

Notice of meeting and agenda

Transport and Environment Committee

10.00 am Thursday, 22nd April, 2021

Virtual Meeting - via Microsoft Teams

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

Contacts

Email: veronica.macmillan@edinburgh.gov.uk / martin.scott@edinburgh.gov.uk

Tel: 0131 529 4283 / 0131 529 4237

1. Order of Business

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

2. Declaration of Interests

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

3. Deputations

- 3.1 If any.

4. Minutes

- | | | |
|-----|--|---------|
| 4.1 | Minute of the Transport and Environment Committee of 28 January 2021 – submitted for approval as a correct record | 7 - 44 |
| 4.2 | Minute of the Transport and Environment Committee of 19 February 2021 – submitted for approval as a correct record | 45 - 52 |

5. Forward Planning

- | | | |
|-----|---|---------|
| 5.1 | Transport and Environment Committee Work Programme | 53 - 58 |
| 5.2 | Transport and Environment Committee Rolling Actions Log | 59 - 94 |

6. Business Bulletin

- | | | |
|-----|---|----------|
| 6.1 | Transport and Environment Business Bulletin | 95 - 188 |
|-----|---|----------|

7. Executive Decisions

- | | | |
|-----|--|-----------|
| 7.1 | Spaces for People - April 2021 Update – Report by the Executive Director of Place | 189 - 242 |
| 7.2 | Delivery of the Road Safety Improvements Programme – Report by the Executive Director of Place | 243 - 270 |

7.3	Secure On-Street Cycle Parking Project – Further Expansion – Report by the Executive Director of Place	271 - 276
7.4	Intelligent Traffic Signals – Variable Message Signs – Report by the Executive Director of Place	277 - 282
7.5	Consultation on Further Extension of 20mph Network – Report by the Executive Director of Place	283 - 290
7.6	Wardie Bay and Beach - Response to Motion – Report by the Executive Director of Place	291 - 298
7.7	Communal Bin Review Update – Report by the Executive Director of Place	299 - 326
7.8	Future Provision of Public Conveniences – Report by the Executive Director of Place	327 - 338

8. Routine Decisions

8.1	Internal Audit: Overdue Findings and Key Performance Indicators as at 10 February 2021- referral from the Governance, Risk and Best Value Committee	339 - 452
8.2	Transport Arms Length Organisations - Board and Auditor Appointments – Report by the Executive Director of Place	453 - 456

9. Motions

9.1	<p>Motion by Councillor Webber - Proposed Changes to Roads in Juniper Green</p> <p>“Committee</p> <p>Notes Juniper Green & Baberton Mains Community Council (JGBMCC) is keen to act in response to their own observations and those of their community.</p> <p>Notes that JGBMCC have consulted widely and extensively with the local community both to gather ideas and on a proposed solution, initially raised by one of the local community police</p>
------------	--

officers after observing the issues first-hand during a community speed watch initiative with Cllr Susan Webber

Agrees to:

- Introduce no entry (eastbound) to junction of Woodhall Terrace and Baberton Avenue for motorised vehicles. This means continued access for cyclists
- Runs 24/7, as opposed to being restricted to specific hour

Further agrees to look at the feasibility of widening the pavement to make crossing easier but it might be best to initially enforce this through a temporary barrier as this would enable faster implementation.

Accepts these changes will reduce 'rat runners' and improve the safety of local residents by reducing the risk of an accident, especially during rush hour. This is also consistent with a number of Council and Government policies such as Safer Routes to School.

Notes, these proposed changes have the support of all local Councillors and calls for a report by the Director of Place be brought back in one cycle detailing the actions required to implement these proposals."

Andrew Kerr

Chief Executive

Committee Members

Councillor Lesley Macinnes (Convener), Councillor Karen Doran (Vice-Convener), Councillor Scott Arthur, Councillor Eleanor Bird, Councillor Gavin Corbett, Councillor David Key, Councillor Kevin Lang, Councillor Claire Miller, Councillor Stephanie Smith, Councillor Susan Webber and Councillor Iain Whyte

Information about the Transport and Environment Committee

The Transport and Environment Committee consists of 11 Councillors and is appointed by the City of Edinburgh Council. The meeting will be held by Teams and will be webcast live for viewing by members of the public.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Veronica Macmillan / Martin Scott, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4283 / 0131 529 4237, email veronica.macmillan@edinburgh.gov.uk / martin.scott@edinburgh.gov.uk.

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

Webcasting of Council meetings

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

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

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

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

This page is intentionally left blank

Minutes

Transport and Environment Committee

**10.00am, Thursday 28 January and 5 February 2021
(reconvened on 5 February 2021)**

Present

Councillors Macinnes (Convener), Doran (Vice-Convener), Bird, Cameron (substituting for Councillor Arthur), Corbett, Key, Lang, Miller, Frank Ross (substituting for Councillor Bird, items 17 onwards), Rose (substituting for Councillor Smith, item 18), Smith, Webber and Whyte.

1. Minutes

Decision

To approve the minute of the Transport and Environment Committee of 12 November 2020 as a correct record.

2. Transport and Environment Committee Work Programme

The Transport and Environment Committee Work Programme was presented.

Decision

To note the Work Programme.

(Reference – Work Programme, submitted.)

3. Transport and Environment Committee Rolling Actions Log

The Transport and Environment Committee Rolling Actions Log for November 2020 was presented.

Decision

1) To agree to close the following actions:

Action 4 – Workplace Parking Levy Scoping

Action 10(1) – Strategic Review of Parking – Results of Area 1 Review and Corstorphine Consultation Results

Action 17 – Edinburgh's Coastline

Action 19(2) – Strategic Review of Parking – Review Results for Areas 4 and 5 and Proposed Implementation Strategy

Action 23(1, 2, 3 & 4) – Citywide Ban on 'A' Boards and Other Temporary On-street Advertising Structures – 12 Month Review

Action 29(1) – Waste and Cleansing Service Performance Update

Action 32 – Parking Action Plan

Action 35 – Motion by Councillor Miller – Bike Buses

Action 36 – Motion by Councillor Lang – Lothian Buses

Action 39(1 & 2) – Roads and Transport Infrastructure Improvement Plan

Action 41(2)– Transport and Environment Committee Business Bulletin

Action 45(2) – Spaces for People – East Craigs Low Traffic Neighbourhood

Action 48 – Emergency Motion by the Coalition – Road safety for vulnerable road users

2) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log, submitted.)

4. Transport and Environment Committee Business Bulletin

The Transport and Environment Committee Business Bulletin for November 2020 was presented.

Motion

- 1) To note the Business Bulletin
- 2) To agree that Business Bulletin updates would be provided on the School Travel Plans at every second Committee or at key milestones.
- 3) To agree that the Briefing Note on Impact of Climate on Infrastructure Update would be appended to the Business Bulletin and published alongside the meeting papers for this meeting.

- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment

- 1) To request that as part of the “lessons learned and review of how the Council undertook winter maintenance across the city” it was sought to include a feasibility study as to how the Council could support, include and manage winter maintenance across the housing developments across the city during the interim period before roads were adopted. These citizens pay their Council tax and contribute to the city and therefore merit equitable and safe access to their local communities and services.
- 2) To agree that Business Bulletin updates would be provided on the School Travel Plans at every second Committee or at key milestones.
- 3) To agree that the Briefing Note on Impact of Climate on Infrastructure Update would be appended to the Business Bulletin and published alongside the meeting papers for this meeting.

- moved by Councillor Webber, seconded by Councillor Smith

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

Decision

Transport and Environment Committee – 28 January 2021 (reconvened on 5 February 2021)

Page 2 of 37

To approve the following adjusted motion by Councillor Macinnes:

- 1) To note the Business Bulletin.
- 2) To agree that Business Bulletin updates would be provided on the School Travel Plans at every second Committee or at key milestones.
- 3) To agree that the Briefing Note on Impact of Climate on Infrastructure Update would be appended to the Business Bulletin and published alongside the meeting papers for this meeting.
- 4) To request that as part of the “lessons learned and review of how the Council undertakes winter maintenance across the city” it was sought to include a feasibility study as to how the Council could support, include and manage winter maintenance across the housing developments across the city during the interim period before roads were adopted. These citizens pay their Council tax and contribute to the city and therefore merit equitable and safe access to their local communities and services.

(Reference – Business Bulletin, submitted.)

5. Spaces for People Update - January 2021

a) Deputation – Craigmillar Park Corridor Inclusive Spaces for all People

A written deputation was presented on behalf of a Craigmillar Park Corridor Inclusive Spaces for all People.

The deputation wrote on behalf of residences and business along the Craigmillar Park Corridor A701 encompassing Minto St, Mayfield Gardens and Craigmillar Park. The deputation requested:

- All works to be put on hold effective immediately.
- Immediate reinstatement of provisions for residential parking, visitor parking and loading along the entire corridor.
- Spaces for People scheme to be made available for public consultation.
- Surveys to the impact of environment and health from increased levels of idle traffic due to removal of a transit lane.
- Impact on visual character to the Craigmillar park conservation area.
- What were the exact criteria and guarantees from the council regarding removal of all temporary measures under the TTRO

b) Deputation – Edinburgh City Private Hire and Capital Cars

A written deputation was presented on behalf of Edinburgh City Private Hire and Capital Cars.

The deputation advised if the proposals were approved it would make it impossible to either pick up or drop off passengers at these premises on the Craigmillar Park corridor. The deputation requested that Committee voted to delay the changes.

c) Deputation – IQRA Academy

A written deputation was presented on behalf of IQRA Academy.

The deputation explained their opposition to the spaces for people infrastructure package being implemented. The deputation implored council officials to carefully consider the points raised in the deputation and urgently requested:

- Immediate halt to all works up and down the entire 'Craigmillarpark Corridor' (Minto St, Mayfield Gardens & Craigmillar park).
- Restoration of the corridor to how it was before works commenced.
- A number of comprehensive surveys, collaboration and consultation of the effect communities before any changes were made. These changes should include but were not limited to:
 - Environmental Impact Study (added pollution from stationary vehicle exhaust emissions during peak times due to removal of fourth lane inbound).
 - Health Impact Study (added pollution from stationary vehicle exhaust emissions during peak times due to removal of fourth lane inbound).
 - Accessibility Impact Study for the local community including non-disabled elderly.
 - Community consultation. An opportunity to hear the voices of all members of our community including the impacts on our affected residences, places of worship, hotels, shops and retail business.
 - Impact of the planned posts to our 'Craigmillar Park Conservation Area' character.

d) Deputation – Newington Hotels Group

A written deputation was presented on behalf of Newington Hotels Group

The deputation noted the Craigmillar Park Corridor A701 encompassed Minto St, Mayfield Gardens and Craigmillar Park and that there were 21 hotels and Guest Houses along this corridor. The deputation requested:

- All works to be halted immediately.
- Removal of the SfP changes and reinstatement of the previous, inclusive road layout.
- New collaborative and inclusive Spaces for People scheme to be considered and made available for public consultation.
- Impact studies to be carried out covering a range of areas of concern:
 - Tourism - Impacts on the tourism businesses through reduced accessibility and negative aesthetic changes to the character of the Craigmillar Park Conservation Area.
 - Health – pollution levels caused by traffic congestion and idle cars.
 - Public Safety – reduction of accessibility for the community.
 - Impact on the visual character of the Craigmillar Park conservation area.

e) Deputation – Spokes

A written deputation was presented on behalf of Spokes.

They raised concerns regarding the proposal to partially reopen Braid Road southbound for all motor vehicles. They believed the road should remain open for walking, wheeling, and cycling, and closed to private vehicular traffic.

f) Deputation – Get Edinburgh Moving

A written deputation was presented on behalf of Get Edinburgh Moving

The deputation advised they had made several written deputations to both TEC Committee and Full Council. The deputation set out their concerns in relation to the Spaces for People scheme, the East Craigs Low Neighbourhood Network and the official complaints received in relation to the Spaces for People Programme.

g) Deputation – South West Edinburgh in Motion

A written deputation was presented on behalf of South West Edinburgh in Motion.

The deputation advised they represented the interests of residents, businessowners and business / amenity users in the areas of Lanark Road, Longstone Road and Inglis Green Road affected by the Council's Spaces for People implementations in these areas. The deputation wished to make a formal request that all work on Lanark Road and Longstone Road was put on hold until a Stage 2 Road Safety Audit was completed and until impacts on directly impacted residents with mobility issues were identified and resolved.

h) Deputation – Tartan Silk

A written deputation was presented on behalf of Tartan Silk

The deputation requested a dedicated platform to allow those with mobility issues to alert the Council of missing or poorly maintained dropped kerbs in Edinburgh which prevented them from accessing vital services.

i) Deputation – Low Traffic Corstorphine

A written deputation was presented on behalf of Low Traffic Corstorphine

The deputation welcomed plans to install a segregated cycle path on Meadowplace Road and Ladywell Road and hoped that the suitable measures were installed at the major junctions on this route to enable safe door to door cycling for all ages.

j) Ward Councillors

In accordance with Standing Order 33.1, the Convener agreed to hear a presentation from Ward Councillors, Main, Munro, Rose and Neil Ross in relation to the Spaces for People Update - Report by the Executive Director of Place. A written submission was received from Councillor Mowat.

Councillor Munro wished to make a representation regarding the Leith Links closure and advised he was in favour of the closure. The reason was due to the issue of the school run outside St Mary's on Leith Links which had been an issue and there had been active intervention by the school including the use of

planters. Councillor Munro highlighted there was 2 petitions in the area, one calling for the retention of the scheme while the other called for it to be reopened. Councillor Munro asked Committee to consider adding conditions on about the active management of the traffic within the area.

Councillor Neil Ross noted he lived in his ward and nearby the proposed measures. Councillor Neil Ross advised he welcomed proposals to re-open Braid Road to south bound traffic and asked when it would be open to north bound traffic. Fully re-opening the Braid Road would make the proposed quiet route much safer for cyclists going along Cluny Drive, and asked whether speed cameras or physical traffic calming measures applied in the Midmar area. Disappointed there was no response to the Greenbank to Meadows quiet route proposals, Councillor Ross asked whether a response would be issued prior to implementation of the scheme. There was concern from residents of Whitehouse Loan about the placing of the two northern most modal filters on Whitehouse Loan and Councillor Ross asked if these concerns could be addressed before the scheme was implemented, and asked when the review document on the Comiston Road cycle lanes and road safety audit would be made available.

Councillor Rose highlighted the three deputations submitted by his constituents which related to the Spaces for People programme being implemented in the Minto St, Mayfield Gardens, and Craigmillar Park Craigmillar Corridor Area. They contained strongly held views from the mosques, the bed and breakfasts in that route and from the local residents.

Councillor Rose noted the impact on these three groups and stated there was a disappointing lack of appreciation of the location and of the issues that the mosque faced. The 21 hotels and bed and breakfast businesses had restricted access because of this for services and for customers and there were strong feelings about that. Residents considered these measures would compromise safety around about and outside their houses. There was concerns regarding the lack of space for vehicles to pull over for emergency vehicles. Councillor Rose raised the point of consultations and stated that there was no opportunity for the deputations to respond to the proposals and suggested the scheme was paused immediately until it was assessed, and consultation had taken place.

Councillor Main stated she was relieved to see pollution levels were lower at Comiston Road in 2020 than they were in the previous year. Councillor Main advised that her main concern was the report gave no evaluation of pedestrian usage of Braid Road, and had asked that officers reviewed Braid Road and provided usage numbers. Councillor Main stated that residents had contacted her to note that the closure of Braid Road had transformed the area and the surrounding streets.

Councillor Main noted the issue was not that Braid Road was closed, but that there were too many vans, cars and lorries on Comiston Road and it was well known that opening Braid Road would not resolve the problem.

Councillor Mowat provided a written submission to Committee. In the submission, Councillor Mowat noted that the Spaces for People scheme was introduced as a series of temporary measures to create space for people to walk, wheel and cycle in reaction to the public health requirement to socially distance during the pandemic. Senior councillors and officers had repeatedly stressed that these were temporary schemes and that they could be tweaked and altered when concerns were raised. Despite this there had not been a clear mechanism put in place to test and tweak and it would be interesting to see what the audit trail looked like when the implementation of this scheme was reviewed. The scheme that was of local relevance to the City Centre Ward was the Rodney Street to Bellevue scheme which proposed formalising the cycle lanes on the Rodney Street to Bellevue section which was welcome. Councillor Mowat noted her concerns about what the impact of the removal of the south bound lane of traffic at Canonmills would have as the right hand turn into Eyre Place could be difficult to make and if there was not a separate lane this could create queuing traffic which could have a significant impact on the wider road network.

k) Report by the Executive Director of Place

An update was provided on Spaces for People (SfP) measures implemented over the last eight months. Approval was sought for changes to existing schemes and recommended the introduction or development of new schemes.

A process to assess the benefit of retaining or adapting existing measures where these aligned to the Council's wider strategic priorities, utilising the appropriate legal powers was also set out.

Motion

- 1) To note the update on the Spaces for People (SfP) programme.
- 2) To approve the schemes noted in paragraphs 4.3 and 4.4 (and in Appendix 2) of the report.
- 3) To approve the recommendations set out in Appendix 1 of the report.
- 4) To note the intention to review the current measures to determine if it would be beneficial to retain or adapt them to support the Council's wider strategic objectives. The arrangements for doing so were set out in paragraphs 4.30 – 4.33 and in Appendix 3 of the report and it was intended to update Committee on this in April 2021.
- 5) To note the schedule of proposed measures near schools in Appendix 4 of the report.
- 6) To agree the funding allocation described in section 6 of the report.
- 7) To note that stakeholders should have had feedback following measures implemented near Schools and that the Local Transport and Environment Manager would progress this.

- 8) To agree that the Local Transport and Environment Manager would discuss with officers and developers to further explore what was possible regarding the footpath widening at the West End of Princess Street.
- 9) To agree that officers would note the comments raised by the deputations and explore the issues raised regarding the issues of mobility and the issue of dropped kerbs.
- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 1

- 1) To note the update on the Spaces for People (SfP) programme within the report.
- 2) To note the extensive city-wide nature of the schemes, the commensal complexities and challenges this presented when approving, reviewing and scrutinizing the report and requested a detailed Network Map was provided in next report to Committee.
- 3) To approve the immediate reversal of the closure of Braid Road and sought the introduction of traffic calming measures.
- 4) To approve the review of measures at Tollcross Town Centre.
- 5) To request that all the new schemes presented and outlined in Appendix 2 of the report were “paused” to permit further officer development, detail provided to permit scrutiny and approval, and serious matters considered (eg) how decisions would be taken on options presented following the ommittee, by whom and by when.
- 6) To approve the recommendations presented in the amendment as Appendix 1.
- 7) To welcome the measures proposed for measures near schools in Appendix 4 of the report.
 - 7.1) To recognise that many schemes created significant comment from Local Elected Members and members of the public and as, yet the feedback had not been provided as per the terms of the agreed Stakeholder engagement.
 - 7.2) To recognise that these measures across the schools would only be effective with effective enforcement.
 - 7.3) To request that resources for enforcement around schools were found immediately from the SfP budget
- 8) To note with concern that many of the previous SfP schemes classified as unworkable had been transferred to Places for Everyone as outlined in 4.15 of the report.
- 9) To note with concern that issues that had occurred with the winter maintenance and ongoing street cleaning of the routes included in the existing SfP schemes.
- 10) To note that road patching with £300k provided limited resource to tackle the extensive road repairs that were needed along the schemes.

- 11) To recognise that there was an established and robust legislative procedure for progressing any schemes and for them to be considered as permanent: Traffic Regulation Orders should be utilised ahead of any other short cut that could be interpreted as misleading or challenged and put the Council under any unnecessary legal risk.
 - 12) To note the Council had a statutory duty to provide and manage a network for all road users across the city.
 - 13) To note that stakeholders should have had feedback following measures implemented near Schools and that the Local Transport and Environment Manager would progress this.
 - 14) To agree that the Local Transport and Environment Manager would discuss with officers and developers to further explore what was possible regarding the footpath widening at the West End of Princess Street.
 - 15) To agree that officers would note the comments raised by the deputations and explore the issues raised regarding the issues of mobility and the issue of dropped kerbs.
- moved by Councillor Webber, seconded by Councillor Whyte

Amendment 2

- 1) To note the update on the Spaces for People (SfP) programme within the report.
- 2) To agree the proposed changes to the Tollcross Town Centre scheme.
- 3) To welcome the report recommendation on Braid Road but to agree to go further and re-open the road to two-way traffic, installing the planned pedestrian and cycling safety improvements at the entrance to The Hermitage and other traffic calming measures.
- 4) To agree that final versions of the schemes listed in paragraphs 4.4.2-4.4.7 of the report should proceed to the usual notification and feedback process and return to Committee for final decision if significant concerns were raised by 50% or more of the relevant ward councillors; and to not agree to proceed with the Silverknowes Road (south section) scheme listed in paragraph 4.4.1 of the report which was issued for notification in December 2020.
- 5) To approve the recommendations set out in Appendix 1 of the report with the exception of (i) Silverknowes Road (north section) where it was agreed that the road be reopened to all vehicles; (ii) the Lanark Road, Longstone Road and Inglis Green Road scheme which should be paused pending full public consultation; (iii) the Comiston Road cycle scheme where it was agreed that a review and consultation should be undertaken; and (iv) the Quiet Corridor - Meadows/Greenbank, where it was agreed that traffic levels would be regularly monitored on Strathearn Place/Road and Kilgraston Road in advance of a six month review and consultation with local residents
- 6) To note the decision of Committee on 12 November to consider measures near schools as a priority; believed such schemes could be critical to the safe return

of pupils to in-school learning; regretted that so many schemes listed in Appendix 4 of the report were still to be finalised or implemented; and believed this must be the priority for officers working on the Spaces for People programme.

- 7) To note the decision of the Committee on 12 November that the removal of unnecessary barriers and street clutter needed to be given greater priority; expressed its substantial disappointment that the scope of interventions was still under review with no actual works expected until late February; and agreed that it wished to see substantial progress in this area by the time of the next Committee report.
 - 8) To note concern at the capacity of officers to undertake the exercise and consultation set out in paragraph 4.30-4.33 of the report without impacting other already delayed transport projects; therefore Page 16 Page 2 of 2 agreed to narrow the scope of this exercise to schemes which did not elicit any substantive objection during the original notification process or since; and agreed this exercise should only be initiated once all schools Spaces for People schemes were finalised and implemented.
 - 9) To agree that officers should undertake a structured consultation with town centre champion networks on the current town centre schemes and include feedback in the April 2021 report to Committee.
 - 10) To agree the broad terms of the funding allocation shown in section 6 of the report but recognised further changes may be needed in light of this amended motion and in response to future decisions by Committee on whether to approve or reject certain schemes.
 - 11) To note that stakeholders should have had feedback following measures implemented near Schools and that the Local Transport and Environment Manager would progress this.
 - 12) To agree that the Local Transport and Environment Manager would discuss with officers and developers to further explore what was possible regarding the footpath widening at the West End of Princess Street.
 - 13) To agree that officers would note the comments raised by the deputations and explore the issues raised regarding the issues of mobility and the issue of dropped kerbs.
- moved by Councillor Lang, seconded by Councillor Smith

Amendment 3

- 1) To note the update on the Spaces for People (SfP) programme within the report.
- 2) To approve the schemes noted in paragraphs 4.3, 4.4 and appendix 2 of the report, with the following changes:
 - 2.1 Whilst efforts to control the pandemic continued officers were asked to continue consideration of measures on Braid Road; manage intrusive traffic in neighbourhood streets with solutions such as modal filters; take a

holistic approach alongside nearby initiatives including the Greenbank-Meadows Quiet Route and Braidburn Terrace; ensure continued monitoring of the effects of the scheme which would enable future decisions on any changes required.

2.2 Officers were asked to consider ways in which Silverknowes Road designs could take account of the desire for a direct and intuitive route. 2.3 In line with the Committee's recent decision to improve safety at dangerous junctions, schemes which delivered infrastructure up to a junction would seek to provide measures on the junction itself where possible whilst not delaying implementation of the scheme overall, for example at Orchard Brae and Crewe Toll roundabouts.

- 3) To note that stakeholders should have had feedback following measures implemented near Schools and that the Local Transport and Environment Manager would progress this.
- 4) To agree that the Local Transport and Environment Manager would discuss with officers and developers to further explore what was possible regarding the footpath widening at the West End of Princess Street.
- 6) To agree that officers would note the comments raised by the deputations and explore the issues raised regarding the issues of mobility and the issue of dropped kerbs.

- moved by Councillor Miller, seconded by Councillor Corbett

In accordance with Standing Order 22(12), Amendment 3 was accepted as an addendum to the motion.

Voting

The voting was as follows:

- | | |
|------------------------------|-----------|
| For the motion (as adjusted) | - 7 votes |
| For Amendment 1 | - 3 votes |
| For Amendment 2 | - 1 vote |

(For the motion (as adjusted) – Councillors Bird, Cameron, Corbett, Doran, Key, Macinnes and Miller

For Amendment 1 – Councillors Smith, Webber and Whyte

For Amendment 2 – Councillor Lang)

Decision

To approve the following adjusted motion by Councillor Macinnes:

- 1) To note the update on the Spaces for People (SfP) programme.
- 2) To approve the schemes noted in paragraphs 4.3 and 4.4 (and in Appendix 2) of the report.
- 3) To approve the recommendations set out in Appendix 1 of the report.

- 4) To note the intention to review the current measures to determine if it would be beneficial to retain or adapt them to support the Council's wider strategic objectives. The arrangements for doing so were set out in paragraphs 4.30 – 4.33 and in Appendix 3 of the report and it was intended to update Committee on this in April 2021.
- 5) To note the schedule of proposed measures near schools in Appendix 4 of the report.
- 6) To agree the funding allocation described in section 6 of the report.
- 7) To note that stakeholders should have had feedback following measures implemented near Schools and that the Local Transport and Environment Manager would progress this.
- 8) To agree that the Local Transport and Environment Manager would discuss with officers and developers to further explore what was possible regarding the footpath widening at the West End of Princess Street.
- 9) To agree that officers would note the comments raised by the deputations and explore the issues raised regarding the issues of mobility and the issue of dropped kerbs.
- 10) To approve the schemes noted in paragraphs 4.3, 4.4 and Appendix 2 of the report, with the following changes:
 - 10.1 Whilst efforts to control the pandemic continued officers were asked to continue consideration of measures on Braid Road; manage intrusive traffic in neighbourhood streets with solutions such as modal filters; take a holistic approach alongside nearby initiatives including the Greenbank-Meadows Quiet Route and Braidburn Terrace; ensure continued monitoring of the effects of the scheme which would enable future decisions on any changes required.
 - 10.2 Officers were asked to consider ways in which Silverknowes Road designs could take account of the desire for a direct and intuitive route.
 - 10.3 In line with the Committee's recent decision to improve safety at dangerous junctions, schemes which delivered infrastructure up to a junction would seek to provide measures on the junction itself where possible while not delaying implementation of the scheme overall, for example at Orchard Brae and Crewe Toll roundabouts.

(References – Transport and Environment Committee, 12 November 2020 (item 10); report by the Executive Director of Place, submitted.)

6. Lothian Buses Presentation

Jim McFarlane and Nigel Serafini provided a presentation on behalf of Lothian Buses. An update and review were provided on the company's response to the Covid-19 pandemic. The presentation covered health and safety, customer, industrial relations /

colleagues, commercial overview / funding, environmental update and plans for the future.

Decision

- 1) To note and thank Nigel Serafini and Jim McFarlane for their presentation.
- 2) To record Committee's thanks to the staff of Lothian Buses for their work during the pandemic.
- 3) To invite Lothian Buses to become involved in the removal of street clutter work.

Declaration of Interests

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

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

7. Strategic Review of Parking - Results of Phase 1 Consultation and General Update

a) Deputation – Leith Independent Garages Association (LIGA)

A written deputation was presented on behalf of a Leith Independent Garages Association (LIGA).

The deputation advised that they represented more than twenty independent garages in and around Leith. The deputation asked the Committee to:

- Implement the fourth option outlined in the 'Options for Garage Customer Parking Permits' section (Section 6, page 25 [Document Pack page 457] of CPZ Phase 1 Industry Specific Parking Permits), allowing use of specific allocated parking spaces and use of Shared Use Parking Spaces.
- Issue two permits to each garage free of charge to stop this being an unfair tax on being.
- Consult with garage businesses to ensure that sufficient permits and spaces are provided.
- Consult further with garage businesses to discover a fair price for additional permits and to ensure the continued economic viability of each business.

b) Ward Councillors

In accordance with Standing Order 33.1, the Convener agreed to hear a presentation from Ward Councillor Frank Ross. Councillor Frank Ross specifically addressed the proposals within the report to further delay a controlled parking regime in Corstorphine. Councillor Ross asked Committee to take the opportunity to put a controlled parking zone in place before transport pressure re-emerged.

c) Report by the Executive Director of Place

An update was provided on progress on the Strategic Review, the impact on that progress as a result of the Covid-19 situation and the results of the Phase 1 consultation process were considered. A series of recommendations based on the consultation results and on other strands of work that arose generally from the Strategic Review of Parking were made.

Authority was sought to commence the necessary legal processes that would introduce parking controls in the Phase 1 area, with the operation details and amendments noted in the report, and to introduce partial controls in Sighthill Industrial Estate. The proposed timescales for consulting and, subject to further Committee approvals, delivering all four phases of implementation currently in progress were set out.

Motion

- 1) To note the amendments to the proposed timescales for delivering the four proposed phases of the Review as detailed in Appendix 1 of the report.
 - 2) To note the results of the informal consultation for the Phase 1 area as detailed in Appendix 2 of the report.
 - 3) To note the changes proposed as a result of the consultation responses.
 - 4) To note the operational details for the proposed parking controls for the Phase 1 area, including proposals to address the concerns of garages and related businesses as detailed in Appendices 3 and 4 of the report.
 - 5) To approve commencement of the legal process to introduce parking controls into the Phase 1 area, as detailed in Appendix 3 of the report.
 - 6) To approve revised restrictions on permit issue as detailed in Appendix 5 of the report.
 - 7) To note the amended phasing proposals as described in Appendix 6 to the report.
 - 8) To note the proposed approach for continuing with the planned consultation exercises for the remaining phases of the review, as outlined in Appendix 7 of the report.
 - 9) To approve commencement of the legal process to introduce limited parking controls into Sighthill Industrial Estate as detailed in Appendix 8 of the report.
 - 10) To approve setting of charges related to permits and pay-and-display as detailed in Appendix 9 of the report.
 - 11) To note that a notification would be circulated week commencing 1 February 2021 to all relevant stakeholders.
 - 12) To request that officers explored the issue of a key workers permit and report back to Committee with a written response.
- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 1

- 1) To note the amendments to the proposed timescales for delivering the four proposed phases of the Review as detailed in Appendix 1 of the report.
- 2) To note the results of the informal consultation for the Phase 1 area as detailed in Appendix 2 of the report.
- 3) To note the changes proposed as a result of the consultation responses.
- 4) To note the operational details for the proposed parking controls for the Phase 1 area, including proposals to address the concerns of garages and related businesses as detailed in Appendices 3 and 4 of the report.
- 5) To approve commencement of the legal process to introduce parking controls into the Phase 1 areas of Abbeyhill, B8, Leith Walk, Pilrig and Shandon as detailed in Appendix 3 of the report. but not Gorgie North, Gorgie South, Leith or North Leith.
- 6) To approve revised restrictions on permit issue as detailed in Appendix 5 of the report.
- 7) To note the amended phasing proposals as described in Appendix 6 to the report.
- 8) To note the proposed approach for continuing with the planned consultation exercises for the remaining phases of the review, as outlined in Appendix 7 of the report.
- 9) To approve commencement of the legal process to introduce limited parking controls into Sighthill Industrial Estate as detailed in Appendix 8 of the report.

9.1 To request a feasibility study on the introduction of a new Essential Key Workers Permit which would be valid when on shift and recognised the critical role these officers had in keeping the city moving.

- moved by Councillor Webber, seconded by Councillor Whyte

Amendment 2

- 1) To acknowledge the scale and ambition of the strategic review of parking and that, in many cases, introduction of measures to reduce parking pressure and allocate space more fairly and safely is in response to resident and community demand, over many years.
- 2) To recognise that previous extensions of parking regulation have brought benefit to residents in those areas and few areas, if any, would seek to have controls reduced, even in areas where there was opposition prior to introduction.
- 3) To further recognise that measures to allocate parking space in a more managed way need to be in the context of steps to reduce significantly the overall volume of vehicles seeking space, through encouraging greater use of public transport, active travel and car-pooling and sharing.

- 4) To note the amendments to the proposed timescales for delivering the four proposed phases of the Review as detailed in Appendix 1 of the report.
- 5) To note the results of the informal consultation for the Phase 1 area as detailed in Appendix 2 of the report.
- 7) To note the changes proposed as a result of the consultation responses.
- 8) To note the operational details for the proposed parking controls for the Phase 1 area, including proposals to address the concerns of garages and related businesses as detailed in Appendices 3 and 4 of the report.
- 9) To approve commencement of the legal process to introduce parking controls into the Phase 1 area, as detailed in Appendix 3 of the report.
- 10) To approve revised restrictions on permit issue as detailed in Appendix 5 of the report.
- 11) To note the amended phasing proposals as described in Appendix 6 to the report.
- 12) To note the proposed approach for continuing with the planned consultation exercises for the remaining phases of the review, as outlined in Appendix 7 of the report.
- 13) To approve commencement of the legal process to introduce limited parking controls into Sighthill Industrial Estate as detailed in Appendix 8 of the report.
- 14) To approve setting of charges related to permits and pay-and-display as detailed in Appendix 9 of the report.
- 15) To agree that prior to TROs being issued for feedback relevant ward councillors would be issued with detailed plans of changes in the phase 1 areas for comment and review.
- 16) To note that, in addition to integration with tram, communal bin review and cycle storage projects, the roll-out of EV infrastructure needed to be factored in.
- 17) To agree to introduce garage permits as set out in paragraph 4.30 of the report, with monitoring and feedback from businesses and residents in these locations reported back to Committee in 18 months of implementation within any update report on the strategic review of parking.
- 18) To note that migration of parking pressures was considered within the proposals but that monitoring was the only action proposed in response and called for an update to be provided to Committee on what additional option could be considered if these pressures were observed.
- 19) To note, with reference to point 18, the timescale to implement phase 1 but recognised that the case for the Slateford-Hutchison part of the Gorgie zone was more mixed and partly linked to migration of parking pressures and so agreed to make preparation for its potential inclusion in phase 1 but considered delaying timing of introduction to assess the level of displacement experienced.

- 20) To welcome the inclusion of some parts of CPZ S4 in proposed new zone S5 but equally mandated consideration of whether some immediately adjacent parts of S3 should also go to S5.
 - 21) To note the consultant feedback on the need for further assessment as to whether there was a match in all phase one areas between available space and take-up demand; and mandated that further analysis and further revisions.
 - 22) To note that a notification would be circulated week commencing 1 February 2021 to all relevant stakeholders.
 - 23) To request that officers explored the issue of a key workers permit and report back to Committee with a written response.
- moved by Councillor Miller, seconded by Councillor Corbett

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

Voting

The voting was as follows:

For the motion (as adjusted) - 7 votes

For Amendment 1 - 4 votes

(For the motion (as adjusted) – Councillors Bird, Cameron, Corbett, Doran, Key, Macinnes and Miller

For Amendment 1 – Councillors Lang, Smith, Webber and Whyte)

Decision

To approve the following adjusted motion by Councillor Macinnes:

- 1) To note the amendments to the proposed timescales for delivering the four proposed phases of the Review as detailed in Appendix 1 of the report.
- 2) To note the results of the informal consultation for the Phase 1 area as detailed in Appendix 2 of the report.
- 3) To note the changes proposed as a result of the consultation responses.
- 4) To note the operational details for the proposed parking controls for the Phase 1 area, including proposals to address the concerns of garages and related businesses as detailed in Appendices 3 and 4 of the report.
- 5) To approve commencement of the legal process to introduce parking controls into the Phase 1 area, as detailed in Appendix 3 of the report.
- 6) To approve revised restrictions on permit issue as detailed in Appendix 5 of the report.
- 7) To note the amended phasing proposals as described in Appendix 6 to the report.

- 8) To note the proposed approach for continuing with the planned consultation exercises for the remaining phases of the review, as outlined in Appendix 7 of the report.
- 9) To approve commencement of the legal process to introduce limited parking controls into Sighthill Industrial Estate as detailed in Appendix 8 of the report.
- 10) To approve setting of charges related to permits and pay-and-display as detailed in Appendix 9 of the report.
- 11) To note that a notification would be circulated week commencing 1 February 2021 to all relevant stakeholders.
- 12) To request that officers explored the issue of a key workers permit and report back to Committee with a written response.
- 13) To acknowledge the scale and ambition of the strategic review of parking and that, in many cases, introduction of measures to reduce parking pressure and allocate space more fairly and safely was in response to resident and community demand, over many years.
- 14) To recognise that previous extensions of parking regulation had brought benefit to residents in those areas and few areas, if any, would seek to have controls reduced, even in areas where there was opposition prior to introduction.
- 15) To further recognise that measures to allocate parking space in a more managed way needed to be in the context of steps to reduce significantly the overall volume of vehicles seeking space, through encouraging greater use of public transport, active travel and car-pooling and sharing.
- 16) To agree that prior to TROs being issued for feedback relevant ward councillors would be issued with detailed plans of changes in the phase 1 areas for comment and review.
- 17) To note that, in addition to integration with tram, communal bin review and cycle storage projects, the roll-out of EV infrastructure needed to be factored in.
- 18) To agree to introduce garage permits as set out in paragraph 4.30 of the report, with monitoring and feedback from businesses and residents in these locations reported back to Committee in 18 months of implementation within any update report on the strategic review of parking.
- 19) To note that migration of parking pressures was considered within the proposals but that monitoring was the only action proposed in response and called for an update to be provided to Committee on what additional option could be considered if these pressures were observed.
- 20) To note, with reference to point 19, the timescale to implement phase 1 but recognised that the case for the Slateford-Hutchison part of the Gorgie zone was more mixed and partly linked to migration of parking pressures and so agreed to make preparation for its potential inclusion in phase 1 but considered delaying timing of introduction to assess the level of displacement experienced.

- 21) To welcome the inclusion of some parts of CPZ S4 in proposed new zone S5 but equally mandated consideration of whether some immediately adjacent parts of S3 should also go to S5.
- 22) To note the consultant feedback on the need for further assessment as to whether there was a match in all phase one areas between available space and take-up demand; and mandated that further analysis and further revisions.

(References – Transport and Environment Committee, 12 September 2019 (item 11); report by the Executive Director of Place, submitted.)

Declaration of Interests

Councillor Whyte declared a non-financial interest in the above item as he lived in the areas where the extension of controlled parking might take place.

7. Network and Enforcement Management Improvement Plan

Committee considered a report that supplemented the Roads and Transport Infrastructure Improvement Plan approved by the Transport and Environment Committee on 1 October 2020. Progress made in delivering the outstanding actions contained within the Roads Improvement Plan were set out and an update on implementation of the new organisational structure which was provided.

Details were provided of new actions, within the Network and Enforcement Management Improvement Plan, that had been developed in conjunction with the implementation of the new organisational structure.

Decision

- 1) To note the contents of the report and the positive progress made to date.
- 2) To note the significant progress on completing the majority of the Roads Improvement Plan actions as detailed in Appendix 1 of the report.
- 3) To agree the Network and Enforcement Management Improvement Plan as detailed in Appendix 4 of the report.
- 4) To agree to report back to Committee on any achievements of the Network and Enforcement Management Improvement Plan.

(References – Transport and Environment Committee, 1 October 2020 (item 9); report by the Executive Director of Place, submitted.)

8. Trial Closure of Brunstane Road and Associated Measures to Mitigate intrusive Traffic in the Coillesdene Area

Brunstane Road was a residential street to the east of Portobello which formed a route between Milton Road East to the south and Joppa Road to the north. It had been subject to longstanding traffic problems south of the bridge over the East Coast Main Line (ECML) due to a combination of traffic volumes and parking, resulting in traffic congestion, damage to parked vehicles and instances of anti-social behaviour from drivers.

Committee considered a report highlighting options that had been considered to improve this situation and the possible impacts of each intervention, presented the findings of a recent and previous consultation on proposed changes and made a recommendation to progress with an Experimental Traffic Regulation Order (ETRO) for the area.

Motion

- 1) To note the contents of the report and the findings of the most recent and previous consultation exercises.
 - 2) To agree to the trial taking place using the Experimental Traffic Regulation Order (ETRO) process.
 - 3) To note that further updates would be provided throughout the duration of the trial.
 - 4) To agree that further consultation took place during the trial to determine if the closure should become permanent
 - 5) To agree that specific monitoring of Coillesdene Avenue would take into consideration the retirement home.
 - 6) To agree that parking measures would be considered on Brighton Place.
- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 1

- 1) To note the contents of the report and the findings of the most recent and previous consultation exercises
- 2) To agree to a trial taking place using the Experimental Traffic Regulation Order (ETRO) process and the trial should start with the minimal intervention (eg one-way road with additional traffic calming measures) possible to assess if this alone could address the issue.
- 3) To agree that further updates would be provided throughout the duration of the trial.
- 4) To agree that the updates would include empirical and extensive data to identify the impact across the network wider area
- 5) To agree that updates would include assessment against a suite of key performance indicators to ensure the various experimental measures could be assessed objectively.
- 6) To agree that the trial and use of ETRO should not extend beyond 18 months.
- 7) To agree that following the conclusion of the ETRO, that the established robust TRO process then be initiated to ensure critical consultation across the wider community be carried out and fulfil our duty of running and management of a network on behalf of all road users.
- 8) To agree that specific monitoring of Coillesdene Avenue would take into consideration the retirement home.

- 9) To agree that parking measures would be considered on Brighton Place.
- moved by Councillor Webber, seconded by Councillor Whyte

Amendment 2

- 1) To note the contents of the report and the findings of the most recent and previous consultation exercises
- 2) To note the substantial level of opposition to the proposed closure and therefore to agree not to proceed with this option; instead agree that officers should consult with residents on Brunstane Road on the option of introducing additional parking restrictions to address the traffic problems highlighted
- 3) To agree that specific monitoring of Coillesdene Avenue would take into consideration the retirement home.
- 4) To agree that parking measures would be considered on Brighton Place.
- moved by Councillor Lang, seconded by Councillor Smith

Voting

The voting was as follows:

- For the motion - 7 votes
For Amendment 1 - 3 votes
For Amendment 2 - 1 vote

(For the motion – Councillors Bird, Cameron, Corbett, Doran, Key, Macinnes and Miller
For Amendment 1 – Councillors Smith, Webber and Whyte
For Amendment 2 – Councillor Lang)

Decision

To approve the motion by Councillor Macinnes

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

Declaration of Interests

Councillors Doran and Whyte declared a non-financial interest in the above item as they lived in close proximity of the area referred to in the report.

9. Objections to TRO/20/07 – Proposed Extension of 20mph Speed Limit

The objections to Traffic Regulation Order (TRO) TRO/20/07 were detailed which would make variations to the previously implemented Traffic Regulation Order TRO/15/17 for a citywide 20mph network. Committee were informed of the objections received to the draft Order and approval was sought to set these aside and make the Order as advertised. Overall 17 representations were received to the advertised Order. Of these, 15 were objections and two were comments.

Decision

- 1) To note the 15 objections and two comments received in relation to the advertised Traffic Regulation Order (TRO).
- 2) To set aside the 15 objections and give approval to make the TRO as advertised.
- 3) To note that a report presenting proposals for a revised approach to the proposed consultation on further extension of the 20mph network would be brought to the next meeting of the Committee.

(References – Transport and Environment Committee, 11 October 2019 (item 9); report by the Executive Director of Place, submitted.)

10. Waste and Cleansing Services Performance Update

An update was provided on the Waste and Cleansing Services performance for the first two quarters of 2020/21 (April - September 2020), noting in particular the impact of COVID-19 on the service.

Motion

- 1) To note the contents of the report; including the activities, and dependencies, outlined within the report and the progress made towards these.
 - 2) To agree that the Cleanliness Index Monitoring System (CIMS) was replaced by the new more comprehensive Litter Monitoring System from 2021/22.
- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment

- 1) To note the contents of the report and also note with some concern the downward turn of some services in September 2020, albeit with an acknowledgement of the impact Covid-19 has had and continued to have on the service.
- 2) To note with encouragement the small uplift in recycling tonnages towards the end of quarter 2 and requested a briefing note was circulated detailing the following: - the work that was being done to communicate changes to recycling services to residents given the ongoing developing circumstances; and - with the guidance for those who can work from home from the Scottish and UK Governments, what could be done to encourage recycling rather than landfill disposal of waste.
- 3) To request further information be included in the next report of the number of complaints and queries which had been received relating to the inability to register for garden waste outside of the registration periods. This should be backdated to April 2020;
- 4) To note from Appendix 3 of the report that there were a number of waste full communal bin and bank service requests which were not being allocated to any particular ward. To request that all requests were allocated a code to ensure monitoring could be done accurately.

- 5) To request a Business Bulletin update in April or June 2021 before the consultation with local authorities planned for the Litter Monitoring System detailed in Appendix 4 of the report detailing the perceived benefits and limitations of the System to ensure that the Committee was aware of any limitations in the information which may be provided to them going forward.

- moved by Councillor Smith, seconded by Councillor Webber

In accordance with Standing Order 22(12), paragraphs 2, 4 and 5 were accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Macinnes:

- 1) To note the contents of the report; including the activities, and dependencies, outlined within the report and the progress made towards these.
- 2) To agree that the Cleanliness Index Monitoring System (CIMS) was replaced by the new more comprehensive Litter Monitoring System from 2021/22.
- 3) To note with encouragement the small uplift in recycling tonnages towards the end of quarter 2 and requested a briefing note was circulated detailing the following: - the work that was being done to communicate changes to recycling services to residents given the ongoing developing circumstances; and - with the guidance for those who can work from home from the Scottish and UK Governments, what could be done to encourage recycling rather than landfill disposal of waste.
- 4) To note from Appendix 3 of the report that there were a number of waste full communal bin and bank service requests which were not being allocated to any particular ward. To request that all requests were allocated a code to ensure monitoring could be done accurately;
- 5) To request a Business Bulletin update in April or June 2021 before the consultation with local authorities planned for the Litter Monitoring System detailed in Appendix 4 of the report detailing the perceived benefits and limitations of the System to ensure that the Committee was aware of any limitations in the information which may be provided to them going forward.

(References – Transport and Environment Committee, 5 December 2019 (item 11); report by the Executive Director of Place, submitted.)

11. Modernising Parking Permits

Approval was sought to make changes to the way in which many of the Council's parking permits were issued, switching from a paper-based system to a system of electronic permits. This change would enable the Council to offer an enhanced service to residents, businesses and visitors, whilst reducing reliance on physical permits as proof of entitlement to park. Changes to the way in which visitor permits operated, offering improved flexibility for users were also recommended. This approach built on

the success of the existing RingGo system, which continued to attract new users to online services.

Decision

- 1) To approve proposed changes from the current paper-based system to an electronic permit system for residents' parking permits and for retail, business and trades parking permits.
- 2) To approve proposed changes from the current paper-based system to an electronic permit system for visitor parking permits and the use of the existing RingGo payment system for these permits
- 3) To approve starting the necessary Traffic Regulation Order (TRO) procedures to make these changes to existing permits

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

12. Proposed Parking Controls – Maxwell Street, Morningside

On 20 September 2019 a report authorised by the Executive Director of Place under Delegated Powers commenced the legal process to add the western end of Maxwell Street, Morningside to the S2 zone of the Controlled Parking Zone (CPZ). The draft Traffic Regulation Order (TRO) detailing the extent of the scheme was advertised on 24 July 2020 at which point those interested in the scheme were invited to make their views known to the Council.

Committee considered a report which detailed the results of that consultation and addressed the objections received, which were mainly themed around the legal process, land adoption and parking controls. The report further recommended proceeding to make the TRO and to implement the proposed extension of CPZ restrictions to Maxwell Street, including the area to the rear of numbers 10 and 12 Maxwell Street.

Decision

- 1) To set aside the objections to the Traffic Regulation Order (TRO) as previously advertised and authorised by the Executive Director of Place under Delegated Powers on 20 September 2019.
- 2) To approve the making of the TRO as advertised to include the western end of Maxwell Street, the access road and parking area associated with 10-12 Maxwell Street, as part of proposed extension of the S2 zone of the Controlled Parking Zone.

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

13. Trams to Newhaven: Commencement of Statutory Procedures for Traffic Regulation Order

a) Ward Councillors

In accordance with Standing Order 33.1, the Convener agreed to hear a presentation from Ward Councillor Joanna Mowat. Councillor Mowat noted she

was concerned to see the commencement of the statutory procedures to ban the left-hand turn from Leith Walk to London Road was being pursued.

b) Report by the Executive Director of Place

On 14 March 2019 the Council approved the terms of the Final Business Case for the Tram to Newhaven Project. The project completed the tram line to Newhaven from the existing temporary terminus at York Place. As part of the development of the Final Business Case detailed final road designs were developed, and an extensive period of consultation was undertaken. Final designs were costed, and both the designs and the costings were used for the basis of the Final Business Case.

Since approval was given, the junction design had been reviewed for London Road to test whether a different approach could better protect vulnerable road users by providing a single-phase crossing which optimises pedestrian and cyclist safety without increasing saturation at the junction. The outcome of these was successful however to do so a ban stopping the left turn from Leith Walk to London Road would be required. Approval was sought to make such an order and to commence the associated statutory process.

Motion

- 1) To note the developed design for the Trams to Newhaven scheme.
 - 2) To note that the implementation of the Traffic Regulation Orders (TROs) were fundamental to both the design of the tram scheme and its operation.
 - 3) To note that a review of major junctions to prioritise vulnerable road user safety in the city was to commence.
 - 4) To approve the commencement of the statutory procedures for the TRO necessary to ban the left hand turn from Leith Walk to London Road.
 - 5) To note that traffic modelling and counting was used to understand what saturation was expected at the junction and that data would be provided for bikes if they were available.
- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment

- 1) To note the developed design for the Trams to Newhaven scheme.
 - 2) To note that the implementation of the Traffic Regulation Orders (TROs) were fundamental to both the design of the tram scheme and its operation.
 - 3) To note that a review of major junctions to prioritise vulnerable road user safety in the city was to commence.
 - 4) To note that traffic modelling and counting was used to understand what saturation was expected at the junction and that data would be provided for bikes if they were available.
- moved by Councillor Whyte, seconded by Councillor Webber

Voting

For the motion - 8 votes

For the Amendment - 3 votes

(For the Motion – Councillors, Bird, Corbett, Doran, Key, Lang, Macinnes, Miller and Perry.

For the Amendment – Councillors Smith, Webber and Whyte.

Decision

To approve the motion by Councillor Macinnes.

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

Declaration of Interests

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

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

14. Internal Audit: Overdue Findings and Key Performance Indicators at 30 October 2020 – referral from the Governance, Risk and Best Value Committee

The Governance, Risk and Best Value Committee had referred a report which provided an overview of the status of the overdue Internal Audit (IA) findings as at 30 October 2020. A total of 126 open IA findings remain to be addressed across the Council as at 30 October 2020. This included the one remaining historic finding and excluded open and overdue Internal Audit findings for the Edinburgh Integration Joint Board and the Lothian Pension Fund.

Decision

- 1) To note the report.
- 2) To agree that officers would identify which audit actions could be reported directly to the Transport and Environment Committee as the parent Committee for Place related actions and that future presentations of the paper made it easier to identify which Internal Audit Overdue Management Actions related to the parent Committee.

(References – Governance, Risk and Best Value Committee, 8 December 2020; referral from the Governance, Risk and Best Value Committee, submitted.)

15. Transport Arm's-Length External Organisations: Lothian Buses Company Board Appointment

Approval for a Board appointment for Lothian Buses Limited (LB) was requested.

Decision

- 1) To note that the appointment of Directors to the Board of Lothian Buses Limited (LB) were Reserved Matters, which required the written consent of the Council.
- 2) To approve the appointment of John Benson, Finance Director, as an Executive Director.

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

Declaration of Interests

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

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

16. 2020 Air Quality Annual Progress Report

An annual update was provided on the most recently available annual air quality monitoring data for 2019, local pollutant trends and emerging issues, fulfilling the requirements of the statutory Local Air Quality Management Framework.

Motion

- 1) To note the content of the statutory Annual Progress Report submitted to the Scottish and UK Government as part of the Local Air Quality Management Framework scheme.
 - 2) To agree to contact bus operators in Edinburgh to suggest they discussed with Lothian Buses the way they were trialling the use of electric buses to explore if there were similar commercial opportunities.
- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment

- 1) To note the content of the statutory Annual Progress Report submitted to the Scottish and UK Government as part of the Local Air Quality Management Framework.
- 2) To thank officers and all stakeholders for their part in air quality improvements and to recognise the challenges in these achievements.
- 3) To regret that poor air quality in some neighbourhoods required us to maintain AQMAs, and that actions had not yet yielded enough improvement to ensure clean air in these areas.
- 4) To note the agreement at Committee in February 2020 to produce a new plan to replace the 2008 plan (now 13 years old) and regretted that the council had been under-resourced during 2020 and unable to deliver this new plan yet.
- 5) To note that only 3 of 15 actions listed in Appendix 5 of the report quantified the expected air quality improvement which was likely to be achieved on completion, and therefore the lack of clarity over how the actions would lead to the level of air quality required.

- 6) To call for an update to Committee within two cycles outlining:
 - 6.1 - Estimates of the impact for actions that had not yet been quantified, and an estimate of when these actions would result in the air quality targets being achieved.
 - 6.2 - Options of additional actions that would deliver clean air for Committee to consider.
 - 6.3 - Resource requirements within the Council to deliver the actions and to write a new plan as previously agreed by Committee.
- 7) To agree to contact bus operators in Edinburgh to suggest they discussed with Lothian Buses the way they were trialling the use of electric buses to explore if there were ed similar commercial opportunities.

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

- moved by Councillor Miller, seconded by Councillor Corbett

Decision

To approve the following adjusted motion by Councillor Macinnes:

- 1) To note the content of the statutory Annual Progress Report submitted to the Scottish and UK Government as part of the Local Air Quality Management Framework scheme.
- 2) To agree to contact bus operators in Edinburgh to suggest they discussed with Lothian Buses about the way they were trialling the use of electric buses to explore if there were similar commercial opportunities.
- 3) To thank officers and all stakeholders for their part in air quality improvements and recognised the challenges in these achievements.
- 4) To regret that poor air quality in some neighbourhoods required us to maintain AQMAs, and that actions had not yet yielded enough improvement to ensure clean air in these areas.
- 5) To note the agreement at Committee in February 2020 to produce a new plan to replace the 2008 plan (now 13 years old) and regretted that the Council had been under-resourced during 2020 and unable to deliver this new plan yet.
- 6) To note that only 3 of 15 actions listed in Appendix 5 of the report quantified the expected air quality improvement which was likely to be achieved on completion, and therefore the lack of clarity over how the actions would lead to the level of air quality required.
- 7) To call for an update to committee within two cycles outlining:
 - 7.1 - Estimates of the impact for actions that had not yet been quantified, and an estimate of when these actions would result in the air quality targets being achieved.

7.2 - Options of additional actions that would deliver clean air for Committee to consider.

7.3 - Resource requirements within the Council to deliver the actions and to write a new plan as previously agreed by Committee.

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

17. Revenue Monitoring Update –2020/2021 Month seven position

The projected month seven revenue monitoring position for the Place Directorate services. The month seven forecast is based on analysis of actual expenditure and income to the end of October 2020, and expenditure and income projections for the remainder of the 2020/2021 financial year was provided.

Decision

- 1) To note that the overall Place 'business as usual' revenue budget month seven position for the 2020/2021 financial year was a projected £0.516m overspend (excluding Covid-19 impact). Services within the remit of the Committee were forecasting an overspend of £0.464m (excluding Covid-19 impact), which was largely equivalent to the 2020/2021 savings delivery risk in quantum. There were budgetary pressures forecast in the Waste and Cleansing Service, Scientific and Bereavement Services and Fleet at month seven.
- 2) To note that Covid-19 costs of c. £29m in addition to pressure set out at 1.1.1 of the report had been forecast for the overall Place Directorate at month seven with circa £23.5m relating to services within the remit of the Committee.
- 3) To note that the Executive Director of Place was taking measures to reduce budget pressures and progress would be reported to Committee at agreed frequencies.
- 4) To note the forecasted overspend of £0.464m and the £54,523 internal management costs relating to Spaces for People and to agree that officers would provide details of what the forecasted overspend may have been had the human resource element not been paid for by a separate budget.
- 5) To agree to provide clarity on how officers would feedback to Committee on measures being taken to reduce budget on services within the remit of the Committee.

(References – Transport and Environment Committee, 12 November 2020 (item 12); report by the Executive Director of Place, submitted.)

18. Motion by Councillor Rose - Pedestrian crossing in Bernard Terrace

a) Deputation – Southside Community Council

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

The Deputation stated that under the Participatory Budgeting scheme (2017/2018 financial year) they were promised a zebra crossing but this still had

not been installed. The Southside Community Council first raised the problem of crossing the east end of Bernard Terrace safely in 2007 but noted that all they were able to achieve was a pavement bulge and a promise that the subject could be revisited if this didn't prove sufficiently effective. The deputation noted the catchment primary school for the area was Preston Street School and many children needed to cross this road. The local after school club was at Nelson Hall on the north corner and the school was a block to the south.

The deputation asked committee to:

- 1 Expedite the installation of the zebra crossing.
- 2 Ensure a safe means to cross Salisbury Road opposite the Commonwealth pool.
- 3 Tell them if the fund for public bidding for road projects still exists.

b) Motion by Councillor Rose - Pedestrian crossing in Bernard Terrace

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

“Committee:

- 1) Notes after lengthy discussions and requests from members of the local community over a period of several years, proposals for a pedestrian crossing in Bernard Terrace, close to the junction with St Leonard's Street were included in the South East Participatory Budgeting Process in early 2018.
- 2) Notes the proposals came top of the list and that, it is understood, capital was set aside for the crossing.
- 3) Notes the full package of plans for a Zebra crossing at the location have been drawn up by consultants and have been safety checked.
- 4) Notes that Southside Community Council and members of the local community have continued to support these plans but are concerned about the delay in implementing the decision taken.
- 5) Notes the provision of a crossing supports the policy priorities for pedestrians and active travel.
- 6) Resolves that this project should proceed to delivery as soon as possible.”

- moved by Councillor Rose, seconded by Councillor Webber

Decision

To approve the motion by the Councillor Rose.

19. Motion by Councillor Webber - Safer Cycling for All

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

- “1) Committee notes that the new segregated temporary cycle lanes introduced across the City are unfamiliar to all types road user and can sometimes require different road user behaviour

- 2) Committee therefore requests a report in one cycle on the feasibility of a campaign to ensure cyclists get the maximum benefit from these measures whilst further enhancing the safety of all road users.
- 3) Committee agrees that the campaign should be funded from the Spaces for People funds.
- 4) Examples of issues the campaign might address, though not exclusively, could include:
 - How all road users can take considerate action to avoid danger/conflict at the end of lanes, where there are shared surfaces, where the lanes are crossed by pedestrians and at junctions
 - What action to take if the surface of the lane is unsafe – e.g. due to a blockage or trough leaves or ice
 - the circumstances when a cyclist might use the carriageway when a segregated cycle lane is in place
 - how different speeds of cycling can be accommodated within the segregated lane
 - Recommendations for safety and visibility – e.g. use of appropriate lighting, high visibility clothing and helmets
 - how to report damage or dangers such as poor surface or missing bollards”

Decision

To note that the motion by the Councillor Webber was withdrawn.

20. Motion by Councillor Webber - EV Infrastructure

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

“Committee:

- 1) Notes that the Edinburgh Climate Commission, in its report 'Forward, Faster, Together' outlining recommendations for a Green Recovery identified the roll out of universal EV charging networks with access for all as a priority action.
- 2) Notes that the Policy and Sustainability Committee agreed the recommendations of the Edinburgh Climate Commission at its meeting on 23 July 2020 including those relating to EV charging networks.
- 3) Notes that despite this and previous commitments on EV and parking infrastructure Electric vehicle charging device statistics published by the Department for Transport on 10 November 2020 show that City of Edinburgh Council is the worst performing local authority area in Scotland for provision of electric vehicle charging infrastructure.
- 4) Notes that, in contrast to neighbouring local authority areas such as East Lothian, City of Edinburgh Council has been unable to make progress with its

strategy to install a network of on-street electric vehicle charging 'hubs' across the Capital

- 5) Therefore instructs the Director of Place to take all necessary action to prioritise the roll out of a universal EV charging network in line with the recommendation of the Edinburgh Climate Commission and, as a first step to ensure past failures are avoided and the required action is taken, reports to Committee within two cycles with an action plan and milestones for the roll out. Further, as part of this report the Director should provide options to promote the electrification of vehicles in Edinburgh which seek to bring together council, residents and business with a view to better prepare the city for a carbon neutral transport infrastructure”

Motion

- 1) Notes that the Edinburgh Climate Commission, in its report 'Forward, Faster, Together' outlining recommendations for a Green Recovery identified the roll out of universal EV charging networks with access for all as a priority action.
- 2) Notes that the Policy and Sustainability Committee agreed the recommendations of the Edinburgh Climate Commission at its meeting on 23 July 2020 including those relating to EV charging networks.
- 3) Notes that despite this and previous commitments on EV and parking infrastructure Electric vehicle charging device statistics published by the Department for Transport on 10 November 2020 show that City of Edinburgh Council is the worst performing local authority area in Scotland for provision of electric vehicle charging infrastructure.
- 4) Notes that, in contrast to neighbouring local authority areas such as East Lothian, City of Edinburgh Council has been unable to make progress with its strategy to install a network of on-street electric vehicle charging 'hubs' across the Capital.
- 5) Therefore instructs the Director of Place to take all necessary action to prioritise the roll out of a universal EV charging network in line with the recommendation of the Edinburgh Climate Commission and, as a first step to ensure past failures are avoided and the required action is taken, reports to Committee within two cycles with an action plan and milestones for the roll out. Further, as part of this report the Director should provide options to promote the electrification of vehicles in Edinburgh which seek to bring together council, residents and business with a view to better prepare the city for a carbon neutral transport infrastructure.

- moved by Councillor Webber, seconded by Councillor Whyte

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

Amendment 1

- 1) Notes that the Edinburgh Climate Commission, in its report 'Forward, Faster, Together' outlining recommendations for a Green Recovery identified the roll out of universal EV charging networks with access for all as a priority action.
- 2) Notes that the Policy and Sustainability Committee agreed the recommendations of the Edinburgh Climate Commission at its meeting on 23 July 2020 including those relating to EV charging networks.
- 3) Notes that, according to UK Department for Transport statistics published in Nov 2020, Edinburgh has the third highest number of publicly available chargers per local authority in Scotland.
- 4) Notes that, as outlined in the Business Bulletin contained in today's Transport and Environment Committee's paper, Edinburgh's successful £2.2m funding bid from Transport Scotland had its deadline for implementation extended to April 2022, due to the impact of COVID on progress.
- 5) Regrets the delay in implementing the agreed strategy to increase availability of public EV chargers but recognises that, by March 2022, 66 chargers and 132 charging bays, located at sites across the city will be in place, representing a mix of charger types to suit residents, visitors and taxis.
- 6) Recognises that consideration is being given to augmenting that total with 20 additional rapid chargers at Ingliston Park and Ride ahead of the COP26 in Nov 2021.
- 7) Recognises that our continued partnership with Charge Place Scotland will enable promotion of available infrastructure in Edinburgh through interactive maps and real time information relating to charger availability.
- 8) Notes that the City of Edinburgh Council has 44 chargers and 66 charging points to facilitate our own developing EV fleet (20 electric vans, 32 electric cars and an electric road sweeper have recently been procured) and proposals are being developed to allow public access to these chargers to help fulfil further public provision.
- 9) Requests a progress report to the June 2021 Transport and Environment Committee detailing action on the procurement plan and communication strategy, as well as general progress, as outlined in today's Business Bulletin.

- moved by Councillor MacInnes, seconded by Councillor Doran

Amendment 2

- 1) Notes that electric vehicles (EV) have a lifetime carbon footprint; that EVs are expected to become more sustainable in the long term; but that Edinburgh's 2030 climate target requires radical change in a shorter timeframe.
- 2) Notes that the Edinburgh Climate Commission, in its report 'Forward, Faster, Together' outlining recommendations for a Green Recovery identified the roll out of universal EV charging networks with access for all as a priority action.

- 3) Notes that the Policy and Sustainability Committee agreed the recommendations of the Edinburgh Climate Commission at its meeting on 23 July 2020 including those relating to EV charging networks.
- 4) Notes that despite this and previous commitments on EV and parking infrastructure Electric vehicle charging device statistics published by the Department for Transport on 10 November 2020 show that City of Edinburgh Council is the worst performing local authority area in Scotland for provision of electric vehicle charging infrastructure.
- 5) Notes that, in contrast to neighbouring local authority areas such as East Lothian, City of Edinburgh Council has been unable to make progress with its strategy to install a network of on-street electric vehicle charging 'hubs' across the Capital.
- 6) Therefore instructs the Director of Place to take all necessary action to prioritise the roll out of a universal EV charging network in line with the recommendation of the Edinburgh Climate Commission and, as a first step to ensure past failures are avoided and the required action is taken, reports to Committee within two cycles with an action plan and milestones for the roll out. Further, as part of this report the Director should provide options to promote the electrification of vehicles in Edinburgh which seek to bring together council, residents and business with a view to better prepare the city for a carbon neutral transport infrastructure.

- moved by Councillor Miller, seconded by Councillor Corbett

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

Voting

The voting was as follows:

For the motion - 4 votes

For Amendment 1 (as adjusted) - 7 votes

(For the motion – Councillors Lang, Smith, Webber and Whyte

For Amendment 1 (as adjusted) – Councillors Cameron, Corbett, Doran, Key, Macinnes, Miller and Frank Ross)

Decision

To approve the following adjusted amendment by Councillor Macinnes:

Committee

- 1) Notes that the Edinburgh Climate Commission, in its report 'Forward, Faster, Together' outlining recommendations for a Green Recovery identified the roll out of universal EV charging networks with access for all as a priority action.
- 2) Notes that the Policy and Sustainability Committee agreed the recommendations of the Edinburgh Climate Commission at its meeting on 23 July 2020 including those relating to EV charging networks.

- 3) Notes that, according to UK Department for Transport statistics published in Nov 2020, Edinburgh has the third highest number of publicly available chargers per local authority in Scotland.
- 4) Notes that, as outlined in the Business Bulletin contained in today's Transport and Environment Committee's paper, Edinburgh's successful £2.2m funding bid from Transport Scotland had its deadline for implementation extended to April 2022, due to the impact of COVID on progress.
- 5) Regrets the delay in implementing the agreed strategy to increase availability of public EV chargers but recognises that, by March 2022, 66 chargers and 132 charging bays, located at sites across the city will be in place, representing a mix of charger types to suit residents, visitors and taxis.
- 6) Recognises that consideration is being given to augmenting that total with 20 additional rapid chargers at Ingliston Park and Ride ahead of the COP26 in Nov 2021.
- 7) Recognises that our continued partnership with Charge Place Scotland will enable promotion of available infrastructure in Edinburgh through interactive maps and real time information relating to charger availability.
- 8) Notes that the City of Edinburgh Council has 44 chargers and 66 charging points to facilitate our own developing EV fleet (20 electric vans, 32 electric cars and an electric road sweeper have recently been procured) and proposals are being developed to allow public access to these chargers to help fulfil further public provision.
- 9) Requests a progress report to the June 2021 Transport and Environment Committee detailing action on the procurement plan and communication strategy, as well as general progress, as outlined in today's Business Bulletin.
- 10) Notes that electric vehicles (EV) have a lifetime carbon footprint; that EVs are expected to become more sustainable in the long term; but that Edinburgh's 2030 climate target requires radical change in a shorter timeframe.

21. Motion by Councillor Lang - Cammo Road trial closure

a) Deputation – Cammo Traffic Group

A written deputation was presented on behalf of Cammo Traffic Group.

The deputation noted they:

1. Suffer ongoing safety issues in terms of both the volume and speed of traffic on Cammo Road, including its use by HGVs contrary to signage.
2. Were concerned that the volume and speed of traffic presents a significant and growing danger to the recreational walkers and cyclists using Cammo Road, which had no pavements for >95% of its length and in places was too narrow for opposing traffic to pass.
3. Note that Council officials in 2018 agreed in principle to a trial closure of Cammo Road in response to these issues but that no such trial had yet been

undertaken.

4. Reaffirmed our resolve to see the road closed by supporting an independent residents survey in 2019, which returned 73% of households in favour of closure.

5. Note that Council officials in late 2020 considered a through-road closure of Cammo Road as part of the Spaces for People programme, but did not implement the scheme because it was not considered necessary for the Forest Kindergarten.

6. Believe the issues and danger on Cammo Road will worsen very significantly both during and after the new house building at Turnhouse and West Craigs.

7. Therefore call on the members of the committee to agree to proceed with a trial closure as a matter of priority in 2021.

b) Deputation – Residents of Lennymuir

A written deputation was presented on behalf of residents of Lennymuir

The deputation stated that, Based on current opinion Residents of Lennymuir strongly contest the closure of Cammo Road on the following grounds:-

1. The residents of Lennymuir use Cammo Road on a regular, if not daily basis, for the purpose of necessary and essential travel.

2. The existing alternative access routes from Lennymuir i.e. Craigs Road, Turnhouse Road and Maybury Road were at best woefully inadequate. The volume and frequency of traffic ensures hold-ups and gridlock on a daily commute (outside Covid restrictions) at each junction and pinch point.

3. The proposed new major housing developments on Turnhouse Road, will inevitably massively increase pressure on the existing poor infrastructure.

4. New build traffic can only add to present chaos, increasing fears of isolation and being cut off for home dwellers in Lennymuir.

5. Adequate provision for public transport was non-existent for Lennymuir residents.

6. Reduced access for Service Vehicles, Trade and Emergency Services will impact on the Health and Safety of residents.

7. The closure of Cammo Road would mean access to their houses would be completely compromised.

c) Motion by Councillor Lang - Cammo Road trial closure

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

“1) Committee notes:

A) the written deputation signed by 59 people from 30 properties on Cammo Road, Turnhouse Farm Road, Lennymuir, and Nether Lennie, calling for the Council to proceed with a trial closure of Cammo Road to through traffic as a result of safety concerns over the volume and speed of commuting and HGV traffic.

B) the counter written deputation signed by 27 residents from 13 properties at Lennymuir, opposing any such closure because of concerns over adequate access to their homes.

C) that north west locality transport officers agreed in 2018 to the principle of progressing a trial through-road closure of Cammo Road in order to properly assess impact before considering any longer-term measures.

D) that the proposed through-road closure point still ensured all properties could be accessed, with alternative road access available via Craigs Road and/or Turnhouse Road.

- 2) Committee recognises the long standing concerns of a majority of local residents and the risk that current problems could be worsened by new housing developments; therefore calls on officers to engage with ward councillors and to bring forward a report in one cycle, setting out the options for running a trial through-road closure of Cammo Road during 2021.
- 3) Committee agrees that any such trial closure should preserve access to the Cammo Estate car park and ensure adequate access for emergency vehicles.”

- moved by Councillor Lang, seconded by Councillor Webber

Decision

To approve the motion by the Councillor Lang.

This page is intentionally left blank

Minutes

Transport and Environment Committee

2.00pm, Friday 19 February 2021

Present

Councillors Macinnes (Convener), Doran (Vice-Convener), Bird, Cameron (substituting for Councillor Arthur), Corbett, Key, Lang, Miller, Rose (substituting for Councillor Smith), Smith, Webber and Whyte.

1. Minutes

Decision

The Convener noted that she made a comment at the Transport and Environment Committee of 28 January 2021 (reconvened on 5 February 2021) in relation to Councillor Lang's motion. The Convener advised that the comment was to support what Councillor Lang had said at that point that there was a desire to look from within the community at the issue, the possibility of road closures in the Cammo area in order to reflect both sides of that conversation to take that forward. Councillor Macinnes advised that she made a comment that she had received a representation from the local MP representing a local group of residents who were opposed to the possibility of it. Councillor Macinnes noted her wording could have been read differently than was intended but the comment was intended to indicate that there were two sides to the discussion and that Committee would need to take that in to account as had been outlined by Councillor Lang in his motion. Any impression that the local MP was coming down on one side of the argument or the other was incorrect and the Convener requested this be recorded as such.

2. City Mobility Plan

a) Deputation – Edinburgh City Private Hire Ltd and Seven Sevens Cars Ltd

A written deputation was presented on behalf of Edinburgh City Private Hire Ltd and Seven Sevens Cars Ltd.

The deputation requested that the Committee amended the detail of the City Mobility Plan by:

(a) replacing the word "taxi" or "taxis" with the phrase "Taxi and Private Hire Taxi" or "Taxis and Private Hire Taxis as appropriate, at pages 24, 26, 34, 39, 46 and 52 of the Plan; and

(b) including reference to "Private Hire Taxi drop off and pick up areas" in Policy Measure MOVEMENT 3 and as one of the key measures in Mobility Hubs on page 35;

The deputation advised that these changes were required to clarify that a Private Hire Taxi provided the same function as a Taxi in Transport sustainability

terms. It ensured the Private Hire Taxi industry would have access to the same level of partnership working with the Council as other Taxis and ensured that both classes of vehicle description could contribute to the fulfilment of the Council's ongoing strategy of the City Mobility Plan 2030.

b) Deputation – New Town and Broughton Community Council

A written deputation was presented on behalf of New Town and Broughton Community Council

The deputation welcomed the City Mobility Plan (Plan). The deputation stated that, as always there were some areas where greater detail and clearer targets would be beneficial if only as a means of allowing the Council and others to monitor progress against the Plan. The lack of confirmed funding for much of the Plan raised significant concerns. Without the necessary investment it would not be possible to deliver the modal changes anticipated in the Plan. The deputation provided comments to the earlier draft of the City Mobility Plan last year and provided additional comments.

c) Deputation – Newington Hotels Group

A written deputation was presented on behalf of Newington Hotels Group

The deputation was concerned with the potential impacts of 'eyesore' infrastructure on tourism. The deputation asked Committee to consider infrastructure changes which allowed the city to meet its zero carbon goals whilst not compromising on the unique character of Edinburgh.

d) Deputation – Gilmerton Local Residents

A written deputation was presented on behalf of Gilmerton Local Residents.

The deputation advised that, following the implementation of Safer Streets to Gilmerton Primary School on the 2nd of March 2020 a number of concerns had been voiced by teaching staff/Leadership team and also parents, residents and the pupils. The deputation set out their concerns and listed a number of measures to increase awareness in the area.

e) Deputation – Gilmerton and Inch Community Council

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

The deputation was supporting the timed closure of Moredun Dykes Road in compliance with the Safe to Schools Scheme. The deputation noted that since inception this scheme had not worked in Moredun Dykes Road as the vehicular traffic either had no knowledge that the road was actually supposed to be closed at certain times of the day or they chose to ignore the fact. The deputation noted that signage was inadequate and that the double yellow lines that were planned for all the surrounding street corners were not installed. The deputation requested that this was rectified.

f) Deputation – Gilmerton Primary Parent Council

A written deputation was presented on behalf of Gilmerton Primary Parent Council.

The deputation advised that, following several years of Parents, Guardians and Residents raising valid concerns about road safety on Moredun Dykes Road, an open meeting was held at Gilmerton Primary School on Monday 18th June 2018 from 5pm – 6.30pm, hosted by an Edinburgh City Council representative. The deputation sought proactive and early engagement from the relevant officials / parties concerned to discuss how matters could now be taken forward in a positive and constructive manner.

g) Report by the Executive Director of Place

The City Mobility Plan (CMP) and the associated Implementation Plan, which reflected the level of intervention needed to deliver a more sustainable, integrated, efficient, safe and inclusive transport system over the next 10 years was set out.

Motion

- 1) To note that engagement with key stakeholders, including the public, since 2018 had informed the final City Mobility Plan (CMP) which was presented for consideration.
 - 2) To acknowledge that engagement on the Draft City Mobility Plan was undertaken in parallel with Choices for City Plan 2030, Edinburgh City Centre Transformation (ECCT) and a Low Emission Zone (LEZ) scheme during its earlier stages of development.
 - 3) To approve the final CMP and associated Implementation Plan1.
 - 4) To note that, subject to CMP approval, the 'Path to 2030' and the Implementation Plan would be reviewed once a more settled position was reached with respect to COVID-19 and that thereafter, the Implementation Plan would be reviewed every two years, or as circumstances required.
 - 5) To note that the City Mobility Plan consultation highlighted support for continuing the conversation around the South Suburban Line for sustainable passenger rail travel.
 - 6) To ask that Officers liaised with Transport Scotland and Network Rail, and reported to Committee within 2 cycles on the possibilities surrounding the South Suburban Line being considered for use.
- moved by Councillor Macinnes, seconded by Councillor Doran

In accordance with Standing Order 22(12), paragraphs 5 and 6 of the motion were accepted as an addendum to Amendment 1.

Amendment 1

Committee notes the report by the Executive Director of Place and replaces the recommendations with the following:

- 1) To note that engagement with key stakeholders, including the public, since 2018 had informed the final City Mobility Plan (CMP) which was presented for consideration.
- 2) To note that engagement with the Council's key stakeholders to inform the City Mobility Plan (CMP) concluded in January 2020 having commenced in 2018 and was carried out predominantly alongside the Choices for City Plan 2030 and that the data and opinions presented were therefore all from the pre-Covid 19 era.
- 3) To further note that there was no evidence or research yet available as to how the city may recover post-Covid 19 in terms of commuting and working from home, accessing retail, accessing leisure, hospitality and tourism, all of which could dramatically contribute to shifts in travel patterns, congestion, commuter behaviour and use of public spaces and that greater opportunities to work from home would reduce the need to travel for work.
- 4) To regret that repeated calls from the Conservative Group for credible financial detail around CMP projects had gone unheeded, rendering the document little more than a 'wish list' lacking a robust path to delivery, with no ability to gauge costs and ultimately risk to the Council and the taxpayers we serve. To consider this particularly concerning given the unprecedented financial situation our city faces as we seek to recover from the pandemic. Therefore, to agree that all future projects must not only attract appropriate capital funding from Government but be able to pay for their running and maintenance costs with robust and post-Covid 19 relevant business cases.
- 5) To regrets that the objectives of the CMP were not backed by clear indications of expected or desired modal shift and modal space allocations and that, without this, it was impossible for citizens to assess whether the implications were acceptable in terms of restrictions and changes to their mobility and delivery services (both likely to be provided through electric vehicles within the lifetime of the CMP), the impact that a "to not through" policy for the City Centre might have in limiting their journey choices and damaging public transport, and the impact that the measures in the CMP might have in generating further "engineered" congestion. Therefore, to agree that the document could be supported without these being clearly set out.
- 6) To note the continued willingness of our city's residents and commuters to use sustainable travel methods with 69% and 82% using these means to get to work and education or for of 2 local journeys respectively; that Edinburgh had the lowest bus fares in Scotland; and that Lothian Buses' extensive network already provided an excellent service to areas of multiple deprivation. Therefore, to agree that there was an over emphasis on "poverty and inequality" in the report in suggesting a substantial redistributive shift in taxation and spending that was unaffordable to the Council and outwith the scope of its Transport powers. Therefore, to agree that this was a matter for Government as it would require further debate, budgeting and decision making at a national level.
- 7) To acknowledge that the CMP was inextricably linked to the City Plan 2030 and must, therefore, sit within it in order to support and create further efficiencies in

Senior Officer effectiveness, avoid duplication, and streamline governance. This would make the Council's spatial strategy clearer and more coherent and reduce the risk of contradiction within the Council.

- 8) To note with concern that many of the previous SfP schemes classified as unworkable have been transferred to Places for Everyone as outlined in 4.15 of the report.
 - 9) To agree to migrate the CMP to be a subsidiary component to the City Plan 2030 in order to provide the time needed to re-assess the changing city landscape, amend our post-covid priorities accordingly and provide the crucial financial detail needed for Councillors to make costed, evidence-based decisions and provide best-value for public funds as a result of revised version of City Plan 2030.
 - 10) To Include private hire taxis along with taxis as part of the public transport offering of the city
- moved by Councillor Webber, seconded by Councillor Whyte

Amendment 2

Delete 1.1.3 and 1.1.4 and insert:

- 1) To note that engagement with key stakeholders, including the public, since 2018 had informed the final City Mobility Plan (CMP) which was presented for consideration.
- 2) To acknowledge that engagement on the Draft City Mobility Plan was undertaken in parallel with Choices for City Plan 2030, Edinburgh City Centre Transformation (ECCT) and a Low Emission Zone (LEZ) scheme during its earlier stages of development.
- 3) To welcome the broad vision and three overarching objectives set out in the mobility plan but believed the plan could be improved through:
 - 3.1) SMART measures and targets to clearly determine success.
 - 3.2) an additional section setting out the broad estimated financial requirements and resource implications given the plan was to be delivered at a time of strained council budgets.
 - 3.3) a clearer sense of prioritisation between the 49 different policy measures given available resources may mean choices may have to be made.
 - 3.4) a clear timetabled delivery plan for at least the next two years.
 - 3.5) a firm commitment to both the south suburban rail line and Dalmeny chord as a way of increasing city rail capacity.
 - 3.6) a stronger ambition to expand existing and create new transport hubs, rather than the stated policy to just 'investigate opportunities'.
- 4) To therefore agree to continue approval of the overall plan until these additional details were provided and amendments made.

- moved by Councillor Lang, seconded by Councillor Rose

Amendment 3

- 1) To note that engagement with key stakeholders, including the public, since 2018 had informed the final City Mobility Plan (CMP) which was presented for consideration.
- 2) To acknowledge that engagement on the Draft City Mobility Plan was undertaken in parallel with Choices for City Plan 2030, Edinburgh City Centre Transformation (ECCT) and a Low Emission Zone (LEZ) scheme during its earlier stages of development.
- 3) To approve the final CMP and associated Implementation Plan1.
- 4) To note that, subject to CMP approval, the 'Path to 2030' and the Implementation Plan would be reviewed once a more settled position was reached with respect to COVID-19 and that thereafter, the Implementation Plan would be reviewed every two years, or as circumstances required.
- 5) To note that the City Mobility Plan consultation highlighted support for continuing the conversation around the South Suburban Line for sustainable passenger rail travel.
- 6) To ask that Officers liaised with Transport Scotland and Network Rail, and reported to Committee within 2 cycles on the possibilities surrounding the South Suburban Line being considered for use.7) To call for officers to reflect development of national transport strategy and priorities at the first major review of the City Mobility Plan.

- moved by Councillor Miller, seconded by Councillor Corbett

In accordance with Standing Order 22(12), Amendment 3 was accepted as an addendum to the motion.

Voting

The voting was as follows:

- | | |
|------------------------------|-----------|
| For the motion (as adjusted) | - 7 votes |
| For Amendment 1 | - 3 votes |
| For Amendment 2 | - 1 vote |

(For the motion (as adjusted) – Councillors Bird, Cameron, Corbett, Doran, Key, Macinnes and Miller

For Amendment 1 – Councillors Rose, Webber and Whyte

For Amendment 2 – Councillor Lang)

Decision

To approve the following adjusted motion by Councillor Macinnes:

- 1) To note that engagement with key stakeholders, including the public, since 2018 had informed the final City Mobility Plan (CMP) which was presented for consideration.

- 2) To acknowledge that engagement on the Draft City Mobility Plan was undertaken in parallel with Choices for City Plan 2030, Edinburgh City Centre Transformation (ECCT) and a Low Emission Zone (LEZ) scheme during its earlier stages of development.
- 3) To approve the final CMP and associated Implementation Plan1.
- 4) To note that, subject to CMP approval, the 'Path to 2030' and the Implementation Plan would be reviewed once a more settled position was reached with respect to COVID-19 and that thereafter, the Implementation Plan would be reviewed every two years, or as circumstances required.
- 5) To note that the City Mobility Plan consultation highlighted support for continuing the conversation around the South Suburban Line for sustainable passenger rail travel.
- 6) To ask that Officers liaised with Transport Scotland and Network Rail, and reported to Committee within 2 cycles on the possibilities surrounding the South Suburban Line being considered for use.
- 7) To call for officers to reflect development of national transport strategy and priorities at the first major review of the City Mobility Plan.

(References – Policy and Sustainability Committee, 1 December 2020 (item 7); report by the Executive Director of Place, submitted.)

Declaration of Interests

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

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

3. Valedictory Remarks

The Committee recorded thanks to Will Garrett and Ewan Kennedy for their work and commitment during their tenure in the roles of Team Manager (Planning: Spatial Policy: City Wide Team) and Policy & Planning Manager (Network) respectively and wished them well for the future.

This page is intentionally left blank

Work Programme

Transport and Environment Committee

22 April 2021

	Title / description	Purpose/Reason	Executive/Routine	Directorate/Lead Officer	Expected Reporting Date
1.	Place Directorate – Financial Monitoring	Quarterly report		Executive Director of Place Lead Officer: Susan Hamilton 0131 469 3718 susan.hamilton@edinburgh.gov.uk	September 2021 November 2021 January 2022
2.	Waste and Cleansing Services Performance Update	Quarterly report		Executive Director of Place Lead Officer: Andy Williams 0131 469 5660 andy.williams@edinburgh.gov.uk	September 2021
3.	Communal Bin Enhancement Update	Six-monthly report		Executive Director of Place Lead Officer: Andy Williams 0131 469 5660 andy.williams@edinburgh.gov.uk	January 2022
4.	Smarter Choices, Smarter Places Programme	Annual Report		Executive Director of Place Lead Officer: Ewan Kennedy 0131 469 3575 ewan.kennedy@edinburgh.gov.uk	January 2022

5.	Transport Infrastructure Investment – Capital Delivery Priorities	Annual Report		Executive Director of Place Lead Officer: Cliff Hutt, Service Manager – Infrastructure 0131 469 3751 cliff.hutt@edinburgh.gov.uk	June 2021
6.	Public Utility Company Performance and Road Work Co-ordination	Annual Report		Executive Director of Place Lead Officer: Ewan Kennedy 0131 469 3575 ewan.kennedy@edinburgh.gov.uk	June 2021
7.	Annual Update on Council Transport Arms Length Companies	Annual report		Executive Director of Place Lead Officer: Ewan Kennedy 0131 469 3575 ewan.kennedy@edinburgh.gov.uk	June 2021
8.	Appointments to Working Groups	Annual report		Chief Executive Lead Officer: Veronica Macmillan 0131 529 4283 veronica.macmillan@edinburgh.gov.uk	November 2021
9.	Decriminalised Traffic and Parking Enforcement Update	Annual Report		Executive Director of Place Lead Officer: Gavin Brown 0131 469 3823 gavin.brown@edinburgh.gov.uk	January 2022

Report Title	Directorate	Lead Officer
June 2021		
Retention of Spaces for People Measures to Meet Longer-Term Council Objectives	Place	Phil Noble
Reform of Transport Arms Length External Organisations	Place	Hannah Ross
Edinburgh's Low Emission Zone Update	Place	Ruth White
Review of Safety at Major Junctions	Place	Andrew Easson
Electric Vehicle Infrastructure Programme - progress report	Place	Gavin Brown
Key Worker Permits	Place	Gavin Brown
Winter Weather Lessons Learned	Place	Cliff Hutt
Transport Infrastructure Investment – Capital Delivery Priorities	Place	Cliff Hutt
Brunstane Road Closure (ETRO Objections Update)	Place	Karyn Teather
Public Utility Company Performance and Road Work Co-ordination	Place	Stuart Harding

Annual Update on Council Transport Arm's Length Companies	Place	TBC
---	-------	-----

Business Bulletin Update	Directorate	Lead Officer
June 2021		
City Mobility Plan	Place	Ruth White / Iain McFarlane
2020 air quality annual progress report	Place	Shauna Clarke
Kirkliston and Queensferry Traffic and Active Travel Study Update	Place	Dave Sinclair
Waste and Cleansing Services Performance Update	Place	Andy Williams
School Travel Plan Update	Place	Stacey Monteith-Skelton

Forward Plan	Directorate	Lead Officer
Pavements Clear of Signs	Place	Gavin Brown
Public Transport Priority Action Plan	Place	Stuart Lowrie
East Craigs Low Traffic Neighbourhood Update	Place	Martyn Lings

Leith Connections Update	Place	Miles Wilkinson
Corstorphine Connections Update	Place	Martyn Lings
Gilmore Place Driveway Parking Overhanging Footway Update	Place	Steven Cuthill
Waste and Cleansing Policies Annual Review	Place	Andy Williams

This page is intentionally left blank

Rolling Actions Log

Transport and Environment Committee

22 April 2021

No	Date	Report Title	Action	Action Owner	Expected Completion date	Actual Completion Date	Comments
Page 59 ¹	17 January 2017	Transport for Edinburgh Strategic Plan 2017 – 2021 and Lothian Buses Plan 2017-2019	To approve Lothian Buses Business Plan 2017-2019 noting the areas for further work as set out in paragraph 3.20, and to request a progress report by Autumn 2017 on these matters.	Executive Director of Place Lead Officer: Stuart Lowrie stuart.lowrie@edinburgh.gov.uk	2021		Lothian Buses presented to Committee in January 2021 on the impact of COVID-19. Council officers continue to work with the Transport ALEOs on the impacts of COVID-19 and ALEO reform.
2	9 March 2018	Special Uplifts Service	To agree that the Head of Place Management would confirm to members of the committee the area that had been procured for the	Executive Director of Place Lead Officer: Andy Williams andy.williams@edinburgh.gov.uk	By March 2022		This is included in the Waste and Cleansing procurement plan for 2021/22

			pilot collection.				and Elected Members will be updated when the pilot has been procured.
3	9 August 2018	Public Transport Priority Action Plan	To approve the recommendation of a desired spacing of 400 metres between bus stops and that existing corridors were reviewed to determine how this spacing could be achieved, whilst recognising equalities issues raised by this and that a full public consultation would be carried out on any proposed changes, with a consultation report returning to the Committee to seek approval for changes to bus stop locations.	Executive Director of Place Lead Officer: Stuart Lowrie stuart.lowrie@edinburgh.gov.uk	November 2021		The Bus Partnership Fund bid will have an impact on this activity and therefore the plan will be finalised once the outcome of the bid is known.
4	4 October 2018	Electric Vehicle Infrastructure: Business Case	To agree that a briefing note would be circulated to members on the assumptions related to how often people were using cars and how often they would charge them.	Executive Director of Place Lead Officer: Gavin Brown gavin.brown@edinburgh.gov.uk	April 2021		Recommended for closure A business bulletin update is included in the papers on 22 April 2021.

5	4 October 2018	Proposed Increase in Scale of Rollout and Amendment to Contract for On-Street Secure Cycle Parking	1. Agrees to arrange a detailed briefing for those councillors who would like it on the details, including the financing, of the scheme as soon as possible.	Executive Director of Place Lead Officer: Andrew Easson andrew.easson@edinburgh.gov.uk	December 2019	December 2019	Closed 1 October 2020 This briefing was circulated December 2019.
			2. Agrees to receive an update report once the scheme is established, and in no later than 12 months' time, which will examine potential changes to the scheme including the potential to price the scheme at less than the cost of a residents parking permit		Early 2022		The roll-out has commenced. A report will be provided to committee once this has been operational for 12 months.
6	6 December 2018	Transport and Environment Committee Rolling Actions Log	To agree to circulate to members a brief update on the outcome of the liaison between the Head of Place Management and colleagues in Planning and Licensing with regards to ensuring regulations for	Chief Executive Lead Officer: Gareth Barwell 0131 529 5844 Gareth.barwell@edinburgh.gov.uk	April 2021		An update for members is currently being prepared.

			flyposting are enforced				
7	6 December 2018	Transport Asset Management Plan (TAMP)	To agree that a description of a supplementary document on ensuring regular maintenance of these issues be included in the Business Bulletin update.	Executive Director of Place Lead Officer: Cliff Hutt 0131 469 3751 cliff.hutt@edinburgh.gov.uk	Late 2021		This information is being collated in time for the next TAMP update.
8	6 December 2018	Annual Air Quality Update	To agree that a revised NO2 Air Quality Action Plan should be presented to committee in August 2019	Executive Director of Place Lead Officer: Ruth White ruth.white@edinburgh.gov.uk	Summer 2021		This will be developed in conjunction with the new City Mobility Plan and a review of the Cleaner Air for Scotland Strategy. The LEZ scheme for Edinburgh will form a major aspect of the Action Plan.
9	5 March 2019	Strategic Review of Parking – Results of Area 1 Review and Corstorphine Consultation Results	1. Notes that progress is also being made on the ongoing Stadiums review and that the results of this review will be reported to the next	Executive Director of Place Lead Officer: Gavin Brown 0131 469 3823 gavin.brown@edinburgh.gov.uk	January 2021		Closed 28 January 2021 This is included in the Strategic Review of Parking report on 28 January

			meeting of this Committee.				2021.
			2. Notes the report identifies parking issues in Newbridge and the timetable which exists to take forward a traffic regulation order to address these issues; and therefore agrees to a formal review of the effectiveness of any new measures within twelve months them being in place and a subsequent report to Committee.		December 2021		An update has been included in the Business Bulletin in April 2021.
10	5 March 2019	Electric Vehicle Business Case: Implementation Plan	Note that further progress reports will be submitted to Committee.	Executive Director of Place Lead Officer: Gavin Brown 0131 469 3823 gavin.brown@edinburgh.gov.uk	March 2022		A further update is included in the Business Bulletin for April 2021.
11	5 March 2019	Use of Street Lighting for Electric Vehicle Charging	Agrees to receive a further report within 12 months, once further conversations with key stakeholders including SP Energy Networks have been carried out, to explore the potential	Executive Director of Place Lead Officer: Alan Simpson 0131 458 8038 alan.simpson@edinburgh.gov.uk	March 2022		An update was included in the Business Bulletin on 28 January 2021.

			for an Edinburgh pilot of this technology, and that this report will also outline potential funding for such a pilot.	gov.uk			
12	18 March 2019	Neighbourhood Environment Programme and Community Grants Fund (referral from the South East Locality Committee)	To agree that the Executive Director of Place would re-visit the methodology used to allocate funding for each Locality from the carriageway and footpath capital budget for improvements to local roads and footpaths, consult with each political group, and report back to Committee with recommendations.	Executive Director of Place Lead Officer: David Wilson 0131 469 3912 david.wilson@edinburgh.gov.uk	Summer 2021		
13	18 March 2019	Motion by Councillor Miller – Tollcross Primary School Road Safety Improvements (referral from the South East Locality Committee)	To add development of a Place Plan with pupils at Tollcross Primary School to this Committee's Work Programme.	Executive Director of Place Lead Officer: Andrew Easson andrew.easson@edinburgh.gov.uk	Spring 2021		Recommended for closure Major improvements to pedestrian and cycling facilities along the length of Ponton Street, including at the school's entrance, have recently been

							delivered. The school's Travel Plan will be reviewed as part of the citywide review of all School Travel Plans that is currently underway. An update on this Review was provided within the Business Bulletin on 28 January and further updates are planned to every second Committee until the Review is complete.
14	28 March 2019	Motion by Councillor Jim Campbell – Strategic Transport Analysis North West Locality (referral from the North West	To report back to the North West Locality Committee in one cycle setting out a strategic transport analysis of the North West Locality area.	Executive Director of Place Lead Officer: Michael Thain michael.thain@edinburgh.gov.uk	Andrew		This action is being progressed.

		Locality Committee)					
	20 June 2019	Public Transport Priority Action Plan Update	<p>1. Recognises the unsatisfactory nature of the current report's conclusions and requests a further report focussing on further potential solutions for the A90 corridor within 2 cycles, subject to consultation with transport spokespeople and ward councillors.</p> <p>3. Agrees that the development of a methodology for a bus stop rationalisation process, as described in the report. This will include consultation with both the City of Edinburgh Council Equalities Champion and appropriate external</p>	Executive Director of Place Lead Officer: Stuart Lowrie stuart.lowrie@edinburgh.gov.uk	February 2020		<p>Closed 1 October 2020</p> <p>An update on the A90 was included in the Business Bulletin on 27 February 2020.</p>
					November 2021		

			organisations including the access panel Edinburgh Access Panel and will be brought back to Committee for approval				
			4. Notes that a consultation on amending bus lane operational hours will be held between September and October 2019 and agrees to receive a consultation report at the first TEC of 2020.		October 2020	October 2020	Closed 1 October 2020 This was raised in the draft City Mobility Plan. The consultation results are included on the agenda for Committee on 1 October 2020.
16	20 June 2019	Presentation by Lothian Buses	To agree to circulate the Lothian Buses Driver's Guide and Conditions of Carriage documents to committee members, as soon as they become available.	Executive Director of Place Lead Officer: Vicki Baillie 0131 529 3081 victoria.baillie@edinburgh.gov.uk	On-going		These are currently being updated by Lothian Buses.

