

Notice of meeting and agenda

Finance and Resources Committee

10.00am Thursday, 9th December, 2021

Hybrid Meeting - Dean of Guild Court Room / Microsoft Teams

This is a public meeting and members of the public are welcome to watch the webcast live on the Council's website. Attendance may also be in person, but this will be limited in order to maintain a minimum of 1-metre distancing in the public gallery and access cannot therefore be guaranteed.

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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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1. Order of business

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

2. Declaration of interests

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

3. Deputations

- 3.1 If any.

4. Minutes

- | | | |
|-----|--|---------|
| 4.1 | Minute of the Finance and Resources Committee of 7 October 2021 - submitted for approval as a correct record | 9 - 22 |
| 4.2 | Minute of the Finance and Resources Committee of 18 November 2021 - submitted for approval as a correct record | 23 - 26 |

5. Forward Planning

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6. Business Bulletin

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7. Executive decisions

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| 7.1 | Revenue Budget Monitoring 2021/22 – month six position – Report by the Executive Director of Corporate Services | 47 - 66 |
| 7.2 | Capital Monitoring 2021/22 - Month Six Position – Report by the Executive Director of Corporate Services | 67 - 76 |

7.3	Corporate Services Directorate: Revenue Budget Monitoring 2021/22 – Month Six position – Report by the Executive Director of Corporate Services	77 - 84
7.4	Treasury Management: Mid-Term Report 2021/22 – Report by the Executive Director of Corporate Services	85 - 102
7.5	Workforce Dashboard – Proposed Changes – Report by the Executive Director of Corporate Services	103 - 110
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7.7	Award of Contract for Occupational Health and Employee Assistance Programme – Report by the Executive Director of Corporate Services	123 - 128
7.8	Voluntary Early Release Arrangements - Chief Officers and Senior Managers – Report by Chief Executive	129 - 132
7.9	Framework for Supply, Delivery and/or Installation of Windows (2022 – 2026) – Report by the Executive Director of Place	133 - 140
7.10	Award of Clerk of Works Framework Agreement – Report by the Executive Director of Place	141 - 146
7.11	Contract Award Recommendation Report for Furniture Removal and Storage, Design and Move Management – Report by the Executive Director of Place	147 - 156
7.12	Waiver for Award of Contract for Design and Build of Improvement Works to Craigmillar Town Centre – Report by the Executive Director of Place	157 - 162
7.13	Award of Waiver Extension to Contract for Mechanical and Electrical Servicing Works for Housing Services – Report by the Executive Director of Place	163 - 166

7.14	Award of Contract for Trade Materials and Commodities for Housing Property – Report by the Executive Director of Place	167 - 174
7.15	Homelessness Services - Use of Temporary Accommodation – Report by the Executive Director of Place	175 - 180
7.16	Contract Award for Short Breaks for Disabled Children and Young People with Complex Care Needs – Report by the Executive Director of Education and Children's Services	181 - 186
7.17	Award of Framework Agreement for Thrive - A Place to Live: Provision of Visiting Support and Supported Living Services for People with Complex Mental Health Needs – Report by the Chief Officer, Edinburgh Health and Social Care Partnership	187 - 194

8. Routine decisions

8.1	Annual Fraud Prevention and Detection Report – Report by the Executive Director of Corporate Services	195 - 202
8.2	Edinburgh Local Development Plan Action Programme 2021 – Financial Assessment – Report by the Executive Director of Place	203 - 310
8.3	Balgreen Bowling Club 137 Balgreen Road, Edinburgh – Proposed New Lease – Report by the Executive Director of Place	311 - 314
8.4	Saughtonhall Pavilion and Recreation Ground, Saughtonhall Avenue - Proposed New Lease – Report by the Executive Director of Place	315 - 318
8.5	3 Muirhouse Avenue, Edinburgh - Proposed New Ground Lease – Report by the Executive Director of Place	319 - 322
8.6	Land at Featherhall Avenue, Edinburgh - Proposed Disposal – Report by the Executive Director of Place	323 - 326
8.7	Balerno Community Centre, 7-11 Main Street, Balerno – Proposed Lease – Report by the Executive Director of Place	327 - 332

- 8.8** Units 1 & 2 Assembly Rooms, George Street, Edinburgh - 333 - 338
Proposed Lease Restructure and New Lease – Report by the
Executive Director of Place

9. Motions

- 9.1** None.

10. Resolution to consider in private

- 10.1** The Committee is requested under Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting for the following items of business on the grounds that they would involve the disclosure of exempt information as defined in Paragraphs 6, 8 and 9 of Part 1 of Schedule 7A of the Act.

11. Private Reports

- 11.1** Miscellaneous Debt Write Off Report – Report by the Executive Director of Corporate Services 339 - 346
- 11.2** Voluntary Early Release Arrangements - Chief Officers and Senior Managers – Report by Chief Executive 347 - 350
- 11.3** Council Commercial Property Portfolio - Update Report – Report by the Executive Director of Place 351 - 354
- 11.4** System Pressures – Decisions Under Urgency – Report by the Chief Officer, Edinburgh Health and Social Care Partnership 355 - 370

Nick Smith

Service Director, Legal and Assurance

Committee Members

Councillor Rob Munn (Convener), Councillor Joan Griffiths (Vice-Convener), Councillor Chas Booth, Councillor Graeme Bruce, Councillor George Gordon, Councillor Graham

Hutchison, Councillor Andrew Johnston, Councillor Alasdair Rankin, Councillor Neil Ross, Councillor Alex Staniforth and Councillor Mandy Watt

Information about the Finance and Resources Committee

The Finance and Resources Committee consists of 11 Councillors and is appointed by the City of Edinburgh Council. This meeting of the Finance and Resources Committee is being held in the Dean of Guild Court Room in the City Chambers on the High Street in Edinburgh and remotely by Microsoft Teams.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Rachel Gentleman, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4107, email rachel.gentleman@edinburgh.gov.uk / emily.traynor@edinburgh.gov.uk.

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Minutes

Finance and Resources Committee

10am, Thursday, 7 October 2021

Present

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

2. Minutes

Decision

To approve the minute of the Finance and Resources Committee of 12 August 2021 as a correct record.

3. Work Programme

The Finance and Resources Committee Work Programme for October 2021 was presented.

Decision

To note the Work Programme September 2021.

(Reference – Work Programme of 7 October 2021, submitted.)

4. Rolling Actions Log

Details were provided of the outstanding actions arising from decisions taken by the Committee.

Decision

- 1) To agree to close the following actions:
 - Action 2 – Former Royal High School, Regent Road, Edinburgh – Options Paper (private report)
 - Action 4 – Edinburgh Catering Services - Other Catering Significant Trading Operation (STO) – Update
 - Action 5 – Liberton Hospital, Edinburgh – Proposed Acquisition
 - Action 8 – 2021-31 Sustainable Capital Budget Strategy – Outturn 2020/21 and Revised Budget 2021/22

- 2) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log of 7 October 2021, submitted.)

5. Business Bulletin

The Finance and Resources Committee Business Bulletin for August 2021 was presented.

Decision

To note the Business Bulletin.

(Reference – Business Bulletin, 7 October 2021, submitted.)

6. Revenue Budget Framework 2021/26 - Progress Update

Details were provided on the projected Council-wide revenue budget position for the year. Whilst a balanced overall position was projected, there remained considerable uncertainty around the ongoing impacts of the pandemic on the Council and its ALEOs and, more immediately, the level of the employee pay award for 2021/22.

Decision

- 1) To note that a balanced overall monitoring position continued to be forecast in the current year.
- 2) To note, nonetheless, the potential for further expenditure pressures to emerge during the remainder of the year and thus the on-going need for pressures, savings delivery shortfalls and risks to be fully and proactively managed within all Directorates and the Health and Social Care Partnership.
- 3) To note that a further update would be provided to the Committee at its next meeting on 9 December 2021.
- 4) To note that a savings requirement of £8.2m was now forecast in 2022/23, increasing significantly in subsequent years, re-emphasising the need to initiate by the autumn a comprehensive savings programme, rooted in the priorities set out within the Council's Business Plan, to address this gap.
- 5) To note the principal findings of the "lessons learned" review of the 2021/22 budget development process.
- 6) To refer the report to the Governance, Risk and Best Value Committee as part of its work programme.

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

Declaration of Interests

Councillor Bruce declared a non-financial interest in the above item as a Director of Edinburgh Leisure.

7. Sustainable Capital Budget Strategy 2022/32

Details were provided on the Sustainable Capital Budget Strategy, which set out priorities for £1,725.732m of council capital investment, in alignment with the Council Business Plan, over the medium to long-term.

Decision

- 1) To note the priorities for capital expenditure outlined in this report which were aligned to the Council Business Plan.
- 2) To note proposed funding solutions and that the plan was now balanced, subject to the risks set out in this report.
- 3) To note the announcement of the provisional Local Government Finance Settlement was expected in December 2021.
- 4) To note that delivery of funded capital expenditure priorities was dependent on the achievement of a balanced medium-term revenue budget.
- 5) To note that a further report on the Sustainable Capital Budget Strategy 2022-2032 would be presented to the Committee on 3 February 2022 prior to Council budget setting in February 2022.
- 7) To refer the report to the Governance Risk and Best Value Committee as part of its work programme.

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

8. Corporate Services Directorate Revenue Budget Monitoring 2021/22 – Month Four position

Details were provided on the projected four-month revenue monitoring position for services delivered by the Corporate Services Directorate and the Chief Executive's Office, based upon actual expenditure and income to the end of July 2021 and expenditure and income projections for the remainder of the financial year. Services delivered by the Corporate Services Directorate and the Chief Executive's Office are forecast to be within budget for 2021/22.

Decision

- 1) To note that services delivered by the Corporate Services Directorate were forecast to be within budget for 2021/22.
- 2) To note it was forecast outturn expenditure would be within the approved revenue budget for the Chief Executive's Office for 2021/22.
- 3) To note that due to the Coronavirus pandemic, it was anticipated there would be additional costs incurred and loss of income. These were currently forecast to be within the 2021/22 provision for Coronavirus additional costs and loss of income.
- 4) To note that measures would continue to be progressed to fully deliver approved savings targets and measures required to offset budget pressures to achieve outturn expenditure in line with the approved revenue budget for 2021/22.
- 5) To note the ongoing risks to the achievement of a balanced revenue budget projection for services delivered by the Corporate Services Directorate.

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

9. Participatory Budgeting: Progress Update

An update report provided the Committee with information on the following agreement between the Scottish Government and CoSLA, that all Councils would work towards allocating 1% of their budgets by means of Participatory Budgeting (PB). The report set out a proposed framework to guide the Council's PB activity, current activity in 2021/22 and plans to increase this in 2022/23 and subsequent years.

Motion

- 1) To agree the principles set out within the Council's Participatory Budgeting (PB) framework.
- 2) To note that while reprioritisation of the Council's activity in response to the COVID pandemic has affected the scope and timing of PB projects, it is anticipated that spend equal to at least 0.32% of the national 1% target will be achieved in 2021/22.
- 3) To note that a number of further projects to increase the scope of current PB activity for subsequent years are being explored with relevant service areas.
- 4) To agree that specific proposals be brought back to the Finance and Resources Committee early in the new year for consideration as part of setting the Council's 2022/23 revenue and capital budgets.
- 5) To refer this report to the Culture and Communities Committee for its information.

- moved by Councillor Munn, seconded by Councillor Griffiths

Amendment

- 1) To agree the principles set out within the Council's Participatory Budgeting (PB) framework.
- 2) To note that while reprioritisation of the Council's activity in response to the COVID pandemic has affected the scope and timing of PB projects, it is anticipated that spend equal to at least 0.32% of the national 1% target will be achieved in 2021/22.
- 3) To note that a number of further projects to increase the scope of current PB activity for subsequent years are being explored with relevant service areas.
- 4) To agree that specific proposals be brought back to the Finance and Resources Committee early in the new year for consideration as part of setting the Council's 2022/23 revenue and capital budgets.
- 5) To refer this report to the Culture and Communities Committee for its information.
- 6) To note that, according to PB Scotland "Participatory Budgeting (PB) is about local people having a direct say in how public money is spent."

- 7) To note that the Scottish Government policy statement on PB said “Participatory budgeting (PB) is a democratic process in which citizens decide directly how to spend part of a public budget.”
- 8) To note that the revised 2021 PB Framework from COSLA and the Scottish Government said “The fundamental principle of Mainstream PB, and what sets it apart from other forms of community engagement and budget consultation, is that decision making must lie with the people and communities who will be directly affected by the service area or budget”.
- 9) To agree therefore that in preparing further proposals outlined in 4) above and in tracking the implementation of PB projects, a clear distinction must be maintained between projects where the decision on spend was directly made by community stakeholders; and those where the decision was more generally influenced by community stakeholders.
- 10) To further agree that proposals should be able to demonstrate how they meet the criteria set out in the PB Charter.
 - moved by Councillor Corbett, seconded by Councillor Booth

In accordance with Standing Order 22.12, the amendment was accepted as an addendum to the motion.

Decision

- 1) To agree the principles set out within the Council’s Participatory Budgeting (PB) framework.
- 2) To note that while reprioritisation of the Council’s activity in response to the COVID pandemic has affected the scope and timing of PB projects, it is anticipated that spend equal to at least 0.32% of the national 1% target will be achieved in 2021/22.
- 3) To note that a number of further projects to increase the scope of current PB activity for subsequent years are being explored with relevant service areas.
- 4) To agree that specific proposals be brought back to the Finance and Resources Committee early in the new year for consideration as part of setting the Council’s 2022/23 revenue and capital budgets.
- 5) To refer this report to the Culture and Communities Committee for its information.
- 6) To note that, according to PB Scotland “Participatory Budgeting (PB) is about local people having a direct say in how public money is spent.”
- 7) To note that the Scottish Government policy statement on PB said “Participatory budgeting (PB) is a democratic process in which citizens decide directly how to spend part of a public budget.”
- 8) To note that the revised 2021 PB Framework from COSLA and the Scottish Government said “The fundamental principle of Mainstream PB, and what sets it apart from other forms of community engagement and budget consultation, is

that decision making must lie with the people and communities who will be directly affected by the service area or budget”.

- 9) To agree therefore that in preparing further proposals outlined in 4) above and in tracking the implementation of PB projects, a clear distinction must be maintained between projects where the decision on spend was directly made by community stakeholders; and those where the decision was more generally influenced by community stakeholders.
- 10) To further agree that proposals should be able to demonstrate how they meet the criteria set out in the PB Charter.

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

10. Workforce Dashboard

A summary of workforce metrics was provided for the core and flexible workforce, absence, transformation/redeployment, risk, and performance, for the period of July 2021.

Decision

To note the workforce information contained in the dashboard.

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

11. Award of Contracts for Blended Employability Services

Approval was sought to award the contract for Blended Employability Services to four providers/consortia following a co-production exercise.

Decision

- 1) To appoint four providers/consortia to provide Blended Employability Services, as set out in Appendix 1 of the report.
- 2) To note that the contract duration would be for 36 months with the possibility to extend for a further 36 months.
- 3) To note that the maximum total estimated contract value over the four lots was £12,894,204.
- 4) To approve the award of contracts to the following providers/consortia for delivery of Blended Employability Services:
 - 4.1) Lot 1 - TES Consortium at a total maximum contract value of £2,160,000.
 - 4.2) Lot 2 – ESEC Consortium at a total maximum contract value of £8,160,000.
 - 4.3) Lot 3 – Access to Industry at a total maximum contract value of £1,500,000.
 - 4.4) Lot 4 - ESEC Consortium at a total maximum contract value of £1,074,204.

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

12. Contract Award Recommendation Report – Supply and Installation of Corralling for Bin Hubs and Associated Road Works

Approval was sought to award the contract for the Supply and Installation of Corralling for Bin Hubs and Associated Road Works, following a tendering exercise.

Decision

- 1) To approve the award of a contract for the Supply and Installation of Corralling for Bin Hubs and Associated Road Works to Maclay Civil Engineering Ltd.
- 2) To note that the contract period was 18 months, with the option to extend for a further six months, with a total maximum anticipated contract value of £1,673,320.

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

13. Award of Contract for City Centre West to East Cycle Link and Street Improvements Project Construction

Approval was sought to award the contract for the City Centre West to East Cycle Link and Street Improvements Project Construction which will establish a high-quality cycle route through the city centre connecting existing and planned facilities and enhancing streets along the route for people walking and cycling. The preliminary designs were approved in December 2016 and have been subject to relevant Statutory Orders.

Decision

- 1) To appoint Balfour Beatty Civil Engineering Limited (BBCEL) to undertake the construction of the City Centre West to East Cycle Link and Street Improvements Project (CCWEL), along with the resurfacing of the carriageway of the A8, for a combined contract sum of £12,974,273, procured through the Scape Procure Scotland 'National Civil Engineering and Infrastructure Framework – Scotland' framework agreement.
- 2) To appoint AECOM via the Council's Scotland Excel framework for the provision of site supervision and contract administration for the delivery of the above contract for the value of £329,002.
- 3) To award of all required contracts for delivery of the public utility diversionary works required in order to deliver the proposals, which are valued at £1,256,560.

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

14. Contract Award Recommendation Report – Supply of Natural Stone Paving and Road Products

Approval was sought to award the contract for the supply of natural stone paving and road products.

Decision

- 1) To approve the award of a Framework Agreement for:

- 1.1) Lot 1 - Supply of Caithness Stone to A&D Sutherland Ltd;
 - 1.2) Lot 2 - Supply of Hard Sandstone to Tradstocks Ltd;
 - 1.3) Lot 3 - Supply of Granite to Tradstocks Ltd; and
 - 1.4) Lot 4 - the Recycling of existing Whinstone and supply of new Whinstone to Tradstocks Ltd.
- 2) To note that the Framework Agreement duration was two years, with two optional 12-month extension periods, with a total maximum anticipated contract value of £2,400,000 (across all Lots).

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

15. Contract Award – Supply of Wheeled Bins and Kerbside Boxes

Approval was sought to award the contract for the supply of wheeled bins and kerbside boxes.

Decision

- 1) To approve the award of contracts for the:
 - 1.1) Supply of Household 2-Wheeled Bins (and spare parts) (Lot 1) to One51 ES Plastics (UK) T/A MGB Plastics;
Supply of Communal 2-Wheeled Bins (and spare parts) (Lot 2) to Craemer UK Ltd.
 - 1.2) Supply of Food Waste Caddies for Kitchen Waste (Lot 3) to Straight Manufacturing Ltd.
 - 1.3) Supply of Kerbside Boxes (Lot 4) to Straight Manufacturing Ltd;
2. To note that the initial contracted duration (for all Lots) was two years, with the option to extend for two further years in one-year increments. The maximum anticipated value overall (for all Lots and including extensions) was £1,823,000.

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

16. Former Royal High School, Regent Road, Edinburgh – Proposed Disposal

On 21 January 2021, Finance and Resources Committee instructed officers to resile from the previous contract for the development of a hotel at the former Royal High School and remarket the property. The property was placed on the market over the summer months with a closing date of 3 September 2021 when two bids were received. An assessment was provided of the two bids and a recommendation made to committee as to the preferred bidder.

Decision

To approve the appointment of Royal High School Preservation Trust as preferred bidder for the disposal of the former Royal High School, by way of a long lease, on the

terms and conditions outlined in the report and on other terms and conditions to be agreed by the Executive Director of Place.

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

17. Mixed Tenure Improvement Service Pilot Progress

Details were provided of progress of the Mixed Tenure Improvement Service (MTIS) pilot and the challenges to date. Plans were also outlined to increase support available for owner occupiers living in the pilot area in Wester Hailes to help them meet their responsibilities for the cost of work.

Decision

- 1) To note the progress of the Mixed Tenure Improvement Service (MTIS) Pilot to help support common repairs and maintenance in blocks where there is a mix of Council and privately-owned homes.
- 2) To note the reduction in the interest rate applied to owners' debt as a result of works undertaken in the Mixed Tenure Improvement Service Pilot.
- 3) To agree to extended debt repayment terms to the Council's Scheme of Assistance (SoA) to increase the support available for owner occupiers in the MTIS Pilot area, as set out at paragraph 4.14 and Appendix 1 of the report.

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

18. Award of Flexible Purchasing System and Contracts for Temporary Accommodation

Approval was sought for the award of Flexible Purchasing System and Contracts for Temporary Accommodation. Increasing demand, combined with emergent need and lack of contractual flexibility could lead to; non-compliant spot purchasing, increased cost, 'unsuitable' accommodation and residents being placed in accommodation which is not suited to their support needs. The Flexible Purchasing System would align to the Council's Rapid Rehousing Transition Plan (RRTP) and The Homeless Persons (Unsuitable Accommodation) (Scotland) Order 2020 (the Unsuitable Accommodation Order).

Decision

- 1) To grant delegated authority to the Executive Director of Place, in consultation with the Convener and Vice-Convener of the Committee, to finalise and admit providers to the Flexible Purchasing System.
- 2) To grant delegated authority to the Executive Director of Place or such officers as he may sub-delegate to, to subsequently award Call-Off contracts, in line with the Council's Contract Standing Orders.
- 3) To note that the Flexible Purchasing System is a mechanism to award contracts in compliance with the Public Contracts (Scotland) Regulations 2015 and the duration of the Flexible Purchasing System has been advertised as 10 years.

- 4) To note that the maximum total spend was estimated to be £434 million over the full term of the Flexible Purchasing System (circa £43m per annum), this figure being based on current demand and historical spend analysis.

Declaration of Interests

Councillor Corbett declared a financial interest in the above item as an employee of Shelter Scotland.

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

19. Waiver Extension of Edinburgh Shared Repairs Services Framework Agreement

Approval was sought for a waiver extension for the Edinburgh Shared Repairs Services Framework Agreement, under a waiver of the Contract Standing Orders, to the existing Edinburgh Shared Repairs Services (ESRS) Framework Agreement by six months until the completion of the procurement exercise for the re-tendering of the framework in March 2022.

Decision

- 1) To approve a waiver of the Contract Standing Orders to permit the extension of the Edinburgh Shared Repairs Services (ESRS) Framework Agreement for six months to ensure continuity of service provision pending the procurement of a replacement framework being completed.
- 2) To note the estimated value of the proposed extension up to 31 March 2022 was £605,536.

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

20. Award of Contracts for Community Mental Health

Approval was sought for the award of contracts for Community Mental Health. The Education, Children and Families Committee approved an accelerated procurement procedure in March 2021 for the Distribution of Scottish Government Community Mental Health Funds. However, to ensure that the service specification considered feedback from stakeholders the timeline for award of this service fell between committee cycles. The award of five contracts for locality services and two contracts for city wide provision had been made for a period of three years and up to two years extension at sole discretion of the Council.

Decision

- 1) To note the seven contracts awarded as an urgent decision in accordance with section 4.1 of the Council's Committee Terms of Reference and Delegated Functions by the Interim Director of Education and Children's Services, in consultation with the Convener and Vice-Convener of Finance and Resources.
 - 1.1) Contracts for the delivery of Community Mental Health Provision for Children and Young People (Lot 1, Locality provision) to Collaborations led by:

1.1.1) Home Link Family Support (“Back on Track”) for South East (1) at a total value of £573,305

1.1.2) Canongate Youth for South East (2) at a total value of £575,000;

1.1.3) The Broomhouse Centre for South West (1&2) at a total value of £1,171,406;

1.1.4) The Junction Young People Health and Wellbeing for North East (2) at a total value of £575,000;

1.1.5) Circle for North West (1,2 & 3) at a total value of £1,480,507.

1.2) Contracts for the Community Mental Health Provision for Children and Young People (Lot 2, City-wide speciality provision) to Collaborations led by:

1.2.1) Barnardo’s for Family and Social Adversity (Lot 2a & b) at a total value of £796,780;

1.2.2) Tailor Ed Foundation for Neuro-developmental Diversity (Lot 2c) at a total value of £503,127.

2) To note that the Interim Director of Education and Children’s Services may award a Contract up to the value of £575,000 within the Scheme of Delegation to Officers should negotiations for Lot 1e be successful.

(Reference – report by Interim Director of Education and Children’s Services, submitted.)

21. Contract Awards and Procurement Programme (Period 1 January to 30 June 2021)

Details were provided on the scope of contracts awarded across the Council in the period 1 January to 30 June 2021, including contracts awarded by officers under delegated authority, and direct contract awards not openly tendered due to specific circumstances permitted in the relevant procurement regulations and those awarded following a waiver of the Council’s CSOs. Details were also provided of the forthcoming procurement programme in relation to expected higher value contracts across the Council.

Decision

To note the report and the contract awards made by officers under delegated authority, in accordance with the Council’s Contract Standing Orders (CSOs) and that a further report would be submitted to the Committee in approximately six months’ time.

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

22. Summary Report on Property Transactions concluded under Delegated Authority

Details were provided of all lease agreements, etc. concluded in terms of the Council's 'Scheme of Delegation to Officers'.

Decision

To note that the 22 transactions detailed in Appendix 1 of the report had been concluded in terms of the Council's 'Scheme of Delegation' to Officers.

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

23. Edinburgh Catering Services - Other Catering Significant Trading Operation (STO) – Update

Committee was advised that, due to the COVID-19 pandemic and the move to home working, Edinburgh Catering Services - Other Catering, had been unable to trade during 2020/2021 financial year.

Decision

- 1) To approve the removal of catering services in East Neighbourhood Locality Office (ENLOC) and Wester Hailes Healthy Living Centre (WHHLC).
- 2) To agree a review of catering services in commercial buildings commensurate with the approaches around returning staff to office working.

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

24. Plot 11 Craigmillar Town Centre – Proposed Transfer to Housing Revenue Account

The Housing Service has been working on proposals to develop a Meanwhile Use on the vacant Plot 11 site within Craigmillar Town Centre. This report seeks approval for the site to transfer from the General Fund to the Housing Revenue Account (HRA) to allow the project to be delivered as part of the ongoing housing led regeneration of the area.

Decision

To approve the transfer of land at Plot 11 Craigmillar Town Centre from the General Fund to the Housing Revenue Account (HRA) to facilitate a Meanwhile Use development as part of the ongoing regeneration of the Craigmillar area.

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

25. Block 1, Units 5 and 6, Pennywell Town Centre, Edinburgh Proposed Lease

To facilitate the Civic Centre redevelopment, Sara Zarar, trading as Ali's Pizza, would relocate from their existing leased property (Units 27-28) 59 Pennywell Road to Phase 2 Block 1, when complete. Finance and Resources Committee approved a 10-year

lease of Unit 5 (Block 1) on 23 May 2019. In order to replicate the size of unit vacated, the tenant had requested that the lease was extended to include the adjoining Unit 6.

Decision

To approve a 10-year lease of Block 1 Units 5 and 6 Pennywell Town Centre on the terms outlined in the report and on other terms and conditions to be agreed by the Executive Director of Place.

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

26. 31 Jeffrey Street, Edinburgh – Proposed Lease Extension

The property at 31 Jeffrey Street was currently let to La Garrigue (Edinburgh) Limited on a lease which expired on 30 September 2020 and had been running on tacit relocation. The tenant had requested a 15-year lease extension effective from 1 October 2021. Approval was sought to grant a 15-year lease extension to La Garrigue (Edinburgh) Limited on the terms and conditions outlined in the report.

Decision

To approve a 15-year lease extension to La Garrigue (Edinburgh) Limited of premises at 31 Jeffrey Street, Edinburgh on the terms outlined in the report and on other terms and conditions to be agreed by the Executive Director of Place.

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

27. Reprioritisation of Capital Budget to support a Mobile Workforce Solution (Totalmobile) for homecare and reablement

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 6, 8 and 9 of Part 1 of Schedule 7(A) of the Act.

Approval was sought for the reprioritisation of the existing £2 million capital budget, currently ring-fenced for the purpose of increasing intermediate care capacity.

Decision

- 1) To support this key element of the Edinburgh Integration Joint Board's (EIJB) strategic transformation plans by reprioritising the identified capital budget, improving capacity for reablement and home-based care services and enabling delivery of the bed base care strategy.
- 2) To note the report and refer to full Council meeting on the 28 October.

Declaration of Interests

Councillor Gordon declared a financial interest in the above item as a non-executive director of NHS Lothian.

(Reference – report by the Chief Officer, Edinburgh Health and Social Care Partnership)

28. Unsuitable Accommodation Order: Purchasing Homes

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

A proposal was set out to purchase homes to address an Unsuitable Accommodation Order.

Decision

Detailed in the Confidential Schedule, signed by the Convener, with reference to this minute.

Minutes

Finance and Resources Committee

10.00am, Thursday, 18 November 2021

Present

Councillors Munn (Convener), Griffiths (Vice-Convener), Booth, Bruce, Gordon, Hutchison, Johnston, McNeese-Mechan (substituting for Councillor Rankin), Neil Ross, Staniforth (attending in vacant position following resignation of Councillor Corbett) and Watt.

1. City of Edinburgh Council - 2020/21 Annual Audit Report to the Council and the Controller of Audit

The Finance and Resources Committee was presented with a report which summarised the principal findings arising from the Council's 2020/21 external audit. Whilst primarily focused on the review of the financial statements, the wider scope aspects of the audit included consideration of the Council's financial sustainability, financial management, governance and transparency and arrangements to secure and demonstrate value for money.

Decision

- 1) To note that, following the audit process, it was anticipated that an unqualified audit opinion would be issued on the Council's annual accounts for 2020/21.
- 2) To refer the audited annual accounts to the Finance and Resources Committee for approval and thereafter to Council for noting.
- 3) To note that, following approval by the Finance and Resources Committee, the audited annual accounts would be signed and submitted to the external auditor.
- 4) To note the external auditor's assessment of both implementation of the recommendations contained within the Council's Best Value Assurance Report and across the four dimensions of the wider scope audit and that progress in the delivery of the resulting improvement actions set out in Appendix 4 of the auditor's report would be reported to the Committee during the coming year. To agree:
 - 4.1) That items 1, 2, 3, 4 and 5 would have regular updates to the Executive Committees via their business bulletins on progress and full reports at implementation date detailing completion or outstanding actions.
 - 4.2) That item 6 (Implementation of BVAR recommendations) would be reported to each meeting of the GRBV Committee under the Business Bulletin to monitor progress (tabular form acceptable) towards completion dates.
 - 4.3) That reports would be prepared in the following terms on the areas listed below:

- Common Good – a report reviewing progress towards completion of 2017/18 recommendations on the Common Good Asset Register and what outstanding work there was to complete this and what resource was required (in officer hours) in two cycles and copied to the relevant Executive Committee.
 - Framework for collaboration with community councils – a report detailing current arrangements, funding and how this linked into wider community planning responsibilities with any actions for improvement identified and reporting framework detailed in two cycles and copied to the relevant Executive Committee.
 - Community Asset Transfer – short report in two cycles on current process and timescales to include a table on number of requests received and stage in process with time taken to get to that point.
- 5) To note that, once approved, a summarised version of the annual accounts would also be published on the Council’s website by 30 November 2021.
 - 6) To agree to provide further information to members on the spend relating to Marketing Edinburgh.

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

2. Consultants Costs 2020/21

Details were provided on the expenditure on consultants for provision of professional services during 2020/21. A revenue expenditure of £4.085m and capital expenditure of £10.866m were incurred for the year ended 31 March 2021. Expenditure of £4.401m was incurred on projects where external income was received, which either fully or partly met the consultancy expenditure incurred.

Decision

- 1) To note that, that revenue expenditure of £4.085m and capital expenditure of £10.866m was incurred for the provision of professional services in the financial year 2020/21.
- 2) To note that, £4.401m of this expenditure was incurred on projects where external income was received by the Council, which either fully or partly met the expenditure incurred.
- 3) To note a briefing note on consultants’ costs related to active travel programme would be circulated to members.

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

3. The City of Edinburgh Council Charitable Trusts - report to those charged with governance on the 2020/21 audit

This report provided updates to the Committee with the External Auditor’s view on matters arising from the Charitable Trusts audit in compliance with International

Standard on Auditing 260. An unqualified audit opinion was issued on the Trustee's Annual Reports and Accounts for 2020/21.

Decision

- 1) To approve the Trustee's Annual Reports and Accounts for 2020/21 and note that these would be submitted to the External Auditor no later than 30 November 2021 and to the Office of the Scottish Charity Regulator (OSCR) by 31 December 2021
- 2) To note the commentary on the management of the Charitable Trusts included in the Audit Findings Report in Appendix 1.

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

4. 2020/21 Common Good Annual Performance Report

The report presented the outturn position for the Common Good Fund and the performance of its cash investments for the 2020/21 financial year. The report included an update on the Common Good Property Planned Maintenance Fund and its plans for the 2021/22 financial year. The report also gave an update on current issues affecting Common Good in Edinburgh.

Decision

- 1) To note the report.
- 2) To note that officers would investigate whether Morningside Clock should be included on the common good asset register.

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

5. Capacity to deliver the 2021/22 Internal Audit plan

Following earlier consideration at the Governance, Risk and Best Value Committee meeting on 9 November, the Finance and Resources Committee was asked to approve the recommendations of the report.

Decision

- 1) To note that the Executive Director of Corporate Services identified in-year funding within the Directorate to meet, in full, one-off costs of up to £0.350m to allow the Internal Audit team's capacity to be increased sufficiently so as to support the issuing of an assurance opinion for 2021/22;
- 2) To approve the drawing down of additional support from the Council's cosourcing partner accordingly.

(Reference – Governance, Risk and Best Value Committee of 9 November 2021 (item 7); report by the Executive Director of Corporate Services, submitted.)

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Work Programme

Finance and Resources Committee

9 December 2021

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
1.	Workforce Dashboard	All F&R Committees		Executive Director of Corporate Services Lead Officer: Katy Miller 0131 469 5522 katy.miller@edinburgh.gov.uk	All F&R Committees
2.	Council Commercial Property Portfolio – Update Report	Committee agreed to receive regular updates, where required, on 29 October 2020		Executive Director of Place Lead Officer: Graeme McGartland 0131 529 5956 graeme.mcgartland@edinburgh.gov.uk	March 2022
3.	Revenue Monitoring – Council-wide	Quarterly Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk	February 2022

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
4.	Revenue Budget Risks and Reserves Report	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk	February 2022
5.	Capital Monitoring – Council-wide	Quarterly Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk	February 2022
6.	Corporate Services Directorate - Revenue Budget Monitoring	Quarterly Report		Executive Director of Corporate Services Lead Officer: Iain Shaw 0131 469 3117 iain.shaw@edinburgh.gov.uk	February 2022
7.	Chief Executive – Revenue Budget Monitoring	Quarterly Report		Chief Executive Lead Officer: Iain Shaw 0131 469 3117 iain.shaw@edinburgh.gov.uk	February 2022
8.	Miscellaneous Debts Write Off – 6 monthly operational update (B Agenda)	Six Monthly Report		Executive Director of Corporate Services Lead Officer: Nicola Harvey 0131 469 5016	June 2022

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
				nicola.harvey@edinburgh.gov.uk	
9.	Contract Award and Procurement Programme	Six Monthly Report		Executive Director of Corporate Services Lead Officer: Iain Strachan 0131 529 4930 iain.strachan@edinburgh.gov.uk	June 2022
10.	Revenue Budget 2022/27 – Progress Update	Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk	February 2022
11.	Housing Revenue Account Budget Strategy	Annual Report		Executive Director of Place Lead Officer: Elaine Scott 0131 529 2277 elaine.scott@edinburgh.gov.uk	February 2022
12.	Capital Budget Strategy 2020/30	Annual Update Report, incorporating impacts of provisional Local Government		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk	February 2022

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
		Finance Settlement			
13.	Annual Fraud Prevention and Detection	Annual Report		Executive Director of Corporate Services Lead Officer: Nicola Harvey 0131 469 5016 nicola.harvey@edinburgh.gov.uk	October 2022
14.	City of Edinburgh Council – 2021/22 Annual Audit Report to the Council and the Controller of Audit – referral by the Governance, Risk and Best Value Committee	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk	October 2022
15.	The City of Edinburgh Council Charitable Trusts – report to those charged with governance on the 2021/22 audit	Annual Report		Executive Director of Corporate Services Lead Officer: John Aghodeaka 0131 469 5348 john.aghodeaka@edinburgh.gov.uk	October 2022
16.	2021/22 Common Good Annual Performance Report	Annual Report		Executive Director of Corporate Services Lead Officer: John Aghodeaka	October 2022

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
				0131 469 5348 john.aghodeaka@edinburgh.gov.uk	
17.	Annual Treasury Management Strategy 2021/22	Annual Report		Executive Director of Corporate Services Lead Officer: Innes Edwards 0131 469 6291 innes.edwards@edinburgh.gov.uk	August 2022
18.	Treasury Management Mid-Term Report 2021/22	Annual Report		Executive Director of Corporate Services Lead Officer: Innes Edwards 0131 469 6291 innes.edwards@edinburgh.gov.uk	June 2022
19.	Asset Management Works Programme	Annual Report The report is normally presented at the financial year end to update Committee on the outcome of the 12-month programme.		Executive Director of Place Lead Officer: Peter Watton 0131 529 5962 peter.watton@edinburgh.gov.uk	May 2022

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
20.	Health and Safety Performance	Annual Report		Executive Director of Corporate Services Lead Officer: Nick Smith 0131 529 4377 nick.smith@edinburgh.gov.uk	March 2022
21.	Workforce Control Annual Report	Annual Report		Executive Director of Corporate Services Lead Officer: Katy Miller 0131 469 5522 katy.miller@edinburgh.gov.uk	August 2022
22.	Commercial and Procurement Annual Report	Annual Report		Executive Director of Corporate Services Lead Officer: Iain Strachan 0131 529 4930 iain.strachan@edinburgh.gov.uk	August 2022
23.	Appointments to Working Groups	Annual Report		Executive Director of Corporate Services Lead Officer: Rachel Gentleman 0131 529 4107 rachel.gentleman@edinburgh.gov.uk	August 2022
24.	Depot Strategy – Phase 2	Requests further reports as progress is made		Executive Director of Place Lead Officers: Gareth Barwell / Peter Watton 0131 529 5962 / 0131 529 5962	Summer 2022

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
				gareth.barwell@edinburgh.gov.uk / peter.watton@edinburgh.gov.uk	
25.	Consultants Costs Annual Report	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk	October 2022
26.	Finance and Procurement Annual Policies Assurance	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 hugh.dunn@edinburgh.gov.uk	August 2022
27.	Construction Charter Annual Update	Annual Report		Executive Director of Corporate Services Lead Officer: Iain Strachan 0131 529 4930 iain.strachan@edinburgh.gov.uk	August 2022

Finance and Resources Committee Upcoming Reports

Appendix 1

Report Title	Directorate	Lead Officer
February 2022 (special meeting)		
Capital Budget Strategy 2022/32	Corporate Services	Hugh Dunn
Revenue Budget 2022/27 – Progress Update	Corporate Services	Hugh Dunn
Housing Revenue Account Budget Strategy	Place	Elaine Scott
Revenue Budget Risks and Reserves Report	Corporate Services	Hugh Dunn
Revenue Budget Monitoring Month 8 Position	Corporate Services	Hugh Dunn
Capital Budget Monitoring Month 8 Position	Corporate Services	Hugh Dunn
Corporate Services Budget Monitoring Month 8 Position	Corporate Services	Hugh Dunn
Contract Awards and Procurement Programme - Jun-Dec 2021	Corporate Services	Iain Strachan
LDP Action Programme - financial assessment	Place	Iain McFarlane

March 2022

Health & Safety Annual Performance 2021	Corporate Services	Chris Lawson
Workforce Dashboard	Corporate Services	Katy Miller
Edinburgh and South East Scotland City Region Deal – Dunard Centre	Place	Andy Nichol
Leith Theatre	Place	Karl Chapman
Delegated authority for appointment of development partner for pre-development period for phase 1	Place	Michelle Fraser/Sat Patel
Delegated authority for appointment of contractor for construction phase, Western Villages	Place	Michelle Fraser/Sat Patel
Council Commercial Property Portfolio – Update Report	Place	Graeme McGartland
Award of Flexible Purchasing System and Contracts for Temporary Accommodation	EHSCP	Jill Thomson

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Rolling Actions Log

Finance and Resources Committee

9 December 2021

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	05.11.20	Consultants Costs 2019/20	To agree to provide further context around the use of consultants.	Executive Director of Corporate Services	November 2021		Recommended for closure Information included in November report
2	04.03.21	Annual Treasury Management Strategy 2021/22	To agree to include more detail on the level of borrowing in the six-month period Treasury Management report.	Executive Director of Corporate Services	December 2021		Recommended for closure Information included in December report
3	04.03.21	Award of Contract for Site Re-development Works at North Cairntow Traveller Site	To agree to provide an update on further opportunities for funding for the project once more detail was known.	Executive Director of Place	December 2021		An update is included in the Business Bulletin for December.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4	20.05.21	Revenue Budget Framework 2021/26 Update	1) To agree to provide a briefing for members on the process and outcomes of the two feasibility studies being undertaken on buildings as part of the EnerFit project.	Executive Director of Place			
			2) To agree to provide further detail on the £1.2m cost for Prevention and Community Engagement.	Executive Director of Place		May 2021	Closed Briefing note was circulated to Full Council on the 26 th May 2021
5	12.08.21	Lauriston Castle Trust (private report)	1) To agree to implement Option 2 in the report subject to a further report being submitted to full Council which addressed: <ul style="list-style-type: none"> the appointment of only Councillor 	Executive Director of Corporate Services	February 2022		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Trustees at the moment</p> <ul style="list-style-type: none"> • appropriate support being made available to purchase indemnity insurance for Councillor trustees and providing legal and administrative support for at least 6 months • a routemap setting out a proposed way forward for the Trust. 				
			2) To agree that the Executive Director of Corporate Services examine the arrangements for the	Executive Director of Corporate Services	February 2022		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			other trusts of which the Council was sole trustee with reference to the arrangements agreed for Lauriston Castle Trust.				
6	07.10.21	Revenue Budget Framework 2021/26 – progress update	To agree to provide a briefing note to members on the substantial public and stakeholder consultation which had taken place to inform the 2030 Net Zero Strategy.	Executive Director of Corporate Services	December 2022		Recommended for closure Briefing note circulated to members 18 November 2021
7	07.10.21	Workforce Dashboard	To agree to provide a joint report by the Interim Director of Education and Children's Services and the Service Director – Human Resources to be submitted to a future committee following a	Interim Director of Education and Children's Services Service Director –	In progress – completion date TBC		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			review of fixed term contracts for teaching staff.	Human Resources			
8	07.10.21	Award of Flexible Purchasing System and Contracts for Temporary Accommodation	To agree to provide an update report in 6-months' time on spot purchasing and to note that this would be added to the work programme.	Executive Director of Place	March 2022		
9	18.11.21	City of Edinburgh Council - 2020/21 Annual Audit Report to the Council and the Controller of Audit	To agree to provide further information to members on the spend relating to Marketing Edinburgh.	Executive Director of Corporate Services			Recommended for closure Briefing circulated 23 November 2021.
10	18.11.21	Consultants Costs 2020/21	To note a briefing note on consultants' costs related to active travel programme would be circulated to members.	Executive Director of Corporate Services	February 2022		

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Business Bulletin

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Via Microsoft Teams

Finance and Resources Committee

Convener:	Members:	Contact:
<p>Convener Councillor Rob Munn</p>  <p>Vice-Convener Councillor Joan Griffiths</p> 	<p>Councillor Chas Booth Councillor Graeme Bruce Councillor Alex Staniforth Councillor George Gordon Councillor Graham Hutchison Councillor Andrew Johnston Councillor Alasdair Rankin Councillor Neil Ross Councillor Mandy Watt</p>	<p>Rachel Gentleman Committee Services rachel.gentleman@edinburgh.gov.uk 0131 529 4107</p> <p>Emily Traynor Committee Services emily.traynor@edinburgh.gov.uk 0131 529 4107</p>

Recent News	Background	Contact
<p>North Cairntow Traveller site – Update</p> <p>Finance and Resources Committee agreed the recommendations in the ‘Award of Contract for site re-development Works at North Cairntow Traveller site’ report on 4 March 2021. It was requested that an update be provided on further opportunities for funding for the project once more detail was known.</p> <p>The Council has approved plans for a £4.3m modernisation of the North Cairntow Travellers Site in Edinburgh. The Scottish Government previously awarded £90,600 to support the project. Site tenants and Council officers have worked closely to design and finalise the proposals for the site.</p> <p>The project is on track towards an April 2022 site start date and residents have a range of options to assist with temporary accommodation and associated costs during the programme of demolition and construction. Consultation with residents has continued through the current COVID-19 pandemic, in line with Scottish Government guidance with specific advice on contingency arrangements to support family members required to self-isolate or shield, to access Council services and access financial assistance.</p> <p>Site plan meetings with residents have continued via an online platform and Council officers have worked in partnership with colleagues from Minority Ethnic Carers of People Project (MECOPP) to support residents with their individual temporary accommodation needs.</p> <p>Following the launch of the Scottish Government £20m Capital Fund Council officers submitted a proposal for funding for the redevelopment of North Cairntow. The application progressed to the next stage with an invite to present the Council’s funding bid application on 30 September 2021. As part of this proposal the Scottish Government also completed a visit to North Cairntow on 28 September 2021 to offer the Oversight Funding Board an opportunity to view the physical footprint and make-up of the site.</p> <p>The North Cairntow Site Redevelopment has been identified as having the most immediate potential as a demonstration project.</p> <p>The outcome of the funding bid proposal is anticipated in November 2021 following a post interview evaluation, final questions and scoring by the Oversight Funding Panel. An update of the assessment outcome will be provided to</p>		<p>Libby Strong North East Locality Housing Manager</p>

a future meeting of the Finance and Resource Committee.		

Forthcoming activities: _____

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Revenue Budget Monitoring 2021/22 – month six position

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 Members of the Finance and Resources Committee are recommended:
- 1.1.1 to note that a balanced overall revenue monitoring position continues to be forecast in the current year;
 - 1.1.2 to note, nonetheless, the potential for further expenditure pressures to emerge during the remainder of the year and thus the on-going need for pressures, savings delivery shortfalls and risks to be fully and proactively managed within all Directorates and the Health and Social Care Partnership;
 - 1.1.3 to note that a further update will be provided to the Committee at its next meeting on 3 February 2022;
 - 1.1.4 to note the proposed updates to planning assumptions affecting the incremental gaps in 2022/23 and subsequent years of the budget framework and that these will be reviewed following the announcement of the Local Government Finance Settlement on 20 December 2021; and,
 - 1.1.5 to refer the report to the Governance, Risk and Best Value Committee for scrutiny as part of its work programme.

Stephen S. Moir
Executive Director of Corporate Services

Contact: Hugh Dunn, Service Director: Finance and Procurement,
Finance and Procurement Division, Corporate Services Directorate
E-mail: hugh.dunn@edinburgh.gov.uk | Tel: 0131 469 3150

Revenue Budget Monitoring 2021/22 – month six position

2. Executive Summary

- 2.1 The report updates members on the projected Council-wide revenue budget position for the year based on analysis of month six expenditure and income data. While a balanced overall position continues to be forecast, there remains some uncertainty around the on-going impacts of the pandemic on the Council and its ALEOs and, more immediately, the level of the teachers' pay award for 2021/22. The position will therefore continue to be kept under active review and a further update brought to the Committee on 3 February 2022.
- 2.2 Following the in-depth review considered by the Committee in October, the report then proposes a number of further changes to existing financial planning assumptions covering the five-year period to 2026/27. The net impact of these changes is broadly neutral in the first two years of the framework, resulting in revised gaps of £8.737m and £54.695m in 2022/23 and 2023/24 respectively. Due primarily to the assumed continuing loss of the Lothian Buses dividend, later years' gaps have increased by between £6m and £7m, with the restated estimated five-year gap now some £133m.

3. Background

Revenue budget, 2021/22

- 3.1 Members of Council approved a balanced one-year revenue budget for 2021/22 on 18 February 2021. In so doing, however, it was noted that there remained the potential for further changes to emerge based on the outcome of both the UK Budget and the Draft Scottish Budget's Parliamentary consideration, as well as the availability and associated conditions of use of a number of financial "flexibilities", particularly the service concession-related flexibility.
- 3.2 Given this, a further update on the revenue budget framework was considered by the Finance and Resources Committee on 20 May. Applying carried-forward and in-year COVID-related funding presented an opportunity to increase significantly the level of framework provision for the continuing impacts of the pandemic in both

2021/22 and 2022/23 whilst, at the same time, fully addressing the incremental residual savings requirement in the later year.

- 3.3 The report considered by the Committee also set out an opportunity to invest up to £21m in 2021/22 and 2022/23 to address remaining service pressures, anticipated savings delivery shortfalls and member priorities. On 27 May, Council approved total investment across these areas in 2021/22 of £21m but with a number of the service investments giving rise to continuing liabilities totalling £3.3m in 2022/23.

Month three monitoring forecast

- 3.4 On 12 August 2021, members of the Committee considered the first in-year Council-wide revenue monitoring forecast for 2021/22, based on analysis of the first three months' financial data. While a balanced overall position was projected, it was noted that there remained significant uncertainty around the on-going impacts of the pandemic on the Council and its ALEOs and, more immediately, from the level of the employee pay award for 2021/22.
- 3.5 A further interim update was then presented to members of the Committee on 7 October, continuing to point to a balanced overall position for the year, albeit still subject to the risks noted above.

4. Main report

COVID-related impacts

- 4.1 Following the decision of Council on 27 May, the revised 2021/22 budget makes provision for £39m of continuing COVID-related impacts as shown in the table below.

Area of expenditure pressure/income loss	£m
Reductions in parking income	8.0
Reductions in commercial rental income	5.0
Lothian Buses - loss of dividend	6.0
Arm's-Length External Organisations (ALEOs) - support for Edinburgh Leisure	6.0
ALEOs – other	1.0
Personal Protective Equipment	1.0
Homelessness	5.0
Other income/expenditure ¹	7.0
Total funding for COVID impacts	39.0

- 4.2 In the case of homelessness services, the £5m shown above is supplemented by a further additional £5m contained within the framework baseline. In approving the

¹ Other income/expenditure represents sums set aside in recognition of various anticipated continuing instances of increased expenditure, or reductions in income, linked to the pandemic. These provisions include additional staffing costs in waste and cleansing and for the processing of support payments for both individuals and businesses, as well as assumed reductions in income for the Council's outdoor centres, cultural venues and community access to schools.

£21m of additional investment on 27 May 2021, a further £2m was then added to this sum, meaning that in total, the 2021/22 budget reflects an increase of £12m on the budgeted level of provision in this area in 2020/21.

- 4.3 While no further unallocated COVID-related funding has been received in 2021/22, this total COVID-related provision of £39m approved in May continues to be assessed as sufficient at this time. Although parking income has levelled off in recent weeks, it is currently forecast to be contained well within the indicative loss above. While levels of outstanding debt continue to be tracked on a monthly basis, loss of commercial rental income is similarly expected to be maintained within the approved level of provision, with further details contained in a report elsewhere on today's agenda.
- 4.4 Should the actual level of required in-year COVID-related provision be less than the £39m assumed above, given the significant subsequent decreases in equivalent provision to £25.3m, £11m and £3m respectively over the next three years of the framework, it is proposed that any unallocated funds in 2021/22 be used to supplement these provisions rather than facilitate additional expenditure or address subsequent years' savings gaps.

Support for ALEOs

- 4.5 **Lothian Buses** has already advised the Council that it will not be in a position to pay any dividend in the current financial year. While passenger numbers have been steadily increasing and are currently at around 60% of pre-COVID levels, Transport Scotland has confirmed that transport operator funding to address the additional net costs of operating safely at a time of reduced demand will continue to be provided to bus operators until at least the end of March 2022, with a similar arrangement also confirmed for **Edinburgh Trams (ET)**. At this stage, therefore, no net call on Council funding is being assumed in either case.
- 4.6 Projections beyond the current year for both organisations are inherently more uncertain and dependent, amongst other factors, upon timescales for (and the extent of) workplace and further and higher education facility re-opening, tourism levels (including use of Edinburgh Airport), customer confidence and any continuation of external funding support. The position for ET is further complicated by the knock-on impacts of both the introduction of free bus travel for those under the age of 22 from 31 January 2022 and planned construction works in York Place in advance of the opening of the extension to Newhaven in Spring 2023.
- 4.7 Additional in-year support of some £0.250m for the **Transport for Edinburgh** parent company is also assumed within the overall Place Directorate outturn detailed in Paragraph 4.18.
- 4.8 Based on current demand patterns, it is expected that the required level of support for **Edinburgh Leisure** will be contained within the £6m set aside for this purpose. The precise level of support required, however, is dependent upon a range of factors including timescales for facility opening/re-opening (whether due to

construction delays or public health requirements) and wider patronage during the remainder of the year. As of October, overall fitness membership income remained some 30% below pre-COVID levels.

- 4.9 The timescales for relaxation of current restrictions and regaining of customer confidence will also be crucial for the **Edinburgh International Conference Centre** and **Capital Theatres** going forward.
- 4.10 Each ALEO has provided a submission to inform a wider scenario planning exercise based on optimistic, neutral and pessimistic assumptions for both the current and following financial year. Representatives of each of the Council's ALEOs will also attend the meeting to outline in further detail their respective financial positions and prospects and to respond to any specific questions members of the Committee may have.

Directorate projections

- 4.11 In addition to monitoring the on-going impacts of the pandemic, Executive Directors continue to oversee the delivery of approved savings and management of pressures within their respective areas of responsibility. The approved budget framework for 2021/22 reflects £12m of additional baselined investment in recognition of underlying service pressures, as well as applying a higher required level of assurance for savings to be included within it. While these measures have provided a degree of contingency against the emergence of significant in-year pressures within services, it remains the role of Executive Directors to manage these fully when they do arise and to maintain expenditure within budgeted levels.

Corporate Services

- 4.12 As set out in further detail in a report elsewhere on today's agenda, the Executive Director of Corporate Services continues to project a balanced overall position for the services within his area of responsibility. Financial controls applied during 2020/21, including control of recruitment to all non-essential vacant posts and agency worker use, will continue to be applied during the current year. Controls will also be applied to discretionary expenditure where no legal or contractual commitment exists, to mitigate potential budget pressures.
- 4.13 As approved by members of the Committee on 18 November, the Directorate forecast reflects up to £0.350m of additional expenditure linked to increasing internal audit capacity during the remainder of the year. This sum is assumed to be offset, in full, by savings elsewhere in the Directorate, such that a balanced overall position is forecast.

Education and Children's Services

- 4.14 The Executive Director of Education and Children's Services is projecting a balanced overall monitoring position as of month six. Forecast pressures within the service, including those in respect of out-of-council residential and secure accommodation and Devolved School Management (DSM) budgets, are currently

projected to be fully offset through savings elsewhere within the budget and the receipt of additional Scottish Government funding. While elements of the approved savings relating to home to school transport, the libraries strategic review, efficiency and management savings and fees and charges are also assessed as at risk of not being delivered at this time, these are being contained within the overall balanced position.

Temporary Accommodation

- 4.15 Given on-going structural changes resulting in the relocation of a number of services to an expanded Place Directorate, the balanced overall position above does not include continuing additional demand within homelessness services with, at this stage, a residual pressure of £2.8m forecast. This sum represents a significant increase from the £1.2m reported at month three, in turn attributable to a continuing rise in the number of households in temporary accommodation, with the projection based on an assumption that the current level of increase will continue for the remainder of the year.
- 4.16 By means of illustration, the overall number of households accommodated increased by some 27% between March 2020 and September 2021, with an almost 50% increase in the use of more expensive bed and breakfast and shared accommodation due to limitations in supply. This growth reflects, to a significant extent, a nearly six-fold increase in the number of European Economic Area nationals and those with no recourse to public funds (NRPF) requiring to be accommodated to support wider public health objectives during the pandemic. Research undertaken by COSLA has shown this to be a specific Edinburgh phenomenon and officers are therefore working with colleagues in COSLA and the Scottish Government to explore potential funding opportunities to address at least some of the pressure concerned.
- 4.17 The full-year effect of this continued growth would result in the service starting 2022/23 with a pressure of approximately £7m relative to the £10m currently assumed in the budget framework and a corresponding increase in the proposed level of provision in this area is therefore discussed further later in this report.

Place

- 4.18 The Executive Director of Place is highlighting core budget pressures currently without mitigation totalling £0.443m, representing an improvement of some £1.149m relative to the position reported at month three, along with a number of other risks where corresponding mitigating actions are being developed.
- 4.19 This improvement is primarily attributable to Sunday parking income of £0.558m (previously netted off against COVID-related parking income shortfalls but now presented separately) and net favourable movements within Waste and Cleansing totalling £0.831m. Key factors contributing to the latter include signs of reduction in waste tonnages and savings resulting from new haulage and recycling contracts.

4.20 The Executive Director and his Senior Management Team will continue to consider regular updates and develop corresponding actions with a view to bringing net expenditure back within approved levels by the end of the year.

Corporate budgets

4.21 The month four report to the Committee's previous meeting highlighted a number of variances at Council-wide or corporate level. While detailed analysis is continuing, in particular, around the loans charge forecast, at this stage these sums remain largely unchanged from those noted at that time and are summarised below.

	£m
Favourable variances	
Loans charges	(6.000)
Other non-service specific costs ² (including inflationary uplift provisions)	(2.748)
Non-domestic rates poundage uplift not required	(0.505)
Unfavourable variances	
Senior Management Review/VERA savings – shortfall in delivery	1.995
Council Tax Reduction Scheme – additional demand	0.895
Discretionary rates relief	0.220
Net favourable variance	(6.143)

2021/22 Local Government employees national pay negotiations

4.22 The baseline level of provision for staff pay awards contained within the approved budget equates to an average of 2% across all staff groups. As of the time of writing of the last report, the then current employer's offer would have resulted in an additional, recurring cost pressure of £1.6m and this sum was included within the balanced overall position shown.

4.23 On 29 October, following a period of negotiations between COSLA and the Local Government trade unions, COSLA made a revised pay offer to the Scottish Joint Council (SJC; non-teaching trade unions). This offer comprises the following elements:

- (i) an increase in the Scottish Local Government Living Wage rate to £9.78 per hour;
- (ii) an £850 increase in salary for those earning under £25,000, based on a thirty-seven hour working week (this equates to a 3.36% to 4.72% pay increase, depending on starting salary);

² Previous months' forecasts have netted off the pressure in respect of the potential pay award for 2021/22 against the Council's inflationary uplift provisions. Given the evolving status of pay award discussions, the estimated net cost of settlement, based on the current position, is summarised in the following section.

- (iii) a 2% increase for those earning between £25,000 and £40,000;
- (iv) a 1% increase for those earning between £40,000 and £80,000; and
- (v) an £800 flat-rate increase in salary for those earning over £80,000 annually.

- 4.24 In addition, staff will receive a one-off payment backdating the award to 1 January 2021, increasing the value of payments (ii) to (v) by a quarter. Following consultation with their respective memberships, all three SJC unions have now voted to accept this revised offer.
- 4.25 The estimated additional Scotland-wide cost of this backdated element is £48.5m. The Scottish Government has agreed to make available an additional £30m to support a settlement, with the remaining £18.5m cost being met directly by Scotland's councils. Following agreement of the distribution basis at the COSLA Leaders' meeting on 26 November, the Council's anticipated share of the £30m of Scottish Government funding is £2.38m.
- 4.26 The back-dating of the employer's offer, net of the Scottish Government funding contribution, results in a net additional cost to the Council estimated at £1.3m. When added to the £1.6m pressure resulting from the previous offer, this results in an overall additional cost relative to budgetary assumptions of £2.9m.
- 4.27 A separate offer has been made to the representative teaching unions, being a 1.22% year-on-year increase across all spinal column points, along with three months' backdating per the SJC offer. On 12 November, it was confirmed that this offer had been unanimously rejected by the EIS Salaries Committee and teachers' representatives. As of the time of writing, next steps were being considered.
- 4.28 The net additional cost of £1.3m at Paragraph 4.26 above is based on the revised employer's offer to both non-teaching and teaching staff. Given the rejection of the teachers' offer, however, there is the potential for further cost pressures on the Council to achieve settlement.

