

Notice of meeting and agenda

Culture and Communities Committee

10.00 am Tuesday, 1st February, 2022

Virtual Meeting - via Microsoft Teams

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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 Culture and Communities Committee of 16 November 2021 – submitted for approval as a correct record 7 - 16

5. Forward Planning

- 5.1 Work Programme 17 - 18
- 5.2 Rolling Actions Log 19 - 38

6. Business Bulletin

- 6.1 Business Bulletin 39 - 94

7. Presentations

- 7.1 Place Programme Verbal Report

8. Executive Decisions

- 8.1 Collaborative Working with Community Councils - report by the Executive Director of Corporate Services – Report by 95 - 100
- 8.2 Meadows Jawbone Arch Conservation Project - report by the Executive Director of Place 101 - 106

8.3	Fields in Trust Protected Public Parks and Green Spaces - report by the Executive Director of Place	107 - 126
8.4	Third Party Cultural Grants Funding 2022/23 - report by the Executive Director of Place	127 - 140
8.5	Cemetery Management Rules - report by the Executive Director of Place	141 - 146
8.6	Council Companies - Edinburgh Leisure Annual Report 2020/21 - report by the Executive Director, Education and Children's Services	147 - 190
8.7	People's Network and Open Plus - report by the Executive Director of Place	191 - 196
8.8	Grants to Third Parties: Third Sector Interface and Equality and Rights Network 2022/23 - report by the Executive Director of Corporate Services	197 - 202

9. Routine Decisions

9.1	Ash Dieback Action Plan - report by the Executive Director of Place	203 - 218
9.2	Revenue Monitoring Update – 2021/22 Month Six Position - report by the Executive Director of Place	219 - 226
9.3	Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021 – referral from the Governance, Risk and Best Value Committee - report by the Executive Director of Corporate Services	227 - 244

10. Motions

- 10.1** If any.

Nick Smith

Committee Members

Councillor Donald Wilson (Convener), Councillor Amy McNeese-Mechan (Vice-Convener), Councillor Mark Brown, Councillor Phil Daggart, Councillor Karen Doran, Councillor Max Mitchell, Councillor Hal Osler, Councillor Alex Staniforth, Councillor Ethan Young, Councillor Chas Booth and Councillor Catherine Fullerton.

Information about the Culture and Communities Committee

The Culture and Communities Committee consists of 11 Councillors and is appointed by the City of Edinburgh Council. This meeting of the Culture and Communities Committee is being held virtually by Microsoft Teams.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Natalie Le Couteur, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 6160 / 0131 529 4085, email natalie.le.couteur@edinburgh.gov.uk / blair.ritchie@edinburgh.gov.uk.

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Minutes

Culture and Communities Committee

10.00am, Tuesday 16 November 2021

Present:-

Councillors Wilson (Convener), McNeese-Mechan (Vice-Convenor), Booth, Brown, Doggart, Doran, Fullerton, Mitchell, Osler, Staniforth and Ethan Young.

1. Minutes

Decision

To approve the minute of the Culture and Communities Committee of 14 September 2021 as a correct record.

2. Work Programme

Decision

To note the work programme of the Culture and Communities Committee of 16 November 2021.

3. Rolling Actions Log

The Culture and Communities Committee Rolling Actions Log was presented.

Decision

- 1) To agree to close the following actions:
 - **Action 2** - Edinburgh People Survey – People Results
 - **Action 12** - Development of a Public Spaces Management Plan for closure
 - **Action 19** - Development of a Public Spaces Management Plan – Collaborative Development for closure
 - **Action 22** - Business Bulletin

- 2) To ask officers to check outstanding actions and for action 30, to review why it was permitted to erect large structures in Princess Street Gardens, particularly the wheel in advance of Remembrance Sunday and to instruct that this would not take place in future.

- 3) To update the rolling actions log to reflect decisions taken at this meeting and otherwise note the outstanding actions

(Reference – Culture and Communities Committee Rolling Actions Log 16 November 2021, submitted.)

4. Business Bulletin

The Culture and Communities business bulletin was presented.

Decision

- 1) To note the business bulletin.
- 2) To attach the link for the 2021 Parks Quality Assessment results for 2021, when the statistics were available, and to circulate to members.

(Reference – Culture and Communities Committee Business Bulletin 16 November 2021, submitted.)

5. Deputation - Fields in Trust, in respect of item 7.2 Fields in Trust Protected Public Parks and Green Spaces

Fields in Trust had been legally protecting parks and green spaces for almost 100 years. The charity worked with local authorities across the UK to protect green spaces in perpetuity ensuring those spaces were there for future generations and continue to bring benefit for people and the planet.

Fields in Trust had worked with Edinburgh City Council over many years to protect the City's parks and green spaces and in recent months has partnered to protect 25 more spaces. The portfolio of spaces to be discussed at the Culture and Communities Committee (item 6 refers) had been carefully mapped by Fields in Trust to increase the percentage of Edinburgh's population living within a 10minute walk of a green space that had been protected forever. Fields in Trust explained that protecting green spaces had never been more important highlighting their importance during the Covid-19 pandemic and for health, fitness and mental wellbeing. Fields in Trust asked that the Committee agreed to the protection of the further 25 spaces as outlined in the report

Decision

- 1) To agree to hear the deputation.
- 2) To note that Fields in Trust would work with officers to ensure that Cavalry Park was given protection.
- 3) To thank the deputation for coming to the meeting along and to look forward to collaborating with them in future.

6. Presentation - Underbelly

Underbelly had the contract to deliver Edinburgh's Christmas and Edinburgh's Hogmanay and gave an overview of the programme which was proposed for the festive period.

The presentation emphasised that risks associated with Covid would be managed. The activities would be situated in George Street, Princes Street East and Princes Street West. Edinburgh's Christmas and Hogmanay plans had been considered by multiagency partners and would be subject to ongoing scrutiny during the delivery period of Edinburgh's Christmas. There were Covid mitigations in place such as ventilation, staff lateral flow testing, wearing of facemasks where appropriate and good hand hygiene.

The activities required to be pre-booked therefore Underbelly had robust arrangements for contacting participants and for information cascade purposes.

The Torchlight Procession which was planned had been altered significantly to respond to Covid concerns and minimise opportunities for people to assemble and to ensure dispersal of participants. Participants were also required to show their vaccination status to ensure their participation.

The Hogmanay street party had been condensed in terms of timescale and volume of tickets available.

Decision

- 1) To note the presentation.
- 2) Underbelly to circulate photos to members to illustrate that they were complying with their access statement and had removed containers from trunks of trees and would protect the trunks of trees with Heras fencing.

7. Fields in Trust Protected Public Parks and Green Spaces

It was reported that the City of Edinburgh Council had an opportunity to strengthen its commitment to protect and improve its public parks by supporting the creation of a Minute of Agreement with Fields in Trust for a further 25 parks and green spaces.

If approved, this would bring the total number of Edinburgh parks and green spaces protected through this mechanism to 61, serving communities who did not already have a safeguarded space close to home and ensuring that almost everyone in the city lived no more than a ten-minute walk from a park or green space which was protected for good. In making this commitment, the City of Edinburgh Council would become the first local authority in Scotland to adopt such a bold vision for their public green spaces.

Decision

- 1) To agree to continue consideration of the report until the next meeting of the Culture and Communities committee on 1 February 2022, and to clarify within the report:
 - The legal protection afforded to Fields in Trust.
 - Under which mechanisms Fields in Trust status be removed by the Council.
 - How residents would be advised about changes to Fields in Trust.
 - Proposals for robust governance arrangements which could be put in place by the Council to safeguard Fields in Trust, particularly to ensure any change

or plan for land disposal aligned with policies and strategies approved by the Culture and Communities Committee.

- 2) To agree that a draft minute of agreement would be shared with Elected Members prior to officers processing the agreement, and that the draft minute detailed the process for how future changes to Fields in Trust would be considered.
- 3) To make the minute of agreement accessible on the Council's website.
- 4) To agree that the minute of agreement would specify that accessibility changes were considered sympathetic development, to promote accessibility for all.
- 5) To agree to raise with officers the possibility of adding Cavalry Park to the list of Fields in Trust.
- 6) To agree to clarify if there was development in Moredun Park which would threaten Moredun Park being a Field in Trust.

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

8. Capital Theatres Company Performance Report 2020/21

It was detailed that this was the eighth annual performance report prepared as a requirement of the Services and Funding Agreement process adopted in 2013/14. The report by the Executive Director of Place encompassed 18 months from 16 March 2020 to September 2021.

Decision

- 1) To note the positive performance of Capital Theatres during 2020/21.
- 2) To note that whilst the report focus is on 2020/21 company performance, the context of COVID-19 should be acknowledged and therefore the impact, mitigation, advocacy and recovery planning implemented by Capital Theatres as a result.
- 3) To refer the report to Governance, Risk and Best Value Committee.
- 4) To request Capital Theatres Company to paste link to the video, so that it was available to the public.

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

Declaration of interests

Councillors McNeese Mechan, Mitchell and Wilson declared non-financial interests in the above item as Directors of Capital Theatres Trust.

9. Physical Activity and Sport Strategy – Planning Ahead

The report by the Interim Director of Education and Children's Services had been written in response a motion submitted by Cllr Osler at the Culture and Communities

Committee on 14th September 2021 concerning a new Physical Activity and Sport Strategy, The city-wide action plan for the Edinburgh Physical Activity Partnership, a communication plan which celebrated the good practice that existed across the city and the allocation of City of Edinburgh Council officer time to support the Physical Activity Alliance Groups. An update was presented on the progress on these important initiatives alongside a position statement and proposals for approval.

Decision

- 1) To note the report.
- 2) To approve the proposals for officers in the new Culture and Wellbeing Service to lead on re-engaging stakeholders.
- 3) To ask for a further update on the governance and reporting on sport and physical activity in early 2022.
- 4) To plan and initiate a stakeholder engagement exercise resulting in feedback on the priority actions that would support improved outcomes relating to sport and physical activity.
- 5) To note the need for a separate action plan and discussion about sport, involving the key partners, to agree the priorities for sport and report back to Committee separately on issues regarding sport but also to consider the wider benefits of sport on health and wellbeing.
- 6) To agree to consider the provision of improved facilities for sport, including the school estate, and the possible use of facilities that had fallen out of use.

(References – Culture and Communities Committee 14 September 2021 (item 11); report by the Interim Director of Education and Children’s Services, submitted).

Declaration of interests

Councillors Osler and Staniforth declared non-financial interests in the above item as Directors of Edinburgh Leisure.

10. Public Realm CCTV Update

An update was sought on the progress made towards developing the Public Realm CCTV service in Edinburgh.

Decision

- 1) To approve the update for the upgrade of the Public Realm CCTV service in Edinburgh.
- 2) To note an update would be presented on the Public Realm CCTV upgrade project progress in six months’ time.
- 3) To agree that officers would provide a written update on the resolution of issues relating to Saughton Park to all committee members and local ward members.

- 4) To agree that the mobile CCTV unit would remain operational until the upgrade was complete.
- 5) To agree to explore the possible use of a honing device with the CCTV contractor.

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

11. Community Centres (Update)

The report by the Executive Director of Place outlined the adaptation and renewal arrangements in community centres which were underway. It highlighted the positive successes of reopening community centres following the Covid-19 closure and the extensive efforts of officers and management committees to achieve this.

Decision

- 1) To note that the majority of Council supported community centres were open.
- 2) To note the current Coronavirus guidance as it applied to community centres.
- 3) To note positive progress on the phased approach to safely extend the use of community centres in line with Scottish Government guidelines.
- 4) To agree to ask the Task Group to drive the required changes to open the community centres and to give more recognition to staff that were performing well.
- 5) To agree to ask the locality manager to provide an update concerning the Leith Community Centre re-opening for Councillor Booth.
- 6) To agree to clarify with the Regulatory Services Manager (Andrew Mitchell) if it was possible to use community centres in the evening, which had been used as testing centres (recognising that there might be hygiene issues.)
- 7) To agree to ask the locality officer to draft a briefing note for Councillors Booth and McNeese-Mechan, to be shared with Leith Walk and Leith ward Councillors confirming when there would be repairs to the Kirkgate Community Centre in Leith.

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

12. Cemetery Strategy

An update was provided on the implementation of the Burial and Cremation (Scotland) Act 2016 and the expectation that associated regulations would be implemented in 2022. The report also sought approval to progress with development of Craigmillar Castle Park Cemetery (phase 2) and for the introduction of Friends of Cemetery Groups Guidance (Appendix 5) of the report by the Executive Director of Place.

Decision

- 1) To note the strategic objectives of the cemeteries service and the likely requirements of the Burial and Cremation (Scotland) Act 2016 regulations in 2022.
- 2) To note that officers would engage with Committee members and key stakeholder groups on the creation of proposed draft Cemetery Management Rules and would bring these to Committee on 1 February 2022 to seek approval to commence public consultation.
- 3) To note the update on Craigmillar Castle Park Cemetery and the financial analysis set out in paragraph 6.1.2 of the report and note that a report would be prepared for Committee when the funding options had been investigated.
- 4) To recognise the important contribution of Friends of Cemetery groups across the city and approve the guidance for Friends of Cemeteries Groups (Appendix 5) of the report.
- 5) To note that there was a planned workshop with Elected Members to consider an update to cemetery rules, which would be reported to Committee in February 2022. There would also be a further workshop and dialogue with colleagues across Scotland to establish universal cemetery rules.

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

Declaration of interests

Councillor Staniforth declared a financial interests in the above item as he had worked as a cemetery tour guide but did not think that the nature of this interest would prejudice his consideration of this item.

12. Update on the Cultural Strategy Diversity Programme

Continued support had been provided to ethnically diverse artists and creatives since the commencement of the Diversity Officer's post with the Culture Service in September 2019.

The report by the Executive Director of Place was the second comprehensive update on the programme of activities and projects planned, developed and delivered with the aim of ensuring greater visibility and recognition of the diversity of people and narratives in Edinburgh's arts and culture sector. It had also increased cross-sector partnership working and dialogue surrounding diversity and inclusion in the arts and culture sector in Edinburgh.

Given the evident success of the programme to date, the report recommended that the Diversity programme was mainstreamed following the conclusion of the Creative Scotland partnership funding at the end of March 2022.

Decision

- 1) To acknowledge the continued progress of the Diversity Programme through developing the network of ethnically diverse artists and creatives based in Edinburgh; and creating programmes, initiatives and opportunities that responded to the needs of the network.

- 2) To note the partnerships developed with local arts, culture and community organisations with the aim of increasing visibility and representation of ethnically diverse artists and creatives, their work and narratives across the sector; and promoting the importance of diversity and inclusion principles in the workplace and in decision-making processes as well as creating pathways into balanced collaboration and co-curation.
- 3) To agree further monitoring of the introduction and implementation of sector Diversity and Inclusion Plans and a review and potential revision of the general and organisation-specific Equalities Diversity and Inclusion (EDI) priorities.
- 4) To agree to mainstream the Diversity Programme following the conclusion of the partnership funding agreement with Creative Scotland in March 2022.
- 5) To note that a final Diversity Partnership Programme Report would be prepared in April 2022.
- 6) To agree to share the bulletin as widely as possible and to note that funding was available.
- 7) To note that “mainstreaming” meant that diversity and inclusion was integral to the Programme.

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

12. Participatory Budgeting: Progress Update – referral from the Finance and Resources Committee

On 7 October 2021, the Finance and Resources Committee considered a report which agreed the principles set out within the Council’s Participatory Budgeting (PB) framework.

The Finance and Resources Committee agreed to refer the report to the Culture and Communities Committee for information.

Decision

To note the report.

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

13. Internal Audit: Overdue Findings and Key Performance Indicators as at 11 August 2021 – referral from the Governance, Risk and Best Value Committee

On 21 September 2021, the Governance, Risk and Best Value Committee considered a report on the outcome of the Internal Audit: Overdue Findings and Key Performance Indicators as at 11 August 2021.

The Governance, Risk and Best Value Committee agreed to refer the report to the relevant Council executive committees and the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.

Decision

To note the report.

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

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Work Programme

Culture and Communities Committee 1 February 2022

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
1.	Lauriston Farm Lease		Executive	Graeme McGartland	Place		April 2022
2.	Business Bulletin		Executive	Dorothy Gray	Place		February 2022
3.	Filming in Edinburgh 2021		Executive	Rosie Ellison	Place		April 2022
4.	Diversity and Inclusion Final Report		Executive	Beata Skobodinska	Place		April 2022
5.	Street Hockey/Skate Park		Executive	David Jamieson	Place		April 2022
6.	Park Management Rules		Executive	David Jamieson	Place		April 2022
7.	Easter Craiglockhart Hill LNR		Executive	David Jamieson	Place		April 2022

8.	Dowies Mill Weir		Executive	David Jamieson		Place	April 2022
9.	Annual Update on Million Tree City		Executive	David Jamieson		Place	April 2022
10.	Thriving Greenspace Strategy		Executive	David Jamieson		Place	April 2022
11.	Sports Ground Certification		Executive	David Jamieson		Place	April 2022
12.	City Centre Hostile Vehicle Mitigation Measures		Executive	David Jamieson		Place	April 2022
13.	Core Events 2022/23		Executive	David Waddell		Place	April 2022
14.	Custom House		Executive	Gillian Findlay		Place	April 2022
15.	Makars Court Applications		Executive	Gillian Findlay		Place	April 2022
16.	Business Bulletin		Executive	Dorothy Gray		Place	April 2022

Rolling Actions Log

Culture and Communities Committee

1 February 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
1.	31.05.18	City of Edinburgh Council - Fair Fringe and Fair Hospitality Charter Guidelines	Calls for report on the Charter's efficacy to go to Culture and Communities Committee after August 2019.	Executive Director of Place	November 2022	Due to Coronavirus there has been no survey for 2019, 2020 or 2021. The Festival Fringe Society will consider if it will be possible for a survey to be undertaken during the 2022 Fringe.
2.	13.11.18	King's Theatre Capital Redevelopment Update Report	An annual update report would be provided to members.	Executive Director of Place	February 2022	An item will be provided for the 30 April 2022 Business Bulletin.
3.	18.06.19	Citywide Culture Plan Update 2018/19	To note that a Culture Plan review update report would be presented in June 2020	Executive Director of Place	August 2022	
4.	06.11.12	The Future Management and Ownership of Easter Craiglockhart Hill	To provide information on the possibility of community ownership and management of the woodland and open space in the area in the	Executive Director of Place	April 2022	Transferred to the Culture and Communities Committee from the Policy and Sustainability Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		Local Nature Reserve (LNR) – motion by Councillor Burns	longer term and how this might be achieved, with ownership transferring to the Council as an interim measure, with a view to the eventual transfer of ownership and management, to a community organisation.			Update was included in Business bulletin on 12 November 2019.
5.	12.12.17	Open Library	That an update report be submitted to Committee in six months.	Interim Executive Director of Education and Children's Services	March 2020	Recommend for Closure Education, Children and Families (EC&F) Committee on 8 October 2019 agreed to transfer this outstanding action to Culture and Communities Committee. A report on the People's Network and Open Plus is included on the agenda for Culture and Communities Committee on 1 February 2022.
6.	11.12.18	Petition for Consideration - Edinburgh	1) Require a detailed report on Edinburgh Central Library as a flagship cultural project of	Interim Executive Director of Education	November 2019	EC&F Committee on 8 October 2019 agreed to transfer this outstanding action to Culture and Communities Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		Central Library vs Virgin Hotel	<p>national/international significance commensurate with existing professional advice to the Council and the Council's own reports.</p> <p>2) To request that the annual report on the Lifelong Learning Plan scheduled for October 2019, includes within it, options for the Central Library, drawing on past and current studies and feasibility exercises and a clear vision for its role in the city's cultural landscape.</p>	and Children's Services		<p><i>Central Library Future Development report tabled at Culture and Communities Committee 12th November 2019. Committee approved setting up a project team 'to explore the viability of developing an imaginative, accessible and engaging future vision for the city's Central Library'.</i></p> <p>Update -16 November 2021</p> <p>Was dealt with by Committee approved setting up a project team 'to explore the viability of developing an imaginative, accessible and engaging future vision for the city's Central Library'. As a result of Covid the work of that project team was suspended.</p>
7.	10-09-19	City Centre Hostile Vehicle Mitigation Measures Update Report - report by	1) To note that a further update report will be prepared following return to normal working conditions to outline the	Executive Director of Place	April 2022	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		the Executive Director of Place	<p>findings from the working group and to provide details of the anticipated cost and how it will be funded.</p> <p>2) To agree that the Convener and Vice Convener would write to the Cabinet Secretary for Finance, Kate Forbes MSP, at Holyrood, the Chief Secretary to the Treasury, Stephen Barclay MP and Baroness Williams, at the Home Office in Westminster, requesting financial support to specifically assist the Council with the costs of Hostile Vehicle Mitigation, and explain Edinburgh's unique position and reasons for requiring Hostile Vehicle Mitigation.</p>			

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			3) To agree to update Committee on City Centre Hostile Vehicle Mitigation (HVM), and possibilities that HVM assets which were located in Edinburgh, may need to be reallocated in line with national policing priorities.	Executive Director of Place		
8.	10-09-19	Transfer of Management of Secondary School Sports Facilities to Edinburgh Leisure - referral report by the Education, Children and Families Committee	<p>1) Recommendations approved with the proviso that the report called for is brought back in the first instance to the Culture and Communities Committee.</p> <p>2) To ask that the report addressed:</p> <p>Access to facilities, recognising Edinburgh Leisure's requirement to balance the operational</p>	Interim Executive Director of Education and Children's Services	April 2022	<u>Update – September 2021</u> Since 2016, the Council has transferred the management of community access to secondary school sport facilities to Edinburgh Leisure. As reported to Culture and Communities Committee on 15 June 2021, all schools have transferred apart from Leith Academy and Wester Hailes Education Centre. Both schools were scheduled to transfer on 1 April 2020 but, due to Covid-19, this was put on hold. The report stated that the transfers of the final two schools

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>costs with its core purpose in making a positive difference to communities.</p> <p>The barriers to access including cost and physical access issues related to transport.</p> <p>The impact on high performance sport and any change in the usage of facilities from these groups associated with the transfer of management of secondary school sports facilities to Edinburgh Leisure.</p>			<p>was likely to take place later this year but following further discussion Edinburgh Leisure have informed the Council that their preferred transfer date is now 1 April 2022. Council officers will continue to work with Edinburgh Leisure to complete the transfers as soon as possible and by 1 April 2022 at the latest.</p>
9	10-09-19	<p><u>Appointments to Working Groups</u> – report by the Chief Executive</p>	<p>To review the membership of the Tourism and Communities Working Group and report back to the next meeting of the Committee.</p>	<p>Executive Director of Corporate Services (previously owned by Chief Executive)</p>	<p>November 2021</p>	<p>Recommended for closure Details of a review of all aspects of the Visitor Economy in Edinburgh were reported to Policy and Sustainability Committee in <u>November 2021</u>. This included details of the Governance structure in place to</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
						support the recovery of the Visitor Economy in Edinburgh.
10	28.01.20	<u>The Quaich Outline Business Case</u>	<ol style="list-style-type: none"> 1) To welcome the work carried out to date by the Quaich Project and to support the intention to improve West Princes Street Gardens. 2) To request the Executive Director of Place to provide a more detailed report to Committee within one cycle setting out the assumptions in the business case presented. 3) To note that Councillor Osler had declared she would recuse herself from the determination on matters pertaining to the planning application for the Quaich Project. 	Executive Director of Place	By end 2022	This has been delayed due to COVID-19.
11	17/11/20	<u>Cemetery Tour Guide Operator Registration Scheme</u>	To agree to receive an update on progress.	Executive Director of Place	End 2022	An update was provided in the business bulletin in November 2021.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
12	26/01/21	Thriving Green Spaces	To receive further project updates and requests for approval as the project moves beyond its midpoint review, from development phase to transition phase.	Executive Director of Place	April 2022	
13	26/01/21	Festivals and Events Core Programme 2021/22	<p>1) Will be kept updated on the status of events throughout the year through the Committee Business Bulletin.</p> <p>2) To note that there was ongoing dialogue for festivals and events and depending on circumstances, if there were any changes to the programme, these would be brought back to the Committee.</p> <p>3) To agree to provide an update to the Committee on the plan for funds for</p>	Executive Director of Place	Ongoing	Regular updates are included in the Business Bulletin and in reports to Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			events which did not proceed.			
14	26/01/21	Public Realm CCTV Update	To request an update on the Public Realm CCTV upgrade project progress in nine months' time.	Head of Safer and Stronger Communities and Chief Social Work Officer	December 2021	Recommended for closure - update at the November 2021 committee
15	26/01/21	Place Directorate – Revenue Monitoring 2020/21- Month Seven Position	That the Executive Director of Place is taking measures to reduce budget pressures and progress will be reported to Committee at agreed frequencies.	Executive Director of Place	Ongoing	Recommended for closure
16	26/01/21	Edinburgh Million Tree City	To receive annual updates on the project, including tree numbers and other monitoring data.	Executive Director of Place	April 2022	
17	16/03/21	Developing Trauma Informed Services	To request an updated progress report in 12 months' time.	Report by the Head of Safer and Stronger Communities and Chief	April 2022	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
				Social Work Officer		
18	16/03/21	<u>Locality Improvement Plans</u>	To agree that The Strategy Manager for Communities would speak with the Convenor and Vice Convenor to consider how Committee could have further input to priority setting for Locality Planning and also to give consideration to reporting frequencies.	Executive Director of Corporate Services (previously owned by Chief Executive)		Recommended for closure Meeting took place on 25 January 2022 to discuss, with agreement to report to Business Bulletin quarterly with a link to the Edinburgh Partnership where updates/papers were sent and to present Annual Performance Report in advance of sending to Edinburgh Partnership.
19	15/06/21	<u>Petitions for Consideration: Street Hockey and Skate Park</u>	To agree to request a report to determine the feasibility, need, coverage and location of skatepark and street hockey facilities.	Executive Director of Place	April 2022	
20	15/06/21	<u>Parks and Greenspace Investment</u>	1) To agree that the Executive Director of Place would provide updates to Committee on a six-monthly basis via the Business bulletin to	Executive Director of Place	Ongoing	An item is included in the business bulletin in February 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			provide regular updates to members on parks and greenspace investment.			
			2) To agree that the Executive Director of Place, in future updates to committee, would set out the rationale for how future projects were identified, which projects were progressed, and which projects had to be de-prioritised.	Executive Director of Place	Ongoing	
21	15/06/21	Lauriston Farm, Edinburgh – Proposed Lease	1) To note that future reports of this nature concerning cultural of historical assets were presented initially to Culture and Communities Committee then referred onto the relevant Executive Committee.	Executive Director of Place	Ongoing	Recommended for closure This action has been noted for all future reports.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			2) To agree that an update would be submitted to committee on the success of the lease holder to ensure Committee had oversight of the activity underway on the Urban farm, which formed part of the wider setting of Lauriston Castle.	Executive Director of Place	April 2022	
22	15/06/21	Anti-Social Behaviour Motion Report	To request the Head of Safer and Stronger Communities and Chief Social Work Officer to provide an update report before the end of 2021 confirming adherence to the new procedure.	Report by Head of Safer and Stronger Communities and Chief Social Work Officer	February 2022	Update was provided in Business Bulletin at Committee meeting of 16.11.21.
23	14/09/21	Rolling Actions Log	To circulate responses to Committee in respect of Action 8 (2) - City Centre Hostile Vehicle Mitigation Measures Update Report	Convenor of Culture and Communities Committee	16 November 2021	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
24	14/09/21	Rolling Actions Log	To provide an update in the Business Bulletin for Committee on 16 November 2021 on discussions which were underway concerning possible replacements for the hostile vehicle mitigation barriers which were in situ on the Royal Mile.	Executive Director of Place	16 November 2021	Recommend for closure
25	14/09/21	Rolling Actions Log	To agree that small green spaces were given specific reference within the Public Spaces Strategy which would be presented to the Culture and Communities Committee in February 2022.	Executive Director of Place	April 2022	
26	14/09/21	Use of Public Spaces for Events and Filming	To agree that the report which returned to committee following the consultation articulated the impact on residents and discharged the motions which had been brought to full Council: <ul style="list-style-type: none"> • Council Approved Motion – 19 September 2019 Greening the Fringe (Originally submitted by Councillor Rae): 	Executive Director of Place	November 2022	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<ul style="list-style-type: none"> • Summertime Streets Programme Motion- 22 August 2010 (originally submitted by Councillor Mowat) • Amplification of Noise in Public Spaces Motion - 22 August 2010 (originally submitted by Councillor Neil Ross) • Events and Attractions in Parks Motion – 22 November 2018 (originally submitted by Councillor Miller) • Princes Street Gardens Christmas Market Motion – 22 November 2018 (originally submitted by Councillor Doggart) 			
27	14/09/21		To agree that the Executive Director for Place provides a report at a future meeting of the committee on the benefits and achievements of Europe for Festivals, Festivals for Europe	Executive Director of Place	End 2023	A report will be submitted after the first year – formal signing takes place in May 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
28	16/11/21	Fields in Trust Protected Public Parks and Green Space	<p>1) To agree to continue consideration of the report until the next meeting of the Culture and Communities committee on 1 February 2022, and to clarify within the report:</p> <ul style="list-style-type: none"> • The legal protection afforded to Fields in Trust. • Under which mechanisms Fields in Trust status be removed by the Council. • How residents would be advised about changes to Fields in Trust. • Proposals for robust governance arrangements which could be put in place by the Council to safeguard Fields in Trust, particularly to ensure any change or plan for 	Executive Director of Place	February 2022	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			land disposal aligned with policies and strategies approved by the Culture and Communities Committee.			
29	16/11/21	<u>Physical Activity and Sports Strategy – Planning Ahead</u>	<p>1) To ask for a further update on the governance and reporting on sport and physical activity in early 2022.</p> <p>2) To note the need for a separate action plan and discussion about sport, involving the key partners, to agree the priorities for sport and report back to Committee separately on issues regarding sport but also to consider the wider benefits of sport on health and wellbeing.</p>	Interim Director of Education and Children's Services	February 2022 T.B.C.	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
30	16/11/21	Public Realm CCTV Update –	<p>1) To note an update on the Public Realm CCTV upgrade project progress in six months' time.</p> <p>2) To agree that officers would provide a written update on the resolution of issues relating to Saughton Park to all committee members and local ward members.</p>	Interim Director of Education and Children's Services	August 2022	The Community Safety Manager provided an update on the Saughton park upgrade to all the respective parties, the difficulties with this installation, action taken by the council in relation to this contract and the reasons for delays.
31	16/11/21	Community Centres (update)	To agree to ask the locality officer to draft a briefing note for Councillors Booth and McNeese-Mechan, to be shared with Leith Walk and Leith ward Councillors	Interim Director of Education and Children's Services	T.B.C.	<p>Recommended for closure</p> <p>Update - The Locality Manager wrote to those noted in the action with an update on 2.12.21,</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			confirming when there would be repairs to the Kirkgate Community Centre in Leith.			therefore this action can now be closed.
32	16/11/21	Cemetery Strategy	<p>1) To note the update on Craigmillar Castle Park Cemetery and the financial analysis set out in paragraph 6.1.2 of the report and note that a report would be prepared for Committee when the funding options had been investigated.</p> <p>2) To note that there was a planned workshop with Elected Members to consider an update to cemetery rules, which would be reported to Committee in February 2022. There would also be a further workshop</p>	Report by the Executive Director of Place	End 2022/Early 2023	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			and dialogue with colleagues across Scotland to establish universal cemetery rules.			
33	16/11/21	Update on the Cultural Strategy Diversity Programme	To note that a final Diversity Partnership Programme Report would be prepared in April 2022.	Report by the Executive Director of Place	April 2022	

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Latest News

Culture and Communities Committee
10.00am, Tuesday 1 February 2022



Dunard Centre/Edinburgh and South East Scotland City Region Deal

IMPACT Scotland, the trust delivering the Dunard Centre, had its planning application approved by the Council's Development Management Sub-Committee. Details of agenda item 6.2 can be found [here](#).

In May 2019, The City of Edinburgh Council granted planning permission and two listed building consents for this. These decisions were then the subject of a judicial review. The parties engaged in a process of mediation and agreement was reached on how to address the matters at dispute. As a consequence of the mediation process, the applicant has varied the design of the proposed development. Revised and updated drawings and plans, with full supporting documentation, were submitted to the council as 'Scheme Three'.

Forming part of the Edinburgh and South East Scotland City Region Deal, the Scottish Government and United Kingdom (UK) Government will provide up to £10m each (up to a maximum of £20m), and the City of Edinburgh Council will provide £5m of capital funding to support the delivery of the Dunard Centre, a concert hall and performance venue, that will reinforce Edinburgh's position as a pre-eminent Festival City. City of Edinburgh Council's contribution is included within the approved 2020/21 five-year Capital Investment Programme.

The Edinburgh and South East Scotland City Region Deal 2020/2021 Annual Report was presented to the Policy and Sustainability Committee, including progress updates on the Dunard Centre and can be found [here](#).

With governance procedural requirements needing to be met for the Council as well as the Edinburgh and South East Scotland City Region Deal, a revised full Business Case will be submitted to the Finance and Resources Committee on 3 March 2022. Officers from the Council, the Scottish and UK Governments have been considering the Business Case.

Re-opening of Cultural Venues in the City

On Tuesday 18 January the First Minister announced the ending of many restrictions which had come back in to force before Christmas in order to curb the spread of the Omicron variant. This had resulted in the closure of most cultural venues in the city; while Museums and Galleries, cinemas and other spaces were still able to remain open visitor numbers were significantly down.

From Monday 24 January the majority of restrictions were lifted and the Scottish Government's Strategic Framework is being revised to reflect those changes. This will allow for the re-opening of cultural spaces in the city. While it will take a number of weeks for many to remobilise, especially the larger scale venues, the sector will be able to re-establish one of Edinburgh's key cultural, wellbeing and economic drivers.

Many organisations are again facing financial pressures due to another period of closure at the city's busiest period outside of August. The Scottish Government has announced funding schemes for artists, practitioners and organisations which is being delivered through Creative Scotland and these schemes went live in January.

Her Majesty the Queen's Platinum Jubilee

In 2022 Her Majesty the Queen will become the first British Monarch to celebrate a Platinum Jubilee.

The Council has been contacted by UK Government (copy of letter attached in Appendix 1) to confirm that a year long programme of events is planned throughout the UK and the Commonwealth to mark Her Majesty's Platinum Jubilee, which it is hoped that people across the nation will be able to participate in. Some of the opportunities for celebration are listed in the UK Government letter.

Officers from across the Council (including from culture, transport, schools and health and social care) are discussing the kind of celebrations which could take place in the city and the support available for such events. The outcome of these discussions will be reported to Elected Members as early as possible, with information on the support available for communities.

For more information on Her Majesty the Queen's Platinum Jubilee, please visit:

- [The Royal Family Platinum Jubilee Website](#)
- [The Platinum Jubilee Website](#).

Filming in the City

The Council's Film Office has been facilitating an exceptional variety of productions throughout the city over the last several months. This has included Amazon Studios' productions of two Neil Gaiman stories adapted for the screen: the second series of Good Omens and Anansi Boys, filming in the New Town, Inverleith Park and Southside/Newington.

NEWS

Filming in the Capital



Michael Gough and David Tennant as Crowley and Good Omens

The omens are good as hit show set to return for a second series

Liam Duggan

William and crew special filming a second series in and around Edinburgh, where more interesting news is known about Good Omens.

What is Good Omens? Good Omens is a BBC television comedy series. It is a TV series written by Neil Gaiman and based on his and Terry Pratchett's 1990 novel Good Omens. The book and screenplay were published in 1990.

About the Best series: Good Omens follows as

willfully do a Easy Angel called Aziraphale, along with Michael Gough, and a knowing being known as Crowley, played by David Tennant, who is forever nearly dead (he is a witch and a former to form an unlikely alliance to stop the apocalypse).

But they have lost the trick, and in previous series who is ever gloriously aware that he is dead?

On the first day of the shoot, the series is set to be filmed in Edinburgh, where more interesting news is known about Good Omens.

About the Best series: Good Omens follows as

Times, Saturday Morning Features. The Christmas special and The Very First Day of the Best of Best.

About the second series: On June 10, 2021, it was announced that Gaiman and Tennant would reprise their roles for a second six-part series, which will be set in the Good Omens universe and characters exploring a story that is set in the original novel. The series is set in the relationship between Aziraphale and Crowley.

Having been Earth since the beginning and still the Angel, they are getting back to work being strange mortals in London's Soho

when an unexpected messenger promises a surprise in the city.

On location: Currently filming in and around Edinburgh, Good Omens is well-paced and entertaining around the world at a later date.

A star sporting fan has already expressed his love for the series. Former British actor Peter Capaldi and former Doctor Who, The Doctor Who was seen wearing a green scarf with Crowley's trademark red and white stripes.

In an interview with Edinburgh Evening News, "I just watched a scene and took a few shots of what I

though it was a stand-in but it was only when I got home that I realised not only was this not the case, but it was about a week earlier than I thought."

Pratt is including, producers also revealed that the second series will be filmed in Edinburgh, where more interesting news is known about Good Omens.

Gaiman says "I'd like to see more about Good Omens published, which means it's a very long time since Terry Pratchett and I got to work on the book at a World Fantasy Convention, and played the sequel. I got to see bits of the novel Good Omens and I was very happy to see it."

"They're not here any longer. But when he was,

Residents and community groups are contacted from the outset, and the productions worked with residents and businesses in the filming locations to mitigate against disruption. Both productions will be back on location, as well as studio filming, in 2022. The studio filming takes place in The Pyramids in Bathgate and FirstStage Studios in Leith.

Studio facilities are also bringing major film and TV productions to the area, creating employment and training opportunities for local practitioners. The first production to make use of FirstStage Studios in Leith, The Rig, created 329 jobs over its eight months in the studio. 109 of these jobs were filled by Edinburgh/South East (SE) Scotland based practitioners and, of the 26 trainee positions, 11 were offered to new entrants based in Edinburgh and SE Scotland.

Edinburgh on the screen

Two Christmas rom-coms filmed in and around Edinburgh at the end of 2020, A Castle for Christmas and The Princess Switch: Romancing the Star, have been released on Netflix. The Film Office worked with the productions in 2020 to put together a package of locations within striking distance of the city which offered a range of filming opportunities and allowed the production to operate within the stringent COVID safety protocols. A Castle for Christmas was filmed on the Dalmeny Estate, while The Princess Switch filmed at Dalmeny, Hopetoun, Gosford, Borthwick Castle, Newbattle Abbey, Royal Highland Centre, and the Dakota Hotel. Both dramas were featured on BBC Radio Scotland, including an Afternoon Show discussion which was flagged as the show's highlight (available on BBC Sounds <https://www.bbc.co.uk/sounds/play/p0b6l604>).



'The Princess Switch: Romancing the Star', at Hopetoun House. Image c/o Netflix

Two crime dramas filmed in Edinburgh in the first half of 2021 were broadcast on TV in October/November 2021. Season 2 of award-winning BBC drama Guilt, starring Edinburgh-raised actors Mark Bonnar and Jamie Sives, features scenes in Edinburgh's city centre and Leith. Irvine Welsh drama Crime, starring Dougray Scott as a rogue cop, spent two weeks filming in the Dumbiedykes Estate, the Old Town, Calton Hill and Cramond causeway. In acknowledgement of the support of the Dumbiedykes community, Crime made a generous donation to the Braidwood Neighbourhood Centre Association.

Edinburgh on-screen benefits both the leisure and business tourism market and adds to a sense of pride within the community, as demonstrated by the hundreds of positive social media postings and coverage in local media. The Film Office will continue its work to ensure Edinburgh is a favourite location of choice for all-genre filming.



'Crime' filming at Dumbiedykes. Image c/o Buccaneer Media.

Full details of filming activity in Edinburgh over 2021 will be presented in a report to the Committee in April 2022.

Culture Project Funding Update 2021/22

Throughout 2021/22 the Culture Service has provided project funding for cultural organisations and artist practitioners as follows:

- Flexible Funds:
 - Creative Community Partnerships – Collaboration and Exchange (£70,000);
 - Diversity and Inclusion (£100,000); and
 - Creative Practitioners-Artists Programmes (£100,000).
- One-off Funds 2021/22:
 - Local Cultural Festivals and Events Fund (£130,000); and
 - Freelance Creative Practice Support Fund (administered by EPAD/and Creative Edinburgh) (£150,000).
- Partnership Fund
 - Visual Artists and Craft Maker Awards/Bursaries (VACMA) in partnership with Creative Scotland (£31,000).

Creative Community Partnerships – Collaboration and Exchange Fund (£70,000) - The aim of this fund is to promote greater collaboration, exchange and partnerships between locally based artists and creatives and cultural organisations including collaboration with arts-based community hubs in Edinburgh. Further details on this fund and a list of the seven successful projects can be viewed via the [Updates](#) page of the Culture Edinburgh website.



Local Cultural Festivals and Events Fund (£130,000) – The aim of this fund was to celebrate Edinburgh’s diverse local cultural festivals and events – whilst contributing to sector recovery. The funding had been allocated as a result of the city’s role in supporting the recovery of live activity as part of local cultural festivals and events affected by the Coronavirus pandemic and to offer wider access to Council cultural funding opportunities, ensuring Edinburgh is a city of creative opportunities. Further details on this fund and a list of the 16 successful projects can be viewed via the [Updates page of the Culture Edinburgh website](#).

Joint Project Funding for the Implementation of the Freelancers’ Practice Support Fund – This fund was made available through the remaining Covid-19 Discretionary Funds the Council received from the Scottish Government - £150,000. The aim of this fund was to support freelance artists, technicians and creatives working in the arts and creative industries in Edinburgh to sustain their practice and whose ability to work was affected by Covid-19 restrictions before 31 March 2021. Partnering with EPAD and Creative Edinburgh, grants of £1,000 were made available through them. A total of 352 applications were received and 150 awards were made.



IDEAS MENTORING INNOVATION
 DEVELOPMENT CREATIVITY
 OPPORTUNITY PRACTICE
 TECHNIQUE PROGRESSION
 SUPPORT SKILLS PRESENTATION
 RESIDENCY RESEARCH
 EXPERIMENTATION REFLECTION
 #VACMASCOTLAND

Visual Artists and Craft Maker Awards/Bursaries (VACMA) - This fund is in partnership with Creative Scotland and offers funding opportunities to Visual Artists/Craft Makers who can demonstrate a commitment to developing their creative practice. In place of usual VACMA awards, this year fixed bursaries are available in recognition of the ongoing impacts of COVID-19 on individual artists and makers. There were 42 applications received and 20 awards made. Further

details on this fund can be viewed via the [Updates page of the Culture Edinburgh website](#).

Cultural Strategy Diversity Programme

A series of activities and initiatives has been developed to best understand and respond to the needs and ambitions of local ethnically diverse artists and creatives. Further details on this programme can be found on the [Culture Edinburgh website](#).