12
September
2019

[Strategic Review
of Parking –
Review Results
for Areas 4 and 5
and Proposed
Implementation
Strategy](#)

1. Agrees that, in parallel with the programme set out in this report and to complete the strategic overview, further analysis should be commissioned of factors affecting the underlying demand for the volume and location of parking and how key plans such as the City Mobility Plan and City Plan 2030 impact on that.

Executive Director of Place
Lead Officer: Gavin Brown

gavin.brown@edinburgh.gov.uk

Summer
2021

This action links to City Mobility Plan and City Plan 2030.

2. Committee does not yet agree with the Area 5 conclusion with respect to Davidson's Mains and therefore instructs officers to engage with the Davidson's Mains and Silverknowes Association and ward councillors on the possible introduction of priority parking

January 2021

Closed 29 January 2021
An update on Strategic Review of Parking was included on the agenda on 28 January 2021.

			further surveying of parking pressures within parts of the zone and to report back to the committee through the business bulletin within two cycles				
	11 October 2019	Evaluation of the 20mph Speed Limit Roll Out	<p>1. To note that consideration is being given to the potential for further extension of the 20mph network and that a report on this subject will be brought to first meeting of this Committee in 2020.</p> <p>2. To note that a further report on the analysis of road casualties and vehicle speeds will be presented to this Committee in 2021, three years after completion of the final phase of the 20mph network.</p>	<p>Executive Director of Place Lead Officer: Andrew Easson andrew.easson@edinburgh.gov.uk</p>	February 2020	27 February 2020	<p>Closed 1 October 2020</p> <p>This report was considered by Committee on 27 February 2020.</p>
					2021		An update on the Council's Road Safety programme is presented to Committee on 22 April 2021.

			3.	To agree that the February 2020 report to Committee should provide a broader, clearer and more quantifiable set of criteria for the installation of additional physical traffic calming measures			27 February 2020	Closed 1 October 2020 This report was considered by Committee on 27 February 2020 .
Page 70 19	11 October 2019	Edinburgh's Low Emission Zones – update	1.	To note that a further report will be prepared for Transport and Environment Committee in February 2020 on the key workstreams underway (including refined impact assessments, transport and air quality modelling and a revised LEZ scheme).	Executive Director of Place Lead Officer: Ruth White ruth.white@edinburgh.gov.uk	February 2020	27 February 2020	Closed 1 October 2020 A report was considered by Transport and Environment Committee on 27 February 2020 .
			2.	To agree to have an update in the Business Bulletin in December 2019 on an overview of the		December 2019	5 December 2019	Closed 1 October 2020 This was included in the Business

			legislative options				Bulletin on 5 December 2019 .
			3. To agree to a briefing for members on the overview		June 2021		An update on LEZ progress was provided in the Business Bulletin on 1 October 2020 . A further update on legislative options will be provided in Spring 2021 to align with revised Scottish Government (SG) timetable.
			4. To agree that supplementary reports and modelling work would be made public once available		June 2021		An update on this will be provided in Spring 2021 to align with revised SG timetable.
20	11 October 2019	Motion by Councillor Miller – Safe Cycle Journeys to School	1. To agree that Duddingston Road would be added to the forthcoming report on the review of cycle provision	Executive Director of Place Lead Officer: Andrew Easson andrew.easson@edinburg	2021		

			2. To agree that a written update which would clearly set out how the deputation's concerns could be addressed would be circulated to the deputation, the committee and the local ward councillors.	h.gov.uk	2021		
Page 72 21	5 December 2019	Transport and Environment Committee Business Bulletin	1. To agree to discuss development plans for the Lothianburn Park and Ride with planning officers.	Executive Director of Place Lead Officer: Stuart Lowrie 0131 469 3622 Stuart.Lowrie@edinburgh.gov.uk	October 2020		Closed 1 October 2020 These discussions are on-going
			2. To agree to a Business Bulletin update in six months on the progress of the Energy Efficient Street Lighting Programme.	Lead Officer: Alan Simpson 0131 458 8038 Alan.Simpson@edinburgh.gov.uk	August 2020	August 2020	Closed 1 October 2020 A briefing note was circulated in August 2020.
			3. To agree to bring back an update to the Working in Partnership with Police Scotland with the inclusion of the outcome of discussions with Police Scotland on the lessons learned from the actions taken by the	Lead Officer: Stacey Monteith-Skelton 0131 469 3558 Stacey.Monteith-Skelton@edinburgh.gov.uk	April 2021		Recommended for closure This is included in the Business Bulletin on 22 April 2021.

			West Midland Police on Operation Close Pass.				
			4. To agree to engage with the strategic context around the solutions for dealing with wider parking pressures and to bring back an update on this in the Business Bulletin.	Lead Officer: Gavin Brown gavin.brown@edinburgh.gov.uk	Summer 2021		This links to City Mobility Plan and will be considered as part of this work.
			5. To agree to consider options for a simplified road signage guide for members of public. This would include notification that the removal or displacement of signage was an offence.	Lead Officer: Gavin Brown gavin.brown@edinburgh.gov.uk	April 2021		Recommended for closure This is provided in the Business Bulletin on 22 April 2021.
22	5 December 2019	Progress Update on Edinburgh St James' GAM Works	Agrees that a report be brought back to Committee providing the results of the consultation exercise and seeking approval to proceed with a preferred option for the Central Island.	Executive Director of Place Lead Officer: David Cooper 0131 529 6233 david.cooper@edinburgh.gov.uk	Autumn 2021		An update on this is included in the Business Bulletin on 22 April 2021.
23	5 December 2019	Decriminalised Traffic and Parking	To agree to a report in six months reviewing the effectiveness of the actions	Executive Director of Place	April 2021		Recommended for closure An update is

		Enforcement (Update)	to be implemented as agreed in the report.	Lead Officer: Gavin Brown Gavin.Brown@edinburgh.gov.uk			included in the Business Bulletin on 22 April 2021.
24	5 December 2019	Kirkliston and Queensferry Traffic and Active Travel Study	To agree to a Business Bulletin update in six months on the progress of the actions as agreed in the report.	Executive Director of Place Lead Officer: Dave Sinclair david.sinclair@edinburgh.gov.uk	June 2021		An update was included in the Business Bulletin for Transport and Environment Committee on 12 November 2020.
	5 December 2019	Gilmore Place Driveway Parking Overhanging Footway – Response to Motion	Agrees an update report within the next 12 months, on the impact of activities outlined in the report, any further measures to address the issue, and implications for other streets facing similar pressures.	Executive Director of Place Lead Officer: Steven Cuthill 0131 529 5043 steven.cuthill@edinburgh.gov.uk	December 2021		To be progressed in Summer 2021.
26	16 January 2020	City Mobility Plan – Draft for Consultation	Agrees that following consultation a finalised Plan will be brought back to committee in the third quarter of 2020	Executive Director of Place Lead Officer: Ruth White ruth.white@edinburgh.gov.uk	February 2021		Recommended for closure The City Mobility Plan was presented to Committee in

							February 2021.
Page 27 75	27 February 2020	Edinburgh Low Emission Zone - regulations and guidance consultation response and programme update	1. To agree that officers would provide an interim briefing partway through the development process and any questions would be sent to the Convener.	Executive Director of Place Lead Officer: Ruth White ruth.white@edinburgh.gov.uk	June 2021		A briefing for Elected Members will be prepared on the regulations and guidance that are necessary for local authorities to be able to introduce and enforce LEZs following primary legislation [Transport (Scotland) Act 2019.
			2. To agree that Action Plan on air quality would be updated and to agree that details of the contents of the report would be embedded in the update.		Summer 2021		This will be developed in conjunction with the new City Mobility Plan and a review of the Cleaner Air for Scotland Strategy. The LEZ scheme for Edinburgh will form a major aspect of the

							Action Plan.
28	27 February 2020	Edinburgh: Million Tree City	To note that details of the meeting between the partners would be forwarded.	Executive Director of Place Lead Officer: David Jamieson 0131 529 7055 david.jamieson@edinburgh.gov.uk	April 2021		<p>Recommended for closure</p> <p>Responsibility for the Million Tree City project has transferred to Culture and Communities Committee.</p> <p>A progress update is included in the Business Bulletin in April 2021.</p>
29	27 February 2020	40mph Speed Limit Review	To agree to email Councillors when the TRO goes live.	Executive Director of Place Lead Officer: Andrew Easson andrew.easson@edinburgh.gov.uk	2021		This will be actioned when the TRO goes live.
30	1 October 2020	Business Bulletin	1.To agree that a briefing note would be provided with a timeline setting out when taxi ranks would be refreshed.	Executive Director of Place Lead Officer: Gavin Brown 0131 469 3823 Gavin.Brown@edinburgh.gov.uk	April 2021		<p>Recommended for closure</p> <p>This is updated in the Business Bulletin on 22 April 2021.</p>

			2. To agree that officers would confirm if the Traffic Commissioner could look at commercial vehicles more widely with regard to the Low Emission Zone Scheme.	Executive Director of Place Lead Officer: Ruth White ruth.white@edinburgh.gov.uk	June 2021		This will be progressed as part of the Council's work on Low Emission Zones.
31	1 October 2020	City Mobility Plan – Public Consultation and Engagement Key Messages and Next Steps	Agrees that consideration of the responses to the consultation and a finalised Plan be brought back to committee early next year	Executive Director of Place Lead Officer: Ruth White ruth.white@edinburgh.gov.uk	February 2021		Recommended for closure The City Mobility Plan was approved by Committee in February 2021.
Page 77	12 November 2020	Transport and Environment Committee Business Bulletin	1) To agree that a briefing note would be circulated on the implementation of controlled parking zones including a timeline.	Executive Director of Place Lead Officer: Gavin Brown Gavin.Brown@edinburgh.gov.uk			Recommended for closure This was reported to Committee on 28 January 2021.
			2) To agree that a briefing note on winter maintenance measures would be circulated to committee and an update would be included in the business bulletin at meeting of the Transport and Environment	Executive Director of Place Lead Officer: Cliff Hutt cliff.hutt@edinburgh.gov.uk			Closed 28 January 2021 Briefing note circulated in January 2021 and Business Bulletin update included on 28

			Committee on 28 January 2021.				January 2020.
33	12 November 2020	City Centre West to East Cycle Link and Street Improvements Project - Section 3(b) (North St David Street) - Representations to Traffic Regulation Order and Redetermination Order	1) Instructs that a review of these measures is undertaken in order that the scheme can progress without disadvantaging pedestrians (top of the transport hierarchy) in this way.	Executive Director of Place Lead Officer: Andrew Easson andrew.easson@edinburgh.gov.uk	February 2021		Recommended for closure Details sent 11 February 2021
			2) To agree that consideration would be given to moving the Toucan Crossing a few metres north at Thistle Street.	Executive Director of Place Lead Officer: Andrew Easson andrew.easson@edinburgh.gov.uk	February 2021		Recommended for closure Details sent 11 February 2021
34	12 November 2020	Waste and Cleansing Service Policy Assurance Statement	To agree that a report would come back to the Transport and Environment Committee when the policy was in place to assess whether the regime would require further adjustment to ensure there was some contribution to the service that was being provided.	Executive Director of Place Lead Officer: Andy Williams andy.williams@edinburgh.gov.uk	November 2021		This will be updated in the next Annual Update on Waste and Cleansing Policies.
35	12 November 2020	Spaces for People Update - November 2020	1) To note that visibility at the Dean Bridge junctions would be looked at the see	Executive Director of Place Lead Officer: Dave Sinclair	January 2021		Recommended for closure Visibility at the

			if improvements could be made	david.sinclair@edinburgh.gov.uk			Eton Terrace junction was carefully considered as part of the A90 bus priority and cycle lane project. Additional SLOW markings have been laid on Dean Bridge and the width of the crossing has been reduced to improve visibility for drivers and make the crossing safer for pedestrians
			2) To agree that details would be circulated confirming when schemes are likely to be implemented for schools where measures have not been introduced.				<p>Recommended for closure</p> <p>An update on this was included in the Spaces for People report in January 2021 and is included in the report on 22 April 2021.</p>

Page 80							<p>All school schemes have now been installed and changes are underway to remove all temporary traffic management and introduce planters and segregation units where appropriate.</p> <p>Part time road closure timings will be introduced at appropriate locations to coincide with schools opening after the Easter break.</p>
							<p>Recommended for closure</p> <p>Due to available road width it has not been possible to introduce</p>
			<p>3) To note that consideration would be given to improving advisory cycle markings around Duddingston Road West to try and reinforce and</p>		December 2020		

			support active travel on the route.				protected cycle infrastructure on both sides of the road. Segregation to protect cyclists has been installed where possible whilst ensuring safe access for private driveways.
			4) To note that officers would engage with HES on the impact of Spaces for People at Holyrood Park.		March 2021		Recommended for closure An online meeting was held on 8 March 2021 with the Convener, Council officers and representatives from Historic Environment Scotland. In general, HES were content with the limited impact of Spaces for

Page 82							People measures near the Park. The discussion focused on the context of longer-term strategic aspirations to support sustainable modal shift and improve the offer for visitors in the Park. Both organisations are committed to continuing engagement.
36	12 November 2020	Spaces for People – East Craigs Low Traffic Neighbourhood	To approve commencement of an Experimental Traffic Regulation Order and to propose a full public consultation prior to the decision by a later Transport and Environment Committee, (date to be confirmed), as part of the process for the introduction of a LTN in East Craigs as	Executive Director of Place Lead Officer: Andrew Easson andrew.easson@edinburgh.gov.uk	Summer 2021		

			set out in paragraphs 4.23 - 4.30.				
37	12 November 2020	<p>Motion by Councillor Webber – Intelligent Traffic Signals</p> <p>Agenda – Transport and Environment Committee – 12.11.20</p>	<p>As part of its traffic information system a series of large Variable Message Signs throughout Edinburgh</p> <p>Some do not appear to be working and many appear under used</p> <p>The contribution these installed Variable Message Signs can make to traffic flow, limiting unnecessary journeys and improving the visitor experience in Edinburgh</p> <p>Instructs</p> <p>A report in two cycles clarifying the extent, use, condition and plans for the Variable Message Signs system in Edinburgh. The report should clarify, where appropriate, reasons for lack of use of these signs.</p>	<p>Executive Director of Place</p> <p>Lead Officer: Gavin Brown</p> <p>gavin.brown@edinburgh.gov.uk</p>	April 2021		<p>Recommended for closure</p> <p>This report is included on the agenda for Transport and Environment Committee on 22 April 2021.</p>
38	12 November 2020	Motion by Councillor Miller – Cyclist Fatality	Sends sincere condolences to the family and friends of the cyclist killed in a collision at the A199 /	<p>Executive Director of Place</p> <p>Lead Officer: Andrew Easson</p> <p>andrew.easson@edinburg</p>	June 2021		An update on the review of safety at major junctions will be prepared for

		Agenda – Transport and Environment Committee – 12.11.20	<p>A1140 junction on 2 November.</p> <p>Recognises that this is the second fatality of a cyclist at this junction within two years.</p> <p>Asks officers to review the provision of safe routes for people travelling by bike through this junction.</p>	h.gov.uk			Committee in June 2021.
39	28 January 2021	Transport and Environment Committee Business Bulletin	<p>1) To agree that the Briefing Note on Impact of Climate on Infrastructure Update would be appended to the Business Bulletin and published alongside the meeting papers for this meeting.</p>	<p>Executive Director of Place Lead Officer: Gareth Barwell gareth.barwell@edinburgh.gov.uk</p>	April 2021		<p>Recommended for closure</p> <p>This is included in the Business Bulletin for April 2021.</p>
			<p>2) To request that as part of the “lessons learned and review of how the Council undertakes winter maintenance across the city” we seek to include a feasibility study as to how the Council can support, include and manage winter maintenance across the housing developments</p>		June 2021		

			across the city during the interim period before roads are adopted. These citizens pay their Council tax and contribute to the city and therefore merit equitable and safe access to their local communities and services				
40	28 January 2021	Spaces for People Update - January 2021	1) To agree that the Local Transport and Environment Manager would discuss with officers and developers to further explore what was possible regarding the footpath widening at the West End of Princes Street.	Executive Director of Place Lead Officer: Dave Sinclair v david.sinclair@edinburgh.gov.uk	April 2021		Recommended for closure The overhead narrow hoarding at this location has now been removed and grater space is available for safer pedestrian movement over this limited restriction.
			2) To agree that officers would note the comments raised by the deputations and explore the issues raised regarding the issues of mobility and the issue of dropped kerbs				Officers will continue to explore the issues raised. In the short term, a workstream in the Spaces for People

							programme is dedicated to the removal of street clutter from many of the city's streets. This work is being taken forward in partnership with Living Streets.
Page 86			3) Officers are asked to consider ways in which Silverknowes Road designs could take account of the desire for a direct and intuitive route				<p>Recommended for closure</p> <p>As discussed at Committee in January 2021, unfortunately, there is not adequate road width available over the southern section of Silverknowes Road to introduce protected cycle lanes.</p> <p>The new route on Silverknowes Place is only 100m longer and</p>

							directs less able cyclists to a safer Zebra crossing point, avoiding the roundabout. Confident cyclists can still use the main road if appropriate.
41	28 January 2021	Lothian Buses Presentation	To invite Lothian Buses to become involved in the removal of street clutter work.		February 2021		Recommended for closure Lothian Buses are inputting to this Spaces for People workstream.
42	28 January 2021	Strategic Review of Parking – Results Phase 1 Consultation and General Update	1) To request that officers explore the issue of a key workers permit and report back to Committee with a written response.	Executive Director of Place Lead Officer: Gavin Brown gavin.brown@edinburgh.gov.uk	June 2021		
			2) Agrees that prior to TROs being issued for feedback, relevant ward councillors will be issued with detailed plans of		On-going		

43			changes in the phase 1 areas for comment and review.				
			3) Agrees to introduce garage permits as set out in para 4.30, with monitoring and feedback from businesses and residents in these locations reported back to committee in 18 months of implementation within any update report on the strategic review of parking		On-going		
43	28 January 2021	Trial Closure of Brunstane Road and Associated Measures to Mitigate intrusive Traffic in the Coillesdene Area	1) To agree that specific monitoring of Coillesdene Avenue would take into consideration the retirement home.	Executive Director of Place Lead Officer: Cliff Hutt cliff.hutt@edinburgh.gov.uk	June 2021		
			2) To agree that parking measures would be considered on Brighton Place.		June 2021		
44	28 January 2021	Waste and Cleansing Services	1) To note with encouragement the small uplift in recycling tonnages towards the end of quarter	Executive Director of Place Lead Officer: Andy Williams andy.williams@edinburgh.gov.uk	April 2021		The communications plan is currently being developed

		Performance Update	2 and requests a briefing note is circulated detailing the following: - the work that is being done to communicate changes to recycling services to residents given the ongoing developing circumstances; and - with the guidance for those who can work from home from the Scottish and UK Governments, what can be done to encourage recycling rather than landfill disposal of waste.	gov.uk			and will be shared with Elected Members when complete.
			2) To request a Business Bulletin update in April or June before the consultation with local authorities planned for the Litter Monitoring System detailed in Appendix 4 detailing the perceived benefits and limitations of the System to ensure that the committee is aware of any limitations in the information which may be provided to them going forward		June 2021		

45	28 January 2021	Trams to Newhaven: Commencement of Statutory Procedures for Traffic Regulation Order	To note that traffic modelling and counting was used to understand what saturation was expected at the junction and that data would be provided for bikes if they were available.	Executive Director of Place Lead Officer: Hannah Ross hannah.ross@edinburgh.gov.uk	June 2021		
46	28 January 2021	Internal Audit: Overdue Findings and Key Performance Indicators at 30 October 2020 – referral from the Governance, Risk and Best Value Committee	To agree that officers would identify which audit actions could be reported directly to the Transport and Environment Committee as the parent Committee for Place related actions and that future presentations of the paper make it easier to identify which Internal Audit Overdue Management Actions related to the parent Committee.	Executive Director of Place Lead Officer: Alison Coburn Alison.coburn@edinburgh.gov.uk	On-going		An update is included in the Business Bulletin for April 2021.
47	28 January 2021	2020 Air Quality Annual Progress Report	1) Calls for an update to committee within two cycles outlining: 1 - Estimates of the impact for actions that have not yet been quantified, and an estimate of when these actions will result in the air quality targets being achieved	Executive Director of Place Lead Officer: Ruth White ruth.white@edinburgh.gov.uk	June 2021		

			<p>2 - Options of additional actions that would deliver clean air for committee to consider</p> <p>3 - Resource requirements within the council to deliver the actions and to write a new plan as previously agreed by committee</p>				
			2) To agree to contact bus operators in Edinburgh to suggest they discuss with Lothian Buses about the way they are trialling the use of electric buses to explore if there are similar commercial opportunities.		June 2021		
48	28 January 2021	Revenue Monitoring Update – 2020/2021 Month seven position	1) To note the forecasted overspend of £0.464m and the £54,523 internal management costs relating to Spaces for People and to agree that officers would provide details of what the forecasted overspend may have been had the human resource element not been paid for by a separate budget.	Executive Director of Place Lead Officer: Susan Hamilton Principal Accountant susan.hamilton@edinburgh.gov.uk	April 2021		<p>Recommended for closure</p> <p>The forecast outturn has benefited by £145,000 by professional staff time recharges to Spaces for People.</p>

			2) To agree to provide clarity on how officers would feedback to Committee on measures being taken to reduce budget on services within the remit of the Committee.		April 2021		Recommended for closure The upcoming financial update on the outturn and Period 2/3 financial monitoring will include commentary on the management actions to address financial pressures and risks within the remit of this Committee.
49	28 January 2021	Motion by Councillor Rose – Pedestrian crossing in Bernard Terrace Agenda – Transport and Environment Committee – 28.01.21	Committee: 1) Notes after lengthy discussions and requests from members of the local community over a period of several years, proposals for a pedestrian crossing in Bernard Terrace, close to the junction with St Leonard's Street were included in the South East Participatory Budgeting Process in early 2018.	Executive Director of Place Lead Officer: Andrew Easson andrew.easson@edinburgh.gov.uk	October 2021		The design for this scheme is complete and tendering is underway. It is hoped that a contractor will be appointed by the end of May 2021.

			<p>2) Notes the proposals came top of the list and that, it is understood, capital was set aside for the crossing.</p> <p>3) Notes the full package of plans for a Zebra crossing at the location have been drawn up by consultants and have been safety checked.</p> <p>4) Notes that Southside Community Council and members of the local community have continued to support these plans but are concerned about the delay in implementing the decision taken.</p> <p>5) Notes the provision of a crossing supports the policy priorities for pedestrians and active travel.</p> <p>6) Resolves that this project should proceed to delivery as soon as possible.</p>				
50	28 January 2021	Motion by Councillor Webber – EV Infrastructure	Requests a progress report to the June 2021 Transport and Environment Committee detailing action	Executive Director of Place Lead Officer: Gavin Brown gavin.brown@edinburgh.g	June 2021		

		Agenda – Transport and Environment Committee – 28.01.21	on the procurement plan and communication strategy, as well as general progress, as outlined in today's Business Bulletin.	ov.uk			
51	28 January 2021	Motion by Councillor Lang – Cammo Road trial closure	Requests that officers engage with ward councillors and bring forward a report in one cycle, setting out the options for running a trial through-road closure of Cammo Road during 2021.	Executive Director of Place Lead Officer: Dave Sinclair david.sinclair@edinburgh.gov.uk	April 2021		A business bulletin update is included in the papers on 22 April 2021.
Page 94	19 February 2021	City Mobility Plan	1) 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.	Executive Director of Place Lead Officer: Ruth White ruth.white@edinburgh.gov.uk	June 2021		A Business Bulletin update will be prepared for June 2021.
			2) Calls for officers to reflect development of national transport strategy and priorities at the first major review of the City Mobility Plan		Review in early 2022		



Business bulletin

Transport and Environment Committee

10.00am, Thursday, 22 April 2021

Virtual Meeting, via Microsoft Teams

Transport and Environment Committee

Convener:	Members:	Contact:
<p>Councillor Lesley Macinnes (Convenor)</p>  <p>Councillor Karen Doran (Vice-Convenor)</p> 	<p>Councillor Scott Arthur Councillor Eleanor Bird Councillor Gavin Corbett Councillor David Key Councillor Kevin Lang Councillor Claire Miller Councillor Stephanie Smith Councillor Susan Webber Councillor Iain Whyte</p>	<p>Veronica Wishart Senior Executive Assistant 0131 469 3603</p> <p>Veronica MacMillan Committee Services 0131 529 4283</p> <p>Martin Scott Committee Services 0131 529 4237</p>

Recent news	Background
<p>Winter Maintenance 2020/21 – Summary to Date</p> <p>The City of Edinburgh Council has a statutory duty, under Section 34 of the Roads (Scotland) Act 1984, to take such steps as it considers “reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads”. The intention of this duty is not that the Council will take immediate and simultaneous steps to clear and/or treat every road whenever ice or snow exists. It is recognised by the Courts that this would be impossible and beyond the limits of available resources.</p> <p>To discharge this duty Edinburgh’s road network has been prioritised into three treatment categories Priority 1, 2 and</p>	<p>For further information contact:</p> <p>Jamie Watson, Roads Operations Manager Wards Affected: All</p>

3, commonly referred to as P1, P2 and P3. The Roads Operations team has plant and resources (Roster A) in place to treat the P1 carriageway network on a precautionary basis 24 hours a day for the entire winter season and as the weather forecast dictates. P1 footpaths and cycle paths are gritted by other Council services, including Street Cleansing and Parks and Greenspaces, (Roster B) at the direction of the Duty Manager, again on a 24/7 precautionary basis. Plant and resources are in place to treat the P2 and P3 road networks on a reactionary basis within core hours, Monday to Friday, as the weather dictates and so far as resources allow.

The prevailing weather conditions for the season to date have been harsher and more prolonged than in recent years and is coming close to the season encounter in 2010. The period from Boxing day until the middle of February has required relentless treatment. This period has seen very challenging ice and freezing rain coming from the north-east, particularly in the first two weeks of January; which are very hard to treat. January and February saw larger than normal accumulations of snow fall and in the high ground in the south of the city drifting conditions were experienced with the lighter snow from the east. Again this is very challenging to treat, with snow blowing back across the roads and footpaths shortly after the gritter has passed.

At the start of the season there was a stock of 11,000 tonnes of rock salt within the Edinburgh boundary. The Council has taken delivery of 8,275 tonnes so far this season with a further 1,700 tonnes in the process of being delivered.

This season so far, 14,335 tonnes of salt have been spread across the road, footway and cycleway network. This is significantly up on seasonal averages and more than in the year of the “Beast from the East”. To put this into perspective, the last three year history is tabled below:

Season:	Tonnage Used:
2017/18 - Beast from the East	10,814 T
2018/19	3,760 T
2019/20	5,022 T
2020/21 – (to 01/03/2021)	14,355 T
January 2021	8,200 T
February 2021	4,214 T

The current season is planned to run until 8 April 2021 and will be risk assessed at this point for the potential to extend a limited cover.

COVID-19 Impact

In preparation for the 2020/21 season, the impact of COVID-19 has been a significant consideration. This has meant locating Roster A and Roster B bases in different location (bubbles) to reduce the likelihood and impact of an outbreak of COVID-19, with two separate locations for each Roster being implemented as well as depot safe working methods. These precautions have helped to maintain the resilience of the service and full cover has been maintained through the season.

COVID-19 vaccination centres have also been added to the Winter Maintenance schedule with NHS centre car parks at: Sighthill, Liberton, Craigmillar and Pennywell added to P1 network and supporting NHS to clear footpaths where possible/required. The footpath route around the Edinburgh International Conference Centre has been amended and increased to provide better cover and the drive-in centre at the Royal Highland Showground is already part of the P1 carriageway network.

In recognition of the additional measures introduced through Spaces for People, the Winter Weather programme was reviewed and cycle infrastructure to be proactively treated. The effectiveness of the arrangements and any lessons learned will feed in to the arrangements for moving forward with Spaces for People.

Winter Maintenance Review Update

Throughout the challenging period at the start of 2021 a lessons learnt log has been maintained and is being utilised to feed into the wider review of the service delivery for future years. The review is considering all aspects of the winter maintenance service but is focusing particularly on the opportunities to improve delivery of footpath and cycleway treatment across the city and how this can be linked into the wider City Mobility Plan and the evolution of the city.

The review is currently looking at the staffing and roles to attempt to provide a wider pool of resources to draw upon to deliver winter maintenance and the refilling of grit bins.

With regards to the reporting and refilling of grit bins, an IT issue has been identified and a solution is being developed to provide more timely feedback of grit bin refilling as well as adjusting the current reporting mechanism to ensure reports are associated with real assets and so can be actioned more effectively.

The service is currently reviewing fully how Winter Maintenance information is communicated to customers with a view to providing more general and targeted information to customers. An outcome from the full review will be improvements to the current webpages as well as social media communications.

Edinburgh: Million Tree City

The ambition is for Edinburgh to be a “[Million Tree City](#)” by 2030. Earlier this year, £298,055 of grant funding was secured from the Woodland Trust to support the project until December 2023. A matching allocation has been made by the Council as part of the Council’s budget setting process in February 2021.

The latest update on this project was reported to Culture and Communities Committee on [28 January 2021](#).

For further information contact:

[Andrew Skirving](#), Project Manager

[Steven Cuthill](#), Transport and Environment Officer

Wards Affected: All

Electric Vehicle (EV) On Street Charger Project Update Procurement

Procurement for the purchase and installation of the EV Chargers commenced in February 2021 and. after evaluation and consensus, it is expected that the contract

For further information contact:

[Gavin Brown](#)
Service Manager -

award will be published mid April 2021.

Stakeholder Engagement and Communications

Our new dedicated [Council webpage](#) is now live and will be updated regularly with updates on the project's progress and will encourage interaction with the public.

Electric Vehicle Infrastructure Business Case

There is an outstanding action from Transport and Environment Committee on 4 October 2018 to provide information to Elected Members on the assumptions related to how often people were using cars and how often they would charge them.

Unfortunately, it has not been possible to do this, and the programme has now moved on. Further engagement with EST will take place to inform ongoing strategy for delivery of EV infrastructure using current data and Elected Members will be kept updated.

Network Management and Enforcement

Wards affected:

1 - Almond
2 - Pentland Hills
5 - Inverleith
10 - Morningside
11 - City Centre
12 - Leith Walk
15 - Southside/Newington
17 - Portobello/Craigmillar

Taxi Ranks

On 1 December 2019 a review of all the taxi ranks was undertaken to determine the location and condition of the ranks. The inspection was based on the information currently held by Licensing and the list can be found here: <https://www.edinburgh.gov.uk/public-transport/taxi-ranks/1>.

A summary of the results is shown below:

- There are 82 locations around the city;
- 285 taxi rank spaces were identified in the list held by Licensing;
- 58 spaces/19 locations are no longer in place;
- 17 spaces/nine locations have been temporarily removed (Tram works, Spaces for People, Edinburgh St James Centre); and
- One additional taxi rank location was identified as not being on the current list.

Of the remaining 55 locations, a condition survey was carried out and the results are broken down into the following categories:

- Nine locations were in good condition;
- 22 locations were in an acceptable condition;
- 24 locations were in a poor condition; and

For further information, contact:

[Gavin Brown](#)

Service Manager -
Network Management
and Enforcement

Wards Affected: All

- 43 of the locations do not have the small information sign identifying the number of taxis permitted to use the rank.

The 24 locations that have been identified as in poor condition will be prioritised for refreshing the line markings and it is expected that this will be carried out in April/May of this year.

As the signage is not mandatory and is only used to inform passengers of the number of taxis that can use the rank, it is recommended that the remainder of the signs currently in place be removed as part of any future street furniture decluttering exercise.

A report is currently being commissioned to look at the following information relating to taxis:

- The role of taxis in Edinburgh city centre currently and in the future;
- The impact of Edinburgh City Centre Transformation on the hackney and private hire trade;
- The current use of taxi ranks and how this can be improved.

An update on progress and the results will be provided at a later date.

St James Quarter – Growth Accelerator Progress

The development of the new St James Centre is now nearing completion and will open on 24 June this year, subject to COVID-19 restrictions being lifted. The associated public realm works funded through the Growth Accelerator are also near to completion and the project team are now working to finalise the account and prepare for these assets to be handed back to the Council. Once complete, the project focus will move to monitoring the progress being made against the economic benefit targets. The FUSE retail and training academy is operational, and people are already receiving training and support to apply for the jobs being created by the new centre.

The central space in the Picardy junction still requires to be consulted on and has not been moved forward during the pandemic. This work is now being resourced and reprogrammed and will take place in May/June 2021.

For further information, contact:

[David Cooper](#)

Commercial
Development and
Investment Senior
Manager

Ward: City Centre

The final traffic regulation orders required for the scheme are now also being prepared and will be promoted following the usual processes.

An update report will be provided in two cycles when the works are complete and the outcomes of the processes set out above are understood.

Roseburn to Union Canal – Update

The Roseburn to Union Canal project is a multi-million pound project that will transform the quality of walking and cycling connections from the North Edinburgh Path Network (NEPN) and QuietRoutes 8 and 9 (west Edinburgh) to the Union Canal, and onwards to the Meadows and Southside, as well as southwest Edinburgh and National Cycle Network route 75 (NCN75).

Since the previous update, provided as part of the Business Bulletin on [28 January 2021](#), there have been two significant developments in relation to the enabling works and the planning application for the project.

As reported previously, on [6 August 2020](#) the Policy and Sustainability Committee approved the undertaking of a package of enabling works, comprising of site clearance, ground investigation and excavations to locate existing underground services. These works are necessary to complete the design of the proposals and to procure delivery.

Works commenced on site for the enabling works on 11 January 2021 and the fieldwork was completed on 12 March. The works were undertaken by main contractor Balfour Beatty and sub-contractor BAM Richie, through the SCAPE Civil Engineering Framework Agreement, to validate the design and to establish ground conditions.

The outcomes of the ground investigation works are expected to be available by mid-April 2021. Initial investigations undertaken suggest that it is unlikely that there are any significant ground contamination issues.

Trial pits were used to confirm the locations and depths of underground utilities apparatus and to identify any potential issues that may arise from this. The programmed works were extended by two days in order for an additional

For further information contact:

[Barry Clarke](#)

Senior Project Manager

Wards Affected:

Corstorphine/Murrayfield;
Sighthill/Gorgie; and
City Centre

borehole to be undertaken on the West Approach Road, close to the Dalry Road bridge.

The removal of Japanese Knotweed, identified previously, will be undertaken later as part of the main works.

The planning application for the project was approved at the Planning Development Management Sub-Committee on 3 March 2021. Several planning conditions and informatives have been stipulated as part of the planning consent. The key conditions are:

1. the undertaking of a supplementary site inspection and ongoing monitoring during construction, in the form of a detailed watching brief, to identify any unrecorded potential sources of contamination; and
2. the submission of further details of all proposed finishes for the Mid Calder and Dalry Road bridges.

Work is still ongoing to resolve several other challenges that were reported as part of the previous update.

The project programme is being constantly reviewed to reflect progress on these issues. At present the high level programme for delivery is as follows:

- GI reporting – mid-April 2021
- Design validation – late May 2021
- Market testing and tender agreement – mid-August 2021
- Contract award – mid -September 2021
- Main works commence – mid-October 2021
- Main works complete – mid-October 2022.

Working in Partnership with Police Scotland to Deliver Innovative Approaches to Road Safety for Vulnerable Road Users – Operation Close Pass.

A Motion by Councillor Chas Booth to the City of Edinburgh Council on 27 June 2019, entitled Operation Close Pass – Collaboration, included an action to explore the option for collaboration between the Police and the Council on innovative approaches to road safety for vulnerable road users, extending the principle of Operation Close Pass.

Information on various road safety measures on which the Police and the Council collaborate was subsequently provided to Committee as part of the Business Bulletin on [5 December 2019](#).

For further information, contact:

[Stacey Monteith-Skelton](#)

Senior Engineer (Road Safety)

Wards Affected: All

However, the Committee requested further information on the outcome of discussions with Police Scotland on the lessons learned from the actions taken by the West Midlands Police on Operation Close Pass.

Operation Close Pass

Operation Close Pass was originally developed by West Midlands Police (WMP). An Officer from Police Scotland subsequently visited WMP to observe the operation and then adapted it for use in Scotland.

There has also been a national meeting of Operation Close Pass representatives from all UK Police forces to share learning (chaired by WMP) and Dr Davis of the Road Danger Reduction Forum in London collates this activity nationally.

The main difference between the operation here and in the West Midlands is that WMP utilise online reporting; whereby members of the public can upload video and make reports and fixed penalty tickets are issued by WMP's central ticket office. Unfortunately, due to the way that Safety Cameras are funded in Scotland, this is not possible here.

Police Scotland select sites in a number of ways to undertake Operation Close Pass. Primarily there must be a safe stopping area at the end to direct drivers into and an off road area for "Close Pass" mats (these mats are used to show drivers the amount of space they need to leave when safely overtaking a cyclist) and education area. There should also be no junctions for drivers to cut through before they are stopped. Examples of appropriate roads in Edinburgh are Drum Street, Seafield Road East and Telford Road.

Sites are also identified using pedal cycle casualty statistics and, if locations identified through this process are suitable, an operation will be run. Public feedback through direct contact and social media also influences operations but locations must still meet the primary requirements.

Road Works Simplified Signage

All contractors, Public Utilities and developers working on Edinburgh's road network must use Temporary Road Works Signage which complies with the '[Safety at Street](#)

For further information:

[Gavin Brown](#)
Service Manager -
Network Management
and Enforcement

[Works and Road Works – A Code of Practice](#)’ updated in October 2013.

The Code of Practice covers all work carried out by Public Utilities and Roads Authorities and a public utility that fails to comply with the Code commits a criminal offence.

Under this Code of Practice there is a warning that states that to comply with health and safety legislation those undertaking work must carry out and regularly review the site specific risk assessment to ensure that a safe system of working in respect of signing, lighting and guarding is in place and maintained at all times.

It also states that “Failure to comply with this Code is evidence of failing to fulfil the legal requirements to sign, light and guard works. Compliance with the Code will be taken as compliance with the legal requirements to which it relates”.

The placing of signs on the road network, to advise road users in advance of road works, is a legal requirement. Signing Lighting and Guarding is essential to ensure the safety of road users and the works operatives.

The Code includes proper arrangements for design of the works and shows typical layouts however it does not include every situation that may be encountered. Sections in the Code gives requirements for each stage of works and must follow a Risk Assessment of each location, which may highlight additional requirements.

Under the Code of Practice the placing signs on the footway is permitted, but they must be positioned so as to minimise inconvenience or hazard to pedestrians, with particular consideration given to those with visual impairments, pushchairs, wheelchairs and mobility scooters. A minimum usable footway width of 1.5 metres should be maintained where possible.

Any reduction in the number of advance signs or the designed layout may compromise not only pedestrian and road users safety but that of the operatives undertaking the work.

However, it may be possible to consider reducing the number of yellow Diversion signs and the ‘Road Works End’ signs being placed on footways and the carriageway

Wards Affected: All

for local diversions, particularly for works which are in place for less than five days.

It may be possible to consider local diversions and the need for the volume of signs being placed. It is common practice to place out a diversion sign at each location where it is necessary to divert vehicles around the road works even at smaller works. Where work was to last for less than five days we could consider each site on a case by case basis and potentially reduce signage. This would be particularly relevant where diversions were in place in housing developments or similar locations where drivers would be able to rely on their local knowledge to navigate a diversion.

In addition, on smaller works it is not always necessary to advise road users that the works have ended and these could be considered for removal.

It is to the Code of Practice that Roads Officers in the Council check for compliance.

Public Safety Improvements at Junction of Liberton Brae and Kirk Brae

Following Councillor Cameron's motion to Council on 15 October 2020 it was planned to undertake a full vehicle and pedestrian count at the junction to assess the actual demand to cross the arms of the junction that are currently missing pedestrian facilities. Updated speed surveys on the major junction approaches were also to be arranged.

Unfortunately, traffic counts and speed surveys were delayed, as it was not considered appropriate to carry them out during lockdown as traffic levels were not normal. These surveys have now been completed and the results will be available shortly.

Currently information is being gathered as part of a wide-ranging safety review of major junctions within the city. It may be the case that this junction is part of the review. An update on the progress of this review will follow in due course.

Tasks Carried Out to Date

To facilitate Spaces for People a temporary path has been installed from Glenallan Drive to the school to support the school in opening alternative access to accommodate

For Further Information, contact:

[Gavin Brown](#)

Network Management
and Enforcement
Manager

Wards affected:

15 Southside/Newington
16 Liberton/Gilmerton

school drop off in conjunction with the ongoing building works.

Following a recent public consultation, it has also been agreed that a signalised crossing facility will be installed on Kirk Brae, north of Orchardhead Road.

Junction narrowing will also be undertaken at Claverhouse Drive to assist active travel.

A further collision retrieval was carried out using the latest vetted data set, which is currently to the end of September 2020, and there have been no further incident reports since a briefing issued in July 2020.

Planned improvements

The junction has been reviewed and possible design solutions considered to carry out the necessary improvements at the junction. To provide adequate pedestrian facilities on all arms of the junction and further improvements to active travel without impacting on public transport would require substantial funding. Until a budget can be secured for this project, timescales for completion are unknown.

However, officers will continue discussions with potential project partners to understand if improvements to the junction would be something that could attract match funding.

Decriminalised Parking Enforcement

This bulletin updates Committee on progress since the [Decriminalised Parking report](#) on 5 December 2019. While the introduction of the proposed measures and enforcement of parking generally has been significantly impacted by Covid-19, steps have still been taken to implement improvements.

Reporting and Monitoring

Working with the Council's web team, the [online reporting form for incorrectly parked vehicles](#) was streamlined. This now ensures the Council's enforcement contractor, NSL, captures all the necessary information and only relevant enforcement requests are progressed to help them deploy Parking Attendants more effectively. The new form went

For Further Information

Contact:

[Gavin Sherriff](#)

Senior Transport Team
Leader - Parking

Wards affected: All

live in September 2020 and the number of recent requests, available at the time of writing, is shown below:

Month	Enforcement Requests
July	550
August	641
September	402
October	416
November	454
December	478
January (21)	386

NSL has also stepped up monitoring of social media, taking a proactive approach by utilising TweetDeck, to monitor Twitter and identify parking problems around the city in real-time. This information is being used to direct resources and improve response times to complaints. This has resulted in a number of enforcement responses:

Month	Parking Attendant Visits
July	18
August	31
September	14
October	10
November	14
December	11
January (21)	4

Persistent Offenders

Committee approved more stringent enforcement action against Persistent Offenders, drivers who repeatedly receive parking tickets but pay them so avoid further action being taken, such as being impounded, as part of existing escalation processes.

The definition of a Persistent Offender is a vehicle with 15 or more paid parking tickets in the previous three full calendar months.

In January 2020, one Persistent Offender was removed to the car pound. Changes in behaviours of others was also noted. For example, one vehicle significantly reduced the number of parking tickets received while another driver purchased a residents' parking permit. However, general removals were suspended in March 2020 due to the Covid-19 pandemic.

General removals were suspended between March and September 2020. A Car Pound Recovery Plan was put in place and removals recommenced. Between October and December 2020, two Persistent Offenders were removed to the pound. With the introduction of Tier 4 Covid-19 restrictions throughout Scotland on 26 December 2020, removals for all but the most serious instances of dangerous parking were again suspended.

Due to the recent restrictions on travel, few vehicles currently meet the Persistent Offender criteria.

Persistent Evaders

In January and February 2020, 42 Persistent Evaders were removed to the car pound, before removals were suspended. After removals restarted, 58 Persistent were impounded.

Clamping

Relevant procedures have now been updated but clamping is currently on hold due to the current Covid-19 restrictions. Additional training has been identified for working near the Tram line, but this is also on hold at this time.

Bus Lane Cameras

Five new bus lane enforcement cameras were introduced in late 2020 on existing bus lanes at the following locations:

- Corstorphine Road – eastbound, between Ormidale Terrace and Murrayfield Gardens;
- Drum Brae South – southbound, between Templeland Road and Corstorphine Bank Terrace;
- Duddingston Park – southbound, between Park Lane and Duddingston Crescent;
- Duddingston Park South – northbound, between Baillie Terrace and Duddingston Crescent; and

- Stenhouse Drive – westbound, to the north of number 125.

Climate Change Impact and Management

On [20 August 2019](#) Council approved an adjusted motion by Councillor Macinnes on the impact and management of Climate Change. Appendix 1 provides an update on the work being undertaken in response to the heightened demands caused by extreme weather.

For further information, contact:

[Gareth Barwell](#)

Head of Place Management

Wards Affected: All

Newbridge Parking Update

On 5 March 2019, Committee considered a report on the [Strategic Review of Parking](#) – Results of Area 1 Review which highlighted concerns about parking issues in Newbridge. A Traffic Regulation Order was implemented to address these concerns.

However, although the measures have been in place for more than 12 months, the impact of COVID-19 means that traffic volumes have been much lower since the changes came into effect. It is proposed to evaluate the impact of the measures later in the year, when it is expected that traffic volumes will have returned closer to normal levels.

For further information, contact:

[Gavin Brown](#)

Service Manager - Network Management and Enforcement

Wards Affected: 1 – Almond

George Street and First New Town (GNT) Public Realm Project

The George Street and the First New Town (GNT) project has now reached an exciting and critical phase through the publication of a final concept design proposal. Progress towards finalising the concept design and the delivery of the latest steps of the engagement plan has been led by a multidisciplinary consultancy team, with key input from our partners Sustrans and relevant stakeholder groups including Essential Edinburgh, Edinburgh World Heritage, Living Streets and Spokes. The finalisation of the concept design establishes a set of final fundamental design elements including wider pavements, removal of on-street parking, a central cycling zone, sensitively landscaped seating areas (both on the north and south side of the street) and clutter free spaces especially outside iconic buildings such as the Assembly Rooms. Several key principles of an operational plan including proposals for servicing and loading and the potential removal of bus services from George Street are also detailed. The

For further information, contact:

[Jamie Robertson](#)

Strategic Transport Planning and Projects Development Manager

Wards affected – All

fundamental design elements of the finalised concept proposal and its operational principles (further details contained within Appendix 2) will play a key role supporting the delivery of wider Council plans and strategies including the CMP, CCT and climate emergency commitments.

In preparing the final concept design a wider public and business engagement process was undertaken in February/March 2021 to gather feedback and views on proposals and operating principles. Given current Covid-19 restrictions the engagement plan incorporated a range of virtual and digital methods of communication including; a new website, 3D digital images, animations, virtual Q&A sessions and virtual tour. In addition to the wider public sessions, continued detailed engagement on concept proposals with key stakeholder groups has been ongoing since November 2020; with 23 stakeholder groups engaged during 22 stakeholder sessions. Engagement feedback from stakeholders and the wider public on proposals has been broadly supportive. Further details on the engagement process (which has been heralded as innovative and successful) and its outcomes are incorporated into a report and appended to this Bulletin (further details are contained in Appendix 2).

The latest engagement process compliments previous public consultation outcomes which were reported to the [Transport and Environment Committee in May 2019](#) and the concept design builds on all previous consultation and engagement feedback and design development considerations; as well as being evolved to embrace targeted outcomes associated with CCT and CMP. The proposed concept design is accompanied by an Operational Plan, Heritage Impact Assessment and Integrated Impact Assessment which will be publicised via the George Street and First New Town website www.edinburgh.gov.uk/georgestreet. Certain aspects of the Operational Plan, including final service and loading window times, will be agreed during the next design stage, Stage 3 (RIBA Spatial Coordination).

Furthermore, critical to achieving the overall project delivery programme within the targeted timescales is the advancement of all necessary statutory consents at the earliest opportunity; these are currently programmed to be promoted in Autumn 2021. Now that key fundamental design elements and operational principles have been

agreed by a broad range of stakeholders, the development of the project can now progress to Stage 3; during which the final details of the design that are required to inform the preparation of necessary statutory orders will be delivered. The final details of the developed design, that form the basis of the statutory consents, will be presented to Committee at the earliest possible opportunity and in advance of the promotion of Orders.

In order to progress the required next steps in the programme (RIBA Stage 3) a procurement exercise has now commenced to secure the necessary technical consultancy support to deliver a developed design.

Appointment of the consultancy team will be reported to Finance and Resources Committee in due course. The delivery of Stage 3 and all associated internal project management costs will be 100% funded via Sustrans' Places for Everyone grant funding.

A report will be presented to Transport and Environment Committee later in the year to update Committee on the developed design. Construction of the project is due to commence in 2023 and to be completed by end of 2025.

Bus Partnership Fund – Edinburgh and South East Scotland City Region Deal Application

As part of its response to the climate emergency, the Scottish Government are providing investment of over £500m through the Bus Partnership Fund (BPF) to deliver targeted bus priority measures.

A Business Bulletin presented to Committee on [28 January 2021](#) confirmed the launch of the BPF and identified the potential to utilise the existing Bus Priority Rapid Deployment Fund framework as a broad regional approach to the develop an initial BPF application on behalf of the Edinburgh and South East Scotland City Region Deal (ESESCRD) partners.

Subsequently, an application into the Fund was submitted on 16 April 2021, administered by the City of Edinburgh Council, on behalf of the ESESCRD partners. A copy of the application is appended to this Bulletin (Appendix 3).

BPF is a competitive application process and applicants were encouraged to be ambitious. The first phase of the fund has been designed to be a "light-touch" process and

For further information, contact:

[Jamie Robertson](#)
Strategic Transport
Planning and Projects
Development Manager

Wards affected – All

invited applicants to only outline proposals at this stage. Partnerships were also expected to give an indication of the level of funding needed to deliver their long-term ambitions; the cost of measures identified by the ESESCRD partners at this stage potentially totals £204,600,000m.

Transport Scotland are expected to announce the outcomes of the competitive bid process during June 2021, subsequently and at the earliest opportunity, an update to Committee will be made presenting the Transport Scotland decision.

If the ESESCRD is successful in receiving funding, Committee is asked to note that the costs associated with; development of required appraisals, design, construction, project management and monitoring and evaluation will be covered by the BPF and that the CEC will act as the lead financial authority for the region.

Subject to the awarding of funds, a procurement exercise will commence to appoint multi-disciplinary consultancy support to progress the required; business cases, design development and consultation and engagement exercises. The outcomes of the intended consultancy procurement will be reported to the Finance and Resources Committee as required.

A second opportunity to submit further, more detailed information, in October 2021 as a follow up to the initial application, has been made available by Transport Scotland.

Internal Audit: Overdue Findings and Key Performance Indicators as at 10 February 2021

Included on the agenda at item 8.1 is an update on the Council's Internal Audit Overdue Findings and Key Performance Indicators as at 10 February 2021.

On 28 January 2021 Committee requested that the actions which directly related to the remit of the Transport and Environment Committee should be identified. These are shown in Appendix 4.

Cammo Road Trial Closure

On 28 January 2021 Committee approved a motion proposing the trial closure of Cammo Road.

The options to progress a trial road closure on Cammo Road during 2021 are:

For further information, contact:

[Alison Coburn](#)

Operations Manager

Wards affected – All

For further information, contact:

[Dave Sinclair](#)

A – Carry out further Consultation with the broader community.

B – Carry out detailed engagement with Ward Councillors, Community Councils and Council Transport and Planning Officers to try and develop an agreed proposal.

C – Develop a proposal under the context of an Experimental Traffic Regulation Order (ETRO) for a trial period up to 18 months.

D – Undertake and monitoring and assessment exercise to consider the success or otherwise of a trial.

It is recommended that options B, C and D are progressed.

Local Transport and Environment Manager

Wards affected – 1
Almond

Forthcoming activities:

Appendix 1 - Climate Change Impact and Management Briefing for Transport and Environment Committee

On 20 August 2019 City of Edinburgh Council approved the following adjusted motion by Councillor Macinnes:

- Acknowledges the severe weather conditions experienced by the city and elsewhere in recent weeks and recognises that these events may be a taste of what climate change could bring.
- Recognises that these put significant strain on drainage systems and other infrastructure, causing some surface water flooding and damage to property.
- Acknowledges that there is a need for the Council to be prepared and farsighted in its approach to building in resilience in the city, alongside its work to make Edinburgh a net zero carbon city by 2030.
- Acknowledges the comments of flood insurance specialist Professor David Crichton in which he indicated that many local authorities in Scotland have already been 'good at managing risk'.
- Requests a report to Council which indicates clearly the work already being undertaken and needed across the Council to meet heightened demands caused by extreme weather and future considerations.
- As part of this work and in light of the significant flooding caused by blocked gullies, to agree to an interim report to the Transport and Environment Committee within two cycles on the current arrangements for routine road gully cleaning, identification and any additional resource requirements.

Gully Cleaning

Following the Council meeting, an update on the arrangements for routine gully cleaning were included in the Business Bulletin for Transport and Environment Committee on [12 September 2019](#).

Progress Update

In May 2019, the Council set out an ambitious vision for the city to become net-zero by 2030.

Subsequent update reports have acknowledged that, due to greenhouse gasses persisting in the atmosphere for a number of years after they were first emitted, Edinburgh is will face unavoidable impacts from climate change over the coming years - irrespective of progress towards the 2030 target over the same period.

These impacts include events such as increased flooding, storm damage, biodiversity loss, air pollution, coastal erosion, and urban heat island effects, which can result in damage to both the built and natural environment.

The Council has a range of plans and strategies in place, or in development, to help mitigate the impacts and ensure the city is resilient to future climate change:

- The [Edinburgh Adapts Action Plan 2016-2020](#) was approved in August 2016;
- The Council's resilience plan includes emergency procedures and business continuity arrangements to deal with extreme weather events affecting the city and the Council's resilience risk register includes risks and controls related to climate change;
- Climate change is embedded into the Council's current [Local Development Plan](#), planning policy and guidance, including the [Edinburgh Design Guidance](#);

- A [Local Flood Risk Management Plan](#) (LFRMP) for the Forth Estuary Catchment is in place. The lead authority on this is currently Falkirk Council;
- The risks to Edinburgh's coast from sea level rising and coastal erosion have been identified with proposed ways to alleviate them. This work has fed into the development of a coastal park as part of the regeneration of [Granton Waterfront](#);
- [Edinburgh's Biodiversity Action Plan 2019-2021](#) includes actions on adapting to climate change within site management plans, conservation plans and species action plans. This not only raises awareness but also involves risk assessment, adaptation measures and any carbon capture;
- The [Thriving Greenspaces Project](#), which aims to protect and enhance Edinburgh's green spaces, was agreed by the Culture and Communities Committee in January 2021; and
- [Edinburgh Million Tree City](#) was approved by Committee in January 2020. This project will provide a nature-based solution to the impacts of climate change by improving air quality, cooling the urban environment, intercepting rainwater, and protecting and enhancing biodiversity. An Action Plan to implement this ambition is currently being finalised; and
- Transport and Environment Committee agreed the Vision for water management across the city for new development and retrofit development in [November 2020](#). The development of this was supported from Scottish Water and Scottish Environmental Protection Agency (SEPA).

In the future, the Council is progressing and/or working with partners on a range of activities which will support the on-going work. A summary of these are provided below.

Climate Risk Assessment

To support this work, the Council is commissioning a city-wide climate risk assessment to better-understand climate risk exposure across the city and to assess the economic costs associated with responding to the impacts of climate change - on both the city's natural and built infrastructure.

This will inform future planning, investment and decision making on adapting the city to be resilient to climate change, with a view to taking any avoidable costs out of the system in the future and ensuring adaptation activity delivers co-benefits such as carbon sequestration, improved air quality and other health and wellbeing benefits.

This risk assessment is a fundamental step in identifying what adaptation actions should be developed and will provide an evidence base that can help in decision-making and to prioritise what needs to be done now and in the longer term to ensure our city is climate resilient.

It will be taken forward through the development of an implementation plan to support a new city-wide 2030 Sustainability Strategy which is due for publication in Autumn 2021, ahead of CoP26 in November 2021. This implementation plan will also incorporate a refreshed Edinburgh Adapts Action Plan.

City Plan 2030

The proposed plan, City plan 2030 is scheduled to be published in August 2021. It includes a suite of new policies that require all new development to be better adapted to the intensity of rainfall predicted and the increase in volume of rainfall within the rivers, sewers and on the surface. It also contains policies relating to development close to the sea. The context of improving green blue infrastructure and place making is a theme running throughout the plan.

Guidance and detailed factsheets on how to build a water resilience into the city are being prepared to support the water vision and new City Plan. The background and principles of the Sustainable

Rainwater Guidance are due to be online by summer 2021 and will form part of the Edinburgh Design Guidance. The factsheets associated with the rain water guidance are due to be prepared by December 2021.

Flood Risk Management Act

The Council is engaging with Scottish Water and SEPA in developing strategies for the management of flood risk. In accordance with the Flood Risk Management Act (the Act), Surface Water Management Plans are currently being prepared. These will identify areas of the city at particular risk of flooding and will develop mitigation measures for the effective management of surface water, where practicable.

Draft Flood Risk Management Strategies have been recently published by SEPA, for consultation, also in accordance with the Act. The Forth Estuary strategy was developed with SEPA and the other local authorities in this Local Plan District. This sets out the target areas in the city which will be later be subject to documented objectives and actions to manage flood risk within those areas.

The Council undertakes detailed flood studies which are used to gain a very detailed understanding of the flood risk posed by various watercourses in the city, and to help inform Planning guidance. This year, flood studies have been undertaken on the Water of Leith and Braid Burn watercourses and additional studies are planned for the coming years.

Edinburgh and Lothians Strategic Drainage Partnership

The Edinburgh and Lothians Strategic Drainage Partnership is a collaboration between the Council, Scottish Water, SEPA and neighbouring local authorities.

The Partnership is actively progressing a 'Design Sprint' project to identify a suitable active construction project in the city and incorporate additional sustainable drainage measures to address local flooding issues adjacent to the site. As well as being a practical intervention, which will be built, it is being used as an exemplar project to develop a process to effectively implement actions arising from other initiatives such as those identified above.

Flood Prevention

The Council's flood prevention team continually implement practical measures around the city to mitigate flood risk resulting from an ever-changing climate. In 2020-21, these measures included the construction/repair of bunds at Longstone and Kirkliston, improvements to culvert grilles and river telemetry, and inspection and repairs of coastal defences, rivers and reservoirs.

The team provides a 24/7 emergency flooding response and responds to lessons learned from emergency events e.g. the installation of flood barriers to vulnerable properties in the Breastmill area of Kirkliston has been progressed following flooding in December 2020.

Other Activities

- To preserve and increase the quality greenspace and use nature-based solutions to tackle climate change through delivery of a Green and Blue Network Strategy and [Edinburgh Ecological Coherence Plan](#).
- Work with partners to ensure Edinburgh's habitats and biodiversity are protected and enhanced and the ecological services they provide benefit the city through providing nature-based solutions to flooding, the urban heat effect, air quality and pollination. This will identify priorities for large scale adaptation interventions and develop a pipeline of investible projects to take them forward, subject to funding.

- Increase awareness of climate change impacts and adaptation to business and communities, and help build business and community resilience to them including, where relevant, encouraging investment in structural and infrastructure change that will reduce or avoid business disruption caused by the impacts of climate change.
- The Green Blue network project, which brings together the Scottish Financial Risk Academy (SFRA), Active Travel, planning and landscape, health and wellbeing and the Council's Ecological Coherence plan, will be completed by November 2022. This will include a Trees and Woodland planning strategy to align with the one Million Tree City Initiative and will indicate multifunctional projects that would be of benefit to the city and provide information that can inform new development and potential city wide green blue linkages.

Gareth Barwell

Head of Place Management

March 2021

~~It is clear that the actions necessary to address climate change will come at a financial cost which cannot be contained within current infrastructure budgets.~~

~~Planning policy will require individual property owners to take increasing responsibility to deal with water from hard standing areas such as roofs and driveways.~~

~~Increasing water storage areas will be required which will result in changes in function of green and open space in the city. Existing road and path infrastructure may be required as conduits to direct water to these areas.~~

~~Whilst the Council will endeavour to minimise flooding, property owners will have a continued responsibility to protect their own properties from flooding.~~

Appendix 2 - George Street and First New Town Concept Design Stage: Design Elements, Operational Principles and Engagement Summary

Design elements of GNT final concept design

- 1.1 The core elements of GNT's final concept design, presented in this report, act together to reallocate and reprioritise space within the public realm to improve accessibility and active travel, make the spaces and streets more welcoming, whilst celebrating the unique heritage and architectural environment of the area. The project will also support the Council's commitment to become a net-zero carbon city by 2030.
- 1.2 Extensive consultation and engagement have been undertaken in preparing a final concept design which elicited broad public support for the delivery of high-quality public realm improvements; supporting a safe walking and cycling environment, with a focus on delivering inclusive access for all.
- 1.3 Producing a robust design proposal that is operationally sound, deliverable and that will respond to wider operational changes in the future, was a key strand of the final GNT concept design commission. The commission to finalise the GNT concept design was reported to the Leadership Advisory Panel on 31 March 2020 and confirmed in the GNT Business Bulletin to Transport and Environment Committee on 12 November 2020. Consultation and engagement processes have been reinforced by a broad range of studies and assessments including a heritage statement and impact assessment, relevant technical studies such as radar surveys, parking survey, street life assessment study, business operations survey, traffic modelling, integrated impact assessment, and work to integrate the project with adjacent schemes and with the CCT delivery plan.
- 1.4 The analysis of consultation findings and responses to final design proposals, combined with the above technical assessments, concludes the concept design stage of the project. The following core elements and design principles are now proposed, which combine to underpin the finalised GNT concept design:
 - 1.4.1 Wider pavements on both sides of George Street along the entire street length, will increase circulation space and accessibility for all pedestrians. This is primarily achieved by the reduction in the road width, obtained from the removal of parking bays. Wider pavements and narrower road space means pedestrian crossing in all directions will be prioritised, and be more direct, safer and easier at all junctions. A designated limit for café seating areas ensures that the pavement width remains consistent.

1.4.2 Parks and gardens formed an integral part of the James Craig plan of 1768, carefully included within a symmetrical and hierarchical arrangement: Princes Street Gardens, Queen Street Gardens, St Andrew Square, Charlotte Square and private residential rear gardens. George Street has a simple symmetry and geometry, giving rise to an end to end sense of street continuity with the street proportions and architecture carefully framing views and vistas of trees and gardens within the designated gardens of St Andrew and Charlotte Squares. The volume of greenery proposed by the final concept design will be substantive while sympathetic to Craig's original design principles as outlined above. Sensitively landscaped seating areas both on the north and south side of George Street will provide designated areas where people can relax or rest in comfort and safety, within a unique street environment. These additions make the street more welcoming for people of any age, and the potential to include some informal play elements within these spaces. The volume of greenery, landscaped areas and low vehicle environment and encouragement of active travel will enable the GNT project to make a major contribution to the Council's climate emergency commitments. The final concept design includes appropriate levels, types and placement of "greening" in the form of hedges, large multi stem shrubs and other low-level shrub planting contained within raised granite planters. The current greening is exclusively contained within sixteen landscape seating areas, distinct from the footway and carriageway/cycle space within the street. Total greenery includes 80 Amelanchier tall shrubs, 220m² of large shrub planters, 184m² of ground level planters and 520 linear metres of hedging. Edinburgh World Heritage (EWH) accept this form of greening to be appropriate as it does not interfere with views and vistas and, most importantly, can clearly be identified as part of a contemporary intervention which does not interfere with the understanding of the original James Craig masterplan. EWH agree that the new "greening" elements have been carefully introduced and will echo the symmetry and materials of the historic streetscape. The substantial scale of greenery and its associated benefits proposed for George Street will make a significant contribution to the Council's commitment to be a zero-carbon city by 2030 and enhance the overall biodiversity of a street which is limited at present.

- 1.4.3 The Council has made a commitment via the CMP to review the existing bus network especially within the city centre. With the extension of the existing tram network, climate change commitments, population growth and capacity constraints, a revised bus network is crucial to ensure the service responds to the needs of the city. George Street has three dedicated local bus services and two “peak time only” services which serve two stops on two blocks, on the street. The final concept design assumes bus services will continue to operate within the GNT area however will not access George Street itself as part of the city-wide bus network review. However, the revised bus network will always ensure a high provision of local bus services are able to serve George Street and the First New Town area. Bus services will be able to directly cross George Street via north and south routes on interconnected streets, including Hanover and Frederick Streets. Furthermore, St Andrew Square will continue to be an important transport interchange for users to work in and visit GNT with access to the expanded tram network (accessed from nearby stops on Princes Street and St Andrew Square), local bus services and Edinburgh Bus Station. The proposal to remove local bus routes along George Street will allow the creation of a final design proposal that removes all but essential traffic from the street. The promotion of a very low traffic area will enable cycling to be located within the centre of George Street, creating a unique cycling experience in a world class place, while enhancing opportunities for additional placemaking including landscaped, play and seating areas.
- 1.4.4 The removal of buses, and all other non-essential traffic from George Street presents a unique opportunity to create a cycling street within the central carriageway of the newly designed Street. The creation of a cycling street within George Street will provide a high quality approach to cycling in the first new town area, interfacing with both the City Centre West East Link (CCWEL) and Meadows to George Street (MGS) active travel projects to create a network of strategic cycling routes to the west of the city from Charlotte Square, to the east through St Andrew Square and south via George IV Bridge. To accommodate the new cycleway, the junctions of George Street will be redesigned, which will also improve the visual setting around the central statues, help slow down vehicle movements within the remaining First New Town streets and reduce potential for cycle/pedestrian/vehicle conflict. The detail of how the final cycleway will be designed in full will be developed during the next stage of the design process.

- 1.4.5 The removal of parking bays from George Street, to free up space for non-motorised uses is a principle that is already established for the city centre. The approved St James Centre, which will open later this year, will provide a significant increase in off-street parking within the city centre creating an opportunity to reduce on-street parking in the surrounding area. The CCT strategy highlights the removal of on-street parking in the Edinburgh's historic core as necessary and to reallocate space for high quality public realm. During previous public consultation, the removal of central parking in the GNT concept design elicited general support from a wide range of consultees, while recent engagement with key stakeholders has in the main reinforced this principle. Some concerns remain with regards to wider parking in the area especially relating to providing access for people with lower levels of mobility, who are not blue badge holders, discouraging spread of parking activity into the New Town and emergency access for example building repairs.
- 1.4.6 An integrated Sustainable Urban Drainage System (SUDs) has been incorporated within the final concept design proposals. The introduction of a SUDs system, which will be formed within the designated landscaped areas, will allow surface water to drain naturally, replenishing ground water and having zero impact on the capacity of existing drains and sewers. The varied landscape planting for the area will also slow the rate of surface water as plants filter, reuse and reduce flood risks. A final SUDs system for George Street will be developed during the next stage of the design process. The project has also been invited to participate in the Edinburgh and Lothian's Strategic drainage partnership "Blue Green Infrastructure Pilot" programme which will, in partnership with Scottish Water, review and recommend a final Blue/Green technical solution for the project. The project will also aim to demonstrate what climate impact it will have on the Council's aim to become a net zero carbon city by 2030 by undertaking a carbon emission assessment utilising the Council's Carbon Scenario Tool.
- 1.4.7 Following the completion of a design options exercise over the location of the James Clerk Maxwell (JCM) statue, and in continuous dialogue with the Royal Society of Edinburgh (owner of the statue), the final concept design proposes that the JCM statue is repositioned at the gateway into George Street; adjacent to the western entrance to St Andrew Square gardens. The proposed location for JCM will create a more sympathetic and prominent position with a commanding view of George Street where the statute can be celebrated and enjoyed. Final relocation plans for the statue will be undertaken in close dialogue with the Royal Society and all necessary statutory consents required to move the statue will also be prepared in advance. A revised lease will be

secured with the Royal Society once the final position is agreed for the JCM statue.

- 1.4.8 The final concept design incorporates large “clutter free” spaces located outside key iconic George Street buildings on each block, including areas outside the Assembly Rooms and St Andrew’s and St George’s West Church. The location of these spaces provides clear and uninhibited views of these buildings further enhancing their unique and iconic status within the world heritage site. The spaces located outside key buildings will also create a flexible and multi-functional environment that, while still prioritising pedestrians, wheelers and cyclists, will create spaces which could support appropriately scaled events which are sympathetic to the unique setting and built form of George Street.

Principles for a First New Town ‘operational plan’

- 1.5 Several operational changes will be required to support the transformation of the First New Town into an area that people can enjoy for its exceptional quality of place. The proposed operational changes will form the basis of the development of the detailed statutory notice process during the next stage of the project which is required to enable the construction of the public realm improvements scheme. The fundamental principles of the final operational plan, which are aligned to the CCT Strategy, will include:
- 1.5.1 delivering pedestrian/cycling priority, where George Street operates without non-essential vehicle access through set periods of the day but permitting blue badge access at all times where appropriate;
 - 1.5.2 preserving the use of cycling infrastructure all year-round;
 - 1.5.3 maintaining a local bus passenger services within the First New Town area including direct crossing points with George Street (but not along George Street); with final proposals determined by the outcome of a wider city bus network review;
 - 1.5.4 prioritising blue-badge parking within the GNT area, including George Street and essential resident parking within the wider scheme area (but not on George Street), to support access for this group of key users;
 - 1.5.5 removing all but essential vehicle traffic movements from George Street with access for service vehicles only permitted during servicing and loading windows, except for certain essential services. The exact criteria which will be applied for access for essential services outwith servicing and loading windows will be finalised during Stage 3 and subject to final approval by the Executive Director of Place.
 - 1.5.6 Taxi services will not be permitted to access George Street when enforcement restrictions are in place however taxi rank spaces are proposed in the wider First New Town interconnecting streets and St Andrew Square. A final decision on taxi rank locations and access to GNT will be determined during the next stage of the project – Stage 3.

- 1.5.7 A final enforcement strategy to support the proposed operational plan will be developed as part of the immediate next detailed design and technical stages of the project and will confirm details of the operational plan including final service and loading window periods. At this stage the intentions are to develop a strategy which is supported by technological methods such as ANPR whereby essential vehicles including blue badge holders are still permitted to enter George Street unrestricted, and where service vehicles are only permitted during service windows, unless a pre-agreed “exemption” is secured, for example weddings, funerals and emergency utility/building works.

George Street and First New Town
Summary of Engagement Activity
October 2020 – March 2021



streets-uk



Contents

Introduction	3
Background	3
Engagement Overview	4
Officer Engagement	4
Stakeholder Engagement	5
Stakeholder Feedback	6
Business & Resident Engagement	9
Public Information stage	10
Public Feedback	12
Live Event	14
Engagement Summary and Next Steps	15

streets-UK

Baltic Chambers

50 Wellington St

Glasgow G2 6HJ

www.streets-UK.com

T: 0141 337 3829

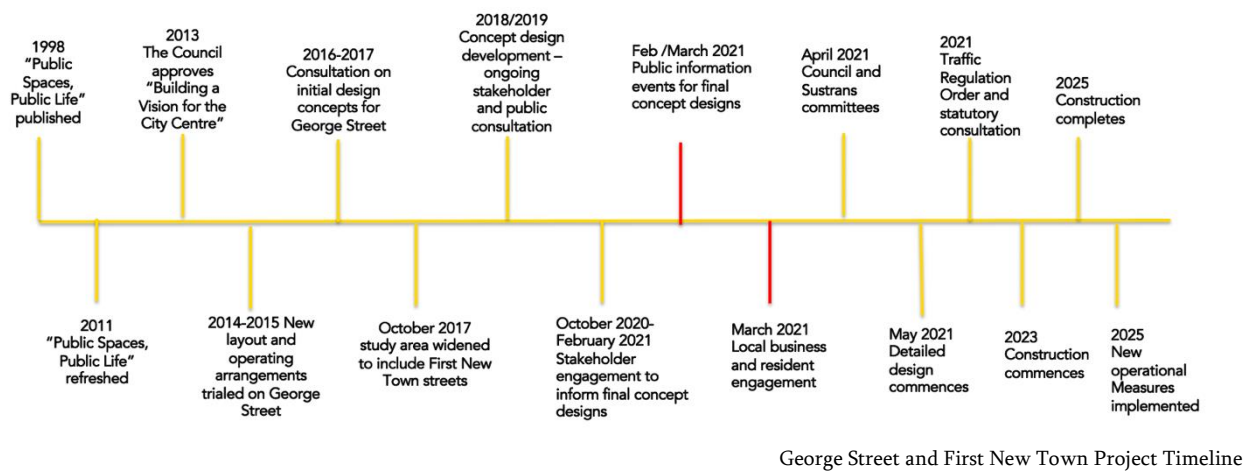
Introduction

This document summarises the engagement activity undertaken by the client and project team over the period October 2020- March 2021 in relation to the George Street and First New Town public realm project. streets-UK has coordinated the activity with Tetra Tech and LDA Design technical input as required. City of Edinburgh Council and Sustrans officers have been actively involved throughout.

Progress with overarching Council policies such as [City Centre Transformation](#) and the wider [City Mobility Plan](#) means the city centre will become largely car-free by 2030. As part of this ambitious change, by 2025, vehicle access to George Street will be significantly restricted to essential access only, which includes blue badge parking. This allows the existing central space to be designed to prioritise cycling.

Moving the cycle route from the south side to the centre of the street, enables better symmetry – a key feature of James Craig’s original simple, geometric and spacious design for the New Town which is recognised as part of Edinburgh’s UNESCO World Heritage Site. It also enables servicing and blue badge parking to occur on both the north and south sides of the street.

The opportunity to update the designs was tested with key stakeholders before informing the public of proposed changes. In addition, local businesses and residents were engaged to ensure the designs can accommodate operational requirements.



Background

Edinburgh has an ambitious agenda for change, for a healthier, thriving, fairer and compact capital city with a higher quality of life for all residents. The George Street and First New Town Public Realm project reflects this bigger vision for the city. It is the result of several years of development and engagement to refine designs with residents, businesses and stakeholders, including community councils and heritage, business, walking, cycling and accessibility groups.

From October 2020 to March 2021, further engagement took place with key groups, which will inform the final concept design proposals before being brought to the Transport and Environment Committee in April. The required statutory processes under which the scheme will be constructed will begin in summer 2021. Improvements are being delivered as part of a coordinated package of projects under Edinburgh City Centre Transformation. This includes the forthcoming Meadows to George Street and City Centre West East Link schemes, which will transform walking, wheeling and cycling routes and connections across the city centre.

Engagement Overview

Over the past 6 months, a range of engagement activity has been undertaken:

- October 2020 – Technical engagement sessions with City of Edinburgh Council officers
- November 2020 – Stakeholder workshops to test and review proposed final concept designs
- Nov –Feb 2021 – Ongoing 1:1 sessions with key stakeholders
- February 2021 – Public information stage and survey launched
- March 2021 – Business and Resident workshops
- March 2021 – Online public live event
- March 2021 – Public opinion survey closes

Covid restrictions have meant that engagement activity has had to occur online, supplemented with printed materials to avoid digital exclusion. This has required development of accessible and easy to use engagement materials including:

- A fully accessible project website www.edinburgh.gov.uk/georgestreet
- A [Computer Generated Image \(CGI\) video](#) of the future proposals
- An [online interactive tour](#) of the future proposals
- Before and After GIFs demonstrating proposed changes at key viewpoints
- Project Branding
- Development of icons to simply explain project components
- Development of key messages and a comprehensive Q&A
- An information flyer being distributed to 2,500 New Town properties
- Utilising Eventbrite to enable easy booking for workshops and online public events



Key Messages

Officer Engagement

In October 2020, Tetra Tech undertook a series of technical meetings with Council Officers. A total of 44 officers were met covering the undernoted areas of responsibility:

- Parking/TRO/Public Transport/Taxi/Licensing
- Public safety and events
- Waste Services
- Active Travel
- Heritage, Landscaping and Spatial Policy
- Economic Development
- Sustainable Development/Climate Change
- Transport Networks
- City Mobility Plan
- Low Emission Zone
- CCWEL/Meadows to George St
- Charlotte Sq and St Andrew Sq
- Spaces for People
- City Centre Transformation (including Freight Strategy)

Stakeholder Engagement – November 2020

A number of key stakeholders were contacted in October with online workshops set up for November. Stakeholders are listed below and were chosen to reflect a range of interest groups and user perspectives. Most had been previously involved in and consulted about the project.

Active Travel

- Spokes
- Living Streets Edinburgh
- Paths for All

Accessibility & Inclusion

- Edinburgh Access Panel
- Age Scotland
- Mobility and Access Commission for Scotland
- Guide Dogs for the Blind

Business

- George St Association
- Essential Edinburgh

Heritage

- HES
- Cockburn Association
- EWHT
- Royal Society of Edinburgh

Festival and Events

- Assembly Rooms
- Book Festival

Climate Change/Critical Friends

- Architecture & Design Scotland
- Landscape Institute Scotland
- 2050 Climate Group

Community

- New Town and Boughton Community Council

Transport

- Lothian Buses

Resilience

- Police Scotland

Round 1 of workshops was held over three days w/c 2nd November. Groups included a range of stakeholders to ensure a mix of views at each session. The agenda was to:

- Recap on the George Street and the First New Town Project journey & process to-date.
- Remind Stakeholders of the current proposals for George Street and the First New Town.
- Update Stakeholders on the status of interrelated plans and strategies currently being progressed within Edinburgh and their relationship to the George Street and the First New Town Project.
- Collectively discuss opportunities for George Street and the First New Town in response to the above.

Follow up workshops were held w/c 23rd November. These sessions were themed to enable more detailed discussion about issues of most interest to the participants and the agenda was:

- Recap on stakeholder feedback from the prior engagement sessions.
- Share how the design team has responded to this feedback in developing the design.
- Present an update of the evolving design proposals.
- Discuss the emerging design proposals to gain feedback.
-

These follow up sessions introduced:

- Relocation of the cycle path into central space
- Opportunity for more symmetrical design
- Opportunity for servicing and blue badge spaces on both sides of the street
- Opportunity for café spill out zone on both sides of the street
- Opportunity for landscaped seating areas on both sides of the street

In general, the proposals were well received. However, further more detailed meetings were scheduled with Edinburgh World Heritage, Spokes and Edinburgh Access Panel.

Stakeholder Feedback

Living Streets Edinburgh

Edinburgh – perhaps uniquely for a European city of its size and history – lacks any significant space in the city centre where pedestrians really come first. George Street has been dominated by traffic and parking for too long and is the obvious place to put this right in the heart of the New Town. These proposals offer the prospect of George Street becoming a place where it is finally a pleasure to walk in and linger.

Edinburgh Access Panel

EAP is aware that George Street currently presents many obstacles for people with disabilities. We are delighted to be involved in a scheme which will remove so many barriers that prevent a significant proportion of the population, both residents and visitors from being able to participate fully in the many facilities that are available in this attractive central city location.

Paths for All

We very much support the proposals as we believe that this is an opportunity to improve options for active travel in this part of the city and create a street where people will want to spend time. Our opinion is that the plans are bold and as this is a key street in our capital city they will form a great example of what can be achieved more widely in Scotland's towns and cities. It is particularly important that there is an emphasis on ensuring that people on foot or wheeling will come first and that good provision will be made for cycling.

One issue that we know has been debated is the lack of street trees in the proposals. In general, the plans would benefit from the inclusion of more greenery – including trees. These would bring benefits in terms of air quality, shade and shelter as well as making it a more pleasant and enjoyable space.

Those walking and cycling tend to spend more money locally than drivers. Increasing walking and cycling can stimulate economic growth in urban areas and benefit local shops.

Sustrans

George Street is one of the most vibrant and distinctive shopping streets in Scotland, thanks to the insightful planning of James Craig. We are pleased to be supporting the increased space for walking, wheeling and cycling that this project will create, upgrading one of the city's key travel routes. The new spaces for sitting and relaxing provide both visitors and residents with comfortable spaces where they can rest and enjoy the World Heritage Site.

Spokes

George Street forms a crucial section of the Council's flagship west-east 'CCWEL' cycle route project, as well as being a major destination in its own right. The new George Street plans, taking lessons from European "cycle streets," provide a wide central "cycling zone" shared with blue badge and (at restricted times) delivery vehicles treated as 'guests.' This replaces the previously planned segregated bidirectional cycle route. This will be an innovative scheme for Scotland, which could be widely followed, and as such the Council must get it right. Given the funding from Sustrans, safe and pleasant conditions for cycling and walking are critical. Spokes welcomes the scheme subject to strict enforcement of the limited number and timings of permitted vehicles, as well as design details. We particularly welcome the assurance of enforcement, by automated means such as number plate recognition or in other ways, which is essential to success



Edinburgh World Heritage

Edinburgh World Heritage is highly supportive of the design for the public realm improvements in George Street as currently proposed. Over time, the proposal has evolved into a simple and elegant design, removing traffic and street clutter, with the potential to enhance the character and authenticity of this significant centrepiece of the first New Town in relation to its existing state. New elements have been carefully introduced and will echo the symmetry and materials of the historic streetscape. Based on the current visuals, we believe these changes will improve the way the street is experienced and valued by putting pedestrians first and allowing them to enjoy the rich heritage which surrounds them. We would like to thank City of Edinburgh Council for taking our views on board at critical stages during the design process.

The Cockburn Association

The Cockburn has been involved in this project since the outset and has seen the designs evolve and mature. The Experimental TRO conducted several years ago showed an appetite for change to George Street and its shift from a trafficked street to a destination for civic living. Key was increased pedestrian space, facilitating the east-west cycle route and generally producing a more amenable place whilst respecting and enhancing the qualities and characteristics of the World Heritage Site. We endorse all of these objectives and feel that the designs have generally reflected these well.

On the subject of trees, we acknowledge the significant public interest in introducing trees into the street. George Street was not designed as a boulevard but as a set-piece along a strong axis from Charlotte Square to St Andrew's Square, with the intervisibility of each crucial to its urban form. The current proposals have evolved to respect this key feature, which we welcome. If trees were to be introduced, it is important that this key element of the street is not undermined.

George Street Association

There is no doubt that the current pre-occupation of George Street Association members is how to recover when the prolonged coronavirus restrictions are lifted. However, we have a mutual interest with the City Council and others involved in this ambitious project to deliver the high-quality changes needed for the future success of this iconic street. This overdue transformation to the appearance and operation of George Street will impact on our members and affected businesses in the area will need support throughout the inevitable disruption involved. We appreciate the opportunity for ongoing engagement with the City Council on the final concept design and thereafter

Essential Edinburgh

Essential Edinburgh welcome the proposed concept designs for George Street which are the result of extensive consultation. It is vital the design works for all its users whether they be retail and hospitality businesses, residents, office workers and people undertaking active travel. The design takes this into account including issues related to servicing and accessibility and we look forward to continuing to work with the Council and other stakeholders to support delivery of a plan that works for all.

New Town & Broughton Community Council

We are awaiting a final statement from NTCC. The paragraph below is a summary of their views on the presentation of the project at the March 2021 meeting.

The general concept of the Project is welcome. There are a number of specific concerns some of which do not relate to the Project itself but to the City Mobility Plan and the City Centre Transformation Project in relation to removal of buses from the street, and access for both business and residents for deliveries. Other points include too much emphasis upon the needs of cyclists at the expense of other users, especially businesses; outdoor seating at cafes and bars is not seen as a major attraction given Edinburgh's climate; access by taxis needs better consideration and the

potential impact of use of spaces for events and whether this would detract considerably from the overall positive impact of extending open spaces. The lack of a specific economic impact assessment/ commercial plan is seen as an important gap. Given the current large number of vacant premises in George Street there is a concern about future domination by bars, cafes, restaurants and clubs, which would not be welcome. NTBCC has divided opinions over whether there should be shrubs or trees in the landscape areas but is in agreement that a commitment to a proper upkeep of the area, especially areas where there would be shrubs and hedges, is essential.

Business and Resident Engagement

In January, we approached George Street Association (GSA) Essential Edinburgh (EE) and the New Town and Broughton Community Council (NTBCC) to agree how best to engage businesses and residents in the final stages of concept design. This resulted in co-creation of the engagement approach for business whereby GSA and EE communicated with members on their databases to ensure widespread visibility of this stage of engagement.

Emails contains a link to the Eventbrite booking platform to make registration as easy as possible. Stakeholders also shared the link on social media posts.

The online invites were supplemented with a flyer (opposite) distributed to 2,500 properties in the New Town.



A total of eleven online sessions were set – 10 on the 2nd and 3rd March and a catch all session on 17th March to pick up people who had missed initial event advertising or who wanted a follow up. All attendees were asked if they needed help accessing the events via Microsoft Teams and a number of trail sessions were held for participants needing support.

Nearly 90 individuals participated. All were asked to complete a short evaluation with 88% advising they had found the meetings to be helpful.

Key themes arising from businesses and residents are:

- Very mixed levels of understanding of the proposals with many people only recently being aware of their extent.
- Design welcome overall with appreciation of street greenery but mixed views on scale of greening.
- Ad hoc access outwith servicing hours is viewed as essential and servicing hours require to be agreed asap.
- Infrastructure for appropriately scaled events should be built in.
- Construction mitigation and compensation policy requires to be communicated.
- Appropriate maintenance budget and regime required.
- Concern that removal or carparking will negatively impact of footfall for some businesses.
- Perception that there is a lack of Economic and Commercial justification.
- Taxi access in evenings queried as an option as is taxi and bus drop off at hotels.
- Connectivity with St James Quarter viewed as important.
- Too much emphasis on outdoor café culture - not realistic.

 Pavements replaced, widened and de-cluttered
 A place for everyone to pause and enjoy
 Street greening providing, shade and shelter, and sustainable drainage
 A cycle street with a safe, wide and clearly marked route
 Statues and heritage will be protected and celebrated
 Landscaped seating areas, for play, culture, leisure, local business and community use
 Loading on both sides of the street at set times
 Outdoor café culture in clearly delineated seating areas
 Blue badge parking throughout the street
 Central Spaces providing opportunity for appropriately scaled events



Do you live or run a business in or around George Street, Frederick Street, Hanover Street or Castle Street?

If so, this is your chance to inform the final concept design proposals for George Street and First New Town. We will hold a number of 1.5 hour online meetings from 9.30am-5pm on the 2nd and 3rd of March 2021.

To register contact:
georgestreetdesign@edinburgh.gov.uk

During 2020, stakeholder groups have contributed to a final concept design for George Street and First New Town. This will now be shared with local businesses, residents and the wider public.

Previous engagement with local businesses and residents occurred in October 2019 and these meetings are being held in advance of Traffic Regulation Orders being progressed during 2021 and construction commencing in 2023.

www.edinburgh.gov.uk/firstnewtown









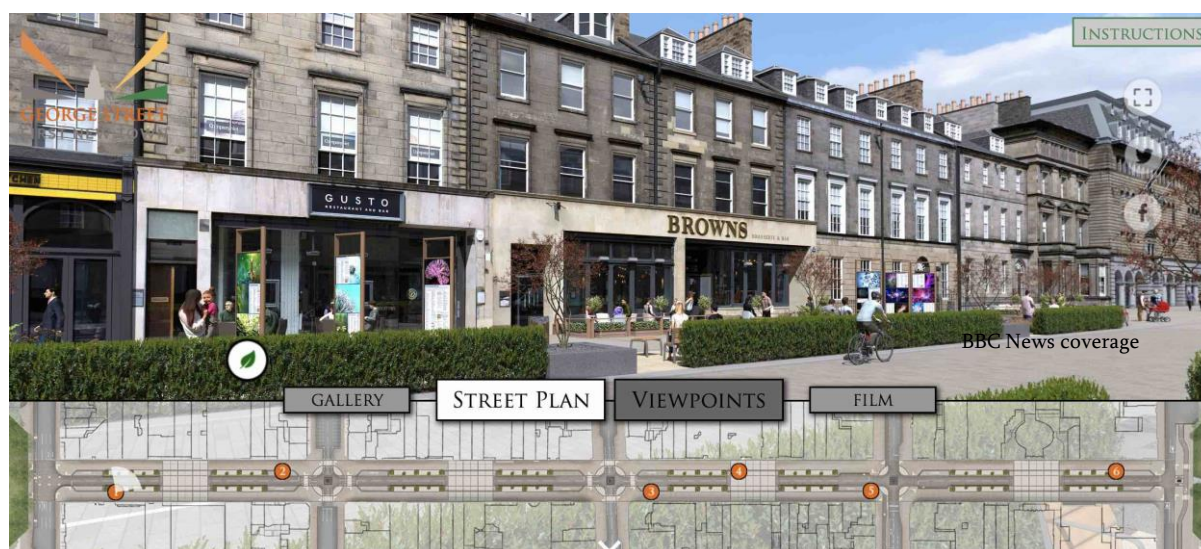

As well as the workshops, project staff and design team have attended several of the GSA monthly meetings and also attended the NTBCC meeting in early March to answer questions.

Public Information Stage

On 25th February, the final concept designs were shared with the wider public. A range of innovative and engaging communications collateral and channels were used and resulted in both UK and international coverage of the project including the BBC Online site recording nearly 500,000 views of the project video in the first few hours.

Members of the public were directed to the [project website](#) and CGI video of the future George Street. They were then given the opportunity to take an immersive “interactive tour” of the future street. For those who wanted more information, web pages contained detail on the proposals with a focus on the key themes of people first, heritage, environment and transport whilst also providing background on progress to date.

There was an option to take a survey to help us understand how citizens might use George Street in 2025. There have been in excess of 4,000 views of the website with 654 taking the survey. A closing date of 26th March was set for comments.



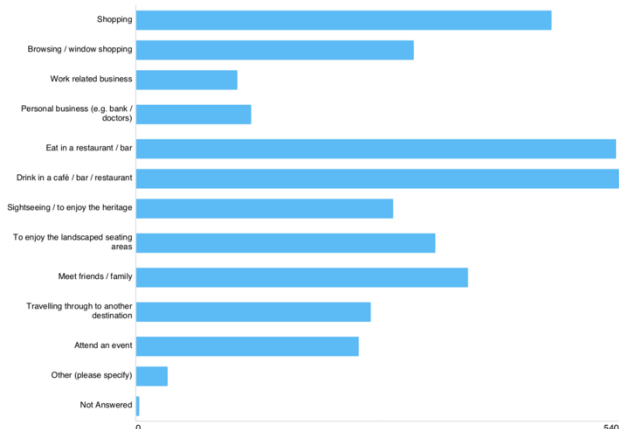
Interactive tour available on project website

Public Feedback

Overall feedback from the public had been very positive with 86% saying they would be more likely or just as likely to visit George Street in the future and most popular uses being for shopping, window shopping and socialising in the bars and restaurants. The vast majority of respondents advise they will walk, cycle or take the bus to George St with only 13% saying they'd drive. There's been good public debate online via platforms such as Twitter.

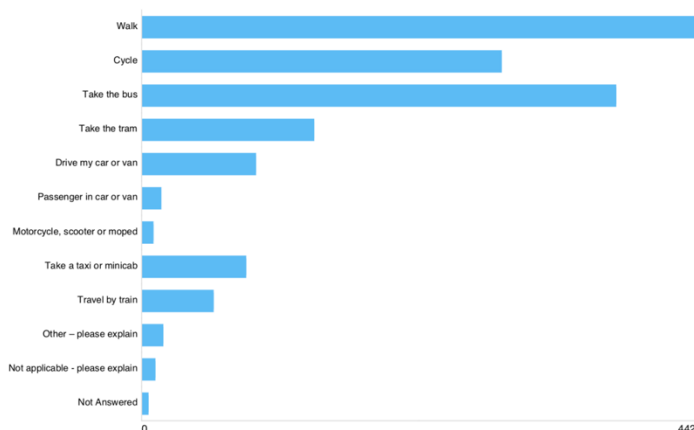
Question 1: Thinking about the redesigned George Street, when I visit it will be for...

Reasons for visiting



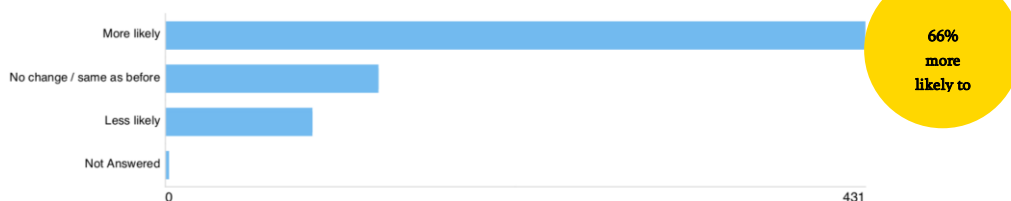
Question 2: Thinking about how I will travel to George Street in the future, I will:

mode of transport



Question 4: Now you've seen our proposals, will you be more or less likely to visit George Street and First New Town than you have in the past?

Visiting GS and FNT



David Bol @mrdavidbol · 1h

"More and more research is showing that in city centres, when you actually make it slightly more difficult for people or less convenient for people to move around in a particular way, a lot of that traffic just disappears – people use alternative methods."



Stuart Kenny @StuartKenny · 1h

I love this! **George Street** at the moment is more or less a car park. This will make it such a nicer place to walk and to be. Now... make Charlotte Square public too!



Spokes CycleCampaign @SpokesLothian · 14h
#GeorgeStreet

Spokes comments attached

- major destination
- crucial section of the flagship west-east CCWEL cycleroute
- automated vehicle entry enforcement, e.g. number plate recognition, is promised and is vital



Play Scotland @PlayScotland · 2h

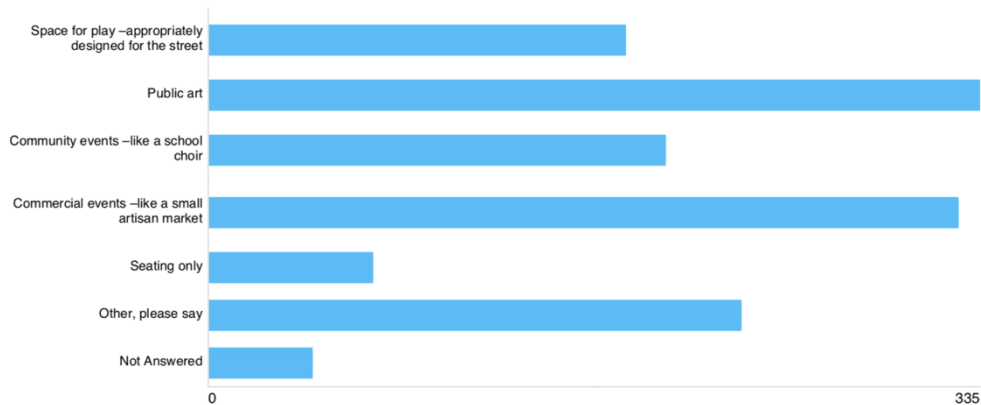
Delighted with the news that **#georgestreet** is going to be transformed into an urban green space for play and recreation 🌳 This contributes to ask 9 in the **#tenasksforplay** [photo/story The Times] looking forward to other authorities following this example **#moreplayplease**

Public Feedback

Members of the public were given the opportunity to make additional comments . The most popular suggestions for activating the landscaped seating areas are summarised below.

Question 5: Our landscaped seating areas are places you can rest, pause and enjoy the street. What other features would you like to see in these spaces?

Other features



Of a total 340 additional comments, 64% focussed on a desire to see more greening and trees as part of the proposals. Other comments include:

- A small quality market may add to the vibrancy. Also - the seating / parklet proposal needs a serious rethink - artist's images are one thing - the reality another....and reconsider trees.
- Although a great improvement I think the council are missing a great opportunity to make a real difference - there's way too much concrete and hardly any planting or trees - if you look at the concrete wasteland that is in Castle Street it's more of the same - look at the designs by Nigel Dunnnett at the Barbican for some inspiration - be more positive about what you can achieve with such a great space and please don't prove yourselves yet again to be a bunch of boring councillors who are intent on building ugly student flats and ugly concrete plazas with nothing of note - you can do much better than these proposals and it wouldn't cost much probably less than the current plans.
- I can imagine a local commercial event like a weekly farmers market would be amazing, as long as this doesn't become too capitalised. Already you find numerous chain shops around this area and it is actually quite sad. There are some independent shops in town, but many have been overtaken already. Public art would also be amazing and exciting to see, and could involve members of the community.
- It is a nonsense idea. Three months of rain and wind , Edinburgh is not Spain. It is turning into Disneyland .
- The landscaped seating seems to overly segregate the pedestrian and vehicular traffic. Taking away any kerbs / road markings and having a single shared surface for all users would be much bolder and encourage bikes / cars to slow down and take care. The seating looks very fixed - something which can be moved or repositioned as required would make the space more flexible. The hedges look like they might require significant maintenance to keep them looking neat. Also hedges on the south side will get less sun and might therefore look less attractive. It would be interesting to see more attention to lighting within the proposal - will there be tall lamps as traditionally seen in the New Town or something more contemporary?