Overall position

- 4.29 Taken together, the favourable corporate variances above offset in full the pressures highlighted within the Place Directorate and Temporary Accommodation and in respect of the non-teaching pay award for 2021/22, allowing a balanced position to continue to be forecast as summarised in Appendix 1.
- 4.30 There remains, however, uncertainty around the on-going impacts of the pandemic on the Council and its ALEOs and, more immediately, the level of the teachers' pay award for 2021/22. It therefore remains crucial that Executive Directors and the Chief Officer of the Edinburgh Health and Social Care Partnership fully manage pressures, risks and savings delivery shortfalls within their respective core budgets if the greater stability of the framework approved by members on 27 May is not to be compromised.

Approved investments in priorities, pressures and savings shortfalls mitigations

- 4.31 In setting the Council's 2021/22 revenue budget on 18 February 2021, members approved some £14.2m of additional investment aligned to wider Business Plan priorities. Following the receipt of significant additional COVID-related funding after the budget was set, this was supplemented on 27 May 2021 by a further £21m of investment in member priorities and sums to address service pressures and projected in-year savings shortfalls.
- 4.32 At this stage, there is relatively little change since the position reported to the Committee on 12 August and a detailed update will therefore be provided as part of the month eight report on 3 February 2022. Any in-year underspends against these investments will not automatically be carried forward into 2022/23 and thus can be considered in the context of addressing future years' savings requirements.

Delivery of approved savings

- 4.33 Progress against the delivery of approved savings is summarised in Appendix 2. At this stage, some 90% of savings by value are assessed as green or amber, indicating that delivery is anticipated, albeit in some cases subject to the taking of further actions and/or management of risks. Anticipated shortfalls in respect of re-assessed savings are reflected within the relevant projections outlined above.

Confirmation of 2020/21 outturn

- 4.34 Following the conclusion of the 2020/21 audit process, an in-year underspend of £7.918m has been confirmed. Of this sum, £7m was allocated by members on 27 May 2021 and a further £0.022m earmarked for potential costs of the ReDrawing Edinburgh project on 26 August. Of the remaining sum of £0.896m, £0.148m represents unrealised gains resulting from compliance with accounting standards but not available for spending on frontline services, leaving £0.748m available for members' determination.
- 4.35 Members have previously allocated up to £1m of funding to meet the associated costs of the independent inquiries into matters connected to the death of a Council employee and the Council's whistleblowing arrangements and organisational culture. Following the meeting of Council on 25 November, a further £0.4m from the £0.748m has now been set aside to allow both inquiries to be completed.
- 4.36 There are also likely to be significant financial impacts flowing from the recommendations of the inquiry reports. These have yet to be fully assessed and an update will be provided when the Chief Executive reports back to Council. It is proposed, however, that the remaining £0.348m be provisionally earmarked for this purpose.

Edinburgh Integration Joint Board (EIJB)

- 4.37 In March 2021, the EIJB agreed the 2021/22 financial plan and associated savings and recovery programme. Recognising that the additional measures which would be required to balance the plan would have a significant negative impact on performance gains and, ultimately, on outcomes for people, the board made the difficult decision to support a budget which did not deliver financial balance. At this point, the plan had a deficit of £9.3m and the EIJB Chief Officer and EIJB Chief Finance Officer were supported to continue tripartite efforts with colleagues in the Council and NHS Lothian to bridge this shortfall.
- 4.38 As part of the additional service investment approved by Council on 27 May, members then allocated £2.5m of further support to the EIJB, reducing the financial gap to £6.8m. In addition to this underlying remaining funding gap, while progress continues to be made in developing associated implementation plans, it is being assumed that the majority of the purchasing-related savings of £11.2m implicit within the delegated budget will not be delivered.
- 4.39 As of the time of writing, tripartite discussions with the partners are continuing to address the residual gap. In 2020/21, COVID-related costs were met in full by the Scottish Government via the local mobilisation planning (LMP) process, with funding released at various points during the year. Given that pandemic-related costs will span financial years, elements of funding received last year were held in reserves by integration authorities and carried forward into 2021/22.
- 4.40 For this financial year, the Scottish Government will release additional funds when these reserves, which for Edinburgh total £11.6m, are exhausted. Quarter 1 LMP returns were submitted to the Scottish Government at the end of July and funding allocations for integration authorities are currently being assessed, taking into account amounts carried forward in reserves. Scottish Government officials have reiterated that any specific areas where funding pressures are impacting on service delivery should be flagged at the earliest opportunity for consequent consideration of financial support.
- 4.41 The Scottish Government's approach to supporting financial balance considers the 'core' and 'COVID' positions separately. While officials continue to provide assurance that sufficient funding will be available to meet COVID-associated costs in full, unachieved savings are currently being classed as core overspends and funding is therefore not confirmed at this point. As this is a national issue, however, Health Boards and Integration Authorities are optimistic that a treatment consistent with 2020/21, when slippage on delivery was recognised in the LMPs, will be agreed.

Capital accounting review and availability of financial flexibilities

- 4.42 As of the time of writing, the review of capital accounting remains on-going. A workshop with the Scottish Government was held in early November, highlighting the importance of retaining existing statutory mitigation and exploring how changes

could support essential capital investment and play a key role in supporting post-COVID recovery. Following conclusion of the review, it is hoped that a decision on any additional service concession-related flexibilities beyond those currently being offered will be made promptly.

- 4.43 While formal confirmation is awaited and may be subject to agreement by the UK Treasury, it is understood that the Scottish Government may also extend the availability of the existing capital receipt- and loans fund-related flexibilities for a further year, meaning that any decisions on their use could be deferred until 31 March 2023.

UK Government Budget

- 4.44 The UK Government announced a multi-year 2021 Spending Review and Autumn Budget on 27 October, including planning totals for UK Departments and the devolved administrations for both revenue and capital expenditure for the period from 2022/23 to 2024/25 inclusive. The Office for Budgetary Responsibility (OBR) forecasts a more optimistic overall picture than previously anticipated, with the UK economy returning to pre-pandemic levels by the start of 2022 and the unemployment peak also reduced.
- 4.45 The Chancellor announced headline real-terms increases for all Departmental budgets (including devolved administrations) over the three-year period, albeit these were largely front-loaded, with slight real-terms reductions in 2023/24 and 2024/25. It should also be noted that COVID-related funding is included within these figures and, as such, there will be no separate allocations as in 2021/22.
- 4.46 Inflation is expected to continue to increase significantly, peaking at 4.4% (or higher) in early 2022, giving rise to additional pressures on inflation-based contracts, energy costs and pay settlements and potential increases in interest rates which could feed through to reductions in public spending.
- 4.47 Analysis of the impacts of the Chancellor's announcement is continuing. While the headline increase in the Scottish block grant in 2022/23 is around 10%, it is understood that fiscal framework adjustments, existing Scottish Government commitments and the likely allocation of significant favourable Barnett consequential to Health may significantly reduce, or remove, the increase in the overall level of grant for Local Government. At this stage, it has also not been confirmed whether the Scottish Government will pass on to councils around £70m of Barnett consequential in respect of employer's National Insurance contribution increases effective from April 2022 understood to form part of the headline increase above.
- 4.48 The Scottish Budget will be introduced on 9 December 2021. Although the announcement will only cover one year, this will be accompanied by the publication of the Scottish Government's Medium-Term Financial Strategy which will provide relevant context and frame its strategic approach to fiscal policy. The Local Government Finance Settlement, also covering one year, will then be

announced on 20 December. The Scottish Government has provisionally indicated that revenue and capital allocations for 2023/24 and 2024/25 will be announced in May 2022, although the attendant level of detail is not yet clear.

Review of budget framework assumptions

4.49 The budget framework progress update report to the Finance and Resources Committee on 7 October presented the results of the review of the Council's revenue budget planning assumptions over the five-year period from 2022/23 to 2026/27. As noted at that time, these assumptions are regularly reviewed and a small number of further proposed changes are outlined in the table below and the following sections.

	2022/23	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000	£000
Restated funding gap as reported to Finance and Resources Committee on 7 October 2021	8,237	54,513	71,295	98,587	126,350
Subsequent changes and impact on gap:					
Revision to pay award provision , 2022/23 (increasing from 2% to 3%)	6,055	6,237	6,424	6,616	6,815
Revision to grant funding assumption , 2022/23 (increased from -0.7% to essentially "flat cash")	(6,055)	(6,055)	(6,055)	(6,055)	(6,055)
Homelessness - further provision for continuing service pressure (overall provision now £15m/£12m/£12m/£12m/£12m)	5,000	5,000	5,000	5,000	5,000
Indicative provision for staff-related costs arising from additional public holiday for Queen's Platinum Jubilee	500	0	0	0	0
Assumed continuing loss of Lothian Buses dividend	0	0	6,000	6,000	6,000
Savings in corporate budgets/release of risk contingency in 2022/23 to offset additional homelessness provision above	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Updated estimated funding gap	8,737	54,695	77,664	105,148	133,110

Pay award, 2022/23

4.50 Earlier sections of the report outlined the difficult pay award negotiations for 2021/22. In view of both the level of increase required to achieve settlement in 2021/22 and inflationary forecasts for 2022/23, it is considered prudent to revise the overall level of provision in this area from 2% to an average of 3% across all staff

groups, increasing the 2022/23 gap by £6.055m, with compounded increases thereafter.

Grant funding, 2022/23

- 4.51 With the caveats noted in Paragraph 4.47, most commentators consider the front-loaded nature of the block grant allocation to offer the potential for a comparatively better level of settlement for Local Government in 2022/23 relative to the budget framework's current assumptions. This allocation may additionally or alternatively include offsetting funding to acknowledge the impact of increases in employer's National Insurance contributions, for which £5.9m is currently included within the Council's funding gap. It is therefore considered appropriate to revise the grant funding forecast for 2022/23 back to one of essentially "flat cash", fully offsetting the effect of the increase in pay award provision noted above.

Homelessness

- 4.52 As noted earlier in the report, household numbers in temporary accommodation have been increasing steadily since March 2020. While there is an expectation that the preventative measures implemented in 2021/22 will slow this rate of increase, even if overall numbers remain at current levels, a full-year pressure of £5m in excess of the current budget framework of £10m is anticipated, with this pressure increasing to more than £7m if the current rising trend continues.
- 4.53 On this basis, it is proposed that the existing level of provision be increased by £5m (to £15m in total) and maintained at that level for the duration of the budget framework. Officers will also seek to intensify current efforts to make the case for the provision of additional funding given Edinburgh's pivotal role in supporting wider public health objectives in this area.

Corporate budgets

- 4.54 A review of corporate budgets has identified an opportunity, through a combination of (i) actual and anticipated capital programme slippage and the consequent savings in loans charges and delaying of the associated additional running cost requirement linked to this new investment and (ii) release of a risk contingency, to provide up to £5m annually across the five-year period of the framework to offset the additional required investment in homelessness services above.

Queen's Platinum Jubilee

- 4.55 At the meeting of Council on 23 September 2021, members agreed to the granting of an additional fixed day's leave for all employees on 3 June 2022 to mark Her Majesty the Queen's Platinum Jubilee. While the sums concerned remain to be confirmed, this will give rise to enhanced payments and other costs for employees and services still requiring to operate on this date. An indicative, one-off provision of £0.500m has therefore been included in 2022/23.

Lothian Buses dividend

- 4.56 The budget framework currently assumes loss of the Lothian Buses dividend for the period to 2023/24. In view of on-going uncertainty as to the level of future patronage given changes, in particular, in working patterns, it is now considered prudent to remove this assumed income from the full five-year period of the framework.

Overall impact of above changes

- 4.57 The net impact of the above-mentioned changes is broadly neutral in the first two years of the framework, resulting in revised gaps of £8.737m and £54.695m in 2022/23 and 2023/24 respectively. Due to the assumed continuing loss of the Lothian Buses dividend, later years' gaps have increased by between £6m and £7m, with the restated estimated five-year gap now some £133m.
- 4.58 All of these assumptions will be reviewed in light of the Scottish Budget announcement on 9 December and, in particular, confirmation of the Local Government Finance Settlement on 20 December.

Lauriston Castle Charitable Trust

- 4.59 At the Special Meeting of the Finance and Resources Committee on 18 November, clarification was sought on reporting timescales for the review of the Council's governance arrangements of its charitable trusts, including the Lauriston Castle Charitable Trust.
- 4.60 A report under the B agenda was presented to the Finance and Resources Committee in August 2021 and a further report will be presented to Council on 10 February to set out proposals in this regard, including the appointment of individual councillors as trustees. The arrangement between the Trust and the Council will also be formalised in a Service Level Agreement, which will clarify what resources are allocated to the Trust.

5. Next Steps

- 5.1 The cost and income impacts of the coronavirus pandemic will continue to be actively tracked and refined as additional clarity is received on the timing and nature of the easing of current restrictions.
- 5.2 Executive Directors require to bring forward measures to offset in full the savings delivery shortfalls and residual service pressures within their respective areas of responsibility. While the report notes an overall reduction in the level of these pressures, the development of corresponding sustainable actions is required both to reduce any in-year call on the Council's earmarked reserves and enhance the sustainability of the budget framework.
- 5.3 The estimates and assumptions underpinning future years' funding gaps will be reviewed upon publication of the Scottish Budget on 9 December and thereafter the announcement of the Local Government Finance Settlement on 20 December.

6. Financial impact

- 6.1 The report notes a range of significant expenditure pressures, both in respect of Council services and impacts on the activities of the Council's ALEOs. While a balanced in-year position is currently being forecast, the financial impacts of the pandemic are expected to continue at least into the medium term and will, alongside management of risks and pressures, thus be subject to on-going review as part of maintaining the integrity of the revised budget framework approved by Council on 27 May.
- 6.2 While the balanced current-year position is welcomed, it is important not to lose sight of the more fundamental need to bring forward a comprehensive and sustainable savings plan, rooted in the Council's priorities, to address significant projected funding gaps from 2023/24 onwards.

7. Stakeholder/Community Impact

- 7.1 A detailed report summarising the response to the Council's recent engagement on budget priorities for 2021/22 and beyond, including relevant supporting material from other engagement activity on priorities and life experiences during the COVID-19 pandemic, was considered by the Finance and Resources Committee on 2 February and referred on to Council as part of the 2021/22 budget-setting meeting.

8. Background reading/external references

- 8.1 [Finance Update](#), Edinburgh Integration Joint Board, 26 October 2021
- 8.2 [Revenue Budget Update 2021/26 – progress update](#), Finance and Resources Committee, 7 October 2021
- 8.3 [Revenue Monitoring 2021/22 – Month Three Position](#), Finance and Resources Committee, 12 August 2021
- 8.4 [Revenue Budget Framework 2021/26 Update](#) – referral from the Finance and Resources Committee, The City of Edinburgh Council, 27 May 2021
- 8.5 [Revenue Budget 2020/21 and 2021/26 Budget Framework Update](#), Finance and Resources Committee, 4 March 2021
- 8.6 [Coalition Budget Motion](#), The City of Edinburgh Council, 18 February 2021

9. Appendices

- 9.1 Appendix 1 – 2021/22 Revenue Budget – Projected Expenditure Analysis
- 9.2 Appendix 2 – Approved savings and required pressures mitigations, 2021/22 – current status

	Revised Budget	Period Budget	Period Actual	Period Variance	Projected Outturn	Outturn Variance	Percentage Variance
	£000	£000	£000	£000	£000	£000	
Directorate / Division							
Corporate Services (including Chief Executive's Office)	78,899	44,165	41,572	(2,593)	78,899	0	0.0
Education and Children's Services	425,552	188,162	185,051	(3,111)	425,552	0	0.0
Health and Social Care	238,758	119,907	129,438	9,531	238,758	0	0.0
Place	167,068	38,753	41,080	2,327	167,511	443	0.3
Homelessness Services	44,552	30,276	32,286	2,010	47,352	2,800	6.3
Lothian Valuation Joint Board	3,833	1,917	1,917	0	3,833	0	0.0
Directorate / Division total	958,662	423,180	431,344	8,164	961,905	3,243	0.3
Non-service specific areas							
Loan Charges	83,903				77,903	(6,000)	(7.2)
Other non-service specific costs less sums to be disaggregated:	35,288				32,540	(2,748)	(7.8)
- Apprenticeship Levy	2,075	1,038	1,031	(7)	2,075	0	0.0
- Non-Domestic Rates (poundage uplift)	505				0	(505)	n/a
- Energy	694				694	0	0.0
- Discretionary Rates	500				720	220	44.0
Covid Investment	23,975	n/a	n/a	n/a	23,975	0	0.0
Tram Shares	8,500	0	0	0	8,500	0	0.0
Council Tax Reduction Scheme	26,605	n/a	n/a	n/a	27,500	895	3.4
Staff early release costs	2,500	n/a	n/a	n/a	2,500	0	0.0
Senior Management Review/VERA savings	(2,940)	n/a	n/a	n/a	(945)	1,995	(67.9)
Pay award - additional costs	0	n/a	n/a	n/a	2,900	2,900	n/a
Net Cost of Benefits	(127)	n/a	n/a	n/a	(127)	0	0.0
Interest and investment income	(401)	0	0	0	(401)	0	0.0
Non-service specific areas total	181,077	1,038	1,031	(7)	177,834	(3,243)	(1.8)
Movements in reserves							
Net contribution to / (from) earmarked funds	(31,966)	0	0	0	(31,966)	0	0.0
Movements in reserves total	(31,966)	0	0	0	(31,966)	0	0.0
Sources of funding							
General Revenue Funding	(607,637)	(303,819)	(303,819)	0	(607,637)	0	0.0
Non-Domestic Rates	(188,796)	(94,398)	(94,398)	0	(188,796)	0	0.0
Council Tax	(311,340)	(155,670)	(155,670)	0	(311,340)	0	0.0
Sources of funding total	(1,107,773)	(553,887)	(553,887)	0	(1,107,773)	0	0.0
In-year (surplus) / deficit	0	(129,670)	(121,512)	8,158	0	0	0.0

Approved savings and required pressures mitigations, 2021/22 – current status

Education and Children's Services	Current savings assessment				Notes
	Green	Amber	Red	Black	
	£m	£m	£m	£m	
Early Years (restructure of staffing)	0.300				Vacancies in place
Edinburgh Leisure Service Payment	0.380				Inflationary increase withheld
Police Funded Officers	0.478				Notice given
Instrumental Music Service	0.150				Vacancies in place but potential risk to service delivery. Additional funding has been provided as part of Scottish Government's first 100 days commitment for ending charges for music tuition in schools and will be used to address non-delivery of saving.
Quality Improvement Officers	0.120				Vacancies in place but potential risk to service delivery
Strategic Service Reviews: Libraries and Adult Learning			0.250		Consultation was due to start in June 2021, but this has been paused pending completion of other senior management/tier 3 reviews. Implementation would have had to be fully in place by 1st January to deliver the required saving in 2021/22 budget and so will not now be delivered as scheduled.
Library Opening Hours			0.050		Consultation was due to start in June 2021, but this has been paused pending completion of other senior management/tier 3 reviews. Implementation would have had to be fully in place by 1st January to deliver the required saving in 2021/22 budget and so will not now be delivered as scheduled.
School Efficiencies (DSM)	0.600				Full-year effect of 2020/21 savings
Mainstream DSM	0.300				Saving expected to be delivered
Transport Review	0.600		0.300		Logistic and Travel Hub in initiation phase to look at mitigations. £0.6m Council mitigating funding allocation for 2021/22 approved by Council on 27 May 2021.
Efficiencies - Mgt Savings	0.081		0.277		Green element based on Grade 9+ VERAs approved by CLT. Balance will be delivered through the C&F/Place review if this is re-started.
Night Noise Team	0.100				Saving has been delivered in full from deleting vacant posts.
Fees and Charges average 5% uplift	0.086	0.085	0.085		£86K provided from non-income budgets so green. Balance currently assumed 50/50 due to COVID impact and will be reviewed as greater clarity on community access to schools and adult education is achieved.
TOTAL	3.195	0.085	0.962	0.000	

Place	Current savings assessment				Notes
	Green	Amber	Red	Black	
Saving	£m	£m	£m	£m	
Statutory Consents	0.040				Full-year effect of previous decisions
Parks and Green Spaces (<i>Inch Nursery proposal</i>)	0.050	0.050			The Inch plant nursery as a standalone has achieved this net cost reduction, however the Parks & Greenspace service overall is forecasting an overspend.
Depots and Yards	0.210				Financial analysis undertaken, implementation to be monitored over coming months
Parking action plan phase 2	0.520				Assumes that any adverse COVID impact is met from corporate provision. Income comprises parking uplift and Sunday parking.
Culture Services Review of Museums and Galleries	0.100	0.050			Green - element of VERA-related saving after transitional arrangements. Overall the Culture service is forecasting an underspend.
Culture Service (Income Maximisation)		0.038			Income maximisation-related. This will not be achievable by planned means but Culture service overall is forecasting an underspend.
Cashless Parking - across the City	0.150				Required action was approved by Transport and Environment Committee.
Development & Business Services Operating Model	0.330	0.620			Green element = income £0.187m (Council funding allocation for 2021/22 agreed 27 May 2021) + VERA £0.143m. It is expected the full saving will be made, although new income proposals as planned have not been able to be implemented due to external barriers.
Scientific, Bereavement and Registration Services		0.090			This action should be implemented, however the related services are currently forecasting overspends.
Reduced short-term funding for asset life reprofiling (roads and infrastructure; 2021/22 only)	1.000				£6m Council funding allocation for 2021/22 agreed 27 May 2021
Increase garden waste charge - full cost recovery	0.160				Represents six months' increase - on track.
Fees and Charges average 5% uplift	0.559	0.379			Plans in development. £0.559m Council funding allocation for 2021/22 agreed 27 May 2021. When COVID impacts are taken into account, it is expected that the amber element will be met.
Reprofiling of repairs and maintenance expenditure		2.000			This is a re-profiling of expenditure from 2021/22 to 2022/23 and is categorised as 'amber' as there is an absence of specific delivery plans. Repairs and Maintenance expenditure has been managed within budget in previous years.
Fees and Charges average 5% uplift - Property and Facilities Management	0.058				Increased income target allocated across Property and Facilities Management.
TOTAL	3.177	3.227	0.000	0.000	

Corporate Services	Current savings assessment				Notes
Saving	Green	Amber	Red	Black	
	£m	£m	£m	£m	
Digital delivery	0.250				Saving progressed and now assessed as achievable.
Resources Directorate Workforce Savings - Finance Workforce savings	0.110				Saving to be achieved through vacancy management.
Renting of Assets for 5G nodes		0.050			This saving target has been fully mitigated through a one-off cost saving in ICT contract costs.
Print, Mail and Scan Strategy Development	0.100				Reduction in print costs now agreed with other Council departments.
ICT contract extension savings	0.950				Contract cost re-negotiated in August 2020.
Fees and Charges average 5% uplift - HR Services	0.009				Increased income target allocated to a number of HR Services.
Fees and Charges average 5% uplift - Customer and Digital Services	0.057				Increased income target allocated across Customer and Digital Services.
Fees and Charges average 5% uplift - Legal and Risk	0.011				Income target applied to Legal Services recharges.
TOTAL	1.487	0.050	0.000	0.000	

Council-wide	Current savings assessment				Notes
Saving	Green	Amber	Red	Black	
	£m	£m	£m	£m	
Chief Officers & Senior/Middle Management Review	0.809		0.795		Green element is based on savings resulting from the Senior Management review and Grade 6-8 VERA exercise.
VERA (net of pay provision offset - 2021/22)			1.200		Relevant savings included in line above
TOTAL	0.809	0.000	1.995	0.000	

Corporate (including budget assumptions)	Current savings assessment				Notes
	Green	Amber	Red	Black	
	£m	£m	£m	£m	
Borrowing Costs	10.000				Full delivery is anticipated, with additional in-year savings contributing to a balanced overall position for the year.
Procurement	0.100				Will be delivered in full through reductions in gainshare payable
Council Tax	5.500				While full delivery is anticipated, the position will be kept under review in light of changes in the Council Tax base, the in-year collection rate and required level of bad debt provision in 2020/21.
Past service pension costs - incremental reductions in liability	0.500				Will be delivered in full based on current year's projection and continuing timing-based reductions in sums payable
TOTAL	16.100	0.000	0.000	0.000	

Total 24.768 3.362 2.957 0.000

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Capital Monitoring 2021/22 - Month Six Position

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 To note the capital monitoring position for the General Fund and Housing Revenue Account (HRA) at month six of the 2021/22 financial year;
- 1.2 To note that various plans such as City Plan 2030, City Centre Transformation and EnerPHit are currently unfunded within the 2022-2032 Sustainable Capital Budget Strategy;
- 1.3 To note that it has been agreed that the Finance and Resources Committee has oversight for and approval of the whole Capital Investment Programme; and
- 1.4 To refer the report to the Governance, Risk and Best Value Committee as part of its work programme.

Stephen S. Moir

Executive Director of Corporate Services

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Capital Monitoring 2021/22 - Month Six Position

2. Executive Summary

- 2.1 The report provides the capital expenditure and funding position as at month six and full-year outturn projections for the 2021/22 financial year, providing explanations for key variances.
- 2.2 At month six, the General Fund is projecting capital expenditure of £345.179m and capital income of £113.959m, resulting in a net requirement of £231.220m in loans fund advances. This is £23.258m lower than the revised budget update provided in month three due to updated cashflows across the programme.
- 2.3 At month six, the Housing Revenue Account (HRA) is projecting capital expenditure of £80.798m and capital income of £33.863m, resulting in a net requirement of £46.935m in loans fund advances. This capital financing requirement is aligned to budget expectations due to a reduction in Capital Funded from Current Revenue (CFCR) to assist in offsetting capital expenditure slippage of £23.189m.
- 2.4 The Council's capital programme is expected to come under further financial pressure as a result of higher tender prices caused by current market conditions. The extent of the impact is likely to differ between programmes and projects and it is still too early to understand the full cost the pandemic has had on the Council's capital programme. This is notable in the scarcity and cost pressures in various key construction materials, e.g. steel and timber, which is leading to slippage and cost pressures on delivery of projects. It is also important to note that supply chain pressures associated with staff shortage and higher prices continue to affect delivery schedules.

3. Background

- 3.1 The Sustainable Capital Budget Strategy 2021-2031 was approved by Council on 18 February 2021. This report detailed priorities for council capital investment of £1,492.494m, in alignment with the new Council Business Plan, over the medium to long-term and set out a plan on how they could be funded.
- 3.2 The Capital Strategy - Annual Report was approved by Council on 11 March 2021. This report sets out the proposed capital strategy, which provides a high-level overview of how capital expenditure, capital financing and treasury management

activity contribute to the infrastructure and provision of services for the benefit of Edinburgh communities and citizens.

- 3.3 The month three capital monitoring position and the revised 2021/22 capital budget strategy position was reported to Finance and Resources Committee on 12 August 2021. This report incorporated outturn slippage from 2020/21 and rolled forward the capital investment programme for the period 2021-2031 to create the revised capital budget. In creating the revised budget, realignments were made between financial years to reflect the most up to date cash flow projections available. The budget was also adjusted to reflect funding received since the Council set its budget in February.

4. Main report

Capital Monitoring 2021/22 – Month Six Position

General Fund Capital

- 4.1 At month six, general fund expenditure is projected to be £345.179m, compared against a budget of £370.022m, resulting in projected capital expenditure slippage of £24.843m. Grants and other capital income are forecast to be £113.959m with the remaining expenditure being funded by loans fund advances of £231.220m. This is £23.258m lower than the revised budget update provided in month three due to updated cashflows received across the programme. A breakdown by directorate is provided in Appendix 1, with additional commentary provided in sections 4.2 to 4.6.
- 4.2 Within Education and Children's Services, there has been capital expenditure of £41.064m as at month six. Expenditure relates primarily to projects which were well underway prior to COVID-19 lockdown such as Castlebrae High School, Meadowbank Sports Centre, St Crispin's School, new Victoria Primary School and Frogston Primary School. There is also now forecast slippage of £3.197m in the year, this primarily relates to Rising School Rolls and other contingency expenditure slippage due to delays caused to projects principally as a result of COVID-19 and on-going market conditions. Rising costs and shortfalls in supply chains has caused many projects to be frozen prior to tender processes until a review of the appropriate course of action has been identified to mitigate the impact of market conditions.
- 4.3 Within Place, there has been capital expenditure of £89.800m as at month six. Expenditure relates primarily to St James GAM assets £56.400m, social housing through the housing development fund £12.741m, North Bridge £5.135m, Energy Efficiency Street Lighting Programme £2.715m and Carriageways and Footways £2.079m. The projected outturn slippage of £15.785m in the year primarily relates to;
- General Place programme slippage of around £7.000m due to construction industry materials and labour shortages which are likely to result in slippage across several projects and programmes;

- Active Travel of £4.290m due to programme delays caused by pausing projects pending the review and alignment with the Places for Everyone Programme and the Council's existing and emerging priorities as reported to Transport and Environment Committee on 14 October 2021 as part of the 'Active Travel Investment Programme Update';
- Road Safety and Public Transport of £2.525m due to programme delays as a result of reprioritisation and rephasing of Active Travel Strategy to ensure the strategy is affordable. Wider review of Public Transport to align with City Mobility Plan, construction cost inflation, contractor availability and supply chain issues causing material delays to project progress; and
- Parks and Greenspace of £1.980m due to surveying of priority sites only being completed in Autumn 2021, resulting in construction delays as reported to Culture and Communities Committee on 15 June 2021.

- 4.4 Within Place – Trams to Newhaven, the project is forecasting in-year outturn spend at month six of £2.227m less than was originally forecast, with capital expenditure sitting at £27.263m, taking total expenditure on the project to date to £114.704m. This in-year underspend is a result of less work being undertaken than had been scheduled due to concrete and skilled labour shortages which resulted in the re-phasing of the activities particularly around public realm works. While an underspend is currently reported, the project is expected to complete on time and within the approved budget of £207.3m.
- 4.5 Within Place - Lending there has been capital expenditure of £2.143m as at month six for completed units which have transferred to Edinburgh Living LLP at North Sighthill and Pennywell Phase Three. There is forecast slippage of £3.003m primarily due to delays on completion of units at Pennywell Phase Three which will now be completed in the 2022/23 financial year. The General Fund capital budget impact is neutral as borrowing is delayed matching the revised expenditure profiles.
- 4.6 Within Asset Management Works Programme, there has been capital expenditure of £15.653m as at month six across various projects, with outturn acceleration of spend of £1.752m forecast compared to the revised budget of £20.413m. This is due to the closure of properties due to the COVID-19 pandemic permitting more work than anticipated to be carried out ahead of schedule, especially within the learning estate.
- 4.7 At Governance, Risk and Best Value Committee on 9 November 2021 concerns were raised by Committee regarding decisions which are made that can result in unfunded pressures in the general fund budget. These related to reference to City Plan 2030, City Centre Transformation and EnerPHit within the 2022-32 Sustainable Capital Budget Strategy report which had been referred from 7 October 2021 Finance and Resources Committee. A further update on the 2022-32 Sustainable Capital Budget Strategy will be brought to Finance and Resources Committee on 3 February 2022 considering these unfunded pressures.

Housing Revenue Account (HRA) Capital

- 4.8 The month six monitoring shows HRA capital expenditure of £19.032m for the financial year so far across various programmes and workstreams relating to the Council housebuilding programme and improvements to existing council homes and estates, with forecast capital expenditure slippage of £23.189m in the year. A breakdown by programme is provided in Appendix 2, with additional commentary provided in sections 4.8 to 4.11.
- 4.9 The forecast capital expenditure outturn on the Council Housebuilding Programme is slippage of £5.523m which is primarily due to delays on projects under construction through the impacts of material shortages and COVID measures extending programmes.
- 4.10 The forecast capital expenditure outturn on the Land element of the Council Housebuilding Programme is slippage of £2.800m. Negotiations are advancing in relation to purchase of a site but unlikely to conclude until next financial year. We are on track to purchase the Liberton hospital site this year as well as land at Craigmillar that will be transferred from EDI.
- 4.11 The forecast capital expenditure outturn against Improvements to Council Homes and Estates is slippage of £14.866m primarily due to supply chain disruption, including shortages of materials, contractor availability and gaining access to carry out works within tenant's homes as a result of COVID-19. In relation to external fabric upgrades for multi storey blocks at Craigmillar and Peffermill Courts, engagement with residents was paused due to COVID-19 – this will now recommence with an opportunity to enhance specification to achieve EnerPHit standard, causing a significant delay.
- 4.12 In addition to the operational challenges identified above, it has been noted through an increase in refusals that tenants remain cautious about allowing operatives or contractors into their homes as the capital programme is remobilised.
- 4.13 The month six monitoring shows HRA capital income of £6.372m for the financial year so far, primarily from capital receipts from sales to Edinburgh Living LLP and disposals through the Acquisitions and Disposals Programme. The forecast capital income shows forecast income of £33.863m, resulting in £23.189m in income slippage. This has been achieved by lowering the Capital Funded from Current Revenue amount to ensure the borrowing requirement remains consistent with the budgeted requirement of £46.935m in loans fund advance.

5. Next Steps

- 5.1 This report will be referred to Governance, Risk and Best Value Committee to consider as part of its programme of work.
- 5.2 Finance officers will continue work with project and programme managers to monitor capital budgets.

- 5.3 Further reports will be presented to Finance and Resource Committee at month 8 and month 12 showing the position against the revised 2021/22 capital budget.

6. Financial impact

- 6.1 The 2021/22 General Fund projected outturn outlines loans fund advances of £231.220m. The overall loan charges associated with this over a 30-year period would be a principal amount of £231.220m, interest and expenses of £186.786m, resulting in a total cost of £418.006m based on a loans fund interest rate of 4.20%. The average annual cost would be £13.934m for 30 years.
- 6.2 The 2021/22 HRA projected outturn outlines loans fund advances of £46.935m. The overall loans charges associated with this over a 30-year period would be a principal amount of £46.935m, interest of £39.779m, resulting in a total cost of £86.714m based on a loans fund rate of 4.38%. The average annual cost would be £2.890m for 30 years.
- 6.3 Borrowing required is carried out in line with the Council's approved Treasury Management Strategy.
- 6.4 The loan charge costs outlined above will be met from the general fund and HRA revenue budgets for loan charges.

7. Stakeholder/Community Impact

- 7.1 Consultation on the capital budget was undertaken as part of the Council's budget setting process.
- 7.2 The stakeholder and community impact of individual projects within the Council's capital programme is considered as part of the business cases for those projects.

8. Background reading/external references

- 8.1 [Sustainable Capital Budget Strategy 2021-2031](#), Finance and Resources Committee, 21 January 2021
- 8.2 [Sustainable Capital Strategy 2021-31 – Annual Report](#), Finance and Resources Committee, 4 March 2021
- 8.3 [Updated Housing Revenue Account \(HRA\) Capital Programme](#), Housing, Homelessness and Fair Work Committee, 3 June 2021
- 8.4 [Parks and Greenspace Investment](#), Culture and Communities Committee, 15 June 2021
- 8.5 [2021-31 Sustainable Capital Budget Strategy – Outturn 2020/21 and Revised Budget 2021/22](#), Finance and Resources Committee, 12 August 2021

- 8.6 [Sustainable Capital Budget Strategy 2022/32](#), Finance and Resources Committee, 7 October 2021
- 8.7 [Active Travel Investment Programme Update](#), Transport and Environment Committee, 14 October 2021
- 8.8 [Housing Revenue Account \(HRA\) Capital Programme – Update on Projects](#), Housing, Homelessness and Fair Work Committee, 4 November 2021

9. Appendices

- 9.1 Appendix 1 – 2021/22 Capital Monitoring Month Six – General Fund
- 9.2 Appendix 2 – 2021/22 Capital Monitoring Month Six – HRA

Appendix 1 - 2021/22 Capital Monitoring

General Fund Summary

Month Six

Expenditure	Approved Budget £000	Adjustments £000	Revised Budget £000	Actual to Date £000	Projected Outturn £000	Projected Outturn Variance	
						£000	%
Education and Children's Services	108,237	(37,193)	71,044	41,064	67,847	(3,197)	-4.50%
Edinburgh Integration Joint Board	-	284	284	-	284	-	0.00%
Place	169,147	14,389	183,536	89,800	167,751	(15,785)	-8.60%
Place - Lending	13,260	4,769	18,029	2,143	15,026	(3,003)	-16.66%
Place - Tram York Place to Newhaven	65,523	6,577	72,100	27,263	69,873	(2,227)	-3.09%
Asset Management Works	25,916	(5,503)	20,413	15,653	22,165	1,752	8.58%
Corporate Services	2,213	2,403	4,616	1,343	2,233	(2,383)	-51.62%
Total Gross Expenditure	384,296	(14,274)	370,022	177,266	345,179	(24,843)	-6.71%
Funding	Approved Budget £000	Adjustments £000	Revised Budget £000	Actual to Date £000	Projected Outturn £000	Projected Outturn Variance	
						£000	%
<i>Capital Receipts</i>							
General Asset Sales	3,000	113	3,113	500	3,113	-	0.00%
Ringfenced Asset Sales	-	801	801	801	801	-	0.00%
Capital from Current Revenue	-	4,000	4,000	3,957	4,000	-	0.00%
<i>Total Capital Receipts from Asset Sales and Revenue</i>	3,000	4,914	7,914	5,258	7,914	-	0.00%
<i>Drawdown from/ (to) Capital Fund</i>							
	6,986	-	6,986	-	6,986	-	0.00%
<i>Developer Contributions</i>							
	436	15,378	15,814	10,849	15,437	(377)	-2.38%
<i>Developers Contributions Transferred to Investments</i>	-	(14,127)	(14,127)	(15,380)	(15,380)	(1,253)	8.87%
<i>Total Developer Contributions</i>	436	1,251	1,687	(4,531)	57	(1,630)	-96.62%
Total Capital Receipts and Contributions	10,422	6,165	16,587	727	14,957	(1,630)	-9.83%
<i>Grants</i>							
Scottish Government General Capital Grant	38,360	678	39,038	19,180	39,038	-	0.00%
Other Grants and Contributions	-	1,652	1,652	1,256	1,652	-	0.00%
Cycling, Walking and Safer Streets	2,299	-	2,299	-	2,299	-	0.00%
Place Based Investment Programme	-	1,998	1,998	1,998	1,998	-	0.00%
Transfer of Management of Development Funding (TMDF)	27,950	24,468	52,418	9,724	52,418	-	0.00%
Regeneration Funding	-	1,258	1,258	1,258	1,258	-	0.00%
Other Government Grants	-	294	294	339	339	45	15.31%
Capital Grants Unapplied Account Drawdown	14,442	(14,442)	-	-	-	-	0.00%
Total Grants	83,051	15,906	98,957	33,755	99,002	45	0.05%
Total Funding	93,473	22,071	115,544	34,482	113,959	(1,585)	-1.37%
<i>Borrowing</i>							
New Prudential Borrowing in Year	85,127	(7,718)	77,409	61,231	62,052	(15,357)	-19.84%
New On-Lending in Year	13,260	4,769	18,029	2,143	15,026	(3,003)	-16.66%
New Capital Advance - Trams to Newhaven	65,143	6,957	72,100	27,263	69,873	(2,227)	-3.09%
New Capital Advance - General Fund	127,293	(40,353)	86,940	52,147	84,269	(2,671)	-3.07%
Balance to be funded through Loans Fund Advance	290,823	(36,345)	254,478	142,784	231,220	(23,258)	-9.14%

Appendix 2 - 2021/22 Capital Monitoring

Housing Revenue Account

Month Six

Expenditure	Approved Budget	Adjustments	Revised Budget	Actual to Date	Projected Outturn	Projected Outturn Variance	
	£000	£000	£000	£000	£000	£000	%
Council Housebuilding Programme	33,223	-	33,223	10,494	27,700	(5,523)	-16.6%
Council Housebuilding Programme - Land	20,000	-	20,000	50	17,200	(2,800)	-14.0%
Improvement to Council Homes and Estates	34,163	16,601	50,764	8,488	35,898	(14,866)	-29.3%
Total Gross Expenditure	87,386	16,601	103,987	19,032	80,798	(23,189)	-22.3%

Income	Approved Budget	Adjustments	Revised Budget	Actual to Date	Projected Outturn	Projected Outturn Variance	
	£000	£000	£000	£000	£000	£000	%
Capital Receipts and Other Contributions	4,560	2,750	7,310	2,407	5,701	(1,609)	-22.0%
Capital Funded from Current Revenue	18,300	-	18,300	-	4,316	(13,984)	-76.4%
Receipts from LLPs	19,583	-	19,583	2,032	15,026	(4,557)	-23.3%
Specific Capital Grant	11,859	-	11,859	1,933	8,820	(3,039)	-25.6%
Total Income	54,302	2,750	57,052	6,372	33,863	(23,189)	-40.6%

Balance to be funded through Loans Fund Advance	33,084	13,851	46,935	12,660	46,935	-	0.00%
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Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Corporate Services Directorate: Revenue Budget Monitoring 2021/22 – Month Six position

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee notes:
- 1.1.1 that services delivered by Corporate Services Directorate are forecast to be within budget for 2021/22;
 - 1.1.2 it is forecast outturn expenditure will be within the approved revenue budget for the Chief Executive's Office for 2021/22;
 - 1.1.3 due to the Coronavirus pandemic, it is anticipated there will be additional costs incurred and loss of income. These are currently forecast to be within the 2021/22 provision for Coronavirus additional costs and loss of income;
 - 1.1.4 measures will continue to be progressed to fully deliver approved savings targets and measures required to offset budget pressures to achieve outturn expenditure in line with the approved revenue budget for 2021/22 and,
 - 1.1.5 the ongoing risks to the achievement of a balanced revenue budget projection for services delivered by Corporate Services Directorate.

Stephen S. Moir
Executive Director of Corporate Services

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Finance and Resources Committee

Corporate Services Directorate - Revenue Budget Monitoring 2021/22 – Month Six position

2. Executive Summary

- 2.1 The report sets out the projected six-month revenue monitoring position for services delivered by Corporate Services Directorate and the Chief Executive's Office, based upon actual expenditure and income to the end of September 2021 and expenditure and income projections for the remainder of the financial year.
- 2.2 Services delivered by Corporate Services Directorate and the Chief Executive's Office are forecast to be within budget for 2021/22.
- 2.3 Due to the Coronavirus pandemic, it is anticipated there will be additional costs incurred and loss of income. These are currently forecast to be within the 2021/22 provision for Coronavirus additional costs and loss of income.
- 2.4 Measures will continue to be progressed to fully deliver approved savings targets and measures required to offset budget pressures to achieve outturn expenditure in line with the approved revenue budget for 2021/22. The attainment of this position is subject to active management of risks and pressures.

3. Background

- 3.1 The Council's Financial Regulations require submission of quarterly monitoring reports on service financial performance to the Finance and Resources Committee.
- 3.2 This report advises on the projected outturn for services delivered by Corporate Services Directorate and the Chief Executive's Office after six months of the financial year.

4. Main report

- 4.1 Corporate Services Directorate revenue budget for 2021/22 is £78.686m. This includes a range of Council-wide contracts, including the Council's ICT contract, external audit fee and Scotland Excel membership. The Directorate provides directly delivered Council services, including Customer Contact services and a

range of professional support services, including: Finance and Procurement, Human Resources, Digital Services, Legal and Assurance, Policy and Insight, Strategic Change and Delivery and Communications.

- 4.2 This budget monitoring report also includes financial performance of the Chief Executive's Office.
- 4.3 The period six forecast is for expenditure of Corporate Services Directorate to be within budget. This forecast excludes the additional costs and loss of income due to the Coronavirus pandemic.
- 4.4 Financial controls applied during 2020/21, including control of recruitment to all non-essential vacant posts and agency worker use, will continue to be applied during the current year. Controls will also be applied to discretionary expenditure where no legal or contractual commitment exists, to mitigate potential budget pressures.
- 4.5 Significant additional costs, as a direct consequence of responding to the needs of the City and the Council during recovery from the Coronavirus pandemic are forecast for services delivered by Corporate Services Directorate.
- 4.6 Customer and Digital Services is managing a range of additional Coronavirus recovery activities during 2021/22, providing additional capacity to meet service demands in;
 - 4.6.1 Benefit payments;
 - 4.6.2 Contact Centre;
 - 4.6.3 Council Tax/NDR billing and recovery;
 - 4.6.4 Recovery of Housing Benefit overpayments.
- 4.7 Additional costs are forecast to be fully mitigated by investment in a Coronavirus pandemic recovery provision of £1m, established following confirmation of the 2020/21 outturn. These activities will be subject to ongoing review during 2021/22.
- 4.8 In a report to Governance, Risk and Best Value Committee on 9 November 2021 - [Capacity to deliver the 2021/22 Internal Audit plan](#) – it was recommended £0.350m be allocated to support completion of the minimum number of audits required to support the Internal Audit annual opinion.
- 4.9 The additional cost is forecast to be met from non-recurring employee cost savings in Customer and Digital Services, Finance and Procurement, Human Resources and the teams which were part of the former Strategy and Communications Division. Further savings are anticipated from renewal of the Council's legal services framework contracts. The funding forecast was reported to Finance and Resources Committee on 18 November 2021.

- 4.10 An analysis of the projection by Division and for the Chief Executive's Office is provided in Appendix 1, together with forecast additional Coronavirus costs.
- 4.11 The approved 2021/22 revenue budget requires Corporate Services Directorate to achieve incremental savings of £1.537m in 2021/22 as detailed in Appendix 2.
- 4.12 £1.487m (97%) of approved savings are forecast to be on track for full delivery and are assessed as 'Green', with £0.050m (3%) assessed as 'Amber'. Appendix 2 provides detail of the status of savings assessed as 'Amber'. No savings are assessed as 'Red' or 'Black'. Mitigation measures have been identified to offset the 'Amber' assessed saving.
- 4.13 At this stage in the financial year, the principal financial risks identified for Corporate Services Directorate services are:
- 4.13.1 Welfare Reform grants - potential additional demand following cessation of furlough support at the end of September 2021;
 - 4.13.2 Coronavirus recovery activities for Customer and Digital Services exceeding the available funding of £1m;
 - 4.13.3 A shortfall in Council Tax/NDR Intervention Income.
- 4.14 All current and emerging risks will be subject to ongoing tracking, development of mitigation measures and review throughout 2021/22.
- 4.15 The following additional investment is allocated to Corporate Services Directorate for 2021/22:
- 4.15.1 £0.3m to support delivery measures for the Council's Sustainability Plan;
 - 4.15.2 £0.7m to support the City-wide 2030 Net Zero Strategy;
 - 4.15.3 £0.6m to support the embedding of the Council Business Plan Outcome commitment to reform the way the Council works to better deliver prevention services with engaged and empowered communities;
 - 4.15.4 £0.130m to support Food Growing and to recognise the increase in demand for local food;
 - 4.15.5 £0.100m to support Diversity Training;
 - 4.15.6 £0.052m for the contract extension of a Gaelic Development Officer.
- 4.16 Expenditure slippage from 2021/22 to 2022/23 is forecast:
- 4.16.1 £0.221m on the programme to better deliver prevention services;
 - 4.16.2 £0.045m on support for the City-wide 2030 Net Zero Strategy.

5. Next Steps

- 5.1 Continuing work to identify mitigating measures through workforce and discretionary expenditure controls to manage financial risks and take timely remedial action, where adverse variances become apparent.
- 5.2 Non-Domestic Rates and Council Tax Intervention Income will be reviewed throughout the remainder of 2021/22, after warrants have been raised. An assessment will be made of the potential collection rates.

6. Financial impact

- 6.1 This report forecasts Corporate Services Directorate expenditure to be within budget, including the additional costs and loss of income due to the Coronavirus pandemic.
- 6.2 Attainment of a balanced position is the subject of continuing work to identify further mitigating measures, active management of financial risks and taking timely remedial action, where any further adverse variances become apparent.

7. Stakeholder/Community Impact

- 7.1 Whilst the report provides a financial monitoring update on the Corporate Services Directorate revenue budget, it should be noted that these costs are directly associated within the provision of a range of front-line and corporate services that have been essential to support citizens, businesses and communities throughout the pandemic. The Directorate has enabled and continues to enable the Council to maintain and adapt core services across the City, as well as responding to the need to provide entirely new and additional services on behalf of the Scottish Government. All these activities have had varying degrees of impact upon the community or key stakeholders.

8. Background reading/external references

- 8.1 [Revenue Budget Framework 2021/26 Update](#), The City of Edinburgh Council, 27 May 2021
- 8.2 [Corporate Services Directorate: Revenue Budget Monitoring 2021/22 – Month Four position](#), Finance and Resources Committee, 7 October 2021
- 8.3 [Capacity to deliver the 2021/22 Internal Audit plan](#), Finance and Resources Committee, 18 November 2021

9. Appendices

- 9.1 Appendix 1 – Corporate Services Directorate and Chief Executive’s Office Revenue Budget Monitoring 2021/22 - Month Six position
- 9.2 Appendix 2 – Corporate Services Directorate: Approved Revenue Budget Savings 2021/22

Appendix 1

Corporate Services Directorate and Chief Executive's Office

Revenue Budget Monitoring 2021/22

Month Six position

1. Forecast Revenue Outturn by Division

	Revised Budget	Projected Outturn	Projected Variance	Adverse / Favourable
	£'000	£'000	£'000	
Customer and Digital Services	53,244	53,194	(50)	FAV
Finance	7,120	7,070	(50)	FAV
Human Resources	5,567	5,517	(50)	FAV
Legal and Assurance	6,791	7,034	243	ADV
Strategy and Communications	5,759	5,666	(93)	FAV
Directorate and service-wide costs.	205	205	0	-
Total Net Expenditure	78,686	78,686	0	-
Chief Executive's Office	213	213	0	-

2. Forecast Coronavirus Costs and Loss of Income

	Budget Provision £'000	Projected Outturn £'000	Projected Variance £'000	Adverse / Favourable
Customer and Digital Services – Coronavirus Recovery	1,000	1,000	0	
Total Net Expenditure	1,000	1,000	0	

Appendix 2

Corporate Services Directorate: Approved Revenue Budget Savings 2021/22

Division	Saving Description	2021/22 £'000	Red/Amber/Green/Black* assessment
Customer and Digital Services	ICT contract extension savings	950	
Customer and Digital Services	Digital Delivery - ICT	150	
Customer and Digital Services	Digital Delivery – Print, Mail and Scan Strategy Development	200	
Customer and Digital Services	Renting of Assets for 5G Nodes	50	One-off mitigating saving identified in Digital Services budget.
Service-Wide	Corporate Services Directorate Workforce Savings - Finance	110	
Service-Wide	5% average increase in discretionary fees and charges	77	
	TOTAL	1,537	

SUMMARY	£'000	%
Green assessed	1,487	97
Amber assessed	50	3
Red assessed	0	0
Black Assessed	0	0
TOTAL	1,537	100

Finance and Resources Committee

10:00am, Thursday, 9th December 2021

Treasury Management: Mid-Term Report 2021/22

Executive/routine Executive
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 notes the mid-term report on Treasury Management for 2021/22; and
 - 1.1.2 refers the report to City of Edinburgh Council for approval and subsequent remit by the City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny.

Stephen S. Moir
Executive Director of Corporate Services

Contact: Innes Edwards, Principal Treasury and Banking Manager
Finance and Procurement Division, Corporate Services Directorate
E-mail: innes.edwards@edinburgh.gov.uk | Tel: 0131 469 6291

Treasury Management: Mid-Term Report 2021/22

2. Executive Summary

- 2.1 The purpose of this report is to give an update on Treasury Management activity undertaken in the first half of 2021/22.
- 2.2 In accordance with the Strategy set in March 2021 the Council borrowed £140m from the Public Works Loan Board (PWLB) in the first half of the year to lock in attractive interest rates before Gilt yields increased, to help finance the substantial Capital Programme.
- 2.3 The investment return for 2021/22 continues to show out-performance against the Fund's benchmark, although low in absolute terms, while maintaining the security of the investments as a priority.

3. Background

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

4. Main report

4.1 UK Interest Rates

- 4.1.1 During the last six months of economic uncertainty due to the COVID-19 pandemic, the Bank of England's (BoE) Monetary Policy Committee (MPC) made no change to monetary policy maintaining UK Bank Rate at 0.1%. Inflation concerns have led to markets forecasting an increase in UK Bank Rate with the September Reuters poll showing an increase in late 2022 and possibly sooner. However, the anticipated level of inflation and comments by MPC members suggest that it could be as early as Q4 2021. Appendix 1 gives a summary of the first six months from the Council's Treasury Advisors.

4.2 Debt Management

- 4.2.1 The Council continued to fund its borrowing requirement by reducing its investments but also took the opportunity as previously mentioned to lock in attractive rates of interest to help fund the substantial Capital Investment Programme. Appendix 2 outlines the debt management activity during the period.
- 4.2.2 Some of the £140m borrowed secured funding for historical projects and Appendix 3 reviews the borrowing for the purchase of Waverley Court.

4.3 Investment Out-turn

- 4.3.1 The Council's cash balances are pooled and invested via the Treasury Cash Fund subject to the limits set out in the Treasury Management Policy Statement. Appendix 4 provides detail on Council's investments.
- 4.3.2 As can also be seen in Appendix 4 Treasury Cash Fund performance continues to out-perform its benchmark although investment returns remain low.

5. Next Steps

- 5.1 The Treasury team will continue to operate its Treasury Cash Fund with the aim of out-performing its benchmark of 7-day compounded Sterling Overnight Index Average (SONIA) and manage the Council's debt portfolio to minimise the cost to the Council while mitigating risk.
- 5.2 The Treasury team will also continue to review the Council's borrowing requirements, taking into account the significant planned capital investment set out in the ten-year capital plan, and the opportunities that the market presents.

6. Financial impact

- 6.1 The Treasury Cash Fund has generated significant additional income for the Council.
- 6.2 Loan charges associated with the borrowing will be managed within the approved budget.

7. Stakeholder/Community Impact

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

8. Background reading/external references

- 8.1 None

9. Appendices

- 9.1 Appendix 1 - Economic Background
- 9.2 Appendix 2 - Debt Management Activity
- 9.3 Appendix 3 - Borrowing for the purchase of Waverley Court
- 9.4 Appendix 4 - Investment Out-turn
- 9.5 Appendix 5 - Debt outstanding 30 September 2021

Economic Background

Our Treasury Advisors, Arlingclose summarised the financial markets and gilt yields over the first six months of the financial year as follows:

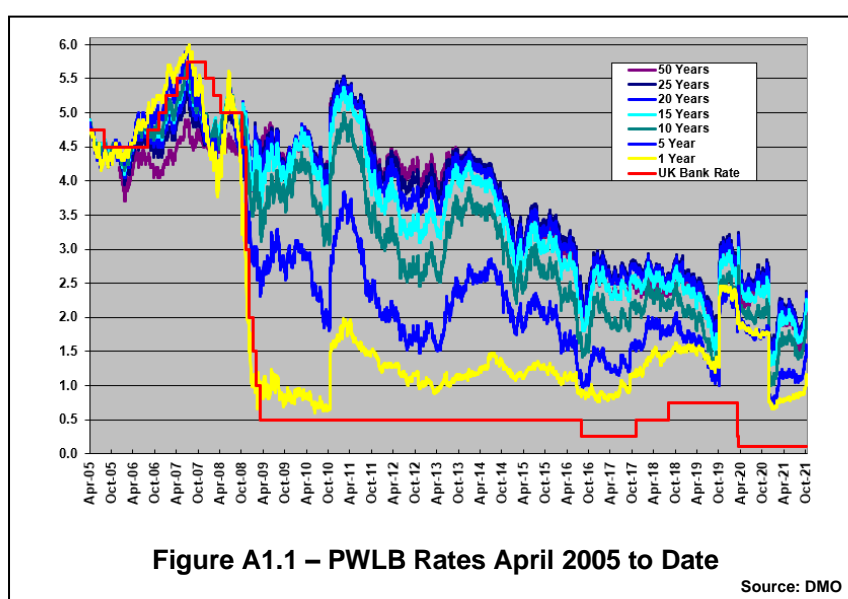
Monetary and fiscal stimulus together with rising economic growth and the ongoing vaccine rollout programmes continued to support equity markets over most of the period, albeit with a bumpy ride towards the end. The Dow Jones hit another record high while the UK-focused FTSE 250 index continued making gains over pre-pandemic levels. The more internationally focused FTSE 100 saw more modest gains over the period and remains below its pre-crisis peak.

Inflation worries continued during the period. Declines in bond yields in the first quarter of the financial year suggested bond markets were expecting any general price increases to be less severe, or more transitory, than was previously thought. However, an increase in gas prices in the UK and EU, supply shortages and a dearth of HGV and lorry drivers with companies willing to pay more to secure their services, has caused problems for a range of industries and, in some instances, led to higher prices.

The 5-year UK benchmark gilt yield began the financial year at 0.36% before declining to 0.33% by the end of June 2021 and then climbing to 0.64% on 30th September. Over the same period the 10-year gilt yield fell from 0.80% to 0.71% before rising to 1.03% and the 20-year yield declined from 1.31% to 1.21% and then increased to 1.37%.

The Sterling Overnight Rate (SONIA) averaged 0.05% over the quarter.

Figure A1.1 below shows the PWLB borrowing rates since April 2005.



Debt Management Activity

Table A2.1 below which shows the out-turn for 2020/21 along with the Council's borrowing requirement over the current and next three years.

Capital Funding v. External Debt	2020/21	2021/22	2022/23	2023/24	2024/25
	Outturn	Estimate	Estimate	Estimate	Estimate
	£'000	£'000	£'000	£'000	£'000
Debt b/fd	1,336,171	1,347,045	1,433,124	1,378,698	1,334,734
Cumulative Capital Expenditure b/fd	1,374,600	1,468,555	1,687,417	1,924,262	2,108,059
Over/underborrowed b/fd	-38,542	-121,510	-254,293	-545,564	-773,325
GF Capital Financed by borrowing	78,588	146,321	102,793	79,073	88,398
Tram Capital Financed by borrowing	52,704	69,873	43,971	12,849	0
Lending to LLPs	19,313	15,026	10,388	72,000	70,500
HRA Capital Financed by borrowing	-1,579	46,935	145,743	93,243	91,003
less scheduled repayments by GF	-32,439	-38,872	-44,009	-42,575	-45,589
less scheduled repayments by Tram	-1	0	0	-4,942	-5,060
less scheduled repayments by LLPs	-14,559	-4,623	-4,834	-4,879	-5,859
less scheduled repayments by HRA	-14,174	-15,242	-16,619	-20,349	-23,609
less scheduled repayments by Joint Boards	-544	-556	-588	-623	-557
Underlying Need to Borrow	87,309	218,862	236,845	183,797	169,227
plus total maturing debt	59,126	53,921	54,426	43,964	43,199
Total Borrowing Requirement	146,435	272,783	291,271	227,761	212,426
Cumulative Borrowing Requirement		272,783	564,054	791,815	1,004,241
New Borrowing	70,000	140,000			
Debt at end of the year	1,347,045	1,433,124	1,378,698	1,334,734	1,291,535
Cumulative Capital Expenditure	1,468,555	1,687,417	1,924,262	2,108,059	2,277,286
Cumulative Over/(Under) Borrowed	-121,510	-254,293	-545,564	-773,325	-985,751

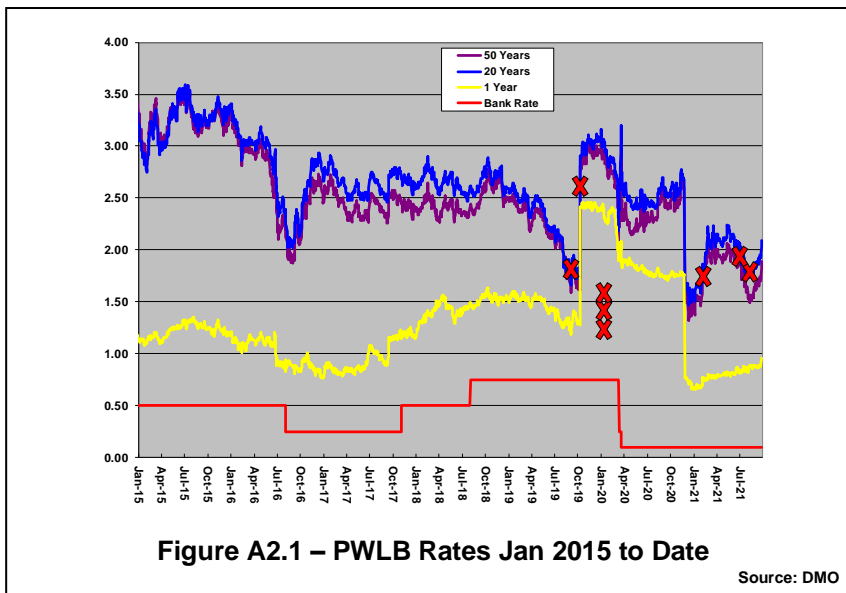
Table A2.1 – Summary of Capital Advances v External Debt

The Debt Management Strategy for 2021/22 as outlined in the Strategy Report was:

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

- *continue to reduce investment balances to temporarily fund capital expenditure;*
- *seek alternative sources of funds to the PWLB; and*
- *continue to lock out the risk on projects when the timing of capital expenditure becomes certain and interest rates are appropriate.*

Although the strategy to reduce cash further has been followed through, there were significant concerns over the prospects for inflation and the medium-term outlook for interest rates. The opportunity was therefore taken to lock in a further £140m of long term PWLB funding at sub two percent levels to manage some more of the Council's interest rate risk. Figure A2.1 shows PWLB Borrowing Rates along with the timing of PWLB borrowing.