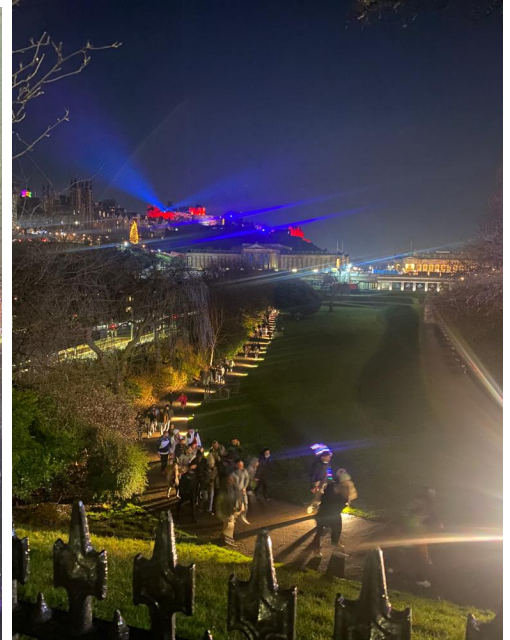
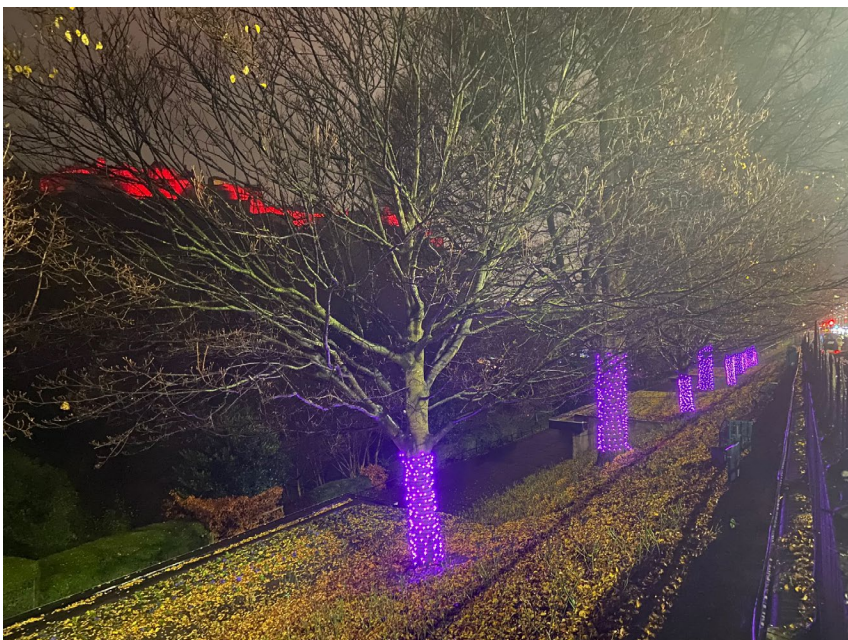
Festive Lighting

The Public Safety team helped to deliver another successful year of festive lighting installations around the city, as well as advising on safety at the Edinburgh's Christmas sites. This included the iconic Mound tree and, for the first time, an installation of a Christmas tree and reindeer at the new Sick Kids hospital at Little France which was very warmly received.



Another first, was colour changing lights within West Princes Street Gardens which will become a regular feature.

This year was not without challenges, particularly in relation to changing Covid guidance but the team responded positively and quickly to the changes and, as a result the event sites were amended in order to meet safety requirements (the example shown here is the amended queue into the East Princes Street Gardens site).



Parks, Greenspace and Cemetery Investment

As part of the 2021/31 Capital Budget Strategy, £4,000,000 was allocated to a Capital Investment Programme for Parks and Greenspace, including cemeteries. To ensure investment is allocated based on greatest need, the surveying of Parks and Greenspace sites commenced in April 2021.

Structural surveys have now been completed for all 39 cemeteries and 32 (of the 33) high priority parks. A survey for the final high priority park, Burdiehouse Valley, is expected by the end of January 2022. There are a further 157 parks defined as medium and low priority and surveys are expected to commence in 2022.

Projects are identified, prioritised and progressed based on the condition of the asset. Assets assessed as poor (showing major defects and/or not operationally adequate) or bad (economic life expired and/or risk of failure) are targeted for remediation.

To date, 1,368 infrastructure assets have been identified for remediation works, at an estimated cost of £13m. Of this sum it is estimated that £3.7m is required for priority 01 assets (urgent works required within one year); and £3.3m for priority 02 (essential works required within one to two years).

A summary of the works which are being progressed in parks and greenspaces is provided in the tables below.

Work on repairing cemetery walls at Buccleuch, Currie, East Preston Street and North Merchiston is ongoing. Pathways in Greyfriars Kirkyard have been repaired, with similar work planned for Canongate Kirkyard. The roadway through St Cuthbert's Kirkyard from Kings Stables Road towards Princes Street Gardens is scheduled to be upgraded and made more pedestrian friendly. Subject to appropriate traffic regulation approvals, it is planned to improve access to the east gate of Warriston.

A number of procurement and contractual issues related to Covid-19 and Brexit are impacting on the speed of works implementation. Specifically, supply chain delays on materials and equipment and staffing resources difficulties when there has been a requirement to self-isolate.

Works commenced for Fauldburn Park play area in December 2021 with completion expected by mid-January and Councillor Brown has accordingly been made aware of this.

Communications on specific projects is delivered to relevant members of the public and ward councillors once they reach the delivery stage or if lengthy delays are encountered.

Parks and Greenspace capital works to a value of £882,000 have now been completed or commissioned at the following locations:

Location	Ward	Works / delivery date
Abercorn Park	14	Replacement fencing Dec 21
Balgreen walkway	5	New fencing to improve safety Dec 21
Blackford Glen	10	Upgrade path network Jul 21

Braidburn Valley Park	10	Demolish dilapidated pavilion Mar 22
Calton Hill	11	Caithness paving surface Nov 21
Calton Hill	11	Upgrade path network (Greenside area) Mar 22
Campbell Park	8	New fencing to improve safety Nov 21
Dalmeny Street Play Area	12	Remediation of perimeter wall Jan 22
Deaconess Gardens	15	New fencing Mar 22
Dells	8	Landslip ongoing design and investigate 22/23
Ellen's Glen	16	Remediation of boundary wall Oct 21
Inverleith Park	5	Refurbish boardwalk decking Mar 22
Leith Links (East)	13	Resurface footpaths Jan 22
Lochend Park	14	Drainage stage 2/2 Dec 21
Lochend Park	14	Drainage stage 1/2 Dec 21
Inverleith Park	5	New safety surface outdoor gym Jan 22
Malleny Park	2	Resurface overspill car park Nov 21
Malleny Park	2	Resurface car park Nov 21
Montgomery Street Park	12	Refurbish railings Dec 21
Parks & Greenspace - City Wide	City	New waste bins Jan 22
Paties Road Recreation Ground	8	Resurface sport centre and tennis club car parks Jan 22
Pentland Hills Regional Park - Harlaw, Bonaly Threipmuir, (Flotterstone)	2	Toilets, road and car parking design consultancy work Oct 21
Pike's Pool, Kirkliston	1	Refurbish path network Nov 21
River Almond Walkway	1	Paths, steps, boundary walls and fencing Oct 21
Saughton Park	7	Remediation of stone wall courtyard café area Oct 21
Spylaw Park	2	Engineering assessment of wall Nov 21
St Margaret's Park	6	Extension to car park area Jan 22
St Margaret's Park	6	Replacement fencing Jan 22
Victoria Park	4	Upgrade 5-a-side all weather football pitch Jan 21
Warriston Allotment	5	New fencing Nov 21
Water of Leith - 61 Hailes Garden	2	Remediation of boundary wall Oct 21

Water of Leith - Balerno	2	Green bridge demolition Dec 21
Water of Leith, Damside Bridge	5	Refurbish bridge stage 1/2 May 21
Water of Leith, Damside Bridge	5	Refurbish bridge stage 2/2 Jun 21
Windsor Place, Milton Road & Smokey Brae	17	New fencing Mar-22

Works with an estimated value of £1.9m are currently being procured at the following locations:

Location	Ward	Works / delivery date
Admiralty Place Play Park	13	Refurbish railings Mar 22
Brighton Park	17	New fencing Mar 22
Cairntows Park	17	New fencing Mar 22
Cairntows Park	17	Refurbish railings Mar 22
Cammo Estate	1	Path network 22/23
Craigmillar Castle Park	17	Path network 22/23
Craigmillar Castle Park	17	Path network 22/23
Water of Leith - Dells	8	Pipeline bridge Katesmill 22/23
Water of Leith - Dells	8	Rustic bridge Redhall Weir 22/23
Dumbeg Park	2	New surface and fencing Mar 22
Easter Craiglockhart Hill Local Nature Reserve	9	Landslip remediation 22/23
Ferry Glen	1	New bridge to progress after AIP reached Mar-22
Ferry Glen	1	Landslip remediation 22/23
Figgate Park	17	Refurbish kick pitch 22/23
Gorgie Dalry Community Park	7	Creation of active travel route through park. Paused until master project agreed with Active Travel 22/23
Hailes Quarry Park	7	Resurface footpaths Mar 22
Heriot Hill Terrace	12	Refurbish boundary wall Mar 22
Inch Park	15	Consultancy for levelling up bid Mar 22
Inverleith Park	5	Report received on drainage options Dec 21, SUDS proposal to be considered 22/23
Keddie Gardens	12	Refurbish boundary wall Mar 22
Keddie Gardens	12	Refurbish railings Mar 22
Little France Park	17	Path network 22/23

Little France Park	17	Path network 22/23
Newcraighall Park	17	New fencing Mar 22
Pentland Hills Regional Park - Harlaw, Bonaly Threipmuir	2	New toilets 22/23
Pentland Hills Regional Park - Harlaw, Bonaly Threipmuir, (Flotterstone)	2	Car parking and road 22/23
Redbraes Park	12	Refurbish railings Mar-22
River Almond	1	New railings 22/23
Sighthill Park	7	Resurface car park area Mar 22
Taylor Gardens	13	Refurbish railings Mar 22
Victoria Park	4	Refurbish monument 22/23

Museums and Galleries Edinburgh Volunteers Win the Marsh Award for Scotland

A group of Museums and Galleries Edinburgh volunteers won the prestigious Marsh volunteering Award for Scotland at a ceremony at the British Museum on 1 November 2021.

The British Museum and the Marsh Charitable Trust have been working in partnership for the 13th year of the 'Volunteers for Museum Learning' award, which recognises the hugely important contribution that volunteers make to help museums engage with their visitors.

The award was given to members of the Edinburgh Living History group who put on costumed performances at Lauriston Castle and other museum venues. During the pandemic they have gone above and beyond, learning to use digital technology to meet online and produce digital events in place of their usual performances.



Members of Edinburgh Living History being presented with their award at the British Museum

Empire, Migration and Life in Britain

Museums and Galleries Edinburgh are one of the partners working on an exciting new community led project on the subject of Empire, Migration and Life in Britain. The Edinburgh Caribbean Association will work with the Museum of Childhood collections to explore the themes through inter-generational conversations and creative activities. This project provides an important opportunity to progress one of the objectives in our anti-racist action plan; to re-evaluate collections and interpretation to ensure Black and minority ethnic histories are represented and that inherited, colonial language, values and narratives are recognised and challenged. The project is being led by National Museums Scotland and you can find out more here: [Exchange: Community-led Collections Research \(nms.ac.uk\)](https://www.nms.ac.uk/exchange-community-led-collections-research).

The £250,000 project has been funded by the Arts and Humanities Research Council ([Home - Arts and Humanities Research Council \(ukri.org\)](https://www.ukri.org)) and the funds will be distributed to galleries, libraries, archives and museums across the UK.

Think local, act global: Engaging Communities with the Climate Emergency at the Museum of Edinburgh

Museums and Galleries Edinburgh recently received funding to run a project based at the Museum of Edinburgh that will highlight and engage people with the climate emergency.

Think local, act global is focused on bringing new life to the Museum of Edinburgh's historic courtyard and will aim to improve the biodiversity and carbon capture potential of the soil in the space. We will also work with school groups to create an exhibition focused on climate change which will include objects from the museums' collections and artworks created by school children from across Edinburgh. Activities will begin in the new year, and more information about the project can be found [here](#).

The project is funded by Museums Galleries Scotland's Climate Beacons Ideas Fund.



Museum of Edinburgh Courtyard

City Art Stars Schools Programme Overview 2021

This programme is run by Museums and Galleries School Engagement Officer and is a three-year privately funded post to target schools and agencies working with young people in the poorest areas of Edinburgh. Whilst there have been restrictions in place, we have developed an interactive, digital, art programme for primary schools. The City Art Stars programme is primarily focused on and inspired by paintings from the City Art Centre as well as some of our Edinburgh museum collections such as the Museum of Childhood. Every month the School Engagement Officer runs a school competition to foster pride and achievement. More information about the programme can be found in this blog - <https://cityartcentreschoolsprogramme.wordpress.com/>, and an overview of the programme from July to December 2021 is attached as in Appendix 2.

Museums and Galleries Online Events

Over the last few months, staff have continued to engage with the public digitally through Teams events and streams, and live events over social media. This has involved lectures, talks and tours as well as creative workshops and family events. Focus has also been given to digital British Sign Language (BSL) interpreted tours and digital Visually impaired tours, which have been attracting big audiences. Programmes of events associated with Tapestry: Changing Concepts, Reflections: The Light and Life of John Henry Lorimer and Incoming: New Acquisitions exhibitions are ongoing – more details can be found [here](#), including how to book onto the events.

Work has also continued digitally with volunteers and our long-standing volunteer group, hot off the heels of their high-profile win at the Marsh Volunteer Awards for Learning, made a special Christmas film, filmed at Lauriston Castle with permission – it can be viewed here: <https://www.facebook.com/lauristoncastleedinburgh/videos/1087638095324985>.

Royston Wardieburn Community Centre News

Thursday Get Together

Thursdays at Royston Wardieburn Community Centre have a bubbling brothy buzz about them now, with our Thursday Get Together. A small group of folk have come in to help '*the Prepare and Share food group*' to make big pots of tasty soup for lunch. Orange, green and yellow pumpkins filled the pot one week, followed by a hearty leek and tattie soup the next one. Local people have come in to meet others, give a hand, read the papers, have a knit and natter and a wee game of draughts. We've also got a Pop Up Pantry where folk can pay £1 to join, then choose some food to take home. The feedback has been very positive with people making new friends, trying something new and getting involved in the other activities, e.g. 'Get Crafting', Local History and Gentle Exercise.



Feedback from the group:

"I look forward to coming here...it gets me out the house...you can form friendships. I'm not happy when I can't come...you can do stuff together...learn something new...pass the time...can't believe it when it's time to go home....feel much better coming here."

Mural in Courtyard

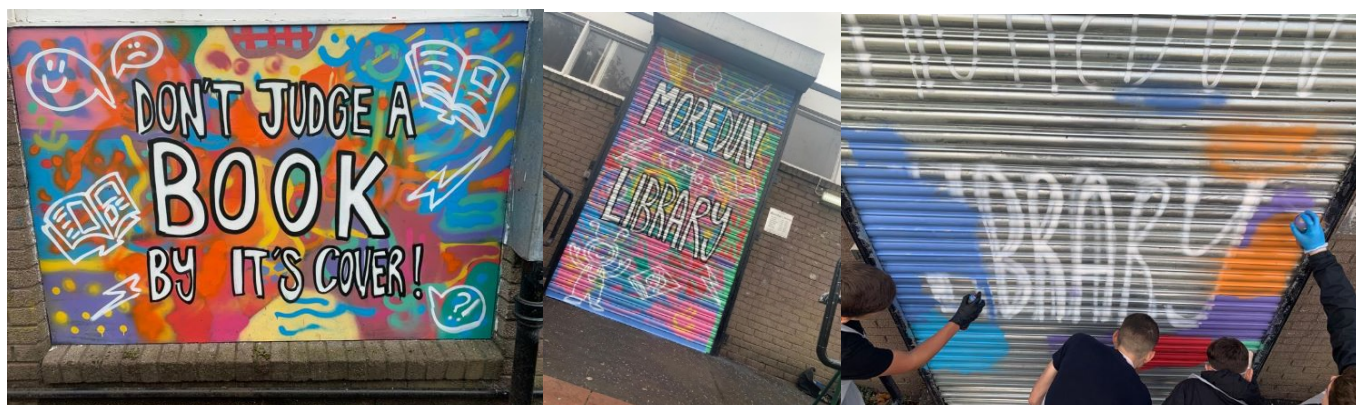
An end of year highlight to brighten up the centre even more is our new mural which is our second 'Festival Favour' this year! Edinburgh International Festival kindly paid for an artist to consult with some adults and young people about what they would like the mural to include. Ellie was given a bucket full of ideas and images which she transferred onto the wall in the courtyard. This area has now been transformed into a bright and cheery space to sit and enjoy the plants, the new artwork and each other's company.



Moredun Library Makeover

Moredun Library has had a bright and cheerful makeover, in collaboration with Out and About Edinburgh (Part of the Edinburgh and Lothians Greenspace Trust) and Goodtrees Neighbourhood Centre.

A group of young people from Goodtrees Neighbourhood Centre and the Out and About team were keen to help brighten up public spaces in Moredun, by creating pieces of artwork in the community. A professional mural artist from Spectrum Arts was invited to work with the young people and together the group came up with a design for the front of Moredun Library. The brief was to give the front of the building an eye-catching identity to show passers-by what the library is all about. What was previously a drab and dull shutter, is now a brilliant work of art created by local young people. The colourful backdrops are decorated with symbols representing some of the important things they associate with the library, including books, speech bubbles, thought bubbles, lightning bolts and even an appearance from Bookbug and other characters.



Royal Society Young People's Book Award 2021

Every year the Royal Society asks schools across the UK to take part in its book award competition. Young people are asked to review and judge six Science-themed books (which are donated to schools by the Royal Society) and decide which one they like best. Several Lifelong Learning Development Leaders – Schools are running the award in their schools this year with a mix of different approaches to engaging young people in the award. Examples include:

St Thomas': Working with classes in S1-3, shadowing these books through interactive sessions and quizzes to bring the books alive.

Boroughmuir and Tynecastle: Working with their Science departments to deliver lessons to review the books and decide as a class which book they liked best. Both schools will be using the reviews to make a video presentation for their school and the Royal Society.

Castlebrae, Forrester and Royal High: Working with targeted groups such as the S1 supported English, BGE book group and Science Club to review them.

Book Week Scotland – 15-21 November 2021 (£750 funding received from Scottish Book Trust)



A number of events took place around our libraries for Book Week Scotland:

Currie and Balerno: could not host but were involved in Pentland Book Festival activities.

Central Library – Book Café Online: Scottish novelist, Jane Alexander read from her recently published short story collection, *The Flicker Against the Light*, for our Book Week Scotland BookCafé November session.

Westerhailes Library: Outreach visits to primary schools and/ or class visits to library for P1 family packs, P2&3 RWC bag gifting, Youth Group zine-making, Book Café.

Queensferry Library: First session of our Poetry Discussion Group took place where attendees were encouraged to talk about their favourite Scottish poet/poem, Scottish Bookbug, Scottish Book Nook.

Main Event at Central Library: An hour session was held with input from Bob Cant (who joined by film and talked about his background as a Scottish gay man, his life as a gay writer, trade unionist and activist and his experience organising his book), a reading by Ely Percy of *From a City Balcony* by Edwin Morgan, and a panel hosted by Sigrid and Bob from *Lavender menace* and guest Ann Marriott, Jamie Valentine, Rowan Rush-Morgan.

Portobello Library: Poet, performer and theatre maker Ellen Renton read a selection of poems and spoke about her work on a pre-recorded video that was posted on Portobello library's Facebook page and shared on @Portylibrary Twitter on Thursday 18 November.

Westerhailes High School Library: The library hosted eight class visits for Book Week Scotland providing empathy story cafes, a presentation on the importance of personal reading, and the opportunity for pupils to choose new books to borrow. Some virtual author events were also shown in English classes. BWS coincided with the delivery of lots of new library stock, so there was lots of new material to advertise.

Stockbridge Library: Three Scots language bookbug sessions, two bookgroups (the Audio Book Group's first meeting in person in the library and the restart of evening book group in person), class visits from Stockbridge Primary Schools (nursery and P1/2 classes) took place during the week.

Balgreen Library: The library welcomed children from P1-7 from Balgreen Primary School and these visits will continue into December, the Bookbug session had lots of stories and songs and the library welcomed two groups from Balgreen Nursery as we celebrated Madeline Pinkerton's first Book "A Dragon's Tale".

Oxgangs, Sighthill and Ratho: The library teams were out and about on many days during the week, promoting and celebrating our libraries and Book Week Scotland or BWS with P1/2 in our communities' Primary schools. This time of year has always been traditionally good for linking up with the children and their teachers in their setting. We're happy to be able to resume this again after missing out last year. Through Scottish Book Trust during BWS, each P1 child receives their own Bookbug gift bag with three excellent books and other goodies, and the P2 children (who we saw some of in the mixed P1/2 classes) receive their own Read, Write, Count bags filled with books and other goodies. We had some challenges though, risk assessments were created and swapped, and we library staff had to remind ourselves how to carry out this activity since our last similar outing in Nov 2019, all while being as Covid safe as possible. For each visit, 30 mins per class was allotted so we could sit down, have a chat and share a Storytime. Classes were happy to have us read one of the book titles from their gift bag, or if they'd read those with teacher already, we offered a surprise story.

Moredun Library: During Book Week Scotland we published daily content on social media, which included a storytelling session every day from a different member of staff, as well as quizzes and content to engage readers. During this week we also were lucky enough to have our library frontage makeover completed, in collaboration with Out and About (Edinburgh Lothians Greenspace Trust) and Goodtrees Neighbourhood Centre and Spectrum Arts. Our shutter and frontage space was transformed into a colourful work of art created by local young people, proudly displaying some of the things about the library that are important to the community.

South Queensferry and Kirkliston: This year South Queensferry and Kirkliston Libraries launched a social media campaign for Book Week Scotland to engage with Scottish authors and publishers and to widely promote Scottish literature both new and older classics. We wanted to engage with the reading community, broaden our reach, and to promote the breadth and range of amazing home-grown talent and encourage an increase in book loans from the two libraries. Both libraries also had eye catching book promotional displays and the book group read a book set in Edinburgh and by a Scottish author – All the hidden truths by Claire Askew which they then discussed in person at South Queensferry Library on 24 November. It has been voted as their favourite book group read from this year. We posed the question via Twitter using @SQLibrary01 and @KirklistonL "What is your favourite Scottish author or book?". We were amazed and delighted at the response and engagement with authors, publishers and the Scottish Book Trust which has also resulted in an increase in the numbers of followers on our Twitter accounts. We have also noticed an increase in reservations for the recommended books, and it's been particularly satisfying to raise the profile and awareness of lesser known Scottish authors. We have now created a display of these books, which will hopefully attract even more interest.

We also used the week to engage with the local community in person and hosted a storytelling session using books in the Scots language which had seven adults and six children. This was a lively and fun session and much enjoyed by those who came along.

On Monday 15 November, South Queensferry Library ran its first ever Poetry Discussion Group. The group looks at helping people engage and interpret poetry as part of a community. We saw a lot of interest from the public and those who joined in were incredibly enthusiastic about poetry and had different experiences of poetry. The group shared their favourite Scottish poets and poems

ranging from poets such as Edwin Morgan, Ian Hamilton Findlay, Liz Lochhead, Michael Pendersen and even a poem written by someone's relative! The group also discussed what poetry is and what they want to read as part of the group. The group will first be looking at the Scottish Makars, discussing Liz Lochhead first.



Central Children's: What better way to celebrate Book Week Scotland than with a visit to Central Children's Library! Primary 2 and Primary 5 classes from Royal Mile Primary School celebrated BWS by visiting the library and choosing their favourite books. The Children's Library Librarian welcomed everyone, read a story and helped everyone when choosing books. Primary 2 enjoyed joining in with a silly rhyme and action song, and Primary 5 enjoyed finding their favourite non-fiction books. Lots of children got their first library cards and for some this was their first visit to the library! Everyone is excited about coming back to the library to enjoy more stories and borrow more books. The Library could not fit all the classes during the BWS week, so we are extending the programme of visits until December and beyond.

Tynecastle School: With funding provided by the Libraries Physical Stock Initiative, students at Tynecastle High were empowered to practice their decision-making skills by choosing lots of new library books. Students scanned QR codes displayed throughout the school and took part in a Book Buy Bonanza. Their selection of books showed they welcome inclusivity, equality, and diversity within their reading collections.



How to be a responsible activist – School Libraries COP26 Project

As part of a successful funding bid to Museums Galleries Scotland, eight secondary school libraries (Boroughmuir, Firhill, Forrester, Holyrood RC, Leith Academy, Liberton and Wester Hailes), delivered a project to support young people on how to be a good activist as part of events running during the COP26 conference in Glasgow. The project involved working with Young Friends of the Earth Scotland to create a video with young people across Edinburgh schools. They asked for advice on how to be a responsible activist and their questions were answered in the video. Workshops were then run by the Lifelong Learning Development Leader – Schools, where pupils watched the video and created their own protest banners based on the issues that mattered to them. The finished banners were photographed and used as part of a Twitter takeover (@TalesOfOneCity - Edinburgh City Libraries) using the hashtag #CultureCOP26 to show what our young people had created. The banners will be displayed in schools and photos submitted to the Edinburgh Collected to be archived for future reference. [How to be a responsible activist - Q&A with Young Friends of the Earth Scotland for COP26](#)

Holyrood RC High School – experience of the project

Pupils from the Sustainability/Global Citizenship Group in Holy Rood RC High School were keen to learn more about the best ways to make their voices heard. Pupils really enjoyed the challenge of getting across such complex and important ideas and focused on global warming and climate change. This could be the beginning of some real world-changing initiatives from these Edinburgh pupils!



Ratho Library

Ratho library is still operating from our Mobile library, with ongoing support from Access library department's fleet, at Hillview Cottages in Ratho village. We're providing a fortnightly Wednesday afternoon Book and a Blether from Ratho Community Centre with Knit and a natter to follow hot on its heels in early December.

We popped in to visit the Ratho primary school P1 classes during Book Week Scotland on Monday 15 November. We read our library story time book 'Arlo, the lion who couldn't sleep' by Catherine Rayner to all 22 children.

During October, Ratho library provided services to:

- 222 unique member visits to browse and borrow visits to loan library items;
- five service users were supplied individual hearing aid batteries packs;
- seven NEC (inc. Young Scot) individual applications were handled for One Edinburgh;
- seven persons collected food recycling bags; and
- 15 visitors picked up COVID self-test lateral flow kits.

Muirhouse Library and Granton Campus

While waiting on the construction of the new MacMillan Square Hub, which will house the new library, a new nursey and linked building with North Edinburgh Arts, the Muirhouse library team in partnership with Edinburgh College, have created a new library space within the Granton college campus. Delivering a full lending service, Young Scot and NEC bus pass applications and renewals, Free Hearing Aid Batteries.



Due to change of space, we have had to think differently about how we provide our engagement activities and services. Thanks to West Pilton Neighbourhood Centre providing us with regular use of their space, we can run our Bookbug sessions within throwing distance of the old site. We are also currently running Chatterbooks, a reading/activities group for 7-10-year olds, within St David's Primary School, with plans to deliver in other primary schools in the new year.

We have been working with the Waterfront Nursery to provide regular visits to the library space and providing weekly storytime sessions within the library. The nursey management team have been keen for all their children to visit once a week and borrow book that they can take home to read with parents/carers. As art of Book Week Scotland, we provided them with a professional Scots storyteller for their preschool children.

Over the next two years we plan to be visible within the community, providing as high a level of services as we possibly can, with the hope that when the new library opens it will almost be like we were never closed.

Duke of Edinburgh's Award – Pandemic Recovery

In the months following the lifting of the last lockdown, the Duke of Edinburgh's Award (DofE) in the city has seen a dramatic rise in the number of young people starting a level of the Award. In the first seven months of this reporting period, the figures show significant progress in supporting young people to engage with the Award; there has also been an increase in the number of young people from disadvantaged backgrounds starting the DofE programme. This remains a strategic priority and many projects are underway or will start shortly. With many groups in each locality still to enrol participants this year, the Council is on course to get DofE activity back to the levels we were reaching before.



Trinity Academy Gold Expedition participants, summer 2021

Scottish Cycle Repair Scheme

The Sport and Outdoor Learning Unit (SOLU) is delighted to announce it has received renewed funding from Cycling UK (Scottish Cycle Repair Scheme) via the Council's Bangholm Outdoor Centre team. This will allow SOLU and partners to service bikes up to a maximum of £50 per cycle (standard bikes). Staff/partners can do any repairs that are necessary to make the cycle safe and roadworthy, including repairing or replacing tyres, tubes, wheels, fixing brakes or gears. SOLU will continue to work with locality colleagues and partner organisations to make sure these repairs are offered to those most in need. This will allow more families to use bikes and to explore Edinburgh and beyond! <https://www.cyclinguk.org/ScotCycleRepair>.

Incremental Restart of School Residential Visits

The Council has devised an incremental restart to school residential visits. This includes the Autumn reopening of the City's Benmore and Lagganlia Outdoor Centres; operated by the Sport and Outdoor Learning Unit (SOLU). SOLU, particularly the staff at Benmore and Lagganlia, have developed significant resources/support in partnership with the Schools Team and Health Protection Lothian. These include a checklist; process for monitoring Covid contexts prior to departure and post residential; online information evenings; risk assessment templates and scenario planning toolkit. Graeme Adams (Operations Manager – Benmore) and Nick March (Operations Manager – Lagganlia) have led this work and continue to support schools with great skill and enthusiasm. This has built confidence linked to the pandemic and maximised attendance.

The Council owning its centres is as important as ever; allowing Council officers to directly support and manage safe and effective school residential visits via inspirational settings through a highly skilled and enthusiastic workforce.

Council officers have been invited to co-lead on the development of resources to support Local Authorities across Scotland. A significant part of this will be based on Edinburgh's proactive work and learning over the last six months. The next stage of the Council's incremental reopening of school residential visits is being reviewed shortly.

SOLU wishes to express its thanks to schools who continue to undertake excellent work in maximising attendance and outcomes. Well done to all.

Multiskillz – Physical Literacy Pilot Project

The Sports Development Officers within the Sport and Outdoor Learning Unit have launched a class teacher support programme to address the issue of low physical literacy and motor skill levels within primary pupils.

The decline of motor skill levels amongst children is being recognised across the UK. Covid-19 has magnified this situation with the impact being linked to social, emotional and physical development. Working in partnership with Belgian based coach development team - Coach2Competence (C2C) – the pilot project will provide class teachers with;

- The C2C “Multi-Skillz TotZ” online resource as the framework for curriculum PE content.
- A Multi-Skillz equipment package which supports the resource delivery.
- Practical delivery guidance and direct Sports Development Officer support for teaching staff.

The key objectives are set to improve the quality of resource available for teaching staff, and to positively impact physical literacy levels within pupils. The pilot will target Primary 2 pupils within nine schools and will run from October 2021 – June 2022.

Outdoor Learning Support for Schools

The Monday after the October school holidays was an in-service day for schools and as usual members of the Sport and Outdoor Learning Unit (SOLU) were busy supporting school staff training. Andrew Bagnall was at East Craigs Primary in the morning for a hybrid training session; an online introduction and plenary either side of outdoor workshops delivered in the grounds. Staff split into four groups and rotated around Andrew's sessions and three workshops showcasing the excellent outdoor learning already established at East Craigs. In the afternoon Andrew Bradshaw and Andrew Bagnall co-delivered an online visioning workshop for staff at Buckstone Primary, trialling a new framework for discussion. Feedback from both sessions was very positive and the discussion framework has now been adapted as a resource for all schools.



One of the enclosed outdoor courtyards at East Craigs that has been turned into a jungle-like outdoor classroom for P2s.

Valley Park Community Centre: Pre-Fireskills Course Youth Engagement

Following a meeting which discussed a spike in anti-social behaviour, such as fire-setting and stones being thrown at buses, in the South Edinburgh area, a programme of regular detached street work was initiated by Lifelong Learning and the Scottish Fire and Rescue Service, targeting hot spot areas. The aim of this was to firstly engage with any young people potentially involved, and secondly to use this as a referral pathway for a Fireskills Employability Programme. This programme takes the form of a five-day course, operating from a local fire station, which teaches transferable life skills with the aims of building confidence, encouraging ambition and to divert young people from poor choice making. The course was originally planned for September 2021 but had to be put on hold due to Covid 19 restrictions. Rather than waiting until things changed and losing the momentum and trust that had been built with the young people an alternative venue was

sought and we were very fortunate to be able to book the Valley Park Community centre for seven Wednesday evenings from the 27 October until the 8 December, with a view to extending if things went well.

After the first five evenings discussions have been held on fire-setting, bonfire/firework safety, consequences of anti-social behaviour and general youth related topics. We have also had practical sessions to develop team working skills, through learning how the fire service work in darkness searching for casualty simulations - in teams of two. Over the next few weeks we will deliver basic life support skills, including how to give an unconscious casualty CPR and how to put someone in the recovery position. This is combined with fun social time and some food -always an important element of any youth programme.

There has been a really positive response from the young people and numbers are growing at 25 plus per session - so we are optimistic about the future for the Fire Station based course and building on existing relationships with the young people and their families.



Culture and Communities Committee



Convener

Councillor Donald Wilson



Vice-Convener

Councillor Amy McNeese-Mechan

Members

Councillor Wilson (*Convener*)
Councillor McNeese-Mechan (*Vice-Convener*)
Councillor Booth
Councillor Brown
Councillor Doggart
Councillor Doran
Councillor Key
Councillor Mitchell
Councillor Osler
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Committee Services
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Department for Levelling Up, Housing & Communities

Rt Hon Michael Gove MP
*Secretary of State for Levelling Up, Housing
and Communities*
Minister for Intergovernmental Relations

***Department for Levelling Up, Housing and
Communities***

4th Floor, Fry Building
2 Marsham Street
London SW1P 4DF

To: All local authorities in the United Kingdom

6 January 2022

HER MAJESTY THE QUEEN'S PLATINUM JUBILEE

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee. To mark The Queen's historic 70-year reign, 2022 will see Platinum Jubilee celebrations throughout the UK and the Commonwealth as part of a year-long programme of events.

We want celebrations to be even bigger and better than previous national celebrations and for as many people as possible across the nation to participate, at any point from January to December 2022. You'll be aware that an announcement was made to extend the bank holiday weekend from Thursday 2 to Sunday 5 June 2022 to provide opportunities for communities throughout the UK to come together to celebrate this historic milestone.

We know that you and partnering organisations you work with understand your communities best and will support them to participate in celebrations. We also know you will want to make sure that this momentous occasion is marked fittingly, and many of you have already started planning exciting programmes of events for your local areas. To support your preparations, we wanted to highlight some of the opportunities for councils and your communities to engage with the Platinum Jubilee which are listed below:


- **Street Parties and 'The Big Jubilee Lunch'**
 - Street parties should be encouraged, and you can play an important role in supporting residents who want to organise parties for their neighbours. For example, relaxing road closure rules to enable street parties to take place as easily as possible will be important. Updated street parties' guidance on how to organise a street party can be found [here](#).
- **The Big Jubilee Lunch – 2 to 5 June 2022**
 - The Big Jubilee Lunch encourages communities to come together, celebrate their connections and get to know each other a little bit better and will bring the Jubilee celebrations into the heart of every community. More details can be found [here](#).
- **Beacon Lighting**
 - In keeping with the long tradition of celebrating Royal Jubilees, Weddings and Coronations, councils are encouraged to light beacons across the UK in the evening of 2 June 2022. Should you wish to take part, more information can be found in the specific Beacons website which can be found [here](#).
- **Platinum Jubilee Events/projects organised by Local Authority-owned civic amenities**
 - Libraries, museums, leisure centres, heritage sites etc are welcome to host their own individual events and projects to mark the Platinum Jubilee. For example, this could include exhibitions, concerts or special talks.

- **National Lottery Funding**
 - More than £22 million of National Lottery funding is being made available to help communities across the country come together to celebrate the Platinum Jubilee. More information on the different funds available can be found [here](#).
- **The Platinum Jubilee Emblem**
 - The official Platinum Jubilee Emblem is available for use for all activities associated with the Platinum Jubilee celebrations, including community and national events. It is free to download [from the Royal website](#), where detailed usage guidance can also be found.
- **The Queen's Green Canopy**
 - Everyone from individuals to community groups, villages, cities, counties, schools and corporations are encouraged to plant a tree for the Jubilee. The initiative runs from October 2021, when the tree planting season began, through to the end of the Jubilee year in 2022. More details can be found [here](#).
- **City Status Competition**
 - The Civic Honours competition launched on 8 June. These rare awards will grant winning towns and cities 'city status' and 'Lord Mayor or Provost status'. More details can be found [here](#).
- **Council led events**
 - Councils are welcome to organise and facilitate large scale Platinum Jubilee events and celebrations of their own choosing within their towns and cities, which could include their own civic occasion, for example, "The Mayor's Jubilee Party".
- **Local pageants**
 - Further guidance on how to host a local pageant will be available early in 2022.
- **Broadcast the TV feed.**
 - The use of local large screens in public places to show TV coverage of the Jubilee, which could include The Platinum Party at the Palace. These screenings could be complemented or enhanced by being a part of a wider event.

The Department for Digital, Culture, Media and Sport (DCMS) have launched a Platinum Jubilee website which includes useful related resources. The website includes an interactive map, for people and organisations to contribute to and others to search for information on activities taking place near to them. Please explore the website and submit events and activities to be included on the map, which can be found [here](#).

We look forward to seeing the exciting and creative ways in which you and your communities choose to mark the Queen's Platinum Jubilee.

With every good wish,



Rt Hon Michael Gove MP
Secretary of State for Levelling Up, Housing and Communities
and Minister for Intergovernmental Relations

City Art Stars

Interactive art programme for primary schools
hosted by Museums and Galleries Edinburgh



**City Art
Centre**

• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL

City Art Stars 2021 overview

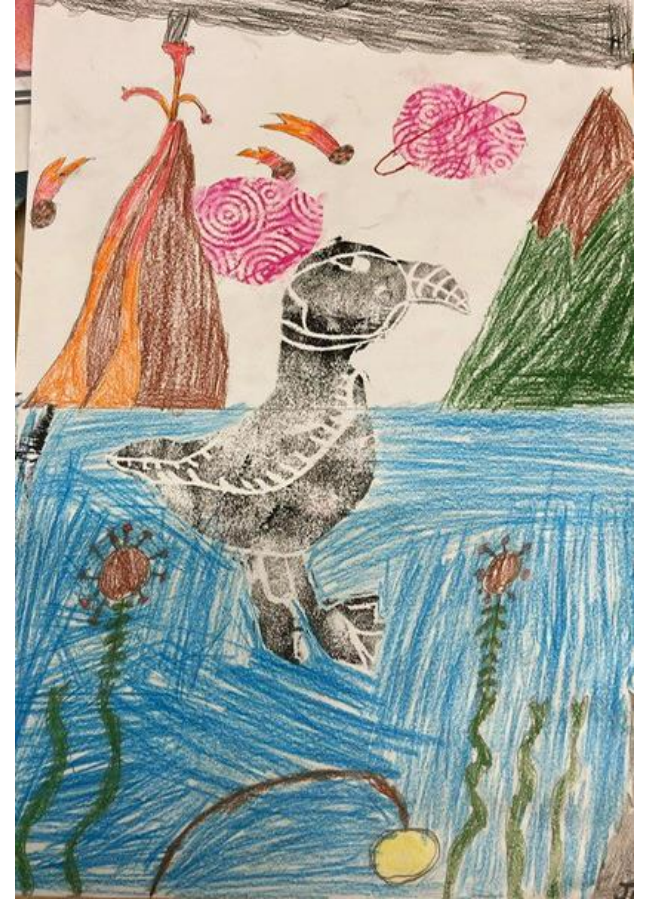
- **730 children** took part in art workshops with us in 2021
- **Ten primary schools** have taken part in sessions
- Links have been established with **30 primary teachers** in Edinburgh

Page 66

'The kids absolutely loved the sessions. At times the kids didn't think they were going to be able to create what they had seen, and then were shocked at how well they did.'