- They need to be flexible spaces so seating can be removed if necessary. Also because of the changeable weather restaurants and bars should be allowed to use the pavement outside their restaurant for covered seating.
- The layout looks appropriate for daytime use, albeit I believe that it could be vastly improved by removing cycle lanes that will only encourage cyclists to speed and make walking more dangerous. I am somewhat concerned about the night time experience under the proposed layout. The street could feel a bit empty and unappealing. There needs to be thought given to what needs to be included in the plan to make the night time experience attractive.

Public Information Stage – Live Event

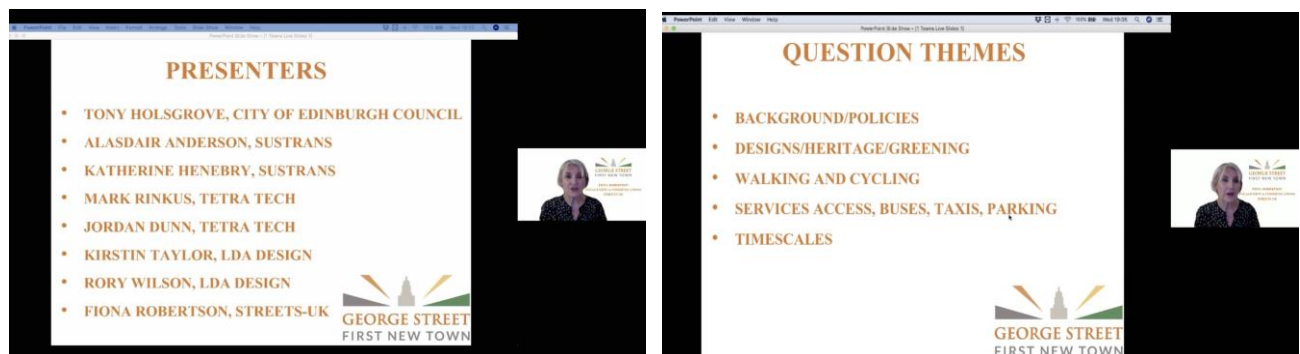
An online “Teams Live” event was hosted from 7pm to 8.30pm on Wednesday 24th March. The event was advertised online with participants signing up via Eventbrite. Participants were asked to view the project website and submit questions in advance or on the night.



Members of the client team and project team were available and the majority of the evening was dedicated to answering questions.

A number of ‘themes’ of questions had been identified and the event was structured accordingly.

A total of 75 interactions were registered on the night representing individuals joining and leaving the live event.



Questions were very similar to those raised at previous engagement and can be summarised as:

- Why no trees when they’d been in previous proposals
- Enforcement – to avoid rat runs being created
- Accommodating events – will the street or parts of it be closed off to accommodate?
- Construction compensation



Engagement Summary and Next Steps

66% more
likely to
visit

Overall, public feedback has been extremely positive with 66% of respondents advising the proposed works would make them more likely to visit George St.

64% of
additional
comments

The biggest issue raised by the public has been a request for more greening/ trees as part of the landscaping with 64% specifically requesting trees.

Only 13%
would
travel by

Preferred modes of travel in the future are walking, cycling and taking the bus. Only would travel by car.

88% of
locals
found

88% of local business and residents found the engagement sessions useful.

There are a number of detailed questions that require further exploration:

- Mixed views on scale of greening.
- Ad hoc access outwith servicing hours is viewed as essential.
- Servicing hours require to be agreed asap.
- Infrastructure for appropriately scaled events should be built in.
- Construction mitigation and compensation policy requires to be communicated.
- Appropriate maintenance budget and regime required.
- Concern that removal or carparking will negatively impact of footfall for some businesses.
- Perception that there is a lack of Economic and Commercial justification.
- Taxi access in evenings queried as an option as is taxi and bus drop off at hotels.
- Connectivity with St James Quarter viewed as important.
- Too much emphasis on outdoor café culture - not realistic.

The Stage 3 Design Stage (detailed design) will commence with ongoing engagement to enable final exploration of the above issues.

Appendix 3

Bus Partnership Fund

Application Form



Phase 1 – Capacity Funding

1. Applicant Details

Lead local authority	City of Edinburgh Council on behalf of the Edinburgh and South East Scotland City Region Deal (ESESCRD) partners.
Partners to the proposal	The Edinburgh and South East Scotland City Region Deal partnership is submitting this bid. The City Region Deal partnership comprises: The City of Edinburgh Council, East Lothian Council, Fife Council, Midlothian Council, Scottish Borders Council, West Lothian Council and the region's universities and colleges. Falkirk Council are also included in the partnership and Clackmannanshire Council are supportive of the bid but at this stage are not a formal partner. The bid is also supported by operators including Lothian Buses, First Bus, Stagecoach, Borders Buses and Prentice.
Contact name and job title	Jamie Robertson
Contact email	Jamie.Robertson@edinburgh.gov.uk
Contact telephone number	07754285381

2. Geography and Demographics

Max 1000 words, excluding maps

Describe the geography of the partnership and specifically that which will be impacted by the proposal, using maps to specify the area. Provide basic population information, to indicate the likely travel habits and therefore how people will be affected by the proposed development.

The Edinburgh and South East Scotland region is facing a period of unprecedented challenge and opportunity. There is a shared duty to address the interrelated challenges of climate change, sustainability, biodiversity loss,

inequalities, health and well-being whilst also urgently addressing economic recovery from the pandemic and a just transition to a net zero carbon economy. The transport network needs to support the rebuilding of the economy so that it works better for people, places and the environment, reflected in the title of our bid – **“Speeding up Recovery – Building on Success”**.

The South East region is the fastest growing in Scotland, with the population expected to grow from 1.38 million in 2018 to 1.51 million in 2043, an increase of 9.1%. This will place additional pressure on an already successful public transport network.

Edinburgh is the largest economic centre within the region, attracting workers from within the city and surrounding local authority areas. According to the 2011 census around 95,000 people commute into Edinburgh to work each day – of those, 80,500 come from other SEStran authorities.

The total in-commuting by car (either as a driver or passenger) is around 63,300 per day (66%). Bus mode share is approximately 28%, considerably higher than the national average, and rail mode share is approximately 8%.

Figure 1 shows travel to Edinburgh by car, bus and train modes from the partnership authorities.

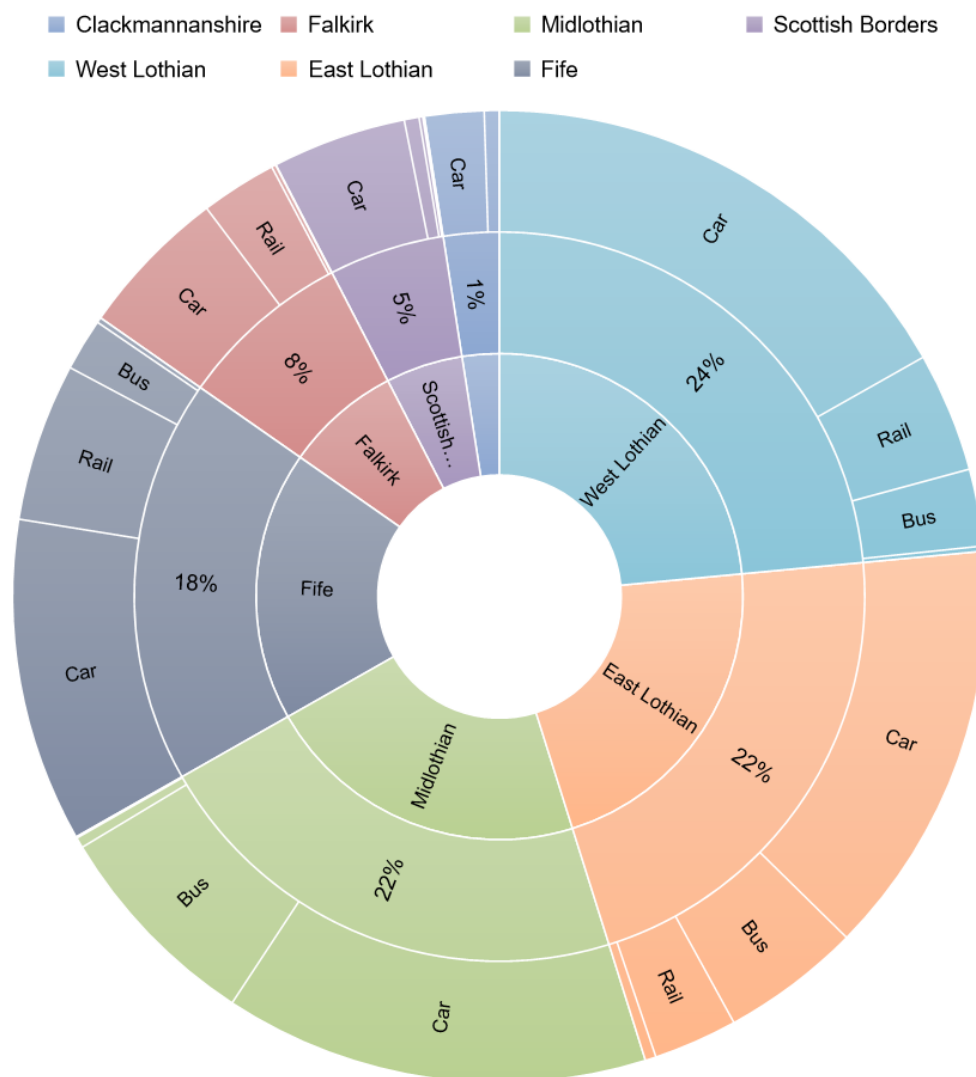


Figure 1: Travel to Work in Edinburgh from Neighbouring Authorities (Scotland's Census 2011)

Travel by car (approximately 65-70% of all trips) is the predominant motorised mode in all. Travel by bus for these movements is comparatively low illustrating the need and scope for improvement addressed by this bid. It should be noted that the 2011 census data pre-dates the opening of the Borders Railway.

Note that a high level of car commuting is undertaken by people who live within the city. Many of these in-city driven trips are made to places of work located outwith the city centre eg Edinburgh Park.

A growing population and limited housing availability are drivers of increasing house prices across the region. The range and affordability of housing is particularly challenging within Edinburgh, meaning that people (and young families in particular) often choose to live outside the city boundary, placing additional pressure on transport networks.

Good transport access strongly correlates to house prices across the region, as shown in Figure 2.

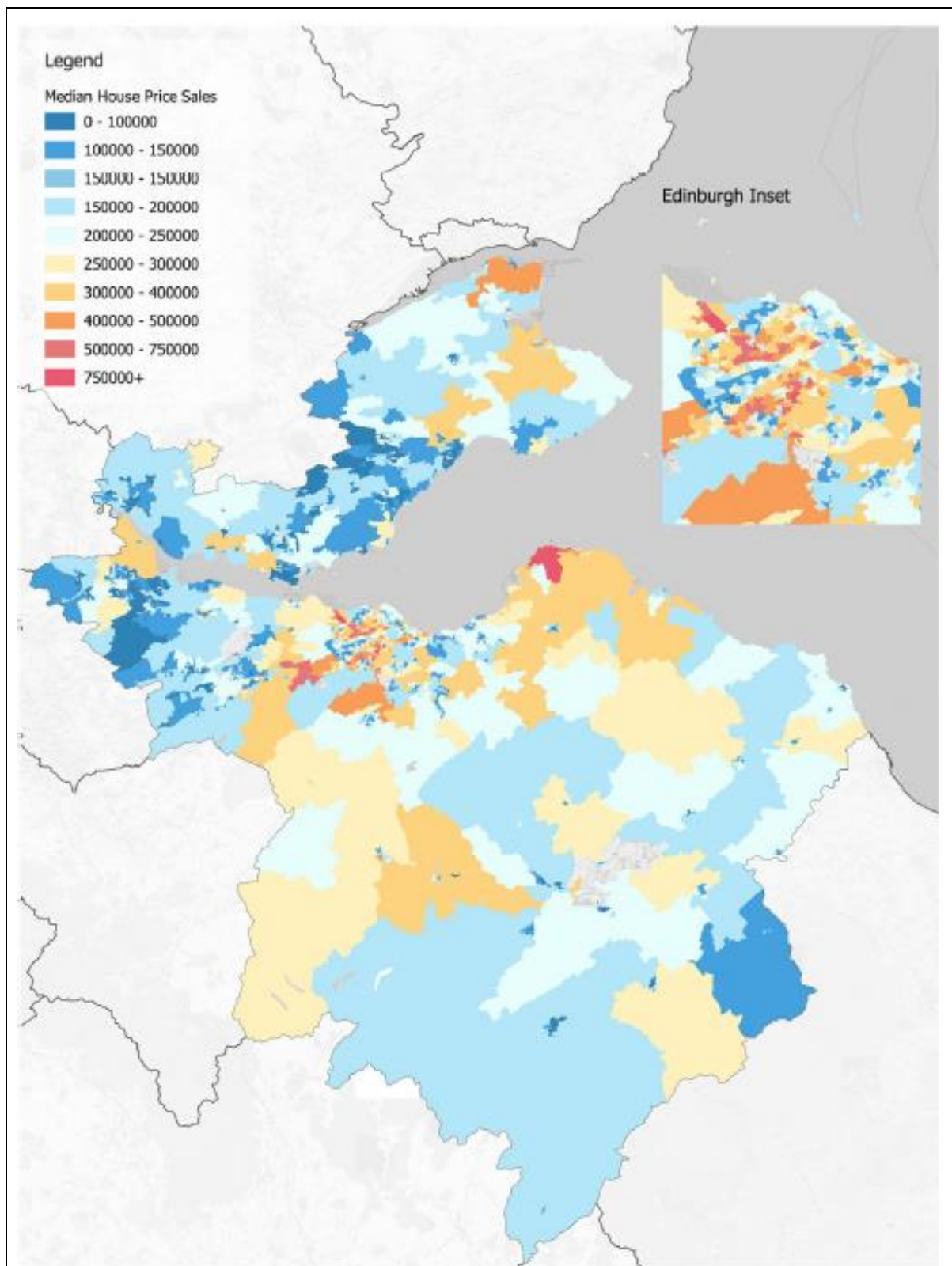


Figure 2: 2018 Median House Prices

Figure 3 shows the travel to work mode share, highlighting the key role of bus for many movements.

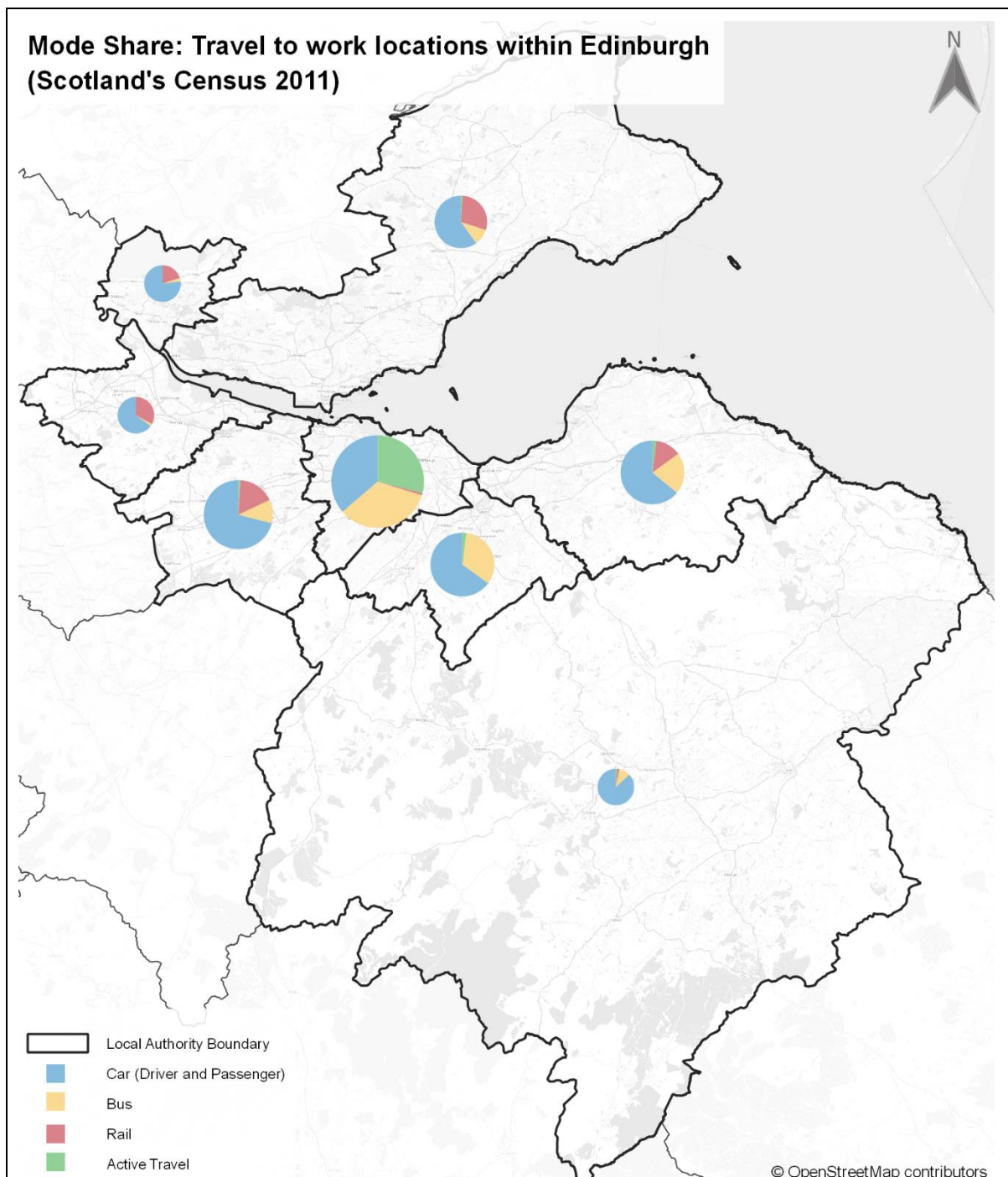


Figure 3: Travel to Work Mode Share

After housing, transport costs are the single biggest household expenditure, where rail services tend to be more expensive than bus. The lack of a comprehensive rail network across the whole region limits the potential for travel by rail for many and a lack of spare capacity on existing rail services, particularly at peak times, again limits potential patronage growth, further re-enforcing the key role of bus.

Scottish Index of Multiple Deprivation (SIMD) data shows that areas with higher levels of deprivation (ranked as Quintile 5 or above) are typically reliant on bus as the primary mode of public transport. Figure 4 illustrates this.

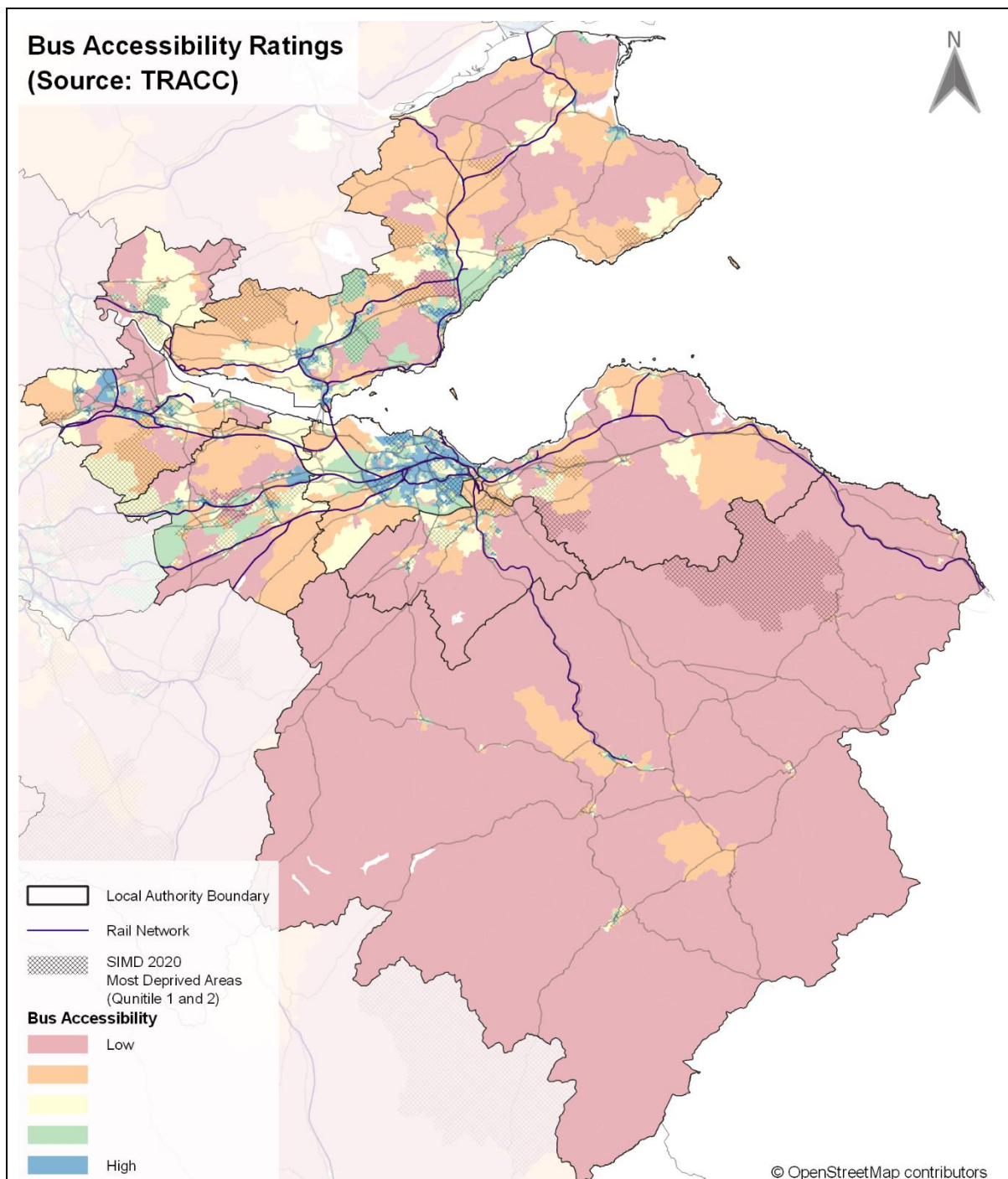


Figure 4: Movements of Trips to Edinburgh City from Regional Settlements by Public Transport Combined with SIMD Data

In these areas of higher deprivation, bus is often the only choice for travel given the limited rail network coverage across much of the region and lower car ownership levels. Where rail is a viable travel choice, high ticket costs can often discourage travel by rail for lower income households.

Given a reliance on bus, it is important that journeys are fast and reliable. Increasing congestion impacts bus travel times and reliability, making access to work and education unattractive. Reversing this trend could encourage increased patronage, supporting investment in services, creating new journey opportunities

for all and particularly for those in areas of higher deprivation. This will be vital in supporting public transport recovery following the pandemic and in reducing car based trips and emissions.

Figure 5 shows public transport travel times to Edinburgh city centre.

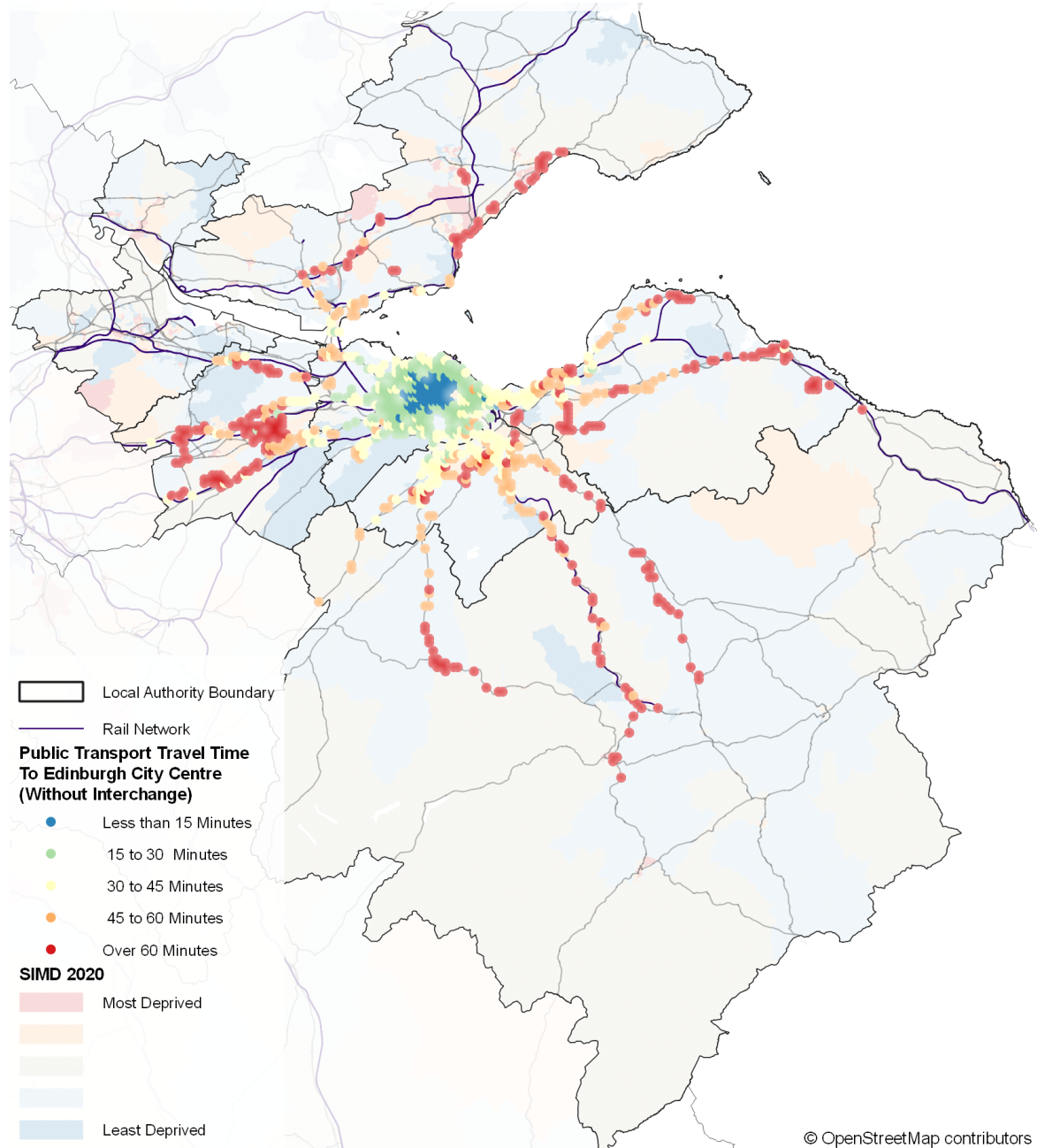


Figure 5: Public Transport Journey Times to Edinburgh City Centre

Public transport journey times to some settlements in the region can be very high when compared to travel by car. For example, a peak hour bus trip from Dalkeith to Edinburgh city centre can take over an hour whilst by car it would typically take 30 minutes. This situation is common to many other settlements in the region.

Strategic routes across the region are congested at peak times. The Queensferry Crossing and A720 are critical connections; however diversion routes for each are

long or limited in capacity, meaning that accidents or closures have a significant impact.

Arterial roads to and from Edinburgh are very congested in both morning and evening peaks. All key routes are affected, include the A90, A8, A71, A701, A702, A7, A68, A1 and A199. Morning peak congestion tends to occur at the first major junction on each corridor – eg Barnton, Newbridge, A720 junctions and the Jewel. Within the city, evening peak congestion is more significant; outbound delays on major arterial routes results in traffic displacement and rat-running, affecting bus routes away from primary corridors (eg Service 41 at Quality Street).

Congestion Plot Layer (Source: SEStrans)

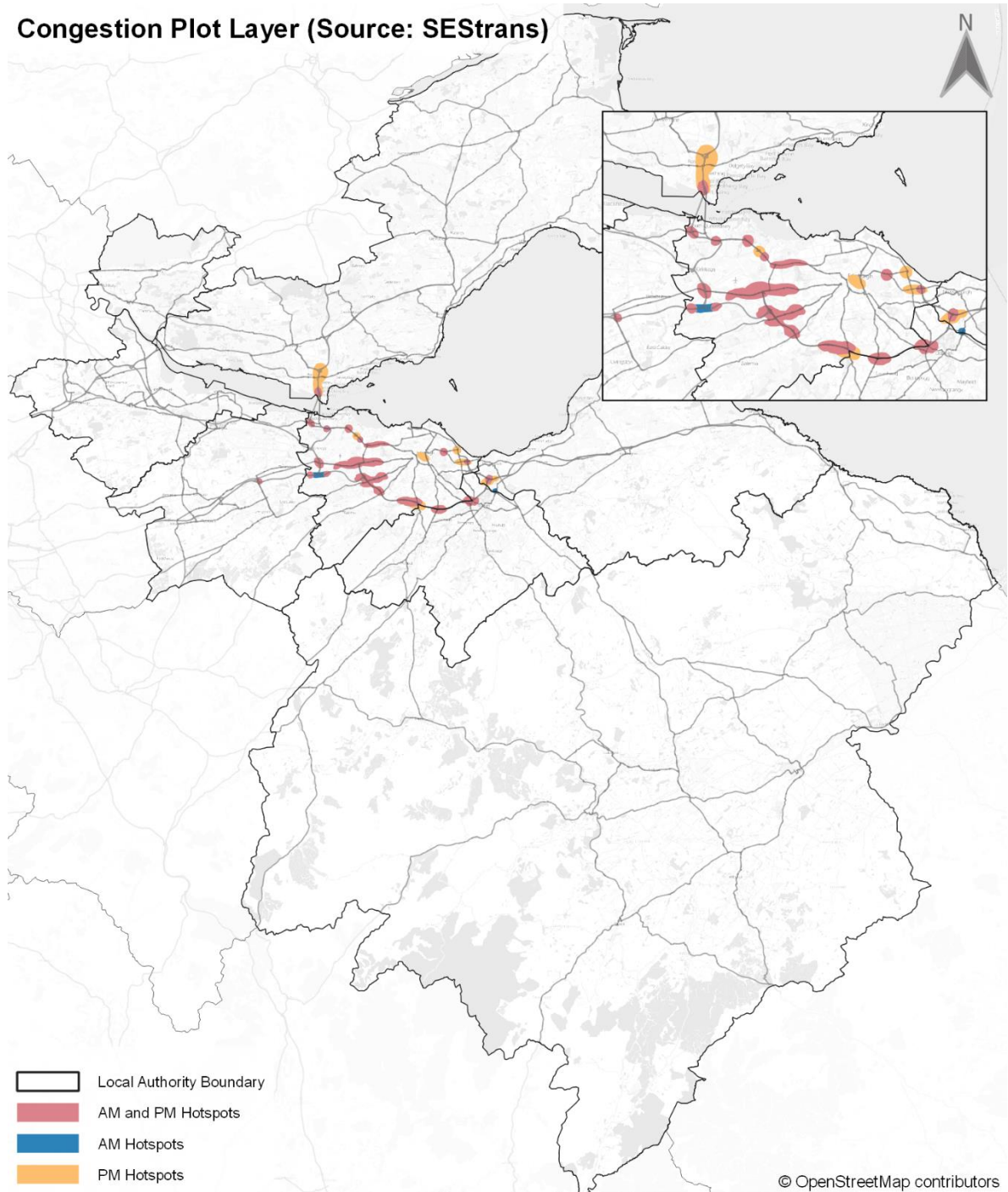


Figure 6: Peak Period Congestion Hotspots

Morning peak bus services travelling towards Edinburgh generally experience delays crossing the A720 City of Edinburgh bypass. Services are delayed by traffic waiting to join the A720 and by traffic rat-running on a parallel axis to the south (eg through Dalkeith, Bonnyrigg / Lasswade and Loanhead). As above, once inside the A720, traffic conditions improve with limited congestion on the A701, A768 and A772 corridors.

In the absence of a comprehensive rail network serving all major settlements, high quality, high speed and low-cost bus travel options are fundamental in increasing social mobility and delivering sustainable travel choices for the region.

3. Analysis of Problems and Opportunities

Max 3000 words, excluding diagrams and chartsⁱ

Outline the problems (to the extent you are able at this stage), evidencing areas where road congestion is particularly problematic for bus. The opportunities should relate to bus priority developments, which are the focus of the Bus Partnership Fundⁱⁱ, as part of a multi-modal approach to sustainable future mobility provision.

Introduction – building on a strong policy and delivery framework

Major strides have been made in the region in transport related policy and on the ground delivery designed to tackle major challenges related to climate change, health, equality and economic prosperity.

There is now a coherent policy framework from NTS2 at the national level with STPR2 and the emerging NPF4 and further policy support through bold new strategies at the regional and local level. This includes the SEStran Regional Transport Strategy, the emerging Regional Growth Framework, the recently published City Mobility Plan in Edinburgh and the East Lothian Climate Change Strategy.

Delivery of practical measures on the ground through effective regional co-ordination and action is well exemplified by the work developing and implementing the successful BPRDF bid to help tackle the impacts of the current pandemic.

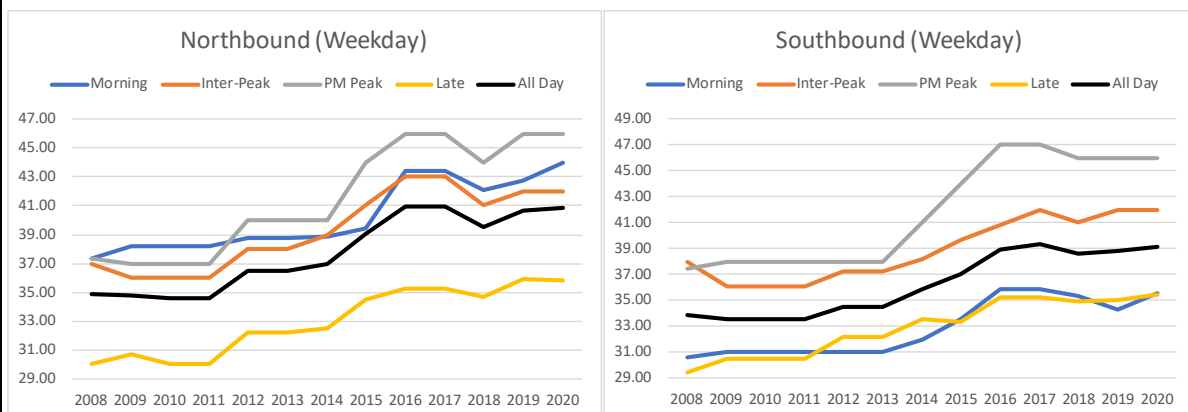
Strong collaborative working between the local and regional authorities, public transport operators and active travel organisations has been key to this progress. This bid builds on this to address key problems and opportunities for bus travel. Coordinated spatial planning and transport helps strengthen cross border public transport services while tackling the environmental and economic impacts of significant in-commuting across the city region.

Problem – unattractive journey times for many movements

Excellent public transport links are key in providing equitable access to jobs, education, health and recreational facilities. As noted previously, areas of high deprivation largely correlate with poor transport accessibility.

Improving public transport journey times and network connectivity has a direct and positive impact on the wider economy and peoples' everyday lives.

Public transport accessibility is mixed across the region. Within Edinburgh, bus is the primary mode but journey times continue to slow (by approximately 20% between 2008 and 2020) making services increasingly unattractive.



Lothian Buses

Figure 7: Increasing Journey Times Between Dalkeith and Edinburgh

As an example, the typical morning peak journey time from Portobello to the city centre is 50 minutes, a distance of only 5km. This is not competitive with European cities of a similar size, impacting on the economy.

While regional rail services are fast, these are not extensive and many communities are captive to bus. Although rail capacity has increased, particularly from West Lothian and the Borders, passenger growth has more than matched this. With limited further rail investment in the short term, the region's express bus network will need to grow (in a similar manner to that from Fife) in order to accommodate increases in demand.

Currently, many regional bus journey times from towns outside Edinburgh towards the city are slow and uncompetitive with the car. Example peak bus journey times include:

- Prestonpans to Edinburgh - 50-60mins (c11miles)
- Dalkeith to Edinburgh – 50mins-1hr (c7miles)
- Penicuik to Edinburgh – 1hr-1hr10mins (c10 miles)
- Broxburn and Kirkliston to Edinburgh - 45-50mins (c12 and c10 miles)

The South East Scotland labour market is constrained. Improved public transport links would help address this and result in immediate wider economic benefits and support economic recovery and growth. Better access to education supports the economy in the medium term and is critical to a demographic largely captive to

public transport and active travel. Improved access to health supports the economy in the longer term, with a more active population improving productivity and reducing costs.

Problem - Tackling more recent decline and the impact of Covid

While remaining successful, Lothian Buses has seen a recent small decline in patronage of (-0.6%) year on year between 2015 and 2019.

Although, East Coast Buses and Lothian Country services may have abstracted some patronage from city buses following similar routes, the trend is clearly no longer upwards. Development growth should be a driver of increased patronage yet a decline in bus use suggests reductions elsewhere.

Although increasing car ownership and a greater use of on-line services are known drivers of declining patronage, slower bus journey times are also a key factor in the downward trend. It is therefore critical to target congestion at key locations across the city and region, improving bus journey times relative to the car.

The current pandemic has had a very significant impact on bus travel across the region. A key aim of this bid is to encourage passengers back to public transport through competitive, reliable journey times, building on, and maintaining, many of the time savings achieved while traffic volumes have been lower.

A scenarios-based approach to ensure resilience in the light of the pandemic will be built into the OBC process.

Opportunity – Building on a strong modal share for bus in Edinburgh

A larger proportion of the population of the City of Edinburgh use bus as their main travel mode of travel to work than any other local authority in Scotland. Despite a historic trend of declining bus patronage across Scotland, data from Lothian Buses shows that between 2006 and 2014 patronage was increasing at an average of 1.1% per annum. Although Lothian Buses patronage has since decreased, this is partly as a result of tram and abstraction from East Coast and Lothian Country services.

Overall, public transport mode share remains high; however, investment is required to further increase bus use, particularly outside the city centre.

Problem – Poorer mode share for bus in wider region

Bus mode share across the wider region is significantly lower than within Edinburgh, however there are a number of successful corridors (particularly Stagecoach's Fife-Edinburgh network), which can act as a template for improvement elsewhere.

A key constraint is the level of congestion on arterial routes to the city, which prevents the delivery of fast and reliable bus services.

Operators highlight that access from adjacent Local Authority areas to Edinburgh is difficult. Barnton Junction is noted as a particular constraint on the A90 for journeys from the north and west including Fife and Clackmannanshire. The A720 City Bypass creates a barrier between Midlothian and the Scottish Borders and Edinburgh as does the volume of traffic on the A7 for services that cross this route.

Problem – Limited rail capacity across the region

There has been significant investment in the south east Scotland rail network to increase capacity. This has included the Airdrie-Bathgate Project, opening of Borders Railway, the Edinburgh Glasgow Improvement Programme and the . Levenmouth Rail Link due to commence construction in 2022.

Despite major capacity increases on central Scotland routes, the Borders Railway and North Berwick / Dunbar services, pre-Covid demand has continued to outstrip supply with congestion on all major rail corridors.

Limited network capacity and coverage, together with increasing fares, mean that improved regional bus services will be a vital component in delivering additional capacity through a network of regional express services as already exists from and to Fife.

Problems – Delay hotspots on the key radials into/out of Edinburgh

Below we highlight the key delay hot spots on the main radial corridors into and out of Edinburgh from/to the wider region. These have emerged from discussions with bus operators and local authorities via the BPRDF corridor groups, reinforced by delay data from operators.

A summary of the key problems in the corridors is set out below under the three corridor groupings set up to take forward BPRDF. This is followed by a more detailed examination of these problems and any opportunities.

Corridor	Issue
South/East (East Lothian, Midlothian and Borders to Edinburgh)	<p>Congested Sheriffhall, A1 / Milton Link, Gilmerton, Straiton and Kaimes junctions result in public transport delays</p> <p>Traffic volumes on Melville Dykes Road result in morning peak public transport delays of up to 10 minutes</p> <p>Queues on the A1 approach to the Jewel roundabout result in public transport delays</p> <p>Delays on the A199 Musselburgh High Street</p>
West (West Lothian, Falkirk, Clackmannanshire to Edinburgh)	<p>Newbridge Roundabout - queuing in both Eastbound and Westbound directions from A8 and A89</p> <p>A8 Gogar – Maybury - Buses get caught in general congestion approaching the Maybury Road junction from west through the underpass</p> <p>Access egress delays for buses at Park & Ride sites - eg Hermiston</p> <p>Poor bus journey times along A71 with delays at Lizzie Bryce Roundabout, Wilkieston and the A71 approach to Hermiston P&R roundabout. Delays of up to 30 minutes are experienced at Hermiston</p> <p>A70 and A71 stop spacing, bus priority and signal strategies are not optimized to minimize bus journey times</p>
North (Fife to Edinburgh)	<p>Temporary low usage of Halbeath and Ferrytoll Park & Ride</p> <p>Congestion on the approach to Barnton junction increases bus journey times</p> <p>Evening peak services from the city centre are delayed on the approach to Blackhall junction</p> <p>Rat-running via Davidson's Mains to avoid the A90</p>

South/South East

Journey time data from Lothian Buses indicates that Service 47, which operates between Penicuik and Edinburgh along the A701 has been subject to increasing journey times in recent years. Northbound, journey times between Penicuik and the Park and Ride site at Straiton have increased between 2008 and 2020 by approximately 20% in the weekday morning peak and by approximately 12% at other times.

Issues at Straiton area are a result of individual development interventions. A comprehensive redesign of the corridor, prioritising public transport and active travel, could address many of the existing operational issues.

Enhanced (and potentially relocated) Park & Ride provision on the A701 requires faster and more frequent direct bus services, improving competitiveness relative to

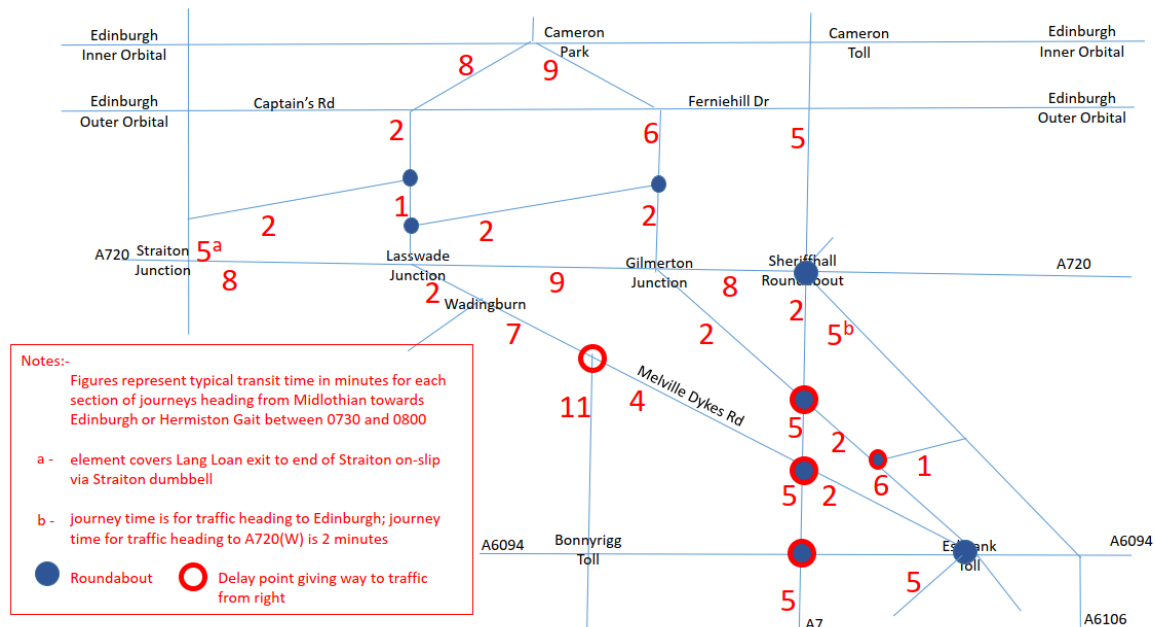
the car. Potential options could be integrated with future City Region Deal development at the Edinburgh Science Campus, Midlothian and Easter Bush.

Bus operators have advised of significant delays to services on approach to and crossing the A7. Problem junctions include:

- B6392 / Meville Gate Rd
- A7 / A768
- A7 / A6094
- A768 / Hillhead Rd

Services are also delayed at the A772 Gilmerton Road / B701 Ferniehill Drive signalised junction within Edinburgh.

Figure 8 shows typical morning peak transit times with major delay locations highlighted as a red circle.



Lothian Buses

Figure 8: AM Peak Traffic Flows around A720 between Sheriffhall and Straiton

The performance of the A720 is a major issue with incidents and accidents having a wide-ranging impact on network performance and bus reliability.

Operators refer to congestion in this area as the 'Midlothian Wall' where buses are delayed crossing the Midlothian boundary towards Edinburgh. A general reduction in bus delay in this area would support the development of an express bus network, which would further improve bus journey times from Midlothian and the Scottish Borders into Edinburgh.

Delivery of major development sites in East Lothian, such as Blindwells, together with the proposed Haddington and Cockenzie employment zone will require a step-change increase in bus provision. Many new services will route via the A1, where the principal source of delay is the approach to The Jewel Roundabout.

The alternative route avoiding The Jewel is via Newcraighall / Niddrie Mains Road. Ad-hoc development along Newcraighall Road has resulted in a disjointed road network, focussed on providing car capacity. Niddrie Mains Road has been constrained with wider footways but there has been a piecemeal approach to placemaking. Public transport and active travel provision in the Newcraighall Road / Niddrie Mains Road corridor is relatively poor.

Data from Lothian Buses, indicates that journey times on Service 30, which operates along Niddrie Mains Road, have increased between 2003 and 2020 by over 20%. Increased journey times are also noted on Saturdays and Sundays, due to the effect of Fort Kinnaird Retail Park. Targeted measures to reverse this trend are required and improvements to the public transport and active travel infrastructure on Newcraighall Road would capitalise on the significant and successful investment in the Craigmillar / Greendykes area over recent years.

West

A8/A89

The A8/A89 corridor is a key strategic corridor providing links to and from Edinburgh to West Lothian and beyond to Falkirk and the Lanarkshires but also, via the M8 and M9 to the north and west of the Central Belt. It is also a key destination, serving Scotland's busiest airport and employment growth in West Edinburgh. Substantial further development is envisaged in the current Local Development Plan and emerging City Plan.

Significant development, and particularly residential development, is also taking place in West Lothian. This critical role of the A8/89 has already been recognised in the appraisal work undertaken in the WETA (West Edinburgh Transport Appraisal) study, including the refresh undertaken in 2016. Both reports highlighted the urgent need for bus priority measures and additional Park & Ride and interchange opportunities.

A subsequent successful bid as part of the Edinburgh City Region Deal allocated £20m for bus focused improvements with a further £16m from CEC for both bus and active travel improvements. OBC work is now underway in this corridor through WETIP (West Edinburgh Transport Improvement Programme).

The BPF will complement the City Region Deal in terms of the potential for P&R on the corridor and could support the delivery of an even more ambitious bus priority scheme.

A71

On the A71, principal locations where congestion and delays occur include:

- Lizzie Bryce Roundabout in Livingston
- Eastbound delays through Kirknewton junction
- Eastbound queueing in Wilkieston back to the B7015
- Delays on the approach to the A71 P&R at Hermiston and A720 roundabouts
- Congestion on Riccarton Mains Road towards Heriot-Watt University

Together, congestion increases journey times by up to 40 minutes in the morning peak, significantly increasing operating costs and impacting on the attractiveness of public transport.

Within the city, at Bankhead and City Bypass roundabouts, queuing on the roundabouts by north/south traffic blocks vehicles travelling east/west (including buses). Morning and evening peak queues also occur at the Chesser Avenue junction where existing bus lanes provide only limited benefit.

A70

The A70 corridor into the city provides links to and from West Lothian as well as from the villages of Balerno, Currie and Juniper Green, which are situated within the city boundary. Over recent years significant residential development has occurred within the villages, leading to an increase in congestion on the single carriageway section of the A70 that flows through them. An increase in single occupancy vehicles has meant that buses incur significant delays at junctions along the route. The principal source of delay is at Gillespie Crossroads, where, at peak times, the east and westbound approaches become saturated as the junction has to accommodate, not only, those travelling into and out of the city but also those travelling to the north or south west.

Bus priority on the A70 corridor is limited to a few short sections on Lanark Road (approx. 300m of bus lane) and Slateford Road (approx. 700m of bus lane). Due to the single carriageway nature of the route, measures to improve bus journey times will focus on stop rationalisation and technology to prioritise buses through junctions.

North

A90

The A90 is the busiest corridor into Edinburgh by a significant margin. It is the primary link between Fife and Edinburgh and peak period congestion frequently result in travel time unreliability.

Major investment in Park & Ride has been extremely successful to a point where, pre-Covid, Halbeath and Ferrytoll sites were operating close to capacity. In the year 2019-2020, passenger growth increased by 20% on the corridor.

This bid complements and supports the separate Fife Council Bus Partnership Fund applications to deliver increased Park & Ride provision and other bus network improvements, capitalising on existing and already successful investment in bus priority on the M90 / A90.

The principal source of morning peak delay on the A90 occurs citybound on the approach to Cramond Brig and Barnton. The existing Queue Management System is life-expired and operates with reduced functionality. The removal of the Dolphington Junction on-slip bus lane has additionally impacted on bus journey times and reliability from Queensferry.

Evening peak traffic, leaving the city, rat-runs to avoid congestion, creating safety and emissions issues away from the core arterial network.

Buses are delayed leaving Davidson's Mains on the approach to Quality Street. Delays also occur on the Telford Road approach to Queensferry Road due to the volume of traffic from Leith / North Edinburgh.

City centre network and stop capacity is a major constraint; evening peak congestion at Queensferry Street is a major source of delay and a limit on future growth.

Orbital Movements – the missing opportunity

As indicated earlier, not all regional movement is city centre focussed. Orbital bus service provision, linking key employment, education and healthcare sites, is extremely important yet currently comparatively poor. In order to reduce dependency on the car to access these locations, there is a strong desire to increase the frequency and attractiveness of orbital services. Nevertheless, existing orbital routes are often delayed on the approach to major junctions; buses arrive on the minor arm but the prioritised flow is the major radial route. New technology solutions, outlined below, as well as more traditional priority measures, could help address this.

At key locations, the opportunity to interchange with tram and radial local and regional bus services could be much enhanced. Facilities need to be made more attractive in terms of place, shelter, information, personal security etc, helping overcome the acknowledged negative perception of interchange among many passengers. This would link with the best practice guidance and appraisal framework for mobility hubs in Scotland recommended in Phase 1 of STPR2.

New Technology – a major opportunity for bus priority across the region

The adoption of new technological solutions to bus priority is seen as the most likely solution at a significant number of junctions and bus operators are keen that delivery of an Urban Traffic Control (UTC) / Automatic Vehicle Location (AVL) is taken forward on a regional approach and that implementation is managed as a regional project to ensure that the interventions are seamless along routes crossing local authority boundaries.

Delivery of UTC / AVL technology is seen as critical by all operators in the region and delivery requires specialist knowledge. Work is required to consider the technical status of all junctions (and pedestrian crossings) to determine the benefit in providing bus-signal communication and, how this might be successfully applied. It needs to consider the different vehicle location detection systems and how priority requests from them will be best managed including protocols to avoid unintended consequences (eg gridlock), learning from experience in other cities.

4. Desired Outcomes

Max 1000 words

Describe the desired outcomes from the proposed bus priority developments. How do you plan to evaluate the achievement of these outcomes?

Speeding up Recovery – Building on Success

City Region Deal partners are preparing a Regional Growth Framework, to be published in June 2021. It articulates the long-term aspirational goals for the region and guides the future direction of economic, planning, housing and transport policy, setting an ambitious 20-year vision delivered across three main themes: flourishing, smart and adaptable.

Under the Adaptable theme, being better connected is key to adjusting to major economic and technological changes, and to helping respond to climate change challenges and opportunities.

The integrated package of improvements in this bid, will in particular support the following outcomes set in the Framework:

- increase workforce mobility, especially for residents of disadvantaged communities, primarily through the creation of a fully coordinated, integrated, flexible affordable network across the regions that helps reduce inequalities
- achieve modal shift to demonstrably address climate change and reduce emissions
- allow a flexible transport network to adapt to the differing transport needs of the region, offering multiple travel choices

Six more detailed outcomes for the bus priority, interchange and related improvements that are the subject of this bid are set out below:

- A region where bus becomes an **increasingly attractive** and important option in providing sustainable transport movements for a much wider range of journey purposes and destinations, benefiting residents, businesses and visitors
- A region in which bus travel **recovers quickly from the impacts of the pandemic** and then **continues to grow** in mode share along with other elements of public transport and active travel, thereby supporting economic growth and recovery
- A region in which bus travel plays a key role in addressing emissions and thus **tackling climate change and health agendas**.
- A region where **interchange** between different modes is as seamless as possible to maximise the use of sustainable modes
- A region where an effective bus public transport network supports **sustainable economic and population growth** across the Region.
- A region in which **equality for all** is at the heart of the transport system, promoting social mobility and helping address poverty within our most deprived communities

These outcomes are reflected in the objectives set below:

- (a) **improving the attractiveness** of the bus, relative to the car, through improved journey times and interchange opportunities.
- (b) in turn, **increasing bus patronage** and active travel and thereby reducing the number of car trips and resulting emissions.
- (c) delivering **sustainable and integrated public transport** networks, providing access for all, and supporting economic recovery and growth.

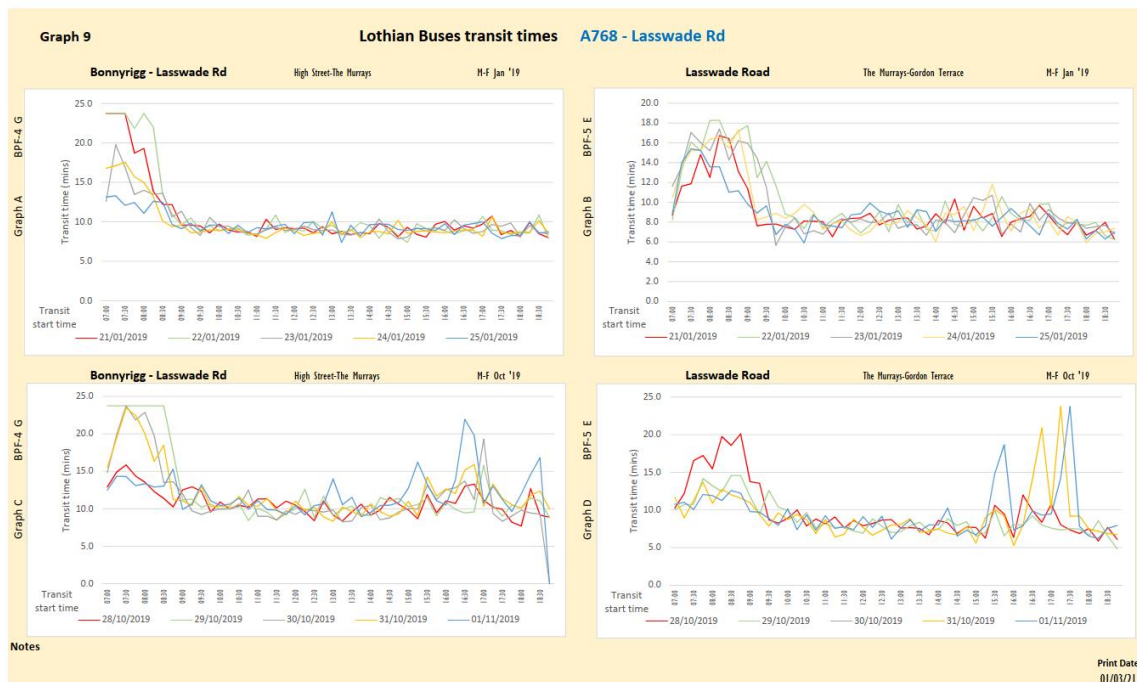
These objectives will be critical in framing the appraisal of options within the OBC work along with wider STAG criteria and they will also inform the key indicators and performance metrics used for monitoring and evaluating the success of the BPF funded interventions. In the shorter term this will focus particularly on the quick wins which build on the implemented BPRDF measures, in turn informing the OBC work. A comprehensive monitoring and evaluation framework will capture the detailed outputs and outcomes from the different components, building on that prepared for BPRDF. Examples of key metrics that will be captured and monitored are outlined below:

Bus journey times and journey reliability

Improved bus journey times and reliability, to and from town and city centres, but also other key destinations eg major employment and healthcare locations are key desired outcomes.

Building on data being captured for BPRDF measures, bus operators have agreed to provide journey time/reliability data (current and historical) allowing times to be monitored. This will cover journeys to and from town and city centres, but also other key destinations eg major employment and healthcare locations. Additional information could also be provided by third-party data providers (eg TomTom). The data will be used to identify baseline (i.e. Pre-Covid journey times) and future journey times (i.e. post Covid \ post BPF interventions). Temporal and spatial analysis of this data will provide information on the magnitude of journey time improvement over time and by time of day.

The diagram below shows an example of the data provided by operators for before and after implementation.



Lothian Buses

Figure 9: Example Bus Transit Times Monitoring

Operators data will be complemented by targeted observational surveys to examine how measures are working on the ground including impacts on active travel users and general traffic.

Service attractiveness, mode shift and network coverage

A key outcome is that bus service ridership is expected to recover and then increase as services become a more attractive travel choice as service journey times and network coverage and accessibility improves.

Numbers of ticket sales (data provided by bus operators) would be used as the primary metric for recording ridership levels. As bus services become more attractive, it is anticipated that ticket sales would increase.

Combining a spatial element of ticket sales will allow detailed analysis of where measures have been more / less successful and will in turn be used within the OBC's to consider and identify the location of where further improvement / investment is required.

Baseline ticket information would provide the pre-Covid situation and be compared with post Covid / post BPF scheme data.

To supplement this, a standardised region wide bus customer survey would be developed to provide qualitative information to better understand the customer experience, satisfaction and attractiveness of bus services benefitting from the measures. The survey will consider items such as quality of service, punctuality, satisfaction with destinations/routes served, perception of journey times, physical accessibility, on board facilities and ticket costs. This would be developed in

partnership with operators and bus user forums, building on operators existing customer feedback systems (e.g. bus stop QR codes).

In parallel, a key desired secondary outcome will be reduced dependency on travel by private car within the city region. The BPF funded measures would be a key element of an integrated approach of complementary measures being taken forward by the partners to reduce car use. To measure this, traffic data will be collected on routes (via count sites maintained by Transport Scotland and the constituent Local Authorities) to inform how volumes change over time.

5. Potential Options

Max 3000 words

Outline the ideas the partnership has for developing bus priority measures and an outline timescale for their delivery. Describe any quick wins i.e. developments which could be implemented within the financial year 2021/22ⁱⁱⁱ. Outline how you plan to work in partnership, if that has been established. Describe what consultation has taken place to arrive at these high-level options^{iv}.

This bid “**Speeding up Recovery – Building on Success**” has been developed through very constructive working and governance arrangements set up by (ESESCRD) partners to tackle the impacts of the pandemic including the successful BPRDF bid and its subsequent delivery. Key to this have been three corridor groups, made up of bus operators and the appropriate authorities. These have been central to the development of this bid. Their initial focus on temporary measures has moved on to consider those that could be made permanent and much bolder interventions that could further reduce journey times, increase public transport mode share and deliver improved connectivity across the region.

Further workstreams have fed into the process including a strong interface with SEStran on supportive regional measures, including real time passenger information provision.

The enthusiastic involvement of operators has been critical. It is envisaged that this strong partnership approach will continue into formal BSIP (Bus Service Improvement Partnerships) arrangements to take forward the different elements of a successful bid.

1) Key strategic radial corridors - tackling delays to buses on the key radial corridors that link neighbouring authorities to Edinburgh and provide wider regional connectivity

2) Orbital movements within Edinburgh - the missing links between the key radial corridors and thus to key destinations other than the city centre

3) New technology – such as priority for buses at signal controlled junctions, in order to delivery bus priority at congestion hotspots across the entire south east Scotland region

Key elements of the bid are summarised below.

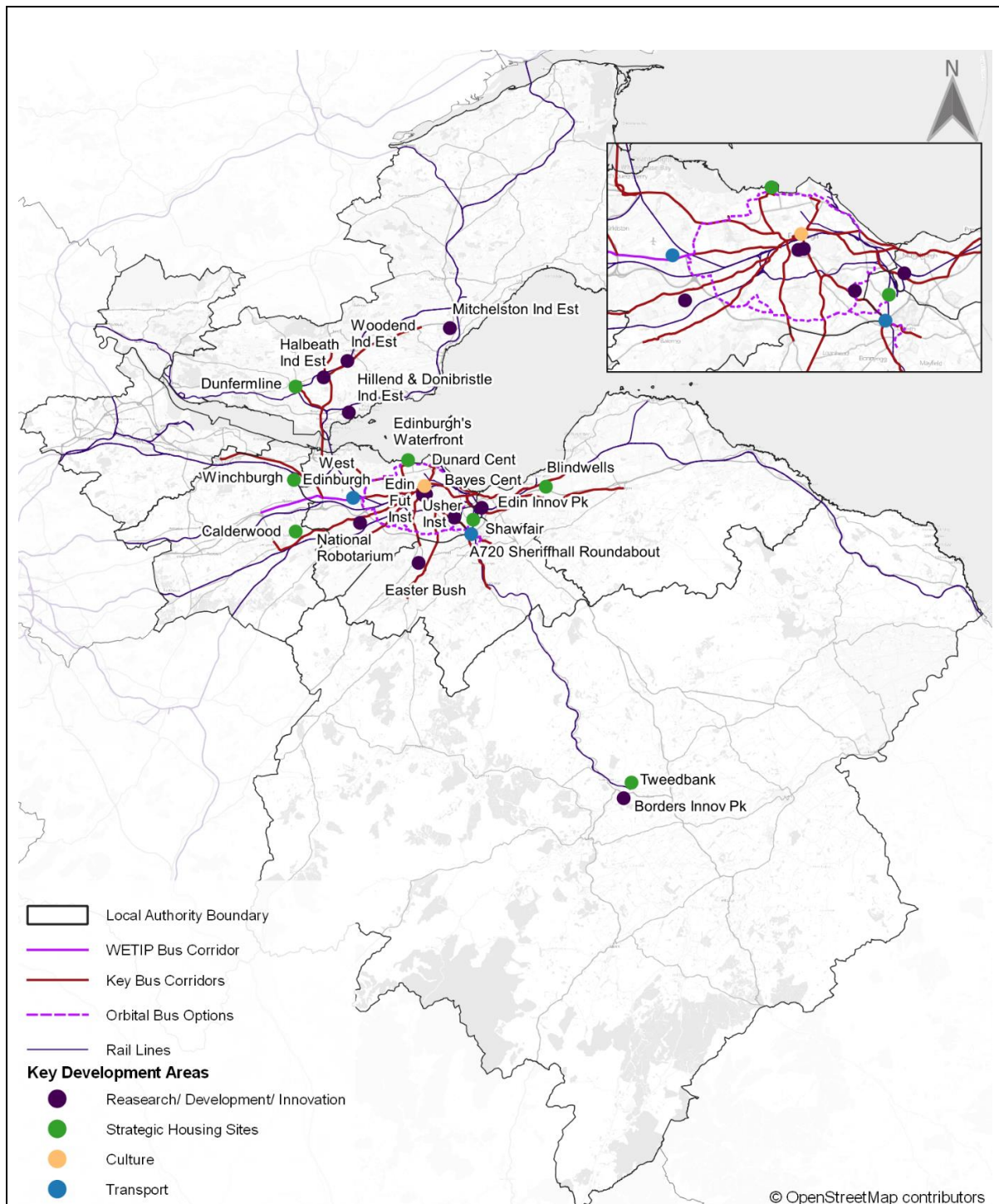


Figure 10: Key Development Areas and Strategic Radial Corridors

1) Key strategic radial corridors

Significant bus priority has been provided on a number of radial corridors into Edinburgh for many years. Nevertheless, buses continue to be delayed at critical congestion locations, particularly at major junctions on the periphery of the city. This element of the bid seeks to address these hotspots by making permanent measures trialled through the BPRDF and by investigating and developing

business cases for additional transformational measures which make journey times by bus more competitive with the car. Interventions will be combined with timetable improvements to deliver faster local and more express services. In combination with the other elements of this bid, measures will seek to promote recovery and future patronage growth.

This element of the bid is subdivided into the three sections, reflecting current regional working arrangements.

a) SOUTH/SOUTH EAST (addressing key bus movements between Midlothian, East Lothian, the Scottish Borders and Edinburgh).

Quick Wins – South East

It is proposed that the following measures would be taken forward as quick wins in 2021/22 subject to funding from BPF. Detailed monitoring and evaluation would help ensure designs were optimised before any necessary TRO process, including all relevant consultation.

Quick Wins – Potential Measures to be made permanent (from BPRDF)

Make permanent traffic signals at Melville Dykes Rd/B704 Hillhead junction
Gilmerton crossroads – parking restrictions on approaches to junction
Changed signal timings and yellow box markings at Straiton junction
Introduction of bus lane on A701 southbound approach to Kaimes Crossroads
Introduction of bus lane on Captain's Road westbound approach to Kaimes Crossroads
Extension of bus lane on Duddingston Park (A6106) approach to Milton Road (A1)
Olive Bank Road Roundabout, Musselburgh
Olive Bank Road at Eskview Terrace, Musselburgh
Olive Bank Road at Mall Avenue, Musselburgh
North High Street at South Street, Musselburgh

Business Case Work – South East

A701

The A701 business case would build on investment in the Easter Bush science park and earlier work undertaken to scope the development of a sustainable travel corridor. It would complement active travel interventions identified in the SEStran funded active travel study for the corridor.

Park & Ride provision would be reviewed with the potential to deliver a relocated site near Easter Bush or north of Penicuik. The new transport hub would be served by a network of faster services, more competitive with the car.

Proposals would be integrated with adjacent development and support continued regional growth and public transport provision in Midlothian and the Scottish Borders.

A7

This scheme would seek to improve public transport operation on and across the A7, improving regional journey times from the south of Midlothian and the Scottish Borders while addressing operational issues between Dalkeith and Edinburgh.

Midlothian Council's LDP proposes to 'urbanise' this route and contributions to a previously designed scheme are being taken from developers.

The OBC would review the previous scheme and further options in consultation with bus operators.

The scope of the study would be from the A7 Hardengreen Roundabout to Sheriffhall (taking in Gilmerton junction where local bus routes are delayed crossing the main direction of flow) and the A772 to and including Gilmerton Road / B701 Ferniehill Drive junction in Edinburgh.

Identified measures would help address what operators refer to as the 'Midlothian Wall' where buses are delayed crossing the boundary towards Edinburgh.

It is envisaged that the A7 interventions will support the development of an enhanced express bus network, further improving journey times from Midlothian and the Scottish Borders.

A1 / A199

BPF funding would support the scope, design and business case for new bus priority on the A1 approach to the Jewel Roundabout.

Pre-covid, morning peak express bus services on the A1 were being delayed by in excess of 5 minutes, reducing their attractiveness. Although commuting traffic is expected to remain suppressed in the short term, major growth across East Lothian means that peak period congestion will return.

The delivery of development sites in East Lothian (e.g. Blindwells) will require a significant increase in local and regional bus capacity. New bus priority on the A1 would help ensure that services are able to bypass existing congestion, improving journey times relative to the car. Options to be explored included a segregated city-bound bus lane and technology based queue management systems.

Wallyford Park and Choose Site would be enhanced as part of the A1 scheme, creating an improved transport hub and interchange between express and local services.

Consideration will be given to improving bus priority on the A199 through Musselburgh. Many East Lothian services route through Musselburgh, a key local centre, and these local measures will help target areas of higher deprivation.

Newcraighall Road / Niddrie Mains Road

Piecemeal development along Newcraighall Road has resulted in a disjointed road network, focused on providing car capacity rather than local connectivity. Public transport services suffer from poor reliability due to congestion. Active travel facilities are limited and, despite significant investment, the route lacks a coherent sense of place.

Initial Bus Partnership Funding would help develop a sustainable travel corridor along Newcraighall Road / Niddrie Mains Road. Proposals would prioritise walking,

cycling and public transport journeys. The scheme would involve the reallocation of road space, stop rationalisation, and technology to deliver faster and more reliable bus journeys.

Westbound, a new bus lane would be provided from Greendykes Road towards Craigmillar Castle Road / Duddingston Road West, with improved right turn provision at the junction. Eastbound, a bus lane would be delivered from Greendykes Road towards Niddrie Mains Crossroads. Bus signal priority would be implemented at all junctions, based on UTC / AVL technology.

Investment in public transport and active travel infrastructure on Newcraighall Road will capitalise on the successful regeneration of Craigmillar / Greendykes over the last 20 years and support further development growth and a higher non-car mode share.

b) WEST (addressing key movements from West Lothian, Falkirk and Clackmannanshire into and out of Edinburgh)

Quick Wins - West

It is proposed that making permanent the following measures would be taken forward as quick wins in 2021/22 subject to funding from BPF.

Quick Wins – Potential Measures to be made permanent (from BPRDF)

Bus lane (to junction with B800) on A89 eastbound approaching Newbridge

Short Bus Lane on citybound approach to Maybury

Signalisation of Riccarton Mains Road roundabout to aid egress from Hermiston P&R

Extended bus lane operating hours on A70 / A71

A70 westbound bus lane on approach to Gillespie Crossroads

A89

In addition, it is proposed to fast track delivery of an extended A89 eastbound bus lane from Broxburn to the start of the existing BPRDF scheme, west of Newbridge Roundabout. Work to improve the operation of the A71 bus lane at East Calder will also be explored.

A70

A series of quick-win improvements are proposed along the route of Service 44 following the Balerno-Wallyford corridor. These include:

- All day bus lanes
- Bus stop rationalisation
- Selected UTC upgrades to improve bus priority

Measures would be implemented over the next 6-12 months, with targeted journey time and reliability improvements agreed with operators. A comprehensive monitoring programme would review performance with further improvements identified where necessary to meet the service specification. Successful elements

of the package would act as a model for a full roll-out across the city and wider region.

Business Case Work - West

A71

This work will focus on the A71 corridor, Hermiston Park and Ride site and opportunities for wider interchange in this location.

A detailed study of bus priority options on the A71 was undertaken in 2005 for WLC. It included a review of the problems and opportunities and appraised some 18 initial interventions, ranging from individual signal and stop measures to on and offline bus lanes. The STAG based appraisal concluded that a comprehensive package of online measures was the preferred solution for the corridor.

Problems identified in the study remain (pre-Covid) and in many cases have been exacerbated. There has been significant development growth and more is proposed. The importance of Heriot Watt University as a major destination continues to increase and delivering fast and reliable public transport access to this site and neighbouring employment areas is a huge opportunity and challenge.

It is proposed to review previous options in a fresh light and develop an OBC for the corridor. Key measures to be considered include:

- Lizzie Bryce Roundabout
- Kirknewton traffic signal improvements including bus priority
- Wilkieston traffic signals
- Hermiston P&R – increased parking, improved bus egress, A71 bus priority and roundabout signalisation

WETIP – A8/A89

OBC work is already underway through WETIP (West Edinburgh Transport Improvements Programme) to further develop the business case and design work for measures identified in the WETA Refresh (West Edinburgh Transport Appraisal). These were the subject of a successful bid as part of the Edinburgh and South East Scotland City Region Deal.

Current work is reviewing the original proposals and much bolder measures, including segregated bus and active travel links. Whilst funding is already secured for the business case stage, this workstream could recommend larger scale interventions that would be taken forward through the BPF. This could be one element of an October BPF bid, based on the results of current appraisal work.

In addition, an October bid will support work to identify additional bus priority opportunities between Bathgate and Broxburn and Broxburn and Newbridge, including new bus lanes and traffic signal priority, and the potential for further Park & Ride / Mobility Hub at M8 J3 / A89 Dechmont.

c) NORTH (addressing key bus movements from Fife into and out of Edinburgh)

Quick Wins - North

It is intended that the following measures would be made permanent as quick wins in 2021/22 subject to funding from BPF.

Quick Wins – Potential Measures to be made permanent (from BPRDF)

Citybound A90 bus lane from Cramond Brig to Barnton

Extension of westbound bus lane on Hillhouse Road towards Blackhall

Craigleith Junction bus priority measures

Business Case Work - North

A90

South of the Forth, the key workstream on this corridor would be to identify options to replace the queue management system (QMS) on the approach to Cramond Brig at Barnton. Although successful, the existing system is now in excess of 20 years old, and equipment and technology is life expired.

A new system would link into both Edinburgh's UTC and the M90 VMS. It would link with operator AVL systems and cater for current and future public transport demand - which was increasingly rapidly pre-covid (over 25% growth on the Fife corridor between 2018 and 2019).

Delivery of increased QMS capacity, together with investment in new orbital movements (summarised below), supports new services from Fife to destinations in the north of the city, including Waterfront areas.

The westbound Blackhall bus priority scheme would also be reviewed. This smaller scheme would use the same technology as the citybound QMS and would be designed to prioritise buses on both the Queensferry Road and Telford Road approaches to the junction.

OBC work would also consider and on and off-route bus priority measures, the latter would help reduce rat-running which impedes bus movements through key residential areas – eg Davidson's Mains.

A BPF bid to increase bus capacity in the city centre will be made in October, following completion of Phase 2 of Edinburgh City Centre Transformation.

2) Orbital movements within Edinburgh

While bus priority on key radials to and from Edinburgh has improved, for those needing to travel between the radials and to destinations away from these, a step change in provision is required. Improving access to the regions health and education facilities has been highlighted in stakeholder discussions. Orbital bus has a key role to play in improving connectivity beyond Edinburgh's city centre.

There has been some improvement to orbital services, as exemplified by Lothian Buses 200, 300 and 400 routes. Nevertheless, journey times remain uncompetitive with the car. Regional links across local authority boundaries and interchange opportunities from radial to orbital services are also poor.

A range of interventions are proposed to give priority to buses on a network of emerging orbital corridor routes within Edinburgh (not on the city bypass) including traffic signal detection, short bus lanes and improved interchange. These build on the new patronage opportunities generated by development sites identified within the existing LDP and forthcoming City Plan 2030.



Figure 11: Potential Orbital Bus Routes and Demand (07:00-09:00)

Quick Wins – Orbital Bus

Quick wins include bus stop rationalisation to improve existing service reliability and journey times.

Business Case Work – Orbital Bus

Working with bus operators, business case development would seek to identify key congestion hot-spots and measures to further reduce delay. These may include short sections of bus lane and UTC priority at key junctions.

In addition, work will seek to simplify routes and increase frequencies to better serve strategic catchments around the city.

Complimentary policies, including new Controlled Parking Zone areas around the Waterfront and in West Edinburgh, can further encourage public transport use.

Opportunities to improve multi-modal interchange at key nodes will be a further key element of the work.

The delivery of direct, frequent and competitive bus services, together with parking restraint, will improve the competitiveness of bus, relative to the car, supporting mode shift and reduced emissions.

3) New technology approaches

New technology has the potential to significantly improve bus journey times across the region.

Quick Wins

Initial Bus Partnership Funding would support the development of a strategy for the region. Work would include a review of the implementation of similar technology to identify best practice and lessons learned.

Analysis would identify a strategy for implementation including the technology used and required by operators and local authorities to maximise deliverability and affordability across the region.

Initial funding would support logic mapping to develop a strategy that maximises benefits to public transport while ensuring that the wider network operates with an acceptable level of performance. It would also enable a demonstrator project on a small number of key junctions.

Business Case Work

Future business case work would further develop the technology requirements, costs and benefits of the scheme, together with the most efficient route to delivery.

Note that delivery of UTC / AVL technology is seen as critical by all operators and delivery must be taken forward as a regional project to maximise cross local authority boundary benefits.

Project Management, Monitoring and Evaluation, Consultation and Communications

Essential to the delivery of the package is Project Management, Consultation and Stakeholder Engagement, Communications and Monitoring and Evaluation work. A summary of each is provided below:

Project Management

Building on the BPDRF governance, the ESESCRD forms the basis for the partnership and will be augmented in due course by the creation of the BSIP. Resources to manage, develop and deliver the programme on behalf of the partnership will require dedicated full time staff over the entire lifetime of the programme (these resource requirements will vary accordingly as the programme progresses; eg from initial stages of the programme to the detailed design and construction phases of schemes).

Staff resource arrangements will be fully developed in due course, but the initial proposal is for the project to report through the existing CRD Programme Management Office. Indicative details of staff resourcing requirements and remits are outlined in Appendix 2; staff resourcing costs are also listed in Section 6.

Monitoring and Evaluation

Funding is required for a comprehensive monitoring programme to review the performance of the previously implemented BPRDF measures and any further quick wins introduced through BPF funding. Ongoing monitoring is critical in

determining success and the need for refinement and to feed into the associated OBC's for additional investment.

Funding would allow for the development and implementation of a comprehensive monitoring and evaluation framework to capture overall benefits and disbenefits from the different components of the bid. It would cover appropriate staff/consultancy costs, observational surveys and the costs of any appropriate additional information from third-party data providers.

Consultation, Stakeholder Engagement and Communications

A comprehensive engagement exercise will be undertaken, taking forward quick wins and feeding into business case work. This will build on the engagement with operators to date, including bus users and active travel groups, business groups, equality groups, local communities and the wider public. A comprehensive public consultation and engagement strategy will be developed to inform this workstream.

A communication strategy for the region is required; linking into national themes, championing the case for change and delivery of more locally focussed messaging.

Timescales

Quick-win interventions, including the new technology strategy, can be delivered within the next 12 months. Business Cases for each corridor will take 12-24 months depending on the level of complexity.

6. Resources Required


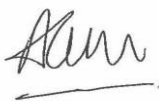
What resources is the partnership requesting from Transport Scotland to develop the proposals ^v ?	Bus Partnership Fund Costs		
	BPF Capital costs		
	A701	Easter Bush P&R	£21,600,000
	A701	Other measures	£10,000,000
	A7	Signalisation of roundabouts	£11,520,000
	A7	Segregated bus lanes	£7,200,000
	A1	Jewel Roundabout	£2,000,000
	A1	Bus priority (incl new citybound bus lane)	£7,200,000
	A1	Wallyford P&R Enhancements	£7,200,000
	A199	Musselburgh Town Centre	£10,000,000
		Niddrie Mains Road	£7,200,000
		Newcraighall Road	£500,000
	A8/A89	Ambitious measures	£43,200,000
	A89	Newbridge left turn lane	£1,440,000
	A89	Broxburn bus lane	£4,320,000
	A71	Lizzie Bryce, Kirknewton, Wilkieston improvements	£14,400,000
	A71	Hermiston P&R Enhancements	£10,080,000
	A71	Bus lane	£1,000,000
	A71	Signalisation of roundabout(s)	£5,760,000
	A90	Queue Management System	£7,200,000

	<p>A90 Bus priority; eg reinstatement of Dolphington Onslip £2,880,000</p> <p>A90 Targeted improvements (including rat-runs) £2,000,000</p> <p>Orbital Bus (north and south movements) £10,000,000</p> <p>Technology (based interventions) £12,000,000</p> <p>Quick Wins - making BPRDF schemes permanent £2,000,000</p> <p>Capital costs £198,700,000</p> <p>OBC costs £3,000,000</p> <p>PMO costs £2,000,000</p> <p>Communications, Consultation and engagement £500,000</p> <p>Monitoring and evaluation £400,000</p> <p>Total £204,600,000</p> <p><i>These are high level estimates derived from discussions with and between authorities and with operator input and are not a detailed costing exercise. An allowance for optimism bias has been included where appropriate.</i></p>
What is the estimated total cost of the proposed infrastructure developments?	£204,600,000
What – if any - is the nature and extent of investment to be made by partners ^{vi} ?	<p>Operators and partners will resource the governance arrangements of the programme as required (including during the creation of the BSIP) and report into the ESESCRD Transport Appraisal Board, Joint Committee and other groups as appropriate.</p> <p>Once mobilised, partners will provide ongoing input to the BSIP arrangements which will also inform futures investment made by partners and operators.</p> <p>Through the ESESCRD PMO, CEC will host the appointment of the staff required to deliver the programme.</p> <p>Through the ESESCRD PMO, CEC will also provide financial management and reporting support to the programme.</p> <p>CEC as lead authority will provide procurement support to the programme.</p> <p>The governance framework utilised to deliver the programme, will be existing groups eg ESESCRD JC, TAB, Corridor Sub-Groups etc, and the management and maintenance of these groups will be resourced through the ESESCRD PMO.</p>
What – if any – other	Explore investment opportunities through developer contributions from the respective LDPs across the region.

sources of investment will be available for the proposed development s ^{vii} ?	<p>Explore opportunities to align investment with existing and future projects across the ESESCRD (including those opportunities within the emerging Regional Growth Framework) and respective Local Authority portfolios as appropriate (such as; the £36m for Public Transport within West Edinburgh Transport Improvements Programme).</p> <p>Explore opportunities to coordinate investment with the Intelligent Infrastructure Projects as a part of the existing European Regional Development Fund Smart Cities Programme (eg sharing back office equipment and common databases etc) and others as appropriate.</p> <p>A number of Local Authorities will continue to subsidise Bus Services to support the bus network (eg in the City of Edinburgh Council, the supported bus service budget is approx. £1.1million per annum).</p> <p>The City of Edinburgh Council is investing over £2million in a new Bustracker Real Time Passenger Information System, synergy opportunities with the BPF programme will be explored to maximise shared outcomes.</p> <p>Public Transport Action Plans will be aligned with BPF objectives and supplement delivery (eg by the City of Edinburgh Council annual Public Transport capital budget of approx. £300-500k per annum).</p> <p>Continue to safeguard Lothian Buses ownership status ensuring ability to reinvest profits into enhancing the fleet and maintaining network of high-quality services.</p> <p>Delivery parallel supporting policies such as those within Local Transport Strategies and City Mobility Plan (such as rollout of Controlled Parking Zones, Workplace Parking Levy etc).</p>
---	--

7. Commitment of Partners

The proposal should be signed by the Chair and CEO of the local authority leading the proposal. Partners (including RTPs and bus operators, as appropriate) may indicate their support to the proposal through appended letters of intent or additional signatures below.

Organisation	Name	Job title	Signature
The City of Edinburgh Council	Adam McVey	Lead Councillor	
The City of Edinburgh Council	Andrew Kerr	CEO	
Appendix 1 Contains Letters of	Lothian Buses		See Appendix 1

Support from Bus Operators and Edinburgh University	Stagecoach First Buses Borders Buses Prentice Coaches Edinburgh university		

8. Submission of Proposals

Proposals should be submitted to buspartnershipfund@transport.gov.scot by 12 noon on Friday 16th April 2021.

9. Guidance Notes

ⁱ Relevant appendices or links to documents may be added, in addition to the word limits. For example, the partnership may wish to include links to community plans, transport strategies, STAG reports etc.

ⁱⁱ Partnerships should look to the STAG pre-appraisal phase, as a guide on the level of information required. It is recognised that you may not have all of the data at this stage but you should outline how you are going to produce the more detailed data – including forecast data - through the Outline Business Case (OBC) stage. If you require resources to carry out even a pre-appraisal level of analysis, please state that here and estimate the requirements in section 6.

ⁱⁱⁱ Quick wins should be sustainable and fit with the longer-term, transformational developments proposed.

^{iv} Full details of the long-listing process are not required at this stage, as successful partnerships will have the opportunity to develop, evaluate and refine the options through the OBC stage. Where appraisals have already been carried out (for example, through city deals) partnerships should consider how these fit the future and the changes they will need to make to transport.

^v Support from Transport Scotland will be to fund the specialist resources required to develop an appraisal, as defined by the Scottish Transport Appraisal Guide (STAG). This will be required to access further infrastructure funding from the Bus Partnership Fund.

We recognise that some partnerships may have already conducted an appraisal and may be at Outline Business Case stage or even further with proposals. We also uphold the STAG principle that the level of appraisal required should be proportionate. Capacity funding will therefore take into account the stage the partnership is at and will be based on a proportionate view of what further appraisals and business cases are required to justify the infrastructure funding.

We also recognise that some options may have been appraised and are ready to implement as quick wins: if so, that should be stated here and relevant evidence attached.

Partnerships are reminded that staff costs may be capitalised in considering the request for funding. All justifiable bids will be considered, including funding for early quick wins, which may already have been appraised.

^{vi} This may include investment in other measures, which will contribute to the holistic transformation of the bus service e.g. ultra-low or zero emission buses.

^{vii} Include sources and amounts of investment already secured or expected to be secured before the development projects commence. This may include in-kind investment, as well as finance, and should take account of contributions from bus operators and other partners, as well as local authorities.

Appendix 2 – Internal Audit: Overdue Findings and Key Performance Indicators as at 10 February 2021

Audit Reference: PL1807		Audit Title: Waste and Cleansing Services – Performance Management Framework			Responsible Manager: Andy Williams		
Finding Reference	Issue Type (Finding Rating)	Agreed Management Action	Original Implementation Date	Revised Implementation Date	Current Status	Status Update	Reference in Appendix 1 of IA Report
1.3	Low	<p>The Policy Handbook will not be updated to reflect items suitable for inclusion in residual waste bins as it is not updated frequently enough to ensure that this information would be up to date and accurate.</p> <p>A clearer link to the Scottish Government's Code of Practice on Litter and Refuse guidance will be included in all customer communications and on the website</p>	27/12/2019	01/11/2020	In Progress	<p>The evidence to close this action was submitted on 27/10/2020.</p> <p>On 08/04/2021, Internal Audit returned the action to started with a request for evidence that the link to CoPLAR is included in customer communications.</p> <p>The service has confirmed that there are no direct customer communications on Street Cleansing and therefore it will not be possible to provide the evidence requested.</p>	32

Audit Reference: PL1808		Audit Title: Road Services Improvement Plan			Responsible Manager: Cliff Hutt		
Finding Reference	Issue Type (Finding Rating)	Agreed Management Action	Original Implementation Date	Revised Implementation Date	Current Status	Status Update	Reference in Appendix 1 of IA Report
1.1	High	The Roads Service Improvement Plan (the Plan) will be reviewed following completion of the organisational restructure and will consider the points noted in the recommendation. A review of the financial operating model will also be undertaken with the aim of embedding a new budget structure for the service. Once completed the Plan business case will be refreshed to reflect any significant changes.	30/04/2020	01/06/2021	In Progress	The service and Internal Audit met regularly at the beginning of this year. The revised Roads Improvement Plan was approved in October 2020. The service budget updated will be implemented from 01/04/2021.	156
1.2	High	On appointment of the tier 3 and 4 management team, a re-base of the improvement plan will take place and the revised plan will be submitted to the Council's Change Board and the Transport and Environment Committee for approval, with ongoing progress	31/07/2020	01/12/2020	Implemented	The evidence of implementation on this action was submitted on 24/03/2021.	157

		updates provided to both forums.					
1.3	High	The re-based plan will be managed in line with the Project Management Toolkit for Major Projects. The plan will be managed by the Roads service Performance Coordinator once appointed in the revised structure.	20/12/2020	01/05/2021	In Progress	The evidence of implementing this action is close to being complete and will be shared with Internal Audit shortly.	157
2.1	High	One of the roles included in the new Roads structure is a Roads Service Performance Coordinator. The team member appointed to this role will be responsible for designing; implementing; and maintaining a performance and quality assurance framework that will incorporate the recommendations made to support ongoing monitoring and management of the Roads service. This will involve ensuring that all Roads teams develop team plans that	31/07/2021	30/09/2021	In Progress	Following discussion between the service and Internal Audit, the implementation date for this has been revised. The evidence required to close has been agreed.	158

		include key performance measures; outline their respective roles and responsibilities for delivery; and are aligned with overall Council's commitments that are relevant to Roads.					
2.2	High	<p>1. The existing Transport Design and Delivery quality framework will be revised to reflect the new Roads and Transport Infrastructure Service and rolled out across the service. As part of this review, the recommendations highlighted above will be considered and incorporated where appropriate. The Design, Structures and Flood Prevention Manager will be responsible for refreshing the quality framework once appointed.</p> <p>2. A sampling regime will be designed and embedded for safety</p>	30/06/2021	31/03/2021	Implemented	Evidence of implementation submitted to Internal Audit on 01/04/2021, 14/04/2021 and 16/04/2021.	159

		<p>inspections to ensure that defects are being categorised properly. This process will be designed and implemented by the Team Leader for Safety Inspections to be appointed as part of the ongoing restructure.</p> <p>3. A sampling regime will be designed and embedded for road defect repairs to ensure that repairs are fit for purpose and effective.</p> <p>4. Key performance indicators for each team will be included in the target setting for each 4th tier manager and their direct reports to ensure focus on these measures.</p> <p>Emerging themes from Team Plans and quality assurance reviews will also be shared with Roads teams, and individual and team training needs will be considered based on the themes identified.</p>					
--	--	--	--	--	--	--	--

		This process will be designed and implemented by the Service Performance Coordinator to be appointed as part of the ongoing restructure.					
3.2a and b	Low	Design and implement a training framework for all relevant Inspectors in line with the newly adopted 'Road Safety Inspection and Defect Categorisation Procedure'	31/01/2020	01/06/2021	Implemented	This action has been implemented and evidence provided to Internal Audit on 12/02/2021.	160 and 161
3.3	Low	On appointment, the new Service Performance Coordinator and Team Leader – Safety Inspections will work with Pitney Bowes (the supplier of the Confirm system) to develop a new process to plan and monitor safety inspection performance	31/03/2020	30/06/2021	In Progress	Following discussion between the service and Internal Audit, the implementation date for this has been revised. The evidence required to close has been agreed.	162
4.1	Low	A new process will be developed within the Confirm system which requires reconciliation between accident claim enquiries and those logged on the Local	28/05/2020	31/12/2020	Implemented	This action has been implemented and evidence provided to Internal Audit on 10/02/2021.	33

		Authority Claims Handling System (LACHS) system.					
4.2	Low	Quarterly meetings will be arranged between the Safety Inspection team and the Insurance team to identify trends and areas of focus. This process will be designed and implemented by the Team Leader, Safety Inspections to be appointed as part of the ongoing restructure	30/04/2020	31/12/2020	Implemented	This action has been implemented and evidence provided to Internal Audit on 10/02/2021.	34

Audit Reference: PL1810		Audit Title: Street Lighting and Traffic Signals			Responsible Manager: Cliff Hutt/Gavin Brown		
Finding Reference	Issue Type (Finding Rating)	Agreed Management Action	Original Implementation Date	Revised Implementation Date	Current Status	Status Update	Reference in Appendix 1 of IA Report
Issue 2, Rec 1	Medium	<p>Street Lighting</p> <p>Clear processes will be designed, recorded (in the Street Lighting Operational guide), and implemented to ensure that following completion of wards in the EESLP:</p> <ul style="list-style-type: none"> • progress with electrical testing is monitored and actioned; and • checks are performed over the completeness and accuracy of all inventory data held on Confirm (e.g. routine sample testing across the wards 	20/12/2019	31/03/2022	In Progress	<p>This action was revised at 30/03/2021.</p> <p>Following the completion of further wards in the EESLP, Internal Audit will perform sample testing to ensure the data held on Confirm is accurate and complete, and that electrical testing outcomes are being recorded. IA will also confirm that the inventory checks have been designed and implemented. It is expected that the EESLP will complete in late 2021, and therefore an implementation date of 31/03/2022 has been agreed with IA</p>	35
Issue 2, Rec 2	Medium	The processes (designed and implemented above) will	20/12/2019	01/02/2021	Closed	The evidence for this action was submitted	36

		<p>include a monitoring arrangement, with quarterly checks made to confirm the completeness and accuracy of the inventory in Confirm.</p> <p>With this action being inextricably linked with the ongoing Energy Efficient Street Lighting Programme, implementation will be phased (on a Ward by Ward basis) within six months of completion of each Ward within the Programme, with full completion by 30 June 2022</p>				on 30/11/2020 and the action was closed on 30/03/2021.	
Issue 3, Rec 1	Low	<p>Street Lighting and Traffic Signals</p> <p>Operational Guides will be developed, implemented, and reviewed to ensure that processes align with current regulatory requirements.</p>	30/09/2019	31/05/2021	In Progress	Operational Guide for Street Lighting was submitted on 07/12/2020. The Traffic Signals Operational Guide will be completed by 31/05/2021.	163
Issue 3, Rec 2	Low	<p>Street Lighting and Traffic Signals</p> <p>An essential Learning Matrix that specifies the refresher training that the team requires to complete on an</p>	20/12/2019	30/06/2021	In Progress	Evidence was submitted to Internal Audit by Street Lighting on 29/01/2021.	164

		ongoing basis has been developed and provided to Learning and Organisational Development for their review and feedback, with no response received as yet. The matrix will now be implemented and employee training requirements will be assessed (and agreed) as part of the Annual Conversations.				Training requirements are discussed at annual conversations.	
Issue 4, Rec 1	Low	<i>Traffic Signals</i> A checklist will be introduced to record all factory and site acceptance testing and uploaded onto InView against the appropriate asset. The checklist will record engineer acceptance and review	31/03/2020	30/05/2021	In Progress	Evidence submitted to Internal Audit on 26/02/2021. Internal Audit need to verify this evidence.	165
Issue 4, Rec 2	Low	<i>Traffic Signals</i> Workshop to be arranged to guide all relevant team members on the processes for completion and retention of the checklist	31/12/2019	01/02/2021	Closed	Action closed on 22/03/2021	166
Issue 4, Rec 3	Low	<i>Traffic Signals</i> Processes for the completion and retention of the checklist to be included in appropriate Operational Guide	31/03/2020	31/05/2021	In Progress	This has been include in the operational guide and will be submitted when the guide is complete.	167

Audit Reference: CW1803		Audit Title: Payments and Charges - Parking			Responsible Manager: Gavin Brown		
Finding Reference	Issue Type (Finding Rating)	Agreed Management Action	Original Implementation Date	Revised Implementation Date	Current Status	Status Update	Reference in Appendix 1 of IA Report
5.2	Medium	NSL Apply offers improved control mechanisms by automating many processes and tasks, including payments. These are currently not being used. Implementations of these controls, along with a formalised payment acceptance procedure will ensure correct payments are received and further reduce any anomalies. The payment acceptance procedure will confirm that the Council does not accept part payment for parking permits and only reduces the price when the applicant is a disabled persons' blue badge holder. The procedure will establish a quality assurance payment sampling processes for implementation across Business Support teams who administer parking permits	31/03/2020	01/08/2020	Started	<p>The evidence of implementation of this action was submitted to Internal Audit on 26/11/2020.</p> <p>There have been on-going discussions between the service area and Internal Audit and additional evidence has been supplied on 20/12/2020, 22/02/2021, 25/03/2021 and 09/04/2021.</p>	118
5.3	Medium	A quality assurance payment acceptance procedure will	31/03/2020	01/08/2020	Started	The evidence of implementation of this	119

		be developed to ensure the accuracy of parking permit payments. This process will be based on the Internal Audit recommendations.				<p>action was submitted to Internal Audit on 26/11/2020.</p> <p>There have been on-going discussions between the service area and Internal Audit and additional evidence has been supplied on 25/03/2021 and 09/04/2021.</p>	
--	--	---	--	--	--	--	--

There are 6 agreed management actions which are overdue on their original implementation date and are assigned to the Place Directorate. One of these actions is overdue on the revised implementation date submitted. These actions are being progressed on a cross-Directorate basis including all Place Services.

