

Notice of meeting and agenda

Policy and Sustainability Committee

10.00 am Tuesday, 3rd August, 2021

Virtual Meeting - via Microsoft Teams

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

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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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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 Policy and Sustainability Committee of 10 June 2021 – 7 - 24
submitted for approval as a correct record

5. Forward Planning

- 5.1 Work Programme – August 2021 25 - 32
- 5.2 Rolling Actions Log – August 2021 33 - 50

6. Business Bulletin

- 6.1 Business Bulletin 51 - 56

7. Executive Decisions

- 7.1 Adaptation and Renewal Programme Update – Report by the Chief Executive 57 - 84
- 7.2 2030 Climate Strategy - Consultation and Engagement Update – Report by the Executive Director of Corporate Services 85 - 98
- 7.3 Declaration on Food and Climate – Report by the Executive 99 - 106

Director of Corporate Services

7.4	Appointments to Working Groups 2021/2022 – Report by the Executive Director of Corporate Services	107 - 120
7.5	Update on Monitoring Officer Report – Report by the Service Director – Legal & Assurance and Council Monitoring Officer	121 - 124
7.6	Seafield Sounding Board – Report by the Executive Director of Place (Note: Councillors Booth, Mary Campbell, Child, Griffiths, Laidlaw, Munro, Staniforth and Ethan Young have been called for this item)	125 - 128
7.7	Scottish Government Consultation - New Year's Day Trading – Report by the Executive Director of Place	129 - 138
7.8	Edinburgh Integration Joint Board Progress Report – Report by the Chief Officer, Edinburgh Health and Social Care Partnership	139 - 146
7.9	Edinburgh Response to the Mental Welfare Commissions Report - Authority to Discharge – Report by the Chief Officer, Edinburgh Health and Social Care Partnership (Note: Councillors Doggart and Howie have been called for this item)	147 - 158
7.10	Social Care Charging Policy – Report by the Chief Officer, Edinburgh Health and Social Care Partnership	159 - 190
7.11	Youth Work in Community Centres and Other Locations – Report by the Interim Executive Director of Education and Children's Services	191 - 224

8. Routine Decisions

8.1	Internal Audit Overdue Findings and Key Performance Indicators as at 27 April 2021 - referral from the Governance, Risk and Best Value Committee	225 - 318
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9. Motions

9.1 By Councillor Jim Campbell – Ventilation

- “1) Committee recognises that most people spend more time indoors than outdoors and acknowledges the emerging literature on the significantly elevated risks of airborne transmission of COVID 19 within poorly ventilated indoor spaces, most recently outlined in the report by Prof Peter Guthrie commissioned by Sir Patrick Vallance, The UK Government’s Chief Scientific Adviser.
- 2) Committee notes:
 - that governments around the world are urgently investigating indoor air quality within buildings to better understand any emerging risks;
 - that poorly ventilated School Buildings are a particular cause of concern, and evidence suggests they can negatively impact the development of children;
 - that few standards exist around indoor air quality, and it is not a subject that is widely understood in the context of today’s buildings, despite being a design principle in Victorian times;
 - that inexpensive monitoring of carbon dioxide levels within a building are a very good proxy of overall indoor air quality and could be rapidly deployed in the City of Edinburgh estate.
- 3) Committee commends Council Officers for having distributed carbon dioxide sensors to Head Teachers and requests the Chief Executive to prepare an urgent report for this Committee in one cycle on indoor air quality across the most heavily used buildings in the Council estate. This should include the data gathered by Head Teachers with an accompanying commentary covering the methodology used and observations so far.
- 4) Finally, the Chief Executive is asked to indicate a level of carbon dioxide concentration in high use indoor Council settings above which Members should be concerned that an unreasonable risk of Coronavirus transmission exists.

Andrew Kerr

Chief Executive

Committee Members

Councillor Adam McVey (Convener), Councillor Cammy Day (Vice-Convener), Councillor Robert Aldridge, Councillor Steve Burgess, Councillor Jim Campbell, Councillor Kate Campbell, Councillor Nick Cook, Councillor Neil Gardiner, Councillor Gillian Gloyer, Councillor Graham Hutchison, Councillor Lesley Macinnes, Councillor John McLellan, Councillor Claire Miller, Councillor Rob Munn, Councillor Ian Perry, Councillor Iain Whyte and Councillor Donald Wilson

Information about the Policy and Sustainability Committee

The Policy and Sustainability Committee consists of 17 Councillors and is appointed by the City of Edinburgh Council. This meeting of the Policy and Sustainability Committee is being held virtually by Microsoft Teams.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Jamie Macrae, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 553 8242 / 0131 529 4264, email jamie.macrae@edinburgh.gov.uk / louise.p.williamson@edinburgh.gov.uk.

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

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Minutes

Policy and Sustainability Committee

10.00 am, Thursday 10 June 2021

Present

Councillors McVey (Convener), Day (Vice-Convener), Aldridge, Jim Campbell, Kate Campbell, Cook, Gardiner, Gloyer, Macinnes, McLellan, Miller (substituting for Councillor Main), Mowat (substituting for Councillor Hutchison items 1-12), Munn, Perry, Rose (substituting for Councillor Cook Item 8-22), Staniforth, Watt (substituting for Councillor Wilson items 15-22), Webber (substituting for Councillor Hutchison (items 13-22), Whyte and Wilson.

1. 2030 Climate Strategy – Draft for Consultation

a) Deputation – Transition Edinburgh

The deputation indicated that they felt that close effective engagement with communities and external organisations was vital. They were concerned that there had been a slow start to the production of the strategy and the lack of opportunity for engagement before the production of this key document.

The deputation welcomed the Council's commitment to the co-production of the implementation plan and asked the Council to provide details of how citizens and community groups would be able to be involved in drawing up the implementation plan and delivery of the strategy.

b) Report by the Executive Director of Place

Details were provided on the Council's draft 2030 Climate Strategy which set out actions for delivering this ambition at the same time as benefitting citizens, the economy and environment. The strategy had been developed following engagement with key city partners' – public, private and third sector organisations across all sectors who could have an impact on the city's emissions by reducing their own footprints or collaborating to unlock change.

Motion

- 1) To approve for consultation the draft Edinburgh 2030 Climate Strategy; Delivering a Net Zero Climate Ready City provided at Appendix 1 to the report by the Chief Executive.
- 2) To note the scope of the strategy was to set out strategic priorities for tackling climate change, alongside actions the Council and key city partners would take to realise the ambition of Edinburgh becoming a net zero and climate resilient city by 2030.

- 3) To note the actions in the strategy reflected involvement and commitment from key city partners and that the consultation period would be used to broaden and deepen this commitment in the development of an implementation plan.
- 4) To note that the final strategy would be brought back to Committee in September 2021, along with a supporting implementation plan and initial cost analysis in order to publish the strategy ahead of COP26.
- 5) To note that the Chairs of Edinburgh's Poverty and Climate Commissions would invite Commissioners to a joint session in July to consider the draft strategy and explore opportunities to support a just transition through its implementation.
- 6) To agree that the Climate Commission be invited to update the Policy and Sustainability Committee on its activity and provide views on the city strategy in August.
- 7) To agree the Council, as a member of the Global Covenant of Mayors for Climate and Energy since 2011, renew its commitment by pledging to undertake the actions listed in the new Covenant of Mayors Commitment provided at Appendix 2 to the report.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note the draft strategy.
- 2) To note that any consultation on the strategy would be meaningless for the public without a potential implementation plan and initial cost analysis, especially when the plan aimed to accelerate action way ahead of the targets set by the UK and Scottish Government's when governmental input, infrastructure, funding and regulation were fundamental to achieving Net Zero and to the affordability, timescales and implementation of doing so.
- 3) To therefore, agree to delay the consultation until these aspects were provided so that the Edinburgh public could fully understand the implications of the changes required and the acceleration proposed ahead of Governmental targets and action.

- moved by Councillor Whyte, seconded by Councillor Mowat

Voting

The voting was as follows:

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

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

For the amendment: Councillors Jim Campbell, Cook, McLellan, Mowat and Whyte.)

Decision

To approve the motion by Councillor McVey.

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

2. Petition for Consideration – Resettle Refugees and Asylum Seekers from the Aegean Island Camps in Edinburgh

a) Presentation by Petitioner

The petitioner asked the Council to support the campaign for the resettlement of refugees from the Aegean Island camps. They indicated that they sought to create meaningful and lasting change and to provide support from the ground up and felt that Local Authorities played a vital role in representing their local communities. They urged the Council to join other local authorities in Scotland in joining their campaign to welcome refugees.

b) Report by the Chief Executive

Details were provided on a petition entitled ‘Resettle refugees and asylum seekers from the Aegean Island camps in Edinburgh’ which had been received. The petition asked the Council to:

- increase the number of refugee places pledged from 500 to 750 over the next five years;
- ensure a sustainable resettlement process by working with organisational partners and private individuals;
- engage with the Home Office on a number of refugee policy issues; and
- encourage neighbouring Councils to adopt a similar stance.

Motion

- 1) To agree that the Council Leader write to the appropriate UK Government Ministers to express Edinburgh’s willingness to expand the number of people seeking asylum in Edinburgh and seek further details about the financial support from the UK Government to support those who would come to live in the Capital.
- 2) To agree the letter will further:
 - a) Advocate for a humane immigration policy for the UK, including a revision of the approach of congested camps on the Aegean Islands and highlighting the conditions.
 - b) Request the Lord Provost encourage other European Cities that Edinburgh was linked into do all they could to increase the numbers resettled across the Continent.
- 3) To agree that the Chief Executive work with the relevant service areas and partners in the City to establish the scope of an increase Edinburgh could accommodate without adding further pressure on the Council’s ability to house people now or deliver health and social care services.

- 4) To further agree the Chief Executive would highlight this at a regional level and the Council Leader would explore further discussions through COSLA and seek to develop a national response taking into account both housing capacity and availability of support services.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

To request a report on the issues raised by the petitioner and the Committee.

- moved by Councillor Whyte, seconded by Councillor Mowat

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To agree that the Council Leader write to the appropriate UK Government Ministers to express Edinburgh's willingness to expand the number of people seeking asylum in Edinburgh and seek further details about the financial support from the UK Government to support those who would come to live in the Capital.
- 2) To agree the letter will further:
 - a) Advocate for a humane immigration policy for the UK, including a revision of the approach of congested camps on the Aegean Islands and highlighting the conditions.
 - b) Request the Lord Provost encourage other European Cities that Edinburgh was linked into do all they could to increase the numbers resettled across the Continent.
- 3) To agree that the Chief Executive work with the relevant service areas and partners in the City to establish the scope of an increase Edinburgh could accommodate without adding further pressure on the Council's ability to house people now or deliver health and social care services.
- 4) To further agree the Chief Executive would highlight this at a regional level and the Council Leader would explore further discussions through COSLA and seek to develop a national response taking into account both housing capacity and availability of support services.
- 5) To request a report on the issues raised by the petitioner and the Committee.

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

3. Minutes

Decision

To approve the minute of the Policy and Sustainability Committee of 20 April 2021 as a correct record.

4. Policy and Sustainability Committee Work Programme

The Policy and Sustainability Committee Work Programme for 10 June 2021 was presented.

Decision

To note the Work Programme.

(Reference – Work Programme 10 June 2021, submitted.)

5. Policy and Sustainability Committee Rolling Actions Log

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

Decision

1) To agree to close the following actions:

Action 8, Part (1) – End Poverty in Edinburgh Delivery Plan 2020-30

2) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log, submitted.)

6. Business Bulletin

The Policy and Sustainability Committee Business Bulletin for 10 June 2021 was submitted.

Decision

To note the Business Bulletin.

(Reference – Business Bulletin 10 June 2021, submitted.)

7. Police Scotland – City of Edinburgh Division Quarterly Update

Chief Superintendent Scott and Superintendent Rennie provided an update for April 2020 to March 2021 on Police Scotland's City of Edinburgh Division city-wide plans, policies and performance.

Decision

To note the update.

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

8. Adaptation and Renewal Programme Update

An update was provided on the Adaptation and Renewal Programme which covered decisions taken in period 13 April to 3 June 2021 and the latest Covid-19 Dashboard.

Motion

1) To note the Council's latest Covid-19 position following the statement from the First Minister on Tuesday 1 June 2021 and associated Scottish Government guidance.

- 2) To note the Covid-19 Response Dashboard outlined at Appendix 1 of the report by the Chief Executive.
- 3) To note the decisions taken to date under urgency provisions from 13 April to 3 June 2021 outlined at Appendix 2 to the report.
- 4) To note the working group progress updates from the Adaptation and Renewal Programme, including the support of the roll out of the Covid-19 vaccine and testing sites.
- 5) To note the ongoing work to reopen community centres and that:
 - a) A 3 phased approach had been developed by officers to re-establish indoor youthwork in Council-owned community centres, focusing on the highest use community buildings.
 - b) To note the work with management committees to scope spaces to ensure public health guidance was met.
 - c) To note funding of £1m had been identified through the COVID recovery funding to support the reopening effort and that additional professional cleaning staff had been, and continued to be, employed by the Council to expand the capacity to better meet the needs of communities.
 - d) To note that officers had engaged with management committees and identified those community centres where there was a request to resume youth work.
 - e) To agree to accelerate the process underway to ensure all assessment work, as far as possible, was complete in those community centres wishing to resume youth work in advance of the School holidays to ensure youth groups could plan for their summer activities and young people got the support they needed.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note the Council's latest Covid-19 position following the statement from the First Minister on Tuesday 01 June 2021 and associated Scottish Government guidance.
- 2) To note the Covid-19 Response Dashboard outlined at Appendix 1 of the report by the Chief Executive.
- 3) To note the decisions taken to date under urgency provisions from 13 April to 3 June 2021 outlined at Appendix 2 to the report.
- 4) To note the working group progress updates from the Adaptation and Renewal Programme, including the support of the roll out of the Covid-19 vaccine and testing sites.
- 5) To note with serious concern that council youth work provision had yet to resume in Community Centres and further note that, although this provision was

allowed under national guidance for 5 months in 2020 the Council did not take advantage of that time, and that youth work in community centres had again been allowed nationally since the 26th of April.

- 6) To agree that given the imminent summer holidays, that the Council Senior Management Team make the resumption of youth work in community centres a priority and that current planning work on re-opening community centres was expedited to ensure youth work in community centres began by the first full week of July.
- 7) To agree that Full Council on the 24 June would receive an update report that would cover the progress made to resume youth work in community centres and in other locations. It should include how many community centres would be resourced by the Council to open, what date they will be open from, what access will be allowed by other groups, what changes would be involved if Edinburgh were to move to Level 1 or 0, and how children's rights had been taken into consideration when making these plans.
- 8) To also request a full report to the Policy and Sustainability Committee in two cycles that detailed the work council had done in relation to community centres since March 2020, laying out the timeline of all key decisions, and interactions with community centre management committees.

- moved by Councillor Staniforth, seconded by Councillor Miller

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the Council's latest Covid-19 position following the statement from the First Minister on Tuesday 01 June 2021 and associated Scottish Government guidance.
- 2) To note the Covid-19 Response Dashboard outlined at Appendix 1 of the report by the Chief Executive.
- 3) To note the decisions taken to date under urgency provisions from 13 April to 3 June 2021 outlined at Appendix 2 to the report.
- 4) To note the working group progress updates from the Adaptation and Renewal Programme, including the support of the roll out of the Covid-19 vaccine and testing sites.
- 5) To note the ongoing work to reopen community centres and that:
 - a) A 3 phased approach had been developed by officers to re-establish indoor youthwork in Council-owned community centres, focusing on the highest use community buildings.
 - b) To note the work with management committees to scope spaces to ensure public health guidance was met.

- c) To note funding of £1m had been identified through the COVID recovery funding to support the reopening effort and that additional professional cleaning staff had been, and continued to be, employed by the Council to expand the capacity to better meet the needs of communities.
 - d) To note that officers had engaged with management committees and identified those community centres where there was a request to resume youth work.
 - e) To agree to accelerate the process underway to ensure all assessment work, as far as possible, was complete in those community centres wishing to resume youth work in advance of the School holidays to ensure youth groups could plan for their summer activities and young people got the support they needed.
- 6) To note with serious concern that council youth work provision had yet to resume in Community Centres and further note that, although this provision was allowed under national guidance for 5 months in 2020 the Council did not take advantage of that time, and that youth work in community centres had again been allowed nationally since the 26th of April.
- 7) To agree that Full Council on the 24th June would receive an update report that would cover the progress made to resume youth work in community centres and in other locations. It should include how many community centres would be resourced by the Council to open, what date they will be open from, what access will be allowed by other groups, what changes would be involved if Edinburgh were to move to Level 1 or 0, and how children's rights had been taken into consideration when making these plans.
- 8) To also request a full report to the Policy and Sustainability Committee in two cycles that detailed the work the Council had done in relation to community centres since March 2020, laying out the timeline of all key decisions, and interactions with community centre management committees.

(References – Policy and Sustainability Committee of 28 May 2020 (item 4); report by the Chief Executive, submitted.)

9. Planning and Performance Framework

The proposed the new Planning and Performance Framework and initial suite of Key Performance Indicators (KPIs) were presented.

Motion

To approve the new Planning and Performance Framework for the Council Business Plan, including the initial suite of Key Performance Indicators (KPIs).

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note the report but recognise that the Council Business Plan did not have universal support of all political Groups in the Council as it did not sufficiently

emphasise the need to improve the efficiency and effectiveness of core services in pursuit of delivering locally for the whole Edinburgh public.

- 2) To note that the Framework and Key Performance Indicators (KPIs) provided a starting point but that many required further development or new baselines and agree these as an interim measure only pending a further report in six months providing greater development of a SMART indicator KPI system relating performance across the Board to external measures of success such as the LGBF.
- 3) To regret the change implied in the first bullet point of Paragraph 4.17 of the report by the Chief Executive that weakened the commitment to reduce the “poverty related attainment gap” which might align with the Children’s Service Plan but reduced alignment with the Administration’s politically inspired Business Plan Priorities and thus blunted the Council’s ability to measure performance against the Business Plan. Therefore, to reject this change and instruct that the Children’s Service Plan be reviewed to make it consistent with other published Council plans.

- moved by Councillor Whyte, seconded by Councillor Rose

Voting

The voting was as follows:

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

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

For the amendment: Councillors Jim Campbell, McLellan, Mowat, Rose and Whyte.)

Decision

To approve the motion by Councillor McVey.

(References – Policy and Sustainability Committee of 20 April 2021 (item 7); report by the Chief Executive, submitted.)

10. Annual Performance Report 2020/21

Details were provided on the Council’s performance in 2020/21 against the Change Strategy themes, drawing on corporate performance indicators and benchmarking data including the Local Government Benchmarking Framework 2019/20 data.

Decision

To refer the Annual Performance Report, 2020/21 to the City of Edinburgh Council for decision.

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

11. Coalition Commitments Progress Update - June 2021

The Council had approved its business plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) in August 2017. The plan had been built around 52 commitments the Council Administration had pledged to deliver over five years.

Details were provided on the progress of the plan against the 52 Coalition Commitments in the fourth year of the Administration.

Decision

To refer the Coalition Commitments Progress Update – June 2021 report to the City of Edinburgh Council for decision.

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

12. Local Government Benchmarking Framework 2019/20 - Edinburgh Overview

An overview analysis of the 2019/20 benchmarking data provided by the Scottish Local Government Benchmarking Framework (LGBF) was provided.

Decision

To refer the Local Government Benchmarking Framework 2019/20 - Edinburgh Overview report to the City of Edinburgh Council for decision.

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

13. Edinburgh International Framework

Details were provided of a refreshed framework for international collaboration between Edinburgh partners which had been prepared in response to changing context and challenges arising from the Covid-19 pandemic and the UK's withdrawal from the EU, as well as new developments in city wide priorities. The framework articulated joint aims and objectives for Edinburgh city partners in international relations, and five core themes for delivery of actions.

Motion

- 1) To approve the refreshed Edinburgh International Framework.
- 2) To approve the role outlined for the City of Edinburgh Council in delivery of the framework.
- 3) To note that the refreshed framework had been developed in collaboration with members of the Edinburgh International Group.
- 4) To approve the proposal for the City of Edinburgh Council to support the University of Edinburgh in joining the World Innovative Cities Co-operation Organisation to develop civic links and innovative collaborations with partner cities.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To approve the refreshed Edinburgh International Framework.
- 2) To approve the role outlined for the City of Edinburgh Council in delivery of the framework.
- 3) To note that the refreshed framework had been developed in collaboration with members of the Edinburgh International Group and agree to add the Edinburgh Association of community Councils to the membership of the Edinburgh International Group.
- 4) To approve the proposal for the City of Edinburgh Council to support the University of Edinburgh in joining the World Innovative Cities Co-operation Organisation to develop civic links and innovative collaborations with partner cities.

- moved by Councillor Gloyer, seconded by Councillor Aldridge

Voting

The voting was as follows:

For the motion	-	15 votes
For the amendment	-	2 votes

(For the motion: Councillors Jim Campbell, Kate Campbell, Day, Gardiner, Macinnes, McLellan, McVey, Miller, Munn, Perry, Rose, Staniforth, Webber, Whyte and Wilson.

For the amendment: Councillors Aldridge and Gloyer.)

Decision

To approve the motion by Councillor McVey.

(References – Policy and Sustainability Committee of 10 November 2020 (item 8); report by the Chief Executive, submitted.)

14. End Poverty Edinburgh Delivery Plan – Progress Monitoring Framework

Details were provided on the progress monitoring framework for the End Poverty Delivery Plan as agreed by the Policy and Sustainability Committee in December 2020. The framework included the four targets for ending poverty by 2030, which the Council had committed to, city-wide poverty risk factors and progress with the Council's delivery plan, assessed through milestones and performance indicators.

Motion

- 1) To approve the approach to monitoring progress with the End Poverty Edinburgh Delivery Plan.
- 2) To note that the framework was aligned with the Council's new Planning and Performance Framework for the Council Business Plan.

- 3) To note the work planned to develop ways to assess the level of stigma experienced by people in relation to poverty.
- 4) To note that work delivering the plan remained underway including through the additional investment of £1.625M approved by Council in February 2021. A full annual progress report would be provided in Autumn 2021.
- 5) To agree that the End Poverty Edinburgh Group would engage with representatives of political parties to inform the one year on report.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note that the targets set for the various indicators outlined a confusing picture urging more reliance on benefit and welfare systems in some cases and less on others over time.
- 2) To defer approval of the Framework pending a further report indicating how a strategy of initial increases in welfare take up followed by longer term reductions could better target reductions in poverty and how this might be set out in a medium/long term targeted plan.

- moved by Councillor Whyte, seconded by Councillor Rose

Voting

The voting was as follows:

For the motion	-	10 votes
For the amendment	-	7 votes

(For the motion: Councillors Kate Campbell, Day, Gardiner, Macinnes, McVey, Miller, Munn, Perry, Staniforth and Wilson.)

(For the amendment: Councillors Aldridge, Jim Campbell, Gloyer, McLellan, Rose, Webber and Whyte.)

Decision

To approve the motion by Councillor McVey.

(References – Policy and Sustainability Committee of 1 December 2020 (item 8); report by the Chief Executive, submitted.)

15. 20-Minute Neighbourhood Strategy: Living Well Locally

Details were provided on proposals for a high-level strategy for the 20-minute neighbourhood in Edinburgh which included finding ways for residents to access most of their daily services in a local, accessible and sustainable way, along with those of the Council's partners in the public, voluntary and private sector.

Motion

- 1) To agree the draft 20-Minute Neighbourhood Strategy as summarised in the report by the Executive Director of Place and attached in Appendix 1 of the report.
- 2) To approve the proposal to use the Place Based Investment Programme (PBIP) funding to help deliver this strategy.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note the limited definition of a 20-minute neighbourhood which had an over emphasis on public and voluntary sector services when most people's daily interactions were with the business sector.
- 2) To note the limited scope of action in the report which concentrated on work already in progress in very limited areas of the City.
- 3) To agree that the concept was best targeted at development areas of the City and should be considered as part of the City Plan process and agree to review the Place Based Investment programme funding to assist some of the areas that had much needed development requirements but that were not included at this stage.

- moved by Councillor Webber, seconded by Councillor McLellan

Voting

The voting was as follows:

For the motion	-	10 votes
For the amendment	-	6 votes

(For the motion: Councillors Kate Campbell, Day, Gardiner, Macinnes, McVey, Miller, Munn, Perry, Staniforth and Watt.

For the amendment: Councillors Aldridge, Jim Campbell, Gloyer, McLellan, Rose and Whyte.)

Decision

To approve motion by Councillor McVey.

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

16. UK Levelling Up Fund

Details were provided on the UK Government's application processes for a 2021/22 funding round through the new UK Levelling Up fund which aimed provide capital investment in local infrastructure to encourage economic recovery and growth. The City of Edinburgh Council was eligible for a maximum of six funded projects over the four-year life of the programme – one project per Westminster constituency, plus one city wide transport project and based on the criteria, six projects for inclusion in the

currently planned funding rounds for applications in June 2021 and September 2021 were proposed.

Motion

- 1) To note the criteria and application processes set out by UK Government for the UK Levelling Up Fund.
- 2) To note the process and guidelines used by officers to develop a proposed portfolio of Edinburgh capital investment projects to be developed as bids for UK Levelling Up fund.
- 3) To agree the projects proposed as Council priorities for Rounds 1 and 2 applications.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note the lack of ambition in putting forward already well resourced, pet projects of the Council Administration that the Council was already taking forward and has a funding plan to implement.
- 2) To therefore agree that a further report be brought to the Council meeting on 24 June highlighting projects for consideration that were innovative and/or unfunded and that would make a difference across the City, including transport projects that concentrated on public transport improvement and pedestrian safety.

- moved by Councillor Whyte, seconded by Councillor Jim Campbell

Voting

The voting was as follows:

For the motion	-	12 votes
For the amendment	-	4 votes

(For the motion: Councillors Aldridge, Kate Campbell, Day, Gardiner, Gloyer, Macinnes, McVey, Miller, Munn, Perry, Staniforth and Watt.

For the amendment: Councillors Jim Campbell, McLellan, Rose and Whyte.)

Decision

To approve the motion by Councillor McVey.

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

17. Edinburgh Economy Strategy Development Report and City Centre Recovery Action Plan

Details were provided on issues which had been identified from the engagement carried out to support development of a refreshed Edinburgh Economy Strategy together with proposed priorities and actions to be taken forward to meet the needs of Edinburgh's economy through recovery from pandemic. A summary of action under

way or planned which would support city centre recovery together with the proposed next steps which involved a period of consultation with stakeholders were outlined.

Motion

- 1) To note the Edinburgh Economy Strategy Development Report in appendix 1 to the report by the Executive Director of Place, which would be used as a framework for the engagement and consultation process to inform the Edinburgh Economy Strategy.
- 2) To note the Draft City Centre Recovery Action Plan in Appendix 2 of the report which laid out the activity underway and planned which would support the economic recovery of Edinburgh city centre.
- 3) To note the proposed consultation and engagement process for further development of the Edinburgh Economy Strategy and the Draft City Centre Recovery Action Plan.
- 4) To agree that findings from the consultation and final draft documents would be brought for consideration by the Policy and Sustainability Committee in November 2021.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To note the Edinburgh Economy Strategy Development Report in appendix 1 to the report by the Executive Director of Place, which would be used as a framework for the engagement and consultation process to inform the Edinburgh Economy Strategy.
- 2) To note the Draft City Centre Recovery Action Plan in Appendix 2 of the report which laid out the activity underway and planned which would support the economic recovery of Edinburgh city centre.
- 3) To note the proposed consultation and engagement process for further development of the Edinburgh Economy Strategy and the Draft City Centre Recovery Action Plan.
- 4) To agree the consultation should include the Council's procurement policies at all levels, with a view to prioritising local suppliers whenever possible.
- 5) To agree the consultation should seek views on the reinstatement of a marketing agency to take forward the aims outlined in Priority 5 of the Economy Strategy development report.
- 6) To agree there should be full consultation on the impact of increasing taxation on local businesses, and if a majority of businesses are opposed that the Council commits to suspending the introduction of new levies at least until the city economy had fully recovered.
- 7) To agree that the replacement or removal of disfiguring temporary traffic measures and street clutter should be accelerated.

- 8) To agree that findings from the consultation and final draft documents would be brought for consideration by the Policy and Sustainability Committee in November 2021.

- moved by Councillor McLellan, seconded by Councillor Jim Campbell

In accordance with Standing Order 22(12), Paragraph 4 of the amendment was accepted as an addendum to the motion.

Voting

The voting was as follows:

For the motion - 12 votes
For the amendment - 4 votes

For the motion: Councillors Aldridge, Kate Campbell, Day, Gardiner, Gloyer, Macinnes, McVey, Miller, Munn, Perry, Staniforth and Watt.

For the amendment: Councillors Jim Campbell, McLellan, Rose and Whyte.)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the Edinburgh Economy Strategy Development Report in appendix 1 to the report by the Executive Director of Place, which would be used as a framework for the engagement and consultation process to inform the Edinburgh Economy Strategy.
- 2) To note the Draft City Centre Recovery Action Plan in Appendix 2 of the report which laid out the activity underway and planned which would support the economic recovery of Edinburgh city centre.
- 3) To note the proposed consultation and engagement process for further development of the Edinburgh Economy Strategy and the Draft City Centre Recovery Action Plan.
- 4) To agree the consultation should include the Council's procurement policies at all levels, with a view to prioritising local suppliers whenever possible.
- 5) To agree that findings from the consultation and final draft documents would be brought for consideration by the Policy and Sustainability Committee in November 2021.

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

18. Council Fire Safety Policy 2021-24

Details were provided of the Council's revised Fire Safety Policy which reconfirmed the position of the Council with regards regulatory compliance with Scottish fire law and guidance. It also incorporated the Scottish Government response to the Grenfell Tower Inquiry Phase 1 recommendations, bringing in domestic property directly within the scope of the Council's Fire Safety Policy.

Motion

To approve the Council Fire Safety Policy 2021-24.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To approve the Council Fire Safety Policy 2021-24.
- 2) To note that following a recent fire in Leith Walk ward in a tenement which contained several council properties there was uncertainty regarding the council's duty of care and advice towards tenants after the fire.
- 3) To therefore call for a report to Housing, Homelessness and Fair Work Committee detailing the council's current post-fire procedure should a fire occur on or near council run accommodation and any suggested updates to that procedure within two cycles.

- moved by Councillor Staniforth, seconded by Councillor Miller

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

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To approve the Council Fire Safety Policy 2021-24.
- 2) To note that following a recent fire in Leith Walk ward in a tenement which contained several council properties there was uncertainty regarding the council's duty of care and advice towards tenants after the fire.
- 3) To therefore call for a report to Housing, Homelessness and Fair Work Committee detailing the council's current post-fire procedure should a fire occur on or near council run accommodation and any suggested updates to that procedure within two cycles.

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

19. Council Water Safety Policy 2021-24

Details were provided on the new Council Water Safety Policy ('Policy') which set out a commitment to protecting the health, safety and welfare of its employees and third parties from risks associated with the inhalation and ingestion exposure to water that had the potential to contain bacteria, chemicals or other contaminants at levels harmful to health. The Policy reconfirmed the position of the Council with regards regulatory compliance with water safety standards and the control of water contaminants, specifically the control of Legionella in Council water systems and clarified the scope of water safety to include water carrying vehicles and /or assets that produced aerosols/droplets.

Decision

To approve the Council Water Safety Policy 2021-24.

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

20. ICT Acceptable Use Policy

Details were provided of an updated policy statement for the ICT Acceptable Use Policy, which was last reviewed and approved by the Committee in May 2019. The updated Policy had been developed in line with the best practice guidelines encapsulated in the Scottish Government's Public Sector Cyber Security Action Plan and current advice and best practice from the National Cyber Security Centre.

Decision

To approve the updated ICT Acceptable Use Policy for the Council.

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

21. Welfare Reform Update

An update was provided on the Council's ongoing welfare reform activities which included the implementation of Universal Credit.

Decision

- 1) To note the ongoing work to support Universal Credit (UC) and Welfare Reform, in Edinburgh.
- 2) To note the current spend projections for Discretionary Housing Payments, Council Tax Reduction Scheme and the Scottish Welfare Fund.

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

22. Contact Centre Performance – January to March 2021

The Contact Centre performance for the period January to March 2021 was presented together with information on associated service improvement activities, as well as changes to service delivery resulting from COVID-19 restrictions and ongoing recovery action.

Decision

- 1) To note the current performance trends within the Contact Centre.
- 2) To note the ongoing improvement activities to ensure that Council services were easy to access, and citizen queries and complaints were dealt with effectively.
- 3) To note service delivery changes as a result of COVID-19 restrictions.

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

Work Programme

Policy and Sustainability Committee

3 August 2021

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
1	Council Asbestos Policy	Annual Review	Routine	Robert Allan	Corporate Services	Annual	October 2021
2	Council Fire Safety Policy	3 Year Review	Routine	Robert Allan	Corporate Services	Annual	June 2024
3	Council Health and Safety Policy	Annual Review	Routine	Robert Allan	Corporate Services	Annual	December 2021
4	Council Water Safety Policy	3 Year Review	Routine	Robert Allan	Corporate Services	Annual	June 2024
5	Council Smoke Free Policy	3 Year Review	Routine	Robert Allan	Corporate Services	Annual	December 2023
6	Gaelic Language Plan 2018-22	Monitoring Report	Executive	Eleanor Cunningham	Corporate Services	Annual	November 2021
7	Edinburgh Biodiversity Action Plan 2019-21	Annual Update	Executive	Caroline Peacock/Susan Falconer	Place	Annual	December 2021

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	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
8	Welfare Reform	Quarterly Update	Routine	Sheila Haig	Corporate Services	Quarterly	November 2021
9	Older People Joint Inspection Improvement Plan	Progress report	Executive	Marian Gray	Chief Officer, Edinburgh Health and Social Care Partnership	6 monthly	October 2021
10	Energy Management Policy for Operational Buildings - Annual Report.	Progress report	Executive	Peter Watton	Resources	Annual	December 2021
11	Policy Assurance Statement – Customer	Annual report	Executive	Nicola Harvey	Resources	Annual	November 2021
12	Policy Assurance Statement – Strategy and Communications	Annual report	Executive	Gavin King	Chief Executive	Annual	February 2022
13	Policy Assurance Statement - Human Resources (HR)	Annual report	Executive	Katy Miller	Resources	Annual	November 2021

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
14	Policy Assurance Statement - Legal and Risk	Annual report	Executive	Nick Smith	Corporate Services	Annual	November 2021
15	Contact Centre Performance	Update report	Executive	Nicola Harvey	Corporate Services	Quarterly	November 2021
16	Digital and Smart City Strategy	Annual report	Executive	Nicola Harvey	Corporate Services	Annual	October 2021
17	Chief Social Work Officer's Annual Report	Annual report	Executive	Jackie Irvine	Education and Children's Services	Annual	December 2021
18	Diversity and Inclusion Strategy	Annual update	Executive	Katy Miller	Corporate Services	Annual	October 2021
19	Police Scotland Update	Annual plan	Executive	Gavin King	Corporate Services	Annual	October 2021
20	Police Scotland – City of Edinburgh Division Update	Quarterly Update	Executive	Gavin King	Corporate Services	Quarterly	October 2021
21	Fire and Rescue Service	Annual plan	Executive	Gavin King	Corporate Services	Annual	October 2021

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
22	Carbon Impact of the Council's International Travel	Annual Report	Executive	Paula McLeay/Gavin King	Corporate Services	Annual	Autumn 2021
23	End Poverty in Edinburgh Delivery Plan 2020-30	Annual Report	Executive	Chris Adams	Corporate Services	Annual	Autumn 2021
24	2030 City Target Monitoring Approach	Annual Report	Executive	Claire Marion	Corporate Services	Annual	November 2021
25	Appointments to Working Groups	Annual Report	Executive	Jamie Macrae	Corporate Services	Annual	August 2022
26	Corporate Performance updates	Bi-Annual Update	Executive	Edel McManus	Corporate Services	Bi- annual	November 2021 February 2022
27	Annual Performance report and LGBF report	Annual	Executive	Edel McManus	Corporate Services	Annual	June 2022

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Policy and Sustainability Committee Upcoming Reports

Appendix 1

Report Title	Directorate	Lead Officer
OCTOBER 2021		
Police Scotland – Annual Plan	Corporate Services	Gavin King
Police Scotland – City of Edinburgh Division – Quarterly Update	Corporate Services	Gavin King
Scottish Fire and Rescue Services – Annual Plan	Corporate Services	Gavin King
Carbon Impacts of the Council’s International Travel – Annual Report	Corporate Services	Paula McLeay/Gavin King
Protect Transport for Edinburgh – Response to motion by Councillor Whyte	Education and Children’s Services	Jon Ferrer
Annual report on End Poverty in Edinburgh Delivery Plan 2020-30	Corporate Services	Chris Adams
Equality and Diversity Framework 2021-25	Corporate Services	Eleanor Cunningham
Council Emission Reduction Plan – Final Report	Corporate Services	Beth Hall
Digital and Smart City Strategy Annual Report	Corporate Services	Nicola Harvey

Welfare Reform Update – Quarterly Report	Corporate Services	Sheila Haig
Contact Centre Performance Update - Quarterly Report	Corporate Services	Nicola Harvey
Bioquarter OBC	Place	David Cooper
West Edinburgh Update	Place	David Cooper
Energy for Edinburgh	Place	David Cooper
Update on the Edinburgh Health and Social Care Older People Joint Inspection Improvement Plan	Chief Officer, EHSCP	Marian Gray
Strategic Plan	Chief Officer, EHSCP	Judith Proctor
Granton Waterfront Regeneration Programme – Outline Business Case	Place	Sat Patel/Michelle Fraser
Duty of Candour	Education and Children's Services	Jon Ferrer
Council Asbestos Policy 2021-24	Corporate Services	Chris Lawson
Best Value – COVID-19 Engagement and Consultation Approach	Chief Executive/Corporate Services	
Women's Safety in Public Places - response to a motion by Councillor Watt	Corporate Services	

Adaptation and Renewal Programme Update – Community Centres	Education and Children's Services/Place	
Diversity and Inclusion Strategy	Corporate Services	Katy Miller
In-house Service Provision – Response to a motion by Councillor Day	Corporate Services	
Accounts Commission - Local Government in Scotland: Performance and Challenges	Corporate Services	Hugh Dunn
NOVEMBER 2021		
Consultants Costs	Corporate Services	Hugh Dunn
Policies Assurance Statement - Legal and Assurance	Corporate Services	Nick Smith
Policy Assurance Statement – Customer and Digital Services	Corporate Services	Nicola Harvey
Policy Assurance Statement – Human Resources (HR)	Corporate Services	Katy Miller
2030 City Target Monitoring Approach – Annual Report	Corporate Services	Claire Marion
Enterprise Risk Management Policy	Corporate Services	Lesley Newdall
Risk Appetite Statement	Corporate Services	Lesley Newdall

Edinburgh's Christmas and Hogmanay 2017/18 – response to a motion by Councillor Mowat	Place	David Waddell
Edinburgh Economy Strategy Development Report and City Centre Recovery Action Plan	Place	Chris Adams
Energy for Edinburgh	Place	David Cooper
Gaelic Language Plan – Annual Monitoring Report	Corporate Services	Eleanor Cunningham

Rolling Actions Log

Policy and Sustainability Committee

3 August 2021

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	04.10.16	Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report	That an update report be submitted to Committee in 6 months.	Chief Executive (for Education and Children's Services)	Ongoing		<p><u>Update 9 July 2020</u></p> <p>With the instigation of the Covid-19 lockdown and other measures in place, the transfer of the two schools was put on hold on the 25th March 2020.</p> <p>The last 2 schools to transfer WHEC and Leith Academy will not do so until Edinburgh Leisure is back up and running and they are able to be transferred.</p>

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Agenda Item 5.2

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p><u>Update 25 June 2020</u></p> <p>To agree that a final report be submitted to Committee.</p>
2	01.02.18	<p>City of Edinburgh Council Motion by Councillor Mowat – Edinburgh’s Christmas and Hogmanay 2017/18</p> <p>(Agenda for 1 February 2018)</p>	<p>Council requests that the review of the contract for Edinburgh’s Christmas and Hogmanay should recognise that the implementation of this contract cuts across many council functions and services and should be considered at the Corporate Policy and Strategy Committee.</p>	Executive Director of Place	November 2021		<p>This contract is in place until Winter Festival 2022. The review of the contract will be presented to Policy and Sustainability Committee.</p>
3	06.02.20	<p>City of Edinburgh Council – Motion by Councillor Main – Recycling in Schools</p>	<p>To request:</p> <p>a) All council services involved, including Schools, Estates: Facilities Services and Catering Service, and Waste Services work</p>	Executive Director of Place	Early 2022		<p><u>Update 1 June 2021</u></p> <p>Due to the ongoing Covid restrictions in place in schools and schools meals continuing to be delivered in</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>together to review and provide fit for purpose recycling services in each of our schools to be completed before the start of the 2020/21 academic year within policy and current budgets, and reporting any financial challenges in doing so to the report requested.</p> <p>b) A report to the Policy and Sustainability Committee outlining the service provided for each school at the start of the 2020/21 Academic Year and including plans for a Carbon Neutral Edinburgh 2030.</p>				<p>classrooms until September 2021, it is proposed to provide committee with a update report in early 2022</p> <p><u>Update - 6 October 2020</u></p> <p>Report to Committee – agreed to leave open until the information requested had been provided.</p> <p><u>Update – 11 June 2020</u></p> <p>Following discussion with Councillor Main it has been agreed that this report will be deferred to September 2020, to enable the relevant service areas to</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							prioritise work to support schools re-opening and to incorporate lessons learned arising from the Covid-19 lockdown period.
4	09.07.20	Tourism and Hospitality Sector Recovery Plan – Follow Up	<p>Notes the importance of Business tourism to the City’s hospitality sector and the importance of business tourism in helping many of Edinburgh’s sectors access the global market;</p> <p>Notes this would require additional engagement with industry and key partners to fully develop a long-term approach and agree that this should be reported back to the Policy and Sustainability Committee, including how the organisational structure will operate throughout the City.</p>	Executive Director of Place	October 2021		<p><u>Update 20 April 2021</u></p> <p>Discussions are continuing to develop a partnership model for business tourism for the city.</p> <p><u>Update 23 February 2021</u></p> <p>An update has been provided on the Business Bulletin for this meeting</p> <p><u>Update 10 November 2020</u></p> <p>An update will be</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							provided in the Committee's Business Bulletin in December 2020
5	06.10.20	Edinburgh and South East Scotland City Region Deal Annual Report	Notes reference in paragraph 4.3.6 to the Benefits Realisation Plan for the Deal and agrees that a further report be provided after the City Region Deal Joint Committee has considered the report detailing the Plan and how its indicators will be presented to the Policy and Sustainability Committee to allow elected members to scrutinise the Plan and ensure it will provide a robust process for reporting and monitoring delivery of the Deal	Executive Director of Place	Autumn 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	06.10.20	Recycling and Waste Collection in Schools	<p>1) Requests that a report on the progress of the introduction of the new service is brought back to committee in six months.</p> <p>2) To agree to consider food waste recycling receptacles in schools as broken down in Appendix 2 and provide an update to members</p>	<p>Executive Director of Place</p> <p>Executive Director Place</p>	<p>Early 2022</p> <p>Early 2022</p>		<p><u>Update 1 June 2021</u></p> <p>Due to the ongoing Covid restrictions in place in schools and schools meals continuing to be delivered in classrooms until September 2021, it is proposed to provide committee with a update report in early 2022</p>
7	10.11.20	Update on the Edinburgh Health and Social Care Older People Joint Inspection Improvement Plan	To agree that an update report be brought back to this Committee in no later than 6 months time and that the Convener liaise with the Chair of the IJB and Chief Officer on exactly when this would be possible.	Chief Officer, Edinburgh Health and Social Care Partnership	October 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
8	01.12.20	End Poverty in Edinburgh Delivery Plan 2020-30	To agree that the Policy and Sustainability Committee should consider an annual report on progress against delivery of this plan, with the first such report to be prepared for Autumn 2021.	Executive Director of Corporate Services	October 2021		
9	23.02.21	Edinburgh Integration Joint Board Savings and Recovery Programme 2020/21 Update	To note the current position of the Edinburgh Integration Joint Board's Savings and Recovery Programme 2020/21 and request an update on savings programmes relevant to the Council's responsibilities come back to this Committee by the end of year	Chief Officer, Edinburgh Integration Joint Board	End 2021		
10	20.04.21	Best Value - COVID-19 Engagement and Consultation Approach	Requests the model for community engagement come back to this committee in 3 cycles with a clear plan of how this model will be fully embedded	Executive Director of Corporate Services	October 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			across all Council service areas				
11	20.04.21	Equality and Diversity Framework 2021-2025	Agrees that an additional report within 3 cycles is provided to Committee demonstrating how these aspects will be addressed through a suitable action plan or existing work plans.	Executive Director of Corporate Services	October 2021		
12	20.04.21	Council's Emissions Reduction Plan	1) Requests a report within 2 cycles to detail options for Energy for Edinburgh's involvement in accelerating and delivering the Council's carbon targets as well as the contribution to the citywide net zero target. These should include, but not be limited to, involvement in decarbonising heat of the Council's estate and moving to EV and/or	Executive Director of Corporate Services	5 October 2021		<u>Update - 3 August</u> An update is provided in the Business Bulletin for this meeting.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>hydrogen for Council fleet- with opportunities to help accelerate decarbonisation of transport in the wider City. Proposals should be written to be able to be fully incorporated into the plans due for approval in October.</p> <p>2) Requests that when the final reports come back in October for the Council's carbon reduction and the wider city, actions in areas like heat and transport, where the Council can build infrastructure that has a benefit other sectors' transition to zero-carbon, these actions are fully included</p>	Executive Director of Corporate Services	November 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
13	20.04.21	Anti-Social Behaviour Motion Report	To ask the Head of Safer and Stronger Communities to provide an update report before the end of 2021 confirming adherence to the new procedure.	Chief Executive Head of Safer and Stronger Communities	End 2021		
14	29.04.21	City of Edinburgh Council - Motion by Councillor Watt - Women's Safety in Public Places	<p>Council agrees to bring a report to Policy & Sustainability within two cycles, detailing any actions to improve women's safety, including embedding considerations within risk assessments, placemaking and any other organisational changes to positively impact safety of women in Edinburgh.</p> <p>This report should identify options for a consultation around the public places and spaces in Edinburgh where women feel safe, where they feel less safe and what can be done to</p>	Executive Director of Corporate Services	October 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			improve their safety. With actions being reported back to the appropriate committee.				
15	29.04.21	City of Edinburgh Council - Motion by Councillor Jim Campbell - Local Member Oversight	Requests a written update within 2 cycles to the Policy and Sustainability Committee setting out proposals for "Click to Report" so that Members and Officers supporting Members can lodge reports on behalf of constituents, view the details of reports made by constituents directly and gain real time performance reporting by Ward.	Executive Director of Corporate Services	3 August 2021		<u>Recommended for closure</u> A briefing note has been circulated to members of the Committee on this matter.
16	29.04.21	City of Edinburgh Council – Motion by Councillor Whyte - Protect Transport for Edinburgh	1) Requests the report to the Policy and Sustainability Committee within three cycles to include information on how the Council is facilitating	Interim Executive Director of Education and Children's Services (for the Chief Executive)	October 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>partnership between Community Police and with our excellent third sector organisations across the city who already deliver detached, or street-based, youth work.</p> <p>2) Also includes consideration of place plans, shaped by participation of young people, to help the city further develop a preventative approach to antisocial behaviour while supporting and encouraging our young people and keeping them, and our wider communities, safe.</p> <p>3) Therefore calls on the Chief Executive to provide an urgent</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>report indicating actions that can be taken to consult with young people and affected communities on ways to mitigate the causes of anti-social behaviour including the lack of facilities across the city for people between the ages of 12 and 17 (inclusive). Asks that this report also considers how Edinburgh can work with other local authorities to alleviate anti-social behaviour across the region.</p> <p>4) That the process of such a consultation and its results should be shared with the Edinburgh Community Safety Partnership to</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			ensure partnership work can be engaged in to prevent anti-social behaviour in the future.				
17	10.06.21	Adaptation and Renewal Programme Update	Committee also requests a full report to the Policy and Sustainability committee in two cycles that details the work council has done in relation to community centres since March 2020, laying out the timeline of all key decisions, and interactions with community centre management committees	Interim Executive Director of Education and Children's Services/ Executive Director of Place	October 2021		
18	10.06.21	2030 Climate Strategy - Draft for Consultation	Agree that the Climate Commission be invited to update the Policy and Sustainability Committee on its activity and provide views on the city strategy in August.	Executive Director of Corporate Services	3 August 2021		<u>Recommended for closure</u> An Edinburgh Climate Commission representative will attend the August P&S Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
19	10.06.21	Edinburgh Economy Strategy Development Report and City Centre Recovery Action Plan	Agree that findings from the consultation and final draft documents will be brought for consideration by the Policy and Sustainability Committee in November 2021.	Executive Director of Place	November 2021		
20	10.06.21	Petition for Consideration - Resettle Refugees and Asylum Seekers from the Aegean Island Camps in Edinburgh	To request a report on the issues raised by the petitioner and the Committee	Executive Director of Education and Children's Services			
21	24.06.21	City of Edinburgh Council – Monitoring Officer Report	To request the Monitoring Officer to report to the Policy and Sustainability Committee within two cycles that all evidence of agreed actions had been submitted to the SPSO	Council Monitoring Officer	October 2021	August 2021	<u>Recommended for closure</u> Report is on the agenda for the August meeting of the Committee.
21	24.06.21	City of Edinburgh Council - Youth	To request an update report to the Policy and	Interim Executive Director of	August 2021		<u>Recommended for</u>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Work in Community Centres and Other Locations	Sustainability Committee in August with updated information as requested and updated information of the programme of reopening youth services over summer that took place, as well as further actions planned upon school return.	Education and Children's Services			<u>closure</u> Report is on the agenda for the August meeting of the Committee.
22	24.06.21	City of Edinburgh Council - Edinburgh Integration Joint Board/Unlawful Discharges to Care Homes – Motions by Councillors Doggart and Howie	To request a summary report in one cycle to the Policy and Sustainability Committee that included: a) The number, under each category included in the MWCS report, of a summary of the authorities to discharge for all patients since the start of the pandemic; b) Confirmation that all relevant EHSCP staff had received training in respect of current	Chief Officer, Edinburgh Health and Social Care Partnership	August 2021		<u>Recommended for closure</u> Report is on the agenda for the August meeting of the Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>policies and procedures, including specific detail surrounding the legality of Power of Attorney and its role in decision making;</p> <p>c) Realistic and achievable timescales to carry out a proportionate and robust review of all cases over the past 16 months to assure ourselves of processes over the extraordinary period of time of the pandemic, setting out current resource requirements in continuing to deal with the pandemic to inform that timeline.</p>				
23	24.06.21	City of Edinburgh Council - In-house Service Provision -	To request a report to the Policy and Sustainability Committee in 2 cycles	Executive Director of Corporate	5 October 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Motion by Councillor Day	setting out a process and timeline to examine where in-house provision could be expanded in Council service delivery (including setting out engagement processes for staff, local trade unions, key service users and other stakeholders and recognising the financial and other inputs required to allow best value assessments to be made), and include an update on the use of community benefit clauses in external contracts such as increased local apprenticeships and other clauses in use.	Services			



Business Bulletin

Policy and Sustainability Committee

10.00am, Tuesday 03 August 2021

Virtual - via Microsoft Teams

Policy and Sustainability Committee

Convener:	Members:	Contact:
<p>Councillor Adam McVey</p>  <p>Vice Convener: Councillor Cammy Day</p> 	<p>Councillor Adam McVey (Convener)</p> <p>Councillor Cammy Day (Vice-Convener)</p> <p>Councillor Robert Aldridge</p> <p>Councillor Kate Campbell</p> <p>Councillor Jim Campbell</p> <p>Councillor Nick Cook</p> <p>Councillor Neil Gardiner</p> <p>Councillor Gillian Gloyer</p> <p>Councillor Graham Hutchison</p> <p>Councillor Lesley Macinnes</p> <p>Councillor Claire Miller</p> <p>Councillor John McLellan</p> <p>Councillor Rob Munn</p> <p>Councillor Ian Perry</p> <p>Councillor Steve Burgess</p> <p>Councillor Iain Whyte</p> <p>Councillor Donald Wilson</p>	<p>Jamie Macrae, Committee Officer</p> <p>Louise Williamson, Assistant Committee Officer</p>

Recent news

Adaptation and Renewal Programme – All Party Oversight Group (APOG)

As COVID-19 restrictions are removed and the development and delivery of the business plan is taken forward, the Adaptation and Renewal (A&R) Programme will move into a review phase capturing lessons learned and then move to formally close the programme.

We are therefore recommending that the A&R All Party Oversight Group (APOG) ceases to meet; the key policy and strategy decisions which came out of the programme are now into set up and delivery phases. The strategies and emerging programmes of work will form part of the governance of the organisation and will be presented to the relevant committee when appropriate. Specific lessons learned workshops will be arranged and conducted at the appropriate time.

The Programme Update report will continue to come to Committee until the programme has reached a formal decision to close. The report for this meeting of the Committee covers the Scottish Governments decisions regarding restrictions from the 19 July onwards and any indicative plans for the 9 August.

Energy for Edinburgh

A Business Motion from the Committee meeting on 20 April requested that a report on Energy for Edinburgh be prepared in two meeting cycles. This report was to detail the options for Energy for Edinburgh's involvement in accelerating the delivery of the Council's carbon emissions reduction plan and the contribution it could make to a city-wide 2030 Climate Strategy.

As part of the draft 2030 Climate Strategy, the Council has committed to working with key city partners to develop a city-wide heat and energy masterplan, which will set out potential future approaches to meeting the city's energy needs. This will also encompass a Local Heat Energy Efficiency Strategy (LHEES), which the Council is required to develop by 2023. Officers are in the process of commissioning further research into the options available to the Council in terms of the different delivery mechanisms that may be required to take this forward, having regard to

Background

Contact: [Emma Baker](#)

Change Manager,
Strategic Change and
Delivery Team

Contact: [Beth Hall](#)

Strategy Manager,
Policy and Insight Team.

energy opportunities and challenges for the city and the contribution different delivery vehicles might make to achieving net zero by 2030. This research will set out recommendations for next steps and options for the Council's arms-length company, Energy for Edinburgh, and an update on this work will be brought to Committee as part of the final draft of the 2030 Climate Strategy and supporting implementation plan in October 2021.

Officers will also ensure this work informs and is integrated within the final draft of the Council's Carbon Emissions Reduction Plan, due to be brought before Committee in November 2021.

Business Tourism Update

Partners from across the city have continued to discuss plans to support the Business Tourism sector in the city.

A consultant review, which is assessing all aspects of the Visitor Economy (including Business Tourism), is currently underway. This will consider structural and organisational responsibilities, as well as resourcing, to ensure that appropriate arrangements for supporting the Visitor Economy in the future are in place.

In advance of the outcome of this review being known, to ensure that the city's Business Tourism sector is supported, an agreement has been made with Edinburgh International Conference Centre (EICC) to manage Business Tourism support on a short-term basis.

EICC staff will lead on the operational aspects of 'convention bureau type activities' across the city and will do so separately from their own marketing and sales activities. This operational activity will be delivered under the direction of the EICC board, but in close collaboration with a partnership board consisting of members from the sector as well as Council officers. It is envisaged that the arrangement will be in place for 18 months, at which point transitioning to a permanent solution will begin. This will take account of the feedback received from the consultant's review.

Contact: [Elin Williamson](#)

Business Growth and
Inclusion Senior
Manager, Place
Development Division

Edinburgh and South East Scotland City Region Deal and Regional Prosperity Framework

An update was provided to Committee on 20 April 2021 on the Edinburgh and South East Scotland (ESES) City Region Deal and on the development of the Regional Prosperity Framework – a strategic regional economic framework.

Contact: Andy Nichol,
Programme Manager
Andy.nichol@edinburgh.gov.uk

Consultation on the [Regional Prosperity Framework](#) closed on 26 July 2021. Sustained and proper consideration is being given to the responses received and a final version will be presented to the ESES City Region Joint Committee on 3 September 2021. The final Framework will also require to be considered by each of the constituent councils.

Joint Committee, on 3 September 2021, will also consider the Deal's 3rd Annual Report, recommendations from a feasibility study for a public/private sector data platform to assess outcomes and impacts of City Region Deals (after which we can report to Committee on the outstanding action from 6 October 2020 regarding the Benefits Realisation Plan for the Deal) together with consideration of a recommendation from the ESES Transport Appraisal Board (TAB) to approve the design of the improvements to the A720 City Bypass for the grade separation of Sheriffhall Roundabout. The TAB has analysed the Local Model Validation and Forecasting Report associated with the design and the Active Travel and Public Travel benefits. Transport Scotland, as an active member of the Transport Appraisal Board, has also confirmed that the Sheriffhall upgrade will align with other policies and projects such as National Transport Strategy 2 and Strategic Transport Projects Review 2.

Deal projects are progressing well and, in 2021/22, the maximum funding available for both the Capital and Revenue projects through the City Region Deal was drawn down including accelerated capital funding of £12.7m. The projected drawdown for the financial year 2021/22 is £56.8m.

A Report will be brought to Policy and Sustainability Committee on 5 October 2021 which will include the ESES City Region Deal's 3rd Annual Report and specific updates on projects within the Deal for which CEC is the lead authority. Committee will also be asked to consider the final Regional Prosperity Framework.

Forthcoming activities:

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Policy and Sustainability Committee

10.00am, Tuesday 3 August 2021

Adaptation and Renewal Programme Update

Item Number	
Executive/Routine	Executive
Wards	All
Council Commitments	

1. Recommendations

- 1.1 Note the Council's latest Covid-19 position following the statement from the First Minister on Tuesday, 27 July 2021 and associated Scottish Government guidance.
- 1.2 Note the Covid-19 Response Dashboard at Appendix 1.
- 1.3 Note the decisions taken to date under urgency provisions from 04 June to 23 July 2021 at Appendix 2.
- 1.4 Note the briefing paper on the Covid Vaccination programme from Dona Milne, Public Health Director for NHS Lothian at Appendix 3. This has previously been circulated to Policy and Sustainability members.
- 1.5 Note the working group progress updates from the Adaptation and Renewal Programme, including the ongoing support to hospitality and events as the sector reopens.

