	£405.30	01 April 2021	5.00%
Place	Stair Cleaning Charge	Owner occupiers private stairs	Owner occupiers private stairs	per year	£98.00	£102.90	01 April 2021	5.00%
Place	Registrars Fees	Conducting Civil Ceremony Outwith Registrar Office		Monday to Friday	£398.00	£415.00	01 April 2021	4.27%
Place	Registrars Fees	Conducting Civil Ceremony Outwith Registrar Office		Saturday	£521.00	£545.00	01 April 2021	4.61%
Place	Registrars Fees	Conducting Civil Ceremony Outwith Registrar Office		Sunday and Public Holidays	£536.00	£560.00	01 April 2021	4.48%
Place	Registrars Fees	Civil Ceremony Edinburgh Suite Monday to Thursday Morning			£259.00	£270.00	01 April 2021	4.25%
Place	Registrars Fees	Civil Ceremony Edinburgh Suite Monday to Thursday Afternoon			£326.00	£340.00	01 April 2021	4.29%
Place	Registrars Fees	Civil Ceremony Edinburgh Suite Friday Morning			£326.00	£340.00	01 April 2021	4.29%
Place	Registrars Fees	Civil Ceremony Edinburgh Suite Friday Afternoon			£386.00	£405.00	01 April 2021	4.92%
Place	Registrars Fees	Civil Ceremony Edinburgh			£386.00	£405.00	01 April 2021	4.92%

		Suite Saturday Morning					
Place	Registrars Fees	Civil Ceremony Edinburgh Suite Saturday Afternoon	£468.00	£490.00	01 April 2021	4.70%	
Place	Registrars Fees	Civil Ceremony Edinburgh Suite Sunday	£468.00	£490.00	01 April 2021	4.70%	
Place	Registrars Fees	Civil Ceremony European Room Saturday Morning	£435.00	£455.00	01 April 2021	4.60%	
Place	Registrars Fees	Civil Ceremony European Room Saturday Afternoon	£515.00	£540.00	01 April 2021	4.85%	
Place	Registrars Fees	Civil Ceremony European Room Sunday	£515.00	£540.00	01 April 2021	4.85%	
Place	Planning & Building Standards	Street Naming	Naming a New Street	£260.00	£273.00	01 April 2021	5.00%
Place	Planning & Building Standards	Numbering of New Properties	1 Property	£58.00	£61.00	01 April 2021	5.17%
Place	Planning & Building Standards		2 - 5 Properties	£121.00	£127.00	01 April 2021	4.96%
Place	Planning & Building Standards		6 - 10 Properties	£167.00	£175.00	01 April 2021	4.79%
Place	Planning & Building Standards		11 - 25 Properties	£220.00	£231.00	01 April 2021	5.00%
Place	Planning & Building Standards		26 - 50 Properties	£358.00	£376.00	01 April 2021	5.03%
Place	Planning & Building Standards		51 - 100 Properties	£550.00	£577.00	01 April 2021	4.91%
Place	Planning & Building Standards		101 - 150 properties	£1,018.00	£1,069.00	01 April 2021	5.01%
Place	Planning & Building Standards		151 - 200 properties	£1,224.00	£1,285.00	01 April 2021	4.98%
Place	Planning & Building Standards		201+ properties	£1,358.00	£1,426.00	01 April 2021	5.01%
Place	Planning & Building Standards	Renumbering of application subsequent to issue of Statutory Notices		£150.00	£158.00	01 April 2021	5.33%
Place	Planning & Building Standards	Confirmation of single address to Solicitors / Occupiers or Owners (including copy statutory		£41.00	£43.00	01 April 2021	4.88%

		notice if available)					
Place	Planning & Building Standards	Confirmation of development addresses (Map and schedule of development addresses where available)	£83.00	£87.00	01 April 2021	4.82%	
Place	Planning & Building Standards	Street Signs	Wall Fixing	£258.00	£271.00	01 April 2021	5.04%
Place	Planning & Building Standards	Street Signs	Freestanding	£258.00	£271.00	01 April 2021	5.04%
Place	Planning & Building Standards	Street Signs	No Through Road - Wall Fixing	£258.00	£271.00	01 April 2021	5.04%
Place	Planning & Building Standards	Street Signs	No Through Road - Freestanding	£258.00	£271.00	01 April 2021	5.04%
Place	Planning & Building Standards	Street Signs	Advert in local press	£275.00	£289.00	01 April 2021	5.09%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONFC)	Estimated work cost up to £10k	£525.00	£550.00	01 August 2021	4.76%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONFC)	Estimated work cost up to £30k	£966.00	£1,015.00	01 August 2021	5.07%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONFC)	Estimated work cost up to £50k	£1,218.00	£1,280.00	01 August 2021	5.09%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONFC)	Estimated work cost up to £80k	£1,596.00	£1,675.00	01 August 2021	4.95%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONFC)	Estimated work cost up to £100k	£1,848.00	£1,940.00	01 August 2021	4.98%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONFC)	Estimated work cost up to £200k	£2,898.00	£3,045.00	01 August 2021	5.07%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONFC)	Estimated work cost up to £300k	£3,948.00	£4,145.00	01 August 2021	4.99%

Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONF C)	Estimated work cost up to £400k		£4,998.00	£5,250.00	01 August 2021	5.04%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONF C)	Estimated work cost up to £500k		£6,052.00	£6,355.00	01 August 2021	5.01%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONF C)	Estimated work cost up to £600k		£7,886.00	£8,280.00	01 August 2021	5.00%
Place	Planning & Building Standards	Confirmation of Completion - Commercial (CONF C)	Estimated work cost up to £750k		£9,723.00	£10,210.00	01 August 2021	5.01%
Place	Planning & Building Standards	Confirmation of Completion - Domestic (CONF D)	Site Visit	Per visit (up to 2)	£394.00	£415.00	01 August 2021	5.33%
Place	Planning & Building Standards	Confirmation of Completion - Domestic (CONF D)	Site Visit	Per additional visit	£105.00	£110.00	01 August 2021	4.76%
Place	City Chambers Events Team	City Chambers Room Hire	Council Chamber	Mon - Fri, 8.30 - 17.00 (Hourly Rate)	£137.03	£144.00	01 April 2021	5.09%
Place	City Chambers Events Team	City Chambers Room Hire	Council Chamber	Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£544.04	£570.00	01 April 2021	4.77%
Place	City Chambers Events Team	City Chambers Room Hire	Council Chamber	Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£979.48	£1,025.00	01 April 2021	4.65%
Place	City Chambers Events Team	City Chambers Room Hire	Council Chamber	Mon - Thurs, 17.00 - 01.00 (Evening Rates)	£813.02	£850.00	01 April 2021	4.55%
Place	City Chambers Events Team	City Chambers Room Hire	Council Chamber	Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£1,089.10	£1,140.00	01 April 2021	4.67%

Place	City Chambers Events Team	City Chambers Room Hire	Council Chamber	Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£1,115.49	£1,170.00	01 April 2021	4.89%
Place	City Chambers Events Team	City Chambers Room Hire	Council Chamber	Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£838.39	£880.00	01 April 2021	4.96%
Place	City Chambers Events Team	City Chambers Room Hire	European Room	Mon - Fri, 8.30 - 17.00 (Hourly Rate)	£129.92	£136.00	01 April 2021	4.68%
Place	City Chambers Events Team	City Chambers Room Hire	European Room	Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£516.64	£540.00	01 April 2021	4.52%
Place	City Chambers Events Team	City Chambers Room Hire	European Room	Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£926.70	£973.00	01 April 2021	5.00%
Place	City Chambers Events Team	City Chambers Room Hire	European Room	Mon - Thurs, 17.00 - 01.00 (Evening Rates)	£774.45	£813.00	01 April 2021	4.98%
Place	City Chambers Events Team	City Chambers Room Hire	European Room	Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£1,031.24	£1,080.00	01 April 2021	4.73%
Place	City Chambers Events Team	City Chambers Room Hire	European Room	Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£1,056.62	£1,109.00	01 April 2021	4.96%
Place	City Chambers Events Team	City Chambers Room Hire	European Room	Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£793.73	£830.00	01 April 2021	4.57%
Place	City Chambers Events Team	City Chambers Room Hire	Councillors' Lounge	Mon - Thurs, 17.00 - 01.00 (Evening Rates)	£377.58	£396.00	01 April 2021	4.88%

Place	City Chambers Events Team	City Chambers Room Hire	Councillors' Lounge	Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£504.46	£530.00	01 April 2021	5.06%
Place	City Chambers Events Team	City Chambers Room Hire	Councillors' Lounge	Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£504.46	£530.00	01 April 2021	5.06%
Place	City Chambers Events Team	City Chambers Room Hire	Councillors' Lounge	Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£387.73	£407.00	01 April 2021	4.97%
Place	City Chambers Events Team	City Chambers Room Hire	Dunedin Room	Mon - Fri, 8.30 - 17.00 (Hourly Rate)	£61.92	£65.00	01 April 2021	4.98%
Place	City Chambers Events Team	City Chambers Room Hire	Dunedin Room	Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£251.72	£264.00	01 April 2021	4.88%
Place	City Chambers Events Team	City Chambers Room Hire	Dunedin Room	Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£454.72	£477.00	01 April 2021	4.90%
Place	City Chambers Events Team	City Chambers Room Hire	Dunedin Room	Mon - Thurs, 17.00 - 01.00 (Evening Rates)	£377.58	£395.00	01 April 2021	4.61%
Place	City Chambers Events Team	City Chambers Room Hire	Dunedin Room	Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£504.46	£530.00	01 April 2021	5.06%
Place	City Chambers Events Team	City Chambers Room Hire	Dunedin Room	Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£504.46	£530.00	01 April 2021	5.06%

Place	City Chambers Events Team	City Chambers Room Hire	Dunedin Room	Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£387.73	£407.00	01 April 2021	4.97%
Place	City Chambers Events Team	City Chambers Room Hire	Diamond Jubilee Room	Mon - Fri, 8.30 - 17.00 (Hourly Rate)	£61.92	£65.00	01 April 2021	4.98%
Place	City Chambers Events Team	City Chambers Room Hire	Diamond Jubilee Room	Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£251.72	£264.00	01 April 2021	4.88%
Place	City Chambers Events Team	City Chambers Room Hire	Diamond Jubilee Room	Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£454.72	£477.00	01 April 2021	4.90%
Place	City Chambers Events Team	City Chambers Room Hire	Diamond Jubilee Room	Mon - Thurs, 17.00 - 01.00 (Evening Rates)	£377.58	£395.00	01 April 2021	4.61%
Place	City Chambers Events Team	City Chambers Room Hire	Diamond Jubilee Room	Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£504.46	£530.00	01 April 2021	5.06%
Place	City Chambers Events Team	City Chambers Room Hire	Diamond Jubilee Room	Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£504.46	£530.00	01 April 2021	5.06%
Place	City Chambers Events Team	City Chambers Room Hire	Diamond Jubilee Room	Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£387.73	£407.00	01 April 2021	4.97%
Place	City Chambers Events Team	City Chambers Room Hire	Mandela Room	Mon - Fri, 8.30 - 17.00 (Hourly Rate)	£61.92	£65.00	01 April 2021	4.98%
Place	City Chambers Events Team	City Chambers Room Hire	Mandela Room	Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£251.72	£264.00	01 April 2021	4.88%

Place	City Chambers Events Team	City Chambers Room Hire	Mandela Room	Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£454.72	£477.00	01 April 2021	4.90%
Place	City Chambers Events Team	City Chambers Room Hire	Mandela Room	Mon - Thurs, 17.00 - 01.00 (Evening Rates)	£377.58	£395.00	01 April 2021	4.61%
Place	City Chambers Events Team	City Chambers Room Hire	Mandela Room	Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£504.46	£530.00	01 April 2021	5.06%
Place	City Chambers Events Team	City Chambers Room Hire	Mandela Room	Fri - Sun Evening, 17.00 - 01.00 (Evening Rate)	£504.46	£530.00	01 April 2021	5.06%
Place	City Chambers Events Team	City Chambers Room Hire	Mandela Room	Sunday Special Offer, 08.30 - 01.00 (Day/Evening Rate)	£387.73	£407.00	01 April 2021	4.97%
Place	City Chambers Events Team	City Chambers Room Hire	Dean of Guild Waiting Room	Mon - Fri, 8.30 - 17.00 (Hourly Rate)	£32.48	£34.00	01 April 2021	4.68%
Place	City Chambers Events Team	City Chambers Room Hire	Dean of Guild Waiting Room	Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£132.97	£139.00	01 April 2021	4.54%
Place	City Chambers Events Team	City Chambers Room Hire	Dean of Guild Waiting Room	Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£238.53	£250.00	01 April 2021	4.81%
Place	City Chambers Events Team	City Chambers Room Hire	Dean of Guild Waiting Room	Mon - Thurs, 17.00 - 01.00 (Evening Rates)	£195.90	£205.00	01 April 2021	4.65%
Place	City Chambers Events Team	City Chambers Room Hire	Dean of Guild Waiting Room	Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£263.90	£277.00	01 April 2021	4.96%

Place	City Chambers Events Team	City Chambers Room Hire	Dean of Guild Waiting Room	Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£268.98	£280.00	01 April 2021	4.10%
Place	City Chambers Events Team	City Chambers Room Hire	Dean of Guild Waiting Room	Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£203.00	£213.00	01 April 2021	4.93%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre	Mon - Fri, 8.30 - 17.00 (Hourly Rate)	£137.03	£143.00	01 April 2021	4.36%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre	Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£544.04	£570.00	01 April 2021	4.77%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre	Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£979.48	£1,025.00	01 April 2021	4.65%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre	Mon - Thurs, 17.00 - 01.00 (Evening Rates)	£813.02	£850.00	01 April 2021	4.55%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre	Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£1,089.10	£1,143.00	01 April 2021	4.95%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre	Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£1,115.49	£1,170.00	01 April 2021	4.89%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre	Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£838.39	£880.00	01 April 2021	4.96%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre Auditorium	Mon - Fri, 8.30 - 17.00 (Hourly Rate)	£129.92	£135.00	01 April 2021	3.91%

Place	City Chambers Events Team	City Chambers Room Hire	Business Centre Auditorium	Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£516.64	£540.00	01 April 2021	4.52%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre Auditorium	Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£926.70	£970.00	01 April 2021	4.67%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre Auditorium	Mon - Thurs, 17.00 - 01.00 (Evening Rates)	£774.45	£810.00	01 April 2021	4.59%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre Auditorium	Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£1,031.24	£1,080.00	01 April 2021	4.73%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre Auditorium	Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£1,056.62	£1,109.00	01 April 2021	4.96%
Place	City Chambers Events Team	City Chambers Room Hire	Business Centre Auditorium	Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£793.73	£830.00	01 April 2021	4.57%
Place	City Chambers Events Team	City Chambers Room Hire	Pod	Mon - Fri, 8.30 - 17.00 (Hourly Rate)	£24.36	£25.50	01 April 2021	4.68%
Place	City Chambers Events Team	City Chambers Room Hire	Pod	Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£88.31	£92.00	01 April 2021	4.18%
Place	City Chambers Events Team	City Chambers Room Hire	Pod	Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£175.60	£184.00	01 April 2021	4.79%
Place	Planning & Building Standards - Pre-application Advice	Householder Developments / advertising and signage / simple change of use / alterations	Local Development (small) service		£200.00	£210.00	01 April 2021	5.00%

Place	Planning & Building Standards - Pre-application Advice	Local Development (small) - up to 11 residential units / up to 999m2 commercial / other space	Face to face meeting with case officer	per hour	£100.00	£105.00	01 April 2021	5.00%
Place	Planning & Building Standards - Pre-application Advice	Local Development (medium) - 12 to 49 residential units / 1,000m2 to 10,000m2 commercial / other space	1hr inception meeting, 1hr follow up meeting, with case officer and advice	per review	£850.00	£900.00	01 April 2021	5.88%
Place	Planning & Building Standards - Pre-application Advice	Local Development (medium) - 12 to 49 residential units / 1,000m2 to 10,000m2 commercial / other space	Case officer accompanied site visit	per visit	£200.00	£210.00	01 April 2021	5.00%
Place	Planning & Building Standards - Pre-application Advice	Local Development (medium) - 12 to 49 residential units / 1,000m2 to 10,000m2 commercial / other space	Additional 1 hour meeting with case officer and other service areas	per hour	£500.00	£525.00	01 April 2021	5.00%
Place	Planning & Building Standards - Pre-application Advice	Local Development (medium) - 12 to 49 residential units / 1,000m2 to 10,000m2 commercial / other space	Support compiling information for application	per application	£500.00	£525.00	01 April 2021	5.00%
Place	Planning & Building Standards - Pre-application Advice	Major/National Development - 50+ residential units / 10,000m2 + commercial / other space / 2 hectares + site size / other criteria per Hierarchy of Development Regulations 2009	2hr pre-position meeting with case officer and other relevant officers	per meeting	£1,000.00	£1,050.00	01 April 2021	5.00%
Place	Planning & Building Standards - Pre-application Advice	Major/National Development - 50+ residential units / 10,000m2 + commercial /	2 hr inception meeting, accompanied site visit, 2hr meeting	per review	£4,900.00	£5,150.00	01 April 2021	5.10%

		other space / 2 hectares + site size / other criteria per Hierarchy of Development Regulations 2009	with case officer and other relevant teams, 2hr follow up meeting, 1hr wrap up meeting and advice					
Place	Planning & Building Standards - Pre-application Advice	Major/National Development - 50+ residential units / 10,000m2 + commercial / other space / 2 hectares + site size / other criteria per Hierarchy of Development Regulations 2009	Additional 1 hour meeting with case officer and other service areas	per application	£500.00	£525.00	01 April 2021	5.00%
Place	Planning & Building Standards - Pre-application Advice	Major/National Development - 50+ residential units / 10,000m2 + commercial / other space / 2 hectares + site size / other criteria per Hierarchy of Development Regulations 2009	Support compiling information for application	per application	£500.00	£525.00	01 April 2021	5.00%

**PRUDENTIAL INDICATORS
ANNEX 5 TO THE COALITION MOTION**

Indicator 1 - Estimate of Capital Expenditure

The actual capital expenditure that was incurred in 2019/20 and the estimates of capital expenditure to be incurred for the current and future years that are recommended for approval are:

	Capital Expenditure - General Services					
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Forecast	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000
Rolled Forward Capital Investment Programme						
Communities and Families	64,321	51,281	122,262	56,546	64,533	80,951
Place	109,606	104,161	175,176	37,028	28,707	22,676
Place - Lending	28,138	19,569	20,302	4,856	72,000	70,500
Place - Trams to Newhaven	26,421	56,319	72,032	41,744	12,849	0
Resources - Asset Management Works	48,547	13,816	20,861	25,650	19,800	19,800
Resources - Other	2,873	1,758	2,088	807	1,091	1,597
Edinburgh Integration Joint Board	-110	284	0	0	0	0
Contingency	0	0	0	0	0	0
General Slippage in Programme	0	0	-17,808	1,548	-16,360	16,856
Total General Services Capital Expenditure	279,796	247,188	394,914	168,179	182,620	212,380

The Place - Trams to Newhaven figures include capitalised interest following a change in accounting policy approved by Finance and Resources Committee on 21 January 2021. Note that the 2021-2025 Capital Investment Programme includes slippage / acceleration brought forward based on projected capital expenditure reported at the month eight stage.

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Forecast	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000
Rolled Forward Capital Investment Programme						
Housing Revenue Account	111,854	46,800	82,726	192,871	261,482	228,348

Indicator 2 - Ratio of Financing Costs to Net Revenue Stream

Estimates of the ratio of financing costs to net revenue stream for the current and future years and the actual figures for 2019/20 are:

	Ratio of Financing Costs to Net Revenue Stream					
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Forecast	Estimate	Estimate	Estimate	Estimate
	%	%	%	%	%	%
General Services	10.5%	7.4%	4.7%	8.7%	9.7%	9.8%
Housing Revenue Account (HRA)	37.6%	35.2%	35.9%	37.7%	41.0%	44.3%

Note: Figures for 2022/23 onwards are indicative at this stage as the Council has not set a General Services or HRA budget for these years. The figures for General Services are based on the current long term financial plan. HRA figures are based on the business plan which was reported to Finance and Resources Committee on 2 February 2021.

The 2021/22 General Services figure takes account of the available financial "flexibilities" spreading the pandemic's cost impacts over a longer period.

The estimates of financing costs include current commitments and the proposals in this budget.

Indicator 3 - Capital Financing Requirement

Estimates of the end of year capital financing requirement for the authority for the current and future years and the actual capital financing requirement at 31 March 2020 are:

	Capital Financing Requirement					
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Forecast	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m	£m
General Services (including Finance Leases)	1,135	1,190	1,464	1,424	1,539	1,555
Housing Revenue Account (HRA)	395	395	408	548	649	723
NHT LLPs	94	80	76	72	68	64
Edinburgh Living LLPs	19	38	58	62	133	202
Total Capital Financing Requirement	1,644	1,703	2,006	2,106	2,389	2,544

The capital financing requirement measures the authority's underlying need to borrow for a capital purpose. The authority has an integrated treasury management strategy and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. The Council has, at any point in time, a number of cashflows both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with its approved treasury management strategy and practices. In day to day cash management, no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all of the financial transactions of the authority and not simply those arising from capital spending. In contrast, the capital financing requirement reflects the authority's underlying need to borrow for a capital purpose.

The capital financing requirement for the NHT LLPs includes an estimate for repayments of advances noting that exit strategies are still to be finalised.

CIPFA's Prudential Code for Capital Finance in Local Authorities includes the following as a key indicator of prudence.

In order to ensure that over the medium term debt will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

	Gross Debt and the Capital Financing Requirement					
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	Forecast	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m	£m
Gross Debt	1,336	1,337	1,285	1,233	1,191	1,151
Capital Financing Requirements	1,644	1,703	2,006	2,207	2,389	2,544
(Over) / under limit by:	308	366	721	974	1,197	1,393

The authority does not currently envisage borrowing in excess of its capital financing requirement over the next few years. This takes into account current commitments, existing plans and assumptions around cash balances and the proposals in this budget. The figures do not include any expenditure and associated funding requirements, other than projects specifically approved by Council, for the Local Development Plan (LDP) or City Deal.

The introduction of IFRS 16 - Leases within the Accounts will have a significant impact on the balance sheet. Implementation was due from 1 April 2020 but has been pushed back to 1 April 2022. This will subsequently have an impact on the Capital Financing Requirement (CFR) as from the 2022/23 financial year. Therefore, it should be expected to see an increase in the CFR in future years. This will similarly have an impact on the authorised limit and operational boundary for external debt.

Indicator 4 - Authorised Limit for External Debt

The authorised limit should reflect a level of borrowing which, while not desired, could be afforded, but may not be sustainable. "Credit Arrangements" as defined by Financial Regulations, has been used to calculate the authorised and operational limits requiring both the short and long term liabilities relating to finance leases and PFI assets to be considered. In respect of its external debt, it is recommended that Council approves the following authorised limits for its total external debt gross of investments for the next four financial years. These limits separately identify borrowing under credit arrangements including finance leases and PFI assets. Council is asked to approve these limits and to delegate authority to the Head of Finance, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and credit arrangements, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the Council at its meeting following the change.

	Authorised Limit for External Debt				
	2020/21	2021/22	2022/23	2023/24	2024/25
	£m	£m	£m	£m	£m
Borrowing	2,088	2,566	2,891	2,831	2,725
Credit Arrangements (including leases)	256	248	242	235	229
Authorised Limit for External Debt	2,344	2,814	3,133	3,066	2,954

These authorised limits are consistent with the authority's current commitments, existing plans and the proposals in this budget for capital expenditure and financing, and with its approved treasury management policy statement and practices. They are based on the estimate of most likely (but not worst case) scenario with sufficient headroom to allow for operational treasury management. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cashflow requirements for all purposes.

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Indicator 5 - Operational Boundary for External Debt

The Council is also asked to approve the following operational boundary for external debt for the same period. The proposed operational boundary equates to the estimated maximum of external debt. It is based on the same estimates as the authorised limit but reflects directly the estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the authorised limit to allow for example for unusual cash movements. The operational boundary represents a key management tool for in year monitoring. Within the operational boundary, figures for borrowing and credit arrangements are separately identified. The Council is also asked to delegate authority to the Head of Finance, within the total operational boundary for any individual year, to effect movement between the separately agreed figures for borrowing and credit arrangements, in a similar fashion to the authorised limit. Any such changes will be reported to the Council at its next meeting following the change.

	Operational Boundary for External Debt				
	2020/21	2021/22	2022/23	2023/24	2024/25
	£m	£m	£m	£m	£m
Borrowing	1,538	1,959	2,344	2,560	2,725
Credit Arrangements (including leases)	256	248	242	235	229
Operational Boundary for External Debt	1,794	2,207	2,586	2,795	2,954

The Council's actual external debt at 31 March 2020 was £1,336m of borrowing (including sums repayable within 12 months).

In taking its decisions on this budget, the Council is asked to note that the estimate of capital expenditure determined for 2020/21 (see paragraph 1 above) will be the statutory limit determined under section 35(1) of the Local Government (Scotland) Act 2003.

Indicator 6 - Loans Charges Associated with net Capital Investment expenditure plans

Under the changes to the Prudential Code which came into force in December 2017, the requirement to measure and report on the incremental impact on the Council Tax / rents was removed from the Code. The authority can set its own local indicators to measure the affordability of its capital investment plans. The Head of Finance considers that Council should be advised of the loans charges cost implications which will result from the spending plans being considered for approval. These cost implications have been included in the Council's Revenue and HRA budgets for 2020/21 and in the longer term financial frameworks.

	Loans Charges Liability				
	2020/21	2021/22	2022/23	2023/24	2024/25
	Forecast	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000

Loans Fund Pooled Interest Rate at Indicative 4%

General Services (excluding On-Lending and Tram to Newhaven) - New Loans Fund Advances

Loans Fund Advances in year	54,798	209,487	61,968	55,388	73,159
Year 1 - Interest Only	1,111	4,248	1,257	1,123	2,191
Year 2 - Interest and Principal Repayment	3,188	12,186	3,605	3,222	5,938

Housing Revenue Account (HRA) - New Loans Fund Advances

Loans Fund Advances in year (excluding borrowing for LLP programme *)	14,226	28,424	156,397	120,778	97,870
Year 1 - Interest Only	288	647	3,562	2,751	2,229
Year 2 - Interest and Principal Repayment	828	1,755	9,655	7,456	6,042

The loans charges associated with the borrowing required for the house building programme for onward transferred to the LLPs will be met from the LLPs and does therefore not have a net impact on the HRA or General Services revenue budget. Tram repayments are based on the income model and will commence in 2023/24 when the line to Newhaven becomes operational.

Consideration of options for the capital programme

In considering its programme for capital investment, Council is required within the Prudential Code to have regard to:

- affordability, e.g. implications for Council Tax or house rents;
- prudence and sustainability, e.g. implications for external borrowing;
- value for money, e.g. option appraisal;
- stewardship of assets, e.g. asset management planning;
- service objectives, e.g. strategic planning for the authority;
- practicality, e.g. achievability of the forward plan.

Appendix 2

(As referred to in Act of Council No 5 of 18 February 2021)

REVENUE BUDGET 2021/26

SUSTAINABLE CAPITAL BUDGET STRATEGY 2021/31

CONSERVATIVE GROUP AMENDMENT

Council:

Recognises the unprecedented circumstances under which this budget is being set amidst the ongoing COVID-19 pandemic.

Acknowledges the resilience of our citizens and business community in responding to the pandemic and the associated restrictions and records our grateful thanks for their adherence to the restrictions and their support in helping to beat COVID-19.

Commends the work of Council employees, many of whom have been on the front line of the fight against the pandemic. In particular notes the extraordinary work of the Head of Finance and his team in closing the formidable gap in the budget resulting from COVID-19 in 2020/21.

Welcomes the interventions of the UK Government in delivering financial support to individuals and businesses hardest hit by the pandemic and in offering financial flexibilities which have enabled this Council to present a balanced budget.

Applauds the world leading work of UK scientists in testing and approving COVID-19 vaccines placing us on the front foot in the fight against the disease and showing what the UK can achieve when liberated from the inertia of EU bureaucracy and red tape.

Notes that the financial challenges facing this Council largely pre-date the outbreak of COVID-19 and calls on the SNP Administration at Holyrood to build the funding for a council tax freeze into the baseline for future years' budgets as a starting point to a fair settlement for local government.

Considers the appalling condition of the city's roads and many Council houses to be a cause for embarrassment in our capital city and a direct consequence of neglect and mis-prioritisation by this SNP/Labour coalition and previous Administrations.

Commits to immediate action to tackle homelessness and to exploring new and innovative solutions to achieve this aim.

Recognises the key role that the city's business community will play in Edinburgh's recovery from COVID-19 and regrets the omission of businesses and the city's economy more broadly from the Council's business plan.

Acknowledges the many challenges faced by teachers, pupils and parents alike during the COVID-19 pandemic and affirms the Council's support for education as a key priority in our city's recovery.

Supports the proposals in the Conservative motion to Build Back Better and deliver a sustainable recovery from COVID-19 for our capital city, its citizens and business community.

Revenue Budget 2021/26

On specific budgetary proposals Council:

- 1) Rejects the proposed 20% increase in Council Tax over the next five years. Recognises that the Council Administration has not provided value for money to the citizens of Edinburgh and agrees to freeze Council Tax in 2021/22. Further, Council commits to cap future Council Tax increases at no more than 3% per annum.
- 2) Council notes that the failure of the current and previous Administrations to maximise efficiency and effectiveness of Council services has increased pressures with significant underlying budget deficits in Communities and Families, Place, Health and Social Care and Property and Facilities Management. Council further recognises that it is the quality of service that is important and commits to considering all methods of service delivery to improve quality and reduce cost thus maintaining and improving services in line with Best Value.
- 3) Council agrees to remove the self-imposed political restrictions of the Administration and empowers Chief Officers and senior managers to develop a programme of Value for Money service reviews to deliver significant savings, with options for implementation of a first phase to be brought to Council for approval by September 2021. Market testing and benchmarking should be applied to take an evidenced-based approach to development of savings options.
- 4) Notes that in the Edinburgh Health and Social Care Partnership urgent work is needed to develop a strategic approach to financial planning in both the immediate and medium to longer term with the EIJB continuing to rely on non-recurring funding to address additional recurring Partnership investment, non-delivery of Partnership savings and shortfalls in funding from the Scottish Government. Further recognises the failure of the Administration and the Edinburgh IJB (EIJB) to deliver transformational change in service delivery despite the belated decision by the EIJB to ring-fence £2.8m of funding in the 2019/20 budget.
- 5) Council agrees to allocate an additional £6.9m to the EIJB in 2021/22 in line with funding allocated in the Local Government Finance Settlement. Further, Council agrees to establish an innovation fund to support achievement of

prolonged improvements in service outcomes. All funding allocated to the EIJB in 2021/22 will be subject to quarterly scrutiny of financial performance by the Council's Finance and Resources Committee.

- 6) Regrets the Administration's failure to deliver the Asset Management Strategy, with legacy pressures of £2.4m being reported. Council agrees to establish a dedicated cross-Council team to oversee a strategic review of the Council estate and implementation of a community hub model, thereby reducing revenue costs without impacting services.
- 7) Agrees to continue to invest £478,000 in additional Community Police Officers, including 8 Officers based in Family and Household Support teams.
- 8) Council agrees to undertake a comprehensive Workforce Modernisation programme including recurring investment of £5m to support consolidation of the Living Wage into pay structures alongside reviews of management costs; redeployment arrangements; and reward and recognition to deliver more robust arrangements and ensure value for money. As a priority the review of management arrangements will consolidate asset management functions across the Council and rationalise senior management structures across Chief Executive, Resources and Strategy / Communications.
- 9) Regrets the Administration's reduction in qualified teaching staff in nursery schools and the cut of £1.8m in school budgets and agrees funding of £900,000 to amend these proposals, supporting the recovery from COVID-19. Further, Council agrees to allocate additional recurring funding of £110,000 to support progress with the Corporate Parenting Action Plan.
- 10) Allocates £150,000 to reject the proposed reduction in funding in 2021/22 and commits to prioritising the City of Edinburgh Music School and the instrumental music service.
- 11) Agrees additional revenue investment of £11m to support delivery of 1 to 1 Digital Learning in Edinburgh's schools alongside investment of £1.25m in the first phase of the Smart City Operations Centre. Further agrees that these major investments will be subject to development of full business cases and open competitive procurement processes.
- 12) Recognises the positive impact on individuals and communities of engagement in exercise and agrees to examine opportunities to expand innovative community-based programmes such as the Craggs and Queensferry Sports Centres to support recovery from COVID-19.
- 13) Agrees to establish a Sports Fund of £100,000 to provide support to programmes which provide positive opportunities to vulnerable individuals and communities through physical activity and sport. Further, agrees to allocate £30,000 from this Fund to support the continuation of the Spartans Alternative

School which supports young people who are at risk of exclusion from mainstream education.

- 14) Regrets the Administration's proposals to introduce Sunday parking charges and rejects the proposals to increase pay and display charges by c. 6%.
- 15) Allocates a further £250,000 to reject proposed uplifts in fees and charges relating to school meals, health and social care, library charges, garden aid and burial and cremation charges.
- 16) Agrees to reprioritise £1m from the City Strategic Investment Fund to support additional investment to address homelessness. Further, Council agrees immediate action to progress a feasibility study to assess the practicality of developing high quality and energy efficient modular accommodation, such as the innovative [Y:Cube](#) and [PLACE / Ladywell](#) projects.
- 17) Allocates £2.5m for an integrated programme focussed on preventing poverty and homelessness; supporting access to work and training; and maximising take-up of benefits.
- 18) Agrees to allocate £0.5m to a staff support fund with priorities to include additional support for home workers and improved communication with colleagues who are not currently able to access regular communications through the Intranet or a Council email account.
- 19) Agrees to establish a Business Recovery Fund of £1m to boost recovery from the pandemic. Further, approves £850,000 of additional investment to promote the outdoor recreation economy including development of modern and accessible toilet and café facilities in Edinburgh's parks and investigation of self-financing partnership opportunities to modernise and extend Edinburgh's provision of public toilets.
- 20) Regrets the undemocratic manner in which the Spaces for People programme continues to be forced on the citizens of Edinburgh where money has been wasted on flawed and unnecessary schemes which have negatively impacted on the daily lives of residents, many of whom are our most vulnerable, and threatened the livelihoods of small business owners at the time when they most need our support.
- 21) Further regrets that Spaces for People programme has been appropriated by the Administration to drive their aggressive anti-motorist agenda rather than for its intended purpose of enabling social distancing.
- 22) Recognises that the focus on Spaces for People and the reallocation of resources to support this, has contributed to an intense deterioration in the condition of our roads and pavements and has been at least partly responsible for the Council's lacklustre response to Winter weather.

- 23) Rejects the Administration's pledge to ring-fence 10% of the roads and transport budget for cycling. Agrees that these resources should be committed to roads and pavement repairs to improve safety for all road and pavement users. Further approves additional revenue funding of £500,000 for a programme of road repairs, including a pilot of the road mole "right first time" pothole repair system. Alongside this, Council agrees £150,000 for a programme of additional investment in dropped kerbs.
- 24) Approves £1m of additional expenditure for a programme of environmental initiatives including work to address key issues including graffiti, litter, choked drains, road sweeping, overgrown hedges and tree maintenance.
- 25) Agrees to retain Lothian Buses in public ownership and rejects plans to introduce a workplace parking levy.
- 26) Continues to regret the reduced role of Marketing Edinburgh and the part played by senior Councillors in hastening the organisation's downfall.
- 27) Agrees to terminate the Council's membership of the Convention of Scottish Local Authorities delivering an annual saving of £255,000 from 2022/23.
- 28) Regrets the Administration's proposed 40% increase in the garden tax and commits to remove this charge should additional funding become available as a result of the forthcoming Scottish Government and UK budget decisions.
- 29) Notes that the budget assumes that the Council will utilise the financial flexibility whereby payment of the principal element of the planned loans fund repayment in 2021/22 will be deferred until 2022/23, with the resulting in-year estimated savings of £34m used to create a COVID-mitigation reserve. Officers continue to make the case, however, for the PPP-based flexibility to be applied on an annuity basis which would optimise the level of retrospective benefit whilst delivering savings to the revenue account over the medium term.

Capital Investment Programme

Council:

- 30) Agrees proposals for additional capital investment of £15m as detailed in Annex 3.
- 31) Regrets the Administration's decision to approve the Tram Extension business case which, according to the updated business case reported in November 2020, could lead to a future call on Council reserves of up to £93m.
- 32) Notes the failure by the Administration to bring forward a strategy to deliver the Wave 4 schools programme.

- 33) Approves £3m of additional capital investment in roads and pavements, including drainage improvements. Further, approves additional investment of £6m in a programme of transport schemes, including effective road repairs in heavily trafficked bus lanes and bus stops; and improvements in traffic management at key junctions, including the Dalmahoy Junction, and on major public transport routes.
- 34) Agrees £6m of investment in currently unfunded capital pressures comprising: Bridge Structures (£2.5m), Parks Infrastructure (£2m) and Community Centres (£1.5m).
- 35) Agrees that a full business case on the active travel programme should be considered before any commitments are made to allocate resources or reprioritise existing plans.
- 36) Agrees that no material legal property commitments will be entered into pending a review of alignment with the strategic review of the estate and consideration of opportunities for wider consolidation and rationalisation, including through a community hub approach.

Risks and Reserves

Council:

- 37) Notes the report by the Executive Director of Resources setting out the significant risks associated with the Administration's budget proposals.
- 38) Agrees that establishment of an appropriate risk contingency alongside further investment to address homelessness; provide support for businesses and individuals hardest hit by the pandemic; and cessation of the Garden Tax will be priorities as additional revenue funding is confirmed through the forthcoming Scottish Government and UK budget decisions.
- 39) Instructs the Chief Executive to report to Council in April with detail of specific proposals to address assumed workforce savings, including the longstanding savings targets relating to a Chief Officer and Senior / Middle Management review. Further, instructs the Chief Executive to report to Council in May with an update on the EIJB budget for 2021/22.

Council Business Plan

Council:

- 40) Regrets that despite many laudable aims the Council Business Plan is entirely focused on vision without dealing with the issues our city is facing in the here and now;
- 41) Considers that it will simply add to a growing number of action plans on which the Administration are failing to deliver;

- 42) Rejects the Business Plan and instructs officers to deliver a report to Council in 3 cycles, consolidating all current action plans which have not been delivered either wholly or in part.

Development of a Sustainable Financial Strategy

Council:

- 43) Recognises that the projected budget deficits largely pre-date the outbreak of COVID-19 with the Council increasingly relying on unplanned corporate savings and reserves to offset non-delivery of planned savings. Council therefore instructs the Chief Executive to bring forward an early update on the development of a robust plan to address the significant revenue and capital budget challenges.
- 44) Notes the failure of the Administration to influence the Scottish Government to provide adequate and equitable funding for issues including the National Living Wage and Homelessness pressures and agrees to develop an effective strategy to lobby for a fairer settlement for local government including introduction of PPP-based flexibility arrangements; proper recognition of demographic and demand pressures; and full funding for National policy commitments.
- 45) Subject to consideration of more detailed business cases by the Finance and Resources Committee, approves the use of up to £2m from the Spend to Save Fund to develop a comprehensive change plan to address the pressing financial challenges facing the council over the medium term including;
- Establishment of a dedicated cross-Council project team to undertake a programme of Value for Money service reviews.
 - Provision of additional dedicated staff to accelerate a strategic property review and implementation of a community hub model approach to capital investment.
 - Development of innovation within adult social care to support achievement of prolonged improvements in service outcomes.

Conclusions

Council notes the following reports:

Item 4.1 - Revenue Budget 2021/26

- (a) Council Business Plan and Budget 2021/26 – referral from the Finance and Resources Committee;
- (b) Local Government Finance Settlement 2021/22 – report by the Executive Director of Resources;

- (c) Council Business Plan and Budget 2021/26 – Risks and Reserves - referral from the Finance and Resources Committee;
- (d) Budget Insights 2020 - referral from the Finance and Resources Committee; and
- (e) Corporate Parenting Action Plan - referral from the Finance and Resources Committee.