***It really allowed each child to see success.
Thank you.'***

P5 teacher, Forthview Primary School



Jacob, Pirniehall P7, Silver award winner

School	type	no. pupils free school meals.	% free school meals
Craigroyston Primary School	Primary	52	36.6 Y1
Canal View Primary School	Primary	73	35.8 Y2
Wester Hailes Education Centre	Secondary	110	33.7
Castlebrae Community High School	Secondary	58	32.2
Castleview Primary School	Primary	47	29.6 Y2
Forthview Primary School	Primary	65	27.2 Y1
Sighthill Primary School	Primary	32	26.4 Y1
Craigroyston Community High School	Secondary	141	25.9
Niddrie Mill Primary School	Primary	42	25.6 Y1
Broomhouse Primary School	Primary	33	24.3 Y2
Clovenstone Primary School	Primary	32	23.9 Y1
Granton Primary School	Primary	49	23.4 Y2
Figgreen Primary School	Primary	40	21.3 Y3
Craigentenny Primary School	Primary	30	21.1 Y3
Craigour Park Primary School	Primary	58	21.0 Y3
Macemount Primary School	Primary	53	18.9 Y3
Pirniahall Primary School	Primary	27	18.5 Y1

Page 67

Amazing Days Amazing Memories programme, March 2022:

- Castlebrae Community HS
- Wester Hailes Education Centre
- Craigroyston Community HS

Edinburgh-wide creative programme targeting S2 pupils

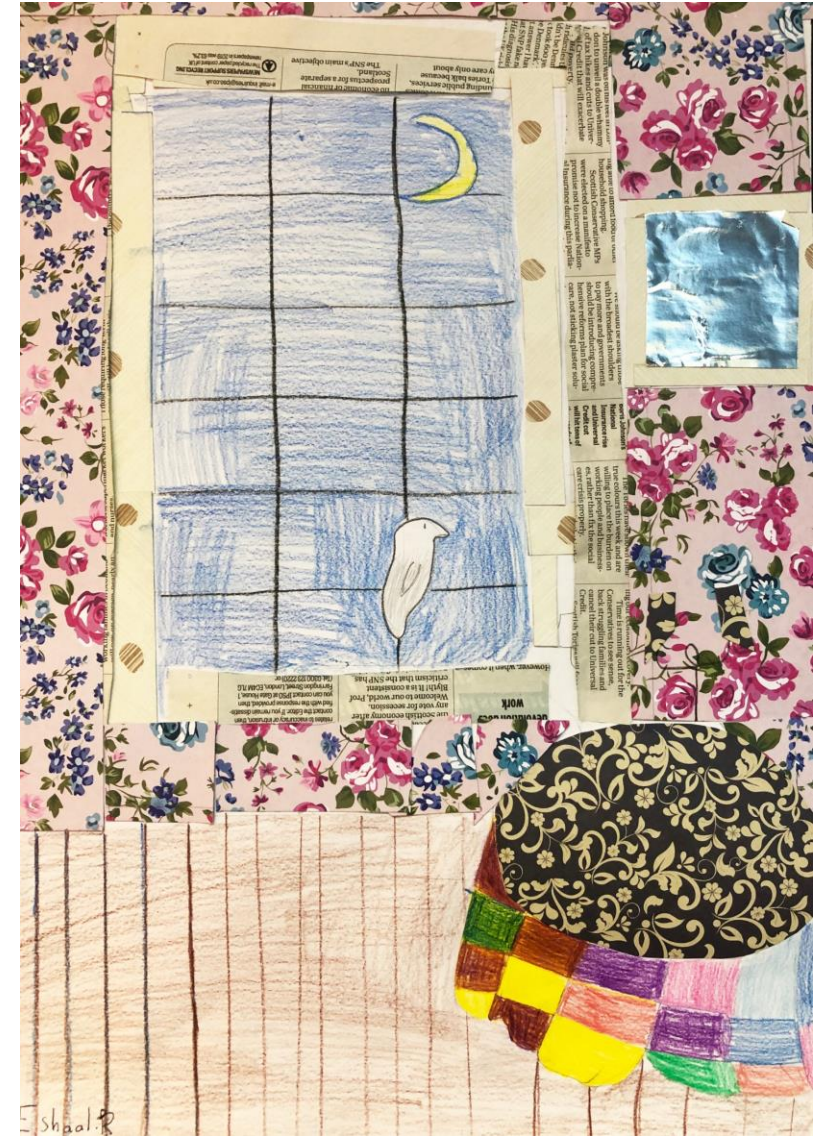
I have conducted digital workshops with pupils from:

- **Craigroyston PS**
- **Forthview PS**
- **Sighthill PS**
- **Niddrie Mill PS**
- **Clovenstone PS**
- **Pirniahall PS**
- **Craigentenny PS**

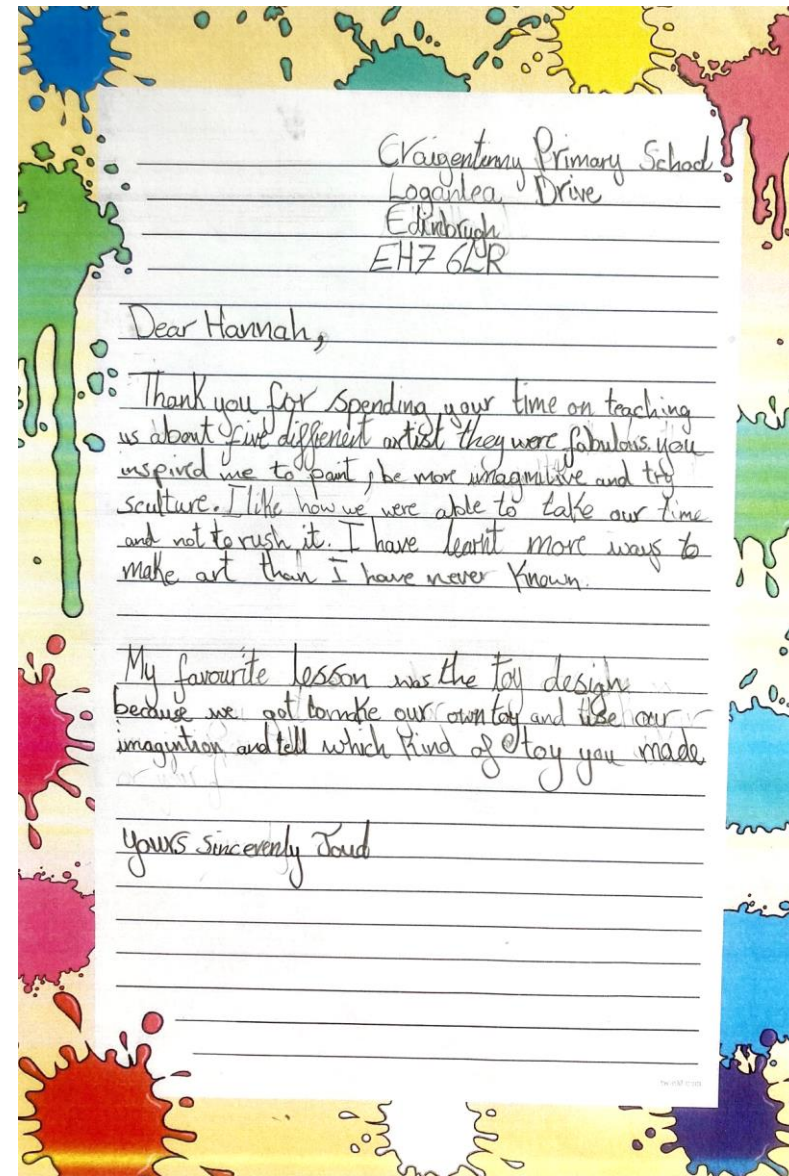
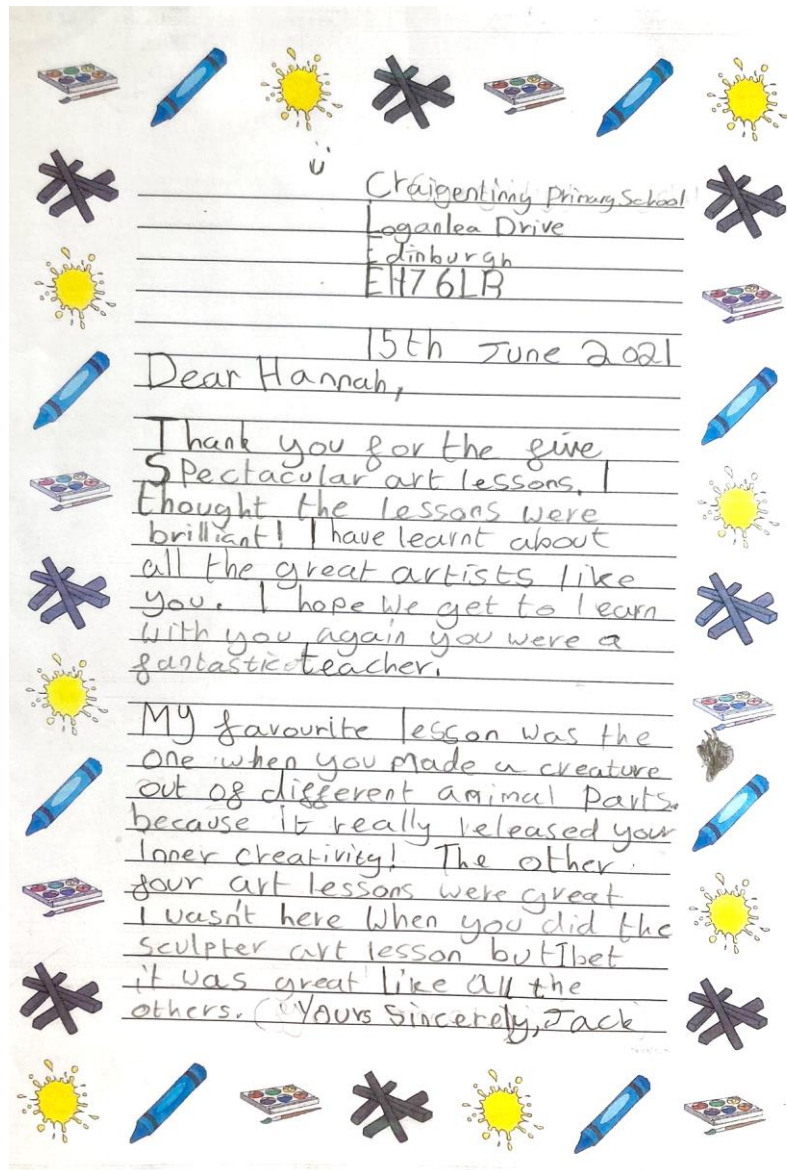
I have made connections with teachers at:

- **Craigour Park PS**
- **Canal View PS**
- **Granton PS**

- Most recent digital workshops have been with **Niddrie Mill, Clovenstone, Forthview, Pirniehall, Craigroyston** and **Sighthill** primary schools.
- Gallery visits with **Craigroyston** and **Sighthill** had to be post-poned till January (due to ongoing COVID restrictions) – these were replaced with a ‘Digital Art Day’ for each class – **material packs were posted out to support six priority schools.**
- **Dalry, Craigentenny, St. Marys RC and Royal Mile** primaries have also taken part in sessions in 2021.



Artwork by Eshaal, Craigroyston PS, P6 pupil



Letters from P6 pupils, Craigentenny Primary School

Craigentiny Primary School
Loganlea Drive
Edinburgh
EH7 6LR

Dear Hannah,

Thank you for giving us a variety of wonderful art lessons for all of us. The lessons were fantastic. I would like to work with these types of art to do it for myself and I have learnt how to do way more art.

My favourite lesson was designing our own toy. That you gave us so much faith that I done so good on my toy called the Grimemaster, that was my favourite lesson of the art we done.

Yours sincerely,
Bhys

Craigentiny Primary School
Loganlea Drive
Edinburgh
EH7 6LR

15th June 2021

Dear Hannah,

Thank you for teaching us art. We loved ~~you~~ teaching us about fantastic artists. I thought the lessons were great fun. I have learned how to do all the different types of art that we have done.

My favourite art lesson was abstract art because I have never tried it before and I loved it.

Yours Sincerely
Jessica

Letters from P6 pupils, Craigentiny Primary School

Fantastic Fish!

'it was cool that we were able to use the fancy paper'
(Corey, Niddrie Mill P5)

'I liked using different materials to make a collage'
(Pirniehall P4 pupil)

'I liked all the different papers' (Forthview P5 pupil)

'The pupils were absolutely amazed at using the craft paper on their fish. This was something they really enjoyed and commented a lot on.'

Rachel, Pirniehall P7 teacher

Material packs for priority schools



Declan, Pirniehall PS P4



Forthview PS, P5 pupil

Drawing Edinburgh

'I loved looking at the buildings because I've not seen some of them before' (Sighthill P4 pupil)

'I enjoyed using ink to paint' (Pirniehall P4 pupil)

'I loved using ink. I've never done that before'
Forthview P5 pupil)

It was great, I really liked getting to use the ink' (Niddrie Mill P5 pupil)



David, Gold award winner, Forthview PS



Charley, P5, Forthview PS



Niddrie Mill P4 pupils

Symmetry artworks

'I enjoyed creating the symmetry leaves because it was fun, and I liked seeing the end result.'
(Pirniehall P7 pupil)



P5 pupil, Forthview PS

'The resources provided were excellent and plentiful' Charelle, P4 teacher, Pirniehall

Page 73

'Thank you for working with us and coming up with such engaging lessons. **We are also very grateful for the materials. I look forward to using what we have left again'**

Rachel, P7 teacher, Pirniehall



Tamara, Bronze award winner, Niddrie Mill PS

Printmaking

'I liked when we got to use the prints and draw the planets' (Niddrie Mill P5 pupil)

'I enjoyed using the ink for printing' (Pirniehall P4 pupil)

'It was so satisfying using the ink and seeing the print work so well on the paper.' (Pirniehall P7 pupil)

'I liked using the chalk and seeing the rubbings work on the paper.' (Pirniehall P7 pupil)

'I like learning about and drawing animals' (Niddrie Mill P4)



Lilly, P4, Niddrie Mill PS

Lorimer Digital Art Days

Art workshops inspired by the exhibition *'Reflections: the light and life of John Henry Lorimer'*

'This cohort definitely lacks resilience and don't consider themselves artistic but they are all super proud of the art they have produced' –
P7 teacher, Clovenstone PS



Kyle, Craigroyston P6 pupil

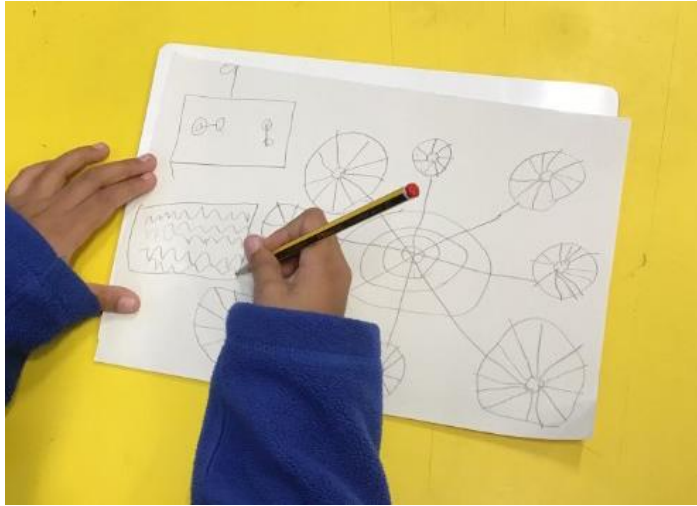
'The class were very focused and engaged. There was a lovely atmosphere in the classroom',
P7 teacher, Dalry PS

'I am proud of my work'

P7 pupil, Clovenstone PS



Window display, Clovenstone PS, P7 class



'Thanks so much for today! **They loved it.**
Thanks for all the time and effort tailoring it for us!
Myron, P2 teacher, St Marys RC



'It has helped me to be creative and know what I'm good at' (Niddrie Mill P4 pupil)

'It makes me like art even more' (Niddrie Mill P4 pupil)

'I loved how Hannah shared artists work to inspire us.'

(Pirniehall P7 pupil)



Sonny, Silver award winner, Pirniehall PS

Schools Blog

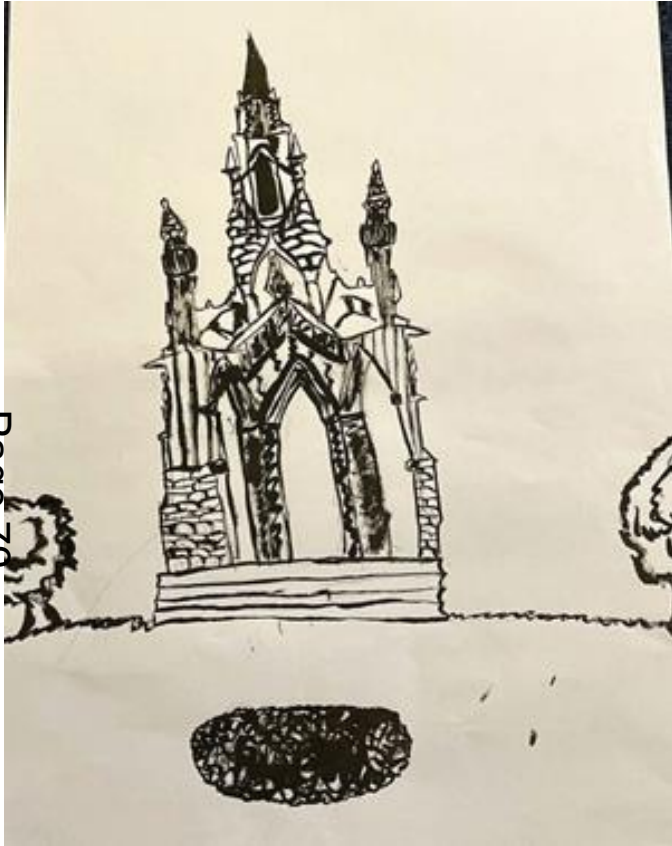
Pupil's artworks are showcased on my schools blog. Teachers send me images after every workshop:

[City Art Stars – City Art Stars – Schools programme for the City Art Centre \(wordpress.com\)](http://www.cityartcentre.com/schools-programme)



Monthly competition

Page 79



Susi, bronze award winner, Pirniehall PS



Keira, gold award winner, Pirniehall PS

Pirniehall teacher –

'Thank you so much for choosing her. She is such a deserving winner in so many ways and this will mean so much to her. She is such a quiet girl and has had a lot going on in her life, but she's went home smiling.'

The top 10 shortlisted artworks receive a 'top 10' certificate, the winning artworks received a gold, silver and bronze certificate as well as an art materials prize and a write-up on the 'stories' section of our website.

Teacher feedback

‘This was a fantastic opportunity for our children and Hannah has been excellent. Everything was so organised and clear to follow. **The children really looked forward to Friday mornings because of it, so thank you!**’ Kim, Niddrie Mill P4 teacher

The class enjoyed seeing you on the screen and being able to interact with you - the task was at the right level and **they all did participate, so this is a huge win! Not always the case!** Carolyn, Clovenstone P2 teacher

‘**They all loved it and can’t wait to do more!** Thanks so much to Hannah.’ Liza, Sighthill P4 teacher



Casper, P7 pupil, Craigroyston PS

'The sessions have been fantastic and we've all really enjoyed all of them! And the kids have had lovely work to take home/display in the school. Thank you so much!'

We look forward to visiting 😊'

Charelle, P4 teacher at Pirniehall Primary

'It was really great to have this opportunity with someone as organised and enthusiastic as Hannah, her ideas and creativity sparked great work from the children. Thank you!'

Jenny, P5 teacher at Niddrie Mill Primary School

Page 81

'They loved seeing artists work and discussing it'

'Learning about different artists and their styles was great for the children to learn about variety and how to use a range of resources'

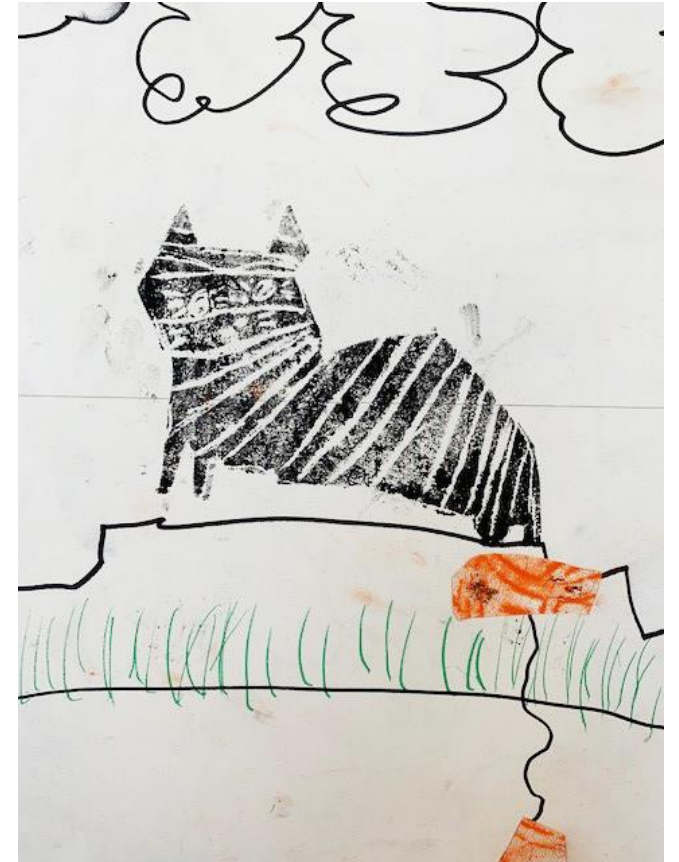
Rachel, P7 teacher, Pirniehall PS

'It isn't easy to deliver teaching over teams, but the children were fully engaged and enjoyed the sessions. We were so pleased to have some competition winners, thank you!'

Charelle P4 teacher, Pirniehall PS

Teacher survey responses

- **100%** of teachers agreed that participating in the *City Art Stars* programme had been beneficial for pupil and staff wellbeing.
- **100 %** of pupils either loved our sessions or enjoyed them.
- **100 %** of teachers would like to take their class to visit our venues when safe to do so.
- **100 %** of teachers felt that whilst restrictions on visits to venues have been in place, *City Art Stars* has provided an engaging alternative for enabling pupils to interact with gallery and museum artworks/objects.



Pupil, Niddrie Mill P4

Kids in Museums Takeover Day – June 2021

We invited pupils to 'takeover' our social media for the day to discuss their favourite objects and artworks from our collections. The aim was to give young people a platform to express their opinions.

 **Edinburgh Museums** @EdinCulture · 25 Jun

We are Primary 7 from @Clovenstone Primary School. We love this woody toy because it reminds us of happy memories. Toy Story talking Woody, Mattel, 1999, toy, Museum of Childhood #TakeoverDay #toys #childhood #ToyStory



Kids in Museums and 2 others

  3  14 

 **City Art Centre** ★ Favorites · June 25 at 3:16 PM

It's digital kids takeover day! We are P6 at @Craigentiny Primary School in #Edinburgh, and we choose this as our favourite #painting because we love #dogs and these dogs look realistic, really calm and cute! The clouds look so soft, and we like the view of the hill in the background. #Dogs #TakeoverDay #scottishart Kids in Museums The City of Edinburgh Council



Dear Lothian

4 week summer partnership programme working with the youth group People Know How, summer 2021



Feedback from parents/carers:

‘The project had been amazing for my daughter! I have seen her grow in confidence over the summer.’

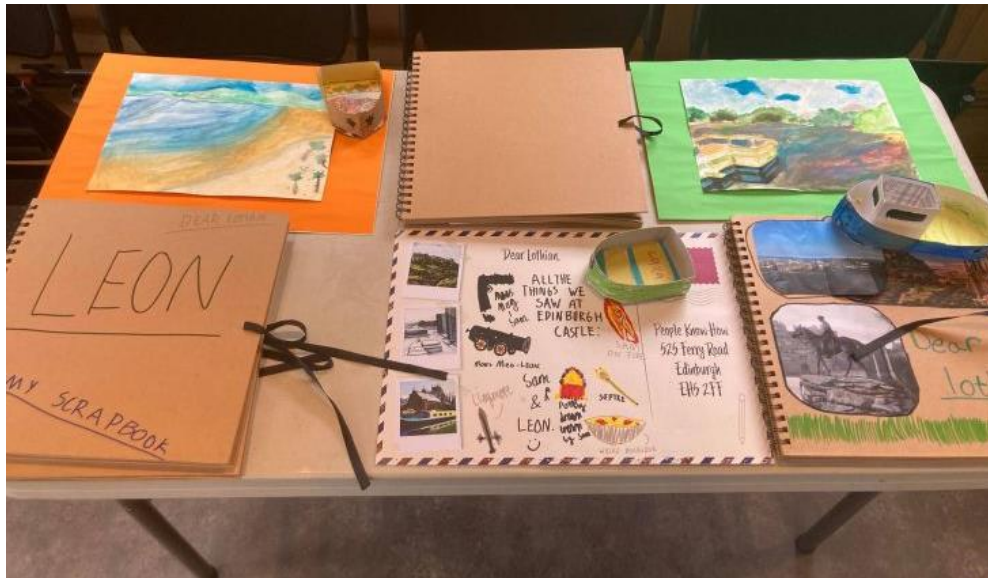
‘This has been fantastic for YP, he has loved every single minute of it!’

‘I am so thankful to you all who have made this happen, the impact on YP has been tremendous.’

‘YP has really enjoyed doing the sessions during the summer. It's been great; she has been able to catch-up with friends, learn new skills and also become more familiar with using public transport. **Would highly recommend this programme to other parents in the future who have children in need of a bit extra support.’**

‘He has loved it and is excited to show us the exhibition next week. Thank you for all your time and enthusiasm, we feel he was very lucky to take part.’

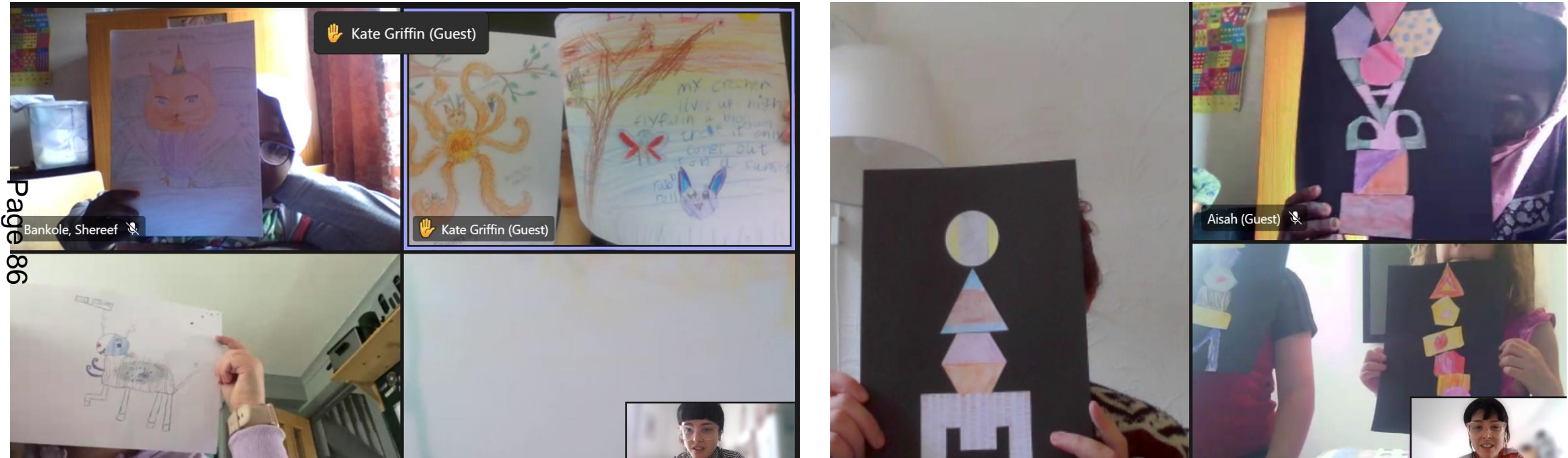
The young people's artworks were displayed in a canal boat as part of a public showcase open-day exhibition



The project will run again in summer 2022

WHALE ARTS

4-week summer programme conducted via Teams for young people situated near WHALE Arts centre in Wester Hailes



'Thanks so much for these fantastic sessions! I know everyone has really enjoyed them'

Kate Griffin, programme manager, WHALE Arts

October holidays

- ❖ North Edinburgh Arts
- ❖ Edinburgh Young Carers

During the school October break families from **North Edinburgh Arts** were invited to participate in a workshop day at the City Art Centre, they were given a tour of the exhibitions.





Children from **Edinburgh Young Carers** were also invited for their own workshop day.

Feedback from young people:

‘I loved it so much’

‘Thank you I had a good time here’

‘I really enjoyed it’

‘It was amazing’

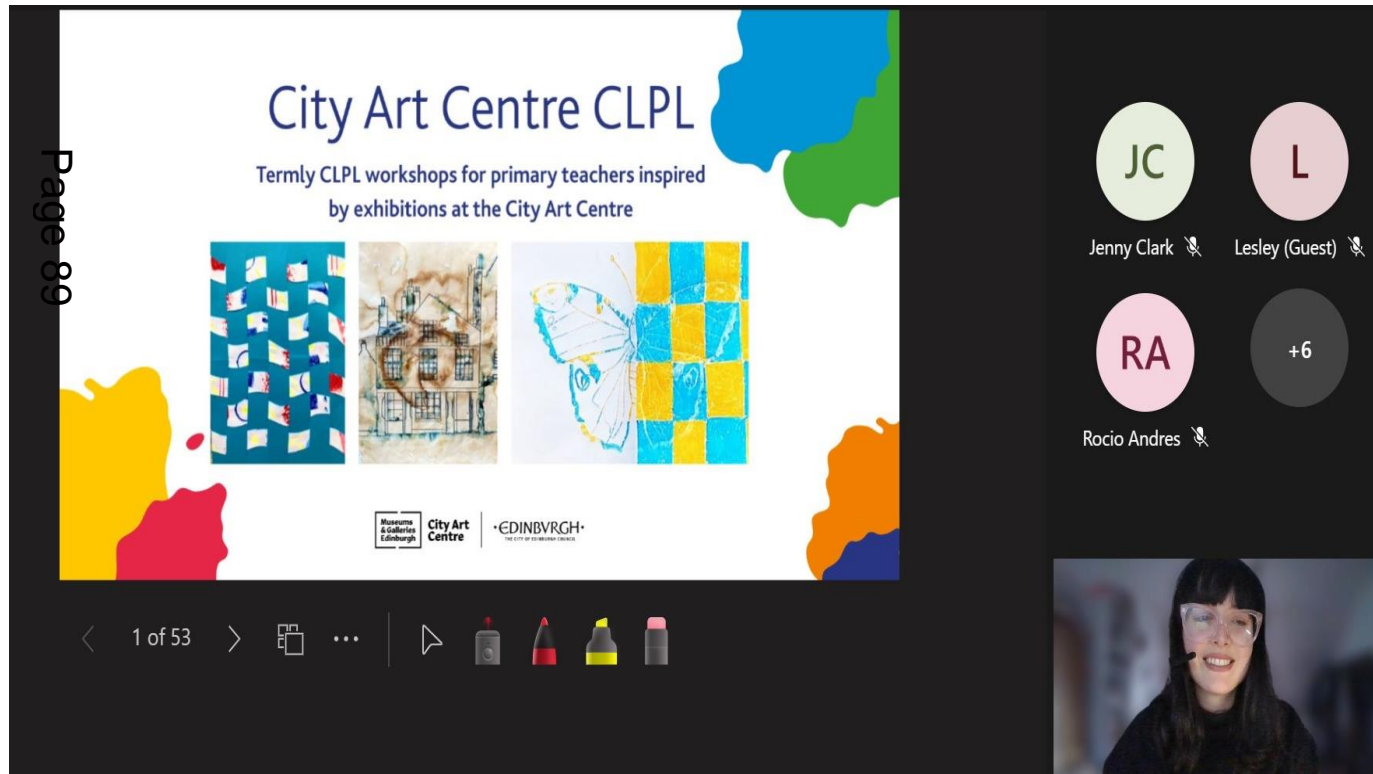
‘The kids had so much fun last week – thanks again for making it so special and interactive. We would love to come back in the holidays – it would be such a highlight!’

(Mel, Youth Worker, Edinburgh Young Carers)

CLPL for teachers

I hosted an online CLPL workshop for teachers demonstrating fun and easy art techniques that they could take back to use with their classes. All teachers said that they would like to take part again in the future.

Page 89



The screenshot shows a Zoom meeting interface. On the left, a presentation slide titled "City Art Centre CLPL" is displayed. The slide text reads: "City Art Centre CLPL", "Termly CLPL workshops for primary teachers inspired by exhibitions at the City Art Centre". Below the text are three images of art projects: a grid of colorful squares, a drawing of a building, and a butterfly. At the bottom of the slide are logos for "Museums & Galleries Edinburgh", "City Art Centre", and "EDINBURGH". The Zoom interface includes a navigation bar at the bottom with icons for back, forward, and other controls, and a video thumbnail of a woman in the bottom right corner. A participant grid on the right shows four avatars: Jenny Clark (JC), Lesley (Guest) (L), Rocio Andres (RA), and a group of six (+6).

- To provide teachers with ideas for creative and exciting lesson plans that they can do with their classes to **enrich pupil learning and enhance well being.**
- To enable schools to engage with our exhibitions whilst in-person gallery visits continue to be postponed.
- **Opportunity to submit work for schools competition – reward pupil’s efforts**
- Build relationships with teachers
- To improve teacher wellbeing by assisting with workload by providing lesson plans.
- Free resources to be shared widely with teachers.

CLPL workshop feedback

- ❖ 'I loved learning about all of the techniques and how easy they will be to try without having to buy new materials. Thank you so much for all the ideas! **I can't wait to teach these to my classes!**' (Rachel, Pirniehall PS)
- ❖ 'I hope to try all of them at some point with my class. I think they will love them. Thank you' (Laura, Granton PS)
- ❖ '**I have loved all the techniques and the budgety and approachable resources**' (Rocio, Craigour Park PS)
- ❖ 'It has helped inspire me' (Jenny, Niddrie Mill PS)
- ❖ 'I loved seeing examples of ideas that I can use with my classes.' (Morag, Forthview PS)
- ❖ '**Students will be really engaged. It's been great for me to get some new ideas!**' (Dionne, Granton PS)

City Art Centre CLPL

Termly CLPL workshops for primary teachers inspired
by exhibitions at the City Art Centre



Document created by Hannah Nugent,
Schools Engagement Officer, Museums and Galleries Edinburgh,
November 2021

Videos

Additional resources that I have created for teachers:

<https://vimeo.com/user101158513>

Page 91



Museums & Galleries Edinburgh

MGE - Digital Workshops

Edinburgh, UK

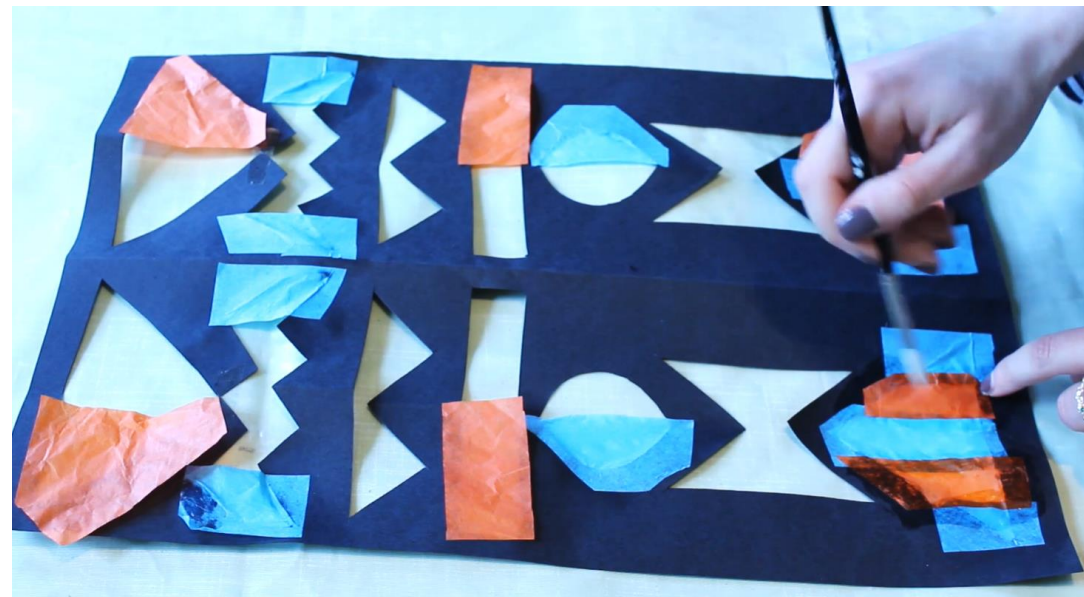
Digital art workshops for children and families inspired by the exhibitions and collections of ...[Read more](#)

+ Follow Message

15 videos

Autumn Leaf Artworks

Winter Tree Artworks Art Workshop



We are ready to go!

- Materials have been ordered using the budget
- Our art room is organised
- Volunteers hired
- Fingers crossed we can welcome classes in January!!

Page 92



2022

- Schools visits to City Art Centre (COVID permitting)
- Focus on strengthening links with schools in North Edinburgh (Pirniehall, Forthview, Granton PS, Craigroyston HS) as well as providing opportunities for schools in other areas of multiple deprivation in Edinburgh.
- Continuing to reward pupil's talents through the monthly school competition
- Climate-themed exhibition in February – public showcase of pupil's artworks in the Museum of Edinburgh
- Youth work during school holidays – North Edinburgh Arts, Young Carers, WHALE Arts, People Know How



Craigroyston P6a pupil



Dear Hannah and everyone at City Art Stars,

We wish you a Merry Christmas and a Happy New Year! Thank you for all the wonderful art ideas!

From
Everyone at Royal Mile Primary School

Culture and Communities Committee

10.00am, Tuesday, 1 February 2022

Collaborative working with Community Councils

Executive/routine Wards Council Commitments	Executive
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1. Recommendations

- 1.1 Note the report as requested by the Governance, Risk and Best Value Committee on 9 November 2021.
- 1.2 Agree to refer the report to the Governance, Risk and Best Value Committee.

Stephen S. Moir
Executive Director of Corporate Services

Contact: Gavin King, Head of Democracy, Governance and Resilience
E-mail: gavin.king@edinburgh.gov.uk | Tel: 0131 529 4329

Contact: Paula McLeay, Head of Policy and Insight, Corporate Services Directorate
E-mail: paula.mcleay@edinburgh.gov.uk | Tel: 0131 469 3541

Collaborative working with Community Councils

2. Executive Summary

- 2.1 This report responds to the call from the Governance, Risk and Best Value (GRBV) Committee on 9 November 2021 for details of the Council's framework for collaboration with community councils. This was to detail current arrangements, funding and how this links into wider community planning responsibilities with any actions for improvement identified.

3. Background

- 3.1 Community Councils, were first established in Scotland under the Local Government (Scotland) Act 1973 and maintained under Section 22 of the subsequent Local Government etc. (Scotland) Act, 1994.
- 3.2 Current support arrangements and funding for Edinburgh's Community Councils took effect following the agreement of the new Scheme for Community Councils in June 2019.

4. Main report

Current Arrangements

- 4.1 Following Community Council elections in October 2019, there are currently 44 Community Councils within the city boundary. Two areas, Silverknowes/Davidson Mains and Wester Hailes, do not have a Community Council as Silverknowes/Davidson Mains chose not to have an election, as they have a residents' association, and Wester Hailes did not receive sufficient valid nominations.

Guidance and Advice

- 4.2 Under current arrangements the Council provides post-election induction training to community councillors on the following topics:
- 4.2.1 Community Councillor Roles, Responsibilities and Governance;
 - 4.2.2 The Place of the Community Council in the City; and,

- 4.2.3 A Market Place Event with Stands from Planning, Licensing, Edinburgh Association of Community Councils, Edinburgh Partnership and Police Scotland.
- 4.3 Specific guidance for community councils is provided on the Council's external [website](#). The guidance focuses on the following areas:
 - 4.3.1 Best practice and support in the roles of community councillors and office bearers;
 - 4.3.2 Managing the information held by community councils;
 - 4.3.3 The Community Councillor Complaints Procedure and the anonymised summaries of complaints cases that have been determined; and
 - 4.3.4 Social media guidance, that was supported by training sessions in June 2021.
- 4.4 Guidance is provided on an ongoing basis on specific and relevant topics that impact all community councils, with recent examples including:
 - 4.4.1 Holding electronic meetings following the outbreak of Covid-19 in April 2020;
 - 4.4.2 Requirements for the provision of grants in May 2020;
 - 4.4.3 Election hustings for the Scottish Parliamentary Election in April 2021; and
 - 4.4.4 Resuming physical and hybrid meetings in November 2021.
- 4.5 Information sharing on behalf of third parties, other Council services and other irregular sources:
 - 4.5.1 The Scottish Community Councils project, managed by the Improvement Service on behalf of the Scottish Government;
 - 4.5.2 The Scottish Fire and Rescue Service;
 - 4.5.3 The Scottish Parliament; and,
 - 4.5.4 Consultations from the Scottish Government.
- 4.6 Ongoing advice on application of the Scheme for Community Councils, Standing Orders, the Code of Conduct for Community Councillors and signposting to internal and external services/organisations.

Funding

- 4.7 Community councils receive administrative grants to assist with their operating costs. The base grant for each is £522.00 with a population uplift of £0.02 per person within the community council boundary and an accommodation subsidy based on costs incurred.
- 4.8 Some relaxations to accounting requirements to take account of COVID-19 restrictions were implemented in May 2020, with additional grant funding being made available to support online hosting of community council meetings in response to a motion to Council from Councillor Rae.
- 4.9 The Council recognises that, from time to time, community councils may seek to develop small projects to benefit their communities either by themselves or in collaboration with others. Where these projects fall outside the scope or purpose of a community council as defined by statute and the Scheme for Community Councils, the community council can apply to the [Community Grants Fund](#),

administered by the locality teams for the potential provision of up to £5000.00 in additional funding.

Links into wider community planning responsibilities

- 4.10 The important contribution community councils make is recognised in the Edinburgh Partnership governance arrangements. They are involved at all levels in the city, with participation in the neighbourhood networks, as network representatives on the locality community planning partnerships, and through representation by the Edinburgh Association of Community Councils (EACC) on the Local Outcome Improvement Plan Delivery Group and Edinburgh Partnership Board.
- 4.11 Notwithstanding this, the Best Value Assurance Audit identified that further improvement was required in relation to community engagement and partnership working. In response the Edinburgh Partnership set up a Working Group tasked with developing appropriate responses to the issues raised. This comprised a range of partners, including the EACC. The work of this Group culminated in the Edinburgh Partnership approval of an improvement plan in June 2021.
- 4.12 A key action under the theme of community empowerment was to:
- Develop a framework for collaboration with the Edinburgh Association of Community Councils and the community councils, to ensure they can fulfil their statutory function in representing local communities and build a productive relationship with all community planning partners and the Council in particular.***
- 4.13 To take this forward, a bilateral group was set up comprising City of Edinburgh Council senior managers and EACC members. Two meetings have been held to date and an improvement plan produced. The plan focuses on strengthening the relationship between the Council and community councils both in the short-term and by addressing structural issues in the medium term. A summary of the actions is set out below.
- 4.14 **Immediate way of working – communications (to 2022)**
- 4.14.1 Information flow – actions to improve the information posted on the Edinburgh Partnership website, provision of structural diagrams and glossary of terms on community planning arrangements in the city and activity to raise awareness of community planning.
- 4.14.2 Access to Council and Contacts – Council key contact list to be produced and maintained and contacts for community council chairs to be kept up to date.
- 4.14.3 Communication and dialogue – measures to strengthen senior management participation in EACC meetings, improvements to information sharing based on community councils identifying their areas of interest, briefing on community councils and community planning to be produced for Council officers.

4.15 **Medium term actions – structures (to 2024)**

- 4.15.1 Community council elections – to hold the next community council election in 2024 and to review the approach to promoting elections to identify improvements.
 - 4.15.2 Community council boundaries – to carry out a review of community council boundaries in 2023.
 - 4.15.3 Council support for neighbourhood networks and locality community planning partnerships – implementation of the Council Place review to establish a Community Empowerment Team.
 - 4.15.4 Support for community councils – review support arrangements for community councils, explore options for increasing information on Council business, develop a mechanism for information sharing within communities to support collaborative working, carry out a training needs analysis to inform a potential development programme for community councils.
 - 4.15.5 Maximise local information and capacity building – mapping of local networks to identify potential efficiencies and opportunities for sharing knowledge.
- 4.16 A significant issue for the EACC is the need for resources to develop the capacity and facilitate the engagement in representing community councils in strategic processes. As noted above, and in line with statutory requirements, revenue support is provided direct to individual community councils by the Council. As a non-statutory body, funding is not provided to the EACC although it provides a co-ordinating function and is a member of the Edinburgh Partnership Board.
- 4.17 Whilst this request is reflected in the improvement plan it is acknowledged that it is a matter for Edinburgh Partnership members, not just the Council, and needs to be based on a clear understanding and definition of the support required and an option appraisal for how this might best be achieved.
- 4.18 In raising the community council's concerns, the EACC has recognised that this is not just an Edinburgh issue but a national one. On that basis the Chair has approached CoSLA and the Improvement Service to open discussions with the Scottish Government on what can be done nationally to support change, with the potential to use the learning from Edinburgh to inform the approach.
- 4.19 The need to progress this work with the input of partners recognises the original action under the Best Value improvement plan to develop a collaborative framework with the Edinburgh Partnership. Partners agreed at the Board meeting in September 2021 to nominate representatives to participate in these discussions. To date positive responses have been received from Police Scotland, Edinburgh University, Scottish Enterprise, Scottish Fire and Rescue Service and NHS Lothian.

5. Next Steps

- 5.1 The improvement plan between the Council and EACC and community councils will continue to be implemented.
- 5.2 A meeting of the Edinburgh Partnership members and the EACC to discuss the development of the collaborative framework is scheduled for January 2022. A progress report on the outcome of this work will be considered by the Edinburgh Partnership Board in March 2022. Updates on progress on this activity are regularly provided as part of the Best Value Assurance Audit reporting to the Governance, Risk and Best Value Committee.

6. Financial impact

- 6.1 Current revenue budget support for community councils is contained within existing budget allocations.
- 6.2 Subject to the work with partners on the development of a collaborative framework, further support may be requested, and this will be considered by the Edinburgh Partnership and through individual member governance processes and any additional call on Council financial resources would require a funding source to be identified.

7. Stakeholder/Community Impact

- 7.1 All activity outlined in this report has been subject to collaborative working with community councils.
- 7.2 The proposals will assist the Council to better deliver its equality and rights outcomes and the delivery of the Equality Act 2010 public sector equality duties to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.
- 7.3 The proposals will support and strengthen engagement and capacity building activity with communities.