Andrew Kerr
Chief Executive

Contact: Emma Baker, Change Manager,
Strategic Change and Delivery Team, Corporate Services Directorate
E-mail: Emma.Baker@edinburgh.gov.uk

Policy and Sustainability Committee

Adaptation and Renewal Programme Update

2. Executive Summary

- 2.1 The City of Edinburgh Council continues to respond to the Covid-19 global pandemic and follow all Scottish Government guidelines on the reopening of services. On Tuesday, 20 July a timeline was set out for the further easing of restrictions, with the country moving to a modified level zero on 19 July 2021 followed by the potential lifting of the majority of domestic legal restrictions on 9 August 2021.
- 2.2 This is the eleventh report to Committee and includes the latest Covid-19 dashboard, of which the last version was circulated to members on 26 June 2021. The report also details decisions taken in the period 04 June to 23 July 2021 at the Council Incident Management Team (CIMT).
- 2.3 The Life Chances update this cycle includes video content from the Empowered Learning Programme which will be presented to Committee.
- 2.4 The report also highlights service resumption planning and, an update on the continued vaccine rollout and community testing locations.
- 2.5 As requested by the Committee, the Director of Public Health and Health Policy from NHS Lothian, Dona Milne, is attending to provide an update on the Covid Vaccination Programme. A previously circulated Public Health briefing paper is included at Appendix 3.

3. Background

Responding to Covid-19

- 3.1 The Chief Executive continues to chair the bi-weekly CIMT meeting and in conjunction with the Leader and Deputy Leader takes urgent decisions as required. A list of these urgent decisions since the last report is at Appendix 2.
- 3.2 As the timeline for lifting restrictions is confirmed CIMT will continue to respond, plan and communicate to the organisation the new ways of operating.

First Minister's Announcement on Restrictions

- 3.3 The First Minister's statement on 13 July confirmed that Edinburgh, along with other areas of Scotland currently at Levels 1 and 2, would move to Level 0 on 19 July 2021, but with some modifications. For example, increased attendee numbers are now permitted at life events such as weddings, funerals and receptions. However, requirements remain for indoor hospitality to close at midnight and for outdoor events to retain one-metre social distancing are continuing.
- 3.4 The Scottish Government continues to apply a prudent and considered approach in moving to Level 0 restrictions, noting that the lifting of all restrictions and mitigations at this point could put the public at greater risk. Any further easing of restrictions on Monday, 9 August 2021 is therefore dependent on the progress made in this intervening period. A further announcement to the Scottish Parliament is expected to be made on Tuesday, 3 August 2021, outlining the next steps on restrictions.

4. Main report

Covid-19 Dashboard

- 4.1 The Covid-19 dashboard at Appendix 1 reflects the direct and indirect impacts of Covid-19 across the short, medium and longer term. It contains a wide range of information which highlights how Covid-19 continues to impact Edinburgh and more specifically Council services.
- 4.2 Content for the dashboard continues to be kept under review based on the emerging situation and feedback received. The Covid Key indicators (page 1) have been amended to include the number of people in NHS Lothian hospitals and ICU beds to indicate any hospital pressures as the number of positive cases increase.
- 4.3 This monthly dashboard is supplemented with a weekly bulletin dashboard that provides the latest position on key data relating to the pandemic. This is circulated to Elected Members every Wednesday.

Decisions taken from 04 June – 23 July 2021

- 4.4 A full list of decisions taken under urgency provisions by the Chief Executive in consultation with the Leader and Deputy Leader from 04 June to 23 July 2021 is at Appendix 2. Matters requiring a decision under urgency powers by the Chief Executive are discussed at CIMT, which continues to meet twice a week or at the weekly Corporate Leadership Team meeting.

Service Resumption

- 4.5 A data gathering and prioritisation exercise has been conducted with Directorates to ensure a phased resumption can be planned in readiness for the indicative dates for the further easing of restrictions in line with the Scottish Government route map

and the Strategic Framework. This particularly gives regard to services supporting the most vulnerable in the City being able to resume first.

- 4.6 The data has been analysed and reviewed by the Service Resumption officer working group, led by the Service Director: Operational Services. This group includes officers from a range of key functions, including: Facilities Management, Business Support, Resilience, Health and Safety, etc.
- 4.7 At the same time, the Service Resumption Group considers weekly applications from service managers to access office space and the data is used to ensure space is allocated according to need and availability. Regular updates are provided at the CIMT meetings.

Community Centres

- 4.8 A Task Group led by the Interim Executive Director of Education and Children's Services meets regularly to coordinate, plan and review the phased reopening of the Council's 30 community centres. To date 9 centres have opened, with a further 7 planned by 9 August, 9 by 16 August and 5 by 30 August, once the phased reopening has been achieved this would mean a total of 30 centres would be operating. The Corporate Health and Safety (H&S) team are working closely with the Task Group to ensure each centre is re-opened safely and that risk assessments are fully up to date.
- 4.11 Next steps:
- Planning is in hand for the impact of Level 0 changes (Including social distancing). Risk assessments and safety procedures will ensure clear and valid audit trails to confirm safe arrangements for users and staff;
 - Reviewing the use of centres in the first quarter of reopening;
 - Developing a coherent approach to respond to requests from voluntary groups, agencies, vulnerable groups and individuals, who wish to access the centres; and,
 - Updating the H&S and operational materials available to management committees and groups and responding to any emerging issues.

Libraries

- 4.9 18 libraries are open on an appointment-based approach. Members will want to be aware of the following changes which have been made to ensure service provision:
- 4.9.1 Ratho has a mobile library service in operation while the new Library and Nursery hub is developed.
- 4.9.2 Muirhouse has an alternative pop up library in development at the Edinburgh Granton campus alongside the team developing library activity in local community venues.

- 4.9.3 Balerno has not been able to re-open as yet, due to planned summer asset management works. Officers are in discussion as to whether a Covid safe click and collect service can be set up.
- 4.9.4 Corstorphine library is closed for planned asset management works and, subject to completion, will be available in early September.
- 4.9.5 Four libraries (Oxgangs, Sighthill, Newington and Leith) will continue to be used as Symptomatic Test Centres until October 2021, with the expectation that the Scottish Government may ask for this period to be extended.

4.14 Next Steps:

- Planning for the impact of Level 0 changes (including social distancing) by revisiting the risk assessments and procedures with the aim of creating more open access which is less reliant on an appointment system;
- Developing a coherent approach to respond to requests from voluntary groups, agencies, vulnerable groups and individuals, who wish to access the libraries;
- Reviewing pilot use of libraries as Asymptomatic Test Centre while also providing services;
- Recruiting for frontline vacancies to ensure service continuity (including four modern apprenticeships);
- Re-starting early engagement with staff and stakeholders on possible Library Futures options; and,
- Promoting *Fines Amnesty August* alongside key messages on service availability, ease of access and management of safety.

Supporting Young People: Get into Summer Programme

- 4.1 In May 2021 the Scottish Government announced funding for summer activities for children and young people. Edinburgh received £846k and a further £91k from Sport Scotland. The purpose of this funding is to support children and young people's wellbeing after a year of disrupted school out of school activities and periods of isolation from friends.
- 4.2 This investment is part of the Scottish Government's social renewal agenda following the pandemic. It is focused on getting it right for every child (GIRFEC) by promoting children and young people's wellbeing as Scotland begins to recover from Covid-19. It also complements wider investment in holiday support through free school meal replacement for children in low income families and wider investment in education recovery.
- 4.3 A Get into Summer Oversight Group of key Council officers and representatives from Lothian Association of Youth Clubs (LAYC) and EVOG (Council for Voluntary Service (CVS) for the City of Edinburgh) meets weekly. The group maximised its networks and allocated funding to several council services and 113 partner-led

programmes. The funds ranged in size from £350 to up to £220k for citywide services for some of our most disadvantaged young people. The largest proportion of funding has been for Youth Work.

- 4.4 £100 per child is also being given directly to the families where a child attends a special school and is in receipt of free school meals. This is to help overcome additional barriers to accessing the Get into Summer programme.
- 4.5 Edinburgh's Get into Summer programme is wide and varied across the entire city, with some activities taking place elsewhere. Led by Lifelong Learning, a concerted effort by Council staff and partners has, within a very short timescale, resulted in a programme of activities and opportunities being made available, free of charge, to many of the most disadvantaged and vulnerable children and families in the city. The programme covers:
- Arts, culture and heritage;
 - Early years;
 - Families;
 - Sport and outdoor learning; and,
 - Youth work.
- 4.6 The programme was made available from the first week of the school holidays and can be viewed at <https://www.edinburgh.gov.uk/news/article/13247/summer-of-fun-for-edinburgh-s-young-people>.
- 4.7 To date feedback has been encouraging and an example below shows the difference being made for young people and families:
- *'my children haven't been able to go out and explore at all for the last 2 years because of our financial situation and also because of the lockdown. Seeing the smiles on their faces and the excitement building up days before any activity, shows me the difference these activities have made to my children. I am so truly grateful to Shakti for organising these activities and choosing activities based on what my children like'. ([Shakti Woman's Aid Charity](#))*

Adaptation and Renewal Programme

Service Operations: Wellbeing Working Group

- 4.8 A Working Group is in place to align and direct the services which will form part of the Culture and Wellbeing Portfolio and recruitment for a new Service Director is underway. The role includes leadership and strategic direction for developing a new model for library provision, sustaining the city's world class cultural offer, and working with partners on new approaches to wellbeing and community empowerment.
- 4.9 The Service Director will oversee both the Council's cultural strategy and the strategy for parks and public space development. This function will manage the relationship with Edinburgh Leisure to develop and deliver activities to support the

physical wellbeing of residents and work closely with the voluntary sector and other Council services to create and deliver a new approach to community engagement and empowerment. This will provide the foundations to deliver on the Business Plan commitments on Wellbeing.

Sustainable Economy Recovery Working Group

- 4.10 The Sustainable Economy Recovery Working Group consists of the following workstreams: Economy Strategy, Edinburgh Guarantee, Housing and Regeneration, Culture and Tourism and 20 Minute Neighbourhood strategy.
- 4.11 The 20 Minute Neighbourhood strategy was approved by Committee in June 2021. Set out in the strategy are the building blocks to achieving 20-minute neighbourhoods:
- Working with our communities;
 - Supporting people to access the services they need locally;
 - Delivering multiply services from a single location;
 - Creating stronger partnership working;
 - Using our road networks more sustainable and effectively;
 - Designing green and people-focused local centres; and,
 - Supporting thriving local business communities.
- 4.12 Through initial work three key themes have been identified for delivery: regeneration in a 20 minute neighbourhood, embedding 20 minute neighbourhood principles in existing projects and working on the redesign of Town Centres with our residents and businesses, with a focus on providing a better public realm and an integrated approach to street design.
- 4.13 The delivery of this strategy will be an ongoing change process and work is underway to appoint a dedicated team to drive forward the delivery plan.
- 4.14 A review of the Economy Strategy has been undertaken and findings were presented to Committee in June 2021. The proposed two core priorities are to support the city centre to adapt and thrive; and to build momentum for long term recovery. This would be achieved through five key themes:
- Help businesses to manage, adapt and innovate;
 - Promote access to fair work and opportunities for progression;
 - Lead a just transition to a net carbon zero economy;
 - Create vibrant places for businesses and people; and,
 - Maintain Edinburgh's place as a global economy.
- 4.15 Engagement with businesses and stakeholders is currently underway and findings from the consultation and final draft documents will be brought to Committee for consideration in November 2021.

- 4.16 The Edinburgh Guarantee has been extended to an all-age provision and a new website was launched in June 2021 to reflect this. Employer engagement is ongoing and a rebrand of all Council employability offerings is underway to further increase awareness and engagement. This workstream has now moved into business as usual activity.
- 4.17 Business Support and Resilience has shifted from coordinating and providing immediate financial assistance through various grant schemes (nearly £280m in over 19000 payments as of 24 June 2021) to supporting businesses in recovery, including providing information on reopening requirements to coordinating businesses' requirements for support across all Council services.
- 4.18 The workstream has also initiated and delivered citywide activities aimed at supporting business recovery, such as the 'Shop Here This Year' campaign, funded by Scotland's Towns Partnership to support local shopping and the Forever Edinburgh campaign, delivered in partnership with Edinburgh Tourism Action Group, Visit Scotland, Edinburgh Airport and other stakeholders to support and promote Edinburgh and its businesses, both to residents and visitors.

Change, People and Finance Working Group

- 4.19 The Change, People and Finance Working Group has now concluded delivery of the key outputs it was originally scoped to deliver, and an end stage report has been prepared, including lessons learned from the Programme. There are some activities being taken forward as part of business as usual activities, including implementation of the new planning and performance framework.

Life Chances Working Group

- 4.20 The Life Chances Working Group consists of the following workstreams: Immediate Support, Digital Learning and Teaching, Poverty and Prevention and Edinburgh Learns for Life.
- 4.21 The Edinburgh Learns for Life workstream is progressing well and the strategy has now been fully incorporated into the Education Service's 3-year Education Improvement Plan. This is a statutory plan which covers all aspects of the National Improvement Framework, the national strategy to close the poverty related attainment gap. The plan will be presented to the Education, Children and Families Committee in August. Links and synergies with all supporting plans, including the Children's Partnership, The Promise, City Plan and Community Learning and Development plan will be detailed in this overarching document. Measures have been drafted which link to the national 'basket of measures' as well as local measures.
- 4.22 The Immediate Support workstream continues to support people facing financial hardship, with a focus on a cash-first approach. Requests for support continue to be coordinated through the Council's Contact Centre, in Corporate Services, and

activities include administering self-isolation grants, crisis grants and signposting towards food provision and delivery services. The recent increase in positive Covid-19 cases in the city have impacted on support services and the established network of support is being flexed to meet emerging requirements. The Customer Team continues with outbound welfare contact services to self-isolating households. In recent weeks these numbers have grown significantly. The take-up rate for offers of further support remains low at around 2%. These activities will continue to impact on business as usual activities in Customer Services (e.g. Council Tax/Rates/Welfare/Contact) with up to 50% of the team supporting Covid-19 related activities during the remainder of 2021/22.

- 4.23 Councils are still in discussion with Scottish Government to finalise guidance on the Low-Income Pandemic Payment and Edinburgh is represented on this national officer group. Payments of £130 per eligible household are expected to commence in August 2021 and be complete by autumn. A further £100 hardship payment per child of low-income households was made on 21 June 2021 alongside compensatory payments for free school meals during the summer holidays. Discretionary funding has been provided to schools to support breakfast clubs and educational excursions for low income families.
- 4.24 During the pandemic the Council has also provided more than £254m of grant support for businesses in Edinburgh. This includes £50m of restart grants recently paid to Edinburgh businesses. Due to the move to Level 0, businesses in the city received a final payment of these grants on 16 July 2021. The Scottish Government is continuing to explore other forms of business support for those sectors where operation remains considerably restricted and Council officers are part of the national working group.
- 4.25 The Digital and Learning workstream is focused on the Empowered Learning Programme. The network health surveys for Secondary schools are complete and the recommendations will be shared before progressing the work. Primary and special school surveys are due to be complete by 29 July 2021. The deployment plan for iPads has been shared with Head Teachers and approved at a successful launch event that was held on 22 June 2021. The programme team continue to communicate with all the key stakeholders, including Head Teachers, Parents and Pupils and will be updating them further at the beginning of the new session.
- 4.26 A video has been produced to communicate the benefits of the programme to key stakeholders and will be presented to Committee.
- 4.27 The Poverty and Prevention workstream has had a total of £3.075m of new Council investment which has been approved over the period 2021/22 to 2022/23 to take forward actions arising from the Council's End Poverty in Edinburgh Delivery Plan. This includes investment in new support to prevent homelessness, to increase capacity for delivery of crisis support, to expand advice and income

maximisation support, and to support expansion of Edinburgh Guarantee in light of the impact COVID has had on jobs.

- 4.28 The package also includes an investment of £0.6m per annum over two years to build capacity for a new internal Prevention team to develop and implement a new transformative way of working across all people facing Council services towards a new service model which is organised around the needs of households, gives permission for staff to innovate and respond to needs, and offers new collaborative ways of working with the third sector.
- 4.29 Planning for the recruitment of this team is currently underway. An annual report on progress towards delivery of all actions included within the Council's End Poverty in Edinburgh delivery plan will be considered by committee in September 2021.

Public Health Response

- 4.30 Whilst cases have reduced from the peak earlier in July overall the Coronavirus case numbers remain high across the city. Officers continue to work closely with NHS Lothian on a heightened response, with the aim of reducing transmission rates of the virus through early identification and isolation of known and suspected cases. Currently, an Enhanced Outbreak response meeting with NHS and the Council takes place twice weekly to direct the response within the City. These groups are overseen by the Gold Group of Chief Executives.

Asymptomatic Testing Centres (ATCs)

- 4.31 Three ATCs operated in Blackhall library, South Queensferry primary school and Assembly Rooms between Monday 19 July and Saturday 24 July 2021.
- 4.32 A further three ATCs will be deployed week commencing 26 July 2021 at Moredun, Piershill and McDonald Road Libraries. McDonald Road has sufficient capacity to operate both an ATC and a library at the same time, but the other two have insufficient space so the library service will not be provided for the period of use as an ATC.
- 4.33 Additionally, due to high case numbers the enhanced outbreak response group have secured the deployment of five additional mobile testing units (MTU) operated by the Scottish Ambulance Service.

Drop-in vaccination sites

- 4.34 Work continues with NHS colleagues to increase the take-up of vaccination rates in the city, to control the pandemic and prevent people from becoming seriously ill. This has been a key focus of the enhanced response particularly targeting areas of the city where take-up rates of the vaccination are low, but rates of infection are higher than elsewhere.
- 4.35 NHS colleagues requested use of school facilities for drop-in vaccination sites during the school holidays and this was agreed by the CIMT on 14 July 2021.

Additionally, the NHS working with the Enhanced outbreaks response team have deployed drop in centres and a vaccination bus to a number of settings including retail parks and the city centre.

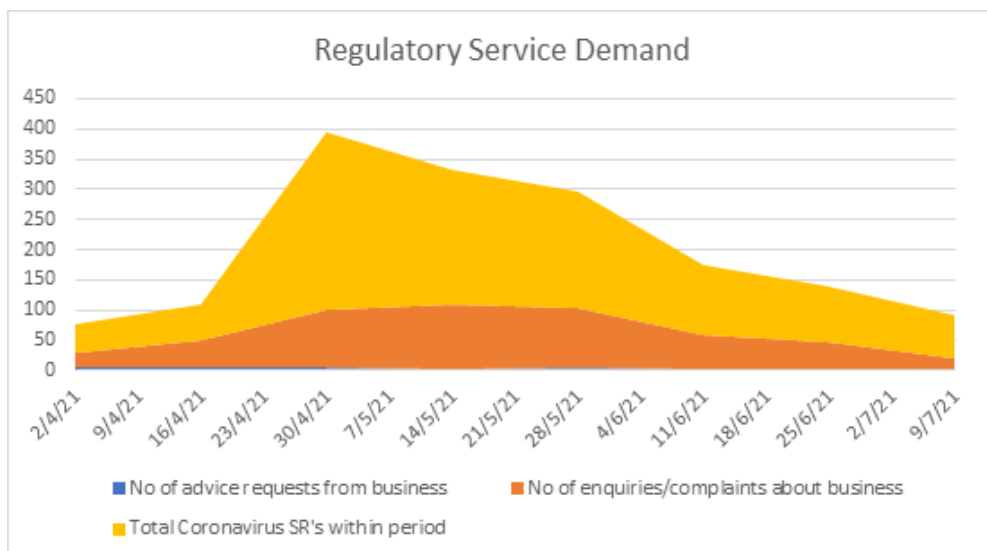
- 4.36 Members are asked to note that the Enhanced response involving operating ATCs, coordinating deployment of MTUs and work on the vaccination programme continues to place a significant demand upon the Council's regulatory service in particular environmental health. Capacity to undertake more routine duties and deal with queries remains limited.

Covid Vaccination programme Lothian update

- 4.37 Dona Milne, Director of Public Health and Health Policy for NHS Lothian, is attending Committee to update on the Lothian wide Covid Vaccination programme. A briefing paper has been included at Appendix 3.
- 4.38 The Communications team are finalising a pan-Lothian campaign across Forth 1, Forth 2 and Spotify. Promotion in Edinburgh will also include advertising on the rear of buses, with a more people-orientated 'lifestyle' approach to the visuals. All campaign costs are being met by the Scottish Government.

Safe Opening of Businesses and Events

- 4.39 With the City entering Level 0 on 19 July 2021, significant work has been undertaken in terms of the number of events and the scale of events. The majority of business are now open except for nightclubs and similar establishments.
- 4.40 The majority of enquiries and requests for support to date relate to hospitality and the events sector, by and large the other sectors have re-opened. The main themes within hospitality have been managing social distancing, especially between groups, background music and restrictions on when indoor and outdoor areas should close. For the events sector this has meant limited reopening during 2020/21 and main themes included understanding the guidance, temporary venues and requests for capacity dispensations.
- 4.41 Resource demands for events related support have increased significantly since this sector could begin to reopen, with restricted numbers since 17 May 2021. This has impacted Council service capacity in areas such as Environmental Health, Trading Standards, Licensing and Public Safety.
- 4.42 If restrictions are fully lifted it is expected that normal regulatory service demands can resume, given that the service remains focused on protecting public health and supporting businesses to safely resume. The additional Coronavirus restrictions and mitigations on top of other regulatory requirements and changing levels of restrictions are extremely challenging while ensuring these events and businesses are well regulated and ultimately safe for the public to attend.
- 4.43 Overall compliance with relevant restrictions and guidance has been very high throughout the restrictions.



5. Financial impact

- 5.1 The financial impacts arising from this report are dealt with in Council Business Plan and Revenue Budget 21- 26 which was considered at Finance and Resources Committee and referred to the Budget Full Council on 18 February 2021.
- 5.2 A further budget update was considered at Committee on 20 May 2021 and approved at Full Council on 27 May 2021.

6. Background reading/external references

- 6.1 [Coronavirus \(COVID-19\): Local Protection Levels](#)
- 6.2 [Finance and Resources 2 February Council Business Plan and Budget 201/26](#)
- 6.3 [Finance and Resources 20 May Revenue Budget Framework 2021/26 Update](#)
- 6.4 [City of Edinburgh 27 May Motions and Amendments](#)
- 6.5 [20 Minute Neighbourhood Strategy](#)

7. Appendices

- 7.1 Appendix 1 - Covid-19 Response Dashboard
- 7.2 Appendix 2 - Decisions taken from 04 June - 27 July 2021
- 7.3 Appendix 3 - Covid Vaccination programme, NHS Lothian Board Papers
[Full Board Papers from meeting on the 23 June 2021 \(nhslothian.scot\)](#)

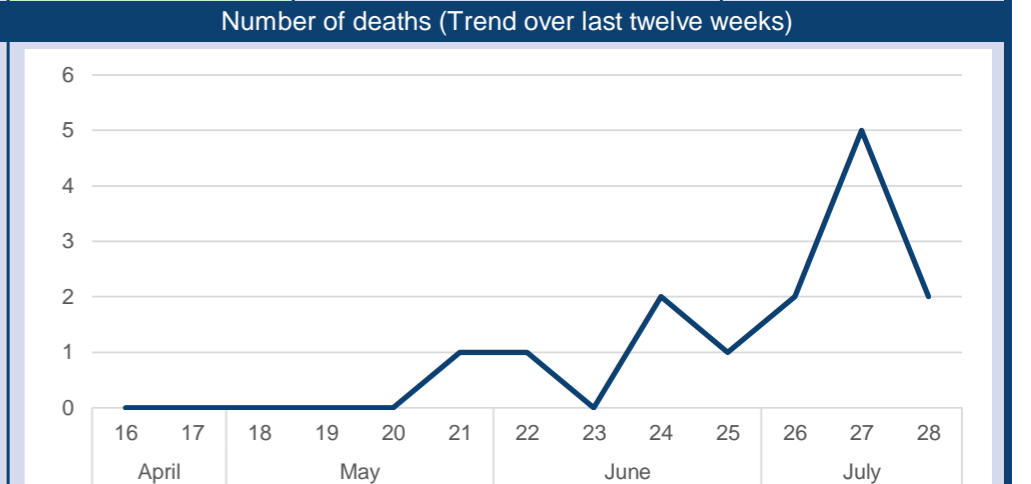
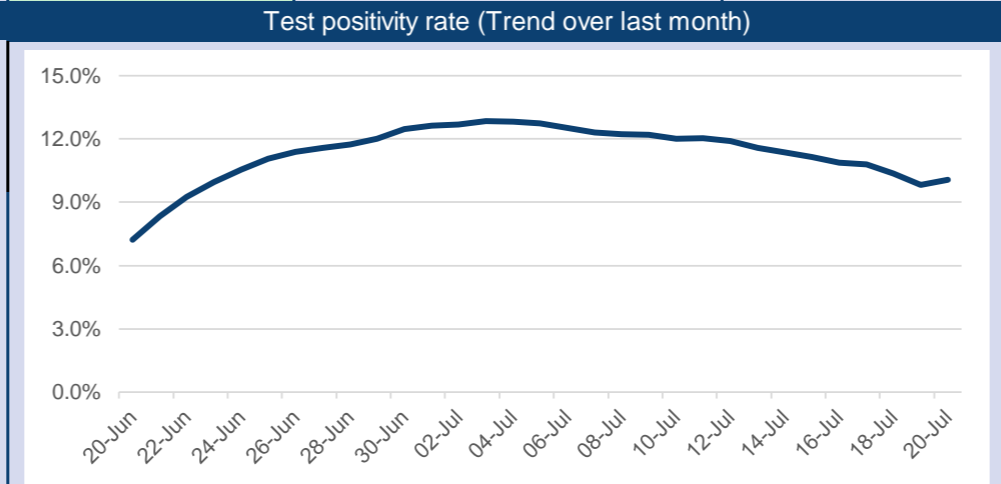
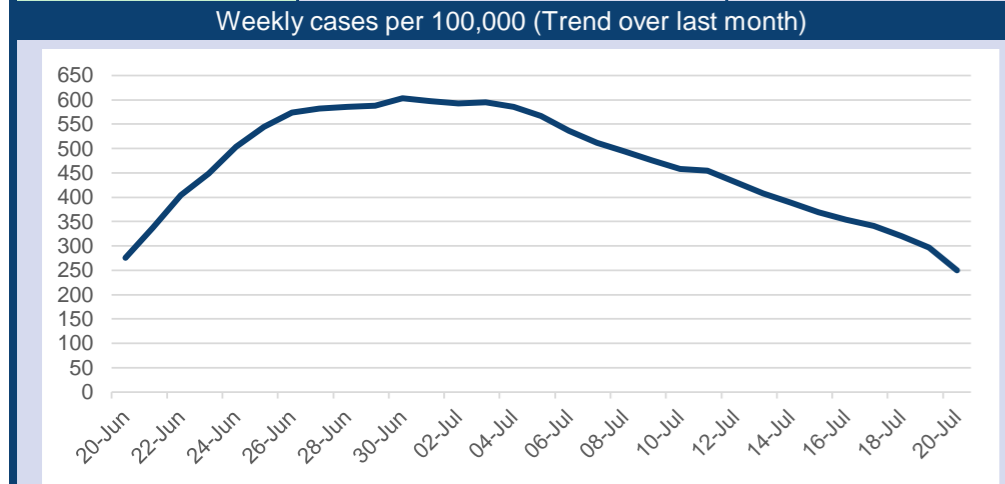
Covid-19: Key indicators

The figures and charts have been updated using data published daily from Public Health Scotland. Last updated to 20th July 2021

Edinburgh is currently in Level 0

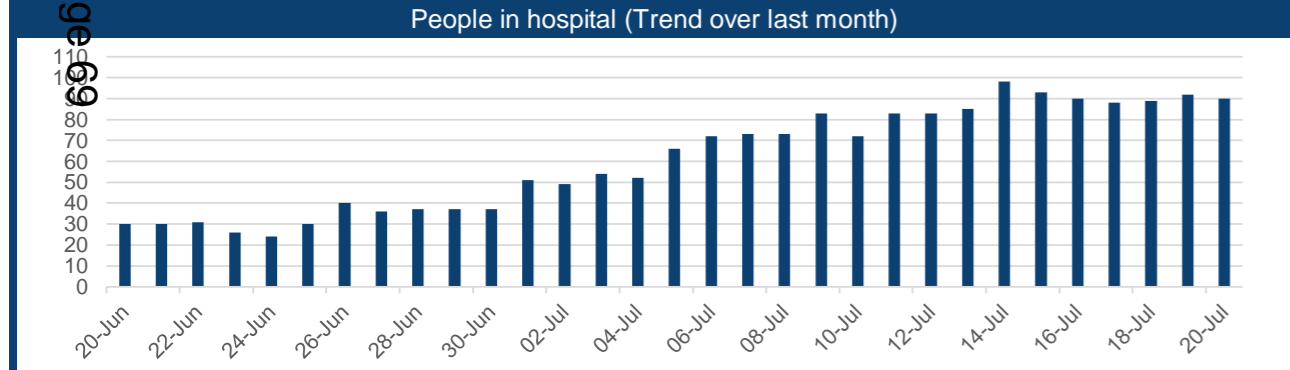
Overview of cases

250	cases per 100,000 (Edinburgh)	10.1%	Test positivity rate (Edinburgh)	2	deaths within 28 days of a positive test (Edinburgh)
▼ -158	less than last week -38.7% decrease	▼ -1.49%	less than last week -1.49% decrease	▼ -3	less than last week -60.0% decrease



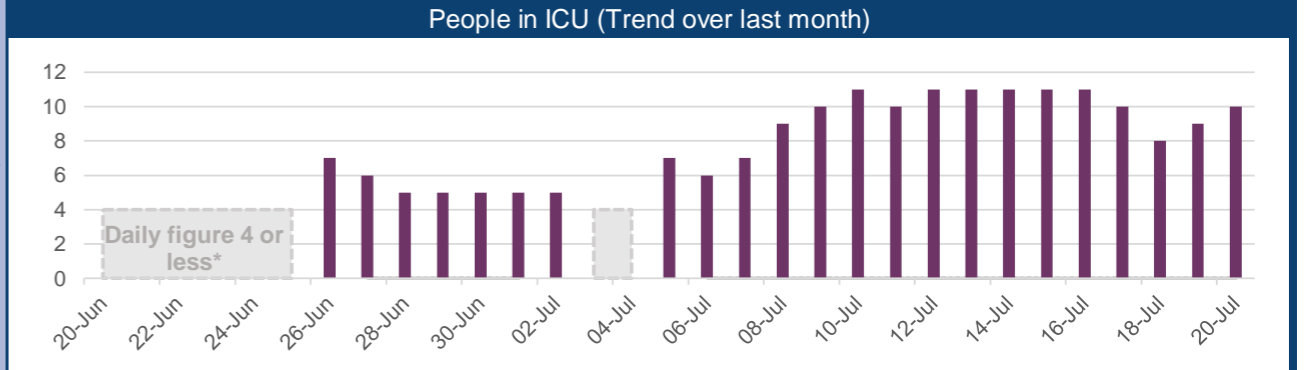
*The figures and charts are reviewed and updated as PHS publishes revised data.

90	people in hospital with Covid-19 (NHS Lothian)	5	more than last week
	People in hospital (Trend over last month)	▲	5.9% increase



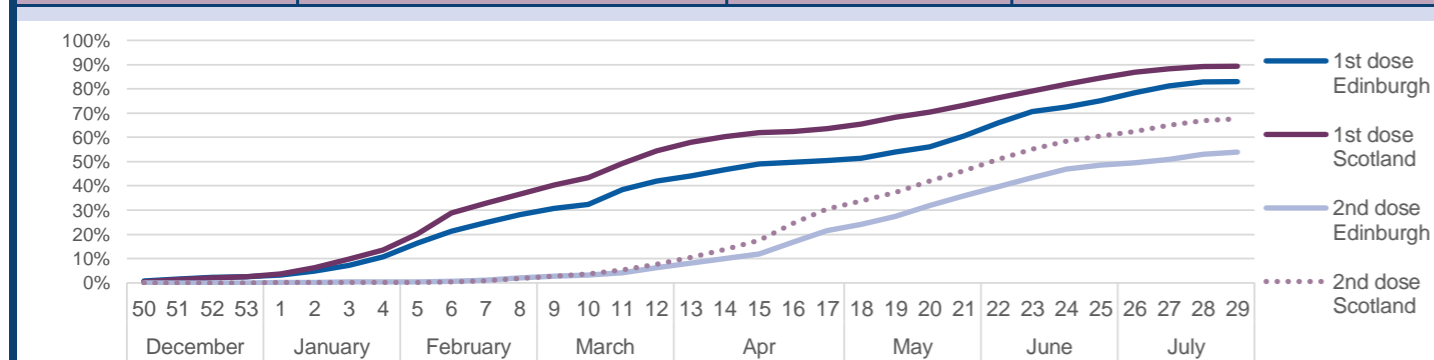
* Please be aware that if the number of Covid-19 patients in hospital or ICU is 4 or less the figure is not published. This means that the charts only show a column if the number of patients is 5 or more. The top figures will show "<5" if the number is under 5, and the change in relation to the previous week will only be calculated if both weeks figures are 5 or more.

10	people in ICU with Covid-19 (NHS Lothian)	-1	less than last week
People in ICU (Trend over last month)	▼	-9.1% decrease	

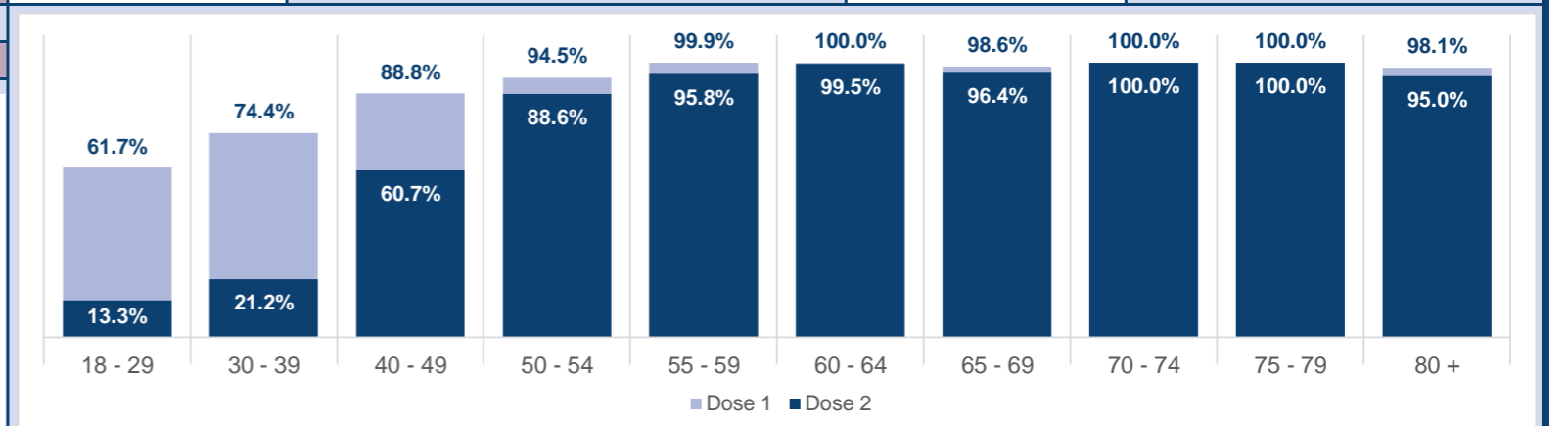


Vaccinations

Vaccinations by dose			
363,068	1st dose vaccines in Edinburgh	235,961	2nd dose vaccines in Edinburgh
3,961,577	1st dose vaccines in Scotland	3,000,511	2nd dose vaccines in Scotland
83.0%	1st dose coverage in Edinburgh	53.9%	2nd coverage in Edinburgh
89.3%	1st dose coverage in Scotland	67.7%	2nd dose coverage in Scotland



Vaccinations in Edinburgh by age group			
599,029	total number of vaccines administered in Edinburgh	15,571	vaccines last week



Public Health and Safety

Public Health Data

[Link for Source and further info](#)

Number of positive tests

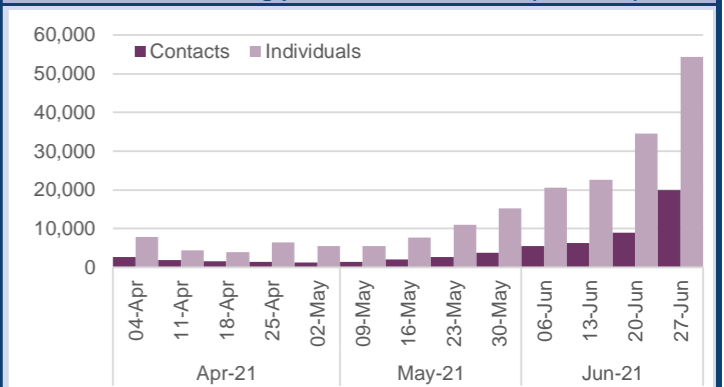
Area	Jun-21	Difference vs last month	Cumulative
Scotland	51,429	40,982 ▲	288,243
NHS Lothian	12,688	11,032 ▲	45,857
Edinburgh	7,978	6,892 ▲	26,167

Number of deaths within 28 days of a positive test

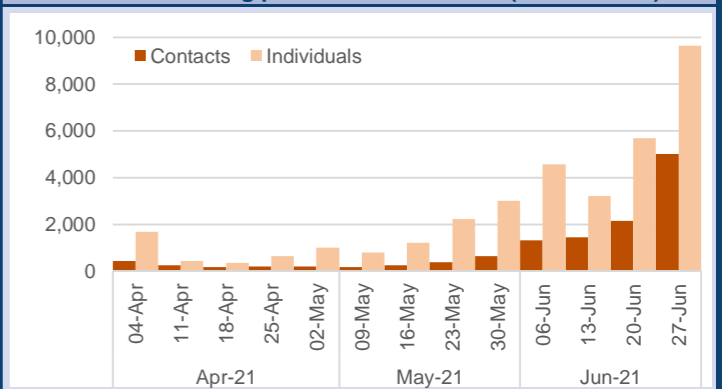
Area	Jun-21	Difference vs last month	Cumulative
Scotland	58	45 ▲	7,732
NHS Lothian	8	7 ▲	1,125
Edinburgh	5	4 ▲	607

Test and Protect

Individuals testing positive and contacts* (Scotland)



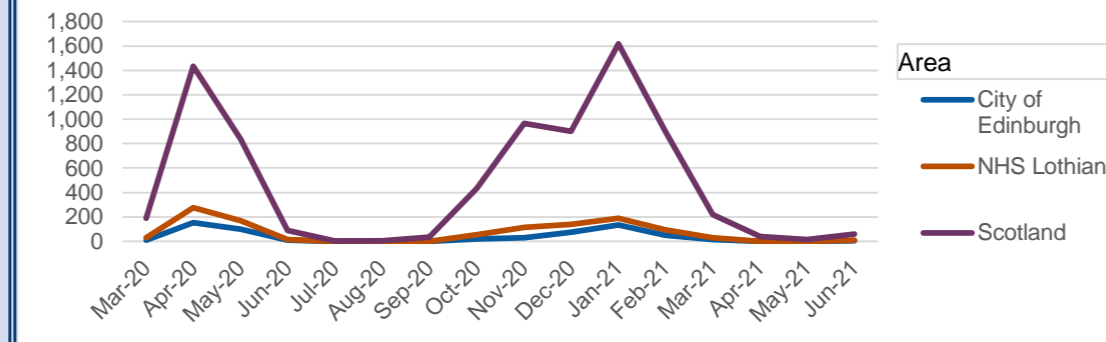
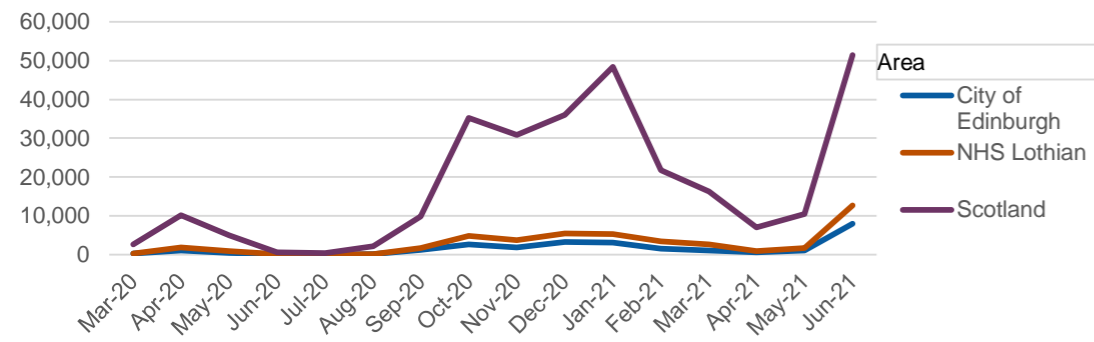
Individuals testing positive and contacts* (NHS Lothian)



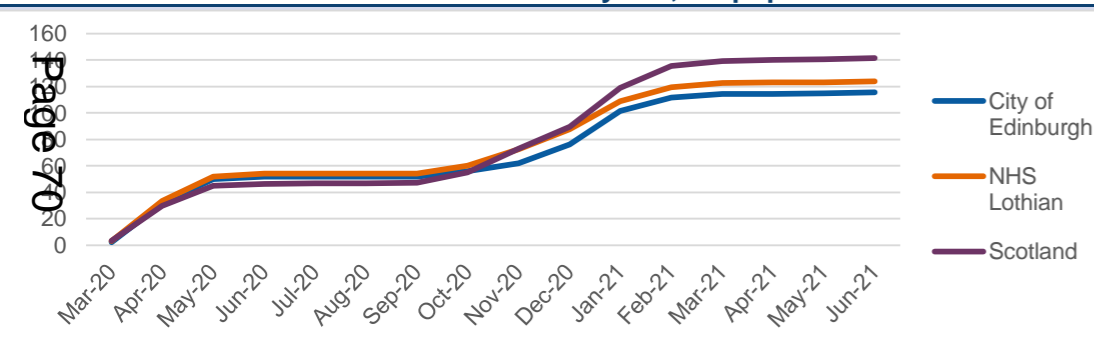
*Unique contacts within Scotland/ within health board

Outbound calls from CEC to self-isolating individuals

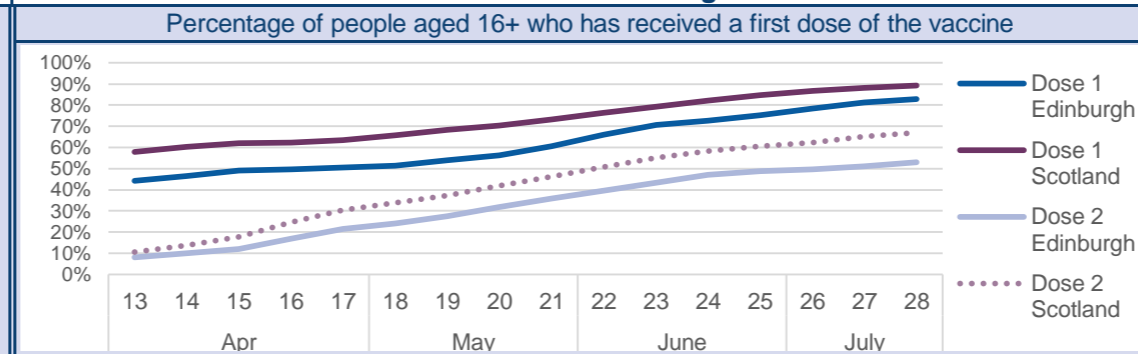
Number of outbound calls Jun-2021	Difference vs last month
3,580	2,669 ▲



Cumulative rate of deaths by 100,000 population

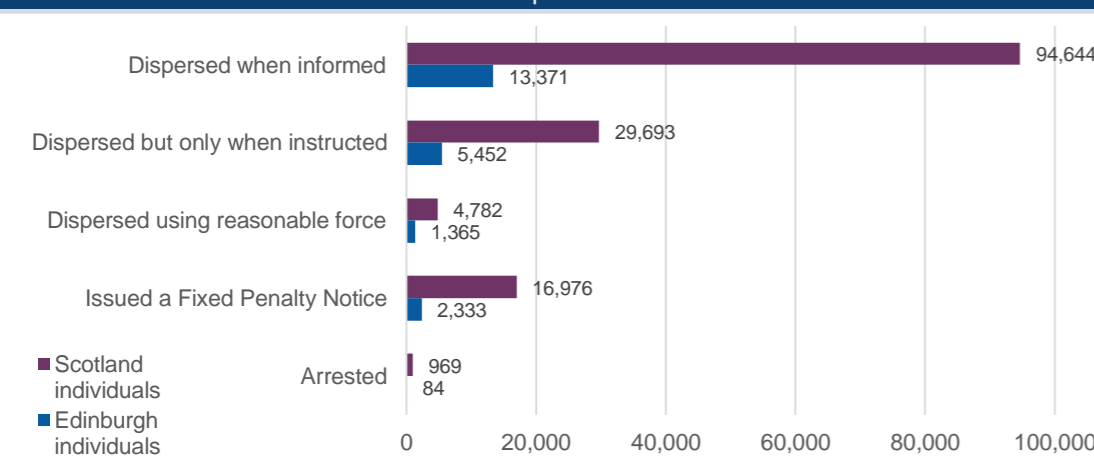


Vaccination coverage



Police enforcement for COVID-19

Cumulative from 6th Apr 2020 to 30th June 2021



Extracted from source: This system relies on Police Officers manually updating the system with the co-operation level they experienced when they encounter an individual in contravention of the new legislation.

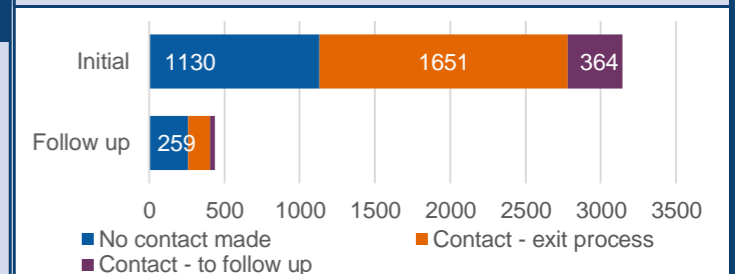
Environmental Health & Trading Standards advice/ enforcement

Cumulative from 5th May 2020 to 25th June 2021

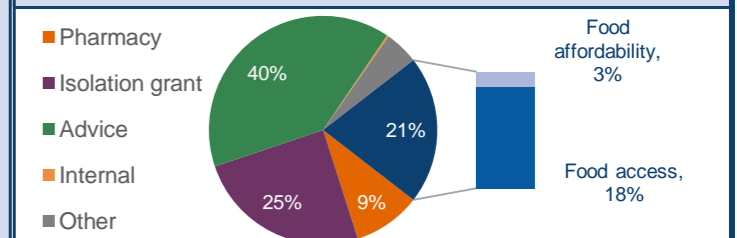


Advice requests: from business about how best to follow the new coronavirus guidelines.
Enquiries/complaints: about business operating when they should not or did not have in place the necessary provisions.
Open premises-Interventions: officer engagement with premises to explain new policy and encourage compliance
Intervention follow ups: engagement to see if action has been taken.
Written warnings: formal written warning for continued non-compliance.
Prohibition notices: official enforcement action for continued non-compliance.

Breakdown of cases



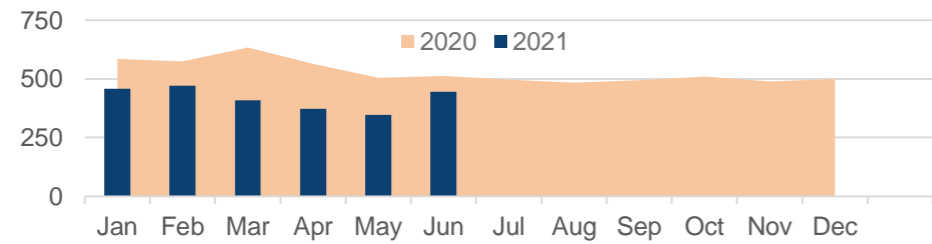
Breakdown of outcomes



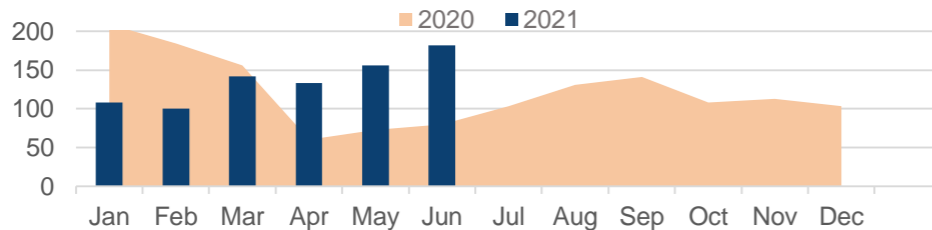
Vulnerable Groups

Health and Social Care

446



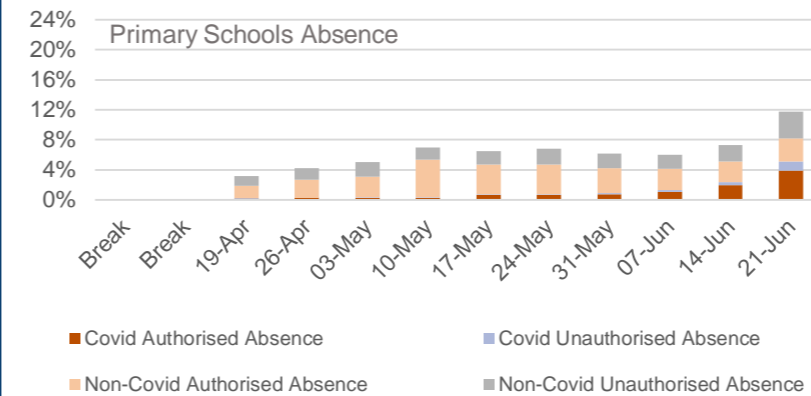
182



Schools

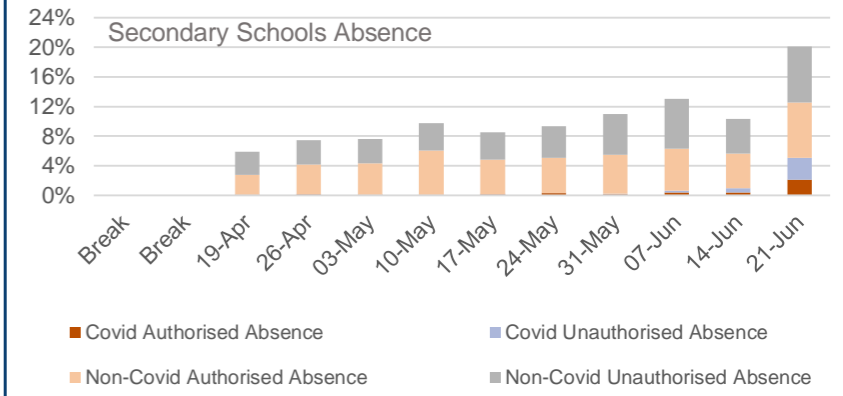
Pupil Absence in Primary Schools

3.89% Covid authorised absence vs last week **1.92%** ▲



Pupil Absence in Secondary Schools

2.1% Covid authorised absence vs last week **1.69%** ▲

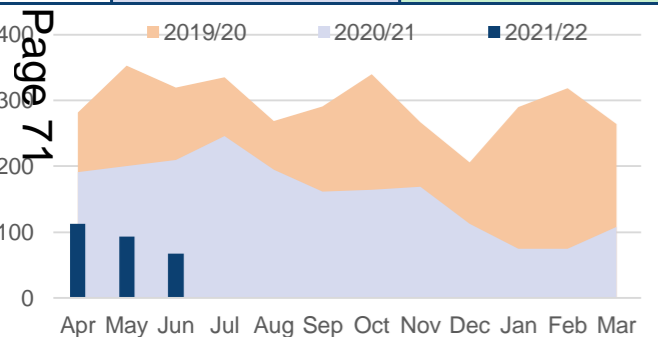


Homelessness

Total number of homeless presentations in Jun

67

vs last month **-26** ▼
vs last year **-143** ▼



Families with children in B&B on last day of month

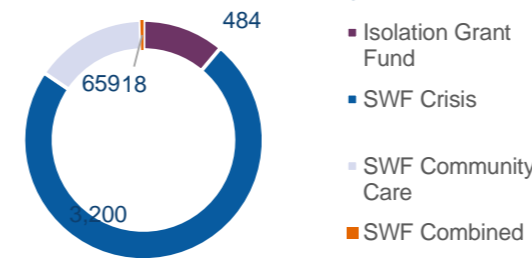
3

vs last month **3** ▲
vs last year **3** ▲

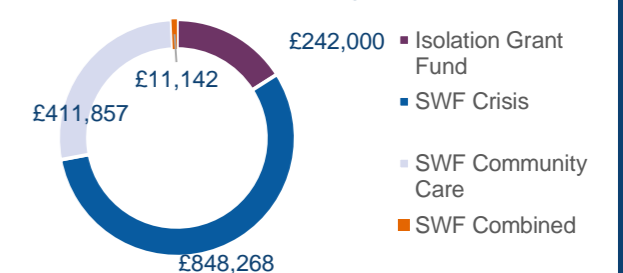


Scottish Welfare Fund and Isolation Support Grant

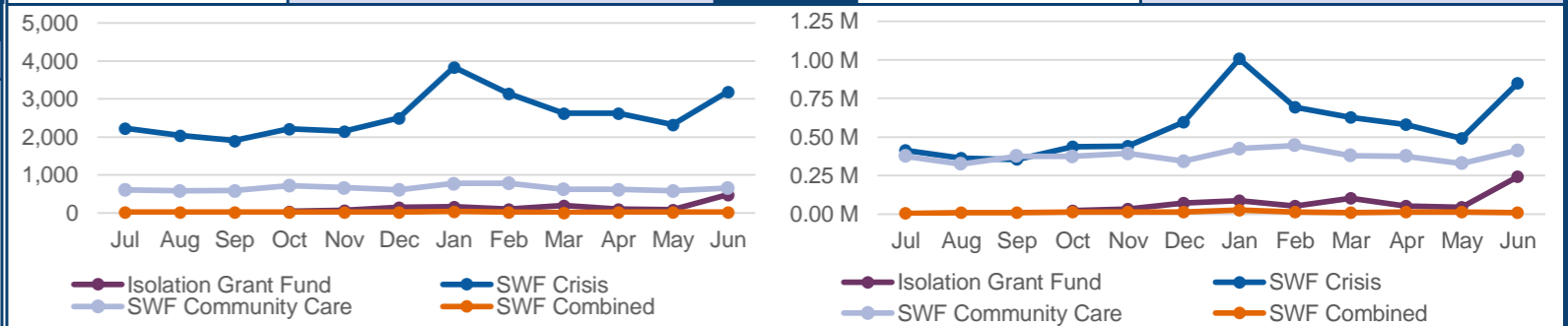
Volume of applications by type of grant



Funds requested by type of grant



3,877	Total number of applications excluding ISG in Jun	SWF Grants	£ 1,271,267	Total funds requested excluding ISG in Jun
1,422	Cumulative applications to new Isolation Support Grant	ISF Grants	£ 711,000	Cumulative funds requested through Isolation Grant Fund



Customer Contact

excluding Vulnerable line

Contact Centre

39,137

Number of calls to Customer Contact Centre in Jun

90.9%

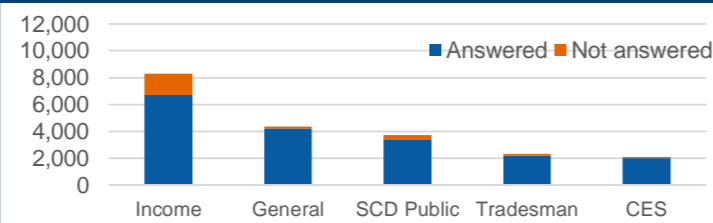
Percentage of calls answered

Council Resilience Centres

2,362

Council Resilience Centres footfall

Top 5 lines



Vulnerable line calls

487

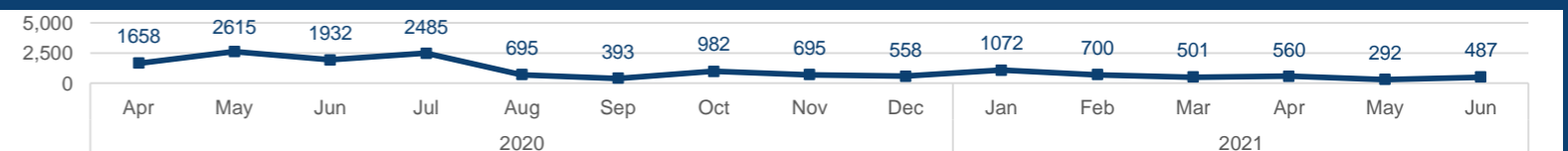
calls during Jun-2021

15,625

cumulative calls from Apr-20

195

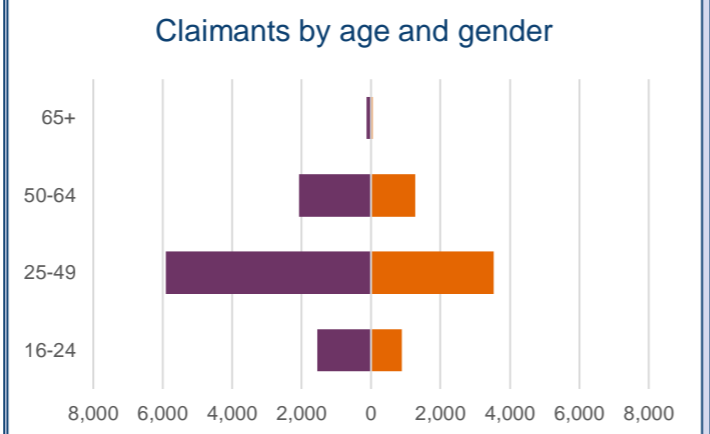
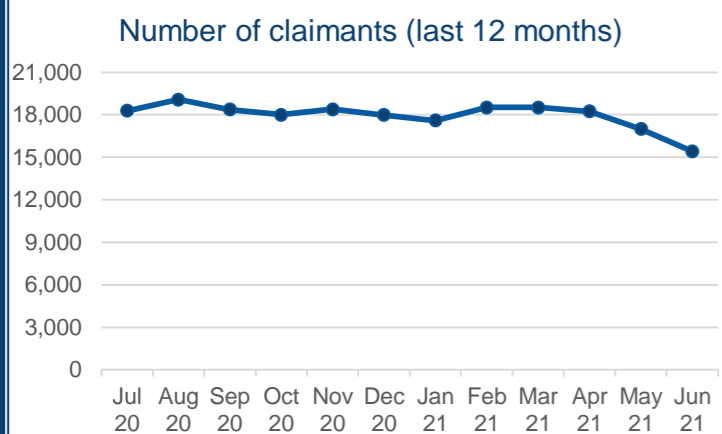
more than previous month



Economy

Job Seekers Allowance

Number of claimants in Jun-21	Difference vs last month (%)	This represents 4.2% of Edinburgh residents aged 16-64	Percentage of population who claims JSA by gender	
15,420	-9.35% ▼		Male ■ 5.3%	Female ■ 3.1%

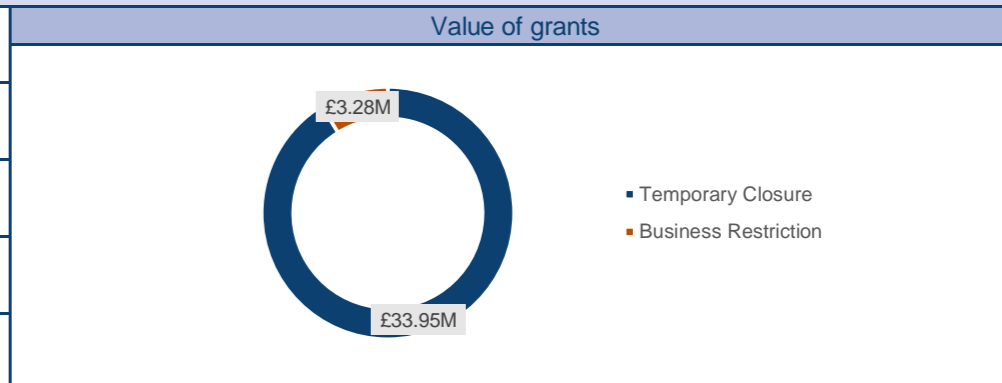


Strategic Business Framework Grant

Cumulative from 2nd Nov to 22nd March (figure updated on 3rd June for appeals)

The Strategic Business Framework Grant replaces the Coronavirus Restriction Fund, which awarded £3,460,050 to 1355 applicants in Edinburgh (64% of all applications). The grants were awarded to businesses which had to face closure (£2,572,685, 74% of total awarded), businesses which were directly or indirectly impacted by closures (£390,715) and to cover furlough (£496,650).