In addition to drawing down the £60m from PBB which had been pre-agreed in relation to the St. James Centre GAM project, since 2019/20, the Council has borrowed £386m from the PWLB at an average interest rate of 2.07%. Despite borrowing nearly £450m over the last 24 months, Table A2.1 shows that the Council still has a substantial cumulative borrowing requirement over the next few years if the capital expenditure is in line with current forecasts.

Borrowing for the Purchase of Waverley Court

2020/21 marked the maturity of the last of the external loans taken out to finance the purchase of Waverley Court in 2008. However, the Loans Fund capital advances to fund the purchase were for 28 years, so there is still currently a need to borrow. As the external loans matured, they were initially re-financed by reducing the Council's investments, and subsequently re-financed as part of the package of loans detailed in Appendix 2. This is therefore an appropriate time to reflect on the strategy for the borrowing for a major Council capital expenditure.

Waverley Court was purpose built for the Council and was on a 20 year fully repairing and insuring lease from Norwich Union Life & Pension Fund (NULAP). The lease had pre-determined five yearly lease uplifts in the lease rentals and was due to increase to £8.3m per annum by November 2021. As the Global Financial Crisis took hold, the opportunity arose to purchase the building which the Council took, subsequently winning the Property Deal of the Year at the Scottish Property Awards. Based on funding the purchase with Prudential Borrowing at an interest rate 4.75%, the Council was projected to save £38m in cash terms and own the building. Treasury's role in the purchase was the borrowing strategy, and that is reviewed here.

Figure A3.1 below shows that most PWLB borrowing rates were around 4.5% at the time Waverley Court was purchased. Subsequently, shorter rates came down as UK Bank Rate was reduced but longer rates stayed quite high, increasing to over 5% as the UK Government increased the margin over Gilts for PWLB Borrowing Rates.

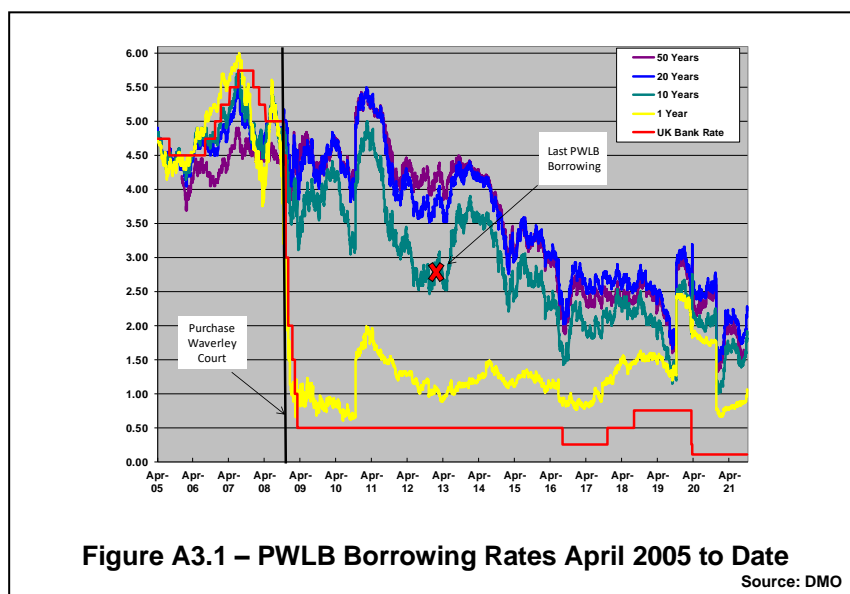


Table A3.1 below shows how the purchase was funded. A net £74m of Prudential Borrowing was needed to finance the purchase, and the business case was based on borrowing for 28 years at an interest rate of 4.75%. The Council operates a Loans Pool so doesn't borrow for individual projects. However, for some major projects Treasury looks at packages of loans to take the borrowing risk relative to the business case off the table. In this case the view was taken that interest rates were likely to come down so the long-term

risk was not taken off the table. The strategy adopted was two-fold – firstly to secure half the funding from the PWLB but with a short duration. Secondly, to borrow the other half as very short loans from other local authorities. This meant that as the UK Bank Rate tumbled, every time a loan matured, it was re-financed at a lower rate for the next month. In essence, this manufactured a synthetic variable rate structure for that half of the borrowing to take advantage of falling rates.

How Waverley Court was funded:		Cost of funding Waverley Court:	
Original Cost to be funded:	91,271,649		
less 08/09 capital receipts	9,847,694	2008/09	
	81,423,956	Average Actual Interest Rate	2.03
Made up of:		Actual Interest Incurred	600,428.23
PWLB Borrowing 08/09	40,000,000	Interest @4.75%	1,395,069.26
Temporary Borrowing @31/03/09	42,800,000	08/09 saving over business case	794,641.03
	82,800,000		
		2009/10	
Cost to be funded	81,423,956	Average Actual Interest Rate	2.93
less 09/10 capital receipts	6,808,596	Actual Interest Incurred	2,277,665.10
	74,615,360	Interest @4.75%	3,575,780.24
		09/10 saving over business case	1,298,115.14
Made up of:			
PWLB Borrowing 08/09	40,000,000		
PWLB Borrowing 09/10	34,615,360		
	74,615,360		

Table A3.1 – Funding the Purchase of Waverley Court

In April 2009, the remaining local authority loans were re-financed from the PWLB. This strategy generated £2m of savings relative to the business case over the first two years. Table A3.2 below shows the two tranches of loans which that were taken out.

Waverley Court Borrowing					
2008/09					
Borrowing Date	Maturity Date	Principal	Interest Rate	Term	
01-Dec-08	01-Jun-11	5,000,000	2.74	2.5	
01-Dec-08	01-Dec-13	10,000,000	3.45	5	
01-Dec-08	01-Jun-14	5,000,000	3.55	5.5	
08-Dec-08	08-Jun-11	10,000,000	2.27	2.5	
08-Dec-08	08-Dec-14	5,000,000	3.30	6	
10-Dec-08	10-Dec-16	5,000,000	3.61	8	
		40,000,000			

2009/10				
Borrowing Date	Maturity Date	Principal	Interest Rate	Term
21-Apr-09	21-Apr-14	10,000,000	2.64	5
21-Apr-09	21-Apr-19	10,000,000	3.4	10
21-Apr-09	21-Apr-20	10,000,000	3.54	11
21-Apr-09	21-Apr-13	4,615,360	2.39	4
		34,615,360		
		Total Borrowed	£74.6m	
		Average Interest Rate	3.08 %	
		Average Term	6.2 years	

Table A3.2 – External PWLB Borrowing for Waverley Court

However, all these loans have now matured and have been re-financed initially by reducing the Council’s investments and subsequently with long-term PWLB funding. As can be seen in Appendix 4, the loss of investment return over this period has been less than 1%, recently much less and recent long-term borrowing has been sub 2%. This is all against a business case predicated on borrowing at 4.75%.

As noted in Appendix 2, Treasury has gone from a strategy of filling in maturity gaps and creating interest rate risk to one of locking in historically low long-term interest rates to take the interest rate risk of current and previous projects off the table.

Figure A3.2 below shows the level of the Council’s borrowing along with the cost of that borrowing.

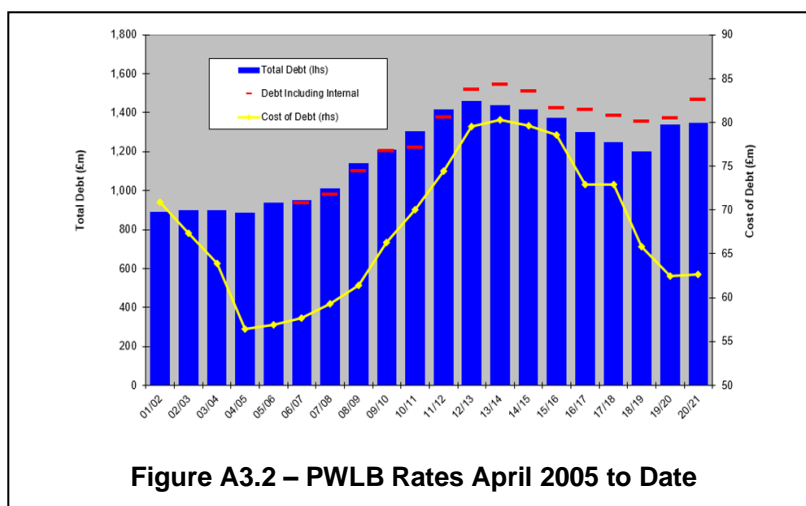


Figure A3.2 – PWLB Rates April 2005 to Date

Investment Out-turn

The Council’s cash balances are pooled and invested via the Treasury Cash Fund subject to the limits set out in the Treasury Management Policy Statement. Figure A4.1 below shows the daily investment in the Cash Fund since April 2009 highlighting the increased cash holdings due to borrowing. The Treasury Management strategy is to ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks. The Cash Fund’s Investment Strategy continues to be based around the security of the investments.

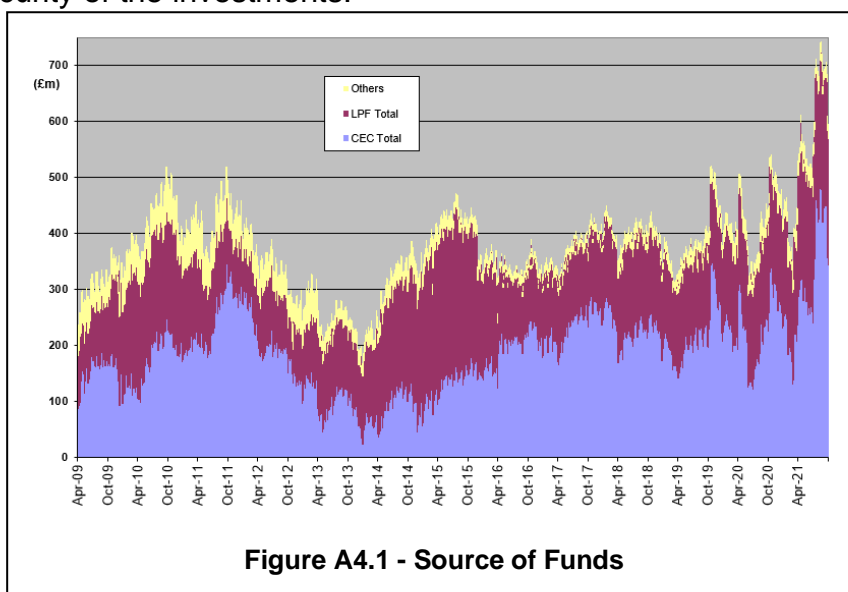


Figure A4.2 shows the rates achieved in the Friday auctions of UK Treasury Bills. As can be seen the lowest accepted and average yield on the 3-month maturity fell below zero on the first auction in October. The previous week Treasury was able to secure £20m 3-month UK Treasury Bills at a rate of 0.025%.

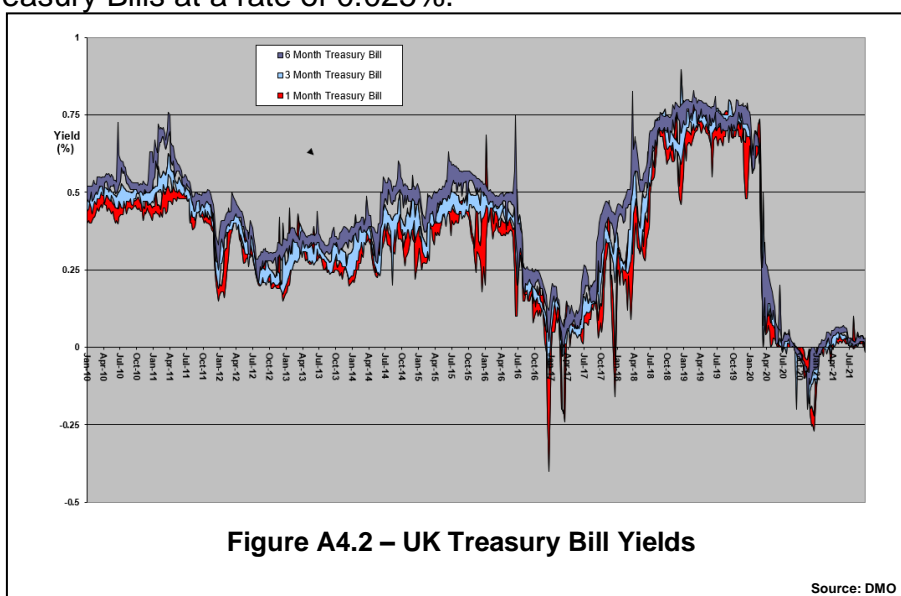
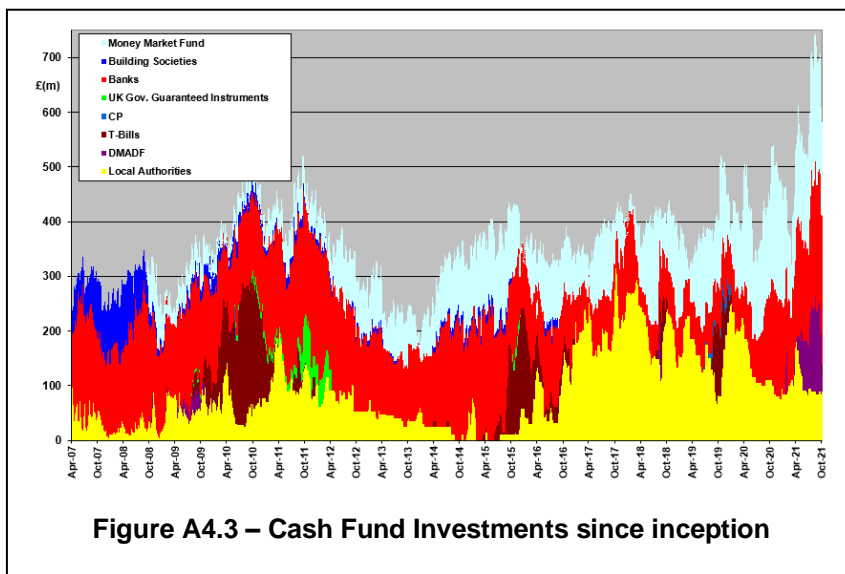
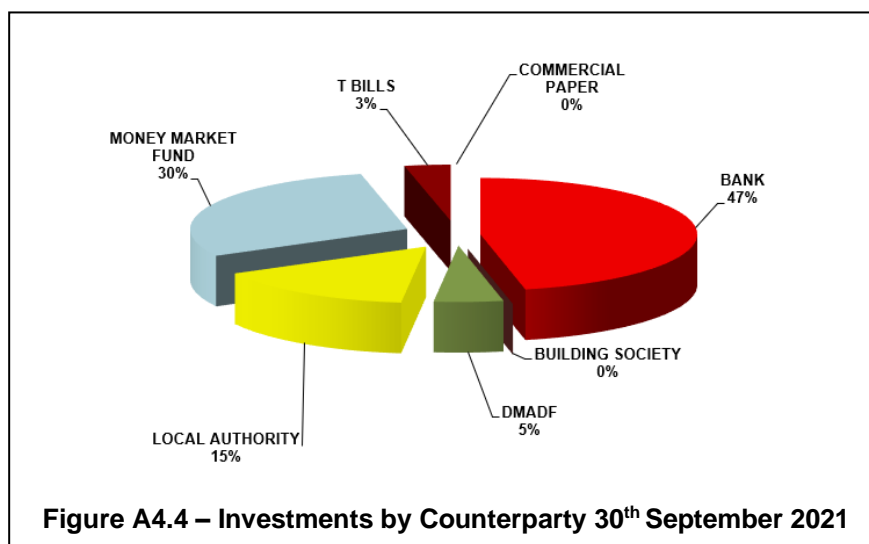


Figure A4.3 shows in detail the distribution on Cash Fund investments since inception in 2007. This shows the increased investment due to increased cash holdings and the investment within the Governments Debt Management Agency Deposit Facility (DMADF).

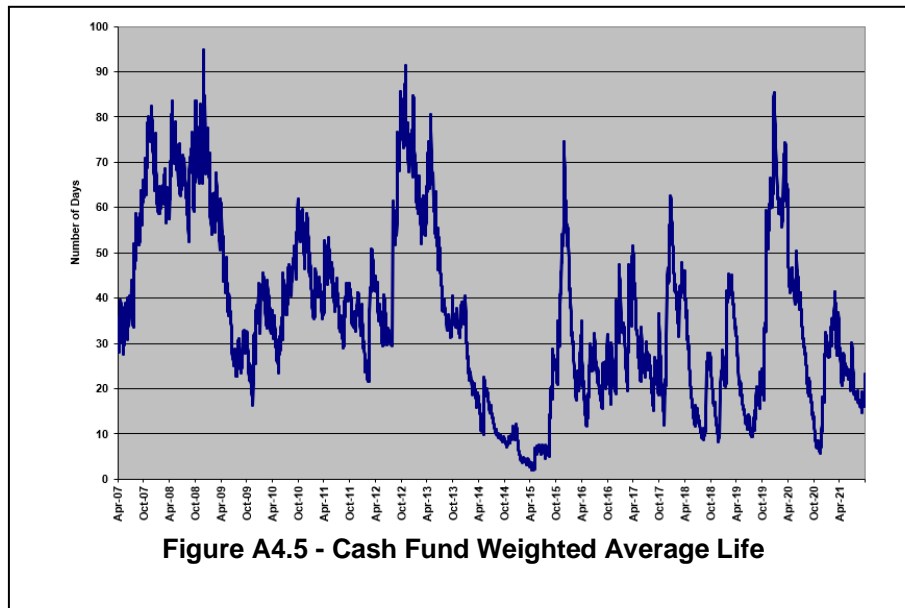


As can be seen in Figure A4.4, 15% of the fund was invested in Local Authority deposits between 7 different authorities, 3% with UK Treasury Bills, 5% invested with DMADF, 47% was invested with Banks in call accounts split between instant access and 31-day notice with HSBC and 30% on deposit with Money Market Funds. As previously mentioned, Treasury was successful in the 3-month UK Treasury Bill auction towards the end of September and achieved a rate of 0.025%.



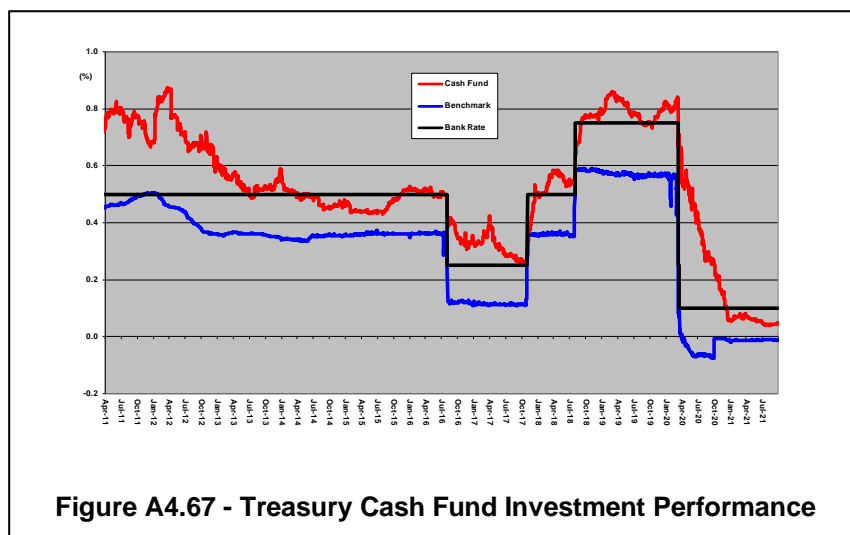
The strategy is to seek Local Authority and UK Treasury Bill trades which add value to relative MMF/Bank rates and make a positive performance contribution. The Local Authority market rates remain low but with the recent increase in Gilt yields we have been able to secure £20 million September 2022 1.75% UK Gilts. Treasury will continue to monitor yield increases and take advantage of any opportunity to achieve an increase rate with Government backed investments.

As can be seen in Figure A4.5 the weighted average life of the fund was just above 23 from the end of September. This was mainly due to longer term deposits being closer to maturity although there was a successful bid for a 3-month UK Treasury Bill and a 11-month deposit agreed with a Local Authority towards the end of the mid-term.



Cash Fund Performance

The annualised rate of return for the Cash Fund for the six months to September 2021 was 0.05% against a benchmark of -0.01%. Figure A4.6 below shows the daily investment performance of the Cash Fund against its benchmark since April 2011. As can be seen, Cash Fund performance has remained above the benchmark. Treasury will continue to seek trades which add value while retaining security of investments.



Debt outstanding 30th September 2021

Market Debt (non LOBO)

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
M	08/10/2020	08/10/2045	59,142,025.46	2.613	1,556,590.56
M	30/06/2005	30/06/2065	5,000,000.00	4.4	220,000.00
M	07/07/2005	07/07/2065	5,000,000.00	4.4	220,000.00
M	21/12/2005	21/12/2065	5,000,000.00	4.99	249,500.00
M	28/12/2005	24/12/2065	12,500,000.00	4.99	623,750.00
M	14/03/2006	15/03/2066	15,000,000.00	5	750,000.00
M	18/08/2006	18/08/2066	10,000,000.00	5.25	525,000.00
M	01/02/2008	01/02/2078	10,000,000.00	3.95	395,000.00
			121,642,025.46		

Market Debt (LOBO)

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

PWLB

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
M	23/04/2009	23/04/2022	5,000,000.00	3.76	188,000.00
M	12/06/1995	15/05/2022	10,200,000.00	8	816,000.00
M	14/06/2010	14/06/2022	10,000,000.00	3.95	395,000.00
M	31/03/1995	25/09/2022	6,206,000.00	8.625	535,267.50
M	16/02/1995	03/02/2023	2,997,451.21	8.625	258,530.17
M	24/04/1995	25/03/2023	10,000,000.00	8.5	850,000.00
M	05/12/1995	15/05/2023	5,200,000.00	8	416,000.00
M	20/09/1993	14/09/2023	2,997,451.21	7.875	236,049.28
M	20/09/1993	14/09/2023	584,502.98	7.875	46,029.61
M	08/05/1996	25/09/2023	10,000,000.00	8.375	837,500.00
M	13/10/2009	13/10/2023	5,000,000.00	3.87	193,500.00
M	05/12/1995	15/11/2023	10,000,000.00	8	800,000.00
M	10/05/2010	10/05/2024	10,000,000.00	4.32	432,000.00
M	28/09/1995	28/09/2024	2,895,506.10	8.25	238,879.25
M	14/05/2012	14/11/2024	10,000,000.00	3.36	336,000.00
A	14/12/2009	14/12/2024	2,841,166.47	3.66	103,986.69
M	17/10/1996	25/03/2025	10,000,000.00	7.875	787,500.00
M	10/05/2010	10/05/2025	5,000,000.00	4.37	218,500.00
M	16/11/2012	16/05/2025	20,000,000.00	2.88	576,000.00
M	13/02/1997	18/05/2025	10,000,000.00	7.375	737,500.00
M	20/02/1997	15/11/2025	20,000,000.00	7.375	1,475,000.00
A	01/12/2009	01/12/2025	5,125,423.39	3.64	214,778.35
M	21/12/1995	21/12/2025	2,397,960.97	7.875	188,839.43
M	21/05/1997	15/05/2026	10,000,000.00	7.125	712,500.00
M	28/05/1997	15/05/2026	10,000,000.00	7.25	725,000.00
M	29/08/1997	15/11/2026	5,000,000.00	7	350,000.00
M	24/06/1997	15/11/2026	5,328,077.00	7.125	379,625.49
M	07/08/1997	15/11/2026	15,000,000.00	6.875	1,031,250.00
M	13/10/1997	25/03/2027	10,000,000.00	6.375	637,500.00
M	22/10/1997	25/03/2027	5,000,000.00	6.5	325,000.00
M	13/11/1997	15/05/2027	3,649,966.00	6.5	237,247.79
M	17/11/1997	15/05/2027	5,000,000.00	6.5	325,000.00
M	13/12/2012	13/06/2027	20,000,000.00	3.18	636,000.00
M	12/03/1998	15/11/2027	8,677,693.00	5.875	509,814.46
M	06/09/2010	06/09/2028	10,000,000.00	3.85	385,000.00
M	14/07/2011	14/07/2029	10,000,000.00	4.9	490,000.00
E	14/07/1950	03/03/2030	2,148.44	3	70.14
M	14/07/2011	14/07/2030	10,000,000.00	4.93	493,000.00
E	15/06/1951	15/05/2031	2,343.50	3	75.58
M	06/09/2010	06/09/2031	20,000,000.00	3.95	790,000.00
M	15/12/2011	15/06/2032	10,000,000.00	3.98	398,000.00
M	15/09/2011	15/09/2036	10,000,000.00	4.47	447,000.00
M	22/09/2011	22/09/2036	10,000,000.00	4.49	449,000.00

M	10/12/2007	10/12/2037	10,000,000.00	4.49	449,000.00
M	08/09/2011	08/09/2038	10,000,000.00	4.67	467,000.00
M	15/09/2011	15/09/2039	10,000,000.00	4.52	452,000.00
M	06/10/2011	06/10/2043	20,000,000.00	4.35	870,000.00
M	09/08/2011	09/02/2046	20,000,000.00	4.8	960,000.00
M	23/01/2006	23/07/2046	10,000,000.00	3.7	370,000.00
M	23/01/2006	23/07/2046	10,000,000.00	3.7	370,000.00
M	19/05/2006	19/11/2046	10,000,000.00	4.25	425,000.00
M	07/01/2008	07/01/2048	5,000,000.00	4.4	220,000.00
A	24/03/2020	24/03/2050	14,411,623.40	1.64	237,972.00
A	26/03/2020	26/03/2050	4,799,323.64	1.49	72,011.97
A	26/03/2021	26/03/2051	9,872,561.00	1.75	173,884.91
A	12/07/2021	12/07/2051	40,000,000.00	1.78	707,484.79
M	27/01/2006	27/07/2051	1,250,000.00	3.7	46,250.00
M	16/01/2007	16/07/2052	40,000,000.00	4.25	1,700,000.00
M	30/01/2007	30/07/2052	10,000,000.00	4.35	435,000.00
M	13/02/2007	13/08/2052	20,000,000.00	4.35	870,000.00
M	20/02/2007	20/08/2052	70,000,000.00	4.35	3,045,000.00
M	22/02/2007	22/08/2052	50,000,000.00	4.35	2,175,000.00
M	08/03/2007	08/09/2052	5,000,000.00	4.25	212,500.00
M	30/05/2007	30/11/2052	10,000,000.00	4.6	460,000.00
M	11/06/2007	11/12/2052	15,000,000.00	4.7	705,000.00
M	12/06/2007	12/12/2052	25,000,000.00	4.75	1,187,500.00
M	05/07/2007	05/01/2053	12,000,000.00	4.8	576,000.00
M	25/07/2007	25/01/2053	5,000,000.00	4.65	232,500.00
M	10/08/2007	10/02/2053	5,000,000.00	4.55	227,500.00
M	24/08/2007	24/02/2053	7,500,000.00	4.5	337,500.00
M	13/09/2007	13/03/2053	5,000,000.00	4.5	225,000.00
A	14/10/2019	10/04/2053	106,892,653.62	2.69	2,861,104.69
M	12/10/2007	12/04/2053	5,000,000.00	4.6	230,000.00
A	01/07/2021	01/07/2053	50,000,000.00	1.98	984,421.87
M	05/11/2007	05/05/2057	5,000,000.00	4.6	230,000.00
M	15/08/2008	15/02/2058	5,000,000.00	4.39	219,500.00
A	25/01/2019	25/01/2059	2,634,821.72	2.65	70,632.63
A	11/06/2019	11/06/2059	1,243,526.49	2.23	28,076.16
A	01/10/2019	01/10/2059	1,308,173.07	1.74	22,865.72
A	02/10/2019	02/10/2059	38,959,991.51	1.8	704,427.87
A	05/11/2019	05/11/2059	6,999,544.03	2.96	206,456.25
A	28/11/2019	28/11/2059	1,280,483.36	3.03	38,664.01
A	02/12/2019	02/12/2059	2,756,680.27	3.03	83,237.57
A	20/01/2020	20/01/2060	1,947,664.57	1.77	34,629.41
A	20/01/2020	20/01/2060	449,115.03	2.97	13,384.94
M	04/10/2019	04/04/2060	40,000,000.00	1.69	676,000.00
M	02/12/2011	02/12/2061	5,000,000.00	3.98	199,000.00
M	26/03/2020	26/03/2070	10,000,000.00	1.29	129,000.00
M	12/07/2021	12/07/2071	50,000,000.00	1.74	870,000.00
			1,142,411,851.98		

SALIX INTEREST FREE

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
Z	31/03/2015	01/04/2023	360,579.48	0.00	0.00
Z	22/09/2015	01/10/2023	109,899.85	0.00	0.00
Z	29/03/2019	01/04/2029	111,982.88	0.00	0.00
			582,462.21		

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Finance and Resources Committee

10.00am, Thursday 9 December 2021

Workforce Dashboard – Proposed Changes

Item number	
Executive/routine	Executive
Wards	All
Council Commitments	

1. Recommendations

- 1.1 To approve the proposed changes to the Workforce Dashboard reporting to the Committee.

Stephen S. Moir

Executive Director of Corporate Services

Contact: Katy Miller, Service Director: Human Resources

Human Resources Division, Corporate Services Directorate

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

Workforce Dashboard – Proposed Changes

2. Executive Summary

- 2.1 This report provides proposed changes to the current Finance and Resources Committee Workforce Dashboard.

3. Background

- 3.1 Currently the monthly Workforce Dashboards reported at Finance and Resources Committee comprise retrospective data, which is primarily quantitative in nature. In addition to these, Directorate level dashboards are produced.
- 3.2 It is recognised that there is the opportunity to further strengthen the alignment between the Workforce Dashboard reporting and our People Strategy 2021-2024, which supports the delivery of our Council Business Plan: *Our Future Council, our Future City*.
- 3.3 A review of the dashboard and the supporting processes to produce them has been completed.

4. Main report

- 4.1 A review has been completed of the current Workforce Dashboards to bring about further alignment to our People Strategy 2021-2024, which supports the delivery of our Council Business Plan: *Our Future Council, Our Future City* and to strengthen the connections between pertinent data.
- 4.2 This also provided the opportunity to review the supporting processes to produce them, including; the current data content and sources; the resources required to produce them and; the Finance and Resources Committee meeting questions raised in relation to the Workforce Dashboards over the previous 12 months. Additionally, benchmarking of workforce data reporting against public, private, and charity sector organisations was undertaken.
- 4.3 Following this review, a revised Workforce Dashboard is being proposed for approval.
- 4.4 The proposed dashboard will follow the format of our People Strategy themes, will move away from being purely retrospective incorporating a 'looking forward' perspective which will also include Service-led narrative to supplement the quantitative data.

- 4.4 Additionally, it is proposed that the new dashboards are produced on a quarterly basis, rather than monthly, in line with the financial quarters:
- April – June
 - July – September
 - October – December
 - January – March
- 4.5 Core sections will cover workforce size, salary costs, recruitment, new starters, absence and leavers. Data includes:
- FTE/headcount; FTE by grade / Pay; flexible workforce costs (agency, supply/casual and overtime);
 - Plus, new metrics including:
 - Total number of job vacancies advertised within quarter
 - Total number of job vacancies advertised spilt into months in quarter
 - Top 5 vacancies advertised in quarter
 - Percentage of vacancies filled internal / external
 - Top new starter roles in quarter
 - Internally filled roles categories in quarter: secondment, acting up, promotion
 - Sickness hours and notional days lost per employee (teachers) within the quarter
 - Total number of organisational leavers spilt into months within quarter compared to same month in previous year - FTE
 - Top 5 leavers reason within quarter by FTE
 - Breakdown of total new starts by employment category for quarter: perm, fixed term, supply and casual employees.
- 4.6 Additionally, we are proposing four **deep dives**, one per quarter aligned to our People Strategy themes:
1. **Workforce profile:** currently our Annual Workforce Controls report.
 2. **Enhancing employees' experience:** Delivering a positive, flexible and enabled work environment and experience. This would include workforce insight and data such as; wellbeing offering and support; Our Future Work (how we work in the future); employee benefits uptake and; supporting colleagues with organisational change.
 3. **Maximising our capabilities and performance:** Ensuring we're recruiting and developing colleagues with the skills, knowledge and behaviours needed to deliver our priorities. This would include workforce insight and data such as; learning uptake and evaluation; work to embed Performance Management; recruitment and leavers related data and; development of workforce plans.
 4. **Living our behaviours:** Developing a culture of inclusion and respect. This would include workforce insight and data such as; colleague surveys/pulse checks; management training and leadership development; employee case analysis (grievance, disciplinary etc); employee policy reviews/development and; diversity and inclusion.
- 4.7 Appendix One provides details of the People Strategy themes with agreed outcomes and measures of success.

6. Financial impact

- 6.1 There is no direct financial impact to proposed changes to the Workforce Dashboards.
- 6.2 To acknowledge that the Workforce Dashboard provides insight and data on workforce costs to provide visibility and to support decision making.

7. Stakeholder/Community Impact

- 7.1 Not applicable

8. Background reading/external references

- 8.1 Finance and Resources Workforce Dashboards.
- 8.2 [People Strategy 2021-2024](#)

9. Appendices

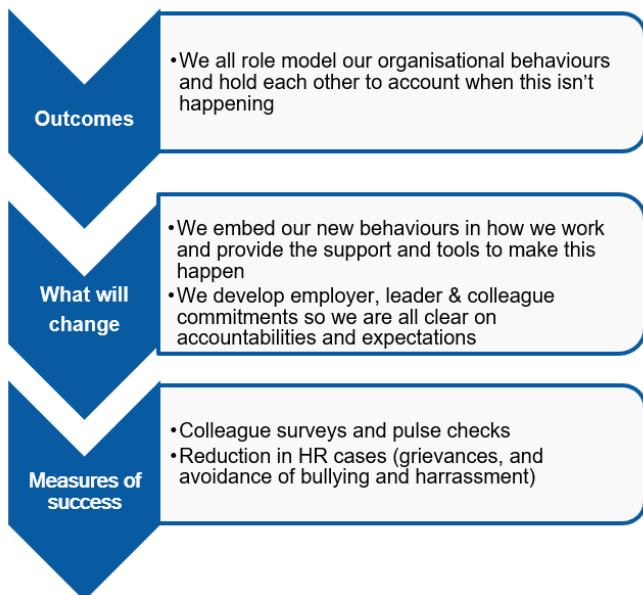
- 9.1 Appendix 1 – People Strategy 2021-2024

Appendix 1 – People Strategy 2021-2024

Living our behaviours

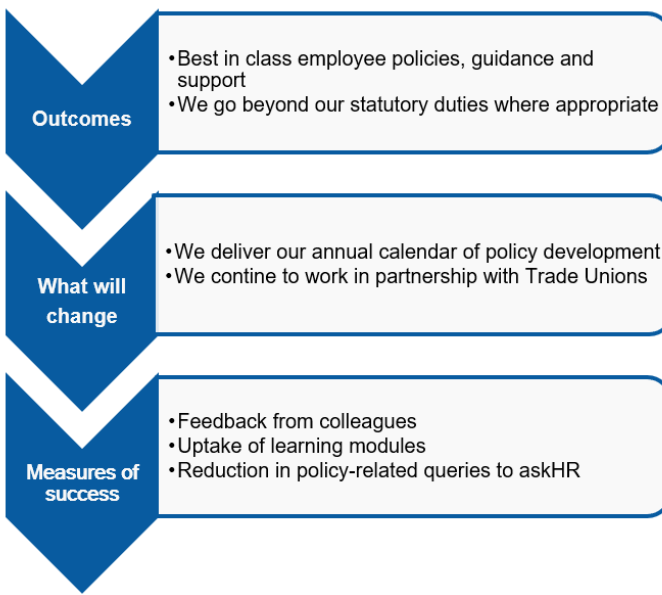
Action 1: Our behaviours

Identify and embed the behaviours we expect every colleague to demonstrate at work.



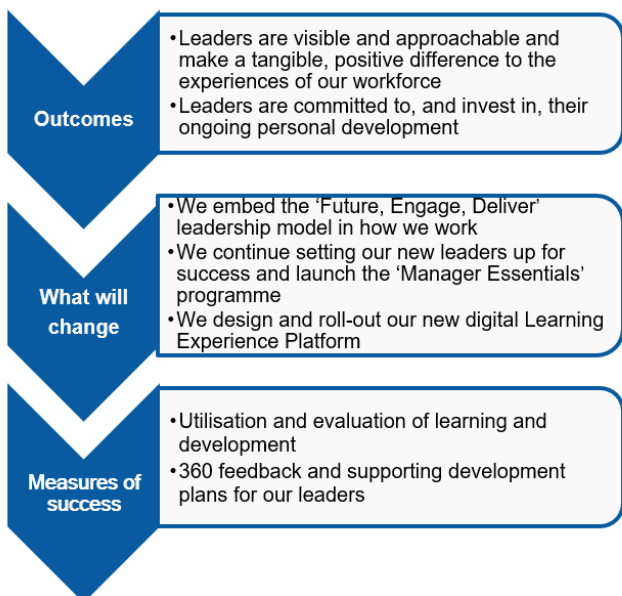
Action 2: Employment policies

Develop best practice inclusive policies, guidance and learning which reflect our culture.



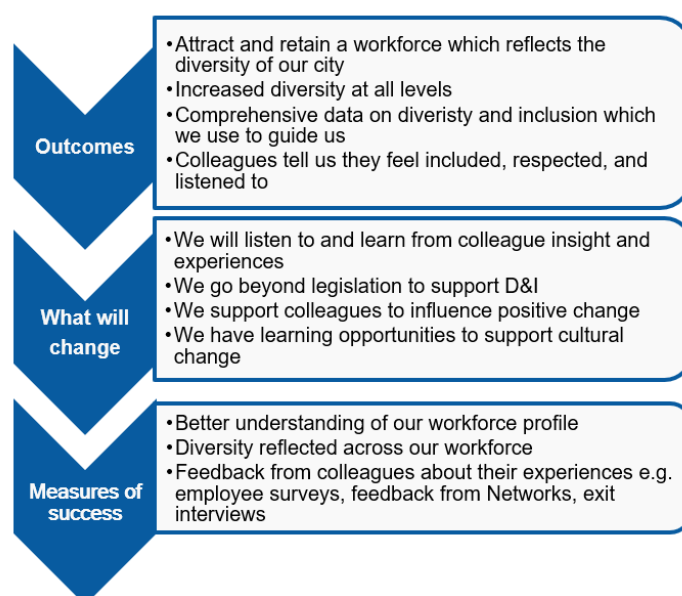
Action 3: Leadership

Support our leaders to be confident, self-aware and to deliver using our expected behaviours.



Action 4: Diversity and Inclusion (D&I)

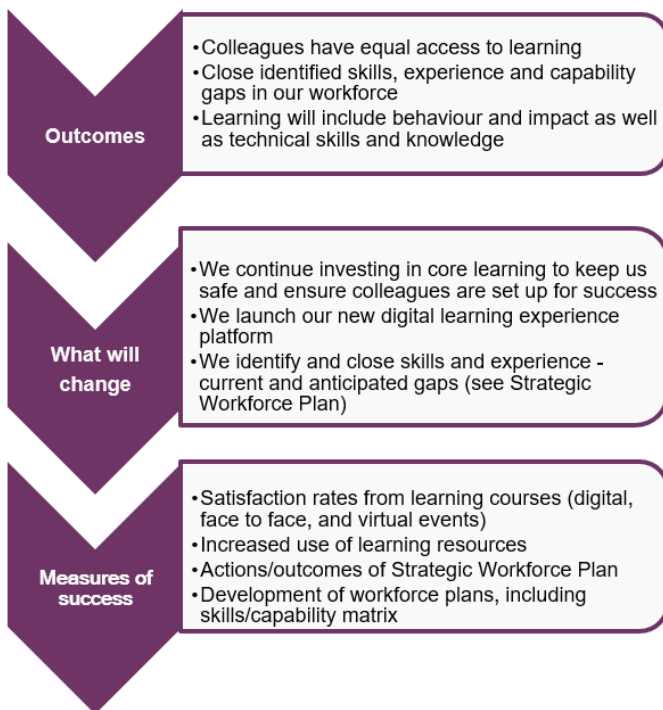
Build our culture of equality and inclusion and influence positive change for our workforce and city.



Maximising our capability and performance

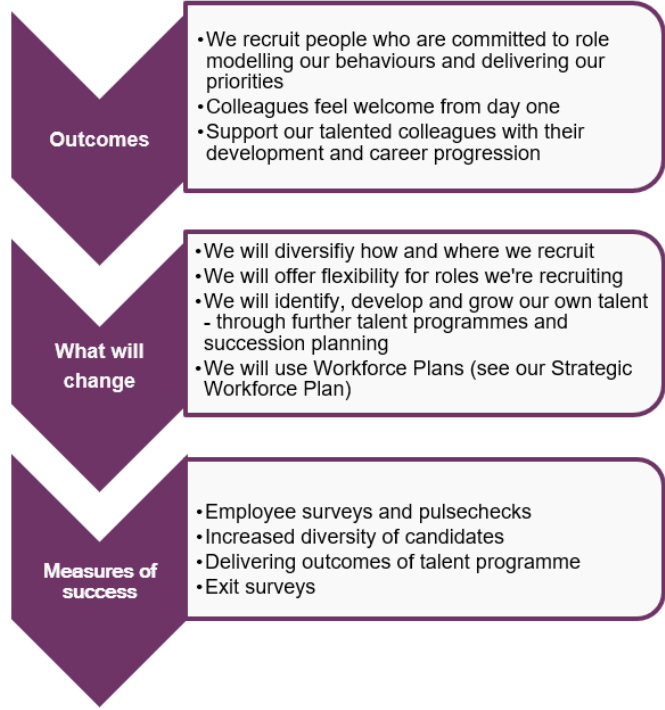
Action 5: Learning

Create a learning culture and make it easier to develop our own internal talent.



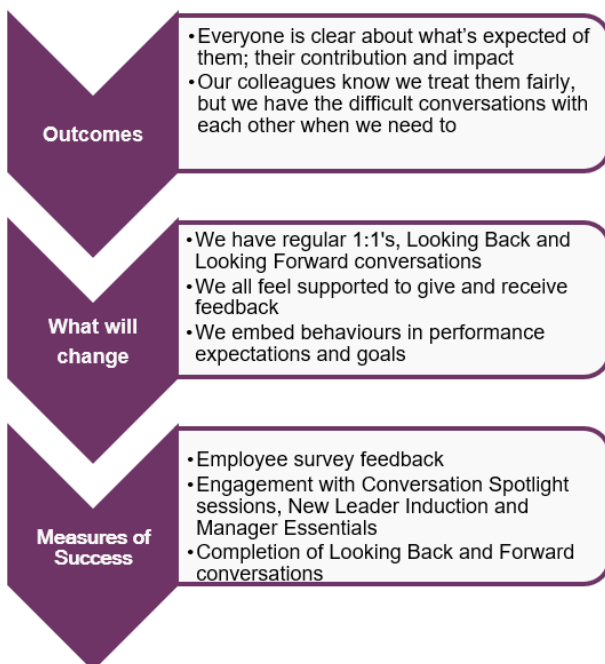
Action 6: Resourcing and Talent Development

Be innovative and inclusive in how and where we recruit to attract high quality candidates and develop our internal talent.



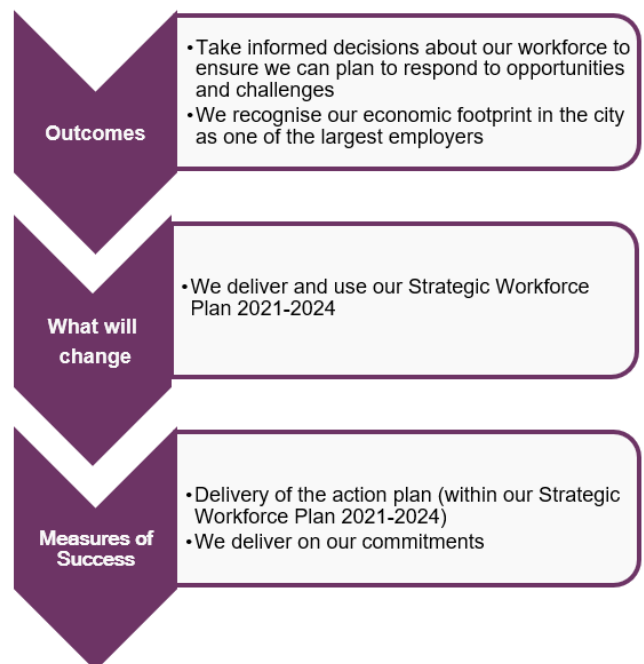
Action 7: Performance management

Embed conversations about goals, development, and delivery for all colleagues.



Action 8: Workforce planning

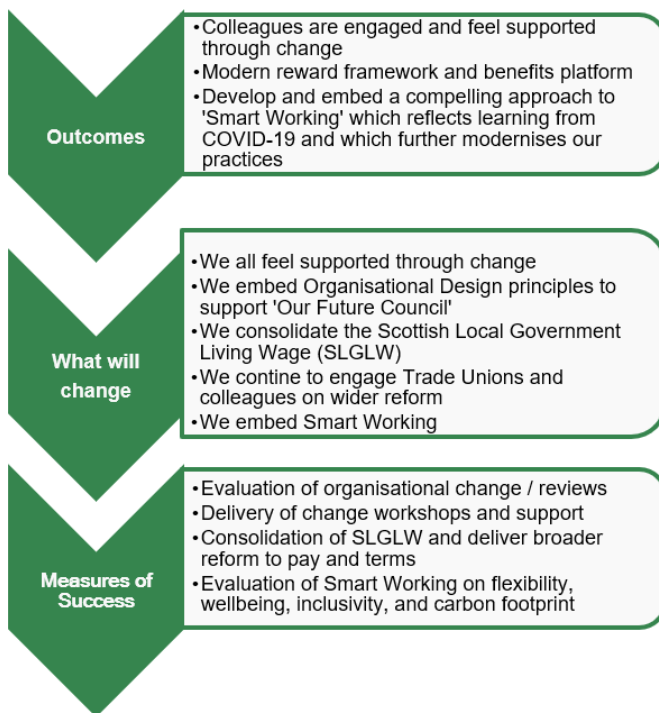
Deliver our strategic priorities by making informed decisions about our workforce.



Enhancing our colleague experience

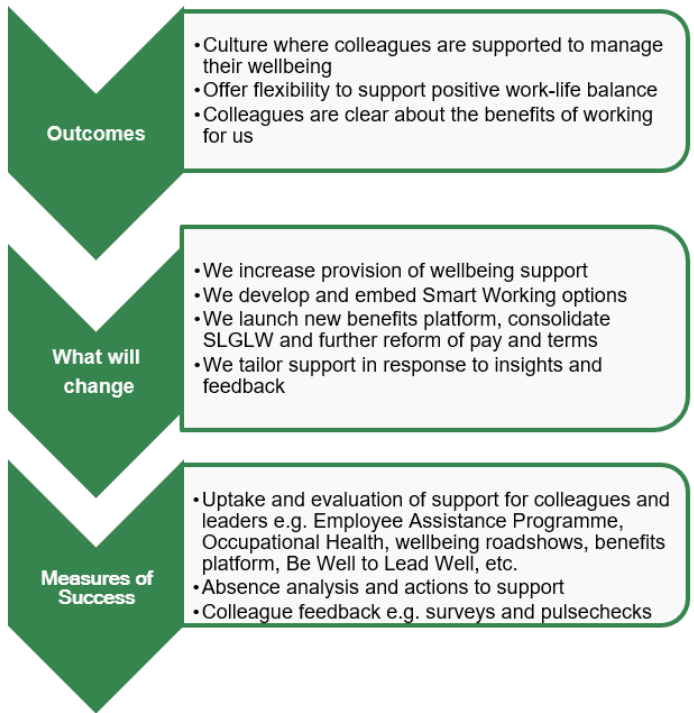
Action 9: Organisational change

Change is outcome-focused, research-based, collaborative, and drives continuous improvement of outcomes and services.



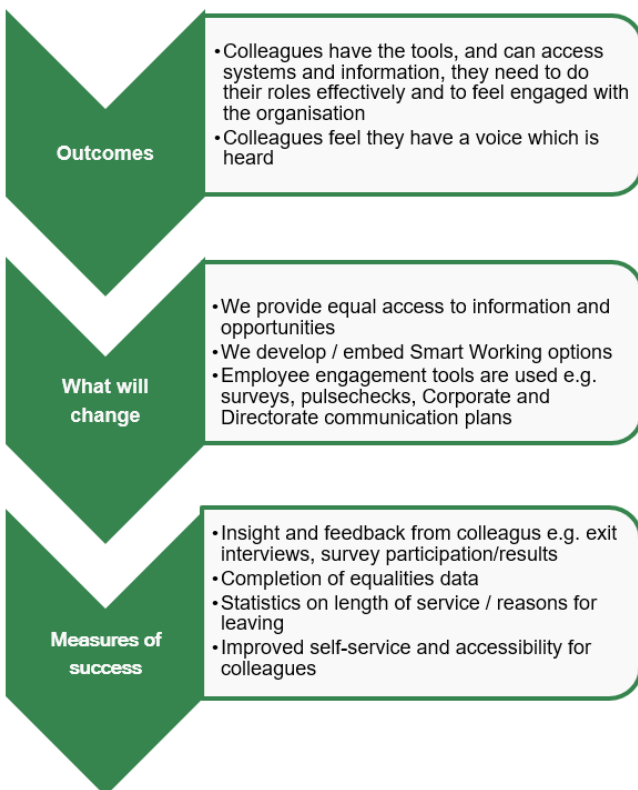
Action 10: Wellbeing

Take a holistic and preventative approach to colleagues' mental, physical and financial wellbeing.



Action 11: Engagement and Enablement

Ensure our colleagues feel engaged and valued, have a voice and are listened to, and are able to access information and systems to make their working lives easier.



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Finance and Resources Committee

10.00am, Thursday 09 December 2021

Workforce Dashboard

Item number	
Executive/routine	Executive
Wards	All
Council Commitments	

1. Recommendations

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

Stephen S. Moir

Executive Director of Corporate Services

Contact: Katy Miller, Service Director: Human Resources

Human Resources Division, Corporate Services Directorate

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

Workforce Dashboard

2. Executive Summary

- 2.1 This report provides a summary of workforce metrics for the core and flexible workforce, absence, transformation/redeployment, risk, and performance, for the period of **September 2021**.

3. Background

- 3.1 Comparison is made to the previous dashboard reporting period, August 2021.

4. Main report

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

Core Workforce

- 4.2 All Figures referred to are contained in Appendix 3.
- 4.3 Our core workforce decreased this period by 35 FTE to 14,746 FTE (a decrease of 20 in Health and Social Care Partnership and decreases of 10 and 7 in Corporate

Services and Place). The basic salary pay bill decreased by £1.2 m to £464.1m. Workforce FTE and pay bill trends are shown in **Figures 1 and 2**.

- 4.4 **Figure 3** shows the change in FTE for the Local Government Employee (LGE), Teaching, Chief Official and Craft Apprentice groups between August and September 2021.
- 4.5 **Figure 4** shows the change in Directorate FTE between August and September 2021.
- 4.6 Permanent contracts decreased by 2 FTE, Fixed Term Contracts (FTCs) increased by 38 FTE (19 of which were in Schools & Lifelong Learning), acting up and secondment contracts decreased by 71 FTE and apprentice/trainee contracts stayed the same.
- 4.7 The annual cost of permanent contracts decreased by £2.5m and FTCs increased by £1.0m. The cost of acting up and secondment arrangements increased by £224k, and the cost of apprentices/trainees stayed the same.
- 4.8 The cost of organisation new starts was £2.3m and the cost of leavers was £3.5m.
- 4.9 The spend on Working Time Payments (WTPs) decreased by £4K to £693K.
- 4.10 **Figure 5** shows longer term Local Government Employee workforce change, between June 2015 and September 2021 (i.e. before and after Transformation).

Flexible Workforce

- 4.11 In the period, this workforce was equivalent to approximately 1,033 FTE. The associated costs for this period increased by £0.6m to £2.9m. (**Figure 6**).
- 4.12 The spend on the agency workforce increased by £0.27m and cost the organisation £1.7m in the period. Of the total spend, 92.5% is attributable to the primary and secondary agency suppliers, whilst 7.5% relates to off contract spend. Place Directorate makes up 40% of Agency Spend in the month, with Waste & Cleansing making up 29%. The agency workforce this period was the equivalent of 586 FTE, with an average monthly workforce of 492 FTE (12-month average).
- 4.13 The agency cost trend is shown in **Figure 7**. Note that month on month agency cost fluctuation can be linked to the nature of the billing process.
- 4.14 The casual/supply workforce spend increased by £283K this period to £482K. The increase is primarily due to increased supply workers in the Education and Children's Services, Schools and Lifelong Learning in the month. The casual/supply workforce this period was the equivalent of 231 FTE, with an average monthly workforce of 279 FTE (12-month average). The casual/supply cost trend is shown in **Figure 8**.
- 4.15 The total cost of overtime increased by £82K this period to £705K. A breakdown of the spend by overtime "type" is detailed in **Figures 9 and 10**. Around 67% of the spend was made at the enhanced overtime rate; 14% was paid at plain time; 10% was paid for call outs; 9% related to contractual overtime and 0% was paid at the public holiday rate. Place Directorate makes up 59% of Overtime Spend in the month, with Place Management and Waste and Cleansing making up 37% and 24%

respectively. The overtime/additional hours worked this period was the equivalent of 215 FTE, with an average monthly workforce of 184 FTE (12-month average, callout hours excluded from FTE reporting). The overtime cost trend is shown in **Figure 11**.

Displaced Workforce

- 4.16 The total number of employees on the redeployment register remained the same since the last period. Of the 24 employees currently displaced; 16 have now been temporarily redeployed and 8 are not currently redeployed into a temporary solution but are carrying out meaningful work in their former service area. The funding arrangements for the total displaced 21.9 FTE's is as follows; 11.7 FTE are corporately funded; 9.2 FTE are funded by their service and 1.0 FTE are funded externally.
- 4.17 Of those corporately funded: 4.4 FTE are currently redeployed, and 7.3 FTE are not currently redeployed. 9.4 FTE of the corporately funded FTE have been on the redeployment register for longer than 12 months and 2.3 FTE have been on the register between 6 and 12 months.

Absence

- 4.18 In the period the monthly absence rate (reflecting days lost to absence in September 2021) increased from 3.68% (August 2021) to 5.26% (see **Figures 12, 13 and 14**). These figures exclude COVID related absence. While the Council sickness average increased by 1.58% in the month and this is reflected across most directorates: including a 2.2% increase in the Education and Children's Services Directorate; a 1.6% increase in Place Directorate but a 1.1% decrease in Corporate Services Directorate. This can, in part, be explained by the move of Property and Facilities Management from Corporate Services to Place.
- 4.19 The rolling absence rate for the organisation for the 20/21 year was 3.99%, reflecting 131K working days lost to absence in the period (approx. 582 FTE) (see **Figures 15 and 16**). The rolling absence rate for the organisation for the 19/20 year was 5.37%, reflecting 173K working days lost to absence in the period (approx. 768 FTE). Comparison of the 19/20 and 20/21 rolling rate demonstrates an overall decrease in organisation absence in the last 12 months.

Learning and Development

Utilisation

- 4.20 During September engagement in learning activity can fall slightly as this is the last month of the annual leave year and many colleagues take their remaining holidays. We facilitated 24 in-person learning events with 309 participants. This was an increase of eight events from August.
- 4.21 The number of views of myLearning Hub reduced by approximately 7,000 to 20,846 in September. August figures were impacted by our system launch campaign in July and August. We are continuing to promote the platform with colleagues through our Learning at Work campaign this month and expect to see an increase in engagement with the system as a result of that. The excellent rating awarded for our digital learning resources has increased by 20% in September to 43%. Our

excellent rating percentage for in-person learning remains mostly consistent with the previous month.

5. Next Steps

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

6. Financial impact

- 6.1 The achievement of agreed £45.2m savings through voluntary redundancy and VERA.
- 6.2 Salary costs for employees on redeployment (particularly those not redeployed).
- 6.3 Opportunity cost of lost working time due to sickness absence.
- 6.4 Agency, Overtime/Additional Hours expenditure.