8. Background reading/external references

- 8.1 [Scheme for Community Councils - 2019](#)

9. Appendices

- 9.1 None.

Culture and Communities Committee

10.00am, Tuesday, 1 February 2022

Meadows Jawbone Arch Conservation Project

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that Committee agree:
 - 1.1.1 To commission and install a high quality, sustainable replica of the Jawbone Arch in the Meadows (utilising recently made 3D scans);
 - 1.1.2 That a suitable, free and publicly accessible indoor space should be identified to display the original bones, with costs to be met from the original fundraising exercise;
 - 1.1.3 That officers should progress discussions with stakeholders and potential funders on the proposed approach and to report back to Committee once these discussions are concluded.

Paul Lawrence

Executive Director of Place

Contact: David Patterson, Curatorial and Conservation Manager

E-mail: david.patterson@edinburgh.gov.uk | Tel: 0131 529 3955

Meadows Jawbone Arch Conservation Project

2. Executive Summary

- 2.1 The Meadows Jawbone Arch Conservation project has reached a critical stage, financially and technically, and cannot proceed without approval of the recommendations of this report.

3. Background

- 3.1 The Meadows Jawbone Arch was dismantled in May 2014 to allow essential conservation work to be undertaken. The bones have been conserved twice since then and relocated several times (see Section 4).
- 3.2 Due to their fragility, the risks and cost of erecting the Arch may now make reinstatement in its original outdoor location unviable.
- 3.3 There is significant public interest in the Jawbone Arch, and the project is part-funded by personal donations and external grants.

4. Main report

- 4.1 The bones were initially conserved in 2014/15 by an accredited conservator who subsequently went into administration. This conservation work was subsequently changed, without the consent of the City of Edinburgh Council, by the structural engineer attached to the project at that time. From a conservation perspective the repairs were removed from the bones and the surface coating removed with a coarse brush. The bones were then stored in several locations for circa three years while the project was reassessed due to financial and legal considerations as well as a change in personnel.
- 4.2 In 2018 another accredited conservator, a whalebone specialist, was appointed to conduct a new condition survey and provide a treatment proposal. This work was undertaken in 2019/20. 3D scans were made at the same time.

- 4.3 The bones were returned to Edinburgh in October 2020 and stored in a partially external site to allow acclimatisation to outside conditions, having been under cover for a significant period. A structural engineering company, David Narro, was appointed in 2020 to provide safe mounting and display options.
- 4.4 The bones were relocated to Powderhall Bronze in June 2021. An initial attempt to lift one bone into a vertical orientation, as it would be mounted at the Meadows, resulted in flexing of the bone, cracks and losses. The conservator was consulted and confirmed that this was anticipated and that further repairs once the bones were fully erected in situ would be required, as well as regular ongoing maintenance.
- 4.5 Powderhall Bronze has paused activity on this project to allow a reassessment of options. They are currently storing the bones but have had to move them, covered, to an outdoor area. They are also pressing for an update on how to proceed and are not currently being remunerated for storing the bones.
- 4.6 Funding was initially provided by the City of Edinburgh Council and Edinburgh World Heritage Trust (EWHT), with EWHT sourcing public funding via a crowd funding campaign and a grant from a Shetland-based trust due to the connection with the original gifting of the bones to the city by the people of Shetland in 1887.
- 4.7 If the project is not completed in some form, the City of Edinburgh Council may be required to repay the funds supplied by EWHT (as per the contract agreed with them) which could amount to approximately £60,000.
- 4.8 Due to the instability of the bones when manipulated into an upright position, the project team and new structural engineers recommended a full armature or frame is created to support them, as opposed to fixings at the base and the top where the bones meet. Any armature made would need to be sensitive to the appearance of the bones, taking into account their load and height, potential for movement, and the bronze commemorative bands near the base of each bone.
- 4.9 The cost for this was estimated by Powderhall Bronze at £60,000 plus VAT. Total structural engineering costs for installation are not yet known. The total Asset Management fee has not yet been taken from the budget.
- 4.10 Even with the armature, no guarantee of the safety of the bones themselves can be given. The organic nature of the original material and the volume of repairs, coupled with the risks posed by an outdoor setting and the effects of the weather, mean that losses are likely. This poses a potential risk to the safety of park users.
- 4.11 As it stands, the bones are expected to require annual maintenance including patching of cracks and infills for areas of loss. This cost is estimated at £3,000-£5,000 at time of writing (dependent on extent of weathering and repairs; new casein wash required at minimum each time; includes access equipment).
- 4.12 The remaining lifespan of the jawbones (time period for which they can remain outdoors in a public setting before irreversible deterioration) is unlikely to exceed 15 years with regular maintenance. If regular maintenance is not undertaken this will be significantly less.

5. Next Steps

- 5.1 The project team recommends that a replica of the jawbone arch is cast in bronze and installed in the Meadows using the detailed 3D scans recently produced. This would ensure a memorial to a much-loved local feature, while providing a solution to the current outstanding concerns:
- 5.1.1 Possible risk to public safety from losses from the jawbones once erected;
 - 5.1.2 Expensive ongoing maintenance (costs also likely to increase year on year);
 - 5.1.3 Cost of armature is high, for a relatively short remaining display lifespan, making this option unsustainable; and
 - 5.1.4 Project has lasted longer than anticipated due to a variety of unforeseeable factors, meaning that a satisfactory alternative must be provided for the local community.

- 5.2 Cost to produce replica cast bronze whalebones are as follows:

Moulding in silicon rubber and resin	£32,000
Bronze casting (lost wax)	£80,000
Installation (not including foundations)	£8,000
Total	£120,000+VAT
Associated maintenance costs	Ongoing three to five yearly repatination and maintenance c. £2,100 (at time of writing)

- 5.3 The project team proposes reaching out to partner heritage organisations based in Edinburgh to identify a suitable, freely accessible, indoor public space for display of the original Jawbone Arch.
- 5.4 There will be financial outlay to mount and secure the bones indoors, but this will enable the jawbones to continue to be publicly accessible in a managed environment and extend their displayable lifespan beyond what it would be otherwise.
- 5.5 Officers will progress discussions with stakeholder and potential funders on the proposed approach and will report back to Committee on the outcome of these discussions in due course.

6. Financial impact

- 6.1 Public donations have been invested in this project. It is proposed that the City of Edinburgh Council provides an assurance to EWHT that the value of their contribution will be spent on displaying the original bones indoors.

- 6.2 Insufficient funds remain for either creating a bronze replica or mounting the bones indoors.
- 6.3 Projected costs:
 - 6.3.1 Production and installation of bronze replica:
 - 6.3.1.1 Casting and production (see 5.2 for breakdown) £120,000;
 - 6.3.1.2 Electrical work (lighting installation, luminaries already purchased): c. £3,000;
 - 6.3.1.3 Civil engineering costs (likely to include e.g. stone sets, railings, plaque): c. £2,000; and
 - 6.1.3.4 Transport to site and install cost £6,000 (estimate only).
 - 6.3.2 Storage, movement and installation of original bones indoors £30,000 (estimate dependent on final display location and duration of storage period).
- 6.4 Confirmed expenditure to date (other costs expected) totals £87,827.74.
- 6.5 In terms of remaining funds, there are outstanding and expected costs covering storage, structural engineering and asset management costs incurred but not yet invoiced.

7. Stakeholder/Community Impact

- 7.1 There is significant local interest in the fate of the Jawbones. Friends of the Meadows and Bruntsfield Links (FoMBL) have shown an active interest in the project and requested updates from Elected Members, EWHT and Council staff over its duration. Recommendation 1.2 offers an opportunity to collaborate with partner organisation(s) and community groups to display the bones, while recommendation 1.1 returns an important feature to the Meadows in a safe and more sustainable form.
- 7.2 The Council and EWHT are required to ensure that the crowdfunding and Shetland trust grants accepted to fund the project are used appropriately.
- 7.3 Health and safety, governance, compliance or regulatory implications. Risk of falling sections of bone or repairs. No external contractors attached to the project can offer a guarantee of safety.
- 7.4 Carbon impacts, adaptation to climate change and sustainable development. The projected lifespan of the original bones if displayed outdoors is short and does not offer good value for money when considering the expense and risk to both the bones and the public.

8. Background reading/external references

- 8.1 Digital 3-D imaging of whale bones <https://www.thinksee3d.com/edinburgh-whale-bone-arch>.

9. Appendices

9.1 None.

Culture and Communities Committee

10.00am, Tuesday, 1 February 2022

Fields in Trust Protected Public Parks and Green Spaces

Executive/routine Wards Council Commitments	Executive All 43, 44
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1. Recommendations

- 1.1 It is recommended that Committee:
 - 1.1.1 Supports the execution of Minutes of Agreement with Fields in Trust for a further twenty-five public parks and green spaces, thereby protecting these as recreational open spaces for current and future generations;
 - 1.1.2 Instructs officers to process the Minutes of Agreement subject to the appropriateness of title restrictions; and
 - 1.1.3 Note that, as set out in paragraph 4.19, the appropriate Committee will be asked to consider any proposal for an unsympathetic development, change to Minute of Agreement terms, or land disposal, prior to formal permission being sought from Fields in Trust.

Paul Lawrence

Executive Director of Place

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Fields in Trust Protected Public Parks and Green Spaces

2. Executive Summary

- 2.1 The City of Edinburgh Council has an opportunity to strengthen its commitment to protect and improve its public parks by supporting the creation of Minutes of Agreement with Fields in Trust for a further 25 parks and green spaces. If approved, this will bring the total number of Edinburgh parks and green spaces protected through this mechanism to 61, serving communities who do not already have a safeguarded space close to home and ensuring that almost everyone in the city lives no more than a 10-minute walk from a park or green space which is protected for good. In making this commitment the City of Edinburgh Council will become the first local authority in Scotland to adopt such a bold vision for their public green spaces.

3. Background

- 3.1 Using a Minute of Agreement, the independent charity Fields in Trust works in partnership with local authorities to protect parks and green spaces in perpetuity for current and future generations to enjoy. It is a robust yet flexible way of legally safeguarding a space, making it necessary that the owner seeks permission from Fields in Trust before unsympathetic developments can take place.
- 3.2 To date, the City of Edinburgh has registered 35 public parks with Fields in Trust (or under its previous operating name, the National Playing Fields Association) via a series of memorial or celebratory programmes: three King George V Memorial Parks (1930s-1950s); three Millennium Fields (2000); a Golden Jubilee Field (2002); twenty four Queen Elizabeth II Diamond Jubilee Fields (2011); a Centenary Field (2014); two Active Spaces (2019) and a standard protection for Wardie Playing Fields (2021). In addition, a Minute of Agreement for Redhall Park is currently being drafted.
- 3.3 In his role as President of Fields in Trust, HRH The Duke of Cambridge, accompanied by HRH The Duchess of Cambridge, visited Starbank Park on 27 May 2021 to meet park volunteers, users and officers and launch Fields in Trust's Greenspace Index, its annual barometer of publicly accessible local park and green

space provision. First launched in 2019, this third release highlights the inequities in green space provision across Britain, noting that despite their indisputable value for health, wellbeing, community and environment, some parts of the nation only have access to half the green space as others, and that areas with the least provision tend to be those with a higher incidence of deprivation.

- 3.4 The event also provided the opportunity for Edinburgh's Lord Provost to announce that the City of Edinburgh Council would seek to ensure that almost everyone in the city lives no more than a 10-minute walk from a green space which is legally protected in perpetuity, ensuring that for years to come citizens are guaranteed a lifetime of opportunity for activity, play, learning, recuperation and community.
- 3.5 At its meeting of [16 November 2021](#) Committee agreed to continue consideration of the report until the next meeting of the Culture and Communities Committee on 1 February 2022, and to clarify within the report:
 - 3.5.1 The legal protection afforded to Fields in Trust;
 - 3.5.2 Under which mechanisms Fields in Trust status can be removed by the Council;
 - 3.5.3 How residents would be advised about changes to Fields in Trust status; and
 - 3.5.4 Proposals for robust governance arrangements which could be put in place by the Council to safeguard Fields in Trust protected spaces, particularly to ensure any change or plan for land disposal aligned with policies and strategies approved by the Culture and Communities Committee.
- 3.6 Further actions requested were to:
 - 3.6.1 Agree that a draft Minute of Agreement would be shared with Elected Members prior to officers processing the agreement, and that the draft Minute detailed the process for how future changes to Fields in Trust status would be considered;
 - 3.6.2 Make the Minute of Agreement accessible on the Council's website;
 - 3.6.3 Agree that the Minute of Agreement would specify that accessibility changes were considered sympathetic development, to promote accessibility for all;
 - 3.6.4 Agree to raise with officers the possibility of adding Cavalry Park to the list of Fields in Trust protected spaces; and
 - 3.6.5 Agree to clarify if there was development in Moredun Park which would threaten Moredun Park acquiring Fields in Trust status.

4. Main report

- 4.1 Public parks and green spaces are proven to help people stay physically and mentally well; places where we can all move, breathe, run and play. They are an important tool to drive social cohesion, combat loneliness and build community.

- 4.2 Fields in Trust works in partnership with landowners to protect land through a Minute of Agreement, a legal commitment with the landowner which secures spaces in perpetuity for current and future generations to enjoy. To date, the City of Edinburgh Council has created/is creating agreements that protect 36 of its parks and green spaces.
- 4.3 Using a 10-minute walk buffer as an accepted proxy for the 20-minute neighbourhood concept, officers have determined that currently 69% of the population of Edinburgh has a park or green space within a 10-minute walk that is protected in partnership with Fields in Trust. This can be increased to 92% by protecting an additional 25 specific spaces.
- 4.4 The 25 parks and green spaces initially identified were:
- 4.4.1 Baronscourt Park;
 - 4.4.2 Bloomiehall Park;
 - 4.4.3 Buckstone Park and Woods;
 - 4.4.4 Burdiehouse Burn Valley Park;
 - 4.4.5 Buttercup Farm Park;
 - 4.4.6 Cammo Estate Park;
 - 4.4.7 Cramond Walled Garden;
 - 4.4.8 East Pilton Park;
 - 4.4.9 Fairmilehead Park;
 - 4.4.10 Gyle Park;
 - 4.4.11 Haugh Park;
 - 4.4.12 Jewel Park;
 - 4.4.13 Joppa Quarry Park;
 - 4.4.14 Kirkbrae Playing Fields;
 - 4.4.15 Moredun Park;
 - 4.4.16 Muirhouse Park;
 - 4.4.17 Newcraighall Park;
 - 4.4.18 Parkside Park (Newbridge);
 - 4.4.19 Pikes Pool (Kirkliston);
 - 4.4.20 Princes Street Gardens;
 - 4.4.21 Ratho Park (Ratho);
 - 4.4.22 Roseburn Park;
 - 4.4.23 Seafeld Recreation Ground;
 - 4.4.24 Sighthill Park; and

4.4.25 Spylaw Park.

- 4.5 Since drafting the 16 November 2021 report, officers have identified three locations, namely Buttercup Farm Park, Kirkbrae Playing Fields and Moredun Park, which could potentially be of use for strategic asset development in the future (e.g. provision of a replacement school where the site of the existing school becomes new green space in return) and therefore cannot be supported for anything which rules out that opportunity.
- 4.6 Alternative green spaces have therefore been identified in order to ensure that almost everyone in the city lives no more than a 10-minute walk from a park or green space which is protected for good and land titles are currently being searched to determine the most suitable replacements from amongst this list (from Cavalry Park, Clermiston Park, Corstorphine Hill Nature Reserve and Inch Park).
- 4.7 Ratho Park is managed by the Parks and Greenspace service but is leased to the Council, so the support of the landowner will be sought. Should landowner agreement not be forthcoming, then an alternative green space, Ratho Station Park, will be submitted for Fields in Trust status.
- 4.8 There are four parks where relatively small parts of the park are not Council owned. These are Buckstone Park and Woods, Burdiehouse Burn Valley Park, Haugh Park and Newcraighall Park. Unless support to include these parts is forthcoming from the landowner it is likely that the relevant Fields in Trust boundaries will exclude the non-Council sections.
- 4.9 In addition to the mechanism of protection afforded by Fields in Trust, all planning applications that would result in a loss of open space (regardless of whether they are covered by a Fields in Trust Minute of Agreement) must be assessed against applicable Local Development Plan (LDP) policy: 'Open Space Protection' (Policy Env 18) as well as any other applicable LDP policies. Presently, Edinburgh is in the process of producing its next LDP - City Plan 2030 - and this also contains a corresponding open space policy called 'Protection of Open Space' (Env 23). City Plan 2030 was approved by the Council on [29 September 2021](#) and will shortly be subject to public consultation ahead of submission to the Scottish Government for Examination of the Plan.
- 4.10 For clarification, the legal protection afforded to a site under a Fields in Trust Minute of Agreement is that once covered by a Minute of Agreement, the Council is not to use the site or permit others to use it for anything other than as a public green space. Rather, the Council is required to seek approval from Fields in Trust before selling, leasing, licencing or otherwise disposing any part or structure within the site which could detrimentally affect the use of the site as public green space; erecting any buildings which could detrimentally affect the use of the site as a public green space; granting any burdens, servitude or other conditions which could affect the use of the site as a public green space.
- 4.11 Any new building, structure or facility within a green space that facilitates the use of the green space for recreation will be acceptable to Fields in Trust. For example, the following would be supported: play equipment, exercise equipment; sports

equipment; skate parks; sports pavilions; visitor centres; cafes; changing rooms; toilets; storage facilities; car parks for site users etc. The Minute of Agreement will normally reference these items, and others can be included should both parties agree their inclusion from the outset, or as part of any future amendment following a Fields Change Request.

- 4.12 Fields in Trust is presently reviewing its Minute of Agreement arrangements to clearly state that they are supportive of climate mitigation measures that protected parks and green spaces can provide. It will be amending its Fields Change Request process to support the sustainability and multifunctionality of sites so that no consents are required for the following types of measures: electric car charging points in car parks; solar power on buildings where the power generated will be used directly by the protected space; drainage works including Sustainable Drainage Systems where no easement is to be granted to a third party; planting a wildflower meadow or other biodiversity specific planting scheme which requires the removal/reduction of a sports pitch area; development or alteration in-line with urban greening or green corridor infrastructure plans; green roofs; flood protection works such as creating bunds, ditches and altering the level of the green space; and green waste compounds on less than 1% of the site for green waste collected from the site.
- 4.13 Fields Change Requests are reviewed monthly and the Fields in Trust Executive has delegated authority to respond to certain types of requests. The Fields in Trust Scotland Committee has responsibility for these decisions in Scotland. Fields in Trust reserves the right to refer any application to its full Council, which meets on a quarterly basis. Decisions are normally granted in principle subject to a number of conditions being met.
- 4.14 Unsympathetic or unacceptable development constitutes erection of buildings and facilities which do not have any clear association to the use of the site as a public green space. Any proposals for commercial premises, an indoor leisure centre, a community hall, council offices and other similar developments would need be considered in accordance with Fields in Trust's disposal policy, which requires suitable replacement land to be provided.
- 4.15 If the proposed development use is not compatible with the recreational use of the site, this will be considered in accordance with the Fields in Trust Disposal Policy, which means that replacement land would be expected to be put forward.
- 4.16 In the event of the Council disposing of its interest in all or part of the site the Council must bind its successors to a Minute of Agreement with Fields in Trust. In cases where the protection is not intended to continue following the transfer, the request for approval will be considered against the Fields in Trust Disposal Policy. The replacement land must be of equivalent or better quality than the property being disposed of, with equivalent or better facilities, of greater dimensions, in the same catchment area as the property being disposed of, and as accessible to the public as the property being disposed of. The applicant is required to address how the proposed replacement land meets with the requirements of this policy.

- 4.17 Similarly, in the event of the Council seeking to remove Fields in Trust status from a green space or green spaces, an application for approval will be considered against the Fields in Trust Disposal Policy. The applicant is required to identify an alternative green space for protection and address how the proposed replacement meets with the requirements of this policy.
- 4.18 Residents are able to comment on Fields in Trust proposals as part of the public consultation exercise for those currently identified for inclusion within a Minute of Agreement. A similar consultation exercise would occur should changes to Fields in Trust status be proposed by the Council.
- 4.19 In order to ensure that robust Council governance arrangements are in place to safeguard Fields in Trust status, it is recommended that the Culture and Communities Committee and/or Finance and Resources Committee (as appropriate) consider any proposal for an unsympathetic development, change to Minute of Agreement terms, or land disposal, prior to formal permission being sought from Fields in Trust.
- 4.20 Minute of Agreement Guidance Notes and Disposal Policy, along with a template Minute of Agreement are presented in the appendices and links to external references given in Section 8. These provide more detail on the process for how future changes to Fields in Trust would be considered.
- 4.21 Finalised Fields in Trust Minutes of Agreement will be included on the Council's website.
- 4.22 Minutes of Agreement for proposed Fields in Trust sites will specify that accessibility changes will be considered sympathetic development, in order to promote accessibility for all, provided that the main purpose of the development is to benefit the relevant green space and its users.
- 4.23 Cavalry Park in Duddingston is the responsibility of the Education and Children's Services directorate. Officers have confirmed that, given its historical and continuing use for winter and summer sports, they are supportive of it gaining Fields in Trust status. It has therefore been included within the list of sites to be considered for a Minute of Agreement.
- 4.24 Moredun Park is designated open space in the current Local Development Plan, with a small section to its north west being white land (i.e. no designation). Under CityPlan 2030 this area of white land has been identified as H89 Moredun Park View - Development should accord with the Development Principles set out in Appendix D ([Appendix D \(edinburgh.gov.uk\)](#)). The Minute of Agreement with Fields in Trust will therefore exclude the area within H89 Moredun Park View.

5. Next Steps

- 5.1 If Committee approve the recommendations in this report, officers will:

- 5.1.1 Continue title searches and site record investigations to ascertain suitability for including proposed parks and green spaces within Minutes of Agreement, including discussions with non-Council landowners where relevant;
- 5.1.2 Initiate a public consultation exercise for those spaces identified as suitable for Fields in Trust status; and
- 5.1.3 Formally agree Minutes of Agreement for those spaces receiving public support for Fields in Trust status, sharing details with Elected Members of the relevant Council Ward prior to officers processing the agreement.

6. Financial impact

- 6.1 Legal administration costs will be met from the Parks and Greenspace revenue budget.

7. Stakeholder/Community Impact

- 7.1 The protection in perpetuity of parks and green spaces will have a positive impact for communities and green space users, with almost all of Edinburgh's residents being within a ten-minute walk of their nearest Fields in Trust supported green space.

8. Background reading/external references

- 8.1 [Fields in Trust Protection](#)
- 8.2 [Field Change Requests | Fields in Trust](#)
- 8.3 [Field Change Request guidance notes Oct21.pdf \(fieldsintrust.org\)](#)

9. Appendices

- 9.1 Appendix 1 - Minute of Agreement Guidance Notes and Disposal Policy.
- 9.2 Appendix 2 - Template Minute of Agreement.



Minute of Agreement

Guidance notes

The Minute of Agreement contains a provision requiring the property to be used for a specific purpose, typically a public playing field and recreation ground. Any new building or facility within that use or ancillary to that use will be acceptable to Fields in Trust.

For example, the following would be supported by Fields in Trust:

- > Sports pavilions
- > Changing rooms
- > Toilets
- > Storage facilities
- > Car parks for the field users.

Structures such as play equipment, climbing walls and skate parks are deemed recreational and generally do not require consent as they are usually permitted within the user clause.

Unsympathetic or unacceptable development would be erection of buildings and facilities which do not have any clear association to the use of the site as a public green space. Any proposals for commercial premises, an indoor leisure centre, a community hall, council offices and other similar developments would need be considered in accordance with our Disposal Policy which requires suitable replacement land to be provided.

Please see a copy of our Disposal Policy below.

The process for seeking Fields in Trust consent is explained in the Field Change Request (FCR) guidance notes which are published on our website along with the relevant FCR forms at <https://www.fieldsintrust.org/field-change-request>.



Policy Guidance

Disposal of Recreational Land

Fields in Trust, established in 1925, is the only UK-wide charity legally protecting parks and green spaces for current and future generations to enjoy. We achieve this through a Deed of Dedication, or a Minute of Agreement in Scotland, working in partnership with landowners, including local authorities, voluntary organisations, charities and private landowners.

This guidance paper sets out the criteria that we expect to be met for any proposed disposal or sale of land that Fields in Trust legally protects. Fields in Trust is responsive to local change and flexible in its dealings with landowners, provided that betterment for local communities in terms of outdoor sport, recreation or play can be demonstrated. Management and control of these vital resources should, where possible, remain with the local community, through their elected representatives who are best placed to meet local need and respond to changes in community circumstances. If the disposal relates to a transfer of the land where the continued use will be for public recreation then we may not seek replacement land, although a new Deed of Dedication or Minute of Agreement will need to be entered into with the new landowner.

Wherever Fields in Trust legally protects recreational land, its prior, written consent is required if land is to be disposed of. This consent is necessary irrespective of any other legal requirements in the respective home nations such as planning permission for change of use, educational legislation, or playing field legislation

The exchange criteria apply to any means of disposal be it a freehold transfer, a leasehold transfer or otherwise. Land exchanges may be agreed, subject to the following criteria being met:

- › The quantity of land to be newly protected must be no less than that to be released. This equivalent size criterion normally applies to the replacement land being land newly brought into recreational use. In certain circumstances, land already in recreational use might be acceptable for exchange but it would need to be substantially greater in size than the land being released.
- › The quality of the land and facilities to be newly protected should be better than that being released.
- › The replacement facilities should serve the same catchment area as those being released. The definition of the catchment area will vary with the specific circumstances of each transaction and the type of facilities provided. For example, an athletics track will probably have a larger catchment area than a MUGA (multi-use games area).
- › The replacement land and facilities must have at least the same level of public access as those being released.
- › The landowner must apply as much of the proceeds from the sale as are necessary to acquire and lay-out the replacement land and/or facilities.
- › In exceptional circumstances and where replacement land is not available Fields in Trust may accept payment of a premium for the release of land in order that it can continue its work of protecting parks and green space throughout the UK.
- › Where land, within England and Wales, is owned by a charity, or is itself registered as a charity, the requirements of the 2011 Charities Acts and the Charities' (Qualified Surveyors' Reports)



Policy Guidance

Disposal of Recreational Land

Regulations 1992 must be followed. For example, disposal must be in the best interests of the charity and an independent survey, including a valuation, by a surveyor is required. Proceeds must be reinvested in the stated trust purposes. Guidance is available in CC28 – [“Sales, leases, transfers or mortgages: What trustees need to know about disposing of charity land”](#) available from the Charity Commission.

- › A new Deed of Dedication or Minute of Agreement protecting the replacement site(s) must be entered into. Conditions may be set relating to the future use of the land to be disposed of.
- › Fields in Trust’s own costs and professional fees must be met by the organisation requesting the disposal or exchange.

Updated January 2019

Green Spaces for Good



Minute of Agreement

[insert Landowners name] (1)

and

Fields in Trust (2)

[insert site name]

MINUTE OF AGREEMENT**BETWEEN:**

(1) [] constituted under the provisions of the Local Government etc. (Scotland) Act 1994 and having its main office at [] (who and whose successors are hereinafter referred to as **the Council**);

and

(2) **FIELDS IN TRUST** incorporated by Royal Charter, registered with the Office of the Scottish Charities Regulator as charity number SC040357, and having their Head Office at 2d Woodstock Studios, 36 Woodstock Grove, London, W12 8LEQ (who and whose successors are hereinafter referred to as **FIT**).

WHEREAS:

- A. the Council is the heritable proprietor of those [areas of] [playing fields] [open spaces] [detail developments on site which enhance outdoors use e.g. changing rooms and pavilions are deemed acceptable] [other] listed in Part 1 and delineated in red on the plans contained within Part 2 of the schedule annexed and executed as relative hereto (**the Schedule**), which plans are indicative only of the generally recognised extent of said playing fields and open space (**the Subjects**); and
- B. the Council has agreed to nominate the Subjects to FIT to enable FIT to dedicate the Subjects for the use and enjoyment of the inhabitants of [] in perpetuity, in accordance with and for the purpose of FIT's Green Spaces for Good only.

NOW IT IS AGREED as follows:

1. The Council grants to FIT a right to designate the Subjects as a public [playing field] [open space] [detail developments on site which enhance outdoors use e.g. changing rooms and pavilions are deemed acceptable] [other] in perpetuity from [the last date of execution of these presents] (**the dedication date**), only insofar as the Subjects are available for such designation [,subject to and without prejudice to the terms of the existing leases between the Council and its tenants listed in Part 3 of the Schedule (**the Leases**).
2. The Council undertakes from the dedication date:
 - 2.1 not to use the Subjects or permit the Subjects to be used other than as a public [playing field] [open space] [detail developments on site which enhance outdoors use e.g. changing rooms and pavilions are deemed acceptable] [other] except with the consent of FIT;
 - 2.2 not to sell, transfer further lease, licence or otherwise dispose of or grant any security interest of the whole or any part of the Subjects which detrimentally could affect the use of the Subjects as a public [playing field] [open space] [detail developments on site which enhance outdoors use e.g. changing rooms and pavilions are deemed acceptable] [other] except with the consent of FIT;

- 2.3 not to erect on the Subjects or any part of them, any buildings which could detrimentally affect the use of the Subjects as a public [playing field] [open space] [detail developments on site which enhance outdoors use e.g. changing rooms and pavilions are deemed acceptable] [other] except with the consent of FIT;
- 2.4 not to grant any real burden, servitude or other condition, which could affect the use of the Subjects as a public [playing field] [open space] [detail developments on site which enhance outdoors use e.g. changing rooms and pavilions are deemed acceptable] [other] detrimentally, without the consent of FIT;
- 2.5 to, so far as consistent with its duties as a local authority, have regard to any advice given by FIT on the management and running of the Subjects;
- 2.6 to attach or erect, as appropriate, and to allow the remaining in place of, a plaque or plaques within the Subjects, to be provided by FIT, reflecting FIT's interest in the Subjects, and giving recognition of financial support where required by FIT.
- 2.7 In the event of the Council disposing of its interest in all or part of the Subjects, the Council will bind its successors in title to the Subjects (or any part thereof) to enter into a Minute of Agreement with FIT or its successors in the same terms *mutatis mutandis*, and containing this undertaking.
3. FIT undertakes that:
- 3.1 where its consent is required in terms of Clause 2, such consent will not be unreasonably withheld;
- 3.2 it will notify the Council, without unreasonable delay, of any concerns or matters of advice to which it requires the Council to have regard;
- 3.3 any powers, duties and functions given to FIT under the terms of this Minute of Agreement shall be exercisable by the Scottish Committee of FIT on FIT's behalf;

Declarations:

It is hereby declared that:

1. the rights granted by the Council to allow FIT to dedicate the Subjects in terms of this Minute of Agreement are for the purpose of and in pursuit of FIT effecting the Green Spaces for Good only. Those rights shall be exercised by FIT in the manner least burdensome to the Council and its tenants and their successors and without prejudice to the foregoing generality, FIT shall avoid obstruction or nuisance to or interference with the Subjects in a manner which may affect detrimentally a tenant's occupation or rights under the Leases;

place of signing

**This is the Schedule referred to in the foregoing Minute of Agreement between [] and
Fields in Trust**

**PART 1
THE SUBJECTS**

PART 2
THE PLANS

PART 3
THE LEASES

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Culture and Communities Committee

10.00am, Tuesday, 1 February 2022

Third Party Cultural Grants Funding 2022/23

Executive/routine Wards Council Commitments	Executive All 46
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1. Recommendations

- 1.1 It is recommended that the Culture and Communities Committee:
- 1.1.1 Notes the on-going impact of COVID-19 on the cultural sector and the importance of continuing the cultural grant funding programme;
 - 1.1.2 Notes the update on the cultural grants fund in 2021/22;
 - 1.1.3 Approves the continuation of Strategic Partnership, flexible and project funding recommendations for 2022/23, as set out in Appendix 1;
 - 1.1.4 Approves the extension of the duration for Strategic Partnership funding from three to four years, given the impacts of COVID-19 on planning, stability and programmes; and
 - 1.1.5 Approves, in principle, the commitment of revenue funding to the multi-cultural festival, establishing the event in the city's festivals calendar.

Paul Lawrence

Executive Director of Place

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Third Party Cultural Grants Funding 2022/23

2. Executive Summary

- 2.1 This report provides an update on the third party cultural grants fund 2021/22 and requests approval for funding to be allocated in 2022/23, alongside an extension of the Strategic Partnership funding duration from three to four years.
- 2.2 The on-going impacts of COVID-19 on the cultural sector reinforces the need for continued proactive support and retention actions to contribute to the stability, retention and recovery of the city's cultural sector. This strategy reflects the Council's vital partnership role with stakeholders, Strategic Partners, communities and creative practitioners to achieve this.

3. Background

- 3.1 On [18 June 2019](#), the Culture and Communities Committee considered the outcomes of a review of Third Party Cultural Grants Funding and approved three year in principle funding for the recommended Strategic Partners, the creation of a Flexible Fund and New Models funding programmes.
- 3.2 This programme of funding is aligned to provide continued support for the city's year-round cultural activity and infrastructure as well as the city's festivals, in line with the [Culture Plan](#), [Thundering Hooves 2.0](#) and the Council's Commitments.
- 3.3 Following the outbreak of COVID-19, on [31 March 2020](#) the Council's Leadership Advisory Panel approved the funding recommendations for 2020/21 and agreed to seek to support the sector in response to the on-going negative impacts of the COVID-19 on funded partners. It was agreed that Strategic Partners and Groupings could use the allocated funding to mitigate these negative impacts.
- 3.4 On [16 March 2021](#), the Culture and Communities Committee agreed to continue this approach for at least the first six months of 2021, which has subsequently proven to be an essential strand of funding support for Strategic Partners, and the sector, over the course of the year.
- 3.5 Throughout the period, regular and on-going reporting required of the recipients has enabled the Council to directly monitor and work with Strategic Partners on their

activity throughout the year. This reporting has included, where feasible, programme delivery re-design and updates.

- 3.6 As a Council Arms' Length Organisation, the performance of Capital Theatres Ltd is reported annually to the Culture and Communities Committee and the Governance, Risk and Best Value Committee. The most recent report was provided to Committee on [16 November 2021](#).

4. Main report

Culture Grants

- 4.1 The total proposed cultural grants budget for 2022/23 is £4,689,279 and the recommendations, set out in Appendix 1, reflect direct and continued strategic, targeted support for the sector at this time, contributing to the continued retention of jobs, creative practices and development, and where it has been possible, responsive programming and delivery of activity throughout the city.
- 4.2 This monitoring programme for 2021/22 has provided a robust overview and basis on which to prepare these recommendations.

Strategic Partners and Groupings

- 4.3 The recommendations in Appendix 1 show funding allocations of £3,006,000 for Strategic Partners and £1,099,900 for Groupings (theatre and literature) for Year three (of three) of the Strategic Partners funding programme.
- 4.4 It is important to acknowledge the positive, practical response of the Strategic Partners to the COVID-19 crisis, and their proactive approach to programme modelling and preparation with artists to an online format; maximising freelance employment opportunities; retaining full-time jobs wherever possible; contributing to city and national agendas on mitigation and recovery planning measures.
- 4.5 The city's future recovery and success depends on our key sectors responding wherever possible in a dynamic, imaginative and practical way to the current challenges.
- 4.6 2022/23 is the final year of the current Strategic Partnerships (SP) revenue funding programme. It is proposed that this is extended for one year to conclude at the end of 2023/24.
- 4.7 The extension is proposed to enable a review and proposal for the next SP portfolio to be developed next financial year, implemented the following financial year (2023/24) with funding allocated from 2024/25. The review will be based on two years of COVID-19 impacts, and officers expect will return to a degree of stability before reviewing funding commitments going forward.
- 4.8 This extension will add a year of continued funding stability for the existing programme.

Flexible Funding

- 4.9 The Flexible Funding programme reflects Committee agreement to ensure significant levels of project funding can be accessed more widely in parallel with the Strategic Partnerships longer term revenue programme.
- 4.10 This funding aims to promote stronger collaboration, developing new partnerships and creating new funding streams for the culture sector in Edinburgh as well as providing investment in artists' development, to support and sustain the local artistic community and to support greater partnership working across the arts and culture sector enabling it to flourish year-round.
- 4.11 To date this funding has resourced on-going creative practice and development, short-term employment, production, training, professional development, new collaborations and networking.
- 4.12 In 2021/22, the total budget available was £300,000.
- 4.13 In the current context, these commitments have become even more critical.
- 4.14 Based on the Flexible Funding programmes in 2021/22, delivered under strict COVID-19 Guidance, it is recommended that the continuation of flexible funding is essential as it demonstrably facilitates the delivery of effective, responsive and tailored funding programmes contributing to a degree of creativity, stability and as far as possible, the retention and recovery of the sector.
- 4.15 There were three Flexible Funding programme strands in 2021/22. These were Diversity and Inclusion, Creative Community Partnerships and Creative Practitioners.
- 4.16 In 2021/22, two one-off funding programmes were also delivered. The first was a £100,000 fund approved by the Council on [18 February 2021](#) for the retention and recovery of local events and festivals, and one of £150,000 offering practical funding support to creative practitioners throughout the city. The latter was delivered in partnership with the Business Growth and Inclusion team who identified and allocated Scottish Government resources to the sector. This was administered by Edinburgh Performing Arts and Development and Creative Edinburgh.
- 4.17 As a result of successful applications to the Creative Community Partnerships Fund reaching a maximum budget requirement of £70,000, a further £30,000 was allocated to the local festivals and events fund, thereby benefitting a further four festivals and events.
- 4.18 These funds represented a substantial Council commitment at a time of exceptional pressures, supporting core practitioners, events, opportunities and jobs across the creative and cultural sector.
- 4.19 With the above in mind, it is proposed that the three priorities under which strategic and responsive project funding programmes (£300,000) would be delivered in 2022/23 are:
- 4.19.1 Diversity and Inclusion (£100,000) - which will be expected to further build on, and learn from, the 2021/22 programme. This would represent a third

year of this programme, which has successfully developed active collaborative networks, professional development programmes, created practical mutual channels to the further development of cultural organisations representative board membership; and facilitated the production of new work and partnerships;

4.19.2 Creative Practitioners/Artists Programmes (£100,000) – which will build on the provision of essential support and retention of the city’s creative talent both in terms of practice retention and development, alongside the production of new work and projects both as individuals and through partnerships, networks and collaborations; and

4.19.3 In partnership with WHALE Arts (£100,000), a one-year funding partnership and programme design will be developed to build an active network of arts-based community hubs and arts practitioners and participant exchange in the city by working directly with the venues, their communities, participants and practitioners.

4.20 As with 2021/22, regular updates on the further development and design of these funding programmes will be provided to Committee members throughout 2022/23.

Project Funding 2022/23

4.21 For 2022/23, this budget equates to £130,379. It is proposed that this funding is allocated as follows:

4.21.1 Continuing the work with local communities, through actions included in the [Granton Waterfront Cultural Strategy](#), and in particular community liaison and engagement programme led by creative practitioners in the area;

4.21.2 Working with WHALE Arts in their role as the identified community engagement and creative learning partner. This allocation will contribute to their work to further improve the design of community-centred cultural partnership working models to maximise participation and legacy benefits to the community-based partners. This is in addition to the one year funding programme described at point 4.19.3 in the report; and

4.21.3 Consolidation of the funding commitment to the multi-cultural festival from project to Strategic Partnership funding for the next two years. The festival has been delivered for three years, including an online programme in 2020. A summary is included in Appendix 2. The event has evolved and grown, embracing and developing an ethnically diverse programme and audience.

Multi-cultural Festival 2022/23

4.22 The Multi-cultural Festival has been successfully delivered over the last three years and included a re-formatted version in 2020 over three months online, featuring new performances and collaborations filmed under COVID-19 Scottish Government Guidelines.

4.23 The festival organiser until now, African Connections, was identified through a procurement process in 2019, with the contractual agreement of up to two years

(one plus one) and included an option to extend for one further year. The event has developed well over the period and is forging a positive identity and breadth of programming ambition and development.

- 4.24 In the report to Committee in March 2021, it was recommended that, to inform next steps, survey feedback would be sought about the event to date. This has recently been concluded.
- 4.25 It is recommended that the festival is retained in the city's festivals calendar going forward, and that the funding model be reviewed to reflect an on-going revenue funding commitment of £43,000.
- 4.26 This would replace a year to year contractual and re-procurement model and put the festival, originated by the Council, onto a more established and stable footing and facilitate fundraising opportunities and further artist and programme development. It would support the growth of longer-term benefits to the festival's diverse communities, audiences and practitioners.
- 4.27 Should this be agreed in principle by Committee, further advice will be sought from both legal and procurement to deliver this outcome for 2022/23.

Edinburgh Visual Artists and Craft Maker Awards (VACMA)

- 4.28 This small-grant partnership commitment with Creative Scotland delivers practice development and mentoring resources to visual artists and craft makers in the city.

Culture Mapping Partnership

- 4.29 We have continued the small grant resource towards this City of Edinburgh Council/University of Edinburgh programme partnership to ensure that the Culture Map remains current and updated.

Living Wage

- 4.30 As previously reported to Committee in [November 2017](#), since 2017/18 the Living Wage has been included as a standard requirement in funding application paperwork and agreement conditions. The data supplied is submitted to the Council's Central Grants Register.

5. Next Steps

- 5.1 Following Committee's consideration and approval, the recommended projects, funding agreements and monitoring programmes will be implemented.
- 5.2 Further development, formats and planned timelines of the recommended flexible funding work strands will be shared with Committee in due course.
- 5.3 In parallel with changes brought about by COVID-19, the overall grants programme will continue to fulfil Culture Plan objectives, the majority of which continue to be relevant in the current context:
 - 5.3.1 Ensure that everyone has access to world class cultural provision;

- 5.3.2 Encourage the highest standards of creativity and excellence in all aspects of cultural activity;
- 5.3.3 Support greater partnership working in the cultural and creative sectors and maximise resources available to help them thrive all year round;
- 5.3.4 Articulate the positive impact of culture in Edinburgh and promote Edinburgh's cultural success locally, nationally, and internationally;
- 5.3.5 Develop and support infrastructure which sustains Edinburgh's cultural and creative sectors; and
- 5.3.6 Invest in artists and practitioner development, and support and sustain the local artistic community.

6. Financial impact

- 6.1 The proposed budget for the third party cultural grants programme in 2022/23 is £4,689,279. As part of the Council's 2022/23 budget framework, the funding commitment will be considered by Finance and Resources Committee on 18 February 2022.
- 6.2 The recommended grants programme is set out in Appendix 1.

7. Stakeholder/Community Impact

- 7.1 The Culture Strategy team will continue to facilitate cultural development, consult and work with residents, practitioners and communities; co-produce projects, activities, services and funds with strategic partners, providers and service users in line with the Service remit.
- 7.2 The Council's funding of third parties through grant support significantly contributes to the delivery of its Equality Act 2010 duty to seek to eliminate unlawful discrimination, harassment and victimisation, and to advance equality and foster good relations.
- 7.3 Grants to third parties contribute to meeting the city's carbon neutral target of 2030 and enables the Council to meet Climate Change (Scotland) Act 2009 Public Bodies Duties.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 Appendix 1 – 2022/23 Cultural Grant Recommendations.