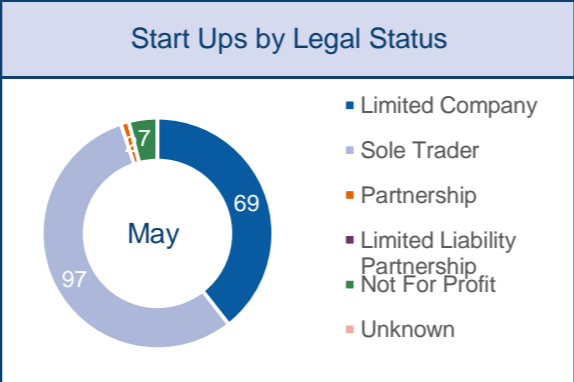
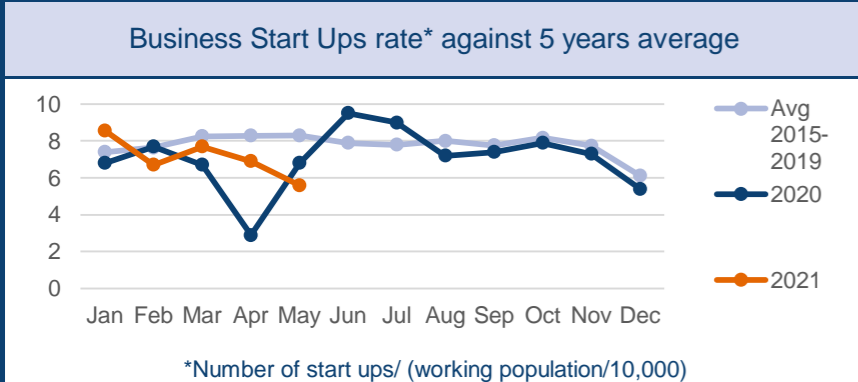
Number of applications	8,029
Number of grants awarded	11,420
Value of grants awarded	£37,225,400
Number of applications rejected or referred	2,903
In progress	0



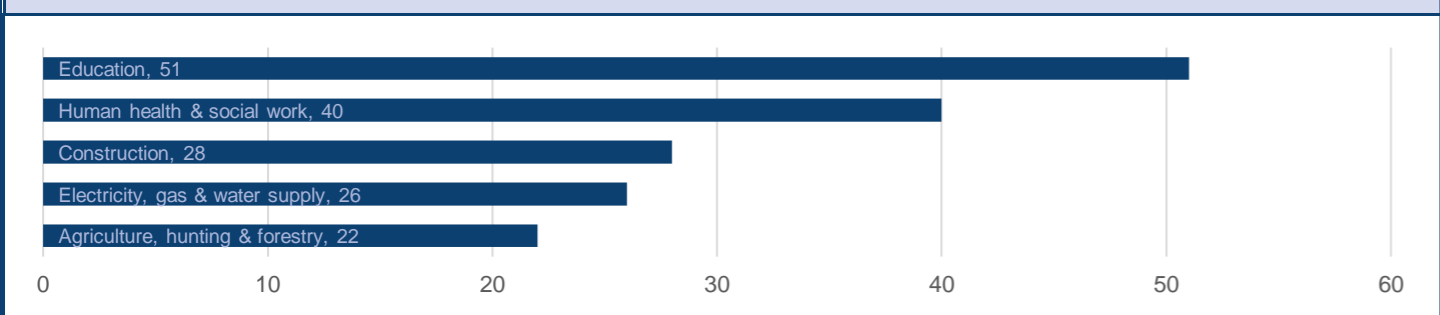
The Temporary Business Closure Grant is eligible for areas in Tier 2 to 4, while the Business Restriction Funds is eligible for Tiers 0 to 3. More than one payment/ grant can be awarded per application.

Business Start-ups in Edinburgh

New Start Ups May 2021	Difference vs Apr 2020	Number of Start Ups by month
206	-46 ▼	
Number of new Start Ups (YTD)	Difference vs last year	
1,300	417 ▲	



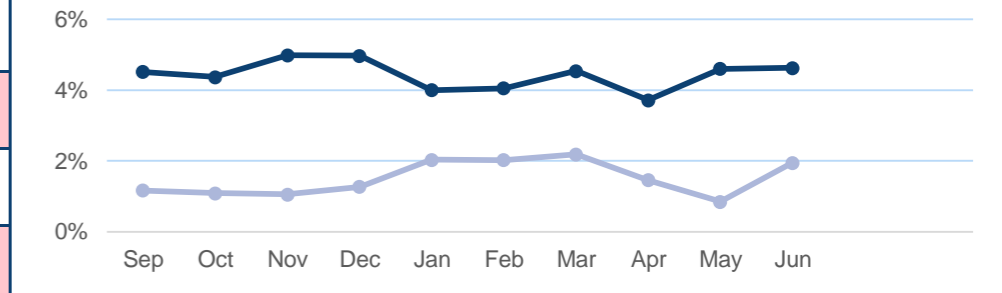
Start Ups by Industry (Top 5)



Resources

HR - Councilwide absence

Sickness absence in Jun 2021	4.6%	vs last month	0.03%	▲
Covid-19* absence in Jun 2021	2.0%	vs last month	1.10%	▲



*Covid-19 absence includes the following categories:

- COVID-19 - Can't return from travel
- COVID-19 - Care for a dependant
- COVID-19 - School or office closure
- COVID-19 - Self isolating
- COVID-19 - Sick / infected
- COVID-19 - Shielding

Appendix 2 - Decisions taken from 04 June - 23 July 2021

Ref.	Approved decisions	Date
D676	Resumption of Face to Face Community Based Adult Learning within Partner Premises - to agree to approve the resumption of face-to-face community-based adult learning within partner premises, subject to keeping the number of Covid infections in this area under review.	07/06/2021
D677	Manual Handling & Reversing Assistant Training – Essential Learning – approved.	07/06/2021
D678	Spaces for People – Starbank Road – approved.	10/06/2021
D679	Update and Request for Approval: Asymptomatic Testing Centres To note the deployment of three mobile testing units. To approve the extended use of McDonald Road library and deployment to Wester Hailes and Gilmerton libraries between Monday 21 and Sunday 26 June. To agree to adjust the operating model to six days per week, closing on Sundays - this being necessary to facilitate operating three ATC sites with sufficient staff.	10/06/2021
D680	School Lets Communication To agree to notify the uniformed groups that they are not permitted to use Primary Schools/Secondary Schools until after summer holidays.	10/06/2021
D681	Updated - Live Events and Stadia Events: Process for dispensation from capacity limits within the public health restrictions To agree option 2 – “The Chief Executive uses delegated powers under the Scheme of Delegation to deal with matters connected with the civil emergency. These powers can be sub-delegated further with an appropriate letter which also provides an audit trail” To note sensitive applications will be discussed with the Council Leaders however no Committee decision would be required.	14/06/2021
D682	C153 Sport and Outdoor Learning Unit – The Duke of Edinburgh’s Award Overnight Camping Expeditions To approve the resumption of overnight camping as detailed in the report.	14/06/2021
D683	C155 Criminal Justice Social Work - Community Pay Back Unpaid Work (UPW) To agree to extend the services and opening hours of Grindlay Street Court Social Work Centre to include the restart of the provision of the Community Payback UPW Induction Programme on a Saturday and Sunday To allow people on UPW to attend the workshop at Peffer for induction, health and safety training and to work indoors on small projects.	14/06/2021
D684	C156 Children with a Disability Summer Programme To approve the Summer support programme to be delivered within schools and other venues for children with a disability assessed as being the most vulnerable.	14/06/2021
D685	Events in Parks To approve the 7 Hills Race to take place on 27 June 2021.	14/06/2021
D686	Provider Sustainability Payments To approve the sixth tranche of payments totalling £1,249,207.	14/06/2021

D687	Update and Request for Approval: Asymptomatic Testing Centres ATC To note the deployment of the current ATCs and mobile testing units. To approve the extended use of the vacant Westfield House site and the continued deployment to Wester Hailes and Gilmerton libraries between Monday 28 and Saturday 3 July 2021. To agree the deployment of a testing unit to target staff working in hospitality, providing a suitable site can be found.	17/06/2021
D688	Saughton Park Visit by HRH The Earl of Forfar KG GCVO – 30 June 2021 To approve the request from Keep Scotland Beautiful to host the event at Saughton Park.	17/06/2021
D689	Revised Service Resumption Risk Appetite /Principles To agree the revised narrative.	21/06/2021
D690	C157 – Get into Summer To agree to Summer of Fun as outlined in the report. To note Summer of Fun will be reported to the Children’s Partnership.	21/06/2021
D691	Museum Collections Centre To agree to re-open the Museum Collections Centre on a 4-day a week rota system, with a maximum of 3 staff members at any one time, as detailed in the report.	21/06/2021
D692	C148 Resumption of Lifelong Learning youth work in premises not run or owned by the Council To agree to commence Lifelong Learning youth work in premises not owned by the Council, in partnership with the organisation which is based there. To agree to include information relating to this decision in the YW report going to Full Council.	21/06/2021
D693	ATC Deployment To note the deployment of the current ATCs and mobile testing units. To approve the use of Fountainbridge and Drumbrae Libraries for the week beginning 5 July, and the Assembly Rooms subject to this being available for the same week. To approve the extension of the fixed term contracts for staff employed by the project to 31 March 2022 and the use of small bank of casual staff for contingencies. To note officers would avoid using schools open for other activities over the Summer for surge vaccination centres.	24/06/2021
D694	Seafield Road East, Spaces for Exercise To approve the implementation of scheme as set out in design drawings in the report, with the addition of: i. Double Yellow line alongside the bollards until the zig zag lines ii. Addition of ‘no parking’ lettering at emergency entrance to footway. iii. Removal of mills barriers	28/06/2021
D695	Waverley Court - Board Room Usage During Covid To agree the use of the Board Room/CE Office for priority 1 C&F service meetings, subject to approval at the Triage Group.	28/06/2021
D696	Update to ATCs To note the deployment of the current ATCs and mobile testing units To approve the use of the Assembly Rooms for the deployment of an MTU inside the building from 5 July to 9 July 2021 To approve the use of Fountainbridge and McDonald Road Libraries, and the Assembly Rooms to host ATCs from 12 to 17 July 2021	01/07/2021

D700	C159 – Reintroduction of mobile library service to most remote communities. To agree to the reintroduction of the mobile library service from 19 July 2021, subject to moving to level zero.	05/07/2021
D701	C161 – Reopening of Museum of Edinburgh To agree to reopen the Museum of Edinburgh in accordance with Scottish Government guidelines.	05/07/2021
D702	C162 – Reopening Travelling Gallery To agree to reopen the Travelling Gallery in accordance with Scottish Government guidelines.	05/07/2021
D703	C163 – Benmore and Lagganlia incremental opening To agree to restart school residential visits to Benmore and Lagganlia in accordance with Scottish Government guidelines.	05/07/2021
D704	C164 – Face to Face social work with children and families NE CRC To agree to reopen face-to-face social work with children and families NE CRC in accordance with Scottish Government guidelines.	05/07/2021
D705	C165 – Face to Face Social work with children and families - Waverley Court. To agree to reopen face to face social work with children and families – Waverley Court in accordance with Scottish Governance guidelines	05/07/2021
D706	C166 – Face to face social work with children and families – Drumbrae Hub. To agree to reopen face to face social work with children and families – Drumbrae Hub in accordance with Scottish Governance guidelines.	05/07/2021
D707	Hibernian Football Club Capacity Dispensation Application To agree to a 2,000 capacity at the Hibernian game scheduled for 13 July 2021, in accordance with Scottish Government guidelines, and agree that officers would go through the gateway to ask for Scottish Government approval to extend the capacity to 6,000.	05/07/2021
D708	Events in Parks Applications - July 2020 – The Bungydome To agree that the Bungydome event would go ahead.	05/07/2021
D709	Access to Waverley Court – Booklet To agree to place the booklet on the Orb with the proviso that it was correct at the time of publishing and will be updated in line with SG Guidance.	08/07/2021
D710	Beltane Community Gathering - Pilrig Park To approve this event and request the team notify organisers as soon as is practicable.	08/07/2021
D711	CEC Staff Access to Community Centres To approve CEC Officers access to CEC centres to prepare for their re-opening and to be onsite as appropriate when the centre is being accessed by groups. To note staff will be supported to operate under the agreed rules and centres could be closed again as a last resort.	08/07/2021
D712	Update and Request for Approval: Asymptomatic Testing Centres To note the deployment of the current ATCs and mobile testing units. To approve the use of Assembly Rooms, Blackhall Library and subject to the building being suitable Queensferry Primary School.	08/07/2021

D713	Record of Approval of Junior Parkruns at Inverleith and the Meadows To retrospectively approve the event as detailed in the report To note CEO approved the event via email on 08/07/21.	12/07/2021
D714	C160 Full Day Manual Handling of Loads Course at ATEC24 To note FM have confirmed they can deep clean the office and the risk assessment has been updated. To approve the delivery of the full-day Manual Handling Awareness and Manual Handling Practice Skills session to 12 x ATEC24 Technical Officers.	12/07/2021
D715	C168 Homelessness Services and Temporary Accommodation Additional Space To approve the proposal for additional space in CRCs for Homelessness Services and Temporary Accommodation, to include costs in the report.	12/07/2021
D716	C169 Face to Face – Disability Social Work Practice Team To approve access to an additional 6 desks to facilitate the Disability Children’s Practice Team, particularly with contact mandated by a Children’s Hearing or court.	12/07/2021
D717	Update and request for approval: Asymptomatic Testing Centres and drop in vaccination sites To note the deployment of the current ATCs and mobile testing units. To approve the use of Moredun, Piershill and McDonald Road libraries and ATCs for the week beginning 26 July 2021. To approve in principle the use of the schools set out in the report, subject to more detailed discussions with colleagues in Education and Corporate Property.	15/07/2021
D718	UKBT Grand Slam - Beach Volleyball, Portobello Beach - Agreed subject to discussion with Public Safety on instructions in event of crowding, organisers to ensure an effective chain of command is agreed and in place with Police, Public Safety & event marshals. To discuss the music and PA system with Public Safety for advice to prevent attracting large crowds.	19/07/2021
D719	C167 Re-opening of Hermitage and Harlaw House – approved.	19/07/2021
D720	C170 Face to Face - Social Work with Children and Families – approved.	19/07/2021
D721	Hibernian Football Club/Heart of Midlothian Football Club – Applications for Capacity Dispensation for matches in July 2021 - to agree the decision retrospectively.	22/07/2021
D722	Update and Request for Approval: Asymptomatic Testing Centres - To note deployment of the current ATCs and mobile testing units; To approve the use of Piershill and Wester Hailes libraries and Gilmerton Primary School as ATCs for week beginning 2 August 2021.	22/07/2021

Board Meeting
23 June 2021

Director of Nursing, Midwifery and Allied Health Professionals

COVID VACCINATION PROGRAMME

1. Purpose of the Report

- 1.1. The purpose of this report is to update the Board on the covid vaccination programme.
- 1.2. Any member wishing additional information should contact the Executive Lead in advance of the meeting.

2. Recommendations

- 2.1. The Board is asked to:
- 2.2. Note the update on the covid vaccination programme performance.
- 2.3. Note that Lothian's reported performance against the whole eligible population is skewed by a number of issues and that Lothian's performance against the cohorts offered vaccination is better than reported

3. Discussion of Key Issues

- 3.1. The Board was previously updated on the covid vaccination programme on 7 April 2021. This paper focuses on progress with the programme as nearing completion of offers of 1st dose vaccination for those aged over 18 years by mid July 2021 and progress in 2nd dose vaccination. A summary of 1st and 2nd dose vaccine uptake associated with priority cohorts at 6 June 2021 is outlined in Appendices 1 and 2.
- 3.2. The table below shows the % of the total eligible population vaccinated for all Health Boards at 8th June 2021.

Table 1: % of total eligible population vaccinated

	Total 1st doses	Pop 16+	Percentage Coverage	Pop 80+	Percentage of 16+ Scotland Population	Percentage Vaccine Share
NHS AYRSHIRE & ARRAN	238,922	308,231	77.5	20,929	6.8	6.7
NHS BORDERS	77,900	96,487	80.7	7,142	2.1	2.1
NHS DUMFRIES & GALLOWAY	101,922	125,617	81.1	9,902	2.8	2.7
NHS FIFE	230,045	308,998	74.4	19,206	6.8	6.8
NHS FORTH VALLEY	201,348	254,165	79.2	14,730	5.6	5.7
NHS GRAMPIAN	369,439	485,116	76.2	27,597	10.7	11.1
NHS GREATER GLASGOW & CLYDE	709,833	985,014	72.1	53,419	21.7	21.4
NHS HIGHLAND	198,752	269,758	73.7	18,866	5.9	5.9
NHS LANARKSHIRE	409,475	543,415	75.4	29,730	12.0	12.0
NHS Lothian	540,195	755,366	71.5	39,296	16.6	16.6
NHS ORKNEY	16,648	18,688	89.1	1,329	0.4	0.4
NHS SHETLAND	17,037	18,722	91.0	1,105	0.4	0.4
NHS TAYSIDE	256,993	349,860	73.5	24,739	7.7	7.7
NHS WESTERN ISLES	20,544	22,466	91.4	1,904	0.5	0.5
Total	3,389,053	4,541,903	74.6	269,894	100.0	100.0

As indicated in the 7th April Board, the denominator used is the whole eligible population down to age 16. Lothian's population is skewed to the under 50's therefore NHS Lothian's position compared to other NHS Boards has improved as vaccination invites continue to be offered to younger age groups.

Vaccine Supply

- 3.3. Vaccine supply has remained stable in recent weeks with no disruption to delivery of supplies. However, availability of Pfizer and Moderna vaccine is currently limited with additional supply expected in early July resulting in the need for careful management of supply of these vaccines for those aged under 40 years in line with Joint Committee of Vaccination and Immunisation and Chief Medical Officer recommendations.
- 3.4. Scottish Government have recently revised the vaccine supply / demand proforma to be returned each week with a requirement to include a % Did Not Attend (DNA) rate to ensure no NHS Board is over stocked with vaccine due to limited supply of Pfizer. NHS Lothian has applied a 20% DNA rate for 1st dose schedules based on recent experiences with a caveat to highlight with circa 80,000 18-29 year olds have opted to self-register for vaccination therefore it is expected DNA rates may be for lower. No DNA rate has been applied to 2nd dose activity as the majority of citizens are attending 2nd dose appointments to complete their vaccination status.
- 3.5. Vaccine supply and administration at vaccination centres has become more complex with many agnostic vaccination sites due to the requirement for 1st dose vaccination of those under 40 years with Pfizer / Moderna vaccine and 2nd dose vaccination of over 40s with Astra Zeneca.

Venues, Workforce and Booking Systems

- 3.6. NHS Lothian has sufficient capacity to meet scheduling demand with the recent opening of a further mass vaccination centre at Lowlands Hall, Royal Highland Centre on 17th May (50 vaccination stations) to coincide with NHS Lothian approaching our busiest schedules in line with our younger population profile. Vaccination capacity at Lowlands Hall has had to be reduced for the week of 14th June to 1,000 vaccinations per day due to the virtual Royal Highland Show and requirement for car park capacity for the event.
- 3.7. There has been attrition of the workforce (vaccinators, administration and enquiries team staff) as staff are re-deployed to previous roles as lockdown restrictions have eased, this resulted in further request for military support with 41 army vaccinators deployed from 9th May until 14th July. Recruitment is on-going for additional administrative and enquiries staff and efforts made to engage with bank vaccinator staff in particular those who have received induction and training but have not undertaken any shifts. The staff enquiry team has now merged with the general vaccination enquiry team as requests for staff vaccination have reduced.
- 3.8. The drive through vaccination centre at Queen Margaret University closed on 13th June with increased capacity available at East Lothian Community Hospital to compensate for this closure. The vaccination centre at Royal Bank of Scotland, Gyle will close on 11th July with activity relocated to Lowlands Hall, Royal Highland Centre.

Vaccination facilities such as cabins are being relocated to other sites and currently exploring the relocation on university campuses to support vaccination of returning students to Lothian.

- 3.9. In recognition of easing of lockdown, citizens returning to the workplace and rollout to younger population cohorts and support reduction in DNAs, opening hours of vaccination centres was extended at the end of May with mass vaccination centres open to administer vaccination from 8am to 7pm.
- 3.10. Scheduling of appointments includes an allocation of 125 appointment slots per day to allow the Lothian vaccination enquiries team to book ad hoc appointments to support citizens who have missed appointments and unable to reschedule on the national vaccination scheduling system.
- 3.11. Dedicated clinics for those aged 16 – 17 years with underlying health conditions and young carers in line with JCVI recommendations took place in May 2021 at the Royal Hospital for Children and Young People and Gorebridge Community Centre.
- 3.12. Staff are having to manage challenging circumstances with some citizens over the age of 40 years expecting to have a choice in an alternative vaccination to Astra Zeneca due to concerns of adverse reactions and JCVI recommendation that those under the age of 40 should receive Pfizer / Moderna vaccination. This cannot be accommodated due to limited supply of vaccine for under 40 year schedules. NHS Boards have sought national support with communications. It has been recommended vaccination centres display notices to highlight abuse of staff will not be tolerated in line with NHS Violence and Aggression Policy.
- 3.13. With recent outbreaks associated with the Delta Variant, arrangements for drop in vaccination without appointment has been put in place with the specific aim to target citizens whom despite invite have not come forward for vaccination. Drop in was available at Lowlands and Pyramid centres from 9th June with roll out to other vaccination centres week commencing 14th June for a period of 2 weeks.

A review of drop in activity was undertaken on 10th June which indicated 900 people 'dropped in' for vaccination at Lowlands and Pyramids, of whom 500 already had appointments scheduled therefore completed vaccination earlier than planned and 400 additional people attended for vaccination.

Drop in arrangements will be extended to vaccination centres at EICC, RBS, ELCH and Gorebridge in addition to Lowlands and Pyramids week commencing 14th June.

- 3.14. As vaccination activity has substantially increased in recent weeks, some vaccination centres have experienced queues for vaccination. A number of mitigating actions have been put in place to support queue management:
 - All sites have set contingency to address queuing, changing flows of patients, increasing administration support and reviewing available vaccine
 - Increased team daily huddles
 - Movement of staff from sites to point of need if necessary
 - Diversion of individuals to other nearby centres for vaccination
 - Those who are vulnerable i.e. frail, pregnant, attending with children are expedited
 - Ongoing communication and updates on waiting time to the public

- Support in rescheduling of appointments for those unable to wait

- 3.15. To support NHS Lothian's inclusive vaccination plan recognising those who have not come forward for vaccination many need to be supported and encouraged by a trusted healthcare professional, an additional local enhanced service has been offered to General Practice. At 9th June, 64 practices had signed up to deliver this further enhanced service. Further meetings will take place to review gaps in provision and consider what further support can be put in place.
- 3.16. NHS Lothian is working with higher education institutions and modelling is underway to establish the best model to help deliver the vaccine to students who may not live in Lothian. This is being progressed via weekly meetings.
- 3.17. There has been concern that high DNA levels were impacting on performance. Overall DNA rates available on the national dashboard indicate 17.9% rate in Lothian compared to 15.9% nationally (national dashboard only includes activity scheduled via the national vaccination scheduling system i.e. excludes GP and staff vaccination clinics). DNA rates in past 7 days shows DNA levels of around 27.3% for Lothian, rates mainly relate to 1st dose vaccination. DNA rates fluctuate on a daily basis, no specific trends can be drawn following a review of data however in recent weeks it has been noted during the weekends and improvement in weather conditions maybe a contributing factor as well as circa 12,000 national invite letters have been returned to Lothian undelivered as citizens are not know at address.

Governance and Management

- 3.18. As the programme has moved into a more clinically focused operational delivery the Director of Nursing, Midwifery and Allied Health Professions will chair the Programme Board going forward. The Director of Primary Care Transformation will focus on long term planning for vaccination.
- 3.19. The previous Director of Primary Care Transformation has drafted an initial discussion paper on the future of the COVID vaccination programme and how this will be absorbed within an overall Vaccination Programme. The Director of Nursing, Midwifery and AHPs is working with the new Director of Public Health and the four HSCP Joint Directors to review what a future programme would look like.
- 3.20. Key to this programme will be ensuring that the right governance and accountability is set out, as well as a clear financial plan. The latter is likely to be significantly higher than our current costs given the recurring costs that are likely to be associated with a COVID Booster programme and an extension on the offer of the flu vaccine.
- 3.21. The plan will also cover the need for a robust workforce plan, data, delivery model, governance and oversight, enabling infrastructure, the role of the HSCP's and public health as well as vaccine supply itself.

4. Key Risks

- 4.1. Vaccine supply could change at any time which may impact on progress. This is a national issue and NHS Lothian is unable to control it.

4.2. Staffing has become more difficult as pandemic restrictions ease and there are greater competing demands for available staff.

5. Risk Register

5.1. This issue is included in the GMS Contract and Vaccination Transformation Risk Registers.

6. Impact on Health Inequalities

6.1. An impact assessment has been carried out. It will be important to support those with access difficulties to reach venues and for the local venues to provide access. A programme of targeted vaccination for hard to reach groups has been developed.

7. Impact on Inequalities

7.1 A vaccination Inclusive Plan has been developed with good progress made, supported by Health and Social Care Partnership Teams and the Edinburgh Access Practice to vaccinate for example those who are homeless, travellers and other hard to reach groups. It is hoped the additional local enhanced service programme to be delivered through General Practice will also have a positive impact.

8. Involving People

8.1. There has been extensive involvement of stakeholders across the system and with external partners. However, the programme has developed and continues at pace and there have been limits on public involvement as a result. The programme is driven by national policy and involvement has focused on the detail of the programme and impact assessment.

9. Resource Implications

9.1. The programme cost estimate is around £23m and remains on track, however additional resource implications associated with the recent additional local enhance service with funding requirements confirmed depending on final uptake and vaccinations delivered. Government has given assurance that these costs will be funded.

Alex McMahon
Director of Nursing, Midwifery and Allied Health Professions
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14 June 2021

Appendix 1

First Dose Vaccine Administration – Summary Up to 6th June 2021

JCVI Priority	Cohort Size	1 st Dose Vaccine Administered	% Completion	Target Completion 1 st Dose
1: Care Home Residents	4,180	3,788	91	31 January
2: All Front Line H&SC Staff	N/A	39,981	Note 1	31 January
2: NHS L Employed Staff and GPs	26,308	19,497	74.1 Note 2	
2: Over 80 Years	32,812	31,378	95.6	31 January
3: 75 – 79 Years	27,421	25,321	92.3	14 February
4: CEV 16 – 69 Years	15,434	12,667	82.1	14 February
4: 70 – 74 Years	41,394	39,500	95.4	14 February
5: 65 – 69 Years	41,119	37,456	91.1	23 February
6: 16 – 64 underlying health condition and unpaid carers	130,211	111,993	86.0	18 April- on-going household immunosuppressed lettered from 5 May
7: 60 – 64 years	29,220	25,883	88.4	29 March
8: 55 – 59 years	36,092	30,989	85.9	12 April
9: 50 – 54 years	39,729	32,806	82.6	18 April
10: 40 - 49 years	104,718	58,978	56.3	31 May
11: 30 – 39 years	127,991	52,747	41.2	13 June

Note 1: Data presented is all vaccinations that took place in a staff clinic. A dominator for this is not available as it encompasses various staff groups, and these are not defined. Excludes staff vaccinated in other locations i.e. care homes

Note 2: Includes all NHS L employed staff, not just frontline. Includes GPs but excludes other independent contractors

Appendix 2

2nd Dose Vaccine Administration –Week Ending 6th June 2021

JCVI Priority	2 nd Dose Vaccines Administered	Cumulative % Completed
1: Care Home Residents	7,736	94.6%
2: All Front Line H&SC Staff	44,032	81.2%
2: NHS L Employed Staff and GPs	47,532	84.7%
2. Over 80 Years	30,074	94.3%
3. 75 – 79 years	25,147	95.0%
4. Clinically Extremely Vulnerable (CEV)	11,483	90.7%
4. 70 -74 years	38,258	96.9%
5. 65 – 69 years	35,803	95.6%
6. At Risk (underlying health condition) and unpaid carers	74,126	66.2%
7. 60 – 64 years	20,527	79.5%
8. 55 – 59 years	20,542	66.3.3%
9. 50 -54 years	3,474	10.6%

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Policy and Sustainability Committee

10.00am, Tuesday 3 August 2021

2030 Climate Strategy – consultation and engagement update

Executive/routine Wards Council Commitments	Executive
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1. Recommendations

- 1.1 It is recommended that the Policy and Sustainability Committee:
- 1.2 Note the actions in the draft 2030 Climate Strategy reflect involvement and commitment from key city partners and that the consultation period is being used to broaden and deepen this commitment in the development of an implementation plan, and to understand the role city partners can play in supporting a just transition to net zero.
- 1.3 Note the early headline findings from the public consultation on the draft 2030 Climate Strategy and that a full report on consultation findings will be presented with the final strategy in October 2021.
- 1.4 Note the programme of events being delivered during the public consultation period, and that they will help gather intelligence to inform our approach to a just transition within the final 2030 Climate Strategy and implementation plan.
- 1.5 Note the contribution the headline messages from the Climate Commission on the draft 2030 Climate Strategy and agree to address these within the final document.
- 1.6 Note that the Council will continue to work closely with the Climate Commission, taking account of the Commission’s more detailed consultation response in the final 2030 Climate Strategy and implementation plan.

Stephen S. Moir

Executive Director of Corporate Services

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2030 Climate Strategy – consultation and engagement update

2. Executive Summary

- 2.1 [Public Consultation](#) on the draft 2030 Climate Strategy commenced on Monday 14 June and will run until 12 September 2021. It is aligned with activity in the lead up to, and following on from, COP26.
- 2.2 Engagement and consultation on the draft 2030 Climate Strategy are being centred around how the Council and the wider city can meaningfully act and support individual, community and organisational behavioural changes necessary to address climate change and support a just transition to net zero.
- 2.3 The draft 2030 Climate Strategy has been developed with close engagement with key city partners' – public, private and third sector organisations across all sectors who can have an impact on the city's emissions by reducing their own footprints or collaborating to unlock change. It includes actions and commitments from city partners that contribute to delivering the draft 2030 Climate Strategy.
- 2.4 In addition to gathering views through the online public consultation on the draft strategy, consultation over the summer is focussed on engaging city partners. Engagement is to strengthen the strategy's actions and commitments to develop an implementation plan to be co-delivered across the city partners. As such, successful consultation on the draft 2030 Climate Strategy will be measured by the range and depth of interaction with partners through engagement events, as well as responses to the online public consultation.
- 2.5 As part of this engagement, the Edinburgh Climate Commission is appearing at Committee to provide an update on its activity and to provide early comment and high-level views on the draft 2030 Climate Strategy.
- 2.6 The Climate Commission has been supportive and engaged with the Council as the draft 2030 Climate Strategy was developed. The Council will continue to draw on the Commission's independent expertise and skills as it finalises the 2030 Climate Strategy and implementation plan.

3. Background

- 3.1 The [June 2021 Policy and Sustainability Committee](#) agreed to the publication of a draft 2030 Climate Strategy for public consultation. Consultation commenced on Monday 14 June 2021 and is running for 12 weeks until Monday 12 September 2021.
- 3.2 A substantial programme of engagement was undertaken as part of the development of the draft 2030 Climate Strategy. Appendix B provides more detail with relevant aspects highlighted below.
- 3.3 Prior to public consultation, public engagement took place through a number of channels under the label 'Edinburgh Talks Climate'. This engagement programme aligned itself to the Council's key projects including poverty, wellbeing, City Centre Transformation and City Vision 2050. Engagement was undertaken through a range of methods, including surveys, online engagement, events and workshops.
- 3.4 Sessions were held with city partners (public, private and third sector organisations who can have an impact on the city's emissions by reducing their own footprints or collaborating to unlock change) and key stakeholders. Discussions focussed on the key action areas outlined in the draft 2030 Climate Strategy including net zero development and growth, low carbon economy, transport, city energy and adaptation. Engagement with city partners is continuing throughout the public consultation period to inform the final 2030 Climate Strategy and implementation plan.
- 3.5 In addition, early drafts of the strategy were shared with the Edinburgh Climate Commission who provided initial feedback. Edinburgh Climate Commission has a remit to provide independent constructive challenge and expertise to influence and support city climate action to help accelerate the city's progress towards net zero.

4. Main Report

- 4.1 While the Council has led the development of draft 2030 Climate Strategy, it is a strategy for the city, requiring action by key city partners. The draft 2030 Climate Strategy includes commitments from many city partners as a result of a comprehensive programme of pre-engagement undertaken during the draft 2030 Climate Strategy's development. During the consultation period, these commitments are being more fully scoped to inform the final 2030 Climate Strategy and implementation plan.
- 4.2 [Public consultation](#) on the draft 2030 Climate Strategy (via the Consultation Hub online survey) opened on Monday 14th June 2021 and will run for 12 weeks until Monday 12 September 2021. Consultation is informing revisions to the 2030 Climate Strategy as well as an implementation plan, all of which will be reported to Committee in October 2021.

- 4.3 The draft 2030 Climate Strategy is a 10 year strategic approach for how the city will collaborate at scale to deliver our net zero target. While it is being promoted to all residents and partners in the city, its main focus is on those partners who will contribute or be directly impacted by the plan's 52 actions. Although a number of recent consultations by the Council have had responses in the thousands, we would expect the nature and audience for this strategy to be much smaller. By way of comparison, consultations of similar scope and focus held by Scottish Government generated an average of around 260 public responses, including a mix of individual responses from members of the public but often largely from groups and organisations.¹
- 4.4 All practicable steps have been taken to promote the consultation survey and ensure the strategy is drafted in an accessible style. This is being augmented by open public engagement sessions and targeted roundtables. Officers are also engaging with key delivery partners on a 1:1 basis, with a particular focus on developing actions for joint partnership delivery.
- 4.5 The 2030 Climate Strategy engagement analysis will measure the range and depth of interaction with partners through these engagement events and bi-lateral discussions, as well as responses to the online public consultation survey.
- 4.6 The comprehensive range of activities being used to raise awareness of the draft 2030 Climate Strategy and encourage citizens and partners to have their say in how we secure a just transition to net zero is highlighted below.
- 4.3.1 **Launch of the consultation** survey on the Consultation Hub.
- 4.3.2 **Publicity to raise awareness of the consultation**, including press releases, briefings to local and national media, social media promotion through Council and supportive partner social media channels.
- 4.3.3 **Notification to third sector, community and city partner groups and individuals** informing them of the consultation and encouraging promotion through their networks.
- 4.3.4 **Online public events for third sector, community, and community council partners** giving the opportunity to find out more about the consultation proposals. Due to Covid-19 restrictions in place engagement activities such as drop in sessions and staffed exhibitions in public places such as libraries and shopping centres are not being undertaken, and online drop-in events are being used instead.
- 4.3.5 **Online public drop in events**: providing an opportunity for attendees to speak directly to members of the team about the draft 2030 Climate Strategy.

¹ Average response numbers based on consultation analysis from Scottish Government. Including; National Planning framework (NPF4) (2020) - 251 responses with a mix of individuals and organisations; Just Transition consultation (2020): 274 responses (no breakdown given); Cleaner air for Scotland review (2020) – 87 non-campaign (i.e. individual responses) and 907 campaign. Climate Change Bill (2018) - 273 individual responses and 19,092 campaign. Campaign responses are standard pro-forma submissions drafted and funded by (often national) organisations as part of a campaign.

- 4.3.6 **Supportive events through the Edinburgh Climate Commission** raising awareness of the draft 2030 Climate Strategy and to elicit constructive feedback and responses
- 4.3.7 **Supportive events through the Chamber of Commerce:** The Edinburgh Chamber of Commerce will run a series of events over the summer for their members on key areas of the draft 2030 Climate Strategy, aimed at raising awareness and eliciting feedback from members of the business community.
- 4.3.8 **A series of targeted workshops key city partners** to discuss and strengthen shared action and implementation of them (including health and social care, schools and colleges, academics, skills and finance sectors).
- 4.3.9 **Internal engagement with** Council colleagues through the Wider Leadership Team, managers networks, colleague networks, climate lunch and learns and newsletters.
- 4.7 The emphasis of the consultation on the draft 2030 Climate Strategy is on setting out the proposals and actions for how the city will prepare for the effects of climate change and lay out a path for how Edinburgh will meet its target of net zero emissions by 2030.
- 4.8 The consultation process aims to both strengthen commitments from city partners and give the public an opportunity to provide its views on how the city meets its 2030 target and secures a just transition to net zero.
- 4.9 The following table sets out summary issues from the consultation (primarily from online survey feedback). It should be noted that these are initial responses to give a sense of the type of feedback received and is not comprehensive analysis. Full analysis of responses received through the consultation process is ongoing and will be fully reported to committee in October 2021.

Strategy area	Summary issues
Engaging and empowering citizens to tackle climate change	<ul style="list-style-type: none"> - Concerns about impact on people’s way of life and choices and concerns about inequality, especially in relation to who is responsible for greatest of emissions and who has the powers to create change. - Asks for information, education and guidance to be available to help people make the right choices and access support. - Calls for greater enforcement to support net zero change, alongside enabling measures (i.e. joined- up infrastructure, congestion charge, travel subsidies) - Citizen representation sought. Including enhancing residents’ influence in decision making, empowerment of local communities especially in deprived areas, and working with local volunteers with relevant skills and experiences.

Strategy area	Summary issues
Net zero climate resilient development and growth	<ul style="list-style-type: none"> - Support for protection of nature and existing greenspaces (including public parks and residents' gardens), as well as creation of more greenspace across the city. - Challenges identified in meeting future housing demand while ensuring it is net zero and achievable - Identified local community and resident led actions that support sustainable development (e.g. youth activists in wildlife conservation and climate justice). - Pride in Edinburgh's wildlife and greenspaces and strong desire to protect it.
Net zero energy generation and energy efficient buildings	<ul style="list-style-type: none"> - Calls for clear regulation and controls over measures to heat new and existing buildings. Range of feedback demonstrates how complex this task is. - Challenge around solutions for older buildings highlighted. - Cost of actions and how they will be delivered raised. Affordability for individuals raised and queries about what actions homeowners are best to spend money on. - Concerns at the pace of change required to meet net zero and how far the city has to go. - Desire for greater use of solar PV and issues raised about people finding regulation/design constrains limiting in some areas of the City.
Net zero emission transport	<ul style="list-style-type: none"> - Support for reducing car use (including charging, benefits of active travel and the need for high quality cycling infrastructure, and support for improvement to public transport). - Issues raised about the need for EV actions to be integrated with wider transport strategy to manage congestion. Access to EV charging points raised - Concerns about public transport affordability as well as the need to ensure equal access for all residents across the city. - Issues about how well active travel and public transport meets complex trip needs (especially in comparison to private cars).
Business and skills in a net zero Economy	<ul style="list-style-type: none"> - Concerns about impact of net zero economy on access to affordable good services, and impact on Edinburgh's economy if living and business costs increase. - Support for skills, training, green job proposals, as well as working with SMEs to support transition. - Concern at scale of change needed and 2030 being too far away and desire to see faster action.
Investing in change	<ul style="list-style-type: none"> - Concern about impacts of alternative funding sources (eg. Impact on pension funds) and risks of private partnership models.

Strategy area	Summary issues
	<ul style="list-style-type: none"> - Interest in how models could provide opportunities and benefits for residents as investors - Questions about how new models would work, especially with reliance on city partners and central government.
Offsetting	<ul style="list-style-type: none"> - Concerns about how well it really meets net zero ambition, and that it enables avoidance of responsibility for emissions. - Support for regional/national and coordinated models of offsetting. With benefits cited as achieving consistency and encouraging business to think more about emissions impacts. - Support for offsetting to be short/fixed term and to ensure high quality offsetting projects are used. - Issues raised about ensuring any offsetting fund is careful about who benefits, where the funding comes from, and is not at the expense of emission reduction action.

5. Next Steps

- 5.1 Informed by public consultation and engagement, a final 2030 Climate Strategy and implementation plan will be brought for committee consideration in October 2021.
- 5.2 Officers are continuing with work closely with the commission, taking into account its advice and drawing on expertise for the final 2030 Climate Strategy and implementation plan.
- 5.3 Similarly, city partners are working together throughout the consultation period to further develop the commitments for net zero action and developing more detail to be provided in the implementation plan.

6. Financial impact

- 6.1 There are no direct financial implications arising from this report.
- 6.2 Funding for engagement has been made available through the May 2021 Council Budget decisions and is supporting the consultation and engagement process for the 2030 Climate Strategy.
- 6.3 An initial cost analysis will be brought to Committee alongside a final 2030 Climate Strategy in October 2021.

7. Stakeholder/Community Impact

- 7.1 The draft 2030 Climate Strategy sets out an approach for engaging and empowering all citizens to help tackle climate change. This will remain a core aspect of the final 2030 Climate Strategy and its implementation.
- 7.2 This report covers stakeholder and public consultation in support of the net zero strategy, with further detail provided in the appendices.

8. Background reading/external references

- 8.1 Draft 2030 Climate Strategy, [Consultation details](#)
- 8.2 [2030 Climate Strategy – Draft for Consultation](#), City of Edinburgh Council, 2021

9. Appendices

- 9.1 Appendix A – Engagement activity undertaken as part of draft 2030 Climate Strategy development
- 9.2 Appendix B – Appendix 2 – draft 2030 Climate Strategy Consultation - engagement activity

Appendix A – Engagement activity undertaken as part of draft 2030 Climate Strategy development

1. The Council began its city engagement process on climate change with the Edinburgh Talks Climate survey in November 2019. It was clear that those proactively responding to Edinburgh Talks Climate survey tended to be citizens with good knowledge and a relatively strong commitment to climate action. Therefore, to get a fuller picture of the views of all citizens, a number of additional engagement activities also took place. These focused on a range of strategic actions, across the following priority areas:
 - Engaging and Empowering Citizens to tackle climate change
 - Net Zero, Climate Resilient Development and Growth
 - Net Zero Heat and Energy and Energy Efficient Buildings
 - Net Zero Emissions Transport
 - Business and Skills in a Net Zero Economy
 - Investing in Change
2. Engagement has also included specific focus groups on:
 - A Secondary School Youth Summit in February 2020
 - Tenant engagement survey
 - Edinburgh Talks Climate: Dialogue website
 - Civil society events
 - Topic stakeholder and city partner discussion events
 - Engagement with Community Councils, Edinburgh Climate Commission and Transition Edinburgh
 - Use of social media to build awareness and interest in the project

Early engagement (up to May 2021)

3. Phase 1 of citizen engagement began in November 2019 with **Edinburgh Talks Climate**, a survey of citizens views and attitudes to climate action. This was an online consultation run through the Council's Consultation Hub between November 2019 – April 2020, with the aim of understanding climate change and action.
4. The questionnaire was based on the approach taken by Leeds, developed with input from Leeds University, and feedback from our own partners at Edinburgh Climate Change Institute (ECCI). Interest was generated through network communications and targeted social media advertising designed to appeal to a broad set of attitudes.
5. Factors associated with the Coronavirus crisis curtailed the response rate towards the latter stages of the survey. Along with all other consultations run by the Council, the survey was suspended earlier than planned due to accessibility reasons.

6. In total, 1,834 people responded to the survey, with 81% of respondents, concerned about the effects of climate change on them personally and 95% were concerned about the effects of climate change on future generations.
7. It was clear that those proactively responding to Edinburgh Talks Climate survey tended to be citizens with good knowledge and a relatively strong commitment to climate action. Therefore, to get a fuller picture of the views of all citizens, a number of additional engagement activities also took place.

Tenant Climate Survey

8. 1,000 randomly selected Council tenants to state how much they agreed with four key statements which were also asked in the Edinburgh Talks Climate Survey.
9. While no more representative of Edinburgh as a whole than the Edinburgh Talks Climate public consultation, the tenant survey was carried out to provide the best sample of views from people from across the city, including those who are less engaged with sustainability and climate change issues, are less likely to hold activist views and more likely to be on low incomes.

Focus Groups

10. Attendees were recruited from across the social and demographic makeup of the city between December 2019 and January 2020. These sessions had a more widespread debate and discussion about climate change and climate action.
11. Respondents felt that climate change is a serious issue, however the question of whether and why to make the effort was raised, reflecting a perceived futility in individual action, which may be negated by a neighbour's unwillingness adopt similar actions or behaviours.

Secondary School Youth Summit

12. This was held in February 2020 and run in partnership with Scottish Youth Climate Strike and Scottish Youth Parliament. It was an opportunity for young people to share their concerns, issues and priorities on climate change.
13. The event was attended by 117 pupils from 8 secondary schools and focussed on areas where carbon emissions could be impacted: transport, housing, biodiversity, food and consumerism.

Edinburgh Talks Climate: Dialogue website

14. Launched in July 2020, the website aims to enable citizens to have a conversation about climate change, giving the council the chance to determine the level of support for ideas and activities and encouraging citizens to take independent action.
15. To date, the site has run seven debate topics, including: Public use of parks and greenspaces, sustainable food choices, home energy savings, cycling, ways of cutting

travel related carbon, climate change and young people in Edinburgh and the impact of climate change in the city.

Civil society events

16. Two events have been held with third sector communities and civil society groups, one in August 2020 and the second Jan 2021. The two events had around 90 participants in total, who highlighted some of the key challenges in faced by the city in transitioning to net zero and aimed at raising awareness of council action and areas of focus.

Topic stakeholder and city partner discussion events

17. Run in February and March 2021, these focussed on key action areas outlined in the draft 2030 Climate Strategy including net zero development and growth, low carbon economy, EV and transport, City energy and adaptation. These were attended by around 124 city partners representatives in total from a wide range of sectors and supported strategic discussions which enabled the inclusion of partner actions in the draft strategy.

Additional Engagement

18. Engagement with community councils, the Edinburgh Climate Commission and Transition Edinburgh has also been undertaken to support the development of the draft 2030 Climate Strategy.

Appendix B – draft 2030 Climate Strategy Consultation – engagement activity

1. The consultation process seeks to engage stakeholders and residents of the City of Edinburgh and the surrounding areas on the proposals to deliver a net zero, climate ready city by 2030.
2. A wide range of communication channels are being used to raise awareness of the consultation and inform consultees of the latest proposals. These include:
 - Completing the online questionnaire on the Council’s Consultation Hub
 - Attending one of the public drop-in events
 - Hard copy and translated copies of the consultation questionnaire available on request
 - Council internal systems such as the Orb and newsletters
 - Social media interaction via the Council’s Twitter, Facebook, Instagram, LinkedIn and Nextdoor accounts

June:

- Internal engagement with Council colleagues:
 - Wider Leadership Team presentation
 - Climate lunch and learn
- Session with Edinburgh Partnership Board
- Third sector roundtable
- Public drop in session
- Engagement with the Governance Hub

July:

- Internal engagement with Council colleagues:
 - Talk With Andrew
- Edinburgh Chamber of Commerce:
 - Roundtable Discussion: A path to returning to normal – opportunities and challenges for Edinburgh’s businesses
 - Roundtable event: The Circular Economy – a place for business to reduce, reuse and recycle in Edinburgh’s recovery
- Further public drop in session
- Workshop with Equality and Rights Network

August:

- Workshop with Public Health/ NHS/ IJB Partners
- Workshop with Registered Social Landlords
- Input to IJB Board
- Input to NHS Lothian Board
- Input to Edinburgh Climate Commission
- Further public drop in session

- Workshop with Community Councils
- Workshop with Scottish Enterprise
- Workshop with Council Trade Unions
- Workshop with Edinburgh Access Panel

September:

- Final public drop in session
- Edinburgh Partnership Board

In addition, the team is in discussion with internal and external partners to agree additional engagement activity with school management and head teachers, school pupils and academic partners. This will be planned in detail once the academic year begins at the end of August.

Policy and Sustainability Committee

10.00am, Tuesday, 3 August 2021

Declaration on Food and Climate

Executive/routine Executive
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that the Policy and Sustainability Committee:
 - 1.1.1 Notes the content of the Declaration on Food and Climate provided at Appendix 1.
 - 1.1.2 Notes that the declaration is in line with existing Council commitments on food and climate; and,
 - 1.1.3 Agrees that the Council now formally signs the Declaration on Food and Climate.

Stephen S. Moir

Executive Director of Corporate Services

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Policy and Insight Team, Corporate Services Directorate

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Declaration on Food and Climate

2. Executive Summary

- 2.1 The Leader of Glasgow City Council has written to all Scottish Council leaders asking them to formally sign the Declaration on Food and Climate. The Declaration aims to raise awareness of the importance of sustainable food systems to tackling both the climate and biodiversity emergencies, as well as helping to reduce poverty, inequality and poor health.
- 2.2 It seeks a commitment by local and regional governments to helping tackle the climate and biodiversity emergencies through renewing their commitment to sustainable food policies and joined up action. It calls on national governments to put food and farming at the heart of the global response to these emergencies.
- 2.3 The signing of this declaration aligns with the Council's ambitious target for the city of achieving net zero carbon emissions and adapting to the impacts of climate change by 2030 (as set out in the draft 2030 Climate Strategy, which was approved by Committee in June 2021 and is currently out for public consultation).
- 2.4 Food plays a crucial role in helping us achieve this target, as well as helping to tackle other key issues, in relation to protecting and enhancing biodiversity, alleviating poverty and improving health. The Council, as a lead member of the Edible Edinburgh partnership, is working towards developing Edinburgh as a sustainable food city and is in the process of implementing Growing Locally, Edinburgh's first Food Growing Strategy.

3. Background

- 3.1 Food systems currently account for a third of total GHG emissions and simultaneously hold the potential to deliver on climate action with co-benefits for biodiversity, health, livelihoods and justice. COP26 being hosted in Scotland is a unique opportunity to bring food systems reform to the forefront of the climate debate.
- 3.2 Since March 2020, Glasgow City Council has been part of a process led by Nourish Scotland and IPES-Food in partnership with Sustainable Food Places, Milan Urban Food Policy Pact, ICLEI and others, aimed at highlighting the importance of local

and regional work on sustainable food and integrated food policies to tackling the climate and biodiversity emergencies. The Food and Climate Declaration is the outcome of this process.

- 3.3 By signing the Declaration, local and sub-national governments renew their commitment to including a food system approach in their local efforts to tackle the climate emergency and to continue to work on developing and implementing integrated sustainable food policies. At the same time, they add their voice behind the call to national governments to put food and farming at the heart of the global response to the climate and biodiversity emergencies.
- 3.4 In the lead up to COP26, the Declaration partners will provide a platform for signatories to share best practices and insights on developing and monitoring sustainable integrated food policies and collaborate on promoting the Declaration. At COP26 the partnership and signatories will host events highlighting the values contained in the Declaration and the role of local and regional governments in building sustainable food systems.

4. Main report

- 4.1 The Declaration on Food and Climate seeks a commitment from local and sub-national governments to tackle the climate and biodiversity emergencies through integrated sustainable food policies and joined up action and calls on national governments to put food and farming at the heart of the global response to these emergencies.
- 4.2 The Declaration highlights the impact of COVID-19 on our food systems and the need for preparedness and resilience in the face of future shocks, acknowledges that food systems currently account for 21-37% of total greenhouse gas emissions and are at the heart of many of the world's major challenges including biodiversity loss, hunger and malnutrition and the public health crisis. It recognises that unsustainable dynamics are locked in along the whole food chain, primarily from industrial and farming systems and recognises the inequalities in it which disproportionately affect vulnerable communities.
- 4.3 The Declaration argues that only through a food systems approach targeting all the Sustainable Development Goals can effective intervention points be identified to accelerate climate action while delivering co-benefits, including biodiversity gain, ecosystem regeneration and resilience, circularity, equity, access to healthy and sustainable diets for all, and the creation of sustainable livelihoods for farm and farm workers.
- 4.4 Cities and regions are leading the way in pioneering integrated food policies and strategies at the local level to reduce their environmental footprint, drive positive food system change and ensure greater resilience to shocks. As such, the Declaration is calling on cities and regions to:

- 4.4.1 Develop and implement integrated food policies and strategies as key tools in the fight against climate change and reduce emissions from urban and regional food systems.
- 4.4.2 Call on national governments to establish supportive and enabling policy frameworks and multi-level and multi-actor governance mechanisms, allowing coordinated decision-making on food systems.
- 4.5 By signing the Declaration, the Council along with its partners shows its commitment to tackling the climate and biodiversity emergencies through its sustainable food work. The Edible Edinburgh partnership, of which Councillor Gordon is Chair, works towards developing Edinburgh as a sustainable food city and outlines actions for delivering this transformation through its Sustainable Food City Plan 2014-2020, which is due to be refreshed this year.
- 4.6 Growing Locally, Edinburgh's first food growing strategy aims to increase local food growing activity and the supply of locally produced food, raising public awareness and engagement about the importance of sustainable food to our environment, economy and communities. The Council works in partnership with Edible Edinburgh, other relevant stakeholders and our citizens to do this.
- 4.7 The Edible Edinburgh partnership is a member of the UK Sustainable Food Places (SFP) Network which supports over 48 UK cities and places in developing cross sector approaches to building healthy and sustainable communities by transforming food systems. The partnership received Bronze Award accreditation from SFP in 2019 and is now working towards Silver Accreditation.
- 4.8 Edinburgh has been a Fairtrade City since March 2014 and the Lord Provost currently acts as Vice Chair of the Edinburgh Fairtrade Steering Group which includes a range of city organisations and businesses, and a number of Elected Members. By being a Fairtrade City, Edinburgh is supporting sustainable and fair global farming practices and helping to address challenges such as inequality, gender rights and climate change, and other objectives of the United Nations Sustainable Development Goals.

5. Next Steps

On signing, the Council together with its partners across the city, contribute to the aspirations of the Declaration by its work helping develop Edinburgh as a sustainable food city, implementation of Edinburgh's first Food Growing Strategy, work towards achievement of SFP Silver Accreditation and promotion of fair trade products in the city.

6. Financial impact

- 6.1 There are no financial implications associated with the Glasgow Declaration. It is voluntary, non-binding, and has no legal status.

7. Stakeholder/Community Impact

- 7.1 The signing of the Declaration is supported by members of the Edible Edinburgh partnership.
- 7.2 This report has been assessed in respect of the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties. In summary, the proposals in this report will help improve social justice, economic wellbeing and environmental good stewardship.

8. Background reading/external references

- 8.1 [The Glasgow Food and Climate Declaration](#)
- 8.1 [Growing Locally, Edinburgh's Food Growing Strategy 2021-2026](#)
- 8.2 [Edible Edinburgh Sustainable Food City Plan 2014-2020](#)

9. Appendices

- 9.1 Appendix 1 – The Glasgow Food and Climate Declaration

The Glasgow Food and Climate Declaration

A commitment by subnational governments to tackle the climate emergency through integrated food policies and a call on national governments to act

This Declaration brings together all types and sizes of local authorities – from small and medium sized towns to mega-cities, districts and regions, territories, federal states and provinces – to speak with a unified voice in renewing their commitments to develop sustainable food policies, promote mechanisms for joined-up action and call on national governments to put food and farming at the heart of the global response to the climate emergency.

1. *Concerned* that the COVID-19 crisis has exposed the fragility of our food systems, the vulnerabilities of large parts of urban and rural populations and the critical need for preparedness and resilience in the face of shocks;
2. *Acknowledging* that food systems currently account for 21-37%¹ of total GHGs, and are at the heart of many of the world's major challenges today including biodiversity loss, enduring hunger and malnutrition, and an escalating public health crisis;
3. *Recognizing* that unsustainable dynamics are locked in along the whole food chain, primarily stemming from industrial food and farming systems;
4. *Recognizing* that extreme inequalities are pervasive throughout the food system, and are disproportionately affecting communities including people living in poverty, people experiencing racism, people displaced due to climate change or conflict, people with precarious legal status, and many others; and furthermore that many of these same groups are exploited for their labour globally;
5. *Convinced*, therefore, that only a food systems approach targeting all the Sustainable Development Goals can identify effective intervention points to accelerate climate action while delivering many co-benefits, including the promotion of biodiversity, ecosystem regeneration and resilience, circularity, equity, access to healthy and sustainable diets for all, and the creation of resilient livelihoods for farm and food workers;
6. *Recognizing* the need to involve all food system stakeholders in decision-making for a sustainable and just transition – including food and farm workers, civil society groups, researchers, indigenous communities, women, and especially youth whose future are the most at risk from the effects of climate change and biodiversity loss;

¹ IPCC (2019). Summary for Policymakers. In: Climate Change and Land: an IPCC special report on climate change, desertification, land degradation, sustainable land management, food security, and greenhouse gas fluxes in terrestrial ecosystems [P.R. Shukla, J. Skea, E. Calvo Buendia, V. Masson-Delmotte, H.- O. Pörtner, D. C. Roberts, P. Zhai, R. Slade, S. Connors, R. van Diemen, M. Ferrat, E. Haughey, S. Luz, S. Neogi, M. Pathak, J. Petzold, J. Portugal Pereira, P. Vyas, E. Huntley, K. Kissick, M. Belkacemi, J. Malley, (eds.)].