7. Stakeholder/Community Impact

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

8. Background reading/external references

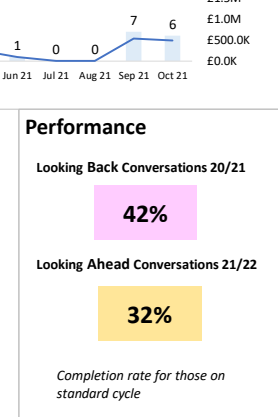
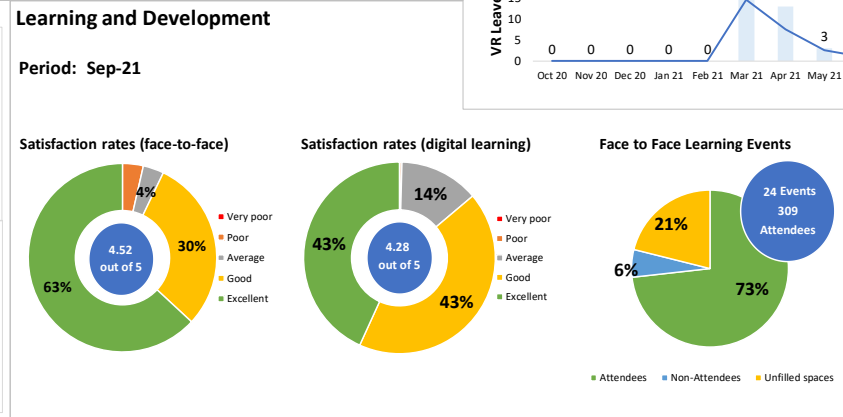
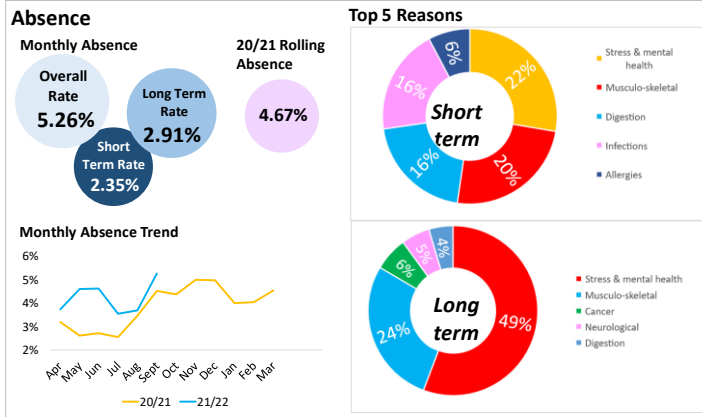
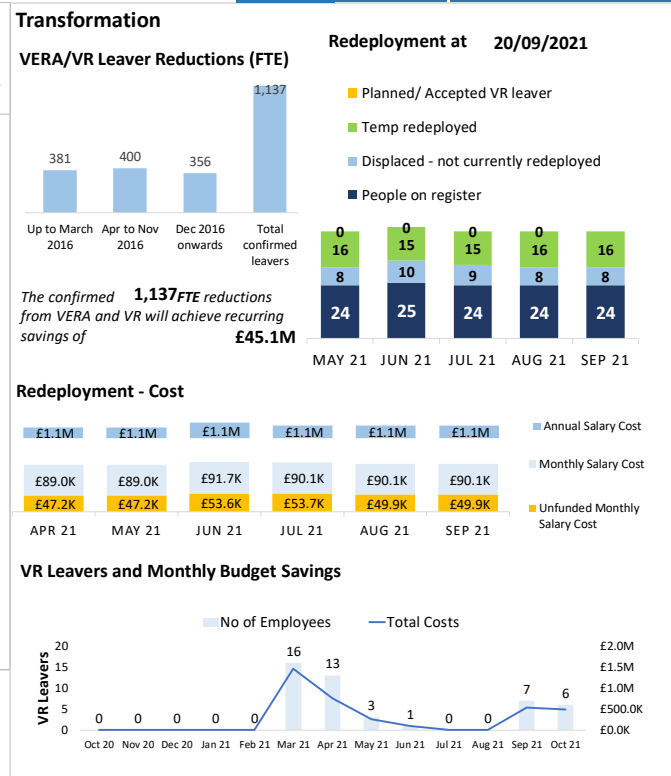
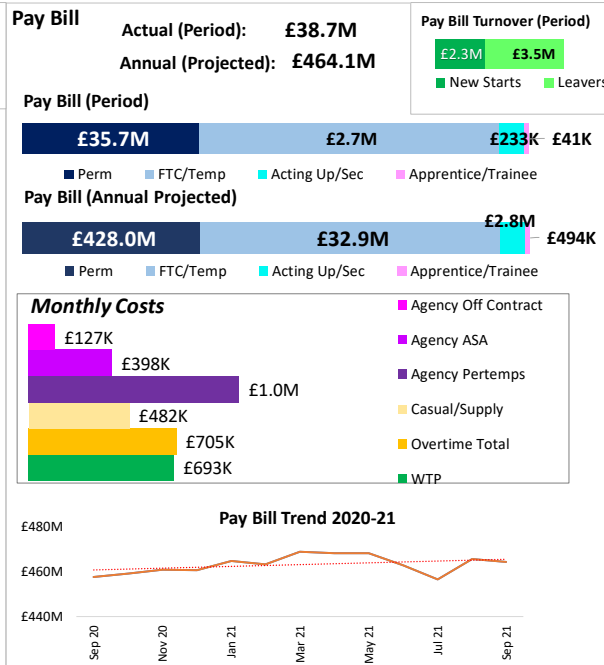
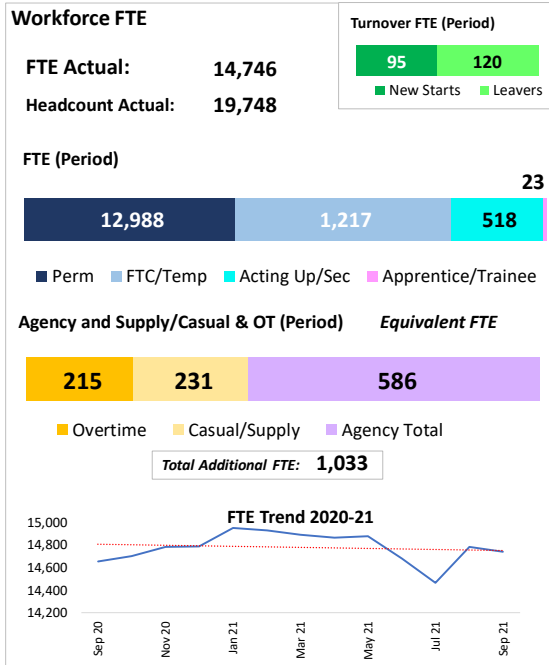
- 8.1 Workforce Control Report and Dashboard to Finance and Resources Committee 7 October 2021.

9. Appendices

- 9.1 Appendix 1: Finance and Resources Committee Workforce Dashboard
- 9.2 Appendix 2: Finance and Resources Committee Workforce Dashboard Glossary
- 9.3 Appendix 3: Workforce Management Information and Trends

Appendix 1: Finance and Resources Committee Workforce Dashboard

Period: **Sep 21** Issued: **09 Dec '21**



Appendix 2: Finance and Resources Committee Workforce Dashboard Glossary

Workforce FTE

FTE Actual: *Sum of FTE for all staff on CEC payroll
Count of total contracts/positions is not reported here*

Headcount Actual: *Total number of individual employees on CEC payroll*

FTE (Period)

Breakdown of FTE by contract type for all staff on CEC payroll. A snapshot taken on 25th of each month (post 2nd payroll calc to capture all contractual changes, leavers etc). New starts after 1st of month are removed and included in the next month's FTE analysis. This methodology enables better syncing of workforce FTE data and new start/leaver data.

Additional FTE* (Period)

Breakdown of additional working hours utilisation for overtime represented as equivalent FTE. Agency cost and supply/casual cost converted to notional FTE value using average annual salary cost of £35/£25K per FTE.

Overtime - actual units of time claimed/paid for additional hours (excludes call-out OT hours) at last transaction date. Data extracted at week 1 to capture late payments.

Agency - cost of weekly invoicing from Per Temps, ASA and off-contract agencies for the last month. Data extracted after last weekly payroll in preceding month.

Casual/supply - cost of hours claimed at last transaction date. Data extracted at week 1 to capture late payments.

FTE calculated on the basis that a full-time Local Government Employee works 36 hours per week over 52.18 weeks (1878 hours). This calculation will be developed to take into account a 35 hour working week for Teacher contracts and any other conditions identified at consultation.

FTE Trend

Archive data from previous S&I dashboard process.

Turnover FTE (Period)

Organisation new starts and leavers in the month. Does not report on internal new appointments (e.g. additional contracts, promotion) or ended contracts for multi-position holders (where other positions are still live).

Absence

All tables and graphs based on preceding 12 months absence data for all staff on CEC payroll.

Data extracted at week 1 to capture late

Trend data - archive data from previous S&I dashboard process.

Pay Bill

Actual (Period): *Sum of pro-rated basic salary for all staff on CEC payroll*

Annual (Projected): *Sum of pro-rated basic salary for all staff on CEC payroll*12*

Pay Bill (Period)

Breakdown of basic pay by contract type for all staff on CEC payroll. Same reporting conditions as for FTE.

Pay Bill (Annual Projected)

*Breakdown of basic pay by contract type for all staff on CEC payroll*12. Same reporting conditions as for FTE.*

For trends analysis it should be noted that workforce FTE/cost vs new start/leaver FTE/cost will never match exactly due to the "internal churn" of the existing staff population, e.g. changes to working hours, additional contracts).

Monthly Costs

Actual cost of hours claimed for overtime, agency and casual/supply and payments made in period. Actual cost of transactions for all working time payments (variable, shifts, weekend, nights, disruption) at the last transaction date.

Pay Bill Turnover (Period)

As FTE. Costings report on the annual basic salaries (pro-rated) for new start and leaver populations.

Pay Bill Trend

Archive data from previous S&I dashboard process.

Transformation

VERA/VR Leaver Reductions (FTE)

Data from Finance at week 4 of month.

Redeployment - People

Headcount of staff on redeployment register with status surplus, temp redeployed, future dated VERA/VR leaver. Data extracted at 27th of month.

Redeployment - Cost

Pro-rated basic salary data for staff on redeployment register.

VR Leavers and Cumulative Budget Savings

Data from Finance at week 4 of month.

Performance

Looking Ahead Conversations

Total number of conversations where target date for completion has been reached (last day of preceding month). Data extracted at week 1 to capture late input. Different service areas have varying rolling dates for completion of GR1-4. Staff do not fall into scope for completion analysis until the last day of their target month for completion has passed.

Looking Back Conversations

Total number of conversations where target date for completion has been reached (last day of preceding month). Data extracted at week 1 to capture late input. For the standard cycle, all looking back meetings should have taken place by 31/03/18. Different service areas have varying rolling dates for completion of GR1-4. Staff do not fall into scope for completion analysis until the last day of their target month for completion has passed.

Appendix 3: Workforce Management Information and Trends

Core Workforce: Management Information and Trends

Fig 1. FTE Trend

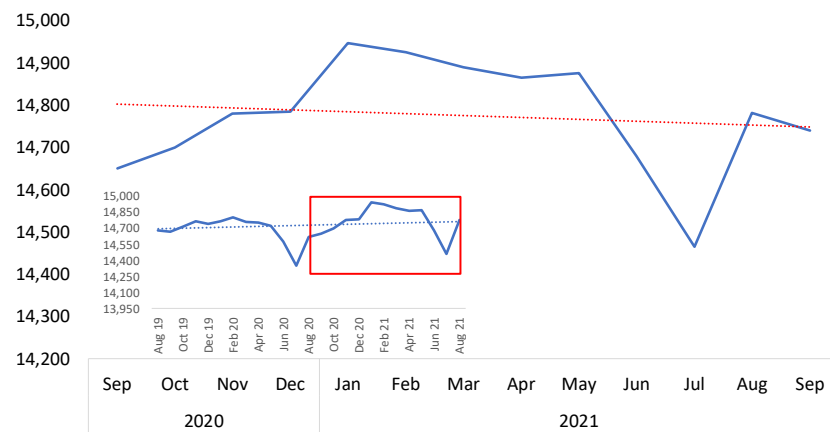


Fig 2. Pay Bill Trend

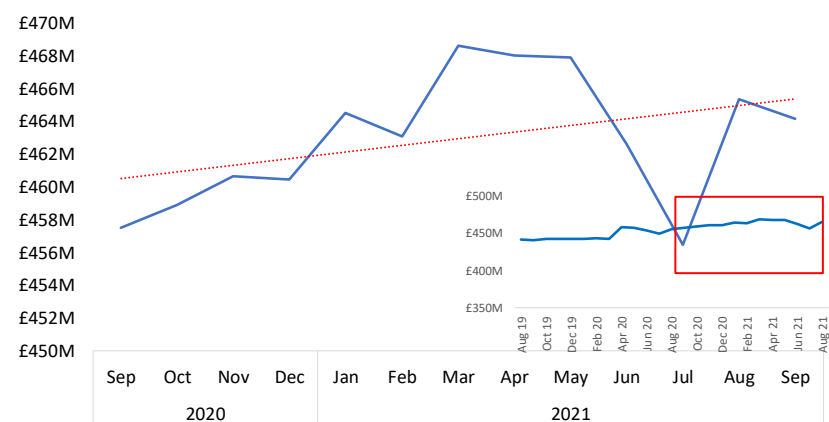


Fig 3 Core Workforce Groups

Category/ Group	August 2021		September 2021		Change in FTE	Change in Headcount
	FTE	Headcount	FTE	Headcount		
Local Government Employee GR1-GR12 including Craft	10,933	13,655	10,881	13,613	-52	-42
Chief Official	14	14	13	13	-1	-1
Craft Apprentice	19	19	19	19	0	0
Teaching Total	3,814	5,102	3,833	5,120	19	18
Council Total	14,781	18,790	14,746	18,765	-35	-25

Note: Figures exclude Chief Executive

Fig 4 Core Workforce FTE by Directorate

Directorate	August 2021		September 2021		Change in FTE	Change in Headcount
	FTE	Headcount	FTE	Headcount		
Education & Childrens Services	8,127	10,983	8,130	10,983	3	0
EH&SCP	2,014	2,299	1,994	2,279	-20	-20
Place	3,371	4,202	3,363	4,200	-7	-2
Displaced	13	14	13	14	0	0
Corporate Services	1,256	1,429	1,246	1,427	-10	-2
Council Total	14,781	18,927	14,746	18,903	-35	-24

Appendix 3: Workforce Management Information and Trends (continued)

Core Workforce: Management Information and Trends

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

Category/ Group	Grade	June 2015		June 2017		June 2018		June 2019		June 2020		September 2021		June 15 to Sept 21		
		FTE	Basic Salary Cost	FTE	Basic Salary Cost	FTE	Basic Salary Cost	FTE	Basic Salary Cost	FTE	Basic Salary Cost	FTE	Basic Salary Cost	Change in LGE FTE	Change in LGE Basic Salary Cost	
<i>Front Line Staff</i>	GR1	624	£8.1M	638	£8.4M	595	£8.1M	576	£8.3M	240	£3.6M	236	£4.2M	-	388	-£3.9M
	GR2	244	£3.4M	198	£2.9M	170	£2.5M	167	£2.6M	496	£7.8M	555	£10.2M	311	£6.7M	
	GR3	2,374	£38.2M	2,124	£34.9M	2,089	£35.1M	1,965	£34.9M	2,038	£37.3M	1,963	£37.3M	-	411	-£0.8M
	GR4	2,479	£45.8M	2,567	£48.1M	2,444	£46.8M	2,549	£52.0M	2,445	£51.8M	2,389	£50.8M	-	90	£4.9M
<i>Front Line Manager/ Specialist</i>	GR5	1,808	£40.6M	1,563	£35.2M	1,545	£35.3M	1,634	£39.6M	1,674	£41.9M	1,780	£44.2M	-	29	£3.6M
	GR6	1,421	£37.1M	1,337	£35.9M	1,397	£38.0M	1,444	£41.8M	1,402	£42.2M	1,466	£43.9M	45	£6.8M	
	GR7	1,520	£48.0M	1,296	£42.1M	1,294	£42.4M	1,294	£45.2M	1,300	£46.8M	1,287	£46.2M	-	234	-£1.8M
	GR8	776	£29.2M	652	£25.1M	689	£26.7M	700	£29.0M	711	£30.3M	721	£30.8M	-	55	£1.6M
<i>Managers</i>	GR9	359	£15.9M	280	£12.9M	281	£13.0M	279	£13.9M	276	£14.2M	287	£14.8M	-	71	-£1.1M
	GR10	118	£6.3M	123	£6.5M	117	£6.4M	120	£7.0M	127	£7.7M	122	£7.4M	4	£1.1M	
	GR11	47	£3.0M	36	£2.3M	36	£2.4M	38	£2.7M	33	£2.4M	40	£2.9M	-	6	-£0.1M
	GR12	31	£2.2M	33	£2.4M	38	£2.8M	42	£3.3M	40	£3.3M	35	£2.9M	4	£0.7M	
Total		11,801	£277.8M	10,849	£256.8M	10,694	£259.4M	10,808	£280.5M	10,782	£289.2M	10,881	£295.6M	-	920	£17.8M

Appendix 3: Workforce Management Information and Trends (continued)

Flexible Workforce: Management Information and Trends

Fig. 6 Flexible Workforce in Period

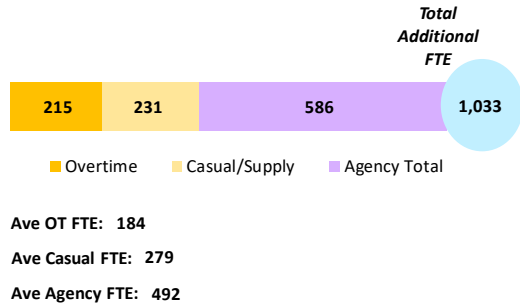


Fig. 7 Agency Trend

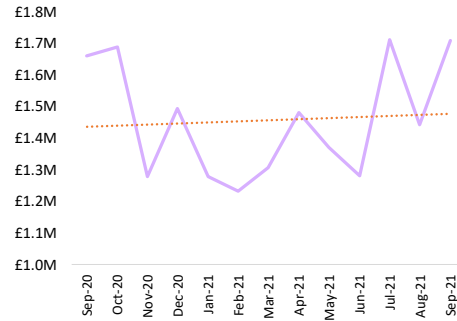


Fig. 8 Casual Trend

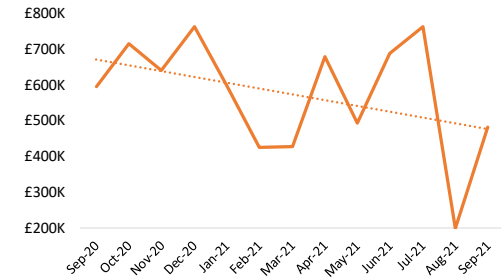


Fig. 9 Overtime by Type in Period

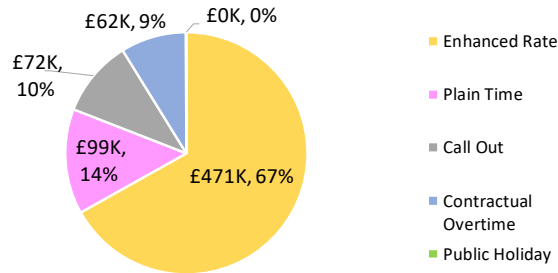


Fig. 10 Overtime by Type in Period - By Directorate

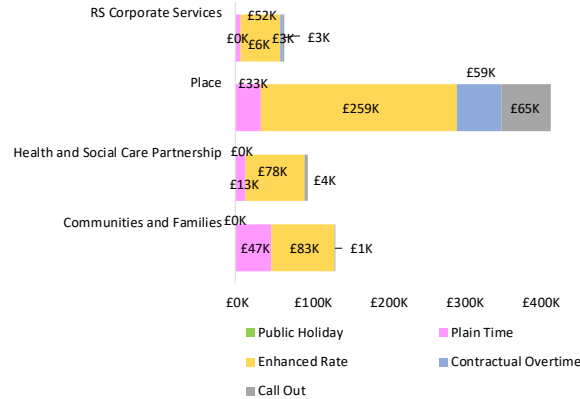
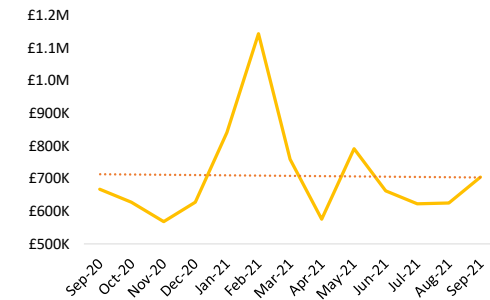


Fig. 11 Overtime Trend



Appendix 3: Workforce Management Information and Trends (continued)

Core Workforce: Management Information and Trends

Fig 12. Monthly Absence Rate

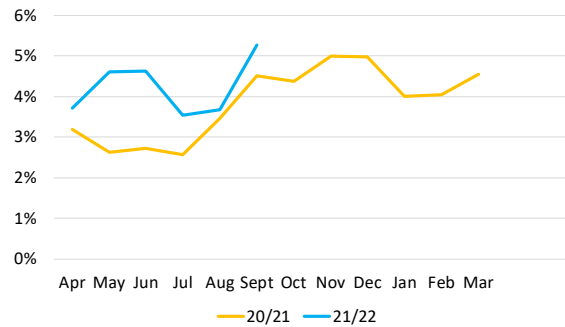


Fig 13. Monthly Days Lost

	Working Days Lost	
	20/21	21/22
Apr	8,570	10,101
May	7,237	12,891
Jun	7,222	12,491
Jul	7,005	9,801
Aug	9,470	10,241
Sept	11,986	14,239
Oct	12,020	
Nov	13,329	
Dec	13,823	
Jan	11,165	
Feb	10,284	
Mar	12,789	

Fig 14. Monthly Absence Rate 20/21 - Directorates

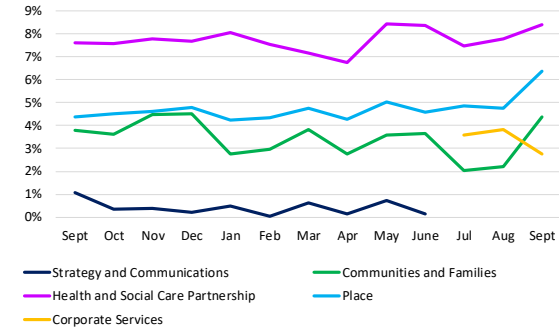
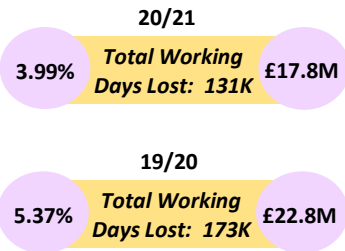


Fig 15. Rolling Absence Rate



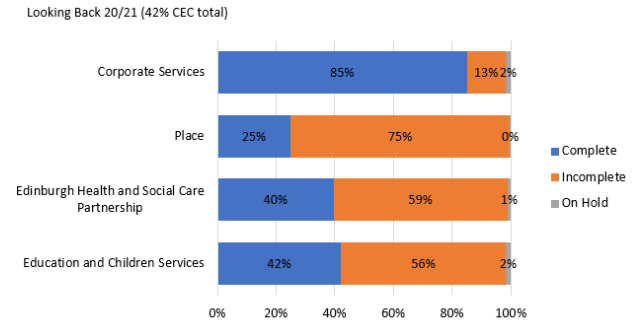
Working days lost to absence between April and March 19/20 + 20/21

Fig 16. Rolling Absence - Directorates

Directorate	Rate 19/20	Days Lost 19/20	Rate 20/21	Days Lost 20/21
Strategy and Communications	2.06%	0.7K	0.60%	0.2K
Communities and Families	3.99%	72K	2.80%	51K
Health and Social Care Partnership	8.97%	42K	8.10%	37K
Place	6.46%	34K	4.60%	23K
Resources	5.98%	29K	4.20%	20K

Note: Figures pre date the New Directorates

Fig 17. Looking Back 20/21 Conversation Completion September 21



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Finance and Resources Committee

10.00am, Thursday 9 December 2021

Award of Contract for Occupational Health and Employee Assistance Programme

Executive/routine Executive
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee (F&R):
 - 1.1.1 Approves the award of a Contract for Occupational Health Services, including an Employee Assistance Programme to People Asset Management Ltd;
 - 1.1.2 Notes the Contract term will begin on 1 April 2022 and shall be for an initial duration of three years with an option to extend for a further two-year period. This extension period may be utilised in one- or two-year increments; and,
 - 1.1.3 Notes the sum payable over the maximum Contract term is estimated to be in the region of £2,800,000.

Stephen S. Moir

Executive Director of Corporate Services

Contact: Katy Miller, Service Director: Human Resources

Human Resources Division, Corporate Services Directorate

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Award of Contract for Occupational Health and Employee Assistance Programme

2. Executive Summary

- 2.1 This report seeks approval to award the Contract for Occupational Health Services to People Asset Management Ltd (PAM) to begin in April 2022 for an initial period of three years, with the option to extend for further period(s) of up to two years.
- 2.2 Services shall enable the Council to address health and attendance issues, meet their statutory obligations surrounding health surveillance, identify the preventative measures that can be taken to minimise the overall risk of sickness absence and improve employee health and wellbeing in the workplace.

3. Background

- 3.1 The Council currently offers Occupational Health and Employee Assistance Services to employees via a Contract which is due to expire in March 2022.

4. Main Report

- 4.1 Commercial and Procurement Services (CPS) and Human Resources (HR) undertook a Mini Competition utilising Lot 4.7 (Occupational Health on a Regional Basis – Scotland) from Crown Commercial Services (CCS) Framework Agreement for Occupational Health, Employee Assistance Programmes and Eye Care Services (RM6182).
- 4.2 On 17 August 2021, the Council issued an Invitation on Public Contracts Scotland (PCS) to Service Providers on Lot 4.7 (Occupational Health on a Regional Basis – Scotland) of the Framework Agreement with a submission deadline of 24 September 2021.
- 4.3 A minimum standard of having premises based within Edinburgh City Council boundaries was inserted into the requirement to ensure service users have an easily accessible premises to receive treatments.

- 4.4 A cost/quality ratio of 50:50 was applied as cost and quality were considered of equal importance considering the financial need of the Council to make savings on delivery. The specification included industry standard characteristics. A quality threshold was included in the Tender.
- 4.4.1 **Cost** 50%
- The price for evaluation was based on a price per head per annum figure being given for both Occupational Health and Employee Assistance Services.
- 4.4.2 **Quality** 50%
- Service Providers answered questions on how they intended to implement and deliver the Contract with due consideration of aspects such as robust contract management, data protection, sustainability considerations and community benefits.
- 4.5 Tenders were received from two Service Providers. Other providers on the Framework Agreement did not have an office base within Council boundaries. Occasional in person contact is an essential element of some aspects of service delivery.
- 4.6 The response from PAM was considered the most economically advantageous tender in this instance. A summary of tendering and the tender evaluation process is attached at Appendix 1.

5. Next Steps

- 5.1 Subject to approval by the Committee, the contract will be awarded to PAM to begin in April 2022 for an initial period of three years, with the option to extend for further period(s) of up to two years.
- 5.2 Following the award, HR will work with PAM's implementation team to agree and deliver an implementation plan.
- 5.3 HR will ensure that effective Contract Management is delivered throughout the lifecycle of the Contract, in accordance with the Council's Contract Management Framework and with the support of the Contracts and Grants Management Team (CAGM), as necessary.
- 5.4 A Contract Management and Handover report, detailing the necessary steps and measures, will be produced and agreed. It is envisaged that proactive contract management (to include robust monitoring of all appropriate management information, key performance indicators and budget/savings tracking) will assist in the delivery of an effective and efficient service for the Council throughout the duration of the Contract.

6. Financial Impact

- 6.1 The total value of the Contract was estimated at up to £3,000,000 over the maximum lifetime of the Contract.
- 6.2 The estimated cost of the Contract is directly related to employee headcount as well as the current utilisation levels of the different services offered.
- 6.3 Direct cash savings achieved by tendering against sums currently paid are estimated to be approximately £45,586 per annum (£227,930 against budget over the maximum five years of the Contract including the extension period.)
- 6.4 HR is considering using a proportion of the budget saved via the tendering exercise to further improve the service offered by utilising enhanced optional service provision that was offered by PAM in their tender. If any option is utilised it will be established via a pilot initially to track the benefits versus the cost.
- 6.5 Non-financial savings can be attributed to a decrease in sickness absence, increased service delivery and improved services for the citizens of Edinburgh as a result of having an Occupational Health service in place for Council staff.

7. Stakeholder/Community Impact

- 7.1 As part of the Crown Commercial Services (CCS) Framework Agreement, Service Providers are expected to provide Community Benefits linked to the service. This requirement was assessed as part of the quality evaluation and the delivery of these Community Benefits will be monitored throughout the life of the contract. Community Benefits offered relate to a commitment to local work experience and employment opportunities as well as health promotion events
- 7.2 PAM have confirmed that all employees are paid the Real Living Wage.
- 7.3 As PAM are the current incumbent provider, there are no TUPE implications to be considered in the awarding of this contract.

8. Background Reading/External References

- 8.1 None

9. Appendices

- 9.1 Appendix 1 – Summary of Tendering and Tender Evaluation Process

Appendix 1 – Summary of Tendering and Tender Evaluation Process

Occupational Health Services and Employee Assistance Programme	
Contract Period	Starting in April 2022 for an initial period of three years, with the option to extend for further period(s) of up to two years
Estimated Contract Value (including extensions)	£2,800,000
Procurement Route Chosen	Mini Competition utilising Lot 4.7 of CCS Framework Agreement for Occupational Health, Employee Assistance Programmes and Eye Care Services (RM6182).
Tenders Returned	Two
Name of Recommended Service Provider	People Asset Management (PAM)
Price / Quality Split	50:50
Questions	Contract Delivery Team (10%) Delivery of Services (30%) Implementation (10%) Individual Service Outcomes (10%) Contract Management (10%) Platform Accessibility (10%) Data Protection (5%) Enhanced Service Provision (10%) Community Benefits (5%) Fair Work Management Information (N/A)

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Finance and Resources Committee

10.00am, Thursday 9 December 2021

Voluntary Early Release Arrangements - Chief Officers and Senior Managers

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 To note that on 15 October 2020, Council approved the use of the allocated workforce transformation reserve to support the achievement of workforce efficiencies, including the use of targeted Voluntary Early Release Arrangements (VERA) exercise.
- 1.2 To note that Council had approved a saving of £2.940m for the 2021/22 financial year to be achieved from the reorganisation of senior leadership roles and wider organisational changes as a part of budget setting decisions made in February 2021.
- 1.3 To note the final position in respect of the 3 Chief Officers, 15 Senior managers (grades 9-12) and a further 12 colleagues (grades 6-8) who have left the employ of the Council through the VERA exercise.

Andrew Kerr
Chief Executive

Contact: Katy Miller, Service Director, Human Resources
Human Resources Division, Corporate Services Directorate
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Voluntary Early Release Arrangements - Chief Officers and Senior Managers

2. Executive Summary

- 2.1 Council approved a saving for £2.940m in 2021/22 in relation to a reorganisation of senior leadership roles and wider organisational change as a part of setting its budget in February 2021.
- 2.2 As a part of progress towards achieving this target, 3 Chief Officers, 15 Grade 9-12 senior leaders and 12 colleagues (Grade 6-8) left the employ of the Council through Voluntary Early Release Arrangements (VERA).
- 2.3 This, together with senior leadership restructuring, has achieved in-year savings of £1.776m, with this sum increasing to £2.014m in subsequent years. The associated payback period for the related severance costs is 16.5 months.

3. Background

- 3.1 To note that Council had approved a saving of £1.740m for the 2021/22 financial year to be achieved from the reorganisation of senior leadership roles with a further £1.200m to be delivered through efficiency-driven staff release arrangements. The overall savings target for 2021/22 to be achieved from senior leadership costs and workforce efficiencies is £2.940m.
- 3.2 VERA is a process which allows the Council to offer severance payments to in-scope groups or organisation-wide, prior to organisational review and voluntary redundancy being offered to displaced colleagues. The current multiplier used to calculate VERA payments, as approved by the Committee, is 1.5, and the total severance payment is capped at £30,000 (excluding pension strain costs).
- 3.3 Colleagues in Chief Officer/Head of Service and Grades 6-12 roles (excluding colleagues within the Edinburgh Health and Social Care Partnership and Teachers) were invited to express an interest in VERA.

4. Main report

- 4.1 Applications were invited from Chief Officers/Heads of Service and colleagues employed in Grade 6-12 roles to be considered for VERA. Applications received were considered in line with agreed processes.
- 4.2 For Grade 6-12 applications, initial approval was granted by the relevant Executive Director, in consultation with the Head of Service for the area concerned and then there was a review by Finance, Human Resources and the Corporate Leadership Team which determined which applications to approve.
- 4.3 3 Chief Officers/Heads of Service, 15 Grade 9-12 senior managers and 12 Grade 6-8 applications were approved for release through this process.
- 4.4 For Chief Officer/Head of Service roles specifically, approval was granted by the Corporate Leadership Team and authorisation for business cases was sought from the Convenor of Finance and Resources, the Executive Director of Corporate Services and the Service Director: Finance and Procurement, subject to the relevant financial thresholds and in accordance with the Council's approved levels of delegation for such matters. In addition, given the seniority of the posts, the relevant Executive Committee Convenors and Vice Convenors were also made aware of the proposals and were able to seek assurance from Executive Directors about the approved VERA cases, particularly relating to business continuity and temporary arrangements, prior to new organisational structures being implemented.
- 4.5 Following the decisions to release 3 Heads of Service/Chief Officers through VERA arrangements, this contributed savings of £0.420m in 2021/22 and recurring savings of £0.378m from 2022/23 through the revised senior leadership structure, approved by Council in May 2021.
- 4.6 From the 15 applications for VERA that were approved for senior managers from Grades 9-12, this resulted in recurring savings of £1.123m. From the 12 Grade 6-8 colleagues approved for VERA this resulted in in-year savings of £0.233m, with this sum increasing to £0.513m in subsequent years.
- 4.7 Of the total in-year savings delivered through release of grade 6 to 12 colleagues, £0.841m was assumed to enable delivery of previously approved service savings or to address underlying directorate budget pressures, leaving a net saving of £0.935m to be allocated against the Council savings target for senior leadership costs and the £1.2m in-year VERA target as noted at 6.2. below.

5. Next Steps

- 5.1 The tier 2 organisational review and associated appointments have progressed, with approval given by Council on 23 September 2021 for substantive, external Chief Officer appointments to the new roles of Executive Director of Education and Children's Services and Service Director: Culture and Wellbeing, within the Place Directorate. The post of Service Director: Housing, Family Support and Fair Work

has not been appointed to on a substantive basis, with an acting-up appointment having been approved by the Executive Director of Place, in accordance with the Council's scheme of delegation to officers.

- 5.2 Further organisational reviews are now underway, at tier 3 management roles within the Place and Education and Children's Services Directorates, in accordance with our Managing Change Policy.

6. Financial impact

- 6.1 Council approved a saving for £2.940m 2021/22 in relation to a reorganisation of senior leadership roles and wider efficiency-driven staff release as a part of setting its budget in February 2021.
- 6.2 Business cases delivering in-year savings of £1.776m have been approved. Of this total, £0.841m has been assumed to enable the delivery of previously approved savings or to address underlying Directorate budget pressures, leaving £0.935m to be set against the Council target of £2.940m. The resulting shortfall, at present, is £2.005m and this is reflected within the overall revenue budget monitoring position. The associated payback period for the severance costs arising from senior leadership restructuring and wider workforce change is 16.5 months.

7. Stakeholder/Community Impact

- 7.1 Direct engagement and consultation with in-scope colleagues was undertaken and with Joint Trade Unions.

8. Background reading/external references

- 8.1 [Revenue Budget 2021/26](#) – The City of Edinburgh Council 18 February 2021
- 8.2 [Chief Officer Appointments](#) – The City of Edinburgh Council 23 September 2021

9. Appendices

- 9.1 Not applicable.

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Framework for Supply, Delivery and/or Installation of Windows (2022 – 2026)

Executive/routine	Executive
Wards	All
Council Commitments	1, 3, 7, 15 and 41

1. Recommendations

- 1.1 It is recommended that Finance and Resources Committee:
- 1.1.1 Approves the award of a multi-lot Framework for the supply, delivery and/or installation of windows, with the contractors recommended for award onto the Framework being those detailed in Appendix 2, noting that the proposed Framework consists of two Lots with an estimated total value of £28,000,000 over the maximum four-year term, the Lots being as follows:
 - 1.1.1.1 Lot 1 - UPVC/Composite Windows, at an estimated contract value of £6,000,000 per annum; and
 - 1.1.1.2 Lot 2 - Timber Sash and Case Windows at an estimated contract value of £1,000,000 per annum.
 - 1.1.2 Delegates authority to the Executive Director of Place to award mini competitions, which are undertaken using the Framework; and
 - 1.1.3 Notes that any award made by mini competition will be reported to Committee in the six-monthly procurement report for Awards of Contract under delegated authority.

Paul Lawrence

Executive Director of Place

Contact: Graeme Reid, Operations Manager

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Framework for Supply, Delivery and/or Installation of Windows (2022 – 2026)

2. Executive Summary

- 2.1 This report seeks approval to award a multi-lot Framework to the most economically advantageous organisations identified, following a competitive tendering process. The Framework consists of two lots for the supply, delivery and/or installation of windows.
- 2.2 The estimated framework value is £28,000,000 over the maximum four-year term.
- 2.3 The original published contract notice included a third lot covering doors, but the tenders received did not demonstrate full compliance with the published specification.

3. Background

- 3.1 On [20 February 2020](#), the City of Edinburgh Council approved the Housing Revenue Account (HRA) Budget Strategy (2020-2030), which set out a £2.5bn draft ten-year capital investment programme and a £910,000,000 five-year programme of individual one-year budgets.
- 3.2 The HRA capital investment programme not only covers the investment required to meet statutory standards such as Scottish Housing Quality Standard (SHQS) and Energy Efficiency Standard for Social Housing (ESSH2), and Council commitments on affordable housing and net zero carbon, but also ensures that growth and regeneration is delivered in ways that support place making, inclusive growth and sustainability via outcomes set out in key Council strategies including: life-cycle replacement projects such new kitchens and bathrooms, heating system upgrades, improvement of communal areas (including new secure door entry systems), and improvements to the external fabric of buildings.
- 3.3 The Housing Capital Works Framework was approved by the Finance and Resources Committee in [October 2020](#) but due to circumstances surrounding COVID-19 and the associated lockdowns in 2020, there was very limited interest in and response to lot 4 and its five sub-lots, comprising the scope of requirements for doors and windows.

- 3.4 Consequently, the decision was taken to run a new procurement process in 2021, to produce a separate framework for the supply, delivery and/or installation of doors and windows, in order to deliver planned programmes of work.
- 3.5 The previous unsuccessful procurement exercise has afforded the opportunity to carefully review the scope and specifications for a new framework. As a result, the provision of high-rise windows as a lot have been removed from this new Framework, as these will be addressed within projects for overall fabric repair to specific buildings.
- 3.6 The Housing Capital Works Framework (Lots 2 and 3) will be used for these requirements to mitigate other significant risks, such as smoke stopping and integration of cladding which would form part of the individual assessment and bespoke solution for each property type.

4. Main report

- 4.1 A Prior Information Notice (PIN) was published in late 2020 on Public Contracts Scotland (PCS) to draw attention to the requirement. Contractors had the opportunity to input into the framework structure and 35 notes of interest were received.
- 4.2 Commercial and Procurement Services (CPS) and Housing Property then undertook an Open Tender procedure in accordance with the Public Contracts (Scotland) 2015 Regulations.
- 4.3 A Contract Notice was placed via PCS on 23 July 2021 inviting interested contractors to participate utilising PCS – Tender (PCS-T).
- 4.4 The lots advertised were:
 - 4.4.1 Lot 1 - UPVC/composite windows, at an estimated contract value of £6,000,000 per annum;
 - 4.4.2 Lot 2 - timber sash and case windows, at an estimated contract value of £1,000,000 per annum; and
 - 4.4.3 Lot 3 - doors including flat entrance fire doorsets, landing pass doorsets, main entrance house doors and internal pass doors, at an estimated contract value of £4,000,000 per annum.
- 4.5 Tenders received were evaluated by officers from the Housing Property Service, who assessed cost, experience, resources and performance with the intention to award up to eight contractors to each lot.
- 4.6 The new tender process allowed the opportunity to more closely scrutinise contractors' qualifications in supplying and installing fire doors by specifying recently updated (post Grenfell) British standards.
- 4.7 A ratio of 40% quality to 60% price was applied across all three lots. This ratio was chosen with an aim to deliver value for money, with quality effectively controlled via the technical and safety standards set out in the specifications at framework award and subsequent mini competitions to be undertaken.

- 4.8 Following completion of the quality analysis, bids that passed the minimum threshold of 50% of the total quality marks available were subject to a cost analysis.
- 4.9 The tender outcomes for each Lot are set out in Appendix 2.
- 4.10 The tender returns for Lot 3 failed to demonstrate to the evaluation panel that the fire door elements could meet the technical, safety standards and performance levels per the requirements in the published specification. As such, a decision was taken not to proceed with the award recommendation of this lot.
- 4.11 A review of this will include contractor feedback and engagement to help understand why the specification was not met, prior to deciding next steps for this requirement. Arrangements for the interim have begun, including investigating external frameworks that could be utilised to mitigate potential delays to required works.

5 Next Steps

- 5.1 Subject to Committee approval, the award of the Framework Lots 1 and 2 will be completed.
- 5.2 Virtual start up meetings will be held with the contractors before the start date of 1st January 2022.
- 5.3 The Housing Property Service will ensure that effective contract management is delivered throughout the lifecycle of the contract, in accordance with the Council's contract management framework and with the support of the Contracts and Grants Management Team (CAGM), as necessary.

6 Financial impact

- 6.1 The cost will be accommodated in the existing HRA Capital Budget.
- 6.2 The estimated Framework value is approximately £7,000,000 per annum for a minimum of two and a maximum of four years, reflecting planned work over the next four years.
- 6.3 It is anticipated that savings of around 5% may be achievable through the Framework, subject to current and ongoing supply chain fluctuations.
- 6.4 It should be noted that the lot and contract values stated in this report are indicative of the estimated future programme of works which may fluctuate subject to budget allocation.
- 6.5 The costs associated with procuring the framework are estimated to be between £10,000 and £20,000.

7 Stakeholder/Community Impact

- 7.1 The Council's Construction Charter was included within the tender package, setting out the standards that the Council expects from its contractors, including around employment status, health and safety and standards of work. The Charter will also form part of the tender package for framework call-offs.

- 7.2 The framework will form part of the HRA capital investment programme enabling the Council to:
- 7.2.1 Meet statutory standards such as SHQS and EESSH2;
 - 7.2.2 Address Council commitments on affordable housing and net zero carbon; and
 - 7.2.3 Ensure that growth and regeneration is delivered in ways that supports place making, inclusive growth and sustainability via outcomes set out in key Council strategies.
- 7.3 Sustainability and Fair Work Practices including the Real Living Wage were part of the tender evaluations and the Council's requirements were communicated to the invited contractors.
- 7.4 Of the six contractors recommended for award, all state they are accredited Real Living Wage employers.
- 7.5 Contractors have committed to providing community benefits in line with the Council's Community Benefits Points System for Frameworks. Some examples of the community benefits contractors have committed to are:
- Local recruitment, training and mentoring, and supported employment for people with disabilities or other disadvantaged groups;
 - Use of community venues and other community services;
 - Use of Small to Medium Enterprises, social enterprises, supported businesses, and Third Sector Organisations;
 - Volunteering in the community;
 - Community enhancements;
 - Outreach and education opportunities within the community; and
 - Sponsorship of local organisations.

8 Background reading/external references

- 8.1 Report to Finance and Resources Committee, [29 October](#) - Housing Capital Works Framework Agreement

9 Appendices

- 9.1 Appendix 1 – Summary of Lot Structure
- 9.2 Appendix 2 – Tender Evaluation Outcome

Appendix 1 – Summary of Lot Structure

CT0923 – Supply, Delivery and/or Installation of Doors and Windows – Framework Overview	
Framework Period	3 January 2022 for an initial period of two years with the option to extend for up to a further 12 months twice (undertaken at the sole discretion of the Council)
Estimated Value (including extensions)	£28m
Procurement Route Chosen	Open Procedure
Evaluation Team	Council Officers from Housing Property

Lot 1 – UPVC/Composite Windows (Low Rise)	
Estimated Value (including extensions)	£24m
Tenders Returned	5
Name of Recommended Contractor(s)	Sidey Ltd Anglian Windows Ltd Sovereign Group Ltd CMS Enviro Systems Ltd CR Smith Manufacturing Ltd
Price/Quality Weighting	Price: 60% Quality: 40%
Breakdown of Quality Weighting	Q1 – Standards and certifications – 10% Q2 – Delivery team – 25% Q3 – Manufacture and supply chain – 10% Q4 – Lot-specific approach – 15% Q5 – Contract management and KPIs – 15% Q6 – Health and safety – 5% Q7 – Community benefits – 5% Q8 – The environment and sustainability – 5% Q9 – Business continuity and resilience – 5% Q10 – Fair work practices – 5%

Lot 2 – Timber Sash and Case Windows

Estimated Value (including extensions)	£4m
Tenders Returned	2
Name of Recommended Contractor(s)	Sovereign Group Ltd Watson & Lyall Ltd
Price/Quality Weighting	Price: 60% Quality: 40%
Breakdown of Quality Weighting	<p>Q1 – Standards and certifications – 10%</p> <p>Q2 – Delivery team – 20%</p> <p>Q3 – Manufacture and supply chain – 15%</p> <p>Q4 – Lot-specific approach – 15%</p> <p>Q5 – Contract management and KPIs – 15%</p> <p>Q6 – Health and safety – 5%</p> <p>Q7 – Community benefits – 5%</p> <p>Q8 – The environment and sustainability – 5%</p> <p>Q9 – Business continuity and resilience – 5%</p> <p>Q10 – Fair work practices – 5%</p>

Appendix 2 – Tender Evaluation Outcome

Lot 1 UPVC/Composite Windows

Contractor	Quality (Max 40)	Price (Max 60)	Total	Overall Rank
Sidey Ltd	34.20	58.47	92.67	1
Anglian Windows Ltd	27.20	59.25	86.45	2
Sovereign Group Ltd	24.40	57.31	81.71	3
CMS Enviro Systems Ltd	25.00	51.92	76.92	4
CR Smith Manufacturing Ltd	26.00	46.48	72.48	5

Lot 2 Timber Sash and Case Windows

Contractor	Quality (Max 40)	Price (Max 60)	Total	Overall Rank
Sovereign Group Ltd	20.80	60.00	80.80	1
Watson & Lyall Ltd	25.80	51.69	77.49	2

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Award of Clerk of Works Framework Agreement

Executive/Routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee approves:
- 1.1.1 The award of a multiple supplier Clerk of Works Framework to Hickton Consultants Limited, Ross Quality Control Limited and Sentinel Clerk of Works Limited; and
 - 1.1.2 The commencement of the Framework on 17 January 2022 for a period of two years with two optional 12-month extensions at a total estimated value of £3m.

Paul Lawrence

Executive Director of Place

Contact: Elaine Scott, Housing Services Manager

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Award of Clerk of Works Framework Agreement

2. Executive Summary

- 2.1 This report seeks the approval to award of a multiple supplier Framework for Clerk of Works services to: Hickton Consultants Limited, Ross Quality Control Limited and Sentinel Clerk of Works Limited. The Framework would commence on 17 January 2022 for a period of two years with two optional 12-month extensions at a total estimated value of £3m.

3. Background

- 3.1 The City of Edinburgh Council requires a Framework Agreement for the provision of clerk of works services to support the delivery of the Council's capital construction projects. The Framework will be utilised by the Housing Service and the Capital Programme Team.
- 3.2 This arrangement will provide clerk of works resource for service areas delivering both residential and non-residential construction projects. Residential projects will be centred around the Council's affordable house building programme and potentially in upgrades, refurbishment of existing housing. Non-residential construction is wider ranging and may include delivery of education, leisure or other buildings being delivered on behalf of the Council through the capital programmes team.
- 3.3 The Council has some in-house clerk of works capacity, however, the varying size, nature and timing of projects across the Council means that this resource requires to be supplemented with external and flexible resource to ensure the desired level of quality assurance on projects.

4. Main report

- 4.1 Commercial and Procurement Services (CPS) published a Prior Information Notice (PIN) on Public Contracts Scotland (PCS) on 10 June 2021 to determine interest from potential contractors and inform the market of the clerk of works tender opportunity. The PIN indicated that 21 organisations expressed interest in this Framework.

- 4.2 On 24 August 2021 CPS published a Contract Notice, under Open Procedure, on PCS as set out in the Public Contracts (Scotland) Regulations 2015, with a tender submission deadline of 24 September 2021.
- 4.3 To identify contractors offering best value the tender evaluations included an emphasis on quality as well as price, and submissions were assessed on the basis of the most economically advantageous tender.
- 4.4 A cost/quality ratio of 30/70 was applied to encourage competitive hourly rates and to ensure that the quality was of a high standard.
- 4.5 A total of 14 contractors registered interest in the Contract Notice and tenders were received from four contractors. All tender submissions were evaluated, however, one of the submissions failed the mandatory checks.
- 4.6 This is a ranked Framework and the Council will allocate business to the highest-ranking contractor, if the contractor does not have capacity the next highest-ranking contractor will be offered the business and so on. On occasion the Council may, at their sole discretion, choose to allocate business by undertaking a mini competition amongst all three contractors on the Framework.
- 4.7 A summary of the tender process is attached at Appendix 1 and the recommendation for award of contracts is based upon the completed evaluation scores for the tenders as detailed below:

Tenderer	Price score % (out of 30)	Quality Score % (out of 70)	Combined % (out of 100)
Sentinel Clerk of Works Limited	30.00	51.63	81.63
Ross Quality Control Limited	27.50	53.38	80.88
Hickton Consultants Limited	23.25	39.38	62.63

5. Next Steps

- 5.1 Subject to approval, the contracts will commence on 17 January 2022 for an initial period of two years with two optional 12-month extensions.
- 5.2 The Framework will replace a combination of existing arrangements.
- 5.3 The Framework will be managed by a specialist contract manager in accordance with the Council's contract management arrangements who will be supported by the Contract and Grants Management Team (CAGM). The contract manager will engage with the service areas to support implementation and contract management delivery throughout the contract lifecycles. All efficiencies identified in the

procurement process should be delivered by the service area through proactive contractor engagement monitoring of management information, application of key performance indicators, monitoring of community benefits and tracking of relevant budgets.

6. Financial impact

- 6.1 The Framework value is estimated at £3m over the full contract period, including extensions.
- 6.2 Funding will be from the Council's capital and revenue budgets, subject to each call off requirement.
- 6.3 Based upon an average of hourly rate against the highest cost offering from the tender submissions, an average saving of 12.77% has been indicated, which could lead to savings of approximately £383,100 over the life of the Framework and extension periods.
- 6.4 Competitive hourly rates will be fixed for the duration of the contract and extension periods.
- 6.5 Financial assessments have been carried out for the successful contractors and it has been deemed that there is no financial risk to the Council.
- 6.6 The costs associated with procuring this contract are estimated to be from £20,001 to £35,000.

7. Stakeholder/Community Impact

- 7.1 The Framework will be utilised by the Housing Service and Capital Programme team. Collaboration between these service areas has resulted in consolidation of the clerk of works services into a single Framework.
- 7.2 Discussion to open the Framework to other Councils was held, however, the outcome was that there is a limited number of contractors who can provide clerk of works services to the required skillset within the Lothian region. Therefore, a decision was made to ringfence the Council requirement and award the Framework solely for the Council's use.
- 7.3 The market is unpredictable at present and the Council, like all local authorities is facing challenges to attract contractors to complete tender submissions. The general feedback from contractors for this tender process was that there is both a lack of clerk of works resource and lack of resource within contractor organisations to complete tender submissions.
- 7.4 Additional resource to supplement clerk of works services for the Council will, where necessary, be provided by a Scotland Excel Framework which is currently in inception stages and due to be awarded by mid-2022. There will be a specific regional lot for use by the Council.

- 7.5 There are no impacts on carbon, adaption to climate change and sustainable development arising directly from this report. However, the clerk of works will support the Council to move forwards to sustainable construction.
- 7.6 The Sustainable Procurement Strategy was considered and applied through the request of community benefits. The contractors will be required to deliver community benefits in line with the value of work awarded by the Council; benefits to be delivered from, employability and skills and education and outreach categories, will be agreed at the contract commencement and monitored throughout the life of the Framework by the contract manager.
- 7.7 All contractors will pay workers the Real Living Wage; Hickton Consultants Limited and Ross Quality Control Limited are accredited Living Wage employers and it is the intention of Sentinel Clerk of Works Limited to become an accredited Living Wage employer over the life of the Framework.
- 7.8 The Framework recommended for award is compliant with procurement regulations and the Contract Standing Orders. The risk of legal challenge relating to contractual arrangements for the provisions of this service is thereby reduced.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 Appendix 1 – Summary of Tendering and Tender Evaluation Processes.

Appendix 1 - Summary of Tendering and Tender Evaluation Processes

Contract	Clerk of Works Framework	
Contract period (including any extensions)	The contract period is for two years with two optional extensions of twelve months (2 + 1 + 1) and will commence on 17 January 2022. 2021.	
Estimated Contract Value (including extensions)	£3 million	
Procurement Route Chosen	Open Procedure	
Tenders Returned	Four – one tender failed the mandatory checks	
Name of Recommended Supplier(s)	Hickton Consultants Limited Ross Quality Control Limited Sentinel Clerk of Works Limited	
Price / Quality Split	Price 30%	Quality 70%
	<p>Quality</p> <p>Service Delivery Methodology 30%</p> <p>Contract Delivery Team 20%</p> <p>Performance Management 20%</p> <p>Continuous Improvement of Workforce 15%</p> <p>Business Continuity 5%</p> <p>Community Benefits 5%</p> <p>Fair Work Practices 5%</p> <p>Fair Work Management Information N/A</p>	
	Three Council Officers from Housing and the Corporate Programmes Team.	

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Contract Award Recommendation Report for Furniture Removal and Storage, Design and Move Management

Executive/routine Wards Council Commitments	Routine All
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1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee approves:
 - 1.1.1 The appointment of a three-lot multiple contractor framework agreement for Furniture Removals and Storage, Design and Move Management; and
 - 1.1.2 The commencement of the contract on 10 January 2022, for a period of four years with no option to extend, at a total estimated value of £3.66 million.

Paul Lawrence

Executive Director of Place

Contact: Jill Thomson, (Interim) Homelessness & Housing Support Senior Manager

E-mail: jill.thomson@edinburgh.gov.uk

Contract Award Recommendation Report for Furniture Removal and Storage, Design and Move Management

2. Executive Summary

- 2.1 This report outlines the result of a competitive tender process for the provision of a Furniture Removal and Storage, Design and Move Management Services Framework and recommends the appointment of multiple service providers.
- 2.2 It is proposed that the new Contract will commence on 10 January 2022 for a period of four years with no option to extend, with an overall value of £3.66 million.
- 2.3 The report confirms the outcome of the procurement process and seeks approval to award the contract to the preferred bidders.

3. Background

- 3.1 For the past four years the Council has been operating a Removals and Storage Framework which has principally been utilised by two services – Property and Facilities Management (PFM) and Temporary Accommodation Service (TAS). Health and Social Care as well as Housing Services, have also used both Lots of this Contract from time to time.
- 3.2 The current framework has two Lots to meet the requirements of PFM and TAS:
 - 3.2.1 Lot 1 (Project Based Work) – the Contractor is required to relocate/deliver furniture within or between properties occupied by the Council. This service includes advice and support as well as ensuring relocations are carried out efficiently with minimum disruption or down time to business; and
 - 3.2.2 Lot 2 (Daily Removal and Storage) - the Contractor is required to assist tenants and homeless households with the removal, transfer and storage of belongings, which could be for an unspecified amount of time.
- 3.3 The Council is currently seeking to move towards a hybrid working model and is looking at how best to manage the current estate in support of that model. This is likely to require a number of specialist relocation projects which were last undertaken during the original property rationalisation that ended in 2011. As such the Council is proposing to add a third Lot to this framework.
 - 3.3.1 Lot 3 (Relocations Management Consultant) – the Contractor will work with the Council's Estates Team and Lot 1 Removal companies to design, facilitate and undertake strategic move projects.

- 3.4 The current Framework for Furniture Removals and Storage of Furniture has been in place with a number of Contractors since 17 September 2016 and expired on 16 September 2021. The framework has been extended for up to four months to allow the procurement process to be concluded in accordance with the Council Contract Standing Orders.

4. Main report

- 4.1 Commercial and Procurement Services (CPS) have been working with key officers within the Place Directorate on a procurement strategy for the re-tendering of the current Furniture Removals and Storage Framework, now named Furniture Removal and Storage, Design and Move Management Framework.
- 4.2 The existing specification and evaluation criteria have been reviewed and developed to consider the unique service area requirements. This will allow the Council to build in improvements in the current service levels and bring in a range of new requirements. This will enable the Council to implement full life-cycle contract management, bring in additional savings and encourage innovation from suppliers through supplier relationship management.
- 4.3 CPS placed a Regulated Contract Notice within Public Contract Scotland ('PCS') on 10th September 2021 utilising the Open Procedure.
- 4.4 Following tender returns on 11 October 2021, submissions were evaluated by a technical evaluation panel. This placed an emphasis on quality, as well as price, with the aim of selecting the most economically advantageous tenders for each of the three Lots based on organisations tendering on a quality/cost ratio of 40% quality and 60% price. The quality/cost ratio was determined due to a need for suppliers to provide a quality service at the most economical price.
- 4.5 The quality analysis was based on weighted award criteria questions, which were scored using a 0 to 4 matrix. Following completion of the quality analysis, tenders that passed the minimum quality threshold of 60% were subject to cost analysis.
- 4.6 Where contractors have a "0.0" score for price, this is due to their quality bid failing to achieve the pre-set quality threshold of 60% and their fee proposal was not reviewed.
- 4.7 All evaluated elements were combined to provide the final commercial offer. The tender results for each Lot are set out in Appendix 2.
- 4.8 The Council intends to award a Multi Contractor Framework Agreement with three Contractors per Lot (except Lot 2) to the highest scoring Contractors per Lot.
- 4.9 The recommendation for award of this contract is based on the completed evaluation scores in the following table(s):

Lot 1 Project Based Work

Contractor	Position
Kelerbay Limited trading as Doree Bonner International	Preferred
AMC Removals (UK) Limited	Second Supplier
Pickfords Move Management Limited	Third Supplier

Lot 2 Daily Removal and Storage

Contractor	Position
Kelerbay Limited trading as Doree Bonner International	Preferred
AMC Removals (UK) Limited	Second Supplier

Lot 3 Design and Move Management

Contractor	Position
CBRE Managed Services Limited	Preferred
Space Solutions (Scotland) Limited	Second Supplier
Moveplan Limited	Third Supplier

5. Next Steps

- 5.1 Subject to Committee approval, the contract will be awarded, implemented and mobilised.
- 5.2 The Contract and Grants Management team will engage with the contract manager to ensure that effective contract management is delivered throughout the contract lifecycle. All efficiencies identified in the procurement process should be delivered by the service area through proactive supplier engagement and monitoring of management information.

6. Financial impact

- 6.1 The prices are fixed for the four years of the contract as part of the tender. In a change from previous tenders, the Council will now seek to harmonise storage costs by introducing a single rate for storage (per month). It will also remove current charges to access storage and cancellation by introducing a zero charge for both elements.
- 6.2 The addition of a space planning and move management consultant with specialism in auditing, refurbishment and adaptation of existing equipment will also bring circular economy / sustainability considerations.
- 6.3 Once the Council has discharged its statutory duty to homeless households, the Code of Guidance states that a reasonable period, set at 6 months, must be given to allow people to make arrangements to retrieve their belongings. The service will

endeavour to make contact with people prior to this to make arrangements for delivery of their belongings. If any items are to be disposed of they will be recycled where possible.

- 6.4 The costs associated with procuring this contract are estimated at up to £10,000.

7. Stakeholder/Community Impact

- 7.1 Lot 2 is necessary to fulfil the Council's statutory duty as set out in Section 36 of the Housing (Scotland) Act 1987 and the Code of Guidance on Homelessness to provide a removal and storage of belongings service to people who are homeless.
- 7.2 Analysis over the years from the Scottish Government, third sector partners and feedback from service users has shown higher tenancy sustainment when people experiencing homelessness are able to set themselves up successfully in a new home with all, or most, of their existing possessions. Therefore, the preservation of their possessions benefits not only the applicant themselves but can reduce the risk of homelessness recurring, or the need for such support as provision of furniture.
- 7.3 Following consideration of the Integrated impact Assessment (IIA), it was agreed that by procuring a Furniture Removal and Storage service for the Temporary Accommodation Service, the Council will protect existing and future homeless households' belongings and store them until such times as the statutory duty owed by the Council is discharged and homeless households are able to have their belongings delivered to their new permanent tenancy.
- 7.4 The framework utilises the Council's menu of community benefits which currently lists 41 available benefits each with a point value associated. Every contractor is committed to this system. The value of the call off pre-determines the amount of points that the supplier is required to spend, this will occur for every call off. Each community benefit offer will be monitored on the Council's community benefits platform by the Council's contract manager and reported annually.
- 7.5 This framework provides a strong commitment to Small Medium Enterprises (SME) development, of the six unique successful contractors (some won a position on several Lots) 66.66% identify as SME, two registered as small, two registered as medium with the remaining two having no SME status.
- 7.6 The Council requires every contractor to identify if they pay the living wage, all six contractors on the framework have identified they are committed to paying the living wage with two having achieved full Living Wage Accreditation, and three contractors committed to achieving Living Wage Accreditation during the framework operation. In addition, all six contractors do not operate any Zero Hours contracts.
- 7.7 Finally, in a further commitment one out of the six contractors has signed up to Scottish Business Pledge with another currently undergoing through the application process.