2022/23 CULTURAL GRANT RECOMMENDATIONS

Strategic Partners

Organisation	Banding (up to)	Level of Grant Award 2021/22	Recommended Level of Grant 2022/23
	£20,000	Year 2 of 3	Year 3 of 3
Edinburgh Art Festival		£20,000	£20,000
Edinburgh Printmakers		£20,000	£20,000
Edinburgh Sculpture Workshop		£20,000	£20,000
Stills Gallery		£20,000	£20,000
	£50,000		
Dance Base		£50,000	£50,000
Edinburgh International Book Festival		£50,000	£50,000
	£75,000		
Edinburgh Festival Fringe		£75,000	£75,000
	£100,000		
Artlink		£100,000	£100,000
Centre for the Moving Image		£100,000	£100,000
Edinburgh Jazz and Blues Festival		£100,000	£100,000
Imaginate		£100,000	£100,000
	£125,000		
Festivals Edinburgh		£125,000	£125,000
	£150,000		
Edinburgh Science		£150,000	£150,000
North Edinburgh Arts		£150,000	£150,000
	£2,500,000		
Edinburgh International Festival		£1,926,000	£1,926,000
Total		£3,006,000	£3,006,000

Strategic Partners: Groupings

Organisation	Banding (up to)	2021/22 Level of Grant Award	Recommended Level of Grant 2022/23
Literature Grouping:	£100,000	Year 2 of 3	Year 3 of 3
TRACS		£41,000	£41,000
Edinburgh UNESCO City of Literature		£47,700	£47,700
Scottish Poetry Library		£10,000	£10,000
Scottish Book Trust		£1,200	£1,200
Total		£99,900	£99,900
Theatres Grouping:	£1,000,000		
Capital Theatres		£585,130	£585,130
Royal Lyceum Theatre Company		£328,830	£328,830
Traverse Theatre		£40,447	£40,447
Lung Ha Theatre Company		£15,593	£15,593
Edinburgh Performing Arts Development (EPAD)		£30,000	£30,000
Total		£1,000,000	£1,000,000

Revenue New Model Partnership Funding

Organisation	Banding (up to)	2021/22 Level of Grant Award	Recommended Level of Grant 2022/23
		Year 2 of 3	Year 3 of 3
Scottish Chamber Orchestra	£50,000	£50,000	£50,000
Queens Hall	£60,000	£60,000	£60,000
Total		£110,000	£110,000

Proposed Revenue Funding Model 2022/23

Event	2021/22 Level of Grant	Recommended level for 2022/23
Multicultural Event		£43,000
Total		£43,000

Flexible Fund

Flexible Fund Priorities	2021/22 Level of Grant	Recommended levels for 2022/23
Diversity and Inclusion	£100,000	£100,000
Creative Community Partnerships*	£100,000	
Edinburgh Practitioner/Artist Support	£100,000	£100,000
<i>Local Cultural Festivals and Events*</i>	<i>£100,000</i>	
<i>Freelance Practice Support Fund**</i>	<i>£150,000</i>	
WHALE Arts: Arts-based Community Hubs Programme		£100,000
Total	£300,000***	£300,000

* Creative Community Partnership Fund allocation £100,000. £30,000 was reallocated to the Local Cultural Festivals and Events Fund. (Ref 4.17)

** Freelance Practice Support Fund delivered Scottish Government resources (Covid-19 Local Authority Discretionary Fund) and administered by Edinburgh Performing Arts and Development, and Creative Edinburgh. (Ref 4.16)

*** The one-off project funding allocations were additional to the baseline service budget.

2022/23 Project Funding

Culture Plan Budget	2021/22 Level of Grant	Recommended levels for 2022/22
Culture Development Fund	£30,684	£30,684
Edinburgh Visual Artist and Craft Maker Awards (partnership programme with Creative Scotland) (VACMA)	£19,750	£19,750
Co-Funded Temporary Diversity Agent for Change Post (partnership with Creative Scotland)*	£33,600	£33,600
Granton Cultural Strategy	£24,800	£24,800
WHALE Arts	£18,000	£18,000
Culture Map Partnership Fund	£3,545	£3,545
Multicultural Event (potential move to Strategic Partner status for 2022/23)	£43,000	
Total	£173,379	£130,379

* As agreed at the Culture and Communities Committee on 16 November 2021, the Diversity Officer post allocation will be allocated to the staffing budget facilitating the establishment of the permanent position.

	Total Budget 2021/22	Total Budget 2022/23
Total Culture Budget	£4,689,279	£4,689,279

EDINBURGH MULTICULTURAL FESTIVAL 2019 TO 2021

IN BRIEF

Since 2019 the Edinburgh Multicultural Festival has established a strong network of ethnically diverse artists and creatives who have contributed to creating its identity and presented their existing or new work on a variety of stages and platforms.

ARTISTS

Over the past three years the festival has engaged over 150 artists and ensembles across art form, ethnicities, backgrounds, and ages.

The festival has adapted to the changing environment affected by Covid-19 while creating new opportunities for ethnically diverse artists to engage with local and international audiences. The most recent annual review of the festival's YouTube channel evidenced the direct engagement of over 16,000 audiences across the globe.

The Edinburgh Multicultural Festival offers a unique platform for artists at different stages of career progression to present their work, develop ideas and work in different settings. The festival has offered professional photography and videography to contributing artists for whom it was one of the few opportunities, due to limited access to resources otherwise, to work with other creatives.

AUDIENCES

The festival has built on its reach over the past three years with groups of returning audiences attending events and increasing online following. The changing advertising environment required readjustments to PR/Comm campaigns while traditional printed advertising had less impact on engagement. The learning continued with better and increasing advertising options and limitations in the north of Edinburgh.

NEW WORK AND OPPORTUNITIES

The festival having commissioned music, theatre and dance collaborations, has attracted Scotland-based and international artists thus positioning itself as a supporter of, and platform provider for, the emerging Scottish scene.

To quote Jose Luis Cote, visual artist of Colombian descent now based in Leith: 'Edinburgh Multicultural Festival is an encounter that reflects not only on the multicultural and artistic richness that come from all around the world and that coexists in the town. It is also an encounter of cross-fertilizations across the artistic practice, as well with the general community of Edinburgh.' Music band Dopesickfly added 'Edinburgh Multicultural Festival is the best; their artist-friendly team was professional from beginning to end. We're beyond grateful to have been included twice in the festival, it's given our band a huge jump start. From high quality live video to an eclectic live music line up next to musicians from across the world!'

NEXT STEPS

With all the above in mind, continued support to our ethnically diverse artists and creatives as well as improvement of the festival delivery and audience development, could be offered through:

- establishing of a network of curators and event managers representing different art forms to allow diversity of thought and ideas as well as greater reach cross the industry;
- hosting regular events across the city to engage with audiences and present the festival offer in the run-up to the festival;
- supporting local musicians and vocalists, who often do not share one platform, through jamming sessions and creating spaces for support, mentorship and exchange of creative ideas and work opportunities;
- fundraising for further funding to resource commissioning of work over longer periods of time and greater impact on artists;
- engaging with other festivals that promote world music or multiculturalism in the UK and beyond;
- liaising with local business as part of the programme development to ensure mutual benefits and continued support for the festival in the area;
- greater engagement with local hospitality spaces, community groups and organisations across the north of Edinburgh, eg: restaurants and pubs in Newhaven; community organisations in Pilton/Muirhouse to ensure local residents recognise the festival as a local offering unique to the north of Edinburgh.

African Connections: December 2021

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Culture and Communities Committee

10.00am, Tuesday, 1 February 2022

Cemetery Management Rules

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 It is recommended that the Culture and Communities Committee:
 - 1.1.1 Notes this report; and
 - 1.1.2 Approves the draft Cemetery Management Rules as set out in Appendix 2 to be issued for public inspection in accordance with section 112(4) of the Civic Government (Scotland) Act 1982.

Paul Lawrence

Executive Director of Place

Contact: Robbie Beattie, Senior Manager

E-mail: robbie.beattie@edinburgh.gov.uk | Tel: 0131 664 4314

Cemetery Management Rules

2. Executive Summary

- 2.1 This report presents an update to the Cemetery Strategy report which was submitted to and approved by this Committee on [16 November 2021](#).
- 2.2 A set of Cemetery Management Rules are proposed (Appendix 2) that will regulate activities in cemeteries.

3. Background

- 3.1 The Council own and operate 43 cemeteries, churchyards, and burial grounds across its area, which are listed in Appendix 1. For ease in the text they will all in generic terms be referred to as cemeteries. They occupy around 77 hectares of ground.
- 3.2 The Burial Grounds (Scotland) Act 1855 [section 17](#) previously made provision for Burial Authorities to create management rules. However the Burial and Cremation (Scotland) Act 2016 repealed that Act and via [commencement regulations](#) brought forward [section 6](#) which allows Scottish Ministers to make Regulations. There are no regulations published yet, but it is anticipated they may be made and enacted in 2023.
- 3.3 The Civic Government (Scotland) Act 1982 [section 112](#) permits local authorities to “... make rules to regulate any land or premises which is owned, occupied or managed by the authority or is otherwise under their control and to which the public have access.....”. Cemetery Management Rules made under this Act expire after ten years therefore new rules are required to be approved by Committee following the procedures laid down in section 112 of the Act.

4. Main report

- 4.1 This report presents an update from the Cemetery Strategy which was submitted to and approved by this Committee on 16 November 2021. The November report noted that officers would engage with Committee members and key stakeholder groups on the creation of proposed draft Cemetery Management Rules and would report back to Committee on 1 February 2022, to seek its approval.

- 4.2 The previous management rules had followed a national template agreed operationally amongst most Scottish local authorities several decades ago.
- 4.3 A workshop was held with members of this Committee on 17 November 2021 and provided a good opportunity to discuss the need for Cemetery Management Rules, what they should contain and how best to take them forward.
- 4.4 The workshop concluded that the parts of the rules regarding burial arrangements and memorialisation around graves/lairs should be removed from the Rules. Instead, these will now be included in the contractual terms and conditions for sale of an exclusive right of burial and service operational procedures. The service will liaise with the Council's Legal Team to draft this updated contract.
- 4.5 The draft cemetery management rules are set out at Appendix 2 and will be applicable in all cemeteries listed in Appendix 1.

Dogs in Cemeteries

- 4.6 There is one section in the draft rules to highlight to Committee - Section 4 of the draft Rules to Committee, which concerns dogs in cemeteries.
- 4.7 The current Cemetery Management Rules prohibit all dogs except assistance/guide dogs.
- 4.8 The Parks and Greenspace service has [management rules](#) which are aligned to the Outdoor Access Code allowing considerable freedom for dogs off the lead in those spaces. But this freedom for dogs is not appropriate in a cemetery setting as it is a space for remembrance and reflection.
- 4.9 An example of operational challenges for the service can be found at Warriston Cemetery. Although not considered a fully operational cemetery, there were coffin burials in each of the last three years and the interment of nine sets of cremated remains (ashes) in the same period. Bereaved families have a right to expect the cemetery to be a safe space for remembrance and reflection. However, between 3.00pm and 4.00pm on 30 December 2021 an officer noted at least 50 dogs in that one-hour period. Whilst most dogs were on leads or to heel there were a number that were running around prompting the officer to speak to the dog owners.
- 4.10 Recognising practical reality, it is proposed that the draft rules at Appendix 2 allow dogs in cemeteries. However, they must be on a lead and must not be allowed to foul in the cemetery. The [Dog Fouling \(Scotland\) Act 2003](#) provides legislative support for enforcement and penalties.
- 4.11 Committee are requested to approve that these draft Cemetery Management Rules be issued for public inspection in accordance with [section 112\(4\)](#) of the Civic Government (Scotland) Act 1982. At the end of the public notice period any responses will be collated. If there are no public responses which affect the rules coming into force then they will be issued in accordance with [section 112\(8\)](#) of the Act without further return to committee. If there are objections to the rules a further report will be submitted to Committee in accordance with [section 112\(7\)](#) of the Act.

5. Next Steps

- 5.1 If Committee approve the proposals outlined above, the Cemetery Management Rules will be issued for public inspection, as set out in paragraph 4.11. To aid public compliance with the proposed rules the council communication and media team colleagues will prepare an additional graphical version of the rules for display on cemetery notice boards.

6. Financial impact

- 6.1 If approved by Committee there will be a requirement to update signage in all cemeteries at an estimated cost of up to £1,000 which will be contained within current approved budget.

7. Stakeholder/Community Impact

- 7.1 During preparation of this report there has been consultation with various Friends of Cemetery Groups, members of this Committee and other Elected Members.
- 7.2 The proposals are intended to maintain good health and safety, governance and regulatory compliance.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 Appendix 1 – List of City of Edinburgh Council Cemeteries.
- 9.2 Appendix 2 - Cemetery Management Rules.

Appendix 1 – List of City of Edinburgh Council Cemeteries

Buccleuch Churchyard	Morningside
Canongate Churchyard	Mortonhall
Colinton	Mount Alvernia Convent
Colinton Churchyard	New Calton
Comely Bank	Newington
Corstorphine Churchyard	North Leith Churchyard
Corstorphine Hill	North Merchiston
Craigmillar Castle Park	Old Calton
Cramond Churchyard	Portobello
Currie	Queensferry Vennel
Currie Churchyard	Ratho
Dalmeny Churchyard	Rosebank
Dalry	Saughton
Duddingston Churchyard	Sciennes Jewish
East Preston Street	South Leith Churchyard
Gogar	South Queensferry
Grange	St Cuthbert's Churchyard
Greyfriars Kirkyard	St Mary's Ratho
Kirkliston	St Triduana's Restalrig
Kirkliston Churchyard	Warriston
Liberton	Wauchope/Greendykes
Liberton Churchyard	

Management Rules for Cemeteries, Churchyards and Burial Grounds

The City of Edinburgh Council (Burial Authority) make the following rules under the terms of Section 112 of the Civic Government (Scotland) Act 1982.

Interpretation

'Burial Authority' means City of Edinburgh Council.

'Council Officer' means any person employed by the City of Edinburgh Council or any person authorised by them to enforce these rules.

'Cemetery' means any land used for burial including churchyards kirkyards and burial grounds which are owned, occupied or under the management of City of Edinburgh Council.

General - the following acts are prohibited:

- 1.1 Behaviour which causes (or in the opinion of a Council Officer is likely to cause) annoyance, offence, alarm or distress to any other Cemetery visitor.
- 1.2 Any wilful or careless act which damages or removes any artefact or memorial, plant, tree, shrub, building, structure, equipment, furniture including benches or signage.
- 1.3 Depositing litter except in litter bins provided for the purpose.
- 1.4 Pursuing any activity which endangers (or in the opinion of a Council Officer is likely to endanger) any person or property including entering or exiting the cemetery not by the designated means.
- 1.5 Entering or wilfully remaining in a cemetery when it is closed to the public.

General - the following acts are prohibited unless written permission has been obtained:

- 2.1 Engaging in any commercial activity including but not limited to, filming, photography and drone recording.
- 2.2 Giving displays or performances including begging or busking.
- 2.3 Tours whether paid or not in a Cemetery which is subject to the tour guide registration scheme if the operator has not registered with the Burial Authority.
- 2.4 Any organised event whether paid for or not within the cemetery including but not limited to art classes, teaching, ghost hunting, and parties.

Dogs and Horses – the following acts are prohibited

- 3.1 Failing to keep your dog on a lead whilst in the cemetery.
- 3.2 Commercial dog walking.



- 3.3 Allowing a dog to foul in a cemetery contrary to the provisions of the Dog Fouling (Scotland) Act 2003.
- 3.4 Leading, riding, training or exercising a horse.

Vehicles - the following acts are prohibited:

- 4.1 Parking on grass or grass verges whilst in a Cemetery.
- 4.2 Parking in a Cemetery for a purpose other than Cemetery use.
- 4.3 Parking in a way that prohibits other users from accessing another part of the cemetery.
- 4.4 Parking in designated disabled parking bays without displaying a Blue Badge.



General Information

Please contact Bereavement Services on
Working Hours 0131 664 4314
Out of Hours 0131 200 2000
or email
bereavement@edinburgh.gov.uk

Culture & Communities Committee

10.00am, Tuesday, 1 February 2022

Council Companies - Edinburgh Leisure Annual Report 2020/21

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 The Culture and Communities Committee is asked to:
 - 1.1.1 Note the performance of Edinburgh Leisure during 2020/21.

Amanda Hatton

Executive Director, Education and Children's Services

Contact: David Bruce, Senior Education Manager

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Council Companies – Edinburgh Leisure Annual Report 2020/21

2. Executive Summary

- 2.1 This is the annual performance report of Edinburgh Leisure, prepared as a requirement of the Services and Funding Agreement and the Council's policy on Arm's Length External Organisations (ALEOs).
- 2.2 This report covers the unprecedented period of the Covid-19 global pandemic and details the measures taken by Edinburgh Leisure and the Council to ensure the company was able to remain afloat and continue to provide services for communities across Edinburgh.

3. Background

- 3.1 As part of the Services and Funding Agreement process between the City of Edinburgh Council and Edinburgh Leisure adopted in 2013/14, a report has been presented to this Committee (and its predecessors) on an annual basis.

4. Main report

- 4.1 On 24 March 2020, Scotland was placed into a full-lockdown and most customer-facing services and businesses, particularly leisure and hospitality industries, were told by the UK and Scottish Governments to close their operation until further notice.
- 4.2 The vast majority of Edinburgh Leisure's workforce were subsequently furloughed on 80% of their salary, and Edinburgh Leisure were able to make use of the UK Government's Coronavirus Job Retention Scheme (CJRS) to help cover costs.
- 4.3 The Scottish Government's route map out of the first lockdown allowed non-contact outdoor activities such as golf to resume from 29 May 2020, with all other leisure services re-opening on an incremental basis through remaining phases of the route map but with mitigation measures in place such as social distancing, enhanced cleaning and one-way systems. Throughout the lock down period Edinburgh Leisure offered a variety of web-based activities and wellbeing information under the banner headline of 'Find Your Feel Good at Home'.

- 4.4 Edinburgh Leisure had approximately three months of business (mid-September to Christmas eve) with all their centres opening on an incremental basis before Scotland then entered a second lockdown on the 27th December 2020, resulting again in all Edinburgh Leisure services closing (except golf and outdoor tennis), staff returning to furlough arrangements and business significantly impacted. The lockdown remained in place for the remainder of the financial year.
- 4.5 The respective lockdowns had an unprecedented impact on Edinburgh Leisure's finances. Operating income (£4.2M) was 82% less than budget (£23.3M) and 80% less than the previous year (£21M). In order to manage their finances through this most challenging of periods, Edinburgh Leisure had access to three areas of financial support; the CJRS (£6.7M), Insurance income of £2.5M and additional funding from the Council of up to £6M, £3M of which was utilised.
- 4.6 Edinburgh Leisure highlighted that there would be an ongoing impact on their financial position in 2021/22 due to the COVID-19 pandemic. The Council made provision within the 2021/22 approved budget for further additional contract payments of up to £6m and payments totalling £2M have been made to date. The position will be assessed on an ongoing basis throughout the remainder of the year, taking account of all relevant factors and other financial support available to Edinburgh Leisure, with any additional payments being made as required.
- 4.7 The total number of customer visits to Edinburgh Leisure managed venues (excluding secondary schools) in 2020/21 was of course impacted by the pandemic. Total visits were 675k against a target of 4.5M, this represents an 85% reduction (84% compared to previous year).
- 4.8 The importance of physical and mental health and the benefits of leading an active and healthy lifestyle has received increased attention through the course of the pandemic and Edinburgh Leisure's Active Communities programme plays a significant role in supporting some of the most vulnerable people in our city to improve their levels of activity and in turn reduce the impact on health and social care services. The programme was suspended from 19th March to 26th October 2020, but once returned was able to adapt its delivery to support those in need. Adaptations included:
- 4.8.1 providing online classes for people with health conditions (Long term conditions, mental health, weigh management, falls prevention);
 - 4.8.2 live streamed low-level 'active dance', 'active sit', 'strength and balance' and 'strength and cardio' classes;
 - 4.8.3 motivational one to ones via Zoom for people with physical and mental health conditions and;
 - 4.8.4 wellbeing phone calls to people at risk of inactivity and isolation; using motivational interviewing and behaviour change techniques to encourage physical activity and social connectedness
- 4.9 Key highlights from the Active Communities programme for 2020/21 (for the period 26th October – 31st March 2021) are:

- 4.9.1 3,210 people helped to get active;
 - 4.9.2 450 people supported each week;
 - 4.9.3 27 online Active Communities classes being delivered each week;
 - 4.9.4 3,024 wellbeing phone calls to people at risk of inactivity and isolation;
 - 4.9.5 807 online one to ones and wellbeing phone calls to people with mental health conditions;
 - 4.9.6 52 weight management sessions delivered supporting people to achieve a healthier weight.
- 4.10 Active Communities programmes attracted £620,047 of external funding in 2020/21.
- 4.11 Edinburgh Leisure were able to continue their asset management works programme through 2020/21. Re-tiling of the diving pool at the Royal Commonwealth Pool was completed in 20/21 at a cost of £42,123 as well as balconies and front façade upgrade at Portobello Swim Centre at a cost of £247,585. Both projects were fully funded by the Council. The refurbishment of Warrender Swim Centre commenced in 20/21 with the Council contributing £270,415 through this period. The Warrender project is still on-going and detail of further financial contributions from the Council and Edinburgh Leisure will be confirmed in future reports to this committee.
- 4.12 Edinburgh Leisure officers also played an active role in the progression of the new Meadowbank Sports Centre project, which is now expected to open in the first quarter of 2022. EL's Chief Executive is a member of the project's Investment Steering Group (ISG) and Meadowbank Sports Centre's management team attend regular progress meetings and lead the planning required to ensure the building is ready for public use once the construction is completed and handed over to the Council. The funding package for Meadowbank Sports Centre was reported to Finance and Resources Committee on 11th October 2018, a link to this report is detailed in section 8.

5. Next Steps

- 5.1 The Council would like Edinburgh Leisure to provide a report on the impact of the Active Communities team and in particular the actions required to sustain programmes beyond the funding timelines and inform the Council of the strategies in place to sustain the work of the Active Communities Team in the event of external funding being removed.
- 5.2 Edinburgh Leisure will be asked to provide biannual reports to Culture and Communities committee with an agreed focus for each of these reports e.g. the first of these would be the report on Edinburgh Leisure's contribution to the City's Child Poverty plan.
- 5.3 Edinburgh Leisure should provide a specific report on the actions that it will take to address the operational deficits of some of the sports facilities it manages.

- 5.4 Edinburgh Leisure will be asked to work with Council officers to agree the action required to address the impact of financial pressures faced by the Council and resultant levels of service payment.
- 5.5 Council officers will work with Edinburgh Leisure over the course of the new financial year (22/23) to produce a Service Level Agreement (SLA). The SLA will capture the governance arrangements that will help the partnership to continue to deliver on the shared ambition of both organisations but also introduce a more specific set of performance measures that are aligned with CEC priorities on reducing poverty, becoming sustainable (net zero) and enhanced wellbeing and equalities.

6. Financial impact

- 6.1 Council core grant funding to Edinburgh Leisure in 2020/21 was £7,107,661. The Council also provided additional contract payments totalling £3m for COVID-19 related financial assistance.
- 6.2 Edinburgh Leisure also received a further payment from the Council of £165,000 towards capital improvements across the Council's sport and leisure facility estate.
- 6.3 Council also funded £560,124 towards asset management works across the sport and leisure facility estate managed by Edinburgh Leisure in 2020/21.

7. Stakeholder/Community Impact

- 7.1 Edinburgh Leisure has worked with Council officers and a range of stakeholders and communities to develop projects and deliver programmes.

8. Background reading/external references

- 8.1 [Edinburgh Leisure website](#)
- 8.2 [Meadowbank Sports Centre – Finance and Resources Committee – October 2018](#)
- 8.3 [Asset Management Works Programme – 2020/21 – Finance and Resources Committee – August 2021](#)

9. Appendices

- 9.1 Appendix 1 Edinburgh Leisure Report and financial statements – 31 March 2021

Edinburgh Leisure

(a company limited by guarantee)

Report and financial statements

31 March 2021

Registered number SC 179259

Charity number SC 027450

Contents

Strategic report	2
Directors' report	10
Statement of Directors' responsibilities	13
Independent auditor's report to the Directors and Members of Edinburgh Leisure	14
Statement of financial activities (incorporating an income and expenditure account and statement of recognised gains and losses)	17
Balance Sheet	18
Cash flow statement	19
Notes to the financial statements	20

Strategic report

“Life is a journey, not a destination.” The words of Ralph Waldo Emerson the 19th century American philosopher seem very appropriate as we walk the long road through Covid-19 to an unknown destination. Nobody has walked this road before and there are no accounts of the land of milk and honey or streets paved with gold. How long will we walk before we reach something vaguely familiar in the “new normal”? Will the world and our place in it ever again look like it did before 2020? We can’t know what lies ahead and we can’t know when we will get there. What we can do is to prepare as best we can for the journey, learn and adapt as we go, report at checkpoints along the way and keep making sure that we’re heading in the right direction.

As noted in last year’s Strategic report all operations were mandated to close on 19 March 2020 and we took the early steps into the unknown. We were allowed to reopen (with numerous changes in place to comply with Scottish Government guidance) approximately six months later but required to close for a second time at Christmas. When the Scottish Government allowed our leisure centres to reopen on 26 April 2021 we had been closed for approximately ten out of the previous thirteen months, with only golf and tennis allowed to continue from June 2020. Few would have predicted a suspension of activities of anything like that duration, but through a combination of swift action, a successful insurance claim, the government Coronavirus Job Support Scheme (“furlough”) and support from our partners at the City of Edinburgh Council (CEC) we remained solvent throughout the year.

Budgeting through the unknown

On 1 March 2020, before the impacts of the emerging novel coronavirus could have been anticipated, the Board approved a budget of £200,000 deficit for 2020/21 a level which, if achieved, would have held unrestricted reserves at around £2m before accounting for Covid. Within weeks our business was forced to close and the country went into what would become the first lockdown. As noted in last year’s Strategic report we assessed that Covid had affected our March 2020 one month performance by £650,000 and therefore the approved budget quickly became nothing more than a measure against which to gauge the overall quantum of the Covid impact. As we went through 2020/21 we prepared updated financial calculations as circumstances evolved with ever changing restrictions, timescales and conditions of the furlough scheme, insurance status, reopening and second lockdown being only some elements of an impossible to predict environment. On 15 October 2020, CEC approved additional contract payments of up to £6,000,000 in 2020/21 to enable Edinburgh Leisure to continue to operate and re-open venues and services which contribute to the health and well-being of Edinburgh’s citizens. When we went into the second lockdown after Christmas Eve 2020 we did so knowing that the support of the Council would see us through to the end of the financial year and a time when we would hope to look forward to a brighter outlook in 2021/22.

Net income for the year

The results for the year are shown on page 16. These figures represent a checkpoint along the “Covid road” and they must be viewed in that context. The strong results shown are a direct result of the external cash support received, not the trading performance of the charity. That cash support and its bolstering of reserves will help the charity navigate the next portion of the road to recovery and our ultimate success in that journey can only be assessed whenever we approach something that feels like the end. The surplus on unrestricted funds was £1,390,000 before actuarial gains. This however included non-cash accounting costs arising from the difference between the revenue account pension charge when calculated under FRS102 and the actual employer cash contributions made to the pension fund during the year. The £1,390,000 figure shown on page 16 also included expenditure on various facility related projects, £90,000 of which had been designated in reserves at March 2020. Our pre-Covid operational budget of £200,000 deficit included costs for certain future expenditure described in note 14 which were not included within the £1,390,000 figure, but which have been set aside in designated reserves. When adjusting for the above, the underlying surplus on a basis comparable to a normalised budget was £1,524,000 as shown in the table below.

	2021	2020
	£'000	£'000
Reported surplus/(deficit) on unrestricted funds	1,390	(2,875)
Interest cost in relation to pension liability	90	126
Pension service costs	391	1,988
Transfer from designated funds	90	254
Transfer to designated funds to create sinking fund	(377)	(132)
Underlying surplus/(deficit) before transfer to/from restricted funds	1,584	(639)
Transfer from restricted funds	(60)	15
Underlying surplus/(deficit)	1,524	(624)

With the constantly changing environment our Board met approximately every two weeks throughout 2020/21 and regular discussions were had with CEC to ensure necessary liquidity as our cash position deteriorated. This governance structure served us well throughout the last year and now that we have reopened, the aforementioned meetings are taking place broadly monthly to discuss the evolving situation.

The meetings with CEC, which took place every month in the run up to year end, considered reports on our operating performance, service restrictions and cash flow projections for the month ahead. These meetings facilitated discussion on levels of immediate financial support required to guarantee liquidity until the next month's meeting and resulted in the release of tranches of additional contract payments from the £6,000,000 ringfenced amount. By their nature therefore the cash flow projections underpinning these conversations were conservative by design. This ensured that even if variable cash inflows did not happen and variable expenditures did all happen, with further CEC support drawdown we would have positive cash balances by the time of the next monthly meeting. As the 31st March year end date approached we were completing a large number of facilities related projects in preparation for venues reopening (which was scheduled for 26th April). The March cash projection assumed the great majority of these projects to be completed and paid for in advance of 31st March and cash support was transferred accordingly. A direct consequence of this was increased income reported as "Contract with City of Edinburgh Council" and therefore an enhanced surplus for the year. By the year end date payments for many of these projects had not yet been made but the early positioning of cash to cover 100% of restricted funds plus other unrestricted commitments affords an increased level of confidence in the strength of the Balance Sheet going into the new financial year. The total level of additional contract payments received from CEC in the year to March 2021 was £3,000,000.

Key achievements

While the results for the year, as noted above, should not be considered a reflection of the performance of the company due to the timing of support payments, there is much to reflect on with pride. Despite venue closures for ten out of thirteen months, the business did not stand still with a host of initiatives having been completed to streamline our cost base, simplify processes and improve the customer experience, all with a view to improving our sustainability for the long term. Some examples are as follows:

- Headquarters staff moved out of our rented office in preparation for moving into the new Meadowbank
- Remote working capabilities stress tested and found to be suitable for longer term deployment
- Introduced booking for all activities initially in response to Covid requirements
- Changed to cashless operation across our portfolio
- Rolled out our easy access system across more venues
- Created a 'Find your Feel Good at Home' hub on the website to help support people to remain active throughout lockdown and to stay connected to EL
- Introduced an online fitness class service
- Adapted our delivery model to support our Active Communities customers e.g. wellbeing phone calls, online 121 sessions
- Enhanced our online learning and development library for colleagues
- Adapted our delivery models initially due to Covid restrictions (some will remain as enhanced offerings)
- Restructured staffing resources in line with new processes
- Installed low energy lighting in multiple venues
- Installed new combined heat and power units at two of our swimming pool venues
- Refurbishments across the state, particularly of various car parks and changing areas

- Extensive repairs to stop long standing leaks at two locations
- Replacements and upgrades to various building management systems
- Completed the major lifecycle refurbishment of Leith Victoria Swim Centre
- Commenced the major lifecycle refurbishment of Warrender Swim Centre
- Advanced our planning for the major lifecycle of Portobello Swim Centre

Pension reserve

The actuarial loss on The Lothian Pension Fund of £2,338,000 (2020: gain of £3,068,000), which is included in the result for the year, does not impact Edinburgh Leisure's underlying activities, nor does the accounting deficit of £6,516,000 (2020: £3,697,000).

It is important to note that this large deficit and consequent volatile gains or losses arise only from the accounting treatment of the pension assets and liabilities and do not, in themselves, impact on the company's contributions to the plan. The annual FRS102 valuation is based on a calculation of future net liabilities by applying bond yields to the plan assets, thereby calculating conservatively low asset values and hence high deficit levels. The fund is actually invested across a number of asset classes typically resulting in greater returns over the long term, reducing the liability to manageable levels. The actuarial evaluation which takes place every three years calculates the company contributions required to meet the likely liabilities when they arise, and the company continues to invest these recommended contribution rates into the pension scheme. For information, the latest triennial evaluation based on year end March 2020 recommended company contributions of 10.5% from 1 April 2021 which is a significant reduction from the 25.5% figure from the previous triennial valuation. In order to help mitigate the risk of adverse future movements the Board have agreed that the current year's budget incorporates the same 25.5% contribution as in the previous year with payments being made monthly at 10.5% and a further 15% accrued with a view to paying that balance into the fund in March 2022 should financial conditions allow. This latest triennial evaluation projected Edinburgh Leisure's plan assets to be £72,477,000, 121% of the projected liabilities of £60,032,000, a long-term funding position which the Board consider to be appropriate.

Reserves policy

Total funds at March 2021 were £892,000 (2020: negative £1,223,000), of which £3,839,000 was restricted (2020: £716,000). Unrestricted negative reserves of £2,947,000 (2020: £1,939,000) include a negative reserve of £6,516,000 in respect of the pension deficit (2020: £3,397,000). £419,000 (2020: £132,000) is held in designated reserves as per Note 14 with the balance of unrestricted reserves being £3,150,000 (2020: £1,626,000) which is not a free reserve as it is backed up by long term assets rather than exclusively cash reserves.

It is the intention of the Board to accumulate a reserve fund to allow the company some protection against future adverse events. The long-term strategy of the Board is to improve the sustainability of the business by reducing the reliance on the annual management fee, recognising the financial challenges experienced by our largest external funder and partner, the City of Edinburgh Council. As such the operating performance of the business over recent years has generated funds which have been utilised in the investment of fixed assets which are net income generating. It is the opinion of the Board that, all other things being equal, this strategy will move net current assets in a positive direction over the long term. Whilst the position at March 2021 was historically healthy (24% of the net current liability average from the previous six years) this was bolstered by temporarily high cash balances and so it would be disingenuous to claim this as proof of the success of the long term strategy. The shape of net current liabilities can only be meaningfully assessed once the charity has stabilised in the post lockdowns environment.

Building reserves affords an element of protection for events which one might categorise as "bumps in the road", but for events of the rarity, severity and longevity of Covid-19 the response cannot be expected to be found in reserves, but rather in building resilience, flexibility and a mindset to constantly innovate. In "normal" times the liquidity of the business is positive throughout the year due to the timing of cash flows, reducing as we approach each financial year end. Our experience in recent pre-Covid years had shown that significant adverse events can impact the business to a value of up to £500,000, particularly during the winter months. The reserves policy agreed by the Board is therefore to maintain free cash balances in excess of £500,000 throughout the year, with the ability to utilise those cash balances towards the end of March as the risk of significant adverse conditions diminishes.

On 27 May 2021 CEC approved a new support package for Edinburgh Leisure for the current financial year. This allows for additional contract payments of up to £6m, a figure based on initial headline budget estimates prepared in February and reconfirmed through detailed, prudent calculations in the last few days. The reserves policy is reviewed by the Board annually and this support package affords the Board the opportunity to retain the underlying reserves policy noted above at this time.

Employees

The charity regularly provides all employees and, where represented, trade unions (via the Joint Negotiations & Consultative Committee) with information on the charity's performance. We are committed to ensuring that our employment policies and practices are fair, transparent and free from discrimination. We recruit using competency-based selection processes to ensure that employment decisions are based on a person's ability to do the job. Edinburgh Leisure's vision is to inspire Edinburgh to be a more active and healthy city and we include our employees in this vision. We offer a series of wellbeing initiatives, including individual consultations, throughout the year to encourage and support our employees to be active and healthy. Our commitment to the wellbeing of our employees is recognised through the Gold Healthy Working Lives award from NHS Health Scotland.

This last fifteen months or so have been the toughest in our history for our colleagues, a huge proportion of whom were furloughed for many months on end with great uncertainty around the longevity of their employment due to the severe impact of two Covid lockdowns. For those colleagues who continued to work during the lockdown periods the work was intense and unfamiliar. There were numerous challenges in swiftly adapting to new ways of working and in navigating situations through which there was no well charted route. Structural staffing changes as we streamline our processes have resulted in some colleagues being redeployed into other roles, whilst forty three others opted for redundancy. The Board would like to pay tribute to all of these staffing cohorts for their contributions before and during the pandemic. We all recognise that our colleagues are our greatest asset and we are extremely grateful for their ongoing commitment to Edinburgh Leisure and our users.

Key performance indicators

In reviewing the performance of the charity, the Directors consider the actual performance against target and history for various metrics including those identified below, recognising that the targets were set during pre-Covid operating conditions and so, for the year in question, bear no meaningful comparison to actual results. Regular performance updates are communicated to the Board, the City of Edinburgh Council and published on the Edinburgh Leisure website (<https://www.edinburghleisure.co.uk/freedom-of-information/published-information>).

	Actual 2021	Target 2021	Actual 2020
Income from operating activities (£000's)	13,642	23,324	21,018
Expenditure on operating activities (£000's) *	22,728	31,655	29,212
Fundraising	1,117	777	1,006
Customer visit numbers (000's)	746	4,527	4,148
Customer experience index	n/a	8.75	8.88
Customer accidents per hundred thousand visits	5.36	n/a	6.93
Staff absence levels	1.85 %	4.00 %	3.97 %

* excluding expenditure which had been designated as part of prior year reserves

Principal risks and uncertainties

Covid-19: The risk of a global pandemic has always existed, but as the world had not experienced anything on the magnitude of the current Covid-19 pandemic since the Spanish 'Flu of 1918-19 any such risks were largely discounted. However, looking through the lens of today's lived experience the risks are very real, both immediately and in their long-term effects. The forthcoming commentary relates specifically to Covid-19 rather than to the risks of a different pandemic, but our responses to the evolving situation are resulting in structural changes which will enhance our resilience against other pandemics which may manifest in the coming years.

- There is a risk that facilities, or individual services within facilities, will be required to close again. The impact on Edinburgh Leisure should this risk crystallise is a matter of conjecture with the duration of closure and availability of external funding support meaning that the outcome could fall anywhere on the spectrum of non-material through to dissolution of the company. However, with the new £6m support package in place from CEC

through March 2022 and the vaccination roll out progressing very well, the risk of a material impact on the company's finances in the current financial year is considered by the Board to be very low.

- There is a risk that home working will result in less people using our facilities for example on their way to or from work, or during their lunch breaks. Similarly, changes in consumer behaviour and activity habits also pose a risk to usage levels. It remains to be seen whether other service offerings aligned to changes in consumer habits can be developed to redress these income pressures.
- There is a risk that income levels, currently suppressed by a combination of reduced demand (through for example consumer nervousness, poorer (albeit safe) user experience, loss of daily routines etc, etc), prohibited services, physical distancing capacity constraints and a variety of other factors may not recover in the medium term. The success of efficiency improvements, alternative service offerings and customer advocacy will be key determinants on the impact any such reduced demand has on our organisation's sustainability.

Since the initial closure of the Edinburgh Leisure venues in March 2020 the Board were meeting approximately every two weeks and since June 2021 monthly, to discuss the developing situation. Risks of a more immediate nature than those referenced above are signalled to the Board at each of these meetings and appropriate actions implemented.

Management fee income: During the year to March 2021 CEC paid £8.1m (2020: £7.9m) in management fee to Edinburgh Leisure for the delivery of core services. The management fee for the year to March 2022 has been set at £8.0m and although additional funding of up to £6m has been made available in the current year to help mitigate the impacts of Covid-19, further reductions in the core management fee are still possible in future as the Council is required to make significant improvements to its budget position. Edinburgh Leisure is engaging in regular dialogue with the Council regarding the potential impact of any future reductions although in the spirit of partnership the focus of those discussions is very much in assisting our emergence from the impacts of Covid whilst supporting the citizens of Edinburgh to enjoy active and healthy lives.

Political: Due to the emergence of Covid-19 the importance of physical activity on health has never been so widely and frequently emphasised. Whether governmental momentum builds behind a preventative agenda either at Holyrood or Westminster remains to be seen, with ministerial energies understandably directed towards the immediate management of the virus at the current time. In the meantime, we continue to work with various partners to develop tangible plans for Edinburgh Leisure's involvement in improving societal health for the long term. The Directors remain focused on improving the core sustainability of the Edinburgh Leisure business model and if subsequent political changes result in greater focus on physical activity and the transformational health benefits it delivers, our organisation will be well placed to respond.

Economic: With household investment in physical activity tending to be viewed as discretionary, any negative macro-economic shift could have a detrimental impact our income position. However, previous projections of mass unemployment arising from the Covid-19 pandemic have now receded with most expert commentators now expecting a strong economic recovery as the country continues to reopen and as the vaccination programme is now reaching the younger age groups. Edinburgh Leisure is positioned as an affordable, professional, good quality choice for customers across our service offerings such as fitness, aquatics, golf and sports coaching and we would expect this positioning to largely mitigate this risk as it is currently framed. However, we are also aware of the disproportionate impact the pandemic has had on some (i.e. the increase in health inequalities) and we continue to work to target additional support to those most in need.

People attraction and retention: The Directors review salary increases annually to balance the need to control wage costs with the need to retain and attract quality staff in the Edinburgh job market. The business continues to invest in developing a great 'employee experience' and in learning and development opportunities for staff. Whilst the positive working environment and career development remains a strong incentive for quality people to work for Edinburgh Leisure, we cannot be complacent with regards to our rewards package. Since the start of the pandemic vacancies have arisen for all the usual reasons and now that we have largely reopened we have been recruiting to fill these vacancies. The UK's exit from the European Union is demonstrably impacting on the resource pool and our recent experience is that the job market in Edinburgh is buoyant and we are having to move quickly to secure candidates before they accept alternative assignments. A consequence is that we are currently carrying more vacancies than would be the case in normal times, although this is not significantly impacting service delivery at this time. We are continuing to monitor recruitment and retention and will conduct a salary benchmarking exercise this year to determine if further changes are necessary to our rewards package.

Competition: The impact of Covid-19 on the competitive environment could force some competitors out of business whilst others may be forced to chase market share more aggressively than ever to survive. How this plays out in practice remains to be seen and anecdotal feedback is that customer visits are significantly down across the industry which puts extreme pressure on the sustainability of the sector as a whole. For now, our assessment is that we continue to operate in a very

competitive city and sophisticated market, particularly in respect of our fitness offerings, but also in other activities such as golf and sports coaching. By investing in our facilities, developing our products and constantly tracking competitor activity and our own usage, membership and income metrics, we remain equipped to adjust our products and services to continue to meet the demands of our customer base.

Keeping people active and well. Always!

Edinburgh Leisure is a charity on a mission to help people in Edinburgh lead more active, healthier and happier lives. We are committed to creating opportunities for EVERYONE to get active and stay active and run over 50 sport, leisure, and school facilities across the city.

Physical activity is proven to have a positive impact on our physical health, mental wellbeing and quality of life. Our Active Communities programme uses the power of physical activity and sport to combat the effects of inactivity and tackle inequalities. Each year it supports over 10,000 people affected by health conditions, disabilities, inequalities, and poverty to improve and protect their health and wellbeing. We are uniquely placed to do this work and make a positive difference to local lives by supporting people to be physically active to:

- Improve their physical health
- Improve their mental wellbeing
- Increase their confidence
- Maintain independence
- Reduce social isolation and loneliness
- Improve attainment
- Improve self-esteem
- Improve sleep quality
- Reduce risk of falls
- Feel part of a community
- Learn new skills
- Maintain a healthy weight
- Have fun!

The Covid-19 pandemic, lockdown and prolonged social distancing have been particularly challenging for the individuals and communities that our Active Communities programme supports. Factors such as a sudden loss of routine, an abrupt end to the support networks that they rely on, financial instability, increased social isolation and being stuck at home have exacerbated many of the problems they already faced. With such significant consequences for disadvantaged and vulnerable people across the city, our Active Communities programme has never been more important.