7. *Recalling* that cities and regions are leading the way in pioneering integrated food policies and strategies at the local level to reduce their environmental footprint, drive positive food system change and ensure greater resilience to shocks;
8. *Building* on the number of commitments on sustainable urban and regional food policies already made by cities, local and regional governments over the last two decades, in particular the 2014 World Urban Forum Medellin, the 2015 Milan Urban Food Policy Pact (MUFPP), the 2015 Seoul Declaration, the 2016 New Urban Agenda, and the 2019 C40 Good Food Cities Declaration;
9. *Recognizing* that actions must be aligned horizontally (across policy areas) and vertically (between different levels of governance) to accelerate the transition to sustainable food systems;
10. *Emphasizing* that cross-sectoral, multi-level, and multi-actor governance of food systems is required in order for sustainable and just food systems to take root, and that this requires national governments to take a proactive and enabling role;
11. *Acknowledging* that cities and regions are becoming a high ambition coalition for sustainable food system development, and that the rapidly growing global movement of city and regional food partnerships provides a uniquely powerful mechanism to deliver these reforms;
12. *Acknowledging* that without accompanying regulatory and legislative reforms at the national level, the impact of such partnerships and policies will be limited;
13. We, the undersigned elected leaders of subnational governments, in anticipation of the 26th Conference of Parties of the UNFCCC in Glasgow, commit to accelerate climate action by building and facilitating sustainable food systems transformation, by:
14. ***Developing and implementing integrated food policies and strategies*** as key tools in the fight against climate change; and ensuring that these instruments adopt a food systems approach that involves actors across all parts of the food chain; include metrics to assess GHG emissions reduction targets from food systems, as well as opportunities for cooperation and best practice sharing between subnational governments.
15. ***Reducing greenhouse gas (GHG) emissions from urban and regional food systems*** in accordance with the Paris Agreement and the Sustainable Development Goals and building sustainable food systems that are able to rebuild ecosystems and deliver safe, healthy, accessible, affordable, and sustainable diets for all.
16. ***Calling on national governments to establish supportive and enabling policy frameworks and multi-level and multi-actor governance mechanisms***, allowing coordinated decision-making on food systems. These mechanisms will support the drafting of inclusive national food policies to be included into the revisions of the Nationally Determined Contributions (NDCs).

Policy and Sustainability Committee

10.00am, Tuesday 3 August 2021

Appointments to Working Groups 2021/2022

Executive/routine Wards Council Commitments	Executive All
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1. Recommendation

- 1.1 To consider the re-appointment of members to Working Groups as set out in Appendices 1 to 7
- 1.2 To agree to dissolve the Adaptation and Renewal All Party Oversight Group (appendix 8).

Stephen S. Moir
Executive Director of Corporate Services

Contact: Jamie Macrae, Committee Services
Legal and Assurance Division, Corporate Services Directorate
Email: jamie.macrae@edinburgh.gov.uk | Tel: 0131 553 8242

Appointments to Working Groups 2021/2022

2. Executive Summary

- 2.1 The Policy and Sustainability Committee is required to appoint the membership of its Working Groups for 2021/22. The proposed membership, structures and remits of each are detailed in Appendices 1 to 7 of this report.
- 2.2 It is proposed that the Adaptation and Renewal All Party Oversight Group is formally dissolved.

3. Background

- 3.1 The appointment of committees, joint committees and joint boards is a reserved matter for Full Council.
- 3.2 A report to the Policy and Sustainability Committee on 6 August 2020 proposed that, given the impact of the Covid-19 emergency and resource pressures that remain, working groups only meet if:
 - there is officer capacity and resource available;
 - it is required for specific actions to progress;
 - they take place virtually.
- 3.3 A report agreed by Full Council on 24 June 2021 on Political Management Arrangements recommended that working groups would remain virtual in the short term, and that “An assessment should be made as to whether, in the long term, some working groups should remain virtual. The findings of this assessment would be reported back to Council as part of the next review of political management arrangements.”
- 3.4 The Policy and Sustainability Committee on 6 October 2020 dissolved the Redford Barracks Working and the Poverty All Party Oversight Group. On 23 February 2021, it dissolved the Brexit Working Group and formally established the Short Term Lets Working Group.

4. Main report

- 4.1 The Committee is requested to consider the re-appointment of members to its Working Groups for 2021/22 as detailed in Appendices 1 to 7.
- 4.2 While there is no requirement for the membership of working groups to be proportionate to that of the Council, it is suggested that this is good practice. The proposed membership has therefore been adjusted to reflect the overall political balance on the Council. It is, however, open to the Committee to alter the membership where it feels this is warranted.
- 4.3 As COVID-19 restrictions are removed and the development and delivery of the business plan is taken forward, the Adaptation and Renewal (A&R) Programme will move into a review phase capturing lessons learned and then move to formally close the programme. The strategies and emerging programmes of work will form part of the governance of the organisation and will be presented to the relevant committee when appropriate. It is therefore recommended that the A&R All Party Oversight Group (APOG) is dissolved (the current membership and remit are detailed at Appendix 8)
- 4.5 The A& R Programme Update report will continue to come to Committee until the programme has reached a formal decision to close.

5. Next Steps

- 5.1 Not applicable.

6. Financial impact

- 6.1 Not applicable.

7. Stakeholder/Community Impact

- 7.1 Not applicable.

8. Background reading/external references

- 8.1 [Minute of the Policy and Sustainability Committee of 6 October 2020](#)
- 8.2 [Minute of Policy and Sustainability Committee of 23 February 2021](#)
- 8.3 [Minute of the City of Edinburgh Council of 24 June 2021](#)
- 8.4 [Review of Political Management Arrangements – report by the Chief Executive](#)

9. Appendices

- 9.1 Appendix 1 – Edinburgh Waterfront All Party Oversight Group
- 9.2 Appendix 2 – Equalities Working Group
- 9.3 Appendix 3 – Festival and Events All Party Oversight Group
- 9.4 Appendix 4 – Short Term Lets Working Group
- 9.5 Appendix 5 – Sustainability and Climate Emergency All Party Oversight Group
- 9.6 Appendix 6 – Welfare Reform Working Group
- 9.7 Appendix 7 – West Edinburgh All Party Oversight Group
- 9.8 Appendix 8 – Adaptation and Renewal All Party Oversight Group

Edinburgh Waterfront All Party Oversight Group

Membership – 10 members

Council Leader (Co-Chair), Council Depute Leader (Co-Chair), Convener or Vice Convener of Housing, Homelessness and Fair Work, Convener or Vice Convener of Transport and Environment, Convener or Vice Convener of Culture and Communities, Convener or Vice-Convener of Planning, Convener or Vice Convener of Education, Children and Families; a representative from Granton Regeneration Locality Group; a representative from the Conservative, Green and Liberal Democrat Groups (if not included in the representation outlined above).

Councillor Aldridge

Councillor Gardiner

Councillor Jim Campbell

Councillor McNeese-Mechan

Councillor Kate Campbell

Councillor McVey (Co-Chair)

Councillor Day (Co-Chair)

Councillor Miller

Councillor Doran

Councillor Perry

Remit

The current remit agreed by the Corporate Policy and Strategy Committee on 2 October 2018 is:

1. To provide a forum for cross-party political leadership of the Waterfront regeneration programme.
2. To discuss significant issues and projects arising from the development of the Waterfront.
3. To provide advice and guidance to officers on the implementation of decisions.
4. To monitor progress.

Last met: 13 May 2021

Expected completion date: to be reviewed in August 2022

Equalities Working Group

Membership – 5 members

(1 SNP, 1 Conservative, 1 Labour, 1 Green and 1 SLD)

Councillor Aldridge

Councillor Laidlaw

Councillor Cameron

Councillor Rae

Councillor Gordon

Remit

The current remit agreed by the Council on 23 August 2018 is:

1. To support the inclusion and innovation aims of the Council's Economic Strategy
2. To improve citizens' access to Council services, including services operated on the Council's behalf
3. To improve citizens' access to events, meetings and visits to Council owned buildings, parks and land.
4. To improve citizens' access to employment and training opportunities within the Council.

Last met: 28 May 2021

Expected completion date: to be reviewed in August 2022

Festival and Events All Party Oversight Group

Membership – 11 members

(Convener and Vice-Convener of the Corporate Policy and Strategy Committee, Convener and Vice-Convener of the Culture and Communities Committee, 1 Representative from Conservative Group, 1 Representative from Green Group, 1 Representative from Liberal Democrat Group and City Centre Councillors)

Councillor Day	Councillor Mowat
Councillor Doggart	Councillor Osler
Councillor Doran	Councillor Rae
Councillor McNeese-Mechan	Councillor McVey (Chair))
Councillor Miller	Councillor Munn
Councillor Wilson	

Remit

The current remit of the Working Group is:

1. To provide scrutiny and oversight of the delivery and impacts of major festivals and events in Edinburgh.
2. To facilitate and engage with key stakeholders including representatives from local communities.
3. To ensure a co-ordinated Council-wide approach to festivals and events.

Last met: 25 June 2021

Expected completion date: to be reviewed in August 2022

Short Term Lets Working Group

Membership – 11 members

(3 SNP, 3 Labour, 2 Conservative, 2 Green and 1 SLD)

Councillor Aldridge Councillor Gardiner

Councillor Booth Councillor Mowat

Councillor Cameron Councillor Rae

Councillor Kate Campbell Councillor Rose

Councillor Child Councillor Watt

Councillor Fullerton

Remit

The proposed remit of the Working Group is:

1. To explore and understand the issues arising from the short term letting of properties which will inform policy and operational responses.
2. To lobby for and discuss national regulations which would support the management of short term lets in the city.
3. To discuss the implementation of new licensing and planning powers.

Last met: 17 June 2021

Expected completion date: to be reviewed in August 2022

Sustainability and Climate Emergency All Party Oversight Group

Membership – 7 members

(Convener and Vice-Convener of the Policy and Sustainability Committee, the Sustainability Champion, 1 Conservative, 1 Green and 1 SLD)
Group

Councillor Adam McVey (Convener)

Councillor Cammy Day

Councillor Robert Aldridge

Councillor Steve Burgess

Councillor George Gordon

Councillor Gillian Gloyer

Councillor Iain Whyte

Remit

The current remit of the Working Group is:

1. To champion the prioritisation of sustainability action within the Council and across the city.
2. To support and drive a co-ordinated approach throughout the Council to embed sustainability outcomes in the delivery of Council services.
3. To play a key role in providing additional scrutiny and oversight of the implementation of the Programme Plan.
4. To provide a vehicle for the development of the 2030 Sustainability Strategy and 2050 Vision before it is submitted for debate and approval at the Corporate Policy and Strategy Committee
5. To provide a means to facilitate and engage with partners and the community on the developing strategy and the wider sustainability agenda throughout the City.
6. To link in with other working groups within the Council which are progressing elements included in the Sustainability Programme or 2030 Strategy.

Last met: 10 May 2021

Expected completion date: to be reviewed in August 2022

Welfare Reform Working Group

Membership – 7 members

(2 SNP, 2 Conservative, 1 Labour, 1 Green and 1 SLD)

Councillor Aldridge

Councillor McLellan

Councillor Kate Campbell

Councillor Rae

Councillor Doggart

Councillor Watt

Councillor Gordon

Remit

The current remit of the Working Group is:

1. To monitor the implementation and impact of various benefits changes and to contribute to consideration of further measures to support tenants and recipients of benefits
2. To keep under review the implementation and impact of the Council's 'no evictions' policy
3. To consider the application and impact of the Discretionary Housing Payments policy
4. To monitor the position in respect of rent arrears and any implications
5. To monitor the implementation of the Scottish Welfare Fund
6. To monitor the implementation and impact of PIP (Personal Independence Payments) and Universal Credit

Last met: 8 September 2020

Expected completion date: to be reviewed in August 2022

West Edinburgh All Party Oversight Group

Membership – 9 members

Council Leader (Co-Chair), Council Depute Leader (Co-Chair), Convener or Vice Convener of Housing, Homelessness and Fair Work, Convener or Vice Convener of Transport and Environment, Convener or Vice Convener of Planning, Convener or Vice Convener of Education, Children and Families, and a representative from the Conservative, Green and Liberal Democrat Groups (if not included in the representation outlined above).

Councillor Aldridge

Councillor Macinnes

Councillor Kate Campbell

Councillor McVey (Co-Chair)

Councillor Day (Co-Chair)

Councillor Miller

Councillor Dickie

Councillor Mitchell

Councillor Gardiner

Remit

The current remit agreed by the Corporate Policy and Strategy Committee on 2 October 2018 is:

To oversee the development of the strategic vision for West Edinburgh and to advise on major policy issues like inclusive growth, development mix, transport infrastructure, schools provision and wider social, economic and spatial issues.

Last met: 23 September 2020

Expected completion date: to be reviewed in August 2022

Adaptation and Renewal All Party Oversight Group

Membership – 17 members

(5 SNP, 5 Conservative, 3 Labour, 2 Green and 2 SLD)

Councillor Aldridge	Councillor McVey (Chair)
Councillor Kate Campbell	Councillor Main
Councillor Cook	Councillor Munn
Councillor Day	Councillor Perry
Councillor Gardiner	Councillor Staniforth
Councillor Gloyer	Councillor Webber
Councillor Hutchison	Councillor Whyte
Councillor Macinnes	Councillor Wilson
Councillor McLellan	

Remit

The current remit of the Working Group is:

1. To support and drive a co-ordinated approach throughout the Council.
2. To provide additional scrutiny and oversight of the Programme.
3. To feedback and contribute to the development of options for committee.

It was agreed in October 2020 that the remit of the Poverty All Party Oversight Group would be taken forward by this APOG:

4. Champion the prioritisation of action within the Council and across the city to end poverty (including child poverty).
5. Support and drive a co-ordinated approach to embed Edinburgh Poverty Commission recommendations throughout all Council services and across the city.
6. Provide additional scrutiny and oversight to the development and implementation of a 3-year Action Plan for the delivery of Edinburgh Poverty Commission recommendations.
7. Provide additional scrutiny and oversight to the development and delivery of the annual Local Child Poverty Action Report.
8. Support and work with citizen groups and other partnership groups involved in the delivery of Edinburgh Poverty Commission recommendations.

Last Met: 11 May 2021

Expected completion date: 3 August 2021 – it is recommended that this group is formally dissolved.

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Policy and Sustainability Committee

10.00am, Tuesday 3 August 2021

Update on Monitoring Officer Report

Executive/routine Wards Council Commitments	Executive
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1. Recommendations

- 1.1 To note that all actions required to be undertaken by the Council in relation to a complex complaint have been evidenced to the satisfaction of the Scottish Public Services Ombudsman (the “SPSO”).

Nick Smith

Service Director: Legal and Assurance and Council Monitoring Officer.

Legal and Assurance Division, Corporate Services Directorate

Contact: Kevin McKee, Head of Legal Services and Deputy Monitoring Officer

E-mail: kevin.mckee@edinburgh.gov.uk | Tel: 0759 061 6424

Update on Monitoring Officer Report

2. Executive Summary

- 2.1 The SPSO considered that the Council's handling of a complex complaint had amounted to maladministration and sought for the Council to subsequently submit evidence to it that its recommendations had been implemented. The Monitoring Officer reported the matter to full Council on 24 June 2021. The Council submitted its evidence to the SPSO on 19 July 2021. The SPSO confirmed its satisfaction with the evidence on 20 July 2021.

3. Background

- 3.1 The following addition to the report's recommendations was approved at full Council on 24 June 2021:

"To request the Monitoring Officer to report to the Policy and Sustainability Committee within two cycles that all evidence of agreed actions had been submitted to the SPSO."

4. Main report

- 4.1 The recommendations set down by the SPSO were as follows:

- (i) *Evidence that the findings on these complaints have been fed back to relevant staff in a supportive way (e.g. a record of a meeting with staff; or feedback given at on-to-one sessions);*
- (ii) *Evidence that the Principal Solicitor is taking a prominent role in relation to resolving any future delays, escalating issues to the Head of Legal Services as appropriate;*
- (iii) *Evidence that the Head of Legal Services has received updates on this matter every Wednesday and Friday; and,*

(iv) *Evidence that the Head of Legal Services has provided a summary update to the Council's Service Director: Legal and Assurance/Monitoring Officer by close of business each Friday.*

4.2 The deadline for compliance with the recommendations was 6 September 2021, but the Council was able to respond in advance of that date given that the matter in question has now been resolved insofar as the Council's involvement is concerned.

4.3 The SPSO confirmed its satisfaction with the evidence submitted on 20 July 2021.

5. Next Steps

5.1 None.

6. Financial impact

6.1 None.

7. Stakeholder/Community Impact

7.1 No direct impact.

8. Background reading/external references

8.1 [The City of Edinburgh Council 24 June 2021 – Item 7.8 Monitoring Officer Report](#)

9. Appendices

9.1 None.

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Policy and Sustainability Committee

10.00am, Tuesday, 3 August 2021

Seafield Sounding Board

Executive/routine	Executive
Wards	14, 17 and 13
Council Commitments	4, 10 and 13

1. Recommendations

- 1.1 It is recommended that Committee agrees elected member representation on the Seafield Sounding Board as ward Councillors from Craigentenny/Duddingston ward, and the Convener and Vice Convener from Housing, Homelessness and Fair Work.

Paul Lawrence

Executive Director of Place

Contact: David Cooper, Commercial Development and Investment Manager

E-mail: david.cooper@edinburgh.gov.uk | Tel: 0131 529 6233

Seafield Sounding Board

2. Executive Summary

- 2.1 This report provides an update on the establishment of a Sounding Board to assist with engagement between the community, developers and Council representatives in relation to development proposals in the Seafield area.
- 2.2 It also seeks agreement on the elected member representation at the Sounding Board.

3. Background

- 3.1 The City Plan 2030 Choices document was agreed in January 2020. This is the main issues report for the next local development plan for Edinburgh. It identifies Seafield as a potential Urban Area Housing Led Mixed Use Site.
- 3.2 This has prompted the local community and developers to start thinking about how the area could be redeveloped. Representatives from the Craightinny/Meadowbank Community Council and neighbouring Community Council's Leith Harbour and Newhaven and Portobello have contacted Council officials and have requested that a collaborative approach be taken in developing proposals for the area.
- 3.3 A number of meetings involving community representatives, developer interests, local business interests, council officials and ward members have taken place. The parties have agreed that a 'Sounding Board' approach similar to those in place at Fountainbridge and Meadowbank would be a useful means of sharing information and establishing positive relationships between interested parties. Two meetings of the Seafield Sounding Board have taken place with Councillor Kate Campbell as the interim chair. At the most recent meeting Ewan Aitken chaired the meeting having been agreed by the Seafield Sounding Board as the independent chair.

4. Main report

Terms of Engagement

- 4.1 The Council has participated in sounding boards at Fountainbridge and at Meadowbank where the Council has been one of many developers in an area. The purpose of a sounding board is primarily to share information and to seek feedback in relation to development proposals. It is not a decision making forum and this is important as it allows participants to understand and explore the issues surrounding a particular development site, to exchange views as proposals are being developed, to build relationships and in some cases identify more collaborative models for delivering projects, It is not a Council meeting as such but sounding boards are generally facilitated by the Council and attended by both officers and elected members.
- 4.2 In the case of Seafield, the Council does not have an interest as a developer at this time, but the area is large and there are a number of land-owning interests. Some of these parties are developing proposals for their sites and others are just keen to understand what might be happening and how it might affect their business. The local community and surrounding communities are also very interested in what might be planned and want to be kept informed. They have expressed an interest in being proactively involved in the planning of the area. As such, a sounding board is considered to be a good central point for sharing information in an area that might see considerable development taking place over the next 10 years.

Council Representation

- 4.3 As set out above, the Seafield Sounding Board has accepted Ewan Aitken's offer to be the independent chair of the group, but the Council still needs to formalise attendance from elected members. In Fountainbridge and Meadowbank it has been agreed that attendance would be restricted to ward councillors and the Convener and Vice Convener of Housing, Homelessness and Fair Work. In the Seafield context, it is proposed that this is also the situation.
- 4.4 Ward members from Leith and Portobello/Craigmillar have attended some of the meetings to date. It is not proposed that this continues for all future meetings, but it may be appropriate in some instances. Where there are matters that are of direct relevance to these wards then a wider invite will be made. Elected members may, however, have different views on who should attend and this is ultimately a matter for Committee to decide upon.
- 4.5 Attendance by officers will be provided as appropriate depending on areas of discussion at any given meeting. The Place Development service will lead in this regard and provide the secretarial support to the Seafield Sounding Board.

5. Next Steps

- 5.1 Upon agreement of this report, meetings of the Seafeld Sounding Board will be set up on a quarterly basis. Reports will be provided to the Policy and Sustainability Committee setting out progress and feedback and seeking further approvals should they be required.
- 5.2 It is envisaged that the Planning Committee and Development Management Sub-Committee, Housing, Homelessness and Fair Work Committee, and Transport and Environment Committee will have to consider proposals relating to Seafeld in due course.

6. Financial impact

- 6.1 The administrative costs associated with the Seafeld Sounding Board will be met from existing budgets.

7. Stakeholder/Community Impact

- 7.1 The estimated stakeholder and community impact will be provided in relation to individual projects as and when reports seeking funding approvals are provided.

8. Background reading/external references

- 8.1 [City Plan 2030 Choices document.](#)

9. Appendices

- 9.1 None.

Policy and Sustainability Committee

10.00am, Tuesday, 3 August 2021

Scottish Government Consultation – New Year’s Day Trading

Executive/routine	Executive
Wards	All
Council Commitments	<u>2</u>

1. Recommendations

- 1.1 It is recommended that Policy and Sustainability Committee:
 - 1.1.1 Note the ongoing Scottish Government consultation on whether to extend the prohibition on large retailers in Scotland to close on Christmas Day to also apply on New Year’s Day; and
 - 1.1.2 Approve the draft response to the consultation, as outlined in Appendix 2, for submission to the Scottish Government.

Paul Lawrence

Executive Director of Place

Contact: Elin Williamson, Business Growth and Inclusion Senior Manager

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Scottish Government Consultation – New Year’s Day Trading

2. Executive Summary

- 2.1 This report provides an overview of the Scottish Government consultation on a legislative closure of large retail premises on New Year’s Day (1 January) with Appendix 2 including a proposed response from the Council to this consultation.

3. Background

- 3.1 The [Christmas Day and New Year’s Day Trading \(Scotland\) Act 2007](#) (the Act) currently prohibits shops operating from premises over 280m² in size from opening to customers on Christmas Day (25 December) in Scotland.
- 3.2 The Act applies to retail, but not other sectors which often trade or work at that time of year, such as hospitality, leisure, and public services. There are also exemptions for certain retailers, such as fuel stations, pharmacies and retailers within a port/railway station/commercial airport or at a motorway service area.
- 3.3 The provision for New Year’s Day was not brought into force but Schedule 2 of the Act gives Scottish Ministers an order-making power to provide that the prohibition should apply on New Year’s Day.
- 3.4 The Act does not place public authorities under a duty to enforce the restrictions. Therefore, any enforcement activity the Council would undertake is discretionary.
- 3.5 On 24 March 2021 the then Minister for Business, Fair Work and Skills, Jamie Hepburn MSP, announced that the Scottish Government would take forward a consultation, seeking views on the value to staff and business of New Year’s Day trading. This consultation would also meet the pre-conditions of the existing order should ministers look to take forward legislation through that mechanism.
- 3.6 The consultation went live on 15 June 2021, for a period of 10 weeks (until 24 August 2021), and seeks views of retail employees, retail businesses, local authorities, trade unions, business organisations and others. It aims to gather evidence of current practice amongst businesses and to gauge impact on employees and businesses of introducing legislation to close large retail stores on 1 January.

4. Main report

- 4.1 The consultation asks four questions:
- 1 Do you support the introduction of legislation that will close large retailers to customers on New Year's Day?
 - 2 What is your assessment of the economic and/or social impacts of enacting such legislation?
 - 3 Can you foresee this legislation impacting on those with a protective characteristic? If so, in what way?
 - 4 Are there any particular regional or geographic consequences that should be considered that would have a bearing on enacting this legislation?
- 4.2 Council officers have reached out to internal and external stakeholders for a view on what impact such legislation would have on businesses, citizens and the Council.
- 4.3 The Lothian Valuation Joint Board have confirmed that there are currently 685 retail stores in the City of Edinburgh Council area that have a net internal area of 280m² or more. To ascertain how many of these properties have 'relevant floor area' (how much of the floor area of a shop is used for making retail sales or for the display of goods in connection with such sales) of 280m² or more would require a manual check of each property's records, which was not possible to undertake in preparing the draft response to this consultation.
- 4.4 It is assumed that, if the relevant section of the Act is brought into force, there would be a number of businesses enquiring around the application of the Act on their premises so a review is likely to be required, with a record kept of the relevant premises for future reference.
- 4.5 The Act stipulates that opening in contravention of the legislation is an offence and the person responsible for opening would be liable, on summary conviction, to a fine not exceeding £50,000. Although the mandatory Christmas Day closure is well established and generally well adhered to, it is likely that a New Year's Day closure would require some enforcement at least initially. There is currently a very small number of officers from the Council's Regulatory Services team who work on New Year's Day, dealing only with emergencies. Therefore, should the New Year's Day restriction be brought into force and given that the enforcement of the Act is discretionary, there would be no scope for proactive enforcement to be carried out.
- 4.6 Median hourly rates for different occupations in UK (Appendix 1) show that hourly rates for sales and retail assistants, cashiers and check out workers are around £8.74 - £8.87 (the UK average was £13.22) and that 65.6% - 72.3% of sales and retail assistants, cashiers and checkout workers in the workforce are female (across all sectors in UK the percentage of the workforce which is female was 50%). This indicates that the proposed policy could disproportionately impact low wage workers (those receiving a lower than average hourly rate) and may further impact disproportionality on women.

- 4.7 With regards to access, the [High Street in Great Britain study 2020](#) provides stats on the different population groups living close to a high street, which could be taken as a proxy for access to services from small retail units. The key points for Edinburgh are that:
- 4.7.1 The majority of people living on or around high streets in Edinburgh are aged 16 - 64 years old (2nd highest in UK); and
 - 4.7.2 A relatively low share of people aged above 65 years live on or around high streets (8.9% in Edinburgh) compared to those that live away from the high street (16.5%). Generally, people in this age group tend to live in more suburban areas.
- 4.8 This implies that the closure of large retailers might impact on older age groups, who live away from high streets, and will be more dependent on larger retailers located out of town.
- 4.9 The Federation of Small Businesses' view is that the legislation "could cut either way for small businesses in that if larger shops are forced to close on New Year's Day, it could be good news for some small businesses. However, we'd want to be sure that the definition of 'large retail store' is realistic and appropriate. As the consultation says, 280m² is roughly the size of a tennis court but whilst that might be a large customer space for a newsagent or even a convenience store, it may not be that large for a bookshop or gallery, where a lot of the stock is on display. It might also seem a much smaller area where the sales space is spread over two floors, such as the ground floor and basement units common in Edinburgh."
- 4.10 Edinburgh Chamber of Commerce said some of their members pointed out the consistent demand from both local and international brands for stores to open on New Year's Day and that it is important to highlight that retail doesn't exist in a vacuum – it's very intertwined with hospitality and leisure, particularly in mixed use developments like the new St. James Quarter, and on shopping streets (for example on George Street) and, as part of this ecosystem, New Year's Day opening also impacts public transport. Their view is also that New Year's Day opening helps to generate employment and earning opportunities, especially for part time/casual/hourly paid staff.
- 4.11 Edinburgh Social Enterprise Network also highlighted that the definition of 'large retailer' seemed quite small but agreed that the closure of larger units may benefit smaller retailers and possibly pushes consumers to smaller/more local traders. They did, however, point out that the change may be detrimental to overall turnover given current challenges re trading, i.e. extent of closures last year, competition with online trading and that there could possibly be a negative impact on city centre and other businesses (bars and cafes) as shops draw people into the city centre.
- 4.12 Essential Edinburgh, representing businesses in the city centre where many retailers have a large floorspace, have confirmed that they do not support the proposed legislation for a number of reasons: first and foremost as they believe that it should be the businesses' choice as to whether to open or not, dependent on demand. They also highlight the importance of Bank holidays as shopping days,

and Edinburgh's position as a major tourist destination for Hogmanay celebrations with city centre retailers wishing to benefit from the customers who are in the city centre.

- 4.13 Capital City Partnership (CCP), who are engaged with both employers and employees/job seekers pointed out that, due to the move to online shopping which would require packing and shipping support in warehouses and delivery etc, closing an actual physical site for one day would not necessarily support all employees of that retailer or particularly lead to better working conditions. Their suggestion was that, if the drive is to improve Fair Work including working hours, then it would be better to focus on that than to target a small sector element that is changing how it operates anyway. With regards to those with protected characteristics, CCP's experience is that larger retailers tend to have more flexible work patterns available, which often suits those with protected characteristics better. Again, they suggested that working towards minimum contractual hours or giving those with protected characteristics more work pattern flexibility under Fair Work would make a better impact.
- 4.14 All the parties we conferred with also highlighted the impact of Covid-19 on retailers and the additional barriers this legislation would impose on businesses who have already been through a very difficult 18 months.
- 4.15 While not directly consulted for the purposes of this report, officers have also reviewed the petition from Union of Shop, Distributive and Allied Workers (USDAW) which was the trigger for the consultation, as well as their subsequent petitioner submissions and the Scottish Trade Union Congress (STUC) submission. Both highlight the benefits to businesses from having employees with a good work-life balance which helps to avoid employee stress and burnout, which correlates with the strong feelings among their members that they are not getting the time off they need to enjoy New Year with their family and friends. The original petition refers to a survey made with 1,473 USDAW members across Scotland where 99% of members agreed that stores in Scotland should close on New Year's Day. The survey also highlighted that 72% of members felt they or their colleagues were under pressure to work on New Year's Day and 39% did not receive a premium for working on New Year's Day.
- 4.16 The STUC also suggests in their petition that "banning large shops from opening on New Year's Day will reduce the need for workers in other industries, such as public transport, emergency services and hospitality to attend work on this date. As such, it is likely that the benefits of New Year's Day closures in retail will spread to other sectors of the economy."

5. Next Steps

- 5.1 Committee is asked to approve the proposed response to this consultation which is set out in Appendix 2.

6. Financial impact

- 6.1 There are no financial impacts arising from responding to this consultation.
- 6.2 If the legislation is passed, a further financial impact assessment will be required if enforcement of legislation is deemed to be under Council jurisdiction.

7. Stakeholder/Community Impact

- 7.1 The Council has consulted other stakeholders, as asset out above in the report, on the consultation proposals.

8. Background reading/external references

- 8.1 [Christmas Day and New Year's Day Trading \(Scotland\) Act 2007](#)
- 8.2 [Petition and petition submissions for PE01780: Consultation on the closure of large shops on New Year's Day](#)

9. Appendices

- 9.1 Appendix 1: ONS Occupations and ability to work from home
- 9.2 Appendix 2: Consultation response, City of Edinburgh Council

Appendix 1

Occupations and ability to work from home data

UK SOC 2010 Code	Occupation title	Exposure	Interaction	Location	Physical Activities	Tools/ Protective Equipment	Ability to homework score	Median hourly pay (£)	Total in employment	Percentage of the workforce that are female(%)	Percentage of the workforce that are aged 55+ (%)	Percentage of the workforce that are BAME (%)
1254	Shopkeepers and proprietors – wholesale and retail	0.3	0.43	0.22	0.28	0.43	1.66	12.98	112000	40.9	24.1	24.4
7111	Sales and retail assistants	0.27	0.56	0.37	0.47	0.5	2.17	8.74	1004000	65.6	13.3	13.1
7112	Retail cashiers and check-out operators	0.19	0.64	0.06	0.43	0.43	1.75	8.87	165000	72.3	18.8	18.4

1. Some occupations are excluded due to no homeworking measures being available
2. Please note the ability to homework score was calculated by O*NET prior to the coronavirus (COVID-19) outbreak, therefore will not reflect any changes to working practices implemented since the outbreak.
3. This measure of pay comes from the 2019 Annual Survey of Hours and Earnings (ASHE). It is hourly earnings excluding overtime. It's calculated as gross pay /basic paid hours. The pay period in question was not affected by absence. It includes people aged 16+ both full-time and part-time
4. Characteristics are from the Annual Population Survey (APS). Data are for the period April 2019 to March 2020
5. The BAME group includes: Mixed/Multiple ethnic groups; Indian; Pakistani; Bangladeshi; Chinese; any other Asian background; Black/African/Caribbean/Black British
6. For the percentage of women in each occupation, figures have been grouped together for percentages greater than 95% for disclosure reasons

- Key**
- Data are based on low sample numbers and should be treated with caution.
 - x The sample size is too small to produce a reliable estimate.
 - Estimates are consider acceptable
 - Estimates are considered reasonably precise

Consultation Response, City of Edinburgh Council**1. Do you support the introduction of legislation that will close large retailers to customers on New Year's Day?**

City of Edinburgh Council (the Council) can see how introducing such legislation could have many benefits as well as downsides and will support any decision made by Parliament.

We do ask that consideration is given as to how the legislation will be enforced given that local authorities are not under a statutory duty to enforce the Act, and on the impact on Local Authorities' Regulatory services if the legislation is to be enforced through them.

2. What is your assessment of the economic and/or social impacts of enacting such legislation?

In general, large retailers are often located in either the city centre or retail parks. Whilst a large retailer closure may bring some benefit to smaller retailers, especially in local areas, in that there is less competition from large retailers, there may also be a (perceived) increased pressure for smaller retailers to open in order to provide a service to their local communities. A closure of large retailers could in turn also impact on other city centre/retail park businesses, who are not required to close (especially bars and cafes), as retail shops often draw people into these areas. They may consequentially well decide not to trade on New Year's Day either, which would enable more people to have time off work, (but potentially with less things to do on their day off).

Over the last few years, and certainly following the Covid-19 pandemic, we have seen a significant move towards 'clicks before bricks' in retail and more shopping online which would require packing and shipping support. While this often takes place in warehouses, some retailers fulfil online orders from the shop floor, activities that could presumably continue to take place. This would mean that closing an actual physical site for one day does not necessarily support all employees of that retailer or improve working conditions.

In terms of social impact, there is no doubt that retail workers have been impacted incredibly hard over the last 18 months and that there is a large amount of stress for anyone in the sector in December. Retail workers should be entitled to quality time off, just like any worker in other sectors. It is worth highlighting, though, that although many retail workers do not wish to work on New Year's Day, there are many who appreciate the opportunity to work extra on public holidays as it is often higher paid and may, in some cases, alleviate loneliness which can be particularly hard at that time of the year.

The Council therefore considers that, should trading on New Year's Day not be banned, it is imperative that legislation is brought in to protect working conditions and staff welfare in these circumstances, ensuring that workers are paid to reflect the public holiday working and the additional asks this entails of staff.

3. Can you foresee this legislation impacting on those with a protective characteristic? If so, in what way?

Our understanding, based on ONS statistics, is that hourly rates for sales and retail assistants and cashiers and check out workers are around 30% lower than UK average and that between two-thirds and three-quarters of sales and retail assistants and cashiers and checkout workers in the workforce are female. This indicates that such a policy could disproportionately impact low wage workers and women.

Anecdotally, we have found that large retail employers generally have well developed policies in place and rota systems to accommodate most working patterns, which often suit many of the more vulnerable groups. These also tend to be the ones who do pay a higher rate on Bank Holidays. Working towards ensuring fair (especially enhanced on Bank Holidays) pay and giving those with protected characteristics more work pattern flexibility would possibly make a bigger impact than a blanket one-day closure.

In terms of customer access, this may be negatively impacted if only small retailers are allowed to remain open as space to move inside the shops may be more restricted. Additionally, Edinburgh has a large proportion of over 65's that live away from local high streets - people in this age group tend to live in more suburban areas – which could imply that closure of large retailers might impact on this older age group, who could be more dependent on larger retailers located out of town.

4. Are there any particular regional or geographic consequences that should be considered that would have a bearing on enacting this legislation?

The 'New Year's Day Sales' culture is very strong in Scotland and historically it has been a way for businesses to stimulate spend and make up for losses later on in the tough sales month of January. In addition, Edinburgh as a city is well known for the Hogmanay celebrations which attract an audience of thousands of people from all around the world, often seeing the New Year's Day shopping as part of their Edinburgh experience.

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Policy and Sustainability Committee

10am, Tuesday 3 August 2021

Edinburgh Integration Joint Board Progress Report

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that the Policy and Sustainability Committee:
 - 1.1.1 Consider the content of the report.

Judith Proctor

Chief Officer, Edinburgh Integration Joint Board

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Edinburgh Integration Joint Board Progress Report

2. Executive Summary

- 2.1 This report provides members of Policy and Sustainability Committee (P&SC) with an update on the work of the Edinburgh Integrated Joint Board (EIJB) and delivery of its strategic plan.

3. Background

- 3.1 As part of the governance arrangements in place, the Chief Officer to the EIJB provides a six-monthly update to P&SC on matters of interest relating to the EIJB. This report will cover items of strategy, performance, delivery and finance.
- 3.2 The EIJB was set up under the Public Bodies (Joint Working)(Scotland) Act of 2014 and brings together services delegated to it, under the Integration Scheme, by City of Edinburgh Council and NHS Lothian. The Integration Scheme is a requirement under the Act, and this is the partnership agreement between Local Authorities and the NHS which sets out which functions and resources are delegated to the Integration Joint Board (IJB) and how the partners will operate together to deliver the requirement of the Act.

4. Main report

- 4.1 This report will cover the period from January 2021 – June 2021.

Covid19

- 4.2 The emergency of Covid19 and the subsequent restrictions continue to have a significant impact on services and the Partnership has had to find new ways of delivering services to Edinburgh's most vulnerable citizens within a rapidly changing landscape. With most of the Partnership's direct provision being maintained, services had to adapt to meet people's needs and protect staff delivering services.
- 4.3 The EIJB and its Committees resumed in August 2020 and continue to meet virtually to consider EIJB business. The Partnership also continues to provide regular briefings to the EIJB and Elected Members on a range of service redesign and improvement projects.
- 4.4 While we are seeing many restrictions lifting, the Partnership continues to adapt to ensure services can recommence safely and in response to new and emerging need arising from the past 16 months.

Items of strategy

- 4.5 The EIJB conducts a review of its strategy annually and develops strategic direction through its Strategic Planning Group (SPG). Work and consultation on a higher-level strategic directive and the next three-year strategic plan is ongoing. The EIJB Strategic Plan 2019-2022 can be found [here](#) and the annual review of the Strategy which went to EIJB on 27th October 2020 can be found [here](#)

Strategic Plan

- 4.6 The intention is to publish the next EIJB strategic plan (covering 2022 – 2025) in March 2022. The next strategic plan will be an evolution of the previous plan, with the emphasis on continuity of priorities and the transition of the transformation programme to a core strategic programme. It will also continue with the roll out of Thrive Edinburgh, the central EIJB mental health strategy and the next stage of the Primary Care Improvement Plan (PCIP). It will also better align activity to priorities and national outcomes. The following principles will apply:
- 4.6.1 **Continuity** - building confidence through consistency of approach building on the current strategic programme
- **Alignment** - identify gaps, avoid duplication, and seek efficiencies
 - **Collaboration** - look at partnership, co-production and avoidance of silos
 - **Credibility** - set out what we can achieve in the three-year timeframe
 - **Affordable** - consider the financials including “spend to save”
 - **Prioritisation** - set realistic targets and sequence
 - **Translation** - explanation, communication, and engagement
- 4.7 The next strategic plan will take account of the feedback gained from a range of consultation activity, including from the Edinburgh Wellbeing Pact and Care at Home projects and the central strategy consultation programme. Consideration will be given to recent national guidance including the Digital Strategy, the Poverty Commission Report 2019 and the Independent Review of Adult Social Care.
- 4.8 Development of the next strategic plan will be done cognisant of the City of Edinburgh Council Business Plan 2030 and the emerging NHS Lothian Strategic Framework. Further information can be found [here](#)

Status of Transformation Programme

- 4.9 The EIJB transformation programme was delayed between March – July 2020 due to COVID-19 as staff were deployed to support the pandemic. A revised transformation programme, with a two-phased approach to delivery, was agreed by the EIJB in July 2020 and four programmes of work are underway:
- 4.9.1 **Conversation 1 (Listen and Connect)** – focussed on improving the quality of our interactions with individuals and their families
- 4.9.2 **Conversation 2 (Working intensively with people in crisis)** – focusing on helping to support people more effectively at points of crisis in their lives

4.9.3 **Conversation 2 (Build in a Good Life)** – improving the quality and sustainability of services for individuals who may require longer term support

4.9.4 **Conversation 4 (Cross Cutting Enablers)** – providing cross cutting enabling change, such as workforce, housing, and technology.

4.10 Several projects are due to bring reports to the EIJB in the coming months, including the redesign of medical day hospital services, the EIJB inaugural workforce strategy, “*Working Together*” and the next phase of the Bed Based Strategy.

Edinburgh Wellbeing Pact

4.11 Work continues to develop the Edinburgh Wellbeing Pact and a comprehensive research and engagement workstream has started with several stakeholder and planning events held between January and March 2021 and further neighbourhood conversations organised between May and August 2021. In April 2021, the EIJB approved the Community Mobilisation 3-year plan, as the first step in enacting the ethos of our Edinburgh Wellbeing Pact. We are now working in collaboration with community groups and third sector partners to develop key practical arrangements such as the establishment of anchor organisations and networks. Over time, the Community Mobilisation project will introduce more locally focused and collaborative ways of funding vital community activity, replacing the traditional grants programme. Further information can be found [here](#).

Three Conversations

4.12 The Three Conversations model will replace the traditional ‘assessment for services’ with a strength-based approach recognising that people are the experts in their own lives and understand their own circumstances and needs. There are currently 13 innovation sites running with a further 6 in the pipeline. Evaluation to date shows a significant improvement in our responsiveness, with the average wait to see a worker in innovation sites now less than 1 day, compared with a baseline, pre-innovation average of 40 days. We are also seeing a reduction in the percentage of people requiring formal, paid-for services as a result of more innovative, person-centred solutions which connect people to their own strengths and community assets. Prior to the roll-out of 3 Conversations, approximately 24% of new people approaching us went on to receive a long-term, paid-for package of support. Within innovation sites, this has reduced to approximately 15% of people. A dedicated practice lead has been recruited to build expertise and capacity to roll out the three conversation models more widely across the Partnership. We are on target to have 100% of assessment and care management staff practising in a 3 Conversations way by March 2022.

Home First Approach

4.13 The Home First approach is critical to the Partnership’s ability to reduce delayed discharges and in supporting our ambitions to support people at home, or in a homely setting for as long as possible. Home First is designed to support individuals who are ready to return home after a period in hospital but require short term support to manage their discharge safely. Significant work has been done across

the Partnership in collaboration with NHS Lothian to develop and enhance urgent care pathways and improve referrals into urgent community and secondary care services. Over the past year, the project team has undertaken a redesign of pathways from acute sites to intermediate care, supporting a significant number of people to return directly home rather than be admitted to an intermediate care bed. Between March and December 2020, 605 intermediate care referrals were screened by the dedicated Home First team. 281 of these people were admitted to intermediate care, and the team was able to support 58% of the remaining people to instead return to their own home.

Climate Change Charter

4.14 The EIJB agreed its Climate Change Charter which sets out its commitments, pledges of support and changes to business practices to help Edinburgh reach its 2030 net zero carbon emission target. Further work on this is being developed with our Partners, City of Edinburgh Council and NHS Lothian, with updates scheduled for the SPG in the second half of the year. Further information can be found [here](#)

Carers Strategy Spending Plan

4.15 The EIJB approved its Joint Carers' Strategy 2019-22 and associated spending plan for £35.4m over five years. The spending plan has been developed in collaboration with carers and dialogue with key strategic partners. The funding (£35.4m) have been allocated across six carer strategic priorities. Further information can be found [here](#).

Older People Improvement Programme

4.16 Over recent months we have been engaging with the Joint Inspection Team (Care Inspectorate and Health Improvement Scotland) about our progress with improvement activity relating to the Joint Inspection of Older People's Services in 2016 and the findings of the Progress Review undertaken in 2018. Due to the restrictions associated with the pandemic, a more collaborative and informal approach has been taken, and a series of meetings have been held online with inspectors to provide details of key improvement activity, including the work underway as part of our transformation programme. A full report and extensive set of supporting documentation has now been submitted to the Joint Inspection Team summarising the significant progress made in recent years. The Joint Inspection Team is currently reviewing and assessing this and expects to provide formal feedback by early September 2021.

EIJB Governance

4.17 The EIJB continues to develop its governance arrangements and structure in conjunction following the earlier review work, completed with the support of the Good Governance Institute. Appointments have been made to both the vacant Carer and Citizen representatives to the EIJB demonstrating ongoing engagement and commitment with key stakeholders.

Summary of 2020/21 performance

- 4.18 The EIJB's Annual Performance Report for 2020/21 is in the process of being drafted, with publication planned for September 2021. As in previous years, our Annual Performance Report for 2020/21 will detail our performance against the six strategic priorities in our strategic plan and against the national health and wellbeing outcomes and associated indicators.
- 4.19 Our work over 2020/21 has been shaped by the response to the new coronavirus (covid-19) and resulting global pandemic. The services we deliver were significantly impacted by the restrictions put in place to control the spread of the virus. We also developed new and adapted ways of working to allow quality support to continue to be provided while restrictions were in place.
- 4.20 Our performance against almost all the national indicators has been affected by the covid-19 pandemic. This makes it difficult to compare our performance against previous years. However, the changes seen in Edinburgh figures this year broadly reflect national trends.
- 4.21 The rate of emergency admissions and bed days dropped in Edinburgh in 2020, in line with the national drop in people attending hospital. Readmissions continued at a higher rate than the Scottish average and we are continuing work to better understand our performance in this area. The downward trend in the rate of days people over 75 spend in hospital when they are ready to be discharged continued. Between 2019/20 and 2020/21, this figure decreased by 51% in Edinburgh compared to a 37% decrease in the figure for Scotland. This likely builds on the success of our Home First model, which was accelerated during the pandemic.
- 4.22 The performance reports provided to the City of Edinburgh Council meeting on 24th June also showed improvement over the past year on our key social care indicators and the progress we have been making with our transformation programme to improve the provision of health and social care in Edinburgh. Further information on the City of Edinburgh Council Annual Performance Report 2020/2021 can be found [here](#) and the Coalition Commitments Progress Update report can be found [here](#). Additionally, the Local Government Benchmarking Framework 2019/20 Edinburgh Overview also reported to the City of Edinburgh Council meeting on the 24th June. The report shows positive trends in Adult Social Care indicators in Edinburgh. Further information can be found [here](#).

Items of finance

Savings and Recovery Plan

- 4.23 The EIJB continue to face significant challenges; an aging population, an increase in the number of people living with long term conditions, a reduction in the working age population and the fundamentally the resource available cannot match the level of demand.

- 4.24 Following a combined budget offer of £692.2m from the City of Edinburgh Council and NHS Lothian, and the projected costs for delegated services totalling £723.5m, the EIJB had an estimated £31.3m savings requirement going into 2021/22.
- 4.25 A paper was presented to the EIJB on 24 March 2021 which focussed on a Savings and Recovery Budget Programme 2021/22. The EIJB was also presented with the 2021/2022 EIJB financial plan. The papers can be accessed [here](#).
- 4.26 Over the next six months, the EIJB will continue to focus on:
- 4.26.1 Continue to develop its governance structure.
 - 4.26.2 Continue to deliver the transformation programme in conjunction with key stakeholder and citizens.
 - 4.26.3 Shape the bed base required for the future, transitioning beds from acute services into community models of care including integrated model facilities
 - 4.26.4 Continue to develop the next EIJB Strategic Plan 2022-25 and the annual performance report 2020/21
 - 4.26.5 Consider a draft review of the EIJB Strategic Plan 2022-2025 and the Annual Performance Report 2020/2021.

5. Next Steps

- 5.1 This report provides members with an update on key areas of interest and a further report will be presented to Policy and Sustainability Committee on 30 November 2021.

6. Financial impact

- 6.1 There are no financial impacts arising from this report.

7. Stakeholder/Community Impact

- 7.1 This is an update report for members of Policy and Sustainability on the work of the EIJB, therefore there is no stakeholder or community impact.
- 7.2 Any stakeholder or community impact relating to any of the workstreams contained within the report have been carefully considered and referred to within the relevant EIJB report.

8. Background reading/external references

- 8.1 None

9. Appendices

- 9.1 Appendix 1 – EIJB Delegated Services

Appendix 1 – EIJB Delegated Services

Delegated services

We are responsible for planning the future direction of, and overseeing the operational delivery of, integrated health and social care services for the citizens of Edinburgh. These services are delegated to the EIJB from our partners, the City of Edinburgh Council and NHS Lothian. They are largely delivered by the Edinburgh Health and Social Care Partnership (the Partnership), although some are managed by NHS Lothian on our behalf. These are referred to as “hosted” or “set aside” services. The full range of delegated services is set out in the table below:

Adult social care	Community health	Hospital-based services
<ul style="list-style-type: none"> • Assessment and care management including occupational therapy • Residential care • Extra-care housing and sheltered housing • Intermediate care • Supported housing – learning disability • Rehabilitation – mental health • Day services • Local area coordination • Care at home services • Reablement • Rapid response • Telecare • Respite services • Quality assurance and contracts • Sensory impairment services • Drugs and alcohol services 	<ul style="list-style-type: none"> • District nursing • Services relating to an addiction • Services provided by allied health professionals (AHPs) • Community dental services • Primary medical services (GP)* • General dental services* • Ophthalmic services* • Pharmaceutical services* • Out-of-hours primary medical services • Community geriatric medicine • Palliative care • Mental health services • Continence services • Kidney dialysis • Prison health care service • Public health services <p>* includes responsibility for those aged under 18</p>	<ul style="list-style-type: none"> • A&E • General medicine • Geriatric medicine • Rehabilitation medicine • Respiratory medicine • Psychiatry of learning disability • Palliative care • Hospital services provided by GPs • Mental health services provided in a hospital with exception of forensic mental health services • Services relating to an addiction or dependence on any substance

Policy and Sustainability Committee

10am, Tuesday 3 August 2021

Edinburgh response to the Mental Welfare Commissions Report - Authority to Discharge

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that the Policy and Sustainability Committee:
- 1.1.1 Note the response from the Chief Officer of the Edinburgh Integration Joint Board and the Chief Social Work Officer for Edinburgh to the findings and improvements recommended by the Mental Welfare Commission's report named above.
 - 1.1.2 Note the detail, including numbers and timescales, for the completion of an additional audit of Edinburgh cases to ensure a rigorous improvement plan for the city

Judith Proctor

Chief Officer, Edinburgh Integration Joint Board

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Response to the Mental Welfare Commission Report – Authority to Discharge (published 5 May 2021)

2. Executive Summary

- 2.1 On 5 May 2021, the Mental Welfare Commission (MWC) for Scotland published a report titled – Authority to Discharge. The report contains a series of improvement actions for Health Boards and Health and Social Care Partnerships (HSCPs).
- 2.2 The Edinburgh Health and Social Care Partnership (EHSCP) and the Chief Social Work Officer, are leading work to implement the recommended improvements. In addition, EHSCP, in conjunction with the Chief Social Work Officers Quality Assurance service would like to build on the scrutiny applied by the MWC by conducting an additional internal audit. This audit will ensure that our plans for improvement are fully informed by an extensive evaluation of practice in response to the impact of Covid-19.
- 2.3 Subsequently a motion was submitted to the City of Edinburgh Council meeting on 24 June 2021 from Cllr Howie and Cllr Daggart with a coalition amendment approved requesting;
- 2.4 a summary report in one cycle to the Policy and Sustainability Committee that included:
 - 2.4.1 The number, under each category included in the MWCS report, of a summary of the authorities to discharge for all patients since the start of the pandemic;
 - 2.4.2 Confirmation that all relevant EHSCP staff had received training in respect of current policies and procedures, including specific detail surrounding the legality of Power of Attorney and its role in decision making;
 - 2.4.3 Realistic and achievable timescales to carry out a proportionate and robust review of all cases over the past 16 months to assure ourselves of processes over the extraordinary period of time of the pandemic, setting out current resource requirements in continuing to deal with the pandemic to inform that timeline.
- 2.5 This report provides the detail requested in the motion.

3. Background

- 3.1 The Adults with Incapacity (Scotland) Act 2000 ('the Act') introduced a system for safeguarding the welfare and managing the finances and property of adults (age 16 and over) who lack capacity to act or make some or all decisions for themselves because of a lack of capacity. The Act allows other people to make decisions on behalf of these adults, subject to safeguards. The main groups affected include people with dementia, people with a learning disability, people with an acquired brain injury or severe and chronic mental illness, and people with a severe sensory impairment.
- 3.2 The MWC Authority to Discharge report acknowledges that the hospital discharge of people who may lack capacity, can be complicated and lengthy, leading to unnecessary delays in hospital. Planning discharge from hospital is therefore critical to ensuring that people leave hospital fully included in decision making, fully informed and with appropriate protection and support. For those people who do not have the capacity to fully participate in discharge planning processes, legal frameworks must be considered to ensure appropriate lawful authority and respect for the person's rights.
- 3.3 The principles associated with the legislation requires that any action must be the least restrictive option necessary to achieve the benefit and importantly to encourage the adult to exercise whatever skills he or she has in relation to their welfare, property or financial affairs and develop new skills where possible recognising issues of capacity are not 'all or nothing', they are decision specific.
- 3.4 The MWC audit focused on hospital discharges to care homes during the first months of the Westminster and Scottish Government's lockdown on 23 March 2020, in response to the Coronavirus (Covid-19) pandemic. The Coronavirus (Scotland) Act, was issued two days later.

4. Main report

- 4.1 During the Coronavirus pandemic, there were a number of concerns raised with the MWC regarding whether the appropriate legal authority was used to safeguard people being discharged from hospital to care homes who did not have the capacity to make an informed decision to agree to the move. The MWC undertook to make further inquiries and sought information from HSCPs across Scotland in relation to people who had moved from hospital to registered care home settings during the period 1 March 2020 – 31 May 2020. The sample size was 457 people from across Scotland, which amounted to 10% of the total number of hospital discharges to care homes for the period.
- 4.2 The MWC audit found that people had been moved during the sample period without the protection of legal authority. These unlawful moves (involving 20 people) took place across 11 HSCPs. Some of the moves, had been due to specific pandemic related reasons. For example, a misinterpretation that easement of 13ZA had been enacted as a result of the Coronavirus (Scotland) Act 2020 when in fact this legislation was never activated. Some moves were related to more systemic

practice issues, which represented not only a lack in clear legal authority but also as an Article 5 deprivation of liberty and a possible breach of European Convention on Human Rights (ECHR).

- 4.3 Edinburgh was found to have one case deemed unlawful by the MWC. This has since been reviewed and an improvement plan is now in place in response to this individual case. In addition, there is extensive work underway to complete a full training needs analysis, to deliver a training programme which enable staff to navigate the complexities of the Adults with Incapacity Act, the Mental Health Act and the Adult Support and Protection Act, including the use of Power of Attorney and 13za. Putting the protection of Human Rights at the core of all interventions. This work will also result in improvements in procedures for practice around hospital discharge and improvement in how we record, store and share information regarding capacity.
- 4.4 In addition to these improvements it is the view of the Chief Officer of the Edinburgh Health and Social Care Partnership and the Chief Social Work Officer that an extended and robust review will be undertaken of a sample taken from the 332 cases of hospital discharge to care homes for the period of 1st March 2020 up to 31st August 2020. It is suggested that an audit sample of 40% would allow for substantial analysis of practice within Edinburgh, which would then further inform the improvement plan.

5. Next Steps

- 5.1 The methodology will include the template used by the MWC, looking at hospital discharges to care homes for the time period, adults aged 16+. The methodology will also consider relevant legislation and guidance published within the Covid-19 timeline.
- 5.2 The audit report will be used to consider current legislative and human rights practice, any training needs across the services, highlight any reparative or remedial work required with individuals and/or their families and other quality assurance findings.
- 5.3 The audit template will consider identification of who may lack capacity, assessment, legal framework, the practice of promoting power of attorney or guardianship, multi-agency meetings, person and carer involvement, advocacy involvement, the role of the Mental Health Officer (MHO) the use of 13ZA and highlighting areas of good practice (audit template attached.)
- 5.4 A dip sample of 12 cases has been completed to understand the size and scale and to trial the audit template. The timescales involved are reliant on resources being made available for the duration of the audit. Each case file audit averages 2 hours in duration dependent on the complexity of the case, with additional time required for recording and deep dive in complex cases. There may also be a need to interview some staff associated with cases in order to better understand the decision-making process and rational. The timescale of the audit is proposed to run

from 31 July 21 until 30 October 21. The audit report should be finalised by October 21.

- 5.5 This completion date will be dependent on balancing the need for completion of the audit with the ongoing pressures placed on the MHO service and hospital discharge social workers. Their expertise will be required to advise the audit process however their availability will be dependent on the demand and capacity to meet ongoing statutory requirements.

6. Financial impact

- 6.1 The project requires a significant resource from across the Quality Assurance, and Mental Health Officer Service and where required from partners in NHS Lothian Acute Services. Transferring relevant staff resource to complete the audit may have significant impact directly on Mental Health Officer and Hospital Social Work service delivery. There may be a need to consider backfill arrangements.

7. Stakeholder/Community Impact

- 7.1 The improvement plan is being driven by a group of front-line managers who will consult with front line staff and seek the views of people who use the service and their carers.

8. Background reading/external references

- 8.1 [Authority to discharge – MWC Report](#)

9. Appendices

- 9.1 Appendix 1 - Terms of Reference – for the delivery of a project concerning Edinburgh's authority to discharge
9.2 Appendix 2 – Authority to Discharge Audit Template

QUALITY ASSURANCE AND COMPLIANCE SERVICE

TERMS OF REFERENCE

BETWEEN

Edinburgh' Health and Social Care Partnership

AND

Chief Social Work Officer

**FOR THE DELIVERY OF A PROJECT CONCERNING
EDINBURGH'S AUTHORITY TO DISCHARGE**

Date: 14 July 2021

1. BACKGROUND INFORMATION

The legislative basis for this exercise is the Local Government in Scotland Act 2003, Part 1:

1 Local authorities' duty to secure best value -

- (1) It is the duty of a local authority to make arrangements which secure best value.*
- (2) Best value is continuous improvement in the performance of the authority's functions.*
- (3) In securing best value, the local authority shall maintain an appropriate balance among—*
 - (a) the quality of its performance of its functions;*
 - (b) the cost to the authority of that performance; and*
 - (c) the cost to persons of any service provided by it for them on a wholly or partly rechargeable basis.*

https://www.legislation.gov.uk/asp/2003/1/pdfs/asp_20030001_en.pdf

The Adults with Incapacity (Scotland) Act 2000 ('the Act') introduced a system for safeguarding the welfare and managing the finances and property of adults (age 16 and over) who lack capacity to act or make some or all decisions for themselves because of mental disorder or inability to communicate due to a physical condition. It allows other people to make decisions on behalf of these adults, subject to safeguards. The main groups affected include people with dementia, people with a learning disability, people with an acquired brain injury or severe and chronic mental illness, and people with a severe sensory impairment.

Authority to Discharge, Mental Welfare Commission 2021 The discharge of patients who may lack capacity can be complicated and lengthy, leading to unnecessary delays in hospital. Planning discharge from hospital is therefore critical to ensuring that people leave hospital fully included in decision making, fully informed and with appropriate support. For those people who do not have the capacity to fully participate in discharge planning processes, legal frameworks must be considered to ensure appropriate lawful authority and respect for the person's rights. All adults have the right to receive the right support at the right time in the right setting for them.