8. Background reading/external references

8.1 N/A.

9. Appendices

9.1 Appendix 1 – Summary of Tendering Process

9.2 Appendix 2 – Summary of Tender Evaluation Outcome

Appendix 1 – Summary of Tendering and Tender Evaluation Processes

Contract	Supply of Furniture Removal and Storage, Design and Move Management		
Contract Period	Four years: commencing 10 January 2022		
Estimated Aggregate Contract Value (including extensions)	£3.66m* *Depending on usage likely to be higher depending on use of Lot 3		
Procurement Route Chosen	Open Procedure		
Tenders Returned	7 contractors submitted tenders across 3 lots		
Recommended supplier	LOT 1	LOT 2	LOT 3
	Kelerbay Limited trading as Doree Bonner International	Kelerbay Limited trading as Doree Bonner International	CBRE Managed Services Limited
	AMC Removals (UK) Limited	AMC Removals (UK) Limited	Space Solutions (Scotland) Limited
	Pickfords Move Management Limited		Moveplan Limited
Price / Quality Split	Price 60		Quality 40
Cost/Quality Rationale	In order the for Council to achieve the best commercial outcome from Contractors on this Framework using the 60:40, Commercial and Procurement Services undertook a full tendering exercise where a minimum quality threshold of 60% was implemented, to guarantee the highest quality submission.		
Quality Split Breakdown (60%)	Criteria		Weighting
	A.1	BUSINESS CONTINUITY - COVID-19	For Information Only

		SUPPLEMENTARY INFORMATION	
	A.2	FAIR WORK MANAGEMENT INFORMATION	For Information Only
	A.3	TUPE	For Information Only
	A.4	DATA PROTECTION	For Information Only
	A.5	SME STATUS	For Information Only
AWARD CRITERIA FOR LOT 1			
	B1.1	FRAMEWORK MANAGEMENT	15%
	B1.2	DELIVERY OF THE CONTRACT	25%
	B1.3	BUSINESS CAPABILITY	25%
	B1.4	SECURITY	10%
	B1.5	CUSTOMER SERVICE AND MANAGEMENT	10%
	B1.6	COMMUNITY BENEFITS	10%
	B1.7	FAIR WORK PRACTICES	5%
AWARD CRITERIA FOR LOT 2			
	B2.1	FRAMEWORK MANAGEMENT	10%
	B2.2	DELIVERY OF THE CONTRACT	20%
	B2.3	BUSINESS CAPABILITY	20%

	B2.4	STORAGE	15%
	B2.5	EXIT STRATEGY	10%
	B2.6	CUSTOMER SERVICE AND MANAGEMENT	10%
	B2.7	COMMUNITY BENEFITS	10%
	B2.8	FAIR WORK PRACTICES	5%
AWARD CRITERIA FOR LOT 3			
	B3.1	FRAMEWORK MANAGEMENT	25%
	B3.2	DELIVERY OF THE CONTRACT	35%
	B3.3	CUSTOMER SERVICE AND MANAGEMENT	25%
	B3.4	COMMUNITY BENEFITS	10%
	B3.5	FAIR WORK PRACTICES	5%
Evaluation Team	Evaluated by Technical officers from Place and Corporate Services		
Procurement Costs	Up to £10,000		

Appendix 2 – Tender Evaluation Outcome

Lot 1 Project Based Work

Contractor	Quality (Max 40)	Price (Max 60)	Total (100)	Overall Rank
Kelerbay Limited trading as Doree Bonner International	33.50	60.00	93.50	1
AMC Removals (UK) Limited	33.50	47.75	81.25	2
Pickfords Move Management Limited	32.00	46.86	78.86	3
Bidder Anonymised	30.00	44.51	74.51	4

Lot 2 Daily Removal and Storage

Contractor	Quality (Max 40)	Price (Max 60)	Total (100)	Overall Rank
Kelerbay Limited trading as Doree Bonner International	30.00	60.00	90.00	1
AMC Removals (UK) Limited	34.50	39.22	73.72	2

Lot 3 Design and Move Management

Contractor	Quality (Max 40)	Price (Max 60)	Total (100)	Overall Rank
CBRE Managed Services Limited	31.00	60.00	91.00	1
Space Solutions (Scotland) Limited	36.00	39.25	75.25	2
Moveplan Limited	28.50	23.10	51.60	3
Bidder Anonymised	21.50	0.0	Fail	Fail
Bidder Anonymised	19.00	0.0	Fail	Fail

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Waiver for Award of Contract for Design and Build of Improvement Works to Craigmillar Town Centre

Executive/routine	Routine
Wards	17 - Portobello/Craigmillar
Council Commitments	<u>2</u>

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee notes:
- 1.1.1 The award of the contract for the Design and Construction works at “Walk-Up” Avenue, Craigmillar to New Practice Ltd by the Executive Director of Place in consultation with the Convener and Vice-Convenor of the Committee under urgency provisions as set out in paragraph 4.1 of the Committee Terms of Reference and Delegated Functions; and
 - 1.1.2 This is a Contract Standing Orders waiver extension to an existing waiver which was approved by the Executive Director of Place and the then Executive Director of Resources on 16 February 2021 and increases the waiver value from £170,000 to £700,000.

Paul Lawrence

Executive Director of Place

Contact: Elaine E Scott, Housing Services Manager

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Waiver for Award of Contract for Design and Build of Improvement Works to Craigmillar Town Centre

2. Executive Summary

- 2.1 The Craigmillar Meanwhile Project will transform an unused site in the heart of Craigmillar Town Centre into a place that can be enjoyed by the entire community. Two commercial units are proposed and set within a wider green space with a sculptural entranceway providing access to seating, informal play, events space and a stage pavilion.
- 2.2 The initial budget estimate for the project was based on the amount allocated by the Scottish Government's Town Centre Fund (TCF) - £170,000 and a waiver was put in place to cover this. As the project progressed, the design evolved to provide a genuinely unique offering for the community and local businesses alike, other funding sources also became available therefore the scope expanded. Current construction market volatility/material prices have been reflected in the tender costs received from the market. The revised budget to deliver on all the objectives, and to avoid loss of funding, has been reset at a more realistic level of £700,000. This will also allow proper infrastructure/utilities to be installed on the site for long term community use.
- 2.3 The contract was awarded to New Practice Ltd under urgency provisions, on 4 November 2021 with the contract taking effect the following day. This ensured the project retained much needed funding from the TCF and Place Based Investment Programme (PBIP). It also ensured funding from NatureScot could be utilised once the formal offer was received. There was a risk that all these funding streams would no longer have been available if the Council was unable to award the Contract on this date.
- 2.4 The value of the overall waiver reflects a 10% contingency and allows for the construction of a second commercial unit, should additional funding source be found. The second unit will not be built if additional funding is not secured.

3. Background

- 3.1 In [November 2020](#) the Council agreed to allocate £170,000 of the TCF for a meanwhile project on a vacant site Craigmillar. The fund aims to enable local

authorities to stimulate and support place-based economic investments which encourage town centres to diversify and flourish, creating footfall through local improvements and partnerships.

- 3.2 The grant funding conditions required that the funding was committed by end of March 2021. In order to deliver this bespoke project within the grant funding deadlines, the consultant New Practice Limited was appointed using a waiver to design and deliver the project in February 2021.
- 3.3 The Craigmillar Meanwhile Project aims to transform an unused site in the heart of Craigmillar Town Centre into a place that can be enjoyed by the entire community and support the wider regeneration investment in the Craigmillar area so far. It will be a multi-use, community-based, public space and will provide commercial opportunities to support small businesses in the area, while providing a space for people to meet outdoors in the town centre. The project is known as “Walk Up” Avenue.
- 3.4 Two small commercial units are proposed and set within a wider green space containing seating, informal play, events space, a growing area, a stage pavilion and a sculptural entranceway. See proposed design at Appendix 1.
- 3.5 This is a unique and bespoke project requiring expertise in both community and local business engagement as well as experience in design and delivery of meanwhile use projects. New Practice is a Glasgow based architecture practice which specialises in developing the creative capacity of cities and has demonstrable experience in delivering this type of project for other public sector agencies based on public consultation, creative engagement and intervention that offers social and environmental sustainability.
- 3.6 Due to the timeframe required by the Scottish Government funding and specialist nature of the design and works, a waiver was approved in February 2021 to allow the project to commence through the design stage. It was deemed critical to the success of the project to appoint New Practice Ltd as they had significant experience in similar projects.

4. Main report

- 4.1 New Practice published the bespoke design for tender in the summer of 2021. Two returns were received. Discussions have progressed with the lowest priced contractor and it has been demonstrated that materials and labour prices are increasing every month. In order to ensure that the project could continue, and a meanwhile use delivered on the site, additional funding has been applied for and awarded. This comprises £60,000 from the PBIP and around £95,000 from the NatureScot Rain Garden and Biodiversity fund. All of these funds require the funding to be spent by the end of this financial year. Additional funding streams will continue to be investigated.
- 4.2 Value engineering and redesign work is ongoing and additional funding streams being pursued. Following the waiver approval, a works contract has been let via

New Practice. This has allowed materials to be ordered, reducing the risk of project prices increasing further.

- 4.3 The value of this revised waiver is above the current value of the contract so that if additional funding is secured then additional elements of the project can be provided on a phased basis using the same project team to provide consistency and build on the current design without the need for further approvals.
- 4.4 The contract was awarded to New Practice Ltd under urgency provisions, on 4 November 2021 with the contract taking effect the following day
- 4.5 If this waiver had not been progressed under the urgency provision there was a high risk that materials prices would have continued to increase resulting in less being achieved on the site within the project budget. In addition, there was a high risk that a contract would not have been placed in time to commence work on site in time to deliver it by the end of the financial year. This could have resulted in all three different grant funding sums being lost.
- 4.6 The procurement risk is low given the value of the construction works which is below the threshold of regulated activity set by the Public Contract (Scotland) Regulations 2015.

5. Next Steps

- 5.1 Following the contract award a detailed programme has been agreed with the contractor, with works expected to commence on site in winter 2021/22 and the space scheduled to open for public use in Spring/Summer 2022.
- 5.2 The planning permission for the project is for five years. The impact and achievement of the project will be reviewed and if successful, an application to extend the planning permission will be submitted.

6. Financial impact

- 6.1 The Waiver extension allows for a maximum for £700,000 to be spent on this project in total and includes a 10% contingency. The current available budget is approximately £510,000 and comprises funding from TCF (£170,000) and PBIP (£60,000) grant funds, NatureScot Raingarden and Biodiversity grant fund (approximately £95,000) and a contribution from the Housing Revenue Account (approximately £185,000). This identified funding will enable phase 1 to be built, which includes one of the commercial units, hard and soft landscaping with embedded biodiversity raingarden, sculptural entranceway, seating, informal play space and equipment, events space and stage pavilion to be provided.
- 6.2 An additional £117,000 is needed to build phase 2, which would be the second commercial unit. Funding for this element has not yet been identified but this waiver extension will enable any additional funding source that may be secured to be utilised without the requirement for further approvals.

7. Stakeholder/Community Impact

- 7.1 The project will make use of an unused site in the heart of the Craigmillar regeneration area. It will add to the variety of facilities and services on offer in the area. There is elected member support for the project, demonstrated by the allocation of the initial TCF and PBIP grant funding. Public engagement has taken place online and via workshops with local schools getting involved in the design for the sculptural entrance design.
- 7.2 The project will enable additional grant funding to be utilised in Craigmillar to provide additional services and resources for the communities in Craigmillar and surrounding areas. The project will help support new businesses, which could create additional jobs in the area. The project will support the existing businesses in the Craigmillar Town Centre area by creating a public space for residents to spend time with seating, access to the adjacent children's play park and in turn increasing footfall to the town centre. New Practice Ltd are an accredited living wage supplier and have committed to paying workers involved in the delivery of this project the Real Living Wage.
- 7.3 New Practice Ltd have provided assurances with regards to the staff used on this contract, particularly with regards to zero hours contracts not being utilised.
- 7.4 A named representative from New Practice Ltd will liaise with the Council's contract manager to ensure effective delivery of Community Benefits. The community benefits offered include opportunities for local employment, community engagement and use of local supply chain.

8. Background reading/external references

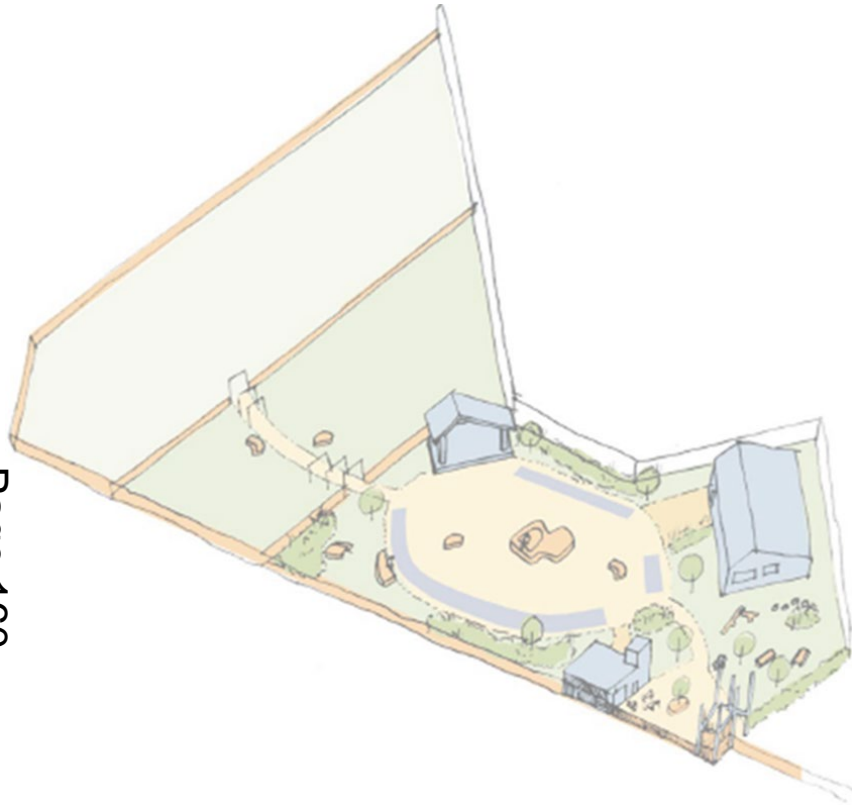
- 8.1 None.

9. Appendices

- 9.1 Appendix 1 – Indicative Layout of Meanwhile Use Site.

Appendix 1: Indicative Layout of Meanwhile Use Site

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Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Award of Waiver Extension to Contract for Mechanical and Electrical Servicing Works for Housing Services

Executive Wards Council Commitments	Executive All 2, 3 and 7
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1. Recommendations

- 1.1 It is recommended that Finance and Resources Committee:
- 1.1.1 approves the award of an extension, through a waiver of the Council's Contract Standing Orders (CSO), to the contract to BAM FM Limited for the supply and delivery of Mechanical and Electrical Servicing works for Housing Services to support the Council's reactive and planned maintenance works to the Council's Domestic Estate. The estimated value of the contract is £450,000 for the 5-month extension.
 - 1.1.2 Notes the contract commencement would be 1 November 2021 for a period of 5 months until 31 March 2022.

Paul Lawrence

Executive Director of Place

Contact: Willie Gilhooly, Acting Housing Property Manager

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Award of Waiver Extension to the Contract for Mechanical and Electrical Servicing Works for Housing Services

2. Executive Summary

- 2.1 This report seeks Committee approval to award an extension, through a waiver of the Contract Standing Orders, of the existing contract to BAM FM Ltd for the provision of Mechanical and Electrical Servicing Works for Housing Services.
- 2.2 The extension will be backdated to commence on 1 November 2021 for a period of 5 months until 31 March 2022.
- 2.3 The estimated value of the contract is £450,000 for the 5-month period.

3. Background

- 3.1 The Council has an estate of approximately 20,000 homes with a significant and diverse range of property types, usage and tenure.
- 3.2 The Council is responsible for annually maintaining all Life, Limb, Fire and Health and Safety system in place in its housing stock. This contract supplies the vital maintenance works which allows the Council to meet these obligations, both regulatory and legislatively, maintaining these systems for the safety of tenants, staff and members of the public.
- 3.3 The Council currently contracts out all individual trade disciplines that make up the overall contract for Mechanical and Electrical Servicing. BAM FM Ltd are the current contractors who undertake the works.
- 3.4 The current contract expired on 31 October 2021. To ensure compliance with the Council's regulatory and legislative obligations, the procurement of a replacement contract was necessary. However,, the completion of the procurement process to replace this contract could not be completed in advance of the contract's expiry.
- 3.5 Due to the nature of this life and limb work the Council require to have a contract in place at all times. BAM FM Ltd have agreed to continue with this contract on the same terms and conditions as their previous contract. For this reason and to ensure

both legal and regulatory compliance, officers are recommending that this extension is approved by Committee.

4. Main report

- 4.1 The Council must maintain this area of work for both legal and regulatory reasons.
- 4.2 BAM FM Ltd have agreed to carry on this contract for another 5 months on the same terms and conditions of their now expired contract.
- 4.3 BAM FM Ltd have provided this service to the Council since April 2015.
- 4.4 BAM FM Ltd were suitable to carry out this contract, as they are able to supply all the suitable contractors, to carry out all required trades within the contract..
- 4.5 The Council's intention is to tender all individual trades under separate contracts, to ensure each contract is easier to manage by dealing directly with each contractor.
- 4.6 Due to the complexities involved in splitting up the larger contract into individual ones and the ongoing operational impact of responding to the covid-19 pandemic, additional time is required to complete the replacement of the current contract.
- 4.7 The Key Performance Indicators (KPIs) built into the contract allow the Council to monitor performance and quality throughout the duration of the contract.
- 4.8 The 5-month period of the proposed CSOs waiver will give the Council necessary additional time required to complete a comprehensive procurement exercise.

5. Next Steps

- 5.1 Subject to the Committee's approval this will allow the Council to maintain its legal and regulatory obligations to their tenants, staff and members of the public, by carrying out the Mechanical and Electrical Serving Works for housing stock.
- 5.2 The Council will progress the procurement exercise and bring a further report seeking approval to award new contracts to Committee in March 2022.

6. Financial impact

- 6.1 The estimated contract value is essential spend, due to the nature of the works covered within its scope. The Council has to maintain these services to meet its legal and regulatory obligations. Contract spend will be monitored on an ongoing basis.
- 6.2 The budget will be met from the Housing Revenue Account (HRA).
- 6.3 The costs associated with procuring this framework are estimated to be between £20,000 and £35,000.

7. Stakeholder/Community Impact

- 7.1 Robust KPIs have been included within this contract which will help ensure effective contract management for the duration of this contract, providing value for money to the Council and ensuring the continuity of service.
- 7.2 BAM FM Ltd have committed to paying the Real Living Wage to all employees on the contract and will not utilise zero-hour contracts.

8. Background reading/external references

- 8.1 N/A.

9. Appendices

- 9.1 N/A.

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Award of Contract for Trade Materials and Commodities for Housing Property

Executive Wards	Executive
Council Commitments	All
	2, 3 and 7

1. Recommendations

- 1.1 It is recommended that Finance and Resources Committee:
- 1.1.1 Approves the award of a contract to Travis Perkins Trading Co. Ltd. for the supply and delivery of trade materials and commodities to support the Council's reactive and planned maintenance works to the Council's domestic estate. The estimated value of the contract is £8m to £10m per annum;
 - 1.1.2 Notes the contract commencement would be 1 April 2022 for a period of seven years with the option to extend for a further three years; and
 - 1.1.3 Notes the contract values above are reflective of estimated future pipeline of material requirements and that the value may fluctuate, subject to demand. The contract can also be utilised by other public funded bodies in the Lothian region and the spend reflects a 10% increase in estimated spend to accommodate the future potential of this.

Paul Lawrence

Executive Director of Place

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Award of Contract for Trade Materials and Commodities for Housing Property

2. Executive Summary

- 2.1 This report seeks Committee approval to award a contract to Travis Perkins Trading Co. Ltd for the provision of trade materials and commodities following a competitive procurement process.
- 2.2 The contract to commence on 1 April 2022 for a period of seven years with the option to extend for a further three years.
- 2.3 The estimated value of the contract is between £56m and £70m over the seven-year duration of the Framework.

3. Background

- 3.1 The Council has an operational estate of approximately 20,000 homes with a significant and diverse range of property types, usage and tenure.
- 3.2 Annually approximately 130,000 repairs are carried out to these properties which include Planned Preventative Maintenance (PPM)/Cyclical Maintenance; Reactive Repairs and Capital Works.
- 3.3 The Council employs a range of tradespersons to meet the above repair and maintenance and works requirements and require the provision of an external organisation to provide the materials and commodities needed to undertake the works.
- 3.4 The current Trade Materials and Commodities Contract expires on 31 March 2022. To ensure compliance with the Council's regulatory obligations, the procurement of a replacement contract was necessary. It was recognised that the replacement contract had to ensure flexibility for both the Council and the tenderers due to ongoing volatility of the materials due to the impact of the current pandemic and Brexit.

4. Main report

- 4.1 Commercial and Procurement Services (CPS), in conjunction with Housing Property, undertook a full tender exercise by placing a contract notice on the Public Contracts Scotland Portal on 30 June 2021.
- 4.2 There were 21 notes of interest in the contract with all organisations being able to download the full Invitation to Tender which was attached to the notice. The majority of the notes of interest were from organisations who were unable to fulfil the full scope of the requirement.
- 4.3 Two organisations submitted returns by the closing date of 20 September 2021. Organisations available within the market who have suitable experience, capacity and capability to deliver the wide range of materials and commodities are very limited therefore it was expected that response levels would be low.
- 4.4 The two returned bids were fully compliant with the Council's mandatory checks in terms of business probity, financial capacity, grounds for exclusion and legal requirements such as health and safety.
- 4.5 The Invitation to Tender stated that the contract would be awarded on the basis of the most economically advantageous tender, with 60% of the overall score being based on quality and 40% based on price.
- 4.6 The Key Performance Indicators (KPIs) built into the contract allow the Council to monitor performance and quality throughout the duration of the contract.
- 4.7 The two tender submissions received were evaluated individually by the four members of the evaluation panel.
- 4.8 There were 12 quality evaluation criteria, each having different applied percentages (see Appendix 1). These were scored between 0 and 10 in accordance with the evaluation criteria scoring definitions included in the tender instructions issued to the tenderers.
- 4.9 Along with a written tender submission, the tenderers also gave a presentation which sought responses to the remaining award criteria. This presentation gave the tenderers the opportunity to demonstrate their approach and proposals to those who would be utilising the contract on a daily basis to fulfil their duties. The presentation was attended by trades operatives, the Trade Unions and the evaluation panel.
- 4.10 Quality evaluation criteria scores were reviewed, and a consensus score reached for each element. The appropriate weighting was then applied to each of the individual evaluation criteria to arrive at a final weighted quality score.
- 4.11 On completion of the quality analysis, it was confirmed that both bids had achieved the minimum 60% threshold for the quality element and were then subject to price cost analysis.
- 4.12 The 40% price was sub divided across the following price elements:
 - 4.12.1 Core Materials – materials which the bidder must provide a price for which is fixed and subject to annual increase in line with Consumer Price Index

(CPI). These products must be available immediately at the time of purchase as they are the highest utilised products and critical to service delivery.

4.12.2 Core Volatile Materials – materials which are currently considered to be cost volatile. Tenderers submitted a percentage mark up on the cost at the time which the Council purchases. These products must be available immediately at the time of purchase as they are the highest utilised products and critical to service delivery.

4.12.3 Non-Core Materials - materials which are considered ‘specials’ and not typically purchased products. The tenderers submitted a percentage mark up on the cost at the time which the Council purchases.

4.12.4 Rebate – a percentage applied to the annual spend through the contract which is returned to the Council as a rebate. This includes spend made through other public funded bodies which are permitted to utilise the contract.

4.12.5 Delivery Charges – a price added on to the cost of an order for delivering to site.

4.13 The quality scores were then combined with the scores from the cost analysis to derive an overall award to each bidder out of a maximum of 100%, the recommended tenderer achieved a total score of 82.95.

5. Next Steps

5.1 Subject to Committee approval, and completion of the required standstill period, the award of the contract will be completed.

5.2 To ensure the Council is able to maximise the financial and non-financial benefits of the framework, including the delivery of community benefits. A contract management plan is being put in place which will robustly manage the contract and ensure the desired outcomes are achieved.

6. Financial impact

6.1 The estimated value of the contract is between £56m and £70m over the seven-year duration of the Framework, with an estimated value of £8m to £10m per annum.

6.2 The estimated contract value is reflective of estimated spend through maximisation of internal resource and the scope of works may fluctuate subject to demand. Contract spend will be monitored on an ongoing basis.

6.3 The budget will be met from a range of Housing Capital Budget and Housing Revenue Account (HRA).

- 6.4 Spend rebate of between 1% and 4% of the overall annual contract spend is currently forecast, again depending upon the level and nature of the Council's spend.
- 6.5 The costs associated with procuring this framework are estimated to be between £20,000 and £35,000.

7. Stakeholder/Community Impact

- 7.1 Robust KPIs have been included within this contract which will help ensure strong contract management throughout the duration of this contract, providing protection to the Council and ensuring the continuity of service. Contract management training has been arranged for officers to ensure best practice for the Council.
- 7.2 The preferred tenderer has also committed to providing the following Community Benefits and environmental initiatives:
- 20 weeks of work experience placements per annum with a commitment to work with the Council's approved work initiative provider to provide work placements to the long term unemployed into and then move individuals onto suitable full-time employment within the group;
 - Two apprenticeships per annum;
 - A Community Legacy Fund, which will see 1% of annual turnover from this contract reinvested in local community initiatives (estimated at £80,000 per annum);
 - Planting an estimated 430 trees per year in the Edinburgh area to offset the carbon footprint that is created by the store's operation; and
 - Vehicles involved in the delivery of services to all be electric vehicles by the end of year two.
- 7.3 Travis Perkins Trading Co. Ltd have committed to paying the Real Living Wage to all employees on the contract and will not utilise zero-hour contracts.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 Appendix 1 – Summary of Tendering and Tender Evaluation Processes.

Appendix 1 – Summary of Tendering and Tender Evaluation Processes

Contract	Trade Materials and Commodities	
Contract period (including any extensions)	10 years	
Estimated Contract Value (including extensions)	£80,000,000 - £100,000,000	
Procurement Route Chosen	Open Procedure	
Tenders Returned	2	
Name of Recommended Supplier(s)	Travis Perkins Trading Co. Ltd	
Price / Quality Split	Price 40%	Quality 60%
Evaluation criteria and weightings and reasons for this approach	Price	40%
	Core Materials	55%
	Core Volatile Materials	15%
	Non-Core Materials	20%
	Delivery Charges	2.5%
	Rebate	7.5%
	Quality	60%
	Contract Delivery Team	10%
	Mobilisation of the Contract	10%
	Contract Delivery Solution	20%
	Information Technology	10%
	Maximising Efficiencies and Value Engineering	5%
	Presentation	10%
	Invoicing and Supply Chain Payments	5%
	Dispute Resolution and Complaints Procedure	5%
	Fair Work Practices	5%
	Community Benefits	5%
	Business Continuity and Resilience	10%
	Approach to Environmental Requirements	5%

Evaluation Team	Evaluated by technical officers from Housing Property and Digital Services
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Finance and Resource Committee

10.00am, Thursday, 9 December 2021

Homelessness Services – Use of Temporary Accommodation

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 It is recommended that Committee:
- 1.1.1 This report seeks approval through a waiver of the Council's Contract Standing Orders, to extend 10 current contracts for the provision of temporary accommodation to 31 March 2022 on a spot purchase arrangement (the affected contracts are noted in Appendix 1). This will complement the existing contracted provision and is required as a result of ongoing increased demand as a result of the COVID-19 pandemic;
 - 1.1.2 Note the short term extensions that have already been awarded to five contracts, as noted in Appendix 1. These extensions were awarded as an urgent decision in accordance with section 4.1 of the Council's Committee Terms of Reference and Delegated Functions by the Executive Director of Place in consultation with the Convenor and Vice Convenor of the Committee; and
 - 1.1.3 Note that at Committee on [4 March 2021](#) a request totalling £16,149,640 was approved. This report requests approval of an additional £2,145,000, taking the total approved to £18,294,640.

Paul Lawrence

Executive Director of Place

Contact: Jill Thomson, (Interim) Homelessness and Housing Support Senior Manager

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Homelessness Services – Use of Temporary Accommodation

2. Executive Summary

- 2.1 During the COVID-19 emergency, the Council has been required to significantly increase the amount of temporary accommodation it has to meet demand. There continues to be a demand for additional temporary accommodation to allow the Council to meet its statutory duty to accommodate people who are homeless.
- 2.2 On [7 October 2021](#), Finance & Resources Committee approved the award of the Flexible Purchasing System (FPS) seeking to increase the capacity in temporary accommodation. This will enable more providers to be contracted and reduce the need for spot purchase arrangements. This is expected to result in significantly reduced spot purchase requirements from 2022/23 onwards.
- 2.3 This report seeks approval, through a waiver of the Council's Contract Standing Orders, to increase the previously approved amount by £2,145,000 to address the continued increase in the numbers requiring temporary accommodation. These additional costs have been factored into the month six forecast for homelessness services reported to this Committee and takes account of the potential for further increases to 31 March 2022.
- 2.4 Committee is also asked to note the short term extensions that have already been awarded to five contracts, as noted in Appendix 1. These extensions having been awarded as an urgent decision in accordance with section 4.1 of the Council's Committee Terms of Reference and Delegated Functions by the Executive Director of Place in consultation with the Convenor and Vice Convenor of the Committee.

3. Background

- 3.1 Since the beginning of lockdown restrictions, the Council has been required to secure additional temporary accommodation to meet public health objectives to fulfil its statutory duties to homeless people.
- 3.2 During the period of the COVID-19 restrictions, the Council has secured access to an additional 721 placements to meet demand and accommodate households that

are homeless. Pre-pandemic there were 3,570 households in temporary accommodation, this has risen to 4,525, an increase of almost 30%.

- 3.3 Throughput from temporary accommodation services has slowed during the pandemic across all tenures including alternative temporary accommodation, the private rented sector and social housing.

4. Main report

- 4.1 The increase in temporary accommodation use is mainly a result of three factors: the provision of additional accommodation for those rough sleeping, the provision of temporary accommodation for people who may have no recourse to public funds and a lack of move on or settled accommodation.
- 4.2 Finance and Resources Committee agreed to spot purchase contracts of £16,149,640 at the meeting of 4 March 2021. A further award was made to the Haymarket Hub in April 2021. This award was subsequently reported to Policy and Sustainability Committee on 10 June 2021.
- 4.3 Ten accommodation providers require additional approvals to cover the increased costs as a result of the ongoing increase in the numbers requiring temporary accommodation (see Appendix 1). The details in Appendix 1 are included in the B agenda papers for Committee due to the commercial information contained within.
- 4.4 Six of these accommodation providers have been successful in their application to join the FPS. Contract awards will begin to be made to these providers once all documentation and certifications are in place.
- 4.5 While these contracts are being progressed, Committee is asked to agree that these services can be spot purchased until such time as the contracts begin.
- 4.6 Four of these providers have not applied to the FPS. Due to demand, Committee agreement is requested to agree to continue to spot purchase these properties until March 2022. These providers will be encouraged to apply to join the FPS at the next available opportunity.
- 4.7 Five providers required immediate payment where services had already been delivered. This was to ensure that households, including families, were protected and the Council could meet its statutory duty to provide temporary accommodation and continue to meet the ongoing public health requirements.
- 4.8 These short term extensions having been awarded as an urgent decision in accordance with section 4.1 of the Council's Committee Terms of Reference and Delegated Functions by the Executive Director of Place in consultation with the Convenor and Vice Convenor of the Committee. These extensions have an aggregate value of £484,000, and this sum is included in the total request to increase the previously agreed amount by £2,145,000.

5. Next Steps

- 5.1 Officers will continue to progress the work required to award contracts as part of the FPS and will continue to encourage providers who have not applied to be part of the FPS to apply.
- 5.3 The Council will continue to liaise with civil servants to obtain the Scottish Government's position on the continued provision of support to people who may have no recourse to public funds.

6. Financial impact

- 6.1 Through the 2021/22 budget process additional funding of £12m was provided to address the increase in temporary accommodation costs as a result of the COVID-19 pandemic. Due to the continued increase to date, and assuming similar levels of increase to March 2022, the service is reporting a further estimated pressure of £2.8m, as reported at month six. This increase can be contained within the overall financial position of the Council as reported to this Committee on 9 December 2021.

7. Stakeholder/Community Impact

- 7.1 This is an update report and did not require any specific stakeholder engagement.

8. Background reading/external references

- 8.1 Link to Previous Report Finance and Resources, 4 March 2021- [Homelessness Services Use of Temporary Accommodation 04032021](#)
- 8.2 Link to previous report – Finance and Resource Committee, 7 October 2021 - [Award of Flexible Purchasing System and Contracts for Temporary Accommodation](#)

9. Appendices

- 9.1 B AGENDA - Appendix 1: Projected Spot Purchase contracts for temporary accommodation 1 April 2021 – 31 March 2022

by virtue of paragraph(s) 8, 9 of Part 1 of Schedule 7A
of the Local Government(Scotland) Act 1973.

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Finance & Resources Committee

10:00am, Thursday, 9 December 2021

Contract Award for Short Breaks for Disabled Children and Young People with Complex Care Needs

Executive
Wards All
Council Commitments [34](#)

1. Recommendations

- 1.1 The Finance and Resources Committee is asked to:
- 1.1.1 Approve the award of contract for Short Breaks for Disabled Children and Young People with Complex Care Needs to Action for Children; and
 - 1.1.2 Approve the commencement of the contract, on 1 April 2022 for a period of five years with the option to extend for a further five years, at 12-month intervals, at a total estimated cost to the City of Edinburgh Council of £3,500,000 over the maximum term of the contract.

The total value of the contract is estimated to be £11,925,000, inclusive of NHSL and Other Local Authorities' contribution.

Amanda Hatton

Executive Director of Education and Children's Services

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Contract Award for Short Breaks for Disabled Children and Young People with Complex Care Needs

2. Executive Summary

- 2.1 This report seeks approval to award the contract for Short Breaks for Disabled Children and Young People with Complex Care Needs to Action for Children to commence on 1 April 2022 for an initial period of five years with the option to extend for a further five years, at 12-month intervals.

3. Background

- 3.1 The City of Edinburgh Council (the Council) works with families to support them to continue to care for their child(ren) with a disability. Residential (building based) short breaks and daytime short breaks are an integral part of that support.
- 3.2 The purpose of this service is to ensure that the children and young people can remain in the care of their family and that residential short breaks are provided in a way that enhances the quality of their life. This also prevents full time accommodation and escalation to higher costs, especially in Out of Authority residential settings.
- 3.3 The residential short breaks service is commissioned to provide up to 1231 bed nights per annum. (726 for Edinburgh, 255 for West Lothian, 125 for East Lothian, 125 for Midlothian). Extra provisions will be made available for emergency requirements.
- 3.4 This service is invaluable to families that have disabled children with complex needs and challenging behaviour. Whilst the Council does have other short breaks provision, this runs at capacity and is not suitable for this cohort of children and young people who need specialist support and behaviour support plans.
- 3.5 The property has to be specially adapted to meet the complex support needs of the specific service users whilst encouraging learning, skills building and social skills by providing educational stimulus.
- 3.6 The Council have joined with NHS Lothian, West Lothian Council, East Lothian Council and Midlothian Council for this provision as this a recurring need across the Lothians.

- 3.7 The current contractual arrangements have been in place since 2013 and are due to expire on 31 March 2022.

4. Main report

- 4.1 NHS Lothian published a Prior Information Notice (PIN) on Public Contracts Scotland (PCS) on 24 February 2020 to determine interest from potential contractors and inform the supply market. NHS were unable to progress the tender for this requirement.
- 4.2 On 29 March 2021, the Council took the procurement lead and published a contract notice on behalf of NHS Lothian, Midlothian, West and East Lothian Councils for the service.
- 4.3 Service requirements included the need for a specially adapted building within the Edinburgh area, it was anticipated that this would be a challenge for the market. To mitigate the Council advertised scope for a longer contract term and provided a six-month implementation period from the point of contract award to try and stimulate market interest and obtain best value for the authorities and NHS.
- 4.4 One tender was received and due diligence checks were carried out to ensure capability and capacity to perform the contract including economic and financial standing and professional ability. The bidder passed these checks.
- 4.5 The bids were evaluated using the following weighting criteria:
- Quality 70%
 - Price 30%
- 4.6 The technical quality element of the bid was evaluated by the appropriate officers from each authority and was deemed to meet the service required.
- 4.7 Appendix 1 summarises the tendering and tender evaluation processes.

5. Next Steps

- 5.1 Subject to approval, the contract will be awarded, implemented and mobilised.
- 5.2 Each Local Authority and NHS Lothian will be responsible for their own contract management and payments.
- 5.3 Action for Children are the current incumbent and so a seamless contract implementation is anticipated.

6. Financial impact

- 6.1 The Council's spend contribution is estimated to be approximately £3,500,000 over the maximum term of the contract.

- 6.2 The total value of the first three years equates to £999,828. Years four & five and any extension(s) will be negotiated on an annual basis and will be in line with CPI (Consumer Price Index).
- 6.3 The current annual budget is £308,533. Future increases will be funded from the contract inflation provided to Communities & Families on an annual basis through the budget setting process.
- 6.4 The costs associated with procuring this contract are estimated at up to £10,000.

7. Stakeholder/Community Impact

- 7.1 The supplier has confirmed that they intend to pay the Real Living Wage to all employees.
- 7.2 The supplier has also confirmed their commitment to offer community benefits as part of this contract. The community benefits offered are:
 - 7.2.1 Promotion of job opportunities in the first instance through Council local agencies, including Edinburgh Guarantee, Jet and Joined up for Jobs.
 - 7.2.2 Work experience placement for 15 days for one school pupil from an Edinburgh School.
 - 7.2.3 Work placement for 60 days for two college students/leavers from relevant social care course.
- 7.3 There is also regular feedback from parents and carers about the need for this provision and the benefits that having this support offers

8. Background reading/external references

N/A

9. Appendices

- 9.1 Appendix 1 Summary of Tendering and Tender Evaluation Processes

Appendix 1 – Summary of Tendering and Tender Evaluation Processes

Contract	Short Breaks for Disabled Children and Young People with Complex Care Needs		
Contract Period	Five years, with the option to extend for an additional five years, at 12-month intervals.		
Estimated Aggregate Contract Value (including extensions)	Estimated at £11,925,000 over the maximum term of the contract for all partners. The Council's spend contribution is estimated to be around £3,500,000, over the maximum term of the contract.		
Procurement Route Chosen	Open		
Tenders Returned	1		
Recommended supplier	Action for Children		
Price / Quality Split	Price	Quality	
Cost/Quality Rationale	30%	70%	
Quality Split Breakdown (70%)	Criteria		Weighting
	Q1	Management and Staffing	25%
	Q2	Working with Young People with Challenging Behaviours	25%
	Q3	Implementation Plan	10%
	Q4	Working with Families	10%
	Q5	Working in Partnership	10%

	Q6	Business Continuity	5%
	Q7	Community Benefits	10%
	Q8	Fair Work Practices	5%
Evaluation Team	Representatives from each of the Lothian Local Authorities as well as NHS Lothian		
Procurement Costs	Up to £10,000		

Finance & Resources Committee

10.00am, Thursday 9 December 2021

Award of Framework Agreement for Thrive – A Place to Live: Provision of Visiting Support and Supported Living Services for People with Complex Mental Health Needs

Executive/routine Wards	Routine All
Council Commitments	12, 13 & 14

1. Recommendations

- 1.1 It is recommended that the Finance and Resources (F&R) Committee:
- 1.1.1 Approves the award of a Framework Agreement for Visiting Support and Supported Living Services for people with complex mental health needs to twelve service providers over two Lots.
 - 1.1.2 Approves the commencement of the Framework Agreement in March 2022 for an initial period of three years, with the option to extend for a further period of three years in one-year increments.
 - 1.1.3 Notes, the estimated value of the Framework Agreement is in the region of £11,000,000 per annum.

Judith Proctor

Chief Officer of Edinburgh Health and Social Care Partnership

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Finance & Resources Committee

2. Executive Summary

- 2.1 This report seeks approval to award a Framework Agreement for Visiting Support and Supported Living Services to twelve service providers.
- 2.2 The Framework Agreement is proposed to commence in March 2022 for an initial period of three years, with the option to extend for a further period of three years in one-year increments.
- 2.3 The maximum Framework Agreement duration is longer than standard as formation has been the result of lengthy co-production which is resource intensive for both service providers and the City of Edinburgh Council (the Council).
- 2.4 The recommended service providers are as follows:
- Lot One – Visiting Support;** Garr Comm, Enable, Hillcrest Futures, Lifeways, Link Living, Loretto Care, Penumbra, The Scottish Association for Mental Health (SAMH), The Richmond Fellowship Scotland, Voyage Care, With You.
- Lot Two – Supported Living;** Carr Gomm, The Cyrenians, Lifeways, Link Living, Loretto Care, Penumbra, Voyage Care.

3. Background

- 3.1 The Framework Agreement has two Lots, details of which are outlined below;
- Lot 1 - Visiting Support Services** – Services for individuals who have been diagnosed and assessed as subject to severe and enduring mental illness shall receive support based in their own homes and communities.
- Lot 2 - Supported Living Services** – Services for individuals who have similar complex mental health needs as outlined in Lot 1. However, due to the complexity and severity of their needs require a more intensive support package including tenancy support.
- 3.2 Current Contracts are a mixture of “Spot” Contracts, which are let for specific individuals to meet their needs following a social worker assessment/conversation and “Block” Contracts, which are let to reserve and hold spaces for undefined individuals with a fixed amount paid monthly. Typically, only Spot Contracts are used for Visiting Support and both Block and Spot Contracts are used for Supported Living Services.
- 3.3 Individuals have a choice of how they receive care, this Framework Agreement relates to option three of the following statutory options;
- 3.3.1 Option One - a direct payment for individuals to purchase their own support

3.3.2 Option Two - the individual directs the available support

3.3.3 **Option Three - the Council arranges the support**

3.3.4 Option Four - a mix of the above

- 3.4 It is anticipated that the Council shall be able to minimise risk to vulnerable people using the services via a more structured contract management process resulting from service providers working from a common specification, basic terms and conditions and standardised funding arrangements.
- 3.5 The Framework Agreement is structured to encourage service provider collaboration and more flexibility to implement direct changes to packages of care working with the individual receiving care and Council social work staff.
- 3.6 The focus of the Framework Agreement is intended to be on outcomes-based assessment of individual needs.

4. Main report

- 4.1 The Council undertook an Open Procedure in accordance with the Public Contracts (Scotland) 2015 Regulations.
- 4.2 On 6 August 2021, the Council issued an invitation on Public Contracts Scotland (PCS) with a submission deadline of 24 September 2021. Tenders were to be submitted via Public Contracts Scotland Tender (PCS-T).
- 4.3 Requirement specific qualification criteria was required alongside standard assessment of insurance and finances. Service *providers must hold or in the case of new service providers commit to achieving a Care Commission rating of 4 (Good) or above before individuals can use their services. Proof of enhanced Disclosure Certification for working with vulnerable people was required for all service provider staff.
- 4.4 A cost: quality ratio of 30:70 was applied to both Lots to ensure that quality was of a high standard.
- 4.4.1 **Cost** 30%
- For both Lots, the Pricing Schedule contained a request for information on service providers' hourly rate to provide the Core Services as identified within the specification.
- 4.4.2 **Quality** 70%
- Service providers who passed the qualification criteria were assessed against their approach to providing care by responding to fictional case studies of individuals who represented as suffering from different conditions.
- Staff Training, capacity, contract management, approach to sustainability, fair work practices and community benefits were also assessed.
- 4.5 Following an evaluation which included NHS and independent advocacy staff as well as Council officers, it is recommended that twelve different service providers

are awarded a place on the Framework Agreement. One further provider submitted a bid, but it was rejected by the evaluation team as not compliant.

- 4.6 A summary of the tendering and the tender evaluation process, as well as the service providers recommended for award, is attached for Lot 1 in Appendix 1 and for Lot 2 in Appendix 2.

5. Next Steps

- 5.1 Upon approval by the F&R Committee, contracts will be awarded to the named service providers.
- 5.2 This Framework Agreement will be managed by the Health and Social Care Contracts Team who will monitor key performance indicators and delivery of community benefits.
- 5.3 The Contracts and Grants Management team (CAGM) will engage with the Health and Social Care Contracts Team, to ensure that effective contract management is delivered throughout the lifecycle of the Framework Agreement. A contract handover document will also be produced, and handover meetings will take place at a locality level as well as centrally.
- 5.4 To support effective implementation of the new Framework Agreement, assistance will be given by Procurement Delivery staff in the first few months of operation to aid construction of call off contracts.
- 5.5 It is not intended to immediately terminate existing contracts with a care element as that has the possibility of being disruptive to care plans and detrimental to individual recovery. The exercise aims to capture as many existing contractual arrangements as possible under one Framework Agreement and move over contracts gradually onto the new terms and conditions. The Framework Agreement as proposed has a high number of incumbent providers present.

6. Financial impact

- 6.1 The estimated value of the Framework Agreement is in the region of £11,000,000 per annum. This is within the budget directed by the Edinburgh Integration Joint Board for this purpose.
- 6.2 When benchmarked against the National Flexible Framework Agreement, let by Scotland Excel (SXL), which offers similar services by the same service providers, the Framework Agreement is in the region of 3% less expensive.

7. Stakeholder/Community Impact

- 7.1 Extensive co-production has taken place over the past two years working with the following stakeholders:
- 7.1.1 A group of incumbent service providers have met regularly every month to discuss and develop aspects of service provision into new models for supported living and visiting support services and debated how to make improvements with these services. This group is co-chaired and facilitated by

a strategic planning and commissioning officer for mental health and by Edinburgh Voluntary Organisations Council (EVOC).

- 7.1.2 Council colleagues in Finance, CAGM, locality social work teams, Royal Edinburgh and Associated Services (REAS) mental health professionals and Service Matching Unit (SMU) have been consulted.
 - 7.1.3 An independent consultation exercise was undertaken to assess the views of service users and unpaid carers in relation to the care received. Over 120 people engaged with the consultation. It revealed a clear wish for service users to be more involved in decision making processes relating to their care provision and for more flexible and person-centred support. The services, overall, were highly valued by service users.
 - 7.1.4 A consultation was also undertaken with mental health staff in localities and in the Royal Edinburgh Hospital. This included the Community Rehabilitation Team, Clinical Psychological Services, Mental Health and Substance Misuse locality teams and Mental Health Forums. In total 92 staff were consulted on the commissioning work. Overall, they were happy with the quality of staff and service provision from service providers. However, they recommended the service would be enhanced by allowing providers to undertake reviews and revision of SMU processes. They also flagged up a need for outcomes-based commissioning.
 - 7.1.5 A pilot has been run for six months within the North East Locality to test some assumptions and changes that are outlined in the service specification. The pilot has been overwhelmingly positive with both service providers and Locality management finding the new way of working to be beneficial. Some of these findings include testing the new process for service provider led reviews, flexible uplifts and decreases for packages of care and working more collaboratively with localities and between service providers to find solutions to people waiting for service on waiting lists.
- 7.2 All service providers on the Framework Agreement pay the Real Living Wage to staff.
 - 7.3 All providers have committed to delivering community benefits over the £50,000 per annum threshold. Providers shall sign up to a mandatory community benefit linked to collaboration on efficiencies between Service Providers and signposting individuals to other Council services. Initially, this will require regular remote Teams meetings of circa twice per month in each locality where the unmet waiting list for services is discussed and allocated.

8. Background reading/external references

- 8.1 None

9. Appendices

Appendix 1 – Summary of Tendering and Tender Evaluation Process – Lot 1

Appendix 2 – Summary of Tendering and Tender Evaluation Process – Lot 2

Appendix 1 – Summary of Tendering and Tender Evaluation Process – Lot 1

A Place to Live: Provision of Supported Living Services and Visiting Support Services for people with complex mental health needs <u>Lot 1 - Visiting Support Services</u>	
Contract Period	Starting in March 2022 for an initial period of three years, with the option to extend for a further period of three years (3 + 3)
Estimated Contract Value (including extensions)	Up to £20,000,000 over six years
Procurement Route Chosen	Open Procedure
Tenders Returned	Thirteen
Name of Recommended Service Providers	Garr Comm, Enable, Hillcrest Futures, Lifeways, Link Living, Loretto Care, Penumbra, SAMH, The Richmond Fellowship, Voyage Care, With You.
Price / Quality Split	30:70
Questions	Lot 1 Case Study 30% Lot 1 Capability & Capacity 25% Lot 1 Training 15% Contract Management 10% Community Benefits 5% Sustainability 5% Data Protection 5% Fair Work Practices 5%
Evaluation Team	Independent Advocacy Representative NHS Educational Psychologist Locality Representative Senior Commissioner

Appendix 2 – Summary of Tendering and Tender Evaluation Process – Lot 2

A Place to Live: Provision of Supported Living Services and Visiting Support Services for people with complex mental health needs <u>Lot 2 – Supported Living Services</u>	
Contract Period	Starting in March 2022 for an initial period of three years, with the option to extend for a further period of three years (3 + 3)
Estimated Contract Value (including extensions)	Up to £46,000,000 over six years
Procurement Route Chosen	Open Procedure
Tenders Returned	Eight
Name of Recommended Service Providers	Carr Gomm, The Cyrenians, Lifeways, Link Living, Loretto Care, Penumbra, Voyage Care
Price / Quality Split	30:70
Questions	Lot 2 Case Study 30% Lot 2 Capability & Capacity 25% Lot 2 Training 15% Contract Management 10% Community Benefits 5% Sustainability 5% Data Protection 5% Fair Works Practices 5%
Evaluation Team	Independent Advocacy Representative NHS Educational Psychologist Locality Representative Senior Commissioner

Finance and Resources Committee

10.00am, Thursday 9th December 2021

Annual Fraud Prevention and Detection Report

Executive/routine Wards Council Commitments	Executive
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1. Recommendations

- 1.1 To note work by the Council on fraud prevention and detection activities during 2020/21.

Stephen S. Moir

Executive Director of Corporate Services

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Customer and Digital Services Division, Corporate Services Directorate

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Annual Fraud Prevention and Detection Report

2. Executive Summary

- 2.1 The annual report provides an overview of fraud prevention and detection activities undertaken in 2020/21.

3. Background

- 3.1 The Council is responsible for a range of counter fraud activities. These are designed to detect, investigate, prevent and report fraud and ensure that public money is spent on essential services.
- 3.2 Housing Benefit fraud detection is undertaken by the Single Fraud Investigation Service (SFIS) at The Department for Work and Pensions.
- 3.3 The Council investigate and detect fraudulent activity that is out with the remit of central government bodies such as the Department for Work and Pensions and HMRC. Council services are required to review their own risks and establish robust procedures to prevent and detect fraud within their operation. Certain types of customer fraud are investigated by the Customer Fraud and Visiting Team (CFVT) and where appropriate CFVT share information and best practice to enable services to strengthen controls and reduce the risk of future fraud.
- 3.4 Internal Audit also considers whether appropriate controls have been established across the Council to support prevention and detection of potentially internal and external fraudulent activities by Council employees as part of their Governance, Risk, and Best Value Committee approved Internal Audit annual plan.

4. Main report

- 4.1 Fraud allegations are received from various sources, including members of the public, Department for Work and Pensions, HM Revenues and Customs, the Police and the National Fraud Initiative (NFI) exercise. During 2020/21, CFVT detected customer fraud of £1.715m (Appendix 1) and recovery action is ongoing to secure appropriate funds.
- 4.2 The Council participates in Audit Scotland's NFI exercise. This is a comprehensive data matching exercise that operates over a two-year rolling period and compares

information held by public bodies. The latest exercise commenced in January 2021, when matches were released and service teams are currently reviewing these datasets (Appendix 2). Matches are due to be finalised by January 2022. Audit Scotland will review the outcomes for its national report in March 2022, with the NFI report expected to be published in summer 2022. This information will be reported to Committee as part of 2022 Annual report.

- 4.3 The Council operates a web-based system that allows the public to report suspected cases of fraud. Following an initial assessment, allegations against Council employees are referred to the relevant service area for investigation. These allegations are tracked, and investigation outcomes are reported as part of the annual fraud detection report. Allegations against third parties are passed to CFVT who engage relevant service areas or outside agencies to complete the investigation. Where appropriate both CFVT and Internal Audit provide advice and assistance to support investigations.
- 4.4 During the financial year 2020/21, 617 allegations were reported (Appendix 3). Two allegations were made against Council employees. Investigations were undertaken; one allegation was confirmed as unfounded and one could not be taken forward due to insufficient evidence.
- 4.5 External fraud investigation home visits and face to face activities were suspended in March 2020 due to Covid19 safeguards. These activities did not resume by the end of the 2020/21 financial year, however, where possible alternative verification methods were utilised. CFVT resource was primarily redirected to support the Scottish Government Business Grant schemes, specifically conducting assurance checks against potential fraudulent applications. As a result of this work, 467 suspected fraudulent applications were reviewed and this analysis resulted in 130 fraudulent (£1.66m) applications being rejected.
- 4.6 Fraudulent Business Grant applications were monitored jointly as part of a Scotland wide strategy led by the appropriate national body. Data was shared across all 32 Local Authorities to ensure a consistent and coordinated approach. This data was also shared with Police Scotland as part of their work to tackle serious and organised crime.

5. Next Steps

- 5.1 Council services, the Customer Fraud and Visiting Team, Internal Audit and Digital Services, will continue to work collaboratively to provide financial safeguards and deter potentially fraudulent activity.

6. Financial impact

- 6.1 While there is no direct financial impact as a result of this report, the actions of Council services and Internal Audit provide a financial safeguard.

7. Stakeholder/Community Impact

7.1 There is no direct impact on stakeholders or community arising from this report.

8. Background reading/external references

8.1 [Fraud Prevention & Detection - Annual Report 2019/20. Finance and Resources Committee 29th October 2020](#)

8.2 [Corporate Debt Policy](#)

8.3 [Whistleblowing Policy](#)

8.4 [Policy on Fraud Prevention](#)

8.5 [Policy on Anti Bribery](#)

9. Appendices

9.1 Appendix 1 – Customer Fraud and Visiting Team – 2020/21

9.2 Appendix 2 - National Fraud Initiative – 2020/21

9.3 Appendix 3 - Public Reported Cases of Suspected Fraud

Customer Fraud and Visiting Team – 2020/21 Key Activities

During 2020/21, the Customer Fraud and Visiting Team (CFVT) detected customer fraud of £1,715,296.67, with recovery action ongoing.

- **Covid 19 Business Support Grants (£1,663,600)**
Council resource was redirected to support processing of Scottish Government Business Grant schemes, specifically conducting assurance checks against potential fraudulent applications.
- **Discretionary Housing Payments (£8058.60)**
These payments are awarded to claimants in receipt of Housing Benefit and suffering from financial hardship. Overpayments occur when a claimant fails to provide the correct information when applying or fails to report a change in circumstances.
- **Council Tax Reduction Scheme (CTRS) (£25,638.07)**
CTRS is available to claimants who are experiencing financial difficulties and find themselves unable to make their Council Tax payments. Payments in error occur when a claimant fails to provide the correct information when applying for the scheme or fails to report a change in circumstances.
- **Recovered Tenancies – non residency and illegal sublets of Council homes (£18,000)**
The Audit Commission recommend that Local Authorities use a notional figure of £18,000 per tenancy when calculating potential loss to the Council. This figure incorporates the cost of temporary accommodation for genuine applicants, legal costs to recover the property, re-let cost and the rent foregone during the void period between tenancies. One tenancy was successfully recovered.

National Fraud Initiative

Overview of work currently being undertaken to investigate 2020/21 matches, target for completion January 2022.

Dataset	Examples of possible Fraud	Match No.	In Progress
Pensions	Obtaining the pension payments of a deceased person, Exceeding new income limits after taking added years	969	Ongoing
Income/ Council Tax	Incorrectly claiming single persons discount	13,388	Ongoing
Housing Benefits	Incorrectly claiming benefits	421	Ongoing
Council Tax Reduction	Incorrectly claiming benefits	1822	Ongoing
House Rents	To identify where an individual appears to be resident at two different addresses suggesting possible cases of subletting or dual tenancies.	526	Complete
Private supported care home residents	Payments for deceased resident		
Waiting lists	Ineligible tenants, Tenant on waiting list for second property, Inappropriate attempt to purchase property R.T.B.	635	Ongoing
Payroll/HR	Obtaining employment when not entitled to work in the UK Second Job whilst paid long term sick	147	Ongoing
Trade Creditors Standing Data (Procurement)	Fraudulent or erroneous payments where supplier set up with more than one reference, Inappropriate Suppliers on database	325	Complete
Trade Creditors History (Payments)	Duplicate payments for same goods/services Incorrect Payments made Employees (or family) invoicing services to Council	6023	Complete
Blue Badge Permit / Residents Parking	Permit used by someone other than approved user	1188	Ongoing
Resident Parking Permits	Individuals who have a resident parking permit have been matched to deceased records.	38	Ongoing

Procurement to Payroll	To identify potential undeclared interests that have been given a pecuniary advantage.	241	Ongoing
Immigration	To identify employees who are not entitled to reside and/or are not entitled to work in the UK	0	n/a
NDR	To identify those claiming multiple Small Business Bonus Scheme grants, those fraudulently in receipt of SBBS within and between authorities.	853	Ongoing
Total		26,576	

Public Reported Cases of Suspected Fraud

CATEGORY	Number of Reported Cases
External	
Benefits or Council Tax	448
Tenancy or Other Housing	100
Licensing / HMO / Private Landlord	15
Non-Domestic Rates	1
Blue Badges/Parking	16
Miscellaneous	22
Internal	
Allegations made against Staff	2
Total Relevant Allegations	604
Not Relevant	
Not CEC – (i.e. Police, other LA's or agencies)	11
Duplicates (multiple reports by same person)	2
Total Not Relevant	13
Total Allegations Received	617

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Edinburgh Local Development Plan Action Programme 2021 – Financial Assessment

Executive/routine Wards Council Commitments	Routine All 1, 4, 6 10, 11 16, 17, 22, 26 28, 32 43
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1. Recommendations

- 1.1 It is recommended that Finance and Resources Committee notes:
 - 1.1.1 The adopted Action Programme 2021 (Appendix 1);
 - 1.1.2 The high-level costs implications arising from the Action Programme as set out below; and
 - 1.1.3 The progress on prioritising the delivery of infrastructure actions arising from the Local Development Plan (LDP).