Item 4.3 – Sustainable Capital Budget Strategy 2021-2031 – referral from the Finance and Resources Committee

Item 4.4 – Council Revenue Budget Framework 2021-22 – Integrated Impact Assessments

Council approves:

- The Revenue Budget 2021/26 as set out in the reports, subject to the amendments set out in Annex 1 to this motion;
- A band 'D' Council Tax of £1,338.59 for 2021/22;
- The Council Tax and Rating resolution set out in Annex 2 to this motion;
- The 2021/31 Capital Budget Strategy as set out in the report by the Executive Director of Resources, subject to the amendments set out in Annex 3 to this motion;
- A further report to be submitted to seek approval of revised charges for Council services, the outcomes of which are contained in Appendix 1 to this motion;
- Allocations from the Spend to Save Fund; City Strategic Investment Fund and Council Tax Discount Fund as set out in this motion;
- A further report to be submitted to seek approval of the prudential indicators arising from this motion.

REVENUE BUDGET 2021/22 – 2025/26

ANNEX 1 TO THE CONSERVATIVE GROUP AMENDMENT

	2021/22		2022/23		2023/24		2024/25		2025/26	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure to be Funded										
- Resource Allocation Totals		1,072,218								
- Add: Expenditure funded through Ring Fenced Grants		<u>61,959</u>								
			1,134,177							
- General Revenue Funding and Non Domestic Rates		(769,893)								
- Ring Fenced Funding		<u>(61,959)</u>								
			(831,852)							
To be Funded by Council Tax		<u>302,325</u>	<u>339,215</u>		<u>376,358</u>		<u>416,090</u>		<u>459,458</u>	
Council Tax at Band D		£1,338.59	£1,402.71		£1,444.79		£1,488.13		£1,532.77	
Increase on Previous Year		£ -	£ 64.12		£ 42.08		£ 43.34		£ 44.64	
- Percentage Increase		0.00%	4.79%		3.00%		3.00%		3.00%	
Funding Requirement		302,325	339,215		376,358		416,090		459,458	
Council Tax Income		<u>311,325</u>	<u>328,323</u>		<u>339,179</u>		<u>351,186</u>		<u>363,619</u>	
		<u>311,325</u>	<u>328,323</u>		<u>339,179</u>		<u>351,186</u>		<u>363,619</u>	
Funding (Excess) / Shortfall at Council Tax increase above as reported to Council, February 2021		(9,000)	11,601		37,179		64,904		95,839	
Service Investment (see Appendix 1)	11,600		4,525		3,462		3,400		3,400	
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	1,725		1,885		1,885		1,885		1,885	
Less: Additional Savings (see Appendix 1)	(1,800)		(4,955)		(7,705)		(10,455)		(12,955)	
		11,525	(4,955)	1,455	(7,705)	(2,358)	(10,455)	(5,170)	(12,955)	(7,670)
Contributions to / (from) reserves (itemise)										
Spend to Save Fund	(1,500)		(500)							
City Strategic Investment Fund	(1,000)									
Council Tax Discount Fund	(25)									
		(2,525)	(500)							
Balance of Available Resources		<u>-</u>	<u>12,556</u>		<u>34,821</u>		<u>59,734</u>		<u>88,169</u>	

REVENUE BUDGET 2021/22 – 2025/26
APPENDIX 1 TO ANNEX 1 TO THE CONSERVATIVE GROUP AMENDMENT

	2021/22	2022/23	2023/24	2024/25	2025/26
SERVICE INVESTMENT	£000	£000	£000	£000	£000
Strategic Property Review and Value for Money Service Reviews (Spend to Save)	1,000	(500)	(500)		
Health and Social Care Innovation (Spend to Save)	500	(500)			
Homelessness Strategic Investment (City Strategic Investment Fund)	1,000	(1,000)			
Homelessness - Modular Housing Feasibility Study (Council Tax Discount Fund)	25	(25)			
Infrastructure Investment (Prudential Borrowing)	190	281	281	188	
Sport / Physical Activity	100				
Homelessness	400	194	(594)		
Maximising incomes and meeting crisis needs	1,050	(1,050)			
A council focussed on prevention	300	(300)			
Delivering Edinburgh Guarantee for all	175	(175)			
Corporate Parenting	110				
1 to 1 Digital Learning	2,250				
Smart City Operations Phase 1	500		(250)	(250)	
Toilet / café facilities in parks	850	(850)			
Winter weather recovery - Road Repairs	500	(500)			
Dropped Kerbs	150	(150)			
Business and Economy Fund	1,000	(1,000)			
Staff Support Fund	500	(500)			
Environmental Initiatives	1,000	(1,000)			
TOTAL SERVICE INVESTMENT	11,600	(7,075)	(1,063)	(62)	0
PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2021/26					
Early Years	300				
School Efficiencies (DSM)	600				
Police Funded Community Officers	478				
Instrumental Music Service	150				
Parking Pay and Display Charges	300				
Discretionary fees and charges	250				
Chief Officers and Senior / Middle Management Review	(513)				
Garden Waste Collection Service	160	160			
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK	1,725	160	0	0	0
ADDITIONAL SAVINGS	£000	£000	£000	£000	£000
Value for Money Service Reviews	(500)	(2,500)	(2,500)	(2,500)	(2,500)
Asset Management	(200)		(250)	(250)	
Workforce Modernisation	(900)	(400)			
Strategy and Communications	(200)				
CoSLA		(255)			
TOTAL ADDITIONAL SAVINGS	(1,800)	(3,155)	(2,750)	(2,750)	(2,500)

**COUNCIL TAX/RATING RESOLUTION
ANNEX 2 TO THE CONSERVATIVE GROUP AMENDMENT**

To recommend that in respect of the year to 31st March, 2022:

1. GENERAL FUND

Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;

Council Tax - estimated expenditure from Council Tax of £311.325m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act, as amended by The Council Tax (Substitution of Proportion) (Scotland) Order 2016, as follows:

Band	Council Tax	Band	Council Tax
	£		£
A	892.39	E	1,758.76
B	1,041.13	F	2,175.21
C	1,189.86	G	2,621.41
D	1,338.59	H	3,279.55

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Executive Director of Resources by	9 July 2021
Hearing of Appeals by the Rating Authority	17 September 2021

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Executive Director of Resources	Within six weeks of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment) (Scotland) Act 1984
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Hearing of Appeals by the Rating Authority	Periodically
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3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows necessary sums to meet the above capital expenditure.

**CAPITAL BUDGET 2021-2026
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO THE CONSERVATIVE GROUP AMENDMENT**

	Total £000
Available Resources for Distribution	
Prudential Borrowing (funded through additional revenue savings)	15,000
	15,000

	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	Total £000
Changes to recommended CIP						
Roads and Pavements	3,000					3,000
Transport Schemes	1,000	1,000	4,000			6,000
Bridge Structure	500	1,000	1,000			2,500
Parks and Greenspace Infrastructure	1,000	500	500			2,000
Community Centres	500	500	500			1,500
	6,000	3,000	6,000	0	0	15,000

Appendix 4

(As referred to in Act of Council No 5 of 18 February 2021)

REVENUE BUDGET 2021/26

SUSTAINABLE CAPITAL BUDGET STRATEGY 2021/31

GREEN GROUP AMENDMENT

A BUDGET FOR A GREEN RECOVERY

Introduction

- 1) The Green Group welcomes the opportunity to contribute to the debate about the city's budget. We pay tribute to the hard work of staff in preparing the budget papers in uniquely difficult circumstances and in delivering the Council services funded by the budget within the context of COVID-related pressures of £82m in 2020-21.
- 2) Over the last four years Greens, at various levels, have sought to secure reforms to local government funding, with greater control over local revenue, additional powers, tax reform and funding framework all being developed. In the context of a global pandemic and the self-inflicted turmoil of Brexit, long term financial reform has been delayed and one-year settlements have been the norm. However, reform remains as pressing as ever.

Green budget: Green Recovery

- 3) Edinburgh Climate Commission has written "*Those involved in making budget decisions across the city must have the climate emergency in the forefront of their minds.*" While the COVID-19 crisis is, of course, the dominant theme for this year's budget, the larger challenge of the climate emergency has not gone away. Unless cities, regions and nations all act to reduce greenhouse gases dramatically, the United Nations has warned of an increasingly bleak future, with catastrophic consequences for huge numbers of people, especially the poorest, and a devastating impact on habitats and other species. It is why the council has set a target for the city to be a Zero Carbon City by 2030. But, as the Edinburgh Climate Commission implies, the proof of targets lies in actions, including budget actions.
- 4) That is why we believe the 2021 budget must be a **Green Recovery budget**. It squares the circle of mapping a path out of the COVID-19 crisis in a way which accelerates action to meet the city's net zero carbon commitment. It makes for a city which is more equal, more liveable and more attractive: where congestion and air pollution are slashed; where fuel poverty is ended;

where community life is strengthened. It's an Edinburgh which leads the way rather than being left behind; and where, as a result, investment is attractive, leading to sustainable economic recovery.

- 5) Those are budget choices: not just within the revenue budget straitjacket imposed on the council; but within large scale programmes too:
- The **£1.33 billion City Region Deal** and the need for it to be recast as a Green City Deal to support a sustainable and resilient city region economy.
 - The **£8 billion Lothian Pension Fund** and the potential to invest in zero carbon development; in renewable energy; and forest regeneration.
 - The **£2.8 billion** investment in the council's **housing stock** with the aim of being zero carbon by 2030.
 - The **City Plan 2030** with its capacity to shape billions of pounds of development towards a zero-carbon city: reducing fuel bills, making walking, cycling and public transport much easier; and enhancing green spaces.
 - Access to **£2 billion within the Scottish National Investment Bank** with a primary focus on securing a zero-carbon economy.
- 6) Investment valued at £4-8 billion could deliver up to two-thirds of the target to be net zero carbon and be fully paid back by savings generated. While these are huge sums; the council also has potential leverage over that kind of funding, which far outstrips the incremental decisions which are the focus for annual revenue budgets.
- 7) That is why our budget highlights both the big programme changes needed (above) and the more modest, but more immediate actions in our package for a Green Recovery. In the context of delayed UK budgets and a one-year settlement from the Scottish Government, this year must be seen as a transition year for the much larger transformations needed ahead

A Green Recovery Package for 2021

- 8) We recognise that there are enormous opportunities to bring in **additional external funding** to support the city on its progress to zero carbon; so a theme of our proposals is using some limited budget scope in 2021-22 to build capacity and develop robust action plans for the years beyond, both for budget and zero carbon reasons. There is no shortage of good ideas – from the council's sustainability short window improvement programme; from the Climate Commission Green Recovery and Zero Carbon roadmap reports; and from the council's own evolving sustainability strategy.

- 9) That is why we have allocated over £10m in the revenue budget to deliver a Green Recovery programme. Some of this is for specific initiatives to be delivered this year; other sums are for our core zero carbon programme which seeks to build capacity and secure ongoing funding sources.

Core zero carbon programme

10) Our core Zero Carbon programme recognises that the scale of transition needs investment measured in billions, not millions. That investment cannot come from the council alone; instead it must tap into central government investment and private funding. For example, in housing and domestic energy efficiency a combination of regulation and financial incentives can shape how consumer investment is directed; the same might apply to business energy use and decarbonising transport. In facilitating that transition we have **allocated £4m to cover a wide-ranging programme** which supports the evolving City Sustainability Strategy and Council Emissions Plan. Some of that will be allocated as the plan emerges, but, of that £4m, we have specifically developed a **£2m funding envelope to support net zero delivery** and make progress on the political commitment to becoming a net zero city by 2030. This investment would support net zero activity in 2021/22 with a focus on the following key deliverables:

- Action to promote and support citizen engagement and behaviour change
- The development of a citywide heat and energy strategy and a Climate Ready Edinburgh adaptation plan.
- The development of a pipeline of net zero projects and business cases to underpin the Sustainability Strategy.
- Progressing the deep retrofit of the Council estate and building council capacity, expertise and knowledge to design and roll out a programme of retrofitting to ensure the Council becomes a net zero organisation by 2030.

The programme of investment would be subject to further reports to the Finance and Resources and Policy and Sustainability Committees to confirm specification and delivery timescales and will be aligned to the priorities of the plan.

Specific projects towards a zero-carbon city

Alongside the core programme we highlight specific project opportunities:

- 11) **Fleet transformation** – introducing new electric cargo bikes for council and third-party use; and switching heavy fleet from diesel to sustainable power.

- 12) **Outdoor learning** – building on greater use of outdoor learning during the pandemic by developing teacher skills and confidence; and by pump-priming funds for third sector organisations to deliver learning.
- 13) A huge boost to our **parks and greenspaces with £10m in the capital programme** to recognise the enormous benefit they have brought to stay-at-home-Edinburgh, with investment in **new toilets in premier parks**, new support for facilities in **Pentland Hills Regional Park** and country parks, footway work and estate improvements.
- 14) **Enhancing active travel** with specific funding for making Spaces for People changes permanent where appropriate; and dealing with a backlog in closed footpath and footbridges to create green links.
- 15) A big increase in funding for both **mature tree maintenance and new tree planting**, for amenity, biodiversity, climate mitigation and carbon sequestration.
- 16) A **Natural Edinburgh** project to enhance biodiversity and engage citizens in conserving our natural environment within the city, drawing in Citizen Science programmes; specialist research and support into enhancement programmes for headline species such as water vole or formerly common song birds; and habitat enhancement through an expanded Living Landscapes project, coupled with improved public information.
- 17) Community based support through refocusing £1.047m of NEP funds as **community climate change grants**, delivering through participatory budgeting; as well as a **neighbourhood resilience fund**, building on networks developed through the pandemic.
- 18) **Tackling waste** is a triple win for Edinburgh. It reduces greenhouse gas emissions; lower volumes reduce collection and processing costs; and less waste is less litter to scar our neighbourhoods. We want to change the emphasis from disposal to reduced consumption, repair and multiple use. So our budget sees a scaling up of **upstream re-use and repair work** – with new hubs and support to third sector partners.

Spending to Save

- 19) In the Net-Zero Carbon Roadmap for Edinburgh published in late 2020, the Edinburgh Climate Commission highlights that £4 billion of investment results in a net financial benefit, with £553m of energy savings by 2030 and 600 jobs each year for 20 years. The city urgently needs to develop financial instruments to realise that benefit. Against that backdrop the sums allocated in the budget for Spend to Save projects are very modest, adding up to only £2.050m and we would argue for that to be expanded in the future. Meanwhile we have identified the following projects on a Spend to Save basis.

- A **Solar PV programme**, building on and complementing the work of Edinburgh Community Solar Co-op
- An **arms-length company energy development fund**
- Targeted support through an evergreen loan fund to improve **warm homes in the private rented sector**
- A pilot for **renewable heat in schools**, delivering savings in fuel bills

A fairer city

- 20) We believe that a zero-carbon city is a fairer city: with warm homes, more local services, better public transport and more accessible green spaces, among much else. However, we also recognise that the most acute forms of poverty need a more direct response, as argued by the Edinburgh Poverty Commission.
- 21) Much of the funding responsibility to address poverty lies with UK and Scottish governments: for example, through the benefits system or housing programmes. However, in response to the Poverty Commission's work, the city council has agreed an End Poverty in Edinburgh Delivery Plan. We have allocated £2m for action in 2021-22 within that plan, with a focus on activity which will provide swift respite, including
- Investment in **homelessness prevention**
 - Funding **Edinburgh Guarantee for All** to provide access to work and training
 - Enhanced support on **income maximisation** and advocacy
 - **Crisis support** and direct assistance
- 22) In January all political groups apart from the Greens voted to boost the Lord Provost's civic hospitality budget by £30k in 2021-22. We would remove that boost and reallocate it to fund the new **End Poverty Edinburgh Citizen Group**, within our overall £2m programme.
- 23) In addition to the £2m investment in the Delivery Plan we have allocated funding for
- Bridging the **digital divide in schools** which has been exposed more starkly during home-learning in the last year.
 - Meeting the request of the **Looked After Champions Board** for funding for staff recruited from care-experienced people

- Recognising the need to **transform approaches to food poverty**, food waste and food resilience in light of shocks to food systems through the pandemic and Brexit.
- Recognising the importance of access to housing in the city, we have allocated money from reserves for the lead work in **Short Term Lets regulation** to be repaid from fees when operational.
- Recognised the impact on council house tenants of the pandemic and proposed a **rent freeze in 2021-22** (see further below).

Challenging the funding straitjacket

- 24) In last year's budget (2020) all but one of the five political groups on the Council indicated a 4.79% council tax rise for 2021-22. As recently as the Budget meeting of Finance and Resources Committee on 2 February this was also a core part of the budget recommendations. Very late in the day, the Scottish Government indicated that it would provide funding of up to the equivalent of around 3% of council tax rise if councils choose to freeze council tax at 2020-21 levels. To put this in context, a 4.79% rise in Edinburgh yields £14.8m for investment in services and priorities, compared to £9.6m from the Scottish Government. So, to accept the Scottish Government payment is to reduce available budget by £5.2m in 2021-22 and with knock-on effects to the baseline going forward.
- 25) The Scottish Government has a choice. It has set aside £9.6m to go to Edinburgh. It could and should pass that £9.6m to Edinburgh, in recognition of the real-terms cuts imposed on local government by the Scottish Government since 2013-14, and still leave councils free to determine their own levels of council tax. Alternatively, it could use the funding as a council tax mitigation fund, by pledging to fund up to 3% of whatever council tax rise a council chooses. So, in the context of Edinburgh's plans, the additional £14.8m would still be raised, with £9.6m funded through Scottish Government and £5.2m by Council Tax in Edinburgh. In that scenario, the benchmark Band D council tax would rise by 46p a week.
- 26) At draft budget stage, the Scottish Government has chosen neither of those options. Instead it has reverted to type and said it will withhold all funding unless councils freeze council tax in absolute terms. We don't believe that is right. We don't believe council budgets should be treated so whimsically a few days before they are set just because a Holyrood election is on the horizon.
- 27) That is why we have made two choices in this budget: the first to **challenge the Scottish Government to release the £9.6m** which should rightfully belong to Edinburgh to fund schools, parks, waste collections, homelessness services and the many other services on which people in the city depend; the

second to retain the right of the city to set its own council tax and allocate the additional revenue to investing in action for a Green Recovery.

- 28) At the same time we believe the council should also challenge the Scottish Government over flexibility over other forms of funding. While we have welcomed the £34m of flexibility in loan principal repayments, to be used over the next 3 years for COVID mitigation, we note that officers have repeatedly highlighted the even more advantageous position that could be derived from **recalibrating PPP payments**; we note that COSLA leaders on 29 January agreed to press Scottish ministers on agreeing that and it is time for the Scottish Government to act.

Capital choices

- 29) We welcome the importance placed on zero carbon projects within the capital strategy: for example, in delivering new schools at Passivhaus standard and in developing the carbon scenario tool. This is complemented by the HRA Business Plan with a commitment for the council housing estate to be net zero carbon by 2030. However, we express disappointment at the draft capital settlement from the Scottish Government; and we remain of the view that the **City Region Deal needs be reset in light of the need for Green Recovery**.
- 30) Within the limited scope that the budget presents we have used the headroom created by our council tax proposals to **secure an additional £32m of borrowing** as follows:
- **Green infrastructure**: parks, facilities, access – recognising the even greater importance which outdoor space has had in the last year.
 - Upgrading and adding **play equipment in parks**
 - Investing in **community centres**
 - **Spaces for People**: transition to permanent interventions where appropriate
 - Repairing and replacing **foot-bridges and inaccessible paths**
 - Additional investment in **new and refurbished schools**
- 31) Finally, beyond that, as we highlighted in paragraph 5, there is a massive opportunity to marshal significant capital resources to invest in the city's zero carbon journey. That is more urgent than ever.

Recommendations

Council notes the following reports:

- 4.1 Revenue Budget 2021/26

- (a) Council Business Plan and Budget 2021/26 – referral from the Finance and Resources Committee
 - (b) Local Government Finance Settlement 2021/22 – report by the Executive Director of Resources
 - (c) Council Business Plan and Budget 2021/26: Risks and Reserves – referral from the Finance and Resources Committee
 - (d) Budget Insights 2020 – referral from the Finance and Resources Committee
 - (e) Corporate Parenting Action Plan 2020/22 – referral from the Finance and Resources Committee
- 4.3 Sustainable Capital Budget Strategy 2021-2031 – referral from the Finance and Resources Committee
- 4.4 Council Revenue Budget Framework 2021/22 – Integrated Impact Assessments – report by the Chief Executive

Council approves:

The revenue budget set out in the reports, subject to the amendments set out in Appendix 1 of Annex 1 to this motion;

- A band D Council Tax of £1,402.71;
- The Council Tax and Rating resolution as set out in Annex 2 to this motion;
- The 2021 to 2031 capital budget as set out in the report by the Executive Director of Resources, subject to the amendments set out in Annex 3 to this motion;
- A further report to be submitted to seek approval of revised charges for Council services, the financial impact of which is contained in Appendix 1 to Annex 1 to this amendment; and
- Allocations from General Reserves and Spend to Save Fund, as outlined above

REVENUE BUDGET 2021/22 – 2025/26 ANNEX 1 TO THE GREEN GROUP AMENDMENT

	2021/22		2022/23		2023/24		2024/25		2025/26	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure to be Funded										
- Resource Allocation Totals		1,072,218								
- Add: Expenditure funded through Specific Grants		61,959								
			1,134,177							
- General Revenue Funding and Non Domestic Rates		(760,278)								
- Ring Fenced Funding		(61,959)								
			(822,237)							
To be Funded by Council Tax		311,940	349,524	387,410	427,920	469,870				
Council Tax at Band D		£1,402.71	£1,469.90	£1,514.00	£1,559.42	£1,606.20				
Increase on Previous Year		£ 64.12	£ 67.19	£ 44.10	£ 45.42	£ 46.78				
- Percentage Increase		4.79%	4.79%	3.00%	3.00%	3.00%				
Funding Requirement		311,940	349,524	387,410	427,920	469,870				
Council Tax Income		326,140	343,832	355,918	368,428	381,378				
		326,140	343,832	355,918	368,428	381,378				
Funding (Excess) / Shortfall at Council Tax increase above as reported to Council, February 2021		(14,200)	5,692	31,492	59,492	88,492				
Service Investment (see Appendix 1)	16,975		5,235		5,360		5,360		5,360	
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	475		95		95		95		95	
Less: Additional Savings (see Appendix 1)	(950)		(920)		(920)		(920)		(920)	
		16,500	4,410		4,535		4,535		4,535	
Contributions to / (from) reserves (itemise)										
Spend to Save Fund	(2,050)		0		0		0		0	
Unallocated General Reserves	(250)		(125)		375		0		0	
		(2,300)	(125)		375		-		-	
Balance of Available Resources		-	9,977	36,402	64,027	93,027				

REVENUE BUDGET 2021/22 – 2025/26
APPENDIX 1 TO ANNEX 2 TO THE GREEN GROUP AMENDMENT

	2021/22	2022/23	2023/24	2024/25	2025/26
	£000	£000	£000	£000	£000
SERVICE INVESTMENT					
<i>Green recovery</i>					
Zero Carbon Plan	4,000	(4,000)			
Outdoor education development	500	(500)			
Neighbourhood resilience fund	500	(500)			
Digital inclusion in schools	2,250				
Cargo bikes	500	(500)			
EV fleet transition	1,000				
Tree-planting and maintenance	1,000	(1,000)			
Repair and Re-use third sector support	500	(500)			
Natural Edinburgh project	565	(565)			
Community climate change funds	0	0			
End Poverty in Edinburgh Delivery Plan	2,000	(2,000)			
Supporting Looked After Young People	110				
Food resilience and transformation	1,000	(1,000)			
Short-term holiday lets regulation - set-up costs	250	(125)	(125)		
Prudential borrowing-supported projects (see Annex 3)	750	1,000	250		
<i>Projects funded from Spend to Save</i>					
Solar PV programme	500	(500)			
ALEO energy development	500	(500)			
Warm homes in PRS	600	(600)			
Renewable heat in schools	450	(450)			
TOTAL SERVICE INVESTMENT	16,975	(11,740)	125	0	0
PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2021/24					
Instrumental music	150				
Edinburgh Leisure (transitional leeway)	380	(380)			
Replace water coolers in schools	(55)				
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK	475	(380)	0	0	0
ADDITIONAL SAVINGS	£000	£000	£000	£000	£000
Higher parking income (net of risk)	(470)				
Estate temperature control	(100)				
Staff travel and parking	(250)				
Reduce paper/print costs	(100)				
Budget carry forward for LP office	(30)	30			
TOTAL ADDITIONAL SAVINGS	(950)	30	0	0	0

COUNCIL TAX / RATING RESOLUTION ANNEX 2 TO THE GREEN GROUP AMENDMENT

To recommend that in respect of the year to 31st March, 2022:

1. GENERAL FUND

Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;

Council Tax - estimated expenditure from Council Tax of £326.140m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act, as amended by The Council Tax (Substitution of Proportion) (Scotland) Order 2016, as follows:

Band	Council Tax £	Band	Council Tax £
A	935.14	E	1,843.01
B	1,091.00	F	2,279.40
C	1,246.85	G	2,746.97
D	1,402.71	H	3,436.64

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Executive Director of Resources by	9 July 2021
Hearing of Appeals by the Rating Authority	17 September 2021

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Executive Director of Resources	Within six weeks of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment) (Scotland) Act 1984
Hearing of Appeals by the Rating Authority	Periodically

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows necessary sums to meet the above capital expenditure.

**CAPITAL BUDGET 2021-2026
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO THE GREEN GROUP AMENDMENT**

	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	Total £000
Changes to recommended CIP						
Prudential Borrowing-supported projects (funded through Council Tax income):						
Green infrastructure: parks, facilities, access	10,000					10,000
Play equipment in parks	2,000					2,000
Community centres	2,000					2,000
Spaces for People: transition to permanent interventions	3,000					3,000
Foot-Bridges and Paths	3,000					3,000
Schools capital	4,000	8,000				12,000
	24,000	8,000	0	0	0	32,000

Appendix 4

(As referred to in Act of Council No 5 of 18 February 2021)

REVENUE BUDGET 2021/22

CAPITAL BUDGET STRATEGY 2021/31

LIBERAL DEMOCRAT GROUP AMENDMENT

1. Building back better

Council:

- 1) Regrets that the cumulative effect of years of cuts by the SNP Scottish Government to Council funding has severely restricted the ability of the Council to respond flexibly to emergencies, in particular to the pandemic, and is projected to lead to even more severe cuts in service provision in future.
- 2) Notes that the SNP Scottish Government has interfered with the Council's budget setting process by offering additional funding of £10m only on condition of agreeing to a council tax freeze costing £15m. Agrees that whether the Council has a council tax freeze or not should be a decision solely for the elected members of this Council to decide based on what it would mean for essential services and on an understanding of what the city needs, rather than an election gimmick. Therefore instructs the Council Leader to write to the Cabinet Secretary for Finance to express these views and to make the case for local democracy and accountability and fair funding of local government.
- 3) Notes continued failures to meet residents' expectations for performance levels in paths, pavements and road repairs, gully cleaning, gritting and snow clearing and waste collection services, despite the efforts of Council staff who are continually expected to do more with less.
- 4) Notes with concern the continuing structural deficit in EIJB funding and the impact this will have in terms of cuts to service levels and increased delays in care packages and therefore instructs the Council Leader to write to the Cabinet Secretary for Finance to ask the Scottish Government to provide additional funding for the EIJB beyond the hypothecated sums contained in the Local Government Finance settlement.
- 5) Notes that the budget assumes that the Council will utilise the financial flexibility whereby payment of the principal element of the planned loans fund repayment in 2021/22 will be deferred until 2022/23, with the resulting in-year

estimated savings of £34m used to create a COVID-mitigation reserve. Notes that officers continue to make the case, however, for the PPP-based flexibility to be applied on an annuity basis which would optimise the level of retrospective benefit whilst delivering savings to the revenue account over the medium term of the contractual agreements concerned.

- 6) Welcomes the hugely positive response to the pandemic by all Council staff and communities across Edinburgh through various formal and informal initiatives to help neighbours in need and people struggling with the effects of the virus on themselves, their businesses and their neighbourhoods. Recognises the opportunities arising from a heightened level of community engagement, of a greater willingness to find practical solutions and of new sustainable ways of working and living.
- 7) Seeks to build on this as a basis for a fair and green recovery along with meaningful community engagement, consultation and participation.
- 8) Notes the launch of the Council's new Business Plan and welcomes the desire to empower communities, to listen to citizens, to provide early help and support to tackle poverty and homelessness and to incorporate recommendations from the Poverty Commission and from the Edinburgh Climate Commission.
- 9) Notes the success of the partnership approach adopted by the Council with voluntary sector organisations to tackle major issues arising from the pandemic and welcomes the Council's proposals for greater partnership working, for empowering Council staff, citizens and voluntary groups to help meet the needs of local communities, and for the development of '20 minute neighbourhoods' to provide enhanced local access to Council services and tackle digital exclusion based in a range of local buildings, such as libraries and community centres.
- 10) Welcomes the desire in the Business Plan
 - to change the way the council provides services, as we have said before, to focus on preventative spending to help it more readily meet citizens' needs and to design reliable, cost effective 'Citizen-centred' services not necessarily provided by the Council itself;
 - to reconnect the Council with the people it serves, to build more empowered and resilient communities across the city and to encourage democratic participation and engagement by citizens;
 - to improve basic services, to fix our paths, pavements and roads, to improve the reliability of waste and recycling collections, to encourage investment in reliable and clean public transport, to improve the cleanliness of the city, its streets and parks;

- to deliver expanded early years' education; and
 - to develop a sustainable and integrated public transport network, to promote walking, cycling and wheeling as real alternatives to car use.
- 11) Council agrees to continue consideration of the draft business plan for one cycle to allow for improvements to be made, particularly:
- ensuring the document has far greater prioritisation around improving the core services which are delivered to residents in return for their council tax;
 - changing the text within the plan to ensure affordable housing relates to homes actually completed rather than just approved for construction;
 - the need to adopt a less centralised approach and to devolve more decision making to local communities;
 - setting out SMART measures for all objectives to track success in delivering the plan;
 - clarity on how the new plan connects to the 2017 coalition commitments which the administration said would be delivered by the end of this Council term; and
 - to update the references under 'inclusion in schools' to remove the intention to realise capital receipts from selling off special schools and instead focus on helping those in or aspiring to be in mainstream school, who need support to do so.
- 12) Therefore aims to enable the provision of the highest quality services on a best value basis using an evidence-based approach and, at a time of financial constraints, to focus on helping vulnerable people in their communities and getting basic services right.

2. Specific Revenue Proposals

Council:

- 1) In view of the ongoing negative impact of the pandemic and the economic recession, agrees to freeze council tax for one year and to freeze charges for school lets and burials and cremations.
- 2) Recognises the negative impacts of the pandemic and the economic recession on vulnerable residents and therefore agrees a support package of £1.050m to help people in or at risk of poverty maximise incomes, access welfare entitlements, and get the support they need to progress in employment, learning and training.

- 3) Notes the economic consequences of the pandemic in rising unemployment and benefits dependency. Agrees to boost the Edinburgh Guarantee for All by £175k to ensure that every unemployed Edinburgh citizen is able to access the support they need to gain employment, education or training.
- 4) Agrees to allocate £110k to fund the Council's Corporate Parenting Plan for care-experienced young people.
- 5) Recognises the need to accelerate the decarbonisation of the Council's estate and therefore agrees to allocate £500k to fund an Enerphit pilot project across two buildings, develop an energy masterplan and business case for an Enerphit retrofit and low-carbon heat network and increase insulation levels to Enerphit standards. Extra funding will be available from the Spend to Save Fund.
- 6) Agrees to allocate £1m to upgrade digital infrastructure in schools where required and to provide funding to schools for digital devices for all teachers and for pupils in need.
- 7) Recognises the delays in emptying of full or overflowing communal bins and agrees to allocate £250k to improve waste collection services.
- 8) Recognises the need to tackle issues around litter, graffiti and dog mess and agrees to allocate £250k to fund Environmental Wardens.
- 9) Recognises the delays experienced by residents in the filling of grit bins and in the gritting of pavements and paths in parks and agrees to allocate £500k to improve outcomes in future.
- 10) Accepts that the Administration has failed to give adequate priority to tackling our deteriorating paths, pavements and roads, particularly as this is a major disincentive to walking, cycling and wheeling. Agrees to allocate £10m, being £2m revenue and £8m capital funding, to improve the condition of our paths, pavements and roads.
- 11) Recognises the significant backlog of road safety projects and agrees to allocate funding of £150k to accelerate delivery of these projects.
- 12) Welcomes the steps being taken by the Council towards meeting the net zero carbon target, acknowledges the need to encourage local neighbourhood environmental initiatives to support greater sustainability in our communities and agrees to provide £100k to fund them.
- 13) Notes that the Administration has failed to effectively tackle fly tipping and agrees to abolish the £5 collection charge for bulky items.
- 14) Acknowledges the need for enforcement of speed limits in residential areas and agrees to spend £100k on a Police Speed Check team of two officers.

- 15) Reaffirms that pedestrians have top priority in all travel projects and agrees to employ a Walking Projects Manager to ensure the delivery of walking projects and that a minimum of 15% of the transport budget is allocated to pedestrian friendly initiatives.
- 16) Empowers local communities by setting up a fund of £281k to support Community-based projects.
- 17) Agrees to continue investment of £478k in community police officers, while seeking to review the agreement with the Scottish Police Authority to ensure that the Council is receiving value for money.
- 18) Recognises the educational value of qualified teaching staff in Nursery Schools in terms of reducing the Attainment Gap and therefore agrees to withdraw the proposed cut to Nursery teachers and Nursery head teachers of £300k in 2021-22.
- 19) Accepts that schools are already under substantial financial pressures and need to ensure that all pupils have equal access to digital learning. Therefore agrees to allocate £1m extra for schools to not only remove the cut of £600k but increase Devolved School Budgets by £400k in 2021-22.
- 20) Recognises the substantial all-round benefits to pupils and school communities of instrumental music teaching and therefore agrees to remove the proposed savings target of £150k in 2021-22.
- 21) Rejects the cut of £380k to the grant paid to Edinburgh Leisure, recognising the positive impact on the physical well-being and mental health of individuals and communities of engagement in exercise.
- 22) Recognises the importance to local communities of access to libraries and therefore agrees to remove the cuts to Libraries and Adult Learning to save £300k.
- 23) Recognises the increased value placed on our parks and green spaces by citizens throughout the pandemic and therefore agrees to reverse the cut to parks and green spaces of £100k.
- 24) Notes that since the introduction of the charge for garden waste collection, overall recycling rates have further declined; is concerned that any price increase could worsen this trend and therefore agrees not to increase the annual charge to £35.
- 25) Agrees to remove the self-imposed policy restrictions of the Administration which require the in-house provision of existing services and an expensive commitment to avoiding compulsory redundancies. Instead agrees to

empower senior officers to embark on a programme of Best Value service reviews with a view to delivering significant annual revenue savings.

3. The Capital Budget

Council:

- 1) Notes the cuts in capital funding to the Council by the SNP Scottish Government over recent years and the need for them to be reversed to allow the Council to invest in the facilities, housing and infrastructure required to support our communities and local economies in their recovery from the pandemic and thereafter.
- 2) Notes that the Sustainable Capital Budget Strategy 2021-31 is affordable in the short term but that there is a funding gap from 2023/24 onwards in the region of £172m.
- 3) Notes the intention to reduce the overall requirement for education infrastructure by transforming learning and teaching methods and practice in schools and developing plans for catchment reviews and school extensions rather than new schools. However, while being supportive of the principle of inclusion in schools and with a view to 'Getting it Right for Every Child', notes with concern the ambition for inclusion of all pupils in mainstream schools, and the potential detrimental impact on pupils with additional support needs in the absence of significant extra revenue funding of schools, and rejects the proposal to realise capital receipts from selling off special schools.
- 4) Notes that changes to working arrangements for Council staff during the pandemic and improvements in connectivity and technology may lead to some staff moving to blended working, being a mixture of home-based and office-based work. As a consequence, the Council may find opportunities to reduce its operational estate with capital and/or revenue funding benefits.
- 5) Notes that the Council owns an investment portfolio of commercial property assets in Edinburgh with an indicative pre-pandemic value in excess of £200m and therefore agrees to seek opportunities over the medium term to realise capital proceeds from the disposal of non-sensitive buildings to contribute in part towards filling its capital funding gap, for example, where the rental yield falls below the Council's pooled borrowing rate.
- 6) Welcomes the planned funding in 2021-22 for new primary and secondary schools, increased early years provision, the completion of the Energy Efficiency Street Lighting project and further investment in Active Travel and public transport.
- 7) Welcomes the planned funding over the next ten years of the Wave 4 school building programme for Currie High School, Trinity Academy (Phase 2),

WHEC, Liberton High School and Balerno High School as well as provision for five new primary schools and a new high school for Kirkliston/West Edinburgh.

- 8) Notes the unfunded capital projects listed in Appendix 5 of the Sustainable Capital Budget Strategy 2021-31 and agrees to fund the following from additional prudential borrowing –
- £8m for improvements to paths, pavements and roads;
 - £5m for infrastructure upgrades to parks, green spaces and cemeteries, new allotments and playground equipment, including £200k to replace drainage in Inverleith Park;
 - £2m for community centres, including £750k towards the building of the £2.0m replacement Corstorphine Community Centre;
 - £3m for the provision of modern and accessible public toilet facilities.

4. Conclusions

Council notes the following reports:

Item 4.1 - Revenue Budget 2021/26 Reports:

- (a) Council Business Plan and Budget 2021/26 – referral from the Finance and Resources Committee;
- (b) Local Government Finance Settlement 2021/22 – report by the Executive Director of Resources;
- (c) Council Business Plan and Budget 2021/26: Risks and Reserves – referral from the Finance and Resources Committee;
- (d) Budget Insights 2020 – referral from the Finance and Resources Committee; and
- (e) Corporate Parenting Action Plan 2020/22 – referral from the Finance and Resources Committee.

Item 4.3 Sustainable Capital Budget Strategy 2021-2031 – referral from the Finance and Resources Committee

Item 4.4 Council Revenue Budget Framework 2021/22 – Integrated Impact Assessments – report by the Chief Executive

Council therefore approves:

- The Revenue Budget 2021/22 as set out in the reports, as amended by the changes/allocations included in Annex 1;

- A band 'D' Council Tax in 2021/22 of £1,338.59;
- The Council Tax and Rating resolution set out in Annex 2 to this motion;
- The 2021/31 Capital Budget Strategy as set out in the report by the Executive Director of Resources, subject to the amendments set out at Annex 3 to this motion;
- A further report to be submitted to seek approval of revised charges for Council services, the financial impact of which is contained in Appendix 1 to Annex 1 to this amendment.