The MWC highlights that any action must be the least restrictive option necessary to achieve the benefit and importantly to encourage the adult to exercise whatever skills he or she has in relation to their welfare, property or financial affairs and develop new skills where possible recognising **issues of capacity are not 'all or nothing', they are decision specific.**

The MWC audit focused on hospital discharges to care homes during the first months of the Westminster and Scottish Government's lockdown on 23 March 2020, in response to the Coronavirus (Covid-19) pandemic. The Coronavirus Act 2020 was implemented 2 days later.

2. DETAILS OF SERVICE LEAD

Name of person who has instigated project	Job Title	Department
Judith Proctor	Chief Officer	Edinburgh's Health and Social Care Partnership
Jackie Irvine	Chief Social Work Officer	Chief Executive
Tom Cowan	Head of Operations	Edinburgh's Health and Social Care Partnership

3. PURPOSE OF PROJECT

Purpose
<p>During the Coronavirus pandemic, there were a number of concerns raised with the Mental Welfare Commission (MWC) regarding whether the appropriate legal authority was used to safeguard people being discharged from hospital to care homes who did not have the capacity to make an informed decision to agree to the move. The MWC undertook to make further inquiries and sought information from Health and Social Care Partnerships (HSCPs) across Scotland in relation to people who had moved from hospital to registered care home settings during the period 1 March 2020 – 31 May 2020. The sample size was 457 people from across Scotland, which amounted to 10% of the total number of hospital discharges to care homes for the period.</p> <p>The MWC audit found that people had been moved during the sample period without the protection of legal authority. These unlawful moves (involving 20 people) took place across 11 Health and Social Care Partnership areas. Some of the moves, had been specific pandemic related reasons for this. For example, a misinterpretation that easement of s.13ZA had been enacted as a result of the Coronavirus (Scotland) Act 2020 when in fact this legislation was never activated and was removed in September 2020. Some moves were related to more systemic practice issues, each case presenting as not only lacking in clear legal authority but also as an Article 5 deprivation of liberty and a possible breach of European Convention on Human Rights (ECHR).</p> <p>Edinburgh was found to have one case deemed unlawful by the MWC. This has since been reviewed and an improvement plan is now in place.</p> <p>However, it is the view of the Chief Officer of Edinburgh's Health and Social Care Partnership and the Chief Social Work Officer that an extended and robust review be undertaken of the 332 cases of hospital discharge to care homes for the period of 1st March 2020 up to 31st August 2020 [not all of the 332 hospital discharge cases are adults affected by issues of capacity]. A substantial sample of 132 cases will be reviewed (40%).</p>

4. PROJECT MANAGEMENT

Description of project management
<p>Specific The methodology will include that used by the Mental Welfare Commission (MWC), looking at hospital discharges to care homes for the time period, adults aged 16+. The methodology will also consider relevant legislation and guidance published within the Covid-19 timeline.</p> <p>Measurable The audit report will be used to consider current legislative and human rights practice, any training needs across the services, highlight any reparative or remedial work required with individuals and/or their families and other quality assurance findings.</p> <p>The audit template used for every case that meets the MWC criterion (above) will consider identification of who may lack capacity, assessment, legal framework, the practice of promoting power of attorney or guardianship, multi-agency meetings, person and carer involvement, advocacy involvement, the role of the MHO the use of 13ZA and highlighting areas of good practice (audit template attached).</p> <p>The audit proposal included a dip sample undertaken of 12 cases to understand the size and scale and to trial the audit template.</p> <p>Attainable – The project requires a significant resource from across Quality Assurance, Mental Health Officer Service and where required from Health. However, the audit has significant outcomes that impact directly on practice and users of the service.</p> <p>Realistic – The timescales involved are manageable but reliant on resources being made available for the duration of the audit. The Coronavirus is still a significant risk and ongoing public health concern and the MHO team provide a statutory service. Each case file audit averages 2 hours in duration dependent on the complexity of the case, locating case files on the CEC G: Drive, if any further audit is required and each case subsequently requires writing-up.</p> <p>Timescale – The timescale of the audit is proposed to run from 31st July until 30 October. This will be dependent upon Terms of Reference Sign-off and the resources being made available. The audit report should be finalised before mid-October.</p> <p>Mitigation - circumstances which may affect timescales and successful completion of project are</p> <ol style="list-style-type: none">1. moving back into lockdown or restrictive measures such as tiered systems2. Annual leave arrangements3. IT and systems failings/access delays. Working from home proves an ongoing challenge for IT and IT-based systems.

5. QUALITY ASSURANCE OF PROJECT

How progress will be monitored
Communication between QAO and Mental Health Officer Service Manager (or designated officer) will be as and when a case arises that requires additional audit of health records. Monthly updates to be provided to the audit oversight group who consist of Colin Beck, Tom Cowan, Judith Proctor and Jackie Irvine.
The audit report will go to the audit oversight group for sign-off. Sign-off should take no more than 2 weeks from submission to approval.
The audit report, consisting of 40% of cases will be finalised by mid-late October. The report can then be circulated as required. All completed audits are published to the Quality Assurance intranet pages on the CEC Orb.
The audit will highlight areas for improvement and will require an improvement-focused workshop to compile an improvement plan. The workshop participants should be made up of those with suitable seniority who have the authority to implement changes and allocate required resources.
From the time of feedback of audit findings, a progress report on all areas highlighted for development/improvement will take place no longer than 3 and 6 months with further reviews, as required.
Additional Quality Assurance activity may arise as a result of the findings of the audit. Any additional arrangements for further assurance/improvement activity will fall out-with the scope of this Terms of Reference.

6. AGREEMENT OF TERMS OF REFERENCE

Name and Position	Name and Position
Signature	Signature
Name and Position (QA Manager)	
Signature	

Appendix 2 - Authority to Discharge Audit 2021

AIS/Swift No. CHI:	Initials:	DOB & Age: [MWC criterion was 16+]
Date person was discharged into registered care home: [MWC criterion] Name of care home: Nature of the placement: Temp/respite/permanent/Safe Haven/other	What authority was used for discharge? Power of Attorney 13ZA Welfare Guardianship Person was deemed to have capacity and gave consent None	Locality & Key Worker: Was the social worker involved in the discharge process? Was a MHO involved in the discharge process?
Is there a capacity assessment on file? (MWC criterion) Is there a capacity assessment saved to the G Drive and an entry as 'saved to the G Drive' on AIS?	If the discharge was based on a POA, was an accompanying incapacity assessment provided? Yes No NA	Was the person discharged under 13ZA? Yes/No/NA Is there evidence that the 13ZA process was followed?
Did a multi-agency discharge meeting take place? Yes/No Date:	Did the individual contest the discharge?	Is there evidence the discharge was done in consultation with the family?
Is it obvious from file that there was long-term care planning made with the individual or the family as part of the discharge process?		

Other observations

[This should include evidence of good practice]

Date:

Auditor:

Policy and Sustainability Committee

10am, Tuesday 3 August 2021

Social Care Charging Policy

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that the Policy and Sustainability Committee:
 - 1.1.1 Agree the Social Care Charging Policy.

Judith Proctor

Chief Officer, Edinburgh Health and Social Care Partnership

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Social Care Charging Policy

2. Executive Summary

- 2.1 The purpose of this report is to propose an updated Social Care Charging Policy which is attached at appendix 1 of the report.
- 2.2 The updated policy has been developed in consultation with the social care transactions team and the finance team.

3. Background

- 3.1 The Social Care Charging Policy was last updated some time ago. The policy has been reviewed by stakeholders in January 2021 and the only change being proposed is to update the policy to reflect the 2021/22 charges. No other changes have been made to the policy as it remains fit for purpose.
- 3.2 The Convention of Scottish Local Authorities (COSLA) produce guidance on an annual basis defines a set of principles to underpin the development of local charging policies for social care support for people at home. It is managed by the COSLA Charging Guidance Working Group and the Council is represented on this group. The guidance is intended to help determine whether to charge a person for social care support at home. The policy at appendix 1, is in line with the guidance developed by COSLA.

4. Main report

- 4.1 The information contained with the Social Care Charging Policy has been agreed with stakeholders who undertake the charging process on behalf of the Edinburgh Health and Social Care Partnership (i.e., the transactions team and finance team).
- 4.2 This policy applies to all individuals who may require a social care service that is subject to charging.

5. Next Steps

- 5.1 The updated policy will be published on the Council's Policy hub on the website and also stored on the Council's intranet site on approval from Policy and Sustainability Committee.

6. Financial impact

- 6.1 The updated policy ensures that the correct charges are allocated for services and provides individuals who require chargeable services guidance, on the costs that would be applied.

7. Stakeholder/Community Impact

- 7.1 Consultation has been undertaken with the team who undertake the charging processes (i.e., the transactions team and finance team) on behalf of the Edinburgh Health and Social Care Partnership.
- 7.2 As part of this process the extant Social Care Charging Policy was reviewed and remains still fit for purpose. The only change to the policy at this time is the updating of charges to reflect the 2021/22 costs (and are in line with COSLA charging guidance and remained the same as 2020/21 charges for care at home services). These charges have previously been agreed at Full Council on 18 February 2021 ([link here](#)). Based on this we have been advised that a new IIA is not required at this time.

8. Background reading/external references

- 8.1 [COSLA Charging guidance](#)

9. Appendices

Appendix 1- Social Care Social Care Charging Policy

Social Care Charging Policy

Implementation date [date policy comes into force as this may differ from approval date]

Control schedule

Version control

Approved by	Policy and Strategy Committee		
Version	Date	Author	Comment
0.1	24.12.20	A Ritchie	First Draft
0.2	April 2021	K Raeburn	Amendments suggested
0.3	June 2021	A Ritchie / L McFarlane	Amendments suggested
0.4	June 2021	A Ritchie	Final version to be submitted to Policy and Strategy Committee

Subsequent committee decisions affecting this policy

Date	Committee	Link to report	Link to minute
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Social Care Charging Policy

Policy statement

The Edinburgh Health and Social Care Partnership (the Partnership) will support you to ensure you are able to live as well and independently as possible. To help us provide services which meet people's identified outcomes, we may ask you to contribute to the cost of your care.

This charging policy explains how the Partnership considers and calculates the contribution to care that you will be expected to pay towards your care and support.

Charges apply regardless of whether services are provided by the Partnership or purchased from an external provider or purchased through a direct payment or individual service fund.

The charging policy will be reviewed annually and any revisions to charges and financial assessment rules are approved by the City of Edinburgh Council as part of the annual budget setting process.

The policy is based on the following principles:

- a. You will only be charged for the hours of care and support that you receive.
- b. You will not be charged more than it costs to provide the service for which your charge has been assessed.
- c. Where the charge is subject to a financial assessment, this will be based on your ability to pay, following an income maximisation assessment.
- d. You will know how and why you are being charged.
- e. You will be treated in a fair, transparent, and equitable manner.
- f. Assistance can be offered to complete the financial form and/or benefit form.

Scope

Charging will apply where you have been assessed as eligible for non-residential social care services to meet your assessed needs. These services will support you to ensure you are able to live well and as independently as possible.

These services are provided following an assessment of need and have been identified in your personal care plan to meet your identified outcomes.

The legal basis for charging non-residential social care services is the Social Work (Scotland) Act 1968 (as amended) and Community Care and Health (Scotland) Act 2002. Further information is available [here](#)

Definitions

All terms and abbreviations used have been clearly defined and explained.

Policy content

CHARGING FOR NON-RESIDENTIAL CHARGES

What is chargeable

We will charge for the following services, following a financial assessment of your ability to pay:

- a. Homecare
- b. Care at Home
- c. Housing Support
- d. Individual Service Funds In lieu of Care at Home
- e. Direct Payments in lieu of Care at Home.
- f. Alarms/Telecare

Flat-rate charges are also made for meals provided in Older People's Day Centres, and any transport required to get there. These charges are not subject to a financial assessment of an individual's ability to pay because these costs are normal living expenses.

What is not chargeable

We will **not charge** for the following services:

- a. Personal Care including meal preparation
- b. Criminal Justice Social Work Services
- c. Day Care
- d. Intermediate Care
- e. Crisis Support
- f. Some equipment

In some instances, due to specific circumstances, you may be exempt from charging:

- a. If you are subject to a Compulsory Treatment Order under the Mental Health (Care and Treatment) (Scotland) Act 2003 or a Compulsion Order under the Criminal Procedure (Scotland) Act 2003.
- b. Following a stay in hospital, any additional services will be exempt from charging for a period of up to 6 weeks if you are over 65
- c. If you are receiving end of life care, where a DS1500 form has been completed by a doctor, consultant, or other health specialist.
- d. Services provided to meet your carer's needs are exempt from charging, as per the Carers (Waiving of Charges for Support) (Scotland) Regulations 2014.
- e. Services provided to you to meet your carer's needs are also exempt from charges under the Carers (Scotland) Act 2016. For example, Section 25 of the Act suggests a break for the carer is an option to enable them to continue in their caring role, details should be identified in an Adult Carer Support Plan or a Young Carer Statement. This break could be respite care in a residential setting or community support. The charge waived would be the care element for the cared for person.
- f. If you already pay charges to the Independent Living Fund (<https://ilf.scot/>).
- g. You can apply to have charges waived by contacting the Social Care Finance Team (SCF) local health and social care office or social worker.

Financial Assessment

Contribution to services is determined on an individual basis by completion of a financial assessment form. This will take account of your income, savings, and other capital to work out how much you can afford to pay toward the cost of the services you receive. Individuals will be signposted to agencies who can help with benefits.

The form can be completed by a spouse / partner, agent (e.g., a lawyer) or with the assistance of the support worker and Council staff will help if required. If you do not complete the financial assessment form, it will be assumed you have sufficient income to meet the full cost of the services you receive.

There is a section on the form whereby you can choose not to complete the form and by signing this section you accept responsibility for paying the full costs of services.

Level of Contribution

The amount a person will pay will vary from individual to individual. All an individual's income will be considered when calculating the maximum level of contribution. If you have capital over £28,750, you will be assessed to pay the full cost of your services unless the services are free such as free personal care. If you have capital between £10,000 and £28,750 a capital tariff will be applied. £1 per every £500 will be added to the calculation of the weekly income.

The upper capital figure is in line with the residential threshold and is up rated annually by the Scottish Government.

Capital and Saving 2021-2022

Over £28,750	Will be assessed to pay the full cost of the services unless the service is free.
£10,000 to £28,750	This is considered in the financial assessment and tariff income is applied. Tariff income is calculated at a rate of £1 for every £500.
£0 to £10,000	This will not be considered in the financial assessment.

Backdated Department of Work and Pensions (DWP) payments will be disregarded for a year.

Property

The value of the home in which you live (e.g., the main residence), is disregarded in full. The value of second and subsequent properties will be considered as capital.

Weekly Income

Both your and any spouse / partner's income and capital are taken into the calculation and will include:

- a. all DWP benefits and allowances, including Pension Credit.
- b. some income from capital / savings
- c. all earned and un-earned income

Certain types of income are disregarded and not considered when assessing an individual's ability to contribute including:

- a. Disability Living Allowance or Personal Independence Payment (PIP) mobility component.
- b. First £20 of earned income (such as salary) and then 20% over £100 or any monies earned through permitted work in line with DWP assessment.
- c. Payments from war disablement pension or made under the Armed Forces Compensation Scheme.
- d. Bereavement Allowance is disregarded.
- e. Fifty per cent of a spouse/partner's earned income or occupational pension is disregarded.
- f. All a spouse/partner's DLA/PIP/Attendance Allowance (AA) is disregarded.
- g. If you are in receipt of high rates of DLA care component, AA or PIP enhanced daily living component,

We will only consider the middle rate of DLA or the standard rate of PIP or lower rate of Attendance Allowance, provided you are not in receipt of overnight care.

- a. Independent Living Fund payment
- b. Carer's allowance
- c. Benefits paid for or on behalf of your children or your partner (e.g., elements within Universal Credit, child benefits)
- d. All interest from savings (tariff income considered instead, detailed below)
- e. Partner's earnings (under state pension age)

Allowable weekly expenses

Deductions will be made from your assessed income for the following allowable expenses:

- a. Rent - This is the amount you pay after any deductions of housing benefit. If the tenancy is not in your name, the rent contribution is the actual rent paid divided by the number of adults in the household.
- b. Mortgage payments on first homes, not second homes. This is the amount you pay. If the property is not owned by you, your contribution is the amount of mortgage paid divided by the number of adults in the household.
- c. Council tax
- d. Child Maintenance Payments
- e. Exceptional costs associated with a disability can also be considered (e.g., extra heating, special diet etc.).

Personal allowances

To ensure you are not forced below recognised subsistence levels, an income protection threshold is applied. This ensures that the person will always be left with enough money to pay household expenditure items and general living expenses.

The threshold is set at DWP pension credit level plus a buffer of 25% and is up rated annually. This applies to all clients regardless of age.

Personal Allowances 2021-2022			
Personal Allowance singles	£220.00 per week	Personal Allowance couples	£338.00 per week

Contributions

To determine how much an individual is financially assessed to contribute:

Capital and Savings over £28,750	Will be assessed to pay the full cost of the services unless the service is free.
Capital and Savings less than £28,750	Will be financially assessed and will not contribute more than can afford.
Tariff income from capital £10,000 to £28,750	
Plus:	
Weekly income	See weekly income
Minus:	
Allowable weekly expenses	See weekly expenses
Equals	Available Income

Minus taper*:	
<ul style="list-style-type: none"> • 30% of the first £20 of available income, plus • 50% of the second £20 plus • 70% of any remainder. 	
Equals	Assessed Maximum Contribution

* A taper is a further disregard that is applied to available income.

The assessed maximum contribution is the most you will contribute. You will not contribute more than the cost of the service.

Before arrangements are put in place to start charging, you will be sent information about the contribution you are asked to make. If you do not agree with the financial assessment, you can ask for the financial assessment to be reviewed, explaining why you consider the original calculation is not acceptable.

If you remain dissatisfied with the outcome, you can appeal the decision and further information can be found here. Individuals should seek independent advice if they are in any way concerned about the financial assessment.

Service Charges

Service	Dept	Charges in 2021-2022
Home Care/ Care at Home, and Care and Support	Edinburgh Health and Social Care Partnership	£17.73 per hour
Direct Payments in lieu of a Care at Home service	Edinburgh Health and Social Care Partnership	Financial contribution assessed on Care at Home hourly equivalent of Direct Payment amount
Community Alarm	Edinburgh Health and Social Care Partnership	Standard Alarm - one pendant: £5.80 per week, two pendants: £7.54 per week; Enhanced Alarm: £8.40 per week.
*The Council agrees the rates each year as part of the City of Edinburgh Council's budget submission.		

Meals and Transport

Meals and transport provided in Older People's Day Centres are not means tested and standard charges will continue to be applied in addition to any assessed weekly contributions. These expenses are normal living expenses.

Service	Charges in 2021-2022
Older People Daycentre	£7.50 per day towards lunch and transport
Be Able	£3.00
* This rate is review annually by the Council as part of the budget submission.	

Appeals and Complaints

Anyone who is dissatisfied with, or who disagrees with the assessment of charges, will be encouraged to discuss their concerns with a member of staff from the social care finance team. They may be invited to write to a senior manager outlining why they do not agree with the assessed contribution.

If they are still not satisfied, they can use the Council's complaints procedure and obtain independent advice and assistance to do so.

Cost Examples

Mark is over 65 and lives on his own. He has £14,000 in savings and each week he receives £155.60 from his state pension and Guarantee credit. Mark has had his care needs assessed and it is agreed that he requires 10 hours per week care at home, 4 of which are non-personal care. His service costs 4 x £16.00 = £64.00 per week.

Income

State pension	£119.30
Guarantee credit	£36.30
Savings - Add £1 for every £500 of investment over £10,000	£8
Total (A)	£163.60

Allowances

Single personal allowance	£220.00
Total (B)	£195.00

Weekly assessed charge based on (A-B) **-£31.40**

Assessed weekly charge **£0.00**

As Mark's assessed weekly charge is zero, he will not pay anything towards the four hours of chargeable service.

Example 2 - John and Julia are both over 65. They have £11,000 in savings and each week they receive £298.94 in pensions, Attendance Allowance. John has had his care needs assessed and it has been agreed that he requires 7 hours homecare, 2 of which are non-personal care. His service costs 2 x £16.00 = £32.00 per week.

Income

State pension	£140.00
State pension	£99.00

Attendance allowance	£55.10
Occupational pension	£71.00
Savings add a £1 for every £500 of investment over £10,000	£2.00
Total (A)	£367.10
Allowances	
Couples Allowance	£297.00
Council Tax	£25.00
Total (B)	£338.00
Remaining income (A-B)	£29.10
Apply taper (30% of first £20 plus 50% of the second £20 and 70% of the remainder)	30% of £20 = £6 50% of the second £20 = £10.00 70% of the remaining £5.10 = £3.57
Assessed weekly charge	Total = £9.53

John pays £9.53 because the actual cost of £32.00 is higher than his assessed weekly charge of £9.53 per week.

Disability Related Expenditure Guide - Disability Related Benefits

The City of Edinburgh Council includes up to the middle rate Disability Living Allowance (DLA), standard rate Personal Independence Payment (PIP) and the lower rate of the Attendance Allowance (AA) when assessing care charge as per the COSLA Guidance.

The Council will take these benefits into account as the benefits are to help with personal care tasks such as eating, getting in and out of bed, going to the toilet, and washing. The higher rate Disability Living Allowance and Attendance Allowance may also be included if the council provides 'night-time' services.

While Councils have the power to charge for non-residential services, charges must be "reasonable and practicable" for an individual to pay, and it is essential that councils take account of Disability Related Expenditure as part of the financial assessment.

The City of Edinburgh Council applies higher allowances to adults below pension age than is recommended by COSLA.

Adult Charging Threshold - This equates to an additional £63 to a single adult person and £96 to an adult couple to enable them to cover their disability related costs.

	Single	Couple
COSLA Adult	£138.00	£210.00
COSLA Older People	£222	£338.00
City of Edinburgh Council (all service users)	£222.00	£338.00

	Disregard Capital Below	Weekly Tariff Income
COSLA Adult	£6,000	£1 per £250
COSLA Older People	£10,000	£1 per £500
City of Edinburgh Council (all service users)	£10,000	£1 per £500

Personal care is free for all ages

Disability Related Expenditure - Further consideration will be given for additional expenses a service user may have over and above the additional allowances included within the financial assessment.

Additional Disability Related Expenditure may relate to, but will not be restricted to:

- additional heating requirements
- purchase, maintenance, and repair of disability related equipment
- special dietary requirement
- specialist clothing
- help with cleaning and other domestic tasks.

The City of Edinburgh Council will consider additional costs in the following circumstances:

- The service user is in receipt of disability related benefit such as DLA, PIP or AA
- The extra cost is needed to meet a service user's specific need due to a condition or disability as identified in an individual care assessment / care plan.
- The cost is reasonable and can be verified by way of receipts and bank statements.
- It is not reasonable for a lower cost alternative item or service to be used.
- Checks will be made to ensure that the services / costs cannot be met by an alternative means example additional DWP benefits, health services or assistance from a Voluntary Organisation.

It is expected that the retained income will cover everyday living costs such as:

- Food
- Drink
- Board and Lodge
- Transport costs
- Other expenditure such as personal debts and arrears
- Hairdressing
- Bedding
- Clothes
- TV Licence and subscriptions to satellite or digital TV companies
- Spectacles
- Dentistry
- Window Cleaners
- Repairs and maintenance of buildings
- Insurances including building, contents, mortgage protection, life
- Utility bills such as Water, gas, electricity, and telephone
- Alternative therapies/Treatments
- Gardening – other than basic gardening costs allowable under DRE

CONTRIBUTIONS FOR RESIDENTIAL SOCIAL CARE SERVICES

Moving to a care home

A care home is a place where people can live and have their care needs met by trained staff in homely surroundings. Care homes offer a wide range of support:

- a. nursing care homes have trained nurses and additional equipment if you need it.
- b. residential care homes do not provide nursing staff, but you can ask a community nurse to visit you if needed.

The City of Edinburgh Council will assess your care needs. If it is decided that you need to live in a care home, we will assess whether you need a nursing home or a residential home.

- a. If you have been assessed for residential care and move to a residential care home, we will pay the national care home rate.
- b. If you have been assessed for residential care and move to a care home that only accepts the nursing rate, we will pay the national care home rate.
- c. If you have been assessed for nursing care and move to a nursing care home, we will pay the national care home rate.

You must discuss the rates with your chosen care home as we are unable to pay more than we have assessed your rate to be.

If, after the assessment, we think that you do not need a place in a care home, you can still choose to move into a care home, but you will not be entitled to funding from us. This means you will have to pay the full cost of your care and accommodation.

If your needs change while you are in the Care Home, you can ask for a reassessment of your needs at any time through Social Care Direct by telephoning 0131 200 2324.

Who needs to pay?

Everyone pays a contribution towards their care and accommodation. When you are choosing a care home it is important to know that care home costs can vary widely. Care home fees range from:

- £574 to £1,600 a week
- £24,700 to £85,800 a year
- £74,100 to £257,400 for three years.

You should check the cost of the care home before accepting a place to make sure that you can afford to move there

Your contribution will be based on your income and on any savings and investments you have.

Individuals with savings / investments of less than £28,750 and do not own property

Individuals may be entitled for local authority funding.

We have national care home rates that we will pay to care home providers to cover their fees. If you have savings and investments of less than £28,750 and do not own property you can choose a care home from a list of the providers who accept our standard care home rates if they have a place for you.

We will pay the care home our national care home rate including any Free Personal Care or Free Personal and Nursing Care payments. You will pay an assessed contribution based on your income and savings. How we work out your contribution is explained later in this section.

You can choose to reside in a care home of your choice, but should this exceed this approved National Care Home Contract rate applied by the City of Edinburgh Council, it is the responsibility of the resident or third party to agree to pay this costs and this contract is solely between the resident or third party and the care home.

To enable us to calculate your contribution towards your care we will ask you to fill in a financial data collection form. You can ask someone else to fill in the form but you or your Attorney or Financial Representative will need to sign it to confirm the information is accurate.

You will need to provide us with a photocopy of the following:

- a. bank and/or building society statements
- b. Department for Work and Pensions letter
- c. War Pension letter, detailing war pension breakdown (if applicable)
- d. evidence of any investments and the terms and conditions of any trusts
- e. documents about any power of attorney or financial guardian We may
- f. require you to provide further information.

You should contact us if you have any difficulty with the form as we can help. You can find our contact details at the end of this booklet. If you decide not to fill in the form, you will be charged the full cost of your care, less any Free Personal Care or Free Personal and Nursing Care payments. We will ask you to sign a written agreement which shows the cost of the care home and the amount you have been assessed to contribute

Outgoings

As part of our Financial Assessment process most of your income will go towards paying for your care, therefore you should review any outgoings you have to ensure that you are able to pay your assessed contribution towards your care home fees.

This means you will need to consider your current outgoings such as Direct Debits for rent, council tax and TV/phone packages etc, as many of these may need to be cancelled or have a period of notice given as soon as your care home move has been confirmed.

You will be able to keep a specified amount for personal expenses. This is called the personal allowance. This allowance is to cover any day-to-day personal expenses, such as cigarettes, clothing, newspapers etc. as all other costs regarding food, gas and electricity will be met by the care home.

If you have an outstanding debt from living in the community, such as a store card or loan, you may need to contact the creditor and reduce your debt repayments to a manageable amount as these repayments will need to come from your personal allowance.

The council cannot support repayment of these debts by offering a disregard of your income in your Financial Assessment.

Calculating your contribution

We assess you on an individual basis. We include income from:

- a. State Pension, Pension Credit (Guaranteed and Savings) and any other benefits you receive
- b. Occupational Pensions, personal pension, and Widows/Widowers Pensions
- c. Attendance Allowance and Personal Independent Payment/Disability Living Allowance (care component) for the first four weeks of your stay in the care home as these benefits stop after four weeks
- d. any other income

Department for Work and Pensions information

It is your responsibility or that of your financial representative to contact the Department for Work and Pensions directly to advise them of a move to a care home, seek advice regarding eligibility for the benefits you are currently receiving or apply for additional benefits you are entitled to. If you have a spouse/partner remaining at home, they should also contact the Department for Work and Pensions to discuss eligibility of benefits. Their telephone number is 0800 731 0469.

We assess you based on you receiving the appropriate benefits which may include Pension Credit. If you are not receiving the benefits included in your assessment it is your responsibility to make a claim for the benefit. We will not refund you if you fail to claim.

The Council is unable to advise the Department for Work and Pensions on your behalf. We do not include:

- a. half of your occupational or personal pension if your spouse/partner continues to live at home (but you must ask us to do this in writing or tick the relevant box in section C of the Financial Data Collection form). Please note, this does not apply to your state pension.
- b. your husband, wife, or partner's pension
- c. the mobility component of Personal Independent Payment/Disability Living Allowance

- d. up to £6.75 if your weekly income is more than £208.67 a week or if you receive Pension Savings Credit. We will add this to your weekly personal allowances
- e. up to a maximum of £6.00 for life Insurance
- f. £10.00 of a War Pension or a civilian injury pension.
- g. a personal allowance of £29.30 per week.

War pensions

We may be able to ignore more than £10.00 of your war pension from the assessment. If you receive a war pension, please send us a photocopy of the war pension entitlement document.

Occupational or Personal Pension Disregard

If you are married or have a partner and they are remaining at home, you can ask us to disregard 50% of your occupational or personal pension as being paid to your spouse/partner. This may affect your spouse/partner's eligibility for certain Department for Work and Pensions benefits. Your spouse/partner can contact the Department for Work and Pensions on 0800 731 0469 to discuss this.

We cannot advise whether or not you should give 50% of your occupational or personal pension to your spouse/partner or how this is managed.

We include savings and investments from:

- a. money in bank, building society, Post Office, and savings accounts
- b. half of any jointly held accounts. If the joint account is with someone other than your spouse or partner, that person will need to show that they have paid money into the account
- c. premium bonds (at purchase price)
- d. shares (at the current market rate)
- e. National Savings Certificates
- f. any other savings and investments

We may include:

- a. Savings or income bonds (full details will need to be provided)
- b. Money held in trust (we will need to see a copy of the trust deed)

Investments

We may be able to ignore your investment capital in the assessment provided that you can prove that the investment includes an element of life insurance. If you have such a product, please send us a photocopy of the policy documents showing that life insurance is included. You should clarify this with us as soon as possible, as inclusion/exclusion of this product in our assessment may affect the funding status and/or care home choice.

We will check the date the investment was bought and only disregard this if it is not seen as deprivation of capital. The care fees should cover all your care needs, but you should

check with the care home if you will have to pay any other charges such as outings, hairdressing, and activities. The personal expenses allowance of £28.75 is set by the Scottish Government and cannot be increased to cover additional expenditure for example to buy cigarettes or alcohol.

We may need to reassess the level of client contribution payable, in light of additional information. For example, if you find that the amount of funds held in a bank account is greater (or less) than you initially believed. This reassessment may be backdated to date of admissions to the care home.

We may need to reassess the level of client contribution payable, in light of additional information. For example, if you find that the amount of funds held in a bank account is greater (or less) than you initially believed, this reassessment may be backdated to date of admission to the care home. We will review your charges every year to include any increases in costs or any changes to your income or savings. You can ask us to review your charges at any time.

Paying your bills

If you are a resident in a private care home, the care home will issue an invoice for the client contribution. They will talk you through the payment options including any third-party contribution, if/where applicable. Our contribution will be paid directly to the care home.

If you are a resident in a City of Edinburgh Council care home, we will send you an invoice for your client contribution once the financial assessment is completed and you have received the outcome letter. We will also send you information on our invoicing process.

Savings & investments of between £18,000 and £28,750

If you have savings and investments between £18,000 and £28,750 you will contribute all your weekly income except your personal allowance of £28.75 a week. You will also pay £1 a week extra for every £250 or part of £250 you have between £18,000 and £28,750.

This is called Tariff Income. The amount you pay will reduce as your savings reduce provided your savings are spent on acceptable expenditure. For information on expenditure that we do not accept to reduce your savings please see Depriving Yourself of Capital section. When your savings reach £18,000 you will no longer pay a weekly charge from your savings, but you will still pay a contribution from your income.

Example 1

George is over 65, has less than £18,000 in savings and has an income of £173.75 from his pension and Pension Credit. George will pay £145.00 per week towards his care home costs.

Income

State pension	£134.25
Pension Credit (Guaranteed)	£42.85
Total (A)	£177.10
Allowances	
Personal Allowance	£29.30
Total (B)	£29.30
George's contribution is (A-B)	£147.80

Example 2

Elizabeth is over 65 and has an income of £155.62 from her pension and Pension Credit. She has savings of £20,500. Elizabeth will pay £134.00 per week towards her care home costs.

Income	
State pension	£134.25
Pension Credit (Guaranteed)	£18.50
Pension Credit (Savings)	£2.87
Tariff Income from capital of £20,500 ($£20,500 - £18,000 = £2,500$ divided by £250)	£10.00
Total (A)	£165.62
Allowances	
Personal Allowance	£28.75
Savings credit disregard	£2.87
Total (B)	£31.62
Elizabeth's contribution is (A-B)	£134.00

The care fees should cover all your care needs, but you should check with the care home if you will have to pay any other charges such as outings, hairdressing, and activities. The personal expenses allowance of £28.75 is set by the Scottish Government and cannot be increased to cover additional expenditure for example to buy cigarettes or alcohol.

We may need to reassess the level of client contribution payable, in light of additional information. For example, if you find that the amount of funds held in a bank account is greater (or less) than you initially believed. This reassessment may be backdated to date of admission to the care home.

We will review your charges every year to include any increases in costs or any changes to your income or savings. You can ask us to review your charges at any time.

Savings investments of less than £28,750 and own property

If the value of your savings and investments is less than £28,750, and you own a property, you will be responsible for the full cost of your care home fees less any entitlement to Free Personal Care or Free Personal Nursing Care payments because your property is capital you own.

Investments

We may be able to ignore your investment capital in the assessment if you can prove that the investment includes an element of life insurance. Please send us a photocopy of the policy documents showing that life insurance is included.

You should clarify this with us as soon as possible, as inclusion/exclusion of this product in our assessment may affect the funding status and/or care home choice. We will check the date the investment was bought and only disregard this if it is not seen as deprivation of capital.

Any property, land, and buildings you own are types of capital and their value is included with your savings and investments when we work out your contribution. If you own a part share in a property, only the value of your share is included when we work out your contribution. In some circumstances part shares of property may not be included as capital.

We may decide not to include the value of your home if there is someone still living in your home.

This could include:

- a. your husband, wife, or partner
- b. a relative over 60
- c. a relative under 16 who you support financially
- d. a relative who is disabled
- e. a divorced or estranged partner who is a single parent with a dependent child
- f. the person who looked after you before you moved into the care home if they had given up their own home to move in and care for you.

Please note we may request evidence of the above including how long someone has been living in your home.

If we have disregarded your property or your share in a property, you must advise us if you are planning to sell the property or change the title. We would expect you to receive your share of the net proceeds from the property sale and therefore a financial reassessment may be required.

We would expect that if your property were sold and another property is purchased, you would still own the same share and any residual funds will be split accordingly.

If property maintenance/renovation is unmanageable it is your responsibility to consider other options e.g., sell the property. We cannot subsidise the maintenance or renovation of the property.

You can choose which care home you want to move to as long as they have a place for you however you should check the cost of the care home before accepting a place to ensure that you can afford to move there.

You will need to work out how long you will be able to afford to stay in the home. Some care homes need you to prove that you have enough money to cover the care fees for three to five years. The fees you pay are more expensive than the standard rate that we pay.

Private Care Homes

The care home may ask you to sign a contract agreeing to their terms and conditions and we would advise you that this agreement is solely between you and the care home, the City of Edinburgh Council is in no way party to this agreement.

12 Week Funding

If you have savings and investments of less than £28,750 and own a property, you may be entitled to 12-week funding.

You can choose a care home from a list of providers who accept the national care home rate if they have a place for you. You can choose a more expensive care home if you wish but you will need to make your own arrangements with the care home to meet the extra costs.

For the first 12 weeks of your stay, we will pay the care home up to the national care home rate, including any Free Personal Care or Free Personal and Nursing Care payments, and you will pay an assessed client contribution based on your income and savings, excluding the value of your home.

12-week funding is subject to a financial assessment, and we can only pay up to the national care home rate less a client contribution. 12-week funding is only available for the first 12 weeks of your stay.

So that we can calculate your contribution towards your care we will ask you to fill in a financial data collection form. You can ask someone else to fill in the form but you or your Attorney or Financial Guardian will need to sign it to confirm the information is accurate. You will need to provide us with copies of:

- a. bank and/or building society statements for the last six months
- b. Department for Work and Pensions letter
- c. War Pension letter, detailing war pension breakdown (if applicable)
- d. evidence of any investments and the terms and conditions of any trusts
- e. documents about any power of attorney or financial guardian.

You should contact us if you have any difficulty with the form as we can help you to complete it.

If you decide not to fill in the form you will be self-funding and charged the full cost of your care less any Free Personal Care or Free Personal and Nursing Care payments.

We will ask you to sign a written agreement which shows the cost of the care home and your assessed contribution. You may be entitled to Free Personal Care (worth £193.50 per week) or Free Personal and Nursing Care (worth £280.60 per week) if you are entitled to both. The Council will pay these amounts to the care home and not directly to you.

You will not be entitled to Free Personal Care or Free Personal and Nursing Care payments if we have not assessed you or if we assess that you are not eligible. Payments of Free Personal Care or Free Personal and Nursing Care only begin from the date of assessment or date of admission to the care home, whichever is later.

If you sell your home within the 12-week funding period,

You will be responsible for the full cost of your care, less any Free Personal Care or Free Personal and Nursing Care payments, from the date of the sale.

You will be self-funding and responsible for the full cost of your care, less any Free Personal Care or Free Personal and Nursing Care payments from week 13, whether or not your home has been sold

When the total value of your savings and investments is approaching £28,750 you must ask us for a financial review. This is known as a New Threshold.

You can request a review by emailing hsc.financialassessment@edinburgh.gov.uk or by phoning 0131 529 5900

We are required to give the care provider four weeks' notice of a change in funding.

During the financial review we will ask you for evidence of all the capital you held at the date of your admission to care, all the income you have received since being in care and all the care fees paid. We will also ask for details of personal expenditure. If we are satisfied that you have spent your income (excluding mobility benefits) and capital on care home fees and up to £3,500 a year on personal expenditure, then we will help you with your care home fees.

From the date we calculate that you are eligible for help, you will pay an assessed contribution based on your income and savings and we will pay the balance of the fees up to national care home rate

If you are in a more expensive home that does not accept our national care home rates then you will need someone who is willing and able to pay the extra costs for as long as you stay there, or in some circumstances, you may have to move to a different home

If we are not satisfied that you have used your income and capital on care home fees we will investigate further. We will accept that half of your occupational or personal pension is given to your husband, wife, or partner if they continue to live at home. Please note, this does not apply to your state pension

If you own a property, you will not be eligible for help unless we disregard the property from the financial assessment. Please contact us to discuss this or Further information can be found under Interim or Deferred Payment Agreement funding options.

Interim Funding Definition

Interim Funding is a short-term loan from the Council to fund part of your care costs until your property is sold. You can apply for Interim Funding of your care home fees when your capital (excluding the value of your home) falls below £8,000 and any 12-week funding has ended.

You are not automatically entitled to Interim Funding. To be considered for this you must make an application to us in writing. Your property must be on the market for sale, you must be the legal owner of the property and the Council must be satisfied that the property is suitable for lending purposes.

You will need to provide us with a copy of the Home Report. We will place a Charging Order on the property as security for the loan and you will be responsible for the legal costs associated with this (around £600).

During Interim Funding, you will pay an assessed contribution towards your care based on your income and savings. The Council will pay the balance of the fees up to that national care home rate. If the care home charges more than the national care home rate, you will have to make your own arrangements with the care home to meet the extra costs.

You must supply financial information to allow a financial assessment to be completed. The Interim Funding loan will be repaid from the sale of your property or from your Estate.

Deferred Payment Agreement Definition

A Deferred Payment Agreement is a loan from the Council to fund part of your care costs.

You can apply for a Deferred Payment Agreement when your capital (excluding the value of your home) is below £18,000 and any 12-week funding has ended. This type of loan is usually requested if you do not wish to sell your property immediately.

You are not automatically entitled to a Deferred Payment Agreement. To be considered for this you must make an application to us in writing. You must be the legal owner of the property and the Council must be satisfied that the property is suitable for lending purposes.

You will need to provide us with confirmation of the valuation of the property. We will place a Charging Order on the property as security for the loan and you will be responsible for the legal costs associated with this (around £600).

During the Deferred Payment term, you will pay an assessed contribution towards your care based on your income and savings. The Council will pay the balance of the fees up to the national care home rate. If the care home charges more than the national care home rate, you will have to make your own arrangement with the care home to meet the extra costs.

You must supply financial information to allow a financial assessment to be completed. The Deferred Payment loan will be repaid from the sale of your property or from your Estate.

Previously a Deferred Payment request involved placing a Standard Security over the property which would be actioned by a solicitor, this is no longer required.

It is up to you to advise the private care home that you are applying for Interim Funding or a Deferred Payment. You should also discuss with the private care home regarding deferring the difference between your agreed rate and the national care home rate if applicable.

Savings & investments of more than £28,750

You will be self-funding if the total value of your savings, investments and property exceeds £28,750 and you will be responsible for the full cost of your care home fees less any entitlement to Free Personal Care or Free Personal and Nursing Care payments.

You may be entitled to Free Personal Care (worth £193.50 per week) or Free Personal and Nursing Care (worth £280.60 per week) if you are entitled to both. The Council will pay these amounts to the care home and not directly to you.

You will not be entitled to Free Personal Care or Free Personal and Nursing Care payments if we have not assessed you or if we assess that you are not eligible. Payments of Free Personal Care or Free Personal and Nursing Care payments only begin the date of assessment or date of admission to the care home, whichever is later.

Investments

We may be able to ignore your investment capital in the assessment if you can prove that the investment includes an element of life insurance.

Please send us a photocopy of the policy documents showing that life insurance is included. You should clarify this with us as soon as possible, as inclusion/exclusion of this product in our assessment may affect the funding status and/or care home choice.

We will check the date the investment was bought and only disregard this if it is not seen as deprivation of capital. You can choose which care home you want to go to as long as they have a place for you. However, you should check the cost of the care home before accepting a place to ensure that you can afford to move there.

You will need to work out how long you will be able to afford to stay in the home as some homes need you to prove that you have enough money to cover the care fees for three to five years.

The fees you pay are more expensive than the national care home rate that we pay. The care home will ask you to sign a written agreement agreeing to pay the fees. We will pay any Free Personal Care or Free Personal and Nursing Care payments to the care home.

Savings investments approaching £28,750

When the total value of your savings and investments is approaching £28,750, you must ask us for a financial review. This is known as a New Threshold.

You can request a review by emailing hsc.financialassessment@edinburgh.gov.uk or by phoning 0131 529 5900.

We are required to give the care provider four weeks' notice of a change in funding. During the financial review we will ask you for evidence of all the capital you held at the date of your admission to care, all the income (excluding mobility benefits) you have received since being in care and all the care fees paid. We will also ask for details of personal expenditure

If we are satisfied that you have spent your income and capital on care home fees and up to £3,500 a year on personal expenditure, then we will help you with your care home fees. From the date we calculate that you are eligible for help, you will pay an assessed contribution based on your income and savings and we will pay the balance of the fees up to our standard rate

If you own a property, you will not be eligible for help unless we disregard the property from the financial assessment. Please contact us to discuss this or see Interim Funding or Deferred Payment Agreement funding options.

If you are in a more expensive home that does not accept the National Care Home Rate then you will need someone who is willing and able to pay the extra costs for as long as you stay there, or in some circumstances, you may have to move to a different home

If we are not satisfied that you have used your income and capital on care home fees we will investigate further.

We will accept that half of your occupational or personal pension is given to your husband, wife, or partner if they continue to live at home. Please note, this does not apply to your state pension.

Paying your bills

If you are a resident in a private care home, they will talk you through their payment options including any third-party contribution, if/where applicable. We will pay any Free Personal Care or Free Personal and Nursing Care payments you are entitled to directly to the care home.

If you are a resident in a City of Edinburgh Council care home, we will send you an invoice for the care home cost less any Free Personal Care or Free Personal and Nursing Care payments you are entitled to. We will also send you information on our invoicing process.

The care fees should cover all your care needs, but you should check with the care home if you must pay any other charges such as outings, hairdressing, and activities.

Any periods you are not living in a care home

You will continue to be charged for any period/s you are not living in a care home. This includes any stays in a hospital. Your Free Personal Care or Free Personal and Nursing

Care payments stop after 14 days, and you will be expected to pay the full costs. Payments will start again when you return to the care home.

Please discuss with the care home and come to an agreement on a permanent discharge date as the care home may charge a notice period.

Outgoings

You should review any outgoings you have to ensure that you are able to pay your care home fees. This means you will need to consider your current outgoings such as Direct Debits for rent, council tax and TV/phone packages etc. as many of these may need to be cancelled or have a notice period.

If you have an outstanding debt from living in the community, such as a store card or loan, you may need to contact the creditor and reduce your debt repayments to a manageable amount.

Department for Work and Pensions information

It is your responsibility or that of your financial representative to contact the Department for Work and Pensions (DWP) directly to advise them of a move to a care home, seek advice regarding eligibility for the benefits you are currently receiving or apply for additional benefits you are entitled to. If you have a spouse/partner remaining at home, they should also contact the Department for Work and Pensions to discuss eligibility of benefits. Their telephone number is 0800 731 0469.

The Council is unable to advise the Department for Work and Pensions or make a claim on your behalf.

Depriving yourself of capital

It is common to want to pass on savings and other capital such as your home to your children or others. However, before deciding to transfer your home or capital you should consider the following points:

- a. If you have moved an asset or capital out of your name it does not necessarily mean that you will receive financial help from us. When deciding if you are entitled to financial help, we will ask you if you have ever owned property.
- b. We do checks on transfers, and we will regard a transfer of capital as deliberate if you have transferred it to someone else so that you are more likely to qualify for financial help.
- c. If we find that you have deliberately deprived yourself of capital to avoid paying care home fees (including to reduce Tariff Income), we will assess you as if you still own it; we call this 'notional capital'. We will include the value of this capital when we work out your contribution and we will not fund your care costs until your notional capital plus your actual capital falls below £28,750.
- d. There are no time limits on how far we can go back when considering if you have deliberately deprived yourself of capital. However, we usually consider
- e. Transfers that have taken place up to seven years before you move to a care

home.

- f. If you gave away capital within six months of you needing residential care or whilst you were in care, we can ask the people who received it to pay for your care.

We will also look for other ways you might have deliberately deprived yourself of capital, such as:

- a. a lump-sum payment has been made to someone else (for example, as a gift or to repay a debt for someone else)
- b. a lot of money has been spent on something (for example on an expensive holiday)
- c. money has been spent on third party top-up care home costs
- d. the title deeds of a property have been transferred to someone else
- e. money has been put into a trust which cannot be revoked
- f. money has been changed into another form that we would normally disregard (for example, personal possessions)
- g. capital has been reduced by living extravagantly (for example, following a much higher standard of living than you could normally afford)
- h. capital has been used to buy an investment bond with life insurance.

How do we decide

We consider each case individually and on its own merit. There may be several reasons why you transferred capital assets and we will consider each of them.

We will decide if paying care fees was a significant factor in your decision to transfer capital and if it was your intention to **deliberately** deprive yourself of the capital to get help with care fees.

We will also consider the **timing** of any transfers of capital and the circumstances leading up to the transfer. Our decision will be based on the available evidence including:

- a. How healthy you were at the time of the transfer and any medical evidence.
- b. Was the need for care or the move to a care home foreseeable at the time of the transfer of the capital.
- c. What explanation you can give for the transfer of the capital other than to intentionally deprive yourself of available capital to pay for care. If you gift capital to a family member or a long-term carer then we look for the reasons behind the gift.

As we treat each case individually, we cannot make a statement about what you can spend your capital on before you can receive assistance with care fees. However, we will make every effort to be reasonable.

If you disagree with our decision

You can challenge our assessment or our decision not to fund care home fees due to deliberate deprivation of capital by contacting us.

We will make every effort to communicate with you and we will meet with you to explain our decision/s. You have the right to ask for a meeting with us at any stage in this process and we will make every attempt to resolve your complaint. You also have the right to ask for a meeting with a senior manager.

If your complaint remains unresolved you can make a formal complaint to our complaints department, which we must investigate and respond to within 28 days. You can get information about making a complaint on the Council website www.edinburgh.gov.uk/socialworkadviceandcomplaints or email socialwork.complaints@edinburgh.gov.uk or call 0131 553 8395.

While your complaint is being investigated, we will charge you based on your income and your capital, excluding any capital transfers that are under challenge. However, if your complaint is not upheld or supported then we will charge you based on your income and capital including capital transfers from the date you requested funding.

If you are not satisfied with the outcome of the complaint procedure, you can then raise your complaint with the Scottish Public Services Ombudsman.

If you think that a decision was made without us properly following the law, you can apply to the courts for a judicial review using the help of a solicitor.

Seeking Independent Advice

Deliberately depriving yourself of assets can have other consequences beyond care home fees. Many older people never need to go to a care home and if you have given away most of your assets you may struggle financially in the future. Once an asset has been transferred, the new owner has complete control over it.

Giving away your home could cause other problems too. For example, if you gave your home to your children and carried on living there, and they were declared bankrupt or divorced, they might have to sell the property, potentially making you homeless. If you are thinking of giving away your assets for any reason you should always seek independent legal advice.

Acting on Someone's Behalf

If you are over 18 and there is no power of attorney and you want to help someone to manage their money, there are options open to you. It is important that these arrangements are put in place as soon as possible to prevent the person moving into the care home building up a debt.

The options available to you:

- a. You can apply to the Department for Work and Pensions to become an appointee. Benefits including the state retirement pension can be paid into an account you choose. You will become responsible for paying the care home bills and making sure the personal allowance is paid to the resident. Their telephone number is 0800 731 0469. We can cancel any appointees and access to fund arrangements if it can be shown that the money is not being used to pay care

home fees.

- b. If the resident is in a Council care home and is only receiving state benefits, we can apply to the DWP to have those benefits paid directly to the care home. We will make sure that the bills are paid and that the resident is given their personal allowance.
- c. We can apply to become corporate appointee or apply for access to funds if we cannot identify anyone willing to manage the resident's finances.
- d. You can apply to the Office of the Public Guardian (Scotland) for access to funds if the person in the care home is unable to manage their money and has savings or income such as a private pension.
- e. You can apply to the Office of the Public Guardian (Scotland) for a Guardianship order which authorises a person to act or make decisions on behalf of an adult with incapacity in relation to either their finances, welfare, or both

You must advise us if you are applying for power of attorney or financial guardianship on behalf of someone and keep us updated on the progress.

You can get further information from the Office of the Public Guardian (Scotland) through their website www.publicguardian-scotland.gov.uk or by phoning 01324 678300.

Contact Us

Please ensure you provide us with accurate, up to date financial information and inform us of any changes to your circumstances. We may confirm financial information from other departments within the Council.

Web: www.edinburgh.gov.uk/carehomecosts

Email: hsc.financialassessment@edinburgh.gov.uk

Phone: 0131 529 5900

Address The City of Edinburgh Council, Financial Assessment Services, C3
Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG

Please ensure you provide us with accurate, up to date financial information and inform us of any changes to your circumstances. We may confirm financial information from other departments within the Council.

Privacy Statement

We require to collect personal data from you so that we can provide you with the service you need. The Council will ensure that we process your personal data lawfully and fairly. You can find out more information about how we will do this by reading our Privacy Notice. This is available on the Council website (<http://www.edinburgh.gov.uk/privacy>) or on request from this office.

Implementation

Implementation of the policy will be undertaken through communication with the relevant teams undertaking charging on behalf of the Edinburgh Health and Social Care Partnership.

Roles and Responsibilities

The policy has been developed by the Edinburgh Health and Social Care Partnership in consultation with key stakeholders (e.g., transactions and finance teams).

Related documents

Not applicable.

Integrated impact assessment

As part of this process the extant Social Care Charging Policy was reviewed and remains still fit for purpose. The only change to the policy at this time is the updating of charges to reflect the 2021/22 costs (and are in line with COSLA charging guidance and remained the same as 2020/21 charges for care at home services). These charges have previously been agreed at Full Council on 18 February ([link here](#)). Based on this we have been advised that a new IIA is not required at this time.

Risk assessment

The policy for charging for services are underpinned by legislation (Social Work (Scotland) Act 1968 (as amended) and Community Care and Health (Scotland) Act 2002)

The risks of not implementing this policy include:

- Individuals are subject to different charging costs which may have a detrimental impact to individuals if they are overcharged for services
- Reputational damage to the Council if undercharging or overcharging occurs as a result of the policy not being complied with.

Review

The policy document will be reviewed annually along with the web pages and the information leaflets. Feedback on this policy from key stakeholders and interested parties will be considered at review and amendments, enhancements made to the policy as appropriate.

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Policy and Sustainability Committee

10:00am, Tuesday, 3 August 2021

Youth Work in Community Centres and Other Locations

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 The Policy and Sustainability Committee is asked to note the achievements and the success of the Get into Summer Programme
- 1.2 To note the delivery of youth work in centres and other locations
- 1.3 To note that plans are in place for the resumption of youth work services in a range of settings across the city from September 2021
- 1.4 To note that CEC officers are working with LAYC to gather information from YW providers to establish if there are issues relating to access to CEC buildings and CEC officers will work to resolve any difficulties
- 1.5 To agree to receive a further report on the youth work strategy in October.

Julien Kramer

Interim Executive Director for Education and Children's Services

Contact: David Bruce, Senior Education Manager (Community Services)

E-mail: David.bruce@edinburgh.gov.uk

Youth Work in Community Centres and Other Locations

2. Executive Summary

- 2.1 Council sponsored youth work services have been provided throughout the summer of 2021 in a range of settings.
- 2.2 Youth work provision has been a key feature of the successful Get into Summer Programme.
- 2.3 CEC officers continue to work with Management Committees of Community Centres to support the resumption of Youth Work in Community Centres as part of the Council approved phased approach to re-opening of Community Centres.
- 2.4 Council officers are working with LAYC to collate a city wide response to a request for information on plans for YW provision and plans for Sept 2021 and beyond.

3. Background

- 3.1 City of Edinburgh Council at its meeting of 24 June approved an addendum by the Coalition which stated: 'Council requests an update report to Policy and Sustainability Committee in August with updated information as requested and updated information of the programme of reopening youth services that took place in the summer as well as further actions planned upon school return.'
- 3.2 The [Covid-19 Guiding framework for Youth work](#) defines youth work as 'an educational practice contributing to young people's learning and development. Youth work engages young people within their communities: it acknowledges the wider networks of peers, community and culture, it supports the young person to realise their potential and to address life's challenges critically and creatively, and it takes account of all strands of diversity' (p.4).
 - 3.2.1 The framework identifies four essential and definitive features:
 - 3.2.2 Young people choose to participate;
 - 3.2.3 The work must build from where young people are;

- 3.2.4 Youth Work recognises the young person and the youth worker as partners in a learning process.
- 3.2.5 Youth work's focus is on the 11-25 year age group with particular emphasis on 11-18 year olds.
- 3.3 It further adds that as 'youth work is considered to be an educational activity, it is therefore subject to specific guidance to support safe delivery within schools, community centres, buildings and facilities in line with the permitted purposes allowed in the Scottish Government Route Map'.
- 3.4 Lifelong Learning Service has adapted its approach and developed safe ways of working to develop youth work in a number of community settings. It is actively engaged with community centre management committees to identify ways in which their ambitions to resume activity, including youth work, can be supported and resourced, as far as possible, in line with public health guidance.
- 3.5 Council officers from Lifelong Learning Service, Facilities Management, Business Support, Environmental Services, Health and Safety, Fire Safety, Management Committee representatives have been assessing each building, to develop risk assessments, method statements, define occupancy levels, establish track and trace procedures etc specific to each location. A community centres reopening timetable is attached at Appendix 1.
- 3.6 Council officers have published H&S guidance for management committees to access and held training sessions on COVID procedures [Community centre reopening guidance – The City of Edinburgh Council](#)
- 3.7 Officers continue to meet all management committees every six weeks, with Edinburgh Voluntary Organisations Council and Lothian Association of Youth Clubs, to discuss services resumption.

Get into Summer

- 3.8 The Scottish Government has allocated funding to all local authorities to provide a programme of summer activities (called Get into Summer) for children and young people. Edinburgh received £846k plus a further £91k from Sport Scotland.
- 3.9 The purpose is to support children and young people's wellbeing after a year of disruption to school, out of school and community activities and extended periods of isolation from friends.
- 3.10 This investment is part of Scottish Government's social renewal agenda following the pandemic. It is focused on getting it right for every child by promoting the wellbeing of children and young people as Scotland begins to recover from Covid-19. It also complements wider investment in:
 - 3.10.1 holiday support through free school meal replacement for children in low income families
 - 3.10.2 wider investment in education recovery.

- 3.11 Local Authorities were asked to work with partners and ensure their programmes built on existing provision and good practice, also giving scope for innovation. Barriers to participation should be removed, particularly for target groups as identified by Scottish Government and children/young people's views should shape the programme, which aligns with good youth work practice.
- 3.12 An overview of the Get into Summer programme is contained within the Adaptation and Renewal Report (item 7.1)

4. Main report

- 4.1 Throughout the pandemic both the Council and a wide range of partner agencies and third sector colleagues have continued to provide a range of Youth work services across the city. That support for young people was highly valued and an important contribution to the city's response to the public health crisis and the impact that that crisis was having on the lives of young people.
- 4.2 Youth Work providers across the city rose to the challenges that they faced and found ways of engaging with young people yet keeping services users and staff safe from infection. Regular and updated guidance from the Scottish Government was made available via Youthlink Scotland and Youth Work providers were able to apply that guidance to their own settings and factor in the requirement and adjustments that they would need to make to operate safely. Much of the early YW support was digital ,remote, outdoor or very limited and targeted supports with individuals or small groups
- 4.3 As restrictions have eased then the possibilities have increased that CEC Youth Work providers can look forward to restarting services that would have been in place pre Covid including more indoor Youth Work in settings like Community Centres , Schools, Libraries, Leisure facilities .Voluntary Sector YW providers who operate their own buildings have had more opportunity to resume more indoor activity.
- 4.4 Council approved a proposal that CEC officers work with our partner Lothian Association of Youth Clubs (LAYC) to produce a Youth Work recovery plan which will be a stepping stone towards a new Youth Work Strategy within the wider context of the statutory requirement for a new 3 yr Community Learning and Development Plan (CLDP) for 2021-24
- 4.5 As part of the commitment to have a Youth Work recovery plan in place it was important to establish the level of provision that was in place at the start of the summer, what plans providers had for the summer and what the ambitions were for September 2021 onwards
- 4.6 Working with LAYC and CEC Lifelong Learning Service staff we have a snapshot of provision in May 2021 and asking for that information to be updated for September onwards (App 2). This information will not be available until the end of August as providers are under pressure with the demands of delivering the current programmes that they are involved with e.g. Get into Summer and Discover and are not yet able to fully plan ahead.