Paul Lawrence

Executive Director of Place

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Edinburgh Local Development Plan Action Programme 2021 – Financial Assessment

2. Executive Summary

- 2.1 Edinburgh is a successful growing city. To support growth and to ensure the city grows in a sustainable way, new infrastructure provision and enhancements associated with new development must be delivered. The Council has identified the infrastructure actions required to help deliver the growth and these are set out in the Local Development Plan (LDP) Action Programme (December 2021).
- 2.2 This report updates Committee on the financial implications of the infrastructure set out in the Action Programme on future capital and revenue budgets, and the potential funding sources available to the Council to support this infrastructure.

3. Background

- 3.1 The Edinburgh LDP was adopted on 24 November 2016. The LDP sets out policies and proposals relating to the development and use of land. The policies within the LDP are used to determine planning applications. The proposals within the LDP set out how Edinburgh will develop over the next five to 10 years.
- 3.2 The LDP is accompanied by a statutory Action Programme which sets out how the LDP is to be delivered. The Action Programme is a corporate document which is used to manage the delivery of the infrastructure and services needed to support growth.
- 3.3 The first Edinburgh LDP Action Programme was adopted on 8 December 2016. The second was adopted in January 2018, and the third in January 2019 and the fourth in February 2020. In March 2020, a financial assessment of the impact of the adopted LDP and its Action Programme on the Council's future capital and revenue budgets was noted by the Finance and Resources Committee.
- 3.4 Planning authorities are required to publish an updated Action Programme at least every two years. A new Action Programme was reported for adoption by Planning Committee on 1 December 2021. The purpose of this report is to provide an updated financial assessment of the Action Programme 2021.

4. Main report

- 4.1 Edinburgh is a successful growing city. The LDP aims both to support the growth of the city economy and to help increase the number and improve the quality of new homes being built. To support growth and to ensure the city grows in a sustainable way, new infrastructure provision and enhancements associated with new development must be delivered.
- 4.2 Infrastructure actions are set out in the LDP Action Programme (December 2021, Appendix 1) and include:
- 4.2.1 Education infrastructure capacity, including new schools;
 - 4.2.2 Transport improvements including public realm and other pedestrian and cycle actions, public transport, and the Edinburgh Trams to Newhaven project, traffic management actions including strategic infrastructure from the Strategic Development Plan, and junction improvements;
 - 4.2.3 Green space actions, and
 - 4.2.4 Primary healthcare infrastructure capacity.
- 4.3 The Council has costed the capital impact of delivering the infrastructure actions required to support growth and this is set out below.

Education Infrastructure

- 4.4 To support new housing development, the Action Programme sets out a requirement for eight new primary schools, fourteen primary school extensions and early learning infrastructure linked to the delivery of new schools. This update includes bringing forward the requirement for a primary school at Greendykes which was safeguarded as a school proposal (SCH 3) in the LDP but did not appear in the last action programme. It also identifies a new requirement for a primary school at Ratho Station. There is also the requirement for additional secondary school capacity in 18 locations. In West Edinburgh, the additional capacity required is likely to be delivered by a new West Edinburgh high school, with a site to be identified. The estimated base capital cost of building the education actions, including required land and associated costs including remediation, servicing and Land and Buildings Transaction Tax, is currently £434.6m based on Building Cost Information Service (BCIS) Quarter 1 2021 (this excludes any indexation and financing costs). This base cost includes an allowance for project management fees and contingency of 22.5% of base construction costs.

Transport Infrastructure

- 4.5 To support the housing and economic development proposals within the plan, the estimated base capital cost of the transport improvements is £170.0m based on BCIS Quarter 1 2016 (this excludes any indexation and financing costs). This base cost, with the exception of those relating to the West of Edinburgh Transport Appraisal (WETA Refresh December 2016), include an allowance for project management fees and contingency of 22.5% of base construction costs. For WETA actions an allowance of 44% of base construction cost has been applied.

Greenspace

- 4.6 The Plan identifies a requirement for 11 new large green spaces. The total cost of the infrastructure package has been estimated to be £4.5m (this excludes any indexation and financing costs). This will be funded from a combination of Section 75 (S75) developer contributions and grant funding.

Primary Healthcare

- 4.7 The Council has worked with NHS Lothian and the Health and Social Care Partnership to identify the primary healthcare capacity improvements required to support the plan. This includes five new GP practices and eleven GP practice expansions. The total base capital cost of delivering new healthcare infrastructure is £33.1m (this excludes any indexation and financing costs). Healthcare actions will be funded by a combination of S75 developer contributions and NHS Lothian funding.

Total base capital costs

- 4.8 The total base capital cost of delivering the infrastructure actions to support the LDP are summarised in the table below:

Summary of base capital costs associated with the delivery of LDP Actions	
Infrastructure Requirement	Cost
Education	£434.6m
Transport	£170.0m
Greenspace	£4.5m
Primary Healthcare	£33.1m
Total costs	£642.2m

Capital Impact on Council Budgets

- 4.9 The Council utilises a financial model to calculate a more accurate assessment of the cost of delivering the LDP. The model considers all cost implications of the LDP where they have an impact on Council budgets, indexing to take account of inflation and an assumed timeline for delivery of infrastructure actions, and the potential recovery of S75 developer contributions. The model is updated on an annual basis. The actions relating to Greenspace and Healthcare actions are not included in the model as they are not expected to have a capital impact on Council budgets.

4.10 A summary of the relevant income and expenditure is set out in the table below:

	Capital expenditure (indexed)	Capital income – S75 Developers Contributions and City Deal funding (indexed)	Net funding gap after income
Education	£489.9m	£179.3m	£310.7m
Transport	£216.8m	£126.1m	£90.7m
Total	£706.7m	£305.4m	£401.4m

Capital Expenditure Projections

4.11 The expenditure projections set out above are based on an assessment of when the infrastructure will be required based on the timing of housing completions as set out in the most recent Housing Land Audit and Completions Programme. This allows for capital expenditure and the delivery of housing to be monitored to ensure delivery of infrastructure at the optimal time.

Capital Income Projections

4.12 The projected income set out within the model will be secured from S75 developer contributions.

Developer Contributions

4.13 Through its planning powers, the Council can secure financial and other contributions from developers towards the delivery of the infrastructure actions identified. The Council's approach is to pursue full cost recovery from development for its share of the infrastructure required to support growth based on LDP Policy Del 1 (Developer Contributions and Infrastructure Delivery) and the adopted LDP Action Programme.

4.14 However, the Council's powers were never provided to ensure that local authorities are protected from the cost of development. Developer contributions can be appealed, and contributions reduced due to viability. Viability issues are arising in areas where there are legacy land value issues and in areas where there is significant new infrastructure, such as new schools.

4.15 Infrastructure costs vary significantly across the city and as viability issues are considered on a case by case basis, it is not possible to accurately assess the projected funding gap from S75 contributions. To aid prudent financial planning, the financial model assumes a 60% recovery rate on those agreements that are yet to be signed, resulting in the current funding gap of £400.9m. The recovery of S75 contributions to fund infrastructure will be monitored closely through the financial model and any funding gaps will be reported on an annual basis.

South East Scotland City Region Deal

4.16 The South-East Scotland City Region Deal was signed on 20 July 2017. Partial funding of £120m for the A720 city bypass at the Sheriffhall Roundabout (delivered

by Transport Scotland) and a total of £36m (£20m funding through South East Scotland City Region Deal and £16m funding from Council's Capital Programme) for transport improvements across west Edinburgh was agreed as part of the deal. A dedicated programme is underway to take forward these projects.

Revenue Impact on Council Budgets

- 4.17 The model also sets out the indicative annual revenue funding implications for completed infrastructure at year ten and assumed additional demand on Council service area budgets. Work is continuing to determine the full impact on service area budgets.

Education	
Staffing costs per annum:	£18.3m
Running and lifecycle costs per annum:	£21.4m
Total costs:	£39.7m
Service areas	
Refuse collection per annum:	£1.9m
Refuse disposal per annum:	£3.0m
Street cleaning per annum:	£0.9m
Adopted street lighting per annum:	£0.2m
Road Maintenance: Road gulley cleaning costs <i>Note: Lifecycle costs for maintenance of new roads are being considered.</i>	£0.3m
Green space maintenance: Commuted sums for maintenance collected as part of planning consent.	N/A
Total costs:	£6.3m

- 4.18 The LDP is estimated to give rise to significant additional net housing provision within the city. Given the underlying needs basis of the grant distribution system, and other things being equal, the resulting rise in population would increase the city's share of available funding. In general terms, however, overall funding is not keeping pace with increasing demand, resulting in a reduction in total per capita funding.
- 4.19 An increase in the city's housing stock will also give rise to additional Council Tax income. The Council's long-term financial plan assumes that a proportion of this additional Council tax revenue would be used to offset the revenue and loan charge impact that would arise as consequence of delivering infrastructure actions.

5. Next Steps

- 5.1 Transport Actions within the Action Programme are based on a high-level estimate carried out in 2016. Since then, considerable progress has been made in

developing the large number of transport / mobility infrastructure actions in the Action Programme. Part of that included identifying which actions could be reconsidered in light of the approval of the [City Mobility Plan](#) in February 2021, and updating actions to take into account planning permissions now granted for many of the housing sites. The Action Programme identifies where actions are being delivered as an integral part of the development layout or where actions should be delivered by the Council using developer contributions where these have been secured through legal agreements.

- 5.2 A number of active travel actions that have not been secured for delivery through development and which do not yet have an identified funding source. As these are considered important for placemaking and influencing a shift in travel behaviour towards sustainable modes, they remain in the Action Programme and further opportunities to deliver them in relation to the City Mobility Plan will be explored.
- 5.3 If development comes forward which is adjacent to any of the sites of those active travel actions, an assessment can be made of how the design of that development should provide for a link in to the future route to be provided, and whether or not there is a proportionate and competent scope to require developer contributions towards implementing the route.
- 5.4 As set out in the Scottish Government's planning circular Planning Obligations and Good Neighbour Agreements, a planning obligation needs to:
 - Be necessary to make the proposed development acceptable in planning terms;
 - Serve a planning purpose and, where it is possible to identify infrastructure provision requirements in advance, should relate to development plans;
 - Relate to the proposed development either as a direct consequence of the development or arising from the cumulative impact of development in the area;
 - Fairly and reasonably relate in scale and kind to the proposed development; and
 - Be reasonable in all other respects.
- 5.5 In addition to meeting the principles for planning obligations, conditions should be precise and be enforceable. To be competent, a condition should not undercut the planning permission it is attached to so therefore must be deliverable within the powers of the applicant and any impacts on the viability of the development should be understood and meet the test of reasonability, and be proportionate to the development and its impacts.
- 5.6 Work is already underway to prioritise and prepare a work programme for 33 actions, identified in the detailed notes in Appendix 1 (as part of the 'Development of Prioritised Local Development Plan Action Programme (LDPAP) Transport Actions project'). This will take the 33 actions to early design stage and include a review of their anticipated costs, which it is hoped will be completed by spring 2022. The output of this will be reported in the next update reports on the LDP Action Programme and the financial implications of this report will be considered as part of the Council's capital budget setting process for the period 2022-2032.
- 5.7 The Action Programme will also be used as an input to ongoing work in the Council, led by Transport colleagues, to map projects across services to ensure the best coordination of resources to maximise the benefits of projects being carried out in the same area.

6. Financial impact

- 6.1 There are significant direct financial impacts arising from the delivery of infrastructure actions to support the LDP over its ten-year timeframe.
- 6.2 The Council is able to collect contributions towards infrastructure actions. However, the Council's powers are unlikely to lead to full cost recovery from developers and there will be a net funding requirement falling to the Council because of infrastructure provision. There also is a risk on the timing of when developer contributions will be received as a developer's cash flow cannot support the upfront payment of contributions. This is also a factor when considering the overall funding gap to the Council.
- 6.3 The report sets out a projected net capital expenditure funding requirement for Education infrastructure of £310.7m. If this expenditure were to be funded fully by borrowing, the overall loan charges associated with this expenditure over a thirty-year period would be a principal amount of £310.7m and interest of £208.6m. This means a total cost of £519.3m based on a loans fund interest rate of 4%.
- 6.4 The report also sets out a projected net capital expenditure funding requirement for Transport infrastructure of £90.7m. If this expenditure were to be funded fully by borrowing, the overall loan charges associated with this expenditure over a twenty-year period would be a principal amount of £90.7m and interest of £42.6m. This means a total cost of £132.6m based on a loans fund interest rate of 4%.
- 6.5 The net funding requirement for the LDPAP is assessed on an annual basis, as part of the Council's Capital Strategy. Actions are prioritised in terms of need and delivery timescales and considered alongside other Council priorities prior to the allocation of funding at the Council's budget-setting meeting.
- 6.6 The updated Sustainable Capital Budget Strategy considered by this Committee on 7 October 2021 contains £161.4m of funding for additional educational infrastructure and £6.2m for LDP related transport infrastructure.
- 6.7 It should be noted that the Council's Capital Investment Programme is funded through a combination of General Capital Grant from the Scottish Government, developers and third-party contributions, capital receipts and borrowing. The borrowing required is carried out in line with the Council's approved Treasury Management Strategy and is provided for on an overall programme basis rather than for individual capital projects. Following instruction from Members, notional loan charge estimates have been provided above. These assume borrowing in full for these capital projects.
- 6.8 The report also sets out potential revenue costs of £46.1m for service delivery and operating and maintaining the required infrastructure. While an element of this cost may be met from the existing level of demographic provision contained within the budget framework, projected overall LDP-related expenditure significantly exceeds available funding set aside for this purpose and would thus likely require the identification of offsetting savings as part of developing future years' budgets.

7. Stakeholder/Community Impact

- 7.1 In preparing the Action Programme, the legislation requires the Council to seek the views of, and have regard to any views expressed by:
- 7.1.1 The key agencies, and
 - 7.1.2 Such persons as may be prescribed.
- 7.2 The Council, in preparing the Plan and the adopted 2016 Action Programme, engaged with the Key Agencies, (e.g. SEPA, Scottish Natural Heritage, Scottish Water and NHS Lothian, Historic Environment Scotland, Transport Scotland) and developers and communities.

8. Background reading/external references

- 8.1 Edinburgh Local Development Plan: Action Programme – adoption, Planning Committee, 1 December 2021.
- 8.2 [Sustainable Budget Strategy](#) - Report to Finance and Resources Committee, 2 February 2021
- 8.3 [Edinburgh Local Development Plan](#): Action Programme – Financial Assessment, Finance and Resources Committee, 5 March 2020.
- 8.4 [Edinburgh Local Development Plan](#): Action Programme – adoption, Planning Committee, 26 February 2020.
- 8.5 [Edinburgh Local Development Plan](#): Action Programme – Financial Assessment – Report to Finance and Resources Committee, 1 February 2019
- 8.6 [Edinburgh Local Development Plan](#): Action Programme – adoption – Report to Planning Committee, 23 January 2019
- 8.7 [Supplementary Guide on Developer Contributions and Infrastructure Delivery: Update](#), 27 February 2019.
- 8.8 [Edinburgh Local Development Plan: Action Programme – adoption – Report to Housing and Economy Committee](#), 18 January 2018
- 8.9 [Edinburgh Local Development Plan](#): Action Programme – Financial Assessment – Report to Finance and Resources Committee 23 January 2018
- 8.10 [Edinburgh Local Development Plan](#): Action Programme – adoption – Report to Planning Committee, 8 December 2016
- 8.11 Edinburgh Local Development Plan: Action Programme – Financial Assessment – [Report to Finance and Resources Committee, 19 January 2017](#)
- 8.12 [Edinburgh Local Development Plan](#) - Adoption, Report to Full Council, 24 November 2016
- 8.13 [LDP Education Infrastructure Appraisal \(updated August 2018\)](#)
- 8.14 [LDP West Edinburgh Transport Appraisal Refresh \(November 2016\)](#)

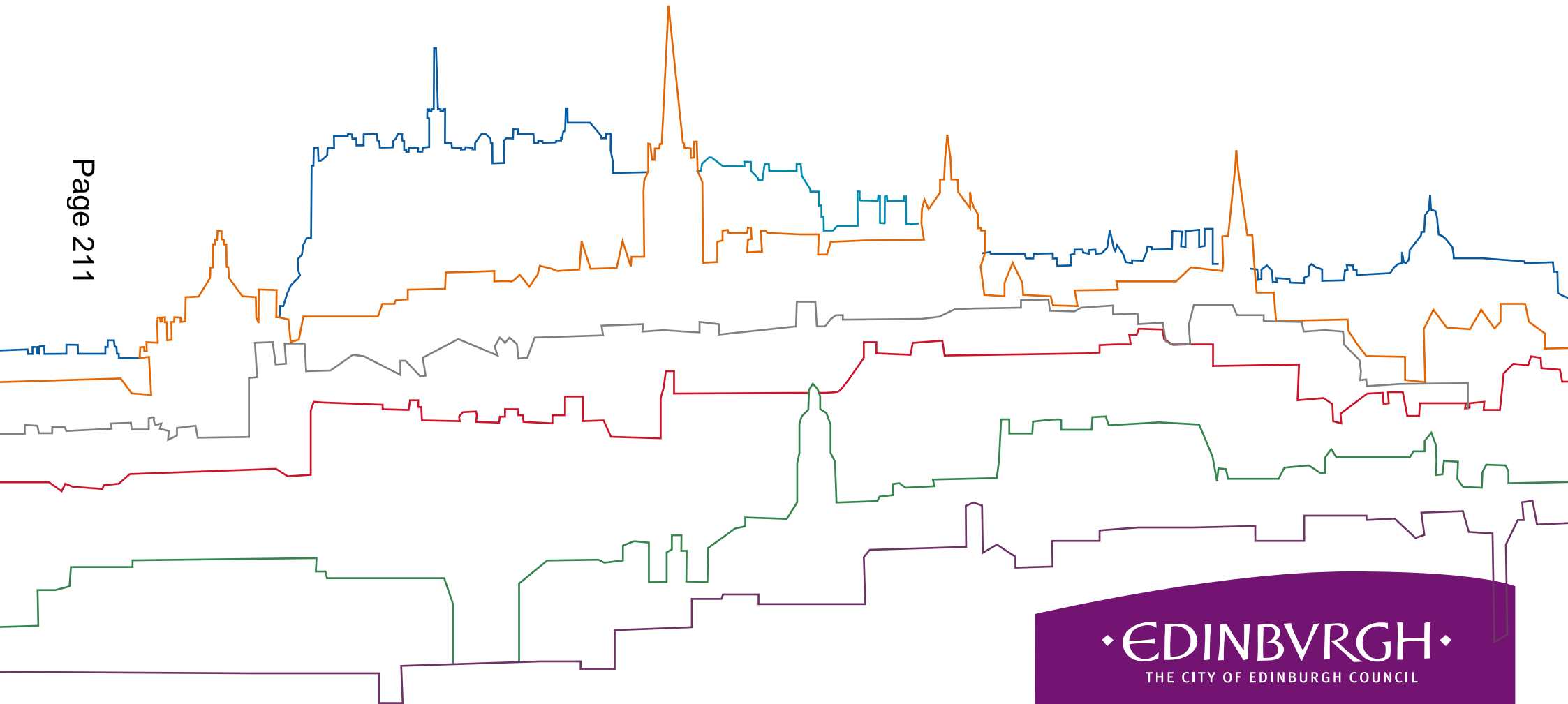
8.15 [LDP Transport Appraisal Addendum update \(November 2016\)](#)

9. Appendices

9.1 Appendix 1 - LDP Action Programme 2021 (adopted 1 December 2021).

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ACTION PROGRAMME
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The Local Development Plan sets out policies and proposals to guide development.

The Action Programme sets out actions to deliver the Plan.

The Report of Conformity explains how engagement informed the Plan.

The Habitats Regulations Appraisal assesses the Plan's impact on internationally important bird habitats.

The Transport Appraisal identifies transport actions to support the Plan.

The Education Appraisal identifies new and expanded schools to support the Plan.

The Equalities & Rights Impact Assessment checks what impact the Plan will have on people.

The Environmental Report assesses the impact of the Plan and explains the selection of new housing sites.

The Housing Land Study sets out the assumption on housing land availability which inform the Local Development Plan.

See the documents, supplementary guidance, and other information at:
www.edinburgh.gov.uk/localdevelopmentplan
www.edinburgh.gov.uk/supplementaryguidance

Adopted 24 November 2016



Published in 2011



Published in 2013



Published in 2014



Edinburgh Local Development Plan

Action Programme

December 2021

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INTRODUCTION

This is the Action Programme which accompanies the adopted Edinburgh Local Development Plan (LDP). Section 21 of the Town and Country Planning (Scotland) Act 1997 (as amended by the Planning etc. (Scotland) Act 2006) requires planning authorities to prepare an Action Programme setting out how the authority proposes to implement their LDP.

The Local Development Plan (LDP) aims to:

- support the growth of the city economy;
- help increase the number and improve the quality of new homes being built;
- help ensure that the citizens of Edinburgh can get around easily by sustainable transport modes to access jobs and services;
- look after and improve our environment for future generations in a changing climate; and,
- help create strong, sustainable and healthier communities, enabling all residents to enjoy a high quality of life.

Infrastructure is key to the delivery of the aims and strategy of the adopted LDP. The Plan recognises that the growth of the city, through increased population and housing, business and other development, will require new and improved infrastructure. Without infrastructure to support Aims 1 and 2, the Plan will not help achieve Aims 3, 4, and 5.

The Action Programme sets out how the infrastructure and services required to support the growth of the city will be delivered.

The Action Programme is intended to help align the delivery of the Local Development Plan with corporate and national investment in infrastructure. It will be used by the Council as a delivery mechanism to lever the best possible outcome for the city and to coordinate development proposals with the infrastructure and services needed to support them.

The Action Programme is informed by the annual Housing Land Audit and Completions Programme (HLACP). The Action Programme will be used to manage infrastructure planning with a view to avoiding unnecessary constraints on delivery.

It is intended that this Action Programme will be a live working document and will be annually reviewed. Actions, including identified costs, set out within this action programme are subject to review and change. The Action Programme will be reported to the Council's Planning Committee and to other relevant committees for approval on an annual basis.

This Action Programme should be read alongside Local Development Plan Policy Del 1 (Developer Contributions) and Supplementary Guidance on Developer Contributions and Infrastructure Delivery.

To allow future legal agreements to apply indexation from the date that the costs were made to the date the contributions is received, this action programme clarifies that transport costs were costed in Q1 2016. Education costs are from Q4 2017. The level of contingency applied to the base construction costs (at Q1 2016) is 22.5%, except for those relating to the West of Edinburgh Transport Appraisal (WETA Refresh December 2016) which applies an additional 44% of base construction costs.

Strategic transport actions are a mixture of strategic transport projects that the Council wishes to see delivered either within the plan period, or safeguarded for the future. They are not actions attributed to the growth associated with development proposal and spatial strategy in the LDP. For this reason, the costs are not provided and developer contributions are not being sought to deliver these actions.

To aid understanding, transport actions note the type of transport intervention (active travel, public transport, road safety, junctions etc) however, this does not necessarily indicate which team within Place Directorate will be responsible for taking forward the action.

1. Education Actions

LDP Contribution Zone	Action Ref. no.	Education Action	Action	%	Estimated Capital Cost (Q4 2017)	Estimated Capital Cost (Q4 2017), inc % share	Funding	Owner	Delivery timescale	Status
Boroughmuir James Gillespie's	ED-SS-BJ-S	Additional secondary school capacity 74 pupils	Boroughmuir and James Gillespies - 65 pupils St Thomas of Aquin's RC HS - 5 pupils St Augustine's RC HS - 4 pupils			£3,893,066	s.75/gap funding	CEC: Education and Children's Services	2022	Extension to Boroughmuir HS progressing on site. James Gillespie's - design development.
Boroughmuir James Gillespie's	ED-SS-BJ-P	Additional PS capacity	2 Primary School classes (South Edinburgh PS);			£1,439,336	s.75/gap funding	CEC: Education and Children's Services	2022	Under construction - Canaan Lane to open 2022.
Boroughmuir James Gillespie's	ED-SS-BJ-P	Increase to RC school capacity	29% of 3 RC PS Class Extension + 1 GP Class (St Cuthbert's RC PS)	29%	£1,831,177	£531,041	s.75/gap funding	CEC: Education and Children's Services	2028	Monitoring - project to be commissioned at the appropriate time.
Castlebrae	ED-SS-C-SS1	Additional secondary school capacity: 632 pupils	Castlebrae HS - 563 pupils Holy Rood RC HS - 69 pupils			£33,248,888	s.75/gap funding	CEC: Education and Children's Services	2026	Capacity for extension being built into new school being delivered Jan 2022.
Castlebrae	ED-SS-C-P3-P5	New 18 class Primary School and 128 place nursery (Brunstane LDP New Housing Site)	Including remediation and other abnormal costs and land costs			£21,622,867	s.75/gap funding	CEC: Education and Children's Services	2024	Early phases of design development.
Castlebrae	ED-SS-C-P6	New 14 class Primary School and 128 place nursery (Greendykes)				£18,641,492	s.75/gap funding	CEC: Education and Children's Services	2025	Early feasibility work. Note this action replaces ED-SS-C-P1-P2 additional capacity at Castleview primary school.
Castlebrae	ED-SS-C-P3-P7	Increase to RC school capacity	85% of 3 RC PS Classes (St Francis RC PS)	85%	£1,831,177	£1,556,500	s.75/gap funding	CEC: Education and Children's Services	2023	Early stages of consultation with school.

1. Education Actions

Castlebrae	ED-SS-C-P3-P8	Increase to RC school capacity	28% of 4 RC PS Classes (St John Vianney RC PS)	28%	£2,931,583	£820,843	s.75/gap funding	CEC: Education and Children's Services	2027	Monitoring - to be commissioned at the appropriate time.
Craigroyston Broughton	ED-SS-CB-RCP	Increase to RC school capacity	2 RC PS classes (St David's RC PS)			£1,439,336	s.75/gap funding	CEC: Education and Children's Services	2023	Planning permission in place, identifying procurement route.
Craigroyston Broughton	ED-SS-CB-S1	Additional secondary school capacity - 371 pupils	Craigroyston and Broughton - 328 pupils; St Thomas of Aquin's RC HS - 16 pupils; St Augustine's RC HS - 27 pupils			£19,517,939	s.75/gap funding	CEC: Education and Children's Services	2023	Early stages of consultation with school.
Craigroyston Broughton	ED-SS-CB-P1-3	New 14 class Primary School and 128 place nursery (Granton Waterfront)	Including remediation and other abnormal costs and land.			£18,641,492	s.75/gap funding	CEC: Education and Children's Services	2024	Granton Waterfront Development Framework. Preparing consultation strategy.
Craigroyston Broughton	ED-SS-CB-P4	2 PS Classes (Granton PS)				£1,439,336	s.75/gap funding	CEC: Education and Children's Services	2024	Part of nursery relocation, refurbishment of existing classroom created by new nursery (due to open late 2021).
Drummond	ED-SS-D-S1	Additional secondary school capacity - 56 pupils	Drummond HS 39 pupils; St Thomas of Aquin's RC HS - 7 pupils; Holy Rood RC HS - 10 pupils			£2,946,104	s.75/gap funding	CEC: Education and Children's Services	2026	Monitoring - to be commissioned at the appropriate time.
Drummond	ED-SS-D-P1	2 Primary School Class (Broughton or Abbeyhill)				£1,439,336	s.75/gap funding	CEC: Education and Children's Services	2024	Refurbishment of existing classrooms created by replacement new nursery - to be commissioned at the appropriate time.

1. Education Actions

Firrhill	ED-SS-F-S1	Additional secondary school capacity: Firrhill HS - 8 pupils				£420,872	s.75/gap funding	CEC: Education and Children's Services	2022	Early stages feasibility and design development.
Leith Trinity	ED-SS-LT-P1-P3	New 18 class Primary School and 80 place nursery (New Victoria Primary School)	Including remediation and other abnormal costs and land.			£21,622,867	s.75/gap funding	CEC: Education and Children's Services	2022	Under construction - to open 2021 term.
Leith Trinity	ED-SS-LT-S1	Additional secondary school capacity - 548 pupils	Leith Academy and Trinity Academy - 485 pupils; St Thomas of Aquin's: 22 pupils; Holyrood RC HS: 41 pupils			£54,852,609	s.75/gap funding	CEC: Education and Children's Services	2025	Phased extension work underway at Trinity Academy. Leith and St Thomas of Aquin's and Holyrood to be commissioned at the appropriate time.
Liberton Gracemount	ED-SS-LG-S1	Additional secondary school capacity: 340 pupils	Gracemount / Liberton - 275 pupils Holy Rood RC HS - 65 pupils			£17,887,060	s.75/gap funding	CEC: Education and Children's Services	2025	Early stages consultation and design work underway.
Liberton Gracemount	ED-SS-LG-P4-6	New 12 class Primary School and 128 place ELC with catchment change - HSG 39 Lasswade Road to Frogston PS	Including remediation and other abnormal costs and land.			£14,372,068	s.75/gap funding	CEC: Education and Children's Services	2024	Early consultation work underway.
Liberton Gracemount	ED-SS-LG-P7	2 PS classes (Craigour Park PS)				£1,439,336	s.75/gap funding	CEC: Education and Children's Services	2024	Planning permission in place, identifying procurement route.
Liberton Gracemount	ED-SS-LG-RCP	Increase to RC school capacity	68% of 4 RC PS classes + 1 GP Class (St Catherine's RC PS)	68%	£3,651,250	£2,482,850	s.75/gap funding	CEC: Education and Children's Services	2024	Early consultation and feasibility work underway.

1. Education Actions

Liberton Gracemount		Increase to RC school capacity	72% of 4 RC PS classes (St John Vianney RC PS)	72%	£2,931,583	£2,110,740	s.75/gap funding	CEC: Education and Children's Services	2024	Part of nursery relocation, refurbishment of existing classroom created by new nursery (due to open late 2021).
Portobello	ED-SS-P-S1	Additional secondary school capacity - 40 pupils	Portobello HS - 36 pupils Holy Rood RC HS - 4 pupils			£2,104,360	s.75/gap funding	CEC: Education and Children's Services	2022	Internal configuration works underway.
Queensferry	ED-SS-Q-S1	Additional secondary school capacity - 296 pupils	Queensferry HS - 264 pupils St Augustine's RC HS - 32 pupils			£15,572,264	s.75/gap funding	CEC: Education and Children's Services	tbc, West Edin HS	Early stages consultation and feasibility underway.
Queensferry	ED-SS-Q-P1	2 PS Classes (Kirkliston PS)				£1,439,336	s.75/gap funding	CEC: Education and Children's Services	2023	Planning permission in place and underway.
Queensferry 219	ED-SS-Q-P2-4	New 12 class Primary School and 128 place nursery (Builyeon Road LDP New Housing Site)	Including remediation and other abnormal costs and land.			£14,372,068	s.75/gap funding	CEC: Education and Children's Services	2024	Early consultation and feasibility work underway.
Queensferry	ED-SS-Q-P5	2 PS Classes + 1 GP Class (Echline PS)				£1,831,177	s.75/gap funding	CEC: Education and Children's Services	2023	Early consultation and feasibility work underway.
South West	ED-SS-SW-S1	Additional secondary school capacity - 66 pupils	Currie and Balerno HS - 56 pupils (exc Curriemuirend) St Augustine's RC HS - 10 pupils			£3,472,194	s.75/gap funding	CEC: Education and Children's Services	2026	New Currie High School in Stage 3 design.

1. Education Actions

South West	ED-SS-SW-P1	4 PS Classes at (Dean Park Primary School)		68%	£2,931,583	£1,993,476	s.75/gap funding	CEC: Education and Children's Services	2023	Consultation and design work underway.
South West	ED-SS-SW-RCP	Increase to RC school capacity	48% of 3 RC PS Class + 1 GP Class (St Cuthbert's RC PS)	48%	£2,931,583	£1,407,160	s.75/gap funding	CEC: Education and Children's Services	2028	Monitoring.
South West			4% of 1 RC PS Classes (St Joseph's RC PS)	4%	£719,668	£28,787	s.75/gap funding	CEC: Education and Children's Services	2023	Early consultation and feasibility work underway.
Tynecastle	ED-SS-T-S1	Additional secondary school capacity	St Augustine's RC HS - 5 pupils			£263,045	s.75/gap funding	CEC: Education and Children's Services	2025	Monitoring.
Tynecastle	ED-SS-T-RCP	Increase to RC school capacity	10% of 1 RC PS Classes (St Joseph's RC PS)	10%	£719,668	£71,967	s.75/gap funding	CEC: Education and Children's Services	2023	Early consultation and feasibility work underway.
Tynecastle		Increase to RC school capacity	23% of 3 RC PS Classes + 1 GP Class (St Cuthbert's RC PS)	23%	£2,931,583	£674,264	s.75/gap funding	CEC: Education and Children's Services	2028	Monitoring.
West	ED-SS-WE-S1	Additional secondary capacity - 85 pupils	The Royal High SS - 2 pupils St Augustine's RC HS - 81 pupils St Thomas of Aquin's - 2 pupils			£4,471,765	s.75/gap funding	CEC: Education and Children's Services	2025	Stage 2 design work completed at Royal High.
West	ED-SS-WE-S2	Additional secondary capacity	NEW 600 Capacity High School. Site to be identified.			£34,913,264	s.75/gap funding	CEC: Education and Children's Services	2025	Early stages consultation and feasibility underway.
West	ED-SS-WE-P1	3 Primary School classes (Sightill Primary School)	Previously identified as Gylemuir PS action - catchment change review has changed action.			£1,831,177	s.75/gap funding	CEC: Education and Children's Services	2023	Early consultation and feasibility work underway.
West	ED-SS-WE-P2-4	New 21 class primary school and 128 place nursery (Maybury LDP New Housing Site)	Including remediation and other abnormal costs and land.			£23,388,977	s.75/gap funding	CEC: Education and Children's Services	2023	Planning application submitted.

1. Education Actions

West	ED-SS-WE-P5	New 10 class primary school and 64 place nursery	Site to be determined - Ratho Station (Hillwood PS)			£13,662,773	s.75/gap funding	CEC: Education and Children's Services	2023	Early consultation and feasibility work underway.
West	ED-SS-WE-RCP	Increase to RC school capacity	3 RC PS Classes (St Andrew's Fox Covert RC PS)			£1,831,177	s.75/gap funding	CEC: Education and Children's Services	2025	Project delivered to provide the additional capacity.
West	ED-SS-WE-RCP	Increase to RC school capacity	1 RC PS Classes (St Joseph's RC PS)	77%	£719,668	£554,144	s.75/gap funding	CEC: Education and Children's Services	2023	Early consultation and feasibility work underway.

2. Transport Actions

a. Strategic transport actions

LDP ACTION - Strategic transport actions and safeguards	FURTHER DETAILS	Baseline indicative construction cost (ICC)	Subtotal with 22.5% added	FUNDING	OWNER	DELIVERY
Edinburgh Glasgow Improvement Project (EGIP) (T2)	The Edinburgh Glasgow Improvement Programme (EGIP) is a comprehensive package of improvements to Scotland's railway infrastructure.			National funding	Safeguard – Place Development Delivery - Network Rail / Transport Scotland	2019 onwards. Transport Scotland Safeguarding still in place for those not already delivered as part of EGIP.
Rail Halts at: Portobello, Piershill and Meadowbank (T3)	LDP Safeguard. Required to ensure development does not prejudice future re-use of existing abandoned halts. Re-introduction of passenger services is not currently considered viable by the rail authority but this may change.			No funding identified	CEC	Network Rail Long-term safeguard
South Suburban Halts (T4)	LDP Safeguard. Required to ensure development does not prejudice future re-use of existing abandoned halts. Re-introduction of passenger services is not currently considered viable by the rail authority but this may change.			No funding identified	CEC	Network Rail Long-term safeguard
Orbital Bus Route (T5)	The Orbital Bus Route will create an east-west public transport link across the city. A disused railway line between Danderhall and the City Bypass at Straiton is safeguarded in the LDP for appropriate public transport use or use as a cycle / footpath.	N/A			SEStran, CEC, Midlothian, East Lothian, Transport	SEStran, CEC, Midlothian, East Lothian, Transport Active travel route has been delivered. Bus route is a long-term safeguard.
East Craigs Estate Junction	Junction at Maybury Drive / Maybury Road. Not related to impact of development.	Not costed			CEC	To be designed and costed.

2. Transport Actions

a. Strategic transport actions

LDP ACTION - Strategic transport actions and safeguards	FURTHER DETAILS	Baseline indicative construction cost (ICC)	Subtotal with 22.5% added	FUNDING	OWNER	DELIVERY
West of Fort Kinnaird (T15)	LDP Safeguard for new link road between The Wisp and Newcraighall Road	N/A			CEC	Safeguarded in Plan
Morningside - Union Canal link (T7)	LDP Safeguard Only (Excludes those routes safeguarded under T7 on the Proposals Map which are also identified in a specific Contribution Zone or Site Specific action elsewhere in this Action Programme).	N/A			CEC	Safeguarded in Plan
Wisp - Fort Kinnard link (T7)						
Gillberstoun link (T7)						
Fort Kinnard - Queen Margaret University (T7)						
West Approach cycle link (T7)						
Forrester High cycle link (T7)						
Family Cycle Network Link along railway viaduct (T7)						
North Meggetland - Shandon link (T7)						
Pitlochry Place - Lochend Butterfly (T7)						
Donaldson cycle link (T7)						

2. Transport Actions

a. Strategic transport actions

LDP ACTION - Strategic transport actions and safeguards	FURTHER DETAILS	Baseline indicative construction cost (ICC)	Subtotal with 22.5% added	FUNDING	OWNER	DELIVERY
Round the Forth cycle route (T7)						
Inglis Green cycle link, new Water of Leith Bridge (T7)						
Mcleod Street/Westfield Road (T7)						
Westfield Road - City Centre (T7)						
Gordon Terrace - Robert Burns Drive link path (T7)						
Barron Avenue crossing (T7)						
Family Network Link via Liberton Tower (T7)						
Link to Blackford Glen Road (T7)						
Astley Ainslie Hospital (T7)						
Pilrig Park - Pirrie Street (T7)						
Edinburgh Waterfront Promenade (T7)						
Morrison Crescent - Dalry Road (T7)						
Off road alternative NCNR 75 (T7)						
To King's Buildings & Mayfield Road (T7)						

2. Transport Actions

a. Strategic transport actions

LDP ACTION - Strategic transport actions and safeguards	FURTHER DETAILS	Baseline indicative construction cost (ICC)	Subtotal with 22.5% added	FUNDING	OWNER	DELIVERY
Lochend Powderhall (T7)						
Ramped access from Canal to Yeoman Place (T7)						
Edinburgh Tram (T1)	Transport proposal T1 safeguards long term extensions to the network connecting with the waterfront and to the south east.	Tram Contribution Zone.			CEC	Under development Line 1a complete To Newhaven under construction.

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
WEST EDINBURGH TRANSPORT APPRAISAL (WETA)	TR-CZ-WETA-26	A8 Eastbound Bus Lane from Dumbbells to Maybury Junction		£2,567,700	£3,697,488		Public Transport	CEC	2026/27
	TR-CZ-WETA-27	A8 Gogar Roundabout – 4 Lane Northern Circulatory Improvement		£1,699,200	£2,446,848		Roads	CEC	2021/22
	TR-CZ-WETA-1	A8 North side missing link		£537,500	£774,000	Action included in West Edinburgh Transport Improvements Programme	Active Travel	CEC	2022/23
	TR-CZ-WETA-2	Broxburn to Newbridge Roundabout bus lane		£3,124,700	£4,499,568	Has been partly implemented as a temporary measure via the Covid Bus Rapid Recovery Fund	Public Transport	CEC	2022/23
	TR-CZ-WETA-3	Bus Lane under Gogar Roundabout		£64,100	£92,304	Will be possibly implemented as a temporary measure via the Covid Bus Rapid Recovery Fund	Public Transport	CEC	2021/22
	TR-CZ-WETA-4	Bus Priority South West Edinburgh	Improved bus priority linking South West Edinburgh with the Gyle, IBG and airport (including pedestrian / cycle facilities where appropriate).		£4,480,200	£6,451,488		Public Transport and Active Travel	CEC

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 227	TR-CZ-WETA-5	Cycle Connection from A8 along Eastfield Road into Airport		£481,500	£693,360	Action included in West Edinburgh Transport Improvements Programme	Active Travel	CEC	2022/23
	TR-CZ-WETA-6	Development Link Road Main Street Carriageway		£5,634,900	£8,114,256		Roads	CEC	2022/23
	TR-CZ-WETA-7	Dualling of Eastfield Road Phase 1		£1,802,900	£2,596,176		Roads	CEC	2023/24
	TR-CZ-WETA-8	Dualling of Eastfield Road Phase 2		£1,143,000	£1,645,920		Roads	CEC	2024/25
Page 227	TR-CZ-WETA-9	Dumbbells Roundabout Improvement (T8)		£1,203,000	£1,732,320		Roads	CEC	2023/24
	TR-CZ-WETA-10	Dumbbells westbound off slip		£865,200	£1,245,888		Roads	CEC	2023/24
	TR-CZ-WETA-11	Gogar to Maybury additional eastbound traffic lane		£20,833,300	£29,999,952	Designed, further study has been carried out.	Roads	CEC	2022/23

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 228	TR-CZ-WETA-12	Improved access between Ratho Station and A8 along Station Road. Glasgow Road / Ratho Station improved crossing		£458,200	£659,808		Active Travel	CEC	2021/22
	TR-CZ-WETA-13	Improved Crossings at Turnhouse Road and Maybury Road for designated cycle path	Potential to incorporate as part of delivery project for Maybury Junction action (see separate section). Cost elements to be attributed to relevant developments as per CZs.	£110,000	£158,400	Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2024
	TR-CZ-WETA-14	Improved Station Road/A8 bridge access for cyclists		£440,800	£634,752	Possibility to replace bridge by signal crossing, being investigated.	Active Travel	CEC	2021/22
	TR-CZ-WETA-15	Improvements to gravel path (old railway line) from A8/M9 interchange north to Kirkliston (incl. lighting)		£317,600	£457,344		Active Travel	CEC	2022/23

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-CZ-WETA-16	Kilpunt Park and Ride		£5,500,000	£7,920,000		Public Transport	CEC	2023/24
Page 229	TR-CZ-WETA-17	Link Road Part 1 Dual Carriageway (T9)		£6,301,000	£9,073,440		Roads	CEC	2022/23
	TR-CZ-WETA-18	Link Road Part 2 Single Carriageway		£2,813,900	£4,052,016		Roads	CEC	2021/22
	TR-CZ-WETA-19	Link Road Segregated cycle route		£1,115,000	£1,605,600		Roads	CEC	2021/22
	TR-CZ-WETA-20	Maybury Road Approach to Maybury Junction	Potential to incorporate as part of delivery project for Maybury Junction action (see separate section). Cost elements to be attributed to relevant developments as per CZs.	£2,140,400	£3,082,176	Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Public Transport	CEC	2024+
	TR-CZ-WETA-21	MOVA improvements at Newbridge/Dumbbells Gogar/Maybury		£1,510,000	£2,174,400	MOVA at Newbridge has been implemented. Gogar Roundabout will require full refurb and MOVA to be installed. Maybury junction control will be improved as part of upgrade work.	Roads	CEC	2021/22

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 230	TR-CZ-WETA-22	New Tram Stop		£1,000,000	£1,440,000		Public Transport	CEC	2022/23
	TR-CZ-WETA-23	Newbridge additional lane from M9 onto A8 (T12)		£581,300	£837,072		Roads	CEC	2021/22
	TR-CZ-WETA-24	Station Road to Newbridge Interchange bus lane		£1,112,700	£1,602,288		Public Transport	CEC	2022/23
	TR-CZ-WETA-25	Upgraded Bus interchange facility at Ingliston P+R		£3,000,000	£4,320,000		Public Transport	CEC	2025/26
West Edinburgh Transport Improvement Programme		West Edinburgh Transport Improvement Programme	Investment in a strategic package of transportation improvements to support the vision for West Edinburgh. These improvements include a core package of A8/A89 sustainable transportation measures that provide long term resilience and support strong connectivity between neighbouring authorities.	TBC	TBC	ESES CRD Commitment - Scottish Government commitment of £20m for public transport infrastructure improvements. CEC commitment of £16m for active travel and public transport measures. Further funding subject to how much can be secured by the private sector and developer contributions.	Various	CEC	By end of City Region Deal timescale

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
SESplan Cumulative Impact Cross Boundary and Land Use Appraisal (2017)	TR-CZ-CH-1; TR-CZ-GJ-1; TR-CZ-STJ1	Various A720 junctions (Calder, Hermiston)	Edinburgh & South East Scotland City Region Deal Document includes the following commitment by ESES Parnters: Partners will put in place a Regional Developer Contributions framework based on the work currently being led by SESplan (the strategic development planning authority for Edinburgh and South-East Scotland) and findings of the Cross-Boundary Study, published in 2017. These interventions and commitments, taken with the additional transport investment to enable the innovation and housing projects, will help ensure the city region continues to grow and flourish.	TBC	TBC	TBC - ESES CRD Commitment		ESES partners	By end of City Region Deal timescale

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Maybury/ Barnton TCZ	TR-CZ-MB-1	Barnton Junction (T18)	Currently delivering Scoot to these junctions to improve traffic signal control and help with traffic increases plus bus priority on the A90.	£800,000	£980,000	Financial contributions secured through signed s.75 for HSG 19 Maybury (West Craigs Ltd and Taylor WimpeyLtd) and HSG 20 Cammo Active travel improvements as part of this action to be included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Traffic Signals	CEC	2026/2027
	TR-CZ-MB-2	Craigs Road Junction (T17)	Junction will eventually be delivered by Taylor Wimpy and cost deducted off their contribution.	£632,500	£774,813	To be delivered as part of housing development HSG 19.	Junctions	CEC	2025/2026

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Maybury/ Barnton TCZ contin.	TR-CZ-MB-3	Maybury Junction (T16)	A design was drawn up to improve Maybury Junction ready for the various developments. Design now likely to be superceded by WETIP design for widening the A8 over the railway bridge and signalling the merge from A8 city bound and exit slip from Gogar Roundabout.	£1,864,100	£2,283,523	Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Junctions	CEC	2024+
Burdiehouse Junction TCZ	TR-CZ-BJ-1	Burdiehouse Junction (T20)	Upgrade of junction (Kaimes Junction).	£400,000	£490,000	Financial contributions secured through signed s.75 for HSG 21 Broomhills and HSG 22 Burdiehouse of £223,474 and £125,000 respectively. East of Burdiehouse 19/02616/FUL £52,800 by 60th uniyt. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Traffic Signals	CEC	2023/24

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Gilmerton Crossroads TCZ	TR-CZ-GC-1	Gilmerton Crossroads (T19)	Upgrade of junction with MOVA.	£400,000	£490,000	Financial contributions secured through signed s.75 for HSG 24 Gilmerton Station Road (£400,000) and HSG 25 The Drum (£130,000) for this action and the Gilmerton Station Rd.Drum Street TCZ - see entry below.	Traffic Signals	CEC	2022 /23
Gilmerton Station Rd / Drum Street TCZ Page 234	TR-CZ-GS-1	Gilmerton Station Rd / Drum Street	Junction upgrade and access and parking strategy.	£415,000	£508,375	See entry above.	Junctions	CEC	2023/24
Lasswade Road / Lang Loan TCZ	TR-CZ-LL-2	Lasswade Road/Lang Loan pedestrian and cycle upgrades.	New 3.5m wide shared use cycleway/pedestrian path and signalised junction Lasswade Road from North of Lang Loan to Gilmerton Station.	£0	£0	Signalised junction and connecting paths to be delivered as integral part of either adjacent development, secured by s.75 planning agreement.	Active travel	CEC	2022/23
Lasswade Road / Gilmerton Dykes Street / Captain's Road TCZ	TR-CZ-LGC-1	Lasswade Road / Gilmerton Dykes Street / Captain's Road	Improvement to the operation of the Lasswade Road/Gilmerton Dykes Street/Captain's Road junction.	£400,000	£490,000	To be delivered by HSG 39 North of Lang Loan; contributions to be secured by other relevant sites.	Junctions	CEC	2022/23

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Sheriffhall Junction TCZ	TR-CZ-SHJ-1	Sherriffhall Junction (T13).	Grade separation of existing roundabout junction on city bypass including active travel provision and operational benefits for public transport.	£86.838m (Q4 2018 Prices. Source: A720 Sheriffhall Roundabout DMRB Stage 3 Scheme Assessment Report Engineering, Traffic & Economic Assessment Volume 1 – Main Report, February 2020). This estimate will continue to be refined and updated as the scheme design becomes more developed.	£116.460m (Q4 2018 Prices. Source: A720 Sheriffhall Roundabout DMRB Stage 3 Scheme Assessment Report Engineering, Traffic & Economic Assessment Volume 1 – Main Report, February 2020). This estimate will continue to be refined and updated as the scheme design becomes more developed.	Funding identified as part of City Region Deal Scottish Government commitment of up to £120m to support improvements to the A720 City Bypass for the grade separation of Sheriffhall Roundabout.	Junctions	Transport Scotland (City Region Deal Project being delivered by Transport Scotland)	TBC subject to approval under the relevant statutory procedures.

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Hermiston TCZ	TR-CZ-CH-1	A720 Hermiston junctions	Signal improvements (MOVA) to A720 Calder junctions identified in the SESplan Cross Boundary and Land Use Appraisal (April 2017).	£0	£0	Note A720 Hermiston MOVA improvement is completed - see Completed Actions section. Calder Roundabout is within Council's responsibility, full refurbishment & MOVA required, awaiting funding to design and take forward. no CEC resource in place.	Junctions	CEC/Transport Scotland	TBC.
Gillespie Crossroads TCZ Page 236	TR-CZ-GIC-1	Gillespie Crossroads	Increase junction capacity based on increasing the efficiency of the traffic signals through installation of MOVA.	£410,000	£502,250	All development sites underway with financial contributions secured by signed s.75 for HSG 36 Curriehill Road (£78,000), HSG 37 Newmills (£164,835) and HSG 38 Ravelrig Road (£94,192).	Traffic Signals	CEC	2021/22
Hermiston Park & Ride TCZ	TR-CZ-HPR-X	Hermiston Park & Ride	Extension to Hermiston Park & Ride.	£470,000	£575,750	All development sites underway with financial contributions secured by signed s.75 for HSG 36 Curriehill Road (£51,000), HSG 37 Newmills (£206,000) and HSG 38 Ravelrig Road (£120,000).	Public Transport	CEC	2021/22

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Queensferry TCZ	TR-CZ-QF-1	Dalmeny Station	<p>Increased car parking at Dalmeny Station.</p> <p>Increased and improved cycle parking at Dalmeny Station is completed.</p> <p>Consideration of this action will be part of the wider A90 corridor improvements.</p>	£0	£0		Public Transport	CEC	2025/26

2. Transport Actions

b. Transport Contribution Zones

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline construction cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Roseburn to Union Canal TCZ	TR-CZ-RUC-1	Roseburn to Union Canal route/green network (T7)	<p>Upgrade and extend the cycle/footpath and green network from Roseburn to the Union Canal including new bridges over Dalry Road and West and East Coast Mainline railways. To be delivered in phases.</p> <p>First section – from Dalry Community Park with new bridge over Dalry Road and West Coast Mainline.</p> <p>Further enhance the Dalry Community Park to ensure cycle/pedestrian links are well integrated into the park layout. Scope to help meet greenspace needs of relevant developments.</p> <p>Later section -new bridge over East Coast Mainline.</p>	£3,443,189	Design in progress, expected to start first phase 2021-22	Design in progress, expected to start first phase 2021-22	Active Travel	CEC	2022+

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
HSG 1	TR-SA-HSG1-1	Springfield HSG 1	Opportunity to create a link road from Bo'ness Road to Society Road should be investigated. Queensferry Transport Contribution Zone.	£0	£0	20/05023/FUL under consideration	Roads	CEC	
HSG 4	TR-SA-HSG4-1	West Newbridge	<p>Transport requirements to be established through cumulative transport appraisal and planning permission.</p> <p>Bus Service Contribution (Supply and install bus stops and shelters at new bus turning area in the development and carry out improvements to the stop on Bridge Road/A89).</p> <p>National Cycle Network Contribution (links from the development site to the National Cycle Network.)</p> <p>Newbridge Roundabout Upgrade Contribution (to MOVA)</p> <p>Public Transport Improvement Contributions.</p> <p>Tram Contribution (Pay all consultant design costs to investigate an appropriate realignment of Tram 2 in the vicinity of Newbridge roundabout where it is affected by the road widening).</p>	£1,019,000	£1,248,275		Various	CEC	
HSG 5	TR-SA-HSG5-1	Hillwood HSG 5	Transport requirements to be established through cumulative transport appraisal and planning permission.	£0	£0		TBC	CEC	2023/24

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
HSG 7	TR-SA-HSG7-1	Edinburgh Zoo	Transport requirements to be established through cumulative transport appraisal and planning permission.				TBC	CEC	
HSG 12	TR-SA-HSG12-1	Lochend Butterfly HSG 12	<p>Permanent strengthening of the existing rail bridge on Easter Road at the junction of Easter Road and Albion Road and or in assisting with the provision of a new pedestrian bridge over the railway from the south development site and Moray Park Terrace in the event that the railway line is reinstated for use.</p> <p>Application seeks construction of the at-grade link to Moray Park Terrace.</p> <p>Contribution of for provision of 6 car club spaces. (£34,500)</p> <p>TRO. (£2,500)</p> <p>Rail crossing contribution. (£227,000 financial contributions secured and action completed)</p>	£306,250	£375,156	12/03574/FUL; 11/01708/FUL Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2021/22

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 241						16/04738/PPP (West Craigs Ltd) PPA-230-2207. 20/03942/AMC approved Dec 2020 for Plot 5 142 units and associated roads, footpaths. 20/03224/AMC approved 2020 for Plot 4 158 units and associated roads, footpaths etc. 19/05514/AMC granted May 2020 for landscape details across PPP site. 16/05681/PPP (Taylor Wimpey) PPA-230-2153 S.75s signed.			
	TR-SA-HSG19-1	Bus route Craigs Road / Turnhouse Rd and upgrade bus Infrastructure on Turnhouse Rd		£0	£0	To be delivered as integral part of development secured through planning conditions.	Public Transport	CEC	2025/26
	TR-SA-HSG19-2	3 crossing facilities on Turnhouse Road and Craigs Road at Maybury.	Crossing facilities x 3 at first suitable point along Turnhouse Road, second on Turnhouse Road near Maybury; toucan crossing as part of Craigs Road junction (CZ above).	£75,000	£91,875	To be delivered as integral part of development secured through planning conditions. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	Developer	2025/26

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG19-3	Incorporation of walking and cycling from the development site into the Maybury junction redesign.		£103,500	£126,788	Proportion of financial contribution secured in Taylor Wimpey s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2025/26
Page 242	TR-SA-HSG19-4	Maybury - Edinburgh Gateway Station pedestrian / cycle route including bridge over railway and connections beyond. Central portion of HSG19	<p>Bridge and ramps, approx. 80m: (based on 20m span and 5m width).</p> <p>Route to bridge to be formed as part of new development layout and on land to south controlled by owner of central portion of HSG 19 Maybury.</p> <p>Cyclepaths to Gyle (600m) (and underpass of A8), A8 (300m) and to Gogar Link Road (500m). Route continues from completed underpass (led by Network Rail) via the shopping centre car park, to shared use footway by tram stop. Make underpass shared use. Determine whether it is possible to take away the row of parking around periphery (or change to parallel parking), to make room for segregated cycle lane. Cyclepath to Gogar Link Road -north of station. Land purchase needed.</p>	£0	£0	To be delivered as integral part of central portion of HSG 19 Maybury and secured through planning conditions, and financial contribution secured for cycle paths to Gyle. 20/01148/AMC approved bridge design (conditions 1,4,5 and 6) of 18/07600/PPP	Active Travel	Developer	2025/26

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG19-5	Maybury - Edinburgh Gateway Station pedestrian / cycle route including bridge over railway. Eastern portion of HSG19	Route to be formed as part of new development layout. This routes forms part of the strategic green corridor from Edinburgh Gateway to Cammo and quality landscaping is required.	£0	£0	To be delivered as integral part of development of eastern portion of HSG19 and secured through planning conditions (approved Nov 2020 20/01148/AMC)	Active Travel	CEC	2025/26
	TR-SA-HSG19-6	New footway cycleway along south side of Turnhouse Road	Paths (100m)	£0	£0	To be delivered as integral part of development secured through planning conditions. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2025/26
	TR-SA-HSG19-7	Shared use cycleway along Turnhouse Road (1.5km) or on-road segregated cycleway		£0	£0	To be delivered as integral part of development secured through planning conditions. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2025/26
	TR-SA-HSG19-8	TRO for lower speed limit along Turnhouse Road	Coordinated by Development Control Team.	£2,000	£2,450	Financial contribution required.	Roads Safety	CEC	2025/26

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
HSG 20 CAMMO						18/01755/FUL s.75 signed.			
	TR-SA-HSG20-1 - 2	Bus infrastructure on Maybury Road and peak period bus capacity improvements.	Upgrade bus infrastructure (replace existing bus stops). Time limited financial support for a bus operator to run services along Maybury Road.	£200,000	£245,000	Financial contribution secured through s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Public Transport	CEC	2024+
Page 244	TR-SA-HSG20-3	Cammo Walk link (north)	Cycle path to tie into path to Cammo Estate on north of site (450m).	£94,500	£115,763	To be partly delivered as integral part of development secured by condition/s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2023/2024
	TR-SA-HSG20-5	Cammo to Maybury cycle path	Cycle path connecting Cammo to Maybury site and extending to Cammo Estate.	£300,000	£367,500	Financial contribution secured through s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2023/2024

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG20-6	Cammo to Maybury cycle path	Toucan crossings at Craigs Road junction.	£75,000	£91,875	Crossings to be delivered as integral part of junction improvement being delivered by developer.	Active Travel	CEC	2023/2024
	TR-SA-HSG20-7	Cammo to Maybury cycle path	Bridge/decking over Boughtlin Burn connecting cycle path through site to Cammo Walk link (north) and Cammo to Maybury cycle path. Land purchase needed.	£560,000	£686,000	Financial contribution of £560,000 secured through signed s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2023/2024
Page 245	TR-SA-HSG20-8	Pedestrian /cycle connections to East of site.	Pedestrian crossing facilities on Maybury Road: Toucan or D island crossings x 4 over Maybury Road from Cammo site. To complete this action, it requires the path connections into East Craigs estate to be delivered (TR-SA-HSG20-9 below).	£0	£0	To be delivered by applicant secured through conditions/s.75/RCC approvals. Junctions at north and south of the site are complete; developer will deliver toucan crossing in the middle at a later date.	Active Travel	Developer	2021/22. Junctions at north and south of the site were installed in 2020/21; developer will deliver toucan crossing in the middle at a later date.