This page is intentionally left blank

Transport and Environment Committee

10.00am, Thursday, 22 April 2021

Spaces for People Update – April 2021

Executive/routine Wards Council Commitments	Executive 1, 3, 4, 5, 9, 10, 11, 13, 14, 17
---	--

1. Recommendations

- 1.1 Transport and Environment Committee is asked to note:
 - 1.1.1 This update on the Spaces for People (SfP) programme; and
 - 1.1.2 The schedule of proposed measures near schools in Appendix 2 and the schedule of changes to school related road closures (Appendix 3).

Paul Lawrence

Executive Director of Place

Contact: Dave Sinclair, Local Transport and Environment Manager

E-mail: david.sinclair@edinburgh.gov.uk | Tel: 0131 529 7075

Spaces for People Update – April 2021

2. Executive Summary

- 2.1 This report provides an update on Spaces for People (SfP) measures implemented over the last twelve months, notes minor changes to existing schemes and provides an update on the scheme delivery programme.

3. Background

- 3.1 The Scottish Government's SfP Programme was introduced in May 2020 to protect Public Health, reduce the likelihood of danger to the public and provide safe options for essential journeys.
- 3.2 As Roads Authority, the Council has powers to revise road layouts or introduce features on public roads without the need for Traffic Regulation Orders, Temporary Orders or Notices. Temporary Traffic Regulation Orders (TTROs) are generally required when parking or traffic restrictions are required.
- 3.3 The Council's Policy and Sustainability Committee approved creating safe spaces for walking and cycling in [May 2020](#) in response to the impact of COVID-19.
- 3.4 To date the SfP programme has installed:
- 39 kilometres (km) of segregated cycle infrastructure;
 - 11 widened footpaths in city centre and town centre locations to create more safe space for pedestrians;
 - Three city centre pedestrian zones;
 - Seven areas for safe access to Spaces for Exercise;
 - 29 road closures or vehicle prohibitions for schools; and
 - 54 measures to reduce the risk of infection near school gates.
- 3.5 The last project update was considered by Transport and Environment Committee on [28 January 2021](#).
- 3.6 Since then the project team have continued to develop and progress detailed project designs for the final remaining schemes. Due to adverse weather there have recently been delays to the installation programme. At the time of writing this report

the final delivery programme was under review, however, some schemes may not be delivered by the current funding deadline (mid-May 2021).

- 3.7 The total SfP fund allocation is £5.25m, with projects to be completed by mid-May 2021. The project spend up to mid-May 2021 is expected to be in the region of £4.1m. Discussions are on-going with Sustrans to agree what funding would be appropriate for possible future options in 2021/22 and 2022/23.

4. Main report

Spaces for People Context and Benefits

- 4.1 At this stage of implementation, officers have revisited the original context and benefits of SfP measures in the city. These are:
- 4.1.1 **Creating space in the city centre** – measures to create space in the city centre to encourage residents, visitors and shoppers to return safely, in turn supporting economic recovery;
 - 4.1.2 **Creating safe space in town centres** –footpath widening in local town centres has provided essential space for people to pass others safely and maintain physical distancing. These measures have tried to strike a careful balance between creating space for shoppers and residents, creating the right environment and access for servicing, deliveries and parking. Clearly, the economic recovery of the city and town centres is critical as we progress through and exit the pandemic;
 - 4.1.3 **Safe access for exercise** – providing safe local access to spaces for exercise continues to be a priority to support physical and mental health, especially as we now start to progress out of the winter lock-down period;
 - 4.1.4 **Safe cycle lanes for commuting and exercise** – on completion of the programme, almost 40km of segregated cycle lanes will have been created on arterial and distributor routes across the city. These routes will provide an important network to allow people to choose to cycle, where possible, for exercise, for health and to reduce the risk of transmission of infection;
 - 4.1.5 **Safety around schools** – keeping young people, parents and carers safe is critical following the return of pupils to school. The majority of school schemes create more space for everyone and reduce conflict between children and moving vehicles; and
 - 4.1.6 **Clearing streets** – working with Living Streets to remove clutter from pavements is a valuable and long-awaited project. In addition, improvements are being planned at existing pedestrian crossing facilities in key locations to reduce waiting times and improve road safety for pedestrians.
- 4.2 Larger schemes are subject to bi-monthly review to consider:
- 4.2.1 Project outcomes in relation to original programme objectives;
 - 4.2.2 Findings from Stage 3 (post implementation) Road Safety Audits (where appropriate);

- 4.2.3 Feedback from residents/businesses;
- 4.2.4 Changes in immediate or adjacent traffic patterns; and
- 4.2.5 Feedback from any key stakeholders (including emergency services/Lothian Buses/Accessibility groups etc).

Programme Update and Scheme Reviews

- 4.3 The schedule in Appendix 1 sets out all current and proposed projects in the programme, noting the scope, status and recommendations (excluding school schemes).
- 4.4 Following representation, engagement and/or internal scheme review, amendments to nine schemes have been undertaken or are proposed:
 - 4.4.1 **Braid Road** – following approval in January 2021 and a recent Stakeholders Workshop, a revised design has been developed for reopening the road closure in a southbound direction. It is expected that Braid Road will be reopened southbound by end of April 2021;
 - 4.4.2 **Tollcross** – the planned road resurfacing works at this location have been delayed. The impact on bus services of the loss of bus lanes on Earl Grey Street will be closely monitored, with particular consideration to anticipated increasing passenger numbers and the need to reinstate strategic bus lanes;
 - 4.4.3 **Portobello High Street** – following representation from various stakeholders, a bay suitable for loading has been created adjacent to Portobello Baptist Church. Unfortunately, due to the nature of TTROs, this bay may not be reserved for specific organisations;
 - 4.4.4 **Morningside Road/Brunstfield and Tollcross** – following representations from local traders a joint site visit was undertaken. After engagement with Ward Councillors and Community Councils various minor revisions are recommended on this route to improve servicing access whilst maintaining safe spaces for all road users. At the time of writing, the scope of changes had not been agreed, however, changes will be made as soon as reasonably possible;
 - 4.4.5 **Corstorphine Town Centre** – following representations from various stakeholders, a bay suitable for loading has been created adjacent to St Johns Road Dental Practice. Unfortunately, due to the nature of TTROs, this bay may not be reserved for specific organisations;
 - 4.4.6 **South Bridge** – this scheme is to install widened footpaths with segregated cycle lanes on each carriageway. Bus stops will be relocated on to North Bridge/Nicholson Street and the High Street junction will be prioritised for north/south traffic flows. Considering current programming pressures, the scheme has been revised to remove the proposed Bus Gate and temporary traffic signals installation at the George IV Bridge/Chamber Street junction. (Roadworks are planned in this area and will require further consideration);

- 4.4.7 **Silverknowes Road North** – reopened on 13 March 2021 to allow the reinstatement of the bus service to the Silverknowes Promenade area;
- 4.4.8 **Granton Square to Marine Drive** – considering the dynamic nature of this area and the balance between commercial activity and safe access for pedestrians and cyclists, this scheme has been revised to consider the introduction a simple road closure near the Forthquarter Park and Promenade entrance. This scheme is currently under internal review; and
- 4.4.9 **Starbank Road** – the original proposal was to consider pavement widening on the north section of this route. Scheme proposals are still to be confirmed with options considering part-time Sunday road closures or footpath widening at the most congested areas.

- 4.5 A small number of minor scheme changes are also outlined in Appendix 1.
- 4.6 There are three schemes that need to be postponed and are not planned for installation under the current SfP Programme. As installation is not expected until June/July 2021 on Braid Hills Drive, Musselburgh to Portobello Promenade and Orchard Brae uphill cycleway, it is recommended to postpone these schemes and consider development, engagement and installation under alternative future funding.
- 4.7 Due to ongoing discussions regarding a permanent scheme the scheme on Restalrig Road South (Smokey Brae) will also be postponed.

Commonplace – Scheme Updates

- 4.8 Public suggestions and comments on the SfP programme were gathered between 29 May and 29 June 2020 using the ‘Commonplace’ online tool.
- 4.9 The table below provides an update on the schemes approved by Committee in November 2020:

Location	Scheme	Progress Update
Broughton Street	Pavement widening and uphill cycle land	<p>Unfortunately, limited footpath widening possible on Broughton Street due to network capacity constraints. Specific loading requirements, for particular businesses (heavy items), require some loading bays to remain.</p> <p>Scheme extended to include cycle segregation on Bellevue down to Canonmills junction.</p> <p>Installation expected May 2021</p>

Broughton Street Roundabout	Revisions to the roundabout layout to reduce road space, improve the layout for pedestrians.	Improvements around roundabout to reduce road width and widen pavements. Installation expected May 2021
Restalrig Road South (Smoky Brae)	Pavement widening and uphill cycle lane	See paragraph 4.7
Starbank Road	Pavement widening with give and go traffic management.	See paragraph 4.4.9
Seafield Road East (Fillyside Road)	Pedestrian/cyclist crossing point and pavement widening	Signalised pedestrian crossing and local footpath widening to be installed near the junction May 2021
Princes Street (West End)	Footpath widening	The overhead construction hoarding and pedestrian tunnel has now been removed and the footpath partially reinstated. Increased footpath width is now available.
Musselburgh to Portobello Prom	Cycle segregation	See paragraph 4.6
Portobello Promenade	Improved signage and minor interventions to reduce speed of cyclists	Local signage improvements to be installed in April/May 2021
Duddingston Road	Cycle segregation	Design and Notification complete. Installation commenced April 2021

Measures to Improve Access to Schools

- 4.10 A number of measures to create or improve space leading to, in and around our school access points and travel routes have now been introduced for many Council and independent schools.
- 4.11 These include temporary road closures, footpath widening, the introduction of additional waiting restrictions and changes to access arrangements as summarised below and in Appendix 2:
- 4.11.1 124 assessments around primary, secondary and independent schools;

4.11.2 54 individual measures near school gates to reduce the risk of infection;

4.11.3 29 road closures or vehicle prohibitions planned; and

4.11.4 17 footpath widening proposals.

4.12 The Council Incident Management Team (CIMT) approved changes to road closure (vehicle prohibitions) timings on 18 March 2021 (as set out in Appendix 3). These changes reduce the active road closures times to improve access for residents' visitors but continue to provide a safe environment at drop-off and collection times.

4.13 To improve the environment around school road closures and restrictions, new planters are being installed and temporary traffic management signs and barriers are to be removed. Where possible new traffic signs and time plates will be mounted on planter bases.

Continued Legal Powers

4.14 Powers delegated to the Authority under the terms of the Road Traffic Regulation (1984) Act allow the introduction and retention of measures to reduce the likelihood of danger to the public. Where necessary under the SfP programme, these measures have been introduced using Temporary Traffic Regulation Notice (TTRN) and TTRO powers.

4.15 At the time of writing, the national COVID-19 vaccination programme was well underway, and the Scottish Government announced the timetable for further lockdown easing from 16 March 2021.

4.16 It is not yet possible to forecast when the measures will no longer be required in response to the pandemic. However, it is expected that SfP measures will continue to be appropriate for a number of months yet. All schemes will be kept under review in line with the agreed process.

4.17 As part of this announcement, the First Minister noted - *"It is not possible to provide specific dates or details for coming out of lockdown beyond 17 May – that will depend on what impact there is from the changes already made - however my hope and ambition is that from early June, all of Scotland will effectively be in level 1 of the levels system, allowing for a further easing of restrictions – and possibly moving to level 0 in late June"*.

4.18 The current advice for meeting others outdoors in Level 0 suggests that individuals should:

4.18.1 Minimise the number of meetings with people from other households each day;

4.18.2 Stay at least two metres away from anyone who is not part of their household;

4.18.3 Maintain hand and cough hygiene; and

4.18.4 Avoid hands touching hard surfaces.

4.19 Noting the current and anticipated Restriction Levels for the months ahead, it is considered that the measures set out in this report continue to be a reasonable

interpretation of the legislation and the various interventions are considered proportionate in response to the pandemic.

Street Clutter Update

- 4.20 In partnership with Living Streets, the project team have reviewed and created working schedules for the removal or repositioning of non-essential street furniture. This element of the programme started in week commencing 8 March 2021 and will continue until the funding ends in mid-May 2021. A budget of £300,000 has been allocated to support this work, however, it is expected the actual cost may be in the region of £180,000.
- 4.21 The decluttering project in over 25 streets throughout the city will, where possible:
- 4.21.1 Remove, relocate or reduce signs and poles;
 - 4.21.2 Remove or reduce pedestrian guardrails;
 - 4.21.3 Relocate waste bins;
 - 4.21.4 Remove, relocate or reduce bollards;
 - 4.21.5 Remove any other street furniture not included in the above; and
 - 4.21.6 Remove 17 large car parking Variable-message signs that are no longer operating.

Pedestrian Priority measures at Signalised Crossings – Update

- 4.22 The SfP Programme has assigned a dedicated resource and allocated £100,000 budget to improve pedestrian crossing timings and replace equipment across the city. The project team have identified existing controlled crossings that would benefit from infrastructure upgrades to improve pedestrian movements and road safety. A list of prioritised controlled crossing points has also been identified with Living Streets to find out what the impact of reduced waiting times for pedestrians will have on the network.

Road Patching

- 4.23 Although SfP funding may only be used for the introduction of temporary infrastructure for the immediate response to public health, it has been agreed with Sustrans to allocate £100,000 to infrastructure repairs and improvements (including localised road patching) to improve road safety for pedestrians and cyclists.

Public Consultation and Potential Scheme Retention – Update

- 4.24 The consultation and market research on the future of SfP schemes closed on 5 April 2021.
- 4.25 A significant number of responses were received from individuals, businesses and stakeholders. These are now being analysed against Council's Local Transport Strategy, approved City Mobility Plan, the Active Travel Action Plan, and Edinburgh City Centre Transformation Programme.

- 4.26 It is proposed to bring details of the consultation, assessment results and recommendations to Transport and Environment Committee in June 2021.

5. Next Steps

- 5.1 Implementation, review and amendment of current SfP schemes will continue as set out in this report.
- 5.2 The findings from the recent consultation will be reported to Transport and Environment Committee in June 2021.

6. Financial impact

- 6.1 The City of Edinburgh Council has now been allocated £5.25m from the Scottish Government's SfP programme. In addition, the Council has received an allocation of just over £1.7m from the Sustrans Places for Everyone programme.
- 6.2 The programme scheme list and implementation programme will consider the actual costs of delivery and available budget within each particular theme. It should be noted therefore that the final project programme may be subject to change.
- 6.3 The total SfP budget allocation for this programme is £5.25m. If the recommended scheme list is approved, including projects on hold, the anticipated total project spend up to the conclusion of the project (mid-May 2021) is expected to be £4.1m.
- 6.4 At the time of publishing this report discussions are on-going with Sustrans to agree what funding would be appropriate to carry forward, considering possible options for 2021/22 and if appropriate 2022/23. The final value is still to be confirmed, however, this budget projection would cover options going forward, including removal or reinstatement costs and the financial implication of possible scheme extensions.
- 6.5 The anticipated costs to design, implement, monitor, maintain and remove measures (when appropriate), as well as for project management, design and TTRO preparation for SfP interventions will be contained within the allocated funding and are summarised below:

Package	Spaces for People	Places for Everyone
Consultancy Support	250,000	
Internal Management Costs	600,000	
Monitoring & Evaluation (Actual expected to be considerably less)	175,000	
Removal Allowance (Increased as more schemes completed)	877,403	
City Centre	146,994	689,238

Shopping Streets	274,263	44,716
Travelling Safely - Arterial Routes	1,181,229	519,248
Travelling Safely - Low Traffic Neighbourhoods	0	452,139
Schools	200,000	
Spaces for Exercise	275,188	
Commonplace Interventions	315,375	
Street Cleaning over winter period	50,000	
Road patching	100,000	
Removal of street clutter (Expected spend)	180,000	
Pedestrian priority measures at signalised junctions	100,000	
Winter maintenance allowance (3 additional routes)	100,000	
Additional grounds maintenance for off-road cycle path network in Spring 2021	25,000	
Maintenance	179,193	
Replacement Defenders	21,297	
Contingency	199,058	
Spaces for People	5,250,000	1,705,341

7. Stakeholder/Community Impact

- 7.1 The process for notification on SfP schemes was agreed on 14 May 2020.
- 7.2 All TTROs required to implement measures through this programme have been advertised on the Council website. Due to the current COVID-19 infection transmission risk street bills are not currently used.
- 7.3 An Integrated Impact Assessment for the programme was developed and published on the Council's website. This has recently been updated and will shortly be uploaded to the website.

8. Background reading/external references

8.1 None.

9. Appendices

- 9.1 Appendix 1 Spaces for People Project Update
- 9.2 Appendix 2 Project list for measures near Schools
- 9.3 Appendix 3 Changes to School road closure timings (Prohibitions)

Appendix 1 – Project List / Review Recommendations

Location	Intervention (Proposed/Actual)	Review Outcome/Update
CITY CENTRE		
South Bridge – Town Centre measures	Installation of footpath widening and segregated cycle lanes on South Bridge. No cycle provision proposed on North Bridge due to bridge repair access.	Revised scheme approved at CIMT 18 March 2021. Installation of Bus Gate and temporary signals on George IV Bridge reconsidered due to programme pressure. Installation programmed mid-May 2021
Chambers Street	Revised proposal due to programming pressure. No signals proposed	Installation of Bus Gate reconsidered. Additional loading areas to be created for South Bridge/Local servicing.
Morrison Street	Footpath widening at Dalry Road junction	Scheme on Hold. Suitable design not possible due to junction layout and available lane widths
Cowgate	N/A	Scheme on Hold. Temporary road layout currently in place to facilitate hotel development
Waverley Bridge	Pedestrian area with limited servicing access	Next review to be completed by end April Previous recommendation to continue with no changes
Forest Road	Cycle segregation	Next review to be completed by end April Previous recommendation to continue with no changes
George IV Bridge	Cycle segregation	Next review to be completed following engagement with traders. Site meeting/review arranged with traders on Monday 19 April.
The Mound	Cycle segregation	Next review to be completed by end April Previous recommendation to continue with no changes
Princes Street East End	Bus gate on Princes Street and South St David St	Next review to be completed by end April Previous recommendation to continue with minor changes to road markings to improve cycle safety
Victoria Street	Pedestrianised area with limited servicing access from George IV Bridge	Next review to be completed following engagement with traders. Consider the introduction of improved disabled parking/servicing signage following discussions with traders

TOWN CENTRES		
Queensferry High Street	Pedestrian space	Installation of temporary layout and one-way system completed week commencing 8 March 2021. Footpath overlay still to be undertaken. First review due May 2021
Great Junction Street	Pedestrian space (remove)	Removed September 2020 Scheme not successful, limited width available and not used.
Stockbridge	Pedestrian space	Review completed March 2021 – Recommendation to continue with no changes
Gorgie / Dalry Road	Pedestrian space	Review completed March 2021 – Recommendation to continue with no changes
Bruntsfield	Pedestrian space	Review completed March 2021 – Recommendation to continue with revisions and minor removals, engagement undertaken with Traders and Community Councils (safety related changes planned as soon as possible)
Tollcross		Review completed March 2021 – Recommendation to continue with revisions and minor removals, engagement undertaken with Traders and Community Councils (safety related changes planned as soon as possible). Consider removal of Earl Grey Street measures following completion of resurfacing scheme or return to bus services.
Morningside	Pedestrian space	Review completed March 2021 – Recommendation to continue with revisions and minor removals, engagement undertaken with Traders and Community Councils (safety related changes planned as soon as possible).
Portobello	Pedestrian space	Review completed March 2021 – Recommendation to continue, loading bay installed adjacent to the Baptist Church to improve access
Corstorphine	Pedestrian space	Review completed March 2021 – Recommendation to continue with reinstatement of loading bay near Dental practice
Newington Corridor	Pedestrian space	Scheme on Hold. Not possible to introduce measures and maintain critical public transport infrastructure due to the road width.
The Shore	Quiet Corridor on Queen Charlotte Street and Tolbooth Wynd	Scheme not taken forward at this time due to reduced footfall and conflict with nearby Tram construction.

TRAVELLING SAFELY		Scheme list under review with regard to available budget
Telford Road	Cycle segregation	Proposals withdrawn due to significant impact on public transport, likely delays and need for costly junction changes
Melville Drive	Cycle segregation	Scheme on Hold. Alternative routes available for cyclists.
Wester Hailes Road	Cycle segregation (Alternative plans to be developed)	Scheme on Hold. Design constraints, conflict with distributor route and Calder Road junction.
Crewe Toll Roundabout	Cycle segregation (Further consideration at DRG – traffic modelling)	Scheme on Hold. Risk of significant congestion
Kingston Avenue closure and connection to Gilmerton Rd via Ravenswood Ave	Road closure	Scheme on Hold. Conflict with emergency services access
Meadowplace Road	Cycle segregation	Completed April 2021
Ladywell Road	Cycle segregation	Completed April 2021
Ferry Road	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Fountainbridge Dundee St	Cycle segregation	Review completed April 2021 – Recommendation to continue with no changes
Teviot Place / Potterow	Cycle segregation	Review completed April 2021 – Recommendation to continue with minor improvements at Potterow Bus Stop
Buccleuch St / Causewayside	Cycle segregation	Review completed April 2021 – Recommendation to continue with minor changes to loading availability (now off peak)
Gilmerton Road	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Duddingston Road	Cycle segregation	Review completed March 2021 – Recommendation to continue. Ongoing dialogue with Police Scotland regarding parking issues (site meeting TBA)
Craigmillar Park corridor	Cycle segregation	Installation completed in March 2021. Dialogue ongoing with local businesses regarding segregation unit removal to improve access
Crewe Road South	Cycle segregation (segregator units to be installed)	Review completed March 2021 – Recommendation to continue with no changes

Old Dalkeith Road	Cycle segregation (segregator units to be installed)	Review due April March 2021 – Existing recommendation to continue with no changes
Comiston Road	Cycle segregation	Review due April 2021 – Previous recommendation to continue with minor changes to mitigate interaction between cyclists and vehicles
Pennywell Road Including Silverknowes Parkway	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Mayfield Road	Cycle segregation	Scheme installation started week commencing 5 April 2021
Quiet Corridor - Meadows / Greenbank	Various closures	Installation completed February 2021. Review postponed until completion of additional Quiet Route features. Additional features in the Midmar/Cluny area, associated with the S/B reopening of Braid Road, due to be installed in April 2021
A90 Queensferry Road	Bus Lanes and cycle segregation	Installation to be completed April 2021 Revisions to improve Learmonth Terrace junction to be finalised and installed
A1 Corridor	Bus Lanes and cycle segregation	Installation completed February 2021 Review due April 2021
Lanark Road	Cycle segregation	Installation to be completed April 2021
Longstone Road	Cycle segregation	Installation to be completed April 2021
Inglis Green Rd	Cycle segregation	Installation to be completed April 2021
Murrayburn Road (short section at Longstone)	Cycle segregation	Installation completed April 2021
Slateford Road (A70)	Cycle segregation	Installation commenced early April 2021. Local resurfacing planned in May 2021 on Laurel Terrace
Orchard Brae Roundabout	Road markings	Installation completed March 2021

SCHEMES DEVELOPED FROM LTN LIST		
Craigs Road	Crossing improvements at Craigmount High School and traffic calming on Craigs Road	Installation completed March 2021
Drum Brae North	Cycle segregation	Installation completed March 2021
Leith	Quiet Corridor on Queen Charlotte Street and Tolbooth Wynd	Scheme on Hold. Not taken forward due to likely impact on Tram diversion routes. Leith Connections proposal under development
Corstorphine South (Featherhall)	Filtered permeability proposal. Footpath widening and traffic calming scheme developed in partnership with the Community Council.	Scheme on Hold. Limited legal powers to introduce under TTRO. Corstorphine High Street scheme installed March 2021
Corstorphine High Street	Widened pavements leading to Primary School	Scheme developed with Corstorphine CC. Installed March 2021
SPACES FOR EXERCISE		
Warriston Road	Road closure	Removed – footfall on adjacent path significantly reduced
Silverknowes Road (North section)	Road Closure	Revised road layout opened 13 March (Bus Lanes) and bus service reinstated 14 March 2021
Silverknowes Road (South section)	Part cycle segregation and quiet route due to narrow road width.	Installation completed March 2021
Carrington Road	Road closure	Scheme on Hold. Conflict with emergency services access.
Braid Road	Road closure	Scheme to reopen to southbound traffic in late April 2021. Stakeholder workshop held 3 March. Installation of additional Quiet Route features and new layout started April 2021
Braidburn Terrace	One-way road closure	Review completed March 2021 – Recommendation to continue with no changes
Links Gardens	Road closure	Review completed March 2021 – Recommendation to continue with no changes
Cammo Walk	Road closure	Review completed March 2021 – Recommendation to continue with no changes
Stanley Street/ Hope Street	Road closure	Review completed March 2021 – Recommendation to continue with no changes
Seafeld Street	Cycle segregation	Review completed March 2021 –

		Recommendation to continue with no changes
Kings Place	Link between Proms	Review completed March 2021 – Recommendation to continue with no changes
Maybury Road	Temporary traffic lights	Review completed March 2021 – Recommendation to continue. Minor changes requested by Police Scotland to improve emergency access TBA
Arboretum Place	Crossing point	Review completed March 2021 – Recommendation to continue with no changes
Granton Square to Marine Drive	Road closure and access from Forthquarter Park	Notification completed March 2021. Scheme approved at CIMT 8 April 2021 – Currently under internal review
Public Proposals – Commonplace Consultation	Various	Scheme updates
Broughton Street	Pavement widening and uphill cycle lane	Notification issued 15 March 2021 Approved at CIMT 8 April 2021 – Installation expected May 2021
Broughton St Roundabout	Improvements for pedestrian crossings	As above
Restalrig Road South (Smoky Brae)	Pavement widening and uphill cycle lane. Road layout TBA	Postpone scheme for consideration under a separate future programme
Starbank Road	Pavement widening with give & go traffic management	Scheme proposal to be confirmed – Sunday Road Closures on Starbank Road or local footpath widening to be considered. Installation expected May 2021
Fillyside Road - Crossing	Installation of a pedestrian/cyclist crossing point (Island – TBA)	Detailed design to be confirmed – Installation of temporary pedestrian crossing expected May 2021
Fillyside Road	Pavement widening	Scope of footpath widening to be agreed with above
West End of Princes Street	Footpath widening at Johnny Walker site	Overhead hoarding now removed, increased pedestrian space now available.
Musselburgh boundary to Portobello (Edinburgh section)	Cycle segregation from CEC boundary into Portobello	Scheme on Hold – Due to programme pressure and the significant size of the scheme consider implementation under a separate future Programme (possible Places for Everyone (PfE) scheme)
Duddingston Road West	Part cycle segregation (East end) and part road markings (due to available road width)	Installation started week commencing 29 March 2021

Portobello Promenade	Improved signage and minor interventions to reduce speed of cyclists	Signs to be erected in April/May 2021
Removal of Street Clutter		
Various priority locations	£300k funding package allocated to work in partnership with Living Streets to remove street clutter	Project scoping complete, work started week commencing 8 March 2021 on removal of redundant street clutter. Site work will continue up to mid/late May 2021
Pedestrian Priority Improvements at Controlled Crossings	Project to establish the scope of controlled pedestrian crossing improvements. Reduced pedestrian wait-times and infrastructure improvements	Project scope developed in April 2021 – due to start in May 2021.
Greenbank Drive and Glenlockhart Road	Reduce speed limit to 20mph	Speed limit reduction to be considered by the Road Safety team
Schools	Various measures	See Appendix 2
Additional Schemes		
Braid Hills Road/Drive & Liberton Drive	Cycle segregation	Scheme on Hold – Due to programme pressure and the significant size of the scheme consider implementation under a separate future Programme (possible PfE scheme)
Bellevue to Canonmills	Cycle segregation	Notification issued 15 March 2021 Approved at CIMT 8 April 2021 – Installation expected May 2021
Orchard Brae	Uphill cycle segregation	Scheme on Hold – Due to programme pressure consider implementation under a separate future Programme (possible PfE scheme)
Cramond Glebe Road	Waiting restrictions leading down to the car park to maintain access. Suggestion that the closure of Silverknowes Road (north section) has led to additional traffic on this road.	TTRN prepared and double yellow lines installed before the Easter weekend. Agreed with Cramond & Barnton Community Council as a temporary Public Health and Emergency access response

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

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

Appendix 2 – Spaces for People Measures near Schools

School	Proposal	Status
Murrayburn Primary School	Vehicle prohibition and footpath widening at school frontage, DYL's at junctions to improve visibility.	All measures in place.
Gylemuir Primary School	One way school gate system arranged with school, as well as a park smart campaign. Prohibit vehicles on loop outside school.	Measures in place, including temporary path.
Carrick Knowe Primary School	Prohibit vehicles at school frontage.	All measures in place.
Broomhouse Primary School	One way school gate system arranged with school, officer liaising with St David's Church to use as Park and Stride.	Measures in place. Passed on request for cycle lane on Broomhouse Road to Active Travel as discussed at DRG.
Forrester High School	Segregated Cycle Lanes (Linking in with Meadow Place Road).	Active Travel leading on this.
Trinity Primary School	One way school gate system arranged with school.	Measures in place. Playgrounds and gates marked and stickered.
Wardie Primary School	Arrange opening other gates with school for one way systems at pick up and drop off time. Close access lane to traffic.	All measures in place. School have confirmed they don't need closure.
Victoria Primary School	Run a Park Smart campaign, ensure both gates are open for access into school, implement footpath widening and close road to traffic.	Footpath widening in place. School don't need closure.
Trinity Academy	No measures as permanent 20mph on Craighall Road is at design stage.	N/A
Bruntsfield Primary School	Prohibit vehicles at school frontage.	All measures in place.

Appendix 2 – Spaces for People Measures near Schools

Buckstone Primary School	Ensure both gates are open for access into school and agree a one way system at the gates. Prohibit vehicles at school frontage.	All measures in place
South Morningside Primary School	Encourage Waitrose for use as a Park and Stride site. Prohibit vehicles at school frontage on Canaan Lane.	All measures in place.
Boroughmuir High School	Widen NE footway of Viewforth.	All measures in place.
Sciennes Primary	Footway widening at gates. Road closure along frontage.	All measures in place, footway widening removed following implementation of closure.
Tollcross Primary	Liaised with school on making gates one way and utilise car park gate also, restricting entry times for teachers. TDD delivered permanent footpath widening here.	All measures in place.
Preston Street Primary	Lane closure on Dalkeith Road, remove guardrail and widen footways.	All measures in place.
James Gillespies Primary and High Schools	Remove guardrail and implement pavement widening temporarily.	All measures in place.
Royal Mile Primary School	No measures possible due to surrounding infrastructure.	Suggestion of parent waiting areas taken up by HT.
Taobh na Pairce	Encourage parents to use side gate as more space.	Arranged with school.
Canal View Primary	Use Westside Plaza as a Park and Stride site, have teachers at the vehicle access to stop vehicles entering the school car park at the start and end of the day to ensure social distancing, restrict entry times for teachers.	Emailed school.

Appendix 2 – Spaces for People Measures near Schools

Clovenstone Primary	Arrange one way gates with school.	Delivered arrows for one way system.
Sighthill Primary	Liaise with school to open main gate to create a one way in/out system that will be delineated with cones/ barriers.	Been in touch and delivered arrows
Wester Hailes	Run paths for all campaign.	Officer to contact HT.
Corstorphine Primary School	Vehicle prohibitions and footway build outs	All measures in place.
East Craig's Primary School	Arrange one way gates with school.	Been in touch with school, one way system working fine.
Fox Covert Primary School/ St Andrews	Arrange a one way gate system with school, organise park and stride from Drum Brae Hub.	Working fine. Arrows delivered.
Hillwood Primary School	Arrange one way gate system.	Arrows delivered.
Roseburn Primary School	Arrange one way gate with school. Liaise with school on potential prohibitions.	With officer to contact HT. Officers to review in April/May.
Craigmount High School	Being addressed by East Craigs LTN.	N/A.
Dean Park Primary	Liaise with school on gate management system at entry/ exit times.	With officer to contact HT.
Ratho Primary School	Liaise with Bridge Inn as a Park and Stride site, arrange pick up/ drop off with the school recommending parents leave their children before they get to the school gate, if this is not possible, the vehicle access should be utilised as an exit point for parents, this would restrict entry times for teachers.	Spoke to Chris and delivered arrows. School warning signs and DYL's at the crossing point on North Street implementation in progress.
Balerno High School	TTRO for DYL's to prevent drop off happening in cycle lane on Bridge Road along school frontage.	With SMS for installation

Appendix 2 – Spaces for People Measures near Schools

Queensferry Primary School	Arrange one way gate system with the school, TTRO at school frontage to prevent parking	All measures in place.
Kirkliston Primary School	One way gate system, restrict teachers access times to car park. Encourage Park and Stride. Install temporary hard standing at school gate.	Marked playground. Matting installed at gate.
Echline Primary School	One way gate system, restrict teachers access times to car park, TTRO at school frontage to prevent parking.	All measures in place.
Dalmeny Primary	Liaise with the school on setting up a walking bus to reduce number of parents at the school.	No further action at this time, officer has contacted school.
Queensferry High School	Permanent measures in progress via Schools team.	Officer met with head and H&S. Lining work complete in school grounds to mark a temporary path.
Blackhall Primary School	Arrange vegetation to be cut back on approach to school. Mark 2m spacing on footpath at school gates. Investigate segregating cycle lanes on Craigcrook Road.	With officer to contact HT. With SfP team for consideration of segregated cycle lanes.
Clermiston Primary School	Mark 2m spacing at school gates, remove guardrail in Parkgrove Place.	Visited and delivered arrows
Davidsons Mains Primary School	No waiting TTRO between the school and the Turtle Dove café to keep cycleway clear and maximise footway width. Arrange park and stride with school, continue to promote the cycle train and WOW. Install prohibition of vehicles and footway widening.	With officer to contact HT on soft measures. Lining approved by CIMT. Closures/ widening in place.

Appendix 2 – Spaces for People Measures near Schools

Cramond Primary School	Mark 2m spacing at the school gate	Footways marked out.
The Royal High School	Liaise with school on one way system. Widen footway by 2m on south side of Barnton Avenue.	All measures in place.
Balgreen Primary School	Liaise with school on one way system.	Reverse direction system working fine. Have requested additional DYL's. SMS designing.
Craiglockhart Primary School	Liaise with school on one way system. Widen footways around school and remove guardrail. Introduce parking restrictions to clear towpath entrance.	Measures removed in the October week following discussion with HT. Staggered start times working fine for them.
Dalry Primary School	Liaise with school on one way system. Widen footways around school.	With officer to contact HT on soft measures. Widening in place.
Stenhouse Primary School	Liaise with school on one way system. Close Saughton Mains Drive at frontage of school to create more space for pedestrians.	School do not require closure. Visited and delivered arrows to enable pedestrian one way.
Tynecastle High School	Liaise with school on one way system.	Officer contacted school.
Craigour Park School	Encourage Park and Stride. Prohibit vehicles on Moredun Park Street	All measures in place.
Gilmerton Primary School	Additional enforcement from PS to enforce school streets.	Additional enforcement being carried out by Police Scotland.
Liberton Primary School	Road closure at school frontage, investigate new temporary footway to rear of school.	Closure now not required due to change in accesses for building work. Temporary path installed.

Appendix 2 – Spaces for People Measures near Schools

Prestonfield Primary School	Widen footway along frontage of school, introduce TTRO to prevent parking opposite school. Liaise with school on one way gate system. Close road along school frontage.	All measures in place.
Liberton High School	Remove guardrail at Mount Vernon entrance	Guardrail removed, section still to be done following Cityfibre works.
Leith Primary School	Liaise with school on one way system and marking out footway. Request enforcement from Police Scotland on School Streets.	Officer contacted school. Additional enforcement being carried out by Police Scotland.
Craigentanny Primary School	Liaise with school on one way system and marking out footway. Widen footway along frontage, implement one way and revoke parking.	All measures in place.
Hermitage Park Primary	Widen footway at front of school, remove guardrail.	All measures in place.
Lorne Primary School	Liaise with school on one way system and marking out footway. Build out footway and revoke parking at frontage.	All measures in place.
Leith Academy	Contact school to ensure all access gates are being used.	Officer contacted school.
Towerbank Primary School	Contact school to see if they require arrows. Request additional School Streets enforcement with Police Scotland.	Officer contacted school. Additional enforcement being carried out by Police Scotland.
Duddingston Primary	Request additional School Streets enforcement with Police Scotland, communicate Park and Stride with Parents. SfP installing segregated cycle facilities on Duddingston Road.	Officer contacted school. Cycling facilities in place through SfP.

Appendix 2 – Spaces for People Measures near Schools

Brunstane Primary School	Liaise with school on Park and Stride at The Range. Contact HT with regards to removing railings in school Close Magdalene Gardens and Magdalene Drive along frontage of the school.	All measures in place.
Parsons Green Primary School	Liaise with school for requirement of footway arrows and implementation of WOW. Prohibition on Paisley Drive.	All measures in place.
Royal High Primary School	Liaise with school on any additional support/ arrows they need.	Officer has contacted school.
Portobello High School	Stanley Street closed under SfP for active travel/ physical distancing. Hope Lane/ Stanley Street closed under SfP.	All measures in place.
Craigroyston Primary School	Liaise with school on one way gates and to see if closure of Muirhouse Place West would be beneficial.	Officer has contacted school.
Pirniehall Primary School	Prohibition of motor vehicles along school frontage	All measures in place.
Forthview Primary School	Liaise with school on one way gates and to see if closure of the bend on West Pilton Place would be beneficial.	Officer has contacted school, no measures required.
Craigroyston High School	Liaise with school on one way gates	Officer has contacted school.
St Josephs RC Primary School	Liaise with school on one way gates	Officer has dropped off arrows and marked footway

Appendix 2 – Spaces for People Measures near Schools

Castleview Primary School	Extend Footway by 1 metre along school frontage, remove guardrail and introduce DYL's from Greendykes Road along the school frontage	All physical measures in place. Lining with SMS to install.
Newcraighall Primary School	Liaise with school on Park and Stride	Officer has contacted school.
Castlebrae Community High School	Introduce parking restrictions to keep junction clear	SMS to arrange install
St John Vianney's RC School	Close road along frontage of school, maintain access for residents and waste	Approved and measures installed
St Catherine's RC Primary School	Close road along frontage of school, maintain access for residents and waste	All measures in place
St Francis RC/ Niddrie Mill Primary School	Prohibit vehicles on Moffat Way and Collier Place around school frontage	All measures in place
St Johns RC Primary School	Existing School street. Cycle Segregation being installed by another workstream	N/A
St Marys Leith RC Primary School	Existing School Street and beside space for exercise closure on Leith Links	N/A
Holy Rood RC High School	Officer liaising with school on potential measures	N/A
St Marys RC Primary School	Mark out footprints etc around school and in playground	All measures in place
Juniper Green Primary School	Prohibition on vehicles on Baberton Mains Wynd and adjoining Streets, Officer to liaise with Golf Club on using car park as Park and Stride	All measures in place

Appendix 2 – Spaces for People Measures near Schools

Nether Currie Primary School	New waiting and loading restrictions on the bend on Thomson Crescent. Officers to contact the school on AT promotion.	With SMS to install
Currie Primary School	Officer to liaise with school on park and stride sites such as Scotmid. Introduce prohibition of vehicles on Curriehill Road at school frontage, introduce waiting and loading restrictions to keep junctions clear.	All physical measures in place. Lining with SMS to install.
Bonaly Primary School	Introduce Prohibition of Motor Vehicles on Bonaly Brae, liaise with school on one way gates.	All measures in place - on hold until temporary prohibition is in place.
Colinton Primary	Existing School Street	Officer to liaise with school
Longstone Primary	Introduce Prohibition of Motor Vehicles on Redhall Grove	All measures in place
Oxgangs Primary		Officer to liaise with school
Pentland Primary	Introduce Prohibition of Motor Vehicles on Oxgangs Green and restrictions on Pentland Drive.	All physical measures in place. SMS progressing lines
Firrhill High School		Officer has contacted school, no measures required.
Braidburn	Officer liaising with school on requirement for additional measures. Working with the school on traffic management for their buses.	Support has been provided to staff on traffic management for the buses.

Appendix 2 – Spaces for People Measures near Schools

Abbeyhill Primary School	None - Existing School Street	N/A
Broughton Primary School	Officer arranging vegetation cut backs and arranging park and stride sites with school	Officer has contacted school.
Leith Walk Primary School	Introduce one way system on Brunswick Road, widen footpath along frontage of school.	All measures in place
Drummond High School	Officer arranging vegetation cut backs	N/A
Gracemount Primary School	Prohibit Motor Vehicles on Gracemount House Road.	To go for approval
Gracemount High School	Refresh all cycle lane markings on Lasswade Road. Officer to liaise with school on one way system.	With SMS to install
Holy Cross RC Primary School	Prohibit motor vehicles on Craighall Terrace, officer to liaise with school on footway markings.	All measures in place.
St Marks RC Primary School	New DYLS at the junction at the school, temporary path	SMS to sort lining. Temporary path is in place.
St Marys RC Primary School	Officer to liaise with school on installing 2m markings and arrange vegetation cut back	All measures in place
St Peters RC Primary School	Existing School Street, officer to liaise with school	N/A
St Thomas Aquins RC High School	Officer to speak to school on access points	N/A
Ferryhill Primary School	Prohibition of motor vehicles along school frontage	All measures in place
Flora Stevenson Primary School	Officer liaising with school on potential measures	N/A
Granton Primary School	Prohibit motor vehicles on Wardieburn St W and Wardieburn St E. widen footway on Boswall Parkway along school frontage	All measures in place
Stockbridge Primary School	Officer to liaise with school on markings	Officer has contacted school.

Appendix 2 – Spaces for People Measures near Schools

Broughton High School	Officer liaising with school on potential measures	Officer has contacted school.
St Cuthberts RC Primary School	Officer marked playground bubbles and footways at school. Arranging vegetation cut backs.	All measures in place
St Davids RC Primary School	Officer liaising with school on potential measures	Officer has contacted school.
St Josephs RC Primary School	Officer liaising with school on potential temporary access	Officer has contacted school.
St Margarets RC Primary School	Officer marking footways at school and arranging vegetation cut backs.	All measures in place
St Augustines RC High School	Officer liaising with school on potential measures	N/A
Basil Paterson Schools	Officer arranging vegetation cut backs.	N/A
Cargilfield	Officer arranging vegetation cut backs.	No further action required.
Clifton Hall	No measures identified	N/A
Fettes College	No measures identified	N/A
George Watsons	Potential vehicle prohibition on Merchiston Gardens - School currently liaising with residents	N/A
George Heriots	Considered under SfP Buccleuch Street project - officer liaise with school on one way	N/A
Mannafields Christian School	Officer to liaise with school on Park and Stride	N/A

Appendix 2 – Spaces for People Measures near Schools

Mary Erskine and Stewarts Melville	No measures identified for ME. Officer liaising with SM.	Officer has contacted school.
Merchiston Castle	No measures identified	N/A
Regius School	Officer to liaise with school on Park and Stride	Officer has contacted school.
Rudolf Steiner	1.5m footway widening along school frontage	All measures in place
St Georges School	Prohibit motor vehicles on Crarae Avenue	All measures in place
St Mary's Music School	No measures required	N/A
Edinburgh Academy	Officer liaising with school on potential measures	Officer has contacted school.
Montessori Arts school	No measures required	Officer has contacted school.

<u>School</u>	<u>Street Name</u>	<u>Description</u>	<u>Closure Times</u>		
			Mon - Fri AM	Mon - Thurs PM	Fri PM
Murrayburn PS	Sighthill Loan	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Gylemuir PS	Broomhall Drive	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Wester Broom Place	Restricted Access			
Carrick Knowe PS	Lampacre Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Tylers Acre Avenue	Restricted Access			
Brunstfield PS	Montpelier	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Bruntsfield Avenue	Restricted Access			
Buckstone PS	Buckstone Loan East	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Buckstone Circle	Restricted Access			
South Morningside PS	Canaan Lane	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Sciennes PS	Sciennes Road	Road Closure	Full Time Closure		
Corstorphine PS	Featherhall Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Manse Street	Restricted Access			
	Oswald Terrace	Restricted Access			
Davidsons Mains	Silverknowes Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Silverknowes Road South	Restricted Access	Full Time Prohibition		
Craigour Park PS	Moredun Park Street	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Prestonfield PS	Prestonfield Road	Road Closure	Full Time Closure		
	Clearburn Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Brunstane PS	Magdalene Drive	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Magdalene Drive	Road Closure	Full Time Closure		
Parsons Green PS	Paisley Drive	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Pirniehall PS	West Pilton Crescent	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
St John Vianney RC PS	Ivanhoe Crescent	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Woodstock Place	Restricted Access			
St Catherines RC Primary School	Gracemount Drive	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Gracemount Drive	Road Closure	Full Time Closure		
	Balmwell Avenue	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
St Francis/ Niddrie Mill PS	Moffat Way	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Collier Place	Restricted Access			
Juniper Green PS	Baberton Mains Wynd	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Baberton Mains Bank	Restricted Access			
Bonaly PS	Bonaly Brae	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Longstone PS	Redhall Grove	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Pentland PS	Oxgangs Green	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Gracemount PS	Gracemount House Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Holy Cross RC PS	Craighall Terrace	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Ferryhill PS	Wester Drylaw Avenue	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Granton PS	Wardieburn Street E	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Wardieburn Street W	Restricted Access			
St Georges School	Crarae Avenue	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Currie PS	Forth View Crescent	Restricted Access	Full Time Prohibition		

Appendix 1 – Project List / Review Recommendations

Location	Intervention (Proposed/Actual)	Review Outcome/Update
CITY CENTRE		
South Bridge – Town Centre measures	Installation of footpath widening and segregated cycle lanes on South Bridge. No cycle provision proposed on North Bridge due to bridge repair access.	Revised scheme approved at CIMT 18 March 2021. Installation of Bus Gate and temporary signals on George IV Bridge reconsidered due to programme pressure. Installation programmed mid-May 2021
Chambers Street	Revised proposal due to programming pressure. No signals proposed	Installation of Bus Gate reconsidered. Additional loading areas to be created for South Bridge/Local servicing.
Morrison Street	Footpath widening at Dalry Road junction	Scheme on Hold. Suitable design not possible due to junction layout and available lane widths
Cowgate	N/A	Scheme on Hold. Temporary road layout currently in place to facilitate hotel development
Waverley Bridge	Pedestrian area with limited servicing access	Next review to be completed by end April Previous recommendation to continue with no changes
Forest Road	Cycle segregation	Next review to be completed by end April Previous recommendation to continue with no changes
George IV Bridge	Cycle segregation	Next review to be completed following engagement with traders. Site meeting/review arranged with traders on Monday 19 April.
The Mound	Cycle segregation	Next review to be completed by end April Previous recommendation to continue with no changes
Princes Street East End	Bus gate on Princes Street and South St David St	Next review to be completed by end April Previous recommendation to continue with minor changes to road markings to improve cycle safety
Victoria Street	Pedestrianised area with limited servicing access from George IV Bridge	Next review to be completed following engagement with traders. Consider the introduction of improved disabled parking/servicing signage following discussions with traders

TOWN CENTRES		
Queensferry High Street	Pedestrian space	Installation of temporary layout and one-way system completed week commencing 8 March 2021. Footpath overlay still to be undertaken. First review due May 2021
Great Junction Street	Pedestrian space (remove)	Removed September 2020 Scheme not successful, limited width available and not used.
Stockbridge	Pedestrian space	Review completed March 2021 – Recommendation to continue with no changes
Gorgie / Dalry Road	Pedestrian space	Review completed March 2021 – Recommendation to continue with no changes
Bruntsfield	Pedestrian space	Review completed March 2021 – Recommendation to continue with revisions and minor removals, engagement undertaken with Traders and Community Councils (minor changes planned as soon as possible)
Tollcross		Review completed March 2021 – Recommendation to continue with revisions and minor removals, engagement undertaken with Traders and Community Councils (minor changes planned as soon as possible). Consider removal of Earl Grey Street measures following completion of resurfacing scheme or return to bus services.
Morningside	Pedestrian space	Review completed March 2021 – Recommendation to continue with revisions and minor removals, engagement undertaken with Traders and Community Councils (minor changes planned as soon as possible).
Portobello	Pedestrian space	Review completed March 2021 – Recommendation to continue, loading bay installed adjacent to the Baptist Church to improve access
Corstorphine	Pedestrian space	Review completed March 2021 – Recommendation to continue with reinstatement of loading bay near Dental practice
Newington Corridor	Pedestrian space	Scheme on Hold. Not possible to introduce measures and maintain critical public transport infrastructure due to the road width.
The Shore	Quiet Corridor on Queen Charlotte Street and Tolbooth Wynd	Scheme not taken forward at this time due to reduced footfall and conflict with nearby Tram construction.

TRAVELLING SAFELY		Scheme list under review with regard to available budget
Telford Road	Cycle segregation	Proposals withdrawn due to significant impact on public transport, likely delays and need for costly junction changes
Melville Drive	Cycle segregation	Scheme on Hold. Alternative routes available for cyclists.
Wester Hailes Road	Cycle segregation (Alternative plans to be developed)	Scheme on Hold. Design constraints, conflict with distributor route and Calder Road junction.
Crewe Toll Roundabout	Cycle segregation (Further consideration at DRG – traffic modelling)	Scheme on Hold. Risk of significant congestion
Kingston Avenue closure and connection to Gilmerton Rd via Ravenswood Ave	Road closure	Scheme on Hold. Conflict with emergency services access
Meadowplace Road	Cycle segregation	Completed April 2021
Ladywell Road	Cycle segregation	Completed April 2021
Ferry Road	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Fountainbridge Dundee St	Cycle segregation	Review completed April 2021 – Recommendation to continue with no changes
Teviot Place / Potterow	Cycle segregation	Review completed April 2021 – Recommendation to continue with minor improvements at Potterow Bus Stop
Buccleuch St / Causewayside	Cycle segregation	Review completed April 2021 – Recommendation to continue with minor changes to loading availability (now off peak)
Gilmerton Road	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Duddingston Road	Cycle segregation	Review completed March 2021 – Recommendation to continue. Ongoing dialogue with Police Scotland regarding parking issues (site meeting TBA)
Craigmillar Park corridor	Cycle segregation	Installation completed in March 2021. Dialogue ongoing with local businesses regarding segregation unit removal to improve access
Crewe Road South	Cycle segregation (segregator units to be installed)	Review completed March 2021 – Recommendation to continue with no changes

Old Dalkeith Road	Cycle segregation (segregator units to be installed)	Review due April March 2021 – Existing recommendation to continue with no changes
Comiston Road	Cycle segregation	Review due April 2021 – Previous recommendation to continue with minor changes to mitigate interaction between cyclists and vehicles
Pennywell Road Including Silverknowes Parkway	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Mayfield Road	Cycle segregation	Scheme installation started week commencing 5 April 2021
Quiet Corridor - Meadows / Greenbank	Various closures	Installation completed February 2021. Review postponed until completion of additional Quiet Route features. Additional features in the Midmar/Cluny area, associated with the S/B reopening of Braid Road, due to be installed in April 2021
A90 Queensferry Road	Bus Lanes and cycle segregation	Installation to be completed April 2021 Revisions to improve Learmonth Terrace junction to be finalised and installed
A1 Corridor	Bus Lanes and cycle segregation	Installation completed February 2021 Review due April 2021
Lanark Road	Cycle segregation	Installation to be completed April 2021
Longstone Road	Cycle segregation	Installation to be completed April 2021
Inglis Green Rd	Cycle segregation	Installation to be completed April 2021
Murrayburn Road (short section at Longstone)	Cycle segregation	Installation completed April 2021
Slateford Road (A70)	Cycle segregation	Installation commenced early April 2021. Local resurfacing planned in May 2021 on Laurel Terrace
Orchard Brae Roundabout	Road markings	Installation completed March 2021

SCHEMES DEVELOPED FROM LTN LIST		
Craigs Road	Crossing improvements at Craigmount High School and traffic calming on Craigs Road	Installation completed March 2021
Drum Brae North	Cycle segregation	Installation completed March 2021
Leith	Quiet Corridor on Queen Charlotte Street and Tolbooth Wynd	Scheme on Hold. Not taken forward due to likely impact on Tram diversion routes. Leith Connections proposal under development
Corstorphine South (Featherhall)	Filtered permeability proposal. Footpath widening and traffic calming scheme developed in partnership with the Community Council.	Scheme on Hold. Limited legal powers to introduce under TTRO. Corstorphine High Street scheme installed March 2021
Corstorphine High Street	Widened pavements leading to Primary School	Scheme developed with Corstorphine CC. Installed March 2021
SPACES FOR EXERCISE		
Warriston Road	Road closure	Removed – footfall on adjacent path significantly reduced
Silverknowes Road (North section)	Road Closure	Revised road layout opened 13 March (Bus Lanes) and bus service reinstated 14 March 2021
Silverknowes Road (South section)	Part cycle segregation and quiet route due to narrow road width.	Installation completed March 2021
Carrington Road	Road closure	Scheme on Hold. Conflict with emergency services access.
Braid Road	Road closure	Scheme to reopen to southbound traffic in late April 2021. Stakeholder workshop held 3 March. Installation of additional Quiet Route features and new layout started April 2021
Braidburn Terrace	One-way road closure	Review completed March 2021 – Recommendation to continue with no changes
Links Gardens	Road closure	Review completed March 2021 – Recommendation to continue with no changes
Cammo Walk	Road closure	Review completed March 2021 – Recommendation to continue with no changes
Stanley Street/ Hope Street	Road closure	Review completed March 2021 – Recommendation to continue with no changes
Seafeld Street	Cycle segregation	Review completed March 2021 –

		Recommendation to continue with no changes
Kings Place	Link between Proms	Review completed March 2021 – Recommendation to continue with no changes
Maybury Road	Temporary traffic lights	Review completed March 2021 – Recommendation to continue. Minor changes requested by Police Scotland to improve emergency access TBA
Arboretum Place	Crossing point	Review completed March 2021 – Recommendation to continue with no changes
Granton Square to Marine Drive	Road closure and access from Forthquarter Park	Notification completed March 2021. Scheme approved at CIMT 8 April 2021 – Currently under internal review
Public Proposals – Commonplace Consultation	Various	Scheme updates
Broughton Street	Pavement widening and uphill cycle lane	Notification issued 15 March 2021 Approved at CIMT 8 April 2021 – Installation expected May 2021
Broughton St Roundabout	Improvements for pedestrian crossings	As above
Restalrig Road South (Smoky Brae)	Pavement widening and uphill cycle lane. Road layout TBA	Postpone scheme for consideration under a separate future programme
Starbank Road	Pavement widening with give & go traffic management	Scheme proposal to be confirmed – Sunday Road Closures on Starbank Road or local footpath widening to be considered. Installation expected May 2021
Fillyside Road - Crossing	Installation of a pedestrian/cyclist crossing point (Island – TBA)	Detailed design to be confirmed – Installation of temporary pedestrian crossing expected May 2021
Fillyside Road	Pavement widening	Scope of footpath widening to be agreed with above
West End of Princes Street	Footpath widening at Johnny Walker site	Overhead hoarding now removed, increased pedestrian space now available.
Musselburgh boundary to Portobello (Edinburgh section)	Cycle segregation from CEC boundary into Portobello	Scheme on Hold – Due to programme pressure and the significant size of the scheme consider implementation under a separate future Programme (possible Places for Everyone (PfE) scheme)
Duddingston Road West	Part cycle segregation (East end) and part road markings (due to available road width)	Installation started week commencing 29 March 2021

Portobello Promenade	Improved signage and minor interventions to reduce speed of cyclists	Signs to be erected in April/May 2021
Removal of Street Clutter		
Various priority locations	£300k funding package allocated to work in partnership with Living Streets to remove street clutter	Project scoping complete, work started week commencing 8 March 2021 on removal of redundant street clutter. Site work will continue up to mid/late May 2021
Pedestrian Priority Improvements at Controlled Crossings	Project to establish the scope of controlled pedestrian crossing improvements. Reduced pedestrian wait-times and infrastructure improvements	Project scope developed in April 2021 – due to start in May 2021.
Greenbank Drive and Glenlockhart Road	Reduce speed limit to 20mph	Speed limit reduction to be considered by the Road Safety team
Schools	Various measures	See Appendix 2
Additional Schemes		
Braid Hills Road/Drive & Liberton Drive	Cycle segregation	Scheme on Hold – Due to programme pressure and the significant size of the scheme consider implementation under a separate future Programme (possible PfE scheme)
Bellevue to Canonmills	Cycle segregation	Notification issued 15 March 2021 Approved at CIMT 8 April 2021 – Installation expected May 2021
Orchard Brae	Uphill cycle segregation	Scheme on Hold – Due to programme pressure consider implementation under a separate future Programme (possible PfE scheme)
Cramond Glebe Road	Waiting restrictions leading down to the car park to maintain access. Suggestion that the closure of Silverknowes Road (north section) has led to additional traffic on this road.	TTRN prepared and double yellow lines installed before the Easter weekend. Agreed with Cramond & Barnton Community Council as a temporary Public Health and Emergency access response

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

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

Appendix 2 – Spaces for People Measures near Schools

School	Proposal	Status
Murrayburn Primary School	Vehicle prohibition and footpath widening at school frontage, DYL's at junctions to improve visibility.	All measures in place.
Gylemuir Primary School	One way school gate system arranged with school, as well as a park smart campaign. Prohibit vehicles on loop outside school.	Measures in place, including temporary path.
Carrick Knowe Primary School	Prohibit vehicles at school frontage.	All measures in place.
Broomhouse Primary School	One way school gate system arranged with school, officer liaising with St David's Church to use as Park and Stride.	Measures in place. Passed on request for cycle lane on Broomhouse Road to Active Travel as discussed at DRG.
Forrester High School	Segregated Cycle Lanes (Linking in with Meadow Place Road).	Active Travel leading on this.
Trinity Primary School	One way school gate system arranged with school.	Measures in place. Playgrounds and gates marked and stickered.
Wardie Primary School	Arrange opening other gates with school for one way systems at pick up and drop off time. Close access lane to traffic.	All measures in place. School have confirmed they don't need closure.
Victoria Primary School	Run a Park Smart campaign, ensure both gates are open for access into school, implement footpath widening and close road to traffic.	Footpath widening in place. School don't need closure.
Trinity Academy	No measures as permanent 20mph on Craighall Road is at design stage.	N/A
Bruntsfield Primary School	Prohibit vehicles at school frontage.	All measures in place.

Appendix 2 – Spaces for People Measures near Schools

Buckstone Primary School	Ensure both gates are open for access into school and agree a one way system at the gates. Prohibit vehicles at school frontage.	All measures in place
South Morningside Primary School	Encourage Waitrose for use as a Park and Stride site. Prohibit vehicles at school frontage on Canaan Lane.	All measures in place.
Boroughmuir High School	Widen NE footway of Viewforth.	All measures in place.
Sciennes Primary	Footway widening at gates. Road closure along frontage.	All measures in place, footway widening removed following implementation of closure.
Tollcross Primary	Liaised with school on making gates one way and utilise car park gate also, restricting entry times for teachers. TDD delivered permanent footpath widening here.	All measures in place.
Preston Street Primary	Lane closure on Dalkeith Road, remove guardrail and widen footways.	All measures in place.
James Gillespies Primary and High Schools	Remove guardrail and implement pavement widening temporarily.	All measures in place.
Royal Mile Primary School	No measures possible due to surrounding infrastructure.	Suggestion of parent waiting areas taken up by HT.
Taobh na Pairce	Encourage parents to use side gate as more space.	Arranged with school.
Canal View Primary	Use Westside Plaza as a Park and Stride site, have teachers at the vehicle access to stop vehicles entering the school car park at the start and end of the day to ensure social distancing, restrict entry times for teachers.	Emailed school.

Appendix 2 – Spaces for People Measures near Schools

Clovenstone Primary	Arrange one way gates with school.	Delivered arrows for one way system.
Sighthill Primary	Liaise with school to open main gate to create a one way in/out system that will be delineated with cones/ barriers.	Been in touch and delivered arrows
Wester Hailes	Run paths for all campaign.	Officer to contact HT.
Corstorphine Primary School	Vehicle prohibitions and footway build outs	All measures in place.
East Craig's Primary School	Arrange one way gates with school.	Been in touch with school, one way system working fine.
Fox Covert Primary School/ St Andrews	Arrange a one way gate system with school, organise park and stride from Drum Brae Hub.	Working fine. Arrows delivered.
Hillwood Primary School	Arrange one way gate system.	Arrows delivered.
Roseburn Primary School	Arrange one way gate with school. Liaise with school on potential prohibitions.	With officer to contact HT. Officers to review in April/May.
Craigmount High School	Being addressed by East Craigs LTN.	N/A.
Dean Park Primary	Liaise with school on gate management system at entry/ exit times.	With officer to contact HT.
Ratho Primary School	Liaise with Bridge Inn as a Park and Stride site, arrange pick up/ drop off with the school recommending parents leave their children before they get to the school gate, if this is not possible, the vehicle access should be utilised as an exit point for parents, this would restrict entry times for teachers.	Spoke to Chris and delivered arrows. School warning signs and DYL's at the crossing point on North Street implementation in progress.
Balerno High School	TTRO for DYL's to prevent drop off happening in cycle lane on Bridge Road along school frontage.	With SMS for installation

Appendix 2 – Spaces for People Measures near Schools

Queensferry Primary School	Arrange one way gate system with the school, TTRO at school frontage to prevent parking	All measures in place.
Kirkliston Primary School	One way gate system, restrict teachers access times to car park. Encourage Park and Stride. Install temporary hard standing at school gate.	Marked playground. Matting installed at gate.
Echline Primary School	One way gate system, restrict teachers access times to car park, TTRO at school frontage to prevent parking.	All measures in place.
Dalmeny Primary	Liaise with the school on setting up a walking bus to reduce number of parents at the school.	No further action at this time, officer has contacted school.
Queensferry High School	Permanent measures in progress via Schools team.	Officer met with head and H&S. Lining work complete in school grounds to mark a temporary path.
Blackhall Primary School	Arrange vegetation to be cut back on approach to school. Mark 2m spacing on footpath at school gates. Investigate segregating cycle lanes on Craigcrook Road.	With officer to contact HT. With SfP team for consideration of segregated cycle lanes.
Clermiston Primary School	Mark 2m spacing at school gates, remove guardrail in Parkgrove Place.	Visited and delivered arrows
Davidsons Mains Primary School	No waiting TTRO between the school and the Turtle Dove café to keep cycleway clear and maximise footway width. Arrange park and stride with school, continue to promote the cycle train and WOW. Install prohibition of vehicles and footway widening.	With officer to contact HT on soft measures. Lining approved by CIMT. Closures/ widening in place.

Appendix 2 – Spaces for People Measures near Schools

Cramond Primary School	Mark 2m spacing at the school gate	Footways marked out.
The Royal High School	Liaise with school on one way system. Widen footway by 2m on south side of Barnton Avenue.	All measures in place.
Balgreen Primary School	Liaise with school on one way system.	Reverse direction system working fine. Have requested additional DYL's. SMS designing.
Craiglockhart Primary School	Liaise with school on one way system. Widen footways around school and remove guardrail. Introduce parking restrictions to clear towpath entrance.	Measures removed in the October week following discussion with HT. Staggered start times working fine for them.
Dalry Primary School	Liaise with school on one way system. Widen footways around school.	With officer to contact HT on soft measures. Widening in place.
Stenhouse Primary School	Liaise with school on one way system. Close Saughton Mains Drive at frontage of school to create more space for pedestrians.	School do not require closure. Visited and delivered arrows to enable pedestrian one way.
Tynecastle High School	Liaise with school on one way system.	Officer contacted school.
Craigour Park School	Encourage Park and Stride. Prohibit vehicles on Moredun Park Street	All measures in place.
Gilmerton Primary School	Additional enforcement from PS to enforce school streets.	Additional enforcement being carried out by Police Scotland.
Liberton Primary School	Road closure at school frontage, investigate new temporary footway to rear of school.	Closure now not required due to change in accesses for building work. Temporary path installed.

Appendix 2 – Spaces for People Measures near Schools

Prestonfield Primary School	Widen footway along frontage of school, introduce TTRO to prevent parking opposite school. Liaise with school on one way gate system. Close road along school frontage.	All measures in place.
Liberton High School	Remove guardrail at Mount Vernon entrance	Guardrail removed, section still to be done following Cityfibre works.
Leith Primary School	Liaise with school on one way system and marking out footway. Request enforcement from Police Scotland on School Streets.	Officer contacted school. Additional enforcement being carried out by Police Scotland.
Craigentanny Primary School	Liaise with school on one way system and marking out footway. Widen footway along frontage, implement one way and revoke parking.	All measures in place.
Hermitage Park Primary	Widen footway at front of school, remove guardrail.	All measures in place.
Lorne Primary School	Liaise with school on one way system and marking out footway. Build out footway and revoke parking at frontage.	All measures in place.
Leith Academy	Contact school to ensure all access gates are being used.	Officer contacted school.
Towerbank Primary School	Contact school to see if they require arrows. Request additional School Streets enforcement with Police Scotland.	Officer contacted school. Additional enforcement being carried out by Police Scotland.
Duddingston Primary	Request additional School Streets enforcement with Police Scotland, communicate Park and Stride with Parents. SfP installing segregated cycle facilities on Duddingston Road.	Officer contacted school. Cycling facilities in place through SfP.

Appendix 2 – Spaces for People Measures near Schools

Brunstane Primary School	Liaise with school on Park and Stride at The Range. Contact HT with regards to removing railings in school Close Magdalene Gardens and Magdalene Drive along frontage of the school.	All measures in place.
Parsons Green Primary School	Liaise with school for requirement of footway arrows and implementation of WOW. Prohibition on Paisley Drive.	All measures in place.
Royal High Primary School	Liaise with school on any additional support/ arrows they need.	Officer has contacted school.
Portobello High School	Stanley Street closed under SfP for active travel/ physical distancing. Hope Lane/ Stanley Street closed under SfP.	All measures in place.
Craigroyston Primary School	Liaise with school on one way gates and to see if closure of Muirhouse Place West would be beneficial.	Officer has contacted school.
Pirniehall Primary School	Prohibition of motor vehicles along school frontage	All measures in place.
Forthview Primary School	Liaise with school on one way gates and to see if closure of the bend on West Pilton Place would be beneficial.	Officer has contacted school, no measures required.
Craigroyston High School	Liaise with school on one way gates	Officer has contacted school.
St Josephs RC Primary School	Liaise with school on one way gates	Officer has dropped off arrows and marked footway

Appendix 2 – Spaces for People Measures near Schools

Castleview Primary School	Extend Footway by 1 metre along school frontage, remove guardrail and introduce DYL's from Greendykes Road along the school frontage	All physical measures in place. Lining with SMS to install.
Newcraighall Primary School	Liaise with school on Park and Stride	Officer has contacted school.
Castlebrae Community High School	Introduce parking restrictions to keep junction clear	SMS to arrange install
St John Vianney's RC School	Close road along frontage of school, maintain access for residents and waste	Approved and measures installed
St Catherine's RC Primary School	Close road along frontage of school, maintain access for residents and waste	All measures in place
St Francis RC/ Niddrie Mill Primary School	Prohibit vehicles on Moffat Way and Collier Place around school frontage	All measures in place
St Johns RC Primary School	Existing School street. Cycle Segregation being installed by another workstream	N/A
St Marys Leith RC Primary School	Existing School Street and beside space for exercise closure on Leith Links	N/A
Holy Rood RC High School	Officer liaising with school on potential measures	N/A
St Marys RC Primary School	Mark out footprints etc around school and in playground	All measures in place
Juniper Green Primary School	Prohibition on vehicles on Baberton Mains Wynd and adjoining Streets, Officer to liaise with Golf Club on using car park as Park and Stride	All measures in place

Appendix 2 – Spaces for People Measures near Schools

Nether Currie Primary School	New waiting and loading restrictions on the bend on Thomson Crescent. Officers to contact the school on AT promotion.	With SMS to install
Currie Primary School	Officer to liaise with school on park and stride sites such as Scotmid. Introduce prohibition of vehicles on Curriehill Road at school frontage, introduce waiting and loading restrictions to keep junctions clear.	All physical measures in place. Lining with SMS to install.
Bonaly Primary School	Introduce Prohibition of Motor Vehicles on Bonaly Brae, liaise with school on one way gates.	All measures in place - on hold until temporary prohibition is in place.
Colinton Primary	Existing School Street	Officer to liaise with school
Longstone Primary	Introduce Prohibition of Motor Vehicles on Redhall Grove	All measures in place
Oxgangs Primary		Officer to liaise with school
Pentland Primary	Introduce Prohibition of Motor Vehicles on Oxgangs Green and restrictions on Pentland Drive.	All physical measures in place. SMS progressing lines
Firrhill High School		Officer has contacted school, no measures required.
Braidburn	Officer liaising with school on requirement for additional measures. Working with the school on traffic management for their buses.	Support has been provided to staff on traffic management for the buses.

Appendix 2 – Spaces for People Measures near Schools

Abbeyhill Primary School	None - Existing School Street	N/A
Broughton Primary School	Officer arranging vegetation cut backs and arranging park and stride sites with school	Officer has contacted school.
Leith Walk Primary School	Introduce one way system on Brunswick Road, widen footpath along frontage of school.	All measures in place
Drummond High School	Officer arranging vegetation cut backs	N/A
Gracemount Primary School	Prohibit Motor Vehicles on Gracemount House Road.	To go for approval
Gracemount High School	Refresh all cycle lane markings on Lasswade Road. Officer to liaise with school on one way system.	With SMS to install
Holy Cross RC Primary School	Prohibit motor vehicles on Craighall Terrace, officer to liaise with school on footway markings.	All measures in place.
St Marks RC Primary School	New DYLS at the junction at the school, temporary path	SMS to sort lining. Temporary path is in place.
St Marys RC Primary School	Officer to liaise with school on installing 2m markings and arrange vegetation cut back	All measures in place
St Peters RC Primary School	Existing School Street, officer to liaise with school	N/A
St Thomas Aquins RC High School	Officer to speak to school on access points	N/A
Ferryhill Primary School	Prohibition of motor vehicles along school frontage	All measures in place
Flora Stevenson Primary School	Officer liaising with school on potential measures	N/A
Granton Primary School	Prohibit motor vehicles on Wardieburn St W and Wardieburn St E. widen footway on Boswall Parkway along school frontage	All measures in place
Stockbridge Primary School	Officer to liaise with school on markings	Officer has contacted school.

Appendix 2 – Spaces for People Measures near Schools

Broughton High School	Officer liaising with school on potential measures	Officer has contacted school.
St Cuthberts RC Primary School	Officer marked playground bubbles and footways at school. Arranging vegetation cut backs.	All measures in place
St Davids RC Primary School	Officer liaising with school on potential measures	Officer has contacted school.
St Josephs RC Primary School	Officer liaising with school on potential temporary access	Officer has contacted school.
St Margarets RC Primary School	Officer marking footways at school and arranging vegetation cut backs.	All measures in place
St Augustines RC High School	Officer liaising with school on potential measures	N/A
Basil Paterson Schools	Officer arranging vegetation cut backs.	N/A
Cargilfield	Officer arranging vegetation cut backs.	No further action required.
Clifton Hall	No measures identified	N/A
Fettes College	No measures identified	N/A
George Watsons	Potential vehicle prohibition on Merchiston Gardens - School currently liaising with residents	N/A
George Heriots	Considered under SfP Buccleuch Street project - officer liaise with school on one way	N/A
Mannafields Christian School	Officer to liaise with school on Park and Stride	N/A

Appendix 2 – Spaces for People Measures near Schools

Mary Erskine and Stewarts Melville	No measures identified for ME. Officer liaising with SM.	Officer has contacted school.
Merchiston Castle	No measures identified	N/A
Regius School	Officer to liaise with school on Park and Stride	Officer has contacted school.
Rudolf Steiner	1.5m footway widening along school frontage	All measures in place
St Georges School	Prohibit motor vehicles on Crarae Avenue	All measures in place
St Mary's Music School	No measures required	N/A
Edinburgh Academy	Officer liaising with school on potential measures	Officer has contacted school.
Montessori Arts school	No measures required	Officer has contacted school.

<u>School</u>	<u>Street Name</u>	<u>Description</u>	<u>Closure Times</u>		
			Mon - Fri AM	Mon - Thurs PM	Fri PM
Murrayburn PS	Sighthill Loan	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Gylemuir PS	Broomhall Drive	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Wester Broom Place	Restricted Access			
Carrick Knowe PS	Lampacre Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Tylers Acre Avenue	Restricted Access			
Brunstfield PS	Montpelier	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Bruntsfield Avenue	Restricted Access			
Buckstone PS	Buckstone Loan East	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Buckstone Circle	Restricted Access			
South Morningside PS	Canaan Lane	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Sciennes PS	Sciennes Road	Road Closure	Full Time Closure		
Corstorphine PS	Featherhall Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Manse Street	Restricted Access			
	Oswald Terrace	Restricted Access			
Davidsons Mains	Silverknowes Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Silverknowes Road South	Restricted Access	Full Time Prohibition		
Craigour Park PS	Moredun Park Street	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Prestonfield PS	Prestonfield Road	Road Closure	Full Time Closure		
	Clearburn Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Brunstane PS	Magdalene Drive	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Magdalene Drive	Road Closure	Full Time Closure		
Parsons Green PS	Paisley Drive	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Pirniehall PS	West Pilton Crescent	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
St John Vianney RC PS	Ivanhoe Crescent	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Woodstock Place	Restricted Access			
St Catherines RC Primary School	Gracemount Drive	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Gracemount Drive	Road Closure	Full Time Closure		
	Balmwell Avenue	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
St Francis/ Niddrie Mill PS	Moffat Way	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Collier Place	Restricted Access			
Juniper Green PS	Baberton Mains Wynd	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Baberton Mains Bank	Restricted Access			
Bonaly PS	Bonaly Brae	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Longstone PS	Redhall Grove	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Pentland PS	Oxgangs Green	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Gracemount PS	Gracemount House Road	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Holy Cross RC PS	Craighall Terrace	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Ferryhill PS	Wester Drylaw Avenue	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Granton PS	Wardieburn Street E	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
	Wardieburn Street W	Restricted Access			
St Georges School	Crarae Avenue	Restricted Access	08:00 - 10:00	14:00 - 16:00	11:00 - 13:00
Currie PS	Forth View Crescent	Restricted Access	Full Time Prohibition		

This page is intentionally left blank

Transport and Environment Committee

10.00am, Thursday, 22 April 2021

Delivery of the Road Safety Improvements Programme

Executive/routine	Executive
Wards	17
Council Commitments	16

1. Recommendations

- 1.1 It is recommended that the Transport and Environment Committee:
 - 1.1.1 Notes the various workstreams included within the Council's programme of road safety improvements and the delivery of this programme in 2020-21 and 2021-22;
 - 1.1.2 Notes the long-term trend of a significant reduction in the number of personal injury collisions occurring each year in Edinburgh;
 - 1.1.3 Notes that a new Road Safety Plan for Edinburgh is currently being developed to cover the period to 2030;
 - 1.1.4 Approves, in principle, the promotion of a Temporary Traffic Regulation Order (TTRO) to ban left turns for goods vehicles from Portobello High Street onto Sir Harry Lauder Road, as set out in paragraphs 4.32 – 4.47, should this be required as part of a programme of short term improvements at this junction to improve safety for vulnerable road users;
 - 1.1.5 Notes that engagement with local stakeholders on the options for the road layout at the major junction at Portobello High Street/King's Road/Seafield Road East/Inchview Terrace/Sir Harry Lauder Road has concluded that there is one possible option which may secure support. This is now being designed for an independent road safety audit and will then be discussed further with stakeholders; and

- 1.1.6 Notes that an update on plans for longer term improvements at this junction and other major junctions in the city will be presented to Committee in June 2021.

Paul Lawrence

Executive Director of Place

Contact: Gavin Brown, Service Manager – Network Management and Enforcement

E-mail: gavin.brown@edinburgh.gov.uk | Tel: 0131 469 3823

Delivery of the Road Safety Improvements Programme

2. Executive Summary

- 2.1 This report provides an update on the Council's ongoing programme of road safety improvements and on the long-term trend of a significant reduction in the number of personal injury collisions occurring each year in Edinburgh.
- 2.2 The report also provides an update on plans for short term improvements at the major junction at Portobello High Street/King's Road/Seafield Road East/Inchview Terrace/Sir Harry Lauder Road to improve safety for vulnerable road users. Approval, in principle, is requested to promote a Temporary Traffic Regulation Order (TTRO) to temporarily ban left turns for goods vehicles with an operating weight exceeding 7.5 tonnes, from Portobello High Street onto Sir Harry Lauder Road, for a period of up to 18 months.

3. Background

Road Safety Plan

- 3.1 The Council is committed to providing a safe and modern road network for the 21st century, as set out in its [Road Safety Plan for Edinburgh to 2020](#). Work is currently underway to develop a new Plan to cover the period to 2030 and it is expected that this will be finalised later this year.
- 3.2 The new Plan will be developed in the overall context of the Scottish Government's emerging [Scotland's Road Safety Framework to 2030](#), for which public consultation took place recently, while addressing the particular circumstances of Edinburgh's transport network.

Road Safety Programme

- 3.3 The Council's Road Safety team is responsible for delivering a programme of road safety infrastructure improvements, which can be categorised into four major workstreams:
 - 3.3.1 Reducing road traffic collisions;
 - 3.3.2 Reducing excessive traffic speeds;
 - 3.3.3 Improving walking, wheeling and cycling journeys to school; and

3.3.4 Improving pedestrian crossing facilities.

3.4 In addition to delivering the programme of road safety improvements, the team also:

3.4.1 Investigates and responds to concerns raised by Elected Members, stakeholder groups and the public about road safety issues;

3.4.2 Organises and delivers various road safety education and behaviour change initiatives, such as the annual Young Driver event, the Junior Road Safety Officers initiative in schools and the yearly Be Bright Be Seen campaign;

3.4.3 Maintains road safety related electronic signage, such as Vehicle Activated Speed Signs and restrictions signs at School Streets/part-time 20mph zones; and

3.4.4 Manages the Council's contract for the provision of independent Road Safety Audits, to support the design process for improvements to the transport network being delivered under various work programmes.

3.5 The team is also currently assisting with the delivery of the Council's Spaces for People programme of temporary measures to support walking, wheeling and cycling while maintaining physical distancing, particularly the workstream to deliver measures around the city's schools.

Improved Safety for Vulnerable Road Users at Major Junctions

3.6 Following a fatal collision involving a cyclist at the major junction at Portobello High Street/King's Road/Seafield Road East/Inchview Terrace/Sir Harry Lauder Road, Committee agreed on [12 November 2020](#) to instruct senior officers to urgently consider how the Council can achieve significantly improved safety for vulnerable road users at the city's major junctions, focussing on reducing the risk and likelihood of dangerous, sometimes lethal, conflicts between vehicle drivers and other road users.

3.7 The Road Safety team is leading on the development and delivery of a programme of short and medium term improvements at the Portobello High Street/King's Road/Seafield Road East/Inchview Terrace/Sir Harry Lauder Road junction.

3.8 Longer term improvements at the junction will be considered as part of a wider review of safety for vulnerable road users at major junctions across the city, which is being carried out independently from the regular programme of road safety improvements.

3.9 A Business Bulletin update on this wider review was provided to the Committee on [28 January 2021](#) and an update on progress is due to be considered by Committee in June 2021.

Traffic Collisions and Road Safety Improvements

- 3.10 Information on the numbers of traffic collisions reported to Police Scotland and involving personal injuries on Edinburgh's roads for each year from 2011 to 2019 is tabulated in Appendix 1. This shows a long-term trend of a significant reduction in the number of personal injury collisions occurring each year in Edinburgh.
- 3.11 The Business Bulletin for the Transport and Environment Committee in January also contained an update on the delivery of road safety improvements. Committee requested that further information be provided in a report to the next meeting of the Committee.

4. Main report

Reducing road traffic collisions

- 4.1 The Council has two ongoing programmes of work aimed at reducing road traffic collisions:
 - 4.1.1 Remedial measures following fatal collisions; and
 - 4.1.2 Remedial measures arising from ongoing monitoring of collisions in the city - the Accident Investigation and Prevention (AIP) programme.
- 4.2 There is an agreed process in place whereby a member of the Road Safety team attends a site meeting with Police Scotland following any traffic collision that results in a fatality (or where injuries sustained are likely to prove fatal). The timing of the meeting is determined by the Police and this can vary, depending on the progress of their investigations into the collision and whether this is likely to be referred to the Procurator Fiscal.
- 4.3 At this meeting, the circumstances of the collision are reviewed, and consideration given as to whether any changes should be made to the road infrastructure in response. If this is considered necessary, the agreed changes are delivered as part of the programme of road safety improvements. The timescale for delivery of the changes can vary considerably, depending on their nature and scope.
- 4.4 The team also undertakes AIP analysis on all streets within the city. This investigation is carried out using collision details supplied by Police Scotland (as they are responsible for the collection of all personal injury road traffic collision data within each force area). From this analysis it is possible to determine locations where the collision rate is giving cause for concern and where remedial works may require to be implemented.
- 4.5 The interventions that are identified under this programme can range from relatively minor improvements, such as changes to traffic signs or road markings or the application of high skid resistant surfacing, to more significant changes, such as new pedestrian crossings or junction improvements. There are five more significant schemes currently being developed. Several smaller improvements have also been delivered in financial year 2020-21, with others being developed for delivery next year. Further details of the more significant schemes are provided in Appendix 2.

Reducing excessive traffic speeds

- 4.6 Bi-annual batches of traffic surveys are undertaken at locations where speeding concerns have been raised. Traffic data allows resources to be targeted at the locations where there is significant speed limit non-compliance.
- 4.7 The Council's current approach to the installation of speed reduction measures, including physical traffic calming measures, was set out in a report to the Transport and Environment Committee on [11 October 2019](#). Further details were provided within a subsequent report to the Committee on [27 February 2020](#).
- 4.8 As outlined in the October 2019 report, investigations take place on the suitability of further speed reduction measures at locations where average speeds above the normal tolerance are recorded. The measures identified were signage and road markings, vehicle activated speed signs and speed indication devices, safety cameras and physical traffic calming measures.
- 4.9 The use of physical traffic calming measures will generally only now be considered where there is either a significant history of speed related collisions or where average vehicle speeds remain excessively high following the use of other speed reduction measures.
- 4.10 Due to the widely varying nature of streets within the city's road network, there may occasionally be exceptional circumstances under which it might be appropriate to consider the use of physical traffic calming measures even though the above criteria are not met. In these cases, officers will consider all available evidence and use their experience and professional expertise to decide on the most effective solution.
- 4.11 In the last two years, a total of 663 traffic surveys were undertaken in streets where concerns have been raised about excessive speeds and these have identified ninety 20mph and three 30mph streets for site investigations for further speed reduction measures. A list of these streets is provided in Appendix 3. The site investigations were completed by the end of March 2021, with a programme of rolling out appropriate speed reduction measures to be developed shortly.
- 4.12 There is also one location, Scotstoun Avenue in Queensferry, where the introduction of physical traffic calming measures is required as a result of historic decisions taken as part of the Planning process for a major housing development and these are being delivered as part of the road safety programme. This work is expected to be delivered in summer 2021, alongside capital maintenance road renewals work planned for the street.
- 4.13 Occasional area-wide reviews of speed limits across the city are also undertaken.
- 4.14 On [27 February 2020](#), the Transport and Environment Committee approved commencing the statutory process for a Traffic Regulation Order (TRO) to reduce the speed limit on 22 streets from 40mph to 30mph. The TRO process for this is currently ongoing.

- 4.15 On [14 May 2020](#), the Policy and Sustainability Committee approved initiating a consultation by the end of 2020 on speed limits on rural roads in the west and south west of Edinburgh. An update on this was provided to the Committee on 28 January 2021 as part of the Business Bulletin.

Improving walking and cycling journeys to school

- 4.16 Work commenced in November 2020 on a review of the School Travel Plans for every school cluster in the city. This is expected to take around two years to complete and a programme is available to view on the Council's [Streets Ahead Edinburgh](#) website. A Business Bulletin update was provided to the Committee on 28 January 2021 and it is planned to update Committee on this work at every second Committee or at key milestones. The review will include consultations with schools and their wider communities to identify issues that currently act as barriers to safer walking and cycling journeys to and from school.
- 4.17 Improvements that have been put in place in the past to address these types of issue include:
- 4.17.1 Safer routes to school schemes;
 - 4.17.2 Part-time 20mph zones;
 - 4.17.3 School streets zones (part-time road closures at school start and finish times);
 - 4.17.4 Localised improvements at crossing points; and
 - 4.17.5 Localised parking restrictions.
- 4.18 Other potential measures will also be considered, such as new segregated cycling facilities and low traffic neighbourhood schemes. Improvements to walking and cycling facilities for journeys to and from school will be developed and delivered in partnership with the Active Travel team.
- 4.19 In addition to infrastructure improvements, support will also be offered to schools to develop other initiatives such as park and stride and walking and cycling buses.

Improving pedestrian crossing facilities

- 4.20 A system is in place to evaluate and prioritise potential locations for improved pedestrian crossing facilities and to determine the crossing type most suitable for each location. This priority system was approved by the Council's Transport, Infrastructure and Environment Committee on [28 July 2009](#).
- 4.21 The system is based on the numbers of passing vehicles and crossing pedestrians, with adjustments applied to take account of local factors such as the age of those crossing, the composition and speed of passing traffic, the road width, the number of pedestrian accidents and the presence of nearby trip attractors such as schools, doctors' surgeries, shops etc.
- 4.22 The Council's programme of pedestrian crossing improvements is updated annually and the most recent update was reported to the Policy and Sustainability

Committee on [6 August 2020](#). The current approved programme contains 75 locations for pedestrian crossing improvements. In an average year, it is expected that 12 to 15 improvements will be delivered, and the approved programme therefore represents a full work programme through to financial year 2024-25.

- 4.23 Design work on these improvements usually commences between 12 and 18 months prior to the expected date for delivery, depending on complexity and whether there is a requirement for traffic orders to be promoted.
- 4.24 The programme is reviewed regularly against other Council work programmes to identify any opportunities for the delivery of identified crossing improvements to be accelerated, by incorporating them into other projects being progressed for the same or nearby locations.
- 4.25 Crossing improvements are also sometimes delivered independently of the pedestrian crossing improvements programme, as part of other projects that are significantly altering road layouts, in line with the principles of the Edinburgh Street Design Guidance, or which are being taken forward by other Council teams.
- 4.26 Finally, the need to introduce a pedestrian crossing improvement to mitigate the impact of a new development is occasionally identified through the Planning process and these crossings are generally delivered through the pedestrian crossing improvements programme.
- 4.27 The pedestrian crossing improvements programme is intended only for the delivery of stand-alone crossing facilities such as puffin, toucan or zebra crossings, pedestrian refuge islands and footway build outs. It does not include the introduction of additional pedestrian crossing phases at existing traffic signal-controlled junctions or the introduction of new traffic signals at uncontrolled junctions.
- 4.28 Five of the 17 crossing improvement schemes that were expected to be delivered during financial year 2020-21 have been completed to date, with construction of one further improvement expected to take place shortly (during the school Easter holiday period). Two more improvements were delivered as part of other work programmes.
- 4.29 Of the remaining 11 improvements, six are expected to be delivered before the end of 2021, with the final five expected to be constructed during the first half of 2022.
- 4.30 Various factors have impacted on the timescales for delivery of improvements scheduled to be constructed during 2020-21 and 2021-22, including the need to reprioritise staff resources in response to the COVID-19 pandemic, interactions with other nearby Council projects or third party roadworks, the need to significantly redesign some improvements in response to feedback from consultations with local stakeholders, delays to the statutory process for traffic orders and, in one case, an inability to reach agreement with the owner of private land over which it was proposed to provide a new path to the crossing location.

- 4.31 Further details of the pedestrian crossing improvements programme for 2020-21 are provided in Appendix 4.

Short Term Improvements Proposed at the Junction of Portobello High Street/King's Road/Seafield Road East/Inchview Terrace/Sir Harry Lauder Road

- 4.32 Two fatal collisions have occurred at the same location on the Portobello High Street approach to this major traffic signal controlled junction within the last two years. Both of these involved a conflict between cyclists proceeding straight through the junction towards Inchview Terrace and Heavy Goods Vehicles (HGVs) turning left onto Sir Harry Lauder Road.
- 4.33 In an average year, there will be eight - ten fatal collisions on the whole of the city's transport network. To have two separate fatal collisions occur at the same location within a two year period, under extremely similar circumstances, is unprecedented.
- 4.34 The Council has committed to investigating short, medium and long term measures to improve safety for vulnerable road users at this junction and to consider improvements at other major junctions in the city. An update on progress on the medium to long term measures will be presented to Committee in June 2021.
- 4.35 Five potential options for short term changes to the road layout on the Portobello High Street approach to the junction have also been developed and evaluated. These options have been discussed with representatives of stakeholder groups and with elected members. Opinions on the relative merits of each option vary but one option, Option 2A, may be able to attract the support of all parties involved.
- 4.36 Option 2A (as set out in Appendix 5) is now being designed to a stage where it can be submitted for an independent Road Safety Audit. Following this, it is intended to engage further with stakeholder groups and Elected Members to try to reach a consensus on the best way forward.
- 4.37 Option 2A involves introducing a temporary ban on Heavy Goods Vehicles (HGVs) turning left from Portobello High Street onto Sir Harry Lauder Road at the junction, until such time as more substantive, permanent changes to the junction layout can be introduced to mitigate the potential for conflict with cyclists proceeding straight ahead. It is anticipated that these permanent changes could be introduced within the next 18 months, at which time the left turn for HGVs would be reinstated.
- 4.38 For reference, Section 138 of the Road Traffic Regulation Act defines a heavy commercial vehicle as any goods vehicle which has an operating weight exceeding 7.5 tonnes.
- 4.39 The expected safety considerations of this option are:
- 4.39.1 It eliminates conflict between cyclists proceeding straight ahead and HGVs turning left;
- 4.39.2 There is potential for conflict between traffic turning left around the front of the existing traffic island and cyclists proceeding straight ahead;

4.39.3 The diversion of HGV traffic onto other routes would impact negatively on residents, pedestrians and cyclists. Two of the most likely alternative routes each pass a primary school and a secondary school. However, volume of diverted traffic is expected to be low;

4.39.4 This may result in increased waiting times for pedestrians as the phasing of the traffic signals would be changed.

Traffic Order Requirements

4.40 The use of an Experimental Traffic Regulation Order (ETRO) was proposed but it is considered that the requirement to advertise and then report to Committee on any objections could delay implementation by several months.

4.41 Therefore, to be able to implement this temporary change in the rapid timescale desired would require the use of a TTRO under the Road Traffic Regulation Act 1984.

4.42 The 1984 Act only permits TTROs to be used under certain circumstances, which are set out in Section 14(1) of the Act:

4.42.1 *14 (1) If the traffic authority for a road are satisfied that traffic on the road should be restricted or prohibited –*

(a) because works are being or are proposed to be executed on or near the road; or

(b) because of the likelihood of danger to the public, or of serious damage to the road, which is not attributable to such works; or

(c) for the purpose of enabling the duty imposed by section 89(1)(a) or (2) of the Environmental Protection Act 1990 (litter clearing and cleaning) to be discharged.

4.43 A TTRO could therefore only be promoted on the grounds that the Council considers that there is a likelihood of danger to the public in the way that this junction operates and that we can introduce a temporary restriction to address this danger until the permanent change can be introduced. There is little precedent for the use of a TTRO under circumstances similar to those applying here and independent legal opinion has therefore been sought on whether this would be an appropriate way to proceed.

4.44 Given that different circumstances apply here than is usually the case when the Council uses a TTRO to introduce restrictions, there is a risk that the Council's decision could be challenged. However, officers are satisfied that the technical justification for introducing the restriction on left turns at the junction is robust and is based on the evidence and data available.

4.45 The restriction would be a proportionate response to the likelihood of danger and is a temporary measure while the permanent change is being progressed. In considering the use of a TTRO in these circumstances, the Council has had regard to its duty under section 122 of the Road Traffic Regulation 1984 to secure the

expeditious, convenient and safe movement of traffic so far as practicable having regard to specified matters.

- 4.46 It is therefore recommended that the Committee approves, in principle, the promotion of a TTRO for this purpose, should consensus be reached with stakeholders on a design which requires the left turn to be temporarily banned for HGVs.
- 4.47 Further information about the likelihood of danger to the public at this location and the various options that have been considered to address this are supplied in Appendix 5.

5. Next Steps

- 5.1 A new Road Safety Plan for Edinburgh to cover the period to 2030 will be finalised later this year.
- 5.2 Complete the review of the School Travel Plans for every school cluster in the city by the end of 2022.
- 5.3 Continue to implement the programme of Road Safety improvements.
- 5.4 Subject to the approval of the report's recommendations, promote a TTRO to temporarily ban left turns for goods vehicles with an operating weight exceeding 7.5 tonnes, from Portobello High Street onto Sir Harry Lauder Road, for a period of up to 18 months.

6. Financial impact

- 6.1 Funding for the delivery of the programme of road safety improvements is available from several sources.
- 6.2 In 2020/21, the Council's Transport Capital programme included an annual allocation of £1.654 million towards the delivery of measures associated with the [Road Safety Plan for Edinburgh](#), the [Active Travel Action Plan](#) and the [Public and Accessible Transport Action Plan](#). Funding for the road safety improvements programme is drawn from within this allocation.
- 6.3 The Council funding is supplemented by the Scottish Government's annual Cycling, Walking and Safer Routes (CWSR) grant award. This is awarded for undertaking a programme of works for local cycling, walking and safer streets projects. The funding is awarded on the basis that the Council should spend a minimum of 36%, and preferably over 50%, of the award on works to promote cycling for everyday journeys.
- 6.4 In 2019-20 the Council was awarded £834,000 of CWSR funding, which was a similar amount to awards made in previous years.

- 6.5 However, in 2020-21 the award was significantly increased to £2.281 million. In 2021/22 this funding will be £2.299 million.
- 6.6 Unlike Council Capital funding, CWSR funding must be fully utilised within the year of its award and any unused funding cannot be carried forward into subsequent years.
- 6.7 There is also some scope to bid for match funding from Sustrans' Places for Everyone programme for certain types of road safety improvement. However, this is relatively limited when compared to, for example, the Council's Active Travel Investment Programme.
- 6.8 Funding contributions secured from Developers through the Planning process are also sometimes available towards the cost of road safety improvements that are identified as being necessary to mitigate the impacts of their developments. These are most commonly relatively small contributions towards Safer Routes to School schemes or pedestrian crossing improvements in the vicinity of the development. There have also historically been a small number of contributions towards physical traffic calming measures.
- 6.9 The overall impact of the above potential funding streams is that the total budget for road safety infrastructure improvements throughout the city in recent years has generally been around £600,000 - £700,000 per annum. In 2020-21, this was increased to £1.0 million, due to the significantly increased CWSS funding award.

7. Stakeholder/Community Impact

- 7.1 Where appropriate, consultations are undertaken on preliminary proposals for road safety improvements to allow the local community and other relevant stakeholders to view and provide feedback as part of the design process. This ensures that the facilities provided meet the requirements of the local community.
- 7.2 The delivery process for each improvement takes into account the road safety, mobility and accessibility needs of all users. Due regard is given to the protected characteristics through the design and consultation process.
- 7.3 The citywide review of School Travel Plans will include consultations with schools and their wider communities to ensure that their concerns are identified and addressed.
- 7.4 The delivery of road safety improvements supports the Council's commitments to provide a safe and accessible transport network, encourage active travel, reduce vehicle dependency and lower carbon emissions.
- 7.5 The statutory processes for any necessary traffic orders include notifying statutory consultees and advertising the proposed changes, to allow those potentially affected to comment or object formally.
- 7.6 Consultations are ongoing with stakeholder groups and elected members on the development and delivery of a programme of short and medium term improvements

to safety for vulnerable road users at the major junction at Portobello High Street/King's Road/Seafield Road East/Inchview Terrace/Sir Harry Lauder Road.