- 4.7 Youth work programmes and provision are needs led and negotiated with the young people involved and it is not appropriate to think of youth work provision as something that is static i.e. the same thing in the same place for the same young people. What emerges from local planning and negotiation remains to be seen but what is hoped for is a speedy return to a rich and varied community of practice that positively impacts on the lives of young people across the city

Community Centres.

- 4.8 The Task Group led by an Executive Director meets regularly to coordinate, plan and review the phased reopening of community centres. Each successive phase of centre re-opening has been achieved with the active support of the Management Teams. The three final phased openings: by 9th August, by 16th August and by 30th August, are programmed. A total of 30 centres. The Health & Safety programme is being completed.

- 4.9 Next steps:

- 4.9.1 Planning is in hand for the impact of Level 0 changes (Including social distancing). Risk assessments and safety procedures will ensure clear and valid audit trails to confirm safe arrangements for users and staff.
- 4.9.2 Reviewing the use of centres in the first quarter of reopening
- 4.9.3 Working with Lothian Association of Youth Clubs (LAYC) to produce a youth work recovery plan which will include engagement with Youth Work providers wishing to access Community Centres to work with young people. A report will be available in September which will set out which Community Centres will be available for use and if there are issues undermining the use of some centres what actions are planned to resolve those issues.
- 4.9.4 Developing with Management Committees a coherent approach to respond to requests from voluntary groups, agencies, vulnerable groups and individuals, who wish to access the centres.
- 4.9.5 Updating the H&S and operational resources available to management committees and groups and responding to any emerging issues.

Get into Summer

- 4.10 Below is some additional information to that contained within Adaptation and Renewal report (Item 7.1) and provides further detail on the spend and the youth and children's work aspects of the programme

A list of services and partners in receipt of Get into Summer funds and delivering programme can be found at Appendix 3

- 4.11 Get into Summer links with The Council's priorities:

- 4.11.1 Wellbeing** (and inclusion): activities are designed to support children and young people's health and wellbeing, including social interaction and having fun
- 4.11.2 Poverty:** all activity is free, with funding provided to remove barriers to participation such as travel costs. Some activities will include food. Some direct payments will be made to people living in poverty and/or crisis so they

can make choices about which activity to attend and afford the travel/equipment/kit costs if necessary

- 4.12 A Get into Summer Oversight Group of key officers including Resilience, Finance and Media meets weekly. Representatives from LAYC and EVOC are part of this group. A smaller core group progresses actions between the weekly meetings.
- 4.13 The Oversight Group invited colleagues and partners to request funding via a simple Microsoft Form. 120 requests were received, of which 111 were allocated funding by the Oversight Group initially committing £630,166. Of these 111 requests, 25 are for Council-led activities and 86 for partner organisations.
- 4.14 The Oversight Group also agreed to make direct payments to the families of Special School pupils who are in receipt of Free School Meals. This group of 251 children and young people face additional barriers and the funding is to support them access activities, where they may face extra costs. £100 per pupil was allocated and can be used to pay for specialist kit or equipment, taxis, additional carer/support hours to accompany children to activities etc.

The initial allocation of funding breaks down as follows

4.14.1	council-led activities:	£303,321	(25 requests)
4.14.2	partner activities:	£326,845	(111 requests)
4.14.3	direct payments	£25,100	(251 children/young people)

- 4.15 As a proportion of the funding was unallocated, a second round of requests was sought. 33 requests were received, of which 30 were funded and a further £71,060 was allocated as follows:

4.15.1	Council-ed activities:	£71,060	(5 requests)
4.15.2	Partners activities:	£91,678	(25 requests)

- 4.16 The largest proportion of funding, over both rounds, was awarded to youth work activities, including some led by Lifelong Learning and Community Centre Management committees. Many of the sport, outdoor, arts, cultural and heritage programmes also embed youth work practices and principles.
- 4.17 The third and smallest allocation of the fund, is specifically targeting identified gaps in activity or where there is lower provision for target groups. This includes providing vouchers for leisure activities and city attractions, bus passes and food vouchers as well as direct payments to some of the city's most vulnerable young people and families, including those in temporary homeless accommodation
- 4.18 Local authorities were asked to share Get into Summer programmes on their council website. Edinburgh's was available from the first week of the school holidays and can be viewed at <https://www.edinburgh.gov.uk/news/article/13247/summer-of-fun-for-edinburgh-s-young-people>
- 4.19 The Get into Summer programme covers:
 - 4.19.1 Arts, culture and heritage
 - 4.19.2 Early years
 - 4.19.3 Families
 - 4.19.4 Sport and outdoor learning activities
 - 4.19.5 Youth work

4.20 Below is a breakdown of spend in the first 2 rounds by category:

Spend per Sector – Round 1	Total
Arts, Culture, Heritage	£73,439.64
Early Years	£24,040.56
Families	£14,985.00
Sport & Outdoor	£189,468.50
Youth / Children’s work	£328,133.08
	£630,066.78

Spend per Sector - Round 2	Total
Arts, Culture, Heritage	£3,090.00
Early Years	£3,638.00
Families	£28,505.00
Sport & outdoor	£70,898.60
Youth / Children’s work	£56,606.58
	£162,738.18

Below is an overview of the spend

Overall Totals	Total
Council Service – Round 1	£303,321.32
Partner organisation - Round 1	£326,845.46
Council Service - Round 2	£71,060.00
Partner Organisation - Round 2	£91,678.18
SportScotland Grant	-£91,000.00
Payments to ASN Pupils (FSM)	£22,600.00
Total	£724,504.96
Budget	-£846,000.00
Targeted allocation	£121,495.04
Balance	0

4.21 Led by Lifelong Learning, a concerted effort by Council staff and partners has, within a very short timescale, resulted in an impressive array of activities and opportunities being made available, free of charge, to many of the most disadvantaged and vulnerable children, young people and families in the city. This

is a significant achievement that should be recognised and celebrated and built upon.

5. Next Steps

- 5.1 CEC officers will work alongside LAYC to collate the audit of plans for Sept 21 onwards and use that to inform the Youth Recovery Plan and new Youth Work Strategy
- 5.2 A report on Get into Summer will be taken to the Children's Partnership. Consideration will be given as to how to best maximise the Get into Summer partnerships as part of the Youth Recovery Plan.

6. Financial impact

- 6.1 All CEC Youth Work provision is funded by existing CEC revenue budgets.
- 6.2 Get into Summer was funded by the Scottish Government and the full allocation of funding to Edinburgh has been committed. Local authorities report to Scottish Government on the spend by 24th September 2021.

7. Stakeholder/Community Impact

- 7.1 Feedback from Get into Summer will be collated when schools return, and a report will be prepared for the Children's partnership and Scottish Government. Anecdotally and from feedback already received, Get into Summer is making a positive difference, including for the target groups identified by Scottish Government. The organisations and services in receipt of funds from CEC also report that the support has been extremely welcome, valued and beneficial.

8. Background reading/external references

- 8.1 [Youth Link Guidance](#)

9. Appendices

- 9.1 Appendix 1 Community Centre reopening timetable
- 9.2 Appendix 2 Youth Work Provision – LL Vol orgs summer 2021 combined
- 9.3 Appendix 3 Get in to Summer Funding Allocated

Appendix 1

Community Centre Reopening

Note: *Eight centres have out of school and day care – this doesn't rule out other activity taking place but would depend on an assessment of COVID transmission risks and compliance with Care Inspectorate guidelines.

Centre	Date of reopening from	Comments
Jack Kane	12 July	
South Bridge	12 July Adult programme term time	Canongate Youth Project and Summer Sounds
Royston Wardieburn	12 July	Lifelong Learning Service adult work from 12 July
Ratho	*Opened – potential for more activity from 12 July	
Clovenstone	12 July	
Pentland	12 July	
Goodtrees	12 July Adult activity term time	P1-P3 indoors P4+ outdoors
Carrickvale	19 July	
Cameron House	19 July	
Wardie Residents Club	*Opened – potential for more activity from 2 August – Saturday Karate	
Magdalene	2 August	
Sandys	2 August	
Leith	2 August	
West Pilton	9 August	
South Queensferry/ Rosebery Hall	*Opened – potential for more activity from 9 August	
Craigtinny	*Opened – potential for more activity from 16 August	
Portobello	16 August	
Inch	*Opened – potential for more activity from 16 th August [committee run]	Liberton After School Club on site until 13 th Aug
St Brides	16 August	Jazz Festival 16 to 25 July
Gilmerton	16 August YCW in term time Committee may run outdoor junior club over summer with Lifelong Learning Service - tbc	Committee clearing out – getting ready for services for vulnerable adults
Southside	16 August	Committee planning a new creative arts hub to operate from

	<p>And Adult Education term time only</p> <p>Committee keen to key hold for limited access</p>	September -looking for office access/planning
Gorgie Memorial Hall	16 August	
Valley Park	<p>16 August</p> <p>Centre won't be returned to pre-school use decant state until 19th July</p>	Childcare Connections - plus Dunedin Canmore Youth Project - at start of term - would want to get back on site
Kirkliston	*Opened – potential for more activity from start of school term	MC request start when school term resumes
Rannoch	30 August	MC request start when school term resumes
Bingham	30 August	MC governance issues being resolved through LLS support Office of Scottish Charities Regulator.
Northfield	*Opened – potential more activity from 30 August	Single occupancy for childcare and dependencies around to be resolved.
Juniper Green	*Opened – potential for more activity from 30 August	MC asked for August
Tollcross	30 August	MC has not asked to reopen but staff continue to make contact.
Braidwood	6 September	MC has not asked to reopen but staff continue to make contact.
Balerno		Meeting scheduled with Estates, Lifelong Learning Service and the MC wb 12 July, to discuss programme in light of recent changes in their membership.
Fort		MC - indicate they will disband as a charity and LLS are supporting the MC in this process
Gate 55		Symptomatic Test Centre until at least the Autumn
Moredun		No MC Building in need of maintenance. There is no Lifelong Learning Service or Facilities Management provision

Appendix 2

Lifelong Learning/Voluntary Sector – Youth Work Underway: summer 2021

The following provides a snapshot of youth work that is either currently being delivered or planned.

North West

Organisation	Activity	Started/Not started (if not, to start when?)	Illustration/example	Do you use a Council owned building to deliver this activity? If so, which one?	Do you currently have access to these premises? If not, do you know why not and when you will be able to access the building?
Lifelong Learning	Indoor Youth Work		N/A		
Pilton Youth & Children's Project (Own building)	Indoor Youth Work		ATC- Alternative School age 11+ (Monday) ATC- Employability Support / Drop In age 15+ (Tuesday) PY Adventurers Group P5-P7 age 8 + (Tuesday) Outdoor Activity project offering adventure based activities designed to build resilience and self- belief Roots & Branches Peer Support Group for YP age 11+ who are socially isolated (Wednesday) Girls Group age 11+ (Tuesday evening) P1-P2 Explorers group age 5+ (Friday)		

			P3-P4 Explorers group age 7+(Friday) 1:1- Intensive Support service working with young people on a daily basis age 5-18 years (referrals mainly from schools, children and young people supported with a range of issues, helping them move towards goals and building confidence and resilience		
Granton Youth	Indoor Youth Work		Tuesdays and Thursdays, only happening twice per week as we have no access to RWCCentre and currently using accommodation at Spartans and Fet		
Spartans	Indoor Youth Work		<ul style="list-style-type: none"> • Girls Group (Wed evening) • Friday FooTEA x 2 (p5-p7 + s1-s3) • Friday FooTEA (s4 upwards) • Sat AM Breakfast Club • Fun Fuelled Club (October school hols) x 2 Clubs (p5-p7 + s1-s3). <p>Sunday Welcoming Club returns for young people from BAME backgrounds.</p> <p>U12's 12-1.30pm & O12's 2-3.30pm</p>		
Muirhouse Youth Development Group	Indoor Youth Work		Pilton Retreat for 15 young people over the last 4 weeks		
Fet Lor	Indoor Youth Work		4 sessions per week for under 12s currently engaging with 60 young people with the opportunity for 20 more.		
Lifelong Learning	Detached Youth Work		Street work -Drumbrae & Clermiston -Mon 6-8pm – 12+ yrs		

			Kirkliston – 12 + yrs Weds 6-8pm Outdoor youth work sessions at Drumbrae Hub beginning 27 th October 12 + yrs Wednesday 5-6pm Friday 2-3pm 11 – 14 yrs		
Pilton Youth & Children's Project	Detached Youth Work Outreach		S1 + Streetwork delivered twice weekly (Wednesday and Friday at key times early/ late evening) ATC Family and 1:1 Support (Thursday and Fridays) ATC have been running throughout COVID-19 Open Access staff start streetwork W/B 9 th November		
Granton Youth	Detached Youth Work		Streetwork continuing but recruiting new staff which was delayed due to covid		
Muirhouse Youth Development Group	Detached Youth Work		Outdoor Play Sessions		
Fet Lor	Detached Youth Work		Sessions taking place Mon - Wed 6.30pm - 9pm		
Lifelong Learning	Youth Work in Schools		DofE – target schools Biking as Optional Activity -Broughton HS Youth Work activity		
Pilton Youth & Children's Project	Youth Work in Schools		1:1 Intensive Support Service Meet young people for support sessions on a daily basis		
Granton Youth	Youth Work in Schools		5 days per week – 1 member of staff 1 day per week – counselling		

			1 day per week 1:1 support youth work		
Spartans	Youth Work in Schools		Granton PS – 3 days a week Wardie PS – 2 days a week Pirniehall PS – 1 day a week		
Muirhouse Youth Development Group	Youth Work in Schools		Boys and Girls Group have been up in running since August. 12 Young People for 2 days a week are participating in this		
Lifelong Learning	Digital Youth Work		POLARI (LGBT) South Queensferry/Kirkliston Thurs 6-8pm Partnership with HOTS & Corstorphine Community Centre offering one to one/counselling support Twitter to interact with young people and highlight available activities and online YW offer Develop digital youth work sessions for 12 young people aged 13 + yrs		
Pilton Youth & Children's Project	Digital Youth Work		Staff engaged with young people in story sessions, yoga, arts activities, mediation this is just some examples Intensive Support Service has been running throughout lockdown and beyond, offering 1:1 and group support virtually We ran a 6 week virtual summer programme which proved really popular with many of the young people and their families		

			Next week delivering 1 week October programme virtually		
			ATC – delivering a weekly gaming hub throughout lockdown		
Granton Youth	Digital Youth Work		3 x weekly		
Spartans	Digital Youth Work		Ad-hoc support and individual sessions		
Fet Lor	Digital Youth Work		We provided 1 Zoom youth club per week		
Lifelong Learning	Youth Voice/Engagement		YouthTalk was underway in North – seeking to re-engage using digital platforms in conjunction with third sector partners		
Granton Youth	Youth Voice/Engagement		Working with volunteers 1 evening per week training at Fet Lor		
Muirhouse Youth Development Group	Youth Voice/Engagement		3 Sessions at Pilton Retreat with 10 young people from MYDG, FYP and Passion4Fusion		
Fet Lor	Youth Voice/Engagement		Running Young Volunteers programme in partnership with Granton Youth.		
Lifelong Learning	Any other (e.g. Hubs, Discover)?		Outdoor youth work activity based - biking/canoeing/bushcraft- joint working with Granton youth, Bridge8 & LLL		

North East

Activity	Started/Not started (if not, to start when?)	Illustration/example	Do you use a Council owned building to deliver this activity? If so, which one?	Do you currently have access to these premises? If not, do you know why not and when you will be able to access the building?
Indoor Youth Work				
Outdoor Youth work				
Detached Youth Work		3 sessions have taken place on a Friday afternoon within the Craigentenny/Lochend area		
Youth Work in Schools		Bike ability sessions for P6/7 pupils: been delivering at Niddrie Mill PS since September 2020, twice per week. Plans to deliver at other Primary Schools after Oct. break		
Digital Youth Work				
Youth Voice/Engagement				
Any other (e.g. Hubs, Discover)?		Discover programme on line for October break		

Locality: LLLDO partnership work in North East

Activity	Started/Not started (if not, to start when?)	Illustration/example	Do you use a Council owned building to deliver this activity? If so, which one?	Do you currently have access to these premises? If not, do you know why not and when you will be able to access the building?
Indoor Youth Work				
Outdoor Youth work		<ul style="list-style-type: none"> • 3 sessions per week Single gendered work Small group work for children and young people Enhanced transition support		
Detached Youth Work		<ul style="list-style-type: none"> • 1 session per week 23 YP engaged with each week This has been ongoing since the 30 th June within the Craigmillar/ Portobello		
Youth Work in Schools		<ul style="list-style-type: none"> • EXCEL One to one work and informal activities within one of the local primary schools <ul style="list-style-type: none"> • Holiday Matters Combat learning loss over the holiday periods throughout the year for nominated children. See Youth link Scotland Impact on Youth work report		
Digital Youth Work		<ul style="list-style-type: none"> • 6 groups on line V-inspired youth volunteers Inspiring Disabilities		

		Active Youth (OAH) Single gendered		
Youth Voice/Engagement		<ul style="list-style-type: none"> • Animation Using digital animation approach for young peoples voiced to be heard • Centre opening campaign group Campaigning group of YP looking to lobby for access to community based facilities • Social, Isolation project Research project for young people to determine the need for services relating to social isolation 16-25 		
Any other (e.g. Hubs, Discover)?		<ul style="list-style-type: none"> • Youth and children's Holiday programmes Consortium within the NE that carries out holiday programme activities throughout the year • One to one sessions Specialised support for young people relating to emotional health, grief and unemployment 		

South West Activity	Started/Not started (if not, to start when?)	Illustration/example	Do you use a Council owned building to deliver this activity? If so, which one?	Do you currently have access to these premises? If not, do you know why not and when you will be able to access the building?
Indoor Youth Work				
Detached Youth Work		3 session per week in SW		
Youth Work in Schools		Mainly HWB: Seasons for Growth groups around grief and loss; supporting young people experiencing anxiety; behaviour; attainment		
Digital Youth Work		1 session per week- activities, games, quizzes etc		
Youth Voice/Engagement				
Outdoor Youth Work		<p>Young Mums group – working on John Muir award</p> <p>Area 55 – Playing games outdoors</p> <p>Pentland not started yet but starting on the 20th Oct 20</p>		

South West Edinburgh 3rd Sector Provision

AboutYouth

Groups running at Bridge-8 every Wednesday and Friday

Dunedin Canmore (GORGIE)

Detached shifts, Monday and Wednesday or Thursday.

Dunedin Canmore (Oxgangs)

Streetwork 6-8pm on Mondays. This might increase to two evenings per week depending on funding.

WHALE Arts

Thursday night sessions across 4 sites as usual, delivering socially distanced creative/expressive activities from 4.45pm to 7 pm.

WhyYouth

3 sessions per week for young people in Clovenstone, Saughton and the Plaza. All evening Sessions.

Youth Agency

Tuesday 6- 8pm Pyramid Juniors*

- Streetwork 6.30-8.30pm (Wester Hailes, Clovenstone, Westburn, Calders & Longstone.)

Wednesday-7-9pm Pyramid Seniors*

Thursday Streetwork – 4.30-630pm (with Big project) - (Wester Hailes, Parkhead/Sighthill, Broomhouse).

7-9pm Pyramid Intermediates*

Friday Streetwork – 7-9pm - covering Wester Hailes, , Parkhead/Sighthill, Broomhouse

*Pyramid is currently only open to those who have previously attended and numbers are capped due to restrictions.

South East – Totally Sound

Activity	Started/Not started (if not, to start when?)	Illustration/example	Do you use a Council owned building to deliver this activity? If so, which one?	Do you currently have access to these premises? If not, do you know why not and when you will be able to access the building?
Indoor Youth Work	Totally Sound Youth Music Programme Saturdays @ Southbridge Resource Centre	Totally Sound is a youth music project that runs on Saturday afternoons providing music workshops for young people aged between 12 – 19 years old . We offer a range of facilities including instrument tuition, recording, rehearsal space and performance opportunities designed to encourage creativity and expression. We aim to support young people of all skill levels from absolute beginners to the most talented young performers and provide low cost access to high quality equipment and professional tuition.	Southbridge Resource Centre	
Detached Youth Work				
Youth Work in Schools				
Digital Youth Work	Totally Sound Youth Music Programme ON-LINE via Teams PLANNED start Saturday 31st Oct	1-2-1 Tutor Sessions every week via Teams provision Vocal: 4 x 1/2hr sessions = 2hrs Guitar: 4 x 1/2hr sessions = 2hrs Bass: 4 x 1/2hr sessions = 2hrs Keyboard: 4 x 1/2hr sessions = 2hrs Drums: 4 x 1/2hr sessions = 2hrs		

		Soundtrap Digital Music Software: 4 x 1/2hr sessions = 2hrs Various group music workshops running alongside 1-2-1 provision		
Youth Voice/Engagement				
Any other (e.g. Hubs, Discover)?				

South East – City Centre

Activity	Started/Not started (if not, to start when?)	Illustration/example	Do you use a Council owned building to deliver this activity? If so, which one?	Do you currently have access to these premises? If not, do you know why not and when you will be able to access the building?
Indoor Youth Work		Homework club Tollcross OAH Youth clubs in community centres		
Detached Youth Work	Currently happening Streetwork around the meadows/Dumbiedykes/ areas	This is being carried out for Mapping purposes only. The plan is to engage with young people once pattern of hanging out areas are established		

		Staff are also hoping to do some lunchtime sessions to rebuild relationships with the local young people,		
Youth Work in Schools	A plan to deliver LIAM intervention at James Gillespie's High. Proposed 'Living with the Mask' sessions	A programme of supporting young people with anxiety management One to one basis Sessions in primary schools with P7 age		
Digital Youth Work				
Youth Voice/Engagement		YouthTalk stopped in March		
Any other (e.g. Hubs, Discover)?				

South East - Liberton /Gilmerton and City Centre/Morningside /Southside Corridor

Activity	Started/Not started (if not, to start when?)	Illustration/example	Do you use a Council owned building to deliver this activity? If so, which one?	Do you currently have access to these premises? If not, do you know why not and when you will be able to access the building?
Indoor Youth Work				
Detached Youth Work		<ul style="list-style-type: none"> • 4/5 sessions per week • Focus areas- Burdiehouse Dip • Gracemount+ surroundings • Meadows/Tollcross 		

		<p>Delivered in partnership with Dunedin Canmore YP</p> <p>Meeting upwards of 120 young people per week</p> <p>Police are aware and focus on hot spots</p> <p>Gracemount HS -lunchtime sessions in and around school grounds</p>		
Youth Work in Schools		<p>1-1 work re established with Liberton and St Thomas/James Gillespies</p> <p>staff are meeting young people outwith the school setting in local cafes to maintain work</p> <p>3/4 current referrals [KC]</p> <p>small groupwork yet to restart due to space issues -requests relate to young women/self harm/stress/MH and to non attenders -plus support to transition for first year</p>		
Digital Youth Work		<p>Various examples</p> <ul style="list-style-type: none"> • Valleypark online drop in • School libraries DL's- facilitating on line homework clubs/reading groups/quizzes challenges/support @ managing stress etc • Totally Sound music group • <p>Development of online Youth platform hosted on CEC website</p>		

<p>Youth Voice/Engagement</p>		<p>Primarily on line Contact maintained with Lib/Gil Youth forum set up during Youthtalk – plus re contacting the City centre young people who were involved in a city centre Youth Talk group – put on hold - prior to Covid 19 lockdown</p>		
<p>Any other (e.g. Hubs, Discover)?</p>		<p>DISCOVER OCTOBER 20 LLLDO team involved with contacting SE families for programme Story telling – library DL Delivery of family bikeability</p> <p>Over summer 2020 – 7 x SE LLLDO/DL/SM staff were involved in summer school HUBs as leaders and group workers</p> <p>Work with Vulnerable families- small groups supported on line and limited face to face contact - in outdoors /cafes</p>		

Strategic Team

Activity	Started/Not started (if not, to start when?)	Illustration/example	Do you use a Council owned building to deliver this activity? If so, which one?	Do you currently have access to these premises? If not, do you know why not and when you will be able to access the building?
Indoor Youth Work				
Detached Youth Work		LLDO available to support detached/streetwork in any locality in the city		
Youth Work in Schools		Engagement with school students re compliance with Covid messaging Youth Climate Summit part 2 with city's primary schools		
Digital Youth Work		Monthly meetings to update on SYP work. Average no. 6 Consultation re tackling racism in schools...3 sessions		
Youth Voice/Engagement		Support national surveys from Youthlink and Children's Parliament to gather views of children and young people of the impact of pandemic/lockdown		
Any other (e.g. Hubs, Discover)?		Staffing of Childcare and Resilience Hubs – planning and delivering sessions, contact with families, management of staff		



APPENDIX 3

Funding allocated – Round 1

About Youth	Youth or Children's Work	£1,460
About Youth	Youth or Children's Work	£4,460
Access Parkour Ltd.	Sport & Outdoor Learning	£3,440
Active Schools Craigroyston	Sport & Outdoor Learning	£8,320
Active Schools Craigroyston	Sport & Outdoor Learning	£1,410
Active Schools Forrester	Sport & Outdoor Learning	£1,000
Active Schools Forrester	Sport & Outdoor Learning	£9,000
Active Schools Forrester	Sport & Outdoor Learning	£8,320
Active Schools Leith	Sport & Outdoor Learning	£1,500
Active Schools Liberton Total	Sport & Outdoor Learning	£18,330
Active Schools NE	Sport & Outdoor Learning	£3,000
Active Schools Royal High	Sport & Outdoor Learning	£1,360
Active Schools Royal High	Sport & Outdoor Learning	£500
Adoption UK Scotland (FASD Hub Scotland, Kinship Care Advice Service for Scotland)	Families	£5,600
Ama-zing Harmonies	Arts, Culture, Heritage	£333
Big Hearts Summer Programme	Youth or Children's Work	£1,500
Boroughmuir Rugby Club	Sport & Outdoor Learning	£2,400
Bridge 8 Hub	Sport & Outdoor Learning	£3,000
Bridgend Farmhouse	Arts, Culture, Heritage	£590

Camanachd Dhùn-Èideann youth shinty club	Sport & Outdoor Learning	£1,000
Canongate Youth	Youth or Children's Work	£5,180
carrickvale centre Managment committee	Families	£1,500
carrickvale community centre	Families	£800
CEC - Totally Sound Youth Music Programme	Arts, Culture, Heritage	£2,202.24
Citadel Youth Centre	Youth or Children's Work	£1,200
City of Edinburgh Basketball Club	Sport & Outdoor Learning	£390
City of Edinburgh Council, Parks and Greenspace, Thriving Green Spaces project	Arts, Culture, Heritage	£300
City of Edinburgh Volleyball Club	Sport & Outdoor Learning	£990
Craigmillar Literacy Trust	Arts, Culture, Heritage	£1,030
Currie Rugby Club, Bridge Rd, Balerno, Edinburgh, EH14 7AF	Sport & Outdoor Learning	£1,080
Dads Rock	Youth or Children's Work	£2,744
Disability Services	Youth or Children's Work	£220,000
Dunedin Netball Club	Sport & Outdoor Learning	£2,000
Dynamic Earth	Arts, Culture, Heritage	£1,000
Edinburgh Beach Volleyball Club	Sport & Outdoor Learning	£4,510
Edinburgh City Youth Cafe	Arts, Culture, Heritage	£5,005
Edinburgh City Youth FC	Sport & Outdoor Learning	£850
Edinburgh Festival Fringe Society	Arts, Culture, Heritage	£7,535
Edinburgh Leisure	Sport & Outdoor Learning	£5,540
Edinburgh Leisure	Sport & Outdoor Learning	£9,314
Edinburgh Leisure	Sport & Outdoor Learning	£6,170

Edinburgh Park leisure	Sport & Outdoor Learning	£3,500
Edinburgh Sculpture Workshop	Arts, Culture, Heritage	£620
Edinburgh South CFC	Sport & Outdoor Learning	£2,500
EDINBURGH WOLVES AMERICAN FOOTBALL	Sport & Outdoor Learning	£3,500
Edinburgh Young Carers	Youth or Children's Work	£2,000
FetLor Youth Club	Youth or Children's Work	£1,152
Forth Canoe Club	Sport & Outdoor Learning	£5,605
Gingerbread Edinburgh & Lothian Project Ltd	Early Years	£8,952
Goodtrees Neighbourhood Centre	Youth or Children's Work	£7,000
Harmeny Athletic Club	Sport & Outdoor Learning	£800
Hutchison Vale Community Sports Club	Sport & Outdoor Learning	£5,775
Impact Arts (Projects) Ltd	Arts, Culture, Heritage	£5,294
Intercultural Youth Scotland	Arts, Culture, Heritage	£6,700
Jack Kane Community Centre	Youth or Children's Work	£6,676
Joppa community tennis club	Sport & Outdoor Learning	£1,270
Jupiter Artland Foundation	Arts, Culture, Heritage	£7,030
Kirkliston and South Queensferry (KSQ)	Sport & Outdoor Learning	£1,800
LBA Activities Ltd	Early Years	£0
Liberton After School Club (LASC)	Early Years	£9,078.56
Liberton Gilmerton Life Long Learning Team City of Edinburgh Council	Youth or Children's Work	£4,950
Lifelong Learning Open All Hours youth club	Youth or Children's Work	£4,095
lifelong learning south west (clovenstone , whailes)	Youth or Children's Work	£1,250

lifelong learning south west detached work	Youth or Children's Work	£800
Live It Dance Studios	Sport & Outdoor Learning	£5,575.00
Lochend Football Academy	Sport & Outdoor Learning	£22,500
longstone after school & breakfast club, summer holiday club	Early Years	£690
Lothian & Borders Volleyball	Sport & Outdoor Learning	£3,000
Lothian Disability Sport	Sport & Outdoor Learning	£2,000
Magdalene:CC / summer programme	Youth or Children's Work	£6,987
Muirhouse Youth Development Group	Youth or Children's Work	£10,575
Murrayfield Memorial Table Tennis Club	Sport & Outdoor Learning	£1,760
Murrayfield Wanderers	Sport & Outdoor Learning	£3,004
Murrayfield Wanderers	Sport & Outdoor Learning	£850
National Galleries of Scotland	Arts, Culture, Heritage	£3,000
National Galleries of Scotland	Arts, Culture, Heritage	£10,000
North Edinburgh Arts	Arts, Culture, Heritage	£3,200
Nuvoc Volleyball Club	Sport & Outdoor Learning	£1,000
Oganan Dhun Eideann	Early Years	£0
Pentland Traithlete Juniors	Sport & Outdoor Learning	£420
Pilmey Development Project	Youth or Children's Work	£1,655
Play2Learn Sports Coaching	Sport & Outdoor Learning	£10,800
Positive Paths Kids	Youth or Children's Work	£0
Royal High Corstorphine Cricket Club	Sport & Outdoor Learning	£500
Royal Zoological Society Scotland, Edinburgh Zoo	Arts, Culture, Heritage	£10,000

Safe Families	Early Years	£1,000
Sandy's Community Centre	Sport & Outdoor Learning	£900
SE City Centre CLD Lifelong Learning Team	Youth or Children's Work	£3,624.08
Shakti Women's Aid	Families	£6,000
SHE Scotland CIC	Youth or Children's Work	£5,000
Sightill Community Centre	Youth or Children's Work	£3,000
South West Lifelong Learning family activities	Families	£750
south West Lifelong Learning summer family cooking sessions	Families	£335
Stardust Yoga Fitness	Sport & Outdoor Learning	£178
Strategic Youth and Childrens Work	Youth or Children's Work	£1,000
Strategic Youth and Childrens Work	Youth or Children's Work	£4,575
Strengthening Communities For Race Equality Scotland- SCOREscotland	Youth or Children's Work	£2,600
SuperNetters	Sport & Outdoor Learning	£1,500
Tailor Ed Foundation	Youth or Children's Work	£5,000
Tanoshii Judo	Sport & Outdoor Learning	£350
Team United	Youth or Children's Work	£3,750
The Craggs Centre	Sport & Outdoor Learning	£9,288
The Ripple Project	Youth or Children's Work	£1,400.00
The Spartans Community Football Academy	Sport & Outdoor Learning	£2,100
The Speech Language Communication Company (SLCo)	Arts, Culture, Heritage	£3,600
The Venchie Children and Young People's project	Youth or Children's Work	£5,000
The Wee Haven Youth Project	Youth or Children's Work	£3,500

Transition Edinburgh South	Arts, Culture, Heritage	£3,978
Trees and Seas Outdoor Adventures	Sport & Outdoor Learning	£2,000
Trinity After School Club	Early Years	£4,320
Tynecastle FC	Sport & Outdoor Learning	£1,000
Venchie Children & Young People's Project	Youth or Children's Work	£6,000
Water of Leith Conservation Trust	Arts, Culture, Heritage	£2,022
Watsonian Cricket Club	Sport & Outdoor Learning	£1,147.50
West Edinburgh Warriors Basketball Club	Sport & Outdoor Learning	£1,600

Funding allocated – Round 2

Active Schools	Sport & Outdoor Learning	£25,000
Active Schools Forrester	Sport & Outdoor Learning	£4,500
Currie Football Club	Sport & Outdoor Learning	£979
Edinburgh and Lothian Trust Fund SCIO	The Edinburgh & Lothian Trust Fund SCIO disburses grants to individuals and families in need.	£10,000
Edinburgh Rugby Community Programme	Sport & Outdoor Learning	£11,000
Edinburgh South CFC	Sport & Outdoor Learning	2350
Edinburgh Youth Theatre	Youth or Children's Work	£1,300
ELREC – Edinburgh & Lothians Regional Equality Council	Families	£9,000
Fabb Scotland	Inclusive Youth Work and Therapeutic Recreation (Sport, leisure, arts, play and adventure activities.)	£5,400
FASD Hub Scotland	Families	£2,245
Forrester RFC	Sport & Outdoor Learning	£5,000
Goodtrees Neighbourhood Centre	Youth or Children's Work	£4,500

GYMSTERS@Energize Calisthenics	Early Years	£2,050
Hibernian Community Foundation	Sport & Outdoor Learning	£7,000
Home-Start Leith & North East Edinburgh	Early Years	£1,588
Jets Volleyball Club	Sport & Outdoor Learning	£1,350
JUNIPER GREEN TENNIS CLUB - ACCELERATE TENNIS	Sport & Outdoor Learning	£3,984.80
JUNIPER GREEN TENNIS CLUB - ACCELERATE TENNIS	Sport & Outdoor Learning	£3,984.80
KSQ	Sport & Outdoor Learning	£3,000
Moredun Library	Families	£300
Nuvoc Volleyball Club	Sport & Outdoor Learning	£450
Quality Improvement Education Officer - Care experienced children and young people	Youth or Children's Work	£1,260
Social Work Locality Practice Teams, North West , South West , North East and South East	Youth or Children's Work	£40,000
Spartans Community Football Academy	Sport & Outdoor Learning	£2,300
Tailor Ed Foundation	Families	£3,360
The Ripple Project	Youth or Children's Work	£1,306.32
The Speech Language Communication Company (SLCo)	Families	£3,600
Urban Uprising	Youth or Children's Work	£1,840
WHALE Arts	Arts, Culture, Heritage	£3,090
YMCA Summer Playscheme	Youth or Children's Work	£1,000.26

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Policy and Sustainability Committee

10am, Tuesday, 3 August 2021

Internal Audit: Overdue Findings and Key Performance Indicators as at 27 April 2021 – referral from the Governance, Risk and Best Value Committee

Executive/routine
Wards
Council Commitments

1. For Decision/Action

- 1.1 The Governance, Risk and Best Value Committee has referred the attached report to the Policy and Sustainability Committee for information.

Stephen S. Moir

Executive Director of Corporate Services

Contact: Martin Scott / Natalie Le Couteur, Committee Services, Legal and Assurance Division, Corporate Services Directorate

E-mail: martin.scott@edinburgh.gov.uk / Natalie.le.couteur@edinburgh.gov.uk

Referral Report

Internal Audit: Overdue Findings and Key Performance Indicators as at 27 April 2021 – referral from the Governance, Risk and Best Value Committee

2. Terms of Referral

- 2.1 On the 8 June 2021 the Governance, Risk and Best Value (GRBV) Committee considered a report on Internal Audit Overdue Findings and Key Performance Indicators as at 27 April 2021, which provided an overview of the status of the overdue Internal Audit (IA) findings as at 27 April 2021. A total of 100 open IA findings remained to be addressed across the Council as at 27 April 2021. This excluded open and overdue Internal Audit findings for the Edinburgh Integration Joint Board and the Lothian Pension Fund.
- 2.2 The Governance, Risk and Best Value Committee agreed:
- 2.2.1 To note the status of the overdue Internal Audit (IA) findings as at 27 April 2021.
- 2.2.2 To refer the report to the relevant Council Executive committees and the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.
- 2.2.3 To agree to provide a briefing note on progress of actions 28 and 29 - the Edinburgh Alcohol and Drug Partnership (EADP) – Contract Management to Members of the Governance Risk and best Value Committee.

3. Background Reading/ External References

- 3.1 [Governance, Risk and Best Value Committee – 8 June 2020 – Webcast](#)
- 3.2 Minute of the Governance, Risk and Best Value Committee – 8 June 2021

4. Appendices

Appendix 1 – report by the Chief Internal Auditor

Governance, Risk and Best Value Committee

10:00am, Tuesday, 8 June 2021

Internal Audit: Overdue Findings and Key Performance Indicators as at 27 April 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 27 April 2021; and,
 - 1.1.2 refers this paper to the relevant Council Executive committees and the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.

Lesley Newdall

Chief Internal Auditor

Legal and Risk Division, Resources Directorate

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Internal Audit: Overdue Findings and Key Performance Indicators as at 27 April 2021

2. Executive Summary

Progress with Closure of Open and Overdue Internal Audit Findings

- 2.1 Following the Corporate Leadership Team (CLT) decision to temporarily reallocate capacity within directorates to prioritise focus on the closure of IA findings in November 2020, IA has noted a steady increase in the number of overdue findings proposed for closure by management between December 2020 and March 2021 (KPI 4 in Appendix 1). However, this was offset by a reduction of the number of findings proposed for closure in April 2021.
- 2.2 It is important to note that the number of management actions associated with overdue IA findings passed to IA for review and potential closure (KPI 15 in Appendix 1) has remained fairly consistent, with a slight decrease evident between March and April 2021.
- 2.3 During the period 10 February 2021 to 27 April 2021 a total of 18 findings (5 open and 13 overdue) and 68 management actions have been closed following review by IA.
- 2.4 All 26 historic overdue findings reopened in June 2018 have now been closed.
- 2.5 There has also been a decrease in the number of management actions where the latest implementation date has been missed between March and April, although a significant increase was evident between February and March 2021 (KPI 16 in Appendix 1). This confirms that ongoing focus is required to ensure that future implementation dates are achieved and not missed.
- 2.6 There has been no significant change in the overall ageing profile of overdue findings in the last quarter (KPIs 8 to 11 in Appendix 1). Whilst the proportion of findings between three and six months old and more than one-year overdue have both increased, this is offset by a decrease in the proportion of findings less than three months old, and between six months and one year overdue.
- 2.7 Further detail on the monthly trends in open and overdue findings is included at Appendix 1.

Current Position as at 27 April 2021

- 2.8 A total of 100 open IA findings remain to be addressed across the Council as at 27 April 2021. This excludes open and overdue Internal Audit findings for the Edinburgh Integration Joint Board and the Lothian Pension Fund.
- 2.9 Of the 100 currently open IA findings:
- 2.9.1 a total of 37 (37%) are open, but not yet overdue;
 - 2.9.2 63 (63%) are currently reported as overdue as they have missed the final agreed implementation dates. This reflects an increase of 4% in comparison to the February 2021 position (59%).
 - 2.9.3 70% of the overdue findings are more than six months overdue, reflecting an increase of 2% in comparison to February 2021 (68%) with 19% aged between six months and one year and 51% more than one year overdue.
 - 2.9.4 evidence in relation to 13 of the 63 overdue findings is currently being reviewed by IA to confirm that it is sufficient to support closure; and,
 - 2.9.5 50 overdue findings still require to be addressed.
- 2.10 The number of overdue management actions associated with open and overdue findings where completion dates have been revised more than once since July 2018 is 64, reflecting a decrease of 10 when compared to the March 2021 position. This excludes the four-month date extension that was applied to reflect the impact of Covid-19.

Key Performance Indicators

- 2.11 Recognising the impacts of Covid-19, IA key performance indicators (KPIs) have not been applied to audits completed by IA during the 2020/21 plan year, however IA has noted an anecdotal increase in the time required to agree and finalise IA reports.
- 2.12 Key performance indicators will be reintroduced for audits completed during the 2021/22 plan year
- 2.13 It is also acknowledged that IA is currently taking longer to respond to increased volumes of requests to validate closure of management actions whilst progressing delivery of the 2020/21 and commencing delivery of the 2021/22 annual plan.

3. Background

- 3.1 Overdue findings arising from IA reports are reported monthly to the Corporate Leadership Team (CLT) and quarterly to the GRBV Committee.
- 3.2 This report specifically excludes open and overdue findings that relate to the Edinburgh Integration Joint Board (EIJB) and the Lothian Pension Fund (LPF). These are reported separately to the EIJB Audit and Assurance Committee and the Pensions Audit Sub-Committee respectively.

- 3.3 Each finding raised by IA in audit reports typically includes several management actions that are required to be delivered to address the risks identified. IA methodology requires all agreed management actions to be closed in order to close the finding.
- 3.4 The IA definition of an overdue finding is any finding where all agreed management actions have not been evidenced as implemented by management and validated as closed by IA by the date agreed by management and IA and recorded in relevant IA reports.
- 3.5 The IA definition of an overdue management action is any agreed management action supporting an open IA finding that is either open or overdue, where the individual action has not been evidenced as implemented by management and validated as closed by IA by the agreed date.
- 3.6 Where management considers that actions are complete and sufficient evidence is available to support IA review and confirm closure, the action is marked as 'implemented' by management on the IA follow-up system. When IA has reviewed the evidence provided, the management action will either be 'closed' or will remain open and returned to the relevant owner with supporting rationale provided to explain what further evidence is required to enable closure.
- 3.7 A 'started' status recorded by management confirms that the agreed management action remains open and that implementation progress ongoing.
- 3.8 A 'pending' status recorded by management confirms that the agreed management action remains open with no implementation progress evident to date.
- 3.9 An operational dashboard has been designed to track progress against the key performance indicators included in the IA Journey Map and Key Performance Indicators document that was designed to monitor progress of both management and Internal Audit with delivery of the Internal Audit annual plan. The dashboard is provided monthly to the Corporate Leadership Team to highlight any significant delays that could potentially impact on delivery of the annual plan.

4. Main report

- 4.1 As at 27 April 2021, there are a total of 100 open IA findings with 63 findings (63%) now overdue.
- 4.2 The movement in open and overdue IA findings during the period 10 February 2021 (reported to GRBV in March 2021) to 27 April 2021 is as follows:

Analysis of changes between 10/02/2021 and 27/04/2021				
	Position at 10/02/21	Added	Closed	Position at 27/04/21
Open	115	3	18	100

Overdue	68	8	13	63
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Historic Overdue Findings

4.3 The one final remaining medium rated historic overdue finding from the population of 26 historic findings that were reopened in 2018 was closed in March 2021.

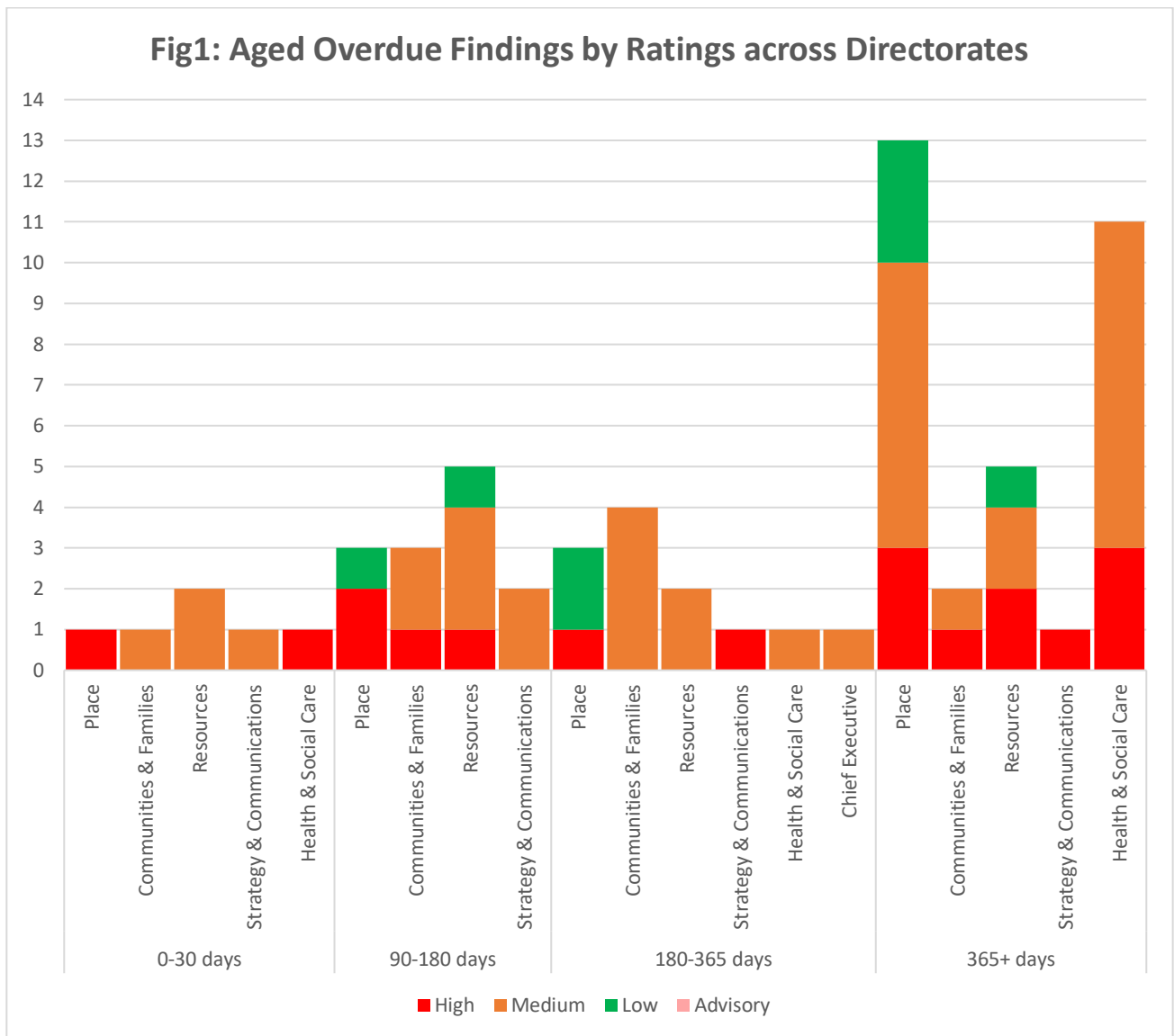
Overdue Findings

4.4 The 63 overdue findings comprise 18 High; 37 Medium; and 8 Low rated findings.

4.5 However, IA is currently reviewing evidence to support closure of 13 of these findings (3 High and 10 Medium), leaving a balance of 50 overdue findings (15 High; 27 Medium; and 8 Low) still to be addressed.

Overdue Findings Ageing Analysis

4.6 Figure 1 illustrates the ageing profile of all 63 overdue findings by rating across directorates as at 27 April 2021.



- 4.7 The analysis of the ageing of the 63 overdue findings outlined below highlights that Directorates made good progress in the last quarter with resolving findings overdue for less than three months and findings overdue between six months and one-year, as the proportion of those findings has decreased. However, this is offset by an increase in the proportion of findings overdue between three and six months and findings overdue for more than a year.
- 6 (10%) are less than 3 months (90 days) overdue, in comparison to 14% as at February 2021;
 - 13 (20%) are between 3 and 6 months (90 and 180 days) overdue, in comparison to 18% as at February 2021;
 - 12 (19%) are between 6 months and one year (180 and 365 days) overdue, in comparison to 24% as at February 2021; and,
 - 32 (51%) are more than one year overdue, in comparison to 44% as at February 2021.

Management Actions Closed Based on Management's Risk Acceptance

- 4.8 The following three management actions have been closed on the basis that management has retrospectively accepted either the full or residual elements of the risks highlighted by IA in original audit reports. These are:

4.8.1 Customer and Digital Services - Certification and Licences (High)

- Management has accepted the residual risk that the Council does not have a view of its full population of software application licences, and cannot determine whether these are sufficient; being used in line with supplier agreements; and whether additional licence costs should be incurred, or savings achieved due to licence shortages or surpluses.
- Management has advised that this is due to current and historic software and licence procurement processes applied across the Council.

4.8.2 Customer and Digital Services – CGI Sub-Contract Management (Medium)

- Management has accepted the risk that the performance of CGI sub-contractors who provide technology services is not proactively monitored to prevent potential incidents.
- Management has advised that this risk has been accepted as it is not currently possible to change the sub-contract management clauses in the CGI contract.

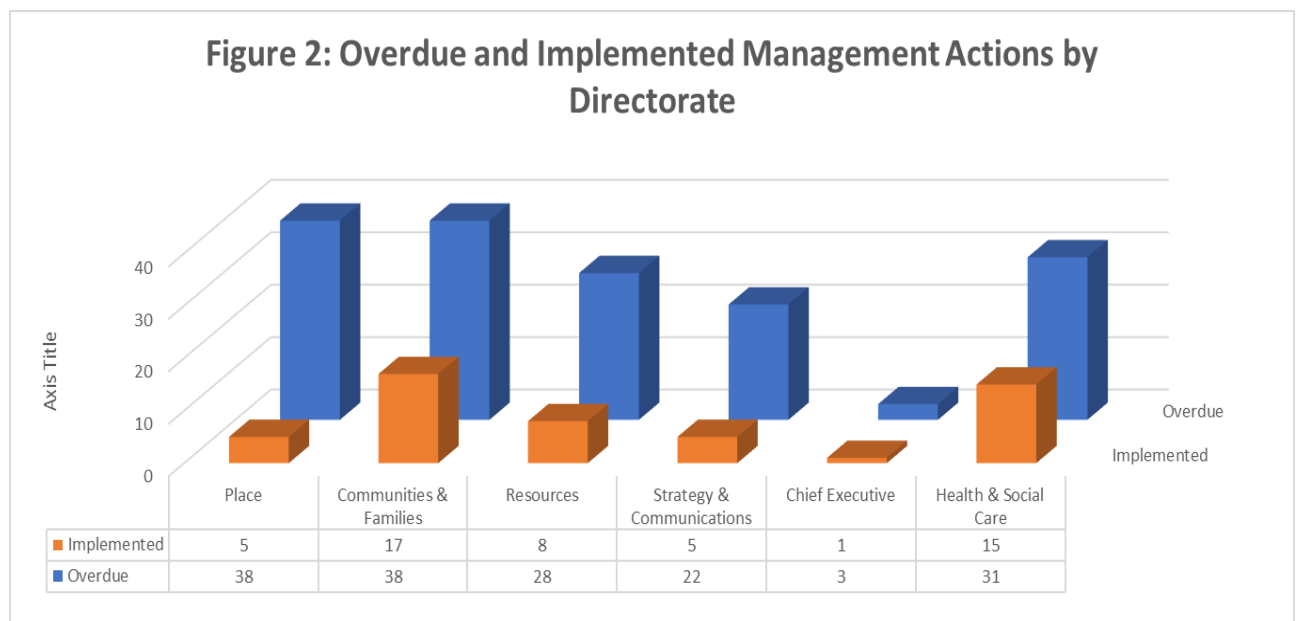
4.8.3 Health and Social Care – Emergency Prioritisation and Complaints (ATEC 24 Customer Engagement) (Low)

- Management has accepted the risks associated with obtaining customer feedback on the service, and using this as the basis to implement service improvements based on evidence provided that an alternative approach

is being adopted. Management has confirmed that the residual risk has been recorded on the service risk register.

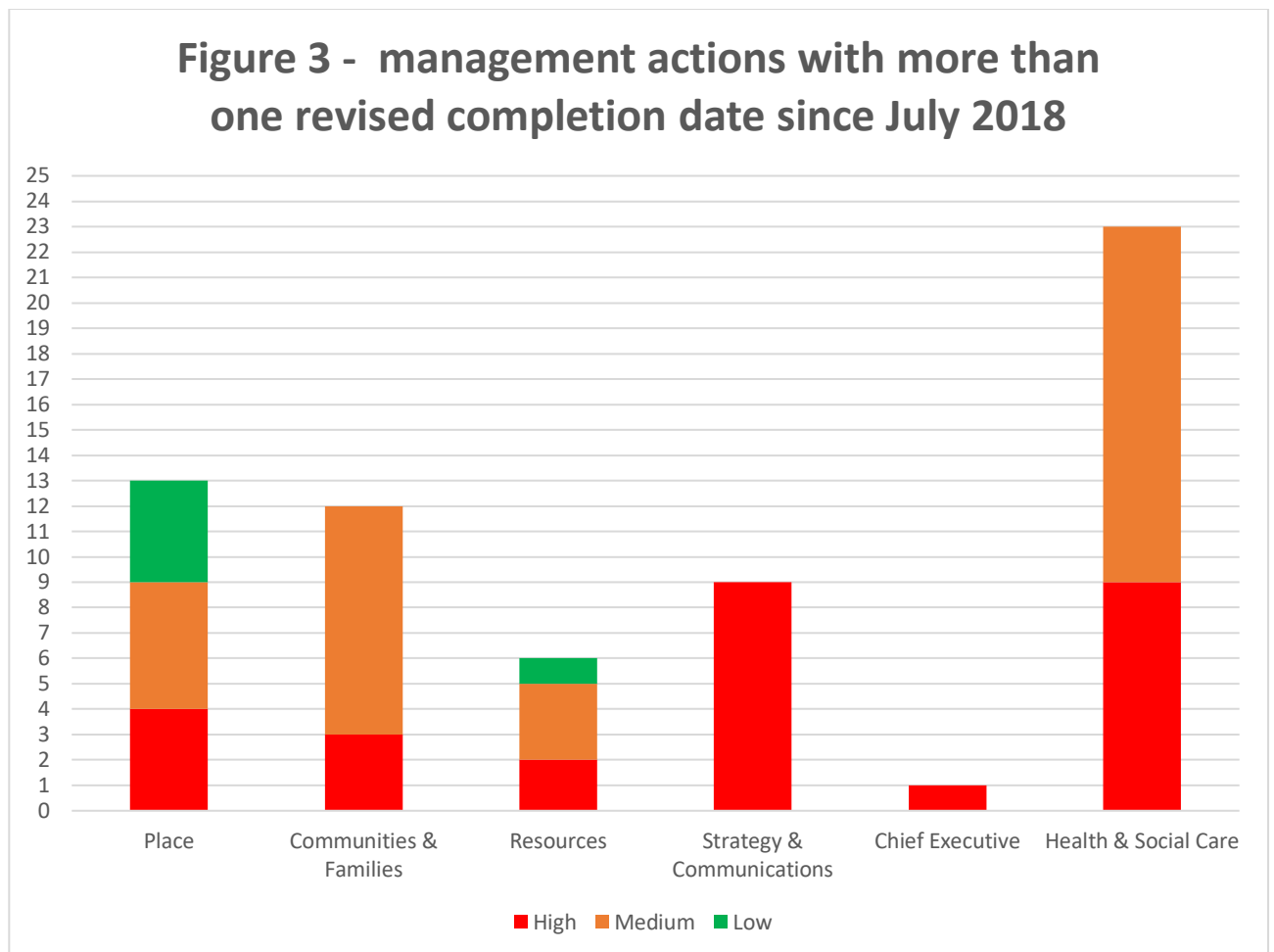
Agreed Management Actions Analysis

- 4.9 The 100 open IA findings are supported by a total of 269 agreed management actions. Of these, 160 (59%) are overdue as the completion timeframe agreed with management when the report was finalised has not been achieved. This reflects a 1% increase from the February 2021 position (58%).
- 4.10 Of the 160 overdue management actions, 51 (31.8%) have a status of 'implemented' and are currently with IA for review to confirm whether they can be closed, leaving a balance of 109 (68.1%) to be addressed.
- 4.11 Appendix 2 provides an analysis of the 160 overdue management actions highlighting:
- their current status as at 27 April 2021 with:
 - 51 implemented actions where management believe the action has been completed and it is now with IA for validation;
 - 92 started where the action is open, and implementation is ongoing; and,
 - 17 pending where the action is open with no implementation progress evident to date.
 - 82 instances (51%) where the latest implementation date has been missed; and
 - 64 instances (40%) where the implementation date has been revised more than once.
- 4.12 Figure 2 illustrates the allocation of the 160 overdue management actions across Directorates, which includes the 51 actions that are with IA for validation and review to confirm whether they can be closed.



Revised Implementation Dates

- 4.13 Figure 3 illustrates that there are currently 64 open management actions (including those that are overdue) across directorates where completion dates have been revised between one and five times since July 2018. This number excludes the automatic extension applied by IA to reflect the impact of Covid-19.
- 4.14 This reflects a decrease of 10 in comparison to the position reported in February 2021(74).
- 4.15 Of these 64 management actions, 28 are associated with High rated findings; 31 Medium; and 5 Low, with the majority of date revisions in Health and Social Care Partnership.



Key Performance Themes Identified from the IA Dashboard

- 4.16 The IA dashboard has not been applied in the current plan year as the Council continues to focus on its Covid-19 resilience response, and will be applied to support delivery of the 2021/22 IA annual plan. This dashboard will ensure that end to end transparency relating to audit performance, both from services and the IA team itself is reported upon.

5. Next Steps

- 5.1 IA will continue to monitor the open and overdue findings position, providing monthly updates to the CLT and quarterly updates to the Governance, Risk and Best Value Committee.

6. Financial impact

- 6.1 There are no direct financial impacts arising from this report, although failure to close findings and address the associated risks in a timely manner may have some inherent financial impact.

7. Stakeholder/Community Impact

- 7.1 If agreed management actions supporting closure of Internal Audit findings are not implemented, the Council will be exposed to the service delivery risks set out in the relevant Internal Audit reports. Internal Audit findings are raised as a result of control gaps or deficiencies identified during reviews therefore overdue items inherently impact upon effective risk management, compliance and governance.