Sarah and Lorraine's Story

One of our Active Communities projects is Movement for Memories, which supports people with dementia to be physically active to improve their health, wellbeing and quality of life. Over lockdown, while our sports and leisure facilities were closed, the Movement for Memories team provided support through virtual sessions, outdoor activities with the support of a buddy, and signposting to Edinburgh Leisure's programme of live streamed exercise classes that people could do from home.

Lorraine, aged 86, has dementia. She usually lives in Stockbridge but has moved to stay with her daughter, Sarah, in Sutherland over lockdown.

"Mum was becoming increasingly muddled living on her own in Edinburgh over lockdown. She was confused by face masks and social distancing and her confidence took such a hit that she was too frightened to even walk across the road to the local shops."

Sarah found out that Lorraine was part of Movement for Memories through Rowan, her mum's Alzheimer Scotland Dementia Link Worker, not long after she moved in with her.

"I knew Movement for Memories would be good for her as she has always been active and used to be a regular at buddy swimming sessions at Glenogle Swim Centre. She has enjoyed the live streamed classes, particularly Active Sit, over the last few months. One of the benefits of the online support is that even though she is miles away in Sutherland, she can take part in the same classes as everyone at home and still feel part of the Edinburgh Leisure community.

"I've noticed a big difference in mum since she started the classes. I love to see her smile and laugh during the classes and I've noticed how much they boost her mood, make her more alert and give her something positive to talk about. Her short-term memory is poor but she seems to be able to remember the exercises she does in class and enjoys showing them off to me afterwards!"

Thank you to our supporters

Each year it costs around one million pounds to run our Active Communities programme. Much of this work is only possible thanks to the generosity of our donors, fundraisers, corporate partners, grant funders and statutory partners who contribute to our vital work and enable us to empower people to get active to improve and protect their health and wellbeing. In 2020/21 we raised £620,000 for our Active Communities Programme and £158,000 for our wider work. We are so grateful to all our supporters, including the following partners:

- Baillie Gifford
- Cole AD
- Edinburgh Health and Social Care Partnership
- Edinburgh Wellbeing Public Social Partnership
- Edinburgh Integrated Joint Board
- ESPC
- JK Young Endowment Fund
- Landmark Press
- Lothian Region Swimming Committee
- Macmillan Cancer Support
- NHS Lothian
- Parabola
- SASA East District
- Scottish Swimming
- Shared Care Scotland
- Speedo
- Swim England
- The City of Edinburgh Council
- The City of Edinburgh Council Communities and Families Large Grants
- The Life Changes Trust

This year we would also like to say a huge thank you to the 1,608 members who chose to support Edinburgh Leisure while our venues were closed by unfreezing their monthly memberships during lockdown and donating a total of £339,000. These funds have been and will continue to be used to provide greater opportunities for our fellow citizens to access the myriad benefits of exercise to improve their lives.

The societal impact of Covid-19

At the time of the first lockdown people could often be heard asserting that Covid was impacting us all. That we were all in the same boat. However, it quickly became clear that the impacts on individuals varied dramatically and whilst one could say we are all in the same storm we are very much not in the same boat. Indeed, to extend that metaphor, whilst many have been battered by the raging tempest and thousands have failed to survive the journey, others have watched from the relative safety of their sturdy homes on the shore. As the storm passes its impact on many will fade quickly, but for countless others the terrible legacy of the Covid storm will be felt for years to come.

So, what part can Edinburgh Leisure play to rebuild the lives of those affected by Covid? Firstly, and most obviously, we provide the places where people can come to be active (and enjoy the many forementioned health benefits), to reconnect socially and to establish positive routines. Physical activity has long been known to improve mental health which has been badly affected across society by the pandemic and whilst this sits comfortably within our core service offering, we also have our Healthy Active Minds specialist project for those with more acute needs. Long covid has emerged as a major debilitating outcome of Covid infection in large numbers of the population and we are currently working with partners to develop recuperation strategies and to evolve our service offering in support of those affected by long Covid.

Physical, mental and social wellbeing have always been at the heart of why our charity exists and our teams are working tirelessly to play our part in the recovery of our friends, neighbours and fellow citizens in the months and years ahead.

Plans for future periods

With all venues now open the operational focus for the near term is on the future of restrictions, for example reopening soft play when restrictions allow and responding to any changes in physical distancing, contact tracing or other government requirements. We are not in control of these events but we do have plans ready for implementation at the appropriate times.

Beyond the day-to-day operational elements we are also advancing various other significant projects such as:

- Implementation of a new HR and payroll system
- Transformational improvements to our customer membership and booking capability
- Implementation of new Facilities Management structure and systems
- Further review of staffing structures
- Opening the brand new Meadowbank Sport Centre
- Extensive refurbishment of Ainslie Park pool hall
- Reopening Warrender Swim Centre after its refurbishment
- Closing Portobello Swim Centre for refurbishment

Throughout this year we will keep our partners at City of Edinburgh Council fully informed of the developing operational performance and of our view on the financial support required as the year progresses. On behalf of EL's management, our colleagues and the many thousands of users across Edinburgh, the Board thank the Council wholeheartedly for their continued support. We cannot know how long this road will be and we can't be sure of what lies ahead, but if life truly is a journey and not a destination then we will continue to do our utmost to enjoy that journey and provide life changing help to all we meet along the way.



Kevin J Johnston FCMA
Company Secretary

23 June 2021

Directors' report

The Directors of the company are pleased to present their annual report and the audited financial statements for the year ended 31 March 2021.

Reference and administration information

The Directors who currently hold office are as follows:

Directors	S. Haldane (Chair) Councillor G. Bruce Councillor D. Dixon Councillor H. Osler Councillor A. Staniforth Councillor L. Cameron C. McMillan J. Moran Dr C. Mumford J. Taylor C. Parker C. Hall L. Panglea	
Chief Executive	J. Peebles	
Secretary	K. Johnston	
Registered office	Craiglockhart Leisure & Tennis Centre 177 Colinton Road Edinburgh EH14 1BZ	
Auditor	BDO LLP Citypoint 65 Haymarket Terrace Edinburgh EH12 5HD	
Solicitors	Harper Macleod LLP 65 Haymarket Terrace Edinburgh EH12 5HD	
Bankers	Royal Bank of Scotland 36 St Andrew Square Edinburgh EH2 2YB	Barclays Quay 2, Fountainbridge Edinburgh EH3 9QG
Charity number	SC027450	
Company number	SC179259	

Edinburgh Leisure's purpose

At Edinburgh Leisure, we are passionate about the positive impact physical activity has on people's physical, mental and social wellbeing. Which is why as a charity we are on a mission to inspire everyone in Edinburgh to be active.

Physical inactivity remains one of Scotland's major public health risks, with a majority of Scottish adults (54%) failing to meet the minimum physical activity guidelines according to the latest Scottish Health Survey conducted in 2020. Edinburgh Leisure has a vital role to play in getting more people in the city active, arguably never more so as we hopefully emerge from the coronavirus pandemic.

Structure, Governance and Management

Charitable status

Edinburgh Leisure is a company limited by guarantee, governed by its memorandum and articles of association, and does not have a share capital. Each member has undertaken to contribute an amount not exceeding one pound towards any deficit arising in the event of the company being wound up. The company has charitable status under Section 505 of the Income and Corporation Taxes Act 1988 and the Scottish Charity Number is SC 027450.

Directors

Edinburgh Leisure's Board comprises a maximum of fifteen Directors. Seven are co-opted from business, the leisure industry, and the professions. One is nominated from ClubSportEdinburgh, one is a nominated employee representative and five are nominated elected members of the City of Edinburgh Council. There is also one Director specifically appointed to represent users. The seven co-opted members and the one user representative are appointed for a period of three years.

The following Directors served during the year:

D. Milne (resigned 4 January 2021)
Councillor G. Bruce
Councillor D. Dixon
Councillor H. Osler
Councillor A. Staniforth
Councillor L. Cameron
S. Haldane
J. Davies (resigned 22 February 2021)
C. McMillan
J. Moran
Dr C. Mumford
J. Taylor
C. Parker
C. Hall
L. Panglea

Policies and procedures for induction and training of Directors

An induction process is in place for new Directors. This covers the strategic and operational issues affecting the company. Processes are in place to provide feedback to Directors on their contributions and to identify on-going training needs. Actions are taken as required.

Pay and remuneration of the charity's key management personnel

At least every three years, an external consultant is engaged to benchmark salaries against other leisure trusts, similar sized organisations in Edinburgh and UK wide charities, their findings and recommendations then being presented to Edinburgh Leisure's Remuneration Committee. To aid their determination, the Remuneration Committee have available the pay recommendations for the rest of the company and may choose to mirror the wider company award, although flexibility exists to implement differing pay awards if deemed necessary. The Remuneration Committee present their recommendations for discussion to the Board with key management not permitted to be present for these discussions.

Organisation Structure

The Board of Directors meets every two months with Directors and senior management present. Decisions are taken to set the overall strategy for the business as well as to monitor its activities. Senior management are charged with the task of implementing these decisions.

Objectives and activities

Principal activity

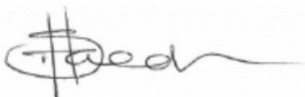
The principal activity of the company is the provision of recreation and leisure facilities on behalf of The City of Edinburgh Council in accordance with the following charitable objectives to:

- Provide or assist in the provision of facilities for recreation or other leisure time occupation in the interests of social welfare for the general public and in particular in connection with the local authority area of The City of Edinburgh as defined in the Local Government etc. (Scotland) Act 1994 with the object of improving the conditions of life for the Community;
- Provide facilities for persons who by reason of their youth, infirmity or disability, poverty or social and economic circumstances may need special facilities; and
- Promote good health among the Community through health education directed to the part which healthy eating and standards of nutrition together with exercise play in the maintenance of good health.

Disclosure of information to the Auditors

So far as each Director is aware, there is no relevant audit information of which the auditors are unaware. Each Director has taken the appropriate steps as a Director to make themselves aware of such information and to establish that the auditors are aware of it.

Approved by the Board of Directors and signed on its behalf by:



Scott Haldane
Chairman

23 June 2021

Statement of Directors' responsibilities

The Directors are responsible for preparing the Strategic report, the Directors report and the financial statements in accordance with applicable law and regulations.

Company law and Charity law requires the Directors to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law and charity law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial statements are published on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the charity's website is the responsibility of the Directors. The Directors' responsibility also extends to the ongoing integrity of the financial statements contained therein.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND DIRECTORS OF EDINBURGH LEISURE

Opinion on the financial statements

In our opinion, the financial statements:

- give a true and fair view of the state of the Charitable Company's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

We have audited the financial statements of Edinburgh Leisure ("the Charitable Company") for the year ended 31 March 2021 which comprise the statement of financial activities (incorporating an income and expenditure account and statement of recognised gains and losses), the balance sheet, cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charitable Company in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

Other information

The Directors are responsible for the other information. The other information comprises the information included in the Report and financial statements, other than the financial statements and our auditor's report thereon. The other information comprises: the Strategic Report and the Directors' Report.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Other Companies Act 2006 reporting

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' Report, which includes the Directors' Report and the Strategic report prepared for the purposes of Company Law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic report and the Directors' Report included within the Directors' report have been prepared in accordance with applicable legal requirements.

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatement in the Strategic report or the Directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 requires us to report to you if, in our opinion;

- proper and adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Directors

As explained more fully in the Statement of Directors' Responsibilities, the Directors (who are also the trustees of the charitable company for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Charitable Company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud. Areas of identified risk are then tested substantively;
- reading minutes of meetings of those charged with governance; reviewing correspondence with regulatory bodies and from legal advisors to identify indications of non-compliance with laws and regulations;
- assessing the design and implementation of the control environment to identify areas of material weakness to focus the design of our audit testing;
- determining whether the accounting policies and presentation adopted in the financial statements are in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice) and the Statement of Recommended Practice for Charities
- identifying whether there are instances of potential bias in areas with significant degrees of judgement such as the application of assumptions for the defined benefit pension liability;
- addressing the risk of fraud through management override of controls by testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in accounting estimates are indicative of a potential bias; and evaluating the business rationale of significant transactions that are unusual or outside the normal course of business;
- vouching balances and reconciling items in key control account reconciliations to supporting documentation as at 31 March 2021; and
- carrying out detailed testing, on a sample basis, of transactions and balances agreeing to appropriate documentary evidence to verify the completeness, existence and accuracy of the reported financial statements.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the Charitable Company's trustees, as a body, in accordance with the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the Charitable Company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company, the Charitable Company's members as a body and the Charitable Company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:

Martin Gill

B6F16A8EF9FB4ED
Martin Gill (Senior Statutory Auditor)
For and on behalf of BDO LLP, statutory auditor
Edinburgh, UK
Date 24 June 2021

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Statement of financial activities (incorporating an income and expenditure account and statement of recognised gains and losses)

For the year ended 31 March 2021

	Note	Unrestricted Fund £'000	Restricted Fund £'000	Total 2021 £'000	Total 2020 £'000
Income					
Investment income	7	1	-	1	32
<i>Income from charitable activities</i>					
Provision of leisure facilities		13,642	2,044	15,686	22,912
Contract with City of Edinburgh Council		11,046	3,017	14,063	8,993
Total income	2	24,689	5,061	29,750	31,937
Expenditure					
Charitable activities					
Provision of leisure facilities	4	22,818	1,998	24,816	34,724
Interest cost in relation to pension liability	20	90	-	90	126
Pension service costs	20	391	-	391	1,988
Total expenditure		23,299	1,998	25,297	36,838
Net movement in funds for the year before other recognised gains and losses		1,390	3,063	4,453	(4,901)
Other recognised gains and losses					
Actuarial (loss)/gain on Lothian Pension Fund	20	(2,338)	-	(2,338)	3,068
Net movement in funds (after actuarial (loss)/gain on pension scheme)		(948)	3,063	2,115	(1,833)
Transfers between funds	15	(60)	60	-	-
Net movement in funds		(1,008)	3,123	2,115	(1,833)
Fund balance brought forward at 1 April 2019	24	(2,147)	2,757	610	209
Net movement in funds year ended 31 March 2020	24	208	(2,041)	(1,833)	401
Fund balance carried forward at 31 March 2021	24	(1,939)	716	(1,223)	610
Fund balances brought forward at 1 April 2020		(1,939)	716	(1,223)	610
Fund balances carried forward at 31 March 2021		(2,947)	3,839	892	(1,223)

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. A full year comparative is included in note 24 to the accounts.

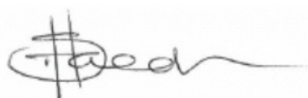
Balance Sheet

Company Number: SC179259
At 31 March 2021

	Note	2021 £'000	2021 £'000	2020 £'000	2020 £'000
Fixed assets					
Tangible assets	8		4,967		4,913
Investments	9		-		-
			4,967		4,913
Current assets					
Stocks	10	28		115	
Debtors	11	1,399		885	
Cash in hand		4,664		300	
		6,091		1,300	
Current liabilities					
Creditors: amounts falling due in one year	12	(3,292)		(3,159)	
Net current assets/(liabilities)			2,799		(1,859)
Total assets less current liabilities			7,766		3,054
Long term liabilities					
Creditors : amounts falling due in more than one year	13		(358)		(580)
Net assets excluding pension deficit			7,408		2,474
Pension deficit	20		(6,516)		(3,697)
Net assets/(liabilities) including pension deficit			892		(1,223)
Funds					
Unrestricted funds		3,150		1,626	
Designated reserves	14	419		132	
Pension reserve	20	(6,516)		(3,697)	
			(2,947)		(1,939)
Restricted funds	15		3,839		716
Total funds			892		(1,223)

The notes at pages 20 to 38 form part of these accounts.

The financial statements were approved and authorised for issue by the Board on 23 June 2021 and signed on its behalf by:



Scott Haldane
Chairman

Cash flow statement
for the year ended 31 March 2021

	Note	2021 £'000	2020 £'000
Net income/(expenditure) for the reporting period		4,453	(4,901)
Adjustments for:			
Depreciation charges		1,169	1,276
Pension adjustment		391	1,988
Interest paid		91	128
Interest received		(1)	(32)
Decrease in stock		87	19
(Increase)/decrease in debtors		(514)	1,348
Increase/(decrease) in creditors		152	(191)
Loss on disposal of fixed assets		1	17
Net cash provided by operating activities		5,829	(348)
 Cash flows from investing activities			
Interest received		1	32
Purchase of PPE		(1,233)	(800)
Finance lease interest paid		(1)	(2)
Proceeds from sale of fixed assets		9	6
Net cash used in investing activities		(1,224)	(764)
 Cash flows from financing activities			
Repayment of finance leases		(168)	(181)
New loans entered into		-	-
Repayment of loans		(73)	(56)
Net cash used in financing activities		(241)	(237)
 Change in cash and equivalents in the reporting period		4,364	(1,349)
 Cash and cash equivalent at the beginning of the reporting period	21	300	1,649
 Cash and cash equivalent at the end of reporting period	21	4,664	300

Notes to the financial statements

(forming part of the financial statements)

1 Accounting policies

Edinburgh Leisure is a private company, limited by guarantee, incorporated in Scotland under the Companies Act. The address of the registered office is on page 9. Edinburgh Leisure constitutes a public benefit entity as defined by FRS102. The financial statements have been prepared in accordance with FRS102 the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland.

The preparation of the financial statements in compliance with FRS102 requires the use of certain critical accounting estimates. It also requires the Charity to exercise judgement in applying the entity accounting policies (see Note 1n).

1a Basis of accounting

The financial statements have been prepared under the historical cost basis of accounting and in accordance with applicable accounting standards. The financial statements are set out so as to comply with the Statement of Recommended Practice: Accounting and Reporting by Charities approved by the Accounting Standards Board in 2019, the Charities and Trustee Investment (Scotland) Act 2005 and the Companies Act 2006.

These financial statements present information about the company as an individual undertaking, and not about its group, by virtue of s402 of the Companies Act 2006.

The company's functional and presentational currency is GBP. Figures are presented rounded to the nearest £1,000.

Edinburgh Leisure's contract to manage leisure facilities on behalf of the City of Edinburgh Council (CEC); although on-going, the financial terms relating to the contract are settled annually in conjunction with the Council's budgeting process. A six month notice period applies to the contract. In the opinion of the Directors there is no risk that funding will be withdrawn in the foreseeable future.

The financial statements have been prepared on a going concern basis. In the period since the balance sheet date, we have largely reopened following the second Covid lockdown however usage and income numbers are far below their pre-Covid levels and this is having a material effect on Edinburgh Leisure's financial position. On the 27th May, CEC voted in favour of additional contract payments to Edinburgh Leisure of up to £6,000,000 in 2021/22.

Cashflow projections have been prepared beyond twelve months from the date of signing of these financial statements and, due to the uncertainty of future restrictions and consumer behaviour, these calculations have prudently assumed no income growth from current levels. These projections indicate that the company will be able to maintain liquidity through the next twelve months by drawing down on the aforementioned CEC support and a series of options have been developed to further augment cash holdings should circumstances demand it.

After considering the above along with the internal measures the Directors of Edinburgh Leisure are taking to secure their future, the accounts have been prepared on a going concern basis.

Notes to the financial statements *(continued)*

1 Accounting policies *(continued)*

1b Funds

Funds are classified as either restricted funds or unrestricted funds, defined as follows:

Restricted funds are funds subject to specific trusts, which may be declared by the donor or with their authority. Some are restricted income funds expendable at the discretion of the Board in furtherance of a particular activity, such as funds raised for particular client groups or activities. Others are capital funds where the assets are required to be invested for long term use.

Unrestricted funds are expendable at the discretion of the Board in furtherance of the objectives of Edinburgh Leisure. If part of the unrestricted funds is earmarked at the discretion of the Board for a particular project it is designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the Board's discretion to apply the fund.

1c Income

Activities for generating income are accounted for on an accruals basis.

Income from the City of Edinburgh Council is accounted for on an accruals basis and is agreed in advance based on the level of service provided.

Investment Income is accounted for on an accruals basis.

Capital Grants received are accounted for on an accruals basis. If a functional fixed asset is acquired in full or in part from the proceeds of a grant it is included in the balance sheet at its full acquisition cost, with the relevant grant being recognised as income and held in restricted funds. Depreciation is then allocated to this fund over the useful life of the related asset.

1d Expenditure

All expenditure is accounted for on an accruals basis. Governance costs are included in the costs of providing service and relate to the expenditure on the Directors including meetings, if any, insurance and for the company's obligation for audit as a charity. Support costs are identified as such at the time of purchase and are allocated in the financial accounting system to support departments, they are included within the costs of providing service in note 4.

1e Leased assets: lessee

Operating lease rentals are charged to the income and expenditure account on a straight line basis over the period of the lease.

Assets held under finance leases are capitalised in the balance sheet and depreciated over their useful lives. The interest element of leasing payments is charged to profit or loss over the term of the lease and is calculated so that it represents a constant proportion of the balance of capital repayments outstanding.

1f Leased assets: lessor

Rental Income is credited to the income and expenditure account on a straight line basis over the period of the lease.

1g Holiday pay accrual

A liability is recognised to the extent of any unused holiday pay entitlement which has accrued at the balance sheet date and carried forward for future periods. This is measured at the undiscounted salary cost of the future holiday entitlement so accrued at the balance sheet date.

1h Stocks

Stocks of materials are stated at the lower of cost and net realisable value in the ordinary course of operating.

Notes to the financial statements *(continued)*

1 Accounting policies *(continued)*

1i Tangible fixed assets

Assets are held at cost. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life, generally as follows:

Freehold land and buildings	up to 50 years
Leasehold improvements	5 years – 25 years
Plant and equipment	3 to 25 years
Motor vehicles	4 years
Furniture and fittings	5 years
Computer equipment	3 to 5 years
Finance Leases	over the term of the lease, if shorter than useful life

The assets are reviewed annually for impairment. Assets purchased during the year with a value of £1,000 or more are reviewed for capitalisation.

1j Taxation

As a charity, the group is exempt from income tax by virtue of Section 505(1) Income and Corporation Taxes Act 1988 and from capital gains tax by virtue of Section 145 Capital Gains Tax Act 1979.

1k Pensions

Edinburgh Leisure is a member of the Lothian Pension Fund, a Local Government Pension Scheme, which provides benefits based on final salary for periods before 1st April 2015 and career average salary after that date. The scheme closed to new entrants as at 1st April 2008.

The liability recognised in the Balance Sheet in respect of the defined benefit plan is the present value of the defined benefit obligation at the end of the balance sheet date less the fair value of plan assets at the balance sheet date out of which the obligations are to be settled. The defined benefit obligation is calculated using the projected unit credit method. Annually the company engages independent actuaries to calculate the obligation. The present value is determined by discounting the estimated future payments using market yields on high quality corporate bonds that are denominated in sterling and that have terms approximating to the estimated period of the future payments ('discount rate'). The fair value of plan assets is measured in accordance with the FRS102 fair value hierarchy and includes the use of appropriate valuation techniques.

Actuarial gains and losses arising from experience adjustments and changes in actuarial assumptions are charged or credited to the Statement of Financial Activities. These amounts together with the return on plan assets are disclosed as 'Actuarial gain/(loss) on Lothian Pension Fund'.

The cost of the defined benefit plan, recognised in profit or loss as employee costs, except where included in the cost of an asset, comprises:

- a) the increase in net pension benefit liability arising from employee service during the period; and
- b) the cost of plan introductions, benefit changes, curtailments and settlements.

The net interest cost is calculated by applying the discount rate to the net balance of the defined benefit obligation and the fair value of plan assets. This cost is recognised in the Statement of Financial Activities as 'Interest cost in relation to pension liability'.

All new employees, and those employees not currently members of the Lothian Pension Fund, are able to participate in a defined contribution scheme. Under this scheme, employees can choose how much they contribute to the scheme. Edinburgh Leisure matches the employees' contributions, up to a maximum of 8%. Allocation of the expense in relation to the defined contribution scheme between restricted and unrestricted funds is done on an employee by employee basis where it will be classed as restricted if the employee is employed in relation to a restricted project. Otherwise it will be classed as an unrestricted expense.

Notes to the financial statements *(continued)*

1 Accounting policies *(continued)*

11 Cash at bank and in hand

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

1m Financial instruments

The Company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans with related parties.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade payables or receivables, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration, expected to be paid or received.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of Financial Activities.

Financial assets and liabilities are offset and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1n Judgements in applying accounting policies and key sources of estimation uncertainty

In preparing the financial statements the Directors have made the following judgements:

- Determining whether there are indicators of impairment of the charity's tangible assets. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset.
- Determining whether the assumptions set by the Directors over the defined benefit pension scheme are reasonable.

Other key sources of estimation uncertainty:

- Tangible fixed assets (see Note 8). Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing assets lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.
- Defined benefit pension scheme (see Note 20). The actuary values the pension scheme in line with assumptions set by the Directors. The actual performance is unlikely to be in line with the actuarial valuation as a result of the valuation being based upon assumptions on future unpredictable events such as return on assets and mortality rates.

Notes to the financial statements *(continued)*

2 Income

Income from investments was £1,000 (2020: £32,000), of which the entire balance was unrestricted for both periods.

Income from the provision of leisure facilities was £15,686,000 (2020: £22,912,000), of which £13,642,000 (2020: £21,018,000) was unrestricted and £2,044,000 (2020: £1,894,000) was restricted. This included Coronavirus Job Retention Scheme income of £7,449,000 (2020: nil) of which £6,897,000 (2020: nil) was unrestricted and £552,000 (2020: nil) was restricted.

Income from the contract with City of Edinburgh Council was £14,063,000 (2020: £8,993,000), of which £11,046,000 (2020: £7,905,000) was unrestricted and £3,017,000 (2020: £1,088,000) was restricted.

3 Net result for the year

The net movement in funds is after charging the following:

	Unrestricted	Restricted	Total	Total
	Fund	Fund	2021	2020
	£'000	£'000	£'000	£'000
Depreciation	1,157	12	1,169	1,276
Audit fees	27	-	27	22
Non-audit fees	2	-	2	2
Rental charges under operating leases	260	-	260	231
Loss on disposal of fixed assets	1	-	1	17
	1,447	12	1,459	1,548

Notes to the financial statements *(continued)*

4 Costs of providing service

	Unrestricted	Unrestricted	Unrestricted	Restricted	Total	Total
	Support	Operations	Total	Fund	2021	2020
	£'000	£'000	£'000	£'000	£'000	£'000
Wages and salaries	3,048	9,839	12,887	964	13,851	16,394
Social security costs	274	580	854	53	907	1,230
Employer pension contributions	372	856	1,228	64	1,292	1,353
Payments to self-employed coaches	18	57	75	8	83	1,101
Property costs	816	2,608	3,424	630	4,054	6,978
Supplies and services	1,530	1,365	2,895	267	3,162	6,111
Rental charges under operating leases	249	11	260	-	260	231
Depreciation	97	1,060	1,157	12	1,169	1,276
Finance lease interest cost	-	1	1	-	1	2
Governance costs	36	-	36	-	36	31
Loss on disposal of fixed assets	-	1	1	-	1	17
	6,440	16,378	22,818	1,998	24,816	34,724

The costs of providing services during 2020 were comprised of £29,716,000 in relation to unrestricted funds and £5,008,000 in relation to restricted funds.

5 Governance costs

	2021	2020
	£'000	£'000
Audit fees	27	22
Non-audit fees	2	2
Directors and Officers Indemnity Insurance	7	7
	36	31

Notes to the financial statements *(continued)*

6 Staff numbers and costs

The remuneration and associated costs of the company were:

	2021	2020
	£'000	£'000
Wages and salaries	13,851	16,394
Social security costs	907	1,230
Pension costs	1,292	1,353
Pension adjustment	391	1,988
	16,441	20,965

There were £322,000 redundancy costs included within staff costs (2020: £79,000). Costs for any redundancies are recognised when the liability is confirmed and communicated to the relevant parties creating a constructive obligation. As at the balance sheet date, £10,000 (2020: nil) was outstanding.

Employees receiving salaries, plus benefits in kind, of more than £60,000 were in the following bands:

	2021	2020
	Number	Number
£100,000 - £109,999	1	1
£90,000 - £99,999	0	1
£70,000 - £79,999	1	1
£60,000 - £69,999	2	1

The total contributions to defined benefit pension schemes for the staff within the above bands is £59,438 (2020: £37,724) and to defined contribution pension schemes is £1,313 (2020: £5,848).

No member of the Board received remuneration from Edinburgh Leisure other than Directors indemnity insurance and travel expenses claimed by one Board member of £300 (2020: £1,301).

The average monthly full-time equivalent number of employees of the company during the year was:

	2021	2020
	Number	Number
Dry facilities	166	184
Wet centres	332	352
Golf courses	32	29
Administration and support	141	141
	671	706

Notes to the financial statements (continued)

6 Staff numbers and costs (continued)

The average monthly headcount number of employees of the company during the year was:

	2021	2020
	Number	Number
Dry facilities	276	304
Wet centres	489	525
Golf courses	35	32
Administration and support	159	160
	959	1,021

7 Investment income

	2021	2020
	£'000	£'000
Bank and other interest	1	32
	1	32

8 Tangible fixed assets

	Freehold Buildings	Leasehold Impmt's	Plant & Equipt.	Motor Vehicles	Furniture & fittings	Computer Equipment	Finance Leases	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<i>Cost</i>								
At beginning of year	539	5,767	3,851	310	305	1,076	520	12,368
Transfers	-	4	72	-	-	(76)	-	-
Additions	-	-	833	-	315	85	-	1,233
Disposals	-	(590)	(124)	-	(22)	(21)	(82)	(839)
At end of year	539	5,181	4,632	310	598	1,064	438	12,762
<i>Depreciation</i>								
At beginning of year	199	3,537	2,218	193	218	588	502	7,455
Transfers	-	-	-	-	-	-	-	-
Charge	10	434	523	21	36	127	18	1,169
Disposals	-	(590)	(114)	-	(22)	(21)	(82)	(829)
At end of year	209	3,381	2,627	214	232	694	438	7,795
<i>Net book value</i>								
At 31 March 2021	330	1,800	2,005	96	366	370	-	4,967
At 31 March 2020	340	2,230	1,633	117	87	488	18	4,913

The net book value of assets held under finance leases was £290,000 (2020: £457,000).

Notes to the financial statements (continued)

9 Fixed asset investments

	2021	2020
	£'000	£'000
Investment in subsidiary undertaking	-	-
	-	-

The company owns 100% of the ordinary share capital of Edinburgh Leisure Two Limited, a company registered in Scotland. The registered office is; Craiglockhart Leisure & Tennis Centre, 177 Colinton Road, Edinburgh, EH14 1BZ. The value of the investment is at cost which is £2 (2020: £2). This company did not trade in the year.

10 Stocks

	2021	2020
	£'000	£'000
Stocks	28	115
	28	115

11 Debtors

	2021	2020
	£'000	£'000
Trade debtors	41	341
City of Edinburgh Council	69	62
Other Debtors and accrued income	923	153
Prepayments	366	329
	1,399	885

Notes to the financial statements (continued)

12 Creditors: amounts falling due within one year

	2021	2020
	£'000	£'000
Trade creditors	664	316
Pension creditor – City of Edinburgh Council	102	104
Due to City of Edinburgh Council	6	81
Social security costs and other taxes	687	326
Other creditors and accruals	1,618	2,086
Finance leases	149	168
Other loans	66	78
	3,292	3,159
	3,292	3,159

Included in finance leases above is £149,000 (2020: £150,000) due to the City of Edinburgh Council.

Included in other creditors and accruals above are amounts of deferred income as follows:

	2021	2020
	£'000	£'000
Balance at start of year	800	627
Transfers out	(793)	(627)
Transfers in	491	800
Balance at end of year	498	800
	498	800

Income is deferred where it is received in advance of the service delivery.

13 Creditors: amounts falling due after more than one year

	2021	2020
	£'000	£'000
Finance leases	235	384
Other creditors and accruals	19	31
Other loans	104	165
	358	580
	358	580

Included in finance leases above is £235,000 (2020: £384,000) due to the City of Edinburgh Council.

Notes to the financial statements (continued)

13 Creditors: amounts falling due after more than one year (continued)

The maturity of obligations under finance leases is as follows:

	2021	2020
	£'000	£'000
Within one year	149	168
Within one to two years	149	149
Within two to five years	86	235
	384	552

The obligations under finance leases are secured over the assets to which they relate.

14 Designated reserve

	2021	2020
	£'000	£'000
Balance as at 1 April 2020 (1 April 2019)	132	504
Income	-	-
Expenditure	(90)	(254)
Transfer to Unrestricted Funds	-	(250)
Transfer from Unrestricted Funds	377	132
Balance at 31 March 2021 (31 March 2020)	419	132

Designated reserves in the current and prior year include a *Sinking Fund* which is transfers from unrestricted funds, designated for future spend in respect of replacement of the playing surfaces of the outdoor tennis courts at Craiglockhart Tennis Centre, for replacement of the 3G pitches installed at Jack Kane Sports Centre and for dilapidation costs arising on the termination of an office lease which expired on 31 March 2021.

In the year to 31 March 2021, £302,000 was designated for community-based projects.

Notes to the financial statements (continued)

15 Restricted funds

	Maintenance	EICA	Schools	Salix	Other	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Balance as at 1 April 2020	195	80	-	-	441	716
Income	2,932	-	619	540	970	5,061
Expenditure	(828)	-	(619)	(11)	(540)	(1,998)
Transfer from Unrestricted Funds	-	-	-	70	-	70
Transfer to Unrestricted Funds	-	(10)	-	-	-	(10)
Balance at 31 March 2021	2,299	70	-	599	871	3,839

The *Maintenance* reserve represents money paid from the City of Edinburgh Council to Edinburgh Leisure specifically for the purpose of carrying out capital upgrading and lifecycle works.

The *EICA* reserve represents grant funding received from Scottish Enterprise – Edinburgh and Lothians (SEEL) for the installation of a new climbing wall at the Edinburgh International Climbing Arena. A transfer is made to partially offset the depreciation charge on the full cost of the relevant asset.

The company has taken over the operation of substantially all of the secondary school sporting estate of City of Edinburgh Council (CEC) outside of curricular and extra-curricular school hours. All income and expenditure is restricted in the Schools reserve with any surpluses being returned to CEC and any deficits being refunded by CEC.

The *Salix* reserve represents grants received from Salix Finance Limited and transfers from unrestricted reserves to be used for the purchase of qualifying energy saving capital goods. The depreciation of such capital goods is set against this reserve over the life of the assets. The transfers from unrestricted reserves represent 75% of the predetermined savings generated from the energy saving capital goods on an annual basis together with the 10% contribution to the fund.

The *Other* reserve represents a number of funds received from external organisations for specific purposes.

A requirement existed to ring fence any surplus made from the operation of Queensferry High Recreation Centre. Any deficits are funded by Edinburgh Leisure from unrestricted reserves and to 31 March 2020 the facility had generated a net deficit of £132,000. Since 1st April 2020, Queensferry High Recreation Centre is reporting into schools restricted fund where the surpluses or losses will automatically be ringfenced and returned or made good by the City of Edinburgh Council.

Sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

Notes to the financial statements (continued)

16 Analysis of net assets between funds

	Unrestricted Fund £'000	Restricted Fund £'000	Total 2021 £'000	Total 2020 £'000
Fund balances at 31 March 2021 are represented by:				
Tangible fixed assets	4,423	544	4,967	4,913
Current assets	2,796	3,295	6,091	1,300
Current liabilities	(3,292)	-	(3,292)	(3,159)
Long term liabilities	(358)	-	(358)	(580)
Pension deficit	(6,516)	-	(6,516)	(3,697)
Total net assets	(2,947)	3,839	892	(1,223)

In the year ended March 2020, £80,000 of tangible fixed assets and £636,000 of current assets were restricted with all other amounts being unrestricted.

17 Financial instruments

	2021 £'000	2020 £'000
Financial assets		
Financial assets that are debt instruments measured at amortised cost	<u>5,697</u>	856
Financial liabilities		
Financial liabilities measured at amortised cost	<u>2,465</u>	2,613

Financial assets that are debt instruments measured at amortised cost include trade debtors, cash in hand, amounts due from City of Edinburgh Council and other debtors.

Financial liabilities measured at amortised cost include trade creditors, amounts due to City of Edinburgh Council, accruals, finance lease creditor, other loans and other creditors.

Notes to the financial statements (continued)

18 Commitments

Total commitments under non-cancellable operating leases are as follows:

	2021	2020
	Total	Total
	£'000	£'000
No later than 1 year	134	407
Later than 1 year and no later than 5 years	147	105
Total	281	512

At the balance sheet date, the company had capital commitments to the value of £2,057,000 (2020: £458,000).

19 Contingent liabilities and commitments

During the year to 31 March 2019 Edinburgh Leisure received a grant from Tennis Scotland for £150,000 by way of contribution towards the build of new tennis courts at Craiglockhart Tennis Centre. Edinburgh Leisure are required to repay this loan, should the courts not be maintained adequately or cease to be operated as such, in the following 21 years from the date of the grant.

During the year to 31 March 2021 Edinburgh Leisure received a grant from the Salix Finance Limited recycling fund for £540,000 for the purchase of qualifying energy saving capital goods. On receipt of this, Edinburgh Leisure have committed to recycle 75% of the savings from these projects into further energy saving capital goods. Should Edinburgh Leisure decide not to continue to invest in energy saving capital goods in the future, this grant becomes repayable. At 31 March 2021, Edinburgh Leisure have a commitment to spend recycled savings of £474,000.

20 Pension scheme

Certain employees of the company are members of Lothian Pension Fund. In the financial year to 31 March 2021 the employer contribution rate was 23.2%. The most recent actuarial valuation (31 March 2021) showed that the market value of Edinburgh Leisure's notional share of the scheme's assets was £84,195,000 and that the actuarial value for these assets represents 93% of the benefits that had accrued to members, after allowing for expected future increases in earnings.

The fund is valued every three years by a professionally qualified independent actuary using the projected unit method, the rates of contribution payable being determined by the Directors on the advice of the actuaries. In the intervening years the actuaries review the progress of the scheme and prepare an interim valuation for the purposes of reporting under FRS102, section 28: Employee Benefits. The value of the fund at 31 March 2021 was as follows:

Actuarial valuation

	2021	2020
	£'000	£'000
Present value of funded liabilities	(90,704)	(75,954)
Present value of unfunded liabilities	(7)	(8)
Fair value of employer assets	84,195	72,265
Net liability	(6,516)	(3,697)

Notes to the financial statements (continued)

20 Pension scheme (continued)

Movement in present value of defined obligation

	2021	2020
	£'000	£'000
At start of year	75,962	80,033
Current service cost	1,452	1,827
Past service cost	35	1,201
Interest cost	1,749	2,011
Contribution by members	247	271
Actuarial losses/(gains)	12,745	(8,109)
Benefits paid	(1,478)	(1,271)
Unfunded benefits paid	(1)	(1)
At end of year	90,711	75,962

Movement in fair value of employer assets

	2021	2020
	£'000	£'000
At start of year	72,265	75,382
Interest income on plan assets	1,659	1,885
Contributions by members	247	271
Contributions by the employer	1,095	1,039
Contributions in respect of unfunded benefits	1	1
Return on assets excluding amounts included in net interest	10,407	(5,041)
Benefits paid	(1,478)	(1,271)
Unfunded benefits paid	(1)	(1)
At end of year	84,195	72,265

Notes to the financial statements (continued)

20 Pension scheme (continued)

(Expense) / income recognised in the statement of financial activities

	2021	2020
	£'000	£'000
Current service cost	(1,452)	(1,827)
Past service cost	(35)	(1,201)
Interest cost	(90)	(126)
Actuarial (loss)/gain on Lothian Pension Fund	(2,338)	3,068
At end of year	(3,915)	(86)

The total amount recognised in the statement of financial activities in respect of actuarial gains and losses is a loss of £2,338,000 (2020: £3,068,000 gain), calculated as follows:

	2021	2020
	£'000	£'000
Actuarial (loss)/gain on movement in present value of defined benefit obligation	(12,745)	8,109
Actuarial gain/(loss) on movement in fair value of employer assets	10,407	(5,041)
Actuarial (loss)/gain on Lothian Pension Fund during year	(2,338)	3,068

Fair value of employer assets and return on those assets

	Value	Value
	2021	2020
	£'000	£'000
Equities	61,462	54,199
Bonds	10,103	7,949
Property	5,894	5,781
Cash	6,736	4,336
Company's share of scheme assets	84,195	72,265

The expected rates of return on plan assets are determined by reference to relevant indices. The overall expected rate of return is calculated by weighting the individual rates in accordance with the anticipated balance in the Plan's investment portfolio.

Notes to the financial statements (continued)

20 Pension scheme (continued)

Principal actuarial assumptions (expressed as weighted averages) at the year end were as follows:

	2021	2020
	%	%
Inflation/pension increase rate	2.85%	1.80%
Salary increase rate	3.35%	3.40%
Discount rate	2.00%	2.30%

The assumptions relating to longevity underlying the pension liabilities at the balance sheet date as based on standard actuarial marketing tables and include an allowance for future improvements in longevity. The assumptions are equivalent to expecting a 65 year old to live for a number of years as follows:

	Males	Females
Current pensioners	20.5	23.3
Future pensioners	21.9	25.2

History of the plan

The history of the plan for the current and prior periods is as follows:

	2021	2020	2019	2018	2017
	£'000	£'000	£'000	£'000	£'000
Present value of defined benefit obligation	(90,711)	(75,962)	(80,033)	(71,845)	(80,909)
Fair value of employer assets	84,195	72,265	75,382	68,776	69,525
Deficit	(6,516)	(3,697)	(4,651)	(3,069)	(11,384)

The charity expects to contribute approximately £419,000 to its defined benefit scheme in the next financial year.

On 1st April 2008 Edinburgh Leisure closed its defined benefit scheme to new members. All new employees, and those employees not currently members of the Lothian Pension Fund, are able to participate in a defined contribution scheme. Under this scheme, employees can choose how much they contribute to the scheme. Edinburgh Leisure matches the employees' contributions, up to a maximum of 8%. The defined contribution pension cost charge amounted to £274,724 (2020: £316,406) and represents contributions payable by Edinburgh Leisure to the scheme. Included in other creditors at 31 March 2021 were outstanding pension contributions of £43,274 (2020: £53,156).

Notes to the financial statements (continued)

21 Analysis of changes in net debt

	At 1 Apr 2020	Cash flows	Other non-cash charges	At 31 Mar 2021
	£'000	£'000	£'000	£'000
Cash and cash equivalents				
Cash	300	4,364	-	4,664
Overdrafts	-	-	-	-
Cash equivalents	-	-	-	-
	300	4,364	-	4,664
Borrowings				
Debt due within one year	(246)	241	(210)	(215)
Debt due after one year	(549)	-	210	(339)
	(795)	241	-	(554)
	-	-	-	-
Total	(495)	4,605	-	4,110

22 Related party

Edinburgh Leisure is contracted to provide recreation and leisure by the City of Edinburgh Council (CEC). In the year to 31 March 2021 CEC made payments totalling £11,046,000 (2020: £7,905,000) to the company and leased the facilities occupied by the company for a peppercorn rent. CEC also made a payment of £2,932,000 (2020: £1,088,000), restricted for capital upgrade. At 31 March 2021 CEC owed the company £69,000 (2020: £62,000) and the company owed CEC £490,000 (2020: £719,000) (including amounts due to the Lothian Pension Fund) in relation to normal trading activities. During 2019, CEC loaned to the company, £687,000 on an interest free basis, for the installation of tennis courts at Craiglockhart and a new sewage pipe at the EICA. At 31 March 2021, £384,000 (2020: £534,000) remains due to the City of Edinburgh Council which is included within the £490,000 (2020: £719,000) balance owed to CEC as disclosed above.