8. Background reading/external references

- 8.1 [RoSPA information sheet](#) on the wider aspects of road safety engineering

9. Appendices

- 9.1 Appendix 1 – Personal injury collisions in Edinburgh 2011-2019
- 9.2 Appendix 2 - Current significant road safety schemes arising from either fatal collisions or ongoing AIP analysis
- 9.3 Appendix 3 – List of streets for site investigations for further speed reduction measures
- 9.4 Appendix 4 – Approved 2020-21 pedestrian crossing improvements programme
- 9.5 Appendix 5 - Options considered for changes to Portobello High Street approach to the major junction at Portobello High Street/King's Road/Seafield Road East/Inchview Terrace/Sir Harry Lauder Road

Appendix 1 - Personal injury collisions in Edinburgh 2011-2019

Appendix 1 - Personal injury collisions in Edinburgh 2011-2019

Severity	Year								
	2011	2012	2013	2014	2015	2016	2017	2018	2019
Fatal	3	13	8	11	3	9	7	5	5
Serious	161	188	130	153	147	164	143	119	192
Slight	1135	1175	1230	1304	1166	1328	919	817	586
Total	1299	1376	1368	1468	1316	1501	1069	941	783

Notes on Casualty Severity Classification

From around June/July 2019 Police Scotland has been using a new collision and casualty data recording system called CRaSH (Collision Reporting and Sharing). Before the introduction of CRaSH, police officers would use their own judgement, based on official guidance, to determine the severity of the casualty (either 'slight' or 'serious'). CRaSH is an injury-based recording system where the officer records the most severe injury for the casualty. The system then automatically converts the injuries to a severity level of 'slight' or 'serious'. The definition of a serious injury in CRaSH is as follows:

A serious injury is one which does not cause death less than 30 days after the accident, and which is in one (or more) of the following categories:

- (a) an injury for which a person is detained in hospital as an in-patient; or
- (b) any of the following injuries (whether or not the person is detained in hospital): fractures, concussion, internal injuries, crushings, severe cuts and lacerations, severe general shock requiring treatment; or
- (c) any injury causing death 30 or more days after the accident.

A serious accident is one in which at least one person is seriously injured, but no-one suffers a fatal injury.

Since CRaSH removes the uncertainty that arises from officers having to assess the severity of casualties based on their own judgement, severity information collected in this way is expected to be more accurate and consistent. However, the move to an injury based reporting system tends to result in more casualties being classified as 'serious' and therefore causes a discontinuity in the time series, as is seen in the significant rise in the number of serious injuries recorded in 2019.

Appendix 2 - Current Plans for significant road safety schemes arising from either fatal collisions or ongoing AIP

Location	Measure	Identified via	Current Status	Delivery Expected
A71 Dalmahoy Junction	Signalised junction	AIP	Finalising detailed design/ further local consultations to commence shortly	By end 2021
Drum Brae Drive	Signalised junction	AIP	Finalising tender package to progress to construction	Summer 2021
Davidsons Mains	Crossing/roundabout upgrade	AIP/ Response to Fatal Accident	Finalising detailed design to progress to construction	By end 2021
Murrayburn Road at Hailesland Road	Signalised crossing	Response to Fatal Accident	Finalising tender package to progress to construction	Summer 2021
Portobello High Street/King's Road Junction	Short term and medium term safety improvements	Response to Fatal Accident	Consulting with stakeholder/ community groups and preparing designs for short term measures. Scoping of medium term measures to commence shortly.	Short term measures - spring 2021. Medium term measures - 2022.

Appendix 3 - List of streets for site investigation to further speed reduction measures

All site investigations are expected to be completed before the end of the current financial year.

Where possible, any identified speed reduction measures that do not require physical construction or electrical connections will also be implemented in the current financial year. A roll out of other speed reduction measures will commence in April 2021.

	20mph Speed Limits - total 90		
1	Abbey Mount	48	Murrayfield Road
2	Whitehouse Road	49	Lochend Road
3	Balcarres Street	50	Lochend Road (A8)
4	Beaufort Road	51	Saughtonhall Drive
5	Bellevue (B901)		Lennel Avenue
6	Blackford Avenue		Campbell Avenue
7	Braid Avenue	52	Ravelston Dykes
8	Braid Hills Road	53	March Road
9	Braid Road	54	Marchmont Road
	Braid Road	55	Marionville Avenue
10	Bridge Road		Marionville Avenue
11	Brighton Place	56	Mayfield Road
12	Broughton Road	57	Midmar Drive
13	Brunstane Road South	58	Milligan Drive
14	Main Street, Davidsons Mains	59	Morningside Drive
	Scotstoun Avenue	60	Mountcastle Drive South
15	Lennymuir		Mountcastle Drive South
16	Quality Street	61	Mounthooly Loan
	Turnhouse Road	62	Craigs Road
17	Christiemiller Avenue	63	Myreside Road
18	Claremont Park	64	Northfield Broadway
19	Turnhouse Farm Road		Northfield Broadway
20	Stirling Road, Kirkliston		Northfield Broadway
21	Craigcrook Road (west)	65	Orchard Road
22	Craigtinny Avenue		Orchard Road
23	Craigtinny Road	66	Polwarth Gardens
	Craigtinny Road	67	Portobello High Street
24	Craighouse Gardens	68	Prestonfield Avenue
25	Craighouse Road	69	Drum Brae Drive
26	Douglas Gardens	70	Drum Brae Drive
27	Queen Street		Lower Granton Road
	Chester Street	71	Lower Granton Road
28	East Fettes Avenue	72	Restalrig Avenue
29	East Hermitage Place	73	Restalrig Road South
30	Ellersly Road	74	Robertson Avenue
31	Falcon Road West	75	Lower Granton Road
32	Fettes Avenue	76	Slateford Road
33	Fillyside Road	77	Starbank Road
34	Freelands Way	78	Sleigh Drive
35	Queen Street	79	Corbiehill Road
36	Grange Road	80	Stevenson Drive (20s section)
37	Chester Street	81	Kingsknowe Road South
38	Hermitage Drive	82	Strachan Road
39	High Street, Kirkliston	83	Swanston Road
40	Inverleith Place	84	Clermiston Road
41	Inverleith Row	85	Great King Street
42	Joppa Road	86	Wakefield Avenue
43	Kilgraston Road	87	Westburn Avenue
44	Abercromby Place	88	Cammo Gardens
45	Kirkliston Road	89	Wilkieston Road
		90	Woodhall Road

46	Ladywell Road
47	Gordon Road
30mph Speed Limits - total 3	
1	Cammo Road
2	Freelands Road
3	Builyeon Road
	Builyeon Road

Appendix 4 - Approved 2020-21 pedestrian crossing improvements programme

The current pedestrian crossing improvements programme was approved by the Policy & Sustainability Committee on 6 August 2020. It contains 75 crossing improvements and this represents a full delivery programme through to financial year 2024-25. 17 improvements were expected to be delivered during financial year 2020-21.

There are also eight further crossing improvements that are being delivered as part of other Council work programmes.

Design work will generally commence on a crossing improvement between 12 and 18 months prior to its expected delivery date. Information is presented below on the 2020-21 programme of crossing improvements.

Approved programme for 2020-21

	Location	Current Status	Delivery expected
1	London Street - at Drummond Place	Detailed design complete but awaiting completion of statutory RSO/TRO process	Q1/Q2 2022
2	West Granton Road - east of Granton Mains East	Delivered	Complete
3	Fettes Avenue - at Comely Bank Road	Delivered	Complete
4	South Gyle Broadway - at east roundabout	Detailed design ongoing	Q3/Q4 2021
5	Ratcliffe Terrace - at BP garage	Delivered	Complete
6	Crewe Road South - at Comely Bank roundabout	Detailed design ongoing	Q3/Q4 2021
7	Gilmerton Dykes Street - at Gilmerton Dykes Crescent	Delivered	Complete
8	Lasswade Road - at Little Learners Nursery	Delivered	Complete
9	East Fettes Avenue - at Broughton High School	Contract awarded - construction scheduled for school Easter holidays 2021	Q1/Q2 2021
10	Costorphine Road (A8) - east of Kaimes Road	Detailed design nearing completion	Q3/Q4 2021
11	Great King Street - west end towards St Vincent Street	Preliminary design complete	Q1/Q2 2022
12	Restalrig Road - at Ryehill Terrace	Detailed design ongoing	Q3/Q4 2021
13	Corbiehill Road - at Main Street	Preliminary design complete	Q1/Q2 2022
14	Slateford Road - between Hutchison Crossway and Appin Place	Detailed design ongoing	Q3/Q4 2021
15	Albion Road - at Albion Place	Preliminary design complete	Q1/Q2 2022
16	Ashley Terrace - at Shaftesbury Park, and at Cowan Road	Preliminary design complete	Q1/Q2 2022
17	Lanark Road - at the south end of Kingsknowe Playing Fields	Detailed design ongoing	Q3/Q4 2021

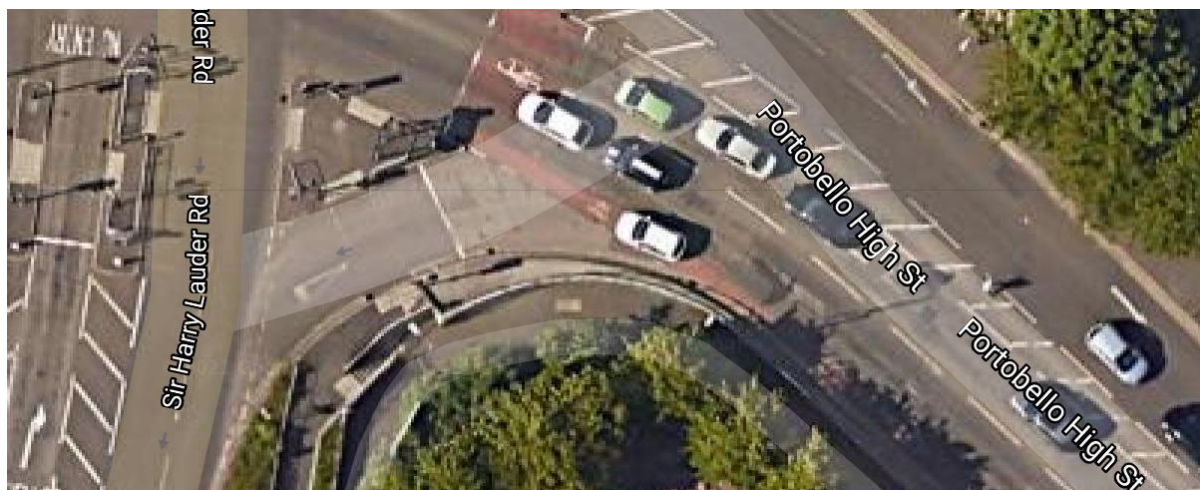
Crossings delivered under other work programmes in 2020-21

	Location	Current status	Delivery expected
--	----------	----------------	-------------------

1	Gilmerton Road at Aldi	Delivered as part of Capital Maintenance roads renewal scheme	Complete
2	Queensferry Road, Kirkliston	Delivered as part of Capital Maintenance footway renewals scheme, utilising S75 Developer's funding contribution	Complete

Appendix 5 - Options considered for changes to Portobello High Street approach to the major junction at Portobello High Street/King's Road/Seafield Road East/Inchview Terrace/Sir Harry Lauder Road

In November 2020 there was a fatal collision on the Portobello High Street approach to the King's Road junction, at the slip road for turning left onto Sir Harry Lauder Road. The collision occurred between a cyclist proceeding straight ahead towards Inchview Terrace, using the marked advisory kerbside cycle lane on the approach to the junction, and a Heavy Goods Vehicle (HGV) turning left onto Sir Harry Lauder Road using the slip road. The location of the collision is shown in the image below:



A fatal collision had previously occurred at the same location in March 2019, under extremely similar circumstances. Following this collision, a site meeting was held in summer 2019 between representatives of the Police and the Council's Road Safety team, at which it was agreed that changes should be made to the road layout in response to the collision. Work was ongoing to develop a design for these changes when the second fatal collision occurred.

Following the second fatal collision in late 2020, the Council committed to investigating short, medium and long term measures to improve safety for vulnerable road users at the junction. A series of meetings have been held with stakeholder groups (Spokes, Spokes Party and Portobello Community Council), the Convener and Vice Convener of Transport and Environment and local elected members to discuss these changes. Discussions to date have focussed on potential short term changes and there is a strong desire from all to see these implemented as quickly as possible.

Proposals have been developed for various short term improvements to the junction, including the erection of warning signs for cyclists and drivers, the introduction of a short section of advisory cycle lane on the exit from the junction on Inchview Terrace and the relocation of the bus stop on the Portobello High Street approach.

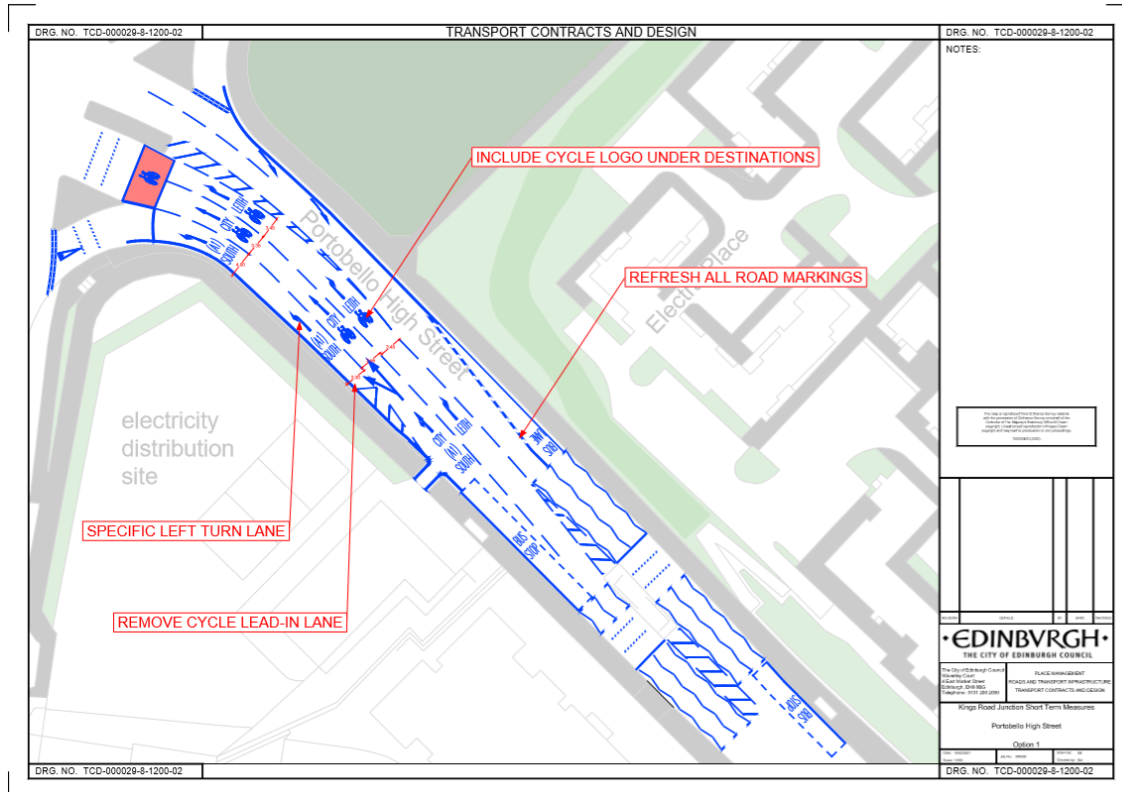
Proposals are also being progressed to improve the quality and accessibility of alternative nearby routes avoiding the junction, via Fishwives Causeway and Portobello Promenade.

The above proposals have the support of all involved and are currently being progressed towards early implementation.

As part of this work, five potential options for short term changes to the road layout on the Portobello High Street approach to the junction have also been developed and evaluated. These options have been discussed with representatives of stakeholder groups and with elected members. Opinions on the relative merits of each option vary but one option has emerged that may be able to attract the support of all parties involved.

Traffic modelling work is currently underway, where this is required to assess the potential impacts of the proposals on the operation of the junction.

Option 1



Option 1 is the proposal that was being developed by the Council following the first fatal collision. However, stakeholder groups have expressed concerns about the proposed removal of the cycle lead-in lane and the introduction of an additional traffic lane.

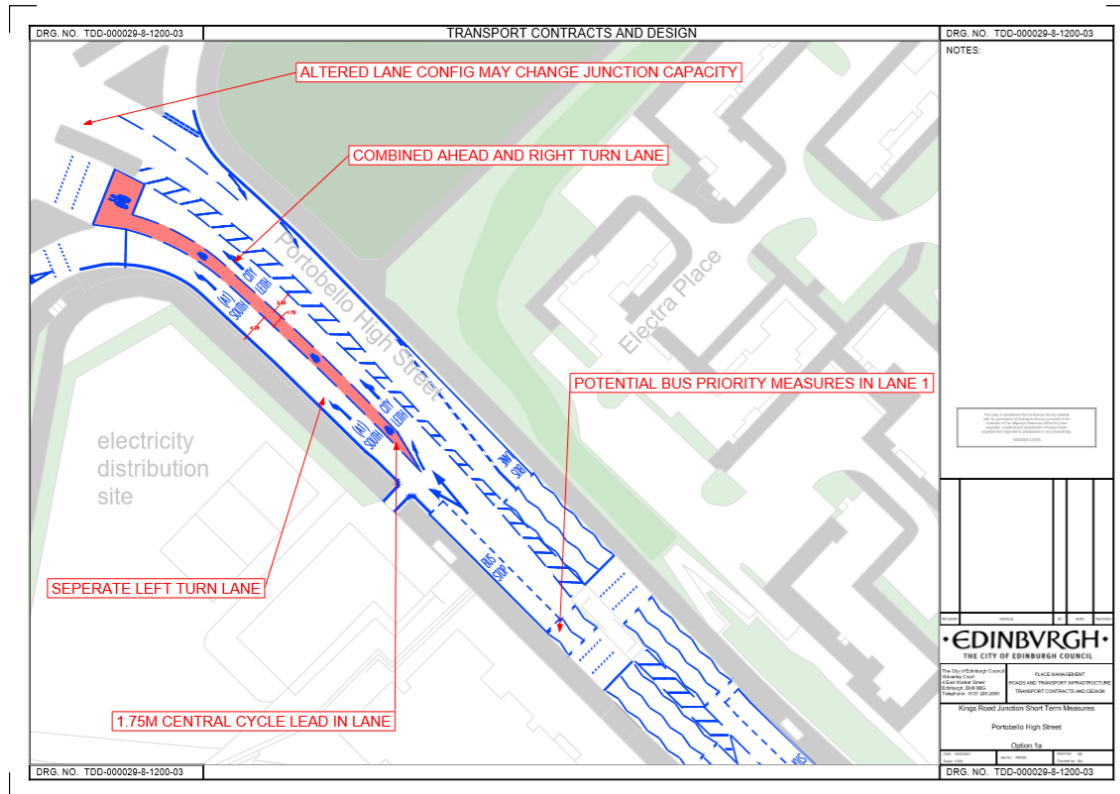
Expected safety impacts:

- Minimal risk of cyclists proceeding straight ahead positioning themselves inside left turning traffic, so should largely eliminate the risk of the type of conflict involved in the two recent fatal collisions.
- No diversion of traffic expected onto other routes.
- Introduces additional traffic lane and increased potential for conflicts between cyclists and vehicles in lanes 2 and 3.

Other factors:

- Additional signs required to guide cyclists to use correct lanes (Get in Lane signs with Cycle symbols).
- Can be implemented more quickly than other options, as at a more advanced stage of development (design and Road Safety Audit complete).

Option 1a



Option 1a is a variant of Option 1 that addresses some of the stakeholders' concerns with that proposal, by not introducing the additional traffic lane and by retaining a cycle lead-in lane. However, this option is likely to introduce excessive delays to public transport services using the junction.

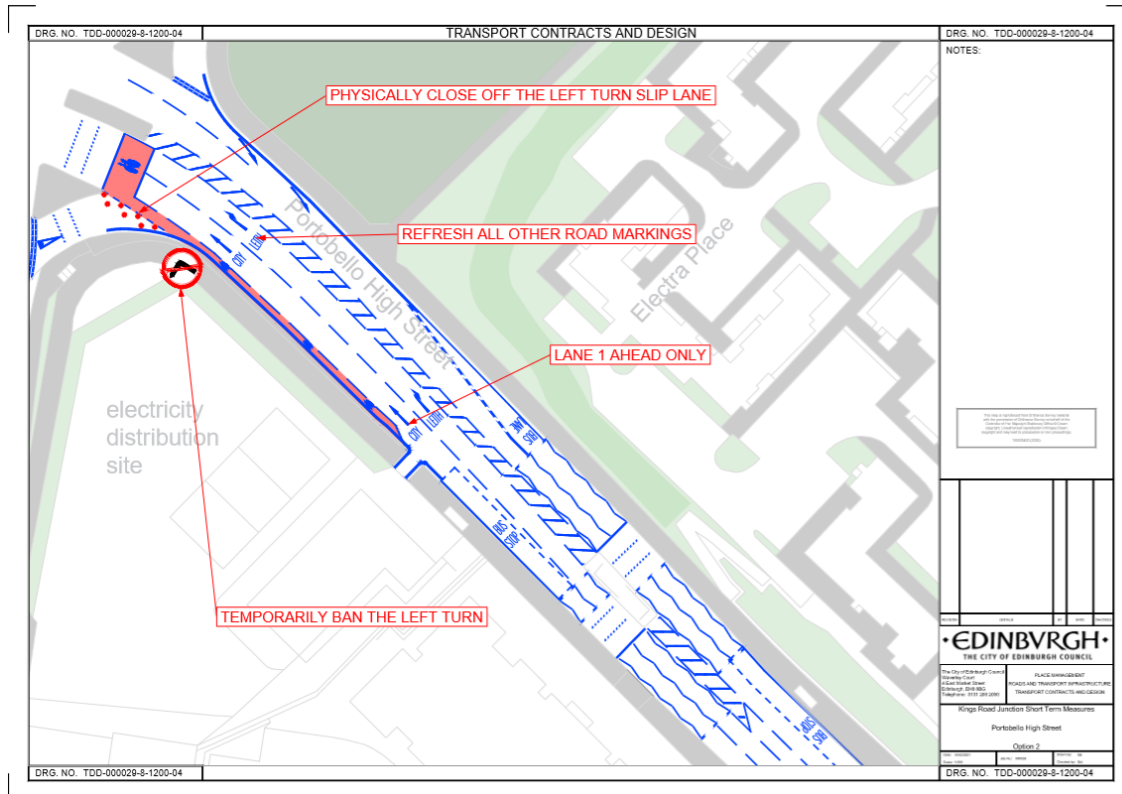
Expected safety impacts:

- Negligible risk of cyclists proceeding straight ahead positioning themselves inside left turning traffic, so should largely eliminate the risk of the type of conflict involved in the two recent fatal collisions.
- Retains a cycle lead-in lane, between lanes 1 and 2.
- A large increase in westbound delays at the junction would be expected, resulting in significant diversion of traffic to other available routes, impacting negatively on residents, pedestrians and cyclists. Two most likely alternative routes each pass a primary school and a secondary school.

Other factors:

- Expected to result in severe traffic congestion, significantly impacting on public transport services through Portobello.

Option 2



Option 2 involves temporarily banning the left turn from Portobello High Street into Sir Harry Lauder Road for all vehicles. Based on a recent 12 hour traffic count at the junction, this would displace around 1,100 vehicles per day onto two alternative routes and there are concerns over the potential negative impacts of this on safety and amenity on these routes.

Expected safety impacts:

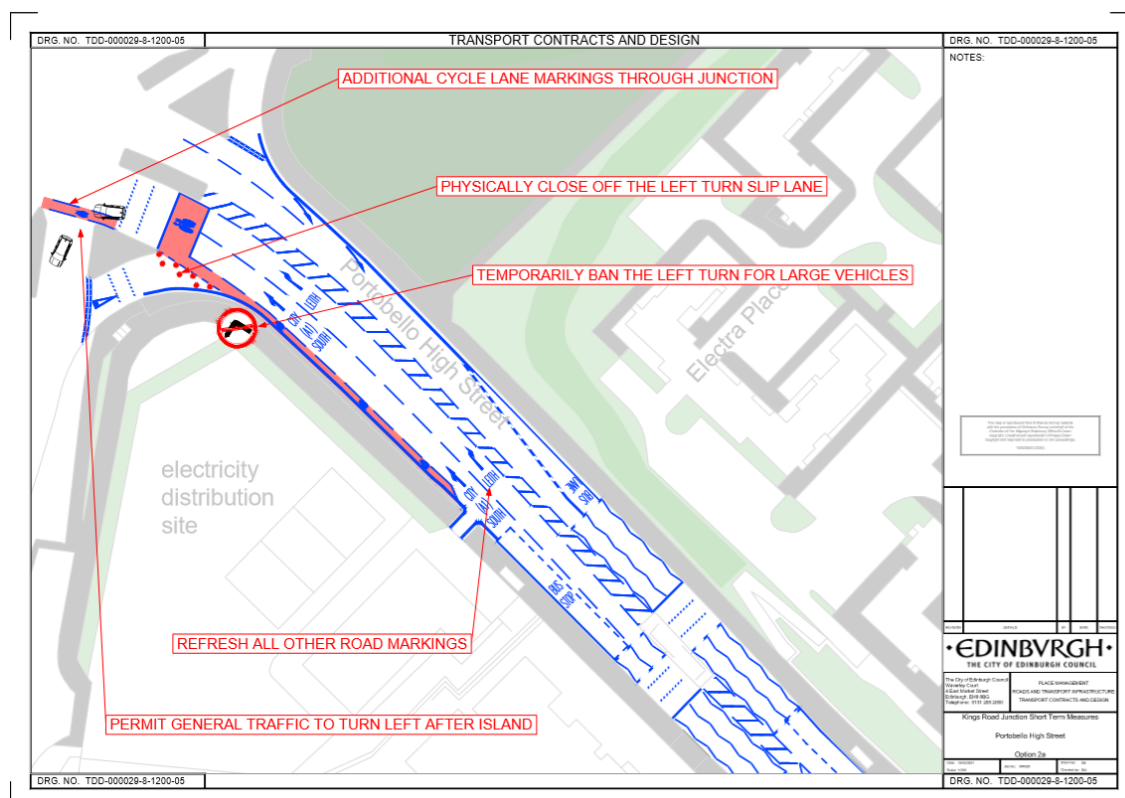
- Eliminates conflict between cyclists proceeding straight ahead and all left turning traffic.
- Retains a cycle lead-in lane.
- Diversion of traffic expected onto other routes, impacting negatively on residents, pedestrians and cyclists. Two most likely alternative routes each pass a primary school and a secondary school.
- May be some non-compliance, with vehicles illegally turning left around the front of the existing traffic island.
- Potential for conflict between any traffic illegally turning left around the front of the existing traffic island and cyclists proceeding straight ahead, particularly given tight kerb radius and street furniture within island close to kerbside.

- Potential for conflict between any traffic illegally turning left around the front of the existing traffic island and pedestrians crossing Sir Harry Lauder Road, as crossing phase currently runs at the same time as the traffic phase for Portobello High Street.

Other factors:

- Left turns banned for all vehicles (approx. 1,100 vehicles per day).

Option 2a



Option 2a is a variant of Option 2, which involves temporarily banning the left turn from Portobello High Street into Sir Harry Lauder Road for HGVs only. Based on a recent 12 hour traffic count at the junction, this would displace around 20 vehicles per day onto alternative routes. This would therefore mitigate the risk of further collisions, but with a greatly reduced impact on alternative routes compared to Option 2.

Discussions with stakeholder groups indicate that they may be willing to support this option and it is therefore currently being designed up in more detail, so that it can be submitted for a Road Safety Audit.

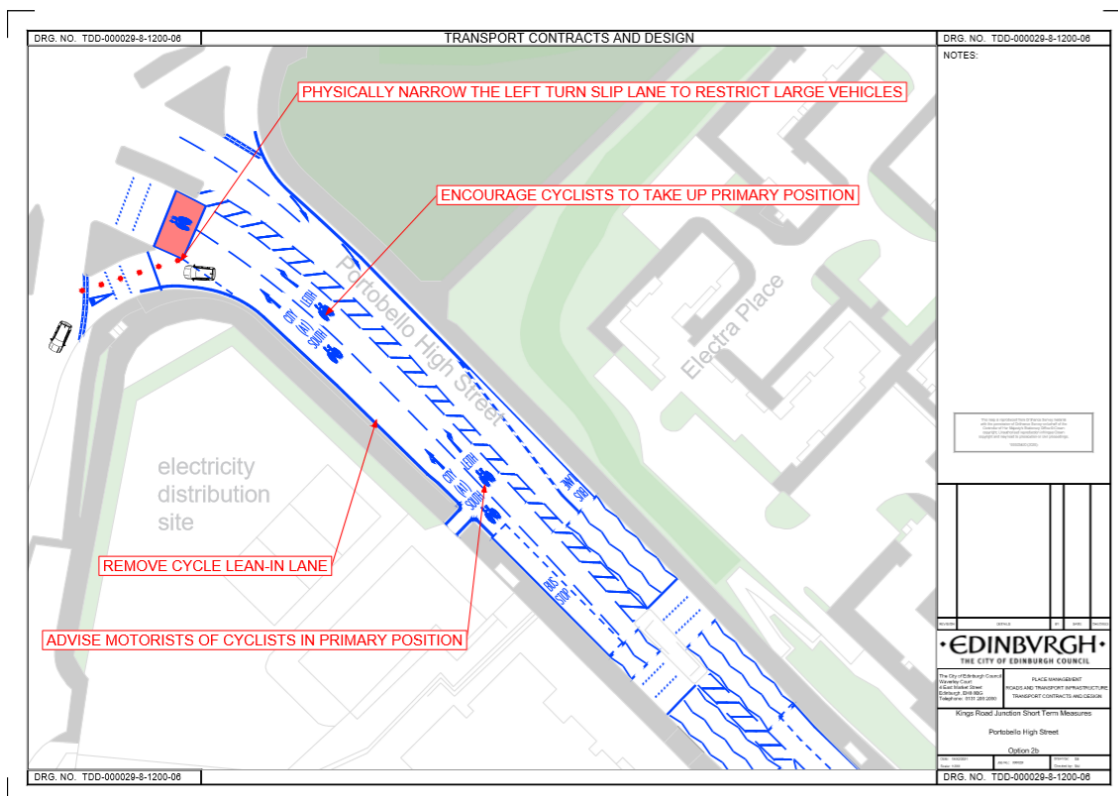
Expected safety impacts:

- Eliminates conflict between cyclists proceeding straight ahead and HGVs turning left.
- Potential for conflict between traffic turning left around the front of the existing traffic island and cyclists proceeding straight ahead.
- Diversion of HGV traffic expected onto other routes, impacting negatively on residents, pedestrians and cyclists. Two most likely alternative routes each pass a primary school and a secondary school. However, volume of diverted traffic is much less than under Option 2.
- May result in increased waiting times for pedestrians as would require changes in the phasing of the traffic signals.

Other factors:

- Left turns banned for HGVs only (approx. 20 vehicles per day). Other traffic permitted to turn left around front of current traffic island.
- Junction phasing would have to be altered, as crossing phase for pedestrians crossing Sir Harry Lauder Road currently runs at the same time as the traffic phase for Portobello High Street.

Option 2b



Option 2b is also a variant of Option 2, which involves temporarily banning the left turn from Portobello High Street into Sir Harry Lauder Road for HGVs only. Based on a recent 12 hour traffic count at the junction, this would displace around 20 vehicles per day onto alternative routes. This would therefore mitigate the risk of further collisions, but with a greatly reduced impact on alternative routes compared to Option 2.

Discussions with stakeholder groups indicate that they consider that Option 2a is likely to mitigate the risk of conflict between cyclists and left turning vehicles to a greater degree than this option.

Expected safety impacts:

- Eliminates conflict between cyclists proceeding straight ahead and HGVs turning left.
- Potential remains for conflict between non-HGV traffic turning left using the slip road and cyclists proceeding straight ahead.
- Diversion of HGV traffic expected onto other routes, impacting negatively on residents, pedestrians and cyclists. Two most likely alternative routes each pass a primary school and a secondary school. However, volume of diverted traffic much less than under Option 2.

Other factors:

- Left turns banned for HGVs only (approx. 20 vehicles per day). Other traffic turns left using slip road, which would be narrowed to prevent its use by HGVs.
- Current two- lane approach from Portobello would remain, but without the cycle lead-in lane.

This page is intentionally left blank

Transport and Environment Committee

10.00am, Thursday, 22 April 2021

Secure On-Street Cycle Parking Project – Further Expansion

Executive/routine Wards Council Commitments	Executive All 16, 17, 18, 19, 27, 39
---	--

1. Recommendations

- 1.1 It is recommended that, subject to the award of Sustrans match funding, the Transport and Environment Committee approves the addition of 50 new locations (100 units) per year to the Secure On-Street Cycle Parking project for the next two years.

Paul Lawrence

Executive Director of Place

Gavin Brown, Service Manager – Network Management & Enforcement

E-mail: gavin.brown@edinburgh.gov.uk | Tel: 0131 469 3823

Secure On-Street Cycle Parking Project – Further Expansion

2. Executive Summary

- 2.1 This report provides an update on the current roll out of secure on-street cycle parking and, recognising that there is strong evidence of demand for additional capacity, both at locations where units have been installed or are already planned and at other locations throughout the city, seeks approval for a further roll out of 50 new locations (100 units) per year, for the next two years.
- 2.2 This would be subject to the award of Sustrans match funding towards the cost of the additional units.

3. Background

- 3.1 The Secure On-Street Cycle Parking project aims to provide cyclists with a secure, ground level location for storing their cycles, which should reduce the risk of theft, mitigate issues associated with residents' cycles being stored in tenement or flat stairwells and encourage cycling for daily journeys. The project supports walking and cycling policies detailed in the Council's Active Travel Action Plan.
- 3.2 On [21 February 2012](#), Transport, Infrastructure and Environment Committee approved a pilot project to trial the installation of secure on-street cycle parking for use by residents. The pilot commenced in August 2014 on Lonsdale Terrace, Warrender Park Terrace, South Oxford Street and Douglas Crescent. The units that were installed were fully utilised and significant waiting lists formed for each site.
- 3.3 On [1 November 2016](#), Transport and Environment Committee considered a report on the outcomes of the trial and approved a further roll out of 10 to 15 new locations (20 to 30 units) per year, over a three year period.
- 3.4 On [4 October 2018](#), Committee approved a doubling of the number of units to be rolled out (to 180 units in total), with delivery accelerated to take place over a two year period.

- 3.5 A five year contract was subsequently awarded to Cyclehoop Ltd, commencing in January 2019, to supply, install and maintain the 180 units approved by the Committee. Each unit is capable of holding six bikes, giving the project the capacity to provide spaces for 1,080 cycles.
- 3.6 The units were to be installed within the first two years of the contract, with their management and maintenance to continue throughout the five year contract period (with an option for a further year's extension).
- 3.7 A clause in the contract allows for additional units to be purchased and installed prior to the end of the contract period in January 2024.

4. Main report

- 4.1 Installation of the first units commenced in August 2020 and 108 units have now been installed.
- 4.2 There are 72 units still to be rolled out in areas such as Leith, Gorgie/Dalry, parts of the City Centre/West End and Stockbridge. The roll out plans for these locations are being aligned to the Communal Bin and Strategic Review of Parking to minimise the impact on residents of multiple works being progressed at different times.
- 4.3 Seven months after the first installations began, the scheme now has 571 users, representing an occupancy rate of around 88% for the 108 units installed to date.
- 4.3 There are currently another 336 people on the waiting list for a space. A small number of units are, however, unpopular or unused and consideration is being given to relocating some of these to areas where demand for spaces is highest.
- 4.4 Requests have also been received for units at 206 new locations that are not included within the current roll out, with around 272 names on file for these sites. On average, ten new requests are received per week.
- 4.5 A system has been set up to log all new requests and cross reference these locations against the Scottish Index of Multiple Deprivation (SIMD). Extra attention will be paid to requests for units in areas lower down the SIMD. This will help to correct against the tendency for requests to originate from more affluent areas of the city, where residents are more engaged with Council projects and more likely to contact their elected members.
- 4.6 Given the strong evidence of demand for additional capacity, both at locations where units have been installed or are already planned and at other locations throughout the city, it is proposed to increase the scope of the roll out by utilising the option in the contract to purchase and install additional units. This will be subject to the award match funding from Sustrans towards the cost of the additional units.

- 4.7 Having reviewed the work involved to date in delivering the current roll out, and following an assessment of other budgetary commitments and available project management capacity, it is considered that adding an additional 50 locations (100 units) per year over the next two years to the current roll out is appropriate and achievable. This would provide an additional 1,200 spaces, more than doubling the number to be provided under the current roll out.

5. Next Steps

- 5.1 If Committee approves the recommendations in this report, officers will liaise with Sustrans over an application for match funding towards the cost of the additional units. Should match funding subsequently be awarded, officers will target an additional roll out of 50 locations (100 units) per year for the next two years.
- 5.2 Users pay a monthly charge of £6 to use the service, in addition to an initial deposit. From this, the supplier sets aside £1 per month for each filled space. This income is ring-fenced to assist with the cost of any major repairs not allowed for within the contract and/or potential future expansion of the scheme. To date, only two units have been damaged.
- 5.3 A further report will be provided to the Committee once the scheme has been fully operational for 12 months on potential changes to its operation, including the potential to price the cost of the scheme to users at less than the cost of a residents parking permit.

6. Financial impact

- 6.1 Cyclehoop Ltd were awarded the contract to supply, install, manage and maintain 180 units at a contract value of £576,000. The cost of providing the additional units would be £351,000 for each of the next two financial years. The current roll out is supported by Sustrans match funding and further funding support will be sought for the additional units.
- 6.2 Should this prove to be successful, at current Sustrans match funding rates of 70% for construction costs and 100% for design costs, £96,000 per year would be allocated to this from funds allocated for the delivery of Active Travel improvement within the Council's Transport Capital programme.
- 6.3 The loan charges associated with this over a 10-year period would be a principal amount of £96,000 and interest of £27,000, resulting in a total cost of £123,000 based on an assumed loans fund interest rate of 4.386%. This represents an annual cost of £12,000 to be met from the corporate loans charge budget. Borrowing will be carried out in accordance with the Council's Treasury Management Strategy.

7. Stakeholder/Community Impact

- 7.1 For each location within the current roll out, letters were sent to all businesses and residents whose properties were located within 50 metres of the proposed units, and to local ward members and Community Councils, to seek feedback on the proposals prior to commencing the statutory process for the traffic regulation orders necessary to allow installation of the units.
- 7.2 Responses indicated an average approval rate across all locations of 70%. The proposals were not subsequently progressed at locations where local opinion was strongly against the installation of the units.
- 7.3 Following this, there was an additional opportunity for anyone potentially affected by the proposals to comment or object formally as part of the statutory process for the traffic regulation orders.
- 7.4 Lessons learnt from the initial roll out mean that the types of locations where proposals to install units are unlikely to be supported by the local community are now known and can be avoided. It is therefore considered that the initial, non-statutory local consultation undertaken previously should not be replicated for the additional units, which will assist with delivering these more rapidly.
- 7.5 People will still have the opportunity to comment or object formally as part of the statutory process for the traffic regulation orders.

8. Background reading/external references

- 8.1 [Active travel Action plan](#)

9. Appendices

- 9.1 None.

This page is intentionally left blank

Transport and Environment Committee

10.00am, Thursday, 22 April 2021

Intelligent Traffic Signals – Variable Message Signs

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that Transport and Environment Committee:
 - 1.1.1 Notes the current status of the Variable Message Signs (VMS) and Car Parking Guidance Signs (CPGS) across the city;
 - 1.1.2 Notes the plans being developed to remove and upgrade VMS as part of the Council's Smart Cities programme and to remove the CPGS as part of the Spaces for People programme; and
 - 1.1.3 Discharges the motion by Councillor Webber from Transport and Environment Committee on 12 November 2020.

Paul Lawrence

Executive Director of Place

Contact: Gavin Brown, Network Management and Enforcement Manager

E-mail: gavin.brown@edinburgh.gov.uk | Tel: 0131 469 3823

Intelligent Traffic Signals – Variable Message Signs

2. Executive Summary

- 2.1 This report summarises the existing arrangements for Variable Message Signs (VMS) across the city and Car Parking Guidance Signs (CPGS) in the city centre. The report also sets out plans to remove all of the CPGS, as part of the Spaces for People programme, and to remove or upgrade existing VMS signs. Alongside the upgrade of some existing signs, a new Common Database will support the dissemination of travel information in a variety of ways.

3. Background

- 3.1 On 12 November 2020, Transport and Environment Committee approved the following motion by Councillor Webber:
- 3.1.1 Committee notes:
- 3.1.1.1 As part of its traffic information system a series of large Variable Message Signs throughout Edinburgh;
 - 3.1.1.2 Some do not appear to be working and many appear underused;
 - 3.1.1.3 The contribution these installed Variable Message Signs can make to traffic flow, limiting unnecessary journeys and improving the visitor experience in Edinburgh; and instructs
 - 3.1.1.4 A report in two cycles clarifying the extent, use, condition and plans for the Variable Message Sign system in Edinburgh. The report should clarify, where appropriate, reasons for lack of use of these signs.
- 3.2 VMS are road signs strategically placed on the road network which display text that can be altered remotely to alert drivers of various conditions on the road ahead. The intention of these signs is to inform the travelling public and assist them in finding optimum routes through the city.
- 3.3 CPGS display real time information on the number of car parking spaces available within the city's car parks, informing and directing car drivers.
- 3.4 The Council's policy is to promote travel options in line with the Transport Hierarchy, but the provision of VMS and CPGS systems mainly benefits motorised

vehicle users with these signs being generally unused by those that use more active modes of transport or public transport.

4. Main report

Existing VMS

- 4.1 There are currently 32 VMS and 20 CPGS in the city. The first of these were installed in 2006, with the most recent additions being installed in 2011.
- 4.2 The VMS were installed with the intended purpose of alerting drivers to conditions on the road ahead such as roadworks, congestion, hazards and weather warnings. This enables drivers to change their route or modify their driving behaviour. This type of travel information has potential benefits such as reduced local vehicle emissions, reduced travel times for drivers and improved safety.
- 4.3 Unfortunately, the maintenance period was only for 12 months from installation of the VMS and it has not been possible to extend the maintenance as there have been numerous faults with the light-emitting diode (LED) boards and power supplies. These faults coupled with the lack of maintenance means that it is not possible to operate the VMS across the city.

Existing CPGS

- 4.4 Similar issues, relating to the LED boards and power supplies were also encountered when the CPGS were installed in the city centre, and there were also issues with the receipt of third party data relating to the number of car parking spaces.
- 4.5 The location of the CPGS, which are positioned exclusively within the city centre, means they can have a negative impact on the flow of pedestrians in areas of busy footfall.
- 4.6 The Council, as part of the Spaces for People programme, in partnership with Living Streets, will be removing all 20 CPGS within the city to free up footway space. Therefore, their removal will provide great benefits in terms of the promotion of active travel modes whilst not adversely affecting car drivers.

Next Steps

- 4.7 Since these signs were installed in 2006, technology has advanced significantly, particular for in-car information and guidance systems, and alerts to smartphones. This provides an opportunity to modernise the way that traffic information is shared and to also to expand the service to cater for all other transport users, including active travel.
- 4.8 As part of the Smart Cities programme it is planned to conduct an assessment of the current VMS stock and to remove the least useful of the signs, while retaining a small number of strategically placed signs. The VMS will be removed if they are not considered to be located at a significant driver decision point on the network.

- 4.9 The Smart Cities programme has received funding from the European Regional Development Fund (ERDF) to upgrade the VMS which are strategically located. These can then be linked to a new common database system.
- 4.10 The Common Database is a digital platform which brings together all traffic/environmental sensors/data and travel information systems and provides greater opportunities to optimise the journeys of Edinburgh's citizens and visitors. Procurement of this new Common Database system gives the Council an opportunity to modernise and expand the Travel Information System, prioritise active travel and better engage with all road users to enable them to plan their journeys more effectively and will allow automatic alerts to be sent to the VMS and to smartphones and in-car information systems across the city at the same time.
- 4.11 This system will also enable facilities such as text to speech to transmit travel information in the future via digital communication systems, reaching more road users and not relying upon travellers passing a specific location on the road network.
- 4.12 The technology available to assist motorised vehicle users in finding car parking spaces has also changed significantly since 2006. It is now common practice to book a car parking space on a smartphone and to be able to receive directions to the car park via the same device. This technology effectively replaces all the functionality intended by the CPGS and makes the associated physical infrastructure redundant.
- 4.13 The Edintravel Travel Information Service operates from 7am to 7pm on Twitter every weekday and travel information updates are sent from this service to all followers. It is envisaged that this service will continue to support the dissemination of travel information for the city.

5. Next Steps

- 5.1 The removal of the CPGS is planned to be completed by mid-May 2021.
- 5.2 The system changes, as part of the ERDF Smart Cities programme, are due to be completed by September 2022.

6. Financial impact

- 6.1 There are cost implications in removing the existing VMS and also in terms of upgrading and refurbishing the remaining VMS sites.
- 6.2 To progress with the removal and upgrading of the VMS as part of the Smart Cities programme, 60% of the funding must be in place, to be matched by 40% funding from the ERDF.
- 6.3 The total cost of this work is estimated to be £30,000, therefore a budget of £18,000 would be required. Council officers are working to identify potential funding sources to meet these costs.

- 6.4 If secured, the match funding of £12,000 from ERDF can be applied.
- 6.5 The funding for the removal of the CPGS has already been secured under the Spaces for People programme, therefore no additional funding is necessary.

7. Stakeholder/Community Impact

- 7.1 Living Streets have been consulted as part of the removal of the CPGS and will be involved in decisions relating to rationalisation of the VMS.
- 7.2 The removal of these large signs will have a significant positive benefit in terms of enhanced footway space and will also have a positive visual impact.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 None.

This page is intentionally left blank

Transport and Environment Committee

10.00 am, Thursday, 22 April 2021

Consultation on Further Extension of 20mph Network

Executive/routine Wards Council Commitments	Executive All 16,17,18,19
---	---

1. Recommendations

- 1.1 It is recommended that the Transport and Environment Committee:
 - 1.1.1 Approves the revised consultation approach to the extension of 20mph speed limits as set out in this report; and
 - 1.1.2 Approves the proposed criteria for assessing further streets for inclusion in the 20mph network.

Paul Lawrence

Executive Director of Place

Contact: Gavin Brown, Service Manager – Network Management and Enforcement

E-mail: gavin.brown@edinburgh.gov.uk | Tel: 0131 469 3823

Consultation on Further Extension of 20mph Network

2. Executive Summary

- 2.1 This report presents a revised approach to undertaking a review of the potential to extend Edinburgh's current 20mph network. It outlines a consultation process to seek views on levels of support for extending the network and for identifying further streets for inclusion. Due to the Covid-19 pandemic and the restrictions in place for physical distancing, it has not been possible to deliver the original consultation programme, as approved by Committee on [27 February 2020](#), as planned.

3. Background

- 3.1 Transport and Environment Committee approved a citywide 20mph network for Edinburgh in [January 2015](#), following extensive public consultation and research. The 20mph network was implemented to reduce the risk and severity of collisions, encourage people to walk and cycle and create more people friendly streets and neighbourhoods.
- 3.2 The network supports the aims of [Edinburgh's City Centre Transformation](#) (ECCT) Strategy and the [City Mobility Plan](#) (CMP) by improving the way the city's residents and visitors can move about and enjoy its spaces and places. In March 2018, Edinburgh became Scotland's first city to implement a citywide network of streets with a 20mph limit.
- 3.3 Findings from the evaluation of the 20mph rollout were reported to Committee in [October 2019](#). Public support for the limit, and subsequent requests for it to be extended, indicate that there is an appetite for wider application, whilst early outputs from monitoring activities are positive in relation to the project's core objectives. Independent research undertaken for the evaluation report revealed that support for the network had risen from 58% before implementation to 65%.
- 3.4 The latest research on 20mph from the Scottish Collaboration for Public Health Research and Policy (SCPHRP) shows accidents have reduced by about a third in Edinburgh in the two years after the speed limit was lowered to 20mph across many parts of the city

- 3.5 On 27 February 2020, Committee approved a consultation process to seek views on levels of support for extending the network and for identifying further streets for inclusion. It was originally intended to start the consultation in May 2020, with a view to reporting back to Committee on its findings in Autumn 2020. However, due to the Covid-19 pandemic and the restrictions in place for physical distancing, it has not been possible to adhere to this timescale. An update was provided to the Committee on [28 January 2021](#) as part of a report on the Objections to TRO/20/07.

4. Main report

- 4.1 Rather than adopting a purely reactive, street by street approach to extending the network, it is instead proposed to undertake a strategic review of all roads that currently retain a 30mph speed limit.
- 4.2 Key criteria to be considered when assessing further streets for inclusion in the network are set out in Appendix 1 and briefly summarised below:
- 4.2.1 Existing function and character of the street, taking account of factors such as housing density, road/footway widths and road user types and numbers;
- 4.2.2 Planned developments or other proposals that would change the nature of the street; and
- 4.2.3 Potential impact on bus services.
- 4.3 The criteria for assessing rural roads or those with a predominantly rural character will be considered as part of the upcoming review of roads with 40mph or higher speed limits.
- 4.4 One of the key components of the previously approved consultation process was to commission consultants to carry out household surveys to provide a representative sample of views from across the city. However, under the current Covid-19 restrictions and the need for physical distancing, it is not possible to safely carry out these surveys and it may be some time before it will be safe to do so.
- 4.5 The following table shows the consultation that was originally planned and what is now being proposed.

Consultation originally planned	Consultation proposed
Develop a survey and seek comments from key stakeholders including Lothian Buses, Police Scotland the Transport and Active Travel Forums, Community Councils and residents' associations. Included in the survey would be a list of streets for potential inclusion in the network. There would also be scope in the survey to identify other streets for	It is proposed to widen the reach of the survey and include key stakeholders as part of a public online consultation. The public online consultation would be promoted widely in the Press, on the Council website and on social media to encourage a wide range of organisations and individuals to take part. A briefing note would be sent to Councillors and stakeholder

potential inclusion in the network and provide reasons for this.	organisations with details of the consultation and inviting them to share the survey through their networks. A paper version of the survey would also be made available.
Commission consultants to carry out household surveys to ensure wider representation from a representative cross section of Edinburgh residents	Commission consultants to carry out market research to ensure a representative sample of Edinburgh's population.

- 4.6 It is planned to start the consultation in June 2021, with a view to reporting back to Committee on its findings in late 2021.
- 4.7 Any proposed changes to speed limits would be subject to a further statutory consultation process before implementation.

5. Next Steps

- 5.1 Subject to Committee approval, it is planned to procure consultants through the Council's Professional Services Framework to undertake Geographic Information System (GIS) mapping of the 20mph network and carry out market research. It is intended to report to Committee on the outcomes of the consultation in late 2021.

6. Financial impact

- 6.1 The cost of the GIS mapping and market research for the consultation is estimated at £30,000 and can be met from funding allocated to Active Travel within the Transport programme.

7. Stakeholder/Community Impact

- 7.1 The input of stakeholders has been gathered at each stage of the development of the 20mph project. Views of stakeholders, including Lothian Buses, Police Scotland, emergency services, transport providers and interest groups, people with protected characteristics, businesses, community councils and residents' associations, will be sought.
- 7.2 The consultation will be available on an accessible online platform. The survey will be available on request in other formats such as regular print, large print, braille, translation into other languages.

- 7.3 An [Integrated Impact Assessment](#) (IIA) has been carried out and is reviewed throughout the project. The IIA identifies a majority of positive impacts for people with protected characteristics.
- 7.4 The positive impacts for sustainability relate to the principle that places are for people rather than motor traffic. Reducing speed on our roads, helps to create streets which are shared more equally between different road users. It also helps create a safer environment, encouraging people to walk, wheel and cycle and to enjoy spending time in their neighbourhoods. It is also expected that environmental and air quality benefits will be realised if safer road conditions result in increased levels of walking and cycling.

8. Background reading/external references

- 8.1 [Transport 2030 Vision](#)
- 8.2 Local Transport Strategy Climate Change Framework
- 8.3 [South Central Edinburgh 20mph Limit Pilot Evaluation – Transport and Environment Committee, 27 August 2013 \(Item 7.3\).](#)
- 8.4 [Department for Transport Circular 01/2006 Setting Local Speed Limits](#)

9. Appendices

- 9.1 Appendix 1 – Proposed criteria for assessment of streets

Proposed criteria for assessment of streets

It is proposed to assess the street/road network as follows:

1. Consider against criteria set out below for changing limit from 30mph to 20mph or retaining a 30mph limit.
2. Adjust where appropriate to deliver 20mph and 30mph networks that are as coherent as possible and avoid confusing changes in speed limit.
3. Seek to locate changes of speed limit in places where the character of the road changes noticeably (road gets narrower, type of housing alters, housing gets closer to carriageway, on street parking gets denser).

Change from 30mph to 20mph		
Factors to be considered	Details	Relationship with 30mph criteria
1.Retail presence	Groups of shops with frontage more than 100m in length (not supermarkets with large car park between building and street).	Over-rules all
2.Residential frontage density, as defined in Edinburgh Street Design Guidance	Medium or high density housing frontage for more than 200m length i.e. 2 storey or higher terraced/continuous flatted blocks or similar (e.g. closely spaced blocks). May not be appropriate if large gardens or equivalent significantly separates housing from street.	Over-rules A and B. C n/a
3.Schools	Series of part-time 20mph limits where overall length of part-time 20 exceeds length remaining at 30mph.	Consider balance of benefits. How does the street relate to other 20mph or 30mph criteria? If marginal, presume in favour of 20mph limit.
4.Pedestrian/Cycling Activity	Street forms part of the National Cycle Network or QuietRoutes networks, OR Important cycling connection and not a significant bus route OR Presence of buildings/facilities that are expected to generate significant pedestrian and/or cycle numbers on street, comparable to a shopping street e.g. large hospital, university campus, major recreational destination.	Over-rules A if the reason is cycle-related and cycling is on-carriageway. Otherwise over-ruled by A. Over-rules B. C n/a

	Judgements based on monitoring data (where available), site observations, requests, professional knowledge and infrastructure.	
--	--	--

Keep at 30mph
Factors to be considered
<p>A. Little reason to cross the road.</p> <ul style="list-style-type: none"> • Most likely if one or both sides undeveloped. • If park, consider entrance locations and how heavily used they are likely to be.
<p>B. 3 or more traffic lanes and mostly low density housing.</p> <ul style="list-style-type: none"> • Bungalows, semi-detached or detached houses.
<p>C. 2 or more traffic lanes (i.e. 1 or more each way) <u>and</u> mostly low density housing <u>and either</u>:</p> <p>i) Important bus route (6 or more per hour).</p> <p>ii) Alternative route to city bypass.</p> <ul style="list-style-type: none"> • also generally enough clear width for cars to pass at 30mph (at least 11m for road with parking on both sides, 9m for road with parking on one side).

This page is intentionally left blank

Transport and Environment Committee

10.00am, Thursday, 22 April 2021

Wardie Bay and Beach – Response to Motion

Executive/routine Wards Council Commitments	Executive 4 - Forth 39
---	--

1. Recommendations

- 1.1 It is recommended that the Transport and Environment Committee:
 - 1.1.1 Notes the contents of the report;
 - 1.1.2 Agrees that officers should engage with the community, local ward Councillors, and landowners to set up a management agreement, lease, or similar agreement enabling the Council to take on responsibility for the management and development required to support the bathing designation of Wardie Bay. The outcome of these discussions should be reported back to Committee; and
 - 1.1.3 Discharges the approved motion by Councillor Bird to the Council on 10 December 2020.

Paul Lawrence

Executive Director of Place

Contact: Steven Cuthill, South East Locality Transport and Environment Manager

E-mail: steven.cuthill@edinburgh.gov.uk | Tel: 0131 529 5043

Wardie Bay and Beach – Response to Motion

2. Executive Summary

- 2.1 This report responds to a motion by Councillor Bird, approved by the Council on [10 December 2020](#), which requested a report outlining specific measures that the Council could consider to match the investment of the local community and support their calls for a cleaner, safer beach for the people and wildlife that benefit from it.

3. Background

- 3.1 Wardie Bay is a small beach area that lies to the north of Lower Granton Road and is situated between Granton and Newhaven harbours, adjacently east of Granton Harbour, in Forth ward in North Edinburgh.
- 3.2 Wardie Bay is popular among the local community and for many years they have regarded the beach as a public and community asset. In recent times, it has become a popular spot for wild swimming with approximately 150 per day using the area during the bathing season.
- 3.3 Despite its modest size, Wardie Bay is privately owned by three landowners: Buccleuch Estates, Granton West Harbour Ltd., and Crown Estates. Each party will have their own views on the use and management of Wardie Bay, any subsequent designation of the beach and on its suitability for recreation, water sports, and swimming. Currently, the Council does not own any of the land and has no responsibility for the beach.
- 3.4 With growing community use and interest, the Wild Ones (wild swimmers) and Wardie Bay Beachwatch applied to the Scottish Environment Protection Agency (SEPA) in 2019, for consideration by the Bathing Water Review Panel, who advises the Scottish Government, for designated Bathing Water status. However, the panel were unable to agree on a recommendation to Scottish Ministers and Wardie Bay was not designated as a Bathing Water in 2020. The panel had mixed views about recommending designation of Wardie Bay, due to public safety issues and a lack of facilities in the vicinity of the beach. A second application was submitted for Wardie Bay in 2020 and a public petition has garnered support in excess of 1,400 people for the location to be designated.

- 3.5 The community are keen for the Council to take a more active role in the management and development of Wardie Bay. The Council does support the local community with clean-ups and disposing of collected items from volunteering efforts but does not currently have any legal duty towards cleaning, maintaining, or managing Wardie Bay.
- 3.6 Wardie Bay Beachwatch are actively working on improvements but are not able to take on management responsibilities. The group are considering becoming constituted, which would help with grants, funding applications, etc. They are also part of the Coastal Communities Network (CCN), a collaboration of locally focused community groups, guided by the belief that coastal communities are well placed to harness long-term solutions to ensure healthy, well-managed seas.
- 3.7 Wardie Bay forms part of important biodiversity protections under the Firth of Forth Site of Special Scientific Interest (SSSI), Special Protection Area (SPA) and Ramsar international wetland status.

4. Main report

- 4.1 There are several areas that would be necessary to address to meet the aspirations of the community and to support any future application for bathing water designation. These are explored further within the report, and include
- 4.1.1 Understanding and formalising beach management roles and responsibilities;
 - 4.1.2 Improving beach safety, cleanliness, pollution control, waste removal, etc.;
 - 4.1.3 Dealing with conflicting land and water uses; and
 - 4.1.4 Dealing with incidents that require beach closure.

Understanding and formalising beach management roles and responsibilities

- 4.2 It would simplify matters if there was only one party or management group overseeing the management and maintenance of Wardie Bay.
- 4.3 At present, the three existing landowners have duties to ensure the health and safety of the public using their land under occupier's liability, public liability, etc. Due to the beach being the responsibility of several owners, formalising an agreement that places additional burden upon any one party is unlikely to be successful.
- 4.4 The Council does not have any duty to undertake any beach or water management roles or responsibilities until such times as the area is designated (or where the land is already within its ownership). However, the designation is likely to be dependent on agreement on the extent to which the Council wishes to get involved in the management of Wardie Bay.
- 4.5 Any proposal to increase Council responsibilities on private land would require agreement of the landowners, working in partnership, subject to a management agreement, lease, or other agreement, and subject to approval of the Council to expend public monies on private property albeit in the public interest. The parties may not agree to this approach, and furthermore, the legal aspects of such an

agreement may take considerable time to negotiate and would most likely come at a cost to the Council. However, formulating such an agreement would help to clearly define roles and responsibilities and does not relinquish any benefits derived by the parties of having the current land ownership.

- 4.6 An alternative would be for the Council to consider leasing or purchasing parts of the beach from the parties. Bearing in mind this brings with it associated costs and long-term financial implications and liabilities to the Council, the terms of such an agreement would require legal involvement. However, in the current financial climate, land purchase may be an unrealistic expectation, but some other legal agreement, such as a lease, may make future land management decisions much easier to deal with, and terms could be negotiated for an agreed period.
- 4.7 The community may also wish to consider entering into a lease or other legal agreement with the landowners, but they may not wish to take on this responsibility.

Improving beach safety and cleanliness

- 4.8 Understandably the desire to have Wardie Bay designated as a bathing water requires standards of cleanliness to be achieved and maintained, and measures put in place to do so, and to deal with incidents and occasions where such standards cannot be achieved or are affected by pollution, etc.
- 4.9 The community have regularly been involved in clean-ups supported by the Council over many years. However, this has been on an ad-hoc basis. This, in part, was due to the Council not owning the land but wanting to support and assist the community and landowners in keeping the beach area clean and safe.
- 4.10 In supporting the designation of Wardie Bay, there would have to be a dedicated cleaning and monitoring regime in place to cover cleaning litter and debris, removing human-derived marine debris, plastics, sanitary products, syringes, needles, and other waste washed ashore, fly-tipping and dumping removal, and tyres, etc. To support the area's biodiversity, seaweed, driftwood, and natural items would not be removed (except for dead animal carcasses that would be removed).
- 4.11 Litter and debris left behind by visitors would also increase with use and create additional hazards to beach users. Due to the size of the beach it is unlikely that the sand can be mechanically cleaned, which should be discouraged as it could also potentially harm the biodiversity. Regular maintenance visits would be required and adjusted for seasonal peaks in use. Regular maintenance to the required standards would cost in the region of £10,400 per annum, based on beach cleaning by hand weekly, collecting waste, etc., and all associated disposal and landfill costs.
- 4.12 Additional costs in the region of £10,000 would be required to erect signage to display public safety messages connected with swimming, life-saving equipment, water quality checks, etc.
- 4.13 Regular monitoring visits will need to be undertaken to ensure that the beach and water area is safe for use. SEPA would carry out water quality tests of the

seawater. Past monitoring has suggested concerns over bacteria in the water, especially after heavy rainfall, which may impact on bathing quality.

- 4.14 A further consideration is the proximity of changing and toilet facilities. The lack of facilities may not affect the decision for designation of Wardie Bay for bathing; however, following designation there will be most likely be an expectation for facilities. There are no such facilities on or at the site. The nearest public toilets at Granton Square have been closed since 2015 with an expectation that they will be sold; therefore, there are no accessible facilities for the public.
- 4.15 While visitors to Wardie Bay should be encouraged to use public transport, there is no additional space available to accommodate any increase in parking or ability to obtain parking revenue that could be used to invest in improvements to the beach and surrounding area.
- 4.16 Some infrastructure also needs repaired/upgrading, for example, the access steps. Such work could be undertaken by volunteers, but this requires funding. Signs, bins, would also be added. There will also need to be agreement from the landowner(s).

Dealing with conflicting land and water uses

- 4.17 Part of the management of Wardie Bay needs to take cognisance of the surrounding area, especially the working harbours and the water transit to and from these areas and other parts of the Firth of Forth, which may conflict with the use of the area for wild swimming and other water sports, such as kayaking or water skiing.
- 4.18 The potential for conflict would need to be considered as part of the designation of Wardie Bay in liaison with the harbour operators and Forth Ports plc.
- 4.19 The ecology and biodiversity of Wardie Bay are equally important, and that a careful balance is required in managing recreational use and maintaining the area's important wildlife, for example, harbour (or common) seals using the pontoons at Granton Harbour are regularly being disturbed by human interactions. While not intending to cause harm, people are unaware of the unintended consequences of making direct approaches and disrupting these marine mammals and other wildlife. It is therefore necessary to consider protecting and enhancing the ecology and biodiversity of the area.
- 4.20 There would also have to be discussions with the Maritime and Coastguard Agency on developing plans for managing conflict and preventing loss of life.
- 4.21 Some residents are concerned about the increased popularity of Wardie Bay and the impact more visitors will have on parking, traffic speeds, inconsiderate parking, etc.
- 4.22 Regular angling takes place along the harbour and beach areas. Fishing line, hooks, etc, are often washed up on the beach. Concerns have been raised along other parts of the coastline over the harvesting of molluscs and shellfish. There is uncertainty whether it is safe to eat fish and other items caught off the shore. Any

restrictions from a public health perspective would also need to be monitored and awareness raised.

Dealing with incidents that require beach closure

- 4.23 Whatever mechanism that is developed to manage and maintain Wardie Beach for the future also must consider how to deal with any incidents that require beach closure. This should be developed whether the beach and water are designated or not to ensure public safety following a pollution incident or other risk to beach goers and swimmers.
- 4.24 At present there are no signs or mechanisms to warn of the dangers, to prevent using the beach, or ban swimming should there be a pollution or other public safety incident.
- 4.25 Regular monitoring of the seawater quality would need to be undertaken, especially connected with the sewage pipe exposures in the vicinity. This would be undertaken by SEPA and would be responsible for ensuring the standards are improved where they find any issues.
- 4.26 The Council currently has no mandate to deliver the aspirations of designation of Wardie Bay.
- 4.27 There are three options for the extent to which the Council could become involved in the management of Wardie Bay that have been considered:
 - 4.27.1 Not supporting the designation of Wardie Bay as a bathing water area but continuing to support community clean-ups, etc., (the status quo - resulting in no additional cost to the Council); or
 - 4.27.2 Supporting the setting up of a management agreement, lease, or similar agreement with the landowners, with the Council taking on responsibility for the management and development required to support the bathing designation of Wardie Bay (resulting in costs as outlined in the report); or
 - 4.27.3 Entering negotiations with the landowners towards owning the beach as a public asset (resulting in substantial costs and long-term liability to the Council).
- 4.28 Of the three options considered, it is officers view that the option outlined in paragraph 4.27.2 should be progressed.

5 Next Steps

- 5.1 If Committee approve the recommendations, officers will engage with the community, local ward Councillors and the landowners on the development of an agreed management approach for Wardie Bay beach.

The outcome of the engagement and agreed management approach will be reported back to Committee.

6 Financial impact

- 6.1 There are no financial impacts directly arising from the recommendations of this report.
- 6.2 However, the increased popularity of Wardie Bay and the ongoing development of the city's waterfront is likely to increase demand for other facilities such as public toilets, pay and display parking, etc. at this location. This would require additional investment and ongoing revenue expenditure, which has not been quantified.
- 6.3 Entering into any lease or similar legal agreement with the landowners would incur legal costs and require involvement of the Council's Legal Services.
- 6.4 Any financial impacts associated with the implementation of an agreed management approach will be reported to Committee.

7 Stakeholder/Community Impact

- 7.1 The development of Granton waterfront is likely to place additional demand on quality green and blue spaces along North Edinburgh's coastline, including Wardie Bay at its eastern edge.
- 7.2 There is burgeoning support from the community, residents, and Wardie Bay Beachwatch to have Wardie Bay designated as a bathing water, but at some cost to the Council in doing so. This demand for designation and increased pressure on the Council to support the community effort has existed for some time and is unlikely to wane.
- 7.3 The Council recognises its opportunity to show leadership in this much loved urban blue space and ability to provide a space for enjoyment of this and future generations.

8 Background reading/external references

- 8.1 Public petition [online](#) to designate Wardie Bay.
- 8.2 Edinburgh's Coastline - update [report](#) to Transport and Environment Committee.
- 8.3 Granton Waterfront delivery strategy - [report](#).

9 Appendices

- 9.1 None.

This page is intentionally left blank

Transport and Environment Committee

10.00am, Thursday, 22 April 2021

Communal Bin Review Update

Executive/routine	Executive
Wards	All
Council Commitments	23, 25

1. Recommendations

- 1.1 Transport and Environment Committee is asked to:
 - 1.1.1 Approve the revised phasing and timeline for the delivery of the communal bin hub roll-out (Appendix 1);
 - 1.1.2 Approve the change from gull proof bags and recycling boxes to the Communal Bin Hub service (Appendix 2);
 - 1.1.3 Note the intention to review 'Bring Sites'; and
 - 1.1.4 Note the updated costs associated with delivery of the communal bin project and the application to Zero Waste Scotland to access funding from the Recycling Infrastructure Fund.

Paul Lawrence

Executive Director of Place

Contact: Andy Williams, Waste and Cleansing Manager

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

Report

Communal Bin Review Update

2. Executive Summary

- 2.1 This report provides a progress update on the Communal Bin Review project, specifically relating to the timing and the phasing of the implementation stage. The report also contains a monitoring report and recommendation to replace the gull proof bags (GPB) service with bins.
- 2.2 Each of these aspects support improving waste and recycling services for residents in multi-occupancy and flatted properties in the city.

3. Background

- 3.1 On [27 February 2020](#) Transport and Environment Committee approved the following:
 - 3.1.1 **Parameters and criteria to be used to determine the locations of each bin hub including:** walking distance for residents to dispose of their waste and mixed recycling; capacity to be provided for properties serviced by communal bins for non-recyclable waste; recycling, glass and food waste and; road safety requirements.
 - 3.1.2 **The types of bins that would be used for non-recyclable waste, recycling, food waste and glass.** For non-recyclable waste, mixed recycling and glass, wheeled communal bins will be used throughout the City, as far as possible at all locations. For food waste, the 240L bin will be used with a housing for on street locations to make the service more attractive and accessible.
 - 3.1.3 **The phasing and timeline approach,** including the order of the phases, considering various factors such as the need to include the time required to change the road layouts within any Controlled Parking Zones (CPZ) (Traffic Regulation Order (TRO) process) and concentration of on-street locations within specific wards.

- 3.2 In early 2018 the Council commissioned Changeworks to undertake a consultation with householders living in flats in Edinburgh to identify current barriers to recycling and service performance.
- 3.3 The outcome of this was reported to Committee on [9 August 2018](#). Key findings from the survey included “*desire for more recycling bins to be installed in the area as the ratio of landfill bins to recycling bins was felt to be imbalanced. The installation of more bins would encourage positive recycling behaviour (more glass and food waste bins were particularly called for)*”.
- 3.4 The reconfiguration and introduction of “bin hubs” for all the waste and recycling streams including mixed recycling, glass and food waste, will provide a one stop facility to ensure equality of access to comprehensive and fully integrated recycling facilities for all citizens regardless of the property type in which they live.
- 3.5 The number of bin locations will reduce overall; however the number of recycling bins will increase for all three streams (mixed recycling, glass and food waste).
- 3.6 The provision of a fully integrated waste and recycling facility will ensure residents will no longer need to walk further for recycling than they would to dispose of their non-recyclable waste. By making recycling easier, more accessible and at the same location as non-recyclable waste facility it is anticipated this will remove barriers preventing residents from recycling, thus supporting the increase of the city’s recycling performance.
- 3.7 An update on the project was provided in the Business Bulletin for this Committee on [12 November 2020](#). This explained that COVID-19 had impacted on the approach for community engagement. Additionally, the pandemic has affected the timescales for delivery as set out in the following paragraphs. This has impacted on the original implementation plan timeline.
- 3.8 COVID-19 and the consequent restrictions has also had an impact on the waste and recycling arising.
- 3.9 The increased prevalence of home working and the increase in home deliveries and associated packaging may result in an ongoing trend towards increased waste tonnages arising from households. This will be kept under review.
- 3.10 It should be noted that the increase in home working is likely to result in the generation of more food waste in the household waste stream which would be displaced from the commercial waste stream of workplaces.
- 3.11 The project implementation includes increased capacity for recyclable materials as mixed recycling, food waste and glass and the co-location of recycling bins with the non-recyclable bins where possible, will support an increase of recycling material collected.

4. Main report

Phasing and Timeline

- 4.1 Although COVID-19 has impacted on the overall project timeline, the roll out will still be carried out in phases. This phasing has been determined to take account of the time required to promote the required Traffic Regulation Orders (TROs) which are required to amend the layout of parking places to accommodate the revised on-street locations.
- 4.2 The roll out is also being co-ordinated with the Strategic Review of Parking (SROP) to deliver one cohesive delivery plan in areas where there are shared interests, to provide a more holistic approach.
- 4.3 The project implementation plan is detailed in Appendix 1.

Gull-Proof Bags (GPBs) and Recycling Box Review

- 4.4 Re-useable GPBs have been used for properties in parts of the City Centre and Inverleith wards since 2011 to dispose of non-recyclable waste at the kerbside. These properties present (red and blue) boxes separately at the kerbside for recycling.
- 4.5 The monitoring report in Appendix 2 shows medium to low presentation rates for both GPBs and recycling boxes. Lower GPBs presentation rates are generally associated with proximity to on-street communal bins which can cause overflowing waste issues at these locations. In some cases, residents appear to be using the communal bins instead of their GPBs and recycling services.
- 4.6 The conclusion of the monitoring review is the recommendation that GPBs and the kerbside recycling box scheme are replaced with on-street communal bins, as part of fully integrated waste and recycling 'hubs', following the previously agreed standardised parameters.
- 4.7 These hubs will significantly improve service performance for residents, while reducing incidences of bins overflowing. Hubs will also improve routing efficiency and will reduce longstanding health and safety risks, as well as new risks associated with the ongoing COVID-19 pandemic, helping to protect residents and essential front-line workers.
- 4.8 Special care will be taken to place the minimum number of on-street communal bin hubs as sensitively as possible, to minimise visual impact across the city's World Heritage Site.
- 4.9 Locations within the World Heritage Site which will see a change in service will need to be assessed under the Environmental Impact Assessment screening process due to their locations in a sensitive area.

Engagement and Communication

- 4.10 A communications plan has been developed to ensure materials and other media are in place and regularly updated.
- 4.11 It is anticipated that affected residents will receive early information to advise of the waste and recycling service changes, followed by a letter and leaflets when the service changes are being implemented with more detailed information on the new service. Other materials including posters, lamp-post wraps, bin stickers and on-line materials will be used during and after the new service implementation to promote it.
- 4.12 The project team is currently considering approaches for future engagement with residents, taking into account any COVID-19 restrictions. It is anticipated that a more online approach (i.e. webpages, social media) is likely to be more suitable for the current circumstances.

Bring sites

- 4.13 During the 1990s bring sites (also called recycling points e.g. as you might see at supermarkets and leisure centres) were deployed to provide recycling opportunities for citizens who did not have the services at their homes. Since then, recycling has been introduced to all kerbside properties and with the completion of the communal bin project all customers will have access to the full suite of recycling services.
- 4.14 Bring sites are often subject to trader abuse, contamination and fly-tipping. It is therefore proposed that a review of these locations is made, in the context of the recycling provided in the surrounding area and removed where no longer required or where there are significant issues of abuse, fly tipping and contamination.

5. Next Steps

- 5.1 The proposed review phasing as per Appendix 1 will see the roll out start in Leith, Leith Walk, Abbeyhill and Craighentenny with the off-street locations in April/May 2021 followed up by the on-street locations during summer 2021.
- 5.2 For the areas which are subject to parking restrictions, within the current CPZ, variations of those parking restrictions need to be amended through the TRO process. TROs for extended areas (N1-N5 and S1-S4) have been advertised in the last few weeks. It is anticipated that for the other parking areas within the current CPZ, zones 1-8, the TROs will be advertised in June/July 2021.
- 5.3 Following the analysis of the GPBs and recycling box monitoring as per Appendix 2, design and further detailed works need to be carried out. Selection of bin locations will be subject to the standardised Communal Bin Review parameters, as previously agreed at the Transport and Environment

Committee, TRO processes and Environment Impact Assessment screening for the World Heritage Site, to minimise visual impact and maximise service efficacy.

- 5.4 The implications of the Scottish Government's commitment to introduce a Deposit Return Scheme for specific drinks containers will be tracked throughout the lifecycle of the project.
- 5.5 It is recognised that each street has unique characteristics so the solution for one location may not be appropriate for another. As each phase is delivered, changes will be monitored to ensure the project objectives are achieved. The service will revisit and revise solutions, where necessary, as part of business as usual activities.
- 5.6 Although there is not yet a date for the regulations coming into effect, the Transport (Scotland) Act 2019 includes a provision to prohibit double parking and provides local authorities with the powers to address parking in such a manner.
- 5.7 The Act does not specify that a vehicle requires to be double parked adjacent to another vehicle for the prohibition to apply. Therefore, it is considered that double parking could be enforced when a vehicle is parked adjacent to another vehicle, a refuse bin or any other street furniture, provided the vehicle is more than 50cm away from the kerbside. The project team will continue to monitor the introduction of these regulations and to assess the impact that this may have on waste collection in the city.

6. Financial impact

- 6.1 On [28 February 2018](#), the Council had originally committed an initial £2.5m of capital investment to upgrade communal bins. £2.1m of the Capital Fund monies remain, ahead of draw down for the 2020/21 financial year.
- 6.2 A comprehensive audit of the existing bin assets and the development of the proposed new assets provision required has been completed. This was necessary to identify the scale of assets required, in particular to fully understand the extent to which existing assets could be refurbished, and where the purchase of new assets would be required.
- 6.3 The existing bin assets assessment identified gaps in the recycling provision across the city and the development of most appropriate approach to housing and corralling the bins through a range of trials has been carried out.
- 6.4 This detailed analytical work has identified:
 - 6.4.1 That there are 3,000 more communal bins than the original records showed; and
 - 6.4.2 Where additional mixed recycling, glass and food recycling bins are required.

- 6.5 Outcomes from the trials have indicated the preferred types and corralling of housing units.
- 6.6 In order to provide best value for the Council and to mitigate these costs, a procurement exercise has been carried out for the refurbishment of current bins and the purchase of new bins. The contract award has been approved by Finance and Resources Committee on [4 March 2021](#).
- 6.7 The project cost is now forecast to be £5.7m.
- 6.8 An application will be submitted to Zero Waste Scotland (ZWS) for up to £8m in May 2021 to access funding from the Recycling Infrastructure Fund. It is anticipated that the outcome of this will be known in July 2021.
- 6.9 It has been previously acknowledged that the additional communal bins and the reprofiling of the collection frequencies will have financial implications for Place revenue budgets. Following the bin audit described above, new routes for the communal bin service are currently being developed.

7. Stakeholder/Community Impact

- 7.1 Engagement with residents for some of the areas has already been carried out through outdoor information events in August/September 2020. It is anticipated that further engagement events will be possible in other areas during late spring/summer 2021 for residents in other areas, although these will be dependent on the relaxation of COVID-19 restrictions.
- 7.2 As part of this engagement, the website has been updated to explain the [communal bin review project](#). This will be updated as the project continues.
- 7.3 A communications plan has been developed to ensure materials, e.g. bin stickers, leaflets, letters and other media, are in place and updated.
- 7.4 The use of the TRO process will also include an element of consultation focused around the traffic management aspect of the project. Feedback from the public on specific locations through the TRO process will be considered where this can be delivered in conjunction with the fulfilment of the parameters and criteria as set in the Committee Report approved on 27 February 2020.
- 7.5 Engagement has been carried out with Elected Members on an ongoing basis. This has included a briefing to relevant local Councillors on the outcome of the GPB review. Further engagement with other stakeholders, including Community Councils, will take place.
- 7.6 Discussions with ZWS relating to the Recycling Charter are ongoing. An application to the Recycling Improvement Fund (RIF) to support the aims of this project will be submitted to ZWS in May 2021 (see paragraph 6.8).

- 7.7 There are no perceived governance, policy or risk implications associated with this report or the project itself. Where policy changes may be required as a result of the actions within the communal bin review project, these will be reported to the relevant committee for approval.
- 7.8 Improvement in the quality of Waste and Cleansing Services will contribute towards reducing the amount of waste disposed of to landfill or energy recovery, increasing the amount of recycling and improving the quality of Edinburgh's local environment. In addition, increasing the amount of waste recycled would be expected to support delivery of the Council's target of net zero carbon by 2030.
- 7.9 Providing an easier and more integrated waste and recycling service in tenemental and flatted areas is anticipated to motivate residents to recycle more. The behavioural change towards recycling can be influenced by the service provided to residents but the magnitude of this behavioural change cannot be fully anticipated. It needs to be noted that the final decision to recycle or to not recycle is owned by residents.

8. Background reading/external references

- 8.1 [Enhancing Communal Bin Collections - Item 7.7](#) Transport and Environment Committee of 7 December 2017
- 8.2 [Enhancing Communal Bin Collections- Update following trial to implement every other day collections - Item 7.11](#) Transport and Environment Committee of 9 August 2018
- 8.3 [Communal Bin Enhancement Update](#) Transport and Environment Committee of 20 June 2019
- 8.4 [Communal Bin Enhancement Update](#) Transport and Environment Committee of 5 December 2019
- 8.5 [Communal Bin Enhancement Update](#) Transport and Environment Committee of 27 February 2020
- 8.6 [Communal Bin Enhancement Update – Business Bulletin](#) Transport and Environment Committee of 20 November 2020
- 8.7 [Contract Award – Purchase and refurbishment of Communal Bins](#) Finance and Resource Committee of 4 March 2021

9. Appendices

- 9.1 Appendix 1 – Phasing and Timeline
- 9.2 Appendix 2 – Gull Proof Bags monitoring report

Appendix 1 - Phasing and Timeline

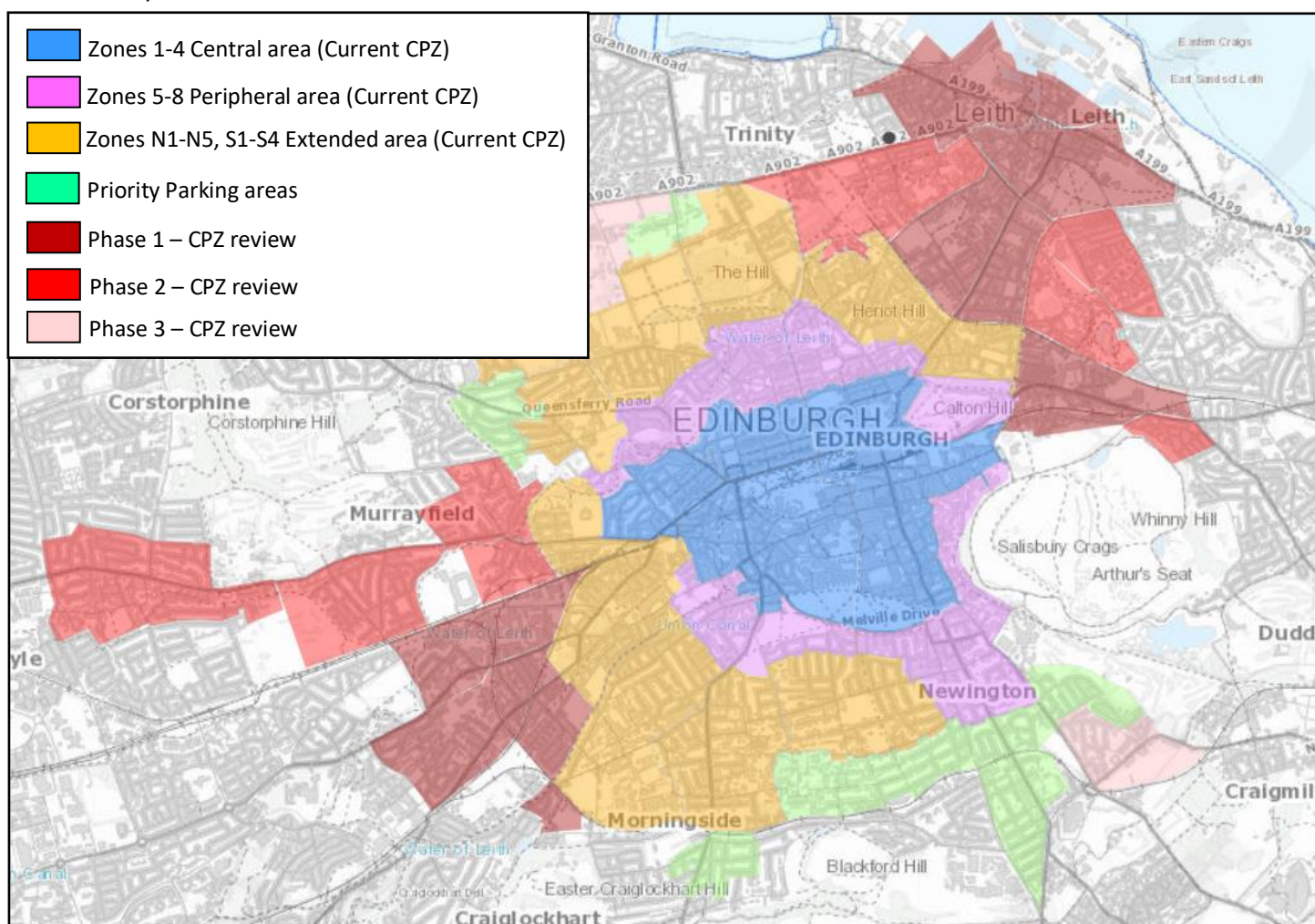
The phasing and the timeline for the project is under continuous assessment to ensure dependencies from other projects (i.e. Strategic Review of Parking) and restrictions are included. The identification of the order for each phase to be rolled out depends on the need to secure Traffic Regulation Orders (TROs) in many of the areas where on-street waste and recycling bins are sited and are prevalent i.e. current Controlled Parking Zones (CPZs).

The Council's standard approach to siting communal bins at on-street locations in controlled parking areas has been to use Traffic Regulation Orders (TRO). This process is used to amend parking places to accommodate and correctly reflect bin locations. This approach ensures that each bin location can be subject to yellow line restrictions, allowing them to be correctly enforced. It also improves transparency, as the legal process for a TRO includes a formal consultation process where the Council is legally required to consider any relevant objections received in relation to traffic management and road safety issues.

The project will change and rationalise bin locations, resulting in fewer bin locations. Following the TRO process will allow any potential loss of parking to be minimised through allowing the return of some existing bin locations to be used as parking places and to make sure that parking places in the new locations are adjusted accordingly. The TRO process also ensures that the allocation of space, or the split in parking, is appropriate and usable.

TROs are a process designed to encourage transparency, accountability and to ensure that affected stakeholders can become actively engaged in a process that legally requires Councils to consider their comments.

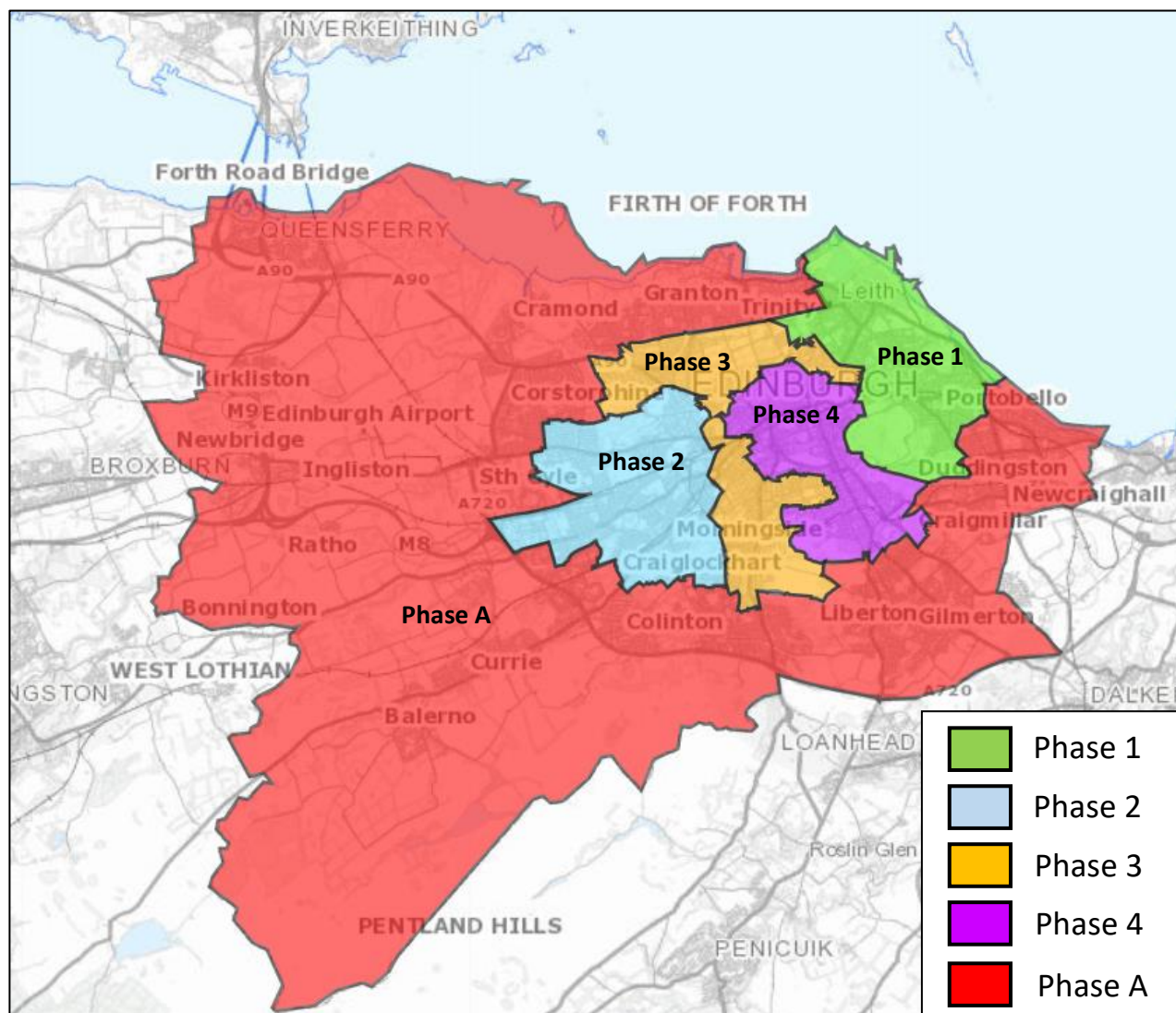
TROs are needed in the controlled parking zones (CPZ), 1-8 N1-N5, S1-S4 which include Southside, Marchmont, Bruntsfield, Merchiston, Fountainbridge, Dalry, West End, Comely Bank, Stockbridge, Canonmills, Broughton, Hillside and the City Centre.



The TRO process, which is required to change the road layout within existing controlled parking zones, takes a minimum of 6-12 months and up to 18 months to determine and implement changes. Considering the length of the TRO process, which we anticipate being on average 9 months long, it is anticipated that the implementation stage for communal bin locations within existing CPZ areas could not start before early 2022.

For current controlled parking zones N1-N4 and S1-S4, the TRO process to amend and create bin hubs locations has already been started while for the current CPZ areas 1-4 (in blue) and 5-8 (in pink) it is anticipated TROs will be advertised in June/July 2021.

Considering the above the following maps and tables show the phases, which depend heavily on the TROs process.



Map 2. CBR project phasing.

Phase 1 and 2 - It is proposed to prioritise the on-site delivery of the project in areas which do not fall within the current CPZ areas but which also have a high concentration of on-street communal bins (e.g. Phase 1 - Leith/Leith Walk/Craigieburn and Phase 2 - Gorgie/Dalry/Fountainbridge/Corstorphine). While changes to bins and bin locations will be visible first in these areas, the development of new street layouts in the areas which do fall within the current CPZ will continue to be progressed through the TRO process so that each of these can be delivered as early in the process as possible.

The development of parking proposals for CBR Phase 1 and 2, has included communal bin review design criteria and parameters. However, those areas are not within the current CPZ area and as such do not require a TRO to implement the waste and recycling changes on the ground. Full application of parking restrictions will therefore only apply some time after the bins are sited.

CBR Phase	Timescale	CPZ area (colour coded as per map 1)	Section	No. properties (approx.)	Ward affected
1	Apr-Sep 2021	Phase 1 – CPZ review	Pilrig Leith Walk Leith North Leith Abbeyhill	18,400	12 - Leith Walk 13 - Leith 14 - Craigentinny/Duddingston
		Phase 2 – CPZ review	Bonnington Easter Road West Leith Willowbrae North	6,100	5 - Inverleith 12 - Leith Walk 13 - Leith 14 - Craigentinny/Duddingston
		Outwith Current and future CPZ	Craigentinny Leith	4,500	13 - Leith 14 - Craigentinny/Duddingston
			Total	29,000	

CBR Phase	Timescale	CPZ area (colour coded as per map 1)	Section	No. properties (approx.)	Ward affected
2	Sept/Dec 2021	Phase 1 – CPZ review	Gorgie Gorgie North Shandon	6,600	7- Sighthill/Gorgie 9 – Fountainbridge/Craiglockhart
		Phase 2 – CPZ review	Roseburn Corstorphine B9	1,500	6 – Corstorphine/Fairmilehead 6 – Corstorphine/Fairmilehead 6 – Corstorphine/Fairmilehead
		Outwith Current and future CPZ	Corstorphine Gorgie/Sighthill (except CPZ S4) Fountainbridge (except CPZ S4, 8)	3,300	6 – Corstorphine/Fairmilehead 7- Sighthill/Gorgie
			Total	11,400	

Phase 3 include CPZs S1 – S4 and N1 -N5 TROs for which the TROs have been advertised in the last few weeks. As outlined above the TRO process, which is required to change the road layout within existing controlled parking zones, takes a minimum of 6-12 months and up to 18 months to determine and implement changes. It is anticipated the average length for the TROs to be finalised will be 9 months. Consequently, the implementation stage for communal bin locations within CPZs S1-S4 and N1-N5 cannot start earlier than early 2022.

CBR Phase	Timescale	CPZ area (colour coded as per map 1)	Section	No. properties (approx.)	Ward affected
3	From January 2022	Current CPZ – Extended area	S1 (Marchmont) S2 (Churchill) S3 (Merchiston) S4 (Dalry)	13,300	7- Sighthill/Gorgie 6 – Corstorphine/Fairmilehead 10 – Morningside 11- City Centre 15 – Southside
			N1 (Hillside and Broughton) N2 (Inverleith) N3 (Inverleith)	12,000	5 - Inverleith 11 – City Centre 12 – Leith Walk 14 – Craigentinny/Duddington
		Outwith Current and future CPZ	Remaining Morningside (except CPZ 8) Inverleith (exept CPZ 5-5a)	2,600	5 - Inverleith 10 – Morningside
			Total	27,900	

Phase 4 – include CPZs 1-8 for which the TROs is anticipated will be advertised between May/June 2021. As outlined above the TRO process, which is required to change the road layout within existing controlled parking zones, takes a minimum of 6-12 months and up to 18 months to determine and implement changes. It is anticipated the average length for the TROs to be finalised will be 9 months. Consequently, the implementation stage for communal bin locations within CPZs S1-S4 and N1-N5 cannot start earlier than Spring 2022.

CBR Phase	Timescale	CPZ area (colour coded as per map 1)	Section	No. properties (approx.)	Ward affected
4	From Spring 2022	Current CPZ – Central Area	1 (Westend) 1a (New Town) 2 (New Town) 3 (Old Town and Southside) 4 (Fountainbridge)	15,700	9 – Fountainbridge/Craiglockhart 11- City Centre 15 – Southside
		Current CPZ – Peripheral Area	5 (Dean) 6 (Stockbridge and Canonmills) 7 (Dumbiedykes-Sciennes) 8 (Bruntsfield)	15,600	5- Inverleith 11 – City Centre 15 - Southside
		Outwith Current and future CPZ	Southside	2,000	15 - Southside
			Total	33,300	

Phase A

With the exclusion of Portobello, the majority of the areas included in phase A have a prevalence of off-street locations (i.e. private developments) for which the TRO process is not required. Those locations can be assessed at any time and waste and recycling changes will be implemented on an on-going basis through the project implementation period. The interested wards are shown in the below table for Phase A.

CBR Phase	Timescale	CPZ area (colour coded as per map 1)	Section	No. properties (approx.)	Ward affected
A	On-going during the project	Outwith Current and future CPZ	Forth Portobello/Craigmillar Liberton/Gilmerton Colinton/Fairmilehead Pentland Hills Drumbrae/Gyle Almond	25,500	1 – Almond 2 – Pentland Hills 3 – Drumbrae/Gyle 4 - Forth 8 – Colinton-Fairmilehead 16- Liberton/Gilmerton 17 – Portobello/Craigmillar
			Total	25,500	

Appendix 2 – Gull Proof Bag and Recycling Box Service Review

1. Executive Summary

Reusable gull-proof bags or sacks (GPBs) were introduced in 2011 across parts of New Town (City Centre), Inverleith and World Heritage Site (WHS) to contain disposable plastic bags, for non-recyclable waste. These properties in the City Centre and Inverleith also have individual recycling boxes, for mixed recycling (red) and glass/small electrical items (blue), as do some properties that use on-street bins for non-recyclable waste. Other properties across Edinburgh use black bags for non-recyclable waste and the recycling box service.

The central objective of this report is to better understand how residents in the City Centre and Inverleith wards use the GPB and red-blue recycling box services, in relation to nearby on-street communal bins and other factors. It seeks to find ways to improve the service, for all residents, as part of the city-wide Communal Bin Review (CBR).