8. Background reading/external references

- 8.1 [Internal Audit report - Historic Internal Audit Findings - May 2018 Committee - Item 7.3](#)
- 8.2 [Internal Audit: Overdue Findings and Key Performance Indicators at 30 October 2020 – Paper 8.3](#)

9. Appendices

- 9.1 Appendix 1 – Monthly Trend Analysis of IA Overdue Findings and Management Actions
- 9.2 Appendix 2 – Internal Audit Overdue Management Actions as at 27 April 2021

Appendix 1 - Monthly Analysis of IA Overdue Findings and Management Actions

		Overall Status Stable with limited change											
Key Performance Indicator (KPI)		07/12/2020		11/01/2021		10/02/2021		22/03/2021		27/04/2021		Trend	
IA Findings													
1	Open findings	123	100%	119	100%	115	100%	107	100%	100	100%	Not applicable	
2	Not yet due	59	48%	45	38%	47	41%	43	40%	37	37%	Not applicable	
3	Overdue findings	64	52%	74	62%	68	59%	64	60%	63	63%		
4	Overdue - IA reviewing	12	19%	17	23%	20	29%	18	28%	13	21%		
5	High Overdue	19	30%	23	31%	19	28%	17	27%	18	29%		
6	Medium Overdue	36	56%	41	55%	39	57%	38	59%	37	59%		
7	Low Overdue	9	14%	10	14%	10	15%	9	14%	8	13%		
8	<90 days overdue	11	17%	16	22%	10	15%	11	17%	6	10%		
9	90-180 days overdue	7	11%	9	12%	12	18%	10	16%	13	21%		
10	180-365 days overdue	21	33%	20	27%	16	24%	16	25%	12	19%		
11	>365 days overdue	25	39%	29	39%	30	44%	27	42%	32	51%		
Management Actions													
12	Open actions	364	100%	340	100%	315	100%	296	100%	269	100%	Not applicable	
13	Not yet due	175	48%	138	41%	133	42%	120	41%	109	41%	Not applicable	
14	Overdue actions	189	52%	202	59%	182	58%	176	59%	160	59%		
15	Overdue - IA reviewing	39	21%	52	26%	51	28%	61	35%	51	32%		
16	Latest date missed	60	32%	73	36%	76	42%	95	54%	82	51%		
17	Date revised > once	86	46%	82	41%	74	41%	71	40%	64	40%		
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													

Appendix 2 - Internal Audit Overdue Management Actions as at 27 April 2021

Glossary of terms

1. Project – This is the name of the audit report.
2. Owner – The Executive Director responsible for implementation of the action.
3. Issue Type – This is the priority of the audit finding, categorised as Critical; High; Medium; or Low
4. Issue – This is the name of the finding.
5. Status – This is the current status of the management action. These are categorised as:
 - Pending (the action is open and there has been no progress towards implementation),
 - Started (the action is open, and work is ongoing to implement the management action), and
 - **Implemented** (the service area believes the action has been Implemented and this is with Internal Audit for validation).
6. Agreed Management action – This is the action agreed between Internal Audit and Management to address the finding.
7. Estimated date – the original agreed implementation date.
8. Revised date – the current revised date. **Red** formatting in the dates field indicates the last revised date is overdue.
9. Number of revisions – the number of times the date has been revised since July 2018.
10. **Amber** formatting in the dates field indicates the date has been revised more than once.
11. Contributor – Officers involved in implementation of an agreed management action.

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Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
1	Asset Management Strategy Issue 1: Visibility and Security of Shared Council Property Stephen Moir, Executive Director of Resources	Medium	Review of existing shared property Started	A review of the office estate is underway by the Operational Estates team to identify third party users and approach them to seek appropriate leases or licences to allow them to occupy the premises and ensure the Council is appropriately reimbursed.	Estimated Date: 31/10/2018 Revised Date: 01/03/2026 No of Revisions 3	Audrey Dutton Gohar Khan Layla Smith Michelle Vanhegan Peter Watton

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
Page 238	<p>Asset Management Strategy and CAFM system 18/19</p> <p>RES1813 Asset Management Strategy and CAFM: Issue 3 - Property and Facilities Management Data Completeness; Accuracy; and Quality</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>3.1 Ensuring Data Completeness, Accuracy, and Quality</p> <p>Started</p>	<p>Current CAFM users have access to the operational data they need in the system to perform their roles and are also updating the CAFM system with new data. Whilst the vision is to have all property data in CAFM, the volume of property data that could be captured and recorded is near infinite, therefore property data that will be retained in CAFM has to be focused on the effort and cost to collect versus the value it provides. The CAFM Business Case includes requirement for a Data Quality Manager, who will be the responsible data steward for Property and Facilities Management (P&FM) data. Their role is not necessarily to collect the data but to ensure rigor and control over it. This will involve ensuring regular reviews of data within the system and ensuring that data is managed and maintained in line with the established CAFM data hierarchy and agreed Council information management policies and procedures. Sharing data steward responsibilities across services is problematic, as they hold responsibility and accountability for the data under their remit. It would be highly unlikely that a data steward from another service would want to take on the additional accountability of data from P&FM. We recommend that P&FM establish their own data steward. The CAFM Business Case includes the delivery of a Data Quality Strategy for P&FM. The objective of the data quality strategy is to attribute risk and value to the data maintained in the system. Additionally: data change processes and procedures that capture data processing and management in CAFM will be designed and Implemented. processes for reviewing data quality, for example, review of condition survey data run in tandem with review of property data every five years, will be designed and Implemented. data validation controls within CAFM will be applied; and data quality audit</p>	<p>Estimated Date: 31/03/2016</p> <p>Revised Date: 01/08/2022</p> <p>No of Revisions 1</p>	<p>Alan Chim Andrew Field Audrey Dutton Brendan Tate Gohar Khan Layla Smith Michelle Vanhegan Peter Watton</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				controls for individual data fields available in CAFM will be applied, and audit reports run at an appropriate frequency to identify any significant changes to key data.		
3	<p>Asset Management Strategy and CAFM system 18/19</p> <p>RES1813 Asset Management Strategy and CAFM: Issue 3 - Property and Facilities Management Data Completeness; Accuracy; and Quality</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>3.2 Resolution of known data quality issues</p> <p>Started</p>	<p>A reconciliation of the two lists has been performed and there are no obvious discrepancies other than properties which are out with the scope of the survey team. The viability of establishing a referencing system for concessionary lets in the CAFM system will be explored. The volume and value of known concessionary lets across the Council Estate will form part of the Annual Investment Portfolio update which is reported to the Finance and Resources committee. There is an ongoing work stream looking at vacant and disposed properties and the systems updates required.</p>	<p>Estimated Date: 31/03/2016 Revised Date: 01/08/2022 No of Revisions 2</p>	<p>Alan Chim Andrew Field Audrey Dutton Brendan Tate Gohar Khan Graeme McGartland Layla Smith Michelle Vanhegan Peter Watton</p>
4	<p>Assurance Actions and Annual Governance Statements</p> <p>CW1903 Issue 1: Assurance Management Framework</p>	High	<p>CW1903 Issue 1.1c: Develop and implement an assurance management framework</p> <p>Started</p>	<p>An assurance management framework will be developed and Implemented that covers the points raised by Internal Audit and includes: liaison with directorates to assess current and best practice; clearly defined roles and responsibilities for first line directorates and the second line Corporate Governance team; process flow; monitoring / reporting / closure requirements; an assessment of existing automated tools to determine whether they can support the process; issue guidance; The framework will be Implemented and rolled out across Council divisions and directorates to support completion of the 2021/22</p>	<p>Estimated Date: 31/12/2020 Revised Date: 30/04/2021 No of Revisions 2</p>	<p>Chris Peggie Donna Rodger Gavin King Hayley Barnett Laura Callender Mirka Vybiralova</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
	Andrew Kerr, Chief Executive			annual governance statement for inclusion in the Council's 31 March 2022 annual financial statements.		
5	<p>Brexit impacts - supply chain management</p> <p>CW1905 Issue 1: Divisional and Directorate Brexit supply chain management risks</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	Medium	<p>CW1905 Rec. 1.1c: Communities and Families - Divisional and directorate supply chain management</p> <p>Implemented</p>	As discussed and agreed at the Corporate Leadership Team (CLT) on 29th July 2020, these findings will be Implemented as recommended by Internal Audit and in line with an earlier CLT decision (8 July 2020) that the most significant corporate concurrent risks (including Brexit supply chain risks) that could potentially impact the Council will be identified by October 2020. It is acknowledged that divisional and directorate supply chain risks will need to be identified to support this process.	<p>Estimated Date: 30/10/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Andy Gray</p> <p>Bernadette Oxley</p> <p>Crawford McGhie</p> <p>Michelle McMillan</p> <p>Nichola Dadds</p> <p>Nickey Boyle</p>
6	<p>Brexit impacts - supply chain management</p> <p>CW1905 Issue 1: Divisional and Directorate Brexit supply chain management risks</p> <p>Judith Proctor, Chief Officer - HSCP</p>	Medium	<p>CW1905 Rec. 1.1d: Health and Social Care Partnership - Divisional and directorate supply chain management</p> <p>Implemented</p>	As discussed and agreed at the Corporate Leadership Team (CLT) on 29th July 2020, these findings will be Implemented as recommended by Internal Audit and in line with an earlier CLT decision (8 July 2020) that the most significant corporate concurrent risks (including Brexit supply chain risks) that could potentially impact the Council will be identified by October 2020. It is acknowledged that divisional and directorate supply chain risks will need to be identified to support this process.	<p>Estimated Date:30/10/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Angela Ritchie</p> <p>Moira Pringle</p> <p>Tom Cowan</p> <p>Tony Duncan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
7	<p>Brexit impacts - supply chain management</p> <p>CW1905 Issue 1: Divisional and Directorate Brexit supply chain management risks</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	Medium	<p>CW1905 Rec. 1.1e: Strategy and Communications - Divisional and directorate supply chain management</p> <p>Pending</p>	<p>As discussed and agreed at the Corporate Leadership Team (CLT) on 29th July 2020, these findings will be Implemented as recommended by Internal Audit and in line with an earlier CLT decision(8 July 2020) that the most significant corporate concurrent risks (including Brexit supply chain risks) that could potentially impact the Council will be identified by October 2020. It is acknowledged that divisional and directorate supply chain risks will need to be identified to support this process.</p>	<p>Estimated Date: 30/10/2020 Revised Date:</p> <p>No of Revisions 0</p>	<p>Andy Nichol Donna Rodger Gillie Severin Michael Pinkerton Paula McLeay</p>
8	<p>Brexit impacts - supply chain management</p> <p>CW1905 Issue 2: Brexit governance and risk management</p> <p>Andrew Kerr, Chief Executive</p>	Medium	<p>CW1905- Recom. 2.1a: Resilience team - Adequacy & effectiveness of the Brexit risk management & governance process</p> <p>Pending</p>	<p>Resilience presented a report on Brexit planning, preparedness and governance to the Corporate Leadership Team on 8 July and will subsequently be presented to the Policy and Sustainability Committee. This includes proposals for the cessation of the cross-party Brexit working group, with all Brexit resilience planning taken forward through the Council resilience group. The paper also proposes that the Council Incident Management Team (CIMT) considers Brexit alongside Covid-19, and includes Brexit as a standing item on CIMT agendas from September 2020. Once approved by the Policy and Sustainability Committee, these new governance arrangements will be Implemented. Resilience will coordinate review of the corporate Brexit risk register, in conjunction with the Commercial and Procurement Service and Corporate Risk Management teams for consideration at the CLT risk committee.</p>	<p>Estimated Date: 30/09/2020 Revised Date:</p> <p>No of Revisions 0</p>	<p>Donna Rodger Gavin King Mary-Ellen Lang</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
9	<p>Budget Setting and Management</p> <p>RES 1903 Issue 1: Savings proposals documentation and risk assessments</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES 1903 Issue 1.1: Savings proposals documentation and risk assessments</p> <p>Implemented</p>	<p>1. Savings plan and business case templates will both be reviewed to ensure that they align to major projects documentation. In addition, a procedural document will be created which details the amount and depth of documentation, which is required to support savings plans, based on outcomes of the prioritisation matrix assessment. 2. The Finance budget monitoring RAG (Red, Amber, Green) delivery risk assessment categories will each be formally defined, and consistently applied to all savings delivery progress updates provided to Directorate management teams, CLT, and service committees.</p>	<p>Estimated Date: 30/09/2020</p> <p>Revised Date: 01/02/2021</p> <p>No of Revisions 0</p>	<p>John Connarty Alison Henry Annette Smith Donna Rodger Emma Baker Hugh Dunn Layla Smith Michelle Vanhegan</p>
Page 242 10	<p>Budget Setting and Management</p> <p>RES 1903 Issue 2: Budget setting and management processes</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES 1903 Issue 2.1: Budget setting and management processes and timetable</p> <p>Started</p>	<p>Guidance will be developed for budget setting and management as described in the recommendation above and issued to support the 2021/22 budget setting process.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Henry Annette Smith Emma Baker Hugh Dunn John Connarty Layla Smith Michelle Vanhegan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
11	<p>Budget Setting and Management</p> <p>RES 1903 Issue 2: Budget setting and management processes</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES 1903 Issue 2.2: Clarity of roles and responsibilities</p> <p>Started</p>	<p>The respective roles and responsibilities for first line budget managers and second line Finance and Change Strategy teams in relation to the annual budget setting and ongoing budget management process will be clearly defined in a procedure document and communicated with documentation reflecting guidance on this matter issued by CIPFA.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Henry</p> <p>Annette Smith</p> <p>Emma Baker</p> <p>Hugh Dunn</p> <p>John Connarty</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p>
Page 249	<p>Budget Setting and Management</p> <p>RES 1903 Issue 3: Continuous improvement: Lessons learned and customer feedback.</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES 1903 Issue 3.1: Annual budget setting lessons learned methodology</p> <p>Started</p>	<p>A methodology for the lessons learned process will be developed and stated in a procedure document. This work will be performed through liaison between the Change Strategy Team and Finance. The methodology will include the requirements stated above.</p>	<p>Estimated Date: 31/05/2020</p> <p>Revised Date: 31/05/2021</p> <p>No of Revisions 1</p>	<p>John Connarty</p> <p>Alison Henry</p> <p>Annette Smith</p> <p>Donna Rodger</p> <p>Emma Baker</p> <p>Hugh Dunn</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
13	<p>Budget Setting and Management</p> <p>RES 1903 Issue 3: Continuous improvement: Lessons learned and customer feedback.</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES 1903 Issue 3.2: Finance customer and staff feedback surveys</p> <p>Started</p>	<p>Finance will conduct customer and staff feedback exercises every two years. A feedback process will be developed and Implemented that is aligned with the lessons learned methodology as described in recommendation 3.1. In addition, feedback from each exercise will be consolidated and used to generate improvement actions. The survey results and improvement actions will be reported to service managers and staff.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Henry</p> <p>Annette Smith</p> <p>Hugh Dunn</p> <p>John Connarty</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p>
14	<p>Budget Setting and Management</p> <p>RES 1903 Issue 4: Training for budget managers</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES 1903 Issue 4.1: Training for budget managers</p> <p>Started</p>	<p>Finance is not currently responsible for providing training for budget managers as this was centralised into, Learning and Development in 2016. However, following discussions earlier this year, it has been agreed that responsibility for budget managers training will transfer back from Learning and Development to Finance. Once these responsibilities have been transferred, Finance will establish a process to ensure that all first line budget managers have completed the two training modules with supporting checks performed to ensure that the training has been completed. Please note that the 'Evidence required to close' listed above is for indicative purposes only. During Internal Audit's review of any evidence submitted, further supporting evidence may be required to close the action. Evidence should be uploaded to TeamCentral as actions progress and no later than 10 working days before agreed implementation date. This will allow Internal Audit sufficient time to review the evidence.</p>	<p>Estimated Date:30/09/2020</p> <p>Revised Date:31/12/2021</p> <p>No of Revisions 1</p>	<p>Alison Henry</p> <p>Annette Smith</p> <p>Hugh Dunn</p> <p>John Connarty</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
Page 245	<p>CGI Partnership Management and Governance</p> <p>RE1904 Issue 1 - CGI Governance and performance management framework</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES1904 - Rec 1.1 Independent assurance</p> <p>Implemented</p>	<p>1. Whilst these areas are not covered as specific clauses in the current contract, management agrees that it is important to obtain independent assurance in relation to CGI operational performance, and will request provision of the following either within the terms of the current contract (if possible) or as part of the next contract refresh to support achievement of Scottish Government Cyber Essentials Plus Accreditation and ongoing compliance with the new Scottish Government public sector cyber framework: a) evidence of ongoing CGI International Organisation for Standardisation (ISO) accreditation for all standards relevant to the technology services delivered by CGI (for example ISO27001). b) completion of an annual independent IT health check regardless of CGI ISO accreditation outcomes that will provide additional assurance in relation to security and ongoing compliance with the current Scottish Government Cyber Essentials Plus Accreditation and new cyber security framework requirements. It is acknowledged that this will likely incur additional cost for the Council, however this may be offset by reduced Internal and External audit assurance costs where reliance can be placed on completion of the independent health check. c) the requirement for CGI to address any assurance findings raised with evidence provided to the Council to confirm their resolution. 2. Management accepts this risk on the basis that it is not possible to change the terms of the contract to include an increased number of contractually free audits to support provision of ongoing independent internal and external audit assurance.</p>	<p>Estimated Date: 31/03/2021</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Alison Roarty Heather Robb Jackie Galloway Layla Smith Michelle Vanhegan Nicola Harvey</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
16	CGI Partnership Management and Governance RE1904 Issue 1 - CGI Governance and performance management framework Stephen Moir, Executive Director of Resources	Medium	RES1904 - Rec 1.2 CGI governance framework Started	The governance framework has changed reflecting the Council's evolving technology needs and ongoing continuous feedback and improvement in delivery of CGI services, and some aspects of the governance framework detailed in the contract have become outdated. A governance document has been designed and agreed with CGI that includes all established partnership meetings and details their purpose; attendees; documents and information to be provided in advance of the meetings; and meeting agendas. The design of the current governance framework will be further considered as part of the next CGI contract refresh.	Estimated Date: 31/03/2021 Revised Date: No of Revisions 0	Alison Roarty Heather Robb Jackie Galloway Layla Smith Michelle Vanhegan Nicola Harvey
17	CGI Partnership Management and Governance RE1904 Issue 1 - CGI Governance and performance management framework Stephen Moir, Executive Director of Resources	Medium	RES1904 - Rec 1.3 Key performance indicators Started	Accepted. A review will be performed to determine which KPIs can be refreshed within the terms of the current contract, and all existing KPIs will be reviewed as part of the next contract refresh.	Estimated Date: 31/03/2021 Revised Date: No of Revisions 0	Alison Roarty Heather Robb Jackie Galloway Layla Smith Michelle Vanhegan Nicola Harvey

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
18	<p>Cyber Security - Public Sector Action Plan</p> <p>RES1808: Issue 1: Critical Operational Cyber Security Controls</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES1808: Issue 1: Recommendation 1.2 - Cyber Essentials Accreditation</p> <p>Started</p>	<p>CGI completed a complete manual vulnerability scan of the estate in November 2018. Vulnerabilities identified from this scan are being resolved as part of the Public Services Network remediation action plan. CGI have been formally requested to implement automated vulnerability scanning as a service. To ensure this is in place in time for Cyber Essentials Plus accreditation this automated vulnerability scanning is targeted to be implemented by end of June 2019.</p>	<p>Estimated Date: 30/09/2019 Revised Date: 01/05/2021 No of Revisions 2</p>	<p>Alison Roarty Heather Robb Layla Smith Michelle Vanhegan Mike Brown Nicola Harvey</p>
Page 247 19	<p>Digital Services Change Initiation</p> <p>CW1901 Change Initiation: Issue 1 - Inconsistencies in the change management processes</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>CW1901: Recommendation 1.2.1 - Review of service levels for CGI review and response to change requests</p> <p>Started</p>	<p>Service levels for CGI review of and responses to change requests will be reviewed and consideration given to implementing the following changes where this is possible within the terms of the current contract: creating bespoke service levels for individual complex change requests with any additional costs associated with bespoke service levels incorporated into the cost of the change request. Where bespoke service levels are agreed, a process will be established to ensure that these are communicated to both Digital Services and the change requestor. CGI and the Council will also consider and implement (if appropriate) an initial review of change requests to confirm that they are of an acceptable level of quality and include sufficient information to support an initial assessment of the requirement for a Data Privacy Impact Assessment prior to acceptance. Progress against delivery of both standard and bespoke service levels for CGI review of and response to change requests will continue to be monitored by both the Council and CGI via established governance processes.</p>	<p>Estimated Date: 31/12/2020 Revised Date: No of Revisions 0</p>	<p>Alison Roarty Derek Masson Heather Robb Jackie Galloway Layla Smith Michelle Vanhegan Nicola Harvey</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
20	<p>Digital Services Incident and Problem Management</p> <p>RES1907 Incident and Problem Management: Issue 1 - Next steps for incident resolution</p> <p>Stephen Moir, Executive Director of Resources</p>	Low	<p>RES1907 Recommendation 1.1.1 - Incident Reports</p> <p>Started</p>	Agreed – updates will be provided into the problem management records that feed into the Problem Review Board.	<p>Estimated Date:31/12/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Alison Roarty</p> <p>Heather Robb</p> <p>Jackie Galloway</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p> <p>Nicola Harvey</p> <p>Richard Burgess</p>
21	<p>Digital Services Incident and Problem Management</p> <p>RES1907 Incident and Problem Management: Issue 1 - Next steps for incident resolution</p> <p>Stephen Moir, Executive Director of Resources</p>	Low	<p>RES1907 Recommendation 1.1.2 - Partnership Board and Client Service Reports</p> <p>Started</p>	Agreed – the Client Service reports, and Partnership Board documents will be amended in relation to problem records to make reference to updates of the problem records being recorded in the Problem Review Board input.	<p>Estimated Date:</p> <p>31/12/2020</p> <p>Revised Date:</p> <p>No of Revisions</p> <p>0</p>	<p>Alison Roarty</p> <p>Heather Robb</p> <p>Jackie Galloway</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p> <p>Nicola Harvey</p> <p>Richard Burgess</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
22	<p>Drivers</p> <p>Management and use of Driver Permits and fuel FOB cards</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>Management and use of Driver Permits and Fuel FOB cards Rec 4</p> <p>Started</p>	Fleet Services will perform an exercise to remove all historic leavers from their database and advise the external third party who performs the annual licence checks to ensure that no subsequent checks are performed on former employees;	<p>Estimated Date: 01/02/2019</p> <p>Revised Date: 31/08/2021</p> <p>No of Revisions 4</p>	<p>Alison Coburn Claire Duchart David Givan Gareth Barwell George Gaunt Katy Miller Martin Young Nicole Fraser Scott Millar Steven Wright</p>
Page 249	<p>Drivers</p> <p>Recording and addressing driving incidents</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>Recording and addressing driving incidents Rec 2</p> <p>Started</p>	A monthly reconciliation between the incidents reported to Fleet Services and those recorded on SHE will be performed, with line managers advised re any gaps on the SHE system that need to be addressed;	<p>Estimated Date: 01/04/2019</p> <p>Revised Date: 30/06/2021</p> <p>No of Revisions 3</p>	<p>Adam Fergie Alison Coburn Claire Duchart David Givan Gareth Barwell George Gaunt Katy Miller Martin Young Nicole Fraser Scott Millar Steven Wright</p>
24	<p>Drivers</p> <p>Recording and addressing driving incidents</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>Recording and addressing driving incidents Rec 3</p> <p>Started</p>	Quarterly analysis of driving incidents will be performed and provided to Service Areas with a request that any recurring themes or root causes are incorporated into ongoing driver training;	<p>Estimated Date: 01/02/2019</p> <p>Revised Date: 31/10/2021</p> <p>No of Revisions 3</p>	<p>Adam Fergie Alison Coburn Claire Duchart David Givan Gareth Barwell George Gaunt Katy Miller Martin Young Nicole Fraser Scott Millar Steven Wright</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
25	<p>Drivers</p> <p>Recording and addressing driving incidents</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>Recording and addressing driving incidents</p> <p>Started</p>	<p>Six monthly reporting will be provided to the Corporate Leadership Team together with details of relevant actions taken.</p>	<p>Estimated Date: 01/10/2019 Revised Date: 01/12/2020 No of Revisions 1</p>	<p>Adam Fergie Alison Coburn Claire Duchart David Givan Gareth Barwell George Gaunt Katy Miller Martin Young Nicole Fraser Scott Millar Steven Wright</p>
Page 250 26	<p>Drivers - findings only report</p> <p>1: Completion of Driver Licence checks</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>1.2 - Agreed Management Action – Establish an accurate population of Council drivers</p> <p>Started</p>	<p>1. An e mail will be prepared and issued by the Executive Director of Place. This will include an explanation of the requirement for Council vocational and grey fleet drivers to complete and return the DVLA driver licence check permissions forms to Fleet Services and include a date for completion. The e mail will also reinforce the escalation process to be applied where that driving permission forms are not received and will confirm that driver permits will be revoked where completed forms are not returned on time. 2. Fleet services will engage with the Business Hub team within Strategy and Communications and to determine what support can be provided to enable effective resolution of the current position and the nature of ongoing support required. 3. This action is already in progress as a number of leavers have now been removed from the Fleet Services Tranman driver database. Once all permission forms have been received, a full reconciliation will be performed. Subsequent reconciliations will then be performed monthly and will be moved to quarterly if no significant issues are experienced. 4. Reports are currently received monthly from the Business Hub (Strategy and Communications) and Per Temps for agency workers,</p>	<p>Estimated Date: 01/11/2020 Revised Date: 01/03/2021 No of Revisions 0</p>	<p>Alison Coburn David Givan Gareth Barwell George Gaunt Nicole Fraser Scott Millar</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
Page 251				<p>but these include all leavers and do not specifically highlight those who are drivers. As part of our engagement with the Strategy and Communications Business Hub, we will determine whether leaver reports can be provided that include details of vocational and grey fleet drivers. If this is not possible, we will engage with Continuous Improvement to determine whether it is possible to design and implement an electronic process that compares the employee data in the leavers reports with the data retained in the Fleet Services Tranman driver database to identify those leavers who are drivers. If this is not possible, a manual comparison will continue to be performed and leavers who are drivers will be removed from the Tranman database and advised to Davis 5 and 6 - Once the data cleanse and reconciliation has been performed, the Council will have an accurate record of all known vocational, grey fleet, and agency drivers that details where checks have been performed and permits issued. The ongoing reconciliation to be performed at 2 above will ensure that this remains complete and accurate 7. E Davis will perform the licence checks as soon as permission forms are received by them. Davis also provides management information in relation to permissions that are due to expire. MI re permissions that are due to expire.</p>		

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
27	<p>Drivers - findings only report</p> <p>1: Completion of Driver Licence checks</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>1.3 - Driver permit revocation</p> <p>Started</p>	<p>1. A standard reminder e mail will be prepared by the Head of Place Development and issued to employees and their line managers where permission forms have not been received 10 days prior to their expiry. 2. The e mail will highlight that driver permits will be revoked if they are not received by the required date, and employees and line managers will be made aware that they are no longer eligible to drive for the Council and 9for vocational and agency drivers) that they are no longer covered by Council insurance. 3. and 4 Permits will be revoked where permission forms are not received on time and e mail confirmation provided to employees and line managers reminding them that they can no longer drive on behalf of the Council.</p>	<p>Estimated Date: 04/05/2020</p> <p>Revised Date: 29/01/2021</p> <p>No of Revisions 1</p>	<p>Alison Coburn David Givan Gareth Barwell George Gaunt Graeme Hume Nicole Fraser Scott Millar</p>
28	<p>Edinburgh Alcohol and Drug Partnership (EADP) – Contract Management</p> <p>Risk and Supplier Performance Management</p> <p>Judith Proctor, Chief Officer - HSCP</p>	High	<p>Rec 1 - Risk Management</p> <p>Started</p>	<p>A contracts management risk register will be developed describing, prioritising, and addressing risks to delivery. The risk register will be shared with and approved by the Core group by January 2018. The risk register will be refreshed quarterly and reviewed by the Core Group.</p>	<p>Estimated Date: 30/03/2018</p> <p>Revised Date: 01/03/2021</p> <p>No of Revisions 4</p>	<p>Angela Ritchie David Williams Tony Duncan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
29	Edinburgh Alcohol and Drug Partnership (EADP) – Contract Management Key Person Dependency and Process Documentation Judith Proctor, Chief Officer - HSCP	Medium	Rec 5 - Records Management Policy Started	Records retention policy: Direction will be requested from the Information Governance team in relation to Records Management Policy requirements and how they should be applied to retention, archiving and destruction of contract management information. Any lessons learned will be shared with the Health and Social Care contracts management team.	Estimated Date:30/03/2018 Revised Date:01/02/2021 No of Revisions: 5	Angela Ritchie David Williams Tony Duncan
Page 253 30	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer - HSCP	Medium	CW1806 Issue 1.1(2): ATEC 24 Review of Operational Processes - Call Prioritisation Implemented	2. Call prioritisation procedures will be designed and Implemented, including recording the rationale for call prioritisation and delivery of training to staff. A review schedule for these procedures will be Implemented with the last review date and date of next scheduled review clearly identifiable i.e. every 3 years.	Estimated Date: 29/11/2019 Revised Date: 01/02/2021 No of Revisions 2	Andy Jones Angela Ritchie Tom Cowan
31	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework	Medium	CW1806 Issue 1.2(3): ATEC 24 Service Level Agreements - Partnership Protocol Implemented	3. A partnership protocol will be approved and Implemented for the Fallen Uninjured Person Service to reflect the current operations, funding arrangements and any planned process improvements.	Estimated Date: 29/11/2019 Revised Date: 01/03/2021 No of Revisions 3	Andy Jones Angela Ritchie Tom Cowan

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
	Judith Proctor, Chief Officer - HSCP					
32	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer - HSCP	Medium	CW1806 Issue 1.1(6): ATEC 24 Review of Operational Processes - Response Recording Implemented	6. Roll out of handheld devices to allow automated reporting will be progressed.	Estimated Date: 30/04/2020 Revised Date: 01/03/2021 No of Revisions 1	Andy Jones Angela Ritchie Tom Cowan
33	Emergency Prioritisation & Complaints CW1806 Issue 1: ATEC 24 Operational Framework Judith Proctor, Chief Officer - HSCP	Medium	CW1806 Issue 1.4(1): ATEC 24 Quality Assurance Framework - Methodology Implemented	1. A documented quality assurance process aligned to Technology Enabled Care Services Association (TSA) guidelines will be developed and communicated for call handling and response visits. The process will include quality assurance roles and responsibilities, frequency and scope of quality assurance checks, sampling methodologies to be applied.	Estimated Date: 30/04/2020 Revised Date: 01/02/2021 No of Revisions 2	Andy Jones Angela Ritchie Tom Cowan

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
34	<p>Emergency Prioritisation & Complaints</p> <p>CW1806 Issue 1: ATEC 24 Operational Framework</p> <p>Judith Proctor, Chief Officer - HSCP</p>	Medium	<p>CW1806 Issue 1.4(2): ATEC 24 Quality Assurance Framework - Application</p> <p>Implemented</p>	<p>2. Quality assurance outcomes will be linked to supervision and training and performance objectives, with regular one to ones scheduled to ensure action is taken to address any competence issues or gaps identified.</p>	<p>Estimated Date: 30/04/2020 Revised Date: 01/02/2021 No of Revisions 2</p>	<p>Andy Jones Angela Ritchie Tony Duncan</p>
Page 255	<p>Emergency Prioritisation & Complaints</p> <p>CW1806 Issue 1: ATEC 24 Operational Framework</p> <p>Judith Proctor, Chief Officer - HSCP</p>	Medium	<p>CW1806 Issue 1.4(3): ATEC 24 Quality Assurance Framework - Review</p> <p>Pending</p>	<p>3. Where systemic themes or trends are identified from quality assurance reviews, management will consider whether existing operational processes should be revisited.</p>	<p>Estimated Date: 30/04/2020 Revised Date: 01/05/2021 No of Revisions 1</p>	<p>Andy Jones Angela Ritchie Tom Cowan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
36	<p>Emergency Prioritisation & Complaints</p> <p>CW1806: Issue 2: Third Party Service Provision - Health & Social Care Partnership</p> <p>Judith Proctor, Chief Officer - HSCP</p>	Medium	<p>CW1806: Issue 2(1): SLAs - Third Party Service Provision</p> <p>Started</p>	<p>A review of the SLA for the ESCS is underway. It is likely the detail of the arrangements will differ considerably from what is currently included within the SLA. The review will, however, take into consideration the points noted above. The review of the SLA will include contributions from City of Edinburgh Council, Midlothian Council and East Lothian Council, and will be presented to the Edinburgh Health and Social Care Partnership Executive Management Team for review and approval.</p>	<p>Estimated Date: 30/11/2019 Revised Date: 31/08/2021 No of Revisions 4</p>	<p>Angela Ritchie Brian Henderson Colin Beck Tony Duncan</p>
37	<p>Emergency Prioritisation & Complaints</p> <p>CW1806: Issue 2: Third Party Service Provision - Health & Social Care Partnership</p> <p>Judith Proctor, Chief Officer - HSCP</p>	Medium	<p>CW1806: Issue 2(2): Partnership Protocol HSCP/Contact Centre</p> <p>Started</p>	<p>Agreed, once the SLA is finalised, a Partnership Protocol will be developed in conjunction with Customer Contact Centre colleagues.</p>	<p>Estimated Date: 28/02/2020 Revised Date: 30/09/2021 No of Revisions 3</p>	<p>Alison Roarty Angela Ritchie Brian Henderson Colin Beck Lisa Hastie Tom Cowan</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
38	H&SC Care Homes - Corporate Report A1.1: Care Homes Self Assurance Framework Judith Proctor, Chief Officer - HSCP	Medium	A1.1: Care Homes Self Assurance Framework Implemented	A self-assurance framework will be designed and Implemented that will validate effective operation of controls in place to manage these risks. The Health and Social Care Partnership Operations Manager will be accountable for development; implementation and ongoing operation of the framework. Development and implementation support will be requested from Business Support and Quality Assurance and Compliance.	Estimated Date: 30/06/2019 Revised Date: 01/05/2021 No of Revisions 1	Angela Ritchie Jacqui Macrae
Page 257	H&SC Care Homes - Corporate Report A2.3: Welfare Fund and Outings Funds Judith Proctor, Chief Officer - HSCP	Medium	A2.3(2) Establishment of welfare fund committees Implemented	A working group has been established that will focus on welfare. The remit of the group will focus on welfare committees; constitutions; accounts; criteria and donations. 2 officers from the working group have been assigned responsibility to write and implement welfare guidelines.	Estimated Date: 31/07/2018 Revised Date: 01/05/2021 No of Revisions 5	Angela Ritchie Jacqui Macrae
40	H&SC Care Homes - Corporate Report A3.1: Training Judith Proctor, Chief Officer - HSCP	Medium	A3.1(1) Manager review of training Implemented	This will be included as part of a new monthly controls process to be Implemented and monitored via completion of a monthly spreadsheet. A working group has been established to document all processes to be included.	Estimated Date: 30/06/2019 Revised Date: 01/05/2021 No of Revisions 3	Angela Ritchie Jacqui Macrae
41	H&SC Care Homes - Corporate Report A3.3: Performance & Attendance Management	Medium	A3.3(2) Health & Social Care Teams - 6 monthly and annual performance conversations	Health and Social Care Teams Will ensure that annual performance conversations (once completed) are recorded on the iTrent system.	Estimated Date: 30/06/2018 Revised Date: 01/05/2021 No of	Angela Ritchie Jacqui Macrae

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
	Judith Proctor, Chief Officer - HSCP		Implemented		Revisions 5	
42	H&SC Care Homes - Corporate Report A3.3: Performance & Attendance Management Judith Proctor, Chief Officer - HSCP	Medium	A3.3(4) Health & Social Care Teams - quarterly review of absence and performance management Implemented	This is the responsibility of the Unit manager for their direct reports. The Business Support Officer will ensure that the Unit Manager is aware on a monthly basis for Domestic and Handymen reporting to them. The Business Support Officer is required to monitor and report through the Customer process on a monthly basis. The staff nurse / charge nurse to be appointed at Gylemuir will ensure that this is performed for all NHS staff.	Estimated Date:30/06/2018 Revised Date:01/05/2021 No of Revisions 3	Angela Ritchie Jacqui Macrae
43	H&SC Care Homes - Corporate Report A3.4: Agency Staffing Judith Proctor, Chief Officer - HSCP	Medium	A3.4(2) Analysis of the agency staff and hours worked charges Implemented	The BSO will assist the UM (See A2.1). A paper is being presented to the Health and Social Care Senior Management Team week commencing 15th January 2018 that proposes a solution where information will be provided to Locality Managers who will prepare reports for Care Homes. If this solution is agreed, it will be Implemented immediately.	Estimated Date: 31/03/2018 Revised Date: 01/05/2021 No of Revisions 4	Angela Ritchie Jacqui Macrae
44	H&SC Care Homes - Corporate Report A3.5: Adequacy of Resources Judith Proctor, Chief Officer - HSCP	Medium	A3.5(1) Care Inspectorate Dependency Assessments requirements Implemented	Unit managers submit monthly reports to Cluster manager and Locality management team. Locality management team responsible for ensuring resource meets the demand based on dependency scoring.	Estimated Date: 31/01/2019 Revised Date: 01/05/2021 No of Revisions 5	Angela Ritchie Jacqui Macrae

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
45	H&SC Care Homes - Corporate Report A2.3: Welfare Fund and Outings Funds Judith Proctor, Chief Officer - HSCP	Medium	A2.3(3) Production of annual accounts and review by welfare fund committee Started	A working group has been established that will focus on welfare. The remit of the group will focus on welfare committees; constitutions; accounts; criteria and donations. 2 officers from the working group have been assigned responsibility to write and implement welfare guidelines Task assigned to Business Officer for annual accounts and daily bookkeeping. Guidelines to be written for consistency.	Estimated Date: 31/07/2018 Revised Date: 01/05/2021 No of Revisions 4	Angela Ritchie Jacqui Macrae
Page 259	HMO Licensing PL1803 Issue 1 Licensing system - Data Integrity and Performance Issues Paul Lawrence, Executive Director of Place and SRO	High	PL1803 Issue 1.2 Escalation of system issues Implemented	The Place Directorate has previously reported on operational performance issues to the Regulatory Committee in 2018. The Place Directorate will include a full assessment of system issues with APP within a wider performance report due to be submitted to Regulatory Committee in the last quarter of 2019/20. This report will include an update on proposed project plan for APP Cx	Estimated Date: 31/03/2020 Revised Date: 31/03/2021 No of Revisions 1	Alison Coburn Andrew Mitchell David Givan George Gaunt Grace McCabe Isla Burton Michael Thain Sandra Harrison
47	HMO Licensing PL1803 Issue 2 - Collection and processing of HMO licence fees Paul Lawrence, Executive Director of Place and SRO	High	PL1803 Issue 2.1 BACs payment reference Started	It should be noted that measure are in place to ensure that no application is progressed without the required fee being reconciled. This reflects the statutory process and the need to ensure that the Council treats applications for a renewal lawfully unless the reconciliation process can evidence a payment has not been made. There is no evidence from directorate monitoring the level of income from HMOs licence applications which would demonstrate that fees are not being collected. Any unmatched fee not identified will in effect contribute to the Council's general revenue account and therefore there is no financial loss to the Council. The Internal Audit recommendation outlined above is not accepted as it not believed to be	Estimated Date: 30/03/2020 Revised Date: 05/10/2020 No of Revisions 1	Alison Coburn Andrew Mitchell David Givan George Gaunt Grace McCabe Isla Burton Michael Thain Sandra Harrison

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
Page 260 48				achievable. Therefore Licencing; Customer; and Finance will investigate potential solutions re the BACS issue, (including any potential scope for a technology solution) to address this risk. These options will be reviewed with Internal Audit and a longer-term solution identified and Implemented. It has been agreed with Internal Audit that (once the solution has been identified) another audit finding will be raised that will monitor implementation of the solution to confirm that it is operating effectively. In the meantime, a statement will be added to the Licencing pages on the Council's external website and application forms advising customers of what reference must be used to successfully make a BACs payment.		
	HMO Licensing PL1803 Issue 3 - Operational Performance and Reporting Paul Lawrence, Executive Director of Place and SRO	Medium	PL1803 Issue 3.6 HMO Key Performance Indicators and Performance Reporting Started	The Regulatory Committee were previously advised that HMO performance data would be excluded whilst the Licencing introduced the significant change of moving towards a three-year licensing system. Performance reports therefore only included Civic and Taxi data in the period 2015-2018. Licencing will be reporting to Regulatory Committee on the first cycle of three-year licencing for HMO's prior to the setting of Licencing Fees for 2020/21 in early 2020. The Directorate will include within that report relevant performance data and make recommendations for approval for performance targets ongoing performance targets.	Estimated Date: 31/01/2020 Revised Date: 01/06/2020 No of Revisions 0	Alison Coburn Andrew Mitchell David Givan George Gaunt Grace McCabe Isla Burton Michael Thain Sandra Harrison

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
49	Homelessness Services CW1808 Issue 3: Provision of homelessness advice and information Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	Medium	CW1801 Recommendation 3.1.2: Updating homelessness information on website Implemented	3.1.2 - Following the engagement events with key stakeholders, the Council's website will be updated to include the information set out within the recommendation, and any other information relevant to key stakeholders. Webpages will be subject to regular review to ensure the information remains up to date and in line with policies and legislation.	Estimated Date: 30/04/2020 Revised Date: 31/03/2021 No of Revisions 3	Debbie Herbertson Nichola Dadds Nicky Brown
Page 261 50	Homelessness Services CW1808 Issue 2: Homelessness data quality and performance reporting Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	High	CW1808 Recommendation 2.2.3 - Performance Reporting Started	2.2.3 - We will report performance information through a dashboard to the Housing and Economy Committee, officers are currently working with elected members to finalise the key performance indicators required.	Estimated Date: 31/01/2020 Revised Date: 31/08/2021 No of Revisions 3	Emma Morgan Nichola Dadds Nicky Brown
51	Homelessness Services CW1808 Issue 3: Provision of homelessness	Medium	CW1801 Recommendation 3.1.3: Homelessness information leaflet	3.1.3 - Following the engagement events with key stakeholders, we will develop a leaflet for applicants based on the information set out above, and any other relevant information. The leaflet will be made available in all Council offices, locality offices, libraries, health	Estimated Date:30/04/2020 Revised Date:30/06/2021	Debbie Herbertson Nichola Dadds Nicky Brown

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
	advice and information Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities		Started	centres, Citizen Advice Bureaus, charities and other local support and advice agencies.	No of Revisions1	
Page 262	Life Safety CW1910 - Life safety: Issue 4 Housing Property Services – fire and water safety processes Paul Lawrence, Executive Director of Place and SRO	Low	CW1910 Rec. 4.1.2 Housing Property Services – fire safety inspections in low rise properties Implemented	Housing Property Services will investigate the feasibility of implementing a technology solution to enable recording of the outcomes of fire inspections in low rise buildings where the Council has responsibility with Digital Services. If a solution is feasible, a change request for implementation of the new system will be prepared and submitted to CGI, the Council's technology partner.	Estimated Date: 18/12/2020 Revised Date: No of Revisions 0	Alison Coburn Alistair Latona Michael Thain Patricia Blore Willie Gilhooly
53	Life Safety CW1910 - Life safety: Issue 4 Housing Property Services – fire and water safety processes Paul Lawrence, Executive Director of Place and SRO	Low	CW1910 Rec. 4.1.1 Housing Property Services – water risk assessments Started	1. The Scientific Services team have reviewed the comment above against current legislation and will implement the following refreshed approach: Rather than a rolling programme covering all 20,000 Housing Property Services (HPS) properties equally, different types of property are classed in different priority risk categories. The Council has responsibility for 44 multi storey blocks and 33 Sheltered Housing complexes. These properties are all classed as high risk and assessments will be carried out within the stated two-year period currently specified in the Council's water policy, and then every two years going forward. The remaining properties on the Housing estate are considered low level priority and legislation states that	Estimated Date: 31/12/2020 Revised Date: No of Revisions 0	Alison Coburn Gareth Barwell Jemma Tennant Robbie Beattie

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				these surveys should be undertaken over a five-year period. Risk assessments will be carried out on sample properties for these low risk properties. For example, in a street of 100 homes with 20 different house types, only 20 surveys would be required. 2. Providing that Housing Property Services as the risk owner allocate sufficient budget resource, Scientific Services are comfortable that this work will not put a strain on their current resources and as the approach adopted is in line with the Council's Water Safety Policy and applicable regulations, there is no need to record completion in relevant divisional and directorate risk registers.		
Page 263	Local Development Plan Financial Modelling Paul Lawrence, Executive Director of Place and SRO	High	Funding Started	Challenge of infrastructure proposals will be performed at the LDP Action Programme oversight group. Complete and agree Financial Model of 2018 LDP Action Programme Annual Report to CLT and F&R Committees Prepare update to Financial Model in line with next LDP project plan.	Estimated Date: 31/03/2018 Revised Date: 01/10/2020 No of Revisions 2	Alison Coburn Claire Duchart David Givan George Gaunt Kate Hopper Michael Thain Sandra Harrison
55	Local Development Plan Governance arrangements over infrastructure appraisals Paul Lawrence, Executive Director of Place and SRO	Medium	Infrastructure Governance arrangements Started	Establish and agree appropriate roles, resources and the responsibilities for delivery the above matters as an early action in the project plan for LDP 2. Oversight will be provided by the Project Board to ensure that all individual appraisals performed across Service Areas have applied these recommendations. (sept 18)	Estimated Date: 31/03/2018 Revised Date: 01/10/2020 No of Revisions 2	Alison Coburn Claire Duchart David Givan George Gaunt Kate Hopper Michael Thain Sandra Harrison

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
56 Page 264	Localities Operating Model 1. Localities Governance and Operating Model Gillie Severin, Strategic Change Delivery Manager	High	1.1 Recommendation - Localities Operating Model Post Implementation Review Started	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and Implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and Implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Estimated Date: 31/03/2020 Revised Date: 31/03/2023 No of Revisions 2	Alison Coburn David Givan Donna Rodger Evelyn Kilmurry George Gaunt Jackie Irvine Nichola Dadds Ruth Currie Sarah Burns
57	Localities Operating Model 1. Localities Governance and Operating Model Gillie Severin, Strategic Change Delivery Manager	High	1.2 Recommendation – Development and Delivery of Council Locality Improvement Plan Actions Started	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first	Estimated Date: 31/03/2020 Revised Date: 31/03/2023 No of Revisions 2	Alison Coburn Alison Henry David Givan Donna Rodger Evelyn Kilmurry George Gaunt Michele Mulvaney Paul Lawrence

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				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.		Paula McLeay Sarah Burns
Page 265 58	Localities Operating Model 1. Localities Governance and Operating Model Gillie Severin, Strategic Change Delivery Manager	High	1.3 Recommendation - Locality Service Delivery Performance Measures Started	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and Implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and Implemented. It has been agreed with Internal Audit	Estimated Date:31/03/2020 Revised Date:31/03/2023 No of Revisions2	Alison Coburn Donna Rodger Evelyn Kilmurry Michele Mulvaney Paula McLeay Sarah Burns

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				that new management actions will be raised at that time to track implementation progress.		
Page 266	Localities Operating Model 1. Localities Governance and Operating Model Gillie Severin, Strategic Change Delivery Manager	High	1.4 Recommendation - Engagement with Council centralised divisions Started	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and Implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and Implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Estimated Date: 31/03/2020 Revised Date: 31/03/2023 No of Revisions 2	Alison Coburn David Givan Donna Rodger Evelyn Kilmurry George Gaunt Sarah Burns

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
60	Localities Operating Model 1. Localities Governance and Operating Model Gillie Severin, Strategic Change Delivery Manager	High	PL1801 1.5 Recommendation - Locality budget planning and financial management Started	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and Implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and Implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Estimated Date: 31/03/2020 Revised Date: 31/03/2020 No of Revisions 2	Alison Coburn Annette Smith Donna Rodger Evelyn Kilmurry Hugh Dunn John Connarty Michelle Vanhegan Sarah Burns Susan Hamilton

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
61	Localities Operating Model 1. Localities Governance and Operating Model Gillie Severin, Strategic Change Delivery Manager	High	1.6 Recommendation - Risk Management Started	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first finding below will be considered and Implemented (where appropriate) in the design of the new model and incorporated within reporting provided to established Council executive committees that are responsible for oversight of service delivery across the localities and monitoring progress with delivery of LIP actions. Once the new locality model has been designed, details of the new design and implementation plan will be shared with Internal Audit by 31 March 2020 to demonstrate how their recommendations will be addressed and Implemented. It has been agreed with Internal Audit that new management actions will be raised at that time to track implementation progress.	Estimated Date: 31/03/2020 Revised Date: 31/03/2023 No of Revisions 2	Alison Coburn David Givan Donna Rodger Evelyn Kilmurry George Gaunt Sarah Burns
62	Localities Operating Model 1. Localities Governance and Operating Model Gillie Severin, Strategic Change	High	1.7 Recommendation - Succession Planning Started	Management response from the Place Directorate and Strategy and Communications It is recognised the Council's localities operating model has not been fully effective and that oversight of locality performance and delivery of locality improvement plan actions could be improved. This is mainly attributable to the ambitious and complex design of the original localities operating model. The Localities operating model is in the process of being redesigned following dissolution of the Localities Committees as in February 2019, and the Internal Audit recommendations included in the first	Estimated Date:31/03/2020 Revised Date:31/03/2023 No of Revisions2	Alison Coburn David Givan Donna Rodger Evelyn Kilmurry George Gaunt Sarah Burns

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
	Delivery Manager			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.		
Page 269 ⁶³	Lone working HSC1902: Lone working - Development of detailed action plan Judith Proctor, Chief Officer - HSCP	High	HSC1902 Lone working - Issue 1: Development of detailed action plan Implemented	The Partnership working group will be established by the Head of Operations and a detailed action plan which covers all the recommendations within the report produced by 31 December 2020. The detailed plan will be reviewed by internal audit to confirm that it addresses all findings raised in this report, and individual management actions raised to support subsequent follow-up by internal audit to ensure that the control gaps identified have been effectively addressed. The implementation date of 28 February 2021 reflects time to work collaboratively with internal audit to agree this.	Estimated Date: 28/02/2021 Revised Date: No of Revisions 0	Angela Lindsay Mike Massaro- Mallinson Nikki Conway

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
64	<p>New Facilities Management Service Level Agreement</p> <p>RES1814 - Facilities Management SLA: Janitorial Services Governance Framework</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>RES1814 - Facilities Management SLA: Issue 1.1 Key Performance Indicators</p> <p>Implemented</p>	<p>A suite of KPI's is currently being developed in conjunction with the Communities & Families. While an element of these are service led, Facilities Management are keen to ensure a customer led component to these. These KPI's will be based on industry standards and will be linked to Facilities Management performance data and the outcomes of quality assurance reviews. Once agreed, KPI's will be communicated through training sessions, web updates and included in the SLA and janitorial handbook which is distributed both to staff and to our customers and key stakeholders. Monthly dashboards will be produced highlighting performance against indicators. These will be both for internal service use and for customer reporting.</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 01/08/2020</p> <p>No of Revisions 0</p>	<p>Audrey Dutton</p> <p>Gohar Khan</p> <p>Layla Smith</p> <p>Mark Stenhouse</p> <p>Michelle Vanhegan</p> <p>Peter Watton</p>
65	<p>New Facilities Management Service Level Agreement</p> <p>RES1814 - Facilities Management SLA: Janitorial Services Governance Framework</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>Facilities Management SLA: Issue 1.3 Ongoing quality assurance reviews</p> <p>Implemented</p>	<p>Ongoing quality assurance reviews will be established as described above. In addition to using these to measure the efficacy of our SLA delivery, these are required as part of the ISO 9001/45001 certification process and designed to give us comfort over the robustness of our policies, procedures and supporting documentation.</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 01/08/2021</p> <p>No of Revisions 1</p>	<p>Audrey Dutton</p> <p>Gohar Khan</p> <p>Layla Smith</p> <p>Mark Stenhouse</p> <p>Michelle Vanhegan</p> <p>Peter Watton</p>
66	<p>Out of Support Technology and Public Sector Network</p>	Low	<p>RES1807 - 1.1 Public Services Network governance</p>	<p>Digital Services Management has recognised the need to review governance arrangements around PSN /Cybersecurity. This will include Adapting the Security Working Group (SWG) Assurance report, in conjunction</p>	<p>Estimated Date: 31/01/2020</p> <p>Revised Date:</p>	<p>Alison Roarty</p> <p>Heather Robb</p> <p>Julie Rosano</p> <p>Layla Smith</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
Page 271	Accreditation RES1807 - Issue 1: Public Services Network governance framework Stephen Moir, Executive Director of Resources		arrangements Started	with CGI, to be the single report for all security assurance and accreditation matters encompassing PNS, Cyber Essentials/Cyber Essentials Plus, PSCAP and progress against Internal Audit findings. Working with CGI to change the Security Management Plan to have separate fortnightly SWG meetings to cover Operations and Assurance: SWG Operations Group will review the Security Operations Centre (SOC) and Security Operations Reports (SOR)SWG Assurance Group will review Assurance, PSN, Cyber Essentials/Cyber Essentials Plus and Audit Actions. To enable this approach, we will work with the Commercial teams from CGI and the Council to ensure that this approach is acceptable under the terms of the Contract Ensuring that PSN risks are included and highlighted in the Public Sector Network Plan B report. These risks will also be added to the Council/CGI partnership security risk log and reviewed as part of this.	30/06/2021 No of Revisions 2	Michelle Vanhegan Mike Brown Nicola Harvey
	67	Payments and Charges CW1803 Payments and Charges Issue 4: Processing and recording Licensing Fees Paul Lawrence, Executive Director of Place and SRO	Medium CW1803 Rec. 4.1 - Procedures supporting processing and recording licencing fees Started	The Licensing Service processes approximately 21,000 applications per annum and the Internal Audit sample reviewed represents approximately 1% of the overall number of applications. Internal procedures will be reviewed to ensure that that they adequately cover the issues raised and all staff will receive refresher training to reinforce the importance of consistent application of the procedures. Longer term upgrades to the APP Civica Licensing system should also offer enhanced capability with mandatory sections for each licence type processed.	Estimated Date: 20/12/2019 Revised Date: 01/05/2020 No of Revisions 0	Alison Coburn Andrew Mitchell David Givan Gavin Brown George Gaunt Michael Thain Sandra Harrison

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
68	<p>Payments and Charges</p> <p>CW1803 Payments and Charges Issue 5: Processing and recording of Parking Permit fees</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>CW1803 Rec. 5.2 - Procedure for authorising payments</p> <p>Started</p>	<p>NSL Apply offers improved control mechanisms by automating many processes and tasks, including payments. These are currently not being used. Implementations of these controls, along with a formalised payment acceptance procedure will ensure correct payments are received and further reduce any anomalies. The payment acceptance procedure will confirm that the Council does not accept part payment for parking permits and only reduces the price when the applicant is a disabled persons' blue badge holder. The procedure will establish a quality assurance payment sampling processes for implementation across Business Support teams who administer parking permits.</p>	<p>Estimated Date:31/03/2020</p> <p>Revised Date:01/08/2020</p> <p>No of Revisions 0</p>	<p>Alison Coburn</p> <p>David Givan</p> <p>Gavin Brown</p> <p>Gavin Graham</p> <p>George Gaunt</p> <p>Michael Thain</p> <p>Sandra Harrison</p>
69	<p>Payments and Charges</p> <p>CW1803 Payments and Charges Issue 5: Processing and recording of Parking Permit fees</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>CW1803 Rec. 5.3 - Ongoing risk-based quality assurance</p> <p>Started</p>	<p>A quality assurance payment acceptance procedure will be developed to ensure the accuracy of parking permit payments. This process will be based on the Internal Audit recommendations.</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 01/08/2020</p> <p>No of Revisions 0</p>	<p>Alison Coburn</p> <p>David Givan</p> <p>Gavin Brown</p> <p>Gavin Graham</p> <p>George Gaunt</p> <p>Michael Thain</p> <p>Sandra Harrison</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
70	<p>Payments and Charges</p> <p>CW1803 Payments and Charges Issue 5: Processing and recording of Parking Permit fees</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>CW1803 Rec. 5.4 - NSL income reconciliation</p> <p>Started</p>	<p>The recommendation is accepted. Financial reconciliations between the systems have commenced reinstatement. Work is underway to build a management information suite which will augment the control attributes of the reconciliation as a standalone mechanism.</p>	<p>Estimated Date: 28/02/2020</p> <p>Revised Date: 30/06/2021</p> <p>No of Revisions 3</p>	<p>Annette Smith Dougie Linton Gavin Graham Hugh Dunn John Connarty Layla Smith Michelle Vanhegan Susan Hamilton</p>
<p>Page 273</p> <p>71</p>	<p>Planning and S75 Developer Contributions</p> <p>End to end developer contribution processes, procedures, and training</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1802 Iss 2 Rec 2.2 Quality Assurance</p> <p>Started</p>	<p>Planning has made significant progress on specific parts of the contributions process and will deliver other improvements to this process to address the recommendations. The capture and tracking of the financial contributions will be performed using the Council's PPSL accounts receivable system. The Planning team's existing quality assurance process will be extended to include the end to end developer contributions process to be designed and applied as per recommendation 1. The quality assurance process will cover the areas recommended by Internal Audit at 1 to 4 above, including use of the Council's PPSL accounts receivable system to record and monitor financial contributions received ISO accreditors will also be requested to include the Developer contributions quality assurance process within the scope of their review which is scheduled for completion by October 2020.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Coburn Alison Henry Annette Smith Ben Wilson David Givan George Gaunt Graham Nelson Hugh Dunn Kevin McKee Kevin Ryan Michael Thain Michelle Vanhegan Nick Smith Rebecca Andrew</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
72	Policy Management Framework CE1902 Policy Management Framework Issue 1: Completeness and accuracy of Council policies and the online policy register Gavin King, Democracy, Governance and Resilience Senior Manager	High	CE1902 - 1.2c Policy Register review: Ongoing review of policy register – Strategy and Communications Implemented	A working group led by Strategy and Communications with representation from Internal Audit and each Directorate will be established to identify and implement a process to support timely review and upload of approved policies, and Integrated Impact Assessments (IIA) for inclusion within the online register. Following this, further actions to meet the recommendations will be communicated to all Directorates and Divisions.	Estimated Date: 30/11/2020 Revised Date: 31/12/2020 No of Revisions 1	Chris Peggie Donna Rodger Laura Callender Ross Murray
73	Policy Management Framework CE1902 Policy Management Framework Issue 3: Policy framework guidance Gavin King, Democracy, Governance and Resilience Senior Manager	Medium	CE1902 3.1a Policy framework – definitions for policies, procedures, and guidance Implemented	Clear definitions will be established for policies; procedures; and guidance and will reflect that policies outline the Council's response to legislation; regulations and statutory requirements, specifying what the Council will do to ensure compliance, whilst procedures and guidance detail how policy objectives will be achieved. The definitions will be agreed by the Corporate Leadership Team and The Policy and Sustainability Committee and will be communicated across all Council Directorates and Divisions.	Estimated Date: 31/10/2020 Revised Date: 01/03/2021 No of Revisions 0	Beth Hall Donna Rodger Kevin Wilbraham Laura Callender Ross Murray