Key management personnel include all directors and a number of senior staff who together have responsibility for planning, directing and controlling the activities of the company. The total compensation paid for key management for services provided to the company in the year was £402,000 (2020: £425,000).

23 Post balance sheet events

On 27 May 2021, the City of Edinburgh Council voted in favour of additional contract payments for Edinburgh Leisure up to the sum of £6,000,000 in 2021/22 to help address the continuing impacts of Covid.

Notes to the financial statements (continued)

24 Statement of financial activities (comparatives)

	Note	Unrestricted Fund £'000	Restricted Fund £'000	Total 2020 £'000
Income				
Investment income	7	32	-	32
<i>Income from charitable activities</i>				
Provision of leisure facilities		21,018	1,894	22,912
Contract with City of Edinburgh Council		7,905	1,088	8,993
Total income	2	28,955	2,982	31,937
Expenditure				
Charitable activities				
Provision of leisure facilities	4	29,716	5,008	34,724
Interest cost in relation to pension liability	20	126	-	126
Pension service costs	20	1,988	-	1,988
Total expenditure		31,830	5,008	36,838
Net movement in funds for the year before other recognised gains and losses		(2,875)	(2,026)	(4,901)
Other recognised gains and losses				
Actuarial gain/(loss) on Lothian Pension Fund	20	3,068	-	3,068
Net movement in funds (after actuarial gain/loss on pension scheme)		193	(2,026)	(1,833)
Transfers between funds	15	15	(15)	-
Net movement in funds		208	(2,041)	(1,833)
Fund balances brought forward at 1 April 2019		(2,147)	2,757	610
Fund balances carried forward at 31 March 2020		(1,939)	716	(1,223)

Culture and Communities Committee

10.00am, Tuesday, 1 February 2022

People's Network and Open Plus

Executive/routine	Executive
Wards	All
Council Commitments	35

1. Recommendations

- 1.1 Culture and Communities Committee is asked to:
- 1.1.1 Note the information provided on the People's Network (PN) and Open Plus;
 - 1.1.2 Note that the infrastructure to support the PN is no longer fit for purpose and that the service could no longer be available from July 2022; and
 - 1.1.3 Note the intention to reallocate £350,000 of capital funding (from Open Plus) to the PN, in order to update the hardware for the existing free public access to computing and internet service across the city; and
 - 1.1.4 Refer this report to the Council on 24 February 2022 to approve the proposed reallocation of capital funding as set out in paragraph 1.1.3.

Paul Lawrence

Executive Director Place

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People's Network and Open Plus

2. Executive Summary

- 2.1 This report provides details of the requirement to update the hardware which sits on the People's Network (PN) which provides free public access to computing and internet services through the city's libraries and an update on the Open Libraries solution (Open Plus) which the Council provided funding of £350,000 for in 2017.
- 2.2 The report seeks approval to reallocate the Open Plus funding to contribute towards an upgrade to the People's Network.

3. Background

People's Network (PN)

- 3.1 The PN was developed nationally throughout the United Kingdom (UK) in the early 2000s.
- 3.2 The PN provides free public access to computing and the internet through a network of public access Personal Computers (PCs) across libraries. It also enables customers to use library WiFi (wireless) to access the PN through their own devices.
- 3.3 A Library and Information Commission (LIC) report in October 1997 considered public libraries as the ideal vehicle for a national network to 'foster the spread of vital new technological skills among the population'.
- 3.4 The New Opportunities Fund (NOF) was established with £100 million of lottery funding to support the establishment of a UK wide People's Network. Once in situ, the ongoing upgrade and development of the PN rests with the local authority or Trust.
- 3.5 The PN benefits citizens who do not have access to computers, the internet, WiFi and printing. From April 2019 to March 2020 there were 232,596 PN bookings and 78,828 unique users. Since libraries reopened in May 2021, with limited occupancy levels under Covid-19 guidance, there were 11,452 public internet and computer bookings up until end November 2021.

- 3.6 However, the current PN due to the age of the devices are not able to run supported and secure versions of the operating system or software. The current devices are already in extended Microsoft support for MS Windows 7 and this extended support for the supporting server infrastructure is unlikely to be available beyond July 2022. The removal of support is in line with the vendor's fixed support policy of at least 10 years from product launch, which was in May 2008. The significant risk is that the PN service could not be provided for citizens beyond this date.

Open Plus

- 3.7 In [February 2017](#) the Council agreed to allocate £350,000 of capital funding to support an Open Libraries solution (Open Plus) in Edinburgh City Libraries.
- 3.8 Open Plus technology interfaces with the Library computer system and self-service kiosks to enable customers to have access to basic library services. The technology is used to open and close the library, controlling and monitoring a range of equipment in the library - door access, security gates, lights, self-service kiosks, PN computers, closed circuit television (CCTV), public address (PA) system and security alarms. It is dependent on having a reliable Library Management System (LMS) (the LMS operates the catalogue, stock ordering, membership, item reservations, loans and returns), up to date self-service kiosks and a PN.
- 3.9 Open Plus has been implemented in a number of library authorities in the UK as a means of extending library opening hours and services to local communities by providing access to the library service and buildings outwith normal opening hours, whether there is a library member of staff present or not. The funding was intended to enable the Council to test this concept as a way of mitigating a planned reduction in library hours (which was due to be implemented from April 2017).
- 3.10 The reduction in library opening hours was not implemented and existing opening hours were maintained across the library service.
- 3.11 In addition, research into the introduction of Open Plus in Edinburgh concluded that its success would require significant improvements in library Information and Communication Technology (ICT) and indicated that Open Plus is best installed as part of a new library provision or refurbishment, where the technology can be considered as part of the overall design rather than retrofitted within an existing library layout.
- 3.12 Therefore, the libraries service concluded that the Library ICT technology provision, including challenges of reliability which were experienced with the LMS at that time, presented a risk to the potential success of Open Library and, as a result, Open Plus has not been implemented in Edinburgh and the capital funding has been rolled-forward.

4. Main report

- 4.1 As outlined in paragraph 3.6, the current PN in Edinburgh is no longer fit for purpose.

- 4.2 The loss of vendor support will result in the required decommissioning of the existing PN and will mean that access to computer services, the internet and printing facilities in libraries across the city will no longer be available after June 2022.
- 4.3 Therefore, it is essential that the hardware which sits on the PN is updated by 30 June 2022, in order to be fully operational before the infrastructure support arrangements end.
- 4.4 Updating the hardware which sits on the PN will:
 - 4.4.1 Greatly improve the network's digital offer;
 - 4.4.2 Widen its appeal for citizens by modernising the library service to better meet the needs of users (e.g. introducing wireless printing and providing more up to date software such as Microsoft Office Professional); and
 - 4.4.3 Future proof the service.
- 4.5 The one-off installation cost of the refreshed PN has been estimated at £429,000. This investment cost has been minimised and demonstrates best value for the Council by repurposing (recycling) existing Council computer desktops (hardware) (which helps to make for a more sustainable solution, avoiding the unnecessary and costly purchase of new equipment).
- 4.6 In order to progress the implementation of the new PN, it is proposed to reallocate the £350,000 which were originally allocated to Open Plus to contribute towards the PN installation costs.
- 4.7 In addition, to recognise the potential benefits of Open Plus in Edinburgh, the infrastructure to support a future Open Library model has been incorporated into design plans for the new Macmillan Hub at Muirhouse (North Edinburgh Arts, Library and Early Years) and Ratho Hub (Early Years and Library).
- 4.8 This will provide the opportunity to test the concept of Open Plus in Edinburgh Libraries, as was originally intended by the Council in 2017 when the funding for this was allocated.

5. Next Steps

- 5.1 Committee are asked to note the information provided on the requirement to replace the existing PN in order to update the hardware for the existing free public access to computing and internet service across the city and to refer this report to the Council on 24 February 2022 for a decision on the reallocation of capital funding as set out in the report.
- 5.2 If the Council agrees to the utilisation of the Open Libraries capital funding to update the hardware which sits on the PN, the Libraries service will immediately commission CGI to implement the PN upgrade. It is hoped that this will be in place by 30 June 2022.

6. Financial impact

- 6.1 The cost of updating the PN in Edinburgh City Libraries is expected to be (one-off) £429,000. It is proposed to utilise the £350,000 allocated for an Open Libraries solution to enable this upgrade to be progressed. The balance of funding will be met from other available existing capital funds.
- 6.2 An annual revenue cost of circa £23,000 will be required for system to ensure that it remains supported. This cost will be met from the Libraries service revenue budget.
- 6.3 To provide an Open Library model in design plans for new libraries, depending on the supplier, it is expected that (the capital) installation will cost up to £6,000, with associated annual revenue costs of up to £5,000.00 per library. There will be additional heating and lighting costs for the Open Library hours. These costs will be built into the budget for the development of the new libraries.

7. Stakeholder/Community Impact

- 7.1 The benefits of updating the hardware which sits on the PN are outlined in paragraph 4.4 and the benefits of Open Plus are set out in paragraph 3.8.
- 7.2 The significant risk to the Service is that we would not be able to provide PN services to our citizens beyond this date.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 None.

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Culture and Communities Committee

10.00am, Tuesday, 1 February 2022

Grants to Third Parties: Third Sector Interface and Equality and Rights Network 2022/23

Executive/routine Executive
Wards
Council Commitments

1. Recommendations

- 1.1 Approve the financial proposals set out in paragraphs 4.2 and 4.6 of this report.

Stephen S. Moir

Executive Director of Corporate Services

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Grants to Third Parties: Third Sector Interface and Equality and Rights Network 2022/23

2. Executive Summary

- 2.1 This report sets out the City of Edinburgh Council's proposed funding for the Third Sector Interface (TSI) and Equalities and Rights Network (EaRN) for 2022/23.

3. Background

- 3.1 The Edinburgh Third Sector Interface (TSI) was established in 2009 as part of a Scottish Government initiative to realign Scotland's third sector infrastructure organisations. The aim was to ensure a co-ordinated approach to volunteering, social enterprise development, and the management and influence of third sector organisations.
- 3.2 This report details proposed funding by the City of Edinburgh Council from the Corporate Services Directorate budget to support Edinburgh's TSI which is delivered in partnership by three organisations: Edinburgh Voluntary Organisations Council (EVOC), Volunteer Edinburgh (VE) and Edinburgh Social Enterprise Network (ESEN). Each contributes to the delivery of the TSI objectives through leading work in their specialist area.
- 3.3 The role of the TSI is to deliver volunteering, social enterprise and third sector development and support, together with supporting the participation of the third sector in community planning arrangements in the city. Support in this latter category, includes contribution of sector views through representation on community planning structures, such as the Edinburgh Partnership Board and Locality Community Planning Partnerships, together with support for a range of networks and forums at both city and locality levels. The role is essential in ensuring that partnership working and collaboration with the third sector shapes and contributes to the development and delivery of strategic planning and service delivery.

- 3.4 Funding for the current financial year was agreed by the Culture and Communities Committee in March 2021. One year was approved at that time to enable further work to be carried out within the Council and with partners, under the auspices of the Edinburgh Partnership, to develop a sustainable model of infrastructure support. The pandemic caused delays in progressing this work although a shared outcome agreement with Education and Children’s Services Directorate and the Edinburgh Integration Joint Board is in place. This provides for a shared investment approach improving synergies from the different funding streams.
- 3.5 This report proposes the continuation of funding at current levels for 2022/23 to enable the outstanding work to be taken forward. This includes the opportunity to ensure the future approach is informed by the ambition to have a new working relationship with the third sector to deliver against the Council objectives of tackling poverty, sustainability and wellbeing as set out in the new Business Plan.
- 3.6 The report also recommends the continuation of funding at the current year’s level to the Equality and Rights Network (EaRN), which is managed by VE.

4. Main report

TSI Funding

- 4.1 EVOC is the city’s anchor organisation working to enable a strong, resilient, enterprising and sustainable third sector. VE is the city’s anchor organisation for growing volunteering and supporting volunteer-involving organisations. ESEN is the city’s main anchor organisation for advancing social enterprise.
- 4.2 Funding for all three organisations is recommended to continue in the new financial year at 2021/22 levels as follows:

Organisation	Award 2022/23
Edinburgh Voluntary Organisation’s Council	£53,500
Volunteer Edinburgh	£70,907
Edinburgh Social Enterprise Network	£10,000

- 4.3 The continued investment in these organisations will provide notable benefits, including:
- 4.3.1 Public and third sector relations in the city will continue to be positively progressed;
- 4.3.2 Third sector strategic input and participation in the Edinburgh Partnership will continue at strategic and local levels;
- 4.3.3 The Council’s strategic route for third sector matters will be enhanced;
- 4.3.4 Capacity building and development of the sector will be advanced; and,

4.3.5 Support to volunteers and volunteer-involving organisations will continue.

- 4.4 Funding at existing levels is recommended to allow further work to be carried out to develop a sustainable approach to future investment in the TSI aligned to delivery of the Council objectives, set out in the new Business Plan, together with partners commitments through the Edinburgh Partnership.

EaRN Funding

- 4.5 The aim of EaRN is to enable individuals, groups, organisations and communities of interest to work in partnership with public services to advance equality, promote human rights and tackle poverty and inequality. The EaRN service assists the Council to better deliver equality and rights outcomes and the public sector duties of the Equality Act 2010.
- 4.6 £40,000 for funding is recommended to VE for 2022/23 to manage EaRN.
- 4.7 The continued investment will support the implementation and ongoing engagement on the new Equalities Framework approved by the Policy and Sustainability Committee in April 2021, together with capacity building and promotional activities on equalities to inform strategic policy, planning and decision making in the city.

5. Next Steps

- 5.1 Following the Committee report, and subject to approval, letters of award and funding agreements will be put in place with each of the organisations.

6. Financial impact

- 6.1 The proposed investment as set out in paragraphs 4.2 and 4.6 is contained within existing and recurring budgets.
- 6.2 Any risks associated with the awards of grant to EVOC, VE, ESEN and for EaRN will be mitigated by grant monitoring and annual assessment and reporting arrangements with these set out in the funding agreement.

7. Stakeholder/Community Impact

- 7.1 Engagement relating to the above has been the subject of discussion with EVOC, VE and ESEN as part of the annual assessment process.
- 7.2 The proposals will assist the Council to better deliver its equality and rights outcomes and the delivery of the Equality Act 2010 public sector equality duties to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

- 7.3 The proposals will support and strengthen engagement and capacity building activity with third sector organisations and communities, including groups involved in tackling poverty and inequality and promoting and protecting human rights.

8. Background reading/external references

- 8.1 None

9. Appendices

- 9.1 None.

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Culture and Communities Committee

10.00am, Tuesday, 1 February 2022

Ash Dieback Action Plan

Executive/routine Wards Council Commitments	Routine All 43, 44
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1. Recommendations

- 1.1 It is recommended that Committee:
 - 1.1.1 Supports the implementation of the Ash Dieback Action Plan; and
 - 1.1.2 Notes that implementing the Ash Dieback Action Plan will lead to an unavoidable financial pressure for the Place directorate which officers will be required to contain within existing budgets.

Paul Lawrence

Executive Director of Place

Contact: David Jamieson, Parks Greenspace and Cemeteries

E-mail: David.jamieson@edinburgh.gov.uk | Tel: 0131 529 7055

Ash Dieback Action Plan

2. Executive Summary

- 2.1 Ash dieback is a serious tree disease epidemic caused by a fungal pathogen. It will kill around 80% of ash trees across the United Kingdom (UK), change the British landscape forever and threaten many species that rely on ash for their existence.
- 2.2 The disease causes dieback of shoots and branches, early leaf-fall, and ultimately the death of ash trees. Affected trees quickly become brittle and may drop branches or fall over, which increases the risk of injury, property damage, road traffic accidents and, potentially, fatality.
- 2.3 Many thousands of ash trees across Edinburgh will need to be felled in the next five to 10 years, having a direct impact on the city's ambition to become a Million Tree City, and at significant additional resource cost to the Council.
- 2.4 An Ash Dieback Action Plan has been drafted to manage this process in a coordinated and programmed manner, a key element of which is the replanting of trees to offset anticipated losses.

3. Background

- 3.1 The European (or common) ash tree, *Fraxinus excelsior*, is a native deciduous species of tree which is abundant throughout Edinburgh, Scotland and the wider UK. It is a very prolific species and tends to self-seed widely. Ash will therefore be present on every type of site managed by the Council, including parks, cemeteries, woodlands, schools, care facilities, civic building and depot grounds, Council housing gardens, active travel routes, walkways and roadside verges.
- 3.2 Ash dieback is a serious tree disease epidemic caused by a fungal pathogen, *Hymenoscyphus fraxineus*, also known as *Chalara fraxinea*. It causes dieback and death of ash trees. Symptoms include dieback of shoots and branches, and withered, browned leaves that fall early. The dieback progresses through the crown and can kill a mature tree in two years. The wood of affected trees often becomes brittle, making tree removal more difficult and dangerous than usual.
- 3.3 The fungus overwinters in leaf litter on the ground, particularly on ash leaf stalks. It produces small white fruiting bodies between July and October which release spores into the surrounding atmosphere. These spores can blow tens of miles

away. They land on leaves, stick to and then penetrate into the leaf and beyond. The fungus then grows inside the tree, eventually blocking its water transport systems, causing it to come under extreme physiological stress and ultimately die. The tree can fight back, but year-on-year infections will probably eventually kill it.

- 3.4 The fungus originated in Asia, where it is a fairly harmless component of indigenous woodland ecology, causing only minor damage to its host, *Fraxinus mandschurica*. It was transported to Poland in the mid-1990s, where it gained proximity to *Fraxinus excelsior* and became extremely destructive. It spread rapidly throughout Europe and was confirmed in the UK in 2012. Over the next five to 10 years, 95 - 98% of British ash trees are expected to become infected with ash dieback. Although a small proportion have some natural resistance to the disease, 75 - 90% of these are expected to die.
- 3.5 Ash supports many invertebrate species which in turn support bird and other animal populations. Several dozen invertebrate species are obligate on ash and cannot survive without it, and several dozen more have a strong preference for ash as their habitat. Some fungal species also exist exclusively or preferentially on ash. The loss of ash trees will therefore significantly impact biodiversity, many species likely becoming at risk, endangered or even extinct.
- 3.6 Initial research findings suggest that there may be some trees tolerant to ash dieback, meaning that the population could eventually recover over the remainder of this century. However, tolerance to the disease is complicated by differing genetic traits, the relative health of the tree and the number of ash dieback spores in the atmosphere. A UK Ash Research Strategy has been launched to address the nationwide impact of ash dieback. As part of this, trees showing tolerance have been grafted and planted to form the National Archive of Tolerant Ash. Chemical fingerprinting and controlled inoculations are being used to quantify tolerance and develop new propagation techniques. Tolerant seed identified and produced by these processes will be used to begin a national replanting programme.

4. Main report

- 4.1 There are an estimated 730,000 trees in the city, of which almost 44,000 are ash and, of these, some 11,000 are owned and managed by the Council. In addition, there are many more unrecorded trees in the wider local authority area, and therefore an even larger number of ash trees across Edinburgh.
- 4.2 The Council's Millennium woodlands and subsequent woodland planting programmes contain a high proportion of ash trees as part of their planting mix. Due to their relative youth it is likely that many have been excluded from the city-wide estimate, meaning that the overall number of ash trees managed by the Council is likely to be closer to 40,000. An updated authority-wide tree survey is planned as part of the Million Tree City programme, which will capture currently unavailable data and provide more detailed estimates of tree numbers, species and distribution.

- 4.3 The most immediate risk of ash dieback is the safety of residents and arboricultural officers. Trees affected by ash dieback quickly become brittle and may drop branches or fall over. This can cause injury, property damage, road traffic accidents and, in the worst case, fatality. Arborists working on diseased ash, whether in the Council's squads or for contractors, face an increased risk due to the brittleness and unpredictability of the timber. This particularly makes traditional roped access on ash trees unviable.
- 4.4 The Council has a duty of care to take whatever steps are reasonably practicable to prevent our trees from causing foreseeable harm. This duty requires the Council to take robust action to manage the risks to safety presented by ash dieback. Private tree owners also have a duty of care, and residents with ash trees on their land will also need to take appropriate action.
- 4.5 The City of Edinburgh Council has already taken positive and practical steps to manage ash dieback and its consequences to the city's arboreal heritage.
- 4.6 Concerns were initially reported to the Transport and Environment Committee at its meeting of 12 January 2016 as part of a report on disease threats to city trees. Since then, a risk-based approach has been used to prioritise tree survey and removal works, factoring in tree condition and location.
- 4.7 Officers have also been undertaking survey and analysis of diseased ash trees to ascertain the likely costs of a sustained city-wide survey and tree removal programme. This has determined that four Assistant Tree and Woodland Officers will be needed to sustain the necessary ash tree surveying and disease assessment. These posts are now being recruited to.
- 4.8 Data collected to date suggests that additional arborist resource will be required to deal with the extra tree removal workload, as well as investment in additional equipment to work on diseased ash trees in a safe and speedy manner.
- 4.9 Tree replacement is accommodated within the Million Tree City planting programme, as reported to Committee at its meeting of 26 January 2021.

5. Next Steps

- 5.1 Establish a cross-service working group to implement the Ash Dieback Action Plan and review its delivery. This is likely to include representatives from Neighbourhood Environmental Services, Roads and Infrastructure, Strategic Asset Planning, Housing Strategy and Development, Housing Operations, Education and Children's Services and Edinburgh Leisure.
- 5.2 Initiate annual surveying to monitor the spread of ash dieback and identify trees that need removing. Surveying for ash dieback symptoms needs to take place between late-June and mid-September. An ash tree which becomes infected with ash dieback disease can go from full health to highly dangerous within two years, so surveys will aim to cover all Council-owned ash trees on a two-yearly rotation.

- 5.3 Finalise the financial plan to meet the costs of implementing the Ash Dieback Action Plan.
- 5.4 Review progress in implementing the Ash Dieback Action Plan and report this to Committee on an annual basis.

6. Financial impact

- 6.1 Four Assistant Tree and Woodland Officers are being recruited to undertake surveying and disease assessment at a revenue budget cost of £118,360. This investment was funded through increases to the Parks and Greenspace service budget.
- 6.2 In order to address the increased workload that will result from the enhanced inspection programme, and ensure that risks are addressed timeously, additional arborist resource is required. The service has conducted an analysis of the required resource and identified that eight additional frontline staff (two Lead Arborists and six Arborists) are required on a permanent basis along with associated vehicles, machinery, Personal Protective Equipment (PPE), training and fuel budgets. This has an estimated cost of c.£320,000 per annum of revenue funding, with up to £200,000 of capital funding required to purchase specialist equipment. The capital costs will be funded from the existing Parks and Greenspace capital allocation. The c.£320,000 per annum of revenue funding will be addressed through a re-prioritisation of the Operational Services budget.
- 6.3 The loans charges associated with the £200,000 capital investment over a seven-year period would be a principal amount of £200,000 and interest of £38,258, resulting in a total cost of £238,258 based on an assumed loans fund interest rate of 4.2%. This represents an annual cost of £0.034m to be met from the corporate loans charge budget. Borrowing will be carried out in accordance with the Council's Treasury Management Strategy.

7. Stakeholder/Community Impact

- 7.1 The timely identification and removal of dangerous ash trees will ensure that parks, green spaces, school-grounds and other open spaces can remain safe and publicly accessible.

8. Background reading/external references

- 8.1 The Tree Council's Ash Dieback Toolkit for Scotland – this provides advice for organisations on development of an Ash Dieback Action Plan:<https://treecouncil.org.uk/wp-content/uploads/2021/06/Ash-Dieback-Action-Plan-Toolkit-for-Scotland-June-2021.pdf>

- 8.2 Scottish Forestry's advice on ash dieback management:
<https://forestry.gov.scot/sustainable-forestry/tree-health/tree-pests-and-diseases/chalara-ash-dieback>
- 8.3 Forest Research has provided information and advice regarding ash dieback:
<https://www.forestresearch.gov.uk/tools-and-resources/pest-and-disease-resources/ash-dieback-hymenoscyphus-fraxineus/>
- 8.4 [Transport and Environment Committee Report 12 January 2016.](#)
- 8.5 [Culture and Communities Million Tree City Report 26 January 2021](#)

9. Appendices

- 9.1 Appendix 1 - Draft Ash Dieback Action Plan.

The City of Edinburgh Council

Ash Dieback Action Plan



February 2022

Executive summary

Ash dieback is a serious tree disease epidemic caused by the fungal pathogen, *Hymenoscyphus fraxineus*. It causes canopy dieback and rapid death of ash trees. The wood of affected trees often becomes brittle, making tree removal difficult and dangerous and a safety hazard to outdoor space users, residents and arboricultural employees and contractors.

Many thousands of ash trees will need to be felled in the next 5-10 years. Due to brittleness, these felling operations may be more complex and costly than usual. There will also be significant tree surveying requirements that will need to be undertaken in addition to existing tree health and safety assessments, as well as additional tree planting to replace removed trees. This will present significant additional revenue and capital cost to the Council.

Surveying for ash dieback symptoms needs to take place between late June and mid-September as part of an annual survey and will largely be carried out by Assistant Tree and Woodland Officers. As more survey data is collected and collated, our understanding of required on-going survey and tree removal works will grow, which will inform the long-term Action Plan delivery resource requirements.

Resources will be required to fund additional arboricultural officers and associated equipment/vehicles needed to deal with the extra workload of ash dieback tree removals.

1. Objectives

The objectives of this Action Plan are to:

- Identify the local risks from ash dieback and develop a plan to manage them.
- Initiate a survey of the ash population.
- Evaluate the risks associated with ash dieback and establish a risk-based approach for identifying, dealing, and recovering from ash dieback.
- Identify the costs of ash dieback management and secure budget to meet these costs.
- Undertake tree works across the Council's outdoor estate to make people and property safe from ash tree disease and death.
- Raise awareness of ash dieback among stakeholders and the public.
- Determine and initiate actions for those non-Council ash trees which present potential danger to users of public spaces.
- Develop and implement an ash tree recovery plan to mitigate biodiversity, landscape and environmental losses, as well as a replacement programme in line with the Million Tree City planting programme.
- Establish a stakeholder working group to monitor and manage the Action Plan.

2. Ash trees and dieback

2.1 Edinburgh's ash population

The ash tree, *Fraxinus excelsior*, is a common native species of tree which is abundant throughout the UK. It is a deciduous broadleaf species which grows to a large mature size.

In 2013 an i-Tree Eco survey was undertaken in Edinburgh which estimated a total of 712,000 trees in the city, of which some 6% (42,720) are ash trees. The survey also estimates that 75% of the city's trees are in private ownership and 25% are owned by the Council. This suggests 10,680 ash trees are within Council ownership and 32,040 on non-Council land. However, this survey covered only land within the city bypass so excludes large parts of the City of Edinburgh administrative area containing woodland or individual ash trees.

There are currently 4,160 individual ash trees recorded on the Council's tree management database. However, this data set is incomplete as many Council trees remain unrecorded, notably on the former City Development account. We also know that the Council's Millennium woodlands contain an additional 27,000 young ash trees.

Ash is a very prolific species and tends to self-seed widely. It will be present on every type of site managed by the Council, including parks, cemeteries, woodlands, schools, care facilities, Council depots, Council housing gardens, cycle paths, walkways and roadside verges. It is a species with a very large mature size and so although 6% of the total number of trees may be ash, it is likely to represent greater than 6% of the total canopy cover.

Edinburgh's green spaces contain a number of specimen ash cultivars that are also susceptible to ash dieback, notably the weeping ash, *Fraxinus excelsior* 'Pendula', and the single-leaved ash *Fraxinus anomala*.

2.2 Ash dieback

Ash dieback is a serious tree disease epidemic caused by the fungal pathogen *Hymenoscyphus fraxineus*, also known as *Chalara fraxinea*. It causes dieback and death of ash trees. Symptoms include dieback of shoots and branches, and withered, browned leaves that fall early. The dieback progresses through the crown and can kill a mature tree in two years. The wood of affected trees often becomes brittle, making tree removal more difficult and dangerous than usual.

The fungus originated in Asia, where it is a fairly harmless component of the woodland ecology, causing only minor damage to its host, *Fraxinus mandschurica*. It was transported to Poland in the mid-1990s, where it obtained access to *Fraxinus excelsior* and became extremely destructive. The fungus spread rapidly throughout Europe and its presence was confirmed in the UK from 2012. In the next 5-10 years, 95-98% of British ash trees are expected to become infected with ash dieback. A small proportion have some natural resistance to the disease, but 75-90% are expected to die outright.

3. Benefits of urban trees and woodlands

3.1 The environment

Trees have a strong positive impact on the local environment. They provide habitat for wildlife, including invertebrates, birds and bats, as well as supporting lichens, bryophytes and fungal species - key components of local ecosystems. Trees produce oxygen and filter pollution, improving air quality. They prevent soil erosion and keep sites stable. They act as long-term carbon sinks, slowing the effects of climate change. They also reduce the frequency and severity of flooding by intercepting rainfall above ground, absorbing it from below ground, and maintaining soil permeability.

3.2 Human health

A healthy urban forest is important for human health and wellbeing. The presence of trees is associated with improved mental and physical health, including faster healing from illness, healthier pregnancies and a reduction in the occurrence of the major non-communicable diseases. Trees encourage use of green space, which improves social cohesion, increases physical activity and enhances mental acuity.

3.3 Benefits to the city

Trees in cities improve the local economy by encouraging visits to shops, increasing property prices, increasing the productivity of workers, and decreasing spend on healthcare and storm water management. They enhance the landscape, providing visual screening, windbreaks and the reduction of noise pollution. Trees form landmarks throughout the city and contribute to

the sense of place. They insulate urban spaces, providing shade in summer and reducing the urban heat island effect.

4. Impact of ash dieback

4.1 Health and safety

The most significant risk of ash dieback is to the safety of residents and colleagues. Trees affected by ash dieback quickly become brittle and may drop branches or fall over. This can cause injury, property damage, road traffic accidents and fatality.

Arborists working on diseased ash, whether in the Council's squads or for contractors, face an increased safety risk due to the brittleness and unpredictability of the timber.

The Council has a duty of care to take whatever steps are reasonably practicable to prevent its trees from causing foreseeable harm. This legal duty requires that the Council take action to manage the safety risks presented by ash dieback. Private tree owners also have a duty of care, and residents with ash trees on their land will also need to take appropriate action.

4.2 Environmental damage

Ash is a native tree which supports many invertebrate species which in turn support bird and mammal populations. Several dozen invertebrate species are obligate on ash and cannot survive without it, and several dozen more have a strong preference for ash as their habitat. The crown shape, late flush and early leaf fall of ash allows a number of ground cover species to grow underneath it in woodlands, and these species in turn support additional invertebrates. Some fungal species exist exclusively or preferentially on ash. The loss of ash trees will therefore significantly damage UK biodiversity.

There will also be a loss of other ecosystem services provided by ash. Some sites are likely to see an increase in noise pollution, air pollution, wind exposure, soil erosion, and flooding. Where ash forms a major component of wildlife corridors which connect multiple sites, such as cycle paths, their loss will fragment green networks and damage the ability of fauna to travel and spread. Large numbers of ash lost on slopes or riverbanks will damage river ecology and may lead to destabilised ground.

The Council has declared a climate emergency and committed to a target of net zero emissions by 2030. The loss of ash trees will set us back in achieving this target.

4.3 Loss of landscape value

Ash is a significant component of Edinburgh's urban forest. The loss of ash trees will mean major visual changes to the landscape and to the character of our parks, woodlands, other green spaces, schools and the cityscape as a whole.

4.4 Financial impact

There will be a need for significantly more tree health and safety surveying, and due to brittleness caused by ash dieback, felling operations will be more complex and costly than usual. This will add substantial cost to the Council's tree management budgets. There will also be a cost for the replanting needed to mitigate the losses.

There will be an economic impact on private landowners who need to fell ash trees, and this cost may be difficult for some residents to meet.

4.5 Reputational damage

Ash dieback and associated tree works are likely to cause disruption when roads and infected sites need to be closed to public access. Residents may be resentful of the Council removing diseased trees and its impact on their neighbourhood. If ash trees fall and cause harm this may reflect badly on the Council and potentially lead to legal action and insurance liability claims.

5. Action plan

5.1 Stakeholders and Working Group

There are a number of key Council services and other organisations that will be affected by ash dieback and its management. Internal stakeholders are Education and Children's Services, Sustainable Development, Housing Services, Roads and Transport Infrastructure, Properties and Facilities Management, Cemeteries, Planning, Councillors and Communications. External stakeholders include Edinburgh Green Space Forum, Forest Kindergarten groups, the Water of Leith Conservation Trust, Edinburgh Leisure, and the Council's arboricultural contractors.

An Ash Dieback Working Group to implement and review implementation of the Ash Dieback Action Plan will be established from stakeholder representatives; others will be kept informed of its delivery.

5.2 Monitoring the spread of ash dieback

Annual surveying will be undertaken each summer to monitor the spread of ash dieback and identify those trees that need removal. This will include:

- All public roads and highways, active travel routes, public footpaths and public rights of way – there is an estimated 1470km of roads and 118.2km of non-road footpaths across Edinburgh.
- All Council sites – public parks, cemeteries, public golf courses, the grounds of civic buildings, woodlands, school grounds, health and social care facilities, Council depots, Council house gardens, sheltered housing, etc.

In adopting a risk-based approach, the principal aim is to prevent trees from falling and causing harm. It will not be necessary to search through deep woodlands to find every diseased ash – only the ones which cause greatest risk will need to be removed.

An ash tree that becomes infected with ash dieback disease can go from full health to highly dangerous within two years, so the condition survey aims to cover all Council-owned ash trees on a two-yearly rotation.

Once each surveying season has been completed, we will have a clearer idea of how much ground each surveyor can cover in the available time and be able to calculate the long-term resource needs for future survey. This survey will also pick up ash trees that have not previously been recorded for future monitoring.

All survey staff will receive training from the Tree Council in identification and management of the disease.

5.3 Tree removals

Removal of Millennium woodland trees

There are around 258,000 semi-mature trees in the Council's Millennium woodlands, ash making up 10-15% of the species composition. As part of good woodland management practice, most of these woodlands are now due to be "thinned", so we will remove all ash trees during this process. This will create more light and space and so encourage healthy development of the remaining trees.

Removal of other trees

Tree removals will be undertaken by both our own arboricultural teams and by our arboricultural contractors using a risk-based approach to prioritisation that considers tree condition, location and the type of site. There may be circumstances that merit the pre-emptive felling of healthy ash trees, although this will be minimised. In woodland settings, some ash may be retained as standing trunks or stacked as logs to create deadwood habitat.

Due to the additional hazards to arborists caused by the brittleness and relative unpredictability of diseased ash trees we will procure mobile elevated work platforms to dismantle those ash trees which have become too dangerous to climb by rope and harness. Access issues on some sites (e.g. Council house gardens) may require an alternative operational approach.

Extensive road closures/parking suspensions (including diversions where necessary) will be required if trees are to be removed within programme timescales, and so an effective process for arranging these will be developed.

5.4 Review of legal requirements

TPOs and Conservation Areas

Ash dieback felling is not exempt from the need for Tree Preservation Order consent and Conservation Area notification. Works orders will therefore be submitted through the ePlanning portal in accordance with the standard procedure.

Felling permission

Many sites are exempt from the need for felling permission (i.e. public open spaces, domestic gardens, cemeteries, and any trees that are dead). Trees within schools and woodlands are not exempt and as tree removals will likely exceed the threshold of 5m³ of timber within a calendar quarter-year they will require felling permission. We will therefore establish a process for obtaining permission for each relevant site, taking advice from Scottish Forestry on the most efficient way to do this.

Biodiversity

The UK Forestry Standard requires the Council to manage its woodlands and wider landscape in a way that conserves or enhances biodiversity. Under the Nature Conservation (Scotland) Act 2004 the Council also has a duty to consider biodiversity in all of its work. This is affirmed as a priority in the Edinburgh Biodiversity Action Plan, which promotes the preservation and enhancement of the natural environment within the city.

Bats, birds and badgers are protected under the Wildlife and Countryside Act 1981. Any tree works undertaken by the Council must proceed in accordance with this legislation to minimise disturbance of these protected species.

Duty of care

Under the Occupier's Liability (Scotland) Act 1960, the Health and Safety at Work Act (1974) and common law, the Council has a duty of care to ensure that our sites are reasonably safe. If large numbers of trees on a site become dangerous and we cannot remove them all within a suitable timescale, we may need to consider closing the site until we can make it safe.

5.5 Private trees

Any works required on private trees which are a danger to the highway will be planned in collaboration with Roads and Transport Infrastructure. Statutory notices using the Roads (Scotland) Act will be utilised.

Although the Council has no statutory power to enforce removal of a dangerous private tree next to a Council managed public green space it can take a civil action where needed or issue advisory notes to owners. There may be ash trees on private land where we cannot identify the owner, or where the costs of identifying the owner would be prohibitive. In such situations, a decision will be required on whether to remove these trees at the Council's cost. There may be additional legal and estate services costs in identifying legal ownership or taking appropriate action where legal recourse is necessary.

5.6 Estimation of costs

The recruitment of additional two additional arborist squads will be required to deal with the extra workload of ash dieback tree removals. This resource is required as an urgent priority.

The Forestry service will also need to purchase or hire additional large equipment, including tracked chippers and trailers, MEWPs, tractors with crane, and stump grinders.

5.7 Communication strategy

The removal of trees is an emotive subject for many. Public awareness of ash dieback and the actions necessary to manage its impacts are therefore important considerations. The following communication approaches will therefore be initiated:

- A public information campaign – social media, local press, Council website, public signage etc - will inform the public about the Council’s ash dieback action plan and will also provide advice to owners of ash trees.
- An ash dieback management guidance note - to be circulated on social media and sent to any resident who is found to have a diseased tree.
- Political communications - keeping Councillors, MPs and MSPs informed of issues and progress.

5.8 Replanting

The Edinburgh Million Tree City Project aims to increase the city’s tree population to 1,000,000 by 2030. This will involve planting around 250,000 trees, as street trees, woodlands, trees in private gardens and trees as part of new developments. Where appropriate replanting will take place where ash has had to be removed. Compensatory planting will be programmed for nearby locations should it not be suitable to directly replace removed ash. The planting programme will prioritise supporting biodiversity, including a focus on tree species which can best replace the ecosystem services currently being provided by ash. Where suitable, we will replant with genetically resistant ash when this becomes commercially available.

6. Useful links

The Tree Council’s Ash Dieback Toolkit for Scotland – this provides advice for organisations on development of an Ash Dieback Action Plan:

<https://treecouncil.org.uk/wp-content/uploads/2021/06/Ash-Dieback-Action-Plan-Toolkit-for-Scotland-June-2021.pdf>

Scottish Forestry’s advice on ash dieback management:

<https://forestry.gov.scot/sustainable-forestry/tree-health/tree-pests-and-diseases/chalara-ash-dieback>

Forest Research have provided information and advice regarding ash dieback:

<https://www.forestryresearch.gov.uk/tools-and-resources/pest-and-disease-resources/ash-dieback-hymenoscyphus-fraxineus/>

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Culture and Communities Committee

10.00am, Tuesday, 1 February 2022

Revenue Monitoring Update – 2021/22 Month six position

Executive/routine Wards Council Commitments	Routine All
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Recommendations

- 1.1 Culture and Communities Committee are asked to:
- 1.1.1 Note that the overall Place revenue budget month six position for the 2021/22 financial year is a projected £0.440m overspend (excluding Covid-19 impact). Services within the remit of the Committee are forecasting a balanced position (excluding Covid-19 impact);
 - 1.1.2 Note that General Fund Covid-19 costs of £12.420m have been forecast for the overall Place Directorate at month six with £1.940m relating to services within the remit of the Committee; and
 - 1.1.3 Note that the Executive Director of Place is taking measures to address budget pressures and risks. Progress will be reported to Committee at agreed frequencies.

Paul Lawrence

Executive Director of Place

Contact: Susan Hamilton, Principal Accountant

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Revenue Monitoring Update –2021/22 Month six position

2. Executive Summary

- 2.1 The report sets out the projected month six revenue monitoring position for Place Directorate services which are under the remit of this Executive Committee. This is based on an analysis of actual expenditure and income to the end of September 2021 with expenditure and income projections for the remainder of the 2021/22 financial year.
- 2.2 At month six, the 2021/22 full year forecast business as usual (excluding Covid-19 impact) overall Place budget pressure is currently forecast to be £0.440m, which represents the as-yet unmitigated aspects of emergent cost pressures within the Directorate. The forecast is inclusive of the impact of residual pressure budget and service investment awarded as part of the February and May budget motions.
- 2.4 At month six, services within the remit of this Committee are forecasting a balanced position in respect of business as usual in 2021/22. This is representative of £0.294m of identified emerging pressures in Parks and Greenspaces and balanced by comparable value underspends within the Culture Service.
- 2.5 At month six, the GF Covid-19 impact for Place Directorate has been forecast to be a net cost of £12.420m with £1.940m of this relating to projected lost income and additional costs incurred in services within the remit of this Committee.
- 2.6 This report will focus on the aspects of Place revenue budgets which are within the remit of the Culture and Communities Committee.

3. Background

- 3.1 The total 2021/22 approved net GF revenue budget for the Place Directorate is £52.667m after adjusting for income from other parts of the Council, external grants and other income. This budget is net of £4.346m of approved savings approved by Council in February and May 2021 and includes residual pressure funding of £5.800m and service investment funding of £12.800m.

- 3.2 This report provides an update on financial performance regarding the forecast revenue budget at month six. A separate report to the Council's Finance and Resources Committee on [9 December 2021](#) set out the projected position on the Capital Investment Programme.
- 3.3 Covid-19 identified net costs have been separated from the 'business as usual' in order to facilitate understanding of the drivers of risks, cost pressures and mitigating actions where applicable.

4. Main report

Place Directorate – 2021/2022 Month six forecast

- 4.1 A suite of assumptions have been applied to the forecast in terms of service adaptation and citizen need in terms of expected changes to public health guidance. These will continue to be monitored and reported at regular intervals.
- 4.2 Residual pressure funding was awarded to services to address specific legacy pressures. The impact of this on the services which are within the remit of this Committee is summarised within Appendix 1. At this juncture, the combination of legacy pressure funding and execution of existing management plans are assessed to be adequate to manage the associated budget risks concerning legacy pressures.
- 4.3 Emergent pressures have been identified in respect of 'business as usual'; the unmitigated cost pressure across Place Directorate is forecast to be £0.440m at month six. The elements which are pertinent to this Committee total £0.294m and in the main relate to Parks and Greenspaces operational costs. Plans are actively being worked on to bring this budget back into balance. At month six, this pressure is balanced by a comparable underspend across the Culture service with the material contribution coming from the Cultural Strategy budget. This means that the 'business as usual' forecast for services within the remit of the Committee is a balanced budget.
- 4.4 At month six, Covid-19 costs across Place Directorate have been forecast at £12.420m with £1.940m relating to services within the remit of this Committee; £1.290m referring to the Culture Service overall and £0.650m in respect of Parks and Greenspaces. This figure is under regular review to keep apprised of the financial risks, pressures and opportunities which may present from changes in public health guidance and the wider operating context.
- 4.5 The positions set out in 4.3 and 4.4 are incorporated into the overall balanced budget position projected for the Council as reported to Finance and Resources Committee, [9 December 2021](#).