REVENUE BUDGET 2021/22 – 2025/26
ANNEX 1 TO THE LIBERAL DEMOCRAT GROUP AMENDMENT

	2021/22		2022/23		2023/24		2024/25		2025/26	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure to be Funded										
- Resource Allocation Totals		1,072,218								
- Add: Expenditure funded through Ring Fenced Grants		61,959								
		1,134,177								
- General Revenue Funding and Non Domestic Rates		(769,893)								
- Ring Fenced Funding		(61,959)								
		(831,852)								
To be Funded by Council Tax		<u>302,325</u>		<u>339,215</u>		<u>376,358</u>		<u>416,090</u>		<u>459,458</u>
Council Tax at Band D		£1,338.59		£1,402.71		£1,444.79		£1,488.13		£1,532.77
Increase on Previous Year		£ -		£ 64.12		£ 42.08		£ 43.34		£ 44.64
- Percentage Increase		0.00%		4.79%		3.00%		3.00%		3.00%
Funding Requirement		302,325		339,215		376,358		416,090		459,458
Council Tax Income		<u>311,325</u>		<u>328,323</u>		<u>339,179</u>		<u>351,186</u>		<u>363,619</u>
		<u>311,325</u>		<u>328,323</u>		<u>339,179</u>		<u>351,186</u>		<u>363,619</u>
Funding (Excess) / Shortfall at Council Tax increase above as reported to Council, February 2021		(9,000)		11,601		37,179		64,904		95,839
Service Investment (see Appendix 1)	7,432		4,404		4,693		4,927		5,052	
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	2,468		2,628		2,628		2,628		2,628	
Less: Additional Savings (see Appendix 1)	(900)		(3,800)		(8,800)		(11,300)		(13,800)	
		9,000		3,232		-1,479		-3,745		-6,120
Contributions to / (from) reserves (itemise)										
		-		-		-		-		-
Balance of Available Resources		<u>-</u>		<u>14,833</u>		<u>35,700</u>		<u>61,159</u>		<u>89,719</u>

REVENUE BUDGET 2021/22 – 2025/26
APPENDIX 1 TO ANNEX 1 TO THE LIBERAL DEMOCRAT GROUP AMENDMENT

	2021/22	2022/23	2023/24	2024/25	2025/26
	£000	£000	£000	£000	£000
SERVICE INVESTMENT					
Eliminating the increases in charges for School Lets and Burials & Cremations	168				
Maximising incomes and meeting crisis needs	1,050	(1,050)			
Delivering Edinburgh Guarantee For All	175	(175)			
Funding Corporate Parenting	110				
Accelerating decarbonisation of the Council's estate	500				
Creating a fund for digital devices & Upgrading digital infrastructure for schools	1,000				
Empowering schools by rejecting cuts and increasing Devolved School Management Budgets	400				
Extra funding for Waste Collection services	250				
Extra funding for Environmental Wardens	250				
Improving servicing of grit bins and gritting of pavements	500				
Fixing our broken paths, pavements and roads	2,000	(2,000)			
Accelerating the delivery of Road Safety projects	150				
Local neighbourhood environmental initiatives	100	(100)			
Tackling fly tipping by abolishing the £5 charge for the bulky item collection service	175				
Funding of a Police Speed Check team	100				
Funding of a Walking Projects Manager	75				
Community Project funding	281				
Prudential borrowing to fund extra capital spending	148	297	289	234	125
TOTAL SERVICE INVESTMENT	7,432	(3,028)	289	234	125
PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2021/26					
Reversing the cuts to:					
Police Funding	478				
Nursery teachers and head teachers	300				
School budgets (DSM)	600				
Instrumental Music service	150				
Edinburgh Leisure	380				
Libraries and Adult Education	300				
Parks and Green Spaces	100				
Dropping the Garden Waste Collection charge increase	160	160			
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK	2,468	160	0	0	0
ADDITIONAL SAVINGS	£000	£000	£000	£000	£000
Changes to Redeployment policy	(900)	(400)			
Savings arising from empowering Council management to seek and implement evidence-based Best Value service reviews		(2,500)	(5,000)	(2,500)	(2,500)
TOTAL ADDITIONAL SAVINGS	(900)	(2,900)	(5,000)	(2,500)	(2,500)

**COUNCIL TAX / RATING RESOLUTION
ANNEX 2 TO THE LIBERAL DEMOCRAT GROUP AMENDMENT**

To recommend that in respect of the year to 31st March, 2022:

1. GENERAL FUND

Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;

Council Tax - estimated expenditure from Council Tax of £311.325m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act, as amended by The Council Tax (Substitution of Proportion) (Scotland) Order 2016, as follows:

Band	Council Tax	Band	Council Tax
	£		£
A	892.39	E	1,758.76
B	1,041.13	F	2,175.21
C	1,189.86	G	2,621.41
D	1,338.59	H	3,279.55

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Executive Director of Resources by	9 July 2021
Hearing of Appeals by the Rating Authority	17 September 2021

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Executive Director of Resources	Within six weeks of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment) (Scotland) Act 1984
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Hearing of Appeals by the Rating Authority	Periodically
--	--------------

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows necessary sums to meet the above capital expenditure.

CAPITAL BUDGET 2021-2026
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO THE LIBERAL DEMOCRAT GROUP AMENDMENT

	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	Total £000
Changes to recommended CIP						
Funded through additional Revenue savings:						
Improvements to paths, pavements and roads	2,000	2,000	2,000	2,000		8,000
Parks, Green Spaces and Cemeteries, new allotments and playground equipment, including Inverleith Park drainage	1,000	1,000	1,000	1,000	1,000	5,000
Community Centres, including £750,000 for Corstorphine Community Centre	750	750	500			2,000
Provision of modern and accessible public toilet facilities	1,000	1,000	1,000			3,000
	4,750	4,750	4,500	3,000	1,000	18,000

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Positive steps in our fight against COVID-19

As we move into spring, prospects are also brightening in our fight against COVID-19. Last month we [welcomed thousands of younger pupils back into our schools](#), along with older students completing practical work, supported by our fantastic teams of teaching staff across the city. In the next few weeks, we'll begin to see the phased return of all pupils, which I know will be great news for many families, and we'll be working extra hard to make sure this process goes smoothly and safely.

These developments follow the [Scottish Government's strategic framework for exiting lockdown](#), which offers some hope for a return to some sense of normality in the coming months. This optimism has been boosted by the exceptional [vaccination roll-out](#) – around a third of the Scottish population has already received their first jab – and significantly increased testing to track down and isolate any new cases.

Just this month, the [latest mass vaccination centre](#) opened at Edinburgh Park, offering nearly 500 appointments a day, and the number of walk-through testing centres in the city is continuing to increase with the launch of two new testing centres in the car parks of Ainslie Park Leisure Centre and the Jack Kane Sports Centre and Community Centre.

Of course, these are all reasons to be positive, but we mustn't let our guard down. By continuing to stick to the rules, staying at home and minimising interaction with other households, we can stop the spread of this virus in its tracks, working towards an end to restrictions and the reintroduction of all the activities, socialising and travel that we've all missed so much.

Helping businesses hard-hit by the pandemic

Through the [Discretionary Grant Fund](#) we continue to support those businesses most in need following the second lockdown and stricter restrictions. Since we launched it in early February, we've now distributed £2,000 grants to more than 450 businesses and I'm really pleased to confirm that there is even better news for businesses, with an additional £10 million allocated to Edinburgh for our Discretionary Fund pot.

We're finalising detailed proposals for how this will be distributed and hope to have these agreed soon so we can start a second application process and continue to help more businesses through these challenging times. I'm sure news of the extension to business rates relief will also have been extremely welcome.

To date, we've provided financial support to over 19,000 Edinburgh businesses, including 4,240 taxi drivers, with total funding in excess of £181.4 million. And, together with our partners, we're working hard to support city businesses to get back up and running sustainably and help Edinburgh recover and rebuild once we get past the current crisis.

Delivering a green, sustainable and people-friendly city

As we look to make a green recovery from the pandemic, providing safe, sustainable travel options will be critical. In the last month we've made great strides with several major projects defining the future of transport and mobility here in Edinburgh, starting with approval of the [City Mobility Plan](#). This ten-year plan will deliver a better-connected, net-zero carbon transport system and a healthier environment for our residents – and I'm delighted that we'll now be able to get to work on actions to achieve this.

During COVID, our [Spaces for People programme](#) has been helping people to travel sustainably, by walking wheeling and cycling safely around their community. We're now considering if some of the temporary measures are worth keeping longer term. We're [asking for your views about the measures](#) which improved safety at the school gates, gave more space for people and families, supported local business and provided spaces that parents were comfortable letting their kids cycle in. Please take this chance to have your say.

I know many people will have shared my excitement when they saw the stunning new concept designs for the transformation of George Street and First New Town. The fantastic [3D fly-through video](#) demonstrates in great detail just how welcoming this historic street could look once the project is delivered in 2025. If you've not seen the video, [have a look, find out more about the designs and let us know what you think](#).

All aboard for a revitalised Granton Station

We have a steadfast commitment to unlocking the potential of the waterfront at Granton as a thriving place to live, work and spend time in. Our landmark plans for the area took another big step forward yesterday (4 March) with the award of a £4.75 million contract to Kier Construction for the [revamp of the B-listed Granton Station](#).

This historic Edwardian building will be restored and transformed into a high-quality creative workspace, with the currently derelict land in front of it returned to use as a public square for community events and recreation. Work's due to get under way by early 2022.

This is a key milestone in our [£1.3 billion Granton Waterfront sustainable regeneration project](#) and I'm hugely looking forward to seeing it all take shape.

New planet-friendly school for Currie

It's always exciting when new school plans and images are made public but there's something really special about the [new Currie Community High School](#), which is set to become one of the most energy-efficient high schools in the whole of Scotland.

The campus will be the first Passivhaus-designed high school in the country, setting the standard for energy consumption across school estates. Passivhaus reduces the amount of energy needed for heating by up to 90%. It also lowers the total amount of energy used by around 70% and minimises carbon emissions.

These plans come hot on the heels of our partnership work with the Edinburgh Community Solar Co-operative to install [solar panels on the roof of Waverley Court](#). This is the sixth public building to be fitted with solar panels as part of the second phase of one of the largest community-owned renewable energy projects in the UK. As well as supplying green energy to Council buildings, any surplus profits made by the project will be reinvested locally through a Community Benefit Fund.

International Women's Day 2021

This month is Women's History Month and it's been inspiring to see the stories of our Capital's most prominent and impactful women being told. On Monday (8 March) we'll also be proudly flying the [International Women's Day](#) flag from the City Chambers. On this day every year the world comes together to celebrate women's social, economic, cultural and political achievements, raise awareness against bias and accelerate 'action for gender parity'.

To mark the occasion, our [Museums Service](#) has been profiling five pioneering women whose lives are reflected by our collections. This series forms part of their current [Auld Reekie Retold](#) project and will become an online exhibition on [Capital Collections](#). There's also a series of online events and lectures to mark the day and you can book your place now for the [An \(Almost\) A to Z of Modern Scottish Women Artists](#) (8 March) and [Scots Women who Chose to Challenge](#) (9 March) lectures.

It was fantastic to see the fifth Women in Business programme launched as the part of the Business Gateway Edinburgh's International Women's Day event this week. It focuses on growth and financial planning to help women in business build a sustainable and scalable business model, while also providing practical support in areas such as funding, productivity and leadership.

The feedback we've consistently received from participants who have completed our [six-week Women in Business programme](#) is that spending time and learning from other businesses is one of the highlights – I'd definitely encourage anyone who's interested to find out more.

Share your views on future Winter Festivals

Just over a year ago, I committed to a full conversation on what Edinburgh's Christmas and Hogmanay celebrations should look like. The events are a lynchpin of so many of our families' Christmases, while providing a significant boost to the local economy, creating jobs and attracting huge numbers of locals and visitors to support our city centre businesses each year. But they also present challenges in terms of their impact, and it's important we strike the right balance.

That's why following the end of the current contract, we're taking the opportunity to reflect on the events so we can make sure the Winter Festivals we stage truly reflect the wishes and aspirations of people who live and work in the Capital.

Our 12-week consultation on the future of Winter Festivals from 2021/22 is now under way and we've had more than 4,000 responses in the first week alone. The survey's being carried out by independent market research company [Progressive](#) and you can [take part on the Consultation Hub](#) or request a paper copy by calling the Council on 0131 200 2000.

Don't miss your chance to cast your vote on 6 May

With less than nine weeks to go until the Scottish Parliament election it's important to think about how you'll be voting and [making sure you're registered to vote](#).

On polling day there will be additional hygiene and distancing measures at all our polling places to keep voters and staff safe. Measures include a fresh pencil for each voter, protective screens for polling staff and limits to the number of voters in polling places at any given time. To reduce the prospect of queues, voters are being asked to consider a postal vote and to apply for one now.

You have a range of options for casting your ballot – in person, by post or by appointing someone you trust to vote in your place, known as a proxy. The deadline to register to vote is midnight on 19 April, to [apply for a postal vote](#) the deadline is 5pm on 6 April, while for a proxy vote the deadline is 5pm on 27 April.

Get involved

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

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The City of Edinburgh Council

10:00am, Thursday 11 March 2021

Review of Political Management Arrangements March 2021

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

1. Recommendations

- 1.1 To note current restrictions do not allow 90% attendance within the Main Council Chamber; all formal meetings of the Council, including Council, executive committees and other committees will therefore remain virtual until 2 August 2021.
- 1.2 To note that electronic voting would be trialled at a suitable committee.
- 1.3 To suspend procedural Standing Orders until 31 July 2021 and agree to Interim Standing Orders set out in appendix one to take effect from 12 March 2021.

Andrew Kerr

Chief Executive

Contact: Hayley Barnett, Corporate Governance Manager

Strategy and Communications Division, Chief Executive's Service

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

Review of Political Management Arrangements March 2021

2. Executive Summary

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

3. Background

- 3.1 In response to the Covid-19 emergency; specifically, to establish quick and agile decision making, manage the pressure on staff, and prioritise frontline services; interim political management arrangements were implemented.
- 3.2 Arrangements have been reviewed at regular and appropriate points during this period – April 2020, August 2020 and December 2020.

4. Main report

- 4.1 Following the last review of political management arrangements in December 2020, all formal meetings of the Council, including Council, executive committees and other committees have continued to take place virtually.
- 4.2 In December, Council agreed all formal meetings of the Council, including Council, executive committees and other committees should continue to take place virtually until restrictions are lessened to a degree that we can operate 90% attendance within the Main Council Chamber. Since the December Council meeting, the public health situation has worsened and a national lockdown was put in place. With the restrictions in place meetings are required to remain virtual.
- 4.3 The Scottish Government has now published a possible road map out of the current lockdown. This roadmap though only covers developments to the end of April 2021 and would in likelihood still have Edinburgh in tier three. It seems clear from the guidance that restrictions in some form will be in place until a significant proportion of the population has been vaccinated. This may allow for physical meetings in June 2021 but given the success of virtual meetings and in the interests of providing clarity to elected members, officers and the public, it is proposed that virtual

meetings continue until the end of the summer recess with a review of the position at the Council meeting in June 2021.

Electronic Voting

- 4.4 Following the decision at December Council, Officers have explored two electronic voting options:
 - 4.4.1 Microsoft Forms Application (currently not rolled out to council officers and elected members and has not completed CGI security assessment treatment)
 - 4.4.2 Outlook – Use Voting Buttons
- 4.5 Both options provide relatively simple technical approaches to electronic voting. Testing has not identified a completely risk free method of electronic voting and as a result it cannot be recommended that it is rolled out across the committee system. However, the benefits of electronic voting are clear, and it is intended to select a suitable committee and trial electronic voting, whereupon a decision can be taken on whether the solution can be rolled out across all committees.

Standing Orders

- 4.6 A session was held with a cross-party selection of elected members on the current Interim Standing Orders. It was noted that it was unlikely that a return to physical meetings was likely in the short term and as a result these changes would apply to the interim standing orders and a further review was necessary on what would become permanent.
- 4.7 The detailed changes are outlined in appendix one but the significant amendments are as follows:
 - 4.7.1 SO 12 - Deputations will no longer be written only and deputations will be invited to speak at Council and appropriate committee meetings;
 - 4.7.2 SO 22.15 - The 40 minute limit for individual items has been clarified to not include the officer presentation of the report; and
 - 4.7.3 SO 25 - The 5pm end of session Standing Order will now apply to committees (not quasi-judicial).

5. Next Steps

- 5.1 Interim political management arrangements would continue. Officers would continue to review practical solutions to improve the experience of virtual meetings for councillors and move towards physical meetings taking into account evolving Scottish Government and public health guidance.

6. Financial impact

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

7. Stakeholder/Community Impact

- 7.1 A discussion session was held with political groups to discuss potential changes to standing orders.

8. Background reading/external references

- 8.1 [Interim Political Management Arrangements 2020](#) – Leadership Advisory Panel of 23 April 2020
- 8.2 [Governance, Risk and Best Value Committee Arrangements and Remote Council Meetings](#) – Policy and Sustainability Committee of 28 May 2020
- 8.3 [Review of Political Management Arrangements 2020](#) – Policy and Sustainability Committee of 6 August 2020
- 8.4 [Review of Political Management Arrangements December 2020](#) – City of Edinburgh Council of 10 December 2020

9. Appendices

- 9.1 Appendix 1 - Interim Standing Orders

CITY OF EDINBURGH COUNCIL

PROCEDURAL STANDING ORDERS

FOR COUNCIL

AND COMMITTEE MEETINGS

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STANDING ORDERS

These standing orders (“**Standing Orders**”) apply from ~~14 December 2020~~ 12 March 2021 and regulate the conduct of business at meetings of the City of Edinburgh Council (“**Council**”) and the committees or sub-committees of the Council (“**Committees**”).

Members are responsible for acting in accordance with the Members’ code of conduct at Council and committee meetings.

1. **First meeting of the Council after an election**
 - 1.1 In an election year, the Council will hold a meeting at 10 am, no later than the third Thursday after the day of the ordinary election of Councillors.
 - 1.2 At this meeting or at any adjournment of it, the Council will
 - (a) appoint the Lord Provost;
 - (b) seek to appoint the Depute Convener, the Leader and Depute Leader of the Council, the members of the committees of the Council and their conveners and any vice-conveners, the members of the joint committees and joint boards, the members of the Licensing Board and such representatives to other bodies as the Council may decide to appoint; and
 - (c) deal with any urgent competent business.
2. **Lord Provost and Depute Convener – term of office**
 - 2.1 The Council may at any time agree to remove the Lord Provost and Depute Convener from office, with immediate effect, provided that not less than three quarters of the members of the Council present and voting so decide.
3. **Ordinary and special meetings**
 - 3.1 If circumstances allow, a meeting of the Council will be held at 10 am on every fourth Thursday.
 - 3.2 In a non-election year the Council, at its first ordinary meeting in May will; appoint the Leader and Depute Leader, the members of the committees of the Council and their conveners and any vice-conveners and the members of the joint committees and joint boards.
 - 3.3 The Lord Provost may in exceptional circumstances alter the arrangements for ordinary meetings or authorise a special meeting to be called. A special meeting may also be called at any time by written request to the Clerk specifying the business to be transacted and signed by at least one quarter of the members of the Council. The Clerk will arrange for the special meeting to be held within 14 days of receipt of the request. The right to call a meeting does not apply to Committees.
 - 3.4 The Council may recess for periods to be determined by the Clerk after consultation with the Lord Provost and the Leader of the Council. During any recess no meetings

of the Council, Executive Committees or the Governance, Risk and Best Value Committee will be held.

4. **Notice of Meetings**

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

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

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

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

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

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

5. **Quorum**

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

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

5.3 Subject to law the quorum of a Committee will be one third of the number of voting members of the Committee (see Committee terms of reference for specific numbers)

provided that in no case will any business be transacted unless at least two voting members are present.

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

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

6. **Lord Provost - Council Meetings**

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

7. **Convener - Committees**

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

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

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

- (a) Deciding on all matters of protocol, decorum, order, competency and relevancy;
- (b) Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination he/she may be advised by the Clerk;
- (c) Deciding priority between two or more members wishing to speak;
- (d) Ensuring that a fair opportunity is given to all members to express their views on any item of business;
- (e) Preserving order within the meeting;
- (f) Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Lord Provost or Chair's opinion, impeding the business of the meeting;
- (g) In the event of disorder arising, adjourning the meeting to a time and date the Lord Provost or Convener will fix then or later. In leaving the meeting, the Lord

Provost or Convener in such circumstances, will without further procedure, have formally adjourned the meeting;

(h) Signing the minutes of the previous meeting;

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

9. **Order of Business**

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

(a) Order of Business

(b) Declaration of Interests

(c) Deputations

(d) Minutes

(e) Leader's Report

(f) Appointments

(g) Reports

(h) Motions

(i) Congratulatory Motions

(j) Council Questions

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

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

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

(a) at the discretion of the Lord Provost or Convener; or

(b) on a motion duly moved and seconded and voted on electronically or by a roll call.

11. **Declaration of Interests**

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

12. Deputations

- ~~12.1 The Council or any Committee can hear deputations on any matter that is included in its power, duties or delegation.~~
- ~~12.2 Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm, two working days before the meeting concerned. The Lord Provost or Convener has discretion to waive both these requirements.~~
- ~~12.3 The Clerk will submit the application to the Council or relevant Committee. An application for a deputation to Council will only be submitted if it relates to an item of business on the agenda for that meeting or if the Lord Provost or Convener decides that there is sufficient reason for the meeting to consider it.~~
- ~~12.4 When the Council or Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary, a vote will be taken without discussion on whether to hear the deputation.~~
- ~~12.5 Each deputation will not usually exceed four persons and will have ten minutes to present its case. If the meeting decides to hear more than one deputation on the same subject, they will be heard together. The Lord Provost or Convener will decide how much time to allow.~~
- ~~12.6 Unless the Lord Provost or Convener decides otherwise, the total maximum time allowed for deputations at a meeting will be limited to 60 minutes.~~
- ~~12.7 Any member can put a question to the deputation that is relevant to the subject. The total time allowed for such questions will not be more than ten minutes for each deputation. The merits of the case must not be discussed by members until the deputation has withdrawn.~~
- ~~12.8 Standing Order 12 does not apply to meetings of the Licensing Sub-Committee, the Development Management Sub-Committee, or the City of Edinburgh Planning Local Review Body, nor to any subsequent consideration of the quasi-judicial matter, or to any other quasi-judicial items considered by the Council or its committees.~~
- ~~12.1 The Council or any Committee can hear deputations on any matter that is included in its power, duties or delegation. For this interim period a deputation should take the form of a written submission.~~
- ~~12.2 Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm, two working days before the meeting concerned. The Lord Provost or Convener has discretion to waive both these requirements.~~
- ~~12.3 The Clerk will submit the application to the Council or relevant Committee. An application for a deputation will only be submitted if it relates to an item of business on the agenda for that meeting or if the Lord Provost or Convener decides that there is sufficient reason for the meeting to consider it.~~

~~12.4 — When the Council or Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation.~~

~~12.5 — Standing Order 12 does not apply to meetings of the Licensing Sub-Committee, the Development Management Sub-Committee, or the City of Edinburgh Planning Local Review Body, nor to any subsequent consideration of the quasi-judicial matter, or to any other quasi-judicial items considered by the Council or its committees.~~

13. **Minutes**

13.1 The Clerk will minute all Council and Committee meetings. The minutes will record the names of the members who attended the meeting and record, in the event of a vote, how each individual member voted. They will be circulated among members of the Council or Committee at least three clear working days before its next meeting for approval. If they are approved as a correct record of proceedings of the meeting, the Lord Provost or Convener of the meeting will sign them.

14. **Reports to Council and Executive Committees**

14.1 Reports to the Council and its Executive Committees will be submitted in accordance with the relevant remits and delegated functions set out in the Council's Committee Terms of Reference and Delegated Functions. Any report which may be of interest to another Executive Committee will be included in that Committee's Business Bulletin by way of an electronic link and may also be issued by email to elected members if requested.

15. **Council Questions**

15.1 At any Council meeting, a member may put a question to the Lord Provost or to any Convener or Vice-Convener with relevant responsibility about any relevant or competent business. The question must be given in by email or in writing to the Clerk by noon on the seventh working day before the meeting. The Lord Provost or Convener may specify that a particular question will be answered by another Convener or Vice-Convener, with that member's consent.

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

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

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

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

16.1 At a meeting, a member may put one or more oral questions to the Leader in connection with the Leader's Report. The Leader may invite a Convener or Vice-

Convener to respond on his/her behalf. The total time allowed for such questions and answers will not be more than 40 minutes.

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

17. **Notices of Motion**

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

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

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

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

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

18. **Public Meetings and Private Items**

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

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

19. **Order of Debates**

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

20. **Length of Speeches**

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

21. **Motion for Adjournment**

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

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

~~21.2~~

22. **Debate**

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

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

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

- a) Moves the recommendations of the report; or
- b) Calls for a continuation of consideration of the item to a future meeting; or
- c) Moves no action; or
- d) Has been ruled urgent by the Lord Provost or Convener; or
- e) Can be submitted verbally at the meeting and with the consent of the Lord Provost or Convener.

22.4 Clause 22.3 will not apply to any agenda items where the final report or reports were not issued alongside the notice of the meeting.

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- 22.5 Minor changes to motions and amendments are permitted but these should be able to be verbally altered at the meeting.
- 22.6 The Council or Committee can agree that in exceptional circumstances the requirements of this standing order can be ignored.
- 22.7 The mover and seconder of any motion or amendment or adjustment thereof may speak in support of the motion or amendment for not more than five minutes. No other speaker may speak for more than three minutes or more than once in the same discussion except to call attention to a point of order.
- 22.8 Notwithstanding the provisions in Standing Order 22.7, if an individual member is named by another speaker during debate, that member will be permitted to speak, even if having already spoken, but only in response to the specific reference made and only to correct any apparent or actual misrepresentation.
- 22.9 The mover of the original motion will have the right to speak for a further five minutes in reply to the debate after which the discussion will be closed. The mover of the motion must, in his/her reply, strictly confine himself/herself to answering previous speakers and not introducing any new matter. No member will be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings. The motion and amendment(s) will then be voted on by members.
- 22.10 The limits of time specified in Standing Orders 22.7 and 22.4 to 22.9 may be exceeded with the consent of the majority of members present and the Lord Provost or Convener may determine, without taking a vote, whether such consent has been obtained.
- 22.11 When a motion and two or more amendments are before the meeting, the Lord Provost or Convener will decide the order and manner for putting the motion and amendments to the meeting. The Lord Provost or Convener (or nominee) will have the right to move a minute or report, as the original motion, with all alternative proposals considered as amendments.
- 22.12 The mover of the motion or amendment may agree to add all or part of an amendment moved and seconded by other members, provided that:
- (a) His/her seconder consents;
 - (b) The mover and seconder of the other amendment consents; and
 - (c) The agreement takes place before the mover of the motion has replied.
- 22.13 The mover of an amendment, which is not seconded, may have his/her dissent to the decision of the Council or Committee recorded in the minute.
- 22.14 If a motion is moved and seconded and no amendments are put forward, no other speaker may speak on this item of business except to call attention to a point of order.
- 22.15 Individual agenda items, (excluding the budget and quasi-judicial items) will be subject to a 40-minute time limit, unless specifically agreed by Council or 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 [or officers presenting their report](#). In the event of no express agreement by committee, the [Lord Provost or Convener](#) will have the discretion to allow proceedings to continue but should explain why they are doing so.

23. **Closure of Debate**

23.1 Any member who has not spoken on the question before the meeting may propose 'that the matter now be decided'. If this is seconded and the Lord Provost or Convener thinks the question has been discussed enough, he or she will order that a vote on the motion be taken, without amendment or discussion. If the motion that the matter now be decided is carried, the proposer of the original motion will have a right to reply, and the question itself will then be put to the meeting. If the motion that the matter be now decided is not carried, a similar motion may be made after every two further members have spoken.

24. **Voting**

24.1 All votes will be taken by roll call vote or by electronic voting and with a clear public audit trail from vote to Member.

24.2 The minutes will record how each individual member voted.

24.3 When a motion and amendment are before the Council or Committee the proposal receiving the support of a majority of members present and voting will be declared to be a decision of the Council or Committee.

24.4 When a motion and two or more amendments are before the Council or Committee and the adoption of one or more of the proposals would result in either the continuation of a decision or no action, a vote will firstly be taken on the proposal(s) involving continuation or no action as soon as the discussion is completed. This vote will be taken 'for or against' either continuation or no action. Any vote necessary on the remaining proposals will be taken in terms of Standing Order 24.1.

24.5 When a motion and two or more amendments, none of which involves continuation or no action, are before the Council or Committee, the vote will be taken on all proposals, each member having one vote. If a proposal receives the support of a majority of members voting it will be declared to be the decision of the Council or Committee. If none of the proposals receives the support of a majority of those voting, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. If there is an equal number of votes between the proposals with the fewest votes the Lord Provost will have a casting vote to determine which proposal should be dropped. If the Lord Provost does not exercise his/her casting vote, the decision will be by lot. This process of elimination will continue until one proposal has received majority support from those voting which will be declared the decision of the Council or Committee.

24.6 If there are equal numbers of votes, the Lord Provost or Convener will have a casting vote except where the vote relates to appointing a member of the Council to any particular office or committee. In this case, the decision will be by lot.

24.7 If a vote has been taken and a member immediately challenges the accuracy of the count, the Lord Provost or Convener will decide whether to have a recount. If there is a recount, the Lord Provost or Convener will decide how this should be taken.

25. **End of Session Decisions**

25.1 At 5pm for Council and committee meetings excluding quasi-judicial committees and items, and meetings that begin in the afternoon on the day of the Council, unless the Council or committee expressly agrees otherwise, motions and amendments will be moved and seconded formally with no debate, before a vote is then taken for each remaining item of business.

26. **Appointments**

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

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

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

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

27. **Point of Order**

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

28. **Suspension of Standing Orders**

28.1 The Council may on a motion duly moved and seconded, and with the consent of two thirds of members voting, suspend any Standing Order specified in the motion. Any

such motion may be submitted, without previous notice, and will be voted on electronically or by roll call without discussion.

- 28.2 Standing Orders 2, 8, 26, 27, 28 and 34 will not be capable of suspension.
- 28.3 The Pensions Committee and Pensions Audit Sub-Committee, with external membership and participation are subject to their own Standing Orders approved by the Pensions Committee from time to time. In the absence of the aforementioned Standing Orders the City of Edinburgh Council Standing Orders will continue to apply to the Pensions Committee and Pensions Audit Sub-Committee.
- 28.4 The Pension Board is a body constituted under the Public Services Pensions Act 2013 and the Local Government Pension Scheme (Governance) (Scotland) Regulations 2014 and with powers regulated by the United Kingdom Pensions Regulator. The constitution and operations of the Pensions Board will be determined in accordance with regulation and, where appropriate, considered and approved by the Pensions Boards and/or the Pensions Committee.
29. **Obstructive or offensive conduct by members**
- 29.1 If any member at any meeting disregards the authority of the Lord Provost or Convener, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest or any part of the meeting. The motion will be put without discussion. If it is carried, the Clerk will act on any orders received from the Lord Provost or Convener to carry out the decision.
30. **Changing a Council decision**
- 30.1 Subject to law, a decision of the Council cannot be changed by the Council within six months unless notice has been given of the proposed item in the summons for the meeting and:
- (a) the Lord Provost rules there has been a material change of circumstances; or
 - (b) the Council agrees the decision was based on erroneous, incorrect or incomplete information.
31. **Referring a decision to Council**
- 31.1 Subject to Standing Order 31.2, where a decision is taken at the Executive Committees, Governance, Risk & Best Value Committee, or the Regulatory Committee, not less than one third of the members present may ask for it to be passed to Council as a recommendation.
- 31.2 A decision will not be sent to the Council in terms of Standing Order 31.1 where the Convener considers that a final decision must be made before the next meeting of the Council, in order to avoid material prejudice to the interests of the Council. The Convener will give clear reasons for this decision.
32. **Committee – non-member motion**

- 32.1 Any member may raise with the relevant committee a matter of new business by submitting a motion in writing to the Clerk by noon on the seventh working day before the meeting. If accepted by the Convener the matter will be placed on the agenda of business for the next meeting. The member raising the matter will be entitled to appear at that meeting to move his/her motion, which will require to be seconded by another member, but may not vote unless he/she is a member of the Committee.
- 32.2 Any member may raise an amendment to an item of business to a Committee they are not a member of. They will not though be permitted to move or second or speak to the amendment at the meeting.
33. **Ward or members with special interest**
- 33.1 A member of the Council who is not a member of a particular committee may be invited by the Convener, or Vice-Convener to attend a meeting where there is under discussion any item in which that member has a local or other special interest. The member will be entitled to speak on that item but may not vote. This Standing Order does not apply to the Regulatory or the Planning Committee or any of their sub-committees.
34. **Freedom of the City**
- 34.1 Any member of the Council who wishes to propose that the Freedom of the City be offered to any distinguished person or organisation will first consult the Lord Provost before submitting any motion to the Council.
- 34.2 Any motion to give Freedom of the City will be stated in the notice of the meeting of the Council and will need to be passed by at least two thirds of members at the meeting.
35. **Variation and revocation of Standing Orders**
- 35.1 Any motion to vary or revoke these Standing Orders will, when voted on, be approved by a majority of members of the Council present and voting. Any such motion must be by formal notice as provided in Standing Order 17.
36. **Review of Standing Orders**
- 36.1 These Standing Orders will be in place until ~~31 March~~31 July 2021 unless otherwise determined by the Council or appropriate Committee.

CITY OF EDINBURGH COUNCIL

PROCEDURAL STANDING ORDERS

FOR COUNCIL

AND COMMITTEE MEETINGS

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STANDING ORDERS

These standing orders (“**Standing Orders**”) apply from ~~14 December 2020~~ 12 March 2021 and regulate the conduct of business at meetings of the City of Edinburgh Council (“**Council**”) and the committees or sub-committees of the Council (“**Committees**”).

Members are responsible for acting in accordance with the Members’ code of conduct at Council and committee meetings.

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

1.1 In an election year, the Council will hold a meeting at 10 am, no later than the third Thursday after the day of the ordinary election of Councillors.

1.2 At this meeting or at any adjournment of it, the Council will

- (a) appoint the Lord Provost;
- (b) seek to appoint the Depute Convener, the Leader and Depute Leader of the Council, the members of the committees of the Council and their conveners and any vice-conveners, the members of the joint committees and joint boards, the members of the Licensing Board and such representatives to other bodies as the Council may decide to appoint; and
- (c) deal with any urgent competent business.

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

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

3. **Ordinary and special meetings**

3.1 If circumstances allow, a meeting of the Council will be held at 10 am on every fourth Thursday.

3.2 In a non-election year the Council, at its first ordinary meeting in May will; appoint the Leader and Depute Leader, the members of the committees of the Council and their conveners and any vice-conveners and the members of the joint committees and joint boards.

3.3 The Lord Provost may in exceptional circumstances alter the arrangements for ordinary meetings or authorise a special meeting to be called. A special meeting may also be called at any time by written request to the Clerk specifying the business to be transacted and signed by at least one quarter of the members of the Council. The Clerk will arrange for the special meeting to be held within 14 days of receipt of the request. The right to call a meeting does not apply to Committees.

3.4 The Council may recess for periods to be determined by the Clerk after consultation with the Lord Provost and the Leader of the Council. During any recess no meetings

of the Council, Executive Committees or the Governance, Risk and Best Value Committee will be held.

4. **Notice of Meetings**

- 4.1 At least 3 clear days before a meeting of the Council or its Committees:
- (a) the Clerk will publish a notice of the time and place of the intended meeting. If the meeting is called by members of the Council, the signed request will accompany the notice; and
 - (b) a summons to attend the meeting containing the agenda of business will be sent to every Council member by email or to an alternative address nominated by them. If a summons is not sent to any member, the meeting will still be validly called only if good reason is shown for failure to send such a summons.
- 4.2 A Committee will hold such meetings as the Council may prescribe, but the Clerk will call additional meetings of a Committee at any time on being required to do so by the Committee concerned, or at the request of the Convener. Meetings will be called at least six days before the meeting date in accordance with the statutory requirements
- 4.3 The Clerk will call a special meeting to be held within eight days of receiving a written request specifying the business to be transacted and signed by at least one quarter of the members of the Committee concerned.
- 4.4 Any summons issued under Standing Order 4.1 must give a note of the agenda of business and the proposed order for dealing with business at the meeting.
- 4.5 No business other than that set out in the notice of meeting may be dealt with unless it is brought before the Council or Committee as a matter of urgency. The Lord Provost or Convener must rule that it is a matter of urgency and give the reasons for the ruling to be noted in the minutes. The item must be made known at the start of the meeting when the order of business is decided. If the Lord Provost or Convener rules that the matter is not urgent, it will be included as an item for the next ordinary meeting of the Council or next scheduled committee meeting, unless dealt with earlier.
- #### 5. **Quorum**
- 5.1 The quorum of the Council is sixteen. No business may be transacted at any meeting unless a quorum is present. If fewer than sixteen members are present ten minutes after the appointed time for the start of the meeting a division will be announced. If after a further period of three minutes there are still fewer than sixteen members present, the meeting will be adjourned until such date and time as the Lord Provost decides.
- 5.2 If at any time during a Council meeting a question arises on whether there is a quorum, the Lord Provost will instruct a count of the members who are present. If a quorum is not present, the meeting will be adjourned until such date and time as the Lord Provost decides.
- 5.3 Subject to law the quorum of a Committee will be one third of the number of voting members of the Committee (see Committee terms of reference for specific numbers)

provided that in no case will any business be transacted unless at least two voting members are present.

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

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

6. **Lord Provost - Council Meetings**

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

7. **Convener - Committees**

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

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

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

- (a) Deciding on all matters of protocol, decorum, order, competency and relevancy;
- (b) Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination he/she may be advised by the Clerk;
- (c) Deciding priority between two or more members wishing to speak;
- (d) Ensuring that a fair opportunity is given to all members to express their views on any item of business;
- (e) Preserving order within the meeting;
- (f) Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Lord Provost or Chair's opinion, impeding the business of the meeting;
- (g) In the event of disorder arising, adjourning the meeting to a time and date the Lord Provost or Convener will fix then or later. In leaving the meeting, the Lord

Provost or Convener in such circumstances, will without further procedure, have formally adjourned the meeting;

(h) Signing the minutes of the previous meeting;

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

9. **Order of Business**

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

(a) Order of Business

(b) Declaration of Interests

(c) Deputations

(d) Minutes

(e) Leader's Report

(f) Appointments

(g) Reports

(h) Motions

(i) Congratulatory Motions

(j) Council Questions

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

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

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

(a) at the discretion of the Lord Provost or Convener; or

(b) on a motion duly moved and seconded and voted on electronically or by a roll call.

11. **Declaration of Interests**

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

12. Deputations

- 12.1 The Council or any Committee can hear deputations on any matter that is included in its power, duties or delegation.
- 12.2 Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm, two working days before the meeting concerned. The Lord Provost or Convener has discretion to waive both these requirements.
- 12.3 The Clerk will submit the application to the Council or relevant Committee. An application for a deputation to Council will only be submitted if it relates to an item of business on the agenda for that meeting or if the Lord Provost or Convener decides that there is sufficient reason for the meeting to consider it.
- 12.4 When the Council or Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary, a vote will be taken without discussion on whether to hear the deputation.
- 12.5 Each deputation will not usually exceed four persons and will have ten minutes to present its case. If the meeting decides to hear more than one deputation on the same subject, they will be heard together. The Lord Provost or Convener will decide how much time to allow.
- 12.6 Unless the Lord Provost or Convener decides otherwise, the total maximum time allowed for deputations at a meeting will be limited to 60 minutes.
- 12.7 Any member can put a question to the deputation that is relevant to the subject. The total time allowed for such questions will not be more than ten minutes for each deputation. The merits of the case must not be discussed by members until the deputation has withdrawn.
- 12.8 Standing Order 12 does not apply to meetings of the Licensing Sub-Committee, the Development Management Sub-Committee, or the City of Edinburgh Planning Local Review Body, nor to any subsequent consideration of the quasi-judicial matter, or to any other quasi-judicial items considered by the Council or its committees.
- ~~12.1 The Council or any Committee can hear deputations on any matter that is included in its power, duties or delegation. For this interim period a deputation should take the form of a written submission.~~
- ~~12.2 Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm, two working days before the meeting concerned. The Lord Provost or Convener has discretion to waive both these requirements.~~
- ~~12.3 The Clerk will submit the application to the Council or relevant Committee. An application for a deputation will only be submitted if it relates to an item of business on the agenda for that meeting or if the Lord Provost or Convener decides that there is sufficient reason for the meeting to consider it.~~

~~12.4 — When the Council or Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation.~~

~~12.5 — Standing Order 12 does not apply to meetings of the Licensing Sub-Committee, the Development Management Sub-Committee, or the City of Edinburgh Planning Local Review Body, nor to any subsequent consideration of the quasi-judicial matter, or to any other quasi-judicial items considered by the Council or its committees.~~

13. **Minutes**

13.1 The Clerk will minute all Council and Committee meetings. The minutes will record the names of the members who attended the meeting and record, in the event of a vote, how each individual member voted. They will be circulated among members of the Council or Committee at least three clear working days before its next meeting for approval. If they are approved as a correct record of proceedings of the meeting, the Lord Provost or Convener of the meeting will sign them.