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
74	<p>Policy Management Framework</p> <p>CE1902 Policy Management Framework Issue 3: Policy framework guidance</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	Medium	<p>CE1902 3.1b Policy framework - First- and second-lines roles and responsibilities</p> <p>Implemented</p>	<p>Following the outcomes of the Working Group (see recommendation 1.2c), First line (directorate) and second line (Strategy and Communications) roles and responsibilities in relation to the policy management framework and confirmation of its ongoing application will be communicated across Directorates and Divisions and included in the guidance published on the Orb.</p>	<p>Estimated Date: 31/10/2020 Revised Date: 01/03/2021 No of Revisions 0</p>	<p>Donna Rodger Laura Callender Ross Murray</p>
75	<p>Policy Management Framework</p> <p>CE1902 Policy Management Framework Issue 3: Policy framework guidance</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	Medium	<p>CE1902 3.1c Policy framework - review of guidance, templates and orb pages</p> <p>Pending</p>	<p>Guidance and supporting templates on the Orb will be reviewed and refreshed to include links to agreed policy definitions and templates and the policy register and checks performed to confirm that these can be accessed.</p>	<p>Estimated Date: 31/10/2020 Revised Date: 01/03/2021 No of Revisions 0</p>	<p>Laura Callender Ross Murray</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
76	Policy Management Framework CE1902 Policy Management Framework Issue 1: Completeness and accuracy of Council policies and the online policy register Paul Lawrence, Executive Director of Place and SRO	High	CE1902 - 1.2b Policy Register review: Initial review of online policy register – Place Started	Following receipt of the Directorate policy register extract provided by Strategy and Communications, each Directorate will perform an initial review of their section of the policy register to identify out of date and draft documents. A status update will be provided to Strategy and Communications for each document currently published online, to confirm whether the published version is the most up to date approved version and no immediate action is required. is out of date but has been recently reviewed and reported to Committee in the annual policy assurance statement – a copy of the most recent version held by the Directorate or Division will then be sent to by Strategy and Communications for publication on the current online register. is out of date or in draft with no recently approved version available. Strategy and Communications will then remove the current online version from the online policy register and note that the document is being reviewed. Strategy and Communications will update the current online policy register on the basis of returns and Directorates will commence their wider policy review set out at 1.2d.	Estimated Date:31/01/2021 Revised Date:31/05/2021 No of Revisions1	Alison Coburn David Givan Gareth Barwell George Gaunt Karl Chapman Lindsay Robertson Michael Thain Veronica Wishart
77	Portfolio Governance Framework CE1801 Issue 1: Project and portfolio management and scrutiny Gillie Severin,	High	CE1801 Issue 1.4: Whole of life toolkit Pending	Strategic Change and Delivery will include guidance for project managers on whole life costing based on the approach adopted by finance	Estimated Date: 29/05/2020 Revised Date: 01/10/2020 No of Revisions 0	Alison Henry Annette Smith Donna Rodger Hugh Dunn Rebecca Andrew Simone Hislop

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
	Strategic Change Delivery Manager					
78	<p>PVG and Disclosures</p> <p>CF1904: Issue 2 - PVG processes and guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1904: Rec 2.1a - Updating PVG requirements for all roles</p> <p>Implemented</p>	All divisions will be requested to review and update lists of PVG related posts. Managers will also be reminded that PVG requirements for any new roles should be assessed and recorded on the divisional list.	<p>Estimated Date: 31/03/2021</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Bernadette Oxley Claire Thompson Jackie Irvine Laura Zanotti Nichola Dadds Nickey Boyle</p>
Page 277 79	<p>Records Management - LAAC</p> <p>CW1705 Issue 2: Review of additional files</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	Medium	<p>CW1705 Issue 2.1: Review of additional files</p> <p>Implemented</p>	The total volume of files at Westerhailes will be quantified. Once this has been completed, a risk-based sample approach will be applied to review the files and identify any that may have been merged.	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 3</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
80	<p>Records Management - LAAC</p> <p>CW1705 Issue 2: Review of additional files</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	Medium	<p>CW1705 Issue 2.2: Impact analysis</p> <p>Implemented</p>	<p>The outcomes of the review of additional files (as detailed at recommendation 2.1) will be shared with the Senior Responsible Officers together with an impact analysis detailing the resourcing and associated costs of including the files within the project scope, and recommendations made as to whether the scope of the project should be extended to include these files, or whether reliance should be placed on the new business as usual process to be Implemented as detailed at Finding 3. Where the decision is taken to include the potentially merged files within the scope of the project, they will be transferred across to the project team and logged for review. The project team will work to a completion 29 May with a date of 26 June for validation by Internal Audit.</p>	<p>Estimated Date: 26/06/2020</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 4</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>
81	<p>Records Management - LAAC</p> <p>CW1705 Issue 1: Project file review process</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	Medium	<p>CW1705 Issue 1.1: Review and Refresh of the project file review process.</p> <p>Implemented</p>	<p>Agreed actions will be Implemented as recommended by Internal Audit. The project team will work to an end of January date for implementation of the quality assurance within the project team with an end of February date for Internal Audit to review the process applied.</p>	<p>Estimated Date: 28/02/2020</p> <p>Revised Date: 31/12/2020</p> <p>No of Revisions 3</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
82	<p>Records Management - LAAC</p> <p>CW1705 Issue 1: Project file review process</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	Medium	<p>CW1705 Issue 1.2: Process communication and training</p> <p>Implemented</p>	<p>Agreed actions will be Implemented as recommended by Internal Audit. The project team will work to an end of January date for implementation of quality assurance within the project team with an end of February date for Internal Audit to review the process applied.</p>	<p>Estimated Date: 28/02/2020</p> <p>Revised Date: 31/12/2020</p> <p>No of Revisions 2</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed John Arthur Louise McRae Nickey Boyle Nicola Harvey Stephen Moir</p>
Page 279 83	<p>Records Management - LAAC</p> <p>CW1705 Issue 1: Project file review process</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	Medium	<p>CW1705 Issue 1.3: Quality assurance checks</p> <p>Started</p>	<p>Project management information will be monitored weekly to identify the volume of files that have been reviewed by the project team and an independent risk based quality assurance approach developed and Implemented that focuses on files that have not been 'split' by the project team, to confirm that they have been accurately classified as files that have not been merged prior to their return to Iron Mountain for archiving. Quality assurance sample sizes will be selected at the start of each week and will depend on the volumes of files reviewed by the project team and the relevant proportion of non-merged and merged files. Where merged files have been identified and split by the project team, a lighter touch approach involving peer reviews will be adopted to ensure that the project file review process has been consistently applied and appropriate actions Implemented. Quality assurance outcomes will be recorded and all significant errors (for example failure to identify merged files), areas of good practices, and areas for improvement will be shared with the project team. Availability of quality resource will be monitored throughout the project to ensure that it</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 31/03/2022</p> <p>No of Revisions 4</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				remains adequate to complete an appropriate number of QA reviews based on file outcomes. A retrospective sample of cases already reviewed by the project team will also be selected for retrospective review based on the approach outlined above. The project team will work to an end of February date for implementation of quality assurance within the project team with an end of March date for Internal Audit to review the process applied.		
Page 280	<p>Records Management – LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	Medium	<p>CW1705 Issue 3.1: Pre destruction business as usual file review process</p> <p>Started</p>	<p>The pre destruction business as usual file review process is currently being developed and will cover all of the points recommended by Internal Audit. The process will be prepared by the end January 2020 and agreed with the Health and Social Care and Communities and Families Directorates by the end of February 2020.</p>	<p>Estimated Date:28/02/2020</p> <p>Revised Date:30/06/2021</p> <p>No of Revisions 5</p>	<p>Alison Roarty</p> <p>Ani Barclay</p> <p>Donna Rodger</p> <p>Freeha Ahmed</p> <p>John Arthur</p> <p>Louise McRae</p> <p>Nickey Boyle</p> <p>Nicola Harvey</p> <p>Ruth Currie</p> <p>Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
85	<p>Records Management - LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	Medium	<p>CW1705 Issue 3.2a (C&F): Communication and training</p> <p>Started</p>	<p>Children's Practice team managers have already been briefed regarding the outcomes of the audit and a refreshed process will soon be Implemented. The process will be co-produced with Business Support Team Managers, communicated and uploaded to the Orb. Given the scale of training to be provided, a CECiL based approach will be applied with support provided by Business Support and requested from Learning and Organisational Development (Human Resources), with divisions requested to track completion of the CECiL module. Locality Management teams will also receive face to face training on the new process.</p>	<p>Estimated Date: 30/06/2020 Revised Date: 31/08/2021 No of Revisions 3</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed John Arthur Louise McRae Nickey Boyle Nicola Harvey Stephen Moir</p>
86	<p>Records Management - LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Judith Proctor, Chief Officer - HSCP</p>	Medium	<p>CW1705 Issue 3.2b (H&SCP): Communication and training</p> <p>Started</p>	<p>Health and Social Care will adopt a similar approach to Communities and Families with the new process communicated and uploaded to the Orb. A CECiL based approach will also be applied with support provided by Business Support and requested from Learning and Organisational Development (Human Resources), with completion of the CECiL module by the relevant teams tracked. Locality Management teams will also receive face to face training on the new process.</p>	<p>Estimated Date: 30/06/2020 Revised Date: 31/08/2021 No of Revisions 1</p>	<p>Alison Roarty Angela Ritchie Louise McRae</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
87	<p>Records Management - LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	Medium	<p>CW1705 Issue 3.3a (C&F): Quality assurance process</p> <p>Started</p>	<p>A joint risk-based quality assurance process will be established between Business Support and Team Managers in Localities. Quality assurance outcomes will be recorded, and learnings shared with team managers at Children's Practice Team meetings, enabling city wide service improvement actions to be identified and Implemented where appropriate.</p>	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 31/08/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Ani Barclay Donna Rodger Freeha Ahmed John Arthur Louise McRae Nickey Boyle Nicola Harvey Ruth Currie Stephen Moir</p>
88	<p>Records Management - LAAC</p> <p>CW1705 Issue 3: Pre destruction business as usual file review process</p> <p>Judith Proctor, Chief Officer - HSCP</p>	Medium	<p>CW1705 Issue 3.3b (H&SCP): Quality Assurance Process</p> <p>Started</p>	<p>A joint quality assurance process will be established between Business Support and Team Managers in Localities. The new Health and Social Care Partnership Chief Nurse and Head of Quality will be responsible for managerial oversight of the quality assurance processes, ensuring that lessons learned are fed back to the Localities and outcomes reported to the Clinical and Care Governance Committee for scrutiny and oversight.</p>	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 31/08/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Angela Ritchie Louise McRae</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
89	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Judith Proctor, Chief Officer - HSCP	High	Rec 6.1c H&SC - Review of third-party contracts to confirm appropriate resilience arrangements Implemented	Existing third-party contracts supporting critical services should be reviewed by Directorates in consultation with contract managers / owners to confirm that they include appropriate resilience arrangements. Where gaps are identified, Procurement Services should be engaged to support discussions with suppliers regarding inclusion of appropriate resilience clauses requiring third parties to establish adequate resilience arrangements for both services and systems that are tested (at least annually) with the outcomes shared with / provided to the Council. Where these changes cannot be incorporated into existing contracts, they should be included when the contracts are re tendered.	Estimated Date: 20/12/2019 Revised Date: 31/03/2021 No of Revisions 2	Angela Ritchie Jacqui Macrae
Page 283	Resilience BC Resilience responsibilities Judith Proctor, Chief Officer - HSCP	High	Rec 3.3 H&SC - Defining and allocating operational resilience duties Started	Operational resilience responsibilities for completion and ongoing maintenance of Directorate and Service Area Business Impact Assessments; Resilience plans; and coordination of resilience tests in conjunction with the Resilience team will be clearly defined and allocated. The total number of employees with operational resilience responsibilities will be determined with reference to the volume of business impact assessments and resilience plans that require to be completed and maintained to support recovery of critical services.	Estimated Date: 20/12/2018 Revised Date: 30/06/2021 No of Revisions 6	Angela Ritchie Jacqui Macrae
91	Resilience BC Resilience responsibilities Judith Proctor, Chief Officer - HSCP	High	Rec 4.3 H&SC - Objectives for operational Resilience responsibilities Started	Corporate; management; and team member objectives for operational resilience responsibilities (for example completion of Service Area Business Impact Assessments; Resilience Plans; and coordination of Resilience tests) will be established, with ongoing oversight performed by Directors and Heads of Service to confirm that these are being effectively delivered to support the resilience responses included in both the	Estimated Date: 31/07/2019 Revised Date: 30/06/2021 No of Revisions 2	Angela Ritchie Jacqui Macrae

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				Directorate and Council's annual governance statements.		
92	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Paul Lawrence, Executive Director of Place and SRO	High	Rec 3.1 a) Place - Development of Resilience Plans/protocols for statutory and critical services Started	Rebased action October 2020 Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.	Estimated Date:19/06/2020 Revised Date:31/12/2022 No of Revisions1	Alison Coburn Claire Duchart David Givan Gareth Barwell Gavin King George Gaunt Karl Chapman Lindsay Robertson Mary-Ellen Lang Michael Thain
93	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Stephen Moir, Executive Director of Resources	High	Rec 3.1b Resources - Development of Resilience Plans/protocols for statutory and critical services Started	Rebased action October 2020 Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.	Estimated Date: 19/06/2020 Revised Date: 31/12/2022 No of Revisions 1	Annette Smith Gavin King Hugh Dunn Katy Miller Layla Smith Mary-Ellen Lang Michelle Vanhegan Nick Smith Nicola Harvey Peter Watton

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
94	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Judith Proctor, Chief Officer - HSCP	High	Rec 3.1c H&SC - Development of Resilience Plans/protocols for statutory and critical services Started	Rebased action October 2020Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.	Estimated Date: 19/06/2020 Revised Date: 31/12/2022 No of Revisions 1	Angela Ritchie Jacqui Macrae
Page 285 95	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	High	Rec 3.1d C&F - Development of Resilience Plans/protocols for statutory and critical services Started	Rebased action October 2020Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.	Estimated Date: 19/06/2020 Revised Date: 31/12/2022 No of Revisions 1	Donna Rodger Gavin King Laura Zanotti Mary-Ellen Lang Michelle McMillan Nichola Dadds Nickey Boyle Ruth Currie

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
96	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	High	<p>Rec 3.1e S&C - Development of Resilience Plans/protocols for statutory and critical services</p> <p>Started</p>	<p>Rebased action October 2020 Following a refresh of Business Impact Assessments and the new organisational structure, resilience plans/protocols will be developed, with support and training from Resilience, for high-risk essential services. A list of these services is to be provided by Resilience for approval by CLT. Date revised to 31 December 2022.</p>	<p>Estimated Date: 19/06/2020</p> <p>Revised Date: 31/12/2022</p> <p>No of Revisions 1</p>	<p>Donna Rodger</p> <p>Mary-Ellen Lang</p>
97	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>Rec 6.1a Place - Review of third-party contracts to confirm appropriate resilience arrangements</p> <p>Started</p>	<p>Existing third-party contracts supporting critical services should be reviewed by Directorates in consultation with contract managers / owners to confirm that they include appropriate resilience arrangements. Where gaps are identified, Procurement Services should be engaged to support discussions with suppliers regarding inclusion of appropriate resilience clauses requiring third parties to establish adequate resilience arrangements for both services and systems that are tested (at least annually) with the outcomes shared with / provided to the Council. Where these changes cannot be incorporated into existing contracts, they should be included when the contracts are re tendered.</p>	<p>Estimated Date: 20/12/2019</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 3</p>	<p>Alison Coburn</p> <p>Annette Smith</p> <p>Claire Duchart</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p> <p>Hugh Dunn</p> <p>Iain Strachan</p> <p>Karl Chapman</p> <p>Lindsay Robertson</p> <p>Mary-Ellen Lang</p> <p>Michael Thain</p> <p>Mollie Kerr</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
98	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	High	Rec 6.1d C&F - Review of third-party contracts to confirm appropriate resilience arrangements Started	Existing third-party contracts supporting critical services should be reviewed by Directorates in consultation with contract managers / owners to confirm that they include appropriate resilience arrangements. Where gaps are identified, Procurement Services should be engaged to support discussions with suppliers regarding inclusion of appropriate resilience clauses requiring third parties to establish adequate resilience arrangements for both services and systems that are tested (at least annually) with the outcomes shared with / provided to the Council. Where these changes cannot be incorporated into existing contracts, they should be included when the contracts are re tendered.	Estimated Date: 20/12/2019 Revised Date: 31/03/2021 No of Revisions 2	Annette Smith Hugh Dunn Iain Strachan Mary-Ellen Lang Michelle McMillan Mollie Kerr Nichola Dadds Nickey Boyle Ruth Currie
99	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Gavin King, Democracy, Governance and Resilience Senior Manager	High	Rec 6.1e S&C - Review of third-party contracts to confirm appropriate resilience arrangements Started	Existing third-party contracts supporting critical services will be reviewed by Directorates in consultation with contract managers / owners to confirm that they include appropriate resilience arrangements. Where gaps are identified, Procurement Services will be engaged to support discussions with suppliers regarding inclusion of appropriate resilience clauses requiring third parties to establish adequate resilience arrangements for both services and systems that are tested (at least annually) with the outcomes shared with / provided to the Council. Where these changes cannot be incorporated into existing contracts, they will be included when the contracts are re tendered and critical service plans should be documented and communicated by Corporate Resilience.	Estimated Date: 20/12/2019 Revised Date: 31/03/2021 No of Revisions 2	Annette Smith Donna Rodger Hugh Dunn Iain Strachan Mary-Ellen Lang Mollie Kerr

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
100	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>Rec 6.2a Place - Annual assurance from Third Party Providers</p> <p>Started</p>	<p>Following receipt of initial assurance from all third-party providers for statutory and critical services (as per rec 6.1), annual assurance that provider resilience plans remain adequate and effective should be obtained. This should include confirmation from the provider that they have tested these plans and recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved. It is recommended that contract managers include this requirement as part on ongoing contract management arrangements. Where this assurance cannot be provided, this should be recorded in Service Area and Directorate risk registers. Date revised to reflect that following receipt of initial assurance by 31 March 2021, annual assurance should be obtained by 31 March 2022.</p>	<p>Estimated Date:28/06/2019</p> <p>Revised Date:31/03/2022</p> <p>No of Revisions3</p>	<p>Alison Coburn Claire Duchart David Givan Gareth Barwell George Gaunt Karl Chapman Lindsay Robertson Mary-Ellen Lang Michael Thain</p>
101	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>Rec 6.2b Resources - Annual assurance from Third Party Providers</p> <p>Started</p>	<p>Following receipt of initial assurance from all third party providers for statutory and critical services (as per rec 6.1), annual assurance that provider resilience plans remain adequate and effective should be obtained. This should include confirmation from the provider that they have tested these plans and recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved.</p> <p>It is recommended that contract managers include this requirement as part on ongoing contract management arrangements.</p> <p>Where this assurance cannot be provided, this should be recorded in Service Area and Directorate risk registers. Date revised to reflect that following receipt of initial</p>	<p>Estimated Date: 28/06/2019</p> <p>Revised Date: 31/03/2022</p> <p>No of Revisions 2</p>	<p>Annette Smith Hugh Dunn Iain Strachan Katy Miller Layla Smith Mary-Ellen Lang Michelle Vanhegan Mollie Kerr Nick Smith Nicola Harvey Peter Watton</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				assurance by 31 March 2021, annual assurance should be obtained by 31 March 2022.		
102 Page 289	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Judith Proctor, Chief Officer - HSCP	High	Rec 6.2c H&SC - Annual assurance from Third Party Providers Started	Assurance will be obtained annually for statutory and critical services from third party service providers that their resilience plans remain adequate and effective; and have been tested to confirm that the recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved. Where this assurance cannot be provided, this will be recorded in Service Area and Directorate risk registers.	Estimated Date: 21/06/2019 Revised Date: 31/03/2022 No of Revisions 2	Angela Ritchie Jacqui Macrae
103	Resilience BC Completion and adequacy of service area business impact assessments and resilience arrangements Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities	High	Rec 6.2d C&F - Annual assurance from Third Party Providers Started	Following receipt of initial assurance from all third party providers for statutory and critical services (as per rec 6.1), annual assurance that provider resilience plans remain adequate and effective should be obtained. This should include confirmation from the provider that they have tested these plans and recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved. It is recommended that contract managers include this requirement as part on ongoing contract management arrangements. Where this assurance cannot be provided, this should be recorded in Service Area and Directorate risk registers. Date revised to reflect that following receipt of	Estimated Date: 28/06/2019 Revised Date: 31/03/2022 No of Revisions 2	Anna Gray Laura Zanotti Mary-Ellen Lang Michelle McMillan Nichola Dadds Nickey Boyle

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				initial assurance by 31 March 2021, annual assurance should be obtained by 31 March 2022.		
104 Page 290	<p>Resilience BC</p> <p>Completion and adequacy of service area business impact assessments and resilience arrangements</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	High	<p>Rec 6.2e S&C - Annual assurance from Third Party Providers</p> <p>Started</p>	<p>Following receipt of initial assurance from all third party providers for statutory and critical services (as per rec 6.1), annual assurance that provider resilience plans remain adequate and effective should be obtained. This should include confirmation from the provider that they have tested these plans and recovery time objectives for systems and recovery time and point objectives for technology systems agreed with the Council were achieved.</p> <p>It is recommended that contract managers include this requirement as part on ongoing contract management arrangements.</p> <p>Where this assurance cannot be provided, this should be recorded in Service Area and Directorate risk registers. Date revised to reflect that following receipt of initial assurance by 31 March 2021, annual assurance should be obtained by 31 March 2022.</p>	<p>Estimated Date: 28/06/2019 Revised Date: 31/03/2022 No of Revisions 2</p>	<p>Donna Rodger Mary-Ellen Lang</p>
105	<p>Resilience BC</p> <p>Adequacy, maintenance and approval of Council wide resilience plans</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	Medium	<p>Rec 4) Update of Council Business Continuity Plan to include key elements from Business Area Resilience Plans/Protocols</p> <p>Started</p>	<p>The Council Business Continuity Plan (BCP) was developed and signed off the Chief Executive in May 2019. Following Directorate review and update of Business Area Resilience Plans and protocols, the Council BCP will be updated to include key elements of Directorate plans.</p>	<p>Estimated Date: 18/12/2020 Revised Date: 31/03/2024 No of Revisions 1</p>	<p>Donna Rodger Mary-Ellen Lang</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
106	<p>Risk Management</p> <p>RES1910 Risk Management: Issue 1 Risk Management Framework and 1st Line of Defence training</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES1910 Rec 1.2: Communicating operational risk management arrangements and updating training materials</p> <p>Implemented</p>	<p>The operational aspects of the risk management framework will be shared across Council divisions and directorates and also incorporated into current training activities and materials (March 2021).</p>	<p>Estimated Date:31/03/2021</p> <p>Revised Date: No of Revisions 0</p>	<p>Layla Smith</p> <p>Lesley Newdall</p> <p>Michelle Vanhegan</p> <p>Nick Smith</p> <p>Rebecca Tatar</p>
Page 294	<p>Risk Management</p> <p>RES1910 Risk Management: Issue 1 Risk Management Framework and 1st Line of Defence training</p> <p>Andrew Kerr, Chief Executive</p>	Medium	<p>RES1910 Rec 1.3: Identification of first line employees requiring risk management training</p> <p>Implemented</p>	<p>Directorates and divisions will be requested to identify all first line employees who should attend risk management training, with refreshed training delivered and training attendance recorded. Where there has been no attendance, this will be escalated to heads of divisions and directors.</p>	<p>Estimated Date: 28/02/2021</p> <p>Revised Date: No of Revisions 0</p>	<p>Angela Ritchie</p> <p>Judith Proctor</p>
108	<p>Risk Management</p> <p>RES1910 Risk Management: Issue 7 Risk appetite</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES1910: Rec 7.1 Operational guidance for risk appetite</p> <p>Implemented</p>	<p>The new risk management operational processes will include guidance on how to determine (where relevant) and score an assessment of target risk that will be used as a proxy for risk appetite.</p>	<p>Estimated Date: 31/03/2021</p> <p>Revised Date: No of Revisions 0</p>	<p>Layla Smith</p> <p>Lesley Newdall</p> <p>Michelle Vanhegan</p> <p>Nick Smith</p> <p>Rebecca Tatar</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
109	<p>Risk Management</p> <p>RES1910 Risk Management: Issue 3 First line management of risk</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>RES1910 Rec 3.2 Corporate Risk Team - Quarterly risk matters newsletter</p> <p>Implemented</p>	<p>A quarterly risk matters newsletter sharing the outcomes of ongoing horizon scanning will also be created and published by the corporate risk management team.</p>	<p>Estimated Date: 31/03/2021</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	<p>Layla Smith Lesley Newdall Michelle Vanhegan Nick Smith</p>
Page 292	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 1. Roads Improvement Plan financial operating model and project governance</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1808 - 1.2 Roads Service Improvement Plan approval</p> <p>Implemented</p>	<p>On appointment of the tier 3 and 4 management team, a re-base of the improvement plan will take place and the revised plan will be submitted to the Council's Change Board and the Transport and Environment Committee for approval, with ongoing progress updates provided to both forums.</p>	<p>Estimated Date: 31/07/2020</p> <p>Revised Date: 01/12/2020</p> <p>No of Revisions 0</p>	<p>Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist</p>
111	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 2. Roads services performance monitoring and quality assurance</p> <p>Paul Lawrence,</p>	High	<p>PL1808 - 2.2 Roads services quality assurance framework</p> <p>Implemented</p>	<p>1. The existing Transport Design and Delivery quality framework will be revised to reflect the new Roads and Transport Infrastructure Service and rolled out across the service. As part of this review, the recommendations highlighted above will be considered and incorporated where appropriate. The Design, Structures and Flood Prevention Manager will be responsible for refreshing the quality framework once appointed. 2. A sampling regime will be designed and embedded for safety inspections to ensure that defects are being categorised properly. This process will be</p>	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 31/03/2021</p> <p>No of Revisions 1</p>	<p>Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
	Executive Director of Place and SRO			designed and Implemented by the Team Leader for Safety Inspections to be appointed as part of the ongoing restructure. 3. A sampling regime will be designed and embedded for road defect repairs to ensure that repairs are fit for purpose and effective. 4. Key performance indicators for each team will be included in the target setting for each 4th tier manager and their direct reports to ensure focus on these measures. Emerging themes from Team Plans and quality assurance reviews will also be shared with Roads teams, and individual and team training needs will be considered based on the themes identified. This process will be designed and Implemented by the Service Performance Coordinator to be appointed as part of the ongoing restructure.		
Page 293 112	Road Services Improvement Plan PL1808 Issue 3. Roads inspection, defect categorisation, and repairs Paul Lawrence, Executive Director of Place and SRO	Low	PL1808 - 3.2a) Inspector training and qualifications Implemented	1. Design and implement a training framework for all relevant Inspectors in line with the newly adopted 'Road Safety Inspection and Defect Categorisation Procedure'	Estimated Date: 31/01/2020 Revised Date: 01/06/2020 No of Revisions 0	Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
113	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 1. Roads Improvement Plan financial operating model and project governance</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1808 - 1.1 Roads Service Improvement Plan review (including financial operating model)</p> <p>Started</p>	<p>Accepted. The Roads Service Improvement Plan (the Plan) will be reviewed following completion of the organisational restructure and will consider the points noted in the recommendation. A review of the financial operating model will also be undertaken with the aim of embedding a new budget structure for the service. Once completed the Plan business case will be refreshed to reflect any significant changes.</p>	<p>Estimated Date: 30/04/2020</p> <p>Revised Date: 01/06/2021</p> <p>No of Revisions: 1</p>	<p>Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist</p>
114	<p>Road Services Improvement Plan</p> <p>PL1808 Issue 1. Roads Improvement Plan financial operating model and project governance</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>PL1808 - 1.3 Roads Service Improvement Plan project governance</p> <p>Started</p>	<p>Accepted. The re-based plan will be managed in line with the Project Management Toolkit for Major Projects. The plan will be managed by the Roads service Performance Coordinator once appointed in the revised structure.</p>	<p>Estimated Date: 20/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions: 0</p>	<p>Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
115	Road Services Improvement Plan PL1808 Issue 1. Roads Improvement Plan financial operating model and project governance Paul Lawrence, Executive Director of Place and SRO	High	PL1808 - 1.4 Post implementation reviews Started	A post implementation review of both the new organisational structure (31 March 2020) and completed Roads Service Improvement Plan (the Plan) actions (March 2021) will take place to assess the effectiveness of the new service and any requirements for change, and the impact of the changes delivered through the Plan.	Estimated Date: 31/03/2021 Revised Date: 01/08/2022 No of Revisions 1	Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist
Page 295 116	Road Services Improvement Plan PL1808 Issue 2. Roads services performance monitoring and quality assurance Paul Lawrence, Executive Director of Place and SRO	High	PL1808 - 2.1 Service Delivery Performance Monitoring Started	One of the roles included in the new Roads structure is a Roads Service Performance Coordinator. The team member appointed to this role will be responsible for designing; implementing; and maintaining a performance and quality assurance framework that will incorporate the recommendations made to support ongoing monitoring and management of the Roads service. This will involve ensuring that all Roads teams develop team plans that include key performance measures; outline their respective roles and responsibilities for delivery; and are aligned with overall Council's commitments that are relevant to Roads.	Estimated Date: 31/07/2020 Revised Date: 30/09/2021 No of Revisions 2	Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist
117	Road Services Improvement Plan PL1808 Issue 3. Roads inspection, defect categorisation, and repairs	Low	PL1808 - 3.2b) Inspector training and qualifications Started	2. Ensure all relevant Inspectors are accredited by an appropriately accredited professional body.	Estimated Date: 31/08/2020 Revised Date: 01/01/2021 No of Revisions 0	Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
	Paul Lawrence, Executive Director of Place and SRO					Nicole Fraser Sean Gilchrist
118 Page 296	Road Services Improvement Plan PL1808 Issue 3. Roads inspection, defect categorisation, and repairs Paul Lawrence, Executive Director of Place and SRO	Low	PL1808 - 3.3 Management information for planned inspections Started	On appointment, the new Service Performance Coordinator and Team Leader – Safety Inspections will work with Pitney Bowes (the supplier of the Confirm system) to develop a new process to plan and monitor safety inspection performance	Estimated Date: 31/03/2020 Revised Date: 30/06/2021 No of Revisions 4	Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist
119	Road Services Improvement Plan PL1808 Issue 4. Roads - Management of public liability claims Paul Lawrence, Executive Director of Place and SRO	Low	PL1808 - 4.1 Management of public liability claims Started	A new process will be developed within the Confirm system which requires reconciliation between accident claim enquiries and those logged on the Local Authority Claims Handling System (LACHS) system.	Estimated Date: 28/05/2020 Revised Date: 31/12/2020 No of Revisions 1	Alison Coburn Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Jamie Watson Jordan Walker Nicole Fraser Sean Gilchrist

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
120	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.1(b) - Review of Admissions Operational Procedures</p> <p>Implemented</p>	<p>A working group led by the Communities and Families Senior Education Officer with representation from all service areas involved in school admissions, appeals and capacity planning, will be established to undertake a review of all procedural documents. This will include consideration of amalgamation of existing procedures where appropriate and implementation of a review schedule and version control.</p>	<p>Estimated Date: 31/08/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
121	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.1(c) - Placing Appeals Procedures</p> <p>Implemented</p>	<p>As part of the working group led by the Communities and Families Senior Education Officer, appeals procedures which detail end to end processes to be applied across all areas involved in placing requests will be established and this will include clear roles and responsibilities.</p>	<p>Estimated Date: 31/08/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
122	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.2 - Review & Update of School Websites</p> <p>Implemented</p>	<p>A communication will be issued to all schools to request a review of their school website to ensure: current academic year handbooks are published; links to relevant content on the Council website remain current; only standard approved Council forms are published; and all privacy notices published on School websites are directly linked to the Council's statement.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>
123	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901 Issue 2.1(a): Committee on Pupil Student Support Recording of Officer Review</p> <p>Implemented</p>	<p>Communities and Families, Committee Services and Transactions will ensure the officer review of the annual placing request list and the rationale supporting recommendations made to the Committee on Pupil Student Support from 2020 onwards is formally documented.</p>	<p>Estimated Date: 30/06/2020</p> <p>Revised Date: 22/02/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
124	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Gavin King, Democracy, Governance and Resilience Senior Manager</p>	High	<p>CF1901 Issue 2.1(b): Committee on Pupil Student Support Remit, Review & Recording of Outcomes</p> <p>Implemented</p>	<p>Decisions and outcomes of the annual meeting of the Committee on Pupil Student Support will be documented, and a process Implemented to ensure that the outcomes are addressed by the Council. Consideration will be given to reviewing and updating the remit of the Committee. Committee members will be provided with training and support to enable them to fulfil their role in line with the agreed remit.</p>	<p>Estimated Date: 30/06/2020 Revised Date: 30/11/2020 No of Revisions 1</p>	<p>Andy Gray Arran Finlay Donna Rodger Hayley Barnett Lesley Birrell Nickey Boyle Ruth Currie</p>
125	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 3: Process Documentation & Delivery Responsibilities</p> <p>Andy Gray, Head of</p>	Medium	<p>CF1901 Issue 3.1(a): Development & Communication of end to end processes and role/responsibilities</p> <p>Implemented</p>	<p>The remit of the working group led by the Communities and Families Senior Education Officer, will include reviewing and documenting end to end processes for the annual school admissions, appeals, and capacity planning process. A matrix describing divisional roles and responsibilities for processes, which details who will be responsible; accountable; consulted; and informed for each stage will also be developed. The end to end procedures and matrix will be discussed and agreed with all divisional teams involved in the process, communicated, and published on the Council's intranet (the Orb) with training provided where required.</p>	<p>Estimated Date: 31/08/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
	Schools & Lifelong Learning					Sheila Haig Stephen Moir
126 Page 300	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 3: Process Documentation & Delivery Responsibilities</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901 Issue 3.1(d): Roles & Responsibilities Outwith Annual Process</p> <p>Implemented</p>	<p>The working group will review the roles and responsibilities for any tasks performed outwith the annual P1/S1 admissions, appeals and capacity planning process. These will be documented and communicated to all teams involved in the process. The review will include identifying key contacts for common non-annual admissions queries, for example, home schooling; private schooling; dealing with refugees; and requests for current or future capacity information, to ensure that they can be appropriately redirected and resolved.</p>	<p>Estimated Date: 31/08/2020 Revised Date: 22/02/2021 No of Revisions 3</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
127	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 4: Data Access, Security & Retention</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901: Issue 4.1: Access to Personal Data</p> <p>Implemented</p>	<p>Files and shared folders will be reviewed, and appropriate access permissions and password controls Implemented.</p>	<p>Estimated Date: 31/07/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
128	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 4: Data Access, Security & Retention</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901: Issue 4.4(a): Document Retention & Disposal; All Services</p> <p>Implemented</p>	<p>The Information Governance Unit will be engaged to confirm data retention and disposal requirements. Where necessary the data retention schedule will be updated. Document retention and disposal requirements will be reinforced across all services processing admissions and appeals including schools. All appeals information currently retained outwith the relevant period will be destroyed in line with the Council's disposal guidelines and a retention schedule and destruction log maintained.</p>	<p>Estimated Date: 30/06/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
129	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 4: Data Access, Security & Retention</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901: Issue 4.4(b): Document Retention & Disposal; Schools</p> <p>Implemented</p>	<p>A communication will be issued to schools to request that retention schedules and destruction logs are established to ensure records are managed and disposed of in line with the Council's retention schedule.</p>	<p>Estimated Date: 30/06/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
130	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 5: Provision of Training & Support</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901 Issue 5: Induction and annual refresher training programme</p> <p>Implemented</p>	<p>Following conclusion of the working group, Communities and Families will develop a programme of training which includes input across all services areas involved will be designed and delivered to schools' senior leadership teams to ensure that they are aware of and understand: Revised policy and procedures where relevant Applicable legislative and regulatory requirements and Council policies The end to end capacity planning, admissions and appeals process, including management of waiting lists Roles, responsibilities and accountabilities of all teams involved in the process Data access, security, and retention requirements Conflicts of interest requirements Parent and carer engagement guidance Details of ongoing support and information available to manage capacity planning in relation to late placing requests and upheld appeals, including timetabling and accommodation adjustments</p>	<p>Estimated Date: 31/10/2020</p> <p>Revised Date: 01/03/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
131	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.3(a) - Review of Operational Forms</p> <p>Pending</p>	<p>The remit of the working group led by the Communities and Families Senior Education Officer will include a review of all admissions forms published on the Council website and Orb to ensure that they remain fit for purpose and include all necessary accessibility and privacy statements.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Arran Finlay Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

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132	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.3(c) - Issue of 'Request Granted' Letters</p> <p>Pending</p>	<p>The working group remit led by the Communities and Families Senior Education Officer will include consideration of continued need for formal 'request granted template letters or whether an email to parents / guardians is an acceptable alternative option. Where emails are the preferred option, guidance will be provided to schools to ensure that the terms and limitations of the placement offer are included.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Alison Roarty Arran Finlay Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
133	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901: Issue 1.3(d) - Issuing Standard Letters & Forms</p> <p>Pending</p>	<p>A communication will be issued by Schools and Life Long Learning management to all schools reminding them to comply with placing request processes as outlined on the Orb, including the requirement to: issue a standard request refusal letter for all application refusals which includes all required paragraphs and is supported by a copy of the frequently asked questions document; and use standard Council forms only. The communication will advise schools to provide feedback where standard forms are not considered to meet the needs of the school, for example, if an additional section for course subjects studied at secondary school is required. Feedback from schools will be considered as part of the working group's review of operational forms.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>

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134	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901 Issue 2.3(a): Validation of Registration & Enrolment Applications</p> <p>Pending</p>	<p>A reminder will be sent to all schools to reinforce the requirement to confirm that adequate and valid evidence is provided to support all registrations and enrolments, including two matching proofs of address aligned with the address provided in the application.</p>	<p>Estimated Date: 30/06/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>
135	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	High	<p>CF1901 Issue 2.3(b): Quality Assurance Checks in Schools</p> <p>Pending</p>	<p>Schools business managers will be instructed to undertake sample quality assurance checks of evidence obtained from parents to support applications to ensure compliance with procedures. This will include completion of checks prior to completion of enrolment processes. Checking of completion will form part of the Communities and Families Self-Assurance Framework from 2021 onwards.</p>	<p>Estimated Date: 30/06/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
136	School admissions, appeals and capacity planning CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals Andy Gray, Head of Schools & Lifelong Learning	High	CF1901 Issue 2.4: Managing Conflicts of Interest Pending	Guidance will be developed for use in all schools to ensure any conflicts of interest are recorded and managed appropriately. This will include Business Manager review and Head Teacher sign off where necessary.	Estimated Date: 30/06/2020 Revised Date: 22/02/2021 No of Revisions 1	Arran Finlay Claire Thompson Michelle McMillan Nickey Boyle Ruth Currie
137	School admissions, appeals and capacity planning CF1901: School admissions, appeals and capacity planning - Issue 4: Data Access, Security & Retention Andy Gray, Head of Schools & Lifelong Learning	Medium	CF1901: Issue 4.2: Secure Email Transmission Pending	The Information Governance Unit and Digital Services will be engaged to discuss the recipients; nature and sensitivity of information transmitted via email to establish whether the current method is appropriately secure or whether additional steps are required. This will include consideration of email data classification labels where deemed appropriate.	Estimated Date: 30/09/2020 Revised Date: 01/02/2021 No of Revisions 0	Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Michelle Vanhegan Neil Jamieson Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
138	School admissions, appeals and capacity planning CF1901: School admissions, appeals and capacity planning - Issue 1: Policies, Procedures & Guidance Andy Gray, Head of Schools & Lifelong Learning	High	CF1901: Issue 1.1(d)/(e) - Communicating Guidance on Website & Orb Started	Following review and completion of working group actions, all policies and procedures will be published on the Council's website and Orb, and communicated to all relevant officers, with changes highlighted.	Estimated Date: 30/09/2020 Revised Date: 01/02/2021 No of Revisions 0	Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir
139	School admissions, appeals and capacity planning CF1901: School admissions, appeals and capacity planning - Issue 2: Operational Processes - Admissions & Appeals Andy Gray, Head of Schools & Lifelong Learning	High	CF1901 Issue 2.5: Placing Request Appeals - key resource dependencies Started	The working group led by the Communities and Families Senior Education Officer, will establish key dependencies and resource planning requirements. This will include interdependencies and resources required to support preparation of key reports. Changes will be trialed in the current year and the updated process Implemented for 2021.	Estimated Date: 31/03/2021 Revised Date: 01/08/2021 No of Revisions 0	Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
140	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 3: Process Documentation & Delivery Responsibilities</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901 Issue 3.1(b): Internal Partnership Protocols</p> <p>Started</p>	<p>Internal partnership protocols will be prepared and Implemented for services delivered by other divisions on behalf of Schools and Lifelong Learning, incorporating the scope of services and roles and responsibilities defined in the new end to end process documentation. Where relevant, current internal charging arrangements will be reviewed to ensure that it accurately reflect the levels of support provided. Partnership protocols and associated key performance measures / indicators will be reviewed at least every two years to ensure they remain aligned with service delivery, operational processes and relevant regulatory and professional standards. Governance arrangements to support ongoing performance monitoring will be designed and Implemented to ensure that both Schools and Lifelong Learning and the service areas that support them are satisfied with the quality of services provided.</p>	<p>Estimated Date: 31/08/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>
141	<p>School admissions, appeals and capacity planning</p> <p>CF1901: School admissions, appeals and capacity planning - Issue 3: Process Documentation & Delivery Responsibilities</p> <p>Andy Gray, Head of Schools & Lifelong Learning</p>	Medium	<p>CF1901 Issue 3.1(c): Annual Process - Debrief & Lessons Learned</p> <p>Started</p>	<p>Following completion of the annual process, a debrief meeting will be held with all teams involved to understand what worked well and what areas need to be improved. The outcomes should be recorded in a 'lessons learned' document that is used to implement the improvement opportunities identified and address any process issues in advance of the next annual process.</p>	<p>Estimated Date: 31/08/2020 Revised Date: 22/02/2021 No of Revisions 1</p>	<p>Alison Roarty Arran Finlay Donna Rodger Gavin King Hayley Barnett Layla Smith Matthew Clarke Michelle Vanhegan Neil Jamieson Nick Smith Nickey Boyle Nicola Harvey Ruth Currie Sheila Haig Stephen Moir</p>

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
142	<p>Social Media - Controls over access to SM Accounts</p> <p>2. Social media operational security and privacy issues</p> <p>Michael Pinkerton, Media Manager</p>	Medium	<p>CE1901 Rec 2.3 Communications team - operational security and privacy issues</p> <p>Implemented</p>	<p>The Communications team will address points 1; 2; 3; 5; and 9 in advance of finalising the social media operational framework. It is important to note that the recommendation to provide unique user profiles and passwords for all Sprout social users could potentially be cost prohibitive, however the feasibility of this option will be assessed, and the risks associated with sharing user profiles and passwords reduced as far as possible.</p>	<p>Estimated Date: 12/02/2021</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	David Ure
Page 308	<p>Social Media - Controls over access to SM Accounts</p> <p>1. Social media operational framework</p> <p>Michael Pinkerton, Media Manager</p>	High	<p>CE1901 Rec1.5 Social Media Risks</p> <p>Pending</p>	<p>The risks associated with the ongoing use of social media that are highlighted in this report will be assessed and recorded in the Strategy and Communications risk register together with details of mitigating actions to ensure that they are addressed.</p>	<p>Estimated Date: 30/10/2020</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	David Ure Donna Rodger
144	<p>Social Media - Controls over access to SM Accounts</p> <p>3. Social media training</p> <p>Michael Pinkerton, Media Manager</p>	Medium	<p>CE1901 Rec3.1 Social media training needs assessment</p> <p>Pending</p>	<p>1. A training needs assessment for social media account owners and users will be developed as part of the social media operational framework and supporting guidance with support (where required) from Human Resources. The training needs assessment will be provided to all Council directorates and divisions with a request that it is completed for all new social media account owners and users. 2. Directorates and divisions will be requested to ensure that social media training is classified as an essential learning activity within their</p>	<p>Estimated Date: 16/04/2021</p> <p>Revised Date:</p> <p>No of Revisions 0</p>	David Ure Donna Rodger

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				essential learning programmes for those roles that include a social media remit / responsibility.		
145	Social Media - Controls over access to SM Accounts 3. Social media training Michael Pinkerton, Media Manager	Medium	CE1901 Rec3.2 Refresh of social media training materials Pending	1. Existing training materials and the e learning module content will be reviewed and refreshed with support from Human Resources (where required) to ensure that it is aligned with applicable legislation and regulations. 2. The e learning module will be updated to ensure that sufficient information is provided prior to testing and that correct answers are provided to incorrect responses. 3. Ownership of the content of the social media e learning model will be agreed between Strategy and Communications and Human Resources.	Estimated Date: 25/01/2021 Revised Date: No of Revisions 0	David Ure Donna Rodger
Page 309 146	Social Work Centre Bank Account Reconciliations Corporate Appointee Client Fund Management Judith Proctor, Chief Officer - HSCP	High	Recommendation 1a - Health & Social Care Started	1. Health and Social Care: Given the considerable business support and social worker resources implications, the above recommendations will take time to design, implement and maintain. Business Support is resolving problem appointee arrangements as we go along, however, the backlog of reviews will need a programme management approach to rectify errors and support the governance required. In the meantime, associated risks will be added to the Partnership's risk register to monitor controls and progress on a monthly basis, given its high finding rating. Following the Care Home Assurance Review, the Partnership is developing a self-assurance control framework. Locality Managers have agreed for corporate appointee arrangements to be included in the assurance framework – which if found to be successful and useful, can be mirrored by the other applicable services in this report. Business Support is working on new guidelines for the administration of Corporate Appointeeship (e.g. new procedures, monthly checklists, etc.), which will support the effective delivery of the framework.	Estimated Date: 28/06/2019 Revised Date: 01/08/2021 No of Revisions 2	Alison Roarty Angela Ritchie Colin Beck Louise McRae Tony Duncan

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
147	Social Work Centre Bank Account Reconciliations Corporate Appointee Client Fund Management Judith Proctor, Chief Officer - HSCP	High	2.2. Updating procedures to include an annual review of Corporate Appointee contracts Started	2. New guidelines will be written to ensure clarity of responsibilities. Sections will be included detailing Social Work; Business Support; and Transactions team responsibilities. The objective is to create and implement an end to end process that includes eligibility criteria, DWP processes and a full administrative process that will be applied centrally and across Locality offices; clusters; and hubs.	Estimated Date: 30/04/2018 Revised Date: 01/08/2021 No of Revisions 2	Alison Roarty Angela Ritchie Colin Beck Louise McRae Tony Duncan
Page 310	Social Work Centre Bank Account Reconciliations Corporate Appointee Client Fund Management Judith Proctor, Chief Officer - HSCP	High	Rec. 8 Business Support and Senior Social Worker - refresher training closing and reallocation of client fund accounts Started	8. Refresher training will be offered as part of the implementation of the new guidelines to all staff involved in the process and recorded on staff training records. The training will also be incorporated into the new staff induction process.	Estimated Date: 31/05/2018 Revised Date: 01/08/2021 No of Revisions 3	Alison Roarty Angela Ritchie Colin Beck Louise McRae Tony Duncan
149	Social Work Centre Bank Account Reconciliations Corporate Appointee Client Fund Management Judith Proctor, Chief Officer - HSCP	High	Rec 1b - Business Support - review of Corporate Appointee processes Started	1. Business Support: Business Support will enable the review of current processes and guidelines in conjunction with Hub and Cluster Managers with sign off at the Locality Managers Forum. Business support will review all Corporate Appointee accounts and contact the relevant social worker, support worker or hub where the funds are over £16K for immediate review. Business support will advise social work when the funds exceed £16K where there is not a valid reason (for example, client deceased and social worker discussing estate with solicitor). Clarity on contact with DWP is being progressed and will be written into the	Estimated Date: 31/05/2018 Revised Date: 01/08/2021 No of Revisions 2	Alison Roarty Angela Ritchie Colin Beck Louise McRae Tony Duncan

Ref	Project/Owner	Issue Type	Issue/Status	Agreed Management Action	Dates	Contributors
				new guidelines. Regular reporting will be introduced from the revised systems being Implemented. This will be provided monthly at Senior Social Work level and annually for H&SC management		
150 Page 311	<p>Street Lighting and Traffic Signals</p> <p>Street Lighting - Inventory and Maintenance</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Medium	<p>PL1810 Issue 2: Rec 1 - Street lighting inventory completeness and electrical testing results</p> <p>Started</p>	<p>Rebased as at 30/03/2021 Clear processes will be designed, recorded (in the Street Lighting Operational guide), and Implemented to ensure that following completion of wards in the EESLP:- progress with electrical testing is monitored and actioned; and- checks are performed over the completeness and accuracy of all inventory data held on Confirm (e.g. routine sample testing across the wards). Following the completion of further wards in the EESLP, Internal Audit will perform sample testing to ensure the data held on Confirm is accurate and complete, and that electrical testing outcomes are being recorded. IA will also confirm that the inventory checks have been designed and Implemented. It is expected that the EESLP will complete in late 2021, and therefore an implementation date of 31/03/2022 has been agreed with IA.</p>	<p>Estimated Date: 20/12/2019 Revised Date: 31/03/2022 No of Revisions 4</p>	<p>Alan Simpson Alison Coburn Claire Duchart Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Lindsey McPhillips Nicole Fraser Robert Mansell Tony Booth</p>
151	<p>Street Lighting and Traffic Signals</p> <p>Street Lighting and Traffic Signals: Process and quality assurance documentation and training</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>PL1810 Issue 3 - Rec 1 Operation and maintenance procedures</p> <p>Started</p>	<p>Street Lighting and Traffic Signals Operational Guides will be developed, Implemented, and reviewed to ensure that processes align with current regulatory requirements. Operational Guides will be Implemented within six months of implementation of the Roads Improvement Plan, or by 30 September 2019, whichever comes first.</p>	<p>Estimated Date: 30/09/2019 Revised Date: 31/05/2021 No of Revisions 4</p>	<p>Alan Simpson Alison Coburn Claire Duchart David Givan Gareth Barwell Gavin Brown George Gaunt Lindsey McPhillips Mark Love Nicole Fraser Robert Mansell Tony Booth</p>

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152	<p>Street Lighting and Traffic Signals</p> <p>Street Lighting and Traffic Signals: Process and quality assurance documentation and training</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>PL1810 Issue 3: Rec 2 - Refresher training for existing employees</p> <p>Started</p>	<p>An essential Learning Matrix that specifies the refresher training that the team requires to complete on an ongoing basis has been developed and provided to Learning and Organisational Development for their review and feedback, with no response received as yet. The matrix will now be Implemented, and employee training requirements will be assessed (and agreed) as part of the Annual Conversations.</p>	<p>Estimated Date: 20/12/2019</p> <p>Revised Date: 30/06/2021</p> <p>No of Revisions 7</p>	<p>Alan Simpson Alison Coburn Claire Duchart Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Lindsey McPhillips Mark Love Nicole Fraser Robert Mansell Tony Booth</p>
153	<p>Street Lighting and Traffic Signals</p> <p>Traffic Signals: Evidence of pre installation design and acceptance testing</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>PL1810 Issue4: Rec 3 - Checklist retention procedures</p> <p>Started</p>	<p>Processes for the completion and retention of the checklist to be included in appropriate Operational Guide.</p>	<p>Estimated Date: 31/03/2020</p> <p>Revised Date: 31/05/2021</p> <p>No of Revisions 4</p>	<p>Alan Simpson Alison Coburn Claire Duchart Cliff Hutt David Givan Gareth Barwell Gavin Brown George Gaunt Lindsey McPhillips Mark Love Nicole Fraser Robert Mansell Tony Booth</p>

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154	<p>Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 2: Contracts and Grants Management Strategic Direction</p> <p>Stephen Moir, Executive Director of Resources</p>	High	<p>RES1809 Issue 2.2: Contract Management Compliance Reviews</p> <p>Implemented</p>	<p>The C&GM team will design and implement a rolling programme of compliance reviews, focused on the Tier 1 and 2 contracts, this programme to take account of the limited resources in the team, and other ongoing work. The scope of these reviews will, as appropriate, include the recommendations above. Again, this work will be dependent upon active service area engagement and responsiveness, including for service areas to implement identified actions. It is to be noted, however, that the staffing resources in the C&GM team may not be sufficient to include all aspects referred to above, including follow-up and monitoring of implementation.</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 01/05/2021</p> <p>No of Revisions 0</p>	<p>Annette Smith</p> <p>Gavin Brown</p> <p>Hugh Dunn</p> <p>Iain Strachan</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p> <p>Mollie Kerr</p>
155	<p>Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 1: Contract Management by Directorates and Service Areas</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>RES1809 Issue 1.2(3): Supplier management quality assurance - Place</p> <p>Pending</p>	<p>Place This will be incorporated into the Place regular monitoring reports on procurement to provide assurance that risk assessments are happening, especially for tier 1 and 2 contracts and that appropriate action is taken. This will be undertaken in conjunction with the Contracts and Grants Management and Commercial Partner team in procurement to ensure consistency of approach and shared learning.</p>	<p>Estimated Date: 31/03/2021</p> <p>Revised Date: 01/08/2021</p> <p>No of Revisions 0</p>	<p>Alison Coburn</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p> <p>Karl Chapman</p> <p>Lindsay Robertson</p> <p>Michael Thain</p>

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156	<p>Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 1: Contract Management by Directorates and Service Areas</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	High	<p>RES1809 Issue 1.3(3): Contract manager support and guidance - Place</p> <p>Pending</p>	Place This recommendation is accepted, and this will be added as appropriate to the Place mandatory training matrix at the next review.	<p>Estimated Date: 31/08/2020</p> <p>Revised Date: 01/01/2021</p> <p>No of Revisions 0</p>	<p>Alison Coburn</p> <p>David Givan</p> <p>Gareth Barwell</p> <p>George Gaunt</p> <p>Karl Chapman</p> <p>Lindsay Robertson</p> <p>Michael Thain</p>
157	<p>Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 1: Contract Management by Directorates and Service Areas</p> <p>Jackie Irvine, Chief Social Work Officer & Head of Safer & Stronger Communities</p>	High	<p>RES1809 Issue 1.4(3): Review of contract waivers - C&F</p> <p>Started</p>	Communities and Families Recommendations accepted. We have reduced the need for waivers through the development of framework arrangements and contracts that are in place. However, we will review the waivers currently in place and report this to Communities and Families Directorate Senior Management Team meeting with the Corporate and Procurement Services commercial partner.	<p>Estimated Date: 27/03/2020</p> <p>Revised Date: 01/11/2020</p> <p>No of Revisions 1</p>	<p>Anna Gray</p> <p>Claire Thompson</p> <p>David Hoy</p> <p>Michelle McMillan</p> <p>Nichola Dadds</p> <p>Nickey Boyle</p>

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Page 13 of 15	<p style="text-align: center;">Supplier Management Framework and CIS Payments</p> <p>RES1809 Issue 2: Contracts and Grants Management Strategic Direction</p> <p style="text-align: center;">Stephen Moir, Executive Director of Resources</p>	High	<p style="text-align: center;">RES1809 Issue 2.3: Project Governance supporting implementation of the Public Contracts Scotland Tendering technology system</p> <p style="text-align: center;">Started</p>	<p>This system is already well-established in other public sector partners, and supported by the Scottish Government, and has been identified by Scotland Excel as an appropriate e-solutions system to support contract and supplier management. Training sessions have already been held, including a day session focussed entirely on contract management functionality. All members of the team have had access to the system for a suitable period of time, to allow for learning on a test system and have built up a thorough knowledge of the system's capability to upload contract documentation. The mass upload of contract documentation is a key factor in the successful roll out of the system, and the team continues to get support from contemporary teams in Scottish Government and other public sector partners who have carried this out. Training sessions have been held with a number of contract managers across 4 directorates, focussing on 6 Tier 1 contracts, some with cross-directorate delivery. 40 suppliers have also been involved in the trial to date. The team are continuing to monitor the trial, with regular updates from contract managers and will use all lessons learned to prepare the project plan for full roll out of the system. The C&GM team will design and apply a suitable project management and governance framework to support PCS-T implementation. This will include additional suitable system testing, and training for service area contract managers who would be using the system to store and access contract documentation. As stated above, the team is already also working with public sector partners, to identify best practice to assist the successful roll out the contract management module. Commercial and Procurement Services are already considering the possible adoption of PCS-T as the Council's eProcurement system, bringing an end to</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 31/12/2021</p> <p>No of Revisions 1</p>	<p>Annette Smith Gavin Brown Hugh Dunn Iain Strachan Layla Smith Michelle Vanhegan Mollie Kerr</p>

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				end approach to procurement and management of contracts. This work is continuing, and the PCS-T Working Group which has been established within Commercial and Procurement Services will take forward both aspects. If it is decided to adopt PCS-T for the Council's actual procurement processes, and not just contract management, then it is noted that the actual implementation of that would take longer, as there would be a greater direct impact upon other Council services.		
Page 316 196	<p>Unsupported Technology (Shadow IT) and End User Computing</p> <p>CW1914 Issue 1: Digital strategy and governance</p> <p>Stephen Moir, Executive Director of Resources</p>	Medium	<p>CW1914 Rec 1.1 - Digital strategy development</p> <p>Started</p>	<p>The Council's digital strategy is currently being refreshed as part of the Adaptation and Renewal Programme and will include consideration of use of both networked and cloud-based systems solutions that are aligned with the Council's strategic and service delivery objectives and applicable security and compliance requirements. A separate cloud strategy will also be prepared as part of the overarching digital strategy that outlines the opportunities and risks associated with ongoing and future use of cloud-based shadow IT systems. The digital strategy will be developed following engagement and consultation with Council directorates; divisions; citizens; and other organisations (where required).</p>	<p>Estimated Date: 31/12/2020</p> <p>Revised Date: 30/06/2021</p> <p>No of Revisions 1</p>	<p>Alison Roarty</p> <p>Heather Robb</p> <p>Layla Smith</p> <p>Michelle Vanhegan</p> <p>Nicola Harvey</p>

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160	<p>Waste & Cleansing Services - Performance Management Framework</p> <p>PL1807 Issue 1: Waste and Cleansing Performance Management Framework</p> <p>Paul Lawrence, Executive Director of Place and SRO</p>	Low	<p>PL1807 1.3 Waste and Cleansing Policy</p> <p>Started</p>	<p>The Policy Handbook will not be updated to reflect items suitable for inclusion in residual waste bins as it is not updated frequently enough to ensure that this information would be up to date and accurate. A clearer link to the Scottish Government's Code of Practice on Litter and Refuse guidance will be included in all customer communications and on the website.</p>	<p>Estimated Date: 27/12/2019</p> <p>Revised Date: 01/11/2020</p> <p>No of Revisions 1</p>	<p>Alison Coburn Andy Williams David Givan Gareth Barwell George Gaunt</p>

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