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG20-9	Pedestrian /cycle connections to East of site.	4.5m wide shared use paths (150m) across existing open space to East Craigs estate. (Excludes land costs)	£305,000	£373,625	Financial contribution of £305,000 secured through signed s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2023/2024
HSG 21 BROOMHILLS						14/04860/FUL Partly delivered/under construction. 19/00869/FUL& 19/00871/FUL additional units with £5,096 for site specific or TCZ			
Page 246	TR-SA-HSG21-2	Cycle path at Broomhills	Upgrade surface of the path (1,200m) to Morton Mains.	£150,000	£183,750	Not funded through signed s.75. Consideration being given to include as part of prioritised LDPAP TA project.	Active Travel	CEC	2023/2024
	TR-SA-HSG21-3	Cycleway access to Frogston Road East	A new 4m wide toucan crossing at North access linking to existing footway on B701.	£0	£0	To be delivered as integral part of development; developer to deliver through RCC.	Active Travel	Developer	2023/24

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG21-4	Pedestrian/cycle way from Old Burdiehouse Road to Burdiehouse Burn (Broomhills Road)	<p>Upgrade pedestrian crossings to 2x new two stage toucan crossings over A701 (delivered by RCC).</p> <p>Short section of new path (10m) and path widening to 4m (30m).</p> <p>Widen existing path to 4m (70m) from Southhouse Broadway to bus stop at A701.</p> <p>New path (30m) to link from crossing to site (may require land preparation and acquisition).</p>	£80,000	£98,000	Partly delivered as integral part of development; developer to deliver through RCC. New path is not funded through signed s.75. Within scope of prioritised LDPAP Transport Action project	Active Travel	Developer	2023/24
Page 247	TR-SA-HSG21-5	Secure pedestrian and cycle way access to Old Burdiehouse Rd linking to Broomhills Road	Paths within development that link to external connections of TR-SA-HSG21-4.	£0	£0	To be delivered as integral part of development; developer to deliver through RCC.	Active Travel	Developer	2023/24
	TR-SA-HSG21-6	Street Improvements to Burdiehouse Road		£1,300,000	£1,592,500	Not funded through signed s.75. Consideration being given to include as part of prioritised LDPAP Transport Action project.	Roads Safety	CEC	2023/2024
	TR-SA-HSG21-7	Upgrade Bus Stops on Burdiehouse Road		£0	£0	To be delivered as integral part of development; developer to deliver through RCC.	Public Transport	Developer s.56	2023/24
HSG 22 BURDIEHOUSE						10/01185/PPP 14/04880/FUL			

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG22-1	Bus infrastructure improvements	Upgrade Bus Stops on Burdiehouse Rd and Frogston Rd East.			£15,000 towards bus stop improvement in PPP s.75	Public Transport	CEC	2021/22
Page 248	TR-SA-HSG22-3	Cycleway safeguard (A720 underpass - Burdiehouse Burn path link)	<p>Off-site multi user path connection to link the site with path networks in Midlothian via Straiton Pond. Forms part of strategic green network between Burdiehouse Burn Valley Park, Mortonhall, Morton Mains, Gilmerton and Straighton high quality landscape treatment required (4m wide landscape treatment to the west across open ground, including verge, hedgerow and hedgerow trees for approximatley 200m) Land purchase required.</p> <p>Street improvements and pedestrian crossing on Burdiehouse Road.</p> <p>D island crossing on Lang Loan. Path surface upgrade (200m).</p> <p>Construct shared use footway beside Lang Loan road (200m), may require land purchase for footway.</p> <p>New path construction 3.5m to underpass of A720 (600m).</p>	£200,000	£245,000	Not funded through signed s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2023/2024

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG22-4	New access point and shared use path	20m to link to existing path (Land ownership of Greenspace for 10m of path).	£50,000	£61,250	Not funded through signed s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2023/2024
	TR-SA-HSG22-5	Pedestrian cycleway access across site from Straiton path to Burdiehouse Burn	500m path at both the east and west edges of the site.	£125,000	£153,125	Not funded through signed s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2023/2024
	TR-SA-HSG22-6	Widen existing path along Burdiehouse Burn Park	Widen 300m to 3.5m running parallel to site's northern boundary and linking to western access point. Forms part of strategic green network between Pentlands and Portobello.	£100,000	£122,500	Not funded through signed s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2023/2024
HSG 23 GILMERTON DYKES ROAD						14/01446/FUL. Signed S75. Constructed.			

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG23-2	Cycle path from Lasswade Road to HSG 23 and HSG 24	Cycle link 500m – Gilmerton Road to Lasswade Road. A path link has been delivered within HSG23 as part of its open space, path connections to adjacent development HSG 24 has not been made and this is required to complete this connection.	£0	£0	Part delivered as integral part of development.	Active Travel	Developer s.75	Part delivered.
Page 250	TR-SA-HSG23-4	New footway along Gilmerton Dykes Road	500m Footway. Delivered only in front of development. Not part of layout of 18/02540/AMC Land 292 Metres West Of 10 Gilmerton Station Road Edinburgh. TO coomplet this action, connection(s) over the grass verge is required for this new section of pavement to connect to the existing pavement on the north side of Gilmerton Dykes Road.	£0	£0	Part delivered as integral part of development.	Active Travel	Developer s.75	Part delivered.
	TR-SA-HSG23-5	Upgrade bus stops on Lasswade Rd / Gilmerton Rd				£36,500 for public transport improvements secured in signed s.75.	Public Transport	Place Developme nt	
	HSG 24 GILMERTON STATION ROAD	TR-SA-HSG24-1				Planning permission granted - 14/01649/PPP 16/04382/AMC 16/03299/AMC 17/04164/AMC 7/9/17 Early phases under construction			2027 for all phases of the site.
	TR-SA-HSG24-3	D island crossing of Gilmerton Station Road and construct 50m of shared use footway from existing verge	D island = £25000 Path Widening.	£57,500	£70,438	Not funded through signed s.75. One D-island crossing near ramp at Lasswade corner delivered.	Active Travel	CEC	2023-2024

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG24-4	Drum Street Ped & Cycle crossing & path through site to multi-user path to Straiton	Toucan crossing and shared use footway. Part of first phase of development.	£0	£0	To be delivered as integral part of development.	Active Travel	Developer	2023-2024
	TR-SA-HSG24-5	New footway along Gilmerton Station Rd	Footway and lighting on west side of Gilmerton Station Road from Gilmerton Road to Lasswade Road, extending 240m northwards from Lasswade Road/Gilmerton Station Road.	£112,400	£137,690	£122,400 secured in signed s.75.	Active Travel	CEC	2023-2024
	TR-SA-HSG24-6	Pedestrian crossing facilities on Gilmerton Rd		£15,000	£18,825	£15,000 secured in signed s.75.	Active Travel	CEC	2023-2024
Page 251	TR-SA-HSG24-7	TRO lower speed limit on Gilmerton Station Road	Lower speed limit on Gilmerton Station Road.	£1,500	£1,883	Financial contribution secured in signed s.75 and will be implemented through 40+ mph speed limit review.	Roads Safety	CEC	2022/23
	TR-SA-HSG24-8	Upgrade bus stops and peak capacity on Gilmerton Road	Upgrade of peak capacity not pursued	£9,290	£11,659	£9,290 secured in signed s.75	Public Transport	CEC	2023-2024
HSG 25 THE DRUM	TR-SA-HSG25-1					Planning Permission Granted 14/01238/PPP 17/00696/AMC granted 31/8/17			2022/2023
	TR-SA-HSG25-2	Cycle link - Drum Street to SE Wedge Parkland	Path (1000m).	£250,000	£306,250	Not funded through signed s.75.	Active Travel	CEC	2022/2023

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG25-3	Cycle link - Gilmerton Road to Lasswade Road	Path (1000m).	£250,000	£306,250	Not funded through signed s.75.	Active Travel	Sustrans	2022/2023
Page 252	TR-SA-HSG25-4	Cycle way access from Candlemakers Park to north of the Drum	New 3.5m shared use path (70m) from western boundary of The Drum site to Candlemaker's Park and to Drum Avenue. May require land purchase.	£20,000	£24,500	s.75- Footpath links £15k before 50th unit occupied - pay drum link contribution from Drum through open space on Candlemaker Park. £5k prior to 1st unit occupied pay Candlemakers Park contribution link path from Candelemaker Park to Drum Avenue/Drum Park TRO - £4000	Active Travel	CEC	2022/2023
	TR-SA-HSG25-5	Toucan crossing over Drum Street to access The Drum site	x2 Toucan crossing + shared path upgrade. May require land purchase.	£80,000	£98,000	Not funded through signed s.75.	Active Travel	CEC	2022/23
	TR-SA-HSG25-7	Widen existing footway to 3.5m (shared use)	Path widening (750m).	£100,000	£122,500	Not funded through signed s.75.	Active Travel	CEC	2022/2023

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
HSG 26 NEWCRAIG HALL NORTH	TR-SA-HSG26-1					Planning Permission Granted 13/03181/FUL			
	TR-SA-HSG26-2	Pedestrian/Cycle Route connecting Newcraighall North to Newcraighall East	Requires dropped kerbs and a safe crossing of Newcraighall Road to be installed to complete this active travel connection between the two housing sites.	£0	£0	Partially to be delivered by developer as integral part of development. Off-site works not secured or delivered.	Active Travel	Developer s.75	
HSG 27 NEWCRAIG HALL EAST	TR-SA-HSG27-1					Planning Permission Granted 10/03506/PPP 15/04112/AMC 16/02696/FUL (37 units)			
	TR-SA-HSG27-2	Pedestrian/Cycle Route connecting Newcraighall North to Newcraighall East	Requires dropped kerbs and a safe crossing of Newcraighall Road to be installed to complete this active travel connection between the two housing sites.	£0	£0	Not secured or delivered.	Active Travel	Developer s.75	
HSG 28 ELLEN'S GLEN ROAD						No permissions or s.75s yet issued.			2027+
	TR-SA-HSG28-2	Bus infrastructure	Upgrade existing bus stops in Lasswade Road. Upgrade existing S/B bus stop and provide new N/B bus stop in Gilmerton Road.	£300,000	£367,500		Public Transport	Developer/CEC	2027+
	TR-SA-HSG28-3	Cycle Network	High quality pedestrian and cycle routes within site, to link with public transport routes, and to link from Malbet Wynd through the site to connect via Ellen's Glen Road to the Burdiehouse Burn Valley Park Core Path (1000m).	£250,000	£306,250		Active Travel	Developer	2027+

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG28-4	New footway along east boundary frontage of site	Path (135m).	£30,000	£36,750		Active Travel	Developer	2027+
	TR-SA-HSG28-5	New pedestrian/cycle link on land near to Stenhouse Burn	To compensate for the narrow footway on Ellen's Glen Road (225m).	£50,000	£61,250		Active Travel	Developer	2027+
	TR-SA-HSG28-6	Widening and upgrade of existing footway along Ellen's Glen Road		£0	£0		Active Travel	Developer	2027+
HSG29 BRUNSTANE						16/04122/PPP s.75 signed 2020			2027+
	TR-SA-HSG29-2	Help provide improved pedestrian/cycle links and increased cycle parking at Brunstane and Newcraighall Stations	Cycle Parking.	£1,500	£1,838	£2,000 secured in s.75	Active Travel	CEC	2027+

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG29-3	Network of high quality pedestrian/cycle routes through site	To link with suitable exit points around site boundary, particularly with existing routes to Brunstane and Newcraighall railway stations. At least two pedestrian/cycle railway crossing points shall be provided within the site.	£0	£0	To be delivered as integral part of development secured through planning condition(s). Cycle / pedestrian rail bridge before 1st unit. Vehicle bridge before 250th unit. Cycle / pedestrian bridge south of and in addition to the above bridge before 665th unit.	Active Travel	Developer s.75	2027+
Page 255	TR-SA-HSG29-4	New junction with Milton Road East	Provide new signalised junction with Milton Road East.	£0	£0	To be delivered as integral part of development layout secured by s.75.	Junctions	Developer s.75	2027+
	TR-SA-HSG29-5	New junction with Newcraighall Road	Provide new signalised junction with Newcraighall Road.	£0	£0	To be delivered as integral part of development layout secured by s.75.	Junctions	Developer s.75	2027+
	TR-SA-HSG29-6	Pedestrian/Cycle Route connecting Newcraighall North to Newcraighall East	Establish new green network connections to Newcraighall village, Newcraighall public park, Gilberstoun, The John Muir Way / Core Path 5 Innocent Railway, Queen Margaret University, Musselburgh and future developments in Midlothian.	£0	£0	Partly to be delivered though site layout.	Active Travel	CEC	2027+

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG29-7	Provide upgrades of existing external pedestrian/cycle routes in vicinity of site, including signage	Help provide missing link across the Newcraighall railway line. Path widening/resurfacing (2000m).	£300,000	£367,500	Not secured.	Active Travel	CEC	2027+
	TR-SA-HSG29-8	Review existing pedestrian/cycle crossing facilities on Milton Road East and Newcraighall Road and help enhance as required	Crossing improvements x2.	£150,000	£183,750	Partly to be delivered though the two new signalised junctions.	Active Travel	Developer s.75	2027+
Page 256	TR-SA-HSG29-10	Road Improvements	Review road safety and provide improvements, if necessary, to Milton Road East and, if appropriate, Newcraighall Road.	£0	£0	To be delivered as integral part of development layout secured by s.75.	Roads Safety	Developer s.75	2027+
	TR-SA-HSG29-11	Upgrade A1 / Milton Road East / Sir Harry Lauder Road junction	An action identified in developer's transport appraisal. Scale of action to be considered.	not costed	not costed	£200,000 secured through s.75 agreement.	Junctions	CEC	2027+
	TR-SA-HSG29-12	Upgrade existing bus stops on Milton Road East and Newcraighall Road	Essential to route bus services through site (consider section(s) of 'bus only' roads).	£0	£0	To be delivered as integral part of development secured through s.75.	Public Transport	Developer s.75	2027+
HSG 30 MOREDUNVALE ROAD						Site Allocated, Transport requirements to be established through cumulative transport appraisal and planning permission.			
	TR-SA-HSG30-2	Direct Link to Moredunvale Road (T7)		£0	£0		Active Travel	Developer/CEC	2027+

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
HSG 31 CURRIEMUI REND						Site Allocated, Transport requirements to be established through cumulative transport appraisal and planning permission.			2027+
HSG 32 BUILYEON ROAD						16/01797/PPP and 16/01798/PPP MTG; s.75 not yet signed.			
Page 257	TR-SA-HSG32-3	Builyeon Road East/West Works Builyeon Road: New footway and cycle path along frontage of site	New footway and cycle path along frontage of site on south side of Builyeon Road (including footway widening, redetermination to shared use footway, development of footway to both sides of the road, bus priority measures, etc.) for a distance of approximately 975 metres.	£200,000	£245,000	Expected to be delivered as integral part of development and/or to be delivered by applicant secured through conditions/ s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	Developer/ CEC	2024/25

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG32-4	Builyeon Road East/West Works Builyeon Road: Street design and upgrade links	East-west: changing the character of Builyeon road (A904) and realignment through Echline Junction. Upgrade of existing external links to high quality pedestrian/cycle routes to Dalmeny Station, high school, Ferrymuir retail park and town centre.	£950,000	£1,163,750	Expected to be delivered as integral part of development and/or to be delivered by applicant secured through conditions/ s.75. Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	Developer/CEC	2027
Page 258	TR-SA-HSG32-5	Bus Improvement Works Upgrade existing bus infrastructure	Additional capacity needed. (Opportunity – support commercial operation.) Increased frequency of direct city centre service and also to key local facilities, to achieve PT mode share. Upgrade of the currently existing facilities and provision of new high quality bus stops on Builyeon Road; Widening of Builyeon Road to accommodate bus priority measures; and Securing an increase in the frequency of direct city centre service and to key local facilities, to achieve public transport mode share.	£400,000	£490,000	Financial contribution required and/or to be delivered by applicant through conditions/s.75 Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Public Transport	CEC	2027

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG32-6	Cycle and Path Routes Works Bridge link over A9000	Bridge over the A900 in south-east corner of the site. Design feasibility study to be funded by the developers and commissioned by the Council assessing the provision of a bridge over the A9000 in south-east corner of the site to provide an off-road cycle route to link to Ferrymuir Gait and routes to the East and provision of a link to the National Cycle Network by means of a bridge to Ferrymuir, located west of the A9000.	£3,000,000	£3,675,000	Financial contribution required and/or to be delivered by applicant through conditions/s.75	Active Travel	CEC	2027
Page 259	TR-SA-HSG32-7	Cycle and Path Routes Works Network of high quality pedestrian/cycle routes through site	Develop high quality landscaped pedestrian/cycle route through site (1000m) to link with suitable exit points around site boundary, particularly with existing routes into South Queensferry. An addition to the green network (forming part of the strategic Dalmeny to Echline green network) leading from the A904 to a crossing point of the A9000 or such other works as may be agreed in writing with the Council acting as Roads Authority. Off-road cycle route to link HSG32 Builyeon Road, Ferrymuir Gait, HSG33 South Scotstoun with Dalmeny and National Cycle Network (300m).	£73,500	£90,038	Financial contribution required and/or to be delivered by applicant through conditions/s.75 Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2027

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG32-8	Echline Junction & East Works Echline Junction: Pedestrian/Cycle routes through roundabout	Echline Junction (cycle/ped infrastructure both directions on roundabout). Integrate with new footway and cycle path along frontage of site. Provision of cycle and pedestrian infrastructure in both directions on Echline Junction including the provision of two new 2-stage Toucan crossings, two new single stage Toucan crossings and upgrading of the two existing crossings to Toucan crossings.	£246,000	£301,350	Financial contribution required and/or to be delivered by applicant through conditions/s.75 Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2027
Page 260	TR-SA-HSG32-9	Echline Junction & East Works Help provide upgrades of existing external pedestrian/cycle routes to Dalmeny Station: reconfigure existing roads/junctions to accommodate high quality pedestrian/cycle routes and facilities.	Ferrymuir Road pedestrian/cycle enhancements. Enhancements to Ferrymuir Road between Echline Junction to the west and the Ferrymuir junction to the south, a distance of some 400 metres, to provide 3 metre wide footways converted to shared use (potentially building out into one lane of the carriageway. Cut through to Ferrymuir/Lovers Lane from Ferrymuir Road (private carriageway, and route through non-adopted land – negotiate land acquisition). Resurfacing of Lovers Lane for distance of 1,600 metres, together with the necessary lighting. Provision of a Toucan crossing on Kirkliston Road (B907) at it junction with Ferrymuir Lane. Future conversion of Ferrymuir roundabout to signalised junction outwith these development contributions.	£318,250	£389,856	Financial contribution required and/or to be delivered by applicant through conditions/s.75 Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2027

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG32-10	Queensferry Crossing	Prospective developers should be aware transport Scotland may require assessment of impact on new FRC junction.	£0	£0		Junctions	Transport Scotland	2024+
Page 261	TR-SA-HSG32-11	Route to Town Centre Works Help provide upgrades of existing external pedestrian and cycling facilities from the development to the town centre in the vicinity of the development	2 X D island or toucan crossings over A904 to link site with existing paths in South Queensferry. (Echline View/Long Crook/ and at Echline Roundabout). Provision of either 2 'D' island or Toucan crossings across Bullyeon Road to link the Development with existing paths in the Echline housing estate opposite the foot path at Long Crook and the footpath to Echline Avenue (passing the rear of the properties at Echline Park). Widening and better definition of existing footpaths between Echline Park and Echline View, and to Long Crook, to a width of 3.5 metres to form shared use paths. Tarmac resurface on off road adopted paths through Echline housing estate, to toucan at end of Bo'Ness Rd/Stewart Terrace. Consider linking to NCN76/NCN1 along Farquhar Terrace/Morrison Gardens.	£126,910	£155,465	Financial contribution required and/or to be delivered by applicant through conditions/s.75 Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2027

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG32-12	TRO Builyeon Road	Implement and physical measures for reduced speed limit on Builyeon Road as part of opportunity to change the character of Builyeon Road (A904). Part of the existing alignment would be converted to access and cycle/pedestrian only. New alignment would be implemented as per 'Designing Streets' principles.	£1,500	£1,838	Financial contribution required and/or to be delivered by applicant through conditions/s.75 Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	Place Development TRO to be coordinated by Development Control Team.	2027
HSG 33 SOUTH SCOTSTOWN						16/06280/FUL; s.75 signed. Under construction.			
	TR-SA-HSG33-2	Appropriate traffic calming measures may be considered for Scotstoun Avenue	Road Furniture Contribution.	£30,000	£36,750	Not funded by s.75 Traffic calming measures to be delivered in Scotstoun Avenue in summer 2021 using S75 contributions	Roads Safety	CEC	2026
	TR-SA-HSG33-3	B800 Cycle Link	Provision of a low level pedestrian/cycle link between the Agreement Subjects and the B800. Land agreements may be required.	£42,452	£52,004	Not funded by s.75 Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2026

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG33-4	Bus infrastructure	<p>Upgrade existing bus stop facilities on Kirkliston Road, Scotstoun Avenue and in Dalmeny and additional capacity likely. Increased frequency of direct city centre service and also to key local facilities, to achieve Public Transport mode share. To support bus services serving the Site, where there would not otherwise be a commercial incentive to operate such a service.</p> <p>The upgrade of 4 bus stops on Scotstoun Avenue to provide the following facilities: the provision of new shelters and associated improvement works to surrounding public footway.</p>	£318,500	£390,163	£318,500 secured through s.75	Public Transport	CEC	2026
	TR-SA-HSG33-5	D island or single stage Toucan crossing of B800 to retail site path		£30,000	£36,750	To be delivered as integral part of the development secured by planning conditions/ s.75 agreement.	Active Travel	Developer s.75	2026

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 264	TR-SA-HSG33-6	Give due consideration to the opportunity to change the character of the B800 through street design.	<p>Reconfiguring the entrance junction, including raised junction and tightening of the radii.</p> <p>Shared path along the east side of the B800, approximately 400m.</p> <p>Two toucans continuing to the B907 to the junction with Lovers Lane/Scotstoun Avenue.</p> <p>Tighten and reconfigure the Scotstoun Avenue and B907 junction with removal of guardrail and decluttering and installation of toucan crossings in the southern and north-eastern arms of the Ferrymuir Roundabout.</p>	£454,000	£556,150	£556,150 secured through s.75 Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2024/25
	TR-SA-HSG33-7	High quality pedestrian/cycle routes through site	<p>Linking to suitable exit points around site boundary, particularly to north-east corner to connect with existing route to station and Edinburgh and with South Scotstoun. Including new diverted 3.5m shared use path for NCN 1 into the Agilent site, or resurfacing where necessary (450m).</p>	£40,000	£49,000	£70,000 secured through s.75 for this and action below. Action partially included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	Developer s.75	2024/2025
	TR-SA-HSG33-8	LED stud lighting	Provision of LED stud lighting eastwards for 1000m along NCR1; and provision of LED stud lighting northwards for 1000m on the old railway path to the north of the Agreement Subjects.	£30,000	£36,750	No secured with development or in s.75.	Active Travel	CEC	2026
	TR-SA-HSG33-9	Queensferry Crossing	Transport Scotland may require assessment of impact on new Forth Replacement Crossing junction.	£0	£0	Not requested in Transport Scotland consultee response	Junctions	Transport Scotland	

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
HSG 36 CURRIEHILL ROAD						16/01515/FUL. S.75 signed. Construction completed.			
	TR-SA-HSG36-3	Connections to be made to the Kirknewton Core Path to the west boundary of the site		£12,000	£14,700	Not funded through signed s.75.	Active Travel	CEC	2022/23
Page 265	TR-SA-HSG36-4	Improve high quality pedestrian/cycle link to Curriehill Station	Wheeling ramp over railway bridge. Upgrade of existing path to 3.5m shared use and signage to development and railway station.	£80,000	£98,000	£77,500 secured through s.75	Active Travel	CEC	2022/23
	TR-SA-HSG36-5	Provide additional cycle parking at Curriehill Station		£1,000	£1,225	£500 secured in s.75	Active Travel	CEC	2022/23
	TR-SA-HSG36-6	Provide new footway along east boundary frontage (Curriehill Road) to link with existing footway network	Full action identified as not being feasible due to footway/road width constraints.	£0	£0	s.75: £4,000 for TRO and £2,500 for the extension of existing footway on west side of Curriehill Road northwards to link to development's footways (60m) implement prior to 1st unit completed.	Active Travel	CEC	2022/23 Programmed for 2021.
HSG 37 NEWMILLS, BALERNO						Underway 15/05100/FUL. S.75 signed.			

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG37-2	Bus infrastructure	Provide new bus stop facilities on A70, and improve the pedestrian access between these and the proposed site. Crossing point required. Need for bus stop facilities to be confirmed in context of wider bus corridor work.	£0	£0	Secured by s.75 agreement	Public Transport	Developer s.75	Crossing point delivered.
	TR-SA-HSG37-3	Cycle access to Ravelrig Road	Newmills Road site to Ravelrig Road via old railway line: New 4m wide 1km long path along old railway line to Ravelrig Road (new off road NCN 75), includes tree clearance, ramp to road and crossing of burn.	£450,000	£551,250	Not funded through signed s.75.	Active Travel	CEC	2023/24
	TR-SA-HSG37-4	High quality pedestrian/cycle routes through site		£0	£0	To be delivered as integral part of development secured through planning conditions.	Active Travel	Developer s.75	2021/22
	TR-SA-HSG37-5	Improved pedestrian/cycle crossing facilities on A70	Layout to be determined, but to incorporate appropriate dropped kerb and tactile paving arrangements to current standards.	£60,000	£73,500	Partly secured through signed s.75 (one crossing secured).	Active Travel	Developer s.75	2021/22
	TR-SA-HSG37-6	New footway along east frontage boundary, linking into Newmills Road footways		£0	£0	To be delivered as integral part of development secured through planning conditions.	Active Travel	Developer s.75	2021/22
	TR-SA-HSG37-7	Provide additional cycle parking at Curriehill Station		£0	£0	£500 secured in s.75	Active Travel	CEC	2022/23

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG37-8	Provide extended car park at Curriehill Station		£0	£0	£28,340 financial contribution secured by signed s.75	Roads	CEC	2021/22
	TR-SA-HSG37-9	Upgrade cycle routes between Newmills Road and Curriehill Station	Detailed route to be confirmed (cost is based on alternative route using NCN75, including toucan crossing of A70 and ramp to NCN75, alternative is to reopen tunnel mouth to link with NCN75).	£250,000	£306,250	Partly secured through s.75 agreement (one crossing secured) £61,340.	Active Travel	CEC	2022/23
HSG 38 RAVELRIG ROAD						14/02806/PPP 16/05744/AMC; s.75 signed. Underway.			
Page 267	TR-SA-HSG38-3	Improved pedestrian/cycle crossing facilities on A70 and Ravelrig Road		£1,500	£1,838	Not funded through signed s.75.	Active Travel	CEC	2020/21
	TR-SA-HSG38-4	New cycle path along Ravelrig Road	Provide high quality pedestrian/cycle routes through site to be secured by condition, connecting with and making improvements to adjacent walking and cycle routes e.g. NCN75 which is on-road along Ravelrig Road: New 3.5m shared use path along the northern boundary of the site, approximately 500m. New 4m wide 1km long path along part of Ravelrig Road to join up with the re-routed NCN75.	£0	£0	To be delivered as integral part of development secured through planning conditions.	Active Travel	Developer s.75	2020/21
	TR-SA-HSG38-5	New footway along west side of Ravelrig Road linking into Ravelrig Road and A70 footways		£0	£0	To be delivered as integral part of development secured through planning conditions.	Active Travel	Developer	2020/21

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG38-6	Provide upgrade to cycle routes between site and Curriehill Station	Detailed route to be confirmed.	£420,000	£514,500	£55,040 secured for Curriehill Station improvements.	Active Travel	CEC	2020/21
HSG 39 NORTH OF LANG LOAN						14/05145/PPP signed s.75 17/02494/AMC S.75 under construction			
Page 268	TR-SA-HSG39-2	Bus infrastructure	Upgrade existing bus stop facilities on Lasswade Road, with appropriate active travel connections.	£10,000	£12,250	£10,000 secured through s.75	Public Transport	CEC	2022/23
	TR-SA-HSG39-3	Cycle path from Lasswade Road to HSG 23/24 above	Provide high quality pedestrian/cycle routes through the site, connecting with adjacent walking and cycle routes e.g. the Gilmerton to Roslin Quiet Route which runs adjacent to Lasswade Road, and neighbouring residential areas. Give cognisance to potential bus services to be routed via Burdiehouse 2 linking with The Murrays to the north, and the benefits of providing appropriate walking and cycling links.	£0	£0	To be delivered as integral part of development secured through s.75 and planning condition(s).	Active Travel	Developer s.75	2022/23
	TR-SA-HSG39-4	New footway Lasswade Road	New footway/cycleway along east frontage boundary with Lasswade Road, and south frontage boundary with Lang Loan to provide potential in the future to connect with links to the west.	£0	£0	To be delivered as integral part of development secured through s.75 and planning condition(s).	Active Travel	Developer	2022/23

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG39-6	Review road safety and provide improvements	Note speed limit on Lasswade Road reduced to 40mph as part of Gilmerton to Roslin QuietRoute scheme.	£0	£0	To be delivered as integral part of development secured through s.75 and planning condition(s). Lang Loan will be subject to the 40mph speed limit review.			Underway.
HSG 40 SOUTH EAST WEDGE - EDMONSTONE						14/01057/PPP granted.			
Page 269	TR-SA-HSG40-1	Pedestrian/Cycle path connecting to the Wisp	<p>Integrate a network of footpaths, cycleways and open space to be part of the wider Green network.</p> <p>In particular: new pedestrian/cycle routes along the A7 and Wisp within the site and pedestrian/cycle route from A7/B701 junction to open space on the north east boundary.</p> <p>Connect Edmonstone with Danderhall: New toucan crossing across the Wisp from the eastern boundary of the site to connect into existing paths at Danderhall.</p>	£0	£0	<p>To be delivered as integral part of development (with exception of toucan crossing).secured through planning condition(s).s.75 -</p> <p>Prior to first unit occupied: 2m wide footway linking northern access road to Edmonstone Rd (60m).</p> <p>Cycle track linking development to Ferniehill Road. Toucan crossing: Not funded through signed s.75.</p>	Active Travel	CEC	2024/25
	TR-SA-HSG40-2	Provide appropriate crossings of The Wisp	Providing linkages to neighbouring residential areas and bus stop on opposite side of the road. Also need to ensure cycle crossing at A7/B701 junction.	£550,000	£673,750	Not funded by signed s.75.	Active Travel	CEC	2027+

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-HSG40-3	Speed limit restrictions on The Wisp.		£0	£0	s.75 secured TRO £2k	Roads Safety	CEC	2027+
	TR-SA-HSG40-4	Traffic signals at The Wisp / Old Dalkeith Road		£0	£0	To be delivered by applicant secured through signed s.75.	Traffic Signals	CEC	2027+
	TR-SA-HSG40-5	Upgrade existing bus stop facilities	A7, Old Dalkeith Road (east of The Wisp/Old Dalkeith Road junction) or, preferably, provide additional facilities south of the site on the A7, Old Dalkeith Road, with due consideration given to active travel connections to/from them.	£115,000	£140,875	Not funded through signed s.75.	Public Transport	CEC	2027+
HSG SOUTH EAST						16/04373/FUL granted. Under construction.			
	TR-SA-HSG41-1	Pedestrian/Cycle path connecting to Jack Kane Centre	Pathways and cycle routes both internally and connected to other proposed developments and bus facilities on The Wisp. In particular link to HuntersHall/Jack Kane Centre and the western boundary of the site connecting up into Hunter's Hall Public Park and down into the South East Wedge Parkland.	£320,000	£392,000	Not funded through signed s.75.	Active Travel	CEC	2024/25
INTERNATIONAL BUSINESS GATEWAY (IBG)	TR-SA-IBG-1	Bus only access via Edinburgh Gateway Station, tram interchange	Potential relationship to West Edinburgh Transport Contribution Zone actions.	£0	£0	No permissions or s.75s yet issued.	Public Transport		

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-IBG-2	New footpath / cycle path along A8 Glasgow Rd	Potential relationship to West Edinburgh Transport Contribution Zone actions.	£1,200,000	£1,470,000	No permissions or s.75s yet issued.	Active Travel	CEC	
	TR-SA-IBG-3	Tram stop within Development	Potential relationship to West Edinburgh Transport Contribution Zone actions.	£0	£0	No permissions or s.75s yet issued.	Public Transport		
	TR-SA-IBG-4	Upgrade bus facilities along A8 Glasgow Road	Potential relationship to West Edinburgh Transport Contribution Zone actions.	£0	£0	see WETA actions	Public Transport		
DEL4 EDINBURGH PARKSOUTH H GYLE						13/04966/PPP, 14/03098/AMC for part of site. 20/02028/FUL minded to grant subject to legal agreement.		CEC	
	TR-SA-DEL4-2	Note – also required to contribute to Gogar roundabout.						CEC	
	TR-SA-DEL4-3	Adoptable roads to be brought up to standard		£0	£0	Expected to be delivered as integral part of development and/or to be secured through s.75	Roads Safety	CEC	2020/21

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-DEL4-4	Bus infrastructure - provide new facilities on internal roads		£0	£0	Expected to be delivered as integral part of development and/or to be secured through s.75	Public Transport	CEC	2020/21
	TR-SA-DEL4-5	Edinburgh Park - Gogarburn pedestrian cycle link	Paths (1650m): 346500	£350,000	£428,750	Expected to be delivered as integral part of development and/or to be secured through s.75	Active Travel	CEC/ Developer	2020/21
Page 272	TR-SA-DEL4-6	Internal CPZ, integrated parking/traffic management. Enhance cycle parking at Edinburgh Park Station		£0	£0	Expected to be delivered as integral part of development and/or to be secured through s.75	tbc		2023/24
	TR-SA-DEL4-7	Potential to create a strategic pedestrian/cycle route linking Wester Hailes, Broomhouse and Sighthill to Edinburgh Gateway Station, as part of the wider West Edinburgh Active Travel Network (WEL)		£0	£0	Expected to be delivered as integral part of development and/or to be secured through s.75	Active Travel	Developer	2023/24

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
EAST OF BURDIEHOUSE (urban area)						19/02616/FUL s.75 signed April 2020. Under construction.		CEC	
Page 273	TR-SA-EBH-2	Bus infrastructure - contribute to the upgrading of existing facilities in the vicinity e.g. on Burdiehouse Road.	Support the enhancement of bus capacity during peak periods. Support the introduction of a bus service to route through Burdiehouse 2, linking with The Murrays (constraint – existing service providers may be reluctant to alter current routes). Give cognisance to potential bus services to be routed via Burdiehouse 2 linking with The Murrays to the north, and the benefits of providing appropriate walking and cycling links.	£0	£0	Not in signed s.75 The Transport Prioritisation work on surrounding developments is investigating location of bus stops in the vicinity and assessment review will look at active travel elements alongside potential bus routes	Public Transport	CEC	2022/23
	TR-SA-EBH-3	Provide high quality pedestrian/cycle connections outwith the site	Link to West Edge Farm (228m). Link to Straiton Ponds (481m). Link to the Murrays (103m). Link to Burdiehouse Burn/Bus Stop (594m).	£295,260	£361,694	To be delivered as integral part of development (secured by condition) and £151,538 secured through s.75 Provision of the high quality pedestrian/cycle connections 'link to Straiton Ponds (481m) and 'link to Burdiehouse Burn/Bus Stop (594m) shall be implemented prior to no more than 35 units on site being occupied.	Active Travel	Developer/CEC	2022/23

2. Transport Actions

c. Site specific actions

LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-EBH-4	Provide high quality pedestrian/cycle routes through the site	Connecting development and local conveniences with adjacent walking and cycle routes to the north, east and south e.g. the Gilmerton to Roslin Quiet Route which runs adjacent to Lasswade Road, and neighbouring residential areas. Continue active travel route on its boundary to connect with the North of Lang Loan route.	£0	£0	To be delivered as integral part of development and/or to be secured through s.75	Active Travel	Developer/CEC	2022/23

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
North East	TR-SA-NELOC-1	Bernard St/Salmander Street active travel and public realm project (to Seafield Place)	<p>Whole Length: Segregated cycleway (1250m) 3m wide + 0.5 separation strip (pinch to 2m wide in some sections). Seafield PI to Constitution St: Continuous footways. 6x Zebra crossings (every 200m metres). Salamander St to Elbe St: Timber Bush to Shore: Shared use Street – widen footway, setted street, trees, seating. Shore/Bernard Junction: Full refurbishment incl. widen footways, raised tables, seating and planters. Moderate Public realm improvements - seating, planters, build outs, change road materials, widen footway on south side by 1m. Constitution St to Timber Bush: Shared use Plaza - tighten junctions, new road surfacing materials, seating, planters, widen footways, new crossings.</p>	£5,000,000	£6,125,000	Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021.	Active Travel	CEC	2026 /27

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 276	TR-SA-NELOC-2	Bernard Street / The Shore junction	Close The Shore to general traffic (bus route maintained), full junction refurbishment.	£0	£0	Partially to be delivered by Leith Connections route to Ocean Terminal project to close The Shore to general traffic, but does not look at junction upgrade.	Roads Safety	CEC	2021/22
	TR-SA-NELOC-5	Couper Street - Citadel Place T7	Opportunity to create level active travel connection.	£0	£0		Active Travel	CEC	Safeguard
	TR-SA-NELOC-6	Craigentiny - Leith Links Cycle Link T7	Leith to Portobello Two parts: Craigentiny – Leith Links, and Craigentiny – Leith Links cycle link.	£0	£0		Active Travel	CEC	Safeguard
	TR-SA-NELOC-9	Ferry Road / North Junction Street	Junction improvement.	£300,714	£368,375	Part in scope of Leith Connections proposals (need additional cycle phase to protect Coburg St emerging cycles).	Junctions	CEC	2021/22
	TR-SA-NELOC-10	Hawthornvale off-road cycle path to Lindsay Road and into Western Harbour	Upgrade existing route. Junction improvement associated with tram scheme.	£0	£0	Being delivered as part of the Trams to Newhaven project	Active Travel	CEC	2021

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 277	TR-SA-NELOC-11	Henderson Street / Great Junction Street junction	Close Henderson Street to general traffic.	£0	£0	Action is included in the Leith Connections route to Ocean Terminal project. Include segregated cycle track on Henderson Street and closure of Sandport Place Bridge to motor vehicles and 2 way bus lane on The Shore. Further intervention at Tolbooth Wynd as part of LTN ETRO layout needed to completely cut through route.	Roads Safety	CEC	2021/2022

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 278	TR-SA-NELOC-12	Henderson Street; The Shore; Commercial Street	Bus priority route improvements. Bus lanes, advanced bus signals.	£0	£0	Leith Connections proposals will deliver on this by removal of through traffic on The Shore/ Henderson but not Commercial St. Includes segregated cycle track on Henderson Street and closure of Sandport Place Bridge to motor vehicles and 2 way bus lane on The Shore. Further intervention at Tolbooth Wynd as part of LTN ETRO layout needed to completely cut through route.	Public Transport	CEC	2021/22
	TR-SA-NELOC-13	Jane St/Tenant St connections	Land purchase 120m2. New 4m path -120m length. Wall demolition – 10m. Lighting along 175m stretch = 6 columns. Opportunity to connect with other safeguarded routes.	£50,000	£61,250		Active Travel	CEC	2024/2025.

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 279	TR-SA-NELOC-14	Kirkgate/Sandport Place/Dock Place and Dock Street (revised route)	Public realm project. Upgrade route, new controlled crossing points, cycle parking.	£0	£0	Leith Connections proposals include segregated cycle track on Sandport Place and Dock Street and closure of Sandport Place Bridge to motor vehicles. Kirkgate not within scope of Leith Connections project.	Active Travel	CEC	2023/24
	TR-SA-NELOC-15	Leith and City Centre (East)	Create new continuous route between Henderson Street / Pirrie Road / Pilrig Park / Balfour Street / Cambridge Avenue / Dryden Street / Hopetoun Street / Green Street / Bellevue Place / Broughton Street (Include northern section only).	£750,000	£918,750	Leith Connections proposals out for community engagement Feb 21 include segregated cycle track on Henderson Street.	Active Travel	CEC	2023/24

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 280	TR-SA-NELOC-16	Leith Links - widen existing paths and provide controlled crossings	<p>Shared use footway (segregated) alongside Links PI, Toucan crossing of John's PI & tighten junction.</p> <p>Relay sets on Queen Charlotte St.</p> <p>Shared use footway (segregated) alongside John's PI, Duncan PI, St Andrew PI, Academy St. Segregated cycleway along Duke St to foot of Leith Walk.</p> <p>Duncan PI to roundabout at north end of Easter Rd.</p> <p>Link (widen paths) from east side Leith links to roundabout at northern end of Easter Rd. (includes Toucan crossing Links Gdns).</p> <p>Make roundabout at north end of Easter Road cycle/ped friendly – tighten, toucan crossings.</p> <p>Bike parking at park entrances.</p>	£1,300,000	£1,592,500	Potentially delivered by Leith Connections phase 1 & 2.	Active Travel	CEC	2021/22

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
North East	TR-SA-NELOC-17	Leith Links (west) to Bath Road	Widen east-side footway for segregated footway/cycleway on Salamander Place & Bath Rd. Toucan crossing Salamander St.	£300,000	£367,500	This action is not programmed, however Salamander Place is within area of proposed LTN to be taken forward as ETRO in Summer 2022, impacting on traffic movement in the area.	Active Travel	CEC	2022/2023
	TR-SA-NELOC-18	Lindsay Road / Commercial Street	Junction improvement.	£479,365	£587,222	Action included in scope of Development of Prioritised LDPAP Transport Actions project. Concept designs and updated cost estimates to be produced by end 2021. Potential Leith Connections route from Dock St to Ocean Terminal could go via this junction - options report in preparation.	Junctions	CEC	2023/2024

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 282	TR-SA-NELOC-19	Lochend Route Link to Leith Docks	New ramp from railway path (following desire line of old railway line) to Seafield Street. Widen footways on Seafield Road and make cycle/pedestrian crossing of railway to Marine Esplanade.	£400,000	£490,000		Active Travel	CEC	2024/2025
	TR-SA-NELOC-20	Ocean Drive eastward extension T16	New street connecting Ocean Drive to Salamander Street, as shown on Proposals Map. Scope to create new development plots as part of delivery project.	£10,350,000	£12,678,750			CEC	
	TR-SA-NELOC-21	Salamander Cycle Link T7	Southern section of the Edinburgh Waterfront T7 safeguard.	£0	£0		Active Travel	CEC	Safeguard
	TR-SA-NELOC-22	Salamander St to Foot of the Walk (and beyond)	Elbe Street - relay cobbles with smooth/cycle friendly cobbles.	£360,000	£441,000		Active Travel	CEC	2026 /27
	TR-SA-NELOC-23	Seafield Place Upgrade facilities at existing junction	Move crossings closer to junction corners and toucanise. Tighten junction, widen footways (shared use), add bike parking. Widen footway from links path to Seafield Rd, redetermine to shared use.	£150,000	£183,750		Active Travel	CEC	2024/2025

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 283	TR-SA-NELOC-25	Seafield/Lochend cycle route (Easter Road to Leith Walk)	Toucan crossing of Easter Road. Widen Easter Road footway by 1m from Thorntreesdie to Gordon St. Resurface Gordon St including relaying cobbles with smooth/even cycle friendly cobbles. Gordon Street traffic calming.	£450,000	£551,250		Active Travel	CEC	2022/23
	TR-SA-NELOC-26	The Water of Leith, between Warriston and Commercial Street	Widen path and new ramps. Upgrade existing off-street route.	£520,000	£637,000		Active Travel	CEC	2024+
	TR-SA-NELOC-27	West end of Victoria Quay building to Water of Leith Path via Citadel	Potential new route.	£250,000	£306,250	Leith Connections Phase 1 route includes segregated cycle track on Dock St and filtering of Coburg Street	Active Travel	CEC	2023/24
North West	TR-SA-NWLOC-1	Complete link next to school site at Granton	120m of shared use footway at 4m wide. 140m of footway widening to achieve 4m width.	£50,000	£61,250		Active Travel	CEC	2024
	TR-SA-NWLOC-5	Forth Quarter Park to Promenade	Widen footway along West Shore Road for shared 'segregated' shared use footway – widen by 2m for 130m.	£75,000	£91,875		Active Travel	CEC	2024

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
	TR-SA-NWLOC-6	Granton - north south route through National Galleries development to the Shore	Path A: 3.5m wide tarmac path (40m length): £10,000/ Lighting Path A: £2000. Path B: 3.5m wide tarmac path (120m length): £30,000 /Lighting Path B: £8000.	£75,000	£91,875		Active Travel	CEC	2024
	TR-SA-NWLOC-7	Lower Granton Square public realm	Path Granton Crescent Park – path widen and new ramp.	£2,300,000	£2,817,500		Active Travel	CEC	
Page 284	TR-SA-NWLOC-8	Muirhouse Parkway / Pennywell Road Roundabout	Replace roundabout with signals, to aid pedestrians and cyclists.	£575,000	£704,375	Included in NEAT Connections project, and in Granton Waterfront Framework.	Active Travel	CEC	2023/24
	TR-SA-NWLOC-9	Promenade link to Granton Harbour	Upgrade path to 6m tarmac path and sea wall in 4 sections. Extend coastal path from completed section to SW corner of Granton Harbour – no timescale for delivery. 3 phases of shared use cycle/pedestrian path along northern side of W Harbour Road with associated traffic calming W Harbour Road. Phases proceed east to west.	£800,000	£980,000	Part of Waterfront Promenade project	Active Travel	CEC	2020/21
	TR-SA-NWLOC-10	Waterfront Avenue to Granton Rail path T7	LDP safeguard	£0	£0		Active Travel	CEC	

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 285	TR-SA-NWLOC-11	West Granton Road	Segregated Cycleway (2 way), new toucan/puffin crossings.	£1,200,000	£1,470,000		Active Travel	CEC	2024+
	TR-SA-NWLOC-12	Marine Drive - West Shore Road Cycle Route	Segregated cycle route between the Marine Drive / Pennywell Road Roundabout and where West Shore Road meets the Gipsy Brae Recreation Ground. Linking Pennywell Road and Roundabout active travel improvements to The Promenade. 3.0m wide fully segregated cycle route with 0.5m separation strip between cycle track and carriageway on eastern side of Marine Drive and southern side of West Shore Road.		£133,919*Optimism bias at 42%, design costs at 12% and contingency at 10%	Granton Framework approved Feb 2020 and identified in the Active Travel 5 year programme.	Active Travel	CEC	2023/24
	TR-SA-NWLOC-13	West Shore Road - West Harbour Road Cycle Route	Segregated cycle route from the Gipsy Brae Recreation Ground along West Shore Road and West Harbour Road to meet the recently completed cycle route on Lower Granton Road. Zebra/tiger crossing points required along West Shore Road to provide safe crossing points from development area to Coastal Park.		£284,341 *Optimism bias at 42%, design costs at 12% and contingency at 10%	Granton Framework approved Feb 2021. Section of the route identified in Active Travel programme as a longer term proposal.	Active Travel	CEC	2024/25

2. Transport Actions

d. Rest of urban areas

Area	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Estimated delivery date
Page 286	TR-SA-NWLOC-14	Gas Holder Development Cycle Route	Segregated cycle route through proposed development sites around the Gas Holder connecting Marine Drive to Waterfront Park / Waterfront Broadway Junction		£122,061 *Optimism bias at 42%, design costs at 12% and contingency at 10%	Granton Framework approved Feb 2022	Active Travel	CEC	2024/25
	TR-SA-NWLOC-15	Cycle route to West Shore Road.	Segregated cycle route between West Granton Road and West Shore Road following the north south alignment of Waterfront Broadway in the southern section).		£94,256 *Optimism bias at 42%, design costs at 12% and contingency at 10%	Granton Framework approved Feb 2023	Active Travel	CEC	2022/23

3. Greenspace Actions

LDP Ref	Action Ref. no.	Greenspace Action	Further details	Estimated Cost	Funding	Owner	Delivery timescale	Status
GS1, CC3	GS-CZ-DCP-X	Dalry Community Park	<p>Enhance and extend existing 1.1ha local park.</p> <p>Associated with Fountainbridge redevelopment where open space provision cannot be met onsite.</p> <p>Improve and extend multi-functional park space including hard landscaping, new layout and new equipment to children's play area, replacement of existing sport pitch with MUGA pitch, street furniture and improved access points from Dalry Road, the supermarket car park and Telfer Subway.</p> <p>Linked to Roseburn to Union Canal Cycleway development (see transport action).</p> <p>Park currently maintained by council. Maintenance of improved aspects and any extensions may need to be developer funded and negotiated with council.</p>	<p>£726,000 for park improvements.</p> <p>Financial contributions to be required from developers of applicable sites.</p> <p>(Linked to Roseburn to Union Canal Cycleway action as part of total costs: £5,357,125)</p>	Fountainbridge Developers, CEC Active Travel/ Transport Scope to introduce contribution zone for relevant developments when opportunity arises.	Fountainbridge Developers, CEC Active Travel/ Transport	With development	Some minor works completed in relation to previous deficiencies. Delivery plan to be prepared. The Roseburn - Union Canal project including Dalry Park application granted March 2021.
GS2, EW1a	GS-CZ-LWH-X	Leith Western Harbour Central Park LDP ref. Greenspace GS2, Western Harbour EW1a	<p>New 5.2ha public parkland.</p> <p>To include formal and informal recreation facilities and community spaces.</p> <p>To be developed as part of Western Harbour site in accordance with development LDP principles. Park would be maintained by Western Harbour developers.</p> <p>Public land status to be secured.</p>	n/a – to be secured through planning application(s) and conditions(s)	To be delivered as integral part of development/ secured through planning condition(s).	Western Harbour Developers	With development	Wider development in progress to south of site. No permissions or s.75s issued for park.

3. Greenspace Actions

LDP Ref	Action Ref. no.	Greenspace Action	Further details	Estimated Cost	Funding	Owner	Delivery timescale	Status
GS3, EW1c	GS-CZ-LLS-X	Leith Links Seaward Extension	<p>Linear extension to Leith Links providing new allotments and open space alongside links to wider path network. Approximately 0.8ha including small park and allotments.</p> <p>Associated with housing-led redevelopment of Salamander Place. Allotments to be transferred to CEC on completion.</p> <p>Openspace to be maintained by developers.</p> <p>Public land status to be secured.</p>	n/a – to be secured through planning application and conditions(s)	To be delivered as integral part of development/ secured through planning condition(s).	Salamander Place site Developers	With development	<p>Planning Permission in Principle approved for site including open space.</p> <p>Development phased with park and path links expected in later phases</p>

3. Greenspace Actions

LDP Ref	Action Ref. no.	Greenspace Action	Further details	Estimated Cost	Funding	Owner	Delivery timescale	Status
GS4	GS-CZ-SEW-X	South East Wedge Parkland (Little France Park)	<p>Creation of new public park of approximately 45ha to provide multi-functional parkland, woodland, country paths and active travel links including long distance cross boundary links. Links include residential and commercial developments at Craigmillar, Greendykes and the BioQuarter and development in Midlothian. Three main phases to development, includes land acquisition required to fulfill full park vision. To be delivered in accordance with supplementary guidance and delivery plan. Part of wider green network with links to Niddrie Burn Parkland (GS4) and transport actions.</p>	£2.25 million – to be delivered in partnership.	Funding bids in progress (Sustrans, SNH, Forestry Commission and other partners) Scope to introduce contribution zone for relevant developments when opportunity arises.	Parks and Greenspaces, Little France Park Steering Group, Edinburgh and Lothians Greenspace Trust	In progress/part delivered.	<p>Management plan completed and published in 2020. Little France Park is now in the process of being designated a Local Nature Reserve (LNR) - process to be finalised around March 2021. Biodiversity Challenge Fund (BCF) from Nature.Scot has now been delivered with specified grassland enrichment, hedging and bee bank improvements. RBGE/Butterfly Conservation Scotland/CEC/ ELGT with Nature.Scot funding delivered 15 built planters in LFP and Craigmillar Castle Park to create a linear habitat corridor to support Northern Brown Argus species to under the description "Square Metre for Butterflies project". S75 funds being investigated for infrastructure / pathworks and entrance improvements as part of a phased development. Additional site features including arboretum / specimen tree planting and further development of site feature (subject to future funding) oriented towards a wetland with boardwalk and development of therapeutic garden features with health outcomes. Conservation programme with volunteers pending following COVID restrictions.</p>

3. Greenspace Actions

LDP Ref	Action Ref. no.	Greenspace Action	Further details	Estimated Cost	Funding	Owner	Delivery timescale	Status	
Page 90	GS5	GS-CZ-NB-X	Niddrie Burn	Re-alignment and restoration of 1800 linear meters of burn, landscaping, habitat creation, footpath along burn edge and bridge construction.	£1m – to be delivered in partnership	CEC and developer partners (not all funding in place)	Parks and Greenspaces, Little France Park Steering Group, Edinburgh and Lothians Greenspace Trust, Lothians and Fife Green Network Partnership	Works underway	Phase 1 Niddrie burn restoration is completed. Phase 2 the bridge is completed and open. The cycle/ footpath currently follows some of the burn then a link is provided through the housing scheme. Further access improvements to be delivered through Sustrans project to complete the section to Little France Park as part of Portobello to Pentlands path and to improve the green corridor along this section.
	GS5, 6	GS-CZ-IBG-X	IBG Open Space	24ha parkland forming part of International Business Gateway development. Includes A8 corridor, central parkland to meet large greenspace standard, playspace and archaeology park. Provide links to active travel routes. Public access to be secured.	n/a – to be secured through planning application and conditions(s)	To be delivered as integral part of development/ secured through planning condition(s).	IBG Developers	Not started	Planning in principle for development submitted in 2015 (not yet determined).
	GS7	GS-CZ-GB-X	Gogar Burn	Diversion of Gogar Burn to reduce flood risk, improve water quality and enhance biodiversity. Cost estimated at £22m. Maintenance / access requirement unknown.	n/a – to be delivered in partnership	Developers, SEPA, SNH, CEC	Developers, CEC Planning, SEPA, SNH	Long term opportunity	Long term opportunity

3. Greenspace Actions

LDP Ref	Action Ref. no.	Greenspace Action	Further details	Estimated Cost	Funding	Owner	Delivery timescale	Status
GS8	GS-CZ-ID-X	Inverleith Park and Depot	Current depot site to be developed as greenspace should it no longer be required in the future.	Unknown - To be costed in line with any future proposals	CEC	CEC	Long term opportunity	Long term opportunity. Depots gateway review (Dec. 2018) identifies potential for change. Masterplan to be prepared for the park, including the depot, if found to be surplus to operational requirements.
GS9, HSG 21	GS-CZ-BP-X	Broomhills Park	3.1ha of public parkland and 3.8ha of radiating green links and informal greenspace. Retention of existing knoll and creation of play areas, paths, art and woodland planting. Associated with development of 633 unit housing site. Maintenance / Access - Broomhills developer. Public access to be secured.	n/a - To be delivered as integral part of development	To be delivered as integral part of development	Broomhills developer	Under development.	Site under development, largely completed.
GS10, HSG 31	GS-CZ-CD-X	Clovenstone Drive and Curriemuirend	Two connected development sites. New 4ha greenspace to be developed at Clovenstone Drive including playspace and football pitch. The greenspace will replace existing openspace at Curriemuirend. Maintenance / Access - CEC, Curriemuirend Developer Curriemuirend to be developed for housing with provision for allotments and improvements to woodland edge. Active travel routes to connect through both sites.	Cost estimated as £400,000 Clovenstone Drive, £100,000 Curriemuirend	CEC, Curriemuirend Developer	CEC, Curriemuirend Developer	With development	Not started Delivery plan to be prepared

3. Greenspace Actions

LDP Ref	Action Ref. no.	Greenspace Action	Further details	Estimated Cost	Funding	Owner	Delivery timescale	Status
GS11, HSG 37	GS-CZ- NP-X	Newmills Park	3.1ha linear public park. To include amenity lawn, connected multi-user paths, playspace, SUDs, wildflower and woodland planting and tree belt to form new green belt boundary. Access / Maintenance - Newmills Road Developers. Public access to be secured.	n/a - To be delivered as integral part of development	To be delivered as integral part of development	Newmills Road Developers	With development	Under construction.

4. Healthcare and Community Facilities

LDP Contribution Zone	Action Ref. no.	Healthcare Action	Detailed Action	Estimated Cost	Delivered by/ funding	Timescale	Status
Granton Waterfront	HC-CZ-GW-X	New medical practice	New Practice to mitigate impact of new residential development in Granton Waterfront. Co-located with new waterfront primary school.	£4.5m	Developers	Mid 2020s	Strategic Assessment completed
Leith Waterfront	HC-CZ-LW-X	New medical practice	New Practice to mitigate impact of new residential development in Leith Waterfront.	£4.5m	Developers	Mid 2020s	Strategic Assessment completed
West Edinburgh	HC-CZ-WE-X	New medical practice	New Practice to mitigate impact of new residential development in West Edinburgh (Maybury, South Gyle, Edinburgh Park, IBG) Co-located with new Maybury Primary School.	£4m	Developers	Mid 2020s	Initial Agreement completed and submitted to Scottish Govt
Gilmerton	HC-CZ-GI-X	New medical practice	New Practice to mitigate impact of new residential development in South East Edinburgh (HSG 21-40). Location to be confirmed.	£3m (£8m for combined practice; £3m for LDP/HLA sites)	Developers	Early 2020s	Initial Agreement completed and submitted to Scottish Govt
Pargrove	HC-CZ-PG-X	Expansion	Expansion to medical practice to mitigate impact of HSG 20 Cammo.	£0.1m	Developers	2020	Exploring Options
Pentlands	HC-CZ-PL-X	Expansion	Expansion to medical practice to mitigate impact of development in South West Edinburgh	£0.5m	Developers	tbc	Exploring Options
Niddrie	HC-CZ-NI-X	Expansion	Expansion to medical practice to mitigate the impact of new residential development in Craigmillar.	£4.5m	EHSCP/Developer	tbc	Exploring Options
Letih Links	HC-CZ-LL-X	Expansion	Re-provision of medical services to mitigate impact of HSG 12 Lochend Butterfly	£4.5m (£0.9m - 20% for LDP/HLA sites)	EHSCP/Developer	tbc	Exploring Options
Meadows	HC-CZ-ME-X	Expansion	Expansion to medical practice to mitigate impact of CC3 Quartermile	£3m (£0.51m - 17% for LDP/HLA sites)	EHSCP/Developer	Mid 2020a	Exploring Options
Brunton	HC-CZ-BT-X	Expansion	Re-provision of medical services to mitigate impact of Meadowbank	£4.5m (£0.9m - 20% for LDP/HLA sites)	EHSCP/Developer	Early 2020s	Business case in development

5. Utilities

Utilities Action	Further details	Estimated Cost	Funding	Owner	Delivery date	Status
SGN (gas network provider): Reinforce local and 2bar Medium Pressure system in South East Edinburgh	Planned development in SE Edinburgh and North Midlothian are likely to require significant reinforcement of the Local Medium pressure system and the upstream 2 bar Medium Pressure system. Reinforcement solutions typically require new pipeline and may require above ground apparatus requiring land purchase.	Unknown	SGN	SGN	SGN currently in the process of developing a network strategy for Edinburgh. Initial phases of reinforcement unlikely before 2021/22 at earliest.	Project timing and costing responsibility of SGN
SGN: Reinforce Edinburgh - Borders Local Transmission System	Developments in East Lothian and wider Midlothian will impact on Edinburgh - Borders local transmission system which will require reinforcement. LTS reinforcement projects may involve lead in times spanning several years.	Unknown	SGN	SGN	SGN currently in the process of developing a network strategy for Edinburgh. Scheduling of these works will be dependant on the acceptances and associated build rates of the key/large Edinburgh potential development sites.	Project timing and costing responsibility of SGN
SGN: Localised specific reinforcements	Localised specific reinforcements may be required for each development dependent on the final point of connection to SGN's network	Unknown	There is a cost-separation calculation for each reinforcement specifically driven by a developer's connection request. In many cases this results in SGN funded reinforcement, but there may be a customer contribution towards these costs.	SGN	Dependent on developer request	Project timing and costing responsibility of SGN
Scottish Water	No infrastructure actions identified for this Action Programme. Growth may require Scottish Water to provide further capacity at Seafeld wastewater works from around 2029/30 CEC to continue to provide monitoring development monitoring and programming information to inform infrastructure providers' strategic planning.	n/a	n/a	n/a		Strategic waste water model almost completed. Marchbank and Glencourse water study to be initiated shortly.
SP Energy Networks	No infrastructure actions identified for this Action Programme. CEC to continue to provide monitoring development monitoring and programming information to inform infrastructure providers' strategic planning.	n/a	n/a	n/a		
BT OpenReach	No infrastructure actions identified for this Action Programme. CEC to continue to provide monitoring development monitoring and programming information to inform infrastructure providers' strategic planning.	n/a	n/a	n/a		

6. City Centre and Town Centre Actions

LDP Ref	Town Centre Action	Further details	Estimated Cost	Funding	Owner	Delivery timescale	Status
Ret1 & Ret3	Edinburgh City Centre Transformation	<p>Strategy to prioritise sustainable and active travel in the city and improve the public realm.</p> <p>Phase 1 – projects in varying stages of funding and development:</p> <p>City Centre West-East Link at Stage 4 Technical Design; construction to commence late 2021/early 22.</p> <p>Meadows to George Street at Stage 3 Developed Design.</p> <p>George St New Town has commenced Stage 3 in 2021; construction due to start 2023.</p>	<p>Phase 2 - development of projects to be delivered in phase 3. Feasibility work in progress. £1m</p> <p>Phase 3 – est. cost of £310.6m of capital and £4m revenue</p>	<p>Phase 1: MGS, CCWEL and George St - funding mechanism is match funding through Places for Everyone. Sustrans cover all pre-construction costs up to 10% of the construction value and 70% of construction costs, with the remaining 30% being provided by CEC.</p> <p>Phase 2: £1m Sustrans Places for Everyone</p> <p>Phase 3: unfunded.</p>	CEC	Strategy and Delivery Plan approved Sept 2019	Strategy sets public realm priorities for City Centre to feature in Council's revised Public Realm Strategy.
Ret1 & Ret3	Stockbridge Town Centre	<p>Stockbridge Town Centre Project to improve walking and cycling</p> <p>Develop proposals</p> <p>Implement trials</p>	£75,000 for implementation	Development of proposals funded. Funding required for implementation of trials.	CEC	Scoping, design option stage and report concluded. Implementation to be determined - to be determined.	Public Life Street Assessment completed Draft proposals developed Consultation taken place.