14. **Reports to Council and Executive Committees**

14.1 Reports to the Council and its Executive Committees will be submitted in accordance with the relevant remits and delegated functions set out in the Council's Committee Terms of Reference and Delegated Functions. Any report which may be of interest to another Executive Committee will be included in that Committee's Business Bulletin by way of an electronic link and may also be issued by email to elected members if requested.

15. **Council Questions**

15.1 At any Council meeting, a member may put a question to the Lord Provost or to any Convener or Vice-Convener with relevant responsibility about any relevant or competent business. The question must be given in by email or in writing to the Clerk by noon on the seventh working day before the meeting. The Lord Provost or Convener may specify that a particular question will be answered by another Convener or Vice-Convener, with that member's consent.

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

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

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

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

16.1 At a meeting, a member may put one or more oral questions to the Leader in connection with the Leader's Report. The Leader may invite a Convener or Vice-

Convener to respond on his/her behalf. The total time allowed for such questions and answers will not be more than 40 minutes.

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

17. **Notices of Motion**

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

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

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

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

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

18. **Public Meetings and Private Items**

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

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

19. **Order of Debates**

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

20. **Length of Speeches**

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

21. **Motion for Adjournment**

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

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

~~21.2~~

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22. **Debate**

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

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

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

- a) Moves the recommendations of the report; or
- b) Calls for a continuation of consideration of the item to a future meeting; or
- c) Moves no action; or
- d) Has been ruled urgent by the Lord Provost or Convener; or
- e) Can be submitted verbally at the meeting and with the consent of the Lord Provost or Convener.

22.4 Clause 22.3 will not apply to any agenda items where the final report or reports were not issued alongside the notice of the meeting.

- 22.5 Minor changes to motions and amendments are permitted but these should be able to be verbally altered at the meeting.
- 22.6 The Council or Committee can agree that in exceptional circumstances the requirements of this standing order can be ignored.
- 22.7 The mover and seconder of any motion or amendment or adjustment thereof may speak in support of the motion or amendment for not more than five minutes. No other speaker may speak for more than three minutes or more than once in the same discussion except to call attention to a point of order.
- 22.8 Notwithstanding the provisions in Standing Order 22.7, if an individual member is named by another speaker during debate, that member will be permitted to speak, even if having already spoken, but only in response to the specific reference made and only to correct any apparent or actual misrepresentation.
- 22.9 The mover of the original motion will have the right to speak for a further five minutes in reply to the debate after which the discussion will be closed. The mover of the motion must, in his/her reply, strictly confine himself/herself to answering previous speakers and not introducing any new matter. No member will be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings. The motion and amendment(s) will then be voted on by members.
- 22.10 The limits of time specified in Standing Orders 22.7 and 22.4 to 22.9 may be exceeded with the consent of the majority of members present and the Lord Provost or Convener may determine, without taking a vote, whether such consent has been obtained.
- 22.11 When a motion and two or more amendments are before the meeting, the Lord Provost or Convener will decide the order and manner for putting the motion and amendments to the meeting. The Lord Provost or Convener (or nominee) will have the right to move a minute or report, as the original motion, with all alternative proposals considered as amendments.
- 22.12 The mover of the motion or amendment may agree to add all or part of an amendment moved and seconded by other members, provided that:
- (a) His/her seconder consents;
 - (b) The mover and seconder of the other amendment consents; and
 - (c) The agreement takes place before the mover of the motion has replied.
- 22.13 The mover of an amendment, which is not seconded, may have his/her dissent to the decision of the Council or Committee recorded in the minute.
- 22.14 If a motion is moved and seconded and no amendments are put forward, no other speaker may speak on this item of business except to call attention to a point of order.
- 22.15 Individual agenda items, (excluding the budget and quasi-judicial items) will be subject to a 40-minute time limit, unless specifically agreed by Council or 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 [or officers presenting their report](#). In the event of no express agreement by committee, the [Lord Provost or Convener](#) will have the discretion to allow proceedings to continue but should explain why they are doing so.

23. **Closure of Debate**

23.1 Any member who has not spoken on the question before the meeting may propose 'that the matter now be decided'. If this is seconded and the Lord Provost or Convener thinks the question has been discussed enough, he or she will order that a vote on the motion be taken, without amendment or discussion. If the motion that the matter now be decided is carried, the proposer of the original motion will have a right to reply, and the question itself will then be put to the meeting. If the motion that the matter be now decided is not carried, a similar motion may be made after every two further members have spoken.

24. **Voting**

24.1 All votes will be taken by roll call vote or by electronic voting and with a clear public audit trail from vote to Member.

24.2 The minutes will record how each individual member voted.

24.3 When a motion and amendment are before the Council or Committee the proposal receiving the support of a majority of members present and voting will be declared to be a decision of the Council or Committee.

24.4 When a motion and two or more amendments are before the Council or Committee and the adoption of one or more of the proposals would result in either the continuation of a decision or no action, a vote will firstly be taken on the proposal(s) involving continuation or no action as soon as the discussion is completed. This vote will be taken 'for or against' either continuation or no action. Any vote necessary on the remaining proposals will be taken in terms of Standing Order 24.1.

24.5 When a motion and two or more amendments, none of which involves continuation or no action, are before the Council or Committee, the vote will be taken on all proposals, each member having one vote. If a proposal receives the support of a majority of members voting it will be declared to be the decision of the Council or Committee. If none of the proposals receives the support of a majority of those voting, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. If there is an equal number of votes between the proposals with the fewest votes the Lord Provost will have a casting vote to determine which proposal should be dropped. If the Lord Provost does not exercise his/her casting vote, the decision will be by lot. This process of elimination will continue until one proposal has received majority support from those voting which will be declared the decision of the Council or Committee.

24.6 If there are equal numbers of votes, the Lord Provost or Convener will have a casting vote except where the vote relates to appointing a member of the Council to any particular office or committee. In this case, the decision will be by lot.

24.7 If a vote has been taken and a member immediately challenges the accuracy of the count, the Lord Provost or Convener will decide whether to have a recount. If there is a recount, the Lord Provost or Convener will decide how this should be taken.

25. **End of Session Decisions**

25.1 At 5pm for Council and committee meetings excluding quasi-judicial committees and items, and meetings that begin in the afternoon on the day of the Council, unless the Council or committee expressly agrees otherwise, motions and amendments will be moved and seconded formally with no debate, before a vote is then taken for each remaining item of business.

26. **Appointments**

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

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

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

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

27. **Point of Order**

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

28. **Suspension of Standing Orders**

28.1 The Council may on a motion duly moved and seconded, and with the consent of two thirds of members voting, suspend any Standing Order specified in the motion. Any

such motion may be submitted, without previous notice, and will be voted on electronically or by roll call without discussion.

- 28.2 Standing Orders 2, 8, 26, 27, 28 and 34 will not be capable of suspension.
- 28.3 The Pensions Committee and Pensions Audit Sub-Committee, with external membership and participation are subject to their own Standing Orders approved by the Pensions Committee from time to time. In the absence of the aforementioned Standing Orders the City of Edinburgh Council Standing Orders will continue to apply to the Pensions Committee and Pensions Audit Sub-Committee.
- 28.4 The Pension Board is a body constituted under the Public Services Pensions Act 2013 and the Local Government Pension Scheme (Governance) (Scotland) Regulations 2014 and with powers regulated by the United Kingdom Pensions Regulator. The constitution and operations of the Pensions Board will be determined in accordance with regulation and, where appropriate, considered and approved by the Pensions Boards and/or the Pensions Committee.
29. **Obstructive or offensive conduct by members**
- 29.1 If any member at any meeting disregards the authority of the Lord Provost or Convener, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest or any part of the meeting. The motion will be put without discussion. If it is carried, the Clerk will act on any orders received from the Lord Provost or Convener to carry out the decision.
30. **Changing a Council decision**
- 30.1 Subject to law, a decision of the Council or committee cannot be changed by the Council or committee within six months unless notice has been given of the proposed item in the summons for the meeting and:
- (a) the Lord Provost or Convener rules there has been a material change of circumstances; or
 - (b) the Council or committee agrees the decision was based on erroneous, incorrect or incomplete information.
31. **Referring a decision to Council**
- 31.1 Subject to Standing Order 31.2, where a decision is taken at the Executive Committees, Governance, Risk & Best Value Committee, or the Regulatory Committee, not less than one third of the members present may ask for it to be passed to Council as a recommendation.
- 31.2 A decision will not be sent to the Council in terms of Standing Order 31.1 where the Convener considers that a final decision must be made before the next meeting of the Council, in order to avoid material prejudice to the interests of the Council. The Convener will give clear reasons for this decision.
32. **Committee – non-member motion**

- 32.1 Any member may raise with the relevant committee a matter of new business by submitting a motion in writing to the Clerk by noon on the seventh working day before the meeting. If accepted by the Convener the matter will be placed on the agenda of business for the next meeting. The member raising the matter will be entitled to appear at that meeting to move his/her motion, which will require to be seconded by another member, but may not vote unless he/she is a member of the Committee.
- 32.2 Any member may raise an amendment to an item of business to a Committee they are not a member of. They will not though be permitted to move or second or speak to the amendment at the meeting.
33. **Ward or members with special interest**
- 33.1 A member of the Council who is not a member of a particular committee may be invited by the Convener, or Vice-Convener to attend a meeting where there is under discussion any item in which that member has a local or other special interest. The member will be entitled to speak on that item but may not vote. This Standing Order does not apply to the Regulatory or the Planning Committee or any of their sub-committees.
34. **Freedom of the City**
- 34.1 Any member of the Council who wishes to propose that the Freedom of the City be offered to any distinguished person or organisation will first consult the Lord Provost before submitting any motion to the Council.
- 34.2 Any motion to give Freedom of the City will be stated in the notice of the meeting of the Council and will need to be passed by at least two thirds of members at the meeting.
35. **Variation and revocation of Standing Orders**
- 35.1 Any motion to vary or revoke these Standing Orders will, when voted on, be approved by a majority of members of the Council present and voting. Any such motion must be by formal notice as provided in Standing Order 17.
36. **Review of Standing Orders**
- 36.1 These Standing Orders will be in place until ~~31 March~~31 July 2021 unless otherwise determined by the Council or appropriate Committee.

The City of Edinburgh Council

10am, Thursday, 11 March 2021

Outcome of the Statutory Consultation Process on the Proposal to Realign the Catchment Areas of Queensferry Primary School and Echline Primary School

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 Approve that the proposal to realign the catchment areas of Queensferry Primary School and Echline Primary School is implemented in November 2021.
- 1.2 Approve that a P1 place at Queensferry Primary School be guaranteed for children (if they wish to take it):
 - that live within the area identified in the statutory consultation paper that will be realigned from the catchment area of Queensferry Primary School to the catchment area of Echline Primary School; and
 - whose parent(s) or guardian were resident in the area on 11 March 2021; and
 - that will have an older sibling in Queensferry Primary School at the time they would attend the school.
- 1.3 Note that the implications of the sibling guarantee offered and its continued application will be reviewed as part of a future statutory consultation concerning a new school building as part of the 'Builyeon Road' housing site.

Andrew Kerr

Chief Executive

Contact: Robbie Crockatt, Learning Estate Planning Manager

E-mail: robbie.crockatt@edinburgh.gov.uk | Tel: 0131 469 3051

Outcome of the Statutory Consultation Process on the Proposal to Realign the Catchment Areas of Queensferry Primary School and Echline Primary School

2. Executive Summary

- 2.1 A [statutory consultation](#) was undertaken at the end of 2019 proposing to realign the catchment areas of Queensferry Primary School and Echline Primary School. Areas of existing housing that are currently within the catchment area of Queensferry Primary School would become part of the catchment area of Echline Primary School. This outcomes report was due to be published in April 2020 but was delayed due to the Covid-19 pandemic.
- 2.2 The reason for the proposed change was that new housing developments are progressing within the Queensferry Primary School catchment area but there will not be enough capacity at the school to accommodate the additional pupils.
- 2.3 Following the consultation, this report recommends that the proposal as set out in the statutory consultation paper is implemented in November 2021. The catchment changes will only apply to new P1 pupils.
- 2.4 This report also recommends that a 'sibling guarantee' at Queensferry Primary School is applied to the P1 intake for August 2022 and that the implications of this and its continued application are reviewed as part of the statutory consultation to establish the location and catchment area for the new 'Builyeon Road' primary school.

3. Background

- 3.1 On [8 October 2019](#) the Education, Children and Families Committee approved that a statutory consultation should be undertaken on a proposal to realign the catchment areas of Queensferry Primary School and Echline Primary School.

- 3.2 The full [statutory consultation paper](#) is available on the Council's Consultation Hub. A summary paper is provided in Appendix 1.
- 3.3 In summary, the statutory consultation paper proposed the following:
- 3.3.1 Realign the existing catchment boundary so that the areas around Cluffet, Cluffet Brae, Farquhar Terrace, Forth Place, Inchgarvie Park, Society Road, Walker Drive, Port Edgar and the western end of Stewart Terrace become part of the catchment area of Echline Primary School rather than Queensferry Primary School;
 - 3.3.2 Implement the change in November 2020 in time for the P1 registration process for the start of the August 2021 school year;
 - 3.3.3 All children living in the area directly affected by this proposal and with an older sibling already attending Queensferry Primary School will be guaranteed a place at Queensferry Primary School if they register for a P1 place in November 2020 for the start of the August 2021 school year.
- 3.4 The statutory consultation paper also identified a requirement to increase capacity at Echline Primary School to support the larger catchment area that was proposed as well as additional pupils from early phases of new housing development. In the longer term, the delivery of a new primary school within the 'Builyeon Road' housing site is expected to reduce the roll at Echline Primary School.
- 3.5 The proposal did not include any changes to secondary school or Roman Catholic primary school catchment areas.
- 3.6 This Consultation Outcomes report was scheduled to be published in April 2020. However, the Covid-19 pandemic delayed its publication until February 2021 due to the reprioritisation of resources.

4. Main report

- 4.1 The statutory consultation to which this paper relates has been undertaken according to the requirements set out in the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young People (Scotland) Act 2014.
- 4.2 The statutory consultation period ran from Monday 28 October 2019 to Monday 9 December 2019. The consultation comprised an online questionnaire, two public meetings and a discussion with pupils at the affected schools.

Written Representations and Pupil Consultation

- 4.3 Respondents were encouraged to use an online questionnaire that could be accessed via the Council's Consultation Hub. Responses could also be

submitted by email or letter. Twenty-two representations were received, all of which were submitted using the online questionnaire. The full submissions are available to Elected Members on request.

- 4.4 Most of the submissions were from parents or local residents. Queensferry Primary School Parent Council also submitted a representation.
- 4.5 Those who responded using the online questionnaire were asked whether they support the proposal. Of the 22, ten responded that they did support the proposal and 12 responded that they did not.
- 4.6 The main issue raised by the online questionnaire submissions was the need to have a 'sibling guarantee' for an extended period to prevent parents having children at two different schools.
- 4.7 Other issues that were raised in the written representations included the impact on Echline Primary School, the potential for alternative catchment arrangements, and the need to improve walking routes. A summary of the comments received, as well as the Council response on each issue, is set out in Appendix 2.
- 4.8 A consultation exercise with pupils at Queensferry Primary School and Echline Primary School was also carried out by a Council Quality Improvement Officer (QIO). The QIO discussed the proposal with groups of children from both schools. Appendix 4 has a summary of each discussion.

Public Meetings

- 4.9 Two public meetings were held during the consultation period. The first public meeting was held on Wednesday 13 November 2019 at Queensferry Primary School which two members of the public attended. Council officials answered questions following a short presentation. The second public meeting was held at Echline Primary School on Thursday 21 November 2019 but no members of the public attended.
- 4.10 A minute of both meetings is provided in Appendix 3, setting out the issues that were raised and how the Council responded at the meeting.
- 4.11 The main issue discussed at the public meetings was the need to have a 'sibling guarantee' for an extended period to prevent parents from having to have children at different schools.

Education Scotland

- 4.12 As required by the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young People (Scotland) Act 2014, all the responses received during the public consultation were made available to Education Scotland for their consideration. Education Scotland visited both schools directly affected by the statutory consultation and discussed the educational aspects with staff, parents and pupils before producing their final report. The

purpose of the report is to provide an independent and impartial consideration of the proposal. The report was submitted to the Council in December 2019 and is attached in Appendix 5.

- 4.13 Education Scotland found that overall the views of stakeholders was mixed. Parents, staff and children at Echline Primary School were broadly in favour of the catchment change. They felt it will lead to a better social mix and extended friendship groups within the school. Many Queensferry Primary School parents agreed with the proposal in principal, but a number expressed concern about the sibling guarantee.
- 4.14 The Education Scotland report concludes that *'overall there is a strong case for the council to change the catchment area of Echline and Queensferry Primary Schools. This should address the short to medium term issues for the school estate. In the longer term the council is proposing to build an additional non-denominational primary school in South Queensferry which should address capacity issues going forward. The council's case for the proposal is well-considered. However, it should now take steps to ensure that as a result of the proposal, children from the same family do not attend different schools.'*
- 4.15 The Act requires that the Council's Outcome of Consultation report include 'a statement of the authority's response to Education Scotland's report'. The key issue raised by Education Scotland related to the provision of a sibling guarantee. The Education Scotland report states *'the Council should take reasonable steps to ensure that the sibling guarantee at Queensferry Primary School is extended beyond November 2020. This will be important for parents to have confidence that their children will not have to attend two different primary schools'*. The Council's statement in response to this matter is set out in section 4.17- 4.25 of this report.

Key Issues and Council Response

- 4.16 The table in Appendix 2 provides a summary of the key issues that were raised during the consultation and the Council response.

Sibling Guarantee

- 4.17 The main issue raised during the consultation was the duration of the 'sibling guarantee'. The statutory consultation paper proposed that all children living in the area directly affected by this proposal and with an older sibling already attending Queensferry Primary School will be guaranteed a place at Queensferry Primary School if they register for a P1 place in November 2020 for the start of the August 2021 school year. (As a result of the Covid-19 delays the principle of this proposal remains the same but the guarantee would apply if they register for a P1 place in November 2021 for the start of the August 2022 school year.)
- 4.18 However, during the consultation period a longer 'sibling guarantee' was requested. Several representations raised this issue on the basis that they

had younger siblings who were not due to start P1 until a later year which could mean that they would be forced to have children at different schools. Education Scotland stated that the Council should take reasonable steps to ensure that the sibling guarantee at Queensferry Primary School is extended beyond November 2020 (which due to the Covid-19 delay should read 'November 2021').

- 4.19 The Council has considered the impact of extending the 'sibling guarantee'. It is recommended that the 'sibling guarantee' put in place at Queensferry Primary School for the P1 intake in August 2022 be extended until such point as it may be reviewed as part of the forthcoming statutory consultation to establish a new school at Builyeon Road.
- 4.20 This review will allow the impact of siblings on the capacity at Queensferry to be considered and reflected in any catchment changes required as a result of the new school.
- 4.21 It is also recommended that to minimise the potential for any adverse impact on Queensferry Primary School, the 'sibling guarantee' is only available to families living in the affected area at the time that a decision to progress with the catchment change is taken by the City of Edinburgh Council (i.e. 11 March 2021).
- 4.22 Although there are clear benefits of a 'sibling guarantee' to the families affected, there is uncertainty about how quickly South Queensferry's pupil population will grow because of new housing development and the impact this will have on Queensferry Primary School. However, further catchment change in the area will be necessary to allow the establishment of a new primary school within the 'Builyeon Road' housing site. A separate statutory consultation is expected to take place in the next year proposing the new school's catchment area and setting out the impact this will have on neighbouring schools including Queensferry Primary School. Until that statutory consultation has been approved, the catchment area of the new school cannot be confirmed.
- 4.23 Accordingly, it is recommended that the 'sibling guarantee' set out as a recommendation in this paper be reviewed as part of the outcomes of the consultation for the new school. This means that a decision about whether the 'sibling guarantee' offered is maintained will be made with a greater understanding of its likely impact and consequently the options presented as part of the new school consultation.
- 4.24 In summary it is recommended that a P1 place at Queensferry Primary School be guaranteed for children (if they wish to take it):
 - 4.24.1 that live within the area identified in the statutory consultation paper that will be realigned from the catchment area of Queensferry

Primary School to the catchment area of Echline Primary School;
and

- 4.24.2 whose parent(s) or guardian were resident in the area on 11 March 2021; and
 - 4.24.3 that will have an older sibling in Queensferry Primary School at the time they would attend the school.
- 4.25 It is also recommended that the 'sibling guarantee' outlined above is reviewed as part of the future statutory consultation to establish the catchment area for a new primary school within the 'Builyeon Road' housing site.

Conclusion

- 4.26 New housing developments are progressing within the Queensferry Primary School catchment area but there will not be enough capacity at the school to accommodate the additional pupils. The proposal set out in the statutory consultation paper will address this issue.
- 4.27 Following the statutory consultation, it is recommended that the Council proceeds with the proposed catchment changes as set out in the statutory consultation paper.
- 4.28 It is also recommended that a 'sibling guarantee' is in place at Queensferry Primary School and that this is reviewed as part of the future statutory consultation to establish the catchment area for a new primary school within the 'Builyeon Road' housing site.

5. Next Steps

- 5.1 If the recommendations set out in this paper are approved catchment boundary changes will be implemented in time for the P1 registration process in November 2021.
- 5.2 The provision of the 'sibling guarantee' will be administered through the regular P1 intakes process.

6. Financial impact

Capital Works Required

- 6.1 An implication of the proposal is that a three-classroom extension Echline Primary School will be required. However, once the new housing site at Builyeon Road progressed new classrooms would most likely be required anyway. Accordingly, feasibility work to develop this extension is underway.
- 6.2 Conversely, the proposal makes it less likely that any further extension would be required at Queensferry Primary School.

Capital Costs and Funding.

- 6.3 The Council will secure financial contributions from housing developers in the area to fund additional education infrastructure. It is anticipated that most of this funding will be used for the delivery of the new primary school at Builyeon Road. Therefore, the funding to deliver the extension at Echline Primary School has been secured in the Council's Capital Programme.

Revenue Costs

- 6.4 An extension at Echline Primary School will result in additional building running, maintenance and repair costs for the school estate. The maintenance burden for a new building is likely to be low in the short to medium term but would increase over time.
- 6.5 The additional revenue costs associated with any expansion at Echline Primary School would be met through current demography funding. It should be noted that if the proposal did not go ahead and the affected area remained in the catchment of Queensferry Primary School, additional revenue funding may have to be directed there instead in response to an increased roll. Furthermore, as this extension would most likely have been required as a result of the new housing at Builyeon Road progressing anyway, these costs may not be fully attributable to the proposals in this paper.

7. Stakeholder/Community Impact

- 7.1 The statutory consultation to which this paper refers has been undertaken according to the requirements set out in the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young People (Scotland) Act 2014.
- 7.2 The purpose of the proposal is to meet demand and alleviate accommodation pressures at existing schools. The provision of a 'sibling guarantee' and the provision of additional accommodation at Echline Primary School will address some of the concerns that were raised during the consultation period.

8. Background reading/external references

- 8.1 Education, Children and Families Committee, 8 October 2019, '[Statutory Consultations – Kirkliston and Queensferry](#)'.

9. Appendices

- 9.1 Appendix 1 Summary of the Statutory Consultation Paper
- 9.2 Appendix 2 Key Issues Raised and Council Response

- 9.3 Appendix 3 Minutes of the Statutory Consultation Public Meetings
- 9.4 Appendix 4 Summary of Pupil Responses
- 9.5 Appendix 5 Education Scotland Report

APPENDIX 1 - Summary of Statutory Consultation Paper

Consultation on Proposal to Realign the Catchment Areas of Queensferry Primary School and Echline Primary School

Summary Paper

What is being proposed?

The catchment boundary between Queensferry Primary School and Echline Primary School will be realigned so that existing housing areas currently within the catchment area of Queensferry Primary School become part of the catchment area of Echline Primary School. The catchment changes will only apply to new P1 pupils.

Maps showing the existing and proposed catchment areas are included in this summary paper. The addresses of existing properties which will be directly affected by the proposal have also been provided.

Why is the catchment change being proposed?

The Council aims to provide catchment school places for pupils living within a catchment area. New housing developments are progressing within the Queensferry Primary School catchment area but there will not be enough capacity at the school to accommodate the additional pupils. The proposed catchment change is to make sure that there are places at the school for new P1 pupils living within its catchment area, including those from early phases of the new housing developments.

When will the proposed change be implemented?

If the proposal is approved by the Council, the catchment change will be implemented in November 2020, in time for the P1 registration process for the start of the August 2021 school year.

Is there enough space at Echline Primary School?

Echline Primary School may have to grow from a 12-class organisation to a 14-class organisation. A feasibility study will be carried out in conjunction with the school management team and parents to determine the most appropriate way of making sure that there is enough space at the school.

In the longer term there are plans to deliver a new primary school in the area.

Will a 'sibling guarantee' be offered?

All children living in the area directly affected by this proposal and with an older sibling already attending Queensferry Primary School will be guaranteed a place at Queensferry Primary School if they register for a P1 place in November 2020 for the start of the August 2021 school year.

Before the Council reports on the outcomes of this statutory consultation it will consider if it is appropriate to provide a longer 'sibling guarantee', taking account of the latest August 2020 intake information and school roll projections.

Why are we consulting?

We want to hear from anyone affected by the proposal. There is a legal obligation to carry out a statutory consultation under the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young people (Scotland) Act 2014.

How will I know if my views have been considered?

All comments made during the statutory consultation period will be recorded and responded to in an 'Outcomes of the Consultation Report' that we expect to be considered by Council in April 2020. The report will be published three weeks before the Council meeting. Parent and carers of pupils attending affected schools and anyone who has responded to the consultation will be notified of its publication.

How can I find out more about the proposals or make my views heard?

If you want more information you can find the full consultation paper and other supporting information at www.edinburgh.gov.uk/queensferrycatchments.

We have also organised two public meetings which anyone can attend, as below:

Venue	Date	Time
Queensferry Primary School	Wednesday 13 November	6.30pm – 8.30pm
Echline Primary School	Thursday 21 November	6.30pm – 8.30pm

At each meeting there will be a short presentation about the proposal, followed by a question and answer session. We will take a note of the meeting and all the points made will be captured in the final 'Outcomes of the Consultation Report'.

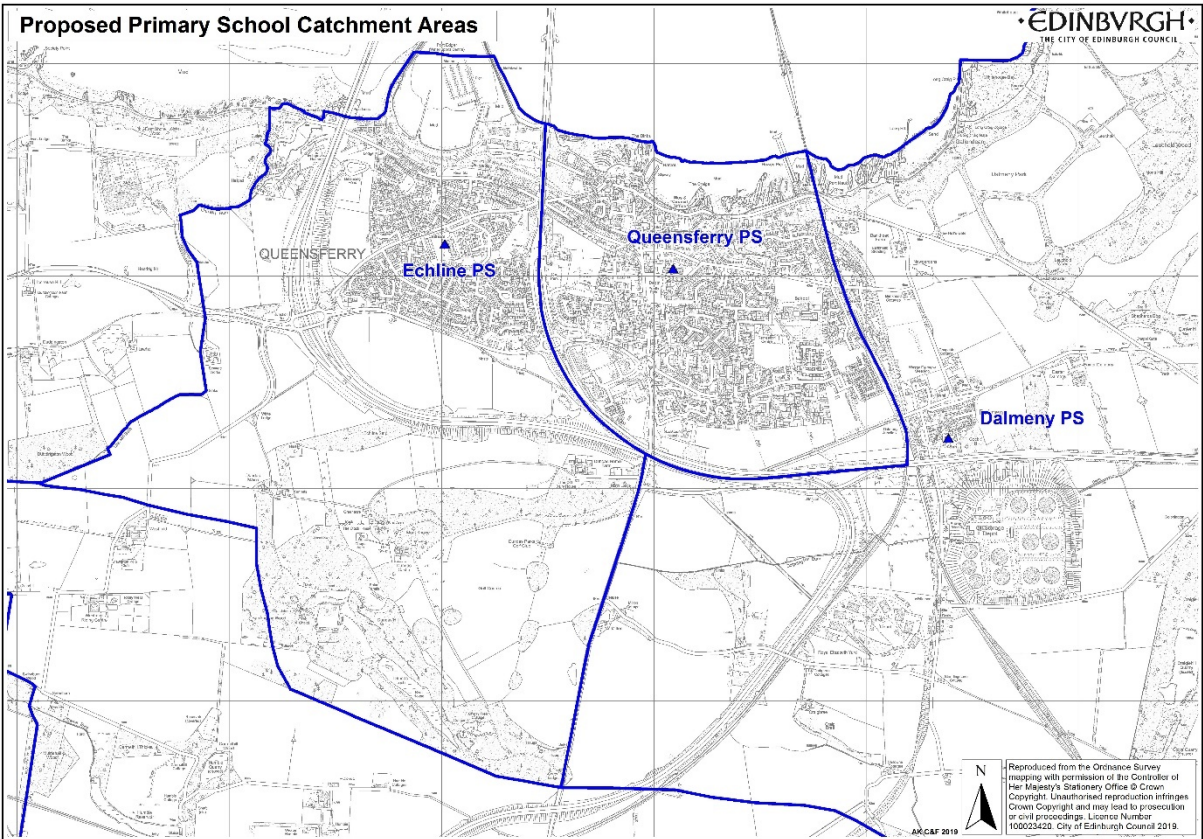
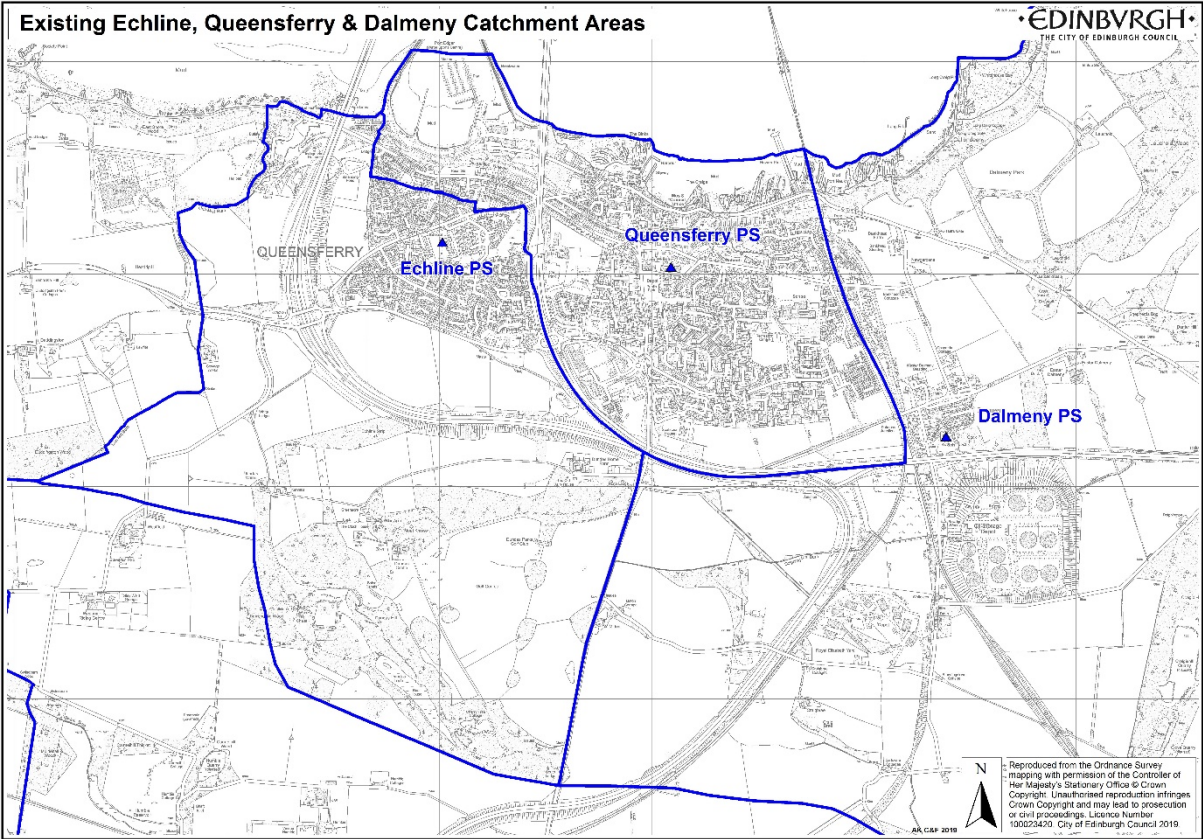
Please email queensferrycatchments@edinburgh.gov.uk by Wednesday 6 November 2019 if you need translation services at the meeting.

Tell us your views: consultation period closes Monday 9 December 2019

Please take time to complete our short survey – you can find it online at www.edinburgh.gov.uk/queensferrycatchments. If you don't have internet access then you can view the full consultation paper at one of the affected schools, at South Queensferry Library or the Council Offices at Waverley Court.

You can also email comments to us directly at queensferrycatchments@edinburgh.gov.uk or if you prefer, they can be posted to:

Alistair Gaw
Executive Director of Communities and Families
City of Edinburgh Council
Level 1:3, Waverley Court
4 East Market Street
Edinburgh
EH8 8BG



List of Affected Addresses

The addresses listed below are properties which were registered with the Council as at November 2018 and will be directly affected by the proposals. For confirmation of which catchment area will apply to properties not listed below please refer to the proposed catchment area maps or email queensferrycatchments@edinburgh.gov.uk.

Properties which will change from being within the catchment area of Queensferry Primary School to Echline Primary School:

Street	Numbers
Clufflat	No.2,4
Clufflat Brae	No.1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,26,28
Farquhar Terrace	No.13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64
Forth Place	No.1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,25,27,29,31,33,35,37,39
Inchgarvie Park	No.1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48
Society Road	No.2,4,6,8,10,12,14,16,18,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,61,63,65,67,69,71,73,75,77,79,81,83,85,87,89
Stewart Terrace	No.1,2,3,4
Walker Drive	No.1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,99,101,103,105,107,109,111,113,115,117,119,121,123,125,127,129,131,133

APPENDIX 2 – Key Issues Raised and Council Response

1	<p>Issue: Siblings and Placement Guarantee</p>	<ul style="list-style-type: none"> • A longer ‘sibling guarantee’ should be in place than is currently proposed. The proposed one year ‘sibling guarantee’ could still result in families being forced to have a child at Queensferry Primary School and younger sibling(s) at Echline Primary School; • This could cause logistical problems for drop-off and pick-up; cause stress; effect family cohesion; siblings will have to have separate uniforms and different after-school activities / general school life / school community involvement; children with additional needs would have to move to Echline Primary School so that they would be at the same school as their sibling. Splitting siblings across multiple schools will encourage the use of cars rather than walking to schools.
	<p>Council Response</p>	<ul style="list-style-type: none"> • This issue is addressed in Section 4 of the main report.
2	<p>Issue: Impact on Echline Primary School</p>	<ul style="list-style-type: none"> • Echline PS does not have the space for more pupils. It is extremely difficult to get a guaranteed place at Echline PS and some of the classes are large, the inclusion of more areas will only exacerbate this situation; • The size of the hall at Echline PS is a big issue as it must accommodate lunch and PE and is at capacity for assembly. It will have to be bigger; • The character of Echline PS is due to the size of school and the class sizes. It’s currently a great learning environment and the character and feel of the school would drastically change with an increase in pupils, classes and class sizes; • The proposed catchment area will change the demographics at Echline Primary School.
	<p>Council Response</p>	<ul style="list-style-type: none"> • The proposed catchment change is expected to increase the school roll at Echline Primary School. However, it is likely that additional classrooms would have to be provided at the school anyway to accommodate pupils from early phases of new housing developments within its catchment area.

		<ul style="list-style-type: none"> • The delivery of a new primary school within the 'Builyeon Road' housing site will mean that the school will not have to expand any further. The earliest date that the new school could be delivered is August 2024. • A double stream school (with 14 classes) is a common organisation across the Council's estate. A bigger school provides opportunities for more staff to support children across the four contexts of learning. • The Quality Improvement Officer for the school will continue to monitor and evaluate attainment and achievement and the overall impact of the catchment change, ensuring any necessary actions are included in the school Improvement Plan. • A review of the site and current building suggests that the school can be extended to accommodate a double-stream roll of 420 pupils. A detailed feasibility study will be carried out in conjunction with the school management team and parents to determine the most appropriate way of providing the additional space and whether any improvement to ancillary and support spaces is also required. The school has already implemented a system where lunches are taken in spaces other than the main hall and this is expected to continue.
3	<p>Issue: Proposed catchment area</p>	<ul style="list-style-type: none"> • The catchments should be kept as they are. It should be the new housing that has to adapt not pre-existing houses, where people have already bought knowing what school catchment area they are in. • The new housing at South Scotstoun should go to Dalmeny Primary School as it is closer and this would mean that the proposed catchment changes were not required. • No need for new catchment areas when the new houses will be covered by the new primary school at Builyeon Road. • The proposal will mean that one sibling will be at Queensferry High School and one will be at Echline Primary School. As they are in different parts of South Queensferry two after school childcare providers may be required, which are already hard to find and will cost more.

	Council Response	<ul style="list-style-type: none"> • A statutory consultation will be required to establish a catchment area for the new primary school proposed for the 'Builyeon Road' housing site. Changes to the catchment areas of neighbouring schools, including Dalmeny Primary School will be considered as part of this future statutory consultation. • The proposed catchment change is considered the best way to address accommodation pressures at Queensferry Primary School before the new primary school proposed for the 'Builyeon Road' housing site is delivered. The proposal means that only one existing school in the area is likely to have to be extended. • Many families living in the Echline Primary School catchment area have one child at Echline Primary School and one child at the high school.
4	Issue: Access and Travel Routes	<ul style="list-style-type: none"> • There is no pedestrian crossing on Bo'ness Road and that needs to be rectified as the proposal will increase the number of children who will use this route. • A full traffic review should be carried out to ensure that there are sufficient road crossing guides along Bo'ness Road.
	Council Response	<ul style="list-style-type: none"> • The area subject to change is geographically closer to Echline Primary School. The Council will work with the school to update its Travel Plan to reflect its revised catchment area. It will identify any necessary actions that will encourage pupils to walk to school.
5	Issue: Consultation Process	<ul style="list-style-type: none"> • Parents and carers have been advised of the process by the school and Parent Council, but the Council should consider writing to parents directly to ensure that they are aware of the proposed change.
	Council Response	<ul style="list-style-type: none"> • The Council asked the affected schools to notify parents and carers directly. This is seen to be the most effective way of communicating with parents. In addition, the Council notified nurseries in the local area and the Community Council.

6	Issue: New Housing Developments and Environmental Impact	<ul style="list-style-type: none"> • There are already too many houses planned for the community to be comfortably sustained by the High School, doctors, shops/local amenities. • Stricter planning permission for new housing in local community would help reduce the strain on community facilities.
	Council Response	<ul style="list-style-type: none"> • This statutory consultation does not propose any new housing, there is a separate statutory planning process which determines where new housing can be built.

Record of Meeting

Proposal to Realign the Catchment Areas of Queensferry Primary School and Echline Primary School

Public Consultation Meeting held at 6.30 pm, Thursday 14 September 2019, Queensferry Primary School, Edinburgh

Present: Two members of the public

In Attendance:

Tom Wood (Independent Chair);

Councillor Ian Perry (Convener of the Education, Children and Families Committee);

City of Edinburgh Council Officers: Robbie Crockatt (Learning Estate Planning Manager), Ian Tame (Learning Estate Planning Officer), Lynn Paterson (Senior Education Manager), Karen McGregor (Queensferry Primary School Head Teacher), Alison McLean (Queensferry Primary School Depute Head Teacher) and Natalie Le Couteur (Committee Services Officer to record the meeting).

1. Introduction

Tom Wood introduced himself and advised that he had been invited by the City of Edinburgh Council as an independent person to chair the public consultation meeting. Mr Wood thanked everyone for coming along and explained his role as well as introducing the key officers in attendance. It was explained that the consultation would continue until the 9 December 2019 and the public had the opportunity to feed in comments until then.

The Schools (Consultation Scotland) Act 2010 required the Council to conduct a public consultation. The public consultation would provide people with the opportunity to express their views and feed directly into the consultation process.