2021/22 Budget – Approved Savings Delivery

- 4.6 The approved budget savings for Place Directorate in 2021/22 total £4.258m, of which £0.288m relates to services within the remit of this Committee. A BRAG assessment has been undertaken of the savings delivery risk by Place Senior Management Team (SMT) and a summary of the savings relevant to this Committee is shown in Appendix 2. As can be seen, there are no savings at ‘black’ or ‘red’ with 48% at ‘amber’ and 52% at ‘green’. The forecast assumes that £0.288m of savings will be made in year. In the case of the Culture service the ‘amber’ denotation recognises that a substituted delivery basis was required due to the impact of operating environment changes on income maximisation proposals. In respect of the Parks and Greenspaces service the ‘amber’ denotation recognises that whilst the Inch nursery related saving has been delivered in full, the service overall is forecasting an overspend against budget.

2021/22 Budget – Approved Service Investment

- 4.7 The budget motions in February and May 2021 awarded services within the remit of the Committee £0.800m in additional service investment on a one-off basis to be utilised in year. The breakdown is shown in Appendix 3. The Culture investment has been delivered and the Parks and Greenspaces element is well advanced.

5. Next Steps

- 5.1 Place Directorate is committed to delivering mitigating management action to address identified emergent budget pressures and risks on an ongoing basis and will continue to report on progress towards the delivery of a balanced budget.
- 5.2 In addition to the introduction of realigned budgets and half-year reviews, a more strategic approach is being implemented in terms of budget management. Place SMT is looking to the 2022/2023 budget management strategy as part of a rolling process not confined to the current financial year.
- 5.3 The forecast costs in relation to Covid-19 can currently be contained within existing Council budgets, however the Place SMT will continue to monitor changes in public health guidance and report budgetary impacts as appropriate.

6. Financial impact

- 6.1 The Council’s Financial Regulations set out Executive Directors’ responsibilities in respect of financial management, including regular consideration of their service budgets. The position set out in the report indicates pressures emerging within the Place Directorate which require to be addressed.

7. Stakeholder/Community Impact

- 7.1 Consultation was undertaken as part of the budget setting process.

8. Background reading/external references

8.1 None.

9. Appendices

- 9.1 Appendix 1 – Place Directorate: 2021/2022 Budget – Residual Pressures Funding – Services within the remit of Culture and Communities Committee.
- 9.2 Appendix 2 – Place Directorate: 2021/2022 Month six - Approved Savings Assessment - Services within the remit of Culture and Communities Committee.
- 9.3 Appendix 3 – Place Directorate: 2021/2022 – Additional One-off Investment Monies – Services within the remit of the Culture and Communities Committee.

Appendix 1 – Place Directorate: 2021/22 Budget – Residual Pressures Funding – Services within the remit of Culture and Communities Committee.

2021/2022 Budget Approved Residual Pressure Service Funding – Culture and Communities Committee	£m
Parks and Greenspaces	0.308
Estimated underspends in service areas – netted off	(0.483)
Net Total	(0.175)

**Appendix 2 – Place Directorate: 2021/22 Month Six - Approved Savings Assessment
- Services within the remit of Culture and Communities Committee.**

2021/22 Budget Approved Saving Culture and Communities Committee	Green £m	Amber £m	Red £m	Black £m	Total £m
	Delivered	In Progress	Difficult	At Risk	
Review of Culture Service (Museums and Galleries)	0.100	0.050	-	-	0.150
Culture Service – Income Maximisation Year 2.	-	0.038	-	-	0.038
Parks and Greenspaces – Inch Nursery Proposal	0.050	0.050	-	-	0.100
Total	0.150	0.138	-	-	0.288
% of Total Savings	52%	48%	-	-	100%

Appendix 3 – Place Directorate: 2021/2022 – Additional One-off Investment Monies – Services within the remit of the Culture and Communities Committee.

2021/2022 Budget Approved One off Service Investment Culture and Communities Committee	£m
Parks and Greenspaces	0.500
Culture - Festivals	0.300
Total	0.800

Culture and Communities Committee

10.00am, Tuesday 1 February 2022

Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021 – referral from the Governance, Risk and Best Value Committee

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

- 1.1 The Governance, Risk and Best Value Committee has referred the attached report to the Culture and Communities Committee for ongoing scrutiny of relevant overdue management actions.

Stephen S. Moir
Executive Director of Corporate Services

Contact: Emily Traynor, Assistant Committee Officer
Legal and Assurance Division, Corporate Services
E-mail: emily.traynor@edinburgh.gov.uk

Referral Report

Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021 – referral from the Governance, Risk and Best Value Committee

2. Terms of Referral

- 2.1 On 14 December 2021, the Governance, Risk and Best Value Committee considered a report on the Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021. The report confirmed the three-month completion date extension agreed by the GRBV Committee in September 2021 had been applied to all open and overdue agreed management actions, with revised dates reflected.
- 2.2 The Governance, Risk and Best Value Committee agreed:
- 2.2.1 To note the status of the overdue Internal Audit findings as at 5 November 2021;
 - 2.2.2 To note that the three-month completion date extension agreed at the September 2021 Committee reflecting ongoing Covid-19 pressures across the Council had now been applied to all open and overdue agreed management actions;
 - 2.2.3 To note the status of IA Key Performance Indicators for audits that were either completed or in progress as at 5 November 2021;
 - 2.2.4 To refer the report to the relevant Council committees for ongoing scrutiny of their relevant overdue management actions;
 - 2.2.5 To refer the report to the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.
- 2.3 Following requests for clarification on the specific Internal Audit overdue findings that parent executive committees should focus on, an exercise has been completed that maps the findings included in this report to the specific committee based on their responsibilities detailed in the Council's committee terms of reference.
- 2.4 This exercise has identified an anomaly as there is currently no linear relationship between individual audit reports and committees, as it is possible for scrutiny of the actions in one Internal Audit report to be allocated across a number of Committees.

For example, a review of Planning or Licensing could potentially result in operational service delivery actions being allocated to the Planning Committee and/or Regulatory Committee, with actions that relate to the ICT arrangements that these teams use being allocated to the Finance and Resources Committee.

- 2.5 As part of preparations for the new Council following the May 2022 Local Government elections, we will complete further work on this area to determine whether there is a more effective way of ensuring a more linear allocation of responsibility for executive committee and oversight of overdue IA actions.
- 2.6 In the meantime, the information provided to each committee is based upon the allocation of agreed management actions in line with each committee's current terms of reference. A copy of the full report is also available online, with a link include in the background section of this referred report for reference.

3. Background Reading/ External References

- 3.1 [Minute of the Governance, Risk and Best Value Committee – 14 December 2021](#)
- 3.2 [Governance, Risk and Best Value Committee – 14 December 2021 webcast](#)
- 3.3 [Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021 – full report to GRBV Committee](#)

4. Appendices

Appendix 1 – report by the Chief Internal Auditor

Governance, Risk and Best Value Committee

10:00am, Tuesday, 14 December 2021

Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021

Item number

Executive/routine

Executive

Wards

Council Commitments

1. Recommendations

- 1.1 It is recommended that the Committee:
- 1.1.1 notes the status of the overdue Internal Audit (IA) findings as at 5 November 2021;
 - 1.1.2 notes that the three-month completion date extension agreed at the September 2021 Committee reflecting ongoing Covid-19 pressures across the Council has now been applied to all open and overdue agreed management actions;
 - 1.1.3 notes the status of IA Key Performance Indicators (KPIs) for audits that are either completed or in progress as at 5 November 2021;
 - 1.1.4 refers this paper to the relevant Council Executive committees for ongoing scrutiny of their relevant overdue management actions; and,
 - 1.1.5 refers this paper to the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.

Lesley Newdall

Chief Internal Auditor

Legal and Assurance Division, Corporate Services Directorate

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Internal Audit: Overdue Findings and Key Performance Indicators as at 5 November 2021

2. Executive Summary

- 2.1 The three-month completion date extension agreed at the September 2021 Committee has now been applied to all open and overdue agreed management actions, with revised dates reflected in this report.
- 2.2 The impact of the extension is that completion dates for all open management actions that were not currently overdue in October (when the extension was applied) were extended by three months, and all overdue findings had their revised completion dates extended by three months. These revised dates are reflected in Appendix 2.

Progress with Closure of Open and overdue Internal Audit findings

- 2.3 The overall progress status for closure of overdue IA findings is currently amber (stable with limited change) as at 5 November 2021, based on the average position across the last three months.
- 2.4 Increasing trends in the proportion of open IA findings that are overdue (KPI 3 in Appendix 1); the proportion of low rated overdue findings (KPI 7); and the proportion of findings that are between 90 – 180 days overdue are evident in the last month, together with a decrease in the number of overdue findings currently being reviewed by IA to determine whether they can be closed (KPI 4).
- 2.5 These increasing trends in the last month are partially offset by improvement in the proportion of IA findings that are between six months and one year overdue.
- 2.6 Whilst progress with implementation of agreed management actions has remained relatively stable across the last quarter, there has been an increase in the proportion of overdue management actions in the last month.
- 2.7 Positive progress with management actions where the latest date has been missed, or the date revised more than once in the last month, is mainly attributable to application of the three month completion date extension.
- 2.8 These outcomes confirm that further sustained focus is required on closure of overdue findings, particularly those more than one year, and between three and six

months overdue. It is also important to ensure that open findings that are not overdue are closed by their originally agreed implementation dates.

- 2.9 Further detail on the monthly trends in open and overdue findings is included at Appendix 1.

Current position as at 5 November 2021

- 2.10 A total of 108 open IA findings remain to be addressed across the Council as at 5 November 2021. This excludes open and overdue Internal Audit findings for the Edinburgh Integration Joint Board and the Lothian Pension Fund.
- 2.11 Of the 108 currently open IA findings:
- 2.11.1 a total of 53 (49%) are open, but not yet overdue;
 - 2.11.2 55 (51%) are currently reported as overdue as they have missed the final agreed implementation dates. This reflects a decrease of 2% in comparison to the August 2021 position (53%).
 - 2.11.3 69% of the overdue findings are more than six months overdue, reflecting a decrease of 9% in comparison to August 2021 (78%) with 16% aged between six months and one year, and 53% more than one year overdue.
 - 2.11.4 evidence in relation to 5 of the 55 overdue findings is currently being reviewed by IA to confirm that it is sufficient to support closure; and,
 - 2.11.5 50 overdue findings still require to be addressed.
- 2.12 The number of overdue management actions associated with open and overdue findings where completion dates have been revised more than once since July 2018 is 44, reflecting a decrease of 4 when compared to the August 2021 position (48). This excludes the two completion date extensions applied to reflect ongoing Covid-19 impacts across the Council.

Annual Plan Delivery and Key Performance Indicators

- 2.13 IA Key Performance Indicators (KPIs) to support effective delivery of the 2021/22 IA annual plan has confirmed that action is required to ensure that services are aware of the KPIs that apply to the audit process and engage proactively with IA to ensure that any potential impacts that could cause delays are identified and effectively managed.
- 2.14 The KPIs also highlight areas where IA has not achieved their reporting delivery timeframes.
- 2.15 Reasons for delayed IA annual plan delivery that underpin KPI outcomes were discussed at the November 2021 Committee.

3. Background

- 3.1 Overdue findings arising from IA reports are reported monthly to the Corporate Leadership Team (CLT) and quarterly to the GRBV Committee.
- 3.2 This report specifically excludes open and overdue findings that relate to the Edinburgh Integration Joint Board (EIJB) and the Lothian Pension Fund (LPF). These are reported separately to the EIJB Audit and Assurance Committee and the Pensions Audit Sub-Committee respectively.
- 3.3 Findings raised by IA in audit reports typically include more than one agreed management action to address the risks identified. IA methodology requires all agreed management actions to be closed in order to close the finding.
- 3.4 The IA definition of an overdue finding is any finding where all agreed management actions have not been evidenced as implemented by management and validated as closed by IA by the date agreed by management and IA and recorded in relevant IA reports.
- 3.5 The IA definition of an overdue management action is any agreed management action supporting an open IA finding that is either open or overdue, where the individual action has not been evidenced as implemented by management and validated as closed by IA by the agreed date.
- 3.6 Where management considers that actions are complete and sufficient evidence is available to support IA review and confirm closure, the action is marked as 'implemented' by management on the IA follow-up system. When IA has reviewed the evidence provided, the management action will either be 'closed' or will remain open and returned to the relevant owner with supporting rationale provided to explain what further evidence is required to enable closure.
- 3.7 A 'started' status recorded by management confirms that the agreed management action remains open and that implementation progress ongoing.
- 3.8 A 'pending' status recorded by management confirms that the agreed management action remains open with no implementation progress evident to date.
- 3.9 An operational dashboard has been designed to track progress against the key performance indicators included in the IA Journey Map and Key Performance Indicators document that was designed to monitor progress of both management and Internal Audit with delivery of the Internal Audit annual plan. The dashboard is provided monthly to the Corporate Leadership Team and quarterly to the Committee to highlight any significant delays that could potentially impact on delivery of the annual plan.

4. Main report

- 4.1 As at 5 November 2021, there are a total of 108 open IA findings across the Council with 55 findings (51%) now overdue.

4.2 The movement in open and overdue IA findings during the period 11 August to 5 November 2021 is as follows:

Analysis of changes between 11/08/2021 and 05/11/2021				
	Position at 11/08/21	Added	Closed	Position at 05/11/21
Open	96	20	8	108
Overdue	51	8	4	55

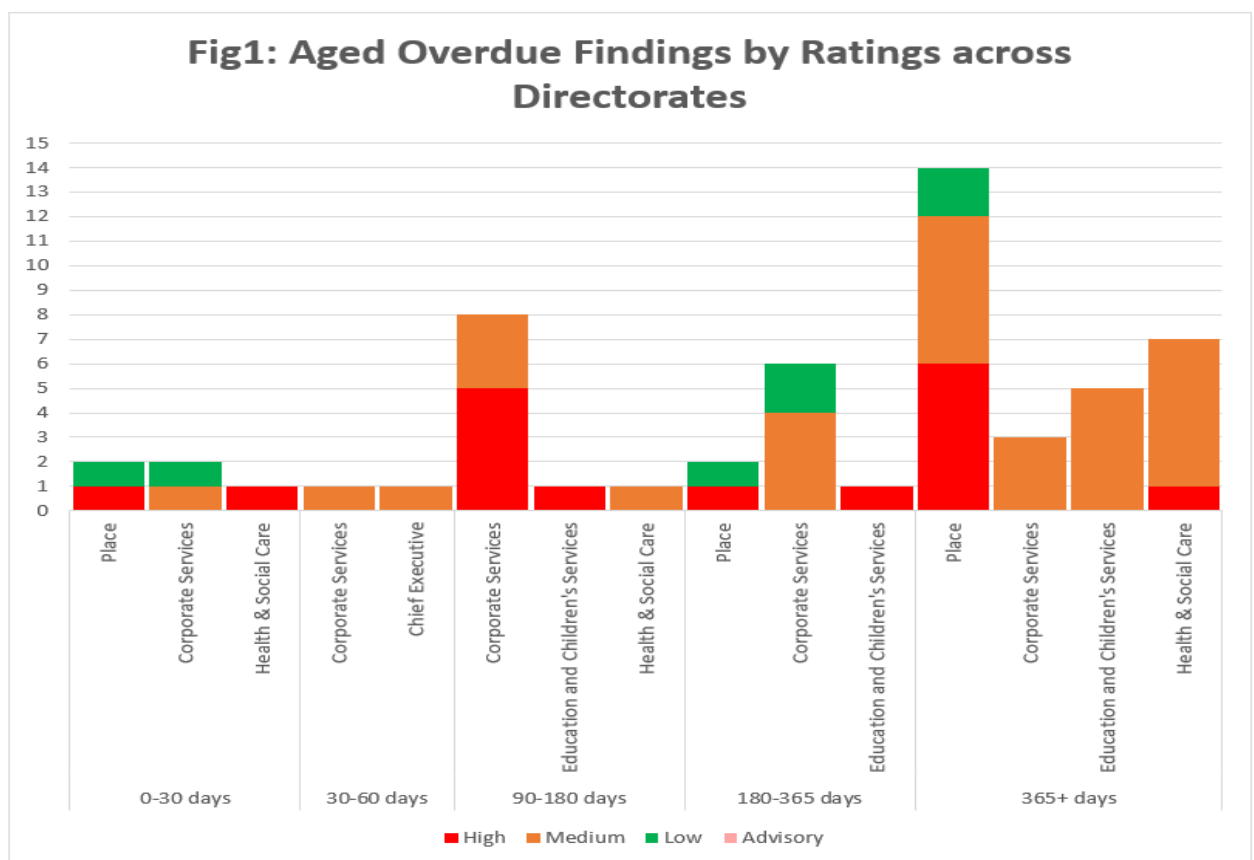
Overdue Findings

4.3 The 55 overdue findings comprise 17 High; 31 Medium; and 7 Low rated findings.

4.4 However, IA is currently reviewing evidence to support closure of 5 of these findings (2 High; 1 Medium; and 2 Low), leaving a balance of 50 overdue findings (15 High; 30 Medium; and 5 Low) still to be addressed.

Overdue findings ageing analysis

4.5 Figure 1 illustrates the ageing profile of all 55 overdue findings by rating across directorates as at 5 November 2021.



4.6 The analysis of the ageing of the 55 overdue findings outlined below highlights that Directorates made good progress last quarter with resolving findings less than three months and between six months and one year overdue, as the proportion of these findings has decreased. However, this is offset by an increase in the proportion of findings overdue between three and six months, and a consistent position with findings that are more than one year overdue.

- 7 (13%) are less than 3 months (90 days) overdue, in comparison to 18% as at August 2021;
- 10 (18%) are between 3 and 6 months (90 and 180 days) overdue, in comparison to 4% as at August 2021;
- 9 (16%) are between 6 months and one year (180 and 365 days) overdue, in comparison to 25% as at August 2021; and,
- 29 (53%) are more than one year overdue, which remains the same as the position reported in August 2021.

Management Actions Closed Based on Management's Risk Acceptance

4.7 During the period 11 August to 5 November 2021, the following management action has been closed on the basis that management has retrospectively accepted either the full or residual elements of the risks highlighted by IA in the original audit report.

4.7.1 Council Wide (all Directorates) First Line Project Governance – Project Management Skills Matrix (medium) - management has accepted the risks associated with not implementing and maintaining a centralised project management skills matrix to ensure that employees with appropriate project management skills and experience are allocated to projects, as this would require resource from both the Strategic Change and Delivery and Human Resources teams. Management has advised that this additional resource is not available, and that existing Strategic Change and Delivery team resources should continue to focus on continuing to support teams across the Council to deliver change.

Agreed Management Actions Analysis

4.8 The 108 open IA findings are supported by a total of 259 agreed management actions. Of these, 141 (54%) are overdue as the completion timeframe agreed with management when the report was finalised has not been achieved. This reflects a 2% decrease from the August 2021 position (56%).

4.9 Of the 141 overdue management actions, 28 have a status of 'implemented' and are currently with IA for review to confirm whether they can be closed, leaving a balance of 113 to be addressed.

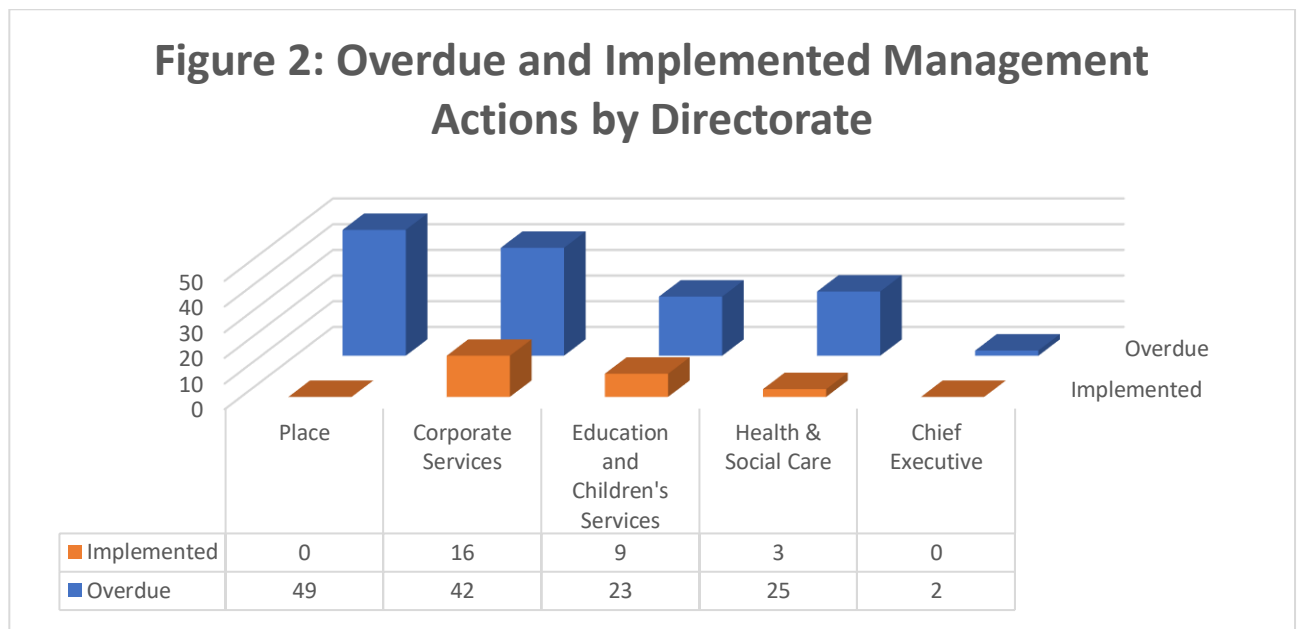
4.10 Appendix 2 provides an analysis of the 141 overdue management actions highlighting:

- their current status as at 5 November 2021 with:

- 28 implemented actions where management believe the action has been completed and it is now with IA for validation;
 - 101 started where the action is open, and implementation is ongoing; and
 - 12 pending where the action is open with no implementation progress evident to date.
- 34 instances (24%) where the latest implementation date has been missed; and
 - 44 instances (31%) where the implementation date has been revised more than once.

4.11 Appendix 2 has also been updated to reflect the relevant Executive Committees that should be responsible for ongoing scrutiny of the overdue management actions.

4.12 Figure 2 illustrates the allocation of the 141 overdue management actions across Directorates, and the 28 that have been passed to IA for review to confirm whether they can be closed.



4.13 IA has continued to achieve its established KPI for reviewing all implemented management actions within four weeks of the date they are proposed for closure by management.

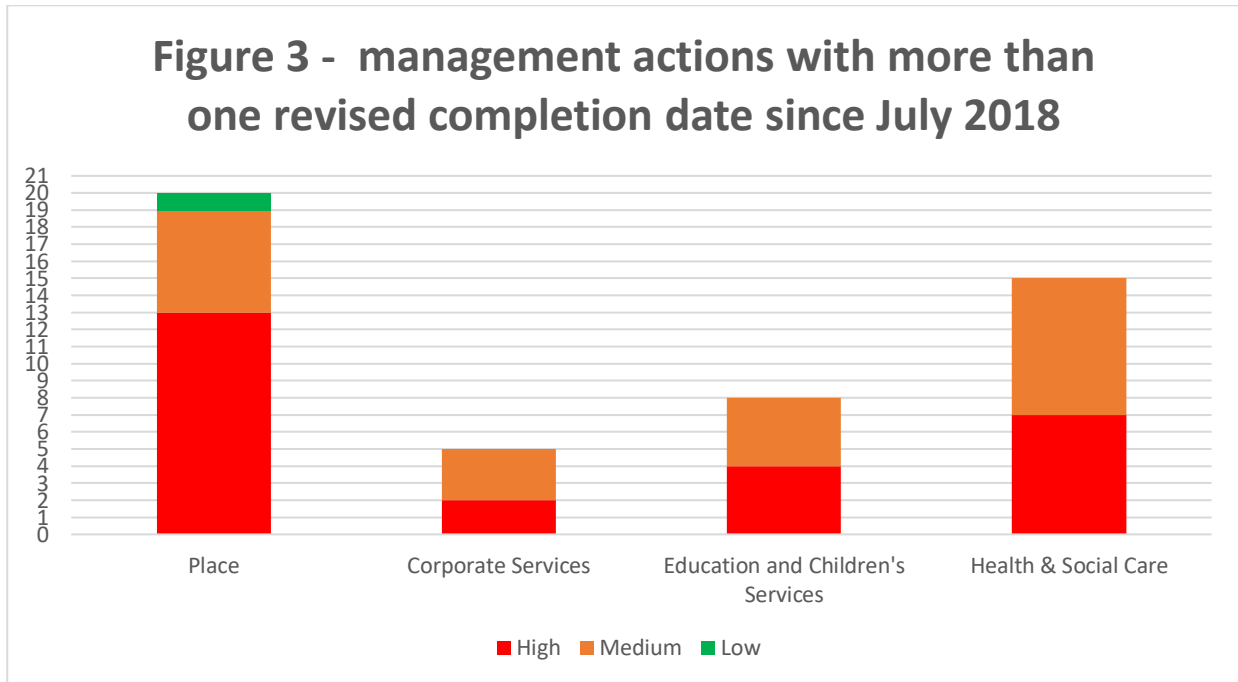
4.14 Where implementation dates longer than four weeks occur, these are supported by feedback to management requesting either additional evidence or a discussion to explain the context of the evidence provided. Where this is not provided by services within a further four weeks, the status of the action is reverted to 'started' until the further information requested is provided.

More Than One Revised Implementation Date

4.15 Figure 3 illustrates that there are currently 48 open management actions (including those that are overdue) across directorates where completion dates have been

revised between two and six times since July 2018. This number excludes the two automatic extensions applied by IA to reflect the impact of Covid-19.

- 4.16 This remains aligned with the position reported in August 2021 (48).
- 4.17 Of these 48 management actions, 26 are associated with High rated findings; 21 Medium; and 1 Low, with the majority of date revisions in the Place directorate.



Key Performance Themes Identified from the IA Dashboard

- 4.18 The IA key performance indicator dashboard has been reinstated for 2021/22 to support delivery of the annual plan by both services and the IA team; and prevent delays in completion of audits and finalisation of the IA annual opinion.
- 4.19 Reintroduction of the KPIs supported by monthly reporting to the Corporate Leadership Team and quarterly to the Committee will highlight any significant delays that could potentially impact on delivery of the annual plan, and is aligned with the requirements of both the motion and addendum agreed at Committee in August 2021 requesting that audits will be carried out in line with the timescales set out in the agreed audit plan.
- 4.20 Two audits that were included in the dashboard presented to the Committee in September (Health and Social Care Partnership: Management of Waiting Lists and Assessments; and Place: Active Travel) have been paused and carried forward into the 2022/23 IA annual plan following the rebase of the annual plan approved by the Committee in November 2021, and have now been removed from the dashboard.
- 4.21 The dashboard included at Appendix 3 reflects the current status for the 11 audits in progress where terms of reference detailing the scope of the planned reviews have been issued. This highlights that:

- 4.21.1 Services are consistently taking longer than the 5 day KPI for feedback on draft IA terms of reference, with feedback received within the 5 days for only 2 audits.
- 4.21.2 Executive Directors are generally providing feedback on draft terms of reference within the agreed 5 day response times. Delays are mainly attributable to Council wide audits where responses are not consistently received from all Executive Directors.
- 4.21.3 Internal Audit reporting delays for the Planning and Performance Framework and Health and Safety audits were highlighted in the report presented to Committee in September, and has experienced a further delay with preparing and issuing the Parking and Traffic Regulations audit report. This was mainly attributable to the timing of annual leave.
- 4.21.4 There have also been significant delays with receipt and finalisation of management responses for the Implementation of Asbestos Recommendations and Parking and Traffic Regulations audits, and a delay in finalising Executive Director approval of the Planning and Performance Framework report.

5. Next Steps

- 5.1 IA will continue to monitor the open and overdue findings position and delivery against key performance indicators, providing monthly updates to the CLT and quarterly updates to the GRBV Committee.

6. Financial impact

- 6.1 There are no direct financial impacts arising from this report, although failure to close findings and address the associated risks in a timely manner may have some inherent financial impact.

7. Stakeholder/Community Impact

- 7.1 If agreed management actions supporting closure of Internal Audit findings are not implemented, the Council will be exposed to the service delivery risks set out in the relevant Internal Audit reports. Internal Audit findings are raised as a result of control gaps or deficiencies identified during reviews therefore overdue items inherently impact upon effective risk management, compliance and governance.

8. Background reading/external references

- 8.1 [Internal Audit Overdue Findings and Key Performance Indicators as at 11 August 2021 – Paper 8.1](#)
- 8.2 [Capacity to Deliver the 2021/22 IA Annual Plan – Paper 8.3](#)

8.3 [Internal Audit Journey Map and Key Performance Indicators - Paper 7.6 Appendix 3](#)

9. Appendices

- 9.1 Appendix 1 – Monthly Trend Analysis of IA Overdue Findings and Management Actions
- 9.2 Appendix 2 – Internal Audit Overdue Management Actions as at 5 November 2021
- 9.3 Appendix 3 – Internal Audit Key Performance Indicators as at 5 November 2021

Appendix 1 - Monthly Trend Analysis of IA Overdue Findings and Management Actions

Stable with limited change

As at 5 November 2021

Key Performance Indicator (KPI)	11/06/2021		07/07/2021		11/08/2021		23/09/2021		05/11/2021		Trend	
IA Findings												
1 Open findings	89	100%	85	100%	96	100%	113	100%	108	100%	Not applicable	
2 Not yet due	34	38%	32	38%	45	47%	64	57%	53	49%	Not applicable	
3 Overdue findings	55	62%	53	62%	51	53%	49	43%	55	51%		
4 Overdue - IA reviewing	12	22%	8	15%	3	6%	9	18%	5	9%		
5 High Overdue	18	33%	18	34%	17	33%	16	33%	17	31%		
6 Medium Overdue	30	55%	29	55%	28	55%	29	59%	31	56%		
7 Low Overdue	7	13%	6	11%	6	12%	4	8%	7	13%		
8 <90 days overdue	7	13%	9	17%	9	18%	6	12%	7	13%		
9 90-180 days overdue	8	15%	3	6%	2	4%	6	12%	10	18%		
10 180-365 days overdue	10	18%	15	28%	13	25%	11	22%	9	16%		
11 >365 days overdue	30	55%	26	49%	27	53%	26	53%	29	53%		
Management Actions												
12 Open actions	236	100%	218	100%	233	100%	277	100%	259	100%	Not applicable	
13 Not yet due	96	41%	83	38%	103	44%	154	56%	118	46%	Not applicable	
14 Overdue actions	140	59%	135	62%	130	56%	123	44%	141	54%		
15 Overdue - IA reviewing	40	29%	28	21%	17	13%	35	28%	28	20%		
16 Latest date missed	77	55%	43	32%	70	54%	52	42%	34	24%		
17 Date revised > once	60	43%	51	38%	48	37%	46	37%	44	31%		

Trend Analysis - key



Adverse trend - action required

Stable with limited change

Positive trend with progress evident

No trend analysis is performed on open findings and findings not yet due as these numbers will naturally increase when new IA reports are finalised.

Glossary of Terms

1. Executive Committee – This is the relevant Executive Committee that should have oversight of completion of agreed management actions
2. Project Name – This is the name of the audit report.
3. Issue Type – This is the priority of the audit finding, categorised as Critical; High; Medium; or Low
3. Issue Title - this is the title of the issue in the Original IA Report
4. Owner – The Executive Director responsible for implementation of the action.
5. Recommendation Title - this is the title of the recommendation in the original IA report
6. Agreed Management action – This is the action agreed between Internal Audit and Management to address the finding.
7. Status – This is the current status of the management action. These are categorised as:
 - Pending (the action is open and there has been no progress towards implementation),
 - Started (the action is open, and work is ongoing to implement the management action), and
 - **Implemented** (the service area believes the action has been Implemented and this is with Internal Audit for validation).
8. Estimated date – the original agreed implementation date.
9. Revised date – the current revised date. **Red** formatting in the dates field indicates the last revised date is overdue.
10. Number of revisions – the number of times the date has been revised since July 2018.
11. **Amber** formatting in the dates field indicates the date has been revised more than once.
12. Contributor – Officers involved in implementation of an agreed management action.

Executive Committee	Project Name	Issue Type	Issue Title	Owner	Recommendation Title	Agreed Management Action	Status	Estimated Implement Date	No of Revisions	Revised Implement Date	Contributors
All Executive Committees	Assurance Actions and Annual Governance Statements	Medium	CW1903 Issue 1: Assurance Management Framework	Stephen Moir, Executive Director, Corporate Services	CW1903 Issue 1.1c: Develop and implement an assurance management framework	An assurance management framework will be developed and implemented that covers the points raised by Internal Audit and includes: liaison with directorates to assess current and best practice; clearly defined roles and responsibilities for first line directorates and the second line Corporate Governance team; process flow; monitoring / reporting / closure requirements; an assessment of existing automated tools to determine whether they can support the process; issue guidance; The framework will be implemented and rolled out across Council divisions and directorates to support completion of the 2021/22 annual governance statement for inclusion in the Council's 31 March 2022 annual financial statements.	Started	31/12/20	3	30/12/21	Chris Peggie Gavin King Hayley Barnett Laura Callender Layla Smith Michelle Vanhegan Mirka Vybiralova Nick Smith
Culture and Communities	Localities Operating Model	High	1. Localities Governance and Operating Model	Paul Lawrence, Executive Director of Place	1.1 Recommendation - Localities Operating Model Post Implementation Review	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Started	31/03/20	2	30/06/23	Alison Coburn David Givan Evelyn Kilmurry George Gaunt Matthew MacArthur Ross Murray Sarah Burns
Culture and Communities	Localities Operating Model	High	1. Localities Governance and Operating Model	Paul Lawrence, Executive Director of Place	1.2 Recommendation – Development and Delivery of Council Locality Improvement Plan Actions	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Started	31/03/20	2	30/06/23	Alison Coburn Alison Henry David Givan Evelyn Kilmurry George Gaunt Matthew MacArthur Michele Mulvaney Paula McLeay Ross Murray Sarah Burns

Executive Committee	Project Name	Issue Type	Issue Title	Owner	Recommendation Title	Agreed Management Action	Status	Estimated Implement Date	No of Revisions	Revised Implement Date	Contributors
Culture and Communities	Localities Operating Model	High	1. Localities Governance and Operating Model	Paul Lawrence, Executive Director of Place	1.3 Recommendation - Locality Service Delivery Performance Measures	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Started	31/03/20	2	30/06/23	Alison Coburn Evelyn Kilmurry Matthew MacArthur Michele Mulvaney Paula McLeay Ross Murray Sarah Burns
Culture and Communities	Localities Operating Model	High	1. Localities Governance and Operating Model	Paul Lawrence, Executive Director of Place	1.4 Recommendation - Engagement with Council centralised divisions	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Started	31/03/20	2	30/06/23	Alison Coburn David Givan Evelyn Kilmurry George Gaunt Matthew MacArthur Ross Murray Sarah Burns
Culture and Communities	Localities Operating Model	High	1. Localities Governance and Operating Model	Paul Lawrence, Executive Director of Place	PL1801 1.5 Recommendation - Locality budget planning and financial management	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Started	31/03/20	2	30/06/20	Alison Coburn Annette Smith Evelyn Kilmurry Hugh Dunn John Connarty Matthew MacArthur Michelle Vanhegan Ross Murray Sarah Burns Stephen Moir Susan Hamilton
Culture and Communities	Localities Operating Model	High	1. Localities Governance and Operating Model	Paul Lawrence, Executive Director of Place	1.6 Recommendation - Risk Management	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Started	31/03/20	2	30/06/23	Alison Coburn David Givan Evelyn Kilmurry George Gaunt Matthew MacArthur Ross Murray Sarah Burns

Executive Committee	Project Name	Issue Type	Issue Title	Owner	Recommendation Title	Agreed Management Action	Status	Estimated Implement Date	No of Revisions	Revised Implement Date	Contributors
Culture and Communities	Localities Operating Model	High	1. Localities Governance and Operating Model	Paul Lawrence, Executive Director of Place	1.7 Recommendation - Succession Planning	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Started	31/03/20	2	30/06/23	Alison Coburn David Givan Evelyn Kilmurry George Gaunt Matthew MacArthur Ross Murray Sarah Burns
Culture and Communities	Tree Management - H&S	High	PL1902 - Tree Management: Issue 1 Strategic direction and operational delivery	Paul Lawrence, Executive Director of Place	PL1902 Tree Management 1.1 - Review of Trees in the City	Parks and Greenspace management accept the internal audit recommendation made. A full review of "Trees in the City" will be undertaken as advised. Initial timescale for this work will be completion by 31 August 2021. The implementation date of 30 October 2021 should provide sufficient time for internal audit to review.	Pending	31/10/21	0	31/01/22	Alison Coburn David Givan David Jamieson Gareth Barwell George Gaunt Matthew MacArthur Ross Murray
Culture and Communities	Tree Management - H&S	High	PL1902 - Tree Management: Issue 1 Strategic direction and operational delivery	Paul Lawrence, Executive Director of Place	PL1902 Tree Management 1.2 - Capacity and workforce planning	Parks and Greenspace management accept the internal audit recommendation made. This piece of work will be completed in tandem with the review of the Trees in the City document. Initial timescale for this work will be completion by 31 August 2021. The implementation date of 30 October 2021 should provide sufficient time for internal audit to review.	Pending	31/10/21	0	31/01/22	Alison Coburn David Givan David Jamieson Gareth Barwell George Gaunt Matthew MacArthur Ross Murray
Culture and Communities	Tree Management - H&S	High	PL1902 - Tree Management: Issue 1 Strategic direction and operational delivery	Paul Lawrence, Executive Director of Place	PL1902 Tree Management 1.3a) - Review and evaluation of pilot survey programme	Parks and Greenspace management accept the internal audit recommendation made. This piece of work will be completed in tandem with the review of the Trees in the City document. Initial timescale for this work will be completion by 31 August 2021. The implementation date of 30 October 2021 should provide sufficient time for internal audit to review.	Pending	31/10/21	0	31/01/22	Alison Coburn David Givan David Jamieson Gareth Barwell George Gaunt Matthew MacArthur Ross Murray
Culture and Communities	Tree Management - H&S	High	PL1902 - Tree Management: Issue 1 Strategic direction and operational delivery	Paul Lawrence, Executive Director of Place	PL1902 Tree Management - 1.4 Performance Management and KPIs	Parks and Greenspace management accept the internal audit recommendation made. This piece of work will be completed in tandem with the review of the Trees in the City document. Initial timescale for this work will be completion by 31 August 2021. The implementation date of 30 October 2021 should provide sufficient time for internal audit to review.	Pending	31/10/21	0	31/01/22	Alison Coburn David Givan David Jamieson Gareth Barwell George Gaunt Matthew MacArthur Ross Murray
Culture and Communities	Tree Management - H&S	High	PL1902 - Tree Management: Issue 1 Strategic direction and operational delivery	Paul Lawrence, Executive Director of Place	PL1902 Tree Management 1.5 - Service Level Agreements	Parks and Greenspace management accept the internal audit recommendation made. Initial timescale for this work will be completion by 31 August 2021. The implementation date of 30 October 2021 should provide sufficient time for internal audit to review.	Pending	31/10/21	0	31/01/22	Alison Coburn David Givan David Jamieson Gareth Barwell George Gaunt Matthew MacArthur Ross Murray
Culture and Communities	Tree Management - H&S	High	PL1902 - Tree Management: Issue 1 Strategic direction and operational delivery	Paul Lawrence, Executive Director of Place	PL1902 Tree Management 1.3b) - Review and update of policies, procedures and guidance to reflect outcomes of pilot survey programme	Parks and Greenspace management accept the internal audit recommendation made. This piece of work will be completed in tandem with the review of the Trees in the City document. Initial timescale for this work will be completion by 31 August 2021. The implementation date of 30 October 2021 should provide sufficient time for internal audit to review.	Started	31/10/21	0	31/01/22	Alison Coburn David Givan David Jamieson Gareth Barwell George Gaunt Matthew MacArthur Ross Murray

Appendix 3 - Internal Audit Key Performance Indicators as at 5 November 2021

Directorate	Department	Review	Audit Status	Terms of Ref	Terms of Ref	Close out	Report		Mgt Resps	Final Draft	Director	Final Report	Team Central	Comments
				Service Resps <=5 days post	Director Resps <=5 days post	<=5days after fieldwork complete	Issued by IA <=10 days post close	W/Shop <=5 days after report issued	Agreed <=5days post	to Directors <=5 days post Mgt	Approval <= 3 days from	issued by IA <= 5 days post Director	Updated by IA <=5 days of final report	
Corporate Services	Legal and Assurance	Elections in Covid Environment - design review	Complete	3	2	1	10	N/A	N/A	2	1	1	7	Final report issued to AK 31.5.21 Draft report comments requested by 21/05
Corporate Services	Human Resources	Scottish Local Govt Living Wage - design review	Complete	17	1	8	9	4	1	1	2	5	N/A	Final report issued on 28.10.21. Survey issued on 29.10.21.
Corporate Services	Human Resources	Employee Lifecycle and Data Management	Reporting	13	2	0	0	0	0	0	0	0	0	Fieldwork now complete. Waiting for responses from HR on fieldwork outcomes prior to drafting report.
Corporate Services	Strategic Change and Delivery	Planning and Performance Framework design review	Reporting	26	2	3	35	15	13	9	0	0	0	Report issued to Exec Director on 24th September; awaiting responses.
Council Wide	CHS; P&FM; HPS	Health and Safety - Implementation of asbestos recommendations	Reporting	6	6	34	17	4	0	0	0	0	0	Management responses were due 3 November - not all have been received.
Council Wide	Council Wide	Fraud and Serious Organised Gavin	Fieldwork	74	64	0	0	0	0	0	0	0	0	Draft Tor to Executive Directors 06.09.21, final responses received (Place) 20.10.21. No responses received from some services.
Council Wide	N/A	Implementation of Whistleblowing and Child Protection Recommendations	Fieldwork	7	4	0	0	0	0	0	0	0	0	Fieldwork in progress
Educ & Child Servs	Criminal Justice	Criminal Justice	Fieldwork	12	1	0	0	0	0	0	0	0	0	Fieldwork will commence 8/11/21
Place	Place Mgt, Transport	Parking and Traffic Regulations	Reporting	4	2	3	24	2	0	0	0	0	0	ToR updated to reflect Covid-19 and issued 21/9 - Key contact on leave until 4/10 so due back 8/10 Ongoing discussion re management responses since 18/10/21. Delay in issuing report was due to annual leave in service which delayed confirmation of factual accuracy of findings.
Corporate Services	Digital Services	Digital and Smart Cities Strategy	Fieldwork	49	4	0	0	0	0	0	0	0	0	Fieldwork in progress and ongoing engagement with Executive Director re terms of reference.
Corporate Services	Customer	Council Tax and Business Rates	Fieldwork	7	5	0	0	0	0	0	0	0	0	Fieldwork delayed due to time required to extract data from source systems to support data analytics work.

Addendum by the Conservative Group

Committee - Culture and Communities

1 February 2022

Item 8.5 - Cemetery Management Rules

Committee

Inserts as 1.1.3

Agrees officers will report back to committee one year from implementation detailing compliance, complaints, and any enforcement actions in relation to the new management rules.

Moved by: Councillor Max Mitchell

Seconded by: Councillor

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