1.1 Objectives

- **Objective 1:** Seek ways to improve waste and recycling services for residents, increase recycling rates, while reducing overflowing, fly-tipping and litter incidences and improve cleanliness of streets.
- **Objective 2:** Seek to better incorporate services into a city-wide approach, for routing and more efficient use of resources, as part of the Communal Bin Review project.
- **Objective 3:** Seek improvements to health and safety, including considerations for ongoing COVID-19 crisis.

1.2 Key findings

- Average weekly GPB presentation rate is very low (25%) and a majority of GPB streets (97%) have a presentation rate of 45% or less
- Lower GPB presentation rates are associated with proximity to on-street communal bins (i.e. complaint hotspots)
- Blue box presentation rate is negligible (12%) and capacity is surplus. Red boxes are presented at a very low rate (29%) and have inadequate capacity, resulting in inappropriate presentation
- Properties with a unified service (fully communal or fully individual) tend to recycle at a higher rate than those with a disjointed one (part-communal, part-individual)
- GPB & recycling box service is not fit for purpose from customer service, route efficiency and health and safety perspectives

1.3 Recommendations

- On-street communal bins, as part of fully integrated waste and recycling hubs, to replace gull-proof bags for non-recyclable waste.
- On-street communal bins, as part of fully integrated waste and recycling hubs, to replace recycling boxes for recyclable waste streams.
- Increased collection frequency of on-street communal bin 'hubs' to be placed sensitively, following guidance and EIA procedures, to minimise visual impact in WHS

2. GPB Monitoring

All regularly serviced GPB streets (34), covering 2,359 properties, were surveyed in September and October 2019 on collection days (Tuesday, Wednesday and Thursday).

Monitoring took place on all 4 collection days through this period.

Average weekly presentation rates were calculated on a street-by-street basis for GPB and for extra non-GPB bags were presented (e.g. black plastic bag).

Average weekly presentation is categorised by rate percentage into 5 categories: 'negligible' (0.0 – 15.0%), 'extremely low' (15.1 – 25.0%), 'very low' (25.1 – 35.0%), 'low' (35.1 – 45.0%) and 'medium' (45.1 – 55.0%). (Table 1).

2. 1 Presentation Rates

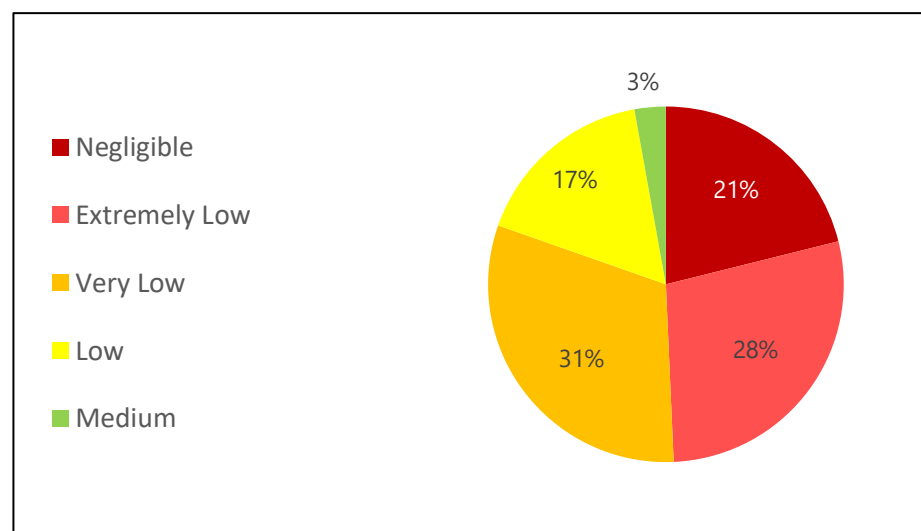
Of the 34 streets surveyed the weekly average presentation rate (aka 'set-out' rate) is 25%, according to number of GPB serviceable properties. Regent Street has the highest average weekly presentation rate at 50% and York Place has the lowest (1%).

On average, 2% of streets present two additional bags per week and 9% present one extra bag per week.

Presentation Category	Presentation Rate (%)	No. properties (%)
Negligible	0 – 15	498 (21)
Extremely Low	15 – 25	665 (28)
Very Low	25 – 35	733 (31)
Low	35 – 45	396 (17)
Medium	45 – 55	67 (3)

Table 1. Presentation category by rate and no. properties

97% of streets (totalling 2,292 properties) have presentation rates that are categorised as 'low', 'very low', 'extremely low' or 'negligible' (Table 1, Figure 1).



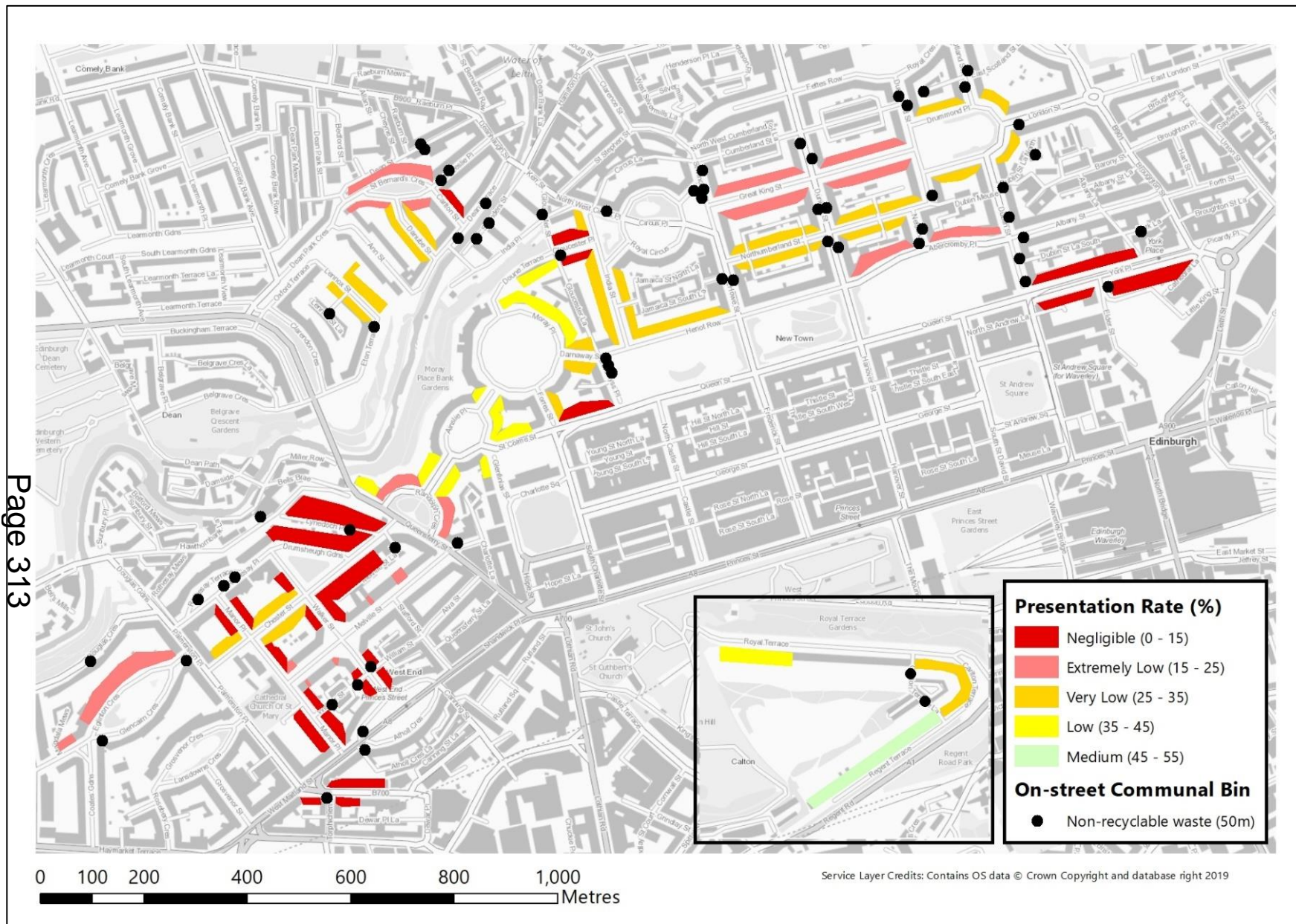


Figure 1. Average GPB presentation rate, by location

3. Complaints Hotspots

Complaints were analysed across 15 streets in the area for the 2018-2019 period, for: 'over-flowing', 'fly-tipping' and 'littering' enquiries. From these complaints, 'hotspots' were identified based on highest volume of 2018-2019 complaint data at nearby communal bins, which were sorting by complaint type.

The following on-street communal bin locations were identified as hotspots for 'overflowing', 'fly-tipping' and 'litter' complaints: Nelson Street, Leslie Place, Glencairn Crescent, William Street & Dundas Street (Figure 1).

Of these complaints, 75% relate to 'overflowing' making it the chief issue raised by residents, followed by 'fly-tipping' (15%) and 'litter' (8%). Nelson Street received the most complaints for 'overflowing' (42) and Dundas Street received the fewest (18). Leslie Place received the most complaints for 'fly-tipping' (9) followed closely by Dundas Street (8) and Nelson Street (7) with the fewest complaints received for William Street (5). Dundas Street received the most complaints for 'litter' (7), followed by Nelson Street (5) and Glencairn Crescent (3). William Street and Leslie Place received no complaints for litter, on average.

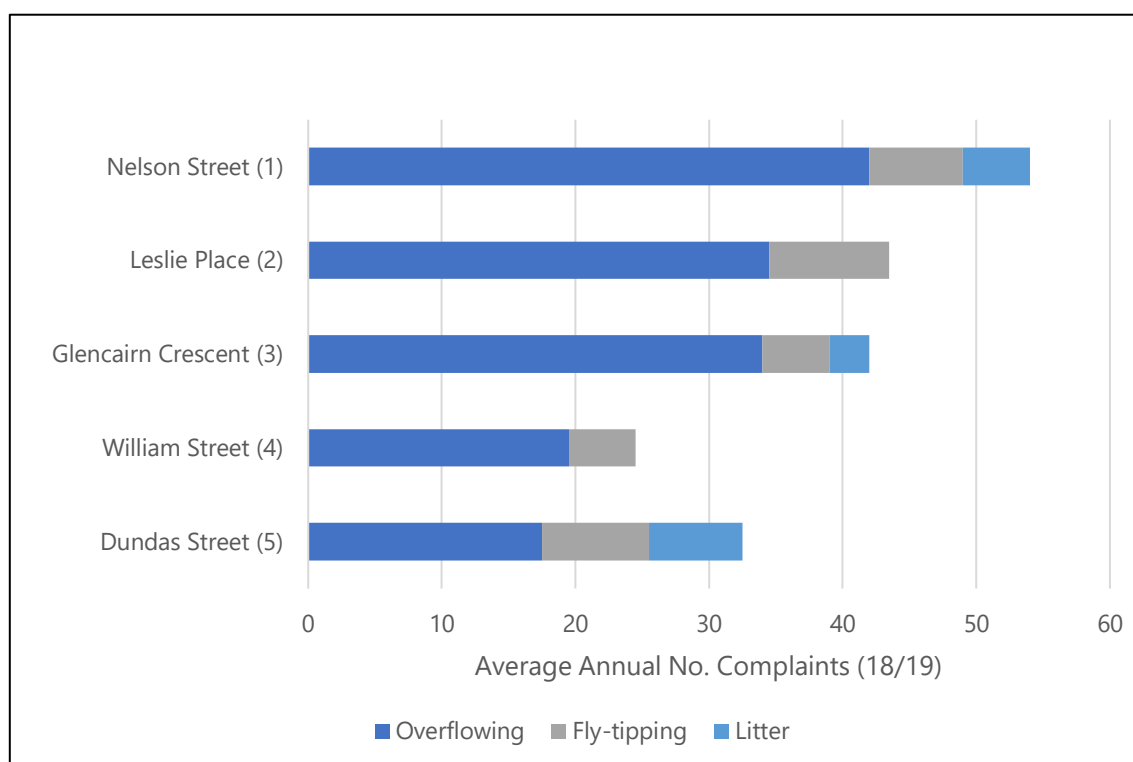


Figure 1. Complaints Hotspots, by type

3.1 Hotspot Analysis

Location 1 – Nelson Street

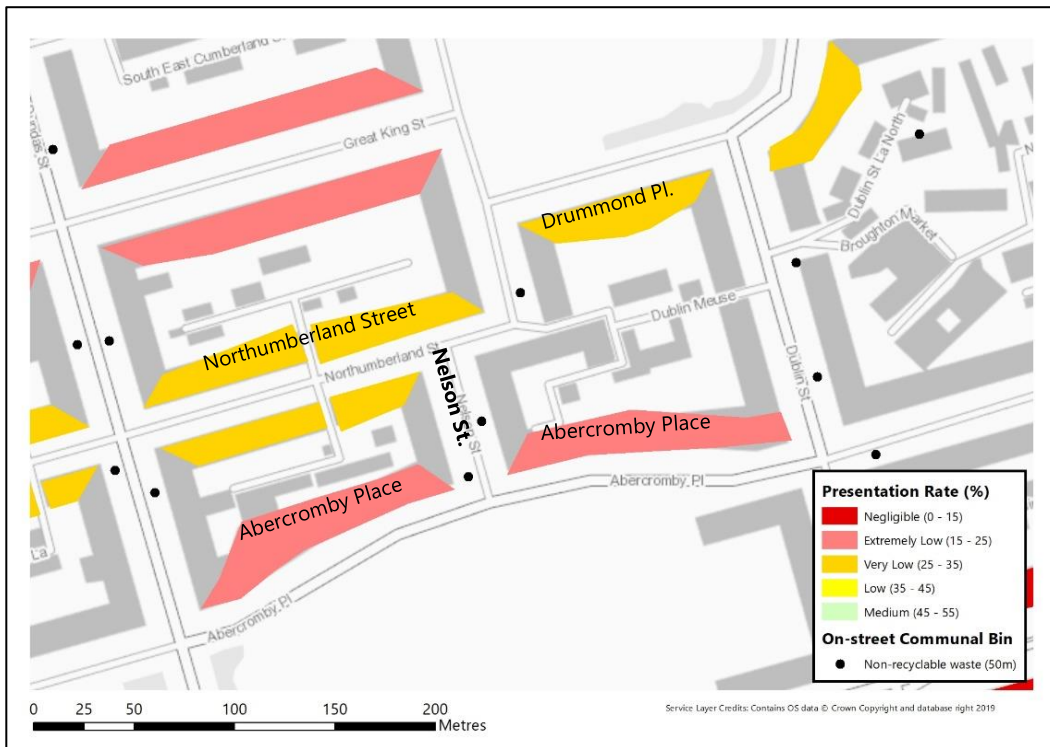


Figure 3. Nelson Street, by average GPB presentation rate

Location 2 – Lesley Place

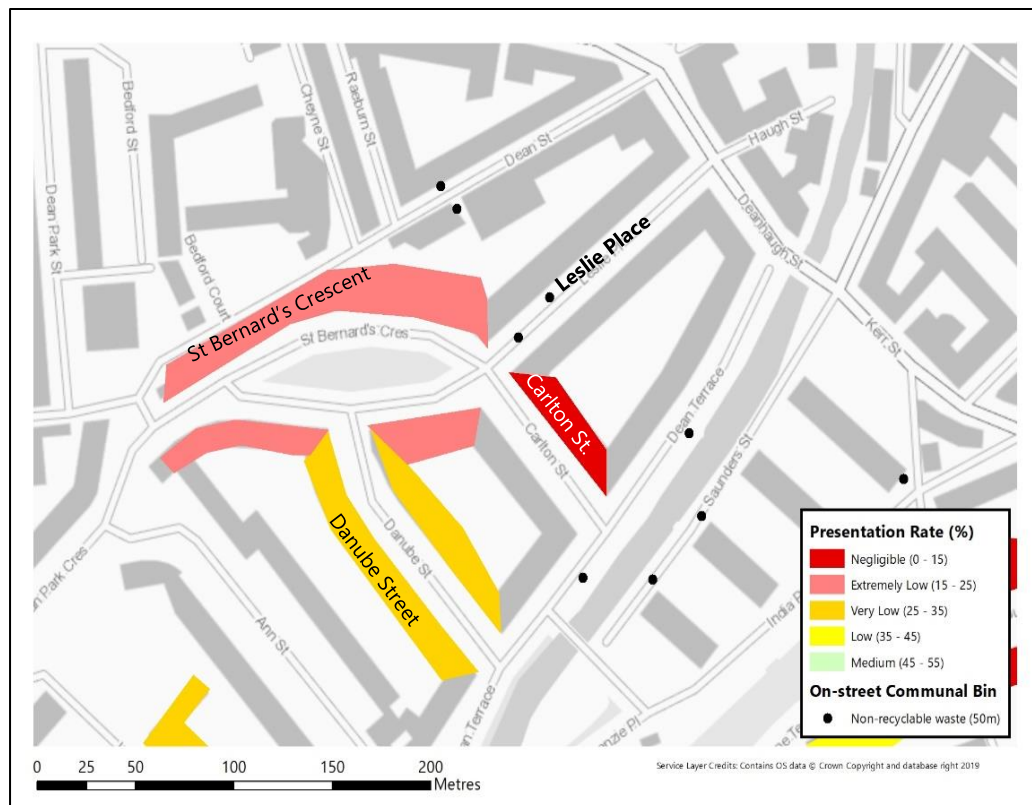


Figure 4. Lesley Place, by average GPB presentation rate

Location 3 – Glencairn Crescent

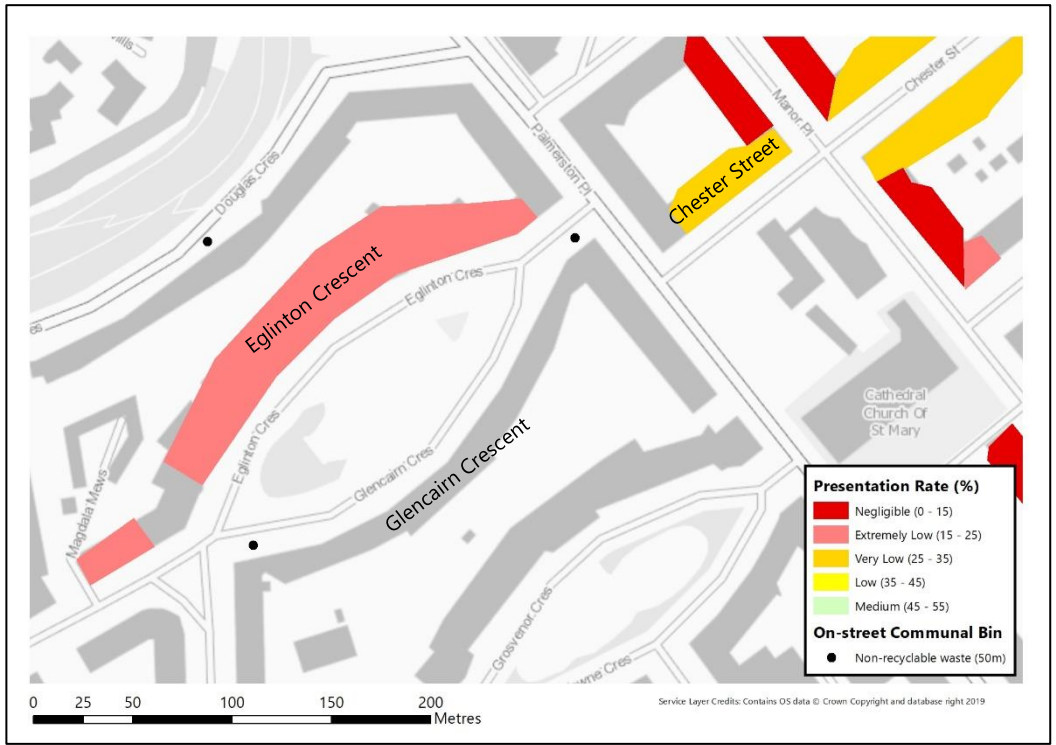


Figure 5. Glencairn Crescent, by average GPB presentation rate

Location 4 – William Street

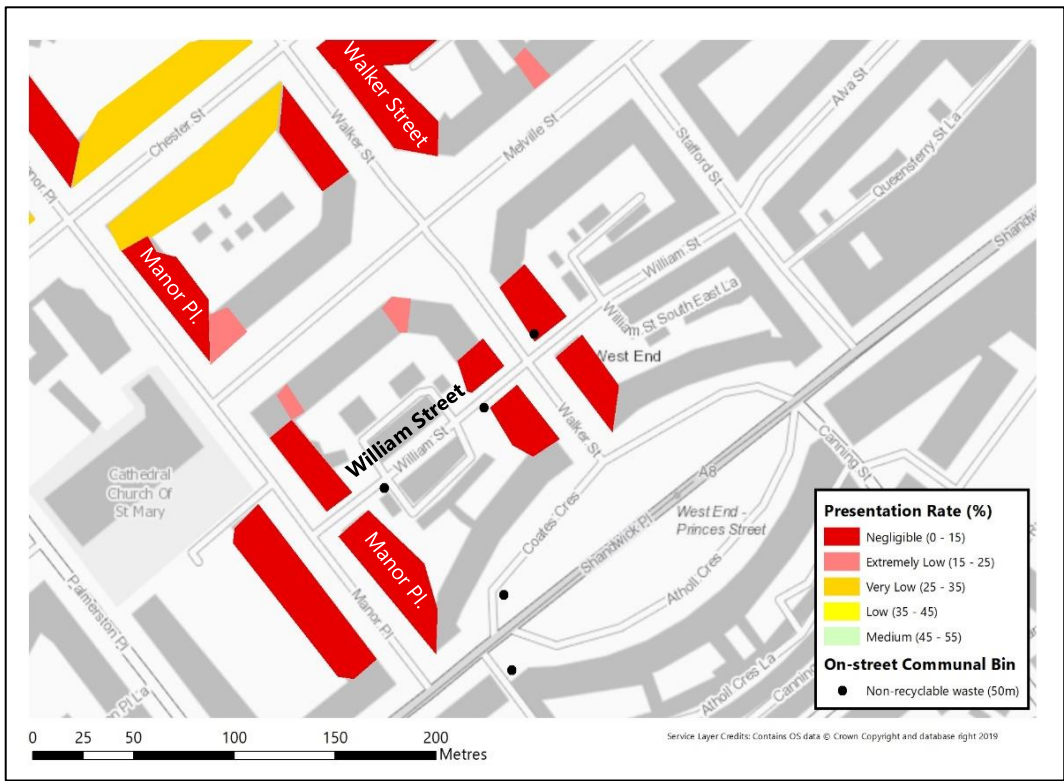


Figure 6. William Street, by average GPB presentation rate

Location 5 - Dundas Street

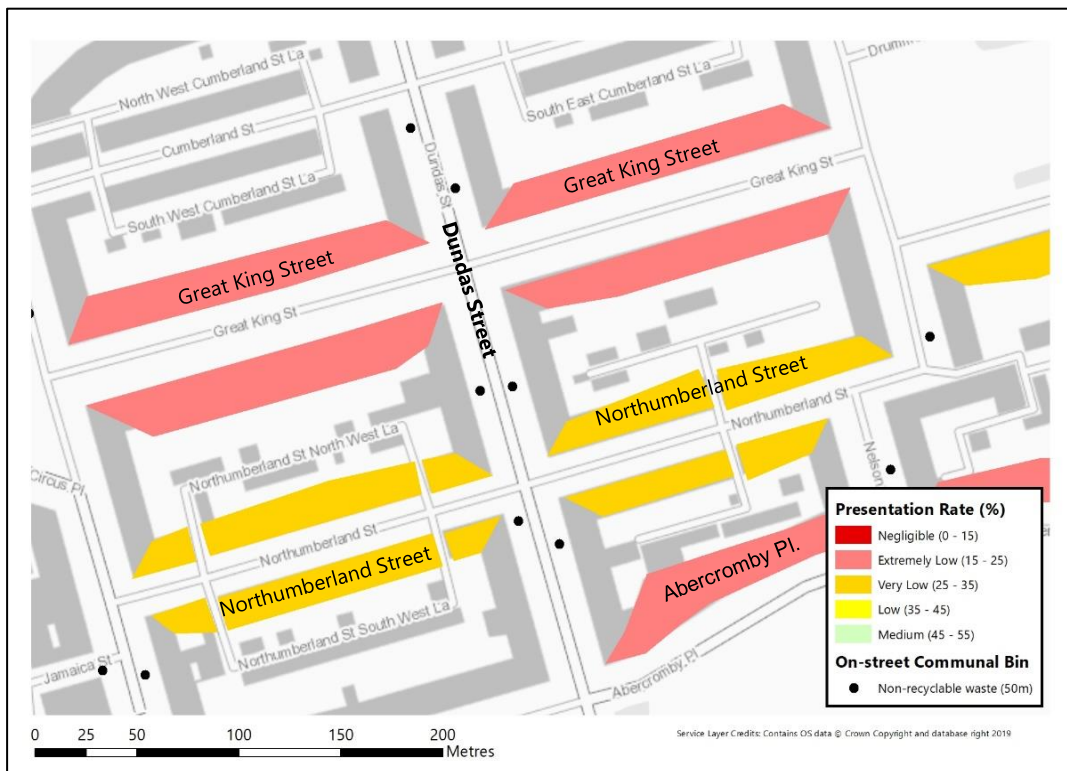


Figure 7. Dundas Street, by average GPB presentation rate

3.2 Complaint Hotspot Summary

GPB streets generally have a very low average weekly presentation rate (25%).

Properties provided with GPB service and near to on-street communal bins tend to present GPBs at a lower rate (i.e. properties closer to communal bins are likely to use them, regardless of service offered).

Majority of residents with GPBs use on-street communal bins instead, resulting in an increase in overflowing incidences at 'complaint hotspots'

4. Red-Blue Recycling Box Monitoring

A selection of red-blue box service streets (103) were surveyed in September and October 2019 on collection days (Monday and Friday). From this total, a sample of 78 streets was taken, where monitoring took place across four collection days over a two-week study period. Average weekly presentation rates were calculated for red and blue box services and extra bags out with boxes were presented (only recorded for red service). 78 streets equate to ~6,200 properties for the recycling box service.

4.1 Red Box Presentation Rates

For all properties analysed (on-street and GPB) average weekly presentation rate for red boxes is 29%. Average weekly presentation rate for red boxes is higher for GPB serviced streets (37%) than on-street communal bin streets (24%) (Figure 8).

4.2 Blue Box Presentation Rates

For all properties analysed (on-street and GPB) average weekly presentation rate for blue boxes is 12%. Average weekly presentation rate for blue boxes is higher for GPB serviced streets (16%) than on-street communal bin streets (11%) (Figure 8).

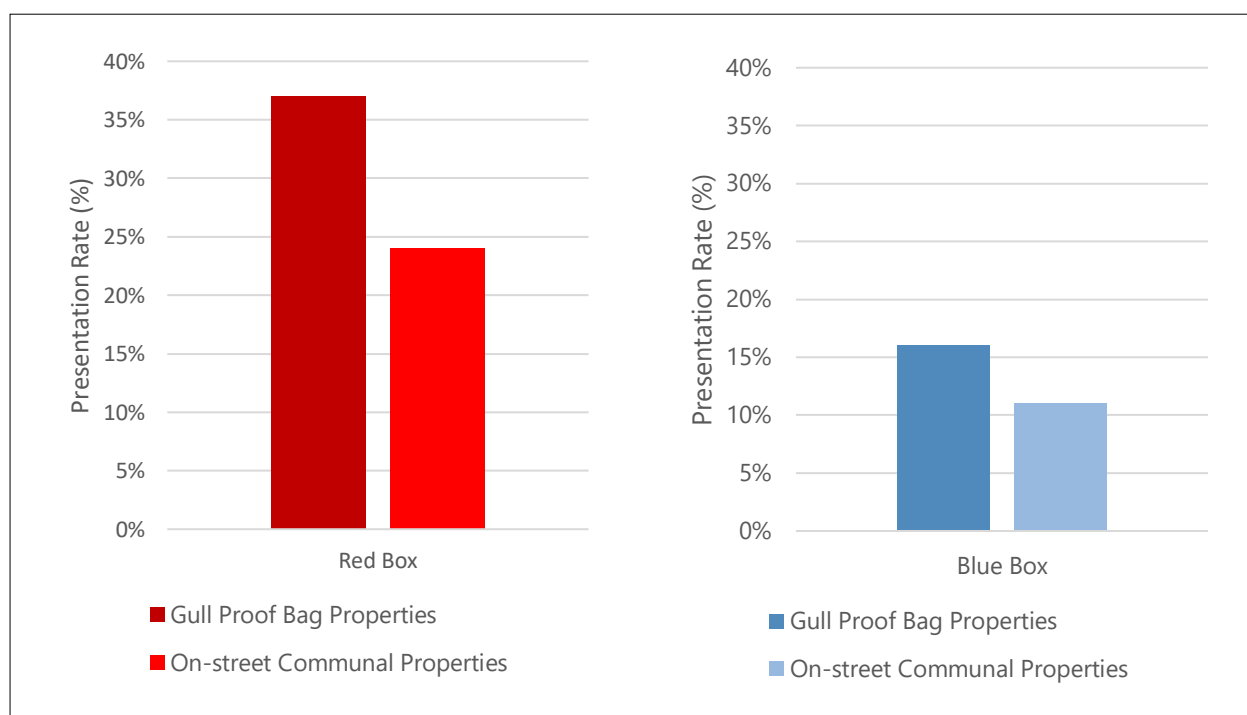


Figure 8. Average presentation rate for red and blue boxes, by property service type

4.3 Extra Waste Presentation (Red Boxes)

The average weekly presentation rate of extra bags out with boxes for all properties is 5% equating to an average of 4 bags extra per street. For on-street properties the presentation is lower (4%) and higher for GPB properties (7%), on a weekly average.

5. Considerations

5.1 Improving Customer Service

Current presentation rates are unacceptably low across all waste streams at GBP properties, whereas individual wheeled-bin kerbside services are typically presented at high rates. A 2015 study of presentation rates in Perth and Kinross found that the average presentation rates across ~800 kerbside properties was over 87% for non-recyclable waste and over 72% for dry mixed recycling.¹ Individual wheeled bins have high participation rates yet are not feasible in the high density tenemental areas of the WHS. Therefore, on-street communal bins, are the most viable option to increase participation in waste and recycling services.

Simplification to the service for residents can be achieved with on-street communal 'hub' locations, which improve likelihood of recycling concurrent to non-recyclable waste disposal, via visible separating. A CBR trial following CEC commissioned consultation with Changeworks, highlights the advantages of well-placed hub locations, where all waste streams are offered and supported by corralling which de-clutters the wider streetscape, supporting rationalisation and formalisation of the service (Figure 9).² Key results from the June 2019 report found that residents using hubs in the trial; recycled more items, had increased accessibility to recycling facilities, reduced incidences of overflowing bins, provided more space for waste streams and streets were perceived to look cleaner.³ Importantly, with hubs residents can dispose of their waste on a daily basis.

Furthermore, the CBR process calculates capacity required per property, by waste stream, helping to mitigate under/over-capacity issues. Placing the fewest possible bins at the most logical locations (e.g. calculating walking distance), following parameters agreed in the last committee report presented and approved at T&E committee on 27 February 2020.

On-street communal bins have a high satisfaction rate among users in the World Heritage Site. Research from concept test (CEC survey, supplemented by the Fettes Row Association) found 91% of surveyed residents with on-street communal bins were satisfied with this collection method. Furthermore, 93% of Fettes Row residents surveyed in 2011 were satisfied with the on-street communal bins and 83% wished to retain on-street recycling provision provided.⁴



Figure 9. Left. Mixed recycling is presented inappropriately in blue boxes and outwith containers, posing health and safety hazards, wind-blown litter and associated negative visual impacts.

Right. An on-street communal 'hub' trialled in Albert Street, Leith Walk. Residents can access all waste streams, streetscape is improved and staff health and safety is better managed

¹ Participation Study Report: Evaluation of the Improved Recycling Trial Service, Perth and Kinross Council. 2015.

² Changeworks Consultation Report: Albert Street. June 2019

³ *ibid*

⁴ 93% of 42 residents surveyed. Modernising Waste Collection in the World Heritage Area, Transport Environment Committee 29.09.11

5.2 Increasing Recycling Capacity

Residents with a disjointed waste service (i.e. properties using on-street communal bins for non-recyclable waste and individual red-blue boxes for recycling) tend to recycle less than those with a unified service across all waste streams e.g. GPB properties with recycling boxes.

Advantages of a unified service are evidenced, whereby services are fully individual or communal, across all waste streams. Residents using on-street communal bins for non-recyclable waste, yet use recycling boxes at home, cannot recycle with the same time flexibility as they can dispose of non-recyclable waste. They also present red and blue boxes on alternative weeks, which negatively impacts participation in recycling.

Waste stream	Weekly capacity per property (L)	
	Current Service	'Hub' proposal median ⁵
Non-recyclable waste (NRW)	200 (GPB)	155
Dry mixed recycling (DMR)	22 (Red box)	155
Glass	22 (Blue Box)	13
Food waste	23 (caddy)	13
Total	266	336

Table 2. Current and Proposed Capacity by waste stream (% change)

Red boxes are presented at an average weekly rate of 29% and blue boxes at an average weekly rate of 13%. Laudable attempts to recycle cannot be fulfilled by the inadequate capacity provided by red boxes, leading residents to present recycling waste inappropriately (Figure 9, left). Residential recycling waste has increased significantly commensurate with the uptake of online shopping (e.g. Amazon). Such quantities of recyclable materials are adequately serviced with kerbside or communal wheeled bins, which provide a weekly capacity of at least 120L.

Blue boxes are presented at a negligible rate (13%), since plastics are more common than glass among packaging waste. Glass tends to be stored for longer due to surplus box capacity.

'Hub' proposals increase weekly capacity for mixed recycling, while removing surplus capacity for glass and NRW (Table 2). Hubs better reflect resident demand, provide a balanced service (Figure 10) and facilitate positive behaviours.

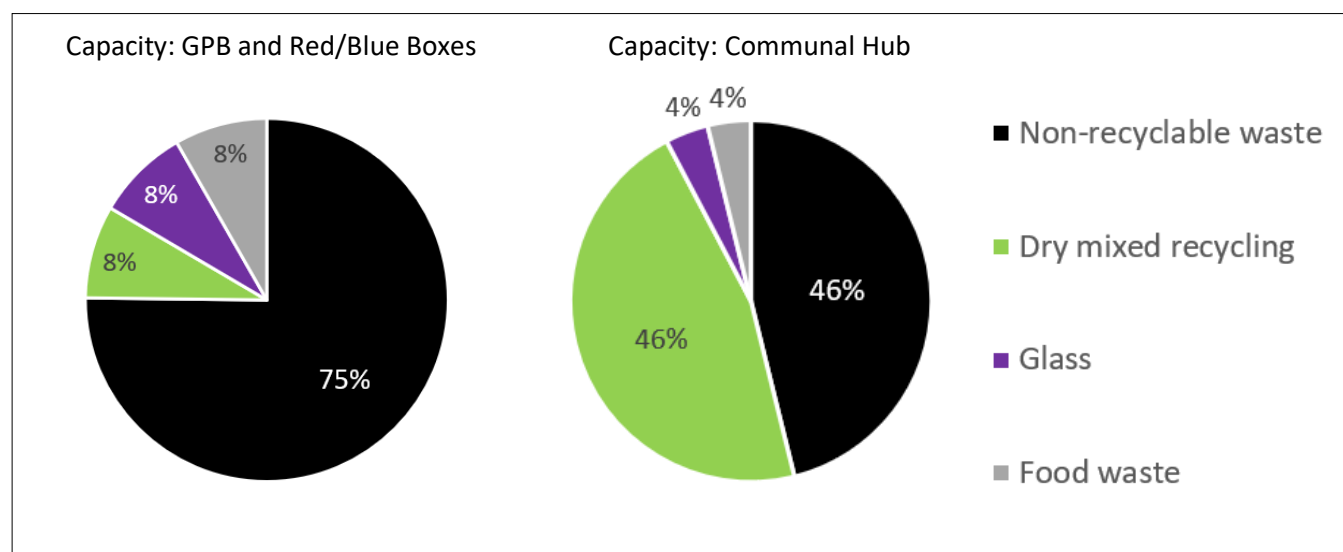


Figure 10. Capacity proportions by service type, per property. Communal hubs provide a better balance between streams and dedicates over half of capacity for recyclable waste

⁵ Proposed figures for NRW and DMR are 140-170L and 5-20L for glass and food. % change is calculated from median values. Transport and Environment Committee 27th February 2020

5.3 Airbnb Priority

All streets with the highest GBP presentation rates (35-55%) are in 'low' Airbnb density areas (Figure 11). Conversely, streets with the lowest presentation rate (0-15%) are mostly located in 'high' and 'very high' Airbnb density area or are immediately adjacent to them (Figure 11).

Transitory populations are unlikely to be aware of GBP procedures and waste generated at Airbnb properties requires servicing between guests, which is often daily. 'Hubs' are simple to use, provide recycling facilities and can be accessed 24/7.

'Hubs' are better placed to adapt to fluctuating demand, typical in areas with a high density of Airbnb properties.

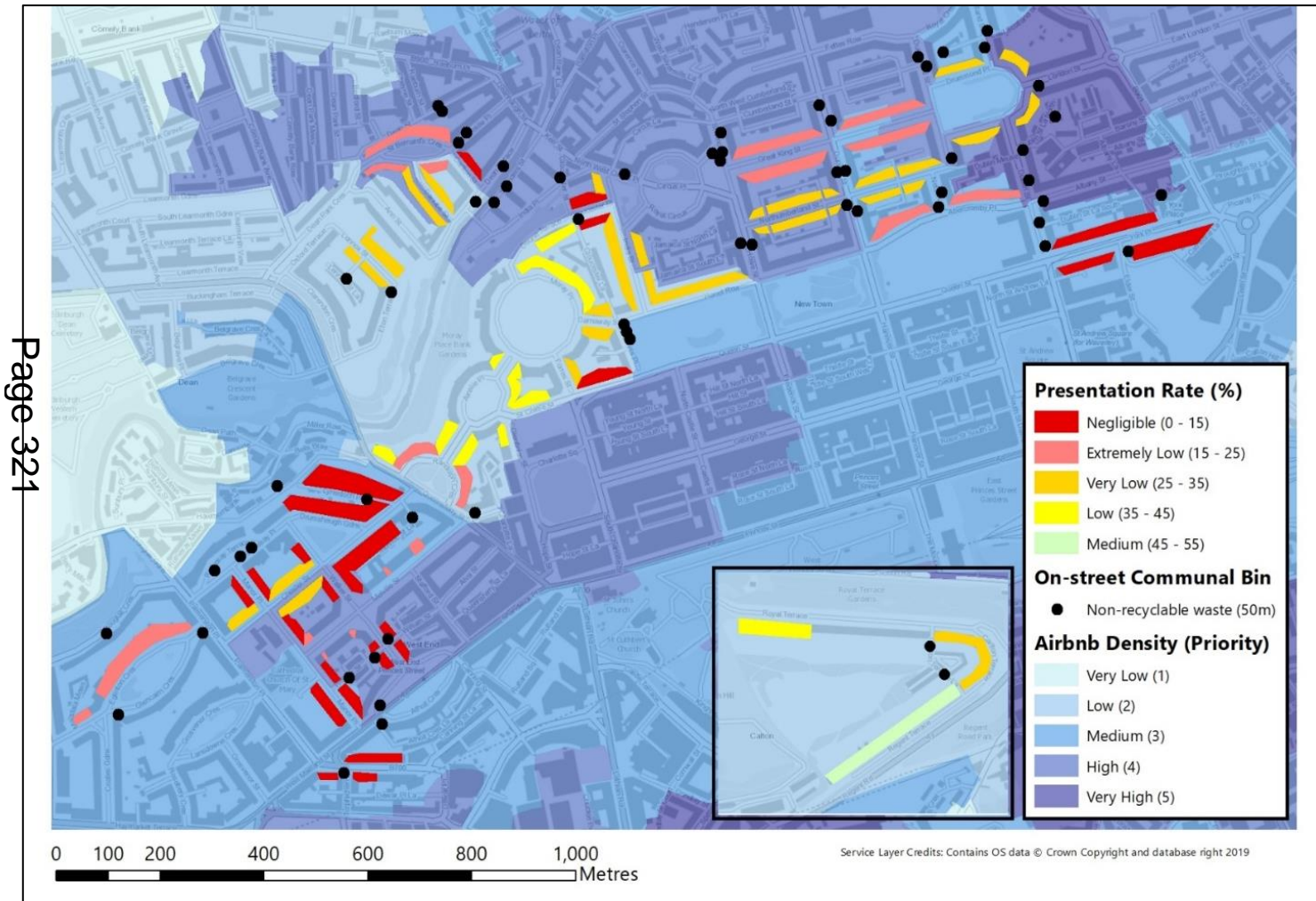


Figure 11. Airbnb Density (Priority) & GBP Presentation Rate

5.4 Visual Impact

A previous assessment by Historic Environment Scotland and Edinburgh World Heritage suggests that communal bins can work well in sensitive areas, such as the World Heritage Site, if certain conditions are met, including 6:

- Preferred bin locations used: within car parking bays, against parks or gardens (straight or concave curves), in front of tenement entrances, side streets/mews/gables
- Rationalised approach: communal hubs serve multiple streets, when appropriate

The containerisation consultation states that bins combined with recycling units are often more visible, however recycling units are required by 'hub' locations for them to provide statutory obligation for recycling provision. In the 2011 trials, larger 3200L side-loading bins were used, but future communal bin 'hubs' will be composed of smaller bins (1280L, 360L and 240L) which will help to mitigate visual impact. Moreover, the increased frequency of collections preferred by the CBR, minimises the number of on street bins required, further reducing visual impact.

Efforts to minimise visual impact of on-street communal hub will be assessed during the development of proposed locations within the World Heritage Sites. EIA screening and applications for Certificate of Lawfulness will be at the centre of planning proposals, including for any required additional infrastructure, such as coralling.



Figure 11. A well-positioned on-street communal bin, but lacking recycling options. As part of the CBR larger side-loading bins (3200L) will be replaced with smaller 1280L communal bins and recycling provision added at each 'hub' location, see figure 10. Visual impact of communal 'hubs' can be minimised, following EIA, WHS and HES bin location guidance.

Photo source: Containerisation Trial Report, Oct 2011

⁶ Containerisation Trials within the Old and New Towns of Edinburgh World Heritage Site – October 2011 (Modernising Waste Collection in the World Heritage Area, Transport Environment Committee 29.09.11)

5.5 Health & Safety

Health, safety and wellbeing of essential front-line workers is paramount, especially in the present context of the ongoing COVID-19 crisis. There is a renewed relevance of health and safety for the current procedure of collecting GPBs which requires workers to reach into bags for collection, without being able to see its contents. This poses a health and safety risk for sharps (broken glass, needles etc.), under normal circumstances and appropriate risk assessments are in place. During the present COVID-19 crisis there is a new threat of inappropriately disposed non-recyclable waste from residents with COVID-19 symptoms. Though a COVID-19 risk assessment is being used, removal of the GPB service will further reduce avoidable hand contact with hazardous waste, via containerisation.

Furthermore, in the case of recycling boxes, size is limited to minimise strain from a manual handling perspective. However, inadequate capacity for recycling is provisioned leading to extra waste being presented inappropriately (black bags, loose material outwith red boxes, see figure 9) at an unacceptable rate. 'Hub' container locations increase recycling capacity and help to reduce such inappropriate presentation at the kerbside, mitigating health and safety risks.

Gull-proof and black bags are the only non-recyclable waste stream across the City of Edinburgh's service which require direct hand contact with disposable plastic bags for collection. Replacing the GPB service with on-street communal 'hubs' will help to mitigate multiple health and safety risks for essential front-line staff, during and beyond the COVID-19 crisis.

6. SWOT Analysis				
Service (Stream)	Strengths	Weaknesses	Opportunities	Threats
On-street Communal hubs (recycling and non-recyclable waste)	<ul style="list-style-type: none"> • Improve recycling rates - all waste streams available at every hub location • Waste and recycling better contained • Consistency of service for all residents in high-density and tenement areas • Complaints can be logged to a specific bin, online by residents. Allows for quicker responses. • Affords itself to more dynamic route planning, at city-wide scale (efficient use of resources) • Waste and recycling can be disposed and sorted at any time • Easier to use for transitory population than other methods 	<ul style="list-style-type: none"> • Further distance for presentation (within acceptable limits) • Loss of car parking (usually kept to a minimum). Opportunity for electric vehicle (EV) and active travel options (see right) • Anyone can use on-street bins including trade waste abuse – dumping of items 	<ul style="list-style-type: none"> • Flexibility & futureproofing: bin no./type/size can be changed in the future if demand changes (e.g. Scottish Government Deposit Return Scheme 2022). • ‘Hubs’ can potentially share street locations with EV and bicycle parking infrastructure • Re-use of GPBs & containers for other applications (or for residents to carry recycling waste to hubs) 	<ul style="list-style-type: none"> • Visual impact from placement, infrastructure and graffiti (can be mitigated)

Service (Stream)	Strengths	Weaknesses	Opportunities	Threats
Gull Proof Bags (Non-Recyclable Waste)	<ul style="list-style-type: none"> • Shortest distance for presentation • If GPBs are not mis-used, reduction of bins on-street • Visual impact mitigation 	<ul style="list-style-type: none"> • Collection crew H&S, manual handling of black bags (sharps & COVID-19). Solid containers preferred - to protect staff and pavement users against waste hazards • Poor presentation rate. Nearby on-street wheeled communal bins are used instead (details in report) • Extra time required to empty sacks (inefficient use of resource) • Residents only able to present bags once per week • Airbnb / transitory population not familiar with GPB presentation procedures 		<ul style="list-style-type: none"> • New H&S consideration for COVID-19 waste management • Potential obstruction to pavement, impacting efforts to increase active travel, accessibility issues (Spaces for People) • Railings are protected features of listed buildings and potential damage implications of long-term hanging waste, especially for heavy waste (not designed fit for purpose). Risk of damage to historically valuable environment • Sacks left out between collections in some places (attract litter and unsightly)

Service (Stream)	Strengths	Weaknesses	Opportunities	Threats
Red-Blue Boxes (Recycling)	<ul style="list-style-type: none"> • Short distance for presentation • Reduction in bins on street (box recycling capacity not fit for purpose) 	<ul style="list-style-type: none"> • Inadequate size. Not large enough to hold average recycling waste capacity (see details in report). • Extra presentation of inappropriate bags, boxes, loose etc.: H&S, littering & visual impact issues • Staff H&S, manual handling, extra bending etc. • Residents can only present once per week 	<ul style="list-style-type: none"> • Containers can be used by residents to carry recycling to communal bins 	<ul style="list-style-type: none"> • Potential obstruction to pavement, impacting efforts to increase active travel, accessibility issues (Spaces for People)

Transport and Environment Committee

10.00am, Thursday, 22 April 2021

Future Provision of Public Conveniences

Executive/routine Wards Council Commitments	Executive 1, 2, 5, 6, 8, 9,10, 11, 12, 13, 15, 17
---	--

1. Recommendations

- 1.1 It is recommended that Transport and Environment Committee:
 - 1.1.1 Approves the approach for the future provision of public conveniences in Edinburgh set out in paragraphs 4.3 - 4.10;
 - 1.1.2 Notes the assessment of the existing facilities and gaps in existing provision as set out in Appendix 1;
 - 1.1.3 Notes that it is intended to focus initially on provision of public conveniences in premier parks which do not currently have facilities;
 - 1.1.4 Notes the estimated investment required to create new or refurbish public conveniences; and
 - 1.1.5 Notes the requested information on reopening all of the Council's existing public conveniences while the COVID-19 restrictions remain in place.

Paul Lawrence

Executive Director of Place

Contact: Andy Williams, Waste and Cleansing Manager

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

Future Provision of Public Conveniences

2. Executive Summary

- 2.1 This report sets out plans for future provision of public conveniences in Edinburgh and seeks approval to progress with focusing on ensuring there are appropriate facilities in premier parks in the first instance.
- 2.2 The report also provides an update on the costs and associated arrangements required to reopen all of the Council's existing public conveniences from April 2021, as requested by Council on 12 March 2021.

3. Background

- 3.1 On [6 October 2020](#), the Policy and Sustainability Committee noted the approach set out for developing a public convenience strategy and approved commencement of assessment of possible locations for new/or improved public convenience facilities.
- 3.2 Committee also:
 - 3.2.1 Noted that communication of community facilities was key to any community toilet scheme and agreed to a revised Community Scheme, including communications and signage campaign, being included within the public convenience strategy;
 - 3.2.2 Agreed to provide a review of the facilities within the Community Toilet Scheme.
- 3.3 On 16 December 2020, the Council's Equalities Working Group requested that the public convenience strategy fully considers equalities and that access to conveniences across the city is considered in the strategy.
- 3.4 At its meeting on 12 March 2021, Council agreed that this report should include costings on reopening facilities in both a COVID context and as part of the wider public convenience strategy.

4. Main report

- 4.1 As set out in the report to Committee in October 2020, the age and design of the Council's public conveniences means many are no longer fit for purpose, nor are they necessarily in the best locations for residents and visitors.
- 4.2 Whilst public toilets are not a statutory service, it is generally expected that there will be facilities in areas where people are likely to visit or spend a sustained amount of time.

Future Provision of Public Conveniences

- 4.3 As the availability of public conveniences often makes an area more viable to visit for a longer period of time, it is proposed to focus the Council's provision in future to the following areas:
 - 4.3.1 Premier parks;
 - 4.3.2 At locations which are promoted as places for a higher number of visitors (e.g. Portobello beach or the Pentland Hills Regional Park);
 - 4.3.3 Each of Edinburgh's official town centres; and
 - 4.3.4 Travel centres where people arrive after journeys on which facilities are typically limited.
- 4.4 The October report highlighted that new or refurbished facilities should:
 - 4.4.1 Provide an opportunity to introduce features that reduce the spread of viruses (e.g. non-touch flushes and taps), reduce anti-social behaviour and potentially provide additional space for productive use which will can add value in terms of either revenue or utility value of the building;
 - 4.4.2 Provide gender neutral toilets which are easy to clean and allow easier management of physical distancing (given that all toilets would be individual contained units) whilst maintaining proper privacy and dignity and are cost effective;
 - 4.4.3 Allow charging to be considered, with a contactless entry approach;
 - 4.4.4 Ensure facilities are fitted with sustainable features, are Disability Discrimination Act (DDA) compliant and provide Changing Places facilities where possible; and
 - 4.4.5 Provide an opportunity to assess possible addition of space for a concession, such as a small café to allow for enhanced maintenance funding and more footfall around the facilities.

Premier Parks and Higher Footfall Locations

- 4.5 For premier parks and locations where footfall is expected to be higher, it is proposed to either:
 - 4.5.1 Create new toilet premises;
 - 4.5.2 To adapt current buildings to allow toilets to be installed; or

4.5.3 To upgrade existing facilities to meet with the standards expected.

- 4.6 For the Pentland Hills Regional Park, their Committee recently applied for funding for the purchase of accessible toilets. These facilities have been designed to meet the standard expected (as set out in paragraph 4.4). If funding is approved, it is anticipated that a small fee could be introduced for use of the toilets to help to meet the annual cost of maintenance.

Town Centres

- 4.7 In town centres, it is considered that purpose-built toilet blocks with small cafés would provide unnecessary additional competition to local businesses, and gap sites are likely to be difficult to find.
- 4.8 It is therefore suggested that the approach taken would be to include provision of public conveniences within the multi-service ‘hubs’ which will be created in town centres as part of the 20 minute neighbourhood approach. This will particularly support disabled and elderly citizens looking to access Council services.

Travel Centres

- 4.9 Public conveniences are already established in the city’s main travel centres – Edinburgh Waverley and Haymarket Train Stations and Edinburgh Bus Station. The facilities within the train stations are maintained by Network Rail.
- 4.10 It is proposed to consider communication and signage towards these locations as part of the wider strategy for communicating the locations of public conveniences in the city.

Additional Considerations

- 4.11 The [City of Edinburgh District Council Order Confirmation Act 1991](#) Part VI (which is an Act of Parliament) specifies what buildings can be erected on The Meadows, Bruntsfield Links, Leith Links, Inverleith Park, Princes Street Gardens and Calton Hill. Whilst public conveniences are included in this list, ancillary uses such as cafes are not.
- 4.12 This may limit the commercial opportunities available within the premier parks if new facilities are required. If a café is to be included in these premier parks, developing existing buildings (within the current footprint) is likely to be the only option.
- 4.13 A further consideration will be the number of toilet cubicles required, as it will be essential to balance the cost to create and run the facilities with providing a sufficient number of cubicles for busy times. The Council currently has people counting information in some existing facilities and it is proposed to base the assessment of future requirements on the footfall data gathered.
- 4.14 There may be a desire for other local communities to have toilets in their local parks. It is proposed that these be assessed on a case by case basis and other opportunities explored where possible (for example community ownership) in order to ensure that these facilities can be maintained on a sustained basis.

- 4.15 There are some locations that have more than one toilet currently (e.g. Princes Street Gardens) or where locations fall into the seaside and town centre categories (e.g. South Queensferry and Portobello). It is proposed to utilise footfall data to establish if these facilities all continue to be required, or whether there is scope to consolidate these facilities into single sites.
- 4.16 It should be noted that there are other public conveniences or access to other facilities in other locations in the city, but this analysis is focused on the facilities which are owned or managed by the Council.

Analysis of Existing Provision

- 4.17 An assessment of the current provision of the publicly accessible toilets (public conveniences and Community Toilet Scheme), in terms of how they fit with the plans set out above, has identified where:
- 4.17.1 There are gaps in quality;
- 4.17.2 Facilities are no longer fit for purpose; and
- 4.17.3 There is little or no provision currently.
- 4.18 The details of this analysis are shown in Appendix 1. For the purposes of this analysis, all of the existing facilities have been considered irrespective of whether they are currently open or closed (due to COVID-19).
- 4.19 The analysis shows that almost all of the Council's current facilities require investment to align them to the priorities set out above.

Colinton Public Convenience

- 4.20 The analysis of existing provision shows that the public convenience at Colinton sits outside the terms of the proposed plans. It is suggested that this location be discussed with local stakeholders to consider whether there is potential for a community asset transfer. If this is not possible, then a further decision would need to be made by Committee on whether to maintain the facility (outside of the plans for future provision) or close it.

Community Toilet Scheme

- 4.21 The Community Toilet Scheme utilises local buildings (such as libraries and leisure centres) and a small network of local businesses to offer the use of toilets within their premises for the general public to use (in the case of local businesses, without the need to purchase anything). Generally, these are in local town centres.
- 4.22 Businesses currently included within the Community Toilet Scheme receive an annual payment of £500.
- 4.23 However, it is proposed in future to phase out the business element of the Community Toilet Scheme, as multi-hubs within neighbourhoods become established. The Council will continue to promote where Council buildings have toilets which are available for public use.
- 4.24 In the meantime, it is proposed to continue to offer the Community Toilet Scheme and improve communications with businesses and citizens regarding this initiative.

Consideration will also be given to how local signage can be improved to allow residents and visitors to locate Community Toilet facilities. This work will obviously not be possible until such a time as the COVID-19 restrictions on the use of businesses allow this.

Use of Public Spaces for Events and Filming

- 4.25 The Culture and Communities Committee on [16 March 2021](#) considered an update on the engagement on the Public Spaces Management Plan.
- 4.26 A working group will now progress with developing a guidance document for the use of public spaces for events and filming and will consider arrangements for public conveniences as part of their work. The output of this work will be presented to Culture and Communities Committee on 14 September 2021.

Re-opening Public Conveniences which have been closed due to COVID-19

- 4.27 In response to COVID-19, the Scottish Government published [guidance](#) on the opening of public and customer toilets on 27 June 2020. At the time of writing this report, this guidance remains valid. 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 continue to be deemed by officers to be higher due to the age and design of public conveniences in the city.
- 4.28 On 12 March 2021, Council agreed funding to maintain the opening of seven public conveniences, which were re-opened in July 2020 with additional measures in place to reduce the risk of COVID-19 transmission within these facilities.
- 4.29 The report to Policy and Sustainability Committee in October 2020 set out the measures which would be required to reopen the remaining nine public conveniences which are currently closed.
- 4.30 To reopen the remaining nine facilities with the additional measures (as set out in Appendix 2) which are in place in the facilities which are currently open is estimated to cost around £6,300 per week.
- 4.31 Further, there will also be costs associated with additional signage, Personal Protective Equipment (PPE), regulatory testing and cleaning supplies as well as for repairs to the fabric of some of the buildings given many have now been closed for over a year.
- 4.32 As detailed in October some facilities, such as those at the West End of Princes Street Gardens, cannot currently be re-opened as it is not possible to put adequate physical distancing measures in place at this location. Further facilities closed prior to COVID-19 will also not be re-opened.
- 4.33 However, it is expected that the Scottish Government will take a cautious approach to easing COVID-19 measures over the coming months.
- 4.34 At the time of writing, the Pentland Hills Regional Park are considering applying for funding from NatureScot to install temporary public conveniences within the Regional Park in time for the spring/summer season 2021. It is anticipated that any

funding could be used for the hire of facilities and for the on-going cleaning for the spring/summer visitor season.

- 4.35 In summer and autumn 2020 residents living around the Meadows reported experiencing anti-social behaviour, with people urinating in public places, especially in good weather. It is intended to continue with the measures put in place previously to support residents and to work with Police Scotland on this by, increasing the opening hours of public conveniences during good weather (this is dependent on staff agreeing to work overtime, often at short notice, so is not always possible) and increased cleaning in the area.
- 4.36 Whilst not specific to public conveniences the Scottish Government has outlined some broad timings for Scotland moving into Level 1 at the start of June and further relaxation across areas of the economy and society and moving into Level 0 from the end of June.
- 4.37 As the guidance is updated, officers will review this to determine whether the current measures for public conveniences can be eased and whether an approach of enhanced cleaning could be adopted.
- 4.38 In addition, as the Council plans for reopening of Libraries and Community Centres and works closely with Edinburgh Leisure on the reopening of their centres, consideration will be given to the reopening of their toilets for use by the public.
- 4.39 Officers have previously reviewed alternatives to using the Council's existing facilities, such as 'portaloos'. However, with the additional measures required and/or significant additional cost for the hire of 'portaloos' these have not been progressed.
- 4.40 Other Local Authorities have taken a wide range of approaches to their public conveniences. These range from having all public conveniences remaining closed, through a mixed approach (as has been taken in Edinburgh), to some where all of the Council run facilities are open (with either additional staff or enhanced cleaning). It should also be noted that not all facilities are buildings, as is the case in Edinburgh.

5. Next Steps

- 5.1 If Committee approves the plans for future provision, as set out above, the initial focus will be on exploring funding and/or opportunities to work with partners to ensure appropriate provision of public conveniences in premier parks which do not currently have any facilities, such as Leith Links and Inverleith Park, whilst acknowledging the restrictions outline in Section 4.7. In addition, discussions would begin with local stakeholders on the future of the Colinton public convenience.
- 5.2 The approach set out in the report aligns closely with the Thriving Green Spaces project which was approved by the Culture and Communities Committee on [26 January 2021](#)
- 5.3 . This project is currently in its development phase, collecting and collating information, data, ideas, opinions and evidence across a range of workstreams, but

the importance of public toilets will be taken into consideration when determining it's focus areas.

- 5.4 The guidance being developed for use of public spaces for events and filming will include details of expectations in respect of public conveniences.
- 5.5 The requirement for public conveniences will be incorporated into the work being undertaken to identify local 'hubs' as part of the 20 minute neighbourhood approach.
- 5.6 Officers will continue to review the Scottish Government guidance for public conveniences and will assess the impact of any changes on the existing arrangements for public conveniences in the city.

6. Financial impact

- 6.1 The creation of any new (or refurbished) toilet facilities will require capital funding. It is estimated that around £250,000 would be sufficient to create a purpose-built toilet facility although the exact costs will depend the location, scale and whether there is an existing building which can be used. A similar sum may be required for refurbished buildings depending on the scale of changed required.
- 6.2 Capital funding of up to £5m will need to be identified in order to deliver all of the new or improved facilities outlined in Appendix 1. If the plans for future provision are approved, officers will commence work to identify external funding sources that help deliver this investment.
- 6.3 Where new toilet blocks are created in parks, it is proposed to include concessions within the facility and two models of maintenance could be considered to address on-going revenue costs – either the concessionaire could be service tenants who are responsible for the maintenance of the toilets; or the lease costs could off-set the running costs of the toilet facility.
- 6.4 Where toilets within Council buildings/hubs are used then the additional revenue costs will be marginal as they will already be being maintained by Facilities Management. Any such revenue costs would be considered as part of the business case for each building.

7. Stakeholder/Community Impact

- 7.1 An interim integrated impact assessment has been undertaken. This has identified the key topics/subject areas that need to be consulted on when new toilets are being considered and the facilities at each location determined.
- 7.2 A consultation will be undertaken in line with Scottish Government guidelines at every new/refurbished toilet facility.
- 7.3 Many of the Council's public conveniences are not compliant with the current DDA requirements. Any refurbished or new facilities should all be compliant with the current DDA requirements and there is an opportunity to include Changing Places at these locations to ensure that they are accessible for all.

8. Background reading/external references

- 8.1 Edinburgh's [Public Parks and Gardens Strategy 2006](#).

9. Appendices

- 9.1 Appendix 1: Analysis of current public convenience provision aligned to proposed plans for future provision
- 9.2 Appendix 2: Measures required to reopen public conveniences during the COVID-19 pandemic

Appendix 1 – Analysis of current public convenience provision aligned to proposed plans for future provision

Current Location	Aligned to plans for future provision	Accessible toilets	Assessment for Future Provision
Princes Street Gardens – West End	Premier Park	Yes	Maintain current facility: Yes Investment required: Yes
Princes Street Gardens – Ross Bandstand	Premier Park	Yes	Maintain current facility: Yes Investment required: Yes
The Meadows - Hope Park	Premier Park	Yes	Maintain current facility: No Investment required: Yes
Bruntsfield Links	Premier Park	Yes	Maintain current facility: No Investment required: Yes
Saughton Park – Courtyard	Premier Park	Changing Place facility	Maintain current facility: Yes Investment required: No
Pentland Hills – Harlaw	Higher Visitor Numbers	No	Maintain current facility: No Investment required: Yes
Lauriston Castle	Higher Visitor Numbers	No	Maintain current facility: No Investment required: Yes
Portobello – Pipe Lane	Higher Visitor Numbers	Yes	Maintain current facility: No Investment required: Yes
Portobello – Bath Street	Town Centre	Yes	Maintain current facility: No Investment required: yes Align with 20 minute neighbourhood programme
South Queensferry – Hawes Pier	Higher Visitor Numbers	No	Maintain current facility: No Investment required: Yes
South Queensferry – High Street	Town Centre	Yes	Maintain current facility: No Investment required: yes Align with 20 minute neighbourhood programme
Cramond	Higher Visitor Numbers	No	Maintain current facility: No Investment required: Yes

Castlehill – 386 Castlehill	Higher Visitor Numbers	No	Maintain current facility: No Investment required: Yes Align with 20 minute neighbourhood programme
Castle Terrace – NCP car park	Higher Visitor Numbers	Yes	Maintain current facility: No Investment required: No
Leith/Leith Walk – Taylor Gardens	Town Centre	Yes	Maintain current facility: No Investment required: Yes Align with 20 minute neighbourhood programme
Stockbridge – Hamilton Place	Town Centre	yes	Maintain current facility: No Investment required: yes Align with 20 minute neighbourhood programme
Nicolson Street – Nicolson Square	Town Centre	Yes	Maintain current facility: No Investment required: yes

Toilet locations which do not align with proposed plans for future provision

Colinton	300 A Colinton Road
----------	---------------------

Identified Gaps in Future Provision.

Location	Strategic Location	Facilities Required
Inverleith Park	Premier Park	Yes
Leith Links	Premier Park	Yes
Calton Hill	Premier Park	No, seek access to toilets in Gallery
Corstorphine	Town Centre	Align with 20 minute neighbourhood programme
Morningside/Bruntsfield	Town Centre	Align with 20 minute neighbourhood programme

Tollcross	Town Centre	Align with 20 minute neighbourhood programme
-----------	-------------	--

Appendix 2: Measures required to reopen public conveniences during the COVID-19 pandemic

There are currently measures and costs 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; and
- 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).

Transport and Environment Committee

10am, Thursday, 22 April 2021

Internal Audit: Overdue Findings and Key Performance Indicators as at 10 February 2021 – referral from the Governance, Risk and Best Value Committee

Executive/routine
Wards
Council Commitments

1. For Decision/Action

- 1.1 The Governance, Risk and Best Value Committee has referred the attached report to the Transport and Environment Committee for information.

Andrew Kerr

Chief Executive

Contact: Martin Scott / Natalie Le Couteur, Committee Services, Strategy and Communications Division, Chief Executive's Service

E-mail: martin.scott@edinburgh.gov.uk / Natalie.le.couteur@edinburgh.gov.uk

Referral Report

Internal Audit: Overdue Findings and Key Performance Indicators as at 10 February 2021 – referral from the Governance, Risk and Best Value Committee

2. Terms of Referral

- 2.1 On the 23 March 2021 the Governance, Risk and Best Value Committee (GRBV) considered a report on Internal Audit Overdue Findings and Key Performance Indicators as at 10 February 2021, which provided an overview of the status of the overdue Internal Audit (IA) findings as at 10 February 2021. A total of 115 open IA findings remained to be addressed across the Council as at 10 February 2021. This included the one remaining historic finding and excluded open and overdue Internal Audit findings for the Edinburgh Integration Joint Board and the Lothian Pension Fund.
- 2.2 The Governance, Risk and Best Value Committee agreed:
- 2.2.1 To note the status of the overdue Internal Audit (IA) findings as at 10 February 2021.
- 2.2.2 To refer the report to the relevant Council Executive committees and the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.
- 2.2.3 To agree to revise the timescale on outstanding action 107 which had a 2024 close date to an earlier date.
- 2.2.4 To agree that the 30 outstanding actions which were over a year old would return to GRBV for scrutiny in May 2021 or later subject to the Chief Internal Auditor and Convenor of GRBV's discussion

3. Background Reading/ External References

- 3.1 [Governance, Risk and Best Value Committee – 23 March 2020– Webcast](#)
- 3.2 Minute of the Governance, Risk and Best Value Committee - 23 March 2021

4. Appendices

Appendix 1 – report by the Chief Internal Auditor

Governance, Risk and Best Value Committee

10:00am, Tuesday, 23 March 2021

Internal Audit: Overdue Findings and Key Performance Indicators as at 10 February 2021

Item number

Executive/routine

Executive

Wards

Council Commitments

1. Recommendations

1.1 It is recommended that the Committee:

- 1.1.1 notes the status of the overdue Internal Audit (IA) findings as at 10 February 2021; and,
- 1.1.2 refers this paper to the relevant Council Executive committees and the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.

Lesley Newdall

Chief Internal Auditor

Legal and Risk Division, Resources Directorate

E-mail: lesley.newdall@edinburgh.gov.uk | Tel: 0131 469 3216

Internal Audit: Overdue Findings and Key Performance Indicators as at 10 February 2021

2. Executive Summary

Open and overdue Internal Audit findings

- 2.1 Following the Corporate Leadership Team (CLT) decision to temporarily reallocate capacity within directorates to prioritise focus on the closure of IA findings in November 2021, IA has noted a consistent increase in the number of overdue findings and management actions now proposed for closure by management, mainly driven by the Place and Resource Directorates. However, this is offset by an ongoing increase in the overall number of findings and management actions becoming overdue.
- 2.2 During the period 30 October 2020 to 10 February 2021 a total of 29 findings (14 open and 15 overdue) and 72 management actions have been closed following review by IA, within a positive monthly trend evident in the number of management actions closed.
- 2.3 There has been no significant change in the historic ageing profile of overdue findings, although there is a consistent increase evident in the number of findings less than 90 days overdue and the number of management actions where the latest implementation date has been missed. This confirms that ongoing focus is required to ensure that future implementation dates are achieved and not missed.
- 2.4 Further detail on the monthly trends in open and overdue findings is included at Appendix 1.

Ownership

- 2.5 Ownership of open IA findings previously owned by the former Executive Director of Communities and Families and Head of Strategy and Communications have now been reallocated to relevant Senior Managers.

Current position as at 10 February 2021

- 2.6 A total of 115 open IA findings remain to be addressed across the Council as at 10 February 2021. This includes the one remaining historic finding and excludes open

and overdue Internal Audit findings for the Edinburgh Integration Joint Board and the Lothian Pension Fund.

- 2.7 With regard to resolution of the 26 historic overdue findings reopened in June 2018, only one overdue finding remains and validation of this is in progress.
- 2.8 During the period a total of 29 findings (14 open and 15 overdue) and 72 management actions have been closed across the Council following review by IA.
- 2.9 Of the 115 currently open IA findings:
 - 2.9.1 a total of 47 (41%) are open, but not yet overdue;
 - 2.9.2 68 (59%) are currently reported as overdue as they have missed the final agreed implementation dates. This reflects an increase of 11% in comparison to the October 2020 position (48%).
 - 2.9.3 68% of the overdue findings are more than six months overdue, reflecting a decrease of 4% in comparison to October 2020 (72%) with 24% aged between six months and one year and 44% more than one year overdue.
 - 2.9.4 evidence in relation to 20 of the 68 overdue findings is currently being reviewed by IA to confirm that it is sufficient to support closure; and
 - 2.9.5 48 overdue findings still require to be addressed.
- 2.10 The number of overdue management actions associated with open and overdue findings where completion dates have been revised more than once since July 2018 is 74, reflecting a decrease of 4 when compared to the October 2020 position. This excludes the four-month date extension that was applied to reflect the impact of Covid-19.

Key Performance Indicators

- 2.11 Recognising the impacts of Covid-19, IA key performance indicators (KPIs) have not been applied to audits completed by IA during the current plan year, however IA has noted an increase in the time required to agree and finalise IA reports.
- 2.12 It is also acknowledged that IA is currently taking longer to respond to increased volumes of requests to validate closure of management actions whilst progressing delivery of the 2020/21 annual plan.

3. Background

- 3.1 Overdue findings arising from IA reports are reported monthly to the Corporate Leadership Team (CLT) and quarterly to the GRBV Committee.
- 3.2 This report specifically excludes open and overdue findings that relate to the Edinburgh Integration Joint Board (EIJB) and the Lothian Pension Fund (LPF). These are reported separately to the EIJB Audit and Assurance Committee and the Pensions Audit Sub-Committee respectively.

- 3.3 Findings raised by IA in audit reports typically include more than one agreed management action to address the risks identified. IA methodology requires all agreed management actions to be closed in order to close the finding.
- 3.4 The IA definition of an overdue finding is any finding where all agreed management actions have not been evidenced as implemented by management and validated as closed by IA by the date agreed by management and IA and recorded in relevant IA reports.
- 3.5 The IA definition of an overdue management action is any agreed management action supporting an open IA finding that is either open or overdue, where the individual action has not been evidenced as implemented by management and validated as closed by IA by the agreed date.
- 3.6 Where management considers that actions are complete and sufficient evidence is available to support IA review and confirm closure, the action is marked as 'implemented' by management on the IA follow-up system. When IA has reviewed the evidence provided, the management action will either be 'closed' or will remain open and returned to the relevant owner with supporting rationale provided to explain what further evidence is required to enable closure.
- 3.7 A 'started' status recorded by management confirms that the agreed management action remains open and that implementation progress ongoing.
- 3.8 A 'pending' status recorded by management confirms that the agreed management action remains open with no implementation progress evident to date.
- 3.9 An operational dashboard has been designed to track progress against the key performance indicators included in the IA Journey Map and Key Performance Indicators document that was designed to monitor progress of both management and Internal Audit with delivery of the Internal Audit annual plan. The dashboard is provided monthly to the Corporate Leadership Team to highlight any significant delays that could potentially impact on delivery of the annual plan.

4. Main report

- 4.1 The 115 open IA findings across the Council have been split into the following two categories to enable separate monitoring and reporting of the historic findings that were reopened in June 2018:
 - 4.1.1 Current findings (114 in total) shows progress with findings raised, tracked, and reported on as part of the routine IA assurance cycle; and
 - 4.1.2 Historic overdue findings (1 in total) highlight progress with closure of the 26 historic findings that were reopened in June 2018.
- 4.2 A total of 68 open IA findings (67 current and 1 historic) are overdue.
- 4.3 The movement in open and overdue IA findings during the period 30 October 2020 to 10 February 2021 is as follows:

Analysis of changes between 30/10/20 and 10/02/2021					Analysis at 10/02/2021	
	Position 30/10/20	Added	Closed	Position 10/02/21	Current	Historic reopened
Open	126	3	(14)	115	114	1
Overdue	61	15	(8)	68	67	1

Current Overdue Findings

- 4.4 Of the 115 currently open findings, 68 (59%) comprising 19 High; 39 Medium; and 10 Low rated findings are now 'overdue'.
- 4.5 However, IA is currently reviewing evidence to support closure of 20 of these findings (6 High, 10 Medium and 4 Low), leaving a balance of 48 overdue findings (13 High; 29 Medium; and 6 Low) still to be addressed.

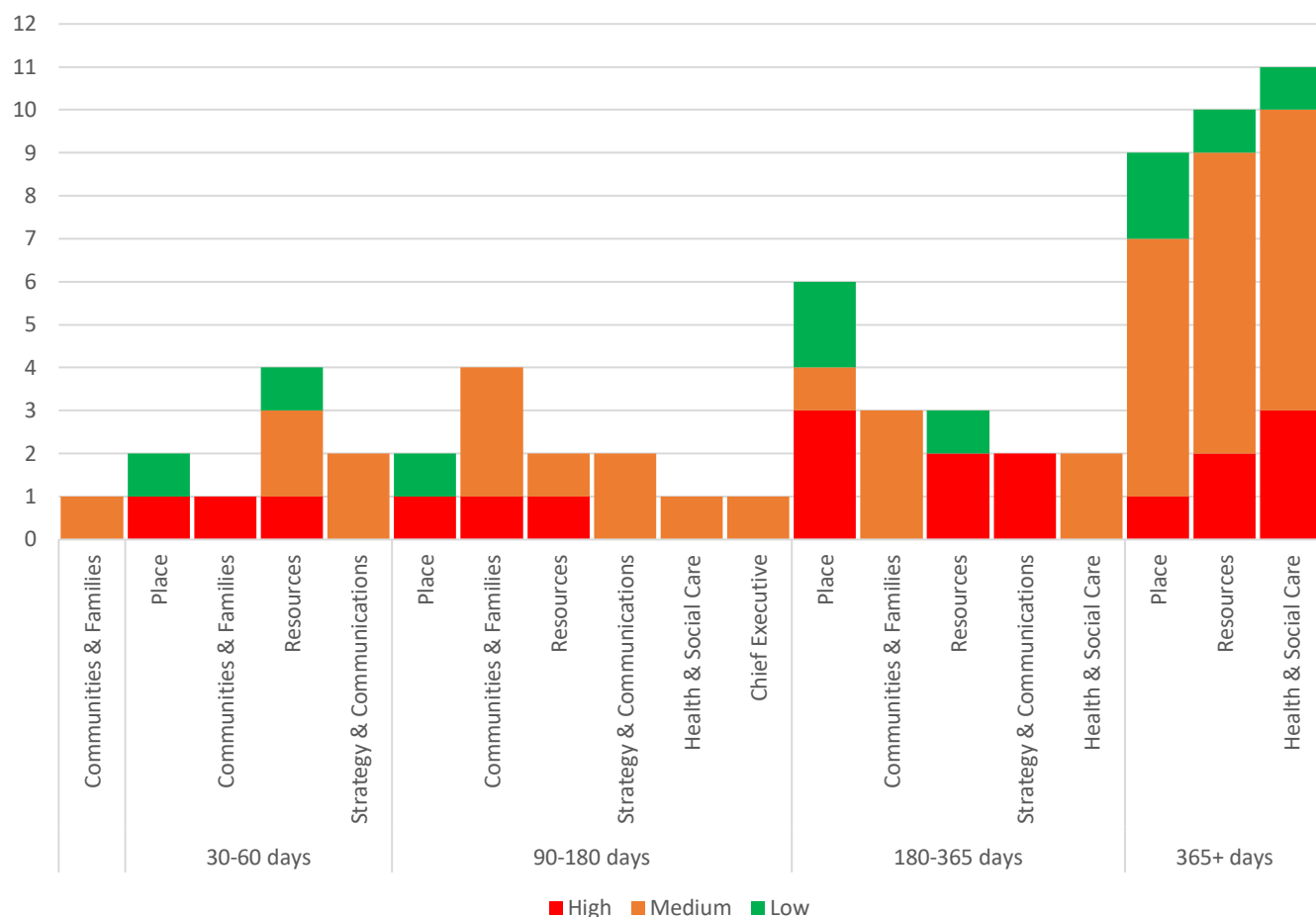
Historic Overdue Findings

- 4.6 IA is currently reviewing evidence recently provided to support closure of the one final remaining medium rated historic finding. This work will be completed by March 2021.

Overdue findings ageing analysis

- 4.7 Figure 1 illustrates the ageing profile of all 68 current and historic overdue findings by rating across directorates as at 10 February 2021.

Figure 1: Aged Overdue Findings by Ratings across Directorates



4.8 This analysis of the ageing of the 68 overdue findings outlined below highlights that Directorates continue to make good progress with resolving findings between six months and one-year overdue, as the proportion of those findings, has decreased. However, this is offset by an increase in the proportion of findings less than six months overdue across the quarter.

- 10 (14%) are less than 3 months (90 days) overdue, in comparison to 13% as at October 2020;
- 12 (18%) are between 3 and 6 months (90 and 180 days) overdue, in comparison to 15% as at October 2020;
- 16 (24%) are between 6 months and one year (180 and 365 days) overdue, in comparison to 28% as at October 2020; and,
- 30 (44%) are more than one year overdue, with no change in comparison to the position as at October 2020.

4.9 It should be noted that findings more than 180 days old include the one remaining medium rated historic finding to be closed (see 4.6 above) that is currently being reviewed by IA.

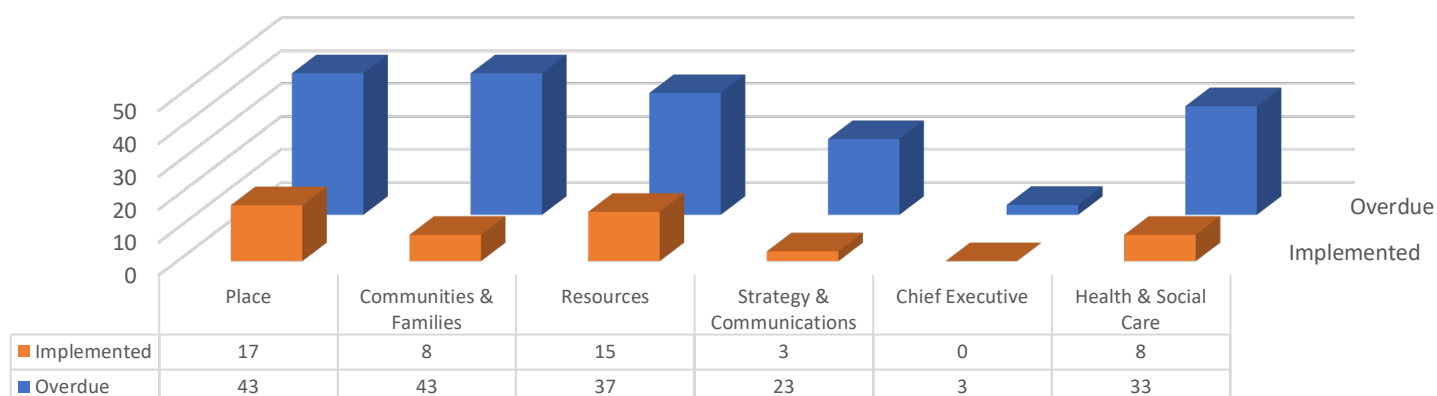
Findings Closed Based on Management's Risk Acceptance

- 4.10 One Low rated finding originally raised in the Waste and Cleansing Performance Management Framework audit completed in August 2019 has been closed by IA during the period where management has accepted a low of risk associated with the original IA finding.

Agreed Management Actions Analysis

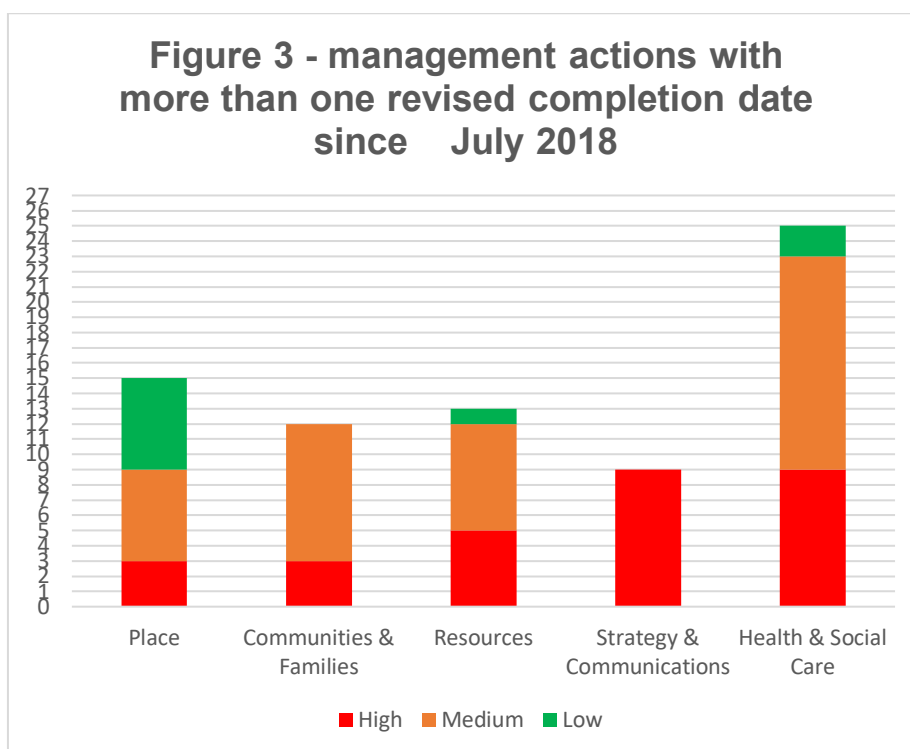
- 4.11 The 115 open IA findings are supported by a total of 315 agreed management actions. Of these, 182 (58%) are overdue as the completion timeframe agreed with management when the report was finalised has not been achieved. This reflects a 10% increase from the October 2019 position (48%).
- 4.12 Of the 182 overdue management actions, 51 have a status of 'implemented' and are currently with IA for review to confirm whether they can be closed, leaving a balance of 131 to be addressed.
- 4.13 Appendix 2 provides an analysis of the 182 overdue management actions highlighting:
- their current status as at 10 February 2021 with:
 - 51 implemented actions where management believe the action has been completed and it is now with IA for validation;
 - 102 started where the action is open, and implementation is ongoing; and
 - 29 pending where the action is open with no implementation progress evident to date.
 - 76 instances (42%) where the latest implementation date has been missed; and
 - 74 instances (41%) where the implementation date has been revised more than once.
- 4.14 Figure 2 illustrates the allocation of the 182 overdue management actions across Directorates, and the 51 that have been passed to IA for review to confirm whether they can be closed.

Figure 2: Overdue and Implemented Management Actions by Directorate



Revised Implementation Dates

- 4.15 Figure 3 illustrates that there are currently 74 open management actions (including those that are overdue) across directorates where completion dates have been revised between one and five times since July 2018. This number excludes the automatic extension applied by IA to reflect the impact of Covid-19.
- 4.16 This reflects a decrease of 4 in comparison to the position reported in October 2020 (78).
- 4.17 Of these 74 management actions, 29 are associated with High rated findings; 36 Medium; and 9 Low, with the majority of date revisions in Health and Social Care Partnership.



Key Performance Themes Identified from the IA Dashboard

- 4.18 The IA dashboard has not been applied in the current plan year as the Council continues to focus on its Covid-19 resilience response.

5. Next Steps

- 5.1 IA will continue to monitor the open and overdue findings position, providing monthly updates to the CLT and quarterly updates to the Governance, Risk and Best Value Committee.

6. Financial impact

- 6.1 There are no direct financial impacts arising from this report, although failure to close findings and address the associated risks in a timely manner may have some inherent financial impact.

7. Stakeholder/Community Impact

- 7.1 If agreed management actions supporting closure of Internal Audit findings are not implemented, the Council will be exposed to the service delivery risks set out in the relevant Internal Audit reports. Internal Audit findings are raised as a result of control gaps or deficiencies identified during reviews therefore overdue items inherently impact upon effective risk management, compliance and governance.

8. Background reading/external references

- 8.1 [Internal Audit report - Historic Internal Audit Findings - May 2018 Committee - Item 7.3](#)
- 8.2 [Internal Audit: Overdue Findings and Key Performance Indicators at 30 October 2020 – Paper 8.3](#)

9. Appendices

- 9.1 Appendix 1 – Monthly Trend Analysis of IA Overdue Findings and Management Actions
- 9.2 Appendix 2 – Internal Audit Overdue Management Actions as at 10 February 2021

Appendix 1 – Monthly Trend Analysis of IA Overdue Findings and Management Action

	<u>30/10/2020</u>		<u>07/12/2020</u>		<u>11/01/2021</u>		<u>10/02/21</u>		<u>Trend</u>
IA Findings									
Open findings	126	100%	123	100%	119	100%	115	100%	Not applicable
Not yet due	65	52%	59	48%	45	38%	47	41%	Not applicable
Overdue findings	61	48%	64	52%	74	62%	68	59%	
Findings Closed (open and Overdue)	6	N/A	3	N/A	4	N/A	7	N/A	
Overdue - IA Validating	10	16%	12	19%	17	23%	20	30%	
High Overdue	18	30%	19	30%	23	31%	19	28%	
Medium Overdue	33	54%	36	56%	41	55%	39	57%	
Low Overdue	10	16%	9	14%	10	14%	10	15%	
<90 days overdue	8	13%	11	17%	16	22%	10	15%	
90-180 days overdue	9	15%	7	11%	9	12%	12	18%	
180-365 days overdue	17	28%	21	33%	20	27%	16	23%	
>365 days overdue	27	44%	25	39%	29	39%	30	44%	
Management Actions									
Open actions	376	100%	364	100%	340	100%	315	100%	Not applicable
Not yet due	197	52%	175	48%	138	41%	133	42%	Not applicable
Overdue actions	179	48%	189	52%	202	59%	182	58%	
Actions Closed (Open and Overdue)	10	N/A	12	N/A	27	N/A	33	N/A	
Overdue - IA Validating	20	11%	39	21%	52	26%	51	28%	
Latest date missed	44	25%	60	32%	73	36%	76	42%	
Date revised more than once	76	42%	86	46%	82	41%	74	41%	

Trend Analysis - key

	Adverse trend - action required
	Stable with limited change
	Positive trend with progress evident

No trend analysis is performed on open findings and findings that are not yet due as these numbers will naturally increase when new IA reports are finalised

Appendix 2 - Internal Audit Overdue Management Actions as at 10 February 2021

Glossary of terms

1. Project – This is the name of the audit report.
2. Owner – The Executive Director responsible for implementation of the action.
3. Issue Type – This is the priority of the audit finding, categorised as Critical; High; Medium; or Low
4. Issue – This is the name of the finding.
5. Status – This is the current status of the management action. These are categorised as:
 - Pending (the action is open and there has been no progress towards implementation),
 - Started (the action is open, and work is ongoing to implement the management action), and
 - **Implemented** (the service area believes the action has been implemented and this is with Internal Audit for validation).
6. Agreed Management action – This is the action agreed between Internal Audit and Management to address the finding.
7. Estimated date – the original agreed implementation date.
8. Revised date – the current revised date. **Red** formatting in the dates field indicates the last revised date is overdue.
9. Number of revisions – the number of times the date has been revised since July 2018. **Amber** formatting in the dates field indicates the date has been revised more than once.
10. Contributor – Officers involved in implementation of an agreed management action.