2. Presentation/Proposal

The event started with a presentation that provided some background information on the reasons behind the Proposal to Realign the Catchment Areas of Queensferry Primary School and Echline Primary School

Why are we here?

South Queensferry was growing with a large proportion of the growth emanating from the development of new housing, and projections which had been made suggested that there would be a requirement to provide an additional 400 primary school places. Echline Primary School had been experiencing rising rolls and from 2022 Queensferry Primary School was expected to have more pupils than capacity. There had been informal consultation in the months preceding, however there was now a statutory consultation underway, which would entail a six week process and anybody could comment on the consultation online. Following the statutory consultation, the Council would decide whether the proposal would proceed.

The Council's Local Development Plan was a document that set out how the city would grow, and sites from a map of Queensferry were shown to those in attendance which displayed where future housing development was expected in Queensferry.

The Council's future proposal was to deliver a new standalone school within the Builyeon Road housing site, and at that time, the catchment boundary would be revisited. However, there was recognition that the pressures on capacity within Echline and Queensferry Primary school led to a need to undertake a statutory consultation to address the emerging capacity issues now.

Proposal

The proposal was to realign the existing catchment boundary so that the areas around Cluffet, Cluffet Brae, Farquhar Terrace, Forth Place, Inchgarvie Park, Society Road, Walker Drive, Port Edgar and the western end of Stewart Terrace became part of the catchment area of Echline Primary School rather than Queensferry Primary School.

The proposal would expand the capacity of Echline Primary school to a double stream primary school with two primary classes from primary one through to primary seven. The plan was to set up a Working Group and the catchment change would apply for primary one registrations for children starting in August 2021. For the first year a 'sibling guarantee' would be offered at Queensferry Primary School for younger siblings living within the affected area. The 'sibling guarantee' was not proposed to last beyond the first year, however this would be reviewed in the Outcome of Consultation Report. There would be no mandatory transfers of pupils already attending a school to a different school within the proposed catchment area.

Next Steps

The six-week statutory consultation would come to an end on the 9 December 2019. Any comments that the Council received would have to be considered and responded to in an Outcome of Statutory Consultation Report which would be put to the full Council most likely in April 2020. Once the public consultation phase had finished, details of the representations received would be issued to Education Scotland for their consideration. Education Scotland would issue a report on their findings which would be included in the final Council report on the consultation.

Councillor Perry thanked those who had attended and asked for any questions or comments.

3. Questions/Comments

Question / Comment 1 – I understand why the catchment change is proposed. However, when the proposed catchment area is in place my elder child would already be in primary 3 or 4 at Queensferry Primary School and my other child would be required to attend Echline Primary School as per the new catchment arrangements. I would have to drive and try and get both children to school. I would want both my children to attend Queensferry Primary School, and I cannot afford to buy a house in the proposed new catchment for Queensferry Primary School.

Answer 1 – We want to be able to offer ‘sibling guarantee’. Nobody wants to be in a situation where they have two children attending different primary schools. In all likelihood we will be able to offer a place for siblings beyond the first year but we need to ensure that the numbers will not put too much pressure on Queensferry Primary School.

Question / Comment 2 – I have a child due to start primary one in 2023, however we would miss the ‘sibling guarantee’ by one year. My other child is in primary one. I’m a working parent but responsible for school and nursery pick up and drop offs, an arrangement with two children in different schools and getting to and from work would be impossible to manage. My child attended Queensferry nursery and they had visits to the school and there were nursery staff present in the school at the start of primary one which helped with the transition into school, which can be quite daunting. This really helped to settle my child into school. I would like my younger child to attend Queensferry Nursery and Primary School. The stress of wondering what will be happening with the arrangements for school is always in the back of your mind and a constant source of worry. Do you have a clear picture of how many siblings may be impacted by the catchment change?

Answer 2 – (Council Officer) – We need to have a clearer picture in terms of numbers. We will look at the current and projected school rolls to see if there can be a longer ‘sibling guarantee’. There is an element of guesswork, however we use birth data to model future projections for school rolls. What we do know is that within new build housing estates, there tends to be a predominance of young families with children requiring places in schools.

Question / Comment 3 – Would the proposed catchment boundary change impact on the South Scotstoun housing development, which is currently in the Queensferry Primary School catchment? Will it fall within the catchment for a new school at Builyeon Road?

Answer 3 – (Council Officer) – The master plan for the Builyeon Road housing site has not yet been finalised. A statutory consultation to establish the catchment area for the new primary school would be taken forward when further detail about the location of the school and potential routes was available. There may be opportunity for the Council to influence where on the site the new school should be located to ensure safer routes to school.

Question / Comment 4 – Would a ‘sibling guarantee’ apply for the new school at Builyeon Road?

Answer 4 – (Council Officer) – This would be considered during the statutory consultation to establish a catchment area for the new school.

Question / Comment 5 – If my children are attending different schools, this would mean I was less involved in the life of the school as my involvement with the school would be split.

Answer 5 – (Council Officer) We usually do manage to resolve the sibling issues and recognise that that is a big part of getting catchment area changes right.

Question / Comment 6 – What is the situation with the Dalmeny primary school catchment, which was raised in the earlier stages of the consultation?

Answer 6 – (Council Officer) – We do not want to amend catchments unless we need to, however there is scope to review the Dalmeny catchment area at a later stage when we are considering the catchment area for the new primary school.

Question / Comment 7 – I totally understand the need to change the catchment boundaries, my concern is a personal issue that I don't want my children attending different schools.

Answer 7 – (Council Officer) – We understand that personal factors matter and if you know anyone else that has similar concerns but has not been able to attend this meeting or have not fed back to the Council already, please encourage them to feed into the consultation that is underway. There was also an event next Thursday 21 November at Echline Primary School and anyone is welcome to attend.

4. Conclusion

Mr Wood brought questions to a close and thanked everyone for all their contributions which were extremely valuable. Mr Wood reminded everyone that they had until the 9 December 2019 to make any further contributions on the website or in writing.

Cllr Ian Perry thanked everyone for coming and for their contributions.

Proposal to Realign the Catchment Areas of Queensferry Primary School and Echline Primary School

Public Consultation Meeting held at 6.30 pm, Thursday 21 November 2019, Echline Primary School, Edinburgh

Present: No members of the public

In Attendance:

Tom Wood (Independent Chair);

City of Edinburgh Council Officers: Robbie Crockatt (Learning Estate Planning Manager), Ian Tame (Learning Estate Planning Officer), Lynn Paterson (Senior Education Manager), Anne Purcell (Echline Primary School Head Teacher) and Natalie Le Couteur (Committee Services Officer to record the meeting).

1. Introduction

The Schools (Consultation Scotland) Act 2010 required the Council to conduct a public consultation. The public consultation would provide people with the opportunity to express their views and feed directly into the consultation process.

As there were no members of the public in attendance, those present waited until 7:00pm after which time, it was agreed to conclude the meeting.

APPENDIX 4 – Summary of Pupil Consultation

A Quality Improvement Officer from Communities and Families visited Echline Primary School and Queensferry Primary School to talk to a group of children from different year groups about the proposal and gather their opinions. A summary of the discussion at each school is provided below.

Pupil Consultation Echline Primary School

12 pupils – 2 from each class P4-7

What are the most important features about belonging to QPS?

- All the people in the school
- People are kind
- Teachers are nice (II)
- Size – not too big and not too small
- Playground is big
- Pupils can suggest clubs and businesses and run them themselves
- If you are sad there is always someone there
- PE hall – lines and nets
- Friends look after you if you are not feeling well
- Teachers plan nice things
- Recognition board – helps us to try harder, get notes/calls home even when you do well with homework and out of school activities (III)

From what you have heard about the proposed changes, what worries, if any do you have?

- QPS is very big – both schools will become about the same size
- School drop off for siblings
- Playground space – will be cramped – new building and more people (II)
- Grass area already gets muddy, with more people it will be worse - need to plan how to deal with this (II)
- Bigger school might make some children anxious with lots of people
- Issue for ASD children – more people, noisier – not great for them
- Assembly hall won't be big enough for the whole school (III)
- Assembly hall also lunch hall so not big enough

What opportunities might this change offer?

- More people might mean more friends
- Could feel more spacious with more classrooms
- Friends from clubs in Queensferry would now come to same school which would be nice
- More chance to be in class with friends as composite classes means age determines the split, not the case if 2 classes
- More opportunities to make friends
- Some people might want to come here anyway but if there isn't space they can't

What could the adults do to help you with your concerns?

- Can we get another gym hall?

- More space needed for assembly
- Improve the playground space to stop it feeling too busy and overwhelming
- Provide different playground areas to support different types of play
- Children with additional needs or who get anxious need to know that the playground will be ok

Pupil Consultation Queensferry Primary School

8 x P4/5 pupils and 8 x P6/7

What are the most important features about belonging to QPS?

- Learning is fun
- It's the biggest and main school in Queensferry
- Teachers and pupils are very nice (!!!)
- Lots of different opportunities; clubs, trips, activities to take part in
- The library
- School dinners – food is good
- Specialist teachers e.g. science
- Teachers have time for you
- We are a growing school
- Learn lots
- Great friends
- Playground is fun

From what you have heard about the proposed changes, what worries, if any do you have?

- A new sibling, I might have might not be able to go to QPS
- Worried for other families, it won't affect me, what about different school times for pick up/drop off – this could be difficult for parents
- Mum having a baby and I have a 3year old sibling – this will be difficult getting them to different schools and picking them up
- Some people might be looking forward to their siblings' school and getting the experience they got but won't be able to do that
- Could split families
- Hassle dropping off/picking up
- Cost of travel to two schools – petrol/impact on environment/bus fares
- Take longer for parents, earlier start
- Uniform cost – no hand me downs having to buy new stuff
- Separating siblings not good – might need support or help from sibling

What opportunities might this change offer?

- School not as busy
- Route home might become quieter
- Could be closer for some families
- Reduces number of children coming to QPS
- Friends who live closer by going to same school

What could the adults do to help you with your concerns?

- Make it feel like a good thing – visits to the other school before starting there

- Change start/pick up times to make drop off/pick up easier
- Improve options for cycling to school – bike lanes. Reduce cars on these roads at drop off/pick up times, ensure the road is safer
- Take care of individual worries



Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by The City of Edinburgh Council to realign the catchment areas of Queensferry Primary School and Echline Primary School.

December 2019

1. Introduction

1.1 This report from Education Scotland has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010](#) ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of The City of Edinburgh Council's proposal to realign the catchment areas of Queensferry Primary School and Echline Primary School. The proposal has become necessary due to the continued housing developments in the area. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all statutory obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the schools; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others;
- consideration of further representations made directly to Education Scotland on relevant educational aspects of the proposal; and
- visits to the sites of Queensferry and Echline Primary Schools including discussion with relevant consultees.

2. Consultation process

2.1 The City of Edinburgh Council undertook the consultation on its proposal(s) with reference to the [Schools \(Consultation\) \(Scotland\) Act 2010](#).

2.2 The consultation ran from 28 October to 9 December 2019. Two public meetings were held on 13 and 21 November 2019 and were attended by two parents only. Twenty-two people responded to the online consultation and responses were split evenly between those who supported the proposal and those who did not. Two parents submitted email responses directly to Education Scotland. Prior to the formal consultation the council conducted an informal consultation which included visiting the schools affected. Most stakeholders felt that the council had taken appropriate steps to keep them informed. However, a few were keen that the council continues to keep residents informed through social media and the local press.

3. Educational aspects of proposal

3.1 The council states that the principal educational benefit of the proposal addresses the future sufficiency issues at Queensferry Primary School so that it can provide appropriate education provision for catchment children. The changes to the catchment areas should ensure that Queensferry Primary School in particular is not over-capacity in the next couple of years. The proposal will also mean that Echline Primary School roll will increase, making it a double-stream school which is common across The City of Edinburgh estate. Given that the attainment data for both schools is very similar and compares well with the city average, it is unlikely that there will be any adverse impact on children's learning. HM Inspectors are of the view that the council's proposals should ensure that children living in South Queensferry are not adversely affected by the change of catchment. However, the council should take reasonable steps to ensure that the sibling guarantee at Queensferry Primary School is extended beyond November 2020. This will be important for parents to have confidence that their children will not have to attend two different primary schools.

3.2 Overall, the views of stakeholders regarding the proposal was mixed. Parents, staff and children at Echline Primary School were broadly in favour of the catchment change. They feel this will lead to a better social mix and extended friendship groups within the school. The council is aware that this will mean some disruption if additional classrooms are required but are taking steps to minimise this. Whilst many Queensferry Primary School parents agreed with the proposal in principal, a number of those who responded to the online questionnaire expressed concern about the sibling guarantee. Several of those who met with HM Inspectors were also of this view. A few parents also cited possible issues with access to after-school provision. There were concerns about dropping children off at two different schools and the negative impact on the environment of more cars on the roads.

4. Summary

HM Inspectors consider that overall there is a strong case for the council to change the catchment area of Echline and Queensferry Primary Schools. This should address the short to medium term issues for the school estate. In the longer term the council is proposing to build an additional non-denominational primary school in South Queensferry which should address capacity issues going forward. The council's case for the proposal is well-considered. However, it should now take steps to ensure that as a result of the proposal, children from the same family do not attend different schools.

**HM Inspectors
December
2019**

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City of Edinburgh Council

10.00am, Thursday 11 March 2021

Update on Re-opening of Public Conveniences – referral from the Policy and Sustainability Committee

Executive/routine
Wards
Council Commitments

1. For Decision/Action

The City of Edinburgh Council is asked to approve the continued funding from Council reserves to keep seven public conveniences open.

Andrew Kerr

Chief Executive

Contact: Louise Williamson, Committee Services, Strategy and Communications Division, Chief Executive Services

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Referral Report

Update on Re-opening of Public Conveniences

2. Terms of Referral

- 2.1 On 9 July 2020 the Policy and Sustainability Committee approved the opening of seven public conveniences, with appropriate measures introduced to maintain public health and in accordance with Scottish Government guidelines.
- 2.2 On 15 October 2020 the City of Edinburgh Council approved the measures and investment required to continue with opening the seven public conveniences to the end of the financial year
- 2.2 On 23 February 2021, the Policy and Sustainability Committee considered a report which set out the current position on Edinburgh's public conveniences and proposed arrangements for going forward together with an update on the impact of the COVID19 pandemic on the current Community Toilet Scheme
- 2.2 The Policy and Sustainability Committee agreed:

Motion

- 1) To note the guidance for public conveniences published in June 2020 recognised the risk of transmission of COVID-19 was high in public conveniences and therefore required enhanced cleaning, over and above what was normally in place was required, alongside measures to protect customers and staff to minimise the risk to public health in facilities which were open.
 - 2) To approve the continued opening of seven public conveniences in the city, as those set out in paragraph 3.1 in the report by the Executive Director of Place.
 - 3) To refer the report by the Executive Director of Place to full Council for approval of continued funding from Council reserves to keep these seven public conveniences open.
 - 4) To note that the strategy on public conveniences would be reported to the Transport and Environment Committee in April 2021.
- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To note the guidance for public conveniences published in June 2020 recognised the risk of transmission of COVID-19 was high in public conveniences and therefore required enhanced cleaning, over and above what was normally in place was required, alongside measures to protect customers and staff to minimise the risk to public health in facilities which were open.
- 2) To approve the continued opening of seven public conveniences in the city, as those set out in paragraph 3.1 to the report by the Executive Director of Place.
- 3) To refer the report by the Executive Director of Place to Full Council for approval of continued funding from Council reserves to keep these seven public conveniences open.
- 4) To note that the strategy on public conveniences would be reported to the Transport and Environment Committee in April 2021.
- 5) To note that any easing of Lockdown was likely to be gradual and that outdoor recreation and meetings would remain a key part of social interaction during Summer 2021 at a minimum therefore to agree that an action plan be presented to the next meeting of the Policy and Sustainability Committee listing the available public convenience premises in the City that could be reinstated along with capital and revenue costings for each one.
- 6) To note that the alternative budget position presented by the Conservatives permitted additional public convenience locations to be opened and did not rely on the use of reserves.
- 7) To note that whilst Edinburgh remained in any degree of Covid 19 Lockdown, the Community Toilet Scheme should not be presented as an alternative to the City of Edinburgh Council providing safe public conveniences across the city.

- moved by Councillor Webber, seconded by Councillor Whyte

Voting

The voting was as follows:

For the motion	-	12 votes
For the amendment	-	5 votes

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

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

Decision

To approve the motion by Councillor McVey.

3. Background Reading/ External References

[Minute of the Policy and Resources Committee of 9 July 2020.](#)

[Minute of the City of Edinburgh Council of 15 October 2020.](#)

Minute of the Policy and Sustainability Committee of 23 February 2021.

4. Appendices

Appendix 1 – report by the Executive Director of Place

Policy and Sustainability Committee

10.00am, Tuesday, 23 February 2021

Update on Re-opening of Public Conveniences

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 It is recommended the Committee:
 - 1.1.1 Notes the guidance for public conveniences published in June 2020 recognises the risk of transmission of COVID-19 is high in public conveniences and therefore requires enhanced cleaning, over and above what is normally in place is required, alongside measures to protect customers and staff to minimise the risk to public health in facilities which are open;
 - 1.1.2 Approves the continued opening of seven public conveniences in the city, as those set out in paragraph 3.1;
 - 1.1.3 Refers this report to Full Council for approval of continued funding from Council reserves to keep these seven public conveniences open; and
 - 1.1.4 Notes that the strategy on public conveniences will be reported to the Transport and Environment Committee in April 2021.

Paul Lawrence

Executive Director of Place

Contact: Andy Williams, Waste and Cleansing Manager

E-mail: andy.williams@edinburgh.gov.uk | Tel: 0131 469 5660

Update on Re-opening of Public Conveniences

2. Executive Summary

- 2.1 This report sets out the current position on Edinburgh's public conveniences and arrangements going forward and provides an update on the impact of the COVID-19 pandemic on the current Community Toilet Scheme.

3. Background

- 3.1 In March 2020, the outbreak of COVID-19 led to the closure of all of the Council owned public conveniences. On [9 July 2020](#) Policy and Sustainability Committee approved the opening of seven public conveniences, with appropriate measures introduced to maintain public health and in accordance with Scottish Government guidelines. The seven facilities are:
- 3.1.1 Pipe Lane, Portobello;
 - 3.1.2 Hope Park in the Meadows;
 - 3.1.3 Ross Bandstand in Princes Street Gardens;
 - 3.1.4 The Courtyard at Saughton Park;
 - 3.1.5 Bruntsfield Links;
 - 3.1.6 Hawes Pier, South Queensferry; and
 - 3.1.7 Cramond.
- 3.2 On [6 October 2020](#) Policy and Sustainability Committee reviewed the measures in place and agreed that they should be kept open over the winter months.
- 3.3 Committee decided that no further public conveniences could be opened at that time. However, they requested that this be reviewed in the new year with proposals for April onwards, based on the public health guidance at the time to be reported to Committee if normal operating arrangements cannot be reintroduced.
- 3.4 Further, Committee requested the following actions:
- 3.4.1 Work with park officers and ward councillors on wayfinding signage for the open public toilets and implement changes within the next three months;
 - 3.4.2 Provide a review of current facilities within the Community Toilet Scheme;

- 3.4.3 Consider opening times for toilets to address queuing before particular toilets are opened;
 - 3.4.4 An assessment of toilets and guidance to allow arrangements from April 2021 to be reported back in three cycles; and
 - 3.4.5 A revised Community Toilet Scheme including communications and signage campaign to be included in the public convenience strategy.
- 3.5 Committee also agreed the approach to developing a public convenience strategy and approved commencement of assessment of possible locations for new public convenience facilities. This will be reported to the Transport and Environment Committee in April 2021 and will also include:
- 3.5.1 Details of a revised Community Toilet Scheme, as requested in Section 3.4.5; and
 - 3.5.2 The Council's Equalities Working Group request to ensure the public convenience strategy captures the equalities angle and that access to conveniences across the city is considered.

Scottish Government Guidance

- 3.6 The Scottish Government released [guidance](#) on opening of public and customer toilets on 27 June 2020. This guidance recognises that the risk of transmission of COVID-19 is high in public conveniences given the low levels of natural light, lack of ventilation, the number of surfaces to touch and the purpose of a toilet. These risks are deemed by officers to be higher due to the age and design of public conveniences in the city.
- 3.7 The guidance calls for enhanced cleaning, over and above what is normally in place, but is not prescriptive, recognising that the requirements at each location will vary depending on a number of factors, including footfall, infrastructure and physical distancing arrangements. There is also a need to ensure that the facilities can be appropriately managed to protect customers and staff.
- 3.8 To date, there has been no update to the guidance from the Scottish Government.
- 3.9 COVID-19 restrictions have remained in place since the outbreak in March 2020, with local protection levels introduced setting out what is permitted in each area. However, a further lockdown came into effect at midnight on 4 January 2021 and will remain in place until at least mid-February 2021.

4. Main report

Current position

- 4.1 During the current lockdown, people are only able to leave their home for essential purposes, which includes outdoor exercise.
- 4.2 The open facilities are in areas popular with people exercising therefore it is recommended that these facilities remain open.

- 4.3 As there has been no update to the Scottish Government guidance, public health colleagues have advised that the measures introduced in July 2020 to minimise the risk of transmission should be retained.

Signage

- 4.4 Following October's Committee, a survey undertaken by parks officers reviewed the signage for the open public conveniences in the Meadows and Bruntsfield Links as concern was expressed by Elected Members and local people about the signage in these locations.
- 4.5 An additional 18 waymarking signs will now be installed on lighting columns in the Meadows and Bruntsfield Links to direct people to the nearest open public conveniences.

Community Toilet Scheme

- 4.6 The Community Toilet Scheme was set up in 2015 and includes toilets available in over 60 Council and Edinburgh Leisure buildings and a number of local businesses across the city.
- 4.7 Businesses that choose to participate in the scheme allow members of the public to use their toilet facilities without expecting them to make a purchase. In exchange, the Council makes an annual payment to each business of £500. In 2015 hospitality businesses were approached in the locations where ten public conveniences were being closed and, at the time ten businesses (cafes and pubs), signed up to the scheme.
- 4.8 As detailed in the October 2020 report, the pandemic has significantly impacted the Community Toilet Scheme. With the closure of libraries, community centres and Edinburgh Leisure sites the toilets within them are no longer available to the public.
- 4.9 As some facilities started to re-open during the autumn the ability to promote the toilets within them was reviewed by the relevant parties. Unfortunately, the difficult decision was taken that the facilities could not be promoted as being publicly accessible due to the additional measures that would be required to keep them COVID secure.
- 4.10 These facilities are now closed again with the new lockdown arrangements and therefore the Community Toilet Scheme cannot be promoted at this time.
- 4.11 Current businesses which participate in the scheme have been contacted and most have confirmed that they would like to remain members. However, many have been unable to provide facilities to non-customers due to the restrictions which they have had to implement to adhere to the public health requirements arising from COVID-19 and most are currently unable to provide any facilities due to the lockdown restrictions.
- 4.12 It is not expected that further businesses will be willing to sign up for the Community Toilet Scheme at this time. An update on the Scheme will be reported to Transport and Environment Committee in April 2021 as part of the strategy for public conveniences.

Flexible opening times

- 4.13 Demand at the open facilities has been extremely varied, mainly based on the weather. On wet or cold days, demand has been low. It is difficult to predict usage therefore managing staffing on the basis of demand is not possible.
- 4.14 Staff start at the toilets half an hour before they are due to open to ensure everything is in order. They have been asked to monitor whether any queues are forming and if there are, and it is safe to do so, they will allow members of the public to use the facility before the stated opening time.

Arrangements for public conveniences from April 2021

- 4.15 It is not possible currently to predict the situation from April 2021 so it is proposed that the situation continues to be monitored. Should circumstances change these will be reported back to Committee with an outline of how the opening of public conveniences is impacted.

5. Next Steps

- 5.1 The guidance from Scottish Government will continue to be monitored. Should circumstances and guidance change the guidance, the measures in place will be reviewed. If these changes affect the opening of public conveniences and impact on the measures currently in place, these will be reported to Committee.

6. Financial impact

- 6.1 The costs for reopening the seven public conveniences have been met from Council reserves since July 2020.
- 6.2 The cost of reopening the seven facilities from July 2020 is forecast to the end of this financial year to be £563,468.
- 6.3 The cost of staffing to keep the existing facilities open for a further period is expected to be £7,600 per week. In addition, there will be costs for Personal Protective Equipment (PPE). It is requested that Committee approve the retained opening of these facilities and to refer this report to Council to consider the on-going use of reserves.

7. Stakeholder/Community Impact

- 7.1 It is acknowledged that equality issues remain an important consideration; disabled people may be particularly disadvantaged if public toilets are not reopened. However, whilst COVID-19 public health measures remain in place it is difficult to minimise the impact. The re-opened toilets which do have disabled toilets are clearly indicated on the Councils website.

- 7.2 There are also wider local environmental impacts if public toilets are not reopened, in areas where people are congregating.

8. Background reading/external references

- 8.1 Re-opening of Public Conveniences - Policy and Sustainability Committee of [6 August 2020](#)

9. Appendices

- 9.1 Appendix 1 - Measures required to open public convenience facilities during the COVID-19 pandemic.

Appendix 1: Measures required to open public convenience facilities during the COVID-19 pandemic.

The current measures associated with reopening public conveniences include:

- Adequate staffing to maintain public health;
- Legionella flushing (as the facilities have not been used for so long);
- Installation of public health signage;
- Deep cleaning of facilities;
- Minor remedial repairs to enable the facility to reopen (e.g. installation of hand sanitiser dispensers, hand towel boxes, replacing toilet seats); and
- Internal adjustments (e.g. closing cubicles if more than one to maintain physical distancing).

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The City of Edinburgh Council

10.00am, Thursday 11 March 2021

Annual Treasury Management Strategy 2021/22 – referral from the Finance and Resources Committee

Executive/routine
Wards
Council Commitments

1. For Decision/Action

- 1.1 The Finance and Resources Committee has referred a report on the Annual Treasury Management Strategy 2021/22 to the City of Edinburgh Council for approval.

Andrew Kerr

Chief Executive

Contact: Sarah Stirling

Strategy and Communications Division, Chief Executive's Service

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

Referral Report

Annual Treasury Management Strategy 2021/22

2. Terms of Referral

- 2.1 On 4 March 2021, the Finance and Resources Committee considered a report which proposed a Treasury Management Strategy for the Council for 2021/22, comprising an Annual Investment Strategy and a Debt Management Strategy. There was a statutory requirement for Council to approve this in advance of the new financial year.
- 2.2 The Finance and Resources Committee agreed:
- 2.2.1 To note the Annual Treasury Strategy 2021/22 and to refer the report to the City of Edinburgh Council for approval of the report and the change to the Council's Treasury Management Policy Statement and subsequent remit by the City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny.
- 2.2.2 To note the key points in the report, that:
- 2.2.2.1 The Council's total capital expenditure was forecast to be £1.987bn between 2020/21 and 2024/25 with an underlying need to borrow at 31 March 2025 forecast to be £2.327bn.
- 2.2.2.2 The Council would continue to fund its Capital Financing Requirement from temporary investment balances over the next year.
- 2.2.2.3 The Council would continue to seek opportunities to mitigate future interest rate risk with alternatives to the Public Works Loan Board (PWLB) and lock out the risk where appropriate.
- 2.3 To agree to include more detail on the level of borrowing in the six-month period Treasury Management report.

3. Background Reading/ External References

- 3.1 [Finance and Resources Committee – 4 March 2021 – Webcast](#)

4. Appendices

- 4.1 Appendix 1 – report by the Executive Director of Resources

Finance and Resources Committee

10:00am, Thursday, 4 March 2021

Annual Treasury Management Strategy 2021/22

Executive/routine Executive
Wards
Council Commitments

1. Recommendations

1.1 It is recommended that the Committee:

1.1.1 Notes the Annual Treasury Strategy 2021/22 and refers the report to the City of Edinburgh Council for approval of the report and the change to the Council's Treasury Management Policy Statement and subsequent remit by the City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny.

1.1.2 Notes the key points in the report, that:

- The Council's total capital expenditure is forecast to be £1.987bn between 2020/21 and 2024/25 with an underlying need to borrow at 31 March 2025 forecast to be £2.327bn;
- The Council will continue to fund its Capital Financing Requirement from temporary investment balances over the next year; and,
- The Council will continue to seek opportunities to mitigate future interest rate risk with alternatives to the Public Works Loan Board (PWLB) and lock out the risk where appropriate.

Stephen S. Moir

Executive Director of Resources

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

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Annual Treasury Management Strategy 2021/22

2. Executive Summary

- 2.1 The report proposes a Treasury Management Strategy for the Council for 2021/22, comprising an Annual Investment Strategy and a Debt Management Strategy. There is a statutory requirement for Council to approve this in advance of the new financial year.

3. Background

- 3.1 This report sets out a Treasury Management Strategy for 2021/22 including estimates of funding requirements, an economic forecast and borrowing and investment strategies.
- 3.2 The Council's Treasury Management activities are carried out in accordance with the Council's Treasury Policy Statement. Under the provisions of the Treasury Policy Statement, a report should be submitted on the proposed Treasury Management Strategy for the ensuing year. The Treasury Strategy aims to:
- Ensure that the Council has sufficient and appropriate facilities available to meet its short and long-term borrowing requirements and funding needs;
 - Secure new funding at the lowest cost; and,
 - Ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks.
- 3.3 Treasury Management is undertaken with regard to the CIPFA Code of Practice for Treasury Management in the Public Services and the Prudential Code. It also adheres to the statutory requirements in Scotland which require this report, including the Capital Investment Programme and Prudential Indicators to be approved by the full Council. Appendix 7 gives details of the Capital Investment Programme and Prudential Indicators which were approved by Council as part of the budget process.

4. Main report

Capital Expenditure

- 4.1 Table A1.1 in Appendix 1 shows the forecast capital expenditure for both the General Fund (GF) Services and the Housing Revenue Account (HRA) for the current and next 4 years. This shows that GF capital expenditure is anticipated to be £1.175bn, and the HRA £812m, giving a total of £1.987bn over the 5 years.

Loans Fund Borrowing Requirement

- 4.2 Tables A1.2 and A1.3 show how it is anticipated that the Capital Expenditure in Table A1.1 will be funded. Of the £1.987bn, £793m for the GF and £418m for the HRA will be funded by new capital advances from the Loans Fund.
- 4.3 Table A1.4 in Appendix 1 shows that the Council's underlying need to borrow (shown as 'Cumulative Capital Expenditure') is projected to increase from £1.375bn at the start of the current financial year to £2.327bn at 31 March 2025.

Economic Outlook

- 4.4 Appendix 2 gives an overview of the current economic and market outlook. World economies remain weak as it continues to cope with lockdowns due to the Covid-19 pandemic. In the UK inflation is below the Bank of England's target rate of 2% at 0.8% and unemployment has risen to 4.9% due to impact of Coronavirus.

Treasury Management Strategy – Debt

- 4.5 The Council borrowed £236m during the 2019/20 financial year, reducing the use of temporary investments to fund capital expenditure to £39m. Due to the consequences of the global pandemic £200m of capital expenditure projected to be spent in 2020/21 has been re-profiled into future financial years. During much of the 2020/21 financial year, PWLB rates were set at a higher level while a consultation on the PWLB was undertaken. However, the Council has a substantial borrowing requirement in the coming financial years. Interest rates are still at a historic low but are likely to be subject to upward pressure if the COVID-19 vaccines prove effective.
- 4.6 The Debt Management Strategy for 2021/22, as set out in Appendix 3, is to:
- continue to reduce investment balances to temporarily fund capital expenditure;
 - seek alternative sources of funds to the PWLB; and
 - continue to lock out the risk on projects when the timing of capital expenditure becomes certain and interest rates are appropriate.

Loan Fund Repayment Policy

- 4.7 The Council operates a consolidated loans fund under the terms of the Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016, and one of the requirements of the Regulations is to report the Council's Loan Fund

Repayment Policy. The Policy for 2020/21 is contained in Appendix 4 and Appendix 6 sets out details of the existing loans including maturity date and interest rate payable.

Treasury Management – Annual Investment Strategy

- 4.8 Appendix 5 details the proposed Annual Investment Strategy for 2021/22. It is intended to continue the current investment strategy, which is centred around the security of the investments, taking advantage of longer rates where liquidity allows. Investment will continue to be made via the Cash Fund arrangement.

Treasury Management Indicators

- 4.9 Appendix 7 shows the Indicators required by the Prudential Code which were approved by Council on 18 February.

Treasury Management Policy Statements

- 4.10 Appendices 8 and 9 set out the Treasury Management Policy Statements for the City of Edinburgh Council and its Treasury Cash Fund.

5. Next Steps

- 5.1 The success of the Treasury team can be measured by the outperformance of the Treasury Cash Fund against its benchmark of 7-day London Interbank Bid Rate (LIBID) and managing the Council's debt portfolio to minimise the cost to the Council while mitigating risk.

6. Financial impact

- 6.1 The Council continues to manage its debt portfolio so as to minimise the medium-term cost of funding its capital projects. Provision for the revenue implications arising from this report have already been included in the Council's long-term financial plan.
- 6.2 The Treasury Cash Fund has generated significant additional income for the Council.

7. Stakeholder/Community Impact

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

8. Background reading/external references

- 8.1 None

9. Appendices

- 9.1 Appendix 1 – Capital Expenditure and Funding Requirement
- 9.2 Appendix 2 - Economic and Market Outlook
- 9.3 Appendix 3 – Treasury Management – Debt Management Strategy
- 9.4 Appendix 4 – Loans Fund Repayment Policy
- 9.5 Appendix 5 – Treasury Management – Annual Investment Strategy
- 9.6 Appendix 6 – Debt Maturity Profile (January 2019)
- 9.7 Appendix 7 – Prudential Indicators
- 9.8 Appendix 8 – Treasury Management Policy Statement – The City of Edinburgh Council
- 9.9 Appendix 9 – Treasury Management Policy Statement – Treasury Cash Fund

Summary of Capital Expenditure and Funding Requirement

	2019/20 Actual £000	2020/21 Forecast £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000	2024/25 Estimate £000
Communities and Families	64,321	51,281	122,262	56,546	64,533	80,951
Place	109,606	104,161	144,927	37,028	28,707	22,676
Place - Lending	28,138	19,569	20,302	4,856	72,000	70,500
Place - Trams to Newhaven	26,421	56,319	72,032	41,744	12,849	-
Resources - Asset Management Works	48,547	13,816	20,861	25,650	19,800	19,800
Resources	2,873	1,758	2,088	807	1,091	1,597
Edinburgh Integration Joint Board	-110	284	0	0	0	0
Slippage Assumption			-18,108	1,848	-16,360	16,856
Capital Expenditure per CIP	279,796	247,188	364,364	168,479	182,620	212,380
HRA – Capital Expenditure (inc. Early Action)	111,854	46,855	87,386	190,541	259,152	228,348

Table A1.1 - Capital Expenditure on General Fund Services and HRA

General Fund	2019/20 Actual	2020/21 Forecast	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget
Central Government Grants	148,229	79,410	68,609	38,225	38,225	45,000
Use of Capital Receipts	43,125	5,757	3,000	3,000	3,000	3,000
Other External Income	9,666	17,140	56	5,777	1,158	9,893
Draw down from Capital Fund	6,311	14,195	6,986	9,186	0	10,828
Capital Grants Unapplied	805	0	14,442	3,422	0	0
Developers Contributions	0	0	380	380	380	760
Loans Fund Advances	72,465	130,686	270,891	108,489	139,857	142,899
Total	279,796	247,188	364,364	168,479	182,620	212,380

Table A1.2 - Funding Sources for General Fund Services Capital Expenditure

HRA	2019/20 Actual	2020/21 Forecast	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget
Grants	11,613	8,526	14,859	7,012	35,686	26,482
Capital Funded from Current Revenue	23,000	0	18,300	23,300	28,300	10,800
Capital Receipts from Edinburgh Living	38,838	24,103	21,143	6,162	76,718	93,196
Loans Fund Advances	38,403	14,226	33,084	154,067	118,448	97,870
Total	111,854	46,855	87,386	190,541	259,152	228,348

Table A1.3 - Funding Sources for HRA Capital Expenditure

Capital Funding v. External Debt	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Outturn	Forecast	Estimate	Estimate	Estimate	Estimate
	£'000	£'000	£'000	£'000	£'000	£'000
Debt b/fd	1,198,460	1,336,058	1,337,470	1,284,875	1,232,882	1,191,396
Cumulative Capital Expenditure b/fd	1,355,901	1,374,600	1,457,795	1,775,598	1,979,907	2,165,927
Over/underborrowed b/fd	-157,441	-38,542	-120,325	-490,724	-747,025	-974,531
GF Capital Financed by borrowing	17,921	54,798	213,187	62,268	55,388	73,159
Tram Capital Financed by borrowing	26,406	56,319	71,652	41,364	12,469	-760
Lending to LLPs	28,138	19,569	20,302	4,856	72,000	70,500
HRA Capital Financed by borrowing	38,403	14,226	33,084	154,067	118,448	97,870
less scheduled repayments by GF	-66,229	-32,439	0	-36,206	-41,492	-44,835
less scheduled repayments by Tram	0	-1	0	0	-4,942	-5,060
less scheduled repayments by LLPs*	-4,728	-14,559	-4,623	-4,834	-4,879	-5,859
less scheduled repayments by HRA	-20,695	-14,174	-15,242	-16,619	-20,349	-23,609
less scheduled repayments by Joint Boards	-517	-544	-556	-588	-623	-557
Underlying Need to Borrow	18,699	83,195	317,804	204,308	186,020	160,849
plus total maturing debt	98,750	58,589	52,595	51,993	41,486	40,674
Total Borrowing Requirement	117,449	141,784	370,399	256,301	227,506	201,523
Cummulative Borrowing Requirement		141,784	512,182	768,484	995,989	1,197,513
New / Committed Borrowing	236,348	60,000				
Debt at end of the year	1,336,058	1,337,470	1,284,875	1,232,882	1,191,396	1,150,722
Cumulative Capital Expenditure	1,374,600	1,457,795	1,775,598	1,979,907	2,165,927	2,326,776
Cumulative Over/Under Borrowed	-38,542	-120,325	-490,724	-747,025	-974,531	-1,176,054

* This is based on the known repayments for current advances, with the planned advances on a 40 year annuity basis, using a 3.15% interest rate.

Table A1.4 - Capital Funding v. External Debt

Economic and Market Outlook

Overview

Coronavirus has and will continue to be the major influence on the UK economy along with the effect of Brexit in 2021/22 including lockdown measures, vaccines and new trading arrangements. Unfortunately, with the new more transmissible variant of the virus numbers are hitting new record highs. However, during December we have had some good news in that two vaccines were given approval in the UK. Although it will take some time to vaccinate the population, there may be some light at the end of the tunnel.

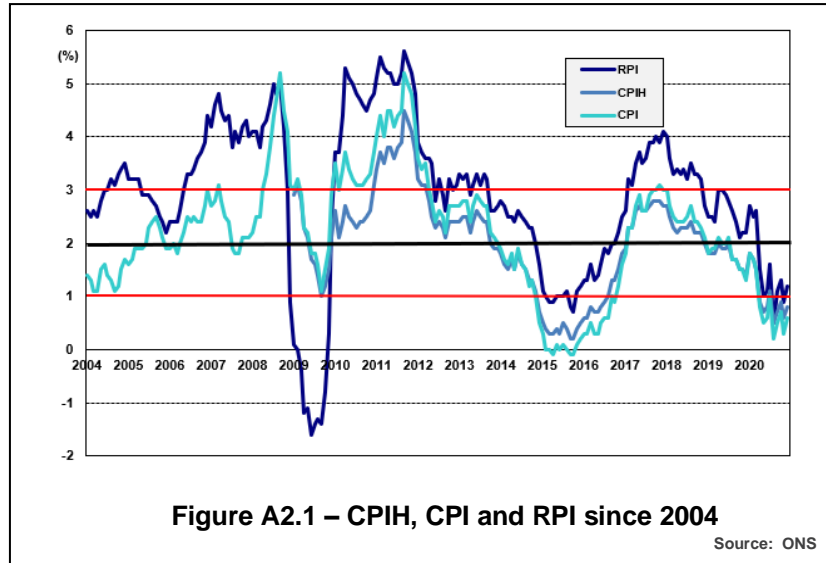
World Economy

In the US the Federal Reserve Open Market Committee (FOMC) voted to reduce interest rates twice in March 2020. It has remained at its current rate of 0-0.25 since 16th March and have strongly indicated that interest rates are unlikely to change over the next three years. The US Economy grew by 33.4% in Quarter 3 after a contraction of 31.4% in Quarter 2. President Biden was officially sworn in on the 20th January ending 4 years of President Trump in the White House.