6. City Centre and Town Centre Actions

LDP Ref	Town Centre Action	Further details	Estimated Cost	Funding	Owner	Delivery timescale	Status
Ret1 & Ret3	Corstorphine Town Centre	Prepare prioritised public realm plan to deliver improved quality of place and movement, including relevant findings from placemaking exercises as identified in Draft NW LIP.	To be determined	To be determined	CEC	To be determined	Place Standard Exercise completed. Public Life Street Assessment completed
Ret1 & Ret3	Leith/Leith Walk Town Centre	Prepare prioritised public realm plan to deliver improved quality of place and movement to include relevant place actions and small area priorities identified in the Draft NE LIP.	To be determined	To be determined	CEC	To be determined	Public Life Street Assessment completed
Ret1 & Ret3	Portobello Town Centre	Prepare prioritised public realm plan to deliver improved quality of place and movement including relevant place actions identified in the Draft NE LIP.	To be determined	To be determined	CEC	To be determined	Public Life Street Assessment completed
Ret1 & Ret3	Gorgie/Dalry Town Centre	Prepare prioritised public realm plan to deliver improved quality of place and movement as identified in Dalry/Fountainbridge small area plan of Draft SW LIP.	To be determined	To be determined	CEC	To be determined	Public Life Street Assessment completed

7. LDP Policies and Supplementary Guidance

LDP Ref	Action	Owner	Delivery
Del 1 and Hou 1	Prepare supplementary guidance infrastructure and developer contributions. Potentially undertake direct intervention on specific housing site to accelerate delivery of housing completions, as informed by HLADP.	Place Development	On 17 January 2020, the Scottish Ministers issued a direction to the Council to not adopt the Finalised Supplementary Guidance. ON 26 February 2020 Planning Committee agreed the following recommendations: - notes the Scottish Ministers' direction not to adopt and issue the Council's Supplementary Guidance (SG) on Developer Contributions and Infrastructure Delivery; - agrees that officers prepare non-statutory supplementary planning guidance on developer contributions to primary healthcare infrastructure taking account of the Ministers' decision, with a target to report back to Planning Committee in May; and - agrees that officers review the evidence used for education and transport contribution calculations and assess what needs to be done to establish an agreed methodology and outputs in collaboration with Scottish Government planners, to inform the Council's response to the Scottish Ministers' decision. This could include for the preparation of new statutory SG on education and transport contributions.
Del 2, 3, 4	Implement through LDP and planning consents	Place Development	
Des 1 - 5, and 7 - 13 Hou 2 -9 Des 6 and RS 1	Maintain and update non-statutory planning guidance: •Edinburgh Design Guidance •Guidance for Householders •Guidance for Businesses •Student Housing •Maintain and update Sustainability Form (S1) in line with current Scottish Building Standards and other relevant policy and legislation.	Place Development	Guidance kept under review.
Env 1 – 9	Maintain and update non-statutory planning guidance: •Listed Buildings and Conservation Areas	Place Development	Guidance kept under review.
Env 10 – 22	Maintain and update non-statutory guidance: •Countryside and Green Belt development	Place Development	Guidance kept under review.

7. LDP Policies and Supplementary Guidance

LDP Ref	Action	Owner	Delivery
Emp 1	Implement through LDP and planning consents	Place Development	
Emp 2	Maintain and update supplementary guidance: •Edinburgh BioQuarter and SEW Parkland	Place Development	Preparation of SG underway.
Emp 3 – 10	Implement through LDP and planning consents	Place Development	
Ret 1, 2,3	Maintain and update supplementary guidance for 9 town centres	Place Development	SG adopted in 2017 and City Centre Retail Core reviewed in Jan 2020.
Ret 4 – 11	Implement through LDP and planning consents	Place Development	
Tra 1 – 12	Maintain and update non-statutory planning guidance: •Street design guidance •Parking Standards	Place Development	Guidance kept under review.
RS 2– 7	Implement through LDP	Place Development	

8. Completed Actions

Education competed actions				
LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Completion or delivery date
		2 RC Primary School classes (St Margaret's RC PS)	Front funded by the Council, contributions to continue to be collected retrospectively until relevant cost recovered.	Completed in 2018.
Page 299	ED-SS-LG-P1- P3	New 14 class Primary School and 80 nursery (Frogston PS) - construction, remediation and land values.		Opened school session 2021
	ED-SS-LT-P1	New 14 class Primary School and 80 nursery (New Victoria Primary School) - construction, remediation and land costs.		Construction completing, due to open end 2021

8. Completed Actions

Transport Completed Actions									
LDP SITE OR TCZ	Action Ref. no.	Action	Further Details	Baseline Construction Cost	Total Base Capital Cost	Planning and legal agreements references and status	Type	Owner	Completion or delivery date
North East Locality	TR-SA-NELOC-4	Bonnington Road / Pilrig Street	Junction improvement.	£257,248	£315,129		Junctions	CEC	Completed. Upgraded in 2019 as part of tram enabling work.
North East Locality	TR-SA-NELOC-24	Seafield Road / Seafield Street	Segregated cycleway, Restalrig Path to Seafield Road, including a toucan crossing.	£100,000	£122,500		Active Travel	CEC	Completed. Toucan crossing installed since 2016.
North East Locality	TR-SA-NELOC-7	Easter Road / Lochend Road junction	Junction improvement.	£601,344	£736,646		Junctions	CEC	Completed. Upgraded in 2019/20 as part of tram enabling work.
North West locality	TR-SA-NWLOC-3	Ferry Road/Granton Road	Junction improvement.	£41,678	£51,056		Junctions	CEC	Delivered by Transport Scotland 2019
South East Edinburgh (North) TCZ	TR-CZ-SE-1	Old Craighall	Junction upgrade Action and costs derived from East Lothian Council contributions framework.	£500,000	£612,500	£23,000 contribution secured in s.75 for HSG 29 Brunstane	Junctions	Transport Scotland/East Lothian Council	Junction upgrade and MOVA completed. Delivered by Transport Scotland 2019

8. Completed Actions

Hermiston TCZ	TR-CZ-CH-1	A720 Hermiston junctions	Signal improvements (MOVA) to A720 Calder and A720 Hermiston junctions identified in the SESplan Cross Boundary and Land Use Appraisal (April 2017).	£0	£0			Transport Scotland	Hermiston junction MOVA refurbishment was completed by Transport Scotland.
Lasswade Road / Lang Loan TCZ	TR-CZ-LL-1	Lasswade Road / Lang Loan Roundabout	Roundabout to signalised junction.	£0	£0	Signalised junction and connecting paths to be delivered as integral part of either adjacent development, secured by s.75 planning agreement.	Junctions	CEC	Delivered by developer in 2019.
WETA	TR-CZ-WETA-21	MOVA improvements at Newbridge/Dumbbells Gogar/Maybury (T9)		£1,510,000	£2,174,400	MOVA at Newbridge has been implemented.	Roads	CEC	Part delivered. MOVA at Newbridge has been implemented.

8. Completed Actions

Orbital Bus Route (T5)	T5	A disused railway line between Danderhall and the City Bypass at Straiton is safeguarded in the LDP for appropriate public transport use or use as a cycle / footpath.						SEStran, CEC, Midlothian, East Lothian, Transport	Completed - the cycle route was completed in 2018 by Sustrans.
HSG 20 Cammo	TR-SA-HSG20-4	TRO for lower speed limit along Maybury Road.		£2,000	£2,450	Financial contribution secured through s.75.	Roads Safety	CEC	Completed - speed limit has been reduced from 40mph to 30mph in 2020.
HSG 21 Broomhills P 302	TR-SA-HSG21-4	Pedestrian/cycle way from Old Burdiehouse Road to Burdiehouse Burn (Broomhills Road)	Upgrade pedestrian crossings to 2x new two stage toucan crossings over A701.	£0	£0	Partly delivered as integral part of development.	Active Travel	Developer	Two pedestrian crossings were installed with development in 2019.
HSG 24 Gilmerton Station Road	TR-SA-HSG24-2	Connection from South corner of site to railway path	Ramp up to the old railway path from Gilmerton Station Road site.	£50,000	£61,250	Not funded through signed s.75. Railway path being upgraded by Sustrans.	Active Travel	CEC	Delivered as part of Sustrans route in 2018/19.

8. Completed Actions

HSG 24 Gilmerton Station Road	TR-SA- HSG24-3	D island crossing of Gilmerton Station Road and construct 50m of shared use footway from existing verge	D island = £25000 Path Widening.	£57,500	£70,438	Not funded through signed s.75.	Active Travel	CEC	Crossing point delivered as part of above Sustrans route.
HSG 34 Dalmeny	TR-SA- HSG34-3	Dalmeny Station	Increased cycle parking at Dalmeny Station.	£4,288	£5,252	Not funded through s.75.	tbc	CEC	Cycle parking delivered 2019.
HSG 34 Dalmeny	TR-SA- HSG34-2	Appropriate pedestrian and cycle access within site		£25,000	£30,625	To be delivered as integral part of development secured through planning conditions.	Active Travel	Developer	Delivered as part of development layout.
HSG 34 Dalmeny	TR-SA- HSG34-4	Pedestrian access to be provided from Main Street		£11,000	£13,475	To be delivered as integral part of development secured through planning conditions.	Active Travel	Developer	Delivered with development.

8. Completed Actions

HSG 37 Newmills, Balerno	TR-SA- HSG37-2	Bus infrastructure	Provide new bus stop facilities on A70, and improve the pedestrian access between these and the proposed site. Crossing point required. Need for bus stop facilities to be confirmed in context of wider bus corridor work.	£0	£0	Secured by s.75 agreement	Public Transport	Developer s.75	Part delivered - crossing point on Lanark Road delivered 2018
HSG 37 Newmills, Balerno Page 304	TR-SA- HSG37-6	New footway along east frontage boundary, linking into Newmills Road footways		£0	£0	To be delivered as integral part of development secured through planning conditions.	Active Travel	Developer s.75	Completed - footpath integral to layout and short section with dropped kerb to link to existing path on Newmills Road
HSG 39 North of Lang Loan	TR-SA- HSG39-5	Provide new junction with Lang Loan.		£0	£0	To be delivered as integral part of development secured through s.75 and planning condition(s).	Junctions	Developer	See TR-CZ-LL-1 above.

8. Completed Actions

Greenspace completed actions								
LDP Ref	Action Ref. no.	Greenspace Action	Further details	Estimated Cost	Funding	Owner	Status	Delivery timescale
GS4	GS-CZ-SEW-X	South East Wedge Parkland (Little France Park)	Creation of new public park of approximately 45ha. to provide multi-functional parkland, woodland, country paths and active travel links including long distance cross boundary links.	£2.25 million – to be delivered in partnership.	Funding bids in progress (Sustrans, SNH, Forestry Commission and other partners) Scope to introduce	Parks and Greenspaces, Little France Park Steering Group, Edinburgh and Lothians Greenspace Trust	Designated a Local Nature Reserve (LNR), further site features are on-going and full vision requires land acquisition (being investigated).	In progress/part delivered.
GS5	GS-CZ-NB-X	Niddrie Burn	Re-alignment and restoration of 1800 linear meters of burn, landscaping, habitat creation, footpath along burn edge and bridge construction.	£1m – to be delivered in partnership	CEC and developer partners (not all funding in place)	Parks and Greenspaces, Little France Park Steering Group, Edinburgh and Lothians Greenspace Trust, Lothians and Fife Green Network Partnership	Phase 1 Niddrie burn restoration is completed. Phase 2 the bridge is completed and open.	In progress/part delivered.

8. Completed Actions

Healthcare and community Facilities completed actions							
LDP Contribution Zone	Action Ref. no.	Healthcare Action	Detailed Action	Estimated Cost	Delivered by/funding	Timescale	Status
NWEPC	HC-CZ-NW-X	New medical practice	New Practice to mitigate impact of development at Pennywell, Muirhouse, City Park, Telford Nth + Granton waterfront (early) <i>Front funded by NHS Lothian, contributions to continue to be collected retrospectively until relevant cost recovered.</i>	£12.1m for Partnership Centre Sunk cost	NHSL	Complete	Opened December 2017
Bruntstane	HC-CZ-BR-X	Expansion	Agreement with four local practices to accommodate additional growth – 2 practices will require small schemes to increase capacity <i>Front funded by NHS Lothian, contributions to continue to be collected retrospectively until relevant cost recovered.</i>	£0.1m	Developers	Complete	Completed March 2018
Ratho	HC-CZ-RA-X	Expansion	Re- provision to medical practice to mitigate impact of development in Ratho	£1.2m sunk cost	EHSCP/Developer	Complete	Completed April 2018
Polwarth	HC-CZ-PO-X	Expansion	Expansion to medical practice to mitigate impact of CC3 Fountainbridge. <i>Front funded by NHS Lothian, contributions to continue to be collected retrospectively until relevant cost recovered.</i>	£0.170m	EHSCP/Developer	Complete	Completed February 2018
Allermuir	HC-CZ-AL-X	Expansion	Expansion to medical practice to mitigate Craighouse. <i>Front funded by NHS Lothian, contributions to continue to be collected retrospectively until relevant cost recovered.</i>	£7.3m (Sunk Cost)	NHSL Bundle	Complete	Completed October 2017
South Queensferry	HC-CZ-SQ-X	Expansion	Expansion to medical practice to mitigate impact of development in Queensferry. <i>Front funded by NHS Lothian, contributions to continue to be collected retrospectively until relevant cost recovered.</i>	£0.3m (Sunk Cost)	NHSL	Complete	Completed 2018

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email - localdevelopmentplan@edinburgh.gov.uk

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Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Balgreen Bowling Club 137 Balgreen Road, Edinburgh – Proposed New Lease

Executive/routine	Routine
Wards	Ward 7 - Sighthill/Gorgie
Council Commitments	2, 10

1. Recommendations

- 1.1 It is recommended that Finance and Resources Committee approves a new 25-year lease to Balgreen Croquet Club Limited of the pavilion and bowling greens at 137 Balgreen Road, Edinburgh on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Place.

Paul Lawrence

Executive Director of Place

Contact: Graeme McGartland, Investments Senior Manager

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Report

Balgreen Bowling Club 137 Balgreen Road, Edinburgh – Proposed New Lease

2. Executive Summary

- 2.1 Balgreen Croquet Club currently occupy the pavilion at Balgreen Bowling Greens through an agreement with Edinburgh Leisure and hold a lease over three of the four adjoining bowling greens. The Croquet Club has requested a lease over the entire property to develop and enhance the leisure offer within the community. This report seeks approval to grant a 25-year lease to Balgreen Croquet Club on the terms and conditions outlined in the report.

3. Background

- 3.1 The pavilion and bowling greens at Balgreen occupy a site which extends to approximately 1.28 hectares (3.16 acres), as shown outlined red on the plan at Appendix 1.
- 3.2 The pavilion is currently included in the wider lease of assets from the Council to Edinburgh Leisure. It was originally built in the 1960's with an extension added in the 1980s. The pavilion is in a dilapidated state with a recent condition survey estimating a repair cost in excess of £300,000.
- 3.3 Balgreen Croquet Club (The Club) currently utilise the building in connection with their use of the bowling greens, three of which are leased from the Council. This lease has a further 18 months to run at a current rent of £650 per annum.
- 3.4 The Club has submitted a proposal whereby the Council will grant a lease over the whole of the site to allow an enhanced community croquet and bowls facility to be created. The Club will use this lease interest to target funding opportunities for improvements to the pavilion.
- 3.5 Consultants acting for The Club have proposed that the 1980s part of the pavilion has the potential, with refurbishment, to last another 25-years. The Club are prepared to accept the liability for this part of the building and seek funding to carry out these works, on the basis that the Council demolish the 1960s section.

4. Main report

- 4.1 Following discussions with the Club, the following terms have been provisionally agreed:

- 4.1.1 Subjects: Balgreen Bowling Centre, 167 Balgreen Road, EH11 3AT;
- 4.1.2 Tenant: Balgreen Croquet Club Limited;
- 4.1.3 Lease term: 25 years from 1 April 2022;
- 4.1.4 Break Option: the tenant will have the benefit of a break option, on each anniversary of the date of entry on serving not less than 6 months written notice on the Council to this effect;
- 4.1.5 Rent: £500 per annum;
- 4.1.6 Rent Review: 1 April 2027 and five yearly thereafter;
- 4.1.7 Repair: the tenant will accept a full repairing liability for the building (subject to an agreed schedule of condition) and walls/fences which enclose the perimeter;
- 4.1.8 Use: for the development of a croquet facility including other sports (e.g. bowling and petanque), which will encourage and support other community use;
- 4.1.9 Conditions: the Council undertaking demolition work to the pavilion with such works to address any issues with gable ends, the adjoining roofs, the western gate, the alarm system and utilities so as not to prevent occupation of the remaining part. Any concrete base to be removed as part of the demolition works;
- 4.1.10 Costs: both parties responsible for their own costs; and
- 4.1.11 Other conditions: as contained in the subjects existing lease.
- 4.2 Should the lease be approved it would be the intention of the Club to amend the articles of association of Balgreen Croquet Club Ltd to allow for:
- A bowling section;
 - Local community activity; and
 - Board representation for bowlers and for the local community.
- 4.3 In order to protect other groups/organisations who wish to make use of the facility, the Council will ensure the Club had completed this work before the lease was put in place.

5. Next Steps

- 5.1 Following approval of the terms by Committee, Legal Services will be instructed to progress with the documentation for the new lease.

6. Financial impact

- 6.1 The current rent received from the lease of the bowling greens is £650 per annum. The rent under the proposed lease is reduced to £500 per annum however this reflects that significant liabilities which the Club will inherit. As a result of the lease

there will be a significant cost saving to the Council in terms of the refurbishment to the pavilion and ongoing future maintenance liabilities.

7. Stakeholder/Community Impact

7.1 Ward members have been made aware of the recommendations of the report.

8. Background reading/external references

8.1 None.

9. Appendices

9.1 Appendix 1 – Location Plan.

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Saughtonhall Pavilion and Recreation Ground, Saughtonhall Avenue – Proposed New Lease

Executive/routine	Routine
Wards	Ward 6 - Corstorphine/Murrayfield
Council Commitments	2, 10

1. Recommendations

- 1.1 It is recommended that Finance and Resources Committee approves a 25-year lease to Saughtonhall Community Association of the pavilion and recreation ground at 22 Saughtonhall Avenue, Edinburgh on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Place.

Paul Lawrence

Executive Director of Place

Contact: Graeme McGartland, Investments Senior Manager

E-mail: graeme.mcgartland@edinburgh.gov.uk | Tel: 0131 529 5956

Saughtonhall Pavilion and Recreation Ground, Saughtonhall Avenue – Proposed New Lease

2. Executive Summary

- 2.1 The pavilion and recreation ground at Saughtonhall Avenue has been leased to the local community association (or a previous iteration thereof) since 1929. The tenant has requested a new 25-year lease. This report seeks approval to grant a 25-year lease to Saughtonhall Community Association on the terms and conditions outlined in the report.

3. Background

- 3.1 Saughtonhall Avenue pavilion and recreation ground comprises a site extending to approximately 0.77 hectares (1.90 acres) as shown outlined in red on the plan at Appendix 1.
- 3.2 The property has been let to Saughtonhall Community Association (or a previous iteration thereof), who are a registered charity, since 1929. The most recent lease expired on 31 March 2017 and has been running on tacit relocation (silent renewal) since. The current rent is £405 per annum.
- 3.3 The Association are seeking a longer-term lease and will use the security of tenure to increase the prospects of fundraising for improvements. The principal intention is to improve the access to the hall for users with mobility challenges and install a disabled toilet.

4. Main report

- 4.1 Following discussions with the tenant, the following terms have been provisionally agreed:
- 4.1.1 Subjects: Saughtonhall Recreation Ground, 22 Saughtonhall Avenue, Edinburgh;
 - 4.1.2 Lease term: 25 years from 1 January 2022;
 - 4.1.3 Break Option: the tenant will have an annual break option exercised by serving three months' notice;
 - 4.1.4 Rent: £500 per annum;

- 4.1.5 Rent Review: 1 January 2027 and five yearly thereafter;
 - 4.1.6 Repair: full repairing and insuring lease;
 - 4.1.7 Use: community and recreation facility;
 - 4.1.8 Costs: both parties responsible for their own costs; and
 - 4.1.9 Other conditions: as contained in the subjects existing lease.
- 4.2 The tenant has fulfilled all their legal and financial obligations in terms of the existing lease.

5. Next Steps

- 5.1 Following approval of the terms by Committee, Legal Services will be instructed to progress with the documentation for the new lease.

6. Financial impact

- 6.1 The current rent is £450 per annum. The rent will increase to £500 per annum effective from 1 January 2022. The rent is paid to the General Property Account.

7. Stakeholder/Community Impact

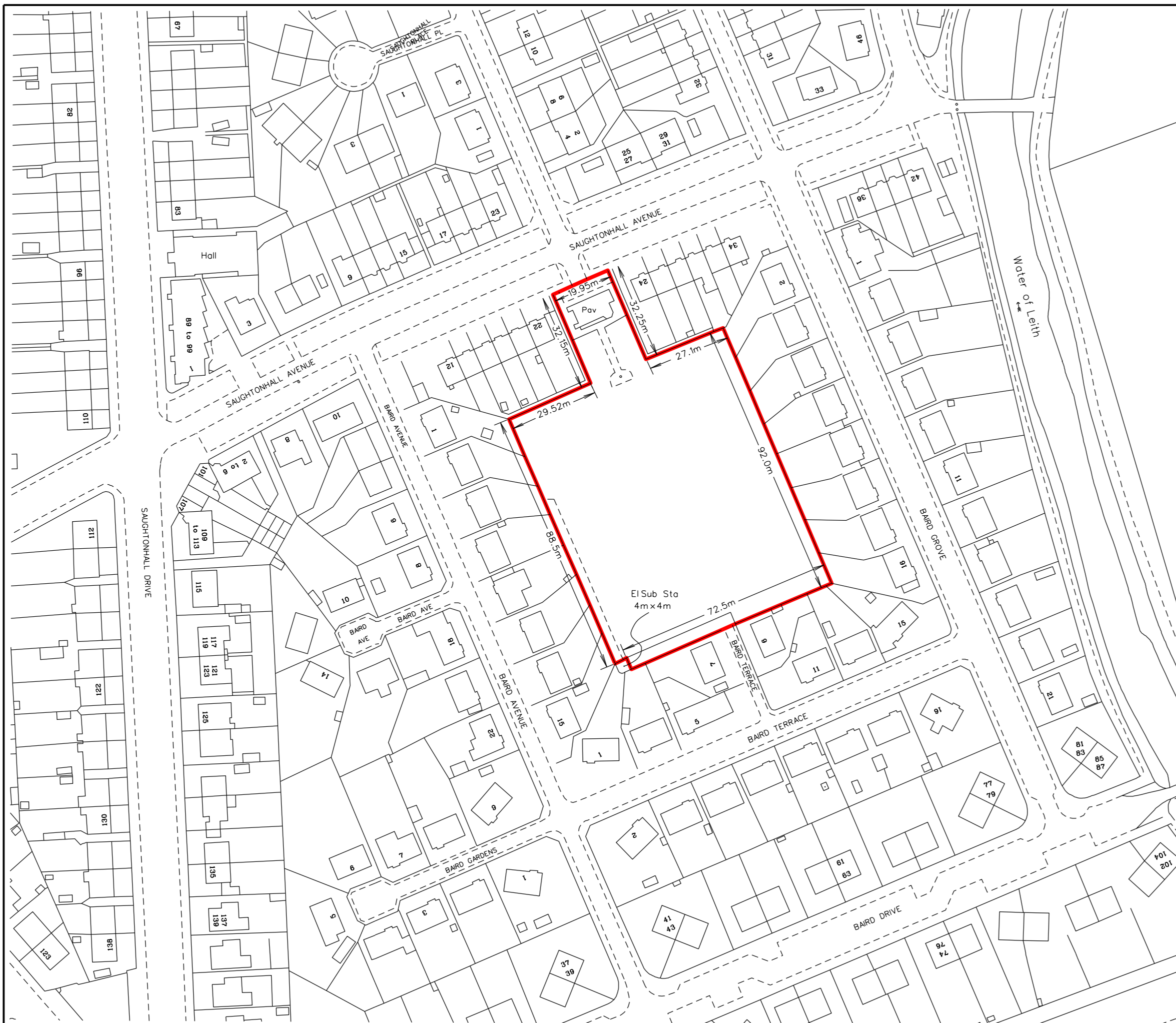
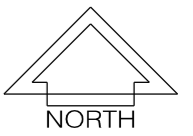
- 7.1 Ward members have been made aware of the recommendations of the report.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 Appendix 1 – Location Plan.



AREA SHOWN OUTLINED RED - 0.770 ha (1.90 Acre)

• EDINBURGH • THE CITY OF EDINBURGH COUNCIL	
PROPERTY AND FACILITIES MANAGEMENT PLACE DIRECTORATE	
Saughtonhall Recreation Ground Saughtonhall Avenue EDINBURGH	
DATE	19/10/21
DRAWN BY	Mark Ballantyne
SCALE	1:1250 @ A3 SIZE
NEG. NO.	A3/249a

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

3 Muirhouse Avenue, Edinburgh – Proposed New Ground Lease

Executive/routine	Routine
Wards	Ward 4 - Forth
Council Commitments	2, 10

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee approves a new 25-year ground lease to Muirhouse Medical Centre at 3 Muirhouse Avenue, Edinburgh, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Place.

Paul Lawrence

Executive Director of Place

Contact: Andrew McCurrach, Investment Portfolio Officer

E-mail: andrew.mccurrach@edinburgh.gov.uk | Tel: 0131 529 5956

3 Muirhouse Avenue, Edinburgh – Proposed New Ground Lease

2. Executive Summary

- 2.1 Muirhouse Medical Group, occupy land at Muirhouse Avenue on an annual rolling lease, have requested a longer agreement to provide security of tenure for investment. The report seeks approval to grant a 25-year lease to Muirhouse Medical Group on the terms and conditions outlined in the report.

3. Background

- 3.1 The site, located at 3 Muirhouse Avenue on the junction of Muirhouse Place East, extends to 0.123 hectares (0.30 acres) as shown outlined in red on the attached plan. The site is currently used as a carpark and for a temporary building extension connected to the adjacent main surgery building.
- 3.2 The existing lease to Muirhouse Medical Group (The Group) commenced in December 2009 at an annual rental of £4,950 per annum and has rolled over annually since 2012. A new lease has been requested to provide security of tenure and allow The Group to invest in their facilities.

4. Main report

- 4.1 Following discussions with the tenant, the following terms have been provisionally agreed:
- 4.1.1 Subjects: car park to the rear of 3 Muirhouse Avenue, Edinburgh.;
 - 4.1.2 Lease term: 25-years from date of entry;
 - 4.1.3 Rent: £5,000 per annum;
 - 4.1.4 Rent Review: the rent will be reviewed on an RPI linked, upward only basis, at each five-year anniversary of the commencement date;
 - 4.1.5 Repair: full repairing and insuring lease;
 - 4.1.6 Use: the subjects of let shall be used for the purpose of a carpark and space to locate additional building structures to expand The Group's existing building;

4.1.7 Costs: both parties responsible for their own costs; and

4.1.8 Other conditions: as contained in the subjects existing lease.

4.2 Prior to any work taking place, the tenant will provide a detailed copy of the proposed works, fit out and signage proposals (where applicable) for approval.

4.3 The tenant will be responsible for securing all relevant consents for any works to the site.

5. Next Steps

5.1 Following approval of the terms by Committee, Legal Services will be instructed to progress with the documentation for the new lease.

6. Financial impact

6.1 A rental of £5,000 per annum will be payable to the Housing Revenue Account (HRA).

7. Stakeholder/Community Impact

7.1 Ward members have been made aware of the recommendations of the report.

8. Background reading/external references

8.1 None.

9. Appendices

9.1 Appendix 1 – Location Plan.



MUIRHOUSE AVENUE NORTH

MUIRHOUSE AVENUE

PENNYWELL ROAD

43.9m

43.8m

44.2m

St Paul's RC Church

Mast (Telecommunication)
TCBs

Surgery

Car Park

Shelter

35 to 37

5

15

2

4

• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL

PROPERTY AND FACILITIES MANAGEMENT
PLACE DIRECTORATE

LAND AT
3 MUIRHOUSE AVENUE
EDINBURGH
AREA = 0.123Ha (or thereby)

DATE 20/10/21

SURVEYED BY Third Party

DRAWN BY Mark Ballantyne

SCALE 1:500 @ A3 SIZE

NEG. NO. A3/2390

SITE PLAN

SCALE 1:500

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Land at Featherhall Avenue, Edinburgh – Proposed Disposal

Executive/routine	Routine
Wards	Ward 6 – Corstorphine/Murrayfield
Council Commitments	2, 10

1. Recommendations

- 1.1 It is recommended that Finance and Resources Committee approves the disposal of land at Featherhall Avenue, Edinburgh to Corstorphine Nursery Limited on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Place.

Paul Lawrence

Executive Director of Place

Contact: Mark Borthwick, Assistant Development and Disposals Officer

E-mail: mark.borthwick@edinburgh.gov.uk | Tel: 0131 529 2278

Land at Featherhall Avenue, Edinburgh – Proposed Disposal

2. Executive Summary

- 2.1 Corstorphine Nursery Limited, who own and operate from 24 Featherhall Avenue, Edinburgh, wishes to purchase an area of adjacent land extending to approximately 212 sq m. This report seeks authority to sell the land to Corstorphine Nursery on the terms and conditions detailed in the report.

3. Background

- 3.1 Corstorphine Nursery Limited recently purchased the nursery property at 24 Featherhall Avenue, having leased it from 2016.
- 3.2 An area of amenity land, which sits on the Housing Revenue Account (HRA), adjoins the property on the corner of Featherhall Avenue extending to approximately 212 sq m, as shown outlined in red on the attached plan.
- 3.3 Corstorphine Nursery Limited has obtained change of use consent for the land to be used as garden ground for the nursery, and for the site to be enclosed by fencing.
- 3.4 The Council has received a request from Corstorphine Nursery Limited to purchase the land to incorporate it within its ownership of the adjacent 24 Featherhall Avenue, in order to create a garden area in accordance with the planning permission.

4. Main report

- 4.1 The provisionally agreed terms for the sale are as follows:
- 4.1.1 Subjects: land extending to 212 sqm at 24 Featherhall Avenue, Edinburgh;
- 4.1.2 Purchase Price: £20,000 exclusive of fees;
- 4.1.3 Fees: the purchaser will meet the Council's reasonably incurred legal and survey fees;
- 4.1.4 Undertaking: the purchaser will construct, at their expense, a continuation of the footpath, to an adoptable standard, as far as the south western corner of the site;

4.1.5 Reservation: the Council will reserve an access right to service and maintain the streetlamp column; and

4.1.6 Fencing: the purchaser will erect a perimeter fence to improve safety for children.

4.2 The purchase price reflects the market value of the land based on the proposed use in conjunction with the nursery.

5. Next Steps

5.1 Following approval of the terms by Committee, the Legal Services will be instructed to progress with the documentation for the disposal.

6. Financial impact

6.1 A capital receipt of £20,000 will be received in the financial year 2021/22, to the HRA and the Council will be relieved of its future maintenance responsibilities for the site.

7. Stakeholder/Community Impact

7.1 Ward members have been made aware of the recommendations of the report.

8. Background reading/external references

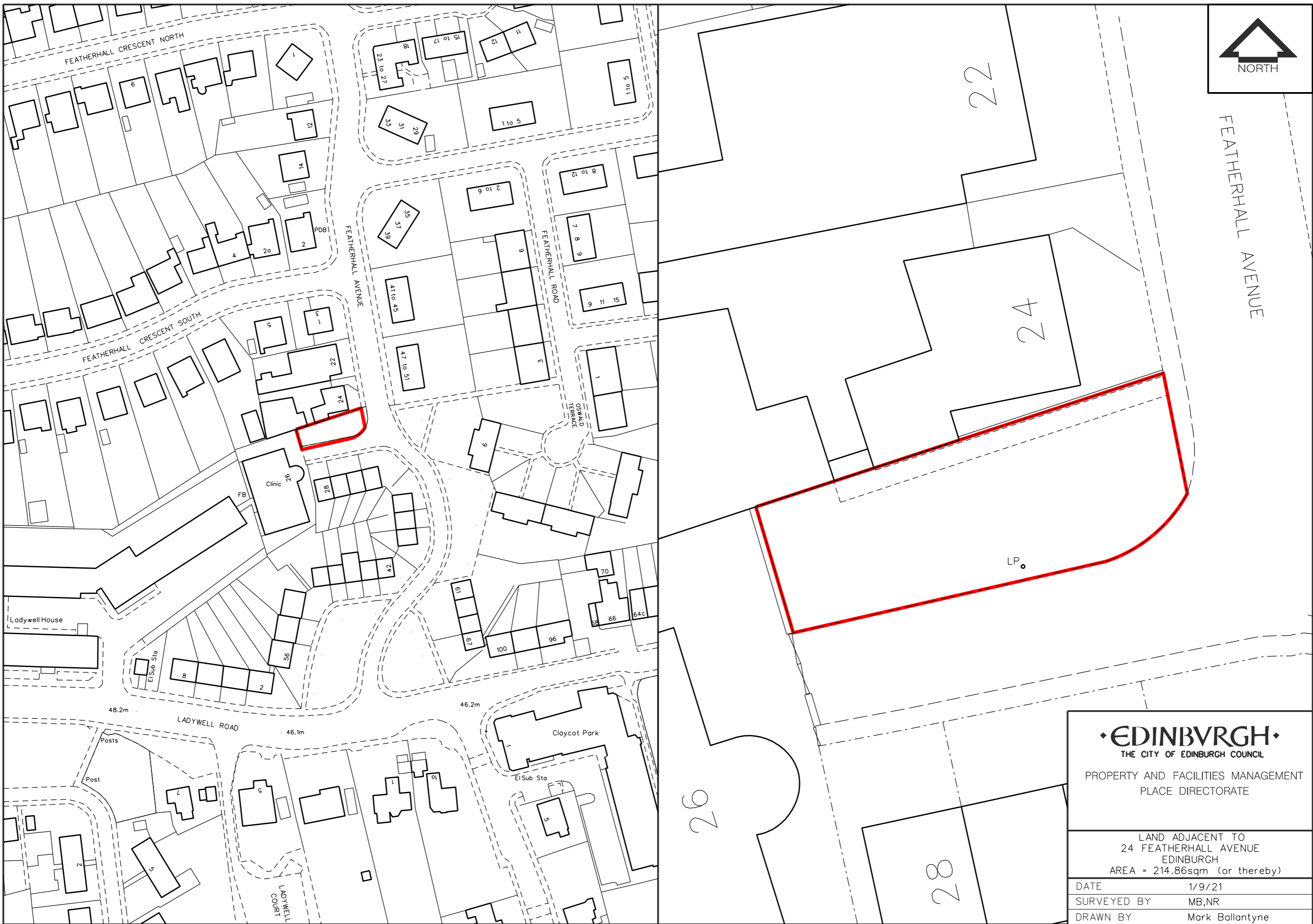
8.1 None.

9. Appendices

9.1 Appendix 1 – Location Plan.



FEATHERHALL AVENUE



Page 324

LOCATION PLAN

SCALE 1:1250

SITE PLAN

SCALE 1:200

• EDINBURGH • THE CITY OF EDINBURGH COUNCIL	
PROPERTY AND FACILITIES MANAGEMENT PLACE DIRECTORATE	
LAND ADJACENT TO 24 FEATHERHALL AVENUE EDINBURGH AREA = 214.86sqm (or thereby)	
DATE	1/9/21
SURVEYED BY	MB,NR
DRAWN BY	Mark Ballantyne
SCALE	1:200 @ A3 SIZE
NEG. NO.	A3/1722

Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Balerno Community Centre, 7-11 Main Street, Balerno – Proposed Lease

Executive/routine	Routine
Wards	Ward 2 - Pentland Hills
Council Commitments	2

1. Recommendations

- 1.1 It is recommended that the Finance and Resources Committee approves the lease of Balerno Community Centre to the Balerno Village Trust (BVT) on the terms outlined in this report and other terms and conditions to be agreed by the Executive Director of Place.

Paul Lawrence

Executive Director of Place

Contact: Amanda Fraser, Estates Surveyor

E-mail: amanda.fraser@edinburgh.gov.uk | Tel: 0131 529 5931

Balerno Community Centre, 7-11 Main Street, Balerno – Proposed Lease

2. Executive Summary

- 2.1 The existing Balerno community centre management committee are seeking to merge with Balerno Village Trust (BVT) and enter a new lease to enable them to access grant funding for energy efficiency improvements to the building. This report seeks approval for the terms and conditions for a new lease.

3. Background

- 3.1 There are 35 Council owned community centres in Edinburgh, the majority of which are leased out to management committees. In the main, these centres have associated building running costs met by the Council.
- 3.2 Balerno Community Centre, shown in red on the attached plan, is currently leased to the Balerno Community Centre Organisation (BCCO) on standard community centre lease terms. The Council pays all costs including utilities, building insurance, repairs and maintenance and cleaning at an approximate cost of £22,000 p a.
- 3.3 Pre-Covid, Balerno Community Centre was primarily used by a private nursery and commercial dance school. The owners and staff of the nursery formed a large proportion of BCCO membership. The nursery has now closed and the existing BCCO is under revised membership with the building reopened as a community centre with the remaining members of BCCO receiving support from BVT.
- 3.4 The centre is currently underutilised and under promoted. BVT, following discussions with BCCO and the Council, wish to enter into a new lease for the building. BVT's goal is to substantially increase both community activity and income from existing and new bookings, with a view to becoming self-sufficient and eventually leading to securing a future Community Asset Transfer.
- 3.5 BVT are a development trust that serves the Balerno area and are a company limited by guarantee (SC369378) with charitable status (SC043318). Their aim is to improve and regenerate the physical, social, cultural and economic life of the community and advance community development, by encouraging the active participation by individuals and groups.

4. Main report

- 4.1 BVT has applied to the Scottish Government's Community and Renewable Energy Scheme (CARES). If successful, BVT would receive a funding grant/loan to install renewable energy systems within the building amounting to approximately £53,760. BVT would be required to pay a proportion of the funding back, approximately £27,764 over an eight year period, through savings made on the electricity costs which are estimated to be £3,100 per annum. As the Council will continue to pay the utility costs, it will benefit from this cost saving.
- 4.2 In order for BVT to meet the CARES requirements for the grant, they are seeking a minimum lease term of 10 years.
- 4.3 Based on BVT's business plan, the community centre cannot yet be financially self-sufficient without Council support with the running costs. By continuing this investment, the Council will be giving BVT the opportunity to work toward community empowerment through Community Asset Transfer legislation.
- 4.4 Following discussions with the BVT, the following terms have been provisionally agreed:
 - 4.1.1 Subjects: Balerno Community Centre, 7-11 Main Street, Balerno;
 - 4.1.2 Lease term: 10 years;
 - 4.1.3 Break Option: tenant only at Year 3 and Year 6;
 - 4.1.4 Rent: £1 if asked;
 - 4.1.5 Repairs: The Council will be responsible for keeping the property wind and watertight;
 - 4.1.6 Utilities and Cleaning: as per existing arrangements;
 - 4.1.7 Condition: granting of the lease, is subject to BVT obtaining the CARES grant for building energy improvements and implementing them;
 - 4.1.8 Other conditions: as contained in the existing lease;
 - 4.1.9 Council Access: BVT will continue to allow free Council use of the property when required;
 - 4.1.10 Rates: BVT will be responsible for all non-domestic rates payments;
 - 4.1.11 Costs: BVT will pay the Council's costs and fees associated with the lease; and
 - 4.1.12 Existing lease: BCCO will grant a renunciation of the existing lease.

5. Next Steps

- 5.1 Subject to Committee approval, the Council will enter into a new lease with BVT in accordance with the terms and conditions within this report, conditional on CARES funding being received.

6. Financial impact

- 6.1 The Council's expenditure on the building will reduce through savings in running costs achieved through the CARES funded works once these are completed.

7. Stakeholder/Community Impact

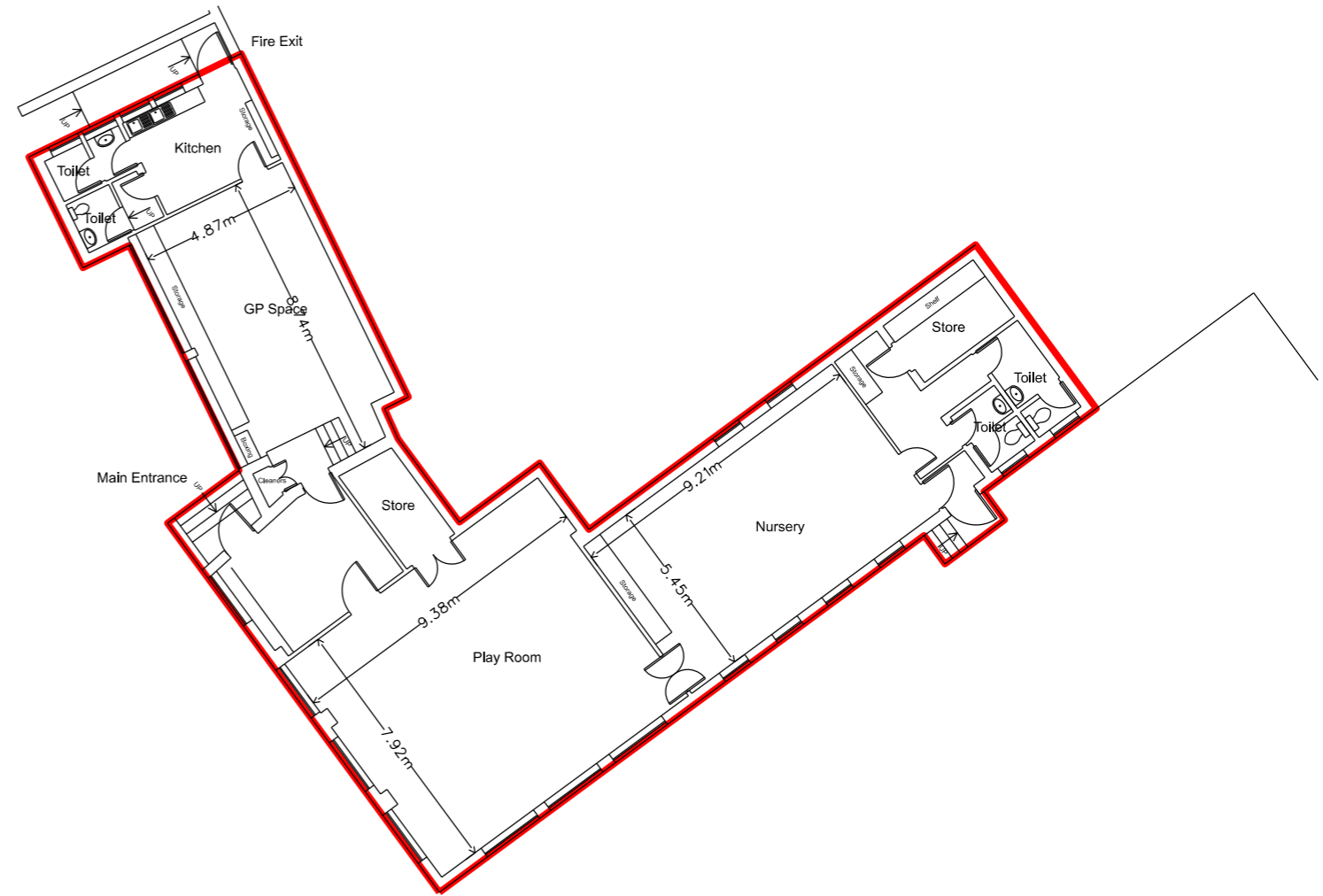
- 7.1 Council officers have engaged with both BCCO and BVT on this proposal. BVT intend to commence community engagement on the community needs from the centre once a decision is made on the new lease.
- 7.2 Ward members have been made aware of the recommendations of the report.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 Appendix 1 – Location Plan.



LOCATION PLAN

SCALE 1:1250

SITE PLAN

SCALE 1:200

• EDINBURGH • THE CITY OF EDINBURGH COUNCIL	
PROPERTY AND FACILITIES MANAGEMENT PLACE DIRECTORATE	
BALERNO COMMUNITY CENTRE 11 MAIN STREET BALERNO	
DATE	15/10/2021
SURVEYED BY	
DRAWN BY	Info from ELF drawing
SCALE	Plan to scale at A3
PLAN. NO.	A4/148

AREA SHOWN DELINEATED RED - 0.028 ha (0.069 Acre), or thereby

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Finance and Resources Committee

10.00am, Thursday, 9 December 2021

Units 1 and 2 Assembly Rooms, George Street, Edinburgh – Proposed Lease Restructure and New Lease

Executive/routine	Routine
Wards	Ward 11 – City Centre
Council Commitments	2

1. Recommendations

- 1.1 It is recommended that Finance and Resources Committee approve a new five-year lease of Unit 2 and a restructure of the lease of Unit 1 Assembly Rooms, George Street, Edinburgh, both to Rox (UK) Limited, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Place.

Paul Lawrence

Executive Director of Place

Contact: Mark Bulloch, Investment Portfolio Manager

E-mail: mark.bulloch@edinburgh.gov.uk | Tel: 0131 529 5991

Units 1 and 2 Assembly Rooms, George Street, Edinburgh – Proposed Lease Restructure and New Lease

2. Executive Summary

- 2.1 Rox (UK) Limited are tenant of Unit 1 at the Assembly Rooms, George Street, Edinburgh on a lease expiring in 2027. Unit 2 is vacant following the surrender of the lease by L'Oreal (UK) Limited in June 2021.
- 2.2 This report seeks approval to grant a new five-year lease of Unit 2 and restructure the existing lease of Unit 1, both to Rox (UK) Limited, on the terms and conditions outlined in this report.

3. Background

- 3.1 The Assembly Rooms benefitted from a major refurbishment in 2012, which created three commercial units comprising a restaurant and two retail units that were made available for lease.
- 3.2 Unit 1 is occupied by Rox (UK) Limited on a lease expiring 2 September 2027, at a passing rent of £240,000 per annum set at a rent review in September 2017. The unit is shown outlined red on the plan at Appendix 1 and extends to 218.31 sq m (2,350 sq ft) or thereby.
- 3.3 Currently vacant, Unit 2 was leased to L'Oreal (UK) Limited, with an expiry date of June 2022 with the final passing rent at £111,250 per annum. As L'Oreal were seeking to exit the unit, an early surrender was agreed in June 2021 at £120,000, which covered all rent up to the expiry date and some additional expenses. Unit 2 is also shown outlined red on the plan at Appendix 1 and extends to 108.41 sq m (1,167 sq ft) or thereby.
- 3.4 George Street, as a retailing location, has suffered from the impact of the restrictions and lockdowns of the Covid pandemic. There are now numerous empty units and new lettings are at rents significantly below pre-pandemic levels. The opening of the new Edinburgh St James Quarter has further compounded the challenges faced by George Street landlords.
- 3.5 Discussions have taken place with Rox (UK) Limited with a view to restructuring the existing lease of Unit 1 in exchange for them taking a new lease of Unit 2. It is proposed that the new lease for unit 2 will be in the name of Rox (UK) Limited,

however, it will trade as a watch and jewellery boutique under the Gucci brand. The signage and shop fit will be Gucci, which will be the first such boutique in Edinburgh.

4. Main report

- 4.1 The following terms have been provisionally agreed for Unit 1 (all other terms are as per the existing lease):
 - 4.1.1 Rent: £175,000 per annum (reduced from £240,000);
 - 4.1.2 Effective Date: 1 April 2022;
 - 4.1.3 Term: current expiry date of 3 September 2027 pushed out to 3 September 2031 (four-year extension); and
 - 4.1.4 Rent Review: the current expiry date of 3 September 2027 will now become a rent review to open market value but capped at £200,000 per annum.
- 4.2 The following terms have been provisionally agreed for Unit 2:
 - 4.2.1 Tenant: Rox (UK) Limited;
 - 4.2.2 Term: Five years from date of entry (1 April 2022);
 - 4.2.3 Break Options: Tenant option on second anniversary (six months' notice);
 - 4.2.4 Rent: £56,000 per annum;
 - 4.2.5 Incentives: 12-month rent free equated to half rent payable (£28,000 per annum) payable for first two years; and
 - 4.2.6 Costs: both parties meet their own cost across entire transaction (tenant responsible for LBBT and Registration Dues)
- 4.3 The current rent received is £240,000 from one unit with just under six years remaining on the lease. The current market rental value for this unit is significantly less. The other unit is non-income producing. Letting prospects for the vacant unit are not good with an extensive void period likely during which the Council would be liable for holding costs.

5. Next Steps

- 5.1 Following Committee approval, Legal Services will be instructed to progress the preparation of all legal documents.

6. Financial impact

- 6.1 The proposals will produce a rental of £231,000 pa, after expiry of the incentives on unit 2, against a current income of £240,000. However, in the longer term, the lease extension on Unit 1 will guarantee a further £700,000 (four years at £175,000 per annum).

- 6.2 The letting of Unit 2 will produce an income stream on a vacant property, and remove the Council's liability for holding costs, which, if the property was marketed could be required to cover a void period in excess of 24-months.
- 6.3 While there is a considerable overall drop in rental income from previous lets on the subject units, those rents were set in 2017 and were market value at that time. The revised rents are current market rental values and are reflective of the prevailing market conditions.

7. Stakeholder/Community Impact

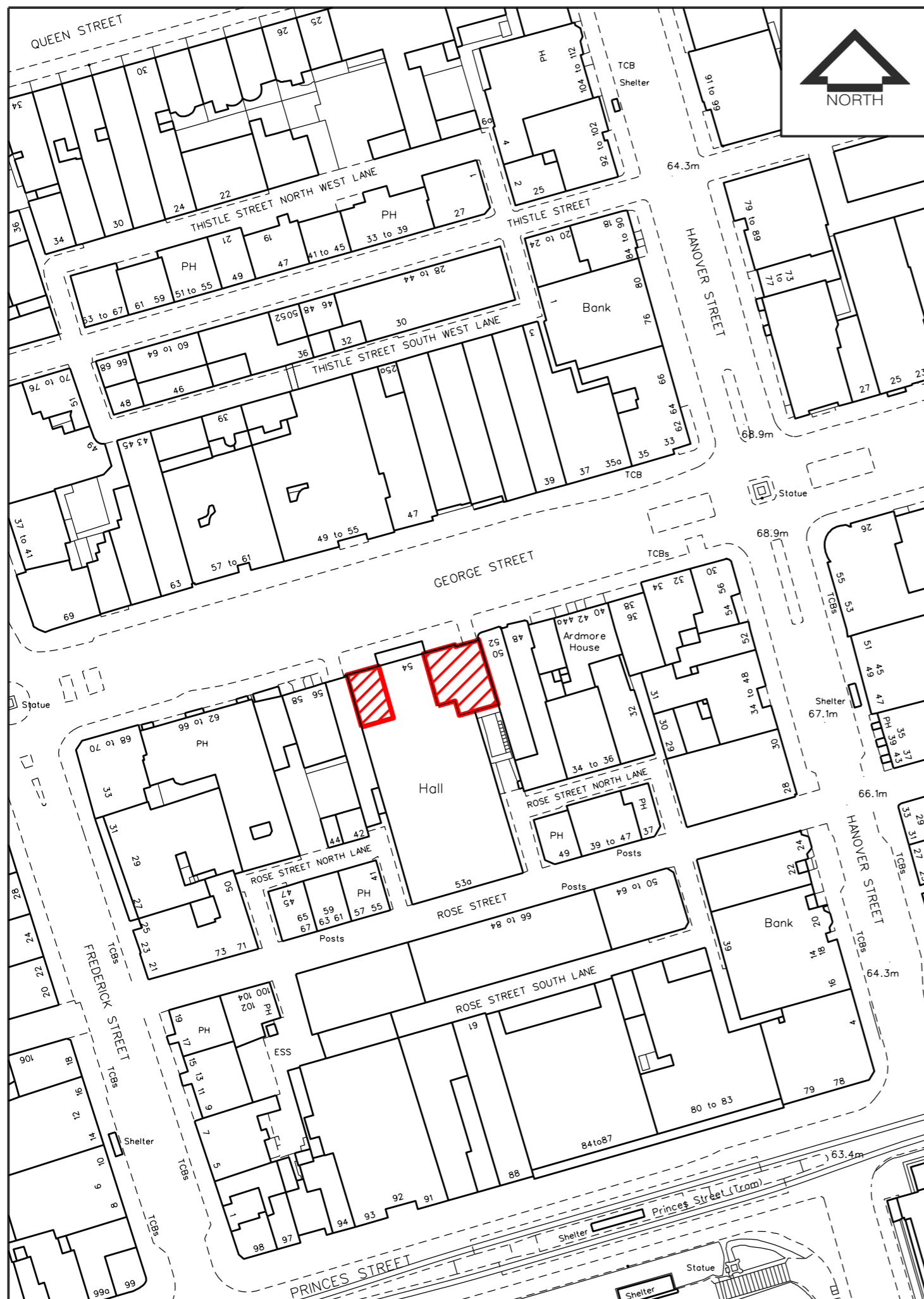
- 7.1 Ward members have been made aware of the recommendations of the report.

8. Background reading/external references

- 8.1 None.

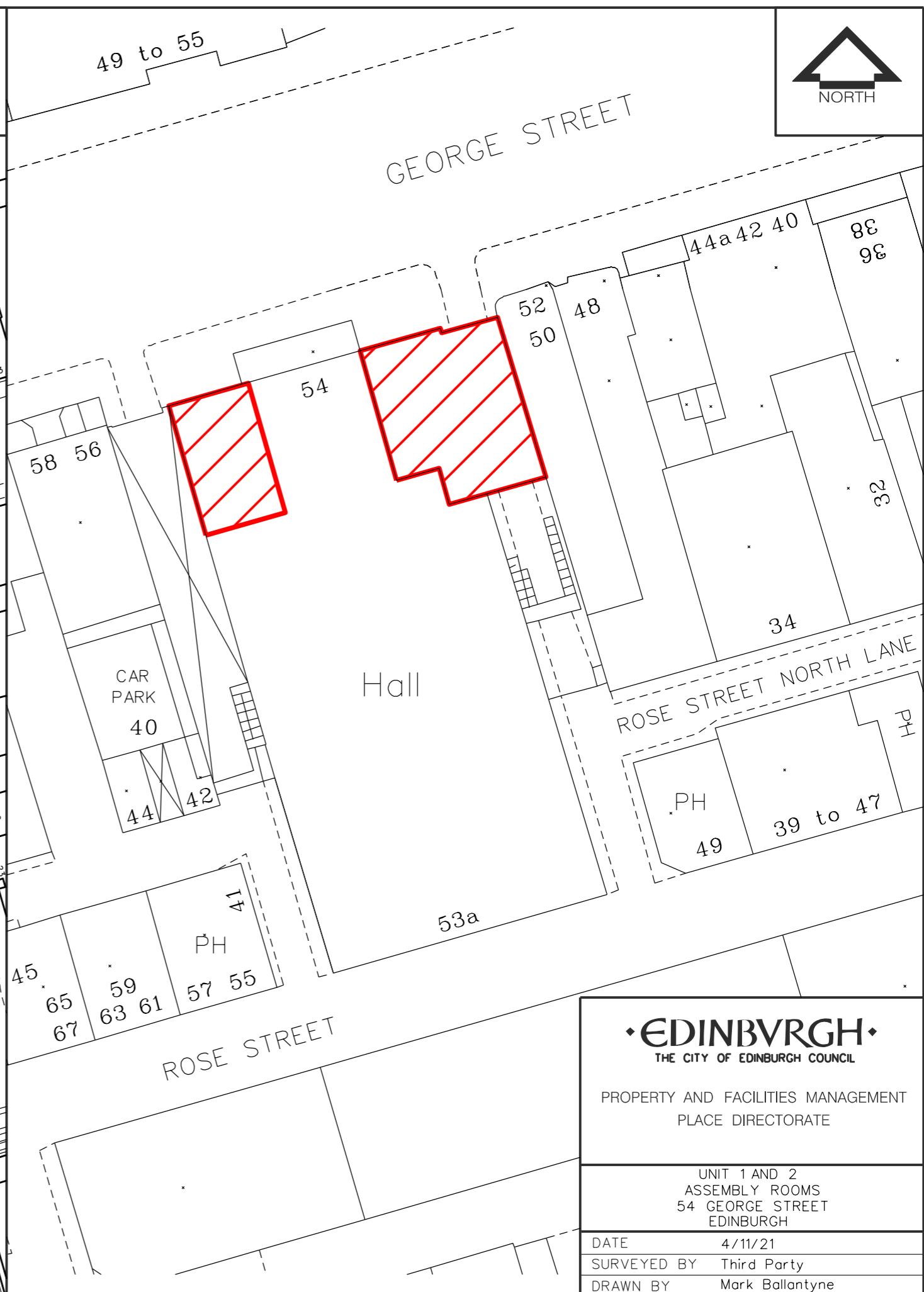
9. Appendices

- 9.1 Appendix 1 – Location Plan.



LOCATION PLAN

SCALE 1:1250



SITE PLAN

SCALE 1:500

• EDINBURGH • THE CITY OF EDINBURGH COUNCIL	
PROPERTY AND FACILITIES MANAGEMENT PLACE DIRECTORATE	
UNIT 1 AND 2 ASSEMBLY ROOMS 54 GEORGE STREET EDINBURGH	
DATE	4/11/21
SURVEYED BY	Third Party
DRAWN BY	Mark Ballantyne
SCALE	1:500 @ A3 SIZE
NEG. NO.	A3/1155b

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by virtue of paragraph(s) 6 of Part 1 of Schedule 7A
of the Local Government(Scotland) Act 1973.

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by virtue of paragraph(s) 6 of Part 1 of Schedule 7A
of the Local Government(Scotland) Act 1973.

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by virtue of paragraph(s) 8, 9 of Part 1 of Schedule 7A
of the Local Government(Scotland) Act 1973.

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by virtue of paragraph(s) 8, 9 of Part 1 of Schedule 7A
of the Local Government(Scotland) Act 1973.

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