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
1	Policy Management Framework CE1902 Policy Management Framework Issue 1: Completeness and accuracy of Council policies and the online policy register Gavin King, Democracy, Governance and Resilience Senior Manager	High	CE1902 - 1.2c Policy Register review: Ongoing review of policy register – Strategy and Communications Implemented	A working group led by Strategy and Communications with representation from Internal Audit and each Directorate will be established to identify and implement a process to support timely review and upload of approved policies, and Integrated Impact Assessments (IIA) for inclusion within the online register. Following this, further actions to meet the recommendations will be communicated to all Directorates and Divisions.	Estimated Date: 30/11/2020 Revised Date: 31/12/2020 No of Revisions 1	Chris Peggie Donna Rodger Laura Callender Ross Murray

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
2	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.1(a) - Review of Schools Admissions Policy</p> <p>Implemented</p>	<p>Following review, the policy will be presented to the Education, Children and Families committee for review and approval. The Executive Director of Communities & Families will be the policy owner, with the Senior Education Officer responsible for operational review and oversight.</p>	<p>Estimated Date: 30/04/2020</p> <p>Revised Date: 31/12/2020</p> <p>No of Revisions 1</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>
Page 354	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.2 - Review & Update of School Websites</p> <p>Implemented</p>	<p>A communication will be issued to all schools to request a review of their school website to ensure: current academic year handbooks are published; links to relevant content on the Council website remain current; only standard approved Council forms are published; and all privacy notices published on School websites are directly linked to the Council's statement.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
4	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	High	<p>CF1901 Issue 2.1(b): Committee on Pupil Student Support Remit, Review & Recording of Outcomes</p> <p>Implemented</p>	Decisions and outcomes of the annual meeting of the Committee on Pupil Student Support will be documented, and a process implemented to ensure that the outcomes are addressed by the Council. Consideration will be given to reviewing and updating the remit of the Committee. Committee members will be provided with training and support to enable them to fulfil their role in line with the agreed remit.	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 30/11/2020</p> <p>No of Revisions 1</p>	<p>Andy Gray Arran Finlay Donna Rodger Hayley Barnett Lesley Birrell Nickey Boyle Ruth Currie</p>
<p>Page 355</p> <p>5</p>	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 5: Provision of Training & Support</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901 Issue 5: Induction and annual refresher training programme</p> <p>Implemented</p>	Following conclusion of the working group, Communities and Families will develop a programme of training which includes input across all services areas involved will be designed and delivered to schools' senior leadership teams to ensure that they are aware of and understand: Revised policy and procedures where relevant Applicable legislative and regulatory requirements and Council policies The end to end capacity planning, admissions and appeals process, including management of waiting lists Roles, responsibilities and accountabilities of all teams involved in the process Data access, security, and retention requirements Conflicts of interest requirements Parent and carer engagement guidance Details of ongoing support and information available to manage capacity planning in relation to late placing requests and	<p>Estimated Date: 31/10/2020</p> <p>Revised Date: 01/03/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
				upheld appeals, including timetabling and accommodation adjustments		
6	<p>Records Management - LAAC</p> <p>CW1705 Issue 1: Project file review process</p> <p>Bernadette Oxley, Head of Children's Services</p>	Medium	<p>CW1705 Issue 1.1: Review and Refresh of the project file review process.</p> <p>Implemented</p>	<p>Agreed actions will be implemented as recommended by Internal Audit. The project team will work to an end of January date for implementation of the quality assurance within the project team with an end of February date for Internal Audit to review the process applied.</p>	<p>Estimated Date: 28/02/2020 Revised Date: 31/12/2020 No of Revisions 3</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed Gillie Severin John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>
Page 356	<p>Records Management - LAAC</p> <p>CW1705 Issue 1: Project file review process</p> <p>Bernadette Oxley, Head of Children's Services</p>	Medium	<p>CW1705 Issue 1.2: Process communication and training</p> <p>Implemented</p>	<p>Agreed actions will be implemented as recommended by Internal Audit. The project team will work to an end of January date for implementation of quality assurance within the project team with an end of February date for Internal Audit to review the process applied.</p>	<p>Estimated Date: 28/02/2020 Revised Date: 31/12/2020 No of Revisions 2</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed Gillie Severin John Arthur Louise McRae Nickey Boyle Nicola Harvey Stephen Moir</p>
8	<p>Historic Unimplemented Findings</p> <p>MIS1601 - issue 1 Budgetary Impact</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>Recommendation 1 - Budgetary Impact</p> <p>Implemented</p>	<p>The R&M budget for 2016/17 will be closely monitored as services are now procured direct from suppliers and an imbedded due diligence process has been developed. This will inform the budget setting process, but it should, however, be noted that this has historically been based on availability and not need.</p>	<p>Estimated Date: 31/03/2017 Revised Date: 29/06/2018 No of Revisions 0</p>	<p>Audrey Dutton Gohar Khan Layla Smith Michelle Vanhegan Murdo MacLeod Peter Watton</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
9	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer	Medium	CW1806 Issue 1.1(2): ATEC 24 Review of Operational Processes - Call Prioritisation Implemented	2. Call prioritisation procedures will be designed and implemented, including recording the rationale for call prioritisation and delivery of training to staff. A review schedule for these procedures will be implemented with the last review date and date of next scheduled review clearly identifiable i.e. every 3 years.	Estimated Date: 29/11/2019 Revised Date: 01/02/2021 No of Revisions 2	Angela Ritchie Craig O'Donnell Tom Cowan
10	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer	Medium	CW1806 Issue 1.4(1): ATEC 24 Quality Assurance Framework - Methodology Implemented	1. A documented quality assurance process aligned to Technology Enabled Care Services Association (TSA) guidelines will be developed and communicated for call handling and response visits. The process will include quality assurance roles and responsibilities, frequency and scope of quality assurance checks, sampling methodologies to be applied.	Estimated Date: 30/04/2020 Revised Date: 01/02/2021 No of Revisions 2	Angela Ritchie Craig O'Donnell Tom Cowan
11	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer	Medium	CW1806 Issue 1.4(2): ATEC 24 Quality Assurance Framework - Application Implemented	2. Quality assurance outcomes will be linked to supervision and training and performance objectives, with regular one to ones scheduled to ensure action is taken to address any competence issues or gaps identified.	Estimated Date: 30/04/2020 Revised Date: 01/02/2021 No of Revisions 2	Angela Ritchie Craig O'Donnell Tony Duncan

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
12	Emergency Prioritisation & Complaints CW1806 Issue 2: ATEC 24 Customer Engagement Judith Proctor, Chief Officer	Low	CW1806 Issue 2.1(1): ATEC 24 Customer Feedback - Implementation of Process Implemented	1. Feedback processes to obtain input from service users will be implemented. These should be incorporated into a continuous improvement programme for service delivery, with improvement actions appropriately allocated and monitored.	Estimated Date: 31/01/2020 Revised Date: 01/02/2021 No of Revisions 2	Angela Ritchie Craig O'Donnell Tom Cowan
13	Emergency Prioritisation & Complaints CW1806 Issue 2: ATEC 24 Customer Engagement Judith Proctor, Chief Officer	Low	CW1806 Issue 2.1(2): ATEC 24 Customer Feedback - Tracking and Communication Implemented	2. Benefits and service improvements made as a result of customer feedback will be tracked and communicated both externally to customers, and internally to the service.	Estimated Date: 31/01/2020 Revised Date: 01/02/2021 No of Revisions 2	Angela Ritchie Craig O'Donnell Tom Cowan
14	ICT System Access Rights CW1809 Financial Systems Access Controls - Development of Overarching Action plan Stephen Moir, Executive Director of Resources	High	CW1809 - Development of Overarching Action plan Implemented	Digital Services has confirmed that they will own the findings raised from this review and will work (in conjunction with other divisions such as information governance; finance; and human resources) to create an appropriate action plan to address the risks identified. The action plan will initially focus only on the Council's key financial systems and will consider all of the recommendations made by Internal Audit in this report. It is also acknowledged that the risks that have been highlighted are not exclusively limited to financial systems and could also extend to the Health and Social Care Partnership (the Partnership). Consequently, the action plan will include guidance to be applied by all system administrators across the	Estimated Date: 28/02/2020 Revised Date: 01/07/2020 No of Revisions 0	Alison Roarty Heather Robb Layla Smith Michelle Vanhegan Nicola Harvey

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 359				<p>Council. This will be communicated and shared with the expectation that it will be applied across all systems and divisions, including those that deliver services on behalf of and provide support to the Partnership. Following distribution of the guidance, discussions will be held with Internal Audit to determine whether the remaining systems used across the Council should be subject to a separate audit to confirm whether the user administration guidance is being consistently applied. Once the plan has been prepared and resources to support implementation identified and agreed with relevant divisions, timeframes for implementation of individual system plan actions will be discussed and agreed with Internal Audit. The plan will be prepared by March 2020.</p>		

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
15 Page 360	<p>Digital Services Change Initiation</p> <p>CW1901 Change Initiation: Issue 1 - Inconsistencies in the change management processes</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>CW1901: Recommendation 1.2.1 - Review of service levels for CGI review and response to change requests</p> <p>Implemented</p>	<p>Service levels for CGI review of and responses to change requests will be reviewed and consideration given to implementing the following changes where this is possible within the terms of the current contract: creating bespoke service levels for individual complex change requests with any additional costs associated with bespoke service levels incorporated into the cost of the change request. Where bespoke service levels are agreed, a process will be established to ensure that these are communicated to both Digital Services and the change requestor. CGI and the Council will also consider and implement (if appropriate) an initial review of change requests to confirm that they are of an acceptable level of quality and include sufficient information to support an initial assessment of the requirement for a Data Privacy Impact Assessment prior to acceptance. Progress against delivery of both standard and bespoke service levels for CGI review of and response to change requests will continue to be monitored by both the Council and CGI via established governance processes.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Alison Roarty Derek Masson Heather Robb Jackie Galloway Layla Smith Michelle Vanhegan Nicola Harvey</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
16	<p>Digital Services Change Initiation</p> <p>CW1901 Change Initiation: Issue 1 - Inconsistencies in the change management processes</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>CW1901: Recommendation 1.2.2 - Defined point for assessment for DPIAs for simple changes</p> <p>Implemented</p>	A clearly defined point for assessment of the requirement for Data Privacy Impact Assessments (DPIAs) for simple changes will be agreed; incorporated within the change request process (Remedy submission forms); and consistently applied.	<p>Estimated Date: 31/12/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Alison Roarty</p> <p>Derek Masson</p> <p>Heather Robb</p> <p>Jackie Galloway</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p> <p>Nicola Harvey</p>
Page 361	<p>Brexit impacts - supply chain management</p> <p>CW1905 Issue 1: Divisional and Directorate Brexit supply chain management risks</p> <p>Judith Proctor, Chief Officer</p>	Medium	<p>CW1905 Rec. 1.1d: Health and Social Care Partnership - Divisional and directorate supply chain management</p> <p>Implemented</p>	As discussed and agreed at the Corporate Leadership Team (CLT) on 29th July 2020, these findings will be implemented as recommended by Internal Audit and in line with an earlier CLT decision (8 July 2020) that the most significant corporate concurrent risks (including Brexit supply chain risks) that could potentially impact the Council will be identified by October 2020. It is acknowledged that divisional and directorate supply chain risks will need to be identified to support this process.	<p>Estimated Date: 30/10/2020</p> <p>Revised Date: No of Revisions 0</p>	<p>Angela Ritchie</p> <p>Moir Tom</p> <p>Pringle Tony</p> <p>Cowan Duncan</p>
18	<p>Validation Review 2019/20</p> <p>CW1909 Issue 2: Communities and Families – Complaints received by Helpline</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CW1909 Recommendation 2.1.1 - Roles and Responsibilities for managing complaints helpline</p> <p>Implemented</p>	Access to the complaints database will be arranged for all team members involved in the complaint handling process with supporting files saved in secured shared drives. Contingency access arrangements will also be developed and implemented.	<p>Estimated Date: 31/01/2021</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Claire Thompson</p> <p>Michelle McMillan</p> <p>Nickey Boyle</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
19	<p>Validation Review 2019/20</p> <p>CW1909 Issue 2: Communities and Families – Complaints received by Helpline</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CW1909 Recommendation 2.1.2 - Transferring temporary complaints records and updating performance statistics</p> <p>Implemented</p>	The complaints cases that were recorded on the temporary spreadsheet will be transferred to the complaints database and the performance statistics retrospectively updated. Management will also be advised of any significant changes in performance statistic resulting from the retrospective update.	<p>Estimated Date: 31/01/2021</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Claire Thompson</p> <p>Michelle McMillan</p> <p>Nickey Boyle</p>
Page 362	<p>Life Safety</p> <p>CW1910 - Life safety: Issue 4 Housing Property Services – fire and water safety processes</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>CW1910 Rec. 4.1.2 Housing Property Services – fire safety inspections in low rise properties</p> <p>Implemented</p>	Housing Property Services will investigate the feasibility of implementing a technology solution to enable recording of the outcomes of fire inspections in low rise buildings where the Council has responsibility with Digital Services. If a solution is feasible, a change request for implementation of the new system will be prepared and submitted to CGI, the Council's technology partner.	<p>Estimated Date: 18/12/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Alison Coburn</p> <p>Alistair Latona</p> <p>Michael Thain</p> <p>Patricia Blore</p> <p>Willie Gilhooly</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 363 1	<p>Drivers - findings only report</p> <p>1: Completion of Driver Licence checks</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>1.2 - Agreed Management Action – Establish an accurate population of Council drivers</p> <p>Implemented</p>	<p>1. An e mail will be prepared and issued by the Executive Director of Place. This will include an explanation of the requirement for Council vocational and grey fleet drivers to complete and return the DVLA driver licence check permissions forms to Fleet Services and include a date for completion. The e mail will also reinforce the escalation process to be applied where that driving permission forms are not received and will confirm that driver permits will be revoked where completed forms are not returned on time. 2. Fleet services will engage with the Business Hub team within Strategy and Communications and to determine what support can be provided to enable effective resolution of the current position and the nature of ongoing support required. 3. This action is already in progress as a number of leavers have now been removed from the Fleet Services Tranman driver database. Once all permission forms have been received, a full reconciliation will be performed. Subsequent reconciliations will then be performed monthly and will be moved to quarterly if no significant issues are experienced. 4. Reports are currently received monthly from the Business Hub (Strategy and Communications) and Per Temps for agency workers, but these include all leavers and do not specifically highlight those who are drivers. As part of our engagement with the Strategy and Communications</p>	<p>Estimated Date: 01/11/2020 Revised Date: 01/03/2021 No of Revisions 0</p>	<p>Alison Coburn David Givan Gareth Barwell George Gaunt Graeme Hume Nicole Fraser Scott Millar</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 364				<p>Business Hub, we will determine whether leaver reports can be provided that include details of vocational and grey fleet drivers. If this is not possible, we will engage with Continuous Improvement to determine whether it is possible to design and implement an electronic process that compares the employee data in the leavers reports with the data retained in the Fleet Services Tranman driver database to identify those leavers who are drivers. If this is not possible, a manual comparison will continue to be performed and leavers who are drivers will be removed from the Tranman database and advised to Davis</p> <p>5 and 6 - Once the data cleanse and reconciliation has been performed, the Council will have an accurate record of all known vocational, grey fleet, and agency drivers that details where checks have been performed and permits issued. The ongoing reconciliation to be performed at 2 above will ensure that this remains complete and accurate 7. E Davis will perform the licence checks as soon as permission forms are received by them. Davis also provides management information in relation to permissions that are due to expire. MI re permissions that are due to expire.</p>		

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
22	<p>Drivers - findings only report</p> <p>1: Completion of Driver Licence checks</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>1.3 - Driver permit revocation</p> <p>Implemented</p>	<p>1. A standard reminder e mail will be prepared by the Head of Place Development and issued to employees and their line managers where permission forms have not been received 10 days prior to their expiry. 2. The e mail will highlight that driver permits will be revoked if they are not received by the required date, and employees and line managers will be made aware that they are no longer eligible to drive for the Council and 9for vocational and agency drivers) that they are no longer covered by Council insurance. 3. and 4 Permits will be revoked where permission forms are not received on time and e mail confirmation provided to employees and line managers reminding them that they can no longer drive on behalf of the Council.</p>	<p>Estimated Date: 04/05/2020</p> <p>Revised Date: 29/01/2021</p> <p>No of Revisions 1</p>	<p>Alison Coburn</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p> <p>Graeme Hume</p> <p>Nicole Fraser</p> <p>Scott Millar</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
23	Unsupported Technology (Shadow IT) and End User Computing CW1914 Issue 1: Digital strategy and governance Stephen Moir, Executive Director of Resources	Medium	CW1914 Rec 1.3 - Architectural roadmap Implemented	The digital strategy will be supported by a digital roadmap. The roadmap will be designed to understand both existing and future technology system requirements across Council directorates and divisions, including existing shadow IT systems and the potential future use of shadow IT to support ongoing service delivery. This road map will be prepared in consultation with divisions and directorates. A process will be established to ensure that all new technology procurement requests are considered by the enterprise architecture governance forum together with the register of shadow IT to inform final procurement / system development decisions. This will include a RACI document that clearly defines who should be responsible; accountable; consulted; and informed for all relevant aspects of enterprise architecture governance between the Council and its technology partners CGI.	Estimated Date: 17/12/2020 Revised Date: No of Revisions 0	Alison Roarty Heather Robb Layla Smith Michelle Vanhegan Mike Bell Nicola Harvey
24	Edinburgh Alcohol and Drug Partnership (EADP) – Contract Management Risk and Supplier Performance Management Judith Proctor, Chief Officer	High	Rec 1 - Risk Management Implemented	A contracts management risk register will be developed describing, prioritising, and addressing risks to delivery. The risk register will be shared with and approved by the Core group by January 2018. The risk register will be refreshed quarterly and reviewed by the Core Group.	Estimated Date: 30/03/2018 Revised Date: 01/03/2021 No of Revisions 4	Angela Ritchie David Williams Tony Duncan

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
25	Edinburgh Alcohol and Drug Partnership (EADP) – Contract Management Key Person Dependency and Process Documentation Judith Proctor, Chief Officer	Medium	Rec 5 - Records Management Policy Implemented	Records retention policy: Direction will be requested from the Information Governance team in relation to Records Management Policy requirements and how they should be applied to retention, archiving and destruction of contract management information. Any lessons learned will be shared with the Health and Social Care contracts management team.	Estimated Date: 30/03/2018 Revised Date: 01/02/2021 No of Revisions 5	Angela Ritchie David Williams Tony Duncan
26	Non-Housing Invoices Schedule of Rates Stephen Moir, Executive Director of Resources	Medium	New non-housing contractor framework Implemented	The non-Housing contractor framework will be re-tendered during 2017. The inclusion of detailed best-value and due-diligence options will be considered as part of the process. This may include schedule of rates, gain share, penalties etc or a combination.	Estimated Date: 31/08/2017 Revised Date: 31/03/2019 No of Revisions 2	Audrey Dutton Gohar Khan Layla Smith Mark Stenhouse Michelle Vanhegan Murdo MacLeod Peter Watton
Page 367	Non-Housing Invoices Availability of documentation Stephen Moir, Executive Director of Resources	Medium	CAFM Implemented	It is anticipated that CAFM will be in operational use (services being implemented on a rolling programme thereafter) in early 2017 with a non-Housing R&M implementation process in place for FY 2017/18	Estimated Date: 01/04/2017 Revised Date: 31/08/2018 No of Revisions 1	Audrey Dutton Gohar Khan Layla Smith Michelle Vanhegan Murdo MacLeod Peter Watton
28	Local Development Plan Financial Modelling Paul Lawrence, Executive Director of Place and SRO	High	Funding Implemented	Challenge of infrastructure proposals will be performed at the LDP Action Programme oversight group. Complete and agree Financial Model of 2018 LDP Action Programme Annual Report to CLT and F&R Committees Prepare update to Financial Model in line with next LDP project plan.	Estimated Date: 31/03/2018 Revised Date: 01/10/2020 No of Revisions 2	Alison Coburn Claire Duchart David Leslie David Givan George Gaunt Kate Hopper Michael Thain Sandra Harrison

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
29	Planning and S75 Developer Contributions Ongoing management of developer contributions Stephen Moir, Executive Director of Resources	High	PL1802 Iss 3 Rec 3.2 Ongoing maintenance of developer contributions Implemented	All recommended actions will be implemented as set out above (in IA recommendations).	Estimated Date: 30/09/2020 Revised Date: 01/02/2021 No of Revisions 0	Alison Henry Annette Smith Hugh Dunn Layla Smith Michelle Vanhegan Rebecca Andrew
30	HMO Licensing PL1803 Issue 1 Licensing system - Data Integrity and Performance Issues Paul Lawrence, Executive Director of Place and SRO	High	PL1803 Issue 1.2 Escalation of system issues Implemented	The Place Directorate has previously reported on operational performance issues to the Regulatory Committee in 2018. The Place Directorate will include a full assessment of system issues with APP within a wider performance report due to be submitted to Regulatory Committee in the last quarter of 2019/20. This report will include an update on proposed project plan for APP Cx	Estimated Date: 31/03/2020 Revised Date: 31/03/2021 No of Revisions 1	Alison Coburn Andrew Mitchell David Givan George Gaunt Grace McCabe Isla Burton Michael Thain Sandra Harrison
31	HMO Licensing PL1803 Issue 3 - Operational Performance and Reporting Paul Lawrence, Executive Director of Place and SRO	Medium	PL1803 Issue 3.6 HMO Key Performance Indicators and Performance Reporting Implemented	The Regulatory Committee were previously advised that HMO performance data would be excluded whilst the Licencing introduced the significant change of moving towards a three-year licensing system. Performance reports therefore only included Civic and Taxi data in the period 2015-2018. Licencing will be reporting to Regulatory Committee on the first cycle of three-year licencing for HMO's prior to the setting of Licensing Fees for 2020/21 in early 2020. The Directorate will include within that report relevant performance data and make recommendations for	Estimated Date: 31/01/2020 Revised Date: 01/06/2020 No of Revisions 0	Alison Coburn Andrew Mitchell David Givan George Gaunt Grace McCabe Isla Burton Michael Thain Sandra Harrison

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
				approval for performance targets ongoing performance targets.		
32	<p>Waste & Cleansing Services - Performance Management Framework</p> <p>PL1807 Issue 1: Waste and Cleansing Performance Management Framework</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>PL1807 1.3 Waste and Cleansing Policy</p> <p>Implemented</p>	The Policy Handbook will not be updated to reflect items suitable for inclusion in residual waste bins as it is not updated frequently enough to ensure that this information would be up to date and accurate. A clearer link to the Scottish Government's Code of Practice on Litter and Refuse guidance will be included in all customer communications and on the website.	<p>Estimated Date: 27/12/2019</p> <p>Revised Date: 01/11/2020</p> <p>No of Revisions 1</p>	<p>Alison Coburn</p> <p>Andy Williams</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p>
Page 369	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 4. Roads - Management of public liability claims</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>PL1808 - 4.1 Management of public liability claims</p> <p>Implemented</p>	A new process will be developed within the Confirm system which requires reconciliation between accident claim enquiries and those logged on the Local Authority Claims Handling System (LACHS) system.	<p>Estimated Date: 28/05/2020</p> <p>Revised Date: 31/12/2020</p> <p>No of Revisions 1</p>	<p>Alison Coburn</p> <p>Cliff Hutt</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>Gavin Brown</p> <p>George Gaunt</p> <p>Jamie Watson</p> <p>Jordan Walker</p> <p>Nicole Fraser</p> <p>Sean Gilchrist</p>
34	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 4. Roads - Management of public liability claims</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>PL1808 - 4.2 Management of public liability claims</p> <p>Implemented</p>	Quarterly meetings will be arranged between the Safety Inspection team and the Insurance team to identify trends and areas of focus. This process will be designed and implemented by the Team Leader, Safety Inspections to be appointed as part of the ongoing restructure.	<p>Estimated Date: 30/04/2020</p> <p>Revised Date: 31/12/2020</p> <p>No of Revisions 1</p>	<p>Alison Coburn</p> <p>Cliff Hutt</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>Gavin Brown</p> <p>George Gaunt</p> <p>Jamie Watson</p> <p>Nicole Fraser</p> <p>Sean Gilchrist</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
35	Street Lighting and Traffic Signals Street Lighting - Inventory and Maintenance Paul Lawrence, Executive Director of Place and SRO	Medium	PL1810 Issue 2: Rec 1 - Street lighting inventory completeness and electrical testing results Implemented	Clear processes will be designed and implemented to ensure that: all street lighting additions and removals are accurately recorded on Confirm; electrical testing outcomes are completely and accurately recorded on Confirm; and progress with testing is accurately monitored and reconciled. These processes will be included in the Street Lighting Operational Guide (developed under Finding No 3 below). With this action being inextricably linked with the ongoing Energy Efficient Street Lighting Programme, implementation will be phased (on a Ward by Ward basis) within six months of completion of each Ward within the Programme, with full completion by 30 June 2022. It has been agreed with Internal Audit that an implementation date of 20 December 2019 has been agreed with Internal Audit, enabling them to perform sample testing across the wards that have been completed at that time.	Estimated Date:20/12/2019 Revised Date:01/02/2021 No of Revisions 3	Alan Simpson Alison Coburn Claire Duchart Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Lindsey McPhillips Nicole Fraser Robert Mansell Tony Booth

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
36	Street Lighting and Traffic Signals Street Lighting - Inventory and Maintenance Paul Lawrence, Executive Director of Place and SRO	Medium	PL1810 Issue 2: Rec 2 - Street Lighting Inventory Checks Implemented	The processes (designed and implemented above) will include a monitoring arrangement, with quarterly checks made to confirm the completeness and accuracy of the inventory in Confirm. With this action being inextricably linked with the ongoing Energy Efficient Street Lighting Programme, implementation will be phased (on a Ward by Ward basis) within six months of completion of each Ward within the Programme, with full completion by 30 June 2022. It has been agreed with Internal Audit that an implementation date of 20 December 2019 has been agreed with Internal Audit, enabling them to perform sample testing across the wards that have been completed at that time.	Estimated Date: 20/12/2019 Revised Date: 01/02/2021 No of Revisions 3	Alan Simpson Alison Coburn Claire Duchart Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Lindsey McPhillips Nicole Fraser Robert Mansell Tony Booth
37	Property Maintenance Monitoring of outstanding jobs Stephen Moir, Executive Director of Resources	Medium	Monitoring of outstanding jobs Implemented	The AS400 system does not allow recoding or reporting on completion until invoice stage. Contractors are already confirming when jobs complete to agreed SLAs (M&E in particular). This includes outstanding jobs. New contracts being procured will require all contracts to report on performance, but this is not anticipated to be complete until end 2017 by which time CAFM will also be in place. CAFM will support monitoring of outstanding works orders. In the meantime, as noted in Finding 2, an interim monitoring/tracking process has been developed for condition survey high risk/urgent items	Estimated Date: 31/12/2017 Revised Date: 31/05/2019 No of Revisions 3	Audrey Dutton Gohar Khan Layla Smith Mark Stenhouse Michelle Vanhegan Murdo MacLeod Peter Watton

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
38	<p>Drivers</p> <p>Management and use of Driver Permits and fuel FOB cards</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>Management and use of Driver Permits and Fuel FOB cards Rec 4</p> <p>Implemented</p>	Fleet Services will perform an exercise to remove all historic leavers from their database and advise the external third party who performs the annual licence checks to ensure that no subsequent checks are performed on former employees;	<p>Estimated Date: 01/02/2019</p> <p>Revised Date: 01/03/2021</p> <p>No of Revisions 3</p>	<p>Alison Coburn</p> <p>Claire Duchart</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p> <p>Katy Miller</p> <p>Martin Young</p> <p>Nicole Fraser</p> <p>Scott Millar</p> <p>Steven Wright</p>
Page 372	<p>Drivers</p> <p>Recording and addressing driving incidents</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>Recording and addressing driving incidents Rec 3</p> <p>Implemented</p>	Quarterly analysis of driving incidents will be performed and provided to Service Areas with a request that any recurring themes or root causes are incorporated into ongoing driver training;	<p>Estimated Date: 01/02/2019</p> <p>Revised Date: 01/12/2020</p> <p>No of Revisions 2</p>	<p>Adam Fergie</p> <p>Alison Coburn</p> <p>Claire Duchart</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p> <p>Katy Miller</p> <p>Martin Young</p> <p>Nicole Fraser</p> <p>Scott Millar</p> <p>Steven Wright</p>
40	<p>Cyber Security - Public Sector Action Plan</p> <p>RES1808: Issue 1: Critical Operational Cyber Security Controls</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES1808: Issue 1: Recommendation 4.1 - User access controls</p> <p>Implemented</p>	CGI indicated that the full recommendations made by the external auditor could not be implemented without significant change to the contract and at a notable additional cost. CGI provided the Council and the External Auditors with details of the current oversight of the CGI Wintel and UNIX password policies. Current ongoing evidence of this oversight via the Security Working Group will be provided to external audit, a statement confirming the risk acceptance by the Executive Director of Resources will be prepared,	<p>Estimated Date: 31/05/2019</p> <p>Revised Date: 01/10/2019</p> <p>No of Revisions 0</p>	<p>Alison Roarty</p> <p>Heather Robb</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p> <p>Mike Brown</p> <p>Nicola Harvey</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
				approved, signed, and provided to Scott Moncrieff.		
41	<p>Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 1: Contract Management by Directorates and Service Areas</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>RES1809 Issue 1.1(4): Completeness and accuracy of the contract register - Place</p> <p>Implemented</p>	Place A recent review of the contracts register was carried out. However, an annual review of the contracts register will be undertaken to ensure that the Council's contracts register is completely and accurately populated for all Place contracts, with contract tiering assessments and accurate contract manager details included.	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 31/12/2020</p> <p>No of Revisions 1</p>	<p>Alison Coburn</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p> <p>Lynne Halfpenny</p> <p>Michael Thain</p>
Page 373	<p>Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 1: Contract Management by Directorates and Service Areas</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	High	<p>RES1809 Issue 1.4(3): Review of contract waivers - C&F</p> <p>Implemented</p>	Communities and Families Recommendations accepted. We have reduced the need for waivers through the development of framework arrangements and contracts that are in place. However, we will review the waivers currently in place and report this to Communities and Families Directorate Senior Management Team meeting with the Corporate and Procurement Services commercial partner.	<p>Estimated Date: 27/03/2020</p> <p>Revised Date: 01/11/2020</p> <p>No of Revisions 1</p>	<p>Anna Gray</p> <p>Claire Thompson</p> <p>David Hoy</p> <p>Michelle McMillan</p> <p>Nichola Dadds</p> <p>Nickey Boyle</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
43	<p>New Facilities Management Service Level Agreement</p> <p>RES1814 - Facilities Management SLA: Janitorial Services Governance Framework</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>RES1814 - Facilities Management SLA: Issue 1.1 Key Performance Indicators</p> <p>Implemented</p>	<p>A suite of KPI's is currently being developed in conjunction with the Communities & Families. While an element of these are service led, Facilities Management are keen to ensure a customer led component to these. These KPI's will be based on industry standards and will be linked to Facilities Management performance data and the outcomes of quality assurance reviews. Once agreed, KPI's will be communicated through training sessions, web updates and included in the SLA and janitorial handbook which is distributed both to staff and to our customers and key stakeholders. Monthly dashboards will be produced highlighting performance against indicators. These will be both for internal service use and for customer reporting.</p>	<p>Estimated Date:31/03/2020</p> <p>Revised Date:01/08/2020</p> <p>No of Revisions</p> <p>0</p>	<p>Audrey DuttonGohar KhanLayla SmithMark StenhouseMichelle VanheganPeter Watton</p>
44	<p>New Facilities Management Service Level Agreement</p> <p>RES1814 - Facilities Management SLA: Janitorial Services Governance Framework</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>Facilities Management SLA: Issue 1.3 Ongoing quality assurance reviews</p> <p>Implemented</p>	<p>Ongoing quality assurance reviews will be established as described above. In addition to using these to measure the efficacy of our SLA delivery, these are required as part of the ISO 9001/45001 certification process and designed to give us comfort over the robustness of our policies, procedures and supporting documentation.</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 01/08/2021</p> <p>No of Revisions</p> <p>1</p>	<p>Audrey Dutton Gohar Khan Layla Smith Mark Stenhouse Michelle Vanhegan Peter Watton</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
45 Page 375	<p>CGI Subcontract Management C/f 2018/19</p> <p>1 Council oversight of CGI subcontract management</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>1.1 Assessment of the criticality of CGI sub-contractors</p> <p>Implemented</p>	<p>Digital Services will: Perform a review, with the assistance of CGI where appropriate, of the remaining population of 65 sub-contractors that are not currently classified as key sub-contractors to determine whether they should be reclassified as 'key sub-contractors' based on the criticality of their role in supporting delivery of Council services, or the value of their contracts in comparison to the aggregate charges forecast included in the CGI contract. This review will consider the criticality of Council applications and infrastructure supported by these sub-contractors in comparison to divisional application and system recovery requirements and will ensure that the gaps noted in the CNT spreadsheet in relation to missing contractors; expired purchase orders; and criticality of applications have been addressed. Where the review highlights any significant changes, the outcomes will be provided to the relevant Council and CGI partnership governance forums together with a request that CGI implements the supplier management arrangements specified in the contract to any new key sub-contractors. Review of CGI sub-contractors will be scheduled for completion annually, and the process outlined above applied.</p>	<p>Estimated Date: 30/04/2020</p> <p>Revised Date: 01/01/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Heather Robb Jackie Galloway Layla Smith Michelle Vanhegan Nicola Harvey</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
46	Digital Services Incident and Problem Management RES1907 Incident and Problem Management: Issue 1 - Next steps for incident resolution Stephen Moir, Executive Director of Resources	Low	RES1907 Recommendation 1.1.1 - Incident Reports Implemented	Agreed – updates will be provided into the problem management records that feed into the Problem Review Board.	Estimated Date: 31/12/2020 Revised Date: No of Revisions 0	Alison Roarty Heather Robb Jackie Galloway Layla Smith Michelle Vanhegan Nicola Harvey Richard Burgess
47	Digital Services Incident and Problem Management RES1907 Incident and Problem Management: Issue 1 - Next steps for incident resolution Stephen Moir, Executive Director of Resources	Low	RES1907 Recommendation 1.1.2 - Partnership Board and Client Service Reports Implemented	Agreed – the Client Service reports, and Partnership Board documents will be amended in relation to problem records to make reference to updates of the problem records being recorded in the Problem Review Board input.	Estimated Date: 31/12/2020 Revised Date: No of Revisions 0	Alison Roarty Heather Robb Jackie Galloway Layla Smith Michelle Vanhegan Nicola Harvey Richard Burgess
48	Social Media - Controls over access to SM Accounts 3. Social media training Michael Pinkerton, Media Manager	Medium	CE1901 Rec3.3 Ongoing delivery of social media training Implemented	Strategy and Communications will engage with Human Resources to ask that face to face social media training is advertised through the Council's e learning (CECil) programme with courses made available at an appropriate frequency, and confirm whether there is scope for courses within the available budget.	Estimated Date: 29/01/2021 Revised Date: No of Revisions 0	David Ure Donna Rodger

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
49	Local Development Plan Governance arrangements over infrastructure appraisals Paul Lawrence, Executive Director of Place and SRO	Medium	Infrastructure Governance arrangements Implemented	Establish and agree appropriate roles, resources and the responsibilities for delivery the above matters as an early action in the project plan for LDP 2. Oversight will be provided by the Project Board to ensure that all individual appraisals performed across Service Areas have applied these recommendations. (sept 18)	Estimated Date: 31/03/2018 Revised Date: 01/10/2020 No of Revisions 2	Alison Coburn Claire Duchart David Leslie David Givan George Gaunt Kate Hopper Michael Thain Sandra Harrison
Page 377	Planning and S75 Developer Contributions End to end developer contribution processes, procedures, and training Paul Lawrence, Executive Director of Place and SRO	High	PL 1802 Iss 2 Rec 2.1 process documentation, guidance, and standardised documentation Implemented	Planning is working with Finance and Legal Service on a number of key areas of the end to end process. Significant progress has been made including; the pilot and use of a transport officer proforma, to identify and detail infrastructure requirements: and the introduction of standard legal agreements. Planning continues to work with legal services to finalise developer contribution templates for planning officers and this will inform a standardised approach to key consultee infrastructure requests. All Internal Audit recommendations will be implemented as detailed above (with the exception of 3), with Planning leading the process. As an alternative to IA recommendation 3, the rationale detailing why either no agreement; or a section 69 or 75 agreement has been developed and applied, will be documented.	Estimated Date: 31/03/2020 Revised Date: 01/08/2020 No of Revisions 0	Alison Coburn Alison Henry Annette Smith Bruce Nicolson David Leslie David Givan George Gaunt Graham Nelson Hugh Dunn Kevin McKee Michael Thain Michelle Vanhegan Nick Smith Rebecca Andrew

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
51	<p>Drivers</p> <p>Recording and addressing driving incidents</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>Recording and addressing driving incidents</p> <p>Implemented</p>	Six monthly reporting will be provided to the Corporate Leadership Team together with details of relevant actions taken.	<p>Estimated Date:01/10/2019</p> <p>Revised Date:01/12/2020</p> <p>No of Revisions</p> <p>1</p>	<p>Adam FergieAlison CoburnClaire DuchartDavid GivanGareth BarwellGeorge GauntKaty MillerMartin YoungNicole FraserScott MillarSteven Wright</p>
52	<p>Portfolio Governance Framework</p> <p>CE1801 Issue 1: Project and portfolio management and scrutiny</p> <p>Gillie Severin, Strategic Change Delivery Manager</p>	High	<p>CE1801 Issue 1.4: Whole of life toolkit</p> <p>Pending</p>	Strategic Change and Delivery will include guidance for project managers on whole life costing based on the approach adopted by finance	<p>Estimated Date: 29/05/2020</p> <p>Revised Date: 01/10/2020</p> <p>No of Revisions</p> <p>0</p>	<p>Alison Henry</p> <p>Annette Smith</p> <p>Donna Rodger</p> <p>Hugh Dunn</p> <p>Rebecca Andrew</p> <p>Simone Hislop</p>
53	<p>Social Media - Controls over access to SM Accounts</p> <p>1. Social media operational framework</p> <p>Michael Pinkerton, Media Manager</p>	High	<p>CE1901 Rec1.5 Social Media Risks</p> <p>Pending</p>	The risks associated with the ongoing use of social media that are highlighted in this report will be assessed and recorded in the Strategy and Communications risk register together with details of mitigating actions to ensure that they are addressed.	<p>Estimated Date: 30/10/2020</p> <p>Revised Date:</p> <p>No of Revisions</p> <p>0</p>	<p>David Ure</p> <p>Donna Rodger</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
54	Social Media - Controls over access to SM Accounts 3. Social media training Michael Pinkerton, Media Manager	Medium	CE1901 Rec3.2 Refresh of social media training materials Pending	1. Existing training materials and the e learning module content will be reviewed and refreshed with support from Human Resources (where required) to ensure that it is aligned with applicable legislation and regulations. 2. The e learning module will be updated to ensure that sufficient information is provided prior to testing and that correct answers are provided to incorrect responses. 3. Ownership of the content of the social media e learning model will be agreed between Strategy and Communications and Human Resources.	Estimated Date: 25/01/2021 Revised Date: No of Revisions 0	David Ure Donna Rodger

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
<p>Page 380</p> <p>5</p>	<p>Policy Management Framework</p> <p>CE1902 Policy Management Framework Issue 1: Completeness and accuracy of Council policies and the online policy register</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>CE1902 - 1.2b Policy Register review: Initial review of online policy register – Place</p> <p>Pending</p>	<p>Following receipt of the Directorate policy register extract provided by Strategy and Communications, each Directorate will perform an initial review of their section of the policy register to identify out of date and draft documents. A status update will be provided to Strategy and Communications for each document currently published online, to confirm whether the published version is the most up to date approved version and no immediate action is required. is out of date but has been recently reviewed and reported to Committee in the annual policy assurance statement – a copy of the most recent version held by the Directorate or Division will then be sent to by Strategy and Communications for publication on the current online register. is out of date or in draft with no recently approved version available. Strategy and Communications will then remove the current online version from the online policy register and note that the document is being reviewed. Strategy and Communications will update the current online policy register on the basis of returns and Directorates will commence their wider policy review set out at 1.2d.</p>	<p>Estimated Date: 31/01/2021 Revised Date:</p> <p>No of Revisions 0</p>	<p>Alison Coburn David Givan Gareth Barwell George Gaunt Lynne Halfpenny Michael Thain Veronica Wishart</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
56	<p>Policy Management Framework</p> <p>CE1902 Policy Management Framework Issue 3: Policy framework guidance</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	Medium	<p>CE1902 3.1a Policy framework – definitions for policies, procedures, and guidance</p> <p>Pending</p>	Clear definitions will be established for policies; procedures; and guidance and will reflect that policies outline the Council's response to legislation; regulations and statutory requirements, specifying what the Council will do to ensure compliance, whilst procedures and guidance detail how policy objectives will be achieved. The definitions will be agreed by the Corporate Leadership Team and The Policy and Sustainability Committee and will be communicated across all Council Directorates and Divisions.	<p>Estimated Date: 31/10/2020</p> <p>Revised Date: 01/03/2021</p> <p>No of Revisions 0</p>	<p>Beth Hall</p> <p>Donna Rodger</p> <p>Kevin Wilbraham</p> <p>Laura Callender</p>
Page 581	<p>Policy Management Framework</p> <p>CE1902 Policy Management Framework Issue 3: Policy framework guidance</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	Medium	<p>CE1902 3.1b Policy framework - First- and second-lines roles and responsibilities</p> <p>Pending</p>	Following the outcomes of the Working Group (see recommendation 1.2c), First line (directorates) and second line (Strategy and Communications) roles and responsibilities in relation to the policy management framework and confirmation of its ongoing application will be communicated across Directorates and Divisions and included in the guidance published on the Orb.	<p>Estimated Date: 31/10/2020</p> <p>Revised Date: 01/03/2021</p> <p>No of Revisions 0</p>	<p>Donna Rodger</p> <p>Laura Callender</p>
58	<p>Policy Management Framework</p> <p>CE1902 Policy Management Framework Issue 3: Policy framework guidance</p> <p>Gavin King, Democracy, Governance and</p>	Medium	<p>CE1902 3.1c Policy framework - review of guidance, templates and orb pages</p> <p>Pending</p>	Guidance and supporting templates on the Orb will be reviewed and refreshed to include links to agreed policy definitions and templates and the policy register and checks performed to confirm that these can be accessed.	<p>Estimated Date: 31/10/2020</p> <p>Revised Date: 01/03/2021</p> <p>No of Revisions 0</p>	<p>Laura Callender</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
	Resilience Senior Manager					
59	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.3(a) - Review of Operational Forms</p> <p>Pending</p>	The remit of the working group led by the Communities and Families Senior Education Officer will include a review of all admissions forms published on the Council website and Orb to ensure that they remain fit for purpose and include all necessary accessibility and privacy statements.	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Arran Finlay Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
60	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.3(b) - Online Application Form</p> <p>Pending</p>	Development of a single online application form will be led by Customer Transactions Team as discussions already underway with internal automation team and Transactions have successfully introduced online applications in other areas of the business.	<p>Estimated Date:31/12/2020</p> <p>Revised Date:01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Arran Finlay Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
61	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.3(c) - Issue of 'Request Granted' Letters</p> <p>Pending</p>	The working group remit led by the Communities and Families Senior Education Officer will include consideration of continued need for formal 'request granted template letters or whether an email to parents / guardians is an acceptable alternative option. Where emails are the preferred option, guidance will be provided to schools to ensure that the terms and limitations of the placement offer are included.	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Arran Finlay Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
<p>Page 383</p> <p>62</p>	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.3(d) - Issuing Standard Letters & Forms</p> <p>Pending</p>	A communication will be issued by Schools and Life Long Learning management to all schools reminding them to comply with placing request processes as outlined on the Orb, including the requirement to: issue a standard request refusal letter for all application refusals which includes all required paragraphs and is supported by a copy of the frequently asked questions document; and use standard Council forms only. The communication will advise schools to provide feedback where standard forms are not considered to meet the needs of the school, for example, if an additional section for course subjects studied at secondary school is required. Feedback from schools will be considered as part of the working group's review of operational forms.	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
63	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901 Issue 2.1(a): Committee on Pupil Student Support Recording of Officer Review</p> <p>Pending</p>	Communities and Families, Committee Services and Transactions will ensure the officer review of the annual placing request list and the rationale supporting recommendations made to the Committee on Pupil Student Support from 2020 onwards is formally documented.	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
Page 384	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901 Issue 2.3(a): Validation of Registration & Enrolment Applications</p> <p>Pending</p>	A reminder will be sent to all schools to reinforce the requirement to confirm that adequate and valid evidence is provided to support all registrations and enrolments, including two matching proofs of address aligned with the address provided in the application.	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>
65	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Andy Gray, Head of</p>	High	<p>CF1901 Issue 2.3(b): Quality Assurance Checks in Schools</p> <p>Pending</p>	Schools business managers will be instructed to undertake sample quality assurance checks of evidence obtained from parents to support applications to ensure compliance with procedures. This will include completion of checks prior to completion of enrolment processes. Checking of completion will form part of the Communities and Families Self-	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
	Schools & Lifelong Learning			Assurance Framework from 2021 onwards.		
66	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901 Issue 2.4: Managing Conflicts of Interest</p> <p>Pending</p>	Guidance will be developed for use in all schools to ensure any conflicts of interest are recorded and managed appropriately. This will include Business Manager review and Head Teacher sign off where necessary.	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Arran Finlay</p> <p>Claire Thompson</p> <p>Michelle McMillan</p> <p>Nickey Boyle</p> <p>Ruth Currie</p>
Page 385 67	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 4: Data Access, Security & Retention</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901: Issue 4.1: Access to Personal Data</p> <p>Pending</p>	Files and shared folders will be reviewed, and appropriate access permissions and password controls implemented.	<p>Estimated Date: 31/07/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty</p> <p>Arran Finlay</p> <p>Donna Rodger</p> <p>Gavin King</p> <p>Hayley Barnett</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p> <p>Neil Jamieson</p> <p>Nickey Boyle</p> <p>Nicola Harvey</p> <p>Ruth Currie</p> <p>Sheila Haig</p> <p>Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
68	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 4: Data Access, Security & Retention</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901: Issue 4.2: Secure Email Transmission</p> <p>Pending</p>	The Information Governance Unit and Digital Services will be engaged to discuss the recipients; nature and sensitivity of information transmitted via email to establish whether the current method is appropriately secure or whether additional steps are required. This will include consideration of email data classification labels where deemed appropriate.	<p>Estimated Date: 30/09/2020</p> <p>Revised Date: 01/02/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
Page 386	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 4: Data Access, Security & Retention</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901: Issue 4.4(b): Document Retention & Disposal; Schools</p> <p>Pending</p>	A communication will be issued to schools to request that retention schedules and destruction logs are established to ensure records are managed and disposed of in line with the Council's retention schedule.	<p>Estimated Date:30/06/2020</p> <p>Revised Date:22/02/2021</p> <p>No of Revisions 1</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>
70	<p>PVG and Disclosures</p> <p>CF1904: Issue 1 - PVG membership for individuals in schools</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1904: Rec 1.2c - Monitoring volunteers who are employees</p> <p>Pending</p>	A communication will be issued by Communities and Families to Active Schools to advise that a 'Short Scheme Record' is required for all volunteers who are City of Edinburgh employees. In addition, Communities and Families seek written assurance from Active Schools, on a six-monthly basis to confirm that all volunteers who carry out regulated work within schools	<p>Estimated Date: 31/12/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Claire Thompson Michelle McMillan Nickey Boyle</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
				have a current PVG scheme membership.		
71	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer	Medium	CW1806 Issue 1.1(7): ATEC 24 Review of Operational Processes - Key Safes Pending	7. The key safe business case, or an alternative approach, will be progressed and an installation programme implemented to allow the numbers of individual safes to be maximised.	Estimated Date: 30/04/2020 Revised Date: 01/05/2021 No of Revisions 1	Angela Ritchie Craig O'Donnell Tom Cowan
72	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer	Medium	CW1806 Issue 1.4(3): ATEC 24 Quality Assurance Framework - Review Pending	3. Where systemic themes or trends are identified from quality assurance reviews, management will consider whether existing operational processes should be revisited.	Estimated Date: 30/04/2020 Revised Date: 01/05/2021 No of Revisions 1	Angela Ritchie Craig O'Donnell Tom Cowan
73	Brexit impacts - supply chain management CW1905 Issue 1: Divisional and Directorate Brexit supply chain management risks Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	Medium	CW1905 Rec. 1.1c: Communities and Families - Divisional and directorate supply chain management Pending	As discussed and agreed at the Corporate Leadership Team (CLT) on 29th July 2020, these findings will be implemented as recommended by Internal Audit and in line with an earlier CLT decision (8 July 2020) that the most significant corporate concurrent risks (including Brexit supply chain risks) that could potentially impact the Council will be identified by October 2020. It is acknowledged that divisional and directorate supply chain risks will need to be identified to support this process.	Estimated Date: 30/10/2020 Revised Date: No of Revisions 0	Andy Gray Bernadette Oxley Crawford McGhie Michelle McMillan Nichola Dadds Nickey Boyle

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
74	<p>Brexit impacts - supply chain management</p> <p>CW1905 Issue 1: Divisional and Directorate Brexit supply chain management risks</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	Medium	<p>CW1905 Rec. 1.1e: Strategy and Communications - Divisional and directorate supply chain management</p> <p>Pending</p>	As discussed and agreed at the Corporate Leadership Team (CLT) on 29th July 2020, these findings will be implemented as recommended by Internal Audit and in line with an earlier CLT decision(8 July 2020) that the most significant corporate concurrent risks (including Brexit supply chain risks) that could potentially impact the Council will be identified by October 2020. It is acknowledged that divisional and directorate supply chain risks will need to be identified to support this process.	<p>Estimated Date: 30/10/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Andy Nichol</p> <p>Donna Rodger</p> <p>Gillie Severin</p> <p>Michael Pinkerton</p> <p>Paula McLeay</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
75	<p>Brexit impacts - supply chain management</p> <p>CW1905 Issue 2: Brexit governance and risk management</p> <p>Andrew Kerr, Chief Executive</p>	Medium	<p>CW1905- Recom. 2.1a: Resilience team - Adequacy & effectiveness of the Brexit risk management & governance process</p> <p>Pending</p>	<p>Resilience presented a report on Brexit planning, preparedness and governance to the Corporate Leadership Team on 8 July and will subsequently be presented to the Policy and Sustainability Committee. This includes proposals for the cessation of the cross-party Brexit working group, with all Brexit resilience planning taken forward through the Council resilience group. The paper also proposes that the Council Incident Management Team (CIMT) considers Brexit alongside Covid-19 and includes Brexit as a standing item on CIMT agendas from September 2020. Once approved by the Policy and Sustainability Committee, these new governance arrangements will be implemented. Resilience will coordinate review of the corporate Brexit risk register, in conjunction with the Commercial and Procurement Service and Corporate Risk Management teams for consideration at the CLT risk committee.</p>	<p>Estimated Date: 30/09/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Donna Rodger</p> <p>Gavin King</p> <p>Mary-Ellen Lang</p>
76	<p>Validation Review 2019/20</p> <p>CW1909 Issue 2: Communities and Families – Complaints received by Helpline</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CW1909 Recommendation 2.1.3 - Development and communication of complaints handling guidance</p> <p>Pending</p>	<p>3. Complaint handling procedures and guidance will be developed and maintained and shared with all relevant team members as recommended.</p>	<p>Estimated Date: 31/01/2021</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Claire Thompson</p> <p>Michelle McMillan</p> <p>Nickey Boyle</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
77	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 1. Roads Improvement Plan financial operating model and project governance</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1808 - 1.3 Roads Service Improvement Plan project governance</p> <p>Pending</p>	Accepted. The re-based plan will be managed in line with the Project Management Toolkit for Major Projects. The plan will be managed by the Roads service Performance Coordinator once appointed in the revised structure.	<p>Estimated Date: 20/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Nicole Fraser</p>
Page 390	<p>Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 1: Contract Management by Directorates and Service Areas</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>RES1809 Issue 1.3(3): Contract manager support and guidance - Place</p> <p>Pending</p>	Place This recommendation is accepted, and this will be added as appropriate to the Place mandatory training matrix at the next review.	<p>Estimated Date: 31/08/2020</p> <p>Revised Date: 01/01/2021</p> <p>No of Revisions 0</p>	<p>Alison Coburn David Givan Gareth Barwell George Gaunt Lynne Halfpenny Michael Thain</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
79	<p>Budget Setting and Management</p> <p>RES 1903 Issue 1: Savings proposals documentation and risk assessments</p> <p>Gillie Severin, Strategic Change Delivery Manager</p>	Medium	<p>RES 1903 Issue 1.1: Savings proposals documentation and risk assessments</p> <p>Pending</p>	<p>1. Savings plan and business case templates will both be reviewed to ensure that they align to major projects documentation. In addition, a procedural document will be created which details the amount and depth of documentation, which is required to support savings plans, based on outcomes of the prioritisation matrix assessment. 2. The Finance budget monitoring RAG (Red, Amber, Green) delivery risk assessment categories will each be formally defined, and consistently applied to all savings delivery progress updates provided to Directorate management teams, CLT, and service committees.</p>	<p>Estimated Date:30/09/2020</p> <p>Revised Date:01/02/2021</p> <p>No of Revisions</p> <p>0</p>	<p>Alison HenryAnnette SmithDonna RodgerEmma BakerHugh DunnJohn ConnartyLayla SmithMichelle Vanhegan</p>
Page 391 80	<p>Budget Setting and Management</p> <p>RES 1903 Issue 3: Continuous improvement: Lessons learned and customer feedback.</p> <p>Paula McLeay, Policy and Insight Senior Manager</p>	Medium	<p>RES 1903 Issue 3.1: Annual budget setting lessons learned methodology</p> <p>Pending</p>	<p>A methodology for the lessons learned process will be developed and stated in a procedure document. This work will be performed through liaison between the Change Strategy Team and Finance. The methodology will include the requirements stated above.</p>	<p>Estimated Date: 31/05/2020</p> <p>Revised Date: 01/10/2020</p> <p>No of Revisions</p> <p>0</p>	<p>Alison Henry Annette Smith Donna Rodger Emma Baker Hugh Dunn John Connarty Layla Smith Michelle Vanhegan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
81	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.1(b)</p> <p>- Review of Admissions Operational Procedures</p> <p>Started</p>	<p>A working group led by the Communities and Families Senior Education Officer with representation from all service areas involved in school admissions, appeals and capacity planning, will be established to undertake a review of all procedural documents. This will include consideration of amalgamation of existing procedures where appropriate and implementation of a review schedule and version control.</p>	<p>Estimated Date: 31/08/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
<p>Page 392</p> <p>82</p>	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.1(c)</p> <p>- Placing Appeals Procedures</p> <p>Started</p>	<p>As part of the working group led by the Communities and Families Senior Education Officer, appeals procedures which detail end to end processes to be applied across all areas involved in placing requests will be established and this will include clear roles and responsibilities.</p>	<p>Estimated Date: 31/08/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
83	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.1(d)/(e) - Communicating Guidance on Website & Orb</p> <p>Started</p>	Following review and completion of working group actions, all policies and procedures will be published on the Council's website and Orb, and communicated to all relevant officers, with changes highlighted.	<p>Estimated Date: 30/09/2020</p> <p>Revised Date: 01/02/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
Page 363 364	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>CF1901 Issue 2.3(d): Sharing Outcomes of Annual Checks</p> <p>Started</p>	Outcomes of annual checks that highlight any significant and systemic weaknesses will be shared with Schools and Lifelong Learning with a request that findings identified from the review are addressed and processes updated to ensure that they do not recur in subsequent years.	<p>Estimated Date: 30/11/2020</p> <p>Revised Date: 01/04/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Andy Gray Arran Finlay Jane MacIntyre Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
85	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 3: Process Documentation & Delivery Responsibilities</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901 Issue 3.1(a): Development & Communication of end to end processes and role/responsibilities</p> <p>Started</p>	<p>The remit of the working group led by the Communities and Families Senior Education Officer, will include reviewing and documenting end to end processes for the annual school admissions, appeals, and capacity planning process. A matrix describing divisional roles and responsibilities for processes, which details who will be responsible; accountable; consulted; and informed for each stage will also be developed. The end to end procedures and matrix will be discussed and agreed with all divisional teams involved in the process, communicated, and published on the Council's intranet (the Orb) with training provided where required.</p>	<p>Estimated Date: 31/08/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
86	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 3: Process Documentation & Delivery Responsibilities</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901 Issue 3.1(b): Internal Partnership Protocols</p> <p>Started</p>	<p>Internal partnership protocols will be prepared and implemented for services delivered by other divisions on behalf of Schools and Lifelong Learning, incorporating the scope of services and roles and responsibilities defined in the new end to end process documentation. Where relevant, current internal charging arrangements will be reviewed to ensure that it accurately reflect the levels of support provided. Partnership protocols and associated key performance measures / indicators will be reviewed at least every two years to ensure they remain aligned with service delivery, operational processes and relevant regulatory and professional standards. Governance arrangements to support ongoing performance monitoring will be designed and implemented to ensure that both Schools and Lifelong Learning and the service areas that support them are satisfied with the quality of services provided.</p>	<p>Estimated Date:31/08/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions</p> <p>1</p>	<p>Alison RoartyArran FinlayDonna RodgerGavin KingHayley BarnettLayla SmithMatthew ClarkeMichelle VanheganNeil JamiesonNick SmithNickey BoyleNicola HarveyRuth CurrieSheila HaigStephen Moir</p>
87	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 3: Process Documentation & Delivery Responsibilities</p> <p>Andy Gray, Head of</p>	Medium	<p>CF1901 Issue 3.1(c): Annual Process - Debrief & Lessons Learned</p> <p>Started</p>	<p>Following completion of the annual process, a debrief meeting will be held with all teams involved to understand what worked well and what areas need to be improved. The outcomes should be recorded in a 'lessons learned' document that is used to implement the improvement opportunities identified and address any process issues in advance of the next annual process.</p>	<p>Estimated Date: 31/08/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions</p> <p>1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
	Schools & Lifelong Learning					Sheila Haig Stephen Moir
88	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 3: Process Documentation & Delivery Responsibilities</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901 Issue 3.1(d): Roles & Responsibilities Outwith Annual Process</p> <p>Started</p>	The working group will review the roles and responsibilities for any tasks performed outwith the annual P1/S1 admissions, appeals and capacity planning process. These will be documented and communicated to all teams involved in the process. The review will include identifying key contacts for common non-annual admissions queries, for example, home schooling; private schooling; dealing with refugees; and requests for current or future capacity information, to ensure that they can be appropriately redirected and resolved.	<p>Estimated Date: 31/08/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 3</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
89	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 4: Data Access, Security & Retention</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901: Issue 4.4(a): Document Retention & Disposal; All Services</p> <p>Started</p>	The Information Governance Unit will be engaged to confirm data retention and disposal requirements. Where necessary the data retention schedule will be updated. Document retention and disposal requirements will be reinforced across all services processing admissions and appeals including schools. All appeals information currently retained outwith the relevant period will be destroyed in line with the Council's disposal guidelines and a retention schedule and destruction log maintained.	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
90	Resilience BC Resilience responsibilities Judith Proctor, Chief Officer	High	Rec 3.3 H&SC - Defining and allocating operational resilience duties Started	Operational resilience responsibilities for completion and ongoing maintenance of Directorate and Service Area Business Impact Assessments; Resilience plans; and coordination of resilience tests in conjunction with the Resilience team will be clearly defined and allocated. The total number of employees with operational resilience responsibilities will be determined with reference to the volume of business impact assessments and resilience plans that require to be completed and maintained to support recovery of critical services.	Estimated Date: 20/12/2018 Revised Date: 30/06/2021 No of Revisions 6	Angela Ritchie Jacqui Macrae
Page 397 91	Resilience BC Resilience responsibilities Judith Proctor, Chief Officer	High	Rec 4.3 H&SC - Objectives for operational Resilience responsibilities Started	Corporate; management; and team member objectives for operational resilience responsibilities (for example completion of Service Area Business Impact Assessments; Resilience Plans; and coordination of Resilience tests) will be established, with ongoing oversight performed by Directors and Heads of Service to confirm that these are being effectively delivered to support the resilience responses included in both the Directorate and Council's annual governance statements.	Estimated Date: 31/07/2019 Revised Date: 30/06/2021 No of Revisions 2	Angela Ritchie Jacqui Macrae
92	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements	High	Rec 3.1 a) Place - Development of Resilience Plans/protocols for statutory and critical services	Rebased action October 2020 Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of	Estimated Date: 19/06/2020 Revised Date: 31/12/2022 No of Revisions 1	Alison Coburn Claire Duchart David Givan Gareth Barwell Gavin King George Gaunt Lynne Halfpenny

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
	Paul Lawrence, Executive Director of Place and SRO		Started	these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.		Mary-Ellen Lang Michael Thain
93	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Stephen Moir, Executive Director of Resources	High	Rec 3.1b Resources - Development of Resilience Plans/protocols for statutory and critical services Started	Rebased action October 2020Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.	Estimated Date: 19/06/2020 Revised Date: 31/12/2022 No of Revisions 1	Annette Smith Gavin King Hugh Dunn Katy Miller Layla Smith Mary-Ellen Lang Michelle Vanhegan Nick Smith Nicola Harvey Peter Watton
Page 34 94	Resilience BCCompletion and adequacy of service area business impact assessments and resilience arrangementsJudith Proctor, Chief Officer	High	Rec 3.1c H&SC - Development of Resilience Plans/protocols for statutory and critical servicesStarted	Rebased action October 2020Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.	Estimated Date: 19/06/2020 Revised Date: 31/12/2022 No of Revisions 1	Angela RitchieJacqui Macrae
95	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	High	Rec 3.1d C&F - Development of Resilience Plans/protocols for statutory and critical services Started	Rebased action October 2020Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.	Estimated Date: 19/06/2020 Revised Date: 31/12/2022 No of Revisions 1	Donna Rodger Gavin King Mary-Ellen Lang Michelle McMillan Nichola Dadds Nickey Boyle Ruth Currie

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
96	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	High	<p>Rec 3.1e S&C - Development of Resilience Plans/protocols for statutory and critical services</p> <p>Started</p>	Rebased action October 2020 Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.	<p>Estimated Date: 19/06/2020</p> <p>Revised Date: 31/12/2022</p> <p>No of Revisions 1</p>	<p>Donna Rodger</p> <p>Mary-Ellen Lang</p>
Page 399	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>Rec 6.1a Place - Review of third-party contracts to confirm appropriate resilience arrangements</p> <p>Started</p>	Existing third-party contracts supporting critical services should be reviewed by Directorates in consultation with contract managers / owners to confirm that they include appropriate resilience arrangements. Where gaps are identified, Procurement Services should be engaged to support discussions with suppliers regarding inclusion of appropriate resilience clauses requiring third parties to establish adequate resilience arrangements for both services and systems that are tested (at least annually) with the outcomes shared with / provided to the Council. Where these changes cannot be incorporated into existing contracts, they should be included when the contracts are re tendered.	<p>Estimated Date: 20/12/2019</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 3</p>	<p>Alison Coburn</p> <p>Annette Smith</p> <p>Claire Duchart</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p> <p>Hugh Dunn</p> <p>Iain Strachan</p> <p>Lynne Halfpenny</p> <p>Mary-Ellen Lang</p> <p>Michael Thain</p> <p>Mollie Kerr</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
98	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>Rec 6.1b Resources - Review of third-party contracts to confirm appropriate resilience arrangements</p> <p>Started</p>	Existing third-party contracts supporting critical services should be reviewed by Directorates in consultation with contract managers / owners to confirm that they include appropriate resilience arrangements. Where gaps are identified, Procurement Services should be engaged to support discussions with suppliers regarding inclusion of appropriate resilience clauses requiring third parties to establish adequate resilience arrangements for both services and systems that are tested (at least annually) with the outcomes shared with / provided to the Council. Where these changes cannot be incorporated into existing contracts, they should be included when the contracts are re tendered.	<p>Estimated Date: 20/12/2019</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 2</p>	<p>Annette Smith</p> <p>Hugh Dunn</p> <p>Iain Strachan</p> <p>Katy Miller</p> <p>Layla Smith</p> <p>Mary-Ellen Lang</p> <p>Michelle Vanhegan</p> <p>Mollie Kerr</p> <p>Nick Smith</p> <p>Nicola Harvey</p> <p>Peter Watton</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
99	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Judith Proctor, Chief Officer</p>	High	<p>Rec 6.1c H&SC - Review of third-party contracts to confirm appropriate resilience arrangements</p> <p>Started</p>	Existing third-party contracts supporting critical services should be reviewed by Directorates in consultation with contract managers / owners to confirm that they include appropriate resilience arrangements. Where gaps are identified, Procurement Services should be engaged to support discussions with suppliers regarding inclusion of appropriate resilience clauses requiring third parties to establish adequate resilience arrangements for both services and systems that are tested (at least annually) with the outcomes shared with / provided to the Council. Where these changes cannot be incorporated into existing contracts, they should be included when the contracts are re tendered.	<p>Estimated Date: 20/12/2019</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 2</p>	<p>Angela Ritchie</p> <p>Jacqui Macrae</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
100	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	High	<p>Rec 6.1d C&F - Review of third-party contracts to confirm appropriate resilience arrangements</p> <p>Started</p>	Existing third-party contracts supporting critical services should be reviewed by Directorates in consultation with contract managers / owners to confirm that they include appropriate resilience arrangements. Where gaps are identified, Procurement Services should be engaged to support discussions with suppliers regarding inclusion of appropriate resilience clauses requiring third parties to establish adequate resilience arrangements for both services and systems that are tested (at least annually) with the outcomes shared with / provided to the Council. Where these changes cannot be incorporated into existing contracts, they should be included when the contracts are re tendered.	<p>Estimated Date: 20/12/2019</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 2</p>	<p>Annette Smith</p> <p>Hugh Dunn</p> <p>Iain Strachan</p> <p>Mary-Ellen Lang</p> <p>Michelle McMillan</p> <p>Mollie Kerr</p> <p>Nichola Dadds</p> <p>Nickey Boyle</p> <p>Ruth Currie</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
101	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	High	<p>Rec 6.1e S&C - Review of third-party contracts to confirm appropriate resilience arrangements</p> <p>Started</p>	Existing third-party contracts supporting critical services will be reviewed by Directorates in consultation with contract managers / owners to confirm that they include appropriate resilience arrangements. Where gaps are identified, Procurement Services will be engaged to support discussions with suppliers regarding inclusion of appropriate resilience clauses requiring third parties to establish adequate resilience arrangements for both services and systems that are tested (at least annually) with the outcomes shared with / provided to the Council. Where these changes cannot be incorporated into existing contracts, they will be included when the contracts are re tendered and critical service plans should be documented and communicated by Corporate Resilience.	<p>Estimated Date:20/12/2019</p> <p>Revised Date:31/03/2021</p> <p>No of Revisions: 2</p>	<p>Annette SmithDonna RodgerHugh Dunnlain StrachanMary-Ellen LangMollie Kerr</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
102	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>Rec 6.2a Place - Annual assurance from Third Party Providers</p> <p>Started</p>	<p>Following receipt of initial assurance from all third-party providers for statutory and critical services (as per rec 6.1), annual assurance that provider resilience plans remain adequate and effective should be obtained. This should include confirmation from the provider that they have tested these plans and recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved. It is recommended that contract managers include this requirement as part on ongoing contract management arrangements. Where this assurance cannot be provided, this should be recorded in Service Area and Directorate risk registers. Date revised to reflect that following receipt of initial assurance by 31 March 2021, annual assurance should be obtained by 31 March 2022.</p>	<p>Estimated Date: 28/06/2019</p> <p>Revised Date: 31/03/2022</p> <p>No of Revisions 3</p>	<p>Alison Coburn Claire Duchart David Givan Gareth Barwell George Gaunt Lynne Halfpenny Mary-Ellen Lang Michael Thain</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
103	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>Rec 6.2b Resources - Annual assurance from Third Party Providers</p> <p>Started</p>	<p>Following receipt of initial assurance from all third party providers for statutory and critical services (as per rec 6.1), annual assurance that provider resilience plans remain adequate and effective should be obtained. This should include confirmation from the provider that they have tested these plans and recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved. It is recommended that contract managers include this requirement as part on ongoing contract management arrangements. Where this assurance cannot be provided, this should be recorded in Service Area and Directorate risk registers. Date revised to reflect that following receipt of initial assurance by 31 March 2021, annual assurance should be obtained by 31 March 2022.</p>	<p>Estimated Date: 28/06/2019 Revised Date: 31/03/2022 No of Revisions 2</p>	<p>Annette Smith Hugh Dunn Iain Strachan Katy Miller Layla Smith Mary-Ellen Lang Michelle Vanhegan Mollie Kerr Nick Smith Nicola Harvey Peter Watton</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
104	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Judith Proctor, Chief Officer</p>	High	<p>Rec 6.2c H&SC - Annual assurance from Third Party Providers</p> <p>Started</p>	Assurance will be obtained annually for statutory and critical services from third party service providers that their resilience plans remain adequate and effective; and have been tested to confirm that the recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved. Where this assurance cannot be provided, this will be recorded in Service Area and Directorate risk registers.	<p>Estimated Date: 21/06/2019</p> <p>Revised Date: 31/03/2022</p> <p>No of Revisions 2</p>	<p>Angela Ritchie</p> <p>Jacqui Macrae</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
105	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	High	<p>Rec 6.2d C&F - Annual assurance from Third Party Providers</p> <p>Started</p>	<p>Following receipt of initial assurance from all third party providers for statutory and critical services (as per rec 6.1), annual assurance that provider resilience plans remain adequate and effective should be obtained. This should include confirmation from the provider that they have tested these plans and recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved. It is recommended that contract managers include this requirement as part on ongoing contract management arrangements. Where this assurance cannot be provided, this should be recorded in Service Area and Directorate risk registers. Date revised to reflect that following receipt of initial assurance by 31 March 2021, annual assurance should be obtained by 31 March 2022.</p>	<p>Estimated Date: 28/06/2019 Revised Date: 31/03/2022 No of Revisions 2</p>	<p>Anna Gray Mary-Ellen Lang Michelle McMillan Nichola Dadds Nickey Boyle</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
106	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	High	<p>Rec 6.2e S&C - Annual assurance from Third Party Providers</p> <p>Started</p>	<p>Following receipt of initial assurance from all third party providers for statutory and critical services (as per rec 6.1), annual assurance that provider resilience plans remain adequate and effective should be obtained. This should include confirmation from the provider that they have tested these plans and recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved. It is recommended that contract managers include this requirement as part on ongoing contract management arrangements. Where this assurance cannot be provided, this should be recorded in Service Area and Directorate risk registers. Date revised to reflect that following receipt of initial assurance by 31 March 2021, annual assurance should be obtained by 31 March 2022.</p>	<p>Estimated Date: 28/06/2019</p> <p>Revised Date: 31/03/2022</p> <p>No of Revisions</p> <p>2</p>	<p>Donna Rodger Mary-Ellen Lang</p>
107	<p>Resilience BC</p> <p>Adequacy, maintenance and approval of Council wide resilience plans</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	Medium	<p>Rec 4) Update of Council Business Continuity Plan to include key elements from Business Area Resilience Plans/Protocols</p> <p>Started</p>	<p>The Council Business Continuity Plan (BCP) was developed and signed off the Chief Executive in May 2019. Following Directorate review and update of Business Area Resilience Plans and protocols, the Council BCP will be updated to include key elements of Directorate plans.</p>	<p>Estimated Date: 18/12/2020</p> <p>Revised Date: 31/03/2024</p> <p>No of Revisions</p> <p>1</p>	<p>Donna Rodger Mary-Ellen Lang</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 409	<p>Records Management - LAAC</p> <p>CW1705 Issue 1: Project file review process</p> <p>Bernadette Oxley, Head of Children's Services</p>	Medium	<p>CW1705 Issue 1.3: Quality assurance checks</p> <p>Started</p>	<p>Project management information will be monitored weekly to identify the volume of files that have been reviewed by the project team and an independent risk based quality assurance approach developed and implemented that focuses on files that have not been 'split' by the project team, to confirm that they have been accurately classified as files that have not been merged prior to their return to Iron Mountain for archiving. Quality assurance sample sizes will be selected at the start of each week and will depend on the volumes of files reviewed by the project team and the relevant proportion of non-merged and merged files. Where merged files have been identified and split by the project team, a lighter touch approach involving peer reviews will be adopted to ensure that the project file review process has been consistently applied and appropriate actions implemented. Quality assurance outcomes will be recorded and all significant errors (for example failure to identify merged files), areas of good practices, and areas for improvement will be shared with the project team. Availability of quality resource will be monitored throughout the project to ensure that it remains adequate to complete an appropriate number of QA reviews based on file outcomes. A retrospective sample of cases already reviewed by the project team will also be selected for retrospective review</p>	<p>Estimated Date: 31/03/2020 Revised Date: 31/03/2022 No of Revisions 4</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed Gillie Severin John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
				based on the approach outlined above. The project team will work to an end of February date for implementation of quality assurance within the project team with an end of March date for Internal Audit to review the process applied.		
109	Records Management - LAAC CW1705 Issue 2: Review of additional files Bernadette Oxley, Head of Children's Services	Medium	CW1705 Issue 2.1: Review of additional files Started	The total volume of files at Westerhailes will be quantified. Once this has been completed, a risk based sample approach will be applied to review the files and identify any that may have been merged.	Estimated Date: 31/03/2020 Revised Date: 31/03/2021 No of Revisions 3	Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed Gillie Severin John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
110	<p>Records Management - LAAC</p> <p>CW1705 Issue 2: Review of additional files</p> <p>Bernadette Oxley, Head of Children's Services</p>	Medium	<p>CW1705 Issue 2.2: Impact analysis</p> <p>Started</p>	<p>The outcomes of the review of additional files (as detailed at recommendation 2.1) will be shared with the Senior Responsible Officers together with an impact analysis detailing the resourcing and associated costs of including the files within the project scope, and recommendations made as to whether the scope of the project should be extended to include these files, or whether reliance should be placed on the new business as usual process to be implemented as detailed at Finding 3. Where the decision is taken to include the potentially merged files within the scope of the project, they will be transferred across to the project team and logged for review. The project team will work to a completion 29 May with a date of 26 June for validation by Internal Audit.</p>	<p>Estimated Date: 26/06/2020</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 4</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed Gillie Severin John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>
111	<p>Records Management - LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Bernadette Oxley, Head of Children's Services</p>	Medium	<p>CW1705 Issue 3.1: Pre destruction business as usual file review process</p> <p>Started</p>	<p>The pre destruction business as usual file review process is currently being developed and will cover all the points recommended by Internal Audit. The process will be prepared by the end January 2020 and agreed with the Health and Social Care and Communities and Families Directorates by the end of February 2020.</p>	<p>Estimated Date: 28/02/2020</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 4</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed Gillie Severin John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
112	<p>Records Management - LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Bernadette Oxley, Head of Children's Services</p>	Medium	<p>CW1705 Issue 3.2a (C&F): Communication and training</p> <p>Started</p>	Children's Practice team managers have already been briefed regarding the outcomes of the audit and a refreshed process will soon be implemented. The process will be co-produced with Business Support Team Managers, communicated and uploaded to the Orb. Given the scale of training to be provided, a CECiL based approach will be applied with support provided by Business Support and requested from Learning and Organisational Development (Human Resources), with divisions requested to track completion of the CECiL module. Locality Management teams will also receive face to face training on the new process.	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 31/08/2021</p> <p>No of Revisions 3</p>	<p>Alison Roarty</p> <p>Ani Barclay</p> <p>Donna Rodger</p> <p>Freeha Ahmed</p> <p>Gillie Severin</p> <p>John Arthur</p> <p>Louise McRae</p> <p>Nickey Boyle</p> <p>Nicola Harvey</p> <p>Stephen Moir</p>
113	<p>Records Management - LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Judith Proctor, Chief Officer</p>	Medium	<p>CW1705 Issue 3.2b (H&SCP): Communication and training</p> <p>Started</p>	Health and Social Care will adopt a similar approach to Communities and Families with the new process communicated and uploaded to the Orb. A CECiL based approach will also be applied with support provided by Business Support and requested from Learning and Organisational Development (Human Resources), with completion of the CECiL module by the relevant teams tracked. Locality Management teams will also receive face to face training on the new process.	<p>Estimated Date:30/06/2020</p> <p>Revised Date:31/08/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty</p> <p>Angela Ritchie</p> <p>Louise McRae</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
114	<p>Records Management - LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Bernadette Oxley, Head of Children's Services</p>	Medium	<p>CW1705 Issue 3.3a (C&F): Quality assurance process</p> <p>Started</p>	A joint risk-based quality assurance process will be established between Business Support and Team Managers in Localities. Quality assurance outcomes will be recorded, and learnings shared with team managers at Children's Practice Team meetings, enabling city wide service improvement actions to be identified and implemented where appropriate.	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 31/08/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed Gillie Severin John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>
115	<p>Records Management - LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Judith Proctor, Chief Officer</p>	Medium	<p>CW1705 Issue 3.3b (H&SCP): Quality Assurance Process</p> <p>Started</p>	A joint quality assurance process will be established between Business Support and Team Managers in Localities. The new Health and Social Care Partnership Chief Nurse and Head of Quality will be responsible for managerial oversight of the quality assurance processes, ensuring that lessons learned are fed back to the Localities and outcomes reported to the Clinical and Care Governance Committee for scrutiny and oversight.	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 31/08/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Angela Ritchie Louise McRae</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
116	Payments and Charges CW1803 Payments and Charges Issue 4: Processing and recording Licensing Fees Paul Lawrence, Executive Director of Place and SRO	Medium	CW1803 Rec. 4.1 - Procedures supporting processing and recording licencing fees Started	The Licensing Service processes approximately 21,000 applications per annum and the Internal Audit sample reviewed represents approximately 1% of the overall number of applications. Internal procedures will be reviewed to ensure that that they adequately cover the issues raised and all staff will receive refresher training to reinforce the importance of consistent application of the procedures. Longer term upgrades to the APP Civica Licensing system should also offer enhanced capability with mandatory sections for each licence type processed.	Estimated Date: 20/12/2019 Revised Date: 01/05/2020 No of Revisions 0	Alison Coburn Andrew Mitchell David Givan Gavin Brown George Gaunt Michael Thain Sandra Harrison
117	Payments and Charges CW1803 Payments and Charges Issue 4: Processing and recording Licensing Fees Paul Lawrence, Executive Director of Place and SRO	Medium	CW1803 Rec. 4.2 - Quality checking Started	Licensing has existing assurance procedures for monitoring noncompliance with core procedures and processes. These will be reviewed to identify whether additional quality assurance is required proportionate to the level of risk. Any revision of the procedures will be focused on those aspects of the processes which present higher levels of legal risk and will use existing assurance data to identify areas that would benefit from more robust scrutiny. Longer term upgrades to the APP Civica Licensing should reduce the risks in this area. The review and proposed revision of assurance procedures will be agreed with Internal Audit to ensure that this risk is fully addressed.	Estimated Date: 20/12/2019 Revised Date: 01/05/2020 No of Revisions 0	Alison Coburn Andrew Mitchell David Givan Gavin Brown George Gaunt Grace McCabe Michael Thain Sandra Harrison

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
118	Payments and Charges CW1803 Payments and Charges Issue 5: Processing and recording of Parking Permit fees Paul Lawrence, Executive Director of Place and SRO	Medium	CW1803 Rec. 5.2 - Procedure for authorising payments Started	NSL Apply offers improved control mechanisms by automating many processes and tasks, including payments. These are currently not being used. Implementations of these controls, along with a formalised payment acceptance procedure will ensure correct payments are received and further reduce any anomalies. The payment acceptance procedure will confirm that the Council does not accept part payment for parking permits and only reduces the price when the applicant is a disabled persons' blue badge holder. The procedure will establish a quality assurance payment sampling processes for implementation across Business Support teams who administer parking permits.	Estimated Date: 31/03/2020 Revised Date: 01/08/2020 No of Revisions 0	Alison Coburn David Givan Ewan Kennedy Gavin Brown Gavin Graham George Gaunt Michael Thain Sandra Harrison
119	Payments and Charges CW1803 Payments and Charges Issue 5: Processing and recording of Parking Permit fees Paul Lawrence, Executive Director of Place and SRO	Medium	CW1803 Rec. 5.3 - Ongoing risk-based quality assurance Started	A quality assurance payment acceptance procedure will be developed to ensure the accuracy of parking permit payments. This process will be based on the Internal Audit recommendations.	Estimated Date: 31/03/2020 Revised Date: 01/08/2020 No of Revisions 0	Alison Coburn David Givan Ewan Kennedy Gavin Brown Gavin Graham George Gaunt Michael Thain Sandra Harrison

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
120	Payments and Charges CW1803 Payments and Charges Issue 5: Processing and recording of Parking Permit fees Stephen Moir, Executive Director of Resources	Medium	CW1803 Rec. 5.4 - NSL income reconciliation Started	The recommendation is accepted. Financial reconciliations between the systems have commenced reinstatement. Work is underway to build a management information suite which will augment the control attributes of the reconciliation as a standalone mechanism.	Estimated Date: 28/02/2020 Revised Date: 30/06/2021 No of Revisions 3	Annette Smith Dougie Linton Gavin Graham Hugh Dunn John Connarty Layla Smith Michelle Vanhegan Susan Hamilton
121	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer	Medium	CW1806 Issue 1.2(3): ATEC 24 Service Level Agreements - Partnership Protocol Started	3. A partnership protocol will be approved and implemented for the Fallen Uninjured Person Service to reflect the current operations, funding arrangements and any planned process improvements.	Estimated Date: 29/11/2019 Revised Date: 01/03/2021 No of Revisions 3	Angela Ritchie Craig O'Donnell Tom Cowan
122	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer	Medium	CW1806 Issue 1.1(6): ATEC 24 Review of Operational Processes - Response Recording Started	6. Roll out of handheld devices to allow automated reporting will be progressed.	Estimated Date: 30/04/2020 Revised Date: 01/03/2021 No of Revisions 1	Angela Ritchie Craig O'Donnell Tom Cowan

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
123	<p>Emergency Prioritisation & Complaints</p> <p>CW1806: Issue 2: Third Party Service Provision - Health & Social Care Partnership</p> <p>Judith Proctor, Chief Officer</p>	Medium	<p>CW1806: Issue 2(1): SLAs - Third Party Service Provision</p> <p>Started</p>	A review of the SLA for the ESCS is underway. It is likely the detail of the arrangements will differ considerably from what is currently included within the SLA. The review will, however, take into consideration the points noted above. The review of the SLA will include contributions from City of Edinburgh Council, Midlothian Council and East Lothian Council, and will be presented to the Edinburgh Health and Social Care Partnership Executive Management Team for review and approval.	<p>Estimated Date: 30/11/2019</p> <p>Revised Date: 31/08/2021</p> <p>No of Revisions 4</p>	<p>Angela Ritchie</p> <p>Brian Henderson</p> <p>Colin Beck</p> <p>Tony Duncan</p>
Page 24 417	<p>Emergency Prioritisation & Complaints</p> <p>CW1806: Issue 2: Third Party Service Provision - Health & Social Care Partnership</p> <p>Judith Proctor, Chief Officer</p>	Medium	<p>CW1806: Issue 2(2): Partnership Protocol HSCP/Contact Centre</p> <p>Started</p>	Agreed, once the SLA is finalised, a Partnership Protocol will be developed in conjunction with Customer Contact Centre colleagues.	<p>Estimated Date: 28/02/2020</p> <p>Revised Date: 01/03/2021</p> <p>No of Revisions 2</p>	<p>Alison Roarty</p> <p>Angela Ritchie</p> <p>Craig ODonnell</p> <p>Tom Cowan</p>
125	<p>Homelessness Services</p> <p>CW1808 Issue 2: Homelessness data quality and performance reporting</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	High	<p>CW1808 Recommendation 2.1.5 - HIS alignment to Council's records retention policy and schedule.</p> <p>Started</p>	2.1.5 - Records held within HIS will be managed within the Council's Records Retention Policy and Schedule. The ongoing management and deletion of historical records will form part of the data cleansing project as HIS migrates to Northgate.	<p>Estimated Date: 31/10/2020</p> <p>Revised Date: 01/03/2021</p> <p>No of Revisions 0</p>	<p>Debbie Herbertson</p> <p>Emma Morgan</p> <p>Nichola Dadds</p> <p>Nicky Brown</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
126	Homelessness Services CW1808 Issue 2: Homelessness data quality and performance reporting Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	High	CW1808 Recommendation 2.2.3 - Performance Reporting Started	2.2.3 - We will report performance information through a dashboard to the Housing and Economy Committee, officers are currently working with elected members to finalise the key performance indicators required.	Estimated Date: 31/01/2020 Revised Date: 31/03/2021 No of Revisions 2	Emma Morgan Nichola Dadds Nicky Brown
Page 27 418	Homelessness Services CW1808 Issue 3: Provision of homelessness advice and information Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	Medium	CW1801 Recommendation 3.1.2: Updating homelessness information on website Started	3.1.2 - Following the engagement events with key stakeholders, the Council's website will be updated to include the information set out within the recommendation, and any other information relevant to key stakeholders. Webpages will be subject to regular review to ensure the information remains up to date and in line with policies and legislation.	Estimated Date: 30/04/2020 Revised Date: 31/03/2021 No of Revisions 3	Debbie Herbertson Nichola Dadds Nicky Brown
128	Homelessness Services CW1808 Issue 3: Provision of homelessness advice and information Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	Medium	CW1801 Recommendation 3.1.3: Homelessness information leaflet Started	3.1.3 - Following the engagement events with key stakeholders, we will develop a leaflet for applicants based on the information set out above, and any other relevant information. The leaflet will be made available in all Council offices, locality offices, libraries, health centres, Citizen Advice Bureaus, charities and other local support and advice agencies.	Estimated Date: 30/04/2020 Revised Date: 30/06/2021 No of Revisions 1	Debbie Herbertson Nichola Dadds Nicky Brown

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
129	<p>Assurance Actions and Annual Governance Statements</p> <p>CW1903 Issue 1: Assurance Management Framework</p> <p>Andrew Kerr, Chief Executive</p>	High	<p>CW1903 Issue 1.1a: Develop and implement an assurance management framework</p> <p>Started</p>	Discussions will be held with Directors on the outcomes of the Internal Audit report, and they will be requested to establish their own processes to ensure that the risks associated with all open assurance findings are completely and accurately reflected in their 2020/21 divisional and directorate annual assurance statements.	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 28/02/2021</p> <p>No of Revisions 1</p>	<p>Chris Peggie Donna Rodger Gavin King Hayley Barnett Laura Callender Mirka Vybiralova</p>
Page 419 30	<p>Assurance Actions and Annual Governance Statements</p> <p>CW1903 Issue 1: Assurance Management Framework</p> <p>Andrew Kerr, Chief Executive</p>	High	<p>CW1903 Issue 1.1c: Develop and implement an assurance management framework</p> <p>Started</p>	An assurance management framework will be developed and implemented that covers the points raised by Internal Audit and includes: liaison with directorates to assess current and best practice; clearly defined roles and responsibilities for first line directorates and the second line Corporate Governance team; process flow; monitoring / reporting / closure requirements; an assessment of existing automated tools to determine whether they can support the process; issue guidance; The framework will be implemented and rolled out across Council divisions and directorates to support completion of the 2021/22 annual governance statement for inclusion in the Council's 31 March 2022 annual financial statements.	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 1</p>	<p>Chris Peggie Donna Rodger Gavin King Hayley Barnett Laura Callender Mirka Vybiralova</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
<div>Page 31</div> <div>420</div>	<p>Life Safety</p> <p>CW1910 - Life safety: Issue 4 Housing Property Services – fire and water safety processes</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>CW1910 Rec. 4.1.1 Housing Property Services – water risk assessments</p> <p>Started</p>	<p>1. The Scientific Services team have reviewed the comment above against current legislation and will implement the following refreshed approach: Rather than a rolling programme covering all 20,000 Housing Property Services (HPS) properties equally, different types of property are classed in different priority risk categories. The Council has responsibility for 44 multi storey blocks and 33 Sheltered Housing complexes. These properties are all classed as high risk and assessments will be carried out within the stated two-year period currently specified in the Council's water policy, and then every two years going forward. The remaining properties on the Housing estate are considered low level priority and legislation states that these surveys should be undertaken over a five-year period. Risk assessments will be carried out on sample properties for these low risk properties. For example, in a street of 100 homes with 20 different house types, only 20 surveys would be required. 2. Providing that Housing Property Services as the risk owner allocate sufficient budget resource, Scientific Services are comfortable that this work will not put a strain on their current resources and as the approach adopted is in line with the Council's Water Safety Policy and applicable regulations, there is no need to record completion in relevant divisional and directorate risk registers.</p>	<p>Estimated Date:31/12/2020 Revised Date: No of Revisions 0</p>	<p>Alison CoburnGareth BarwellJemma TennantRobbie Beattie</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
132	Unsupported Technology (Shadow IT) and End User Computing CW1914 Issue 1: Digital strategy and governance Stephen Moir, Executive Director of Resources	Medium	CW1914 Rec 1.1 - Digital strategy development Started	The Council's digital strategy is currently being refreshed as part of the Adaptation and Renewal Programme and will include consideration of use of both networked and cloud-based systems solutions that are aligned with the Council's strategic and service delivery objectives and applicable security and compliance requirements. A separate cloud strategy will also be prepared as part of the overarching digital strategy that outlines the opportunities and risks associated with ongoing and future use of cloud-based shadow IT systems. The digital strategy will be developed following engagement and consultation with Council directorates; divisions; citizens; and other organisations (where required).	Estimated Date: 31/12/2020 Revised Date: 30/06/2021 No of Revisions 1	Alison Roarty Heather Robb Layla Smith Michelle Vanhegan Nicola Harvey
133	H&SC Care Homes - Corporate Report A1.1: Care Homes Self Assurance Framework Judith Proctor, Chief Officer	Medium	A1.1: Care Homes Self Assurance Framework Started	A self-assurance framework will be designed and implemented that will validate effective operation of controls in place to manage these risks. The Health and Social Care Partnership Operations Manager will be accountable for development; implementation and ongoing operation of the framework. Development and implementation support will be requested from Business Support and Quality Assurance and Compliance.	Estimated Date: 30/06/2019 Revised Date: 01/05/2021 No of Revisions 1	Angela Ritchie Jacqui Macrae
134	H&SC Care Homes - Corporate Report A2.3: Welfare Fund and Outings Funds	Medium	A2.3(2) Establishment of welfare fund committees	A working group has been established that will focus on welfare. The remit of the group will focus on welfare committees; constitutions; accounts; criteria and donations. 2 officers from	Estimated Date: 31/07/2018 Revised Date: 01/05/2021	Angela Ritchie Jacqui Macrae

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
	Judith Proctor, Chief Officer		Started	the working group have been assigned responsibility to write and implement welfare guidelines.	No of Revisions 5	
135	H&SC Care Homes - Corporate Report A2.3: Welfare Fund and Outings Funds Judith Proctor, Chief Officer	Medium	A2.3(3) Production of annual accounts and review by welfare fund committee Started	A working group has been established that will focus on welfare. The remit of the group will focus on welfare committees; constitutions; accounts; criteria and donations. 2 officers from the working group have been assigned responsibility to write and implement welfare guidelines Task assigned to Business Officer for annual accounts and daily bookkeeping. Guidelines to be written for consistency.	Estimated Date: 31/07/2018 Revised Date: 01/05/2021 No of Revisions 4	Angela Ritchie Jacqui Macrae
Page 422 136	H&SC Care Homes - Corporate Report A3.1: Training Judith Proctor, Chief Officer	Medium	A3.1(1) Manager review of training Started	This will be included as part of a new monthly controls process to be implemented and monitored via completion of a monthly spreadsheet. A working group has been established to document all processes to be included.	Estimated Date: 30/06/2019 Revised Date: 01/05/2021 No of Revisions 3	Angela Ritchie Jacqui Macrae
137	H&SC Care Homes - Corporate Report A3.3: Performance & Attendance Management Judith Proctor, Chief Officer	Medium	A3.3(2) Health & Social Care Teams - 6 monthly and annual performance conversations Started	Health and Social Care Teams Will ensure that annual performance conversations (once completed) are recorded on the iTrent system.	Estimated Date: 30/06/2018 Revised Date: 01/05/2021 No of Revisions 5	Angela Ritchie Jacqui Macrae

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
138	H&SC Care Homes - Corporate Report A3.3: Performance & Attendance Management Judith Proctor, Chief Officer	Medium	A3.3(4) Health & Social Care Teams - quarterly review of absence and performance management Started	This is the responsibility of the Unit manager for their direct reports. The Business Support Officer will ensure that the Unit Manager is aware on a monthly basis for Domestic and Handymen reporting to them. The Business Support Officer is required to monitor and report through the Customer process on a monthly basis. The staff nurse / charge nurse to be appointed at Gylemuir will ensure that this is performed for all NHS staff.	Estimated Date: 30/06/2018 Revised Date: 01/05/2021 No of Revisions 3	Angela Ritchie Jacqui Macrae
139	H&SC Care Homes - Corporate Report A3.4: Agency Staffing Judith Proctor, Chief Officer	Medium	A3.4(2) Analysis of the agency staff and hours worked charges Started	The BSO will assist the UM (See A2.1). A paper is being presented to the Health and Social Care Senior Management Team week commencing 15th January 2018 that proposes a solution where information will be provided to Locality Managers who will prepare reports for Care Homes. If this solution is agreed, it will be implemented immediately.	Estimated Date: 31/03/2018 Revised Date: 01/05/2021 No of Revisions 4	Angela Ritchie Jacqui Macrae
140	H&SC Care Homes - Corporate Report A3.5: Adequacy of Resources Judith Proctor, Chief Officer	Medium	A3.5(1) Care Inspectorate Dependency Assessments requirements Started	Unit managers submit monthly reports to Cluster manager and Locality management team. Locality management team responsible for ensuring resource meets the demand based on dependency scoring.	Estimated Date: 31/01/2019 Revised Date: 01/05/2021 No of Revisions 5	Angela Ritchie Jacqui Macrae

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
41 Page 424	<p>Social Work Centre Bank Account Reconciliations</p> <p>Corporate Appointee Client Fund Management</p> <p>Judith Proctor, Chief Officer</p>	High	<p>Recommendation 1a - Health & Social Care</p> <p>Started</p>	<p>1. Health and Social Care: Given the considerable business support and social worker resources implications, the above recommendations will take time to design, implement and maintain. Business Support is resolving problem appointee arrangements as we go along, however, the backlog of reviews will need a programme management approach to rectify errors and support the governance required. In the meantime, associated risks will be added to the Partnership's risk register to monitor controls and progress on a monthly basis, given its high finding rating. Following the Care Home Assurance Review, the Partnership is developing a self-assurance control framework. Locality Managers have agreed for corporate appointee arrangements to be included in the assurance framework – which if found to be successful and useful, can be mirrored by the other applicable services in this report. Business Support is working on new guidelines for the administration of Corporate Appointeeship (e.g. new procedures, monthly checklists, etc.), which will support the effective delivery of the framework.</p>	<p>Estimated Date: 28/06/2019 Revised Date: 01/08/2021 No of Revisions 2</p>	<p>Alison Roarty Angela Ritchie Colin Beck Louise McRae Tony Duncan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
142	<p>Social Work Centre Bank Account Reconciliations</p> <p>Corporate Appointee Client Fund Management</p> <p>Judith Proctor, Chief Officer</p>	High	<p>2.2. Updating procedures to include an annual review of Corporate Appointee contracts</p> <p>Started</p>	<p>2. New guidelines will be written to ensure clarity of responsibilities. Sections will be included detailing Social Work; Business Support; and Transactions team responsibilities. The objective is to create and implement an end to end process that includes eligibility criteria, DWP processes and a full administrative process that will be applied centrally and across Locality offices; clusters; and hubs.</p>	<p>Estimated Date: 30/04/2018</p> <p>Revised Date: 01/08/2021</p> <p>No of Revisions 2</p>	<p>Alison Roarty Angela Ritchie Colin Beck Louise McRae Tony Duncan</p>
143	<p>Social Work Centre Bank Account Reconciliations</p> <p>Corporate Appointee Client Fund Management</p> <p>Judith Proctor, Chief Officer</p>	High	<p>Rec. 8 Business Support and Senior Social Worker - refresher training closing and reallocation of client fund accounts</p> <p>Started</p>	<p>8. Refresher training will be offered as part of the implementation of the new guidelines to all staff involved in the process, and recorded on staff training records. The training will also be incorporated into the new staff induction process.</p>	<p>Estimated Date: 31/05/2018</p> <p>Revised Date: 01/08/2021</p> <p>No of Revisions 3</p>	<p>Alison Roarty Angela Ritchie Colin Beck Louise McRae Tony Duncan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
144	Social Work Centre Bank Account Reconciliations Corporate Appointee Client Fund Management Judith Proctor, Chief Officer	High	Rec 1b - Business Support - review of Corporate Appointee processes Started	1. Business Support: Business Support will enable the review of current processes and guidelines in conjunction with Hub and Cluster Managers with sign off at the Locality Managers Forum. Business support will review all Corporate Appointee accounts and contact the relevant social worker, support worker or hub where the funds are over £16K for immediate review. Business support will advise social work when the funds exceed £16K where there is not a valid reason (for example, client deceased and social worker discussing estate with solicitor). Clarity on contact with DWP is being progressed and will be written into the new guidelines. Regular reporting will be introduced from the revised systems being implemented. This will be provided monthly at Senior Social Work level and annually for H&SC management	Estimated Date: 31/05/2018 Revised Date: 01/08/2021 No of Revisions 2	Alison Roarty Angela Ritchie Colin Beck Louise McRae Tony Duncan

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
45 Page 427	<p>Localities Operating Model</p> <p>1. Localities Governance and Operating Model</p> <p>Gillie Severin, Strategic Change Delivery Manager</p>	High	<p>1.1 Recommendation - Localities Operating Model Post Implementation Review</p> <p>Started</p>	<p>Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 31/03/2023</p> <p>No of Revisions 2</p>	<p>Alison Coburn David Givan Donna Rodger Evelyn Kilmurry George Gaunt Jackie Irvine mike Avery Nichola Dadds Peter Strong Ruth Currie Sarah Burns</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 428 ⁴⁶	<p>Localities Operating Model</p> <p>1. Localities Governance and Operating Model</p> <p>Gillie Severin, Strategic Change Delivery Manager</p>	High	<p>1.2 Recommendation – Development and Delivery of Council Locality Improvement Plan Actions</p> <p>Started</p>	<p>Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.</p>	<p>Estimated Date:31/03/2020</p> <p>Revised Date:31/03/2023</p> <p>No of Revisions2</p>	<p>Alison Coburn</p> <p>Alison Henry</p> <p>David Givan</p> <p>Donna Rodger</p> <p>Evelyn Kilmurry</p> <p>George Gaunt</p> <p>Michele Mulvaney</p> <p>Mike Avery</p> <p>Paul Lawrence</p> <p>Paula McLeay</p> <p>Peter Strong</p> <p>Sarah Burns</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
47 Page 429	<p>Localities Operating Model</p> <p>1. Localities Governance and Operating Model</p> <p>Gillie Severin, Strategic Change Delivery Manager</p>	High	<p>1.3 Recommendation - Locality Service Delivery Performance Measures</p> <p>Started</p>	<p>Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 31/03/2023</p> <p>No of Revisions 2</p>	<p>Alison Coburn Donna Rodger Evelyn Kilmurry Michele Mulvaney mike Avery Paula McLeay Peter Strong Sarah Burns</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 430 ⁴⁸	<p>Localities Operating Model</p> <p>1. Localities Governance and Operating Model</p> <p>Gillie Severin, Strategic Change Delivery Manager</p>	High	<p>1.4 Recommendation - Engagement with Council centralised divisions</p> <p>Started</p>	<p>Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 31/03/2023</p> <p>No of Revisions 2</p>	<p>Alison Coburn</p> <p>David Givan</p> <p>Donna Rodger</p> <p>Evelyn Kilmurry</p> <p>George Gaunt</p> <p>mike Avery</p> <p>Peter Strong</p> <p>Sarah Burns</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
<div>Page 431</div> <div>49</div>	<p>Localities Operating Model</p> <p>1. Localities Governance and Operating Model</p> <p>Gillie Severin, Strategic Change Delivery Manager</p>	High	<p>PL1801 1.5 Recommendation - Locality budget planning and financial management</p> <p>Started</p>	<p>Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 31/03/2020</p> <p>No of Revisions 2</p>	<p>Alison Coburn Annette Smith Donna Rodger Evelyn Kilmurry Hugh Dunn John Connarty Michelle Vanhegan mike Avery Peter Strong Sarah Burns Susan Hamilton</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
<div> <div>50</div> <div>Page 432</div> </div>	<p>Localities Operating Model</p> <p>1. Localities Governance and Operating Model</p> <p>Gillie Severin, Strategic Change Delivery Manager</p>	High	<p>1.6 Recommendation - Risk Management</p> <p>Started</p>	<p>Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.</p>	<p>Estimated Date:31/03/2020</p> <p>Revised Date:31/03/2023</p> <p>No of Revisions</p> <p>2</p>	<p>Alison CoburnDavid GivanDonna RodgerEvelyn KilmurryGeorge Gauntmike AveryPeter StrongSarah Burns</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 433 Page 1	Localities Operating Model 1. Localities Governance and Operating Model Gillie Severin, Strategic Change Delivery Manager	High	1.7 Recommendation - Succession Planning Started	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Estimated Date: 31/03/2020 Revised Date: 31/03/2023 No of Revisions 2	Alison Coburn David Givan Donna Rodger Evelyn Kilmurry George Gaunt mike Avery Peter Strong Sarah Burns