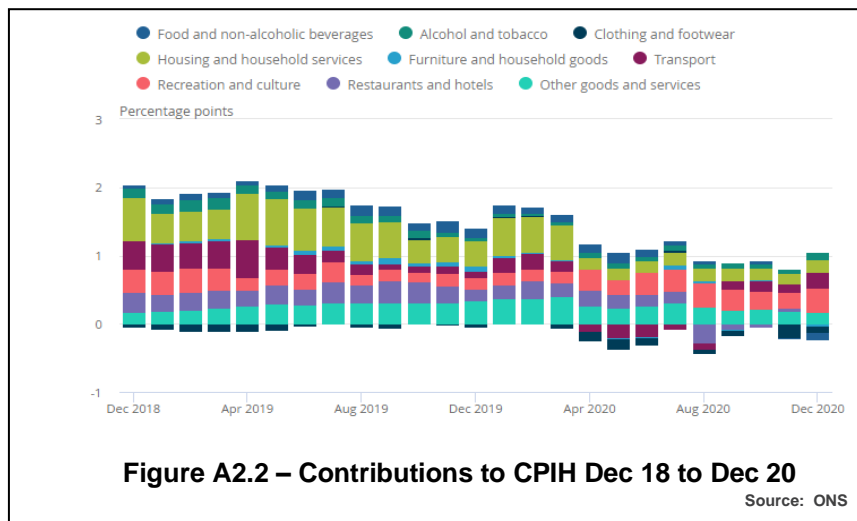
Inflation in the Eurozone is expected to be -0.3% in December 2020, the same as the previous 3 months. Prices should continue to fall for energy and non-energy industrial products. Prices for food, alcohol and tobacco increased. Core inflation, which excludes the prices of food, alcohol and tobacco and energy, for December is likely to be unchanged at 0.2% which continues to be the lowest on record. The economy grew by 12.5% in the three months to September 2020, recovering from -11.7% the previous quarter. This was the largest increase since 1995 which was boosted by a rebound in activity and demand as lockdowns were gradually lifted. Since September further restrictions were implemented across the Eurozone which will have a negative effect on future growth figures.

UK Inflation Outlook

Figure A2.1 below shows CPI (Consumer Price Index) and RPI since March 2004 and CPIH (CPI including owner occupier housing costs), which was reinstated as a national statistic in July 2017, since 2009.



The Government’s preferred measure of inflation, CPI was 0.6% in December 2020, up from 0.3% in November and below the Bank of England’s target rate. CPIH was 0.8% in December, up from 0.6% in November. The largest upwards contributions came from recreation and culture, rising transport costs and clothing. Downwards movements came from food and non-alcoholic beverages. Figure A2.2 shows the contributions to CPIH from December 2017 to December 2019, highlighting the movements.



Interest Rate Outlook

Table A2.1 gives a Reuters poll of up to 59 economists, taken 15th January, showing their forecasts for UK Bank Rate until Quarter 2 2022. Most economists polled believed that the UK Bank Rate will remain at 0.10% until the 2nd quarter of 2022. The poll also shows some Economists believe UK Bank Rate will turn negative as quickly as Q1 2021.

	2021				2022	
	Q1/21	Q2/21	Q3/21	Q4/21	Q1/22	Q2/22
Median	0.10	0.10	0.10	0.10	0.10	0.10
Mean	0.09	0.08	0.07	0.07	0.08	0.08
Mode	0.10	0.10	0.10	0.10	0.10	0.10
Min	-0.15	-0.15	-0.15	-0.15	-0.10	-0.10
Max	0.10	0.10	0.10	0.10	0.10	0.10
Count	59	59	59	59	43	34

Table A2.1 – Economists’ Forecasts for UK Bank Rate

Source: REUTERS

UK Interest Rates

Due to the worsening global economic impact of the COVID-19 virus the Bank of England’s Monetary Policy Committee (MPC) cut UK Bank Rate from 0.75% to 0.25% on the 11th March 2020 then again on the 19th March to 0.10% where it remains. The quantitative easing programme has increased by £450bn from the start of lockdowns in March and now stands at £895bn.

In November 2020 after a consultation process the PWLB announced a reduction of 1% in all Standard Rate and Certainty Rate loans effective immediately. The new terms apply to all Local Authorities as long as they confirm there is no intention to buy investment assets primarily for yield in the current or next two financial years. Gilt yields have remained relatively low with short term yields negative. However, we consider that there is some upward pressure on rates which is likely to intensify if the roll out in the Covid-19 vaccine is seen to be successful and results in a rebound in the economy.

Treasury Management – Debt Management Strategy

Overview

The overall objectives of the Council's Strategy for Debt Management are to:

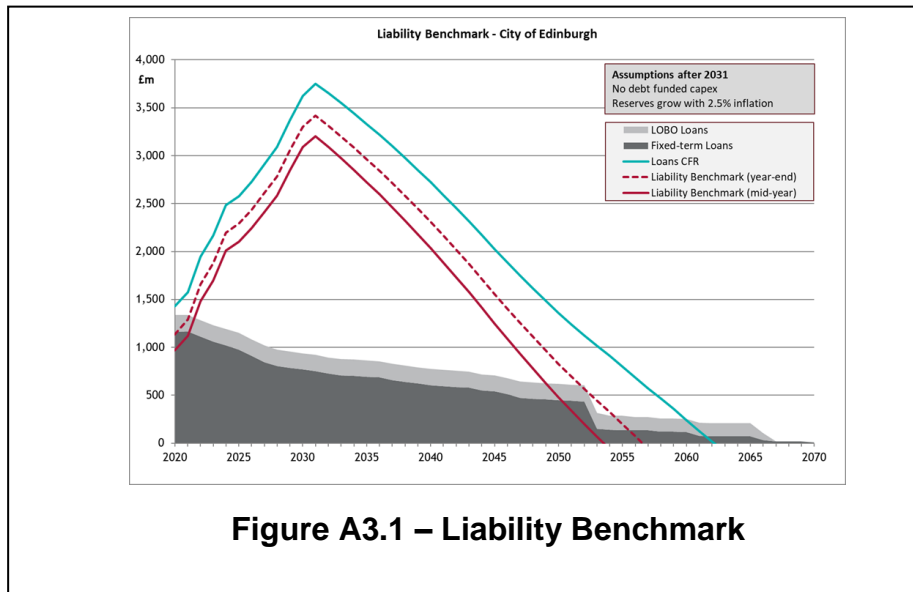
- forecast average future interest rates and borrow accordingly;
- secure new funding at the lowest cost in a manner that is sustainable in the medium term;
- ensure that the Council's interest rate risk is managed appropriately;
- ensure smooth debt profile with a spread of maturities; and
- reschedule debt to take advantage of interest rates.

Loans Fund Borrowing Requirement

Around £200m of capital expenditure which anticipated in 2020/21 has been re-profiled into future financial years due to the effects of the global pandemic and lockdowns. Table A1.1 in Appendix 1 shows the forecast capital expenditure for both the General Fund (GF) Services and the Housing Revenue Account (HRA) for the current and next 4 years. This shows that GF capital expenditure is anticipated to be £1.175bn, and the HRA £812m, giving a total of £1.987bn over the 5 years.

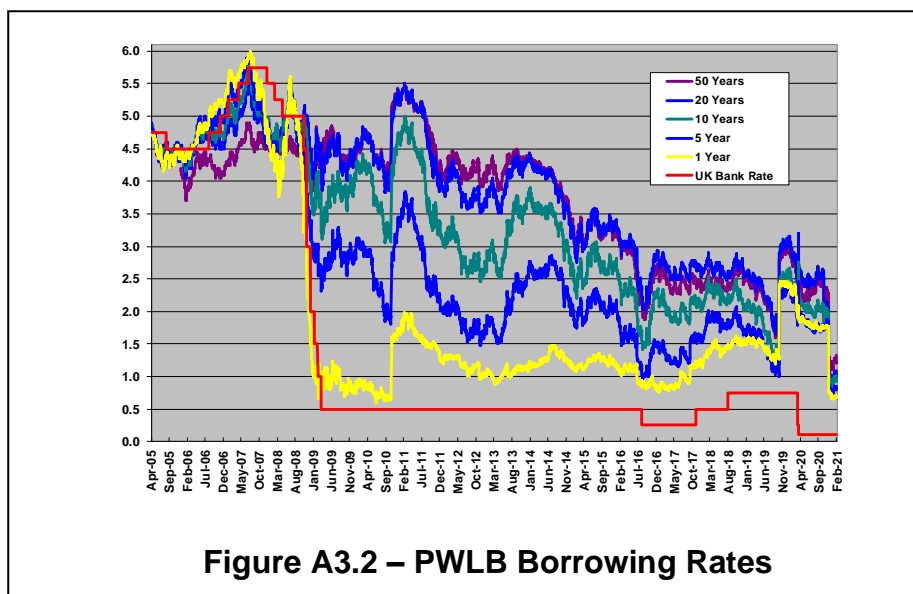
Tables A1.2 and A1.3 show how it is anticipated that the Capital Expenditure in Table A1.1 will be funded. Of the £1.987bn, £827m for the GF and £418m for the HRA will be funded by new capital advances from the Loans Fund. Table A1.4 in Appendix 1 shows that the Council's underlying need to borrow (shown as Cumulative Capital Expenditure) is projected to increase from £1.375bn at the start of the current financial year to £2.327bn at 31 March 2025.

The Cumulative Borrowing Requirement shows that if the Council were to fully fund its Capital Financing Requirement it would need to borrow £1.198bn over the next 5 years, on top of the £39m in cash balances which have already been used to temporarily fund capital expenditure. Figure A3.1 below shows the Council's Liability benchmark which includes projected borrowing up to 2031. This indicates how much the Council would need to borrow if the Capital projections prove to be accurate. The Council therefore have a substantial borrowing requirement and hence interest rate risk.



Debt Management Strategy

The Council has a substantial borrowing requirement over the next 5 years which gives the Council a significant financing risk. The quarter of a billion pounds of borrowing undertaken in 2019/20 has reduced the financing risk to an extent but the Liability Benchmark indicates the substantial level of borrowing which the Council may have to undertake in a rising interest rate environment. Figure A3.2 below shows PWLB Maturity Borrowing Rates from April 2005 to February 2021.



Because of the new borrowing undertaken in 2019/20, the use of temporary investments to fund capital expenditure fell from £157m to £39m at 31 March 2020. This gave scope to await the results of the PWLB Consultation, but the quantum of borrowing requirement which the Council has over the next few years suggests that more of the financing risk

needs to be managed. It is therefore intended to lock out PWLB borrowing as the certainty of capital expenditure becomes clear. Forward starting options as an alternative to PWLB will also be considered to manage the risks.

The strategy for the coming year is therefore to:

- continue to reduce investment balances to temporarily fund capital expenditure;
- seek alternative sources of funds to the PWLB; and
- continue to lock out the risk on projects when the timing of capital expenditure becomes certain and interest rates are appropriate.

Loans Fund Repayment Policy

The Council operates a consolidated loans fund under the terms of the Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016. Capital payments made by services are financed by capital advances from the loans fund. The Regulations require the Council to have a policy for the prudent repayment to the loans fund of the capital advances. The 2016 guidance sets out four options for the calculation of the repayment of loans fund advances, which are:

Option 1 – Statutory Method – this method allows repayments to be made as if the previous Schedule 3 to the 1975 Local Government (Scotland) Act was still in force but will no longer be available as an option after March 2021;

Option 2 – Depreciation Method – a complex method that links the calculated repayment to the depreciation charged each year and movement in the value of the asset;

Option 3 – Asset Life Method – a simpler alternative to the depreciation method, either on an equal instalment basis or on an annuity basis; or

Option 4 – Funding/Income Profile Method – repayments calculated by assessing future income receivable from the use of the asset, if the asset created generates income.

The guidance indicates that these four options are those likely to be most relevant for the majority of local authorities for loans fund advances made for the authority's own capital expenditure. Other approaches are not ruled out but must be considered by the local authority to be a prudent repayment.

As part of the 2019/20 budget process the Council received a report on the review carried out on the loans fund. The report recommended changes in the method of calculating loans fund repayments for current and historical capital advances. Those changes mean that the repayments for both historical and new capital advances (with the exception of those detailed below) will be calculated using option 3 – the Asset Life method.

For capital advances relating to loans to the Edinburgh Living LLPs and capital advances for the "Trams to Newhaven" project, all advances from the loans fund in the current year have a repayment profile set out using Option 4 – the funding/income method and these capital advances will be repaid using an annuity structure with fixed interest rate and principal repayments.

The business cases brought forward for other projects involving major capital expenditure funded by borrowing will consider the appropriate repayment method depending on the structure of the business case.

The Council operates the loans fund to manage historic debt and the balance therefore represents historic borrowing for capital spend.

Treasury Management – Annual Investment Strategy

In line with CIPFA's Code of Practice, the overall objectives of the Council's Strategy for Investment Management are to:

- ensure the security of funds invested;
- ensure that the Council has sufficient liquid funds to cover its expenditure commitments; and
- pursue optimum investment return within the above two objectives.

The Council's cash balances are pooled and invested via the Treasury Cash Fund subject to the limits set out in the Cash Fund Treasury Management Policy Statement. The Cash Fund's Investment Strategy continues to be based around the security of the investments. Figure A5.1 below shows the distribution of Cash Fund deposits since inception.

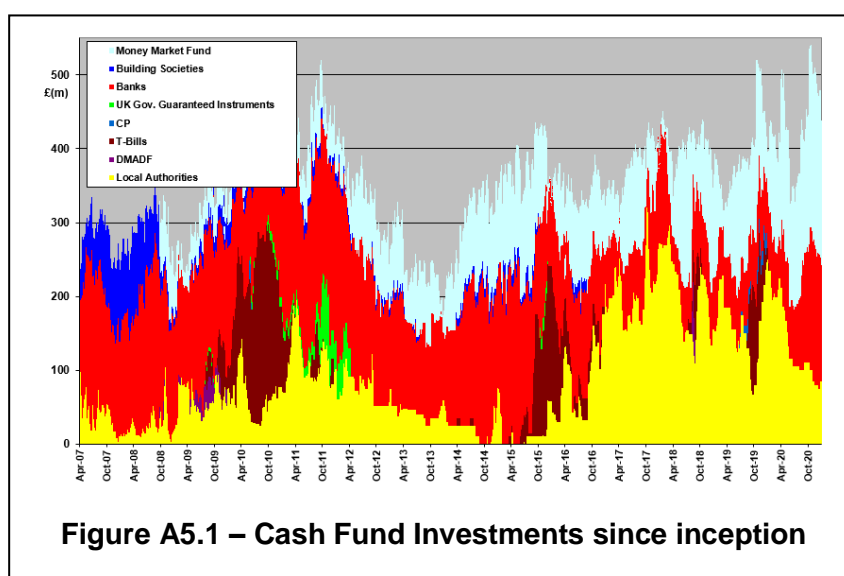


Figure A5.1 shows the split of investments since the inception of the cash fund.

Figure A5.2 below shows the level of Council investments via the cash fund. The large peak at the start of the financial year was due to Scottish Government Grants to cover COVID-19 grant claim and can be seen reducing very quickly. The following peak in October was the drawdown of the large forward borrowing agreed in 2018. Opportunities were taken to lock out some Local Authority deposits at a rate higher than on offer with Banks and Money Market Funds and the average weighted life of the fund was 30 days towards the end of the calendar year.

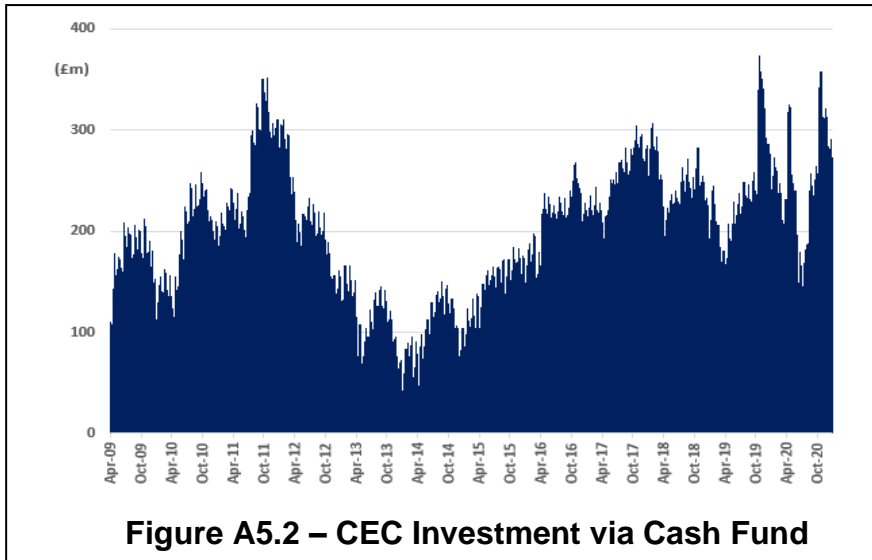


Figure A5.2 – CEC Investment via Cash Fund

Our central forecast has been that UK Bank Rate will remain at 0.10% for some time to come. However, further cuts to zero or negative can't be fully ruled out. There are continued dangers from Coronavirus although vaccinations can hopefully mean that that lockdowns can come to an end later in the year subsequently giving a much needed lift to the economy.

It is intended to continue the current investment strategy centred around the security of the investments, taking advantage of longer rates where liquidity allows.

Investment will continue to be made via the Treasury Cash Fund arrangement. Appendix 8 contains the Treasury Management Policy Statement for the Treasury Cash Fund which details the investment and counterparty limits for the Fund.

Debt Maturity Profile (January 2021)

Market Debt (non LOBO)

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

Market Debt (LOBO)

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

PWLB

Start Date	Loan Type	Maturity Date	Principal Outstanding £	Interest Rate %	Annual Interest £
10/05/2010	A	10/05/2021	265,710.97	3.09	20,277.28
21/10/1994	M	15/05/2021	10,000,000.00	8.625	862,500.00
10/03/1995	M	15/05/2021	11,900,000.00	8.75	1,041,250.00
12/06/1995	M	15/05/2021	10,000,000.00	8	800,000.00
02/06/2010	M	02/06/2021	5,000,000.00	3.89	194,500.00
16/08/1994	M	03/08/2021	2,997,451.21	8.5	254,783.35
28/04/1994	M	25/09/2021	5,000,000.00	8.125	406,250.00
23/04/2009	M	23/04/2022	5,000,000.00	3.76	188,000.00
12/06/1995	M	15/05/2022	10,200,000.00	8	816,000.00
14/06/2010	M	14/06/2022	10,000,000.00	3.95	395,000.00
31/03/1995	M	25/09/2022	6,206,000.00	8.625	535,267.50
16/02/1995	M	03/02/2023	2,997,451.21	8.625	258,530.17
24/04/1995	M	25/03/2023	10,000,000.00	8.5	850,000.00
05/12/1995	M	15/05/2023	5,200,000.00	8	416,000.00
20/09/1993	M	14/09/2023	2,997,451.21	7.875	236,049.28
20/09/1993	M	14/09/2023	584,502.98	7.875	46,029.61
08/05/1996	M	25/09/2023	10,000,000.00	8.375	837,500.00
13/10/2009	M	13/10/2023	5,000,000.00	3.87	193,500.00
05/12/1995	M	15/11/2023	10,000,000.00	8	800,000.00
10/05/2010	M	10/05/2024	10,000,000.00	4.32	432,000.00
28/09/1995	M	28/09/2024	2,895,506.10	8.25	238,879.25
14/05/2012	M	14/11/2024	10,000,000.00	3.36	336,000.00
14/12/2009	A	14/12/2024	3,218,399.79	3.66	138,009.52
17/10/1996	M	25/03/2025	10,000,000.00	7.875	787,500.00
10/05/2010	M	10/05/2025	5,000,000.00	4.37	218,500.00
16/11/2012	M	16/05/2025	20,000,000.00	2.88	576,000.00
13/02/1997	M	18/05/2025	10,000,000.00	7.375	737,500.00
20/02/1997	M	15/11/2025	20,000,000.00	7.375	1,475,000.00
01/12/2009	A	01/12/2025	5,645,240.95	3.64	233,195.41
21/12/1995	M	21/12/2025	2,397,960.97	7.875	188,839.43
21/05/1997	M	15/05/2026	10,000,000.00	7.125	712,500.00
28/05/1997	M	15/05/2026	10,000,000.00	7.25	725,000.00
29/08/1997	M	15/11/2026	5,000,000.00	7	350,000.00
24/06/1997	M	15/11/2026	5,328,077.00	7.125	379,625.49
07/08/1997	M	15/11/2026	15,000,000.00	6.875	1,031,250.00
13/10/1997	M	25/03/2027	10,000,000.00	6.375	637,500.00
22/10/1997	M	25/03/2027	5,000,000.00	6.5	325,000.00
13/11/1997	M	15/05/2027	3,649,966.00	6.5	237,247.79
17/11/1997	M	15/05/2027	5,000,000.00	6.5	325,000.00
13/12/2012	M	13/06/2027	20,000,000.00	3.18	636,000.00
12/03/1998	M	15/11/2027	8,677,693.00	5.875	509,814.46

06/09/2010	M	06/09/2028	10,000,000.00	3.85	385,000.00
14/07/2011	M	14/07/2029	10,000,000.00	4.9	490,000.00
14/07/1950	E	03/03/2030	2,401.26	3	77.73
14/07/2011	M	14/07/2030	10,000,000.00	4.93	493,000.00
15/06/1951	E	15/05/2031	2,460.69	3	79.10
06/09/2010	M	06/09/2031	20,000,000.00	3.95	790,000.00
15/12/2011	M	15/06/2032	10,000,000.00	3.98	398,000.00
15/09/2011	M	15/09/2036	10,000,000.00	4.47	447,000.00
22/09/2011	M	22/09/2036	10,000,000.00	4.49	449,000.00
10/12/2007	M	10/12/2037	10,000,000.00	4.49	449,000.00
08/09/2011	M	08/09/2038	10,000,000.00	4.67	467,000.00
15/09/2011	M	15/09/2039	10,000,000.00	4.52	452,000.00
06/10/2011	M	06/10/2043	20,000,000.00	4.35	870,000.00
09/08/2011	M	09/02/2046	20,000,000.00	4.8	960,000.00
23/01/2006	M	23/07/2046	10,000,000.00	3.7	370,000.00
23/01/2006	M	23/07/2046	10,000,000.00	3.7	370,000.00
19/05/2006	M	19/11/2046	10,000,000.00	4.25	425,000.00
07/01/2008	M	07/01/2048	5,000,000.00	4.4	220,000.00
24/03/2020	A	24/03/2050	14,805,473.94	1.64	241,201.58
26/03/2020	A	26/03/2050	4,933,603.76	1.49	73,012.36
27/01/2006	M	27/07/2051	1,250,000.00	3.7	46,250.00
16/01/2007	M	16/07/2052	40,000,000.00	4.25	1,700,000.00
30/01/2007	M	30/07/2052	10,000,000.00	4.35	435,000.00
13/02/2007	M	13/08/2052	20,000,000.00	4.35	870,000.00
20/02/2007	M	20/08/2052	70,000,000.00	4.35	3,045,000.00
22/02/2007	M	22/08/2052	50,000,000.00	4.35	2,175,000.00
08/03/2007	M	08/09/2052	5,000,000.00	4.25	212,500.00
30/05/2007	M	30/11/2052	10,000,000.00	4.6	460,000.00
11/06/2007	M	11/12/2052	15,000,000.00	4.7	705,000.00
12/06/2007	M	12/12/2052	25,000,000.00	4.75	1,187,500.00
05/07/2007	M	05/01/2053	12,000,000.00	4.8	576,000.00
25/07/2007	M	25/01/2053	5,000,000.00	4.65	232,500.00
10/08/2007	M	10/02/2053	5,000,000.00	4.55	227,500.00
24/08/2007	M	24/02/2053	7,500,000.00	4.5	337,500.00
13/09/2007	M	13/03/2053	5,000,000.00	4.5	225,000.00
14/10/2019	A	10/04/2053	107,942,304.56	2.69	2,945,254.44
12/10/2007	M	12/04/2053	5,000,000.00	4.6	230,000.00
05/11/2007	M	05/05/2057	5,000,000.00	4.6	230,000.00
15/08/2008	M	15/02/2058	5,000,000.00	4.39	219,500.00
25/01/2019	A	25/01/2059	2,655,284.60	2.65	71,164.31
11/06/2019	A	11/06/2059	1,253,893.84	2.23	28,303.54
01/10/2019	A	01/10/2059	1,320,070.03	1.74	23,276.17
02/10/2019	A	02/10/2059	39,309,771.67	1.8	716,907.89
05/11/2019	A	05/11/2059	7,048,165.68	2.96	210,742.68
28/11/2019	A	28/11/2059	1,289,237.57	3.03	39,453.89
02/12/2019	A	02/12/2059	2,775,526.71	3.03	84,938.05
20/01/2020	A	20/01/2060	1,965,263.65	1.77	35,246.97

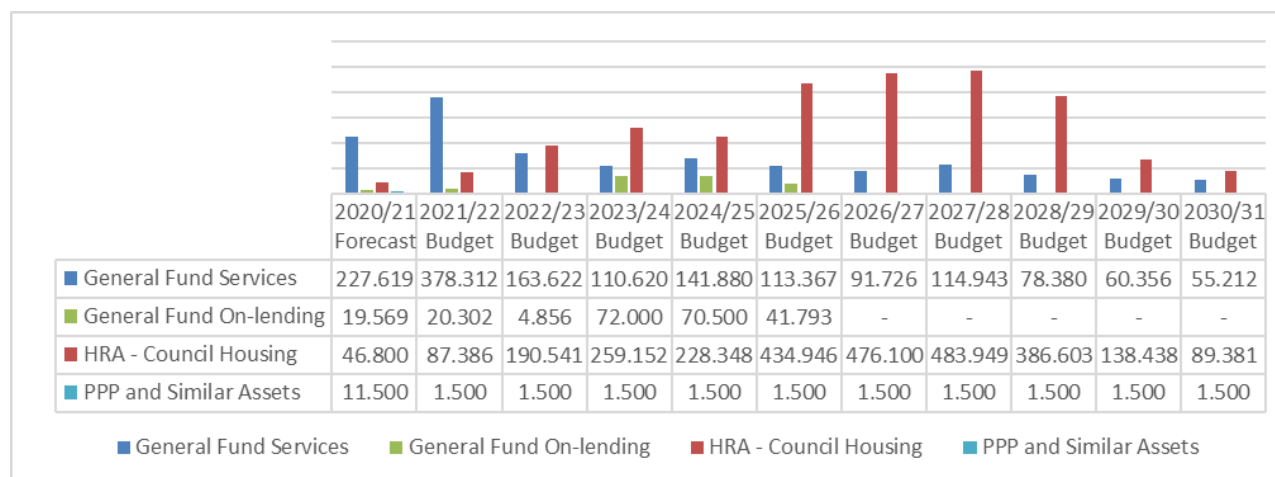
20/01/2020	A	20/01/2060	452,227.68	2.97	13,567.14
04/10/2019	M	04/04/2060	40,000,000.00	1.69	676,000.00
02/12/2011	M	02/12/2061	5,000,000.00	3.98	199,000.00
26/03/2020	M	26/03/2070	10,000,000.00	1.29	129,000.00
			1,041,667,097.03		

SPECIAL

Start Date	Loan Type	Maturity Date	Principal Outstanding £	Interest Rate %	Annual Interest £
07/01/2015	E	01/09/2021	78,957.14	0	0
31/03/2015	E	01/04/2023	450,724.35	0	0
22/09/2015	E	01/10/2023	131,879.82	0	0
29/03/2019	E	01/04/2029	118,981.81	0	0
08/10/2020	A	08/10/2045	60,000,000.00	2.613	1,556,590.56
			60,780,543.12		

Prudential Indicators

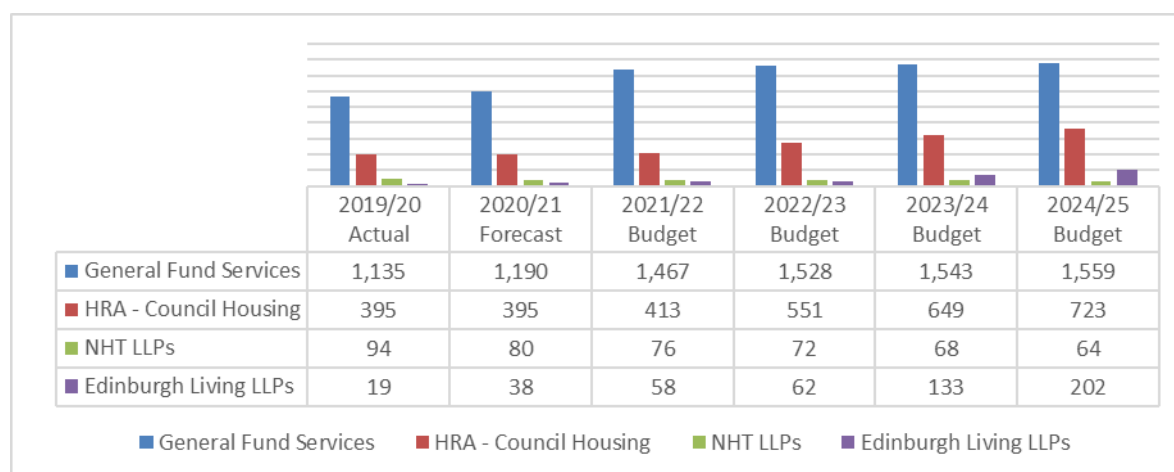
Indicator 1 – Capital Expenditure

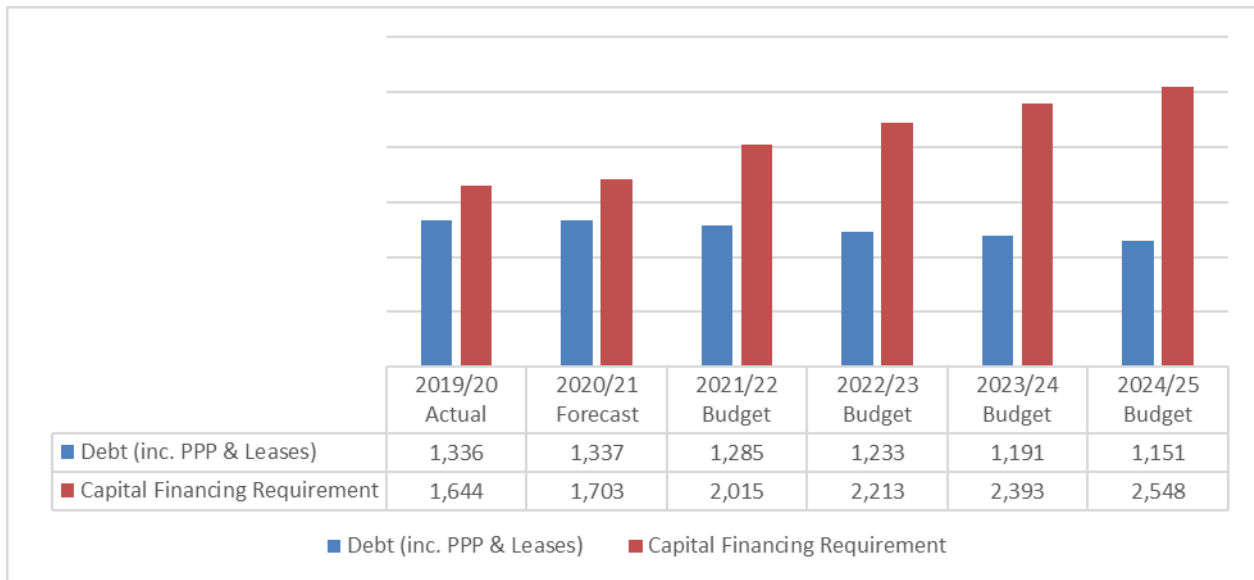


Indicator 2 – Ratio of Financing Cost to Net Revenue Stream

	2019/20 Actual	2020/21 Forecast	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget
Financing costs (£m) – General Fund Services	104,710	79,611	56,524	98,337	108,665	108,507
Proportion of net General Fund revenue stream	10.50%	7.42%	4.73%	8.77%	9.78%	9.85%
Financing costs (£m) – Housing Revenue Account	39,148	36,337	37,556	40,652	46,252	51,963
Proportion of net HRA revenue stream	37.65%	35.23%	35.89%	37.75%	41.00%	44.27%

Indicator 3 – Capital Financing Requirement





Indicators 4 and 5 – Authorised limit and Operational Boundary for External Debt

	2020/21 Limit	2021/22 Limit	2022/23 Limit	2023/24 Limit	2024/25 Limit
Authorised Limit – Borrowing	2,088	2,566	2,891	2,831	2,725
Authorised Limit – PFI and Leases	256	248	242	235	229
Authorised Limit – Total External Debt	2,344	2,814	3,133	3,066	2,954
Operational Boundary – Borrowing	1,538	1,959	2,344	2,560	2,725
Operational Boundary – PFI and Leases	256	248	242	235	229
Operational Boundary – Total External Debt	1,794	2,207	2,586	2,795	2,954

Indicator 6 – Loans Charges associated with the net Capital Investment Expenditure Plans

INDICATOR 6

2020/21	2021/22	2022/23	2023/24	2024/25
Forecast	Forecast	Forecast	Forecast	Forecast
£000	£000	£000	£000	£000

Loans Fund Pooled Interest Rate at Indicative 4%

General Fund (excluding On-Lending) - New Loans Fund Advances

Loans Fund Advances in year	54,798	213,187	62,268	55,388	73,159
Year 1 - Interest Only	1,111	4,323	1,263	1,123	2,191
Year 2 - Interest and Principal Repayment	3,188	12,401	3,622	3,222	5,938

HRA - New Loans Fund Advances

Loans Fund Advances in year	14,226	33,084	154,067	118,448	97,870
Year 1 - Interest Only	288	754	3,509	2,698	2,229
Year 2 - Interest and Principal Repayment	828	2,043	9,512	7,313	6,042

The City of Edinburgh Council

Treasury Cash Fund

Treasury Management Policy Statement

Summary

The Council operates the Treasury Cash Fund on a low risk low return basis for cash investments on behalf of itself, Lothian Pension Fund and other associated organisations. This Policy Statement covers the type of investments which are permitted for monies held with the Cash Fund and should be read in conjunction with the Treasury Policy Statement for the City of Edinburgh Council.

Approved Activities

The activity undertaken in the management of cash balances and their investment in cash and near cash instruments. In undertaking this activity, the key objective is the security of the monies invested. Accordingly, the investment types and counterparty limits below represent a prudent attitude towards the instruments with which and the institutions with whom investment will be undertaken.

Treasury Management Strategy

The treasury management strategy for the cash fund is to ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks

Permitted Instruments

The Chief Financial Officer may invest monies in accordance with the Council's requirements only by using the following instruments:

- (a) Temporary deposit, Certificate of Deposit, collateralised deposit, structured deposit, commercial paper, floating rate note or Bonds with an approved institution of the Bank of England or with any other approved organisation for investment (see below)
- (b) UK Treasury Bills
- (c) Gilt-edged securities
- (d) Reverse Repurchase Agreements
- (e) Money Market Funds and Bond Funds
- (f) Debt Management Office's Debt Management Agency Deposit Facility

Limits on Investment

The approved limits on counterparties and investment types are as follows (where money limits and percentages are stated, the greater of the two should be applied):

- (a) DMO's DMADF, UK Treasury Bills and UK Gilts with no limit
- (b) UK local authorities up to a maximum of £50 million per authority.
- (c) other public bodies up to a maximum of £20 million per organisation.
- (d) The Council's bankers, where not otherwise permitted under (k) below, up to a limit of £20m on an overnight only basis other than when funds are received into the Council's bank account without pre-notification.
- (e) Money Market Funds with no limit in total but with no more than £30 million or 15% of the funds under management with any one Fund.
- (f) Bond Funds with no more than £20 million or 10% of the funds under management.
- (g) Supranational Bonds with a limit of £60 million or 20% of the fund in total.

- (h) financial institutions where the relevant deposits, CDs or Bonds are guaranteed by a sovereign government of AA or above up to a maximum of £60 million or 20 percent of the fund per institution for the duration of the guarantee in addition to the appropriate counterparty limit for the institution.
- (i) Local Authority Collateralised deposits up to a maximum of £30 million or 15 percent of the fund per institution up to a maximum of 5 years in addition to the appropriate counterparty limit for the institution.
- (j) Structured deposits up to a maximum of £20 million or 10 percent of the fund, subject to the appropriate counterparty limits for the institution also being applied.
- (k) financial institutions included on the Bank of England's authorised list under the following criteria:

Credit Rating	Banks Insecured	Banks Secured	B. Socs. Insecured	B. Socs. Secured
AAA	20% or £60m	20% or £60m	20% or £60m	20% or £60m
AA+	15% or £30m	20% or £60m	15% or £30m	20% or £60m
AA	15% or £30m	20% or £60m	15% or £30m	15% or £30m
AA-	15% or £30m	20% or £60m	10% or £20m	15% or £30m
A+	10% or £20m	15% or £30m	10% or £20m	10% or £20m
A	10% or £20m	15% or £30m	10% or £20m	10% or £20m
A-	10% or £20m	15% or £30m	5% or £10m	10% or £20m
BBB+	5% or £10m	5% or £10m	n/a	n/a
None	n/a	n/a	n/a	n/a

The credit ratings quoted in the above table are for the financial institution, instrument or security provided and are the lowest of the relevant long term ratings from the three main Credit ratings agencies, S&P, Moodys and Fitch.

Time Limits

In addition to the monetary limits above, the following maximum time limits will be placed on investments:

Category	Max. Time Limit
20% of Assets Under Management / £60m	5 Years
15% of Assets Under Management / £30m	1 Years
10% of Assets Under Management / £20m	6 months
5% of Assets Under Management / £10m	3 months

In addition to the above limits, no more than 25% of assets under management will have a maturity greater than 1 year.

In considering an investment, consideration is given to a wide range of information, not simply the credit ratings of the institution being considered. This will include financial information on the institution, relevant Credit Default Swaps and equity pricing data, and the general macro-economic, market and sector background. The investment risks and controls to mitigate those risks are outlined to the end of this document.

Policy on Delegation

The Treasury Cash Fund is operated under the Council's Treasury Policy Statement and the delegations are defined in that document.

Reporting Arrangements

This will include, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close, in the form prescribed in its TMPs. The Head of Finance will report to the Council as follows:

- (a) A Treasury Strategy prior to the commencement of the financial year.
- (b) A mid-term report during the financial year.
- (c) A Treasury Annual Report as soon as practicable after the end of the financial year.
- (d) Ad hoc reports according to need.

Type of Investment	Treasury Risks	Mitigating Controls
a. Deposits with the Debt Management Account Facility (UK Government) (Very low risk)	This is a deposit with the UK Government and as such counterparty and liquidity risk is very low, and there is no risk to value. Deposits can be between overnight and 6 months.	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments.
b. UK Treasury Bills (Very Low Risk)	These are marketable securities issued by the UK Government and as such counterparty and liquidity risk is very low, although there is potential risk to value arising from an adverse movement in interest rates unless held to maturity. Maturity at issue is only 1, 3 or 6 months so will be used mainly in the 1 to 3 month period to provide a high level of security but a better return than the DMADF in (a).	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments.
c. UK Gilts (Very Low Risk)	These are marketable securities issued by the UK Government and as such counterparty and liquidity risk is very low, although there is potential risk to value arising from an adverse movement in interest rates unless held to maturity. There is a risk to capital if the Gilt needed to be sold, so should only be used on a hold to maturity basis as a proxy for a slightly longer maturity Treasury Bill	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments. Would only be used on a hold to maturity basis at the very short end of the yield curve.
d. Deposits with other local authorities or public bodies (Very low risk)	These are considered quasi UK Government debt and as such counterparty risk is very low, and there is no risk to value.	Little mitigating controls required for local authority deposits, as this is a quasi UK Sovereign Government investment.
e. Money Market Funds (MMFs) (low/medium risk)	Pooled cash investment vehicle which provides short term liquidity.	Funds will generally be used to provide liquidity for the Cash Fund.
f. Bond Funds (low/medium risk)	AAA Rated Pooled cash investment vehicle investing in a range of Government, Financial Institutions and Government Bonds.	Fairly liquid vehicle investing in Bonds with a high average credit rating, will only be used for a relatively small proportion of the fund.
g. Call account deposit accounts with financial institutions (banks and building societies) (Risk is dependent on credit rating)	These tend to be moderately low risk investments, but will exhibit higher risks than the categories (a) to (d) above. Whilst there is no risk to value with these types of investments, liquidity is high and investments can be returned at short notice. These will be used to provide the primary liquidity source for Cash Management	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools. On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.
h. Term deposits with financial institutions (banks and building societies) (Low to medium risk depending on period & credit rating)	The risk on these is determined, but will exhibit higher risks than categories (a) to (d) above. Whilst there is no risk to value with these types of investments, liquidity is low and term deposits can only be broken with the agreement of the counterparty, and penalties may apply.	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.
i. Certificates of deposits with financial institutions (risk dependent on credit rating)	These are short dated marketable securities issued by financial institutions and as such counterparty risk is low, but will exhibit higher risks than categories (a) to (d) above. There is risk to value of capital loss arising from selling ahead of maturity if combined with an adverse movement in interest rates. Liquidity risk will normally be low.	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools. On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.
j. Structured deposit facilities with banks and building societies (escalating rates, de-escalating rates etc.) (Low to medium risk depending on period & credit rating)	These tend to be medium to low risk investments, but will exhibit higher risks than categories (a) to (d) above. Whilst there is no risk to value with these types of investments, liquidity is very low and investments can only be broken with the agreement of the counterparty (penalties may apply).	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools. On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.

<p>k. Bonds (Low to medium risk depending on period & credit rating)</p>	<p>This entails a higher level of risk exposure than gilts and the aim is to achieve a higher rate of return than normally available from gilts. They do have an exposure to movements in market prices of assets held.</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, on a hold to maturity basis. Bonds may also carry an explicit Government Guarantee.</p>
<p>l. Floating Rate Notes (Low to medium risk depending on credit rating)</p>	<p>These are Bonds on which the rate of interest is established periodically with reference to short term interest rates.</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools. Will be used in an increasing interest rate environment but only for a limited proportion of the portfolio.</p>
<p>m. Commercial Paper (Low to medium risk depending on credit rating)</p>	<p>These are short term promissory notes issued at a discount par. They entail a higher level of risk exposure than gilts and the aim is to achieve a higher rate of return than normally available from gilts. They do have an exposure to movements in market prices of assets held.</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, on a hold to maturity basis. They are relatively short maturity.</p>
<p>n. Secured Investments (relatively low risk due to dual recourse)</p>	<p>These include Reverse Purchase Agreements (Repo) and Covered Bonds issued by banks and building societies.</p>	<p>Both Repo and Covered Bonds provide opportunities to lower credit risk by having any exposure supported by an enhanced level of high quality collateral such as Gilts in the case of Repo. The lower credit risk is reflected in the Cash Fund being able to invest larger % or value amounts as shown in the criteria for financial institutions in (k).</p>

The City of Edinburgh Council

Treasury Management Policy Statement

Summary

The Council has adopted the CIPFA Code of Practice on Treasury Management in the Public Services. As part of the adoption of that code, the Council agreed to create and maintain, as the cornerstones for effective treasury management:

- a Treasury Management Policy Statement (TMPS), stating the policies and objectives of its treasury management activities; and
- suitable Treasury Management Practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

This document outlines the Council's Treasury Management Policy Statement which provides a framework for the Council's treasury management activities. Any reference in the Treasury Policy Statement to the Chief Financial Officer should be taken to be any other officer to whom the Chief Financial Officer has delegated his powers.

Approved Activities

The Council defines its treasury management activities as:

“The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.

Subject to any legal restrictions, this definition covers the following activities:

- arranging, administering and managing all capital financing transactions
- approving, arranging and administering all borrowing on behalf of the Council
- cash flow management
- investment of surplus funds
- ensuring adequate banking facilities are in place, negotiating bank charges, and ensuring the optimal use by the Council of banking and associated facilities and services

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.

The Council also acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.

Treasury Management Strategy

The treasury management strategy for the cash fund is to:

- Secure both capital and revenue funding at the lowest cost in the medium term; and
- ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks

Approved Sources of Finance

Finance will only be raised in accordance with legislation and within this limit the Council has a number of approved methods and sources of raising capital finance. No other instrument other than those listed below may be used

- Bank Overdraft
- Temporary Loans
- Loans from the Public Works Loan Board
- Loans from the European Community institutions
- Long-Term Market Loans
- Bonds
- Stock Issues
- Negotiable Bonds
- Internal (Capital Receipts and Revenue Balances)
- Commercial Paper
- Medium Term Notes
- Finance and Operating Leases
- Deferred Purchase Covenant Agreements
- Government and European Community Capital Grants
- Lottery Monies
- Public and Private Partnership funding initiatives

Permitted Instruments

Where possible the Head of Finance, the Council's Statutory Section 95 Chief Financial Officer, will manage all of the Council's temporary surplus funds together and invest them using the Council's Treasury Cash Fund. The investment restrictions contained in the Treasury Cash Fund Policy Statement therefore apply to the City of Edinburgh Council's monies.

However small operational balances will need to be retained with the Council's bankers, and in other cases – such as devolved schools – relatively small investment balances may be operated locally. Some allowance for temporary deposits has therefore been made.

In addition, the Council has some non-cash investment types and these are also included in the Policy Statement.

The Head of Finance, as the Council's Statutory Chief Financial Officer, may invest monies in accordance with the Council's requirements only by using the following instruments:

- (a) Temporary deposit with an approved institution of the Bank of England or with any other approved organisation for investment (see below)
- (b) Money Market Funds
- (c) Debt Management Office's Debt Management Agency Deposit Facility
- (d) Investment Properties
- (e) Loans to Other Organisations
- (f) Investment in share capital of Council Companies and Joint Ventures
- (g) Loans (including mezzanine debt) to / investment in the Loan Stock of Council Companies and LLPs
- (h) Investment in Shared Equity Housing Schemes
- (i) Investment in the Subordinated Debt of projects delivered via the "HubCo" model

Approved Organisations for Investment

The approved counterparty limits are as follows:

- (a) *The Council's bankers with no limit.*
- (b) *DMO's DMADF with no limit.*
- (c) *AAA Money Market Funds with no limit.*
- (d) *financial institutions on the Bank of England's authorised list where the lowest of their long term rating from the three main Credit ratings agencies, S&P, Moody's and Fitch, equivalent to A- or above up to a maximum of £10 million per institution.*
- (e) *building societies where the lowest of their long term rating from the three main Credit ratings agencies, S&P, Moody's and Fitch, equivalent to A- or above up to a maximum of £5 million per institution.*
- (f) *Subordinated debt of projects delivered via "HubCo" model up to a maximum of £1 million.*

In addition, there is no explicit limit at present for the non-cash investment types. However, it is anticipated that each specific investment of these types would be reported individually to Council and a full list of them will be contained in the Treasury Annual Report.

The investment risks and controls to mitigate those risks are outlined to the end of this document.

Policy on Delegation

Responsibility for the implementation and regular monitoring of the Council's treasury management policies and practices is retained by the Council.

The Council delegates responsibility for the execution and administration of Treasury Management decisions to the Head of Finance, as the Statutory Section 95 Chief Financial Officer, who will act in accordance with the organisation's policy statement and TMPs and, if he/she is a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.

The Council nominates the Governance, Risk and Best Value Committee to be responsible for the ensuring effective scrutiny of the treasury management strategy and policies.

Reporting Arrangements

This will include, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close, in the form prescribed in its TMPs. The Head of Finance will report to the Council as follows:

- (a) A Treasury Strategy prior to the commencement of the financial year.
- (b) A mid-term report during the financial year
- (c) A Treasury Annual Report as soon as practicable after the end of the financial year..
- (d) Ad hoc reports according to need.

Type of Investment	Treasury Risks	Mitigating Controls
a. Deposits with the Debt Management Account Facility (UK Government) (Very low risk)	This is a deposit with the UK Government and as such counterparty and liquidity risk is very low, and there is no risk to value. Deposits can be between overnight and 6 months.	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments.
b. Money Market Funds (MMFs) (low/medium risk)	Pooled cash investment vehicle which provides short term liquidity.	Funds will generally be used to provide liquidity for the Cash Fund.
c. Call account deposit accounts with financial institutions (banks and building societies) (Risk is dependent on credit rating)	<p>These tend to be moderately low risk investments, but will exhibit higher risks than the category (a) above. Whilst there is no risk to value with these types of investments, liquidity is high and investments can be returned at short notice.</p> <p>These will be used to provide the primary liquidity source for Cash Management</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools.</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence</p>
d. Term deposits with financial institutions (banks and building societies) (Low to medium risk depending on period & credit rating)	The risk on these is determined, but will exhibit higher risks than category (a) above. Whilst there is no risk to value with these types of investments, liquidity is low and term deposits can only be broken with the agreement of the counterparty, and penalties may apply	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.</p>
e. Investment properties	These are non-service properties which are being held solely for a longer term rental income stream or capital appreciation. These are highly illiquid assets with high risk to value (the potential for property prices to fall).	Property holding will be re-valued regularly and reported annually with gross and net rental streams.
f. Loans to third parties, including soft loans	These are service investments either at market rates of interest or below market rates (soft loans). These types of investments may exhibit substantial credit risk and are likely to be highly illiquid.	Each third party loan requires Member approval and each application is supported by the service rational behind the loan and the likelihood of partial or full default.
g. Loans to a local authority company or LLP	<p>These are service investments either at market rates of interest or below market rates (soft loans). These types of investments may exhibit significant credit risk and are likely to be highly illiquid.</p> <p>In the case of mezzanine loans, these are specifically to ensure that the LLPs tasked with delivering Council objectives do so within State Aid rules</p>	<p>Each loan to a local authority company requires Member approval and each application is supported by the service rational behind the loan and the likelihood of partial or full default.</p> <p>The Council and Scottish Government (via the SFT) are participants in and party to the governance and controls within the project structure. Strict viability tests to ensure long term financial security are completed before any funds are advanced to the LLP.</p>
h. Shareholdings in a local authority company	These are service investments which may exhibit market risk and are likely to be highly illiquid.	Each equity investment in a local authority company requires Member approval and each application will be supported by the service rational behind the investment and the likelihood of loss.
i. Investment in Shared Equity Schemes	These are service investments which exhibit property market risk and are likely to be highly illiquid, with funds tied up for many years.	Each scheme investment requires Member approval and each decision will be supported by the service rational behind the investment and the likelihood of loss.
j. Investment in the Subordinated Debt of projects delivered via the "Hubco" model	These are investments which are exposed to the success or failure of individual projects and are highly illiquid	The Council and Scottish Government (via the SFT) are participants in and party to the governance and controls within the project structure. As such they are well placed to influence and ensure the successful completion of the project's term

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The City of Edinburgh Council

10.00am, Thursday 11 March 2021

Sustainable Capital Strategy 2021-31 – Annual Report – referral from the Finance and Resources Committee

Executive/routine
Wards
Council Commitments

1. For Decision/Action

- 1.1 The Finance and Resources Committee has referred a report on the Sustainable Capital Strategy 2021-31 to the City of Edinburgh Council for approval.

Andrew Kerr

Chief Executive

Contact: Sarah Stirling

Strategy and Communications Division, Chief Executive's Service

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

Referral Report

Sustainable Capital Strategy 2021-31 – Annual Report

2. Terms of Referral

- 2.1 On 4 March 2021, the Finance and Resources Committee considered a report on the proposed capital strategy which provided a high-level overview of how capital expenditure, capital financing and treasury management activity contributed to the infrastructure and provision of services for the benefit of Edinburgh communities and citizens.
- 2.2 The Finance and Resources Committee agreed:
- 2.2.1 To note the Capital Strategy, as set out in Appendix 1 of the report by the Executive Director of Resources, and to refer to full Council for approval.
- 2.2.2 To note that capital expenditure priorities were being considered in line with the Council's priorities and approach proposed under the Adaptation and Renewal Programme outlined in the new Council Business Plan.

3. Background Reading/ External References

- 3.1 [Finance and Resources Committee – 4 March 2021 – Webcast](#)

4. Appendices

- 4.1 Appendix 1 – report by the Executive Director of Resources

Finance and Resources Committee

10.00am, Thursday, 4 March 2021

Sustainable Capital Strategy 2021-31 – Annual Report

Item number	
Executive/routine	Executive
Wards	
Council Commitments	

1. Recommendations

- 1.1 To note the Capital Strategy, as set out in Appendix 1, and refer to full Council for approval; and,
- 1.2 To note that capital expenditure priorities are being considered in line with the Council's priorities and approach proposed under the Adaptation and Renewal Programme outlined in the new Council Business Plan.

Stephen S. Moir

Executive Director of Resources

Contact: Liam MacDonald, Senior Accountant,

Finance Division, Resources Directorate

E-mail: Liam.MacDonald@edinburgh.gov.uk | Tel: 0131 469 3174

Sustainable Capital Strategy 2021-31 – Annual Report

2. Executive Summary

- 2.1 This report sets out the proposed capital strategy, which provides a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the infrastructure and provision of services for the benefit of Edinburgh communities and citizens.

3. Background

- 3.1 Local authorities are required by regulation to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government in Scotland Act 2003. The Prudential Code was revised by CIPFA in 2017. A key element of the revised code is that local authorities should have a long-term capital strategy in place that sets out the long-term context in which capital and revenue decisions are made.

Sustainable Capital Budget Strategy 2021-31

- 3.2 The Sustainable Capital Budget Strategy 2021-31 is a separate report which was presented to Finance and Resources Committee on 2 February 2021. It details priorities for council capital investment over the medium to long-term and sets out a plan on how they could be funded.
- 3.3 At its meeting on 18 February 2021 Council approved the Sustainable Capital Budget Strategy 2021-31. The approved Capital Budget Strategy 2021-31 will deliver a total programme of capital expenditure of £1,455.345m to 2030/31.
- 3.4 The Capital Budget Strategy is expected to come under significant financial pressure as a result of higher tender prices caused by social distancing requirements and associated construction industry changes arising from COVID-19 guidance. There is also renewed focus on embedding the ambitions of a net-zero carbon City contribution from the Council by 2030 into the restart of major capital investment projects, which has had further financial consequences on previous assumptions.
- 3.5 This report sets out the Council's capital strategy and builds upon the capital strategy annual report approved by Council on 5 March 2020.

4. Main report

- 4.1 In order to deliver Council priorities and for the city to grow in a sustainable way, the Council needs to invest in its existing assets as well as creating new ones. The capital strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services. It also provides an overview of how associated risk is managed and the implications for future financial sustainability.
- 4.2 The capital strategy is a high-level document, which brings together a number of other key Council strategies. It should be read in conjunction with the following plans and policies
- [Sustainable Capital Budget Strategy 2021-2031](#)
 - Annual Treasury Management Strategy 2021/22 (on same agenda)
 - [Council Business Plan and Budget 2021/26](#)
 - [Council Business Plan and Budget 2021/26 – Risks and Reserves](#)
 - [Housing Revenue Account \(HRA\) Budget Strategy \(2021-2031\)](#)
 - [Adaptation and Renewal Programme](#)
 - [2050 Edinburgh City Vision](#)
 - [Council Sustainability Programme Short Window Improvement Plan](#)
 - [Local Development Plan](#)
 - [Local Development Plan Action Programme](#)
 - [Corporate Asset Strategy](#)
 - [Property and Asset Management Strategy](#)
 - [Transport Asset Management Plan](#)
- 4.3 In addition to the statutory background, Edinburgh and the Council's role and the Council's Business Plan and Vision, the capital strategy covers the following areas;
- Capital Expenditure and Financing (the Council's capital expenditure plans, and the corresponding financing requirement);
 - Treasury Management (how the Council keeps sufficient but not excessive cash to meet the Council's spending needs, while managing risks involved);
 - Other investments and long-term liabilities (the Council's non-treasury investments and other liabilities); and
 - Knowledge and Skills (the professional skills and knowledge contained within the Council's accounting, treasury and property teams, as supplemented by external advisers).
- 4.4 The full capital strategy is included in Appendix 1.

5. Next Steps

- 5.1 This report will be referred to full Council for approval of the capital strategy. The strategy will be updated on an annual basis, with this being the third iteration.

6. Financial impact

- 6.1 There are no direct financial implications arising from this report. The implications of the expenditure and investment plans contained in the strategy were considered at the Council's budget setting meeting on 18 February 2021.

7. Stakeholder/Community Impact

- 7.1 The capital strategy is a high-level document which brings together a number of other Council strategies, each of which is the result of appropriate community engagement.
- 7.2 Approval of the capital strategy ensures the Council continues to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government in Scotland Act 2003.
- 7.3 There are no sustainability impacts directly arising from this report.

8. Background reading/external references

- 8.1 [Local Development Plan Action Programme](#), January 2019
- 8.2 [Corporate Asset Strategy](#), Corporate Policy and Strategy Committee, 12 May 2015
- 8.3 [Property and Asset Management Strategy](#), Finance and Resources Committee, September 2015
- 8.4 [Transport Asset Management Plan \(TAMP\)](#), Transport and Environment Committee, 6 December 2018
- 8.5 [Sustainable Capital Budget Strategy 2021-2031](#), Finance and Resources Committee, 2 February 2021
- 8.6 [Council Business Plan and Budget 2021/26](#), Finance and Resources Committee, 2 February 2021
- 8.7 [Housing Revenue Account \(HRA\) Budget Strategy \(2021-2031\)](#), Finance and Resources Committee, 2 February 2021
- 8.8 Treasury Management Strategy 2021-22, Finance and Resources Committee, 2 March 2021

9. Appendices

9.1 Appendix 1: Detailed Sustainable Capital Strategy 2021-31

Appendix 1: Sustainable Capital Strategy 2021-31

1. Introduction

- 1.1 The Sustainable Capital Strategy for City of Edinburgh Council provides a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the infrastructure and provision of services for the benefit of Edinburgh communities and citizens.
- 1.2 The Strategy takes a long-term view and covers the period from 2021 to 2031.
- 1.3 The Council Change Strategy: Planning for Change and Delivering Services 2019-23 reported to Finance and Resources Committee on 10 October 2019 set out the intention to set a policy-based budget through the lenses of poverty, well-being and sustainability with key messages for this year's budget approach linked to these important issues. Despite the COVID-19 budget challenges, these policy lenses remain the focus of the strategy.
- 1.4 The Sustainable Capital Budget Strategy is expected to come under significant financial pressure as a result of higher tender prices caused by social distancing requirements and associated construction industry changes arising from COVID-19 guidance.
- 1.5 There is also renewed focus on embedding the ambitions of a net-zero carbon City contribution from the Council by 2030 into the restart of major capital investment projects, which has had further financial consequences on previous assumptions.
- 1.6 This has also already led to some significant strategic decisions in respect of the City Development Plan Choices document, the City Mobility Plan and specific investment programmes such as the plan to design and build Currie High School to Passivhaus certified standard.
- 1.7 Since the setting of the last Capital Strategy, COVID-19 and the measures put in place to protect citizens have created significant financial and logistical challenges and it will no longer be possible to deliver projects within the timescales and budgets previously envisaged. Following guidance from Scottish Ministers, all construction sites were closed and are now opened in accordance with the [Coronavirus \(COVID 19\): construction sector guidance](#) six phase plan. This has required changes to working practices to protect both construction workers and the public at large.
- 1.8 The impact of COVID-19 will have potentially significant implications for the Capital Budget Strategy 2021-2031, namely:
 - 1.8.1 The Council's Adaptation and Renewal Programme is predicated on pausing, reflecting and changing the way the Council will deliver its services in the future. One of the principles expected to be embedded in the way forward is the ambition to be a net-zero carbon City and Council

by 2030. This will affect the cost of the approved projects and may also change the priority of certain projects – such as active travel – that deliver this ambition.

- 1.8.2 Individual project costs are expected to increase due to heightened contractor requirements for ensuring a safe workplace in a COVID-19 environment. The immediate economic outlook is one of recession which is likely to have adverse impacts on the construction sector.
- 1.9 The Council is being supported by the Edinburgh Centre for Carbon Innovation to develop a carbon scenario tool that will augment current business case analysis of major Council projects and capital investment. This strategy will continue to be reviewed on the basis of this work and wider needs to deliver the 2030 zero carbon target.
- 1.10 Explicitly adopting these policy priorities as a focus for the development of the Council's capital budget is a helpful development of the Council's wider Change Strategy.
- 1.11 These policy priorities have also been adopted within the Sustainable Capital Strategy 2021-31.

2. Statutory Background

- 2.1 Local authorities are required by regulation to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government in Scotland Act 2003. The Prudential Code was revised by CIPFA in 2017. A key element of the revised code is that local authorities should have a long-term capital strategy in place that sets out the long-term context in which capital and revenue decisions are made.

3. Edinburgh and the Council's Role

- 3.1 Edinburgh is one of the best cities in the world in which to live, work and study. It is a city full of vibrancy and opportunity and, as a council, we are working hard to ensure that all residents can share in our success. We will keep investing in the things that support and sustain growth while confronting the challenges that come with it.
- 3.2 Edinburgh has seen significant population growth, with a 12.2% increase between 2006 to 2016, compared to a national rise of 5.3%. In 2021 it is forecast that the number of people aged 65 and over will overtake the number of people aged under 18. In comparison to 2018, by 2023 there will be 4,000 more children in our schools and our total population will have increased by 23,000 people.



- 3.3 This growth will place further demand on a range of frontline services, as such, the Council's budget framework continues to provide additional annual sums in respect of growing numbers of school pupils, at-risk children, older people and those with physical and/or learning disabilities.
- 3.4 A growing population is one of the most visible signs of the city's economic success. However, not all of our citizens share in that success and alongside our affluent areas, the city contains some of the most deprived communities in Scotland. We know that over 80,000 of our citizens, including almost 1 in 4 of our children, live in poverty and an increasing number of our citizens, even some in work, rely on foodbanks. This cannot be allowed to continue.
- 3.5 Working together as a city, we have a responsibility to act and a legal duty to end Child Poverty by 2030. Narrowing these gaps and allowing all residents to share in the city's success therefore forms a key strand of the City Vision.
- 3.6 The proposals contained in our [End Poverty in Edinburgh Delivery Plan 2020-2030](#) report were approved on 1 December 2020 and outline a series of key actions that need to be taken by the Council and partners over the next decade to eradicate poverty in the city by 2030. The comprehensive plan has been drawn up in response to the [final report of the Edinburgh Poverty Commission](#).
- 3.7 Responding to the global climate crisis is another central part of our plan for the future as we want to be a carbon-neutral city by 2030.
- 3.8 The three-year Business Plan: *Our Future Council; Our Future City* brings together our strategic priorities into a single plan responding to these needs for change and should also be read alongside this strategy and the wider capital and revenue budgets.

4. City of Edinburgh Council's Business Plan and Vision

Our Future Council; Our Future City



- 4.1 The Council's new business plan has been developed to cover the next three years. It will act as a guide to make sure we focus on our priorities and deliver real improvements. It is also a guide for our partners, local businesses and communities who are all part of *Our Future Council; Our Future City*.
- 4.2 A lot has changed in Edinburgh since March 2020, but we have continued our work to support communities and businesses. No matter what new challenges the pandemic brings, this Council will continue to respond quickly to make sure our services are maintained, businesses are supported and the most vulnerable people in the city get the help they need.
- 4.3 Continuing to respond to an emergency of this scale does not come without additional risks and challenges. So far, the pandemic has brought around £90 million of additional financial pressures to the Council in either increased spend or lost income. Closing the gaps in the Council budget for this year and future years will mean reprioritising our services and reforming how we operate. This means that for the 2021/2022 budget we will be taking forward a number of short-term measures to help us deliver our pandemic responses, while also balancing our financial position and preparing for broader reform and major changes to services from 2022 onwards.
- 4.4 The Council's Adaptation and Renewal Programme is a key part in helping us achieve this, with it predicated on pausing, reflecting and changing the way the Council will deliver its services in the future. This will affect the cost of the approved projects and may also change the priority of certain projects – such as active travel – that deliver this ambition.
- 4.5 Both Covid-19 and the financial pressures on our budget mean we need to look again at how we deliver services. Over the coming years we will continue to focus on our three priorities:
- Ending poverty and preventing adverse outcomes such as homelessness and unemployment;
 - Becoming sustainable and net zero city; and
 - Ensuring wellbeing and equalities are enhanced for all.

- 4.6 These will be aligned with the priorities set out in the Edinburgh Partnership Community Plan which were developed based on feedback from communities. The priorities shared by all members of the Edinburgh Partnership are outlined in the graphic below;



City Centre Transformation, City Mobility and City Plan 2030

- 4.7 Central to achieving the net-zero target are our City Centre Transformation strategy, City Mobility Plan, and the City Plan 2030.
- 4.8 The [City Centre Transformation](#) plans to create a vibrant and people focused city centre which aims to improve community, economic and cultural life by prioritising movement on foot, bike and public transport.
- 4.9 Through our [City Mobility Plan](#), we've already started looking at the way we travel around Edinburgh, changing roads and pavements in response to thinking how we can move around our city more easily and sustainably.
- 4.10 The Council is developing a funding strategy to deliver City Centre Transformation and the wider City Mobility Plan and this will be reported to a Council Committee at a later date. The expenditure analysis within this Strategy therefore does not include provision for these. Should these projects and funding strategy be approved, this strategy will be amended in future years to reflect Council decisions.
- 4.11 Preparation of City Plan 2030 is currently underway and the Choices for City Plan consultation took place in Spring 2020. Choices put forward proposals to address climate change and reduce carbon emissions by:
- Supporting the outcomes of the City Mobility Plan;
 - Establishing a city-wide green network to connect our paces, parks and greenspaces;
 - Requiring all new buildings and refurbishments to meet the platinum standards set out in Scottish building regulations;
 - designing all new developments to be in a way which tackles and adapts to climate change;

- Promoting higher density, mixed use neighbourhoods to reduce the need to travel for work and everyday services; and
 - Supporting Local Place Plans to achieve resilient places and support community ambitions.
- 4.12 As the city works towards these objectives, it is also predicted to grow. Its plans for development are set out in its [Local Development Plan](#). The [Local Development Plan Action Programme](#) sets out the new infrastructure that is required to accommodate this growth.
- 4.13 The City Plan 2030 team is currently reviewing the consultation feedback and are preparing the Proposed Plan.

2050 Edinburgh City Vision

- 4.14 In the autumn of 2016 the City of Edinburgh Council launched a major conversation about the future of a city and a society, inviting Edinburgh to talk about its aspirations, plans, and concerns, for the first time in a generation: [Edinburgh's City Vision for 2050](#).
- 4.15 To deliver the 2050 vision and for the city to grow in a sustainable way, the Council needs to invest in its existing assets as well as creating or acquiring new ones. This Capital Strategy for City of Edinburgh Council provides a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the infrastructure and provision of services for the benefit of Edinburgh communities and citizens. It also provides an overview of how associated risk is managed and the implications for future financial sustainability.

Other Key Plans and Policies

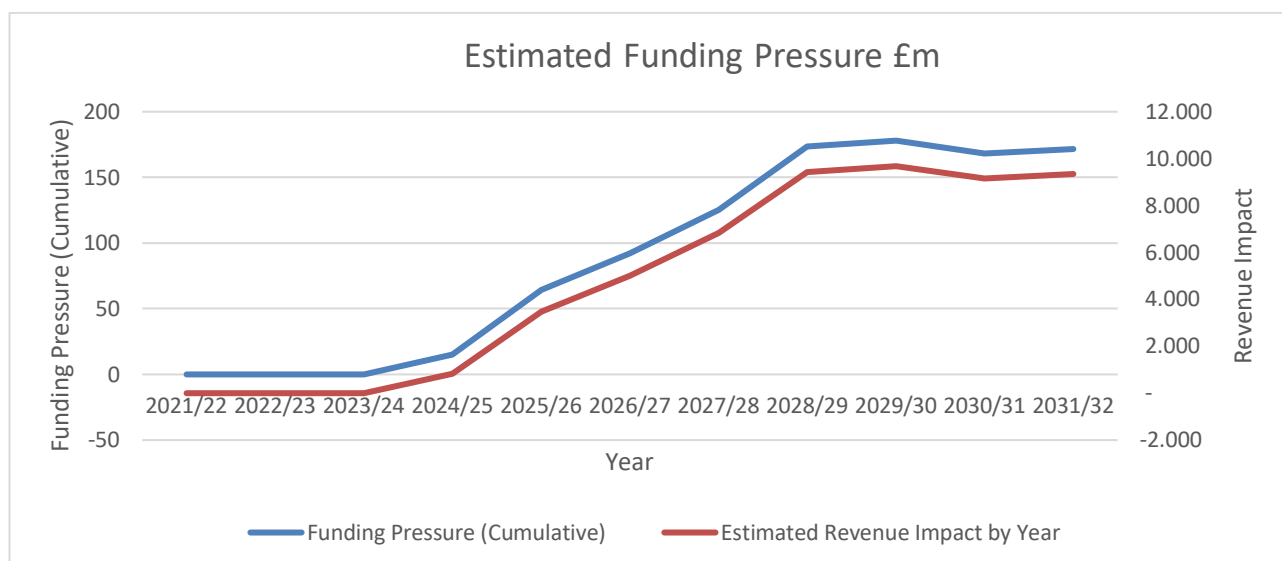
- 4.16 As well as the strategies, plans and policies outlined above, the capital strategy should be read in conjunction with the following plans and policies for additional background;
- [Sustainable Capital Budget Strategy 2021-2031](#)
 - Annual Treasury Management Strategy
 - [Council Business Plan and Budget 2021/26](#)
 - [Council Business Plan and Budget 2021/26 – Risks and Reserves](#)
 - [Housing Revenue Account \(HRA\) Budget Strategy \(2021-2031\)](#)
 - [Adaptation and Renewal Programme](#)
 - [Corporate Asset Strategy](#)
 - [Transport Asset Management Plan \(TAMP\)](#)

5. Capital Expenditure and Financing

Capital Expenditure

- 5.1 Capital expenditure is where the Council spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.
- 5.2 The Council's policy on capitalisation complies with the accounting requirements for local authorities and is set out in its [Audited Annual Accounts](#). This has been supplemented with a [change in accounting policy for capitalisation of interest costs](#) which was approved at Finance and Resources Committee on 21 January 2021.
- 5.3 The previous Capital Investment Programme 2009-19 has now been superseded by the [Capital Budget Strategy 2020-30](#), which was reported to Finance and Resources Committee on 14 February 2020 and approved at the Council's budget meeting of 20 February 2020. This Capital Budget Strategy will be subject to annual review and will form part of the annual budget setting.
- 5.4 The [latest update](#) was reported to Finance and Resources Committee on 2 February 2021 and approved at the Council's budget meeting of 18 February 2021. The approved Coalition Budget Motion added a further £4m for Parks and Greenspace investment to the plan.
- 5.5 This Sustainable Capital Budget Strategy 2021-31 set out capital expenditure of £1,455.345m, offset by capital funding of £1,283.565m, resulting in an additional funding requirement of £171.779m in loans fund advances above that already assumed in the strategy. The remaining £171.779m is currently unfunded and will require the Council to find additional revenue savings in future years or lead to projects having to be prioritised within the capital investment programme before they commence. The graph below sets out the funding pressure;

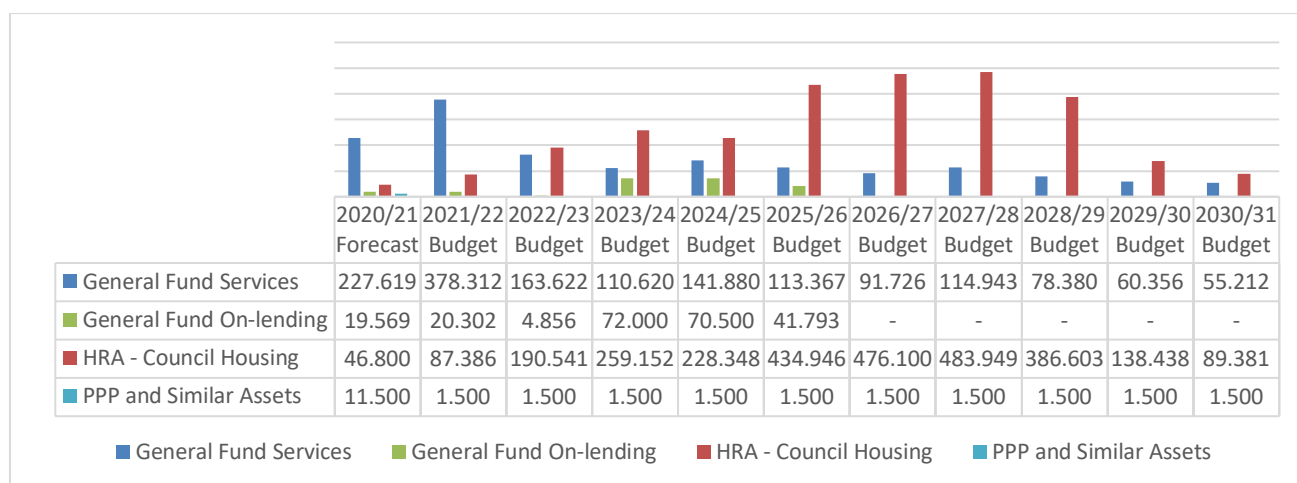
Chart 1: Estimates of Additional Funding Pressure in £ millions



5.6 Revenue budget planning assumptions mean that that costs associated with £78m of the loans fund advances will be met from savings initiatives and £43m can be met from Council Tax. This was contingent on the Council approving a balanced medium-term revenue budget on 18 February 2021, however, due to COVID-19, for the 2021/2022 budget we presented a number of short-term measures to help us deliver our pandemic responses, while also balancing our financial position and preparing for broader reform and major changes to services from 2022 onwards. This means that the Sustainable Capital Budget Strategy was aspirational and will require an annual gateway review before commitment to fund projects is made to ensure the Council does not commit to projects which become unaffordable in the medium- to long-term as several projects span a number of financial years.

5.7 In the period 2021/31, the Council is planning capital expenditure of £4,307.714m. Whilst the later years are only indicative at present, they are summarised below:

Chart 2: Prudential Indicator: Estimates of Capital Expenditure in £ millions



5.8 Significant General Fund capital projects through the 2021-31 strategy include¹:

- Wave 4 Schools - £323.365m
- Asset Management Works - £204.911m



¹ Values are those included in the Council's Capital Investment Programme and do not recognise any external funding which has not yet been received, including funding from the Edinburgh and South East Scotland City Deal.

- Infrastructure for Population Growth - £161.189m



- Investment in Roads and Transport Infrastructure (including North Bridge) - £155.197m
- Trams to Newhaven - £126.739m²



- St James Infrastructure Assets and Picardy Place - £62.900m

Housing Revenue Account

- 5.9 The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately.
- 5.10 The [Housing Revenue Account \(HRA\) Budget Strategy \(2021-2031\)](#) sets out planned capital investment of £1,200.373m over the next five years, rising to £2,774.844m over 10 years to deliver tenant priorities, including building new

² This is budget for financial years 2021/22 to completion in 2023/24. The total project budget for the Tram to Newhaven project is £207m as previously approved at Council.

homes, modernising existing homes and help tenants reduce their cost of living. This is summarised in the table below:

Table 1: HRA Five Year Capital Investment Programme and Ten-Year Investment Strategy

Programme Heading	1	2	3	4	5	5 Year	6 to 10	10 Year
	2021/22	2022/23	2023/24	2024/25	2025/26	Total	2026/27 to 2030/31	Total
	£m	£m	£m	£m	£m	£m	£m	£m
New Homes Development*	33.223	95.718	142.628	110.806	328.326	710.701	1,094.736	1,805.437
New Home Land Costs	20.000	19.000	19.533	15.933	15.933	90.399	33.466	123.865
Tenant's Homes & Services (20-yr borrowing)	10.446	20.828	27.005	27.473	24.362	110.114	116.120	226.234
External Fabric and Estates (30-yr borrowing)	23.717	54.995	69.986	74.136	66.325	289.159	330.149	619.308
Total Expenditure	87.386	190.541	259.152	228.348	434.946	1,200.373	1,574.471	2,774.844
Prudential Borrowing	33.084	154.067	118.448	97.870	138.309	541.778	728.812	1,270.590
Capital Funded From Revenue	18.300	23.300	28.300	10.800	10.800	91.500	31.500	123.000
Capital Receipts and Contributions	4.560	3.880	7.700	25.590	16.644	58.374	89.754	148.128
Receipts from LLPs*	19.583	5.282	72.018	70.606	232.259	399.748	569.825	969.573
Scottish Government Subsidy (Social)	11.859	4.012	32.686	23.482	36.934	108.973	154.580	263.553
Total Funding	87.386	190.541	259.152	228.348	434.946	1,200.373	1,574.471	2,774.844

**The budget for new build housing includes the upfront capital costs for the Council led development of all 10,000 affordable homes, including homes for mid-market and affordable market that will be purchased by the Council's new LLPs. £25m of the £970m anticipated receipts from LLPs by year ten is for homes already under construction and due to complete in the next two years. Please note these receipts go beyond current approved levels of on-lending, approval will be sought to expand the programme in future years.*

- 5.11 This investment aims to deliver Council commitments on affordable housing and net zero carbon by 2030. Capital investment will be accompanied by improvements in how we deliver housing services to increase customer satisfaction. The Strategy is aimed at reducing tenants cost of living, with below inflation rent increases at 2% per year since 2015/16 and service charges frozen for the six year in a row.
- 5.12 The HRA Budget Strategy 2021-2031 will also enable wider area improvements; including the regeneration of Granton Waterfront, Pennywell, Craigmillar, Meadowbank, Fountainbridge, Powderhall and Wester Hailes.
- 5.13 At the Full Council Budget meeting on 18 February 2021, Council agreed a [Composite Amendment from Opposition Groups](#) which froze council house rents for one year. A detailed assessment of this impact will be included in a March report to Housing, Homelessness and Fair Work. The motion also agreed to “acceleration of £1.86m of investment to deliver improvements to internal common stairwells through a prioritised programme of refurbishment across 180 blocks.” The motion also approved “additional resource of 2 surveyors and 1 case officer for the Mixed Tenure Improvement Service (MTIS) to accelerate property surveys and work with wonders to bring forward works to the value of £4m.” The HRA’s share of this work is estimated at £2.8m. These changes have been reflected in the table above.

Housing Limited Liability Partnerships

- 5.14 The Council also uses general fund resources to increase the provision of affordable housing in the city, through lending to arms’ length limited liability partnerships under the Edinburgh Living initiatives with £209.451m provided in the strategy. These projects are self-financing because of income from affordable rents.

However, it should be noted that at present the City of Edinburgh Council only has consent to borrow from the Scottish Government for Edinburgh Living LLPs up to 2023-24 for a total of £248.000m. The Housing Revenue Account (HRA) Business Plan assumes continuation of the consent beyond this point, in the form of capital receipts in the HRA. Options are being reviewed to address the requirement for consent for future years on-lending.