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
152	<p>Localities Operating Model</p> <p>2. Oracle Financial System – Authorised Approval Limits</p> <p>Stephen Moir, Executive Director of Resources</p>	Low	<p>PL1801 2.1 - Authorisation Limits Review</p> <p>Started</p>	<p>A large-scale exercise, involving over 500 changes to the structure, was undertaken during the winter months realigning Place, taking into account changes relating to Transformation. A review of all Oracle Requisition Approvers for the department of Place has been initiated and is currently underway. More fundamentally, a rolling programme of all Oracle Requisition Approvers, across all divisions, has been reinstated. Prior to 2015 this was business as usual (BAU), however due to the proposed introduction of the enterprise resource planning solution and other budget cuts and staff reductions this was suspended. The significance of this regular review was recognised and reinstated in 2018. This will be rigorously implemented until firmly re-embedded as part of BAU across the business</p>	<p>Estimated Date: 26/06/2020</p> <p>Revised Date: 31/05/2021</p> <p>No of Revisions 1</p>	<p>Alison Henry</p> <p>Annette Smith</p> <p>Brenda Brownlee</p> <p>David Camilleri</p> <p>Hugh Dunn</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
153	<p>Planning and S75 Developer Contributions</p> <p>End to end developer contribution processes, procedures, and training</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1802 Iss 2 Rec 2.2 Quality Assurance</p> <p>Started</p>	<p>Planning has made significant progress on specific parts of the contributions process, and will deliver other improvements to this process to address the recommendations. The capture and tracking of the financial contributions will be performed using the Council's PPSL accounts receivable system. The Planning team's existing quality assurance process will be extended to include the end to end developer contributions process to be designed and applied as per recommendation 1. The quality assurance process will cover the areas recommended by Internal Audit at 1 to 4 above, including use of the Council's PPSL accounts receivable system to record and monitor financial contributions received ISO accreditors will also be requested to include the Developer contributions quality assurance process within the scope of their review which is scheduled for completion by October 2020.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Coburn Alison Henry Annette Smith Bruce Nicolson David Leslie David Givan George Gaunt Graham Nelson Hugh Dunn Kevin McKee Michael Thain Michelle Vanhegan Nick Smith Rebecca Andrew</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
154	<p>HMO Licensing</p> <p>PL1803 Issue 1 Licensing system - Data Integrity and Performance Issues</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>PL1803 Issue 1.1 Project Plan</p> <p>Started</p>	<p>Response from Digital Services Digital Services resources have now been allocated to work with both the Licencing team and CGI to progress the change request for the upgrade to APP Civica CX, and this will involve developing a plan to support implementation of the system upgrade that includes details of all relevant activities to be completed and implementation timeframes. Response from Licencing The Place Directorate and Digital Services have made change requests for CGI to provide analysis on the business benefits, costs and risks of moving to the APP. These change requests are outstanding from CGI from 2018. Upon receipt of this analysis the Directorate will agree with the Resource Directorate a project plan for approval by senior managers,</p>	<p>Estimated Date: 20/12/2019</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 3</p>	<p>Alison Roarty Grace McCabe Heather Robb Isla Burton Julie Rosano Layla Smith Michelle Vanhegan Nicola Harvey</p>
155	<p>HMO Licensing</p> <p>PL1803 Issue 2 - Collection and processing of HMO licence fees</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1803 Issue 2.1 BACs payment reference</p> <p>Started</p>	<p>It should be noted that measure is in place to ensure that no application is progressed without the required fee being reconciled. This reflects the statutory process and the need to ensure that the Council treats applications for a renewal lawfully unless the reconciliation process can evidence a payment has not been made. There is no evidence from directorate monitoring the level of income from HMOs licence applications which would demonstrate that fees are not being collected. Any unmatched fee not identified will in effect contribute to the Council's</p>	<p>Estimated Date:30/03/2020</p> <p>Revised Date:05/10/2020</p> <p>No of Revisions 1</p>	<p>Alison Coburn Andrew Mitchell David Givan George Gaunt Grace McCab Isla Burton Michael Thain Sandra Harrison</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 437				general revenue account and therefore there is no financial loss to the Council. The Internal Audit recommendation outlined above is not accepted as it not believed to be achievable. Therefore Licencing; Customer; and Finance will investigate potential solutions re the BACS issue, (including any potential scope for a technology solution) to address this risk. These options will be reviewed with Internal Audit and a longer-term solution identified and implemented. It has been agreed with Internal Audit that (once the solution has been identified) another audit finding will be raised that will monitor implementation of the solution to confirm that it is operating effectively. In the meantime, a statement will be added to the Licencing pages on the Council's external website and application forms advising customers of what reference must be used to successfully make a BACs payment.		
	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 1. Roads Improvement Plan financial operating model and project governance</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1808 - 1.1 Roads Service Improvement Plan review (including financial operating model)</p> <p>Started</p>	Accepted. The Roads Service Improvement Plan (the Plan) will be reviewed following completion of the organisational restructure and will consider the points noted in the recommendation. A review of the financial operating model will also be undertaken with the aim of embedding a new budget structure for the service. Once completed the Plan business case will be refreshed to reflect any significant changes.	<p>Estimated Date: 30/04/2020</p> <p>Revised Date: 01/09/2020</p> <p>No of Revisions 0</p>	<p>Alison Coburn</p> <p>Cliff Hutt</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>Gavin Brown</p> <p>George Gaunt</p> <p>Jamie Watson</p> <p>Nicole Fraser</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
157	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 1. Roads Improvement Plan financial operating model and project governance</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1808 - 1.2 Roads Service Improvement Plan approval</p> <p>Started</p>	On appointment of the tier 3 and 4 management team, a re-base of the improvement plan will take place and the revised plan will be submitted to the Council's Change Board and the Transport and Environment Committee for approval, with ongoing progress updates provided to both forums.	<p>Estimated Date: 31/07/2020</p> <p>Revised Date: 01/12/2020</p> <p>No of Revisions 0</p>	<p>Alison Coburn</p> <p>Cliff Hutt</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>Gavin Brown</p> <p>George Gaunt</p> <p>Jamie Watson</p> <p>Nicole Fraser</p>
Page 438	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 2. Roads services performance monitoring and quality assurance</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1808 - 2.1 Service Delivery Performance Monitoring</p> <p>Started</p>	One of the roles included in the new Roads structure is a Roads Service Performance Coordinator. The team member appointed to this role will be responsible for designing; implementing; and maintaining a performance and quality assurance framework that will incorporate the recommendations made to support ongoing monitoring and management of the Roads service. This will involve ensuring that all Roads teams develop team plans that include key performance measures; outline their respective roles and responsibilities for delivery; and are aligned with overall Council's commitments that are relevant to Roads.	<p>Estimated Date: 31/07/2020</p> <p>Revised Date: 30/06/2021</p> <p>No of Revisions 1</p>	<p>Alison Coburn</p> <p>Cliff Hutt</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>Gavin Brown</p> <p>George Gaunt</p> <p>Jamie Watson</p> <p>Jordan Walker</p> <p>Nicole Fraser</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 59 439	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 2. Roads services performance monitoring and quality assurance</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1808 - 2.2 Roads services quality assurance framework</p> <p>Started</p>	<p>1. The existing Transport Design and Delivery quality framework will be revised to reflect the new Roads and Transport Infrastructure Service and rolled out across the service. As part of this review, the recommendations highlighted above will be considered and incorporated where appropriate. The Design, Structures and Flood Prevention Manager will be responsible for refreshing the quality framework once appointed. 2. A sampling regime will be designed and embedded for safety inspections to ensure that defects are being categorised properly. This process will be designed and implemented by the Team Leader for Safety Inspections to be appointed as part of the ongoing restructure. 3. A sampling regime will be designed and embedded for road defect repairs to ensure that repairs are fit for purpose and effective. 4. Key performance indicators for each team will be included in the target setting for each 4th tier manager and their direct reports to ensure focus on these measures. Emerging themes from Team Plans and quality assurance reviews will also be shared with Roads teams, and individual and team training needs will be considered based on the themes identified. This process will be designed and implemented by the Service Performance Coordinator to be appointed as part of the ongoing restructure.</p>	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 1</p>	<p>Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
160	Road Services Improvement Plan PL1808 Issue 3. Roads inspection, defect categorisation, and repairs Paul Lawrence, Executive Director of Place and SRO	Low	PL1808 - 3.2a) Inspector training and qualifications Started	1. Design and implement a training framework for all relevant Inspectors in line with the newly adopted 'Road Safety Inspection and Defect Categorisation Procedure'	Estimated Date: 31/01/2020 Revised Date: 01/06/2020 No of Revisions 0	Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Nicole Fraser Sean Gilchrist
161	Road Services Improvement Plan PL1808 Issue 3. Roads inspection, defect categorisation, and repairs Paul Lawrence, Executive Director of Place and SRO	Low	PL1808 - 3.2b) Inspector training and qualifications Started	2. Ensure all relevant Inspectors are accredited by an appropriately accredited professional body.	Estimated Date: 31/08/2020 Revised Date: 01/01/2021 No of Revisions 0	Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Nicole Fraser Sean Gilchrist
162	Road Services Improvement Plan PL1808 Issue 3. Roads inspection, defect categorisation, and repairs Paul Lawrence, Executive Director of Place and SRO	Low	PL1808 - 3.3 Management information for planned inspections Started	On appointment, the new Service Performance Coordinator and Team Leader – Safety Inspections will work with Pitney Bowes (the supplier of the Confirm system) to develop a new process to plan and monitor safety inspection performance	Estimated Date: 31/03/2020 Revised Date: 01/04/2021 No of Revisions 3	Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Nicole Fraser Sean Gilchrist
163	Street Lighting and Traffic Signals Street Lighting and Traffic Signals: Process and quality assurance	Low	PL1810 Issue 3 - Rec 1 Operation and maintenance procedures Started	Street Lighting and Traffic Signals Operational Guides will be developed, implemented, and reviewed to ensure that processes align with current regulatory requirements. Operational Guides will be implemented within six months of implementation of the Roads Improvement Plan, or by 30	Estimated Date: 30/09/2019 Revised Date: 01/03/2021 No of Revisions 3	Alan Simpson Alison Coburn Claire Duchart David Givan Gareth Barwell Gavin Brown George Gaunt Lindsey McPhillips Mark

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
	documentation and training Paul Lawrence, Executive Director of Place and SRO			September 2019, whichever comes first.		LoveNicole FraserRobert MansellTony Booth
164	Street Lighting and Traffic Signals Street Lighting and Traffic Signals: Process and quality assurance documentation and training Paul Lawrence, Executive Director of Place and SRO	Low	PL1810 Issue 3: Rec 2 - Refresher training for existing employees Started	An essential Learning Matrix that specifies the refresher training that the team requires to complete on an ongoing basis has been developed and provided to Learning and Organisational Development for their review and feedback, with no response received as yet. The matrix will now be implemented, and employee training requirements will be assessed (and agreed) as part of the Annual Conversations.	Estimated Date: 20/12/2019 Revised Date: 01/04/2021 No of Revisions 6	Alan Simpson Alison Coburn Claire Duchart Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Lindsey McPhillips Mark Love Nicole Fraser Robert Mansell Tony Booth
165	Street Lighting and Traffic Signals Traffic Signals: Evidence of pre installation design and acceptance testing Paul Lawrence, Executive Director of Place and SRO	Low	PL1810 Issue 4: Rec 1 - Paperless testing checklist Started	A checklist will be introduced to record all factory and site acceptance testing and uploaded onto InView against the appropriate asset. The checklist will record engineer acceptance and review.	Estimated Date: 31/03/2020 Revised Date: 01/02/2021 No of Revisions 2	Alan Simpson Alison Coburn Claire Duchart Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Lindsey McPhillips Mark Love Nicole Fraser Robert Mansell Tony Booth

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
166	<p>Street Lighting and Traffic Signals</p> <p>Traffic Signals: Evidence of pre installation design and acceptance testing</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>PL1810 Issue 4: Rec 2 - Guidance supporting testing checklist</p> <p>Started</p>	Workshop to be arranged to guide all relevant team members on the processes for completion and retention of the checklist.	<p>Estimated Date: 31/12/2019</p> <p>Revised Date: 01/02/2021</p> <p>No of Revisions 3</p>	<p>Alan Simpson</p> <p>Alison Coburn</p> <p>Claire Duchart</p> <p>Cliff Hutt</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>Gavin Brown</p> <p>George Gaunt</p> <p>Lindsey McPhillips</p> <p>Mark Love</p> <p>Nicole Fraser</p> <p>Robert Mansell</p> <p>Tony Booth</p>
Page 447	<p>Street Lighting and Traffic Signals</p> <p>Traffic Signals: Evidence of pre installation design and acceptance testing</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>PL1810 Issue4: Rec 3 - Checklist retention procedures</p> <p>Started</p>	Processes for the completion and retention of the checklist to be included in appropriate Operational Guide.	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 01/02/2021</p> <p>No of Revisions 2</p>	<p>Alan Simpson</p> <p>Alison Coburn</p> <p>Claire Duchart</p> <p>Cliff Hutt</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>Gavin Brown</p> <p>George Gaunt</p> <p>Lindsey McPhillips</p> <p>Mark Love</p> <p>Nicole Fraser</p> <p>Robert Mansell</p> <p>Tony Booth</p>
168	<p>Drivers</p> <p>Recording and addressing driving incidents</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>Recording and addressing driving incidents Rec 2</p> <p>Started</p>	A monthly reconciliation between the incidents reported to Fleet Services and those recorded on SHE will be performed, with line managers advised re any gaps on the SHE system that need to be addressed;	<p>Estimated Date: 01/04/2019</p> <p>Revised Date: 31/12/2020</p> <p>No of Revisions 2</p>	<p>Adam Fergie</p> <p>Alison Coburn</p> <p>Claire Duchart</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p> <p>Katy Miller</p> <p>Martin Young</p> <p>Nicole Fraser</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
						Scott Millar Steven Wright
169	<p>Asset Management Strategy</p> <p>Issue 1: Visibility and Security of Shared Council Property</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>Review of existing shared property</p> <p>Started</p>	A review of the office estate is underway by the Operational Estates team to identify third party users and approach them to seek appropriate leases or licences to allow them to occupy the premises and ensure the Council is appropriately reimbursed.	<p>Estimated Date: 31/10/2018</p> <p>Revised Date: 01/03/2026</p> <p>No of Revisions 3</p>	<p>Audrey Dutton</p> <p>Gohar Khan</p> <p>Layla Smith</p> <p>Lindsay Glasgow</p> <p>Michelle Vanhegan</p> <p>Peter Watton</p>
<p>Page 443</p> <p>440</p>	<p>Certifications and Software Licenses</p> <p>RES1805 Licenses and Certificates: Issue 1 - Governance and Oversight</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES1805 CDS 1.1 Council - Governance and Oversight of Certificates and Licenses</p> <p>Started</p>	<p>Council: Both Digital Services Management and CGI agree that the issues relating to Certificates and Licenses must be addressed. Digital Services Management will: ensure improved Governance of the processes around this are undertaken, reporting any issues through the Executive Board; and ensure licenses are reduced/savings are realised where reduction or improved management of licenses is practicable.</p> <p>2. Although not directly part of this action, more explicit requirements and governance around certificates and licenses will form part of any new or revised outsourcing contract.</p>	<p>Estimated Date: 31/01/2020</p> <p>Revised Date: 01/11/2020</p> <p>No of Revisions 2</p>	<p>Alison Roarty</p> <p>Heather Robb</p> <p>Jackie Galloway</p> <p>Julie Rosano</p> <p>Laura Millar</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p> <p>Nicola Harvey</p> <p>Stuart Skivington</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
171	<p>Certifications and Software Licenses</p> <p>RES1805 Licenses and Certificates: Issue 1 - Governance and Oversight</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES1805 CDS 1.2 CGI - Reporting and monitoring - Licenses and Certificates</p> <p>Started</p>	CGI will Provide improved reporting on licenses and usage to Council Asset meetings. This will start no later than October 2019; At these meetings, also provide updates on certificate management, highlighting any service impact/incident reports caused by certificate issue; and Work with Council to provide a relevant update for the Partnership Board/Executive meeting on certificate and license management.	<p>Estimated Date: 31/01/2020</p> <p>Revised Date: 01/11/2020</p> <p>No of Revisions 2</p>	<p>Alison Roarty Heather Robb Jackie Galloway Laura Millar Layla Smith Michelle Vanhegan Nicola Harvey Stuart Skivington</p>
Page 444 172	<p>Certifications and Software Licenses</p> <p>RES1805 Licenses and Certifications: Issue 2 - Ongoing management</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>RES1805 - CDS 2.1 Completeness and accuracy of license inventory reports</p> <p>Started</p>	CGI will: Use the Microsoft SCCM Product to ensure that all software installed in appropriately licensed Ensure that the license report is reconciled back to source system data (where applicable) and gain Council confirmation that they are satisfied with the completeness and accuracy of the license inventory. Update the Council at the fortnightly asset meetings of any differences between installed and licensed software and agree a course of action e.g. removal, reduction in licenses, discussion with Services on usage This should start by the end of October 2019.	<p>Estimated Date:31/01/2020</p> <p>Revised Date:01/11/2020</p> <p>No of Revisions 2</p>	<p>Alison Roarty Heather Robb Jackie Galloway Julie Rosano Laura Millar Layla Smith Michelle Vanhegan Nicola Harvey Stuart Skivington</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
173	<p>Out of Support Technology and Public Sector Network Accreditation</p> <p>RES1807 - Issue 1: Public Services Network governance framework</p> <p>Stephen Moir, Executive Director of Resources</p>	Low	<p>RES1807 - 1.1 Public Services Network governance arrangements</p> <p>Started</p>	<p>Digital Services Management has recognised the need to review governance arrangements around PSN /Cybersecurity. This will include Adapting the Security Working Group (SWG) Assurance report, in conjunction with CGI, to be the single report for all security assurance and accreditation matters encompassing PNS, Cyber Essentials/Cyber Essentials Plus, PSCAP and progress against Internal Audit findings. Working with CGI to change the Security Management Plan to have separate fortnightly SWG meetings to cover Operations and Assurance: SWG Operations Group will review the Security Operations Centre (SOC) and Security Operations Reports (SOR)SWG Assurance Group will review Assurance, PSN, Cyber Essentials/Cyber Essentials Plus and Audit Actions. To enable this approach, we will work with the Commercial teams from CGI and the Council to ensure that this approach is acceptable under the terms of the Contract Ensuring that PSN risks are included and highlighted in the Public Sector Network Plan B report. These risks will also be added to the Council/CGI partnership security risk log and reviewed as part of this.</p>	<p>Estimated Date: 31/01/2020 Revised Date: 30/06/2021 No of Revisions 2</p>	<p>Alison Roarty Heather Robb Julie Rosano Layla Smith Michelle Vanhegan Mike Brown Nicola Harvey</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
174	<p>Cyber Security - Public Sector Action Plan</p> <p>RES1808: Issue 1: Critical Operational Cyber Security Controls</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES1808: Issue 1: Recommendation 1.2 - Cyber Essentials Accreditation</p> <p>Started</p>	<p>CGI completed a complete manual vulnerability scan of the estate in November 2018 Vulnerabilities identified from this scan are being resolved as part of the Public Services Network remediation action plan. CGI have been formally requested to implement automated vulnerability scanning as a service. To ensure this is in place in time for Cyber Essentials Plus accreditation this automated vulnerability scanning is targeted to be implemented by end of June 2019.</p>	<p>Estimated Date: 30/09/2019</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 2</p>	<p>Alison Roarty Heather Robb Layla Smith Michelle Vanhegan Mike Brown Nicola Harvey</p>
<p>Page 446</p> <p>175</p>	<p>Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 2: Contracts and Grants Management Strategic Direction</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>RES1809 Issue 2.2: Contract Management Compliance Reviews</p> <p>Started</p>	<p>The C&GM team will design and implement a rolling programme of compliance reviews, focused on the Tier 1 and 2 contracts, this programme to take account of the limited resources in the team, and other ongoing work. The scope of these reviews will, as appropriate, include the recommendations above. Again, this work will be dependent upon active service area engagement and responsiveness, including for service areas to implement identified actions. It is to be noted, however, that the staffing resources in the C&GM team may not be sufficient to include all aspects referred to above, including follow-up and monitoring of implementation.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Annette Smith Gavin Brown Hugh Dunn Iain Strachan Layla Smith Michelle Vanhegan Mollie Kerr</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 447 ⁷⁶	<p>Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 2: Contracts and Grants Management Strategic Direction</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>RES1809 Issue 2.3: Project Governance supporting implementation of the Public Contracts Scotland Tendering technology system</p> <p>Started</p>	<p>This system is already well-established in other public sector partners, and supported by the Scottish Government, and has been identified by Scotland Excel as an appropriate e-solutions system to support contract and supplier management. Training sessions have already been held, including a day session focussed entirely on contract management functionality. All members of the team have had access to the system for a suitable period of time, to allow for learning on a test system and have built up a thorough knowledge of the system's capability to upload contract documentation. The mass upload of contract documentation is a key factor in the successful roll out of the system, and the team continues to get support from contemporary teams in Scottish Government and other public sector partners who have carried this out. Training sessions have been held with a number of contract managers across 4 directorates, focussing on 6 Tier 1 contracts, some with cross-directorate delivery. 40 suppliers have also been involved in the trial to date. The team are continuing to monitor the trial, with regular updates from contract managers and will use all lessons learned to prepare the project plan for full roll out of the system. The C&GM team will design and apply a suitable project management and governance framework to support PCS-T implementation. This will include</p>	<p>Estimated Date: 31/12/2020 Revised Date: 01/05/2021 No of Revisions 0</p>	<p>Annette Smith Gavin Brown Hugh Dunn Iain Strachan Layla Smith Michelle Vanhegan Mollie Kerr</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 448				<p>additional suitable system testing, and training for service area contract managers who would be using the system to store and access contract documentation. As stated above, the team is already also working with public sector partners, to identify best practice to assist the successful roll out the contract management module. Commercial and Procurement Services are already considering the possible adoption of PCS-T as the Council's eProcurement system, bringing an end to end approach to procurement and management of contracts. This work is continuing, and the PCS-T Working Group which has been established within Commercial and Procurement Services will take forward both aspects. If it is decided to adopt PCS-T for the Council's actual procurement processes, and not just contract management, then it is noted that the actual implementation of that would take longer, as there would be a greater direct impact upon other Council services.</p>		

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 449 77	<p>Asset Management Strategy and CAFM system 18/19</p> <p>RES1813 Asset Management Strategy and CAFM: Issue 3 - Property and Facilities Management Data Completeness; Accuracy; and Quality</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>3.1 Ensuring Data Completeness, Accuracy, and Quality</p> <p>Started</p>	<p>Current CAFM users have access to the operational data they need in the system to perform their roles and are also updating the CAFM system with new data. Whilst the vision is to have all property data in CAFM, the volume of property data that could be captured and recorded is near infinite, therefore property data that will retained in CAFM has to be focused on the effort and cost to collect versus the value it provides. The CAFM Business Case includes requirement for a Data Quality Manager, who will be the responsible data steward for Property and Facilities Management (P&FM) data. Their role is not necessarily to collect the data but to ensure rigor and control over it. This will involve ensuring regular reviews of data within the system and ensuring that data is managed and maintained in line with the established CAFM data hierarchy and agreed Council information management policies and procedures. Sharing data steward responsibilities across services is problematic, as they hold responsibility and accountability for the data under their remit. It would be highly unlikely that a data steward from another service would want to take on the additional accountability of data from P&FM. We recommend that P&FM establish their own data steward. The CAFM Business Case includes the delivery of a Data Quality Strategy for P&FM. The objective of the data quality strategy is to attribute</p>	<p>Estimated Date: 31/03/2016 Revised Date: 01/08/2022 No of Revisions 1</p>	<p>Alan Chim Andrew Field Audrey Dutton Brendan Tate Gohar Khan Layla Smith Michelle Vanhegan Peter Watton</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
Page 450 178				risk and value to the data maintained in the system. Additionally: data change processes and procedures that capture data processing and management in CAFM will be designed and implemented. processes for reviewing data quality, for example, review of condition survey data run in tandem with review of property data every five years, will be designed and implemented. data validation controls within CAFM will be applied; and data quality audit controls for individual data fields available in CAFM will be applied, and audit reports run at an appropriate frequency to identify any significant changes to key data.		
	<p>Asset Management Strategy and CAFM system 18/19</p> <p>RES1813 Asset Management Strategy and CAFM: Issue 3 - Property and Facilities Management Data Completeness; Accuracy; and Quality</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>3.2 Resolution of known data quality issues</p> <p>Started</p>	<p>A reconciliation of the two lists has been performed and there are no obvious discrepancies other than properties which are out with the scope of the survey team. The viability of establishing a referencing system for concessionary lets in the CAFM system will be explored. The volume and value of known concessionary lets across the Council Estate will form part of the Annual Investment Portfolio update which is reported to the Finance and Resources committee. There is an ongoing work stream looking at vacant and disposed properties and the systems updates required.</p>	<p>Estimated Date:31/03/2016</p> <p>Revised Date:01/08/2022</p> <p>No of Revisions: 2</p>	<p>Alan ChimAndrew FieldAudrey DuttonBrendan TateGohar KhanGraeme McGartlandLayla SmithMichelle VanheganPeter Watton</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
179	Budget Setting and Management RES 1903 Issue 2: Budget setting and management processes Stephen Moir, Executive Director of Resources	Medium	RES 1903 Issue 2.1: Budget setting and management processes and timetable Started	Guidance will be developed for budget setting and management as described in the recommendation above and issued to support the 2021/22 budget setting process.	Estimated Date: 31/12/2020 Revised Date: 01/05/2021 No of Revisions 0	Alison Henry Annette Smith Emma Baker Hugh Dunn John Connarty Layla Smith Michelle Vanhegan
180	Budget Setting and Management RES 1903 Issue 2: Budget setting and management processes Stephen Moir, Executive Director of Resources	Medium	RES 1903 Issue 2.2: Clarity of roles and responsibilities Started	The respective roles and responsibilities for first line budget managers and second line Finance and Change Strategy teams in relation to the annual budget setting and ongoing budget management process will be clearly defined in a procedure document and communicated with documentation reflecting guidance on this matter issued by CIPFA.	Estimated Date: 31/12/2020 Revised Date: 01/05/2021 No of Revisions 0	Alison Henry Annette Smith Emma Baker Hugh Dunn John Connarty Layla Smith Michelle Vanhegan
181	Budget Setting and Management RES 1903 Issue 3: Continuous improvement: Lessons learned and customer feedback. Stephen Moir, Executive Director of Resources	Medium	RES 1903 Issue 3.2: Finance customer and staff feedback surveys Started	Finance will conduct customer and staff feedback exercises every two years. A feedback process will be developed and implemented that is aligned with the lessons learned methodology as described in recommendation 3.1. In addition, feedback from each exercise will be consolidated and used to generate improvement actions. The survey results and improvement actions will be reported to service managers and staff.	Estimated Date: 31/12/2020 Revised Date: 01/05/2021 No of Revisions 0	Alison Henry Annette Smith Hugh Dunn John Connarty Layla Smith Michelle Vanhegan

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributor
182	<p>Budget Setting and Management</p> <p>RES 1903 Issue 4: Training for budget managers</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES 1903 Issue 4.1: Training for budget managers</p> <p>Started</p>	<p>Finance is not currently responsible for providing training for budget managers as this was centralised into, Learning and Development in 2016. However, following discussions earlier this year, it has been agreed that responsibility for budget managers training will transfer back from Learning and Development to Finance. Once these responsibilities have been transferred, Finance will establish a process to ensure that all first line budget managers have completed the two training modules with supporting checks performed to ensure that the training has been completed. Please note that the 'Evidence required to close' listed above is for indicative purposes only. During Internal Audit's review of any evidence submitted, further supporting evidence may be required to close the action. Evidence should be uploaded to TeamCentral as actions progress and no later than 10 working days before agreed implementation date. This will allow Internal Audit sufficient time to review the evidence.</p>	<p>Estimated Date: 30/09/2020</p> <p>Revised Date: 31/12/2021</p> <p>No of Revisions 1</p>	<p>Alison Henry Annette Smith Hugh Dunn John Connarty Layla Smith Michelle Vanhegan</p>

Transport and Environment Committee

10.00am, Thursday, 22 April 2021

Transport Arms Length Organisations - Board and Auditor Appointments

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

1. Recommendations

- 1.1 Transport and Environment Committee is asked to:
 - 1.1.1 Note that the appointment of Directors to the Council's Transport Arms Length organisations (ALEOs) and the appointment of auditors at Lothian Buses Limited are Reserved Matters, which require the written consent of the Council;
 - 1.1.2 Approve the appointment of Andrew Neal as a Non-Executive Director (NED) to the Board of Transport for Edinburgh (TfE) with immediate effect;
 - 1.1.3 Approve the appointment of Azets Audit Services Limited as Auditor for Lothian Buses for a further year; and
 - 1.1.4 Agree to extend the appointment of existing Board Members for the ALEOs until the arrangements for ALEO reform are implemented.

Paul Lawrence

Executive Director of Place

Contact: Paul Lawrence, Executive Director of Place

E-mail: paul.lawrence@edinburgh.gov.uk | Tel: 0131 529 7325

Transport Arms Length Organisations - Board and Auditor Appointments

2. Executive Summary

- 2.1 This report requests Committee approval for the appointment of Andrew Neal to the Board of Transport for Edinburgh (TfE) as a Non-Executive Director (NED) with immediate effect and to extend the appointments of existing NEDs on the Boards of both Lothian Buses Limited and Edinburgh Trams Limited until the arrangements for reform of the Transport Arms Length Organisations (ALEOs) are implemented.
- 2.2 The report also seeks approval for the appointment of Azets Audit Services Limited as Auditor for Lothian Buses for a further year.

3. Background

- 3.1 The appointment of Directors to the Council's Transport Arms Length Organisations (ALEOs) and the appointment of auditors at Lothian Buses are Reserved Matters, which require the written consent of the Council.

Transport for Edinburgh

- 3.2 TfE was established in October 2013. It is an ALEO which is wholly owned by the Council. This arrangement is governed by a Shareholder Agreement between the Council and TfE.
- 3.3 The most up to date Shareholder Agreement, including changes to the Board composition, was approved by Council on [2 May 2019](#).
- 3.4 The Board of TfE can have a maximum of 11 serving members. At present, there are four Non-Executive Directors (NEDs) – Councillors, four NEDs – Other and one Executive Director.
- 3.5 On [11 June 2020](#) the Council's Policy and Sustainability Committee approved the extension of Board appointments for a number of NEDs for the Boards of both Lothian Buses and Edinburgh Trams for a period of one year.
- 3.6 The Policy and Sustainability Committee in June 2020 also approved the appointment of Scott Moncrieff (now Azets Audit Services Limited) as auditors for Lothian Buses for a period of one year.

4. Main report

- 4.1 On 5 March 2021 the Board of TfE agreed that it was important that a representative from the Board of Edinburgh Trams Limited be invited to join the Board as a NED.
- 4.2 Andrew Neal was appointed to the Board of Edinburgh Trams on 1 July 2018 and has been nominated to serve as a NED on the Board of TfE with immediate effect.
- 4.3 The Board of Lothian Buses Limited recently considered the appointment of auditors for the forthcoming year and have recommended that Azets Audit Services Limited be appointed for a further year.
- 4.4 A number of Board appointments for both Lothian Buses Limited and Edinburgh Trams Limited were approved by Policy and Sustainability Committee for a period of one year. Both Boards wish these appointments to be extended to provide continuity until the implementation of changes which are expected to arise from the current development of proposals for ALEO reform.

5. Next Steps

- 5.1 Subject to the approval of Council, the Council will confirm in writing to TfE, Lothian Buses Limited and Edinburgh Trams Limited its decision in terms of this report as soon as reasonably practicable.

6. Financial impact

- 6.1 There are no financial impacts arising from this report.

7. Stakeholder/Community Impact

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

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 None.

This page is intentionally left blank

CITY OF EDINBURGH COUNCIL
TRANSPORT AND ENVIRONMENT COMMITTEE

Item No 3

22 April 2021

DEPUTATION REQUESTS

Subject	Deputation
3.1 In relation to Item 6.1 on the agenda – Business Bulletin	Capital Cars and ECPH (written submission attached)
3.2 In relation to Item 7.1 on the agenda – Spaces for People – April 2021 Update	Capital Cars and ECPH (written Submission attached) Newington Hotel Group (written Submission attached) South West Edinburgh in Motion (written Submission attached) Spokes Porty (written Submission attached)
3.3 In relation to Item 7.2 on the agenda – Delivery of the Road Safety Improvements Programme – Report by the Executive Director of Place	Ratho & District Community Council (written Submission attached)
3.4 In relation to Item 7.6 on the agenda – Wardie Bay and Beach – Response to Motion	Wardie Bay Beachwatch (written submission attached)
3.5 In relation to Item 7.7 on the agenda – Communal Bin Review Update – Report by the Executive Director of Place	New Town and Broughton Community Council (written submission attached)
3.6 In relation to Item 7.8 on the agenda – Future Provision of Public Conveniences – Report by the Executive Director of Place	Scottish Tourist Guide Association (written submission attached)

CITY OF EDINBURGH COUNCIL
TRANSPORT AND ENVIRONMENT COMMITTEE

22 April 2021

DEPUTATION REQUESTS

3.7 In relation to Item 9.1 on the agenda – Motion by Councillor Webber - Proposed Changes to Roads in Juniper Green	Juniper Green & Baberton Mains Community Council (written submission attached)
--	---

Item 6.1 Business Bulletin.

Thank you to the Committee for giving me the time today.

On Page 99 of the overall Report, and as part of Item 6.1, reference is made to a Report being commissioned to look at the following information relating to Taxi's. The role of Taxi's in Edinburgh City Centre, currently and in the future. It then says the impact of the Edinburgh City Centre transformation on the hackney and Private Hire Trade.

I am seeking confirmation today from this Committee that the Report referred to in the Business Bulletin which references "The role of taxis in Edinburgh city centre currently and in the future" relates to **both** hackney and private hire vehicles.

As a further part of the Business Bulletin the development of the GNT has, to date, not involved any consultation with the Hackney and Private Hire Taxi Trade to consider the implications of the proposals, although engagement has already taken place with other Key Stakeholders.

It is essential that there is engagement with **both** The Hackney and Private Hire Taxi trade bodies as the project moves towards implementation and before any final decisions are taken. This accords with Policy Measure MOVEMENT 17 - Taxis and Car Share Partnerships of the Council's recently approved City Mobility Plan where the Council committed to "Strengthen partnerships with the taxi trade and car sharing partners to support the shift to zero emission vehicles and the introduction of new technology to improve safety, standards and accessibility." Also, as set out in Policy Measure MOVEMENT 16 – Shared Mobility of the recently approved City Mobility Plan) to "support the expansion of shared mobility options [including private hire taxis] across the city and maximise their integration to support the broader public transport system."

Once again, I ask this Committee to commit to engagement with **both** the Hackney and Private Hire Taxi Trade on all aspects of the new George Street Project.

Furthermore, commit to recognising **both** the Hackney and Private Hire Taxi's as "a crucial part of the Public Transport Infrastructure for Edinburgh" now and in the future, as stated by Councillor Kate Campbell on the Press Release for the very welcome additional Grant of £1000 given to **both** Hackney and Private Hire Taxi drivers.

We thank you for your time today.

Item 7.1 Spaces for People Update Deputation.

Agenda Item 7.1, reference to Page 219 of the Report, and specifically to the Bus Gates at the East End of Princes Street and at South St David Street.

When the South Bridge TTRO was proposed, which has since been abandoned after our Legal interventions, I might add, we obtained factual evidence that the number of Private Hire Taxi's as a percentage of all vehicles in the area is very small (3% - 4%) and slightly lower on average than the percentage of Hackney's using the route. We also clarified that the proposed bus gate for the South Bridge had not been justified for pedestrian or cycle safety and we believe that the Council is today to take a further decision on whether to continue with the operation of the Bus Gates at Princes Street and South St David's Street, given that the Report states that the next Review will be taken by the end of April, have the Officers considered **any evidence of impact** on these 2 Bus Gates, in order to arrive at the conclusion that things should stay as they are, and Private Hire Taxi's be excluded.

Given that the impact of Private Hire Taxi's is shown in this same area to be in very small numbers, we formally request that this Committee allows for these Bus Gates at Princes Street and South St David Street to allow Private Hire Taxi's access as long as these Bus Gates are in operation.

We thank you for your time today.



20 April 2021

**For the Attention of the Transport and Environment Committee
Meeting 22nd April 2021
Item 7.1 Spaces for People - April 2021 Update**

Dear Councillors and Officials,

Newington Hotels Group does not oppose Active Travel in principal as we can see great benefits in cycling for our guests and our community. We do however oppose the design of the Cycle Lane Defenders and the scale of installation along the Craigmillar Park Corridor.

1. Severely Reduced Access to Guest Houses

- a) Our group refers to 'Appendix 1 – Project List / Review Recommendations' regarding the comments about our Craigmillar Park Corridor: "Dialogue ongoing with local businesses regarding segregation unit removal to improve access "

We are pleased and thank CEC for working with us regarding segregation unit removal to improve access along the Craigmillar Park Corridor.

Lockdown is coming to an end. All business support for our 21 Hotels, Guest Houses and B&B's has ceased and we have been permitted to reopen on the 26th April 2021. Given the fast approach of our reopening date, we look forward to the swift removal of our requested segregation units as soon as possible.

Currently, access has been reduced due to poor placement of Cycle Lane Defenders along the Craigmillar Park Corridor, severely inhibiting 'reverse parking' in a safe manner for many Guest Houses.



2. Unlawful installation of Cycle Lane Defenders:

- a) It is City of Edinburgh Council's Statutory Duty under planning law to protect the Character and Appearance of the Craigmillar Park, Waverley Park and Blacket Conservation Areas and an alternative cycle lane option, more suitable to maintaining the character and appearance of the Conservation Areas must be found.

We believe City of Edinburgh Council in partnership with Sustrans are breaking Planning Law and endangering Edinburgh's Historic Environment by not complying with Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.

- b) 'Cycle Lane Defenders' of poor design quality, constructed of rubber and plastic have been installed in an excessive layout throughout Craigmillar Park, Waverley Park and Blacket Conservation Areas and are not sympathetic to the Historic Environment.
- c) City of Edinburgh Council in partnership with Sustrans have used the Emergency Covid-19 TTRO's to change the way our roads function. The TTRO's enable the change of traffic flow, loading and parking permissions but **do not cover the 'Cycle Lane Defenders'**.

City of Edinburgh Council have confirmed, the 'Cycle Lane Defender' used for cycle segregations and pedestrian social distancing measures have been installed on a temporary basis under 'Class 30' of The Town and Country Planning (General Permitted Development) (Scotland) Amendment Order 2014.

The Town and Country Planning (General Permitted Development) (Scotland) Order 1992

SCHEDULE 1

CLASSES OF PERMITTED DEVELOPMENT

PART 12

DEVELOPMENT BY LOCAL AUTHORITIES

Class

30. The erection or construction and the maintenance, improvement or other alteration by a local authority of— (a) any building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity on land belonging to or maintained by them, being building works or equipment required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;

(b) lamp standards, refuse bins, public shelters and similar structures or works required in connection with the operation of any public service administered by them.



- d) Class 30 General Development Order, in which the Cycle Lane Defenders are installed, is for the use of small development on a small scale. The Council are abusing the use of Class 30 GDO to install unsympathetic Cycle Lane Defenders on the current scale. This large scale of development, specifically the prolific installation of Cycle lane Defenders throughout the Craigmillar Park, Waverley Park and Blacket Conservation Areas, significantly degrades the character and appearance of the Historic Environment.

The use of 'Class 30' General Development Order above, does not automatically give the right to install anything one likes in any fashion. All planning requirements for the completed article, in relation to Conservation Areas must still be adhered to. Local Authorities can use 'permitted development' to physically install infrastructure, however any building works completed must still comply with requirements under a Conservation Area in the relevant planning acts.

In other words, just because City of Edinburgh Council and Sustrans have the right to install the defenders does not mean City of Edinburgh Council and Sustrans have the right to destroy and deface Conservation Areas, in the process.

Planning Law states:

'General duties of planning authorities'

Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997

General duty as respects conservation areas in exercise of planning functions.

(1) In the exercise, with respect to any buildings or other land in a conservation area, of any powers under any of the provisions in subsection (2), **special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.**

(2) Those provisions are—

- (a) the planning Acts, and
- (b) Part I of the [M1](#) Historic Buildings and Ancient Monuments Act 1953.



e) Scottish Planning Policy (SPP 2014, revised Dec 2020, p33) states:

Valuing the Historic Environment

136. The historic environment is a key cultural and economic asset and a source of inspiration that should be seen as integral to creating successful places. Culture-led regeneration can have a profound impact on the well-being of a community in terms of the physical look and feel of a place and can also attract visitors, which in turn can bolster the local economy and sense of pride or ownership.

137 (Point 2) enable positive change in the historic environment which is informed by a clear understanding of the importance of the heritage assets affected and ensure their future use. Change should be sensitively managed to avoid or minimise adverse impacts on the fabric and setting of the asset, and ensure that its special characteristics are protected, conserved or enhanced.

f) The Scottish Government NPF3 2014 states:

The Scottish Government “will respect, enhance and make responsible use of our natural and cultural assets” (NPF3 2014, 42) and that the “historic environment is an integral part of our well-being and cultural identity” (NPF3 2014, 43).

g) CEC’s own guidance in Edinburgh Street Design Guidance 2018, p118 states:

Edinburgh has a legacy of original street layouts, fabrics, materials and furniture. Locally quarried sandstone, Caithness paving, original whinstone kerbs, granite setts, honored paving, original cast iron street lamps and street features such as mounting blocks, lighting plinths and coal chutes have been retained in many parts of the city.

These features form part of the overall values that underpin World Heritage status and create the essential character of the city’s conservation areas. **It is important that changes to streets aim to preserve and enhance this historic fabric.**

3. Not Acceptable on a Temporary Timeframe

Temporary basis or otherwise, Local Authorities have a Statutory Duty to preserve or enhance the character and appearance of Conservation Areas.

a) The placement of the Cycle Lane Defenders along the Craigmillar Park Corridor are overbearing on the historic environment and is unlawful development for the Conservation Area under Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.



- b) We question the risk of transmission of COVID-19 as an immediate danger to the public and the need to mitigate that risk as a matter of urgency under a TTRO, given the successful roll out of over 32 million COVID-19 vaccinations and the timetable for easing coronavirus restrictions announced by the First Minister on the 16 March 2021.

c) Sustrans Own Guidance:

Sustrans provides guidance for support partners on the implementation of temporary active travel facilities in Scotland, through Scottish Government's Spaces for People fund, which is administered by Sustrans. (Source: <https://www.showcase-sustrans.org.uk/design-guidance/>)

Sustrans highlights 'Conservation Area considerations' when 'Separation Features' are considered.

Sustrans Design Guidance | <https://www.showcase-sustrans.org.uk/design-guidance/>

Version: CR_001 Published 07.20

Cycling Routes

2.1 Temporary Cycle Lanes (One-way Travel)

Separation Features

Separation features improve the level of service afforded to users by increasing the perception of safety and helping avoid conflict.

These include features both within and between user groups.



Figure 11. Cycle lane separators

Options for cycle lanes may include markings, lines, moveable infrastructure (e.g. cones) and physical infrastructure.



Figure 12. Temporary lines in Berlin

Key Considerations

- **Markings and easily moved objects** such as cones are likely to be subject to misuse.
- **Continuous separation** removes possibility for users to extend into other areas to maintain social distancing and could also restrict permeability in some cases.
- Length of time segregation will be in place (e.g. **short-term, medium term, long term**).
- Procurement, installation, and maintenance.
- **Conservation area considerations**
- Some separation features may have an adverse on other road users such as motorcyclists.



Figure 13. Cycle lane defenders



Figure 14. Lining and cones in Glasgow

- Page 10 -

ATKINS
Member of the SNC-Landis Group

sustrans
JOIN THE MOVEMENT

- d) Temporary or otherwise, all of the above designs of 'Segregation Materials' do not comply with preserving Edinburgh's Conservation Areas. Rubber and plastic are not acceptable Materials, and should not be used on the current scale of development. The placement of the 'Cycle Lane Defenders' are dominant and overbearing on the Historic Environment.



- e) Visual evidence of damage to the preservation of the character and appearance of the Craigmillar Park, Waverley Park and Blacket Conservation Areas along the Craigmillar Park Corridor.

Cycle Lane Segregators of inappropriate design have been placed in an overwhelming manner, severely impacting on the Historic Environment:









4. Absence of Heritage Statement and/or Conservation Plan

- a) City of Edinburgh Council has been repeatedly asked to provide evidence of what measures have been taken to ensure the protection of the Historic Environment. To date, no evidence has been produced.
- b) For a development of this type and scale a Heritage Statement and/or Conservation Plan should have been undertaken by CEC. We request the publication of the Heritage Statement and/or Conservation Plan detailing the impacts of the Craigmillar Park Corridor Spaces for People scheme on the protected Historic Environment.
- c) Cycle Lanes need to be created with minimal impact on Conservation Areas in mind, this has not been achieved under the current City of Edinburgh Council and Sustans 'Spaces for People' scheme along the Craigmillar Park Corridor.
- d) The use of the current 'Cycle Lane Defenders' is causing material damage to the Historic Environment. Temporary or otherwise, they should never have been installed. It is the Statutory Duty of City of Edinburgh Council in partnership with Sustrans to find an unobtrusive cycle lane measure to maintain the integrity of the protected Historical Environment.

5. Adverse Impact on the Tourism Sector:

- a) The presence of the 'Cycle Lane Defenders' in Craigmillar Park, Waverley Park and Blacket Conservation Areas are causing damage every single day. The Tourism sector is due to reopen in less than one week and the impact of the 'Cycle Lane Defender's on Edinburgh's Historic Environment through tourism will be felt immediately.
- b) Immediate removal is required as they have been installed using an abuse of 'Class 30' General Development Order powers, dishonouring City of Edinburgh Council's statutory duty to preserve or enhance the character or appearance of Conservation Areas.
- c) There is an economic cost to defacing Edinburgh's Conservation Areas. Tourism relies heavily on Edinburgh's Historic Environment, tourists visit Edinburgh to specifically experience the UNESCO World Heritage Site and Conservation Areas.

UNESCO States:

"Research has shown that World Heritage status can have a major socio-economic impact. For instance, in a recent report published in 2015, the UK National Commission for UNESCO finds that UNESCO projects in Scotland generated an



estimated £10.8 million from April 2014 to March 2015 through their association with UNESCO”

(Source: <https://whc.unesco.org/en/socio-economic-impacts>)

‘UNESCO World Heritage Site’ status can be revoked or inscribed on the ‘List of World Heritage in Danger’ if UNESCO finds that the condition of an area corresponds to at least one of a list of criteria.

Edinburgh Council in partnership with Sustrans have caused damage to Edinburgh’s World Heritage Site under the following UNESCO criteria:

- serious deterioration of architectural or town-planning coherence;
- serious deterioration of urban or rural space, or the natural environment;
- significant loss of historical authenticity
- threatening effects of town planning

(Source: <https://whc.unesco.org/en/158/>)

d) **Built Environment Forum Scotland states:**

The historic environment is one of Scotland’s most precious assets:

- Edinburgh as a World Heritage Site is worth between £1.2 – £1.4 billion (EWH 2016)
- 68% of visitors to Edinburgh come because of its historic vernacular, bringing an estimated expenditure of £1.16 billion p. a. (EWH 2016)
- The historic environment contributes in excess of £2.3 billion to Scotland’s economy, with £1.9 billion in Gross Value Added (SHEA 2018)
- The historic environment receives 18 Million visits per year, and these visits support a network of 66,000 jobs (SHEA 2018)
- Total spend by visitors to Scotland in 2015 was £8.87 billion.

(Source: <https://www.befs.org.uk/scotlands-historic-environment/facts-figures/>)

6. Suggested Cycle Lane solution for the Craigmillar Park Corridor:

- a) Given the nature of our corridor being one of the busiest A roads in Edinburgh, where emergency services, 10 x Bus Routes and 21 Hotels / Guest Houses / B&B’s are in operation, we question the appropriateness of reducing 4 transit lanes down to 3. As we reopen in only 6 days time, mayhem along our corridor will slowly grow. Traffic congestion and a fight between all parties to use the road space will severely impact everybody.



- b) We collectively implore CEC to implement down our corridor a more appropriate “advisory” cycle lane measure. When considering our Historic Environment within our affected Conservation Areas as well as the facts raised in point 6. a) above, it is totally inappropriate to install these illegal, physical obstructions to block kerb access for everyone except 1 group. The cyclists.
- c) The transport committee need to be reminded that we are an inclusive community and are required to plan infrastructure to include everyone. The Transport Committee must not continue to be influenced by the bias agenda of Sustrans and cycling lobbyist groups like Spokes. The CEC must plan for all its citizens, not just one group.

Thank you for taking your valuable time to read our deputation.

Our best wishes,

Newington Hotels Group.



SWEM

South West Edinburgh in Motion

20 April 2021

Committee Services
The City of Edinburgh Council
City Chambers
High Street
Edinburgh
EH1 1YJ

**Transport & Environment Committee Deputation
South West Edinburgh in Motion (SWEM)
Item 7.1 Spaces for People update - April 2021
Thursday 22 April 2021**

Thank you, Convenor, for allowing our deputation.

South West Edinburgh in Motion (SWEM), is a community group formed by residents and businesses in November 2020 following the Council approving spaces for people schemes for Lanark and Longstone Roads.

SWEM is bringing this deputation to ask for the removal of the Spaces for People Scheme on Lanark and Longstone Roads.

Here we present the basis for our request under the following headings:

- The installation is unlawful
- The installation has no relevance to mitigating the risk of Covid transmission
- The absence of a safety issue to be addressed
- Community majority opinion has been ignored
- New and real safety issues are being presented by the installation
- Discrimination against those with mobility issues or disabilities

1. The installation is unlawful

The November Transport and Environment Committee report (and later full Council), recorded the sole justification for the Lanark Road order in four lines at 4.7.2. That justification is to provide a safe alternative route to the canal towpath and Water of Leith shared use path.

QC opinion obtained by SWEM states, "...this is legally questionable. There is no suggestion of greater use of Lanark Road or Longstone roads by cyclists or pedestrians as a result of the current crisis or that it cannot cope or that the risk of accident has increased."

Key excerpts from our legal opinion now follow:



SWEM

South West Edinburgh in Motion

1. Section 14(1) of the 1984 Act permits a TTRO for three purposes, the second of which is relevant in current circumstances – “(b) because of the likelihood of danger to the public or serious damage to the road”.

2. The English Court of Appeal has considered this provision in the case of *R v London Borough of Greenwich ex p W (A minor) and Others* [1997] Env LR 190 (copy attached). That case involved a claim that removing or reducing danger to the public from air pollution could come within section 14(1)(b) of the 1984 Act. The Court held to the contrary, i.e. that the phrase “likelihood of danger to the public or serious damage to the road” referred only to injury or damage directly caused by motor vehicles to persons in vehicles, pedestrians or the road itself. Public health was not included as a relevant danger.

3. In our view, in general terms, that would exclude Covid as a direct justification for a TTRO – it is after all a public health issue. Whilst Scottish Courts are not bound by English ones, the decision is likely to command considerable respect and, we consider, is likely to be followed.

Further, the use of a TTRO on Lanark Road or Longstone roads to avert a perceived safety issue on the Water of Leith path or the canal is also stated to be unlawful:

8. We do not consider that provision of alternative routes justifies a TTRO. In our view, consistent with the Greenwich case, the danger that is to be averted must be on the road proposed to be the subject of the TTRO and not a wholly separate route.

It is important to realise that this QC opinion does not invalidate Scottish Government guidance. It is perfectly reasonable that a social distancing pressure on a busy commercial thoroughfare could create a danger on the road, for which a TTRO applied as advised by the Scottish Government would be appropriate, e.g. due to an overspill of people onto the road.

Rather, it is the council's choice to interpret the Scottish Government's guidance in a way that goes far beyond what was envisaged (and apparently disproportionately to how other councils across Scotland have applied the guidelines) which exposes it here to legal risk.

2. The installation has no relevance to mitigating the risk of COVID transmission

We note that increasing evidence is now available indicating that the risk of transmission between people passing each other outside is negligible. Recently released comments from Public Health England based on a study in the Republic of Ireland shows Covid is not spread outside in normal circumstances with people walking past each other. No evidence has been presented from Public Health Scotland to the contrary.

No evidence has been presented of a Covid risk on Lanark Road being mitigated by the installation.

Bizarrely, the scheme was only installed a year after the pandemic, and is still being installed, just 10 weeks before Scotland expects to enter Level 0.



SWEM

South West Edinburgh in Motion

No signs have gone up diverting cyclists from the Water of Leith and no signs are on the route from there; if there is a real safety risk then why has this not been done? There is either a genuine overcrowding risk which needs signage to advise the public of alternative routes, or the route is safe and requires no action.

3. The absence of a safety issue to be addressed

Accident data show Lanark Road and Longstone roads are statistically very safe (one slight cyclist accident recorded in the last 6 years).

Council has refused pedestrian crossings, since Lanark Road is not sufficiently dangerous.

Speed cameras are being decommissioned because the speed and accident thresholds are not reached.

Traffic levels are lower than they've ever been, due to work from home etc.

4. Community majority opinion has been disregarded

The council introduced its reasons for the installation citing the Sustrans Commonplace survey, but only 2 comments related to road layout on Lanark Road, out of over 4,000 comments received across Edinburgh. None related to Longstone.

SWEM conducted a robust independent survey of over 1000 people, and 90% stated they did not want the Longstone / Lanark Road schemes, including 73% of cyclists.

300 emails from the public opposed the scheme versus 19 in favour.

Calls to invest in walking infrastructure in the Water of Leith have been ignored.

5. New and real safety issues being created by the installation

On Lanark Road a near miss between a cyclist and an infant outside Cranley Nursery is the subject of a formal complaint.

Another individual with mobility problems had a near miss with a bike and fell into the road, injuring them self.

Cyclists are put at risk when making right turns by the narrow carriageway and having to leave the cycle lane.

Floating parking makes it harder to see cyclists when turning into some entrances.

A disabled parking space was installed in Longstone of exactly the design that was installed then removed on Comiston Road following severe criticism by the police and road safety auditors.



SWEM

South West Edinburgh in Motion

No Stage 2 road safety audit has been carried out.

The Spaces for People team has refused to include our community's local knowledge and comments on safety issues in its brief to the road safety auditors. The multiple uses of Lanark and Longstone Roads throughout the week make this knowledge an important consideration, e.g. nurseries, dance school, football parking at weekend.

Real safety issues have been neglected, including the continued poor road surface that led to a cyclist coming off in mid-February and being attended by an ambulance.

Traffic is routed closer now to traffic refuges, which were already very narrow for those in wheelchairs or with buggies.

Also, we know across Edinburgh there have been many pedestrian and cyclist injuries from collisions with bollards. However, no data are being centrally gathered on these accidents.

6. Discrimination against those with mobility problems or with disabilities

The IIA was too generic and appears to be led by officers who personally initiated the scheme - a clear conflict of interest.

The IIA failed to acknowledge that ALL parking suitable for people with mobility issues was being removed.

The IIA does highlight potential negative impacts on people with mobility issues, yet the council refused a request for kerbside blue badge space; and refused to provide plans with blue badge spaces marked on. Essentially the IIA has been carried out but the impacts on people with disabilities that it registered have been deprioritised.

There was no attempt to mitigate the impact of the scheme on groups with protected characteristics, specifically people with disabilities, from date of approval to date of implementation.

As a result, individuals with mobility issues, autism, and their parents and carers are being discriminated against.

7. Divisive nature of the scheme

The scheme is setting cyclists against other road users by its uncompromising nature.

Drivers are angry with cyclists not using the lanes because cyclists don't think they're safe.

Cyclists are abusing delivery drivers who are having to unload and walk across the lanes.

Drivers are venting frustration at residents blocking the road as they wait to turn in and out of their driveways.



SWEM

South West Edinburgh in Motion

Residents are parking in side streets, causing resentment to residents there.

Residents' parking is being displaced by football parking at weekends, potentially creating unnecessary tension between voluntary groups and residents. This is a clear policy clash - the lack of parking makes it harder for families to attend healthy activities with their children.

Conclusion

Our request, on the basis of the evidence presented here is that the council remove the scheme immediately and reinstate it as it was with the new reduced speed limits retained and enforced at 30mph for Lanark Road and 20mph for Longstone Road.

We look forward to working collaboratively with the council to engage the community to boost cycling and walking in the area through safe and evidence-based solutions, informed by post-pandemic travel patterns.

We expect that the council should seek legal advice on the points we have raised, however if council chooses to disregard our request then it should regard this deputation as giving clear notice of:

- The council's liability in view of the serious safety issues that have been created by the scheme and that, in our informed local opinion, there is a very high risk that a serious accident will occur if the road layouts are not reinstated as requested above.
- The illegality of the installation because of breaches of the Equality Act 2010 caused by the application of a policy which discriminates against people with disabilities.
- The illegality of the installation because of breaches of the Road Traffic Regulation Act 1984 caused by the manner in which TTRO/TTRNs have been applied by the council, overreaching Scottish Government guidance from April 2020.

We appreciate the time taken by councillors to review our submission.

Prof. Derryck Reid
Chair
South West Edinburgh in Motion

Written evidence to accompany the verbal deputation to the Transport & Environment Committee meeting on 22nd April 2021.

Links to 2017 SESTRAN initial detailed appraisal of the route.

(the appendices contain the details plans and sections of the route):

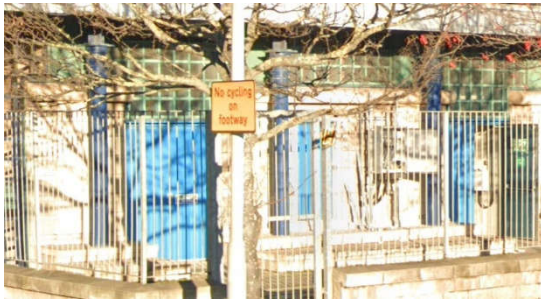
[8670 Initial Report only 20.07.17 Part1](#)

[8670 Initial Report only 20.07.17 Part2](#)

[8670 Initial Report Appendices only 24.07.17 Part1](#)

[8670 Initial Report Appendices only 24.07.17 Part2](#)

Photos discouraging children from pavement riding:



Outside the Joppa Pumping Station



Opposite Coillesdene Avenue

Photos showing cars parked all the way along:



Testimony from cyclists / Spokes members from Musselburgh who use the route:

Jacqueline Noltingk:

"I knew there was some possibility and had indeed hoped that a safer cycle route between Musselburgh and Portobello would be created. As a casual, elderly cyclist I find the current road - even with the wider cycle path at the Mussie end - requires me to be feeling quite brave to use it. That without doubt will continue to make me reluctant to cycle into Portobello more often than I absolutely need to.

I don't feel able to appear in person but certainly support you in challenging the decision to scrap the path. Given how quickly Edinburgh seemed to implement some of the other SfPs, it seems odd they couldn't/can't do something here - or was it always something they were never really serious about?"

Mark Cairney:

"I'd consider it as a missed opportunity as we've just got hire bikes in Musselburgh (in fact a new set of Go-Ebikes have appeared at the Brunton Theatre). By their nature hire bikes attract users who might not be as comfortable on busy main roads as experienced cyclists (e.g. people who are new/returning to cycling and want to try before they buy)

My wife is a nervous cyclist and finds the Musselburgh -> Portobello stretch scary particular the point where the lane splits in 2 for the left-hand turn up Milton Rd East (Milton Rd East is another road that would greatly benefit from the SfP approach being a 40mph road and alleged dual carriageway but that's another matter).

Finally a segregated Musselburgh <-> Portobello link would allow you to join up with the John Muir Way network."

Ian Orr:

"It is very concerning to me that the Portobello cycle route may be delayed. The rate of cycling deaths in Portobello is an incredibly sad memory for all cyclists but it is particularly poignant for those who still risk their lives on Portobello roads.

As one of these people I am shocked to read that the plan to provide separate sections of roadway for cyclists is being delayed and hope Edinburgh Council can reconsider this priority urgently."

Transport and Environment Committee 22.4.21

Deputation from Ratho and District Community Council

A71 Signalised Junction

We understand that the proposal to be put to the committee is for a pedestrian signalised crossing only. This arose from a petition considered by the Petitions Committee on 4 September 2014, regarding a request for the installation of traffic signals at the A71 Dalmahoy junction. This was to improve vehicular access to Ratho village, Dalmahoy Village and the Dalmahoy Hotel and Country Club and to reduce the risk to pedestrians crossing the A71 at this location. We note that the surveys undertaken in 2019 did not measure where the traffic using the access roads to and from Ratho and the Dalmahoy Hotel and Country Club was not measured even though it frequently crosses the stream of traffic on the A71.

We understood that the signalisation of the junction would include vehicular Traffic. We were only made aware of any changes at a presentation at our Community Council meeting on the 15th February 2021 when it became apparent that the pedestrian design was cost led and vehicular traffic lights would not be included.

We would ask that designs for the junction are based on vehicular signals as requested in the petition for the safety of all road users, vehicular and pedestrian, and not solely based cost alone.

7.6 Wardie Bay and Beach – Response to Motion’ Wardie Bay Beachwatch - Deputation

20th April 2021

FAO: Transport and Environment Committee

Wardie Bay Beachwatch:

- Thanks Councillor Bird and Steven Cuthill wholeheartedly for their hard work resulting from the Motion to Council on 10 December 2020 and the spirit of their efforts, especially in recognition of the necessity to protect and enhance the ecology and biodiversity of the site.
- Emphasises the simple premise that water quality is an environmental imperative and that resulting development should be light touch in accordance with the special nature of the site (SSSI, SPA etc.) and respecting all stakeholders, uses and enjoyment.
- Adds to 3.7 that the Kelp bed to the east side of the beach (Wardie Bush) is a further conservation zone as defined by NatureScot – it is a Priority Marine Feature (PMF) – worthy of protection.
- Thanks officers for their recommendation that option 4.27.2 should be progressed – agrees the status quo will not be sufficient to mitigate against substantially growing pressures and impacts.
- Appreciates the full complexity of the site, and the hard work by the Wardie Bay Residents Association on highlighting the dangerous traffic pollution hotspot that is the Lower Granton Road at Wardie Bay.
- Notes the figure of ‘approximately 150 people per day’ in item 3.2 is a significant underestimate for busy days, even outwith bathing season, and could increase, even beyond the pandemic.
- Welcomes the attention given to sewage related debris at the site (30% on average on MCS Beachwatch surveys) and appeals for improved investment in Scottish Water and SEPA services to ensure licences are made fit for today’s pressures. The Marine Conservation Society reports the number of wet wipes found on beaches in Scotland (Great British Beach Clean data) has increased from 1.9 average items in 2005 (when they were first recorded as their own category on MCS Beachwatch surveys) to 3.1 in 2010 and then increases significantly to 45.8 in 2020. Investment in the Marine Litter Strategy, including actions to prevent pollution being discharged to our seas at source will, if successfully applied, result in reduced cost to cleaning our seas and beaches of harmful pollution and reduced impacts to invaluable marine life.
- Apologises for the lack of MCS Beachwatch survey data over the pandemic, having witnessed the same amount of harmful litter as previous years, particularly after winter storms – removed by the community at large. NB: cleaning up harmful sewage from our shores should not be the burden of caring citizens.
- Notes in response to 4.14 that dog waste is an issue which also affects bathing water quality and dedicated dog litter bins and fine notices might be an effective solution.
- Recommends that Bathing Water testing should extend beyond the Spring and Summer when weather events are more likely to produce harmful contaminants in the water.
- Notes the value and importance of working together and thanks landowners, neighbours, volunteer expert donors such as TRAC engineering, journalists, wild swimmers and volunteers for all support and demonstration of the success of working together (NB: landowner letters of support submitted with the Bathing Waters Appeal document, dated 30.10.2020).



- Notes that 4.50 requires good partnership working with landowners, and that the beach, sharing ownership by the Granton Harbour masterplan developer, should begin to be efficiently managed now to prevent cumulative impacts such as sewage, drainage, pollution, litter and traffic – importantly preventing further pressure on local CSOs and drains already beyond the limit of capacity.
- Sea level rise and increased storm occurrence predictions threaten more waste to land and sea – to be a consideration in all local planning developments – CSOs in the region are already beyond capacity and SuDS at the very least, must be a requirement not a recommendation of all new housing developments, to prevent more harmful waste to sea and shore.

Thank you for reading.

Karen Bates

Wardie Bay Beachwatch

16th member of Flora and Fauna's Coastal Communities Network Scotland:

[Wardie Bay Beachwatch](#)

email: wardiebaybeachwatch@gmail.com

instagram: [@wardiebaybeachwatch](#)

facebook: [@WardieBayBeachwatch](#)

twitter: [@wardiebaybeach](#)

MCS website: [Wardie Bay Beach](#)

Deputation to Transport and Environment Committee meeting to be held on 22 April 2021 regarding item 7.7 Communal Bin Review

With regard to item 7.7 Communal Bin Review and in particular the recommendation (1.1.2) to approve the change from gull proof bags and recycling boxes to the Communal Bin Hub service, **the New Town and Broughton Community Council (NTBCC) ask that this Committee does not approve this recommendation at this meeting so that the issues highlighted in the attached paper can be fully addressed.**

Why?

- There has been absolutely no warning to NTBCC, local residents and gull proof bag users that this recommendation would be coming before the committee today. As the Community Council most affected by this change we would have expected a higher level of engagement before any recommendations would be brought before the Committee.
- In our last correspondence with the Project Delivery Manager for the Communal Bin Review in November 2020, it was stated that various elements of the review had been delayed and that she would be in contact with us in early 2021 to arrange a meeting to provide an update. No such contact was made.
- NTBCC are sure that CEC would not want to be seen to ignore or avoid due process with regard to such a major change of policy that directly affects so many Edinburgh residents.
- NTBCC believe that Appendix 2 is both incomplete and misleading and so does not properly reflect the complexity of this multi-faceted issue.
- The Cockburn Association and other heritage bodies support our submission and should also be given the opportunity of commenting on the major changes proposed within the World Heritage Site as they were when the current arrangements were introduced in 2011.
- There is still time for effective consultation with NTBCC and other stakeholders within the time frame detailed for the Communal Bin Review. We request that representatives of the team responsible for the Communal Bin Review attend our next monthly NTBCC meeting in May or a specially convened meeting with the community to explain the rationale for these significant changes.

For the reasons stated above, and to uphold the democratic principle, NTBCC ask that this committee agrees to postpone the decision regarding gull proof bags and recycling boxes.

NTBCC Communal Bin Review Update Background Paper

1. The removal of gull proof bags and the red/blue bins for recycling is a major change of policy but is just tagged on to a routine update about the communal bin review. There has been no prior notification or engagement with the Community Council most affected by this change despite several requests for updates from the Waste and Cleansing department.
2. The report made to the 12 November 2020 T&E Committee Meeting about engagement events that took place in August/September 2020 states that the overwhelming response was positive but none of the events were conducted in areas covered by gull proof bags. None of the comments in the report address gull proof bags. No evidence is provided that there is agreement with this aspect of the review.
3. Appendix 2 states that based on a survey conducted in September/October 2019 there were 'medium to low presentation rates' for both gull proof bags and recycling bins. It is not clear how the presentation rate has been calculated. It is also stated that lower presentation rates are associated with proximity to communal bins but does not show any causal relationship. Interestingly it does show that the presentation rates of recycling bins (and thus potentially recycling) were higher in areas covered by gull proof bags.
4. It is stated special care will be taken to place the minimum number of on street bins to minimise the visual impact across the city's World Heritage Site. This appears to be at odds with the statement that residents will not need to walk more than 50m to their nearest bin. It is also stated that an Environmental Impact Assessment (EIA) is yet to be undertaken.
5. It does not appear that there has been any consideration of the impact of this change on those with limited mobility or would otherwise struggle to carry their waste to the nearest communal bins. Most changes to Council policy require an Equality Assessment to be undertaken usually as part of a wider Integrated Impact Assessment but the report makes no mention of this having been undertaken or planned.
6. There appears to have been no involvement so far from the usual statutory consultees to significant changes affecting the Edinburgh World Heritage Site, such as Historic Environment Scotland, Edinburgh World Heritage or the Cockburn Association. Why have they been overlooked?
7. It is stated that TRO's will be required to modify parking restrictions to permit location of additional on-street bins, which will be advertised in June/July 2021 for potential implementation from 2022. It is implied that this will provide an additional opportunity to seek public comments but the TRO process only requires the Council to legally consider any relevant objections received in relation to traffic management and road safety issues – therefore objections based on siting or appearance of the bins would be outside scope of TRO process.
8. The Committee is being asked for approval of implementation of the various changes that is due to commence within weeks. This seems to be premature given that an EIA has not been completed and it is recognised that further engagement is required with stakeholders.

Scottish Tourist Guide Association input to CEC Transport and Environment Committee paper on Provision of Public Conveniences, 22nd April, 2021

The Edinburgh and SE Scotland Branch of the Scottish Tourist Guide Association (STGA) has been concerned for some time that we lack sufficient and suitable toilet facilities for visitors, and we have been communicating with Cllr Lezley Marion Cameron regarding their provision. As Blue Badge Guides, we work with many thousands of tourists, guiding them around Edinburgh and Scotland as part of the Tourism Growth Sector, which contributes around £6 billion to our GDP. Edinburgh is sometimes the only place visitors experience in depth, and hence this issue affects all professional guides. We are grateful that the Transport and Environment Committee are considering toilet provision strategically, but wish to input to the process as frontline workers, and contribute our considerable knowledge of the issue.

We have undertaken research, initially prompted by Holyrood Palace's withdrawal of permission for photo and toilet stops unless visitors are entering the Palace, thus leaving virtually NO suitable stops for our visitors. We are keen to share this research which details ALL facilities (although assessed before the Covid shut-downs), not only Council provided ones.

The Issue for STGA

As we hope to return to normal guiding, our major issue is with groups of up to 50 clients who arrive by coach, after a long journey, are often elderly, and cannot walk far. With up to 6 cruise ships coming into Edinburgh in one day (and this may eventually increase, as plans to bring ships to East Lothian progress) in ADDITION to other visitors, there are insufficient places where coaches can drop off and pickup with a large number of toilets nearby, close to the City Centre.

Additionally, changes in road patterns and parking and closure of toilets have been undertaken without any input from us. (For example, disabled car parking has been introduced at the Botanics, but this cuts down access or coach parties, which often include elderly or disabled people)

We feel strongly that the issue is now crucial to the economy. As professionals, we will not be able to recommend the City's access for visitors who cannot walk a considerable distance.

Tourism Hubs

We welcome the idea of multi-service hubs, but would go further and promote the idea of at least one Tourism Hub, at a Gateway to the City, with short term parking for coaches, toilets and other essentials for visitors. We have discussed this idea with Marshall Dallas of the EICC, who expressed some interest for the Haymarket site. We believe that shaping, branding and marketing the entrance to the site as a Tourism Hub would be helpful to the businesses on-site (eg Pharmacies, Coffee Shops etc) as well as to our guests. A welcoming environment here might encourage the less fit to remain there, while partners experience the City Centre and spend their money. We have drafted an outline vision of the Hub.

Conclusion

We welcome the opportunity to input our knowledge and experience to the strategy for provision of Public Conveniences, and feel we have concerns and suggestions to offer which might help shape it. If the City is to return to its past success in attracting visitors, we must improve provision, address cuts and extend hygiene and handwashing facilities. While the current paper addresses some of our

concerns we would be very keen to work with the group to add our unique viewpoint and feedback from our guests.

Summary

Juniper Green & Baberton Mains Community Council are grateful for Councillor Webber's motion to introduce no entry (eastbound) to junction of Woodhall Terrace and Baberton Avenue for motorised vehicles. These proposed changes:

- remove a dangerous rat run used by hundreds of cars in a normal rush hour
- create a Safer Route for Juniper Green Primary School pupils, those walking or cycling to Currie High School and the many elderly residents of our area.
- introduce a safer route for cyclists, enabling them to avoid the danger and pollution as Lanark Road narrows
- could be introduced as a temporary measure with methods used elsewhere in the City for Spaces for People schemes

Community Concerns

Juniper Green is in the South West of Edinburgh, lying between Currie and the City Bypass. The arterial Lanark Road is the only main road that runs through Juniper Green and in the course of a normal rush hour, hundreds of cars pass through the village.

The queues west of Gillespie Crossroads can be for miles on a normal morning and this inevitably creates a desire for shortcuts. In our village there is a convenient rat run used by hundreds of cars every week day. This runs through narrow residential streets causing danger to many including the schoolchildren attending the nearby Primary School and the many elderly who live in our area. Note that Juniper Green has the highest proportion of elderly people of any area across the City of Edinburgh. There have been countless near misses, cars mounting kerbs and with the increased need for housing leading to development West of Edinburgh, this pressure is only going to worsen in the coming years. It is a case of 'when' not 'if' there is a serious injury or worse.

Community Council Response

As a community council we have responded to the concerns of the community by supporting Police speed monitoring campaigns and have joined with other local Community Councils to support traffic research at Heriot Watt University. Through this work and with expert insight from local police we have developed a simple solution that will close the rat run with minimal impact on the local community.

The map overleaf shows the change in more detail but in short, the introduction of no entry east bound at the junction of Woodhall Terrace/Baberton Avenue removes the benefit of the rat run and contains traffic on the main road. For obvious reasons it is suggested that emergency vehicles are exempt from this, as are cyclists. This would provide cyclists with a corridor avoiding the narrower sections of the main road with minimal impact to journey time. It is also suggested that this no entry is applicable 24/7 to encourage compliance and avoid misunderstanding by motorists

Finally, it is suggested that, as has been done with Spaces for People changes across Edinburgh, it could be beneficial to implement this initially as a temporary change to understand the impact, before making changes permanent.

Community Engagement

We have hosted public meetings to engage with our local residents and refine the specifics of this proposal. We have also visited door to door the residents directly affected by the change.

There is recognition that this will mean village residents will also no longer benefit from this short cut but that cost is more than outweighed by the improved road safety and reduced pollution. As a result there is broad support for the changes including the parent members of the Primary School's Parent Council.

Our local councillors have supported us in getting this far and it is our great hope that the Committee will approve this small change to make a huge difference to our community.

This page is intentionally left blank

Amendment by the Conservative Group

Transport & Environment Committee

22nd April 2021

Item 6.1 - Business Bulletin

Committee

Roseburn to Union Canal Update

Notes the scale of the project and the updates that confirms that this permanent Active Travel route will now be delivered by October 2022.

Notes that in answer to Cllr Webber's Question Item 5.22 (*Can the Convener please provide the following information relating to all temporary and permanent active travel projects/schemes across the city (not split by ward) that have been approved for completion since 2010*) to Full Council on 27th July 2020 the completion date was provided as June 2022

Seeks a report in one cycle detailing the mitigating actions to ensure this 4-month delay in the Roseburn to Union Canal project is minimised and reduced

Notes with regret that the outcome from the West Edinburgh Active Travel Link Consultation has been delayed from being reported at April Transport and Environment Committee as planned

Seeks assurance by inclusion in the same report, that the completion date of October 2023* will still be achieved.

Bus Partnership Fund

Notes with grave concern that within Appendix 3 under "Quick Wins – West" is the inclusion of the Service 44 Bus Stop Rationalisation.

Notes this was of significant concern when previously brought to Committee that the report was withdrawn

Requests that the New Equality and Diversity Framework be systematically applied to any review of bus stops along the route between Wallyford and Balerno

Requests that the Council's new Consultation Policy, developed in response to the City of Edinburgh Council's Best Value Assurance Audit be adopted

Notes both above new policies were approved at Policy & Sustainability Committee on 20th April 2021

Moved by: Councillor Susan Webber

Seconded by: Councillor Iain Whyte

Amendment by the Conservative Group

Transport and Environment Committee

22nd April 2021

Item 7.1 – Spaces for People Update – April 2021

Committee

- 1.1.1 notes the update on the Spaces for People (SfP) programme within the report
- 1.1.2 Notes the success of the UK wide vaccination programme that has seen almost 2.6million Scottish residents vaccinated which is delivering results in relation to reduced morbidity and mortality associated with Covid-19
- 1.1.3 Notes there is limited evidence of outdoor transmission of Covid-19 (<https://academic.oup.com/jid/article/223/4/550/6009483>)
- 1.1.4 Notes from Monday 26th April, the City of Edinburgh will enter into Tier 3 and we shall see a gradual easing of restrictions and opening of retail, hospitality and in some cases a return to workplaces
- 1.1.5 Notes we are awaiting the outcome of a consultation on the measures being made permanent. The various degrees of implementation have created confusion and difficulties in completing and navigating through the documentation in an infirmed manner as schemes are not posted in a location and format that is readily accessible by members of the public, local groups or approved stakeholders
- 1.1.6 All partially installed schemes should be halted immediately until the outcome of the Street Schemes consultation has been reported to Committee as a measure to support the Council's focus on value for money
- 1.1.7 Approves the immediate reopening of Braid Road in both directions
- 1.1.8 Approves the recommendations in the REVISED APPENDIX 1 (attached) which include but are not limited to the reversal and removal of:
 - i. Lanark Road
 - ii. Comiston Road
 - iii. Silverknowes Road (North and South)
 - iv. Links Gardens
 - v. Pennywell Road
 - vi. Craigmiller Corridor
 - vii. George IV Bridge

- 1.1.9 Approves measures that prioritise pedestrians on Broughton Street and request that space set aside for cycling provision is repurposed for pavement widening
- 1.1.10 Requests that an audit report on the removal of street clutter be presented back to Committee in one cycle as work started on 8th March
- 1.1.11 Notes the measures proposed for measures near schools in Appendix 2 and 3
 - 1.1.11.1 Recognises that many schemes are yet to be implemented and many were put in place despite significant comment from Local Elected Members and members of the public and as, yet the feedback has not been provided as per the terms of the agreed Stakeholder engagement
 - 1.1.11.2 Recognises that these measures across the schools will only be effective with effective enforcement
 - 1.1.11.3 Requests that resources for enforcement around schools are found immediately from the SfP budget
- 1.1.12 Notes the Council has a statutory duty to provide and manage a network for all road users across the city

Moved by: Councillor Susan Webber
Seconded by: Councillor Iain Whyte

Appendix 1 – Project List / Review Recommendation (v3)

Location	Intervention (Proposed/Actual)	Review Outcome/Update
CITY CENTRE		
South Bridge – Town Centre measures	Installation of footpath widening and segregated cycle lanes on South Bridge. No cycle provision proposed on North Bridge due to bridge repair access.	Revised scheme approved at CIMT 18 March 2021. Installation programmed April/May 2021
Chambers Street	No signals proposed	Installation of Bus gate reconsidered, no temporary signals required. Additional loading areas to be created for South Bridge/Local servicing.
Morrison Street	Footpath widening at Dalry Road junction	Scheme on Hold. No suitable design possible due to junction layout and available lane widths
Cowgate	N/A	Scheme on Hold. Temporary road layout currently in place to facilitate hotel development
Waverley Bridge	Pedestrian area with limited servicing access	Review completed March 2021 – Recommendation to continue with no changes
Forest Road	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
George IV Bridge	Cycle segregation	Remove and reinstate as was: Loading daytime Evening parking
The Mound	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Princes Street East End	Bus gate on Princes Street and South St David St	Review completed March 2021 – Recommendation to continue with minor changes to road markings to improve cycle safety
Victoria Street	Pedestrianised area with limited servicing access from George IV Bridge	Review completed March 2021 – Recommendation to continue, introduction of disabled parking signage following discussions with traders. Detailed report to be circulated to provide

		confidence and assurance of changes made to address business owners concerns in relation to the repurpose of space.
Cockburn Street WHERE IS THIS ON REPORT Last update provided in Nov 20	<i>Part time closure</i> <i>Review complete – recommendation to continue.</i> <i>Repairs to High Street rising bollards to be completed as soon as possible.</i>	Concerned there is no longer any reporting in relation to this scheme. Update to TEC members, CCs and Local Elected Members must be made urgently

TOWN CENTRES		
Queensferry High Street	Pedestrian space	Installation of temporary layout and one-way system completed week commencing 8 March 2021. Footpath overlay still to be undertaken
Great Junction Street	Pedestrian space (remove)	Removed September 2020
Stockbridge	Pedestrian space	Review completed March 2021 – Recommendation to continue with no changes
Gorgie / Dalry Road	Pedestrian space	Review completed March 2021 – Recommendation to continue with no changes
Bruntsfield	Pedestrian space	Review completed March 2021 – Recommendation to continue with revisions and minor removals following engagement with Traders and Community Councils.
Tollcross		Review completed March 2021 – Recommendation to continue with revisions and minor removals following engagement with Traders and Community Councils. Consider removal of Earl Grey Street measures following completion of resurfacing scheme or return to bus services. REMOVE RAILS preventing use of additional space for pedestrians
Morningside	Pedestrian space	Review completed March 2021 – Recommendation to continue with revisions and minor removals following engagement with Traders and Community Councils
Portobello	Pedestrian space	Review completed March 2021 – Recommendation to continue with reinstatement of loading bay near Baptist Church

Corstorphine	Pedestrian space	Review completed March 2021 – Recommendation to continue with reinstatement of loading bay near Dental practice
Newington Corridor	Pedestrian space	Scheme on Hold. Not possible to introduce measures and maintain critical public transport infrastructure due to the road width.
The Shore	Quiet Corridor on Queen Charlotte Street and Tolbooth Wynd	Scheme not taken forward at this time due to reduced footfall and conflict with nearby Tram construction.

TRAVELLING SAFELY		Scheme list under review with regard to available budget
Telford Road	Cycle segregation	Proposals withdrawn due to significant impact on public transport, delays and need for costly junction changes anticipated
Melville Drive	Cycle segregation	Scheme on Hold.: REMOVE from LIST Alternative routes available for cyclists.
Wester Hailes Road	Cycle segregation (Alternative plans to be developed)	Scheme on Hold.: REMOVE from LIST Design constraints and conflict with distributor route and Calder Road junction.
Crewe Toll Roundabout	Cycle segregation (Further consideration at DRG – traffic modelling)	Scheme on Hold.: REMOVE from LIST Current traffic levels and risk of significant congestion
Kingston Avenue closure and connection to Gilmerton Rd via Ravenswood Ave	Road closure	Scheme on Hold.: REMOVE from LIST Conflict with emergency services access
Meadowplace Road	Cycle segregation	Completed April 2021 : Confirm QUICK Review timescale given issues arising
Ladywell Road	Cycle segregation	Completed April 2021 : Confirm QUICK Review timescale given issues arising
Ferry Road	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Fountainbridge Dundee St	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Teviot Place / Potterow	Cycle segregation	Review completed March 2021 – Recommendation to continue with minor improvements at Potterow Bus Stop
Buccleuch St / Causewayside	Cycle segregation	Review completed March 2021 –

		Recommendation to continue with no changes
Gilmerton Road	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes
Duddingston Road	Cycle segregation	Review completed March 2021 – Mechanism for QUICK REVIEW to be presented given issues raised
Craigmillar Park corridor	Cycle segregation	REMOVE and REINSTATE as was due to ongoing issues with businesses
Crewe Road South	Cycle segregation (segregator units to be installed)	Review completed March 2021 – Recommendation to continue with no changes
Old Dalkeith Road	Cycle segregation (segregator units to be installed)	Review completed March 2021 – Recommendation to continue with no changes
Comiston Road	Cycle segregation	REMOVE and REINSTATE – keep 30mph
Pennywell Road Including Silverknowes Parkway	Cycle segregation	REMOVE and REOPEN Fully
Mayfield Road	Cycle segregation	Scheme started WC 5 April 2021
Quiet Corridor - Meadows / Greenbank	Various closures	Installation completed February 2021 Additions associated with S/B reopening of Braid Road due to commence WC 12 April 2021 ****REOPEN BRAID ROAD FULLY ***
A90 Queensferry Road	Bus Lanes and cycle segregation	Installation to be completed April 2021 The 'slip road' must be re-opened one-way onto Learmonth Terr as per the consultation design from 2017
A1 Corridor	Bus Lanes and cycle segregation	Installation completed February 2021
Lanark Road	Cycle segregation	REMOVE and REINSTATE – keep 30mph
Longstone Road	Cycle segregation	REMOVE and REINSTATE as was
Inglis Green Rd	Cycle segregation	REMOVE and REINSTATE as was
Murrayburn Road (short section at Longstone)	Cycle segregation	REMOVE and REINSTATE as was
Slateford Road (A70)	Cycle segregation	CANCEL and REMOVE from Programme
Orchard Brae Roundabout	Road markings	Installation completed March 2021

SCHEMES DEVELOPED FROM LTN LIST		
Craigs Road	Crossing improvements at Craigmount High School and traffic calming on Craigs Road	Installation completed March 2021
Drum Brae North	Cycle segregation	REMOVE and REINSTATE
Leith	Quiet Corridor on Queen Charlotte Street and Tolbooth Wynd	Scheme on Hold. Not taken forward at this time due to reduced footfall and likely impact on Tram diversion routes
Corstorphine South (Featherhall)	Filtered permeability proposal. Footpath widening and traffic calming scheme developed in partnership with the Community Council.	Scheme on Hold. Limited legal powers to introduce under TTRO. Corstorphine High Street scheme installed March 2021
Corstorphine High Street	Widened pavements leading to Primary School	Scheme developed with Corstorphine CC. Installed March 2021
SPACES FOR EXERCISE		
Warriston Road	Road closure	Removed
Silverknowes Road (North section)	Road Closure	REMOVE and REOPEN Fully
Silverknowes Road (South section)	Part cycle segregation and quiet route due to narrow road width.	REMOVE and REOPEN Fully
Carrington Road	Road closure	Scheme on Hold. Conflict with emergency services access.
Braid Road	Road closure	REOPEN FULLY – BOTH Directions leave double yellow lines to prevent parking outside the Hermitage entrance
Braidburn Terrace	One-way road closure	Review completed March 2021 – Recommendation to continue with no changes
Links Gardens	Road closure	REMOVE and REOPEN Fully
Cammo Walk	Road closure	Review completed March 2021 – Recommendation to continue with no changes
Stanley Street/ Hope Street	Road closure	Review completed March 2021 – Recommendation to continue with no changes
Seafeld Street	Cycle segregation	Review completed March 2021 – Recommendation to continue with no changes

Kings Place	Link between Proms	Review completed March 2021 – Recommendation to continue with no changes
Maybury Road	Temporary traffic lights	Review completed March 2021 – Recommendation to continue. Minor changes requested by Police Scotland to improve emergency access TBA
Arboretum Place	Crossing point	Review completed March 2021 – Recommendation to continue with no changes
Granton Square to Marine Drive	Road closure and access from Forthquarter Park	STOP FURTHER INSTALLATION
Public Proposals – Commonplace Consultation	Various	Scheme updates
Broughton Street	Pavement widening and uphill cycle lane	REVIEW approved plans and ensure road space repurposed for cycle segregation is redetermined for pavement widening as per feedback and request from NTBC
Broughton St Roundabout	Improvements for pedestrian crossings	As above – pedestrian measures prioritised over cycling
Restalrig Road South (Smoky Brae)	Pavement widening and uphill cycle lane. Road layout TBA	Postpone scheme for consideration under a separate future programme
Starbank Road	Pavement widening with give & go traffic management	STOP FURTHER INSTALLATION
Fillyside Road - Crossing	Installation of a pedestrian/cyclist crossing point (Island – TBA)	Installation of temporary pedestrian crossing expected in April/May 2021
Fillyside Road	Pavement widening	Scope of footpath widening to be agreed with above
West End of Princes Street	Footpath widening at Johnny Walker site	Hoarding at site now moved, increased pedestrian space now available.
Musselburgh boundary to Portobello (Edinburgh section)	Cycle segregation from CEC boundary into Portobello	Scheme on Hold Consider implementation in the future under PfE
Duddingston Road West	Part cycle segregation (East end) and part road markings (due to available road width)	STOP FURTHER INSTALLATION
Portobello Promenade	Improved signage and minor interventions to reduce speed of cyclists	Signs to be erected in April/May 2021
Removal of Street Clutter		

Various priority locations	£300k funding package allocated to work in partnership with Living Streets to remove street clutter	Schedules completed and works started WC 8 March 2021 – audit outcome presented to TEC in June 2021
Pedestrian Priority Improvements at Controlled Crossings	Project to establish the scope of controlled pedestrian crossing improvements. Reduced pedestrian wait-times and infrastructure improvements	Project scope developed in April 2021 – due to start in May 2021.
Greenbank Drive and Glenlockhart Road	Reduce speed limit to 20mph	Speed limit reduction to be considered by the Road Safety team
Schools	Various measures	See Appendix 2
Additional Schemes		
Braid Hills Road/Drive & Liberton Drive	Cycle segregation	Postpone scheme for consideration under a separate future programme
Bellevue to Canonmills	Cycle segregation	STOP FURTHER INSTALLATION
Orchard Brae	Uphill cycle segregation	Postpone scheme for consideration under a separate future programme
Cramond Glebe Road	Waiting restrictions leading down to the car park to maintain access. Suggestion that the closure of Silverknowes Road (north section) has led to additional traffic on this road.	TTRN and double yellow lines installed before the Easter weekend. Agreed with Cramond & Barnton Community Council

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

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

Addendum by the Liberal Democrat Group

Transport & Environment Committee

22 April 2021

Item 7.1 - Spaces for People Update – April 2021

Add

1.1.3 notes that a report on the spaces for people consultation will be brought to the June 2021 committee but, in light of substantial safety concerns and objections raised by residents, agrees that officers should proceed with immediate reviews of the following schemes:

- a) The recent road changes in the Braid estate in Morningside and to fully reopen Braid Road along with the implementation of the planned improvements near the Hermitage.
- b) The Ferryhill PS road closure at Wester Drylaw Avenue.
- c) The segregated cycleways on Drum Brae North, Ladywell Road, Lanark Road and Meadow Place Road.
- d) The current closure of Silverknowes Road North to private vehicles and the Silverknowes 'quiet cycle route'.

1.1.4 disagrees with the suggested pause in the Orchard Brae uphill cycle segregation and agrees the SfP programme should be reprioritised in order to deliver this scheme.

Moved by Cllr Kevin Lang

Seconded by

Amendment by the Conservative Group

Transport & Environment Committee

22nd April 2021

Item 7.2 - Delivery of the Road Safety Improvement Programme

Accepts 1.1.1 to 1.1.5. Replaces 1.1.6 with

1.1.6 Notes that an update on plans for longer term improvements at this junction and other major junctions in the city will be presented to Committee in June 2021

1.1.7 Notes that the improvements at Dalmahoy Junction have been long overdue and that only a fully signalised junction is appropriate to address the issues

1.1.8 Regrets that despite local community assurances given to local elected members and Currie Community Council, the signalised pedestrian crossing at Lanark Road West / Stewart Avenue is absent from Appendix 4 and

1.1.8.1 Calls for a report in once cycle as to the circumstances that continue to prevent this crossing from being programmed which originally pre-dates this Council and was initiated by Cllr Bill Henderson

Moved by: Councillor Susan Webber

Seconded by: Councillor Iain Whyte

Addendum by the Liberal Democrat Group

Transport & Environment Committee

22 April, 2021

Item 7.2 - Delivery of the Road Safety Improvements Programme

At end of 1.1.3, insert “for reporting to the committee by the end of 2021”.

Add “1.1.6 agrees that a status update on the speed reduction measures delivered under 4.11 should be provided by way of a members’ briefing within the next six months”.

Moved by Cllr Kevin Lang

Seconded by

Amendment by the Conservative Group

Transport & Environment Committee

22nd April 2021

Item 7.5 - Consultation on Further Extension of 20mph Network

Deletes 1.1.1 and replaces with

- 1.1.1 Requests that the Council's new Consultation Policy be adopted for the extension of the 20mph speed limits as approved by the Policy and Sustainability Committee on 20th April 2021 and that the revised approach be presented back in one cycle
- 1.1.2 Approves the proposed criteria for assessing further streets for inclusion in the 20mph network

Moved by: Councillor Susan Webber

Seconded by: Councillor Iain Whyte

Addendum by the Liberal Democrat Group

Transport & Environment Committee

22 April 2021

Item 7.6 - Wardie Bay and Beach - Response to Motion

In 1.1.2, after “Committee”, insert “within three cycles”.

Moved by Cllr Kevin Lang

Seconded by

Addendum by the Conservative Group

Transport and Environment Committee

22nd April 2021

Item – 7.7 Communal Bin Review Update

Committee

Accepts 1.1.1

Defers decision on 1.1.2 until consultation and engagement has been carried out with the relevant Community Council and Street Associations affected by the changes as had been previously committed to;

Notes 1.1.3 and 1.1.4

Moved by: Councillor Stephanie Smith

Seconded by: Councillor

Addendum by the Liberal Democrat Group

Transport & Environment Committee

22 April 2021

Item 7.7 - Communal Bin Review Update

In 1.1.3, insert at end “and agrees that any proposal to remove specific bring sites should be subject to a decision by the committee”.

Moved by Cllr Kevin Lang

Seconded by

Addendum by the Coalition

Transport & Environment Committee

21 April 2021

Item 7.8 - Future Provision of Public Conveniences

Adds:

1.1.6 Welcomes this report and notes the easing of lockdown is gradual and that outdoor recreation and meetings will remain a key part of social interaction during Summer 2021, making our parks and outdoor spaces even more important to the people of Edinburgh.

1.1.7 Further notes the damaging behaviour by a minority of people in the meadows, portobello and in other locations in the City, and the negative impact on the surrounding residents and others using the park and other affected areas.

1.1.8 Refers the decision to Full Council to agree an additional £450k of additional resources from COVID funds for additional temporary public toilets, meeting accessibility needs, in premier parks that require additional facilities, including the meadows, and other locations where people will congregate in large numbers over the summer months, including Portobello.

1.1.9 Requests the Director of Place identifies locations from the list set out in Appendix 1 of the report where the provision of temporary toilets throughout the summer would be beneficial to managing the impact of increased footfall.

Delegates the decision on the final list of locations to the Director of Place in consultation with Group Leaders.

1.1.10 Further notes that there are a number of significant community projects already underway in Colinton, but agrees to engage with the local community to understand if a community asset transfer of Colinton's public toilets could be used as a vehicle for improving provision, as set out in 4.20. Agrees to retain the Colinton Public Convenience throughout the process of local engagement and the development of any other alternative plans as part of the ongoing public conveniences strategy.

Moved by: Councillor Lesley Macinnes

Seconded by: Councillor Karen Doran

Admendment by the Conservative Group

Transport and Environment Committee

22nd April 2021

Item – 7.8 Future Provision of Public Conveniences

Committee

Agrees recommendations 1.1.1 to 1.1.3 and amends 1.1.4 and 1.1.5 as follows

1.1.4 Notes the estimated investment required to create new or refurbish public conveniences; *and accelerates exploration of commercial partnerships to deliver facilities based on a concessions model, reporting back to Committee within two cycles (noting this approach has already been taken for a combined café and public conveniences at Joppa)*

1.1.5 Notes the requested information on reopening all of the Council's existing public conveniences while the COVID-19 restrictions remain in place. *Agrees to reopen all existing public conveniences when Edinburgh enters Level 2 Covid restrictions.*

Adds: recommendation 1.1.6

When the public toilets were closed at Haymarket to facilitate the delivery of the Haymarket development the sale was conditional on re-provisioning these facilities within the development and were detailed on the original planning permission; notes that the current planning permission does not show public toilets provided and instructs officers to investigate whether this burden was not transferred in subsequent sales and report back to Committee with their findings.

In respect of Colinton Public Conveniences:

1. Welcomes the written submissions by Colinton Community Council and Colinton Amenity Association;
2. Rejects paragraph 4.20 of the report and expresses continued support for the re-opening of Colinton Public Conveniences as part of the Council's scheme going ahead given (a) their location in the heart of Colinton village near to the Green Flag Spylaw Park; (b) the increasing number of visitors to the Colinton Tunnel as well as the Robert Louis Stevenson trail and Phoebe Traquair railings; and (c) the modern nature of the facilities which are in good condition and not subject to any anti-social behaviour issues.

3. Expresses disappointment at the manner in which they have been singled out without any clear evidence base and with no clear justification.

Moved by: Councillor Callum Laidlaw
Seconded by: Councillor Stephanie Smith

Addendum by Green Group

Transport and Environment Committee

22 April 2021

Item 7.8 – Future Provision of Public Conveniences

ADD TO EXISTING RECOMMENDATIONS

1. In relation to immediate needs:

- Agrees to open all remaining nine public toilets in para 4.30 as soon as possible, using additional one-year COVID-19 recovery funding allocated for 2021-22 as necessary, with a report to Finance and Resources Committee on 20.5.21 to ratify funding.
- Agrees to support Pentlands Hills Regional Park in its aim to install toilet facilities for Spring/Summer 202.
- Agrees to extend opening hours in peak footfall locations as necessary – for example, at the Meadows and Bruntsfield Links and at Portobello.
- Agrees to provide enhanced signage as necessary to direct people to available facilities.
- Agrees that additional temporary toilet facilities be placed at a central location on the Meadows on an urgent basis, to be available during periods of high demand and for as long as necessary;

2. In relation to future permanent provision

- Notes that Leith Links Bowling Green Pavilion, which has been damaged by fire, has been earmarked for potential demolition; but agrees to consider if it could be used for future toilet provision.
- Requests consideration of a permanent centrally-located toilet facility on the Meadows in addition to current provision, to address high and seasonal footfall in this location; and agrees to keep under review seasonal and high-demand capacity for Meadows and Bruntsfield Links.
- Requests a review of options for other high footfall country parks and LNRs such as Hermitage of Braid and Blackford Hill.

Moved by: Councillor Gavin Corbett

Seconded by: Councillor Chas Booth

Amendment by the Liberal Democrat Group

Transport & Environment Committee

22 April 2021

Item 7.8 - Future provision of Public Conveniences

At end of 1.1.2, insert “and notes that no public toilets are proposed for closure as a result of this report”.

Delete 1.1.5 add insert;

“1.1.5 recognises that the recent easing of lockdown restrictions has increased the numbers of people requiring the use of public toilets and therefore agrees that officers should review the current options for allocating the additional necessary funding, as set out in 4.30, to fully reopen the remaining nine public conveniences as a matter of urgency”.

Moved by Cllr Kevin Lang

Seconded by

Transport & Environment Committee City of Edinburgh Council 22 April 2021

Item 7.8: Future Provision of Public Conveniences

Add to recommendations;

1. Recognises that thousands of people gather on the Meadows & Bruntsfield Links to socialise and enjoy the outdoors during good weather;
2. Notes that the existing toilet facilities and opening hours are inadequate to cope with this level of demand;
3. Regrets the impact of public urination in residential streets surrounding the Meadows and the Links;
4. Calls for sufficient temporary toilet facilities to be placed at a central location on the Meadows on an urgent basis. While temporary, these provisions should be capable of being available during periods of good weather and large gatherings;
5. Requests a briefing note be circulated to councillors on the facilities installed;
6. Notes the longer-term work on city-wide, permanent, toilet provision as proposed in this report and requests that, as well as the replacement of existing facilities at east and west ends of the Meadows and Bruntsfield Links, that consideration is also given to a permanent centrally-located toilet facility in the park, to address high footfall in this location.

Proposed: Cllrs Burgess and Rose