Identifying Capital Priorities

- 5.15 For new projects to be added to the Council’s capital programme. Asset Investment Groups, within each directorate identify their investment priorities and develop business cases supporting those priorities. These priorities are then scored against a set series of prioritisation criteria agreed by the Council’s Asset Management Board.
- 5.16 Priorities for capital expenditure, identified by officers and considered through the operational Asset Management Board and Corporate Leadership Team / Change Board, are aligned to our statutory responsibilities to deliver services together with achieving our strategic objectives.
- 5.17 The Asset Management Board, which is an officer group chaired by the Executive Director of Resources, appraises all business cases and recommends investment priorities to the Corporate Leadership Team / Change Board of the Council and then to the Finance and Resources Committee, ahead of the full Council budget setting meeting each year. Smaller ad-hoc projects may be added through the year following appropriate approval of project business cases, including those through executive committees or via the full Council itself. For example, within the approved Coalition Budget Motion there was also funding for the Smart Cities Operation Centre, which will support capital investment as well as revenue costs. Details of this will be added to the Strategy once the capital funding position is detailed.

Capital Financing

- 5.18 All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council’s own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing, Public Private Partnerships and similar instruments). The planned financing of the above expenditure is as follows:

Table 2: Capital financing in £ millions

Capital Financing	2019/20 Actual	2020/21 Forecast	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget	2029/30 Budget	2030/31 Budget
Grants	159.842	87.936	83.468	45.237	73.911	71.482	85.434	118.915	89.266	77.730	64.719	53.950
Asset Sales	81.963	29.860	24.143	9.162	79.718	96.196	248.903	276.805	239.064	110.640	16.907	16.165
Capital Fund	6.311	14.195	6.986	9.186	-	10.828	-	-	-	-	-	-
Supported Borrowing	23.000	100.340	178.289	65.471	46.860	11.637	10.709	10.718	11.415	3.915	3.915	3.300
On-Lending	-	19.569	20.302	4.856	72.000	70.500	41.793	-	-	-	-	-
Other External Income	9.666	17.140	14.498	9.199	1.158	9.893	2.055	4.888	12.794	19.237	15.053	-
PPP and similar arrangements	69.595	11.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500	1.500
Loans Fund Advances - Self-Financed	109.634	25.003	157.933	215.529	167.745	169.432	200.453	155.740	246.353	253.461	98.200	71.178
Total	460.011	305.543	487.119	360.140	442.892	441.468	590.847	568.566	600.392	466.483	200.294	146.093

- 5.19 The grants total above doesn’t include external funding where the timing of that funding is uncertain. This includes Sustrans funding for Active Travel.

- 5.20 To become carbon neutral by 2030, the city will need to tackle its largest sources of carbon emissions. The transport sector is one such significant source and road transport accounts for 68% of total transport emissions. Investing in active travel infrastructure provides the city's residents, visitors and businesses a means of transport that is low carbon and can efficiently move people and goods around the city. Active travel not only has a lower carbon footprint than private vehicles, it is also better for the city's air quality.
- 5.21 After rent or mortgages, people in Edinburgh spend more per week on transport than anything else. Providing high quality active travel infrastructure can make walking and cycling a realistic and appealing option for many who currently do not feel safe choosing to travel in this way. With the cost of accessing a bike far lower than for accessing a car, good active travel infrastructure can provide a low cost travel option for people to get around the city.

The image below shows George IV Bridge with Meadows to George Street implemented:



Loans Fund Review and Policy

- 5.22 The Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016 require the statutory loans fund to be administered in accordance with the 2016 Regulations, proper accounting practices and prudent financial management. The Council operates a consolidated loans fund under the terms of these Regulations. Capital payments made by services are financed by capital advances from the loans fund.
- 5.23 A [Loans Fund Review](#) was carried out in 2019/20 with the objective to explore options which could re-profile loans fund repayments in order to assist with delivery of a prudent, sustainable and deliverable medium-term revenue budget strategy, whilst ensuring that the provision remains prudent and appropriate to the benefits that are provided to the community from the associated expenditure.

- 5.24 The review was reported to Finance and Resources Committee on 14 February 2020. This report revised the Loans Fund debt charge repayment periods, based on a prudent financial management strategy.
- 5.25 As a result of the Loans Fund Review, the repayments for both historical and new capital advances (with the exception of those detailed below) will be calculated using option 3 – the Asset Life method.
- 5.26 For capital advances relating to loans to the Edinburgh Living LLPs and capital advances for the Trams to Newhaven project, all advances from the loans fund in the current year have a repayment profile set out using Option 4 – the funding/income method and these capital advances will be repaid using an annuity structure with fixed interest rate and principal repayments.
- 5.27 The business cases brought forward for other projects involving major capital expenditure funded by borrowing will consider the appropriate repayment method depending on the structure of the business case.

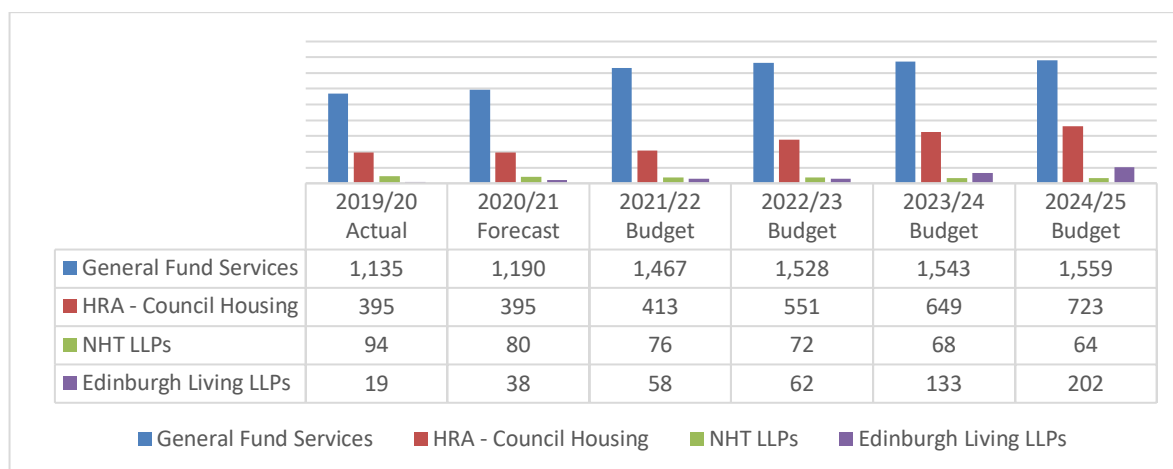
International Financial Reporting Standard (IFRS) 16 - Leases

- 5.28 The Council will need to adhere to IFRS 16 from the start of financial year 2022/23, with implementation having been delayed from the 2021/22 financial year. However, the first disclosure note on IFRS 16 was prepared for the 2019/20 Annual Accounts.
- 5.29 The objective of IFRS 16 is to report information that represents lease transactions and provides a basis for users of financial statements to assess the amount, timing and uncertainty of cash flows arising from leases.
- 5.30 IFRS 16 introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. A lessee is required to recognise a right-of-use asset representing its right to use the underlying leased asset and a lease liability representing its obligation to make lease payments.
- 5.31 The introduction of IFRS 16 within the Accounts will have a significant impact on the balance sheet from its introduction in 2022/23. This will subsequently have an impact on the Capital Financing Requirement (CFR) from the 2022/23 financial year. Therefore, it should be expected to see an increase in the CFR in future years which will be reported to Council as part of subsequent budget decisions.

Capital Financing Requirement

- 5.32 The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with loans fund repayments and capital receipts used to replace debt. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Chart 3: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions



Asset Management

- 5.33 The Council is currently reviewing its approach to the use of its assets to create a 20-minute neighbourhood approach, focusing on how to meet the Poverty and Prevention agenda, and how to move towards a Carbon Neutral City by 2030. This approach would see most of our daily needs being met within a 20-minute round trip walk, cycle or public transport ride, and truly join up service delivery to citizens. As part of this review, the Council needs to consider how to invest in future projects and ensure they align with this approach, to deliver multi service hubs for the whole community, rather than single use buildings.
- 5.34 The Council Business Plan 2021/26 sets out the 20-minute neighbourhood approach in more detail, showing how it responds to and interacts with all of the Council's priorities, and the way in which those priorities will manifest on the ground.
- 5.35 To ensure that capital assets continue to be of long-term use, the Council has asset management strategy in place. This was set out in 2015 with two documents; the Corporate Asset Strategy approved by Corporate Policy and Strategy Committee in May 2015, and the subsequent Property and Asset Management Strategy reported to Finance and Resources Committee in September 2015. The Asset Management Strategy sets out the objective to create a credible, focused and sustainable delivery organisation for property and facilities management; provide a fit for purpose, right-sized and safe estate; provide an appropriate level of service at an acceptable and efficient cost; and act in a commercial manner in pursuit of maximising value for the Council.
- 5.36 We need to make our estate more efficient; we spend £100m a year running the buildings we own. We need to think about how we work alongside our partners and better join up service delivery, with resources like service hubs, offices and depots that can be shared across the public sector. We'll aim to identify sites for new housing, release capital for investment, reduce costs and carbon emissions. We

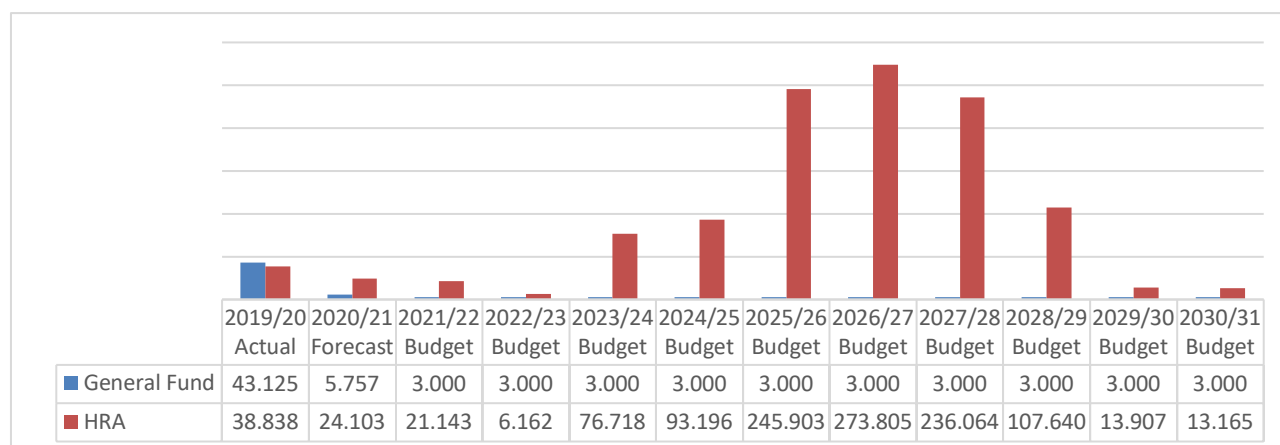
are committed to seeing all our new buildings meet ambitious net zero carbon targets by adopting Passivhaus standards where we can.

- 5.37 We are also committed to upgrading our existing estate through asset management works, with almost £205m allocated to this purpose in the 10-year capital budget strategy. This will hugely improve the condition and safety of our buildings. We are investigating energy generation, insulation and energy saving measures in our buildings to move forward on our ambition to achieve net zero carbon by 2030.
- 5.38 We continue to develop our Learning Estate with 10 new or replacement primary schools and five replacement secondary schools over the next 10 years, with Queensferry High School being the most recently completed, opening in summer 2020. We will develop our learning estate so that it provides multiservice community hubs, purpose built for the future.
- 5.39 On the 18 December 2020 the Scottish Government announced that the Council's Liberton High School and Wester Hailes Education Centre Phase 2 projects would both be part of Phase 2 of the Learning Estate Investment Programme. The Scottish Government will pay for ongoing maintenance of the new facilities through an outcomes based funding model. This follows the previous announcement on 9 September 2019 that Currie High School would be include within the Scottish Government's first phase of the Learning Estate Investment Programme.

Asset Disposals

- 5.40 When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. Repayments of capital grants also generate capital receipts. The Council expects to receive £35.757m of capital receipts in the General Fund in the years 2021/22 to 2030/31 as follows, with significantly more in the HRA through Edinburgh Living:

Chart 4: Capital receipts in £ millions



6. Treasury Management

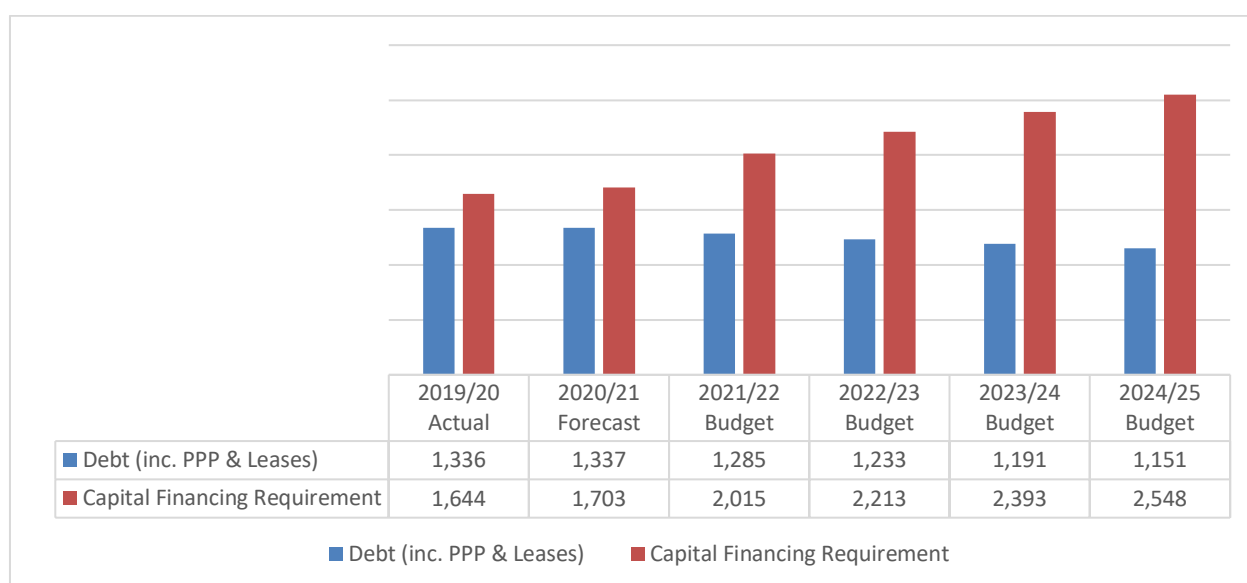
Treasury Management

- 6.1 Treasury management's role is to keep sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Council is typically cash rich in the short-term as revenue income is received before it is spent and holds cash reserves, at least in the short-term. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.
- 6.2 Due to past borrowing undertaken, at 31 December 2020 the Council had £1,309m borrowing at an average interest rate of 4.46%. We also held c. £247.5m treasury investments at an average rate of 0.06%.

Borrowing Strategy

- 6.3 The Council's main objective when borrowing is to achieve a low but certain cost of finance while, where possible, managing the Council's future interest rate risk. The current strategy is to balance reducing investments to fund capital expenditure in the short term while managing the Council's longer-term interest rate risk by securing borrowing for future capital expenditure as the delivery becomes more certain. This has been complicated by the increase in PWLB rates which was in effect for most of 2020/21 and the substantially reduced capital expenditure due to the global pandemic.
- 6.4 Projected levels of the Council's total outstanding debt (which comprises borrowing, PFI liabilities, leases are shown below, compared with the capital financing requirement as summarised in the chart below:

Chart 5: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £ millions



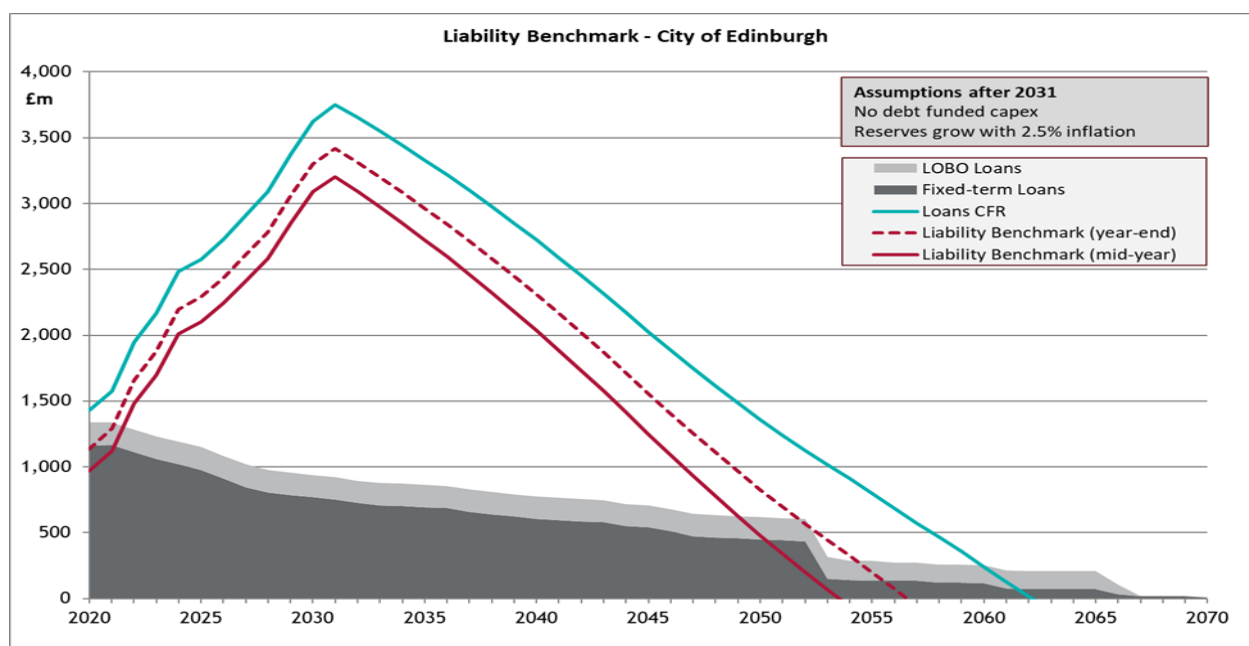
6.5 Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from Chart 5, the Council expects to comply with this in the medium term.

Liability Benchmarking

6.6 To compare the Council’s actual borrowing against its predicted underlying need to borrow, a liability benchmark has been calculated using the Council’s loans and Capital Financing Requirement less its core underlying cash investments.

6.7 The chart below shows the projection of the Council’s benchmark produced by the Council’s Treasury Advisors:

Chart 6: Liability Benchmark in £ millions



6.8 The chart shows that the Council is projected to be significantly under its liability benchmark over the period. This shows that the Council will require to undertake additional borrowing in the latter years to fund this.

Affordable Borrowing Limit

6.9 The Council sets an affordable borrowing limit (also termed the authorised limit for external debt) each year. A lower “operational boundary” is also set as a warning level should debt approach the limit.

Table 3: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

	2020/21 Limit	2021/22 Limit	2022/23 Limit	2023/24 Limit	2024/25 Limit
Authorised Limit – Borrowing	2,088	2,566	2,891	2,831	2,725
Authorised Limit – PFI and Leases	256	248	242	235	229
Authorised Limit – Total External Debt	2,344	2,814	3,133	3,066	2,954
Operational Boundary – Borrowing	1,538	1,959	2,344	2,560	2,725
Operational Boundary – PFI and Leases	256	248	242	235	229
Operational Boundary – Total External Debt	1,794	2,207	2,586	2,795	2,954

Investment Strategy

- 6.10 Treasury investments arise from receiving cash before it is paid out again and through reserves and other fund balances. For nearly 7 years from December 2012, the Council did not draw down any external PWLB or market borrowing. The strategy over this period was to fund the Council's borrowing requirement by reducing the Council's temporary investments. The new borrowing undertaken in 2019/20 to de-risk the core funding for the "Trams to Newhaven" project gave the Council additional temporary cash balances. This was used to add duration to the cash fund, significantly increasing its average weighted life. The duration added in December 2019 and March 2020 added significantly to the relative performance of the cash fund as interest rates dropped due to the economic effects of COVID-19 and the lockdown. The lockdowns also created a significant delay in capital expenditure during the year, giving higher cash balances than had originally been anticipated.
- 6.11 The Council's cash investments are pooled with the sterling cash of Lothian Pension Fund and other associated organisations and invested together. The investment policy for treasury investments is to prioritise security and liquidity over yield, that is to focus on minimising risk rather than maximising returns. Cash is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Additional liquidity is provided using Money Market Funds. Investments made for service reasons are not generally considered to be part of normal treasury management activity.
- 6.12 Further details on treasury investments are in Appendix 5 of the Annual Treasury Management Strategy report.
- 6.13 Decisions on treasury management investment and borrowing are made daily and are therefore delegated by the Council to the Head of Finance and relevant staff, who must act in line with the Treasury Management Policy Statement approved by the Council on the recommendations of the Finance and Resources Committee. Semi-annual reports on treasury management activity are presented to Council. The Governance, Risk and Best Value Committee is responsible for scrutinising treasury management decisions.

7. Other Investments and Long-term Liabilities

Investments

- 7.1 The Council makes investments to assist local public services, including making loans to and buying share in Council's subsidiaries that assist in the delivery of Council priorities. Examples include investments in the Edinburgh International Conference Centre, the EDI Group, Edinburgh Living LLPs and Energy for Edinburgh. In light of the public service objective, the Council is willing to take more risk than with treasury investments, however it still plans for such investments to break even after all costs.

- 7.2 Decisions on service investments are made by the relevant Executive Director or Head of Service, in accordance with the scheme of delegation, in consultation with the Head of Finance and are approved by the relevant executive committee of the Council. Most loans and share purchases are capital expenditure and purchases will therefore also be approved as part of the capital programme.

Commercial Activities

- 7.3 The Council retains a commercial property investment portfolio for city development purposes, but also derives financial gain from this activity. The investment portfolio consists of over 1,130 assets and is forecast to produce a rental income of c. £15m per annum. This figure continues to be monitored closely as a result of the COVID-19 pandemic. The portfolio is estimated to have a value of c. £230m.
- 7.4 With economic development being the main objective, the Council accepts higher risk on commercial investment than with treasury investments. The principal risk exposures include voids and falls in capital value. In order to minimise the liability to the Council the portfolio is actively managed on a commercial basis.
- 7.5 Decisions on commercial investments are made by the Executive Director of Resources in line with the criteria and limits set by the Council as part of the Scheme of Delegation and Financial Regulations, and directly through the Finance and Resources Committee, where appropriate. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved as part of the capital programme.
- 7.6 The council also has commercial activities in Edinburgh International Conference Centre and the EDI group. The commercial activities in the EDI group are in the process of being wound down in accordance [EDI transition strategy](#) approved by Council on 31 May 2018.

Integration with Wider Financial Strategy

- 7.7 It is recognised that the Council's capital resources are limited. Borrowing carried out for investment must be repaid from increasingly limited revenue budgets. The Capital Budget Strategy can only be funded if the Council is able to balance its revenue budget over the medium to long term to comply with the terms of the Prudential Code.
- 7.8 This strategy should be read in parallel with the [Council's Business Plan, Our future Council, Our Future City](#) as the revenue impact of additional capital expenditure needs to be contained within a balanced medium-term revenue budget. The section on "Our Finances" goes into detail on the gap between projected expenditure and available funding.

Risks and Reserves

- 7.9 The Council undertakes an annual review of its risks and reserves in the context of setting the revenue and capital budgets. The most recent update, [Council Business Plan and Budget 2021/26 – Risks and Reserves](#) was reported to the Finance and Resources Committee on 2 February 2021 and set out a number of risks (and associated mitigating actions), including potential cost pressures around

demographic-led demand, pay awards and the impacts of other legislative changes, as well as the level of future funding settlements and delivery of approved savings.

- 7.10 The report also sets out the intention to increase the Council’s unallocated General Fund reserve balance to £25m, equating to around 2.3% of the Council’s net expenditure which brings the Council’s position in line with other local authorities in Scotland.
- 7.11 The report also set aside a series of ringfenced reserves maintained for statutory³ or specific policy⁴ reasons or to reflect timing differences between the receipt of income and its subsequent application, together totalling £55m and a workforce transformation reserve of £15m, less commitments incurred as part of the recent targeted staff release programme for senior managers, to facilitate organisational restructuring and delivery of associated recurring efficiency savings.
- 7.12 A COVID-19 contingency reserve of £16m was also set up, acknowledging the continuing uncertainty of the recurring impacts of the pandemic on, in particular, income levels in key areas such as parking, commercial rentals and other fees and charges.

Revenue Budget Implications of Capital Strategy

- 7.13 Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and loans fund repayments are charged to revenue, offset by any investment income receivable. The net annual charge as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general grants. It should be noted that the comparatively low figure in 2021/22 recognises the Council’s proposed application of available financial “flexibilities” spreading the pandemic’s cost impacts over a longer period.

Table 4: Prudential Indicator: Proportion of financing costs to net revenue stream

	2019/20 Actual	2020/21 Forecast	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget
Financing costs (£m) – General Fund Services	104,710	79,611	56,524	98,337	108,665	108,507
Proportion of net General Fund revenue stream	10.50%	7.42%	4.73%	8.77%	9.78%	9.85%
Financing costs (£m) – Housing Revenue Account	39,148	36,337	37,556	40,652	46,252	51,963
Proportion of net HRA revenue stream	37.65%	35.23%	35.89%	37.75%	41.00%	44.27%

- 7.14 In addition to financing costs, the Council makes provision for all running costs and lifecycle maintenance of assets in its revenue budget planning process. Before

³ Including the Insurance Fund, Council Tax Discount Fund (ringfenced for the provision of affordable housing), licensing reserves and sums set aside under the Devolved School Management (DSM) scheme.

⁴ Including the Spend to Save and City Strategic Investment Funds.

inclusion in the capital programme, a business case is created for every new project which sets out the revenue implications and how they will be funded.

- 7.15 Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 50 years into the future. The implications of capital expenditure have been built into the Council's long-term financial planning assumptions to ensure that the proposed capital programme is prudent, affordable and sustainable.

8. Knowledge and Skills

- 8.1 The council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions.
- 8.2 The Finance function, within the Council's Resources Directorate, has qualified accountants working throughout the Division. The accountancy function is an accredited employer with regard to Continuing Professional Development (CPD) with the following accountancy bodies: CIPFA, CIMA, and ACCA. This accreditation is assessed externally every 3 years.
- 8.3 The accounting function has been externally assessed as being a Best Practice Employer with regard to training by CIPFA in recognition of the continuing development opportunities provided to staff.
- 8.4 Benchmarking information (2018) shows that the Council has an above average number of qualified staff compared with other local authorities across the UK with over 66% of staff being qualified or part-qualified. Support is provided for those engaged in study for accounting, treasury and insurance qualifications. The CPD assessment undertaken by CIMA examines the provision of training and guidance available to staff on ethical issues including whistleblowing and money laundering legislation.
- 8.5 The 2019 CIPFA Benchmarking showed the Council to be 20.5% below the peer group staffing cost and 35% below peer group staffing numbers. While the definition of Finance was slightly wider, Scotland-specific benchmarking published in 2019 showed the Council to have the lowest relative expenditure on Finance support of any council in Scotland.
- 8.6 As well as finance qualifications, the Treasury Team hold a range of Treasury, Investment and Banking qualifications including the CIPFA/ACT Certificate in International Treasury Management – Public Finance and the Investment Management Certificate. The team also has a wide range of knowledge and experience in investment instruments as well as debt and other funding structures.
- 8.7 The Property function, within the Council's Resources Directorate, through which the property investment portfolio is managed, has RICS qualified surveyors working across the Division, the majority of which are also members of the Registered Valuers scheme.

- 8.8 In addition, use is made of external advisers and consultants that are specialists in their field, when specialist technical advice is required. This approach is more cost effective than employing such staff directly and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

9. Conclusion

- 9.1 The Capital Strategy is a reporting requirement introduced by the 2017 edition of the CIPFA Prudential Code, with the first iteration published in March 2019 and annual updates provided thereafter.
- 9.2 The Capital Strategy takes account of the City of Edinburgh Council's Business Plan and Vision whilst considering any new investment within the context of growing in a sustainable way.
- 9.3 COVID-19, revenue funding pressures and the true costs of creating Carbon Neutral infrastructure will have an impact on what the Council can afford, and it needs to ensure that the projects taken forward are the right choices with more limited resources. It also needs to consider a total place approach where new buildings are not built in isolation but consider the full range of services offered, their role and accessibility within the local community.
- 9.4 This Capital Strategy for City of Edinburgh Council provides a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the infrastructure and provision of services for the benefit of Edinburgh communities and citizens. It also provides an overview of how associated risk is managed and the implications for future financial sustainability.

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QUESTION NO 1

**By Councillor Rust for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 11 March 2021**

- Question** (1) Please confirm the total anticipated cost of running the consultation on *Spaces for People* becoming permanent for all tasks involved which will include as a minimum:
- a) Planning the consultation approach;
 - b) Designing and writing the consultation materials (in all accessible formats);
 - c) Producing the consultation materials - print costs and digital implementation costs, and any technical requirements to keep the consultation secure and unable to be manipulated by special interest groups;
 - d) Promoting the materials - including any postage, adverts design, media spend, time spent on press releases etc;
 - e) Analysing the responses;
 - f) Preparing the report for committee.
- Answer** (1)
- Question** (2) Please confirm any anticipated costs payable to bodies/organisations external to CEC, including Social Marketing Gateway consultancy (SMG).
- Answer** (2)
- Question** (3) Please confirm amount of officer time/resource scheduled to be involved in making *Spaces for People* projects permanent.
- Answer** (3)

Question (4) Please advise from what budget will such spend be made i.e. the existing *Spaces for People* Budget or from which CEC Budget?

Answer (4)

QUESTION NO 2

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 11 March 2021

Question **(1)** Which roads listed in appendix 5 of the “Transport Infrastructure Investment - Capital Delivery Priorities for 2020/21” report, as approved by the Policy & Sustainability Committee on 9 July 2020, were resurfaced or surface treated by 1 March 2021?

Answer **(1)**

Question **(2)** Which footways listed in appendix 5 of the “Transport Infrastructure Investment - Capital Delivery Priorities for 2020/21” report, as approved by the Policy & Sustainability Committee on 9 July 2020, were resurfaced or surface treated by 1 March 2021?

Answer **(2)**

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QUESTION NO 3

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 11 March 2021

Question (1) How many households are currently registered for the garden waste collection service?

Answer (1)

Question (2) What is the anticipated impact of the 40% rise in the garden waste collection charge on

- a) the numbers registering for the service and
- b) the tonnage garden waste recycled in the city each year?

Answer (2)

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QUESTION NO 4

By Councillor Rust for answer by the Convener of the Transports and Environment Committee at a meeting of the Council on 11 March 2021

Question (1) “Retaining ‘Spaces for People’ measures” consultation opened on 22nd February and closes on 21st March. “Winter Festivals 2021 onwards” opened on 24th February and closes 19th May 2021. Why is a consultation which impacts all wards in the city, open for response for only a third of the time of another current consultation?

Answer (1)

Question (2) Due to the delay in making the telephone number and paper copies of the “Retaining ‘Spaces for People’ measures” consultation available, will the deadline be extended to ensure adequate time for residents to request copies, for the Council to distribute and for residents to complete and return?

Answer (2)

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QUESTION NO 5

**By Councillor Rust for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 11 March 2021**

Question (1) In relation to Spaces for People has the Council sought/obtained any external legal advice, including from private practice or Counsel?

Answer (1)

Question (2) If so, please advise:

- (a) in relation to which specific schemes or if generally?
- (b) who provided the advice?
- (c) the cost of the advice, invoiced or anticipated?

Answer (2)

Question (3) Is any legal input from within CEC sought/given in relation to delegated decisions on Spaces for People made at CIMT?

Answer (3)

Question (4) How much CEC officer time in Legal and Risk has been budgeted/recorded against dealing with Spaces for People enquires /complaints/ providing advice/ reviewing schemes/ internal meetings etc?

Answer (4)

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QUESTION NO 6

**By Councillor Johnston for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 11 March 2021**

Question (1) Can the Convener explain why every design for a proposed Spaces for People programme is not automatically put on the Council website?

Answer (1)

Question (2) Does the Convener agree this inconsistent approach is causing confusion within communities and will she now commit to publishing detailed comprehensible plans as a matter of course?

Answer (2)

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QUESTION NO 7

By Councillor Rose for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 11 March 2021

On 18th November 2020, the Cabinet Secretary for Transport, Infrastructure and Connectivity stated, in response to a question about passenger services on the South Suburban Rail Line, “. . .the issue has already been identified as part of the pre-appraisal work for STPR2, which has been shared with regional transport partners, the city council and other Lothian councils. It is now for them to look at the details of that and consider what further work is necessary in order to take it forward.”

At City of Edinburgh Council (CEC) Transport and Environment Committee on 19th February 2021, an emergency motion was passed including the following: “Asks that Officers liaise with Transport Scotland and Network Rail, and report to Committee within 2 cycles on the possibilities surrounding the South Suburban Line being considered for use”

Given that the issue was identified as part of the pre-appraisal work for the Strategic Transport Projects Review shared with the Council, and that the Cabinet Secretary stated it was for CEC (inter alia) to look at the details and consider what further work is necessary to take it forward, can the Convener advise:

- | | |
|-----------------|---|
| Question | (1) What work was undertaken by CEC to progress this issue prior to 18 th November 2020? |
| Answer | (1) |
| Question | (2) What work was undertaken by CEC to progress the issue between 18 th November 2020 and 19 th February 2021? |
| Answer | (2) |

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QUESTION NO 8

By Councillor Jim Campbell for answer by the Convener of the Housing, Homelessness and Fair Work Committee at a meeting of the Council on 11 March 2021

Question (1) In terms of the Council's existing Housing Revenue Account stock, how many of the 20,000 new homes planned by 2027 are to replace existing units?

Answer (1)

Question (2) Can a brief explanation be given for the most likely reasons that existing units will need to be replaced by 2027?

Answer (2)

Question (3) How many Council Houses were let to tenants on:

a) 1st January 2017?

b) 1st January 2021?

Answer (3)

Question (4) How many Council Houses would the Convener anticipate being let to tenants on:

a) 1st January 2023?

b) 1st January 2028?

Answer (4)

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Item no 10.9

QUESTION NO 9

By Councillor Mitchell for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 11 March 2021

Please could the Convener confirm:

Question (1) The total number of comments received by Spaces for People in relation to the Queensferry Road/A90 scheme during the feedback window.

Answer (1)

Question (2) The total number of comments received by Spaces for People in relation to the closure of the junction at Clarendon Crescent, Oxford Terrace, and Learmonth Terrace.

Of these,

a) How many supported the closure?

b) How many did not support the closure?

Answer (2)

Question (3) What consideration was given to footway build-outs at the junction of Orchard Drive and Queensferry Road?

Answer (3)

Question (4) When a full summary of feedback on the Queensferry Road/A90 scheme will be distributed to Ward councillors, Transport spokespeople, and stakeholders?

Answer (4)

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QUESTION NO 10

By Councillor Webber for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 11 March 2021

Can the Convener please indicate the following given that the report provided to Governance, Risk and Best Value Committee does not provide the data:

- Question** **(1)** How many open road repair issues are there across the city in TOTAL as of 28 Feb 2021?
- a) By Ward or postal code if not possible
 - b) When were they logged? (date)
 - c) How were they logged? (eg Online, email, elected member)
 - d) What is the mean time for an initial repair?
 - e) What is the median time for an initial repair?
 - f) What is the mode time for an initial repair?

Answer **(1)**

- Question** **(2)** What proportion of completed repairs present for re-repairs in TOTAL and then...?
- a) What is the mean time for re-repair to present itself?
 - b) What is the median time for a re-repair to present?
 - c) What is the mode time for a re-repair to present?
 - d) What is the mean time for re-repair to be repaired?
 - e) What is the median time for a re-repair to be repaired?
 - f) What is the mode time for a re-repair to be repaired?

Answer **(2)**

- Question** **(3)** In relation to the TOTAL number of repairs required for each original issue reported:
- a) What is the mean number of repairs carried out for each original open issue?
 - b) What is the median number of repairs carried out for each original open issue?
 - c) What is the mode number of repairs carried out for each original open issue?

Answer **(3)**

- Question** **(4)** How long is it anticipated it will take to carry out ALL the open repairs / re-repairs?

Answer **(4)**

QUESTION NO 11

By Councillor Webber for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 11 March 2021

Question **(1)** In relation to the existing schemes and although the feedback has been limited to five, the consultation should yield the exact number of respondents for and against specific schemes. Will the Convener commit to removal of the schemes where the majority do not wish to see them retained?

Answer **(1)**

Question **(2)** In relation to the schemes either in the process of being installed or not yet installed, and again noting that the feedback has been limited to five, the consultation should yield the exact number of respondents for and against specific schemes. Will the Convener commit to removal of and halt further implementation of any schemes where the majority do not wish to see them retained or installed?

Answer **(2)**

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QUESTION NO 12

By Councillor Corbett for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 11 March 2021

Question

Since the council set its budget on 18 February 2021, additional funding from the Scottish Government is expected to be available for use in 2021-22.

Can the Convener detail:

- a) the level of funding expected;
- b) how the funding will be matched to council priorities;
and
- c) the process by which decisions over the additional funding will be made.

Answer

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QUESTION NO 13

By Councillor Webber for answer by the Leader of the Council at a meeting of the Council on 11 March 2021

Question **(1)** Can the Leader confirm if Council Officers have been involved in compiling a dossier of sites that may be connected to “historical racial injustice,” as reported in the Sunday Telegraph on 28 February 2021?

Answer **(1)**

Question **(2)** Assuming the dossier does exist, can the Leader set out:

- a) how and when this dossier will be shared with Council and the wider public?
- b) the rigorous academic process used when considering which sites should be included?
- c) the professional standing, in terms of the study of Scottish history, of the authors?

Answer **(2)**

Question **(3)** What action would the Leader like to see regarding

- a) Bute House?
- b) the Burns Monument?
- c) any other site named in the Sunday Telegraph article?

Answer **(3)**

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QUESTION NO 14

**By Councillor Staniforth for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 11 March 2021**

Question

What is the status of the project to develop a walking/cycling route along the old Powderhall Railway initiated by a motion by myself and Councillor Rae to the North East Locality Committee 18th Feb 2018?

Answer

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QUESTION NO 15

By Councillor Rust for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 11 March 2021

Question (1) Given the strategic importance of the ETRO/SFP retention survey and the scale of the number of schemes it relates to (around 120) which means the outcome will shape decision making impacting nearly everyone in Edinburgh directly or indirectly, what pre-testing of the survey was carried out and what was the scale and profile of the test sample?

Answer (1)

Question (2) Specifically, what was the methodology used to ensure bias was removed and questions were structured to support ease of comprehension across residents and businesses

Answer (2)

Question (3) How was sampling for this pre-testing undertaken for all resident groups in Edinburgh according to age, location, mobility, socio-economic group, road user groups etc?

Answer (3)

Question (4) How was the sampling for pre-testing of the business survey undertaken e.g. by business sector, size etc?

Answer (4)

Question (5) Who carried out this pre-testing and how was it reported?

Answer (5)

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QUESTION NO 16

**By Councillor Johnston for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 11 March 2021**

Question (1) As regards the Tram Extension to Newhaven, have there been any changes to the contract since award?

Answer (1)

Question (2) If so, what were the changes and how were they reported to Committee or Council for scrutiny?

Answer (2)

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QUESTION NO 17

By Councillor Whyte for answer by the Leader of the Council at a meeting of the Council on 11 March 2021

Following a Council Question in 2018 the Leader set up a formal “annual” appraisal process for the Chief Executive.

Question

- (1) Given the Council has a policy of formal annual appraisal process (Annual Performance Conversation) can the Leader outline why he has only ever ensured that one such process has been undertaken for the Chief Executive since he became Council leader in 2017

Answer

- (1)
- (2) Can the Leader explain why, given the Chief Executive works for and reports to the whole Council as a corporate body, the results of that process and input to future objectives was not shared with the Leaders of all political groups on the Council as had been practice for previous Chief Executives?
- (2)
- (3) Can the Leader describe the objectives set for the Chief Executive and explain how he intends that these are overseen by the whole Council
- (3)
- (4) Can the Leader explain whether any of the areas for action/improvement mirrored those from the Best Value Audit of the Council, what action he took as Leader to seek improvement in these areas prior to that audit?
- (4)
- (5) Will the Leader indicate the process he intends to take forward in future to ensure a formal annual appraisal for the Chief Executive?
- (5)

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